

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 763-324-4704 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 SEPTEMBER 8, 2020, MEETING

8:45 A.M.

County Board Room #705 - 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** Position - Administration/Emergency Management - effective October 10, 2020. Funding by Coronavirus Aid, Relief and Economic Security Act (CARES) for remainder of 2020, 50% Emergency Management Performance Grant COVID-19 Supplemental (EMPG-S) funding and 50% county funding for 2021, and 100% county funding for 2022. PC#2020003367

1.0 FTE Emergency Management Coordinator - Grade C012, range \$23.28 to \$34.90 per hour.

See attached position application request.

If approved by the Management Committee, this item may move directly to the county board for approval on September 8, 2020.

- B. Restructure/Fill - Administration/Parks - effective September 22, 2020 - vacancy due to a retirement effective August 4, 2020. PC#1992001344

FROM: 1.0 FTE Custodian - Grade A005, range \$13.39 to \$20.78 per hour

TO: 1.0 FTE Parkkeeper - Grade B010, range \$19.10 to \$28.93 per hour

See attached position application request.

3. Consider recommending approving a request from Emergency Communications to offer a salary for a Radio System Coordinator position, Grade C013, above the third quartile (PC#1992000751). **See attached** position application form.

If approved by the Management Committee, this item may move directly to the county board for approval on September 8, 2020.

4. Consider recommending adopting Resolution #2020-M3, A Resolution Approving the Tentative Agreement Between the County of Anoka And Law Enforcement Labor Services, Inc., Representing the Work Release Unit for the Calendar Year 2020 (Contract #C0008150). **See attached** resolution.

If approved by the Management Committee, this item may move directly to the county board for approval on September 8, 2020.

5. 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

CONSENT ITEMS

FOR THE SEPTEMBER 8, 2020, 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. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. AnnMarie Hemphill and Kimberly Matti, Public Health Nurses - Human Services/Public Health and Environmental Services - to attend Nurse Family Partnership Initial Online Training - 4 days, October 2020 - costs, which are funded by Maternal and Child Health (MCH) and Temporary Assistance for Needy Families (TANF) grant dollars, to include \$4,952 registration and \$629 materials.

Travel and training forms are available in Administration for review.

POSITION ACTION APPLICATION REQUEST

Department Emergency Management

Action requested	Approve additional 1.0 FTE Emergency Management Coordinator Position, Grade 12, Complement, Non-Contingent
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Background	<p>Anoka County Emergency Management currently has (1) FTE Emergency Management Coordinator. The duties and responsibilities have increased and the responsibilities of the Emergency Management Coordinator include; responsible for the organization of the personnel, resources, and facilities in times of crisis. They coordinate the emergency management agency or organization's disaster preparedness and response plan in accordance with both state and federal regulations and provide assistance to organizations in the development of their preparedness, response and recovery plans. Emergency management coordinators pay close attention to both state and federal regulations, implementing them in a timely manner.</p> <p>The additional 1.0 FTE Emergency Management Coordinator would be responsible for responsible for conducting tests, training, emergency service drills, and exercises with the public, with local officials, and with first responders and coordinating and conducting training activities and programs. Additional EMPG Supplemental was received for COVID-19 activities. A portion of this funding has been applied to offset Paid-on-Call Specialists and cover 4th Quarter payroll of the additional Coordinator position. This use of the CARES Act funding (remainder of 2020) and use of EMPG/S (2021) is an approved expense and is within the federal 50/50 local jurisdiction matching requirement for the 2021 expenditures.</p>
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Recommendations	Approve additional 1.0 FTE Exempt, Emergency Management Coordinator Position, Grade 12, Complement, Non-Contingent with a position start of October 2020.
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Funding source	Budget adjustment current year	Budget adjustment future years
Budget adjustment - specify amount current/future years	\$0.00	\$49,753.00

Funding description	Use of CARES Act dollars (remainder of 2020) then transition to Budget and EMPG/S (2021) then Budget (2022). See attachment for funding flow 2020-2022.
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Who to contact with questions Terry Stoltzman

Submitted by	Date submitted 09/01/2020
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Revised 05/19/2020

Submit by Email

ER USE ONLY	
Employee Relations and Finance Budget Workgroup approved	Date approved

POSITION ACTION APPLICATION REQUEST

Department Parks - Maintenance
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Action requested	Position conversion from Custodian - Grade 5 to Parkkeeper - Grade 10.
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Background	The custodian position was recently vacated due to the retirement of a 30 year employee. The need for this individualized position has changed due to the expanded and changed use of facilities within the park system.
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Recommendations	The Parks Department is recommending converting the custodian position to a parkkeeper position. This conversion would allow for another equipment operator that could be used in a wide variety of projects or assignments versus the current limitations of the custodial position. Existing responsibilities will be allocated within the new hire or within the parkkeeper pool. This conversion would also expand the pool of staff available to cover weekend rotations during summer operations and for snow removal in the winter months.
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	(\$6,000.00)

Funding description	The conversion of this position would allow for a net savings due to the previous employee being top of scale at a grade 5 position. A new hire would result in an approximate \$6000 savings to our existing operations budget that can be reallocated to cover overtime costs related to increase snow removal required over the last several years.
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Who to contact with questions Andy Soltvedt, Operations & Visitor Services Manager
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Submitted by Andy Soltvedt	Digitally signed by Andy Soltvedt Date: 2020.08.07 10:09:12 -05'00'	Date submitted 08/07/2020
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Revised 05/19/2020

Submit by Email

ER USE ONLY

Employee Relations and Finance Budget Workgroup approved Christine Kappelhoff	Digitally signed by Christine Kappelhoff Date: 2020.08.13 10:25:53 -05'00'	Date approved
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POSITION ACTION APPLICATION REQUEST

Department EMERGENCY COMMUNICATION
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Action requested SALARY OFFER ABOVE THIRD QUARTILE

Background	The Radio System Coordinator position has been vacant since July 3, 2020. After an external job search, we have found a qualified candidate that meets the specialized requirements for this position. This positions maintains the 2500 mobile and portable radios used throughout the county. They are also responsible for the upkeep of the towers, dispatch equipment and alternate. This person oversees the day to day operations of the Radio Shop and the Radio Technicians.
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Recommendations Approve a starting salary of \$38.46 (\$80,000)
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description

Who to contact with questions VAL SPRYNCZYNATYK

Submitted by	Date submitted
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Revised 05/19/2020

Submit by Email

ER USE ONLY

Employee Relations and Finance Budget Workgroup approved	Date approved
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RESOLUTION #2020-M3

**A RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN
THE COUNTY OF ANOKA AND
LAW ENFORCEMENT LABOR SERVICES, INC.
REPRESENTING THE WORK RELEASE UNIT
FOR THE CALENDAR YEAR 2020
(CONTRACT #C0008150)**

WHEREAS, representatives of Anoka County and representatives of Law Enforcement Labor Services, Inc. representing the Work Release bargaining unit have negotiated a one-year labor agreement for the term January 1, 2020, through December 31, 2020, and,

WHEREAS, the attached document (Exhibit A) summarizes the substantive agreement between the parties:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby approves the tentative agreements and that the Chief Negotiator for the Anoka County Board is authorized and directed to prepare contract documents incorporating these tentative agreements and further, that upon receipt of the three original contracts for each group executed by the Union, the Anoka County Board Chair, County Administrator, Director of Employee Relations, labor negotiator and other appropriate individuals be authorized and directed to execute the original contracts.



Anoka County ADMINISTRATION

Employee Relations

Exhibit A

Government Center
2100 3rd Avenue
Suite 261
Anoka, MN 55303

www.anokacounty.us

Office: 763-324-4300
Fax: 763-324-1060

Affirmative Action
Equal Opportunity
Employer

To: Anoka County Board of Commissioners
From: Steph Beito-Ziemer, Director of Employee Relations
Date: September 8, 2020
Re: Work Release Tentative Agreement for 2020

Representatives of the County and Law Enforcement Labor Services, Inc. reached a tentative agreement covering the Work Release bargaining unit in Corrections. These negotiations were undertaken to enter into a successor agreement as the existing collective bargaining agreement expired on December 31, 2019.

The major substantive changes to the prior contract are as follows:

1. Duration. Calendar year 2020 (January 1, 2020 through December 31, 2020).
2. Employees will be eligible for a three percent (3%) merit increase calculated on the same basis as the basic nonunion program.
3. Increase starting salary by \$1.25 per hour for both Officers and Coordinators effective the beginning of the first full pay period in January 2020. This will not result in a corresponding adjustment to employees except as necessary to bring employees to the new start rate after the merit increase has first been applied to the employee's compensation.
4. Increase range maximum (excluding longevity) by three percent (3%).



ANOKA COUNTY
EMPLOYEE RELATIONS