

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 Orders and a determination by the 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 763-324-4703 at least 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 JULY 14, 2020, MEETING

8:45 A.M.

County Board Room #705 - Government Center

1. 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 - Administration/License & Passport Services - Grade B009, range \$17.45 to \$26.57 per hour - effective July 14, 2020.

FROM: Ten (10) .6 FTE License Center/Passport Specialists - PC#s TBD

TO: Ten (10) 1.0 FTE License Center/Passport Specialists - PC#s TBD

See attached worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on July 14, 2020.

2. Public Comment: 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 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 BOARD ACTION ITEM

JULY 14, 2020

ADMINISTRATION - LICENSE & PASSPORT SERVICES

ACTION REQUESTED	Increase 10 part time Administration/License & Passport Services – Grade B009 positions from a part time status of (.6 FTE) to full time positions (1.0FTE) positions.
BACKGROUND	Due to Covid-19 we are now having processing by appointment only for transactions that cannot be processed thru the mail or online. If we add these additional FTE's we would be able to use our current trained workforce to service customers. These additional FTE's would be able to process 32,000 additional transactions.
SOLUTIONS	Increase 10 existing FTE's from a .6 FTE to a 1.0 FTE. This would allow us to increase existing FTE's to add more hours. Staff is already trained so no downtime, would be ready to start full time schedule immediately. Allow more flexibility in scheduling.
CONCLUSION	Total Cost for this increase in salary and benefits = \$316,746. Total increase in number of transactions for the public = 32,000
RECOMMENDATIONS	Approve this request to increase FTE's adding additional hours to existing staffing to better service citizens. This would allow us to take 32,000 additional transactions during appointment only transactions which will give staff and citizens the ability to keep social distancing in place due to COVID-19 conditions.