

TUESDAY, SEPTEMBER 22, 2015

**APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING HELD**

**STATE OF MINNESOTA)
COUNTY OF DODGE)**

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-18 C.O.W.

The Dodge County Commissioners met in Committee of the Whole September 22, 2015, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 4:30 p.m. CDT. Chair John Allen opened the meeting at 4:30 p.m. CDT.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	Tim Tjosaas	District #2
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	None	
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Lisa Kramer	Finance Director

Finance Director Lisa Kramer met with the Board to discuss the proposed HRIS and Payroll Contract with Kronos.

HRIS & Payroll
Contract Discussion

David Drown Associates Project Manager Gary Weiers was available to comment on the proposed contract.

Ms. Kramer reported Dodge County, Steele County and MNPrairie intend to implement a new, integrated payroll and human resources information system late in 2015 or early in 2016. After a long period of review and demonstrations from several companies, Kronos was the software product the group chose. Kronos operates on a fiscal year that closes September 30th and has offered a \$10,000 quick adoption incentive to the group and they would like to take advantage of it.

The Finance Director included in the Board packet the most recent total cost and entity share cost. In the 2016 budget the one time start up fees were budgeted from fund balance and the first year annual cost is in the finance department budget along with the cost of the software they already use. The county's current payroll software will cost \$11,500 in 2016. Once the county is live with Kronos, or by June 30, 2016, Ms. Kramer will notify the current software supplier of the county's intent to opt out. Beginning in 2017, the county would only have the cost of Kronos (\$26,667) for an incremental increase of \$14,133 over the 2015 payroll software cost (\$12,534) and a decrease of \$10,833 from the cost in 2016 when the county will pay for both systems concurrently.

An explanation of why the Finance Director feels so strongly that Dodge County should purchase this software as a service for payroll was listed as follows:

1. Department heads and employees are increasingly voicing their dissatisfaction with the manual nature of the county's current timesheet and overall payroll process and reporting capabilities. The Kronos product offers Dodge County the option to export time keeping data from both PH Doc and Hwy New Roads directly into Kronos to process payroll saving hours of rework from employees who currently need to track time in these systems and then complete a paper timesheet for Finance to process payroll. Also, it will be much simpler to build requested reports, if they are not already available. The current system does not have the information Finance needs in a stock report, they need to request their support person to build them an AS/400 query to get the report they need. This can take days and is cumbersome.
2. The added workload of processing MNPrairie along with Dodge County on an extremely time intensive manual payroll system.
 - a. At the time Dodge County agreed to perform payroll services the County Administrator and Ms. Kramer spoke at length about adding 1.0 FTE for this additional work. The Finance Director was reluctant to ask for this because she felt with the increasing dissatisfaction among most Dodge employees they (the County) would seriously look for another more automated payroll solution if the county remained just the county and definitely if we took on MNPrairie. Although Ms. Kramer knew the Finance staff would be overtaxed with the county's current system, she viewed it as a temporary issue that would resolve when the county got a new payroll system. The Finance Director was not comfortable asking for an FTE that she did not think she would need a year later. Both Steele County HR and I/T added staff to accommodate MNPrairie. For Ms. Kramer's area their current staffing is not sustainable if the county does not get this HRIS/Payroll software. If the Finance Director needed to add a 1.0 FTE Account Technician the minimum annual cost would be \$50,981. The annual cost of Kronos represents a savings over the cost of an additional 1.0 FTE Account Technician.

HRIS & Payroll
Contract Discussion
- Continued

County Administrator Jim Elmquist informed the Board the system should pay for itself in a short amount of time.

Commissioner Allen wanted to know who will be using the system.

Ms. Kramer indicated all of the employees will be using the system.

Commissioner Erickson noted the Highway Department payroll system will work with the proposed system.

The Finance Director reported the Public Health payroll system will also work with the proposed system.

Brief discussion took place on the cost of the system.

Mr. Weiers reported the annual cost of the system is approximately \$24,000; this is the minimal annual fee. The start-up cost is \$13,400.

HRIS & Payroll
Contract Discussion
- Continued

Commissioner Erickson wanted to know if the system will be functional by the first of the year.

Mr. Weiers stated the system will not be functional by January 1st of next year.

It is Ms. Kramer's recommendation the Dodge County Board approve and sign the Kronos HRIS/Payroll Workforce Ready Contract.

Employee Relations Director Lisa Hager presented for the Board's consideration an updated Employee Relations Manual.

Updated Employee
Relations Manual
Reviewed

Ms. Hager noted the following new policies have been added either to comply with current law or clarify work rules:

- Data Practices Advisory
- Abusive Customer Behavior
- Drug Free Workplace
- Possession and Use of a Dangerous Weapon
- Smoking
- Attendance and Absence
- Pregnancy and Parenting Leave
- Administrative Leave
- Adoptive Parents Leave
- Bone Marrow Donation Leave
- Safety Leave
- Victim or Witness Leave
- Light Duty/Modified Duty Assignment

The Employee Relations Director reported several other policies were updated to reflect changes in law under both the Affordable Care Act and Minnesota Women's Economic Security Act. Notably, due to the Affordable Care Act, the county's threshold for offering insurance coverage to employees has been reduced to 30 hours per week average effective January 1, 2016.

It was Ms. Hager's recommendation the County Board approve this policy as revised. The Employee Relations Director noted formatting and numbering issues will be corrected when the final copy is sorted into appropriate order.

The Chair adjourned the meeting at 4:48 p.m. CDT.

Meeting Adjourned

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: