

ANOKA COUNTY

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

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

FOR THE APRIL 26, 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 transaction:
 - A. Restructure/fill - Finance and Central Services - effective April 26, 2022 - vacancy due to retirement effective November 30, 2021. PC#1992000338
FROM: 1.0 FTE Collections Specialist - Grade B009, range \$17.97 to \$27.37 per hour.
TO: 1.0 FTE Supervisor, Accounting - Grade C013, range \$26.45 to \$44.08 per hour.
See attached position action worksheet.
4. Consider recommending the county board adopt Resolution #2022-M3, A Resolution Approving the Tentative Agreement Between the County of Anoka and Law Enforcement Labor Services, Inc. Representing the Office Investigators in The Medical Examiner's Office for March 23, 2021, Through December 31, 2021 (Contract #C0009205). **See attached** resolution.
If approved by the Management Committee, this item may move directly to the county board for approval on April 26, 2022.

*** 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 APRIL 26, 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. Commissioners Scott Schulte and Julie Braastad - County Administration - to attend Jail Health Medicaid Coverage & Transportation Lobbying - Washington DC - 3 days, June 2022 - costs for each to include \$588 lodging, \$567 airfare, \$20 mileage, \$198 per diem, \$75 ground transportation, and \$25 parking.
 - B. Priscilla McDowell and Amy Lehtola, Career Probation Officers; and Scott Evenson, Corrections Supervisor - Human Services/Community Corrections - to attend National Association of Drug Court Professionals (NADCP) Conference - Nashville, TN - 4 days, July 2022 - costs for each, which are funded by a Veterans/Drug Court Grant, to include \$795 registration, \$59 mileage, \$965 hotel, \$356 per diem, \$500 airfare, \$100 ground transportation, \$100 parking, and \$60 NADCP membership.
 - C. Meghan Mathson, TMO Coordinator - Transportation/Transit - to attend Shared Use Mobility Summit - Chicago, IL - 3 days, May 2022 - costs, which are funded by the Congestion Mitigation and Air Quality Improvement Program, to include \$569 registration, \$432 lodging, \$155 per diem, \$174 Amtrak, and \$58 ground transportation.

Travel and training forms are available in Administration for review.

POSITION ACTION APPLICATION REQUEST

Department Finance and Central Services

Action requested	Reclass position 1992000338 from a existing grade 9 into an Accounting Supervisor grade 13. This position would focus on billing and cash receipting functions.
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Background	<p>Currently the billing and cash receipting functions are separated between managers. The two functions are so intertwined that having one supervisor will allow for a more effective work stream. By creating this position we intend to:</p> <ul style="list-style-type: none"> • Free up Accounting Manager's time to focus on other higher level tasks by shifting day-to-day oversight to supervisor • Consolidate Accounts Receivable and Cash Receipting under one supervisor for cohesion of end-to-end processing, including exception (Adjustment and Write off) oversight.
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Recommendations	Reclass position 1992000338 from a existing grade 9 into an Accounting Supervisor grade 13.
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	This position is open due to a retirement where the incumbent was at the very high end of the pay scale. This salary savings is more than enough to cover the reclass costs.
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Who to contact with questions Paula Bownik

Submitted by Paula Bownik	 Digitally signed by Paula Bownik Date: 2022.03.21 15:10:45 -05'00'	Date submitted
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Revised 05/19/2020

Submit by Email

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

RESOLUTION #2022-M3

**A RESOLUTION APPROVING THE TENTATIVE AGREEMENT
BETWEEN THE COUNTY OF ANOKA AND
LAW ENFORCEMENT LABOR SERVICES, INC.
REPRESENTING THE OFFICE INVESTIGATORS
IN THE MEDICAL EXAMINER'S OFFICE
FOR MARCH 23, 2021 THROUGH DECEMBER 31, 2021
(CONTRACT #C0009205)**

WHEREAS, representatives of Anoka County and representatives of Law Enforcement Labor Services, Inc., representing the Office Investigators in the Anoka County Midwest Medical Examiner's Office have negotiated a first collective bargaining agreement for the period of March 23, 2021, through December 31, 2021; and,

WHEREAS, the attached document (Exhibit A) summarizes the substantive agreement between the parties on the tentative agreement:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby approve the tentative agreement and that the chief negotiator for the Anoka County Board of Commissioners is authorized and directed to prepare contract documents incorporating this tentative agreement, and further, that upon receipt of the three original contracts executed by the union, the Anoka County board chair, county administrator, Human Relations director, labor negotiator, and other appropriate individuals be authorized and directed to execute the original contracts and documents.

To: Anoka County Board of Commissioners
From: Scott Lepak, Chief Labor Negotiator
Date: April 14, 2022
Re: Office Investigators in the Medical Examiner's Office Tentative Agreement for a March 23, 2021 through December 31, 2021 Agreement

Representatives of the County and Law Enforcement Labor Services, Inc. (also referred to in this Memorandum as LELS or the Union) reached a tentative agreement covering a first contract for the Medical Examiner's Office Investigators bargaining unit at the County.

The Union notified the County on February 13, 2022 that it ratified the agreement.

The major substantive provisions of this first contract are as follows:

1. Duration. March 23, 2021 through December 31, 2021.

The unusual duration in this agreement (back to March 31, 2021 and expiring 4 months ago) was the result of focused negotiation over the initial language in the collective bargaining agreement.

In the course of these negotiations, the County determined that it did not wish to establish a wage for 2022 and 2023 for this group as the large majority of the other bargaining agreements at the County were operating under collective bargaining agreements that expired on December 31, 2021. The County did not want this group to be the lead group for negotiating wages that could then be used in negotiations with the other more established bargaining units.

2. Wages.

The parties agreed to keep the existing County pay program for this group and put it into the collective bargaining agreement. For 2021 the group will:

- a. receive the same two percent (2%) merit increase as the non-union group received in 2021 effective the beginning of the first full pay period in January of 2021.
- b. The pay plan minimum and maximum also increased three percent (3%) effective the beginning of the first full pay in January 2021. There is not a corresponding increase

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Charles M. Seykora
Beverly K. Dodge
James D. Hoeft
* Joan M. Quade
* John T. Buchman
Scott M. Lepak
William F. Huefner

Bradley A. Kletscher
Timothy D. Erb
Karen K. Kurth
Adriel B. Villarreal
Tammy J. Schemmel
Carole Clark Isakson
Joseph J. Deuhs, Jr.

Jennifer C. Moreau
Cathryn D. Reher
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Jeffrey S. Johnson
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in Wisconsin

as a result of this range movement except as necessary to bring an employee to the new range minimum.

The parties also negotiated individual wage movement based on unique factual applications of the pay plan to this bargaining unit. The unique facts were:

- The probation period went from the prior six (6) months to one (1) year so there was a need to address the applicable increase for existing successfully completing probation.
- There were limited instances in which more senior employees with similar experience being paid less than newer employees.

As a result, specific employee placement on the County pay system was identified in an Appendix B. Retroactive pay increases for these special adjustments went to the beginning of the first pay period in July of 2021. Employees separating prior to this July of 2021 date were not eligible for retroactive payments.

3. Preferred Benefit Program, Insurance and Holidays.

Employees in the bargaining unit will be covered by the County's Preferred Benefit Program, Insurance Program and Holiday Program as outlined in the County's Rules and Regulations.

4. Shift Differential.

The parties agreed to apply the same shift differential to members of this bargaining agreement that apply to other employees in bargaining units at the County working shifts. The benefit is that any employee who works in a full shift or a portion of a shift beginning earlier than 6:00 a.m. or ending later than 6:00 p.m. shall be entitled to receive a night differential provided at least four hours of the shift or partial shift are worked between the hours of 6:00 p.m. and 6 a.m. This night differential shall be six dollars (\$6.00) per shift. Payment shall be included in the regular payroll check.

5. Call out.

The parties agreed that any covered employee called out for service during their regularly scheduled days off or time off shall receive a minimum of three (3) hours credit computed at the applicable rate. This minimum shall not apply to early reports or extension of shifts, responding to telephone calls where the employee is not required to physically return to work or scheduled trainings.

6. Court time.

The parties agreed that any employee who is required to appear in court as part of their duty assignment at times other than their regular duty time, it is agreed that a minimum of two (2) hours credit computed at overtime rate shall be earned and paid. Court time other than as regularly scheduled which is in excess of two (2) hours shall be computed at the applicable rate relative to the work hours of the affected employee during the period involved.

7. Seniority.

The parties agreed to general seniority language with layoffs and recall determined by hire date at the County in the bargaining unit classification. Recall from layoff is limited to one year.

8. Probation Periods.

The parties agreed to extend the existing six month probation period to twelve (12) months.

9. Other language.

The parties agreed to other typical language in the collective bargaining agreement related to the preamble and purpose of the agreement, recognition, definitions, union security, management rights, right of subcontract, grievance procedure, discipline, tuition refund, part time employees, complete agreement and waiver of bargaining, mutual consent and the savings clause.