



# 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

FEBRUARY 15, 2022  
8:00 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 February 15, 2022 at 8:00 am. 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://MEET.GOTO.COM/944215293](https://meet.goto.com/944215293) or calling 18773092073 any time during the meeting." Access Code: 944-215-293

### 2. Recommended Pay Grade Changes.

Documents:

[RECOMMENDED PAY GRADE CHANGES.PDF](#)

### 3. HHS- Grant Funded Intern Request

Documents:

[GRANT FUNDED - HEALTHY COMMUNITIES INTERN REQUEST - GCHHS 2-2022.PDF](#)



**Melissa Cushing**  
Goodhue County Human Resource Director  
Goodhue County

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Red Wing, MN 55066  
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TO: Goodhue County Commissioners  
FROM: Melissa Cushing, Human Resource Director  
DATE: February 15, 2022  
RE: Re-Evaluation of Jobs

At the very beginning of the compensation study, Department Heads were asked to review all job descriptions and identify any positions with significant changes to job duties. Through that process, the consultant has identified 8 jobs which require a grade change.

The jobs that were re-evaluated are listed below with the current and recommended grade change. We recommend the Board approve the grade change as listed below. All of the positions listed will be paid on the old pay chart for 2022 unless the Board approves moving to the new pay chart. We recommend the changes be made effective December 25, 2021 which is the date the general wage adjustment went into effect for all employees.

Job Title	Current Grade	New Grade
Recorder Clerk*	79	81
Adult Case Administrator*	81	82
Legal Secretary/ Database Admin*	81	82
Facilities Maintenance Supervisor	82	83
Executive Assistant I: Special Projects Lead	83	84
Human Resource Generalist	83	84
Financial Manager - Sheriff*	83	84
Assistant to the County Administrator	85	86
Communications Captain	85	86

\*Denotes positions covered by the AFSCME collective bargaining agreement. If Board approves, staff would work with AFSCME to implement the changes.

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



Goodhue County  
**Health and Human Services**

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

**DATE:** February 9, 2022  
**TO:** Goodhue County Personnel Committee  
**FROM:** Nina Arneson, HHS Director  
**RE:** Healthy Communities Intern – Rural Health Assessment Grant Funded

**BACKGROUND:**

GCHHS has submitted an application for the Rural Health Assessment Grant Program. This program was established to support collaboration in rural Minnesota between stakeholders working on community level health assessments and implementation planning. This grant is administered by the Office of Rural Health and Primary Care within the Minnesota Department of Health (MDH). This program uses federal funds from a grant from the Centers for Disease Control (CDC).

- Local health departments do a Community Health Assessment/Community Health Improvement Plan (CHA/CHIP) as required by Minnesota Department of Health (MDH) and Public Health Accreditation Board (PHAB). Our county-led CHA Committee published a CHA in 2012 and 2017, and a CHIP in 2014 and 2018.
- The Internal Revenue Service (IRS) requires nonprofit hospitals to do a Community Health Needs Assessment (CHNA) since 2012. Mayo Clinic Health System has published CHNAs for the hospitals in Goodhue County in 2013, 2016, and 2019, and implementation plans in 2014, 2017, and 2020.
- Both GCHHS and Mayo Clinic Health System are due to conduct assessments in 2022. Our application for the Rural Health Assessment Grant program would allow us to enhance the 2022 assessment.

We respectfully request to hire a summer 2022 Healthy Communities intern **IF** we are funded. This will be a temporary position, 100% covered by the Rural Health Assessment Grant. MDH anticipates notifying all applicants via email of funding decisions by 3/01/2022. If GCHHS is selected, these will be one-time funds for one year, 4/15/2022 to 4/14/2023.

**IF** funded, the Healthy Communities Intern will be paid with Rural Health Assessment Grant funds (no county levy). In our application we requested funding for a summer intern for 260 hours to help engage the community in the community health assessment and community health improvement plan process.

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of Individuals, Families and Communities!  
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IF funded, the total pay will be 260 hours x \$15.00 = \$3900. FICA and Medicare for this position will be \$298.35. The total cost of the intern will be \$4198.35. This will be 100% covered by our Rural Health Assessment Grant if funded.

**RECOMMENDATION:**

The HHS Department recommends approving the following:

1. **IF** we receive the Rural Health Assessment Grant funds, move forward immediately after we are notified of the funding decision to post for one Healthy Communities Intern (260 hours).
2. Hire Healthy Communities Intern for up 260 hours as Rural Health Assessment Grant funds are available after GCHHS Board's review and approval.