

**OFFICIAL PROCEEDINGS OF THE
RICE COUNTY RICE & STEELE 911 CENTER JOINT POWERS BOARD
Commissioner's Room / Rice County Government
Services Building/ Thursday, January 12, 2023 at 4:00
PM**

I. Call to Order

- A. The meeting was called to order by Commissioner Jim Purfeerst.
- B. The election of officers was postponed to the February meeting.
- C. **Motion by Galen Malecha, seconded by Brad Ness, to approve the agenda with additions.**
RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Nathan Dotson, NAYS: None
- D. **Motion by James Brady, seconded by Jim Abbe, to approve the minutes as presented.**
RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Nathan Dotson, NAYS: None

II. Finance - Cathy Piepho

- A. Piepho presented the Financial Statement through November 30, 2022, to the Board. Fourth Quarter contributions from the County were not received until December so the current statement reflects a use of reserves. A surplus of approximately \$170,000 is currently projected for the end of the year.

Motion by Jim Abbe, seconded by Galen Malecha, to approve the financial report dated November 30, 2022, as presented.

RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Nathan Dotson, NAYS: None

III. Administration - Cheryl Pritzlaff

- A. Pritzlaff provided a staffing update to the Board. Two new employees have started and three are in the background process. Two employees are on leaves which is resulting in overtime for other employees.
- B. Carpeting is expected to arrive in April. While the flooring project is taking place, Dispatch will be operating out of the Faribault EOC.
- C. A meeting was held last Wednesday with TDS, Jeff Nelson/PSC Alliance, Justin Austin/IES and LOGIS. We are working on getting correct numbers, fax numbers etc. ready for the conversion. As of today, we have not heard anything more.
- D. An insurance refund of \$23,095.00 was received from the Southeast Service Cooperative in June of 2021. In the past, the refund was allocated to the general fund. Staff confirmed with the Board that this is what they would like to do with this refund as well.

Motion by Galen Malecha, seconded by Jim Abbe, to approve allocating the Southeast Service Cooperative Health Insurance refund in the amount of \$23,095.00 from June of 2021, to the general fund.

RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Nathan Dotson, NAYS: None

- E. The Board reviewed the pay status of supervisors. They are currently paid as salary and staff is recommending due to the job duties of the position functioning as working supervisors that this be changed to hourly.

Motion by Galen Malecha, seconded by Nathan Dotson to approve changing the supervisor's pay from salary to hourly effective the first pay period in February.

RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Nathan Dotson, NAYS: Jim Abbe

- F. The process for conducting background checks and the hiring process was discussed. Currently background checks are conducted internally. Staff will review current procedures and bring back to the Board for consideration a recommendation for positions in which a more thorough background check completed by an outside agency should be conducted.
- G. Pritzlaff discussed with the Board Human Resources support needs for the 911 Center. Currently, there is not a dedicated HR contact for the 911 Center. Steele County and Rice County provide support for certain areas such payroll or hiring and an outside labor attorney assists with negotiations and other HR matters. Rice County Administration and HR will work with the new 911 Center Administrator and Steele County Administration to develop an HR support system for the 911 Center and in the short term will assist with the HR needs of the JP and will utilize a contract labor attorney as needed for more complex matters.
- H. Staff shared with the Board concerns regarding the cost effectiveness of the current health insurance policy for 911 Center Employees. Staff will develop a potential timeline for an RFP for other plans in conjunction with Union negotiations and present to the Board for consideration at a future meeting.
- I. Hable informed the Board that Meredith Erickson, the Board's contract legal counsel, retired as of 12/31/22. Erickson provided contract HR legal support. While staff work on developing the HR protocols for the Center, Rice County HR can provide additional HR support and utilize a contract labor attorney when the need arises.
- J. Hable presented to the Board for consideration a wage adjustment for her position as the office manager. The additional work that she has completed while we are in a leadership transition was acknowledged. Hable will work with the 911 Center Administrator and HR to review the job description for a possible reclassification.

IV. **Operations Committee- Lon Thiele**

No meeting held in December.

V. **Board Member Updates**

- A. The committee interviewed 4 candidates for the 911 Administrator Position. Following the interviews, an offer was extended to Brian Becker contingent upon the background check and subsequent Board approval. The background check was completed and the committee is recommending approval of hiring Brian Becker as the 911 Administrator at Step 3, \$46.24/hour moving to step 4, \$48.96/hour after 6 months.

Motion by Galen Malecha, seconded by Jim Abbe, to approve the hiring of Brian Becker as the 911 Administrator at Step 3, \$46.24/hour, moving to step 4, \$48.96/hour after 6 months.

RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Nathan Dotson, NAYS: None

VI. **Adjournment**

Motion by Galen Malecha, seconded by Brad Ness to adjourn the meeting,

RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Nathan Dotson, NAYS: None