

*The Intergovernmental & Community Relations Committee will hold their regularly scheduled meeting in Room #705 of the Anoka County Government Center and via Webex. All members of the committee will be present either in person or on Webex. However, due to the applicable Governor's Emergency Executive Orders, 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**

### **AGENDA**

#### **INTERGOVERNMENTAL & COMMUNITY RELATIONS COMMITTEE**

##### **and Meeting of the Anoka County Board of Commissioners\*\***

Commissioners Braastad (Chair), West (Vice Chair), and Meisner

FOR THE THURSDAY, JUNE 4, 2020 MEETING

9:45 A.M.

County Board Room #705 - Anoka County Government Center

#### **Action Items**

- \*1. Consider recommending the county board approve renewing the following Medical Examiner contracts:
  - A. Contract #C0007667A with Beltrami County, renewing contract from January 1, 2021 through January 1, 2024. Anticipated annual revenue of \$40,000.
  - B. Contract #C0007671A with Morrison County, renewing contract from January 1, 2021 through January 1, 2024. Anticipated annual revenue of \$20,000.
  - C. Contract #C0007320A with Hennepin Healthcare System, renewing contract from July 2020 through July 2026. Anticipated annual revenue of \$24,000.

**See attached** worksheet.

\*Requires county board approval.

#### **Information Items**

2. For informational purposes, a review of the 2021 preliminary department budgets for the Medical Examiner's office, Veteran Services office and Government Relations. **See attached** presentations.
3. For informational purposes, a legislative session update.
4. Due to the Governor's Emergency Executive Orders, 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 [tina.pedersen@co.anoka.mn.us](mailto:tina.pedersen@co.anoka.mn.us) or mailing a letter to: Anoka County Administration, 2100 3<sup>rd</sup> Avenue, Suite 700, Anoka, Minnesota 55303.

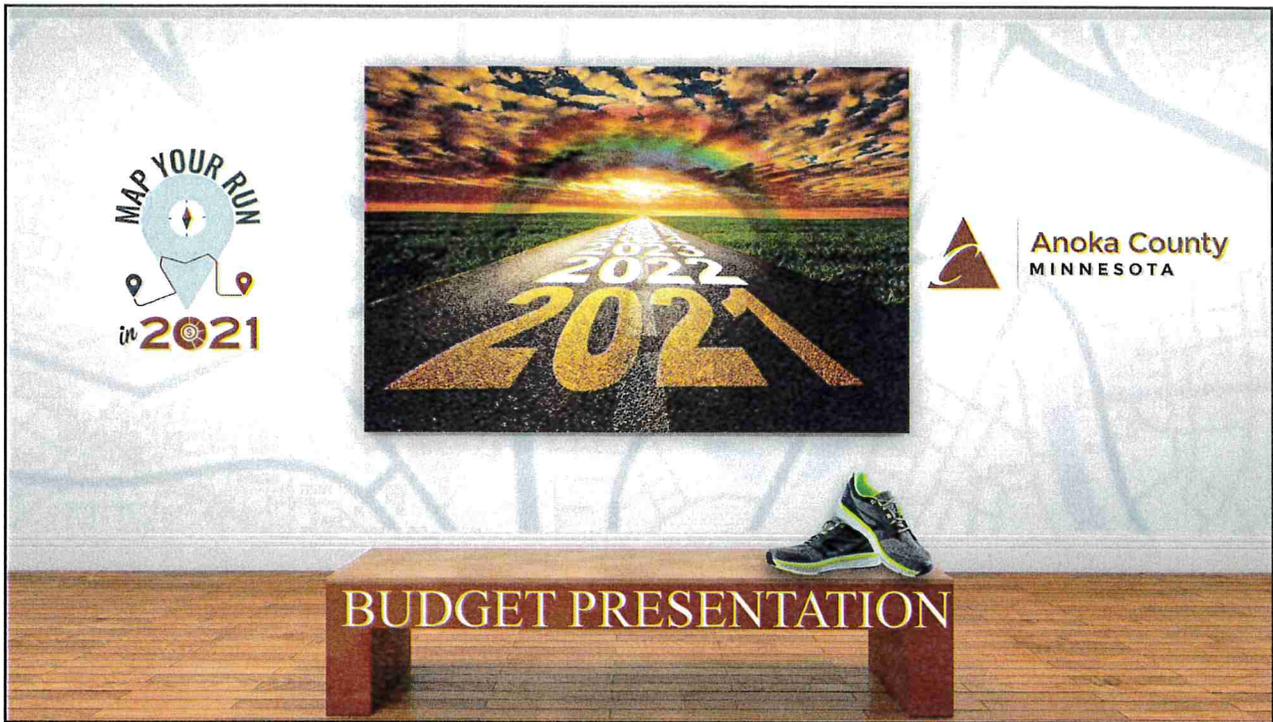
*\*\* Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote 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 Action Item

### Intergovernmental Committee

ACTION REQUESTED	<p>Approve an amendment to the Beltrami County contract to renew it as of January the 1<sup>st</sup>, 2021 with renewals up to 2024.</p> <p>Approve an amendment to the Morrison County contract to renew it as of January the 1<sup>st</sup>, 2021 with renewals up to 2024.</p> <p>Approve an amendment to the Hennepin Healthcare System contract as July 2020 with automatic renewals for up to 6 years.</p>
Background/description	<p>Both Beltrami and Morrison Counties began working with us as of January the 1<sup>st</sup>, 2020. Both are fee arrangements and we are the appointed medical examiner for both of these counties.</p> <p>Hennepin Healthcare began working with us in July of 2019 to do their hospital autopsies.</p>
Amount of contract	<p>The Beltrami agreement will have annual revenue of approximately \$ 40,000.</p> <p>The Morrison agreement will have annual revenue of approximately \$ 20,000.</p> <p>The Hennepin Healthcare agreement will have annual revenue of approximately \$ 24,000.</p>
County Contract Number	<p>The contract number for Beltrami is C0007667A The contract number for Morrison is C0007671A The contract number of Hennepin is C0007320A</p>
Other	<p>We look forward to continuing to work with both of these counties as well as Hennepin Healthcare System.</p>



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## 2021 BUDGET PRESENTATION

- Intergovernmental & Community Relations Committee
- Medical Examiner
- Gary Alberts
- June 4, 2020



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## MEDICAL EXAMINER

	2020 Adopted Budget	Increases	Decreases	2021 Requested Budget
Gross Budget	\$3,764,279	\$224,702	\$0	\$3,988,981
Target	\$0	\$0	\$0	\$0
FTE	18.60	0.40	0.00	19.00

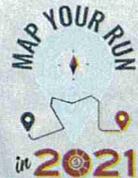
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## “2021 MAP”

The Medical Examiner’s Office processes continue to be reviewed and changes implemented:

- In 2019, implemented the 24/7 In House investigator coverage
  - Improved response times
  - Received positive feedback from Counties
  - Improved the office workflow
- In 2020, developed a web-based training program for our field investigators
  - Approved for 13 hours of continuing education credit
    - Minnesota Board of Peace Officer Standards and Training
    - American Board of Medicolegal Death Investigators

Being proactive in improving the services provided has allowed the Medical Examiner’s Office to continue to grow while maintaining a consistent fee structure for our Counties and others served.



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## PERSONNEL STRATEGIC PLAN

The Medical Examiner's Office, given its growth, constantly monitors its processes for efficiency and responsiveness. As a result, we do not anticipate any personnel level or structure changes through 2021 unless the number of contracted Counties served increases. If an expansion in service resulted in an increased case load, personnel changes could be requested in the following:

- Increase in Part-Time In House investigator hours
  - Increased cases = call volume/chart volume
- Increase in Forensic technician hours
  - Increased Autopsy volume
- Increase in training requests/requirements

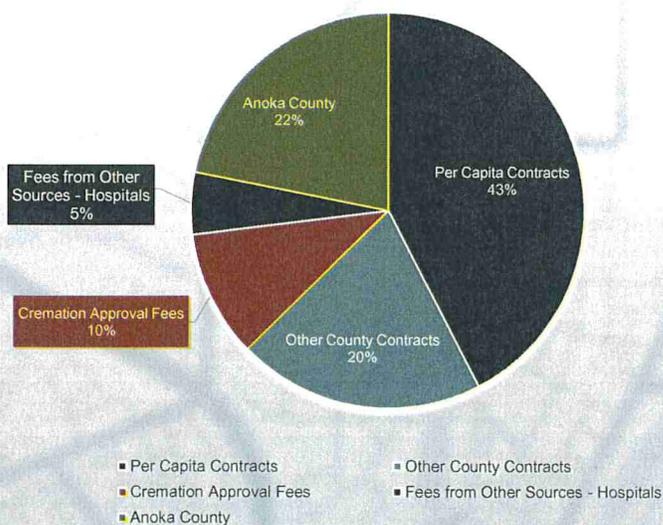
There are several positions at the ME's office which are unique to the workforce. As a result, these positions are sensitive to market rate adjustments.

Potential increases in personnel levels are normally offset by increased revenue. With the COVID-19 onset, call volume has spiked which is being supported with temporary staff.



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## FUNDING SOURCES



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## MEDICAL EXAMINER

Target Increase Request

- \$225,000 - Revenue increase
- \$244,000 - Salary & Benefits
- \$( 19,000) - Miscellaneous Expense
  
- Total Increase \$0



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## MEDICAL EXAMINER

Planned Purchases  
(Purchasing Policy)

- Body Transportation
  - SGI \$102,000
  - DC Livery \$ 75,000
  - Bauman \$ 30,000
- Software Maintenance
  - VertiQ \$ 30,000



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## MEDICAL EXAMINER

Potential Budget Risks

- Increased Lab Fees
- County Contract Renewals

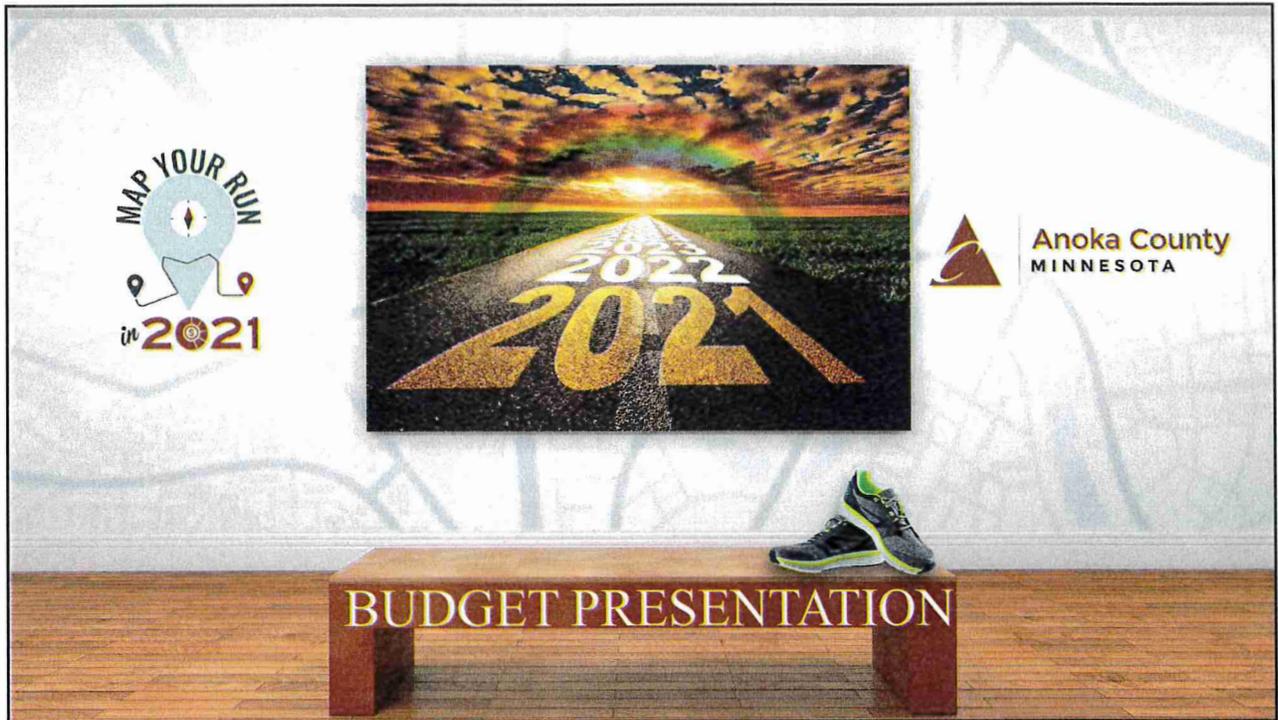
The Medical Examiners Office maintains a reserve fund to offset any major unanticipated building and/or equipment repairs.



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## 2021 BUDGET PRESENTATION

Intergovernmental & Community Relations Committee

Veteran Services

John Kriesel

Thursday, June 4, 2020



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## VETERAN SERVICES

	2020 Adopted Budget	Increases	Decreases	2021 Requested Budget
Gross Budget	607,501	-	-	607,501
Net County Share	607,501	-	-	607,501
Target	607,501	-	-	607,501
FTE	6	-	-	6

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## “2021 MAP”

- The Veterans office is fully staffed. Daily operations are running smooth. Expecting to stay on track for 2021.



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## PERSONNEL STRATEGIC PLAN

- No planned personnel changes for 2021.



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## FUNDING SOURCES

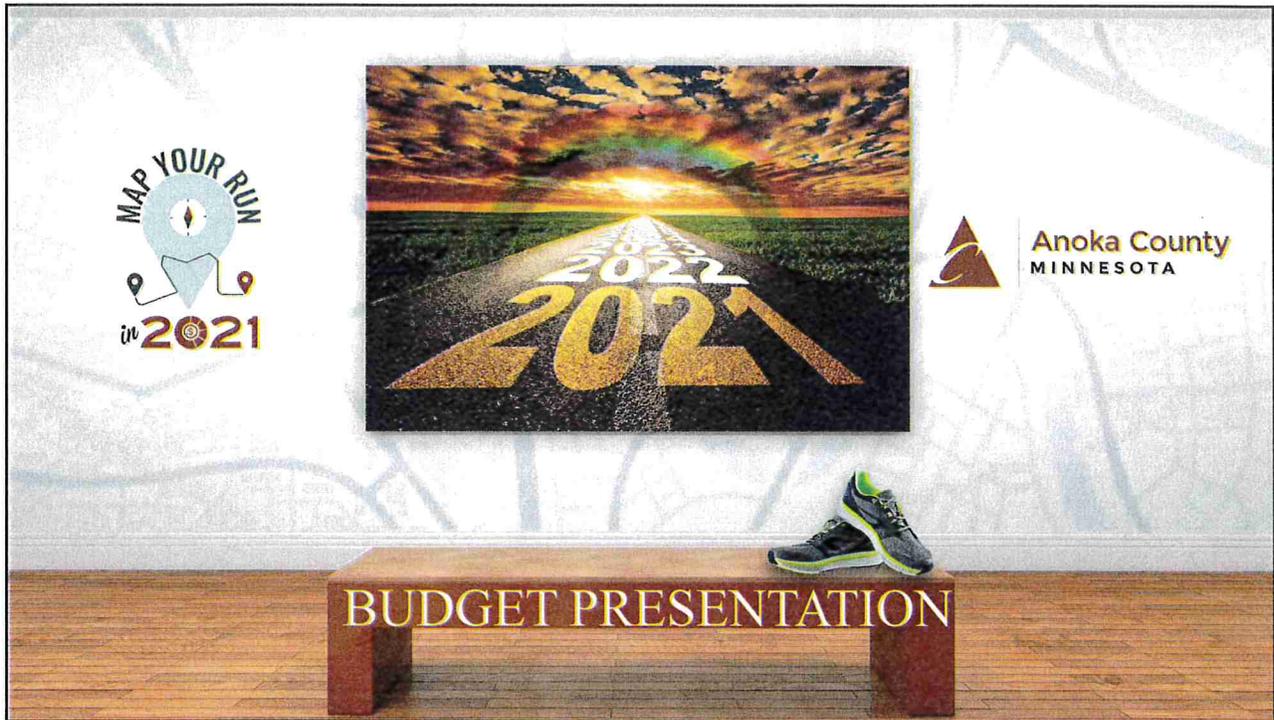
County Tax  
100%



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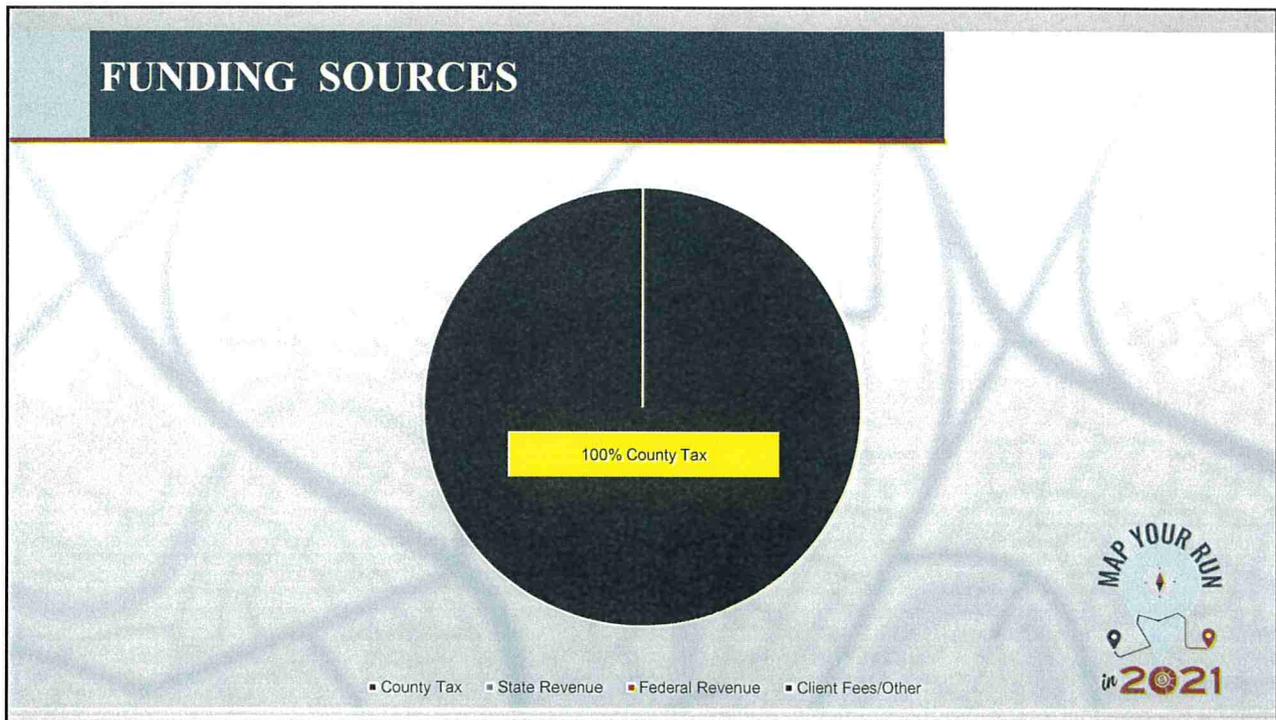


## PROGRAM NAME

	2020 Adopted Budget	Increases	Decreases	2021 Requested Budget
Gross Budget	171,644	0	0	171,644
Net County Share	171,644	0	0	171,644
Target	171,644	0	0	171,644
FTE	.65	0	0	.65

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