

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

October 15, 2003

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, October 15, 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 Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the agenda as presented.

It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the October 8, 2003 minutes of the Kanabec County Board of Commissioners as corrected: in the motion approving the minutes, change the first "and carried unanimously to" to "seconded by"; in Resolution #1 correct February, 2003 claims to August claims; in the motion to approve paid claims, change the first "and carried unanimously to" to "seconded by"; in Resolution #6, in Resolution #7, add to the BE IT RESOLVED section the following words after the word 'at' - "the posted wage of"; in Resolution #12, add after the WHEREAS "Kanabec County."

It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to recess the board meeting to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, October 15, 2003 pursuant to public notice 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 Les Nielsen, seconded by Kathi Ellis, and carried unanimously to approve the Human Service Board agenda as presented.

It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve payment of a claim of \$60.00 to the Arrowhead Region Emergency Management Association for calendar year 2004 dues.

It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to authorize the purchase of eight computers at a cost of \$636.00 + tax.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve a Biennial Service Agreement for the time period January 1, 2004 to December 31, 2005 prepared in accordance with the Children and Community Services Act (§256M) and the Minnesota Family Investment Program (§256J).

It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to authorize accepting a grant disbursement of \$2,820.00 for children's mental health services.

It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve payment of a claim of \$525.00 to the Minnesota Social Service Association for 2004 MSSA Agency dues.

It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve a three month extension with Pine Technical College Employment & Training Center for MFIP Employment Services.

It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to approve payment of 120 claims totaling \$111,375.70 on Welfare Funds.

It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to recess the Human Service Board at 9:55am to meet again in regular session on Wednesday, November 19, 2003 at 9:05am.

The Kanabec County Board of Commissioners reconvened at 9:56am.

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

It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to recess the county board meeting to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **10:05am** on Wednesday, October 15, 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 agenda of the Public Health Board as revised.

Leota Lind with South Country Health Alliance met with the County Board to discuss matters concerning the progress of the South Country Health Alliance.

It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to authorize the Public Health Service Director to submit a "Buckle-Up Teens" grant proposal.

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

Receipts:

Local Public Health Grant	306,150
WIC	121,000
MCH	64,200
Bioterrism Grant	56,848
MN ENABL Grant	45,000
TANF Home Visiting Grant	35,024
CTC Outreach Contract	<u>116,975</u>
Total Receipts	745,197

Expenditures:

CHS Subsidy	
Kanabec	105,006
Pine	178,794
CHS Admin	22,350
WIC	
Kanabec	51,000
Pine	70,000
MCH	
Kanabec	24,396
Pine	39,804
Bioterrism Grant	
Kanabec	20,579
Pine	36,269
TANF Home Visiting Grant	
Kanabec	11,208
Pine	23,816
CTC Outreach Contract	
Kanabec	42,550
Pine	74,425
MN Enable Grant - Kanabec	45,000
Administration Expenses	
CHS Administrator	9,000
Travel & Expenses	500
County Nursing Director	3,000
Clerical	200
Board of Health	960
Travel & Expenses	620
Advisory Committee	960

Travel & Expenses	500
Medical Consultant	100
Postage/Supplies/Room	250
Advertising	125
Office Rent	1,500
Kanabec County Auditor	1,200
Audit	2,250
PERA	497
FICA	688
Kanabec County Admin	11,175
Pine County Admin	11,175
Total Expenditures	745,197

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

Resolution #1 - 10/15/03
ORDER OF THE BOARD

WHEREAS the Director of the Kanabec/Pine Community Health Service is appointed on an annual basis, and

WHEREAS Kanabec County Public Health Service Director Wendy Thompson has faithfully performed this duty in the past and is available and willing to fill this position in 2004;

BE IT RESOLVED to appoint Wendy Thompson as Kanabec/Pine Community Health Service Director for the calendar year 2004.

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

Resolution #2 - 10/15/03

WHEREAS the Kanabec County Public Health Service Director and Pine County have proposed an agreement whereby Kanabec County would provide personal care assistant assessments for the residents of Pine County and be appropriately recompensed for such services;

BE IT RESOLVED to approve and authorize the Chairperson to sign a “Memorandum of understanding to provide PCA assessments for residents of Pine County,” and

BE IT RESOLVED that this approval is contingent upon approval by the County Attorney.

It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve payment of the following claims on the Revenue Fund:

- a. Shirley Harff \$226.27
- b. Becky Strandberg \$403.84
- c. Jennie Ringler \$111.60

It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to recess the Human Service Board at 10:43am to meet again in regular session on Wednesday, November 19, 2003 at 10:05am.

The Kanabec County Board of Commissioners reconvened at 10:44am.

The board resumed giving report of the activities of the Boards and Committees in which they participate.

11:05am - Environmental Services Director Teresa Bearce met with the County Board to discuss matters concerning her department.

It was moved by Stan Cooper, seconded by Jerry Nelson, and carried unanimously to approve payment of the following claims on Water Plan Funds:

Pay To	For	Amount
Frank & Laurie Hay	Knife Lake Erosion Control	\$1,012.50
Kanabec Soil & Water Cons.	Tech Assistance - Hay Erosion Control	\$212.12
Carl L. Miller	Ann Lake Erosion Control	\$1,680.00
Kanabec Soil & Water Cons.	Tech Assistance - Miller Erosion Control	\$766.30
Lewis Lake South Shore Sewer Assoc.	Lewis Lake Collector System	\$6,548.94
Kanabec Soil & Water Cons.	Tech Assistance - Lewis Lake Collector	\$960.18

11:35am - Auditor/Treasurer Denise Cooper met with the County Board to discuss a letter of agreement from the State Auditor’s Office.

It was moved by Kathi Ellis to do nothing with the State Auditor’s letter; motion died for lack of a second.

It was moved by Jerry Nelson to sign a September 18, 2003 letter from the State Auditor’s Office regarding the 2002 audit. The motion was duly seconded by Les Nielsen and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Dennis McNally, Jerry Nelson, Les Nielsen, Stan Cooper

OPPOSED: Kathi Ellis

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

11:42am - The Chairperson then called for public comment. Those who responded included:

Dave Halverson	Disappointed at Commissioner's attendance at East Central Solid Waste Planning Committee.
Bob Swetz	- Why aren't problems with courthouse roof being followed up on. - County should take more responsibility in running things like gravel pits.

The public comment period was closed at 12:03pm.

12:50pm - The board took a short break.

1:00pm - Resumed business

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

Resolution #3 - 10/15/03

WHEREAS it is the intent of the Kanabec County Board of Commissioners to continue the conversion from the Nystuen Pay Plan to the Gmach Plan;

BE IT RESOLVED to adopt the following conversion plan:

1. On November 1, 2003, any employee whose highest 2003 pay rate is less than 93.12% of Gmach Step A receives moves up to the lesser of Gmach Step A or the next lowest paid employee in the same Gmach pay range.
 - a. If this results in movement to Gmach Step A, then that shall be the employee's new pay anniversary date. If the employee remains below Gmach Step A, then the current step date remains in place.
 - b. Any scheduled step change for the time period 11/1/03 through 10/30/04 for an employee receiving the November 1st adjustment according to this rule will be the lesser of 5.3% or movement to Step A of the Gmach system.
2. All employees receive 2½% schedule adjustment on January 1, 2004. Employees above Gmach Step G receive no further adjustment.
3. Gmach plan employees follow the Gmach plan.
4. On the date of their step change, employees receive a 2½% step adjustment. If not then on the Gmach Plan, add either:

- a. if after the step adjustment the employee is above Step A of the Gmach Plan, add the lesser of an additional 0.5% or movement to the next available step on the Gmach system (*employees on or above the Nystuen System Step K prior to 1/1/04 receive the 0.5% adjustment on 7/1/04*).
 - b. if after the step adjustment the employee is below Step A of the Gmach Plan, add the lesser of an additional 2.8% or movement to the next available step on the Gmach system (*employees on or above the Nystuen System Step K prior to 1/1/04 receive the 2.8% adjustment on 7/1/04*).
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.
6. Should these adjustments create a situation in which an employee receives less pay than a less senior employee in the same department and job class due solely to implementation adjustments, the more senior employee's wage will be adjusted to equal the less senior employee's rate.
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It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #4 - 10/15/03

WHEREAS the board did decide by Resolution **13** - 10/08/03 to send a Computer Tech Job Description and Questionnaire to George Gmach for evaluation, and

WHEREAS the result of this evaluation set the total points for the position at 236 which is pay range 8;

BE IT RESOLVED to approve the Computer Technician Job Description, and

BE IT FURTHER RESOLVED to accept the recommendation of Pay Consultant George Gmach and set the rating for the position of Computer Tech at Pay Range G8 at 236 points.

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

Resolution #5 - 10/15/03

WHEREAS there is a vacancy in the position of Computer Tech, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Information Systems Director Jessie Ruckle and the County Personnel Director to hire a Computer Tech to refill the vacant position at Step A, Range 8 of the Gmach pay plan which is \$14.10 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.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to adjourn at 1:40pm to meet in regular session on Wednesday, October 22, 2003 at 6:30pm.

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

Attest. _____
Kanabec County Coordinator