



## **COUNTY BOARD WORK SESSION**

**October 16, 2023**

**9:15 a.m. or immediately following the  
County Board Work Closed Session**

**(whichever is later)**

**Conference Room 710**

1. Earned Sick and Safe time options
2. Personal Day
3. ARPA
4. Draft operating rules/guidelines
5. Draft rotating chair/vice chair guidelines

# Earned Sick and Safe Time (ESST)

## Minnesota Department of Labor and Industry: ESST Fast Facts

- Minnesota's earned sick and safe time (ESST) law goes into effect Jan. 1, 2024.
- Employers must provide each employee in Minnesota at least one hour of paid sick and safe time for every 30 hours worked, up to at least 48 hours of accrued ESST a year. An employee is anyone who works at least 80 hours in a year for an employer in Minnesota and is not an independent contractor.
- An employer's existing leave policy, such as paid time off (PTO), may already fully or partially meet Minnesota's earned sick and safe time requirements.
- ESST local ordinances are in effect in the cities of Bloomington, Duluth, Minneapolis and St. Paul, Minnesota, and may differ from the state's ESST requirements. Employers are responsible for following the ESST requirements most favorable to their employees.
- The Minnesota Department of Labor and Industry is responsible for enforcing ESST requirements. In addition, affected employees may bring a civil lawsuit to address ESST violations.

## Primary Paths – ESST Connected to FTO or Sick Time Banks

- ESST as a subset of FTO: employees are allowed to use ESST to limit thresholds as part of their FTO accrual.
- ESST as part of sick time: employees are allowed to use ESST to limit thresholds as part of an expanded usage definition of their sick time bank.
- Create entirely new bank of accrued time or hybrid bank that operates in conjunction with EMB.

## Discussion

- **ESST as a sub-part of FTO**
  - For regular employees, ESST accrues as FTO, up to 48 or 80 hours. Temporary employees would have a new leave accrual established called ESST. ESST hours used would be tracked.
    - **Unknowns:** Can the first 48 hours of FTO usage legally be counted as ESST usage regardless of the reason for the absence? (The State responded it cannot provide legal advice.) Potential dealbreaker: there is a legal requirement to show ESST available and used on the pay slip, made difficult if FTO can be taken for reasons allowed under ESST law. (We have inquired about whether there are options.)
- **ESST as a stand-alone time bank**
  - For regular and temporary employees, ESST would accrue as a new leave accrual established called ESST.
    - **Pros:** Separate time bank, meets tracking legalities and shows on pay slip; cleanest approach. Staff who transition from temporary to regular have seamless transition of ESST time.
    - **Cons:** Unless changes are made to FTO or EMB, provides an additional avenue for time off. In many cases, expenses financially may be neutral; employees are either paid to work or are paid for ESST if they have

accrual, but productivity decreases. Some areas require staffing/cannot absorb people away and additional expenses would be incurred.

- **EMB redirection to establish/accrue ESST**
  - Regular and temporary employees would accrue 1 hour of ESST for every 30 hours worked in a new leave accrual established called ESST.
  - Could decide to allow employees with EMB balances to frontload their new ESST bank by deducting from the EMB bank OR instead require them to begin at 0 and accrue ESST.
  - Decision could allow employees to accrue up to the 80-hour cap. (Law requires 48 hours first year, 80 hours year two and all years after.)
  - When the cap for ESST is reached, regular employees could earn standard EMB accrual in the separate EMB bank. Temporary employees do not earn more ESST beyond the limit and do not earn EMB.
    - **Pros:** Employees who move from temporary employment to regular, keep ESST in the same consistent bank. With Minnesota medical leave coming in January 2026, EMB may not be needed with state and federal FMLA available. EMB bereavement, now bundled with standard EMB, could be separated, and cleaned up.
    - **Cons:** Unless changes are made to FTO, provides an additional avenue for time off. In many cases, expenses financially may be neutral; employees are either paid to work or are paid for ESST if they have accrual, but productivity decreases. Some areas require staffing/cannot absorb people away and additional expenses would be incurred. In January 2026 may have to restructure time off accrual again to adjust to State Medical Leave Act.

## Other

- Additional things to consider:
  - Is ESST paid out when an employee leaves? This is not required, but if an employee returns to Anoka County employment within 6 months, the ESST balance must be re-established with the balance at time of departure.

City/County	Starting FTO/PTO accruals	Sick Time	Holidays
Anoka County	24 working days per year	EMB - 8 working days per year	11.5 holidays and a floating holiday
Scott County	21 working days per year	12 working days per year	10 paid holidays
City of Coon Rapids	10 working days per year	12 working days per year	11 holidays and a floating holiday
City of Blaine	13 working days per year	12 working days per year	11 Holiday
Wright County	24 working days per year	Included in their PTO	11 holidays and a floating holiday
Dakota County	20 working days per year	Included in their PTO	11 holidays and a floating holiday
Carver County	20 working days per year	10 working days per year	11 holidays and a floating holiday
City of St. Paul	17 working days per year	6 working days per year	11 Paid Holidays
Washington County	20 working days per year	Included in their PTO	12 paid holidays
Sherburne County	21 working days per year	Included in their PTO	12 paid holidays
Hennepin County	22 working days per year	8 working days per year	12 paid holidays
City of Minneapolis	12 working days per year	12 working days per year	12 paid holidays
City of Champlin	10 working days per year	12 working days per year	12.5 holidays + 4 hour floating holiday



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Affirmative Action  
 Equal Opportunity  
 Employer

## 2024 Holiday Schedule (non bargaining)

• <b>Personal Holiday *</b>	<i>Accrued on January 1, 2024</i>
• <b>New Year’s Day</b>	<b>January 1, 2024</b>
• <b>Martin Luther King Jr. Day</b>	<b>January 15, 2024</b>
• <b>Presidents’ Day</b>	<b>February 19, 2024</b>
• <b>Memorial Day</b>	<b>May 27, 2024</b>
• <b>Juneteenth</b>	<b>June 19, 2024</b>
• <b>Independence Day</b>	<b>July 4, 2024</b>
• <b>Labor Day</b>	<b>September 2, 2024</b>
• <b>Veterans Day</b>	<b>November 11, 2024</b>
• <b>Thanksgiving Day</b>	<b>November 28, 2024</b>
• <b>Friday after Thanksgiving</b>	<b>November 29, 2024</b>
• <b>Christmas Eve**</b>	<b>December 24, 2024</b>
• <b>Christmas Day</b>	<b>December 25, 2024</b>

\*The parameters of the **Personal Holiday** are:

- The Personal Holiday must be used in an eight-hour block, or the total amount earned. It may not be broken up as it is a Holiday and not FTO.
- For employees who are less than full time, the Personal Holiday is pro-rated by FTE status., i.e., .5 FTE equals 4 hours.
- The 2024 Personal Holiday must be used on or before December 31, 2024. There are no carry overs or pay outs.
- The use of the Personal Holiday must be approved by the employee’s supervisor. Department policies will be more specific.

\*\*The parameters of the **Christmas Eve Holiday** are:

- When December 24th falls on a weekday other than Friday, an employee is granted a half-shift (up to four hours) of holiday pay.
- When December 24th falls on a Monday through Thursday, non 24-hour facilities will remain open until noon, unless business needs differ, and then a paid, one-half shift (up to four hours) is granted.

Holidays for union/bargaining unit employees are outlined in each contract.



# American Rescue Plan Act Budget Tracking

## Anoka County - American Rescue Plan ACT - SLFRF Budget Summary

Project	Budget as of November 8, 2022	Total Spend as of September 30, 2023	Balance Remaining as of September 30, 2023	Updated Proposed Amended Budget	Notes
Employee Assistance Program Enhancement	\$ 1,000,000	\$ 436,137	\$ 563,863	\$ 1,000,000	In progress
Broadband City Match	\$ 3,150,000	\$ -	\$ 3,150,000	\$ 600,000	Two applicants to date. Each applicant approved for up to \$300,000
ARPA Grant Administration (OpenGov Expansion)	\$ 1,000,000	\$ 62,575	\$ 937,425	\$ 250,000	In progress - reduced need
Medical Expenses (WC and Health Ins)	\$ 4,000,000	\$ 3,478,252	\$ 521,748	\$ 3,478,252	Complete
Modifications to Ensure Safe Services Delivery	\$ 5,000,000	\$ 1,690,558	\$ 3,309,442	\$ 5,100,000	In progress, added printer and security panels cost
Personal Protective Measures	\$ 500,000	\$ 148,195	\$ 351,805	\$ 148,195	Complete
Courts Security Card Reader	\$ 94,775	\$ 94,775	\$ -	\$ 94,775	Complete
COVID -19 Vaccinations & Testing	\$ 1,000,000	\$ 233,001	\$ 766,999	\$ 233,001	Complete
Public Health and Safety Salary and Benefits	\$ 14,000,000	\$ 8,416,076	\$ 5,583,924	\$ 16,000,000	Includes \$6.0mm for Public Safety and approximately \$12k for EM in 2024
Water and Sewer to Bunker Park	\$ 4,200,000	\$ 165,055	\$ 4,034,945	\$ 3,800,000	Adjusted to estimated cost - RFP in progress
Regional Broadband Study	\$ 350,000	\$ 134,495	\$ 215,505	\$ 134,495	Complete
Broadband Expansion	\$ 5,000,000	\$ -	\$ 5,000,000	\$ 5,000,000	Awaiting project start - RFP in progress
Courts Video Conferencing	\$ 175,000	\$ 260,124	\$ (85,124)	\$ 260,124	Complete
Transitional Housing	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 2,000,000	In progress with Community Development
Anoka Treatment Court	\$ 100,000	\$ 22,100	\$ 77,900	\$ 100,000	Small monthly spend
Air Handlers - Bunker Activity Center	\$ 500,000	\$ 17,049	\$ 482,951	\$ 1,500,000	Adjusted to estimated cost - RFP in progress
Emergency Communications Center	\$ 22,000,000	\$ 8,140,932	\$ 13,859,068	\$ 22,000,000	In progress
Food insecurities	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	Complete
Cham Clinic X-ray Machine	\$ 38,000	\$ 20,806	\$ 17,194	\$ 20,806	Complete
Cyber Security	\$ 3,632,346	\$ 1,141,350	\$ 2,490,996	\$ 3,632,346	In progress
Public Safety Equipment	\$ 50,000	\$ 16,500	\$ 33,500	\$ 16,500	Complete - Linwood Township
Economic Development - Shovel Ready Certified	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	In progress - includes up to \$34,500 for strategic planning efforts
Economic Development - Pre-development Grant	\$ 250,000	\$ 8,500	\$ 241,500	\$ 241,500	In progress
Corrections - Secure Pods Remodel	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 1,000,000	In progress - RFP process started
<b>Total Project Amounts</b>	<b>\$ 69,390,121</b>	<b>\$ 24,586,480</b>	<b>\$ 44,803,641</b>	<b>\$ 66,959,994</b>	
Contingency	\$ 450,000			\$ 2,880,127	
<b>Total Grant fund</b>	<b>\$ 69,840,121</b>			<b>\$ 69,840,121</b>	

**ANOKA COUNTY BOARD OF COMMISSIONERS**

***Operating Rules and Guidelines***

**Adopted November \_\_, 2023**

*The mission of Anoka County is to serve citizens in a respectful, innovative, and fiscally responsible manner.*

**Anoka County Board of Commissioners  
2023**

<b>District 1</b>	<b>Matt Look</b>
<b>District 2</b>	<b>Julie Braastad</b>
<b>District 3</b>	<b>Jeff Reinert</b>
<b>District 4</b>	<b>Scott Schulte</b>
<b>District 5</b>	<b>Mike Gamache</b>
<b>District 6</b>	<b>Julie Jeppson</b>
<b>District 7</b>	<b>Mandy Meisner</b>
<b>County Administrator</b>	<b>Rhonda Sivarajah</b>

**Office of the County Board**

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## **I. Overview**

### **A. Purpose**

The Anoka County Board of Commissioners is the governmental body with the legal responsibility for the operation and management of the business and affairs of Anoka County. The County Board of Commissioners (the “Board”) operates as a deliberative and legislative assembly that meets regularly to discuss and determine the direction and policies of Anoka County within the confines of state and federal law. The Board acts on behalf of, and is held accountable by, the citizens of Anoka County.

The Board functions within the statutory framework of Minnesota law. General duties, powers and responsibilities are found within Minnesota Statutes, especially but not exclusively in Chapters 370, 373, 375 and 383D. Minnesota Statutes preempt all bylaws, rules and policies established by the Board.

The Operating Rules and Guidelines of the Anoka County Board of Commissioners (“Operating Rules”) are intended to facilitate the transaction of business by the Board and its various committees. The following principles shall guide the Board in its interpretation of these rules.

### **B. Statement of Principles**

The Board intends these Operating Rules to strike a procedural balance that not only reflects Anoka County principles, but also enunciates the processes by which the Board can effectively interact and work. The Operating Rules are representative of Anoka County values and mission.

Anoka County has implemented a comprehensive statement of core organizational values and principles, which are consistent with the county’s stated mission to serve the public in a respectful, innovative and fiscally responsible manner. Those principles form a framework through which these rules and the Board’s actions are constructed and evaluated. There are seven (7) essential principles.

1. Empowering Anoka County. Elected officials empower a strong, professionally managed workforce to accomplish the goals and mission of Anoka County. The Board sets the policy direction and the staff executes on that direction.
2. Constituent Commitment. The Board’s objective is to serve the People of Anoka County in the most efficient and effective way possible. The Board strives to represent the interests of Anoka County as a whole and to maintain a professional image.

3. Commitment to Staff. The Board is committed to preparing, training, and equipping its workforce to provide quality public services within a positive and healthy work environment.
4. Expectations of Commissioners. In all its dealings and operations, the Board expects each Commissioner to act with honesty, integrity, respectfulness, and a commitment to the general safety and wellbeing of Anoka County and its constituents without regard for position or title. The Board will strive at all times for excellence, professionalism, and competence.
5. Resourceful Government. The Board's goal is to foster an organizational culture within Anoka County and its various departments and offices that encourages innovation, creativity, a willingness to take on reasonable risks, together with an acceptance of responsibility, accountability and authority.
6. Thoughtful Management. Anoka County will provide fiscally responsible government through prudent, risk sensitive, and cost-effective solutions to the challenges the county faces while also providing for an organizational culture that strives for continuous improvement.
7. Professional Excellence. The Board values Anoka County and its various departments and offices. One of the Board's goals is to create an organization with a high standard of excellence and skillful leadership in county government that is continually recognized both within the State of Minnesota and nationally.

### **C. Effective Date**

These rules shall become effective upon passage by the Board and shall remain in effect until amended, revised, or repealed by the Board. The Board shall review these rules at the annual statutory meeting held each January for the purpose of acknowledging the rules or to consider any action to amend, revise, or repeal existing provisions in the rules.

## **II. Amendments to the Operating Rules**

Any Commissioner may initiate action orally or in writing to amend the Operating Rules by a motion supported by a second, provided, however, no such motion may be made without giving all Commissioners, the County Administrator, and the County Attorney written notice of the motion ten (10) days before the meeting where the motion is to be made. The County Administrator may also recommend and initiate an action orally or in writing to amend the

Operating Rules with the same notice requirement, so long as that action is supported by a motion and a second by members of the Board.

During the statutory meeting held annually pursuant to Minn. Stat. § 375.07 on the first Tuesday after the first Monday every January, and at other regular meetings of the Board, the Board may review, amend, revise, or repeal any part of these Operating Rules so long as the person who moves the action orally or in writing has given the required ten (10) days prior notice.

At any time throughout the year, the Board may temporarily suspend application of these Operating Rule in whole or part by an affirmative vote of a majority of the whole Board. Changes shall be immediately effective upon passage unless the Board establishes a specific effective date/time for them to become effective.

Any references to statutes, laws, or other authorities in the text of the rules are current as of the adoption of the rules or any amendment to them. Any later changes to statutes, laws, or other authorities affecting the rules will be reflected in the next draft of the rules.

### **III. County Board Organization**

#### **A. Membership**

The Anoka County Board of Commissioners consists of seven (7) Commissioners pursuant to Minn. Stat. § 375.01, elected from single-member districts apportioned on the basis of population as provided by law.

#### **B. Commissioner Districts**

The boundaries of County Commissioner districts, including the procedures to follow when redistricting is necessary, are established in Minn. Stat. § 375.025.

#### **C. Terms of Office**

The usual term of office of each Commissioner is four (4) years as set forth in Minn. Stat. § 375.03 except as otherwise established by law.

#### **D. Vacancy**

A vacancy in the office of any Commissioner(s) shall be filled as set forth in Minn. Stat. § 375.101.

#### **E. Officers**

During the autumn of the year before the annual statutory meeting held every January, but after the general election in November, the Board shall hold a governance meeting to designate the Chair and Vice-Chair for the next calendar year.

##### **1. Rotating Terms of Office for the Chair and Vice-Chair.**

Anoka County is a populous and diverse county serving constituents in urban, suburban, and rural districts. The Board has adopted a rotating Board Chair Policy to provide (i) a transparent process for the succession of the Board's leadership, (ii) a path for every district's Commissioner to become eligible to lead the Board so that every region within the county may have equal access to leadership within the County, (iii) an incentive for Commissioners to develop strong leadership skills and expertise with the county's business and operations, and (iv) an opportunity for innovation and the advancement of new ideas and perspectives.

There shall be two officers of the Board: Chair; and Vice-Chair. The terms of office for the Chair and Vice-Chair shall be throughout one (1) calendar year and then shall rotate. The Vice-Chair shall assume the duties of the Chair at the Chair's request, and whenever the Chair is absent, unavailable, resigns from the office of the Chair, or ceases to be a Commissioner.

## **2. Procedure for Designating a Chair and Vice-Chair, Annual Governance Meeting**

- Meeting Attendance. The current Chair of the Board shall convene and preside over the governance meeting. The County Administrator shall invite all Commissioner-Elects to the governance meeting, and the Chair shall recognize them and allow them to participate in any discussion. The governance meeting is open to the public.
- Rotation Order – By District Number. The Chair and Vice-Chair shall rotate annually by ascending district number (i.e., 1, 2, 3 - 7, and then back to 1) unless a Commissioner declines or is ineligible due to the criteria below.

**[Alternatively, By Seniority. The Chair and Vice-Chair shall rotate annually based on seniority, calculated by the time each Commissioner has served on the Board, unless a Commissioner declines or is ineligible due to the criteria below. If two or more Commissioners have served for the same number of days, then the order shall be determined by ascending district number (i.e., 1, 2, 3 - 7, and then back to 1).]**

- Eligibility. At the governance meeting the current Chair shall assess the eligibility of those Commissioners **[whose districts are]** next in line for service as the next-year's Chair and Vice-Chair.
  - To enter the Board's leadership succession and be eligible for appointment to Vice-Chair, the Commissioner **[from the district]** next in line shall have served at least two (2) full years in office as an Anoka County Commissioner immediately preceding eligibility. A Chair is ineligible to serve consecutive terms, and a past or outgoing Chair shall remain ineligible for three (3) calendar years after exiting as Chair. If the Commissioner **[from the district]** next in line is not eligible, then the Chair presiding over the meeting shall pass that candidate over and

designate the next Commissioner [**from the succeeding district**] in line to serve.

- The Board shall presume that the Commissioner who has been serving as Vice-Chair will be designated and prepared to undertake the responsibilities of serving as the next year's Chair unless the Vice-Chair declines appointment or a majority of the whole Board makes a specific finding that there is good cause shown not to make the appointment and states the particular reasons for that action, which shall be recorded in the meeting minutes.
  - At any point in time, a Commissioner can withdraw from or decline to serve as Chair or Vice-Chair and thereafter shall be ineligible to serve in the leadership succession in the following year.
  - In the unlikely event that no Commissioner meets the eligibility requirements for Chair or Vice-Chair, a majority of the Board members present at the annual governance meeting may suspend the eligibility requirements temporarily for that year and then the Chair shall designate the Commissioner(s) next in line for service as Chair and/or Vice-Chair.
- Chair Designation. After receiving any input from Commissioners and Commissioner-Elects, the current Chair shall call for a vote to designate the Vice-Chair (or the next in line, eligible Commissioner) to serve as the next year's Chair. Upon a majority vote of the whole Board, the Board shall advance its recommendation for Chair to the next year's Board for ratification at the annual statutory meeting in January.
  - Vice-Chair Designation. Next, again after receiving any input from Commissioners and Commissioner-Elects, the current Chair shall advise the Board of the next Commissioner eligible to serve as Vice-Chair. The Chair shall call for a vote to designate the next in line, eligible Commissioner to serve as the next year's Vice-Chair. Upon a majority vote of the whole Board, the Board shall advance its recommendation for Vice-Chair to the next year's Board for ratification at the annual statutory meeting in January.
  - Ratification of Officers. At the annual statutory meeting in January, the prior year's Chair shall continue and carry over to commence the meeting and call for a single vote to ratify the approved slate for Chair and Vice-Chair recommended by the prior year's Board. Any action to reject the recommended slate shall require a motion and a second together with an affirmative, super-majority vote of no less than five (5) Commissioners. If the prior year's Chair has ceased to be a Commissioner or is otherwise unavailable to commence the annual statutory meeting and to call for a vote to ratify the approved slate for the Chair and Vice-Chair, the prior year's Vice-Chair shall assume that role and may still vote on the approved slate. If for any reason both the prior year's Chair and Vice-Chair are unable to commence the statutory meeting, the County Administrator, with the assistance of the County Attorney, shall commence the meeting for the Board and call for a single vote to ratify the approved slate for the Chair and Vice-Chair.

- Election of Officers upon Rejection of a Slate. If there is a vote by a super-majority of the whole Board that rejects the slate of officers designated to serve as Chair and Vice-Chair, the County Administrator, consulting where appropriate with the County Attorney, will preside over the commencement of the annual statutory meeting to solicit nominations and to call for the election of a new Chair before then turning the meeting over to the newly elected Chair to follow the same procedure to elect a Vice-Chair.
  - Upon a call for nominations, any Commissioner(s) may orally nominate any other Commissioner(s) or themselves by saying, “I nominate Commissioner [name] (or “myself”) to be this year’s Chair/Vice-Chair of the Anoka County Board of Commissioners.”
  - Nominations do not require a second, but it is not out of order to second a nomination to signal endorsement.
  - Once nominated, a Commissioner will be on the list of potential candidates.
  - There will be no discussion on nominations.
  - The County Administrator will close nominations after no more nominations are made.
  - The County Administrator and the County Attorney will keep track of the order of nominations.
  - After each candidate is nominated, the County Administrator will make a separate inquiry as to whether that candidate (i) accepts the nomination, and (ii) is “willing and able” to fulfill the responsibilities of Chair/Vice-Chair.
  - The County Administrator will preside over the elections of the new Chair, and the Chair shall then preside over the election of a new Vice-Chair.
  - If there is more than one Commissioner nominated to be Chair, the order of first nomination shall determine the order in which the various candidates are called for election.
  - If the County Administrator and the County attorney are unable to determine in whole or part the order of nominations (i.e., there is a tie among nominating parties), then the seniority of the nominated Commissioner by years of service on the Board shall determine the order in which those candidates are considered.
  - Beginning with the first nominated candidate, the County Administrator will call for a roll-call vote. Election to Chair requires at least a majority vote of Commissioners present. A tie vote is a failed vote (3 for or 3 against with 1 abstention, or similar outcome). If any Commissioner nominated receives a majority vote for Chair, the election will be deemed to have occurred, the Chair selected, and no further votes will be had on other nominated Commissioners. Any remaining nominations will be considered moot.

- Discussion may be opened by the County Administrator only if there is an impasse where all nominated candidates fail to be elected.
- Once a Chair is elected, the County Administrator will turn the meeting over to the newly elected Chair for nominations and election of the Vice-Chair and to conduct all further business.

#### **IV. County Board Meetings**

##### **A. Open Meeting Law**

All meetings of the Board and its various committees are subject to the Open Meeting Law as set forth in Minn. Stat. Ch. 13D.

##### **B. Statutory Meeting**

Pursuant to Minnesota statutes, at a time to be determined and published in advance, on the first Tuesday after the first Monday every January the Board shall meet in the County Board Room number 705 on the Seventh (7th) Floor of the Anoka County Government Center in Anoka, Minnesota to transact its organizational business before commencing the Board's first regular meeting of the year. The organizational business conducted at the annual statutory meeting includes the following tasks:

1. Administration of any required Oath(s) of Office;
2. Ratification of designated officers recommended during the annual governance meeting, or an election of officers if the slate of officers is rejected;
3. Consideration and adoption of any actions with respect to the Operating Rules;
4. Appointment of Commissioners to serve on standing and special committees;
5. Appointments to serve on inter-agency boards;
6. Appointments to serve on in-county boards, commissions, and/or councils;
7. Appointment of citizens to serve on advisory committees, commissions, and/or councils;
8. Assignment of Commissioner office space in the Anoka County Government Center.

##### **C. Regular Meetings**

###### **1. Schedule of Regular Meetings.**

Immediately following the annual statutory meeting, the Board shall convene its first regular meeting of the year. By resolution the Board shall adopt, and from time to time may

amend, a schedule of regular meetings of the Board and its standing and special committees for the year. The schedule shall include the location, date, and time of the meetings.

Unless otherwise designated, all regular meetings of the Board will be convened in the County Board Room number 705 on the Seventh (7th) Floor of the Anoka County Government Center in Anoka, Minnesota to begin at 9:30 a.m. on the second and fourth Tuesday of every month with exceptions to be listed in the schedule of regular meetings.

If the Chair determines that there is no significant business for the Board or any of its standing or special committees to attend to at a scheduled meeting, the Chair or the committee chair may cancel the meeting by providing three (3) days of prior notice to each Commissioner. That notice may be sent via e-mail.

## **2. Applicable Rules.**

All meetings of the Board and its standing and special committees shall be conducted in accordance with Robert's Rules of Order (newly revised version) with following exceptions.

1. All resolutions presented to the whole Board shall be made in writing. Resolutions offered in writing by any Commissioner including the Chair shall be acted upon without a second, and upon a resolution being so offered, the Chair shall introduce the discussion in relation to the resolution and put the questions in the same manner as it would if those matters involved a motion after a second has been made to the motion. This rule shall not prevent the written resolution(s) from receiving a seconding action from any other Commissioner(s) before its adoption. With the consent of the resolution's author or Commissioner offering the resolution, any other Commissioners may timely join in offering a resolution. A motion to make an oral amendment to a resolution shall require a second.
2. The Chair may exercise the prerogative to declare meetings of the Board in recess (not to exceed one hour) or to be adjourned and such declaration shall be effective unless contested by four (4) or more Commissioners. There shall be no discussion following the Chair's declaration of a recess or adjournment. Prior to recess or adjournment, the Chair shall poll Commissioners present to state their position on recess or adjournment for the record. If four (4) or more Commissioners contest the declaration, the meeting shall continue.
3. Nominations to fill vacancies on various boards, commissions, and/or councils over which the Board has appointing authority, including positions to be filled by Commissioners may be acted upon without a second for such nomination.



4. The Chair may offer a written resolution, make a motion, second a motion made by another Commissioner, engage in discussion, and exercise the rights to vote or to abstain on all matters.
5. Unless a Commissioner has expressly signified an abstention or voted in the negative on any particular issue where the Chair has called for a vote of the Board, the clerk of the Board shall record each Commissioner present at the meeting to have voted in affirmative on that particular issue. All Commissioners are advised that silence on any particular issue is will be treated and reflected as having voted in the affirmative.
6. The Chair shall have the continuing authority to appoint Commissioners to standing and special committees, including the authority to fill any committee vacancies.
7. As set forth in Minn. Stat. § 375.07, unless otherwise permitted by law, no business shall be done unless voted for by a majority of the whole Board (i.e., four (4) Commissioners). Notwithstanding, as set forth among the procedures above in Section III.E.2, any action to reject the recommended slate of officers at the annual statutory meeting shall require a motion supported by a second and an affirmative vote of no less than five (5) Commissioners.
8. Anoka County will provide office space for elected officials. Commissioners may utilize an office on the Seventh (7th) Floor of the Anoka County Government Center. Office Number 792 in the Anoka County Government Center shall be designated as the official County Board Chair's Office. If the prior year's Chair remains on the Board, that Commissioner shall step down into the office space of the Vice-Chair or other Commissioner who has been ratified or elected to serve as the new Chair. As a final order of business during the the annual statutory meeting, the Chair shall have the authority to assign Commissioner offices and to resolve any disagreements among Commissioners on office spaces, provided, however, the Chair may not remove any Commissioners who wish to remain in their existing office spaces and for empty offices the Chair must give first priority to Commissioners wanting to occupy an empty office based on their seniority.
9. At the annual statutory meeting, the new Chair shall offer a resolution establishing the Standing Committees of the Board that have jurisdiction over Anoka County's various departments and units, and that resolution shall include the Chair's appointments to those committees. The new Chair shall also offer a resolution in that same meeting establishing the Special Committees of the Board established to advise the Board on particular issues when determined appropriate, and that resolution shall include the Chair's appointments to those committees. The County Administrator shall assist the new chair in the drafting of a written resolution or resolutions on committee assignments, so that they may be ready for the annual statutory meeting. Notwithstanding assistance from the County Administrator, it shall be the sole

- responsibility of the new Chair to make all the assignments. Because committee assignments are within the Chair's sole discretion, the Chair may amend any resolution(s) on committee assignments without the need for a motion and a second.
10. All matters to be acted upon by the Board in the ordinary course of the county's business shall be forwarded to the County Administrator, who may then exercise discretion to refer any particular matter(s) directly to the whole Board or to an appropriate standing or special committee. Any committee to which the County Administrator or the Board has referred a particular matter shall review, consider and discuss the matter(s), and that committee may offer whatever recommendations or direction it deems appropriate to the whole Board. As soon as practical, the County Administrator shall place on a regular Board meeting agenda any recommendation(s) passed by a committee for action by the whole Board. The County Administrator has the authority to place those matters customarily handled by the Board, as well as those matters deemed by the County Administrator to be time sensitive or of an urgent nature, directly on Board meeting agendas without first forwarding them to a committee.
  11. As set forth in Section I.C., these Operating Rules and the procedures in them shall continue in effect at all meetings of the Board, including annual statutory meetings, unless and until amended or reconsidered in whole or part.

END

Status Quo Option with a few changes:

\*Statutory meeting run by former year's Chair

\*Commissioner may not serve consecutive years as Chair

\*A Commissioner must have served a minimum of 3 years in order to be eligible to serve as Chair.

The County Board, at its statutory meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice-Chair. The County Board elects from its membership a Vice Chair at the same time and place and in the same manner as provided for the election of the chair.

The process to open nominations for Chair shall be as follows:

1. Open the floor for nominations
  - Recognition by the Chair is not required to make a nomination
  - After each nomination, the previous year's Chair repeats the name of the nominee to the members.
  - Nominations do not have to be seconded, but it is not out of order for members to second a nomination
  - A person can nominate himself or herself.
  - A member can decline the nomination during the nominating process.
2. Close the nominations
  - A motion to close is not necessary as the nomination process continues until no one wishes to make further nominations
  - When the nomination stops, the previous year's Chair calls three times for more nominations and declares nominations closed after making sure that no more nominations are forthcoming.
    - A motion to close nominations is out of order if any member still wishes to make a nomination.
3. Vote on nominations
  - Nominations are decided by majority vote.
  - A voice vote will be used, and the voting is over when someone wins the nomination by majority vote.
    - Voting on each nominee is conducted in the order in which they were nominated.
    - After naming the first nominee, the previous year's Chair will announce the votes.
    - This procedure continues until someone receives a majority vote.
    - If there is a tie vote or no one receives a majority vote, members keep voting until someone is elected.

Following the election of the Chair, the Chair will conduct the nomination of the Vice Chair and follow the same process. If the Chair and Vice-Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the Clerk to the Board (Minn. Stat. §375.13). At the statutory meeting (and if applicable during the year), the Chair of the County Board shall have the authority to recommend committee chairs and appoint members of the County Board to standing committees and other County Board-member appointed committees, organizations and groups, subject to approval by the County Board.

A Commissioner may not serve two consecutive years as Chair. In order to be eligible to serve as Chair the Commissioner must have served a minimum of 3 years on the County Board.