



PERSONNEL COMMITTEE MINUTES
JULY 21, 2020
7:30 AM
VIRTUAL MEETING
VIA GO TO MEETING

Staff Present: Commissioner Paul Drotos, Commissioner Barney Nesseth, Scott Arneson, Melissa Cushing, Stephen O’Keefe, Greg Isakson, Lisa Hanni, Ryan Bechel, John Smith, Mark Stege.

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 July 21, 2020 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/539358437> or calling 1 877 568 4106 beginning at 7:20 a.m. or any time during the meeting." Access code: 539-358-437.

Request to Hire: IT Network Security Analyst.

John Smith put forth a request to hire an IT Network Security Analyst which would be a shared position with the City of Red Wing and the Red Wing Public Schools. The request is made in light of the current contractor’s intention to retire and close his business. Mr. Smith shared that current staff lacks the specialized education and training to perform the necessary network security functions. There were questions raised about logistics of the share position including workspace, division of hours, urgent projects and so on. Mr. Smith indicates all parties are of one mind with regard to flexibility especially if/when there are urgent projects or imminent threats which need to be handled by the IT Network Security Analyst.

Commissioner Nesseth moved to approve the request. Commissioner Drotos agreed.

Request to Hire: Full-time Assistant County Attorney I.

County Attorney Stephen O’Keefe put forth a request to hire a full-time Assistant County Attorney I when a current 0.5 FTE Assistant County Attorney II retires. Mr. O’Keefe shared that demand on County Attorney staff has increased dramatically both in prosecutions as well as support for internal operations. The Assistant County Attorney II has not announced retirement, but it is anticipated at the end of this year when their phased retirement arrangement sunsets. Ms. Cushing asked if the request is to backfill immediately after the incumbent retires and Mr. O’Keefe indicated that is how he would like to proceed.

Commissioner Nesseth does not support. Commissioner Drotos recommends moving the request forward.

Request to Hire: Zoning Assistant / Administrative Assistant.

Lisa Hanni’s report outlines her prior requests to fill an opening as an Administrative Assistant or Zoning Assistant. The report also seeks clarification on what a combined Zoning/ Administrative Assistant position might look. Ms. Hanni shared details about the workflow and workload of Zoning staff. Commissioner Drotos expressed concerns about a career path and if advancement opportunities would exist for an Administrative Assistant if hired. Ms. Hanni indicated the education requirement for a Zoning Assistant is a 4 year degree which an Administrative Assistant may or may not have. Ms. Cushing indicated there are advancement opportunities (County wide) for those with ambition to advance their careers.



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ADMINISTRATIVE CONFERENCE ROOM
GOVERNMENT CENTER

Commissioner Nesseth supports hiring an Administrative Assistant. Commissioner Drotos supports hiring a Zoning Assistant.

Request to Hire: Highway Maintenance Worker.

Greg Isakson brought forth a request to backfill a Highway Maintenance Worker position which will be vacant due to a retirement. Mr. Isakson reiterated the duties of Highway Maintenance Workers – keeping roadways safe for citizen of Goodhue County. He elaborated on work performed outside of snow plowing season. Both Commissioners expressed appreciation of the important work Highway Maintenance employees perform.

Commissioner Nesseth supports hiring a Highway Maintenance Worker and Commissioner Drotos agrees.