

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

November 19, 2003

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, November 19, 2003 pursuant to adjournment with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve the meeting agenda as presented.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the November 12, 2003 minutes of the Kanabec County Board of Commissioners as corrected: Jerry Nelson was absent though the minutes showed him as present; show the vote on the regular bills.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, November 19, 2003 pursuant to recess with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Phil Peterson, Family Service Agency Director, presented the Human Services agenda. Items discussed included the budget, staffing, finances and other agency business.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the Human Service Board agenda as amended.

It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to designate Central Minnesota Job & Training Services as a provider of MFIP Employment Services for the calendar year 2004.

It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution #1 - 11/19/03 **ORDER OF THE BOARD**

WHEREAS the Case Aide position occupied by Lorene Pletcher is a grant funded position, and

WHEREAS those grant funds have been reduced;

BE IT RESOLVED to reduce the hours of work for Case Aide Lorene Pletcher from 40 hours per week to 32 hours per week effective December 27, 2003.

It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution #2 - 11/19/03

WHEREAS there is a need for training and employment service funding beyond current funds available, and

WHEREAS funds available in the Crisis Service Plan are available for this purpose;

BE IT RESOLVED to authorize the Family Service Agency Director to transfer \$10,000.00 from the Crisis Service Plan to the Training/Subsidized Job Placement Fund, and

BE IT RESOLVED that any funds remaining in the Crisis Service Plan Fund on December 31, 2003 be transferred to the Training/Subsidized Job Placement Fund.

It was moved by Stan Cooper, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #3 - 11/19/03
ORDER OF THE BOARD

WHEREAS the duties of collections for the Family Service Agency were added to the Veteran Service Officer/Emergency Management Director in February of 2001, and

WHEREAS the Veteran Service Officer & Emergency Management Director duty burden has made it difficult to give proper attention to the collection duties;

BE IT RESOLVED to transfer the collection duties from the Veteran Service Officer/Emergency Management Director position to the Fraud Prevention Specialist in the Family Service Agency effective December 27, 2003.

It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to approve payment of 145 claims totaling \$208,274.56 on Welfare Funds.

Stan Cooper introduced the following resolution and moved its adoption:

Resolution 4 – 11/19/03

BE IT RESOLVED to authorize the Family Service Agency Director to expend up to \$100.00 per child to provide gifts for children in Foster Care.

The motion for the adoption of the foregoing Resolution was duly seconded by Jerry Nelson and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Dennis McNally, Jerry Nelson, Kathi Ellis, Stan Cooper

OPPOSED: None

ABSTAIN: Les Nielsen

whereupon the resolution was declared duly passed and adopted.

It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution 5 – 11/19/03

ORDER OF THE BOARD

WHEREAS the Kanabec County Board of Commissioners did pass Resolution 3 - 10/15/03 to continue the transition from the Nystuen Pay Plan to the Gmach Plan, and

WHEREAS this did result in employee Mary Stromberg being paid less than a less senior employee in the same job class, and

WHEREAS this is an unforeseen unique circumstance not wholly attributable to implementation adjustments and therefore not subject to correction protocols;

BE IT RESOLVED by the board to correct this circumstance by setting the movement to Step G3 A for Mary Stromberg at November 5, 2003.

It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to recess the Human Service Board at 10:04am to meet again in regular session on Wednesday, December 17, 2003 at 12:30pm.

The Kanabec County **Public Health Board** met at **10:05am** on Wednesday, November 19, 2003 pursuant to public notice with the following Board Members present: Kathi Ellis, Stan

Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the Public Health Board agenda as amended.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to revise the Community Health Service Budget passed on October 15, 2003 by changing the "Local Public Health Grant" line from \$306,150 to \$206,927.

Public Health Nurse Jackie Voight presented the board with an update on Radon Grant Project activities.

It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to approve the purchase of a personal computer scanner system at the Clerk Typist's work station at a cost of \$1,369.00 plus tax.

It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution 5 - 11/19/03
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of part-time Mini-Bus Driver, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Public Health Service Director Wendy Thompson and the County Personnel Director to hire a part-time Mini-Bus Driver to refill the vacant position at Step A, Range 5 of the Gmach pay plan which is \$10.85 per hour (*2½% less than lowest incumbent per Resolution #3 - 10/15/03*) 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.

It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to recess the Public Health Board at 10:55am to meet again in regular session on Wednesday, December 17, 2003 at 10:05am.

The Kanabec County Board of Commissioners reconvened at 10:56am.

11:08am - Members of the Jail Committee including Jail Administrator Joanne Nelson, Citizen Tom Jones, Citizen Marcetta Squires, County Sheriff Steve Schulz, Building Maintenance Supervisor Bill Martin and Bruce Omtvedt & George Fantauzza met with the County Board to discuss matters concerning the jail facilities research. A presentation of findings to date was made and discussion followed.

12:00 Noon - The Chairperson then called for public comment. Those who responded included:

Beven Beck	Wants the board to fully fund 4-H
Bev Maldonada	Wants the board to fully fund 4-H

The public comment period was closed at 12:07pm.

Discussions with the DLR Group and Jail Committee members continued. The board directed the County Coordinator to talk to surrounding counties about their jail plans.

It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 6 - 11/19/03

WHEREAS the County Engineer's term did expire April 30, 2003, and

WHEREAS the board's intent to reappoint the Engineer at that time does not appear to have been documented, and

WHEREAS the County Board of each Minnesota County is required to appoint and employ a County Engineer, and

WHEREAS Gregory Nikodym has met all the qualifications of appointment as specified in M.S. §163.07;

BE IT RESOLVED to confirm that the board does reappoint Greg Nikodym as County Engineer for a four-year term commencing May 1, 2003 and ending April 30, 2007.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 7 - 11/19/03
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Heavy Equipment Operator I,
and

WHEREAS the board desires to refill this vacant position;

WHEREAS Board Resolution 3 - 10/15/03 establishes starting pay as:

5. A new employee in any classification shall start at the lesser of:
 - a. Gmach Step A, or
 - b. 2½% less than the lowest non-probationary incumbent in the class.

and,

WHEREAS Resolution 3 - 10/15/03 would result in a new employee starting at a lower wage (12.19/hr) than recent hires (12.50/hr) which is inconsistent with the spirit and intent of the resolution;

BE IT RESOLVED that the County Board authorizes County Engineer Greg Nikodym and the County Personnel Director to hire a Heavy Equipment Operator I to refill the vacant position at \$12.50 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.

12:55pm - Greg Nikodym, Chairperson of the Insurance Committee, and Kim Pautsch, Secretary of the Insurance Committee met with the County Board to discuss matters concerning progress of the committee.

It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 8 - 11/19/03

WHEREAS the Insurance Committee continues to investigate HRA/VEBA plans for a possible July 1, 2004 placement, and

WHEREAS this is a complex benefit program which varies in detail from service vendor to service vendor, and

WHEREAS the Insurance Committee has met with a number of potential service vendors over the last year to weigh the benefits, costs and adaptability of each, and

WHEREAS as a result of this the Insurance Committee is recommending that the board authorize the Insurance Committee to set aside the Request For Proposal process and negotiate with one vendor for a combination HRA, VEBA and Cafeteria Plan, and

WHEREAS there is not a legal requirement for a bid or RFP on a service of this type;

BE IT RESOLVED that the Kanabec County Board of Commissioners authorizes the Insurance Committee to negotiate with one vendor for a combination HRA, VEBA and Cafeteria Plan, and

BE IT FURTHER RESOLVED that no contract for service will be granted without explicit, documented approval from the county board, and

BE IT FURTHER RESOLVED that the Insurance Committee shall periodically report on its progress to the Kanabec County Board of Commissioners.

1:00pm - Environmental Services Director Teresa Bearce met with the County Board to discuss matters concerning her office.

It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve payment of a claim of \$35.00 to Midwest Analytical for Well-Baby testing claims to be paid on Water Plan Funds.

It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve payment of a claim of \$1,881.00 to Ken Pariseau as part of the Lewis Lake Septic Up-Grade Program to be paid on Water Plan Funds.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 9 - 11/19/03

WHEREAS the 2004 Natural Resources Block Grant has been in all ways completed;

BE IT RESOLVED to authorize the Chairperson to sign a "Kanabec County 2004 Allocation and Contribution Plan Statement" and a "State of Minnesota Board of Water and Soil Resources 2004 Natural Resources Block Grant Agreement."

It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to approve payment of a claim of \$13,391.00 to Kanabec County Soil & Water Conservation as second half contribution.

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

It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 10 – 11/19/03

WHEREAS the state has chosen to shift much of its budget problems to counties and property tax payers by use of unallocation and cost shifts, and

WHEREAS the Kanabec County Board of Commissioners have found it necessary to adjust spending patterns in response to these state mandates, and

WHEREAS the board desires to reduce the tax levy dollars in 2003 to the Welfare Fund and Road & Bridge Fund by \$40,000 each with each fund using its own reserves as necessary to continue operations;

BE IT RESOLVED to direct County Engineer Greg Nikodym to transfer to the Revenue Fund a sum of \$40,000 from the 2003 Road & Bridge levy already distributed and use existing reserves if necessary to continue operations, and

BE IT FURTHER RESOLVED to direct Family Service Agency Director Phil Peterson to transfer to the Revenue Fund a sum of \$40,000 from the 2003 Welfare levy already distributed and use existing reserves if necessary to continue operations.

It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 11 – 11/19/03

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for the Ann Lake Sportsman's Club for a one-time Raffle event held Ann Lake near the Pink Diamond Lounge, 1434 Ann Lake Road, Ogilvie, MN 56358 on January 31, 2004.

It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 12 – 11/19/03

WHEREAS the progression of the conversion from the Nystuen Plan to the Gmach Plan behooves the board to update the Wages and Salaries Policy;

BE IT RESOLVED to adopt the following policy:

Policy: P-117
Approved: 11-19-03
Effective: 01-01-04
Supersedes (Eff): 6-16-99

DETERMINATION OF WAGES AND SALARIES POLICY

I. POLICY STATEMENT

In an effort to pay each employee of Kanabec County in a consistent and equitable fashion for the relative worth of his/her contribution to the operations of the County, a job evaluation system has been established. The job evaluation system is the basis for the assignment of all jobs into wage and salary classes. It is the responsibility of the Job Evaluation Committee to develop and maintain the job evaluation system and conduct job evaluations on all jobs. All job evaluation ratings and re-evaluations are subject to final approval by the County Board of Commissioners.

II. JOB EVALUATION PROCEDURE, NEW POSITIONS :

- A. When a job changes so substantively as to be considered a new job, or a new job is created, the job description shall be rewritten, reviewed and authorized by the appropriate Department Head with consultation from the Personnel Director.
- B. Once the job description is authorized it shall be forwarded to the County Board of Commissioners for their review. The Coordinator will submit the job description to the board at the next available Regular Board Meeting. Materials submitted to the board shall include:
 - (1) standard board meeting cover sheet
 - (2) proposed job description (if a revised job, clearly identify changes)
 - (3) completed consultant's questionnaire
 - (4) justification of the necessity of the action
- C. Upon review, the Board may do one of:
 - (1) refer the job description to the pay consultant for evaluation, or
 - (2) send the job description back to the department head for changes or clarifications, or
 - (3) deny the request.
- D. After jobs have been evaluated the results shall be directed back to the County Board of Commissioners for approval, or disapproval.

- E. Within 30 days after notification of the Board's approval or disapproval of the consultant's recommended evaluation any affected employee or the department head may appeal to the Board for reconsideration of the evaluation of the job by making a written request detailing the basis of the request and submitting it to the County Board.
- F. In the event that a job that has been previously evaluated changes classes, the following pay adjustments shall be made to employees in those jobs on the first day of the first payroll period beginning after Board authorization of the job description.
 - 1. In the event that the job is evaluated to a higher pay class the pay of individuals in that job shall be adjusted to the next higher pay.
 - 2. In the event that the job is evaluated to a lower pay class the pay of individuals in that job shall remain at the same pay rate and move to the nearest next step on the next scheduled step date if not at the top of the new pay range. If the individual is above the top of the new pay range, then their pay is frozen until the schedule catches up to the frozen pay.
- G. No individual may be hired into a new job before the job description has been written, evaluated and approved by the County Board of Commissioners.

III. JOB EVALUATION PROCEDURE, EXISTING POSITIONS :

- A. All classifications will be reevaluated approximately every five years on a schedule established by the Kanabec County Board of Commissioners. Existing positions reevaluated pursuant to Section II will be reset to the beginning of a 5 year cycle. From time to time, the county board may alter where positions are in the 5 year cycle to provide an equitable annual distribution.
- B. No later than July 1st of each year, each department head shall submit to the County Coordinator for each position being evaluated in their department:
 - 1. Updated job description. Any differences from the previous job description will be detailed as to the change and reason for the change.
 - 2. Updated position questionnaire. This will be prepared by the employee in the position, then annotated and approved by the department head.
 - 3. For department head positions, the Chairperson of the County Board will review the updated job description and updated position questionnaire prepared by the department head.
- C. The County Coordinator is responsible for:
 - 1. Reviewing all job descriptions and questionnaires and resolving any inconsistencies with the department head.
 - 2. Submitting the reconciled job descriptions and questionnaires to the pay consultant.
 - 3. Preparing a synopsis of results for the board and department heads.
 - 4. Submitting all jobs recommended for change to the county board for action.

- D. After jobs have been evaluated the results shall be directed back to the County Board of Commissioners for approval or disapproval.
- E. Within 30 days after notification of the Board's approval or disapproval of the consultant's recommended evaluation any affected employee or the department head may appeal to the Board for reconsideration of the evaluation of the job by making a written request detailing the basis of the request and submitting it to the County Coordinator. The County Coordinator will review and comment on the appeal and submit it to the County Board for action.

IV. PROMOTION PAY POLICY

- A. When an employee is promoted to a position of greater responsibility, his/her pay rate shall move to the next higher step in the new pay range which is 4% or higher than the employee's present rate.
- B. Pay changes necessitated by this policy shall be implemented on the first day of the first payroll period following Board approval of the promotion.
- C. DEFINITION: PROMOTION: A promotion is defined as the assumption of the duties of a job which involves greater responsibility and is in a higher pay class.

V. TRANSFER PAY POLICY

- A. When an employee transfers from one job to another within the same pay class his/her rate of pay shall remain the same.
- B. DEFINITION: TRANSFER: A transfer is defined as the assumption of the duties of a job which involves comparable responsibility and/or training than that of the previous job and is in the same pay class.

VI. DEMOTION PAY POLICY

- A. When an employee is assigned to a job of a lesser pay range than his/her present job (whether this new assignment be by his/her choice or by the management), the rate of his/her new job will remain the same or go the maximum of the new salary range -- whichever is less.
- B. Pay changes necessitated by this policy shall be implemented on the first day of the first payroll period following Board approval of the demotion.
- C. DEFINITION: DEMOTION: A demotion is defined as the assumption of the duties of a job which involves less responsibility and/or training than that of the previous job and is in a lower pay class.

VII. CREDIT FOR EXPERIENCE POLICY

A. It is the policy of Kanabec County to recognize prior education and experience that a new employee has had. Subsequently, when an individual with previous relevant education and experience is offered a position at Kanabec County, his/her previous education and experience may be taken into consideration when determining the starting rate of pay.

B. The determination of the actual salary for a new employee which is above the beginning rate shall be made by the County Board of Commissioners upon the recommendation of the Department Head. As a guideline one step into the pay range may be granted for each year of education and/or experience which exceeds the education and experience requirements specified on the job description not to exceed the third step.

1. Exceptions may be made to this policy with demonstrated evidence of market need and a unanimous vote of the Board of Commissioners.
2. DEFINITION: PRIOR EXPERIENCE: Prior experience must be recent, relevant, and be of superior quality as indicated by references, background checks and any other pertinent information.

VIII. STEP MOVEMENT

A. The minimum time period between pay steps is:

- From 'A' to 'B' = 6 months
- From 'B' to 'C' = 12 months
- From 'C' to 'D' = 12 months
- From 'D' to 'E' = 12 months
- From 'E' to 'F' = 12 months
- From 'F' to 'G' = 12 months

Step times are from the last step or change in pay from a promotion, demotion or special pay change event. Step dates do not necessarily coincide with employment anniversaries and are not linked to length of time required to complete any prior step.

B. Unpaid absences from work do not count towards time-in-grade for the next pay step.

C. The effective date of step advancement is back to the start of the pay period in which the step advancement is due.

D. Movement from Step 'A' to 'B' typically coincides with completion of probation. This step may be extended by mutual consent of the department head, employee and Personnel Director.

E. Step movement is contingent upon satisfactory performance as determined by the department head. The department head may delay step advancement to the extent necessary to correct a performance deficiency: up to indefinitely. In the event an employee feels they were improperly treated by a department head in denying or delaying step advancement, they have the right to:

1. Within 10 days of the department head's action, the employee may request the Personnel Director to mediate the matter.
 2. If mediation fails, the action may be appealed to the county board within 10 days of the outcome of mediation.
- F. The performance of department heads will be evaluated by the county board. The commissioners will prepare individual rating forms which will be consolidated by the Personnel Director and discussed with department head by commissioners designated by the board for that purpose. Appointed department head evaluations will be completed in the two months prior to the scheduled step movement.

IX ELECTED OFFICIALS

The wage for elected officials (except commissioners) shall be set as follows.

A. Each elected position shall be evaluated according to the unique requirements of that position in a manner similar to that of appointed officials. This results in a range of pay steps.

B. Newly elected officials will be placed on this range according to the years of experience they have as an elected official in a similar position as follows:

- For officials with no similar experience, place on Step A
- For officials with 6 months of similar experience, place on Step B
- For officials with 18 months of similar experience, place on Step C
- For officials with 30 months of similar experience, place on Step D
- For officials with 42 months of similar experience, place on Step E
- For officials with 54 months of similar experience, place on Step F
- For officials with 66 months of similar experience, place on Step G

C. In January of each year, the Kanabec County Board of Commissioners will set by resolution the salary of each elected official. The board shall consider:

1. The responsibilities and qualifications of the position. If the valuation of the job does not reasonably match the responsibilities and qualifications of the position, the board will reconsider the evaluation pursuant to Section II and III of this policy.
 2. Experience in this or a similar elected position matched to the grid in IX.B.
 3. Performance. Has the performance of the elected official been sufficient to grant full credit for the experience contemplated in #2 preceding.
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It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to adjourn at 2:22pm to meet again in regular session on Wednesday, November 26, 2003 at 6:30pm.

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

Attest: _____
Kanabec County Coordinator