

**County Board Breakfast Meeting with Legislative Delegation to  
discuss Carver County's 2008 Legislative Priorities**

**January 15, 2008**

**8:30 a.m.**

**Chanhassen American Legion**

**Chanhassen, Minnesota**

**Carver County Board of Commissioners**

**January 15, 2008**

**County Board Room**

**Carver County Government Center**

**Human Services Building**

**Chaska, Minnesota**

**County Board Work Session Agenda**

<b>Time</b>	<b>Topic</b>	<b>Page</b>
4:00 p.m.	<b>1. PUBLIC WORKS</b>	
	1.1 Union Pacific Railroad Abandonment.....	1
5:00 p.m.	<b>2. ADMINISTRATIVE SERVICES/EMPLOYEE RELATIONS</b>	
	2.1 Information Services-intranet demo .....	2
	2.2 Policy Manual updates .....	3-6
6:15 p.m.	Board and Administrator Reports	

David Hemze  
County Administrator



# REQUEST FOR BOARD ACTION

**AGENDA ITEM :** Public Works Topics

Originating Division: Public Works Meeting Date: January 15, 2008  
 Amount of Time Requested: 60 minutes Attachments for packet:  Yes  No  
 Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

❖ Regional Railroad Authority

60 Minutes

- Union Pacific Railroad Abandonment

**ACTION REQUESTED:**

No action is requested.

**FUNDING**

County Dollars = \$  
 Other Sources & Amounts = \$  
 = \$  
**TOTAL** = \$

**FISCAL IMPACT**

- None
- Included in current budget
- Budget amendment requested
- Other:

*Related Financial Comments:*

Reviewed by Division Director

RMG

**Date:** December 20, 2007



# REQUEST FOR BOARD ACTION

**AGENDA ITEM: Information Services – Intranet Demo**

Originating Division: Administrative Services

Meeting Date: 1/15/2008

Amount of Time Requested: 15-20 minutes

Attachments for packet:  Yes  NoItem Type: Consent Regular Session  Closed Session  Work Session  Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM: Information Services – Carver County Intranet Demo**Details

Information Services has completed Phase II of the Carver County Web site redesign; this phase includes redesign of the Carver County employee intranet web pages.

The first Divisions to launch on the intranet were Employee Relations and Administrative Services with other Divisions quickly getting intranet content prepared and posted.

**ACTION REQUESTED: Work Session - Intranet Demo****FUNDING**

County Dollars = \$

Other Sources & Amounts =  
= \$**TOTAL** = \$*Related Financial Comments:***FISCAL IMPACT** None*Included in current budget**Budget amendment requested* Other: Reviewed by Division Director

Date: 1/10/2008



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Policy Manual Updates**

Originating Division: Administrative Services/Employee Relations

Meeting Date: 1/15/08

Amount of Time Requested: 60 min

Attachments for packet:  Yes  NoItem Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

Administrative Services and Employee Relations have been working over the past year to update County policies. The reasons for the updates are:

- Many policies are in need of updating
- Updates and changes are required for legal compliance, to increase efficiency, reflect the culture of the organization, to recognize industry trends and best practices.

Attached is a summary of changes for the two policy manuals that are being created (APM – Administrative Policy Manual & the PPM – Personnel Policy Manual).

A few copies of the policies will be available at the meeting. The board can also review the policies prior to the meeting by opening the “Board Drive” (V) and accessing the folder called “Policy Drafts.”

Staff looks forward to presenting this information as we try to enhance the day to day operations of the County.

**ACTION REQUESTED:** Review and comment**FUNDING**

County Dollars = \$  
 Other Sources & Amounts =  
 Grants = \$  
**TOTAL = \$**

**FISCAL IMPACT**

- None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:* Reviewed by Division Director

Date: 1/4/08

## **Personnel Policy Manual (PPM) Overview of Recommended Changes**

Some of the policies contained in the current Personnel Rules & Regulations will now be in the Administrative Policies (APM)

### Staffing & Employment

Rule of 3 allowing the hiring authority to select anyone among the top 3 candidates on the final interview rather than the top 1.

New – Internship Policy complies with PELRA

Salary upon selection – some flexibility allowing:

    Upon promotion: 4.5 – 9% hiring authority (current)

    > 9 – 12% with Employee Relations Director approval

    > 12% with County Administrator approval

Transfer days for line staff 10 vs 20 (unclear in current policy)

Reorganization resulting in demotion – freeze salary if above new range

### Classification & Compensation

Hiring wage up to step 5 grades 1 – 9; step 7, grades 10 & above,

Higher starting wage with approval from ER & County Administrator

Close window on PRHCSP differences with unions for employees beginning after a given date (2/1/08).

### Benefits

Concurrent payment of holidays for part time employees based on budgeted FTE

Revised FMLA for birth & adoption situations with both parents working for CC

LWOP up to 10 days approval by Division Director

    11 – 30 days by Employee Relations Director

    30 + days by County Administrator

Tuition – advance rather than reimbursement available if the class is required by employer; includes consequences of non-passing grades

Employee Club Policy (new policy)

### Code of Conduct

Sexual Harassment & Non-discrimination combined, streamlined

Respectful Workplace Policy (new)

Non-violence, reduced, needs further reduction

Commercial Drivers License (added since last revisions)

## **Administrative Policy Manual Overview of Recommended Changes**

Please keep in mind, these are only the policies in the Administrative Policy Manual (APM) – The Personnel Policies are in another folder – PPM

Changes or new policies include the following:

### Contracts:

- Delegation of Authority to the Administrator for smaller contracts
- Letter of Agreements – new
- Contract amendment language – modified
- Grants – new
- JPA - new
- On call service contracts - new

### County Board:

- Committees: New policy describing the different committees
- County Board Agenda Development and Review Process: Current policy, new to manual.
- Elected Officials Out of State Travel: Current policy, new to manual
- Operating Rules: New policy based on operating rules.

### Facilities:

- Meeting Rooms: Updates to current policy.
- Tobacco: Included near County Buildings and Vehicles as places where smoking is not allowed.
- Firearms: New policy limiting firearms in County Facilities

### Finance and Budget:

- Budget Philosophy and Schedule: New policy based on budget language.
- CIP Policy: New policy based on language in the CIP.
- Fee Schedule: New policy
- Business Card Purchasing Program: Current policy added to book, minor changes
- Capital Asset Inventory: Policy based on inventory program
- Debt Administration: New Policy
- Electronic Payment Process: New Policy establishing the framework for accepting credit cards
- Investment Policy: New to this book
- Sales Tax: New policy
- Travel, Meals, Mileage and Related Expenses: Changed the approval process for travel.
- Approval process for claims - modified

### Information Services:

- E-mail: Added tiered system to e-mail management

- Cell Phones: New section
- Interoffice and USPS mail: New policy

Misc.:

- County Auction: New policy
- Communications: New policy

Purpose and General:

- Government Ethics: New policy
- Purpose and Administration: New Policy that provides guidelines for APM
- Mission, Values and Goals: These were added to the APM for an introduction to the book.

Regulatory and Reference:

- Data Practices: New reference
- HIPPA: New reference
- Records Management: New policy

Appendix:

An appendix was added to include commonly used documents: Voice Mail and Online Directory/View Mail