



GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

GOODHUE COUNTY PERSONNEL COMMITTEE

ADMINISTRATION CONFERENCE ROOM
GOVERNMENT CENTER, RED WING

FEBRUARY 19, 2019
8:00 A.M.

1. Request To Fill Accountant I - With Overlap

Documents:

[BOARD MEMO - REQUEST TO HIRE ACCT I 2.19.19 FINAL.PDF](#)
[REQUEST TO HIRE FORM - CM REPLACE.PDF](#)

2. HHS Replace Case Aide

Documents:

[REPLACEMENT - CASE AIDE 2-2018.PDF](#)

3. HHS Family Services Collaborative Coordinator

Documents:

[FAMILY SERVICES COLLABRATIVE COORDINATOR 2-2019.PDF](#)



Brian J. Anderson
Finance Director
Goodhue County Finance & Taxpayer Services

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509 W. Fifth St
Red Wing, MN 55066
Phone (651) 385-3043
Fax (651) 267-4878

TO: Personnel Committee
FROM: Brian J. Anderson, Finance Director
DATE: February 19, 2019
SUBJECT: Accountant I – Finance & Taxpayer Services
Request to Hire

Summary

Finance & Taxpayer Services (Finance) is seeking authorization to hire an Accountant I, to replace a retiring employee who holds the same title. To allow for a smooth transition and to provide training opportunities, Finance is requesting to hire the replacement to allow for an overlap of approximately two weeks with the existing staff person. Should this vacancy be filled by an internal Finance employee with the same title, Finance seeks approval to then fill that position.

Background

The Accountant I is responsible for the majority of processes related to paying external vendors, including paying invoices, processing purchasing card statements and year-end reporting. This position also plays a pivotal role in the administration of elections. With the addition of a presidential primary, the state's usual high voter turnout and significant required elections administration training, it is critical to fill this Accountant I position in a timely manner and provide the position with as much training as possible prior to election season.

Budget Impact

The Accountant I position is included in the 2019 budget, at the salary/benefits amount applicable to the current employee. The new employee will be hired at a lower starting wage which will provide some salary/benefit savings. The following table shows the estimated budget impact of this request for the two possible insurance coverage options:

GOODHUE COUNTY BOARD OF COMMISSIONERS

RONALD ALLEN
1st District
1713 Siewert Street
Red Wing, MN 55066

BRAD ANDERSON
2nd District
10679 375TH St. Way
Cannon Falls, MN 55009

BARNEY NESSETH
3rd District
41595 County 8 Blvd
Zumbrota, MN 55992

JASON MAJERUS
4th District
39111 County 2 Blvd.
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066

	Hourly Rate	Prorated Salary/Benefits (Single coverage for New)	Prorated Salary/Benefits (Family coverage for New)
Current	\$31.98 (Grade 82/Step 11)	\$29,528	\$29,528
New	\$22.81 (Grade 82/Step 1)	\$46,059	\$54,353
Total 2019		\$75,587	\$83,881
2019 Budget		\$85,273	\$85,273
(Over)/Under Budget		\$9,686	\$1,392

Recommendation

In order to continue our current level of service to the voters and taxpayers of the County, Finance recommends that the County Board approve the following:

- 1) Hiring of a replacement for the Accountant I position, with an approximate two week overlap with the current employee
- 2) Filling any vacancy created as a result of an internal hiring in item #1

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REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: Finance & Taxpayer services

Date: 2/7/2019

Submitter Name: Kelly Bolin

Position Title: Accountant I

Position Reports To: Kelly Bolin, Finance Controller

Has the job description been reviewed by the department head? Yes No

Type of Hire: Replacement (backfill) Replacing Who? Cyndee Marcus New Position

Classification: Full Time Part Time

Status: Permanent Temporary (67 day) Seasonal Intern - paid

How does Goodhue County staff in this position compare to similar sized counties?

The County is staffed at comparable levels, considering the department is responsible for all elections activity, in addition to accounting, finance and taxation duties.

BUDGET & SALARY INFORMATION

Budget Impact

For new positions, please indicate whether or not the position has been budgeted for the current year.

- Replacement position in budget
 New position in budget
 New position not in budget

Has this job classification been evaluated by the Hay Group?

Yes No

FLSA Status: Exempt (salaried) Non-Exempt (hourly)

Starting Pay Grade / Step: 82 / 1

Anticipated Benefit Cost: \$ 17,186

Use this link for help calculating salary & benefits:
[Total Comp & Benefits Calculator](#)

Total Cost*: \$ 64,631

Total Budgeted: \$ 85273

**Salary & Benefits*

ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc.

Because of election duties and separation of duties, full transfer of job duties to other staff is not feasible, as it would have an adverse impact on overtime costs and service levels to the public.

Job Posting Type: Internal only Internal & External

Advertising Requested:

- ADP Career Center (includes indeed.com) County website (includes Facebook & Twitter)
 Lake City Shopper/ Graphic Republican Eagle (includes JobsHQ online)
 Cannon Falls Beacon Zumbrota Shopper
 Assoc. MN Counties (AMC) website League of MN Cities (LMC) website

Other Advertising Requested: _____

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM

APPROVALS PAGE

Department: Finance & Taxpayer Services

Date: 2/7/2019

Submitter Name: Kelly Bolin

Position Title: Accountant I

Position Reports To: Kelly Bolin, Finance Contro

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: Approved by HR Director via email 2/13/19

HR Director Signature: _____

Date: _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: I would advertise in ADP, Indeed, AMC, and LMC.

County Administrator Signature: Scott Arneson

Digitally signed by Scott Arneson
Date: 2019.02.12 17:20:47 -06'00'

Date: 2/12/19

After final determination is made, this form should be sent to:

Person/ Department	Date & Initial	Method
<input type="checkbox"/> Human Resources Director	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice
<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice



Goodhue County Health and Human Services

DATE: February 14, 2019

TO: Goodhue County Personnel Committee

FROM: Nina Arneson, HHS Director

RE: **Case Aide Replacement – Social Services Division – Adult Services**

BACKGROUND:

The Goodhue County Health and Human Services Social Services Team has a Case Aide who will be retiring effective May 2, 2019. This will create a Case Aide vacancy.

The Case Aide performs a variety of tasks to support individuals requesting a Rule 25 (Chemical Dependency) Assessment and making sure they receive this service in a timely fashion. This position also completes necessary documentation to determine eligibility for Chemical Dependency Consolidated Funds. Additionally, this position has a lot of contact with community providers, individuals and families and helps navigate the process for those seeking chemical dependency treatment.

This position has been at 0.75 FTE and we would respectfully request it increase to 1.0 FTE. This would give additional support to Case Managers in the entire Adult Services Unit and increase efficiency, allowing Case Managers to focus on other tasks to potentially increase revenue.

As HHS continues to look at the needs of the agency we are forming a Support Staff Team instead of each division having their own support staff. By having a Support Staff Team the Support Lead knows what each staff's duties are, who backs them up and who needs help, which will make HHS more efficient and productive. Increasing this position to 1.0 FTE is part of this succession plan to fully utilize our support staff where needed in the agency.

The current rate of pay for the retiring County Agency Case Aide is \$ 28.75 per hour. The starting pay (step 1) for a Case Aide position is \$ 20.65 per hour.

Case Aide	2019 Single Health step 1	2019 Family Health step 1	Current Case Aide
Rate	\$20.65	\$20.65	\$28.75
Gross	\$42,952.00	\$42,952.00	\$44,850.00
PERA/FICA/Medicare/Life	\$8,291.00	8,291.00	
Health Coverage/H.S.A.	\$10,638.00	\$23,426.00	
	\$61,881.00	\$74,669.00	

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Moving forward immediately to post for 1 Case Aide (1 FTE) utilizing the MN Merit system. This posting would be for internal and external candidates. If an internal candidate is selected then move forward immediately to back fill that position until an external candidate has been hired to finish the process.
2. Hire after GCHHS Board's review and approval.



Goodhue County Health and Human Services

DATE: February 14, 2019

TO: Goodhue County Personnel Committee

FROM: Nina Arneson, HHS Director

RE: **NEW Provisional Position – Family Services Collaborative (FSC) Coordinator**

BACKGROUND:

In 1993, the Minnesota State Legislature created the Family Services Collaborative and Children's Mental Health Collaborative structure to offer an innovative way for counties to address the complex needs of children in their counties. The legislature also provided \$8 million in funding to establish these local collaborative initiatives to better the lives of children and their families by encouraging the integration and reform of services. Collaboratives participate in the Local Collaborative Time Study (LCTS) to collect money, and in turn, these funds are used to address service needs in the community.

The Goodhue County Family Services Collaborative (FSC) includes membership from school districts, local mental health agencies, Three Rivers Community Action Program, GCHHS, the United Way, law enforcement, and Goodhue County Court Services. The Goodhue County FSC has historically used LCTS funds to enhance mental health services in schools. In the early 2000s, some concerns were raised at the state level about how FSC funds had been spent, and a few collaboratives in the state had to pay back some funds. The Goodhue County FSC began saving a fund balance in order to have enough reserves to pay back funds if needed, while maintaining services. This fund balance has increased to nearly \$400,000, and it appears that the issues leading to some collaboratives needing to repay funds has been resolved. These have been confirmed by a state audit.

The FSC has identified priority service gaps for mental health services including mental health education, mental wellness, and access mental health services. In order to address these gaps, the FSC has decided to hire a coordinator, utilizing the FSC fund balance to fully fund this position.

Under the direction of the Family Services Collaborative Steering Committee, the purpose of this position is to coordinate various children's and family mental health initiatives and interventions in Goodhue County. These initiatives include, but are not limited to, Adverse Childhood Experiences (ACEs) training, Mental Health Coalition, and Psychological First Aid. This position will assist in the administration of the Family Services Collaborative, and will seek and apply for grants to further mental health programming efforts for children and/or families. This position provides public health expertise to community organizations for development of data-driven, evidence-based policies.

Goodhue County Health and Human Services would provide administrative supervision and oversight to the FSC coordinator, who would be hired under the job description of Public Health Educator. This provisional position would be fully funded by the Family Services Collaborative for two years. The goal would be for the FSC to locate additional funds, through a combination of grants and additional FSC funds, so that the position could continue on a provisional basis as long as this outside funding is available. Goodhue County HHS would provide in-kind support in the form of office space and administrative supervision. The starting pay (step 1) for a Public Health Educator position is \$26.11 per hour.

Public Health Educator	2019 Single Health step 1	2019 Family Health step 1
Rate	\$26.11	\$26.11
Gross	\$54,309.00	\$54,309.00
PERA/FICA/Medicare/Life	\$8,291.00	8,291.00
Health Coverage/H.S.A.	\$10,638.00	\$23,426.00
	\$73,238.00	\$86,026.00

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Moving forward immediately to post for 1 Public Health Educator (1 FTE) utilizing the MN Merit system. This posting would be for internal and external candidates. If an internal candidate is selected then move forward immediately to back fill that position until an external candidate has been hired to finish the process.
2. Hire Public Health Educator after GCHHS Board's review and approval.