



Carlton County, Minnesota Committee of the Whole Agenda

CARLTON COUNTY COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, County Board Room and via [VIDYO](#)
OR join by phone 1-408-418-9388, Access code: 622 249 923, Password: 1234
May 5, 2020 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approve March 3, 2020 Meeting Minutes
4. New Business
 - A. COORDINATOR / HUMAN RESOURCES / PROPERTY MANAGEMENT
 1. Policy Committee policy list
 2. Strategic Plan update
 3. Property Management Budget Update
 4. Discuss Wellness Committee
 5. Committee updates
 - a) Option to allow public access to internal committee agendas/minutes – sign up via Notify Me or keep the internal committee agendas and minutes on the intranet as they currently are
 6. Approve AED Policy updates
 7. Approve Policy Committee Bylaws update
 8. Approve Equal Employment Opportunity and Affirmative Action Policy updates
 9. Approve Lactation Policy updates
 10. Discuss AMC District 1 Meeting participation
 11. Discuss significant initiatives and issues that may impact the budget policy statement and budget direction
 12. Consider approving contract with Mike Griebel
 13. Consider approving county resident COVID-19 mailing
 - B. INFORMATION TECHNOLOGY
 1. Full-time Help Desk position request
 - C. TRANSPORTATION
 1. Monthly construction update (info only).
 2. Monthly maintenance update (info only).
 3. Monthly budget update (info only)
5. Other Business
 - A. Department Updates
 - B. The next regular meeting date is scheduled for June 2, 2020 at 4:00 p.m. located at the Carlton County Transportation Building in the County Board Room.
6. Adjournment.



Carlton County, Minnesota Committee of the Whole Agenda

CARLTON COUNTY COMMITTEE OF THE WHOLE MEETING MINUTES

Carlton County Public Health & Human Services Building, St. Louis River/Nemadji Room

March 3, 2020 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda. **Motion by Brenner, second by Bodie. Approved.**
3. Approve February 4, 2020 Meeting Minutes. **Motion by Brenner, second by Peterson. Approved.**
4. New Business
 - A. COORDINATOR / HUMAN RESOURCES / PROPERTY MANAGEMENT
 1. Policy Committee policy list. Information only. Update provide as to the AED and Personnel Policy Manual comment deadline of March 19, 2020.
 2. Approve Health Equity Policy. **Motion by Genereau, second by Brenner. Approved.**
 3. Discuss and approve 2020 Carlton County Fair Booth Items. Discussion was had regarding what to offer at the fair booth. Suggestions included bottles, pens, pencils, but not balloons. Request was made to work on a power point showcasing the services provided by the various departments.
 4. Discuss business cards. Information only. Update as to recommendation of the management team to go with one card style for all departments.
 5. Strategic Plan update. No additional information at this time given the volume of other issues addressed by the management team.
 6. Property Management Budget Update. Information only.
 7. Discuss Wellness Committee. Discussion had regarding the makeup and focus of the wellness committee. No issues to address at this time.
 8. Committee updates. Information only. Updates were provided on the management team, building committee, and jail facilities steering committee.
 9. Annual Food Shelf Drive. Basilici provided an update regarding this year's plan for a food shelf drive. Options will be given for three different food shelves, including Cromwell.
 10. Annual Fleet Report. Holmes give annual report. Will be crunching the numbers to determine if it is financially prudent to go with an enterprise fleet solution.
 11. Coronavirus Update. Committee was updated regarding the DOC composition and efforts. The old Cloquet City Hall building is being retrofitted for DOC use and appears to be working well.
 - B. INITIATIVES/EXTENSION
 1. UM Extension 6 month progress update. Lekander provides an update as to the efforts that are being made to strengthen and streamline services through the Extension Office.
 - C. TRANSPORTATION
 1. Monthly construction update (info only). Gunderson gives update.
 2. Monthly maintenance update (info only). Gunderson gives update.

3. Monthly budget update (info only). Gunderson gives update.
5. Other Business
 - A. Department Updates
 - B. The next regular meeting date is scheduled for April 7, 2020 at 4:00 p.m. located at the Carlton County Transportation Building in the County Board Room.
6. Adjournment. **Motion by Brenner, second by Bodie. Approved.**

Carlton County Policy Tracking Form

10/23/2019

Priority	Policy	Created By/Working On	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Internet Use / Social Media Policy / Email (fundraising), Electronic Communication Policy	Pete (see list below)				
3	Accounting Policy with Manual	State Auditor recommendation (Kathy)	1-Oct-15			
3	Performance Review Policy	Kim Franek	1-Sep-14			
3	Purchasing Policy	Dennis Genereau/Auditor-Treasurer	1-Sep-18			
3	Catastrophic Leave Policy	Dennis/Kim				
3	Capital Assets Policy	Auditor/Treasurer's Office				

SafeAssure	Carlton County Safety Program Policy AWAIR	Safety Committee (Karola in the loop), Safe Assure will assist				
SafeAssure	Carlton County PH&HS Emergency Procedures Guide	For Review Only - on hold				
SafeAssure	Courthouse Emergency Response and Evacuation Plan	Joe - on hold, Safe Assure will possibly assist				
SafeAssure	Safety Committee Bylaws	Safety or Policy Committee review (Rob Carr), Safe Assure?				

On hold	County Board Guidelines (On hold)	Coordinator's Office		(30 day commissioner comment period deadline July 13, 2017)	Sept. 5, 2017	County Board did not wish to adopt
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IT	IT Standard on Acceptable Technology Use	Procedure		**Combine all procedures into a Best Practices Manual		
IT	IT Standard on Mobile Device Use	Procedure				
IT	IT Standard on Network Access	Procedure				
IT	IT Standard on Passwords	Procedure				
IT	IT Standard on Portable Computing Use	Procedure				
IT	Social Media/Internet/Email Policy	Policy				
IT	IT Standard on Virus and Malware	Procedure				
IT	IT Standard on Website	Procedure				

Approved Carlton County Policy Tracking Form

8/14/2018

Policy	Created By	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
Cellular Phone Policy	Policy Committee	Jun-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Lactation Policy	Policy Committee	Jun-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
Human Resources Internal Complaint Form	Coordinator's Office	May-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
Cellular Phone Policy and Procedure	Pete Gould		Approved by Policy Committee on 2/17/15		
Smoke and Tobacco Free Workplace Policy	Mike Tardy requested/Jeff B. draft	November 17, 2014	November 19, 2014 - December 18, 2014	February 3, 2015	March 10, 2015
HR External Complaint Form	Kim Franek				February 17, 2015
Item For Consideration Form Policy (IFC)	Coordinator's Office	May-14			March 10, 2015
Nepotism Policy	Jeff Boucher	March 16, 2015	March 19, 2015 - April 17, 2015	May 5, 2015	May 12, 2015
County Issued Credit Card Policy	Kathy Kortuem	February 1, 2015	February 20, 2015 - March 21, 2015	May 5, 2015	May 12, 2015
Family Medical Leave Act Policy (FMLA)	Kim Franek / Jeff Boucher	March 16, 2015	March 17, 2015 - April 15, 2015	June 2, 2015	June 9, 2015
Lobbying by County Staff	Requested by Commissioner Bodie - Jeff Boucher	February 1, 2015	May 19, 2015 - June 17, 2015	July 7, 2015	July 14, 2015
Policy for no additional signature on DH timesheets	State Auditor's Office - Kathy/Paul	September 1, 2015	Resolution will act as the policy	N/A	September 28, 2015
AED Policy	Becky Rudd/Kim Franek		9/23/2015 - 10/22/2015	Nov. 3	November 10, 2015
Facility Closing Policy and Procedure	Kim Franek	April 1, 2015	April 23, 2015 - May 22, 2015	Nov. 3	November 10, 2015
Carlton County Personal Appliance Policy	MCIT / Kim Franek	MCIT template	September 23, 2015 - October 22, 2015	Nov. 3	November 10, 2015
Data Practices Policy	Attorney's Office	June 1, 2014	8/19/15 - 9/17/15	December 1, 2015	December 8, 2015
Public Hearing Rules of Procedure & Decorum	Dennis/Jeff		January 22 - February 20, 2016	March 1, 2016	March 8, 2016
Auditor - Wire Transfer Policy	Kathy K.		July 19, 2016 - August 19, 2016	September 6, 2016	September 13, 2016
HR Internal / External Complaint Procedure	Kim Franek		May 17, 2016 - June 15, 2016	February 7, 2017	February 14, 2017
Data Retention Policy	Attorney's Office		November 22, 2016 - December 21, 2016	March 7, 2017	March 14, 2017
Travel and Meal Reimbursement Policy	Kathy K. and Dennis		December 20, 2016 - January 18, 2016	March 7, 2017	March 14, 2017 (goes into effect July 1, 2017)
Construction/Renovation Project Change Order	State Auditor recommendation -Finance Committee recommends working on this soon (DG talking with Rob & Tony Mancuso) Draft sent to Paul Gassert for review.	October-15			September 5, 2017
Conflict of Interest Policy	Jeff		March 21 - April 19, 2017	October 3, 2017	October 10, 2017
Voucher Approval & Claims Payment Policy	Kathy K.		3/20/18 - 4/18/18	May 1, 2018	May 8, 2018
Credit Card & Electronic Payment Acceptance Policy	Kathy K.		3/20/18 - 4/18/18	May 1, 2018	May 8, 2018
Drug and Alcohol Free Workplace Policy	Kim/Jeff		June 21 - July 20, 2018	COW - ran out of time to review (straight to Brd. Mtg.)	August 14, 2018
Equal Employment Opportunity and Affirmative Action Policy	Kim/Jeff	1-Apr-17	June 19 - July 18, 2018	COW - ran out of time to review (straight to Brd. Mtg.)	August 14, 2018
Limited English Proficiency Policy	Kim Franek		January 23 - February 21, 2019	April 2, 2019	April 9, 2019
Harassment/Bullying Policy	Kim is working on a draft policy	1-Apr-17	January 23 - February 21, 2019	April 2, 2019	April 9, 2019
Animals in County Buildings Policy	Jeff Boucher	1-Mar-18	5/21 - 6/19	August 6, 2019	August 13, 2019
Health Equity Policy	Donna Lekander		1/29/20 - 2/27/20	March 3, 2020	March 10, 2020
OTHERS:					
Policy Committee Operating Policy & Procedure	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
Policy Committee Procedure for Policy Requests and Revisions	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
HRAT Bylaws	HRAT	May-14	May 30, 2014 - June 28, 2014	Approved 8/5/2014	8/12/14
Supervisors Committee	Supervisors Committee	May-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Management Team Operating Policy and Procedure	Management Team	Nov-14	None	None	11/24/2014
Wellness Committee Operating Policy & Procedure	Wellness Committee	June 1, 2014	Sept. 17, 2014 - Oct. 16, 2014	Approved 12/2/2014	12/22/14
Building Committee Bylaws	Building Committee	August 1, 2014	January 26, 2015 - February 24, 2015	May 5, 2015	May 12, 2015
Carlton County Justice Partners Bylaws	Paul, Kelly	November 1, 2015	January 22 - February 20, 2016	March 1, 2016	March 8, 2016
Finance Committee Bylaws	Finance Committee		April 5 - May 4, 2017	June 6, 2017	June 13, 2017
Finance Committee Budget Policy	Finance Committee (Dennis)		April 5 - May 4, 2017	September 5, 2017	August 28, 2017



Carlton County Strategic Plan 2020

Carlton County, Minnesota

WORKING DOCUMENT FOR DEPARTMENT HEAD MEETING

Carlton County Mission: “Mission of Carlton County is to Protect and Enhance the Quality of Life.”

Five Year Vision: “Carlton County government working collaboratively with quality technology for optimum public safety and effectiveness in delivering county services.”

Priority Issue Areas 2020:

- Modernize technology to improve service to Carlton County constituents.
- Develop internal leadership skills that will improve how the county deals with challenges over the next five years.
- Improve County behavioral health efforts including mental health, CD reduction and child protection.
- Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County

ACTION PLANS with goals, strategies, point people and timelines.

PRIORITY ISSUE: Modernize technology to improve service to Carlton County constituents

(Subcommittee: Kris Basilici, Pete Gould, Kathy Kortuem, Dave Lee, Dennis Genereau)

2020 Management Team Action(s)

Goal #1: Goal Credit Cards/Cash Drawer

Action Steps	Assigned	Deadline
a. Identify processing needs and who already has this service in place	Auditor's Office (Kathy)	Early Fall 2020

On-Going Management Team Actions

Goal: Social Media / Software Deployment / PIO / Broadband

Action Steps	Assigned	Actions
a. Social Media (Facebook, Twitter), Authorizations & Protocols	IT, Management Team Subcommittee (Coordinator, Attorney, Sheriff, Zoning, PHHS)	Set Committee members on 12/3/2019
b. Office 365 – Verify funding	IT	Begin implementing in January 2020
c. PIO (Public Information Officer)	Coordinator & Economic Development	
d. Implement recommendations, partner and make application for state broadband grants	Economic Development, Coordinator, IT	

PRIORITY ISSUE: Modernize technology to improve service to Carlton County constituents

*(Subcommittee: Kathy Kortuem , Kris Basilici, Pete Gould, *Paul Gassert, Dave Lee, Dennis Genereau)*

Completed Management Team Actions

Goal: Electronic Timesheets - HR Module / Internet-Intranet / Broadband / Software Deployment

Action Steps	Assigned	Completed
a. Cost analysis and maintenance review – PayCom selected vendor		Will be implemented 1/1/2020
b. Assisted with Karpel Implementation Carlton County Attorney's Office		10/2019 Complete
c. Choosing which software system(s) to move forward with. RT Vision, ADP, AS400, etc. RT Vision will be the vendor and will begin in Sept/Oct. of 2017 with a few smaller departments.	Management Team, Auditor's Office, HR Office	June 1, 2017 – change to 1/1/18?
c. Establish Intranet – Check with CivicPlus	Coordinator's Office, IT	Completed 3/6/18
d. RFP for broadband study – RFT has been sent, study will begin on June 14, 2016 when the County Board approves it. (Final report will be ready end of October)	Pete Gould, Dennis Genereau, Marv Bodie, Connie Christenson	Complete

*Member 2016-2019

PRIORITY ISSUE: *Update County Comprehensive Plan (Zoning) / Implement Marketing Tools Which Highlight County Amenities / Research Housing Needs and Housing Trends for the County*

(Subcommittee: Heather Cunningham, Mary Finnegan, Land Records/Tax Departments / Human Resources)

2020 Management Team Action(s)

Goal #1: Zoning Comprehensive Plan / County Marketing Tools / Overview County Housing, Infrastructure, Tax Base

Action Steps	Assigned	Deadline
a. 2001 – latest version of County’s Comprehensive Plan	Zoning, Economic Development	December 2021
b. Marketing tools that highlight strong County amenities (Housing, Schools, Broadband, Land Use, Recreation, Utilities etal)	Economic Development Work with consultant(s) for grant potential for Agricultural tourism (St. Louis County may be a resource for this type of grant application)	December 2021
c. Housing Needs/Housing Potential, Tax Base, Infrastructure	Human Services, Assessor, Land Records, Auditor/Treasurer, Transportation, Coordinator	December 2022

PRIORITY ISSUE: *Develop employee leadership efforts and training that will improve the county's ability to deal with the challenges they will face over the next five years including; increased needs in cross-training, succession planning mentorship, internships and creative approaches to solving county issues*

(Subcommittee: Dennis Genereau, Donna Lekander, Mary Finnegan, Kyle Holmes, Kim Franek, additional staff)

2020 Management Team Action(s)

Goal #1: Develop a Countywide Performance Appraisal Process

Action Steps	Assigned	Deadline
a. Feedback received on reports, did the Jannati training, seeking clarification on what county will use as the measurement for the appraisal process	Human Resources	2020

PRIORITY ISSUE: *Develop employee leadership efforts and training that will improve the county's ability to deal with the challenges they will face over the next five years including; increased needs in cross-training, succession planning mentorship, internships and creative approaches to solving county issues*

(Subcommittee: Dennis Genereau, Donna Lekander, Mary Finnegan, Kyle Holmes, Kim Franek, additional staff)

On-Going Management Team Actions

Goal: Develop Knowledge Transfer / Promoting County as an Employment Opportunity / Create a Training and Continuous Improvement Plan

Action Steps	Assigned	Actions
a. Cross training, job shadowing other counties, internally	Department Focused	
b. Succession planning by department under way through restructuring of departments to support the development of knowledge transfer	Management Team, Human Resources	
c. Mentoring / Cross Training	Department Focused	
d. Partnering with colleges to promote job opportunities with county Zoning use job fairs, Assessor's use St. Cloud State & St. Thomas Real Estate degree program participants Indeed.com has been utilized for job postings Email notifications are set out to interested parties who have signed up for notifications for county job openings (county website) Organizations are notified as requested by department heads Merit system postings are also utilized	Department Focused	
d. Expand and encourage internships	Management Team	
e. Types of training: Job specific, technology (Outlook, basic Microsoft)	Management Team, IT, Coordinator, PHHS	Suggested that IT work with St. Louis County for training opportunities Suggested to make a library of tutorials available for staff Suggested that training for beginners, intermediate and advanced workers could be shared with other counties
f. Safe Assure – safety training	Coordinator, Bldg. Maintenance, Human Resources	
g. Partnering with colleges for future educational needs of staff	Department specific for licensure – Department focused	

Completed Management Team Actions

None

PRIORITY ISSUE: *Improve County behavioral health efforts including mental health, CD reduction and child protection*

(Subcommittee: Dave Lee, Donna Lekander, Sheriff Lake) *Last updated 11.20.17*

2020 Management Team Action(s)

Goal #1: Address Mental Health Needs of Incarcerated Individuals / Build, Maximize and Strengthen Working Relationships with Fond du Lac

Action Steps	Assigned	Deadline
a. Expand MH access (Psych. Time/ Rule 25/NERCC) utilizing I.T.P.	PHHS/Law Partners	Dec. 2020
b. Identify appropriate space for client needs – work with provider	Duluth Bethel/Bldg. Committee	ASAP

On-Going Management Team Actions

Goal: Address Mental Health Needs of Incarcerated Individuals / Create Resource Directory / Build, Maximize and Strengthen Working Relationships with Fond du Lac

Action Steps	Assigned	Actions
a. All department heads to provide information on services and resources provided and desired to be provided (new county website, COW meetings)	Management Team	Ongoing
b. Department Head Manual Electronic Version	Management Team Chair and Vice-Chair	Early 2020
c. Coordination of mobile crisis teams (HDC/FDL)	PHHS	
d. Partner with FDL around trauma informed and ACE's work locally and regionally	PHHS/Initiatives Dept.	

PRIORITY ISSUE: *Improve County behavioral health efforts including mental health, CD reduction and child protection*

(Subcommittee: Dave Lee, Donna Lekander, Sheriff Lake) *Last updated 11.20.17*

Completed Management Team Actions

Goals: Address Mental Health Needs of Incarcerated Individuals / Create Resource Directory / Build, Maximize and Strengthen Working Relationships with Fond du Lac

Action Steps	Assigned	Completed
a. Research sustainable housing options for MH/CD clients and explore halfway house models i.) Schedule a planning meeting to explore halfway house options ii.) Explore and identify potential public/private housing partnerships	PHHS/Initiatives Dept.	Dec 2019 Dec 2017 Dec 2018
b. Expansion of school-linked mental health services	Initiatives Dept	June 2018
c. Develop a plan from the Jail & Criminal Justice System Study recommendations to expand and strengthen behavioral health services i.) Public release at the COW meeting of the plan and recommendations ii.) Explore the Yellow Line Project concept as a possible fit for Carlton County – Community Based Coordinator iii.) RFP – Jail Consultant position	Law Partners	Dec 2017 June 2018
d. Research, select and implement a new jail management data collection system – Zuercher Technologies	Law Partners	April 2018
e. Develop a local mobile crisis response team	PHHS & regional partners	Completed Nov. 2017
f. Develop a RAP Team	PHHS/Law Partners	Completed Aug. 2017
g. Department Head Handbook	Connie Christenson	Complete in 2017 (Paper version only)
h. Management Team to create a work group to guide process (refer to 211 and use the county's pocket resource guide)	Management Team Pocket guide- Public Health	Completed in 2017

PRIORITY ISSUE: *Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County*

(Subcommittee: **JinYeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genereau, Kathy Kortuem**)

2020 Management Team Action(s)

Goal #1: Create a Safe, Secure, Family-friendly County Jail

Action Steps	Assigned	Deadline
a. Consider and address changes within policies, systems and environments which are responsive to needs to promote well-being of children of incarcerated parents	Jail staff	December 2020

PRIORITY ISSUE: *Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County*

(Subcommittee: JinYeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genereau, Kathy Kortuem)

On-Going Management Team Actions

Goal: Infrastructure – Capital Improvement Plan / Budget Planning / Proactive Use of Restorative Justice

Action Steps	Assigned	Actions
a. By need and funding availability Since 2015, Revenue has been collected at \$4,381,815.72; \$1,675,800.15 spent on completed road projects as of 11/2017; \$83,964.05 to MN Dept of Revenue that, \$83,964.05 was transferred to MN Dept of Revenue by mandate; \$1,675,800.15 spent on projects.	Transportation	Annual Priority
b. Continue to work with the State Towards Zero Death Coalition focusing on the enforcement, education, engineering goals of TZD * This is not part of the ½ cent sales tax, but safety related	Transportation/Sheriff’s Office	
c. Establish Capital Improvement Budget	Finance Committee	Department’s submitted improvements to Building Committee; Committee will prioritize with jail and other building futures taken into consideration
d. Determine funding resources and annual allocation	Finance Committee	Met with department heads on budget structure, 5305 budget line recommend to roll over every year in addition to assigning project specific funding for departments to draw down all the dollars that are available to see grant funding where possible
e. Finalize County budget proposal – Present to County Board	Finance Committee Chair	
f. Maintain and expand the county Restorative Justice Juvenile Program and Expand the Restorative Practices Program into the schools across the county	RJ Division	
g. Meet with department heads to consult with budgets well in advance of budget submission due date	Finance Committee Chair (R. Brenner)	
h. Explore the develop an 18-27 year old Restorative Justice Program for nonsexual low level crimes	RJ Division and County Attorney’s Office	
i. expand community education outreach around Restorative Justice, trauma and adverse childhood experiences	RJ Division	
j. Explore Yellow Medicine’s program “Circle of Hope” regarding chemical dependency	RJ Division	

PRIORITY ISSUE: *Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County*

(Subcommittee: **Kathy Kortuem, JinYeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genereau, *Paul Gassert**)

Completed Management Team Actions

Goals: Public Safety – Release RFP for new jail analysis – needs assessment / Highway and Roadways – ½ cent sales tax – Transportation

Action Steps	Assigned	Completed
a. Develop a work plan to respond to the results of the assessment in the following areas: website, exterior, lobby, visiting, parent education	Donna Lekander & Stephanie Upton	June 15, 2018
b. Complete the ‘Safe and Secure, Family-friendly Visiting in Jails and Prisons: A toolkit for addressing the Correctional Facility Environment’ Assessment from the University of MN	Jail staff	June 1, 2018
c. Working on update of the Road/County Safety Plan document, also includes adding updated lighting at major county road intersections	Transportation	Spring 2018
d. Final Report of Jail Needs Assessment presented at C/W Meeting Carlton County	By: Wold Architects/Dr. Allen Beck	December 5, 2017
e. Final Proposal to County Board	Kelley Lake	December 13, 2016
f. Selection Process	Paul Coughlin	November 18, 2016
g. Public RFP – Jail Needs Assessment / Look at new facility Recommendations	Kelly Lake	October 10, 2016

*Member 2016-2019

Property Management Expenditures

** April totals are not accurate as the month has not been closed out.

Expenditures	April '20	Year to Date	Annual Budget	Remaining total
6102 Salaries Full Time	\$ 39,578.23	\$ 178,906.76	\$ 533,483	\$ 354,576.24
6103 Salaries Part Time	\$ 4,180.94	\$ 16,678.56	\$ 98,003	\$ 81,324.44
6105 Overtime Pay	\$ 763.38	\$ 4,434.58	\$ 10,000	\$ 5,565.42
6162 Retirement Pera - County Share	\$ 3,197.34	\$ 14,379.07	\$ 46,702	\$ 32,322.93
6172 Fica & Medicare - County Share	\$ 3,321.83	\$ 14,959.97	\$ 49,073	\$ 34,113.03
6203 Telephone and Telegraph	\$ 353.77	\$ 971.31	\$ 4,600	\$ 3,628.69
6248 Licenses	\$ 40.00	\$ 176.50	\$ 1,300	\$ 1,123.50
6305 Repairs to Buildings	\$ 15,809.91	\$ 35,656.94	\$ 375,000	\$ 339,343.06
6332 Private Auto Mileage	\$ 37.26	\$ 149.37	\$ 500	\$ 350.63
6334 Travel Expense - Meals - Lodging	\$ -	\$ 22.15	\$ 800	\$ 777.85
6412 General Operating Supplies	\$ 50,897.69	\$ 60,480.05	\$ 12,000	\$ (48,480.05)
6415 AED Supplies & Equipment	\$ -	\$ -	\$ 3,000	\$ 3,000.00
6603 Furniture, Fixtures, etc.	\$ -	\$ -	\$ 3,000	\$ 3,000.00
Building Maintenance Expenditures	\$ 118,180.35	\$ 326,815.26	\$ 1,137,461.00	\$ 810,645.74



Carlton County, Minnesota Automated External Defibrillator (AED) Policy

Adopted: November 10, 2015

Revised:

Automated External Defibrillator (AED) Policy

Purpose

Statistics from the American Heart Association show that approximately 350,000 adult Americans die each year from sudden cardiac arrest. Many of these deaths are the result of out-of-hospital sudden cardiac arrest brought on by ventricular fibrillation (VF). VF is a dangerous arrhythmia in which the heart quivers chaotically instead of beating in a normal rhythm resulting in death. The only effective treatment for ventricular fibrillation is the delivery of an electric shock by a defibrillator. An Automated External Defibrillator (AED) is a simple, easy-to-use device that analyzes the heart's rhythm and if necessary tells the user to deliver a lifesaving shock. Early defibrillation (within 3-5 minutes of the cardiac arrest) is critical to survival. Every minute defibrillation is delayed, survival rates plunge 10 percent. Studies have shown that early defibrillation, along with Cardio-Pulmonary Resuscitation (CPR), can increase the chance of survival two to three fold. The solution to sudden cardiac arrest is the deployment of AEDs in key locations where people congregate.

Policy

Carlton County recognizes the importance of AEDs in increasing the chances of survival for anyone experiencing sudden cardiac arrest and, as such, subscribes to the following AED policy. An AED is located at each building owned or rented by Carlton County and staffed by County employees. It is expected that all employees will be aware of where AEDs are located at their assigned work location, ~~and employees who will be in direct contact with the AEDs or respond to a person in cardiac arrest will complete training every year regarding the proper use of AEDs and will view an AED training video through the County's annual safety training program, unless more specific department training is required.~~

Scope

An AED will be used in conjunction with CPR in cases of sudden cardiac arrest at any Carlton County building, in accordance with accepted protocols, including those developed by the American Red Cross and American Heart Association. Use of the AED and CPR will continue as appropriate during the course of emergency care, until the victim resumes pulse and respiration and/or local Emergency Medical Services (EMS) arrive at the scene and assume responsibility for emergency care of the victim. An AED must only be applied to victims who are unconscious, without signs of life.

Responsibilities

- A. AED Program Coordinator: ~~a Public Health Nurse/Registered Nurse trained in AED use, maintenance and training the County Coordinator or their designee.~~
 - a. ~~Organize and conduct training for potential AED users~~Make the safety training video available to all employees;
 - b. ~~Maintain records of AED training in accordance with accepted protocols including those developed by the American Red Cross and American Heart Association;~~
 - c. Coordinate equipment and accessory maintenance, including recordkeeping of said maintenance;
 - d. Maintain list of all Carlton County AEDs (make, model, and serial number), physical locations, and Department Coordinators;
 - e. Review and revise the AED Policy annually as needed in conjunction with the Policy Committee;
 - f. Serve as the liaison between the County and the AED manufacturer(s);
 - g. Participate in post-incident critical incident stress debriefing.
- B. Department AED Coordinator: ~~the appointed designee at each County building~~Property Management Supervisor or their designee.
 - a. Conduct daily, weekly, and/or monthly equipment maintenance per manufacturer's recommendations and/or at direction of Program Coordinator;
 - b. Maintain a list of installation and expiration dates of AED batteries, AED pads, and batteries for AED cabinet door alarms;
 - c. Send all maintenance and training records to the AED Program Coordinator.

Locations/Equipment

- A. Per manufacturer's recommendations, AEDs located in Carlton County buildings are placed in easily accessible and identifiable locations. The list of AED locations (Appendix A) will be updated annually as part of the AED Policy review.
- B. AED cabinets at all buildings contain laminated instructions on use of the AED along with troubleshooting suggestions. AED cabinets at all buildings other than the Courthouse also contain tape, a razor, a CPR mask, gauze, gloves and trauma scissors.

Training

- A. All Carlton County employees will be ~~required to watch an AED training video, unless more specific department training is required. trained annually in AED administration. This will include a knowledge review specific to the type of AED located at the employee's applicable Carlton County building. Refresher training may be completed more frequently at the discretion of the Program Coordinator, Department Coordinator, or at the request of a department head.~~
- B. Drills ~~will~~may be conducted annually in accordance with the Carlton County Emergency Response Plan for AEDs located inside Carlton County buildings.
- C. ~~Only those employees who have successfully completed the necessary training will be considered authorized users of AEDs.~~

Maintenance

- A. Monthly equipment check: Once each calendar month, the Department AED Coordinator will conduct and document an equipment check including the following elements:
 - a. Emergency kit supplies;
 - b. AED battery life;
 - c. AED operation and status.
- B. Annual equipment check: Once each calendar year, the AED Program Coordinator will conduct and document an equipment check including the following elements:
 - a. Check expiration date of batteries and electrodes;
 - b. Check AED status;
 - c. Perform AED self-diagnostic check.
- C. Post-incident check: Once an AED has been used, the AED Program Coordinator will evaluate the AED prior to it being returned to service.

Reporting

When an incident has occurred at any Carlton County facility that required the use of an AED, the AED Incident Report Form (Appendix B) must be completed and submitted to the AED Program Coordinator within 24 hours of the incident.

Debriefing

- A. A review of each medical event requiring use of an AED will be conducted by the AED Program Coordinator. All key participants in the medical event will be encouraged to participate in the review as it will include actions that went well during the medical event and opportunities for improvement.
- B. When an incident has occurred at a Carlton County building that required the use of an AED, critical incident stress debriefing services will be offered through the county's Employee Assistance Program (EAP). Although this is a voluntary program, staff will be encouraged to participate.

Appendix A: AED Locations

AED	BUILDING	LOCATION
Phillips HeartStart	Courthouse 1 st Floor	Right wall next to elevator
Phillips HeartStart	Courthouse 2 nd Floor	Right wall next to elevator
Phillips HeartStart	Courthouse 3 rd Floor	Right wall next to elevator
Phillips HeartStart	Courthouse 4 th Floor	Right wall next to elevator
Phillips HeartStart	Community Services 1 st Floor	Hallway outside WIC office
Phillips HeartStart	Community Services 2 nd Floor	West wall at top of public stairs
Phillips HeartStart	Law Enforcement Center 2 nd Floor	Lobby next to elevator
Phillips HeartStart	Transportation/Land	East wall in main lobby
Phillips HeartStart	Transportation/Land Garage	Hallway near employee breakroom
Phillips HeartStart	Airport	Front lobby
Phillips HeartStart	Extension	Right wall next to front door
Phillips HeartStart	Transfer Station	Cashier Office
Phillips HeartStart	Barnum Shop	Lunch room near door
Phillips HeartStart	Moose Lake Family Services	North wall in Room #3

Carlton County Policy Committee Operating Policy and Procedure

Adopted: August 12, 2014

Amended: May 8, 2018

I. Name: Policy Committee

II. Purpose: The Policy Committee reviews and makes recommendations concerning existing and new policy requests. The Policy Committee will review policy to ensure that it does not contradict existing policy, procedure or statute and make sure it is vetted legally and financially. The Policy Committee acts as an advisory board to the Carlton County Board of Commissioners.

III. Membership: Members shall consist of the County Coordinator, the HR Manager, the Administrative Assistant to the County Coordinator, the Auditor/Treasurer or designee, the County Attorney or designee, two Management Team delegates, one supervisory employee (representing non-union supervisors, MNPEA, and LELS) delegate, one confidential employee delegate, one non-supervisory union employee delegate. One alternate shall be delegated to the Policy Committee from each of the following bodies: the Management Team, supervisory employees (~~in even years an MNPEA supervisor shall be the delegate and an LELS/non-union supervisor shall be the alternate; in odd years an LELS/non-union supervisor shall be the delegate and an MNPEA supervisor shall be the alternate~~with alternation determined by the represented supervisory groups), confidential employees and non-supervisory union employees. The non-supervisory unions include the 49ers, Teamsters, AFSCME PH&HS, and LELS non-supervisory group. The AFSCME Assistant County Attorney group has opted to not be included at this time, but reserves the right to change that position with written notice at any time. The non-supervisory unions shall determine primary and alternate representation. serve as follows, with the first year representing service as the primary the second year as the alternate: 49ers, 2018 & 2019; Teamsters, 2019 & 2020; AFSCME PH&HS, 2020 & 2021; and LELS non-supervisory, 2021 & 2022. This cycle will continue for the duration of the existence of this committee, with the 49ers starting again in 2022 & 2023, and so on. All delegates shall be appointed annually. All delegates shall serve for one year and shall be eligible for re-appointment for no more than three consecutive full terms.

IV. Officers Designated: The officers of the Policy Committee shall be the Chair, Vice-Chair, and Secretary. The County Coordinator or designee shall serve as Chair. The Administrative Assistant to the County Coordinator or designee shall serve as Secretary.

V. Election of Officers: The Vice-Chair shall be elected at the Annual Meeting. The Vice-Chair shall serve for one year and shall be eligible for re-election for no more than three consecutive full terms. The election shall be by majority vote.

VI. Duties and Responsibilities of Officers shall include but not be limited to:

Chair

- (1) Supervise the affairs of the Policy Committee.
- (2) Preside over all meetings.
- (3) Appoint subcommittees as may be necessary and shall be an automatic member of all subcommittees.
- (4) Vote only to break a tie.
- (5) Schedule special meetings.
- (6) Act as official representative of the Committee when directed.
- (7) Work with the Committee to prepare an annual report to be presented to the County Board.

Vice-Chair

- (1) Perform those duties delegated by the Chair.
- (2) Act as Chair in the event of the Chair's absence or inability to perform the duties of Chair.

Carlton County Policy Committee Operating Policy and Procedure

Adopted: August 12, 2014

Amended: May 8, 2018

- (3) May make motions, second motions and vote on all issues, including when acting as Chair.

Secretary

- (1) Record and maintain a record and minutes of the meetings.
- (2) Process and maintain all information relating to Policy Committee's business.
- (3) Set the original agenda for the Policy Committee and handle all other administrative affairs.
- (4) Distribute agenda and draft minutes of previous meeting electronically to all Committee members no less than seven (7) calendar days prior to each scheduled meeting.
- (5) Keep and maintain an accurate record of Committee membership, terms and vacancies.
- (6) Disseminate and publish the final official policy draft to all county employees.

VII. Vacancies of Officers: In the absence of the Chair, the Vice-Chair shall act as Chair. In the absence of both, the remaining members shall designate who shall chair the meeting. The Secretary shall preside over the meeting until such time that the members have elected a Chair for the meeting.

VIII. Quorum: A quorum shall consist of five of the nine voting members of the Policy Committee.

IX. Voting: Regular members, excluding the Secretary and Chair, may vote on all items. The Chair may vote to break a tie. Failure to vote does not impact quorum. Electronic voting may be used when previously authorized at a regular or annual meeting.

X. Conflict of Interest: Committee members are permitted to testify, but not vote, on matters in which they have a direct or indirect, personal or non-employment financial interest.

Members who may have a conflict of interest shall disclose such to the committee. The disclosing member may excuse themselves from voting. In the event the disclosing member does not excuse themselves, the Committee shall vote on whether the disclosing member has a conflict and must not vote. In any event, any voting member may challenge, in person or writing, whether any member may have a conflict of interest. A majority vote of attending members, excepting the challenged member, shall decide if there is a conflict of interest.

XI. Meetings: Regular Meeting - The Policy Committee will meet the third Monday of every month at 2:00 p.m. as needed.

A. Annual Meeting – The first meeting in January shall be considered the annual meeting in which all members and alternates shall attend. The agenda of the annual meeting shall include the election of officers, review of Operating Procedures and an Annual Report by the Chair.

B. Any two Policy Committee members; the Chair; or the chair of any of the following bodies, including the County Board, the Management Team and the Finance Committee may request a special meeting on behalf of that body by written request to the Secretary. Upon request a special meeting shall be scheduled within ten (10) business days or as soon thereafter as a quorum can be assembled.

XII. Adoption and Amendments:

Adoption

These operating policies and procedures shall become effective immediately upon a two-thirds majority vote at the Annual Meeting or any regular meeting provided at least seven (7) calendar days written notice has been given to the members, which notice shall contain the proposed rules to be voted upon.

Amendments

Carlton County Policy Committee Operating Policy and Procedure

Adopted: August 12, 2014

Amended: May 8, 2018

These operating policy and procedures may be amended by a two-thirds majority vote at the Annual or any regular meeting, provided that at least seven (7) calendar days written notice has been given to the members, which notice shall contain the proposed amendments to be voted upon. Any such amendments become effective at the time they are adopted.

XIII. Governance Structure: The Policy Committee recognizes that its Operating Policy and Procedure must be in accordance with the Governance Structure and applicable statute.

XIV. Procedure for New Policy Requests and Revisions: The Policy Committee has adopted a procedure for new policy requests and revisions. (See Attachment A). This procedure was adopted by the County Board on August 12, 2014.

XV. Automatic Annual Review of Policies. All policies that require an annual review via Board direction or operation of law shall be reviewed at the annual meeting and presented thereafter through the process outlined in Attachment A. All other policies shall be reviewed once every two years. If a policy originated in an odd year, it shall be reviewed every odd year. If a policy was passed in an even year, it shall be reviewed every even year.



Carlton County, Minnesota *Equal Employment Opportunity & Affirmative Action Policy*

Adopted: August 14, 2018

Revised:

Equal Employment Opportunity & Affirmative Action Policy

Policy

It is the policy of Carlton County to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, status with regard to public assistance, sexual orientation, genetic information, or any other protected characteristic under applicable law. As part of Carlton County's equal employment opportunity policy, the county will also take affirmative action as called for by applicable laws to ensure that all employment practices are free from discrimination. These equal opportunity and affirmative action policies relate to all phases of employment, including, but not limited to, recruiting, examination, employment, placement, classification, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, and selection for training. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitation will be adhered to by the county where appropriate.

As part of Carlton County's equal employment opportunity policy, the county will also take affirmative action as called for by applicable laws to eliminate barriers to equal employment opportunity for underrepresented groups and ensure that underrepresented individuals are introduced into the county's workforce and considered for promotional opportunities. Carlton County will provide equal employment opportunities to individuals with disabilities.

Assignment of Responsibility

The Human Resources Director is designated as the Carlton County Affirmative Action Officer, responsible for administering the county program under the direction of the County Board.

The Human Resources Director shall:

1. Develop and maintain the county's Equal Employment Opportunity (EEO)/Affirmative Action (AA) policy and AA plan/program, and establish affirmative action goals and objectives.
2. Implement the AA plan/program including internal and external dissemination of the policy and plan.
3. Conduct and/or coordinate EEO/AA training of department heads and supervisors to inform them of their responsibilities pursuant to the policy and plan.
4. Have regular discussions with Carlton County employees at all levels to ensure the county's policy is being followed.
5. Ensure all employees in protected classes are provided equal opportunity as it relates to county-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions without regard to race, color, religion, etc.
6. Review the qualifications of employees to ensure that those in protected classes are given full opportunities for transfer and promotion.
7. Periodically audit employment practices to remove impediments to the achievement of goals and objectives.
8. Design, implement and maintain EEO audit, reporting and record systems to measure the effectiveness of the county AA plan/program, determine progress toward achievement of the county's goals and objectives have been met, and make the information available to appropriate enforcement agencies.
9. Identify problem areas and recommend solutions.
10. Coordinate the implementation of necessary remedial action to meet compliance requirements.
11. Serve as liaison between the county and relevant enforcement agencies.
12. Coordinate recruitment and employment efforts of individuals in protected classes.
13. Coordinate recruitment and utilization of businesses owned by individuals in protected classes on projects where outside contractors are employed.
14. Receive, investigate and attempt to resolve EEO complaints.
15. Monitor subcontractors and work sites to ensure compliance in such areas as: proper employment of individuals in protected classes; proper posting of EEO information; working conditions of individuals in

protected classes free from discrimination; and compliance with Carlton County's Equal Employment Opportunity & Affirmative Action Policy.

Dissemination of Policy and Plan

Internal Dissemination

To insure that all present and future employees are advised of and understand the Carlton County Equal Employment Opportunity and Affirmative Action Policy and program:

1. A copy of the policy shall be provided to each new county employee (including elected officials, department heads, and supervisors) at new employee orientation.
2. Existing employees shall access the policy via the Employees Only section of the Carlton County website.
3. A copy of the policy shall be prominently displayed on all bulletin boards where job announcements are posted, as well as on break room bulletin boards.
4. A training program for department heads and supervisors shall be established to explain the purpose of the policy and program, and to inform them of their responsibilities pursuant to the policy and program. Such training shall be conducted ~~annually or~~ as necessary to communicate changes resulting from changes in legislation and/or regulations.
5. The county shall include non-discrimination language in all collective bargaining agreements, and review all contractual provisions each bargaining cycle to ensure that they are non-discriminatory.

External Dissemination

To insure that external stakeholders are advised of and understand the Carlton County Equal Employment Opportunity and Affirmative Action Policy and program:

1. A statement of the county's EEO/AA policy and program will be included on all job announcements.
2. The county's EEO/AA policy will be communicated at all pre-bid, pre-award and pre-construction conferences. Subcontractor responsibilities regarding policy enforcement will also be communicated at those times.
- ~~3. All subcontractors, vendors and suppliers will receive a written statement of sanctions that may be imposed for noncompliance.~~
- 4.3. All County communication will include a statement designating Carlton County as "An Equal Opportunity Employer." Where required.

Implementation and Compliance

All phases of employment shall be continually examined to insure compliance with rules and regulations regarding equal employment opportunity.

- A. General Employment Practices
 - a. Minimum qualifications shall realistically relate to the essential functions of the position.
 - b. Employment practices and standards shall not be arbitrary and shall not have the effect of blocking individuals in protected classes from employment.
- B. Recruitment
 - a. Recruitment sources shall be notified of all job vacancies. This notification shall include: position title; brief description of duties; salary range; minimum qualifications required; closing date; and application process. These recruitment sources shall also be notified that qualified protected class members are encouraged to apply.
 - b. Job vacancy announcements shall include the phrase "An Equal Opportunity Employer."
 - c. All external vacancy announcements shall be posted on all official Carlton County bulletin boards for a minimum of ten days. Official County bulletin boards are located on the first and second floors of the courthouse.
 - d. Supervisors shall be encouraged to actively recruit students belonging to protected classes for seasonal employment and internships.
- C. Selection and Hiring
 - a. In a specific area of under-utilization, the county shall make every good faith effort to meet its hiring goals and objectives.
 - b. Selection decisions shall be based solely on pre-defined and clearly communicated job-related factors such as experience, education, training, etc.
- D. Training

Equal Employment Opportunity & Affirmative Action Policy

- a. Training programs shall be extended to all employees, provided the training is job-related and would result in improved work performance. No employee shall be restricted from attending training based on membership in a protected class.
 - b. Training programs shall be made available to facilitate upward mobility for all County employees.
 - c. All employees shall be informed of the opportunity and encouraged to participate in career-related courses and/or formal training.
 - d. Department head and supervisory training shall include training on the Carlton County Equal Employment Opportunity and Affirmative Action policy and program. Said training will include an explanation of the policy/program and its legal basis, responsibilities regarding the policy/program, and options available to a person filing a complaint of alleged discrimination.
 - e. County departments may consider the implementation of an apprentice or trainee program to facilitate the achievement of EEO/AA goals and objectives.
- E. Career Advancement (Transfer & Promotion)
- a. All qualified County employees shall be encouraged to consider career advancement through promotion and/or transfer.
 - b. All transfer and promotion opportunities shall be posted on all official County bulletin boards for a minimum of ten days.
 - c. A combination of education/training, past work experience, and experience obtained in the County's employ shall be considered in assessing the qualifications of an applicant.
 - d. All persons employed by the county who have increased their skills and job potential shall be encouraged to apply and compete for promotion opportunities.
- F. Contracts
- a. Carlton County will not use public funds to further violations of equal employment law. As such, all contractors, sub-contractors and vendors with whom the county does business will be required to abide by the Carlton County Equal Employment Opportunity & Affirmative Action Policy.
 - b. All bid specifications, proposals and contracts shall require all contractors, sub-contractors and vendors to submit a signed statement signifying that they fully intend to comply with equal employment and anti-discrimination rules and regulations.
 - c. The county's practice of awarding contracts to the lowest bidder shall be followed, provided the bidder meets the county's affirmative action requirements. If a contractor, sub-contractor or vendor does not comply with their signed intent, as described above, the contract may be awarded to the next lowest bidder following the same procedure.
 - d. If it is reported that a contractor, sub-contractor or vendor is in violation of state and/or federal equal employment opportunity laws, or has no affirmative action program, or has not shown good faith in taking corrective steps, or is not willing to comply with the county's affirmative action requirements, the County Board may immediately request that the County Attorney issue a "letter to show cause" requesting the contractor, sub-contractor or vendor provide the County Board with information regarding why the county should not terminate the contract.
 - e. Any contractor entering into a contract with the Carlton County Transportation Department shall comply with the Minnesota Department of Transportation (MnDOT) Special Provisions pertaining to EEO as per the MnDOT Office of Civil Rights for all Federally and/or State and/or Locally funded highway construction projects. Compliance with MnDOT's EEO Special Provisions shall be considered substantial compliance with Carlton County's Equal Employment Opportunity & Affirmative Action Policy.

Auditing and Monitoring

In order to successfully evaluate the implementation of the Carlton County Equal Employment and Affirmative Action Policy and program, the following data shall be maintained by the Human Resources Office:

1. Recruitment sources. A list of all recruitment sources notified of county job vacancies shall be maintained.
2. Application flow. Data shall be maintained indicating, by vacancy and EEO-1 category, the total number of applicants, those interviewed, those offered positions, and those hired in order to determine the effectiveness of the county's recruitment process and to assess the county's progress toward achieving objectives.
3. Training activities. Data shall be maintained indicating the number of county employees participating in each county-sponsored training program and activity.
4. Promotions. Data shall be maintained regarding promotions and indicating, by vacancy and EEO-1 category, those employees who are promoted.
5. Demotions and disciplinary actions. Data shall be maintained on all demotions and disciplinary actions.

6. Terminations. Data shall be maintained on all terminations, including the reason(s) for termination. This data will be used to determine if a disproportionate number of employees belonging to protected classes are terminated.
7. Reporting. Summary reports will be produced and submitted to the appropriate agency as required and/or requested. These reports will contain statistics broken down by EEO-1 category on activities in the above-listed area.

Affirmative Action Plan for Disabled Workers (5000.3540; Minn Stat 363A.01-.44; ADA 42 U.S.C. 12101)

1. Disabled Individuals Affirmative Action Clause

Carlton County shall not discriminate against any employee or applicant for employment on the basis of a physical or mental disability for any position for which the employee or applicant is qualified. Carlton County agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in all employment practices. Carlton County agrees to post in conspicuous places, available to employees and applicants for employment, notices stating the county's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of employees and applicants.

2. Schedule for Review

Carlton County will review all physical and mental job requirements to the extent that these requirements tend to screen out qualified disabled individuals. Said review will occur any time a position is to be posted and will determine whether these requirements are job-related and necessary for the safe performance of the job.

3. Pre-Employment Medical Exams

Carlton County may require a comprehensive medical exam prior to employment for certain positions. The results of such an examination will not be used to screen out qualified disabled individuals. Information obtained in such examination shall be kept confidential except as allowed by the MN Government Data Practices Act.

4. Accommodations

Carlton County shall make reasonable accommodations to the physical and mental limitations of an employee or applicant unless such an accommodation would impose an undue hardship on the conduct of business.

5. Compensation

In offering employment or promotion to a disabled individual, Carlton County shall not reduce the amount of compensation offered due to any disability income, pension, or other benefit the applicant or employee receives from another source as result of their disability.

6. Outreach and Recruitment

The Human Resources Director shall review employment practices to determine whether they provide the required affirmative action for employment and advancement of qualified disabled individuals. Based upon the findings of such review, Carlton County shall undertake appropriate outreach and positive recruitment activities, such as: developing internal communications to foster understanding, acceptance and support among employees; developing reasonable internal procedures to ensure that the obligation to engage in affirmative action to employ and promote qualified disabled individuals is being fully implemented; periodically informing employees and prospective employees of the commitment to engage in affirmative action to increase employment opportunities for qualified disabled individuals; enlisting the assistance and support of appropriate recruiting sources; and engaging in recruitment activities at educational institutions which provide training for the disabled.

Complaints

- A. Any individual who believes they have been discriminated against or denied equal employment opportunity may file a complaint as outlined in the Carlton County Complaint Procedure.
- B. Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal employment opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.



Carlton County, Minnesota

Lactation Support Policy for Breastfeeding Employees

Adopted: August 12, 2014

Lactation Support Policy for Breastfeeding Employees

Purpose

In accordance with Minnesota Statute 181.939 and in recognition of the well documented health advantages of breastfeeding for infants and mothers, Carlton County has deemed it imperative to provide a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a county-wide lactation support program to be developed and administered through the Carlton County Human Resources (HR) Department in conjunction with the Carlton County Public Health & Human Services (PH&HS) Department.

Policy

Carlton County subscribes to the following worksite lactation support policy. This policy shall be communicated to all current employees upon its initial adoption and shall be [included in new employee orientation training provided to all expectant mothers](#). It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Employer and Employee Responsibilities

Carlton County, as the Employer, shall provide all of its employees who choose to continue with the breastfeeding of their children after returning to work with the following resources:

- **Milk Expression Breaks**
Breastfeeding employees shall be allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisor.
- **Lactation Room**
A lactation room, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public, will be provided for employees to breastfeed or express milk. The room will be private and sanitary, and shall have an electrical outlet. The door to the room shall have a lock and signage to provide for privacy. If employees prefer, they may also breastfeed or express milk in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in County refrigerators. Employees must label all expressed milk. Breastfeeding employees are responsible for keeping milk expression areas clean. When more than one breastfeeding employee needs to use a designated lactation room at the same time, room usage shall occur on a first-come, first-served basis. The use of sign-up sheets can be implemented if the need arises.
- **Breastfeeding Equipment**
Employees may use their own equipment or may contact Public Health's WIC or Parent Child Health Teams to review a list of breastfeeding equipment and resources available to rent or purchase, or to ask questions or seek assistance. Interested employees would be expected to arrange for this during their personal time.
- **Education**
Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners. PH&HS public health nurses who are lactation specialty certified are available to provide this education in a confidential one on one setting at work or on a home visit. Interested employees would be expected to arrange for this during their personal time.
- **Communication with the HR Department, department heads and supervisors**
Employees who wish to express milk during the work period shall keep their supervisors, department heads and the HR Department advised of any necessary requests to ensure that appropriate accommodations can be made to satisfy the needs of both the employee and the County. The HR

Lactation Support Policy for Breastfeeding Employees

Department is expected to coordinate implementation and maintenance of this policy with department heads and supervisors.



Thursday, May 28, 2020

9:00 a.m. - 11:30 a.m.

Virtual Meeting

Tentative Agenda

9:00 A.M. Call to Order

District Director: Anne Marcotte, Aitkin County
Term(s): 01/18-06/19 (p), 07/19-06/21
Alternate Director: Stephen Hallan, Pine County
Term(s): 07/18-06/19 (p), 07/19-06/21

AMC Executive Committee and Management Report

AMC President Rich Sve, Lake County Commissioner
Julie Ring, Executive Director

County Reports: Concerns, Priorities and Accomplishments

Questions will be shared with County Board chairs and administrators/coordinators in advance of the meeting with a request to designate a single speaker from each county.

COVID-19 Updates

2020 Legislative Session Summary

2020 Election Administration Issues Discussion

Upcoming AMC Meetings & Events

- **NACo Annual Conference:** July 17 - 20, 2020 – Orlando, FL
- **AMC Fall Policy Conference:** September 17-18, 2020 – Arrowwood, Alexandria
- **AMC Annual Conference:** December 7-9, 2020 – Hyatt, Minneapolis

11:30 A.M. Adjourn

Fall District 1 Meeting – Thursday, October 22, 2020 – Lake County

2021 Budget Planning Schedule

March	Department head budget meetings
April 24	Email County Board a reminder that they will be asked in May to provide clear guidance on a budget policy statement and budget direction. Email the Board and department heads a request to prepare a list of significant initiatives and issues affecting their departments and the county as a whole, as well as a list of significant changes-to-date to the approved 2020 budget, to be discussed at the May 5 th Committee of the Whole meeting.
May 5	Finance Committee and Committee of the Whole meeting. Discuss significant initiatives and issues that may impact the budget policy statement and budget direction.
May 18	County Board meeting. Board to consider approving 2021 budget policy statement and budget direction.
May 22	HR Director will provide estimates of 2021 wages, health and life insurance premiums, and MCIT premium and dividends and will assemble information for accounting staff. Coordinator's Office will begin scheduling department and agency presentations, and <u>will provide information regarding what is expected</u> including the County Board's policy statement and budget direction. Agencies will be advised that they need to provide operating budget statements for the prior two years.
June 5	Auditor/Treasurer and Coordinator's offices to distribute budget worksheets, narratives and personnel requests to all departments and agencies.
June 15	The Coordinator's Office will send out an email reminder on when the information is needed and that everyone needs to adhere to the timeline. All information needs to be complete and correct.
June 26	Budget worksheets and personnel requests returned to the Auditor/Treasurer's Office. Budget narratives and copies of personnel requests returned to the Coordinator's Office. The Coordinator's office will provide copies of the budget narratives to the Auditor/Treasurer's Office as they are received. PHHS will need to provide the information requested above by July 27.
July 27	County Board meeting to begin at 1:00 p.m (TB). Agenda to include agency and department presentations, with the Finance Committee in attendance. Agenda to include budget direction for the Finance Committee regarding the preliminary levy and what the Board wants to prioritize for the budget.
August 4	Committee of the Whole to begin at 2:30 p.m (TB). Agenda to include agency and department presentations, with the Finance Committee in attendance.
August 18	Special Finance Committee meeting for budget discussion and planning. (TB Board Room from 8 -10 a.m.)
August 24	Special Finance committee meeting for budget discussion and planning. (TB Board Room from 8:00 -10:00 a.m.)
Sept. 1	Committee of the Whole, with the Finance Committee in attendance. Present 2021 budget and levy for discussion and consideration for adoption.
Sept. 15	Special Finance Committee meeting for budget discussion and planning (TB Board Room from 8:00 – 10:00 a.m.)
Sept. 28	County Board Meeting. Approve the Proposed 2021 budget & levy.
Dec. 8	Truth in Taxation meeting for public input.
Dec. 28	County Board meeting. Approve Final 2021 budget and levy.

County Board approved:

To all,

Here is information from Community Printing for doing a mailing. The mailer includes businesses which we could take out, which was like 1400 of the 16,566.

Color prints were not much more than black.

Postage might be around .33 each at 16,566 = \$5,466.78

So, like \$5,466.78 for postage + \$195 + \$6736.25 = \$12,398.03 (estimated)

I wonder if this could come from PHHS funds and hopefully COVID-19 reimbursement.

Pete

From: Kris Anvid <kris@cpcloquet.com>

Sent: Wednesday, April 29, 2020 12:49 PM

To: Peter Gould <Peter.Gould@co.carlton.mn.us>

Subject: RE: Carlton County COVID-19 Flyer

Hi Peter,

The files look good, pdf's are preferred when sending over.

Pricing is as followed.

16,566 Mailers 11 x 17~ 2- pages folded, staples and folded again for finished size of 8.5 x 5.5

Printed on 70# Goss Text.

Pdf supplied.

Mail configuration \$195.00

Full Color \$6736.25 PLUS POSTAGE

Black and White \$6381.25 PLUS POSTAGE

Please let me know if you have any questions.

Kris Anvid, Owner

Community Printing Inc.

1306 Cloquet Ave.

Cloquet MN 55720

218-879-4075

Thank you for supporting a locally owned business!

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

_____ Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting _____
Date: Via: Kathryn Kortuem, Acting County Auditor/Treasurer
From: _____
Title of Item for Consideration: _____
Presenter: _____

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
- Award contract or bid
- Approve by resolution
- _____

Fiscal Impact (check all that apply)

Item included under current budget Yes No NA
Budget adjustment required Yes No NA
Reviewed by Finance Committee Yes No NA

Staffing Impact

Duties of a County employee(s) may be materially affected Yes No NA
Applicable job description(s) may require revision Yes No NA
Item may change the department's authorized staffing level Yes No NA
Reviewed by Human Resources Yes No NA

Other

Reviewed by other Committee, Board or Commission Yes No NA
If yes, what was their recommendation _____

Summary

Supporting Attachments

- _____
- _____

Motion By _____ Seconded By _____
TO: _____
Action on Motion: _____ AYE _____ NO _____ ABSTAIN
Motion: Carried Defeated

From: Peter Gould

Sent: Wednesday, April 29, 2020 3:03 PM

To: Kim Franek <Kim.Franek@co.carlton.mn.us>; Dennis Genereau <Dennis.Genereau@co.carlton.mn.us>; Kathy Kortuem <Kathy.Kortuem@co.carlton.mn.us>

Cc: Duane Buytaert <Duane.Buytaert@co.carlton.mn.us>; Dave Lee <Dave.Lee@co.carlton.mn.us>; Carrie Umpierre <Carrie.Umpierre@co.carlton.mn.us>

Subject: Help Desk - position full-time

Kim, Dennis, and Kathy,

When does the finance committee meet again?

I would like add an agenda item for the next Finance Committee Meeting. The IT Department would like to upgrade the part-time Help Desk Position to a full-time Help Desk Position.

With PHHS being over 165+ employees, the additional support of 109+ iPhones, mobile devices, and now supporting individuals working AWS all of which has created a lot more work for the IT Department.

This position will be mostly located at the CSB building with the vast majority of support going to PHHS. We have had an intern full-time for over 6 months mostly at the CSB building. Now we currently have a part-time help-desk position that really needs to be a full-time position.

There has been one plus IT position over at PHHS for a number of years. About two years ago now I moved a technical support position from the courthouse side to the CSB.

The person currently in the technical support position will most likely have to work off site due to health risks related issues due to the threat of COVID-19. This person has also informed me of a potential retirement date in a little over a year.

I am unsure if PHHS can contribute partially to the cost of this position. If PHHS, is not currently able to contribute to this position I believe the county should be able to get a 25% indirect reimbursement for provide IT services to PHHS.

Thanks,

Peter Gould



Carlton County, Minnesota Help Desk Position Profile

Job Title:	Help Desk	Job Category:	Grade 130
Department/Group:	IT Department	Bargaining Unit:	Teamsters Local #346
Location:	Courthouse	Travel Required:	Yes
Level/Salary Range:	\$22.27 – \$26.49 Hourly	Position Type:	Part-time (.6 FTE)
Position Contact:	Information Technology Director	Date Created:	June 2014
Normal Work Week:	22.5 hours, Monday – Friday as scheduled	Re-Evaluation Date(s):	March 2020

View external posting at <http://www.co.carlton.mn.us>. Click on Job Postings.

BASIC FUNCTIONS:

Provide first-level help desk support to multiple offices and locations regarding software and applications. Offer advice, answers and troubleshooting methods and procedures for entry to midlevel technology tasks, projects, and issues. Install, troubleshoot, maintain, and modify everything from computer workstations to server hardware, software, and operating systems. Operate, maintain and troubleshoot computer networks, hardware and software. Provide end-user support and training to users both internal and external to the county.

EXAMPLES OF WORK PERFORMED/ESSENTIAL FUNCTIONS:

A. Help Desk and User Support

1. Provide professional, customer-focused help desk support for end-users. Offer advice, answers and troubleshooting methods and procedures for entry to midlevel technology tasks, projects, and issues.
2. Provide call support for issues related to operating systems, configuration, hardware, peripheral or networking components. Determine nature of the call request, provide information and/or refer to appropriate person for response.
3. Provide onsite and remote service and support.
4. Provide assistance with several software applications, various MS Windows operating platforms, Microsoft Office applications, antivirus software, and Adobe.
5. Provide support and trouble-shooting services for technical staff and departmental users with server or network-based issues; respond to and resolve departmental user technical issues regarding equipment and equipment-based operating system or network-related software.
6. Manage access to networks by creating and managing network user passwords and profiles.
7. Set up and support remote network connections for users.
8. Provide desktop support staff with installation of client software for departmental users as needed.
9. Provide technical training to end-users.
10. Update county website as needed.
11. Design, assist with and prepare various databases, brochures, graphs, charts, presentations and other related projects using a variety of software.

B. Network Administration

1. Maintain a computer network, including installing and configuring hardware and software, troubleshooting and installing new software modifications, completing documentation, and training department staff.
2. Utilize network and/or server management, monitoring, diagnostic and vulnerability tools to check network and/or server status, performance and usage load levels.
3. Troubleshoot connectivity issues including routers, switches, fiber and related equipment.
4. Repair, install, and maintain PC, server, and network equipment. Utilize patch management software to roll out patches.
5. Utilize imaging and virtualization software to back-up and distribute workstation/server software.
6. Install virus protection and web filtering on County workstations and servers.
7. Provide hardware support for the County's servers or mid-range application hosting devices by diagnosing and identifying equipment failures. Work with appropriate hardware vendors for procurement of replacement parts.
8. As requested, perform daily monitoring and troubleshooting of server or mid-range type of devices by checking event logs, backup status, disk space, memory, allocation and other functions as appropriate for the specific server-based device.
9. Provide server-based operating system administration by adding/removing users and granting rights to computer systems,

Help Desk Position Profile

applications and services. Maintain change logs and handle all related troubleshooting.

10. Perform necessary steps for generating and installing new software releases and corrective updates and patches on server-based devices as supplied by the hardware or application system vendors.

C. Documentation

1. Document all stages of Help Desk requests and projects.
2. Document all assigned procedures clearly and precisely.
3. Assist in creating and maintaining the documentation and schematics of the County's network equipment and facilities.

D. Other Duties

1. Schedule, and coordinate county ITV meetings and events.
2. Coordinate and maintain data backups and restore files as needed.
3. Maintain an inventory of IT hardware, licenses, and parts.
4. Assist the IT Director with county-wide technology invoices.
5. Assist other IT staff with managing the county's phone system.
6. Analyze and document issues with vendor-supplied software; generate documentation for submission of server or network-based hardware and software issues to the vendor; contact outside resources for input into resolving device or device-based software issues and apply corrective action.
7. Perform research and development and recommend products, services, standards and guidelines.
 - a. Summarize and report recommendations of server and network-based hardware and software purchases to County departments and Information Technology Director.
 - b. Provide input into the evaluation of new technical proposals to determine their appropriateness and compatibility to Carlton County's business processes and operations.

NON-ESSENTIAL FUNCTIONS:

1. Perform other related duties as assigned

MINIMUM QUALIFICATIONS:

Education and Experience:

- Two years of post-secondary education or training in computer technology or related field; OR
- Two years of experience in some field of computer technology.
- Or an equivalent combination of education and experience sufficient to perform the essential functions of the job.

Training Required: None.

Certificates/Licenses Required: None.

INTERNAL/EXTERNAL RELATIONSHIPS & IMPACT ON SERVICES/OPERATIONS:

Supervisory/Managerial Responsibility: None.

Internal/External Relationships:

- Contact with: staff in various County departments to provide training and consultation and to assist in solving issues relating to end-user developed information systems; hardware and software vendors to obtain product information and resolve technical issues; administrative and supervisory staff in various departments in order to assist in planning office information strategies relating to the use of supported end-user computer products.
- Continuously promote a diverse, culturally competent, and respectful workplace.

Impact on Services/Operations:

- Performance impacts the ability of County staff to operate computer systems specific to their department's needs.
- Proper performance results in: accurate definition of information needs; selection of appropriate computer products; appropriate training of departmental staff to enable them to establish and to become self-sufficient in the operation of computer-based information systems.
- Improper performance may result in: selection of inappropriate technology products; ineffective end-user training; reduction in daily productivity of County staff by inhibiting their ability to use required systems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Required at Entry:

1. Skill in reading and analyzing technical information to determine the usefulness of hardware and software to Carlton County.
2. Skill using project management techniques and considerations.
3. Skill in preparing and presenting oral and written reports including good writing skills.
4. Advanced diagnostic and problem-solving skills.

Help Desk Position Profile

5. Ability to work independently or as a member of a team.
6. Ability to effectively manipulate hardware, software, and network operations.
7. Ability to maintain a variety of computer platforms and operating systems.
8. Ability to respond to telephone requests for support and carefully work through issues.
9. Ability to develop and use analytical and organizational skills.
10. Ability to assist less experienced staff on technical issues.
11. Ability to provide highly effective technical customer service to both internal staff and external customers by providing accurate responses for work-related issues using the proper tone and inflection in verbal, non-verbal, and written communications, and in a manner that is understood by non- technical staff.
12. Ability to manage customer service issues and expectations to meet project and ongoing processing goals/outcomes.
13. Ability to assess project activities, products and impacts beyond the immediate timeframe.
14. Ability to quickly learn and understand the operations, goals and needs of County departments.
15. Ability to establish and maintain effective working relationships with outside consultants, vendors and other County staff.
16. Ability to adjust timelines, resource allocations and objectives based on changes in needs/circumstances affecting the project as well as priorities.
17. Ability to multi-task on a variety of tasks, projects and issues.
18. Ability to lift and carry up to 60 pounds.

Required at Full Performance:

1. Knowledge of diagnostic techniques and tools used in assigned area of responsibility.
2. Knowledge of County operations/systems in place in the project/functional area to which assigned.
3. Skill in determining priorities and in organizing work.
4. Skill in dealing with outside consultants and vendors with respect to their involvement in project activities.
5. Skill in promptly detecting, analyzing and resolving computer software and network issues, sometimes with little time or data.
6. Ability to assess and respond appropriately to unexpected or complex software, design or networking errors and/or system failures/disruptions.
7. Ability to provide work direction and mentoring to interns.
8. Ability to provide useful advice or facilitate discussion with departments regarding future needs or changes. Ability to effectively explain complex technical information to department decision makers.
9. Ability to quickly absorb and learn new technologies, software and hardware components, and anticipate future applicability to County operations.
10. Ability to review software release documentation and determine impact on County.
11. Ability to conduct a rational and considered analysis of costs/benefits, and make appropriate recommendations.
12. Ability to accept accountability for project development and outcome.
13. Ability to see circumstances from a broad perspective and timeframe.

WORK ENVIRONMENT:

- Work is performed primarily in a standard office environment.
- May involve exposure to moderate noise levels from computer equipment.
- Occasional travel to various worksites may be required, depending on assignment.
- Includes work performed outside of standard office business hours and evenings, nights, weekends and holidays as necessary. Work outside of standard business hours may be scheduled/planned work and/or emergency work and may include on-call and callback.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time and perform long hours of work at a computer.
- Hear and speak effectively to communicate in person and over the phone with those listed under Internal/External Relationships above.
- Visual acuity to read computer screens and printed documents.
- Manual dexterity to type on a keyboard and use a computer mouse and to perform manual tasks such as connecting cable.
- Physical coordination and mobility to: drive to, and work at, other county sites; install or examine, repair or replace computer hardware and peripherals.
- Office work may include reaching for documents and hardware; fingering to find files; grasping documents and hardware; standing, stooping and crawling in order to install or check the installation of servers, storage units and /or network devices and cabling; and repetitive motions such as typing.

Help Desk Position Profile

- Lift computer hardware weighing up to 60 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop phone
- Smartphone
- Desktop computer or laptop
- Network printer
- Copier/scanner/fax

ACCESSES REQUIRED:

- None

ADDITIONAL NOTES:

- None

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Reviewed By:	Pete Gould	Date:	March 17, 2020
Approved By:	Pete Gould	Date:	March 24, 2020
Last Updated By:	Kim Franek	Date/Time:	March 24, 2020



Carlton County, Minnesota

Transportation Department

Roads Bridges Airports Trails

1630 County Road 61, Carlton, Minnesota 55718

Office: 218-384-9150 Cloquet Airport: 218-879-4911

www.co.carlton.mn.us

Work Completed April 1 – April 29, 2020

HIGHWAY MAINTENANCE OPERATIONS

1. Snow and ice control for county and township Roads.
2. Graded county and township roads.
3. Steamed culverts on county and township roads.
4. Worked in Barnum Shop installing power, crushing, site prep, and removing fuel tanks.
5. Continued to process of cleaning out the Barnum Shop.
6. Pothole patched county and township roads
7. Replaced culverts on county and township roads.
8. Began culvert replacements on Erickson Road.
9. Performed two sub cuts on St. Louis River Road.
10. Began removing woody debris in the road subgrade on CR 157.
11. Swept county and city roads.
12. Removed fallen and snapped trees from road right of ways.
13. Repaired sod and yards from winter plowing damage.
14. Started seasonal beaver control and trapping.
15. Grouted undercut approach panel for Clear Creek Township on Bridge 09529.
16. Installed culvert liner and grouted on CSAH 6 by I 35 in Barnum.

Mechanics' Duties

1. Serviced Sheriff Department vehicles.
2. Worked at the Landfill fixing outside clam.
3. Set up van and trailer for COVID-19.
4. Worked on grader #0885 tandem housing, alternator and drive pulley.
5. Started removing snowplow equipment.
6. Troubleshoot wiring problem truck #0752.
7. Fixed heating oil leak on patching trailer #1658.
8. Went to the Cities to get used snow blower for loader.
9. Fixed wheel seals leaking on Truck #0962.
10. Set up new plow trucks #2063 and #2076.
11. Set up Red Cross trailer.
12. Replaced windshield wiper motor on #1817.
13. General maintenance on Transportation Department vehicles.
14. Installed new fuel pump in #601.
15. Mounted fenders to box on #1873 and #1871.

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