

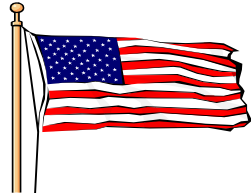
Kanabec County Board of Commissioners

Regular Meeting Agenda August 18, 2020

- The Meeting Will be In-Person and Via WebEx (video / phone conference)
- The public may join the meeting via WebEx or in person at the meeting room.
- If joining the meeting in person, the total number of persons (including commissioners) will be limited and social distancing/safety protocol will be in effect.

To be held via WebEx telephone call:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 146 895 0281



Video Meeting link:

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=m1c16f6410d5dc9c95b1a9a6bcb009595>

Meeting number: 146 895 0281

Password: P7u5EWpm2zG

To be held at: Kanabec County Courthouse
Basement Meeting Rooms #3 & 4
18 North Vine St, Mora, MN 55051

Please use the Maple Ave Entrance. Stairs and an elevator to the basement level are accessible through the entrance lobby.

The audience is invited to join the board in pledging allegiance:

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with Liberty and Justice for all

Scheduled Appointments: Times are approximate and time allotted to each subject will vary. Appointment times may be changed at the discretion of the board.

- 9:00am a. Call the Meeting to Order
b. Pledge of Allegiance
c. Roll Call (if any Commissioners are attending remotely)
d. Agenda approval

9:05am Recess county board to a time immediately following the FSB.

Family Services Board

9:30am Kathy Burski, Public Health Director- request to fill vacancies

9:40am CARES Act Update

- a. EDA Grants for Businesses/Non-Profits Funding Guidelines (Heidi Steimetz, EDA Director)
- b. Government Committee Funding Request #1 (Kris McNally, Coordinator)

10:20am Tina Von Eschen, Assessor- MCIS Board appointment request

10:30am Public Comment Call-in number for Public Comment 1-408-418-9388 Access Code: 146 895 0281

10:45am Denise Snyder, Auditor/Treasurer

- a. Mauer Fish Lake License
- b. Clifton Larson Allen Engagement Letter for Services 2019-2021
- c. 2nd Quarter Financial Update

11:05am Chad Gramentz- Public Works

- a. Request to Fill Lead Worker Vacancy
- b. GIS Update – Ryan Carda
- c. Highway Maintenance Update – Nate Westling

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
 - c. COVID & CARES Act Claims
4. Gambling Approval – Pheasants Forever
5. Annual MDVA Grant
6. Future Agenda Items
7. CLOSED SESSION: ATTORNEY CLIENT PRIVILEGE (This portion of the meeting may be closed pursuant to Minnesota Statute §13D.05 Subd. 3.(b))
8. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Family Services

905 East Forest Avenue, Suite 150

Mora, MN 55051

Phone: 320-679-6350

Fax: 320-679-6351

Kanabec County Family Services Board

Agenda

August 18, 2020

9:05 a.m.

- 1. Agenda Approval** **Pg. 1**
- 2. Presentation: Kristen Struss – Sup. Child Protection and Children’s Mental Health**
- 3. Director’s Report** **Pg. 2**
 - **Staffing – Case Aide position; Social Worker position**
 - Action requested
 - See attached resolutions **Pg. 3-4**
 - **K.C. Health and Human Services Advisory Committee Appointments**
 - Action Requested
 - See attached-Human Services Advisory Committee Statute and Committee Appointment list **Pg. 5-6**
 - **CAREs Act Funding**
 - **Child Safety & Permanency and MFIP/DWP Self Support Index**
 - See attached report **Pg. 7-20**
 - **Ongoing Number of Children in Placement**
- 4. Agreement for Custody Evaluations with Charlene Gabrielson**
 - **Action requested**
 - **See attached Agreement and resolution** **Pg. 21-23**
- 5. 2nd Quarter 2020 Family Services Report** **Pg. 24-35**
 - **See attached report**
- 6. Welfare Fund Report** **Pg. 36**
 - **See attached report**
- 7. July Financial Report** **Pg. 37-38**
 - **See attached report**
- 6. Abstract Approval**
 - **See attached abstract and board vendor paid list** **Pg. 39-42**
- 7. Other Business**
- 8. Adjourn**

Family Service Director's Report

August, 2020

Staffing – Case Aide/OSS positions; Social Worker

A Case Aide and Adult Services Social Worker have given their retirement notices. I am requesting to fill the Case Aide position with an internal posting and would like to post to fill the Social Worker position.

- Action requested
 - o See attached resolutions

Health & Human Services Advisory Committee Official Appointments

A concern was raised by Charlie Strickland, Jr. to the Kanabec County Board on the appointment process for this advisory committee. Chairperson Ellis investigated the matter and did find that the correct procedures were not followed. Therefore I would like to rectify this situation by requesting that in accordance with MN Statute 402.03, the Human Services Advisory Committee Statute, this Board reappoints the following persons to the Health and Human Services Advisory Committee with terms beginning as of this date and also to appoint Steve Hansberry as the Chairperson of this Advisory Committee.

- See attached Human Services Advisory Committee MN Statute 402.03
- See attached recommended Health and Human Services Advisory Committee list
- Action requested
 - o Reappointment of the Health and Human Services Advisory Committee recommended list and Steve Hansberry as the Chairperson of the Committee

CAREs Act

Family Services will approve dispersal of all funds for those in need of the emergency assistance program. These funds are provided by the CAREs act dollars received in Kanabec County. Recipients must have been affected by the COVID 19 pandemic or its economic impact and be residents of the county. The agency met with stakeholders that provide housing and food support to the community and will be looking at other programs as well in the near future.

Child Safety and Permanency and MFIP/DWP Self-Support Index

The purpose of this report is to share county performance data on the Child Safety and Permanency and Minnesota Family Investment Program/Diversionary Work Program (MFIP /DWP) Self-Support Index measures as they relate to the Human Services Performance Management system (referred to hereafter as the Performance Management system).

- See attached report

Ongoing Update on Number of Children in Placement

Last month we had 13 children in our care in out of home placements. We have 15 children in our care this month compared to 15 last year for the same month.

Resolution #FS __ 8/18/2020

WHEREAS there will be a vacancy in the position of a Family Services Case Aide, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the Kanabec County Family Services Board authorizes the Family Services Director and the County Personnel Director to hire a Full-time Case Aide to fill the position at Step A, Range 6 of the pay plan which is ~~\$16.62~~ per hour or the rate set by internal promotion, and
\$16.72

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Resolution # FS __ 08/18/2020

WHEREAS there will be a vacancy in the position of an Adult Services Social Worker, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the Kanabec County Family Services Board authorizes the Family Services Director and the County Personnel Director to hire a Full Time Social Worker to fill the position at Step A, Range 13 of the pay plan which is \$25.86 per hour or the rate set by internal promotion, and to refill any subsequent position vacated to fill the current opening, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

402.03 ADVISORY COMMITTEE.

Each human services board shall appoint an advisory committee, which shall actively participate in the formulation of the plan for the development, implementation, and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget of the board and the implementation of the plan during the ensuing year.

Membership on the advisory committee shall consist of no more than 25 persons serving two-year terms not to exceed three consecutive terms. Up to one-half of the terms of the initial advisory committee may be for one year; upon their expiration all terms shall be for two years. The chair shall be appointed by the human services board and may not be a member of a county board.

One-third of the members of the advisory committee shall be representatives of those persons receiving services provided by the human services board. Up to one-third may be providers or employees of providers of services and must include representatives of private providers if such providers exist in the county or counties party to the agreement. At least one member shall be a member of the corrections advisory board established pursuant to section [401.08](#), if any. The remaining members shall represent the citizens of the counties.

The advisory committee shall appoint permanent task forces to assist in planning for corrections, social, mental health and public health services.

Task force membership shall be constituted to fulfill state agency requirements for receiving categorical funds. Where appropriately constituted, these task forces may, at the option of the human services boards, replace those advisory bodies required by statute and rule to advise local social services agencies and other county and area boards. Individuals not members of the advisory committee may be appointed to the task forces; provided, however, that each task force shall be chaired by a member of the advisory committee.

The human services board shall provide staff assistance to the advisory committee.



Kanabec County Health & Human Services Advisory Committee

Kanabec County Health & Human Services Advisory Committee Recommendation List

- | | |
|------------------------------------|---------------------------------------|
| 1) Diane Bankers | Welia Health |
| 2) Kathy Belsheim | Ogilvie Schools Superintendent |
| 3) Bob Benes | Lakes and Pines CAC, Inc |
| 4) Kathy Burski | Community Health Director |
| 5) Lindy Crawford | Mora City Administrator |
| 6) Jenny Danielson | Consumer |
| 7) Kathi Ellis | County Commissioner |
| 8) Randy Hall | Consumer |
| 9) Steve Hansberry | Consumer -Chairperson |
| 10) Chuck Hurd | Human Services Director |
| 11) Les Nielsen | County Commissioner |
| 12) Desi Panek | 7 County Senior Federation |
| 13) Carol Peterson | Consumer |
| 14) Charlie Strickland, Jr. | Consumer |
| 15) Dan Voce | Mora Schools Superintendent |

Kanabec County Performance Report

Child Safety and Permanency and MFIP/DWP Self-Support Index July 2020

Reporting Periods

Child Safety and Permanency: Jan. 1, 2019 – Dec. 31, 2019

MFIP/DWP Self-Support Index: April 2019 – March 2020



For more information contact:

Minnesota Department of Human Services
Human Services Performance Management System
DHS.HSPM@state.mn.us | (651) 431-5780

Child Safety and Permanency and MFIP/DWP Self-Support Index Performance Report

About this Report

The purpose of this report is to share county performance data on the Child Safety and Permanency and Minnesota Family Investment Program/Diversionary Work Program (MFIP/DWP) Self-Support Index measures as they relate to the Human Services Performance Management system (referred to hereafter as the Performance Management system).

This report contains data on four measures including:

- Jan. 1, 2019 – Dec. 31, 2019 performance for Child Safety and Permanency measures,
- annualized April 2019 to March 2020 performance for the MFIP/DWP Self-Support Index measure,
- performance data trends for recent years, and
- a performance comparison to other counties in the same Minnesota Association of County Social Services Administrators (MACSSA) region.

This report compares county performance to the thresholds established for the Performance Management system. The Performance Management system defines a threshold as the minimum level of acceptable performance, below which counties will need to complete a Performance Improvement Plan (PIP) as defined in statute. For counties below the threshold, an official PIP notification—with instructions for accessing PIP forms, PIP completion directions, and available technical assistance—will be sent in addition to this report.

Counties with Small Denominators

Child Safety and Permanency - When a county has a denominator less than 20, the Performance Management team will look at overall performance across the three Child Safety and Permanency measures to determine if a PIP is needed. In this instance, a county will not be subject to a PIP if the threshold has been met on two of the three measures.

Self-Support Index - The Minnesota Family Investment Program/Diversionary Work Program Self-Support Index measure does not exclude counties with small denominators. This year's report includes a new model for the Self-Support Index; it will serve as a baseline report and PIPs will not be required.

Additional Information

Supplemental and background information about the Performance Management System can be found on CountyLink:
www.dhs.state.mn.us/HSPM.

The Self-Support Index is Changing for 2020

The three-year Self-Support Index (S-SI) is an outcome measure that tracks all adults receiving Minnesota Family Investment Program (MFIP) or Diversionary Work Program (DWP) cash assistance in a quarter, and calculates what percentage have left cash assistance or are working at least 30 hours a week during the quarter three years later. The measure focuses on what happens for people rather than program requirements.

S-SI Improvements

Recent updates to the S-SI have improved the accuracy of the range. In March of 2019, we held a meeting with county, tribal and employment services staff to get input on factors that should be included in the methodology. Based on that feedback and after testing different variables, four new variables concerning time on MFIP were added to the model. The bootstrapping/estimation method to account for similarities between agencies was also changed to improve accuracy.

The updated variables are:

- Counted months on MFIP,
- Average MFIP spell length,
- An indicator for whether the MFIP spell for the baseline quarter began within the previous 12 months, and
- An indicator for whether the youngest child in the family was older than 14, because the family would become ineligible when the youngest child turns 18.

How does this impact you?

Given the increased accuracy of the ranges, there will be a few agencies that see an increase in performance and a few that may see a decrease from what has been typical in the past. Due to the significant changes in the model and the need for agencies to see how the new model will impact them, **we have decided to close all current Performance Management PIPs for the measure and provide baseline data in this report.** The report includes data for the past year with both the previous and updated models for comparison purposes. We will resume the PIP requirement for being below the range of expected performance in 2021.

Want to know more?

Visit CountyLink, http://contrib.dhs.mn.gov/main/groups/county_access/documents/pub/DHS-321961.pdf, to learn more about the Self-Support Index and recent changes.

About the Racial and Ethnic Groups Performance Data

Performance Data by Racial and Ethnic Groups

This report provides performance data for counties by racial and ethnic groups where there were 30 or more people of a group included in the denominator. The race and ethnicity is that of the case applicant; other household members may have a different race and/or ethnicity that is not reported here.

Child Safety and Permanency

Child Safety and Permanency measures report Hispanic or Latino ethnicity separately from race. People are counted once by Hispanic ethnicity and again with their reported race, so groups added together may exceed the total number of cases.

Self-Support Index

This report does not contain performance data for counties by racial and ethnic group for the Self-Support Index.

Purpose

The racial and ethnic data included in this report is for informational and planning purposes. We encourage you to review this data to identify opportunities for improvement. As the Performance Management reports evolve, we intend to add additional demographic data to help counties better understand their performance and improve outcomes for all Minnesotans. The racial and ethnic group data included in this report does not give a complete picture of county performance, the communities being served, nor systemic inequities. The Performance Management system is not currently using this data to assess a county's need for PIPs.

No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report.

Details for Child Safety and Permanency Measures

Ongoing Performance Reports for CSP Measures

The Child Safety and Permanency and Charts and Analysis teams at DHS recommend using the public-facing dashboards (<https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/child-protection-foster-care-adoption/child-welfare-data-dashboard/>) to check your county's ongoing performance for CSP measures. The dashboards are refreshed monthly and feature a tab for 2019 Progress/Performance information. (The SSIS Charting and Analysis reports are out-of-date following recent measure changes.)

Where to Find Measures included in the Performance Management Report on the CSP Dashboard:

	Child Repeat Maltreatment	Permanency (Reunification)	Relative Placement
Performance Management System Measures	Of all children who were victims of a substantiated maltreatment report during a 12-month reporting period, the percent who were not victims of another substantiated maltreatment report within 12 months of their initial report.	Of all children who enter foster care in a 12-month period, the percent who are discharged to permanency within 12 months of entering foster care. (Includes discharges from foster care to reunification with the child's parents or primary caregivers, living with a relative, guardianship, or adoption.)	Of all days that children spent in family foster care settings during a 12-month reporting period, the percentage of days spent with a relative.
Location on Child Safety and Protection Dashboards	Federal Performance Measures Dashboard Performance Measure: (1) Maltreatment Reoccurrence <i>Note: Performance Management measures the inverse outcome. To find your percentage for Performance Management, subtract the CSP dashboard performance data from 100.</i>	Federal Performance Measures Dashboard Performance Measure: (4) Permanency: 12 Months	State Performance Measures Dashboard Performance Measure: (3) Relative Care

New 2020 threshold for Relative Care measure: 35.7%

The 2020 threshold has been updated for the measure, *percent of days children in family foster care spent with a relative*. In order to align within DHS, Performance Management adopted the CSP threshold for this measure of 35.7%.

Timelines for Child Repeat Maltreatment and Permanency Measures

Understanding the 12-month timeline for Child Repeat Maltreatment and Permanency.

The Child Repeat Maltreatment and Permanency measures require two complete years of data to report performance. The measures use the first finding from a calendar year, plus a twelve month look forward into the reporting year for reoccurrence or discharge to permanency. The 2019 data featured in this report will have a base year of 2018 with a look forward into 2019. Note, both events related to the measure could take place in the base year of 2018.

Please see the two maltreatment examples below.

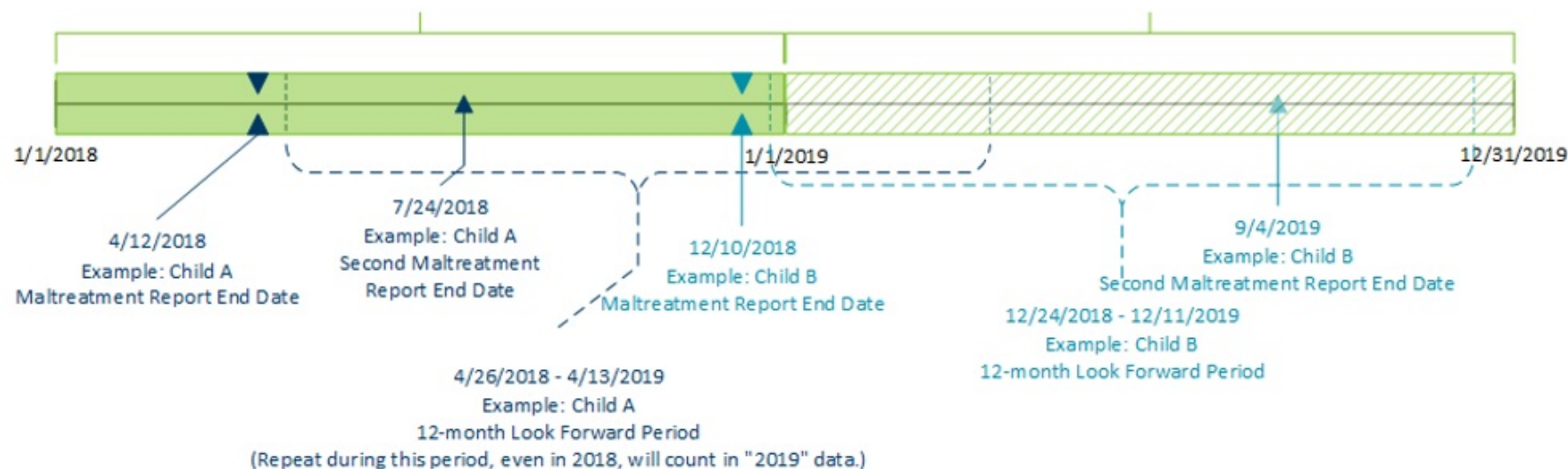
Maltreatment Examples:

Looking at cases with a child maltreatment report end date that occurred in the year prior to the year under review. When reviewing the data for 2019, we will look for maltreatment end dates in 2018.

January 2018 - December 2018

The 12-month look forward will look for recurrence with a child maltreatment report end date that is both greater than 14 days after the first identified child maltreatment report end date and less than 366 days after the first identified child maltreatment report end date.

January 2019 - December 2019



About the Measure

Outcome: Children are safe and secure

Percent of children with a substantiated maltreatment report who do not experience a repeat substantiated maltreatment report within 12 months.

What is this measure?

Of all children who were victims of a substantiated maltreatment report during a 12-month reporting period, the percent who were not victims of another substantiated maltreatment report within 12 months of their initial report.

Why is this measure important?

County social services should increase the likelihood that children are safe from abuse and neglect. When a maltreatment determination is made, there is a heightened responsibility of the county to mitigate the threat of future harm to children. A repeat maltreatment determination indicates that the risk for the child has not been fully mitigated.

What affects performance on this measure?

- Service factors that may influence this measure are the availability of the service array within the community; funding sources for services; support for the agency service plan by public partners, partnerships with schools, law enforcement, courts and county attorneys; the culture of the agency; and clear support and guidance from the Department of Human Services (DHS).
- Staff factors that may influence this measure are the maturity, experience, and training of staff; the availability of experienced supervisors with sufficient time/workloads to mentor staff; adequate staffing capacity; turnover; and sufficient cultural responsiveness for diverse populations.
- Participant factors that may impact this measure are poverty; chemical use; economic stability; cultural perception of minimally adequate parenting as compared to ideal parenting; and the availability of safety net support for the parents from family, friends, and the community.
- Environmental or external factors that may impact this measure are community understanding of cultural differences in child rearing, the diversity of new immigrant populations, existing cultural biases, and the availability of transportation and available housing.

Kanabec County Performance

Outcome: Children are safe and secure.

Percent of children with a substantiated maltreatment report who do not experience a repeat substantiated maltreatment report within 12 months.

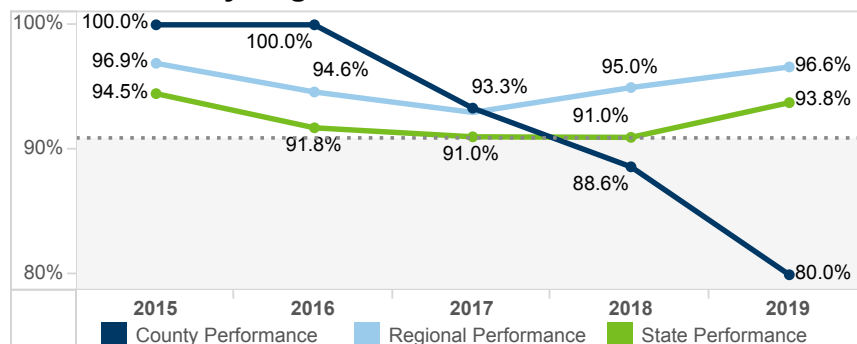
County Performance by Year

	2015	2016	2017	2018	2019
County Performance	100.0%	100.0%	93.3%	88.6%	80.0%
Denominator	6	22	15	44	35

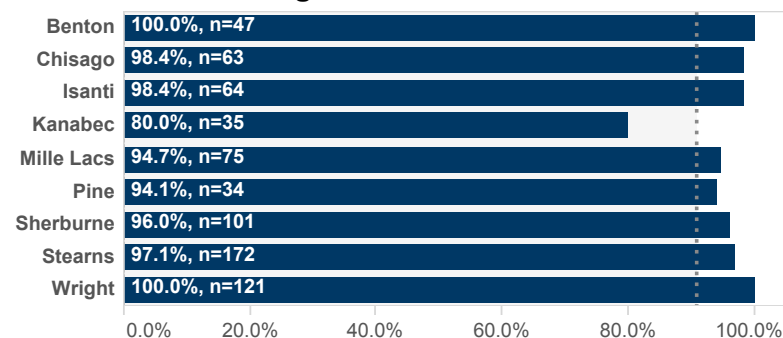
Kanabec County PIP Decision

Performance is below Threshold of 90.9% for Maltreatment Reoccurrence, PIP Required

County/Region/State Performance Trends



Current Regional Performance



No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact DHS.HSPM@state.mn.us for additional information.

**The dotted line on each graph indicates the measure threshold of 90.9%.*

About the Measure

Outcome: Children have stability in their living situation

Percent of children discharged from out-of-home placement to permanency in less than 12 months.

What is this measure?

Of all children who enter foster care in a 12-month period, the percent who are discharged to permanency within 12 months of entering foster care. (Includes discharges from foster care to reunification with the child's parents or primary caregivers, living with a relative, guardianship, or adoption.)

Why is this measure important?

For children removed from their birth family, the timely establishment of permanency is an important indicator of county efforts to ensure children have permanent families.

What affects performance on this measure?

- Service factors that may influence this measure are the availability of the service array within the community; funding sources for services; support for the agency service plan by public partners, partnerships with schools, law enforcement, courts, and county attorneys; the culture of the agency; clear support and guidance from DHS; and the willingness of courts and county attorneys to engage in planning for families rather than waiting for perfection.
- Staff factors that may influence this measure are the maturity, experience, and training of staff; the availability of experienced supervisors with sufficient time/workloads to mentor staff; adequate staffing capacity; turnover; and sufficient cultural responsiveness for diverse populations.
- Participant factors that may influence this measure are a family history of maltreatment; poverty; chemical use; economic stability; cultural perceptions of minimally adequate parenting as compared to ideal parenting; safety net support for the parents from family, friends, and the community; the availability of affordable housing options; and accessible transportation.
- Environmental or external factors that may influence this measure are economic conditions that support low income families, "blame and punish" societal attitude toward parents who have failed, and the economy.

Kanabec County Performance

Outcome: Children have stability in their living situation

Percent of children discharged from out-of-home placement to permanency in less than 12 months.

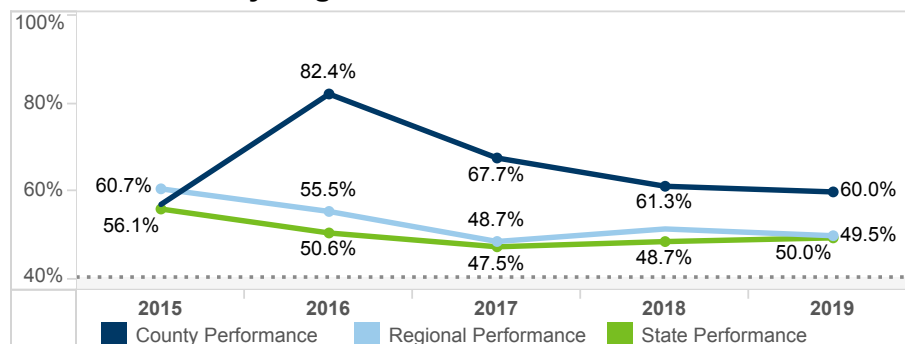
County Performance by Year

	2015	2016	2017	2018	2019
County Performance	57.1%	82.4%	67.7%	61.3%	60.0%
Denominator	14	17	31	31	15

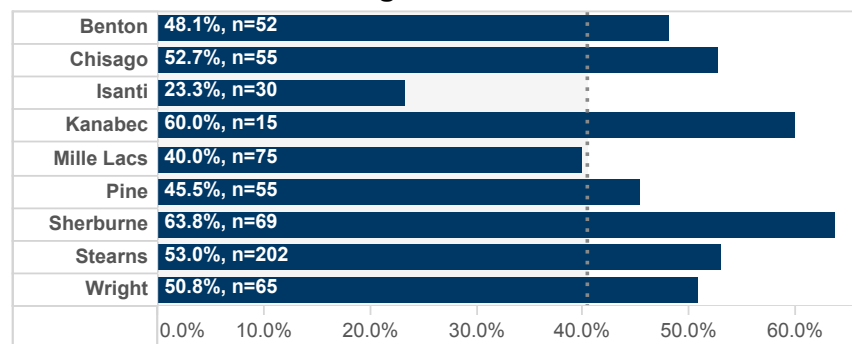
Kanabec County PIP Decision

Performance is equal or above Threshold of 40.5% for Permanency, PIP not required

County/Region/State Performance Trends



Current Regional Performance



No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact DHS.HSPM@state.mn.us for additional information.

*The dotted line on each graph indicates the measure threshold of 40.5%.

About the Measure

**Outcome: Children have the opportunity
to develop to their fullest potential**

Percent of days children in family foster care spent with a relative.

What is this measure?

Of all days that children spent in family foster care settings during a 12-month reporting period, the percentage of days spent with a relative.

Why is this measure important?

Relationships with relatives are a source of continuity for children whose lives have been disrupted by abuse or neglect. There is an emphasis on establishing and supporting important relationships in children's lives through placement with relatives.

What affects performance on this measure?

- Service factors that may influence this measure are the cultural appreciation of the importance of relatives as compared to professional parenting; systems to help identify and find family members; economic support for relative caretakers; accommodations in licensing standards for relatives; the culture of the agency; clear support and guidance from DHS; and the conflict between relative placement and the stability of remaining in the same neighborhood and school.
- Staff factors that may influence this measure are the maturity, experience, and training of staff; the availability of experienced supervisors with sufficient time/workloads to mentor staff; adequate staffing capacity; turnover; and the ability of staff to engage relatives in the government process.
- Participant factors that may influence this measure are a family history of maltreatment; disqualifying factors; hostile family relationships; distrust of the system; poverty; chemical use; economic stability; and the availability of safety net support for the parents from family, friends, and the community.
- Environmental or external factors that may influence this measure are timeliness of locating relatives; cultural norms that blame parents; community understanding of cultural differences in child rearing; the diversity of new immigrant populations; existing cultural biases; and the availability of transportation and available housing.

Kanabec County Performance

**Outcome: Children have the opportunity
to develop to their fullest potential.**

Percent of days children in family foster care spent with a relative.

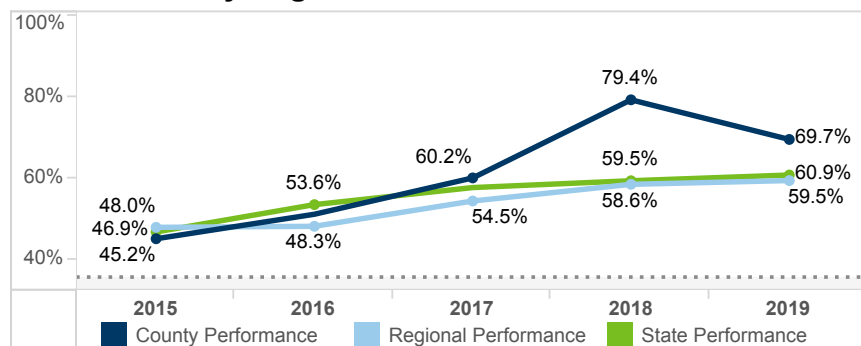
County Performance by Year

	2015	2016	2017	2018	2019
County Performance	45.2%	51.2%	60.2%	79.4%	69.7%
Number of Cases	28	36	40	33	23

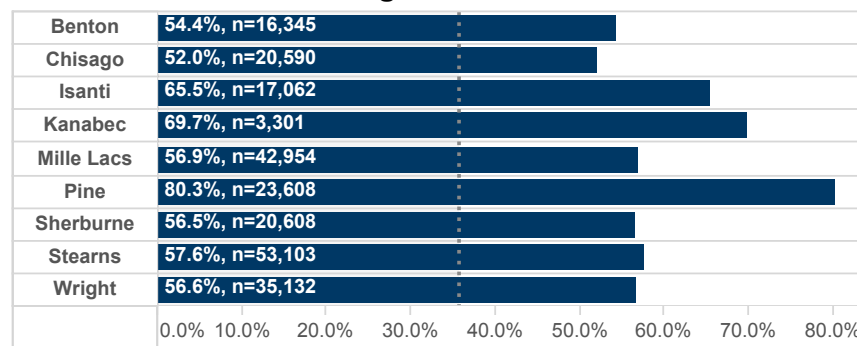
Kanabec County PIP Decision

**No PIP Required – Performance is equal to or above the
threshold of 35.7%.**

County/Region/State Performance Trends



Current Regional Performance



No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact DHS.HSPM@state.mn.us for additional information.

**The dotted line on each graph indicates the measure threshold of 35.7%.*

Minnesota Family Investment Program/Diversionsary Work Program Self-Support Index.

What is this measure?

The MFIP/DWP Self-Support Index (S-SI) is the percent of adults eligible for MFIP or DWP that are off cash assistance or are on and working at least 30 hours per week three years after a baseline quarter. The Range of Expected Performance (REP) is a target range individual to each county or tribe that controls for variables beyond the control of the county, including caseload characteristics and economic variables.

Why is this measure important?

Providing support that allows families the opportunity to attain and maintain employment is an essential role of county government. Counties, service providers and tribes contribute to and support employment through providing employment services and coordinating other resources such as housing, child care, and transportation that support a person's ability to get and keep a job.

What affects performance on this measure?

- Service factors that may affect this measure include the quality of the employment plan, communication between county financial workers and employment service agencies, lack of interface between the DHS and Department of Employment and Economic Development's (DEED) administrative databases, availability and convenience of work supports such as child care assistance and transportation; work activity requirements of the federal Work Participation Rate (WPR) performance measure; recruitment of employers and relationships with employers; and complexity of program rules for both the participant and the staff.
- Staff factors that may affect this measure include staff education, training, and experience; caseload size, understanding of program policies; turnover; and time needed for program documentation.
- Participant and environmental/external factors that may affect this measure are controlled for in the formula used to calculate each county's unique REP for the Self-Support Index.

Kanabec County Performance

Outcome: People are economically secure.

Minnesota Family Investment Program/Diversions Work Program Self-support Index.

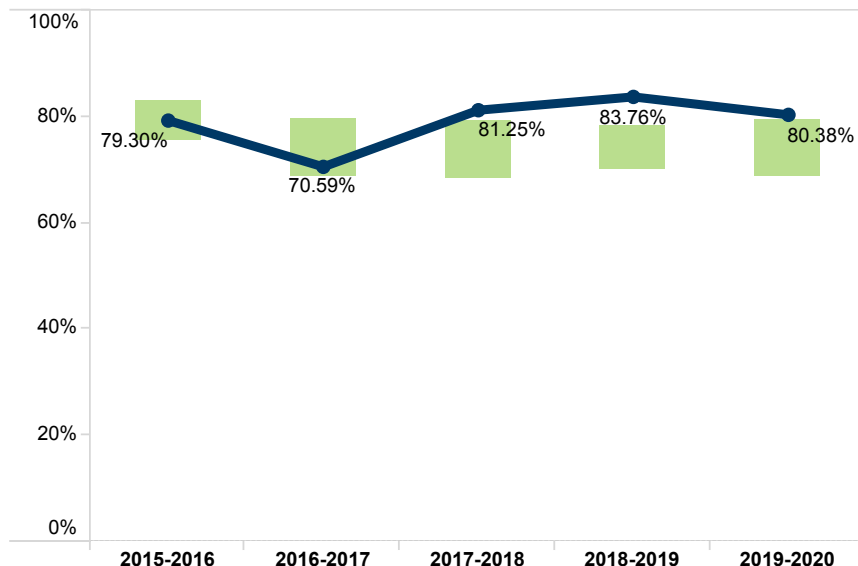
Kanabec County PIP Decision

BASELINE YEAR – No PIP Required.

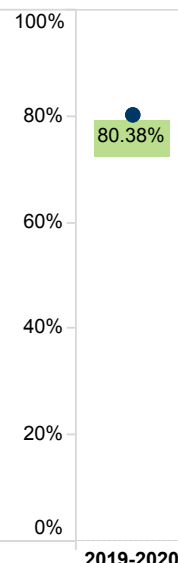
Performance is above the Range of Expected Performance for 2019/2020.

County Performance versus
Range of Expected Performance by Year

**PREVIOUS
MODEL**



**UPDATED
MODEL**



Regional Performance
Updated 2020 S-SI Model

County	Performance	REP-Lower	REP-Upper
Benton County	69.60%	65.64%	70.88%
Chisago County	84.42%	75.07%	81.45%
Isanti County	78.14%	75.73%	81.83%
Kanabec County	80.38%	72.45%	79.38%
Mille Lacs County	75.41%	69.75%	77.98%
Pine County	76.70%	76.27%	81.46%
Sherburne County	68.72%	68.93%	75.56%
Stearns County	72.33%	65.75%	74.12%
Wright County	73.39%	70.88%	78.04%

Performance Compared to Range of Expected Performance

■ Above ■ Below ■ Within

MEMORANDUM OF AGREEMENT
TO PROVIDE CUSTODY EVALUATION SERVICES FOR
KANABEC COUNTY FAMILY SERVICES

This AGREEMENT made and entered into by and between Kanabec County through its Family Service Agency (hereinafter COUNTY) , 905 Forest Avenue East, Mora, MN 55051 and Charlene Gabrielson (hereinafter CONSULTANT), 470 Central Ave S, Milaca MN 56353. The period of this Agreement will be for August 1, 2020 through December 31, 2020.

WITNESSETH

WHEREAS, the COUNTY is in need of a person/agency to provide Custody Evaluation Services, and

WHEREAS, CONSULTANT agrees to provide the following services:

1. Perform custody evaluations and ensure that reports are completed and submitted to the Courts in a timely manner.

NOW THEREFORE, it is agreed by and between the parties hereto that:

1. This Agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days written notice to the other party.
2. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.
3. CONSULTANT agrees to defend, indemnify, and hold Kanabec County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of CONSULTANT or its subcontractors, partners or independent contractors or any of its agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by CONSULTANT or the subcontractors, partners or independent contractors or any of its agents or employees under the Agreement.
4. It is the parties' intention that CONSULTANT will be an independent contractor. The parties enter into the contract as independent contractors and nothing contained in this contract will be construed to create a partnership, joint venture, agency or employment relationship between the parties.
5. CONSULTANT shall not assign any interest in the Agreement and shall not transfer any interest in the same, whether by assignment or invitation, without the prior written approval of the COUNTY.

6. The COUNTY will reimburse CONSULTANT for consulting time up to a maximum of \$900.00 per custody evaluation. Agency agrees to compensate CONSULTANT for purchased services at the hourly rate of \$ per hour.
7. CONSULTANT agrees to coordinate activities with the Adult Services Supervisor.
8. CONSULTANT agrees to comply with the privacy and security standards of the Minnesota Government Data Practices Act, Minnesota Health Records Act and HIPAA (Health Insurance Portability and Accountability Act of 1996 (42 U.S.C. §1320d), including all applicable provisions of the federal privacy standards at 45 C.F.R. §§160-164, prior to the compliance date for such requirements.

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the COUNTY and CONSULTANT have executed this Agreement as of the day and year first above written.

COUNTY OF KANABEC

CONSULTANT

M. Kathi Ellis Date
Chair, Board of Commissioners

Charlene Gabrielson Date
470 Central Ave S
Milaca, MN 56353

ATTEST BY:

Kris McNally Date
Kanabec County Coordinator

APPROVED BY:

Barbara McFadden Date
Kanabec County Attorney

Resolution # FS __ 08/18/2020

WHEREAS, Kanabec County Family Services is need of someone to perform custody evaluations, and

WHEREAS, Charlene Gabrielson is qualified and willing to perform this function for the Family Service agency, and

WHEREAS, the Family Services Director is recommending contracting with Charlene Gabrielson to perform custody evaluations.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves the Family Services Director contracting with Charlene Gabrielson for custody evaluations for an amount not to exceed \$900 per evaluation through December 31, 2020.

**Kanabec County Family Services
Second Quarter 2020 Report**

FINANCIAL ASSISTANCE

Preparer: Tim Dahlberg

A. Major Highlights

- Received approval to pursue a grant opportunity to establish potential to work remotely. Grant was approved through Initiative Foundation.
- Various program waivers were approved through federal and state direction. This put reviews on hold and temporarily streamlined some of the verification gathering processes.

B. Challenges/Concerns

- COVID-19 has had various impacts on our program requirements as well as our community at large. We need to stay up-to-date on program changes and be ready for additional requests.
- With the temporary waivers in place, there will be a time in the future when these waivers end, that will result in an influx of work

C. Looking Ahead

- We look forward to the ability to work remotely. This is to ensure uninterrupted service to our program participants and potential new applicants. For example, if we needed to quarantine a number of staff, they could still be able to complete their work out of the office.
- We are bracing for the likely increase in program applications as other assistance programs, like the enhanced unemployment, begin to expire.

Program Totals as of 6/30/20		
Program	Active Cases	# of Persons Active
MN Family Investment Program (MFIP)	77	116
Diversionary Work Program (DWP)	0	0
General Assistance (GA)	81	81
MN Supplemental Assistance (MSA)	78	79
Group Residential Housing (GRH)	68	68
Food Support (SNAP)	732	634
Medical Assistance and/or Medicare Savings Programs (MAXIS)	792	819
Medical Assistance (METS) *as of 7/9/20	1573	3112
MinnesotaCare (County Serviced) * as of 7/9/20	76	112

Kanabec County Family Services Second Quarter 2020 Report

CHILD SUPPORT

Preparer: Tammy Owens and Tim Dahlberg

A. Major Highlights

- We have taken time to refine our processes to find additional efficiencies. For example, Cheryl S. developed a checklist to simplify the technical process of confidential addresses.
- We have been able to continue with hearings remotely. A big concern we had previously was whether or not hearings would be postponed throughout this pandemic.
- Financial Institution Data Match Impact to Children annual report:
 - From 07/01/2019 thru 06/30/2020, 55% of the bank account levy actions commenced by the team generated payment. The dollars obtained by the levies were \$481.03 PA (public assistance) and \$5,485.66 NPA (non-public assistance) for a total of \$5,966.69 being paid towards the arrears balances on 6 cases.

B. Challenges/Concerns

- COVID-19 and the related effects are a concern for us
 - NCP ability to pay may change as the economy worsens.
 - Possible increase in review/modification requests due to continued reduction of incomes.

C. Looking Ahead

- We continue to work through the changes to our work that have happened due to COVID-19

CHILD SUPPORT ENFORCEMENT STATISTICS					
	QUARTER ENDING				
AREA					Year to
	3/31/2020	6/30/2020	9/30/2020	12/31/2020	Date
Caseload By Type					
Non-Public Assistance	316	224			
Arrears Only	227	236			
Public Assistance	206	290			
Foster Care	12	1			
Spousal Maintenance Only	5	5			
Total	766	756			
Collections Report					
Total Collected	\$555,366.18	\$679,640.04			\$1,235,006.22
PA Collections					
Current	\$125,524.97	\$197,794.66			\$323,319.63

Kanabec County Family Services Second Quarter 2020 Report

Arrears	\$31,312.84	\$85,040.30			\$116,353.14
Spousal Maintenance					\$0.00
Total	\$156,837.81	\$282,834.96			\$439,672.77
NPA Collections					
Current	\$264,670.51	\$209,274.43			\$473,944.94
Arrears	\$126,558.54	\$180,609.75			\$307,168.29
Spousal Maintenance	\$7,299.32	\$6,920.90			\$14,220.22
Total	\$398,528.37	\$396,805.08			\$795,333.45
Current Support due	\$535,119.83	\$541,168.54			\$1,076,288.37
Current Distributed	\$396,142.00	\$412,977.69			\$809,119.69
% of Distribution of Current	74.03%	76.31%			
Cases with Arrears due	490	454			
Cases with Arrears Distributed	211	248			
% of Cases w/Arrears Payment	43.06%	54.63%			

CHILDREN'S MENTAL HEALTH

A. Major Highlights:

- Youth entered and discharged from placement.
- Two youth continued in Voluntary placement
- COVID 19 changes impacting this whole quarter
- Recent luck with getting traditional respite in place for a couple of kids.

B. Trainings:

- Alissa and Linda attended Minnesota Children's Mental Health Association virtual conference as well as countless other webinars and trainings.

C. Challenges/Concerns:

- We are still struggling to get required assessment instruments (Child and Adolescent Service Intensity Instrument and Strengths and Difficulties Questionnaire) from therapists.
- The COVID 19 situation significantly changed operations. Working hard to find unique and affective ways to support clients during this time.
- Clients struggling with engagement in Telehealth. Near the end of quarter some places opening up for in person services.

Kanabec County Family Services Second Quarter 2020 Report

D. Looking Ahead:

- Uncertain times for staff and clients. Balancing client/families as well as workers level of comfort for types of contact.
- Uncertainty with what fall school will look like.

CHILD PROTECTION

A. Major Highlights:

- COVID 19 prevention procedures were put into place and DHS changed Face to Face contact to virtual visits when possible.
- Staff received laptops for telecommuting and the transition has been successful.
- Staff has been sending out mailings to clients offering support and ideas for family coping during the pandemic.
- Court was closed for a brief period of time due to the pandemic which delayed case progress. As the courts have slowly begun to open hearings have been mainly held via Zoom.

B. Trainings:

- Staff has been able to participate in various online trainings while telecommuting some of these trainings include:
- Elicit and Identify Protective Factors in Domestic Violence Cases within the Forensic Interview
- The Science of Happiness
- Protective Factors in Practice: Training Tool for Identifying Family Strengths
- Adoption Medicine Clinic's Comprehensive Child Wellness Assessment
- Anxiety – Practical Intervention Strategies
- Supporting the Emotional Needs of Children and Youth During the COVID-19 Pandemic
- Staff has also completed Trainings through TrainLink (DHS) and Convene.

C. Challenges/Concerns:

- Limited resources, waiting lists and changes to in person services to address the needs of clients.
- Increased risk to staff and clients of COVID 19 requiring video visits, masks and social distancing.
- Face to Face contact due to risk and recommendations has presented challenges for clients that do not have access to internet or phone devices for video calls.
- Chronic chemical use/abuse in the county and its exposure to children.
- Transition to telecommuting.

D. Looking Ahead:

- Ongoing changes in COVID 19 recommendations and procedures
- The possibilities of schools reopening or distance learning starting with anticipation that there may be a rise in cases and intakes.
- Truancy and Educational Neglect reports as schools resume in August.
- Continuation of telecommuting.

**Kanabec County Family Services
Second Quarter 2020 Report**

<u>Children's Services Statistics</u>	July 2019 – September 2019	October 2019- December 2019	January 2020 – March 2020	April 2020 – June 2020
Child Protection (CP)/Child Welfare (CW)				
CP/CW intakes				
○ Opened for assessment	33	35	26	32
○ Screened out (CP only)	95	116	83	36
• Assessments & investigations	22	67	36	25
• Case management	79	79	64	31
• Open CHIPS court files (per child)	28	24	22	15
• Open Adoption Cases			3	3
• Completed Adoptions			3	0
Parent Support Outreach Program (PSOP)				
• PSOP intakes	4	11	4	5
• Opened for case management	0	8	3	0
Children's Mental Health (CMH)				
CMH intakes				
○ Opened for case management	7	9	9	2
○ Screened out	1	0	0	0
• Case management (per child)	40	37	45	39
❖ Out of Home Placements				
• Children's services placements	19	14	17	12
• Trial home visits	3	6	2	0
• Pre-adoptive/Pre-kinship home	3	4	5	4
• Extended foster care (Age 18-21)	2	1	1	1
• Probation placements	1	1	0	0

AGING SERVICES CARE COORDINATION

Reporter: Krista Eye and Aliina Knickerbocker

A. Major Highlights:

Kanabec County Family Services Second Quarter 2020 Report

- Aliina was able to start as a care coordinator this quarter and we were able to divide the case load. A lot of training and teaching has taken place. We introduced each member to Aliina so that they would know her when she calls them to complete assessments and quarterly contacts. This transition has allowed each care coordinator to have increased time with members that have complex health needs.

B. Training Attended:

- South Country Health Alliance has an upgrade to their system Tricare, that will start for us on August 3rd. We have attended training for that for one hour a week for about five weeks. Data Compliance training for DHS. Early in the quarter Aliina attended Care Coordinator training with South Country as a new Care Coordinator to introduce the work to her and get more familiar with it.

C. Challenges and Concerns:

- COVID19 was a challenge for this quarter. As care coordinators for the 65+ population, it is good to see people in their homes. This allows us to see them in their element and assess their safety and how they are getting around in their homes. Part of our job is to complete an annual health assessment and develop a care plan with our members of the health plan. This is always done face to face. We had to change the way this was completed as it had to be done over the phone. With the aging population it can be very hard for them to hear and understand at times what we are asking them. This assessment can take 1-2 hours to complete. We also get new members each month and it was difficult at times to introduce ourselves over the phone and then ask such personal questions of someone we have never met. This challenge could go on for some time; we greatly miss seeing the health plan members in their homes. Krista also faced the challenge of letting go of half her case load which included many members she has had for years. We have also learned to adjust to doing care coordination with each other while working remotely.

D. Trends:

- A continued trend for this quarter has been the increase in the aging population in our community. Each month has continued to bring new members for Care Coordination and we see this trend continuing each month as the 65+ population continues to grow in our community.

E. Looking Ahead:

- We hope to eventually have more face to face time with members and also incorporate some senior activities to engage seniors in the community outside their homes.

ADULT MENTAL HEALTH

Reporters: LuAnn Beachem, Cassie Dahlberg, Kurt Seidel

A. Major Highlights:

- COVID-19 continues to cause struggles for our people in mental health. While in phase 2 of opening to the public, case managers have been able to see those who want to meet in person.

Kanabec County Family Services Second Quarter 2020 Report

This has taken place mostly outside with social distancing. Case managers are continuing contacts with clients by face to face, web contacts, peer networks, and assisting with continuing care with their providers.

B. Training Attended:

- Staff has participated in free trainings this quarter to include web trainings such as Convene Trainings provided by Josh Dye and various DHS trainings.

C. Challenges and Concerns:

- We have had an increase in referrals for case management services.

D. Trends:

- There continues to be an increase in mental health and chemical use hospitalizations for persons who are being currently served, as well as new persons, during the last half of the quarter.

E. Looking Ahead:

- Use of technology has been helpful for clients and workers to provide supports. Hopefully, some of these services can remain available to professionals and clients going forward.

COMMUNITY SUPPORT PROGRAM

Reporter: Rhonda Bergstadt

A. Major Highlights

- No mental health hospitalizations for those served in the CSP program.

B. Training Attended

- I continue to complete research and training as needed to offer the best and most effective treatment to those I serve.
- I have been completing webinars on subjects related to the pandemic and mental health.

C. Challenges and Concerns

- Telephone assessment of mental health is much more difficult than going into someone's home and seeing them face to face. Or even seeing them in the community face to face. Hoping through more frequent telephone contact mental health problems can be identified early.

D. Looking Ahead

- Teaching people to use humor and put things in perspective, and using our mental health skills to "do what we can control" are very important.

E. Trends

- Staying at home, isolating from others and limiting human contact is concerning. As social beings we tend to do better with social contacts and as a society we are losing some of that contact due to pandemic protection.

**Kanabec County Family Services
Second Quarter 2020 Report**

**DD CASE MANAGEMENT
ADULT PROTECTION
VULNERABLE ADULT**

Reporter: Kelly Mitchell, Chelsey Bottelson

A. Major Highlights

- Assisting our clients/DD population work through the impact or complications caused by Covid - 19.

B. Training Attended

- Staff attending online Convene and other trainings regarding various job related topics

C. Challenges and Concerns

- A lack of respite homes in the area, specifically for children.
- There continues to be a need for PCAs in the area, which makes it difficult trying to get or maintain PCA presence in a home.
- Finding adequate, adult corporate foster care housing in the Kanabec County area, that is handicap accessible.
- As schools and other places like Industries closed down, this put a strain on the DD population and their families. Schools and Industries could be a source of respite for the caretakers, but it is also a part of the individual's daily routine.

D. Looking Ahead

- Continue to find ways to meet client's needs remotely. Sending more packets, coordinating virtual meetings and phone calls.
- Prepare for the need for respite.
- Processing rate changes.
- Anxious to see what the new school year will look like for those we serve. Getting back to a normal school day is very important to both kids and their parents.

E. Trends

- An increase in the need for home modifications for clients with special needs.
- Increase in the use of Technology for Home and UCP to assist with communication and sensory needs.

Program Area – Adult Services	01/01/2020 To 03/31/2020	04/01/2020 To 06/30/2020	07/01/2020 To 09/30/2020	10/01/2020 To 12/31/2020	Year To Date Data
702 Social Services					
MN Choices					
# New Assessments	11	4			
# Reassessments	67	56			

Kanabec County Family Services Second Quarter 2020 Report

SCHA Community Well – New Enrollees					
# New Enrollees	5	9			
Total Members Served	93	102			
CADI Waiver					
# clients on waiver	77	81			
# adults	65	67			
# children	12	14			
# clients in residential setting	29	28			
# receiving employment services	14	14			
Relocation Services					
# receiving RSC	0	0			
710 Licensing					
Family Child Care					
# homes active	25	22			
# newly licensed	1	0			
# relicensed	2	3			
Child Foster Care					
# homes active	18	17			
# newly licensed	2	1			
# relicensed	1	1			
Adult Foster Care/Community Residential Setting					
# homes active	18	18			
# newly licensed	0	0			
# relicensed	0	1			
730 Chemical Dependency					
# Rule 25 assessments	49	8			
# Detox paid	5	2			

LICENSING

Reporters: Tonya Burk, Danielle Linkert, Ashlee Lovaas

A. Major Highlights

	Family Child Care	Child Foster Care	Adult Foster Care
New Licenses	0	1	0
Relicensings	3	1	1
Off Year Visits	1		

Kanabec County Family Services Second Quarter 2020 Report

Change of Premise			
Pending Applications			
Correction Orders			
Negative Actions			
Extensions			
Investigations	0	2	0
Closed Licenses	2	1	
Orientation provided for (number of persons)	2	2	0
Total Number of Providers in Kanabec County	22	16 CFC / 1 CRS	6 AFC/ 12 CRS

B. Training Attended

- No in-person trainings occurred due to COVID-19 outbreak

C. Challenges and Concerns

- COVID-19
- Technical difficulties on provider end with virtual visits/relicensing
- Reporting intake reports to DHS for 245D child foster care

D. Looking Ahead

- Regional Foster Care Meeting July 14, 2020
- Rule 13 review
- COVID-19
- New Family Child Care applicants

E. Trends

- COVID-19 License Extensions

ACCOUNTING

Reporter: Cheryl Jenkins

A. Major Highlights

- All Fiscal staff are working to ensure that accounting changes due to COVID-19 across all systems are correct and updated timely.
- All quarterly reports were completed by their due dates.

B. Challenges and Concerns

- We are still tracking the IV-E Children's Residential Facility payments that are currently not reimbursed.
- We are reviewing the Substance Use Disorder for IMD calculations to ensure that state overpayments are not included.
- Our welfare fund balance remains low.

Kanabec County Family Services Second Quarter 2020 Report

- Ensuring that all changes to all systems are accurate and up to date given the many changes that happened with COVID-19.

C. Looking Ahead

- Fiscal staff is tracking all COVID-19 related expenses.
- Wrapping up the 2019 audit.
- Changes that will need to be made to the systems when the waiver modifications end.

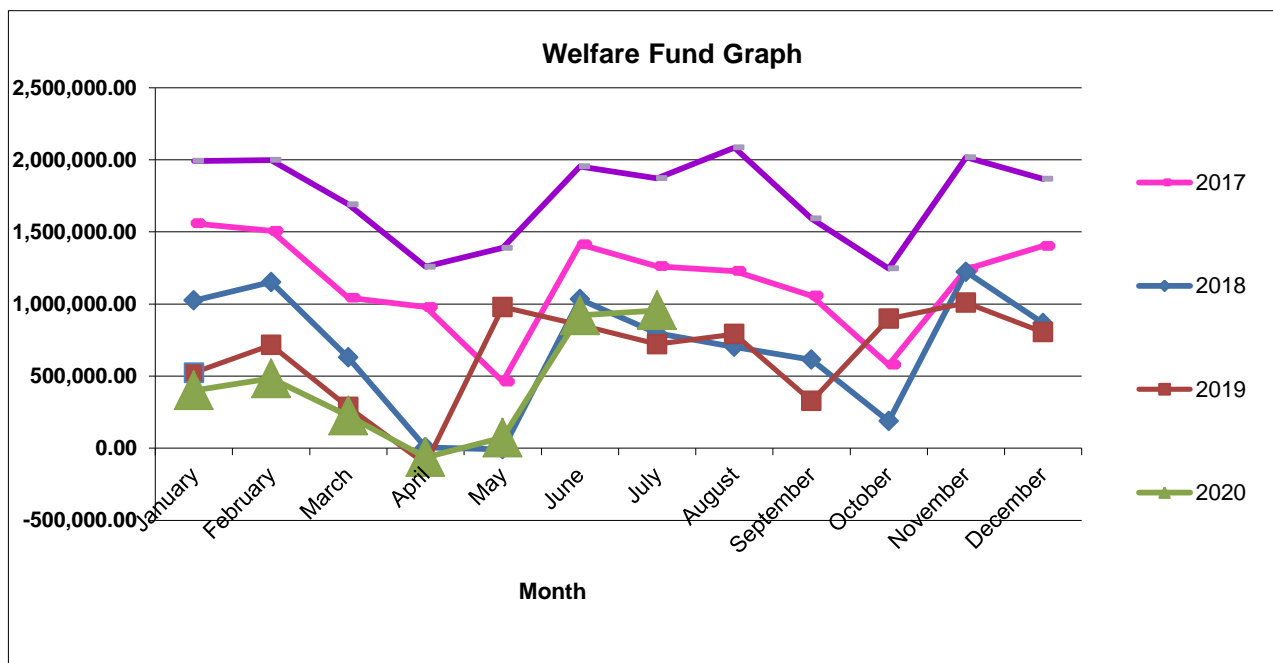
ADMINISTRATIVE STATISTICS

AREA	1/1/2020 to 3/31/2020	4/1/2020 to 6/30/2020	7/1/2020 to 9/30/2020	10/1/2020 to 12/31/2020	Year to Date Data	2020 Approved Budget
Revenues - Income Maintenance						
State Sources	56,590	47,536			104,126	190,348
Federal Sources	228,554	241,836			470,390	1,114,608
Other Sources	16,966	17,165			34,131	127,350
Fund Balance-Planned Use					-	
Total	302,109	306,537	-	-	608,646	1,432,306
Expenditures - Income Maintenance						
Public Aid	100,750	101,496			202,246	488,100
Personal Services	329,564	299,954			629,518	1,267,837
Services & Charges	64,085	25,191			89,276	229,459
Direct Materials	1,314	1,058			2,372	4,650
Other Expenses					-	
Total	495,714	427,699	-	-	923,413	1,990,046
Revenues - Social Services						
State Sources	107,727	217,868			325,595	813,122
Federal Sources	307,152	270,356			577,508	1,132,769
Fees for Services	43,948	40,627			84,575	113,000
Other Sources	69,913	104,853			174,766	352,650

Kanabec County Family Services Second Quarter 2020 Report

Fund Balance-Planned Use					-	
Total	528,740	633,704	-	-	1,162,444	2,411,541
Expenditures - Social Services						
Public Aid	307,372	351,376			658,748	1,644,044
Personal Services	574,693	515,750			1,090,443	2,219,174
Services & Charges	62,547	46,799			109,346	241,545
Direct Materials	2,154	11,128			13,282	14,786
Other Expenses					-	
Total	946,766	925,053	-	-	1,871,819	4,119,549
Revenues - IM & SS						
State Sources	164,317	265,404	-	-	429,721	1,003,470
Federal Sources	535,706	512,192	-	-	1,047,898	2,247,377
Fees for Services	43,948	40,627	-	-	84,575	113,000
Other Sources	86,879	122,018	-	-	208,897	352,650
Fund Balance-Planned Use						
Total	830,849	940,241	-	-	1,771,090	3,716,497
Expenditures - IM & SS						
Public Aid	408,122	452,872	-	-	860,994	2,132,144
Personal Services	904,257	815,704	-	-	1,719,961	3,487,011
Services & Charges	126,632	71,990	-	-	198,622	471,004
Direct Materials	3,468	12,186	-	-	15,654	19,436
Other Expenses						
Total	1,442,480	1,352,752	-	-	2,795,232	6,109,595

	2016	2017	2018	2019	2020
January	1,992,235.26	1,559,203.05	1,024,705.97	523,556.70	401,131.39
February	1,999,233.38	1,507,019.98	1,151,821.98	715,738.74	483,781.08
March	1,691,401.17	1,044,116.93	629,190.77	285,341.21	225,078.17
April	1,258,562.89	979,174.37	5,607.36	-109,902.43	-63,141.11
May	1,389,995.78	461,452.14	-7,853.46	979,247.26	73,382.15
June	1,954,116.59	1,413,892.29	1,032,778.15	855,820.47	920,867.09
July	1,872,392.93	1,262,151.35	796,820.09	721,467.48	955,700.06
August	2,084,847.14	1,228,621.03	703,093.77	791,435.79	
September	1,592,681.58	1,058,187.52	613,301.63	326,963.03	
October	1,245,922.17	577,905.27	187,807.92	897,606.65	
November	2,017,277.21	1,241,274.27	1,222,983.64	1,008,939.34	
December	1,867,489.75	1,402,699.93	867,114.62	804,618.63	
Totals	20,966,155.85	13,735,698.13	8,227,372.44	7,800,832.87	2,996,798.83
Averages	1,747,179.65	1,144,641.51	685,614.37	650,069.41	428,114.12
6 month Avg.	1,780,101.80	1,128,473.23	731,853.61	758,505.15	432,611.24
Rolling 12 month Avg	1,747,179.65	1,144,641.51	685,614.37	650,069.41	568,863.52



Kanabec County Family Services - Board Financial Report				Through July 2020						
	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%
Department	Budget	% of budget	Total	January	February	March	April	May	June	July
Income Main. Service										
Exp	678,361.00	60.10%	407,683.60	89,896.92	49,122.48	48,665.01	52,559.30	49,299.20	49,151.98	68,988.71
Rev	385,517.00	45.28%	174,561.37	9,718.42	53,347.24	9,474.18	9,801.42	62,709.27	11,148.22	18,362.62
Tax	286,164.00	50.18%	143,590.55	4,066.08					139,524.47	
State Shared Rev			12,539.37							12,539.37
Recoveries										
Exp	19,100.00	70.69%	13,502.28	5,464.15	968.70	0.00	1,551.27	0.00	0.00	5,518.16
Rev	19,100.00	89.31%	17,058.62	1,865.65	2,550.79	4,568.04	2,062.74	1,608.38	1,560.20	2,842.82
Tax	24,470.00	50.18%	12,278.52	347.69					11,930.83	
State Shared Rev			1,072.25							1,072.25
Burials										
Exp	25,000.00	57.73%	14,431.50	1,749.82	0.00	0.00	0.00	1,838.50	8,983.18	1,860.00
Rev			0.00							
Tax			0.00							
Child Support										
Exp	365,059.00	58.59%	213,899.77	49,635.68	26,931.66	24,619.05	26,343.26	26,101.63	25,633.84	34,634.65
Rev	412,000.00	50.38%	207,584.52	32,039.05	35,019.41	17,860.35	18,015.79	58,202.02	16,596.84	29,851.06
Tax										
MA Services										
Exp	481,900.00	42.05%	202,622.44	36,097.18	23,224.65	23,885.59	36,589.54	33,119.81	19,414.02	30,291.65
Rev	418,000.00	45.10%	188,508.26	19,714.22	26,547.78	52,099.81	27,349.24	32,875.87	22,268.67	7,652.67
Tax	62,534.00	50.18%	31,378.46	888.55					30,489.91	
State Shared Rev			2,740.20							2,740.20
Child Care										
Exp	245,206.00	23.88%	58,558.23	99.00	6,091.86	99.00	13,445.86	10,386.89	19,785.28	8,650.34
Rev	244,025.00	54.43%	132,815.96		103,623.00	1,028.00	610.00	682.96	26,259.00	613.00
Tax	1,133.00	50.17%	568.45	16.10					552.35	
State Shared Rev			49.64							49.64
Fraud										
Exp	72,850.00	59.98%	43,696.14	7,755.07	5,485.23	5,977.98	5,905.60	5,410.17	5,267.42	7,894.67
Rev			0.00							
Tax	71,144.00	50.18%	35,698.68	1,010.89					34,687.79	
State Shared Rev			3,117.47							3,117.47
Adult Services										
Exp	2,500.00	25.75%	643.80	127.65	183.15	49.95	77.70	38.85	99.90	66.60
Rev	3,280.00	231.55%	7,594.76	0.00	23.84	0.00	34.59	11.53	11.53	7,513.27
Tax										
Dev. Disability										
Exp	91,389.00	40.87%	37,346.88	5,924.95	6,981.37	6,403.47	4,515.08	4,133.61	4,148.38	5,240.02
Rev	68,790.00	42.85%	29,479.00	0.00	15,564.00	0.00	0.00	13,915.00	0.00	0.00
Tax	21,978.00	50.18%	11,027.93	312.28					10,715.65	
State Shared Rev			963.04							963.04
Mental Health										
Exp	1,205,626.00	56.15%	677,015.29	110,948.23	88,805.55	103,823.55	94,434.79	84,620.21	84,431.75	109,951.21
Rev	665,494.00	64.77%	431,024.81	50,439.44	50,052.56	17,693.78	36,244.19	178,959.39	37,065.49	60,569.96
Tax	527,693.00	50.18%	264,784.15	7,497.94					257,286.21	
State Shared Rev			23,122.88							23,122.88
Health Innovation Grant										
Exp	78,272.00	40.09%	31,382.07	8,261.46	5,826.28	5,826.51	6,883.99	4,583.83	0.00	0.00
Rev	78,272.00	46.19%	36,150.85	5,825.19	8,261.46	5,825.55	0.00	12,711.23	3,527.42	0.00
Tax										
Chemical Dependency										
Exp	52,000.00	148.57%	77,256.69	25,500.40	558.60	0.00	2,940.00	33,966.84	11,840.85	2,450.00
Rev	58,000.00	40.48%	23,481.01	2,257.33	9,341.95	947.78	0.00	8,376.49	0.00	2,557.46
Tax										
Child Services										
Exp	573,675.00	39.86%	228,668.26	21,241.76	34,256.76	45,386.20	25,513.15	26,508.10	50,562.50	25,199.79
Rev	268,212.00	66.23%	177,648.96	8,398.69	35,367.73	11,118.18	23,763.36	23,624.56	10,095.55	65,280.89

Tax	298,399.00	50.18%	149,729.80	4,239.92					145,489.88	
State Shared Rev			13,075.50							13,075.50
Social Services										
Exp	1,236,792.00	60.38%	746,812.29	128,849.78	95,332.51	98,281.34	107,342.25	93,042.62	90,583.72	133,380.07
Rev	1,035,569.00	71.40%	739,437.05	34,832.74	120,203.42	55,113.41	45,608.06	146,575.94	66,543.12	270,560.36
Tax	196,214.00	50.18%	98,455.59	2,787.98					95,667.61	
State Shared Rev			8,597.86							8,597.86
Income Main. Admin										
Exp	83,880.00	58.62%	49,166.43	9,343.86	6,229.40	6,118.30	6,409.91	6,104.05	6,045.91	8,915.00
Rev	52,372.00	44.92%	23,526.47	1,185.90	8,020.85	1,115.82	1,279.14	9,551.52	1,138.98	1,234.26
Tax	30,814.00	50.18%	15,461.85	437.84					15,024.01	
State Shared Rev			1,350.24							1,350.24
cial Services Admin.										
Exp	299,604.00	57.58%	172,509.81	31,020.27	22,961.43	21,348.69	22,242.62	23,182.71	21,449.03	30,305.06
Rev	65,000.00	43.12%	28,026.00	0.00	12,721.00	0.00	0.00	15,305.00	0.00	0.00
Tax	229,294.00	50.18%	115,054.34	3,258.01					111,796.33	
State Shared Rev			10,047.38							10,047.38
FS Admin										
Exp	676,653.00	57.50%	389,076.80	73,657.18	44,903.62	48,573.17	49,882.93	49,539.09	59,487.18	63,033.63
Rev	148,488.00	41.15%	61,095.44	3,615.68	19,867.91	3,510.00	3,649.44	23,290.21	3,448.08	3,714.12
Tax	515,911.00	50.18%	258,872.27	7,330.53					251,541.74	
State Shared Rev			22,606.61							22,606.61
Agency Totals										
Exp	6,187,867.00	54.37%	3,364,272.28	605,573.36	417,863.25	439,057.81	456,637.25	451,876.11	456,884.94	536,379.56
Rev	3,922,119.00	58.08%	2,277,993.08	169,892.31	500,512.94	180,354.90	168,417.97	588,399.37	199,663.1	470,752.49
Tax	2,265,748.00	50.18%	1,136,900.59	32,193.81	0.00	0.00	0.00	0.00	1,104,706.78	0.00
State Shared Rev			99,282.44							99,282.44
Total Revenue	6,187,867.00	56.79%	3,414,893.67	202,086.12	500,512.94	180,354.90	168,417.97	588,399.37	1,304,369.88	570,034.93

Board Approval Report

SSIS pymt. batch #: 109827283

Paid Cnty Vendor	Total Payments		Total Amount
Bartel/Phyllis, 000010615	3		160.00
Svc Description	Svc Code	Payments	Amount
Child Respite Care	489	3	160.00
Bliss/Jenny, 000010784	1		9,775.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	9,775.00
Blom/Susan, 000010800	2		1,569.28
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	1,569.28
CENTRAL MINNESOTA JOBS & TRAINING, 000015800	1		14,324.84
Svc Description	Svc Code	Payments	Amount
Statewide MFIP Employment Services	237	1	14,324.84
Central Mn Mental Health Center, 000011298	1		1,470.00
Svc Description	Svc Code	Payments	Amount
Detoxification	371	1	1,470.00
Community Living Options, 000011478	3		717.36
Svc Description	Svc Code	Payments	Amount
Semi-Independent Living Services (SILS)	534	3	717.36
Family Pathways, 000012298	6		585.00
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	6	585.00
Ignaszewski/Karissa, 000012959	1		12,330.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	12,330.00
Keilen/Jeanne, 000013431	1		90.00
Svc Description	Svc Code	Payments	Amount
Child Respite Care	489	1	90.00
Little Sand Group Home, 000013717	1		95.00
Svc Description	Svc Code	Payments	Amount
Adolescent Life Skills Training	146	1	95.00
Little Sand Group Homes, 000013715	2		15,243.90
Svc Description	Svc Code	Payments	Amount
Children's Group Residential Care	183	2	15,243.90
Lutheran Social Services of Minnesota, 000013783	1		122.10
Svc Description	Svc Code	Payments	Amount
Guardianship/Conservatorship	695	1	122.10
MN DHS-SOS, 000011816	8		15,866.16
Svc Description	Svc Code	Payments	Amount
State-Operated Inpatient	472	8	15,866.16
North Homes Inc., 000015171	1		4,835.07
Svc Description	Svc Code	Payments	Amount
Children's Group Residential Care	183	1	4,835.07
Options Residential, 000015334	1		1,164.98
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	1	1,164.98
PHASE, Inc., 000015579	2		1,044.94

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	1	628.94		
Transportation	516	1	416.00		
Pinehaven Youth & Fam SVCS Inc, 000015643				6	4,206.65
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	6	4,206.65		
Reed/Linda, 000016084				1	70.00
Svc Description	Svc Code	Payments	Amount		
Child Respite Care	489	1	70.00		
Richardson MD/Paul T, 000016136				1	4,000.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	1	4,000.00		
RSI, 000016246				2	443.43
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	2	443.43		
Steps of Success, 000016736				1	4,928.07
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	1	4,928.07		
Vanderpoel Disposal, 000017359				1	31.43
Svc Description	Svc Code	Payments	Amount		
Family Assessment Response Services	164	1	31.43		
Volunteers Of America, 000017460				4	2,111.54
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,111.54		
Walinski/Linda R.N. M.A. L.P., 000017529				2	756.62
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	756.62		
Report Totals:				53	95,941.37

I hereby certify that the above amounts have been approved and allowed by the county Welfare Board for payment to the claimant as in each instance stated that said county Welfare Board authorizes and instructs the county Auditor and county Treasurer of said county to pay the same.

Signature

Title

Date

Vendor Name	Amount
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 99.00
Health Insurance Reimbursement	\$ 113.46
Health Insurance Reimbursement	\$ 578.28
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 298.58
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 130.08
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
DHS	\$ 16,008.41
DNA Diagnostics (Child Support)	\$ 33.50
Krista Eye	\$ 47.15
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 293.60
Health Insurance Reimbursement	\$ 156.80
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 172.76
Health Insurance Reimbursement	\$ 144.60
Leah Hjort	\$ 112.70
Innovative Office Solutions	\$ 171.63
Health Insurance Reimbursement	\$ 145.88
Health Insurance Reimbursement	\$ 144.60
Kanabec County Aud Treasurer	\$ 4,953.67
Kanabec County Recorder	\$ 26.00
Kanabec Publications	\$ 630.00
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 73.92
Health Insurance Reimbursement	\$ 1,174.14
Alissa McDermeit	\$ 106.38
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 29.13
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Pine County Sheriffs Office (Child Support)	\$ 75.00
Premier Biotech LLC	\$ 396.80
Health Insurance Reimbursement	\$ 1,464.00
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 301.16
Health Insurance Reimbursement	\$ 1,308.48
Medical Mileage	\$ 28.82

Health Insurance Reimbursement	\$	1,427.80
Health Insurance Reimbursement	\$	120.56
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	93.60
Health Insurance Reimbursement	\$	144.60
Teen Focus Recovery (Rule 25 Assessments)	\$	821.06
Health Insurance Reimbursement	\$	612.56
Timber Trails	\$	2,255.08
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	29.70
Health Insurance Reimbursement	\$	486.80
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	462.22
Health Insurance Reimbursement	\$	292.42
Health Insurance Reimbursement	\$	292.42
Health Insurance Reimbursement	\$	542.42
Health Insurance Reimbursement	\$	289.20
ITSavvy (Laptops)	\$	9,942.00
Medical Mileage	\$	67.44

TOTAL IFS DOLLARS

\$ 50,713.41

TOTAL SSIS DOLLARS

70 Total IFS Vendors

\$ 95,941.37

23 Total SSIS Vendors

GRAND TOTAL

\$ 146,654.78

0 Total Vendors

Resolution # FS __ 08/18/2020

Health and Human Services Advisory Committee Chairperson resolution

WHEREAS, MN Statute 402.03 requires that each human services board shall appoint an advisory committee, which shall actively participate in the formulation of the plan for the development, implementation, and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget of the board and the implementation of the plan during the ensuing year, and

WHEREAS, the chair shall be appointed by the human services board and may not be a member of a county board.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves appointing Steve Hansberry as the chairperson to the Health and Human Services Advisory committee effective 8-18-2020.

Resolution # FS __ 08/18/2020

Health and Human Services Advisory Committee resolution

WHEREAS, MN Statute 402.03 requires that each human services board shall appoint an advisory committee, which shall actively participate in the formulation of the plan for the development, implementation, and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget of the board and the implementation of the plan during the ensuing year, and

WHEREAS the following individuals have agreed to serve on an advisory committee:

- | | |
|------------------------------------|---------------------------------------|
| 1) Diane Bankers | Welia Health |
| 2) Kathy Belsheim | Ogilvie Schools Superintendent |
| 3) Bob Benes | Lakes and Pines CAC, Inc |
| 4) Kathy Burski | Community Health Director |
| 5) Lindy Crawford | Mora City Administrator |
| 6) Jenny Danielson | Consumer |
| 7) Kathi Ellis | County Commissioner |
| 8) Randy Hall | Consumer |
| 9) Steve Hansberry | Consumer |
| 10) Chuck Hurd | Human Services Director |
| 11) Les Nielsen | County Commissioner |
| 12) Desi Panek | 7 County Senior Federation |
| 13) Carol Peterson | Consumer |
| 14) Charlie Strickland, Jr. | Consumer |
| 15) Dan Voce | Mora Schools, Superintendent |

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board hereby appoints the above stated individuals to the Kanabec County Health and Human Services Advisory Committee with term dates beginning 8/18/2020.

9:30am Appointment

August 18, 2020

REQUEST FOR BOARD ACTION

a. Subject: Resignation of Family Health Supervisor and Family Health R.N.	b. Origination: Community Health
c. Estimated time: 5 minutes	d. Presenter(s): Kathy Burski

e. Board action requested: Approval of the following resolutions to rehire a Family Health Nursing Supervisor and Family Health R.N.

Resolution #__ - 8/18/20

WHEREAS the Nursing Supervisor – Family Health has given notice of resignation,
and

WHEREAS the board desires to refill the vacant position;

BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to hire a Full Time Nursing Supervisor to fill the position at Step A, Range 16 of the pay plan which is \$32.28 per hour or the rate set by internal promotion, and to refill any subsequent position vacated to fill the current opening, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Resolution # __ -8/18/20

WHEREAS a Family Health R.N. has given notice of resignation, and

WHEREAS the board desires to refill the vacant position;

BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to hire a Full Time R.N. to fill the position at Step A, Range 15 of the pay plan which is \$29.89 per hour or the rate set by internal promotion, and to refill any subsequent position vacated to fill the current opening, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

f. Background: The Family Health Supervisor has given notice that she is resigning her position with Kanabec County Community Health effective August 28.

A Family Health R.N. has given notice that she is resigning her position with Kanabec County Community Health effective August 28.

Supporting Documents: None: ☒ Attached:

Date Received in County Coordinator's Office:	
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9:40am Appointment

Item a.

August 18, 2020

REQUEST FOR BOARD ACTION

a. Subject: Disbursement of CARES Act Funds for Businesses & Nonprofits	b. Origination: EDA
c. Estimated time: 10 minutes	d. Presenter: Heidi Steinmetz

e. Board action requested:

The EDA requests that the County Board accept the attached guidelines and application forms for disbursing CARES Act funds to businesses and nonprofits in Kanabec County.

f. Background:

Per [Resolution #19 - 7/7/20](#), the Board of Commissioners tasked the EDA to administer the CARES Act funds for small businesses and nonprofits located in Kanabec County. The EDA approved the attached guidelines and application forms at the August 12th EDA meeting.

Supporting Documents: Yes **Attached:** ☒

Date Received in County Coordinator's Office:	
--	--

Coordinators Comments:



CARES Pandemic Relief (CPR) Grant Program

Disbursement Guidelines for Small Businesses & Nonprofits

Governmental entities within Kanabec County have received CARES Act funding from the federal government through allocations made by Governor Walz. A portion of the funds may be utilized to support small businesses and nonprofits that have experienced challenges due to COVID-19 and the Governor's orders to reduce or close businesses.

The Kanabec County Board of Commissioners named the Kanabec County EDA as the application and disbursement entity for small businesses and nonprofits located in Kanabec County. The EDA has created application forms and a process for reviewing and disbursing the funds.

Prior to receiving grant funds, approved applicants will be required to submit the Kanabec County EDA with a formal letter itemizing how the funds will be spent. The letter will serve as the invoice for payment authorization by the Kanabec County Board of Commissioners. Within sixty days of receiving the grant funds, recipients will be required to submit the itemized list of how the funds were spent, including hard-copy receipts.

Guidelines for Small Businesses

- Eligible applicants may request up to \$10,000 in CPR Grant assistance based upon need.
- Actual grant awards will be based on number of employees impacted, gross revenue loss and available funding. *See cumulative criteria in the application form for small businesses.* The grant funds do not need to be paid back.
- Completed applications must be received by the Kanabec County EDA by **4:30pm on Friday, October 30, 2020** to be considered.
- Applications will be considered and acted on by a subcommittee of the Kanabec County Economic Development Authority (EDA), which will consist of EDA members: Ivan Black, Wayne Davis and Lisa Holcomb.
- The status of the data supplied for CARES Act funding will be governed by MN Statute 13.591.

Eligible Business Applicants

- For-profit businesses, including home-based businesses such as licensed child care businesses that are able to demonstrate business losses. Businesses need to show a gross revenue

reduction of at least 25% between March 1, 2020 and May 30, 2020 compared to the previous year.

- Small businesses with up to 50 employees (Full Time Equivalents, FTEs). Employees for this grant program may be either W-2 employees or independent contractors.
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Kanabec County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2019.
- Businesses are eligible to apply for CPR funding from only one local unit of government.

Ineligible Business Applicants

- 1) Lending institutions
- 2) Law firms
- 3) Accounting firms
- 4) Utility companies
- 5) Chain convenience stores
- 6) Residential rental properties
- 7) Production agriculture
- 8) Insurance agencies
- 9) Financial advisors
- 10) Passive investments

Guidelines for Nonprofit Organizations

- Eligible applicants may request up to \$10,000 in CPR Grant assistance based upon need. Actual grant award will be based on number of employees, number of people served, urgency of needs addressed, COVID-19 organizational response and available funding. *See cumulative criteria in the application form for nonprofits.* The grant funds do not need to be paid back.
- Completed applications must be received by the Kanabec County EDA by **4:30pm on Friday, October 30, 2020** to be considered.
- Applications will be considered and acted on by a subcommittee of the Kanabec County Economic Development Authority (EDA), which will consist of EDA members: Ivan Black, Wayne Davis and Lisa Holcomb.
- The status of the data supplied for CARES Act funding will be governed by MN Statute 13.591.

Eligible Nonprofit Applicants

- Nonprofit organizations that can demonstrate a loss of income or increase in demand for services due to COVID-19 or can make an impact for individuals or the community in response to COVID-19.
- Nonprofits with up to 100 employees (Full Time Equivalents, FTEs).

- All eligible applicants must have a physical location in Kanabec County and serve the residents of Kanabec County. Nonprofits may have a larger service area, but the resources awarded in this program are intended for services in Kanabec County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2019.
- Nonprofits are eligible to apply for CPR funding from only one local unit of government.

Ineligible Nonprofit Applicants

- 1) Lobbying groups and political organizations
- 2) Organizations that restrict activity based on ethnicity, gender, orientation or ability



CARES Pandemic Relief (CPR) Grant Program Grant Application for Small Businesses

APPLICANT INFORMATION

Legal Name of the Business, including assumed name, if any:

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
Length of Time in Business	Years Months	Fed Tax ID #	MN Tax ID #
Mailing Address		City	Zip
Location Address		City	Township
Business Phone	()	Cell Phone	()
E-Mail Address		Web Address	
Contact Name		Title	
Amount of Funding Requested	\$ _____	FTE number of employees including owner(s):	
How has the COVID-19 pandemic financially affected your business?			
For what purpose will these funds be used (eligible expenses include PPE, rent/mortgage, utilities, insurance and other regular expenses that are difficult to pay because of COVID-19 related loss of revenue)?			

Please check all funding sources applied for: ☐ Federal PPP ☐ Federal EIDL ☐ MN SBEL ☐ MN SBRG ☐ Other
 Please check all funding sources received: ☐ Federal PPP ☐ Federal EIDL ☐ MN SBEL ☐ MN SBRG ☐ Other

Principal #1

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____ %		

Principal #2

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____ %		

Grant Application for Small Businesses
Approved 8/12/2020

Funding Information

- Eligible applicants may request up to \$10,000 in CPR Grant assistance based upon need. Actual grant award will be based on number of employees impacted, gross revenue loss and available funding (*see attached scoring criteria*). The grant funds do not need to be paid back.
- Completed applications must be received by the Kanabec County EDA by 4:30pm on Friday, October 30, 2020 to be considered.
- Applications will be considered and acted on by a subcommittee of the Kanabec County EDA, which will consist of EDA members: Ivan Black, Wayne Davis and Lisa Holcomb.
- The status of the data supplied for CARES Act funding will be governed by MN Statute 13.591.

Eligible Applicants

- For-profit businesses, including home-based businesses such as licensed child care businesses that can demonstrate business losses. Businesses need to show a gross revenue reduction of at least 25% between March 1, 2020 and May 30, 2020 compared to the previous year.
- Small businesses with up to 50 employees (Full Time Equivalents, FTEs). Employees for this grant program may be either W-2 employees or independent contractors.
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Kanabec County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2019.
- Businesses are eligible to apply for CPR funding from only one local unit of government.

Ineligible Applicants

- Lending institutions, law firms, accounting firms, utility companies, chain convenience stores, residential rental properties, production agriculture, insurance agencies, financial advisors, passive investments and religious organizations.

Application Requirements

- The CPR Grant application must be completed in its entirety by the applicant and submitted to the Kanabec County EDA office located at 18 North Vine Street, Mora, MN 55051; or submitted electronically to heidi.steinmetz@co.kanabec.mn.us by October 29, 2020, in order to be considered.
- A copy of the most recent federal tax return filed by the business.
- A copy of the business's current filing with the Minnesota Secretary of State Office.
- Income/expense statements for the second quarter of 2019 and the second quarter of 2020 (*see attached form*). If the financials fail to show loss/impact of loss, please explain with additional documentation.
- Prior to receiving grant funds, approved applicants will be required to submit the Kanabec County EDA with a formal letter itemizing how the funds will be spent. Eligible expenses may date back to March 1, 2020. The letter will serve as the invoice for payment authorization by the Kanabec County Board of Commissioners.
- Grant recipients will be required to provide documentation of how funds were spent within 60 days following grant disbursement (*see attached form*). Eligible expenses may date back to March 1, 2020.
- Other items as may be requested by the Kanabec County EDA.

AUTHORIZATION FOR RELEASE OF INFORMATION & ACKNOWLEDGEMENTS

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. I understand that the Kanabec County EDA has the right to verify any information contained in this application and may contact any individuals and agencies involved and that the EDA reserves the right to make modifications to the program in response to community need and available funds.

Signature/Title of Applicant: _____ Date: _____

Signature/Title of Applicant: _____ Date: _____

The Kanabec County EDA and the Kanabec County Board of Commissioners retain final authority to determine if a business is eligible or not, whether to approve a grant or not, and the grant amount.

For questions, call 320-515-1674 or 320-209-5031 or email heidi.steinmetz@co.kanabec.mn.us.



Distribution of CARES Act funds for small businesses and nonprofits in Kanabec County

Governmental entities within Kanabec County have received CARES Act funding from the federal government through allocations made by Governor Walz. A portion of the funds may be utilized to support small businesses and nonprofits that have experienced challenges due to COVID-19 and the Governor's orders to reduce or close businesses.

The Kanabec County Board of Commissioners named the Kanabec County EDA as the application and disbursement entity for all businesses and nonprofits. The EDA has created application forms and a process for reviewing and disbursing the funds.

Cumulative criteria has been established for grant award amounts as follows:

Small Businesses

A. First measure of award amount: Number of employees

1 - 4 employees	\$1,250
5 - 19 employees	\$2,500
20 - 50 employees	\$5,000

Grant Application for Small Businesses
Approved 8/12/2020

B. Second measure of award amount: Loss of gross revenue

25% - 34%	\$1,250
35% - 49%	\$2,500
50% - 100%	\$5,000

STATEMENT OF INCOME & EXPENSES

CARES Pandemic Relief (CPR) Grant

TO BE SUBMITTED WITH GRANT APPLICATION

Name of Business:	Name of Person Completing This Form:
-------------------	--------------------------------------

	Second Quarter 2019				Second Quarter 2020			
	April 2019	May 2019	June 2019		April 2020	May 2020	June 2020	
Income								
Product Sales								
Sale of Services								
Other:								
Other:								
Total Income	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Expenses								
Advertising								
Employee Wages								
Employee Benefits								
Equipment								
Insurance								
Payroll Expenses								
Professional Fees								
Rent/Mortgage								
Supplies								
Taxes								
Telephone/Internet								
Travel								
Utilities								
Other:								
Other:								
Total Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Net Profit/Loss	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	



CARES Pandemic Relief (CPR) Grant Program Grant Application for Nonprofit Organizations

APPLICANT INFORMATION

Legal Name of the Nonprofit Organization, including assumed name, if any:

<input type="checkbox"/> 501(c)(3)	<input type="checkbox"/> 501(c)(6)	<input type="checkbox"/> Other:	
Length of Time in Operation	Years Months	Fed EIN #	MN Tax ID #
Mailing Address		City	Zip
Location Address		City	Township
Business Phone	()	Cell Phone	()
Email Address		Web Address	
Contact Name		Title	
Amount of Funding Requested	\$ _____	FTE number (#) of employees: FTE # of employees in Kanabec County: # of volunteers: Annual average # of people served: # of Kanabec County residents served annually:	
1. What is the purpose/mission of this nonprofit organization?			
2. What is the impact that the COVID-19 pandemic and stay-at-home orders have had on your nonprofit organization (i.e., loss of revenue, inability to serve clients, increase in demand for services, etc.)?			
3. What additional need(s), if any, has this nonprofit addressed for individuals and/or for the community as a result of COVID-19 and related orders?			
4. How will the funds be used and what would be the long-term impact of these funds (eligible expenses include, but are not limited to, PPE, building changes, technology changes incurred for remote employees, lost revenue or fundraising events, programmatic costs for additional services, retraining staff)?			

Grant Application for Nonprofits
Approved 8/12/2020

Funding Information

- Eligible applicants may request up to \$10,000 in CPR Grant assistance based upon need. Actual grant award will be based on number of employees, number of people served, urgency of needs addressed, COVID-19 organizational response and available funding (*see attached scoring criteria*).
- Completed applications must be received by the Kanabec County EDA by 4:30pm on Friday, October 30, 2020 to be considered.
- Applications will be considered and acted on by a subcommittee of Kanabec County EDA, which will consist of EDA members: Ivan Black, Wayne Davis and Lisa Holcomb.
- The status of the data supplied for CARES Act funding will be governed by MN Statute 13.591.

Eligible Applicants

- Nonprofit organizations that can demonstrate a loss of income or increase in demand for services due to COVID-19 or can make an impact for individuals or the community in response to COVID-19.
- Nonprofits with 100 or less employees (Full Time Equivalents FTEs).
- All eligible applicants must have a physical location in Kanabec County and serve the residents of Kanabec County. Nonprofits may have a larger service area, but the resources awarded in this program are intended for services in Kanabec County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2019.
- Nonprofits are eligible to apply for CPR funding from only one local unit of government.
- Religious organizations with a social services component that is available to the general public and not restricted by ethnicity, gender, orientation or ability.

Ineligible Applicants

- Lobbying groups and political organizations
- Organizations that restrict activity based on ethnicity, gender, orientation or ability

Application Requirements

- The CPR Grant application must be completed in its entirety by the applicant and submitted to the Kanabec County EDA office located at 18 North Vine Street, Mora, MN 55051; or submitted electronically to heidi.steinmetz@co.kanabec.mn.us by October 23, 2020, in order to be considered.
- A copy of the IRS nonprofit determination letter.
- The most recent federal 990 tax return filed by the business (first six pages are sufficient).
- Income/expense statements for the first six months of 2019 and the first six months of 2020 (*see attached form*). If the financials fail to show loss/impact of loss, please explain with additional documentation.
- A copy of the nonprofit's current filing with the Minnesota Secretary of State Office.
- Prior to receiving grant funds, approved applicants will be required to submit the Kanabec County EDA with a formal letter itemizing how the funds will be spent. The letter will serve as the invoice for payment authorization by the Kanabec County Board of Commissioners.
- Grant recipients will be required to provide documentation of how funds were spent within 60 days following grant disbursement (*see attached form*). Eligible expenses may date back to March 1, 2020.
- Other items as requested by the review committee.

Grant Application for Nonprofits
Approved 8/12/2020

AUTHORIZATION FOR RELEASE OF INFORMATION & ACKNOWLEDGEMENTS

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. I understand that the Kanabec County EDA has the right to verify any information contained in this application and may contact any individuals and agencies involved and that the EDA reserves the right to make modifications to the program in response to community need and available funds.

Signature/Title of Applicant: _____ Date: _____

Signature/Title of Applicant: _____ Date: _____

The Kanabec County EDA and the Kanabec County Board of Commissioners retain final authority to determine if a nonprofit organization is eligible or not, whether to approve a grant or not, and the grant amount.

For questions, call 320-515-1674 or 320-209-5031 or email heidi.steinmetz@co.kanabec.mn.us.



Distribution of CARES Act funds for small businesses and nonprofits in Kanabec County

Governmental entities within Kanabec County have received CARES Act funding from the federal government through allocations made by Governor Walz. A portion of the funds may be utilized to support small businesses and nonprofits that have experienced challenges due to COVID-19 and the Governor's orders to reduce or close businesses.

The Kanabec County Board of Commissioners named the Kanabec County EDA as the application and disbursement entity for all businesses and nonprofits. The EDA has created application forms and a process for reviewing and disbursing the funds.

Criteria for **nonprofit organizations** have been established for grant award amounts as follows:

A. First measure of award amount: Number of employees

1 - 4 employees	\$1,000
5 - 19 employees	\$2,000
20 - 50 employees	\$4,000

B. Second measure of award amount: Loss of gross revenue

25% - 34%	\$1,000
35% - 49%	\$2,000
50% - 100%	\$4,000

C. Third measure of award amount: Number of Kanabec County residents directly served

1 - 25	\$250
26 - 100	\$500
101 - 300	\$1,000
301 - 500+	\$2,000

Grant Application for Nonprofits
Approved 8/12/2020

STATEMENT OF INCOME AND EXPENSES
 CARES Pandemic Relief (CPR) Grant

TO BE SUBMITTED WITH GRANT APPLICATION

Name of Nonprofit Organization:	2019						2020					
	January	February	March	April	May	June	January	February	March	April	May	June
Income												
Bequests												
Corporate contributions												
Fees for goods and services												
Foundation grants												
Individual donations and gifts												
Government grants and contracts												
Interest												
Loans/program-related investments												
Membership dues/fees												
Tax revenue												
Other:												
Total Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses												
Advertising												
Employee Wages												
Employee Benefits												
Equipment												
Insurance												
Payroll Expenses												
Professional Fees												
Rent/Mortgage												
Supplies												
Taxes												
Telephone/Internet												
Travel												
Utilities												
Other:												
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Profit/Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TO BE COMPLETED WITHIN 60 DAYS OF RECEIVING GRANT FUNDS



KANABEC COUNTY
EDA

Page 15 of 15

9:40am Appointment

Item b.

August 4, 2020

REQUEST FOR BOARD ACTION

a. Subject: CARES Act Government Committee Funding Request #1	b. Origination: Coronavirus Relief Fund
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #__ - 8/18/20

WHEREAS, Kanabec County received \$ 1,992,345.00 in Cares Act Funding; and

WHEREAS, Kanabec County's intent is to maximize the relief impact of these funds both internally and across our County, and

WHEREAS, the Kanabec County Cares Act Committee has defined three focus areas for local relief: Social Services, Business & Non-Profits, and Government; and

WHEREAS, the Kanabec County Cares Act Committee is recommending a phased allocation approach to the focus areas as new rules and guidance emerges from the U.S. Treasury Department and MMB; and

WHEREAS, the Business and Non-Profit focus area was allocated no less than 10% (\$199,234.50) of the Cares Act funds by County Board Resolution #19-7/7/20 to be administered by the Kanabec County EDA; and

WHEREAS, the Social Services focus area was allocated \$300,000 dollars by County Board Resolution #22-8/4/20; and

WHEREAS, the Government focus area reviewed first round priorities and recommends the following expenditures (estimates) for approval using Cares Act funds:

\$100,000	Permanent security glass at service counters
\$6,000	Pharmaceutical Refrigerator
\$2,100	Portable medical cooler
\$30,000	Vaccination supplies
\$6,000	Quantitative fit testing machine
\$68,600	Touchless faucets/toilets (91 faucets+ 69 toilets <i>(self-installed)</i>)
\$30,000	Ultraviolet filter system for HVAC (30 units X \$1000)
\$1,960	On-line open enrollment services for annual benefits
\$4,800	Door kickers/other type of door openers to avoid touching bathroom door knobs (\$200 X24)

BE IT RESOLVED that the Kanabec County Board of Commissioners approves the expenditure request of the Cares Act Government Committee up to the amount of \$249,460.

f. Background:

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments:

10:20am Appointment

August 18, 2020

REQUEST FOR BOARD ACTION

a. Subject: MCIS Board Appointment Rewuest	b. Origination: Assessor's Office
c. Estimated time: 10 minutes	d. Presenter(s): County Assessor Tina Von Eschen

e. Board action requested: Approve the following resolution:

Resolution #__ - 8/18/20

WHEREAS The Kanabec County Assessor and Auditor/Treasurer Offices have chosen, and received board approval, to join Minnesota Counties Information Systems (MCIS) as the counties Tax and CAMA system vendor; and

WHEREAS MCIS requires a primary board member be assigned in addition to up to two alternates; and

WHEREAS The Kanabec County Assessor and Auditor/Treasurer jointly recommend the primary MCIS board member to be Tina Von Eschen, the Kanabec County Assessor; and

WHEREAS The Kanabec County Assessor and Auditor/Treasurer jointly recommend the first alternate to be Karen McClellan who is in the Deputy Auditor Tax II position with the Auditor/Treasurer's Office; and

WHEREAS The Kanabec County Assessor and Auditor/Treasurer jointly recommend the second alternate to be Katie Koenings who is in the Property Tax Specialist position with the County Assessor's Office; and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners appoint the aforementioned individuals in their respective positions to the MCIS board.

f. Background:

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments:

10:45am Appointment

Item a.

August 18, 2020

REQUEST FOR BOARD ACTION

a. Subject: Request to change effective date for the Mauer Fish Lake Restaurant and Bar Liquor License	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): County Auditor Denise Snyder

e. Board action requested: Approve the following resolution:

Resolution __ - 8/14/20

WHEREAS on April 21, 2020 the Kanabec County Board of Commissioners approved the On-Sale, Off-Sale and Sunday Liquor Licenses for Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora, MN 55051 effective April 27, 2020, and

WHEREAS at the time of the approval the applications were complete, included all necessary documentation, appeared in accordance with County Policies and licensing requirements, and the application was in good standing with the County, and

WHEREAS at the time of the approval, the establishment located at this address operated with these licenses, and

WHEREAS the Kanabec County Auditor/Treasurer has provided guidance on the process for this change;

BE IT RESOLVED the Kanabec County Board of Commissioners approves the change of the effective date for the On-Sale, Off-Sale and Sunday Liquor Licenses for Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora, MN 55051 to August 18, 2020.

f. Background:

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office: 8/13/20

Coordinators Comments:

10:45am Appointment

Item b.

August 18, 2020

REQUEST FOR BOARD ACTION

a. Subject: Clifton Larson Allen Agreement for Audit and Non-Audit Services 2019-2021	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): County Auditor Denise Snyder

e. Board action requested: Approve attached agreement with Clifton Larson Allen for Audit Services 2019-2021.

Resolution #__ - 8/18/20

WHEREAS Clifton Larson Allen provides audit and non-audit services to Kanabec County, and

WHEREAS the terms and conditions of the services are specified in the attached agreement, and

WHEREAS the Auditor Treasurer finds these terms and conditions acceptable;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the agreement with Clifton Larson Allen LLP for Audit and Non-Audit Services for 2019-2021.

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	8/13/20
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Coordinators Comments:

October 17, 2019

County Board and Management
Kanabec County
18 North Vine Street
Mora, MN 55051

Dear Honorable Board and Management:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Kanabec County ("you," "your," or "the entity") for the years ended December 17, 2019, 2020, and 2021.

Douglas P. Host is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Kanabec County, as of and for the years ended December 31, 2019, 2020, and 2021, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.
2. Budgetary comparison schedules.
3. Schedule of the proportionate share of the net pension liability.
4. Schedule of contributions.
5. OPEB schedule, as applicable.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Combining and individual fund statements, as applicable.
2. Schedule of expenditures of federal awards.
3. Schedule of intergovernmental revenue.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient,

appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations,

contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of

federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the start of fieldwork.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. You are also responsible for providing us access to component information, those charged with governance of components, component management, and component auditors (including relevant audit documentation and communications).

Management is responsible for providing us with, or making arrangements to facilitate (1) unrestricted communication between us and the component auditor(s) to the extent permitted by law or regulation; (2) communications between the component auditor(s), those charged with governance of the component(s), and component management, including communications of significant deficiencies and material weaknesses in internal control; (3) communications between regulatory authorities and the component(s) related to financial reporting matters; (4) access to component information, those charged with governance of the component(s), component management, and the component auditor(s) (including relevant audit documentation requested by us); and (5) permission to perform work, or request a component auditor to perform work, on the financial information of the component(s).

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have

changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We expect to begin our audit in December 2019.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your

information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one

arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the December 31, 2019 engagement should approximate \$63,000 (\$60,000 for the audit and \$3,000 for the technology fee) for the audit, entering the information in the Data Collection Form SF-SAC and for creating the single audit reporting package. The total fees and expenses for the December 31, 2020 engagement should approximate \$64,500 (\$61,429 for the audit and \$3,071 for the technology fee) for the audit, entering the information in the Data Collection Form SF-SAC and for creating the single audit reporting package. The total fees and expenses for the December 31, 2021 engagement should approximate \$67,000 (\$63,810 the audit and \$3,190 for the technology fee) for the audit, entering the information in the Data Collection Form SF-SAC and for creating the single audit reporting package. The above audit fees include \$4,500 each year for the preparation of the financial statements and notes. These fees also include auditing two major programs for single audit purposes each year. These estimates are based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will provide you with detailed explanations for the additional billings. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that Kanabec County and CLA have entered into a HIPAA Business Associate Agreement (BAA).

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Kanabec County's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the enclosed copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Douglas P. Host, CPA
Principal
218-825-2948
doug.host@CLAconnect.com

Response:

This letter correctly sets forth the understanding of Kanabec County.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____

10:45am Appointment

Item c.

August 18, 2020

REQUEST FOR BOARD ACTION

a. Subject: 2 nd Quarter Financial Update	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 10 minutes	d. Presenter(s): County Auditor Denise Snyder

e. Board action requested: Financial Update

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:	8/13/20
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Coordinators Comments:

FROM THE GENERAL LEDGER OF COUNTY TREASURER, KANABEC COUNTY, MN
Jun-20

	DEBIT	CREDIT
County Treasurer	14,731,524.49	
1 Revenue	-	3,612,360.88
3 Road & Bridge	-	7,439,380.41
9 Economic Dev Authority	-	69,007.27
11 Welfare	-	1,000,140.48
15 Community Health	-	469,212.11
20 Regional Rail	-	3,169.47
21 Forfeited Tax Sales	88,377.48	-
36 County Debt Service	-	1,561,642.18
71 Blandin Broadband	-	2,016.51
74 Town & City	-	50.00
75 MRT & SDT	27,371.17	-
76 Withholding & SS Tax	-	-
77 State Revenue	-	3,032.95
78 Knife Lake Imp District	-	-
81 Tax & Penalty	-	335,641.62
82 Prepaid Tax	-	47,907.93
84 Employee Wellness Fund	-	1,654.29
86 Employee Benefit Fund	-	11,615.67
87 Snake River Watershed	-	290,441.37
89 Kanabec Pine CHS	-	-
	<u>14,847,273.14</u>	<u>14,847,273.14</u>

August 18, 2020
11:05 a.m. Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|---|--------------------------|
| 1. Fill Lead Worker Vacancy | Resolution #1 (08-18-20) |
| 2. GIS Update – Ryan Carda | |
| 3. Highway Maintenance Update – Nate Westling | |

Resolution #1 (8-18-20)
Lead Worker

WHEREAS there is a vacancy in the position of a Lead Worker, and

WHEREAS the board desires to refill this vacant position, and

THEREFORE BE IT RESOLVED that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time Lead Worker to refill the vacant position at Step A, Range 12 of the pay plan which is \$24.17 per hour or the rate set by rule for internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted, and

BE IT FURTHER RESOLVED to authorize the Public Works Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

August 4, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone/video conference call at 9:00am on Tuesday, August 4, 2020 pursuant to adjournment with the following Board Members present on-site: Kathi Ellis, Craig Smith, Dennis McNally, and Les Nielsen. The following Board Members joined the meeting via telephone/video: Gene Anderson. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Staff and others participating via telephone/video included: County Attorney Barbara McFadden.

The meeting was held in meeting rooms 3 & 4 in the basement of the courthouse to allow for social distancing due to COVID-19. The meeting was also held via WebEx for anyone wishing to attend virtually.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – Les Nielsen introduced a motion to approve the agenda with the following addition: Under other matters, discussion regarding the enforcement of Ordinance 11.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #2 – Craig Smith introduced a motion to approve the July 21, 2020 minutes as presented.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #3 – Les Nielsen introduced a motion to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Clifton Larson Allen LLP	766.50
Further	667.25
Quadient Finance USA, Inc.	5,000.00
East Central Energy	1,127.09
Weinberg, Eric	100.00
Life Insurance Company of North America	648.10
MNPEIP	146,756.82
Sun Life Financial	3,883.38
VSP Insurance Co	263.40
East Central Energy	500.00
Kanabec County Auditor HRA	10,866.68
Mora Municipal Utilities	19,697.26
Office of MN.IT Services	1,300.00
Chamberlain Oil	442.38
East Central Energy	217.22
Harms, Lynn	500.00
WiarCom, Inc	1,236.90
Card Services (Coborn's)	33.75
18 Claims Totaling:	<u><u>\$194,006.73</u></u>

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #4 – Dennis McNally introduced a motion to recess the Board meeting at 9:09am to a time immediately following the Public Health Board.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

The Kanabec County Public Health Board met at 9:05am on Tuesday, August 4, 2020 pursuant to adjournment with the following Board Members present on-site: Kathi Ellis, Craig Smith, Dennis McNally, and Les Nielsen. The following Board Members joined the meeting via telephone: Gene Anderson. Public Health Administrative Assistant, Renee Petersen presented the Public Health Agenda.

Action #PH5 – Craig Smith introduced a motion to approve the Public Health Board agenda as presented.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Public Health Administrative Assistant, Renee Petersen gave the Director's Report.

Action #PH6 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #PH6 – 8/4/20

WHEREAS certain grants and contracts require travel outside Kanabec County for services within multiple counties; and

WHEREAS staff have requested to travel to fulfill the requirements of these grants and contracts;

BE IT RESOLVED to allow for staff travel related to the grants and contracts under which they currently work provided COVID-19 safety practices are closely followed.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #PH7 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #PH7 – 8/4/20

MDH Influenza Vaccine Grant Projects Resolution

WHEREAS, the Minnesota Department of Health has put out a Request for Proposals to provide Influenza Vaccine Projects for 2020 grant; and

WHEREAS, Kanabec County Community Health is qualified and willing to address the primary purpose for the grant funding, which is to enhance influenza vaccination coverage as a critical part of COVID-19 response work.

THEREFORE, the Kanabec County Community Health Director requests approval to apply for the Minnesota Department of Health (MDH) Influenza Vaccine Projects 2020 grant and to accept funding and sign the contract with MDH once said grant is approved by the State of Minnesota.

NOW THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Kanabec County Community Health Director to apply for, accept if approved, and sign a contract with the Minnesota Department of Health for the Influenza Vaccine Projects 2020 grant.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #PH8 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #PH8 – 8/4/20

Statewide Health Improvement Program (SHIP) grant Resolution

WHEREAS, the next round of the Statewide Health Improvement Plan (SHIP) grant applications (Nov. 1, 2020 – Oct. 31, 2025) are due in August, and

WHEREAS, Kanabec County Community Health has been the acting fiscal agent for the grant with bordering counties of Isanti, Mille Lacs and Pine and is willing and able to continue to manage in that role, and

WHEREAS, Isanti, Mille Lacs and Pine counties have qualified staff who are able to provide the services required in the grant.

THEREFORE, the Kanabec County Community Health Administrator requests approval to apply for the SHIP grant from the Minnesota Department of Health (MDH) and to accept funding of \$302,408 for the first year, and an undetermined amount at this time, for the 4 additional years, and sign the contract with MDH once said grant is approved by the State of Minnesota and also to sign contracts with Isanti, Mille Lacs and Pine counties for the purpose of providing staffing to implement the chosen strategies and carrying out the work plans, assisting with evaluation of the strategies, data reporting, and other duties as needed.

NOW THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Kanabec County Community Health Administrator to apply for, accept if approved, and sign a contract with the Minnesota Department of Health for continuation of SHIP funding, and to sign agreements with Isanti, Mille Lacs and Pine counties to implement the chosen strategies and carry out the work plans, evaluation of strategies, data reporting and other duties as required by the SHIP grant.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #PH9 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #PH9 – 8/4/20

Agreement for Clinical Training- Anoka Ramsey Community College Resolution

WHEREAS Anoka Ramsey Community College is in need of Clinical Laboratory training sites, and

WHEREAS, Kanabec County Community Health has facilities for providing suitable training experience that meets the educational needs of the students enrolled at Anoka Ramsey Community College, and

WHEREAS, it is in the best interest of Kanabec County Community Health to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs.

THEREFORE BE IT RESOLVED to approve the Kanabec County Community Health Director to sign an Agreement with the State of Minnesota, through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Anoka Ramsey Community College and Kanabec County Community Health for Clinical Laboratory training effective August 1, 2020 through July 31, 2025.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #PH10 – Les Nielsen introduced a motion to approve the payment of 63 claims totaling \$38,506.61 on Community Health Funds.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor

Kathi Ellis, in favor

Whereupon the motion was passed.

Action #PH11 – Craig Smith introduced a motion to adjourn the Public Health Board at 9:23am and to meet again on September 1, 2020 at 9:05am.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

The Board of Commissioners reconvened.

Action #12 – Dennis McNally introduced a motion to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
Ace Hardware	25.47
Anoka County Corrections	792.00
Aspen Mills	128.88
Assured Security	160.50
Auto-Chlor System	1,584.45
Bos, Henry	150.00
Cambridge Medical Center	1,285.40
Carda, Eugene	105.88
Curtis, Michael	813.05
East Central Exterminating	240.00
Emergency Automotive Technologies	13,634.89
Eric Hanson Consulting	1,925.00
Eustice, Todd	19.08
Grainger	55.00
Grainger	43.51
Granite City Jobbing	680.65
Hoefert, Robert	829.15

IAEMD	150.00
IT SAVVY LLC	17.80
IT SAVVY LLC	839.88
Jacobs, Tim	88.75
Johnson, Aerial	990.00
Kanabec County Auditor-Treasurer	199,234.50
Kanabec County Community Health	2,393.30
Kanabec County Information Systems	4,200.00
Kanabec Publications	29.23
MN Highway Safety & Research Center	890.00
MN Alliance on Crime	150.00
MNCCC	12,462.50
Mora Bakery	62.50
Nelson, Jerald	17.83
Nelson, Ronette	588.23
O'Brien, Pat	123.28
O'Reilly Auto Parts	56.98
O'Reilly Auto Parts	21.07
Peterson, Ronald	117.48
Premium Waters, Inc.	15.09
Ratwik, Roszak & Maloney, PA	36.00
River Valley Forensic Services	250.00
Stellar Services	283.12
Summit Food Services Management	14,941.00
SWIFT	109.26
Van Alst, Lillian	998.19
Verizon Wireless	210.06
Visser, Maurice	1,039.03
Welia Health	681.69
Zamora, Ray	983.25
47 Claims Totaling:	<u>264,452.93</u>

Road & Bridge Fund

Vendor	Amount
Auto Value	1,504.39
Brock White Company	546.71
Crawford's Equipment Inc	41.55
Dultmeier Sales	73.73
Fahrner Asphalt Sealers	64,450.00
Houtsma, Brandon	400.00

Kanabec County Highway Department	52.50
Knife River Corp	1,761,199.61
MN Dept of Transportation	3,560.19
Mustang Signs & Graphics	285.00
Nuss Truck Equipment	1,015.71
Office Depot	181.79
Pomp's Tire	5,568.08
Swanston Equipment Corp	710.04
S.W. Asphalt Inc.	4,648.00
USIC	360.00
16 Claims Totaling:	<u>\$ 1,844,597.30</u>

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
 Craig Smith, in favor
 Les Nielsen, in favor
 Gene Anderson, in favor
 Kathi Ellis, in favor

Whereupon the motion was passed.

County Sheriff Brian Smith met with the County Board via WebEx to discuss matters concerning his department.

Action #13 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #13 - 8/4/20

BE IT RESOLVED to approve and authorize the Chairperson to sign the State of Minnesota Annual County Boat & Water Safety Grant Agreement, grant #177146 in the amount of \$4463.00 for the state fiscal year 2020 ending June 30, 2021.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
 Craig Smith, in favor
 Les Nielsen, in favor
 Gene Anderson, in favor
 Kathi Ellis, in favor

Whereupon the motion was passed.

Kanabec County Jail Administrator Chris Bergwick met with the County Board to discuss matters concerning jail operations. Information only, no action was taken.

County Auditor Treasurer Denise Snyder met with the County Board to discuss matters concerning her department.

Action #14 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #14 – 8/4/20

WHEREAS, the COVID-19 Pandemic requires additional efforts to make the election process safe, sanitary and effective; and

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting grant applications from counties for grants pursuant to Laws 2020, Chapter 77, section 4 and the federal CARES Act; and

WHEREAS, grants will be provided to each county pursuant to a formula set forth in Section H of the grant application provided by the Office of the Secretary of State; and

WHEREAS, the funds provided by the Office of the Secretary of State are provided for the purpose of the uses set forth in the federal CARES Act and as further restricted by Laws 2020, chapter 77, section 4, subdivision 4; and

WHEREAS, those purposes are primarily for the protection of persons involved with the election process including voters, as well as certain other purchases set forth in law; and

WHEREAS, the county will work with the municipalities within the county to determine a fair, equitable, and mutually agreeable allocation of the funds within the County and between municipalities, and if an agreement cannot be reached, the funds will be distributed pursuant to the OSS identified default allocation formula as determined by the Secretary and provided in Section E of the grant application; and

WHEREAS, the grant application is to be completed by the staff of the auditor and other staff responsible for the administration of elections in this county; and

WHEREAS, the grant application must be completed, certified by a county official, typically the chief county election official, returned to the Office of the Secretary of State and a grant agreement executed prior to the receipt of the funds to which the county is entitled pursuant to Sections E and F of the grant application; and

WHEREAS, Laws 2020, Chapter 77, section 4 requires a 20% match for the grant; and

WHEREAS, the grant agreement will reflect the grant application for each county; and

WHEREAS, additional assistance may be forthcoming later in this election cycle from state and federal funds, particularly those funds appropriated for these purposes by the Legislature; and

WHEREAS, there are continuing needs throughout the election cycle for both COVID-19 and election security efforts and concomitant costs; and

WHEREAS, time is of the essence;

THEREFORE, BE IT RESOLVED that the grant application in the form presented to this board and to be submitted to the Office of the Secretary of State is hereby approved; and

BE IT FURTHER RESOLVED, that the Board hereby appropriates the required match amount as indicated in the application for the purposes set forth in the grant application [ALTERNATIVE: BE IT FURTHER RESOLVED that the Board directs the spending of existing county funds in an amount equivalent to the required match indicated in the application on the purposes for which the grant is received]

BE IT FURTHER RESOLVED that the chief elections officer of the County and staff are directed to submit this approved grant application at the earliest opportunity; and

BE IT FURTHER RESOLVED, that when the grant agreement is provided to the chief elections officer of the county, that person is delegated the authority to execute that agreement and return it to the Office of the Secretary of State without further approval by this Board; and

BE IT FINALLY RESOLVED, that the chief elections officer of the county is hereby authorized to apply for any additional funds made available by the state for the defrayment of costs of efforts to combat COVID-19 in the election process and for the enhancement of election security, and to execute any grant agreements required to access those funds from this date until the general election on November 3, 2020.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #15 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #15 – 8/4/20

AUTHORIZING A COUNTY ABSENTEE BALLOT BOARD

WHEREAS the county board did by Resolution # 11 – 7/9/2008, establish a county absentee ballot board;

WHEREAS this resolution will be updated to reflect current absentee ballot board needs;

BE IT RESOLVED to amend the Kanabec County Board of Commissioners Resolution #11 – 7/9/2008 as follows:

The absentee ballot board would consist of up to four auditor-treasurer staff and up to four election judges appointed by the Auditor-Treasurer, that have received training in the handling of absentee ballots and consist of different major political parties to conform with party balance required by Minnesota Statute; exceptions being deputy auditor-treasurer staff being exempt from party balance.

This absentee ballot board would remain in effect until the County Board rescinds or revises the authority.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #16 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #16 - 8/4/20

RESOLUTION SETTING WAGES FOR COUNTY ELECTION JUDGES

WHEREAS the County Auditor-Treasurers is experiencing an excessive increase in absentee voting requests due to the COVID-19 pandemic;

WHEREAS the County Auditor-Treasurer will need to hire county election judges to assist office with testing and processing absentee voting requests and ballot processing;

WHEREAS the County Auditor-Treasurer will be receiving grant funds from the Cares Act Election Grant to cover additional costs due to COVID-19 for the 2020 election cycle;

BE IT RESOLVED that the County Board authorizes the County Auditor-Treasurer to hire no more than four(4) trained county election judges for assisting the office in election machine testing and absentee ballot processing for this 2020 election cycle;

BE IT FURTHER RESOLVED that the rate of pay will be set at \$15.00 per hour.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, abstain
Kathi Ellis, in favor

Whereupon the motion was passed.

Denise Snyder led a discussion regarding the succession plan for the County Auditor Treasurer's Office. Information only, no action was taken.

Barb McFadden met with the County Board via WebEx to present a retainer agreement for criminal prosecution services with the City of Braham.

Action #17 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #17 – 8/4/20

RETAINER AGREEMENT FOR CRIMINAL PROSECUTION SERVICES BETWEEN THE CITY OF BRAHAM AND THE COUNTY OF KANABEC FOR THE PERIOD OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

WHEREAS, the City of Braham desires to retain the County of Kanabec to provide professional prosecution services through the Kanabec County Attorney's Office; and

WHEREAS, the County of Kanabec agrees to provide the services of the Kanabec County Attorney's Office to provide such prosecution services on behalf of the City of Braham; and

WHEREAS, the City of Braham and the County of Kanabec County deem it mutually advantageous to set forth the details of their relationship in writing;

NOW, THEREFORE, the City of Braham and the County of Kanabec hereto agree that the following shall constitute a retainer agreement for prosecution services.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Public Works Director Chad Gramentz met with the County Board to discuss matters concerning his department.

Action #18 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #18 – 8/4/20

WHEREAS the courthouse cupolas and ornate trim are in need of painting, and

WHEREAS the following quotes were received for professional painting services:

DKN Construction: \$35,505
DANCO: \$36,200

THEREFORE BE IT RESOLVED to accept the quote of \$35,505 by DKN Construction for professional painting services, and

BE IT FURTHER RESOLVED to authorize the Chairperson and Public Works Director to sign the contract.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #19 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #19 - 8/04/20

WHEREAS the Federal Motor Carrier Safety Administration's (FMCSA) Drug and Alcohol Testing Regulations recently changed to require additional responsibilities by the employer as well as CDL applicants and employees; and

WHEREAS Kanabec County employees CDL drivers in Public Works; and

WHEREAS the proposed policy has been reviewed by legal counsel and has been recommended for implementation;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby adopts the Commercial Driver's License Drug and Alcohol Policy effective immediately.

The motion was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

10:51am – The Chairperson called for public comment three times. None Responded.

10:52am – The Chairperson closed public comment.

Action #20 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #20 – 8/4/20

SCORE CLAIMS

WHEREAS the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

WHEREAS these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

WHEREAS SCORE Funds appear adequate for the purpose;

BE IT RESOLVED to approve payment of the following claims on SCORE Funds:

Waste Management	\$3,163.30
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Quality Disposal	\$4,679.40
Arthur Township	\$0.00
Total	\$7,842.70

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
 Craig Smith, in favor
 Les Nielsen, in favor
 Gene Anderson, in favor
 Kathi Ellis, in favor

Whereupon the motion was passed.

Action #21 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #21 - 8/4/20

WHEREAS, the CARES Act guidance is complex and continues to change; and

WHEREAS, the Kanabec County CARES Act committee wishes to utilize the professional services of Clifton Larson Allen, LLP to provide consultation on CARES Act matters on an as needed basis; and

WHEREAS Clifton Larson Allen, LLP agrees to provide those services; and

WHEREAS the County Attorney has reviewed the agreement and finds it acceptable;
 and

WHEREAS the CARES Act consultant fees are eligible for CARES Act reimbursement;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the agreement and authorizes the Board Chair to sign said document on their behalf.

THEREFORE BE IT FURTHER RESOLVED that the maximum authorized for consultant fees at this time is \$4,000.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
 Craig Smith, in favor
 Les Nielsen, in favor

Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #22 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #22 - 8/4/20

WHEREAS, Governor Walz has taken executive action to authorize distribution of Federal CARES Act funds to Minnesota counties, townships and cities for relief efforts related to the COVID-19 pandemic, and

WHEREAS, the U.S. Department of Treasury and Minnesota Management Budget Office have provided guidance on eligible and ineligible expenses, as well as instructions for spending and reporting, and

WHEREAS, Kanabec County has received \$ 1,992,345.00 in Cares Act Funding; and

WHEREAS, Kanabec County's intent is to maximize the relief impact of these funds both internally and across our County, and

WHEREAS, the Kanabec County Cares Act Committee has defined three focus areas for local relief: Social Services, Business & Non-Profits, and Government; and

WHEREAS, the Kanabec County Cares Act Committee is recommending a phased allocation approach to the focus areas as new rules and guidance emerges from the U.S. Treasury Department and MMB; and

WHEREAS, the Business and Non-Profit focus area was allocated no less than 10% (\$199,234.50) of the Cares Act funds by County Board Resolution #19-7/7/20 to be administered by the Kanabec County EDA; and

WHEREAS, the Kanabec County Cares Act Committee wishes to continue to move forward with a first-round allocation of \$300,000 dollars to the Social Service focus area;

BE IT RESOLVED that the Kanabec County Board of Commissioners approves the first-round allocation of \$300,000 of Cares Act funds to the Social Service focus area.

The motion was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, opposed
Craig Smith, opposed
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

County Coordinator Kris McNally gave a general update regarding the CARES Act. Information only, no action was taken.

Action #23 – Gene Anderson introduced a motion to advertise the vacancy on the Planning Commission for two weeks, with candidates from Kanabec County Districts 3 or 4 preferred.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

The Commissioners continued their reports from the last meeting on the boards and committees in which they participate. Information only, no action was taken.

11:51am – The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again for a budget work session on Tuesday, August 11, 2020 at 9:00am, and in regular session on Tuesday, August 18, 2020 at 9:00am.

Signed _____
Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Ann Lake Twp	3,312.21	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Arthur Twp	456.02	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Braham Public Schools	1,308.26	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Brunswick Twp	72.42	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Comfort Twp	516.23	2020 Wildlife Mgmt & 2020 PILT	Unallocated
East Central Energy	83.08	Intersection Lighting	Highway
East Central Reg Dev Commission	95.61	2020 Wildlife Mgmt	Unallocated
East Central School District	100.23	2020 Wildlife Mgmt	Unallocated
Ford Twp	2,402.59	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Grass Lake Twp	765.62	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Haybrook Twp	602.33	2020 PILT	Unallocated
Hillman Twp	357.50	2020 PILT	Unallocated
Hinckley-Finlayson Schools	4,138.72	2020 Wildlife Mgmt	Unallocated
Kanabec Twp	948.51	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Knife Lake Twp	440.89	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Kroschel Twp	2,696.26	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Kwik Trip Inc.	6,433.43	County Gas Cards	Various
Midcontinent Communications	707.54	Utilities	Transit
Midcontinent Communications	187.36	Utilities	Various
Minnesota Department of Finance	6,733.00	State Fees and Surcharges	Recorder
Mora Municipal Utilities	280.95	Utilities	Transit
Mora Public Schools	2,859.62	2020 Wildlife Mgmt	Unallocated
Ogilvie Public Schools	3,285.92	2020 Wildlife Mgmt	Unallocated
Peace Twp	360.13	2020 PILT	Unallocated
Pomroy Twp	2,249.04	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Quadient Finance USA, Inc.	4,220.00	Postage PSB & Courthouse	Unallocated

Schwarzkopf, Harvey	500.00	Driveway Permit Refund	Highway
Southfork Twp	65.04	2020 Wildlife Mgmt & 2020 PILT	Unallocated
Spire Credit Union	4,601.21	See Below	
The Hartford Priority Accounts	2,186.26	Long Term Disability Premiums	Employee Benefits
Verizon Wireless	4,469.97	Monthly Bill	Various
Whited Twp	96.84	2020 Wildlife Mgmt & 2020 PILT	Unallocated
32 Claims Totaling:		<u>\$57,532.79</u>	
Spire Credit Union	11.69	Amazon/Legal Pads	IS
	284.00	MSBA/Dues	Attorney
	252.00	Supreme Court Lawer Reg	Attorney
	53.75	MNDOR/Assessors	Assessor
	30.94	Amazon/Cellphone Case	Building Maintenance
	201.99	Global Ind/LED Emerg. Unit	Jail
	193.99	SupplyHouse/Humidity Trans	Jail
	541.17	RM Cotton/KC Annual Maint. Kit	Jail
	498.00	RM Cotton/KC Annual Maint. Kit	Jail
	699.98	SupplyHouse/Valve Actuator	Jail
	12.99	Amazon/Cellphone Case	VSO
	92.49	Amazon/Office Supplies	VSO
	32.18	Amazon/Office Supplies	VSO
	13.95	Amazon Prime Membership	Sheriff
	360.00	Post Board Licensing	Sheriff
	-50.00	BCA Training	Sheriff
	39.15	CopQuest/Magazine Pouch	Sheriff
	29.49	Amazon/CF Memory Card	Sheriff
	23.61	Amazon/Laminating Pouches	Jail
	66.56	Amazon/Toner	Jail
	81.12	Amazon/Inmate Commissary	Jail
	31.50	Amazon/Inmate Medical	Jail
	-50.00	BCA Training	911 Emergency
	30.49	Amazon/RAM Mount PT Keyboard	Highway
	10.99	Amazon/iPad Screen Protector	Highway
	40.02	Amazon/Cellphoen Case	Highway
	15.99	Amazon/Cellphone Screen Protector	Highway

	7.39	Amazon/Cellphone Case	Welfare
	11.55	Amazon/Cellphone Case	Welfare
	229.62	CISCO/WebEx Subscription	Welfare
	110.45	Amazon/Standing Desk	Community Health
	220.90	Amazon/2 Standing Desks	Community Health
	36.30	Availity Subscrip Fee	Community Health
	308.40	Amazon/Clipboard	Community Health
	30.26	Availity Subscrip Fee	Community Health
	43.44	Availity Subscrip Fee	Community Health
	16.22	Amazon/Pocket Folders	Community Health
	38.64	Walmart/Wellness Snacks	Employee Wellness Program
38 Claims Totaling:	\$4,601.21		

Agenda Item #3

Regular Bills - Item a. Revenue Fund

Bills to be approved: 8/18/20

Department Name	Vendor	Amount	Purpose
ASSESSOR	Glen's Tire	34.93	Equinox Oil Change
ASSESSOR	M&I Lockbox: MCCC	105.00	Lynda.com License x3
ASSESSOR	Marco Inc	159.00	Lease Agreement
		298.93	
AUDITOR	M&I Lockbox: MCCC	105.00	Lynda.com License x3
AUDITOR	Office Depot	5.99	Office Supplies
		110.99	
BUILDINGS MAINTENANCE	East Central Exterminating	125.00	Service for July
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	July 2020 Cleaning
BUILDINGS MAINTENANCE	Granit City Jobbing	616.44	Cleaning & Paper Supplies
BUILDINGS MAINTENANCE	Handyman's Inc	274.86	Filters
BUILDINGS MAINTENANCE	Ideal Service Inc	375.00	Preventative Maintenance
BUILDINGS MAINTENANCE	Johnsons Hardware	28.97	House Wash & Sprayer
BUILDINGS MAINTENANCE	Quality Disposal Systems	388.36	Solid Waste Fee - Courthouse & PSB
		8,218.87	
COMPUTER EXPENSES	M&I Lockbox: MCCC	35.00	Lynda.com License
		35.00	
COUNTY COORDINATOR	Office Depot	97.60	Office Supplies
		97.60	
COUNTY CORONER	Methven Funeral and Creamation Svcs	400.00	Removal and Transport
		400.00	

COUNTY EXTENSION	Mattson, Jean	<u>75.38</u>	Remibursement for Fall for All Flyer Printing
		75.38	
COUNTY RECORDER	SAVVY	863.43	Laptop Computer
COUNTY RECORDER	MNCCC	<u>17,832.58</u>	Pictometry Imagery
		18,696.01	
COURT ADMINISTRATOR	McKinnis & Doom PA	85.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	467.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	170.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	212.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	59.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	204.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	51.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	<u>782.00</u>	Court Appt Attorney Fees
		2,031.50	
ELECTIONS	Election Systems & Software Inc	340.56	AM Ink Cartridges 15
ELECTIONS	Kanabec Publications	74.38	Publish P2020 Notice
ELECTIONS	Office Depot	<u>28.21</u>	Election Office Supplies
		443.15	
EMPLOYEE BENEFITS	Dearborn National Life Insurance Co	751.85	September 2020 Short Term Disability Premiums
EMPLOYEE BENEFITS	Health Partners	<u>6,499.68</u>	September 2020 Dental Premiums
		7,251.53	
EMPLOYEE WELLNESS	Card Services (Coborn's)	<u>52.39</u>	Wellness Snack Station Supplies
		52.39	
ENVIRONMENTAL SERVICES	Kanabec County Recorder	46.00	Trilogy Inc Variance Recording Fee
ENVIRONMENTAL SERVICES	Kanabec County Soil & Water	12,336.00	2nd Half 2020 County Allocation
ENVIRONMENTAL SERVICES	Quill	<u>225.98</u>	300ml photo blank ink x2
		12,607.98	

HIGHWAY	Consolidated Communications	<u>65.68</u>	Monthly Bill
		65.68	
HUMAN RESOURCES	American DataBank	66.60	Background Studies for New Employees
HUMAN RESOURCES	ECM Publishers	87.00	Home Health Aid Employment Ad
HUMAN RESOURCES	Kanabec Publications	<u>60.00</u>	Correctional Officer Ad
		213.60	
INFORMATION SYSTEMS	Consolidated Communications	735.50	Monthly Bill
INFORMATION SYSTEMS	CW Technology	1,203.40	Monthly Services
INFORMATION SYSTEMS	Pancake, Duke	<u>39.99</u>	Shredder
		1,978.89	
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc	<u>413.00</u>	REAM Grant July 2020
		413.00	
PUBLIC TRANSPORTATION	A and E Cleaning Services	525.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Auto Value Mora	32.47	Bus Parts
PUBLIC TRANSPORTATION	Bachman, Fran	81.35	Volunteer Driver Mileage
PUBLIC TRANSPORTATION	Braham Motor Service Inc	43.62	Bus Parts
PUBLIC TRANSPORTATION	Curtis, Michael	954.90	Volunteer Driver Mileage
PUBLIC TRANSPORTATION	Fairview Health Services	191.00	Drug Screens
PUBLIC TRANSPORTATION	Glen's Tire	28.00	Bus Repairs
PUBLIC TRANSPORTATION	Hoefert, Robert	1,025.80	Volunteer Driver Mileage
PUBLIC TRANSPORTATION	Industrial Health Services Network Inc	274.90	Drug Screen & Annual Program Fee
PUBLIC TRANSPORTATION	Kanabec Publications	50.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	1,092.50	Volunteer Driver Mileage
PUBLIC TRANSPORTATION	Marco Inc	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Mora Chevrolet Buick	1,439.32	Bus Parts
PUBLIC TRANSPORTATION	Nelson, Jerald	155.83	Volunteer Driver Mileage
PUBLIC TRANSPORTATION	Nelson, Ronette	282.90	Volunteer Driver Mileage
PUBLIC TRANSPORTATION	Premium Waters Inc	30.18	Bottled Water Supplies
PUBLIC TRANSPORTATION	Quality Disposal Systems	24.15	July Service
PUBLIC TRANSPORTATION	SHAH Software Inc	26,840.00	Transportation Manager System

PUBLIC TRANSPORTATION	Van Alst, Lillian	1,037.35	Volunteer Driver Mileage
PUBLIC TRANSPORTATION	Visser, Maurice	639.40	Volunteer Driver Mileage
PUBLIC TRANSPORTATION	Zamora, Ray	849.28	Volunteer Driver Mileage
		35,732.63	
SANITATION	East Central Solid Waste Commission	15.00	Kanabec County Highway Dept - MSW
		15.00	
SHERIFF	Consolidated Communications	70.75	Monthly Bill
SHERIFF	Emergency Automotive Technologies	1,762.04	New Squads, Super LED Lighthead
SHERIFF	Novus Glass	255.00	Windshield Installation/Labor
SHERIFF	Tinker & Larson Inc	50.00	Oil Change
SHERIFF	UPS	44.00	UPS
		2,181.79	
SHERIFF - CITY OF MORA	Tinker & Larson Inc	50.00	Oil Change
		50.00	
SHERIFF - JAIL/DISPATCH	Advanaced Correctional Healthcare	17,257.83	Pharmacy & On-Site Medical and Mental Health Svcs
SHERIFF - JAIL/DISPATCH	Consolidated Communications	165.09	Monthly Bill
SHERIFF - JAIL/DISPATCH	Electric Motor Service Inc	897.76	Labor and Parts to Repair 2HP Leeson
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	July 2020 Cleaning
SHERIFF - JAIL/DISPATCH	Granite Electronics	201.35	Jail Radio Replaced Switch, Optimized Radio
SHERIFF - JAIL/DISPATCH	Ideal Service Inc	375.00	Preventative Maintenance
SHERIFF - JAIL/DISPATCH	Office Depot	161.44	Inmate Commissary & Jail Supplies
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	199.35	July Service
SHERIFF - JAIL/DISPATCH	Rick's Home Furnishings	25.19	Amana Electric Dryer Door Switch
SHERIFF - JAIL/DISPATCH	RJ Mechanical	349.50	Service Call for Walk In Cooler
SHERIFF - JAIL/DISPATCH	State of MN Dept of Transportation	300.00	Communications Use Agreement
SHERIFF - JAIL/DISPATCH	Stellar Services	224.67	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	7,451.54	Inmate Meal
SHERIFF - JAIL/DISPATCH	Ziegler Inc	6,479.48	Troubleshooting & Preventative Maintenance
		34,673.00	

UNALLOCATED	Clifton Larson Allen LLP	787.50	FY2019 Audit Services
UNALLOCATED	Kanabec Publications	<u>296.62</u>	County Board Minutes
		1,084.12	
VETERAN SERVICES	Mora Unclaimed Freight	<u>36.29</u>	Misc Merchandise Office Supplies
		36.29	
	88 Claims Totaling:	<u><u>126,763.33</u></u>	

Agenda Item #3

Regular Bills - Item b. Road & Bridge

Bills to be approved: 8/18/20

Vendor	Amount	Purpose
A and E Cleaning Services	1,050.00	Highway Dept Office Cleaning
Ace Hardware	101.57	Shop Supplies
Ameripride	586.72	Uniforms and Services
Bjorklund Companies	1,290.32	Gravel
BlueTarp	287.46	Repair Parts
BuckleyII	3,299.08	Gravel
Envirotech Services	15,947.28	Calcium Chloride
Federated Co-ops	1,208.54	Maintenance Supplies
Glens Tire	174.00	Tire Repair
Gopher State One-Call	40.50	Locates
Kanabec County Petty Cash	38.20	Postage
Kwik Trip Inc.	348.84	Fuel
Little Falls Machine Inc	2,838.50	Shop Supplies
Maney International Inc	1,565.03	Repair Parts
Mora Chevrolet Buick	158.39	Repair Parts
Newman Traffic Signs	16,396.36	Signs
Owens Auto Parts	207.82	Repair Parts
Quality Disposal	164.25	Garbage Pickup
Sharrow Lifting Products	600.00	Hoist Inspection
Towmaster	449.47	Repair Parts
USIC Locating	350.00	Locates
Wiarcom, Inc	203.55	Vehicle Monitoring
22	Claims Totaling:	47,305.88

Agenda Item #3

Regular Bills - Item c. COVID Claims

Bills to be approved: 8/18/20

Department Name	Vendor	Amount	Purpose
ELECTIONS	Kanabec Publications	10.00	AB Lables COVID19 "No witness"
ELECTIONS	Office Depot	122.87	Election Office Supplies
ELECTIONS	Snyder, Denise	334.18	PPE Cleaning Supplies, Labels, Gloves, Binders
		467.05	
ENVIRONMENTAL SERVICES	Wickeham, Teresa	30.00	Disposable Protective Masks
		30.00	
FAMILY SERVICES	Mora Food Pantry	16,540.09	CARES Funding 2020-1: \$3,250 PPE, \$300 Ride Passes,
		16,540.09	\$12,990.09 Chest Freezers
UNALLOCATED	Kanabec County Auditor-Treasurer	300,000.00	CARES Act Grant Allocation to Social Services Focus Area
		300,000.00	
6 Claims Totaling:		<u>\$317,037.14</u>	

Agenda Item #4

August 18, 2020

REQUEST FOR BOARD ACTION

a. Subject: Gambling Approval	b. Originating Department/Organization/Person: Pheasants Forever
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 8/18/20

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for Pheasants Forever for a raffle event to be held at Pheasant Ridge Shooting Preserve, 1547 Imperial St, Ogilvie, MN 56358 on December 5, 2020.

f. Background:

Supporting Documents: None: **Attached:** ☒

Date received in County Coordinators Office:	8/13/20
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Coordinators Comments:

This Chapter of Pheasants Forever anticipates spending “30-50%” of the funds raised within Kanabec County.

Kanabec County Gambling Policy A-107 requires “a written guarantee that a minimum of 75% of the net proceeds will go to contributions within Kanabec County.”

In fairness, the applicant was not provided with a copy of the Gambling Policy ahead of time, nor was the minimum threshold communicated clearly by the Coordinator’s Office.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Ramsey County Chapter of Pheasants Forever Previous Gambling Permit Number: X-93117-20-008
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1429149
 Mailing Address: 1555 Iglehart Avenue
 City: Saint Paul State: MN Zip: 55104 County: Ramsey
 Name of Chief Executive Officer (CEO): Daniel Jambor
 CEO Daytime Phone: 763-228-4958 CEO Email: pres0909@pfOfficers.org
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Pheasant Ridge Shooting Preserve

Physical Address (do not use P.O. box): 1547 Imperial Street

Check one:

☒ City: Ogilvie Zip: 56358 County: Kanabec
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): December 5, 2020

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____ Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____ Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>_____ Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: August 12, 2020

(Signature must be CEO's signature; designee may not sign)

Print Name: Daniel Jambor

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

Kelsey Schiferli

From: Daniel Jambor <dfjambor@gmail.com>
Sent: Thursday, August 13, 2020 8:49 AM
To: Kelsey Schiferli
Subject: Ramsey County Pheasants Forever - Exempt Gambling Permit
Attachments: LG220 12-5-20.pdf

Ms. Schiferli,

Attached is our signed LG220 Application for Exempt Permit.

We are holding a chapter event at Pheasant Ridge Shooting Preserve in Ogilvie on December 5th and as part of that event we are raffling at least 2 items - hopefully a 3rd for one of the high school trap teams we support. We anticipate our chapter will spend approximately 30-50% of the funds raised in Kanabec County and so we truly appreciate your support.

Please do not hesitate to contact me with any questions or concerns. Thank you!

--

Daniel Jambor | President

Ramsey County Chapter of Pheasants Forever
p. (763) 228-4958 | Pres0909@PFOfficers.org

www.RamseyCountyPF.org ♦

Business Record Details »

Minnesota Business Name

PHEASANTS FOREVER, INC.**Business Type**

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

V-156

Home Jurisdiction

Minnesota

Filing Date

08/05/1982

Status

Active / In Good Standing

Renewal Due Date

12/31/2020

Registered Office Address2345 Rice Street
Suite 230
Roseville, MN 55113
USA**Number of Shares**

NONE

Registered Agent(s)

CORPORATION SERVICE COMPANY

PresidentHoward K Vincent
1783 BUERKLE CIRCLE
ST PAUL, MN 55110
USA

Filing History

Filing HistorySelect the item(s) you would like to order: Order Selected Copies

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/05/1982	Original Filing - Nonprofit Corporation (Domestic)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/05/1982	Nonprofit Corporation (Domestic) Business Name (Business Name: PHEASANTS FOREVER, INC.)	
<input type="checkbox"/>	08/14/1985	Nonprofit Corporation (Domestic) Restated Articles	
<input type="checkbox"/>	01/09/1986	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/28/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	09/22/1994	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	04/04/1996	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	04/04/1996	Nonprofit Corporation (Domestic) Restated Articles	
<input type="checkbox"/>	01/16/2007	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/19/2007	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	6/26/2015	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

Agenda Item #5

August 18, 2020

REQUEST FOR BOARD ACTION

a. Subject: Annual MDVA Grant Resolution	b. Origination: Minnesota Department of Veterans Affairs (MDVA)
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

a. Rescind Resolution #10/7/21/20:

WEREAS Resolution #10-7/21/20 was approved by the Kanabec County Board of Commissioners on July 21, 2020, and

WHEREAS the Kanabec County Veterans Service Officer was later notified by the Department of Veterans Affairs that the resolution language must include reference to the MN Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2, and funding restrictions;

BE IT RESOLVED that Resolution #10-7/21/20 is rescinded.

b. Approve the following replacement resolution:

Annual MDVA Grant

WHEREAS the County Veterans Service Office recommends we apply for the MDVA Operational Enhancement Grant as specified in Minnesota Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2. This is an annual grant offered to counties, and

WHEREAS grant money must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office;

BE IT RESOLVED to authorize Kanabec County Veterans Service Officer Erica Bliss to sign the grant agreement on behalf of the County Board.

BE IT FURTHER RESOLVED that the Kanabec County Board approves the application of the Veterans Operational Grant for FY21.

BE IT FURTHER RESOLVED that this grant should not be used to supplant or replace other funding.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments: