

ANOKA COUNTY

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

FOR THE MAY 14, 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/Restructure/Fill - Attorney's Office - effective May 14, 2019 - vacancy due to termination effective April 30, 2019. PC#2017003221

FROM: .725 FTE Assistant County Attorney I - Grade C013, range \$25.68 to \$42.61 per hour

TO: 1.0 FTE Assistant County Attorney I - Grade C013, range \$25.68 to \$42.61 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 May 14, 2019.

- B. New/Restructure - Law Library - PC#2018003294 - effective May 14, 2019. (Incumbent is Emmalie Brudzinski.)

FROM: .5 FTE Law Library Clerk - Grade A007, range \$14.96 to \$23.03 per hour

TO: .6 FTE Law Library Clerk - Grade A007, range \$14.96 to \$23.03 per hour

See attached position action form.

- C. Restructure/Fill - Administration/License & Passport Services - Grade B009, range \$17.45 to \$26.57 per hour - effective May 14, 2019.

FROM: .5 FTE Passport Acceptance Specialist - PC#2013003013 (Incumbent is Marcia Nielsen.)

and

.5 FTE Passport Acceptance Specialist - vacancy due to resignation effective March 7, 2018 - PC#2014003039

and

.5 FTE Passport Acceptance Specialist - vacancy due to resignation effective April 19, 2019 - PC#2014003040

and

.5 FTE Passport Acceptance Specialist - PC#2014003041 Incumbent is Jessica Pearson.)

and

.5 FTE Passport Acceptance Specialist - PC#2016003135 (Incumbent is Tasha Rodriguez.)

and

.5 FTE Passport Acceptance Specialist - vacancy due to resignation effective April 13, 2019 - PC#2016003136

TO: .6 FTE Passport Acceptance Specialist - PC#2013003013
.6 FTE Passport Acceptance Specialist - PC#2014003039
.6 FTE Passport Acceptance Specialist - PC#2014003040
.6 FTE Passport Acceptance Specialist - PC#2014003041
.6 FTE Passport Acceptance Specialist - PC#2016003135

NOTE: PC#2016003136 to be eliminated.

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 MAY 14, 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 May 14, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Steve Schmidt, Lead Network Engineer - Administration/Information Technology - to attend Cisco Live - San Diego, CA - 5 days, June 2019 - costs to include \$2,795 registration (paid for with vendor credits), \$870 lodging, \$320 per diem, \$487 airfare, \$39 ground transportation, and \$75 parking.
 - B. Loren Lantz, Converged Systems Engineer - Administration/Information Technology - to attend Configuring BIG-IP APM: Access Policy Manager - On Site training - 3 days, May 2019 - costs to include \$2,807 registration.
 - C. Jeff Perry, - Administration/Parks - to attend National Association of County Park and Recreation Officials (NACPRO) Summer Board Meeting/Awards Banquet, Park Tour/Workshop - Castle Rock, CO - 5 days, June 2019 - costs to include \$175 registration, \$553 lodging, \$248 per diem, \$228 airfare, \$174 ground transportation, and \$64 parking.
 - D. Tyler Oestreich, Veteran Services Officers - Administration/Veteran Services - to attend 2019 National Association of County Veterans Service Officers (NACVSO) Training Conference - Cleveland, OH - 8 days, June 2019 - costs for each, which are 100% funded by Minnesota Department of Veterans Affairs CVSO Enhancement Grant, to include \$350 registration, \$35 mileage, \$1,043 lodging, \$495 per diem, \$500 airfare, \$50 ground transportation, and \$100 parking.
 - E. Meghan Mathson, TMO Coordinator - Transportation/Transit - to attend Association of Transportation International Conference - New York, NY - 5 days, August 2019 - costs, which are 100% funded by Congestion Mitigation and Air Quality Improvement Program (CMAQ) grant, to include \$1,095 registration, \$44 mileage, \$1,248 lodging, \$226 per diem, \$249 airfare, and \$68 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
Tony Portesan	Recreation Services Coordinator	Recreation Facilities Supervisor	11	13	Parks	05/25/2019
Ami Acker	Office Support Assistant	Facilities Access Coordinator	7	9	Facilities	05/25/2019

POSITION ACTION FORM

Revised 01/2018

Department: Anoka County Attorney's Office		
Position effective date: 05/25/2019	Management Committee meeting date: 05/14/2019	Board meeting date: 05/14/2019

Action requested: Increase PCN 2017003221, Assistant County Attorney I, Grade 13 from .725 FTE non-benefit-eligible position to a 1.0 FTE benefit eligible position. No budget increase is requested because the position is fully funded by the IV-D funds.

Background: For many years, our PSU (Protective Services Unit), which handles civil commitments and guardianships and our FLD (Family Law Division) each had part-time temporary attorneys filling staffing and court-coverage needs. When the Employee Relations Department converted temporary part-time positions to regular positions, the PSU position was converted to regular part-time; the FLD position was not. Since September 2018, the FLD position has been vacant. We tried to cover both divisions' staffing needs with the remaining regular part-time attorney. It was not enough. Additionally, it proved to be very difficult to attract and retain well-qualified candidates for a part-time attorney position without benefits. The position is now vacant. Two well-qualified attorneys left within a few months for jobs with benefits. Between those two attorneys, we posted the job and went through a hiring process that left the position vacant for approximately 8 months. After a second candidate left after just six weeks on the job, we attempted to hire a third attorney from the remaining candidates on registered list. The next two candidates on the list declined the job offers. The third candidate accepted, but did not work out well. The constant turnover is not serving the Office's needs. In the interest of hiring and retaining well-qualified staff and meeting our coverage needs, we seek to convert the regular part-time position to full-time and do not plan to fill the vacant temporary position at this time. We intend to meet our staffing needs by assigning the new attorney to the FLD full-time, which would result in that position being fully funded by federal IV-D funds. And we would assign one of the FLD attorneys who has experience with PSU work to devote half-time to that division.

Recommendations: Request Management Committee and Anoka County Board approval to restructure PCN 2017003221. The vacant position would be filled through an open competitive posting.

From .725 FTE, Assistant County Attorney, Grade 13.
To: 1.0 FTE, Assistant County Attorney I, Grade 13.

With Management Committee approval, the Anoka County Attorney's Office requests these items move directly to the Anoka County Board for Approval on May 14, 2019.

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

Funding description: The proposed FTE change is budget-neutral. No budget increase is being sought. Because its duties would exclusively involve child-support enforcement and collection and paternity establishment, it would be fully covered by IV-D federal funds.

Submitted by: Marcy S. Crain, Chief Deputy County Attorney	Date submitted: 05/06/2019
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POSITION ACTION FORM

Revised 01/2018

Department: Law Library		
Position effective date: 06/08/2019	Management Committee meeting date: 05/14/2019	Board meeting date: 05/28/2019

Action requested: Increase FTE of Law Library Clerk PC# 2018003294 from .5 FTE to .6 FTE. Incumbent is Emmalie Brudzinski.

Background: Current staffing levels do not allow for two staff members to be regularly scheduled during all library hours. This will allow adequate staffing to serve the needs of the public.

Recommendations: Increase FTE of Law Library Clerk PC# 2018003294 from .5 FTE to .6 FTE. Approved by Law Library Board April 25, 2019.

Funding source:	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description: Current budget.

Submitted by: John T. Murphy, Law Library Director	Date submitted: 05/03/2019
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POSITION ACTION FORM

Revised 05/2019

Department: License & Passport Services		
Position effective date: 05/25/2019	Management Committee meeting date: 05/14/2019	Board meeting date:

Action requested:

A. Restructure - License & Passport Services effective May 25, 2019.
 PC# 2013003013, 2014003039, 2014003040, 2014003041, 2016003135

From: .5 FTE Passport Acceptance Specialist - Grade 9

To: .6 FTE Passport Acceptance Specialist - Grade 9

B. Eliminate - License & Passport Services effective May 25, 2019. PC# 2016003136

.5 FTE Passport Acceptance Specialist - Grade 9

Vacant due to resignation effective April 13, 2019. Position to be eliminated following restructure.

Background: This is a net neutral FTE/budget request.

- Currently the Passport Services Department has six .5 FTE's; this request is to restructure/eliminate one .5 FTE position and increase the remaining five .5 FTE positions to five .6 FTE positions, an increase from 20 to 24 hours per week per person. These positions would continue to not be benefit eligible.
- This restructure would bring uniformity to the part-time staff within both the License Center and the Passport Services Departments as all part-time staff would be at .6 FTE.
- It will also assist with recruiting and retaining staff for the Passport Centers and help cover the staffing needs for the seasonal peaks and valleys associated within the department.

Recommendations: Approve restructure as outlined above

Funding source:	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description: Utilizing funding from eliminated .5 FTE position to fund FTE changes of incumbent staff

Submitted by: John Lenarz	Date submitted: 04/25/2019
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