

PINE COUNTY PERSONNEL COMMITTEE
Agenda
November 8, 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 October 11, 2016 Personnel Meeting (attached).
- C. Approve November 8, 2016 agenda.
 1. Land Services
 - a. Acknowledge the resignation of part-time temporary Watercraft Inspectors Ron Craig, David Russell, Robert Sunstrom, and Jeremiah White effective October 2, 2016.
 2. HHS
 - a. Acknowledge the retirement of full-time Social Worker Marlys Mestamacher effective January 13, 2017 and request backfill of position in time to allow new hire to train with incumbent.
 - b. Withdraw proposed reclassification proposal for Fiscal Officer and revisit with implementation of the class and comp study.
 3. Public Works
 - a. Request recommendation of promotion for Pete Umbreit to Building Maintenance Supervisor at Grade 41 with an annual salary of \$49,832.28 effective November 14, 2016.
 4. PCSO
 - a. Request approval of salary increase for Office Manager Denise Baran to \$47,476 effective December 1, 2016 in response to Department of Labor (DOL) rule change to the Fair Labor Standards Act (FSLA) exempt status.
 5. Administration
 - a. Request reclassification of Administrative Assistant/Administration Office at B22 to Office Manager/Administration at Grade B24.
 - b. Paid Time Off (PTO) Accrual. Consider changes to Section 7: PTO of the County Policy Manual.
 - c. Discuss elected Department Head salaries for 2017.
 - d. Discuss Commissioner salary, per diems and mileage reimbursement for 2017.
 - e. Discuss cost-of-living adjustment (COLA) and market adjustment for non-union employees for 2017
 - f. Discuss county contribution towards health insurance premiums for non-union employees for 2017.
 6. Other
 7. Adjourn

PINE COUNTY PERSONNEL COMMITTEE
Minutes
October 11, 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, Office Manager Denise Baron, Community Health Services (CHS) Manager/Public Health Supervisor Kathy Filbert, Human Resources Manager Connie Mikrot

- A. Meeting was called to order at 9:00 am.
- B. Motion made by Commissioner Chaffee to approve the Minutes from the September 13, 2016 Personnel Meeting. Second by Commissioner Ludwig. Motion passed 2-0.
- C. County Administrator David Minke requested addition of item 3.b Retiree Health Insurance.

Motion made by Commissioner Ludwig to approve October 11, 2016 agenda as amended.
Second by Commissioner Chaffee. Motion passed 2-0.

1. PCSO

- a. Motion made by Commissioner Chaffee to acknowledge the resignation of Part-Time Dispatcher Carley Blomberg effective September 25, 2016 and request backfill of the position. Second by Commissioner Ludwig. Motion passed 2-0.
- b. Motion made by Commissioner Ludwig to acknowledge the resignation of Full-Time Dispatcher Jeremiah Mohr effective October 15, 2016 and request backfill of the position. Second by Commissioner Chaffee. Motion passed 2-0.

2. HHS

- a. Motion made by Commissioner Chaffee to acknowledge the resignation of Full-Time Public Health Nurse Sarah Oswald effective October 7, 2016 and request backfill of the position. Second by Commissioner Ludwig. Motion passed 2-0.
- b. Motion made by Commissioner Ludwig to acknowledge the resignation of Full-Time Registered Nurse Joanna Johnson effective October 21, 2016 and request backfill of the position. Second by Commissioner Chaffee. Motion passed 2-0.
- c. Motion made by Commissioner Ludwig to reclassify Public Health Nurse position from grade C42 to grade C43. Second by Commissioner Chaffee. Motion passed 2-0.

3. Administration

- a. Motion made by Commissioner Ludwig to reclassify the Information Technology (IT) Manager from grade C42 to grade C52 at a salary of \$62,912 and reclassify the Human Resources (HR) Manager from grade B31 to C51 at a salary of \$60,320 effective October 16, 2016. Second by Commissioner Chaffee. Motion passed 2-0.

- b. Motion made by Commissioner Ludwig to accept the renewal for the retiree insurance plan with Blue Cross Blue Shield's (BCBS) Group Platinum Blue Plan A with Group Medicare BlueRx for Minnesota residents, and with BCBS's Group Senior Gold with Group Medicare BlueRx for retirees living outside Minnesota. Both plan options will retain the \$1000 cap on Prescription Drugs. Premiums will increase to \$274.50 per month for the Platinum Blue plan, and to \$390.50 for the Gold plan. Second by Commissioner Chaffee. Motion passed 2-0.

4. Other

- a. None.

5. Meeting was adjourned at 10:25am.



AGENDA REQUEST FORM

Date of Meeting: November 8, 2016

- County Board**
 - Consent Agenda
 - Regular Agenda 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Watercraft inspector Resignation

Department: Land Services

Kelly Schroeder
Department Head signature

Background information on Item:

For the 2016 Boating Season, Pine County employed 6 temporary watercraft Inspectors throughout the County to provide education, outreach, and inspections of watercrafts entering and exiting many Pine County Waters to ensure no further spread of Aquatic Invasive Species.

Action Requested:

Accept the resignations of Temporary Watercraft Inspectors Ron Craig, David Russell, Robert Sunstrom, and Jeremiah White, effective October 2, 2016 with the completion of the season. No backfill is requested.

Financial Impact:

The total cost of the temporary inspectors was less than budget in 2016. These funds can be rolled over to future years.



AGENDA REQUEST FORM

Date of Meeting: 11/08/2016

- County Board
 - Consent Agenda
 - Regular Agenda
- 5 mins. 10 mins. 15 mins. Other
- Personnel Committee
- Other _____

Agenda Item: Acknowledge pending retirement of social worker and authorize hiring

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Marlys Mestemacher has submitted her official notification that she intends to retire from her position as a social worker on 1/13/2017. Marlys has been with the department since 1988. Marlys currently does work in the area of SNBC (special needs basic care), MNChoices and adult foster care licensing. She brings a fantastic skill set to the department- her depth and breadth of knowledge will certainly be missed.

Action Requested:

Acknowledge the pending retirement of Marlys Mestemacher and authorize the department to hire a social worker to fill the position. It is the hope of the department that the person who fills this position could start before Maryls retires (job shadowing purposes).

Financial Impact:

As noted above, Marlys works in a few different areas. In the HHS budget, revenues received from the SNBC program alone have totaled \$63,270 in the first nine months of 2016. Revenues attributed to adult licensing fees have totaled \$8,000 in the first nine months of 2016. The revenues associated with MNChoices assessments cannot be broken down by each employee, otherwise that information would be included as well. In sum, the position pays for itself and through this position, the department is able to comply with offering required services.



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Date of Meeting: November 8, 2016

- County Board**
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- 5 mins 10 mins 15 mins Other
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- Other** _____

Agenda Item: Fiscal Officer reclassification

Department: HHS

Edward Mikrot - HR Manager
Department Head signature

Background information on Item:

At the September 13, 2016 Personnel Committee meeting, it was approved to recommend to the board the reclassification of the Fiscal Officer from a B23 to a C42. This item was removed from the county board agenda on October 4, 2016 pending a memorandum of agreement (MOA) with the union. The union has rejected the proposed MOA.

Action Requested:

We propose no action to consider reclassifying the Fiscal Officer at this time and to consider it along with all positions when we implement the classification and compensation study.

Financial Impact:



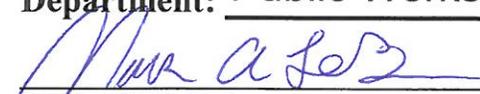
AGENDA REQUEST FORM

Date of Meeting: November 8, 2016

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

Agenda Item: Promotion to Building Maintenance Supervisor

Department: Public Works



 Department Head signature

Background information on Item:

Previously we had eliminated the Building Maintenance Supervisor position and promoted Pete Umbreit to Lead Maintenance Worker in September 2012. At that time, we had Pete and one Building Maintenance Worker. Since 2012, we have added two more Building Maintenance Workers, one in the Jail, and one to assist with the Pine Government Center in Pine City and Public Health Building in Sandstone. Pete has demonstrated the ability efficiently manage his job increasing responsibilities and work effectively in directing staff. We'd like to have Pete take on the supervising responsibilities of the three Building Maintenance Workers, including annual performance reviews, discipline, and coaching as needed. This would move Pete to a non-union supervisor role. The proposed salary range would place this position more in line with the Springsted compensation study results.

Action Requested:

Promote Pete Umbreit to Building Maintenance Supervisor at Grade C41 effective November 14, 2016 with an annual salary of \$49,832.28.

Financial Impact:

This position will become exempt from overtime so the net impact will be approximately a \$4,000 increase to the current 2017 proposed budget. I will review the budget and attempt to eliminate this increase prior to the final 2017 budget.



AGENDA REQUEST FORM

Date of Meeting: November 8, 2016

- County Board
 - Consent Agenda
 - Regular Agenda
- 5 mins 10 mins 15 mins Other
- Personnel Committee
- Other _____

Agenda Item: Office Manager FSLA Compliance

Department: Sheriff

Conrad Mikrot - HR Manager
Department Head signature

Background information on Item:

The U.S. Department of Labor (DOL) released a final rule effective December 1, 2016 updating the regulations governing which executive, administrative, and professional employees are entitled to the minimum wage and overtime pay protections of the federal Fair Labor Standards Act (FLSA). Certain tests must be met regarding their job duties and salary levels to be classified as an exempt employee. A key change effective December 1, 2016 raises the salary threshold test from \$455/week to \$913/week (\$47,476 annually) for an employee.

We have reviewed county positions to determine if any of them are affected by the new rule. The position of Office Manager in the Sheriff's office was the only one identified and not meeting the new salary test. The position is held by Denise Baran.

The position currently meets the executive exemption status due to the primary duties of managing and supervising the Dispatcher and Administrative staff in the Sheriff's Department. Her current salary of \$836/week (\$43,472 annually) does not meet the DOL's final rule on the salary requirement effective December 1, 2016.

Action Requested:

Effective December 1, 2016 increase Office Manager Denise Baran's annual salary to \$47,476 to comply with the DOL FLSA ruling.

Financial Impact:

2016 impact is an additional \$392 for salary and benefit increases. 2017 impact will be worked into the budget.



AGENDA REQUEST FORM

Date of Meeting: _____

- County Board**
 - Consent Agenda
 - Regular Agenda 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: _____

Department: _____

Department Head signature

Background information on Item:

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: November 8, 2016

- County Board**
 Consent Agenda
 Regular Agenda 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___

Personnel Committee

Other _____

Agenda Item: PTO Policy

Department: Administration

Department Head Signature

Background information on Item:

The county Paid Time Off (PTO) policy (Section 7 of the Policy and Procedures manual) awards PTO in increasing amounts for longevity and also has different accrual rates based on the position classification. Positions graded C43 and below accrue PTO at lower rates than positions graded at grade C51 and above.

The Classification System used by Springsted does not use the same Classification System. Rather than a letter and number designation, positions will simply have a number. The county should update the PTO policy prior to implementation of the new classification study.

Rather than relying on the grade of a position to mark the change in accrual, the county could consider whether the position was exempt from the Fair Labor Standards Act (FLSA) or covered by the FLSA. Positions that are covered by the FLSA are required to be paid overtime pay at time and one-half the regular rate for all hours worked beyond 40 in a week. Those positions which are exempt from the FLSA are not paid overtime. Federal criteria determine if a position is exempt and generally apply to executive, administrative, and professional employees.

Attached is a draft of the updated PTO policy along with a list of exempt non-union positions that would be impacted. Two employees would be affected by this change.

Action Requested:

Consider modifications to the PTO policy. If changes are made they could be effective the first full pay period in 2017 to allow payroll time to process the change in accrual rates.

Financial Impact:

Changing PTO Accrual Calculations based on FSLA Status

Position	Grade	FSLA Status	Current Rate Calc	Proposed Rate Calc	
County Administrator	E91	Exempt	1	1	
HHS Director	E82	Exempt	1	1	
Public Works/Co Engineer	E82	Exempt	1	1	
Land Services Director	E81	Exempt	1	1	
Chief Deputy Sheriff	D71	Exempt	1	1	
Chief Deputy County Attorney	D71	Exempt	1	1	
Assistant County Attorney	D61	Exempt	1	1	
CHS Manager/PH Supervisor	D61	Exempt	1	1	
Public Health Supervisor	C52	Exempt	1	1	
Jail Administrator	C52	Exempt	1	1	
IT Manager	C52	Exempt	1	1	Recent reclassification from C42 Calc 2
County Surveyor	C51	Exempt	1	1	
Land/Zoning Administrator	C51	Exempt	1	1	
Chief Deputy Auditor/Treasurer	C51	Exempt	1	1	
Human Resources Manager	C51	Exempt	1	1	Recent reclassification from B31 Calc 2
County Recorder	C43	Exempt	1	1	
Deputy Assessor	C43	Exempt	1	1	
Land and Resources Manager	C43	Exempt	1	1	
Veterans Service Officer	C42	Exempt	2	1	Increases PTO by 6 days
Assistant Jail Administrator	C41	Exempt	2	1	Increases PTO by 6 days
Office Manager-Sheriff	B24	Exempt	2	1	Increases PTO by 6 days

Accruals based on working 40 hours/week			
CALCULATION #1			
Paid Time Off Accrual (C51-E83)	Days per Month	Hours per Year	Weeks per Year
Date of Hire through Year 4	2.5	240	6
Start of Year 5 through Year 9	2.75	264	6.6
Start of Year 10 through Year 14	3	288	7.2
Start of Year 15 through Year 19	3.25	312	7.8
Start of Year 20 and beyond	3.5	336	8.4

Accruals based on working 40 hours/week-Calc #2			
CALCULATION #2			
Paid Time Off Accrual (A13-C43)	Days per Month	Hours per Year	Weeks per Year
Date of Hire through Year 4	2	192	4.8
Start of Year 5 through Year 9	2.25	216	5.4
Start of Year 10 through Year 14	2.5	240	6
Start of Year 15 through Year 19	2.75	264	6.6
Start of Year 20 and beyond	3	288	7.2



PINECOUNTY

Administrator's Office

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Pine City, MN55063
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

TO: Pine County Personnel Committee
FROM: David Minke, County Administrator
DATE: November 8, 2016
SUBJECT: Salaries for Elected Officers

Minnesota law places the authority to set the salaries for the elected offices of County Auditor-Treasurer, County Sheriff, and County Attorney with the County Board.

Below is the information from the Springsted study for these positions.

Position	Average Top	High Top	Current Pine	Recommended Pine
Auditor/Treasurer	85,568	105,771	87,000	90,000
County Sheriff	95,502	106,267	92,000	94,800
County Attorney	105,771	115,211	95,500	102,000

The recommended salaries are presented for discussion purposes. They are all below the top salaries and all but the Auditor/Treasurer is below the average top pay. It is noteworthy that the Pine County position is a combined Auditor/Treasurer position and some of the comparable positions are not. Also, the Pine County Auditor/Treasurer supervises Health and Human Services fiscal which is uncommon.

The committee should review and comment on the proposed salaries. Typically the county board takes action on these at the second meeting in December when it adopts the budget and property tax levy. The meeting this year will be December 20.



AGENDA REQUEST FORM

Date of Meeting: November 8, 2016

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___

Personnel Committee

Other _____

Agenda Item: Commissioner Compensation, Per Diems and Mileage Reimbursement for 2017 and Non-Union Pay and Health Insurance Contribution for 2017

Department: Administration

Department Head Signature

Background information on Item:

Each year, typically at the second board meeting in December, the County Board considers resolutions establishing County Commissioner compensation, per diems, and mileage reimbursement for the next year and any Cost of Living Adjustment (COLA) and/or market adjustments to non-union employee pay.

Commissioner Salary

Most counties in Minnesota pay all Commissioners the same amount. Some counties pay the Chair more than the other Commissioners in consideration of the additional duties of the Chair of the Board. Lake County, for example, provides an additional \$1,500. The 2016 Commissioner Salary is \$21,844.

Commissioner Per Diems

The resolution also indicates which meetings are eligible for per diem payments. For 2016, the per diem amount is \$100.

Mileage reimbursement

Mileage reimbursement for Commissioners and all employees is established as the IRS rate for business mileage. For 2016 that rate is \$0.54/mile.

Non-union Employee Cost of living and/or market adjustment

Annually the county board can set a COLA and/or market adjustment to the wage scale for non-union employees. Typically this adjustment is effective January 1st and adjusts the wage scale and the actual pay for each non-union employee. For 2017, most collective bargaining agreements provide a 1.5% COLA and a 1.5% market adjustment.

Non-Union Employee County Health Insurance Contribution

Annually the County Board establishes the amount the county will contribute towards health insurance for the upcoming year for non-union employees. This contribution is effective January 1, 2017.

Proposed county health insurance contribution amounts for 2017 are as follows:

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	\$ -

Action Requested:

Review the compensation-related items for 2017 and make any recommendations for the County Board to consider.

Financial Impact:

DJM/AKO