

ANOKA COUNTY

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

FOR THE AUGUST 27, 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 transaction:
  - A. **New** Position - Human Services/Community Social Services and Behavioral Health - effective September 10, 2019. PC#2019003344  
  
1.0 FTE Waiver Coordinator CDCS - Grade C013, range \$25.68 to \$42.61 per hour.  
  
**See attached** position action form.
3. Consider, for informational purposes, presentation relating to the proposed 2020 budget for the following area:
  - A. Communications
4. 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 AUGUST 27, 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 August 27, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
  - A. Chuck Swirtz, Lead Database Administrator - Administration/Information Technology - to attend IBM Cognos Framework Manager: Design Metadata Models online training - August 2019 - costs to include \$3,180 registration.

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 |
|-------------|-------------------------------------|-----------------------------|---------------------|----------------------|----------------|----------------|
| Nancy Spets | Lead Passport Acceptance Specialist | Passport Program Supervisor | 11                  | 12                   | License Center | 08/31/2019     |

# POSITION ACTION FORM

Revised 06/21/19

|  |  |   |
|--|--|---|
| <b>Department</b><br>Community Social Services & Behavioral Health |  |   |
| <b>Position effective date</b><br>09/30/2019                       | <b>Management Committee meeting date</b><br>08/27/2019 | <b>Board meeting date</b><br>09/10/2019 |

|                         |   |
|-------------------------|---|
| <b>Action requested</b> | Authorization for 1.0 FTE Waiver Coordinator CDCS (grade 13). PCN: 2019003344 |
|-------------------------|---|

|                   |  |
|-------------------|--|
| <b>Background</b> | <p>Consumer Directed Services was a new service delivery model implemented in the early 2000's. The Minnesota Department of Human Services delegates responsibility to Lead Agencies to implement and oversee Consumer Directed Services. Lead agencies cannot contract out this responsibility. Consumer Directed Services consists of Consumer Directed Community Supports (CDCS), the Consumer Support Grant (CSG) and the Family Support Grant (FSG).</p> <p>In 2002, 1 FTE Grade 13 Waiver Coordinator CDCS position was approved to implement and oversee Consumer Directed Services.</p> <p>Environmental Accessibility Adaptations (EAA) is an additional Lead Agency responsibility that was added to the coordinator responsibilities. EAA was implemented to establish safe and accessible community service/setting options directly related to health, safety and inclusion. The EAA program has grown and the complexity of managing this service option through our contracted providers has reached a concerning level. As of 7/1/19, 2899 people are being served through contracted agencies.</p> <p>Lead Agency responsibilities for Consumer Directed Services and EAA are numerous and the growth of this responsibility has grown beyond the capabilities of 1 position. There has been 1 FTE Waiver Coordinator CDCS since 2002 despite an 987% increase in CDCS cases alone between 2002-2018.</p> |
|-------------------|--|

|                        |  |
|------------------------|--|
| <b>Recommendations</b> | Authorization for 1.0 FTE Waiver Coordinator CDCS (grade 13) to implement and oversee the Consumer Directed Services and EAA programs. |
|------------------------|--|

|                       |                                       |                                       |
|-----------------------|---------------------------------------|---------------------------------------|
| <b>Funding source</b> | <b>Budget adjustment current year</b> | <b>Budget adjustment future years</b> |
| Current budget        | \$0.00                                | \$0.00                                |

|                            |  |
|----------------------------|--|
| <b>Funding description</b> | This position is partially funded through Federal/State revenue. The remaining cost would be covered within current Department budget through savings from the reduced cost share of the SILS program allocation approved in the 2019 legislative session. |
|----------------------------|--|

|                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>Submitted by</b><br>Tom Meyer | <b>Date submitted</b><br>08/12/2019 |
|----------------------------------|-------------------------------------|