

A G E N D A

Dakota County Board of Commissioners Special Meeting

May 4, 2021
12:00 PM

Boardroom, Administration Center, Government Center, Hastings, MN

Members of the public may join the meeting via Zoom Conferencing

Any questions contact County Administration at CountyAdmin@co.dakota.mn.us or join the link below.

Zoom Link:

<https://dakotacountymn.zoom.us/j/92297174482?pwd=dXM2QUd5bDJsY0k2MHRRb3kyREhUdz09>

1. **Call To Order And Roll Call**
2. **Approval Of Agenda** (Additions/Corrections/Deletions)

REGULAR AGENDA

3. **County Board/County Administration**
 - 3.1 *Employee Relations* - Interview Of County Attorney Finalists, Consideration Of Appointment Of County Attorney And Scheduling A Special County Board Meeting
4. **Adjournment**

For more information, call 651-438-4417

Dakota County Board meeting agendas are available online at

<https://www.co.dakota.mn.us/Government/BoardMeetings/Pages/default.aspx>

Public Comment can be sent to CountyAdmin@co.dakota.mn.us

DAKOTA COUNTY BOARD OF COMMISSIONERS**Interview Of County Attorney Finalists, Consideration Of Appointment Of County Attorney And Scheduling A Special County Board Meeting**

Meeting Date: 5/4/2021	Fiscal/FTE Impact:
Item Type: Regular-Action	<input type="checkbox"/> None <input type="checkbox"/> Other
Division: County Administration/County Board	<input checked="" type="checkbox"/> Current budget <input type="checkbox"/> Amendment requested
Department: Employee Relations	<input type="checkbox"/> New FTE(s) requested
Contact: Benish, Andrew	Board Goal: Excellence in public service
Contact Phone: (651) 438-4382	Public Engagement Level: N/A
Prepared by: Benish, Andrew	

PURPOSE/ACTION REQUESTED

Interview finalists for appointment as County Attorney and consider appointing a candidate as County Attorney and scheduling of a Special County Board meeting for May 11, 2021.

SUMMARY

County Attorney James C. Backstrom retired effective February 27, 2021. Under Minn. Stat. §§ 382.02 and 375.08, when a vacancy occurs in the Office of the County Attorney the County Board has the authority to appoint an individual to fill such vacancy for the balance of the current term of office of the departing County Attorney. The next election to fill the office of Dakota County Attorney will be on November 8, 2022, with a term of four years commencing on the first Monday of the following year, which is January 2, 2023.

By Resolution No. 21-107 (February 16, 2021) the County Board authorized the Director of Employee Relations to seek candidates for appointment to the office of County Attorney by advertising in appropriate locations for a three week period, a job posting providing the minimum qualifications, a general description of the statutory duties of the County Attorney and summary of the expected knowledge, skill and abilities of the candidates. The application period closed on March 8, 2021.

By Resolution No. 21-131 (March 9, 2021), a subcommittee to review applicants and identify finalists was authorized by the County Board. The subcommittee met on Tuesday, March 16 to review the list of applicants for County Attorney. Based on a review of qualifications and experience, the subcommittee unanimously identified three applicants to proceed as finalists. By Resolution No. 21-171 (March 23, 2021), the Dakota County Board of Commissioners approved the following applicants as finalists:

- Kathryn Keena
- Elizabeth Lamin
- Thomas Pugh

By Resolution No. 21-210 (April 20, 2021), the Dakota County Board of Commissioners scheduled a special meeting on May 4, 2021, at Noon, in the Boardroom, Administration Center, 1590 Highway 55, Hastings, Minnesota, or via telephone or other electronic means if necessary due to the ongoing COVID-19 pandemic, to interview finalists for appointment as the County Attorney.

After completion of the interviews, the County Board may consider selecting a preferred candidate to appoint as the County Attorney. A proposed resolution is included if the Board elects to select a preferred candidate for appointment as County Attorney during the May 4, 2021 meeting and directs the subcommittee to complete any necessary background checks and determine the terms of appointment with the preferred candidate, subject to Board approval at a Special County Board meeting on May 11, 2021, following the Physical Development Committee of the Whole meeting, in the Boardroom, Administration Center, 1590 Highway 55, Hastings, Minnesota, or via telephone or other electronic means if necessary due to the ongoing COVID-19 pandemic, to finalize the appointment of the County Attorney.

RECOMMENDATION

Interview finalist for appointment as County Attorney and consider appointing a candidate as County Attorney.

EXPLANATION OF FISCAL/FTE IMPACTS

None.

Supporting Documents:**Previous Board Action(s):**

21-107; 2/16/21

21-131; 3/9/21

21-210; 4/20/21

RESOLUTION

WHEREAS, County Attorney James C. Backstrom retired effective February 27, 2021; and

WHEREAS, under Minn. Stat. §§ 382.02 and 375.08, when a vacancy occurs in the Office of the County Attorney the County Board has the authority to appoint an individual to fill such vacancy for the balance of the current term of office of the departing County Attorney; and

WHEREAS, by Resolution No. 21-107 (February 16, 2021), the County Board authorized the Director of Employee Relations to seek candidates for appointment to the office of County Attorney by advertising in appropriate locations for a three week period, a job posting providing the minimum qualifications, a general description of the statutory duties of the County Attorney and summary of the expected knowledge, skill and abilities of the candidates; and

WHEREAS, the application period closed on March 8, 2021; and

WHEREAS, by Resolution No. 21-131 (March 9, 2021), a subcommittee to review applicants and identify finalists was authorized by the County Board; and

WHEREAS, the subcommittee met on Tuesday, March 16 to review the list of applicants for County Attorney. Based on a review of qualifications and experience, the subcommittee unanimously identified three applicants to proceed as finalists; and

WHEREAS, by Resolution No. 21-171 (March 23, 2021), the Dakota County Board of Commissioners approved the following applicants recommended by the subcommittee as finalists:

- Kathryn Keena
- Elizabeth Lamin
- Thomas Pugh

; and

WHEREAS, by Resolution No. 21-210 (April 20, 2021), the Dakota County Board of Commissioners scheduled a Special Meeting for May 4, 2021, at Noon, in the Boardroom, Administration Center, 1590 Highway 55, Hastings, Minnesota, or via telephone or other electronic means if necessary due to the ongoing COVID-19 pandemic, to interview finalists for appointment as the County Attorney; and

WHEREAS, upon completion of the interviews, the County Board considered the merits of each candidate and selected a preferred candidate to appoint as County Attorney to serve out the remaining County Attorney term ending on January 1, 2023.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby selects _____ as the preferred candidate for appointment as Dakota County Attorney; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby directs the subcommittee together with assistance from the County Manager and Director of Employee Relations to complete any necessary background checks and finalize the terms of the appointment with the preferred candidate, contingent upon future Board approval; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby schedules a Special County Board meeting on May 11, 2021, following the Physical Development Committee of the Whole meeting, in the Boardroom, Administration Center, 1590 Highway 55, Hastings, Minnesota, or via telephone or other electronic means if necessary due to the ongoing COVID-19 pandemic, to finalize the appointment of the County Attorney.

County Manager's Comments:

- Recommend Action
- Do Not Recommend Action
- Reviewed---No Recommendation
- Reviewed---Information Only
- Submitted at Commissioner Request

Reviewed by (if required):

- County Attorney's Office
- Financial Services
- Risk Management
- Employee Relations
- Information Technology
- Facilities Management



County Manager

