

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, June 1, 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
Ms. Lindsay Snustad, Member
Julie Waltenburg, Alternate 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 St. Louis County the meeting is authorized to meet under this format pursuant to Minn. Stat. §13D.021 and is fully legitimate and official.
2. The next item on the agenda was consideration of the revised class specification for Chief Deputy Recorder. At the request of Mary Garness, Public Records & Property Valuation Director, the Chief Deputy Recorder classification was reviewed. Since Ms. Garness serves as the County Recorder, the title of this classification is being changed to Deputy County Recorder. The Distinguishing Features of Work was modified to clarify that the Public Records & Property Valuation Director also serves as the County Recorder. Illustrative Examples of Work was also modified to clarify that in the absence of the Public Records & Property Valuation Director the Deputy Recorder will act in assigned capacity and

role of the County Recorder. Lastly, the Minimum Qualifications had several specific majors to be considered removed, detail was added to the experience required by an applicant. And the equivalency statement was removed. A motion was made by Wayne Marshall, seconded by Lindsay Snustad and agreed to via by all present members.

DIRECTOR'S COMMENTS

- Director Gottschald provided an update on the emergency preparedness planning St. Louis County is doing in response to the COVID-19 pandemic. Director Gottschald advised that the Auditors Office would soon be opening to the public for walk-up services at the Miller Hill Mall Service Center location. This office processes motor vehicle titles, driver's licenses and other Minnesota id's, license plates, tabs, and passports. They are resuming normal hours as of June 1, 2020 including Saturdays. Substantial planning had been done and added on-site security to remind staff and guests to wear masks and practice adequate physical distancing. Director Gottschald advised that the St. Louis County courthouses are shared with Arrowhead Regional Corrections and Sixth Judicial District which is are operating in county buildings. ARC is conducting drug tests and parole visits with their clients and the courts are offering in-person walk up services. Director Gottschald advised that the majority of St. Louis County's work continues to function utilizing various virtual technologies such as telephone and Webex, with some options for curbside services by appointment. St. Louis County intends to operate in this manner at least until June 14th after that date more services may become available using innovative means such as the curbside service or opening walk-up services. Face coverings and social distancing is being strongly encouraged for all employees and guests.
- Director Gottschald provided an update on labor negotiations work including the tentative agreement with five (5) more bargaining units for 2020-2022 contracts, which are all going to the Board within the next week. If approved, there would only be three (3) more labor agreements yet to be settled.
- Director Gottschald recognized Catherine Roseth, Human Resources Senior

Advisor, for her work on the self-survey required to continue the process of exploring withdrawal from the Minnesota Merit System. The Merit System is used by the professional employees in Public Health and Human Services such as Social Workers and Supervisors. St. Louis County intends to submit the remaining documents in the near future.

- 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