

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

Meeting Minutes

October 4, 2011

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

1. **Call To Order And Roll Call.** Commissioner Kathleen Gaylord, Chair of the Administration/Finance/Policy (AFP) Committee of the Whole, called the meeting to order at 11:43 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
Karen Schaffer, County Attorney's Office
Kelly Olson, Sr. Administrative Coordinator

2. **Audience.** Commissioner Gaylord 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 Schouweiler, seconded by Commissioner Harris, the agenda was approved.
4. **Introduction Of New Employees.** There were no employee introductions.

CONSENT AGENDA

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

5. **Approval Of Minutes** of meeting held on September 13, 2011.

6.1 Authorization To Submit Updated All Hazards Mitigation Plan To Minnesota Department Of Homeland Security And Emergency Management, And Federal Emergency Management Agency For Approval

WHEREAS, the Disaster Mitigation Act of 2000 requires counties and cities to prepare All-Hazards Mitigation Plans every five years; and

WHEREAS, plans must address potential natural and manmade hazards and develop mitigation strategies to reduce the impacts of hazard events both in dollars and lives saved; and

WHEREAS, counties and cities must have an approved and adopted plan to be eligible for both federal disaster relief and mitigation project grant dollars; and

WHEREAS, the first All Hazards Mitigation Plan was approved by the Minnesota Department of Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA) in 2006; and

WHEREAS, since early 2010, Dakota County staff has been coordinating the required 5-year update to the All Hazards Mitigation Plan with the 14 urban and 6 rural cities of Dakota County; and

WHEREAS, Dakota County and participating cities have one year to adopt the Plan as their own once the Plan is approved by HSEM and FEMA; and

WHEREAS, prior to submission of the Plan for final approval HSEM has provided comments that have been incorporated into the Plan.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby directs staff to submit the updated All Hazards Mitigation Plan to the Minnesota Department of Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA) for final review and approval.

REGULAR AGENDA

- 7.1 Adoption Of Employee And Employer Contributions For 2012 Medical Plan Coverage And 2012 Premium Rates For Short Term Disability Plan.** This item was presented by Nancy Hohback, Interim Employee Relations Director.

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

WHEREAS, Short-Term Disability claims experiences supports an increase in the 8-day elimination rate and a decrease in the 30-day elimination rate.

NOW THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners accepts the Short Term Disability plan renewal rates of \$2.38 per \$10.00 of weekly payroll for the 8-day option; \$1.29 per \$10.00 of weekly payroll for the 15-day option, \$0.31 per \$10.00 of weekly payroll for the 30-day option; and \$0.12 per \$10.00 of weekly payroll for the 75-day option to be effective January 1, 2012; and

BE IT FURTHER RESOLVED, That effective January 1, 2012, the employee contribution should be 10% of the single premium of the base medical plan for non-union employees.

- 7.2 Adoption Of 2012 Merit Compensation Policy And Plan Provisions.** This item was presented by Nancy Hohback, Interim Employee Relations Director.

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

WHEREAS, the enrollment of Dakota County non-union employees in the Three-for-Free Plan as the County's base medical plan has yielded substantial savings in the cost of the County's medical plan; and

WHEREAS, the Dakota County Board of Commissioners desires to recognize the contribution made by its non-union employees in achieving such cost savings by establishing a one-time lump sum payment to non-union employees in 2012; and

WHEREAS, an increase in the base compensation for non-union employees may be financed, in part, by the continued participation of non-union employees in the Three-for-Free Plan; and

WHEREAS, market competitive compensation and pay policy administration are essential to effective and efficient government; and

WHEREAS, Merit Compensation Policy and Plan provisions need to be amended for application in 2012.

NOW, THEREFORE BE IT RESOLVED, That the Dakota County board of Commissioners hereby adopts for application in 2012 the Merit Compensation Policy and Plan provisions as presented to the Board of Commissioners on October 4, 2011, including the following elements:

- 2012 Pay Equity Compensation Structure is unchanged from 2011;
- 2012 Merit Matrix is set at 1.5% base adjustment for the performance categories of Role Model, Achiever, and Contributor; and
- Full-time non-union employees who are on payroll status on January 1, 2012, shall be entitled to a lump sum payment in the amount of \$1000, to be paid during March 2012, provided that the employee is on payroll status at the time, and further provided that non-limited part-time non-union employees in the same payroll status shall be entitled to a prorated lump sum payment; and

BE IT FURTHER RESOLVED, That participating employees' salaries shall be established in the context of and consistent with these provisions; and

BE IT FURTHER RESOLVED, That the Interim Employee Relations Director is hereby authorized to incorporate these provisions into the 2012 Merit Compensation Policy and Plan document and the Employee Relations Policy and Procedure Manual.

- 8.1 Review Process For Development And Approval Of Dakota County All Hazard Emergency Operations Plan.** Dan Carlson, Homeland Security Consultant, presented this item. This item was for information only.
- 8. County Administrator's Report.** The County Administrator's report followed.
- 9. Adjournment.** On a motion by Commissioner Harris, seconded by Commissioner Workman, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,

Kelly D. Olson
Senior Administrative Coordinator to the Board