

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 6/27/2012

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 7/3/2012 Estimated Presentation Time: _____

Presenter: Patrick Wussow or Bobbie Danielson

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY HUMAN RESOURCES

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To: County Commissioners

From: Bobbie Danielson, HR Manager 

Date: June 27, 2012

Subject: Personnel Committee Recommendations – Consent Agenda

The Personnel Committee met on June 26, 2012, and unanimously recommends refilling the following position:

HHS Department

1 full-time Public Health Nurse, Grade L, wage range \$19.00 - \$34.30/hour. This is a budgeted position, previously held by Kathy Carlson. Her last day was 6/8/2012.

If you have any questions or concerns prior to the meeting, please feel free to contact me or Patrick. Tom Burke will also be available at the board meeting to answer questions.

Aitkin County Health & Human Services

204 First St. NW
AITKIN, MINNESOTA 56431
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: June 13, 2012
TO: Aitkin County Personnel Committee
FROM: Tom Burke, Director
RE: Request to Fill Public Health Nurse Position

Due to a recent resignation, we have an open full time Public Health Nurse position in Home and Community Based Services (HCBS). This case load works primarily with maintaining seniors in their own homes. This is the area of our business in which we continue to expect the largest rise in need in the future.

I have attached a position description for review. In addition to the listed duties I feel it is important to note, this position must assist with flu clinics, immunizations, emergency preparedness, community education, and disease prevention and control. We are already down a .5 nurse position of a full complement of 5 we have historically maintained. We would be inadequately staffed to cover emergencies or other staff absences if we did not fill this position.

I would also note that within the last several years, the Minnesota Department of Human Services has begun the process of evaluating and assuring that the program areas they oversee are managed and implemented in the most efficient and cost effective manner possible. This has resulted in an ever changing and complex delivery system that has shifted and impacted our work at a county level. This has increased demand for accountability and quality assurance. Specifically, the HCBS unit has experienced an increase in the amount of paperwork mandated, provider over site, contract management and client interaction. The intensified work load is tied to financial support from the DHS and is monitored and tracked on our State computer system for reimbursement purposes. If we do not draw down revenues through this process, costs for completing these essential and mandated services, would need to be covered by county dollars

Despite the complexities, the efficiencies and effectiveness of our staff has led to positive results in all of our audits and reviews in HCBS. Due to proper staffing ratios this unit area has demonstrated competency in all programmatic functions and mandates according to DHS and contracted health care providers. This results in meeting our primary goal of providing a high level of care for the county consumers whom we serve. Our present complement of staffing allows us to maximize revenue generation.

HCBS Nurse Position - Full Time Replacement

Current Wage Expense

Projected Replacement Expense

	Current	Current		Step 2	Step 2	
Position	2012 Salary	2012 Fringe		2012 Salary	2012 Fringe	
Public Health	\$51,937.60	\$8,500.00	Health	\$43,305.60	\$8,500.00	Health
		\$3,220.13	FICA		\$2,684.95	FICA
Monthly	\$4,390.89	\$753.10	Medicare		\$627.93	Medicare
		\$73.20	Life		\$73.20	Life
		\$3,765.48	PERA		\$3,139.66	PERA
	\$51,937.60	\$16,311.90		\$43,305.60	\$15,025.73	
Total Staff Expense:		\$68,249.50			\$58,331.33	
Savings:	\$9,918.17					

Projected Revenues

PH Nurse		
Case Mgmt \$	\$56,760.00	**EW/AC/MSHO/MSC+ = 50 Hours per Mo.
	<u>\$32,745.60</u>	**CADI/CAC/BI = 30 Hours per Mo.
Total Revenues	\$89,505.60	

Projected Total Revenues	89,505.60
Projected Step 2 Expenditures	<u>58,331.33</u>
	+ 31,174.27

Based on the information provided, I would request permission to fill the current budgeted full time position of PHN for the HCBS unit.

I should also note that Health and Human Services has the following positions unfilled:
 2 Full time social workers, part time nurse, part time CSP worker