

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7/17/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 7/23/2013 Estimated Presentation Time: 5-10 min

Presenter: Bobbie Danielson, HR Manager

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 eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY HUMAN RESOURCES

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www.co.aitkin.mn.us

To: County Commissioners
From: Bobbie Danielson, HR Manager 
Date: July 17, 2013
Subject: Personnel Committee Recommendations

Background

The Personnel Committee met on **July 16, 2013**, and unanimously recommends the following:

1. Create and fill a new full-time Financial Worker position, HHS Department, and any subsequent vacancy created if the position is filled internally by transfer or promotion. This is a grade level "P" position. Additional information is attached, including the original staff request, case load history, cost estimates, pay scale, and job description.

In addition, the personnel policy states the salaries of commissioners shall be set by resolution of the Board by July 31 of each year, prior to the year in which the salary is to be paid. The 2013 salary is \$28,644. Adding \$936.00 effective January 1, 2014, for a total of \$29,580 annual salary, would be equivalent to a 45 cents per hour general adjustment. Other units have settled for 45 cents per hour general adjustment, *plus steps*. Seeking input and discussion from the Board.

Action Requested

Motion to create and fill a new full-time Financial Worker position and to authorize any subsequent vacancy created if the Financial Worker position is filled internally by transfer or promotion.

Discuss and set by resolution the 2014 salaries of commissioners.

If you have any questions or require additional information prior to the meeting, please feel free to contact me, Patrick, or Tom Burke.

Aitkin County

	2013 Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
	2013 Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

County Board adopted 4/9/2013

**Note, AFSCME HHS contract not settled yet. This is shown for illustrative purposes only.

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: July 2, 2013

TO: Personnel Committee:
Commissioner Wedel
Commissioner Niemi
County Administrator Patrick Wussow
Human Resources Manager Bobbie Danielson

FROM:  Tom Burke

RE: Request Financial Worker Position

We are requesting a new financial worker position be granted based on the impending caseload increase with the implementation of the Affordable Care Act and the significant workload increase over the past 4-5 years.

Why is the Aitkin County Income Maintenance Unit requesting a new Financial Worker? The Affordable Care Act (ACA) changes will start with Open Enrollment October 1, 2013 training weekly from August through September. The Affordable Care Act is changing/expanding the eligibility criteria for many healthcare applicants/enrollees. As a result, it is projected that Aitkin County can expect approximately 574 new MA enrollees. In order to handle the large volume of new applications, I feel it is necessary to hire one new worker at this time. (This is a very conservative estimate as the Income Maintenance Unit has experienced significant caseload growth over the past many years. Please see the attached chart for case load growth for the past four years. In 2009, the case count was 2059, and in May of 2013 the case count was 2278, which is an increase of 219 and that is a caseload in itself).

Contributing factors to growing case counts include the declining economy/inflation/lack of jobs, Unemployment Benefits ending, and the elimination of an asset test for the SNAP (Food Support) program. SNAP enrollment rose 69% in Aitkin County over the past 4 years.

How does the hiring of a new Financial Worker benefit the community and its citizens? The additional staff will help workers meet state and federal processing guidelines. Processing timelines for health care programs vary from 15 days to 60 days, depending on the basis of eligibility. Providing timely health care coverage for citizens of our county means that people can get the medical care they need. Without health care coverage, people often wait to see a doctor until they are in a medical crisis. Preventative care is cost effective, and people with health care coverage will be more likely to access the less costly, preventative care. Medical providers will be paid for the services they provide if a person is open to health care coverage. Without coverage, providers need to "write-off" unpaid bills which can contribute to higher medical costs for those with insurance or those who private pay.

What could happen if we don't add staff to manage the ACA changes? Without additional staff to handle the large volume of MA applications, staff will fall very far behind with the processing of all public assistance requests. I would need to spread the increased cases amongst all staff. We would be at a higher risk of not meeting Federal guidelines for timeliness and accuracy for the SNAP program. We could lose bonus dollars tied to accuracy and timeliness if we don't meet guidelines. We will not be able to act on changes timely, resulting in benefits not closing timely and overpayments occurring. We will have a delay in approving benefits

for clients which means a delay for clients to pay bills such as rent, electricity, food. We could see a rise in emergency assistance applications if rent and electric bills are not paid timely. We could see an increase in the number of evictions from nursing homes if MA is not approved timely. If MA is not approved timely for LTC-EW applicants, it could mean the county case managers (Public Health Nurses/Social Workers) will have to do another Long Term Care consultation because the first one expired before MA was approved. This is a time-consuming activity for our case managers. I would expect to see a rise in the volume of complaint calls regarding the delay in receiving benefits. An increase in phone call complaints takes away time from staff being able to process cases; too much time is spent on the phone explaining why their case is not processed yet. We run the risk of sanctions if we do not meet timelines. Our local providers may also be impacted if the need for uncompensated care increases due to delays in processing applications.

I do not make this request lightly. Over my time in this office, only one other time have I made this request without having already given up a position or had a change in a funding stream. If this position was not vital in delivering services directly to citizens of this county, I would not be making this request.

It is conceivable that as we work through the implementation of the ACA over the next 2-3 years, I believe we will be able to hire this position within our existing budget this year. Going further, I do not expect to request any more levy dollars than I did this year. We may be able to return to our present number of Financial Workers through attrition.

I am attaching the following information:

- Additional Background information with respect to the programs impacting this position.
- Caseload History comparison chart.
- Financial Information for the Financial Worker position
- Eligibility Technician/Financial Worker Position Description

Background:

- ▶ **Affordable Care Act (ACA)**
 - The collection of bills that encompass federal health care reform.
- ▶ **Exchange**
 - An online marketplace where Minnesotans can find, compare, choose and get quality health care coverage that best fits their needs and budget.
- ▶ **Qualified Health Plan (QHP)**
 - A health plan that is certified to be issued through the Exchange.
- ▶ **Advance Premium Tax Credits (APTCs)**
 - Payments of a tax credit which provide premium assistance on an advance basis to help individuals enroll in a qualified health plan through the Exchange.
 - APTCs are available to individuals with incomes between 100% – 400% FPG. They will reduce monthly premiums to between 2% – 9.5% of monthly income.
- ▶ **Cost-Sharing Reductions (CSRs)**
 - Out of pocket costs (copays, deductibles) will be reduced by up to 2/3 for individuals with incomes between 100% – 250% FPG who are enrolled in certain QHPs through the Exchange.
- ▶ **Modified Adjusted Gross Income (MAGI)**
 - An income calculation method from the IRS tax system that will be used to determine eligibility for Medicaid (certain populations) and for tax credits available to people buying insurance in the Exchange.

ACA General Provisions:

Individual mandate

- ▶ On January 1, 2014, everyone must have insurance, with some exceptions:
 - Religious objections
 - Those not lawfully present
 - Incarcerated individuals
 - Financial hardship
- ▶ Or pay a fine per person equal to the greater of the flat fee or percentage of income above the tax filing threshold.
 - 2014: \$95 or 1% of income
 - 2015: \$325 or 2% of income
 - 2016: \$695 or 2.5% of income
- ▶ Minnesota Medicaid enrollment estimated to increase by 16% or 95,000 in 2014 under the ACA.

INCOME MAINTENANCE CASELOAD HISTORY

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
2013												
Totals	2256	2257	2271	2262	2278							
2012												
Totals	2226	2235	2261	2249	2229	2242	2256	2245	2223	2235	2232	2244
2011												
Totals	2320	2351	2297	2288	2274	2281	2260	2271	2236	2247	2249	2248
2010												
Totals	2171	2166	2192	2203	2192	2174	2194	2204	2217	2235	2284	2288
2009												
Totals	1944	1977	2015	2056	2059	2059	2090	2111	2120	2127	2141	2164

Total: Total cases open.

Please note an increase of 219 cases from May 2009 to May 2013.

FINANCIAL WORKER SALARY CHART W/BENEFITS

2013 Start		0.5	1	2	3	4	6
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr
2010 Wage Scale	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CLASS P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
Total Hourly	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
Total Salary	\$ 27,747.20	\$ 29,016.00	\$ 30,326.40	\$ 31,761.60	\$ 33,238.40	\$ 34,736.00	\$ 36,358.40

2013 Start		0.5	1	2	3	4	6
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr
2010 Wage Scale	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CLASS P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
Total Hourly	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
Total Salary	\$ 27,747.20	\$ 29,016.00	\$ 30,326.40	\$ 31,761.60	\$ 33,238.40	\$ 34,736.00	\$ 36,358.40

County receives 50% reimbursement

7/2/2013

JOB TITLE: ELIGIBILITY TECHNICIAN/FINANCIAL WORKER

Reports to: Income Maintenance Supervisor	Department: Human Services
Classification: P	Site: Family Service
FLSA:	Union: AFSCME
Supervision	Date: Revised 8/2002
Exercised: No	

JOB SUMMARY: Under general supervision, determine and maintain eligibility for public welfare programs according to State and Federal mandates.

MAJOR JOB FUNCTIONS:

1. Knowledge of Federal, State and County policy, to advise at interview time, in written correspondence and phone contact of programs that would be available to clients. (15%)
2. Interview and determine eligibility, gather and verify factual information, process and make independent decisions regarding all areas of financial human services programs. (23%)
3. Maintain ongoing cases to insure that eligibility continues to exist and that all federal, state and local laws and regulations are complied with monthly, semi-annually and annually. (22%)
4. Identify and make referrals and coordinate services to best serve the clients, to other agencies such as Sheriff's Department for fraud, Social Services Department, Public Health, Social Security, Arrowhead Transit, AEOA and HUD Housing. (10%)
5. Continued education is essential to keep up with legislative policy changes as federal and state policy dictates. (15%)
6. Perform other work related duties independently, which include: Advocate for clients with Managed Care Representatives and other companies, Coordinate Team Meetings, Set-up & Participate in Home Visits, Staff Outreach Sites, Present Orientation Information, Participate in Student Education and Career Fairs. Make independent judgments of legal court documents that pertain to each individual client (divorce decrees, tax forms, Etal.). Work with vendors on behalf of the clients. (15%)

ADDITIONAL RESPONSIBILITIES:

1. Lead worker on rotation basis when supervisor is out of the agency.
2. Assist in training new workers and interns.
3. Present pertinent information at Agency conferences and appeals.
4. Compose correspondence and fraud financial statements as needed.
5. Respond to complaints of clients.
6. Testify for court actions on our case loads.
7. Prism access and referrals.
8. Cost effective health insurance and TPL entering of information.
9. Nursing home and GRH consult.

10. Child Care.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. *The minimum requirements and level of education for the job:* Three years of clerical experience or experience working with the public, or some combination of the two, totaling three year; Or Two years of clerical experience in a social services/human services agency; Or Two years of study at an accredited two or four year college or university or similar institution, with emphasis in the behavioral sciences, business, or closely related subjects (at least 23 quarter credits or 16 semester credits); Or Successful completion of the technical college Public welfare Financial Worker diploma program (application must be within six months of completion of the program); Or Successful completion of the technical college Public Welfare Financial Worker certificate program will substitute for one year of the required clerical experience or experience working with the public.
2. *Type of knowledge of facts, rules, things, procedures, etc. necessary for the job:*
 - Knowledge of interviewing techniques and skills in conducting interviews.
 - Knowledge of agency programs, operations, policies and procedures.
 - Knowledge of available community resources.
 - Knowledge of the MAXIS data information system.
 - Knowledge of human behavior.
3. *The abilities and skills necessary for the job:*
 - Ability to establish and maintain effective working relationships with clients, public, co-workers and agency administration.
 - Ability to organize and coordinate job activities.
 - Ability to make decisions.
 - Ability to remain objective.
 - Ability to accurately and rapidly process detailed information.
 - Ability to establish and maintain accurate and systematic records.
 - Ability to express ideas clearly and ability to comprehend and follow complex written and verbal instructions.
 - Ability to communicate effectively, both orally and in writing.
 - Ability to interpret legal documents, complex rules, manual materials and bulletins as they apply to income maintenance programs.

Working Conditions/Physical Requirement:

This position requires indoor work in an office setting where there is noise and activity.

This position requires a variety of sitting, standing, bending, and lifting in a multi-level building.

Other: The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(The a above two paragraphs are mandatory for each job description).

* Essential for purposes of the Americans with Disabilities Act only.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED July 23, 2013

By Commissioner: xx

072313-0xx

2014 Commissioner Salaries

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 County Commissioner's salary at \$_____.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 23rd day of July A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 23rd day of July A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy