



PERSONNEL COMMITTEE MINUTES

September 19, 2023

8:30 am

301-1 Conference Room

Staff Present: Commissioner Linda Flanders, Commissioner Todd Greseth, Scott Arneson, Tom Day, Amanda Holst, Jessica Ahlbrecht, Mary Priebe, Jon Huneke, Marty Kelly, Chad Steffen, Mike Johnson, Kristine Holst and Brian Anderson

Sheriff Kelly and Captain Steffen put forth the request to increase the Emergency Management Clerk position from a .5 FTE to a 1.0 FTE and change the title to Deputy Emergency Management Director.

Our Emergency Management Clerk position has been a part-time (.5) position since the position's inception. Captain Steffen and our former EM Director observed the workload increase over the years thus making updates to the job description necessary. This also included whether there was a need for it to remain part or full-time.

To summarize, the current Emergency Management Clerk position is a .5 PTE and funded in full via REP funds. We approached MN DPS HSEM to request additional REP funds in order to move this position to FTE status. In doing so, we received an increase in the amount of \$20,000.00, annually. We will likely ask for more moving forward. Because this position will also manage emergency 9-1-1 addressing and signage, the remainder of the salary and benefits of the FTE will be paid with E911 funds. Using this method there will be no use of levy dollars, to make this position full-time.

The breakout for the Deputy EM Director at Grade 108/Step 1 in 2024 is as follows:

Total salary & benefits for the FTE position with family insurance = \$85,344

REP funding will pay for 75% of the position, or \$64,008

E911 funding will pay for 25% of the position, or \$21,336

Commissioners Flanders and Greseth support the recommendation to increase the Emergency Management Clerk to a full-time employee and change the job title to Deputy Emergency Management Director.

Sheriff Kelly put forth the request to add an additional two patrol deputies to cover additional policing contracts effective 1/1/2024

The Goodhue County Sheriff's Office has already entered into a contract with the City of Goodhue from August 24, 2023 – December 31, 2023 for six hours per day at a contracted hourly rate of \$55.83, for a total of \$43,548. We have been able to absorb the additional six hours per day by forcing overtime on our existing staff, which is costing an estimate of \$60,000 in overtime costs from August 24th – December 31st, 2023. Continuing this into next year and further could be costly and lead to staff burnout and resignations. Since we have already signed contracts with four other cities in Goodhue County at a 2024 hourly rate of \$58.55, we have offered this amount to the City of Goodhue as well. The City of Goodhue is looking at contracting policing services for six or eight hours a day.

Discussion was had regarding the contract rate versus the actual cost and the cost savings the City of Goodhue is experiencing by contracting with the Sheriff's office for policing.

Commissioners Flanders and Greseth didn't reach a consensus and recommended discussing the request with the full board in the board meeting.