

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA  
and Meeting of the Anoka County Board of Commissioners\*\***

Commissioners Meisner (Chair), Jeppson (Vice Chair), Braastad, and Reinert

FOR THE JANUARY 23, 2024, MEETING

8:30 A.M.

Conference Room #772 - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.
2. 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.
3. Consider recommending Resolution #2024-M1, Resolution Approving The Revisions To The 2022-2024 Collective Bargaining Agreement Between The County Of Anoka And The American Federation Of State, County, And Municipal Employees Representing Essential Facility Probation Unit. **See attached** resolution.

**If approved by the Management Committee, this item may move directly to the county board for approval on January 23, 2024.**

*\*\* 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 JANUARY 23, 2024, 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. Commissioners Mike Gamache, Jeff Reinert, and Julie Jeppson - to attend a Capitol Hill Legislative Visit - Washington, DC - 2 days, April 2024 - costs for each to include \$60 parking, \$50 ground transportation, \$700 air fare, \$119 per diem, \$258 lodging, and \$40 mileage.
  - B. Rebecca Ristow and Brenda Kupfer, Dispatchers, and Jared Belter, 911 Dispatch Supervisor - Administration/Emergency Communications - to attend Be the Difference 911 Dispatcher Training Conference - Knoxville, TN - 5 days, January 2024 - costs for each to include \$100 ground transportation, \$425 air fare, \$352 per diem, \$1,117 lodging, \$94 mileage, \$450 registration, and \$60 luggage.
  - C. Nicole Hegge, Accounting Senior Manager - Finance & Central Services - to attend the 2024 Government Finance Officers Association (GFOA) Annual Conference - Orlando, FL - 4 days, June 2024 - costs to include \$120 parking, \$100 ground transportation, \$400 air fare, \$242 per diem, \$1200 lodging, \$40 mileage, and \$500 registration.
  - D. Dave Kent, Senior Accountant - Finance & Central Services - to attend Raymond James Fixed Income Capital Markets Bond School - St. Petersburg, FL - 3 days, February 2024 - costs to include \$40 mileage, \$800 lodging, \$174 per diem, \$350 air fare, \$100 ground transportation, and \$60 parking.
  - E. Megan Barry, Senior Emergency Preparedness Specialist, and Rachel Helland, Emergency Preparedness Specialist - Human Services/Public Health & Environmental Services - to attend 2024 Preparedness Summit - Cleveland, OH - 5 days, March 2024 - costs for each, which will be funded by Local Public Health Association (LPHA) or COVID grant funding, to include \$800 air fare, \$311 per diem, \$700 lodging, and \$750 registration.

Travel and training forms are available in Administration for review.

**RESOLUTION #2024-M1**

**RESOLUTION APPROVING THE REVISIONS TO THE  
2022-2024 COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE COUNTY OF ANOKA AND THE  
AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES  
REPRESENTING ESSENTIAL FACILITY PROBATION UNIT**

WHEREAS, representatives of Anoka County and representatives of the American Federation of State, County, and Municipal Employees representing the essential facility Probation Officers and Probation Officer Assistants unit of Anoka County, discussed a desire to reopen and revise the existing collective bargaining agreement that was in place for the term January 1, 2022, through December 31, 2024; and,

WHEREAS, the attached document summarizes the substantive agreement between the parties on the tentative agreement:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby approve the tentative agreement and that the chief negotiator for the Anoka County Board of Commissioners is authorized and directed to prepare contract documents incorporating this tentative agreement, and further, that upon receipt of the contracts executed by the Union, the Anoka County Board Chair, Interim County Administrator, Chief Human Resources Officer, labor negotiator and other appropriate individuals be authorized and directed to execute the original contracts and documents.

To: Anoka County Board of Commissioners  
From: Scott Lepak, Chief Labor Negotiator  
Date: January 11, 2024  
Re: Essential Probation Officer and Probation Officer Assistant Unit Tentative Agreement on revised agreement

Representatives of the County and the American Federation of State, County and Municipal Employees (AFSCME) representing the essential facility Probation Officer and Probation Officer Assistant unit reached a tentative agreement covering a revision to the existing collective bargaining agreement. As a matter of background, the parties explored a concept of revising the existing pay plans and placement to assist in recruitment and retention while also reviewing language changes within the collective bargaining agreement to provide greater management flexibility in certain areas.

As a result of these discussions, the parties tentatively agreed to the following:

1. The parties would enter into a Memorandum of Agreement amending the 2022-2024 collective bargaining agreement pursuant to Article 21 (Mutual Consent) and the changes noted below.
2. The existing collective bargaining agreement would continue to have an expiration date of December 31, 2024.
3. The Memorandum of Agreement noted in #1 and referenced Attachments would be attached to all executed copies of the 2022-2024 agreement.
4. The County would replace the existing compensation salary ranges with the salary ranges attached as Exhibit A.
5. Existing employees would be placed on these new ranges as noted in a separate Exhibit.
  - a. There would not be a general adjustment for 2024.
  - b. Eligible employees would move through these new ranges using the current language in the collective bargaining agreement.
  - c. Employees currently serving a probation period will not be eligible for an additional increase upon completion of the probation period.
6. The effective date of this placement and language changes would be the beginning of the first full payroll following County Board ratification of this agreement.

The union notified the County on January 3, 2024 that it ratified the tentative agreement.

**EXPERIENCE | TRUST | RESULTS**

Charles M. Seykora	Bradley A. Kletscher	Cathryn D. Reher	Bobbi Hermanson-Albers	Kate R. Fredrickson	Senior Counsel
Beverly K. Dodge	Timothy D. Erb	Jason C. Brown	Erik C. Ordahl *	James S. Robbins *	Joel T. LeVahn
Joan M. Quade *	Adriel B. Villarreal	Thomas R. Wentzell	Stephany J. Elmer	Jacob W. LeVahn	Of Counsel
John T. Buchman *	Tammy J. Schemmel	David R. Schaps	Rachel L. Farhi	Jamie L. Carrell	James H. Wills *
Scott M. Lepak	Carole Clark Isakson	Lindsay K. Fischbach	Jessica M. Ally		Scott M. Hagel
William F. Huefner	Joseph J. Deuhs, Jr.	Tyler W. Eubank	Ashley Kemplin-Gamm *		Robert A. LaFleur
					* Also Licensed In Wisconsin

The major substantive changes to the prior contract are as follows (underlined language is new, prior language to be deleted is indicated by ~~strikethrough~~):

## ARTICLE 12. HOLIDAYS

Section 1. Official holidays of the County for full time employees are:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Personal Holiday	Accrues on April 1
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday After Thanksgiving	Friday After Thanksgiving
Christmas Day	December 25

## ARTICLE 18. PAY PLAN

Section 1. Salary range.

2024

Employees shall be paid in accordance with the salary schedule attached to this Agreement and marked Appendix A effective the beginning of the first full pay period in 2024 following ratification of the agreement by the County Board. In the event that there is a rounding difference between the attached salary schedule and payroll, payroll shall govern. The attached salary schedule shall be considered part of this Agreement. The salary schedule will continue into 2024 without change.

*Note –~~Probation Officers are pay Grade 12~~ 34, ~~Senior Probation Officers are Grade 36~~ and ~~Regular appointed Aides~~ Probation Officer Assistants are Grade 10 30*

~~Probation Officer Assistants:~~

~~2022~~

~~The start rate on the pay plan will be \$23.46.~~

~~Employees on probation will be placed at \$23.46 in January of 2022. These employees will move to \$24.63 after successfully completing probation (5% increase). These employees will not receive further merit increases in 2022.~~

~~Employees hired January 1, 2020 and later who have successfully completed probation will be moved to \$24.63. These employees will not receive further merit increases in 2022.~~

~~Employees hired 2019 and earlier will receive a merit increase of 3% or \$1.00 per hour, whichever is greater. Eight employees will receive additional internal equity adjustments as outlined in Appendix B.~~

~~2023~~

~~The start rate on the pay plan will increase by three percent (3%) to \$24.17.~~

~~Employees on probation will be placed at \$24.17 in January of 2023 and will receive 5% upon successfully completing probation. These employees will not receive further merit increases in 2023.~~

~~Employees who have successfully completed probation as of December 31, 2022 will receive a three percent (3%) merit increase plus a fifty cents (\$.50)/hour internal equity adjustment.~~

~~2024~~

~~The start rate on the pay plan will increase by three percent (3%) to \$24.90.~~

~~Employees on probation will be placed at \$24.90 and will receive a five percent (5%) probation increase upon successfully completing probation. These employees will not receive further merit increases in 2024.~~

~~Employees who have successfully completed probation as of December 31, 2023 will receive a three percent (3%) merit increase in January 2024.~~

~~Probation Officers:~~

~~2022~~

~~Individuals employed as Probation Officers on first day of the first pay period in 2022 will receive a three percent (3%) merit increase or one dollar (\$1.00) per hour, whichever is greater.~~

~~2023~~

~~Individuals employed as Probation Officers on first day of the first pay period in 2023 will receive a three percent (3%) merit increase.~~

~~2024~~

~~Individuals employed as Probation Officers on first day of the first pay period in 2024 will receive a three percent (3%) merit increase.~~

The parties agree that the Employer may unilaterally increase the salary range applicable to the bargaining unit classification during the term of the 2022-24 collective bargaining agreement in the event that the Employer determines that such increase is warranted based on the Employer's review of the applicable external market for the classification.

Retro adjustments are limited to employees currently employed by the County on the date of ratification of the tentative agreement by the County Board.

Section 2. Start Rates. New employees may be employed above the start rate but only in accord with applicable County personnel regulations and policies.

~~Section 3. Promotions. Employees who are promoted will be placed on the new Range at an amount not less than 3.0% above the rate from which promoted.~~

Section 3. Merit Pools/Minimum Range Movement. The merit pool is computed using the standard county formula.

~~Section 5. Increase After Probation. Employees shall be eligible for a probationary increase of up to five percent (5%) following successful completion of their probationary period (which is typically six months of employment).~~

~~Section 6. The County shadow band program will apply to the members of the bargaining unit on the same basis as non-union employees.~~

Section 4. The effective date of any change in an economic item including general increases, differentials, and premiums will be on the beginning of the first full payroll period following the designated date.

Section 5. A Department Head may appoint an employee to a position where the employee is working out of class where the incumbent employee is on an approved leave. Such a temporary appointment shall not exceed the length of the leave.

With the approval of the Chief Human Resources Officer and the Division Manager, an employee may work out-of-class to fill a vacant position for up to three months and may be extended for an additional three months, with approval.

An employee who has been assigned to work out-of-class for 15 days or longer shall receive a temporary pay increase in accordance with the County's Rules and Regulations. When the employee returns to the employee's previous position, the salary shall be readjusted to its previous level.

~~Section 9. In the event that the County continues to have Probation Officers perform ESS duties, any employee assigned specifically to emergency social service (ESS) duty after regular scheduled~~

~~hours, or weekends, or on regular days off, will be compensated for those hours worked at regular wage, plus 5%.~~

The prior Career Ladder has been eliminated.

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