

AITKIN COUNTY LABOR MANAGEMENT COMMITTEE

AGENDA

January 10, 2013

8:15 County Board Room

To 2012 LMC Representatives:

- Cathy Olson, AFSCME Courthouse Unit, Alternate
- Diane Eastman and Rae Zahn, AFSCME HHS Unit
- Ross Wagner Department Head Representative
- LLCC Representative, None currently assigned
- Dave Conway, Local 49 LLCC Unit
- Paul White, Local 49 R&B Unit, Aitkin Shop
- Butch Olson, Local 49 R&B Unit, Outlying Shop
- Erin Melz, Public Health Department, Alternate
- Denise Lee, Salaried & Professional Unit, Alternate Tom Veenker
- Dan Guida, Teamsters Licensed Unit
- Tom Fistere, Teamsters Non-licensed Unit, Alternate Kim Morrissey
- Debbie Hamilton, Teamsters Supervisory Unit, Alternate Jeremy Swensen
- Ex-officio Members, Mark Wedel, Patrick Wussow, Bobbie Danielson / Alternate for HR is Nicole Visnovec
- One Business Agent, Ginger Thrasher (substituting for another agent in 2012)

AITKIN COUNTY LABOR MANAGEMENT COMMITTEE MISSION STATEMENT:

The Labor Management Committee exists to provide a way for labor and management to communicate in an environment of openness, with a view toward fostering mutual respect and trust, developing a working partnership in the organization and generating pride in our work product. The Committee also exists to improve the work environment by utilizing input by any County employee in the decision-making process.

Attending: Patrick Wussow, Denise Lee, Cathy Olson, Erin Melz, Tom Burke, Rae Zahn, Diane Eastman

Review and Approve the October Agenda

Review and Approve the July Minutes

Old Business:

A. **HR Updates:** Bobbie was unable to attend

B. **County Administrator's Updates:**

County Board adopted a 2013 Budget of \$25,236,228 with a levy of \$11,725,696 (levy increase of 3%).

Election results

County Commissioner Napstad re-elected (Napstad 66% - Pratt 44%)

County Commissioner Westerlund re-elected. Unopposed

New Senator MN District 10 – Carrie Ruud

New House MN District 10b – Joe Radinovich

County Board is working with Department Heads to determine Legislative priorities.

County Board is planning Aitkin County Day at the Capital in February (date not determined at this time).

C. **By-laws Discussion:** We'll leave as is until we have our LMC training

D. Evaluation Forms: Since performance evaluation forms include essential function text from each job description, these will be reviewed and updated "after" the Job description study is completed.

E. Comp Worth Study: Update - still working on it

F. Information sharing by LMC Representatives

Assessor Office: The Assessor's office sent out close to 1200 homestead applications for the townships up for reassessment in 2013. Those that do not respond by returning their application will lose their homestead classification for taxes payable in 2014. We are also continuing to work on the flood related parcels from June of 2012.

Health & Human Services:

Public Health: Have a new computer system called CHAMPS and are beginning the training process.

Road & Bridge: Have been busy plowing, salting and sanding the county roads.

New Business:

A. Suggestion box criteria – All 3 suggestions boxes now have a sign that asks:

- Did you see a safety concern today?
- Were you able to quickly find where you needed to be?
- Do you have an idea about improving the accessibility or convenience of services provided by Aitkin County?
- Do you have an idea for a seminar or training opportunity you'd like offered to employees?
- Are there ways your job, the facilities or environment could be improved and made more enjoyable (i.e. casual Fridays, break rooms, waiting areas, technology options, social events, other??)?

Thank you Erin Melz for completing the signs and putting them up.

It was decided that all suggestion from the boxes that are appropriate will be attached to the minutes from each meeting.

Standing Committees:

Safety: No meeting

Insurance/VEBA: No updates

Health Promotion: 2013 Going Green Eco-friendly series:

February 13, 2013 "The Dirt on Composting" Debbie Flowers

April/May "Planting Tips for the Best Yield"

August/September "Processing your Crops"

Nov/Dec "Organic vs Non-Organic What's the Big Deal?"

Employee Training: Several courses are offered on the Intranet for all employees. You can find a complete list of course topics on the Training page and the Safety Training Page.

Suggestion Boxes: See attached

Meeting dates for 2013

January 10

April 11

July 11

October 10

Respectfully submitted,

Diane Eastman