

**PINE COUNTY PERSONNEL COMMITTEE**  
**Agenda**  
**December 13, 2016 9:00 am**  
**Commissioners' Conference Room, Pine County Courthouse**  
**Pine City, Minnesota**

**Members: Commissioner Chaffee**  
**Commissioner Ludwig**

- A. Call to order
- B. Approve the Minutes from the November 9, 2016 Personnel Committee meeting and November 30, 2016 Special Personnel Committee meeting (attached).
- C. Approve December 13, 2016 agenda.
  1. PCSO
    - a. Acknowledge termination of part-time Dispatcher Amber Cessna effective 11/18/2016 during her probationary period and request backfill of the position.
    - b. Discuss dispatching positions-provide update
  2. HHS
    - a. Acknowledge the retirement of full-time Public Health Case Aide Gail Laugerman effective December 9, 2016 and request backfill of the position.
    - b. Acknowledge the resignation of full-time Social Worker Ericka (Taylor) Reil effective December 30, 2016 and request backfill of the position and any subsequent vacancies that may occur from internal promotion.
    - c. Discuss needs of HHS Public Health and authorize department to hire one (1) additional nurse, Public Health Nurse preferred, to work with the Healthy Families of America (HFA) program at Grade C42 for Registered Nurse or Grade C43 for Public Health Nurse.
    - d. Discuss needs of HHS Public Health and authorize department to hire one (1) Registered Nurse or one (1) Social Worker for the adult health team.
    - e. Discuss needs of HHS adult protection unit and authorize department to hire one (1) additional Adult Protection Social Worker.
  3. Administration
    - a. Consider reclassification of HHS Fiscal Officer position to Grade B31 and placement of current Fiscal Officer Michelle Kelash at \$23.98 (Step7) effective December 12, 2016.
    - b. Discuss COBRA administration currently with TASC and options available with Flexible Benefits Consulting.
    - c. Discuss presentation of Employee Total Benefit Statement
  4. Other
  5. Adjourn

**PINE COUNTY PERSONNEL COMMITTEE**  
**Minutes**  
**November 8, 2016 9:00 am**  
**Commissioners' Conference Room, Pine County Courthouse**  
**Pine City, Minnesota**

**Members Present: Commissioner Chaffee, Commissioner Ludwig**

**Others Present: County Administrator David Minke, Land Services Director Kelly Schroeder, HHS Director Becky Foss, Public Works Director/County Engineer Mark LeBrun, County Sheriff Jeff Nelson, Jail Administrator Rodney Williamson, County Attorney Reese Frederickson, Human Resources Manager Connie Mikrot**

- A. Meeting was called to order at 9:00 am.
- B. Motion made by Commissioner Ludwig to approve the Minutes from the October 11, 2016 Personnel Meeting. Second by Commissioner Chaffee. Motion passed 2-0.
- C. County Administrator David Minke requested addition of agenda items 1b., 2c., and 4b and corrections to items 5b, c, and d.

Motion made by Commissioner Ludwig to approve November 8, 2016 agenda as amended. Second by Commissioner Chaffee. Motion passed 2-0.

1. Land Services

- a. Motion made by Commissioner Chaffee to acknowledge the resignation of part-time temporary Watercraft Inspectors Ron Craig, David Russell, Robert Sunstrom, and Jeremiah White effective October 2, 2016. Second by Commissioner Ludwig. Motion passed 2-0.
- b. Motion made by Commissioner Ludwig to recommend proposed increase per diem paid to Planning Commissioners, Board of Adjustment members, and Comprehensive Plan Steering Committee members to \$75.00 per diem plus mileage and to eliminate the \$25.00 per site visit effective January 1, 2017. This recommendation will be brought to the December 20, 2016 board meeting. Second by Commissioner Chaffee. Motion passed 2-0.

2. HHS

- a. Motion made by Commissioner Chaffee to acknowledge the retirement of full-time Social Worker Marlys Mestemacher effective January 13, 2017. Second by Commissioner Ludwig. Motion passed 2-0.

Motion made by Commissioner Ludwig to backfill the position of full-time Social Worker in time to allow new hire to train with incumbent Marlys Mestemacher. Second by Commissioner Chaffee. Motion passed 2-0.

- b. Motion made by Commissioner Ludwig to withdraw proposed reclassification proposal Memorandum of Agreement for HHS Fiscal Officer and requested Human Resources Manager Connie Mikrot review the position with the county's current grade system and

bring a recommendation for the position to the December 2016 Personnel Committee meeting. Second by Commissioner Chaffee. Motion passed 2-0.

- c. Motion made by Commissioner Chaffee to acknowledge the resignation of full-time Public Health Nurse Karen Engh effective November 18, 2016 and authorize backfill. Second by Commissioner Ludwig. Motion passed 2-0.

### 3. Public Works

- a. Motion made by Commissioner Ludwig to recommend promotion of Pete Umbreit to Building Maintenance Supervisor at Grade 41 with an annual salary of \$49,832.28 effective November 14, 2016. Second by Commissioner Chaffee. Motion passed 2-0.

### 4. PCSO

- a. Motion made by Commissioner Chaffee to approve salary increase for Office Manager Denise Baran to \$47,476 effective December 1, 2016 to make the position compliant with the Department of Labor (DOL) rule change to the Fair Labor Standards Act (FLSA) exempt status. Second by Commissioner Ludwig. Motion passed 2-0.
- b. Motion made by Commissioner Chaffee to acknowledge the resignation of part-time Corrections Officer Jessica Ninfeldt effective November 4, 2016 and authorize backfill. Second by Commissioner Ludwig. Motion passed 2-0.

### 5. Administration

- a. Motion made by Commissioner Ludwig to reclassify the Administrative Assistant/Administration Office position from B22 to Office Manager/Administration at Grade B24. Second by Commissioner Chaffee. Motion passed 2-0.
- b. Motion made by Commissioner Ludwig to change Section 7: PTO of the County Policy Manual to accept proposed PTO accrual changes for exempt and non-exempt employees. Second by Commissioner Chaffee. Motion passed 2-0.
- c. Motion by Commissioner Ludwig to recommend proposed 2017 salaries for elected official Department Heads at December 20, 2016 board meeting. Second by Commissioner Chaffee. Motion passed 2-0.
- d. Consensus of the committee to keep Commissioner salary at \$21, 844, per diem per meeting at \$100 and mileage reimbursement to follow federal IRS rate for 2017. This recommendation will be brought to the December 20, 2016 board meeting.
- e. Consensus of the committee to recommend a non-union cost of living increase of 1.5% and a market adjustment increase of 1.5% for 2017. This recommendation will be brought to the December 20, 2016 board meeting.

- f. Consensus of the committee to recommend the following County Contributions for non-union employees for 2017:

| Plan Type       | Monthly Premium Contribution | Monthly VEBA or HSA Savings Contribution |
|-----------------|------------------------------|--|
| CMM 1000 Single | \$ 672.50                    | NA                                       |
| CMM 1000 Family | \$ 1,328.15                  | NA                                       |
| CMM 1500 Single | \$ 615.50                    | NA                                       |
| CMM 1500 Family | \$ 1,328.15                  | NA                                       |
| VEBA Single     | \$ 577.75                    | \$ 106.25                                |
| VEBA Family     | \$ 1,115.65                  | \$ 212.50                                |
| H.S.A. Single   | \$ 577.00                    | \$ 107.00                                |
| H.S.A. Family   | \$ 1,328.15                  | \$ -                                     |

This recommendation will be brought to the December 20, 2016 board meeting.

6. Other  
 a. None

7. Meeting was adjourned at 10:10 am.

**PINE COUNTY SPECIAL PERSONNEL COMMITTEE**  
**Minutes**  
**November 30, 2016 1:00 pm**  
**Commissioners' Conference Room, Pine County Courthouse**  
**Pine City, Minnesota**

**Members Present: Commissioner Chaffee, Commissioner Ludwig**

**Others Present: County Administrator David Minke, HHS Director Becky Foss, Land Services Director Kelly Schroeder, Human Resources Manager Connie Mikrot**

- A. The meeting was called to order at 1:00 pm.
- B. Motion made by Commissioner Ludwig to approve the November 30, 2016 special personnel committee meeting agenda. Second by Commissioner Chaffee. Motion passed 2-0.
  1. HHS
    - a. Motion made by Commissioner Chaffee to eliminate the Family Service Aide position effective December 14, 2016 to create a position with a higher level of education and experience to increase service delivery to clients. Second by Commissioner Ludwig. Motion passed 2-0.
    - b. Motion made by Commissioner Ludwig to add one (1) Social Worker position focusing on children's services to allow smaller caseloads for staff. Second by Commissioner Chaffee. Motion passed 2-0.
  2. Land Services
    - a. Motion made by Commissioner Chaffee to eliminate the single-purpose County Recorder position effective December 14, 2016 due to 2017 budgetary constraints and organizational restructuring. The County Recorder duties to remain in the Land Services Department and the County Administrator and Land Services Director shall present a permanent reorganization plan in the future. Second by Commissioner Ludwig. Motion passed 2-0.
  3. Other
    - a. None.
  4. The meeting was adjourned at 1:45 pm.



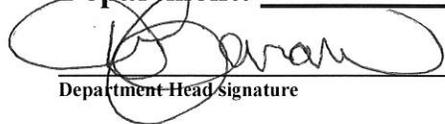
## AGENDA REQUEST FORM

Date of Meeting: December 13, 2016

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins.  10 mins.  15 mins.  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: PT Dispatcher

Department: Pine County Sheriff's Office

  
\_\_\_\_\_  
Department Head Signature

### Background information on Item:

Effective November 18th, 2016, Probationary PT Dispatcher Amber Cessna was terminated.

### Action Requested:

The Pine County Sheriff's Office/Dispatch Center respectfully requests the County Board to acknowledge the termination of PT Dispatcher Cessna and approve backfill of a PT Dispatcher position.

### Financial Impact:

This position is budgeted for 2016.



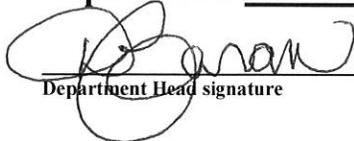
# AGENDA REQUEST FORM

Date of Meeting: December 13, 2016

- County Board**
  - Consent Agenda
  - Regular Agenda      5 mins.  10 mins.  15 mins.  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: PT Dispatcher update

Department: Pine County Sheriff's Office

  
 \_\_\_\_\_  
 Department Head signature

### Background information on Item:

Update on the 4 new PT Dispatch hires and their progression with training.

### Action Requested:

The Pine County Sheriff's Office/Dispatch Center respectfully requests the County Board to discuss probationary PT dispatchers and their progression with training.

### Financial Impact:

Positions are budgeted for 2016.



## AGENDA REQUEST FORM

Date of Meeting: 12/13/2016

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item:** Acknowledge retirement and authorize backfill of PH position

**Department:** HHS

Rebecca Toss

Department Head signature

### Background information on Item:

Gail Laugerman, Case Aid in Public Health, submitted notice of her retirement effective 12/09/2016.

### Action Requested:

Acknowledge Gail's retirement and authorize backfill of the Case Aid position in Public Health.

### Financial Impact:

The position is contained in the 2017 HHS budget. The case aid provides support to the family health team. Most of the time in this position is spent on WIC (Women, Infants and Children) and CTC (child and teen check-up) outreach. Allocations cover the expenses of the position.



# AGENDA REQUEST FORM

Date of Meeting: 12/13/2016

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins.  10 mins.  15 mins.  Other
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item:** Acknowledge resignation of social worker and authorize backfill

**Department:** HHS

Rebecca Foss  
Department Head signature

### Background information on Item:

Ericka Taylor, child protection social worker, has submitted her resignation effective 12/30/2016.

### Action Requested:

Acknowledge Social Worker Ericka Taylor's resignation and authorize the backfill for the position. Internal interest has been expressed in the position. HHS is respectfully requesting authorization for any potential backfills if there is an internal promotion. Given the 2017 County budget is tight, HHS will use appropriate discretion in moving forward with any potential backfill if an internal promotion occurs.

### Financial Impact:

The position is in the 2017 HHS budget. Ericka's work consists mostly of child protection case management. Case managers are able to claim child welfare targeted case management, so there is revenue associated with this position. Each of the child protection case managers has in excess of 15 cases. Ericka's caseload cannot be reasonably distributed to the other child protection case managers.



# AGENDA REQUEST FORM

Date of Meeting: 12/13/2016

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins.  10 mins.  15 mins.  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: New family health position in nursing

Department: HHS

Rebecca Foss  
Department Head signature

### Background information on Item:

Over the course of the last year, many discussions have been held about building Pine County's Healthy Families America (HFA) program, which is based in the public health division. We currently have a 1.0 FTE nurse assigned to work in HFA. An additional 1.0 FTE HFA nurse was incorporated into the 2017 HHS budget so that the department could build its HFA program. HFA is an evidence-based intensive family home visiting program. The department has been conducting extensive outreach to our community partners to build community awareness of the program and its benefits. The community has responded by providing referrals to public health. Some of the positive outcomes include reduction in child maltreatment, improved child health, and improved parent-child interactions. Additionally, the top priority of our Public Health strategic planning process was building upon our infrastructure. This new position would help to build upon our public health infrastructure.

### Action Requested:

Authorize the department to hire an additional nurse (PHN preferred) to work in HFA.

### Financial Impact:

The position is in the 2017 HHS budget. There is a lot of logic to hiring this individual sooner versus later, both from a service delivery standpoint and a financial standpoint. Seven months of this position will be covered via a grant from MDH (3/1/17-9/30/2017). Pine County also took its third party billing revenue from the last five months of 2014 and provided it to Kanabec-Pine Community Health (KPCH) to assist with initial cash flow. That \$59,000+ will be coming back to PCHHS. That money, along with the seven months of the grant from MDH, will cover the position. The family health team in public health has taken in nearly 200 referrals from service providers/community partners/colleagues since May, indicating that there is a need for this service.



## AGENDA REQUEST FORM

Date of Meeting: 12/13/2016

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item:** Requesting authorization to hire a nurse in adult health

**Department:** HHS

Rebecca Toss  
Department Head signature

### Background information on Item:

On September 13, 2016, the Pine County personnel committee declined to authorize a backfill for a case aid position that was left vacant by Sue Breska's resignation. Part of the rationale in doing so was to assist the department in hiring a nurse for the adult health team so that caseloads could be lowered to a more manageable size. The case aid position was then taken out of the 2017 HHS budget and an FTE nurse was added. The net difference in doing so proved to be a benefit to the overall budget, as there are more opportunities for nurses to capture revenue. As discussed previously, the department would also look at hiring a social worker if we are unable to hire a nurse, as either a social worker or a nurse would have the qualifications to work in the unit.

### Action Requested:

Authorize HHS to hire a nurse (preferred) or social worker for the adult health team.

### Financial Impact:

N/A



# AGENDA REQUEST FORM

Date of Meeting: 12/13/2016

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins.  10 mins.  15 mins.  Other
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item:** Requesting authorization to hire an adult protection social worker

**Department:** HHS

*Rebecca Fox*  
Department Head signature

### Background information on Item:

The 2017 HHS preliminary budget contained several new services and positions. When the final budget was complete, many of these were cut out of the budget due to costs. Services/positions that were cut from the budget included parent mentor/sobriety coach services, funds to assist with access to child psychiatry services, one FTE in Income Maintenance and an FTE case aid in public health. The community coach services were rightfully placed into the probation department's budget. One of the positions that was left in the budget was that of an adult protection social worker. Due to the increase in adult protection reports and subsequent investigations with the advent of the state reporting system, the position was added so that the department could adequately respond to allegations of abuse, neglect and financial exploitation of vulnerable adults. This expense netted out to \$37,000. The cost of an FTE position is more than that, but the social worker will be able to capture VA-DD targeted case management revenue.

### Action Requested:

Authorize HHS to hire an adult protection social worker, as left in the budget for 2017. There has been some internal interest expressed in the adult protection position. HHS is requesting permission to backfill a position left vacant by an internal promotion.

### Financial Impact:

There is a projected net expense of \$37,000 to the 2017 HHS budget, as the social worker will be able to capture targeted case management revenue to offset some of the cost of this position. As noted above, this position was left in the final 2017 HHS budget.



# AGENDA REQUEST FORM

Date of Meeting: December 13, 2016

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Fiscal Officer position regrade

Department: HHS

Connie Mikrot

Digitally signed by Connie Mikrot  
DN: cn=Connie Mikrot, o=Pine County, ou=Administration  
Office, email=connie.mikrot@co.pine.mn.us, c=US  
Date: 2016.12.08 09:52:22 -0600

Department Head signature

### Background information on Item:

Previously we had brought the Fiscal Officer position to the Personnel Committee to approve regrading the position from a B23 to a C42. That proposal was withdrawn and I have reviewed the position more closely using our current Decision Band Method provided by Bjorkland Compensation Consulting. The 'C' band is designated for positions requiring a 4 year degree in the area of job duties and is responsible for making supervisory level decisions and 'C' bands are generally exempt from overtime. The decisions the Fiscal Officer makes are more operational and the job duties do not qualify for exemption under the Fair Labor Standards Act (FLSA). A 'B' band is more appropriate as the Fiscal Officer makes operational decisions to best process the accounting functions of the department and is limited by decisions made by higher bands. The educational requirement for the Fiscal Officer is an Associate's or Technical degree in Accounting. The Fiscal Officer is in line with a '31' subgrade, as this position is coordinating in nature, working as a lead with the Accounting Technicians to ensure work processes are complete and accurate.

### Action Requested:

Regrade the Fiscal Officer position to a B31 effective December 12, 2016 and move incumbent Michelle Kelash from a B23 at \$20.99 to a B31 at \$23.98.

### Financial Impact:

This would be an additional \$400 for 2016 and is included in the 2017 budget.



# AGENDA REQUEST FORM

Date of Meeting: December 13, 2016

- County Board**
  - Consent Agenda**
  - Regular Agenda**
- 5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: COBRA Administration Vendor

Department: Administration

Connie Mikrot

Digitally signed by Connie Mikrot  
DN: cn=Connie Mikrot, o=Pine County, ou=Administration  
Office, email=connie.mikrot@co.pine.mn.us, c=US  
Date: 2016.12.08 12:24:51 -0600

Department Head signature

### Background information on Item:

Pine County currently uses TASC to administer the COBRA paperwork for health, dental, life, and disability benefits. The cost is \$25 to send the paperwork to each employee who leaves Pine County, and a monthly fee of \$5 for each account they maintain when an employee elects to take COBRA. TASC is responsible for collecting the premium payments plus a 2% administration fee from the employee and then sending the funds to Pine County, where the Clerk in the Auditor's office records the premium payment only, as TASC keeps the fee. 2016 numbers to date have 20 employee terminations, resulting in additional administration fees.

Flexible Benefit Consulting, Inc., the third party involved in our health insurance analysis and employee benefit meetings, will provide the COBRA notices to employees who terminate employment with Pine County as part of their service package to Pine County, will no additional cost for this service. Pine County would be responsible for collecting the premium payment from the employee, adding up to a 2% administration fee, and the recording of the premium payment and fee would be the same with the Auditor's office. This process, less the administration fee, is already in place with the Auditor's office and retiree health insurance premium payments.

### Action Requested:

Support changing COBRA vendors from TASC to Flexible Benefit Consulting, Inc. effective January 1, 2017, and implementing the 2% administration fee.

### Financial Impact:

Approximate annual savings to the County would be \$500. If administration fee of 2% is included, this would provide additional funds of approximately \$150-200 annually to help offset some of Pine County's administration cost associated with processing COBRA payments.



## AGENDA REQUEST FORM

Date of Meeting: December 13, 2016

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Benefit Statements for Employees

Department: Administration

Connie Mikrot

Digitally signed by Connie Mikrot  
DN: cn=Connie Mikrot, o=Pine County, ou=Administration  
Office, email=connie.mikrot@co.pine.mn.us, c=US  
Date: 2016.12.08 09:51:13 -0600

Department Head signature

### Background information on Item:

Pine County is invested in our employees in more ways than paying the base salary. Providing employees with a Total Benefits Statement each January would allow employees to see the true value of all the benefits paid on their behalf, in addition to their base salary.

### Action Requested:

Approve distribution of 2016 Total Benefit Statements to employees in 1st quarter of 2017.

### Financial Impact:

None



# PINE COUNTY

## Administrator's Office

635 Northridge Drive NW  
Suite 200  
Pine City, MN 55063  
1-800-450-7463 Ext. 1620  
Fax: 320-591-1628

### Commissioners

Steve Hallan – Dist. 1  
Josh Mohr – Dist. 2  
Steve Chaffee – Dist. 3  
Curt Rossow – Dist. 4  
Matt Ludwig – Dist. 5

### County Administrator

David J. Minke

John Doe  
123 Pine Street  
Pine County, MN 55555

RE: Total Compensation Statement

We appreciate the valuable contributions made by our employees over the past year. We recognize that Pine County's success is dependent upon our people, who truly are our greatest assets. We want to provide our employees with a comprehensive and competitive compensation and benefits program. While benefits costs have increased in recent years, we are still committed to that goal.

We have provided the enclosed Total Compensation Statement to keep you informed of our programs and the company's contributions to those programs. Your compensation includes more than your base pay. It also includes significant County contributions to programs intended to help protect your personal and financial well-being. We've provided information on many of those key benefits.

Please review the statement and benefits listed. If you have questions regarding the report or any of our benefits programs please don't hesitate to contact me.

Thank you for your contributions to Pine County's success.

Sincerely,

Connie Mikrot  
Human Resources Manager

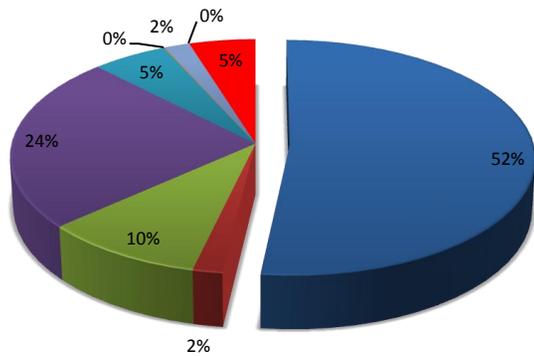
# Pine County Total Benefit Statement 2016

## Prepared for John Doe

In this sample, John is a Corrections Officer who has been employed for 5 years. John takes all his earned vacation each year. John also called in sick 10 days this year.

### Pine County Total Benefit Statement 2016

- Wages-Time Worked
- Compensated Absences\*
- PERA Retirement Plan
- Workers Compensation
- FICA
- Overtime
- Health Insurance
- Life Insurance
- Select Account Fees



| Item                              | County Contribution |  |
|-----------------------------------|---------------------|--|
| Wages-Time Worked                 | \$ 34,164.00        |  |
| Overtime                          | \$ 1,170.00         | 40 hours OT  |
| Compensated Absences*             | \$ 6,396.00         |  |
| Health Insurance                  | \$ 15,937.80        | Family CMM 1500 Plan                                   |
| PERA Retirement Plan              | \$ 3,651.38         | Correctional Plan                                      |
| Life Insurance                    | \$ 55.80            | \$30,000 benefit                                       |
| Workers Compensation              | \$ 1,189.31         | Rate based on job type                                 |
| Select Account Fees               | \$ 25.32            | Service Fees \$2.11/month for FSA, VEBA, and/or H.S.A. |
| FICA                              | \$ 3,192.35         |  |
| <b>Total Compensation Package</b> | <b>\$ 65,781.95</b> |  |

Regularly Scheduled Hours 2080/year

Hourly Wage \$19.50

Annual Hours Worked 1,752

Compensated Absences Hours used

|   |               |
|---|---------------|
| PTO/Vacation                              | 120.00        |
| Sick                                      | 80.00         |
| Personal                                  | 40.00         |
| Holiday                                   | 88.00         |
| Bereavement                               | -             |
| Civic Duty                                | -             |
| <b>Total hours of Compensated Absence</b> | <b>328.00</b> |

\*Compensated absences include PTO, Vacation, Sick, Personal Days, Holidays, Civic Duty, Bereavement