



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: June 9, 2015

Title of Item: Commissioners' Internal Committees

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed:
Summary of Issue: Please see the attached memo.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Nathan Burkett, Administrator
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

DATE: June 3, 2015

TO: County Board

FROM: Nathan Burkett, County Administrator 

RE: Commissioners' Internal Committees

This agenda item is to request that the Board discuss the internal committee structure of the County. While there are no concerns with the current structure, the intent of this agenda item is to give the Board the opportunity to discuss:

1. Does the current committee structure make the most sense given the operations of the County?
2. Does the current committee structure give the Board adequate representation in consideration of policy recommendations governing operations?
3. Does the Board wish to make changes to the internal committee structure of the County, and if so; what might that structure look like?

Current internal committees:

1. Personnel Committee
2. Emergency Management
3. Insurance Committee
4. Investment Committee
5. Labor Management
6. Purchasing
7. Ordinance Committee
8. Economic Development Committee
9. Others?

Considerations:

The Board may wish to consider consolidating committees and redefining their roles. As with all committees of the Board, any report or recommendation of that committee is subject to the approval of the appropriate authority. A couple of suggestions for consideration are:

1. Personnel Committee, receives reports and advises on:
 - a. All personnel actions (hiring, discipline, grievances, leaves, etc...)
 - b. Plans or concepts related to organizational structure changes that will impact personnel

- c. Workforce planning
 - d. Human Resources strategies
 - e. Performance evaluation models
 - f. Negotiations activities
 - g. Any other items of personnel importance that the committee deems advisable
2. Finance Committee receives reports and advises on
- a. Accounting procedures and internal controls
 - b. Financial status of the County
 - c. Investments
 - d. Budgets
 - e. Debt
 - f. Any other items of finance importance that the committee deems advisable
3. Operations Committee receives reports and advises on
- a. Technology
 - b. Facilities
 - c. Process improvement
 - d. Capital improvement planning
 - e. Any other items of operational importance that the committee deems advisable

The Board may wish to continue, or consider establishing policy committees similar to the AMC Committee structure aligned with the following categories: HHS, Natural Resources and Environment, Public Safety, Transportation and Infrastructure, General Government (including economic development).