

AGENDA

Dakota County Board of Commissioners Administration/Finance/Policy Committee of the Whole

October 4, 2011
9:30 a.m.

(or following County Board Meeting)

Conference Room 3A, Third Level, Administration Center, Government Center, Hastings, MN

1. **Call To Order And Roll Call**

Note: Any action taken by this Committee of the Whole constitutes a recommendation to the County Board.

2. **Audience**

Anyone in the audience wishing to address the Committee on an item not on the agenda or an item on the consent agenda may come forward at this time. Comments are limited to five minutes.

3. **Approval Of Agenda** (Additions/Corrections/Deletions)

4. **Introduction Of New Employees**

CONSENT AGENDA

5. **Approval Of Minutes** of meeting held September 13, 2011 2

6. **Operations, Management And Budget**

6.1 *Operations Management* – Authorization To Submit Updated All Hazards Mitigation Plan To Minnesota Department Of Homeland Security And Emergency Management, And Federal Emergency Management Agency For Approval..... 7

REGULAR AGENDA

7. **County Board/County Administration**

7.1 *Employee Relations* – Adoption Of Employee And Employer Contributions For 2012 Medical Plan Coverage And 2012 Premium Rates For Short Term Disability Plan 10

7.2 *Employee Relations* – Adoption Of 2012 Merit Compensation Policy And Plan Provisions 15

8. **Public Safety**

8.1 *Sheriff* – INFORMATION – Review Process For Development And Approval Of Dakota County All Hazard Emergency Operations Plan 29

9. **County Administrator's Report**

10. **Adjournment**

The next scheduled meeting is Tuesday, November 1, 2011, at 9:30 a.m.
in Conference Room 3A, Administration Center, Government Center, Hastings

For more information, call 651-438-4417.

Dakota County Administration/Finance/Policy Committee of the Whole meeting agendas are available online at
<http://www.co.dakota.mn.us/CountyGovernment/CountyBoard/AFPCalendar/default.htm>

**DAKOTA COUNTY
ADMINISTRATION/FINANCE/POLICY COMMITTEE OF THE WHOLE**

Meeting Minutes

September 13, 2011

Administration Center, Government Center, Conference Room 3A, Hastings, Minnesota

1. **Call To Order And Roll Call.** Commissioner Kathleen Gaylord, Chair of the Administration/Finance/Policy (AFP) Committee of the Whole, called the meeting to order at 11:26 a.m. Roll was called with the following members present:

Commissioner Joseph A. Harris, District 1
Commissioner Kathleen A. Gaylord, District 2
Commissioner Thomas A. Egan, District 3
Commissioner Nancy Schouweiler, District 4
Commissioner Liz Workman, District 5
Commissioner Paul J. Krause, District 6
Commissioner Willis E. Branning, District 7

Others present included:

Brandt Richardson, County Administrator
Karen Schaffer, County Attorney's Office
Kelly Olson, Sr. Administrative Coordinator

2. **Audience.** Commissioner Gaylord asked if there was anyone in the audience who wished to address the Committee of the Whole on an issue not on the agenda or to discuss an item on the consent agenda. No one appeared.
3. **Approval Of Agenda.** On a motion by Commissioner Schouweiler, seconded by Commissioner Egan, the agenda was approved.
4. **Introduction Of New Employees.** Tim Auld, Information Technology Manager, introduced Tammie Kortan, Business Analyst; Dan Cater, Information Technology Manager, introduced Matthew Weiss, Systems Analyst Programmer; and Taud Hoopingarner, Operations Management Director, introduced Patrick Cleveland, Senior Information System Specialist.

CONSENT AGENDA

On a motion by Commissioner Harris, seconded by Commissioner Egan, the consent agenda was unanimously approved as follows:

5. **Approval Of Minutes** of meeting held on August 2, 2011.
- 6.1 **Update On Audited County Financial Statement And State Auditor's Management And Compliance Report For Year Ending December 31, 2010.** This item was for information only.
- 6.2 **Authorization To Release Draft 2012–2016 Capital Improvement Program For Formal Review**

WHEREAS, the Dakota County Board of Commissioners recognizes the need to identify and plan for future capital projects; and

WHEREAS, the County desires input from local communities in developing its Capital Improvement Program; and

WHEREAS, staff has compiled the draft 2012–2016 Capital Improvement Program; and

WHEREAS, by Resolution No. 10-475 (September 28, 2010), the County Board scheduled budget workshops to discuss the 2012 budget, beginning on November 1, 2011; and

WHEREAS, by Resolution No. 10-475, the County Board also scheduled a public hearing for November 15, 2011, to receive comments on the 2012–2016 Capital Improvement Program (CIP).

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the County Administrator to post the draft 2012–2016 Capital Improvement Program to the Dakota County website to allow review from interested cities as a means of receiving further input prior to adoption of the CIP in December 2011.

7.1 Authorization To Execute Joint Powers Agreement For Development Of Optical Fiber Network

WHEREAS, Technology and Information Educational Services (TIES) wishes to expand their bandwidth to the Internet; and

WHEREAS, Dakota County owns unused fiber strands that can provide additional bandwidth to the Internet; and

WHEREAS, all of the parties see mutual benefit in jointly cooperating on the development and use of the existing optical fiber infrastructure; and

WHEREAS, all of the parties are governmental agencies subject to Minn. Stat. 471.59, which allows two or more governmental units to enter into an agreement to cooperatively exercise any power common to the contracting parties or any similar powers, and one of the participating government units may exercise one of its powers on behalf of the other governmental units; and

WHEREAS, the County Attorney's Office has reviewed and approved the joint powers agreement as drafted.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the County Administrator to execute a joint powers agreement on behalf of Dakota County for the shared use of portions of a fiber optic infrastructure (I-Net) with TIES, substantially as presented to the Administration/Finance/Policy Committee of the Whole on September 13, 2011, subject to approval by the County Attorney's Office as to form.

REGULAR AGENDA

8.1 Scheduling Of 2012 County Board/Board Committee Of Whole Meetings, Workshops, And Public Hearings. Kelly Olson, Sr. Administrative Coordinator, presented this item.

On a motion by Commissioner Harris, seconded by Commissioner Krause, the following resolution was unanimously recommended to the County Board:

BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts the following 2012 County Board/Committees of the Whole meeting schedule:

County Board	Administration/Finance/ Policy Committee	Community Services/ Physical Development Committees
January 10	January 10	January 17
January 31		
February 14	February 14	February 21
February 28		
March 13	March 13	March 20
March 27		
April 10	April 10	April 17
April 24		
May 8	May 8	May 15
May 22		
June 5	June 5	June 12
June 19		
July 10	July 10	July 24

July 31		
August 14	August 14	August 21
August 28		
September 11	September 11	September 18
October 2	October 2	October 16
October 23		
November 6	November 6	November 13
November 20		November 27
December 11	December 11	

; and

BE IT FURTHER RESOLVED, That the location of the Board/Committee of the Whole meetings shall be scheduled as follows:

- All County Board meetings will be held at 9:00 a.m. in the Boardroom, Administration Center, in Hastings.
- All Administration/Finance/Policy Committee meetings will be held at 9:30 a.m. (or following the County Board meeting) in Conference Room 3A, Administration Center, in Hastings.
- Physical Development (9:00 a.m.) and Community Services (at 9:00 a.m. or following) Committee meetings will be held in Conference Room 520, Northern Service Center, in West St. Paul, for the months of January through June.
- Community Services (at 9:00 a.m.) and Physical Development (at 9:00 a.m. or following) Committee meetings will be held in Conference Room L139, Western Service Center, in Apple Valley, for the months of July through December.

; and

BE IT FURTHER RESOLVED, That a Strategic Planning Workshop is hereby scheduled for January 31, 2012, at 9:00 a.m. or following the County Board meeting; and

BE IT FURTHER RESOLVED, That County Board workshops to discuss the 2013 budget are hereby scheduled as follows:

June 19, 2012	9:00 a.m. or following County Board
August 28, 2012	9:00 a.m. or following County Board
November 6, 2012	10:00 a.m. or following Administration/Finance/Policy Committee meeting
November 7, 2012	1:00 p.m.
November 8, 2012	9:00 a.m.
November 9, 2012	9:00 a.m.
November 20, 2012 (if necessary)	10:00 a.m. or following County Board

; and

BE IT FURTHER RESOLVED, That a public hearing is hereby scheduled for November 20, 2012, at 9:00 a.m., in the Boardroom, Administration Center, Hastings, Minnesota, to receive comments on the 2013–2017 Capital Improvement Program; and

BE IT FURTHER RESOLVED, That a public meeting is hereby scheduled for November 27, 2012, at 6:00 p.m., in the Boardroom, Administration Center, Hastings, Minnesota to receive input on the 2013 levy and budget.

8.2 Overview Of Recommended 2012 Dakota County Fee Schedules. Budget Manager Paul Sikorski introduced this item and staff responded to questions about specific fees (Items 8.2.1 – 8.2.14). This item was for information only; no action was requested.

9.1 Discussion Of Intergovernmental Relations Needs For 2012 Legislative Session. Office of Planning and Analysis Manager Heidi Welsch presented this item, including a brief analysis of needs

for lobbyist services in 2012. Staff was directed to prepare a Request for Proposals (RFP) for legislative services. Staff was further directed to review RFPs with the Legislative Committee and present recommendations at a future AFP Committee meeting. The draft schedule for preparation of the County Board's legislative program was reviewed, including potential dates for the annual Legislative Workshop with legislators. Staff was directed to look for January 2012 dates for the Legislative Workshop. This item was for information only.

9.2 Design Selection For Western Service Center Atrium Stair And Balcony Railing Code Improvements. Tom Burrows, Principal Project Management Consultant, presented this item.

On a motion by Commissioner Schouweiler, seconded by Commissioner Egan, the following resolution was unanimously recommended to the County Board:

WHEREAS, architectural changes to the appearance of County building exteriors and public building space require review and approval by the County Board; and

WHEREAS, the Western Service Center was completed in 1990; and

WHEREAS, over the past 20 years, changes to the building code have reduced stair and balcony rail opening size from 6" to 4"; and

WHEREAS, existing rail openings average 5½"; and

WHEREAS, it is in the public's best interests to make safety modifications to comply with current code; and

WHEREAS, three effective design options have been prepared by CNH Architects as part of the 2011 County-wide fall protection improvement project that add additional vertical posts or pickets to reduce all railing openings to below the new code requirements; and

WHEREAS, staff have reviewed each option and is recommending Option 2 as being the closest to the appearance of the existing railing; and,

WHEREAS, in order to complete the design work, staff is requesting that the County Board review the three design options and direct staff to proceed with Option 2 so that the design work can be completed prior to 2012.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Administration, Policy and Finance Committee hereby recommends that the County Board of Commissioners direct staff to proceed with design option 2.

10.1 Review Process For Development And Approval Of Dakota County All Hazard Emergency Operations Plan. This item was removed from the agenda.

11.1 Update On County Claims Experience And 2011 Health Assessment. Nancy Hohbach, Interim Employee Relations Director, introduced Dr. Michael McGrail, Vice President and Director of Health Solutions, HealthPartners, to present this item. This item was for information only.

11.2 Update On 2012 Benefit Plan Request For Proposal Process. Nancy Hohbach introduced Pat Pajacek, Deloitte Consulting and Matt Smith, Financial Services Director, to present this item. This item was for information only.

11.3 Acceptance Of 2012 HealthPartners Medical And Dental Plan Rates. Nancy Hohbach presented this item.

On a motion by Commissioner Krause, seconded by Commissioner Workman, the following resolution was unanimously recommended to the County Board:

WHEREAS, medical claims experience during the past year validates a 0% rate increase for the Three For Free medical plan and a 3% rate increase for the Distinctions medical plan for 2012; and

WHEREAS, dental claims experience during the past year validates a 7% rate increase for 2012.

NOW THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the 0% rate increase for the HealthPartners Three for Free medical plan and a 3% increase for the HealthPartners Distinctions medical plan for 2012; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby approves the 7% rate increase for the HealthPartners dental plan for 2012.

12. **County Administrator's Report.** The County Administrator's report followed.
13. **Adjournment.** On a motion by Commissioner Schouweiler, seconded by Commissioner Egan, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Kelly D. Olson
Senior Administrative Coordinator to the Board

6.1 - Authorization To Submit Updated All Hazards Mitigation Plan To Minnesota Department Of Homeland Security And Emergency Management, And Federal Emergency Management Agency For Approval

Meeting Date: 10/4/11
Item Type: Consent-Action
Division: OPERATIONS, MANAGEMENT, AND BUDGET
Department: Emergency Services/Risk Management
Contact: B.J. Battig Telephone:651-438-4532
Prepared by: Dave Gisch
Reviewed by: N/A N/A

Fiscal/FTE Impact:
 None
 Amount included in current budget
 Budget amendment requested
 FTE included in current complement
 New FTE(s) requested
 Other

PURPOSE/ACTION REQUESTED

Authorize submission of updated All Hazards Mitigation Plan to the Minnesota Department of Homeland Security and Emergency Management, and the Federal Emergency Management Agency for approval.

SUMMARY

The Disaster Mitigation Act of 2000 requires counties and cities to prepare All-Hazards Mitigation Plans every five years. Plans must address potential natural and man-made hazards and develop mitigation strategies to reduce the impacts of hazard events, both in dollars and lives saved. Counties and cities must have an approved and adopted plan to be eligible for both federal disaster relief and mitigation project grant dollars.

The first All Hazards Mitigation Plan was approved by the Minnesota Department of Homeland Security and Emergency Management (HSEM), and the Federal Emergency Management Agency (FEMA) in 2006. The Plan was then subsequently adopted by Dakota County on September 12, 2006 (Resolution No. 06-377; September 12, 2006).

Since early 2010, Dakota County staff has been coordinating the required 5-year update to the All Hazards Mitigation Plan with the 14 urban and 6 rural cities within Dakota County. Each city is required to participate, develop their own mitigation strategies, and adopt the plan as their own once approved by HSEM and FEMA. They must also have submitted individual city resolutions to County staff illustrating their commitment to the process. All participating communities must adopt the approved plan within one year of HSEM and FEMA approval.

By Resolution No. 11-239 (May 17, 2011), the Dakota County Board of Commissioners authorized the submission of a draft All Hazards Mitigation Plans to HSEM for initial review and comment. Staff received HSEM comments and has incorporated them into the Plan. No public comments were received after posting the Plan on the County's website. No public hearing is required under the federal guidance documents.

Staff is recommending that the Board of Commissioners authorize submission of the updated All Hazard Mitigation Plan to Minnesota Department of Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA) for final review and approval. Once FEMA accepts the plan, FEMA will issue a conditional approval of the All Hazards Mitigation Plan. At this time, Dakota County (and the 14 urban cities and 6 rural cities) will have one year to adopt the plan as their own. The 13 unincorporated townships are covered by the County plan. It is anticipated these steps will be completed this fall.

EXPLANATION OF FISCAL/FTE IMPACT

None.

Supporting Documents:
Attachment A: All Hazards Mitigation Plan Summary

Previous Board Action(s):
05-93; 3/1/05
05-210; 5/03/05
06-377; 9/12/06
11-239; 5/17/11

RESOLUTION

Authorization To Submit Updated All Hazards Mitigation Plan To Minnesota Department Of Homeland Security And Emergency Management, And Federal Emergency Management Agency For Approval

WHEREAS, the Disaster Mitigation Act of 2000 requires counties and cities to prepare All-Hazards Mitigation Plans every five years; and

WHEREAS, plans must address potential natural and manmade hazards and develop mitigation strategies to reduce the impacts of hazard events both in dollars and lives saved; and

WHEREAS, counties and cities must have an approved and adopted plan to be eligible for both federal disaster relief and mitigation project grant dollars; and

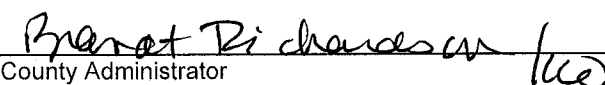
WHEREAS, the first All Hazards Mitigation Plan was approved by the Minnesota Department of Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA) in 2006; and

WHEREAS, since early 2010, Dakota County staff has been coordinating the required 5-year update to the All Hazards Mitigation Plan with the 14 urban and 6 rural cities of Dakota County; and

WHEREAS, Dakota County and participating cities have one year to adopt the Plan as their own once the Plan is approved by HSEM and FEMA; and

WHEREAS, prior to submission of the Plan for final approval HSEM has provided comments that have been incorporated into the Plan.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby directs staff to submit the updated All Hazards Mitigation Plan to the Minnesota Department of Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA) for final review and approval.

Administrator's Comments: <input checked="" type="checkbox"/> Recommend Action <input type="checkbox"/> Do Not Recommend Action <input type="checkbox"/> Reviewed--No Recommendation <input type="checkbox"/> Reviewed--Information Only <input type="checkbox"/> Submitted at Commissioner Request  County Administrator	Reviewed by (if required): <input checked="" type="checkbox"/> County Attorney's Office <input checked="" type="checkbox"/> Financial Services <input type="checkbox"/> Risk Management <input type="checkbox"/> Employee Relations <input type="checkbox"/> Information Technology <input type="checkbox"/> _____
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Attachment A – All Hazard Mitigation Plan Summary

Plan Organization

Section I- Introduction provides a context for the Dakota County All-Hazard Mitigation Plan. Included are the overarching vision, purpose, and regulatory context for preparing this plan.

Section II – The Planning Process describes the process by which this document, or action plan, took shape. Particular emphasis is placed on the collaborative role played by both county departments and local jurisdictions in assessing threats and developing mitigation strategies. Furthermore, this section details how public participation has been sought and incorporated. *(Multi-jurisdictional component)*

Section III – Community Profile characterizes Dakota County by its physical, social, economic, and governance parameters. Also detailed are critical infrastructure and emergency capabilities.

Section IV – Hazard Profile outlines a range of potential natural and manmade hazards that could pose a threat to Dakota County. Historical occurrence, future probability, and overall susceptibility are assessed for each potential hazard. *(Multi-jurisdictional component)*

Section V – Vulnerability Assessment assesses each hazard's destructive potential based on previous and potential occurrences. Factors considered include geographic area affected, future probability, and severity of a worst case scenario. Furthermore, each municipality has used a similar rating system to evaluate threats on a local basis. *(Multi-jurisdictional component)*

Section VI – Goals and Strategies sets forth a series of goals and prioritized strategies to mitigate the impacts of each hazard. This section also identifies the lead agency with primary responsibility for moving each strategy forward, timeframes, funding availability, and benchmarks to measure progress.

General Planning Vision and Goals

Dakota County Hazard Mitigation Vision:

Dakota County will work with surrounding communities, relief organizations, and local emergency responders to create an all-hazard mitigation plan which, when implemented, will lessen the impact disasters have on life and property. To that end, the plan establishes three major goals in achieving this vision:

1. **Reduce Hazard Risks and Impacts** – This All-Hazard Mitigation Plan assesses the vulnerability of life and property to a broad range of natural and technological hazards and presents a prioritized range of corresponding mitigation strategies to reduce both risks and impacts.
2. **Build on Existing Efforts** – Dakota County's cities, county departments, townships, school districts, and businesses are already engaged in mitigation and response planning. The intent of this plan is to maximize these efforts by inventorying, coordinating, and building upon these labors when possible. Furthermore, this plan incorporates information and strategies from existing emergency response plans and other relevant public documents.
3. **Share Information and Raise Awareness** – Public engagement methods used in the preparation of this plan sought input from a diverse range of stakeholders including the general public and various municipal, private sector, and non-profit sector representatives. Additionally, some of the mitigation strategies identified in this plan specifically address public outreach, both in a universal manner (regardless of hazard type) and on a hazard-specific basis.

7.1 - Adoption Of Employee And Employer Contributions For 2012 Medical Plan Coverage And 2012 Premium Rates For Short Term Disability Plan

Meeting Date: 10/4/11
Item Type: Regular-Action
Division: COUNTY BOARD/COUNTY ADMINISTRATION
Department: Employee Relations
Contact: Nancy Hohbach Telephone:651-438-4424
Prepared by: Andy Benish
Reviewed by: N/A N/A

Fiscal/FTE Impact:
 None
 Amount included in current budget
 Budget amendment requested
 FTE included in current complement
 New FTE(s) requested
 Other

PURPOSE/ACTION REQUESTED

To adopt employee and employer contributions for 2012 medical plan coverage and adopt 2012 premium rates for the short term disability plan.

SUMMARY

Employee Single Contribution

The majority of metro counties require an employee contribution toward single medical coverage leaving Dakota County as one of only two metro counties that do not. It is important that all employees share in the cost of their health insurance coverage. Effective January 1, 2012, staff recommends an employee contribution toward the monthly premium for single medical coverage for all non-union employees.

Short Term Disability Plan

The County offers an employee-paid short term disability (STD) plan that provides a choice of four elimination periods; 8 days, 15 days, 30 days and 75 days. Enrollment in this plan is voluntary with employees paying the full premium cost of the option they select.

Each year, Deloitte Consulting, LLP reviews the STD claims experience and provides a recommendation for premium rates for the upcoming year. Their recommendation is based on an analysis of the premiums collected and claims paid during the past year along with a consideration of the reserves held for this plan. Deloitte's recommendation for 2012 is a 10% increase in the 8-day rate, and a 6% decrease in the 30-day rate and no change for the 15-day and 75-day rates. Additional information supporting this recommendation is provided in Attachment A.

EXPLANATION OF FISCAL/FTE IMPACT

The increases in the employer costs for the medical plans have been included in the 2012 budget planning base.

There is no fiscal impact since employees pay the full premium for their short term disability coverage.

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RESOLUTION

Adoption Of Employee And Employer Contributions For 2012 Medical Plan Coverage And 2012 Premium Rates For Short Term Disability Plan

WHEREAS, Short-Term Disability claims experiences supports an increase in the 8-day elimination rate and a decrease in the 30-day elimination rate.

NOW THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners accepts the Short Term Disability plan renewal rates of \$2.38 per \$10.00 of weekly payroll for the 8-day option; \$1.29 per \$10.00 of weekly payroll for the 15-day option, \$0.31 per \$10.00 of weekly payroll for the 30-day option; and \$0.12 per \$10.00 of weekly payroll for the 75-day option to be effective January 1, 2012; and

BE IT FURTHER RESOLVED, That effective January 1, 2012, the employee contribution should be ___ of the single premium of the base medical plan for non-union employees.

Administrator's Comments:	Reviewed by (if required):
<input checked="" type="checkbox"/> Recommend Action	<input checked="" type="checkbox"/> County Attorney's Office
<input type="checkbox"/> Do Not Recommend Action	<input checked="" type="checkbox"/> Financial Services
<input type="checkbox"/> Reviewed–No Recommendation	<input type="checkbox"/> Risk Management
<input type="checkbox"/> Reviewed–Information Only	<input type="checkbox"/> Employee Relations
<input type="checkbox"/> Submitted at Commissioner Request	<input type="checkbox"/> Information Technology
<i>Brandt Richardson</i> County Administrator	<input type="checkbox"/> _____

September 7, 2011

Shannon Welle
 Employee Relations Benefits Administrator
 Dakota County Administration Center
 1590 W. Highway 55
 Hastings, MN 55033

Deloitte Consulting LLP
 Suite 2800
 50 South Sixth Street
 Minneapolis, MN 55402
 USA

Tel: 612-397-4000
 Fax: 612-397-4450
 www.deloitte.com

Subject: 2012 Short-Term Disability Plan Renewals

Dear Shannon:

As in the past, you asked Deloitte Consulting LLP to review the County's most recent claims experience for its self-funded short-term disability (STD) plan and to make rate recommendations for the 2012 plan year.

Background

The County provides employee-paid short-term disability with four elimination period options for benefit eligible employees (the 15-day option was added in 2009). We based our analysis on enrollment, premium, and claims data provided by the County through June 30, 2011. We have not independently verified the information shown in the following table.

	2011 Claims and Administrative Expenses*			2011 Rate
	Billed Premium*	Administrative Expenses*	Employees Enrolled	(per \$10 of weekly payroll)
8-day option	\$196,971	\$236,543	110	\$2.16
15-day option	217,227	131,842	198	\$1.29
30-day option	259,835	148,904	846	\$0.33
75-day option	24,447	22,243	217	\$0.12
Administration	--	21,608	--	\$1.00 / per participant / per month
Totals	\$698,480	\$561,139	1,371	--

* June 2010 through June 2011

You also reported that the County's short-term disability fund (established to collect premiums and disburse claims) holds approximately \$702,993 as of June 30, 2011, an increase of \$129,054 since July 31, 2010.

Current Plan Analysis

In pricing the short-term disability program, the County attempts to balance participant premiums against claims and administration costs. It is important to recognize that this is an employee pay all plan and therefore is highly volatile and vulnerable to adverse selection. If this plan was fully insured, a reasonable target loss ratio would be about

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85% to 90% for a plan this size. However, the County's current fund balance as noted above is adequate and continues to provide a stabilizing factor to the plan.

On a combined basis the loss ratio for the period of June 2010 to June 2011 is 80%. A three year analysis of plan performance is slightly less favorable at 82%. Overall enrollment has been declining during that period; and the most recent period shows about a 6% decrease. The table below illustrates the past three years of premium, claims and administration expense data.

Short-Term Disability Option	Premiums			Claims & Administration Expenses			Three Year Loss Ratio
	2008-2009	2009-2010	2010-2011	2008-2009	2009-2010	2010-2011	2008-2011
Period							
8-day	\$178,746	\$263,443	\$196,971	\$245,655	\$261,108	\$236,543	116%
15-day	\$83,105	\$179,761	\$217,227	\$23,118	\$193,460	\$131,842	73%
30-day	\$185,710	\$306,834	\$259,835	\$66,882	\$193,587	\$148,904	54%
75-day	\$16,713	\$24,795	\$24,447	\$7,729	\$8,061	\$22,243	58%
Administration	--	--	--	\$13,363	\$22,259	\$21,608	--
Total	\$464,274	\$774,833	\$698,480	\$356,747	\$678,475	\$561,139	82%

8-day option

The 8-day option has consistently been under-funded based on the premiums paid and the claims expenses, resulting in a 116% loss ratio over the last three years; however this is an improvement over the 122% loss ratio over the prior three year period due to the 10% premium increase adopted in 2011. Enrollment has been declining.

15-day option

The 15-day option was added in 2009. Although experience to-date for the option has been volatile, the claims and administrative costs exceed premium when summed over the prior three years. This plan continues to gain enrollment.

30-day option

The premiums paid for the 30-day option continues to be well in excess of the claims expenses of the plan. Enrollment has generally been steady, but declined over the most recent period.

75-day option

The 75-day option has historically had very favorable loss ratio, but the most recent year had only a 91% loss ratio. Enrollment has been steady.

Recommendation

The overall loss ratio for the program is slightly lower than the ideal range, but the reserve position is strong. As a result, only minor changes need to be recommended to maintain the program. It should be noted that the enrollment in the 8-day option has been decreasing and the claims continue to exceed the premiums paid over the rating period. Our analysis could support up to a 30% increase to 8-day plan premium to bring it within the target loss ratio range. We are recommending a 10% increase.

The experience of the 15-day option has been volatile, but experience is reasonable over the prior three years. We are recommending no change. The 30-day option continues to have favorable experience and we are recommending a slight decrease. We are recommending that the rates for the 75-day option remain at current levels.

The recommended changes should help to maintain the overall balance for the program while addressing the expected continuation of migration of employees from the 8-day option to the 15-day option. The table below illustrates the recommended premiums for 2012.

Plan	2011 Premium*	2012 Proposed Premium*
8-day option	\$2.16	\$2.38
15-day option	\$1.29	\$1.29
30-day option	\$0.33	\$0.31
75-day option	\$0.12	\$0.12

* Rates are per \$10 of weekly payroll

Please call me at 612-397-4033 if you have any questions.

Sincerely,



Patrick L. Pechacek, CEBS
Director

Cc: Nancy Hohbach, Dakota County

7.2 - Adoption Of 2012 Merit Compensation Policy And Plan Provisions

Meeting Date: 10/4/11
Item Type: Regular-Action
Division: COUNTY BOARD/COUNTY ADMINISTRATION
Department: Employee Relations
Contact: Nancy Hohbach Telephone:651-438-4424
Prepared by: Nancy Hohbach
Reviewed by: N/A N/A

Fiscal/FTE Impact:

- None
Amount included in current budget
Budget amendment requested
FTE included in current complement
New FTE(s) requested
Other

PURPOSE/ACTION REQUESTED

Adoption of 2012 Merit Compensation Policy and Plan Provisions.

SUMMARY

Each year the County reviews policies and plans in order to ensure market competitiveness, efficiency and equity in administration, as well as ability to support Board direction, current budget considerations and related management strategies. For 2012, administrative guidelines are based on the need to provide compensation for employees within the current budget limitations.

Key 2012 Plan Provisions

The 2012 Pay Equity Compensation Structure is unchanged from 2011.

The 2012 Merit Matrix has been set at 1.5% base adjustment for the performance categories of Role Model, Achiever and Contributor.

Non-union employees may receive a lump sum payment during March 2012, in an amount to be determined at a later time. The lump sum payment for non-limited part-time employees shall be prorated.

The 2012 Information Technology (IT) component is not included at this time. It is currently under review and recommendations will be presented at a later date.

Except for the items noted above, Plan provisions will not be materially changed from current policy or 2011 Plan language.

EXPLANATION OF FISCAL/FTE IMPACT

The costs of these provisions can be accommodated within the 2012 budget planning base. The lump sum payment would be a one-time cost, while a portion of the merit adjustment would be an ongoing cost.

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RESOLUTION

Adoption Of 2012 Merit Compensation Policy And Plan Provisions

WHEREAS, market competitive compensation and pay policy administration are essential to effective and efficient government; and

WHEREAS, Merit Compensation Policy and Plan provisions need to be amended for application in 2012.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts for application in 2012, the Merit Compensation Policy and Plan provisions as presented to the Board of Commissioners on October 4, 2011, to be limited to the following elements:

- The 2012 Pay Equity Compensation Structure is unchanged from 2011;
- The 2012 Merit Matrix has been set at 1.5% base adjustment for the performance categories of Role Model, Achiever and Contributor; and
- Non-union employees shall receive a lump sum payment in March 2012. Such payment will be prorated for non-limited part-time employees

; and

BE IT FURTHER RESOLVED, That participating employees' salaries shall be established in the context of and consistent with these provisions; and

BE IT FURTHER RESOLVED, That the Interim Employee Relations Director is hereby authorized to incorporate these provisions into the 2012 Merit Compensation Policy and Plan document and the Employee Relations Policy and Procedure Manual.

<p>Administrator's Comments:</p> <p><input checked="" type="checkbox"/> Recommend Action</p> <p><input type="checkbox"/> Do Not Recommend Action</p> <p><input type="checkbox"/> Reviewed--No Recommendation</p> <p><input type="checkbox"/> Reviewed--Information Only</p> <p><input type="checkbox"/> Submitted at Commissioner Request</p> <p><i>Blandt Richardson</i> County Administrator</p>	<p>Reviewed by (if required):</p> <p><input checked="" type="checkbox"/> County Attorney's Office</p> <p><input checked="" type="checkbox"/> Financial Services</p> <p><input type="checkbox"/> Risk Management</p> <p><input type="checkbox"/> Employee Relations</p> <p><input type="checkbox"/> Information Technology</p> <p><input type="checkbox"/> _____</p>
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DAKOTA COUNTY

2012

**Merit Compensation
Policy & Plan**

DAKOTA COUNTY MERIT COMPENSATION POLICY & PLAN

I. INTRODUCTION

The Dakota County philosophy regarding compensation systems and wage and salary administration flows from a belief that all employees are to be provided competitive rewards for achievement. Embodied in this statement are the concepts of output or results-based merit pay in the context of market driven compensation structures. Contained within this broad statement are the County's compensation goals, including 1) attraction and retention of personnel, 2) rewards for excellence, 3) facilitation of compensation equity, 4) equitable distribution of limited County compensation resources, 5) achievement of pay/performance and contribution relationships, 6) possibility of salary differentiation from the highest to the lowest level of performance and contribution, and 7) clear communication of these objectives to all affected employees. The elements of Dakota County's compensation program have been structured to support and advance these objectives.

II. ADMINISTRATIVE GUIDELINES

A. Participation

The provisions of this Plan apply to all Dakota County employees unless specifically addressed in a collective bargaining agreement. All Dakota County employees who are not represented by a collective bargaining unit, or are not participants in the Unclassified Employees' Compensation Plan, will participate in the Dakota County Merit Compensation Plan. New employees will participate immediately upon employment.

B. Plan Update

The Employee Relations Director will annually review all aspects of the Plan, including salary ranges and grade structure, salary increase matrixes, and administrative guidelines. Any recommended changes due to internal organization modifications, external market factors, strategic programmatic and administrative considerations, or other relevant issues will be proposed to the County Board in a timely fashion.

III. COMPENSATION PROGRAM ELEMENTS

A. Policy

It is the policy of Dakota County to provide its employees equitable compensation and financial incentives, to the extent permitted by law, to promote attainment of the highest levels of performance and organizational contribution. The County recognizes that compensation policies are a key factor in the County's ability to attract, retain and motivate well-qualified individuals to participate in the achievement of its objectives. Therefore, the Dakota County Merit Compensation Plan is based on the principles of internal and external pay equity and is designed to relate to the extent possible, an individual's salary to performance and contribution to organization results.

B. Salary Structure

The County salary structure (Attachment II) consists of 31 salary grades with a corresponding salary range for each grade. Salary ranges are formulated around a midpoint, and a salary range spread is calculated. Salary ranges are segmented into four quartiles. The lowest quartile (Q1) is generally designed for employees who are new in their job classification or performers of limited expertise who have not yet achieved a fully satisfactory performance level. The second and third quartiles (Q2 and Q3) are designed for employees demonstrating fully satisfactory or better than satisfactory performance in all phases of the job. The fourth quartile (Q4) is designed to properly compensate employees who perform and contribute at the highest levels.

Salary ranges are analyzed and may be adjusted each year based on a number of factors including relative changes in the labor market, inflationary measures, budgetary impact and most importantly, the realization that jobs expand and change over time. These changes may encompass technological innovation and improvement, as well as fluctuation in the prevalence of certain job skills in the marketplace.

C. Performance Reviews

Supervisors shall conduct one informal interim performance review to occur mid-review cycle and one formal performance review to occur at the conclusion of the employee's performance review cycle. The annual formal performance review is used to assess the employee's contribution to organization results, to assess the employee's career growth and development and in years when a compensation increase is available, to determine the employee's eligibility for a merit increase. Performance reviews are assessed based on the performance objectives and competencies approved by Employee Relations for the job classification.

The interim review is intended to ensure employees understand how they are performing against established objectives and competencies and provide the opportunity to discuss mutual expectations and make any necessary mid-year corrections. The interim review identifies strengths and areas for improvement. Interim reviews are documented in dated summary memorandum(s) and maintained by the department.

The formal performance review is conducted within 15 days of employees' annual performance review dates. Prior to the conclusion of the evaluation period, employees are expected to complete a self-assessment and to transmit the self-assessment to the appraising supervisor for use in completing their performance review.

Completed performance review documents are signed at least by the supervisor, the employee and the next higher level of management. The employee's signature indicates that the appraisal has been discussed with the supervisor, but does not necessarily indicate agreement with document content. Employees shall be provided adequate time to review and provide summary comments to the final review document. If an employee refuses to sign the document, it is so noted and the review is processed. Completed performance review documents are retained by Employee Relations consistent with the County retention schedule and related policies.

At the discretion of management, a supervisor's salary increase may be delayed until all scheduled performance reviews are completed.

The performance review process combines an assessment of objective success measures and position competencies. A rating formula integrated into the electronic performance management software, determines the final performance rating and is based on the following rating structure:

Role Model

The Role Model rating is reserved for a limited number of employees who in a given year demonstrate extraordinary performance. This rating may result from especially noteworthy accomplishments and/or ongoing exceptional performance exemplifying organizational excellence.

The number of employees who may receive a Role Model rating is subject to a goal of 10% of all performance reviews processed and to a maximum of 20% Countywide.

Achiever

The Achiever is a pro-active performer. Results of assigned responsibilities consistently meet and frequently exceed baseline expectations. Routinely evaluates priorities and maximizes opportunities for improvement and collaboration. Is pro-active and effective in performing for group success, integrating change, learning and sharing information, understanding and sustaining organizational values and objectives. Serves as an example of professionalism and excellence.

Contributor

The Contributor is a reliable, responsive performer. Results of assigned responsibilities meet baseline expectations, regularly or with minimal training or coaching. Takes the steps needed to accomplish tasks, can integrate change as proscribed, complies with group needs while performing individual tasks, and can learn and apply specified information when necessary. Demonstrates conduct appropriate for the workplace and acts consistently with organizational values and objectives.

Learner or Corrective

The Learner does not achieve baseline performance expectations during the initial training period. Results of some or all assigned responsibilities fail to meet baseline expectations. Frequently requires assistance, coaching or regular oversight to complete basic/routine job responsibilities.

The Corrective Performer does not achieve baseline performance expectations due to insufficient skill or effort. Results of some or all assigned responsibilities fail to meet baseline expectations. Frequently requires assistance, coaching or regular oversight to complete basic/routine job responsibilities. May be inconsistent in the demonstrated ability to adapt to change and apply new information to assigned tasks or roles and their performance may slow or damage group productivity, functioning or credibility.

Employees who receive a Corrective rating will receive formal performance reviews at six-month intervals until documented performance warrants a Contributor rating. If after the six-month review the employee receives a Contributor or Achiever rating, a full merit increase is processed and the review date is adjusted to twelve months

after that date. Employees who receive multiple or consecutive Corrective ratings will be subject to disciplinary proceedings, up to and including discharge.

D. Individual Development Plans

As part of the County's formal performance review process, supervisors and employees are encouraged to jointly complete an Individual Development Plan (IDP). Formal discussions of job and career objectives, position enrichment and development may also be included. Development or career objectives should be tied to departmental and County-wide goals.

Completion of an IDP is required if the employee is planning to request tuition reimbursement or if a supervisor has determined that the employee is to complete one.

E. Career Ladder Program Advancement

A Career Ladder is a series of two or more classifications listed in ascending level of responsibility, with increasingly complex duties and higher salary potential. Positions eligible for consideration as a Career Ladder are identified through the job evaluation review process by Employee Relations.

Requests for Career Ladder advancement occurs in conjunction with an employee's regularly scheduled performance review date. Career Ladder advancement requests must be documented and receive Employee Relations approval.

An employee approved for a Career Ladder advancement receives a performance review salary adjustment, when applicable, based on the control point of the classification assigned during the previous review period as described in Section C above. Next, in recognition of the career advancement, employees are eligible for an increase of 3% of their actual base salary, 3% of the applicable salary range control point, as defined in this policy or applicable labor contract, or placement at the new salary range minimum, whichever is greatest.

F. Salary Increase Matrix

The County Merit Matrix is based on the principle that salary range position and performance as reflected in organizational contribution bear a direct relationship and that gravitation toward the range control point should occur.

For purposes of the salary increase matrix, salary range position is identified by compa-ratio. This figure represents participants' actual compensation expressed as a percentage of Q3 of the assigned salary range (i.e. compa-ratio of 100.0 = actual compensation at Q3 of the salary range).

The structure of the annual merit matrix (Attachment I) reflects percentage increases based on two dimensions: range position (Quartile 1, 2, 3 & 4) and performance rating (Role Model, Achiever, Contributor, Learner/Corrective). When a merit increase is available, a high performer in a low segment of the salary range may receive a greater effective increase than an equivalent performer in an upper portion of the salary range. This result is due to calculating the merit increase on the Q3 range Control Point. Note that employees whose performance is rated as Learner/Corrective, are in no case eligible for an increase to base salary or a lump sum payment. In no instance will an employee's base salary be increased above the range maximum.

G. Extra Meritorious Award

The Extra Meritorious Award provides a 2% lump sum payment of the employee's applicable salary range control point for recognition of special achievements outside the normal expectations of a non-union employee's position. Employees are eligible for an Extra Meritorious Award once per calendar year. Extra Meritorious Awards are approved or disapproved by the County Administrator after review and consultation with Employee Relations.

H. Promotion

A promotion is defined as the selection of an internal candidate through the competitive recruitment process into a position at a higher salary range or classification.

At the time of a promotion decision, the affected employee receives a performance review of the time worked in the current position since the most recent performance appraisal. Upon promotion, employees are eligible for an increase of up to 5% of their actual base salary, 5% of the applicable salary range control point as defined in this policy or applicable labor contract, or placement at the new salary range minimum, whichever is greatest. If the employee's resulting base salary is below Quartile 1 of the new salary range, internal equity and the employee's appropriate placement within the salary range may be considered when implementing a promotional salary action and an additional increase may be proposed. Any promotional salary increase exceeding 5% requires approval by Employee Relations.

I. Demotion

- *Involuntary*

An involuntary demotion is defined as a reassignment from one position to another, which has a lower salary range or classification as a result of a performance-based consequence or other disciplinary procedure. The employee's salary review date will be adjusted to the effective date of the action. The employee's salary is subject to adjustment on a case by case basis as approved by Employee Relations.

- *Voluntary*

A voluntary demotion is defined as the selection of an internal candidate through the competitive process into a position at a lower salary range or classification. The employee's salary review date will be adjusted to the effective date of the action. The employee's salary reduction will be calculated to the same range position on the lower salary range as they were on the higher salary range. Adjustments will be based on internal equity considerations and approved by Employee Relations.

- *Reorganization*

If a demotion is the result of a reorganization or unforeseen organization or structure changes and if the affected employee's salary is above the new salary range maximum, the salary is frozen until such time as the salary is within the new salary range.

J. Job Evaluation

The classification and evaluation of positions occurs through the application of the Decision Band Method of job evaluation. This system measures the scope of a job's decision making in the context of the overall organization hierarchy. There are 31 distinct decision making levels, which cover all jobs within the County. When new positions are created, a job evaluation is conducted to determine the appropriate salary grade.

Through the County's job evaluation and classification policy, the County ensures that appropriate relationships between classifications and jobs are established and maintained over time through application of a periodic classification review process and reorganization studies when appropriate.

K. Reclassification

A reclassification is defined as movement to another classification level or position as a result of approved changes in job duties significantly modifying the position responsibilities or decision-making.

Through the periodic classification review process, the County ensures classifications are evaluated regularly as changes to services, processes and related job duties occur. When a department plans a substantive structural or work process change they are urged to contact Employee Relations to determine if a reorganization review is needed to ensure classification consistency is maintained and the proposed changes are cost neutral.

Positions may be reclassified either upward (higher classification/salary range) or downward (lower classification/salary range). If the affected employee's current salary is below the new salary range minimum, their salary is increased to the range minimum. Reclassification downward generally results in no immediate change to the employees' salary. If the employee's salary is above the salary range maximum for the new classification, their salary is frozen until such time as the salary is within the new salary range. When the employee's salary is within the new salary range and in years when a merit opportunity is available, the employee will be eligible on their normal performance review date for a merit increase based upon their position's new salary range control point and their documented performance rating. Reclassification of a job class does not change the employee's review date or seniority date.

L. Working Out of Class

Out-of-class pay may be requested whenever an employee is designated by their supervisor to perform all of the duties and responsibilities of a position in a higher classification for a period of 10 consecutive work days or more. Employee Relations reviews the proposed out-of-class prior to an appointment and approvals shall be limited to a period not to exceed six-months, however extensions may be requested. Generally, working out of class is the result of a temporarily vacant position. In such a case and for the duration of the out-of-class assignment, the employee is eligible for a payment of up to 5% of their actual base salary, 5% of the applicable salary range control point as defined in this policy or applicable labor contract, or placement at the higher salary range minimum, whichever is greatest. The out of class payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-class-assignment. Employees being considered for an out-of-class assignment must meet the minimum qualifications of the higher classification.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher classification as defined above for a period of 10 consecutive work days or more, the employee is eligible for a partial out of class payment of up to 3% of their actual base salary to be paid in a lump-sum as indicated in paragraph one of this section.

If an employee's review date occurs during the time they are working in an out-of-class assignment, a salary adjustment consistent with the Merit Compensation Plan is computed on the salary range control point of the employee's regular position, as defined in this policy or applicable labor contract. The out-of-class rate is then added to the employee's new base salary. When the employee returns to their regular position, they are compensated at their regular rate and they no longer receive the temporary payment received for the out-of-class assignment.

If the employee is promoted to the out-of-class position, the time since the employee's last performance review is "closed out" by conducting a performance review for the period in question. The employee then serves a 6-month probation period.

If a classified employee is temporarily appointed to an unclassified position, these guidelines may be adjusted to fit the circumstances, subject to review by Employee Relations.

M. On-Call Compensation

While employees are outside normal work hours but are designated to be on-call they shall be compensated for on-call status at the rate of two dollars (\$2.00) per hour for each hour they are designated on-call. An employee called back to work outside of the employee's regular shift shall receive a minimum of two (2) hours pay for such callback. Exempt employees are compensated at the straight time rate and non-exempt employees are compensated at the rate of one and one-half times the normal pay rate. This provision shall not apply to an extension of shift or early report to a regularly scheduled shift.

To utilize this provision, a department shall design an on-call plan for approval by Employee Relations (ref. Policy 3181, D). Salary adjustments must be made in the context of the approved plan.

N. Wage and Salary Guidelines

- *Full Merit Concept*

All employee base and any lump sum salary actions are provided based solely on the County's Merit Matrix and related guidelines; all base and any lump sum salary actions occur on employees' established annual merit review dates.

- *Merit Matrix*

The Merit Matrix guidelines provide percentage base and lump-sum increases for each level of performance. The merit increase is a percentage calculated on the control point of the employee's applicable salary range.

Employees above the salary range maximum shall receive the indicated percentage base increase as a lump sum payment. For employees below the range maximum and whose base adjustment would result in an increase above the salary range maximum, the increase amount above the range maximum shall be paid in a lump sum payment.

- *Performance Review Date*

Each employee's review date is the date on which the employee was last hired, promoted or demoted to a new job classification, or, may be reflective of an adjustment to a common review date within a department. Employees' review dates are adjusted in the event of approved unpaid leaves of absence of 90 days or more.

- *Effective Dates of Increases*

Any available pay increases will be effective the first day of the pay period in which the performance review date falls. This effective date will not affect the employee's performance review date.

- *Six-Month Probationary Performance Reviews*

Six-month probationary performance reviews are conducted to determine if the employee has met all the performance requirements of the position. In years when a merit opportunity is available and based on the plan year merit guidelines within which they fall, 50% of the merit increase is provided upon successful completion of the initial probationary period. At the conclusion of the first 12 months of work in the job, a second six-month performance review is conducted and depending on available merit guidelines, the second 50% of the merit increase is provided upon successful performance.

- *Salaries Below the Range Minimum*

At the beginning of a calendar year, employees compensated at rates less than the minimum of the new salary ranges, will be adjusted to the new range minimum.

- *Increases to Top of Range*

No employee's salary may exceed the range maximum. In years with an available merit increase opportunity, a base increase may be given up to the maximum. If a full merit increase would result in a salary above the range maximum, the increase will be limited to the salary range maximum. The remainder shall be paid in a lump sum payment, which does not increase the employee's base compensation for the following salary review period.

O. Approval Process

All performance review and salary increase materials and documentation require two levels of approval signatures. Consistent with County policy, individual Divisions/Departments may require additional approvals. After appropriate Division/Department approval, all review materials are forwarded to Employee Relations in advance of the payroll deadline, for final approval and processing.

P. Market Adjustment

When a market analysis for a specific job class indicates the assigned salary range mid-point deviates, positively or negatively, from the market by more than 10%, the job class may be placed at an established salary range that most closely corresponds to the applicable market rate. The job class is administered in the context of the adjusted range. All market adjustments will be re-evaluated on a regular basis.

Q. Information Technology Component

Currently under review.

R. Plan Exceptions

The County Administrator may approve exceptions to the Plan. These will generally involve internal and labor market equity considerations or unusual circumstances and will occur only upon the recommendation of the Employee Relations Director.

S. Policy Implications

The provisions of this Plan supersede any applicable Dakota County Employee Relations Policies and Procedures.

DAKOTA COUNTY NON-UNION MERIT COMPENSATION PLAN

2012 Merit Matrix

The Merit Matrix guidelines provide maximum recommended percentage increases for each level of performance and for each of the four salary quartiles. Contained within each matrix cell is a recommended base salary adjustment. All salary actions are a percentage of the applicable salary range control point of Quartile 3 (100.0 Compa-ratio).

Salary Range	PERFORMANCE RATING			
	Role Model*	Achiever	Contributor	Learner – Corrective
Q4	1.5%	1.5%	1.5%	N/A
Q3	1.5%	1.5%	1.5%	N/A
Q2	1.5%	1.5%	1.5%	N/A
Q1	1.5%	1.5%	1.5%	N/A

**The number of employees who may receive a Role Model rating is subject to a goal of 10% of all performance reviews processed and to a maximum of 20% Countywide.*

2012 DAKOTA COUNTY PAY EQUITY COMPENSATION STRUCTURE

<u>Class</u>	<u>Grade</u>	<u>Range Minimum</u>	<u>Q-1</u>	<u>Q-2</u>	<u>Q-3</u>	<u>Range Maximum</u>
A11	01	\$24,800	\$26,200	\$27,600	\$29,000	\$30,400
A12	02	\$26,600	\$28,200	\$29,700	\$31,300	\$32,800
A13	03	\$28,400	\$30,200	\$31,900	\$33,700	\$35,400
A14	04	\$30,400	\$32,400	\$34,300	\$36,300	\$38,200
B21	05	\$32,700	\$35,000	\$37,200	\$39,500	\$41,700
B22	06	\$34,800	\$37,300	\$39,800	\$42,300	\$44,800
B23	07	\$37,100	\$39,900	\$42,600	\$45,400	\$48,100
B24	08	\$39,400	\$42,500	\$45,600	\$48,700	\$51,800
B31	09	\$42,100	\$45,600	\$49,000	\$52,500	\$55,900
B32	10	\$44,400	\$48,200	\$51,900	\$55,700	\$59,400
B33	11	\$46,800	\$50,900	\$55,000	\$59,100	\$63,300
C41	12	\$49,800	\$54,400	\$58,900	\$63,500	\$68,000
C42	13	\$51,900	\$56,900	\$61,800	\$66,800	\$71,700
C43	14	\$54,200	\$59,600	\$64,900	\$70,300	\$75,600
C44	15	\$56,500	\$62,300	\$68,100	\$73,900	\$79,700
C51	E 16	\$59,600	\$65,900	\$72,200	\$78,500	\$84,800
C52	F 17	\$62,200	\$69,000	\$75,800	\$82,600	\$89,400
C53	G 18	\$64,900	\$72,300	\$79,600	\$87,000	\$94,300
D61	H 19	\$68,000	\$76,000	\$84,000	\$92,000	\$100,000
D62	I 20	\$70,400	\$78,900	\$87,400	\$95,900	\$104,400
D63	J 21	\$72,700	\$81,800	\$90,900	\$100,000	\$109,100
D71	K 22	\$75,500	\$85,300	\$95,000	\$104,800	\$114,500
D72	L 23	\$78,100	\$88,500	\$98,800	\$109,200	\$119,500
E81	M 24	\$81,000	\$92,100	\$103,200	\$114,300	\$125,400
E82	N 25	\$83,700	\$95,500	\$107,300	\$119,100	\$130,900
E83	O 26	\$86,500	\$99,100	\$111,600	\$124,200	\$136,700
E91	P 27	\$89,800	\$103,200	\$116,600	\$130,000	\$143,400
E92	Q 28	\$92,800	\$107,100	\$121,300	\$135,600	\$149,800
F101	R 29	\$96,400	\$111,600	\$126,800	\$142,000	\$157,200
F102	S 30	\$99,600	\$115,800	\$131,900	\$148,100	\$164,200
F103	T 31	\$102,900	\$120,100	\$137,200	\$154,400	\$171,500

8.1 - Review Process For Development And Approval Of Dakota County All Hazard Emergency Operations Plan

Meeting Date: 10/4/11
Item Type: Regular-Information
Division: PUBLIC SAFETY
Department: Sheriff
Contact: Dave Gisch Telephone:651-439-4703
Prepared by: B.J. Battig
Reviewed by: N/A N/A

Fiscal/FTE Impact:

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other

PURPOSE/ACTION REQUESTED

Review process for development and approval of the Dakota County All Hazard Emergency Operations Plan.

SUMMARY

A key component of Dakota County's emergency management program is having plans and procedures in place to respond to emergencies. The County has historically used the plan developed for responding to radiological emergencies at the Prairie Island Nuclear Power Plant as the basic plan document to respond to other emergencies. The Federal Government and the Minnesota Department of Public Safety's Division of Homeland Security and Emergency Management (HSEM) have been moving towards calling for two emergency operations plan formats. One plan is targeted for responding to radiological emergencies and the other is for all-hazards. Funding for developing and supporting these plans is also provided by two separate sources: Radiological Emergency Preparedness Grants (REPG) and Emergency Management Performance Grants (EMPG). These grants, managed through the Sheriff's Office, require plan development as part of the grant programs.

The All Hazard Emergency Operations Plan (EOP) provides an overview of Dakota County's emergency management system. It briefly explains the hazards faced, capabilities, requirements, and the local emergency management structure. It also reviews expected mission execution for each emergency phase and identifies the County Departments that have the lead for a given Emergency Support Function (ESF). The basic plan then outlines the ESFs activated during an emergency.

The Federal Emergency Management Agency (FEMA) has developed a Comprehensive Preparedness Guide (CPG) 101 to provide recommendations on developing EOPs. The CPG promotes a common understanding of the fundamentals of risk-informed planning and decision making to help planners produce integrated, coordinated, and synchronized plans. The goal of CPG 101 is to make the planning process routine across all phases of emergency management and for all homeland security mission areas. HSEM has also developed a local EOP crosswalk (evaluation process) known as the MNWALK that is used by HSEM to evaluate the completeness of local EOP's.

In August 2009, staff and elected officials from Dakota County and the City of Eagan participated in the Community Specific Integrated Emergency Management Course at the Emergency Management Institute in Emmitsburg, Maryland. One of the after actions from this course was to create an Emergency Operations Plan and Emergency Support Functions to document the processes and available resources for an emergency response. This plan meets those requirements and the requirements of both CPG 101 and the MNWALK.

Staff has completed a draft EOP and will be submitting the draft plan to HSEM for initial review. The County Attorney has also reviewed the draft plan. Staff anticipates HSEM will forward their comments to County staff within 90-days of receipt of the draft Plan. After receipt of comments on the draft Plan from HSEM, staff will incorporate the necessary changes and seek HSEM approval of the final plan. At this point, staff will request authorization from the County Board to formally approve the All Hazards Emergency Operations Plan.

EXPLANATION OF FISCAL/FTE IMPACT

None.

Supporting Documents:
Attachment A: All Hazards Emergency Operations Plan Summary

Previous Board Action(s):

- ;
- ;
- ;
- ;

RESOLUTION

Information only; no action requested.

Administrator's Comments:

- Recommend Action
- Do Not Recommend Action
- Reviewed—No Recommendation
- Reviewed—Information Only
- Submitted at Commissioner Request

Ernest Richardson

County Administrator

Reviewed by (if required):

- County Attorney's Office
- Financial Services
- Risk Management
- Employee Relations
- Information Technology

Attachment A – All Hazards Emergency Operations Plan Summary

The Dakota County All Hazard Emergency Operations Plan (EOP) provides an overview of Dakota County's emergency management program. It briefly explains the hazards faced, capabilities, requirements, and the local emergency management program. It also reviews the expected mission for each emergency phase and identifies the County Departments that have the lead for a given Emergency Support Function (ESF).

The EOP is required by several planning requirements of the State and Federal government. Minnesota Statutes, Chapter 12 stipulate that county emergency management organizations shall plan for the emergency operations of county government. Minnesota Statutes 299K.05 stipulate that Political subdivisions should prepare emergency plans that adequately address the requirements contained in the Federal Emergency Planning and Community Right to Know Act for hazardous materials. Minnesota Statutes Section 299J.10 requires that a county having a pipeline within its jurisdiction prepare an emergency operations plan and supporting documentation. Minnesota Statutes 103F.155 requires communities having flood measures (levees) to develop a plan adequate to provide protection in the event of a levee failure.

Dakota County is susceptible to a wide range of natural and man-made disasters. Disasters can create significant disruption and stress on community resources. The EOP is needed to ensure a coordinated, effective response to such events by county staff and elected officials. The plan is intended to serve the citizens of Dakota County by improving the efficiency of the response and recovery efforts by providing framework for operations. The plan's foundation is based upon the premise that county departments must respond in a coordinated fashion, and in special cases, have to coordinate response and recovery with township, city, county, state and federal agencies.

The ESF annexes identify the ESF coordinator and their backups. They describe the framework through which the County's departments, the private sector, not-for-profit and voluntary organizations, and other nongovernmental organizations coordinate and execute the common emergency management strategies. The actions described in the ESF annexes apply to nearly every type of emergency. The annexes contain the policies, concept of operations, and responsibilities for particular hazards, threats, or incidents. Listed in the table on the following page are the primary ESF coordinators and the management representative for each ESF annex.

Dakota County Emergency Operations Procedure – Emergency Support Functions

<u>Emergency Support Function</u>	<u>ESF #</u>	<u>Dakota Coordinators and Mgrs</u>
Transportation	ESF 1	Krebsbach, Mark Thompson, Lynn
Communications a) Public Safety b) Telecommunications	ESF 2	Pritzlaff, Cheryl DCC Lind, Diane DCC Strommer, James Scott, Anita
Public Works and Engineering	ESF 3	Krebsbach, Mark Lynn Thompson
Firefighting	ESF 4	Dave Gisch with Local Fire Chiefs
Emergency Management	ESF 5	Gisch, Dave Leslie, Tim Bellows, Dave
Mass Care, Housing and Human Services	ESF 6	Chancy, Robin McGlinn, Brian Coyne, Patrick Kruger, Ruth Harder, Kelly
Resource Support	ESF 7	Hoopingarner, Taud OMB Director
Health and Medical	ESF 8	Brueshoff, Bonnie Harder, Kelly

<u>Emergency Support Function</u>	<u>ESF#</u>	<u>Dakota Coordinators and Mgrs</u>
Search and Rescue	ESF 9	Leslie, Tim Bellows, Dave
Hazardous Materials	ESF 10	Jeff Harthun Lynn Thompson
Agriculture and Natural Resources	ESF 11	Dave Gisch to coordinate with MN Dept. Agriculture
Energy and Utilities	ESF 12	Dave Gisch with Local Utilities
Public Safety and Security (includes MN National Guard support)	ESF 13	Leslie, Tim Bellows, Dave
Long-Term Community Recovery and Mitigation	ESF 14	Mitchell, Teresa Peterson, Bill Erickson, Jean
Public Information	ESF 15	Habig, Sara Plewacki, Gail Richardson, Brandt