

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, June 12, 2023 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN.

Members present: Mr. Kenneth Butler, Chair
Ms. Lindsay Snustad, Member

Others present: James Gottschald, Director, Human Resources and Administration
Megan Haworth, Human Resources Advisor
Emily Masterson, Information Specialist III

1. Kenneth Butler, Chair, called the meeting to order.
2. A motion was made by Lindsay Snustad and seconded by Kenneth Butler to approve the minutes of the May 22, 2023, meeting as submitted.
3. A motion was made by Kenneth Butler to move approval of the May 8, 2023 minutes to the next regularly scheduled Civil Service Commission meeting as the quorum (of two) did not include commission member Julie Waltenburg, who was part of the quorum at the May 8 meeting.
4. The next item on the agenda under new business was consideration of the revised classification specification for Social Worker (MSW). Everett Niska, Human Resources Senior Advisor for the Public Health and Human Services Department, proposed revising the class spec, specifically adding a new Social Services Information System (SSIS) support discipline. SSIS is an application utilized by the State of Minnesota and is required to maintain social work cases. The Minnesota Department of Health has several programs, advisory boards, communications, and trainings for SSIS therefore, the Public Health and Human Services Department is requesting a primary

contact within St. Louis County to act as a liaison and specialize in the SSIS application. To support Social Workers utilizing SSIS software, incumbents of the class would need to have experience working with SSIS and understand the documentation requirements of Social Workers. Additionally, the department anticipates that the incumbent will have secondary responsibility for social work cases. This new SSIS Support discipline was added to the Distinguishing Features of Work section within the class spec and the Illustrative Examples of Work section was also updated to include the four new duties being performed. A motion was made by Lindsay Snustad, seconded by Kenneth Butler, and the revised class spec was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald informed the Commission that the county has received two applications for the Civil Service Commission member vacancy. He stated one of the candidates resides in the northern part of St. Louis County which is ideal since the other three current members represent the southern half of the county. Director Gottschald stated he was going to ensure the candidates can commit to attending commission meetings on a regular basis. He stated the next step in the recruitment process is to share the names of the candidates with the County Board and they are then given three weeks to review the applications. Director Gottschald anticipates by the end of July or early August a third regular member will be appointed to the Commission.
- Director Gottschald updated the Commission that an additional contract has been settled and it will be brought to the Board for its first pass on June 13 and the second pass at the end of June. Director Gottschald stated the Deputy Sheriff's bargaining unit has reached a tentative agreement which was voted the previous week and he expects an update on the settlement soon. Director Gottschald added another unit will be voting their contract in the coming weeks, while an additional two units will be going to mediation. Director Gottschald is hopeful that remaining contracts could be settled by the end of the summer.

- Director Gottschald thanked the Commission members for their flexibility by allowing the county to modify the current meeting schedule to accommodate for the newly observed Juneteeth holiday. The next commission meeting was previously scheduled for June 19; however the date was moved up to June 12 so the Social Worker (MSW) class spec could be presented to the commission, and the department would not have to wait until the next meeting which was not until July 10. Director Gottschald also informed the commission that a resolution was brought to the County Board which allowed for Memorandums of Understanding (MOUs) between the county and the bargaining units to ensure employees would be paid for the holiday. Director Gottschald added the new statute did not specify a pay status which is why the MOUs were necessary.
- Director Gottschald informed the Commission the county recently conducted a Requests for Proposals (RFP) process for the health insurance plan administration services and there were three submissions. The evaluations have been completed, and all three insurance carriers have been invited to interview on June 28th. Director Gottschald expects a decision will be made regarding the selected carrier plan by mid to late July. Director Gottschald remarked the county has worked with the same carrier dating back to the 1950s, so he is pleased there are additional competitors this go around. Commissioner Butler inquired as to which regions the RFPs get sent out to, and Director Gottschald responded that a system by the name of Demandstar is utilized and any carrier who is subscribed has access to the RFPs. Director Gottschald added the notification is pushed out to established health plan administrator carriers as well.

There being no further business, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "James R. Gottschald". The signature is written in a cursive, slightly slanted style.

James R. Gottschald
Director of Human Resources and Administration