



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

JANUARY 19, 2021
7:30 A.M.

1. VIRTUAL MEETING NOTICE

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 January 19, 2021 at 7:30 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/782073757](https://global.gotomeeting.com/join/782073757) or calling 1 866 899 4679 any time during the meeting." Access Code: 782-073-757

2. Request To Replace Highway Maintenance Worker.

Documents:

[REPLACE HWY MAINT WORKER.PDF](#)

3. HHS Replacement Request

Documents:

[REPLACEMENT REQUEST - WAIVER NURSE OR CARE COORDINATOR.PDF](#)



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: 19 Jan 21 County Board Meeting
Highway Maintenance Worker Position

Date: 13 Jan 21

Summary

It is requested that the County Board authorize the replacement (backfill) of a retiring Highway Maintenance Worker.

Background

An existing Highway Maintenance Worker with over 19 years of experience has submitted his notice of retirement effective March 12, 2021.

The determining factor for the size of the highway maintenance crew is the snow and ice removal level of service provided for during the winter season. The number of equipment operators defines the number of routes, which impacts the length of the plow routes and the time it takes to service the system as a whole.

The highway maintenance workers perform highway maintenance functions throughout the year which include crack filling and washing corrosive salt from expensive bridges in the spring, mowing highway shoulders to improve visibility of animals before they dart across the road, clearing intersection site corners so vehicles can see each other, repairing bituminous surface failures, repairing drainage failures in the road ditches, regrading the County's gravel roads, and dozens of other maintenance activities to preserve the large investment made in grading and paving the highway system. They also maintain the county parks and the public works equipment. A preliminary list of maintenance tasks to be performed this summer is attached.

This is a request to replace an existing employee, so there will be no additional funds required to grant this request. The new employee will be hired at a lower starting wage, providing savings for the County.

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

The replacement of this retiring employee will allow the County to continue the current level of service in providing a safe highway system and maintaining the County's assets.

Alternatives

- Authorize hiring a Highway Maintenance Worker to replace the current (soon to be retired) employee.
- Take no action, drop the existing level of service, and allow the backlog of highway maintenance work to continue to grow.

Recommendations

It is the recommendation of staff that the County Board authorize the hiring of a Highway Maintenance Worker to continue the current level of service maintaining the County's roads and bridges, equipment, and parks.



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

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

Type of Hire: Replacement (backfill) Replacing Who? _____ 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?

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: _____ / _____

Anticipated Benefit Cost: \$ _____

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

Total Cost*: \$ _____

Total Budgeted: \$ _____

*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.

Job Posting Type: Internal only Internal & External

Advertising Requested:

- | | |
|--|---|
| <input type="checkbox"/> ADP Career Center (includes indeed.com) | <input type="checkbox"/> County website (includes Facebook & Twitter) |
| <input type="checkbox"/> Lake City Shopper/ Graphic | <input type="checkbox"/> Republican Eagle (includes JobsHQ online) |
| <input type="checkbox"/> Cannon Falls Beacon | <input type="checkbox"/> Zumbrota Shopper |
| <input type="checkbox"/> Assoc. MN Counties (AMC) website | <input type="checkbox"/> 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: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: _____

HR Director Signature: _____ Date: _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: _____

County Administrator Signature: _____ Date: _____

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

2021 GENERAL MAINTENANCE TASK LIST

- mowing top cut = COMPLETED
- | | |
|---|---|
| <input type="checkbox"/> mowing full cut | <input type="checkbox"/> bring in shoulders with disc TBD in Spring |
| <input type="checkbox"/> #1 ditch and fix culvert by 85th Ave | <input type="checkbox"/> #7 clean out by box culverts North of Welch |
| <input type="checkbox"/> spot shoulder | <input type="checkbox"/> #8 rip rap from #57 to #1 |
| <input type="checkbox"/> spot rock roads | <input type="checkbox"/> #20 Ditching |
| <input type="checkbox"/> #53 ditching by Schwartahls | <input type="checkbox"/> #9 repair curb |
| <input type="checkbox"/> repair guard rails #18 | <input type="checkbox"/> #55 ditching South side of #60 |
| <input type="checkbox"/> shoulder #2 from #9 to #16 | <input type="checkbox"/> #51 ditching |
| <input type="checkbox"/> Vac out catch basins | <input type="checkbox"/> Curb Section clean out catch basins multiple areas |
| <input type="checkbox"/> #30 slope repair East of #1 | <input type="checkbox"/> #16 Tile wet spot into catch basin |
| <input type="checkbox"/> #46 clean ditches | <input type="checkbox"/> #14 Ditching |
| <input type="checkbox"/> Shoulder #2 #5 #16 #4 #9 #10 with millings | <input type="checkbox"/> #24 cut trees from #52 to Oxford bridge |
| <input type="checkbox"/> Spray for Wild Parsnip | <input type="checkbox"/> #10 cut trees by #43 |
| <input type="checkbox"/> #48 curb repair | <input type="checkbox"/> ROW marking #14 |
| <input type="checkbox"/> paint stop aheads, RR crossings, cross walks | <input type="checkbox"/> ROW marking #16 |
| <input type="checkbox"/> cleanup rock in rock cuts #2, #5, #14,#21#7 | <input type="checkbox"/> #1 and 90th ditching |
| <input type="checkbox"/> sweep pavement | <input type="checkbox"/> take down seal coat signs |
| <input type="checkbox"/> sweep and wash bridge decks | <input type="checkbox"/> cut rumble strips |
| <input type="checkbox"/> #53 reshape ditch and reseed | <input type="checkbox"/> spray guardrail roundup |
| <input type="checkbox"/> shoulder #9 from HWY #56 to Dennison | <input type="checkbox"/> spray small trees county wide |
| <input type="checkbox"/> new street signs | <input type="checkbox"/> spray medians for weeds |
| <input type="checkbox"/> install seal coat signs | <input type="checkbox"/> burn on #12 and #45 and #7 |

CRACK SEALING

- | | |
|---|--|
| <input type="checkbox"/> #1 from #9 to #52 | <input type="checkbox"/> #2 from #5 to #9 |
| <input type="checkbox"/> #1 from #51 to #8 | <input type="checkbox"/> #40 |
| <input type="checkbox"/> # 1 from #66 to #53 | <input type="checkbox"/> #17 |
| <input type="checkbox"/> #11 from PI to #57 | <input type="checkbox"/> #1 from #60 to county line |
| <input type="checkbox"/> #12 - TH 57 to #10 | <input type="checkbox"/> #7 from #9 to #1 |
| <input type="checkbox"/> #18 from #61 to #19 | <input type="checkbox"/> #5 from #2 to Lake City |
| <input type="checkbox"/> #20 - #24 to 2100' north | <input type="checkbox"/> #9 Sogn to #7 |
| <input type="checkbox"/> #24 - Bridge 25554 to #25 | <input type="checkbox"/> #18 from Sturgeon Lake to Dakota line |
| <input type="checkbox"/> #5 from #58 to #2 Blow and Go | <input type="checkbox"/> #27 |
| <input type="checkbox"/> #2 from #61 to #61 Blow and Go | <input type="checkbox"/> #8 from #1 to HWY #19 |

MASTIC ONE LEVELING MASTIC

- | | |
|--|---|
| <input type="checkbox"/> #7 from #1 to HWY #52 | <input type="checkbox"/> #56 |
| <input type="checkbox"/> #53 - remainder | <input type="checkbox"/> #22 |
| <input type="checkbox"/> #11 from Mazeppa to P.I | <input type="checkbox"/> #50 from #7 to #52 |
| <input type="checkbox"/> #17 | <input type="checkbox"/> #30 from #57 to #1 |
| <input type="checkbox"/> #24 from #9 to C.F. | <input type="checkbox"/> |

BLACKTOP REPAIR

- #50 from #7 to #52
- blade in patches on #4 , #2 , #53
-
-

CULVERTS & BRIDGES

- | | |
|---|--|
| <input type="checkbox"/> Richard Miller #25 new culvert | <input type="checkbox"/> #7 clean out inlet ,outlet and extend box |
| <input type="checkbox"/> #7 extend culverts and ditch 352nd | <input type="checkbox"/> #46 clean out box STS |
| <input type="checkbox"/> #14 bridge deck | <input type="checkbox"/> #44 36 inch culvert repair 52 feet |
| <input type="checkbox"/> #8 South of #1 clean out pipe | <input type="checkbox"/> #11 Clean out 1 sect. of cattle pass, relay apron |
| <input type="checkbox"/> #7 North of Vasa reshape ditch | <input type="checkbox"/> #12 and 50th ave |
| <input type="checkbox"/> #44 replace cuvert by 66th Ave. | <input type="checkbox"/> #11 and 75th ave |
| <input type="checkbox"/> Brige clean out after surveys | <input type="checkbox"/> #51 and 325th st |
| <input type="checkbox"/> #62 clean out trees under bridge | <input type="checkbox"/> #2 clean under bridge Wells Creek |
| <input type="checkbox"/> #7 - patch bridge decks | <input type="checkbox"/> #5 culvert ext. by s curves |
| <input type="checkbox"/> #11 by Lexy Lane 21" apron | <input type="checkbox"/> #17 clean out culvert by Coyote |
| <input type="checkbox"/> #7 ditching and tree trimming from Vasa to Welch | |

GRAVEL ROADS MINIMUM REGRADE

- | | |
|--|--|
| <input type="checkbox"/> #17 | <input type="checkbox"/> #47 - from 380th to 390th |
| <input type="checkbox"/> #46 by both curves | <input type="checkbox"/> #44 by #14 |
| <input type="checkbox"/> #49 West of HWY #56 | <input type="checkbox"/> |

GRAVEL ROAD MAINTENANCE

- | | |
|---|---|
| <input type="checkbox"/> #42 lay out water and roll | <input type="checkbox"/> #52 lay out water and roll |
| <input type="checkbox"/> #45 lay out water and roll | <input type="checkbox"/> |
| <input type="checkbox"/> #46 lay out water and roll | <input type="checkbox"/> #55 lay out water and roll |
| | <input type="checkbox"/> |

BYLLESBY PARK

- Replace volleyball sand
- Spray noxious weeds
- wood chips in play ground
- put in/pull out docks
- clear brush along property limits
-
-

NIELSEN MEMORIAL PRESERVE

- cut and spray Buckthorn
- build parking lot
- Build trails
- more signs



odhue County
Health and Human Services

426 West Avenue
Red Wing, MN 55066
(651) 385-3200 • Fax (651) 267-4882

DATE: January 13, 2021
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: **Replacement Request - Public Health Nurse (PHN)/Registered Nurse (RN)/Care Coordinator - 1 FTE**

BACKGROUND:

Goodhue County Health and Human Services is requesting to fill a Public Health Nurse (PHN)/Registered Nurse (RN)/Care Coordinator position within our Public Health – Waiver and South Country Health Alliance Team.

On May 28, 2021, a Registered Nurse will retire after 14 years of service with Goodhue County. This RN is currently working at .8 FTE.

The position of RN currently works with South Country Health Alliance (SCHA) members. This position requires a professional to assist members in managing their care. This professional connects with members, completes health risk assessments and then connects the member with services needed within our community. Some services include establishing a primary care doctor, finding a dentist, and transportation to medical appointments. This professional follows up with members after hospitalizations to offer services that can keep members in their homes longer. Strong waiver case management and care coordination can mean the difference between living in the community versus living in the nursing home. Having our citizens living in the community with support and/or services offers a great cost reduction over hospitalizations and nursing home placements. This professional assesses SCHA members that do live in the nursing home to ensure their needs are met and to offer referrals to move out of long-term care and into the community if the member so chooses.

After years of service, this RN has taken on other roles in the division including Under 65 year old screens in the nursing home and under 18 year old PCA assessments. Both of these assessments require a MNCHOICES certified assessor certificate to conduct. With rising caseloads on the Waiver and South Country Health Alliance team, it is necessary for this position to take on additional duties to manage the workload. The under 65 waiver programs caseloads have grown to an average of 72. The average caseload size of other counties is 50-55. To meet some of these workload demands, it is necessary to replace this position with 1 FTE.

During the COVID-19 pandemic, our agency has relied heavily on the Waiver and South Country Health Alliance team staff to assist with planning, contract tracing, and now vaccine mass dispensing.

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of Individuals, Families and Communities!
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This has placed a strain on this team's ability to manage the ongoing workload to ensure health and safety needs are met for our most vulnerable populations. One member of the Waiver and SCHA team is the back-up DP&C worker. With the recent retirement of the long-term DP&C worker, this Registered Nurse has been needed to cover also some of those duties. Due to the current circumstances with COVID-19, we request this position be filled prior to the May 28, 2021 retirement date to offer time for training and to utilize this new staff person during our current staff shortage.

This position can be replaced with a Registered Nurse, Public Health Nurse, or Care Coordinator. SCHA and Department of Human Services requires counties to have a multi-disciplinary team including nurses and Social Workers/Care Coordinators. Posting this replacement as a Registered Nurse, Public Health Nurse or Care Coordinator opens the prospective pool of candidates.

The current rate of pay for the RN being replaced is \$44.68 per hour. The starting pay (step 1) for a PHN position is \$ 27.50 per hour. These costs have been figured in our 2021 budget. With the increase from .8 FTE to 1 FTE there will not be a budget increase or levy increase. This position is partially funded with Waiver Management Case work and Social Services Time Study (SSTS) work.

	2021 1 FTE 2080 HRS	2021 .80 FTE 1664 HRS	2021 1 FTE 2080 HRS
Public Health Nurse	step 1 PHN	Current RN	Current RN
Rate	\$27.50	\$44.68	\$44.68
Gross	\$57,200.00	\$74,348.00	\$92,935.00
PERA/FICA/Medicare/Life	\$8,721.00	\$11,318.00	\$14,134.00
	\$65,921.00	\$85,666.00	\$107,069.00
Hourly Rate that includes Benefits	\$31.69	\$51.48	\$64.34
Wages + Benefits less Health	\$65,921.00	\$85,666.00	\$19,745.00
	.80 FTE		
If begin Step 1 PHN \$27.50; (1 FTE 2080 hours) would take 6 years (step 7) to get equivalent current cost of \$85,666 (wages & benefits less health insurance of current RN @ (.80 FTE 1,664 hours))			
If begin Step 2 PHN \$28.68; (1 FTE 2080 hours) would take 5 years (step 7) to get equivalent current cost of \$85,666 (wages & benefits less health insurance of current RN @ (.80 FTE 1,664 hours))			

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Move forward immediately to post for 1 Public Health Nurse (PHN)/Registered Nurse/Care Coordinator (1 FTE) utilizing the MN Merit system with hiring at step 1 or step 2. 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.