

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, September 14, 2020 at 1:30 P.M. The meeting was held virtually via a WebEx invite sent to all recipients of the Civil Service Commission's communications.

Members present: Mr. Kenneth Butler, Chair
Mr. Wayne Marshall, Member

Others present: James Gottschald, Director Human Resources and Administration
Colleen Effinger, Manager Human Resources
Catherine Roseth, Human Resources Senior Advisor

1. Director Gottschald addressed the Commission regarding the extraordinary COVID-19 circumstances under which the meeting took place. The meeting occurred utilizing both telephone and webex technology as an electronic means to conduct the Civil Service Commission meeting. Due to the COVID-19 pandemic and the declared emergencies in the State and St. Louis County the meeting is authorized to meet under this format pursuant to Minn. Stat. §13D.021 and is fully legitimate and official public meeting.
2. A motion was made by Wayne Marshall, seconded by Ken Butler and agreed to by all members present to approve the minutes of the June 1, 2020 meeting as submitted.
3. The next item on the agenda was consideration of the revised class specification for Finance Director. This class spec was reviewed at the request of Nancy Nilsen, County Auditor/Treasurer. Specifically she requested clarifying and/or adding duties to more accurately reflect the level of responsibility assigned to this class. In addition, updates were made to be more concise and consistent with other updated class specs. Within the Requirements of Work, certain skill and ability statements were revised as well as adding standard supervisory knowledge statements, and standard confidentiality statements. In the Minimum

Qualifications for Work section, the education and experience requirements were not increased, however, there was a revision to how the Preferred Qualification is noted on the class spec. A motion was made by Ken Butler, seconded by Wayne Marshall and agreed to by all present members.

4. The next item on the agenda was consideration of the revised class specification for Tax Analyst. Nancy Nilsen, County Auditor/Treasurer, proposed revising the Tax Analyst class spec due to the increased level of responsibility required for this class. Throughout the class spec, various statements were reworded to improve readability and standard statements were revised to be consistent with other updated class specs. Within the Illustrative Examples of Work, the current responsibilities were clarified. The Requirements of Work we revised the communication and working relationship statements, added our standard computer skills and confidentiality statements, and added standard supervisory knowledge statements. Lastly, the Minimum Qualifications for Work section had the added requirement of Possession of a Minnesota Department of Revenue Tax Calculation Certification within one (1) year of employment and the requirement to possess a valid driver's license. A motion was made by Wayne Marshall, seconded by Ken Butler and agreed to by all present members.

DIRECTOR'S COMMENTS

- Director Gottschald reported to the Commission that St. Louis County continues to operate largely in a virtual mode of service delivery. However, as the general elections approach, there is anticipation that the need for in person services will increase particularly for absentee ballot process requests. Additionally, the County Recorder's Office has had an increased volume of calls and appointment requests for vital records. Director Gottschald shared that although St. Louis County is utilizing virtual means for service delivery, there are alternatives for curbside service and appointments. However, an increasing number of citizens are attempting to access the public buildings in order to obtain services with the belief that the county is fully open. This has led to an ongoing evaluation as to how and when to increase in person services in the various Government Services and Court House buildings throughout St. Louis County and balancing that with employee and public

safety considerations.

- Director Gottschald reported to the Commission that St. Louis County is convening a new diversity, equity and inclusion leadership group that will be starting this week. This leadership group is largely in response to recent events including the tragic deaths of George Floyd and Breonna Taylor and the ongoing protests and events highlighting the need for ongoing evaluation of diversity and inclusion. Director Gottschald shared that St. Louis County does have Diversity Equity and Inclusion policies and trainings already in place. This new initiative would convene Department Heads as a leadership team that will work with the Board of Commissioners to re-evaluate and re-shape our vision for diversity and inclusion at St. Louis County. The first meeting is scheduled for Wednesday, September 16, 2020.
- Director Gottschald provided an update on St. Louis County's withdrawal from the Merit System. All the necessary documents have been submitted. The self-survey, which is the last piece, has been completed with the intent of submitting it by the end of September. The effective date of St. Louis County's withdrawal from this system would be no earlier than January 1, 2021.
- Director Gottschald responded to questions regarding labor negotiations and settled contracts. Director Gottschald reported that 9 out of 11 bargaining units has been settled. Of the two outstanding labor units, one has requested mediation and the county is waiting for that to be scheduled. The other bargaining unit has met a couple times with another meeting scheduled for October. St. Louis County also participated in collective bargaining on behalf of Arrowhead Regional Corrections (ARC), only one of their three labor contracts is yet to be settled. Director Gottschald clarified that these labor contracts are all for 2020-2022.
- 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, flowing style.

James R. Gottschald
Director of Human Resources and Administration