

ANOKA COUNTY

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

FOR THE JULY 23, 2019, MEETING

8:45 A.M.

Master Conference Room #772 - 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** Positions - Administration/Central Communications - non-budgeted, effective July 23, 2019.

**Four** 1.0 FTE Dispatcher II - Grade B110, range \$20.80 to \$31.64 per hour.  
PC #2019003339, #2019003340, #2019003341, and #2019003342

**See attached** action item worksheet.

**If approved by the Management Committee, this item may move directly to the county board for approval on July 23, 2019.**

B. Restructure/fill - Human Services/Economic Assistance - effective July 23, 2019.

**FROM:** 1.0 FTE Financial Assistance Specialist Mentor - Grade B011, range \$21.09 to \$31.77 per hour. PC#1992000904

and

1.0 FTE Financial Assistance Specialist Mentor - Grade B011, range \$21.09 to \$31.77 per hour. PC#1992000905

**TO:** 1.0 FTE Economic Assistance Supervisor - Grade C013, range \$25.68 to \$42.61 per hour. PC#1992000904

Note: PC#1992000905 to be eliminated

**See attached** Position Action Form.

C. **New** position - Human Services/Community Corrections - contingent on Minnesota Department of Human Services grant funding - effective August 13, 2019. PC#2019003337

1.0 FTE Probation Officer - Grade C012, range \$23.28 to \$34.90 per hour.

**See attached** Position Action Form.

D. **New** position - Human Services/Community Corrections - contingent on Minnesota Department of Human Services grant funding - effective August 13, 2019. PC#2019003338

1.0 FTE Social Worker - Grade C012, range \$23.28 to \$34.90 per hour.

**See attached** Position Action Form.

2. Reclassification - Administration - effective August 3, 2019. PC#2018003316

**FROM:** Technical Analyst - Grade C013

**TO:** Continuous Improvement Manager - Grade E018 (To be filled by Mike Roff.)

**See attached** Action Item Worksheet.

**If approved by the Management Committee, this item may move directly to the county board for approval on July 23, 2019.**

3. Consider recommending adopting Resolution #2019-M3, Relating to the Appointment of Steph Beito-Ziemer as The Interim Director of the Employee Relations Department. **See attached** resolution.

**If approved by the Management Committee, this item may move directly to the county board for approval on July 23, 2019.**

4. Consider, for informational purposes, presentation relating to the proposed 2020 budgets for the following areas:

- A. County Administration
- B. Court-Appointed Attorneys

5. Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes.

# POSITION ACTION FORM

Revised 06/21/19

Department Central Communications		
Position effective date <b>07/23/2019</b>	Management Committee meeting date <b>07/23/2019</b>	Board meeting date <b>07/23/2019</b>

Action requested	Add four 911 Dispatcher II positions	
Background	Increased call volume creates the need for additional staff	
Recommendations	Approve the 4 FTE's effective today	
Funding source	Budget adjustment current year	Budget adjustment future years
Budget adjustment - specify amount current/future years	\$340,000.00	\$340,000.00
Funding description	Central Communications budget	

Submitted by Valerie Sprynczynatyk	Date submitted 07/16/2019
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# POSITION ACTION FORM

Revised 06/21/19

Department Economic Assistance Department		
Position effective date <b>07/23/2019</b>	Management Committee meeting date <b>07/23/2019</b>	Board meeting date

**Action requested**

Request to Restructure the following positions:

From:  
1.0 FTE Financial Assistance Specialist Mentor, Grade 11, vacant, PCN 1992000904  
1.0 FTE Financial Assistance Specialist Mentor, Grade 11, vacant, PCN 1992000905

To:  
1.0 FTE Economic Assistance Supervisor, Grade 13, PCN 1992000904  
Eliminating PCN 1992000905

**Background**

The two vacant 1.0 Financial Assistance Specialist (FAS) Mentor positions provided training and support to new and experienced financial assistance specialists in adult, family and METS public assistance programs. PCN 1992000904 has been vacant since June 2017 due to a promotion and PCN 1992000905 has been vacant since October 2018 due to a resignation.

EA proposes combining the two 1.0 FTE FAS Mentor positions into 1.0 FTE EA Supervisor position. Non-management public assistance FTE positions have increased, largely due to the implementation of the Affordable Care Act and the system limitations of METS which added 24 FTE.

Both office support supervisors in EA manage around 20 staff each and the Blaine programs manager supervises 11 staff. Adding a supervisor would allow EA to balance unit sizes; remove line staff from the program manager; create more consistent training in the office support units located in Blaine and Anoka; streamline and continuously improve processes; and increase work evaluations for office support and managed care staff.

**Recommendations** Restructure the following positions:

From:  
1.0 FTE Financial Assistance Specialist Mentor, Grade 11, vacant, PCN 1992000904  
1.0 FTE Financial Assistance Specialist Mentor, Grade 11, vacant, PCN 1992000905

To:  
1.0 FTE Economic Assistance Supervisor, Grade 13, PCN 1992000904  
Eliminate: PCN 1992000905

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

**Funding description** Funding for the position is in the current budget, no additional funds are being requested.

Submitted by Brad Thiel	Date submitted 07/02/2019
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# POSITION ACTION FORM

Revised 06/21/19

<b>Department</b> Community Corrections		
<b>Position effective date</b> 08/13/2019	<b>Management Committee meeting date</b> 07/23/2019	<b>Board meeting date</b> 08/13/2019

<b>Action requested</b>	Approval of one contingent FTE for Specialized Mental Health Community Supervision Pilot Project, grade 12 Probation Officer. PCN #2019003337	
<b>Background</b>	During the 2019 legislative session, Anoka County proposed legislation establishing a multi-disciplinary, specialized mental health supervision project for criminal justice involved clients. The goals of the legislation provide enhanced assessment, treatment, case management, and supervision to adult offenders in Anoka County struggling with mental illness in the community; Individuals at increased risk to commit violations of supervision or new criminal offenses.	
<b>Recommendations</b>	Approve	
<b>Funding source</b>	<b>Budget adjustment current year</b>	<b>Budget adjustment future years</b>
Grant funded	\$0.00	\$0.00
<b>Funding description</b>	\$400,000 allocation for 2 years (FY 2020 - 2021) from Minnesota Department of Human Services	

<b>Submitted by</b> Dylan Warkentin	<b>Date submitted</b> 07/10/2019
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# POSITION ACTION FORM

Revised 06/21/19

Department Community Corrections		
Position effective date <b>08/13/2019</b>	Management Committee meeting date <b>07/23/2019</b>	Board meeting date <b>08/13/2019</b>

Action requested	Approval of one contingent FTE for Specialized Mental Health Community Supervision Pilot Project, grade 12 Adult Mental Health Social Worker. PCN #2019003338
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Background	During the 2019 legislative session, Anoka County proposed legislation establishing a multi-disciplinary, specialized mental health supervision project for criminal justice involved clients. The goals of the legislation provide enhanced assessment, treatment, case management, and supervision to adult offenders in Anoka County struggling with mental illness in the community; Individuals at increased risk to commit violations of supervision or new criminal offenses.
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Recommendations	Approve
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Funding source	Budget adjustment current year	Budget adjustment future years
Grant funded	\$0.00	\$0.00

Funding description	\$400,000 allocation for 2 years (FY 2020 - 2021) from Minnesota Department of Human Services
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Submitted by Dylan Warkentin	Date submitted 07/10/2019
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# ANOKA COUNTY BOARD ACTION ITEM

July 23, 2019

County Administration

ACTION REQUESTED	Approve the reclassification of PCN #2018003316 from a Grade C013 Technical Analyst to a Grade E018 Continuous Improvement Manager, to be filled by Mike Roff effective August 3, 2019.
BACKGROUND	<p>From 2012 thru 2015 Anoka County made progress in Continuous Improvement (Lean) process. Work processes were improved, waste was eliminated, Lean Thinking and Lean leadership evolved. Staff was educated in Continuous Improvement, and a 5S Environment became a county standard.</p> <p>The County has now lost traction without a dedicated resource to ensure a Continuous Improvement culture.</p> <p>Previously, some roles were placed in ER that would be better served outside that department: Veteran's Office Supervision; Cultural Coordinator, oversight of Affirmative Action, Charitable Campaign management, and Continuous Improvement Initiative.</p>
SOLUTIONS	<p>Upgrade the Technical Analyst, Grade C013 position currently open in County Administration.</p> <p>This new position will cover the areas listed above.</p>
CONCLUSION	Reclassification of this role and implementing a Continuous Improvement Manager will better the county.
RECOMMENDATIONS	Approve the reclassification of PCN #2018003316 from a Grade C013-Technical Analyst to a Grade E018 - Continuous Improvement Manager, to be filled by Mike Roff effective August 3, 2019.

**RESOLUTION #2019-M3**

**RELATING TO THE APPOINTMENT OF STEPH BEITO-ZIEMER AS THE INTERIM DIRECTOR OF THE EMPLOYEE RELATIONS DEPARTMENT**

WHEREAS, the Anoka County Board of Commissioners (the "County Board") has the authority to appoint an Employee Relations director in accordance with Minn. Stat. § 375.59; and,

WHEREAS, the County Board has a department entitled "Employee Relations Department," which serves the county's personnel functions; and,

WHEREAS, the County Board believes that appointing a director of its Employee Relations Department is necessary to continue both the efficiency of county government and the delivery of services to the public; and,

WHEREAS, the position of Director of Employee Relations is a key position affecting the county's financial management in that it serves as a critical function regarding workforce management and employee benefits; and,

WHEREAS, the County Board foresees the need to conserve current resources while attempting to maintain necessary services to the public; and,

WHEREAS, Steph Beito-Ziemer has distinguished herself by serving as Employee Relations Manager for the past several years. Steph will now serve as the Interim Employee Relations Director until succession planning has been completed.

NOW, THEREFORE, BE IT RESOLVED that Steph Beito-Ziemer serve as the interim director of the county's Employee Relations Department in accordance with the terms of her employment agreement effective August 3, 2019.