

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota }
County of Kanabec }
Office of the County Coordinator

February 17, 2010

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 17, 2010 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Kevin Troupe, Roger Crawford, and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kathi Ellis, seconded by Roger Crawford, and carried unanimously to approve the agenda as amended. Add: County Coordinator vacancy.

Action #2 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the February 10, 2010 minutes of Kanabec County Board of Commissioners as corrected: Action #27 – change meeting time from 8:00am to 8:30am.

Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

Action #3 – It was moved by Kathi Ellis, seconded by Kim Smith, and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, February 17, 2010 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Roger Crawford, and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Human Services agenda. Items discussed included claims and other agency business. Also present was Social Services Supervisor Chuck Hurd.

Action #4 - It was moved by Roger Crawford, seconded by Kathi Ellis, and carried unanimously to approve the Human Service Board agenda as presented.

Social Services Supervisor Chuck Hurd presented the County Board with information on Guardianships and Vulnerable Adults funding.

Action #5 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the purchase of an MP5500 SP copier from Metro Sales at a cost of \$5,995.00 plus tax for the front desk area of Family Services and to sell the AP2510 copier to Timber Trails Public Transit for \$1,000.00 for the Ogilvie Office.

Action #6 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve payment of 145 claims totaling \$96,677.43 on Welfare Funds.

Action #7 – It was moved by Kathi Ellis, seconded by Roger Crawford and carried unanimously to adjourn the Human Service Board at 9:58am to meet again on Wednesday, March 17, 2010 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

Interim County Coordinator Jerry Tvedt and Health & Human Services Director Wendy Thompson met with the County Board to discuss the Financial Assistant Specialist job description.

Action #8 – It was moved by Roger Crawford, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #8 – 02/17/10

Approve Job Description and Refer for Reevaluation

WHEREAS County Policy P-117, III.A. calls for a reevaluation of all county job classifications on a five year rotation, and

WHEREAS the position of Financial Assistance Specialist is on the rotation schedule for 2009, and

WHEREAS the County Coordinator has submitted an updated job description and position questionnaire, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates do constitute changes in the actual duties of the job;

BE IT RESOLVED to approve the revised job description, and

BE IT FURTHER RESOLVED that it is the decision of the board that the changes in the Financial Assistance Specialist job are sufficient to warrant further review by the salary consultant.

County Engineer Greg Nikodym met with the County Board to report that the Highway Department has completed the annual bridge inspection for 2009 for the county and the report is on file in the County Coordinator's Office.

Information Systems Director Jessie Kehn met with the County Board to discuss matters concerning her office.

Action #9 – It was moved by Roger Crawford, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #9 – 02/17/10

Clerical Worker/Computer Technician Evaluation

WHEREAS the board did by Resolution #83-01/05/10 refer the position of Clerical Worker/Computer Technician to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Clerical Worker/Computer Technician” position, which results in Pay Range 7:

Category	Rank	Points
Qualifications	q43	75
Decisions	d16	36
Problem Solving	p10	41
Relationships	r13	48
Effort A	ea5	4
Effort B	eb11	12
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		229

and,

BE IT FURTHER RESOLVED that this evaluation is effective immediately.

Action #10 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #10 – 02/17/10

ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Clerical Worker/Computer Technician, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Information Systems Director Jessie Kehn and the County Personnel Director to hire a PT Clerical Worker/Computer Technician at 30 hours per week to refill the vacant position at Step A, Range 7 of the pay plan which is \$15.16 per hour or the rate set by rule for internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Commissioners continued to give reports of the activities of the Boards and Committees in which they participate.

10:30am - The Chairperson then called for public comment three times. None responded.

10:35am - The Chairperson closed public comment.

Chief Deputy Robert Jensen met with the County Board to discuss matters concerning the Sheriff's Office.

Action #11 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the purchase of one 2010 Chevy Impala police model 9C1 at a cost of \$20,350.00.

Commissioners continued to give reports of the activities of the Boards and Committees in which they participate.

Action #12 – It was moved by Kevin Troupe, seconded by Roger Crawford and carried unanimously to adjourn at 11:48am and to meet again in regular session on Wednesday, February 24, 2010 at 9:00am.

Signed _____

Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest: _____
Board Clerk