

ANOKA COUNTY

MANAGEMENT COMMITTEE AGENDA

Commissioners West (Chair), Look, Braastad, and Gamache

FOR THE APRIL 9, 2019, MEETING

8:45 A.M.

Master Conference Room #772 - Government Center

1. 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.
2. Consider, for informational purposes, a Resolution 2019-47, Process for Replacement of the County Administrator Position that will be considered at the April 9, 2019, county board meeting. **See attached** resolution.
3. Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes.

ANOKA COUNTY

CONSENT ITEMS

FOR THE APRIL 9, 2019, 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. Reclassifications as recommended by the Employee Relations director. **See attached** dated April 9, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Any County Commissioner - Administration and Cindy Cesare, Division Manager - Human Services - to attend NACo Annual Conference and Exposition - Clark County, NV - 7 days, July 2019 - costs for each to include \$490 registration, \$895 lodging, \$336 per diem, \$230 airfare, and \$40 ground transportation. (Commissioner Schulte's expenses will be 100% funded by the Association of Minnesota Counties.)
 - B. Priscilla McDowell and Amy Lehtola, Career Probation Officers, and Scott Evenson, Corrections Supervisor - Human Services/Corrections - to attend National Association of Drug Court Professionals Annual Training Conference - National Harbor, MD - 4 days, July 2019 - costs for each, which are 100% funded by Adult Drug Court Discretionary Grant, to include \$745 registration/membership, \$35 mileage, \$845 lodging, \$220 per diem, \$560 air fare, \$22 ground transportation, and \$130 parking,
 - C. Susan Wakefield, Librarian - Library - to attend Young Adult Library Services Association 2019 Symposium - Memphis, TN - 4 days, November 2019 - costs, which are 100% funded by MELSA, to include \$59 registration, \$516 lodging, \$275 per diem, \$410 air fare, and \$240 ground transportation.

Travel and training forms are available in Administration for review.

**Employee Relations Department
Recommendations for Reclassification**

Incumbent	Present Title	Proposed Title	Present Grade Level	Approved Grade Level	Department	Effective Date
Jaclyn Steffens	Accountant	Payroll Coordinator	11	12	Finance	04/13/2019

RESOLUTION #2019-47

**PROCESS FOR REPLACEMENT OF THE
COUNTY ADMINISTRATOR POSITION**

WHEREAS, the existing County Administrator is retiring and there is a need to replace that position; and,

WHEREAS, there is no defined process to replace the County Administrator position. There is a need to define this process:

THEREFORE, BE IT RESOLVED, that the process for replacing the county administrator position is as follows:

- The Employee Relations Department will be responsible for the process.
- The Employee Relations Department will complete a job posting document that will define the minimum and preferred qualifications, the job duties and skills needed for the position.
- The following individuals are eligible to apply for the position:
 - Regular county employees.
 - Current Anoka County Commissioners and other elected officials with county-wide jurisdiction.
 - Former Anoka County employees who have worked for the county within the last five years and left in good standing.
- The Employee Relations Department will post the position announcement for 10 business days and use its normal process for communicating the posting.
- The Employee Relations Department will screen the applications and select those that best meet the minimum and preferred qualifications.
- A subcommittee of three county board members will participate in an interview process of those qualified candidates. The Employee Relations Department will assist in developing questions and oversee the interview process.
- The subcommittee will make a recommendation to the county board regarding the appointment.

BE IT FURTHER RESOLVED, that the subcommittee of the county board will consist of the following commissioners: Scott Schulte, County Board Vice Chair; Robyn West, Management Committee Chair; and Mike Gamache.