

*The Management Committee will hold their regularly scheduled meeting in Room #705 of the Anoka County Government Center. All members of the committee will be present. However, due to the Governor's Emergency Executive Order 20-33, and a determination by the county board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person. Public members may monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4704 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.*

## ANOKA COUNTY

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

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

FOR THE MAY 12, 2020, MEETING

8:45 A.M.

County Board Room #705 - 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 recommending adopting Resolution #2020-M2, Renaming of The Central Communications Department to The Emergency Communications Department. **See attached** resolution.
3. Consider recommending approving the tuition reimbursement plan for the Supervisor of Investigations at the Midwest Medical Examiner's Office (MMEO). **See attached** action item worksheet.
4. Public Comment: Due to the Governor's Emergency Executive Order 20-33, and determination by the county board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person, so for persons who wish to submit public comment they may do so by sending an email to [RS-AnokaCountyAdmin@co.anoka.mn.us](mailto:RS-AnokaCountyAdmin@co.anoka.mn.us) or mailing a letter to Anoka County Administration Department, 2100 3rd Ave N, Suite 700, Anoka, MN 55303.

*\*\* 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 MAY 12, 2020, 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. Craig Christenson and Andy Mallum, End-User Technology Services Engineers, and Alex Ma, End-User Technology Services Senior PC LAN Specialist - Administration/Information Technology - to attend VMware Horizon 7 Training - Online One Week Training - Craig and Alex scheduled in May of 2020 and Andy in June of 2020 - costs for each to include \$2,550 registration.

Travel and training forms are available in Administration for review.

**RESOLUTION #2020-M2**

**RENAMING OF THE CENTRAL COMMUNICATIONS DEPARTMENT TO  
THE EMERGENCY COMMUNICATIONS DEPARTMENT**

WHEREAS, the Anoka County Board of Commissioners (“County Board”) has the authority to name the various county departments and committees of the County Board to promote efficiency in operations and to enhance service to the public; and,

WHEREAS, the County Board believes the citizens of Anoka County would benefit by renaming the Central Communications department. Changing the name to Emergency Communications Department will clearly define the Central Communications department more effectively for Anoka County’s citizens and county staff; and,

WHEREAS, the County Board believes that name changes to the county’s organizational chart will improve proficiency, simplify reporting, and streamline operations; and,

NOW, THEREFORE, BE IT RESOLVED that the name of the Central Communications Department will be changed to the Emergency Communications Department.



## ANOKA COUNTY BOARD ACTION ITEM

May 1, 2020

Midwest Medical Examiner's Office

<p><b>ACTION REQUESTED</b></p>	<p>Consider the approval of a tuition reimbursement plan for the Supervisor of Investigations at the Midwest Medical Examiner's Office (MMEO). The incumbent is pursuing an MBA through St Mary's University. This is a 30-credit program and is very relevant to this individual's position. Course work includes:          Operations Management which covers the development of control systems which is very important to this role given the scope, size and unique operations of our office.          Strategic Management which teaches the development of competitive business strategies which will be very beneficial as this office continues to provide services to additional jurisdictions.          Financial Practices includes ethical financial management as well as interpretation and management of budgets which will be helpful as our revenue stream grows.          Planning and Health Care Policy which will be beneficial as best practices and statutory responsibilities continue to evolve.          This program and the required coursework are very well aligned to this unique position and its role within the MMEO.</p>
<p><b>BACKGROUND</b></p>	<p>The Supervisor of Investigations role has grown significantly over the years as the office has expanded. Currently we have approximately 80 full and part time investigations staff both in office and in the many counties that we serve with staffing needed 24/7. This position not only supervises the investigations staff, but also interacts with law enforcement, funeral homes, emergency management and many others daily. This position also provides training to our staff as well as the law enforcement personnel from the counties for which we have contracted service.</p>
<p><b>SOLUTIONS</b></p>	<p>The individual in this role has demonstrated a strong commitment to this position and an interest to continue their career with the MMEO as our operation grows. The request is to reimburse tuition at \$437.50 per course completed with a grade C or better up to \$5250.00 per year which is the IRS guideline. This is approximately 50% of tuition. This request is for 2020 and 2021 is covered by revenue and is included in the MMEO budget.</p>
<p><b>CONCLUSION</b></p>	<p>This MBA program will augment individual's current bachelor's degree and coursework in supervision through the Bureau of Criminal Apprehension. Considering the scope and responsibility of this role, the anticipated growth in the MMEO operation and the performance of this individual, this program will be of benefit to our Office.</p>
<p><b>RECOMMENDATIONS</b></p>	<p>Approve the tuition reimbursement plan as described above.</p>