



Kanabec County Board of Commissioners

Regular Meeting Agenda

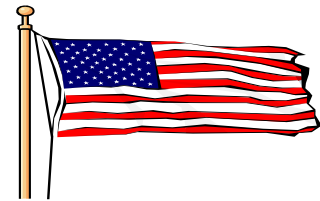
The Meeting of June 1, 2021

- Due to COVID-19 safety protocol, this 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 attending the meeting in-person, the total number of persons (including commissioners) will be limited and social distancing/safety protocol will be in effect.

To be held via WebEx telephone call or video meeting:

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

Access Code: 187 987 6959



Video Meeting link:

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=m0af6c0a4bf618b78284468e623cbe9f9>

Meeting number: 187 987 6959

Password: hBW2yYpke83

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*

To be held at: **Kanabec County Courthouse
Basement Training Rooms 3 & 4
18 North Vine Street
Mora, MN 55051**

Please use the Maple Ave Entrance. Stairs and an 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. Pledge of Allegiance
 b. Agenda approval
- 9:05am Recess county board to a time immediately following the CHB.
 Community Health Board
- 9:25am Kathy Burski- Timber Trails Public Transit 2022 Operating grant
- 9:30am Barbara Chaffee, Tricia Bigaouette, Leslie Wojtowicz, Dina Wuornos, and Diana Ristamaki- CMJTS Annual Update
- 10:10am Sheriff Brian Smith
 a. SWAT JPA
 b. Boat & Water Agreement 2021-2022
 c. North Metro Animal Control Agreement
- 10:30am Public Comment**
 Telephone call-in number for public access: 1-408-418-9388
 Access Code: 187 987 6959
- 10:45am Randy Ulseth, Welia CEO - Welia Health Update

11:00am Erica Bliss, VSO- State of MN Cooperation Agreement

11:10am Denise Snyder, Liquor License Renewals

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. 2021 Budget Update
5. Clifton Larson Allen Engagement Letter for American Rescue Plan Consultation Request
6. Knife Lake Parcel C Update and Request to Lower the Price
7. I.S. Requests
 - a. Approval for invoice over \$1,000
 - b. Consideration of website address change
8. Policy Review: Revised Kanabec County Building Use Policy (A-103)
9. Consider Rescinding Resolution #13-5/5/20
10. Commissioner Reports
11. Future Agenda Items
12. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday June 1, 2021
9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
 - Staffing – Family Home Visiting Nurse & Home Health Aide
 - D2L/Brightspace for Learning Management System
 - See attached page 4-11
 - Coronavirus Update/Response Activities
4. KCCH First Quarter 2021 report page 12-25
 - See attached report
5. Financial Reports – see attached page 26-29
 - Trial Balance – March & April page 30
 - April 2021 Financial Report
6. Abstract Approval page 31-38
 - Action Requested
 - See attached Abstract and Vendor List
7. Other Business
8. Adjourn

Kanabec County Community Health/Timber Trails
Director's Report
June 2021

Community Health Report

Staffing:

Family Home Visiting Nurse – position was reposted and four people applied. Only three met qualifications, one withdrew her application and two were interviewed.

Home Health Aide – The first posting garnered no interest, so it was posted for another two weeks, closing on June 4.

D2L Brightspace for Learning Management System

The Regional Prevention Coordination grant funded through the MN Department of Human Services. We are funded on a reimbursement basis. The grant year runs from July – June. The total grant amount is being underspent due to several factors: 1. Departure of staff person at top of pay range, position was vacant for a period of time and replacement hired at a lower cost; 2. COVID-19 caused the cancellation of travel, face-to-face trainings and meetings, regional and state conferences; 3. Program supply costs were down due to inability to meet face-to-face and everything being held virtually. At least \$40,000 is estimated to be available to spend.

The Regional Prevention Coordinators proposed the purchase of a learning management system to offer synchronous and asynchronous substance use prevention training across the state. The cost of the 5-year contract for the Desire to Learn/Brightspace platform would be split between four of the Regional Prevention Coordinator Regions. The MN Department of Human Services has approved the proposal. This platform will allow several of the substance use prevention trainings to be offered online and in a hybrid format. This will broaden the reach to participants in Kanabec County as well as throughout the region and state. It will also reduce costs and travel burdens for participants by offering these trainings all or in part online.

Region 4 portion of the cost is \$15,000 which will be completely reimbursed by the RPC Grant.

- See attached

Additional training programs and opportunities that we would like permission to purchase:

1. Dr. Amit Sood's *A Digital Program* - We would pay to have 120 subscriptions (\$6,000). Participants have lifetime access to 4.5 hours of 3-5 min videos. We would promote this as soon as we pay for them.

Four-module SMART program offered as a self-paced online course.

[resilientoption.com](https://www.resilientoption.com)

Trainer – Dr. Amit Sood

Fee - \$50/participant

2. Dr. Amit Sood's *Stress Management and Resiliency Training (SMART)* - A live updated training. Session 1 & 2 are recommended to be 1-2 weeks apart. To be offered in the fall/winter.

A four-module immersion in the SMART program proven in over 30 clinical trials to improve resilience, stress, anxiety, happiness, wellbeing, mindfulness, and health behaviors.

<https://www.resiliencetrainer.com/our-solutions>

Duration – Two, 60-minute sessions

Presenter – Dr. Amit Sood

Fee - \$7500

3. The Leneker Team [Burnout Training](#) - 25 participant cohort max. We would have the RPC team, the new PCN and DHS participate. We were thinking of offering this shortly after all PCN coordinators are hired, as Burnout Prevention since there is so much in the first year.

30-minute phone call to prepare for training

Live facilitated training

Participant Workbook (Digital)
30-minute phone call to debrief training
Fee - \$3,000

Total cost for above trainings that will benefit substance use prevention staff across the state would be \$16,500. All have been pre-approved as eligible expenses by DHS and would be reimbursable by the RPC Grant.

COVID Vaccination and response grant funding:

As discussed in the May meeting, Kanabec County has available a COVID Grant of \$284,150 from 4/1/2021 – 12/31/2021. This grant is to help offset costs of vaccination and other COVID response functions. It is anticipated that the grant will be extended beyond 12/31/2021 and additional funding made available.

I would like permission to spend more than the current \$1,000 limit that the Board has set in relation to this grant funding. I anticipate costs may pop up and I will need to make a quicker decision than waiting to bring it before the Board for approval. I would ensure that all costs are eligible according to the grant guidelines so that all costs would be fully reimbursable through the grant. Perhaps the Board Chair could be contacted and give approval for costs that cannot wait for full board approval.

At this time I would like permission to purchase two 10 x 10 canopy/tents that can be set up for vaccinating off-site. The cost of each tent (waiting for quote) may be under \$1,000 each

Coronavirus information and response activities:

Information changes constantly. Current information will be provided at the meeting.

May 5, 2021

Melissa Perreault
MN Regional Prevention Coordinator
Region 1 – NW MN
c/o Polk County Public Health
P.O. Box 403
816 Marin Avenue, Suite 125
Crookston, MN 56716

Brian Miner
MN Regional Prevention Coordinator
Region 4 – E Central MN
c/o Kanabec County Public Health
905 Forest Avenue East
Mora, MN 55051

Sean Culhane
MN Regional Prevention Coordinator
Region 5 – SW MN
c/o Project Turnabout
P.O. Box 116
660 18th Street
Granite Falls, MN 56241

RE: MN Regional Prevention Coordinator Contract with D2L(Desire to Learn) / Brightspace

I have attached a copy of the final contract details between the MN Regional Prevention Coordinators and D2L (Desire to Learn) / Brightspace. This is a 5-year contract authorizing MN Regional Prevention Coordinators to use this learning management system to offer synchronous and asynchronous substance use prevention training.

Please provide this information to your financial staff at your fiscal host site. A formal invoice from the Parenting Resource Center in Austin, MN will be sent to you via email within the next 4-5 business days. This 5-year contract totals \$59,500 and will be paid to D2L in one lump sum. Your timely remittance is appreciated so that Parenting Resource Center can submit payment to D2L as soon as possible. Payment for this contract will be split among four MN RPC budgets as follows:

Melissa Perreault	RPC Region 1	\$14,000.00
Brian Miner	RPC Region 4	\$15,000.00
Sean Culhane	RPC Region 5	\$15,500.00
Paulette Clark	RPC Region 6	\$15,000.00
Total		\$59,500.00

Please contact me if you have any questions or need further information.

Kind Regards,

Paulette Clark, CPP
MN Regional Prevention Coordinator – Region 6

Attachments



Order Form

ORDER#	Q-31445	D2L Ltd.
ORDER DATE	April 27, 2021	210 West Pennsylvania Avenue, Suite 400A
OFFER EXPIRATION DATE	April 30, 2021	Towson, MD 21204

CLIENT

Minnesota Regional Prevention Coordinators ("Client")
105-1st St SE - Suite A
Austin, MN 55912
United States

ORDER START DATE	June 1, 2021	ORDER END DATE	May 31, 2026
CURRENCY	U.S. Dollar		

Pricing Summary

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Pricing Period	June 1, 2021 - May 31, 2022	June 1, 2022 - May 31, 2023	June 1, 2023 - May 31, 2024	June 1, 2024 - May 31, 2025	June 1, 2025 - May 31, 2026
Fees Due	June 1, 2021	June 1, 2022	June 1, 2023	June 1, 2024	June 1, 2025
Active Users	250	250	250	250	250
Software	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Services	\$9,500.00	-	-	-	-
Support	Included	Included	Included	Included	Included
Total	\$19,500.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00

Pricing quoted is in U.S. Dollar and does not include applicable taxes. Pricing is valid until April 30, 2021.
If Client exceeds its entitled use under this Order, overage fees shall apply.



Pricing Details

Services

Brightspace Core - Select Services (Corp)

Software

Brightspace Core

Support

Basic Administrator Support



Active Users Definition

Active User means a User Model that accounts for any person who logs in at least once during a Pricing Period as defined in an Order (or if not defined, any consecutive 12-month period from the Effective Date). For clarity, those persons who log into the Cloud Services for the sole purpose of providing or administering instruction will not be considered an Active User.

SPECIAL TERMS AND CONDITIONS

Notwithstanding anything to the contrary on this Order, all fees as shown in the Pricing Summary above shall be due on June 1, 2021.

This Order Form between D2L and Client may be accepted as a binding agreement under the terms attached hereto or under the terms of the applicable signed agreement between the Parties ("Agreement") if it is signed and returned. Unless otherwise indicated on this Order Form, all other terms of the Agreement remain in full force and effect. No modifications to this Order Form or supplemental terms provided on a PO or similar document will have any binding effect.

This Order Form is valid up to and inclusive of the Offer Expiration Date. D2L reserves the right to accept or reject any signed Order Form after the Expiration Date.

NOTICE INFORMATION

LEGAL NOTICE CONTACT

Name: Paulette K. Clark

Email: prevention@prc-austinmn.org

Phone: 507-509-9177 or 507-438-2115

105 1st Street SE - Suite A

Address: Austin, MN 55912

CLIENT BILLING CONTACT

Name: Paulette K. Clark

Email: prevention@prc-austinmn.org

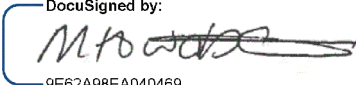
Phone: 507-509-9177 or 507-438-2115

105 1st Street SE - Suite A

Address: Austin, MN 55912

AGREED AND ACCEPTED

D2L Ltd.


By: 
9E62A98EA040469...

Name: Melissa Howatson

Title: CFO

Date: April 29, 2021 | 4:03 PM EDT

Minnesota Regional Prevention Coordinators

By: 
F3BE859C440C408...

Name: Paulette K. Clark

Title: MN Regional Prevention Coordinator - Region 6/SE MN

Date: April 29, 2021 | 1:21 PM EDT



THE INDIVIDUAL SIGNING IS AUTHORIZED TO BIND CLIENT



D2L Order Terms and Conditions

These terms and conditions, along with any document(s) signed or electronically agreed to by D2L and Client that accompany or reference these terms and conditions for D2L Services ("**Order**"), form the agreement ("**Agreement**") between the D2L entity signing the Order ("**D2L**") and the Client identified in the Order ("**Client**").

1. **Services.** D2L will provide the Services set out in the Order: "**Services**" means the applications made available to Client and/or any other material, duty, function or task D2L provides, facilitates, makes available or performs under this Agreement. D2L shall maintain, and shall see that its vendors maintain commercially reasonable administrative, physical and technical safeguards for the security, privacy and integrity of Client Data (as defined in section 7 below), which may include relevant certifications such as ISO 27001 and SSAE 16 SOC 1 and SOC 2. Client acknowledges that Client's use of Services will involve transmission over the Internet and other networks, only part of which may be owned or controlled by D2L. D2L is not responsible for any Client Data which is delayed, lost, altered, intercepted or stored during the transmission of any data whatsoever across networks not owned or controlled by D2L.

2. **Grant of Use.** Upon the start date listed in the relevant Order, D2L shall permit Client to use the Services in a non-exclusive, non-transferable, time-limited (revoked upon termination) manner as set forth in the Order by the specified number of users in the Order(s). Should Client not pay, D2L may terminate this Agreement. Client may use or access Services for its use only. No third party, other educational institution or business group or entity other than that identified in the attached relevant Order may make use of, or obtain access to, Services without a separate agreement. D2L allocates up to 500MB of storage space per user and may charge additional fees of no more than \$8.00USD per GB per year in excess of the allocated amount. D2L may review the Client's usage no more than twice a year for the purpose of ensuring compliance by Client with the terms of this Agreement. If such review reveals that Client's use of Services exceeds its permitted use, Client shall pay D2L's then-current fees and reasonable administrative fees.

3. **Warranty.** D2L warrants that the Services will (i) achieve in all material respects, the functionality described in the applicable documentation, and (ii) be performed in accordance with industry standards and with the same level of care and skill as D2L provides to similarly-situated customers. Except as set forth in this Agreement, the Services are provided "as-is", and D2L makes no warranties, representations, or guarantees, express or implied, oral or written, with respect to the Services. D2L does not warrant that Services are error-free. D2L makes no warranties of merchantability, fitness for a particular purpose (including Client's compliance with its statutory or regulatory obligations), or arising from a course of performance, dealing, or usage of trade. There is no such thing as perfect security, and D2L cannot guarantee or warrant the security of any data that D2L receives and stores. Client assumes all responsibility for determining if the Services are sufficient for Client's purposes.

4. **Confidentiality.** No party shall furnish **Confidential Information** (defined as technical, business, marketing, proprietary, trade secret, personal or other information in any form (e.g., oral, written, electronic)) to any unauthorized person or entity. No party shall be bound by confidentiality obligations if the Confidential Information (i) is required to be disclosed pursuant to court or regulatory order, provided that, where feasible, the owner of the Confidential Information is given a reasonable opportunity to limit the extent of disclosure; (ii) was already rightfully in its possession before the commencement of negotiations that led to this Agreement; (iii) is learned from a third party under no apparent duty of confidentiality and is not otherwise protected under law; or (iv) becomes part of the public domain other than as a result of a breach of this section and is not otherwise protected under law. If there is a valid Confidentiality Agreement ("**NDA**") in force between the parties, this section shall supersede and replace the NDA.

5. **Personal Information.** D2L shall not collect, use or disclose **Personal Information** (defined as any data, either alone or in combination with other information, by which a natural person can be identified or located, or that can be used to identify or locate a natural person) except to carry out its obligations under this Agreement. D2L shall limit access to Personal Information to those persons who require access in order to provide the Services hereunder. D2L shall handle Personal Information it receives from Client in accordance with applicable laws. D2L shall notify Client as soon as commercially practical of any inquiries regarding the collection, use or disclosure of Personal Information by D2L.

6. **Intellectual Property.** D2L or its licensors retain sole and exclusive ownership of and all intellectual property rights ("**IP**") in the Services, which include: tools, methodologies, questionnaires, responses, and proprietary research, data, requirements, specifications, and code generated in the course of performing the Services. The IP is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. D2L reserves its rights and interests in connection with the IP, except as expressly granted to Client pursuant to this Agreement. D2L does not transfer any title to or interest in its IP. D2L may render services to others and develop work products that are competitive with, or functionally comparable to, the Services. Client shall not make the Services available to anyone outside of Client without the prior written consent of D2L, except Client may share the Services with (i) its outside auditors and/or accountants, (ii) third parties who have signed appropriate confidentiality agreements with Client who are engaged by Client to review or implement suggestions or to further research the issues contained in the Services (provided such third parties are not competitors of D2L), and (iii) governmental or regulatory bodies as required by law. D2L shall not be restricted in its use of ideas, concepts, know-how, data and techniques acquired or learned in the course of performing the Services, provided that D2L shall not use or disclose any of Client's Confidential Information.

7. **Client Data and Branding.** Client owns and retains all right, title and interest to, or has appropriate possessory rights in any information, data, results, or other materials uploaded to or through the Service ("**Client Data**"). D2L makes no claim of title or ownership to or in Client Data. Client permits D2L to use Client Data to the extent required to provide and perform the Services under this Agreement. D2L will comply with Client's branding guidelines where Client engages D2L to create a Client-branded offering of Services, and Client grants D2L non-exclusive, worldwide permission to use its logo and branding for the sole purpose of creating, distributing and maintaining for Client a Client-branded version of Services. D2L will not use Client's logo and branding for any other purpose except as set out in this Agreement without the express written consent of Client. If Client provides D2L with materials owned or controlled by Client or with use of, or access to, such materials, Client grants to D2L all rights and licenses that are necessary for D2L to fulfill its obligations hereunder.

8. **Restrictions.** Except as permitted by this Agreement, Client shall not: (i) attempt to decompile, disassemble, modify the source code of, or reverse engineer the IP; (ii) use, reproduce, transmit, modify, adapt or translate the IP; (iii) rent, lease, license, transfer, assign, sell or otherwise provide access to the IP on a temporary or permanent basis; (iv) use or cause or allow a third party to use the Services in any way to develop competing products or services; (v) alter, remove or cover proprietary notices in or on the IP. Any default in Client's obligations under this section may cause irreparable harm to D2L. If Client takes or threatens any action that may infringe on D2L's IP rights, D2L may seek injunctive or other equitable relief in addition to any damages to which D2L may be entitled.



9. **Support.** Support services are set out at <https://www.d2l.com/legal/d2l-support-schedule/> and are coterminous with this Agreement.

10. **Service Levels.** D2L will use reasonable commercial efforts to make the Brightspace Learning Environment available at least 99.9% of the time. Unavailability of the Services ("**Downtime**") may result in service credits under this section. Scheduled outages, maintenance windows, and other outages resulting from events beyond D2L's control are not included when calculating Downtime. Client shall report incidents to D2L Support that it considers Downtime immediately, but in no event later than 24 hours from when Client became aware of, or reasonably should have become aware of, the occurrence; failure to do so shall disentitle Client to any credit for that incident under this Agreement. In reporting, Client shall provide D2L sufficient information to investigate and classify the incident, including: date, duration, and description of occurrence. D2L shall investigate and reasonably classify any reported outage/occurrences Downtime. In making its classification, D2L shall rely solely upon its own statistics software and monitoring equipment.

11. **Downtime Credit.** If after investigation and classification, D2L determines that Downtime during a calendar month was such that availability fell below the level stated in this section, Client may claim a credit on cloud hosting ("**Cloud Services**") fees during the relevant calendar month, calculated on the following basis:

Availability (x = Availability)	Client credit
99.9% <= x	N/A
99.5% <= x < 99.9%	1% of Client's Cloud Services fee for that calendar month
99% <= x < 99.5%	2.5% of Client's Cloud Services fee for that calendar month
98% <= x < 99%	5% of Client's Cloud Services fee for that calendar month
x < 98%	10% of Client's Cloud Services fee for that calendar month

For the purposes of calculating downtime credits for which Client may be eligible under this Agreement, the Cloud Service Fees for each calendar month shall be 1/12 of 20% of all annual Software fees for the then-current contract year. For clarity, Support Fees are not included in the Software fees if Support is priced separately. Any credit so determined may only be applied against subsequent Cloud Services fees invoiced for the next annual period and shall be Client's sole remedy if that Availability falls below the level stated in this section; provided, however, that if this Agreement or the relevant Order is terminated or expires such that the entire credit cannot be applied for Client's benefit, D2L shall promptly refund such amount to Client.

12. **Indemnification.** D2L shall defend Client from any direct costs, expenses, damages, judgments or settlements incurred because of an action or claim by third parties alleging that Client's use of the Services is an infringement of copyright, patent or registered trademark rights of a third party, but only if Client (i) promptly notifies D2L in writing of any claim; (ii) allows D2L to control the defense or settlement of the claim; and (iii) takes no action that, in D2L's reasonable judgment, impairs D2L's defense of the claim. This indemnity shall not apply to the extent that D2L is prejudiced by Client's delay or failure to notify D2L of a claim, or to the extent that the infringement claim results from (a) Client's unauthorized modification to the Services (b) Client's failure to install an update that would have avoided the claim; (c) the combination of the Services or deliverables with third party products where the third party products are not provided under this Agreement; (d) D2L's compliance with specifications furnished by Client; or (e) use of the Services or deliverables in a manner that is not in accordance with the documentation or applicable law. If a claim arises, D2L may (x) substitute equivalent non-infringing Services; (y) modify the Services so that they no longer infringe but remain functionally equivalent; or (z) if neither (x) nor (y) is reasonably commercially feasible, cancel the Agreement and refund any unused pro-rated amounts to Client. This section states the entire liability and obligation of D2L regarding infringement claims.

If a third party claims that any part of the Client Data infringes a copyright, patent or trademark or other intellectual property right of a third party, or there are third party claims arising out of Client's use of the Services in breach of this Agreement, Client will defend D2L against that claim at Client's expense and pay all costs, expenses, damages, and attorney's fees, provided that D2L: (i) promptly notifies Client in writing of any claim; (ii) allows Client to control the defense or settlement of the claim; and (iii) takes no action that, in Client's reasonable judgment, impairs Client's defense of the claim.

13. **Liability Limitations.** Except for (i) a party's indemnification obligations in section 12 or (ii) Disruptions as defined herein, a party's maximum aggregate liability for damages, costs, losses or expenses provided pursuant to this Agreement, in contract, tort or otherwise is limited to six (6) months of fees paid under the relevant Order under which the claim arose. Limitations on D2L's liability as stated shall in this section shall extend to its third party licensors. The liability limitation is commensurate with the consideration paid under this Agreement. Neither party is liable for indirect, consequential or incidental damages, including loss of revenue, profits or data, even if the other party had advised of the possibility of such damages. Client is responsible for the Client Data and the content of its and its user's transmissions, including Client Data, over D2L's network. Client agrees that it and its users will not cause a "**Disruption**" defined as use of the Service for illegal purposes, to infringe the rights of a third party, or to interfere with or disrupt the Services, including distribution of unsolicited communications or chain letters, defamatory, libelous or offending content, propagation of computer worms and viruses, and unauthorized use of the network to enter, or attempt to enter, another system. If a Disruption occurs, D2L may, in its reasonable discretion, immediately remove the Disruption, disable the



mode of communication, suspend Client's and/or its user's access to the Services or terminate this Agreement, and Client is liable to D2L for claims arising from Client Data or any Disruption.

14. Payment Terms and Taxes. Client shall pay fees and rates as specified in an Order. Unless otherwise agreed, payment is due within 30 days from Client's receipt of invoice. The number of users purchased according to the Order shall be the billable minimum number of such users for the term of the Agreement unless otherwise mutually agreed. Overdue amounts not subject to a good faith dispute may incur interest charges at a rate of 1.5% per month or 19.56% APR. All fees and rates stated in the Order do not include taxes of any kind, which taxes shall be added to Client's invoices and paid by Client. Client is responsible for payment of all applicable taxes and duties resulting from this Agreement, including any later tax assessments, except for taxes based on D2L's net income. If applicable, Client shall withhold any amounts owed under the applicable tax laws and regulations in force as of the date of payment and pay all applicable withholding taxes; in connection with the foregoing, Client agrees that it shall increase the amounts payable to D2L so that after making all required deductions for withholding, D2L receives an amount equal to the sum it would have received prior to the calculation of any withholding taxes. D2L may accept payment from any entity without accepting that entity as Client and without waiving any provision against assignment. D2L may accept partial payments for amounts due without waiving its right to payment in full of all outstanding amounts. Annual Fees for any renewal period shall have an annual increase of 5% applied unless otherwise indicated on the applicable Order.

15. Orders. Optional Products and Services set out on an Order and any other D2L offerings not on an Order may be subject to additional terms and conditions. Optional Products may have associated support costs. Travel and per diem expenses are not included in Consulting or Training fees and per diem and actual travel costs and will be billed to Client upon completion. The number of users purchased according to an Order shall be the billable minimum number of such users for the term of such Order, and the Order is binding for the entire term unless otherwise stated.

16. Analyses. To deliver, develop, test and improve the Services required under this Agreement and provide to its clients generally, D2L may collect, store, analyze, and interpret data elements acquired by, associated with, or provided in the use of the Services ("**Analysis**") All individual data elements of the Analysis are property of their respective owners. All usage data related to performance or use of the Services and algorithm, computational, or cumulative results of the Analysis are wholly-owned by D2L. In the event Client wishes to access or generate any computational or cumulative results from Client Data using certain Services with analytic capabilities, additional fees may apply for such additional Services.

17. Term and Termination. This Agreement shall continue until all Orders expire or are terminated as set out in this section ("**Term**") or may be terminated as specified elsewhere in this Agreement. This Agreement may be terminated by either party if the other party materially or repeatedly (which in the aggregate is material) defaults in performing its duties or obligations under this Agreement for a period of 30 days after written notice is given to the defaulting party, unless the default is cured within the 30-day period. On termination, all rights and obligations of the parties cease except as set out in this section. Client shall return all copies of documentation and other materials to D2L within 30 days of termination. D2L will delete or destroy Client Data residing on D2L networks upon termination. Prior to termination, Client may use certain export tools within the Services to allow Client to export course content materials in a standard packaged format as well as to export grades and other specific data elements in the Services. If Client requires additional support, D2L shall provide such data export services for a fee on a time and materials basis under an Order. The Confidentiality, Intellectual Property, Restrictions, Indemnification (to the extent the claim arose before the relevant Order was terminated), Liability Limitations, Payment and the General sections shall survive termination of this Agreement, regardless of the reason for the termination.

18. Renewal. Unless and until either party notifies the other of its intent to terminate or modify this Agreement at least 60 days before the end of the then-current Term, at the end of the Term, this Agreement along with any annual fees listed on any Order made under this Agreement and in effect at the end of the Term shall be extended for additional consecutive terms equal in duration to the period between the Order start date and Order end date as set out in the initial Order made under this Agreement, but in no event shall be less than one year unless otherwise agreed in writing between the parties (each, a "**renewal term**"). Pricing and the terms and conditions in this Agreement are commensurate with the term length, number of users and Services selected under an Order. D2L may increase the pricing and/or alter the terms of this Agreement in any renewal term if Client requests changes to the term length, number of users and/or Services selected for such renewal term.

19. General. All notices shall be in writing and delivered (a) by hand, (b) by registered mail, postage prepaid, return receipt requested, (c) reputable overnight delivery service, or (d) by email, provided that the sender retains proof of successful transmission. All notices shall be deemed effective upon receipt. Notices shall be sent to the names, addresses and numbers set out in the Order. All notices to D2L shall include a copy to Legal Department, D2L Corporation, 151 Charles Street W., Suite 400, Kitchener Ontario N2G 1H6, Canada, or, if sent by email, to Legal@D2L.com. If a party cannot perform any of its obligations under this Agreement because of natural disaster, actions of governmental bodies, strikes, lockouts, riots, pandemics or public health emergencies, acts of war, communication line failures, power failures, hardware failure, hacker attacks, existence or repair of software bug/virus/worm, fires or similar events or circumstances outside that party's control, the party who cannot perform shall promptly notify the other in writing, and shall do everything reasonably possible to resume performance. Upon receipt of notice, and except for payment-related obligations, all obligations under this Agreement are immediately suspended for as long as the circumstances exist. Client's delays may affect D2L's ability to perform Service under an Order. If D2L is unable to perform any material portion of the Services due to Client's unreasonable and persistent delays, D2L shall notify Client and, if Client is unable or unwilling to remedy the delays within 30 days from notification: i) all fees and related charges under the Order become due and payable and D2L may immediately invoice for such fees and, ii) D2L's obligation to perform such delayed Services shall terminate. This Agreement is governed by the laws of Maryland without regard to its conflict of laws principles. No party may assign, including by operation of law, its rights or obligations hereunder, except to an affiliate of or successor by operation of law to D2L, without the prior written consent of the other party, such consent not to be unreasonably withheld. No amendment, modification, termination or waiver of any provision of this Agreement is effective unless it is in writing and signed by both parties. Any waiver or consent shall be effective only in the specific instance and purpose for which it was given. Terms or conditions that Client purports to include in a purchase order or similar instrument are void and of no force and effect. If a court declares void or unenforceable any term of this Agreement, the remaining terms and provisions of this Agreement shall remain unimpaired and the invalid term shall be replaced by a valid term that comes closest to the intention underlying the invalid term. Neither party is an agent, employee, partner, joint venturer or legal representative of the other, and D2L is an independent contractor to Client. Client agrees that D2L may use Client's name and logo in D2L's marketing communications. Client agrees to cooperate with D2L to serve as a reference account upon D2L's request. These Terms and Conditions shall supersede the provisions of an Order, unless the Order refers to the provision of the Terms and Conditions it supersedes. This Agreement contains the entire understanding between the parties with respect to its subject matter. All prior agreements, representations, inducements and negotiations, and any and all existing contracts previously executed between the parties with respect to this subject matter are superseded hereby.

Kanabec County Community Health
Report to County Board
January – March 2021

Major Highlights

COVID response continues to take up the majority of the Director's time as well as that of numerous staff. The Public Health response is being conducted by the Department Operations Center made up of the Incident Commander – Public Health Director, Planning Chief – Kate Mestnik, PHEP Coordinator, Public Information Officer(s)/Public Education – Patti Miller, Lori Swanson; Lead Case Investigator, Ashley Berg, Vaccination Leads – Elsa Ring, Autumn Olson, Renee Petersen and Farrah Gajewski in general support. Each of these staff have played and will continue to play an integral role in the COVID response.

Activities include (but are not limited to):

- Responding to community complaints about noncompliance with mandates
- Providing businesses education and support around the importance of compliance with public health mitigation measures
- Continued public messaging and dispelling of misinformation
- Providing technical assistance on COVID plans for community events
- Providing information and support to the education systems
- Planning for and conducting COVID vaccination clinics
- Conducting Case Investigation and Contact Tracing
- Assisting County Departments with COVID related questions – mostly around COVID Exposure/Isolation/Quarantine
- Participating in local, regional and statewide calls/groups

I made this statement in my previous quarterly report and it is even truer now.

There is truly a very skilled and dedicated team working on the COVID response and also those maintaining services for those who need them. The community is very fortunate to have them working on their behalf. It has been very difficult and often thankless work and I could not be more proud of the team!

Audits/Reporting

- Preparation for the Home Care Cost Audit (scheduled for April) is underway
- Work on the annual fiscal and staffing reports underway (due to MDH April)

Strategic Plan / Community Health Assessment / Community Health Improvement Plan

The strategic plan, community health assessment and community health improvement plan continue to be worked on as time permits (very little).

Trends

- It has become more difficult to hire nursing and home health aide staff. In the nursing realm, we are in competition with hospitals which typically have higher pay. Home Health Aides are looking for full-time, benefit eligible work which we cannot offer.
- Recruitment for the Family Home Visiting programs has been more difficult during the past year. We are hopeful that when in-person visits return, staff will be more successful with recruitment. We will also need to visit with referral sources again to encourage referrals to the programs.

Thinking Ahead

- Kanabec County Community Health (KCCH) continues to work with Welia Health to vaccinate the community. Clinics as large as 1,100 people have been very successful. In January-March, Public Health completed 1,460 vaccinations to the priority groups as set forth by the MN Department of Health. This included 860 -1st dose vaccinations and 600 - 2nd dose vaccinations. KCCH partnered with Welia Health to provide an additional 6,009 vaccinations during the same period of time. This included 4,218 – 1st doses and 1,791 – 2nd doses. We will be working to plan future roll-out of vaccinations to different priority groups including youth.

Concerns and Challenges

- Home Care has seen an improvement in revenue capture but our case mix which is heavier in MA, VA, and Waiver makes it difficult to reach revenue projections.
- As Welia moves to privatization and changes their tax identification number, it is anticipated that it will cause some issues with our pay sources as they have had a difficult time understanding that yes we have the same tax id but we are separate and provide different services. It will be critical to work closely with Welia Health as they make the change of their tax identification number to ensure that it is communicated to the various insurance companies that KCCH will continue to provide services under the current tax identification number. I am concerned that we will have a disruption in some contracts that will need to be resolved.
- At the end of this quarter we are seeing an increase in the number of residents testing positive. The age of positive cases is trending younger and includes more school age children.
- A large percent of Kanabec County residents are not choosing to be vaccinated.

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

Family Health

Reporter: *Ashley Berg, Family Health Supervisor*

A. Major Highlights

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

- WIC participation has slightly decreased (down 7) during the 1st quarter of 2021. WIC served an average of 460 participants/month during 1st quarter.
- Per stated Federal/State guidelines, all WIC appointments were completed by phone or telehealth during 1st quarter and this will continue until 30 days after the public health state of emergency expires. At this time, there is no information from the USDA as to whether it will be extended or terminated.
- Efforts to increase participation rates and numbers continue: WIC staff are educating participants on the Minnesota My WIC App and assisting them to install this on their phones to receive appointment reminder messages. WIC staff continues to call all missed appointments to reschedule them. Reminder phone calls are also made to scheduled WIC appointment the day before.
- Prenatal clients continue to receive PHN assessments and breastfeeding support with their WIC appt.
- The WIC coordinator continues to participate in the East Central Breastfeeding Coalition and currently serves as the Chair.
- Families are thankful to participate over the phone and not risk COVID-19 exposure in office.

- We recently applied for an infrastructure grant from the Minnesota WIC program. These funds are in anticipation of reopening our clinic. If approved, we will purchase new office chairs and baby scales with these funds.
- On March 11 President Biden signed into law the American Rescue Plan Act (ARPA) of 2021. This legislation included a provision for USDA to temporarily increase the Cash Value Benefit (CVB) in WIC for fruit and vegetable benefits to women and children participants to \$35 per month. (Normally this benefit is 9.00 for children and 11.00 for women) The increase will be in effect June through September.

Family Home Visiting Programs:

- The Family Home Visiting Community Advisory Group (CAG) did not meet this quarter due to COVID and scheduling difficulty. Meetings are generally held quarterly. There is a meeting scheduled for April 12th at 9am and July 12th at 9am.
- Ashley, the Family Health Supervisor, completed the MECOSH training this quarter and is now certified to see families.
- Healthy Families America Program remains accredited through 12/2021, however we are hoping to discontinue this program by the end of September 2021 and transition any remaining clients to MECOSH.
- 0 Nurse Family Partnership & 1 HFA graduations celebrated 1st quarter
- 1 new family enrolled in EBHV(Evidence Based Home Visiting), MECOSH
- 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 1st quarter. All responses in regards to the Hepatitis A outbreak continue to be on hold per MDH in order to better respond to COVID-19.
- 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.
- Child & Teen Check-up outreach efforts are a focus, locating and encouraging preventive care for children on MN Health Care Plans.
- 0 C&TC screen was completed 1st quarter.

SCHA Community Connector (Kanabec):

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

Other Family Health Activities and Highlights:

- Family Health Nurses assist with Early Childhood Screens in local schools, one took place at the end of March. The WIC coordinator/nurse, Ellie, participated in this event. It was successful and

she enjoyed seeing many of the families that she has for WIC that she hasn't seen since due to WIC appointments not being in person.

- Family health team is involved in CQI learning collaborative with MDH. Currently the Continuous Quality Improvement learning collaborative through MDH is on hold due to the shift in duties for MDH staff in response to COVID-19. MDH staff are slowly returning to some of their pre COVID duties and the next CQI meeting is expected to be held in April.
- Kanabec County Family Health continues to have a presence on Facebook and Instagram in an effort to outreach and raise awareness of services.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly. During 1st quarter this was completed through newsletter mailings and phone calls with the community.
- At least weekly COVID clinics are being held and the Family Home Visitors have been the primary source of vaccinators from Public Health. This has been a great collaboration with Welia Health.

B. Thinking Ahead

- Maintain HFA accreditation- adhere to policies and procedures as best as possible until program is dissolved.
- Complete training for all family home visitors for the MECOSH (pronounced MESH) evidenced based family home visiting program.
- Begin actively enrolling more MECOSH families in the EBHV, our goal is to have over 50 families enrolled to maintain our current EBHV grant funding.
- 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
- Family Health team continues to develop ideas for how to connect with referral sources during this ongoing pandemic and physical distancing.
- Family Health team continues to develop ideas and plans for potential COVID vaccination clinics and what they will look like.
- 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 of COVID and staff burnout
- Continue conversations with Recovering Hope in an effort to best collaborate to serve this at risk population; they are beginning to look into returning to in person visits.
- Continue to promote Public Health Services through an ongoing presence on social media and updating outreach material as needed.
- 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.
- Interviewing and hiring a new family home visiting nurse.

C. 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: increase stress on staff and clients due to uncertain circumstances, majority of visits taking place virtually, shift in roles with the loss of staff and introduction of COVID vaccination clinics, and technology requirements for virtual visits.

D. 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, car seats, infectious disease, mental health, multiple Convene Trainings and various other continuing education trainings.
- Other selected meetings that have been attended to 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. Many, if not all, have been completed through Zoom, Webex, and/or other online platforms.
 - 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)

E. Numbers Served

- Total families seen in Family Home Visiting programs during this quarter=57 distinct families with a total of 138 nursing assessments completed.
 - HFA= 8 families visited with 32 assessments
 - NFP/MECSH= 13 families visited with 58 nursing assessments (10 are telehealth)
 - TANF=5 families visited with 13 nursing assessments completed
 - MCH infants and children= 0 family visited with 0 assessment completed
 - MCH prenatal AND postnatal=28 prenatal assessments 4 postnatal assessments
 - MCH Special Needs=3 visits completed with 2 families
- 7 families provided with car seat education
- 0 lead screens completed
- 1 UBV completed
- 460 WIC families served (average monthly participation for the past three months)
- 1 Dental varnish completed

Adult Health- Home Care, Case Management, and Public Health Nurse Clinic

Reporter: Farrah Gajewski, RN, Adult Health Supervisor

Highlights

Home Care

- 467 Home care visits were completed (Up 55 from last quarter)
 - 423 were visits made with a pay source of AC, MA, VA, EW, etc (Up 53 from last quarter)

44 were Medicare visits (Down 96 from last quarter)

0 SCHL med recs (Same as last quarter)

Throughout the quarter we served approximately 70-82 clients in their homes. This is about the same as last quarter.

- There were a total of 36 referrals (up 10 from last quarter). Of the 36 referrals, 4 were refusals (same as last quarter) and 32 were open to home care (up 10 from last quarter). We are currently at an 88.9% open rate (this is up 10.4% from last quarter). We surpassed our goal of 85% by 3.4%.
- There were 986 HHA visits. This is down 53 visits from last quarter.
- 486 hours were completed for homemaking. This is up 36 hours from last quarter.

Public Health Nurse Clinic

147 foot care visits, 35 cancellations or no shows from the clients. Foot clinic visits are up by 60 visits for this quarter.

There were 39 medication set up visits and 3 cancels. The amount of visits is up by 1 and the amount of cancellations is the same.

Case Management

- Care coordination visits: 1.25 (Down 2.75 from last quarter)
- Nursing Home Care Coordination Hours: 34.75 hours (Up 5 hours from last quarter)
- Care Connector: 96.75 hours (Down 9.75 hours from last quarter)
- Case Aide: 194 hours spent on client specific billable hours (Up 20.25 hours from last quarter)
- MnChoices Assessments: 22.5 hours (Up 5.75 from last quarter)
- MnChoices Re-assessments: 19.5 hours (Up 3.25 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 79.5 hours (Up 9.25 from last quarter)
- MnChoices service coordination, time invested prior to assessment: 20.25 (Up 18 hours)
- Care Coordination Indirect, coordination time in the office-billable: 679 hours (Up 90 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 14.75 (Down 26 hours from last quarter)
- PAS completed: 9.75 (Up 2.25 from last quarter)
- Service Coordination, client specific and general: 145 hours (Down 20.5 hours from last quarter)

Challenges and Concerns

Home care:

COVID has continued to challenge all home care staff and their clients. Some nurses and home health aides were quarantined which created a sense of being short staffed. However, all nurses and all home health aides assisted in covering shifts for all who were out.

We have also had some challenges around vaccine hesitancy with some staff. We feel as if it is very important that our care takers are vaccinated since they are caring for our vulnerable population.

We have also reached our full capacity for our home health aides and their schedules. We are in the process of hiring another home health aide to better assist our community with their needs.

Case Management:

COVID has also continued to be a challenge in case management. Since we are no longer going into people's homes for assessments, it creates many challenges for our case managers and clients. Some challenges include,

verbal communication and inability to assess body language. Our staff has done an excellent job with communication to prevent the barrier challenge from getting worse.

We hired a new case manager which has been a challenge due to the training process. We have been working on improving the training process.

Public Health Nurse Clinic

COVID still continues to be a concern for foot clinic and med set clinic. We have had some last minute cancellations due to illness.

Trends

It appears we are starting to make small strides to increasing our numbers in all areas of Public Health. We will continue moving forward now that we are fully staffed and able to take on more clients.

Thinking Ahead

Home Care:

We will be fully transitioning our nurse to full Home Care in May. We will then be able to take on more home care clients. We also received approval to hire another HHA as they have been over their hours numerous months in a row. We will also be able to accommodate more clients for home health aide and homemaking services.

Case Management:

We were told when the SCHA audit will take place. It is scheduled to take place 6/9/2021-6/21/2021. Our case managers and our case aide continue to perform small but significant internal audits to ensure we are fully prepared for the audit.

Our new Case Manager is now able to take on clients independently with minimal assistance. This will help even out our caseloads and allow for more work/life balance for our case managers.

Public Health Nurse Clinic:

We will be adding time slots back in to our nurse clinic days. This will allow for more flexibility for clients to come in and we will be able to accommodate additional community members who need our services.

Updates

We will be hiring a HHA to accommodate our clients with our services.

Training/TA Conducted/Provided

Home Care:

Home Health Aides receive monthly education to ensure they are meeting the requirements for their license and their job description.

Case Management:

New trainings will begin as we are moving into MNChoices 2.0. They are expected to be assigned within the first couple of months of 2021. The MNChoices 2.0 will begin 9/2021.

Public Health Nurse Clinic:

None

Training Attended

Home Care: HHA- Monthly training; Supervisor training will be held in September, 2021.

Case Management: Erika- SCHA training and new hire training

Public Health Nurse Clinic: none

Charts/Numbers Served

Home Care:

We are currently serving an average of 70-82 home care clients per month. The payers of the home care clients include: self-pay, medical assistance, Medicare, VA, Medicare Advantage Plans, and some private insurance companies. We currently have contracts with the following companies: Blue Cross Blue Shield, Health Partners, Humana, Medica, Optum-VA, Preferred One, SCHA, and UCare.

Public Health Nurse Clinic:

We are currently serving 160 clients. This includes clients that we serve through medication set up and foot clinic.

Case Management:

Our case managers currently serve approximately 221 clients.

- Ability Care: 17
- Single care: 51
- Nursing Home Clients: 21
- AC: 8
- CADI: 33
- PCA only: 13
- EW SCHA: 65
- EW: 13

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

Numbers Served

Currently PiHL is working with **43** partners. The CLT met via Webex on March 18, 2021 with **3** members and **3** SHIP staff.

Training/TA conducted and attended

SHIP staff participated in and conducted the following:

January:

- Remote Work: How to Maintain a Cohesive and Healthy Company Culture from your Living Room
- Beyond Loneliness and Social Isolation: The Importance of Connectedness
- #StayConnectedMN Training Webinar
- Health equity & community engagement session
- Isanti substance abuse prevention & recovery coalition meeting
- Resetting the food system webinar

- Mental Health- wellbeing & resilience learning community
- Tobacco free grounds Webex with ANSR and ALA

February:

- Blazing Trails” Food Regulations Training Food sustainability webinar: “Fall in love with your food”
- Commercial tobacco treatment & policy- why it matters
- Barriers to accessing healthy food assistance during the pandemic
- Tobacco data briefing (MDH)

March:

- Equitable & effective enforcement of smoke free public housing
- Tobacco Point of Sale grantee call
- Physician/Healthcare worker burnout & mental health
- Tobacco use & recovery among individuals with mental illness or addiction
- Mental Health – wellbeing and resilience learning community

Major Highlights

- Partnering with Farmers Markets that are considering the use of EBT/SNAP this upcoming 2021 market season
- Approved 4 mini-grant applications from partners for a farmer’s market banner, water filtration system, community garden expansion supplies, and a portable radar speed sign
- The first quarterly report for this year was submitted and approved by MDH

Thinking Ahead

- Mini-grant applications will continue to be accepted from partners
- Tobacco audits have been scheduled for July 19-21 and August 9-11, 2021 for all four counties at all licensed establishments
- An online platform is being designed for workplace partners to utilize for sharing ideas, documents, and resources.

Challenges

- All four SHIP staff worked at the COVID-19 vaccine clinics that made it challenging to put as much effort into SHIP activities.

Regional ATOD Prevention Coordinator - Brian Miner

Quarterly Report January – March 2021

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.

Brian 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:

Brian continued his onboarding and orientation via online meetings, phone calls and emails with DHS, RPCs, MPRC, Supervisor Kathy Burski and the Kanabec County Information Systems Department. He has spent time getting familiar with the expectations of the upcoming State Positive Community Norms Grant, Request For Proposals, and has been promoting it within the region.

Brian is also continuing to develop relationships with existing youth Alcohol, Tobacco and Other Drug (ATOD) prevention coalitions in the region and offering support in their efforts.

Trends:

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

Thinking Ahead:

Many schools in the region are exploring the variety of learning models to best fit their COVID-19 exposure prevention plans. Youth workers are looking for ideas on how to engage students based on the model they will be using.

Concerns/Challenges:

COVID-19 precautions remain a challenging obstacle for coalitions to navigate as they try to engage youth in ATOD Prevention. Many are finding it difficult to engage youth via online formats, and some are beginning to make plans for the eventual return to in-person learning. Many coalitions are also struggling to keep their community partners engaged in online formats. Many coalitions' members are preoccupied with COVID vaccination efforts and treatment, and some have members still on furlough from their positions.

As a part of the MN Tobacco21 legislation, changes were made to the policy on youth possession and use of tobacco products. Youth will no longer receive citations for the possession and use of tobacco products. The focus will now be solely on tobacco retailers and those who have provided the tobacco products to the youth. Schools are now looking for resources on how to handle youth possession and use of tobacco on school properties.

Trainings attended:

- January 19th, & February 2nd – Ethics, Training of Trainers (Virtual)
- February 11th – Let's Talk, Science of the Positive Session 2 (Virtual)
- March 11th – Equity in the SPF Toolkit (Virtual)

Patti Miller, Health Promotions Coordinator

*Substance Abuse Coalition of Kanabec County (SACK) and Northern MN Suicide Prevention/CTL
COVID-19 Department Committee/PIO*

Overview:

The Substance Abuse Coalition of Kanabec County (SACK) continues to meet monthly via Webex and beginning in September, also in person. 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.

The COVID-19 KCCH Department Committee (DOC) has two Public Information Officers, Lori Swanson and myself. We work collaboratively to help with public education and messaging both internally and externally.

Highlights:

January 2021

SACK Activity:

The coalition has been strategically working through the process to determine how engaged the community is with substance use prevention, perception and knowledge.

Due to increased level of COVID-19 vaccination involvement the coalition duties have been limited.

Crisis Text Line Activity:

Crisis Text Line Coordinators continued to work on strategies to reach community members and school districts with trainings, promotional material, and other suicide prevention measures. Coordinators have been working through new additions to budget items, creative planning ideas for next year and alternative ways to reach our target audience.

COVID-19 PIO Activity:

Vaccine messaging, scheduling, and clinic information was developed, shared, and continued to be adjusted. The Kanabec County Community Health Facebook page has been an important piece of messaging clinic dates, locations, and for additional ways for citizens to contact us.

February 2021

SACK Activity

The SACK Coalition did not meet in February because of the abundance of time spent working on COVID-19 vaccination clinic planning.

Crisis Text Line Activity

Mora Public Schools finalized plans to have the teen Mental Health First Aid course taught in each of the 10th grade Health classes.

Creation of social media posts and online resources.

COVID-19 PIO Activity:

Continued vaccine messaging both internally and externally. Working on vaccine hesitancy and disinformation that is often times easier shared than factual information. Clinic activity has increased with individuals needing to reschedule, cancel, and/or find out how others they know can get vaccinated.

March 2021

SACK Activity

The coalition met to review the survey data that was sent to community members and coalition members about their perceptions and ideas about substance use prevention and mental health taking place in Kanabec County. Further discussion about next steps include contacting individuals for 1:1 interviews.

Crisis Text Line Activity:

Crisis Text Line Grant Coordinator announced that additional funding would be made available for partners interested in mini-grants, Social-Emotional Learning type projects and additional resources for purchasing things that regional coordinators may need. We were able to purchase some additional office supplies and pay for all the training material for the teen Mental Health First Aid classes. Mini-grant information was sent to our partners and school districts in the 7E region.

COVID-19 PIO Activity:

Continued work on creation and messaging, both internally and externally. Working collaboratively with Welia Health to find ways in which to serve the community and increase our vaccination rates. Working with local radio stations, newspaper, and outlets to deliver messaging about the COVID-19 vaccine was a top priority.

Thinking Ahead:

Our partnership with local law enforcement and the National Drug Take Back day continued once again. We developed a drive thru system and held our 4 hour event in the Jail parking lot. We collected 373lbs of unwanted, expired, or unused medication.

SACK Coalition work will increase with the decrease in time spent on COVID-19 vaccination efforts.

Recovering Hope Treatment Center is interested in applying for a mini-grant through Crisis Text Line to host a Mental Health event in May.

Social media continues to be a positive way to connect with the community with COVID and other public health messaging. The Facebook account currently has 1500+ likes and followers. Often times our messages are shared by those that like our page, which allows us to reach even more people.

Trainings/Events Offered to Community:

teen Mental Health First Aid was started in March and will be completed in April for 10th grade students in Mora. The National Alliance on Mental Illness is hosting online trainings for partners and community members through the Crisis Text Line grant.

Trends

Drug trafficking has seemingly gone back to some normal standards which has increased the quantity of supply in most areas and effectively lowered the cost to purchase illegal substances. The East Central drug task force has been busy making busts – meth, opioids/synthetic opioids have been the main substances.

The legalization of marijuana is being brought to the state of MN house where it is expected to pass but it is currently NOT expected to pass in the senate.

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

Major Highlights

- First shipments of vaccine were received by KCCH and dispensed to priority populations as defined by MDH.

Activities

- COVID-19: Activation of the Incident Command System and subsequently the Kanabec County Emergency Operations Center – Community Health Facilitates meetings
 - Every other week: 06.25.2020 – 03.04.21
 - Monthly: 03.04.21 – Present
- Continue Departmental Operations Center Meetings to between 3 and 4 meetings a week
- January:
 - Vaccine offered to ALL identified community priority groups! Leader in the region!
 - Schools are given more control over the decision of what learning model to implement – LPH continues to be a resource of community transmission but is no longer a “heavy factor” in the decision, but rather the level of school transmission to make the decision
 - 65+ Vaccination Clinics began
- February:
 - Vaccinating School Staff – earlier than surrounding counties

- Community Clinics really ramp up – begin incorporating second doses!
- Quarantine guidelines change for those fully vaccinated – no longer required if 2 weeks out from second dose!
- Business and event outreach continues – fishing contests, Vasaloppet, etc.
- March:
 - Seeing a surge in cases among persons under 65, including youth previously less affected. (Variant presence within the community is a concern – unknown what protection vaccine offers)
 - Messaging strategies – CODE Red Notification to all KC Landlines informing of the 65+ vaccine availability; trying to get as many vaccinated as supply allows as quickly as possible to reduce community transmission
 - J&J now available making dispensing at clinics more complex but have developed a process to ensure right dose gets to those being vaccinated

Thinking Ahead

- Planning for community vaccination clinics in cooperation with Welia Health – opening to younger than 18
 - What does consent look like – working on a process
- Continuing to offer vaccine to LTC and Recovering Hope

Concerns/Challenges

- Spring Break and Easter Travel; “Caution Fatigue” – people becoming tired of following the guidelines and restrictions and throwing caution to the wind and trying to “live life normally”.
- Educating people about the safety and efficacy of the vaccines, as well as what an approval under an Emergency Use Authorization means

Documents and Reports Submitted

- PHEP
 - None
- REP
 - None

Plans and Documents Reviewed and Updated

- None

Training/TA/Services Provided

- Schools – learning model consultations based on county level of active cases; TA for case investigation and contact tracing with regards to quarantine and isolation questions

Reoccurring Meetings

- Monday – DOC, Welia Community Vaccination Clinic Connect, and CDC
- Tuesday – DOC, MDH and LPH
- Wednesday – PHEP Regional with MDH, MDH and School Nurse, Central Region Healthcare Coalition Vaccine Coordination, MDH and Long Term Care Facilities, PHEP Regional Sharing Session/Workgroup
- Thursday – DOC, EOC, Minnesota Hospital Association and MDH, Vaccination Planning w/ MDH, Local Public Health and Local Schools Consultation
- Friday – DOC, LTC/SNF Regional HealthCare Coalition

Other Meetings

- Daily Briefing with MDH/Governor's Press Conference (M,W,F)

Training Attended

- None this quarter

Exercises Conducted

- None this quarter

Exercises Attended

- None this quarter

Incidents

- Kanabec County COVID-19

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

- Non-COVID related:
 - 01.26.21 – Gonococcal Treatment Change
 - 03.04.21 – HIV Outbreak and Syphilis Concern in Duluth Area
- COVID related:
 - 02.09.21 – Minnesota Resource Allocation Platform (MNRAP) Launch
 - 02.16.21 – Quarantine for Vaccinated Health Care Workers
 - 03.02.21 – COVID-19 Breakthrough Cases
 - 03.25.21 – SARS-CoV-2 Variant Surveillance

Nuisance

Reporter: Elsa Ring, RN, PHN

Type of Nuisance: Dispute between a landlord and tenant. Issue regarding non-payment as well as illegal activity on the premises.

Any resolution: Confirmed with Sheriff the concerns as well as no minors/vulnerable adults living at property. Provided landlord with eviction process and procedure. No other follow-up necessary.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

Sheila
5/25/21 8:16AM

**** Kanabec County ****



Page 1

As of Date: 03/2021

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
5/25/21 8:16AM

TRIAL BALANCE REPORT
As of 03/2021

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	522,371.64	10,336.41	107,899.85-	414,471.79
1003 Audit Adjustments To Cash	5,251.83	0.00	5,251.83-	0.00
1110 Taxes Receivable - Prior & Delinquent	10,616.61	0.00	10,616.61-	0.00
Total Assets	538,240.08	10,336.41	123,768.29-	414,471.79
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2030 Salaries Payable	81,027.18 -	0.00	81,027.18	0.00
2100 Due To Other Governments	5,282.24 -	0.00	5,282.24	0.00
2230 Deferred Inflows	10,616.61 -	0.00	10,616.61	0.00
Total Liabilities	97,449.20 -	0.00	96,926.03	523.17 -
Fund Balance				
2881 Assigned Fund Balance	440,790.88 -	0.00	0.00	440,790.88 -
2910 Revenue Control	0.00	232,742.66 -	586,089.12 -	586,089.12 -
2925 Expenditure Control	0.00	222,406.25	612,931.38	612,931.38
Total Fund Balance	440,790.88 -	10,336.41 -	26,842.26	413,948.62 -
Total Liabilities and Balance	538,240.08 -	10,336.41 -	123,768.29	414,471.79 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Sheila
5/25/21 8:32AM

**** Kanabec County ****



Page 1

As of Date: 04/2021

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
5/25/21 8:32AM

TRIAL BALANCE REPORT
As of 04/2021

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	522,371.64	77,331.12 -	185,230.97 -	337,140.67
1003 Audit Adjustments To Cash	5,251.83	0.00	5,251.83 -	0.00
1110 Taxes Receivable - Prior & Delinquent	10,616.61	0.00	10,616.61 -	0.00
Total Assets	538,240.08	77,331.12 -	201,099.41 -	337,140.67
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2030 Salaries Payable	81,027.18 -	0.00	81,027.18	0.00
2100 Due To Other Governments	5,282.24 -	0.00	5,282.24	0.00
2230 Deferred Inflows	10,616.61 -	0.00	10,616.61	0.00
Total Liabilities	97,449.20 -	0.00	96,926.03	523.17 -
Fund Balance				
2881 Assigned Fund Balance	440,790.88 -	0.00	0.00	440,790.88 -
2910 Revenue Control	0.00	132,320.89 -	718,410.01 -	718,410.01 -
2925 Expenditure Control	0.00	209,652.01	822,583.39	822,583.39
Total Fund Balance	440,790.88 -	77,331.12	104,173.38	336,617.50 -
Total Liabilities and Balance	538,240.08 -	77,331.12	201,099.41	337,140.67 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Kanabec County Community Health - Board Financial Report
15-484

Through April 2021

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April
Pilt-Housing Authority							
Rev	0		0.00	0.00	0.00	0.00	0.00
Exp	0		-8,109.00	0.00	0.00	0.00	-8,109.00
Cares Act COVID-19 Grant							
Rev	0		0.00	0.00	0.00	0.00	0.00
Exp	0		162.35	162.35	0.00	0.00	0.00
Local Public Health Infrastructure							
Rev	458,691.00	8.16%	37,414.00	9,463.33	38.95	27,790.92	120.80
Exp	376,178.00	37.78%	142,124.84	54,699.23	42,977.75	22,418.66	22,029.20
Prevent Infectious Disease							
Rev	21,050.00	97.44%	20,511.49	236.41	4,097.74	2,922.66	13,254.68
Exp	30,058.00	46.22%	13,892.53	5,356.16	3,092.93	2,559.26	2,884.18
Environmental Health							
Rev	25.00	140.00%	35.00	12.00	11.00	6.00	6.00
Exp	5,202.00	1.02%	53.26	0.00	0.00	15.90	37.36
Healthy Communities-Adult Health							
Rev	250,123.00	34.80%	87,038.09	12,642.85	9,964.08	54,566.81	9,864.35
Exp	252,252.00	25.56%	64,487.74	15,269.67	14,421.17	16,979.68	17,817.22
Healthy Communities-Health Improvement							
Rev	524,408.00	22.10%	115,897.11	16,568.86	33,211.24	55,972.75	10,144.26
Exp	498,327.00	22.69%	113,084.86	30,808.36	25,192.40	27,516.77	29,567.33
Healthy Communities-Family Health							
Rev	928,933.00	20.00%	185,757.55	42,630.43	82,964.98	35,146.08	25,016.06
Exp	771,717.00	14.49%	111,828.10	31,090.59	23,800.13	27,790.85	29,146.53
Emergency Preparedness							
Rev	45,924.00	0.89%	407.40	0.00	0.00	0.00	407.40
Exp	43,559.00	226.18%	98,519.94	12,127.62	32,393.86	27,303.84	26,694.62
Assure Access-Case Management							
Rev	377,900.00	32.57%	123,078.29	24,513.16	41,412.51	27,032.54	30,120.08
Exp	370,972.00	30.24%	112,181.77	26,098.66	25,070.62	28,150.60	32,861.89
Assure Access-Home Care							
Rev	544,000.00	28.22%	153,522.91	43,528.80	37,301.95	29,304.90	43,387.26
Exp	802,789.00	32.47%	260,666.42	73,075.00	61,198.05	69,670.69	56,722.68
Agency Totals							
Rev	3,151,054.00	22.97%	723,661.84	149,595.84	209,002.45	232,742.66	132,320.89
Exp	3,151,054.00	28.84%	908,892.81	248,687.64	228,146.91	222,406.25	209,652.01

outstanding payments/payments not yet posted

Hep A grant	228.41
VSO	
CTC	
DFC	
FAP	715.82
LCTS	10,000.00
LPHG	32,209.08
MCH	4,046.77
MIECHV	14,862.82
PHEP	14,855.03
RPC	8,399.00
SHIP	
TANF	
WIC	15,301.00
Covid State	24,343.78
CMCOA	
MN Choice	3,125.00
Admin asst	2,592.00
mental hlth	8,355.08
Suicide Prev	2,686.66
Covid Feder	20,690.00
Home care	36,203.95 estimate only see note below

198,614.40

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

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

amount has changed

Board Meeting 06/01/21

Abstract Totals for Commissioner Vouchers

Board Meeting 06/01/21	Amount	Vendors	Transactions
Abstract #1	62,493.80	44	62
Abstract #2			
Totals	62,493.80	44	62

Abstract Totals for Auditor Vouchers

Board Meeting 06/01/21	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
5/26/21 10:35AM

**** 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
5/26/21 10:35AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	<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>	
3	434 Ability Network Inc						
	15-484-487-8453-6211		217.04	May billing svc/eligibility	21M-0073519	Services & Charges	N
2	15-484-493-8452-6211		181.38	May billing svc/eligibility	21M-0073519	Services & Charges	N
1	15-484-496-8447-6211		259.18	May billing svc/eligibility	21M-0073519	Services & Charges	N
	434 Ability Network Inc		657.60	3 Transactions			
	219 Academy of Lactation Policy & Practice						
36	15-484-487-8453-6289		126.00	lactation consult recert		Staff Development	N
38	15-484-487-8457-6289		126.00	lactation consult recert		Staff Development	N
39	15-484-487-8457-6289		126.00	lactation consult recert		Staff Development	N
	219 Academy of Lactation Policy & Practice		378.00	3 Transactions			
	281 Association for Nonsmokers-Minnesota						
40	15-484-485-8480-6285		16,500.00	trainings for reg prev coords		Contracted Work	N
	281 Association for Nonsmokers-Minnesota		16,500.00	1 Transactions			
	185 Bergstadt/Jennifer						
42	15-484-496-8449-6331		276.08	Apr/May HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		276.08	1 Transactions			
	1396 Biever/Laurie						
43	15-484-496-8449-6331		222.32	Apr/May HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		222.32	1 Transactions			
	877 BlueStar Graphics						
4	15-484-490-8489-6411		135.00	color air-release banner	2000	Progam Supplies	N
	877 BlueStar Graphics		135.00	1 Transactions			
	470 Breezy Point Resort						
5	15-484-450-0000-6331		1,290.00	MN Supervisors Assn Conf		Mileage & Meals	N
	470 Breezy Point Resort		1,290.00	1 Transactions			
	1275 Bromwich/Amanda						
44	15-484-496-8449-6331		211.12	Apr/May mileage		Mileage & Meals	N
	1275 Bromwich/Amanda		211.12	1 Transactions			
	3094 Burski/Kathy						
45	15-484-490-8483-6411		98.58	covid vacc clinic supplies		Program Supplies	N
	3094 Burski/Kathy		98.58	1 Transactions			

Sheila
5/26/21 10:35AM
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
6	3115 Cadca		475.00	Mid Year CADCA virtual conf		Staff Development
	3115 Cadca		475.00	1 Transactions		
7	298 Childrens Dental Services		557.76	transport staff/equip 032621		Contracted Work
	298 Childrens Dental Services		557.76	1 Transactions		
8	278 City Of Mora		100.00	sponsor music in the park		Supplies
	278 City Of Mora		100.00	1 Transactions		
33	911 Crystal Bar & Grill		10.74	supplies for covid vacc clinic		Program Supplies
	911 Crystal Bar & Grill		10.74	1 Transactions		
9	1506 Downtown Deli		263.05	30 full stacker lunches	509687	Program Supplies
	1506 Downtown Deli		263.05	1 Transactions		
46	1388 Elfstrum/Brenda		21.84	May HHA mileage		Mileage & Meals
	1388 Elfstrum/Brenda		21.84	1 Transactions		
41	1292 Extreme Canopy		1,700.00	2 10 x 10 canopies		Progam Supplies
	1292 Extreme Canopy		1,700.00	1 Transactions		
47	3646 Felland/Becky		117.60	Apr/May home care mileage		Mileage & Meals
	3646 Felland/Becky		117.60	1 Transactions		
48	3501 Fratzke/Michelle		107.52	April home care mileage		Mileage & Meals
49	3501 Fratzke/Michelle		268.24	May home care mileage		Mileage & Meals
	3501 Fratzke/Michelle		375.76	2 Transactions		
10	4184 Health Dimension Rehabilitation Inc		6,380.42	April PT services		Services & Charges
11	15-484-496-8447-6211		9.89-	attempted visit credit		Services & Charges

Sheila
5/26/21 10:35AM
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>	
	4184 Health Dimension Rehabilitation Inc		6,370.53	2 Transactions			
	12990 Innovative Office Solutions						
12	15-484-450-0000-6412		288.93	admin office supplies	3360933	Office Supplies	N
13	15-484-496-8447-6412		10.57	home care open folders	3360933	Office Supplies	N
14	15-484-487-8457-6412		10.57	fam hlth UBV folders	3361141	Office Supplies	N
	12990 Innovative Office Solutions		310.07	3 Transactions			
	3095 Isanti County Public Health						
15	15-484-485-8468-6880		4,118.48	April hlthy eat/active living		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		4,118.48	1 Transactions			
	386 ITsavvy LLC						
16	15-484-450-0000-6405		890.49	HP ProBook 450GB	1260295	Computers & Hardware	N
	386 ITsavvy LLC		890.49	1 Transactions			
	1061 Kanabec County Ag Society						
17	15-484-487-8451-6803		240.00	2021 boot for county fair		Miscellaneous Expenditures	N
	1061 Kanabec County Ag Society		240.00	1 Transactions			
	653 Kanabec County Auditor						
19	15-484-490-8489-6331		11.00	Apr vacc clinic co vehicle use		Mileage & Meals	N
18	15-484-496-8447-6331		10.56	April home care co vehicle use		Mileage & Meals	N
	653 Kanabec County Auditor		21.56	2 Transactions			
	132 Kanabec Publications						
20	15-484-490-8489-6411		1,376.00	COVID flyers	1572763	Progam Supplies	N
21	15-484-490-8489-6411		201.25	COVID clinic advertising 42921	813040	Progam Supplies	N
22	15-484-490-8489-6411		163.75	COVID clinic advertising 50221	813636	Progam Supplies	N
	132 Kanabec Publications		1,741.00	3 Transactions			
	377 Marco Inc						
35	15-484-450-0000-6341		787.11	Sharp MX5070V copier agmt		Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
	14361 Marco Technologies LLC.						
37	15-484-490-8489-6411		30.60	MIVOICE vm box license	8418059	Progam Supplies	N
	14361 Marco Technologies LLC.		30.60	1 Transactions			
	198 Mille Lacs Co. Community & Veterans Ser						

Sheila
5/26/21 10:35AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
23	15-484-485-8468-6880		1,863.54	Apr hlthy eat/active living		Grant Admin- Pass thru	N
24	15-484-485-8468-6880		213.62	Apr tobacco strategy		Grant Admin- Pass thru	N
25	15-484-485-8468-6880		1,213.75	Apr well-being strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		3,290.91	3 Transactions			
14201	Minnesota Supervisors Conf Assoc						
26	15-484-450-0000-6289		120.00	MN Supervisor's conf reg		Staff Development	N
14201	Minnesota Supervisors Conf Assoc		120.00	1 Transactions			
1224	Mora Area Farmers Market						
27	15-484-485-8468-6880		257.70	mini grant Farmers Mkt banner		Grant Admin- Pass thru	N
1224	Mora Area Farmers Market		257.70	1 Transactions			
1353	Nelson/Darla						
50	15-484-496-8449-6331		295.68	Apr/May HHA mileage		Mileage & Meals	N
1353	Nelson/Darla		295.68	1 Transactions			
927	Neumen/Cami						
51	15-484-496-8447-6331		63.28	April home care mileage		Mileage & Meals	N
52	15-484-496-8447-6331		190.96	May home care mileage		Mileage & Meals	N
927	Neumen/Cami		254.24	2 Transactions			
52	Olson/Autumn						
53	15-484-487-8451-6331		25.20	May HP mileage		Mileage & Meals	N
54	15-484-487-8453-6331		89.04	May MIECHV mileage		Mileage & Meals	N
55	15-484-487-8457-6331		35.84	May MCH mileage		Mileage & Meals	N
52	Olson/Autumn		150.08	3 Transactions			
1291	Parenting Resouce Center, Inc.						
28	15-484-485-8480-6285		15,000.00	D2L RPC Region 4 contract	5440	Contracted Work	N
1291	Parenting Resouce Center, Inc.		15,000.00	1 Transactions			
632	Pine County Health & Human Services						
29	15-484-485-8468-6880		2,861.31	Apr hlthy eat/active living		Grant Admin- Pass thru	N
30	15-484-485-8468-6880		368.85	April tobacco strategy		Grant Admin- Pass thru	N
31	15-484-485-8468-6880		963.58	April well-being strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		4,193.74	3 Transactions			
2712	Raudabaugh/Carey						
56	15-484-493-8452-6331		37.52	May CM mileage		Mileage & Meals	N

Sheila
5/26/21 10:35AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2712	Raudabaugh/Carey		37.52	1 Transactions		
57	1030 Ringler/Jennie		119.28	Apr/May HHA mileage		Mileage & Meals N
	1030 Ringler/Jennie		119.28	1 Transactions		
58	3174 Rosburg/Diane		67.76	May home care mileage		Mileage & Meals N
	3174 Rosburg/Diane		67.76	1 Transactions		
59	16326 Sarkisyan/Amber		190.40	Apr/May HHA mileage		Mileage & Meals N
	16326 Sarkisyan/Amber		190.40	1 Transactions		
32	3219 Smilemakers		57.64	stickers for WIC program	8966730	Supplies N
	3219 Smilemakers		57.64	1 Transactions		
60	1268 Tomczak/Kristi		92.40	Apr/May HHA mileage		Mileage & Meals N
	1268 Tomczak/Kristi		92.40	1 Transactions		
61	1032 Troupe/Amy		28.00	April HHA mileage		Mileage & Meals N
	1032 Troupe/Amy		28.00	1 Transactions		
34	567 WCMP AM FM WXCX		250.00	radio vaccine ads April	6543-2	Progam Supplies N
	567 WCMP AM FM WXCX		250.00	1 Transactions		
62	452 Zaiser/Kelly		188.16	Mar-May MIECHV mileage		Mileage & Meals N
	452 Zaiser/Kelly		188.16	1 Transactions		
15 Fund Total:			62,493.80	Community Health Fund	44 Vendors	62 Transactions
Final Total:			62,493.80	44 Vendors	62 Transactions	

Sheila
5/26/21 10:35AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	62,493.80	Community Health Fund	
	All Funds	62,493.80	Total	Approved by,
			
			

9:25am Appointment

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: Timber Trails Public Transit 2022 Operating Grant	b. Origination: TTPT
c. Estimated time: 5 minutes	d. Presenter(s): Kathy Burski

e. Board action requested:

Approval for Community Health Director and Transit Director to sign the 2022 MN Dot Operating Grant

f. Background:

Annually Kanabec County enters into an Agreement with the State of Minnesota for public transit service. For contract year 2022 there will not be a local share required for the operating grant and up to 20 percent local share of the total capital costs. The County will be responsible for 100 percent of the expenses that exceed funds available from the State.

The transit department is preparing a "status quo" budget for the 2022 Contract Year. We have been advised by MN/DOT to include a 2% increase in operating costs. Pending further guidance from MN/DOT, our budget will be prepared using pre-COVID service levels as the base line. The grant application is due to MN/DOT on June 30, 2021.

CY2020-2021 contract expenses have been less than projected and by mutual consent, MN/DOT as reduced the amounts of our quarterly payments in an effort to prevent the need for pay back at the end of the contract.

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:	5/26/21
---	---------

Coordinators Comments:

Kanabec County
Resolution Number

Year 2022 Public Transit Operating Grant; service known as: Timber Trails
Public Transit

Resolved that the *Kanabec County* enters into an Agreement with the State of Minnesota to *provide public transit service in Kanabec County*

Further resolved that the *Kanabec County* agrees no local share will be required for the operating grant agreement, and up to 20 percent local share 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 *Kanabec County Community Health Director* and the *Transit Director* to execute the Agreement and any amendments.

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 Board of Commissioners* at a duly authorized meeting held on *June 1, 2021*

Signature

Notary _____

(Format for resolution supplied by Mn/DOT)

9:30am Appointment

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: CMJTS Annual Update	b. Origination: Central MN Jobs and Training Services (CMJTS)
c. Estimated time: 40 minutes	d. Presenter(s): Barbara Chafee, Tricia bigaouette, Leslie Wojtowicz, Dina Wuornos, Diana Ristamaki

e. Board action requested:

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



CMJTS

Central Minnesota Jobs and Training Services, Inc.

Workforce excellence is **CENTRAL** to all we do.

Year 2021 County Board of Commissioners Visits

Agenda

1. Business: Present CMJTS Annual Report to Counties for 2019-20

- Annual Fiscal Audit—CliftonLarsonAllen (Independent Audit Report)
 - Under WIOA Law, County Board's have fiduciary accountability for E&T federal funds
- Annual Program Performance Report; complete information at www.cmjts.org

2. What's Happening In Your County: *A Focus on Programs and Services*

- Public Assistance Programs – MFIP, DWP, SNAP (Federal)
- Adult and Dislocated Worker (Federal and State)
- Youth Programs (Federal and State)
- Business Services

3. Q & A

Corporate Office

Monticello
406 East 7th Street
P.O. Box 720
Monticello, MN 55362-0720
763.271.3700
800.284.7425
763.271.3742 (TTY)

CareerForce Locations

Cambridge
763.279.4492

Hutchinson
320.587.4740

Litchfield
320.593.1056

Mora
320.679.6484

Specialized Centers

Elk River
763.765.3032

Forest Lake
651.275.7247

Milaca
800.284.7425

North Branch
651.243.5338

Olivia
320.523.3525

Pine City
800.284.7425


Sandstone
800.284.7425

Willmar - Ridgewater College
800.284.7425


www.cmjts.org





Equal Opportunity Employer
and Program Provider



CMJTS JOINT POWERS BOARD 1984-2021 (37 Years of Service)



Barbara Chaffee, Chief Executive


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1

Agenda

Staff Introductions

- **Business: Present CMJTS Annual Report to Counties for 2019-2020**
 - Annual Fiscal Audit—CliftonLarsonAllen (independent audit report)
 - Under WIOA Law, County Boards have fiduciary accountability for E&T federal funds.
 - Annual Program Performance Report (tri-fold); complete info at www.cmjts.org
- **What's Happening In Your County: A Focus on Programs and Services**
 - Public Assistance Programs—MFIP, DWP, SNAP (federal)
 - Adult and Dislocated Worker (federal and state)
 - Youth Programs (federal and state)
 - Business Services (federal and state)
- **Q & A**




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CMJTS Joint Powers Board

Years of Service



Chair
Chisago County
Commissioner
Rick Greene (14)



Vice Chair
Sherburne County
Commissioner
Lisa Fobbe (4)



Secretary
Isanti County
Commissioner
Mike Warring (10)




Central Minnesota Jobs and Training Services, Inc.
Joint Powers Board



Kanabec County
Commissioner
Les Nielsen (19)



Kandiyohi County
Commissioner
Steve Gardner (1)



McLeod County
Commissioner
Nathan Schmalz (1)




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CMJTS Joint Powers Board (cont.)

Years of Service



Meeker County
Commissioner
Steve Schmitt (3)



Mille Lacs County
Commissioner
Tim Wilhelm (8)



Pine County
Commissioner
Steve Hallan (8)



Central Minnesota Jobs and Training Services, Inc.
Joint Powers Board



Renville County
Commissioner
Greg Snow (3)



Wright County
Commissioner
Christine Husom (8)

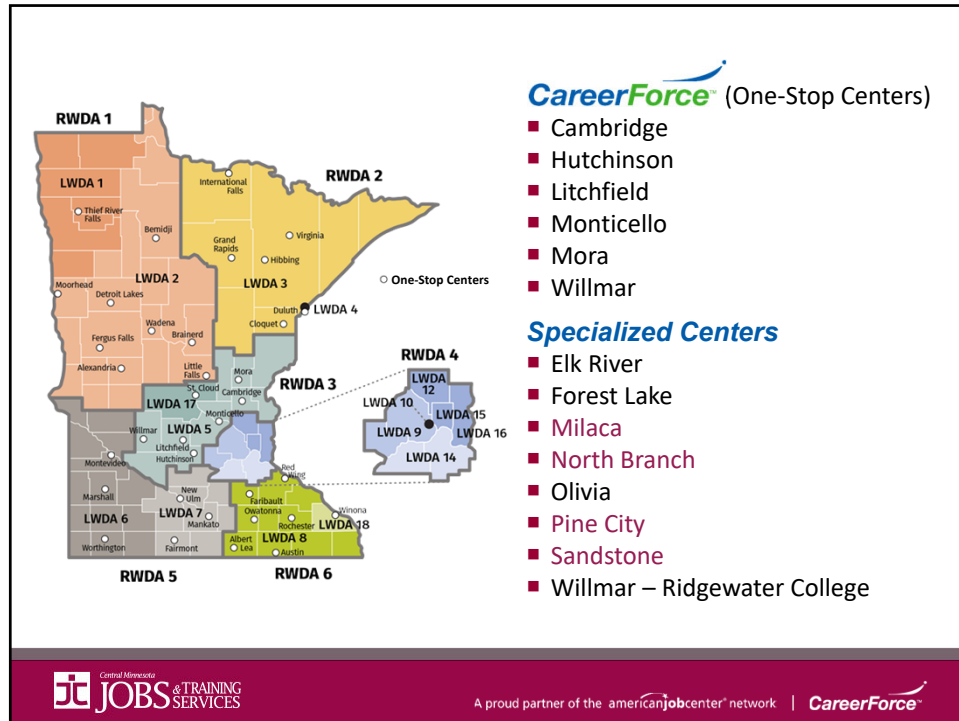


**CMJTS
CEO**
Barbara Chaffee
(21)



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4



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Annual Report

COVID-19 Changed Our Lives in 2020 The Local Workforce Development Board and its Chief Executive Officers wish to take this opportunity to thank CMJTS staff and our CareerForce partners for their leadership, support of both jobseekers and employers, and their resilience during these difficult times. In addition, we send our condolences to the families who have lost loved ones to this virus and to individuals who have suffered due to COVID-19. Our thoughts are with you!

CMJTS
Central Minnesota Jobs and Training Services, Inc.

2019-2020 ANNUAL REPORT

CMJTS Drive-Thru Job Fair

Serving Chicago, Isanti, Kanabec, Kandiyohi, Marshall, Mille Lacs, Pine, Renville, Sherburne, and Wright Counties

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To view the Annual Report, please visit: www.cmjts.org / About / Annual Report

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What is Happening in Your County?

A Focus on CMJTS Programs and Services

Central Minnesota Jobs and Training Services Executive Staff



Tricia Bigaouette
Director
Finance Department
and Economic
Development
Corporate



Dina Wuornos
Manager
Public Assistance,
Adult, and
Dislocated Worker
Programs
Central Region



Diana Ristamaki
Manager
Youth Programs
Universal Team
North Region



Leslie Wojtowicz
Manager
Workforce
Development
Division
South Region



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7

Finance Department and Economic Development



Tricia Bigaouette
Director



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Annual Fiscal Audit Tricia

- **December of each year**, the JPB reviews the Annual Fiscal Audit with Fiscal Auditors (CLA).
- **What do they review?**
 - Select federal or state-funded programs to review
 - Pull designated case files
 - Review [Internal Controls Manual](#)
 - Look at cost categories/budgets and the laws that govern them
 - Evaluate all fiscal processes, including vendor lists



Annual Fiscal Audit

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2020	
<i>Section I – Summary of Auditors' Results</i>	
Financial Statements	
1. Type of Auditors' Report Issued:	<u>Unmodified</u>
2. Internal Control over Financial Reporting:	
• Material Weakness(es) Identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Significant Deficiency(ies) Identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None reported
3. Noncompliance Material to Financial Statements Noted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Federal Awards	
1. Internal Control over Major Programs:	
• Material Weakness(es) Identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Significant Deficiency(ies) Identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None reported
2. Type of Auditors' Report Issued on Compliance for the Major Programs:	<u>Unmodified</u>
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identification of major programs:	
<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
17.258, 17.259 & 17.278	Workforce Innovation and Opportunity Act Cluster
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Tricia Bigaouette
Finance Director

Public Assistance, Adult, and Dislocated Worker Programs



Dina Wuornos
Manager

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Minnesota Family Investment Program

- MFIP is designed to be a program that expects, supports, and rewards work.
- Peacetime emergency scheduled to end May 14, 2021. When it does:
 - 60-day wind down to go back to “normal” rules.
 - Diversionary Work Program will return.
 - Sanction process and closures will begin again.
 - “Required” activities for MFIP participants – Please help us dispel the myth that MFIP participants “don’t have to do anything.”

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What is SNAP Employment and Training (E&T)

- The SNAP E&T Program helps SNAP participants gain skills, training, or work experience to increase their ability to obtain regular employment that leads to economic self-sufficiency.
 - SNAP E&T is a voluntary program in Minnesota
 - Provides opportunity for ABAWDs (time-limited) to “earn” additional months
- SNAP 100% and 50/50 grants

Adult and Dislocated Worker Programs



- WIOA Adult Eligibility
 - 18 years of age or older
 - Registered with Selective Service
 - Right to work in the US
 - Priority of service
- Dislocated Worker Eligibility
 - Out of work through no fault of your own.
 - Eligible for or exhausted unemployment insurance.
 - Unlikely to return to work in your previous occupation or industry.

Services Provided

- Career planning and counseling
 - Help in determining practical choices of in-demand career options
 - Help finding a career based on an assessment of the individual's interests, values, and abilities
- Approved training services
 - Referral to Adult Basic Education (ABE) to improve basic skills
 - Help locating eligible training providers in the area
 - Tuition assistance for classroom training

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Services Provided

- Job Search Assistance
 - Researching local employment trends
 - Assistance in developing a résumé, cover letter, and thank-you letter
 - Help with interviewing through coaching and mock interview practice
- Support Services
 - Financial help with expenses like transportation, childcare, or housing
 - Referrals to community resources

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Who We Serve

- Young adults ages 14-24 who meet eligibility criteria
 - Low income
 - An individual with a disability
 - School dropout/potential drop out
 - Homeless
 - Foster care or aging out of foster care system
 - Pregnant or parenting
 - English language learner
 - Basic skills deficient
 - Chemically dependent
 - Individual that requires additional assistance to complete and educational program or secure employment

Youth Programs

- Provide services that assist youth eliminate barriers to employment, education, and training in order to become successful.
- Support young adults in their career endeavors that lead to self-sufficiency, independence and confidence.
- Guide and support youth to identify their strengths, set goals for the future, and build skills.

Services Provided

- **Work-Based Learning**
 - Paid work experiences, protégé, On-the-Job Training (OJT), job shadows, and business tours
- **Occupational Skills Training**
 - Tuition assistance for career training programs that lead to recognized credentials (e.g., certifications, diplomas, or degrees) for high-demand occupations
- **Post-Secondary Preparation**
 - Career exploration/assessments, college transition activities, and labor market information
- **Leadership Development**

Services Provided (cont.)

- **Dropout Prevention or Recovery Services**
 - Tutoring/study skills activities, referral to ABE, GED stipends, and education plan development
- **Support Services**
 - Referrals to community agencies and financial support for activities supporting training or educational plan
- **Financial Literacy**
 - Budgeting, opening checking/saving accounts, and money management
- **Follow-up Services**
 - 12 months after program exit

Out-Reach-To-Schools (OTS)

- Allowed to take up to 20% of MYP (Minnesota Youth Program) funds to serve youth who are not eligible for programs.
 - Provide individual counseling and career exploration, including career assessments, résumé preparation and job search assistance, and mock interviews
 - Post-secondary preparation
 - Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries
 - CareerForce, college and business tours
 - Career and technical educational activities

Workforce Development Division



Leslie Wojtowicz
Manager

CMJTS Business Services

**Strengthening Central Minnesota communities
through leadership in workforce excellence.**

- **Connect with Qualified Workers**
 - From youth to seniors, entry-level to experienced, our jobseekers are ready to go to work. Many have recently completed an education or training program.
- **Connect with Employee Training**
 - OJT, Work Experience and Transitional Jobs, Incumbent Worker training, link to registered and youth apprenticeship resources
- **Connect with Business Resources**
 - Use CMJTS' offices for your recruitment and interviewing needs
 - Visit with our professional staff
 - Link to our CareerForce partners

On-the-Job Training (OJT)

- The business is reimbursed for the cost of training a new employee—up to 50% of the new employee's wage for the length of the contract.
- The business does the training and the employee does the learning. The new hire learns skills unique to the business and industry.
- CMJTS refers candidates who have been professionally evaluated. The business may also refer candidates to CMJTS for OJT eligibility.
- The business makes the hiring decision.
- CMJTS employment counselors are on call for consultation.

Incumbent Worker Training Program

- Business-driven program designed to provide direct financial assistance to train current employees and improve economic competitiveness of regional businesses.
- The program will provide reimbursements to eligible businesses for specific training costs accrued during the course of training.
- The program is intended to offset a portion of the businesses' costs to train and upgrade the skills of its incumbent workers.

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Drive-Thru Job Fair Event



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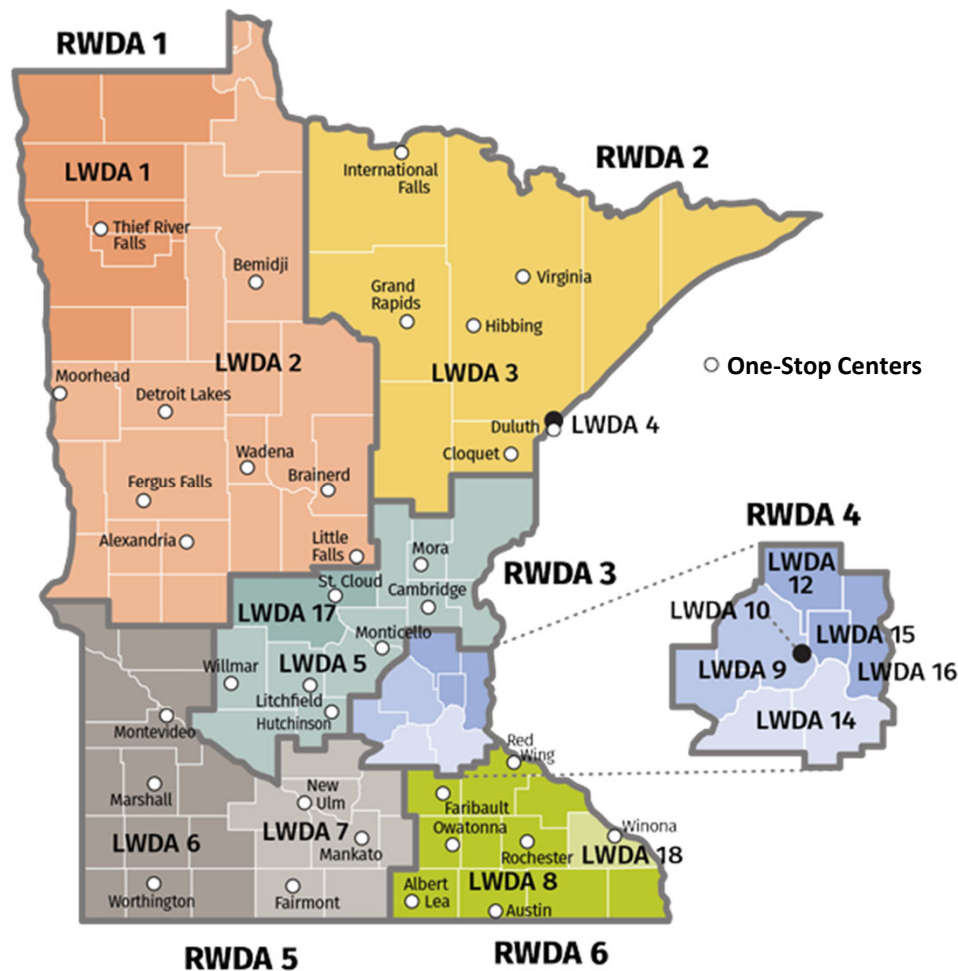
Questions & Answers!

To LWDA 5's 11 Counties:

Chisago, Isanti,
Kanabec, Kandiyohi,
Meeker, McLeod, Mille Lacs,
Pine, Renville, Sherburne, and
Wright counties

*Thank you for your outstanding
leadership and partnership in
workforce development!*





CareerForce™ (One-Stop Centers)

- Cambridge
- Hutchinson
- Litchfield
- Monticello
- Mora
- Willmar

Specialized Centers

- Elk River
- Forest Lake
- Milaca
- North Branch
- Olivia
- Pine City
- Sandstone
- Willmar – Ridgewater College

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEARS ENDED JUNE 30, 2019 AND 2018

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
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YEARS ENDED JUNE 30, 2019 AND 2018**

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of Central Minnesota Jobs and Training Services (the Organization), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Central Minnesota Jobs and Training Services as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

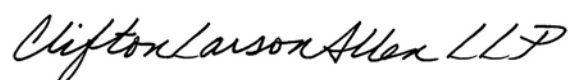
Other Matters

Other Information – Schedule of Expenditures of Federal Awards

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2019, on our consideration of Central Minnesota Jobs and Training Services' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to solely describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on the effectiveness of Central Minnesota Jobs and Training Services' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Central Minnesota Jobs and Training Services' internal control over financial reporting and compliance.



CliftonLarsonAllen LLP

St. Cloud, Minnesota
December 13, 2019

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 181,288	\$ 189,820
Receivables:		
Grants	213,148	327,451
Other	188,083	107,492
Prepaid Assets	<u>49,425</u>	<u>69,154</u>
Total Current Assets	631,944	693,917
PROPERTY AND EQUIPMENT		
Equipment	465,223	465,223
Leasehold Improvements	<u>232,256</u>	<u>232,256</u>
Total Property and Equipment	697,479	697,479
Less: Accumulated Depreciation	<u>676,102</u>	<u>657,638</u>
Net Property and Equipment	<u>21,377</u>	<u>39,841</u>
 Total Assets	 <u><u>\$ 653,321</u></u>	 <u><u>\$ 733,758</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Contracts and Accounts Payable	\$ 113,316	\$ 138,696
Accrued Expenses	221,489	208,933
Deferred Revenue	<u>184,856</u>	<u>244,639</u>
Total Current Liabilities	519,661	592,268
LONG-TERM LIABILITIES		
Deferred Lease Payable	146,172	149,256
CONTINGENCIES		
NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>(12,512)</u>	<u>(7,766)</u>
 Total Liabilities and Net Assets	 <u><u>\$ 653,321</u></u>	 <u><u>\$ 733,758</u></u>

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENTS OF ACTIVITIES
YEARS ENDED JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
REVENUES		
Grant Revenues	\$ 4,742,829	\$ 5,892,841
Sub-Grantee Pass-Through	150,586	23,944
Other Income	<u>653,313</u>	<u>516,624</u>
Total Revenues	5,546,728	6,433,409
EXPENSES		
Program Services:		
Training	895,583	1,253,876
Participant Support	223,623	283,795
Staff Services	<u>3,768,055</u>	<u>4,485,675</u>
Total Program Services	4,887,261	6,023,346
Support Services:		
Administration	660,467	655,910
Fundraising	<u>3,746</u>	<u>-</u>
Total Expenses	<u>5,551,474</u>	<u>6,679,256</u>
CHANGE IN NET ASSETS	(4,746)	(245,847)
Net Assets - Beginning of Year	<u>(7,766)</u>	<u>238,081</u>
NET ASSETS - END OF YEAR	<u><u>\$ (12,512)</u></u>	<u><u>\$ (7,766)</u></u>

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2019

	Program Services	Administrative	Fundraising	Total Functional Expenses
Participant Training	\$ 895,583		\$ -	\$ 895,583
Participant Support	223,623		-	223,623
Salaries	2,254,953	425,381	-	2,680,334
Benefits	705,040	137,511	-	842,551
Postage	11,006	2,256	-	13,262
Supplies	15,809	-	2,898	18,707
Printing	27,254	1,284	-	28,538
Communication	51,349	6,126	-	57,475
Professional Fees	-	25,302	-	25,302
Equipment and Software	799	-	-	799
Space Rental	397,097	11,910	-	409,007
Subscriptions/Memberships	37,575	8,451	-	46,026
Staff Travel	43,651	1,685	-	45,336
Board Expense	-	12,498	-	12,498
Insurance	16,102	2,251	-	18,353
Staff Training	149	545	-	694
Maintenance	3,437	286	-	3,723
Outreach	1,525	-	600	2,125
Contractors	16,887	10,941	150	27,978
Program Materials	7,985	137	-	8,122
Bank Charges	100	3,379	98	3,577
Sub-Grantee Pass-Through	169,397	-	-	169,397
Depreciation	7,940	10,524	-	18,464
	<u>\$ 4,887,261</u>	<u>\$ 660,467</u>	<u>\$ 3,746</u>	<u>\$ 5,551,474</u>
Total Expenses	<u>\$ 4,887,261</u>	<u>\$ 660,467</u>	<u>\$ 3,746</u>	<u>\$ 5,551,474</u>

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2018

	Program Services	Administrative	Fundraising	Total Functional Expenses
Participant Training	\$ 1,253,876	\$ -	\$ -	\$ 1,253,876
Participant Support	283,795	-	-	283,795
Salaries	2,825,058	359,966	-	3,185,024
Benefits	884,474	151,638	-	1,036,112
Postage	12,510	3,595	-	16,105
Supplies	21,925	1,521	-	23,446
Printing	30,738	9,304	-	40,042
Communication	66,080	7,664	-	73,744
Professional Fees	-	36,825	-	36,825
Equipment and Software	1,582	422	-	2,004
Space Rental	365,051	20,260	-	385,311
Subscriptions/Memberships	40,785	8,331	-	49,116
Staff Travel	76,089	5,195	-	81,284
Board Expense	-	18,782	-	18,782
Insurance	23,748	912	-	24,660
Staff Training	5,725	817	-	6,542
Maintenance	2,893	207	-	3,100
Outreach	3,048	275	-	3,323
Contractors	47,507	6,768	-	54,275
Program Materials	22,281	305	-	22,586
Bank Charges	134	4,445	-	4,579
Sub-Grantee Pass-Through	41,956	-	-	41,956
Depreciation	14,091	18,678	-	32,769
Total Expenses	<u>\$ 6,023,346</u>	<u>\$ 655,910</u>	<u>\$ -</u>	<u>\$ 6,679,256</u>

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Received from Grantors and Customers	\$ 4,867,344	\$ 6,134,243
Cash Paid to Suppliers and Employees	(5,529,189)	(6,715,812)
Other Income Received	653,313	516,624
Net Cash Used by Operating Activities	<u>(8,532)</u>	<u>(64,945)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(8,532)	(64,945)
Cash and Cash Equivalents - Beginning of Year	<u>189,820</u>	<u>254,765</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u><u>\$ 181,288</u></u>	<u><u>\$ 189,820</u></u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH USED BY OPERATING ACTIVITIES		
Change in Net Assets	\$ (4,746)	\$ (243,276)
Adjustments to Reconcile Change in Net Assets to Net Cash Used by Operating Activities:		
Depreciation	18,464	32,769
(Increase) Decrease in Grants Receivable	114,303	100,552
(Increase) Decrease in Other Receivables	(80,591)	83,020
(Increase) Decrease in LT Lease Receivable	-	16,558
(Increase) Decrease in Prepaid Expenses	19,729	38,814
Increase (Decrease) in Accounts Payable	(25,380)	(42,546)
Increase (Decrease) in Accrued Expenses	12,556	(74,804)
Increase (Decrease) in Lease Payable	(3,084)	6,640
Increase (Decrease) in Deferred Revenue	(59,783)	17,328
Net Cash Used by Operating Activities	<u><u>\$ (8,532)</u></u>	<u><u>\$ (64,945)</u></u>

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Central Minnesota Jobs and Training Services (the Organization) is a nonprofit corporation which serves as one of 16 Minnesota Workforce Service Areas (WSA) within the meaning of the Workforce Investment Act of 1998.

The Workforce Innovation and Opportunity Act (WIOA) provides funds to states to establish programs to prepare youth, adults, and dislocated workers for entry or reentry into the labor force. WIOA provides employers, job seekers, and universal (noneligibility based) customers with access to labor market information. It also provides training, job counseling and exploration, skill assessment and supportive services to targeted individuals who have barriers to employment.

The 21-member Workforce Investment Board is represented by private industry, education, organized labor, economic development, public employment, rehabilitation services, public assistance, and community based organizations of the 11 county area encompassing Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, and Wright counties of Minnesota. Central Minnesota Jobs and Training Services provide policy guidance for and oversight with respect to activities under the service plan developed for its WSA in cooperation with elected officials as directed by WIOA. The Organization contracts and subgrants the services of the program.

Basis of Presentation

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Cash and Cash Equivalents

The Organization considers all cash accounts and all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenue and expense during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Organization is exempt from federal and state income taxes as a private nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code. The Organization is not a private organization and contributions to the Organization qualify as a charitable tax deduction by the contributor. It is the policy of the Organization, in accordance with accounting principles generally accepted in the United States of America, to assess any uncertain tax provisions and, if necessary, record a tax asset or liability, and the related income tax expense, for any uncertain tax provisions. The Organization does not have any uncertain tax positions or unrelated business income.

The Organization files as a tax-exempt organization, should that status be challenged in the future, all years since inception would be subject to review by the Internal Revenue Service.

Property and Equipment

Additions and improvements to property and equipment are capitalized at cost, while maintenance and repair expenditures which do not improve or extend the life of the respective assets are charged to operations as incurred.

It is the Organization's policy to capitalize property and equipment that has a unit cost equal to or greater than \$3,000.

Leasehold improvements are depreciated over the lease term. All equipment is depreciated over lives ranging from 3 to 10 years. Depreciation is provided over the estimated useful lives of the assets or over the lease term, on the straight-line method.

Acquired equipment is owned by the Organization while it is used in the program for which it was purchased or in other future authorized programs. However, the funding sources have a reversionary interest in the equipment purchased with grant funds. Dispositions, as well as the ownership of any proceeds there from, are subject to funding source regulations.

Government Grants and Contracts

Government grants and contract funds are recorded as revenue when earned. Revenue is earned when eligible expenditures, as defined in each grant or contract, are made. Funds received but not yet earned are shown as deferred revenue. Grant amounts awarded, but not yet received, are reported as grants receivable. No allowance for bad debts is deemed necessary at June 30, 2019 and 2018.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Leases

The Organization has operating leases in which the lease payments and lease receipts are on an escalating basis. The expense and income related to these leases are recognized on a straight-line basis over the lease term. As a result, the difference in the straight-line and escalating amounts of lease income and lease expense is recorded as a lease receivable or a lease payable.

Advertising Costs

Advertising costs are expensed when incurred. Advertising costs were \$-0- and \$2,107 for the years ended June 30, 2019 and 2018, respectively.

Functional Expenses

The Organization allocates its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program and support service are allocated directly according to their natural expenditure classification. Other expenses that are common to several functions, distributions are established to allocate those amounts based on the benefit received by each program. This determination is made based on costs incurred by each program based on program costs versus total costs.

New Accounting Pronouncements – ASU 2016-14

During the year ended June 30, 2019 the Organization adopted a provision of Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Presentation of the Financial Statements for Not-For-Profit Entities*. This new accounting standard results in a reduction of three classes of net assets (unrestricted, temporarily restricted, and permanently restricted) to two (net assets with donor restrictions and net assets without donor restrictions), expands reporting of expenses by nature and function, and requires qualitative and quantitative disclosures about the Organization's liquidity and availability (for 2019 only). The adoption of this accounting standard did not have an impact on the Organization's financial position or changes in its net assets.

Subsequent Events

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through December 13, 2019, the date the financial statements were available to be issued.

NOTE 2 LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	2019
Cash and Cash Equivalents	\$ 181,288
Accounts Receivable	401,231
Total	<u>\$ 582,519</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 2 LIQUIDITY AND AVAILABILITY (CONTINUED)

As part of the Organization's liquidity management plan, the Organization strives to maintain liquid financial assets sufficient to cover 60 days of general expenditures. The Organization has a practice of operating within a prudent range of financial soundness and stability, maintaining adequate line of credit of \$200,000, to ensure obligations are met if payments from grantees are delayed through no fault of our own and maintaining sufficient reserves to provide reasonable assurance that long term commitments and obligations will continue to be met.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget, which is approved by the Organization's board of directors, and anticipates collecting sufficient revenue to cover general expenditures.

NOTE 3 CONCENTRATIONS

At times, cash balances may be in excess of the Federal Deposit Insurance Corporation (FDIC) limit. Excess amounts are swept into treasury bills on a daily basis by the financial institutions to mitigate any losses.

During the years ended June 30, 2019 and 2018, concentrations of revenue consisted in the following programs:

<u>Name of Program</u>	<u>Percent of Total Revenue</u>	
	<u>2019</u>	<u>2018</u>
State Dislocated Worker	16 %	16 %
WIOA Cluster	32	29
MFIP/DWP	19	22

NOTE 4 GRANTS RECEIVABLE

<u>Due From</u>	<u>2019</u>	<u>2018</u>
RC3	\$ -	\$ 6,002
Youth	13,914	102,656
WIOA - Adult	6,669	-
Adult - Other Grants	-	4,248
Youth - Other Grants	1,378	25,494
Minnesota Family Investment Project	151,774	154,841
Retail Genius	-	1,663
SNAP	19,278	27,104
Regional Planning	-	5,443
Electrolux	20,135	-
Total	<u>\$ 213,148</u>	<u>\$ 327,451</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 5 CHANGES IN PROPERTY AND EQUIPMENT

<u>Changes in Fixed Assets</u>	<u>Property and Equipment</u>	<u>Accumulated Depreciation</u>
Balance July 1, 2018	\$ 697,479	\$ 657,638
Additions	-	18,464
Disposals	-	-
Balance June 30, 2019	<u>\$ 697,479</u>	<u>\$ 676,102</u>

<u>Changes in Fixed Assets</u>	<u>Property and Equipment</u>	<u>Accumulated Depreciation</u>
Balance July 1, 2017	\$ 697,479	\$ 624,869
Additions	-	32,769
Disposals	-	-
Balance June 30, 2018	<u>\$ 697,479</u>	<u>\$ 657,638</u>

NOTE 6 LINE OF CREDIT

The Organization has a line of credit with Riverwood Bank which extends through April 2020. The maximum amount of credit available is \$200,000. Interest accrues on the outstanding balance at 6.25%. The line of credit is secured by the assets of the Organization. There were no amounts outstanding as of June 30, 2019 and 2018.

NOTE 7 OBLIGATIONS UNDER OPERATING LEASES

The Organization has leases for office space and equipment requiring monthly payments of approximately \$32,000. The lease terms expire June 2021 through September 2025. Rent expense for the years ended June 30, 2019 and 2018 was \$409,007 and \$385,311, respectively. Future lease payment commitments are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2020	\$ 408,238
2021	413,985
2022	335,707
2023	335,970
2024	340,961
Thereafter	432,969
Total	<u>\$ 2,267,830</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 7 OBLIGATIONS UNDER OPERATING LEASES (CONTINUED)

The Organization subleases a portion of its office space. Monthly rental income is approximately \$5,500. The sublease agreements expire June 2021 through September 2025. Lease payments received were \$66,849 and \$65,690 for the years ended June 30, 2019 and 2018, respectively. Future minimum sublease rentals to be received are:

<u>Year Ending June 30,</u>	<u>Amount</u>
2020	\$ 68,028
2021	69,196
2022	55,595
2023	56,434
2024	57,272
Thereafter	72,727
Total	<u>\$ 379,252</u>

NOTE 8 RETIREMENT PLAN

The Organization offers a 403(B) retirement plan to its employees. The Plan covers all regular (nontemporary) employees. Under the Plan, the contribution equals 6% of eligible compensation. Employer contributions made for the years ended June 30, 2019 and 2018 were \$144,692 and \$168,058, respectively.

NOTE 9 CONTINGENT LIABILITIES

The Organization participates in a number of federal, state, and county assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. Compliance issues raised from a program compliance audit could result in grant dollars being returned or reduced.

Under the terms of the Organization's reimbursable government contracts and grants, the Organization is entitled to the reimbursement of direct and indirect costs incurred. All direct expenses and overhead rates charged under the Organization's government contracts and grants are subject to audit by the cognizant government agency. Questioned costs that may arise from a government agency audit are unknown at this time. Any contract adjustment determined by subsequent review will be accounted for in the period determined.

NOTE 10 SERVICE PROVIDERS

The Organization relies on various agencies and organizations, through sub-grantee agreements, to provide a variety of services to the eligible participants in its programs. The diversity of those providing service eliminates any over reliance on any one provider.



CliftonLarsonAllen LLP
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INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

We have audited the financial statements of Central Minnesota Jobs and Training Services as of and for the year ended June 30, 2019, and our report thereon dated December 13, 2019, which expressed an unmodified opinion on those financial statements, appears on page 1. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information on pages 15 through 19, which is the responsibility of management, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we do not express an opinion or provide any assurance on it.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

St. Cloud, Minnesota
December 13, 2019

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF FINANCIAL POSITION
ALL FUNDS WITHOUT DONOR RESTRICTIONS
JUNE 30, 2019
(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)

	Other Projects	WIOA Adult	WIOA Dislocated Workers	State Dislocated Workers	Electrolux
ASSETS					
CURRENT ASSETS					
Cash and Cash Equivalents	\$ 12,000	\$ 19,827	\$ 55,026	\$ 91,783	\$ (29,530)
Receivables:					
Grants	1,256	6,669	-	-	20,135
Other	-	-	-	-	9,403
Prepaid Assets	-	-	-	-	-
Total Current Assets	13,256	26,496	55,026	91,783	8
PROPERTY AND EQUIPMENT					
Equipment	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-
Total Property and Equipment	-	-	-	-	-
Less: Accumulated Depreciation	-	-	-	-	-
Net Property and Equipment	-	-	-	-	-
Total Assets	<u>\$ 13,256</u>	<u>\$ 26,496</u>	<u>\$ 55,026</u>	<u>\$ 91,783</u>	<u>\$ 8</u>
LIABILITIES AND NET ASSETS					
	-	-	-	-	-
CURRENT LIABILITIES					
Contracts and Accounts Payable	\$ 1,951	\$ 26,496	\$ 9,189	\$ 38,199	\$ 8
Accrued Expenses	-	-	-	-	-
Deferred Revenue	11,305	-	45,837	53,584	-
Total Current Liabilities	13,256	26,496	55,026	91,783	8
LONG-TERM LIABILITIES					
Deferred Lease Payable	-	-	-	-	-
NET ASSETS WITHOUT DONOR RESTRICTIONS					
Total Liabilities and Net Assets	<u>\$ 13,256</u>	<u>\$ 26,496</u>	<u>\$ 55,026</u>	<u>\$ 91,783</u>	<u>\$ 8</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF FINANCIAL POSITION
ALL FUNDS WITHOUT DONOR RESTRICTIONS
(CONTINUED)
JUNE 30, 2019
(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)

HTI Project II	Retail Genius	Youth	MYP	Youthbuild	MFIP/ DWP	SNAP	Other	Total
\$ 6,747	\$ (100,422)	\$ 231,255	\$ 12,862	\$ 16,666	\$ (204,908)	\$ (4,888)	\$ 74,870	\$ 181,288
-	-	13,914	-	122	151,774	19,278		213,148
-	102,345	-	-	-	60,822	-	15,513	188,083
-	-	49,425	-	-	-	-	-	49,425
6,747	1,923	294,594	12,862	16,788	7,688	14,390	90,383	631,944
-	-	-	-	-	-	-	465,223	465,223
-	-	-	-	-	-	-	232,256	232,256
-	-	-	-	-	-	-	697,479	697,479
-	-	-	-	-	-	-	676,102	676,102
-	-	-	-	-	-	-	21,377	21,377
<u>\$ 6,747</u>	<u>\$ 1,923</u>	<u>\$ 294,594</u>	<u>\$ 12,862</u>	<u>\$ 16,788</u>	<u>\$ 7,688</u>	<u>\$ 14,390</u>	<u>\$ 111,760</u>	<u>\$ 653,321</u>
\$ 1,245	\$ -	\$ 21,436	\$ 5,985	\$ 1	\$ 7,688	\$ 102	\$ 1,016	\$ 113,316
-	-	221,486	-	-	-	-	3	221,489
5,502	1,923	30,261	6,877	16,787	-	-	12,780	184,856
6,747	1,923	273,183	12,862	16,788	7,688	102	13,799	519,661
-	-	141,680	-	-	-	-	4,492	146,172
-	-	(120,269)	-	-	-	14,288	93,469	(12,512)
<u>\$ 6,747</u>	<u>\$ 1,923</u>	<u>\$ 294,594</u>	<u>\$ 12,862</u>	<u>\$ 16,788</u>	<u>\$ 7,688</u>	<u>\$ 14,390</u>	<u>\$ 111,760</u>	<u>\$ 653,321</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF ACTIVITIES
ALL FUNDS WITHOUT DONOR RESTRICTIONS
JUNE 30, 2019
(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)

	Other Youth Projects	WIOA Adult	WIOA Dislocated Workers	State Dislocated Workers
REVENUES				
Government Grants:				
Federal Pass-Through	\$ 19,687	\$ 694,224	\$ 455,237	\$ -
Federal	-	-	-	-
State	38,742	-	-	913,023
Sub Grantee Pass-Through	-	-	-	-
Contributions and Donations	-	-	-	-
Other Revenue	10,863	-	-	-
Total Revenues	<u>69,292</u>	<u>694,224</u>	<u>455,237</u>	<u>913,023</u>
EXPENSES				
Administration	2,850	77,817	48,172	115,168
Training	14,005	193,356	169,755	312,750
Participant Support	1,410	14,060	12,906	75,833
Program Related	51,027	408,991	224,404	409,272
Sub Grantee Pass-Through	-	-	-	-
Fundraising	-	-	-	-
Depreciation Expense	-	-	-	-
Total Expenses	<u>69,292</u>	<u>694,224</u>	<u>455,237</u>	<u>913,023</u>
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	-	-	-	-
Net Assets Without Donor Restrictions - July 1, 2018	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS - JUNE 30, 2019	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF ACTIVITIES
ALL FUNDS WITHOUT DONOR RESTRICTIONS
(CONTINUED)
JUNE 30, 2019
(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)**

Other Adult Projects	Walmart Retail Projects	Rural Career Counselor	Regional Planning WIOA	Regional Planning JSPB	Otto Bremer	HTI Project II	Youth
\$ 12,647	\$ -	\$ -	\$ 31,325	\$ -	\$ -	\$ -	\$ 547,032
-	-	-	12,215	-	-	-	-
62,562	-	54,279	-	44,196	-	57,859	-
-	-	150,521	-	-	-	-	-
-	-	-	-	-	-	-	-
-	341,758	-	-	-	18,291	-	6,584
<u>75,209</u>	<u>341,758</u>	<u>204,800</u>	<u>43,540</u>	<u>44,196</u>	<u>18,291</u>	<u>57,859</u>	<u>553,616</u>
16,948	31,493	5,246	-	22,075	2,000	11,092	78,478
12,547	76,746	-	-	-	-	1,293	103,550
100	3,419	-	-	-	-	12,517	50
45,614	230,100	49,651	31,325	22,121	16,291	32,957	395,023
-	-	149,903	12,215	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
<u>75,209</u>	<u>341,758</u>	<u>204,800</u>	<u>43,540</u>	<u>44,196</u>	<u>18,291</u>	<u>57,859</u>	<u>577,101</u>
-	-	-	-	-	-	-	(23,485)
-	-	-	-	-	-	-	(96,784)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (120,269)</u>

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF ACTIVITIES
ALL FUNDS WITHOUT DONOR RESTRICTIONS
(CONTINUED)
JUNE 30, 2019
(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)**

State Youth Projects	PreETS	Youth DEI	MFIP/ DWP	SNAP	Other	Total
\$ -	\$ -	\$ 147,563	\$ 819,921	\$ 92,822	\$ -	\$ 2,820,458
-	-	-	-	-	-	12,215
427,332	88,280	-	208,065	15,818	-	1,910,156
-	-	-	-	-	65	150,586
-	-	-	-	-	10,926	10,926
-	-	-	-	-	264,891	642,387
<u>427,332</u>	<u>88,280</u>	<u>147,563</u>	<u>1,027,986</u>	<u>108,640</u>	<u>275,882</u>	<u>5,546,728</u>
48,965	-	35,507	64,193	14,251	43,480	617,735
133,530	-	-	-	-	92	1,017,624
6,198	-	-	73,439	1,287	95	201,314
238,639	88,280	112,056	890,354	78,571	205,788	3,530,464
-	-	-	-	-	-	162,118
-	-	-	-	-	3,746	3,746
-	-	-	-	-	18,473	18,473
<u>427,332</u>	<u>88,280</u>	<u>147,563</u>	<u>1,027,986</u>	<u>94,109</u>	<u>271,674</u>	<u>5,551,474</u>
-	-	-	-	14,531	4,208	(4,746)
-	-	-	-	(243)	89,261	(7,766)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,288</u>	<u>\$ 93,469</u>	<u>\$ (12,512)</u>



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Central Minnesota Jobs and Training Services, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 13, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Central Minnesota Jobs and Training Services internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Central Minnesota Jobs and Training Services internal control. Accordingly, we do not express an opinion on the effectiveness of Central Minnesota Jobs and Training Services internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs as items 2019-01 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Central Minnesota Jobs and Training Services financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Central Minnesota Jobs and Training Services Response to Findings

Central Minnesota Jobs and Training Services response to the findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. Central Minnesota Jobs and Training Services response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

St. Cloud, Minnesota
December 13, 2019



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

Report on Compliance for Each Major Federal Program

We have audited Central Minnesota Jobs and Training Services' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Central Minnesota Jobs and Training Services' major federal programs for the year ended June 30, 2019. Central Minnesota Jobs and Training Services' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Central Minnesota Jobs and Training Services' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Central Minnesota Jobs and Training Services' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Central Minnesota Jobs and Training Services' compliance.

Opinion on Each Major Federal Program

In our opinion, Central Minnesota Jobs and Training Services complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

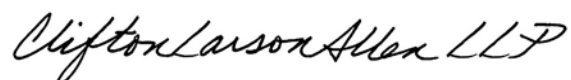
Report on Internal Control Over Compliance

Management of Central Minnesota Jobs and Training Services is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Central Minnesota Jobs and Training Services' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Central Minnesota Jobs and Training Services' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



CliftonLarsonAllen LLP

St. Cloud, Minnesota
December 13, 2019

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2019**

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Passed Through to Subrecipients</u>	<u>Federal Expenditures</u>
U.S. Department of Labor				
Passed Through Minnesota Department of Employment and Economic Development:				
WIOA Adult	17.258	7053100, 8053100, 6053101	\$ -	\$ 694,224
WIOA Dislocated Worker	17.278	7058000, 8058000, 6058001, 6053101, 8054801	-	511,424
WIOA Youth	17.259	7053600, 8053600, 9053600, 6053601	-	547,032
Total WIOA Cluster			<u>-</u>	<u>1,752,680</u>
Employment Service Cluster Youth Disability Employment Initiative	17.207	7059600	<u>-</u>	<u>147,563</u>
Total U.S. Department of Labor			<u>\$ -</u>	<u>\$ 1,900,243</u>
U.S. Department of Agriculture				
Passed Through Counties: SNAP Cluster	10.561	NA	-	92,822
Total U.S. Department of Agriculture			<u>\$ -</u>	<u>\$ 92,822</u>
U.S. Department of Health and Human Services				
Passed Through Counties: MFIP	93.558	NA	-	819,921
Passed Through Minnesota Department of Employment & Economic Development Youth Projects	93.558	N/A	<u>-</u>	<u>19,687</u>
Total CFDA 93.558 TANF Cluster			<u>-</u>	<u>839,608</u>
Total U.S. Department of Health and Human Services			<u>\$ -</u>	<u>\$ 839,608</u>
Total Federal Expenditures			<u>\$ -</u>	<u>\$ 2,832,673</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2019

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Central Minnesota Jobs and Training Services under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the Schedule presents only a selected portion of the operations of Central Minnesota Jobs and Training Services, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Central Minnesota Jobs and Training Services.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Central Minnesota Jobs and Training Services has elected not to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

NOTE 3 CONTINGENCIES

Grant monies received and disbursed by the Organization are for specific purposes and are subject to review and audit by the grantor agencies. Such audits may result in requests for reimbursement due to disallowed expenditures. Based upon prior experience, the Organization does not believe that such disallowances, if any, would have a material effect on the financial position of the Organization. As of June 30, 2019, management was not aware of any material questioned or disallowed costs as a result of grant audits in process or completed.

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2019**

Section I – Summary of Auditors' Results

Financial Statements

1. Type of Auditors' Report Issued: Unmodified
2. Internal Control over Financial Reporting:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? X Yes None reported
3. Noncompliance Material to Financial Statements Noted? Yes X No

Federal Awards

1. Internal Control over Major Programs:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported
2. Type of Auditors' Report Issued on Compliance for the Major Programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes X No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
17.258, 17.259 & 17.278	Workforce Innovation and Opportunity Act Cluster

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? X Yes No

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2019**

Section II – Financial Statement Findings

2019-001

Type of Finding:

- Significant Deficiency in Internal Control over Financial Reporting

Condition: Two Audit adjustments were posted to the Organization's accounts, which were a necessary step in ensuring that the financial statements were fairly stated under GAAP.

Criteria or specific requirement: Management is responsible for the accuracy and completeness of all financial records and related information. Management is responsible for all controls over the period-end financial reporting process to ensure conformity with GAAP.

Context: While performing audit procedures, correcting journal entries to the Organizations financial records were required in order to provide reasonable assurance that financial statements are fairly stated in accordance with GAAP.

Effect: This resulted in recording an additional deferred revenue and reduce accounts receivable and grant revenue in order to be fairly stated under GAAP.

Cause: The Organization's control policies and procedures had recorded the transaction in the system however, the transactions were inadvertently recorded incorrectly and the control policies and procedures did not prevent or detect the inadvertent misstatement of the financial statements.

Repeat Finding: No.

Recommendation: The Organization should continue to review all GAAP requirements for unusual transactions entered into to ensure conformity with GAAP prior to the start of the audit.

Views of responsible officials and planned corrective actions: The Organization has reviewed transactions and adjusted its processes to ensure all balances are captured in conformity with GAAP.

Section III – Findings and Questioned Costs – Major Federal Programs

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

Central MN Jobs & Training Services

Schedule of Insurance

Policy Type:	Commercial Package	Number:	PHPK2262041
Insurance Carrier:	Philadelphia Insurance	Policy Term:	April 20, 2021-2022
Coverage			Limit
Business Personal Property			\$ 788,000
Deductible			\$ 500
Valuation			Replacement Cost
Business Income			\$ 300,000
General Liability (\$2,000,000 aggregate)			\$ 1,000,000
Professional Liability (\$2,000,000 aggregate)			\$ 1,000,000
Automobile Liability			\$ 1,000,000

Policy Type:	Workers Compensation	Number:	112196.803
Insurance Carrier:	Superior Point (Assigned Risk Pool)	Policy Term:	April 20, 2021-2022
Coverage			Limit
Workers Compensation – MN			Statutory Limits
Employers Liability – Each Accident			\$ 500,000
Employers Liability – Disease (Policy Limit)			\$ 500,000
Employers Liability – Disease (Each Employee)			\$ 500,000

Policy Type:	Commercial Umbrella	Number:	PHUB711756
Insurance Carrier:	Philadelphia Insurance	Policy Term:	April 20, 2021-2022
Coverage			Limit
Umbrella Liability			\$ 1,000,000
Self-Insured Retention			\$ 10,000

Policy Type:	Management Liability	Number:	DCP1763904P1
Insurance Carrier:	Carolina Casualty Insurance Company	Policy Term:	April 20, 2021-2022
Coverage			Limit
Directors' & Officers' Liability – per claim/aggregate			\$ 2,000,000
Directors' & Officers' Liability – deductible			\$ 2,500
Employment Practices Liability – per claim/aggregate			\$ 2,000,000
Employment Practices Liability – deductible			\$ 10,000

Policy Type:	Crime – Third Party	Number:	41BDDHA5336
Insurance Carrier:	The Hartford	Policy Term:	April 20, 2021-2022
Coverage			Limit
Employee Theft – on Premise only			\$ 500,000
Deductible			\$ 4,000

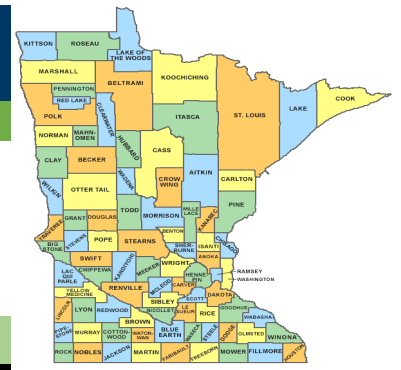
Policy Type:	ERISA Bond	Number:	A270015864
Insurance Carrier:	Capitol Indemnity	Policy Term:	April 20, 2021-2024
Coverage			Limit
Bond Limit (with inflation guard)			\$ 225,000

Policy Type:	Cyber	Number:	V26DCA190201
Insurance Carrier:	Beazley	Policy Term:	April 20, 2021-2022
Coverage			Limit
			\$1,000,000

COUNTY PROFILE

Kanabec Co.

Kanabec Co. is a part of Economic Development Region 7E, which is located in the Central Planning Region.



POPULATION CHARACTERISTICS

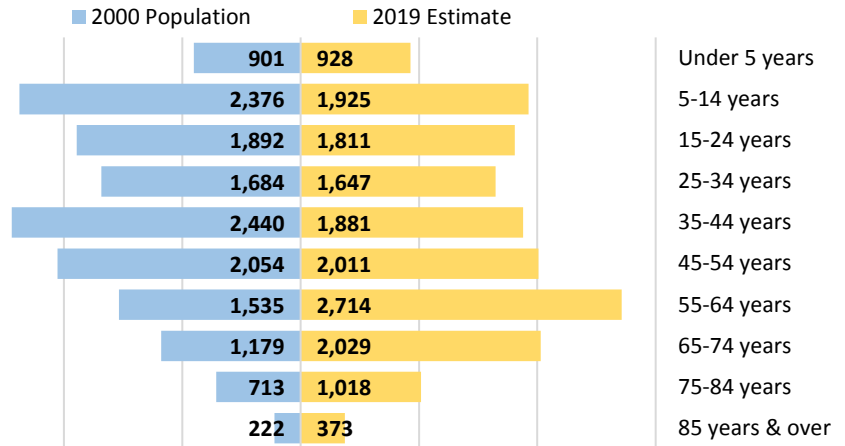
Kanabec Co.'s population has increased so far this decade, ranking as the 40th fastest growing of the 87 counties in the state from 2010 to 2019. It is now the 52nd largest in the state. Kanabec Co.'s population has an older median age than the state and a larger percentage of people aged 65 years and older. The population is aging, especially as the Baby Boom generation moves through the population pyramid (see Figure 1).

Current population:	16,337 people	Median Age:	44.9 years
Population change, 2010-2019	98 people 0.6% increase	state:	38.3 years

	Number	Percent
Under 5 years	928	5.7%
5-14 years	1,925	11.8%
15-24 years	1,811	11.1%
25-34 years	1,647	10.1%
35-44 years	1,881	11.5%
45-54 years	2,011	12.3%
55-64 years	2,714	16.6%
65-74 years	2,029	12.4%
75-84 years	1,018	6.2%
85 years & over	373	2.3%
Total Population	16,337	100.0%

Source: U.S. Census Bureau, Population Estimates

Figure 1. Population Pyramid, 2000-2019



Kanabec Co. enjoyed a natural increase - more births than deaths from 2010 to 2019, but also experienced net out-migration - meaning more people moved out than moved in. Despite suffering domestic out-migration, Kanabec Co. welcomed net international in-migration - gaining new Minnesotans from foreign countries (see Table 2).

Table 2. Components of Population Change, 2010-2019

	Total Population Change	April 1, 2010 to July 1, 2019					
		Natural Increase	Vital Events		Net Migration		
			Births	Deaths	Total	International	Domestic
Kanabec Co.	93	110	1,482	1,372	-15	70	-85
State of Minnesota	335,705	250,488	637,356	386,868	88,161	114,414	-26,253

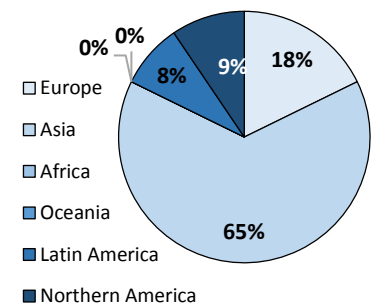
Source: U.S. Census Bureau, Population Estimates Program

Compared to the state, Kanabec Co. has a smaller percentage of foreign-born residents. From 2010 to 2018, Kanabec Co. saw an increase in the number of foreign-born residents, which was faster than the statewide increase.

	Kanabec Co.		Change 2010-2018		Minnesota	
	Number	Percent	Number	Percent	Percent	Change
Foreign-born Population	169	1.1%	37	28.0%	8.4%	25.8%
Europe	30	17.8%	-3	-9.1%	10.2%	4.8%
Asia	109	64.5%	80	275.9%	37.7%	27.8%
Africa	0	0.0%	-44	-100.0%	24.5%	61.1%
Oceania	0	0.0%	0	#DIV/0!	0.5%	41.9%
Americas:	30	17.8%	4	15.4%	27.1%	9.8%
Latin America	14	8.3%	9	180.0%	24.6%	11.8%
Northern America	16	9.5%	-5	-23.8%	2.6%	-6.0%

Source: U.S. Census Bureau, 2014-2018 American Community Survey

Figure 2. Place of Birth for the Foreign Born Population, 2018



COUNTY PROFILE

Kanabec Co.

Kanabec Co.'s population was becoming more racially diverse over time. Since 2000, the county's white population increased and the number of people of other races increased (see Table 4).

Figure 3. Population by Race, 2018

- White
- Black or African American
- American Indian
- Asian
- Some Other Race
- Two or More Races

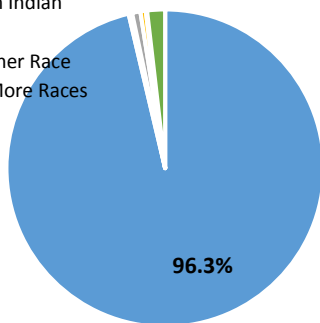


Table 4. Race and Hispanic Origin, 2018	Kanabec Co.			Minnesota	
	Number	Percent	Change from 2000-2018	Percent	Change from 2000-2018
Total	16,004	100.0%	6.7%	100.0%	12.4%
White	15,412	96.3%	5.7%	83.3%	4.7%
Black or African American	56	0.3%	115.4%	6.2%	99.3%
American Indian or Alaska Native	136	0.8%	12.4%	1.1%	7.3%
Asian or Other Pac. Islanders	88	0.5%	23.9%	4.8%	83.8%
Some Other Race	20	0.1%	-20.0%	1.8%	48.7%
Two or More Races	292	1.8%	75.9%	2.9%	90.7%
Hispanic or Latino origin	248	1.5%	77.1%	5.3%	104.2%

Source: U.S. Census Bureau, 2014-2018 American Community Survey

POPULATION PROJECTIONS

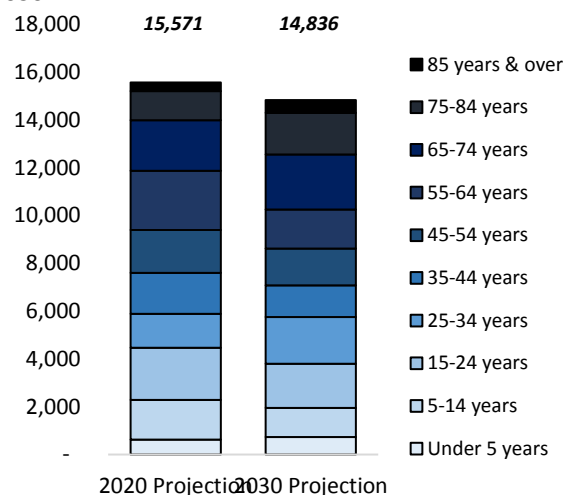
According to the Minnesota State Demographic Center, Kanabec Co.'s population is expected to decline from 2020 to 2030, with a rate of change that is slower than the projected statewide growth rate (5.0%). Despite the decline, the number of people aged 65 years and older is expected to increase over the next decade (see Figure 4 and Table 5).

Table 5. Population Projections by Age Group, 2020-2030

Kanabec Co.	2020 Projection	2030 Projection	Numeric Change	Percent Change
Under 5 years	619	731	112	18.1%
5-14 years	1,664	1,222	-442	-26.6%
15-24 years	2,183	1,841	-342	-15.7%
25-34 years	1,421	1,957	536	37.7%
35-44 years	1,708	1,328	-380	-22.2%
45-54 years	1,805	1,537	-268	-14.8%
55-64 years	2,471	1,640	-831	-33.6%
65-74 years	2,118	2,298	180	8.5%
75-84 years	1,215	1,736	521	42.9%
85 years & over	367	546	179	48.8%
Total Population	15,571	14,836	-735	-4.7%

Source: Minnesota State Demographic Center

Figure 4. Projections by Age Group, 2020-2030



EDUCATIONAL ATTAINMENT

Kanabec Co. has a lower percentage of adults (18 years & over) with at least a high school diploma than the state (92.4%), and a lower percentage of people with at least some college experience. Kanabec Co. also has a lower percentage of people with an Associate's degree and a lower percentage of people with a Bachelor's degree or higher.

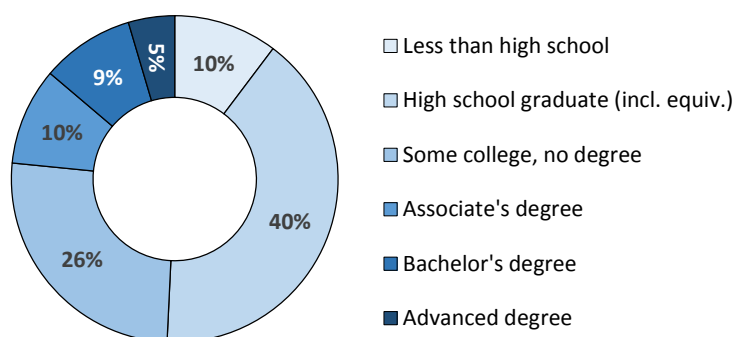
Percentage of the adult population (18 years & over) with at least a high school diploma:

89.7%

College-educated: **49.2%**
state: 67.1%

Associate's Degree: **9.6%**
Bachelor's Degree: **9.2%**
Advanced Degree: **4.6%**

Figure 5. Educational Attainment, 2018



Source: U.S. Census Bureau, 2014-2018 American Community Survey

LABOR FORCE TRENDS

The number of workers in Kanabec Co. increased over the past year. Long term, Kanabec Co.'s labor force expanded more rapidly from 2004 to 2019, compared to a statewide growth rate of 8.0% (see Figure 6).

9,074 available workers

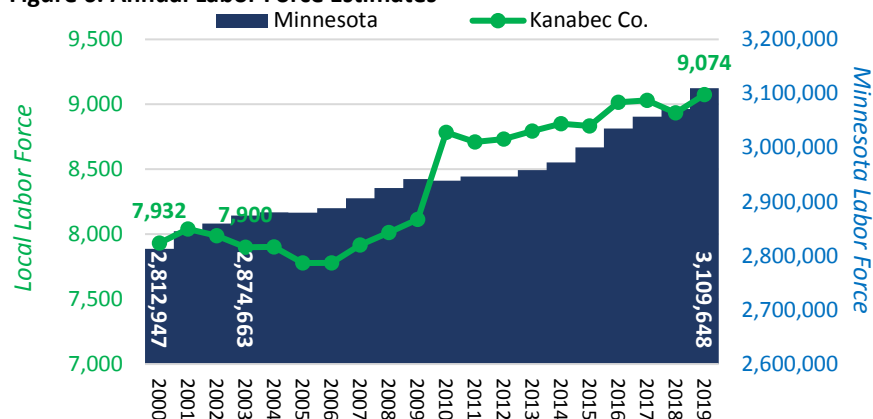
Labor Force change,
2004-2019 **1,173 workers**
14.8% increase

6.0% unemployment rate

3.2% state

544 unemployed workers

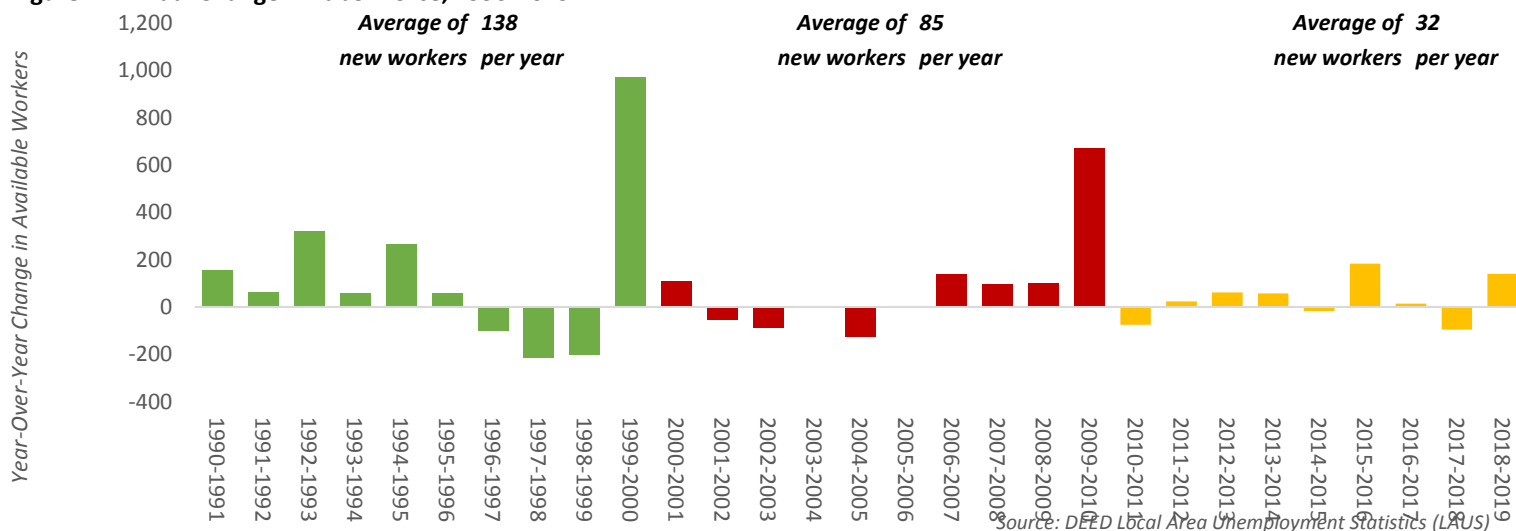
Figure 6. Annual Labor Force Estimates



Source: DEED Local Area Unemployment Statistics

At 6%, Kanabec Co. had a higher unemployment rate than the state in 2019. Kanabec Co.'s unemployment rate increased compared to 5.5% in 2018, and was lower than the 13% rate posted in 2009. The number of unemployed workers actively seeking work in Kanabec Co. increased over the past year, and is down compared to 2009.

Figure 7. Annual Change in Labor Force, 1990-2019



Source: DEED Local Area Unemployment Statistics (LAUS)

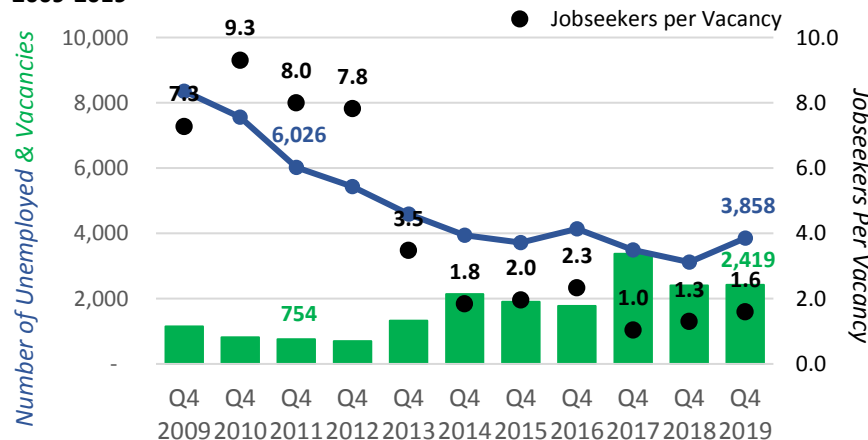
Labor force growth has slowed in recent years. After experiencing a net gain of workers from 1990 to 2000, Kanabec Co. averaged an annual gain of new workers from 2000 to 2010, and most recently a gain of new workers since 2010 (see Figure 7). Moving forward, Kanabec Co. is expected to see a labor force decline from 2020 to 2030 (see Table 6).

Table 6. Labor Force Projections, 2020-2030	Labor Force Projection	
	2020	2030
16 to 24 years	1,409	1,260
25 to 54 years	4,154	4,062
55 to 64 years	1,627	1,080
65 years & over	623	705
Total Labor Force	7,813	7,107

Source: Minnesota State Demographic Center

Kanabec Co. is a part of Region 7E, which includes Chisago, Isanti, Kanabec, Mille Lacs, and Pine County. The labor market has grown extremely tight in recent years, dropping to a ratio of 1.6 jobseekers per vacancy during the 4th quarter of 2019 (see Figure 8).

Figure 8. Jobseekers Per Vacancy, 2009-2019



Source: DEED Job Vacancy Survey, LAUS program

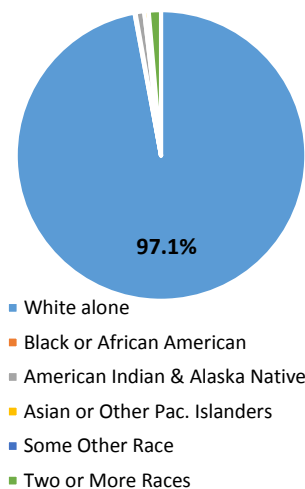
LABOR FORCE CHARACTERISTICS

Kanabec Co. had a lower labor force participation rate than the state. The labor force in Kanabec Co. is less racially diverse than the state (where 85.5% of workers are white alone), but is becoming more diverse over time.

Table 7. Employment Characteristics, 2018

	Kanabec Co.			Minnesota		Kanabec Co.	
	In Labor Force (available workers)	Labor Force Partic. Rate	Unemp. Rate	Labor Force Partic. Rate	Unemp. Rate	Male	Female
Total Labor Force	8,116	62.5%	4.6%	69.7%	3.9%	4,361	3,754
16 to 19 years	399	52.3%	11.0%	52.9%	11.7%	222	177
20 to 24 years	750	87.1%	9.1%	84.4%	6.4%	411	339
25 to 44 years	2,884	84.6%	4.8%	88.6%	3.5%	1,531	1,353
45 to 54 years	1,805	83.4%	3.5%	87.3%	2.8%	953	851
55 to 64 years	1,732	65.8%	3.1%	72.6%	3.0%	923	809
65 to 74 years	481	25.7%	0.8%	27.6%	2.4%	276	205
75 years & over	64	5.0%	0.0%	6.3%	2.6%	45	20
Employment Characteristics by Race & Hispanic Origin							
White alone	7,880	62.8%	4.3%	69.5%	3.3%		
Black or African American	9	18.4%	0.0%	70.7%	9.9%		
American Indian & Alaska Native	78	67.8%	19.2%	58.5%	12.8%		
Asian or Other Pac. Islanders	40	62.5%	17.5%	71.3%	4.7%		
Some Other Race	1	11.1%	0.0%	77.2%	6.2%		
Two or More Races	110	54.5%	8.2%	73.1%	7.6%		
Hispanic or Latino	90	55.9%	10.0%	76.3%	6.5%		
Employment Characteristics by Disability							
With Any Disability	720	49.7%	8.6%	52.5%	9.0%		
Employment Characteristics by Educational Attainment							
Population, 25 to 64 years	6,422	78.3%	4.0%	84.2%	3.2%		
Less than H.S. Diploma	371	60.9%	5.6%	65.4%	4.5%		
H.S. Diploma or Equivalent	2,445	77.5%	2.7%	78.6%	2.6%		
Some College or Assoc. Degree	2,506	80.1%	3.3%	85.2%	3.2%		
Bachelor's Degree or Higher	1,096	83.7%	0.8%	89.8%	1.9%		

Figure 9. Labor Force by Race, 2018

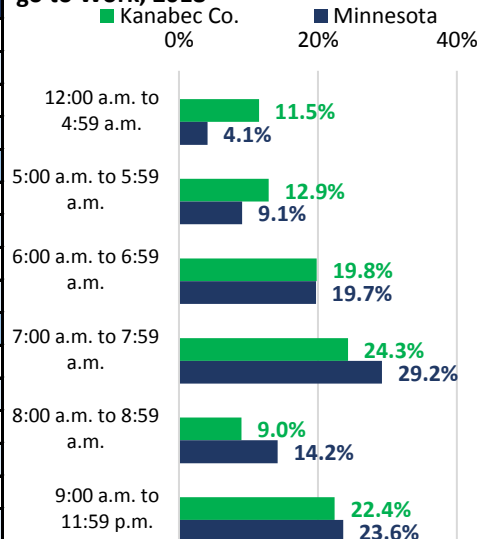


Source: 2014-2018 American Community Survey, 5-Year Estimates

A smaller percentage of workers in Kanabec Co. worked in the same county in which they live compared to the state. Kanabec Co. also had a longer average commute time than the state.

Table 8. Commuting Characteristics, 2018	Kanabec Co.		Minnesota	
	Number	Percent	Number	Percent
Worked in state of residence	7,433	98.8%	2,807,811	97.5%
Worked in county of residence	3,483	46.3%	1,831,557	63.6%
Worked out of county of residence	3,950	52.5%	979,134	34.0%
Worked outside state of residence	90	1.2%	71,995	2.5%
MEANS OF TRANSPORTATION TO WORK				
Car, truck, or van	6,853	91.1%	2,488,152	86.4%
Public transportation (excl. taxicab)	53	0.7%	103,673	3.6%
Other method (walk, bike, taxi, etc.)	316	4.2%	126,711	4.4%
Worked at home	308	4.1%	164,149	5.7%
TRAVEL TIME TO WORK				
Less than 10 minutes	1,414	18.8%	455,009	15.8%
10 to 19 minutes	1,738	23.1%	869,701	30.2%
20 to 29 minutes	1,286	17.1%	639,317	22.2%
30 to 44 minutes	1,159	15.4%	564,442	19.6%
45 to 59 minutes	542	7.2%	192,947	6.7%
60 or more minutes	1,384	18.4%	158,389	5.5%
Mean travel time to work (minutes)	31.2 minutes		23.5 minutes	

Figure 10. Time Leaving Home to go to Work, 2018



Source: 2014-2018 American Community Survey, 5-Year Estimates

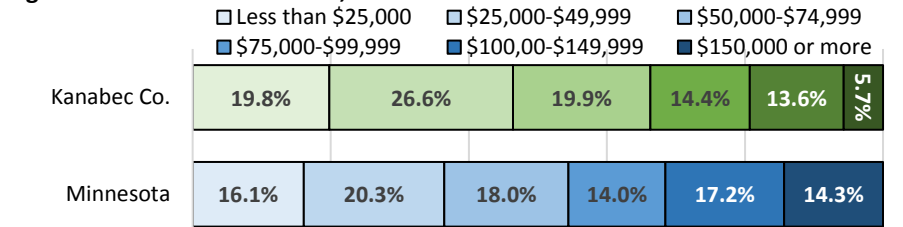
INCOMES, COST OF LIVING, & HOUSING

Kanabec Co. had a lower median household income than the state, and a higher percentage of households with incomes below \$50,000. Overall, Kanabec Co. had the 65th highest median household income of the 87 counties in the state.

Median Household Income	\$53,300
state	\$68,411
Median Family Income	\$64,193
state	\$86,204
Per Capita Income	\$27,331
state	\$36,245

Source: 2014-2018 American Community Survey

Figure 11. Household Incomes, 2018



Source: 2014-2018 American Community Survey 5-Year Estimates

Kanabec Co. also had a lower cost of living than the state, with a required hourly wage of \$15.48 for a single person living alone to meet a basic needs cost of living, and an hourly wage requirement of \$17.68 for a typical family with 2 adults and 1 child (see Table 9).

Table 9. Basic Needs Cost of Living Estimates, 2019									
Single Adult, 0 children	Single Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
Kanabec Co.	\$32,208	\$15.48	\$0	\$327	\$166	\$620	\$917	\$265	\$389
State of Minnesota	\$30,900	\$14.86	\$0	\$335	\$137	\$759	\$629	\$336	\$379
Typical Family: 2 Adults (1 working full-time, 1 part-time), 1 child	Family Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
Kanabec Co.	\$55,164	\$17.68	\$316	\$748	\$659	\$814	\$1,084	\$438	\$538
State of Minnesota	\$55,548	\$17.80	\$511	\$764	\$484	\$986	\$729	\$537	\$618

Source: DEED Cost of Living tool

Kanabec Co. had a lower median house value than the state, having the 48th highest value of the 87 counties in 2018. Kanabec Co.'s housing stock was newer than the state's, with a higher percentage of units built since 2000 (see Figure 12).

Table 10. Estimated Value of Owner-occupied Housing Units, 2018	Kanabec Co.		Minnesota
	Total	Percent	Percent
Total	5,358	100.0%	100.0%
Less than \$50,000	410	7.7%	5.7%
\$50,000 to \$99,999	948	17.7%	9.4%
\$100,000 to \$149,999	1,258	23.5%	15.2%
\$150,000 to \$199,999	1,071	20.0%	19.8%
\$200,000 to \$299,999	1,131	21.1%	25.7%
\$300,000 to \$499,999	443	8.3%	17.6%
\$500,000 or more	97	1.8%	6.6%
Median (dollars)	\$152,600		\$199,700

Source: 2014-2018 American Community Survey, 5-Year Estimates

Median monthly owner costs, owner-occupied units with a mortgage	\$1,311
state	\$1,547
Percentage of households with a mortgage spending 30% or more of their income on housing costs	30.8%
state	22.6%
Median monthly rent costs	\$783
state	\$944
Percentage of renters spending 30% or more of their household income on rent	45.6%
state	45.9%

Source: 2014-2018 American Community Survey, 5-Year Estimates

Figure 12. Year Structure Built, 2018

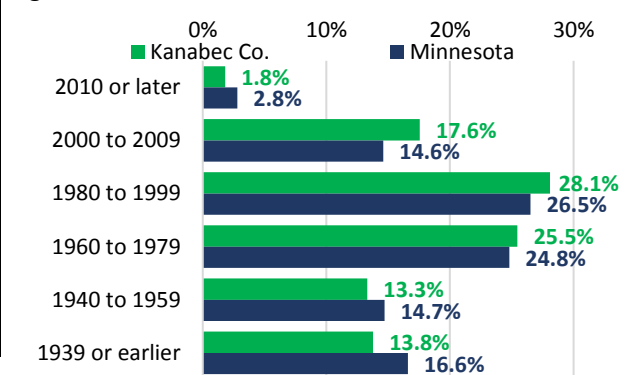
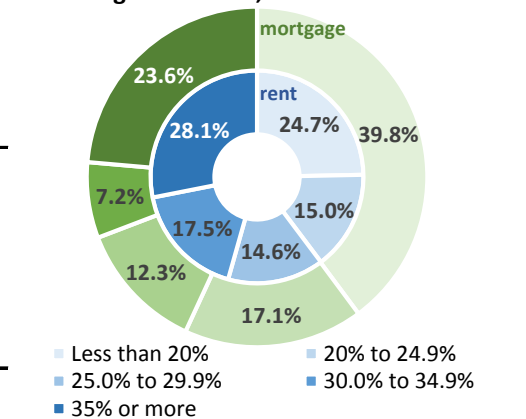


Figure 13. Housing Costs as a Percentage of Income, 2018



OCCUPATIONS

At \$19.81 in 2020, wages were lower in Region 7E than the state. Overall, Region 7E had the 2nd highest median hourly wage level of the 13 economic development regions in the state. Wages were highest for management occupations (\$44.06) and lowest for food preparation and serving related jobs (\$12.07) (see Table 11).

Table 11. Occupational Employment Statistics, 2020

Occupational Group	Region 7E				State of Minnesota		
	Median Hourly Wage	Estimated Regional Jobs	Share of Total Jobs	Regional Location Quotient	Median Hourly Wage	State-wide Jobs	Share of Total Jobs
Total, All Occupations	\$19.81	46,480	100.0%	1.0	\$21.49	2,880,650	100.0%
Management	\$44.06	2,470	5.3%	0.9	\$24.38	165,310	5.7%
Business & Financial Operations	\$28.72	1,720	3.7%	0.6	\$12.43	244,300	8.5%
Computer & Mathematical	\$35.25	720	1.5%	0.5	\$17.72	4,060	0.1%
Architecture & Engineering	\$35.81	890	1.9%	1.0	\$20.03	363,800	12.6%
Life, Physical & Social Science	\$32.33	430	0.9%	1.0	\$24.31	100,060	3.5%
Community & Social Service	\$23.57	1,540	3.3%	1.7	\$13.65	70,290	2.4%
Legal	\$26.81	210	0.5%	0.6	\$18.06	216,890	7.5%
Education, Training & Library	\$22.64	3,930	8.5%	1.5	\$38.00	55,520	1.9%
Arts, Design, Entertainment & Media	\$12.69	450	1.0%	0.7	\$28.97	104,900	3.6%
Healthcare Practitioners & Technical	\$32.81	3,060	6.6%	1.0	\$37.35	20,050	0.7%
Healthcare Support	\$14.19	3,190	6.9%	1.2	\$24.52	38,540	1.3%
Protective Service	\$24.96	1,340	2.9%	1.8	\$15.37	277,000	9.6%
Food Preparation & Serving Related	\$12.07	1,650	3.5%	0.4	\$23.34	57,200	2.0%
Building, Grounds Cleaning & Maint.	\$14.68	1,320	2.8%	1.0	\$15.23	83,860	2.9%
Personal Care & Service	\$12.26	1,050	2.3%	0.9	\$36.07	190,800	6.6%
Sales & Related	\$14.57	5,570	12.0%	1.2	\$42.71	97,960	3.4%
Office & Administrative Support	\$18.85	5,370	11.6%	0.9	\$52.70	170,650	5.9%
Farming, Fishing & Forestry	\$15.27	80	0.2%	1.2	\$19.03	212,650	7.4%
Construction & Extraction	\$26.16	2,400	5.2%	1.4	\$22.45	45,030	1.6%
Installation, Maintenance & Repair	\$23.33	1,760	3.8%	1.1	\$14.81	163,160	5.7%
Production	\$19.00	3,930	8.5%	1.1	\$33.87	171,550	6.0%
Transportation & Material Moving	\$19.55	3,410	7.3%	1.0	\$34.35	27,070	0.9%

Source: DEED Occupational Employment Statistics, Qtr. 1 2020

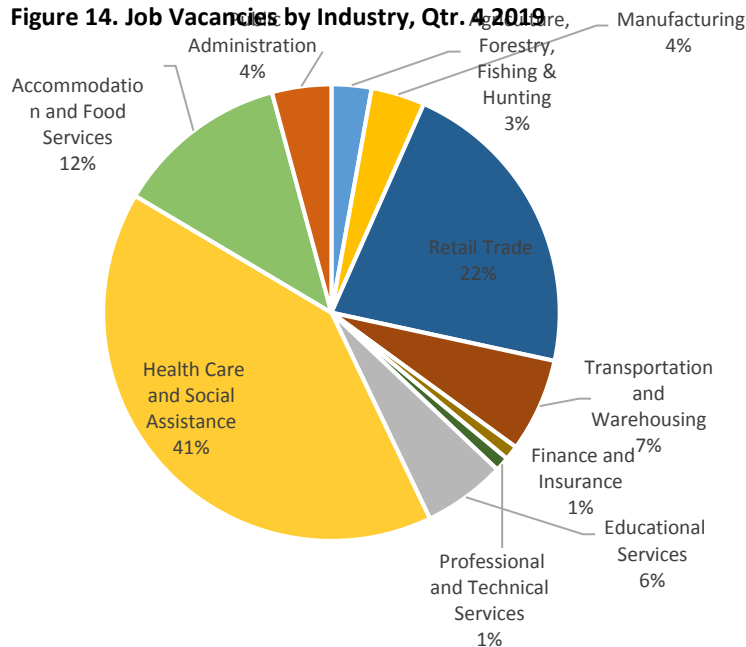
JOB VACANCY SURVEY

Kanabec Co. is a part of Region 7E, which includes Chisago, Isanti, Kanabec, Mille Lacs, and Pine County. There were 2419 job vacancies posted by employers in the 4th Quarter of 2019, indicating extensive opportunity in the region, with openings across several occupations and industries (see Figure 14).

Table 12. Region 7E Job Vacancy Survey Results, Qtr. 4 2019

Occupational Group	Number of Vacancies	Wage Offer
Total, All Occupations	2,419	\$14.04
Management	54	\$34.24
Business & Financial Operations	14	\$23.73
Computer & Mathematical	#N/A	#N/A
Architecture & Engineering	37	\$36.62
Life, Physical & Social Sciences	#N/A	#N/A
Community & Social Service	85	\$18.19
Education, Training & Library	#N/A	#N/A
Healthcare Practitioners & Technical	120	\$14.49
Healthcare Support	#N/A	#N/A
Protective Service	186	\$26.61
Food Preparation & Serving Related	150	\$12.14
Building, Grounds Cleaning & Maint.	12	\$14.25
Personal Care & Service	365	\$12.34
Sales & Related	39	\$12.56
Office & Administrative Support	461	\$13.81
Construction & Extraction	304	\$13.75
Installation, Maintenance & Repair	194	\$13.84
Production	14	\$18.00
Transportation & Material Moving	42	\$11.86

Figure 14. Job Vacancies by Industry, Qtr. 4 2019



Source: DEED Job Vacancy Survey, Qtr. 4 2019

OCCUPATIONS IN DEMAND

Table 13. Central Occupations in Demand, 2019

Less than High School	High School or Equivalent	Some College or Assoc. Deg.	Bachelor's Degree or Higher
Retail Salespersons \$25,362	Heavy & Tractor-Trailer Truck Drivers \$48,425	Registered Nurses \$77,526	Elementary School Teachers \$57,806
Personal Care Aides \$26,819	First-Line Supervisors of Retail Sales Workers \$41,149	Nursing Assistants \$35,265	Secondary School Teachers \$58,086
Combined Food Preparation & Serving \$23,801	Teacher Assistants \$30,937	Licensed Practical & Licensed Vocational Nurses \$46,876	Software Developers, Applications \$85,496
Cashiers \$24,482	Carpenters \$50,024	Automotive Service Technicians & Mechanics \$39,870	Preschool Teachers, Except Special Education \$32,388
Stock Clerks & Order Fillers \$25,685	First-Line Supervisors of Food Prep & Serving Workers \$36,181	Heating, Air Cond. (HVAC) & Refrig. Mechanics \$51,059	Human Resources Specialists \$56,611
Janitors & Cleaners \$29,692	Welders, Cutters, Solderers, & Brazers \$46,676	Machinists \$49,847	Middle School Teachers \$60,055
Laborers & Freight, Stock & Material Movers, Hand \$34,830	Secretaries & Administrative Assistants \$41,947	Hairdressers, Hairstylists, & Cosmetologists \$30,265	Industrial Engineers \$82,415
Home Health Aides \$28,942	Office Clerks, General \$36,597	Police & Sheriff's Patrol Officers \$63,297	Market Research Analysts & Marketing Specialists \$52,743
Cooks, Restaurant \$27,711	Maintenance & Repair Workers, General \$43,720	Electricians \$68,811	Nurse Practitioners \$105,231
Maids & Housekeeping Cleaners \$26,215	Customer Service Representatives \$34,038	Radiologic Technologists \$62,286	Financial Managers \$93,620

Source: DEED Occupations in Demand

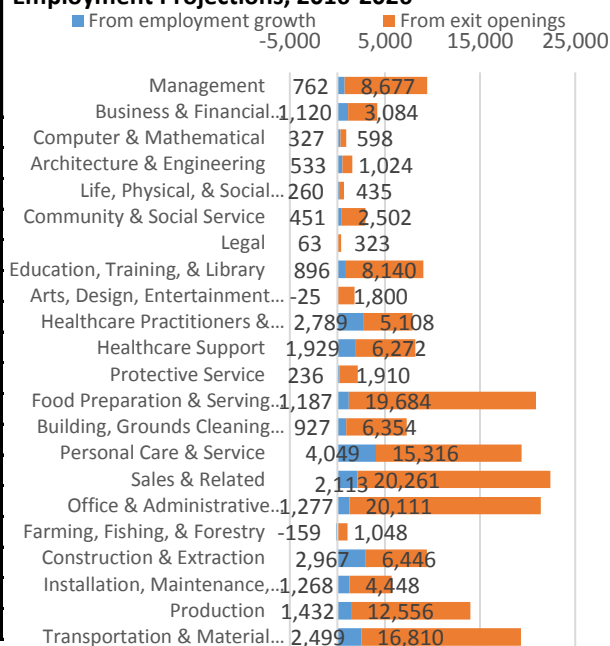
Kanabec Co. is a part of the Central planning region, which is projected to see a 8.6% increase in employment levels over the next decade. In addition to new jobs created, there will be a much larger number of exit openings (see Figure 15).

Table 14. Regional Industry Employment Projections, 2016-2026

Central Planning Region	Estimated Employment 2016	Projected Employment 2026	Percent Change 2016-2026
Total, All Industries	310,433	337,062	8.6%
Natural Resources & Mining	4,811	4,456	-7.4%
Utilities	2,234	2,342	4.8%
Construction	16,522	20,503	24.1%
Manufacturing	41,361	43,677	5.6%
Wholesale Trade	10,237	11,189	9.3%
Retail Trade	35,825	37,842	5.6%
Transportation & Warehousing	10,210	11,568	13.3%
Information	2,855	2,673	-6.4%
Finance & Insurance, Real Estate	9,306	9,502	2.1%
Professional Services & Mgmt. of Companies	8,642	10,135	17.3%
Administrative & Waste Services	9,834	10,892	10.8%
Educational Services	25,717	26,325	2.4%
Health Care & Social Assistance	47,461	56,807	19.7%
Leisure & Hospitality	27,130	28,141	3.7%
Other Services, Ex. Public Admin	11,569	12,024	3.9%
Public Administration	18,239	20,261	11.1%

Source: DEED 2016-2026 Employment Outlook

Figure 15. Regional Occupational Employment Projections, 2016-2026



ECONOMIC CHARACTERISTICS

After gaining jobs over the past year, Kanabec Co. had the 70th largest economy of the 87 counties in the state. Kanabec Co. was the 8th fastest growing in the past year and the 33rd fastest growing since 2014. From 2014 to 2019, employers in Kanabec Co. added jobs, but lagged the state's 6.3% growth rate.

334 business establishments

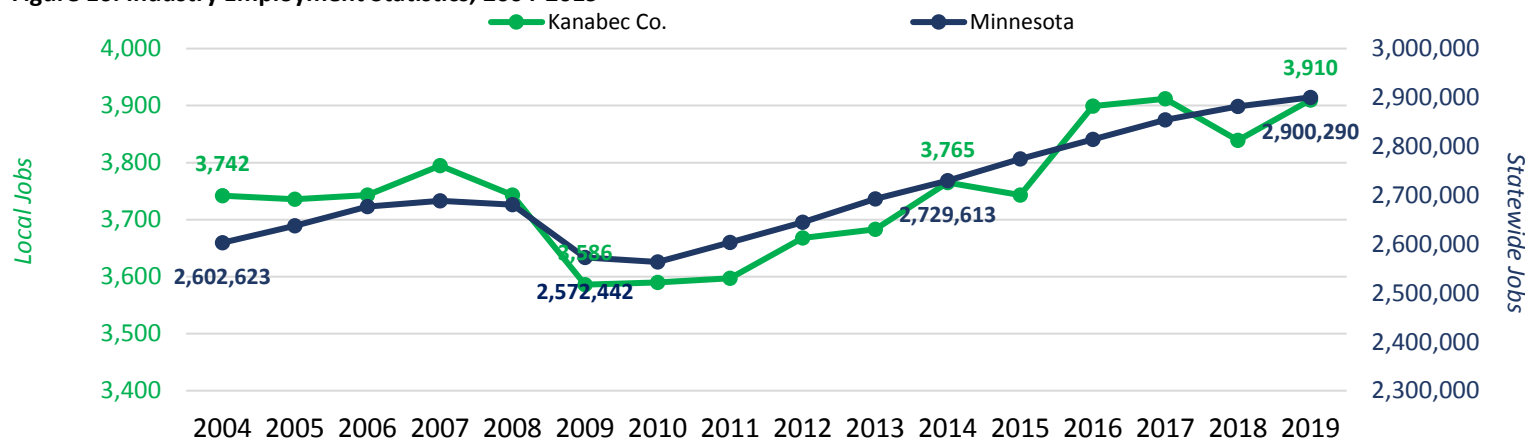
\$41,371 annual average wage

3,910 jobs

\$161,762,423 total industry payroll

Job change,
2014-2019145 jobs
3.9% increase

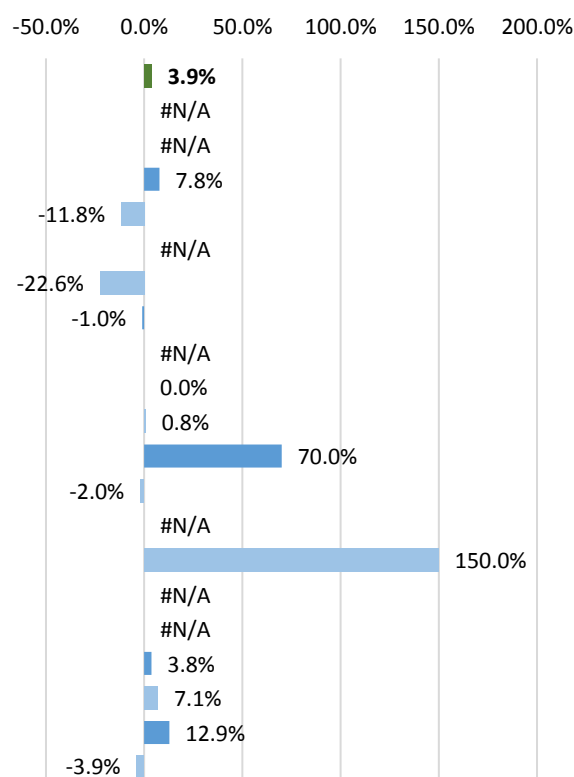
Figure 16. Industry Employment Statistics, 2004-2019



Source: DEED QCEW program

Table 15. Kanabec Co. Industry Employment Statistics, 2019	Number of Jobs	Percent of Total Jobs	Average Annual Wage
Total, All Industries	3,910	100.0%	\$41,371
Agriculture, Forestry, Fish & Hunt	#N/A	#N/A	#N/A
Mining	#N/A	#N/A	#N/A
Construction	291	7.4%	\$72,991
Manufacturing	443	11.3%	\$39,832
Utilities	#N/A	#N/A	#N/A
Wholesale Trade	48	1.2%	\$53,275
Retail Trade	490	12.5%	\$27,172
Transportation & Warehousing	#N/A	#N/A	#N/A
Information	36	0.9%	\$32,871
Finance & Insurance	129	3.3%	\$51,954
Real Estate & Rental & Leasing	51	1.3%	\$34,451
Professional & Technical Services	49	1.3%	\$36,672
Management of Companies	#N/A	#N/A	#N/A
Admin. Support & Waste Mgmt. Svcs.	50	1.3%	\$33,786
Educational Services	407	10.4%	\$38,417
Health Care & Social Assistance	948	24.2%	\$51,999
Arts, Entertainment, & Recreation	55	1.4%	\$16,043
Accommodation & Food Services	302	7.7%	\$12,688
Other Services	184	4.7%	\$29,606
Public Administration	323	8.3%	\$46,583

Figure 17. Change in Jobs, 2014-2019



Source: DEED Quarterly Census of Employment & Wages (QCEW)

For more information on Kanabec Co.'s population, labor force, and economic trends, contact:

Luke Greiner | Regional Analyst, Central & Southwest
 CareerForce St. Cloud | 1542 Northway Dr. Door 2 | St. Cloud MN 56303
 Office: 320-308-5378 | E-mail: luke.greiner@state.mn.us
 web: www.mn.gov/deed/data/regional-lmi/

Data updated: July 31, 2020



Central Minnesota

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YOUTH PROGRAM ELIGIBILITY

WIOA OUT-OF-SCHOOL YOUTH

WIOA Out-of-School Youth is an individual who is:

Age 16–24

Not attending any school (as defined by state law), including either secondary or post-secondary school.

And one or more of the following:

- A school dropout
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- Pregnant and/or parenting, or
- Individual with a disability, or
- Low income who requires additional assistance to enter or complete an educational program or to secure/hold employment

WIOA IN-SCHOOL YOUTH

WIOA In-School Youth is an individual who is:

Attending any school (as defined by state law), including secondary and post-secondary school, and

Age 14–21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program, and

A low-income individual, and

One or more of the following:

- Basic skills deficient
- An English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- An individual who is pregnant or parenting, or
- An individual with a disability

TANF

TANF Innovation Project participants must be:

- Ages of 14–24
- Teen parents, ages 16–24, who are receiving cash MFIP benefits, or
- Younger youth, ages 14–18, who are on the grant in MFIP households

MINNESOTA YOUTH PROGRAM (MYP)

Minnesota Youth must meet this criteria:

Age 14–24 at time of enrollment, and

Low-income or one or more of the following at-risk criteria:

- Basic skills deficient
- An offender
- Chemically dependent
- Individual with a disability
- Homeless youth
- Pregnant or parenting youth
- Public assistance recipients
- Foster care youth
- Limited English proficient
- Potential or actual school dropout

Youth At Work

Above eligibility criteria, in addition a

- Youth of color, or
- Disability
- Homeless

PRE-EMPLOYMENT TRANSITION SERVICES

CMJTS is a Limited Use Vendor for the Pre-Employment Transition Services (Pre-ETS) provided under Vocational Rehabilitation Services (VRS). Pre-ETS services are available to students who are eligible and potentially eligible for VRS. Youth must be between grade 9 and age 21 and a student with disabilities, in a secondary, post-secondary, or other recognized education program who:

- Are eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (IDEA), or

Pre-ETS (cont.)

- Is an individual with a disability for purposes of Section 504, or
- Otherwise have a documented disability

MINNESOTA YOUTH-BUILD PROGRAM

Minnesota Youthbuild Program participants must meet this criteria:

Age 16–24, and

Economically disadvantaged (see Section IV for Income Guideline Information) or eligible for the high school graduation incentives program (Minnesota Statute 2011 124D.68, subdivision 2), and one of the following:

- Youth who are not attending any school and have not received a secondary school diploma or its equivalent, or
- Youth currently enrolled in a traditional or alternative school setting or a GED program that, in the opinion of an official of the school, are in danger of dropping out of school

Youth at-risk for dropping out of school may include:

- Teen parents (male or female ages 16–19)
- Juvenile offenders/diversion program youth
- Chemically dependent youth or children of drug or alcohol abusers/dependents
- Youth receiving public assistance and/or group home services
- Youth with disabilities
- Homeless youth

10:10am Appointment

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: SWAT JPA, Boat & Water Agreement, Animal Control Agreement	b. Origination: Sheriff's Office
c. Estimated time: 20 minutes	d. Presenter(s): Brian Smith

e. Board action requested:

a. SWAT JPA (pages 3-11)

Resolution #__ - 6/1/21

WHEREAS, Kanabec County supports efforts to establish an organization to coordinate efforts to develop and provide joint response to critical incidents or high risk entries where there is risk of criminal violence, occurring within and outside of the jurisdictions listed below; and

WHEREAS, the City of Braham, City of Cambridge, City of Isanti, and County of Isanti wish to work with Kanabec County Sheriff's Department to establish the Rum River Special Response Team (RRSRT) to accomplish this goal, and

WHEREAS, a Joint Powers Agreement of the Rum River Special Response Team has been provided to formalize the participation in accomplishing said goal;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Joint Powers Agreement of the Rum River Special Response Team and authorizes the Board Chair, Sheriff and County Coordinator to sign said document on behalf thereof.

b. Boat & Water Agreement 2021-2022 (pages 12-16)

Resolution #__ - 6/1/21

BE IT RESOLVED to approve and authorize the Chairperson to sign the State of Minnesota Annual County Boat & Water Safety Grant Agreement, grant #R29G70CGBLA19 in the amount of \$3,895.00 for the state fiscal year 2021 ending June 30, 2022.

c. North Metro Animal Control Agreement (pages 17-23)

Resolution #__ - 6/1/21

WHEREAS Kanabec County Ordinance #34 requires Animal Control enforcement duties; and

WHEREAS MN Statute 347.50 requires Dangerous Dog enforcement duties; and

WHEREAS North Metro Animal Care and Control offers highly trained and specialized services on a 24/7 basis to assist Kanabec County Law Enforcement with said duties;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves entering into the agreement with North Metro Animal Care and Control and authorizes the Sheriff and County Coordinator to sign said agreement.

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	5/26/21
---	---------

Coordinators Comments:

Joint Powers Agreement

of the

Rum River Special Response Team

The parties to this agreement are units of government responsible for critical incident response in their respective jurisdictions. This agreement is made pursuant to the authority conferred upon the parties by Minnesota Statute § 471.59.

NOW, THEREFORE, the undersigned governmental units, in the joint and mutual exercise of their powers, agree as follows:

1. **Name:** The parties hereby establish the ***Rum River Special Response Team (RRSRT)***.
2. **General Purpose:** The purpose of this Joint Powers Agreement is to establish an organization to coordinate efforts to develop and provide joint response to critical incidents or high risk entries where there is a risk of criminal violence, occurring within and outside of the parties' jurisdictions.
3. **Parties:** The parties to this Agreement shall consist of the following units of government:
 - City of Braham
 - City of Cambridge
 - City of Isanti
 - County of Isanti
 - County of Kanabec
4. **Governance:**
 - 4.1. **Governing Board:** The governing board of the RRSRT shall consist of the following:
 - Members of this board will be known as "Directors". The Chief Law Enforcement Officer from each Party, or his or her designee, shall serve as Director.
 - Members of the governing board shall not be deemed to be employees and shall not be compensated by the governing board.

4.2. Terms: Appointees shall serve at the pleasure of the appointing party and may be removed only by the appointing party.

4.3. Chair: The board will elect a chair. The chair will have no more power than any other Director except that the Chair shall: give notice of meetings when scheduled or otherwise called; call meetings to order and provide for their orderly and efficient conduct; provide for the preparation of minutes; and when authorized by the passage of a motion by the board, execute contracts, agreements, reports, filing and other documents on behalf of the RRSRT.

4.4. Meetings: The governing board shall have a minimum of one meeting per year. Special meetings may be called by the Chair, two Directors, or the Team Commander. All meetings and notice of meeting shall comply with the Minnesota Open Meeting Law. The presence of a simple majority of the Directors shall constitute a quorum. Any portion of a meeting shall be closed if it discusses active investigative data as defined in Section 13.82, Subdivision 7, or internal affairs data relating to allegations of law enforcement misconduct.

4.5. Voting: Each party to this agreement shall have one vote at any meeting of the governing board. Proxy votes are not permitted. The governing board shall function by a majority vote of board members or alternate board members present, provided that a quorum is present.

4.6. Duties of the Governing Board: The governing board will formulate a program to carry out its purpose.

The governing board will coordinate information between the parties and the RRSRT.

The governing board shall appoint and supervise the Team Commander of the RRSRT. The governing board may appoint and supervise Assistant Team Commander(s) of the RRSRT. Appointments require the concurrence of the chief law enforcement officer of the Team Commander's or Assistant Team Commander's employer. Appointment as Team Commander or Assistant Team Commander pursuant to this agreement shall not obligate any party to pay to its employees so appointed either supervisory or other premium pay.

4.7. Powers of the Governing Board: The governing board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment to its

duties and enforce such contracts to the extent available in equity or at law, except that the governing board shall not enter into any contract the term of which exceeds the term of this agreement. No payment on any invoice shall be authorized unless approved by the majority of its members. The chair shall report to the governing board any such payments at its next meeting. The governing board may apply for and accept gifts, grants or other property (excluding real property) or assistance from the United States Government, the State of Minnesota, or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use and dispose of such money or other property and assistance in accordance with the terms of the gift, grant or loan relating thereto.

All powers granted herein shall be exercised by the governing board in a fiscally responsible manner and in accordance with the requirements of law.

The governing board may cooperate with other federal, state and local law enforcement agencies to accomplish the purpose for which it is organized.

The RRSRT does not have authority to seize property for purposes of Minnesota Statute § 609.531 – 609.5318.

4.8 Insurance: The governing board must obtain and maintain liability insurance in amounts not less than the statutory limits established under Minnesota Statute Chapter 466 and may obtain other insurance it deems necessary to insure the parties, the governing board, its members and employees of the parties for actions arising out of this agreement, including, but not limited to extended reporting period coverage upon termination.

Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

5. Budget and Finance:

5.1. Budget: By March 31 of each year the governing board shall prepare and adopt a budget for the following calendar year and may amend the same from time to time.

- 5.2. Expenses:** The parties intend to fund RRSRT through an equal, annual contribution paid by each party. The governing board shall establish the contribution by March 31 of the year prior to the year when the contribution is payable. The parties agree to pay the contribution as determined by the governing board on or before January 31 of the year following the determination. These funds may be paid from grant funds, drug forfeitures, and any funds voluntarily contributed by any member.
- 5.3. Accountability:** The Governmental Entity of the Board Chairperson shall act as the fiscal agent for RRSRT. All funds shall be accounted for according to generally accepted accounting principles. A report on all receipts and disbursements shall be forwarded to the parties quarterly and on an annual basis.
- 5.4. Purchasing Authority:** The SRT will adopt the Purchasing Policy of the fiscal host. The JPA Board may grant Team Commander purchasing authority limits that are within the Purchasing Policy guidelines.

6. **Positions:**

- 6.1. Team Commander:** The Team Commander shall be a licensed peace officer appointed by the governing board. Appointment as Team Commander pursuant to this agreement shall not obligate any party to pay to its employees so appointed either supervisory or other premium pay.
- 6.2. Leadership Positions:** The Team Commander shall appoint licensed peace officers to serve as executive officers, and team leaders subject to approval of the governing board. Appointments to a leadership position pursuant to this agreement shall not obligate any party to pay to its employees so appointed either supervisory or other premium pay.

Peace Officers assigned to leadership positions within RRSRT at all times will remain employees of the members' own jurisdictions and will not be employees of the governing board.

Peace officers assigned to leadership positions shall be the liaison between the team members and the Team Commander when the RRSRT has been deployed pursuant to this agreement.

- 6.3. Team Members:** The chief law enforcement of each party shall assign qualified personnel to serve as RRSRT team members, subject to the approval of the Team Commander. Appointment as a team member pursuant to this agreement shall not obligate any party to pay its employees so appointed any premium pay. Team members assigned to the RRSRT at all times will remain employees of the members' own jurisdictions and will not be employees of the governing board.

A party may decline to make its personnel available to respond to a call for assistance. Failure to provide assistance in response to a request made pursuant to this agreement will not result in any liability to the party that fails to provide assistance or to the RRSRT.

7. Operations

7.1 Training: The Team Commander shall be responsible for arranging monthly and annual training events for team leaders and team members, consistent with direction from the governing board. The Team Commander shall also be responsible for maintaining records of the training received by team leaders and members as well as records of all other activities undertaken by the Team Commander, Assistant Team Commanders, team leaders and team members pursuant to this agreement.

7.2 Requests for Assistance: Whenever a party, in its sole discretion, determines that conditions within its jurisdiction cannot be adequately addressed by that jurisdiction's personnel and resources because of a critical incident or need for high-risk entry, the party may request, in accordance with policies and procedures of the governing board, that the RRSRT deploy a RRSRT team to assist the party's jurisdiction. Upon a request for assistance, an RRSRT may be dispatched to the requesting party, in accordance with policies and procedures of the governing board. The Team Commander or Assistant Team Commander shall notify the chair or vice-chair anytime that assistance is provided pursuant to this agreement. The Team Commander or an Assistant Team Commander may at any time and in his/her sole judgment recall the team. The decision to recall a team provided pursuant to this agreement will not result in liability to the RRSRT, any party, or to the Team Commander or Assistant Team Commander who recalled the team.

7.3 Direction and Control: Personnel and equipment provided pursuant to this agreement shall remain under the direction and control of the party providing the same. Team members will be under the tactical control of the Team Commander (or his/her designee) while providing assistance pursuant to this agreement.

7.4 Compensation: When the RRSRT provides services to a requesting party, the personnel of the RRSRT shall be compensated by their respective employers just as if they were performing the duties within and for the jurisdiction of their employer. No charges will be levied by the RRSRT or by the parties for specialized response operations provided to a requesting party pursuant to this agreement unless that assistance continues for a period exceeding 48 continuous hours. If assistance provided pursuant to this agreement continues for more than 48 continuous hours, and the assistance is not provided in

connection with a criminal investigation, any party whose officers provided assistance for RRSRT shall submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials, and supplies, to the RRSRT and the RRSRT shall submit the invoices to the requesting party. The requesting party shall reimburse the RRSRT for that amount, and the RRSRT shall forward the reimbursement to the responding party.

Each of the parties is required by Minnesota Statute §12.27, Subd. 3 to designate employees or officers who are authorized to dispatch equipment and personnel, in certain emergencies, to other jurisdictions. For purposes of dispatching RRSRT, each of the parties delegates such authority to RRSRT, which is authorized to dispatch such personnel and equipment, taking into consideration each party's available resources.

Calls for assistance from non-parties to RRSRT shall be governed by Minnesota Statute §12.331. Each of the party's delegates to RRSRT the authority to respond with the personnel and equipment of that party that are assigned to RRSRT as a sending political subdivision within the meaning of Minnesota Statute §12.331, Subdivision 1, which is authorized to dispatch such personnel and equipment, taking into consideration each party's available resources.

If RRSRT provides services to an entity not a party to this agreement, the responding parties may submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials and supplies, to RRSRT, and RRSRT may bill such entity for the actual costs in accordance with Minnesota Statute §12.331.

7.5 Workers' Compensation: Each party to this agreement shall be responsible for injuries to, or death of, its own employees in connection with services provided pursuant to this agreement. Each party shall maintain workers' compensation coverage or self-insurance coverage, covering its own personnel while they are providing assistance as a member of the RRSRT. Each party to this agreement waives the right to sue any other party for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees or agents.

7.6 Damage to Equipment: Each party shall be responsible for damage to or loss of its own equipment occurring during deployment of the RRSRT. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees or agents. Any

equipment purchased or acquired by the RRSRT shall be maintained and accounted for by the RRSRT Board and fiscal agent designated under section 5.3. Surplus property may be disposed of only under procedures authorized by law and distribution of property upon termination of this agreement shall be as provided for by Minnesota Statute §471.59, Subdivision 5.

7.7 Indemnification: To the fullest extent permitted by law, this Agreement is intended to be and shall be construed as a “cooperative activity” and it is the intent of the parties that they shall be deemed a “single governmental unit” for the purposes of liability, as set forth in Minnesota Statute §471.59, Subdivision 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. In addition to the foregoing, nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

To the extent that tort damages or otherwise related costs or fees become payable to a third party as the result of this Agreement or the activities carried out hereunder that are not covered by insurance that the RRSRT has in force, the parties to this Agreement shall each pay an equal amount. Notwithstanding the foregoing, this Agreement is solely for the benefit of the parties hereto and no other person shall have any right, claim, or interest in it.

Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee or volunteer of any member for any act or omission for which the officer, employee or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

8. **Term:** The term of this agreement shall be effective only when all of the parties have signed this agreement. **The Board Chairperson** shall notify the members in writing of the effective date of this agreement. This Agreement shall continue in effective until terminated in accordance with its terms.

9. **Withdrawal and Termination:**

9.1 Withdrawal: Any party may withdraw from this agreement upon 6 months’ written notice to the other parties. Withdrawal by any party shall not terminate this agreement with respect to any parties who have not withdrawn. Withdrawal shall not discharge any liability incurred by any party prior to withdrawal. Such liability shall continue until discharged by law or agreement. A withdrawing party shall have no claim to any property or assets owned or held by the RRSRT.

9.3 Effect of Termination: Termination shall not discharge any liability incurred by the RRSRT or by the parties during the term of this agreement. Upon termination and after payment of all outstanding obligations, property or surplus money held by the RRSRT shall then be distributed to the parties in proportion to their contributions.

10.2 Counterparts: This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the Board Chairperson.

Isanti County Board Chair	Date
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Kanabec County Board Chair	Date
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Patricia Carlson Mayor – City of Braham	Date
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Angela Grafstrom City Administrator – City of Braham	Date
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Jim Godfrey Mayor – City of Cambridge	Date
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Evan Vogel City Administrator – City of Cambridge	Date
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Jeff Johnson Mayor – City of Isanti	Date
--	------

Josi Wood City Administrator – City of Isanti	Date
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**2021 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

ENCUMBRANCE WORKSHEET

Contract# PO#

State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2021	Source Type State	Vendor Number 0000197298-008
Total Amount \$3,895	Project ID R29G70CGBLA19	Billing Location R297000221	DUNS 017296687	

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date January 1, 2021	Grant End Date June 30, 2022
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Grantee Name and Address:
Kanabec County Sheriff's Office
18 N Vine Street, Suite 143
Mora, MN 55051

Payment Address:
(where DNR sends the check)
Kanabec Co. Treasurer
18 N. Vine St. #261A
Mora, MN 55051

**2021 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Kanabec County Sheriff's Office, 18 N Vine Street, Suite 143, Mora, MN 55051, (017296687) ("Grantee"). The payment address for this grant contract agreement is Kanabec Co. Treasurer, 18 N. Vine St. #261A, Mora, MN 55051.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn. Stat. §16B.98, Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** January 1, 2021 or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for 2021 grant expenditures incurred back to effective date. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** June 30, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Three thousand eight hundred ninety-five dollars (\$3,895).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Three thousand eight hundred ninety-five dollars (\$3,895).

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this contract.

4.3 Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (b) The grantee must not contract with vendors who are suspended or debarred in MN:
<http://www.mnd.admin.state.mn.us/debarredreport.asp>

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Brian R. Smith, Kanabec County Sheriff's Office, 18 N Vine Street, Suite 143, Mora, MN 55051. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 Audits (State and Single)

Under Minn. Stat. §16B.98, subd. 8, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant contract agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

- 12 Publicity and Endorsement**
- 12.1 Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.
- 12.2 Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 Governing Law, Jurisdiction, and Venue**
- Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 Termination**
- 14.1 Termination by the State.** The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2 Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3 Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:
- (a) It does not obtain funding from the Minnesota Legislature.
 - (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here, Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 Data Disclosure**
- Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
- 16 American Disabilities Act**
- The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.
- 17 Non-Discrimination Requirements**
- No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:
- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
 - (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance;
 - (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
 - (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
 - (e) Any other applicable non-discrimination law(s).
- 18 Invasive Species Prevention**
- The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.
- If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area.

The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

- 19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**
- 19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.
- 20 Whistleblower Protection Rights**
- 41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection
- (a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).
- (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.
- (c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. State Boat Grant Contract Agreement
_____ B. Exhibit A
_____ C. Exhibit B
_____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15.

Signed: _____

SWIFT Contract # _____

Purchase Order # _____

2. GRANTEE:

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

By: D. R. Smith

Title: Kanabec County Sheriff

Date: 5-24-21

By: _____

Title: _____

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Distribution:

1. DNR - OMBS
2. Grantee
3. State's Authorized Representative

North Metro Animal Control Agreement

NORTH METRO ANIMAL CARE AND STANDARD ANIMAL SERVICES AGREEMENT

THIS AGREEMENT, is made this ____ day of _____, 2021 by and between North Metro Animal Care and Control (NMACC) at 1662 164th Lane NW, Andover, MN 55304 hereinafter referred to as the "Contractor," and the County of Kanabec, Minnesota, hereinafter referred to as the "County."

WITNESSETH, that Contractor and County, for the consideration stated herein, mutually agree as follows:

1. **STATEMENT OF WORK.** Contractor shall furnish all labor, equipment, and services necessary to function as the designated Animal Control Officer provider for the County, as set forth below, in an efficient and workmanlike manner and in accordance with this Agreement. Contractor shall comply with all federal, state and local laws and ordinances in performing the duties as specified herein.
2. **TERM.** This Agreement shall commence on the ____ day of _____, 2021 and continue through _____, 20__ unless otherwise terminated as provided herein.
3. **CONTRACTOR'S DUTIES.** At the request of a member of Kanabec County Sheriff's Dispatch or Designated County Staff, Contractor shall humanely capture, take and transport to its Designated Impound Facility any domestic animal determined to be in violation of Minnesota State Statute and/or County Ordinances. All such animals shall be treated humanely and held safely and securely pending claim by owner or other lawful disposition. The Contractor agrees to comply with all state and local laws regarding holding periods. The Contractor shall be responsible for the advertisement and publication of notice for all animals received by Contractor. The Contractor shall perform all additional duties as requested by local law enforcement or designated County Officials outlined in this agreement and its addenda.
4. **CONTRACT PRICING – COUNTY FEES**
When animals are unclaimed, the County shall pay the Contractor for services rendered under this agreement as follows:
 - a. **Boarding Fees** – For the period of the statutory stray hold, the County shall pay \$15.00 per calendar day, per unclaimed animal to a maximum of 10 calendar days. Except when County rule or local ordinance requires a longer hold period. In which case, the County will be charged for the longer period required.
 - b. **Pickup and Transport** – The County shall pay the contractor for the pick up and transport of animals on a per-call basis at the rate of \$25.00 per call.
 - c. **Veterinary Expenses** – Emergency services for unclaimed animals, will be reimbursed to a maximum of \$300/per occurrence. provided receipt for services is included with the Contractor's invoice. Non-emergency Veterinary care must be for a reasonable purpose and be approved by County Staff in writing. The County shall have the benefit of NMACC discount(s) receives from its Veterinary Services Provider.

d. Euthanasia/Carcass Disposal – Humane euthanasia and disposal of remains is provided when necessary to end pain or suffering or when an animal poses a risk to the public safety. When animals are unclaimed, the County shall reimburse the Contractor's actual expenses provided a receipt is included with the Contractor's invoice.

5. Special Services Included at No Charge

a. The County shall not be charged impound fees, monthly retainer fees or misc. administrative fees.

b. Contractor shall assist local law enforcement and County Officials on a 24-hour/day on-call basis. Such assistance shall include but is not limited to: humane capture of animals, safekeeping of animals of arrested or hospitalized persons, animal hoarding, seizures of dangerous/abused/or neglected animals, evacuation and relocation of animals in the case of emergency. Assistance shall be provided in coordination with and under the supervision of local law enforcement.

c. Monthly Reporting of Animal Services and Impound Activity.

5. **CONTRACT PRICING – OWNER PAID FEES**

(A) When animals are claimed by their owner, the owner shall pay all fees prior to the release of the animal. Fees for owners are as follows:

1. Minimum Impound Fee - \$45.00 per animal for the first 24 hours of care and custody.
2. Boarding Fees - \$25.00 per calendar day or part of a calendar day, per animal after the first 24 hours.
3. Veterinary Expenses – Expenses for all Veterinary care must be reimbursed by the owner prior to the release of their animal.
4. Pick Up Fees – When animals are picked up and transported to the Designated Impound Facility by Contractor during regular business hours, the owner shall be charged \$25/per animal. If transport is required outside of regular business hours, an additional \$15/per animal will be charged to the owner.
5. Other Fees/Costs – Reasonable Quarantine, Dangerous Dog Registration Fees, and any other fees and costs for services shall be the responsibility of the owner.

6. **BILLS TO COUNTY FOR SERVICES.** Contractor shall submit bills for services rendered under this Agreement, for which County is responsible, monthly to the County, which shall be paid by the County within thirty (30) days of receipt.

7. **INDEPENDENT CONTRACTOR.** In rendering services hereunder, Contractor shall be an Independent Contractor and no employer/employee relationship shall arise out of or result from rendering such services to County. Contractor and its employees will acquire no rights to tenure, workers compensation benefits, re-employment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the County, its Board or agencies. All persons employed by Contractor shall be the sole and exclusive employees of Contractor and shall be paid by Contractor. In connection with the employment of said employees during the term of this Agreement, Contractor shall accept full and exclusive liability for all applicable social security, unemployment, workers' compensation, or other employment taxes or contributions of insurance, and all employee benefits, and shall comply with all federal and state laws and regulations relating to employment generally, minimum wages, social security, unemployment insurance, and workers' compensation. Certificates evidencing compliance with the foregoing shall be submitted to the County as reasonably requested by the County. Contractor shall indemnify, defend, and hold harmless the County, its board members, officers, agents, servants, and employees from all liability, loss, costs, and expenses, including reasonable attorney's fees, which may be imposed in connection with employees of Contractor.
8. **REPRESENTATION.** The Contractor represents that he/she employs employees who are properly trained to perform the services contemplated in this Agreement, and if required by the State, are certified by the State of Minnesota.
9. **LICENSES TRAINING AND PERMITS.** Contractor shall, at its own expense, procure all necessary licenses, training and permits required to fulfill its obligations under this Agreement.
10. **THIRD PARTY BENEFICIARIES.** This Agreement is for the sole and exclusive benefit of the Parties hereto and their respective successors and assigns, and no third parties are intended to or shall have any rights hereunder.
11. **ASSIGNMENTS; SUBCONTRACTS.** The duties and obligations of Contractor contained in this Agreement may not be delegated, assigned, or subcontracted out to another party either directly or indirectly without the prior written consent of the County, which consent may be withheld in the County's sole discretion. No such delegation or subcontract, if approved by the County, shall relieve Contractor of its obligations hereunder.
12. **INSURANCE.** Contractor shall, at its own expense, procure insurance to include, but not be limited to, liability insurance covering bodily injury, death and property damages, worker's compensation, and commercial general liability, in a form and amount acceptable to County and by a company admitted and licensed to issue said policies in the State of Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in full force and effect on the date of execution of this Agreement and shall remain continuously in full force and effect for the duration of this Agreement, and shall be evidenced by a Certificate(s) of Insurance provided to County.
13. **INDEMNIFICATION.** Contractor agrees to defend, indemnify and hold harmless the County, along with its officers and employees, from any liabilities, claims, damages, costs,

judgments, and expenses, including attorney's fees, resulting directly or indirectly from any act or omission of Contractor, its employees or its agents, in the performance of the services provided by this Agreement or by reason of the failure of Contractor to fully perform, in any respect, any of its obligations under this Agreement. Further, County shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of, any property, or any loss of profits or other consequential damages or any inconveniences.


14. **NOTICES AND COMMUNICATIONS:** All notices and communications provided for in this Agreement shall be in writing and shall be personally delivered or sent by United States registered or certified mail, postage pre-paid, return receipt requested, to the Parties at the address set forth in the opening paragraph of this Agreement. Notice shall be deemed effective upon receipt when delivered personally, or upon mailing.
15. **TERMINATION.** The County may terminate this Agreement at any time upon thirty (30) days prior written notice to Contractor. In the event of a breach or non-performance of this Agreement by Contractor, the County may terminate this Agreement immediately upon written notice to Contractor.
16. **FORMALITIES.** Any change to or modification of this Agreement must be in writing signed by both Parties. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one in the same instrument. The captions for each section of this Agreement are intended for convenience only and shall not be deemed to construe or limit in any manner this Agreement. This Agreement is separate and independent of any other document, agreement, or understanding of the Parties. This Agreement constitutes the entire agreement of the Parties with respect to the matters addressed herein.
17. **SEVERABILITY:** If any one or more of the provisions of this Agreement, or any application thereof, shall be found to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions or any application thereof shall not in any way be effected or impaired thereby.
18. **APPLICABLE LAW:** This Agreement is governed by and is to be interpreted pursuant to the laws of the State of Minnesota. County and Contractor each hereby consent to the personal jurisdiction of the District Court of Anoka County, Minnesota, in any action, suit, or proceeding arising under this Agreement and agree that any such action, suit, or proceeding shall be venued in such court and agree to waive any objection based on forum non-convenience to the bringing of any action in such court.
19. **MINNESOTA DATA PRACTICES ACT NOTICE:** If a government entity enters into a contract with a private person to perform any of its functions, all of the data created, collected, received, stored, used, maintained, or disseminated by the private person in performing those functions is subject to the requirements of the MGDPA and the private person must comply with those requirements as if it were a government entity. All contracts entered into by a government entity must include a notice that the requirements of this subdivision apply to the contract. Failure to include the notice in

the contract does not invalidate the application of this subdivision. The remedies in MN STAT 13.08 apply to the private person under this subdivision. This does not create a duty on the part of the private person to provide access to public data to the public if the public data are available from the government entity, except as required by the terms of the contract. Ref Minnesota State Statutes 13.05 subd. 11.

IN WITNESS THEREOF, the parties have executed this Agreement on the day and year appearing opposite their signatures below.

CONTRACTOR

Date: _____

By: 
Its: DIRECTOR

COUNTY OF KANABEC

Date: _____

By: _____

Date: _____

Attested by:

County Clerk

**NORTH METRO ANIMAL CARE AND CONTROL
KENNEL LICENSING INSPECTION ADDENDUM (A1)**

The County of KANABEC, Minnesota requests Kennel Licensing Inspection Services as part of its agreement with North Metro Animal Care and Control.

The County shall pay for Kennel Licensing Inspections at the rate of \$15.00/hr. including travel time for services provided under this Addendum.

The Contractor shall provide the County with a written report and recommendation based upon compliance with statutory standards of care and or local ordinances.

Date: _____

CONTRACTOR

By: 
Its: DIRECTOR

COUNTY OF KANABEC

Date: _____

By: _____

Date: _____

Attested by:

County Clerk

**NORTH METRO ANIMAL CARE AND CONTROL
DANGEROUS DOG REGISTRATION ADDENDUM (A2)**


The County of Kanabec, Minnesota requests Dangerous Dog Registration Services as part of its agreement with North Metro Animal Care and Control.

The Contractor shall provide Dangerous Dog Registration and associated service to the County at no charge as follows:

1. Dangerous Dog Registration – The Contractor shall issue dangerous dog registrations, uniform signage and tags, in the name of the County upon verifying compliance with Minnesota Dangerous Dog Registration Requirements and County ordinances.
2. Dangerous Dog Database – The Contractor shall maintain a database of such registrations, which shall be accessible to the County and local law enforcement upon request.
3. Confiscation of Dangerous Dogs for non-compliance – The Contractor shall assist local law enforcement with the confiscation and quarantine of dangerous dogs pursuant to a valid confiscation order of the County or Court of jurisdiction.
4. Destruction of Dangerous Dogs – Humane Euthanasia and disposal of dangerous dogs pursuant to a valid destruction order of the County or Court of jurisdiction.
5. Serve as panel member or advisor to Dangerous Dog Hearing Board/Panel or Hearing Officer.
6. Owners of Dangerous Dogs seeking registration shall pay the following fees:
 - a. Registration Fee - Up to \$500.00
 - b. Quarantine Fees - \$25/per day
 - c. Fees for Vaccinations/Microchips and Signage required for redemption of Dog
 - d. All other reasonably related costs.

CONTRACTOR

Date: _____

By: 
Its Director _____

Date: _____

COUNTY OF KANABEC

By: _____

Attested by: _____

Date: _____

County Clerk

10:45am Appointment

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: Welia Health Update	b. Origination: Board of Commissioners
c. Estimated time: 15 minutes	d. Presenter(s): Randy Ulseth, CEO

e. Board action requested:

Information only

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

11:00am Appointment

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: State of MN-Cooperation Agreement-Homeless Registry Program	b. Origination: Veteran Services Office
c. Estimated time: 5 minutes	d. Presenter(s): Erica Bliss

e. Board action requested: Adopt the following resolution:

Resolution # _____ -6/1/21

WHEREAS, the State of MN is requesting approval of Cooperation Agreement with State of MN, MDVA authorizing CVSO Erica Bliss, as point-of-contact (POC) for MDVA Homeless Registry Program, and

WHEREAS, the CVSO is in support of this agreement, and

WHEREAS, the County Attorney has reviewed and approved the agreement language,

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the presented State of MN-Cooperation Agreement for the Homeless Registry Program and further authorizes CVSO Erica Bliss to sign said agreement.

f. Background:

MDVA has updated the MOU as part of semi-annual review. MDVA has reached out to CVSO for signature on updated MOU. CVSO has agreed to terms of MOU and County Attorney Barbara McFadden has reviewed the document and approved.

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office: 5/26/21

Coordinators Comments:

STATE OF MINNESOTA COOPERATION AGREEMENT

This agreement is between the State of Minnesota, acting through its commissioner of the MINNESOTA DEPARTMENT OF VETERANS AFFAIRS ("State" or "MDVA") and the KANABEC COUNTY VETERANS SERVICE OFFICE (CVSO) ("Partner").

Recitals

1. Under Minn. Stat. § 196.05, the State is empowered to cooperate with other entities in securing Veterans the benefits provided by law, or public and private social agencies.
2. The State and Partner each provide mutually beneficial services to reduce Veteran homelessness.
3. The State and Partner represent that they are qualified and agree to provide the services described in this agreement.

Agreement

1 Term of Agreement

- 1.1 *Effective date:* July 1, 2021, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Duties

2.1 The MDVA will:

- 2.1.1 Build and maintain all technical aspects of the statewide Homeless Veteran Registry ("Registry"), and manage technical issues related to the system.
- 2.1.2 Manage and protect all data (subject to classification under Minnesota Statute Ch. 13 as public, private, or confidential) entered into the Registry, and provide a data analysis tool for partners and key stakeholders to accurately report the state of Veteran homelessness in Minnesota.
- 2.1.3 Make periodic training on relevant topics to the Registry available to partners.
- 2.1.4 State's Authorized Representative will review Registry user request and approve and initiate, or deny and revoke, permission for individual users of the Registry.
- 2.1.5 Maintain Registry partner user list and send semi-annual (every six months) reminders to partnership organization's point of contact (POC) or Partner's Authorized Representative to update Registry users.
- 2.1.6 Process and revoke user access to the Registry upon request from organization POC or Partner's Authorized Representative.
- 2.1.7 Provide POC or Partner's Authorized Representative with template Tennessen Warning for Partner to use when adding new Veterans in the Registry, which is attached to this agreement as Exhibit A, upon receipt of this executed agreement.

- 2.1.8 Process received information and determine Veteran status based on documentation received, and further investigate Veteran status/eligibility if necessary.
- 2.1.9 Ensure organization POC or Partner's Authorized Representative informs users of Minnesota Government Data Practices Act and that partner's users comply with it for purposes of the Registry.
- 2.1.9 Hold regular meetings to discuss Veterans on the Registry, confirm updates are accurate, update relevant data, report housing outcomes, and discuss issues related to any individual Veteran's housing stability plan.
- 2.1.10 Ensure accountability of requested information on individual Veteran's data entered into the Registry by partnership organizations.
- 2.1.11 Revoke requested user's access to the Registry when revocation request is received.
- 2.1.12 Work with Minnesota Information Technology Services ("MN.IT") to ensure all technical issues related to the Registry are addressed in a timely manner.
- 2.1.13 Supply organization POC or Partner's Authorized Representative with proper forms to distribute widely to ensure continuity of discussion of Veteran data with organizations statewide.
- 2.1.14 Confirm that if proper forms are not received for Veterans currently on the Registry, an existing Veteran's data will no longer be available to Partner.
- 2.1.15 Update POC and Partner's Authorized Representative information on file and provide any necessary training to new POC or Partner's Authorized Representative on proper steps to request or revoke Registry user access.
- 2.2 **The Partner will:**
 - 2.2.1 Identify one individual or position at an upper management level as a point of contact (POC) for any issues regarding Registry users from their organization.
 - 2.2.2 Ensure the POC identifies key staff within organization who require access to Registry.
 - 2.2.3 Confirm that key staff identified complete required Registry training, and report to organization POC once training is complete.
 - 2.2.4 Ensure the POC request Registry access for identified individuals with completed training by sending the request directly to MDVA's Homeless Veterans Programs Supervisor.
 - 2.2.5 Maintain an authorized user list within their organization and identify any user who needs Registry access revoked immediately upon termination of employment.
 - 2.2.6 Immediately request Registry revocation for individuals by sending the request directly to MDVA's Homeless Veterans Programs Supervisor.
 - 2.2.7 Ensure Registry users obtain a signed Tennessen Warning form, and discharge documents for all Veterans being entered into the Registry.

- 2.2.8 Confirm that once documentation is obtained, Registry user ensure accuracy and eligibility, and accurately enter information into the Registry, or fax documents (including discharge documentation) to LinkVet to enter the Registry.
- 2.2.9 Confirm that all documentation received by Registry user for purposes of Registry application is kept in a secure location for at least 30 days, and then destroyed in a manner which will not allow for a release of any personally identifiable information. Discharge documentation collected may be maintained by partner organizations for the purposes of determining eligibility for other services.
- 2.2.10 Provide that any updates reported on the Veteran's housing status, income, or other relevant information be recorded on the Registry, or reported in a timely manner to the MDVA Homeless Programs staff, to ensure information is the most accurate and up to date.
- 2.2.11 Designate Registry users or key staff to report updates on all Veterans entered the Registry on a bi-weekly basis to maintain the most accurate and up to date data on everyone.
- 2.2.12 Upon termination of employment or change in roles of staff within partnership organization, which no longer necessitates Registry access, POC must identify individual immediately and submit a request for revocation of Registry access to MDVA Homeless Veterans Programs Supervisor.
- 2.2.13 Report any technical difficulties or issues related to the Registry to the MDVA Homeless Programs staff in a timely manner.
- 2.2.14 Inform MDVA Authorized Representatives of any termination or change in employment to ensure identification of new POC within the organization who will manage user access.

3 Payment

The total obligation of either party under this Agreement is \$0.00.

4 Authorized Representatives

4.1 The State Authorized Representatives are:

- 4.1.1 Homeless Programs Coordinator, **Derek Holt**, Minnesota Department of Veterans Affairs, 20 West 12th Street, 2nd Floor, St. Paul, MN 55155 Phone 612-391-2716
- 4.1.2 Homeless Veterans Programs Supervisor **Paul Williams**, Minnesota Department of Veterans Affairs, 20 West 12th Street, 2nd Floor, St. Paul, MN 55155 Phone 651-201-8233
- 4.1.4 All communications with State Authorized Representatives will be sent to: homelessprograms.MDVA@state.mn.us

4.2 The Partner's Authorized Representative is , or his/her successor.

5 Amendments, Waiver, and Agreement Complete

5.1 *Amendments.* Any amendment to this agreement must be in writing and will not be effective

until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

5.2 *Waiver.* If either party fails to enforce any provision of this agreement, that failure does not waive the provision or the other party's right to enforce it.

5.3 *Agreement Complete.* This agreement contains all negotiations and agreements between the MDVA and the Partner. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof.

7 Data Practices

The Parties must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Partner or the State.

If the Partner receives a request to release the data referred to in this Clause, the Partner must immediately notify the State. The State will give the Partner instructions concerning the release of the data to the requesting party before the data is released.

8 Publicity

Any publicity regarding the subject matter of this agreement must not be released without prior written approval from the State's Authorized Representative.

9 Audit

Under Minn. Stat. § 16C.05, subd. 5, the Partner's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years from the end of this agreement.

10 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

APPROVED:

1. Kanabec County Veterans Service Office (CVSO)

By: _____
Title: _____
Date: _____

2. Minnesota Department of Veterans Affairs

By: _____
Title: _____
Date: _____

11:10am Appointment

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: 2021-2022 Liquor-Beer-Tobacco License Renewals	b. Origination: Auditor/Treasurer
c. Estimated time: 5 min	d. Presenter(s): Denise Snyder

e. Board action requested: Approve the following resolution for liquor license renewals:

Resolution #____ - 6/1/21

Liquor & Tobacco Licenses

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2021-2022

KANABEC COUNTY BOARD - JUNE 1, 2021

Establishment	LIQUOR	BEER	TOBACCO
Braham Moose Lodge 1544	Club/Sun	-	-
Captain Dans' Crow's Nest	On/Off/Sun	-	Yes
Mauer Fish Lake Restaurant & Bar	On/Off/Sun	-	-
Northwoods Steakhouse	On/Sun	-	-
Ogilvie Raceway	Wine/SB/On/Sun	On	-
Firepit Bar & Grill	On/Sun	-	-
Springbrook Golf Course	On/Sun	-	-
Eagles Cove Resort	On/Sun	-	-

f. Background:

Supporting Documents: None ☒ Attached:

Date Received in County Coordinator's Office: 5/28/21

Coordinators Comments:

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

May 18, 2021

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, May 18, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Staff present on-site: County Coordinator Kris McNally 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 Craig Smith and carried unanimously to approve the agenda with the following changes: Add request to fill full time correctional officer/dispatcher vacancy to 10:00am appointment.

Action #2 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the May 4, 2021 minutes as presented.

Action #3 - It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Midcontinent Communications	439.99
Minnesota Department of Finance	6,783.50
Mora Municipal Utilities	13,895.36
East Central Energy	88.85
Treasurer, Kanabec County	774.00
Card Services (Coborns)	68.03
Consolidated Communications	1,149.46
Further	636.95
Kwik Trip Inc	9,925.12
Minnesota Department of Finance	379.10
Minnesota Energy Resources Corp	5,799.19

Office of MN.IT Services	1,300.00
Verizon Wireless	3,719.85
VISA	1,151.16
Card Services (Coborns)	148.76

15 Claims Totaling: \$46,259.32

Action #4 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund	
<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	525.00
Advanced Correctional Healthcare	17,926.35
American DataBank	30.95
Arthur Township	500.00
Aspen Mills	109.89
Aspen Mills	397.80
Assured Security	800.00
Auto Value Mora	572.89
Bob Barker	1,390.88
Children's Hospitals and Clinics of MN-MCRC	500.00
Coborn's Pharmacy	8.86
Convene LLC	498.00
Curtis, Michael	1,293.98
East Central Exterminating	165.00
East Central Solid Waste Commission	20.00
ECM Publishers	330.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Glen's Tire	97.61
Glen's Tire	434.31
Glen's Tire	97.80
Gotvald, Kelli	36.80
Grainger	40.36
Granite City Jobbing	747.65
Granite Electronics	83.25
Handyman's Inc	294.00
Handyman's Inc	64.20
Hippen, Derek	164.94
Hoefert, Robert	1,214.50
Horizon Towing	543.60
Ingebrand Funeral Home	430.00

Iowa MGIA	600.00
Johnsons Hardware	78.19
Kanabec Publications	549.00
Kanabec Publications	38.15
Kanabec Publications	171.25
Kanabec Publications	118.65
Kanabec Publications	385.00
MACO-MOMS	750.00
Manthie, Wendy	1,033.76
Marco	159.00
Marco	134.68
Marco	3,186.68
McFadden, Barbara	99.50
McFadden, Barbara	62.10
Mille Lacs Disposal Inc.	500.00
Minnesota Pollution Control Agency	60,949.10
Mora Marine	364.40
Nelson, Ronette	202.16
Northstar Computer Forms, Inc.	173.55
Novus Glass	325.00
Office Depot	380.43
Office Depot	1.17
O'Reilly Auto Parts	85.97
Owens Auto Parts	19.50
Owens Auto Parts	13.69
Prophoenix Corporation	595.00
Quality Disposal Systems	24.15
Quality Disposal Systems	199.35
Quality Disposal Systems	394.21
Quill	39.96
Reliance Telephone, Inc.	800.00
RELX Inc. DBA LexisNexis	187.58
Risk & Needs Assessment, Inc.	200.00
Rupp, Anderson, Squires & Waldspurger, PA	175.50
Safe Assure Consultants Inc	8,514.32
Schmidt, Jane	75.00
Stellar Services	461.24
Streicher's	106.87
Summit Food Service Management	7,936.99
The Northspan Group, Inc.	1,445.00
Tinker & Larson	251.12
Tinker & Larson	49.00
Trimin Systems, Inc.	2,000.00

Van Alst, Lillian	31.92
Visser, Maurice	890.70
Waste Management	1,039.32
77 Claims Totaling:	<u>\$ 132,111.82</u>

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning	1,050.00
Aramark	484.52
Brickton Farm	700.00
Central Pension Fund	208.00
Crawford's Equipment	629.32
Glens Tire	2,283.00
Gopher State	24.30
Grainger	38.76
Granite Electronics	1,792.80
Johnson Hardware	25.46
Kanabec County Highway Department	53.70
Kanabec Publications	70.00
Kwik Trip	39.25
Marco	296.29
MN Energy	281.58
MN Petroleum Marketers Association	460.00
MPCA	668.89
Northpost	1,696.95
Novus Glass	50.00
Nuss Truck	11,236.69
Office Depot	71.95
Oslin Lumber	75.00
Owens Auto Parts	113.18
Pomp's Tire Service	4,473.00
Power Plan	153.84
Quality Disposal	170.10
RDO Equipment	9,700.00
Rinke Noonan	1,625.00
Sanitary Systems	140.00
Stegeman, Jesse	115.00
Timmer Implement	234.50
USIC	30.00
Westling, Nate	10.00

Wiarcom

675.30

34 Claims Totaling: \$ 39,676.38

Action #5 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to recess the Board Meeting at 9:09am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:09am on Tuesday, May 18, 2021 pursuant to adjournment with the following Board Members present: Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS6 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the Family Services Board Agenda as presented.

Financial/Child Support Supervisor Tim Dahlberg met with the Board to give a report regarding Cash Assistance and SNAP Timeliness. Information only, no action was taken.

Family Service Director Chuck Hurd presented the Director's Report. Information only, no action was taken.

Action #FS7 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to approve the following resolution:

Resolution#FS7 – 5/18/21

Agreement for Foster Children and Youth Transportation

WHEREAS, it is directed by the State of Minnesota that Local Education Agencies and Child Welfare agencies will collaborate in order to establish transportation procedures for foster care youth to ensure their educational stability, and

WHEREAS, Mora/Braham Public Schools and Kanabec County Family Services agree to collaborate to design a comprehensive transportation plan to ensure that transportation for children in foster care is arranged, provided and funded when a best interest determination indicates that the student should remain in the school of origin, and

WHEREAS, Kanabec County Family Services and Braham/Mora Public Schools agree that transportation must be provided in a “cost effective” manner and that all federal, state and local funding sources should be maximized to ensure transportation costs are not unduly burdensome to one agency.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Family Services Director signing Agreements with Braham and Mora Public Schools for a Transportation Procedures Agreement to provide transportation for foster care youth to ensure their educational stability, effective upon the date of execution.

Action #FS8 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the payment of 101 claims totaling \$245,759.14.

Action #FS9 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to adjourn Family Services Board at 9:30am and to meet again on June 15, 2021 at 9:05am.

The Board of Commissioners reconvened.

The Chairperson presented County Auditor/Treasurer Denise Snyder with a plaque in recognition for her 25 years of service to the County.

Action #10 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #10 - 5/18/21

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

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

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

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

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

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

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

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

Action #11 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to approve the following resolution:

Resolution #11 – 5/18/21

2020 Donations, Change Funds, Routine EFTs

WHEREAS certain county departments received donations in 2020, and

WHEREAS the County Auditor/Treasurer has monitored and tabulated all donations received;

BE IT RESOLVED to accept the following donations for the calendar year 2020:

Kanabec County Donations 2020

SHERIFF

Badges Program	\$4,594.00
Reserves	\$10,350.00
Project Lifesaver	
Total Sheriff Donations	\$14,944.00

VETERANS

General	\$200.00
Coffee Talk (8240)	\$3,250.00
EM Vets (8502)	\$3,700.00
Total Veterans Donations	\$7,150.00

Transit

Volunteer Drivers	\$0.00
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Total Donations to County in 2020	<u>\$22,094.00</u>
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Change Funds 2020

Auditor-Treasurer	Cash Drawer	\$500.00
Drivers License	Cash Drawer	\$100.00
Highway	Cash Drawer	\$150.00
Recorder	Cash Drawer	\$200.00

\$950.00

Kanabec County - Routine EFTS 2020

County

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

Hospital

MNDOR	Disb	State payroll, sales & use taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly

Action #12 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #12 – 5/18/21

Restricted and Assigned Funds

WHEREAS the county maintains funds dedicated for specific public purposes, and

WHEREAS the Auditor/Treasurer prepared a report for the board showing the fund balances;

BE IT RESOLVED to accept the following report of Kanabec County Restricted and assigned Fund Balances as of December 31, 2020:

RESTRICTED FUNDS		12/31/20
R	911 EMERGENCY	29,554
R	CWP SEPTIC LOANS	300,742
R	GRAVEL TAX - RECLAMATION	50,098
R	FORFEITURE FUNDS - ATTORNEY	28,601
R	FORFEITURE FUNDS - SHERIFF	129,642

R	LAND OFFICE TECH EQUIPMENT	137,540
R	LAW LIBRARY	17,414
R	PROBATION CORRECTIONAL FEES	0
R	RECORDER'S EQUIPMENT	62,382
R	RURAL ADDRESSING	438
R	SCORE	113,200
R	SHORELAND GRANT	4,090
R	SW SURCHARGES	1,145,772
R	TRANSIT MNDOT FARES	185,204
R	WATER PLAN GRANT	15,071
R	WETLAND GRANT	25,103
UNRESTRICTED - ASSIGNED FUNDS		
A	FUTURE CAPITAL EQUIPMENT	413,617
A	FUTURE CAPITAL IMPROVEMENTS	288,679
A	KNIFE LAKE IMPROVEMENT DIST	10,000
A	LEGAL FEE FUND ORD 27	166
A	RETIREE ACCRUED SICK PAY	44,364
A	SHERIFFS COMMUNITY PROGRAMS	26,249
A	SHERIFFS RESERVE UNIT	37,174
A	TRANSIT	539,826
A	VEHICLE POOL	116,815
A	VETERANS PROGRAMS	16,352
	TOTAL	3,738,093

Action #13 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #13a – 5/18/21

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at Ogilvie Raceway 1539 Highway 23 Ogilvie, MN 56358 on July 10, 2021.

Resolution #13b – 5/18/21

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

WHEREAS the application was complete, included all necessary documentation,

appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for the TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at Boonefest 2867 Rainbow Street Brook Park, MN 55007 on August 7, 2021.

Resolution #13c – 5/18/21

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for the TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at City of Ogilvie 102 North Hill Avenue Ogilvie, MN 56358 on August 7, 2021.

County Coordinator Kris McNally led a discussion regarding the preliminary 2022 budget plan. The Board expressed consensus to approve the 2022 proposed budget calendar as presented. The Board also expressed consensus to advise department heads to keep the 2022 budget as low as practical.

Kris McNally led a discussion regarding the American Rescue Plan.

Action #14 – It was moved by Rickey Mattson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #14 - 5/18/21

WHEREAS, the Federal Government has taken action to authorize distribution of American Rescue Plan- Coronavirus State and Local Fiscal Recovery Funds for relief efforts related to the COVID-19 pandemic specifically “to turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery”, and

WHEREAS, the U.S. Department of Treasury has provided guidance on eligible and ineligible uses, deadlines, and reporting; and

WHEREAS, according to the National Association of Counties, Kanabec County has been allocated an estimated \$3,173,271 in American Rescue Plan- Coronavirus State and Local Fiscal Recovery Funds;

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves acceptance of the American Rescue Plan- Coronavirus State and Local Fiscal Recovery Funds allocated to Kanabec County;

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners hereby orders the development of an American Rescue Plan committee or committees to evaluate community and organizational needs, ensure compliance with related regulations, and make recommendations to the board for strategic, impactful expenditures of these funds;

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners authorizes the Auditor/Treasurer and County Coordinator to facilitate the action to accept these funds and to complete required reporting requirements.

Kris McNally led a discussion regarding the Updated COVID-19 Re-Opening Plan.

Action #15 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the updated COVID-19 re-opening plan as presented with the following additions: Face coverings are not required in the majority of County buildings, but are encouraged for individuals who have not been fully vaccinated. The spaces utilized by Courts (third floor of the courthouse, meeting rooms when used by Courts) and jail facility continue to require face coverings until further notice. Buildings with small vestibule space, such as Public Works and Public Services, may continue to limit the number of people inside the vestibule to maintain social distancing.

Les Nielsen led a discussion regarding staff working from home returning to work on-site. Information only, no action was taken.

County Sheriff Brian Smith met with the County Board to introduce PSAP Administrator/Emergency Management Director Kelly Schmitt and to discuss matters concerning his department.

Chairperson Gene Anderson administered an Oath of Office for Kelly Schmitt, PSAP Administrator/Emergency Management Director.

10:05am – County Attorney Barbara McFadden arrived.

Action #16 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve an Animal Control Agreement with Tammy Gimpl, effective May 18, 2021 – May 18, 2022.

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

Resolution #17 – 5/18/21

WHEREAS there is a vacancy in the position of a Full Time Correctional Officer/Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Sheriff and the County Personnel Director to hire a Full Time Correctional Officer/Dispatcher to fill the position at Step A, Range 9 of the pay plan which is \$20.26 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.

10:15am – The Chairperson recessed the meeting for five minutes.

10:21am – The County Board Reconvened.

Deputy Auditor Property & Tax Roberta Anderson met with the County Board to present bids for informal tax forfeit land sales. Dennis McNally requested more information.

10:27am – The Chairperson called for public comment. Those that responded included:

Ogilvie Public Schools Superintendent Kathy Belsheim	Thank you for CARES Act Funding to help with distance learning devices, hot spots, and additional bus routes.
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10:34am – The Chairperson closed public comment.

Environmental Services Supervisor Teresa Wickeham met with the County Board to discuss matters concerning her department.

Action #18 – Craig Smith introduced a motion to send a letter of support to Pine County for the Kettle River, Upper St Croix One Watershed, One Plan.

The motion for the adoption of the foregoing motion was duly seconded by Rickey Mattson and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Gene Anderson, Rickey Mattson, Craig Smith

OPPOSED: Les Nielsen, Dennis McNally

ABSTAIN:

whereupon the motion was passed.

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

Action #19 – It was moved by Craig Smith, seconded by Les Nielsen and carried

unanimously to approve the following resolution:

Resolution #19 – 5/18/21
CSAH 3 – Full Depth Reclamation and Resurfacing

WHEREAS the following bids were received for SP 033-603-029, full depth reclamation and resurfacing of CSAH 3 from TH 65 to the eastern county line:

Knife River Corporation	\$2,751,822.52
Central Specialties Incorporated	\$2,761,082.73
Anderson Brothers Company	\$2,999,725.34
Minnesota Paving & Materials	\$3,467,967.83

WHEREAS the low bid of \$2,751,822.52 was submitted by Knife River Corporation,
and

WHEREAS Kanabec County has received all necessary approvals for federal funding,
and

THEREFORE BE IT RESOLVED to accept the bid of \$2,751,822.52 by Knife River Corporation for SP 033-603-029, full depth reclamation and resurfacing of CSAH 3 from TH 65 to the eastern county line.

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

Resolution #20 – 5/18/21
Sign Inventory Quotes

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

Newman Signs.....	\$42,553.05
MR Signs.....	\$40,697.32

BE IT RESOLVED to accept the low quote of \$40,697.32 submitted by MR Signs.

Public Works Director Chad Gramentz led a discussion regarding the condition of the underground fuel tanks at the Public Works Building. Information only, no action was taken.

Chad Gramentz led a discussion regarding a driveway access on Forest Avenue.

Action #21 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to offer Chuck Cole up to \$10,000 toward the purchase of land from the owner of parcel at 330 Forest Avenue East, Mora, MN 55051 to regain driveway access to his property at 312 Forest Ave E, Mora, MN 55051.

Action #22 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to recess the meeting at 11:04am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 11:04am on Tuesday, May 18, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Public Works Director Chad Gramentz presented the Drainage Authority Board Agenda.

Chad Gramentz led a discussion regarding contributing areas for County Ditches 2 and 10, as well as percentage cost breakdowns and calculations of estimated financial cost impact on parcels within the ditch assessment areas.

Action #23 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to complete a feasibility study on County Ditches 2 and 10, and not to complete a redetermination of benefits at this time.

Action #24 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the Drainage Authority Board Meeting at 11:23am.

The Board of Commissioners reconvened.

Deputy Auditor Property & Tax Roberta Anderson met with the Board to present bid results of an informal tax forfeit sale.

Action #25 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to accept the following bids on the informal tax sale:

PID	Minimum Bid	Price Paid	Sold To
08.00320.00	\$50	\$65	<i>Steven Zeug</i>
09.01585.00	\$1,000	\$1,100	<i>Richard Schuh</i>
15.01335.00	\$50	\$201	<i>Eric & Tracy Telander</i>
22.06250.20	\$450	\$500.05	<i>David Voss</i>
22.06725.00	\$7,000	\$7,001	<i>Kathryn Johnson</i>
23.00235.10	\$100	\$150	<i>Bethany Ritter</i>

Action #25 – It was moved by Craig Smith, seconded by Rickey Mattson and carried unanimously to pull the informal sale for Outlot D, Haybrook 1st Addition due to potential access issues for adjoining landowners.

Future Agenda: Randy Ulseth, Hospital Update. Budget Report as of June 1st. Stop signs on 19

& 5.

Action #26 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to close the meeting at 11:46am pursuant to the Open Meeting Law, MN Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25. Those present during the closed portion of the meeting included Commissioners Gene Anderson, Rickey Mattson, Dennis McNally, and Craig Smith; as well as County Coordinator & Personnel Director Kristine McNally.

11:47am – Les Nielsen left the meeting.

Action #27 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to re-open the meeting at 12:39pm.

Action #28 – It was moved by Craig Smith, seconded by Rickey Mattson, and carried unanimously to adjourn the meeting at 12:40pm and to meet again in regular session on Tuesday, June 1, 2021 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>
Kanabec County Auditor-Treas	9,337.67	Leased Vehicles	Various
Chamberlain Oil	3,688.72	Shop Supplies	Highway
East Central Energy	1,302.33	Intersection Lighting	Highway
Kollar, Randy	500.00	Driveway Permit Refund	Highway
Munsterteiger, Duane	500.00	Driveway Permit Refund	Highway
Schumacher, Ed	500.00	Driveway Permit Refund	Highway
Braham Public Schools	79,851.51	50% May 2021 Settlement	Taxes & Penalties
East Central School District	28,977.02	50% May 2021 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	29,918.67	50% May 2021 Settlement	Taxes & Penalties
Isle Public Schools	19,622.12	50% May 2021 Settlement	Taxes & Penalties
Kanabec County	176,970.57	50% May 2021 Settlement	Taxes & Penalties
Milaca Public Schools	7,371.83	50% May 2021 Settlement	Taxes & Penalties
Mora Public Schools	1,487,918.49	50% May 2021 Settlement	Taxes & Penalties
Ogilvie Public Schools	237,963.45	50% May 2021 Settlement	Taxes & Penalties
Pine City Public Schools	307.60	50% May 2021 Settlement	Taxes & Penalties
Chamberlain Oil	45.32	Shop Supplies	Highway
East Central Energy	215.93	Intersection Lighting	Highway
Mora Municipal Utilities	2,462.99	Utilities	Highway
Dearborn National Life Insurance Co	771.00	Short Term Disability Insurance Premiums	Employee Benefits
Health Partners	6,251.58	Dental Insurance Premiums	Employee Benefits
Life Insurance Company of North America	945.90	Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
MNPEIP	165,593.46	Health Insurance Premiums	Employee Benefits
Sun Life Financial	4,101.77	Life Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	2,241.92	Long Term Disability Insurance Premiums	Employee Benefits
VSP Insurance Co	322.24	Vision Insurance Premiums	Employee Benefits
25 Claims Totaling:	<u><u>\$2,267,682.09</u></u>		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 6/1/21

Department Name	Vendor	Amount	Purpose
BUILDINGS MAINTENANCE	G & N Enterprises	2,539.10	Light Bulbs
BUILDINGS MAINTENANCE	Jamar Company	561.00	Seal New Pipe Penetration Installed by MMC
BUILDINGS MAINTENANCE	Novus Glass	260.00	Flat Glass Installation & Labor
		3,360.10	
COMPUTER EXPENSES	ITSAVVY	512.78	Printer Ink & Waste Cartridge
COMPUTER EXPENSES	MNCCC Lockbox	1,800.00	Support for Optimum Payroll Jun-Aug
		2,312.78	
COUNTY COORDINATOR	Association of MN Counties	75.00	MCHRMA Spring Conference
COUNTY COORDINATOR	Marco	477.00	Printer Lease
		552.00	
COUNTY EXTENSION	Office Depot	61.16	Office Supplies
		61.16	
COURT ADMINISTRATOR	Thomason, Swanson & Zahn	86.50	Court Appointed Attorney Fees
		86.50	
ECONOMIC DEVELOPMENT	Office Depot	159.98	Office Supplies
		159.98	
ENVIRONMENTAL SERVICES	Kanabec County Records Office	46.00	Variance Recording Fee
ENVIRONMENTAL SERVICES	Kanabec County Agricultural Society	240.00	2021 County Fair Booth Rental

ENVIRONMENTAL SERVICES	O'Brien, Pat	90.12	BOA Hearing Per Diem and Mileage
ENVIRONMENTAL SERVICES	Peterson, Ronald	89.00	BOA Hearing Per Diem and Mileage
ENVIRONMENTAL SERVICES	Sawatzky, Fred	78.36	BOA Hearing Per Diem and Mileage
ENVIRONMENTAL SERVICES	Sunshine Printing	63.20	Inspection Notices
		606.68	
HUMAN RESOURCES	MNCCC Lockbox	1,837.50	Support for Optimum HR & ESS Jun-Aug
		1,837.50	
INFORMATION SYSTEMS	CW Technology	1,281.40	Monthly Services
INFORMATION SYSTEMS	CW Technology	79.00	VMWare Renewal
		1,360.40	
PUBLIC TRANSPORTATION	Curtis, Michael	1,173.57	Volunteer Driver
PUBLIC TRANSPORTATION	Hoefert, Robert	1,141.06	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec County Agricultural Society	80.00	2021 County Fair Booth Rental
PUBLIC TRANSPORTATION	Manthie, Wendy	897.68	Volunteer Driver
PUBLIC TRANSPORTATION	Premium Waters	23.96	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	44.20	Volunteer Driver
PUBLIC TRANSPORTATION	Visser, Maurice	796.71	Volunteer Driver
PUBLIC TRANSPORTATION	Webb, Kim	80.00	DOT Physical
		4,237.18	
SHERIFF - JAIL/DISPATCH	Metropolitan Mechanical Contractors	8,682.46	Install Condensing Unit in the Cooler for the Jail
SHERIFF - JAIL/DISPATCH	Summit Companies	1,370.75	Pre-Engineered Semi-Annual Inspection
		10,053.21	
UNALLOCATED	Ann Lake Watershed Alliance	3,106.35	AIS Grant - Treatment for Curly Leaf Pond Weed
UNALLOCATED	Fish Lake Improvement Association	4,203.85	AIS Grant - Treatment for Curly Leaf Pond Weed
UNALLOCATED	Kanabec Soil & Water Cons.	101.00	AIS Boat Inspector Background Checks & AIS Mgmt 101 Training
UNALLOCATED	Meinen, Ron	4,893.37	AIS Services Reimbursement - Curly Leaf, Quamba Lake
UNALLOCATED	Snake River Watershed Management Board	24,072.00	2021 SRWMB Appropriation

		<u>36,376.57</u>	
VETERAN SERVICES	Seelen, Daniel	<u>15.00</u>	Reimbursement State of TN - Death Records
		15.00	
		35 Claims Totaling: \$ 61,019.06	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 6/1/21

Vendor	Amount	Purpose
Brock White Company	2,993.40	Maintenance Supplies
Broehl, David	585.00	Straw Bales
Federated Co-ops	40.98	Maintenance Supplies
Fluegge's Ag	1,821.40	Repair Parts
Granite Electronics	49.50	Mobile Radio Repair
Kanabec County Highway Department	77.00	Petty Cash, Postage
Knife River	683.95	Gravel
MN Dept of Transportation	224.72	Tech Assistance
North Central International	1,917.70	Repair Parts
Office Depot	71.99	Office Supplies
Stegeman, Jesse	35.94	Reimbursement
Zarnoth Brush Works	1,242.80	Bobcat Broom Refill
12 Claims Totaling:	<u>\$ 9,744.38</u>	

Agenda Item #4

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: 2021 Budget Update	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested:

Review the May 2021 unaudited budget report from IFS. Information only.

f. Background:

Supporting Documents: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Department/Fund	Budgeted Revenue from IFS	Actual Year to Date Revenue	% of Budget to Date		Budgeted Expenses from IFS	Actual Year to Date Expenses	% of Budget to Date		Levy Amount from IFS	Actual Year to Date Rev vs. Expense	% of Budget to Date
Revenue Fund Departments											
Assessor	93,450	7,729	8%		583,286	195,975	34%		489,836	188,246	38%
Attorney	171,900	63,925	37%		750,418	315,418	42%		578,518	251,493	43%
Auditor/Treasurer	100,740	87,848	87%		819,133	360,744	44%		718,393	272,896	38%
Commissioners	5,000	350	7%		188,509	75,760	40%		183,509	75,410	41%
Coordinator	181,850	25,671	14%		636,971	267,427	42%		455,121	241,756	53%
Court Administrator + Law Library	12,000	4,880	41%		46,500	4,129	9%		34,500	-751	-2%
Culture & Recreation	0	0	N/A		8,750	0	0%		8,750	0	0%
E Central Reg Library	0	0	N/A		161,681	83,035	51%		161,681	83,035	51%
Extension	0	40	N/A		85,161	40,965	48%		85,161	40,925	48%
Information Systems	50,592	8,673	17%		460,508	169,401	37%		409,916	160,728	39%
Probation	191,767	23,329	12%		561,162	280,512	50%		369,395	257,183	70%
Public Works											
Building Maintenance	57,038	36,039	63%		660,594	233,169	35%		603,556	197,130	33%
Environmental Services	227,882	32,142	14%		333,505	102,226	31%		105,623	70,084	66%
Sanitation	127,423	36,005	28%		127,423	30,377	24%		0	-5,628	
Surveyor	10,000	0	0%		17,500	7,100	41%		7,500	7,100	95%
Recorder	166,500	68,314	41%		206,033	89,561	43%		39,533	21,247	54%
Sheriff	1,619,666	372,403	23%		6,350,480	2,302,396	36%		4,730,814	1,929,993	41%
Transit	1,112,101	596,096	54%		1,112,101	361,168	32%		0	-234,928	
Unallocated	9,926,518	838,660	8%		836,922	194,556	23%		9,089,596	644,104	7%
Veteran's Services	16,000	1,061	7%		123,790	45,620	37%		107,790	44,559	41%
FUND TOTALS									Total Fund Budget		
Revenue Fund Totals	14,070,427	2,204,081	16%		14,070,427	5,178,725	37%		14,070,427	2,974,644	21%
Road & Bridge Fund	9,590,006	1,235,301	13%		9,590,006	1,113,314	12%		9,590,006	-121,987	-1%
Family Services Fund	6,219,694	1,654,557	27%		6,219,694	2,471,167	40%		6,219,694	816,610	13%
Community Health Fund	3,151,054	813,917	26%		3,151,054	1,139,594	36%		3,151,054	325,677	10%
EDA Fund	153,200	323,980	211%		153,200	346,487	226%		153,200	22,507	15%
Railroad Authority	1,017	24	2%		1,017	1,017	100%		1,017	993	98%
Bond Fund	1,040,524	18,094	2%		1,040,524	75,478	7%		1,040,524	57,384	6%

Agenda Item #5

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: Clifton Larson Allen, LLP Engagement Agreement for ARP	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #__ 6/1/21

WHEREAS, the American Rescue Plan- Corona Virus Local Fiscal Recovery Fund guidance is complex; and

WHEREAS, staff wishes to utilize the professional services of Clifton Larson Allen, LLP up to a maximum of \$4,000 to provide consultation on American Rescue Plan- Corona Virus Local Fiscal Recovery Fund matters on an as needed basis; and

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

WHEREAS the consultant fees are eligible for American Rescue Plan- Corona Virus Local Fiscal Recovery Fund reimbursement;

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

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



CliftonLarsonAllen LLP
CLAconnect.com

May 27, 2021

Kanabec County
18 N Vine Street
Mora, MN 55051

We are pleased to confirm and outline our understanding of the terms and objectives of our engagement and the nature and limitations of the consulting services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Kanabec County, Minnesota ("you," "your," or "the County") related to the American Rescue Plan. If it meets with your approval, this letter will serve as an agreement made by and between CLA and the County.

Objectives

We understand that you may need guidance/assistance regarding the American Rescue Plan supporting documentation and related reporting requirements. Specifically, you are requesting hourly consulting services to help answer your American Rescue Plan related questions.

We will perform the engagement in accordance with the Statement on Standards for Consulting Services issue by the American Institute of Certified Public Accountants.

Approach

The consulting services provided by CLA are not intended or designed to provide you any form of assurance that you met the legal standards required by the American Rescue Plan. As such, we recommend that you confer with legal counsel if you have any questions about any legal questions or concerns.

Upon request of the County, CLA shall make its resources available to provide additional financial and operational consultative services to the County. Such services will be performed under a separate engagement letter, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in that separate engagement letter.

Client information requirements

The County agrees it is solely responsible for the accuracy, completeness, and reliability of all of the County's data and information that it provides CLA for our engagement. The County agrees it will provide any requested information on or before the date we commence performance of the services.

Management responsibilities

For all nonattest services we may provide to you, including these consulting services, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services. County management accepts sole responsibility for all decisions made regarding the American Rescue Plan and that CLA will not perform any management functions as part of this engagement.

Personnel

Rebecca Field, Principal, will lead the engagement. Danny Loch will be the key point of contact for this engagement and will engage other CLA staff members, as needed, throughout the engagement.

Scope of agreement

This agreement applies to all aspects of our relationship and to any other or additional services CLA may render to the County at any time, unless they are covered by a separate written agreement that the County and CLA both sign.

Professional fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered throughout the project as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

Hourly consulting services requested will be at the applicable hourly rate depending on CLA staff experience level. The table below shows the range of billing rates by experience level:

Staff	Rate
Principal	\$260-\$400
Manager, Director, Senior Consultants	\$200-\$260
Senior	\$150-\$200
Associate	\$100-\$150

Fees will not exceed \$4,000 for these services.

In the event CLA's services are terminated for whatever reason, the County will promptly compensate CLA for all professional services rendered, related fees, and out-of-pocket expenditures through the date of termination.

Other fees

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

Finance charges and collection expenses

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

Limitation of remedies

Our role is strictly limited to the tasks and projects described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based on our communications with you or our reports. You will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans, and for implementing any plans you may develop, including any that we may discuss with you. CLA has no duty to ensure that the County's accounting, billing, coding, compliance, or reimbursement practices, systems, or reports comply with applicable laws or regulations, all of which remain the County's sole responsibility.

You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party") and that this limitation of remedies provision is governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any deliverables, plans, actions, or results of this engagement, except to the extent authorized by this agreement. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this engagement agreement, but any recovery on any such claim shall not exceed the portion of the total fees actually paid by you to CLA that corresponds to the particular service(s) that give(s) rise to the claim (i.e., the specific service(s) that a CLA party performed in such a manner as to cause CLA to be liable to you).

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit and from obtaining legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within the shorter of the following limitation periods:

- Within twelve (12) months from the date of our last billing for services performed under this engagement letter, or
- Within twelve (12) months after the termination by either party of either this agreement or the County's ongoing relationship with CLA.

These limitation periods apply and begin to run even if the County has not suffered any damage or loss, or has not become aware of the existence or possible existence of a dispute.

Data practice act

This Agreement is subject to the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13 (Data Practices Act). All government data, as defined in the Data Practices Act Section 13.02, Subd. 7, which is created,

collected, received, stored, used, maintained, or disseminated by CLA in performing any of the functions of the County during performance of this Agreement is subject to the requirements of the Data Practice Act and CLA shall comply with those requirements as if it were a government entity. All subcontracts entered into by CLA in relation to this Agreement shall contain similar Data Practices Act compliance language.

Record retention

Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for the County's records.

Other

This agreement will remain in effect until it is terminated by either party on thirty (30) days written notice, with or without cause. In the event of termination, the terms of this agreement shall survive and remain in effect. Any notices under this agreement shall be sent to the County at the address noted above and to us at:

CliftonLarsonAllen LLP
Attn: Rebecca Field, Principal
220 South 6th Street
Suite 300
Minneapolis, MN 55402

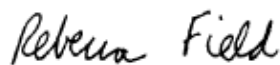
Agreement

CLA appreciates the opportunity to assist the County and believes that this letter accurately summarizes the terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please contact us.

If the County agrees with the terms of this engagement as described in this letter, please sign and date the enclosed copy and return it to us. By returning this letter of engagement, the County is authorizing us to commence our services.

Sincerely,

CliftonLarsonAllen LLP



Rebecca Field, CPA, CISA, CRISC, CICA
Engagement Principal
612-397-3053
Rebecca.field@CLAconnect.com

Acceptance and acknowledgement

On behalf of Kanabec County, I acknowledge that the terms of this agreement accurately state our understanding with CLA, and Kanabec County agrees to be bound by them.

Authorized Signature: _____

Title: _____

Date: _____

Agenda Item #6

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: Knife Lake Parcel C Update and Request to Lower the Price	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Consider lowering the asking price from \$182,000 to \$179,000 based on recommendation from the realtor.

f. Background:

Back at the end of March or beginning of April, Lonnie asked if we could lower the price to \$179,900 from the \$182,000. He feels very strongly, now is the time to lower the price.

As of today we have had 17 showings and no offers. Lonnie is not sure how many unrecorded showings have occurred.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #7

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: I.S. Requests	b. Origination: I.S. Department
c. Estimated time: 5 minutes	d. Presenter(s):

e. Board action requested:

- a. Approval for invoice over \$1,000
- b. Consideration of website address change

f. Background:

- a. Purchase of Microsoft License CALs (Client Access License), required license that gives the right to access services from Microsoft server software, for all County users. Amount is in 2021 budget, \$6,720.00

Resolution # __ - 6/1/21

WHEREAS, Resolution #13 – 5/5/20 requires Commissioner approval of purchases of any item costing \$1,000 or more, whether previously budgeted for or not, with the exclusion of regular maintenance items; and

WHEREAS, the Information Systems Department has budgeted purchases in excess of \$1,000 necessary to conduct operations in 2021; and

WHEREAS, the Information Systems Director is seeking authorization to proceed with the following purchases: Microsoft Licensing for \$6,720.00.

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the I.S. Director's request to purchase said items.

- b. Our website address domain is currently kanabeccounty.org

With the DOTGOV Act of 2020, we have been offered the opportunity to have an address ending in .gov rather than .org for no cost.

DotGov is all about security and establishing credibility for official websites. 'gov' is only used for government websites, and increases trust and familiarity.

Our website can potentially be accessible from both the current name and a new .gov name interchangeably.

Requirements to apply for this address suggest a standard format of **kanabeccountyMN.gov**, in order to prevent ambiguity of county or city names which might exist in more than one place. Kanabec is actually unique and we could qualify for a shorter address. (For example: kanabec.gov, kanabeccounty.gov)

It is probably best to follow the standard which other counties and cities will use, since standardization and recognition is the benefit.

Information Systems would like to move forward with this opportunity. There is no cost or any other drawbacks we are aware of, only the benefits of our website being easier to find and trust.

Resolution # __ - 6/1/21

WHEREAS, Kanabec County supports the transition to DOTGov, and

WHEREAS, Kanabec County wants to move forward with the domain address as KanabecCountyMN.gov;

BE IT RESOLVED that the County Board authorizes the DOTGov Domain Registration.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office: 5/28/21

Coordinators Comments:

Agenda Item #8

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: Revised Building Use Policy A-103	b. Origination: Coordinator's Office
c. Estimated time: 15 minutes	d. Presenter(s): Kris McNally, County Coordinator

e. Board action requested:

Approved requested revisions to Policy A-103 Building Use.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Policy: A-103

Approved: February 16, 2021

Effective: February 16, 2021

Supersedes (Eff): June 21, 2000

February 22, 2006

KANABEC COUNTY BUILDING USE POLICY

I. POLICY STATEMENT

This policy outlines the use and maintenance of Kanabec County buildings to preserve the health and safety of its employees and the public, and to assure that buildings are serviceable for as long as possible in the interests of the taxpayers of Kanabec County.

II. POLICY GUIDELINES

- A. All appliances (such as coffee machines) shall meet OSHA standards of commercial quality.
- B. Work areas shall be kept free from clutter. Objects shall not be left in traffic areas.
- C. No equipment or practices shall be allowed in County Buildings which do not meet County Safety Policies or OSHA requirements. Department Heads and supervisors have an affirmative responsibility to see that such standards are met. Appliances that create an excessive electrical load are prohibited (i.e. space heaters).
- D. Pictures, whiteboards/corkboards, and documents may be hung from walls after consultation with the department head and maintenance department personnel. Only maintenance department personnel will hang the item. All required postings will be posted once in the public foyer. No adhesive or thumbtacks will be used on building walls **without prior-approval from Building Maintenance.**
- E. Exterior window covering, signs, decorations, etc. are prohibited. **Required signs may be posted on exterior doors.**

F. Break Rooms

The County Board has designated the following rooms as Break Rooms:

- Room 103, Public Service Building
- Room 123, Highway Dept Building
- Workforce Center Breakroom, 2nd Floor, Highway Dept Building
- Room R312, Courthouse Building
- Room R214, Courthouse Building
- Room R121, Courthouse Building

1. Each person using a break room will wash his/her own dishes and clean up after him/herself including wiping tables, sink, and microwave after use, throwing away or recycling trash and debris, etc.
2. All food and beverages left in the refrigerator will be thrown out on a schedule set by Building Maintenance.
3. Removing equipment from the break room or meeting rooms is prohibited.
4. Any liquid or food is spilled on the carpeting must be cleaned ~~it~~ immediately by the person that spilled it.
5. Food preparation and preparation equipment (refrigerator, microwave, etc.) will be allowed only in designated break rooms. A variance for **an OSHA-compliant** refrigerator or microwave may be permitted by resolution of the County Board of Commissioners if there exists good cause and there is no cost born by the taxpayers AND if pre-approved by Building Maintenance. Refrigerators must be installed in a manner and location approved by Building Maintenance.

G. Meeting Rooms

1. Schedule meeting room use with:
 - Public Service Building - Public Health
 - Jail Training Room- Jail Administration
 - Courthouse Building - Coordinator's Office
 - Courthouse Third Floor - Court Administrator
 - Transit Training Room- Transit Office
2. Meeting room scheduling will be done on a first come basis. Kanabec County reserves the right to limit meeting room use to any internal or external group.
3. Each user/group is responsible to set up the room for their own meeting.
4. Each user/group is responsible to clean each room and return it to the arrangement in which it was found. Cleaning means wiping down the tables/counters and making sure all trash is in the trash bin.
5. No non-county meetings or events are allowed outside of normal business hours. Non-county means meetings or events held by entities other than a committee, board, department of Kanabec County or upon which a county representative serves (i.e. East Central Solid Waste Commission).
6. Building Use Agreement form must be signed by the person responsible for all non-county meetings or events. The Building Use Agreement form is available at the County Coordinator's Office and Public Services Front Desk.
6. Office conference rooms shall be kept in good order.
7. Each user/group is responsible to restrict their use to their assigned space.

8. The possession of alcohol is prohibited in all County buildings.

H. Animals, except for disability assistance animals, are not allowed in County buildings.

III. DESIGNATED SMOKING AREAS

Smoking is not permitted in any county building. Employees are permitted to smoke on county grounds in the following locations:

- ◆ Courthouse Building - smoking will only be allowed by the Southeast entrance.
- ◆ Highway Department - smoking will only be allowed by rear exits.
- ◆ Public Service Building - smoking will only be allowed by the exit #4 (FSA).
- ◆ Jail Building- smoking will be allowed by the south parking lot.
- ◆ Transit Building- smoking will only be allowed in the designated area near the northwest corner of the building.

Smoking will not be permitted within 20 feet of any county building entrance.

IV. ITV & ELECTRONIC EQUIPMENT SUPPORT

No County employee or public person(s) shall adjust, tamper with or move any electronic or ITV equipment, including microphones, TV Display, HDMI connection(s), or settings. Only those employees of the Information Systems Department and person(s) approved by the Kanabec County IS Director shall make adjustments.

Meeting rooms are equipped with electronic equipment intended to facilitate remote meetings and support audio/visual needs. The Information Systems Department will assist with the electronic equipment by calling extension 6498 during regular business hours.

No technology carts may be moved to alternate rooms or locations without prior approval from the Information Systems Department.

V. PARKING

The following areas are designated as employee parking:

- A. Courthouse Building - Employees will park in the designated spots on the west or east sides of the building.
- B. Highway Department - Employees will park north or west sides of the building.
- C. Public Services- Employees will park away from the main entrance.

D. Transit Building- Employees will park away from the main entrance.

VI. ACCOUNTABILITY

All maintenance requests must come through Department Heads or Supervisors.

Department Heads will be held responsible for violations of this policy in their area.
Violations may result in disciplinary action.

Agenda Item #9

June 1, 2021

REQUEST FOR BOARD ACTION

a. Subject: Consider rescinding Resolution #13-5/5/20	b. Origination: Board of Commissioners
c. Estimated time: 10 Minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #_____ -6/1/21

WHEREAS, Resolution #13-5/5/20 was originally intended to be temporary in response to the COVID-19 pandemic; and

WHEREAS the County has not experienced drastic revenue reduction as a result of the pandemic; and

WHEREAS the Commissioners desire to take strategic steps to resume normal operations including, but not limited to, filling budgeted vacancies as soon as possible;

BE IT RESOLVED that Resolution #13-5/5/20 is rescinded effective immediately.

f. Background: During the Regular Meeting on 5/5/2020, in response to the COVID-19 pandemic, the Board held a discussion regarding temporary restrictions of spending budgeting funds and hiring.

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

Resolution #13 – 5/5/20

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

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

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

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

Whereupon the motion was passed.

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office: