

**DAKOTA COUNTY  
ADMINISTRATION/FINANCE/POLICY COMMITTEE OF THE WHOLE**

**Meeting Minutes**

**August 4, 2009**

**Administration Center, Government Center, Conference Room 3A, Hastings, Minnesota**

1. **Call To Order And Roll Call.** Commissioner Thomas A. Egan, Chair of the Administration/Finance/Policy (AFP) Committee of the Whole, called the meeting to order at 11:03 a.m. Roll was noted with the following members present:

Commissioner Joseph A. Harris, District 1  
Commissioner Kathleen A. Gaylord, District 2  
Commissioner Thomas A. Egan, District 3  
Commissioner Nancy Schouweiler, District 4  
Commissioner Liz Workman, District 5  
Commissioner Paul J. Krause, District 6  
Commissioner Willis E. Branning, District 7

*Others present included:*

Brandt Richardson, County Administrator                      Kelly Olson, Sr. Administrative Coordinator  
Karen Schaffer, County Attorney's Office

2. **Audience.** Commissioner Egan asked if there was anyone in the audience who wished to address the Committee of the Whole on an issue not on the agenda or to discuss an item on the consent agenda. No one appeared.
3. **Approval Of Agenda.** On a motion by Commissioner Gaylord, seconded by Commissioner Harris, the agenda was approved.
4. **Introduction Of New Employees.** There were no new employee introductions.

**CONSENT AGENDA**

On a motion by Commissioner Harris, seconded by Commissioner Workman, the consent agenda was unanimously approved as follows:

5. **Approval Of Minutes** of meeting held on July 7, 2009.

**REGULAR AGENDA**

- 6.1 **Adoption Of 2010 Short Term Disability Rates And Addition Of Debit Card To Health Care Flexible Spending Account And Health Reimbursement Account.** Employee Relations Manager Shirley Martin introduced this item and responded to questions from the Committee.

On a motion by Commissioner Harris, seconded by Commissioner Schouweiler, the following resolution was unanimously recommended to the County Board:

WHEREAS, the County provides a self insured short-term disability (STD) plan for employees that is 100 percent employee funded; and

WHEREAS, each year, Deloitte Consulting, LLP conducts a claims analysis of the County's STD claims experience by analyzing the premiums collected and claims paid during the past year; and provides recommendations for rates for the upcoming year; and

WHEREAS, Deloitte Consulting, LLP recommends the 2010 STD rate plan include a 10% rate increase for the 8 day option and no increase for the 15 day, 30 day and 75 day options; and

WHEREAS, staff recommends the adoption of the 10% rate increase for the STD 8 day option and no increase for the 15 day, 30 day, and 75 day options for 2010; and

WHEREAS, HealthPartners now offers a debit card for participants who are enrolled in a Flexible Spending Account (FSA) and/or Health Reimbursement Account (HRA) as an easy, automatic way to pay eligible healthcare expenses with set-aside pre-tax dollars and minimal paperwork; and

WHEREAS, staff anticipates the addition of a debit card to access FSA dollars will remove many of the inconveniences associated with FSA accounts and will increase the use of FSA accounts by County employees; and

WHEREAS, the County cost to provide debit cards to FSA and HRA participants has an annual cost of approximately \$10,000 in administrative charges; and

WHEREAS, this cost will be offset by the amount of money the County saves annually from employees utilizing the FSA plan; and

WHEREAS, staff recommends the addition of a debit card to the Health Care Flexible Spending Accounts and Health Reimbursement Accounts.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby accepts the short term disability renewal rates for 2010 of \$1.96 per \$10 of weekly payroll for the 8-day option, \$1.23 per \$10 of weekly payroll for the 15-day, \$0.35 per \$10 of weekly payroll for the 30-day option, and \$0.12 per \$10 of weekly payroll for the 75-day option; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Employee Relations Director to execute a contract with HealthPartners to add a debit card to the Health Care Flexible Spending Account and the Health Reimbursement Account, subject to approval by the County Attorney's office as to form.

- 6.2 Update On Audited County Financial Statement And State Auditor's Management And Compliance Report For Year Ending December 31, 2008.** Financial Services Director Matt Smith introduced this item and responded to questions from the Committee. This item was for information only; no action was requested.
- 7.1 Authorization To Execute Agreement With Anoka County For Professional Services And Software For Criminal Justice Information Integration Hub.** Criminal Justice Information Integration (CJIIN) Manager Mary Cerkvenik introduced this item and responded to questions from the Committee.

On a motion by Commissioner Schouweiler, seconded by Commissioner Gaylord, the following resolution was unanimously recommended to the County Board:

WHEREAS, the Dakota County Criminal Justice Information Integration Network (CJIIN) provides applications and services to integrate select state and local criminal justice information through collaboration with local and state agencies; and

WHEREAS, the Dakota County CJIIN has developed a criminal justice information integration hub for use by the criminal justice department within the county; and

WHEREAS, Anoka County is interested in purchasing a copy of the integration hub and instituting it within its county criminal justice departments; and

WHEREAS, Dakota County is willing to sell a copy of the hub to Anoka and assist in implementing the system; and

WHEREAS, Dakota and Anoka Counties intend to cooperate in the future to develop modifications to and additional integrations with the integration hub; and

WHEREAS, Anoka County has agreed to purchase professional services and software for an amount not to exceed \$200,000; and

WHEREAS, the Operations, Management and Budget Director is planning to use \$33,320 of this revenue to offset the cost of the amended contract with LifeCycle Technologies related to services provided for Anoka County during 2009 and the remaining \$166,680 is to be deposited into the CJIIN Enterprise Fund for future use.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Operations, Management, and Budget Director to execute an agreement with Anoka County for Dakota County/CJIIN to provide professional services and software to establish a criminal justice integration hub to exchange data between criminal justice partners at the county level and with various municipalities within Anoka County, for a sum of \$200,000, with payments due upon completion of key milestones in the project, subject to approval by the County Attorney's Office as to form.

**7.2 Authorization To Execute Contracts To Purchase And Implement Computer Aided Mass Appraisal And Taxation Software.** Public Services and Revenue Deputy Director Jean Erickson and Information Technology Manager Tim Auld presented this item and responded to questions from the Committee. Property and Taxation Director Joel Beckman and County Assessor Bill Peterson also provided information to the Committee and responded to questions.

On a motion by Commissioner Harris, seconded by Commissioner Branning, the following resolution was unanimously recommended to the County Board:

WHEREAS, in August 2006, a Dakota County project team issued a Request for Proposal (RFP) for the Real Estate Management System procurement project; and

WHEREAS, the response submitted by Tyler Technologies was found to be the best solution to meet or exceed Dakota County requirements as specified in the RFP; and

WHEREAS, in May 2008, the County entered into a Phase I contract with Tyler Technologies to complete a Gap/Fit Analysis to verify that the Tyler Technologies software will meet or exceed the County's requirements for Computer Aided Mass Appraisal (CAMA) and Taxation applications; and

WHEREAS, Tyler has completed its Phase I Gap/Fit Analysis Report, which confirms the system will meet the County's needs and the cost to complete the acquisition and implementation of the applications in Phase II; and

WHEREAS, funds are available from the Recorder's Technology Fund, the Assessing Department Budget Incentive Program (BIP), and the Major Systems Fund to fund the Phase II software purchase and implementation services.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Director of the Operations, Management and Budget Division (OMB), in consultation with the Director of the Public Services and Revenue (PSR) Division, to execute a Phase II contract with Tyler Technologies for the iasWorld CAMA and Taxation software applications and implementation services, in an amount not to exceed \$3,661,678, subject to approval by the County Attorney's office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Director of the OMB Division, in consultation with the Director of the PSR Division, to execute a contract with Oracle Corporation for the purchase of database software and reporting tools in an amount not to exceed \$69,469, to support the CAMA and Taxation applications, subject to approval by the County Attorney's office as to form; and

BE IT FURTHER RESOLVED, That the 2009 Information Technology Department budget for the Real Estate Management System (REMS) Phase II is hereby amended as follows:

**Expense**

Tyler Technologies Services and Software for REMS Phase II	\$3,661,678
Oracle Corp database software for REMS Phase II	69,469
Computer Hardware required for REMS Phase II	160,313
<b>Total Expense</b>	<b>\$3,891,460</b>

**Revenue**

Recorder's Technology Fund	\$3,000,000
Assessing Services Department BIP	200,000
Major Systems Fund Balance	691,460
<b>Total Revenue</b>	<b>\$3,891,460</b>

- 8.1 **2009 Legislative Update On Green Acres Property Tax Program.** Assessing Services Manager Gloria Pinke presented this item. This item was for information only; no action was requested.
9. **County Administrator's Report.** At this time Operations, Management And Budget Director Jack Ditmore provided the committee with a Legislative Program Development Schedule for the 2010 Legislative Session.
10. **Adjournment.** On a motion by Commissioner Krause, seconded by Commissioner Branning, the meeting was adjourned at 12:39 p.m.

Respectfully submitted,

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Kelly D. Olson  
Senior Administrative Coordinator to the Board