



Kanabec County Board of Commissioners

Regular Meeting Agenda May 5, 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, 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 listed below.

To be held via WebEx telephone call or video meeting:

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

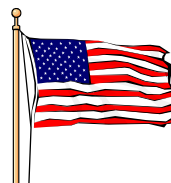
Access Code: 968 693 452

Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=mfc6bd64c90e39d8a42538799af9d502a>

Meeting number: 968 693 452

Password: YAsuC25Za8P



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.

9:00am a. Call the Meeting to Order

b. Roll Call

c. Pledge of Allegiance

d. Agenda approval

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

Public Health Board

9:30am Sheriff Smith, Quarterly Report

9:45am Chad Gramentz, Public Works- Preliminary Plan for Phased Re-Opening During COVID-19

10:10am Tina Von Eschen- Guidance from Department of Revenue on Quintile Review and LBAE

10:30am Public Comment Call-in number for Public Comment 1-408-418-9388 Access Code: 968 693 452

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*

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
4. Request for an easement on 330 Forest Ave East Mora, MN 55051
5. Discuss temporary restrictions of using budgeted fund and hiring
6. Future Agenda Items
7. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, May 5, 2020
9:00 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
 - Staffing –no update
 - Annual Reporting/ MDH Deliverables
 - Coronavirus
 - Regional Prevention Coordinator Contract
 - Transit
4. Global Evaluation Solutions Revised Agreement
 - Action requested
 - See attached Agreement and resolutionpage 4-9
5. MN Department of Health – PHEP Amendment
 - Action requested
 - See attached Agreement and resolutionpage 10-14
6. First Quarter 2020 Report
 - See attached reportpage 15-35
7. Financial Reports – see attached
 - Trial Balance
 - February Financial Reportpage 36-37
page 38
8. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor Listpage 39-46
9. Other Business
10. Adjourn

Kanabec County Community Health/Timber Trails
Director's Report
May 2020

Community Health Report

Staffing:

No update

Annual Reporting/MDH Deliverables:

Deadline for Maternal Child Health and TANF funding was April 30th. This section was completed. The Strategic Plan, Community Health Assessment and Community Health Improvement Plan due date has been postponed indefinitely. Work is continuing with health promotions/planning staff assisting with the development of sections and it is still the desire to complete these documents sooner rather than later.

Coronavirus:

Situational Update will be provided at the meeting.

Departmental work:

Staff continues to participate in the regular update calls from the Minnesota Department of Health and Centers for Disease Control, Regional Hospital Preparedness, media briefings and others that are scheduled.

Community Health has opened its Departmental Operations Center (DOC) and there are daily meetings with the team. Incident Objectives are created and work completed to meet those objectives.

The County Emergency Operations Center has been opened with twice weekly calls/webinars occurring. These occur on Mondays and Thursdays at 10 a.m. (recently changed from a 9:00 a.m. start). The meetings include representation from Community Health, Family Services, County Coordinator, Emergency Management, Sheriff's Office, Timber Trails, City of Mora, City of Quamba, Welia Health, Coborn's, Long Term Care/Assisted Living, Faith Community, Chamber of Commerce, Dialysis, East Central Electric, Mora and Ogilvie Public Schools, non-profit. Others have been invited but have not yet attended/others are added to the invitee list as deemed necessary. These meetings are used to give a situational update and to have entities report out what they are doing, what is hard, what help might be needed. Desired messaging is an area of discussion and a Joint Information Center has been established to ensure consistent messaging from all.

A County COVID-19 Hotline has been set up and is being staffed by Human Services staff 8:00 a.m. – 5:00 p.m. seven days a week.

An Essential Services process has been set up and is currently being staffed by Public Health. The Essential Services process was put in to place to assist residents who are in isolation or quarantine and have no way of getting their essential items such as groceries and prescriptions. It is the role of Community Health to ensure the individual has access to the essential items without going out to obtain them. This does not mean we necessarily assume financial responsibility for these items. Clients would still be required to purchase their own food, medication, etc. but we would assist by providing a delivery service of sorts if the client does not have other contacts to obtain said items. Another essential service is housing and we hope to work with the local hotel to arrange to house people who might be discharging

from the hospital but still need some health monitoring and are unable to go home for some reason. There may be other situations where someone under isolation or quarantine may need to be placed in the hotel for monitoring.

Kanabec County Community Health has offered to provide training to local Long Term Care/Assisted Living/other congregate care facilities to fit test their staff. We will be training key staff members of facilities and then they will utilize Public Health fit testing kits to fit test their staff.

Other items we are preparing for:

- to take over day zero and monitoring contacts for people who are asked to enter into isolation or quarantine due to travel or exposure. MDH usually provides this service but may not have the capacity to do so which means Public Health will take this over
- the need for the hospital to surge which may mean discharging patients to our home care program

Regional Prevention Coordinator Contract:

The Board had approved the Director to respond to the Grant Request for Proposal and accept the contract if it was awarded. Kanabec County Community Health was awarded the contract for the Regional Prevention Coordinator for a five year period beginning 7/1/2020. We currently hold this contract and will be able to provide this expertise with the existing staff throughout the region.

Transit:

- Transit buses continue to run at about 55% of our normal service hours
- Ridership is down about 85%
- Calls were up for the last couple of days (week of April 27)
- Drivers continue to do work for the Highway department
- MN/DOT is making plans to complete almost everything remotely for the foreseeable future; from annual bus inspections to Spring Workshop Sessions – everything will be done by FaceTime or virtual meetings
- Phase is working on a plan to bring some consumers back in to “work” but it may be so few that they will provide their own transportation



Agreement by and between:

Kanabec County Community Health, acting as fiscal host for the Region 4 Regional Prevention Coordinator, representing the Minnesota Regional Prevention Coordinators, which are funded by The MN Department of Human Services, Behavioral Health Division.

and

William R. Geary, Ph.D. of Global Evaluation Solutions, LLC

This agreement, entered into as of June 30, 2019 between Kanabec County Community Health located at 905 East Forest Avenue, Mora, MN 55051 and William R. Geary, Ph.D. ("Dr. Geary") of Global Evaluation Solutions located at 6-3 Aspen Way, Doylestown, PA 18901

The purpose of this contract is to address the need by Minnesota Regional Prevention Coordinators ("MN RPCS") to improve their ability to provide training and technical assistance to prevention grantees in Minnesota.

Now therefore, MN DHS BHD, MN RPCS and Dr. Geary agree to formulate, implement, and operate this activity in strict compliance with and in accordance with the conditions spelled out in the following sections:

1. This project's general objectives are to:
 - a. Create a high quality Training of Trainers curriculum designed to build skills relating to coalition sustainability of MN RPCS in Minnesota.
 - b. Create a high quality Training of Trainers curriculum designed to build skills relating to a topic to be approved by Minnesota Department of Human Services – Behavioral Health Division ("MN DHS-BHD"), and MN RPCS.
 - c. Deliver the Training of Trainers curricula through two live events with dates and times agreed upon by the client and consultant.
 - d. Assist in improving the delivery of technical assistance by MN RPCS to their client coalitions on the two training topics.
 - e. Provide tools and templates that will support skill development and the delivery of technical assistance by MN RPCS on the two training topics.
 - f. Provide technical assistance on an as needed basis on topics pertaining to public health, substance abuse prevention, and other aspects of coalition work.

To accomplish these objectives, Dr. Geary, will engage in the following activities:

1. **Training of Trainers (Sustainability Best Practices)**
 - a. Create a Training of Trainers ("TOT") curriculum that aligns with:
 - i. Best sustainability practices relevant to prevention coalitions
 - ii. The strengths and needs of MN RPCS on this topic.
 - iii. The goals for the MN RPCS pertaining to this topic.
 - iv. The strengths and needs of prevention coalitions in Minnesota as provided by MN RPCS.
 - b. Create tools that fully support the TOT curriculum including:

- i. TOT worksheets and instructions
 - ii. Documents demonstrating best practices in sustainability.
 - iii. Written narratives that describes key elements of the TOT.
 - iv. PowerPoint and/or other materials used in the TOT to communicate best practices.
 - c. Create required tools and process for Evaluation of TOT including assessment of:
 - i. Participant satisfaction with TOT (curriculum, trainer, support materials, site, etc....)
 - ii. Level of improved knowledge of sustainability best practices.
 - d. Products
 - i. Training Workbook containing all curriculum and tools.
 - 1. Hard copy
 - 2. Digital copy
 - ii. Training Satisfaction Report
 - 1. Digital Copy
- 2. Training of Trainers (Topic TBD)**
- a. Create a Training of Trainers (TOT) curriculum that aligns with:
 - i. Best sustainability practices relevant to prevention coalitions
 - ii. The strengths and needs of MN RPCS on this topic.
 - iii. The goals for the MN RPCS pertaining to this topic.
 - iv. The strengths and needs of prevention coalitions in Minnesota as provided by MN RPCS.
 - b. Create tools that fully support the TOT curriculum including:
 - i. TOT worksheets and instructions
 - ii. Documents demonstrating best practices in this topic.
 - iii. Written narratives that describes key elements of the TOT.
 - iv. PowerPoint and/or other materials used in the TOT to communicate best practices.
 - c. Create required tools and process for Evaluation of TOT including assessment of:
 - i. Participant satisfaction with TOT (curriculum, trainer, support materials, site, etc....)
 - ii. Level of improved knowledge of sustainability best practices.
 - d. Products
 - i. Training Workbook containing all curriculum and tools.
 - 1. Hard copy
 - 2. Digital copy
 - ii. Training Satisfaction Report
 - 1. Digital Copy
- 3. Training of Trainers Delivery**
- a. Work with RPC representative on delivery dates, sites and materials needed for two trainings listed above.
 - b. Provide electronic copy of all manuals and materials for copying.

- c. Conduct Training utilizing the curricula.
- d. Assess training satisfaction.
- e. Deliver training satisfaction report.
- f. Conduct follow-up phone call to further assess TOT and address any outstanding needs/issues.

Protection of Human Subjects

Dr. Geary will take appropriate steps to safeguard the confidentiality and welfare of human subjects participating in the studies, meetings all federal requirements concerning the protection of human subjects.

Data Ownership and Distribution of Findings

Dr. Geary and MN DHS-BHD will retain co-ownership of all training delivery products used by the MN RPCS pertaining to the fulfillment of this contract and MN DHS BHD will retain ownership over all data collected and reports created in the fulfillment of the project.

Time for Performance

Performance will commence on June 30, 2019 and will be completed no later than June 30, 2020. This contract is amendable as appropriate and agreed upon by both parties.

Compensation and Method of Payment

Kanabec County Community Health agrees to pay William R. Geary, Ph.D. of Global Evaluation Solutions an amount not to exceed \$25,000.00. In addition the MN RPCS agree to pay all expenses pertaining to travel including mileage, lodging and meals as agreed upon by both parties in advance of any site visits.

Changes

Either party may from time to time request changes in the Scope of Project Services to be performed by Dr. Geary of Global Evaluation Solutions hereunder. Such changes shall be mutually agreed upon by Kanabec County Community Health, MN DHS-BHD and Dr. Geary of Global Evaluation Solutions, and shall be incorporated in written amendments to this agreement. No changes shall be binding unless and until approved by all parties.

Liability

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. The State's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

Independent Contractors

The parties enter in the contract as independent contractors and nothing contained in this contract will be construed to create a partnership, joint venture, agency or employment relationship between the parties.



Conflict of Interest

Dr. Geary certifies that neither he nor Global Evaluation Solutions presently has nor shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services under this contract. Dr. Geary also agrees that in the performance of this contract, no person with such an interest shall be employed, shall become a contractor, nor shall be appointed as a member of its governing body.

IN Witness There of Kanabec County Community Health, acting as fiscal host for the Region 4 Regional Prevention Coordinator, representing the Minnesota Regional Prevention Coordinators has executed this Agreement as of the date first written above.

Approved for Kanabec County Community Health:

Name and Title

Date

Approved for Global Evaluation Solutions:

William R. Geary, Founder Global Evaluation Solutions

Name and Title

Date



Appendix – this is the change

Due to the Corona Virus 19 shutdowns, both parties have agreed to extend the time of this contract from June 30, 2020 until September 1, 2020.

Approved for Kanabec County Community Health:

Name and Title

Date

Approved for Global Evaluation Solutions:

William R. Geary, Founder Global Evaluation Solutions

3/15/20

Name and Title

Date

Kanabec County Community Health Board Resolution # 5/5/2020
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.

Minnesota Department of Health Community Health Board Grant Project Agreement Amendment

Grant Project Agreement Start Date:	7/1/2019	Current Project Amendment Amount	\$ 27,924
Original Grant Project Agreement Expiration Date:	6/30/2024	Original Grant Project Agreement Amount:	\$ 27,734
Current Grant Project Agreement Expiration Date:	6/30/2024	Previous Project Amendment(s) Total:	\$ -0-
Requested Grant Project Agreement Expiration Date:	Not Applicable	Requested Total Grant Project Agreement Amount:	\$ 55,658

This Grant Project Agreement Amendment is between the State of Minnesota, acting through its Commissioner of the Minnesota Department of Health (hereinafter "State") and Kanabec County Community Health Board 905 E First Avenue, Suite 127 Mora, MN 55051 (hereinafter "Grantee").

Recitals

1. The State has a grant project agreement with the Grantee identified as SWIFT Contract #162088 | SWIFT PO #3000067099 ("Original Grant Project Agreement") to provide measurable and sustained progress in the implementation and execution of Public Health Emergency Preparedness and Response Capabilities: National Standards for State, Local, Tribal and Territorial Public Health. 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.
2. This amendment provides supplemental federal funding based on continuation funding from CDC for Budget Period 2 (BP2) grant duties, exercises, plans and other deliverables. Funding for this budget period requires the successful completion and acceptance of all duties and deliverables including AARIPs by the State prior to June 30, 2021.
3. The State and the Grantee are willing to amend the Original Grant Project Agreement as stated below.

Grant Agreement Amendment

Amended or deleted grant project agreement terms will be ~~struck out~~, and the added grant project agreement terms will be underlined.

REVISION 1. 4. "Consideration and Payment" is amended as follows:

4.1 Consideration. The STATE will pay for all services performed by the GRANTEE under this grant project agreement as follows:

(a) Compensation. The GRANTEE will be paid on a reimbursement basis only.

Each specific Budget Period award is available only for the specific Budget Period for which it is awarded. Funds remaining and not fully liquidated at the end of each Budget Period will be cancelled and will not

be available to the GRANTEE in any subsequent Budget Period. GRANTEE shall maintain separate accounting records and source documentation for each award; funds may not be comingled.

Public Health Emergency Preparedness (PHEP) Awards

Award Name	Budget Period	Award Amount
Budget Period 1 PHEP	Budget Period 1 July 1, 2019-June 30, 2020	\$27,734
Budget Period 2 PHEP	Budget Period 2 July 1, 2020-June 30, 2021	\$ <u>27,924</u>
Budget Period 3 PHEP	Budget Period 3 July 1, 2021-June 30, 2022	\$ To Be Determined
Budget Period 4 PHEP	Budget Period 4 July 1, 2022-June 30, 2023	\$ To Be Determined
Budget Period 5 PHEP	Budget Period 5 July 1, 2023-June 30, 2024	\$ To Be Determined

(b) *Total Obligation.* The total obligation of the STATE for all compensation and reimbursements to the GRANTEE under this grant project agreement will not exceed ~~Twenty-seven thousand seven hundred thirty-four dollars (\$ 27,734)~~ \$55,658.00.

4.2 Terms of Payment.

(a) *Invoices.* The State will promptly pay the GRANTEE after the GRANTEE presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted in a timely fashion and according to the following schedule:

Invoice Submission Schedule

Invoice Due	Invoice Activity Period	Deadline for Receipt
1st Quarter	July 1 -30 September	October 31
2nd Quarter	October 1- December 31	January 31
3rd Quarter	January 1- March 31	April 30
4th Quarter/ BP Final Invoice	April 1- June 30	July 31

The State reserves the right to deny payment of invoices not received within thirty (30) days of the invoice deadline.

(b) *Federal Funds.* Payments under this grant project agreement will be made from federal funds obtained by the STATE through Title 47, 42 U.S.C. §247d-3b, CFDA number 93.069 , of ~~Section 319C-1 of the Public Health Service (PHS) Act (47 USC § 247d-3a)~~, including public law and all amendments. The Notice of Grant Award (NGA) number is pending. The GRANTEE is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements. If at any time federal funds become unavailable, this agreement shall be terminated immediately upon written notice of by the STATE to the GRANTEE. In the event of such a termination, GRANTEE is entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Except as amended herein, the terms and conditions of the Original Grant Project Agreement and all previous amendments remain in full force and effect. The Original Grant Project Agreement, and all previous amendments, are incorporated by reference into this amendment.

[signatures on following page]

APPROVED:**1. STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant project agreement amendment on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. MINNESOTA DEPARTMENT OF HEALTH

By: _____ (with delegated authority)

Title: _____

Date: _____

Distribution:

- MDH – Original (fully executed) Grant Project Agreement Amendment
- Grantee
- State's Authorized Representative

Resolution # KCCH 5/5/2020

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.

Kanabec County Community Health
Report to County Board
January – March 2020

Major Highlights

Mental Health Innovations Grant

This is the last full quarter of this grant. The overall goal of the grant was to reduce admission to Regional Treatment Centers (RTC) and Community Behavioral Health Hospitals (CBBHs). It has always been difficult for Kanabec County and Welia Health to find open beds at RTCs and CBBHs and it usually fell to the local community to care for the patients. Challenges have included a lower number of referrals than were anticipated when writing for the grant. Time has been spent connecting with clients that have been involved and transitioning them to other services.

Disease Investigation

Hepatitis A - Kanabec County Community Health continued to respond to the Hepatitis A outbreak. Staff continue to vaccinate and administered 55 during the first quarter of 2020. There has been no increase in the number of cases in Kanabec County during the quarter. There are 5 positive cases but the number more than doubled in Minnesota with a total of 111 cases.

COVID-19 – Kanabec County has been very busy since mid-March responding/preparing to respond to the Coronavirus pandemic.

- Public Health has opened up its Department Operations Center and meets daily to discuss the current situation, information and education to push out to the public, and planning for a greater response in the future.
- Kanabec County has issued and extended an Emergency Declaration and the Emergency Operations Center (EOC) group has been meeting twice weekly (changed to one time weekly during the 4th week in April). The EOC group is a large group with representation from county departments, cities, schools, long term care/assisted living, Welia, faith community, Chamber/EDA, Fresenius, East Central Electric, Lakes & Pines. This group is able to discuss the current situation in our county, messages that should go out as well as an opportunity to discuss any challenges and ask for help.
- A public hotline has been set up to respond to questions about COVID-19 and the Governor's Executive Orders.
- A process to ensure access to essential services for those in isolation/quarantine has been set up. Essential Services include food, water, shelter, a method of communication and prescriptions.
- Public Health continues to put out messaging about the importance of staying home, social distancing, wearing masks etc. in support of the Executive Orders.
- A Joint Information Center has been established and meets weekly to discuss unified messaging within the community. Members include Kanabec County Community Health, Coordinator, Sheriff, Emergency Management, EDA, City of Mora, and Welia.
- A group has been meeting to discuss the issue of Isolation and Quarantine and sheltering. This group consists of Kanabec County Community Health, Sheriff, Emergency Management and Family Services. When a confirmed case is placed into isolation or a contact in quarantine, public health is required to ensure access to essential services. While there is a process in place for food, water, and prescription delivery, there is a gap in our ability to provide shelter to someone who may need it. Lakes & Pines may be able to provide a limited hotel stay but the hotel in Mora is currently not open. Staff are looking into other options.
- The Home Care Program within public health is also preparing to take on additional patients should Welia Health need to surge to care for COVID patients.

Audits/Reporting

- The Medicare Cost Audit was scheduled for April but has been rescheduled for May 4th.
- South Country Health Alliance will be conducting a virtual audit in our case management area.

Grants written/funded/denied

- Notification was received that the grant was approved for Kanabec County to continue to be the grantee for the Regional Prevention Coordinator.
- A grant from Delta Dental was denied for the local community dental clinic.

Strategic Plan / Community Health Assessment / Community Health Improvement Plan

The annual reporting due date as well as the strategic plan, community health assessment and community health improvement plan has been postponed indefinitely. The Director as well as other public health staff continue to work on these as time permits and will submit as soon as they are complete.

Trends

- Business as usual does not exist at this time. All areas are needing to adapt.

Thinking Ahead

- Each area of Public Health has needed to adapt to providing services in a different way. It is difficult to predict how services will look in the months to come. All areas are getting some direction from funding sources and are adapting as new information comes in.

Concerns and Challenges

- There is still a struggle to get paid by Triwest/VA. Staff continue to work on issues.
- It is unknown how the change in how services are provided will affect the budget. Telehealth may not be funded at the same level as face-to-face visits.

The following pages provide more detail about the programs provided through Kanabec County Community Health.

Area: Family Health

Reporter: Maria Bernhardt, Family Health Supervisor

Provides oversight for the following programs: TANF Home Visiting, Health Promotion (Birth Defects, Follow Along, Early Hearing Detection and Intervention, MIECHV - Healthy Families America Home Visiting Program and Nurse Family Partnership Home Visiting, Nurse Family Partnership Expansion, WIC, Maternal Child Health, Child & Teen Check-up, SCHA Community Connector, and Dental Health.

Major Highlights

WIC (Women, Infant and Children)/ Maternal-Child Health Programs:

- WIC participation numbers decreased slightly 1st quarter. WIC served an average of 428 participants/month during 1st quarter compared to 430 during 4th quarter. However, WIC participation increased by 2.5% from February to March.
- Efforts to increase participation rates and numbers continue: WIC staff are educating participants on the Minnesota My WIC App and assisting them to install this on their phones to receive appointment reminder messages. WIC staff continues to call all missed appointments to reschedule them. Reminder phone calls are also made to scheduled WIC appointment the day before.

- Prenatal clients continue to receive PHN assessments and breastfeeding support with their WIC appt.
- Support for breastfeeding mothers continues to be offered; the WIC coordinator continues to support and participate in the East Central Breastfeeding Coalition, last meeting held on 02/20/2020.
- WIC coordinator continues to serve as the Chair on the WIC Advisory Group; meetings are held quarterly 01/27/2020.
- eWIC Feedback from staff and families continues to be positive and is truly a blessing to have during this pandemic! Having eWIC fully operational has made the transition to telephone only WIC appointments manageable.

Family Home Visiting Programs:

- The Family Home Visiting Community Advisory Group (CAG) continues to meet. Meetings are held quarterly; meeting took place January 13th.
- HFA Program remains accredited through 12/2021.
- 2 NFP & 1 HFA graduation celebrated 1st quarter
- 6 new families enrolled in EBHV(Evidence Based Home Visiting), 4 NFP families & 2 HFA families
- Infants and children continue to be seen for medical concerns such as asthma, genetic disorders, developmental delays, eating issues, etc. Even though these cases can be time intensive, we continue to make this population a priority due to access issues to appropriate services and complexity of healthcare coordination.

Immunizations/ Child & Teen Checkups Screens (C&TC) and Outreach/ Disease Prevention:

- We continue to be the safety net for children & adult vaccinations. Immunization appointments are available to the public.
- In response to the Hepatitis A outbreak in MN the family health staff has provided education and vaccines to the high risk populations residing in Kanabec County. 55 vaccines were administered 1st quarter at multiple locations including Recovering Hope and Kanabec County Community Health.
- Child-find and outreach efforts continue with families to provide education and direct services for lead screens. Nurses continue to complete lead screens, completing referral and follow-up for children indicated as having a high lead level per MDH algorithm.
- C&TC outreach efforts are a focus, locating and encouraging preventive care for children on MHCPs.
- No C&TC screens were completed 1st quarter.

SCHA Community Connector (Kanabec):

- The Community Connector continues to play a vital role in keeping the team updated on SCHA changes/initiatives and supports the connection of services to our families. This role continues to evolve. Meetings continue to take place to best support the structure of this role.

Other Family Health Activities and Highlights:

- A PHN is a guest speaker at one Welia prenatal class each session.
- Family Health Nurses assist with Early Childhood Screens in local schools.
- Family health team is involved in CQI learning collaborative with MDH. This year the focus is on increasing breastfeeding rates and duration. In person and webinar trainings have been attended by FH staff.
- Children's Dental Services (CDS) continues to offer monthly dental care at KCCH.

- Kanabec County Family Health continues to have a presence on Facebook and Instagram in an effort to outreach and raise awareness of services.
- Minnesota Amish Health Program Group continues to offer health clinics in the Amish Community monthly. Topics of education during 1st quarter included: Dental Health & Nutrition. No group held in March due to COVID-19.

Thinking Ahead

- Maintain HFA accreditation- adhere to policies and procedures.
- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access Family Home Visiting services
- Referrals for family home visiting decreased by 12% when compared to 4th quarter referral numbers.
- Work on internal procedures/policies and QI processes; participating in MDH CQI Learning Collaborative.
- Continue dialogue on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community resources.
- Ensure healthy self-care for nurses during unprecedented time
- Continue conversations with Recovering Hope in effort to best collaborate to serve this at risk population.
- Continue to promote Public Health Services through increasing presence on social media and updating outreach material.
- Responding to COVID-19: maintain engagement with families, support staff, adapting processes for how to best serve at risk families and ensure health of staff.

Concerns and Challenges

- Small team delivering multiple programs; each staff working in several programs and juggling a variety of job duties.
- Complex family needs/dynamics; increase of families in crisis needing basic resources/support; housing instability
- COVID-19 Pandemic: increased stress on staff and clients due to uncertain circumstances, all visits taking place virtually, shift in roles of staff - less time completing visits, having to complete more administrative tasks, technology requirements for virtual visits, securing funding for telehealth visits - obtaining agreement from DHS, setting up services and codes for billing
- Maintaining caseloads during COVID-19 Crisis, outreach to referrals has proven to be more challenging

Trainings

Major trainings/meetings/events by the Family Health Team:

- Smoking Cessation and Pregnancy Training, 1/31/2020, Carlton Co. MN (1 staff attended)
- Point of Dispense Training 3/3-3/4/2020, St. Cloud, MN (1 staff attended)
- Many additional staff development opportunities were completed this quarter through Webinar/WebEx, reducing time and travel costs.
 - Other webinar training topics included: Breastfeeding, new data collection systems, car seats, infectious disease, mental health and multiple Convene Trainings
- Other selected meetings that may have been attended by Family Health staff to support program areas and/or to connect with other agencies serving the same aggregate populations to improve services and focus on eliminating duplication of services.
 - East Central Breastfeeding Coalition meeting
 - Regional Family Home Visiting meeting

- C&TC Outreach meeting
- Community Connector/SCHA Supervisor meetings
- ECSE (Early Childhood Special Education) local meeting
- Follow Along Program meeting
- IEIC (early intervention) meeting
- Immunization/disease monthly telephone calls/video conference
- MCH (Maternal Child Health)/FH Supervisor regional meetings
- Family Support meetings
- WIC meetings
- Amish work group meeting
- Nurse Family Partnership IAC (Innovations Advisory Committee)

Numbers Served

- Total families seen in Family Home Visiting programs during this quarter= 94 distinct families with a total of 431 nursing assessments completed.
 - HFA= 22 families visited with 164 assessments; compared to 23 families visited with 198 nursing assessments completed 4th quarter
 - NFP= 22 families visited with 123 nursing assessments; compared to 19 families visited with 121 nursing assessments completed 4th quarter
 - TANF=11 families visited with 66 nursing assessments completed; compared to 18 families and 61 nursing assessments 4th quarter
 - MCH infants and children= 4 families visited with 18 assessments completed; compared to 3 families and 13 assessments 4th quarter
 - MCH prenatal and postpartum=44 women with 57 nursing assessments; compared to 38 women and 47 nursing assessment 4th quarter
- 16 families provided with car seat education; compared to 13 in 4th quarter
- 28 lead screens completed; 22 completed 4th quarter
- 1 UBV completed; 5 completed 4th quarter
- 2 Dental Varnishes completed; 27 completed (17 completed during OCC) 4th quarter
- 428 WIC families served (average monthly participation for the past three months); 430 average for 4th quarter

Get to know the Family Health Nurse Home Visitors!



Autumn's Bio:

I have worked at Kanabec County Public Health since November 2011. I started working part time doing universal baby visits and within a few months was offered full time. I knew during nursing school that hospital work wasn't what I wanted to do. It didn't take long after starting at Public Health to figure out it was the exact job for me. I love coming to work every day. I enjoy forming relationships with families and watching them succeed. I like knowing that I made a difference one family at a time. When you see the families

accomplish their goals, remain sober, obtain work or housing, it makes all the emotionally draining days' worth it. The truth is, these families just need support and to know someone cares. I'm the fortunate one to get to do that.

I have stayed connected during the COVID19 pandemic through text, calls, cards and virtual visits (google duo or facetime). I would be lying if I said it was easy. I miss my families greatly and I look forward to the day where I can go back to face to face visits. Most of the families I

serve are used to high stress levels, having to stay home most days and limited income, so this process has been fairly manageable for them.



Kelly's Bio:

I have been working with Kanabec County Community Health for over six years now. I currently work with families in our home visiting model Nurse Family Partnership. A few things I enjoy most about family home visiting is the relationships that are made with families in our community, supporting families reach their goals and providing them with tools to be the best parent they can be. I also work as a Care Coordinator for South Country Health Alliance members in the Nursing Home and members with Special Needs. This work also allows me to build great relationships to support these individuals with their goals and managing their physical and mental health needs. Another role I have is the County Care Connector for South Country Health Alliance for all PMAP and MNCare members. This role allows me to work with our community to support families and individuals to assist them in accessing services and resources that we have available in our community. My many job duties allow me to be versatile from my every day to day work-which I enjoy most about my job!



Shari's Bio:

I started with public health in the summer of 2015 after working in pediatric home care and in the mental health field for several years. I work in the Healthy Families America program and am also the Immunization Manager for Kanabec County. I love working with the families I see because we are joining them on their journey of welcoming a new baby and then redefining their family. Parents are able to explore their own values and learn ways to parent that allow them to reflect those values into their children. Seeing families overcome their struggles to achieve their goals is the most rewarding part of nursing!



Elsa's Bio

Greetings! I'm Elsa Ring, a public health nurse working on the family health side of public health. I am a home visiting nurse and I have the joy of impacting some of the first time moms as they experience pregnancy and continue with them through their child's 2nd birthday! I am so grateful to have the opportunity to share this special time with these young ladies and find it a privilege to work in public health as a nurse. These past few weeks have been particularly difficult for the families I normally would see face to face. We have been fortunate to have the technology to still connect with each other through facetime or other video chat apps on our cells phones but I am feeling the weight of the world on my mind as I begin this new way of communicating with my clients. I was having a difficult time focusing my thoughts for my own health and the plan for my own family and wasn't sure how I was going to muster the energy to be the reliable and inspiring nurse I feel my client's expect, especially in times like this. Finishing up the third full week of telehealth visits I have found how I am essential. I discovered a new energy in myself and it drives me to deliver reliable information which empowers my clients to understand what is happening to our world and how they can protect themselves and their family better. I am so grateful to be a public

health nurse and have the opportunities to educate and support our community to be in the best health both physically and mentally together.

Adult Nursing

Reporter: Ashley Berg, Nursing Supervisor

Provides oversight for the following programs: Home Care, Home Health Aide/Homemaker, MnCHOICES, Case Management - includes waiver programs – Elderly Waiver (EW), Community Access for Disability Inclusion (CADI), Alternative Care (AC), SCHA Community Connector, Public Health Nurse Clinics, and SCHA Care Coordination.

Highlights

Home Care

- 446 home care visits completed (Down 32 from last quarter)
 - 385 were visits made with a pay source of AC, MA, VA, EW, etc (down 23 from last quarter)
 - 0 SCHA Med Recs (Down 1 from last quarter)
 - 4 Home Care consult visits were made with no opens (down 2 from last quarter)
 - 57 Medicare visits were made (down 6 from last quarter)
- Throughout the quarter, we served approximately 74-82 clients in their homes as an average census. This remained the same as last quarter.
- There were a total of 37 referrals. Of the 37 referrals, 4 were consultations (down 2 from last quarter), 26 were opened to home care, 5 refusals over the phone with no visits to the home (down 1 from last quarter), and 2 hospitalizations before opening visit. Currently we are opening at a 70% rate; this is down 11% from last quarter and we are 15% away from our goal open rate per quarter.
- There were 1147 HHA visits made (Down 129 visits from last quarter). Of those visits, 108 Medicare HHA visits (down 37 from last quarter) and 1076 HHA visits with a pay source of AC, MA, or private pay (down 21 from last quarter).
- 476.25 hours were completed for homemaking (down 119.75 hours from last quarter)

Public Health Nurse Clinic

- 156 foot care visits completed and 47 medication set visits completed.
- 19 cancellation/no shows between med clinic and foot clinic before we had to cancel the clinics. Thirty-one appointments were cancelled due to COVID in March.

Case Management

- Care coordination visits: 134 visits (Up 16 from last quarter)
- Nursing Home Care Coordination Hours: 58.75 hours (Up 19.5 hours from last quarter)
- Care Connector-168.75 (Up 57.75 hrs from last quarter)
- Case Aide: 259.25 hours spent on client specific billable hours (up 14.5 hours from last quarter)
- MnChoice Assessments: 11 (down 5 from last quarter)
- MnChoices Re-assessments: 19 (up 2 from last quarter)
- MnChoice documentation: 96.5 hrs (after assessment/re-assessment documentation and follow up time) Up 32 hrs from last quarter
- MnChoice service coordination: 26.25 hrs (time invested prior to assessment) Down 0.5 hrs.
- Care Coordination Indirect (coordination time in the office-billable): 613.5 hrs (down 42.75 hours from last quarter)
- Care Transition (visits and time required in office for coordination): 43.75 hours (Up 29 hours from last qtr)

- 6 PAS completed (down 16 since last quarter)
- Service Coordination 114.75 hrs (both client specific and general) –down 18.5 hours since last quarter

Challenges and Concerns:

Home Care:

- The VA continues to be a challenge in home care as they continue to be inconsistent in their payment and billing changes. As we continue to bill for services for October, November, and December, we receive denials for lack of authorization, lack of principal diagnoses, etc. all of which were being accepted prior. However, our staff continues to work diligently to ensure that authorizations are being requested in a timely manner and other billing issues/changes remedied.
- Home care continues to have much difficulty hiring a new home health aide. This may be due to several reasons of which include: the part time/intermittent status, lack of benefits, and no guarantee of hours. In addition, we have a challenge of current staff leaving or reducing hours as they are able to obtain positions elsewhere with more hours and benefits.

Public Health Nurse Clinic:

- It was not until the end of the quarter that the coronavirus presented a challenge. It was mid-March when we were presented with the fact that we would no longer be able to provide service for our foot care clients due to social distancing between staff and clients. This is a service that many of our clients rely on for both physical and emotional health assessments.

Case Management:

- The training of a new case manager has presented some challenges for staff as everyone has a process different from others. The challenge of training and continuing with your current workload can become an issue.
- At the end of this quarter the coronavirus challenges and how it would affect the way assessments and visits were conducted.
- At the end of this quarter, staff had to change how they conducted business. Face-to-face visiting could no longer be performed; they are now completed over the phone. This presents problems as staff is no longer able to read non-verbal cues and must rely on clients and/or their caregivers to be truthful with their assessments.

Trends

No new overall trends other than being in a time of complete change. Case Managers are not making face-to-face visits at this time which makes getting the full picture of a person's needs difficult to obtain. Home Care nurses need to wear masks into the homes and at times put on full PPE including gown, masks, face shield, gloves. Staff is trying to figure out a new normal.

Thinking Ahead

Home Care

- In collaboration, both the home care nurses and the adult health supervisor continue to assess the needs/potential needs of our home care clients during the coronavirus pandemic.
- We are looking at how we can ensure all nursing staff is cross-trained to ensure that home care client's needs are met.

Public Health Nurse Clinic:

- Re-assurance calls are being made to many of our foot care clients to ensure that their needs are being met and assist with any resources that they may need.

Case Management

- The SCHA audit will be coming sometime in the second quarter and our staff continues to complete mini audits within their charts to ensure that all tasks are being completed appropriately.

Updates

Home Care

- See attached documents for the QAPI Meeting for 2/24/2020 and the Program Improvement Plans that are in progress currently.
- The home care team have been working diligently to ensure that our clients are receiving the care that is needed for them during the “stay at home order” and to reduce the spread of the virus. Staff has received training on infection control and N95 use. It is of the utmost importance that we keep our staff and clients healthy as many of our clients are high risk.

Case management

- Michelle Fratzke has joined our case management team. She is a former home health aide who received her nursing degree and returned to KCCH. We are happy to have her rejoin the team.

Training/TA Conducted/Provided

Home Care

- Home Health Aides receive monthly continuing education that meets the requirements for their job description. We will promote monthly webinars from Josh Dye for nurses and staff.

Training Attended

- Home Care-ICD 10 Coding and PDGM training was attended by Ashley Berg.
- Public Health Nurse Clinic-none
- Case Management-None

Charts/Numbers Served

- Home Care
 - We are averaging approximately 74-82 home care clients per month, ranging from pay sources of private pay, Medicare, medical assistance, VA, and waiver.
- Public Health Nurse Clinic
 - 172 nurse clinic clients.
- Case Management
 - Ability Care-19
 - Single Care-60
 - Nursing Home clients- 37
 - AC-8
 - EW-97
 - CADI-30
 - PCA only-17
 - Community Well- approximately 100

Quality Assurance and Performance Improvement (QAPI)
Kanabec County Community Health
February 24th, 2020
9:00-10:00am
Agenda

A.) Welcome

- a. In attendance: Kelli B (KCCH Case Aide/HHA), Rita H (HDR-PT), Becky F (KCCH-Home Care RN), Diane R (KCCH-Home Care RN), Jeff H (KCCH-Home Care RN/QAPI Facilitator), Ashley B (KCCH Adult Health Supervisor), Cami N (KCCH Home Care RN/CM),
- b. Absent: Kathy B (KCCH Director), Amy T (SCLC-TCU RN), Faye R (SCLC-SW), Mickey (KCCH-CM),

B.) Review: Falls, Re-hospitalizations, Infection Control

- a. Falls- We continue to have “maintenance” clients who continue to fall despite best efforts from KCCH Home Care and Welia Health system through education both verbal and written. The only trend identified is that of clients not using their walkers/canes/DME appropriately. Welia Health has identified that they have had an increase in falls internally and are investigating the root cause of these falls.
- b. Re-hospitalizations- There has been a decline both at KCCH and at Welia Health for re-hospitalizations. This can be seen both with CHF and COPD patients. There are no identified trends.
- c. Infection Control-Amongst staff, there has been an increase in the last several months of “influenza” like symptoms. However, this does not appear to be transferred to our clients. Staff educated on signs and symptoms of influenza. They were also educated on agency policy.

C.) Review Current Performance Improvement Projects (PIP)

- a. **Current reports**
 - i. Referral/Open acceptance-Currently we are at 81% for an open/acceptance rate for clients. Our current goal is to get to 85%. Our plan is to continue with this performance improvement project until we have reached our goal rate for 2 consecutive quarters.
 - 1. SW and Welia Health staff to assist with education about home care prior to making a home care referral.
 - 2. Discussion regarding a home care information pamphlet that could be given by Welia staff prior to receiving a home care referral or for those of interest. In addition, supervisor to look into including the home health compare rating on this as well.
- b. Infection control- The goal of improving upon infection control education to all incoming clients and current clients has not been met. Not all staff has educated new and current clients on UTIs, skin breakdown, and falls. This appears to continue to need to be a performance improvement project as not all objectives have been met.

D.) Add or remove any PIPs

- a. Therapy communication/PDGM-There has been ongoing issues over the last 3 months regarding communication between HDR and KCCH. It has been identified that there needs to be an improvement in communication amongst the two agencies for: communication for start of care, coordination with primary nurse and/or supervisor for the amount of visits for client for OASIS within 24 hours, and re-assessment of client’s progress should be met at days 20-30 days before end of initial first 30 days. It was also identified that PT would begin to attend home care meetings every other week to improve upon this communication and begin care conferences.
- b. Current issues within the agency-None at this time.

E.) Questions/Concerns

F.) Next Meeting-August 10th, 2020 at 9am.

PIP REPORT UPDATE

Objective (Goals)	Tasks	Assignment	Time Frame	Progress Updates	Complete
Improve upon infection control education to all incoming clients and current clients					
Staff Education	Place South Country Health Alliance pamphlets in new/open home care folders and all annual paperwork folders	Front Desk Staff	10/1/20019	All open/start of care folders have SCHA pamphlets. Still have to be placed in annual paperwork	
Client education	All home care staff to review/educate SCHA pamphlets with all new and ongoing clients	Home Care Nursing staff	10/1/2019	Increase compliance rate for home care nursing staff providing education/review of pamphlets	

PIP REPORT UPDATE

Objective (Goals)	Tasks	Assignment	Time Frame	Progress Updates	Complete
Increase the acceptance/open rate with home care referrals to 85% by the next QAPI meeting.					
Accurate assessment	Review all home care referrals/intakes for acceptance or refusal to home Care	Supervisor	January, April, July, October	Review during quarterly report.	Ongoing
Staff Education	Develop a standardized process for home care referrals	RN	Begin 3/18/2019	All home care referrals follow a standardized intake process with e-mails sent to all home care nurses.	8/11/2019
	Identify 2 primary home care RNs to complete majority of starts of care	RNs	Begin 3/18/2019	Cami (RN) and Jeff (RN) complete all Medicare starts of care for home care clients when available. Supervisor assists as needed.	8/11/2019
Patient education	Education of clients during initial phone call regarding importance of continuity	RN-2 primary home care	Begin 3-18-2019	Requires on going education to clients and identifying why clients are refusing home care. HC has had a decrease in home care acceptance by 4%.	Ongoing

PIP REPORT UPDATE

Objective (Goals)	Tasks	Assignment	Time Frame	Progress Updates	Complete
Improve upon communication between Home Care Nurses and therapy staff, in regards to PDGM requirements, within the next three months as evidenced by staff satisfaction.					
	Establish communication process when a SOC is occurring, by communicating with HDR when both referral is received and when initial visit is set.	Intake	5/20/2020		
	Coordinate with primary nurse and/or supervisor the amount of visits within 24 hours of initial therapy assessment	PT/OT/Home Care RN staff	5/20/2020		
	Therapy staff to communicate with supervisor and/or primary nurse for client regarding a visit range allowable for client to meet home care goals based on a 30	PT/OT/Home Care RN staff	5/20/2020		

	days assessment and a 60 days assessment.				
	Therapy staff to contact primary home care nurse to review and evaluate client's progress at day 20-30 of certification period.	PT/OT/SPT	5/20/2020		
	Physical Therapist to attend home care meetings every other week in order to improve communication and care conferences among home care clients.	PT/Home Care RNs	5/20/2020		

Partners in Healthy Living/Statewide Health Improvement Partnership
Lori Swanson, Health Promotion Coordinator

Numbers Served

Partners in Healthy Living is collaborating with **53** partners within the four settings of Community, Healthcare, Schools, and Workplace across the four counties. The Community Leadership Team met on January 16, 2020 with **4** members and **4** coordinators in attendance. The Workplace Wellness Learning Committee met on January 30, 2020, with **11** partners and **1** coordinator in attendance. The Workplace Wellness Networking Cohort met on March 12, 2020, with 4 partners and **1** coordinator in attendance.

Training/TA conducted and attended

- SHIP staff participated in and conducted the following:

January:

- City of Mora Comprehensive Plan Meeting (Lori)
- Kanabec County Transportation Advisory Meeting (Lori)
- SHIP Evaluation Webinar (Lori)
- Vaping Series (2nd session) at Welia Health (Lori, Alisha)
- Regional Prevention Meeting (Lori, Michelle)
- Vaping presentation to Allina Health (Isanti) staff (Alisha, Hailey)
- Tobacco Countertools Webinar (Alisha)
- American Lung Association: Youth engagement webinar (Alisha)
- Public Health Law Center webinar: federal tobacco updates (Alisha)
- Vaping presentation @ Stearns County Government Center (Alisha)
- Engaging families for healthier students webinar (Hailey)
- Youth engagement in tobacco control webinar (Hailey)
- MDH federal tobacco legislation webinar/call (Hailey)
- Triennial Assessment webinar (Hailey)
- Advocacy vs. lobbying webinar (Hailey)

February:

- SHIP 5 Design Team Meeting for Communications #2 & #3 (Lori)
- Vaping Series (3rd session) at Welia Health (Lori, Alisha)
- Vaping presentation to Mora School District staff (Lori, Alisha, Hailey)
- Mentored Walden University nursing student-focus on vaping (Lori)
- Stepping On Training, as part of the dementia grant (Michelle)
- Workplace Wellness Tools for Success Training (Michelle)
- Working with Manufacturing : Recruitment to Retention (Michelle)
- Weaving Wellness into your Worksite by Medica (Michelle)
- Countertools flavored tobacco policies webinar (Alisha)
- American Lung webcast (Alisha)
- Call with Public Health Law Center on Tobacco language for ordinances (Hailey)
- FDA Enforcement webinar (Hailey)

March:

- SHIP 5 Design Team Meeting for Communications #3 (Lori)
- Twin Cities Workplace Wellness Symposium by AHA (Michelle)
- Transportation amongst older adults webinar (Alisha)
- College tobacco free grant opportunity webinar (Alisha)

- Quit partner launch webinar (Alisha)
- Escape the vape webinar (Alisha)
- Tobacco countertools timeline webinar (Alisha)
- Food access during covid-19 webinar (Alisha)
- Advancing health equity through tobacco control webinar (Alisha)
- Grocer & direct to consumer food delivery webinar (Alisha)

Major Highlights

- Partnering Farmers Markets have been planning for the expansion of both vendors and buyers
- Education via presentations by SHIP staff on vaping use rates and harmful effects
- Workplace wellness partners meet regularly to work on implementing healthy eating and active living opportunities for employees
- The City of Mora Comprehensive Plan Committee has been meeting and working toward finalizing a plan for the next 10 years.
- Seven partner mini-grants were awarded:
 - Hinckley-Finlayson High School-Breastfeeding Room
 - Hinckley-Finlayson High School - Microwaves for Students
 - Princeton Family Center-Sensory Pathway Hallway (picture attached too)
 - Kanabec County Agricultural Society - Signage for Farmers Market
 - Recovering Hope - Laptop Desk Stands
 - Kanabec County Public Services Building - Water Bottle Station
 - Kanabec County Courthouse - Water Bottle Station

Thinking Ahead

- We will be planning for our next cycle of SHIP funding. We expect this to have a modified time line due to SHIP staff working on COVID-19

Concerns/Challenges

- We expect that SHIP work with our partners, in particular our schools, will move at a slower pace due to COVID-19

Jenilee Telander

Regional ATOD Prevention Coordinator

The Regional Prevention Coordinator position is one of only seven prevention coordinators in the State of Minnesota. The East Central prevention region includes the counties of Benton, Chisago, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Wright and the Mille Lacs Band of Ojibwe reservation. The role of the Regional Prevention Coordinator is to support the prevention efforts of individuals and communities within their region that are actively working on prevention strategies that include alcohol, tobacco and other drugs.

Jenilee works with and provides technical assistance to community coalitions in Milaca, Pine County, Isanti County, Kanabec County, Little Falls, Sartell-St. Stephen, Mille Lacs County, Benton County, Sherburne County and the Statewide Health Improvement Partnership (SHIP) grantees in the region.

Highlights:

At the Regional Prevention Professionals Meeting on March 6th, Megan Loew the state epidemiologist for MN Department of Human Services, shared her vision for data collection in Minnesota and facilitated a discussion on utilizing community data. Her presence and skills were valued by all that attended the meeting.

The Drug Free Communities request for proposals was released and there were 3-4 coalitions that have expressed interest in applying. This would continue to build and expand prevention efforts and collaboration within the East Central region.

Trends:

Coalitions in the region continue to have conversations around vaping education and steps for reducing youth use.

Thinking Ahead:

Continuing to navigate the way through the COVID-19 pandemic and how this restructures not only the way we do business, but also addressing community concerns. Moving forward with meetings transitioning to virtual platforms, coalitions finding alternative ways to reach community members and youth, and supporting community needs.

Concerns/Challenges:

COVID-19. Transitioning to a new way of business and providing technical assistance to communities in the East Central region while also personally balancing the new societal norms.

The Region 3 RPC resigned from her position. Jenilee is assisting coalition coordinators in Region 3 during the hiring and onboarding process of a new RPC. This includes assisting coalitions in Todd County, Crow Wing County and the Planning and Implementation Grantees in Alexandria and Hawley. The RPC team is sad to lose an experienced colleague, and also navigating the challenges of providing support to Region 3 during this transition time, which has posed further challenges through the current events brought on by COVID-19.

Trainings provided (either personally or as a co-presenter):

- January 15, 2020 – Substance Abuse Prevention Skills Training – Day 3 (Minneapolis)
- January 24, 2020 – Regional Prevention Professionals Meeting (Milaca)
- January 29, 2020 – Ethics in Prevention (Minneapolis)
- March 6, 2020 – Regional Prevention Professionals Meeting (Milaca)

Trainings attended:

- February 21st – Environmental Strategies Training (Osseo, MN)

Reports: During this quarter, staff submitted the following reports –

- RPC Mid-Year Report
- RPC Mid-Year Financial Report
- January Monthly Report 2020
- February Monthly Report 2020
- March Monthly Report 2020

***Patti Miller, Health Promotions Coordinator
Substance Abuse Coalition of Kanabec County (SACK)***

Overview:

The Substance Abuse Coalition of Kanabec County (SACK) continues to meet monthly. There are approximately 40 active members involved in promoting and fulfilling the coalition's mission and vision. SACK has been granted a No Cost Extension through March 31, 2020, which will complete the ten-year grant cycle.

Northern Minnesota Suicide Prevention and Crisis Text Line Grant continues work throughout the PICKM Counties to provide training and community outreach.

There is a high demand for Mental Health First Aid Training in the 7E region. Additional presentations about Suicide Prevention will be taking place between February and April of 2020.

Highlights:

January 2020

teen Mental Health First Aid (tMHFA) planning and implementation was finalized in January with Mora High School Counselors and Administration.

Adult Mental Health First Aid training continues to be requested in both Pine and Kanabec Counties. On January 8th, an 8-hour class was held at the North Pine Government Center in collaboration with University of MN Pharmacology and Pine County Public Health. There were 40 participants from a variety of community and business partnerships.

Patti Miller was a panelist during a county-wide Convene webinar with Josh Dye about Mental Health and working through crisis situations.

Patti Miller co-presented with Minnesota Communities Caring for Children Regional Coordinator Jenna Z. on the topic of Adverse Childhood Experiences (ACES) and Resiliency in communities to the Family Pathways staff in North Branch.

Part two of the community Vaping and e-Cigarette conversation took place at Welia on January 14. There was low attendance but those that participated were thankful for the opportunity and in-depth information provided by Respiratory Therapist Aaron Korte (Welia).

February 2020

teen Mental Health First Aid (tMHFA) training took place during the month of February in Mora Schools in the 10th grade Health Classroom. There are approximately 150 tenth grade students who were trained and certified in teen Mental Health First Aid. We managed to get in all six sessions before schools went to distant learning. Students were given pre and post surveys, in accordance with the pilot project/grant. Those results will be made available later this spring/summer. These same students will also receive a survey in 6 months asking if they have used any of their newly acquired skills. The National Behavioral Health Council intends to roll out the program nationwide in the Fall of 2020 to organizations that wish to participate (for a cost).

KCCH will continue to discuss options with Mora Public Schools in hopes that this program can be continued on an annual basis with all 10th grade students.

The Vaping Committee (SACK) partnered with Welia Health to develop a three-part series on Vaping and e-Cigarettes.

The final community Vaping and e-Cigarette forum was held at Welia on February 25th. The goals of these sessions were to educate the community about the dangers and prevalence of e-cigarettes and vaping in Kanabec County. Welia primary care physician, Dr. Gaalswyk was in attendance and discussed ways Welia physicians could spread the message to youth during annual sports physicals, and other potential avenues. While the overall attendance was weak, it provided several opportunities for networking and communication between public health, Welia and the community.

March 2020

The beginning of March was spent working on SACK Coalition plans and goals going forward based on the February coalition meeting. Jenilee Telander and Lori Swanson worked with Patti Miller to coordinate an agenda and future goals.

Community member, Karla Kastenbauer, took advantage of the Northern MN Suicide Prevention/CTL Grant and was given training information to become a certified QPR (Question. Persuade. Refer) trainer. Discussions are ongoing as to how her training will benefit residents in Kanabec County.

Thinking Ahead:

April Drug Take Back – The April DEA National Drug Take Back event has been cancelled amid the COVID-19 virus pandemic.

The Northern MN Suicide Prevention/Crisis Text Line continues to find ways to communicate with schools and community groups about suicide prevention and crisis services. We have developed an online toolkit schools (and others) can use, if interested. We continue to meet virtually to discuss ways to do additional outreach in our regions.

An April, 2020 in-person training was being planned in Pine County to host another 8-hour Mental Health First Aid course. We will revisit the date and schedule additional trainings in the fall.

The SACK Coalition began making progress at the March meeting to define what direction the coalition wanted to pursue. Those conversations have been stalled with the COVID-19 pandemic. However, we have tasked the coalition with work on some items that will be revisited once we are able to meet again.

Continue to discuss options to teach teen Mental Health First Aid in Ogilvie (and other districts in the PICKM counties).

Trainings/Community Meetings Attended:

January:

- Crisis Prevention/Intervention Training. Offered by Recovering Hope Treatment Center free of charge.
- Vaping/e-Cigarette presentation at Welia Health
- Attended Mora Education Foundation meeting to present information about teen Mental Health First Aid and thank MEF for grant funding.

February:

- Vaping/e-Cigarette presentation at Welia Health

March: n/a

Trainings/Events Offered to Community:

January:

- Adult Mental Health First Aid – January 8, 2020

February:

- teen Mental Health First Aid Training at Mora Public Schools (six sessions)

March:

- no in-person trainings

- KCCH launched their own Facebook page to promote messaging about COVID-19 and other impactful information to the community. There has been a great response to this page with over 10k impressions.
- KCCH has been updating and adding content to the Kanabec County website & COVID-19 information page daily.

Trends

Mental Health continues to be a trend among youth in our community – and across the nation. In March, there was a suicide by a young lady who was 17 years of age. There was an immediate call for suicide education by some community members. Guidance from crisis counselors and other mental health professionals recommend waiting at least two months (if not more) to discuss the topic with student and/or community members. We continue to message about using crisis services in the area as well as other mental health services.

Substance use overall, continues to be an issue across all age categories. Different substances are being used by different age group – vaping, e-cigarettes, binge drinking, meth, marijuana, etc. Unfortunately, we may see a spike in substance use during our crisis/pandemic. Messaging the importance of positive coping strategies and resiliency will be a key factor in keeping community health and well-being

Programs: Public Health Emergency Preparedness (PHEP) and Radiation Emergency Preparedness (REP) ***Coordinator: Kate Mestnik***

Major Highlights

- COVID-19: Activation of the Incident Command System and subsequently the Kanabec County Emergency Operations Center (community health facilitates twice weekly meetings starting 03.19.2020)
- Establish COVID Hotline and Essential Services Process
- Fit Test staff for N-95 respirators and resource conservation tactics
- PHEP funds are approved for the expenditure in COVID-19 related activities
- MDH will review all remaining PHEP grant duties (including the FSE) to identify which unfulfilled grant duties will be carried over into BP2 with no penalty
- The June 17th Full Scale Exercise has been Cancelled by MDH

Thinking Ahead

- In partnership with Emergency Management understanding the care for individuals who are not ill enough to remain in the hospital but are unable to go home (unable to isolate or are homeless) and still require monitoring care
- Coordinating with Long Term Care to train their staff in providing fit testing for their staff that ensures the masks they are wearing create a positive seal and protect their staff as much as possible.

Concerns/Challenges

- Working to identify locally and regionally how to shelter homeless individuals with shelters closed and regional churches no longer providing a rotation for overnight housing

Documents and Reports Submitted

- PHEP
- REP
 - Progress Report for Q4
 - Financial Report for Q4

Plans and Documents Reviewed and Updated

- HAN Implementation Procedure
- Pets vs. Animals for Sheltering and entrance to county owned facilities

- Isolation and Quarantine and Essential Services Plan
- Continuity of Operations Plan (COOP)

Training/TA Provided

- Long Term Care – appropriate masking practices, monitoring for symptoms of residents
- Schools – appropriate distancing for playgrounds of childcare individuals;
- Healthcare –
 - Welia – public health activities
 - Fresenius – testing eligibility
- Treatment – monitoring for symptoms and testing eligibility

Training Attended

- 03.03-04.2020 Point of Dispensing Training

Exercises Conducted

- None this quarter

Exercises Attended

- None this quarter

Incidents

- Kanabec County COVID-19

Health Alert Notifications (HAN) received from MDH and sent to local healthcare partners

- Non-COVID related:
 - 01.14.2020 – Mercury-containing Skin Lightening Product Associated with Acute Health Effects
 - 02.03.2020 – HIV Outbreak in Persons Who Inject Drugs (PWID)
 - 03.10.2020 – Listeriosis Outbreak Along Hwy 94
- COVID related:
 - 01.22.2020 Outbreak of 2019 Novel Coronavirus (2019-nCoV) in Wuhan, China
 - 01.31.2020 Updated Patients Under Investigation (PUI) Interim Guidance
 - 03.02.2020 Updated COVID-19 Guidance and Lab Testing
 - 03.05.2020 Evaluating and Testing for COVID-19 in Minnesota
 - 03.12.2020 SARS-CoV-2 (COVID-19) Testing Urgent Notice
 - 03.13.2020 COVID-19 Infection Prevention and Control in Healthcare
 - 03.17.2020 Shortage of SARS-CoV-2 Testing
 - 03.25.2020 Newborn Screening Continues During COVID-19 Outbreak
 - 03.30.2020 Non-Pharmaceutical Treatments of COVID-19
 - 04.01.2020 Updated SARS-CoV-2 Testing

Nuisance

Reporter: Elsa Ring, RN, PHN

One new call during quarter. The call was about bed bugs. Staff made contact with owner of site and no further action was deemed necessary.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

Sheila
4/30/20 8:52AM

**** Kanabec County ****



Page 1

As of Date: 03/2020

TRIAL BALANCE REPORT

Report Basis: 2 1 - Cash
2 - Modified Accrual
3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

**** Kanabec County ****



Sheila
4/30/20 8:52AM

TRIAL BALANCE REPORT
As of 03/2020

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	298,488.58	93,956.59	27,658.70	326,147.28
1003 Audit Adjustments To Cash	4,697.57	0.00	4,697.57-	0.00
1110 Taxes Receivable - Prior & Delinquent	11,551.96	0.00	11,551.96-	0.00
Total Assets	314,738.11	93,956.59	11,409.17	326,147.28
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2030 Salaries Payable	126,275.60 -	0.00	126,275.60	0.00
2100 Due To Other Governments	8,725.14 -	0.00	8,725.14	0.00
2230 Deferred Inflows	11,551.96 -	0.00	11,551.96	0.00
Total Liabilities	147,075.87 -	0.00	146,552.70	523.17 -
Fund Balance				
2881 Assigned Fund Balance	167,662.47 -	0.00	0.00	167,662.47 -
2910 Revenue Control	0.00	333,446.54 -	824,742.18 -	824,742.18 -
2925 Expenditure Control	0.00	239,489.95	666,780.31	666,780.31
Total Fund Balance	167,662.47 -	93,956.59 -	157,961.87 -	325,624.34 -
Total Liabilities and Balance	314,738.34 -	93,956.59 -	11,409.17 -	326,147.51 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
1001 Cash	0.11 -	0.00	0.00	0.11 -
Total Assets	0.11 -	0.00	0.00	0.11 -
---Liabilities and Balance-----				
Liabilities				
2030 Salaries Payable	0.10	0.00	0.00	0.10
2030 Salaries Payable	0.24	0.00	0.00	0.24
Total Liabilities	0.34	0.00	0.00	0.34
Total Liabilities and Balance	0.34	0.00	0.00	0.34
15 Community Health Fund	0.00	0.00	0.00	0.00

Kanabec County Community Health - Board Financial Report

15-484

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March
Pilt/flex pay/misc expenses VISA						
Rev	0		0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00
Local Public Health Infrastructure						
Rev	410,257.00	9.20%	37,745.57	4,722.57	85.07	32,937.93
Exp	372,769.00	35.17%	131,116.52	64,018.82	40,933.14	26,164.56
Prevent Infectious Disease						
Rev	23,750.00	7.04%	1,672.40	589.25	776.11	307.04
Exp	29,730.00	20.84%	6,196.40	1,564.91	1,746.77	2,884.72
Environmental Health						
Rev	25.00	12.00%	3.00	0.00	0.00	3.00
Exp	4,636.00	0.87%	40.43	0.00	24.53	15.90
Healthy Communities-Adult Health						
Rev	290,166.00	33.64%	97,609.73	26,838.64	15,984.46	54,786.63
Exp	279,446.00	25.50%	71,250.55	25,538.66	23,199.25	22,512.64
Healthy Communities-Health Improvement						
Rev	502,296.00	22.12%	111,116.88	90,599.09	20,368.58	149.21
Exp	487,991.00	22.21%	108,406.42	34,377.47	36,839.45	37,189.50
Healthy Communities-Family Health						
Rev	938,192.00	26.70%	250,517.09	95,400.23	49,895.05	105,221.81
Exp	795,439.00	22.76%	181,018.69	73,994.77	53,074.98	53,948.94
Emergency Preparedness						
Rev	30,734.00	267.94%	82,349.63	670.76	6,678.87	75,000.00
Exp	28,258.00	37.15%	10,496.77	3,230.34	2,508.95	4,757.48
Assure Access-Case Management						
Rev	372,900.00	29.04%	108,299.54	26,896.20	65,152.83	16,250.51
Exp	376,002.00	22.04%	82,859.27	29,268.68	26,231.40	27,359.19
Assure Access-Home Care						
Rev	604,000.00	23.20%	140,125.91	46,584.52	44,750.98	48,790.41
Exp	798,049.00	27.48%	219,342.07	81,662.32	66,670.03	71,009.72
Agency Totals						
Rev	3,172,320.00	26.15%	829,439.75	292,301.26	203,691.95	333,446.54
Exp	3,172,320.00	25.56%	810,727.12	313,655.97	251,228.50	245,842.65

outstanding payments/payments not vet posted

Hep A grant	2,206.57
CTC	
DFC	10,941.07
FAP	632.27
LCTS	15,000.00
LPHG	6,902.36
MCH	4,364.98
MIECHV	70,231.64
PHEP	8,432.85
RPC	
SHIP	43,834.91
TANF	2,589.47
WIC	22,386.00
MIIC	432.28
CMCOA	
MN Choice	3,125.00
Admin asst	2,624.09
mental hlth	7,760.99
Suicide Prev	5,353.59
MHIG	
Home care	103,242.16 estimate only see note below
	310,060.23

SCHA Connector - We get reimbursed twice a year. Not included above.

Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.

amount has changed

Board Meeting 05/05/2020

Abstract Totals for Commissioner Vouchers

Board Meeting 05/05/20	Amount	Vendors	Transactions
Abstract #1	50,869.41	37	82
Abstract #2			
Totals	50,869.41	37	82

Abstract Totals for Auditor Vouchers

Board Meeting 05/05/20	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
4/30/20 11:17AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Sheila
4/30/20 11:17AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3	434 Ability Network Inc		62.63	April billing svc/eligibility		Services & Charges N
4	15-484-487-8450-6211		187.88	April billing svc/eligibility		Services & Charges N
2	15-484-493-8452-6211		156.57	April billing svc/eligibility		Services & Charges N
1	15-484-496-8447-6211		219.20	April billing svc/eligibility	20M-0058780	Services & Charges N
	434 Ability Network Inc		626.28	4 Transactions		
5	104 Ace Hardware		9.18	refrigerator batteries	295881	Supplies N
	104 Ace Hardware		9.18	1 Transactions		
56	538 Berg/Ashley		12.65	April CM mileage		Mileage & Meals N
57	15-484-493-8452-6331		9.20	April home care mileage		Mileage & Meals N
	538 Berg/Ashley		21.85	2 Transactions		
58	185 Bergstadt/Jennifer		213.90	March/April HHA mileage		Mileage & Meals N
	185 Bergstadt/Jennifer		213.90	1 Transactions		
59	1396 Biever/Laurie		196.08	March/April HHA mileage		Mileage & Meals N
	1396 Biever/Laurie		196.08	1 Transactions		
6	1101 Card Services		26.61	paper bags for masks		Program Supplies N
	1101 Card Services		26.61	1 Transactions		
7	540 CW Technology		264.00	3 subscriptions ZIX mail	INV00066457	Supplies N
	540 CW Technology		264.00	1 Transactions		
60	1388 Elfstrum/Brenda		178.25	March/April HHA mileage		Mileage & Meals N
	1388 Elfstrum/Brenda		178.25	1 Transactions		
61	3646 Felland/Becky		117.88	March/April home care mileage		Mileage & Meals N
	3646 Felland/Becky		117.88	1 Transactions		

Sheila
4/30/20 11:17AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
63	1128 Glocke/Beverly						
	15-484-496-8448-6331		29.32	March/April HM mileage		Mileage & Meals	N
62	15-484-496-8449-6331		236.33	March/April HHA mileage		Mileage & Meals	N
	1128 Glocke/Beverly		265.65	2 Transactions			
8	4184 Health Dimension Rehabilitation Inc						
	15-484-496-8447-6211		6,947.20	March PT services		Services & Charges	N
9	15-484-496-8447-6211		1,912.13	March OT services		Services & Charges	N
10	15-484-496-8447-6211		7.98-	March attempted visit credit		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		8,851.35	3 Transactions			
11	324 Healthcare First						
	15-484-496-8447-6211		104.74	April HHCAHPS fee	INV5107578	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
12	1951 Hemo Cue, Inc						
	15-484-487-8456-6432		672.00	cuvettes	1388667	Medical Supplies	N
13	15-484-487-8456-6432		32.00	hemoCue cleaner	1388667	Medical Supplies	N
14	15-484-487-8456-6432		35.00	shipping and handling	1388667	Medical Supplies	N
	1951 Hemo Cue, Inc		739.00	3 Transactions			
64	234 Holland/Jeff						
	15-484-496-8447-6331		232.88	March/April home care mileage		Mileage & Meals	N
	234 Holland/Jeff		232.88	1 Transactions			
15	1112 Hopkins Medical Products						
	15-484-490-8484-6432		90.00	fevertemp digital thermometers	IN00953396	Medical Supplies	N
16	15-484-490-8484-6432		10.52	shipping and handling	IN00953396	Medical Supplies	N
	1112 Hopkins Medical Products		100.52	2 Transactions			
17	3095 Isanti County Public Health						
	15-484-485-8468-6880		3,340.57	March hlthy eat/active living		Grant Admin- Pass thru	N
18	15-484-485-8468-6880		356.72	March tobacco strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		3,697.29	2 Transactions			
20	322 Kanabec County						
	15-484-450-0000-6205		82.80	1st qtr admin postage		Postage	N
26	15-484-469-8440-6205		11.50	1st qtr DP&C postage		Postage	N
23	15-484-481-8481-6205		129.55	1st qtr PHNC postage		Postage	N
27	15-484-481-8482-6205		3.00	1st qtr Care Nav postage		Postage	N

Sheila
4/30/20 11:17AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
24	15-484-487-8451-6205		183.10	1st qtr HP postage		Postage	N
29	15-484-487-8453-6205		2.80	1st qtr MIECHV postage		Postage	N
21	15-484-487-8456-6205		71.95	1st qtr WIC postage		Postage	N
22	15-484-487-8457-6205		196.50	1st qtr MCH postage		Postage	N
25	15-484-487-8461-6205		455.35	1st qtr CTC postage		Postage	N
28	15-484-493-8452-6205		151.70	1st qtr CM postage		Postage	N
322	Kanabec County		1,288.25	10 Transactions			
1061	Kanabec County Ag Society						
19	15-484-487-8451-6803		120.00	2020 fair booth		Miscellaneous Expenditures	N
1061	Kanabec County Ag Society		120.00	1 Transactions			
674	Kanabec County Family Services						
30	15-484-481-8446-6285		4,221.52	March Knickerbocker salary		Contracted Work - FS	N
32	15-484-481-8446-6285		962.36	March Knickerbocker hlth ins		Contracted Work - FS	N
33	15-484-481-8446-6285		316.56	March Knickerbocker PERA		Contracted Work - FS	N
34	15-484-481-8446-6285		306.33	March Knickerbocker FICA		Contracted Work - FS	N
75	15-484-481-8446-6285		5,052.80	April Knickerbocker salary		Contracted Work - FS	N
77	15-484-481-8446-6285		1,058.46	April Knickerbocker hlth ins		Contracted Work - FS	N
78	15-484-481-8446-6285		378.96	April Knickerbocker PERA		Contracted Work - FS	N
79	15-484-481-8446-6285		377.32	April Knickerbocker FICA		Contracted Work - FS	N
31	15-484-481-8446-6331		20.47	March Knickerbocker mileage		Mileage & Meals	N
76	15-484-481-8446-6331		16.45	April Knickerbocker mileage		Mileage & Meals	N
35	15-484-493-8452-6411		352.00	4 subscriptions ZIX mail -CM		Supplies	N
674	Kanabec County Family Services		13,063.23	11 Transactions			
2162	Kanabec County Information Systems						
36	15-484-450-0000-6203		552.04	1st qtr phone service	6160	Telephone	N
2162	Kanabec County Information Systems		552.04	1 Transactions			
6110	Kanabec County Maintenance Dept						
37	15-484-485-8468-6211		1,000.00	mini grant water bottle stn		Services & Charges	N
38	15-484-485-8468-6411		1,000.00	mini grant water bottle stn		Supplies	N
6110	Kanabec County Maintenance Dept		2,000.00	2 Transactions			
132	Kanabec Publications						
39	15-484-450-0000-6412		10.00	cut paper down	032020980	Office Supplies	N
132	Kanabec Publications		10.00	1 Transactions			
377	Marco Inc						

Sheila
4/30/20 11:17AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
40	15-484-450-0000-6341		737.37	Sharp MX5070v copier agmt	26928680	Rental & Service Contracts Copier	N
377	Marco Inc		737.37	1 Transactions			
1143	McKesson Medical-Surgical Govt Solution						
43	15-484-496-8447-6411		1,245.00	coagucheck roche diagnostics	00481771	Supplies	N
44	15-484-496-8447-6411		25.00	freight	00481771	Supplies	N
41	15-484-490-8484-6432		140.40	covid-19 supplies	1971019,197261	Medical Supplies	N
42	15-484-490-8484-6432		75.60	covid-19 supplies	525073,581198	Medical Supplies	N
1143	McKesson Medical-Surgical Govt Solution		1,486.00	4 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
45	15-484-485-8468-6880		2,369.17	March hlthy eat/active living		Grant Admin- Pass thru	N
46	15-484-485-8468-6880		1,591.12	March tobacco strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		3,960.29	2 Transactions			
1353	Nelson/Darla						
65	15-484-496-8449-6331		357.65	March/April HHA mileage		Mileage & Meals	N
1353	Nelson/Darla		357.65	1 Transactions			
927	Neumen/Cami						
68	15-484-493-8452-6331		1.72	April CM mileage		Mileage & Meals	N
66	15-484-496-8447-6331		8.05	March 30/31 home care mileage		Mileage & Meals	N
67	15-484-496-8447-6331		188.61	April home care mileage		Mileage & Meals	N
927	Neumen/Cami		198.38	3 Transactions			
4074	Osterdyk/Dorothy						
69	15-484-496-8449-6331		84.53	April HHA mileage		Mileage & Meals	N
4074	Osterdyk/Dorothy		84.53	1 Transactions			
3333	Petersen/Renee						
70	15-484-490-8484-6411		20.08	covid-19 supplies		Program Supplies	N
3333	Petersen/Renee		20.08	1 Transactions			
632	Pine County Health & Human Services						
47	15-484-485-8468-6880		3,525.71	March hlthy eat/active living		Grant Admin- Pass thru	N
48	15-484-485-8468-6880		1,804.36	March tobacco strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		5,330.07	2 Transactions			
1313	Quill Corporation						
80	15-484-450-0000-6412		48.07	admin office supplies	135892367	Office Supplies	N

Sheila
4/30/20 11:17AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
82	15-484-487-8456-6411		chair	135892367	Supplies	N
81	15-484-490-8403-6411		chair	135892367	Supplies	N
49	15-484-450-0000-6412		admin office supplies	6408795/642406	Office Supplies	N
1313	Quill Corporation					
		575.25		4 Transactions		
71	1030 Ringler/Jennie					
	15-484-496-8449-6331	119.03	April HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie	119.03		1 Transactions		
72	3174 Rosburg/Diane					
	15-484-496-8447-6331	96.31	March/April home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane	96.31		1 Transactions		
74	16326 Sarkisyan/Amber					
	15-484-490-8484-6331	34.50	April covid-19 ess svc mileage		Mileage & Meals	N
73	15-484-496-8449-6331	146.63	March/April HHA mileage		Mileage & Meals	N
16326	Sarkisyan/Amber	181.13		2 Transactions		
50	3991 Sitecal Inc					
	15-484-469-8440-6411	100.00	refrigeration calibration	17312	Program Supplies	N
51	15-484-469-8440-6411	100.00	refrig/freezer calibration	17312	Program Supplies	N
52	15-484-469-8440-6411	140.00	travel	17312	Program Supplies	N
3991	Sitecal Inc	340.00		3 Transactions		
53	1893 Tamarac Medical,Inc					
	15-484-487-8451-6432	14.95	quantitative blood lead test	102786	Medical Supplies	N
	1893 Tamarac Medical,Inc	14.95		1 Transactions		
55	12306 WELIA HEALTH					
	15-484-496-8447-6880	2,549.81	2019 take back	2298	Medicare Pass Thru	N
54	15-484-496-8447-6880	2,139.58	medicare recovery reimburse	2313	Medicare Pass Thru	N
12306	WELIA HEALTH	4,689.39		2 Transactions		
15 Fund Total:		50,869.41	Community Health Fund	37 Vendors	82 Transactions	
Final Total:		50,869.41	37 Vendors	82 Transactions		

Sheila
4/30/20 11:17AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE\$

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	50,869.41	Community Health Fund	
	All Funds	50,869.41	Total	Approved by,
			
			

9:30am Appointment

May 5, 2020

REQUEST FOR BOARD ACTION

a. Subject: Sheriff's Quarterly Report	b. Origination: Sheriff's Office
c. Estimated time: 20 minutes	d. Presenter(s): Sheriff Smith

e. Board action requested:

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Annual Consolidated Monthly

** For official use only **

Report covering 01/01/2019 through 03/31/2019
Compared to 1/1/2020 through 3/31/2020

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC		
	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
911 Hang-ups, Abandoned, & C	25	44	76	29	48	66	38	42	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Agency Assist	31	29	-6	28	25	-11	54	21	-61	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Alarms All (Home, Business, B	16	16	0	19	19	0	15	25	67	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Animal-All Other	41	29	-29	21	31	48	24	34	42	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Animal Bites	0	2	0	2	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Animal Neglect	8	5	-38	1	3	200	1	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
County Dog Ordinance Violatio	2	0	-100	1	1	0	2	1	-50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Assault - All	3	1	-67	3	3	0	7	3	-57	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
ATV Complaints - All including	1	0	-100	2	0	-100	1	9	800	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Boat and Water all calls includi	2	3	50	0	2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Building Security Checks	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Burglary all calls	2	12	500	6	6	0	5	8	60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
City of Grasston ordinance viol	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
City of Mora ordinance violatio	10	1	-90	4	1	-75	5	2	-60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
City of Ogilvie ordinance violati	2	0	-100	1	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Civil Assist calls	14	23	64	12	28	133	13	42	223	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Civil Process calls including pag	0	2	0	0	3	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Criminal Sexual conduct calls	2	2	0	3	3	0	6	1	-83	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Child Custody calls	5	15	200	7	5	-29	9	10	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Damage to Property calls includ	5	9	80	5	8	60	9	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Sudden Deaths and Bodies fou	1	0	-100	1	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Disorderly Conduct calls	2	5	150	5	4	-20	5	4	-20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Domestic Disturbance/Assaults	10	8	-20	8	10	25	17	12	-29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Drug calls - All	4	5	25	2	1	-50	2	1	-50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Escorts - including Funerals, Re	5	4	-20	0	0	0	2	4	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				



Annual Consolidated Monthly

Thursday, April 30, 2020

12:16:57 pm

** For official use only **

Report covering **01/01/2019** through **03/31/2019**

Compared to **1/1/2020** through **3/31/2020**

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC		
	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
Extortion calls	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Fires- Deputy Only or Outside I	5	4	-20	5	1	-80	2	7	250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Fire- Pages DNR Fire	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Fire- Pages Mora Area Fire	6	3	-50	4	4	0	3	4	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Fire- Pages Ogilvie Fire	2	0	-100	2	0	-100	4	3	-25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Foot Patrol	15	23	53	13	20	54	14	19	36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Found - All calls including anim	3	4	33	2	4	100	3	8	167	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Fraud	8	10	25	13	7	-46	8	9	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Garbage Dumping complaints	1	0	-100	5	1	-80	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Harassing communications call	4	6	50	9	2	-78	3	11	267	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Hazardous Materials Calls - all	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Health and Safety	11	6	-45	7	7	0	7	9	29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Secure Helipad	15	8	-47	11	9	-18	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Hospice Deaths	5	5	0	2	1	-50	2	5	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Information and misc calls	32	28	-13	44	25	-43	49	27	-45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Jail Incidents - Non Criminal	1	0	-100	3	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Jail-Drugs	0	0	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Jail Medical	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Jail-Crim Sex (PREA)	0	0	0	1	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Jail- Crim Sex (PREA-other cou	0	0	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Juvenile Alcohol complaints	2	2	0	0	3	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Juvenile Drug complaints	1	1	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Juvenile calls excluding tobacc	6	11	83	7	6	-14	5	16	220	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Juvenile Tobacco complaints	3	4	33	3	1	-67	6	1	-83	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
All Lost calls including animals,	1	2	100	1	0	-100	1	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			



Annual Consolidated Monthly

Thursday, April 30, 2020

12:16:57 pm

** For official use only **

Report covering 01/01/2019 through 03/31/2019

Compared to 1/1/2020 through 3/31/2020

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC		
	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
Maltreatment	50	55	10	37	34	-8	28	27	-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Medical Emergency	104	112	8	121	105	-13	118	122	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Medical - Drug Overdoses	1	2	100	0	3	0	2	1	-50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Meetings and Presentations	2	1	-50	1	1	0	2	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Missing Person(s)	1	3	200	1	3	200	4	2	-50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Motorist Assist calls	17	18	6	21	9	-57	15	12	-20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Neighborhood Disputes	4	2	-50	6	1	-83	3	1	-67	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Noise complaints including loud	3	2	-33	2	2	0	2	5	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Parking Violations	0	1	0	1	1	0	2	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
All Predatory Offender calls inc	90	92	2	25	14	-44	13	12	-8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
All Public assist calls	20	22	10	17	14	-18	25	15	-40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Records checks including empl	7	8	14	12	7	-42	10	6	-40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Recovered goods including prop	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Road hazards	7	6	-14	15	10	-33	16	6	-63	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Robbery calls	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Scams - All	5	13	160	18	9	-50	21	13	-38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Search Warrants	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Shooting complaints	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Shoplifting complaints	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Smoking Ban violations	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Snowmobile calls - all including	0	4	0	1	2	100	5	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Snowbird Parking	46	30	-35	26	41	58	59	39	-34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Stolen Property calls - all	0	0	0	6	1	-83	1	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Stop arm violations	2	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Sudden Deaths and Bodies fou	0	4	0	0	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				



Annual Consolidated Monthly

Thursday, April 30, 2020

12:16:57 pm

** For official use only **

Report covering 01/01/2019 through 03/31/2019

Compared to 1/1/2020 through 3/31/2020

	JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC		
	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-	2019	2020	+/-			
Suicide-Death	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Suicide threats-attempts	7	0	-100	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Suicide threats-attempts	2	3	50	5	7	40	11	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Suspicious calls including persc	64	37	-42	53	45	-15	49	76	55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Theft calls - all not including m	23	38	65	24	31	29	20	21	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
All Threat calls	7	7	0	7	4	-43	8	11	38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Traffic / Driving complaints	17	28	65	20	30	50	25	24	-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Traffic Accidents including all p	10	23	130	14	18	29	14	4	-71	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Traffic violations all including ci	217	139	-36	124	138	11	216	79	-63	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Transport all (jail) except medi	27	26	-4	24	16	-33	30	16	-47	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Trespassing complaints	1	2	100	0	1	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Unwanted person non criminal	10	11	10	7	9	29	11	10	-9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Vandalism calls all except mail	0	2	0	0	0	0	1	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Vehicle theft all including moto	0	0	0	0	2	0	3	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Violation of Court orders all inc	2	10	400	1	3	200	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Vehicle off Road/Vehicle in Dite	12	39	225	39	14	-64	14	4	-71	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Salvation Army	3	0	-100	2	0	-100	4	0	-100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Warrant entry and arrests	20	21	5	17	11	-35	19	9	-53	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Weather - Monthly Test	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Welfare checks	25	37	48	24	24	0	22	22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	1120	1136	1	965	912	-5	1130	933	-17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

9:45am Appointment

May 5, 2020

REQUEST FOR BOARD ACTION

a. Subject: Preliminary Re-Opening Plan	b. Origination: Safety Committee
c. Estimated time: 15 minutes	d. Presenter(s): Chad Gramentz

e. Board action requested:

Review and provide direction on the Preliminary Plan for Re-Opening County Operations following the expiration of the Governor's Stay at Home Order.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Preliminary plan formulated by the Safety Committee plus additional input from employees who work at some of the public-service counters in the county offices. This preliminary plan is based on the information available as of 5/1/2020 and is subject to change as more information becomes available.

Kanabec County
Phased Re-Opening Preliminary Plan 5/5/2020 (Subject to change)



(First Confirmed COVID-19 Case in Kanabec Co 5/1/2020)

	PHASE 1			PHASE 2
	Actions through 5/3	5/5/2020 Board Meeting	5/6-5/17	5/18- TBD (consider tentative June 1)
Governor/State	Local Emergency in Place (effective March 25- State Declaration expiration)		5/13 State & Local Declaration of State of Emergency set to expire	Stay at Home Order set to expire 5/18
Emergency Operations Center (E.O.C.)	E.O.C. Open and weekly coordinated video-conferencing/calls with community stakeholders	ONGOING		TBD depending on local impact- E.O.C. open, but meetings/call frequency is decreased
Board & Board Committee Meetings	Regular Board Meeting via WebEx	ONGOING		Regular Board Meetings via WebEx and limited number in person attendees
County Buildings	Buildings remain closed to the public (effective March 17th)	Approval is sought from Commissioners to re-open the buildings when Stay at Home Order expires by allowing appointments only.	Communicate to the community to about appointments when reopening occurs- Prepare signs and marketing materials regarding appointments and scheduling process. Evaluate what physical engineering can be done in the buildings to improve social distancing.	Public Buildings are re-opened to the public to APPOINTMENTS ONLY. Check-in with the dept via phone (or doorbell) and access will be allowed if the department is available or wait in lobby or outside. Install a RING doorbell/camera for communication with Coord Office
	Plexiglas and materials are ordered for shields at each public counter	Approval is sought from Commissioners to authorize installation of temporary Plexiglas shields at public-interface work stations. Estimated cost of supplies \$300.	Plexiglas shields are installed (if approved)	Evaluate need for more permanent plexiglas shields
	Driver's Licenses, passports, fingerprints halted			Resume by appointment only
	Training Rooms- public use halted		ONGOING	
	Frequency of cleaning increased		Maint staff to clean at least 2X per day (public areas)	
	Cleaning supplies are provided to each department and all departments are encouraged to clean throughout the day		Message to staff "Clean in- Clean out"	ONGOING
PPE & Cleaning Supplies	As available get cloth masks & instructions for proper use and care - made available for staff (for staff who don't require n95s/fit testing)		Continue to distribute cloth masks and instructions for staff who choose to wear them	ONGOING
	As available get cloth masks & instructions for proper use and care - made available for PUBLIC		Recommend public wear masks - Get masks (as available) to the County sites for re-opening	ONGOING
	Bulk hand sanitizer & dispensing containers ordered and distributed to each department		Message to employees that frequent handwashing is better, but at least use hand sanitizer throughout the day	ONGOING
	Order tape (for floor markings)		Tape lines and other barricades are put down on floor 6 feet back from the service counters	Other physical engineering is put into place to allow social distancing practices
	Cleaning supplies are provided to each department and all departments are encouraged to clean throughout the day		Message to staff "Clean in- Clean out"	ONGOING
Staffing	Continue with staggered shifts, social distancing practices and telecommuting as directed by Department Heads	Approval is sought from the Commissioners to allow Department Heads to continue to allow control of scheduling and telecommuting	ONGOING	
Joint Information Center (J.I.C.)	J.I.C. meetings continue weekly	ONGOING		J.I.C. messaging continues and meeting frequency is decreased

PHASE 3	PHASE 4	PHASE 5
6/1- TBD	TBD- Resume "Normal" Operations	Review responses and lessons learned. What can we improve on and how?
	E.O.C. is closed, meetings cease	Review Emergency Plan, consider more frequent internal trainings/drills?
	Regular Board Meetings in person resume	Should we continue to make Board meetings available via phone or streaming service? Other?
Appointments continue to be recommended. Will try to increase public access, but limit the number public in the building at one time.	Public buildings are re-opened fully to the public	What services can better be served online? How can we encourage more appointments or use of technology to improve communications?
		What structural changes can be made to enhance security and safety?
Allow access, 1 at a time, no appointment required		
Allow meetings under 10 people to resume	Allow meetings to resume with no limitations	
Maint staff to clean 1X per day in addition to evening cleaning crew		
		Do we need to re-evaluate what PPE should we have in-stock?
	Discontinue public masks	What can we do to better ensure public safety in the buildings?
	Remove tape lines	
Evaluate telecommuting, scheduling, and workstation engineering		Is telecommuting an option for some staff to continue? Do we need to reconfigure workstations? Should staggered shifts continue to some extent?
	J.I.C. meetings cease	How do we measure effective communication with the public?

10:10 Appointment

May 5, 2020

REQUEST FOR BOARD ACTION

a. Subject: Department of Revenue Guidance on Quintile Review and LBAE	b. Origination: Assessor's Office
c. Estimated time: 10 minutes	d. Presenter(s): Tina Von Eschen, Assessor

e. Board action requested:

Tina will provide an update on the guidance from the Department of Revenue on performing the Quintile Review and the Local Boards of Appeals & Equalization

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Memo

Date: May 1, 2020

To: County Assessors

From: Justin Massmann, Property Tax Compliance Officer Supervisor

RE: COVID-19 and Quintile Review

Our top priority is the safety of everyone as we all adjust to the affect COVID-19 is having on our daily personal and work lives. We commend you for your efforts to keep everyone safe during the 2020 Local Board of Appeal and Equalization (LBAE) meetings while dealing with potential logistic issues.

In addition to questions/concerns regarding COVID-19 affecting the 2020 LBAE meetings, we have also recieved questions regarding compliance with Minnesota Statute [273.08](#) and Minnesota Statute [273.01](#) (Quintile Review) for the 2021 assessment. Completion of your quintile inspections is still required.

Planning for the 2021 Assessment

Assessors have or in the near future will begin property reviews for the 2021 assessment. The length of time the COVID-19 restrictions influences everyone's daily activities is unknown and compliance with the "quintile review" may or may not become an issue for your county for the 2021 assessment.

We are including some suggested practices you may utilize for the inspection of properties to assist you in your planning. These suggestions will help you remain in compliance with your required duties, while keeping everyone safe.

Following are some suggestions to consider:

- Perform "triage" on the parcels that require inspection this year. Determine which parcels are in the greatest need of inspection. Perhaps delay those as long as possible, onsite inspections may be possible later in the year.
- Prioritize bare land assessments. Use the imaging/mapping resources you normally use, confirming data with physical visits.
- Review your quintile plans. You may have some flexibility in your plans that would allow you to move some inspections deadlines to next year without falling out of compliance.

If you must conduct office reviews or curbside reviews, remember that you are still responsible for the data (or lack of data) on the assessment record and you will have to be able to defend those assessments. If for any reason you feel uncomfortable with an assessment using data derived without an inspection we urge you to add those parcels to next year's inspection schedule. Notify your Property Tax Compliance Officer (PTCO) if you must follow this course of action and identify parcels that were reviewed without a physical inspection as well as those that were postponed for this assessment year. Additionally, keep your PTCO apprised of adjustments you make to your quintile plan going forward.

Below are a few alternative methods assessors can consider using to collect the data in addition to physical inspections and computer assisted reviews. Before implementing these alternative methods ensure the standards included in the *The Quintile Review Process* found in the [Property Tax Administrator's Manual, Module 1](#) are met.

Alternative Methods of Collecting Data:

- Contact taxpayers directly if possible
 - Some counties have had success by sending a post card to each property owner on their quintile list requesting appointments. This same practice could be done to request information and confirmed at a later physical visit.
 - Email
 - Telephone
 - Social media
- *Utilize the tools in your county to collect information and verify measurements such as;
 - Aerial photography
 - Pictometry
 - Street level images (Google maps is an economical source of information)
 - Drone images
 - Zillow, Redfin and other property sales/management sites provide information on many properties
 - Leverage any information held by other county offices that may be useful

**Information received from third party sources should be verified for its accuracy.*

Communicating Your Plan

Communicate your intentions clearly with taxpayers and local government officials through:

- Direct communication with taxpayers
- Postings on social media and local publications

- Public service announcements on local television programming
- Provide more detailed overviews of your plan to local government officials

Who can I contact if I have questions?

Thank you for your diligence during this unprecedented event. Please continue to keep your Property Tax Compliance Officer informed of the practices you are using to complete this important work, in addition to any questions you have regarding your quintile review.

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

April 21, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone conference call at 9:00am on Tuesday, April 21, 2020, pursuant to adjournment with the following Board Members present on-site: Craig Smith. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. The following Board Members were absent: Dennis McNally. Others present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Others participating via telephone included: Family Services Director Chuck Hurd, Public Health Director Kathy Burski, Transit Director Helen Pieper, Public Works Director Chad Gramentz, County Attorney Barbara McFadden, and Emergency Management Director Jeff Anderson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – Gene Anderson introduced a motion to approve the agenda with the following changes: Add discussion regarding a request from East Central Regional Library to begin curbside service of library materials in Kanabec County.

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

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

Whereupon the motion was passed.

Action #2 – Les Nielsen introduced a motion to approve the April 7, 2020 minutes as presented.

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

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 recess the Board Meeting at 9:05am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:05am on Tuesday, April 21, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. The following Board Members were absent: Dennis McNally. Family Services Director, Chuck Hurd presented the Family Services Agenda via telephone.

Action #FS4 – Gene Anderson introduced a motion to approve the Family Services Agenda as presented.

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

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

Whereupon the motion was passed.

Family Services Director Chuck Hurd gave the director's report.

Action #FS5 – Les Nielsen introduced a motion to authorize Family Services and all other County Departments to apply for grants without prior Board approval. Any grants awarded will continue to require County Board approval prior to formal acceptance of said award.

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

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

Whereupon the motion was passed.

Action #FS6 – Craig Smith introduced the following resolution and moved their adoption:

Resolution #FS6a - 4/21/20

Recovering Hope for Chemical Dependency Treatment Services Agreement resolution

WHEREAS, Minnesota Statutes Chapter 254B establishes the Consolidated Chemical Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients, and

WHEREAS, Kanabec County Family Services has designated Recovering Hope, a local agency to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

WHEREAS, Recovering Hope is licensed to provide chemical dependency treatment services and is willing to provide said services, and

WHEREAS, this contract has been presented to the Kanabec County Family Services Board.

THEREFORE BE IT RESOLVED to approve the agreement for chemical dependency treatment services with Recovering Hope for the time period May 1, 2020 through December 31, 2020 at the rates approved by DHS and stated in the Agreement. .

Resolution #FS6b - 4/21/20

Teen Focus Recovery for Chemical Dependency Treatment Services Agreement resolution

WHEREAS, Minnesota Statutes Chapter 254B establishes the Consolidated Chemical Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients, and

WHEREAS, Kanabec County Family Services has designated Teen Focus Recovery, a local agency to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

WHEREAS, Teen Focus Recovery is licensed to provide chemical dependency treatment services and is willing to provide said services, and

WHEREAS, this contract has been presented to the Kanabec County Family Services Board.

THEREFORE BE IT RESOLVED to approve the agreement for chemical dependency treatment services with Teen Focus Recovery for the time period May 1, 2020 through December 31, 2020 at the rates approved by DHS and stated in the Agreement.

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

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

Whereupon the motion was passed.

Action #FS7 – Les Nielsen introduced a motion to approve the payment of 123 claims totaling \$196,834.95 on Welfare Funds.

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

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

Whereupon the motion was passed.

Action #FS8 – Gene Anderson introduced a motion to adjourn Family Services Board at 9:17am and to meet again on May 19, 2020 at 9:05am.

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

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

<u>Vendor</u>	<u>Amount</u>
Midcontinent Communications	750.78
Spire Credit Union	6,397.77
Verizon Wireless	3,115.17

Kwik Trip Inc	946.20
Consolidated Communications	1,013.22
East Central Energy	179.98
Kanabec County Auditor HRA	7,200.00
Kanabec County Auditor/Treasurer	4,699.53
Midcontinent Communications	185.76
Minnesota Department of Finance	5,289.00
Minnesota Department of Finance	33.00
Minnesota Department of Health	765.00
Minnesota Energy Resources Corp	5,905.26
13 Claims Totaling:	<u>36,480.67</u>

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

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

Whereupon the motion was passed.

Action #10 – Craig Smith introduced a motion to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
A and E Cleaning Services	550.00
Advanced Correctional Healthcare	17,390.29
American Door Works	1,450.00
Anchor	279.19
Aspen Mills	25.43
Aspen Mills	373.38
AT&T Mobility	655.35
AT&T Mobility	44.67
Coborn's Inc.	2,010.71
Curtis, Michael	861.03
DKN Construction	20,600.00
East Central Exterminating	125.00
East Central Solid Waste Commission	427.91
FBG Service Corporation	584.80

FBG Service Corporation	6,410.24
Glen's Tire	70.30
Glen's Tire	121.80
Glen's Tire	24.45
Grainger	105.96
Grainger	243.64
Granite City Jobbing	404.17
Granite City Jobbing	491.48
Granite City Jobbing	139.47
Health Partners	6,209.56
Hirsch, Autumn	212.35
Hoefert, Robert	895.85
Industrial Health Service Network Inc	44.90
Ingebrand Funeral Home	430.00
Initiative Foundation	1,550.00
IT SAVVY LLC	3,982.05
IT SAVVY LLC	1,272.80
IT SAVVY LLC	184.36
IT SAVVY LLC	205.75
Johnson's Hardware	22.07
Johnson's Hardware	128.04
Kanabec County Highway Dept	1,056.61
Kanabec Publications	393.75
Kanabec Publications	70.00
Kanabec Publications	191.25
Kanabec Publications	158.00
Kanabec Publications	26.25
Kanabec Publications	539.44
Kwik Trip Inc	166.25
Kwik Trip Inc	3,808.85
Kwik Trip Inc	128.45
Kwik Trip Inc	42.08
Kwik Trip Inc	1,535.72
Kwik Trip Inc	234.87
M&I Lockbox: MCCC	1,500.00
M&I Lockbox: MCCC	9,090.00
Marco	134.68
Marco Inc	159.00
Meta13	100.00
Methven Funeral and Cremation Services	400.00
Minnesota UI	2,089.48

MN Counties Insurance Trust	2,500.00
Nelson, Jerald	121.90
Nelson, Ronette	116.73
Northern Star Food Equipment	761.00
Northland Trust Services Inc	87,637.50
Office Depot	59.15
Office of MNIT Services	1,300.00
Premium Waters Inc	21.59
Quality Disposal	199.35
Quality Disposal	24.15
Quality Disposal	388.36
Ramsey County	2,616.75
Ratwik, Roszak & Maloney, PA	630.00
Regents of the University of MN	13,796.93
Reliance Telephone, Inc	1,500.00
RS Eden	20.40
State of Minnesota - BCA	635.00
State of Minnesota Public Safety BCA	270.00
Stenstrom Collision & Detail	400.00
SWIFT	92.20
Thomson-Reuters-West	325.13
Tinker & Larson	50.39
Van Alst, Lillian	11.50
Visser, Maurice	629.63
Wickeham, Teresa	74.75
Zamora, Ray	705.53

81 Claims Totaling: 205,239.62

Road & Bridge Fund

Vendor	Amount
A and E Cleaning	550.00
Ameripride	784.49
Beaudry Oil Propane	3,512.83
Central McGowan	2,557.69
Crawford's Equipment	107.92
Federated Co-op	68.46
Glen's Tire	105.00
Gopher State One-call	10.80
Granite City Jobbing	392.11
Johnson Hardware	7.94

Kanabec County Highway Department	55.00
Kris Engineering	33,723.17
Midwest Machinery Co	177.33
MN Energy Resources	563.98
Northern States Supply	468.66
Office Depot	169.65
Oslin Lumber	660.00
Owens Auto Parts	101.07
Post Master	550.00
Power Plan	1,707.08
Quality Disposal Systems Inc.	164.25
Safety-Kleen Systems	407.85
Scientific Sales	103.70
Scott's Lawn & Landscapes	9,911.25
24 Claims Totaling:	<u><u>\$56,860.23</u></u>

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

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

Whereupon the motion was passed.

A discussion was held regarding the Board's preference for departments to purchase supplies locally if possible. County Coordinator Kris McNally will review this directive again at the next department head meeting. Information only, no action was taken.

Action #11 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #11 – 4/21/20

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

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

BE IT RESOLVED to approve the Premises Permit Application for the Mora Area Youth Recreation Association (MAYRA) for charitable gambling to be held at Eagle's Cove, 764 Fish Lake Drive, Mora, MN 55051.

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

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

Whereupon the motion was passed.

Public Health Director Kathy Burski met with the Board via telephone. She gave an update regarding the COVID-19 pandemic. Information only, no action was taken.

Emergency Management Director Jeff Anderson met with the Board via telephone to request an extension of the Declaration of Local State of Emergency which will expire on April 25, 2020.

Action #12 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution # 12 - 4/21/20

WHEREAS the Kanabec County Board of Commissioners issued a Declaration of Local Emergency on March 25, 2020; and

WHEREAS said Declaration of Local Emergency is set to expire on April 25, 2020; and

WHEREAS the CDC has identified the continued public health threat posed by COVID-19, and has advised that person-to-person spread of COVID-19 will continue to occur; and

WHEREAS the COVID-19 pandemic has impacted local residents, businesses and governmental entities of Kanabec County; and

WHEREAS Kanabec County Emergency Management recommends extending the Declaration of Local Emergency to follow the Governor's Emergency Executive Order 20-35;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby extends the Declaration of Local Emergency until May 13, 2020, unless further extended by an executive order on or before May 13, 2020.

The motion was duly seconded by Les Nielsen and upon a roll call vote being taken

thereon, the following voted:

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 a request from East Central Regional Library to begin curbside service of library materials in Kanabec County. The Board expressed consensus to support curbside service of library materials at the Mora Library.

Transit Director Helen Pieper met with the Board via telephone to give an update regarding MNDOT Federal Funding for Transit and Staffing. Information only, no action was taken.

The Commissioners gave reports on the boards and committees in which they participate.

County Sheriff Brian Smith met with the Board via telephone to request approval of a Joint Powers Agreement with the Bureau of Criminal Apprehension.

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

Resolution # 13- 4/21/20

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE COUNTY OF KANABEC ON BEHALF OF ITS SHERIFFS DEPARTMENT

WHEREAS, the County of Kanabec on behalf of its Sheriff's Department desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to receive funding to use to implement an adapter to make its records management system compatible with Minnesota National Incident-Based Reporting System requirements for which the Kanabec County Sheriff's Department is eligible.

NOW, THEREFORE, BE IT RESOLVED by the County of Kanabec, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Kanabec on behalf of its Sheriff's Department, is hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.

2. That the County Sheriff -, Brian Smith or his or her successor, is designated the Authorized Representative for the Kanabec County Sheriff's Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be

required by the State of Minnesota to maintain the agreement with the State.

To assist the Authorized Representative with the administration of the agreement, Chief Deputy Kevin Braiedy is appointed as the Authorized Representative's designee.

3. That Kathi Ellis -, the Chairperson of the Board of Commissioners for the County of Kanabec, and Brian Smith , the County Sheriff, are authorized to sign the State of Minnesota Joint Powers Agreement.

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

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

Whereupon the motion was passed.

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

Action #14 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #14 – 4/21/20

Resolution of Kanabec County Board of Commissioners Requesting that the Kanabec County Auditor-Treasurer Abate the Penalty on Late Payment of Property Taxes for Taxes Payable May 15, 2020

WHEREAS, on March 13, 2020 Governor Tim Walz issued Emergency Executive Order 2020-01 declaring a Peacetime State of Emergency in response to the COVID-19 pandemic, and

WHEREAS, on March 25, 2020 the Kanabec County Board of Commissioners adopted Resolution Number 2-3/25/20 declaring a local emergency in response to the conditions from COVID-19, and

WHEREAS, the Kanabec County Board of Commissioners desires to provide temporary relief to its residents and businesses within the county that have been directly or indirectly impacted by the economic pressures caused by the COVID-19 pandemic, and

WHEREAS, the Kanabec County Board of Commissioners recognizes that because of unemployment, lost or reduced wages and the loss of business income, the timely payment of property taxes due May 15, 2020 may be a major economic pressure for many county property owners and businesses, and

WHEREAS, pursuant to Minn. Stat. §279.01, subd. 2, the County Board may, with the concurrence of the County Treasurer, abate the penalty for late payment of property taxes, and

WHEREAS, the Kanabec County Board of Commissioners finds that imposing the full penalty for late payment of property taxes in 2020 would be unjust and unreasonable, and further finds that partially abating the penalties associated with the late payment of property taxes in 2020 furthers the economic interests of the County and its residents and business owners, and

WHEREAS, the Kanabec County Auditor-Treasurer has indicated that she concurs with the Board's findings and its desire to partially abate the penalty for late payment of taxes in 2020.

NOW, THEREFORE BE IT RESOLVED, by the Kanabec County Board of Commissioners as follows:

1. Pursuant to Minn. Stat. §279.01, subd. 2, the County Board here by delegates to the Kanabec County Auditor-Treasurer the power to abate the penalty provided in Minn. Stat. §279.01 for the late payment of property taxes payable May 15, to the extent provided for in this Resolution.
2. The County Board further requests that the Kanabec County Auditor-Treasurer impose the following modified penalties for late payment of property taxes due and payable in 2020 for all applicable property classifications:
 - a. For taxes between May 16, 2020 and June 30, 2020: a penalty of 1% of the unpaid tax otherwise due and owing.
 - b. For taxes paid between July 1, 2020 and July 31, 2020: a penalty of 2% of the unpaid tax otherwise due and owing.
 - c. For taxes paid on or after August 1, 2020: the penalty otherwise imposed by law. For reference purposes the current penalty schedule is shown below.

Property Type:	2020										2021
	May 16	June 1	July 1	Aug 1	Sep 1	Oct 1	Oct 16	Nov 1	Nov 17	Dec 1	Jan 2
Homesteads and Seasonal Rec.											
1st half	2%	4%	5%	6%	7%	8%	8%	8%	-	8%	10%
2nd half	-	-	-	-	-	-	2%	4%	-	5%	7%
Both Unpaid	-	-	-	-	-	-	5%	6%	-	6.5%	8.5%
Agricultural Homesteads											
1st half	2%	4%	5%	6%	7%	8%	8%	8%	8%	8%	10%
2nd half	-	-	-	-	-	-	-	-	2%	4%	6%
Both Unpaid	-	-	-	-	-	-	-	-	5%	6%	8%
Nonhomesteads											
1st half	4%	8%	9%	10%	11%	12%	12%	12%	-	12%	14%
2nd half	-	-	-	-	-	-	4%	8%	-	9%	11%
Both Unpaid	-	-	-	-	-	-	8%	10%	-	10.5%	12.5%
Agricultural Nonhomesteads											
1st half	4%	8%	9%	10%	11%	12%	12%	12%	12%	12%	14%
2nd half	-	-	-	-	-	-	-	-	4%	8%	10%
Both Unpaid	-	-	-	-	-	-	-	-	8%	10%	12%
Personal Property	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%
Manufactured Homes											
1st half	-	-	-	-	8%	8%	8%	8%	8%	8%	8%
2nd half	-	-	-	-	-	-	-	-	8%	8%	8%

3. This Resolution does not limit the authority of the County Board or the Auditor-Treasurer to abate taxes or property values as otherwise provided by law.

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

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

Whereupon the motion was passed.

Action #15 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #15 – 4/21/20

WHEREAS the Kanabec County Board of Commissioners adopted Ordinance #27 Liquor Ordinance on 6/24/2015 defining the licensing of liquor establishments within Kanabec County;

WHEREAS Section 2.03 of this ordinance requires that a licensee and all its employees or agents who serve alcoholic beverages complete a responsible beverage server training annually before liquor license renewals are approved;

WHEREAS on March 25, 2020 the Kanabec County Board of Commissioners adopted Resolution #2-3/25/20 declaring a local emergency in response to the conditions from COVID-19;

WHEREAS, Kanabec County Community Health, the County Attorney, and County Auditor-Treasurer have determined that there is no timely, nor safe to way to conduct such training for the licensees due to the COVID-19 restrictions;

BE IT RESOLVED to waive the requirement of responsible beverage server training in Section 2.03 of Kanabec County Liquor Ordinance #27 for the license renewals in the liquor licensing year July 1, 2020 to June 30, 2021.

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

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

Whereupon the motion was passed.

Action #16 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #16 – 4/21/20

WHEREAS the Kanabec County Auditor/Treasurer has received an application for an On-Sale and Sunday Liquor license from Fire Pit Bar and Grill LLC Inc dba Fire Pit Bar and Grill located at 1434 Ann River Road, Ogilvie MN;

WHEREAS the application is complete, included all necessary documentation, appear in accordance with County Policies and licensing requirements and the applicant is in good standing with the County;

WHEREAS the establishment located at this address has operated as Licensee Pink Diamond LLC dba Pink Diamond with these licenses since 2011;

BE IT RESOLVED to approve the On-Sale and Sunday Liquor License for Fire Pit Bar and Grill located at 1434 Ann River Road, Ogilvie , and will become effective May 5, 2020.

BE IT FURTHER RESOLVED that the approval of the On-Sale and Sunday Liquor License for Fire Pit Bar and Grill is contingent upon township approval. Failure to obtain township approval shall deem the On-Sale and Sunday Liquor License Application for Fire Pit Bar and Grill null and void.

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

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

Whereupon the motion was passed.

Action #17 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #17 – 4/21/20

WHEREAS the Kanabec County Auditor/Treasurer has received applications for On-Sale, Off-Sale and Sunday Liquor licenses from Mauer Fish Lake Restaurant and Bar Inc dba Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora;

WHEREAS the applications are complete, included all necessary documentation, appear in accordance with County Policies and licensing requirements and the applicant is in good standing with the County;

WHEREAS the establishment located at this address presently operates with these licenses;

BE IT RESOLVED to approve the On-Sale, Off-Sale and Sunday Liquor Licenses for Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora, and will become effective April 27, 2020.

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

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

Whereupon the motion was passed.

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

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

Resolution #18 – 4/21/20

WHEREAS Kanabec County Public Works is a vendor for the State of Minnesota to provide driver's license services for residents, and

WHEREAS new licensing requirements and laws have challenged the capacity of the Public Works office to efficiently and cost effectively provide the service, and

WHEREAS a report summarizing the service challenges has been presented to the Board, and

WHEREAS the Public Works Director is requesting authorization to request that the State of Minnesota find an alternate vendor to provide driver's license services in Mora, MN.

THEREFORE BE IT RESOLVED to authorize the Public Works Department to send a request to the State of Minnesota to search for an alternate vendor to provide driver's license services in Mora, MN.

BE IT FURTHER RESOLVED that upon an alternate vendor securement, the Public Works Department is authorized to assist with the transition of services via a training and/or support agreement with the new vendor, and

BE IT FURTHER RESOLVED that Kanabec County continue to provide driver's license services if no suitable vendor is found.

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

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

Whereupon the motion was passed.

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

Resolution #19 – 4/21/20

Culvert Inventory Quotes

WHEREAS the following quotes were received for aluminized culvert inventory:

Contech Engineered Solutions	\$129,458.60
True North Steel	\$135,784.53

WHEREAS Contech Engineered Solutions provided the low quote of \$129,458.60;

THEREFORE BE IT RESOLVED to accept the quote of \$129,458.60 by Contech Engineered Solutions for aluminized culverts.

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

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

Whereupon the motion was passed.

Public Works Director Chad Gramentz gave updates on road construction projects. Information only, no action was taken.

EDA Director Heidi Steinmetz met with the County Board via telephone to request permission for the EDA to establish an Emergency Loan Program for small businesses.

Craig Smith requested to wait until all County Board Members were present to act on this item. Les Nielsen agreed that all County Board Members should be present in order to consider providing a \$10,000 match to the proposed EDA Emergency Loan Program for small businesses, but was in favor of allowing the County EDA to proceed with establishing an emergency loan fund, policies, documents, and selection criteria in the interim.

Action #20 – Les Nielsen introduced a motion to authorize the County EDA to establish a COVID-19 Emergency Loan Fund for small businesses, and to transfer \$20,000 from the EDA's fund balance to establish this new fund.

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

Craig Smith, opposed
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 COVID-19 Personnel Considerations.

Action #21 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #21 - 4/21/20

WHEREAS, the Families First Coronavirus Response Act (FFCRA) gives employers the option to exclude employees who are health care providers or emergency responders from paid leave benefits under the act; and

WHEREAS Kanabec County employs positions meeting the FFCRA's definitions of health care providers and emergency responders; and

WHEREAS Kanabec County believes these employees are imperative to public safety and public health in the fight against the spread of COVID-19, and therefore should receive the same FFCRA paid leave benefits as non-health care providers and non-first responders;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners chooses **not** to invoke the exclusion of FFCRA paid leave for County-employed health care workers and emergency responders, thus making them eligible for the FFCRA benefits.

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

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

Whereupon the motion was passed.

Action #22 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #22 - 4/21/20

Kanabec County Pay Benefits During Extended COVID -19 Pandemic

WHEREAS, on March 25, 2020 by Resolution # 5-3/25/20 the Kanabec County Board of Commissioners authorized allowing current, active employees to receive their regular pay and benefits (based on existing status) from March 14th through April 24th if they experienced a reduction in hours due to lack of work; or illness or quarantine/isolation orders related to the COVID-19 outbreak; and further, that employees would be required to use PTO/banked vacation/banked sick time for any vacation, personal time, sickness not related to COVID-19 and for work refusal from March 14th through April 24th ; and

WHEREAS, also on March 25, 2020, Governor Walz issued Executive Order 20-20 directing Minnesotans to Stay at Home except to engage in exempted activities and critical sector work; and

WHEREAS, on April 8, 2020, Governor Walz extended the Stay at Home order until 11:59pm on May 3, 2020;

BE IT THEREFORE RESOLVED that it is the intent of the Kanabec County Board of Commissioners to make sure that all necessary functions of Kanabec County are accomplished in a timely manner and to always make sure that the funds entrusted to us by the public are well spent.

BE IT FURTHER RESOLVED that as we go forward this will be accomplished by making sure that all county employees are spending work hours doing necessary, productive work. Starting with the new pay period April 25th until such time as the State of MN stay at home order is no longer in effect (currently until May 4th) department heads will follow the following guidelines:

1. Under direction of the Board of Commissioners, Department heads will determine which employees need to continue to report to the work site. All employees who are required to report to work on-site will continue to do so. All employees who are telecommuting or partially telecommuting/partially working on-site will continue to do so

unless directed otherwise by their department head. Some employees may be directed not to report to work or to report to work on a less frequent basis.

2. Benefit eligible employees who cannot work from home and who are directed not to report to work, or who are working less than their regular schedule of hours, may use accrued compensated absence time (comp time, PTO, banked sick, banked vacation) or uncompensated absence time to account for the balance of their work week.

3. Eligible employees who qualify for FFCRA paid leave may use those hours before other accrued compensated absence hours between April 1- December 31, 2020 until their FFCRA hours are exhausted.

4. The county contribution to health insurance will be maintained through June 30, 2020 regardless of the employee's use of compensated absence/uncompensated absences. If the employee pays a portion of their insurance benefits; the employee will need to make arrangements to continue their current coverage.

5. If applicable, seniority will continue to accrue during this period as if working regular hours. Respective collective bargaining agreement language will be applied as indicated.

6. Temporary furloughs may be issued if employees exhaust compensated absence time and continue to be directed not to report to work. Respective collective bargaining agreement language will be applied as indicated.

7. Employees who wish to use FMLA, EMB or other medically-based leave of absences continue to be required to provide all medical certifications in accordance with the applicable laws and policies.

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

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

Whereupon the motion was passed.

The following department heads met with the County Board via telephone to review their critical sector positions and staffing plan: Tina Von Eschen, Assessor; Barbara McFadden, County Attorney; Chuck Hurd, Family Services Director; and Denise Snyder, Auditor/Treasurer. Information only, no action was taken.

Todd Eustice, Probation Director and Kris McNally, Coordinator met with the County Board on-site to review critical sector positions and staffing plans. Information only, no action was taken.

Kris McNally led a discussion regarding expectations for May 4th and beyond in regard to telecommuters, public access to buildings, and meetings. The board expressed consensus to take a phased approach to re-opening when appropriate and, in the meantime, to continue telecommuting when possible, restricting public access to buildings, and holding meetings remotely.

The Board expressed consensus for the Building Maintenance Department to determine the cost and feasibility of installing plexiglass shields at public service counters. Discussions were also held regarding other safety precautions for re-opening including screening visitors at the door, only allowing a certain number of people into each building at one time, requiring all visitors to wear masks, putting lines on the floor six feet apart, and providing hand sanitizer. Information only. A preliminary plan will be presented at the May 5th.

Craig Smith led a discussion regarding the accrual of PTO during non-work time. This matter will be discussed in the future as part of the PTO Policy. Information only, no action was taken.

Future Agenda Items: Contact Information Systems (I.S.) for training using certain software, EDA 101 training session, accrual of PTO during non-work time, PTO Policy, Phased Re-Opening Plan.

12:16pm – The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday May 5, 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>
E C Riders	8,620.78	2020 BM#3 Snake River Trail	Unallocated
Further	685.40	Admin Fees	HR
Quadient Finance USA, Inc.	5,000.00	Postage for Courthouse & PSB	Unallocated
Verizon Wireless	210.06	Monthly Phone Charges	Transit
Dearborn National Life Insurance Co	788.43	Short Term Disability Premiums	Employee Benefits Fund
Life Insurance Company of North America	648.10	Accident, Hospital, Critical Illness Insurance Premiums	Employee Benefits Fund
MNPEIP	147,341.42	Health Insurance Premiums	Employee Benefits Fund
Sun Life Financial	3,953.19	Life Insurance Premiums	Employee Benefits Fund
8 Claims Totaling:	<u><u>\$167,247.38</u></u>		

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 5/5/20

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	Ace Hardware	61.92	Power Strips, Tape, Misc.
911 EMERGENCY TELEPHONE SYSTEM	IAEMD	100.00	EMD Recertification
911 EMERGENCY TELEPHONE SYSTEM	Prophoenix Corporation	54,992.98	Annual Maint & Support
		55,154.90	
ASSESSOR	American Solutions for Business	3,720.57	Valuation Notice Outsource
ASSESSOR	IT SAVVY LLC	636.40	HP ProBook
ASSESSOR	Lindberg, Jodi	99.99	Staff Development
		4,456.96	
AUDITOR	American Solutions for Business	4,253.03	Tax Stmt's Outsource
AUDITOR	IT SAVVY LLC	729.97	1 HP ProDesk Desktop
		4,983.00	
BUILDINGS MAINTENANCE	Ace Hardware	412.90	Paint, Plexiglass, Misc.
BUILDINGS MAINTENANCE	Assure Security	247.50	Service Charge
BUILDINGS MAINTENANCE	Grainger	115.78	Gloves, Chair Mat, Door Sweep
BUILDINGS MAINTENANCE	Mattson Electric	295.83	PSB Water Coolers
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	12.00	Fuel Surcharge
BUILDINGS MAINTENANCE	Oslin Lumber	86.99	Socket Set & Threshold
BUILDINGS MAINTENANCE	SafeAssure Consultants Inc	8,347.37	Safety Training
		9,518.37	
COUNTY ATTORNEY	Bureau of Crim. Apprehension	120.00	CJDN Access Fee

REVISED 5/5/2020 for security reasons- approved by Board Chair

COUNTY ATTORNEY	IT SAVVY LLC	726.34	Laptop
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	<u>187.58</u>	March Charges
		1,033.92	
COUNTY COORDINATOR	IT SAVVY LLC	1,459.94	2 HP ProDesk Desktops
COUNTY COORDINATOR	Office Depot	<u>50.09</u>	Ink Cartridges & Tape
		1,510.03	
COUNTY CORONER	River Valley Forensic Services, P.A.	<u>400.00</u>	Contracts & PM Exams
		400.00	
COUNTY EXTENSION	IT SAVVY LLC	<u>292.86</u>	Toner
		292.86	
COUNTY RECORDER	Northstar	<u>173.55</u>	Vital Records Paper
		173.55	
COUNTY SURVEYOR	Kroshel Land Surveyors, Inc	<u>450.00</u>	Prep Easement & Revised Agreement
		450.00	
ECONOMIC DEVELOPMENT	Doering, Carleen	500.00	Child Care Grant
ECONOMIC DEVELOPMENT	Johnson, Barbara	500.00	Child Care Grant
ECONOMIC DEVELOPMENT	Kanabec Publications	379.00	Conference Programs & Thank You Ad
ECONOMIC DEVELOPMENT	Lessard, Hillary	500.00	Child Care Grant
ECONOMIC DEVELOPMENT	Mattson, Pam	500.00	Child Care Grant
ECONOMIC DEVELOPMENT	Pitman, Emily	500.00	Child Care Grant
ECONOMIC DEVELOPMENT	Swan, Jessica	<u>500.00</u>	Child Care Grant
		3,379.00	
ELECTIONS	Election Systems & Software Inc	<u>3,932.50</u>	AM/DS200 Maint Contract
		3,932.50	

REVISED 5/5/2020 for security reasons- approved by Board Chair

EMPLOYEE BENEFITS	Hartford-Priority Accounts	<u>2,282.79</u> 2,282.79	Long Term Disability Premiums
EMPLOYEE VOLUNTEER BENEFITS	VSP Insurance Co. (CT)	<u>275.24</u> 275.24	Vision Coverage
HIGHWAY	Verizon Wireless	<u>195.05</u> 195.05	Monthly Aircards
INFORMATION SYSTEMS	CW Technology	1,171.40	Monthly Email Filter
INFORMATION SYSTEMS	IT SAVVY LLC	3,702.66	Switch
INFORMATION SYSTEMS	IT SAVVY LLC	173.43	HP Toner
INFORMATION SYSTEMS	IT SAVVY LLC	<u>4,379.82</u> 9,427.31	6 HP ProDesk Desktops
LAW LIBRARY	Thomson-Reuters-West	325.13	Law Library Invoice
LAW LIBRARY	Thomson-Reuters-West	<u>263.17</u> 588.30	Law Library Invoice
PROBATION & JUVENILE PLACEMENT	IT SAVVY LLC	<u>729.97</u> 729.97	1 HP ProDesk Desktop
WELFARE	Verizon Wireless	<u>35.01</u> 35.01	Monthly Aircards
PUBLIC TRANSPORTATION	Coleman, Robert	16.10	Volunteer Mileage
PUBLIC TRANSPORTATION	Curtis, Michael	861.03	Volunteer Mileage
PUBLIC TRANSPORTATION	Hoefert, Robert	897.00	Volunteer Mileage
PUBLIC TRANSPORTATION	IT SAVVY LLC	2,189.91	6 HP ProDesk Desktops
PUBLIC TRANSPORTATION	Nelson, Ronette	179.40	Volunteer Mileage

REVISED 5/5/2020 for security reasons- approved by Board Chair

PUBLIC TRANSPORTATION	Van Alst, Lillian	324.88	Volunteer Mileage
PUBLIC TRANSPORTATION	Verizon Wireless	240.06	Monthly Aircards
PUBLIC TRANSPORTATION	Visser, Maurice	632.50	Volunteer Mileage
PUBLIC TRANSPORTATION	Zamora, Ray	748.65	Volunteer Mileage
		6,089.53	
RAILROAD AUTHORITY	Kanabec County Auditor Treasurer	792.96	2020 Spec Assmt
		792.96	
SANITATION	Kanabec Publications	191.25	HHW Ad
		191.25	
SHERIFF	Aspen Mills	285.00	Uniforms
SHERIFF	IT SAVVY LLC	729.97	1 HP ProDesk Desktop
SHERIFF	Kanabec Publications	96.00	This Too Shall Pass
SHERIFF	Leaf's Towing and Recovery	142.00	Towing Services
SHERIFF	Michael Keller, Ph.D., L.P.	1,300.00	New Employee Psych (2)
SHERIFF	Office Depot	72.79	Ink Cartridges
SHERIFF	Verizon Wireless	395.23	Monthly Aircards
SHERIFF	Welia Health	323.00	Deputy Physical
		3,343.99	
SHERIFF - BOAT & WATER	Ace Hardware	52.00	Clevis
		52.00	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	4,656.19	Pool/Cap Reconciliation
SHERIFF - JAIL/DISPATCH	Aspen Mills	455.88	Uniforms
SHERIFF - JAIL/DISPATCH	Electric Motor Service, Inc.	3,461.41	Repair 5 Baldor Motors
SHERIFF - JAIL/DISPATCH	G & N Enterprises	94.80	Light Bulbs
SHERIFF - JAIL/DISPATCH	Kanabec County Auditor Treasurer	743.00	Taxes on 330 Forest Ave
SHERIFF - JAIL/DISPATCH	Stellar Services	1,044.93	Canteen

REVISED 5/5/2020 for security reasons- approved by Board Chair

SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>650.30</u>	Inmate Meals
		11,106.51	
UNALLOCATED	Kanabec County Auditor Treasurer	<u>1,397.00</u>	Taxes on Knife Lake Property
		1,397.00	
VETERAN SERVICES	Kanabec Publications	324.50	Mailing Envelopes
VETERAN SERVICES	Office Depot	<u>295.97</u>	Chairs - Waiting Area
		620.47	
73 Claims Totaling:		<u>122,412.47</u>	

Agenda Item #3 **Regular Bills - Road & Bridge** **Bills to be approved: 5/5/20**

Vendor	Amount	Purpose
Ace Hardware	281.10	Shop Supplies
American Pressure Inc.	130.77	Repair Parts
Auto Value	3,655.50	Shop Supplies and Repair Parts
Central McGowan	1,651.76	Welding Supplies
Dultmeier Sales	540.35	Repair Parts
East Central Energy	1,391.91	Intersection Lighting
Fleetpride	91.70	Repair Parts
Grainger	76.13	Shop Supplies and Repair Parts
IT SAVVY LLC	35.77	iPad Truck Mount
Johnson Hardware and Rental	28.45	Maintenance Supplies
Mora Municipal Utilities	1,243.94	Antenna, Hwy Bldg, Intersection Lighting
Oslin Lumber	796.29	Building Repairs
Oxygen Service Co.	1,230.00	Acetylene and Oxygen
Towmaster	67.63	Repair Parts
USIC Locating Services	260.00	Locates
Wiarcom Inc.	618.45	Vehicle Monitoring for Trucks
Ziegler Inc.	2,188.78	Repair Parts
17 Claims Totaling:	<u>\$14,288.53</u>	

Agenda Item #4

May 5, 2020

REQUEST FOR BOARD ACTION

a. Subject: 312 Forest Ave E Easement Request	b. Origination: Property Owners- Chuck & Cathy Cole
c. Estimated time: 10 minutes	d. Presenter(s): Coordinator Kris McNally

e. Board action requested:

Consider the request for an easement for the driveway (approximately 22 feet) the western-most boundary on the 330 Forest Avenue East property.

WHEREAS a survey was conducted on the property located at 330 Forest Avenue East, Mora, MN 55051 on September 13, 2019, and

WHEREAS the survey documented boundaries of the property that overlap the existing driveway at 312 Forest Avenue East, Mora, MN 55051, and

WHEREAS the owner of 312 Forest Avenue East, Mora, MN 55051 has requested an easement to allow lawful use of the driveway described as an easement for ingress/egress purposes over and across that part of the west 22 feet of the east 50 feet of Lots 7 and 8, Block 7, Original Town of Mora, Kanabec County, Minnesota, which lies southerly of the following described line:

Commencing at the southeast corner of said Block 7; thence northerly, along the east line of said Block 7, a distance of 78 feet to the point of beginning of the line to be described; thence westerly, parallel with the south line of said Block 7, a distance of 199.74 feet, more or less, to the west line of the east 50 feet of said Lot 8 and said line there terminating, and

WHEREAS the Board of Commissioners believes that granting an easement to allow use of the driveway is a reasonable request and supports City of Mora zoning ordinances,

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby grants the easement as stated above;

BE IT FUTHER RESOLVED that the Kanabec County Board of Commissioners directs the County Attorney to prepare said easement 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:

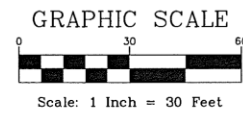
Coordinators Comments:

CERTIFICATE OF SURVEY FOR KANABEC COUNTY COORDINATOR

PART OF SECTION 11, TOWNSHIP 39, RANGE 24, KANABEC COUNTY, MINNESOTA



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



LEGEND

- ⊗ DENOTES 1/2" REBAR SET, MARKED KROSCHER 44490
- ⊠ DENOTES 3" MAG SPIKE SET
- DENOTES LIGHT POLE

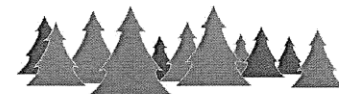
Notes to Survey:

1. For the purposes of this survey, existing easements of record were not researched.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

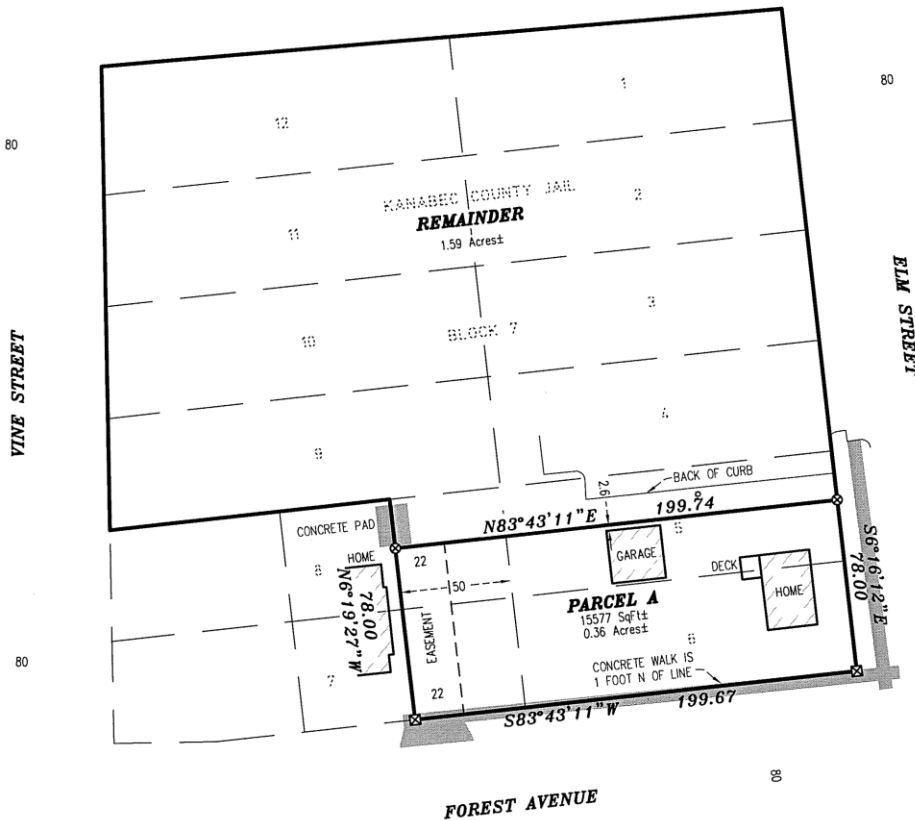
Dated this 24TH day of APRIL, 2020

By: 
Tyler J. Kroschel, Land Surveyor
Minnesota License No. 44490



Kroschel Land Surveyors, Inc.

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



Agenda Item #5

May 5, 2020

REQUEST FOR BOARD ACTION

a. Subject: Temporary Restricted Use of Budgeted Funds and Hiring	b. Origination: Commissioner Anderson
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested:

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments: