

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



To: Chairperson, Aitkin County Board of Commissioners

Date: January 7, 2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Employee Recognition

Requested Meeting Date: Jan. 14, 2013 Estimated Presentation Time: 5 minutes

Presenter: Bobbie Danielson, HR Manager and Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
 For discussion only with possible future action Adopt Ordinance Revision
 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 Approve/adopt proposal by resolution (attach draft resolution)
 Authorize filling vacant staff position
 Request to schedule public hearing or sale Other (please list) _____
 Request by member of the public to be heard
 Item should be addressed in closed session under MN Statute _____

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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To: County Commissioners and County Administrator, Patrick Wussow

From: Bobbie Danielson, HR Manager 

Date: January 7, 2014

Subject: Employee Recognition

Employees who have completed 25 years of service or more (in 5 year increments) are formally recognized by presenting them with an award for their achievement. The following employees reached milestones during the 4th quarter of 2013:

- Kirk Peysar, 25 years of service, County Auditor with the Auditor's Department.
- Marlene Sarff, 25 years of service, Social Worker with the Health and Human Services Department.

Fourth Quarter 2013 Recognition

25 Years

Kirk Peysar, Auditor

Marlene Sarff, H&HS