

ANOKA COUNTY

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

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

FOR THE OCTOBER 25, 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. Restructure/fill - Human Services/Community Corrections - effective November 5, 2022 - vacancies due to resignations effective March 3, 2022; September 25, 2022; and October 3, 2022 - PC#s 1992000530, 2016003139, and 2016003140:  
  
**FROM:** Three 1.0 FTE Probation Officer Assistant - Grade B010, range \$19.67 to \$29.80 per hour.  
  
**TO:** Three 1.0 FTE Probation Officer I - Grade C012, range \$23.98 to \$35.95 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 OCTOBER 25, 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. Carol Anderson, Imaging Specialist - Administration/Information Technology - to attend OnBase Intro to Workflow Training - 5 days, November 2022 - online training - \$3,300.

Travel and training forms are available in Administration for review.

# POSITION ACTION APPLICATION REQUEST

<b>Department</b> Community Corrections
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<b>Action requested</b>	Upgrade Three Grade 10 Probation Officer Assistant positions to Grade 12 Probation Officer (PO) positions in 2022.
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<b>Background</b>	Grade 10 PO Asst positions have been difficult to keep filled. During budget preparation for 2023 there were discussions regarding upgrading 6 of these positions as a method to resolve this issue. With the upgrades, additional responsibilities are given to the employees to mirror the higher level position. Our understanding is that the 2023 budget includes these upgrades - and in conjunction 3 upgrades would be done in 2022 and 3 upgrades in 2023. Corrections 2022 Budget can cover the impact of doing 3 of these upgrades now. Prior to 2018, all Regular operational positions at the Juvenile Center were Probation Officers. PREA (Prison Rape Elimination Act) requires us to have a ratio of staff to clients on every shift - this would assist in accomplishing that requirement.
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<b>Recommendations</b>	Upgrade three positions from Grade 10 PO Asst to Grade 12 PO in 2022.
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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>	Shared between JPA, Bed Sales Revenue & County Funding
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<b>Who to contact with questions</b> Dylan Warkentin
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<b>Submitted by</b> Kim Powell	Digitally signed by Kim Powell Date: 2022.10.12 15:43:50 -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