

Kanabec County Board of Commissioners

Regular Meeting Agenda The Meeting of May 19, 2020

Pursuant to the Declaration of the Local State of Emergency by the Kanabec County Board of Commissioners on March 25, 2020 (extended on April 21 and May 13, 2020) and pursuant to Minn. Stat. §13D.021, in-person meetings of the Kanabec County Board of Commissioners are not practical or prudent due to the COVID-19 health pandemic and the emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12. This is an Open Meeting and the public and media is urged to listen to the meeting via the phone number or video link listed below.

To be held via WebEx telephone call:

Telephone call-in number for public access: 1-408-418-9388

Access Code: 966 206 993



WebEx Video Conference Meeting link:

<https://kanabecounty.webex.com/kanabeccounty/j.php?MTID=m285ba04df8ca7c59d74a72ad91730768>

Meeting Number: 966 206 993

Meeting Password: MUc8a8JZQT7

Meeting To be held at: County Board Room

(limited access due to need for physical/social distancing)

Room #164 at the main courthouse lobby, Maple Ave Entrance
County Courthouse, 18 North Vine St, Mora, MN 55051

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

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

- 9:00am a. Call to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. Agenda approval

9:05am Recess County Board to a time immediately following the FSB.
Family Services Board

9:30am Kathy Burski, Community Health – COVID-19 Update

9:40am Jeff Anderson, Emergency Management- Contract with AmericInn for shelter as needed

9:50am Robbie Anderson- Tax Forfeit Property Clean-Up

Call-in number for Public Hearing and Public Comment 1-408-418-9388
Access Code: 966 206 993

10:00am **PUBLIC HEARING:** Knife Lake Exchange of Parcels of Real Property of Substantially Similar or Equal value

10:30am Public Comment

10:45am Chad Gramentz, Public Works

1. Fill HEO I Vacancy
2. Fill Lead Worker Vacancy
3. Sign Inventory
4. Crack Fill Services
5. Parking Lot Striping
6. Kanabec County's Safely Return to Work Plan ~ DRAFT

11:00am Denise Snyder, Auditor/Treasurer

1. DNR Snowmobile Grant for EC Riders FY2021
2. Annual ACH Resolution
3. Annual Auditor Treasurer's Report including the 2019 Donations to County, Routine EFT's and Restricted and Assigned Fund Balances for YE2019

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
4. SCORE Claims
5. Commissioner Reports
6. Future Agenda Items
7. 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

May 19, 2020

9:05 a.m.

- 1. Agenda Approval** **Pg. 1**
- 2. Director's Report** **Pg. 2-11**
 - Staffing –nothing new
 - Initiative Foundation request
 - New Program Seeking to Offer
 - See attached Consumer Support Grant Policies and Procedures
 - Ongoing Number of Children in Placement
- 3. First Quarter 2020 report**
 - See attached report**Pg. 12-26**
- 4. Welfare Fund Report**
 - See attached report**Pg. 27**
- 5. Financial Report**
 - See attached report**Pg. 28-30**
- 6. Abstract Approval**
 - See attached abstract and board vendor paid list**Pg. 31-34**
- 7. Other Business**
- 8. Adjourn**

Family Service Director's Report

May, 2020

Staffing – nothing to report

Initiative Foundation Grant Request

In order to use mobile access of laptops in some programs now and ongoing, we need to implement multi-factor authentication. This is a security requirement for Child Support and Income Maintenance staff for working remotely. This ensures proper security of potential Federal Tax Information (FTI). This has an approximate cost of \$2000.00. With our reimbursement rates in these areas, we will likely need to cover approximately \$840.00. We are also requesting up to \$4000.00, to purchase laptops. Our I.S. Department has figured a laptop would cost approximately \$800.00. These programs have a reimbursement rate of at least 50%. We would be able to ensure critical work functions could be completely secured for our community's needs. This would also ensure in the future that supervisors could resolve access issues to programs while out of the office

New Program We Are Seeking to Offer

Given the economic challenges we will all face, we are looking at adding a program to our services that will not have a cost to the county. The agency wants to ensure services are available in some form to our residents if waived or other programs clients are currently receiving are affected. The Consumer Support Grant (CSG) is a state-funded alternative that provides cash grants to children and adults with functional limitations who need ongoing supports to live in the community. Services and supports funded by the Consumer Support Grant must be over and above the normal cost of caring for a person if the person does not have functional limitations. These services and supports must relate directly to the person's functional limitations, enable the person to delay or prevent out of home placement, and meet the assessed needs of the person. Given the current difficulty in finding PCA Staff, the CSG program will allow for greater flexibility of services and supports. Kanabec County Family Services will receive approximately 5% of each individual's budget to cover the cost of administering the program.

See attached information.

Ongoing Update on Number of Children in Placement

Last month we had 13 children in our care in out of home placements. We have 13 children in care this month compared to 15 last year for the same month. Teams are meeting regularly to identify permanent options for these children including reunification with their families with services.

We have two children going into high cost programs for mental health. We are unsure of the total effect on the placement budget but it will increase significantly for several months.



Consumer Support Grant Policies and Procedures

The Consumer Support Grant (CSG) is a state-funded alternative that provides cash grants to children and adults with functional limitations who need ongoing supports to live in the community. Services and supports funded by the Consumer Support Grant must be over and above the normal cost of caring for the person if the person did not have functional limitations. Services and supports must relate directly to the person's functional limitations, enable the person to delay or prevent out of home placement, and meet the assessed needs of the person.

Eligibility

For the duration of the time while receiving CSG, a Participant must:

- Be the financial responsibility of Kanabec County, and have an assigned worker
- Be eligible for one of the Medical Assistance Home Care Programs
 - o Personal Care Assistance (PCA)
 - o Home Care Nursing (HCN)
 - o Home Health Aide (HHA)
- Maintain Fee for Service Medical Assistance (no managed care)
- Live in a home setting (not a licensed setting)
- Be able to direct and purchase their own care and supports, or have a family member, legal representative or other authorized representative available to purchase, arrange, and direct care on their behalf
- Not participate in the Alternative Care Program or Home and Community Based Waivers, PCA, Home Health Aide or Home Care Nursing Services

Program Information

The Consumer Support Grant (CSG) will allow participants to purchase a variety of goods, supports, and services beyond the usual supports offered through PCA, Home Care Nursing and Home Health Aide. Because CSG is a state-funded program, DHS and Kanabec County Policies allow for greater freedom of choice in employment of service providers, payment rates, service delivery specifications, and service selection. The services or items purchased through CSG must:

- Provide the supports needed for the person to live in their own home
- Relate to the functional limitation and assessed needs of the person

CSG Personal Support Plan

The monthly budget amount of a Consumer Support Grant is determined by the MN Department of Human Services. It is based on availability of grant funding, date of the application, the home care assessment rating of the participant, and statewide utilization or authorization averages. Home care assessment ratings are completed annually by a MNChoices Assessor. A change in the number and/or types of needs related to activities of daily living, behavior, and/or complex health conditions will result in a change in the CSG budget.

Once a budget has been determined, it will be up to the participant to complete a CSG Personal Support Plan and submit to Kanabec County Family Services for approval.

Each plan should address all of the participants' assessed needs. The plan will not be approved until all needs are addressed, either by using CSG to purchase services and supports, or by using informal/unpaid supports.

All plans will include a 5% County Administrative Fee, as well as applicable FMS fees. Consumer Support Grant dollars cannot be carried over from one plan year to the next.

If the MNChoices Assessment determines that the participant is unable to direct his/her own care or manage his/her own supports, an authorized representative must be designated before the CSG plan is approved. If the participant refuses to designate an authorized representative, the CSG plan will be not approved.

Accessing Funds

The participant will choose a Financial Management Services (FMS) provider to disburse the funds monthly for approved services, supports and goods. The participant is responsible to follow all FMS policies and procedures for payment of funds. The FMS will only disburse funds according to the approved plan, on a monthly basis. Requests for payment of items or services not in the approved plan will be denied. Fees for the FMS provider are paid from the participant's individual budget.

Hiring a Support Person

If CSG funds are used to hire a support person, the participant must use a Financial Management Services provider to support the responsibility the participant has as an employer. Background checks should be completed, and references should be verified.

Spouses, parents of a minor child, friends, relatives, legal guardians, or workers employed by a home care agency are eligible for employment in the CSG program.

Employees will need to:

- Enroll as a provider with Minnesota Health Care Programs (MHCP) prior to providing services
- Complete and submit to MHCP Provider Enrollment the Individual Support Worker Enrollment Application (DHS 4469A) and Provider Agreement (DHS 4611)

Additional Home Care Nursing Requirements

People who require Home Care Nursing to maintain a safe, independent living environment have more complex medical conditions. The following are additional requirements that must be followed:

- Create a backup plan when support providers are absent
- Sign a Home Care Nursing Participant Agreement
- Evidence of the role of Qualified Professional
- Monthly site visits by Kanabec County staff to monitor safe, independent living of the participant and status of the support network
- Create a regular respite plan for support providers
- Report of Medical Doctor belief that informal providers have been trained to care for the participant
- Specific description of all formal and informal support providers
- Specific description of necessary medical supports

Making Changes to an Approved CSG Personal Support Plan

The approved CSG Personal Support Plan is considered the plan in effect unless and until any proposed changes are submitted to Kanabec County Family Services and approved. Participants are expected to limit their plan changes to once per quarter, except in extenuating circumstances. The plan must be amended and reapproved when:

- Moving funds from one category to another
- Adding an item or services
- Substituting an item or service costing more than \$500 for a similar previously approved item or service
- The annual budget changes

Exiting from the Consumer Support Grant

There are times when participants choose to no longer participate in the program, or have substantial life changes that affect their ability to continue using CSG. In these situations, the participant must contact Kanabec County Family Services immediately:

- Participant chooses to no longer participate in CSG
- Participant enters nursing home, licensed facility or other type of placement: the monthly grant will be prorated for participants who enter temporary out of home placement for less than 60 days. The grant will be terminated for participants who enter temporary out of home placement for more than 60 days.

- Participant moves out of state
- Participant is no longer eligible for Medical Assistance or other CSG requirements
- Participant is no longer able to direct his/her own care and there is no responsible person available to assist the participant
- Participant needs an authorized representative to manage their services and there is no one available to assist the participant
- Participant misuses or refuses to use the CSG to pay for services identified in the CSG Personal Support Plan
- Participant refuses to provide specific documentation of how the CSG funds were spent following the County's request
- Participant or legal representative are convicted of wrongfully obtaining public assistance or disqualified from obtaining assistance
- Immediate health and safety concerns of the participant
- Parents of minors paid through CSG are subjects of an active child protection investigation or substantiated abuse
- Guardian or legal representative of an adult participant paid through CSG are subjects of an active vulnerable adult investigation or substantiated abuse
- Participant dies

Appeal Rights

If there is a reduction in service level or termination of services, the appeal rights will be sent to the participant in a Notice of Action.

If there is a denial of particular expenditure request by Kanabec County Family Services, the participant may request that the Adult Services Supervisor review the request. If the Supervisor denies the request, the participant may ask the Family Services Director to review the request and give the final decision.

Expenditure Guidelines

All proposed expenditures must:

- Be related to the participant's needs and priorities
- Support the participant's health, safety and well-being
- Not be covered by other sources (i.e. private insurance, Medical Assistance, Social Security, etc)
- Fall within a customary range for similar support, goods and services
- Be defensible to the taxpayer and the funding source

Expenditures must fall into one of the categories of personal assistance, treatment and training, or environmental modifications and provisions. Goods and services that are not specifically listed below may be considered on an individual basis.

PERSONAL ASSISTANCE:

Services to help a person through hands-on assistance, cues, prompts and instruction with his/her activities of daily living (ADLs) and instrumental activities of daily living (IADLs). A person can receive personal assistance from multiple people and in multiple areas of his/her life. For example, a person may employ different people to: clean the house, provide a weekend of caregiver relief, provide hands-on assistance with ADLs or IADLs, provide prompts to help the person complete tasks, and provide behavioral redirection. These include the services of:

Adult Day Services: Available as a licensed service for adults 18 and older who need assistance with health and social services, and provides the supports necessary either to maintain or improve the person's ability to care for themselves.

Caregiver Relief (Respite): Care provided to give temporary relief to the CSG recipient's primary caregiver(s). May include in-home, out-of-home, licensed or unlicensed, camps, and occasional use of a drop-in child care.

Chore Services: Assistance provided to a person, or his or her primary caregiver, to help maintain a clean, sanitary and safe environment.

Companion Services: Non-medical care, supervision and socialization provided to a person age 18 or older.

Homemaker Services: Services that help a person manage general cleaning and household activities. There are three homemaker services: cleaning, home management and assistance with activities of daily living.

Payment to a Parent of a Minor Child or a Spouse to provide PCA services will be considered an allowable expense if all of the following criteria are met:

- The child needs staff to perform services for/with them
- There is a job description which details the work that will be performed, and is based on the participant's assessed needs
- The parent is able to perform the duties in the job description that are above and beyond what is considered parental responsibility
- The parent is able to be hired as staff and can pass a criminal background check
- Parents of minors cannot be paid more than 40 hours per week combined regardless of the number of parents, number of children, and number of households. Rate of pay including payroll taxes and fees cannot exceed the current PCA rate
- All staff time must be real time spent with the participant. All staff time must be 1:1
- A parent/spouse who receives services can be paid to provide services to their child/spouse. However, the parent/spouse cannot provide a service that they receive assistance with. For example, if a parent receives assistance with bathing, they cannot be paid through CSG to assist their child with bathing.

Personal Support: Personal support services relate to outcomes identified in the person's support plan, and include supervision, support or assistance with: activities of daily living, accessing community services, developing meaningful connections with community members, establishing new relationships and nurturing existing ones, and participating in community activities of the person's choosing.

TREATMENT AND TRAINING

Treatment and training includes those services that promote the person's health and ability to live and participate in the community. Supports and services categorized here are those typically performed or provided by people with specialized skill, certification or licenses. Examples of services or support that can be covered under this category include:

Independent Living Skills Training: Services that help develop, maintain and improve the community living skills of a person in the areas of: communication, community living and mobility, interpersonal skills, reducing behavior, self-care, and sensory/motor development.

Individualized Home Supports: Services providing support and training in community living service categories for people 18 years or older who lives in their own homes.

In-Home Family Supports: Services provided to a person and his/her family (including extended family members) in the family's home and/or in the community to enable the person to remain in or return to the home. In-home family supports include assistance to develop, maintain or improve skills related to activities of daily living, such as: household chores, eating and food preparation, personal hygiene, social and adaptive skills, health/safety/wellness, and household management.

Therapy or treatment provided by nurse, home care and therapy professionals that either augment those available under state plan benefits or are included in the CSG plan as an alternative to state plan services.

Trainer and educational costs for paid or unpaid caregivers: Payment can be made for training and education of caregivers to increase their ability to care for the person. For example, it may include the cost of a community CPR training, and can include time for paid staff to attend training. This training and education must be directly related to the provision of care or support to the person.

Specialized treatment, therapy or training: Purchase counseling service, behavioral services and cognitive or other therapy if the service is part of the approved plan, prescribed by a physician licensed to practice in Minnesota and enrolled in Minnesota Health Care Programs, and is not covered under MHCP elsewhere.

ENVIRONMENTAL MODIFICATIONS AND PROVISIONS

Supports, services and goods provided to a person to maintain a physical environment that helps the person live and participate in his/her community, and are required to support the person's health and safety.

Adaptive Clothing: Covered adaptive clothing includes clothing that is either:

- Specially designed to increase a person's independence in dressing, grooming, toileting or bathing
- Designed to endure abnormal movement patterns or acting out
- Could also include items prescribed by a physician (e.g., orthopedic shoes) that are not covered under MHCP

Assistive Technology: An assessment can be purchased to help determine the person's need for assistive technology, including which equipment and devices may work best for the person. Assistive technology includes devices, equipment, or a combination of both, that improves the person's ability to communicate in the community, control or access his/her environment, or perform activities of daily living. A tablet solely used for augmentative communication is covered through MHCP. Assistive technology / equipment covers:

- Equipment rental during a trial period, customization, training and technical assistance
- Maintenance, repair of devices and rental of equipment during periods of equipment repair
- Most appropriate selection of a product from the available options
- Ongoing training and evaluation for the person and caregiver about the product

Environmental Supports: Environmental supports can be covered if the supports are necessary to maintain a clean, sanitary and safe home environment and the person cannot perform these tasks due to functional limitation. This includes chore-like services (e.g., lawn mowing, snow removal and heavy cleaning).

Home Delivered Meals: provided to a person 18 years or older who is not able to prepare his/her own meals. Coverage is limited to a maximum of one meal per day.

Home Modifications: An assessment can be purchased to help determine a person's home modification needs. Modifications can include installation, purchase, maintenance, repairs of modifications, labor, portable or permanent equipment, materials, devices and systems that are integral to the home modification project. Modifications must be completed by licensed contractors. Modifications that add square footage to the home will not be approved. Examples include, but are not limited to:

- Modification of bathrooms and kitchens, including grab bars
- Ramps
- Widening of doorways
- Adaptations to bikes and strollers
- Adaptations to furniture
- Adaptive positioning devices
- Adaptive utensils
- Alarm/monitoring systems and other requirements of applicable life safety and fire codes, if any
- Floor coverings (e.g., allergy friendly or accessibility flooring)
- Specialized electric and plumbing systems necessary to accommodate medical equipment and supplies
- Modification to meet egress requirements that are not the homeowner's responsibility and are related to the person's assessed needs
- Monitoring technology (e.g., motion detectors)
- Shatterproof windows

Special Diets: Based on a doctor-prescribed diet, the person needs additional or specialized foods that are directly related to a disability or health condition, and for which no MHCP or cash program coverage is available. CSG can pay the additional costs for the specialized food (e.g. the difference between a regular gallon of milk and a lactose free gallon of milk).

Supplies and Equipment: Covered items include supplies and equipment not available under Medical Assistance state plan, including durable and non-durable medical supplies and equipment necessary to meet functional limitations. Doctor's order may be required. Covered supplies and equipment could include durable and non-durable medical equipment and supplies not available or denied under the Medicaid state plan, such as:

- Electronic tablets both as part of a system of environmental controls and as an augmentative communication device
- Equipment repair and maintenance, unless covered by the manufacturer's warranty

- Items necessary for life support and supplies necessary for the proper functioning of such life support items
- Items that exceed the covered service limits under the Medicaid state plan
- Personal emergency response systems (PERS)
- Pre-moistened cleansing wipes to aid in disability-related continence care
- Thickening agents when it is determined the person has a medical need
- Upgrades and add-ons to otherwise-approved state plan items determined necessary to meet the needs identified in the person's support plan
- Used equipment when all criteria are met.

Transportation: Transportation costs can be covered when the need for the transportation service is due to a person's functional limitation. If the person requires assistance from someone while being transported, that cost is covered under the category of personal assistance. A person cannot use CSG funding to meet transportation needs that a parent of a minor or spouse would be expected to provide if the person does not have a functional limitation (e.g., transportation to an after-school activity, day care, shopping centers or recreational events), or replace Medical Assistance state plan medical transportation. Reimbursable transportation costs include the cost of:

- The transport (e.g., mileage or fares)
- The person providing the transportation (e.g., driver)

Vehicle Modifications: An assessment can be purchased to determine a person's vehicle modification needs. Modifications can include labor, equipment, materials, devices and systems to the primary vehicle that are integral to the vehicle modification project. Examples include, but are not limited to:

- Adapted seat devices
- Door handle replacements
- Door widening
- Handrails and grab bars
- Lifting devices
- Roof extensions
- Wheelchair securing devices

UNALLOWABLE EXPENSES

Items that cannot be approved include, but are not limited to:

- Additional square footage to homes
- Cable Television or other Streaming Services
- Child Care for non-disabled siblings
- Community and Family Activities, unless related to a formal goal for skill development that is related to an assessed need
- Education related expenses, whether public/private/homeschool or college
- Guardianship/Conservatorship costs
- Furniture
- Home repairs or improvements
- Insurance, deductibles or spenddowns

- Legal Fees
- Medical Mileage
- Music lessons and instruments
- Parental fees
- Pets, therapy animals and related costs
- Property damage
- Normal wear and tear on items or equipment
- Recreational/leisure activities
- Room and board
- Socialization
- Storage fees
- Toys/Games that are not related to the specific disability of the person and an assessed need
- Utilities
- Vacation expenses
- Vehicles
- Video games and consoles
- Wills and trusts

Kanabec County Family Services First Quarter 2020 Report

CHILD PROTECTION

A. Major Highlights

- Family Services has partnered with NorthStar Family Advocacy Center to conduct forensic interviews and provide resources to our families. NorthStar Family Advocacy Center is in Braham. In this quarter two interviews were completed at NorthStar.
- Family support team meetings continue to be an asset to connecting the agency with the community and school.
- The governor issued a stay at home order which resulted in additional challenges to work through.
- The agency has been able to utilize the Ticket's for Kids programs for families and have been able to give tickets out for Twins Games, Science Museum, Monster Jam, and Trampoline Park.

B. Trainings

- Kari completed foundation training in February.
- Jen, Tamara, Kari and Leah attended MSSA in March
- Katie, Kari, Tamara, Jen and Leah attended Child Abuse Medicine for the Non-Medical professionals by Dr. Hudson from the Minnesota Children's Alliance

C. Challenges/Concerns:

- Truancy cases and attendance issues increasing through the end of the school year and with the current stay at home order students are not turning in work or communicating with the school.
- Limited resources and waiting lists present a challenge to address the needs of clients.
- Chronic chemical use/abuse in the county and its exposure to children.
- The current stay at home orders by the Governor and the COVID-19 pandemic.

D. COVID-19 Pandemic

- This has added additional concerns and challenges for our team to ensure the safety of the children that we serve and the need to lead by example and social distance. Some of these challenges are:
 - Daily changes in procedures and policies.
 - Face to Face contact and meeting timeline requirements.
 - Lack of technology for remote workers.
 - Limited staff in the office.
 - Closed court rooms and court cases are put on hold.

Kanabec County Family Services First Quarter 2020 Report

E. Looking Ahead

- Stay At Home order ending
- Court rooms opening and cases returning to the court calendar
- Staff returning to the office
- Anticipation that the stay at home order may lead to increased number of assessments and investigations as things reopen

<u>Children's Services Statistics</u>	April 2019- June 2019	July 2019 – September 2019	October 2019- December 2019	January 2020 – March 2020
Child Protection (CP)/Child Welfare (CW)				
CP/CW intakes				
○ Opened for assessment	47	33	35	26
○ Screened out (CP only)	57	95	116	83
• Assessments & investigations	60	22	67	36
• Case management	51	79	79	64
• Open CHIPS court files (per child)	32	28	24	22
• Open Adoption Cases				3
• Completed Adoptions				3
Parent Support Outreach Program (PSOP)				
• PSOP intakes	2	4	11	4
• Opened for case management	0	0	8	3
Children's Mental Health (CMH)				
CMH intakes				
○ Opened for case management	7	7	9	9
○ Screened out	1	1	0	0
• Case management (per child)	40	40	37	45
❖ Out of Home Placements				
• Children's services placements	28	19	14	17
• Trial home visits	1	3	6	2
• Pre-adoptive/Pre-kinship home	2	3	4	5
• Extended foster care (Age 18-21)	1	2	1	1
• Probation placements	0	1	1	0

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

Children's Mental Health

A. Major Highlights:

- Youth entered residential treatment
- Another youth continued in Voluntary placement
- We continue doing respite group activities which have gone really well

B. Trainings:

- Alissa attended Perinatal Bereavement training, Mental Health Crisis?
- When to Observe, Engage, Remove Yourself, and Refer webinar
- Own Your Voice: Assertive Communication webinar
- Housing Stabilization Services webinar

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.
- Increase in intakes causes caseloads to be higher again.
- Long waitlists for in-home skills and therapy at this time.
- Near the end of March the COVID 19 situation significantly changed operations
- Working hard to find unique and affective ways to support clients during this time

D. Looking Ahead:

- Uncertain times for staff and clients.
- Expecting an increase in needs as children are out of school for extended periods of time.

Financial Assistance

Preparer: Tim Dahlberg

A. Major Highlights

- Able-bodied legislative changes have been put on hold with COVID-19.
- Jennifer, our newest Eligibility Worker, has been learning and completing her work well.

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 we need to be ready for additional requests.

C. Looking Ahead

- We continue to pursue the ability for our eligibility workers to work remotely. This is to ensure uninterrupted service to our program participants and potential new applicants.
- Cases that are set to renew in the next couple of months will automatically renew.

Kanabec County Family Services First Quarter 2020 Report

- 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 3/31/20		
Program	Active Cases	# of Persons Active
MN Family Investment Program (MFIP)	61	138
Diversionary Work Program (DWP)	7	22
General Assistance (GA)	76	76
MN Supplemental Assistance (MSA)	76	77
Group Residential Housing (GRH)	71	71
Food Support (SNAP)	711	1134
Medical Assistance and/or Medicare Savings Programs (MAXIS)	794	820
Medical Assistance (METS) *as of 4/6/2020	1525	2994
MinnesotaCare (County Serviced) * as of 4/6/2020	73	101

Adult Mental Health

Reporters: LuAnn Beachem, Cassie Dahlberg, Kurt Seidel

A. Major Highlights:

- COVID-19 school and business closures have had major effects on our clients' lives. People are struggling to maintain food and supplies in their homes, educate their children, and meet their health needs during this time. Case managers are increasing contacts with clients to assist with supports that can be offered including web contacts, peer networks, and assisting with continuing care with their providers.

B. Training Attended:

- Two staff attended the MSSA Annual Training Conference; all staff completed the Random Moments Training

C. Challenges and Concerns:

- Residents with mental or chemical health concerns are continuing to require supports and treatment but, due to the pandemic, there is a greater shortage of
- Facilities with open beds and intensive treatment available for people. This is on top of the shortage that has already existed.

D. Trends:

- There has been an increase in mental health and chemical use hospitalizations during the last half of the quarter.

Kanabec County Family Services First Quarter 2020 Report

E. Looking Ahead:

- The ability for providers to utilize phone and internet contacts with our rural consumers has been beneficial. Hopefully, some of these services can remain available to professionals and clients going forward.

Community Support Program

Reporter: Rhonda Bergstadt

A. Major Highlights

- Corona virus pandemic. Many people in this program have several medical conditions that would be complicated with a virus of this type. Extensive information of virus transmission has been provided by their medical providers and reviewed with them by many people including this worker, housing and public health.

B. Training Attended

- Client specific training and research is completed as needed for individual treatment requirements.
- Social Distancing information has been provided.

C. Challenges and Concerns

- The stress of isolation is very hard on these clients; even the suggestion of this being a long term situation is stressful. Reinforcing the need to look at facts, not speculate on possibilities and to focus on things that we can all control helps in stressful situations like this.

D. Looking Ahead

- We are looking for ways to socialize with people without jeopardizing anyone's health. Technology is being explored to determine if there is any way that meetings and groups could be held while following social distancing rules.
- Possible social distance meetings with a tape measure and Lysol wipes may be coming to a group this summer.

E. Trends

- Staying home, wearing masks, wearing gloves and backing away from others. Reminders to everyone to smile with your eyes and to be kind when wearing your protective gear and keeping your distance. We do not know what affect we are having on others. I remind all of my people of this whenever I speak to them. Being kind to each other does not require social contact.

DD Case Management **Adult Protection**

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

Vulnerable Adult

Reporter: Kelly Mitchell/Chelsey Bottelson

A. Major Highlights

- The impact Covid -19 could have on our DD population

B. Training Attended

- Staff attending online Convene 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 toward the end of the quarter, 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.
- Preparing for more Rate Exception Requests.

E. Trends

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

Aging Services Care Coordination

Reporter: Krista Eye

A. Major Highlights

- Getting a member to accept more services that were much needed to sustain health and safety in the home. It is always rewarding to place services in the home so elderly members can continue to live on their own.

B. Training Attended

- Attended brief trainings over ITV with SCHA for updates in their TruCare system

Kanabec County Family Services First Quarter 2020 Report

- Review new codes for SSTs (random moments) Power Point as training had to be canceled.

C. Challenges and Concerns

- Finding resources abruptly when member that lives alone is hospitalized and family in the metro area is not available. Issues that arose such as pets in the home and with appliances.
- We don't always have resources in this rural area so creative thinking often needs to take place.
- One challenge we faced this quarter was the volume of case load and the tasks that needed to be completed with members of the county health plan to ensure quality care coordination.
- This quarter another concern was part D health plans contacting members and promoting their product to members that already have an MSHO plan with SCHA (which is Medicare, Medicaid, and part D together). Members don't always understand this and contact the Care Coordinator and want to go back on MSHO. The Care Coordinator can re-enroll members in MSHO. This is just confusing for the elderly.

D. Trends

- Aging population in our community is increasing and the needs of this population are also increasing.

E. Looking Ahead

- Having more time with members to ensure in-depth care coordination and meeting needs of the elderly population in their homes.
- Creating more senior resources to ensure quality of care in our community.
- Looking into more programs that are available for the senior population and gain more knowledge of such programs and resources.

Licensing

Reporters: Tonya Burk, Danielle Linkert, Ashlee Lovaas

A. Major Highlights

	Family Child Care	Child Foster Care	Adult Foster Care
New Licenses	1	2	
Relicensing	2	1	
Off Year Visits			
Change of Premise			
Pending Applications	2	1	
Correction Orders			

Kanabec County Family Services First Quarter 2020 Report

Negative Actions			
Extensions			
Investigations			
Closed Licenses	1		
Orientation provided for (number of persons)	3	3	1
Total Number of Providers in Kanabec County	25	18	18

B. Training Attended

- Data security training-Ashlee 1/21/2020
- MSSA Conference- Danielle, March 11 and 12, 2020

C. Challenges and Concerns

- COVID19 concerns for providers – many new directives from DHS Licensing
- Child Care Providers closing doors due to COVID19
- Licenses are being extended by DHS due to COVID19
- One staff on medical leave

D. Looking Ahead

- New applicants in process
- Will need to follow up with providers whose licenses were extended due to COVID

E. Trends

SOCIAL SERVICES STATISTICS

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					
MNChoices					
# New Assessments	11				
# Reassessments	67				
SCHA Community Well – New Enrollees					
# New Enrollees	5				
Total Members Served	93				
CADI Waiver					
# clients on waiver	77				

Kanabec County Family Services First Quarter 2020 Report

# adults	65				
# children	12				
# clients in residential setting	29				
# receiving employment services	14				
Relocation Services					
# receiving RSC	0				
710 Licensing					
Family Child Care					
# homes active	25				
# newly licensed	1				
# relicensed	2				
Child Foster Care					
# homes active	18				
# newly licensed	2				
# relicensed	1				
Adult Foster Care/Comm Resid Setting					
# homes active	18				
# newly licensed	0				
# relicensed	0				
730 Chemical Dependency					
# Rule 25 assessments	49				
# Detox paid	5				
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
740 Mental Health – Adults					
Residential					
# persons in CBHHS	0				
# inpatient setting	10				
# IRTS setting	3				

Kanabec County Family Services First Quarter 2020 Report

# in residential setting	9				
Community Supports					
# CSP clients	22				
# Adult services	8				
Case Management					
# Rule 79 clients	59				
# general case management clients	4				
Court					
# pre-petition screenings	4				
# judicial hearings	6				
750 Developmental Disabilities					
# DD clients – adult	83				
# DD clients – child	40				
# clients on waiver	71				
# SILS clients	10				
# clients in residential setting	30				
# clients in ICF-DD	3				
# clients in nursing home	1				

Kanabec County Family Services First Quarter 2020 Report

# receiving employment support	27				
# receiving Family Support Grant	0				
760 Adult Services					
# Adult Protection reports	21				
# Adult Protection cases	5				
# Court Visitor cases	0				
Overall Number of Workgroups	517				

Accounting Unit

Reporter: Cheryl Jenkins

A. Major Highlights

- Cross training between Fiscal staff is almost complete, a few areas remain and we hope to have all training completed soon.
- All quarterly reports were completed by their due dates.
- We are continuing to work on process and procedure for Targeted Case Management (TCM) with the Adult and Children's Units. We have seen an increase in revenue across every TCM area with one exception in VA/DD TCM which remains static. We have compared the first quarter of 2019 to the first quarter of 2020, below are the actual increases:
 - i. Children and Adult Mental Health TCM (SCHA) \$23,198
 - ii. Children and Adult Mental Health TCM \$11,990
 - iii. Waiver CM \$12,408
 - iv. Child Welfare TCM \$5,702
 - v. Alternative Care/Elderly Waiver (SCHA) \$9,182
- Fiscal staff are working to ensure that accounting updates due to COVID-19 across all systems are correct and updated timely.

Kanabec County Family Services First Quarter 2020 Report

B. Challenges and Concerns

- Our welfare fund balance remains low.
- 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.

C. Looking Ahead

- Fiscal staff is tracking all COVID-19 related expenses.

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				56,590	190,348
Federal Sources	228,554				228,554	1,114,608
Other Sources	16,966				16,966	127,350
Fund Balance-Planned Use					-	
Total	302,109	-	-	-	302,109	1,432,306
Expenditures - Income Maintenance						
Public Aid	100,750				100,750	488,100
Personal Services	329,564				329,564	1,267,837
Services & Charges	64,085				64,085	229,459
Direct Materials	1,314				1,314	4,650
Other Expenses					-	
Total	495,714	-	-	-	495,714	1,990,046
Revenues - Social Services						
State Sources	107,727				107,727	813,122
Federal Sources	307,152				307,152	1,132,769

Kanabec County Family Services First Quarter 2020 Report

Fees for Services	43,948				43,948	113,000
Other Sources	69,913				69,913	352,650
Fund Balance-Planned Use					-	
Total	528,740	-	-	-	528,740	2,411,541
Expenditures - Social Services						
Public Aid	307,372				307,372	1,644,044
Personal Services	574,693				574,693	2,219,174
Services & Charges	62,547				62,547	241,545
Direct Materials	2,154				2,154	14,786
Other Expenses					-	
Total	946,766	-	-	-	946,766	4,119,549
Revenues - IM & SS						
State Sources	164,317	-	-	-	164,317	1,003,470
Federal Sources	535,706	-	-	-	535,706	2,247,377
Fees for Services	43,948	-	-	-	43,948	113,000
Other Sources	86,879	-	-	-	86,879	352,650
Fund Balance-Planned Use						
Total	830,849	-	-	-	830,849	3,716,497
Expenditures - IM & SS						
Public Aid	408,122	-	-	-	408,122	2,132,144
Personal Services	904,257	-	-	-	904,257	3,487,011
Services & Charges	126,632	-	-	-	126,632	471,004
Direct Materials	3,468	-	-	-	3,468	19,436
Other Expenses						
Total	1,442,480	-	-	-	1,442,480	6,109,595

CHILD SUPPORT

Kanabec County Family Services First Quarter 2020 Report

Preparers: Tammy Owens/ Tim Dahlberg

A. Major Highlights

- We have been able to begin refining our processes.
- We had 177 cases go through the COLA (Cost of Living Adjustment) process. This involves reviewing these cases prior to March 20th to insure all information is correct and fit the criteria for the adjustment. This increased the monthly ongoing Basic Support obligations a total of \$3,061.00.
- In reviewing the available reports that the State compiles on a quarterly and monthly basis we found:
 - In 2019 the team completed 14 Paternity adjudications either by completion of ROP (Recognition of Parentage) or by judicial action, 40 Establishment of support court orders and 40 Modification court actions.
 - From 07/01/2009 thru 06/30/2019 58.3% of the bank account levy actions commenced by the team. The dollars obtained by the levies were \$10,116.02 PA (public assistance) and \$190,631.19 NPA (non-public assistance) for a total of \$200,747.21 being paid towards the arrears balances on 53 cases.
- Numerous SCRIPTS were reviewed and use was implemented that streamlined some of the repetitive actions taken on a case and/or added reminders to later review the case for further action.

B. Challenges/Concerns

- Finding ways to use the Stay at Home order to our advantage by digging deeper into the areas that challenge us the most in our daily case processing.

C. Looking Ahead

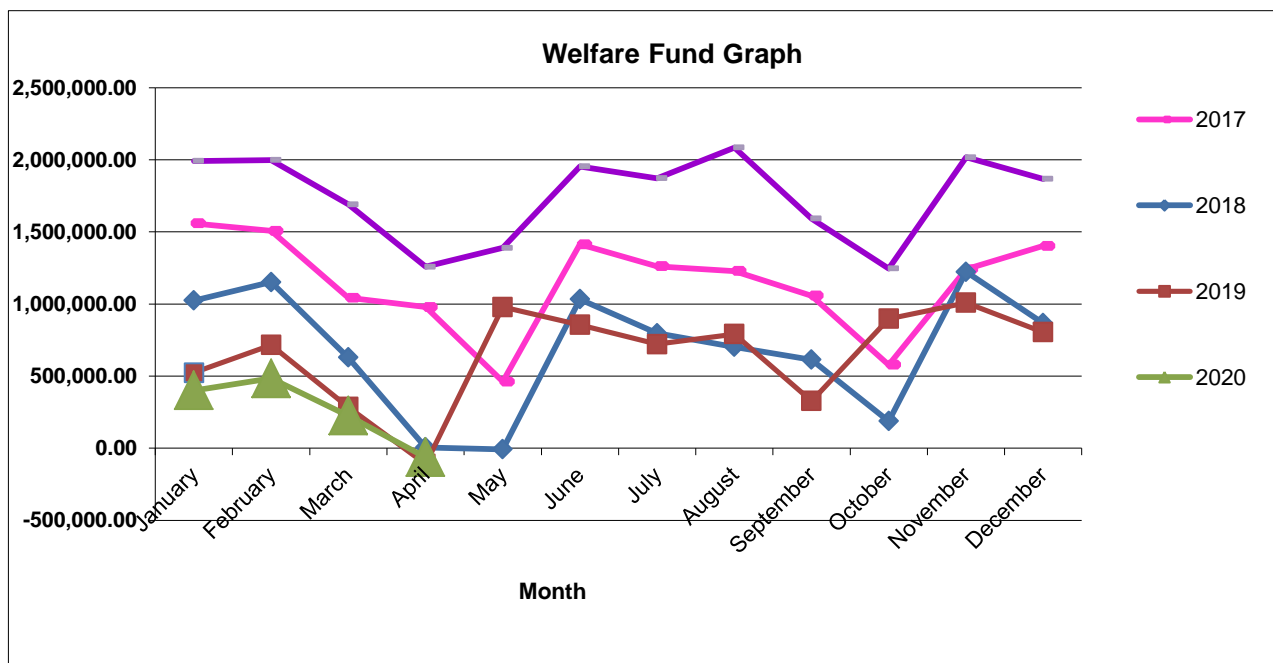
- We discovered a case that has contributed highly to our missing current collections rate that resulted in a PIP. This is a special case where we are doing what is best for all involved. Current payments are happening, they are just occurring outside of the standard process. In connecting with the state, if our PIP persists, we could attribute this towards our missed goal and it could be cleared as an extenuating circumstance.
- Remote ITV/telephone court hearings starting in May
- Looking forward to getting back to business as usual as much as possible.

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				
Arrears Only	227				
Public Assistance	206				
Foster Care	12				

Kanabec County Family Services First Quarter 2020 Report

Spousal Maintenance Only	5				
Total	766				
Collections Report					
Total Collected	\$555,366.18				\$555,366.18
PA Collections					
Current	\$125,524.97				\$125,524.97
Arrears	\$31,312.84				\$31,312.84
Spousal Maintenance					\$0.00
Total	\$156,837.81				\$156,837.81
NPA Collections					
Current	\$264,670.51				\$264,670.51
Arrears	\$126,558.54				\$126,558.54
Spousal Maintenance	\$7,299.32				\$7,299.32
Total	\$398,528.37				\$398,528.37
Current Support due	\$535,119.83				\$535,119.83
Current Distributed	\$396,142.00				\$396,142.00
% of Distribution of Current	74.03%				
Cases with Arrears due	490				
Cases with Arrears Distributed	211				
% of Cases w/Arrears Payment	43.06%				

	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	
June	1,954,116.59	1,413,892.29	1,032,778.15	855,820.47	
July	1,872,392.93	1,262,151.35	796,820.09	721,467.48	
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	1,046,849.53
Averages	1,747,179.65	1,144,641.51	685,614.37	650,069.41	261,712.38
6 month Avg.	1,780,101.80	1,128,473.23	731,853.61	758,505.15	476,734.58
Rolling 12 month Avg	1,747,179.65	1,144,641.51	685,614.37	650,069.41	619,412.35



Kanabec County Family Services - Board Financial Report							Through April 2020	
	Total year to date/			8.33%	16.67%	25.00%	33.33%	
Department	Budget	% of budget	Total	January	February	March	April	
Income Main. Service								
Exp	678,361.00	35.42%	240,243.71	89,896.92	49,122.48	48,665.01	52,559.30	
Rev	385,517.00	21.36%	82,341.26	9,718.42	53,347.24	9,474.18	9,801.42	
Tax	286,164.00	1.42%	4,066.08	4,066.08				
State Shared Rev			0.00					
Recoveries								
Exp	19,100.00	41.80%	7,984.12	5,464.15	968.70	0.00	1,551.27	
Rev	19,100.00	57.84%	11,047.22	1,865.65	2,550.79	4,568.04	2,062.74	
Tax	24,470.00	1.42%	347.69	347.69				
State Shared Rev			0.00					
Burials								
Exp	25,000.00	7.00%	1,749.82	1,749.82	0.00	0.00	0.00	
Rev			0.00					
Tax			0.00					
Child Support								
Exp	365,059.00	34.93%	127,529.65	49,635.68	26,931.66	24,619.05	26,343.26	
Rev	412,000.00	24.98%	102,934.60	32,039.05	35,019.41	17,860.35	18,015.79	
Tax								
MA Services								
Exp	481,900.00	24.86%	119,796.96	36,097.18	23,224.65	23,885.59	36,589.54	
Rev	418,000.00	30.07%	125,711.05	19,714.22	26,547.78	52,099.81	27,349.24	
Tax	62,534.00	1.42%	888.55	888.55				
State Shared Rev			0.00					
Child Care								
Exp	245,206.00	8.05%	19,735.72	99.00	6,091.86	99.00	13,445.86	
Rev	244,025.00	43.14%	105,261.00		103,623.00	1,028.00	610.00	
Tax	1,133.00	1.42%	16.10	16.10				
State Shared Rev			0.00					
Fraud								
Exp	72,850.00	34.49%	25,123.88	7,755.07	5,485.23	5,977.98	5,905.60	
Rev			0.00					

Tax	71,144.00	1.42%	1,010.89	1,010.89				
State Shared Rev			0.00					
Adult Services								
Exp	2,500.00	17.54%	438.45	127.65	183.15	49.95	77.70	
Rev	3,280.00	1.78%	58.43	0.00	23.84	0.00	34.59	
Tax								
Dev. Disability								
Exp	91,389.00	26.07%	23,824.87	5,924.95	6,981.37	6,403.47	4,515.08	
Rev	68,790.00	22.63%	15,564.00	0.00	15,564.00	0.00	0.00	
Tax	21,978.00	1.42%	312.28	312.28				
State Shared Rev			0.00					
Mental Health								
Exp	1,205,626.00	33.01%	398,012.12	110,948.23	88,805.55	103,823.55	94,434.79	
Rev	665,494.00	23.21%	154,429.97	50,439.44	50,052.56	17,693.78	36,244.19	
Tax	527,693.00	1.42%	7,497.94	7,497.94				
State Shared Rev			0.00					
Health Innovation Grant								
Exp	78,272.00	34.24%	26,798.24	8,261.46	5,826.28	5,826.51	6,883.99	
Rev	78,272.00	25.44%	19,912.20	5,825.19	8,261.46	5,825.55	0.00	
Tax								
Chemical Dependency								
Exp	52,000.00	55.77%	28,999.00	25,500.40	558.60	0.00	2,940.00	
Rev	58,000.00	21.63%	12,547.06	2,257.33	9,341.95	947.78	0.00	
Tax								
Child Services								
Exp	573,675.00	22.03%	126,397.87	21,241.76	34,256.76	45,386.20	25,513.15	
Rev	268,212.00	29.32%	78,647.96	8,398.69	35,367.73	11,118.18	23,763.36	
Tax	298,399.00	1.42%	4,239.92	4,239.92				
State Shared Rev			0.00					
Social Services								
Exp	1,236,792.00	34.75%	429,805.88	128,849.78	95,332.51	98,281.34	107,342.25	
Rev	1,035,569.00	24.70%	255,757.63	34,832.74	120,203.42	55,113.41	45,608.06	
Tax	196,214.00	1.42%	2,787.98	2,787.98				
State Shared Rev			0.00					
Income Main. Admin								
Exp	83,880.00	33.50%	28,101.47	9,343.86	6,229.40	6,118.30	6,409.91	

Rev	52,372.00	22.15%	11,601.71	1,185.90	8,020.85	1,115.82	1,279.14	
Tax	30,814.00	1.42%	437.84	437.84				
State Shared Rev			0.00					
Social Services Admin.								
Exp	299,604.00	32.57%	97,573.01	31,020.27	22,961.43	21,348.69	22,242.62	
Rev	65,000.00	19.57%	12,721.00	0.00	12,721.00	0.00	0.00	
Tax	229,294.00	1.42%	3,258.01	3,258.01				
State Shared Rev			0.00					
FS Admin								
Exp	676,653.00	32.07%	217,016.90	73,657.18	44,903.62	48,573.17	49,882.93	
Rev	148,488.00	20.64%	30,643.03	3,615.68	19,867.91	3,510.00	3,649.44	
Tax	515,911.00	1.42%	7,330.53	7,330.53				
State Shared Rev			0.00					
Agency Totals								
Exp	6,187,867.00	31.01%	1,919,131.67	605,573.36	417,863.25	439,057.81	456,637.25	
Rev	3,922,119.00	25.99%	1,019,178.12	169,892.31	500,512.94	180,354.90	168,417.97	
Tax	2,265,748.00	1.42%	32,193.81	32,193.81	0.00	0.00	0.00	
State Shared Rev			0.00					
Total Revenue	6,187,867.00	16.99%	1,051,371.93	202,086.12	500,512.94	180,354.90	168,417.97	

Board Approval Report

SSIS pymt. batch #: 109418234

Paid Cnty Vendor	Total Payments		Total Amount
Bliss/Jenny, 000010784	1		8,372.50
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	8,372.50
Blom/Susan, 000010800	2		1,671.28
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	1,671.28
CENTRAL MINNESOTA JOBS & TRAINING, 000015800	2		10,188.89
Svc Description	Svc Code	Payments	Amount
Statewide MFIP Employment Services	237	2	10,188.89
Community Living Options, 000011478	3		1,349.32
Svc Description	Svc Code	Payments	Amount
Semi-Independent Living Services (SILS)	534	3	1,349.32
Ignaszewski/Karissa, 000012959	1		12,960.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	12,960.00
Little Sand Group Homes, 000013715	1		7,497.00
Svc Description	Svc Code	Payments	Amount
Children's Group Residential Care	183	1	7,497.00
Lutheran Social Services of Minnesota, 000013783	1		38.85
Svc Description	Svc Code	Payments	Amount
Guardianship/Conservatorship	695	1	38.85
MN DHS-SOS, 000011816	6		8,842.50
Svc Description	Svc Code	Payments	Amount
State-Operated Inpatient	472	6	8,842.50
North Homes Inc., 000015171	2		5,548.10
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	1	941.00
Children's Group Residential Care	183	1	4,607.10
Options Residential, 000015334	1		1,099.50
Svc Description	Svc Code	Payments	Amount
Child Family Foster Care	181	1	1,099.50
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		238.77
Svc Description	Svc Code	Payments	Amount
Semi-Independent Living Services (SILS)	534	2	238.77
St. Cloud Metro Transit, 000016614	1		47.00
Svc Description	Svc Code	Payments	Amount
Transportation	516	1	47.00
Steps of Success, 000016736	1		4,769.10
Svc Description	Svc Code	Payments	Amount
Children's Group Residential Care	183	1	4,769.10
Vanderpoel Disposal, 000017359	1		301.00
Svc Description	Svc Code	Payments	Amount
Family Assessment Response Services	164	1	301.00

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Volunteers Of America, 000017460				4	2,498.52
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,498.52		
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:				32	70,178.95

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
Akkerman Ingebrand (GA Burial)	\$ 1,838.50
Health Insurance Reimbursement	\$ 144.60
Jen Anderson	\$ 105.80
Health Insurance Reimbursement	\$ 510.57
Health Insurance Reimbursement	\$ 578.28
Medical Mileage	\$ 184.83
Health Insurance Reimbursement	\$ 144.60
BillCare	\$ 295.00
Health Insurance Reimbursement	\$ 298.58
Medical Mileage	\$ 28.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
DHS	\$ 44,508.44
Douglas County Sheriffs Office (CS Paperwork)	\$ 60.00
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 376.83
Medical Mileage	\$ 114.84
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 234.88
Health Insurance Reimbursement	\$ 156.80
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 172.76
Health Insurance Reimbursement	\$ 144.60
Innovative Office Solutions	\$ 380.36
Itsavvy LLC	\$ 4,708.97
Health Insurance Reimbursement	\$ 291.76
Health Insurance Reimbursement	\$ 144.60
Kanabec County Attorney	\$ 6,235.20
Kanabec County Aud Treasurer	\$ 12,057.61
Kanabec County Comm Health	\$ 13,510.06
Health Insurance Reimbursement	\$ 394.30
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 23.76
Health Insurance Reimbursement	\$ 821.04
Health Insurance Reimbursement	\$ 144.60
Medical Mileage	\$ 64.24
Morrison County Social Services (SFTP Site)	\$ 250.00
Health Insurance Reimbursement	\$ 180.96
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 144.60
Health Insurance Reimbursement	\$ 197.38
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

Medical Mileage	\$	24.20
Premier Biotech Labs	\$	37.90
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	530.76
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	451.74
Health Insurance Reimbursement	\$	872.32
Health Insurance Reimbursement	\$	120.56
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	140.40
Medical Mileage	\$	9,711.00
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	306.28
Timber Trails	\$	3,305.83
Health Insurance Reimbursement	\$	144.60
Medical Mileage	\$	22.74
Medical Mileage	\$	29.65
Health Insurance Reimbursement	\$	144.60
Health Insurance Reimbursement	\$	462.22
Health Insurance Reimbursement	\$	292.42
Health Insurance Reimbursement	\$	292.42
Health Insurance Reimbursement	\$	1,084.84
TOTAL IFS DOLLARS	\$	110,343.56
	73	Total IFS Vendors
TOTAL SSIS DOLLARS	\$	70,178.95
	17	Total SSIS Vendors
GRAND TOTAL	\$	180,522.51
	0	Total Vendors

9:30am Appointment

May 19, 2020

REQUEST FOR BOARD ACTION

a. Subject: COVID-19 Update	b. Origination: Community Health Department
c. Estimated time: 10 minutes	d. Presenter(s): Kathy Burski

e. Board action requested:

Information only

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

9:40am Appointment

May 19, 2020

REQUEST FOR BOARD ACTION

a. Subject: Contract with AmericInn for Shelter if Needed	b. Origination: Emergency Management and Community Health Department
c. Estimated time: 10 minutes	d. Presenter(s): Jeff Anderson, Emergency Manager

e. Board action requested:

Resolution #__ - 5/19/2020

WHEREAS one of the essential services Community Health is expected to provide if it is needed is shelter, and

WHEREAS the AmericInn located at 1877 Frontage Road, Mora, Minnesota 55051 has agreed to assist with meeting this essential service,

WHEREAS the costs associated with providing this essential services are expected to be reimbursable through FEMA or other Federal/State COVID-19 aid,

WHEREAS the agreement has been reviewed by Emergency Management, the County Attorney and Community Health;

BE IT RESOLVED that the Kanabec County Commissioners approve the attached agreement and authorize the Board Chair, Community Health Director and Emergency Manager to sign.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Agreement for Housing for People in need for Emergency Shelter Purposes During COVID-19 Pandemic

WHEREAS, this agreement is made and entered into this ____ day of May 2020, by and between Kanabec County and the AmericInn Mora, MN; and

WHEREAS, the parties desire to enter into this agreement for purposes of providing emergency housing for homeless individuals in Kanabec County who are unable to go to a shelter due to concerns regarding spread of COVID-19 and to limit exposure to the general public or party was discharged early from the hospital in order to open a bed for a critically ill patient but cannot safely return home; and

WHEREAS, this agreement contains the terms, financial and otherwise, regarding said emergency housing.

NOW, THEREFORE, in consideration of the mutual promises and agreements herein, the receipt and sufficiency of which the parties acknowledge, and for other valuable considerations given, the parties hereby agree as follows:

1. Costs of Hotel Rooms and Services Provided

When emergency housing becomes necessary, Kanabec County agrees to rent needed rooms at the AmericInn.

Kanabec County shall pay the \$129.99 plus applicable taxes per occupied room per day (defined as 24 hours) for any room rented. Kanabec County shall make payment in full within 30 days of the receipt of any invoice from the AmericInn for services rendered herein.

Kanabec County shall be responsible for payment only if emergency housing becomes necessary. If no rooms are occupied pursuant to this agreement, Kanabec County is not responsible for any payments herein.

A refrigerator and microwave shall be included in each room. Coffee and other amenities shall be provided as requested and as appropriate.

The AmericInn shall provide all linens, towels, soaps, shampoos, shower curtains, and bedding and shall be responsible for the washing of linens and towels during the stay of the guests.

The AmericInn shall provide 2 sets of bedding for each bed, which will allow a guest to change his or her bedding without staff needing to enter the room.

The AmericInn will provide two trash liners so that the guest can bag/tie and put trash in hallway so that staff do not need to enter the room.

2. General Conditions

At all times, guests shall be required to stay in their respective room and shall not enter the lobby area in which other guests and hotel staff may be present. If a guest does not follow this condition, Kanabec County agrees that the guest shall be required to leave the AmericInn upon request of staff. Kanabec County Sheriff's Office will assist with removal of the guest from the AmericInn as necessary. The County will pay only for the actual days that the room was occupied.

The AmericInn shall establish a designated smoking area outside of the building and shall set up receptacles for cigarette butts and other related refuse.

AmericInn staff shall not enter any room occupied pursuant to this agreement perform minor repairs during the guest's stay. Instead, staff shall provide the guest with another room if necessary.

Any court action involving this agreement shall be commenced in Kanabec County Court in Mora, Minnesota. The laws of the State of Minnesota shall apply to this agreement.

This agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement shall bind the parties unless in writing and signed by both parties. There are no understandings, agreements, or representation, whether oral or written, not specified herein regarding this agreement. The parties, by their signatures, acknowledge that they have read this agreement, understand it, and agree to be bound by its terms and conditions.

3. Duration of Agreement

This agreement is effective upon the date of the last signature below. This agreement shall continue for a period of 60 days and may be continued upon agreement of both parties.

4. Indemnification

Each party agrees to be responsible for, and to hold the other party harmless from, its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws.

Date: _____

Representative – AmericInn

Date: _____

Kanabec County
Emergency Management

Date: _____

Kanabec County Community Health

Date: _____

Kanabec County
Board of Commissioners

Guest Code of Conduct County Voucher Program

Our hotel welcomes you to stay with us on your County Voucher. We believe in a high level of hospitality as well as ensuring guest stays are safe and comfortable. We require compliance with the following terms and expectations of all of our guests in order to stay with us:

1. No illegal activity of any kind will be permitted.
2. No outside guests not identified on the voucher will be permitted to enter or stay in the hotel.
3. Remain peaceful and respectful with employees, guests and visitors of the hotel.
4. No soliciting of hotel employees or other guests into the guestroom is permitted.
5. No loitering out at the hotel front desk is permitted.
6. No loitering out in the hotel hallway is permitted.
7. No loitering outside on the hotel property is permitted.
8. Respect the guestroom condition.
 - a. Mounting items to the wall will not be allowed.
 - b. TVs may not be disconnected; gaming hook ups are not permitted.
 - c. All items in the room must stay and are not allowed to be taken with you.
 - d. Linen, bedding, pillows and towels must stay and are not allowed to be taken with you.
9. Keep the guest room to a reasonable cleanliness level.
10. Pet fees are not included with this voucher. If you are traveling with a pet, additional FEES will be charged and you will be responsible for paying them.
11. Only the nights on your voucher paid by the county will be allowed for this stay. If you shall need to extend your reservation, we require approval by the county, a new voucher and new registration card completed.
12. Check out time is 11AM on the day of your check out.
13. ****Due to COVID-19, breakfast and other amenities are not available.***
14. One vehicle per stay is permitted. Vehicle must be registered on your registration card.
15. Guests are not permitted in the hotel meeting rooms.
16. Smoking is not permitted in guestrooms or hotel. Guests must smoke outside in designated smoking areas.
17. As a guest you are not permitted to give a non-registered guest your guestroom key.

I have read and hereby agree to the above terms and expectations of my hotel stay. I agree that if I violate the terms outlined herein, I will be asked to leave the premises. If I refuse to immediately leave upon request of hotel management, I consent to the Kanabec County Sheriff's Office taking action to physically remove me from the premises as a trespasser. Under any of these circumstances, I understand that no additional lodging will be available to me through the County and that I will be responsible for finding and securing my own lodging, at my own expense. I agree to be responsible for any damage to the premises that I cause either intentionally or through negligence, and will pay for all monetary damages caused by my actions or inaction.

GUEST NAME: _____

2nd GUEST NAME: _____ # CHILDREN: _____

ADDRESS: _____ CITY: _____ ZIP: _____

CELL PHONE: _____ VEHICLE YR/MAKE/MODEL: _____

GUEST SIGNATURE: _____ DATE: _____

9:50am Appointment

May 19, 2020

REQUEST FOR BOARD ACTION

a. Subject: Tax Forfeit Land Clean-Up	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 10 minutes	d. Presenter(s): Robbie Anderson

e. Board action requested:

This is follow up information requested at the May 5, 2020 Board Meeting.

f. Background:

County	1. Do you ever do online auctions for tax forfeit sales.	2. If so, who do you use?	3. Who does clean-up of the properties? County employees or contracted service company?	4. If you use a contracted service company, do you put it out for bid?
Brown	Not yet, but interested	-	Sentence to serve	-
Freeborn	No	-	Sentence to serve	
Goodhue				
Isanti	No	-	Sentence to Serve	
McLeod	No	-	County employees or Sentence to serve	
Olmsted	No	-	Contracted	Out to bid
Ottertail	No	-	Both depending of extent of clean up	Depends of the cost of clean-up
Pine	No	-	Contracted	Yes
Sibley	No	-	Sentence to serve	
Wright	No	-	Sentence to serve or local people- not contracted	not bids, but estimates

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Pine County Land Department:
Demolition and Clean-up Policy

DRAFT

Purpose: establish a demolition and clean-up procedure to correct blight issues and environmental concerns on tax-forfeited properties.

I. Memorial Forest and other long-term managed properties:

Demolition and clean-up for aesthetics and to conform to local and County ordinances. Other corrective measures may be taken if an issue is a concern of the State, has the potential to become a large environmental concern, or creates an immediate danger.

II. New Forfeitures and other properties slated for sale:

The property is first offered to the city or township at a substantially reduced rate to correct the blight issue.

If the city or township is not interested, the property is offered for public sale at a reduced price. If sold, the purchaser takes responsibility to correct the blight issue per local ordinance. M.S. 282.01, subd. 1a para (d). "...tax-forfeited lands may be sold by the county board to an organized or incorporated governmental subdivision of the state...for less than their market value if: (1)a reduced price is necessary to provide incentive to correct blight conditions.....".

In special circumstances, the Land Department may correct the problem if:

1. It is a concern of the State.
2. Has the potential to become a large environment issue.
3. Is in direct violation of County ordinance.
4. Creates an immediate danger.
5. Has been offered at public sale at a reduced price and has not sold.

Special Sale Requirements:

In some circumstances, contract requirements to correct the blight issue may be added to the sale terms (as allowed in Statute), including payment in full with no financing options.

Review/recommendation by the Pine County Tax-Forfeit Land Advisory Committee and County Board approval needed on projects involving high expense.

III. Tax-Forfeited Property Blight Clean-Up/Demolition Fund

A percent of the annual gross tax-forfeited land/repurchase sale proceeds received, after administration costs and special assessments are deducted, may be set aside into a fund to offset future costs associated with clean-up, demolition of structures, and/or to address environmental concerns on tax-forfeited properties as addressed in this policy. To offset withdrawals, sale proceeds or portion of the proceeds for those properties that have made use of the fund may be re-deposited back into the fund. Proceeds set aside into this account must be approved by the County Board on an annual basis

County Board Approved February xx, 2020

10:00am Appointment

May 19, 2020

REQUEST FOR BOARD ACTION

a. Subject: PUBLIC HEARING REGARDING A PROPOSED EXCHANGE OF PARCELS OF REAL PROPERTY OF SUBSTANTIALLY SIMILAR OR EQUAL VALUE	b. Origination: Coordinator's Office
c. Estimated time: 15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

WHEREAS the Kanabec County Board of Commissioners has determined that the best use of County-owned parcel 10.00450.00 located in Knife Lake Township on Salmonson's River Road, Mora, Minnesota 55051, is to split it into parcels, sell the parcels, and return the property to private ownership, and

WHEREAS the property was acquired in anticipation of use as a park and

WHEREAS it has been decided that such use is unlikely, and

WHEREAS upon surveying parcel 10.00450.00 it was determined that said parcel required a boundary line adjustment and establishment of an agreement with the adjoining land owner for encroaching landscaping access and maintenance, and

WHEREAS Kanabec County wishes to exchange an Encroachment Agreement allowing the adjoining land owner access to and maintenance of the existing landscaping in an area defined in appendix A for a quit claim deed described in Appendix B:

APPENDIX A

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence southeasterly along the easterly line of said Lot 1 459.51 feet, more or less, to the angle point in said easterly line; thence southeasterly along the northerly line of said Lot 1 a distance of 204.23 feet to the point of beginning of the property to be described; thence northeasterly deflecting to the left 90 degrees a distance of 25.0 feet; thence southeasterly deflecting to the right 93 degrees a distance of 72 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline to the intersection with the northerly line of said Lot 1; thence northwesterly along said northerly line to the point of beginning.

APPENDIX B

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 90 degrees West along the north line of said Northeast Quarter of the Southwest Quarter a distance of 591.20 feet to the point of beginning of the property to be described; thence South 13

degrees 37 minutes 30 seconds East 461.32 feet; thence South 74 degrees 03 minutes 10 seconds East 272.26 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline 1.5 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence westerly and northwesterly along said northeasterly line of Lot 1 to the intersection with the north line of said Northeast Quarter of the Southwest Quarter; thence North 90 degrees East along said north line a distance of 14.2 feet, more or less, to the point of beginning.

WHEREAS the proposed land exchange satisfies requirements for boundary adjustments and is supported by legal counsel, and

WHEREAS the County Assessor has determined that the parcels included in the proposed exchange are of substantially similar value, and

WHEREAS a public hearing was conducted to consider input on the proposed exchange of parcels of real property of substantially similar or equal value;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the exchange of said parcels and further directs the County Attorney to prepare required exchange documents and the County Coordinator to attain signatures, execute and record said documents.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

**KANABEC COUNTY BOARD OF COMMISSIONERS
NOTICE OF PUBLIC HEARING
REGARDING A PROPOSED EXCHANGE OF PARCELS OF REAL PROPERTY OF
SUBSTANTIALLY SIMILAR OR EQUAL VALUE**

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Kanabec, Minnesota, will conduct a public hearing pursuant to Minnesota Statute 373.01 regarding the proposed exchange of parcels of real property of substantially similar or equal value further described as follows:

Legal Description for Landscaping Encroachment Agreement:

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence southeasterly along the easterly line of said Lot 1 459.51 feet, more or less, to the angle point in said easterly line; thence southeasterly along the northerly line of said Lot 1 a distance of 204.23 feet to the point of beginning of the property to be described; thence northeasterly deflecting to the left 90 degrees a distance of 25.0 feet; thence southeasterly deflecting to the right 93 degrees a distance of 72 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline to the intersection with the northerly line of said Lot 1; thence northwesterly along said northerly line to the point of beginning.

Legal Description for Quit Claim deed to Kanabec County:

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 90 degrees West along the north line of said Northeast Quarter of the Southwest Quarter a distance of 591.20 feet to the point of beginning of the property to be described; thence South 13 degrees 37 minutes 30 seconds East 461.32 feet; thence South 74 degrees 03 minutes 10 seconds East 272.26 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline 1.5 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence westerly and northwesterly along said northeasterly line of Lot 1 to the intersection with the north line of said Northeast Quarter of the Southwest Quarter; thence North 90 degrees East along said north line a distance of 14.2 feet, more or less, to the point of beginning.

This hearing will take place at 10:00 am via telephone and WebEx as part of the regular County Board meeting on May 19, 2020. Pursuant to the extension of the Declaration of the Local State of Emergency by the Kanabec County Board of Commissioners on April 21, 2020 and pursuant to Minn. Stat. §13D.021, in-person meetings of the Kanabec County Board of Commissioners are not practical or prudent due to the COVID-19 health pandemic and the emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12. This public hearing is an open meeting and the interested persons may be heard at the public hearing, either orally by calling into the meeting or by sending written comments to be read during the hearing; written comments may also be filed with the Coordinator's Office at 18 N. Vine Street Mora, MN prior to the meeting.

For further information, contact the office of the Kanabec County Coordinator at 679-6440, visit https://www.kanabecounty.org/departments/public_notice.php/ or email kris.mcnally@co.kanabec.mn.us

Published in Kanabec County Times on April 30 and May 7, 2020



OFFICE OF THE
KANABEC COUNTY ASSESSOR

18 North Vine Street
Mora, MN 55051
Telephone: (320) 679-6420
Fax: (320) 679-6421

MEMORANDUM

To: Kanabec County Commissioners

Cc: Kris McNaly - Kanabec County Coordinator

From: Tina Von Eschen, SAMA – Kanabec County Assessor

Date: April 14, 2020

Subject: Knife Lake Land Transaction Agreement Statement

In accordance with Resolution #12 from the April 7, 2020 County Board meeting this memorandum should be considered the County Assessor's Statement.

After careful consideration it is deemed the value of the approximate 6,704 square feet which will be split from parcel 10.03105.00, owned by James & Jan Greisgraber, which will be combined to parcel 10.00450.00 owned by Kanabec County has a value equivalent to the approximate 1,806 square feet of parcel 10.00450.00 that Kanabec County will be granting an Encroachment Agreement to James & Jan Greisgraber for perpetual access to the area they had blamelessly yet erroneously landscaped as part of their parcel.

Please feel free to contact me with any additional questions or concerns.

Cordially,

Tina Von Eschen, SAMA
Kanabec County Assessor

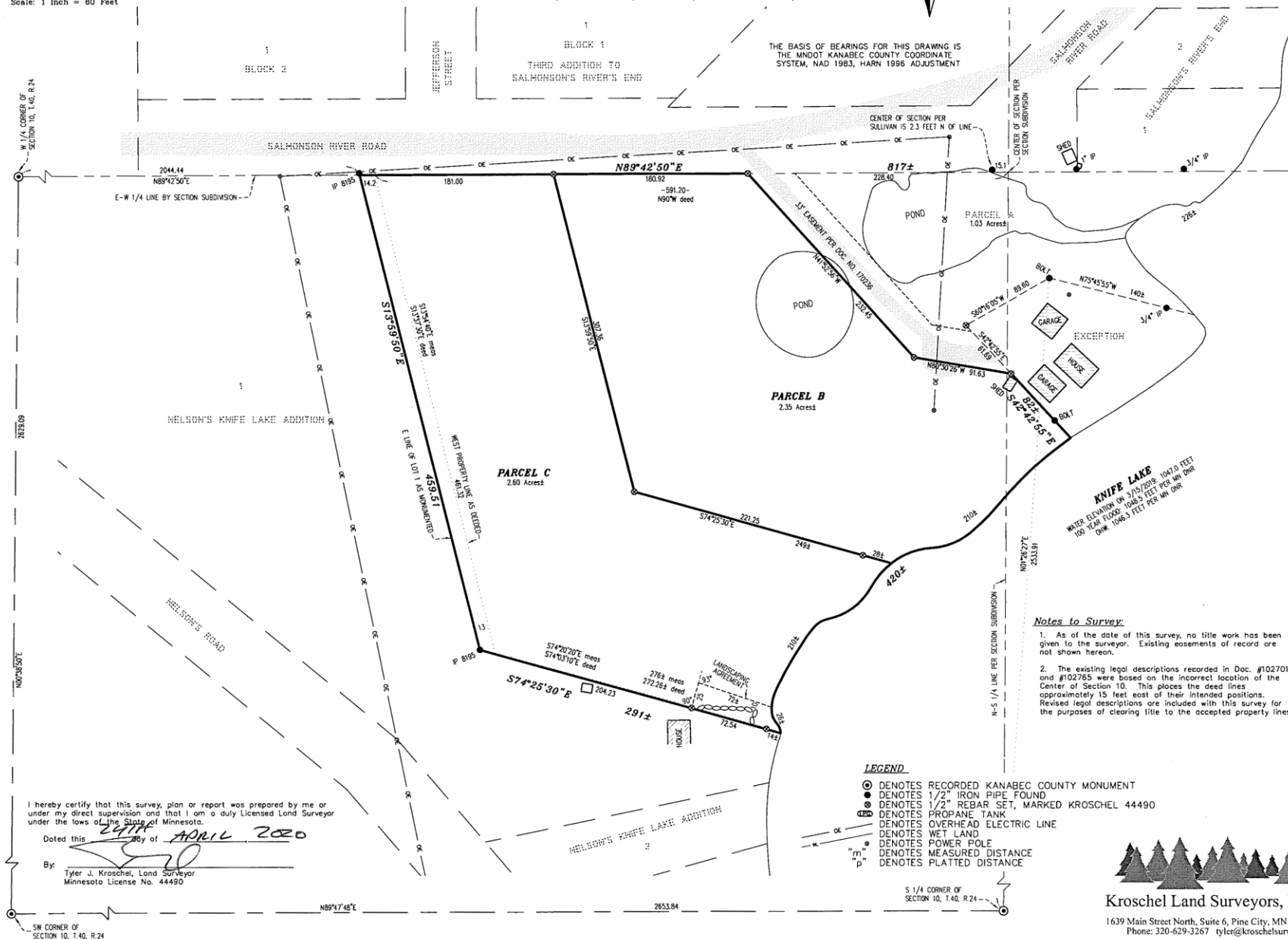
AN EQUAL OPPORTUNITY EMPLOYER

Scale: 1 Inch = 60 Feet

PART OF SECTION 10, TOWNSHIP 40, RANGE 24, KANABEC COUNTY, MINNESOTA

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841

THE BASIS OF BEARINGS FOR THIS DRAWING IS
THE MNDOT KANABEC COUNTY COORDINATE
SYSTEM, NAD 1983, HARN 1996 ADJUSTMENT



Kroschel Land Surveyors, Inc.
1639 Main Street North, Suite 6, Pine City, MN 55063
Phone: 320-629-3267 tyler@kroschelsurvey.com

May 19, 2020
10:45 a.m. Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|---|--------------------------|
| 1. Fill HEO I Vacancy | Resolution #1 (05-19-20) |
| 2. Fill Lead Worker Vacancy | Resolution #2 (05-19-20) |
| 3. Sign Inventory | Resolution #3 (05-19-20) |
| 4. Crack Fill Services | Resolution #4 (05-19-20) |
| 5. Parking Lot Striping | Resolution #5 (05-19-20) |
| 6. DRAFT COVID-19 Re-Opening and Preparedness Plan for Kanabec County | Resolution #6 (05-19-20) |

Resolution #1 (5-19-20)
HEO I

WHEREAS there is a vacancy in the position of a HEO I, 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 HEO I to refill the vacant position at Step A, Range 7 of the pay plan which is \$17.73 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.

Resolution #2 (5-19-20)
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.

Resolution #3 (5-19-20)
Sign Inventory Quotes

WHEREAS the following quotes were received for signs and supplies inventory:

Newman Signs	\$52,572.95
MR Signs	\$55,867.39

BE IT RESOLVED to accept the low quote of \$52,572.95 submitted by Newman Signs

Resolution #4 (5-19-20)
Pavement Crack Filling Quotes

WHEREAS the following quotes were received for wide gap crack filling for CSAH 4 and CSAH 24:

Fahrner Asphalt Sealers (flex patch)	\$52,700.00
Bargen Incorporated (gap mastic)	\$124,344.00

BE IT RESOLVED to accept the low quote of \$52,700.00 submitted by Fahrner Asphalt Sealers.

Resolution #5 (5-19-20)
Parking Lot Striping

WHEREAS the following quotes were received for striping of County parking lots:

Stripe Rite – Grantsburg	\$2,063.40
Preferred Striping – Elk River	\$2,228.00
A-1 Striping – Carver	\$2,350.00

BE IT RESOLVED to accept the low quote of \$2,063.40 submitted by Stripe Rite

Resolution #6 (05-19-20)
COVID-19 Preparedness Plan for Kanabec County

WHEREAS the **COVID-19 Preparedness Plan for Kanabec County** was drafted through a collaborative effort with the Safety Committee, individual employees, Law Enforcement, Emergency Management, Human Resources, Community Health using a template provided by the Minnesota Department of Labor and Industry, and

WHEREAS the Board desires to have a plan to provide a safe and healthy workplace during the COVID-19 pandemic prior to the re-opening of Kanabec County facilities;

THEREFORE BE IT RESOLVED to accept the COVID-19 Preparedness Plan for Kanabec County; and

BE IT FUTHER RESOLVED that the Personnel Director and Community Health Director are authorized to update the plan as needed, disseminate the plan and conduct training with the management and employees regarding the plan; and

BE IT FUTHER RESOLVED that it is understood that updates to the COVID-19 Preparedness Plan for Kanabec County will be disseminated to employees as soon as possible.



Kanabec County's Safely Return to Work Plan

I. PURPOSE

The purpose of this document is to set forth Kanabec County's plan regarding the safe return to work practices that will comply with the Minnesota Occupational Safety and Health Act of 1973, Minnesota Statutes 2019, Chapter 182 ("Minnesota OSHA Standards"), in addition to guidelines related to COVID-19 set forth by the Minnesota Department of Health and the Centers for Disease Control and Prevention ("MDH and CDC Guidelines"). This plan complies with the COVID-19 Preparedness Plan requirements as set forth in guidance published by the Department of Employment and Economic Development.

II. SCOPE OF COVERAGE

This plan is applicable to all employees of Kanabec County. All employees must be aware of this plan and receive a copy that will be confirmed by receipt of the employee's signature.

Management and employees are responsible for executing and complying with all aspects of this plan. Kanabec County department heads and supervisors have the Kanabec County Commissioners full support in enforcing the provisions of this plan.

III. COUNTY OFFICES OPENING UNDER A PHASED APPROACH

- i. Kanabec County will consider the health of all employees and the public as we move forward with reopening offices for public on site access while applying the best practices for social distancing in the workplace.
- ii. Kanabec County Departments will continue to serve the public primarily by appointment and with limited building access as described below to promote social distancing practices compliance:

Public Service Building (Family Services/Community Health):

- * Appointments only
- * Doors will be locked
- * Use front door for entrance
- * Ensure all other doors are locked & remind employees to not allow visitors through these doors.

Non-county tenants will be provided with guidance for consistency in the building.

Law Enforcement Center (Jail):

- * Appointment only
- * Doors will be locked

Courthouse:

- * Appointments recommended and will receive priority access
- * Gatekeeper in lobby will limit the number of public entrants. The public may be asked to wait in the lobby or outside until the desired department is available. The gatekeeper desk will be staffed by courthouse employees (plus other departments' staff as available) during regular business hours.
- * Doors will be unlocked on June 1

Public Works Building:

- * Appointment only
- * Doors will be locked
- * Kanabec County Driver's License Department will serve the public using drop boxes and scheduled appointments to ensure essential services are available such as real ID and driver's licenses.

- iii. Kanabec County will continue to utilize email, phone calls, drop boxes and scheduled in-person appointments to ensure essential services are available to the public.
- iv. Plexiglas barriers have been installed at Kanabec County's public service counters and hand sanitizer has been distributed to each department.

- v. Kanabec County will use signage to educate the public on access controls to prevent the spread of disease during county business:

Signage may include:

- Limited number of public individuals that may be served at one time. The number of appointments shall be determined by each department head in conjunction with Building Maintenance as dictated by each department space and on-site employees.
- Distancing markers for the public clearly marking out 6-foot radius distancing in various areas.
- A face to face group meeting should be eliminated unless it is a small group (10 or less people) and 6-foot distancing is maintained. Masks will also be recommended.
- Screening questions should be posted at front entrances
- Cover Your Cough and Sneeze signage as reminders for employees and visitors to cover cough and sneezes will be posted.
- Employee personal space regular housekeeping practice signage will remind employees to routinely clean their own workstation.
- Offer “curb side” assistance in situations where this would be feasible
- Use only 1 door for public entrance.

IV. VISITOR AND EMPLOYEE HEALTH SCREENINGS

i. Visitors:

- a. The screening questions will be posted on the entrance doors.
- b. If experiencing COVID-19 or similar symptoms, appointment should be rescheduled or provide the curb-side assistance if possible.
- c. Visitors experiencing symptoms will be advised to go home, stay away from other people, and contact their health care provider, as appropriate.
- d. Handwashing / hand sanitizer should be used by the public when entering the building.
- e. Masks will be recommended for all visitors and will be available as supplies allow.

ii. Employees :

- a. The Health Screening flow chart provided by Public Health (APPENDIX A) will be used as a guide for Kanabec County employees.
- b. Employees will be required to report to supervisor if they will not be coming to work due to symptoms consistent with COVID-19
- c. Employees who develop symptoms during the workday will immediately self-isolate and report to supervisor. Supervisor will send the employee home immediately.
- d. Employees will contact their health care provider, as appropriate.
- e. Employees who were potentially exposed to an infected co-worker need to contact Human Resources who will work with Public Health to discuss next steps.
- f. Employees quarantined or isolated need to contact Human Resources who will work with Public Health to discuss return to work.
- g. Employees will work with their supervisor and HR regarding the use FFCRA, PTO, unpaid time, FMLA, EMB and other policies addressing COVID-19 illness

V. EMPLOYEE WORK SCHEDULE

- i. Those that are authorized by the Dept Head should continue to telework so as not to have all employees return to the building initially.
- ii. Practice social distancing within the office maintaining 6- foot distancing.
- iii. Stagger shifts and/or allow flexible work hours as much as possible.
- iv. Stagger break times
- v. Avoid congregating in the break rooms or rest rooms
- vi. Wash hands frequently throughout the day

VIII. RESPIRATORY ETIQUETTE

- i. Employees:
 - a. Employees are encouraged to wear masks if 6-foot distancing is impossible.
 - b. Masks will be available through department heads upon request.
- ii. Public:
 - a. Masks will be provided by the county upon request and as supplies allow.

- b. The County will recommend the public wear cloth masks when entering the building for appointments.
- c. Employees and Public will follow cover your cough and sneeze signage.

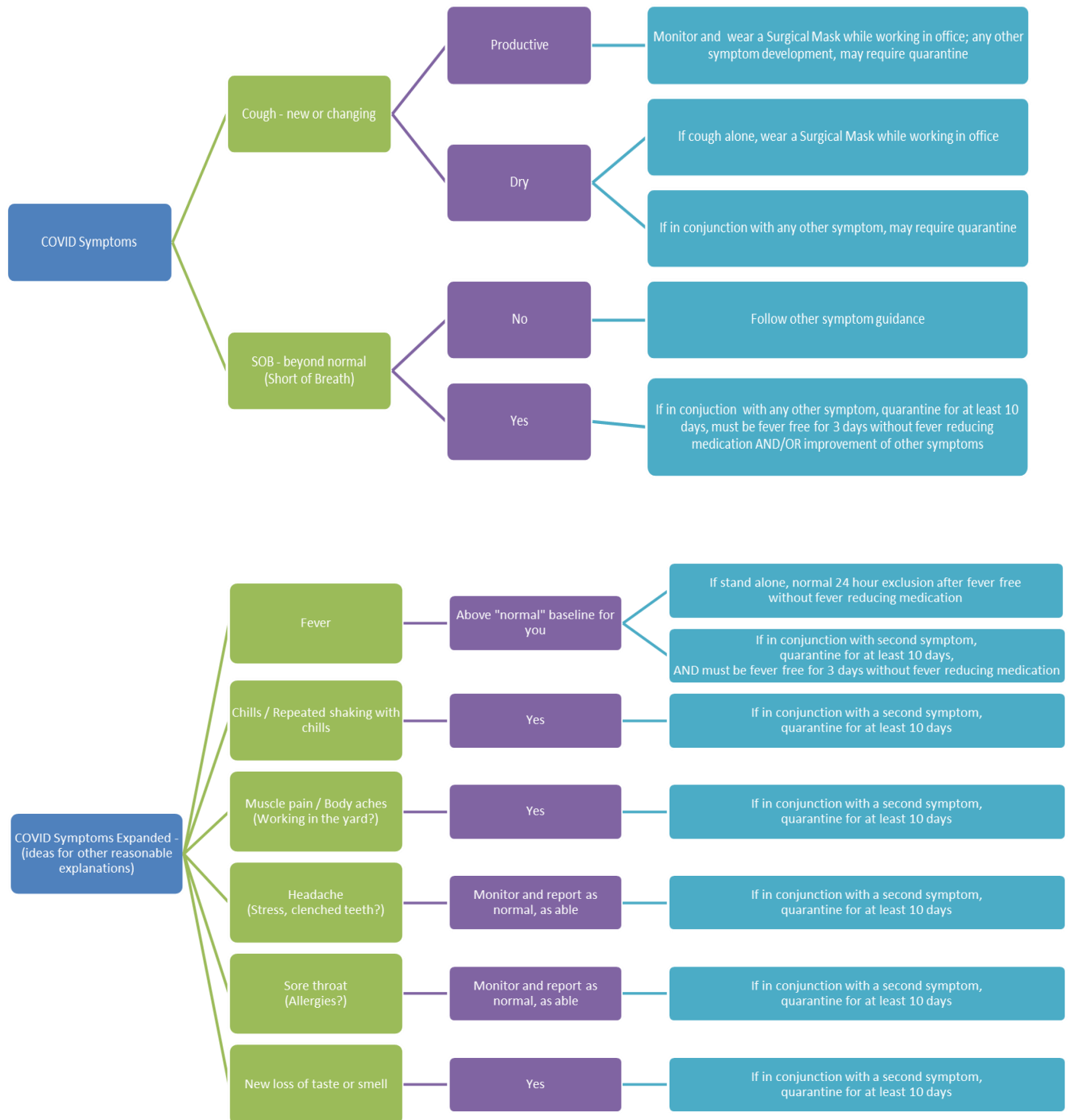
IX. CLEANING/SANITIZING

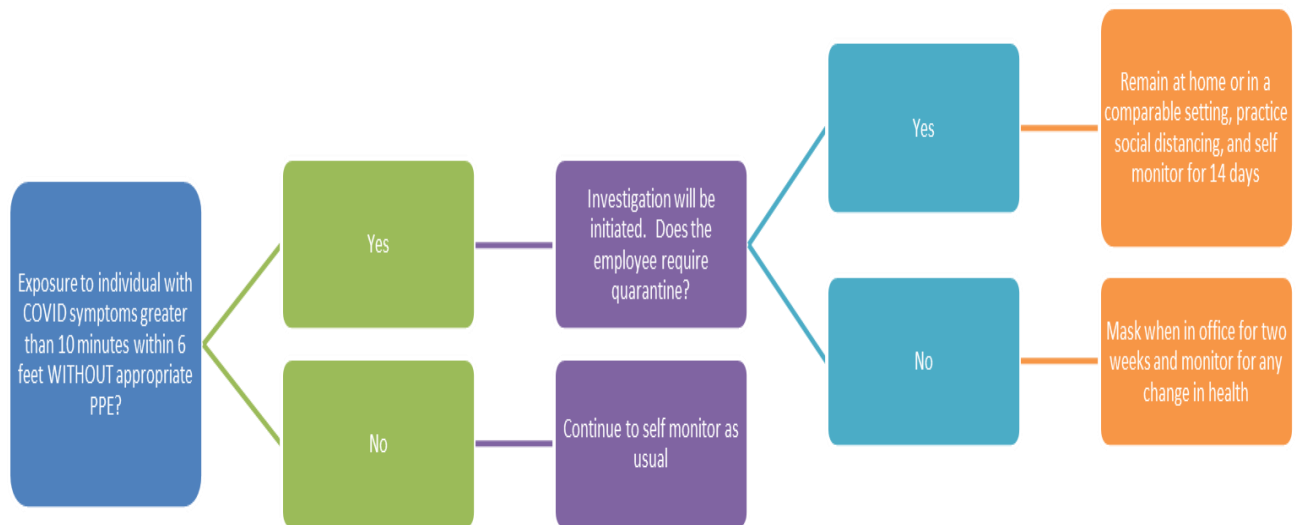
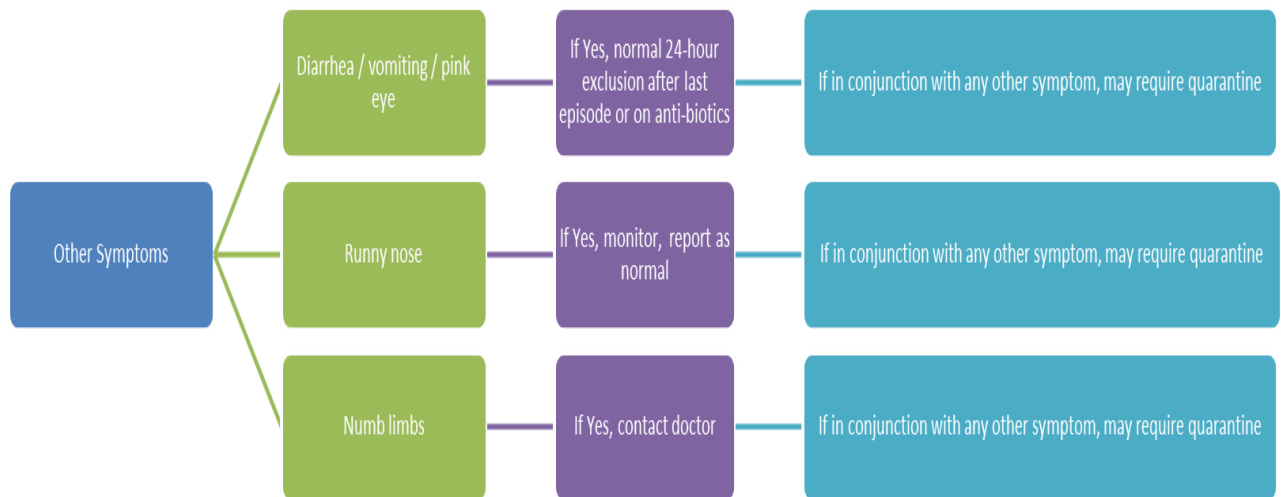
- i. Continue frequent cleaning/sanitizing in the building.
- ii. Previous protocols are being utilized.
- iii. Building Maintenance must be notified by the department head immediately if an employee working onsite within 7 days has experienced COVID-19 symptoms to initiate extra cleaning protocols.
- iv. Provide readily accessible tissues/garbage cans along with hand sanitizer stations for the public at entrances.
- v. Employees will be responsible for cleaning and disinfecting personal workstations including items such as phones, keyboards, touch screens, etc.

X. COMMUNICATION and MEETINGS/TRAININGS

- i. No out of town business travel during this time and until further notice
- ii. Interviews conducted via conference call/videoconference
- iii. Postpone nonessential in-person meetings and use videoconference/conference calls when possible
- iv. Continue Board Meeting through combined call/videoconference with limited persons on-site
- v. Individualized department plan for home visits/inspections (i.e. Assessors, Home Health, etc.)

APPENDIX A- Health Screening chart provided by Public Health (revised 4/30/2020)





Additional Resources

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

11:00am Appointment

May 19, 2020

REQUEST FOR BOARD ACTION

a. Subject: DNR Snowmobile Grant, Annual ACH Resolution, Annual A/T Report	b. Origination: Auditor/Treasurer
c. Estimated time: 20 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

Approve the following resolutions and reports:

1. DNR Snowmobile Grant for EC Riders FY2021
2. Annual ACH Resolution
3. Annual Auditor Treasurer's Report including: 2019 Donations to County, Routine EFT's and Restricted and Assigned Fund Balances for YE2019

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

1. **DNR Snowmobile Grant for EC Riders**

Resolution #__ - 5/19/20

WHEREAS the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and

WHEREAS the county is the sponsor for such grant funds and the work performed by the trail club, and

BE IT RESOLVED to approve a “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2021 Maintenance and grooming Grant Agreement.”

2. **Annual ACH Resolution**

Resolution #__ - 5/19/20

**DELEGATION OF AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS
TO THE COUNTY AUDITOR-TREASURER OR THEIR DESIGNEE**

WHEREAS, an electronic funds transfer is defined in Minnesota Statutes 471.38 as a process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, a local government is authorized to make electronic funds transfers if it meets the eligibility requirements in state law; and

WHEREAS, it is required for the governing body to annually delegate the authority to make electronic funds transfers to a designated chief financial officer or the officers designee; and

WHEREAS, it is required that the disbursing bank keep a certified copy of adopted delegation of authority; and

WHEREAS, it is required that the delegated authority present a list of initiators and transfer frequency annually to the board; and

WHEREAS, the county desires to utilize electronic funds transfers as authorized by statute.

THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Commissioners delegates the authority to make electronic funds transfers to the County Auditor-Treasurer, or her designee, under Minnesota Statutes 471.38.

3. Annual Auditor Treasurer's Report

**KANABEC COUNTY DONATIONS
2019
Board Resolution #xx - 5/19/2020**

SHERIFF	Badges Program	\$13,426.41	
	Reserves	\$5,725.00	
	Project Lifesaver	\$70.00	
	Total Sheriff Donations		\$19,221.41
VETERANS	General	\$515.00	
	Coffee Talk (8240)		
	EM Vets (8502)	\$4,931.50	
	Total Veterans Donations		\$5,446.50
TRANSIT	Volunteer Drivers		\$0.00
Total Donations to County in 2019			<u><u>\$24,667.91</u></u>

Change Funds 2019

Auditor-Treasurer	Cash drawer	\$500.00
Drivers-License	Cash drawer	\$100.00
Highway	Cash drawer	\$150.00
Recorder	Cash drawer	\$200.00
		<u><u>\$950.00</u></u>

**KANABEC COUNTY - ROUTINE EFTS
2019**

		County	
Further	Disb	Medical Reimbursement & HRA account claims	bi-weekly
County	Disb	Direct deposit payroll	bi-weekly
MNDOR	Disb	State payroll, sales & use, state general taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly
MNDPC	Disb	State Deferred Compensation plan, SO Union	bi-weekly
NACO/NACO Roth	Disb	Deferred Compensation	monthly
PERA	Disb	Retirement benefits	bi-weekly
IRS	Rcpt	Recorders fees	anytime
USDA	Rcpt	Recorders fees	anytime
State of MN	Rcpt	Medicare payment CH	daily
Dept of Justice	Rcpt	Federal grant payments	anytime
MNDOR	Rcpt	Revenue recapture - SO, Prob, Taxes	anytime
Medicare	Rcpt	FS & CH patient claims	anytime
US Treasury	Rcpt	FS & CH federal program pymts	anytime
Simplifile	Rcpt	Recorders fees	anytime
Wells Fargo	Rcpt	Property taxes mass escrow	anytime
CoreLogic	Rcpt	Property taxes mass escrow	anytime
Landshark	Rcpt	Recorders fees	anytime
Enterprise Fleet	Disb	Vehicle Lease pymts	monthly
		Hospital	
MNDOR	Disb	State payroll, sales & use taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly

**KANABEC COUNTY
RESTRICTED & ASSIGNED FUNDS 2019**

	RESTRICTED FUNDS	12/31/19
R	911 EMERGENCY	24,561
R	CWP SEPTIC LOANS	284,405
R	GRAVEL TAX - RECLAMATION	32,406
R	FORFEITURE FUNDS - ATTORNEY	25,771
R	FORFEITURE FUNDS - SHERIFF	143,748
R	LAND OFFICE TECH EQUIPMENT	126,140
R	LAW LIBRARY	13,879
R	PROBATION CORRECTIONAL FEES	0
R	RECORDER'S EQUIPMENT	61,080
R	RURAL ADDRESSING	438
R	SCORE	136,476
R	SHORELAND GRANT	4,007
R	SW SURCHARGES	1,437,548
R	TRANSIT MNDOT FARES	134,866
R	WATER PLAN GRANT	15,071
R	WETLAND GRANT	25,103
	UNRESTRICTED - ASSIGNED FUNDS	
A	FUTURE CAPITAL EQUIPMENT	326,715
A	FUTURE CAPITAL IMPROVEMENTS	327,882
A	LEGAL FEE FUND ORD 27	166
A	PUBLIC HEALTH COPIER	0
A	RETIREE ACCRUED SICK PAY	-18,874
A	SHERIFFS COMMUNITY PROGRAMS	22,850
A	SHERIFFS RESERVE UNIT	29,908
A	TRANSIT	316,826
A	VEHICLE POOL	121,458
A	VETERANS PROGRAMS	10,743
	TOTAL	3,603,173

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

May 5, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone conference call at 9:00am on Tuesday, May 5, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith, Dennis McNally. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Others present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Others participating via telephone included: County Attorney Barbara McFadden, Public Health Director Kathy Burski.

The Vice-Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – Craig Smith introduced a motion to approve the agenda with the following additions: Discussion regarding condition of county owned forfeited properties. Discussion regarding Knife Lake Fishing Pier.

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 – Gene Anderson introduced a motion to approve the April 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 – Gene Anderson introduced a motion to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
E C Riders	8,620.78
Further	685.40
Quadient Finance USA, Inc.	5,000.00
Verizon Wireless	210.06
Dearborn National Life Insurance Co	788.43
Life Insurance Company of North America	648.10
MNPEIP	147,341.42
Sun Life Financial	3,953.19
8 Claims Totaling:	<u><u>\$167,247.38</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 - Craig Smith introduced a motion to recess the Board Meeting at 9:05am to a time immediately following the Public Health Board.

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.

The Kanabec County Public Health Board met at 9:05am on Tuesday, May 5, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith, Dennis McNally. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Public Health Director, Kathy Burski presented the Public Health Agenda via telephone.

Public Health Director Kathy Burski gave the Director's Report. Information only, no action was taken.

Action #PH5 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #PH5 – 5/5/20
Revised Contract for RPC
Training and Technical Assistance Services Resolution

WHEREAS, Kanabec County Community Health is the fiscal host for the Region 4 Regional Prevention Coordinator and has allocated and encumbered funds for the purpose of delivering alcohol, tobacco and other drug prevention and treatment support services with co-coordinators across the state, and

WHEREAS, Dr. William Geary is willing and able to provide training and technical services to assist in meeting the deliverables of the Regional Prevention Coordinator statewide deliverables; and

WHEREAS, due to the onset of COVID-19 and the ensuing stay at home orders and cessation of social contact, DHS has recognized that the deliverables of said contract are unable to be met by the June deadline, and

THEREFORE, an extension has been made from June 30, 2020 to September 1, 2020 for William R. Geary, Ph.D. of Global Evaluation Solutions, LLC to complete the deliverables of the contract entered into on June 30, 2019 with Kanabec County Community Health as fiscal officer for the Region 4.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the revised contract with Dr. William Geary for statewide training and technical assistance in meeting the deliverables of the Regional Prevention Coordinator grant for the period June 30, 2019 through June 30, 2020, now September 1, 2020 in the original amount not to exceed \$25,000 and approves the Community Health Director to sign the revised contract.

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 #PH6 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #PH6 – 5/5/20

Public Health Emergency Preparedness Amendment Agreement Resolution

WHEREAS, the Minnesota Department of Health (MDH) has submitted an Amendment to the Public Health Emergency Preparedness grant Agreement dated 7/1/2019 for the implementation and execution of Public Health Emergency Preparedness and Response Capabilities, and

WHEREAS, This preparedness program is authorized under the federal Public Health Service (PHS) Act of 1944, as amended (PHS Act) (42 USC §247d-(3) (b)). If applicable, contingent supplemental emergency response awards are authorized under 42 USC § 247b-(a) and (d)] subject to available funding and other requirements and limitations under 42 U.S.C. §243, and

WHEREAS, the Kanabec County Community Health Director is requesting permission to sign the Amendment with the Minnesota Department of Health for total funding of \$27,734.00 to provide measureable and sustained progress in the implementation and execution of Public Health Preparedness and Response Capabilities: National Standards for State, Local, Tribal and Territorial Public Health.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director signing an Amendment for continued funding from the CDC for Budget Period 2 (BP2) grant duties, exercises, plans and other deliverables to provide Public Health Preparedness and Response Capabilities to be completed between July 1, 2020 and June 30, 2021.

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 a motion to approve the payment of 82 claims totaling \$50,869.41 on Community Health Funds.

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 – Les Nielsen introduced a motion to adjourn Public Health Board at 9:26am and to meet again on June 16, 2020 at 9:05am.

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.

The Board of Commissioners reconvened.

Action #9 – Craig Smith introduced a motion to remove the following voucher from the Regular Bills – Revenue Fund: Kanabec County Auditor Treasurer, \$1,397.00 for PID#10.00450.00 for county owned property on Knife Lake.

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 #10 – Dennis McNally introduced a motion to pay the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
Ace Hardware	412.90
Ace Hardware	61.92
Ace Hardware	52.00
Advanced Correctional Healthcare	4,656.19
American Solutions for Business	4,253.03
American Solutions for Business	3,720.57
Aspen Mills	455.88
Aspen Mills	285.00
Assure Security	247.50
Bureau of Crim. Apprehension	120.00
Coleman, Robert	16.10
Curtis, Michael	861.03
CW Technology	1,171.40
Doering, Carleen	500.00
Election Systems & Software Inc	3,932.50
Electric Motor Service, Inc.	3,461.41
G & N Enterprises	94.80
Grainger	115.78
Hartford-Priority Accounts	2,282.79
Hoefert, Robert	897.00
IAEMD	100.00
IT SAVVY LLC	3,702.66
IT SAVVY LLC	173.43
IT SAVVY LLC	4,379.82
IT SAVVY LLC	292.86
IT SAVVY LLC	636.40
IT SAVVY LLC	726.34
IT SAVVY LLC	2,189.91
IT SAVVY LLC	729.97
IT SAVVY LLC	1,459.94
IT SAVVY LLC	729.97
IT SAVVY LLC	729.97
Johnson, Barbara	500.00
Kanabec County Auditor Treasurer	743.00
Kanabec County Auditor Treasurer	792.96
Kanabec Publications	191.25

Kanabec Publications	324.50
Kanabec Publications	96.00
Kanabec Publications	379.00
Kroshel Land Surveyors, Inc	450.00
Leaf's Towing and Recovery	142.00
Lessard, Hillary	500.00
Lindberg, Jodi	99.99
Mattson Electric	295.83
Mattson, Pam	500.00
MEI Total Elevator Solutions	12.00
Michael Keller, Ph.D., L.P.	1,300.00
Nelson, Ronette	179.40
Northstar	173.55
Office Depot	72.79
Office Depot	50.09
Office Depot	295.97
Oslin Lumber	86.99
Pitman, Emily	500.00
Prophoenix Corporation	54,992.98
RELX Inc. DBA LexisNexis	187.58
River Valley Forensic Services, P.A.	400.00
SafeAssure Consultants Inc	8,347.37
Stellar Services	1,044.93
Summit Food Service Management	650.30
Swan, Jessica	500.00
Thomson-Reuters-West	325.13
Thomson-Reuters-West	263.17
Van Alst, Lillian	324.88
Verizon Wireless	35.01
Verizon Wireless	195.05
Verizon Wireless	395.23
Verizon Wireless	240.06
Visser, Maurice	632.50
VSP Insurance Co. (CT)	275.24
Welia Health	323.00
Zamora, Ray	748.65
72 Claims Totaling:	<u>\$121,015.47</u>

Road & Bridge Fund

Vendor	Amount
Ace Hardware	281.10
American Pressure Inc.	130.77
Auto Value	3,655.50
Central McGowan	1,651.76
Dultmeier Sales	540.35
East Central Energy	1,391.91
Fleetpride	91.70
Grainger	76.13
IT SAVVY LLC	35.77
Johnson Hardware and Rental	28.45
Mora Municipal Utilities	1,243.94
Oslin Lumber	796.29
Oxygen Service Co.	1,230.00
Towmaster	67.63
USIC Locating Services	260.00
Wiarcom Inc.	618.45
Ziegler Inc.	2,188.78
17 Claims Totaling:	<u>\$14,288.53</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 Coordinator Kris McNally led a discussion regarding an easement request for the driveway (approximately 22 feet) the western-most boundary on the 330 Forest Avenue East property.

Action #12 – Gene Anderson introduced a motion to table the easement request for the driveway (approximately 22 feet) the western-most boundary on the 330 Forest Avenue East property until June.

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.

County Sheriff Brian Smith met with the County Board via telephone to present his quarterly report. Information only, no action was taken.

Public Works Director Chad Gramentz met with the County Board via telephone to discuss preliminary plans for phased re-opening during COVID-19. The Board expressed consensus for the Public Service and Public Works buildings to continue operating as they have been, with the addition of appointments for driver's license services. The Board expressed consensus to wait until the next board meeting on May 19, 2020 to set dates for re-opening. The Board also expressed consensus to allow the Building Maintenance Department to begin installing plexi-glass shields and dispersing hand sanitizer to all departments. Information only, no action was taken.

County Assessor Tina Von Eschen met with the County Board via telephone to discuss guidance from the Department of Revenue regarding Quintile Review and Local Board of Appeal and Equalization (LBAE). The Board expressed consensus to follow the guidelines provided by the Department of Revenue. Information only, no action was taken.

10:30am – The Chairperson called for public comment three times. None responded.

10:32am – The Chairperson closed public comment.

The Board held a discussion regarding temporary restrictions of spending budgeting funds and hiring.

Action #13 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #13 – 5/5/20

BE IT RESOLVED that Board approval is required in advance of the purchase of any item costing \$1,000 or more, whether previously budgeted for or not, with the exclusion of regular maintenance items.

BE IT FURTHER RESOLVED that no employment positions shall be advertised without prior board approval, and that no vacant positions shall be filled without prior board approval from this day forward.

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.

Dennis McNally led a discussion regarding the condition of county owned tax forfeited properties. The board discussed the possibility of creating a policy for county owned properties, or sending letters to the townships. Discussion was also held regarding the cost of clean-up being taken off the top when the property is sold. Information only, no action was taken.

Future Agenda Items: Tax-forfeit land clean-up.

10:58am – The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday May 19, 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>
Midcontinent Communications	185.76	Utilities	Various
Minnesota Energy Resources Corp	5,976.85	Gas Utilities	Various
Office of MN.IT Services	1,300.00	Wide Area Network	IS
VISA	709.85	Office Supplies, MN Assn Children's Conf.	Welfare
Dearborn National Life Insurance Co	715.27	Short Term Disability Premiums	Employee Benefit Fund
Health Partners	5,993.63	Dental Premiums	Employee Benefit Fund
6 Claims Totaling:	<u><u>14,881.36</u></u>		

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 5/19/20

Department Name	Vendor	Amount	Purpose
ASSESSOR	Marco	159.00	Lease Agreement
		159.00	
BUILDINGS MAINTENANCE	East Central Exterminating	125.00	Exterminating Services
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	April 2020 Cleaning
BUILDINGS MAINTENANCE	Granite City Jobbing Company	631.25	Paper towels, soap, bleach, TP
BUILDINGS MAINTENANCE	Johnson Controls Fire Protection LP	358.40	Fire Alarm Service
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	196.58	Elevator Service Call
BUILDINGS MAINTENANCE	Quality Disposal Systems	388.36	Solid Waste Fees
BUILDINGS MAINTENANCE	Summit Companies	120.00	Fire Alarm Service
		8,229.83	
COMPUTER EXPENSES	IT SAVVY	249.50	Tapes
		249.50	
COUNTY ATTORNEY	Mattson Electric	100.00	Change LED Lamp at Courthouse
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	187.58	April Charges
COUNTY CORONER	Methven Funeral and Cremation Service	400.00	Removal & Transport
		687.58	
COUNTY CORONER	Ramsey County	3,108.00	Autopsy/Toxicology
		3,108.00	
ECONOMIC DEVELOPMENT	Athey, Lisa	500.00	Child Care Solutions Grant

ECONOMIC DEVELOPMENT	Enrriquez, Alysha	500.00	Child Care Solutions Grant
ECONOMIC DEVELOPMENT	Fiedler, Kaylynn	500.00	Child Care Solutions Grant
ECONOMIC DEVELOPMENT	Johnston, Emily	500.00	Child Care Solutions Grant
ECONOMIC DEVELOPMENT	Nordenstrom, Sara	500.00	Child Care Solutions Grant
ECONOMIC DEVELOPMENT	Sholtz, Dianna	500.00	Child Care Solutions Grant
ECONOMIC DEVELOPMENT	Sholtz, Mark	500.00	Child Care Solutions Grant
		3,500.00	
ELECTIONS	Kanabec Publications	95.20	Publish 2020 Filing Notice
		95.20	
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	19.15	Postage
ENVIRONMENTAL SERVICES	SHI International Corp	109.00	Access 2019 Single Use License
		128.15	
HUMAN RESOURCES	League of MN Cities	126.50	Online Job Advertising - Asst Co Attorney
		126.50	
PUBLIC TRANSPORTATION	A and E Cleaning Services	550.00	Office Cleaning
PUBLIC TRANSPORTATION	Auto Value Mora	162.95	Vehicle Parts
PUBLIC TRANSPORTATION	Curtis, Michael	911.60	Volunteer Mileage
PUBLIC TRANSPORTATION	Granite City Jobbing Company	101.46	Office Supplies
PUBLIC TRANSPORTATION	Hoefert, Robert	691.15	Volunteer Mileage
PUBLIC TRANSPORTATION	Industrial Health Services Network Inc	44.90	Drug Screen
PUBLIC TRANSPORTATION	Kanabec Publications	50.00	Advertising
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contract
PUBLIC TRANSPORTATION	Nelson, Ronette	399.05	Volunteer Mileage
PUBLIC TRANSPORTATION	Premium Waters Inc	21.59	Bottled Water Supplies
PUBLIC TRANSPORTATION	Quality Disposal Systems	24.15	April Service
PUBLIC TRANSPORTATION	Van Alst, Lillian	158.13	Volunteer Mileage
PUBLIC TRANSPORTATION	Visser, Maurice	466.90	Volunteer Mileage
PUBLIC TRANSPORTATION	Zamora, Ray	766.48	Volunteer Mileage

		4,483.04	
SANITATION	East Central Solid Waste Commission	464.40	Hwy Dept MSW & Recycle
		464.40	
SHERIFF	Aspen Mills	283.00	Uniforms
SHERIFF	AT&T Mobility	655.35	Phones
SHERIFF	Axon Enterprise Inc.	3,876.24	Taser Assurance Plan/Standard 3 Year Payment
SHERIFF	Corporate Connection, Inc.	1,299.25	PPE & N95 Masks
SHERIFF	Gertken, Adam	480.93	POST License & Firearm
SHERIFF	Glen's Tire	77.80	Tire Repairs
SHERIFF	Horizon Towing	572.45	Towing Services
SHERIFF	Tinker & Larson Inc	734.20	Oil Changes
		7,979.22	
SHERIFF - BOAT & WATER	Auto Value Mora	48.45	Repair Supplies
		48.45	
SHERIFF - CITY OF MORA	AT&T Mobility	44.67	Phones
SHERIFF - CITY OF MORA	Glen's Tire	24.00	Tire Repairs
		68.67	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	17,124.27	Medical Services
SHERIFF - JAIL/DISPATCH	Aspen Mills	108.01	Uniforms
SHERIFF - JAIL/DISPATCH	Bob Barker	467.29	Gloves & Toiletries
SHERIFF - JAIL/DISPATCH	East Central Exterminating	275.00	Exterminating Services
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	April 2020 Cleaning
SHERIFF - JAIL/DISPATCH	Johnsons Hardware	534.87	Salt
SHERIFF - JAIL/DISPATCH	Kanabec County Community Health	170.00	Medical Refridgeration Calibration
SHERIFF - JAIL/DISPATCH	Mattson Electric	947.85	Check Sewer Pump
SHERIFF - JAIL/DISPATCH	Minnesota Dept of Transportation	3,121.59	ARMER Motorola Agreement
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	199.35	April Service

SHERIFF - JAIL/DISPATCH	Stellar Services	505.45	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,124.37	Inmate Meals
		27,162.85	
SNAKE RIVER WATER MANAGEMENT BOARD	Minnesota Pollution Control Agency	42,919.14	Clean Water Partnership Septic Upgrade Loans
		42,919.14	
UNALLOCATED	Minnesota State Auditor	1,368.50	2018 Audit Desk Review
		1,368.50	
VETERAN SERVICES	Blue Star Graphics	60.00	Business Support Decals
VETERAN SERVICES	Marco	920.04	Copier Contract
		980.04	
66 Claims Totaling:		101,758.07	

Agenda Item #3

Regular Bills - Road & Bridge

Bills to be approved: 5/19/20

Vendor	Amount	Purpose
A and E Cleaning Services	1,100.00	Highway Dept Office Cleaning
Beaudry Oil & Propane	3,374.56	Fuel
Brock White Company LLC	2,197.36	Road Fabric
East Central Energy	258.62	Intersection Lighting
Glen's Tire	183.00	Tire Repairs
Grainger	21.68	Shop Supplies and Repair Parts
Granite Ledge Electrical Contractors	314.20	Repair Parts and Labor
Hanson, Elaine	415.00	Warning Flags
Kanabec County Auditor-Treasurer	224.94	Vehicle Pool Mileage
Kanabec Publications	309.00	Dust Control Ads and Envelopes
Little Falls Machine Inc	1,854.63	Repair Parts
MARCO Inc	188.00	Contract Rate Charge
Mattson Electric of Mora	598.27	Repair Parts and Labor
Minnesota Petroleum Service	5,367.41	Repair Parts and Labor
Minnesota Pollution Control Agency (MPCA)	604.84	Hazardous Waste Fees
MN Dept of Transportation	365.51	Equipment Calibration - Mat Insp
Office Depot	131.30	Office Supplies
Owens Auto Parts	799.16	Shop Supplies and Repair Parts
Power Plan (RDO)	1,523.95	Shop Supplies and Repair Parts
Quality Disposal Systems	164.25	Garbage Pickup
RJ Mechanical	3,535.60	Repair Parts and Labor
Roeschlein, Tom	648.00	162 Straw Bales
Sanitary Systems	140.00	Portable Restroom for Knife Lake
23 Claims Totaling:	<u>\$24,319.28</u>	

Agenda Item #4

May 14, 2020

REQUEST FOR BOARD ACTION

a. Subject: SCORE Claims	b. Originating Department: County Coordinator
c. Estimated time: -- minutes	d. Presenter(s): None

f. Board action requested:

Resolution #__ – 5/19/20

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	\$3,059.42
Quality Disposal	\$3,399.00
Arthur Township	\$400.00
Total	\$6,858.42

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (March)	\$2,999.00	\$2,999.00
WASTE MANAGEMENT (March)	\$3,059.42	\$3,059.42
Sub-Total	\$6,058.42	\$6,058.42
Recycling Center Incentive Payments:		
Quality Disposal (March)	\$400.00	\$400.00
Arthur Township (March)	\$400.00	\$400.00
TOTAL PAYMENTS =		\$6,858.42

Date received in County Coordinators Office: Various dates in April

January 1, 2020 SCORE Fund balance = \$136,476.22

Revenue: 01-391-392-0000-5332 =

Expenditure: 01-391-392-0000-6211 = \$22,964.38

Current SCORE Funds balance is = \$113,511.84