

**Dakota Communications Center (DCC)**  
**Board of Directors**  
**Minutes of Meeting: 12.20.07**

**Members Present:** Burnsville – Elizabeth Kautz; Dakota County – Nancy Schouweiler; Eagan – Mike Maguire; Farmington – Kevan Soderberg; Hastings – Ed Riveness; Inver Grove Heights-George Tourville; Lakeville-Laurie Rieb; Mendota Heights – Ultan Duggan; Rosemount, Bill Droste; South St. Paul – Beth Baumann

**Members Absent:** Apple Valley – Bob Erickson; West St. Paul – Darlene Lewis

**Alternates Present:**

**Others Present:** DCC - Kent Therkelsen, Jennifer Hildebrandt; Executive Committee Chair – Steve Mielke; Hastings City Council - Mike Slavik

**Call the Meeting to Order:** There being a quorum, Chair Kautz called the meeting to order at 8:01 AM.

**Roll Call:** Roll was called. Members in attendance are noted above.

**Announcements:**

Therkelsen (DCC) informed the group that West St. Paul would not be in attendance at the meeting.

**Additions to Agenda:**

None

**CONSENT AGENDA**

3.
  - a. **Approve Minutes from Regular Board meeting of November 15<sup>th</sup>, 2007.**
  - b. **Adopt and Ratify Executive Committee's Approval of 10/01/07 – 10/31/07 paid claims.**
  - c. **Approve October, 2007 Financial Reports.**
  
4. **2007 Budget Adjustment**

**Discussion:**

None

**Action:** Motion by Schouweiler (Dakota County) to approve the consent agenda. Second by Duggan (Mendota Heights) Motion passed unanimously.

## ***REGULAR AGENDA***

### **5. Compensation Policy**

#### **Discussion:**

Therkelsen (DCC) informed the Directors that annual evaluation of the DCC Compensation Policy was required. Therkelsen added that as the Executive Director, he was required to do an annual review of the policy and present proposed modification to the Board for consideration.

Therkelsen (DCC) commented that after meeting with the HR Task Force, the Fiscal Agent and DCC Staff, there were two recommended changes. Therkelsen clarified that the recommendations were for the 12 non-union employees as the other 52 employees were represented by LELS and were still in union negotiations. Therkelsen also stated that these recommendations would go into effect on January 1<sup>st</sup>, 2008.

#### **Annual General Adjustment.**

Therkelsen (DCC) informed that under the Compensation Policy, the Annual General Adjustment is applied to the employee base wages on the first day of each year. Therkelsen clarified that the Annual General Adjustment is only allowed if the employee's most recent performance review was satisfactory or better.

Therkelsen (DCC) stated that staff was recommending a 3% increase, which would be applied to employees hourly wage if they were under the wage maximum. Therkelsen assured that the 3% recommendation was consistent with what was being experienced across the metro. Therkelsen clarified that employees who were at their wage maximum would receive their 3% in a lump sum and their hourly wage would not change. He added that any employee whose 3% pushed them over the wage maximum would be moved to the maximum and then the difference would be distributed in a lump sum.

#### **Performance based increase.**

Therkelsen (DCC) stated that staff was recommending a 3% increase, which would be applied to employees hourly wage on their review date and only if their review was satisfactory or better. Therkelsen commented that the Performance Based Increase was how the employees moved from the minimum to the maximum wage and once an employee reached the top of their wage range, they were no longer eligible.

Therkelsen (DCC) commented that a third area reviewed by staff was the salary structure but based on the evaluation of the current structure and discussion at the Executive Committee meeting, staff had decided to not recommend any adjustments to the structure for 2008.

Soderberg (Farmington) asked if the 3% general adjustment for the non union employees was the same as what the union employees were receiving. Therkelsen (DCC) clarified

that the union employees were still negotiating and that this recommendation was only for the non-union employees. Riveness (Hastings) asked which union the dispatchers belonged to. Therkelsen (DCC) stated that the DCC dispatchers belonged to LELS.

Mielke (Executive Committee Chair) commented that in regards to the structure adjustment, the Executive Committee felt that the wage structure was sufficient and market competitive and should not be changed.

Droste (Rosemount) commented that as the DCC is formed through a Joint Powers Agreement, the General Adjustment should be consistent with what the member cities were giving their staff. Droste then asked if the member cities were giving a 3% increase. Members present concurred. Kautz (Burnsville) acknowledged and stated that there should be a statement in the policies that reflected the comments made by Director Droste. She added that part of the evaluation should be looking at what member cities were doing for their staff. Kautz (Burnsville) then suggested a policy be put together that stated what the evaluation took into consideration so when the bargaining units went into negotiations, the DCC negotiations representatives would have that information available.

**Action:** Motion by Tourville (Inver Grove Heights) to approve the 2008 Compensation policy as recommended by the Executive Committee. Motion also to modify the Compensation Policy to reflect the evaluation process, which included comparables as well as what the member cities were providing to their employees for General and Performance Adjustments. Second by Schouweiler (Dakota County). Motion passed unanimously.

## **6. Executive Directors 2008 Compensation**

### **Discussion:**

Mielke (Lakeville) reminded the group that they had reviewed the Executive Directors compensation from both a policy and a compensation level perspective. Mielke informed that the contract the Executive Director signed was in the packet and covered 2006 wages as well as January, 2007. The contract also stated that wages from that point forward would be set by the Board. Mielke commented that the wording left room for interpretation in regards to the 2007 wages.

Mielke (Lakeville) stated that the committee discussed how the Executive Director should fit into the compensation system. Mielke clarified that electing to put him into the DCC standard compensation policy would also make him eligible for the general and performance adjustments. Mielke then noted that the Executive Committee is recommending that the board put the Executive Director into the same compensation plan as the rest of the DCC staff and in doing so, the performance adjustment should happen on the anniversary date, which was mid-year, 2007. After the Executive Committee and Board chairs met and discussed this topic further, the recommendation being brought to the Committee is that the Executive Director receive his performance adjustment effective January 1<sup>st</sup>, 2008. That newly adjusted wage would then be used to

calculate the 2008 general adjustment. The Executive Director would then be qualified to receive the normal performance adjustment on his June, 2008 anniversary date.

Kautz (Burnsville) commented that it was necessary to have this policy in place for future candidates. Baumann (South St. Paul) asked if Mr. Therkelsen was the only “at will” employee. Kautz (Burnsville) clarified that he was not. She then stated that the Operations Director, IT staff and Admin Staff were also “at will”. Schouweiler (Dakota County) commented that she agreed with the Chair’s comments. Duggan (Mendota Heights) asked how the suggested adjustment equated to the suggested 3% increase. Mielke (Lakeville) responded that it was very close. Mielke then stated that the DCC was a unique compensation model that would treat the Executive Director the same as the other staff. Mielke also stated that the performance adjustment was how staff moved through the range and was not based on tenure but performance.

**Action:** Motion by Soderberg (Farmington) to add the Executive Director to the same compensation policy as the rest of the DCC Staff. Motion also to approve the Executive Directors 2008 compensation as recommended by the Executive Committee. Second by Rieb (Lakeville). Motion passed unanimously.

## **7. Executive Director Report**

### **Discussion:**

Therkelsen (DCC) commented that Staff was confident that the phones, radios and CAD would be ready for the December 27<sup>th</sup> cutover. Therkelsen added that dispatch staff was training intensively

Therkelsen (DCC) informed that there had been meetings with representatives from all the member agencies to review final details on how the cutover would take place. Therkelsen stated that Zone 3 day shift staff would report to work at 4:00 am on the morning of the 27<sup>th</sup> and 9-1-1 telephone traffic would be transferred to the DCC at 5:00 am. He added that Zone 1 would do the same on the morning of the 28<sup>th</sup> and Zone 2 on the 29<sup>th</sup>. Therkelsen assured that dispatch staff would be held at their existing centers as a safeguard and that a lone dispatcher would be scheduled for each center for the day shift to continue fire paging on the old systems until staff was assured that new pagers were programmed and functioning.

Droste (Rosemount) asked about any announcement following the cutover notifying the public that the DCC was up and running. Therkelsen (DCC) confirmed and stated that there would also be a media release on the expanded 9-1-1 protocol for the center. Tourville (Inver Grove Heights) suggested benefit in promoting the transition was happening and that there would be better coverage. Therkelsen (DCC) responded that a group of public information staff from the members of the JPA had been meeting periodically and were outlining a media day event that was intended to take place the second half of January. Therkelsen stated that media would be able to come to the DCC and see the facility.

**Action:** No motion. Update only.

Chair Kautz (Burnsville) reminded members that it was again time for Board appointments. Kautz then asked members if they had any updates on the appointments.

Tom Lawell (Executive Committee – Apple Valley) was present and said that due to Director Erickson's illness, the Board could expect to see Apple Valley alternate John Bergman at the meetings until further notice.

Kautz (Burnsville) commented that Burnsville's director and alternate would stay the same.

Schouweiler (Dakota County) commented that Dakota County representatives would stay the same.

McGuire (Eagan) stated that Eagan representation would stay the same.

Soderberg (Farmington) assured that Farmington representatives would stay the same.

Riveness (Hastings) introduced council member Mike Slavik who would be his replacement as he was not running for re-election on the Hastings City Council.

Rieb (Lakeville) commented that Lakeville City Council would not be deciding representation until January but that she was pretty confident representation would not be changing.

Duggan (Mendota Heights) stated that Mendota Heights would not be changing representation.

Droste (Rosemount) informed members that he would not be Rosemount's representative starting January, 2008. Droste stated that Councilmember Mike Baxter would be the primary and councilmember Phil Sterner would be the alternate.

Baumann (South St. Paul) stated that she would continue as the primary for South St. Paul and Micky Gutzmann would continue as her alternate.

West St. Paul was not present to comment.

Kautz (Burnsville) thanked Directors Droste and Riveness for their hard work.

Mielke (Executive Committee Chair) informed the Board that he would be stepping down as the Executive Committee Chair effective January, 2008. Mielke commented that Jamie Verbrugge from Rosemount would be replacing him and Dave Osberg from Hastings would be the vice-chair.

**8. Miscellaneous**

**Discussion:**

None.

**Action:** No action. Update only.

**8. Miscellaneous**

**Discussion:**

None.

**Action:** No Action. Update Only.

**9. Adjourn**

**Action:** Motion by Soderberg (Farmington) to adjourn. Second by Duggan (Mendota Heights). Motion passed unanimously and the meeting adjourned at 8:52 am.

**Next Meeting:  
Thursday, January 17<sup>th</sup>, 2008  
8:00 am  
Location: DCC**