



Kanabec County Board of Commissioners

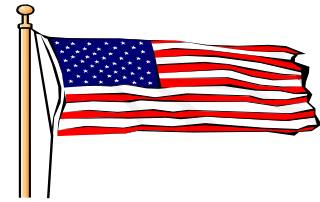
Regular Meeting Agenda The Meeting of May 4, 2021

- 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: 187 632 9695



Video Meeting link:

<https://kanabecounty.webex.com/kanabeccounty/j.php?MTID=md8a2a8bcbd4af6b649fabf50b28bc86b>

Meeting number: 187 632 9695

Password: PBexZyqn623

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.

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

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

- 9:00am a. Pledge of Allegiance
b. Agenda approval
- 9:05am Recess county board to a time immediately following the CHB.
Community Health Board
- 9:30am Leota Lind, SCHA CEO & Scott Schufman, CFO - South Country Health Alliance
Annual Update
- 10:10am Brian Smith, Sheriff –
a. Introduction and Oath of Office as Emergency Manager- Kelly Schmitt
b. Emergency Management Grant
c. JPA for SWAT
d. Request to refill vacancies in the Jail

10:30am Public Comment

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10:45am Teresa Wickeham, Environmental Services Supervisor- Clean-Up Day & HHW
10:55am Denise Snyder, Auditor/Treasurer – DNR Snowmobile Grant for EC Riders

Other business to be conducted as time is available:

1. Minutes
 - a. April 14, 2021 Drainage Authority Board Meeting Minutes
 - b. April 20, 2021 Regular Meeting Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. SCORE Claims
5. Discuss property issue at 312 Forest Ave East, Mora, MN 55051
6. Policy Review:
 - a. Building Use Policy (A-103)
 - b. Policy Against Offensive Conduct, Harassment and Violence (P-104)
7. Commissioner Reports
8. Future Agenda Items
9. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday May 4, 2021
9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - Staffing – Family Health PHN/RN replacement
 - Home Health Aide
 - See attached resolution page 3
 - Case Aide discussion
 - See attached resolution page 4
 - Coronavirus Update/Response Activities
 - Central MN Council on Aging
 - Vaccination Funding
 - Opening the Public Services Building to the Public
 - Children's Dental Services page 5
4. Contract with College of St. Catherine's for Clinical Experience
 - Action requested
 - See attached Agreement and resolution page 6-13
5. Community Rides grant submission
 - Action requested
 - See attached resolution page 14-15
6. Head Start Bus Agreement
 - Action requested
 - See attached Agreement and resolution page 16-20
7. Financial Reports – see attached
 - Trial Balance page 21-22
 - February 2021 Financial Report page 23
8. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 24-31
9. Other Business
10. Adjourn

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

Community Health Report

Staffing:

Family Home Visiting Nurse – position was posted and three people were interviewed. Job offered and declined. Have reposted the position.

Home Health Aide – I would like to post for another Home Health Aide position. This would be a part-time intermittent position with the person working as the need arises. Many of the Home Health Aides currently on staff work multiple jobs and have limited hours available to be scheduled. It has been becoming more difficult to cover for people's PTO requests with the current staffing level.

Case Aide – The part-time Case Aide working in the Family Health area graduated with his Social Work degree in December and has found other full-time employment. His new job will allow him to continue to work for us on Fridays which he is willing to do until we fill his position. As of the writing of this report, the Administrative team is thinking about the possible restructure of current staff vs. filling the position.

Coronavirus information and response activities:

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

Central MN Council on Aging:

Information only – I received, signed and returned a grant amendment for the funds we will receive from the Central MN Council on Aging for our Public Health Nurse Clinic. The only thing that changed was that CMCOA had some remaining CARES Act funds to utilize early in 2021. They amended the contract to show that the funded amount would be partially CARES Act funds and partially Title III funding. We only need to provide matching funds on the Title III dollars so this change reduced our local match requirement.

Vaccination Funding:

The third grant agreement for the vaccination campaign was received. Kanabec County Community Health has available \$284,150 Federal Funds for the period of April 1, 2021 – December 31, 2021. Other funding that has been received:
Federal - \$20,690 for a period of December 1, 2020 – June 30, 2021 – this pot has been expended
State - \$51,336 for a period of 2/1/2021 – June 30, 2021 – this pot is about 60% spent through the end of March

Opening the Public Services Building to the public:

We would like to open the building to the public. Many of our services which are directed by the State or Federal Guidance are still stating that services be provided via phone or virtually and we will still strongly encourage appointments. We do not feel that traffic will be an issue and have already asked maintenance to mark the floor for appropriate distancing and we have hand sanitizer and masks available for public use.

Children's Dental Services:

Children's Dental Services asked for a letter of support as they were requesting the ability to expand access to dental care via a telehealth network. Because Kanabec County is a federally designated Dental Health Professional Shortage Area and we have seen a continued need for access to dental services for our MA population, I sent the letter. We will continue to provide referrals and space for them to provide services both physically and via telehealth if approved. (see letter in packet)

Resolution # KCCH 5/4/2021
Home Health Aide Replacement Resolution

WHEREAS, Kanabec County Community Health is in need of part-time intermittent Home Health Aide to assist in providing services as scheduling conflicts have arisen with staff in this area, and

WHEREAS, It has become more difficult to cover for people's PTO requests with the current staffing level, and

WHEREAS, the Community Health Director is recommending to hire a part-time intermittent Home Health Aide at this time.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director and Human Resources Director to hire a home health aide at Step A Range 5 of the pay plan which is \$16.05 per hour or the rate set by internal promotion, and that the hours of work for this position be limited to those budgeted.

Resolution # KCCH 5/4/2021

Case Aide Replacement Resolution

WHEREAS, Kanabec County Community Health received a resignation from a part time Case Aide effective April 30, 2021, and

WHEREAS, the Agency needs to replace the Case Aide position at this time in order to continue to provide services and complete tasks at the level we are currently working, and

WHEREAS, the Community Health Director is recommending to replace the part time Case Aide at this time.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director and Human Resources Director to hire a case aide at Step A Range 6 of the pay plan which is \$17.01 per hour or the rate set by internal promotion, and that the hours of work for this position be limited to those budgeted.

March 30, 2021

RE: HRSA 21-082 Rural Telehealth Network Letter of Support

Dear Grant Review Committee:

Please allow this letter to serve as a cover letter for the enclosed Memorandum of Agreement between Kanabec County Community Health (KCHHS) and Children's Dental Services. KCHHS is in formal partnership for provision of co-located health services targeting patients of Women Infants and Children (WIC) clinics. This unique collaboration enables us to integrate the provision of WIC services and dental care. We at KCHHS have significant experience in the provision of community health and human care for rural communities, and the MOA outlines our responsibilities in terms of equipment, space usage, communications and patient care protocols.

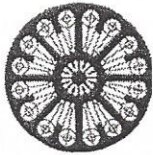
Located in East Central Minnesota, Kanabec County ranks 69th out of 87 counties in Minnesota in terms of overall health rankings, and it is a federally designated Dental Health Professional Shortage Area (DPSA).

We want to ensure that our children stay healthy, even when their families face financial difficulty, and we know that dental disease is the most common, chronic childhood illness, resulting in pain and missed school time. The ravages of SUD, which have increased during the Covid-19 pandemic, are another negative factor impacting our community's oral and overall health. To ensure that vulnerable and low-income children and families we serve have access to a full range of dental services we want to partner with Children's Dental Services (CDS) to expand dental care in our region via a telehealth network.

A solution to this problem that we would like to participate in is to partner with Children's Dental Services (CDS) to expand access to dental care in our region via a telehealth network. We are committed to this project for the year beginning September 1, 2021 and beyond. We will collaborate in supporting the tele-network by: assisting with distribution of patient interest forms, providing information on services to our community, providing referrals, collaboration of our health staff, provision of on-site space for telehealth and follow-up dental care provided and sharing information necessary for the provision of dental services. Please support this proposal to expand dental access in Kanabec County.

Sincerely,

Kathy Burski
Director



ST. CATHERINE UNIVERSITY

AGREEMENT FOR CLINICAL EXPERIENCE

This Agreement ("Agreement") effective April 12, 2021 is between ST. CATHERINE UNIVERSITY at 2004 Randolph Avenue, St. Paul, MN 55105 (the "University") and Kanabec County, through Kanabec County Community Health at 905 Forest Avenue East, #127, Mora, Minnesota, 55051 and such affiliated sites as are identified in writing and approved in advance by the University (the "Facility").

Students enrolled in educational programs offered by the University are required to participate in one or more clinical experiences and the Facility wishes to assist in the provision of such clinical experiences.

The term "clinical" includes instructional experiences which may be called "clinical field experience," "practicum," "fieldwork," or "internship," by a specific program of the University.

The University and the Facility wish to enter into this Agreement to outline the terms under which students enrolled in the program(s) listed in the attached Exhibit A ("Program(s)") may participate in a clinical experience at the Facility.

Accordingly, the University and the Facility agree as follows:

1. Administration of the Program

The University is responsible for developing the Program's curriculum, determining prerequisites and eligibility requirements for students to participate in the Program, determining academic credit for participation in the Program, evaluating and grading students performance, and otherwise administering the Program. The Facility will designate a liaison to serve as the principal contact person between the Facility and the University concerning the University's oversight and administration of the Program.

2. Placement of Students

The Facility will allow placement of students from the Program at the Facility, subject to conditions that include:

- a. The appropriate department head at the Facility and applicable University Program Director agree to the placement of specific program students within a specified department and shall agree in writing as to the specific arrangements (number of students accepted, starting date, duration of the experience).
- b. The University will furnish the Facility with written objectives for each student clinical experience as well as clear guidelines and processes for securing feedback on the students' performance from the preceptors/(site) clinical faculty. The academic faculty will utilize this feedback to fulfill the responsibility of the final evaluation of the student's success.

3. Contract Period

This agreement is effective beginning April 12, 2021 and will renew automatically for succeeding academic years unless either party gives the other written notice on or before August 1 that it will not renew the contract for the academic year beginning the following September.

4. Insurance

The University will maintain the following types of insurance covering each faculty member and student participating in a clinical experience at the Facility in the Program(s).

- a. General liability insurance in the amount not less than one million dollars (\$1,000,000) for each occurrence and annual aggregate.
- b. Professional/medical malpractice insurance in an amount not less than two million dollars (\$2,000,000) for each claim and four million dollars (\$4,000,000) annual aggregate.
- c. Facility will maintain general liability insurance in the amount not less than one million dollars (\$1,000,000) for each occurrence and annual aggregate
- d. The Facility will maintain workers' compensation that covers the students in the Program if required by applicable laws.
- e. Students will carry their own health insurance while enrolled in the health professions at St. Catherine University.

5. Supervision

Supervision for students in the Henrietta Schmoll School of Health (with the exception of those participating in a Facility preceptorship/internship) will be as follows: a qualified University faculty member will accompany the students to the Facility and will be responsible for direct supervision of the clinical experience. Such faculty member will plan for and direct each student experience in collaboration with the Facility's department head or designee.

All other students, including Henrietta Schmoll School of Health students participating in a Facility preceptorship will be supervised as follows: a qualified University faculty member will be responsible for frequent conferences or consultations with the Facility department head or other designee who will have immediate responsibility for the day to day supervision of the students' clinical experiences. Facility supervision will be conducted by persons who have the necessary skills, qualifications, credentials, and, where applicable, licensure or certification, to provide such supervision.

The Facility and the University will agree to a clinical education or fieldwork plan that includes the details of the supervision, the goals and experiences to be made available to students, access to space or other resources if relevant, and communications among students, the Facility, and the University.

6. Orientation and Facility Policies

The Facility will orient students to the Facility and provide students and the University with applicable rules and policies of the Facility that are relevant to the students' experience at the Facility, including the Facility's policies regarding patient and other records, patient confidentiality, health and safety rules, infection control, dress codes, and conduct. ("Facility Policies"). Students and University faculty (when engaged in activities involving the Facility) shall be subject to Facility Policies. The Facility may require each student participating in a clinical experience to acknowledge in writing that s/he agrees to be bound by such rules and policies

7. Documentation of Health Status

Prior to their participation in a clinical experience at the Facility, the University will obtain the following from the student and from faculty members expected to be physically present at the Facility:

- a. Evidence of immunity to rubeola (red measles) as demonstrated by one or more of the following:
(1) physician documentation of two doses of live measles vaccine on or after the first birthday; or
(2) laboratory evidence (blood titer) of immunity to measles.
- b. Evidence of immunity to rubella as demonstrated by: (1) laboratory evidence (blood titer) of immunity to rubella; or (2) documented immunization with live virus vaccine on or after their first birthday.
- c. Evidence of immunity to mumps as demonstrated by: (1) laboratory evidence (blood titer) of immunity to mumps; or (2) documented immunization with live virus vaccine on or after their first birthday.
- d. Evidence of the absence of tuberculosis as demonstrated annually by a negative Mantoux test (2 step initially, then one step thereafter) within the year preceding entrance into the clinical facility. In the event that the Mantoux test is positive, faculty and students will be required to provide documentation of a negative chest x-ray upon admission to their academic program or documentation of having received the INH series followed by documentation of one negative chest x-ray at the time of admission to their academic program.
- e. Documentation of immunizations, positive antibody titer to Hepatitis B or signed declination (applicable to students and faculty members participating in clinical experiences where patient contact is expected and where exposure to body fluids may reasonably be anticipated).
- f. Evidence of immunity to Varicella as demonstrated by: (1) documented history of disease; (2) documentation of blood screen immunity (printed Lab report); or (3) documentation of two vaccines.
- g. Documented current TDAP/DTAP.
- h. Documentation of influenza vaccine during active flu season (October -March).
- i. Immunization information will be kept onsite at the University. If information is needed, the Facility is responsible for obtaining a copy from the student.

8. Access and Confidentiality

Students shall be instructed by the University prior to beginning a clinical experience at the Facility concerning the confidentiality of medical information of Facility's patients. For purposes of compliance with the Health Insurance Portability and Accountability Act and associated privacy regulations (HIPAA), students shall be considered part of Facility's work force as that term is defined in HIPAA to include trainees and students. Students are not considered work force or employees of the Facility for other purposes, including but not limited to tax or employment law purposes. The Facility shall provide the necessary training regarding HIPAA.

9. Confidentiality of Student Information

The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the University's students engaged in a clinical experience at the Facility pursuant to this Agreement.

10. Nondiscrimination

The parties shall comply with their respective internal policies of nondiscrimination and with the anti-discrimination provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act, Fair Credit Reporting Act, and other applicable federal, state and local laws.

11. Accreditation/Licensure

The Facility will maintain all licensure required by applicable law, and in the case of a hospital or other facility where accreditation is applicable, the Facility will maintain accreditation by an appropriate Joint Commission, CMS or other accrediting body.

12. Responsibility for Care

The Facility will retain responsibility for the care of patients and will maintain administrative and professional supervision of students insofar as the presence of the educational program affects the operation of the Facility and/or direct or indirect care of patients.

13. Right to Terminate Participation

The Facility, in maintaining its standard of patient care and safety, reserves the right to terminate the participation of any student or instructor from the Facility and to refuse any such person further participation in a clinical experience under this agreement.

14. Background Studies

Notwithstanding anything herein to the contrary, the University agrees and represents that it will conduct Minnesota Department of Human Services or other background checks required by applicable state law; provided, however, that the Facility agrees to advise the University of the background checks required by applicable law for that Facility and agrees to do so sufficiently in advance of the start of the clinical experience so as to enable them to be completed on a timely basis.

- a. Background study clearances will be kept onsite at the University if copies are needed, the Facility is responsible for obtaining a copy from the student.
- b. Background Studies for Social Work students are to be arranged between the Facility and the student.

15. Miscellaneous

- a. The University and the Facility shall each bear their own costs associated with this Agreement. The Facility is not obligated to pay the University or students, nor are the University or students obligated to pay the Facility with respect to the clinical experience referenced in this Agreement.
- b. The parties each represent that its policy is to comply with applicable laws, including non-discrimination laws, in carrying its responsibilities under this Agreement.
- c. This Agreement may be amended at any time upon the mutual consent of the parties. All such amendments must be in writing and signed by the authorized representatives of the parties.
- d. In the event that any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement are nonetheless enforceable.
- e. This Agreement and questions arising in connection with it are governed by the laws of the State of Minnesota. Any dispute arising under or in connection with this Agreement shall be resolved in Ramsey County (Minnesota) District Court.
- f. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this Agreement shall not be construed a partnership, joint venture or any other relationship, other than that of independent contractors.
- g. Each party agrees to be responsible for, and to hold the other party harmless from its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws.

ST. CATHERINE UNIVERSITY

Dated: _____

Tracey Gran
Senior Vice President and Chief Financial Officer

FACILITY:

**Kanabec County, through Kanabec County
Community Health**

Dated: _____

Administrator or Designee

Printed Name and Title

EXHIBIT A

Agreement for Clinical Experience effective April 12, 2021 between St. Catherine University and Kanabec County, through Kanabec County Community Health

Participating University Program

ASL/English Interpreting
Community Work and Learning
Exercise and Sports Science
Master Health Informatics
Holistic Health Studies
Library and Information Science
Nursing-RN to BS
Nursing-RN to BA
Nursing-MSNEL
Nursing-NP-Adult Gero/Pediatrics
Nursing-Nurse Educator
Nursing-DNP
Nutrition/Dietetics
Occupational Therapy Assistant
Occupational Therapy Assistant-Online
Occupational Therapy –MAOT
Occupational Therapy – OTD
Physical Therapist Assistant
Physical Therapy-DTP
Physician Assistant
Public Health/Community Health Worker
Master Public Health
Radiography
Radiation Therapy
Respiratory Care
Social Work-MSW
Social Work-BSW
Sonography

Administrator responsible to execute the attached clinical agreement and amendments to it.

University

Tracey Gran

Senior Vice President and Chief Financial Officer

Resolution Kanabec County Community Health Board # – 5/4/2021
Agreement for Clinical Laboratory Training – College of St. Catherine’s resolution

WHEREAS, the College of St Catherine’s has a nursing program and is in need of Clinical Laboratory training sites, and

WHEREAS, Kanabec County Community Health has facilities for providing a suitable training experience that meets the educational needs of the students enrolled in those programs, and

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

THEREFORE BE IT RESOLVED to approve the Community Health Administrator to sign an Agreement with the College of St. Catherine’s for Clinical Laboratory Training commencing April 12, 2021.

The National Rural Transit Assistance Program has requested proposals/applications for a Community Rides Grant of up to \$100,000. The application deadline is May 10, 2021. This is a one-time grant opportunity open to 5311 providers nationwide. They will award a minimum of 15 grants, more pending maximum funding guidelines. The grant is subject to all FTA funding guidelines - procurement, reporting etc. The grant funds will be dispersed as expenses are incurred and no local match is required. The grant period runs 15 months from June 2021 - September 2022

These are the stated goals of the funding:

This grant opportunity is intended to support transportation partnerships that improve social determinants of health in rural and tribal communities. Successful projects will help to reduce transportation as a barrier to independence and health at each stage of life and will increase awareness of transit's important role in the health of individuals and communities. Projects will improve access to critical needs like employment, healthcare, education, healthy food, social services, or recreation, as well as build the capacity of transit programs.

This program will support projects that could be adapted nationwide. The projects will be shared nationally as promising practices. During the grant period of performance, technical assistance, training, and support will be provided to grantees.

Staff are researching opportunities afforded by the grant to breach the barriers that keep service limited to more populated sections of our service area. Since this is one-time funding we are shying away from options that would require on-going staff expense.

We have studied transportation deficits through many channels. It is always listed as one of the highest ranking barriers in our community. Yet, when we try to locate those individuals who need the assistance, we can't seem to make the connection. One of the most promising outcomes from our Transportation Summit in 2017 was the imbedding of transportation questions on intake interviews. Agencies (medical clinics, hospitals, schools, social service agencies....) could ask the transportation questions during the intake and that information could be gathered to actually get connections made to those in need. There would need to be a number of steps taken to set this in motion. Who asks the questions? How does that information get centralized? What software would be needed to establish this database of information? A process needs to be developed that would not be too cumbersome or too intrusive. This would go beyond just saying we have a problem to actually getting to the people who need the rides. This type of contract program development fits well in the stated goals of the funding. That would be one option.

Resolution # KCCH 5/4/2021
Community Rides Grant Opportunity Resolution

WHEREAS, Timber Trails Public Transit has an opportunity to apply for the Community Rides Grant through the National Rural Transit Assistance Program, and

WHEREAS, this is a one-time grant opportunity open to 5311 transit providers nationwide for up to \$100,000 with no local match required, and

WHEREAS, this grant is intended to support transportation partnerships that improve social determinants of health in rural and tribal communities and help to reduce transportation as a barrier to independence and health at each stage of life. Projects will improve access to critical needs like employment, healthcare, education, healthy food, social services or recreation, as well as build the capacity of transit programs, and

WHEREAS, the Community Health and Transit Director are recommending to apply for funding at this time.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health/Transit Directors to apply for the National Rural Transit Assistance Program's Community Rides grant funding in an amount up to \$100,000.

MOTOR VEHICLE USER AGREEMENT

This User Agreement is entered into this First day of June, 2021 by and between Lakes and Pines CAC, Inc. and Kanabec County (Timber Trails) here after known as Transit Provider.

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

1. MOTOR VEHICLE User Agreement. Lakes and Pines CAC, Inc hereby provides to the Kanabec County (Timber Trails) the following described motor vehicle with all accessories incorporated there or affixed thereto:
(ID# HS1) 2017 Chevrolet/Express G3500 VIN: 1GB3BSBG9H1123109
2. TERM. The term of this User Agreement shall be for a period of one year commencing June 1, 2021 and ending May 31, 2022, subject however, to any prior termination as hereinafter provided.
3. RENT. The TRANSIT PROVIDER agrees to pay ONE DOLLAR (\$1.00) per year for the vehicle, the said rental amount being due upon effective date of this User Agreement. Rent is payable at the office of Lakes and Pines CAC, Inc located at 1700 Maple Ave. E – Mora, MN 55051-1227.
4. MAINTENANCE AND REPAIRS. The TRANSIT PROVIDER shall pay for and furnish all maintenance and repairs to keep vehicles in good working order and condition. At the expiration or termination of this lease, the vehicles and all safety equipment in the vehicles will be returned to Lakes and Pines CAC, Inc in good condition, reasonable wear and tear accepted.
5. REGISTRATION, LICENSE, TAXES, INSPECTION, FEES, EXPENSES. After initial acceptance, Kanabec County (Timber Trails) shall pay all expenses incurred in the use and operation of the vehicles, including but not limited to, license, registration, and title fees, gasoline, oil, anti-freeze, repairs, maintenance, tires, storage, fines, inspections, assessments, sales or use taxes, if any, and all other taxes as may be imposed by law from time to time arising from TRANSIT PROVIDER'S use and operation of the vehicle. The TRANSIT PROVIDER shall permit Lakes and Pines CAC, Inc and/or its designees to inspect the vehicle at reasonable times, places, and intervals. Each motor vehicle listed in Section 1, shall bear Minnesota Transit vehicle license plates.
6. USE AND OPERATION. The TRANSIT PROVIDER acknowledges receipt of Motor Vehicle, and that the same is in condition satisfactory to TRANSIT PROVIDER'S purposes. Vehicles shall not be altered, marked or additional equipment installed without the prior written consent of Lakes and Pines CAC, Inc in which case the TRANSIT PROVIDER will bear the expense thereof as well as the restoration expenses. The TRANSIT PROVIDER shall keep vehicles free of all taxes, liens, and encumbrances. The TRANSIT PROVIDER shall not use or permit the use of vehicles in violation of any Federal, State, County or City laws, ordinances, rules or regulations, or contrary to the provisions of the insurance policy coverage. The TRANSIT PROVIDER, by acceptance of this User Agreement, agrees to abide by the terms herof and to indemnify Lakes and Pines CAC, Inc for any losses occurring as a result of such use in violation of said terms, law, rules and ordinances.

7. INDEMNIFICATION AND INSURANCE. Each party agrees to defend, indemnify, and hold-harmless the other party and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of or resulting from its own negligence or performance or failure to perform its obligations under this agreement. The TRANSIT PROVIDER'S indemnification obligations shall apply to the TRANSIT PROVIDER'S subcontractor(s), or anyone directly or indirectly employed or hired by the TRANSIT PROVIDER, or anyone whose acts the TRANSIT PROVIDER may be liable. This indemnity obligation shall survive the completion of termination of this agreement. The TRANSIT PROVIDER'S liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws.

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

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

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

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

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

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

9. TITLE. The TRANSIT PROVIDER acknowledges that this is an agreement to use only and that the TRANSIT PROVIDER does not in any way acquire title to vehicles, under this agreement. Without the prior written consent of Lakes and Pines CAC, Inc, the TRANSIT PROVIDER agrees not to do any act to encumber, convert, pledge, sell, assign, re-hire, lease, lend, conceal, abandon, give up possession of, or destroy vehicles.
10. ASSIGNMENT. Without the prior written consent of Lakes and Pines CAC, Inc or any assignee of Lakes and Pines CAC, Inc, the TRANSIT PROVIDER agrees not to sublet, mortgage, pledge, sell, assign or otherwise transfer or dispose of this User Agreement.
11. ENTIRE AGREEMENT. This User Agreement contains the whole agreement of the parties. None of the covenants, provisions, terms or conditions of this User Agreement shall be in any manner modified, waived, abandoned or amended except by a written instrument duly signed by the parties or their assignee and delivered to Lakes and Pines CAC, Inc and the TRANSIT PROVIDER or their assignee.
12. BINDING. Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successors, heirs, administrators, executors and assigns of the parties hereto except as may be modified in paragraph 11 or 18 hereof.
13. DATA PRACTICES. All data collected, created, received, maintained, disseminated or used for any purposes in the course of the TRANSIT PROVIDER'S performance of this Agreement is governed by the Minnesota Government Data Practices Act, MN Stat. Chapter 13 and any other applicable state statutes and rules adopted to implement the ACT as well as other state and federal laws on data privacy. The TRANSIT PROVIDER agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended.
14. CANCELLATION. This CONTRACT may be canceled by the TRANSIT PROVIDER or Lakes and Pines CAC, Inc at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such cancellation the TRANSIT PROVIDER shall be entitled to payment for services satisfactorily performed.
15. FARES FOR HEADSTART BUS RIDES. TRANSIT PROVIDER will bill Lakes and Pines CAC, Inc the rate of \$25 per hour for all hours involved in providing Headstart trips including pre and post trip inspections, fueling and maintenance travel.

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

Lakes and Pines CAC, Inc

By: _____
Robert Benes, Executive Director

Date: _____

TRANSIT PROVIDER – Kanabec County Timber Trails

By: _____
Kathryn Burski, Kanabec County Community Health Director

Date: _____

Kanabec County
Resolution Number

Renewed vehicle lease agreement with Lakes and Pines CAC, Inc.

WHEREAS, Kanabec County has an Agreement with the State of Minnesota identified as MNDOT Contract Number 1035592 to provide public transit service in Kanabec County under MN Stat, Section 174.24, and

WHEREAS, that service includes providing transportation for Headstart trips, and

WHEREAS, Kanabec County leases a bus from Lakes and Pines CAC, Inc. to provide that service.

THEREFORE BE IT RESOLVED that Kanabec County Board authorizes the renewed vehicle lease of: (ID# HS1) 2017 Chevrolet/Express G3500 VIN: 1GB3BSBG9H1123109

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 thereof held on May 4, 2021.

Dated: May 4, 2021

Kris McNally
County Coordinator

Sheila
4/26/21 10:10AM

**** Kanabec County ****



Page 1

As of Date: 02/2021

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
4/26/21 10:10AM

TRIAL BALANCE REPORT
As of 02/2021

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	19,144.46 -	118,236.26 -	404,135.38
	Total Assets	522,371.64	19,144.46 -	118,236.26 -	404,135.38
	---Liabilities and Balance-----				
	Liabilities				
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
	Total Liabilities	523.17 -	0.00	0.00	523.17 -
	Fund Balance				
2881	Assigned Fund Balance	521,848.70 -	0.00	0.00	521,848.70 -
2910	Revenue Control	0.00	209,002.45 -	358,598.29 -	358,598.29 -
2925	Expenditure Control	0.00	228,146.91	476,834.55	476,834.55
	Total Fund Balance	521,848.70 -	19,144.46	118,236.26	403,612.44 -
	Total Liabilities and Balance	522,371.87 -	19,144.46	118,236.26	404,135.61 -
488	Kanabec Pine Community Health (fka 59)				
	-----Assets-----				
1001	Cash	0.11 -	0.00	0.00	0.11 -
	Total Assets	0.11 -	0.00	0.00	0.11 -
	---Liabilities and Balance-----				
	Liabilities				
2030	Salaries Payable	0.10	0.00	0.00	0.10
2030	Salaries Payable	0.24	0.00	0.00	0.24
	Total Liabilities	0.34	0.00	0.00	0.34
	Total Liabilities and Balance	0.34	0.00	0.00	0.34
15	Community Health Fund	0.00	0.00	0.00	0.00

Kanabec County Community Health - Board Financial Report
15-484

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March
Pilt-Housing Authority						
Rev	0		0.00	0.00	0.00	
Exp	0		0.00	0.00	0.00	
Cares Act COVID-19 Grant						
Rev	0		0.00	0.00	0.00	
Exp	0		162.35	162.35	0.00	
Local Public Health Infrastructure						
Rev	458,691.00	2.07%	9,502.28	9,463.33	38.95	
Exp	376,178.00	25.97%	97,676.98	54,699.23	42,977.75	
Prevent Infectious Disease						
Rev	21,050.00	20.59%	4,334.15	236.41	4,097.74	
Exp	30,058.00	28.11%	8,449.09	5,356.16	3,092.93	
Environmental Health						
Rev	25.00	92.00%	23.00	12.00	11.00	
Exp	5,202.00	0.00%	0.00	0.00	0.00	
Healthy Communities-Adult Health						
Rev	250,123.00	9.04%	22,606.93	12,642.85	9,964.08	
Exp	252,252.00	11.77%	29,690.84	15,269.67	14,421.17	
Healthy Communities-Health Improvement						
Rev	524,408.00	9.49%	49,780.10	16,568.86	33,211.24	
Exp	498,327.00	11.24%	56,000.76	30,808.36	25,192.40	
Healthy Communities-Family Health						
Rev	928,933.00	13.52%	125,595.41	42,630.43	82,964.98	
Exp	771,717.00	7.11%	54,890.72	31,090.59	23,800.13	
Emergency Preparedness						
Rev	45,924.00	0.00%	0.00	0.00	0.00	
Exp	43,559.00	102.21%	44,521.48	12,127.62	32,393.86	
Assure Access-Case Management						
Rev	377,900.00	17.45%	65,925.67	24,513.16	41,412.51	
Exp	370,972.00	13.79%	51,169.28	26,098.66	25,070.62	
Assure Access-Home Care						
Rev	544,000.00	14.86%	80,830.75	43,528.80	37,301.95	
Exp	802,789.00	16.73%	134,273.05	73,075.00	61,198.05	
Agency Totals						
Rev	3,151,054.00	11.38%	358,598.29	149,595.84	209,002.45	0.00
Exp	3,151,054.00	15.13%	476,834.55	248,687.64	228,146.91	0.00

outstanding payments/payments not yet posted

Hep A grant	228.41
VSO	
CTC	
DFC	
FAP	645.68
LCTS	10,000.00
LPHG	31,304.59
MCH	1,258.97
MIECHV	13,538.62
PHEP	15,262.43
RPC	8,046.00
SHIP	35,345.83
TANF	
WIC	7,985.00
Covid State	24,343.78
CMCOA	
MN Choice	3,125.00
Admin asst	2,459.75
mental hlth	8,355.07
Suicide Prev	1,978.73
Covid Federa	20,690.00
Home care	36,203.95 estimate only see note below
	220,771.81

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

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

amount has changed

Board Meeting 05/04/21

Abstract Totals for Commissioner Vouchers

Board Meeting 05/04/21	Amount	Vendors	Transactions
Abstract #1	46,398.26	37	73
Abstract #2			
Totals	46,398.26	37	73

Abstract Totals for Auditor Vouchers

Board Meeting 05/04/21	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
4/29/21 1:59PM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
4/29/21 1:59PM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	434 Ability Network Inc							
	15-484-487-8453-6211			217.04	April billing svc/eligibility	21M-0056990	Services & Charges	N
2	15-484-493-8452-6211			181.38	April billing svc/eligibility	21M-0056990	Services & Charges	N
1	15-484-496-8447-6211			259.18	April billing svc/eligibility	21M-0056990	Services & Charges	N
	434 Ability Network Inc			657.60	3 Transactions			
5	104 Ace Hardware							
	15-484-496-8447-6411			21.58	batteries for home care	278611	Supplies	N
4	15-484-490-8489-6411			407.76	wipes for covid vacc clinics	278621	Progam Supplies	N
	104 Ace Hardware			429.34	2 Transactions			
33	456 Auditor, Mille Lacs County							
	15-484-485-8468-6880			383.40	mini grant water cooler		Grant Admin- Pass thru	N
	456 Auditor, Mille Lacs County			383.40	1 Transactions			
46	185 Bergstadt/Jennifer							
	15-484-496-8449-6331			99.68	April HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer			99.68	1 Transactions			
47	1396 Biever/Laurie							
	15-484-496-8449-6331			249.76	March/April HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie			249.76	1 Transactions			
48	1275 Bromwich/Amanda							
	15-484-496-8449-6331			135.52	April HHA mileage		Mileage & Meals	N
	1275 Bromwich/Amanda			135.52	1 Transactions			
49	3094 Burski/Kathy							
	15-484-490-8489-6411			242.56	covid vacc clinic supplies		Progam Supplies	N
	3094 Burski/Kathy			242.56	1 Transactions			
6	298 Childrens Dental Services							
	15-484-485-8475-6285			557.76	2/26/21 transport equip/staff		Contracted Work	Y
	298 Childrens Dental Services			557.76	1 Transactions			
67	911 Crystal Bar & Grill							
	15-484-490-8483-6411			289.91	supplies for covid vacc clinic		Program Supplies	N
	911 Crystal Bar & Grill			289.91	1 Transactions			
	3646 Felland/Becky							

Sheila
4/29/21 1:59PM
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	
50	15-484-496-8447-6331		141.12	March/April home care mileage		Mileage & Meals	N
3646	Felland/Becky		141.12	1 Transactions			
4184	Health Dimension Rehabilitation Inc						
8	15-484-496-8447-6211		3,874.64	March PT services		Services & Charges	N
9	15-484-496-8447-6211		372.28	March OT services		Services & Charges	N
4184	Health Dimension Rehabilitation Inc		4,246.92	2 Transactions			
324	Healthcare First						
7	15-484-496-8447-6211		104.74	April HHCAHPS fee	5194998	Services & Charges	N
324	Healthcare First		104.74	1 Transactions			
3095	Isanti County Public Health						
68	15-484-485-8468-6880		1,937.58	Feb hlthy eat/active living		Grant Admin- Pass thru	N
69	15-484-485-8468-6880		33.84	February tobacco strategy		Grant Admin- Pass thru	N
70	15-484-485-8468-6880		2,197.36	Mar hlthy eat/active living		Grant Admin- Pass thru	N
71	15-484-485-8468-6880		138.41	March tobacco strategy		Grant Admin- Pass thru	N
3095	Isanti County Public Health		4,307.19	4 Transactions			
386	ITsavvy LLC						
10	15-484-450-0000-6405		847.41	HP ProDesk 400 G7	01259751	Computers & Hardware	N
386	ITsavvy LLC		847.41	1 Transactions			
322	Kanabec County						
11	15-484-450-0000-6205		98.42	1st qtr postage	PH033	Postage	N
16	15-484-469-8440-6205		1.53	1st qtr postage	PH033	Postage	N
14	15-484-481-8481-6205		88.21	1st qtr postage	PH033	Postage	N
20	15-484-481-8482-6205		7.92	1st qtr postage	PH033	Postage	N
22	15-484-485-8444-6205		1.40	1st qtr postage	PH033	Postage	N
21	15-484-485-8480-6205		50.49	1st qtr postage	PH033	Postage	N
15	15-484-487-8451-6205		65.37	1st qtr postage	PH033	Postage	N
19	15-484-487-8453-6205		1.02	1st qtr postage	PH033	Postage	N
12	15-484-487-8456-6205		219.96	1st qtr postage	PH033	Postage	N
13	15-484-487-8457-6205		72.55	1st qtr postage	PH033	Postage	N
23	15-484-487-8457-6205		101.53	1st qtr follow along postage	PH033	Postage	N
24	15-484-487-8461-6205		553.72	1st qtr postage	PH033	Postage	N
18	15-484-493-8452-6205		170.50	1st qtr postage	PH033	Postage	N
17	15-484-496-8447-6205		2.30	1st qtr postage	PH033	Postage	N
322	Kanabec County		1,434.92	14 Transactions			

Sheila
4/29/21 1:59PM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
65	13285 Kanabec County Family Services						
	15-484-490-8489-6411		8,000.00	staffing covid vacc clinics		Progam Supplies	N
	13285 Kanabec County Family Services		8,000.00	1 Transactions			
25	2162 Kanabec County Information Systems						
	15-484-450-0000-6203		622.08	1st qtr phone service	6204	Telephone	N
26	15-484-450-0000-6380		7,500.00	1st & 2nd qtr IS services	6209, 6210	Interdepartmental Charges	N
	2162 Kanabec County Information Systems		8,122.08	2 Transactions			
27	132 Kanabec Publications						
	15-484-490-8489-6411		226.25	covid clinics advertising	812315	Progam Supplies	N
72	15-484-490-8489-6411		163.75	covid vacc clinics advertising	812573	Progam Supplies	N
	132 Kanabec Publications		390.00	2 Transactions			
28	667 Lighthouse Child & Family Services LLC						
	15-484-487-8453-6211		225.00	2/17/21 MIECHV sessions	6117	Services & Charges	Y
29	15-484-487-8453-6211		150.00	3/31/21 MIECHV sessions	6117	Services & Charges	Y
	667 Lighthouse Child & Family Services LLC		375.00	2 Transactions			
66	377 Marco Inc						
	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt	29198903	Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
30	1143 McKesson Medical-Surgical Govt Solution						
	15-484-496-8447-6432		71.38	home care supplies	18099205	Medical Supplies	N
31	15-484-490-8489-6411		731.56	covid-19 supplies	18128419	Progam Supplies	N
73	15-484-481-8481-6432		54.73	PHNC supplies	18145427	Medical Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		857.67	3 Transactions			
32	941 Medica						
	15-484-496-8447-6880		44.99	overpayment refund		Medicare Pass Thru	N
	941 Medica		44.99	1 Transactions			
34	198 Mille Lacs Co. Community & Veterans Ser						
	15-484-485-8468-6880		3,192.15	March hlthy eat/active living		Grant Admin- Pass thru	N
35	15-484-485-8468-6880		376.36	March tobacco strategy		Grant Admin- Pass thru	N
36	15-484-485-8468-6880		1,111.60	March well-being strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		4,680.11	3 Transactions			
8040	Miller, Patti						

Sheila
4/29/21 1:59PM
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	
51	15-484-490-8489-6331		22.40	March covid vac clinic mileage		Mileage & Meals	N
64	15-484-490-8489-6331		70.00	April covid mileage		Mileage & Meals	N
63	15-484-490-8489-6411		768.58	covid supplies		Progam Supplies	N
8040	Miller, Patti		860.98	3 Transactions			
37	736 Naccho						
	15-484-450-0000-6245		240.00	annual membership fee	271113	Registration & Membership Dues	N
				07/01/2021 06/30/2022			
	736 Naccho		240.00	1 Transactions			
53	1353 Nelson/Darla						
	15-484-496-8448-6331		52.08	March/April HM mileage		Mileage & Meals	N
52	15-484-496-8449-6331		373.52	March/April HHA mileage		Mileage & Meals	N
1353	Nelson/Darla		425.60	2 Transactions			
54	927 Neumen/Cami						
	15-484-496-8447-6331		228.48	April home care mileage		Mileage & Meals	N
55	15-484-496-8447-6331		35.28	March home care mileage		Mileage & Meals	N
	927 Neumen/Cami		263.76	2 Transactions			
61	52 Olson/Autumn						
	15-484-487-8453-6331		91.28	March/April MIECHV mileage		Mileage & Meals	N
62	15-484-487-8457-6331		3.36	April MCH mileage		Mileage & Meals	N
	52 Olson/Autumn		94.64	2 Transactions			
38	632 Pine County Health & Human Services						
	15-484-485-8468-6880		5,013.84	March hlthy eat/active living		Grant Admin- Pass thru	N
39	15-484-485-8468-6880		253.60	March tobacco strategy		Grant Admin- Pass thru	N
40	15-484-485-8468-6880		211.70	March well-being strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		5,479.14	3 Transactions			
41	1313 Quill Corporation						
	15-484-450-0000-6412		530.48	admin office supplies	15748072	Office Supplies	N
42	15-484-490-8489-6411		64.18	covid vacc clinic supplies	15748072	Progam Supplies	N
	1313 Quill Corporation		594.66	2 Transactions			
56	1030 Ringler/Jennie						
	15-484-496-8449-6331		105.28	March/April HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		105.28	1 Transactions			

Sheila
4/29/21 1:59PM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
57	3174 Rosburg/Diane		March/April home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane		1 Transactions			
58	16326 Sarkisyan/Amber		March HHA mileage		Mileage & Meals	N
	16326 Sarkisyan/Amber		1 Transactions			
43	3991 Sitecal Inc		refrigerator calibration	19138	Program Supplies	N
44	15-484-469-8440-6411		travel for refrig calibration	19138	Program Supplies	N
	3991 Sitecal Inc		2 Transactions			
59	167 Telander/Sarah		1st qtr 2021 admin mileage		Mileage & Meals	N
	167 Telander/Sarah		1 Transactions			
60	1268 Tomczak/Kristi		March/April HHA mileage		Mileage & Meals	N
	1268 Tomczak/Kristi		1 Transactions			
45	12306 WELIA HEALTH		medicare takeback	2399	Medicare Pass Thru	N
	12306 WELIA HEALTH		1 Transactions			
15 Fund Total:			46,398.26	Community Health Fund	37 Vendors	73 Transactions
Final Total:			46,398.26	37 Vendors	73 Transactions	

Sheila
4/29/21 1:59PM

**** 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	46,398.26	Community Health Fund	
	All Funds	46,398.26	Total	Approved by,
			
			

9:30am Appointment

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: South Country Health Alliance Annual Update	b. Origination: South Country Health Alliance
c. Estimated time: 40 minutes	d. Presenter(s): Leota Lind, SCHA CEO & Scott Schufman, SCHA CFO

e. Board action requested:

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

MEMBER COUNTY BOARD 2021 REPORT

Leota Lind, CEO
Scott Schufman, CFO





Year-End Audit

CliftonLarsonAllen (CLA) completed their financial audit of South Country for 2020:

- No difficulties encountered in performing the audit.
- No misstatements.
- No audit adjustments.
- Opinion - Statutory financial statements present fairly, in all material respects, the admitted assets, liabilities, and surplus of South Country Health Alliance, and the results of its operations and cash flows, on the basis of the financial reporting provisions of the Department of Health of the State of Minnesota.





2020 Results

South Country finished 2020 at a net income of \$2.3M versus budget of \$980,000 and compared to net income of \$1.8M in 2019.

Highlights included:

- Favorable revenue due to membership above budget and improvement in risk score accuracy.
- Reduction in medical claims costs year-over-year on a per member per month (PMPM) basis for Medicaid lines, especially PMAP and MNCare.
- Loss ratio of 89.5% versus prior year of 91.9%.
- Administrative expense to revenue ratio of 9.3% versus budget of 9.8%.
- Risk-Based Capital ratio of 300.0% versus prior year of 262.5%.

Financial Results

Statement of Net
Income (for twelve
months ending
December 31, 2020)

	December 2020 Actual	December 2020 Budget	Favorable/ (Unfavorable)	December 2019 Actual	Favorable/ (Unfavorable)
<u>REVENUE</u>					
TOTAL REVENUES *	\$ 211,438,045	\$ 198,829,895	\$ 12,608,150	\$ 290,369,521	\$ (78,931,476)
<u>PROGRAM EXPENSES</u>					
TOTAL PROGRAM EXPENSES	189,148,016	178,506,171	(10,641,845)	266,965,446	77,817,430
LOSS RATIO	89.5%	89.8%	0.3%	91.9%	2.4%
<u>ADMINISTRATIVE EXPENSES</u>					
EMPLOYEE RELATED	7,523,656	7,497,780	(25,876)	7,941,347	417,691
OTHER ADMIN EXPENSES	7,528,455	6,996,353	(532,102)	7,815,027	286,572
TPA FEES	4,958,390	4,980,591	22,201	6,747,330	1,788,940
CLAIMS ADJUSTMENT EXPENSES	(258,027)	0	258,027	(29,482)	228,545
TOTAL ADMINISTRATIVE EXPENSES	19,752,477	19,474,724	(277,750)	22,474,224	2,721,747
OPERATING INCOME	2,537,552	849,000	1,698,802	929,851	1,607,701
INTEREST EXPENSE	(374,269)	(269,000)	(105,269)	0	(374,269)
INVESTMENT INCOME	223,499	400,000	(176,501)	859,154	(635,655)
NET INCOME (LOSS)	\$ 2,386,781	\$ 980,000	\$ 1,406,781	\$ 1,789,004	\$ 597,777
MEMBER MONTHS	318,797	285,350	33,447	463,942	(145,145)
Admin Expense PMPM	\$ 61.96	\$ 68.28	\$ 6.32	\$ 48.44	\$ (13.52)
Admin Expense Ratio to Revenue	9.3%	9.8%	0.5%	7.7%	(1.6%)
TPA Fees PMPM	\$ 15.55	\$ 17.45	\$ 1.90	\$ 14.54	\$ (1.01)

* Revenue shown is net of Risk Corridor due to the State of \$5,090,281.





2021 Budget

South Country's 2021 budget calls for net income of \$1,200,000.

Key assumptions included:

- Membership up 12.6% - 359,000 total member months; 29,900 monthly average.
- Revenue on PMPM basis up due to relatively moderate increases in rates, especially in PMAP, SNBC, and Medicare lines.
- Medical claims costs up on a PMPM basis due to higher utilization assumptions in medical and pharmacy costs.
- Loss ratio of 91.1% versus prior year of 89.5%.
- Increase in administrative costs of 1.7% overall versus 2020 primarily due to increased TPA expenses (up 11.7%) related to increased membership.
- Administrative expense to revenue ratio of 8.4% versus prior year of 9.3%.
- 2021 budget assumes Risk Corridor payment to State of \$1.7 million.



2021 Budget

	<u>FINAL 2020</u>	<u>BUDGET 2021</u>	<u>Change</u>
Member Months	318,797	358,957	12.6%
Revenue	\$ 211,438,045	\$ 243,838,435	15.3%
Claims	189,148,016	222,185,854	17.5%
Net Margin	22,290,029	21,652,581	
Admin Expenses	20,126,746	20,477,581	1.7%
Operating Income	2,163,283	1,175,000	
Investment Income	223,499	25,000	
Net Income	<u>\$ 2,386,782</u>	<u>\$ 1,200,000</u>	
Loss Ratio	89.5%	91.1%	1.6
Admin/Rev Ratio	9.3%	8.4%	(0.9)
Risk Corridor Payment (To) From State	\$ (5,090,281)	\$ (1,719,000)	



Risk Corridor / RBC Protection

Risk corridor language was added to DHS contracts in 2020 (via amendments) and included in 2021 contracts.

- Unpredictability of medical costs during the pandemic resulted in the inclusion of the risk corridor component over the two-year period.
- Minimum and Maximum Loss Ratios are calculated based on Target MLRs plus/minus 1.5%. This range defines the risk corridor by product for each year.
- Results outside of the risk corridor result in potential remittances due to/from the State.
- In the event South Country is required to pay the State in either contract year, such payment is limited to the extent it would reduce South Country's RBC to a level below 300%.
- Based on 2020 results, South Country booked a projected payable to MN DHS of \$5.1 million, lowering net income for 2020 by this same amount.
- 2021 budget assumes an additional risk corridor payment of \$1.7 million



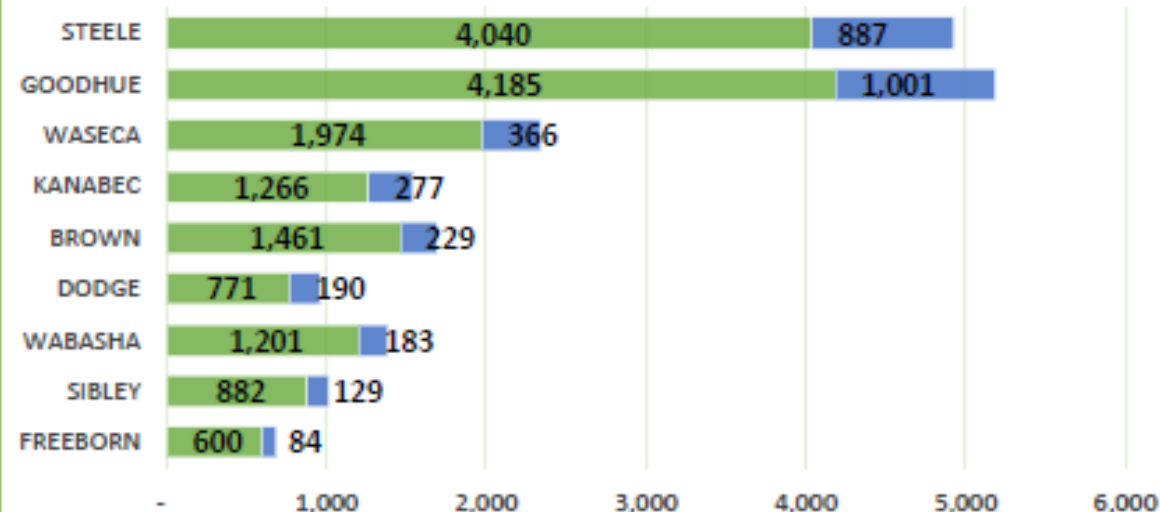
South Country: Counts of Members Tested and Diagnosed with COVID-19

	Prior To Jul-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Total ¹
COVID-19 Tests	2,573	1,889	1,536	2,105	2,377	3,710	2,190	1,751	1,423	172	19,726
Members Tested	2,114	1,526	1,260	1,816	2,027	3,035	1,841	1,585	1,321	171	10,676
Members with COVID-19 Diagnosis	125	69	91	109	142	597	419	294	140	18	1,674
Members with COVID-19 Admission	13	6	8	8	10	21	30	15	7	0	118

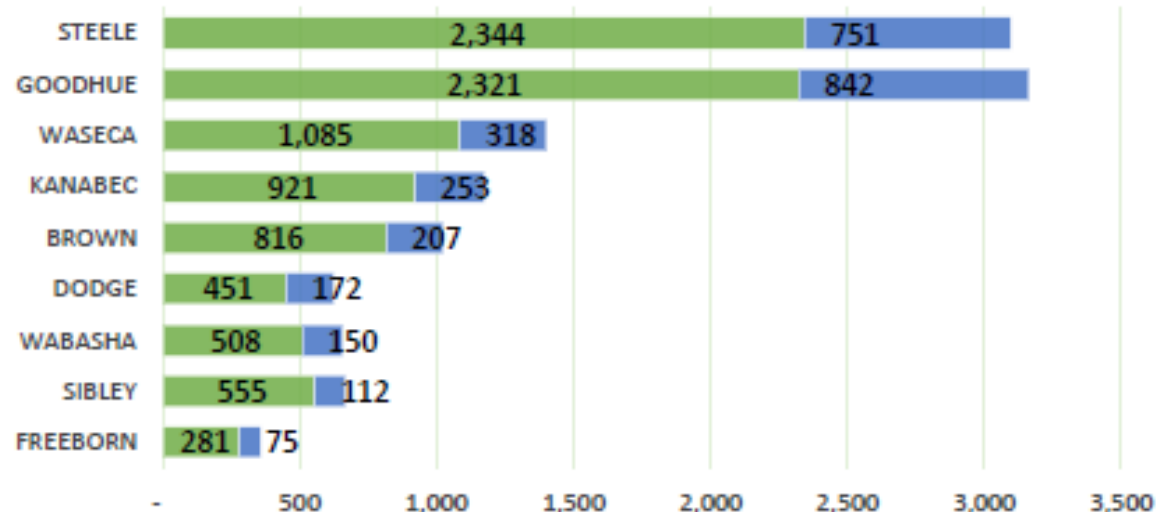
¹: Months and total differ. Member counts are distinct to that month; the total column is distinct members overall.

* Represents South Country data from claims data paid through Mar. 16, 2021

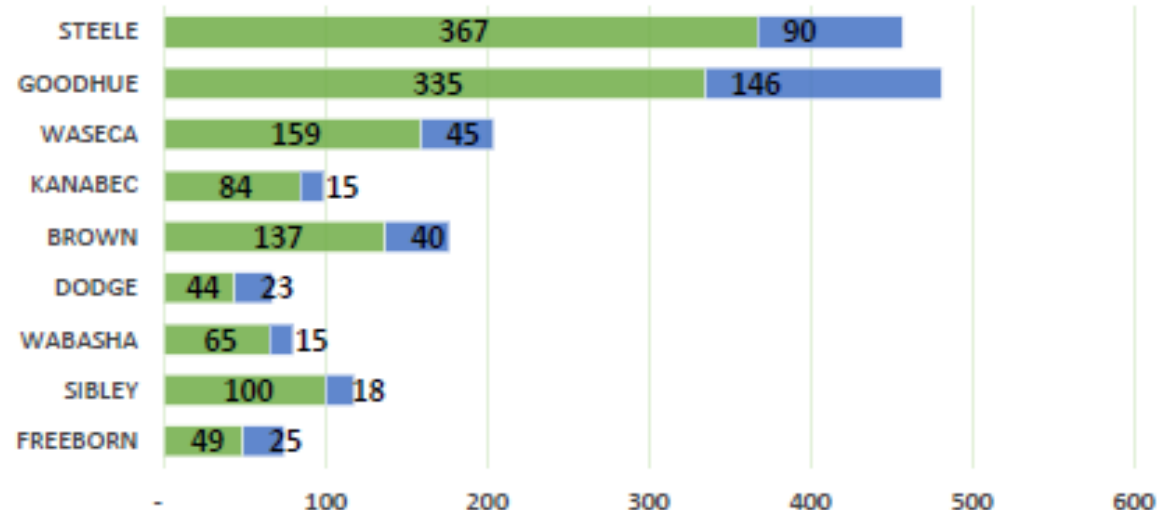
COVID-19 Tests by County



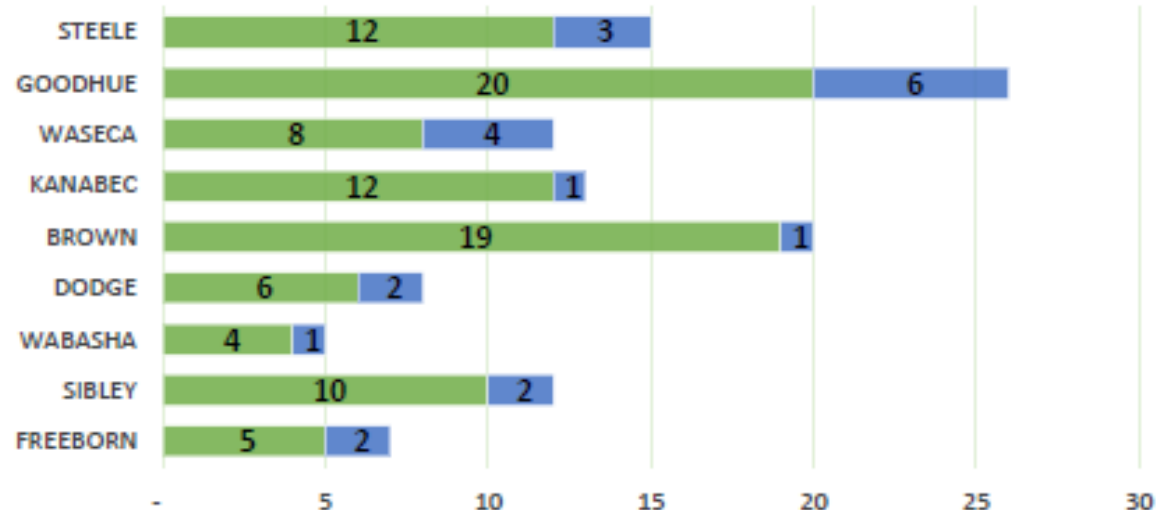
Members Tested by County



Members with COVID-19 Diagnosis by County



Members with COVID-19 Admitted by County



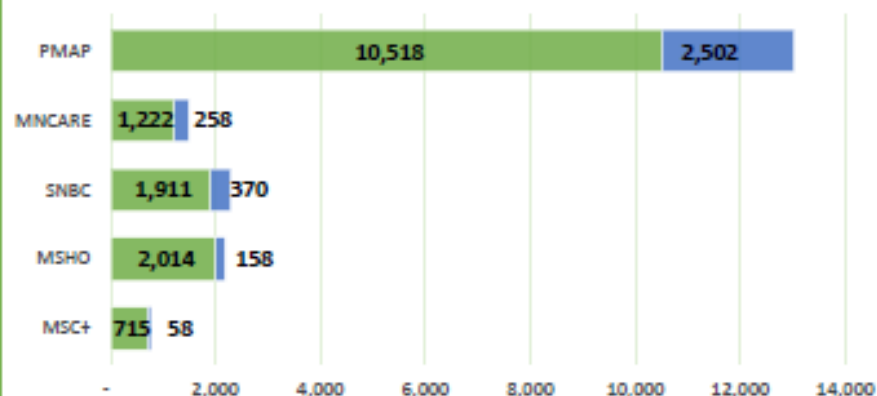
2020

2021

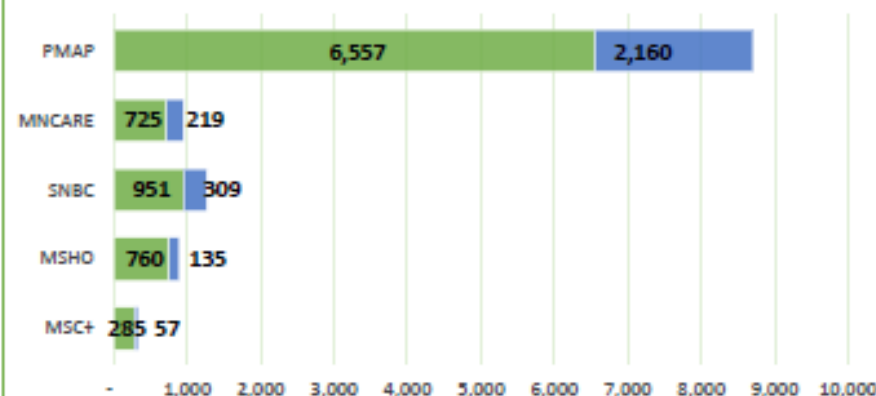


COVID-19 Statistics by Product

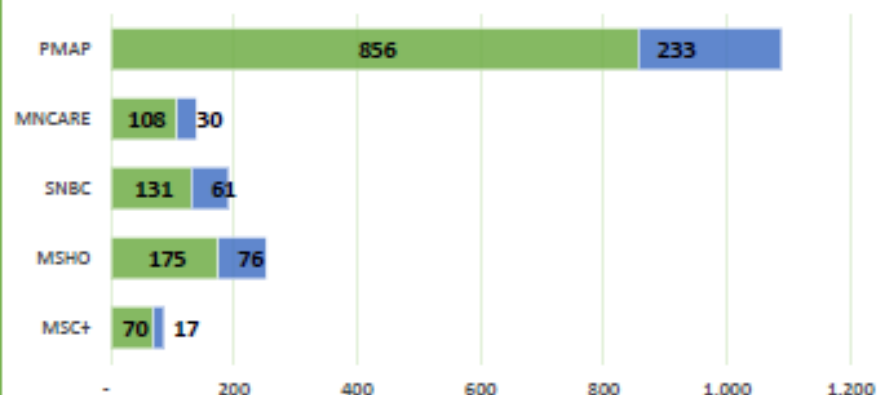
COVID-19 Tests by Product



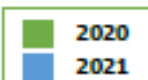
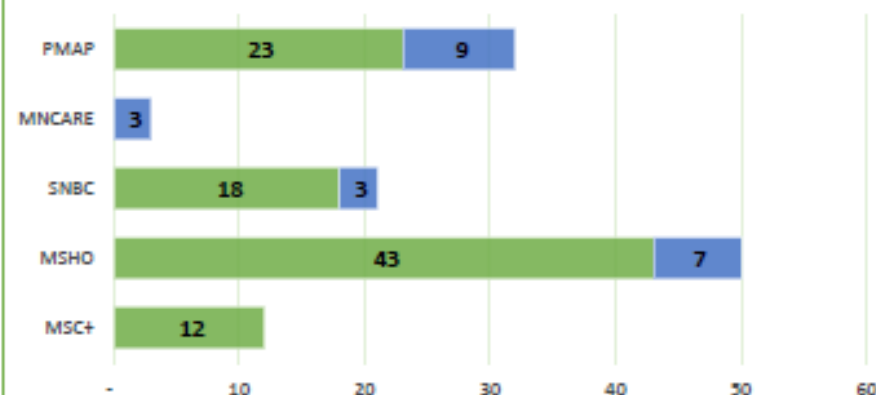
Members Tested by Product



Members with COVID-19 Diagnosis by Product



Members with COVID-19 Admitted by Product



Costs Associated with COVID-19

South Country: Paid Amount for COVID-19 Test Claims in 1,000's

	Prior To Jul-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Total ²
COVID-19 Tests	\$193.9	\$159.6	\$121.7	\$178.0	\$207.2	\$322.8	\$185.9	\$118.7	\$98.6	\$12.6	\$1,598.8
Claims with COVID-19 Related Diagnoses	\$452.8	\$184.9	\$194.9	\$162.4	\$117.3	\$871.8	\$988.3	\$1,524.3	\$1,069.8	\$31.5	\$5,598.1
Total	\$646.7	\$344.4	\$316.6	\$340.4	\$324.5	\$1,194.6	\$1,174.2	\$1,643.0	\$1,168.4	\$44.1	\$7,196.9
Paid Amount for Inpatient Claims for Members with a COVID-19 Diagnosis											
<i>Inpatient Stay for COVID-19 Diagnosed Members</i>	\$311.2	\$160.0	\$108.7	\$71.0	\$197.7	\$349.7	\$538.2	\$182.0	\$91.4	\$0.0	\$2,009.9

THANK YOU!

FEELING GRATITUDE
AND NOT EXPRESSING IT
IS LIKE WRAPPING A PRESENT
AND NOT GIVING IT



10:10am Appointment

Item a.

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: Introduction and Oath of Office as Emergency Manager – Kelly Schmitt	b. Origination: Sheriff's Office- Emergency Management
c. Estimated time: 5 minutes	d. Presenter(s): Sheriff Smith

e. Board action requested:

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:10am Appointment

Item b.

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: Emergency Management Grant 2020-2021	b. Origination: Sheriff's Office- Emergency Management
c. Estimated time: 5 minutes	d. Presenter(s): Sheriff Smith

e. Board action requested:

Request the Kanabec County Board to pass a resolution to accept the State of Minnesota Department of Public Safety Grant Agreement for 2020 Emergency Management Performance. The grant runs January 1, 2020 till May 31, 2021 and the signature documents were just released by the State last week.

Resolution # __ - 5/4/21

WHEREAS the Kanabec County Sheriff's Office has been awarded a grant for \$17,119 for the performance of Emergency Management duties; and

WHEREAS the match requirement for said grant has been budgeted for 2021;

BE IT RESOLVED to approve said grant and authorize the Chairperson, Sheriff, and Coordinator to sign the State of Minnesota Grant Agreement #A-EMPG-2020-KANABECCO-035 on behalf of Kanabec County.

f. Background:

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Minnesota Department of Public Safety ("State") Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190	Grant Program: 2020 Emergency Management Performance Grant Grant Contract Agreement No.: A-EMPG-2020-KANABECO-035
Grantee: Kanabec County 18 North Vine Street Suite #261A Mora, MN 55051-1386	Grant Contract Agreement Term: Effective Date: 01/01/2020 Expiration Date: 05/31/2021
Grantee's Authorized Representative: Kanabec County Sheriff's Office / Emergency Management ATTN: Sheriff Brian Smith 100 South Vine Street Mora, MN 55051-1550 Phone: 320-679-8400 E-mail: brian.smith@co.kanabec.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 17,119.00 Matching Requirement \$ 17,119.00
State's Authorized Representative: Kyle Temme Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA 97.042 FAIN: EMC-2020-EP-00006 State Funding: None Special Conditions: Period of performance for eligible activities is 1/1/2020 to 12/31/2020 in accordance with the federal DPS/HSEM FFY-2020 EMPG FEMA Work Plan.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2020 Emergency Management Performance Grant Application ("Application") which is incorporated by reference into this grant contract agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2020 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

DPS Grant Contract Agreement non-state (Updated 12/2020)



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCYSigned: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-EMPG-2020-KANABECO-035 / PO# 3000072704Project No.(indicate N/A if not applicable): N/A**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.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____


Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

ORIGINAL

	Grant Agreement	Page 1 of 2
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Minnesota Department of Public Safety ("State") Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190	Grant Program: 2019 Emergency Management Performance Grant Grant Agreement No.: A-EMPG-2019-KANABECCO-035
Grantee: Kanabec County 18 North Vine Street Suite #261A Mora, MN 55051-1386	Grant Agreement Term: Effective Date: 01/01/2019 Expiration Date: 02/29/2020
Grantee's Authorized Representative: Kanabec County Sheriff's Office / Emergency Management ATTN: Sheriff Brian Smith 100 South Vine Street Mora, MN 55051-1550 Phone: 320-679-8400 E-mail: brian.smith@co.kanabec.mn.us	Grant Agreement Amount: Original Agreement \$ 17,116.00 Matching Requirement \$ 17,116.00
State's Authorized Representative: Kyle Temme Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA 97.042 FAIN: EMC-2019-EP-00002 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd. 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
 Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2019 Emergency Management Performance Grant Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2019 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

DPS Grant Agreement non-state (04/14)



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.03.

Signed: Gabi Rolde
Date: 2/7/20

Grant Agreement No. A-EMPG-2019-KANABECCO-035 / PO# 3000064280

3. STATE AGENCY

Signed: [Signature]
(with delegated authority)
Title: BRANCH DIRECTOR
Date: 02/06/2020

2. GRANTEE

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

Signed: M. Katli Ellis
Print Name: M. Katli Ellis
Title: Board Chair
Date: 2/4/2020

Signed: Kris McNally
Print Name: Kris McNally
Title: Coordinator
Date: 2/4/2020

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2019 (EMPG) Emergency Management Performance Grant

EXHIBIT A

Organization:
Kanabec County

Budget Summary (Report)

A-EMPG-2019-KANABECO-035

Budget		
Budget Category	Award	Match
Planning	\$810.00	\$0.00
Cell Phone	\$190.00	\$0.00
Membership Dues	\$1,000.00	\$0.00
Planning-Travel, meals, lodging	\$14,496.00	\$17,116.00
Salary and Fringe	\$120.00	\$0.00
Supplies - Office	\$16,416.00	\$17,116.00
Total		
Exercise	\$700.00	\$0.00
Training - Travel, meals, lodging	\$700.00	\$0.00
Total	\$17,116.00	\$17,116.00
Total	\$17,116.00	\$17,116.00
Allocation		
Balance	\$0.00	\$0.00

10:10am Appointment

Item c.

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: JPA for SWAT	b. Origination: Sheriff's Office- Emergency Management
c. Estimated time: 5 minutes	d. Presenter(s): Sheriff Smith

e. Board action requested: Discussion only

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:10am Appointment

Item d.

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: Request to refill vacancies in the Jail	b. Originating Department/Organization/Person: Sheriff
c. Estimated time: 5 Minutes	d. Presenter(s): Brian Smith

e. Board action requested:

Approve the following resolution:

Resolution #__ – 05/04/21

WHEREAS there are full time and part time vacancies in the position of a Correctional Officer/Dispatcher, and

WHEREAS the board desires to refill these vacant positions;

BE IT RESOLVED that the County Board authorizes the Community Health Director and the County Personnel Director to hire one Temporary Full Time and two Part Time Correctional Officer/Dispatchers to fill the positions 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.

f. Background:

There is one full time employee that is out on a year-long military leave. We would like to replace that position with a temporary position.

We have two part time positions that are currently vacant. These positions have been vacant since December 2019. At the time our numbers were low in the jail and we decided we could live without. Now that jail numbers are starting to climb, staff is no longer working a COVID schedule starting to take time off again, we would like to get those vacancies filled.

Supporting Documents: None **Attached:**

Date Received in County Coordinator's Office:

Coordinators Comments:

10:45am Appointment

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: Clean-Up Day & HHQ	b. Origination: Environmental Services
c. Estimated time: 10 minutes	d. Presenter(s): Teresa Wickeham

e. Board action requested:

Approve the Clean-up Day & HHW Event for October 16, 2021

f. Background:

Kanabec County sponsors the Clean-up Day HHW Event yearly. I have spoken with the 4-H group and we are able to get both Clean-up Day and HHW contractors to be at an event October 16, 2021. We are holding the event later in the year with the thought that the 4-H groups would be able to participate this year.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:55am Appointment

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: DNR Snowmobile Grant for EC Riders	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 2 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

Resolution #__ - 5/4/21

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

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

BE IT RESOLVED to approve a "Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2022 Maintenance and grooming Grant Agreement."

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #1a

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

April 14, 2021

The Kanabec County Drainage Authority Board met at 6:30pm on Wednesday, April 14, 2021 pursuant to recess with the following Board Members present: Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Public Works Director/Ditch Inspector Chad Gramentz, Attorney Kurt Deter, Environmental Services Supervisor Teresa Wickeham, County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

The meeting was held in the Mora High School Auditorium to allow for social distancing due to COVID-19. The meeting was also held via WebEx for anyone wishing to attend virtually.

6:30pm - The Chairperson called the meeting into session.

Public Works Director/County Ditch Inspector Chad Gramentz presented the agenda.

Attorney Kurt Deter gave an introduction and oral presentation on the history of county ditch systems and the purpose of the meeting. His presentation included the origination and purpose of county ditch systems, the difference between county ditches and county road ditches, who is responsible for maintaining the ditch, how costs are allocated, and the role of the Kanabec County Board as the Drainage Authority.

The Drainage Authority Board held a discussion regarding the leveling of ditch banks, where the timber from ditch cleaning goes, the difference between county road ditches and county ditches, and whether or not County Ditch #2 extends into Isanti County.

The Chairperson called for public comment. Approximately 30 comments were made from both in-person and online participants regarding the following topics:

Estimated cost per acre to repair a county ditch.
Number acres are in county ditches #2 and #10.
Lack of drainage in relation to county road projects.
Small residential lots in the ditch assessment area.
Specific complaints made on the ditch petitions.
County ditches and state land.
Damage to county ditches caused by cattle.
Directional flow of county ditch #2.

Removal of fill from county ditches during cleanup and repair.
How the opinions of landowners in the ditch assessment area relate to repairs of the ditch.
Cost of tree removal.
Responsibilities of the county.
Costs vs. benefits of repairing the ditch.
Division of ditch repair cost among landowners.
Culverts being raised over time causing drainage issues.
Percentage of landowners in ditch assessment required for repairs vs. improvements.
Process of ditch petition submission and drainage authority decision.
Distances from county ditches, public waters, and private ditches for farming.
Process for landowners to acquire approval to clean county ditches on their property.
Number of signatures on petitions for ditches #2 and #10.
Cost allocation for parts of the ditch system.
Number of county ditches in Kanabec County.
Questions regarding the availability of grant funds to offset ditch repair costs.
Clarification of MN Statute 103.b. and county ditch repair.
Partial abandonment and total abandonment of county ditches.
Beaver dams and drainage issues.

8:13pm - The Chairperson closed public comment.

The County Board will consider the petitions to repair County Ditches #2 and #10 at a future board meeting.

Action #1 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn the informational meeting at 8:15pm and to meet again in regular session on Tuesday, April 20, 2021 at 9am.

Signed _____

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

Attest: _____
Board Clerk

Agenda Item #1b

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

April 20, 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, April 20, 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. Staff participating via telephone/video included: County Attorney Barbara McFadden.

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to approve the agenda with the following changes: Remove Employee Service Recognition, Luke Athey – 25 Years. Add closed session regarding a security issue pursuant to MN Statute 13D.05, Subd. 3d.

Action #2 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the April 6, 2021 minutes as presented.

Action #3 - It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	575.00
Chamberlain Oil	436.44
City of Mora	1,913.93
Consolidated Communications	1,149.46
E C Riders	8,510.76
East Central Energy	181.59
Further	636.60
Kanabec County Aud-Treas	9,344.98
Kwik Trip	9,663.72

Midcontinent Communications	439.89
Minnesota Department of Finance	8,079.50
Minnesota Department of Finance	2,873.88
Minnesota Department of Health	1,020.00
Minnesota Energy Resources Corp	6,337.98
Minnesota Management & Budget	2,773.70
Office of MN.IT Services	1,300.00
Paycom Payroll LLC	9,500.00
Quality Disposal	394.21
The Public Group	3,202.31
Verizon Wireless	3,767.02
VISA	2,598.46
21 Claims Totaling:	<u>\$74,699.43</u>

Action #4 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to recess the board meeting at 9:06am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:06am on Tuesday, April 20, 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 #FS5– It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the Family Services Board Agenda as presented.

Fiscal Supervisor Cheryl Jenkins presented a revenue/expenditure report. Information only, no action was taken.

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

Action #FS6 – It was moved by Craig Smith, seconded by Rickey Mattson and carried unanimously to approve the payment of 61 claims totaling \$99,681.87 on Welfare Funds.

Action #FS7 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to adjourn Family Services Board at 9:25am and to meet again on May 18, 2021 at 9:05am.

The Board of Commissioners reconvened.

Action #8 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
Advanced Correctional Healthcare	129.87
Advanced Correctional Healthcare	16,955.41
Advanced Correctional Healthcare	970.94
Advanced Correctional Healthcare	(945.54)
American DataBank	45.95
American DataBank	54.00
American DataBank	31.50
Anoka County Corrections	840.00
AT&T Mobility	886.11
AT&T Mobility	44.90
Auto Value Mora	24.98
BCA Business Shared Services	120.00
Centerpoint Energy Resources	26.00
Centerpoint Energy Resources	3.05
Centerpoint Energy Resources	84.00
Centerpoint Energy Resources	9.87
Centerpoint Energy Resources	212.00
Centerpoint Energy Resources	24.91
Coborn's Inc.	1,317.85
Curtis, Michael	986.81
CW Technology	9,000.00
East Central Exterminating	125.00
East Central Solid Waste Commission	194.87
ECM Publishers	388.00
Emergency Automotive Technologies	924.81
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Glen's Tire	985.33
Grainger	25.02
Granite City Jobbing Co Inc	680.65
Granite City Jobbing Co Inc	432.62
Hoefert, Robert	1,015.84
Horizon Towing	261.07
Industrial Health Services Network Inc	45.90
Kanabec County Highway Department	747.72
Kanabec County Highway Department	82.85
Kanabec Publications	613.00
Kanabec Publications	585.21
Kanabec Publications	60.00
Kanabec Publications	66.32

Kanabec Publications, Inc.	124.25
MACPO, Jackson County Probation	410.00
Made of Mora/P-D's Embroidery	525.00
Manthie, Wendy	939.12
Marco	134.68
Marco Technologies, LLC	116.64
Marco, Inc.	159.00
Mathhew Bender, LexisNexis	238.10
MCIS	7,931.00
Methven Funeral and Cremation Services	400.00
Mid-American Research Chemical	213.96
Minnesota Monitoring, Inc.	8.00
MNCCC Lockbox	12,920.50
Nelson, Ronette	510.72
Northland Trust Services Inc	75,487.50
Office Depot	72.49
Owens Auto Parts	18.48
Premium Waters Inc	23.96
Quality Disposal Systems	24.15
Quality Disposal Systems	199.35
RELX Inc. DBA LexisNexis	187.58
RJ Mechanical	1,406.70
RS Eden	6.80
State of Minnesota – BCA	1,625.00
State of Minnesota Public Safety BCA	270.00
Stellar Services	526.49
Stevens, Joel	49.49
Summit Food Service Management	7,678.32
SWIFT	65.17
Thomason, Swanson & Zahn	306.00
Tinker & Larson Inc	51.35
UAC	450.00
Van Alst, Lillian	77.28
Visser, Maurice	883.62
Watch Guard	24.00

75 Claims Totaling: \$ 159,116.56

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning	1,150.00
Ace Hardware	1,175.61

Aramark	565.60
Avenu	6,224.08
Beaudry Oil & Propane	14,430.00
Cargill	42,213.57
Central McGowan	350.31
Central Pension Fund	316.60
Federated Co-op	27.98
Gopher State	6.75
Grainger	57.12
Johnson Hardware	273.08
Kanabec County Highway Department	108.30
Kanabec County Coordinator Department	405.64
Kwik Trip	34.37
Marco	296.29
MN Energy	449.36
Northpost	2,032.56
Nuss Truck	127.33
Office Depot	195.98
Olson Power & Equipment	2,317.09
Pomp's Tire Service	4,473.00
Power Plan	1,339.04
Quality Disposal	164.25
Safety-Kleen Systems	407.85
Westling, Mark	250.00
Ziegler Inc	913.65

27 Claims Totaling: \$ 80,305.41

Action #9 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to reimburse the Ogilvie American Legion for landfill fees related to county road ditch clean-up performed by their organization.

Mora Public Schools Superintendent Dan Voce met with the County Board to give an update on Mora Public Schools including CARES Funds, KCPH Partnership, 2020-21 School Year, and Update on New Mora High School. Information only, no action was taken.

EDA Director Heidi Steinmetz met with the County Board to request a County Commissioner to participate in the Blandin Foundation's Accelerate! Program. Information only, no action was taken.

EDA Director Heidi Steinmetz presented a request from Mora Public Schools for a promotional video opportunity. The Board expressed consensus for the EDA Director and/or County Coordinator to gather more information for further consideration.

County Coordinator Kris McNally presented a vendor change for fingerprinting services.

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

Resolution #10 – 4/20/21

IDEMIA Vendor Change Resolution

WHEREAS, Kanabec County Family Services, Community Health and Timber Trails Public Transit are required to complete Net Study 2.0 background checks on staff, and

WHEREAS, a part of the background study process is a photograph and fingerprinting, and

WHEREAS, this is a service provided to other members of the community as needed on a fee for service basis, and

WHEREAS, the Kanabec County Board of Commissioners approved a Service Agreement with 3M Cogent (Resolution #HS7 – 2/22/17) to acquire the photo and fingerprinting equipment to provide Net Study 2.0 Background Studies, and

WHEREAS, in 2021 the Minnesota Department of Human Services awarded IDEMIA Identity and Security USA the contract for fingerprinting enrollment services for the State of Minnesota;

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners approves a vendor change to IDEMIA to acquire the photo and fingerprinting equipment to provide Net Study 2.0 Background Studies.

County Coordinator Kris McNally presented a resolution to rescind Resolution #13 – 5/5/20. The Board expressed consensus not to rescind Resolution #13 – 5/5/20 at this time.

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

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

Resolution #11- 4/20/21

Human Trafficking Agreement Amendment

WHEREAS in 2020 Kanabec County entered into a joint powers agreement with the BCA to become part of a Human Trafficking Investigators Task Force, and

WHEREAS this JPA has been updated to add specifics related to the Line 3 Pipeline project to allow funding to be received from the MNPUC, and

WHEREAS this has been a successful Task Force and the Sheriff's Office desires to continue being part of it and receiving revenue for service;

THEREFORE BE IT RESOLVED that Kanabec County Board of Commissioners approves the amendment as presented;

BE IT FURTHER RESOLVED that the Board Chair, Sheriff, and Coordinator are hereby authorized to sign said amend on behalf of Kanabec County.

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

Resolution #12 – 4/20/21

WHEREAS there is a vacancy in the position of a Part-Time 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 Part Time 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.

Dennis McNally led a discussion regarding the Kanabec County Dog Ordinance. Information only, no action was taken.

The Chairperson presented Probation Director Todd Eustice with a plaque of recognition for his 35 years of service to the County.

10:35am – The Chairperson called for public comment. Those that responded included:

Rod Scott	Comments regarding the County Dog Ordinance
Chuck Cole	Comments regarding a driveway on his property in the City of Mora.

10:55am – The Chairperson closed public comment.

DNR Area Wildlife Manager Tim Marion, family land representative Richard Huddle, and Minnesota Sharp-tailed Grouse Society President Dave Pauly met with the County Board to present a proposed land acquisition in Kroschel Township.

Action #13 – Rickey Mattson introduced the following resolution and moved its adoption:

Resolution #13 – 4/20/21

Proposed State Land Acquisition

In accordance with Minnesota Statutes 97A.145, Subd. 2, the Commissioner of the Department of Natural Resources on April 20, 2021, provided the Kanabec County Board with a description of lands to be acquired by the State of Minnesota for water, forestry, wildlife, and natural plant community conservation purposes.

Lands to be acquired are described as follows: **Marlin Huddle Parcel (60 acres), Kanabec County, Kroschel Township, Section 32 Township 42N Range 22W (legal description below).**

The Southwest Quarter of the Northeast Quarter.

AND

That part of the Northwest Quarter of the Northeast Quarter lying south of the north 20 acres.

IT IS HEREBY RESOLVED, by the Kanabec County Board Commissioners on April 20, 2021 that the State's proposed acquisition of the above described property be approved.

Chairperson Gene Anderson handed the gavel over to Vice Chairperson Dennis McNally.

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

IN FAVOR THEREOF: Gene Anderson, Rickey Mattson, Dennis McNally, Les Nielsen
OPPOSED: Craig Smith
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Vice Chairperson Dennis McNally handed the gavel back to Chairperson Gene Anderson.

Public Works Director Chad Gramentz and Environmental Services Supervisor Teresa Wickeham met with the Board to present the SCORE Report and discuss the SCORE Program.

Action #14 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to increase the SCORE incentive for Quality Disposal and Arthur Township from \$400 to \$500 per month.

Environmental Services Supervisor Teresa Wickeham presented a resolution she received from Arthur Township. The resolution stated that the township is relinquishing their shoreland zoning responsibilities to Kanabec County. Teresa Wickeham has arranged a meeting with Arthur Township to clarify their expectations. Information only, no action was taken.

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

Action #15 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #15 – 4/20/21
County Jail Refrigeration Unit

WHEREAS the refrigeration unit for the jail kitchen cooler is beyond repair and needs replacement, and

WHEREAS the following quotes were received:

Metropolitan Mechanical Contractors, Inc.	\$8,682.46
RJ Mechanical	\$11,160.56

WHEREAS the low quote of \$8,682.46 was provided by Metropolitan Mechanical Contractors, Inc., and

THEREFORE BE IT RESOLVED to accept the quote of \$8,682.46 by Metropolitan Mechanical Contractors, Inc. for replacement of the jail cooler refrigeration unit.

Action #16 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #16 – 4/20/21
Cooperative Construction Agreement with MnDOT
For CSAH 10

BE IT RESOLVED that the County of Kanabec enter into MnDOT agreement No. 1035980 with the State of Minnesota, Department of Transportation for the following purposes: To provide payment by the State of Minnesota to the County of Kanabec for the State's share of the costs of the highway and drainage improvements, and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 23 in the general area of the

intersection of Rutheford St. (CSAH 10) and Trunk Highway No. 23 under State Project No. 3306-31, and

BE IT FURTHER RESOLVED that the Public Works Director and Board Chair are hereby authorized to execute the Agreement and any amendments to the Agreement.

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

Resolution #17 – 4/20/21 **County Road 81 Load Posting**

WHEREAS the Kanabec County Board of Commissioners wishes to protect the structural integrity of County Road No. 81 and prevent any further subgrade deterioration, and

WHEREAS State Statute No. 169.87 states that road authorities with respect to highways under their jurisdiction, may prohibit the operation of vehicles upon any such highway or impose restrictions as to the weight of vehicles to be operated upon any such highway, whenever any such highway, by reason of deterioration, rain, snow, or other climatic conditions, will be seriously damaged or destroyed unless the use of vehicles thereon is prohibited or the permissible weights thereof reduced, and

THEREFORE BE IT RESOLVED to designate a weight restriction of 7 tons per axle until then end of the 2022 spring load restrictions at which time the condition of the roadway shall be reassessed.

Public Works Director Chad Gramentz led a discussion regarding a possible Intersection Policy. The Board expressed consensus for the Public Works Committee to further discuss this matter.

Update regarding road work on frost boils. Discussion regarding access to county land around the dam. The Board expressed consensus to approve establishment of a dam access point on Jerry Nelson's property but not to relinquish access to the legal easement on property #10.01385.10.

Future Agenda Items:

Action #18 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to close the meeting at 12:38pm pursuant to the Open Meeting Law, MN Statute §13D.05 to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Those present during the closed portion of the meeting include Commissioners Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smith, and Les Nielsen; as well as

County Coordinator & Personnel Director Kristine McNally.

Action #19 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to re-open the meeting at 1:00pm.

Action #20 – It was moved by Craig Smith seconded by Rickey Mattson and carried unanimously to adjourn the meeting at 1:01pm and to meet again in regular session on Tuesday, May 4, 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>
EC Riders	8,510.76	2021 BM#3 Snake River Trail	Unallocated
Kanabec County Auditor HRA	432.00	2021 HRA Contributions	Various
Spire Credit Union	4,790.70	See Below	
Verizon Wireless	1,365.63	Monthly Services	Various
East Central Energy	1,338.15	Intersection Lighting	Highway
Strom, Don	500.00	Driveway Permit Refund	Highway
Dearborn National Life Insurance	771.71	Short Term Disability Insurance Premiums	Employee Benefits
Health Partners	6,568.30	Dental Insurance Premiums	Employee Benefits
Life Insurance Company of North America	945.90	Accident, Group Hospital, and Critical Illness Ins Premium	Employee Benefits
MNPEIP	161,518.10	Health Insurance Premiums	Employee Benefits
Sun Life Insurance	4,101.58	Life Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	2,233.02	Long Term Disability Insurance Premiums	Employee Benefits
VSP Insurance Co	328.16	Vision Insurance Premiums	Employee Benefits
13 Claims Totaling:	<u><u>\$193,404.01</u></u>		
Spire Credit Union	329.00	B&H Photo - iPad	Computer Expenses
	42.98	Amazon/iPad Case & Screen Protector	Computer Expenses
	119.00	Amazon/Prime Membership	IS
	3.80	Amazon/Wall Plate	IS
	7.19	Amazon/Flash Drive	IS
	19.98	Amazon/Wireless Mouse	IS
	252.00	Supreme Court Lawyer Registration	Attorney
	25.00	BCA/Training	Attorney
	14.27	Amazon/Speakers	Attorney
	138.00	St. Cloud Realtors/Membership	Assessor
	52.50	MAAO/Membership	Assessor

400.00	MAAO/Course Registration	Assessor
68.11	Amazon/Office Supplies	Assessor
47.49	Amazon/Hard Drive	Environmental Services
250.00	NACVSO/Course Registration	Veteran Services
12.99	Amazon Prime Membership	Sheriff
75.00	BCA Training/SG	Sheriff
75.00	BCA Training/JF	Sheriff
75.00	BCA Training/CO	Sheriff
86.12	Amazon/Printing Ribbons	Sheriff
40.93	Amazon/Phone Case, Screen Protector	Sheriff
74.95	Amazon/Rifle Bag/Gun Rack	Sheriff
419.94	Admin Lights/211 & 212	Sheriff
373.51	Floor Liner/213, 214, 215	Sheriff
21.33	Amazon/Printer Rollers	Jail
54.99	Amazon/Jail Toner	Jail
13.99	Amazon/Cell Phone Case	Jail
26.00	Amazon/Jail Supplies	Jail
16.05	CISCO/Webex Monthly	Jail
365.00	Priority Disp/Medical Dispatch Training	911 Emergency
110.96	Amazon/Toner	Extension
0.99	Apple/Storage	Highway
213.99	Amazon/USB Plugable Dock etc.	Community Health
54.45	Availity Subscription Fee	Community Health
355.92	COVID Vaccination Supplies	Community Health
45.38	Availity Subscription Fee	Community Health
65.17	Availity Subscription Fee	Community Health
20.98	Amazon/Phone Case, Screen Protector	Community Health
422.74	Walmart/Wellness Supplies	Employee Wellness
39 Claims Totaling:	<u>\$4,790.70</u>	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 5/4/21

Department Name	Vendor	Amount	Purpose
AUDITOR	Office Depot	309.17	Office Supplies
		309.17	
BUILDINGS MAINTENANCE	Ace Hardware	107.65	Paint, Painting Supplies, Caulking
BUILDINGS MAINTENANCE	Assured Security	720.00	100 Key Blanks
BUILDINGS MAINTENANCE	G & N Enterprises	2,068.00	Lightbulbs
BUILDINGS MAINTENANCE	Kanabec County Information Systems	729.97	Desktop Computer
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	791.38	Elevator 3 - Courthouse, Service & Materials
BUILDINGS MAINTENANCE	Twin City Hardware	502.07	Network Reader Interface
		4,919.07	
COMPUTER EXPENSES	MNCCC Lockbox	700.00	IFS Update
		700.00	
COUNTY CORONER	River Valley Forensic Services, P.A.	1,500.00	Monthly Medical Examiner Contract Sept 2020-Jan 2021 & Mar 2021
COUNTY CORONER	River Valley Forensic Services, P.A.	5,000.00	Postmortem Examinations (10)
		6,500.00	
COUNTY EXTENSION	Ernest, Jennifer	75.00	April 2021 Per Diem
COUNTY EXTENSION	Mattson, Jean	75.00	April 2021 Per Diem
COUNTY EXTENSION	McFadden, Barbara	75.00	April 2021 Per Diem
COUNTY EXTENSION	Salmela, Terry	75.00	April 2021 Per Diem
COUNTY EXTENSION	Schiferli, Kelsey	75.00	April 2021 Per Diem
COUNTY EXTENSION	Schmidt, Jane	75.00	April 2021 Per Diem
		450.00	

ECONOMIC DEVELOPMENT	Southwest Regional Development Commission	<u>500.00</u> 500.00	2021 Membership to MN Rural Broadband Coalition
ENVIRONMENTAL SERVICES	Carda, Eugene	111.24	BOA Per Diem & Mileage
ENVIRONMENTAL SERVICES	O'Brien, Pat	119.08	BOA Per Diem & Mileage
ENVIRONMENTAL SERVICES	Peterson, Ronald	140.36	BOA Per Diem & Mileage
ENVIRONMENTAL SERVICES	Sawatzky, Fred	<u>114.04</u> 484.72	BOA Per Diem & Mileage
HIGHWAY	MN Counties Insurance Trust	<u>184.00</u> 184.00	2021 PC Addn Equip
HUMAN RESOURCES	PD's Embroidery	<u>164.12</u> 164.12	Plaques for Employee Recognition (3)
INFORMATION SYSTEMS	CW Technology	<u>1,307.40</u> 1,307.40	Monthly Services
PUBLIC TRANSPORTATION	Ace Hardware	39.98	Animal Repellent
PUBLIC TRANSPORTATION	Curtis, Michael	747.55	Volunteer Mileage
PUBLIC TRANSPORTATION	Hoefert, Robert	1,169.28	Volunteer Mileage
PUBLIC TRANSPORTATION	Kanabec County Agricultural Society	120.00	2021 County Fair Booth
PUBLIC TRANSPORTATION	Manthie, Wendy	1,107.12	Volunteer Mileage
PUBLIC TRANSPORTATION	Nelson, Ronette	581.84	Volunteer Mileage
PUBLIC TRANSPORTATION	Van Alst, Lillian	135.52	Volunteer Mileage
PUBLIC TRANSPORTATION	Visser, Maurice	<u>683.50</u> 4,584.79	Volunteer Mileage
SHERIFF	Axon Enterprise Inc.	<u>3,610.00</u> 3,610.00	Taser Assurance Plan CEW Annual Pmt, UCP Standard Year 4 Pmt
SHERIFF - BOAT & WATER	Arnold, Josh	27.26	Reimbursement for Capsule

SHERIFF - BOAT & WATER	Auto Value	<u>123.96</u>	Mechanix Fast Fit, Fuel Stabilizer, Battery, 6 Adjustable Wrench
		151.22	
SHERIFF - JAIL/DISPATCH	ASLIS	9.80	Over the Phone Interpreting
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	May Services
SHERIFF - JAIL/DISPATCH	Indianhead Foodservice Distributor	143.10	Inmate Meals, Carryout Compartment Foam
SHERIFF - JAIL/DISPATCH	IT SAVVY	890.49	Laptop
SHERIFF - JAIL/DISPATCH	Kanabec County Community Health	207.50	Calibration of Vaccine Refrigerator
SHERIFF - JAIL/DISPATCH	Marco	490.91	Printer Lease & Usage
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	600.00	Canteen Phone Cards 50X \$10, 5X \$20
SHERIFF - JAIL/DISPATCH	Stellar Services	645.62	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	8,054.31	Inmate Meals
SHERIFF - JAIL/DISPATCH	Tierney	<u>1,244.23</u>	High Speed Cable, USB 4k Camera & Mount
		12,525.96	
SHERIFF - RESERVES	Ace Hardware	<u>3.99</u>	Hose Adapter
		3.99	
UNALLOCATED	Kanabec Soil & Water Cons.	2,842.77	AIS Grant Admin and Outreach
UNALLOCATED	MN Counties Insurance Trust	(178.00)	2021 Drop PC 330 E Forest Ave
UNALLOCATED	Quadient Finance USA, Inc	<u>4,000.00</u>	Postage for PSB & Courthouse
		6,664.77	
49 Claims Totaling:		<u><u>\$ 43,059.21</u></u>	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 5/4/21

Vendor	Amount	Purpose
Ace Hardware	1,252.14	Shop Supplies
Auto Value	1,643.00	Repair Parts
Berndt, Steve	50.01	Reimbursement
Campbell, Gary	700.00	Beaver Removal
Central McGowan	228.20	Shop Supplies
Federated Co-ops	69.99	Maintenance Supplies
Grainger	58.48	Repair Parts
Granite Ledge Electrical	4,141.31	Intersection Light Repair
Johnson Hardware	346.24	Shop Supplies
Kanabec County Highway Department	94.95	Petty Cash, Postage
Kanabec Publications	596.50	Bid Advertisements
MN Petroleum Marketers	412.00	Tank inspection
Northern States Supply	38.79	Shop Supplies
Northpost	1,357.56	Mail Box Posts
Nuss Truck Equipment	1,335.87	Repair Parts
Oslin Lumber	893.39	Building Maintenance
Stegeman, Jesse	120.00	Reimbursement
Wallace, Bruce	133.08	Uniform Allowance
Wiarcom	675.30	GPS Vehicle Monitoring
19 Claims Totaling:	<u>\$ 14,146.81</u>	

Agenda Item #4

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: SCORE Claims - March	b. Originating Department: County Coordinator
c. Estimated time: 2 minutes	d. Presenter(s): None

f. Board action requested:

Resolution #__ – 5/4/21

SCORE CLAIMS

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

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

WHEREAS SCORE Funds appear adequate for the purpose;

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

Waste Management	\$992.80
Quality Disposal	\$3,397.20
Arthur Township	\$400.00
Total	\$4,790.00

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (March)	\$2,997.20	\$2,997.20
WASTE MANAGEMENT (March)	\$992.80	\$992.80
Sub-Total	\$3,990.00	\$3,990.00
Recycling Center Incentive Payments:		
Quality Disposal (March)	\$400.00	\$400.00
Arthur Township (March)	\$400.00	\$400.00
TOTAL PAYMENTS =		\$4,790.00

Date received in County Coordinators Office: Various dates in April

January 1, 2021 SCORE Fund balance = \$113,199.89

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

Expenditure: 01-391-392-0000-6211 = \$15,325.04

Current SCORE Funds balance is = \$97,874.85

Agenda Item #5

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: 312 Forest Ave E Property Driveway Issue	b. Origination: Property Owner
c. Estimated time: 10 minutes	d. Presenter(s):

e. Board action requested:

f. Background:



Supporting Documents: None ☒

Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #6a

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: Clarification on 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:

Discuss Policy A-103 Building Use to clarify "non-county" language in section II.G.5.

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.
- E. Exterior window covering, signs, decorations, etc. are prohibited.

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 a 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 #6b

May 4, 2021

REQUEST FOR BOARD ACTION

a. Subject: Policy Review P-104 Policy Against Offensive Conduct, Harassment and Violence	b. Origination: Coordinator's Office
c. Estimated time: 15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution # _____ - 5/4/21

WHEREAS, the Kanabec County Board of Commissioners has authority to establish and revise county personnel policies; and

WHEREAS, these policy recommendations have been reviewed in consultation with the County Attorney and labor attorney; and

WHEREAS, the County Human Resources Department recommends the adoption of new and updated policies to promote positive, productive, safe, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services;

THEREFORE BE IT RESOLVED, Kanabec County shall adopt the following personnel policies effective 6/1/21:

- DISCRIMINATION AND HARASSMENT
- RESPECTFUL WORKPLACE

BE IT FURTHER RESOLVED that existing Policy P-104 Policy Against Offensive Conduct, Harassment and Violence is hereby rescinded on 6/1/21.

f. Background:

Per Board directive, the County Policy Against Offensive Conduct, Harassment and Violence (P-104) was scheduled for review.

Upon consultation with the labor attorney, it is recommended that the existing policy be rescinded and two policies be adopted. The two policies for recommended for adoption are (1) DISCRIMINATION AND HARASSMENT and (2) RESPECTFUL WORKPLACE.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinator's Comments:

Upon successful adoption of these recommended policies, staff training will be conducted.

DISCRIMINATION AND HARASSMENT POLICY

I. Policy

It is the policy of Kanabec County to maintain a working environment that is free from offensive conduct, harassment, or discrimination of any type based on race, color, creed, sex, familial status, membership or activity in a local commission, national origin, gender, religion, disability, age, marital status, status with regard to public assistance, sexual orientation, or lawful participation in the Minnesota Medical Cannabis Patient Registry.

It shall be a violation of this policy for any County employee, agent, officer, commissioner or other elected or appointed official to engage in any type of discriminatory, offensive, or harassing verbal or physical conduct of a sexual nature or regarding race, color, creed, sex, familial status, membership or activity in a local commission, national origin, gender, religion, disability, age, marital status, status with regard to public assistance, sexual orientation, or lawful participation in the Minnesota Medical Cannabis Patient Registry towards any County employee, agent, officer, commissioner or other elected or appointed official, independent contractor, vendor, customer, member of the public, or any other individual with whom contact is made in an official County capacity, or to retaliate or threaten to retaliate against any individual opposing such discrimination or harassment. The County will investigate all complaints, either formal or informal, verbal or written, of such offensive, harassing, or discriminatory conduct and take disciplinary or other appropriate action against any employee or other individual under the control of the County who is found to have engaged in such conduct.

The County will also take appropriate action with respect to any instance in which an employee or individual under the County's control is subjected to offensive, discriminatory, or harassing conduct by a member of the public, independent contractor, vendor, customer, or any other individual with whom contact is made in an official County capacity.

II. Application of Policy

A. Discrimination arises when, except when based on a bona fide occupational qualification or non-discriminatory reason, an employer or any employee, because of an individual's race, color, creed, sex, familial status, membership or activity in a local commission, national origin, gender, religion, disability, age, status with regard to public assistance, marital status, sexual orientation, or lawful participation in the Minnesota Medical Cannabis Patient Registry:

1. refuses to hire or maintains a system of employment which unreasonably excludes the person seeking employment;
2. discharges the employee;

3. disfavors the employee with respect to hiring, tenure, compensation, terms, upgrading, conditions, facilities, or privileges of employment;
 4. segregates or separates the employee from other similarly situated employees; or
 5. harasses the employee.
- B. Harassment consists of physical or verbal conduct, including, but not limited to electronic communications, relating to an individual's race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, age, or lawful participation in the Minnesota Medical Cannabis Patient Registry when:
1. the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
 2. the conduct has the purpose or effect of substantially interfering with an individual's employment;
 3. the conduct otherwise adversely affects an individual's employment;
 4. submission to conduct of a derogatory, harassing, or biased nature based on an individual's protected classification is made a term or condition, either explicitly or implicitly, of obtaining employment; or
 5. submission to or rejection of conduct by an individual that is of a derogatory, harassing, or biased nature based on the individual's protected classification is used as a factor in decisions affecting that individual's employment.
- C. Sexual harassment includes unwelcome physical or verbal conduct relating to an individual's gender or directed at an individual because of gender; unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual or gender-biased nature when:
1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
 2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or

3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creating an intimidating, hostile, or offensive employment environment.

Examples of sexual/gender harassment may include but are not limited to:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Unwelcome sexually motivated or inappropriate patting, pinching or physical contact;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment;
- Any sexually motivated unwelcome touching;
- Distribution or display of written materials, pictures, or other graphics of a sexual or gender-biased nature; or
- Other unwelcome behavior or words directed at an individual because of the individual's gender.

D. Harassment and discrimination may occur:

1. Between a supervisor and an employee;
2. Between coworkers;
3. Between any County employee, agent, officer, commissioner or other elected or appointed official and a member of the public, any other County employee, agent, officer, commissioner or other elected or appointed official, independent contractor, vendor, customer, or any other individual with whom contact is made in an official County capacity.

III. Reporting and Addressing Policy Violations

A. Reporting Procedures.

Any employee who believes they have been subject to conduct in violation of this policy and any employee who has knowledge, direct or indirect, of a perceived violation of this policy must immediately report the alleged conduct to a supervisor, department head, or the County Coordinator. Any supervisor or department head who receives such a report must immediately inform the County Coordinator, without first screening or investigating the report.

When making a report, the reporting party shall clearly describe the conduct and shall identify the complaint as one of harassment or discrimination under this policy. The County encourages the reporting party to make reports in writing, but oral reports will be considered a complaint as well.

B. Special Reporting Procedures.

If the County Coordinator is accused of harassing or discriminatory conduct, the reporting employee should make a report to the County Attorney, who will confer with the County Board Chair and County Board regarding appropriate investigation and action.

If a County Commissioner or any other elected or appointed member of another County committee, authority, board, or commission is accused of harassing or discriminatory conduct involving County personnel, the reporting employee should make a report to the County Coordinator, who will refer it to the County Attorney for the necessary investigation. The County Attorney will report the investigation findings to the County Board, which will take the action it deems appropriate.

If a County Commissioner or other elected or appointed official, volunteer, contractor, or other non-employee is the victim of harassing or discriminatory conduct, the County Attorney will be consulted as to the appropriate course of action.

C. Investigation.

Upon receipt of a report or complaint alleging harassment, discrimination, or retaliation under this policy, the County Coordinator will promptly undertake or authorize an investigation, unless the matter can be resolved informally. The County, in its sole discretion, will determine whether the investigation should be handled internally or referred to an outside investigator. In the event that the County Coordinator is the subject of the complaint, the investigation may be authorized by the County Attorney in consultation with the County Board. The following basic investigation guidelines shall apply:

- The individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Typically, the investigator will obtain a

detailed description of the alleged harassment or discrimination, including date, time, and place of such behavior along with:

- Corroborating evidence.
- A list of potential witnesses, if any.
- Identification of the offender.
- During the investigation, the alleged offender will be informed of the allegations and given the opportunity to answer questions and respond to the allegations. The County will follow any applicable policies or laws in the investigatory process.
- The County may take immediate steps, at its discretion, to protect the reporting employee or other individuals under its control pending completion of an investigation of alleged violation of this policy.
- The investigator will make a written report upon completion of the investigation, including a determination of whether the allegations have been substantiated and, if so, whether the facts establish a violation of this policy.
- The County will notify the reporting or impacted employee upon completion of the investigation.

D. Action.

The County will take appropriate action based on the results of the investigation. If the County determines based on the investigation that an employee has violated this policy, the County may impose. The County may also take any other action appropriate to resolve the complaint and prevent the conduct from recurring.

IV. Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender, other witnesses, and/or others who have a need to know the information or as otherwise required by law. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files, except that any documentation of wrongdoing and/or disciplinary action may be placed in the offending employee's personnel file.

The County will only disclose information about the allegations, findings, conclusions, and any remedial action as allowed or required by the Minnesota Government Data Practices Act and any other applicable laws.

V. Retaliation

Retaliation against any person who reports alleged violations of this policy or against any participant in an investigation, proceeding, or hearing relating to the report of alleged violations is prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Consistent with the terms of applicable statutes and County policies, the County may discipline any employee who engages in retaliation, up to and including immediate discharge.

RESPECTFUL WORKPLACE POLICY

I. Policy

It is the County's policy to maintain a respectful work environment free from violence, discrimination, and other offensive and degrading remarks or conduct. Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all County employees, agents, officers, volunteers, commissioners, and elected or appointed officials.

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other County-sponsored events. The County acknowledges this policy cannot possibly predict all situations that might arise.

II. Types of Disrespectful Workplace Behavior

The following behaviors are considered disrespectful and are prohibited:

- Violent behavior, which includes the use of physical force, harassment, bullying, or intimidation.
- Discriminatory behavior, as described in the Discrimination and Harassment Policy.
- Harassment, including sexual harassment, as described in the Discrimination and Harassment Policy.
- Offensive behavior, which may include such actions as rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, or disparaging language. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. The standard for how employees treat one another and the public will be the same throughout the County. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the County Coordinator.
- Intentional or repeated failure to use the name and pronouns corresponding to an employee's gender identity.

III. Employee Reporting of Disrespectful Workplace Behavior

Employees should use the following procedures for addressing disrespectful workplace behavior:

- Employees who are comfortable doing so should first address disrespectful behavior directly with the individual engaging in such behavior by professionally and firmly informing the individual about the conduct the employee believes is disrespectful and asking the individual to stop such behavior.
- If the employee is not comfortable addressing the offender directly or if doing so does not stop the disrespectful conduct, the employee should report their concerns to the employee's supervisor or department head, who will document the issue and determine how best it should be addressed.
- Employees should promptly report any disrespectful workplace behavior they have experienced or observed to allow for appropriate and timely corrective action.
- Employees should contact their supervisor, department head, or Human Resources to request assistance if they do not feel comfortable with an active situation involving disrespectful workplace behavior or if the employee sees or overhears such behavior and reasonably believes intervention is necessary. If there is a concern about the possibility of violence, an employee should use their discretion to call 911 and then to notify a supervisor as soon as feasible.
- Any employee who observes sexual harassment or discriminatory behavior, or receives a report about such conduct, must report it promptly to a supervisor or the department head.
- If an employee believes that inadequate action has been taken on the employee's report of disrespectful workplace behavior after a reasonable length of time following the employee's report to the supervisor or department head, the employee should report the behavior to the County Coordinator.

IV. Response to Allegations of Disrespectful Workplace Behavior

Supervisors will take all complaints of disrespectful workplace behavior seriously and act in accordance with these provisions.

Supervisors must promptly report all allegations of harassing or discriminatory behavior to the department head and Human Resources, who will determine how to address the allegations. A supervisor must complete this report even if the complainant requests otherwise.

Upon receiving a complaint of disrespectful workplace behavior other than harassing and discriminatory behavior, supervisors will use the following guidelines to address such

reports, though the exact process followed will depend on the particular circumstances of the complaint:

- Upon receiving a report of disrespectful workplace behavior, the supervisor will ask the reporting employee what type of resolution the employee is seeking, though the County cannot guarantee any particular outcome or action.
- The supervisor must notify the department head about the allegations, unless the allegations are against the department head, in which case the supervisor will notify Human Resources.
- If the nature of the allegations and the wishes of the reporting employee warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the subject of the report, explaining the impact of the employee's actions and directing that the conduct must not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.
- If a formal investigation is warranted, the County, in its sole discretion, will determine whether the investigation should be handled internally or referred to an outside investigator.
- During any investigation, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Typically, the investigator will obtain a detailed description of the alleged disrespectful workplace behavior, including date, time, and place of such behavior along with:
 - Corroborating evidence.
 - A list of potential witnesses, if any.
 - Identification of the offender.
- During the investigation, the alleged offender will be informed of the allegations and given the opportunity to answer questions and respond to the allegations. The County will follow any applicable policies or laws in the investigatory process.
- The County may take immediate steps, at its discretion, to protect the reporting employee or other individuals under its control pending completion of an investigation of alleged violation of this policy.
- The County will take appropriate action based on the results of the investigation. If the County determines based on the investigation that an employee has violated this policy, the County may impose any level of discipline it deems appropriate up

to and including immediate discharge. The County may also take any other action appropriate to resolve the complaint and prevent the conduct from recurring.

- The County will notify the reporting or impacted employee upon completion of the investigation.

V. Special Reporting Procedures

When the supervisor is the employee accused of disrespectful workplace behavior, the reporting employee should make a report to the department head or the County Coordinator, who will determine how to proceed with processing the complaint in light of the guidelines above.

If the County Coordinator is accused of disrespectful workplace behavior, the reporting employee should make a report to the County Attorney, who will confer with the County Board Chair and County Board regarding appropriate investigation and action.

If a County commissioner or other appointed or elected official is accused of disrespectful workplace behavior involving County personnel, the reporting employee should make a report to the County Coordinator, who will refer it to the County Attorney for the necessary investigation. The County Attorney will update the County Board, which will take the action it deems appropriate.

If a County commissioner or other elected or appointed official, volunteer, contractor, or other non-employee is the victim of disrespectful workplace behavior, the County Attorney will be consulted as to the appropriate course of action.

VI. Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender, other witnesses, and/or others who have a need to know the information or as otherwise required by law. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files, except that any documentation of wrongdoing and/or disciplinary action may be placed in the offending employee's personnel file.

The County will only disclose information about the allegations, findings, conclusions, and any remedial action as allowed or required by the Minnesota Government Data Practices Act and any other applicable laws.

VII. Retaliation

Retaliation against any person who reports alleged violations of this policy or against any participant in an investigation, proceeding, or hearing relating to the report of alleged violations is prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Consistent with the terms of applicable statutes and

County policies, the County may discipline any employee who engages in retaliation, up to and including immediate discharge.