

ANOKA COUNTY

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

FOR THE MAY 28, 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** positions - Human Services/Social Services - contingent upon federal and state funding - effective June 11, 2019. PC#s 2019003332, 2019003333, 2019003334, and 2019003335.

Four 1.0 FTE Social Workers - Grade C012, Range \$23.28 to \$34.90 per hour.

See attached action item worksheet.
 - B. **New/Restructure** - Human Services/Social Services - contingent upon Title III-E funds - effective June 11, 2019. PC#2014003033 (Incumbent is Kelsey Fuglsby.)

FROM: .5 FTE Family Caregiver Support Specialist - Grade B011, range \$21.09 to \$31.77 per hour

TO: .6 FTE Family Caregiver Support Specialist - Grade B011, range \$21.09 to \$31.77 per hour

See attached action item worksheet.
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 28, 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 28, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Cory Kampf, Division Manager - Finance and Central Services - to attend Government Finance Officers Association (GFOA) Treasury Management and Investment Best Practices - Portland, OR - 5 days, June 2019 - costs, which are 100% funded by GFOA, to include \$35 mileage, \$800 lodging, \$231 per diem, \$400 air fare, \$120 ground transportation, and \$80 parking.
 - B. Kevin McNallan, Systems Project Leader - Information Technology - to attend International Public Safety Consortium - Virginia Beach, VA - 5 days, May 2019 - costs, which are 100% funded by Joint Law Enforcement Council (JLEC) funding, to include \$265 registration, \$480 lodging, \$50 (most meals included), and \$480 air fare.
 - C. Tristan Nicka, Senior Network/UC Engineer - Information Technology - to attend Firewall Essentials: Configuration and Management - on-site online training - 4 days, January 2019 - costs to include \$4,000 registration, 100% funded by vendor.

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
Christina Kocholek	Office Support Assistant	Office Support Specialist	7	8	PHES	06/08/2019

POSITION ACTION FORM

Revised 01/2018

Department: Community Social Services/Behavioral Health		
Position effective date: June 11, 2019	Management Committee meeting date: May 28, 2019	Board meeting date: June 11, 2019

Action requested: Authorization of 4 (contingent) 1.0 FTE Social Workers (Grade 12) positions PCNs 2019003332, 2019003333, 2019003334, 2019003335

Background: <p>Anoka County's Community Social Services/Behavioral Health Department - Long Term Services and Supports (LTSS) Unit is mandated to conduct MnCHOICES assessments for seniors and individuals with disabilities, upon request, and to provide reassessments annually. Lead agencies are responsible for implementation, adhering to State and Federal requirements, when administering MnCHOICES.</p> <p>In August 2016, Anoka County's LTSS Unit developed its staff complement of FTE to address MnCHOICES requirements and workload.</p> <p>Since 2016, Community Inclusion for Disability Inclusion, Community Alternative Care, Brain Injury (CCB) and Developmental Disabilities Waivers have experienced a 12% increase in the number of program recipients. For all persons new to waiver, they also require an annual reassessment in MnCHOICES. Our reassessment activity has gone from 3,381 in 2017 to 3864 in 2019. This is an increase of more than 40 reassessments monthly. On average an assessor can do about 13 reassessments per month.</p> <p>To address needs within our reassessment team, LTSS temporarily transitioned staff from Intake and initial assessments; however, is now also unable to meet the Intake/referral and initial assessment demand with current staff FTE. To effectively address all staffing needs within LTSS, initial and annual reassessments, it is critical we increase our staff complement, and allow those temporarily assigned to reassessments to resume their regular job duties, while addressing reassessment growth.</p> <p>Long Term Services and Supports positions are 100% Federal and State funded and our revenues have exceeded budget by an average of \$500,000/year for the past 3 years.</p>
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Recommendations: Authorization of 4 (contingent) 1.0 FTE Social Workers (Grade 12) positions PCNs 2019003332, 2019003333, 2019003334, 2019003335
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Funding source:	Budget adjustment current year	Budget adjustment future years
Additional revenue or fees	\$0.00	\$0.00

Funding description: Social Services Time Study (SSTS)

Submitted by: Janet Bolander	Date submitted: 5/21/2019
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POSITION ACTION FORM

Revised 01/2018

Department: Social Services		
Position effective date:	Management Committee meeting date:	Board meeting date:
June 11, 2019	May 28, 2019	June 11, 2019

Action requested: Authorization of .10 increase (contingent) from .50 FTE to .60 FTE -- Family Caregiver Support Specialist, Grade 11. PCN 2014003033

Background:

Title III-E funds from the Metropolitan Area Agency on Aging have provided the Anoka County Family Caregiver Connection program with funding to support staff time required to meet the growing needs of informal family caregivers. With the increasing senior population and the desire of seniors to age in their homes instead of moving to more restrictive settings, the responsibility for caring for aging seniors typically falls to family members who provide 90% of the ongoing care in Minnesota.

The Anoka County Family Caregiver Connection (ACFCC) in partnership with the Faith Community Nurse Program of Mercy and Unity Hospitals provides outreach, counseling and consultation to caregivers and family members, caregiver support groups, memory screening, small group respite, memory loss socialization and community education. In addition to County funds, ACFCC receives \$83,958 annually in Title III E funds, administered through the Metropolitan Area Agency on Aging (MAAA).

In 2018, we received approval from the Human Services Committee to apply for the Title III Funds. The MAAA awarded Anoka County an increase from \$83,958 to \$98,000. With the increased funding, the ACFCC would accommodate the increases in the need for support groups/Memory Cafes and respite services as well as a more finalized support system for Anoka County Employees who are caregivers.

The grant funds will be used to support ACFCC staffing as well as the costs associated with the Faith Community Nurse partnership. Specifically, ACCFCC proposes increasing the staffing by adding .10 to the Current Caregiver Support Specialist .50 FTE position to increase to .60 FTE.

Recommendations: Authorization of increase .10 FTE (contingent) from .50 FTE to .60 FTE -- Family Caregiver Support Specialist (Grade 11). PCN 2014003033

Funding source:	Budget adjustment current year	Budget adjustment future years
Grant funded	\$23,958.00	\$23,958.00

Funding description: Title III-E

Submitted by: Denise Kirmis	Date submitted: 05/10/2019
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