

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 1-16-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Out of State Travel Request

Requested Meeting Date: 1-28-14 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion with possible action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Out of State Travel Request

DATE: January 22, 2014

Bobbie Danielson, Human Resources Manager is asking for Board approval to attend the 2014 New Trustee Institute/Teamsters Health Fund Management Trustee Conference in Lake Buena Vista, Florida. The dates of the conference are February 16, 2014 through February 19, 2014. The only cost to the County is staff time.

Attachment 8A

REQUEST TO ATTEND A CONFERENCE OR SEMINAR

(Please attach a copy of the conference or seminar description)

EMPLOYEE: Bobbie Danielson

DEPARTMENT: Human Resources Dept.

SESSION TITLE: 2014 New Trustee Institute / Teamsters Health Fund Management Trustee

DATE(s): 2/16/2014 – 2/19/2014

LOCATION: International Foundation of Employee Benefit Plans conference

CITY: Lake Buena Vista

STATE: Florida

ESTIMATED COSTS: Staff time Mon-Wed. (No other county expense for air, hotel, or meals.)

DISCRETIONARY or REQUIRED: Recommended by the Health Fund Administrator, this conference will assist in my gaining an understanding of the Fund and Trustee responsibilities.

SIGNATURE: Bobbie Danielson 1-16-14
Employee Date

APPROVAL: [Signature]
Department Head Date

Copy of the certificate of training should be sent to the Human Resources Department to be placed in the employee's personnel file.



New Trustees Institute

Designed for multiemployer trustees who have served for less than two years, or who have not previously attended an International Foundation educational program. The New Trustees Institute is ideal for collective bargaining and other personnel who work with trustees who want a better understanding of their role and responsibilities.

Note: The New Trustees Institute is also offered each year as a preconference to the Annual Employee Benefits Conference. For 2014, the Institute will be held October 11-12 at the Boston Convention and Exhibition Center, Boston, Massachusetts.

SUNDAY, FEBRUARY 16

4:00-6:00 p.m.

Registration/Exhibit Hall Open/Welcome Reception

(Refreshments and light hors d'oeuvres will be served.)

MONDAY, FEBRUARY 17

6:30 a.m.-4:30 p.m.

Registration Open

6:30-7:30 a.m.

Continental Breakfast

7:30 a.m.-12:00 noon

Trustee Responsibility ①

- History of benefits/legislation
- Governing documents
- Who can be a trustee?
- Fiduciary responsibilities under ERISA
- Relationship of trustees and parties to the collective bargaining agreement
- Conducting effective trustee meetings

12:00 noon-1:15 p.m.

Lunch/Exhibit Hall Open

1:15-3:15 p.m.

Overview of Health and Welfare Funds ① ②

- Purpose and objectives
- Types of plans
- Plan design alternatives
- Funding methods/types of administration
- Reserve objective and analysis
- Income and expenses
- Communication needs and requirements

3:30-4:30 p.m.

Current Issues in Health and Welfare ① ②

- Key factors contributing to rising health care costs
- Retiree medical benefits
- Description of cost-containment programs available
- Collecting/analyzing data
- Health care reform and other legislation

4:30-5:00 p.m.

Networking Reception/Exhibit Hall Open

(Refreshments and light hors d'oeuvres will be served.)

Continuing Education Credit—Submit one yellow CE form

① Insurance CE ② Attorney CLE | *Note: CE for other professions can be administered based on submission of yellow forms.*

New Trustees Institute

TUESDAY, FEBRUARY 18

6:30 a.m.-4:00 p.m.

Registration/Information

6:30-7:30 a.m.

Continental Breakfast

7:30-9:15 a.m.

Overview of Pension Funds ① ②

- Purpose and objectives
- Defined benefit pension plans
- Legal
- Actuarial
- Administration
- Manage the money

9:30-11:45 a.m.

Current Issues in Pensions ① ②

- Defined contribution and hybrid plans
- Accounting changes
- Market performance
- Pension Protection Act
- The future of retirement

11:45 a.m.-1:00 p.m.

Lunch/Exhibit Hall Open

1:00-4:00 p.m.

Investing Health and Welfare and Pension Assets

- Investing process
- Investment objectives and policy
- Asset classes and allocation
- Hiring managers

WEDNESDAY, FEBRUARY 19

6:30-11:30 a.m.

Registration/Information

6:30-7:30 a.m.

Continental Breakfast

7:30-9:15 a.m.

Understanding the Fund's Financial Statements ①

- Role of CPA
- Fiduciary responsibilities
- Questions the financial statements should answer
- Relationship among the financial statements, year-end audit and government filings

9:30-11:30 a.m.

Trust Fund Administration ①

- Types of administration
- Role of professionals and advisors
- Records and documents
- Communication needs and requirements
- Best practices