



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

**SEPTEMBER 15, 2020
8:00 A.M.**

1. VIRTUAL MEETING NOTICE

"Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02 are not practical or prudent. Therefore, meetings that are governed by Open Meeting Law will temporarily be conducted by telephone or other electronic means pursuant to Minn. Stat. 13D.021."

"The Goodhue County Personnel Committee will be conducting a meeting pursuant to this section on September 15, 2020 at 8:00 a.m. The Personnel Committee members and presenters attending will appear by telephone or other electronic means. The public may monitor the meeting from a remote site by logging into [HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/302211973](https://global.gotomeeting.com/join/302211973) or calling 1 877 309 2073 any time during the meeting." Access Code: 302-211-973

2. Human Resources Request For Summer Help 2021.

Documents:

[9.15.20 SUMMER STUDENT BOARD REPORT.PDF](#)

3. HHS Reclassification Request

Documents:

[SHIP GRANT RECLASSIFICATION REQUEST.PDF](#)

4. Public Works Staffing Needs.

Documents:

[PUBLIC WORKS STAFFING NEEDS.PDF](#)



Melissa Cushing
Goodhue County Human Resource Director
Goodhue County

Melissa.cushing@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Office (651) 385.3031
Fax -- (651) 267.4872

TO: Goodhue County Commissioners
FROM: Melissa Cushing, Human Resource Director
DATE: September 15, 2020
RE: Human Resource Summer Student

Summer 2020, Administration and Human Resource was fortunate to have a summer intern partially funded by the Southeast Service Co-op. He was able to help with many things to do with the COVID pandemic. He also assisted with organizing the personnel policy updates.

The differences between a Summer Intern and a Summer Student are vast. When the County hires a Summer Intern, the County has a responsibility to teach Interns and assist their learning process. Some school programs require the Intern to submit a paper after the internship is completed and require the County to submit information about what the Intern learned over the summer in order for the Intern to fulfill college requirements.

Summer Students, on the other hand, gain general work experience, earning valuable income and hopefully, learn something in the process. Summer students can often do job tasks that do not require an educational component required by an organization of higher learning. These tasks could include filing, organizing and data entry. While performing these duties, the Summer Student will gain valuable experience but are not expected to learn job skills related to their education.

While the 2020 Summer Intern in Administration and Human Resources was a valuable asset, we had several projects that were not completed because they did not fit the educational element required for the internship.

We are asking to hire a Summer Student in Human Resources for the 2021 summer season. This Summer Student would assist with day-to-day work that is not being completed due to the new initiatives and increased workload of the Human Resource staff.

Every year, Human Resource takes on new projects and initiatives. For example, in 2020, we have been heavily involved in the COVID pandemic including writing the Preparedness Plan, assisting departments when an employee has an exposure,

"To effectively promote the safety, health, and well-being of our residents"

working through new expectations for employees, increased telecommuting issues, implementing and administering new paid leave programs required by the federal government, researching the payroll holiday, open enrollment during a pandemic, biometric testing during a pandemic and the list goes on and on. In addition to these new duties, Human Resources is busy getting ready for open enrollment with all new vendors except health insurance. This, by itself, is a daunting process but when you add all the other new duties, the department struggles to keep up with the day-to-day duties.

The past few years, there is always something new that is added to the Human Resource department duties. If we are not struggling with the COVID pandemic, there is something else that requires research, decision making and assistance.

The Summer Student would help Human Resource employees with scanning and filing, organization, clerical duties for onboarding, set up interviews, rejection letters after interviews, Wellness Committee and Safety Committee projects and biometric testing help with coordination. These are just some of the duties the Summer Student would help with.

The Summer Student would earn \$13.00 per hour per the Board’s resolution. The total cost for the Summer Student is as follows:

Gross Wages	Social Security	Medicare	Total Wages & Benefits
\$7,904.00	\$490.05	\$114.61	\$8,508.66

The Summer Internship program ended through the Southeast Service Co-op in 2020 so those dollars are not available. If there are no arbitration cases in 2021, there might be dollars in the Human Resource budget to cover a portion of these costs.

We request the Board allow Human Resource to hire a Summer Student for 2021.



Goodhue County
Health and Human Services

Public Health Division

DATE: September 10, 2020
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: **SHIP Grant – Live Well Goodhue County Reclassification Request**

BACKGROUND:

The GCHHS Public Health Division, Healthy Communities Unit operates a 100% Minnesota Department of Health (MDH) Statewide Health Improvement Partnership (SHIP) grant funded program called [Live Well Goodhue County](#). The program's mission is to improve the health of our residents by making it easier to be active, eat nutritious foods and live tobacco-free.

Live Well Goodhue County has been led by a GCHHS employee classified as a Planner and the same employee has served in this position from 2013. The Planner classification was chosen because this employee oversaw contractors for services such as assessments, evaluations, and communications.

In January 2019 GCHHS received approval from the personnel committee and Minnesota Department of Health (MDH) to reduce the Planner position from 1.0 FTE to 0.5 FTE (effective May 2019) and a new 1.0 Public Health Educator was hired to serve as a co-coordinator (started April 2019). These staffing changes were possible in part because of reductions in outside contracted services. Most services previously contracted are now performed internally by GCHHS staff. At this time, we have come to the conclusion that our Planner and Public Health Educator, serving as Live Well Goodhue County co-coordinators, are doing essentially similar job duties and responsibilities that fit best in the Public Health Educator classification.

Currently our 0.5 FTE Planner has announced a retirement date of December 31, 2020, and based on the above reasons we request to reclassify this position as a Public Health Educator.

This request is to a lower classification. The current, retiring planner is at step 6 at \$32.97. The Public Health Educator range is \$26.83 - \$41.70.

We recommend a transfer of duties for the current 1.0 FTE Public Health Educator to the 0.5 FTE Public Health Educator position (current, retiring planner position).

We then request to hire a 1.0 FTE Public Health Educator to replace this position. This maintains the same 1.5 FTE level of staffing and both positions continue to be provisional and 100% covered by the SHIP grant.

The current rate of pay for our Public Health Educator is \$28.00 per hour and will continue at this rate at 0.5 FTE. The starting pay (step 1) for a Public Health Educator position is \$26.83 per hour.

These are both provisional positions covered entirely by the SHIP grant from MHD. These grant revenues and costs are included in GCHHS 2020 approved budget. These changes will not result in County levy increase.

RECOMMENDATION:

The GCHHS Department recommends approving the following:

1. Reclassify the 0.5 FTE Planner position as a 0.5 FTE Public Health Educator position.
2. Transfer other employee from 1.0 FTE Public Health Educator position to 0.5 FTE reclassified Public Health Educator position. (Effective after a new 1.0 FTE Public Health Educator is hired, thus maintaining overall same 1.5 FTE level of staffing.)
3. Move forward immediately to post for 1 Public Health Educator (1.0 FTE) backfill the 1.0 FTE Public Health Educator position, 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.
4. Hire Public Health Educator after GCHHS Board's review and approval.



Greg Isakson, P.E.
Public Works Director/County Engineer
Goodhue County Public Works Department

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Personnel Committee
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 15 Sep 20 Personnel Committee
Hire Project Engineer, revise Administrative/Accounting Assistant Responsibilities, and Hire an Administrative Support Specialist.

Date: 08 Sep 20

Summary

Request the County Board authorize hiring a Project Engineer, revise the Administrative/Accounting Assistant's responsibilities, and hire an Administrative Support Specialist. This staffing request is based on an increase in construction project funding and park development activity, along with the need to begin Succession Planning to replace the inevitable retirement of your Public Works Director / County Engineer.

Background

As discussed at a Committee of the Whole on 04 Aug 20, the Road and Bridge construction program has increased significantly since the adoption of the Local Optional Sales Tax. Park system development has also increased since master plans were developed for the two County parks, while the Department's staffing level has slowly dwindled over the years.

Hire a Project Engineer: The three Assistant County Engineers plus another manager position that once existed in the department have been reduced to one Assistant County Engineer. The Engineer Technician staff has also been reduced, while the Road and Bridge construction program has increased by 87% in the past five years. There simply are not enough staff to deliver the program.

Succession Planning is a process that will take several years to accomplish. The plan is to hire a Project Engineer who is either a Professional Engineer, or will be eligible to take the test with a bit more experience. This new employee will assist the Assistant County Engineer to deliver the road and bridge construction and inspection program. This person will work with the Engineering Technicians and the Assistant County Engineer to learn how the Department operates, who does what, and how projects are developed from a concept to a finished project. With time, this individual will begin to get involved and take additional ownership of the duties of the Assistant County Engineer as his/her knowledge of and proficiency in performing the practices and procedures of the Department increases.

During this period, the Assistant County Engineer will continue performing his currently assigned duties, mentor the Project Engineer and begin involvement in more of the duties of the Public Works Director/County Engineer. The Public Works Director/County Engineer will continue to perform his current duties, mentor the Assistant County Engineer in the Public Works Director/County Engineer duties, and assist in the mentoring of the new Project Engineer. Both the Public Works Director/County Engineer and Assistant County Engineer hopefully will complete numerous projects and tasks that have been on the 'to do' list but have not been started, much less completed, due to a lack of time.

Without hiring a project engineer in the near future and before your Public Works Director/County Engineer retires, there will not be sufficient time for the Assistant County Engineer, existing employees whose responsibilities would change, or any new employee to get up to speed in their duties before they are expected to complete them. This scenario would result in a major backlog of tasks to be completed while the existing and any new employees are trying to figure out what they need to do, how and when to do those tasks, and it would be very disruptive to the Department and the County as a whole.

If the Succession Planning works as contemplated, consideration should be made to replace the Project Engineer once the Public Works Director/County Engineer retires to continue delivering the Road and Bridge construction program.

Revise the Administrative/Accounting Assistant's responsibilities and hire an Administrative Support Specialist: Prior to 2010, the Department had three Administrative staff consisting of the Accountant, Administrative/Accounting Assistant, and a Senior Administration position. The Senior Administrative employee retired under the early retirement program in 2010 which did not allow replacing any of the retiring employees. Unfortunately, this retirement program did not consider the fact that an employee's duties did not retire with that employee. The Department has been under staffed ever since and this under staffing issue has been exacerbated since new park activities materialized.

The duties of Park Management were assigned to one of the original three Assistant County Engineers. There was little activity in this area for the first few years after his retirement and responsibility for this work was somewhat in limbo. When the Greater Minnesota Parks and Trails Commission was created and park master plans became a conduit for funding, the Administrative/Accounting Assistant stepped forward and took on these master planning duties for both Byllesby Park and the newly created second park now known as the Neilson Memorial Preserve.

With the pavilion and modern restroom project at Byllesby Park receiving a state grant for construction, and the Neilson Memorial Preserve Master Plan in need of revisions, there is an abundant amount of park-related work that needs to be completed in the near future. The grant funded pavilion and modern restroom project is paramount and must be delivered if the County wishes to be considered for future funding. Additionally, the County must work with the Greater Minnesota Regional Parks and Trails Commission to revise the Neilson Memorial Preserve Master Plan to reach a High Regional Ranking if the County Board is interested in making this park eligible for grant funding.

The new Administrative Support Specialist will be assigned first point of contact, data processing for payroll, accounts payable, accounts receivable, inventory withdrawal, permit processing and tracking, file organization and maintenance, and many of the general office support duties that are currently performed by the Administrative/Accounting Assistant.

"To effectively promote the safety, health, and well-being of our residents"

With the above duties transferred to the Administrative Support Specialist , the Administrative/ Accounting Assistant will have time to work on the following activities: cross-training with the Highway Accountant, park planning, park grant applications, regional designation for Nielsen Memorial Preserve, parks and trails budgeting, trail land acquisitions, park natural resources management, developing joint programs with Dakota County (such as reservations, maintenance, etc.), and/or coordination of park programming and development with community organizations.

Currently, Parks and Trails duties make up 15% of the Administrative/Accounting Assistant job description. Working on delivering the pavilion and modern restroom project alone will likely consume all of this employee's allotted time for Parks and Trails and leaving little to none available for the other Parks and Trails tasks mentioned above without changing this job description and hiring an Administrative Support Specialist.

Funding: The Public Works budget contains \$200,000 for additional consultant fees that will be required to deliver the approved Road and Bridge Construction Program. These funds could be used to hire both a Project Engineer and an Administrative Support Specialist in lieu of hiring consultant(s) to assist on the design of highway projects.

Alternatives

- Hire a Project Engineer, or
- Cripple the efficiency of the office with a lack of management when the Public Works Director/County Engineer retires.

- Revise the Administrative/ Accounting Assistant job description and hire an Administrative Support Specialist, or
- Accept the fact that little additional progress will be made improving the County Park and Trail systems.

Recommendations

It is the recommendation of staff that the County Board modify the Public Works budget as mentioned above, hire a Project Engineer revise the Administrative/ Accounting Assistant job description and hire an Administrative Support Specialist in early 2021.

It is further recommended that if the Succession Planning works as contemplated, the Board should consider replacing the backfilling the Project Engineer once the Public Works Director/County Engineer retires.