

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA
and Meeting of the Anoka County Board of Commissioners****

Commissioners West (Chair), Braastad, Reinert, and Schulte

FOR THE MARCH 22, 2022, MEETING

8:45 A.M.

County Board Room #705 - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.
2. In accordance with the Personnel Rules and Regulations, and/or the Travel Policy, and at the request and recommendation of the respective department heads, consider approving the consent items. **See attached** consent items.
3. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, consider the following personnel transactions:
 - A. Restructure/fill - Administration/License & Passport Services - effective March 22, 2022 - vacancy due to resignation effective February 2, 2022. PC#1996001707

FROM: 1.0 FTE Service Center Specialist - Grade B009, range \$17.97 to \$27.37 per hour

TO: 1.0 FTE Lead License Center Specialist - Grade B011, range \$21.72 to \$32.72 per hour

See attached position action worksheet.

*** Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

ANOKA COUNTY

CONSENT ITEMS

FOR THE MARCH 22, 2022, MANAGEMENT COMMITTEE MEETING

*Consent items will be voted on as one item.
At the request of any commissioner, a consent item may be
moved to the regular agenda for discussion purposes.*

1. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Rhonda Sivarajah, County Administrator, and County Commissioners Scott Schulte, Mike Gamache, Jeff Reinert, Mandy Meisner, and Matt Look - Administration - to attend 2022 NACo Annual Conference - Denver, CO - 6 days, July 2022 - costs for each to include \$156 parking, \$50 ground transportation, \$337 airfare, \$435 per diem, \$1,385 lodging, \$41 mileage, and \$540 registration.
 - B. Kevin McNallan, CAD Administrator - Administration/Emergency Communications - to attend Central Square Conference - Orlando, FL - 6 days, March 2022 - costs, which are 100% funded by the Joint Law Enforcement Council, to include \$800 registration, \$900 lodging, \$380 per diem, \$500 airfare, and \$120 parking.
 - C. Kari Morrissey, Assistant Director, and Kevin McNallan, CAD Administrator - Administration/Emergency Communications - to attend International CAD Consortium Conference - Plano, TX - 5 days, April 2022 - costs for each, which are funded by the Joint Law Enforcement Council, to include \$265 registration, \$600 lodging, \$500 airfare, and \$40 ground transportation. There will be an additional expense of \$288 per diem.
 - D. Erick Boder, Emergency Coordinator; Ryan Kelzenberg, Emergency Management Coordinator; Jordan Young, Emergency Management Specialist; and Kurt Kramer, Emergency Management Specialist - Administration/Emergency Management - to attend Incident Response to Terrorist Bombings Training - Socorro, NM - 5 days, May 2022 - costs for each, which are 100% funded by FEMA, to include \$225 parking, \$300 airfare, \$266 per diem, \$550 lodging, and \$59 mileage.
 - E. Mike Borak, Senior Network Engineer - Administration/Information Technology - to attend Cisco Live 2022 Network Training - Las Vegas, NV - 5 days, June 2020 - costs to include \$2,395 registration, \$29 mileage, \$1,100 lodging, \$311 per diem, \$443 airfare, \$50 ground transportation, and \$95 parking.
 - F. John Kriesel, Director, and Veteran Services Officers Tim Nelson, Kimberly LaMotte, Tyler Oestreich, and Zachary Haugen - Administration/Veteran Services - to attend 2022 National Association of County Veterans Service Officers (NACVSO) Training Conference - San Antonio, TX - 7 days, June 2022 - costs for each, which are funded by Minnesota Department of Veterans Affairs CVSO Enhancement Grant, to include \$350 registration, \$39 mileage, \$1,218 lodging, \$352 per diem, \$450 airfare, \$50 ground transportation, and \$168 parking.

- G. Cory Kampf, Division Manager - Finance & Central Services - to attend GFOA Annual Conference - Austin, TX - 6 days, June 2022 - costs to include \$475 registration, \$35 mileage, \$1,500 lodging, \$288 per diem, \$400 airfare, \$100 ground transportation, and \$120 parking.
 - H. Tricia Lehti, Retired and Senior Volunteer Program (RSVP) Coordinator - Human Services/Community Social Services & Behavioral Health - to attend 2022 AmeriCorps Seniors Convening Training - Washington DC - 3 days, May 2022 - costs, which are 100% grant funded, to include \$810 hotel, \$209 per diem, \$400 airfare, and \$50 ground transportation.
2. Ratifying the following travel requests:
- A. Renee Hanck, Lead Dispatcher - Administration/Emergency Communications - to attend Association of Public-Safety Communications Officials National Conference for Public Safety Communications - Baltimore, MD - 4 days, August 2019 - costs \$525 registration, \$70 mileage, \$1,040 lodging, \$300 meals, \$250 airfare, \$100 ground transportation, and \$150 parking.
 - B. Dan Xiong, Radio Technician - Administration/Emergency Communications - to attend International Wireless Communications Expo - Las Vegas, NV - 4 days, September 2021 - costs \$1,598 registration, \$17 mileage, \$1,000 lodging, \$336 per diem, \$300 airfare, and \$50 ground transportation.
 - C. Kari Morrissey, Assistant Director, and Kevin McNallan, CAD Administrator - Administration/Emergency Communications - to attend National Emergency Number Association Conference and Next Generation 911 Training - San Diego, CA - 6 days, January 2022 - costs for each of \$475 registration, \$1,260 lodging, \$481 per diem, \$250 airfare, and shared car rental of \$240.

Travel and training forms are available in Administration for review.

POSITION ACTION APPLICATION REQUEST

Department License & Passport Services
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Action requested	Restructure vacant position PC# 1996001707 (1.0 FTE) from a Service Center Specialist (grade 9) to a Office Supervisor position (grade 11)
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Background	License & Passport Services operates 5 license centers, but only has 4 Office Supervisor positions. This restructure will allow each office to have an on-site Office Supervisor.
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Recommendations	Restructure vacant position PC# 1996001707 (1.0 FTE) from a Service Center Specialist (grade 9) to a Office Supervisor position (grade 11)
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	There will be no budget change needed for this change in 2022.
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Who to contact with questions John Lenarz/Dee Guthman

Submitted by John D Lenarz	Digitally signed by John D Lenarz Date: 2022.03.01 12:22:07 -06'00'	Date submitted 03/01/2022
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Revised 05/19/2020

Submit by Email

HR USE ONLY	
Employee Relations and Finance Budget Workgroup approved	Date approved