



Tom Day  
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TO: Honorable County Commissioners

FROM: Tom Day

DATE: Wednesday, June 26, 2024

RE: Approve Memorandum of Agreement with LELS 78 – Programs Coordinator

Earlier this year we reviewed the ADC Programs Director job description. Historically this position had several direct reports to help them manage the work. More recently, however, this position has been able to fulfill the duties of the position without the need for additional staff other than working with the detention deputies.

The job description was changed to ADC Programs Coordinator and was moved from an exempt position to non-exempt. DDA reviewed the position and maintained the Grade 109 classification.

With the position now being a promotional position for a deputy, but not to the Sergeant level, there is a need to place this position into LELS 78.

Attached is the MOU that addresses this in the CBA (collective bargaining agreement) along with the promotion language we have been using in the other LELS MOUs.

We recommend approval of this Memorandum of Agreement.

**LETTER OF UNDERSTANDING  
BETWEEN  
GOODHUE COUNTY  
AND  
LAW ENFORCEMENT LABOR SERVICES, INC. #78**

This Letter of Understanding is entered into between Goodhue County (hereinafter EMPLOYER) and Law Enforcement Labor Services, Inc. #78 (hereinafter LELS #78)

WHEREAS the EMPLOYER and LELS #78 are parties to a collective bargaining agreement; and

WHEREAS the parties have expressed a desire to add the position of ADC Programs Coordinator to LELS #78, and

WHEREAS the parties have expressed a desire to modify the procedure for promoting a detention deputy to the position of ADC Programs Coordinator, and

WHEREAS the ADC Programs Coordinator has been evaluated at a grade 109, and

WHEREAS the ADC Programs Coordinator position provides an additional opportunity for growth and career advancement;

NOW, THEREFORE, the parties have executed this Letter of Understanding, as follows:

1. ARTICLE 26 Shall be amended as follows:

**ARTICLE 26 – WAGES**

Employees shall be paid in accordance with Appendix A Salary schedule attached hereto and made a part of this AGREEMENT. Dispatchers and Detention Deputy will be in grade 108 and ADC Programs Coordinator will be in grade 109.

An employee promoted to the ADC Programs Coordinator position will be placed at a step on the promoted position pay grade equal to or greater than 4% above their current pay step on the Detention Deputy pay scale rate.

2. This Letter of Understanding shall remain in effect until December 31, 2025, or until a successor collective bargaining agreement or Letter of Understanding is reached.
3. This Agreement represents the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, by signing below the parties have indicated their agreement to the conditions set forth above.

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Todd Greseth, County Board Chair    Date

    06-20-2024  
\_\_\_\_\_  
Jeff Giles, LELS #78    Date

\_\_\_\_\_  
Scott Arneson, Administrator    Date

\_\_\_\_\_  
LELS #78    Date