

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 APRIL 25, 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 recommending approving the following personnel transactions:

- A. **New**/Restructure/fill - Administration/Facilities Management and Construction - effective April 25, 2023 - vacancies due to resignation on April 21, 2023, and termination effective August 26, 2022. PC#s 2017003198 and 2019003336

FROM: Two .6 FTE Custodian - Grade 20, range \$16.45 to \$20.58 per hour.

and

New Two .4 FTE Custodian - Grade 20, range \$16.45 to \$20.58 per hour.

TO: Two 1.0 FTE Custodian - Grade 20, range \$16.45 to \$20.58 per hour.

See attached position action worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on April 25, 2023.

- B. Restructure/fill - Administration/License & Passport Services - effective May 20, 2023 - vacancies due to transfers effective March 25, 2023, and April 8, 2023.

FROM: Two .6 FTE Associate Services Center Specialist - Grade 26, range \$20.49 to \$27.65 per hour. PC#s 1996001753 and 2014003039

TO: 1.0 FTE Associate Services Center Specialist - Grade 26, range \$20.49 to \$27.65 per hour. PC#1996001753

NOTE: PC#2014003039 and remaining .2 FTE will be eliminated.

See attached position action worksheet.

- C. New positions - Human Services/Economic Assistance - contingent on federal, state, and ARPA funding - effective May 22, 2023. PC#s 2023003470, 2023003471, 2023003472, and 2023003473

Four 1.0 FTE Associate Eligibility Specialist - Grade 28, range \$23.08 to \$31.16 per hour.

See attached position action worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on April 25, 2023.

- D. New/Restructure/fill - Human Services/Public Health & Environmental Services - effective May 6, 2023 - contingent on continued grant funding - vacancy due to promotion effective September 24, 2022. PC#2016003119

FROM: .8 FTE Intake Coordinator - Grade 24, range \$19.04 to \$24.76 per hour
and

New .2 FTE Associate Program Specialist - Grade 30, range \$25.97 to \$35.05 per hour

TO: 1.0 FTE Associate Program Specialist - Grade 30, range \$25.97 to \$35.05 per hour

See attached position action worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on April 25, 2023.

- E. Restructure/fill - Human Services/Public Health & Environmental Services - effective May 6, 2023 - vacancy due to termination effective April 7, 2023. PC#2017003231

FROM: .8 FTE Senior Prevention Outreach Specialist - Grade 30, range \$25.97 to \$35.05 per hour.

and

New .2 FTE Senior Prevention Outreach Specialist - Grade 30, range \$25.97 to \$35.05 per hour.

TO: 1.0 FTE Senior Prevention Outreach Specialist - Grade 30, range \$25.97 to \$35.05 per hour.

See attached position action worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on April 25, 2023.

4. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, consider approving the following personnel transactions:

- A. Restructure/fill - Sheriff's Office - effective April 25, 2023 - vacancy due to resignation effective April 3, 2023. PC#1992000675

FROM: 1.0 FTE Deputy - Grade 2105, range \$31.57 to \$44.43 per hour.

TO: 1.0 FTE Sergeant - Grade 2113, range \$48.43 to \$54.04 per hour.

See attached position action worksheet.

5. Consider recommending authorizing the county engineer to place an order for one (1) tandem axle plow truck, (1) single axle plow truck, (1) aerial truck, (1) medium duty truck, one (1) salt mixer, and one (1) deer removal trailer, as provided for in the draft 2024 capital allocation budget, as recommended by the Transportation Committee. **See attached** action item worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on April 25, 2023.

*** 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 APRIL 25, 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. Rhonda Sivarajah, County Administrator, and any county commissioner - Administration - to attend the 2023 NACo Annual Conference - Austin, TX -6 days, July 2023 - costs for each to include \$530 registration, \$73 mileage, \$1,180 lodging, \$352 per diem, \$488 air fare, \$75 ground transportation, and \$136 parking.
 - B. Steve Tessier, Senior Telecommunications Engineer, and Ryan Lundebrek, Lead Network Engineer - Administration/Information Technology - to attend Cisco Live 2023 - Las Vegas, NV - 5 days, June 2023 - costs for each to include \$2,595 registration, \$92 mileage, \$1,580 lodging, \$387 per diem, and \$537 air fare. Cisco credits will cover approximately \$3,000 of expense for each.
 - C. Rebecca Asch-Kendrick, Forensic Pathologist, and Jamie Reiersen, Morgue Operations Supervisor - Administration/Medical Examiner's Office - to travel to the CDC Foundation to launch the Medicolegal Death Investigation FHIR Implementation Collaborative - Atlanta, GA - 4 days, May 2023 - costs for each, which are funded by the CDC Foundation, to include \$26 mileage, \$600 lodging, \$260 per diem, \$600 air fare, \$100 ground transportation, and \$75 parking.

Travel and training forms are available in Administration for review.

POSITION ACTION APPLICATION REQUEST

Department

Facilities Management and Construction

Action requested

Restructure PT Custodian position (Grade 20) PCN 2017003198 from .6 FTE to 1.0 FTE. Restructure PT Custodian position (Grade 20) PCN 2019003336 from .6 FTE to 1.0 FTE.

Background

These past 12 months have been challenging as PT Custodian positions for the Sheriff's Office, License Centers, and Highway have remained vacant or been hired up then employees have left due to better pay and full time career paths. This churn has created significant workload for remaining Custodian employees and challenges with employee time off. In addition to providing a safe, clean, comfortable and well maintained environment the Custodian team is also charged with routine rapid response/disinfecting to combat the spread of COVID-19 cases and the daily operational COVID cleaning protocols. We have been short by at least one position and at times 2 positions these last 12 months.

Recommendations

Transition 2 PT Custodian positions to 2 FT Custodian positions.

Funding source

Budget adjustment current year

Budget adjustment future years

Current budget

\$0.00

\$0.00

Funding description

Restructure PT Custodian Position PCN 2017003198 from .6 FTE to 1.0 FTE.
Restructure PT Custodian Position PCN 2019003336 from .6 FTE to 1.0 FTE.
Funds are available in existing budget for this to be a net \$0 budget impact for 2023.

Who to contact with questions

Andrew Dykstra

Submitted by

Andrew Dykstra

Digitally signed by Andrew Dykstra
Date: 2023.04.14 08:46:46 -05'00'

Date submitted

04/14/2023

Revised 05/19/2020

Submit by Email**HR USE ONLY**

Employee Relations and Finance Budget Workgroup approved

Date approved

POSITION ACTION APPLICATION REQUEST

Department

License & Passport Services

Action requested

Combine vacant Associate Service Center Specialist position PC # 1996001753 (.60 FTE) with vacant Associate Service Center Specialist position PC # 2014003039 (.6 FTE) to make a single 1.0 FTE Associate Service Center Specialist position under PC# 1996001753. PC #2014003039 and the remaining .2 FTE will be eliminated.

Background

The department has determined there are substantial benefits to combining these two part-time positions into a single full-time position in terms of recruitment, training and retention. This position will be assigned to the Passport Center to increase the ability to process passport applications which will help increase potential revenue.

Recommendations

Combine vacant Associate Service Center Specialist position PC # 1996001753 (.60 FTE) with vacant Associate Service Center Specialist position PC # 2014003039 (.6 FTE) to make a single 1.0 FTE Associate Service Center Specialist position under PC# 1996001753. PC #2014003039 and the remaining .2 FTE will be eliminated.

Funding source

Budget adjustment current year

Budget adjustment future years

Current budget

\$0.00

\$0.00

Funding description

There will be no change needed

Who to contact with questions

John Lenarz

Submitted by

John D Lenarz

Digitally signed by John D Lenarz
Date: 2023.04.05 10:54:23 -05'00'

Date submitted

04/05/2023

Revised 05/19/2020

Submit by Email

ER USE ONLY

Employee Relations and Finance Budget Workgroup approved

Date approved

POSITION ACTION APPLICATION REQUEST

Department

Economic Assistance

Action requested Add four contingent associate eligibility specialist positions effective May 2023.

Background Medical assistance annual eligibility work and case closures have been suspended since March 2020. Enrollment in medical assistance has greatly increased over the past three years. Minnesota will restart annual renewals for the eligibility month of July 2023. Additional positions are needed to process in the increase in work that is associated with restarting eligibility reviews.

Recommendations Approve four contingent associate eligibility specialist positions

Funding source

Budget adjustment current year

Budget adjustment future years

Other

\$0.00

\$0.00

Funding description The salary and benefits cost for each position is approximately \$62,000. The positions will be 50% reimbursed through federal financial participation and the remaining cost will be covered using ARPA funds for May 2023 - June 30, 2023 and additional funds provided by the State in July 2023 as described below.

Counties and Tribal Nations will receive funding in the form of an allocation of \$36,000,000 from the State's general fund in fiscal year 2024 that is to be used for staffing, technology and other administrative needs related to the medical assistance unwinding continuous eligibility work. The funding will be based on the county's percentage of state's medical assistance population, estimated to be 6% for Anoka County.

Who to contact with questions

Jessica Leth

Submitted by

Jessica Leth

Date submitted

04/04/2023

Revised 05/19/2020

Submit by Email

ER USE ONLY

Employee Relations and Finance Budget Workgroup approved

Date approved

POSITION ACTION APPLICATION REQUEST

Department

Public Health & Environmental Services

Action requested Restructure Associate Program Specialist PCN 2016003119, 0.8 FTE to 1.0 FTE.

Background Minimum qualifications include Bachelor's degree in health, humans services or a closely related field; Two years of job-related experience in health care, public health, human services or other related field; must have valid driver's license and vehicle available for business use.

This position will be transitioned from the Child & Teen Checkups program area budget to Family Home Visiting (FHV) program budget area. This is a result of needing to utilize FHV PHNs to support our Disease Prevention and control area this has left a gap in FHV which has resulted in needing to put referrals on hold. This restructure will allow us to accept all referrals along with adequately supporting the DPC program area.

This position will support 18 FHV Public Health Nurses (PHN) and 3 PHN Supervisors by being responsible for tasks that are currently being completed by the PHNs and/or PHN Supervisors which do not require that level of expertise. The support of this position allows the PHNs to serve the increased referrals which will result in increased third-party billing. Currently FHV referrals are on hold as a result of PHN capacity. These tasks include the PHN Intake for FHV referrals, insurance verification for over 500 families (completed multiple times per year); assist with interpreter/language line scheduling and accuracy of invoicing; assist with Electronic Health Record data entry and testing of updates; assist with responsibilities of other Associate Program Specialist in the Disease Prevention & Control and WIC program areas as needed.

Recommendations Restructure Associate Program Specialist PCN 2016003119, 0.8 FTE to 1.0 FTE.

Funding source	Budget adjustment current year	Budget adjustment future years
Grant funded	\$0.00	\$0.00

Funding description The increase in 32-40 hours would be 16,053. The position already receives benefits. Family Home Visiting grants and Local Public Health grant covers this increase. This position is in the 2023 budget.

Who to contact with questions

Laurie Brovold

Submitted by

Jonelle Hubbard

Digitally signed by Jonelle Hubbard
Date: 2023.04.06 12:59:46 -05'00'

Date submitted

Revised 05/19/2020

Submit by Email

ER USE ONLY

POSITION ACTION APPLICATION REQUEST

Department Public Health & Environmental Services

Action requested	Restructure Senior Prevention Outreach Specialist PCN 2017003231 from 0.80 FTE to 1.00 FTE.
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Background	<p>Minimum qualifications for this position include Bachelor's degree and 3 years experience. Master's degree in Public Health, Social Work, or closely related field is strongly preferred.</p> <p>An increase of the Senior Prevention Outreach Specialist .8 FTE position to 1.0 FTE is a total increase of .2 FTE and is supported by the Local Public Health grant.</p> <p>This position provides community-level planning, education, and leadership for a range of health promotion groups and activities. These include leadership roles in groups such as the Child Abuse Prevention Council, Mental Wellness Campaign of Anoka County, the Violence Prevention Roundtable of Anoka County, the Chemical Health Collaborative, and others. Responsibility for providing leadership and planning with regards to mental health, chemical health, and violence prevention efforts have increased over the past 10+ years. This position has been a part-time position since its inception, but the amount of work in Health Promotion and Planning in these areas require a full-time position based on the amount and complexity of work involved.</p>
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Recommendations	Restructure Senior Prevention Outreach Specialist PCN 2017003231 from 0.80 FTEs to 1.00 FTE.
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Funding source	Budget adjustment current year	Budget adjustment future years
Grant funded	\$0.00	\$0.00

Funding description	The increase in 32-40 hours would be 9,600.00. The position already receives benefits. Local Public Health Act Grant covers this increase. This position is in the 2023 budget.
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Who to contact with questions Justin Navratil

Submitted by Jonelle Hubbard	Digitally signed by Jonelle Hubbard Date: 2023.04.06 13:29:29 -05'00'	Date submitted
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Revised 05/19/2020

Submit by Email

HR USE ONLY

Employee Relations and Finance Budget Workgroup approved	Date approved
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POSITION ACTION APPLICATION REQUEST

Department Sheriff's Office

Action requested	Restructure Deputy PCN (1992000675) to Sergeant PCN
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Background	We have identified a need for an additional Sergeant position to lead our Deputy Investigator group. Currently, the Deputy Investigators report to a Lieutenant, in conjunction with a Team Lead from the Criminal Investigations Division (CID) that review and assign cases, mentor Deputy Investigators, and provide information and feedback to their supervisor on performance, but do not directly supervise staff. By creating a Sergeant position, the reporting relationship and work allocation will be aligned with how the rest of the Office operates in regard to "span of control" and will align the Deputy, Detective and Sergeant Collective Bargaining Agreements with regard to supervisory type responsibilities above the responsibility of the Team Lead.
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Recommendations	Approve the restructure of Deputy to Sergeant
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	From existing Sheriff's Office cost center budget
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Who to contact with questions Amy Lill
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Submitted by Amy Lill	Digitally signed by Amy Lill Date: 2023.04.12 08:21:44 -05'00'	Date submitted 04/12/2023
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Revised 05/19/2020

Submit by Email

HR USE ONLY

Employee Relations and Finance Budget Workgroup approved	Date approved
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ANOKA COUNTY BOARD ACTION ITEM

April 25, 2023

TRANSPORTATION DIVISION

ACTION REQUESTED	<p><i>Consider authorizing the County Engineer to place an order for one (1) tandem axle plow truck, (1) single axle plow truck, (1) aerial truck, (1) medium duty truck, one (1) salt mixer, and one (1) deer removal trailer, as provided for in the draft 2024 capital allocation budget.</i></p> <p><i>The Transportation Committee reviewed and discussed the County Engineer placing an order for the above fleet vehicles, and recommended forwarding this item to the Management Committee for further consideration.</i></p>												
BACKGROUND/ HISTORY	<p><i>As part of the Capital Fleet Replacement Program, the following vehicles have been identified for replacement in the 2024 budget. All values are estimated amounts, as of April 2023:</i></p> <table data-bbox="505 873 1179 1083"> <tr> <td><i>Unit # 1005 Medium Duty Dump Truck</i></td> <td><i>\$232,000</i></td> </tr> <tr> <td><i>Unit # 1016 SA Aerial Truck</i></td> <td><i>\$285,000</i></td> </tr> <tr> <td><i>Unit # 1391 Salt Mixer</i></td> <td><i>\$350,000</i></td> </tr> <tr> <td><i>Unit # 1448 TA Plow Truck</i></td> <td><i>\$388,000</i></td> </tr> <tr> <td><i>Unit # 1449 SA Plow Truck</i></td> <td><i>\$438,000</i></td> </tr> <tr> <td><i>Unit # 1720 Deer Trailer</i></td> <td><i>\$52,000</i></td> </tr> </table> <p><i>Anoka County utilizes the State of Minnesota contract/purchasing program or the NJPA (National Joint Powers Agreement) contract to purchase vehicles and equipment. Said contracts provide reduced rates for governmental organizations. Unfortunately, there is currently a backlog of truck chassis for most vehicle manufacturing; currently, orders for plow truck chassis in 2023 are anticipated to be delivered in calendar year 2024 or even possibly 2025. Our goal is to have these identified important pieces of equipment upfitted and ready for snow and ice operations, aerial truck, and deer removal in the fall of 2024.</i></p>	<i>Unit # 1005 Medium Duty Dump Truck</i>	<i>\$232,000</i>	<i>Unit # 1016 SA Aerial Truck</i>	<i>\$285,000</i>	<i>Unit # 1391 Salt Mixer</i>	<i>\$350,000</i>	<i>Unit # 1448 TA Plow Truck</i>	<i>\$388,000</i>	<i>Unit # 1449 SA Plow Truck</i>	<i>\$438,000</i>	<i>Unit # 1720 Deer Trailer</i>	<i>\$52,000</i>
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<i>Unit # 1391 Salt Mixer</i>	<i>\$350,000</i>												
<i>Unit # 1448 TA Plow Truck</i>	<i>\$388,000</i>												
<i>Unit # 1449 SA Plow Truck</i>	<i>\$438,000</i>												
<i>Unit # 1720 Deer Trailer</i>	<i>\$52,000</i>												
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	<i>None</i>												
COMMENTS	<i>No payment on these orders will be made until the listed units are received.</i>												
RECOMMENDATIONS	<i>Approval</i>												