



GOODHUE COUNTY MINNESOTA

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

GOODHUE COUNTY PERSONNEL COMMITTEE

**KENYON CITY HALL
709 SECOND STREET
KENYON, MN**

**MAY 7, 2019
8:15 A.M.**

1. Veteran's Service Officer Replacement

Documents:

[VSO REPLACEMENT.PDF](#)

2. HHS-Provisional Grant- Benefit Request

Documents:

[PROVISIONAL GRANT - BENEFIT REQUEST - 4-10-2019.PDF](#)

3. County Assessor

Documents:

[COUNTY ASSESSOR HIRING MEMORANDUM.PDF](#)



Scott O. Arneson
County Administrator
Goodhue County

509 W. Fifth St.
Red Wing, MN 55066
Office (651) 385.3001
Fax (651) 267.4873

To: Goodhue County Board of Commissioners

Re: Replacement of Veteran's Service Officer

Date: April 24, 2019

Goodhue County Veteran's Service Officer, Robby Robinson's last day of employment is May 2, 2019. This position currently also acts as the County's Legislative Liaison, is in charge of Risk Management, and serves as the department head for the County Extension Office. Compensation for this position is at a grade 88 on the county pay scale with health care benefits as listed below:

	2019 Single Health Step 1	2019 Family Health Step 1
Rate	\$36.25	\$36.25
Gross	\$75,400	\$75,400
PERA/FICA/Medicare/Life	\$11,485	\$11,485
Health Coverage/HSA	\$10,638	\$23,123
Total	\$97,523	\$110,008

Staff recommends the board approve moving forward with the posting of the position and hiring of a replacement for Mr. Robinson as soon as possible. Depending on the candidate pool, reorganization of duties may also be an option.



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



Goodhue County Health and Human Services

DATE: April 10, 2019

TO: Goodhue County Personnel Committee
Goodhue County Health and Human Services Board

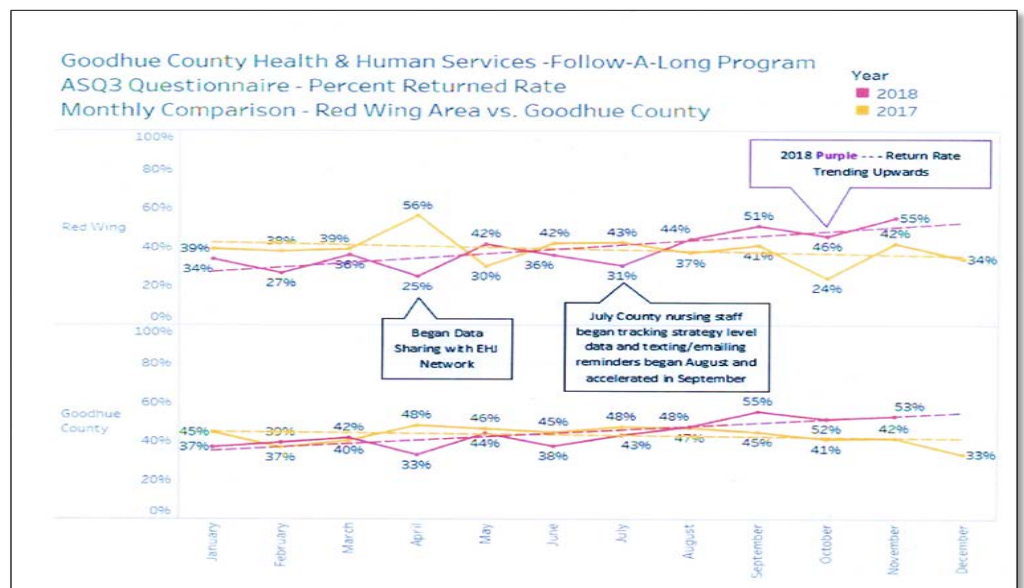
FROM: Nina Arneson, Director

RE: Increase Public Health Nurse (PHN) Vacation/Sick/Holiday Hours to Match Hours Worked – Grant Provisional ONLY

BACKGROUND: In April of 2018 GCHHS received a grant from Every Hand Joined (EHJ) to enhance our existing Follow Along Program (FAP). FAP is a program for infants and children birth to 3 years old to help parents track their child’s development. Developmental Screeners-Ages and Stages Questionnaires (ASQ) and Social Emotional Screeners are mailed at timed intervals. The parent completes the screener and sends back into GCHHS for scoring. If there are any concerns related to developmental milestones our Public Health Nurse (PHN) will contact the family, discuss concerns, provide guidance, materials and if needed place a referral for early childhood services.

With the additional grant funding from Every Hand Joined (EHJ) we were able to enhance our Follow Along Program this included temporarily, for the duration of the grant, to increase a PHN work hours from .6 FTE to .8 FTE specifically dedicated to the FAP. The additional hours allowed the PHN to increase outreach to partners and caregivers, connect with families to return screeners and to help children that may need a bit more help reaching milestones and better preparing children for school entry. One of our main focuses has been to increase the number of screeners returned.

In 2018, this grant funding made it possible for the agency to temporarily increase this PHN’s work hours from .6 FTE to .8 FTE. Now in 2019 with the continued grant funding, we are requesting to increase also this PHN’s benefits, specifically vacation, sick and holidays to match the hours worked. The increased hours and these benefit changes are still considered as provisional, and once the additional grant funding is done, the hours and benefits will automatically go back to from .8 FTE to .6 FTE.



RECOMMENDATION: Increase Public Health Nurse (PHN) Vacation/Sick/Holiday hours to match hours worked. This is a provisional request based on grant funding.



Brian J. Anderson
Director of Finance & Taxpayer Services

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

TO: Board of Commissioners
FROM: Brian J. Anderson
DATE: May 7th, 2019
SUBJECT: Hiring of the County Assessor Position

BACKGROUND

Staff posted for the Goodhue County Assessor position for over four weeks and received two qualified applicants. On April 12th staff conducted interviews with the two candidates and after completion of the interview process the committee agreed to offer the County Assessor position to Ms. Lavon Vieths-Augustine. Ms. Vieths-Augustine has accepted the position and will begin on Thursday, May 16th, 2019 upon the Board's approval.

DISCUSSION

Ms. Vieths-Augustine has been employed with Goodhue County for over 24 years. She started out as a Senior Clerk and then a Zoning Technician in the Planning & Zoning Department before moving up to an Appraiser in 2004 where she currently holds the title of Appraiser III. Ms. Vieths-Augustine currently holds her Accredited Minnesota Assessor (AMA) license and is currently studying to take her Senior Accredited Minnesota Assessor (SAMA) license this fall. In order to sit for and maintain said licensures, Ms. Vieths-Augustine has attended numerous educational courses over the years pertaining to sales verification, disaster response, assessment law, mass appraisal among many others.

As a State and County requirement to being a County Assessor within the State of Minnesota, the County Assessor must hold a SAMA license or obtain it within two years by State requirements or within one year by County requirements. Therefore, staff is recommending that Ms. Vieths-Augustine be hired as Interim County Assessor until which time she receives her SAMA. At that time she will become the County Assessor and will start her six-month probation as per County policy for all new promotions. Should Ms. Vieths-Augustine not receive her SAMA as anticipated, her position will be reevaluated within the one year requirement.

RECOMMENDATION

Based on Ms. Vieths-Augustine's experience and current salary, I am recommending for consideration of approval the hiring of Ms. Lavon Vieths-Augustine at a salary grade 87, step 4, \$82,056 annually (\$39.45 hourly). This is the lowest grade that meets the 2% increase for internal promotions as per County policy. This position is currently in the 2019 Budget at a step 10 in the amount of \$107,037.

GOODHUE COUNTY BOARD OF COMMISSIONERS

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