



# 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 18, 2020**  
**9:00 A.M.**

1. Public Health Nurse Replacement

Documents:

[PUBLIC HEALTH NURSE REPLACEMENT.PDF](#)

2. Live Well Goodhue County Intern Request

Documents:

[LIVE WELL GOODHUE COUNTY INTERN - SHIP GRANT FUNDED.PDF](#)

3. Request To Hire Additional Recycling Center/HHW Staff.

Documents:

[ADDITIONAL RECYCLING CENTER STAFF.PDF](#)

4. Assessor Intern Request

Documents:

[ASSESSOR INTERN REQUEST.PDF](#)



# Goodhue County Health and Human Services

DATE: February 3, 2020

TO: Goodhue County Personnel Committee

FROM: Nina Arneson, Goodhue County Health and Human Services Director

**RE: Replace Public Health Nurse - Family Health Division**

**BACKGROUND:**

Goodhue County Health and Human Services is requesting to fill a Public Health Nurse (PHN) position within our Family Health Division. On April 30, 2020 our Women, Infants, and Children (WIC) Coordinator is retiring after 36 years of excellent public service to Goodhue County residents. We have internally posted and filled this anticipated WIC Coordinator vacancy with an internal PHN.

We are requesting to backfill the open PHN position. We request that this position be filled as a full-time position, the current position is .8 FTE. Our plan is to increase this position to full time to assist with Disease Prevention & Control (DP&C) duties. Our current DP&C Coordinator will be retiring in the next 5 years and we intend to have this position serve as the succession plan; becoming the new DP&C Coordinator when our current coordinator retires. DP&C is a very specialized program area and we would like to have time to train sufficiently in this area. This replacement position would serve as DP&C back up in the interim in addition to other Family Health duties. Family Health duties would include primary WIC back up, daycare consultation, lead case management, family home visiting, and car seat distribution.

The current rate of pay for the PHN being replaced is \$45.57 per hour. The starting pay (step 1) for a PHN position is \$ 26.83 per hour.

	Single Health	Family Health
<b>Public Health Nurse</b>	step 1	step 1
Rate	\$26.83	\$26.83
Gross	\$55,807.00	\$55,807.00
PERA/FICA/Medicare/Life	\$8,518.00	\$8,518.00
Health Coverage/H.S.A.	\$11,054.00	\$24,169.00
	\$75,379.00	\$88,494.00
<b>Total Benefits</b>	<b>\$19,572.00</b>	<b>\$32,687.00</b>
<b>Wages + Benefits less Health</b>	<b>\$64,325.00</b>	<b>\$64,325.00</b>
<b>Health Insurance</b>	<b>\$11,054.00</b>	<b>\$24,169.00</b>
<b>Total</b>	<b>\$75,379.00</b>	<b>\$88,494.00</b>
	Plan 1	Plan 2

**RECOMMENDATION:**

The HHS Department recommends approving the following:

1. Moving forward immediately to post for 1 Public Health Nurse (1.0 FTE) utilizing the MN Merit System. 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

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**DATE:** February 12, 2020  
**TO:** Goodhue County Personnel Committee  
**FROM:** Nina Arneson, HHS Director  
**RE:** **Live Well Goodhue County Intern -  
SHIP Grant Funded**

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### **BACKGROUND:**

The GCHHS Public Health Division, Healthy Communities Unit operates the Minnesota Department of Health (MDH) Statewide Health Improvement Partnership (SHIP) 100% grant funded program called Live Well Goodhue County. The program's mission is to improve the health of our residents by making it easier to be active, eat nutritious foods and live tobacco-free.

GCHHS has received these SHIP grant funds from the MDH since the legislature created SHIP in 2009, with a two-year break in funding 2011-2013. In 2014, we officially rebranded as "Live Well Goodhue County."

We are nearing the end of our current 5-year grant project agreement (November 1, 2015 through October 31, 2020). Each year we submit a budget to MDH and often we are able to carry unspent funds forward. We are anticipating \$39,151 in unspent grant funds, however, this year the MDH is not allowing any carryovers past October 31, 2020.

Based on Live Well Goodhue County, agency and customers' needs, and after receiving approval from MDH, we request to hire a Live Well Goodhue County intern for summer 2020. This will be a temporary position, 100% covered by the SHIP grant.

The Live Well Goodhue County intern will be paid with SHIP grant funds (no county levy) and as funds are available at \$13.50 per hour for up to 400 hours, equal to 10 weeks at 40 hours per week.

The total pay will be 400 hours x \$13.50 = \$5400. FICA for this position will be \$334.80 and Medicare for this position will be \$78.30. The total cost of the Live Well Goodhue County intern will be \$5,813.10. This will be 100% covered by our 2019-2020 SHIP grant budget as amended to include the carryover.

### **RECOMMENDATION:**

The HHS Department recommends approving the following:

1. Moving forward immediately to post for one Live Well Goodhue County intern (400 hours).
2. Hire Live Well Goodhue County intern for up to 400 hours as SHIP Grant funds are available after GCHHS Board's review and approval.

# GOODHUE COUNTY DEPARTMENT OF PUBLIC WORKS



Gregory Isakson, P.E.  
Public Works Director/County Engineer

HIGHWAYS ♦ PARKS ♦ SOLID WASTE

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Red Wing, MN 55066  
PHONE 651.385.3025  
FAX 651.267.4883  
www.co.goodhue.mn.us

TO: Personnel Committee  
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 18 Feb 20 County Board Meeting  
**Hire An Additional Recycling/Household Hazardous Waste Technician**

Date: 11 Feb 20

## Summary

It is requested that the County Board authorize the hiring of an additional Recycling / Household Hazardous Waste Technician.

## Background

Public Works Management has been concerned with the workload at the Recycling Center for the past few years. Back in the 1990's there were 7.5 employees working at the Center and all the materials were delivered to the Center. No employees needed to leave the site to pick up any materials. Today we have 4 employees at the Center on a full time basis and one of those employees spends that vast majority of his time in a truck servicing the out-county recycling boxes. This leaves 3 full time employees working at the Center for their entire shift. The Solid Waste Official spends a majority of his time at the Center either managing the Household Hazardous Waste (HHW) program or augmenting the crew processing recycled materials in the Center.

The Recycling Center Technicians are not performing many tasks that they completed in the past, including:

- Working with businesses to increase their recycling volumes and thus reduce their trash volumes and their trash disposal costs.
- Recycling education for school students.
- Meeting with haulers to insure they are operating within the parameters of their permits.
- Researching new markets for recycled materials to maximize revenues.
- Ongoing, recurring maintenance activities to minimize deterioration of the buildings, the grounds, and the equipment.
- Using vacation hours, thus leaving most of the staff with large vacation banks that they have a right to use.

The Center has not had a 'backup' employee since a technician retired in 2012. Temporary employees can only be used for 65 days per year. Occasionally Highway Maintenance Workers will help out at the Center, but not being familiar with the equipment, procedures, processes and methods of working independently, they are not as effective as a fulltime employee who works in the center on a full time basis. Their availability to fill in at the Center is dependent on the workload for the Highway Department. Due to a lack of additional staff, many of the management duties are performed and known by only one employee. If that employee were to retire or resign, that management knowledge leaves with that employee.

The Solid Waste Official has the primary responsibilities to work with other County departments and the State resolving environmental violations, water planning with SWCD, licensing haulers, writing annual reports to the

MPCA, and managing the HHW program along with other duties. Due to a lack of staff, there has been no employee cross training between the Solid Waste Official and any other employee since the technician retired in 2012.

With the impending approval of the Solid Waste Designation Ordinance, there will be additional duties for the Solid Waste Official to work with haulers and enforce the Ordinance. Under this scenario, the Solid Waste Official will not be available to augment the current crew processing materials at the Center, and the remaining staff will not be able to keep up with the work load. An additional employee is needed to manage the HHW program, replace the Solid Waste Official on the floor to process materials, and should allow staff to complete some of the important tasks (mentioned above) that are not being performed today. With this new employee, the Solid Waste Official can serve as a backup in the Center instead of regular staff.

This additional staff position is not budgeted, but assuming Solid Waste Designation is implemented, the County will avoid the sampling, testing, and maintenance activities at the Bench St Landfill and funds budgeted for these activities can help cover the cost of this employee. It is not known if all the costs of this employee will be fully covered by the above mentioned avoided costs since the date of the transfer of the Bench St landfill is unknown.

This issue of hiring an additional crew member at the Center is very important to the Solid Waste Official if Solid Waste Designation is implemented or not. The existing work load at the Center is not sustainable and there is no sign that this unsustainable work load will change. There is no light at the end of the tunnel. Without additional help at the Center, the Solid Waste Official will likely submit a Notice of Retirement in the near future.

#### Alternatives

- Authorize hiring an additional crew member at the Recycling Center.
- Reduce the work load at the Recycling Center so the issues mentioned above are resolved. Options include:
  - Reduce the number of Out-County recycling boxes to reduce staff time in the hook truck retrieving the boxes and allow the driver to process materials at the Center.
  - Reduce the number of HHW events held per year.
  - Reduce the open recycling boxes at the Center by fencing off the property and eliminating 24/7 recycling availability to the Public.
- Take no action and likely lose the experienced Solid Waste Official just as we are potentially beginning Solid Waste Designation. Under this scenario, the HHW program will be greatly reduced or eliminated due to a lack of expertise to run the program.

#### Recommendations

It is the recommendation of staff that the County Board authorize the hiring of an additional Recycling Center / HHW Technician.



**Lavon Augustine**  
Goodhue County Assessor  
Goodhue County Finance & Taxpayer Services

*Lavon.Augustine@co.goodhue.mn.us*  
509 W. Fifth St.  
Red Wing, MN 55066  
Phone (651) 385-3012

TO: Personnel Committee  
FROM: Lavon Augustine, County Assessor  
SUBJECT: Request to hire two summer interns  
DATE: February 18, 2020

**Discussion:**

With many technology changes over the years, the Goodhue County Assessor's Office has not had the resources to adopt or transition data from the old to the new technology. There are two major projects that the Assessor's Office would like to undertake this summer including transitioning from CER to CPI and to scan in the old field cards for retention purposes.

Goodhue County currently uses a Crop Equivalency Rating (CER) system to value our agricultural land, which is not supported by the University of Minnesota since they adopted the Crop Productivity Index (CPI) system in the late 90s. We would like to start the transition to this new CPI system. There are many steps in preparation to transition into the CPI system which includes agricultural field drawings as the very first step.

Another technology enhancement that Goodhue County transitioned onto in 2010 was Vanguard which is a computer assisted mass appraisal software to aid in valuing and classifying properties. Our former method of valuing property was on field cards. These field cards need to be scanned for historical and retention purposes.

**Request:**

In order to perform these duties in the most cost effective manner, we are requesting two summer interns whose duties would include but not limited to:

- Drawing agricultural fields in ArcGIS for an easier transition from CER to CPI per work on the relationship / difference between Crop Equivalency Rating (CER) soil type used to value agricultural property verse newer technology Crop Productivity Index (CPI). We would like to transition to this new supported system. (mentioned above)
- Review all field cards in preparation for our scanning project. (mentioned above)
- Box all field cards for scanning project.
- Data entry from appraiser's quintile review.
- Scanning homestead application from 1994 to present as required for document control purposes by Department of Revenue.

**Expense:**

One Intern working from approximately May 11, 2020 to August 21, 2020 (73 days x 8 = 584 hours) at \$13.00 / hour = \$7,592.00. For two interns is a total of \$15,184.00 for a difference of \$2,345.20 from exiting appraiser salary.

Exiting appraiser salary as of January 1, 2020 through approximately April 1, 2020. \$33.71 x (65 days x 8 hours) 520 hours = \$17,529.20.



# REQUEST TO HIRE FORM

## DEPARTMENT & POSITION INFORMATION

Department: Finance & Tax Payers Services - Assessor's Division Date: 2/6/2020

Submitter Name: Lavon Augustine

Position Title: Summer Intern(s) Position Reports To: Lavon Augustine

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?

The intern positions would be providing opportunities to work on two major projects -- transitioning older data into newer technology. An appraiser left late December and that position probably won't be filled until April.

The intern salaries are slightly less than the appraisers salary. The interns will be able to focus on these two major projects.

## 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: \$13.00 x 2 = / \$15,184.00

Anticipated Benefit Cost: \$ 1,168.00

Use this link for help calculating salary & benefits:  
[Total Comp & Benefits Calculator](#)

Total Cost\*: \$ 16,352.00

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.

With many technology changes over the year, the Goodhue County Assessor's Office has not had the resources to adopt or transition data from the old technology to the new technology. We need to transition our ag soils from CER to CPI and we also need to scan our old field cards for retention purposes. Two interns could focus on the necessary steps to get these projects accomplished in 2020.

Job Posting Type:  Internal only  Internal & External

### Advertising Requested:

- ADP Career Center (includes indeed.com)
- County website (includes Facebook & Twitter)
- Lake City Shopper/ Graphic
- Republican Eagle (includes JobsHQ online)
- Cannon Falls Beacon
- Zumbrota Shopper
- Assoc. MN Counties (AMC) website
- 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