



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

APRIL 19, 2022
7:30 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 Tuesday, April 19, 2022 at 7:30 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/262459613](https://meet.goto.com/262459613) or calling [1 866 899 4679](tel:18668994679) any time during the meeting." Access Code: 262-459-613

2. Election Temporary Positions

Documents:

[ELECTION TEMPORARY POSITIONS.PDF](#)

3. Deputy County Surveyor

Documents:

[DEPTYCS.PDF](#)

4. Request To Replace Highway Maintenance Worker.

Documents:

[HIGHWAY MAINTENANCE WORKER.PDF](#)

5. HHS Requests

Documents:

[REQUEST NEW - PUBLIC HEALTH EDUCATOR - DATA SPECIALIST.PDF](#)



Brian J. Anderson
Goodhue County Auditor/Treasurer
Goodhue County Finance & Taxpayer Services

Brian.anderson@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Phone (651) 385-3032

TO: Personnel Committee
FROM: Lucas Dahling, Finance Controller
(on behalf of Brian J. Anderson, Finance Director)
SUBJECT: Request to Hire – 2022 Elections Positions
DATE: April 19, 2022

BACKGROUND

The Finance & Taxpayer Services Department is seeking authorization to hire two temporary Elections employees for the 2022 primary and general elections.

DISCUSSION

These positions are critical to maintaining service levels for other finance department tasks, while successfully administering two elections – primary and general. In 2020 the County experienced a significant increase in absentee voting activity, which is one of the tasks for which the elections employee would be responsible. In 2022 we expect absentee voting activity to remain consistent with 2020 or potentially increase further. Use of temporary elections staff is consistent across counties. Most, if not all, other counties in Minnesota hire one or more temporary elections staff for even-numbered election years, when most federal, state, county and local offices are contested. Goodhue County utilized similar positions during 2020 and other past elections.

BUDGET IMPACT

The total costs for the two temporary Elections positions for 536 hours at a rate of \$15.00/hour including FICA and Medicare is \$17,310. \$15,502 was included in the 2022 Elections Department budget based on the rate of \$13.00/hour that was in effect prior to January 18, 2022.

RECOMMENDATION

In order to continue our current level of service to the voters and taxpayers of the County, Finance recommends that the County Board approve the hiring of a temporary Elections employee for the 2022 elections.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 West 4th Street
Red Wing, MN 55066

BRAD ANDERSON
2nd District
10679 375TH St. Way
Cannon Falls, MN 55009

TODD GRESETH
3rd District
46804 Hwy 57 Blvd.
Wanamingo, MN 55983

JASON MAJERUS
4th District
39111 County 2 Blvd.
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066



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 Land Use Management

Goodhue County Government Center | 509 West Fifth Street | Red Wing, Minnesota 55066



Building | Planning | Zoning
Telephone: 651.385.3104
Fax: 651.385.3106

Environmental Health | Land Surveying | GIS
Telephone: 651.385.3223
Fax: 651.385.3098

TO: Goodhue Board of Commissioners
FROM: Lisa M. Hanni, Director / County Surveyor / County Recorder
DATE: April 19, 2022 County Board meeting
RE: Deputy County Surveyor (Goodhue/Dodge shared position)

Summary:

We are requesting to fill the upcoming vacancy of the shared Deputy Surveyor position (Goodhue/Dodge). This position has been in place since 2011.

Background:

In 2011, both Goodhue and Dodge agreed to share a surveyor employee, and appoint me as their County Surveyor. The 2014 agreement established a three year self-renewing contract. We are in our second round of the three year renewal cycle.

The employee is a Goodhue County employee. Dodge County pays one half of the salary and benefits of the shared employee, mileage, direct costs (rebar, monuments,..), and \$9000 in operational costs. I spoke to the Dodge County liaison for this position, and they would like to continue our contract relationship.

The current employee, Dale Lempke, has expressed his desire to retire later this summer. The land surveyor market is extremely short of people so we would like to advertise this position as soon as possible and hopefully find a qualified candidate in the next 4-6 months.

Request:

- 1) Advertise replacement of the Deputy Surveyor position (shared position between Goodhue and Dodge) immediately;
- 2) If a candidate is offered the position prior to August, Mr. Lempke will remain on staff for two additional months for training;
- 3) Allow staff to offer the position to a qualified candidate over Step 2.



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DEPARTMENT & POSITION INFORMATION

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Submitter Name: _____

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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

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<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice



Greg Isakson, P.E.
Public Works Director / County Engineer
Goodhue County Public Works Department

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Personnel Committee
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 19 April 22 County Board Meeting
Highway Maintenance Worker Position

Date: 19 April 22

Summary

It is requested that the County Board authorize the replacement (backfill) of a Highway Maintenance Worker who recently resigned.

Background

An existing Highway Maintenance Worker has submitted his notice of resignation effective April 7th, 2022.

The determining factor for the size of the highway maintenance crew is the snow and ice removal level of service provided for during the winter season. The number of equipment operators defines the number of routes, which impacts the length of the plow routes and the time it takes to service the system as a whole.

The highway maintenance workers perform highway maintenance functions throughout the year which include crack filling and washing corrosive salt from expensive bridges in the spring, mowing highway shoulders to improve visibility of animals before they dart across the road, clearing intersection site corners so vehicles can see each other, repairing bituminous surface failures, repairing drainage failures in the road ditches, regrading the County's gravel roads, and dozens of other maintenance activities to preserve the large investment made in grading and paving the highway system. They also maintain the county parks and the public works equipment. A preliminary list of maintenance tasks to be performed this summer is attached.

This is a request to replace an existing employee, so there will be no additional funds required to grant this request. The new employee will most likely be hired at a lower starting wage, providing savings for the County.

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

The replacement of this resigning employee will allow the County to continue the current level of service in providing a safe highway system and maintaining the County's assets.

Alternatives

- Authorize hiring a Highway Maintenance Worker to replace the resigned employee.
- Take no action, drop the existing level of service, drop a snow plow route, and allow the backlog of highway maintenance work to continue to grow.

Recommendations

It is the recommendation of staff that the County Board authorize the hiring of a Highway Maintenance Worker to continue the current level of service maintaining the County's roads and bridges, equipment, and parks.

It is further recommended that this Committee and the County Board reevaluate the need to bring the replacement of the Highway Maintenance Worker to this Committee and the County Board since this is the 12th employee replacement that has gone through the process, and all previous requests have been approved.



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DEPARTMENT & POSITION INFORMATION

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Goodhue County
Health and Human Services

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

DATE: April 13, 2022
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: **Provisional Position Request - NEW - .8 FTE Public Health Educator-Data Specialist**

BACKGROUND:

The COVID-19 pandemic has accelerated a push for the state of Minnesota, and the US as a whole, to build and strengthen the capacity of the Public Health System. A group of local and state public health leaders developed a framework for what Minnesotans should expect from their state and local public health partnership. This framework represents the work governmental public health must do, and the important work governmental public health does, to meet the unique needs of communities across the state.

<https://www.health.state.mn.us/communities/practice/schsac/workgroups/docs/201906StrengtheningANewFramework.pdf>

One part of that effort is the Public Health Infrastructure fund: In 2021, the Minnesota Legislature appropriated \$6 million/year in funding to support efforts to improve, pilot or strengthen approaches to building capacity in four foundational capabilities: communications, community partnerships, data and epidemiology, and health equity.

<https://www.health.state.mn.us/communities/practice/systemtransformation/docs/202112InfrastructureFundPriorities.pdf>

Grant funds will be awarded in two-year agreements (April, 2022 to March, 2024). In the Spring of 2024, MDH will then report progress and lessons learned to the Minnesota Legislature, and there is a chance that promising projects would be approved for another two-year grant cycle. The goal is to strengthen the infrastructure of the Public Health system, so there will be much effort and emphasis on learning and building the system for the long term.

REQUEST:

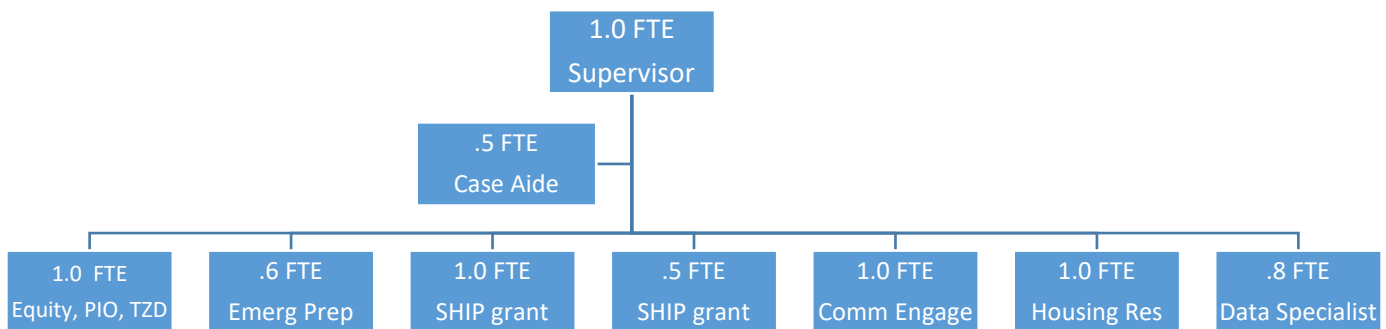
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of Individuals, Families and Communities!
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We are requesting a .8 FTE Provisional Public Health Educator-Data Specialist. This position will be grant funded until March, 2024, with the potential of an additional 2 years of funding. This role will be part of the Healthy Communities Unit.

Our Public Health agency vision is to invest our capacity in all four of the focus areas of this grant: community engagement, equity, communication, and data/epidemiology. Utilizing the lessons learned during the pandemic, we recognize the need to engage with the community, especially those at highest risk of poorer health outcomes. We have also learned that effective communication with the community is vital to ensure that the public has the capacity to address their health needs.

To that end, in 2021 we reassigned a Public Health Educator to spend approximately 50% of her time as a Community Engagement Specialist with a focus on developing and expanding community partnerships and collaboration. Additionally, in 2021 we reassigned another Public Health Educator to spend approximately 30% of her time on equity and 30% of her time on communications for the agency. A data specialist would provide the fourth leg of our foundational table, providing the base for focused engagement, intervention, and ultimately health improvements for the most vulnerable members of our community.



The data specialist will have two important areas of focus:

- **Identify, collect and analyze data** on the health of the community as it relates to our services and interventions, facilitate the use of this data, by program staff and community leaders, in the development of performance measures, and work backwards toward work plans.
- **Effectively communicate data and its analysis:** provide staff and stakeholders with user-friendly, easily digestible information through a variety of sources (data informatics).

Goodhue County has a handful of staff with introductory training in the Results Based Accountability approach. This proposed work would build capacity by adding a data specialist focused on relating RBA to the health of the community and centering equity in the work.

This position would also collaborate with the Finance Department, including the Fiscal Officer/Data Specialist (if this position is approved). We seek to provide better evidence of the effectiveness of various programs provided by GCHHS.

While this position will be centered in Goodhue County, this position will also allow us to collaborate with Olmsted County, another grant recipient focusing on enhanced data capacity.

	2022	2022
	Single Health	Family Health
Public Health Educator	step 1	step 1
Rate	\$28.12	\$28.12
Gross	\$58,490.00	\$58,490.00
PERA/FICA/Medicare/Life	\$8,916.00	\$8,916.00
Health Coverage/H.S.A.	\$9,039.00	\$19,600.00
Total Cost	\$76,445.00	\$87,006.00

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Move forward immediately to post for 1 provisional Public Health Educator (.8 FTE) utilizing the MN Merit System with hiring at step 1 or step 2. This posting would be for internal and external candidates. If an internal candidate is selected then move forward immediately to back fill that position until an external candidate has been hired to finish the process.
2. Hire after GCHHS Board’s review and approval.



Goodhue County
Health and Human Services

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

DATE: April 13, 2022
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: **Internal Promotion - Accounting Technician with Fiscal Officer - 1 FTE**

BACKGROUND:

As with any position(s) including retiring and resigning positions, GCHHS reviews our agency's needs and looks to see if our needs are the same and/or if they have changed over time when deciding whether to replace/change/re-classify or not to replace that position(s).

On June 15, 2021 Goodhue County Health and Human Services Board replaced a Fiscal Officer (retiring after 34 years) within our agency with an Accounting Supervisor.

On December 30, 2021 an Accounting Technician retired after 34 years of excellent public service to Goodhue County residents and Goodhue County Health and Human Services.

As we continue to look at succession planning, organizational changes and the complexity of the agency's programs and revenue sources there is a need to have a high focus on the finance function. HHS Finance needs to operate at the strategic level and the very detailed level.

This position would be learning along with the Provisional Public Health Educator-Data Specialist that is being grant funded through the Public Health Infrastructure Grant. This would allow HHS to have a permanent position that could develop and create complex, multifaceted statistical records and reports. Develop statistical charts, graphs and tables to display in appropriate formats. Collect raw data from primary sources, records or reports to compile reports that are used for department planning, data analysis, and policy and practice development and monitoring. Run complex monthly and quarterly reports requiring linking multiple reports and data sources in order to compile final reports. Using results based accountability tools, assist agency departments to measure the impacts of our programs, connecting results to real world examples of cost effectiveness whenever possible.

We are looking at promoting an employee with a Fiscal Officer classification that would assist the Accounting Supervisor as a Team Lead in the Finance Division, provide professional accounting experience, support to the Accounting Supervisor and serve as the agency's specialist with fiscal and data reports and analysis. This would be an internal promotion.

There is no change in FTE's (no additional staff) and there was a cost savings of \$16,813 from the Finance staff that retired in 2021. The maximum cost for this change would be \$1,676, and

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of Individuals, Families and Communities!
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would be less if employee would not be at the top of the current classification and start at a lower step on the Fiscal Officer scale.

The HHS Finance Division would then be made up of 1.00 FTE Accounting Supervisor; 1.00 FTE Fiscal Officer; 5.00 FTE Accounting Technicians and the Finance Division would still have oversight and require many duties and responsibilities from Deputy Director Mike Zorn.

	2022	2022	
	Accounting Technician	Fiscal Officer	
Fiscal Officer/Accounting Technician	Top	Step 3	Change
Rate	\$29.09	\$29.79	
Gross	\$60,508.00	\$61,964.00	
PERA/FICA/Medicare/Life	\$9,222.00	\$9,442.00	
Total Cost	\$69,730.00	\$71,406.00	\$1,676.00

Goodhue County HHS is a combined Health & Human Services agency with an \$18,833,946 budget for 2022. HHS generates 15.84% State revenue; 29.21% Federal revenue; 12.05% miscellaneous services & charges and receives 42.90% county property tax levy. The Finance Division operates in 4 fiscal years and does approximately 30 different reports due each quarter or annually to Minnesota Department of Human Services and Minnesota Department of Health who supervise the county agencies. HHS Finance works with approximately 39 different Federal grants and 28 different State grants. With the adoption of new regulations, the Uniform Guidance (UG) is a reorganization of the federal regulations governing the use of federal funds and are applicable to all agencies which receive federal funds, either directly from the federal government or through a pass-through entity (Minnesota Department of Human Services (DHS) and Minnesota Department of Health (MDH)).

In this era of increased scrutiny of governmental financials and performance, higher accountability to the public trust, and the rapid growth and increased complexity of governmental accounting an accounting supervisor along with a fiscal officer are an extremely important role and one that can contribute to the success and future viability of the agency.

As we continue to look at succession planning and organizational changes and that HHS finances are an extremely important area of our agency, we are looking at replacing this position with an Fiscal Officer classification that would assist in continued succession planning and organizational changes related to future changes and retirements.

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Move forward immediately to post for 1 Fiscal Officer position utilizing the MN Merit system. This posting would be only for internal candidates. No back filling.
2. Hire after GCHHS Board's review and approval.