

ANOKA COUNTY

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

Commissioners West (Chair), Braastad, Reinert, and Schulte

FOR THE JULY 12, 2022, MEETING

TIME CHANGE

8:00 A.M.

County Board Room #705 - 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 - Human Services/Community Health and Environmental Services - contingent on Minnesota Department of Health Local Public Health Grant - effective July 12, 2022.

Two 1.0 FTE Senior Program Planner - Grade C013, range \$26.45 to \$44.08 per hour.
PC#s 20220003443 and 2022003444

See attached position action worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on July 12, 2022.

- B. Restructure/replacement - Transportation/Surveyor's Office - effective July 12, 2022 - vacancy due to promotion effective March 29, 2019. PC#1992000793

FROM: 1.0 FTE Senior Fleet Technician - Grade B011, range \$22.38 to \$33.71 per hour

TO: 1.0 FTE Lead Land Surveyor Technician - Grade C012, range \$23.98 to \$35.95 per hour

See attached position action worksheet.

4. Consider approving a request from Information Technology to offer a salary for an End User Support Services Manager position, Grade D116, above the third quartile (PC#1992000367). **See attached** position action worksheet.
5. Consider, for informational purposes, an update on the County's Deferred Compensation Plans. **See attached** action item worksheet.
6. Consider recommending adopting the following resolutions relating to the County's Deferred Compensation Plans:
 - A. Resolution #2022-M9, Resolution Authorizing the Discontinuation of the Deferred Compensation Plan Auto-Enrollment and “Match the Minimum” Contribution.
 - B. Resolution #2022-M10, Resolution Authorizing Amendment to Anoka County Variable Annuity Life Insurance Company (VALIC) 457(B) Deferred Compensation Plan as of July 12, 2022, and Providing Authority to the Chief Human Resources Officer and the Chief Financial Officer to Execute the Appropriate Documents.
 - C. Resolution #2022-M11, Resolution Authorizing an Amendment to The NACo Deferred Compensation Plan as of July 12, 2022, and Providing Authority to the Chief Human Resources Officer and the Chief Financial Officer to Execute the Appropriate Documents.

See attached action item worksheets and resolution.

If approved by the Management Committee, this item may move directly to the county board for approval on July 12, 2022.

7. Consider, for informational purposes, presentation relating to the proposed 2022 budgets for the follow areas:
 - A. County Attorney's Office
 - B. Library
 - C. Communications

*** 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 JULY 12, 2022, 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 - Finance and Central Services - to attend GFOA Advisory Meeting for Crypto Currency - Los Angeles, CA - 3 days, July 2022 - costs, which are 100% funded by GFOA, to include \$35 mileage, \$500 lodging, \$185 per diem, \$867 airfare, \$100 ground transportation, and \$60 parking.
 - B. Don Wood, Senior Network Engineer - Information Technology - to attend Implementing Cisco Application Centric Infrastructure Online Training - 5 days, July 2022 - costs to include \$2,298 registration.
 - C. Don Wood, Senior Network Engineer - Information Technology - to attend Palo Alto Networks: Firewall 10.2 Essentials: Configuration and Management Online Training - 5 days, August 2022 - costs to include \$2,500 registration.
 - D. Tsimnuj Vuem, Electronic Content Manager Specialist - Information Technology - to attend Hyland OnBase Workflow Design Online Training - 5 days, August 2022 - costs to include \$3,300 registration.
 - E. Ryan Lundebrek, Senior Network Engineer - Information Technology - to attend Implementing Cisco Application Centri Infrastructure Online Training - 5 days, August 2022 - costs to include \$2,298.
 - F. Meghan Mattson, TMO Coordinator - Transportation - to attend International Association of Commuter Transportation Conference - Chicago, IL - 5 days, July 2022 - costs, which are 100% funded by The Community Multiscale Air Quality Modeling System, to include \$166 Amtrak, \$263 per diem, \$1,295 lodging, \$825 registration.

Travel and training forms are available in Administration for review.

POSITION ACTION APPLICATION REQUEST

Department Public Health & Environmental Services

Action requested Authorization to create and fill a 1.00 FTE, Grade 13, Senior Program Planner Position
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Background <p>This position will be funded by the Local Public Health Grant. In 2020, MDH increased our annual base LPH grant allocation by 303,000.00 dollars. These funds are designed to address identified gaps within our Public Health infrastructure.</p> <p>Public Health recently reclassified the departments Health Program Planner/Policy Analyst into a Supervisory position, therefore, requesting to add a Planner position to do this work. In addition, through the After Action/Hot Wash process, Anoka County Public Health and Environmental Services (PHES) identified a need for increased capacity in the areas of planning and data analysis. Adding a Program Planner position would greatly increase PHES's capacity to gather, analyze, and distribute data. Through the COVID-19 Response, PHES and community partners relied heavily on public health's continuous analysis of data to inform decisions. It was apparent that staff capacity in data analysis was not at the level necessary to manage the large amount of work during the COVID response. Increasing PHES's capacity around data analysis will increase our ability to respond to outbreaks and public health emergencies such as COVID-19 and others. Effectively collecting, analyzing, and communicating data is the foundation for sustained positive change in public health.</p> <p>This position would:</p> <ul style="list-style-type: none"> * Collect, analyze and communicate public health data. * Lead role in gathering and managing data for the Community Health Needs Assessment, Departments Strategic Planning Process, and Quality Improvement Projects. * Manage multiple data sources and systems available to identify health issues and work with internal and external partners to develop plans for addressing issues. * Responsible to respond to regular MDH data requests. * Responsible to respond to community partner data requests. * Work with GIS to gather and manage county data. * This role would guide the creation and reformation of a PHES Performance Management System, which monitors PHES's achievement of organizational goals and objectives. * Analyze data with a health equity lens to better understand the status of health inequities in the community. * Work with staff from across the department to integrate data collection into programs and services.
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Recommendations Authorization to create and fill a 1.00 FTE, Grade 13, Senior Program Planner Position

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

Funding description Position will be covered under Local Public Health Grant.
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Who to contact with questions Jonelle Hubbard

Submitted by Jonelle Hubbard	Digitally signed by Jonelle Hubbard Date: 2022.02.16 14:52:07 -06'00'	Date submitted
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POSITION ACTION APPLICATION REQUEST

Department Transportation Division - Surveyors Department

Action requested	Upgrade a 1.0 FTE Grade 11 Transit Assistant position to a 1.0 FTE Grade 12 Lead Land Surveyor Technician
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Background	The Transit Assistant position has been vacant since October 2018 due to an internal promotion. We had anticipated filling that position at some point in 2019/2020, but with the pandemic and changes to programming we did not have a need to fill it. We do however have an immediate need to fill a Lead Land Surveyor Technician position in the Surveyors department. We do have a vacant Deputy Surveyor position due to the promotion of David Zieglmeier into the County Surveyor position, but would like to hold off on filling that high level position until David has had time to evaluate the need for that position. However, with the recent promotion of David, we have identified the current need for a Lead Land Surveyor to assist with the increased work load due to more plats and developments being created throughout Anoka County. We plan to fund this position with the savings from the vacant Deputy position and plan to have both positions funded for the 2023 budget.
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Recommendations	Upgrade a 1.0 FTE Grade 11 Transit Assistant position to a 1.0 FTE Grade 12 Lead Land Surveyor Technician
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	County Levy
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Who to contact with questions Joe MacPherson/Amy Honer
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Submitted by Amy Honer	Digitally signed by Amy Honer Date: 2022.05.18 08:58:30 -05'00'	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

POSITION ACTION APPLICATION REQUEST

Department Information Technology

Action requested	Permission to advertise and hire up to Max for the current posting of Manager, End User Support Services.
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Background	The IT Department has been trying to fill this critical management role since the beginning of the year. The position has been posted several times to no avail. We are getting fewer and fewer applicants. Former applicants have indicated that our normal hiring range has been too low.
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Recommendations	We are seeking to post the normal hiring range up to Max with the option to hire up to Max for qualified applicants. This is a D116 grade level position with a max salary of \$127,920.
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	Salary increase will be absorbed by current operating budget with no anticipated changes needed.
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Who to contact with questions Susan Vreeland or Dan Lekatz
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Submitted by Jessica Mendez	 Digitally signed by Jessica Mendez Date: 2022.06.30 14:38:13 -05'00'	Date submitted 06/30/2022
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Revised 05/19/2020

[Submit by Email](#)

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



MANAGEMENT COMMITTEE

Info Item

July 12, 2022

ACTION REQUESTED	Consider for Information Purposes the following update on the Counties Deferred Compensation Plans.
BACKGROUND	<p>The County currently has two active Deferred Compensation Plans – 457(b) that employees can elect to participate in:</p> <ul style="list-style-type: none">• MN Deferred Compensation (Statutory requirement)• Nationwide (NACO registered plan) <p>With the implementation of a new Human Resource Management System (HRMS) planned for this fall, there are a number of changes that need to be done to our plan documents to remain in compliance with Federal requirements and to allow for us to utilize the functionality of a new HRMS.</p>
SOLUTIONS	The attached presentation will address the changes that are planned, with the needed action items and resolutions planned for adoption following this presentation.
CONCLUSION	The changes are planned to go into effect this fall.



MANAGEMENT COMMITTEE

ACTION ITEM

July 12, 2022

ACTION REQUESTED	Consider Recommending the County Board Adopt Resolution #2022 M-9, Authorizing the discontinuation of the auto-enrollment and match-the-min programs for the County's 457 Deferred Compensation program.
BACKGROUND	<p>On June 23, 2009, the County Board adopted Resolution 2009-63 and 2009-64, which established the auto-enrollment into a deferred compensation plan for new employees and a Match the Minimum benefit to employees as an incentive to encourage contributions into a 457 deferred compensation plan. The match the minimum provides a \$250 match to new employees who open a deferred compensation account and have at least \$10 contributed into it for 25 consecutive pay periods.</p> <p>The County will be launching a new Human Resources Management System (HRMS) this fall. The new system will provide a robust automation, elimination of paper-based processing, and allow for enhanced data accuracy. The current auto-enrollment and match to min program practices cannot be supported in this new system. The practice of auto-enrollment is backwards in nature and does not allow for employee choice, which is at the heart of the new system. In addition, a flat dollar match-the-min is not supported within the system as the deductions are computed based on a percentage of gross wages. In addition, Nationwide, one of our vendors, does not support auto-enrollment.</p>
SOLUTIONS	The Benefits Committee met on June 29, 2022, to discuss the new system and both the Match-to-min and auto enrollment plans. The Committee recommends sunsetting the current auto-enrollment and match-the-min programs in favor of providing additional resources and investment options, promoting choice for employees to manage their 457 deferred compensation plan in as flexible a way as is allowed under federal requirements.
CONCLUSION	Consider Recommending the County Board Adopt Resolution #2022 M-9, Authorizing the discontinuation of the auto-enrollment and match-the-min programs for the County's 457 Deferred Compensation program.

RESOLUTION #2022-M9

**RESOLUTION AUTHORIZING THE DISCONTINUATION OF THE
DEFERRED COMPENSATION PLAN AUTO-ENROLLMENT AND
“MATCH THE MINIMUM” CONTRIBUTION**

WHEREAS, on June 23, 2009, the County Board Approved Resolutions 2009-63 and 2009-64 establishing the deferred compensation auto-enrollment and “Match The Minimum” contribution; and,

WHEREAS, the County is implementing a new Human Resources Management System (HRMS) in the fall of 2022; and,

WHEREAS, the automation within the new HRMS supports employee choice in a completely automated environment; and,

WHEREAS, the current auto-enrollment and “Match The Minimum” programs are no longer supported by the HRMS or all of our deferred compensation providers; and,

WHEREAS, the Benefits Compensation Committee and the County Board wish to promote choice and flexibility for employees to encourage participation within the deferred compensation plan:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby authorize the discontinuation of the Deferred Compensation Plan Auto-enrollment and the “Match the Minimum” contribution.



MANAGEMENT COMMITTEE

ACTION ITEM

July 12, 2022

ACTION REQUESTED	Consider Recommending the County Board Adopt Resolution #M-10, Authorizing an Amendment to the Anoka County Variable Annuity Life Insurance Company (VALIC) 457(b) Deferred Compensation Plan as of July 30, 2022, Providing Authority to the Chief Human Resources Office and Chief Financial Officer to Execute the appropriate documents.
BACKGROUND	<p>On December 20, 2019, as part of federal appropriations legislation, the Setting Every Community Up for Retirement Enhancement Act (SECURE Act) and the Bipartisan American Miners Act of 2019 (Miners Act) became law. The SECURE Act provisions have a significant impact on qualified retirement plans, and the Miners Act includes a provision impacting certain qualified and governmental 457(b) plans.</p> <p>The Secure Act requires that the following provisions be elected by each local governing body no later than December 31, 2022.</p> <ul style="list-style-type: none">• Portability of lifetime income options• Withdrawals for birth or adoption of a child• Reduce in-service minimum age for distributions from 62 to 59 ½ . <p>Even though, we have a cessation agreement with VALIC, electing these items enhances the ability for employees to access their funds and/or move their funds to other employer sponsored plans or an IRA.</p>
SOLUTIONS	<p>The Benefits Committee met on June 29, 2022, to discuss the various options around the Secure Act, and felt that the County should elect to be as flexible as possible for employees to access their funds.</p> <p>The Benefits Committee is recommending that the Secure Act and Miners Act provisions as listed above be elected as shown in the Resolution.</p>
CONCLUSION	Consider Recommending the County Board Adopt Resolution #M-10, Authorizing an Amendment to the Anoka County Variable Annuity Life Insurance Company (VALIC) 457(b) Deferred Compensation Plan as of July 30, 2022, Providing Authority to the Chief Human Resources Office and Chief Financial Officer to Execute the appropriate documents.

RESOLUTION #2022-M10

RESOLUTION AUTHORIZING AMENDMENT TO ANOKA COUNTY VARIABLE ANNUITY LIFE INSURANCE COMPANY (VALIC) 457(b) DEFERRED COMPENSATION PLAN AS OF JULY 12, 2022, AND PROVIDING AUTHORITY TO THE CHIEF HUMAN RESOURCES OFFICER AND THE CHIEF FINANCIAL OFFICER TO EXECUTE THE APPROPRIATE DOCUMENTS

WHEREAS, in November of 1996, the County Approved Resolution 96-161 Authorizing VALIC as the Second 457(b) Deferred Compensation Plan; and,

WHEREAS, on June 22, 2021, The Approved Resolution 2021-83 Authorizing Cessation of Contributions to the VALIC 457(b) Plan effective September 30, 2021; and,

WHEREAS, the agreement with VALIC allows the County the right to amend, modify, or discontinue all or any portion of the Plan without the consent of the employees or beneficiaries of any employees participating in the Plan; and,

WHEREAS, In December of 2019, the Federal Government approved the Setting Every Community Up for Retirement Enhancement Act (SECURE Act) and the American Miners Act (Miners Act), which have a significant impact on the County's 457(b) Deferred Compensation Plan. The County feels it is in the best interest of its employees to cease all contributions and provide options to employees to adjust their accounts as desired; and,

WHEREAS, The SECURE Act and Miners Act require governments to adjust their 457(b) plans by December 31, 2022, for the following mandatory items:

- Increase in age of Required Minimum Distributions from 70 ½ to 72
- Changes listed in the act for post-death rules for 457(b) plans
- Prohibition from making loans through credit cards

And decide which of the following electable items may be included:

- Portability of lifetime income options.
- Withdrawals of \$5,000 per child within 1 year of birth or adoption.
- Reduce in-service minimum age for distributions from 62 to 59 ½

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby authorize an amendment to the Variable Annuity Life Insurance Company (VALIC) 457(b) Deferred Compensation Plan as of July 12, 2022, for the mandatory SECURE Act and Miners Act items as listed above, authorizes the following electable items under the Secure Act and Miners Act:

- Portability of lifetime income options.
- Withdrawals of \$5,000 per child within 1 year of birth or adoption.
- Reduce in-service minimum age for distributions from 62 to 59 ½

and authorizes the Chief Human Resources Officer and Chief Financial Officer to execute the appropriate documents with VALIC.



MANAGEMENT COMMITTEE

ACTION ITEM

July 12, 2022

ACTION REQUESTED	Consider Recommending the County Board Adopt Resolution M-11, Authorizing an Amendment to the NACO Deferred Compensation Plan as of July 12, 2022, Providing Authority to the Chief Human Resources Office and Chief Financial Officer to Execute the appropriate documents.
BACKGROUND	<p>On July 28, 2016, the County Board adopted Resolution 2016-105 authorizing the County to enter into an agreement with the NACO Deferred Compensation Plan, which is administered by Nationwide Retirement Solutions.</p> <p>On December 20, 2019, as part of federal appropriations legislation, the Setting Every Community Up for Retirement Enhancement Act (SECURE Act) and the Bipartisan American Miners Act of 2019 (Miners Act) became law. The SECURE Act provisions have a significant impact on qualified retirement plans, and the Miners Act includes a provision impacting certain qualified and governmental 457(b) plans.</p> <p>The Secure Act requires that the following provisions be elected by each local governing body no later than December 31, 2022.</p> <ul style="list-style-type: none">• Portability of lifetime income options• Withdrawals for birth or adoption of a child• Reduce in-service minimum age for distributions from 62 to 59 ½ .
SOLUTIONS	<p>The Benefits Committee met on June 29, 2022, to discuss the various options around the Secure Act, and felt that the County should elect to be as flexible as possible for employees to access their funds.</p> <p>The Benefits Committee is recommending that the Secure Act and Miners Act provisions as listed above be elected as shown in the Resolution.</p>
CONCLUSION	Consider Recommending the County Board Adopt Resolution M-11 Authorizing an Amendment to the NACO Deferred Compensation Plan as of July 12, 2022, Providing Authority to the Chief Human Resources Office and Chief Financial Officer to Execute the appropriate documents.

RESOLUTION 2022-#M11

RESOLUTION AUTHORIZING AN AMENDMENT TO THE NACO DEFERRED COMPENSATION PLAN AS OF JULY 12, 2022, AND PROVIDING AUTHORITY TO THE CHIEF HUMAN RESOURCES OFFICER AND THE CHIEF FINANCIAL OFFICER TO EXECUTE THE APPROPRIATE DOCUMENTS

WHEREAS, on July 28, 2016, the County Board Approved Resolution 2016-105 Authorizing an agreement with the NACO Deferred Compensation Plan, which is administered by Nationwide Retirement Solutions; and,

WHEREAS, In December of 2019, the Federal Government approved the Setting Every Community Up for Retirement Enhancement Act (SECURE Act) and the American Miners Act (Miners Act), which have a significant impact on the County's 457(b) Deferred Compensation Plan. The County feels it is in the best interest of its employees to cease all contributions and provide options to employees to adjust their accounts as desired; and,

WHEREAS, The SECURE Act and Miners Act require governments to adjust their 457(b) plans by December 31, 2022, for the following mandatory items:

- Increase in age of Required Minimum Distributions from 70 ½ to 72
- Changes listed in the act for post-death rules for 457(b) plans
- Prohibition from making loans through credit cards

And decide which of the following electable items may be included:

- Portability of lifetime income options.
- Withdrawals of \$5,000 per child within 1 year of birth or adoption.
- Reduce in-service minimum age for distributions from 62 to 59 ½

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby authorize an amendment to the NACO Deferred Compensation Plan as of July 12, 2022, for the mandatory SECURE Act and Miners Act items as listed above, authorizes the following electable items under the Secure Act and Miners Act:

- Portability of lifetime income options.
- Withdrawals of \$5,000 per child within 1 year of birth or adoption.
- Reduce in-service minimum age for distributions from 62 to 59 ½

and does hereby authorize the Chief Human Resources Officer and Chief Financial Officer to execute the appropriate documents with NACO and its administrator Nationwide Retirement solutions.