



## PERSONNEL COMMITTEE MINUTES

April 14, 2020

8:30 AM

VIRTUAL MEETING  
VIA GO TO MEETING

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**Staff Present:** Commissioner Paul Drotos, Commissioner Barney Nesseth, Scott Arneson, Nina Arneson, Melissa Cushing, Jessica Ahlbrecht, Stephen O'Keefe, Brian Anderson, John Smith.

**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 April 14, 2020 at 8:30 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/787175589](https://global.gotomeeting.com/join/787175589) or calling 1 877 309 2073 beginning at 8:20 a.m. or any time during the meeting." Access code: 787-175-589.

### **COUNTY ATTORNEY: Request to replace Administrative Assistant/ Legal Secretary**

County Attorney Stephen O'Keefe is requesting to replace the Administrative Assistant/ Legal Secretary who plans to retire in July. The outgoing staff has served the County Attorney's office for 46 years and served four different county attorneys. The request today is to allow for an overlap of one month to transfer as much information as possible from her 46 years of service. The duties of this position are not performed by any other person in the office and an overlap will contribute to the new person's success in the position. We anticipate internal candidates for this position. If an internal candidate is selected, the starting pay would be grade 82 at the step in which they would receive at least a 2% increase.

*Commissioner Drotos and Commissioner Nesseth supported replacement with a one month overlap.*

### **HEALTH & HUMAN SERVICES: Request to replace Deputy Director.**

Nina Arneson put forth a request to replace the Deputy Director who plans to retire in September. Today's request includes an overlap of three months to allow for training new staff which is budgeted. Ms. Arneson intends to post both internally and externally advertising the salary range from grade 1 to 10.

*Commissioner Nesseth supported the request to hire with 3 month overlap. Commissioner Drotos agreed.*

### **HEALTH & HUMAN SERVICES: Request to replace Information Technology Specialist, Sr.**

Nina Arneson put forth a request to replace the Information Technology Specialist Sr. who plans to retire in July. Today's request is to hire an Information Systems Specialist Sr. as a replacement – which is a lower pay grade and better aligns with the needs of the HHS organization. Commissioner Nesseth questioned whether the existing Information Technology department staff could support the needs of the Health & Human Services staff's system needs. Ms. Arneson indicated the primary support for systems would be completed by this position which I.T. staff does not have a detailed knowledge of. Ideally, the successful candidate would have experience within the HHS systems/ applications.

*Commissioners Drotos and Nesseth supported the request to hire the Information Systems Specialist Sr.*