

*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 OCTOBER 13, 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** Positions, "hire-ahead, non-complement - Administration/License & Passport Services - non-budgeted - effective October 24, 2020. PC#s 2020003369, 2020003370, and 2020003371  
  
**Three** 1.0 FTE License Center Specialists - Grade B009, range \$17.45 to \$26.57 per hour.  
  
**See attached** Position Action Request.
  - B. **New/Restructure** - Administration/Facilities Management and Construction - effective November 2, 2020.  
  
**FROM:** .7 FTE Office Support Assistant - Grade 007, range \$14.96 to \$23.03 per hour. PC#2017003192 (Incumbent is Janis Christensen.)  
  
and  
  
.3 FTE **New** Office Support Assistant - Grade 007, range \$14.96 to \$23.03 per hour. PC#2020003348  
  
**TO:** 1.0 FTE Office Support Assistant - Grade 007, range \$14.96 to \$23.03 per hour. PC#2017003192

Note: PC#2020003348 will be eliminated.

**See attached** Position Action Request.

- C. Restructure/Fill - Finance and Central Services - effective October 24, 2020 - vacancy due to resignation effective July 31, 2020. PC#1992001297

**FROM:** 1.0 FTE Associate Accountant - Grade B010, range \$19.10 to \$28.93 per hour.

**TO:** 1.0 FTE Accountant II - Grade C012, range \$23.28 to \$34.90 per hour.

**See attached** Position Action Request.

3. 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](mailto: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 OCTOBER 13, 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. Tristan Nicka, Senior Network/UC Engineer - Administration/Information Technology - to attend Cisco Introduction to SD-Access and DNA Center - Online Training - 2 days, November 2020 - costs to include \$2,495 of which \$400 is paid with Cisco training credits.

Travel and training forms are available in Administration for review.

# POSITION ACTION APPLICATION REQUEST

<b>Department</b> License & Passport Services
--

<b>Action requested</b> Approve three (3) 1.0 FTE License Center Specialist Hire Ahead Positions, non-Complement
--

<b>Background</b> License & Passport Services has steady turn over of staff through various normal means (retirements, other jobs, etc.) When positions are unfilled the amount of transactions and revenue collected are reduced. These hire ahead will allow the department to replace position in a more timely fashion. Through the offering of FT benefit eligible positions we have a greater chance of hiring staff with previous license center experience.
---

<b>Recommendations</b> Approve three (3) 1.0FTE License Center Specialist Hire Ahead Positions PC# 2020003369, PC# 2020003370, PC# 2020003371
---

<b>Funding source</b>	<b>Budget adjustment current year</b>	<b>Budget adjustment future years</b>
Budget adjustment - specify amount current/future years	\$16,250.00	\$195,000.00

<b>Funding description</b> Positions would be funded through License & Passport Services budget. Cost would be offset by revenue collected from transactions for which filing fees can be collected.
--

<b>Who to contact with questions</b> Dee Guthman/John Lenarz
---

<b>Submitted by</b> <b>John Lenarz</b>	Digitally signed by John Lenarz Date: 2020.10.06 15:22:43 -05'00'	<b>Date submitted</b> 10/06/2020
---	--	-------------------------------------

Revised 05/19/2020

Submit by Email

<b>HR USE ONLY</b>	
<b>Employee Relations and Finance Budget Workgroup approved</b>	<b>Date approved</b>

# POSITION ACTION APPLICATION REQUEST

<b>Department</b> Facilities Management and Construction
---

<b>Action requested</b>	Combine .7(2017003192) and .3 (2020003348) PCNs into a 1.0 FTE, eliminating PCN 2020003348. Will operate as Budget 1.0 FTE and Operational .8 FTE until demand needs the 1.0.
-------------------------	---

<b>Background</b>	<p>Need to combine the two PCNs into one position for proper FM&amp;C Work Reception Coverage. Position exists to perform customer service and support clerical functions relating to the activities of work units within FM&amp;C. The Work Reception Center serves as the first point of contact for internal and external customers county-wide: to provide direction, information, and issue badge access cards for clients/photo ID's for employees. The position coordinates day to day activities on numerous office service processes, interacts with all levels of employees, tenants and contractors, investigates concerns and takes appropriate action to rectify the situation, and performs other related duties as assigned:</p> <ul style="list-style-type: none"> <li>* Orders and maintains inventory and provides general support for surplus processing, office badges, and flag supply.</li> <li>* Processing wireless requests and updates. Setting up phones in partnership with IT.</li> <li>* Serves as Facilities first point of contact for internal and external customers.</li> <li>* Provides general administrative services and support to facilities management team.</li> <li>* Assist with managing contractors for entire FM&amp;C unit county-wide.</li> <li>* Provide facilities helpdesk services on behalf of both internal/external customers.</li> <li>* Update logbooks for service contracts.</li> </ul>
-------------------	--

<b>Recommendations</b>	Convert OSA 2017003192 to a 1.0 from a 0.7 FTE, and eliminate 0.3 OSA 2020003348.
------------------------	---

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

<b>Funding description</b>	Operating Budget
----------------------------	------------------

<b>Who to contact with questions</b> Andrew Dykstra
--

<b>Submitted by</b> Andrew Dykstra	Digitally signed by Andrew Dykstra Date: 2020.10.06 14:52:30 -05'00'	<b>Date submitted</b> 10/06/2020
---------------------------------------	---	-------------------------------------

Revised 05/19/2020

Submit by Email

<b>HR USE ONLY</b>	
<b>Employee Relations and Finance Budget Workgroup approved</b>	<b>Date approved</b>

# POSITION ACTION APPLICATION REQUEST

<b>Department</b> Finance & Central Services
---

<b>Action requested</b>	Regrade open PCN 1992001297 from a grade 10 Associate Accountant to a grade 12 Accountant II
-------------------------	--

<b>Background</b>	When the position became vacant the opportunity was taken to evaluate the needs of the department. It was determined that the departmental need was at the Accountant II level.  This position will be focused on: * Development of management level reports, initially focused on Accounts Receivable * Various reconciliations, including balance sheet, sub ledger to general ledger, etc. * Budgeting and projections for assigned departments * Grant reporting * Other accountant duties as established
-------------------	--

<b>Recommendations</b>	Consider approving the request to regrade the position
------------------------	--

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

<b>Funding description</b>	Regrading the position can be absorbed within the current operating budget
----------------------------	--

<b>Who to contact with questions</b> Nicole Hegge
--

<b>Submitted by</b> Nicole Hegge	Digitally signed by Nicole Hegge Date: 2020.09.14 12:12:12 -05'00'	<b>Date submitted</b> 09/14/2020
-------------------------------------	---	-------------------------------------

Revised 05/19/2020

Submit by Email

ER USE ONLY	
<b>Employee Relations and Finance Budget Workgroup approved</b>	<b>Date approved</b>
(Empty space for signature)	(Empty space for date)