



CLOSED - COMMITTEE MEETING MINUTES

PERSONNEL/EMPLOYEE RELATIONS

DECEMBER 12, 2022

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

DATE APPROVED: DECEMBER 20, 2022

Members Present: Darek Vetsch, Schawn Johnson, Mark Daleiden

Members Absent: None

Others Present: Clay Wilfahrt, Lee Kelly, Marc Mattice, Greg Kryzer, Jill Pooler, Jami Goodrum, Alan Wilczek, Elizabeth Karels, Steve Jobe

I. Update from Negotiation Committee, Recommendation For Adoption of Policy Updates

- a. Policy 301 – PTO
- b. Policy 612 Paid Parental Leave
- c. Policy 304 – Holidays
- d. Policy 601 – FMLA
- e. Policy 505.06 Tuition Reimbursement
- f. Policy 902 - Safety Boot Reimbursement Amount
- g. Policy 306 - 457 (b) Deferred Compensation Contribution

Commissioner Darek Vetsch, Human Resources (HR) Director Schawn Johnson, Commissioner Mark Daleiden, Assistant County Administrator Clay Wilfahrt, County Administrator Lee Kelly, Assistant County Administrator Marc Mattice, Assistant County Attorney Greg Kryzer, Health and Human Services (HHS) Director Jami Goodrum, Social Services Manager Jill Pooler, Facilities Director Alan Wilczek, and Project Administrator Elizabeth Karels were present.

The group discussed the policy changes, and the recommendation of the group was to approve all policy changes. Policy 301 changes came out of union negotiations and discussions. Policy 612 added a request form at the end of the policy that will be fillable and allow employees to uniformly request paid parental leave. Policy 304 changes were technical, specifying Floating Holiday hours rather than the Floating Holiday as a whole. Policy 601 changes indicated that an employee may request to retain a minimum of 24 hours of leave in their PTO bank after returning from an FMLA qualifying event except for birth or adoption of a child. There was discussion regarding Policy 505.06 and the desire to move this program to Administration from individual departments, making the decisions, as well as the timeline, for reimbursements more uniform. Policy 902 included technical corrections. Johnson said Policies 306 through 457(b) changes came out of negotiations and would go into effect January 1, 2023. It was agreed that a representative would be made available to explain the policy changes to employees in January 2023.

Recommendation: Update Policies 301, 612, 304, 601, 505.06, 902, and 306 – 457(b) according to the attached drafts.

II. GIS – Update and Recommendation

Karels joined the meeting to make herself available for any questions the group had about moving Geographic Information Systems (GIS) under Project Administration permanently. Vetsch, Johnson, Daleiden, Kelly, Mattice, Wilfahrt, Kryzer, Wilczek, Pooler, and Goodrum were also present. There was a discussion regarding how this would affect physical work and office locations. It was decided that GIS be moved under Karels and Project Administration, to make Project Administration a department, and to have staff review Karels' job description and duties. Karels left the meeting.

Recommendation: To permanently move GIS under Project Administration. To make Project Administration a department. To have staff review Project Administrator Elizabeth Karels' job description and duties.

III. County Surveyor Department Organization

County Surveyor Steve Jobe joined the meeting. Vetsch, Johnson, Daleiden, Kelly, Mattice, Wilfahrt, Kryzer, Wilczek, Pooler, and Goodrum were also present. Mattice discussed the need to present the organizational concept to the union before implementation. The changes would include four Senior Survey Technicians rather than one Survey Project Coordinator and three Survey Technicians. This change would promote an internal promotion process. Jobe said the entry position could start at high school graduates or GED graduates to train them up in an apprenticeship-like fashion. There was a discussion with HR regarding promotion and posting of the different levels and positions. Jobe left the meeting.

Recommendation: To approve the updated County Surveyor Department Organizational Chart, removing the Survey Project Coordinator and three Survey Technician Positions, replacing those with four promotional opportunities starting at Survey Technician 1 up to Senior Survey Technician.

IV. Discuss MNCHOICES Staffing Levels

Vetsch, Johnson, Daleiden, Kelly, Mattice, Wilfahrt, Kryzer, Wilczek, Pooler, and Goodrum were present. Goodrum explained her department's need to fill a MNChoices staff position, which was a position initially taken off the 2023 budget and later deemed as necessary. Pooler explained that this addition would allow the county to be proactive rather than reactive in regard to the needs the residents had. She said there were over 100 people on the waiting list for services and there was an average of 60 new requests per month. HHS asked for two staff positions in order to promote safe and healthy communities. Vetsch wanted to explain that overtime was tried as a solution but was assessed to not fit the needs of the county. The prioritization of the process and applicants was discussed. Pooler added that these additional staff would allow HHS to address the waiting list and catch up by June 2023. Once the list is caught up on the positions would be assigned as Reassessors because of the higher reassessment needs in 2023. The cost to the county would be \$120,000 to \$130,000 and this could come out of the funding from under-budget or under-utilized areas of the budget. There was a discussion regarding turnover and the average funding Waiver Workers could bring in, as well as the increase in wages, and other considerations. The group considered the larger picture and how Waiver Workers could bring in more revenue to offset these additional costs.

Recommendation: To approve the two new MNChoices positions, with the caveat that there would be more discussion at the Committee of the Whole Legislative meeting. To have a discussion in the future about hiring more Waiver Workers to offset costs and bring in more revenue.

V. Reclassification from a PHN to a Social Worker

Vetsch, Johnson, Daleiden, Kelly, Mattice, Wilfahrt, Kryzer, Wilczek, Pooler, and Goodrum were present. Pooler explained that HHS wanted to reduce the Public Health Nurse (PHN) position down to a Social Worker which, she indicated, was a savings to the county. The PHN Jan Venderlinde retired allowing this opportunity to backfill the position as a Social Worker. Goodrum said the position would stay with MNChoices. Pooler said there was a pool of applicants she and Goodrum could choose from and there was an applicant ready to be hired if this request was approved. Goodrum and Pooler left the meeting.

Recommendation: To reclassify the PHN position to a Social Worker.

VI. Government Center Café RFP (See attached)

Vetsch, Johnson, Daleiden, Kelly, Mattice, Wilfahrt, Kryzer and Wilczek were present. Wilczek reviewed the Request for Proposal (RFP), expectations, and the selection process. The space would have basic café needs to include an ice machine, food prep space, grinder, and brewer. There was a discussion about the need for a burner or flat top to be added to the RFP to provide staff and residents with more food options and what days the café space should be open. The consensus was to send the RFP out to businesses to see what interest was generated and any money left in the bond fund for the Government Center could be used towards the café project. The county would fund the build out and the rent structure could be created based on the build out. Rent would be posted as negotiable, as needed by build out needs and expenses.

Recommendation: To direct staff to send the RFP out to the public, with the removal of the requirement for the café to be open five days per week and add the options for revenue share and negotiable rent.

The meeting adjourned at 10:27 a.m.

Minutes submitted by Laine Stephan, Office Manager.