

ANOKA COUNTY

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

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

FOR THE SEPTEMBER 27, 2022, MEETING

8:45 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 Social Services & Behavioral Health - effective September 27, 2022.

**Four** 1.0 FTE Social Worker - Grade C012, range \$23.98 to \$35.95 per hour.  
PC#s 2022003450, 2022003451, 2022003452, and 20023453.

**See attached** position action worksheet.

**If approved by the Management Committee, this item may move directly to the county board for approval on September 27, 2022.**

- B. Restructure/replacement - Human Services/Community Social Services & Behavioral Health - effective September 27, 2022 - vacancy due to promotion effective April 8, 2022. PC#2016003125.

**FROM:** 1.0 FTE Case Aide Specialist - Grade B010, range \$19.67 to \$29.80 per hour.

**TO:** 1.0 FTE Social Worker - Grade C012, range \$23.98 to \$35.95 per hour.

**See attached** position action worksheet.

- C. Restructure/replacement - Administration/Emergency Management - effective October 8, 2022 - vacancy due to termination effective August 5, 2022. PC#2020003367.

**FROM:** 1.0 FTE Emergency Management Coordinator - Grade C012, range \$23.98 to \$35.95 per hour.

**TO:** 1.0 FTE Deputy Director, Emergency Management - Grade D015, range \$31.30 to \$46.39 per hour.

**See attached** position action 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 SEPTEMBER 27, 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. Chuck Denninger, Internal Auditor - Administration/Internal Audit - to instruct at Institute of Internal Auditors - Chicago, IL - 3 days, October 2022 - costs, which are 100% funded by the Institute of Internal Auditors, to include \$531 mileage, \$645 lodging, and \$150 meals.

Travel and training forms are available in Administration for review.

# POSITION ACTION APPLICATION REQUEST

<b>Department</b> Community Social Services/Behavioral Health
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<b>Action requested</b>	Approval for 4.0 FTE Certified Assessors
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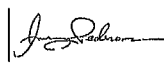
<b>Background</b>	<p>Anoka County's Community Social Services/Behavioral Health Department - Long Term Services and Supports (LTSS) area is mandated to conduct MnCHOICES assessments for seniors and individuals with disabilities, upon request, and to provide reassessments (RAs) annually. Lead agencies are responsible for implementation, adhering to State and Federal requirements, when administering MnCHOICES.</p> <p>In 2021, LTSS conducted 1543 initial assessments (IA); however, this is significantly below our average annual volume of 1700+ and does not adequately meet the demand of our community. To meet the increase in referral volume, as well as mandated assessment timelines, an increase in staffing capacity is needed.</p> <p>For every individual who receives an initial MnCHOICES assessment and opens to waiver case management, LTSS must conduct an annual reassessment (RA) for those residing in Anoka County. LTSS received 4,163 RA referrals in 2021 and, based on year-to-date numbers and past history, expects an annual growth of 8-9% (329-370 RA's) in 2022. An average assessor can conduct 152 RAs per year. It is estimated that LTSS will conduct over 4,500 RA's by the end of 2022 and would predict the same rate of waiver growth in 2023. To effectively manage the ongoing growth and assure continuity of community-based services and supports, additional staffing capacity is needed.</p> <p>Long Term Services and Supports positions are fully funded by Federal and State revenues.</p>
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<b>Recommendations</b>	Approval for 4.0 FTE Certified Assessors to manage MnCHOICES initial and annual reassessment volume
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Funding source	Budget adjustment current year	Budget adjustment future years
Additional revenue or fees	\$0.00	\$317,236.00

<b>Funding description</b>	Certified Assessor positions doing MNCHOICES Assessments are fully funded by State and Federal revenues.
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<b>Who to contact with questions</b> Jerry Pederson
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<b>Submitted by</b> 	Digitally signed by Jerry Pederson Date: 2022.06.28 15:56:41 -05'00'	<b>Date submitted</b>
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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

<b>Department</b> Community Social Services/Behavioral Health
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<b>Action requested</b>	Authorization to restructure a vacant 1 FTE Grade 10 Case Aide Specialist position (PCN#: 2016003125) to a 1 FTE Grade 12 Social Worker position.
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<b>Background</b>	<p>The Anoka County Community Social Services Department - Disability and Aging Services (DAS) area is mandated to provide case management services to people eligible for Home and Community Based (Waiver) Services and Rule 185 Developmental Disability services. Lead agencies, including contracted case management providers, are responsible to adhere to State and Federal requirements when providing case management services.</p> <p>DAS provides case management services to approximately 5480 individuals through internal or contracted case management agency staff. DAS currently contracts with 7 case management agencies, the last two added in March 2022. Since 2015, case growth has primarily been managed through contracted agency expansion.</p> <p>Over the last 6.5 years, DAS experienced net case growth of 1729 cases (46%), an average net gain of 266 cases/year. Between 1/1/20 - 6/30/22, DAS opened approximately 2384 new cases to case management, an average of 954 cases/year. There is no indication the volume of people requesting and found eligible for case management services will slow.</p> <p>In the midst of current statewide staffing shortages, contracted case management agencies have struggled more than ever to attain and retain case management staff. Successful hiring has been sporadic, short-lived, and unpredictable for the better part of the last two years. Contracted case management staff are continually covering vacant caseloads and have not been able to absorb new or existing cases at a sufficient and reliable rate. This has resulted in internal staff absorbing the vast majority of new cases. Internal caseloads are expected to be at capacity in the next 1.5 - 4.6 months.</p> <p>Case management positions generate revenue by billing Medical Assistance (MA). Depending on case mix, a full time case manager generates approximately \$85,000 annually across all revenue streams.</p> <p>To effectively manage the ongoing influx of new cases and assure the provision of mandated case management services, DAS needs to restructure a vacant Case Aide Specialist position into a Social Work position.</p>
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<b>Recommendations</b>	Authorization to restructure a vacant 1 FTE Grade 10 Case Aide Specialist position (PCN#: 2016003125) to a 1 FTE Grade 12 Social Worker position.
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<b>Funding source</b>	Budget adjustment current year	Budget adjustment future years
Additional revenue or fees	\$0.00	\$0.00

<b>Funding description</b>	Home and Community Based Services (Waiver) and Targeted Case Management revenue. Annual cost of a 1 FTE Social Worker (Grade 12) is \$79,309.
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<b>Who to contact with questions</b> Tom Meyer
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<b>Submitted by</b> George Borrell	Digitally signed by George Borrell Date: 2022.09.20 08:47:13 -05'00'	<b>Date submitted</b>
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# POSITION ACTION APPLICATION REQUEST

<b>Department</b> Emergency Management
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<b>Action requested</b>	Restructure current Emergency Management Coordinator - Operations to Emergency Management Deputy Director
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<b>Background</b>	The Emergency Management department has grown since it's inception in early 2006. From a department of a sole Director it has grown to over 30 staff in total. 3 Full Time, 10 Specialists (Temp/Int paid), 10 Technical Specialists (volunteer) and 10 PET Specialists (volunteer). Disasters, emergencies, events, meetings, trainings occur often at more than one location, during the same times, requiring staff involvement in complex and dynamic environments needing direct supervision with decision making ability on behalf of the county. While the Director would normally provide this supervision at these types of situations the Director is not always immediately available due to time off, other assignments or in cases involving multiple events or emergencies at the same time. A couple keys to any organization is clear and consistent communication, decision making, leadership. By adding a Deputy Director position there will be an increase in ability to resolve many of the issues of accessibility and availability of a supervisor in the department when communication, decision making and leadership is needed most.
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<b>Recommendations</b>	Convert the existing EM Coordinator - Operations to an EM Deputy Director (Supervisory position)
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<b>Funding source</b>	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

<b>Funding description</b>	Funding exists currently with the vacancy of the EM Coordinator - Operations position and available funding in the Temporary/Intermittent budget. In future years adjustments for allocations due to the compensation/classification project and Commissioners decisions on that project.
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<b>Who to contact with questions</b> Terry Stoltzman, Director Dee Guthman, Deputy County Administrator
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<b>Submitted by</b> Terry W. Stoltzman	Digitally signed by Terry W. Stoltzman Date: 2022.08.11 10:54:59 -05'00'	<b>Date submitted</b> 08/11/2022
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Revised 05/19/2020

**Submit by Email**

<b>ER USE ONLY</b>	
<b>Employee Relations and Finance Budget Workgroup approved</b>	<b>Date approved</b>