

ANOKA COUNTY

MANAGEMENT COMMITTEE AGENDA
Commissioners West (Chair), Look, Braastad, and Gamache

FOR THE APRIL 23, 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. 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. **New** Position – Human Services/Public Health & Environmental Services – effective May 14, 2019. PC#2019003327

1.0 FTE Correctional Health Registered Nurse – Grade B111, range \$23.18 to \$39.66 per hour.

See attached position action form.
 - B. **New** Position – Human Services/Public Health & Environmental Services – effective May 14, 2019. PC#2019003328

.5 FTE Correctional Health Registered Nurse – Grade B111, range \$23.18 to \$39.66 per hour.

See attached position action form.
 - C. **New** Position – Sheriff's Office/Criminal Investigative Division – effective July 1, 2019. PC#2019003330

1.0 FTE Crime Scene Investigator – Grade 2104, range \$39.66 to \$47.00 per hour.

See attached position action form.
 - D. **New** Position – Sheriff's Office/Criminal Investigative Division – effective April 27, 2019 – contingent upon SAKI Grant funding. PC#2019003325

1.0 FTE CID Investigator – Grade 2104, range \$39.66 to \$47.00 per hour.

See attached position action form.

If approved by the Management Committee, this item may move directly to the county board for approval on April 23, 2019.

- E. **New** Position – Sheriff’s Office/Criminal Investigative Division – effective April 27, 2019
- contingent upon SAKI Grant funding. PC#2019003326

1.0 FTE Property Room Technician – Grade B009, range \$17.45 to \$26.57 per hour.

See attached position action form.

If approved by the Management Committee, this item may move directly to the county board for approval on April 23, 2019.

- F. **New** Position – Sheriff’s Office/Justice Services – effective July 1, 2019.
PC# 2019003331

1.0 FTE Deputy – Grade 2105, range \$28.33 to \$39.86 per hour.

See attached position action form.

- G. **New** Position – Sheriff’s Office/Criminal Investigative Division – effective July 1, 2019.
PC# 2019003329

1.0 FTE Lieutenant – Grade 2114, range \$50.31 to \$55.23 per hour

See attached position action form.

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 23, 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.

4. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Andrea Egbert, Librarian II - Library - to attend ARSL Annual Conference - Burlington, VT - 3 days, September 2019 - costs, which are 100% funded by MELSA, to include \$275 registration (includes some meals), \$402 lodging, \$93 meals, \$358 air fare, and \$28 mileage.

POSITION ACTION FORM

Revised 01/2018

Department: Public Health & Environmental Services		
Position effective date: 05/14/2019	Management Committee meeting date: 04/23/2019	Board meeting date: 05/14/2019

Action requested: Establish 1.5 FTE Correctional Health Registered Nurse Positions, Grade 611, Non-Contingent.
PCNs #2019003327 (1.0 FTE) and #2019003328 (.5 FTE)

Background: The Jail Project Mental Health Workgroup was initiated in January of 2018. The mission of the workgroup was to complete an assessment of Mental Health Services within the jail, review the ability for pre-booking diversion of mentally ill individuals and provide recommendations to the Executive Committee.

Currently Correctional Health Nurses work each day from 6:30 a.m. to 11:00 p.m. with no on-site overnight coverage. Currently Officers are responsible to complete the initial Correctional Mental Health Screening Tool with all inmates as part of the booking process. Officers do not have the education and training necessary to identify and provide person centered mental health interventions to high utilizers/repeat inmates who exhibit mental illness upon entering the jail. A safe and efficient intake space has been constructed where the initial screening and medical assessment is completed. Utilizing trained Correctional Health Nurses to complete the initial intake screening tool along with the medical assessment will increase the effectiveness of the jail intake process and support early interventions for inmates who have mental illness.

Recommendations: Establish 1.5 FTE Correctional Health Registered Nurse Positions, Grade 611, Non-Contingent
PCNs 2019003327 (1.0 FTE) and 2019003328 (.5 FTE)

Funding source:	Budget adjustment current year	Budget adjustment future years
Budget adjustment - specify amount current/future years	\$69,000.00	\$137,997.00

Funding description: Anoka County Jail contracts with Public Health Nursing to provide Correctional Health Nursing services in the jail.

Submitted by: Jonelle Hubbard	Date submitted: 4/03/2019
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POSITION ACTION FORM

Revised 01/2018

Department: Sheriff's Office		
Position effective date: 07/01/2019	Management Committee meeting date: 04/23/2019	Board meeting date: 05/14/2019

Action requested: Add 1.0 FTE Crime Scene Investigator Position

Background:	<p>The Crime Scene unit (CSU) is currently staffed with five detectives and one sergeant. This unit responds to calls for service 24/7, 365 days per year. With such a limited number of staff responding on a 24 hour basis, if a member is sick or on vacation it almost always requires all or a portion to be covered by overtime. The unit does cover some of the hours as on-call hours however once called in to service it turns into overtime and more than one staff person may be required depending upon the scene. Currently, the unit does not respond to property crimes during on-call hours (except under extraordinary circumstances). Property crimes can be held for up to two days. Our customer agencies and the public expect that we will respond at all times. In addition, with the advancement of forensics there is an expectation by the public, other law enforcement agencies, defense and prosecuting attorneys and the court system that all measures be taken to collect and analyze any potential evidence. The examinations and forensics tools that are required to process crime scenes to the full extent are time consuming and require additional time even after the scene has been processed. Once completed, the CSU detective now spend days preparing court testimony and then additional days in the courtroom testifying. This places an even greater demand on detectives available time that was not previously required. With the advancement of technology comes the increased ability to locate, analyze and process potential evidence which requires additional advanced training and proficiency testing. All of this requiring more dedicated time beyond the actual call for service per crime scene detective thus creating a workload requiring an additional detective.</p>
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Recommendations:	<p>By adding an additional detective, we will be able to better meet the expectations of the public and our partners through the reduction of on-call hours with additional hours of regular coverage. This will allow us to reduce the times that we must hold a call for service until a detective is on regular duty. This should reduce the number of actual overtime hours needed as the additional hours of coverage would be at straight time and not at overtime rates. Adding an additional detective would not only allow the unit to better respond to calls for service in a timely manner, it adds additional trained staff to the unit who are available to respond during times of multiple, concurring scenes requiring technical and proficient staff.</p>
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Funding source:	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description:	<p>This position will be funded through savings in actual overtime costs and within current budget parameters. No additional funding is requested.</p>
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Submitted by:	Date submitted: 04/05/2019
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POSITION ACTION FORM

Revised 01/2018

Department: Sheriff's Office		
Position effective date: 04/27/2019	Management Committee meeting date: 04/23/2019	Board meeting date: 04/23/2019

Action requested: Add 1.0 FTE CID Investigator and 1.0 FTE Property Room Technician - approval directly to County Board

Background: As a result of a 2015 law, law enforcement agencies and forensic science laboratories were required to submit information of their untested sexual assault kits (SAKs) collected prior to 2015. A state-wide work group was set up to address the many SAK related issues. The applicant for this grant is the Minnesota Office of Justice Programs with subawardees being: Minnesota Bureau of Criminal Apprehension (BCA), Minnesota Coalition Against Sexual Assault (MNCASA), Anoka County Sheriff's Office, Alexandra House. The Sheriff's Office objective is to reduce the number of un-tested/submitted Sexual Assault Kits(SAKs) held by our Office. Through this grant award the Sheriff's Office objective is to eliminate the number of 2015 and prior unsubmitted SAKs.

Recommendations: To accomplish this the Sheriff's Office will add: 1.0 FTE CID Investigator; 1.0 FTE Property Room Technician. These positions will allow the Sheriff's Office to: review case files related to previously submitted SAKs; compile information from case file reviews; report retrospective analysis of previously unsubmitted SAKs; identify changes in practices; implement changes; identify processes for responding to CODIS hits; develop a plan for victim notification and work with partners to refine investigative practices and compassionate victim-centered notifications.

Funding source:	Budget adjustment current year	Budget adjustment future years
Grant funded	\$0.00	\$0.00

Funding description: Grantee is the Minnesota Office of Justice Programs - the Sheriff's Office is one of four subawardees. The funding for this position is through September 2021 (annual resubmissions required). The positions are fully grant funded and are contingent upon continued grant funding.

The SAKI grant was submitted to the Public Safety Committee on April 16, 2019 and will be presented at County Board on April 23, 2019. (The positions are contingent upon County Board Acceptance of the SAKI Grant which follows the Management Committee on same date.

Submitted by: Sheriff James Stuart	Date submitted: 04/04/2019
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POSITION ACTION FORM

Revised 01/2018

Department:

Sheriff's Office

Position effective date:

Management Committee meeting date:

Board meeting date:

07/01/2019

04/23/2019

05/14/2019

Action requested: Add a 1.0 FTE Deputy position

Background:

This position would be assigned to the Court Security Unit within the Sheriff's Office. This unit was reduced by two positions back in 2015 due to budget constraints. Since then the courthouse underwent some courtroom renovations during the years of 2016 and 2017 where two to three courtrooms were under construction, therefore not utilized. The judges have made the decision that they will not proceed with court if there is not a court security officer present. We currently have a staffing level of 11 licensed deputies and 6 detention deputies. There is a total of 18 courtrooms that need to be staffed on a daily basis, as well as 2 officers are needed at the security checkpoint. With our current staffing levels, we rely on part time court security officers and overtime to help fill the required workload. In addition, to meet the staffing requirements, we have to pull deputies from other assignments such as transport, warrants or even patrol. Part of the renovations that were made included an in-custody arraignment suite, which opened mid-year 2017, this increased the number of court security officers needed to run the suite, from two to three, causing further staffing shortages.

Recommendations:

The Sheriff's Office Court Security Unit, in 2016 required 423.5 hours of overtime to meet the courtroom staffing needs. With the increases in the number of courtrooms and the addition of the in-custody arraignment suite, in 2017 the required overtime hours to meet staffing requirements rose to 1,247 hours and 837 hours in 2018. The majority of these hours were for staffing courtrooms. In addition, the amount paid to part time court security officers increased over 7% compared to what was required in 2016. Adding an additional court security deputy will help defer some of these costs, although it will not cancel them out completely.

Funding source:

Budget adjustment current year

Budget adjustment future years

Current budget

\$0.00

\$0.00

Funding description:

The position will be funded through savings in actual over-time and part-time staff salaries and within current budget parameters. No additional funding is requested.

Submitted by:

Sheriff James Stuart

Date submitted:

04/05/2019

POSITION ACTION FORM

Revised 01/2018

Department: Sheriff's Office		
Position effective date: 07/01/2019	Management Committee meeting date: 04/23/2019	Board meeting date: 05/14/2019

Action requested: Add a 1.0 FTE Lieutenant position		
Background: The Sheriff's Office CID Lieutenant currently oversees the Drug Task Force and the duties of the Lieutenant in the Criminal Investigations Division. Due to the activities and grant management of the task force the CID Lieutenant has been spending the majority of his time managing the task force which leaves the CID Division short supervision. The national recommendation for law enforcement supervision is 6:1 and currently CID is at 16:1 with two supervisors the Commander and Lieutenant. There are 32 detectives so with the Lieutenant's time being divided with task force it creates a even greater disparity in this ratio.		
Recommendations: At the recommendation of the Department of Public Safety State-wide gang /Drug Task Force coordinator, this issue was brought forward to the Drug Task Force Governing Board (comprised of CLEOs from all the participating agencies) and it was agreed that with the complexity of the grant and its tasks that there needs to be a fully dedicated lieutenant overseeing the Task Force. It was agreed that the Task Force Lieutenant would be an employee of the Anoka County Sheriff's Office and that the participating member agencies would contribute 50% of the costs of this position. This allows the CID Lieutenant to act fully in the position that it was originally designed to serve in.		
Funding source:	Budget adjustment current year	Budget adjustment future years
Additional revenue or fees	\$0.00	\$0.00
Funding description:	This position will be funded 50% from the other participating agencies in the Drug Task Force and 50% Sheriff's Office. We are not requesting a budget adjustment for this position	

Submitted by: Sheriff James Stuart	Date submitted: 04/05/2019
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