

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.