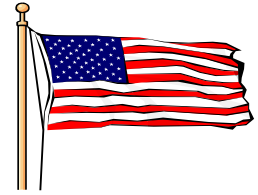


Kanabec County Board of Commissioners

Regular Meeting Agenda September 1, 2020

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



To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388 Access Code: Access code: 146 587 9082

Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m119476fd7be5f6a1ed69fe74792d0831>

Meeting number: 146 587 9082

Password: muXSChdt367

To be held at: County Meeting Rooms 3 & 4

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

Basement Level, Maple Ave Entrance

County Courthouse, 18 North Vine St, Mora, MN 55051

Stairs and elevator to the basement level are accessible through the entrance lobby.

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

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

9:05am Recess County Board to a time immediately following the Public Health Board.

Public Health Board

9:30am Doug Anderson, PERA Executive Director & Amy Strenge, PERA Policy Coordinator- PERA Presentation

10:30am Public Comment Call-in number for Public Comment 1-408-418-9388 Access Code: 146 587 9082

10:45am Randy Ulseth, Welia CEO- Welia Health 501c3 privatization presentation

11:15am Chad Gramentz, Public Works

11:30am Chuck Cole, property owner 312 Forest Ave E- Request to purchase part of 330 Forest Avenue East

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
 - a. Revenue Fund
 - b. Road & Bridge
 - c. COVID & CARES Act Claims
4. SCORE Claims
5. CARES Act Government Focus Area Request
6. Gambling Request – Pheasants Forever Rum River Chapter
7. Committee Vacancies
8. Commissioner Reports
9. Future Agenda Items
10. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, September 1, 2020
9:00 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
 - Staffing –
 - Resignation of Health Promotions/Regional Prevention Coordinator
 - Action requested
 - See attached resolution page 4
 - R.N. to P.H.N.
 - Action requested
 - See attached resolution page 5
 - Coronavirus Update
 - Flue Season
 - Transit
4. Timber Trails Public Transit Contract Bus Contract with Lakes & Pines CAC, INC
 - Action requested
 - See attached Agreement and resolution page 6-9
5. Timber Trails Capitol Bus Replacement
 - Action requested
 - See attached resolution page 10
6. 2nd Quarter 2020 KCCH report
 - See attached report page 11-28
7. Financial Reports
 - See attached
 - Trial Balance page 29-31
 - Financial Report page 32
8. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 33-39
9. Other Business
10. Adjourn

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

Community Health Report

Staffing:

Staff resignation – Jenilee Telander, RPC

- Action requested
- See attached resolution

Staff Promotion – Mary Heins, R.N.

- Action requested
- See attached resolution

Coronavirus:

The majority of the response time lately has been spent assisting with testing at congregate facilities, supporting congregate care facilities with outbreaks, Case Investigation and Contact Tracing, and school planning.

Public Health has a weekly call with the school districts (Mora, Ogilvie, and Braham) to discuss local COVID numbers and what risk cases are to the school. Other areas of discussion have included letters to parents, attendance by public health at parent and staff meetings, interpretation of school guidance including exclusion guidance for symptomatic staff and students.

The Minnesota Department of Health is moving toward a regional model for Case Investigation and Contact Tracing (CICT). They are looking at a soft roll-out in mid-September. MDH is asking each Community Health Board to determine if it has capacity to help staff the regional model. They would provide us with a contract and pay a set hourly rate for our involvement. Because there are still many unanswered questions as to how much time we would need to dedicate, what the scheduling would look like, I am not sure I can dedicate staff. If we are not able to dedicate staff, we will still be allowed to handle our own CICT locally but we would not be reimbursed for doing it.

Department Head continues to actively participate in CARES Act Fund planning meetings.

We are also paying close attention to the development and studies around vaccines and planning for providing COVID vaccinations when one becomes available.

Current numbers/statistics will be provided during the Board meeting.

For up-to-date information you can look at the following website links:

Global Numbers: <https://coronavirus.jhu.edu/map.html>

State: <https://www.health.state.mn.us/diseases/coronavirus/situation.html>

Local: https://www.kanabecounty.org/departments/kanabec_county_covid-19_data.php

Flu Season:

It will be critical to do what we can to increase flu vaccination rates so that we are not seeing high levels of Seasonal Influenza along with COVID infections. We are looking at what vaccination clinics might look like. We have also been contacted by Welia to see if we would like to partner in some way but no meetings have been held yet. I did ask Kim to check into PIEP to see if they would approve County Staff receiving flu shots from Public Health but I have not heard back from her on that.

Transit:

Bus traffic is picking up, increasing by 378 rides from June to July with continued growth into August as Industries Inc. has started some of its clients back to work and medical/dental appointments have opened up.

Volunteer driver rides have also picked up as medical and dental appointments are being made again. We have lost another driver and need to do some more recruiting to find additional drivers.

Resolution KCCH # – 9/1/20
Health Promotion/RPC Resolution

WHEREAS the Community Health Director has received a resignation from the Health Promotions/Regional ATOD Prevention Coordinator, and

WHEREAS Kanabec County Community Health has a contract with the MN Department of Human Services to provide the Regional ATOD Prevention Coordinator for the East Central Region, and

WHEREAS the Community Health Director is requesting to refill the Health Promotions/Regional ATOD Prevention Coordinator position due to the resignation of Jenilee Telander.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to hire a full time Health Promotions/Regional ATOD Prevention Coordinator at Step A Range 13 at \$25.86 per hour and or the rate set by internal promotion, and to refill any subsequent position vacated to fill the current opening, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted and approved via the Department of Human Services grant.
.

Resolution KCCH # – 9/1/20

RN to PHN Resolution

WHEREAS a Registered Nurse in the Adult Health area has completed her Bachelor of Nursing (BSN) degree, and

WHEREAS she is now a Certified Public Health Nurse, and

WHEREAS the Community Health Director is requesting to move the Nurse to a Certified Public Health Nurse position in order to utilize the scope of practice she is licensed to provide in the Public Health Nurse Clinic and other areas requiring this degree.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to promote Mary Heins from an RN to a Certified Public Health nurse at Step D Range 15 at \$33.25 per hour effective September 12.

MOTOR VEHICLE USER AGREEMENT

Revised 10/9/2019

This User Agreement is entered into this First day of September, 2020 by and between, Lakes and Pines CAC, Inc. and Kanabec County (Timber Trails) here after known as Transit Provider.

In consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

1. MOTOR VEHICLE User Agreement. Lakes and Pines CAC, Inc. hereby provides to the Kanabec County (Timber Trails), the following described motor vehicle with all accessories incorporated there or affixed thereto:

(Id# HS1) 2017 Chevrolet/Express G3500 VIN: 1GB3GSBG9H1123109

2. TERM. The term of this User Agreement shall be for a period of one year commencing September 1, 2020 and ending June 15, 2021, subject however, to any prior termination as hereinafter provided.

3. RENT. The TRANSIT PROVIDER agrees to pay One Dollar Amount (\$1.00) per year for the vehicle, the said rental amount being due upon effective date of this User Agreement. Rent is payable at the office of Lakes and Pines CAC, Inc. located at 1700 Maple Ave. East – Mora, MN 55051-1227.

4. MAINTENANCE AND REPAIRS. The TRANSIT PROVIDER shall pay for and furnish all maintenance and repairs to keep vehicles in good working order and condition. At the expiration or termination of this Lease, the vehicles and all safety equipment in the vehicles will be returned to Lakes and Pines CAC, Inc. in good condition, reasonable wear and tear accepted.

5. REGISTRATION, LICENSE, TAXES, INSPECTION, FEES, EXPENSES. After initial acceptance, Kanabec County (Timber Trails), shall pay all expenses incurred in the use and operation of the Vehicles, including but not limited to, license, registration, and title fees, gasoline, oil, anti-freeze, repairs, maintenance, tires, storage, fines, inspections, assessments, sales or use taxes, if any, and all other taxes as may be imposed by law from time to time arising from TRANSIT PROVIDER'S use and operation of the Vehicle. The TRANSIT PROVIDER shall permit Lakes and Pines CAC, Inc. and/or its designees to inspect the Vehicle at reasonable times, places and intervals. Each motor vehicle listed in Section 1, shall bear Minnesota Transit vehicle license plates.

6. USE AND OPERATION. The TRANSIT PROVIDER acknowledges receipt of Motor Vehicle, and that the same is in condition satisfactory to TRANSIT PROVIDER'S purposes. Vehicles shall not be altered, marked or additional equipment installed without the prior written consent of Lakes and Pines CAC, Inc. in which case the TRANSIT PROVIDER will bear the expense thereof as well as the restoration expenses. The TRANSIT PROVIDER shall keep Vehicles free of all taxes, liens, and encumbrances. The TRANSIT PROVIDER shall not use or permit the use of Vehicles in violation of any Federal, State, County or City laws, ordinances, rules or regulations, or contrary to the provisions of the insurance policy coverage. The TRANSIT PROVIDER, by acceptance of this User Agreement, agrees to abide by the terms hereof and to indemnify Lakes and Pines CAC, Inc. for any losses occurring as a result of such use in violation of said terms, laws, rules and ordinances.

7. INDEMNIFICATION AND INSURANCE. Each party agrees to defend, indemnify, and hold-harmless the other party and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of or resulting from the its own negligence or performance or failure to perform its obligations under this Agreement. The TRANSIT

PROVIDER's indemnification obligation shall apply to the TRANSIT PROVIDER s subcontractor(s), or anyone directly or indirectly employed or hired by the TRANSIT PROVIDER, or anyone for whose acts the TRANSIT PROVIDER may be liable. This indemnity obligation shall survive the completion or termination of this Agreement. The TRANSIT PROVIDER's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws.

The TRANSIT PROVIDER agrees that it will at all times cover the vehicle(s) in the User Agreement:

Liability	\$1,000,000.00
Uninsured/Underinsured Motorist	\$25,000/\$50,000
Comprehensive - Full Coverage	\$1,000.00 Deductible
Collision	\$1,000.00 Deductible
Umbrella	\$1,500,000.00

The TRANSIT PROVIDER shall provide and pay for any other insurance or bond that may be required by any governmental authority as a condition to, or in connection with, the TRANSIT PROVIDER'S use of the Vehicles.

In the event Vehicles are involved in an accident, damaged, stolen or destroyed by fire, the TRANSIT PROVIDER shall promptly notify Lakes and Pines CAC, Inc. in writing, within 24 hours and will also comply with all terms and condition entered in the insurance policies. The TRANSIT PROVIDER agrees to cooperate with Lakes and Pines CAC, Inc. and the insurance companies in defending against any claims or actions resulting from the TRANSIT PROVIDER'S operation or use of the Vehicles.

Vehicles shall not be used by any person or entity, in any manner or for any purpose that would cause any insurance herein specified to be suspended, canceled, or rendered inapplicable.

8. DAMAGE TO VEHICLES. Should Vehicles or any part thereof be so damaged as to preclude usage for the purpose intended and should the TRANSIT PROVIDER be indemnified therefor pursuant to any insurance coverage required pursuant to paragraph 7 hereof in an amount not less than the full amount of the insurance coverage provided by TRANSIT PROVIDER, this User Agreement shall terminate. However, should the TRANSIT PROVIDER be indemnified in an amount less than the full amount of the insurance coverage provided by TRANSIT PROVIDER, the TRANSIT PROVIDER will repair Vehicle or the damaged part thereof and the proceeds of the insurance recovery shall be applied to such repair.

9. TITLE. The TRANSIT PROVIDER acknowledges that this is an agreement to use only and that the TRANSIT PROVIDER does not in any way acquire title to Vehicles, under this agreement. Without the prior written consent of Lakes and Pines CAC, Inc. , the TRANSIT PROVIDER agrees not to do any act to encumber, convert, pledge, sell, assign, re-hire, lease, lend, conceal, abandon, give up possession of, or destroy Vehicles.

10. ASSIGNMENT. Without the prior written consent of Lakes and Pines CAC, Inc. or any assignee of Lakes and Pines CAC, Inc., the TRANSIT PROVIDER agrees not to sublet, mortgage, pledge, sell, assign or otherwise transfer or dispose of this User Agreement.

11. ENTIRE AGREEMENT. This User Agreement contains the whole agreement of the parties. None of the covenants, provisions, terms or conditions of this User Agreement shall be in any manner modified, waived, abandoned or amended except by a written instrument duly signed by the parties or

their assignee and delivered to Lakes and Pines CAC, Inc. and the TRANSIT PROVIDER or their assignee.

12. BINDING. Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successors, heirs, administrators, executors and assigns of the parties hereto except as may be modified in paragraph 11 or 18 hereof.

13. DATA PRACTICES. All data collected, created, received, maintained, disseminated or used for any purposes in the course of the TRANSIT PROVIDER's performance of this Agreement is governed by the Minnesota Government Data Practices Act, MN Stat. Chapter 13 and any other applicable state statutes and rules adopted to implement the ACT as well as other state and federal laws on data privacy. The TRANSIT PROVIDER agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended.

14. CANCELLATION. This CONTRACT may be canceled by the TRANSIT PROVIDER or Lakes and Pines CAC, Inc. at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such cancellation the TRANSIT PROVIDER shall be entitled to payment for services satisfactorily performed.

15. FARES FOR HEADSTART BUS RIDES. TRANSIT PROVIDER will bill Lakes and Pines CAC, Inc. an hourly rate to be determined).

IN WITNESS WHEREOF, the parties have duly executed this User Agreement on the day and year first written above.

Lakes and Pines CAC, Inc.

TRANSIT PROVIDER (Kanabec County – Timber Trails)

By: _____
Robert Benes
Executive Director

By: _____
Kathryn Burski
Kanabec County Community Health Director

Date: _____

Date: _____

Resolution # Kanabec County 9/01/2020
Lakes and Pines Bus Lease Agreement Resolution

WHEREAS, Kanabec County, doing business as, Timber Trails Public Transit is providing transportation services for Lakes and Pines, CAC Inc. Head Start program; and

WHEREAS, due to the service provided, Timber Trails Public Transit has a need to lease the appropriate equipment, namely a bus, suited for the Head Start program from Lakes and Pines, CAC Inc. for one dollar (\$1.00); and

WHEREAS, the Transit Director and Community Health Administrator are recommending entering into a lease Agreement with Lakes and Pines, CAC Inc. for the Head Start bus.

THEREFORE BE IT RESOLVED, the Kanabec County Community Health Board approves the Community Health Administrator or Timber Trails Transit Director entering into a Lease Agreement with Lakes and Pines CAC Inc. for a 2017 Chevrolet/Express G3500 bus to provide Head Start transportation commencing September 1, 2020 through June 15, 2021.

Resolution KCCH # - 9/1/20
Year 2020 -2021 Capital Bus Replacement

Resolved that the *Kanabec County* enters into an Agreement with the State of Minnesota to *purchase replacement bus(s)*

Further resolved that the *Kanabec County* agrees to provide a local share of up to 15 percent of the total operating cost and up to 20 percent of the total capital costs.

Further resolved that the *Kanabec County* agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

Further resolved that the *Kanabec County* authorizes the Transit Director and/or Director Kanabec County Community Health to execute the aforementioned Agreement and any amendments thereto.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the *Kanabec County* at a duly authorized meeting thereof held on *9/1/2020*

Signature

Notary _____

(Format for resolution supplied by Mn/DOT)

Kanabec County Community Health
Report to County Board
April - June 2020

Major Highlights

The past months have been a whirlwind and it is difficult to describe the never ending amount of information/guidance/recommendations around COVID-19 that required a great deal of attention to understand and then to have the ability to respond to questions from all facets of the community as to what it means to them. Public Health has reached out to congregate care facilities, businesses, schools, and the general public with the difficult task of supporting the approach that the Governor and his informed team of Commissioners has put out. This is done while a large portion of the country, state and our own community do not want to believe in science but choose to believe in conspiracy theories that have no basis. There is the constant battle of trying to counteract thousands and thousands of pieces of misinformation. Yes, science is about continuous studying, learning, and perhaps correcting previously stated guidance because new information is available. This is how science works; it is how it has always worked. Viruses change and evolve to survive so continued studying is necessary and recommendations and guidance will continue to change and evolve with the virus.

I am so thankful for the team of individuals that have been assisting in every aspect. They are talented and dedicated and the County is fortunate to have them.

COVID-19 – Kanabec County Community Health continues to be very busy responding to the Coronavirus pandemic.

- Please refer to the Public Health Preparedness Coordinators report toward the end of this document. Activities listed there are shared by the two of us.
- Other staff has assisted with Public Information/messaging, Case Investigation/Contact Tracing, contacting businesses – offering Technical Assistance regarding Executive Orders/Mandates.

Hepatitis A – Activity in this area was limited due to COVID-19. The PHN in charge of the work did assist Recovering Hope Treatment Center get set up to be a provider under the MN Vaccines for Children Program and Un/Underinsured Adult Vaccine Program. They can now receive vaccine from the State to give to residents of the facility.

Audits/Reporting

- The Medicare Cost Audit was completed in May. There are no suggested rate changes for the upcoming year.
- Provided Clifton Larson Allen with requested information in preparation for the audit.

Grants written/funded/denied

- none

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

- Difficult to know, so many things are in a state of flux at this time

Thinking Ahead

- Kanabec County Community Health plans to work very closely with the schools as they plan which learning model to start/continue with during the school year

Concerns and Challenges

- Home Care continues to deal with Medicare Rule changes and billing. All changes require process updates and billing updates and often coordination with our software to ensure everything is aligned. Our case mix which is heavier in MA, VA, and Waiver makes it difficult to reach revenue projections.
- Large parts of our county are left unserved by other home care agencies. Below is a current look at comparable service providers and where they serve within the County.
 - Adara Home Care - come from Blaine or St. Cloud, will cover Ogilvie area if they have a nurse in the area
 - Allina Home Care – says they will cover the whole county if they have a nurse in the area but we have found this to not necessarily be true
 - Fairview (Princeton) – does not serve Veterans (VA insurance), will come as far as Ogilvie
 - Fairview (Wyoming) – will serve Mora, Brook Park Grasston
 - Mille Lacs Health System – serves a 40 mile radius from Onamia
 - Recover Health – out of St. Cloud – will serve the entire County dependent upon staffing. They do not currently have staffing in our area.

As shown above most areas north of Mora does not have a reliable home care service available to them.

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.

Prepared July 22, 2020 for quarter ending: June 30, 2020

Reporter: Maria Bernhardt, Family Health Supervisor

Major Highlights

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

- WIC participation increased 2nd quarter. WIC served an average of 447 participants/month during 2nd quarter. This is an increase of 4.2% compared to 1st quarter.
- All WIC appointments were completed by phone during 2nd quarter and this will continue through September 30, 2020 in adherence with WIC guidelines.
- 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 appointment.
- 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 virtually on 04/16/2020.

- WIC coordinator continues to serve as the Chair on the WIC Advisory Group; meetings are held quarterly, no meeting was held 2nd quarter due to COVID-19.
- 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; no meeting conducted 2nd quarter due to COVID-19. An email with updates and outreach material was sent out to all CAG members on 4/15/2020.
- HFA Program remains accredited through 12/2021.
- 2 NFP & 0 HFA graduations celebrated 2nd quarter
- 2 new families enrolled in EBHV(Evidence Based Home Visiting), 2 NFP families & 0 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. No Hepatitis vaccines were administered 2nd quarter. Coordination with Recovering Hope Treatment Facility took place during the quarter to assist them in getting set up as a UUAV site so they are able to administer Hepatitis Vaccines on site themselves.
- 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 MN HealthCare Programs.
- 1 C&TC screen was completed 2nd 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, none took place 2nd quarter.
- Family Health Nurses assist with Early Childhood Screens in local schools, none took place 2nd quarter.
- Family health team is involved in CQI learning collaborative with MDH. Currently the CQI learning collaborative through MDH is on hold due to COVID-19 activities and shifting of MDH staff.
- Kanabec County Family Health continues to have a presence on Facebook and Instagram in effort to outreach and raise awareness of services.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly. During 2nd Quarter this was completed through newsletter mailings and phone calls with the community. Topics of education during 2nd quarter included: Coronavirus, immune system, supplements, poison ivy and other skin rash conditions.

- No groups held during 2nd quarter 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 7.4% when compared to 1st quarter referral numbers
- Family Health team has been exploring ideas for how to connect with referral sources during this ongoing pandemic and physical distancing
- 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, 7 EBHV families were closed 2nd quarter. Reasons for closure included: not wanting to meet with nurse virtually and not comfortable with in person visit, families reporting they got what they needed from the program, moving out of the county, and unable to get ahold of family.

Trainings

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

- Many staff development opportunities were completed this quarter through Webinar/WebEx, reducing time and travel costs.
 - Other webinar training topics included: Breastfeeding, COVID-19, engaging dads, car seats, infectious disease, and mental health, Futures without Violence, multiple Convene Trainings and various other continuing education 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=72 distinct families with a total of 291 nursing assessments completed. Of these 291 assessments, 76.6% were completed virtually.
 - HFA= 20 families visited with 116 assessments; compared to 22 families visited with 164 nursing assessments completed 1st quarter
 - NFP= 19 families visited with 96 nursing assessments; compared to 22 families visited with 123 nursing assessments completed 1st quarter
 - TANF=9 families visited with 36 nursing assessments completed; compared to 11 families and 66 nursing assessments 1st quarter
 - MCH infants and children= 1 family visited with 1 assessment completed; compared to 4 families and 18 assessments 1st quarter
 - MCH prenatal and postpartum=31 women with 41 nursing assessments; compared to 44 women and 57 nursing assessment 1st quarter
 - 7 families provided with car seat education; compared to 16 in 1st quarter
 - 0 lead screens completed; 28 completed 1st quarter
 - 0 UBV completed; 1 completed 1st quarter
 - 0 Dental Varnishes completed; 2 completed 1st quarter
 - 447 WIC families served (average monthly participation for the past three months); 428 average for 1st quarter

Some comments from the Family Health Staff regarding the delivery of services during the last quarter:

From the WIC Coordinator: Telecommuting for me has been very comforting. At first it took some getting used to. Close contact with coworkers and WIC families has been such a big part of my job the last 11 yrs. But as the pandemic swept across the country and the recommendations to social distance became more pervasive, I was relieved to be offered the opportunity to work from home. The WIC offices are small spaces that do not really allow for social distancing. For certification appointments we are required to collect heights, weights and bloodwork. These appointments typically last 20-30 minutes. Thankfully the USDA had the foresight to waive that requirement and still allow us to do nutrition counseling over the phone. The families have been overwhelmingly thankful that they could still participate in the program without feeling like they are putting themselves in danger by doing so. We saw close to a 5% increase in our participation rate in the month of May (April –423, May-444). Phone visits have provided time for us to step up our outreach efforts to those who had dropped out of WIC or had never taken the time to enroll. Offering a phone appointment was very attractive to busy moms unwilling to take their families in public. I have been so thankful to be able to telecommute. I feel that I have been very productive in my work while reducing my risk of exposure to the Corona Virus. The pandemic has forced us all to reexamine how we deliver services to our clients and I think some of our creative solutions will continue after this is all behind us.

From a Healthy Families America Nurse Home Visitor: During the past few months thanks to home visiting I have been able to complete the following with my home visiting families: connect a family to service for diapers, mental health support, and additional other resources. Provide vaccinations in conjunction with home

visits. Offer emotional support for overly anxious families. Deliver evidence-based information regarding COVID-19: vaccinations, taking children to clinic, going outside and how to navigate social events/interactions safely. Provide social interactions when it was lacking and people are feeling isolated.

From another Healthy Families America Nurse Home Visitor: The in home face to face visits are crucial to these families. I can attest to watching clients succeed and do well, and then slowly take away their in person supports and watch them struggle. I have a family that has been in the program for a few years. She struggles with Methamphetamines and mental health. She had been regularly attending meetings, church, therapy and meeting for our home visits. COVID19 happened and life changed drastically for her. While on the phone it was easy for her to pretend things were good, that she was just overwhelmed with online schooling and the kids home full time. When restrictions lifted and I was able to see her in person I realized she had lost over 25 pounds. She begged for help finding in person meetings, church at the actual church and help in general. After a couple of in person visits, she is back to gaining weight, being the best mom she can be, attending meetings and being sober.

From a Nurse Family Partnership Nurse Home Visitor: Whenever I thought about telecommuting pre Covid-19 I pictured clearing off my laundry counter for the day so I could have a space to set up my laptop to chart or returns emails. Now fast forward into our fourth month of telecommuting and for nearly 83 work days I have functioned as a public health nurse providing telehealth support from a space in my home I created in week one. This is a much different space than my vision of a laundry room counter. I have completed 83 telehealth visits by video and 10 audio visits since the initial stay at home order. Also, since the county has turned the dial up in mid-June I have completed an additional 27 in person visits. This totals 124 opportunities to support a client who then supports others who are all experiencing the same fears and concerns for our world that we are. The ability to be available for our clients in the format of telehealth has been a powerful force to our community and families. At a time when we had no other choice than to allow our model to change in order to serve, I am grateful. Reflecting on how home visiting makes a difference in the lives of the families during this critical time I realize the difference is each other. I need to be available for my families not only for their needs but by doing so I am also filled by being connected to something. The stay at home orders that followed the abrupt shift in our ordinary days turned every routine into a spin. Whether considered essential or non-essential we all felt disconnected by the order. Watching the world on social media was surreal as businesses, celebrities, and our children all realized they too are to obey these orders. A week pre Covid-19 would fly by like it was a minute but when under an order to stay at home, a week felt like a million minutes as we disconnected from our routine and from each other. Home visiting, even by telehealth, is connection. This connection offers a listening ear, a possible answer, or simply the feeling of attachment in a time when we were ordered to minimize all of our attachments. My laundry counter these days is for laundry and the space I have permanently adopted in my home for telecommuting is also the space where I have reinvented a feeling of being connected to others. In this space I serve my clients and their families and in return my needs not only as a home visitor but also as a human are achieved. By being connected and engaged to another person even in a virtual format, especially in a time when all of us have more in common than ever before, I have strengthened relationships and trust with others and I am grateful.

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

- 511 home care visits completed (Up 65 from last quarter)
 - 424 were visits made (Up 36 from last quarter)
 - 0 SCHA Med Recs (Same as last quarter)
 - 3 Home Care consult visits were made with no opens (down 1 from last quarter)
 - 84 Medicare visits were made (Up 27 from last quarter)
 - Throughout the quarter, we served 74-82 clients in their homes as an average census. This has remained the same as last quarter.
 - There were a total of 40 referrals (up 3 from last quarter). Of the 40 referrals, approximately 3 were consultations (down 1 from last quarter), 32 were opened to home care and 5 refusals over the phone with no visits to the home (same as last quarter). Currently we are opening at an 80% rate; this is up 10 % from last quarter and we are 5% away from our goal open rate per quarter.
 - There were 1011 HHA visits made (down 135 visits from last quarter). Of those visits, 110 Medicare HHA visits (UP 40 from last quarter) and 901 HHA visits with a pay source of AC, MA, or private pay (down 175 from last quarter).
 - 347 hours were completed for homemaking (Down 129.25 hours from last quarter)

Public Health Nurse Clinic

- 50 foot care visits (down 106 from last quarter) 88 visits were cancelled related to COVID
- 45 medication set visits completed (down 2 from last quarter).
- On June 16th, 2020, we began taking foot care clients again. To make up for cancelled visits from previous months we began with offering nail clinic two days per week.

Case Management

- Care coordination visits: 7 visits (Down 127 visits from last quarter). Limited face to face visits were allowed with case management due to COVID 19.
- Nursing Home Care Coordination Hours: 26 hours (Down 32.75 hours from last quarter). Limited face to face visits were allowed with case management due to COVID 19.
- Care Connector-232.5 hrs (Up 63.75 hrs from last quarter)
- Case Aide: 250.75 hours spent on client specific billable hours (down 8.5 hours from last quarter)
- MnChoice Assessments: 5 (down 6 from last quarter)
- MnChoices Re-assessments: 14 (down 5 from last quarter)
- MnChoice documentation: 57 hrs (After assessment/re-assessment documentation and follow up time) down 39.5 hrs from last quarter
- MnChoice service coordination: 45.25 hrs (Time invested prior to assessment) up 19hrs.
- Care Coordination Indirect (coordination time in the office-billable): 673.25 hrs (up 59.75 hours from last quarter)
- Care Transition (visits and time required in office for coordination): 21.25 hours (down 22.5 hours from last qtr)
- 5 (down 1 since last quarter) PAS completed
- Service Coordination 195.5 hrs (both client specific and general) –Up 80.75 hours since last quarter

Challenges and Concerns

Home Care:

- A challenge that was identified this quarter was PDGM. PDGM is defined as patient driven group model. The way we are paid is no longer therapy driven, but rather based more on client's diagnoses and where they are admitted from. Ideally, our clients should have their needs met within roughly 30 days. However, much of our home care population is elderly and very weak.

This results in an increase in therapy use and less profit. It is difficult to find the happy medium between helping our clients and breaking even.

- Staff mental health related to COVID 19 has been challenging this past quarter. There is still so much unknown and uncertainty. The “stay at home order” caused concern with staff as they were unsure whether they would be stopped from making visits on the weekends and/or during the week. In addition, COVID 19 has caused concern as to appropriate PPE to wear and when, what constitutes quarantine and isolation, and what happens if a staff member becomes exposed. All of these are valid fears/concerns for staff going into the home.
- Developing processes to help protect staff against COVID 19. It was a challenge this quarter to ensure we had processes and policies for appropriate use of PPE, when/how to use PPE, and adequate staffing for those making home visits. It was important to involve all staff to ensure they were involved in the development of all of the above, which in itself can be challenging.
- Finally, home care continued to have much difficulty hiring a new home health aide. This may be due to several reasons of which include: part time/intermittent, 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

- A challenge this quarter was contacting all of the nurse clinic clients to cancel foot clinic and inquire whether they would like re-assurance calls weekly or one a month. This would assist with meeting program requirements, however created an increase in work load for the front desk staff.
- Another challenge was developing a process for public health nurse clinic-foot clinic. As we began taking clients in the middle of June, it was important for us to ensure the safety of our clients and the safety of staff. A proper cleaning procedure, adequate ventilation, and spacing between clients needed to be ensured for safety.

Case Management

- A continued challenge for case management is the inability to make face to face visits. As DHS and SCHS continue to provide guidance and allowance to complete telehealth assessments, staff find it difficult connecting with their clients. Case managers have the inability to read non-verbal cues and must rely on clients/caregivers to be honest when completing their assessments. These cues are important as it assists the case managers to determine the level of care an individual is provided and determines their budget for the year.
- Communication between case managers and staff in the office was challenging during this quarter as each case manager had their own process for completing tasks.

Trends

- Home Care
- No new trends identified during this quarter.
- Public Health Nurse Clinic:
- No new trends at this time.
- Case Management
- Throughout second quarter, there was a reduction in MnChoice referrals for case management. This may have been due to the “stay at home order” and/or social distancing to protect the at risk population. Caregivers may not have been visiting their loved ones as often as they may have before.

Thinking Ahead **Home Care**

- All direct care staff were fit tested for N95 respirators in the event that they would need to use them to care for COVID-19 positive clients and/or make home care visits. Beginning in early April, we began using N95s to protect both our staff and clients from the spread of the coronavirus.
- In addition, family home visit staff was cross-trained in how to make home care visits and/or our public health nurse clinic. This was to ensure that there was adequate staffing among our adult health division in the event that a surge occurred.

Public Health Nurse Clinic

- Re-scheduling of all foot care clients from previously cancelled visits and determining when we can reduce the nail clinic schedule back to its prior schedule of every Wednesday and every other Thursday.

Case Management

- The case managers are looking ahead in their schedules and trying to estimate when face to face visits may start again.

Updates

Home Care

- 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. With the changing guidance from CDC, the home care staff has been educated weekly if not more often on the changing guidance.

Public Health Nurse Clinic

- Public health nail clinic resumed on 6/16/2020.

Case management

- SCHA Audit occurred on 5/19/2020 and exit meeting on 6/2/2020. Results were reported to Board by Director in July.

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 to our nurses and staff.

Training Attended

Home Care

- None

Public Health Nurse Clinic

- None

Case Management

- Case management has taken the opportunity over the last several months to increase their knowledge on person-centered trainings that co-inside with the assessments they are required to complete. They attend approximately one per week. In addition, they were required to complete the MnChoice support planning training for completing the RS Tool for assisted livings. This was a requirement for South Country and was put into effect in August.

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

- 170 nurse clinic clients.

Case Management

- Ability Care-19
- Single Care-50
- Nursing Home clients- 31
- AC-7
- EW-81
- CADI-27
- PCA only-15
- Community Well- 102

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

Numbers Served

Partners in Healthy Living is collaborating with **52** partners within the four settings of Community, Healthcare, Schools, and Workplace across the four counties. The Community Leadership Team met virtually on May 21, 2020 with **6** members and **4** coordinators in attendance. The Workplace Wellness Learning Committee met virtually on May 6, 2020, with **3** partners and **1** coordinator in attendance. The Workplace Wellness Networking Cohort met virtually on May 1, 2020, with **3** partners and **1** coordinator in attendance.

Training/TA conducted and attended

- SHIP staff participated in and conducted the following:

April:

- Positive Community Norms and HOPE (Healthy outcomes from positive experiences) Webinar (Michelle)
- Mora Comprehensive Plan WebEx (Lori)
- Webinar- Combatting Covid 19 why paid sick leave matters to controlling its spread/health equity focus (Alisha)
- Webinar- Closing streets to create space for walking & biking during Covid 19 (Alisha)
- Webinar- Quit Partner
- Webinar- Expanding & developing new & different partnerships (Alisha)
- Webinar- Research into action: Why point of sale matters (Alisha)
- Virtual Hope training Healthy Outcomes from positive experiences (Alisha)

May:

- May 27 Webinar - Feeding Communities in the Face of Adversity: Municipal Emergency Planning & Policy Options for Healthy Food Access (Hailey)
- Webinar - Walking and Walkability in the time of COVID-19 (Michelle, Alisha)
- Webinar -Substance Abuse During COVID-19 (Michelle)

- Webinar - Feeding Communities in the Face of Adversity: Municipal Emergency Planning and Policy Options for Healthy Food Access (Michelle, Alisha)
- Webinar- Substance Use, academic performance & engagement among high school seniors (Alisha)
- Webinar- The impact of COVID-19 on the African American Community (Alisha)
- Webinar- Workplace wellness in hospitality industry (Alisha)
- Webinar- Pick up & order options at farmers markets: create resilience, not legal vulnerability (Alisha)
- Webinar- Combatting tobacco industry interference before, during, and after the age of COVID-19 (Alisha)
- Webinar- Trends in how municipalities are addressing increased demand for safe public spaces (Alisha)

June:

- Webinar - Racism: The Ultimate Underlying Condition (Hailey)
- Webinar Coordinating T21 Implementation Efforts Statewide (Hailey, Michelle, Alisha)
- Webinar - Farm to School: Seeds of Success Series (Hailey)
- Webinar - Mental Well-Being, Resilience & Self Care (Michelle)
- Webinar - COVID-19 Community Conversation: Mental Health and Well-Being (Michelle, Alisha)
- Webinar - Diabetes Prevention (Michelle, Alisha)
- Webinar – Convene: Mental Health: How to Help People Recover From Depression, Prevent Suicide and Manage Mental Health Stigma (Lori)
- MDH Point of Sale/Tobacco call (Lori, Alisha)
- Webinar- In praise of walking, a new scientific exploration (Alisha)
- Webinar - Racism: The Ultimate Underlying Condition (Alisha)
- Webinar- COVID-19 & Communities of Color implications for Health (Alisha)
- Webinar-The end game for tobacco, the world we want (Alisha)
- MDH Statewide Farmers Market coffee chat call (Alisha)
- Webinar- Historical Roots of the pandemics racial disparities (web forum, health equity focus) (Alisha)
- Webinar- Tobacco policy & enforcement during COVID-19 shutdowns (Alisha)
- Webinar- Walkability & Health: Building strong, vibrant, and resilient communities (street design & peacemaking) (Alisha)
- Webinar- COVID -19 disproportionate impact on black communities (Alisha)
- Webinar: Addressing Racism & COVID-19 (Health equity focus) (Alisha)

Major Highlights

- Farmers Markets implemented COVID-19 safety measures
- Pine City schools successfully implemented a second chance breakfast at the high school until school closed for the year due to COVID-19.
- The Ogilvie School District was in the process of purchasing PE equipment for outside activities until school closed.
- Mora Elementary successfully implemented healthy snack options for healthy celebrations that can be purchased through food service.
- East Central Schools successfully implemented a walking club during the lunch hour that saw great participation. It was a strong collaboration between the local silver sneakers club and the school,

tackling both an increase in physical activity for students, but also increasing social interaction for students and the senior citizens.

- Pine City Schools was working on planning after school activities through Community Education.
- Partner mini-grants were awarded:
 - Ogilvie School District – Hydration station
 - Mille Lacs Justice Center – Two water bottle filling stations

Thinking Ahead

- The first year of the new SHIP funding cycle will be a transition year. We will be able to move some strategies that didn't get accomplished this year due to staff taking on COVID-19 duties into the transition. In addition; we will also be adding Well Being to each setting.

Concerns/Challenges

Many wellness committees among our partners have taken a pause due to telecommuting

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:

Adapting and staying connected virtually during COVID. Coalition meetings and trainings being moved to virtual settings and still watching communities figuring out ways to support their youth through caring messaging and helping their schools. An example being state grantees purchasing lunch boxes for the daily lunch delivery to students during distance-learning.

Trends:

Communities are looking for resources on providing mental health support to youth, parents, teachers and community members during the pandemic.

Thinking Ahead:

How can we continue to support our communities during COVID with an ever changing landscape?

Concerns/Challenges:

Zoom burnout and missing human, in person connection.

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

None ☹️

Virtual Trainings attended:

- **April 21st and 22nd** - *The HOPE Seminar /Social Media Lab* presented by The Montana Institute
- **April 27th and 28th** – *Minnesota Child and Adolescent Mental Health* conference
- **April 29th** – *Being an Ally and Addressing Microaggressions* presented by Anne Phibbs. Sponsored by the Minnesota Prevention Resource Center
- **April 30th** – *Prevention during a Pandemic* presented by the Great Lakes PTTC
- **April 30th** – *Social Media Lab: Part 2* presented by The Montana Institute
- **May 20th** – *PCN Webinar Series: Part 1* presented by The Montana Institute
- **May 27th** – *PCN Webinar Series: Part 2* presented by The Montana Institute
- **June 3rd** – *PCN Webinar Series: Part 3* presented by The Montana Institute
- **June 10th** – *PCN Webinar Series: Part 4* presented by The Montana Institute
- **June 17th** – *PCN Webinar Series: Part 5* presented by The Montana Institute
- **June 18th** – *PCN Community Survey Results* presented by The Montana Institute
- **June 19th** – *Understanding and Using Advocacy* presented by Emmett Robertson, Esq. Sponsored by the Minnesota Prevention Resource Center

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

- April Monthly Report 2020
- May Monthly Report 2020
- June 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 via Webex. Our active membership has been limited over the past several months. However, those engaged continue to work towards finding new ways to connect with the community, schools, and other organizations to provide positive ways to stay healthy and engaged.

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

Highlights:

April 2020

In April the coalition began discussing how to remain “connected” through the pandemic. We began looking at ways to talk with community members to see what they felt the issues were. The process to develop this will take some time and will likely not be complete until early fall.

Crisis Text Line colleagues began to work through logistics without in-person trainings. There was a video created and shared with school districts along with a questions and answer guide.

May 2020

The SACK coalition continued to discuss community connections and how to maintain positivity and healthy protective factors.

Crisis Text Line continued to discuss options, ideas, and brainstorms for marketing, outreach, and education. Mental health across all ages during the pandemic has been challenged. Sharing messaging, the crisis text line number, and positive coping strategies continued.

Both Mora and Ogilvie school districts were gracious in sharing messages and digital information with their families. Kanabec County Community Health shared COVID-19 related messages as well as mental health information.

The grant through Crisis Text Line approved a five-part webinar series from the Montana Institute about creating positivity through uncertain/pandemic times. There was great conversation and lots of inspiring ideas!

June 2020

COVID-19 information and messaging stalled a bit which allowed more time for informational webinars.

The coalition partnered with the City of Mora to create “Mora Rocks the Parks”. In 2017, SACK began “Positivity in the Park” and has been working on a way to create sustainability through partnership and collaboration. Events were planned for each Tuesday in July and August and work was done to create flyers and connect with community partners for sponsorship and activities.

Thinking Ahead:

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

SACK will continue to define community connectedness and work toward interviewing community members to find out what they believe the biggest “need” in substance use prevention is in Kanabec County. Work is also being done to take data from the Minnesota Student Survey (2019) and extrapolate information that can help the coalition identify areas of need. With both those sources of information gathered, the coalition should be able to create a work plan.

August 1, 2020, the Statewide Tobacco 21 law becomes effective.

Trainings/Community Meetings Attended:

April

Josh Dye Webinar: Mindful: Use Meditation and Mindfulness Practices to Increase Focus, Productivity and Well-Being

State of MN JIC call – held weekly.

May

Josh Dye Webinar - Compassionate Curiosity; Finding Confidence in Conflict

Montana Institute/Jeff Linkenbach Webinar – Practicing the Science of the Positive in Challenging Times: A Special Workshop Series from the Montana Institute

State of MN JIC call – held weekly.

June

Josh Dye Webinar - Mental Health: How to Help People Recover From Depression, Prevent Suicide and Manage Mental Health Stigma

PTCC Webinar - Assessing the Local Impact of COVID-19 and Planning for an Evidence-Based Response

PTCC Webinar - Increasing the Visibility and Demonstrating the Value of Public Health through COVID-19 Response

Josh Dye Webinar - Strategies for Healthy Emotion Regulation during Uncertain Times

Opioid Task Force – Welia Health

Trainings/Events Offered to Community:

In late April, Lori Swanson and I connected with local partners and developed a “Local JIC (Joint Information Committee)”. The purpose was to share COVID-19 related messaging and work together to provide the community with the same language and information. Our local partners included: Mora Chamber of Commerce, Mora Public Schools, Ogilvie Public Schools, Welia Health, City of Mora, Sheriff’s Office/Emergency Management, and Kanabec County Administration.

These weekly Webex meetings provided Kanabec County Community Health with collaboration and partnerships that were essential while work through pandemic issues and communication pieces. Through collaboration with this group SACK was able to partner with the City of Mora to continue with Positivity in the Park, now called Mora Rocks the Park.

Trends

Mental Health concerns continue to be a trend among youth in our community – and across the nation. With many children staying home and parents either working from home or out of work domestic violence, substance use, and lack of accessible resources continue to be problematic.

Substance use in Kanabec County continues to be an issue across all age categories. Different substances are being used by different age groups – vaping, e-cigarettes, binge drinking, meth, marijuana, etc. Kanabec County Sheriff’s Office reports that there has been a substantial increase in substance use price, because of the COVID-19 pandemic the Mexican cartels are not passing drugs through the border. Unfortunately, use is still high and the East Central Drug Task Force has made some substantial drug busts within their jurisdiction.

We continue to message the importance of positive coping strategies and resiliency to keep our community healthy and thriving.

Many of our education and outreach is done in-person and with current pandemic guidelines both the coalition and the Northern Minnesota Suicide Prevention and Crisis Text Line are working on ways to reach as many people as possible in creative and unique ways.

Programs: Public Health Emergency Preparedness (PHEP) and Radiation Emergency Preparedness (REP)

Coordinator: Kate Mestnik

Major Highlights

- First Case in Kanabec County
- First exposure to a LTC Facility
- First Death in Kanabec County

Activities

- COVID-19: Activation of the Incident Command System and subsequently the Kanabec County Emergency Operations Center – Community Health Facilitates meetings
 - Twice weekly: 03.19.2020 – 04.23.2020
 - Weekly: 04.23.2020 – 06.25.2020
 - Every other week: 06.25.2020 – present
- Reduce Departmental Operations Center Meetings to between 3 and 4 meetings a week
- April:
 - Outreach to businesses (Coborn's and Kwik Trip) regarding assistance with messaging for mask use, purchase in moderation, etc.
 - Fit Testing of KCCH Staff
 - Collection of Cloth Masks
 - COVID Hotline operational
 - Essential Service requests being filled
 - Explore sheltering and homeless housing location options
 - Monetary Donation exploration for those experiencing hardship/those wishing to donate
 - Church outreach for car/parking lot services
 - Well-Calls to clients unable to venture out or have visits out of risk of exposure
 - Work with Coordinator and HR to produce Exclusion Guidance for ill employees and visitors/guests/clients
 - Fit Test Train LTC/Assisted Living staff for N-95 respirators and resource conservation tactics to minimize staffing concerns and educate about the appropriate use and misuse of scarce PPE
- May:
 - Staff learn how to complete Case Investigations and Contact Tracing locally and begin in-house operations
 - Prepare for future building opening to the public and clients
 - Point Prevalence Survey (PPS) support to local LTC facility for three weeks in a row while MN National Guard was on site to collect specimens from staff and residents
- June:
 - Presented Sheltering Agreement to the local Americinn hotel in the event that people are unable to isolate effectively at home
 - Operationalize modified in office visits for PH Nurse Clinic, and provide in home Nurse Clinic visits to those at greatest risk of exposure

Thinking Ahead

- Coordinate with and provide recommendations to school districts and educators regarding fall operations.

Concerns/Challenges

- Combat misinformation and belief that COVID is not a real disease, it is being overblown, or that it is not as severe and should not be treated with such caution.
- “Caution Fatigue” – people becoming tired of following the guidelines and restrictions and throwing caution to the wind and trying to “live life normally”

Documents and Reports Submitted

- PHEP
 - Year End Report (BP1/5)
- REP
 - Progress Report for Q1 and 2
 - Financial Report for Q1 and 2

Plans and Documents Reviewed and Updated

- Radiological Emergency Preparedness
- Respiratory Protection Plan – in progress

Training/TA/Services Provided

- Long Term Care – appropriate masking practices, monitoring for symptoms of residents; Fit Testing training
- Schools – Preparing for MDH/MDE announcement regarding fall operations
- Healthcare – Procurement and delivery of requested PPE and supplies from Central Region Healthcare Coalition cache (St. Cloud) to facility

Reoccurring Meetings

- Monday – DOC, CDC and LPH
- Tuesday – DOC, MDH and LPH, Healthcare Coalition Advisory Committee
- Wednesday – DOC, MDH and School Nurse, MDH and Long Term Care Facilities, PHEP Regional Sharing Session/Workgroup
- Thursday – DOC, EOC, Minnesota Hospital Association and MDH,
- Friday – DOC, PHEP Regional with MDH, LTC/SNF Regional HealthCare Coalition

Other Meetings

- Local and Regional Homeless/Sheltering Strategy (Local – EM, FS, LPH, L&P; Regional – PICKM)
- Daily Briefing with MDH/Governor’s Press Conference
- AL and SNF Regional Calls twice weekly (Mid-June through July)
- Amish workgroup outreach

Training Attended

- IQ Contact Tracing
- Resources and Tools for Infection Control and Prevention in Long Term Care

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:
 - None
- COVID related:
 - 04.01.2020 Updated SARS-CoV-2 Testing
 - 04.23.2020 Expanded SARS-CoV-2 Testing
 - 05.15.2020 Multisystem Inflammatory Syndrome in Children (MIS-C)
 - 05.20.2020 Expanded Testing for SARS-CoV-2
 - 06.02.2020 Mass Gathering Testing for SARS-CoV-2
 - 06.25.2020 Testing Asymptomatic Persons for SARS-CoV-2

Nuisance

Reporter: Elsa Ring, RN, PHN

Type of Nuisance: Caller is landlord in out of town location with problematic tenants. Concerns with uninhabitable conditions with children present. Caller was unsure of his ability to evict with COVID-19 and stay at home orders in place at the time.

Any resolution: Provided landlord with updated Minnesota Executive Order related to eviction process during COVID-19 period. Legal aid contact also provided for further legal advice and proper procedure.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

Sheila
8/24/20 2:34PM

**** Kanabec County ****



Page 1

As of Date: 07/2020

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
8/24/20 2:34PM

TRIAL BALANCE REPORT
As of 07/2020

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	457,860.13	804.72	121,267.70	579,127.83
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
1201	Accounts Receivable (Acc)	152,250.88	0.00	152,250.88-	0.00
1261	Due From Other Funds (Acc)	13,365.21	0.00	13,365.21-	0.00
1281	Due From Other Governments (Acc)	271,211.24	0.00	271,211.24-	0.00
Total Assets		910,936.99	804.72	331,809.16-	579,127.83
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021	Accounts Payable (Acc)	20,986.95 -	0.00	20,986.95	0.00
2030	Salaries Payable	126,275.60 -	0.00	126,275.60	0.00
2091	Due To Other Funds (Acc)	7,118.91 -	0.00	7,118.91	0.00
2100	Due To Other Governments	8,725.14 -	0.00	8,725.14	0.00
2101	Due To Other Governments (Acc)	18,395.46 -	0.00	18,395.46	0.00
2230	Deferred Inflows	11,551.96 -	0.00	11,551.96	0.00
Total Liabilities		193,577.19 -	0.00	193,054.02	523.17 -
Fund Balance					
2881	Assigned Fund Balance	717,360.03 -	0.00	0.00	717,360.03 -
2910	Revenue Control	0.00	313,326.39 -	1,507,124.26 -	1,507,124.26 -
2925	Expenditure Control	0.00	312,521.67	1,645,879.40	1,645,879.40
Total Fund Balance		717,360.03 -	804.72 -	138,755.14	578,604.89 -
Total Liabilities and Balance		910,937.22 -	804.72 -	331,809.16	579,128.06 -
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

Sheila
8/24/20 2:34PM
15 Community Health Fund

**** Kanabec County ****



TRIAL BALANCE REPORT
As of 07/2020 Report Basis: Modified Accrual

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
15 Community Health Fund	0.00	0.00	0.00	0.00

Kanabec County Community Health - Board Financial Report
15-484

Through July 2020

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July
Cares Act COVID-19 Grant										
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		26,450.14	0.00	0.00	0.00	0.00	0.00	0.00	26,450.14
Local Public Health Infrastructure										
Rev	410,257.00	58.87%	241,499.74	4,722.57	85.07	32,937.93	3,800.00	0.00	165,252.20	34,701.97
Exp	372,769.00	56.03%	208,857.85	64,018.82	40,933.14	26,164.56	17,401.60	13,788.09	18,599.70	27,951.94
Prevent Infectious Disease										
Rev	23,750.00	55.34%	13,143.34	589.25	776.11	307.04	148.92	11,272.02	0.00	50.00
Exp	29,730.00	42.31%	12,578.31	1,564.91	1,746.77	2,884.72	1,171.94	1,892.67	1,552.41	1,764.89
Environmental Health										
Rev	25.00	12.00%	3.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00
Exp	4,636.00	14.61%	677.52	0.00	24.53	15.90	71.54	0.00	220.23	345.32
Healthy Communities-Adult Health										
Rev	290,166.00	62.97%	182,716.16	26,838.64	15,984.46	54,786.63	30,898.73	15,046.80	13,723.70	25,437.20
Exp	279,446.00	54.97%	153,620.34	25,538.66	23,199.25	22,512.64	14,273.58	28,722.70	18,238.94	21,134.57
Healthy Communities-Health Improvement										
Rev	502,296.00	72.47%	364,014.72	90,599.09	20,368.58	149.21	125,074.54	45,808.92	4,759.64	77,254.74
Exp	487,991.00	53.13%	259,284.13	34,377.47	36,839.45	37,189.50	38,770.61	33,690.24	26,359.63	52,057.23
Healthy Communities-Family Health										
Rev	938,192.00	56.89%	533,771.77	95,400.23	49,895.05	105,221.81	65,361.00	51,553.56	77,843.75	88,496.37
Exp	795,439.00	50.97%	405,441.81	73,994.77	53,074.98	53,948.94	47,061.31	47,243.65	65,419.90	64,698.26
Emergency Preparedness										
Rev	30,734.00	296.83%	91,227.50	670.76	6,678.87	75,000.00	0.00	8,877.87	0.00	0.00
Exp	28,258.00	148.01%	41,824.88	3,230.34	2,508.95	4,757.48	14,570.28	13,943.83	14,008.60	-11,194.60
Assure Access-Case Management										
Rev	372,900.00	59.37%	221,372.58	26,896.20	65,152.83	16,250.51	10,003.78	23,893.42	32,366.94	46,808.90
Exp	376,002.00	52.31%	196,682.38	29,268.68	26,231.40	27,359.19	26,111.60	26,025.48	26,188.70	35,497.33
Assure Access-Home Care										
Rev	604,000.00	49.39%	298,306.98	46,584.52	44,750.98	48,790.41	41,591.31	33,207.17	42,805.38	40,577.21
Exp	798,049.00	64.76%	516,791.87	81,662.32	66,670.03	71,009.72	66,988.24	66,902.98	69,741.99	93,816.59
Agency Totals										
Rev	3,172,320.00	61.34%	1,946,055.79	292,301.26	203,691.95	333,446.54	276,878.28	189,659.76	336,751.61	313,326.39
Exp	3,172,320.00	57.44%	1,822,209.23	313,655.97	251,228.50	245,842.65	226,420.70	232,209.64	240,330.10	312,521.67

**outstanding
payments/pa
yments not
yet posted**

Hep A grant
VSO
CTC
DFC
FAP
LCTS
LPHG 7,610.17
MCH 3,650.68
MIECHV 92,064.73
PHEP 9,686.15
RPC 11,993.00
SHIP 35,039.05
TANF 7,652.96
WIC 22,746.00
MIIC 432.28
CMCOA
MN Choice 3,125.00
Admin asst 3,747.96
mental hlth 11,058.67
Suicide Prev 3,159.52
MHIG 15,785.51
Home care 128,850.16
estimate only see note below
356,601.84

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.

amount has changed

Board Meeting 09/01/20

Abstract Totals for Commissioner Vouchers

Board Meeting 09/01/20	Amount	Vendors	Transactions
Abstract #1	36,798.26	26	46
Abstract #2			
Totals	36,798.26	26	46

Abstract Totals for Auditor Vouchers

Board Meeting 09/01/20	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
8/27/20 10:34AM

**** 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
8/27/20 10:34AM
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						
	15-484-487-8453-6211		206.67	August billing svc/eligibility	20M-0125496	Services & Charges	N
2	15-484-493-8452-6211		172.23	August billing svc/eligibility	20M-0125496	Services & Charges	N
1	15-484-496-8447-6211		247.38	August billing svc/eligibility	20M-0125496	Services & Charges	N
	434 Ability Network Inc		626.28	3 Transactions			
21	185 Bergstadt/Jennifer						
	15-484-496-8449-6331		207.00	Jul/Aug HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		207.00	1 Transactions			
22	1396 Biever/Laurie						
	15-484-496-8449-6331		253.58	Jul/Aug HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		253.58	1 Transactions			
4	298 Childrens Dental Services						
	15-484-485-8475-6285		557.76	transport equip/staff 7/31/20		Contracted Work	N
	298 Childrens Dental Services		557.76	1 Transactions			
23	1388 Elfstrum/Brenda						
	15-484-496-8449-6331		170.20	Jul/Aug HHA mileage		Mileage & Meals	N
	1388 Elfstrum/Brenda		170.20	1 Transactions			
24	3646 Felland/Becky						
	15-484-496-8447-6331		121.33	Jul/Aug home care mileage		Mileage & Meals	N
	3646 Felland/Becky		121.33	1 Transactions			
26	1128 Glocke/Beverly						
	15-484-496-8448-6331		31.05	Jul/Aug HM mileage		Mileage & Meals	N
25	15-484-496-8449-6331		102.35	Jul/Aug HHA mileage		Mileage & Meals	N
	1128 Glocke/Beverly		133.40	2 Transactions			
5	4184 Health Dimension Rehabilitation Inc						
	15-484-496-8447-6211		12,655.80	July PT services		Services & Charges	N
6	15-484-496-8447-6211		2,556.28	July OT services		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		15,212.08	2 Transactions			
7	324 Healthcare First						
	15-484-496-8447-6211		104.74	August HHCAHPS fee	5136805	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			

Sheila
8/27/20 10:34AM
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	
27	234 Holland/Jeff						
	15-484-496-8447-6331		330.63	Jul/Aug home care mileage		Mileage & Meals	N
	234 Holland/Jeff		330.63	1 Transactions			
8	3095 Isanti County Public Health						
	15-484-485-8468-6880		3,450.17	June hlthy eat/active living		Grant Admin- Pass thru	N
9	15-484-485-8468-6880		68.66	June tobacco strategy		Grant Admin- Pass thru	N
40	15-484-485-8468-6880		343.30	June hlthy eat/active living		Grant Admin- Pass thru	N
41	15-484-485-8468-6880		68.66	July tobacco strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		3,930.79	4 Transactions			
10	667 Lighthouse Child & Family Services LLC						
	15-484-487-8453-6211		1,350.00	Apr-July MIECHV sessions	5118	Services & Charges	N
11	15-484-487-8453-6211		27.00	travel for July	5118	Services & Charges	N
	667 Lighthouse Child & Family Services LLC		1,377.00	2 Transactions			
39	377 Marco Inc						
	15-484-450-0000-6341		787.11	Sharp Mc5070v copier agmt		Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
15	1143 McKesson Medical-Surgical Govt Solution						
	15-484-496-8447-6432		4.65-	credit		Medical Supplies	N
14	15-484-490-8484-6432		141.58	COVID-19 supplies	11881507,11960	Medical Supplies	N
13	15-484-481-8481-6432		18.04	PHNC supplies	11946391	Medical Supplies	N
12	15-484-496-8447-6432		114.91	home care supplies	11955966,11960	Medical Supplies	N
42	15-484-496-8447-6432		103.00	home care supplies	12324358	Medical Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		372.88	5 Transactions			
19	198 Mille Lacs Co. Community & Veterans Ser						
	15-484-485-8468-6880		3,649.52	July hlthy eat/active living		Grant Admin- Pass thru	N
20	15-484-485-8468-6880		1,824.76	July tobacco strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		5,474.28	2 Transactions			
28	1353 Nelson/Darla						
	15-484-496-8449-6331		429.53	Jul/Aug HHA mileage		Mileage & Meals	N
	1353 Nelson/Darla		429.53	1 Transactions			
29	927 Neumen/Cami						
	15-484-496-8447-6331		63.25	July home care mileage		Mileage & Meals	N
30	15-484-496-8447-6331		148.35	August home care mileage		Mileage & Meals	N

Sheila
8/27/20 10:34AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	927 Neumen/Cami		211.60	2 Transactions			
	52 Olson/Autumn						
31	15-484-487-8450-6331		20.13	Jul/Aug TANF mileage		Mileage & Meals	N
32	15-484-487-8451-6331		40.82	Jul/Aug HP mileage		Mileage & Meals	N
33	15-484-487-8453-6331		95.45	Jul/Aug MIECHV milege		Mileage & Meals	N
34	15-484-487-8457-6331		21.85	Jul/Aug MCH mileage		Mileage & Meals	N
	52 Olson/Autumn		178.25	4 Transactions			
	632 Pine County Health & Human Services						
16	15-484-485-8468-6880		3,176.34	July hlthy eat/active living		Grant Admin- Pass thru	N
17	15-484-485-8468-6880		1,526.23	July tobacco strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		4,702.57	2 Transactions			
	479 Ring/Elsa						
46	15-484-487-8450-6331		13.80	Jul/Aug TANF mileage		Mileage & Meals	N
45	15-484-487-8453-6331		118.45	Jul/Aug MIECHV mileage		Mileage & Meals	N
	479 Ring/Elsa		132.25	2 Transactions			
	1030 Ringler/Jennie						
35	15-484-496-8449-6331		215.05	Jul/Aug HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		215.05	1 Transactions			
	3174 Rosburg/Diane						
36	15-484-496-8447-6331		270.31	Jul/Aug home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane		270.31	1 Transactions			
	16326 Sarkisyan/Amber						
37	15-484-496-8449-6331		370.30	Jul/Aug HHA mileage		Mileage & Meals	N
	16326 Sarkisyan/Amber		370.30	1 Transactions			
	462 Telander/Jenilee						
38	15-484-485-8480-6331		86.53	August RPC mileage/meals		Mileage & Meals	N
	462 Telander/Jenilee		86.53	1 Transactions			
	12306 WELIA HEALTH						
18	15-484-496-8447-6880		457.71	NGS withholding Lund	2326	Medicare Pass Thru	N
	12306 WELIA HEALTH		457.71	1 Transactions			
	594 Wilttrout/Shari						

Sheila
8/27/20 10:34AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
43	15-484-487-8450-6331		15.53	July TANF mileage		Mileage & Meals N
44	15-484-487-8453-6331		69.57	Jul/Aug MIECHV mileage		Mileage & Meals N
594	Wiltrout/Shari		85.10	2 Transactions		
15 Fund Total:			36,798.26	Community Health Fund	26 Vendors	46 Transactions
Final Total:			36,798.26	26 Vendors	46 Transactions	

Sheila
8/27/20 10:34AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	36,798.26	Community Health Fund	
	All Funds	36,798.26	Total	Approved by,
			
			

9:30am Appointment

September 1, 2020

REQUEST FOR BOARD ACTION

a. Subject: PERA Presentation	b. Origination: MN Public Employees Retirement Association
c. Estimated time: 45-60 minutes	d. Presenter(s): Doug Anderson, Executive Director & Amy Streng, Policy Coordinator

e. Board action requested:

f. Background:

This presentation was provided to Welia Health earlier this year and was requested by the Kanabec County Board of Commissioners for educational purposes.

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

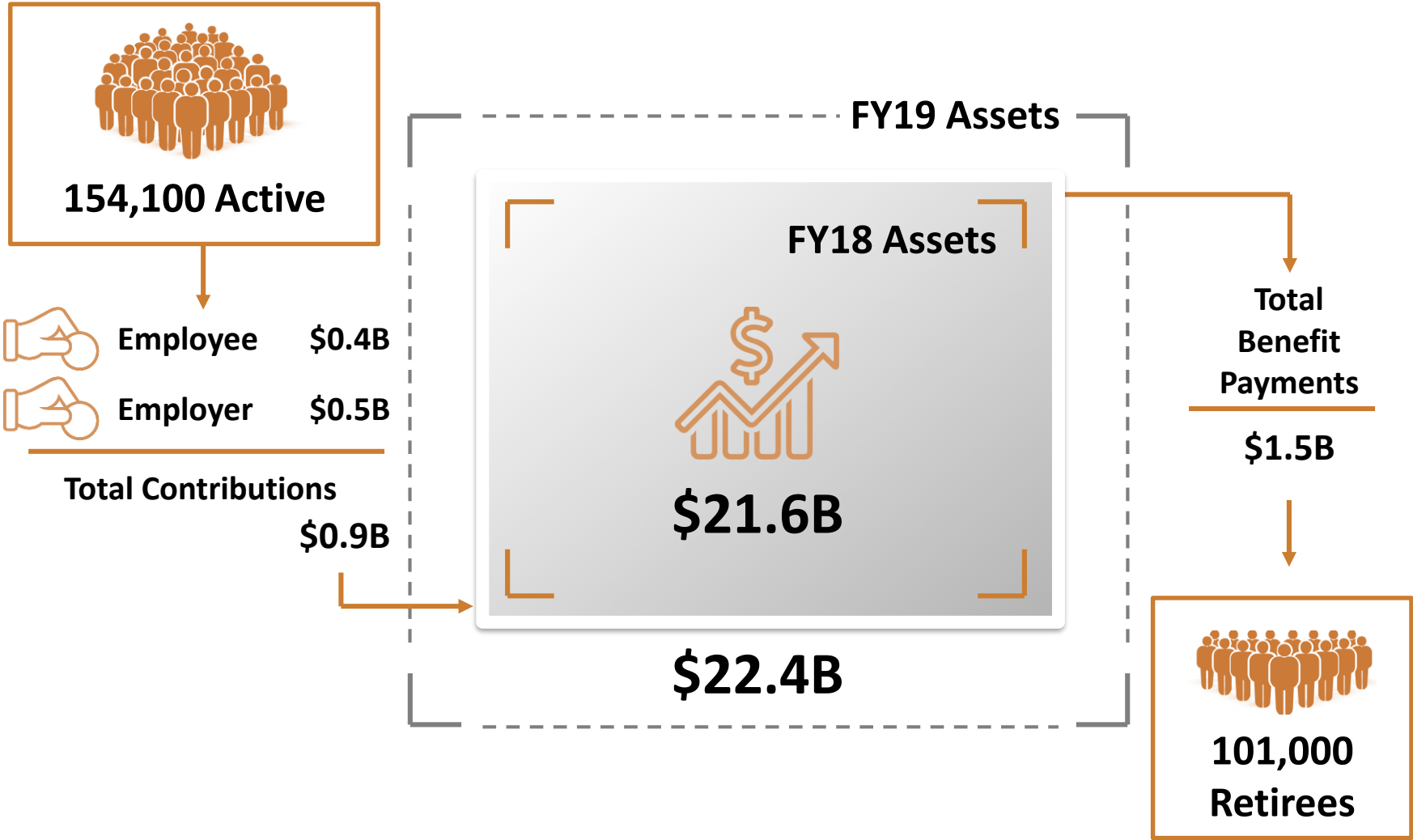


PERA's Current Status and the Impact of Proposed Privatization Legislative Changes on Welia Health

September 1, 2020

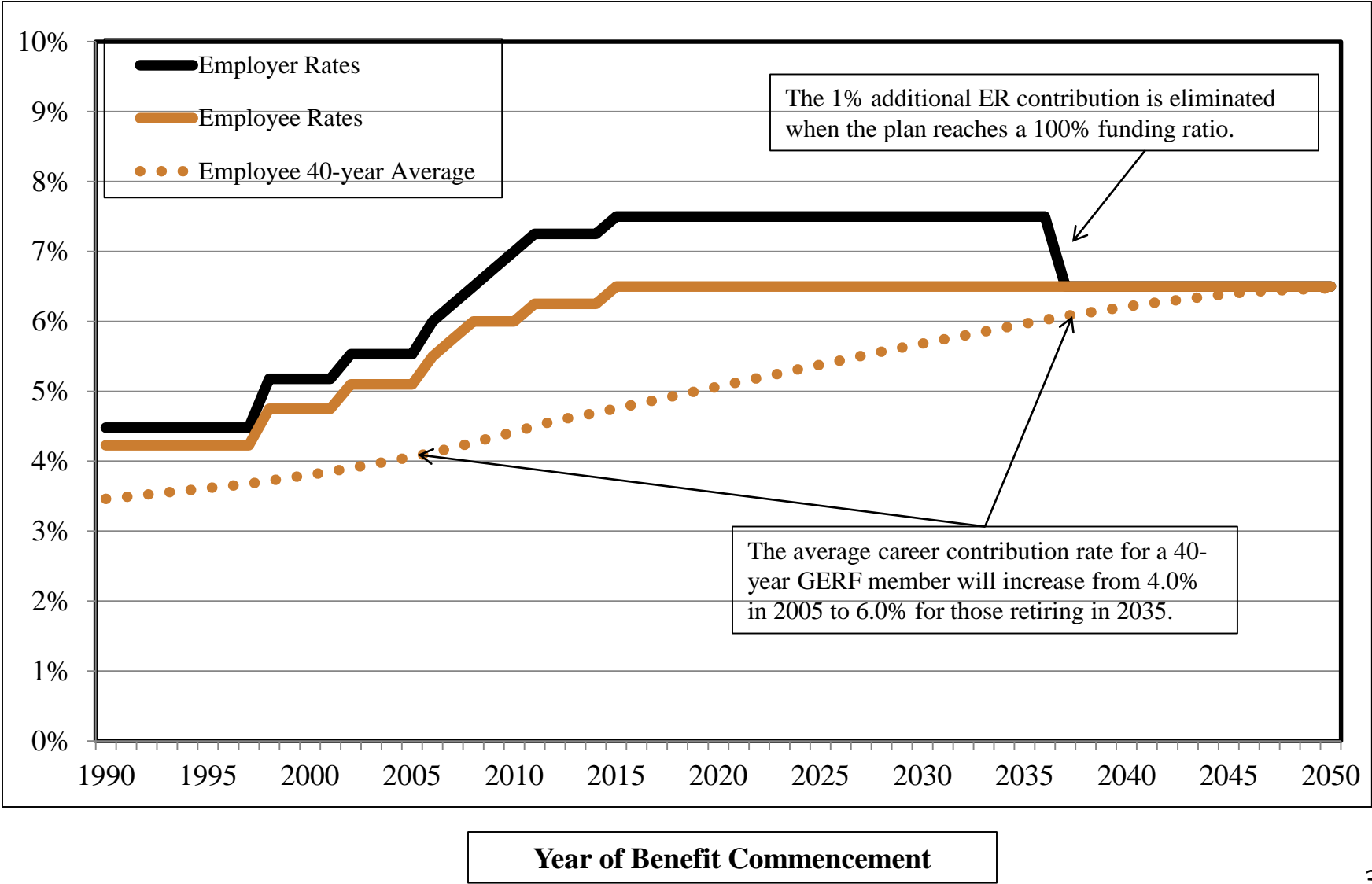


General Employees Plan: FY19 Cash Flow



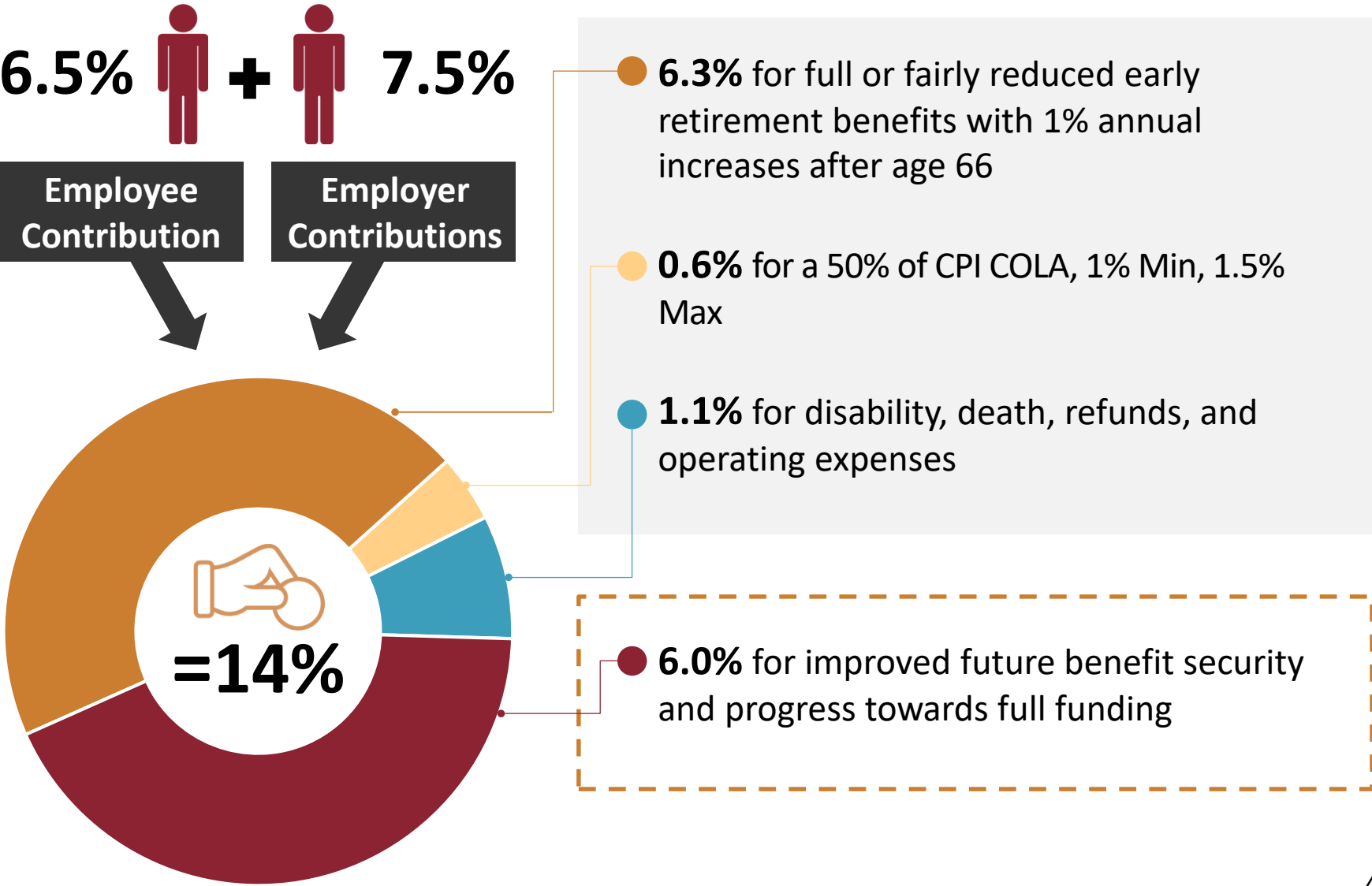


General Employees Plan: Contribution Trend



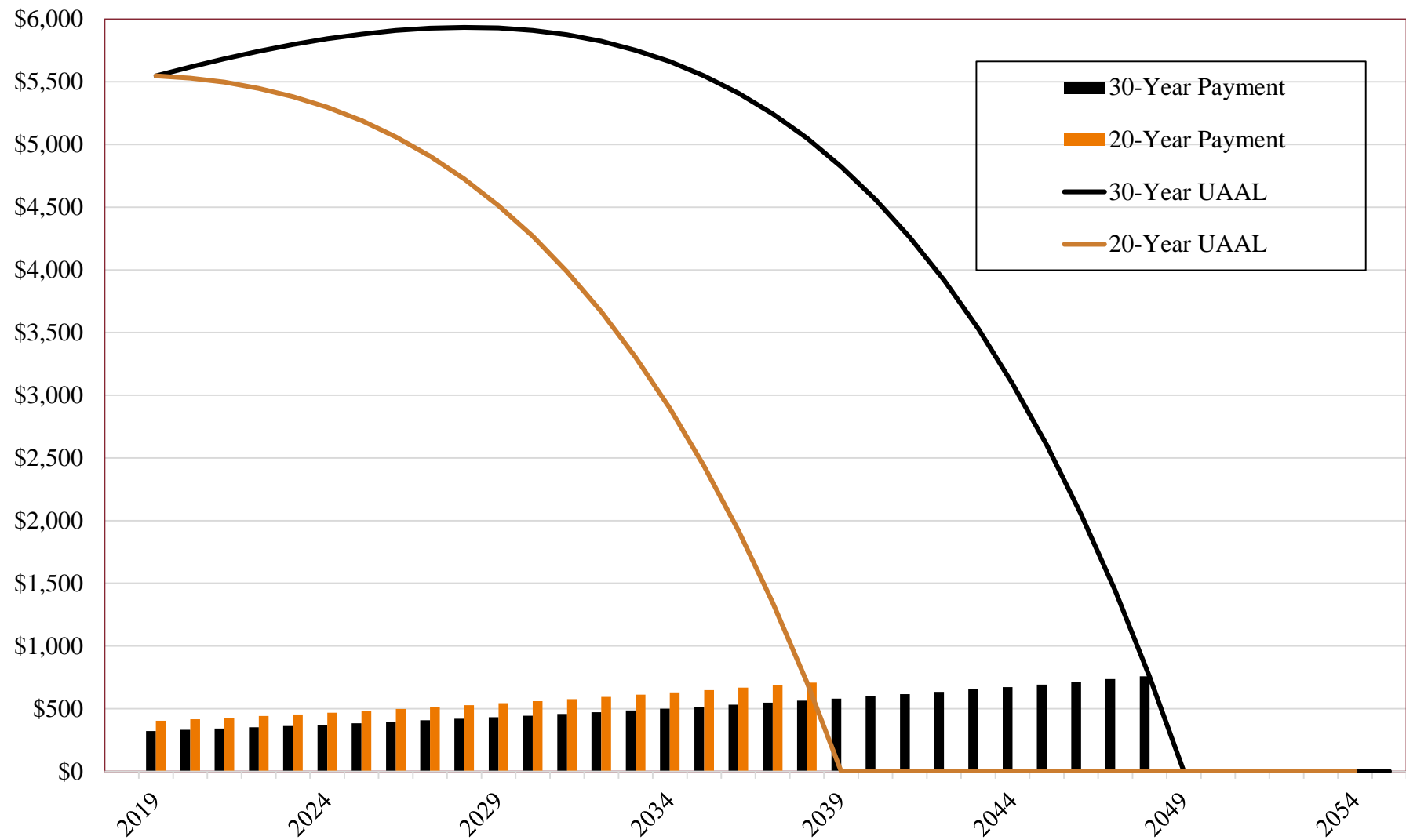


General Employees Plan: Current Contribution Allocation



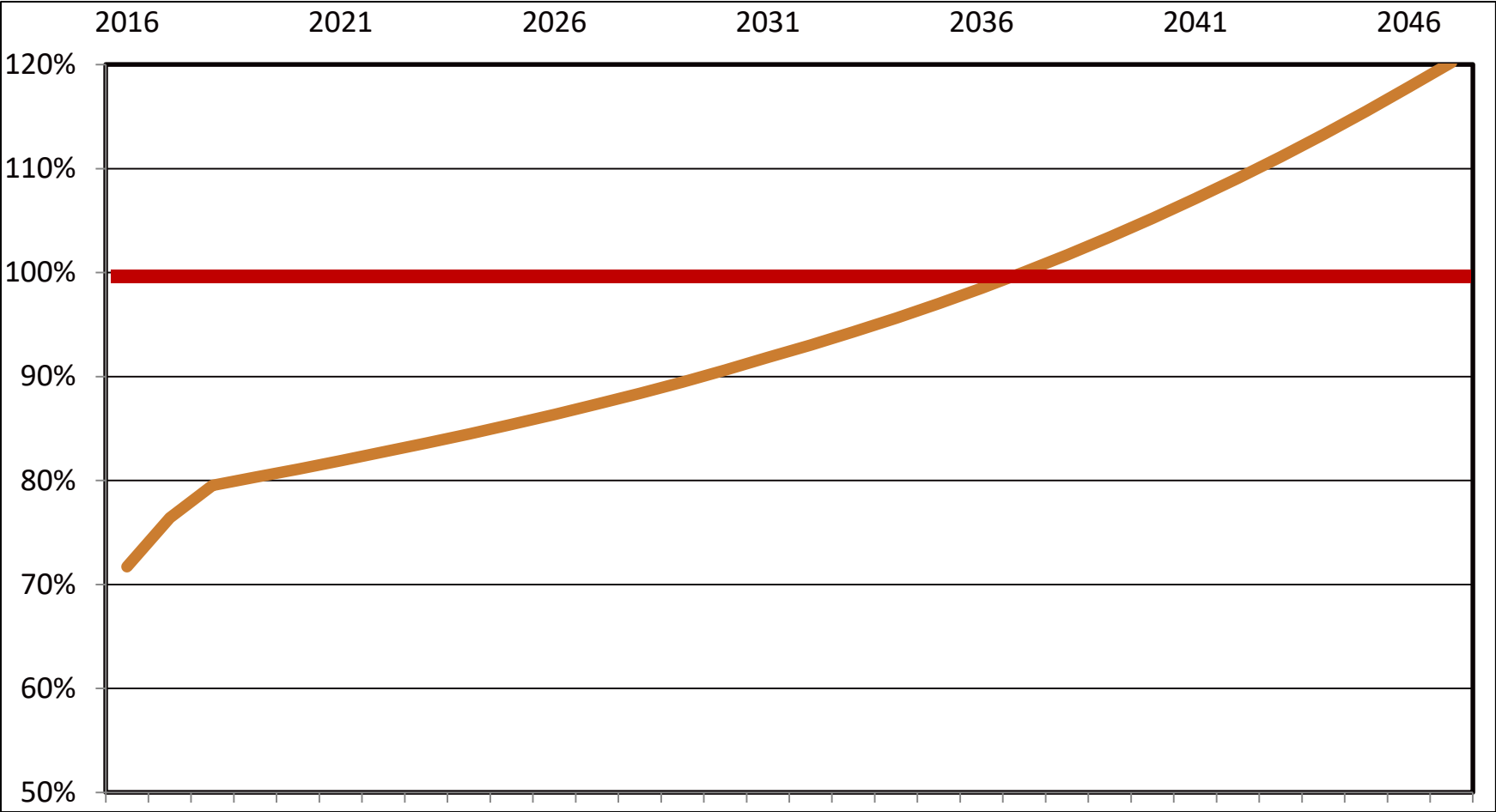


General Employees Plan: Progress to Eliminate the Unfunded Liability





General Employees Plan: Funding Projections



The plan is approximately 80% funded and is projected to reach full funding (100%) by July 1, 2037, if all assumptions are met.



General Employees Plan: 2020 Privatization Legislation

- Immediate reduction and elimination of future benefit augmentation for previously privatized members by December 31, 2023. **[Passed – Effective July 1, 2020]**
- Elimination of benefit augmentation for future privatized members. **[Passed – Effective for privatizations occurring after June 30, 2020]**
- Assessment of a Withdrawal Liability for entities that privatize on or after July 1, 2022. **[Withdrawn from the 2020 Pension Bill; to be reconsidered in 2021]**
- Assessment of a Withdrawal Liability:
 - Ensures that a privatized entity's unfunded benefit obligations are not transferred to the remaining members and employers.
 - Consists only of the unfunded benefit obligation for active employees.
 - Significantly reduces the employer's Net Pension Liability.
 - May be paid over ten years.



General Employees Plan: 2019 Net Pension Liability

Net Pension Liability – July 1, 2019	
Total Pension Liability (based on past salaries and past service)	\$27,969,744,000
Fiduciary Net Position (market value of assets)	\$22,440,968,000
Net Pension Liability	\$5,528,776,000
Entity Proportionate Share (\$50M of \$6.5B payroll)	0.770%
Entity Net Pension Liability	\$42,529,000

The above example is based on an entity with \$50M payroll. An employer's Net Pension Liability is currently slightly less than their annualized payroll.



General Employees Plan: 2019 Withdrawal Liability

Withdrawal Liability – July 1, 2019	
PV Accrued Benefits	\$24,934,409,000
Market Value of Assets	\$22,440,968,000
Funded Ratio	90%
Entity Active PVAB	\$54,600,000
Funded Liability	\$49,100,000
Withdrawal Liability	\$5,500,000

The above example is based on a previously privatized employer with results prorated to be applicable for an employer with \$50M payroll. An employer's Withdrawal Liability is currently slightly more than 10% of their annualized payroll.



General Employees Plan: 2019 Net Pension Liability

	Pre Privatization	Privatization Under Existing Statutes	Privatization Under Proposed Statutes
Employee Contribution Rate	6.5%	0.0%	0.0%
Employer Contribution Rate	7.5% (\$3.8M/year)	0.0%	~ 1.5% for 10 years (\$0.75M/year)
Net Pension Liability	\$42.5M	\$0.0M	\$5.5M
Costs Attributable to Remaining Members and Employers	\$0.0M	\$5.5M	\$0.0M

The above example is based on a previously privatized employer with results prorated to be applicable for an employer with \$50M payroll. The proposed legislative changes would allocate the cost of unfunded member benefits to their employer, rather than to other remaining members and employers.

10:45am Appointment

September 1, 2020

REQUEST FOR BOARD ACTION

a. Subject: Welia Health 501c3 Privatization Presentation	b. Origination: Welia Health
c. Estimated time: 30-45 minutes	d. Presenter(s): Randy Ulseth, CEO

e. Board action requested:

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

September 1, 2020
11:15 a.m. Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|----------------------------|-------------------------|
| 1. HEO III Job Description | Resolution #1 (9-01-20) |
| 2. Fill HEO III Vacancy | Resolution #2 (9-01-20) |

Resolution #1 (9-1-20)
HEO III

WHEREAS the Public Works Director has submitted an updated job description for the position of Heavy Equipment Operator III, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates are largely clarifications rather than changes;

BE IT RESOLVED that it is the decision of the board to accept and approve the proposed changes in the Heavy Equipment Operator III job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

Resolution #2 (9-1-20)
HEO III

WHEREAS there is a vacancy in the position of a HEO III, and

WHEREAS the board desires to refill this vacant position, and

THEREFORE BE IT RESOLVED that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time Lead Worker to refill the vacant position at Step A, Range 11 of the pay plan which is \$22.59 per hour or the rate set by rule for internal promotion, and

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

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

BE IT FURTHER RESOLVED that any HEO I vacancies that result from internal promotion be filled with HEO II.

Kanabec County Position Description

Heavy Equipment Operator III

Department: Public Works-Highway

Exemption Status: Non-exempt

Board Approval: 08-29-2018

Job Specifications		
Education & experience qualifications are a job-related combination substantially equivalent to the levels shown at right	<u>Factor</u>	<u>Level</u>
	Education:	High School Grad Plus one year specialized training
	Experience:	8 years experience
	Other requirements:	Class A driver's license Aptitude Test
	Supervision given to:	None
	Supervision received from:	Maintenance Superintendent

Knowledge, Skills & Abilities Desired

1. Highly skilled at operating heavy equipment.
2. Has knowledge and experience with the methods and procedures of road construction and maintenance as it relates to heavy equipment operation.
3. Knowledge of DOT and traffic regulations for commercial drivers.
4. Basic understanding of diesel mechanics.
5. Adapt to changing working environments

Job Summary

The Heavy Equipment Operator III is a highly skilled equipment operator that can operate all county equipment and attachments with above average efficiency and precision. The Heavy Equipment Operator III will be expected to complete complex and special projects along with routine tasks within department operations.

Some Examples of Essential Duties**70% Heavy Equipment Operation**

1. Operates heavy equipment for special and complex road construction/maintenance projects.
2. Operates motor grader for Department operations including blading of gravel roads and shoulders, cutting ditches, leveling grade, aggregate surfacing, and other projects as assigned.
3. Maintains road surface during the winter months by plowing snow and cutting ice with motor grader.
4. Operates motor grader, dozer, or excavator to complete special projects and road construction work.
5. Operates rubber tired loader for stockpiling and loading operations.
6. Operates excavator to remove and install/maintain culverts, dig ditches, test gravel, unload material and do miscellaneous excavation.
7. Operates tractor-trailer to move equipment.
8. Operates tandem truck to remove snow and ice by plowing and sanding roadways.
9. Inspects and measures county infrastructure to monitor condition and performance.

10. Maintains logs related to work assignments.
11. Reports road deficiencies to the Maintenance Foreman.
12. Operates other county equipment as assigned

20% Road Maintenance Activities

13. Performs repairs and maintenance to bridges identified by bridge inspection reports and as assigned.
14. Clears highway right-of-way of brush, trees, and garbage.
15. Performs road maintenance activities such as crack sealing, pothole patching, sweeping, mowing, cleaning culverts, etc.

10% Miscellaneous

16. Assists in completing special projects on building and grounds as needed.
17. Maintains log of equipment maintenance and time and material usage.
18. Performs related duties as required.
19. Performs routine inspections and maintenance on County equipment as required by DOT/County policies and as assigned.
20. Participate in and follow County safety program/policies.
21. Provide technical direction and leadership to crew as needed.

Physical Demand Analysis Summary

In a typical 8 hour work day, this person sits 5 hours, stands 1 hour and walks 2 hours. Some special physical demands include:

1. Up to 10% of the time requires carrying and/or lifting up to 50 pounds.
2. Up to 70% of the time requires seeing with near and far acuity, a full field of vision, distinguishing colors and depth perception.
3. Up to 30% of the time requires verbal communication and hearing normal conversation.
4. Up to 10% of the time requires written communication.
5. Up to 10% of the time requires bending/stooping and pushing/pulling.
6. Up to 10% of the time requires reaching above shoulder level.
7. Up to 90% of the time requires environmental exposure to working outside.
8. Up to 90% of the time being around moving machinery, driving automotive equipment and exposure to marked changes in temperature and humidity.
9. Up to 70% of the time requires exposure to dust, fumes, odors, mists, toxic gases, poor ventilation, and adhesives.
10. Up to 10% of the time requires exposure to water.
11. Up to 70% of the time requires the use of hands at waste height.
12. Up to 10% of the time requires the use of hands at knee, mid thigh, chest and shoulder height.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

11:30am Appointment

September 1, 2020

REQUEST FOR BOARD ACTION

a. Subject: Request to Purchase Part of 330 Forest Ave E and Part of the Jail Parcel	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Chuck Cole Property Owner 312 Forest Ave E

e. Board action requested:

Consider Mr. Cole's request to purchase approximately 25 feet X 100 feet of 330 Forest Ave E and 100 Vine St S from Kanabec County to adjoin to his existing property at 312 Forest Ave E.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

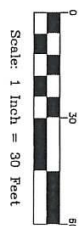
CERTIFICATE OF SURVEY FOR KANABEC COUNTY COORDINATOR

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

GRAPHIC SCALE



LEGEND

- ⊗ DENOTES 1/2" REBAR SET, MARKED KROSCHDEL 44490
- ⊗ DENOTES 3/4" MAS SPIKE SET
- ⊙ DENOTES LIGHT POLE

Notes to Survey

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

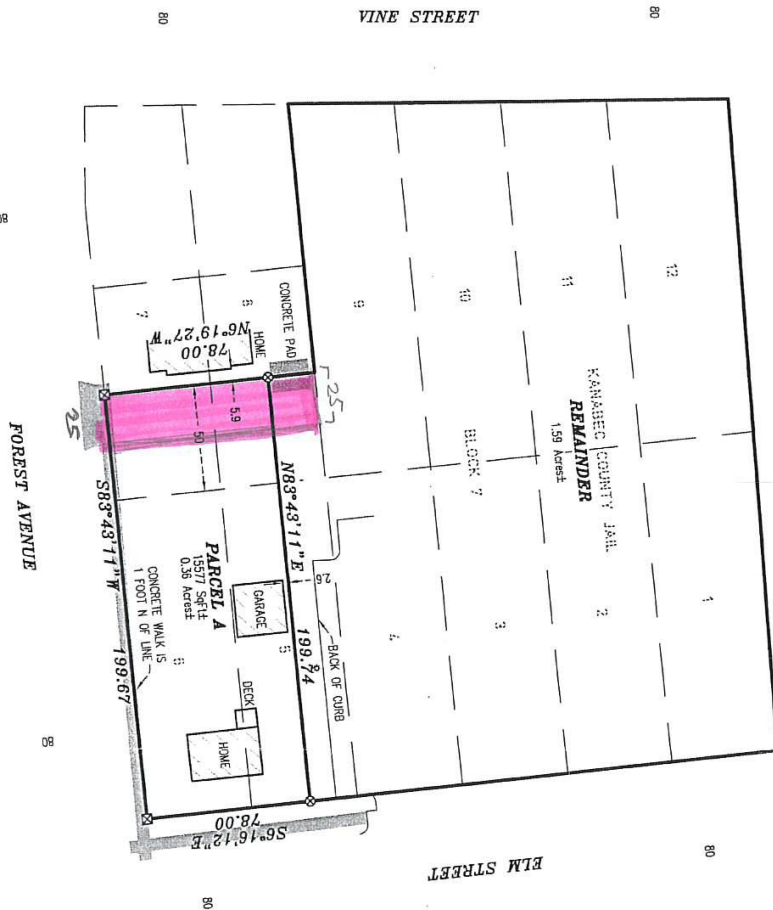
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 13th day of September, 2019

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 #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

August 18, 2020

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, August 18, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the July 21, 2020 minutes as presented.

Action #3 – It was moved Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	3,312.21
Arthur Twp	456.02
Braham Public Schools	1,308.26
Brunswick Twp	72.42
Comfort Twp	516.23
East Central Energy	83.08
East Central Reg Dev Commission	95.61
East Central School District	100.23
Ford Twp	2,402.59
Grass Lake Twp	765.62
Haybrook Twp	602.33
Hillman Twp	357.50

Hinckley-Finlayson Schools	4,138.72
Kanabec Twp	948.51
Knife Lake Twp	440.89
Kroschel Twp	2,696.26
Kwik Trip Inc.	6,433.43
Midcontinent Communications	707.54
Midcontinent Communications	187.36
Minnesota Department of Finance	6,733.00
Mora Municipal Utilities	280.95
Mora Public Schools	2,859.62
Ogilvie Public Schools	3,285.92
Peace Twp	360.13
Pomroy Twp	2,249.04
Quadient Finance USA, Inc.	4,220.00
Schwarzkopf, Harvey	500.00
Southfork Twp	65.04
Spire Credit Union	4,601.21
The Hartford Priority Accounts	2,186.26
Verizon Wireless	4,469.97
Whited Twp	96.84

32 Claims Totaling: \$57,532.79

Action #4 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to recess the Board Meeting at 9:10am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:10am on Tuesday, August 18, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS5 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

The presentation from Kristen Struss regarding Child Protection and Children’s Mental Health was postponed until the next Family Services Board Meeting due to technical difficulties.

Chuck Hurd, Family Services Director gave the Director’s Report.

Action #FS6 – It was moved by Craig Smith, Seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #FS6 – 8/18/20

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

WHEREAS the board desires to refill this vacant position;

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

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

Action #FS7 - It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #FS7 – 8/18/20

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

WHEREAS the board desires to refill this vacant position;

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

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

Action #FS8 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #FS8 – 8/18/20

Health and Human Services Advisory Committee resolution

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

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

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

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

BE IT FURTHER RESOLVED that the terms will expire in two years on 01/03/23 at which time members shall be reappointed for one and two year terms.

Action #FS9 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #FS9 – 8/18/20

Health and Human Services Advisory Committee Chairperson Resolution

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

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

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

Action #FS10 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution # FS10 – 8/18/20

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

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

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

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

The Board reviewed the Kanabec County Family Services Second Quarter 2020 Report. Information only, no action was taken.

Action #FS11 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the payment of 93 claims totaling \$146,654.78 on Welfare Funds.

Action #FS12 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Family Services Board at 9:37am and to meet again on September 15, 2020 at 9:05am.

The Board of Commissioners reconvened.

Public Health Director Kathy Burski met with the County Board to discuss matters concerning her department.

Action #13 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #13 - 8/18/20

WHEREAS there is a vacancy in the position of a Nursing Supervisor, and

WHEREAS the board desires to refill the vacant position;

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

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

Action #14 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #14 -8/18/20

WHEREAS there will be a vacancy in the position of Certified Public Health Nurse, and

WHEREAS the board desires to refill the vacant position;

BE IT RESOLVED that the County Board authorizes the Community Health Director and the County Personnel Director to hire either a Full Time Certified Public Health Nurse at Step A, Range 15 of the pay plan which is \$29.89 per hour or the rate set by internal promotion, or a Full Time Registered Nurse at Step A, Range 13 of the pay plan which is \$25.86 per hour or the rate set by internal promotion to fill the position, and

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

County EDA Director Heidi Steinmetz met with the County Board to discuss the disbursement of CARES Act Funds for businesses and nonprofits. The Board expressed consensus to accept the guidelines and application forms for disbursing CARES Act funds to business and nonprofits in Kanabec County as presented.

County Coordinator Kris McNally presented CARES Act Government Committee Funding Request #1.

Action #15 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #15 - 8/18/20

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

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

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

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

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

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

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

\$100,000 Permanent security glass at service counters
\$6,000 Pharmaceutical Refrigerator
\$2,100 Portable medical cooler
\$30,000 Vaccination supplies
\$6,000 Quantitative fit testing machine
\$68,600 Touchless faucets/toilets (91 faucets+ 69 toilets) (*self-installed*)
\$30,000 Ultraviolet filter system for HVAC (30 units X \$1000)
\$1,960 On-line open enrollment services for annual benefits
\$4,800 Door kickers/other type of door openers to avoid touching bathroom door knobs (\$200 X 24)

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

Action #16 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
A and E Cleaning Services	525.00
Advanaced Correctional Healthcare	17,257.83
American DataBank	66.60
Auto Value Mora	32.47
Bachman, Fran	81.35
Braham Motor Service Inc	43.62
Card Services (Coborn's)	52.39
Clifton Larson Allen LLP	787.50
Consolidated Communictions	735.50
Consolidated Communictions	65.68
Consolidated Communictions	165.09
Consolidated Communictions	70.75
Curtis, Michael	954.90
CW Technology	1,203.40
Dearborn National Life Insurance Co	751.85
East Central Exterminating	125.00

East Central Solid Waste Commission	15.00
ECM Publishers	87.00
Election Systems & Software Inc	340.56
Electric Motor Service Inc	897.76
Emergency Automotive Technologies	1,762.04
Fairview Health Services	191.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Glen's Tire	28.00
Glen's Tire	34.93
Granit City Jobbing	616.44
Granite Electronics	201.35
Handyman's Inc	274.86
Health Partners	6,499.68
Hoefert, Robert	1,025.80
Ideal Service Inc	375.00
Ideal Service Inc	375.00
Industrial Health Services Network Inc	274.90
SAVVY	863.43
Johnsons Hardware	28.97
Kanabec County Recorder	46.00
Kanabec County Soil & Water	12,336.00
Kanabec Publications	50.00
Kanabec Publications	296.62
Kanabec Publications	60.00
M&I Lockbox: MCCC	35.00
M&I Lockbox: MCCC	105.00
M&I Lockbox: MCCC	105.00
Manthie, Wendy	1,092.50
Marco Inc	159.00
Marco Inc	134.68
Mattson, Jean	75.38
MNCCC	17,832.58
McKinnis & Doom PA	85.00
McKinnis & Doom PA	467.50
McKinnis & Doom PA	170.00
McKinnis & Doom PA	212.50
McKinnis & Doom PA	59.50
McKinnis & Doom PA	204.00
McKinnis & Doom PA	51.00
McKinnis & Doom PA	782.00

Methven Funeral and Creamation Services	400.00
Minnesota Monitoring, Inc	413.00
Mora Chevrolet Buick	1,439.32
Mora Unclaimed Freight	36.29
Nelson, Jerald	155.83
Nelson, Ronette	282.90
Novus Glass	255.00
Office Depot	161.44
Office Depot	97.60
Pancake, Duke	39.99
Premium Waters Inc	30.18
Quality Disposal Systems	199.35
Quality Disposal Systems	388.36
Quality Disposal Systems	24.15
Quill	225.98
Rick's Home Furnishings	25.19
RJ Mechanical	349.50
SHAH Software Inc	26,840.00
State of MN Dept of Transportation	300.00
Stellar Services	224.67
Summit Food Service Management	7,451.54
Tinker & Larson Inc	50.00
Tinker & Larson Inc	50.00
UPS	44.00
Van Alst, Lillian	1,037.35
Visser, Maurice	639.40
Zamora, Ray	849.28
Ziegler Inc	6,479.48
Kanabec Publications	74.38
Office Depot	5.99
Office Depot	28.21

88 Claims Totaling: 126,763.33

Road & Bridge Fund

Vendor	Amount
A and E Cleaning Services	1,050.00
Ace Hardware	101.57
Ameripride	586.72
Bjorklund Companies	1,290.32
BlueTarp	287.46
BuckleyII	3,299.08

Envirotech Services	15,947.28
Federated Co-ops	1,208.54
Glens Tire	174.00
Gopher State One-Call	40.50
Kanabec County Petty Cash	38.20
Kwik Trip Inc.	348.84
Little Falls Machine Inc	2,838.50
Maney International Inc	1,565.03
Mora Chevrolet Buick	158.39
Newman Traffic Signs	16,396.36
Owens Auto Parts	207.82
Quality Disposal	164.25
Sharrow Lifting Products	600.00
Towmaster	449.47
USIC Locating	350.00
Wiarcom, Inc	203.55
88 Claims Totaling:	<u>47,305.88</u>

COVID & CARES Act Claims

Vendor	Amount
Kanabec County Auditor-Treasurer	300,000.00
Kanabec Publications	10.00
Office Depot	122.87
Snyder, Denise	334.18
Wickeham, Teresa	30.00
Mora Food Pantry	16,240.09
6 Claims Totaling:	<u>316,737.14</u>

The Board held a discussion regarding a Gambling Request from Pheasants Forever, Ramsey County Chapter. The Board expressed consensus to move this item to a future agenda in order to allow time to follow up with the requestors regarding compliance with the County Gambling Policy.

Action #17 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #17 – 8/18/20

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

WHEREAS the Kanabec County Veterans Service Officer was later notified by the Department of Veterans Affairs that the resolution language must include reference to the MN

Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2, and funding restrictions;

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

Action #18 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #18 – 9/1/20

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

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

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

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

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

County Assessor Tina Von Eschen met with the County Board to discuss matters concerning her department.

Action #19 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #19 - 8/18/20

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

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

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

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

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

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

10:20am – The Board took a 10 minute Break.

10:30am – The Board reconvened.

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

10:32am – The Chairperson closed public comment.

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

Action #20 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #20 - 8/14/20

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

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

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

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

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

Action #21 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #21 - 8/18/20

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

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

WHEREAS the Auditor Treasurer finds these terms and conditions acceptable;

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

County Auditor/Treasurer Denise Snyder presented the 2nd Quarter Financial Update. Information only, no action was taken.

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

Highway Maintenance Supervisor Nate Westling met with the County Board for an introduction.

Action #22 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #22 – 8/18/20

WHEREAS there is a vacancy in the position of an HEO II, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Public Works Director and the County Personnel Director to hire a Full Time HEO II to fill the position at Step A, Range 9 of the pay plan which is \$19.92 per hour or the rate set by internal promotion, and

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

The Board expressed consensus to allow Public Works Director Chad Gramentz to attend in-person training for SSTS Continuing Education.

GIS Technician Ryan Carda met with the County Board to give a presentation regarding Kanabec County GIS Project Updates. Information only, no action was taken.

Action #23 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to close the meeting at 12:08pm pursuant to the Open Meeting Law, Minn. Stat. §13D.05, subd. 3(b) to discuss matters related to pending litigation which are attorney-client privileged and that are not public data under the Minnesota Government Data Practices Act. Those present during the closed portion of the meeting include Commissioners Gene Anderson, Les Nielsen, Kathi Ellis, Dennis McNally, and Craig Smith; as well as Personnel Director Kris McNally and County Attorney Barb McFadden.

Action #24– It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to reopen the meeting at 12:27pm.

Action #25 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to close the meeting at 12:27pm pursuant to the Open Meeting Law, Minn. Stat. §13D.05, subd. 3(b) to discuss matters related to pending litigation which are attorney-client privileged and that are not public data under the Minnesota Government Data Practices Act. Those present during the closed portion of the meeting include Commissioners Gene Anderson, Les Nielsen, Kathi Ellis, Dennis McNally, and Craig Smith; as well as Personnel Director Kris McNally and County Attorney Barb McFadden.

Action #26– It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to reopen the meeting at 12:32pm.

Action #27 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to hire an appraiser to conduct an appraisal on the property at 330 Forest Ave E, Mora, MN 55051 and on the parcels 10.00450.00 on Knife Lake as part of the sale process.

Future agenda items: Pheasants Forever Gambling Approval, List of County Owned Land

Action #19 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 12:33pm and to meet again for a budget work session on Tuesday, August 25, 2020 at 9:00am, and in regular session on Tuesday, September 1, 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>
Anne M Carlson Law Office PLLC	3,527.50	Court Appt Attorney Fees	Court Admin
Card Services (Coborns)	59.37	Wellness Snacks	Employee Wellness
City of Mora	1,556.01	PILT - HRA	Taxes & Penalties
East Central Energy	1,268.02	Intersection Lighting	Highway
East Central Energy	220.76	Intersection Lighting	Highway
East Central Reg Dev Commission	7.96	PILT - HRA	Taxes & Penalties
Kanabec County Auditor-Treas	5,319.25	Leased Vehicles	Various
Life Insurance Company of North America	648.10	Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
Minnesota Energy Resources Corp	4,083.18	Gas Utilities	Various
MNPEIP	148,043.38	Health Insurance Premiums	Employee Benefits
Mora Municipal Utilities	816.78	Utilities	Highway
Mora Public Schools	1,008.10	PILT - HRA	Taxes & Penalties
Office of MN.IT Services	1,300.00	WAN	IS
Sun Life Financial	3,731.94	Life Insurance Premiums	Employee Benefits
VSP Insurance Co	278.80	Vision Insurance Premiums	Employee Benefits
15 Claims Totaling:	<u><u>\$171,869.15</u></u>		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 9/1/20

Department Name	Vendor	Amount	Purpose
AUDITOR	Metro Sales, Inc.	<u>443.60</u>	Annual Maint & Copies
		443.60	
BUILDINGS MAINTENANCE	DKN Construction	2,664.74	Courthouse Painting Project
BUILDINGS MAINTENANCE	Ideal Service Inc	945.50	Replace VFD on Bathroom Fan
BUILDINGS MAINTENANCE	Summit Companies	<u>162.00</u>	Annual Fire Extinguisher Inspection
		3,772.24	
COUNTY ATTORNEY	Lexis Nexis	<u>187.58</u>	July Lexis Nexis
		187.58	
COUNTY COORDINATOR	Marco Inc	477.00	Quarterly Billing
COUNTY COORDINATOR	Office Depot	<u>19.37</u>	Office Supplies
		496.37	
COUNTY CORONER	Ramsey County	<u>1,445.00</u>	Autopsy/Toxicology
		1,445.00	
COUNTY RECORDER	Labels Direct	<u>81.75</u>	Recording & Address Labels
		81.75	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	648.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	289.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	8.50	Court Appt Attorney Fees

COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	51.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	<u>136.00</u>	Court Appt Attorney Fees
		1,132.50	
ELECTIONS	DS Solutions	494.00	P2020 Pre-marked Test Deck
ELECTIONS	Election Systems & Software Inc	3,292.21	P2020 Ballot Programming
ELECTIONS	Oak Gallery	27.47	P2020 Abstract to SOS Overnight
ELECTIONS	Sea Change Print Innovations	<u>329.25</u>	P2020 Precinct Kits
		4,142.93	
ENVIRONMENTAL SERVICES	Bracewell, Earl	84.28	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Etter, Dave	86.60	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Hallin, Ronald	88.92	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Kanabec Publications	30.28	Public Notice - Planning Commission
ENVIRONMENTAL SERVICES	O'Brien, Pat	90.66	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Olson, Rhonda	84.28	Planning Commission Per Diem & Mileage
ENVIRONMENTAL SERVICES	Quill	63.35	2021 Planners and Receipt Books
ENVIRONMENTAL SERVICES	Rupp, Anderson, Squires & Waldspurger, PA	<u>1,050.00</u>	Environmental Service/Land Use Quarterly Retainer
		1,578.37	
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	<u>306.00</u>	Professional Services July
		306.00	
INFORMATION SYSTEMS	CW Technology	<u>225.00</u>	Toshiba Hard Drive
		225.00	
LAW LIBRARY	Thomson-Reuters-West	<u>588.30</u>	Law Library Invoice
		588.30	
PROBATION & JUVENILE PLACEMENT	RS Eden	<u>6.80</u>	Drug Testing July, 1 Test
		6.80	

PUBLIC TRANSPORTATION	Bachman, Fran	47.15	Volunteer Mileage
PUBLIC TRANSPORTATION	Curtis, Michael	1,280.33	Volunteer Mileage
PUBLIC TRANSPORTATION	Hoefert, Robert	966.57	Volunteer Mileage
PUBLIC TRANSPORTATION	Manthie, Wendy	890.68	Volunteer Mileage
PUBLIC TRANSPORTATION	Meta13	420.00	Website Fee
PUBLIC TRANSPORTATION	Milaca Chiropractic Center	80.00	DOT Physical
PUBLIC TRANSPORTATION	Nelson, Jerald	508.30	Volunteer Mileage
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,364.70	Volunteer Mileage
PUBLIC TRANSPORTATION	Visser, Maurice	866.53	Volunteer Mileage
PUBLIC TRANSPORTATION	Zamora, Ray	101.20	Volunteer Mileage
		6,525.46	
SHERIFF	Children's Hospitals and Clinics of MN-MCRC	914.00	Comprehensive SA Exam
SHERIFF	Driver and Vehicle Services	24.00	Sheriff Plates (8)
SHERIFF	Emergency Automotive Technologies	7,123.58	Spotlight, Kit, LED Spotlight, Whelen Lenses
SHERIFF	Horizon Towing	450.99	Towing Services (3)
SHERIFF	IT SAVVY	22.30	Brother Car Power Adapter
SHERIFF	Motorola Solutions	560.00	Deputies Radios Batteries
SHERIFF	NARTEC Inc	360.92	Methamphetamine Test Kit
SHERIFF	St. Cloud State University	445.00	EVO/PIT Refresher
SHERIFF	UPS	16.13	UPS
		9,916.92	
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	Sept Services
SHERIFF - JAIL/DISPATCH	Granite City Jobbing Co	203.90	Sanicloth Disinf
SHERIFF - JAIL/DISPATCH	Stellar Services	274.18	Canteen
SHERIFF - JAIL/DISPATCH	Summit Companies	99.00	Annual Fire Extinguisher Inspection
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	7,540.70	Inmate Meals
SHERIFF - JAIL/DISPATCH	Welia Health	15.00	Sock Aid & Reacher (DOC)
		8,372.78	
UNALLOCATED	Captain Dans Crows Nest	550.00	Refund 25% 2020-21 Liquor License Fee

UNALLOCATED	Dahl, Diana	333.00	Refund 25% 2020-21 Liquor License Fee
UNALLOCATED	Springbrook Golf Course	<u>550.00</u>	Refund 25% 2020-21 Liquor License Fee
		1,433.00	
VETERAN SERVICES	Mora Bakery	75.00	Coffee Talk Muffins
VETERAN SERVICES	Office Depot	24.89	Office Supplies
VETERAN SERVICES	PD's Embroidery	<u>94.98</u>	Silent Auction - Golf Tournament
		194.87	
61 Claims Totaling:		<u>40,849.47</u>	

Agenda Item #3b **Regular Bills - Road & Bridge** **Bills to be approved: 9/1/20**

Vendor	Amount	Purpose
A+M Aggregate	3,864.14	Gravel
Auto Value	3,011.66	Shop Supplies
Beaudry Oil & Propane	9,520.25	Diesel
Bjorklund Companies	309,832.57	KCP 20-09 North West Re-Gravel
Central McGowan	231.91	Welding Supplies
Crysteel Truck Equipment	602.42	Repair Parts
Diamond Mowers	1,026.00	Repair Parts
Federated Co-ops	169.22	Maintenance Supplies
FS Solutions	429.31	Drug Testing
Kanabec County Highway Department	90.00	Petty Cash, Postage
Kanabec County Coordinator Department	88.32	Vehicle Usage
Knife River Corp	3,651.16	Gravel
Kroschel Land Surveyors	840.00	Surveying
Marco	296.29	Printer Contract
MN Dept of Transportation	1,381.73	Material Testing
Northern Safety	279.70	Shop Supplies
Northern States Supply	78.35	Shop Supplies
Office Depot	291.97	Office Supplies
Rocon Paving	444.98	Patch Mix
Roeschlein, Tom	1,024.00	Straw Bales
Sanitary Systems	140.00	Restroom Rental
Summit Companies	849.00	Fire Extinguisher Maintenance
USIC	760.00	Locates
Wiarcom	618.45	GPS for vehicles
Yotter, Tim	249.99	Boots
Zahl-Petroleum Maintenance	322.00	Gas Pump Keys

26

Claims Totaling: 340,093.42

Agenda Item #3c
Regular Bills - COVID & CARES Act Claims
Bills to be approved: 9/1/20

Department Name	Vendor	Amount	Purpose
BUILDINGS MAINTENANCE	Grainger	240.84	Automatic Flush Valve
BUILDINGS MAINTENANCE	Oslin Lumber	<u>45.23</u>	Wood, nails, screws for plexiglass shields
		286.07	
ELECTIONS	Sea Change Print Innovations	<u>485.25</u>	AB Envelopes COVID 19
		485.25	
		<u>771.32</u>	
	3 Claims Totaling:	<u><u>771.32</u></u>	

Agenda Item #4

September 1, 2020

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 9/1/20

SCORE CLAIMS

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

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

WHEREAS SCORE Funds appear adequate for the purpose;

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

Waste Management	\$4,337.80
Quality Disposal	\$3,990.60
Arthur Township	\$800.00
Total	\$9,128.40

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (July)	\$3,590.60	\$3,590.60
WASTE MANAGEMENT (July)	\$4,337.80	\$4,337.80
Sub-Total	\$7,928.40	\$7,928.40
Recycling Center Incentive Payments:		
Quality Disposal (July)	\$400.00	\$400.00
Arthur Township (June & July)	\$800.00	\$800.00
TOTAL PAYMENTS =		\$9,128.40

Date received in County Coordinators Office: Various dates in August

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

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

Expenditure: 01-391-392-0000-6211 = \$52,252.39

Current SCORE Funds balance is = \$84,223.83

Agenda Item #5

September 1, 2020

REQUEST FOR BOARD ACTION

a. Subject: CARES Act Government Committee Funding Request #2	b. Origination: Coronavirus Relief Fund
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #__ - 9/1/20

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

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

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

WHEREAS, the Government focus area recommends the following expenditures (estimates) for approval using Cares Act funds:

\$ 8,200 Electrostatic sprayer to disinfect at all the buildings and for the vehicles
(1800 backpack-3, \$700-4)
\$ 1,600 Electrostatic sprayer cleaner solvent buckets (each \$160 X 10)
\$ 4,550 Seat inserts for squad car back seats (replacement for cloth seats) \$650 ea X 7
\$ 2,100 Multifactor authentication fees set up
\$ 150 Multifactor authentication fees (monthly) \$5 per person per month (3-10 people)
(Sept, Oct, Nov only)
\$15,980 Replace cloth chairs with vinyl chairs in waiting rooms & exam rooms in PH/FS (\$69 X 232)
\$ 1,630 20% Election grant match (county portion)
\$40,000 Additional firewalls (need 2)
Motion sensing door units:
\$28,000 Openers (8 X \$3500) Public entrances- Highway, Courthouse, PH/FS
\$ 800 Buttons (waves) (4 X \$200) For the existing HC accessible systems

WHEREAS the Government focus area also reviewed and recommends approval of the \$863.42 of COVID-19 related expenses submitted by East Central Solid Waste Commission.

BE IT RESOLVED that the Kanabec County Board of Commissioners approves the expenditure request of the Cares Act Government Committee up to the amount of \$103,873.42.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

East Central Solid Waste Commission provided rationale of the allocation of expenses (see attached).



East Central Solid Waste Commission

MINNESOTA HIGHWAY 23 & COUNTY ROAD 60
1756 - 180 AVENUE • P.O. BOX 29 • MORA, MN 55051
(320) 679-1930 • FAX (320) 679-5293
www.ecswc.org.mn.us



August 14, 2020

The following is request for reimbursement of COVID 19 expenses incurred thus far.

Most employees had sick leave available when they were off work due to schedule changes or self-quarantine. The staff and payroll costs listed were paid by the Commission for staff without sick leave. These are allocated by the location where they normally work: Mora in Kanabec County, Hinckley in Pine County, and Cambridge in Isanti County.

Supplies are purchased at the main office and distributed to the transfer stations as needed. These are allocated 50% to the Mora location where more employees are based and 25% to each transfer station location.

Equipment expenses include the banners for signage to inform the public at the three scale locations and the poly window coverings and intercom systems, again at all three scale locations. This is therefore split evenly.

The unemployment cost is for three previous employees who all worked at the Cambridge transfer station. Therefore, the cost is fully allocated to Isanti County.

We are requesting reimbursement as follows:

Kanabec County	\$ 863.42
Pine County	\$ 544.32
Isanti County	\$ 3,665.36

Tammie Denholm
Finance Officer



Agenda Item #6

September 1, 2020

REQUEST FOR BOARD ACTION

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

e. Board action requested: Approve the following resolution:

Resolution #__ – 9/1/20

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

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

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

f. Background:

Supporting Documents: None: Attached: ☒

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

Coordinators Comments:

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

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

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

Check one:

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

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

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

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

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

LG220 Application for Exempt Permit

11/17
Page 2 of 2

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

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

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

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

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

Print Name: Daniel Jambor

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

An equal opportunity employer

Kelsey Schiferli

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

Ms. Schiferli,

Attached is our signed LG220 Application for Exempt Permit.

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

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

--

Daniel Jambor | President

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

www.RamseyCountyPF.org ♦

Business Record Details »

Minnesota Business Name

PHEASANTS FOREVER, INC.**Business Type**

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

V-156

Home Jurisdiction

Minnesota

Filing Date

08/05/1982

Status

Active / In Good Standing

Renewal Due Date

12/31/2020

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

NONE

Registered Agent(s)

CORPORATION SERVICE COMPANY

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

Filing History

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

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

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

Agenda Item #7

September 1, 2020

REQUEST FOR BOARD ACTION

a. Subject: Committee Vacancies	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally

e. Board action requested: Approve the following resolutions:

Resolution #__ - 9/1/20

BE IT RESOLVED to appoint _____ to the Board of Adjustment for a three year term commencing immediately and expiring 01/03/23.

Resolution #__ - 9/1/20

BE IT RESOLVED to appoint _____ to the Planning Commission for a three year term commencing immediately and expiring 01/03/23.

Resolution #__ - 9/1/20

BE IT RESOLVED to appoint _____ as an alternate to the Emergency Medical Services Board Advisory Committee for a three year term commencing immediately and expiring 01/03/23.

f. Background:

Letters of interest have been received for the following boards (see attached):

Board of Adjustment: No applicants

Planning Commission: Wayne Zaudtke

Emergency Medical Services Board Advisory Committee Alternate: No applicants

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	n/a – originating department
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Coordinators Comments:

August 18, 2020

RECEIVED AUG 18 2020

To whom it may concern
Kanabec Cty. Coordinator

I am interested in an appointment
to the planning commission. I am
interested in Dist. 4. I have the
needed qualifications

Thank you,

Wayne Zandke
2321 Hwy. 65
Mara, MI.

320-679-0044

Wayne Zandke