Board of County Commissioners
Agenda Request

Aitkin County

5B
Agenda Item #

Requested Meeting Date: August 25, 2015

Title of Item: Commissioners' Internal Committee Structures

	Action Requested:		Direction Requested
☑ REGULAR AGENDA	☑ Approve/Deny Motion		☐ Discussion Item
☐ CONSENT AGENDA	☐ Adopt Resolution (attach draft)		☐ Hold Public Hearing*
☐ INFORMATION ONLY			*provide copy of hearing notice that was published

Submitted by:	**Department:**
Nathan Burkett	Administration

Presenter (Name and Title):	**Estimated Time Needed:**
Nathan Burkett, County Administrator	

Summary of Issue:

At the June 9th County Board meeting we briefly discussed the restructuring of the Commissioners' internal committees (please see attached memo). At Tuesday's meeting I would like the Board to consider changing the current internal committee structure by adopting three committees (Personnel, Finance, and Operations) with two commissioners appointed to each committee. These committees would replace several of the current committees.

Alternatives, Options, Effects on Others/Comments:

Leave current committee structure as is.

Recommended Action/Motion:

Adopt three committees, appoint two commissioners to each of the three committees, and eliminate several of the current committees.

Financial Impact:

Is there a cost associated with this request? ☐ Yes ☑ No

What is the total cost, with tax and shipping? $

Is this budgeted? ☐ Yes ☐ No Please Explain:

Legally binding agreements must have County Attorney approval prior to submission.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Nathan Burkett, Administrator
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DATE: June 3, 2015

TO: County Board

FROM: Nathan Burkett, County Administrator NB

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).