

ANOKA COUNTY

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

Commissioners Look (Chair), Meisner (Vice Chair), Reinert, and Gamache

FOR THE FEBRUARY 28, 2023, 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. 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 - Finance and Central Services - effective March 11, 2023.
 - 1.0 FTE Associate Administrative Assistant - Grade 26, range \$20.49 to \$27.65 per hour. PC#2023003465
 - 1.0 FTE Accountant - Grade 32, range \$29.24 to \$40.92 per hour. PC#2023003466
 - 1.0 FTE Supervisor, Finance Operations - Grade 36, range \$38.71 to \$54.19 per hour. PC#2023003467
 - If approved by the Management Committee, this item may move directly to the county board for approval on February 28, 2023.**
 - B. Restructure/fill – Administration/Information Technology – effective March 11, 2023. Vacancy due to promotion effective January 28, 2023. PC#1999001955
 - FROM: 1.0 FTE Supervisor, Systems Management Specialist – Grade 36, \$38.71 to \$54.19 per hour.
 - TO: 1.0 FTE Technology Project Manager – Grade 38, range \$44.52 to \$62.31 per hour.
4. Consider, for informational purposes, Employment Agreement Contract with Lacy Greninger beginning February 28, 2023, and appointing her as Personal Secretary to the Anoka County Attorney. **See attached** action item worksheet.

*** 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 FEBRUARY 28, 2023, 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. Cory Kampf, Chief Financial Officer, and Brenda Pavelich-Beck, Accounting Operations Director – to attend Government Finance Officers Association (GFOA) Annual Conference – Portland, OR – 6 days, May 2023 – costs to include \$485 registration, \$39 mileage, \$1,875 lodging, \$333 per diem, \$400 air fare, \$100 ground transportation, and \$120 parking.
 - B. Tricia Lehti, Senior Program Specialist – Human Services/Community Social Services & Behavioral Health – to attend AmeriCorps Seniors 2023 Convening Training – Arlington, VA – 3 days, May 2023 – costs, which are 100 percent grant funded, to include \$774 lodging, \$229 per diem, and \$442 air fare.
 - C. Jeff Perry, Director - Administration/Parks - to attend National Association of County Parks and Recreation Officials Annual Meeting – Chicago, IL - 5 days, June 2023 - costs to include \$700 registration, \$800 lodging, \$250 per diem, \$305 airfare, \$87 parking, and \$160 ground transportation.

Travel and training forms are available in Administration for review.

POSITION ACTION APPLICATION REQUEST

Department Finance and Central Services

Action requested	Finance and Central Services is requesting approval for adding 3 - 1.0 FTE positions in anticipation of the workload to implement a new financial and e-procurement system.
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Background	Anoka County is starting a multi year new financial and e-procurement system. This implementation will require significant resources from the business teams. An analysis was done on resources needed to accomplish this. These resources will part of the project team and/or will assist with backfill of responsibilities of those on the project team.
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Recommendations	1.0 FTE Associate Administrative Assistant \$69,265 (Grade 26) 1.0 FTE Accountant \$ 92,616 (Grade 32) 1.0 FTE Supervisor, Finance Operations (\$ 117,870 (Grade 36) Total of the three positions will be partially funded by the budget of a 1.0 FTE position moved to be funded by the project. The 2023 operating budget for that position is \$159,732 (former pay structure)
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	The difference between the budget of 3.0 FTE salary expense and the removal of the 1.0 salary expense will be absorbed through the current budget. A new system will bring significant change. During and after the project, positions may change and people may leave. With each change an analysis will be done as to replacement of the position.
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Who to contact with questions Cory Kampf
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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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POSITION ACTION APPLICATION REQUEST

Department Information Technology

Action requested	Restructure the position of Supervisor, Systems Management Specialist (PCN: 1999001955) to Technology Project Manager.
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Background	Due to internal job responsibility reassignments, the need for the currently open Supervisor position has been lessened. In order to maximize the head count, IT seeks to redirect the resource to another area in IT that has the greater need. The need for Technology Project Managers continues to grow as our business lines continue to further automate processes, workflow and seek new technology solutions for day to day problems. In 2022, IT started a focused workgroup for Technology Implementations and that group has quickly expanded to accommodate the ever increasing demands for IT to deliver technology. This request is to expand that workgroup by an extra headcount.
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Recommendations	Approve the restructure of the Supervisor, Systems Management Specialist (PCN: 1999001955) to Technology Project Manager
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	Form existing IT cost center budget.
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Who to contact with questions Susand Vreeland or Dan Lekatz

Submitted by Jessica Mendez	 Digitally signed by Jessica Mendez Date: 2023.02.10 12:32:40 -06'00'	Date submitted 02/10/2023
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Revised 05/19/2020

Submit by Email

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



ANOKA COUNTY MANAGEMENT COMMITTEE

Feb. 28, 2023

ANOKA COUNTY ATTORNEY'S OFFICE

ACTION REQUESTED	Consider, for informational purposes, Employment Agreement Contract with Lacy Greninger beginning February 28, 2023, and appointing her as Personal Secretary to the Anoka County Attorney.
BACKGROUND	<p>Lacy Greninger was appointed Personal Secretary as allowed for in Anoka County Personnel Rules Section X.H. by Anoka County Attorney Brad Johnson effective February 28, 2023. Prior to her appointment as personal secretary, Lacy was employed with Court Administration for the Tenth Judicial District.</p> <p>This position has been vacant since late December, 2022, when the prior personal secretary assumed other duties within the County Attorney's Office.</p>
SOLUTIONS	
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	County Attorney Budget
CONCLUSION	The Anoka County Attorney's Office asks that you approve the above-referenced employment contract.