

ADDITIONAL

ANOKA COUNTY BOARD AGENDA

FOR THE JULY 23, 2019, COUNTY BOARD MEETING

9:30 A.M.

Anoka County Government Center - Anoka, MN

1. Consider the following, as recommended by the Management Committee:
 - 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.
 - B. Reclassification - Administration - effective August 3, 2019. PC#2018003316

FROM: 1.0 FTE Technical Analyst - Grade C013, range \$25.68 to \$42.61 per hour.

TO: 1.0 FTE Continuous Improvement Manager - Grade E018, range \$38.10 to \$56.06 per hour. (To be filled by Mike Roff.)

See attached Action Item Worksheet.
 - C. Consider adopting Resolution #2019-M3, Relating to the Appointment of Steph Beito-Ziemer as The Interim Director of the Employee Relations Department. **See attached** resolution.
2. Committee report .
 - A. Finance and Capital Improvements Committee report.

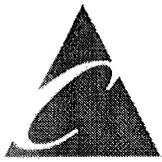
POSITION ACTION FORM

Revised 06/21/19

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

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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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 a personnel 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 effective August 3, 2019.

ANOKA COUNTY
FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE REPORT
FOR THE JULY 23, 2019, COUNTY BOARD MEETING

The Finance and Capital Improvements Committee meeting was held on July 18, 2019, in Master Conference Room #772, Anoka County Government Center, Anoka, Minnesota.

Committee Members Present: Commissioner Look (Chair), Commissioner Braastad,
Commissioner Schulte

Committee Members Absent:

Others Present:

Commissioner Meisner; Dee Guthman, Deputy County Administrator; Cory Kampf, Division Manager; Brenda Pavelich-Beck, Accounting Director; Patti Hetrick, Budget Director; Paula Bownik, Accounting Director; Bill Keller, Central Services Director; Andrew Dykstra, Facilities Management and Construction Director; Jerry Covell, Construction Planning & Design Manager; Yvonne Kirkeide, Accounting Manager; Nicole Hegge, Accounting Manager; Lindsey Felgate, Purchasing Manager; Dave Kent, Accounting/Investment Specialist; Amy Carlson, Accountant II/Budget Analyst; Cathie Larson, Senior Office Manager; Dan Klint, Assistant County Attorney; Lori Godin, Employee Relations Consultant; Chris Lord, Anoka County Conservation District, Glenda Meixell, Anoka County Conservation District; Wes Volkenant, Citizen.

Informational Items:

1. The committee considered, for informational purposes, a presentation of the 2020 Miscellaneous Appropriations budget.
2. The committee considered, for informational purposes, Contract #C0007063 with McPhillips Bros. Roofing Co., 2590 Centennial Drive, North St Paul, MN 55109, for completion of the Partial Roof Replacement for the Highway Building, for \$96,000 (base total and includes unit pricing).
3. The committee considered, for informational purposes, a presentation of the 2020 Facilities Management and Construction Department budget.
4. The committee considered, for informational purposes, a presentation of the 2020 Finance and Central Services Division budget.