



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

AGENDA

Tuesday February 2, 2010 8:30 a.m.

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on February 2, 2010 at 8:30 am in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

8:30 Call to Order

1. Presentation of Colors
2. Approve Agenda

8:35 Comments and Announcements

1. Roseau County 4-H Participation in Northland Regional First LEGO Robotics Competition
2. Roseau County 4-H Earns National 4-H Science Day Top County Participation Award

8:45 Consent Agenda

1. Approve Proceedings
2. Approve Appraiser Trainee Hiring Committee Recommendation

9:00 Department Head Meeting

1. Review Uniform Hiring Policy
 - o Review Vacancy Request Form
 - o Discuss Promotion Policy Concept
2. Review Personnel File Policy
3. Review VTO Policy
4. Review Employee Complaint/Misconduct Policy (New)
5. Discuss Employee Appreciation Program Concept (New)
6. Discuss Performance Review Management
7. Discuss 2011 Preliminary Budget Planning

11:00 Sheriff's Office Appointment

1. Mobile Data System Opportunity and Computer Aided Dispatch (CAD) System Software
2. Stonegarden Grant Update

11:45 Future Agenda Items

12:00 Adjourn

To schedule an appointment with the Board, please contact the County Coordinator at 218-463-4248

County Coordinator's e-mail address: trish.klein@co.roseau.mn.us

Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

District 1, Alan Johnston, Chair - District 2, Jack Swanson, -
District 3, Vacant, - District 4, Russell Walker - District 5, Mark Foldesi, Vice Chair

An Equal Opportunity Employer

News Release –photos included

December 21, 2009

Sandi Weiland
4-H Program Coordinator
Roseau County
218-463-1052

Roseau 4-H Robotics Club competes at Northland Regional First LEGO Robotics Competition

The Roseau 4-H Robotic Club is a newly formed 4-H project club in Roseau County as of October, 2009. It is made up of 13 members from grades 1-8. Club Leaders are Jay DeBoer and Andrew Heem. The 4-H members have met once a week since October to play and learn about the world of robotics using Lego's and a computer program called Mindstorm.

If simply showing up at the weekly 4-H club isn't fun enough, the youth split into two teams according to age and prepared to compete at the Northland Lego League regional competition for grades 4-8 in December at Northome High School. The two teams, named Robo Rams (younger group, including Micah DeBoer, Gabe Gracza, Wyatt Johnstun, Levi Gumeringer, and Micah Krahn) and Sven and Ole's Ultimate Robotics (older group, including CJ Fichter, Cole Knockenmus, Joseph Magnusson, and Brandon Prothero) competed against several other teams from Northern MN for a chance to compete at State, held in January. The Robo Rams received bronze medals and Ole and Sven's Ultimate Robotics received Gold medals. Only two gold medal teams go onto state and our team was number 3 overall.

There are many facets to the competition. First the team designs and builds a LEGO robot, using LEGO pieces and a computer brick, which stores the programs team members have written using Mindstorms programming language. The team then programs the robot to complete preset missions on a set playing field. They are given 2 ½ minutes to complete as many missions as possible and points are earned for each successful mission completed.

The team is challenged to complete a research project and presentation based on the year's theme. This year's theme, "SMART MOVE", focuses on transportation issues. The Robo Rams team chose the issue of helping bikes and cars avoid accidents using a GPS based system. They used the library and internet to research their findings. They demonstrated the idea using cars, bikes and people they had constructed with their Lego's.

Teams were judged on skill of their robot, their research presentation, and oral interviews with judges on their knowledge of programming, robot mechanics, record keeping, and overall teamwork. This is a true team event as all members of the team were judged on all aspects of the competition.

For more information about 4-H in Roseau County, contact University of Minnesota Extension, Roseau County at 463-1052 or weila006@umn.edu .

Photo Caption:

Pictured are Sven & Ole's Ultimate Robotics left to right: Brandon Prothero, CJ Fitcher, Cole Knockenmus, and Joseph Magnusson

Pictured in Setting up from left to right: Brandon Prothero, CJ Fitcher, Cole Knockenmus, and Coach Andy Heem

Pictured are Robo Rams left to right: Wyatt Johnstun, Micah DeBoer, Micah Krahn, Levi Gumeringer, Gabe Gracza and Coach Jay DeBoer

Pictured are Gabe Gracza and Levi Gumeringer setting up their robot for competition.

I worked very hard this past October and November visiting all the area schools promoting the “BioFuel Blast” Science experiment. The youth who participated were then asked to go home and log in to the National 4-H Science Day site and record their findings from the experiment. The county in each state (50) who had the most youth to share their results was awarded a check for \$400.00 to promote SET (Science, Engineering and Technology) in their county 4-H program. You can read below the information from National 4-H and the announcement of the winners.

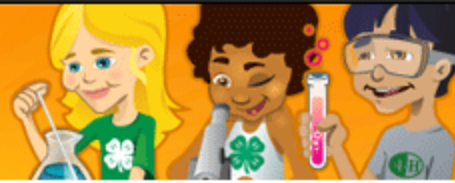
I also added a new club to our county called the Roseau Robotics club. I have attached the article that was submitted to the paper recognizing the awesome work of the volunteers willing to share their passion and time to youth in our county.

Sandi Weiland

4-H Program Coordinator
University of Minnesota Extension, Roseau County
606 5th Ave SW, Room 130
Roseau, MN 56751
Phone: 218-463-1052
Fax: 218-463-3252
Email: weila006@umn.edu



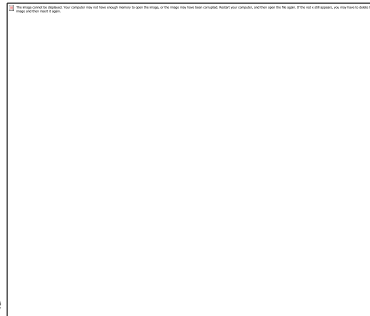
News Flash!



2009 4-H National Youth Science Day™ Highlights Video Now Online

On October 7th, youth in every state and territory across the country participated in this year's 4-H National Youth Science Day™, discovering how ordinary household products can create alternative

energy, and how our nation can use that knowledge to offer energy alternatives to power many of the things we use each day. Take a moment to celebrate this year's 4-H National Youth Science Day™ by watching the [highlights video](#) which showcases the successes from 2009 including more than 200 million media impressions - over four times the coverage from 2008 - as well as a top tier Associated Press story that showcased the strong connection between 4-H and science education.



Top Participating Counties and Youth iPod Recipients Announced

Congratulations to the topmost participating county in each state and U.S. territory who were each selected to receive a **\$400 award** from John Deere to be used toward the implementation and promotion of science, engineering and technology programs in their communities. Counties were chosen based on the highest number of youth who returned to post their results online from each county. In addition, five youth names were randomly selected to **receive a 32GB third generation iPod touch** as well as Fuel Cell Car Experiment kit to use with their classrooms, 4-H clubs, or other selected youth organization. [Click here](#) for the list of recipients.

Be the 2010 National Science Experiment Designer

A Letter of Intent Application is now available for all land-grant universities to submit ideas for the 2010 National Science Experiment. This year's applicants are being asked to focus on the theme of water quality as it relates to climate change. The chosen university will receive \$20,000 for use in designing the experiment as well as supporting 4-H and Cooperative Extension efforts around science, engineering and technology. The letter of intent is due by January 28, 2010. To download the

application or view a full timeline, visit www.4-H.org/NYSD.

[▶ Visit 4-H National Youth Science Day](#)

Having trouble reading this email? [View it in your browser.](#)

ITEM # Consent 1

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Feb 2 2010
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***Subject Title (As it will appear on the agenda):**
Approve Proceedings

***Background (Provide sufficient detail of the subject):**
Attached are the Proceedings from the January 12, 2010 Board Meeting. Please review carefully and advise of any changes.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Johnston							
Foldsi						Failed	
Vacant							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

January 12, 2010

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, January 12, 2010 at 8:30 a.m.

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by County Board Chairman Jack Swanson. The Pledge of Allegiance was recited. Commissioners present were, Mark Foldesi, Alan Johnston, Jack Swanson, and Russell Walker.

APPROVAL OF AGENDA

The following items were added to discussion: Jim Stengrim request to meet with Board; attendance at the 27th annual Red River Basin Land & Water International Summit Conference, attendance at the Drainage Workshop in Thief River Falls and approval of Liquor Licenses. A motion to approve the amended agenda was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

The Board, by adoption of its Consent Agenda, approved proceedings from the December 29, 2009 Board Meeting.

The Board, by adoption of its Consent Agenda, appointed Commissioners Walker and Johnston to the February 4, 2010 Canvassing Board and appointed Commissioners Swanson and Foldesi to the February 24, 2010 Canvassing Board.

The Board, by adoption of its Consent Agenda, approved the 2010 Letter of Understanding with Hoffman Dale and Swenson for auditing services.

The Board, by adoption of its Consent Agenda, approved the Roseau County Trailblazers MN DNR Certification of Trail Completion 1st Benchmark for the Pelan and BISF #1 trails in the amount of \$48,923.28.

The Board, by adoption of its consent agenda, removed the payment to Aria Oslund from bills prior to approval and added to discussion.

The Board by adoption of its consent agenda approved liquor licenses as follows For the Period February 1, 2010 – January 31, 2011 as follows:

BE IT RESOLVED that off-sale 3.2 percent malt liquor licenses for the period February 1, 2010, through January 31, 2011, be granted to Judy Olson (Olson's Skime Store) and Springsteel Resort Inc. (Springsteel Resort) at a fee of \$30 each; and

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby grants a one-year on-sale intoxicating liquor license, effective February 1, 2010, to Springsteel Resort Inc. (Springsteel Resort) with license fee set at \$500 and an additional 20 percent, or \$100, fee set by the Lake Town Board, and also grants a Sunday license, with license fee set at \$125, and recommends that said license be approved by the Alcohol and Gambling Enforcement Director; and

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby grants a one-year on-sale intoxicating liquor license, effective February 1, 2010, to Warroad Recreation Inc. (Warroad Estates Golf Course) with license fee set at \$500 and an additional 20 percent, or \$100, fee set by the Lake Town Board, and also grants a Sunday license, with license fee set at \$125, and recommends that said license be approved by the Alcohol and Gambling Enforcement Director; and

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby grants a one-year club on-sale liquor license, effective February 1, 2010, to the Fraternal Order of Eagles Aerie No. 4195 (Warroad Eagles), with license fee set at \$300 and an additional 20 percent, or \$60, fee set by the Lake Town Board, and also grants a Sunday license, with license fee set at \$125, and recommends that said license be approved by the Alcohol and Gambling Enforcement Director; and

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby grants a one-year off-sale intoxicating liquor license, effective February 1, 2010, to Pine Ridge Liquor Inc. (Pine Ridge Liquor) with license fee set at \$500 and an additional 20 percent, or \$100, fee set by the Lake Town Board, and recommends that said license be approved by the Alcohol and Gambling Enforcement Director; and

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby grants a one-year off-sale intoxicating liquor license, effective February 1, 2010, to Donald G. Jackson (DJ's Salol Store) with license fee set at \$500, and recommends that said license be approved by the Alcohol and Gambling Enforcement Director.

The Board, by adoption of its Consent Agenda, approved the following bills for payment:

WARRANTS APPROVED FOR PAYMENT 1/07/2010

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
3000.37	CENTURYLINK	2591.00	MN DEPT OF FINANCE-TREAS
65647.00	NW MN SERV COOP-BLUE CROSS BLU	12096.56	ROSEAU CITY
1200.00	TOWN OF HUSS		

**** **12 PAYMENTS LESS THAN \$300 911.08**
FINAL TOTAL..... \$85,446.01 ****

WARRANTS APPROVED ON 1/12/2010 FOR PAYMENT 1/15/2010

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
481.59	ACE HARDWARE-ROSEAU	700.00	NATHAN ADAMS
700.00	ANDREW ANDERSON	400.00	JANICE ANDERSON
7895.00	ASSN OF MN COUNTIES	1195.28	BALLARD MOTOR CO
700.00	TERRY BANDEMER	700.00	KEVIN BECKER
404.41	BRANDY CHRISTIAN	400.00	DEAUNE COLE
700.00	NATHAN COSSENTINE	388.95	TONY DORN INC
700.00	TOBI EIDSMOE	2448.25	FARMERS UNION OIL CO-LK BRNSN

404.47	FLEET SUPPLY	450.61	GRAINGER INC
700.00	STEVE GUST	700.00	KELLY GUSTAFSON
700.00	JULE HANSON	400.00	SHARON HETTEEN
931.96	HILLYARD HUTCHINSON	840.00	ISANE TRUCKING INC
414.03	JANET KLATT	2442.09	LITTLE FALLS MACHINE INC
650.00	O'NEIL LUND	400.00	HEATHER MAGNUSSON
27042.30	MAR-KIT LANDFILL	400.00	DARYL MICKELSON
700.00	KYLE MLYNAR	330123.00	MN COUNTIES INSURANCE TRUST
1539.00	MN SHERIFF'S ASSN	403.48	MULTI OFFICE PRODUCTS INC
400.00	NATIONAL ASSN OF COUNTIES	700.00	JEFF NELSON
400.00	NORTH COUNTRY WEBSITES	2495.76	NORTHERN RESOURCES COOPERATIVE
2217.89	NORTHLAND TIRE	3059.25	NW CONCRETE PRODUCTS INC
7057.00	NW MN HOUSEHOLD HAZARDOUS	567.35	POWER PLAN
337.16	PRAXAIR	3256.69	R & Q CONTRACTING INC
700.00	MATT RESTAD	1741.53	RIVERFRONT STATION
7708.28	ROSEAU CITY	593.07	ROSEAU CO SHERIFF-SUNDRY ACCOU
9930.60	ROSEAU CO SOIL & WATER CONS	525.78	SNOW-WHEEL SYSTEM INC
400.00	MARY SOLBERG	400.00	GREGORY SORENSEN
1951.69	TITAN ACCESS ACCOUNT	4625.01	ARIA TRUDEAU
20000.00	US POSTAL SERVICE	400.00	WENDY VON ENDE
14773.62	ZIEGLER INC		

41 PAYMENTS LESS THAN \$300 5,510.96

FINAL TOTAL..... \$476,806.06 ****

COMMENTS AND ANNOUNCEMENTS

The Board was informed that Diane Gregerson will be receiving the Minnesota State Treasurer of the year award Wednesday, January 13, 2010 during the Minnesota Association of County Officers Award Banquet. The Board room will be set up to view the presentation live via Skype. This meeting will be noticed so any and all Commissioners may attend.

Commissioner Walker informed the Board that he will be attending the MRCC meeting in Grand Rapids, Thursday, January 14, 2010.

The Board acknowledged the resignation of Priscilla VonEnde as Dispatch/Jailer effective October 16, 2009.

Commissioner Swanson informed the Board that he would like to be part of the Appraiser Trainee interview committee. The Board concurred. Interviews are scheduled for January 21st.

Coordinator Klein notified the Board that of the 87 Minnesota counties Rock and Red Lake are the only two that have not paid their National Association of Counties (NACO) dues. Minnesota will lose their vote within NACO if there is not 100% participation from all of the counties. Coordinator Klein will contact Rock County and Commissioner Swanson will contact Brian Strand from Red Lake County to explain the benefits of NACo and to encourage their participation.

Commissioner Swanson acknowledged correspondence received from the Tea Party regarding Commissioner Johnston and Commissioner Swanson. Commissioner Swanson noted that the Board approved a protocol for Board Chair rotation in January 2009. This is the predominate practice in county government. The Board followed through on the policy it adopted. Swanson noted that there is a clear distinction in authority between the County Board and the judicial branch of government. On several occasions the Board has

requested clarification on this matter and has been told to let the court system handle criminal matters. The Board has followed that advice.

Swanson noted that there are two means in which a County Board may act to remove a County Commissioner. First, if the elected official is convicted of a felony they are no longer eligible to serve in public office and the county board may call for their resignation. To date, no Roseau County Commissioner has been convicted of a felony. Secondly, if a commissioner misses meetings for three consecutive months they may be removed from the Board. No Roseau County Commissioner has missed meetings for three consecutive months.

Constituents of the district may petition for the removal of the commissioner elected to represent that district through a specific process. The Board may not initiate or participate in a petition process.

Commissioners Swanson also added that as part of the initial investigation into allegations made against Commissioner Alan Johnston to the Minnesota Department of Revenue, that the other four commissioners were also investigated. That is how it was discovered that Commissioner Rasmussen had some tax issues. No tax issues were found for Commissioners Foldesi, Swanson or Walker.

Commissioner Johnston stated that he has paid lots of taxes in his life and that his charges were based on under reporting allegations not that he did not pay taxes.

Commissioner Johnston stated that it was a historic moment at the AMC Board meeting on January 8th as it is the first time in history that two people from Roseau County were at an AMC meeting in official capacity. He noted that it is rare that northern Minnesota gets represented and that it is important to have the voice of Roseau County heard in a larger arena. He noted that he has been appointed to the Legislative Steering Committee again and is also serving a second term as Chair of the Transportation Committee. Coordinator Klein is the current President of the Minnesota Association of County Administrators and is at the table as a representative of MACA, an affiliate association of AMC.

COMMITTEE REPORTS

Commissioner Swanson reported on the following committees: Roseau River Watershed Board Meeting, 1/6/10: Elected officers and discussed Palmville operating plan, SD 69 and WD #3; Community Justice Coordinating Committee, 1/6/10: Discussed alternatives to detention, adult restitution and focus of the CJCC; Northern Counties Land Use Coordinating Board, 1-7-10: Discussed Lessard/Sams Outdoor Heritage Council, Pilt legislation, SSTS regulations and the Land Asset Pilot Project; KaMaR, 1/11/10: Discussed new auditing services provided by Roseau County.

As part of Swanson's Committee report he gave a detailed review on the Roseau River Watershed meeting regarding a request from Joe Laurin for the county to acknowledge ownership of a half mile section of ditch in Pohlitz township as part of the State Ditch No 69 System. Laurin requested the County move forward with a drainage project that would route water from the WD 3 system, that creates flooding concerns for him, into the SD #69. Mr. Laurin presented a document from the County Auditor that noted that according to her research, the extension of State Ditch No. 69, Branch 1, begins at the NE

corner of Section 3 in Moose Township and that State Ditch No. 69 begins in the middle of the north side of Section 33 in Pohlitz Township. There is no indication in this letter from the County Auditor as to the ownership of the north eastern ½ mile of this section. It is this specific area that is in question. Mr. Laurin noted that on a 1960 atlas it indicates that this section is part of SD No. 69.

Commissioner Foldesi stated that it does not make sense that this ½ mile section is not part of a ditch system.

Commissioner Johnston agreed, but stated that neither the auditor's letter nor the County Atlas is a valid legal document affirming the ownership of the ditch. Johnston added that the ditch systems are private entities and that there is a system for creating ditches and petitioning to be part of the ditch system. Part of this process assesses benefits and a ditch tax is determined based on benefit received. If new property owners want to be part of a ditch system there is a process to petition into the ditch system. Johnston stated that he is not opposed to the project in question, but rather that he wants to see the appropriate process followed. He noted that we need to determine ownership of the ditch based on actual ditch records. Commissioners Walker and Swanson have agreed to go to the Minnesota State Historical Society to research this matter. Once the documents have been located, the Board will know what direction to proceed.

Commissioner Johnston reported on the following committee meetings: Association of Minnesota Board of Directors Meeting, 1/8/10: Annual meeting to elect officers, discussed economic state of MN, re-appointed to Legislative Steering Committee;

Commissioner Walker reported on the following committee meetings: Roseau River Watershed District, 1/6/10: Elected officers and discussed Palmville operating plan, SD 69 and WD #3.

Commissioner Foldesi reported on the following committee meetings: KaMaR, 1/11/10: Discussed new auditing services provided by Roseau County.

STATE REPRESENTATIVE DAVE OLIN/SENATOR LEROY STUMPF

Senator LeRoy Stumpf and Representative Dave Olin met with the Board to hear County concerns and legislative priorities for the 2010 session. Both representatives provided legislative updates and session predictions.

Chair Johnston recessed the meeting at 10:40 am. The meeting reconvened at 10:55 am.

ROSEAU COUNTY PREVENTION COALITION

Program Director Tammie Doebler and Program Coordinator Brenda Arntzen met with the Board to request approval of the Quarter 2 Financial Statistical Report. A motion was made by Commissioner Swanson, seconded by Commissioner Walker and unanimously carried to approve the Roseau County Prevention Coalition 2nd quarter Fiscal Report. Ms. Doebler and Ms. Arntzen gave an update on the coalition activities and the Most of Us Campaign. A copy of the mid-year report will be sent electronically to the

Commissioners and is available for viewing in the County Attorney or County Coordinator's Office.

Commissioner Johnston asked about the sustainability of the Coalition. Ms. Doebler noted that there is a sustainability committee and that they are looking into many options including writing a Drug Free Communities grant. If the DFC grant is received, the program would move under this umbrella and be able to expand county wide. The current structure is also designed to support sustainability of individual program elements. For example, the Truancy Mentoring Program could be taken on by the school districts and the Responsible Beverage Training and Compliancy Checks could be taken over by Law Enforcement.

Additionally, the success of the coalition is built on systematic changes such as policy changes and protocol changes. Statistics demonstrate that reducing access and availability of alcohol to minors, enforcing existing laws, and changing people's attitudes and social norms about drinking are the most powerful methods of changing behavior. In Roseau County Law Enforcement no longer treats underage drinking calls as nuisance calls and are tracking down and charging providers. The success of the Prevention Coalition is clearly visible by the increase in number of minors charged for alcohol related offenses and conviction of adult providers.

ENVIRONMENTAL OFFICER

Environmental Officer Jeff Pelowski met with the Board to give an update on the MPCA rule changes requiring updates to the Roseau County SSTS Ordinance. As directed by the Board, Mr. Pelowski submitted a letter to the MPCA stating the county's objection to the implementation schedule for the rule changes, noting that Roseau County will continue to enforce its existing ordinance. Polk County submitted a similar letter and received a response from the MPCA rejecting requests for an extension and suggesting that the county could lose its SSTS funding as well as water plan block grant funding. Roseau County has not yet received a response. Mr. Pelowski will keep the Board apprised of the matter.

Commissioner Johnston noted that the matter was also discussed at the AMC Board Meeting and that a resolution was passed to include in the 2010 AMC legislative platform a bill that would allow the MPCA SSTS rules to be opened up in their entirety and for implementation to be two years from the finalization of the rule making.

HIGHWAY DEPARTMENT

Engineer Ketring had no action items for the Board. Commissioner Johnston suggested that highway department items that do not require discussion be moved to consent and the Highway Engineer time slot be scheduled as an Engineer's Report upon request.

DISCUSSION

John Wynne of Wynne Consulting requested the Board approve a renewal for the current contract that the County has with Wynne Consulting to provide grant writing services. Per the agreement, Wynne Consulting would be willing to pursue and write grants on behalf of the county and cities within the county. Northwest Minnesota Multi-County HRA would compensate Wynne Consulting for these services at a rate of \$7500

per year on behalf of Roseau County. In addition, Wynne Consulting would receive a sum equal to 10% of any grant received, capping at \$22,500. The cities of Greenbush and Badger have passed resolutions to participate in this program providing \$2500 in funding from each city. John Wynne is confident that the cities of Roseau and Warroad will pass similar resolutions leaving the balance for the county at \$12,500. A motion was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously to adopt the following resolution:

2010-01-04

BE IT RESOLVED, that the Board approved the continued contract with Wynne Consulting, Inc for the purpose of grant preparation services.

Mr. Wynne also requested a resolution of support for Wynne Consulting to apply for an Energy Efficiency block grant in the amount of \$100,000. A motion was made by Commissioner Walker, seconded by Commissioner Foldesi and carried unanimously to adopt the following resolution:

2010-01-05

BE IT RESOLVED, that the Roseau County Board supports the submission of an Energy Efficiency and Conservation Block Grant (EECBG) in the amount of \$100,000.

A letter of support is needed to complete the application for this grant. The Board directed Coordinator Klein to compose this letter.

The Board discussed conducting an Organizational Best Practices Review for Roseau County. After discussion, the Board requested a cost breakdown and deferred further discussion to the 1-26-10 Board Meeting.

The Board discussed a request from Jim Stengrim to attend a Board meeting for the purpose of providing an update on his concerns with the Middle Snake Tamarac Rivers Watershed District. The Board requested Coordinator Klein send Mr. Stengrim a letter requesting a detailed summary of what he would like to discuss with the Board.

The Board discussed attendance at the Red River Basin Land & Water International Summit Conference January 19-21, 2010. Due to scheduling conflicts Board Members will not be able to attend but directed the Coordinators office to extend this invitation out to Department Heads within the County who would have an interest in attending.

The Board discussed attendance at a small group Drainage Workshop offered in Their River Falls. Commissioner Johnston will attend.

The Board discussed payment to Victim Services Service Provider Aria Oslund. Payment was removed from the Auditor warrants to clarify why Ms. Oslund would be reimbursed in advance for three months. The County Attorney's office was consulted and Ms. Hanson agreed that Miss Oslund could be paid on a monthly basis. A motion was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously to adopt the following resolution:

2010-01-06

BE IT RESOLVED, that the Board does approved payment to Aria Oslund in the amount of \$1,541.67.

Upon motion carried, the Board adjourned the regular meeting at 12:40 p.m. The next regular meeting of the Board is scheduled for January 26, 2010 at 8:30 a.m.

Attest:

Date: _____

Teresa Klein, Board Clerk
Roseau County, Minnesota

Alan Johnston, Chair
Board of County Commissioners
Roseau County, Minnesota

DRAFT

ITEM # Consent 2

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department	*Board Meeting Date
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***Subject Title (As it will appear on the agenda):**
Hiring Committee Appraiser Trainee Recommendation

***Background (Provide sufficient detail of the subject):**
2nd Interviews for three candidates for the Appraiser Trainee Position were conducted on February 1, 2010. The Interview Team will have a recommendation for your approval.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Johnston							
Foldsi						Failed	
Vacant							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

ITEM # Dept Head
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Johnston, Alan	*Department Commissioner	*Board Meeting Date Feb 2 2010
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***Subject Title (As it will appear on the agenda):**
 Department Head Meeting

***Background (Provide sufficient detail of the subject):**
 The Board has invited Department Heads to meet and to touch base on a number of matters. The Board will review several new and revised human resource policies, discuss performance management and preliminary 2011 budget planning.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Johnston						
Foldesi						Failed
Rasmussen						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk



UNIFORM HIRING POLICY

Policy Statement

Employment of competent and qualified employees in compliance with all pertinent laws and government regulations is essential to the County's success as an effective and progressive administrative arm of state government.

To guarantee a consistent and effective employment program, the County has adopted the County Personnel Act. Under this act, the county appoints a Personnel Director who manages the hiring process. At Roseau County the Personnel Director is the County Coordinator.

Authorization to Establish Positions and Fill Vacancies

The County Board possesses the sole authority to establish new positions and to approve filling vacancies not governed by elected official authority.

Procedure to Create New Position

Department Heads wishing to create a new position within their department are asked to contact the County Coordinator to establish a job description, have the position evaluated for compensation purposes, and to schedule an appointment with the Board to present the request. Establishment of new positions should where possible track with the budget planning cycle so the addition can be planned for and included in the budget.

Procedure to Fill Regular full or part-time Vacancy

In the event of a **regular full-time or a regular part-time vacancy**, the department head must evaluate the need to replace the position. The department head is asked to determine whether the position could be filled with a part-time employment, job shared with another department, contracted out or if work can be accomplished in some other fashion, or whether justification exists to re-fill the position.

Once the assessment is completed, the request to fill the vacancy will go before the Board for review. Upon approval of the Board, the position will be advertised according to statutes and county policy.

Procedure for Filling Temporary Position/Vacancy

Department heads do not need approval to hire or replace **temporary** employees **provided the position and/or hours have been approved in the Department budget**. In the event the position or hours are not approved in the budget, the department head will notify the County Coordinator of the specific need for additional staff including estimated numbers of hours, length of time, and total budget request. The request will go before the County Board for approval. Upon approval of the County Board, the Department Head can fill the temporary position at their discretion according to their individual department policy.

Hiring Procedure

At the County's discretion, positions will be advertised for a minimum of two weeks in the official county news paper. Position openings will also be posted on the County website. Current employees of Roseau County are encouraged to apply for any open position. Internal and external candidates apply simultaneously. Interviews and a hiring decision will be made as expediently as possible. In the event of a tie, the internal candidate will be given preference.

All applications for County positions are processed through the Coordinator's Office. Applicants will be screened for qualifications and/or tested by the hiring committee which shall consist of the County Coordinator, the Department Head and/or Supervisor, and one (1) other person Department Head and/or other employee at the Department Head's discretion.

Interviews will be conducted by the Hiring Committee. (Board has authority to be present for interviews)

Unless waived during the approval to advertise for the position phase, the hiring recommendation will go before the County Board for their approval. If approved, the selected applicant will be notified by the Coordinator's office and an offer letter will be sent.

Background checks will be conducted on all employees hired by Roseau County and if requested, the selected applicant must obtain a medical physical.

Interview notes and applications must be returned to the Coordinator's office immediately following the completed interviews. Applications are kept on file for one year and in the event a position opens that matches the applicants qualifications.

Orientation

The Coordinator's Office conducts new employee orientation which includes providing new employees with the Roseau County Employee Handbook and reviewing key policies hours of work, lunch and rest periods; layout of facility; performance reviews; recording of hours worked; vacation schedule; holiday schedule; sick leave; other leaves of absence; reporting of leaves (sick, vacation, holiday and other leaves of absence); overtime; expense reimbursement; and the Respectful Work Policy. The Coordinator's Office will review compensation schedule and provide employee with a copy of their job description. The Department Head is responsible for having employee sign the acknowledgement of Receipt of Employee Handbook and delivering the completed form to the Coordinator's Office. The Coordinator's Office coordinates benefit enrollment. The Auditor's Office manages payroll related procedures and issuance of key/and access control management.

Reassignment of Duties

Department Heads shall have the authority to reassign duties to employees with the same job title within their department. Such changes shall be at the discretion of the Department Head to enhance the efficiency of the department and/or to respond to changed requirements. Such activity shall not be subject to vacancy/new position policies.

Internal Transfer Policy

The County encourages employees to apply for open positions within county employment. If an employee is offered a position in another department and chooses to transfer to that position, the employee retains their original hiring date. If the position is within the same grade, the employee maintains their current grade and step. If the position is at a higher grade the employee moves diagonally to the step that is higher than, but closest to, their current rate. For example, an employee currently employed at a Grade 5 Step D and hired for a Grade 6 position in another department would move to Grade 6 Step B. The County retains the right to make exceptions to this policy.

Promotion Policy

The County supports and encourages professional development of its employees. Should an employee be offered a promotion within their department, that employee retains their original hire date and moves to the grade of the promotion at their current step. For example, an employee who is currently employed at a Grade 8 Step C and is promoted to a Grade 9 position would move to Grade 9 Step C. Situations where the promotion involves a change of 2 or more grades, or a promotion that requires the employee to master a completely different set of knowledge and skills will be handled on a case by case basis based on the recommendation of the department head and approval of the County Board.

Rehire

Previous Roseau County employees who have left employment in good standing can apply for open positions within Roseau County employment. Previous employment with the county does not guarantee future employment. Re-employment will be considered based on qualification for the open position.

Roseau County may at times hire persons who have separated employment for purposes of retirement. Roseau County will follow State and Federal regulations and PERA guidelines. To be considered retired by PERA, the employee must terminate public service. The employee is not considered retired if there is any kind of prior agreement with the employer to return to work at a later date. If, after retirement, a person later returns to PERA-covered employment, there must have been at least a 30-day break in public service. Should an employee return to a PERA-covered job, they will continue to collect retirement benefits and pay no contributions to PERA. Annual earnings limitations established by the federal agency may apply. Re-hire wage and benefit terms will be established at the point of re-hire and will be determined based on the recommendation of the department head and approval of the County Board of Commissioners. Roseau County is under no obligation to offer or continue employment of retirees. Continued employment will be subject to County need and employee performance. Employment remains at will between employer and employee.



Vacancy Approval Form

The Uniform Hiring Policy requires Board approval to fill all vacated positions. To inform the Board's decision making, the Board is now requiring a "Vacancy Approval Form" be completed prior to requesting action to fill a vacancy. Please complete this form and attach it to the RBA requesting County Board to fill a vacancy. Use additional sheets of paper as needed to provide information.

- A. Is safety, health or welfare directly impacted by not filling this position?

- B. Will the cost of filling the position be more than not filling the position?

- C. Will the county lose grant funds by not filling the position?

- D. Is this position full or partially funded by a non local levy source? (i.e. state/fed/ or grant funded)

- E. Are there State statutes that generate additional responsibilities requiring the tasks of the position to be completed (i.e. an election; passports; road project)?

- F. How many other openings are there in the department? What is the percent of total staff? (i.e. 1 of 5 staff percentage of total staff is 20%)

- G. Are there additional factors that the Board should consider when deciding whether or not to fill the vacancy?

- H. Are there contract obligations which require the position be filled?

- I. Will revenue be lost if position is not filled?

- J. What is the cost effectiveness of filling the position?

- K. How long has the position been vacant?

- L. How have the duties of the vacant position been completed position was vacant?
(i.e. another position completing them?)

Form completed by

Date

*Original policy approved by the County Board on 01/05/10;

Equal Opportunity Employer



PERSONNEL FILE POLICY

Roseau County keeps certain records relating to your employment in a personnel file. The documents contained within that file are the property of Roseau County and must be maintained for federal, state, and county government recordkeeping purposes.

Some employment records are kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to I-9 requirements.

Data in personnel files is managed under Chapter 13 of the Minnesota Statutes - Personnel Data.

Except for employees described in Chapter 13 subdivision 5 and subject to the limitations described in subdivision 5a, the following personnel data on current and former employees, volunteers, and independent contractors of a government entity is considered public:

(1) name; employee identification number, which must not be the employee's Social Security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; and the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;

(2) job title and bargaining unit; job description; education and training background; and previous work experience;

(3) date of first and last employment;

(4) the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

(5) the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body;

(6) the terms of any agreement settling any dispute arising out of an employment relationship, including a buyout agreement as defined in section

123B.143, subdivision 2, paragraph (a); except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money;

(7) work location; a work telephone number; badge number; and honors and awards received; and

(8) payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

Personnel Files are managed by the Human Resource Department. Upon request and accordance with applicable law, employees are permitted to review their personnel records. An employee wishing to view the contents of his or her personnel file must complete a written request to the Human Resource Director. Upon receipt of the employee request, arrangements will be made to view your file during off-duty time or, with permission from your immediate supervisor, during work time.

At the time of viewing the personnel file, the employee's identity will be verified and the employee will be shown to a work station where he/she can view the contents of the file. Employees are eligible to obtain copies of any record in their file relating at a cost set by the county board in accordance with data practices, payable in advance.

Employees may not take or alter any document found within the personnel file. If an employee disagrees with one of the documents, the employee may request permission to add a document containing comments regarding the document with which the employee disagrees.

Both at and after the time you separate from employment, the employee may make copies of documents in your personnel file. Copying of such documents and payment must be arranged in advance.

Your personnel file will be maintained in Roseau County archives in accordance with all applicable legal requirements.

Each employee is required to keep their personnel file current with regard to name, address, telephone number and the telephone number of an emergency contact.

Reference MN Statutes 13



2010

Voluntary Time Off (VTO) Policy

Definition

Voluntary Time Off or VTO is a leave policy designed to provide employees with a voluntary opportunity to help reduce County expenses by taking unpaid time off. This time off may be taken in hours, days, or weeks.

Eligibility

All regular, full-time employees and regular, part-time employees are eligible upon hire for Voluntary Time Off.

Length of Absence

Voluntary Time Off may be granted in hourly, whole-day, or whole week increments as it fits the employees schedule and the needs of the department. Voluntary Time Off time in any calendar year is limited to 208 hours (26 days).

Compensation and Benefits

Employees maintain all regular benefits including sick and vacation accrual and health benefits at their normal rate while absent from work on approved Voluntary Time Off. VTO hours do not count towards hours worked for the purpose of computing overtime.

Requests and Approvals

Employees must submit a written request for Voluntary Time Off to their supervisor at least 5 business days in advance of the desired time off using the Voluntary Time-Off Request form.

Department Heads are responsible for approving requests for Voluntary Time Off and must communicate their decision to their employees in writing in a timely manner. A signed Voluntary Time-Off Request Form serves as written communication.

Approval decisions take into consideration department budgetary and staffing needs. Requests may be denied on the basis of these or other reasonable considerations.

Exceptions

Employees may not combine Voluntary Time Off with Family Medical Leave or any other county leave policy.

PERA Compliance

Roseau County's Voluntary Time Off policy is structured to comply with Public Employees Retirement Association of Minnesota (PERA) Periodic Repetitive Leave policy.



EMPLOYEE RECOGNITION PROGRAM

AWARD OF EXCELLENCE NOMINATION

(Tailor your nomination to one of the following categories – one category per form)

- Performance (Individual)**
- Performance (Group)**
- Innovation (Individual or Group)**
- Leadership (Individual)**
- Customer Service (Individual or Group)**
- Community Contribution (Individual or Group)**

Nominee(s)

Name/Group: _____ Department: _____

What was the nominee's role? _____

What was the outcome? _____

Please provide specific examples and rationale that supports why the employee or group should be chosen for the award:
(Attach additional sheets if necessary)

Name of Nominator: _____ Date of Nomination: _____

Return to: Roseau County Coordinator – 606 5th Ave. SW, Room 131, Roseau, MN 56751
218-463-4248 – trish.klein@co.roseau.mn.us

**Roseau County
PERFORMANCE REVIEW**

Name:

Reviewer:

**Job Title:
Department:**

**Review Date:
Next Review Due:**

Definitions:

RATING:

DESCRIPTION:

Exceptional

Performance and demonstrated behaviors consistently exceeds standard. Outcomes are clearly and consistently outstanding resulting in improvement or new methods, processes/systems or work products.

Consistently Meets Standard

Performance and demonstrated behaviors consistently meet the performance standard. Performance is what is expected of a fully qualified individual. Outcomes meet expectations.

Needs Improvement

Performance and demonstrated behaviors do not meet minimum standards. Excessive guidance and instruction is required to reach expected outcome. This standard needs immediate attention and improvement.

Unable to Assess

There has not been enough observation to develop a rating or the standard has not been a job assignment during the review period.

OUR POLICY

Our performance appraisal program is designed to provide a basis for better understanding between you and your supervisor with respect to your job performance, as well as your apparent potential and personal development within the organization.

THIS DOCUMENT

This document is intended to summarize discussions regarding job performance standards / objectives and personal goals that have been ongoing throughout the year. It is also to be used as a tool to help focus discussions and plan development for future objectives. Supervisors and employees are expected to review progress towards meeting planned goals and objectives throughout the year, as part of their normal and routine working relationship.

Name:

I. KEYJOB RESPONSIBILITY PERFORMANCE FACTORS (Excerpted from Essential Duties in Job Description)

1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

Name:

5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

Name:

II. GENERAL PERFORMANCE FACTORS

1.	Knowledge:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrates technical competence in field and the ability to apply that knowledge and stay abreast of new developments; attends and participates in classes, seminars, workshops and other continuing education as appropriate to maintain and enhance knowledge and/or job skills.	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

2.	Problem Solving and Creativity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to define problems and develop workable solutions and integrate into processes	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

3.	Planning & Organization:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to plan long and short-range objectives/ priorities and develop effective work schedules	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

4.	Flexibility & Adaptability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to respond to changing organizational, project or job requirements and to meet changing technical/service/business needs	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

Name:

5.	Ability to Work Independently:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Displays the appropriate amount of initiative and independence for the job and make positive contributions; is a self-starter	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

6.	Ability to Work with Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Willingness to coordinate with others to meet overall project or service objectives; fosters teamwork, personal responsibility, integrity, innovation, trust and communication; recognizes the positive contribution of others and offers encouragement and constructive feedback; helps develop team cohesiveness, and aligns individual efforts with the group; freely shares knowledge and information with co-workers	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

7.	Meets Schedules:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to meet schedules; completes assignments on time, contributing extra effort needed when circumstances hinder progress; assists overloaded team members	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

8.	Supports Organization and Vision:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Encourages others to take pride in the organization , its vision and its people; supports County policies and procedures and conducts work in accordance with the County Code of Ethics	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

Name:

9.	Verbal & Written Communication:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to effectively communicate through verbal interactions, reports, and memos, etc. Can organize and run effective meetings.	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

10.	Overall leadership skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Behaviors demonstrate ability to effectively plan, develop and implement overall organizational objectives	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

11.	Customer Focus:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dedication to exceeding expectations of customers internal and external customers; contributes ideas/suggestions and participates in activities for improving processes and services to our customers; participates in evaluating and monitoring feedback from customers for improving efficiency and services; listens carefully to ensure understanding	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

12.	Respect for Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fosters respect and demonstrates mutual respect of individual differences such as culture, race, religion, age, disability, socioeconomic status, education, sexual orientation, veteran status, marital status, or gender; treats others with dignity and contributes to a work place free from harassment.	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

Name:

13.	Broad, Encompassing Perspective:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Looks toward the broadest possible view and sees relationships and patterns.	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

14.	Learning Ability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Willing and able to learn from situations and people; accepts feedback and applies it to the improvement of individual performance	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

15.	Develops People (for supervisors):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recognizes the individual ability and career goals of employees and creates growth opportunities.	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

16.	Protects Confidentiality:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Protects the confidentiality of all sensitive oral, paper-based and electronic information and restricts the flow of such information to those who have a legitimate "need to know." Conducts discussions of confidential information in appropriate settings to avoid unintentional disclosure.	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

Name:

17.	Demeanor:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Effectively manages anger, emotions, and frustration; contributes to a good work environment.	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

18.	Attendance Reliability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Complies with the County's absence policy (excludes absences related to Family Medical Leave)	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

19.	Safety:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Performs activities in a manner that ensures a safe environment for customers and employees.	Unable to Assess	Needs Improvement	Consistently Meets Standard	Exceptional

Employee Comments:

Evaluator's Comments:

Name:

III. TRAINING AND DEVELOPMENT

- 1. Please list courses, workshops, seminars and on-the-job training completed since the last review:**

- 2. Please note classroom training or education needed to perform job duties, or that will enhance the employee's ability to perform his or her job. Indicate what will be done to make it happen during the next year:**

- 3. Please note on-the-job experience(s) needed to perform job duties, or that will help the employee to improve job performance. Indicate what efforts will be made toward gaining those experiences during the next year:**

- 4. Mutual goals that the employee and supervisor are interested in accomplishing and plan(s) for accomplishing them and measuring performance (refer to the attached goals sheet if you wish):**

- 5. Please comment on discussions about constraints or workplace limitations. Indicate any planned action:**

- 6. Other developmental plans:**

Name:

OVERALL PERFORMANCE APPRAISAL

This section is a summarization of the employee's overall performance since the last appraisal. Place an "X" on the performance continuum that reflects the level of overall performance based on the standards and the overall comments section.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needs Improvement	Unable to Assess	Consistently Meets Standard	Exceptional

Evaluator's Comments:

TO BE COMPLETED BY THE EMPLOYEE

You may wish to comment on the performance appraisal you have received. You may wish to use the space below or submit your comments to your manager and your personnel file.

Comments:

Appraiser and employee both need to sign and date the performance appraisal. Employee's signature does not necessarily mean agreement with all items; however it is an indication that this form has been shared with the employee. Please return the signed form to the County Administrator.

Signature of Evaluator

Signature of Employee

Date

Date

Goals Supplement to Performance Appraisal

Document progress toward last year's goals and other accomplishments (e.g., work activities, committee involvement, presentations, continuous improvement activities, publications, etc.)

Goal 1:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
Goal 2:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
Goal 3:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	

List mutually established goals for next year and plans for achievement. Consider professional, individual, and team goals and areas needing further development.

Goal 1:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
Goal 2:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
Goal 3:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	

Supervisor/manager summary comments:

Document overall performance assessment, details of any performance improvement plans, future performance goals, training and development goals, etc.

ITEM # Sheriff's Office



REQUEST FOR BOARD ACTION

* Required Fields

*Person Responsible for Request Bandemer, Terry	*Department Chief Deputy	*Board Meeting Date Feb 2 2010
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***Subject Title (As it will appear on the agenda):**
Mobile Data Opportunity and Computer Assisted Dispatch System

***Background (Provide sufficient detail of the subject):**
To provide mobile data capacity, Roseau County included and was approved to purchase laptops for County squad cars in the first Stone Garden Grant. However, software was not included. The County has been exploring different types of software including CAD (Computer Assisted Dispatch) software to install on these units and in the Dispatch Center. CAD systems automate many of the 911 call tasks including providing automatic directions to call sites and include AVL – automatic vehicle locator capability. State Patrol has operated with mobile data and CAD systems for a number of years. They have approached counties requesting they consider transitioning to compatible systems. State Patrol is updating their system and have offered to refurbish their existing computers and make them available for counties FREE. The value of these computers is \$6000 each. Sheriff Hanson listened to a presentation given by State patrol last week on this opportunity and the Sheriffs' Office would like to take advantage of this opportunity. The Sheriff's Office would like to request 20 computers from state patrol. These computers would go to other first responders including the police deaprtents, EMS and Fire Deaprtments. The goal of CAD systems is to enhance efficiency and public safety. The county recently had an opportunity to experience this technology first hand and saw its benefit.

***Financial Consideration:**
Estimated cost for the CAD software is \$20,000.00. 911 funds can be used. Additionally there will be a one time cost of \$1000.00 for each user - antipaing 12 licenses; a \$532.00 a year cost for monthly cell coverage; \$2,380.00 a year for service fees, and a \$2,500.00 installation fee.

***Legal Consideration:**

***Other Consideration:**
The barriers and unintended consequences need to be explored. Compatibility with existing Crime Star program needs to be explored. The county needs to assess its software programs in its entirety to determine whether it is a good idea to add onto what is existing or if it is better and more cost effective in the long to pursue a more integrative software program. Also, buy in of other first responders needs to be assessed.

***Resolution (Wording should reflect the intent of the Board vote):**
The Board supports the Sheriff's Office exploration of Computer Assisted Dispatch system for Roseau County.

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments: Details would be finalized before Board Action is requested.
-----------------------	--

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Johnston						
Folds						Failed
Rasmussen						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk