

Traverse County Commissioner Board
Regular Meeting- November 19, 2013

The meeting was called to order by Commissioner Chair Kevin Leininger. Other commissioners present included Dave Salberg, Don Appel, Jerry Deal, and Todd Johnson. The pledge was recited. The agenda was approved unanimously upon a motion by Deal and second by Salberg, with the addition Sara Gronfeld/permit issue and Don Appel/food shelf board.

Rhonda Braaten-Antrim/County Coordinator- By consensus, Appel was appointed to serve on the newly created Traverse County Food Shelf Board. Minutes from the November 5, 2013 Board meeting were approved unanimously upon a motion by Deal and second by T. Johnson. The following bills were approved unanimously upon a motion by Appel and second by T. Johnson:

BORDER STATES COOPERATIVE	2,527.22
HEARTLAND MOTOR COMPANY	5,007.68
JOHN DEERE FINANCIAL	3,507.50
LARSON OIL, INC	18,281.60
PRO-BUILD	4,201.16
RILEY BROTHERS CONSTRUCTION, INC.	53,443.70
ROYAL TIRE, INC.	2,217.74
TRUE NORTH STEEL	34,299.85
CARDMEMBER SERVICE	2,364.86
LSS OF TRAVERSE, LLC	2,760.00

Per MN Statute 375.12, Subd. 2, 68 invoices with claims of \$2000.00 or less were submitted, totaling \$32,597.76.

Antrim also updated the Board on volunteers needed for the Salvation Army red kettle campaign. Upon a motion by Deal and second by Appel, the Soil and Water Conservation District grant agreement was approved unanimously. K. Johnson also updated the Board regarding disclosure requirements of public officials upon filing for office.

Larry Haukos/Highway Engineer- Haukos provided a department update, including an explanation of the damage to CSAH #4 and invoice for the damage. Haukos also discussed the 2013 and 2014 budget and available funds, maintenance activities, engineering and administrative issues, and uncompleted projects. Haukos also distributed a flier regarding a meeting to discuss a new initiative Traverse is participating in called a Journey To Zero Deaths- TZD.

Justin Anderson/Human Resource Consultant- Anderson presented the Law Enforcement union request. A motion to approve a tentative agreement was made by Salberg and seconded by Appel and approved unanimously. Anderson also discussed appointed and elected employee vacation accrual schedule. The issue was referred to the Policy Committee for further review and a recommendation. Anderson explained implications of the Affordable Care Act and its impact on HRA's, HSA's, and vacation roll-over. Anderson then explained the retiree insurance policy he drafted regarding ratios of contributions by the employer. As the County moved away from percentage-based contributions for 2014, it cannot change the language in previous contracts governing retirees. The policy will address the scenarios of the various retirees utilizing the county group insurance as well as Senior Gold, and allows a

prescriptive method for determining insurance contributions going forward. A motion to approve the policy was made by Salberg, seconded by T. Johnson, and passed unanimously.

Matt Franzese/County Attorney- Franzese appeared before the Board to revisit his request for a part-time legal secretary position. Franzese requested to restructure the Human Resource Technician with the Legal Secretary, which would remove it from the Extension Office Manager position. Salberg expressed the need to advertise the position externally and questioned why the request is being rushed. He also questioned how many hours would be allocated for the legal secretary and how many would be for human resources. Justin Anderson referred to the spreadsheet where tasks were laid out by the previous Human Resources director. He explained that human resources varies based on how many new hires you have, negotiation of union contracts, law changes, as well as routine maintenance issues. Franzese explained that by combining them now, they could track the time for a year and be able to more accurately define the needs. He also said that because they were taking an existing position, there was no need to advertise the position. Salberg was concerned that he was going to short-suit his needs of a legal secretary. Leininger asked about the amount of time needed for back-filling the Extension Office Manager position. Melissa Persing, Extension Director, explained the tasks and time needed for that position. T. Johnson reviewed the materials presented by Franzese and expressed the demands of various positions have an ebb and flow to them, and as a small county we've created some efficiencies over the past years by utilizing those fluctuations. He said that Human Resources and Extension are important and Matt's proposal is a fair one to try out, prior to separating duties. Further, he said that it is likely Traverse County will see another 20% drop in population in ten years. T. Johnson made a motion to approve Franzese's proposal. Appel stated that as a personnel committee, one year ago when hiring for Human Resource Technician and Extension Office Manager, they knew she had the legal secretary background and could provide additional support to county offices that needed it. Appel said we need to start someplace. Franzese emphasized it gives more flexibility to take the time to determine if we have enough Human Resources, and pointed out that the Board did not appear willing to hire someone full-time for the position at this time. Deal seconded T. Johnson's motion, commending Angela Serocki for the good job she is doing in her position as Human Resource Technician/Extension Office Manager. He asked her where she wants to work. Serocki explained that she enjoys all aspects of her current position but desires to work where the County has the greatest need and she can be of the most help. She emphasized the need is Human Resources and Legal Secretary. She also has a passion for the legal field and believes Franzese's proposal is well thought out and defines the needs of the County most appropriately. She also believes the needs of HR and Legal Secretary go hand-in-hand and a combined position makes sense. Appel indicated Extension needs more help as well. K. Johnson and Trevor Wright spoke against the proposal, although both agreed that the County Attorney needs the help. K. Johnson's concerns are whether the Human Resources is adequately staffed and also emphasized a need to have a point person, responsible for the majority of the HR. Wright had concerns that the County Attorney position needs more than a half-time support staff. Franzese re-emphasized we have the year to evaluate if we need full-time Human Resources, and pointed out that for the past ten years he's had no support staff, so whatever support he receives will be more than he's had. Franzese also stated that his proposal will allow Angela to be the point person for H.R. in the county. Leininger and Salberg both expressed concerns about having to come back at a later time to re-address the issue of legal secretary

if the HR work took up too much time. Franzese said that he did not think that would occur, but if it did, with his proposal they would have the evidence justifying it. T. Johnson expressed concerns with back-filling Extension with a full-time position and requested more time to evaluate the needs there. He believes the Extension office has changed dramatically with technology and accessibility. Deal said he supported Franzese's request two weeks ago when he had not provided any research material, and now he came back with the research supporting his proposal. There was further discussion about the needs of extension and building those programs. Franzese's proposal to restructure the position of Human Resource Technician with Legal Secretary, without advertising, was eventually approved 4-1 with Salberg opposing.

Melissa Persing/Extension Manager- Persing requested approval to advertise and back-fill the Extension Office Manager's position immediately. Upon a motion by Salberg and second by Appel, approval to post for up to a 37.5 hour position was approved unanimously.

Sara Gronfeld/SWCD- Gronfeld discussed an issue with the Board regarding a permit and variance application.

Attested to by:

Rhonda Braaten-Antrim/County Coordinator

Kevin Leininger/Board Chair