



# Kanabec County Board of Commissioners

## Regular Meeting Agenda

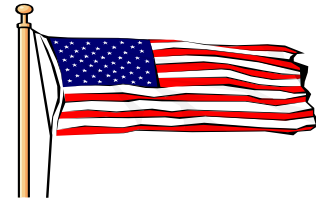
The Meeting of May 17, 2022

- 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) may be limited and social distancing/safety protocol may 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: 2490 244 2776



### **Video Meeting link:**

[https://kanabecounty.webex.com/kanabeccounty/j.php?MTID=m8515e7c04cceed5b5534966db65e33dc](https://kanabecounty.webex.com/kanabecounty/j.php?MTID=m8515e7c04cceed5b5534966db65e33dc)

Meeting number: 2490 244 2776

Password: mJEzn3gJ5N7 (65396345 from video systems)

**To be held at:**      **Kanabec County Courthouse  
Board Meeting Room #164  
18 North Vine Street  
Mora, MN 55051**

Please use the Maple Ave Entrance.

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

- 9:00am      a. Pledge of Allegiance  
                 b. Agenda approval
- 9:05am      Recess county board to a time immediately following the FSB.

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*

### **Family Services Board**

- 9:30am      Leota Lind, SCHA Executive Director and Scott Schufman, SCHA CFO - Annual Update Presentation
- 10:00am      Tina Von Eschen, Assessor- CBAE Education for Commissioners
- 10:15am      Jon Sanford, Soil & Water Board Supervisor (District #3) – Request for Reconsideration of Funding for Ann River/Fish Lake Erosion Control Project

### **10:30am      Public Comment**

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

Access Code: 2490 244 2776

10:45am Chad Gramentz, Public Works

10:55am Tim Jacobs, Property & Tax - Tax Forfeit Land Sale (Currently Unsold Parcels)

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Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. Creation of a Restricted, Assigned Revenue Fund for the Opioid Settlement
5. Appoint Commissioner(s) to Participate on the Opioid Settlement Committee
6. Commissioner Reports
7. Future Agenda Items
8. Discuss any other matters that may come before the County Board

ADJOURN

## **Kanabec County Family Services**

905 East Forest Avenue, Suite 150  
Mora, MN 55051  
Phone: 320-679-6350  
Fax: 320-679-6351

### **Kanabec County Family Services Board**

#### **Agenda**

**May 17, 2022**

**9:05 a.m.**

- 1. Agenda Approval** **Pg. 1**
- 2. Presentation – Cash Assistance and SNAP Timeliness – Tim Dahlberg**  
-See attached SNAP & Cash Assistance Report and Summary **Pg.2-11**
- 3. Director’s Report** **Pg.12**
  - Staffing – Fiscal Supervisor – candidate has accepted, waiting on background study
  - Ongoing Number of Children in Placement
- 4. MSHO and MN Senior Care Plus RFP Resolution**
  - Action requested
  - See attached resolution **Pg.13**
- 5. Special Needs Basic Care (SNBC) RFP Resolution**
  - Action requested
  - See attached resolution **Pg.14**
- 6. 1<sup>st</sup> Quarter 2022 Report**
  - See attached report **Pg.15-27**
- 7. Welfare Fund Report**
  - See attached report **Pg. 28**
- 8. Financial Report**
  - See attached report **Pg. 29-30**
- 9. Abstract Approval**
  - See attached abstract and board vendor paid list **Pg. 31-33**
- 10. Other Business**
- 11. Adjourn**

## **Cash Assistance and SNAP Timeliness Measures Report**

January 1<sup>st</sup>, 2021 through December 31<sup>st</sup>, 2021

### **What is a timely processed application for CASH and/or SNAP?**

It's an application that has had eligibility determined within a 30 business day processing period. The clock begins when the application is received by the agency either via the mail, in-person, or an online application.

### **Percent of SNAP and Cash Assistance Applications Processed Timely**

Kanabec – 95.9% for 2021 (Threshold is 75%)

State Average – 89.7%

### **Percent of Expedited SNAP Applications Processed within One Business Day**

Kanabec – 70.4% for 2021 (Threshold is 55%)

State Average – 44.8%



# **Kanabec County Performance Report**

## **Cash Assistance and SNAP Timeliness Measures April 2022**

**Reporting Period:**  
Jan. 1, 2021 – Dec. 31, 2021



**For more information contact:**  
Minnesota Department of Human Services  
Human Services Performance Management System  
DHS.HSPM@state.mn.us | (651) 431-5780

# About the Cash Assistance and SNAP Timeliness Performance Report

## Report Overview

This report for the Human Services Performance Management system (referred to as the Performance Management system) compares county performance to the thresholds established for the system. A threshold is defined as the minimum level of acceptable performance, below which counties will need to complete a Performance Improvement Plan (PIP) as part of the remedies process defined in statute. For counties below the threshold, an official PIP notification—with instructions for accessing PIP forms, PIP completion directions, and available technical assistance—will be provided with the report.

This report contains data on both the Expedited Supplemental Nutrition Assistance Program (SNAP) measure and the cash assistance and SNAP application timeliness measure including:

- The county's Jan. 1, 2021 – Dec. 31, 2021 performance
- Performance data trends for recent years
- A performance comparison to other counties in the same Minnesota Association of County Social Services Administrators (MACSSA) region

Supplemental information about the Performance Management system can be found on CountyLink, [www.dhs.state.mn.us/HSPM](http://www.dhs.state.mn.us/HSPM), including:

- A description of how performance is assessed for counties with 20 or fewer people or events in a measure
- A description of how race and ethnicity data are reported
- Information about the Performance Management system's history, outcomes, mission, vision, and Council

## Technical issues impacting 2021 performance data

The Performance Management team and the Economic Assistance & Employment Supports Division are aware of the technical issues, outside of counties' control, resulting in delayed SNAP applications. The 2021 performance data includes impacted cases. For most counties, the number of applications affected had little to no impact on their performance data.

In order to ensure counties fully understand how these system issues affected their PIP requirements, we reviewed the case-level data for counties with performance below the threshold, calculated performance without the applications that were known to be delayed by the system issues, and provided the calculated performance to those counties.

## Small Numbers Policy Update

The policy for assessing performance in counties with small numbers was updated and a policy update bulletin issued in 2022:

[https://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-337635](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-337635)

The policy overview below reflects the updated assessment method.

- If a county has a denominator of 20 or fewer and is meeting the threshold for a measure, the county is performing to expectations and no further assessment will take place.
- If a county has no people in a measure, it will be considered to be meeting the threshold.
- If a county has a denominator of 20 or fewer and is not meeting the threshold for a measure, performance will be reviewed across two years of data. Two years below the performance threshold for any one measure will trigger the PIP process.
- Measures using a regression threshold model, such as the Self-Support Index, will not be subject to the small numbers policy. The reason for this is that the regression models account for a variety of factors outside of county control, including caseload size.

## About the Performance Data by Race and Ethnicity

### Overview of Performance Data by Race and Ethnicity

This report provides performance data for counties grouped by race and ethnicity where there were 30 or more people of a group included in the denominator. The data is that of the case applicant; other household members may have a different race and/or ethnicity that is not reported here.

Hispanic or Latino ethnicity is reported separately from race. People are counted once by Hispanic ethnicity and again with their reported race so groups added together exceed the total number of applications.

MAXIS data includes immigrant subgroups, but this report does not include these metrics. Instead, the major racial and ethnic groups are included to reduce the occurrence of small number exclusions. More detailed data about performance by immigrant subgroups may be available upon request. If you would like to request a more detailed report on your county's performance by race and ethnicity, please submit a request to [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us).

### Purpose

The racial and ethnic data is included in this report for informational and planning purposes. We encourage you to review this data to identify opportunities for improvement. As the Performance Management reports evolve, we intend to add additional demographic data to help counties better understand their performance and improve outcomes for all Minnesotans. The racial and ethnic group data included in this report does not give a complete picture of county performance, the communities being served, nor systemic inequities. The Performance Management system is not currently using this data to assess a county's need for PIPs.

### No Data Available

Counties with low numbers (fewer than 30) for all but one racial and ethnic group do not have a graph of performance for these groups available in this report.

## Economic Supports

- Economic Supports training: <https://mn.gov/dhs/partners-and-providers/training-conferences/economic-supports-cash-food/>
- Economic Supports news, initiatives, and reports: <https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/economic-supports-cash-food/>
- Economic Supports policies and procedures: <https://mn.gov/dhs/partners-and-providers/policies-procedures/economic-supports-cash-food/>

## SNAP

- Supplemental Nutrition Assistance Program (SNAP) Resources: <https://www.dhssir.cty.dhs.state.mn.us/MAXIS/Pages/SNAP-Resource-Page.aspx>

## Contacts

- **Lori Bona**, Minnesota's SNAP payment accuracy coordinator, 651-431-3950, [lori.bona@state.mn.us](mailto:lori.bona@state.mn.us)
- **Melissa Miller**, SNAP Quality Assurance Specialist, 651-431-4538, [Melissa.Miller@state.mn.us](mailto:Melissa.Miller@state.mn.us)
- **Kinini Jegeno**, Webi (web intelligence) coordinator, 651-431-3979, [kinini.jegeno@state.mn.us](mailto:kinini.jegeno@state.mn.us)
- **Erika Martin**, Research Unit supervisor, Economic Assistance and Employment Supports Division, 651-431-3978, [erika.martin@state.mn.us](mailto:erika.martin@state.mn.us)

#### Percent of SNAP and Cash Assistance Applications Processed Timely

##### What is this measure?

This measure looks at the difference between the application date and the date of the first issuance made for each program approved on the application. The included programs are regular SNAP, Minnesota Family Investment Program, Diversionary Work Program, Refugee Cash Assistance, Minnesota Supplemental Aid, General Assistance, and Group Residential Housing. Applications made the day before a weekend or state-recognized holiday take into account the non-working days. Denials are not included.

##### Why is this measure important?

Cash and food assistance are a way to help people meet their basic needs. Timely processing of applications is one measure of how well counties are able to help people meet their basic needs.

##### What affects performance on this measure?

- Service factors that may influence this measure include the complexity of program rules and eligibility requirements, agency case management models, aging technology and systems that are not integrated (MAXIS, MMIS, etc.), the quality and timeliness of information sharing between service areas, such as employment services, child care assistance, child support and child welfare services, location of offices and number of offices
- Staff factors that may influence this measure include staff training, the number of staff, agency culture, staffing structure, availability of translators, and staff to participant ratios
- Participant factors that may influence this measure include literacy levels, availability to participate in an interview, access to a telephone, housing stability, ability to provide documentation, access to transportation, and complicated reporting requirements
- Environmental or external factors that may influence this measure include the local economy and increased applications during economic downturns

### Percent of SNAP and Cash Assistance Applications Processed Timely

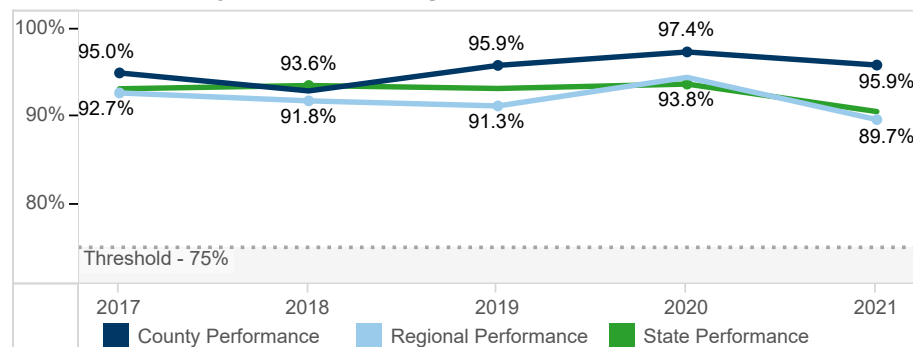
#### Kanabec County Performance by Year

	2017	2018	2019	2020	2021
<b>County Performance</b>	95.0%	93.0%	95.9%	97.4%	95.9%
<b>Denominator</b>	301	313	315	308	318

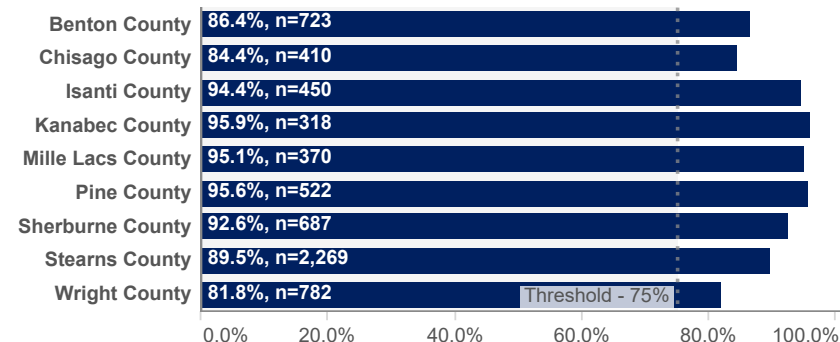
#### Kanabec County PIP Decision

No PIP Required - Performance is equal to or above the threshold of 75%.

#### County, State and Regional Performance Trends



#### 2021 Performance for MACSAA Region 7



#### County Performance by Race and Ethnicity No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us) for additional information.

\*The dotted line on each graph indicates the measure threshold of 75%.

#### Percent of Expedited SNAP Applications Processed within One Business Day

##### What is this measure?

The difference between the application date and the date the first benefit payment is issued for expedited SNAP applications. It compares total approved expedited SNAP applications in a month to those processed within one business day. Applications submitted on a Friday or the day before a state-recognized holiday are considered timely if payment was issued on the first working day following the weekend or holiday. The measure does not include denied applications.

##### Why is this measure important?

SNAP applicants are given expedited service when they have little to no other resources available to pay for food and, therefore, need basic safety net programs to overcome a crisis. Efficient and timely processing of these applications help ensure that people's basic need for food is met.

##### What affects performance on this measure?

- Service factors that may influence this measure include program complexity and changing policy, a complicated application, and challenges associated with online ApplyMN applications
- Staff factors that may influence this measure include staff training levels, staff-to-participant ratios, staff knowledge of policies, high turnover, and competition for resources between programs
- Participant factors that may influence this measure include participant completion of the mandatory interview, the number of migrant and seasonal farm workers making applications, delays due to incomplete applications, availability of advocates to assist with completing applications, and difficulty obtaining required documentation
- Environmental or external factors that may influence this measure include balancing error reduction with timeliness, emphasis on fraud that may result in conflicts between access and timeliness of service, increased applications during economic downturns, and availability of community resources such as food shelves, and natural disasters that result in increased applications



### Percent of Expedited SNAP Applications Processed within One Business Day

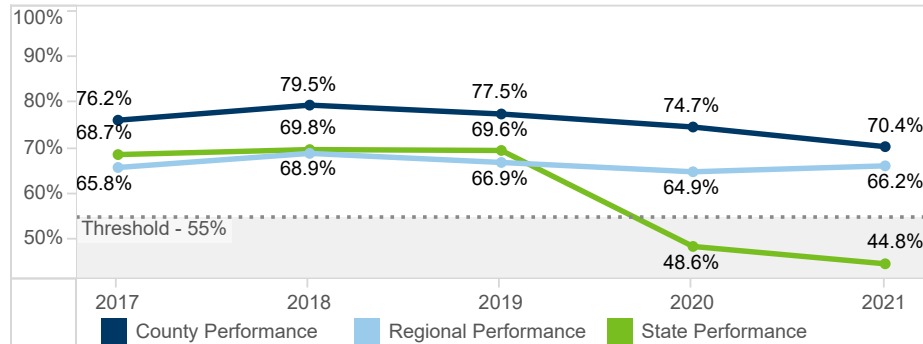
#### Kanabec County Performance by Year

	2017	2018	2019	2020	2021
<b>County Performance</b>	76.2%	79.5%	77.5%	74.7%	70.4%
<b>Denominator</b>	214	224	218	158	179

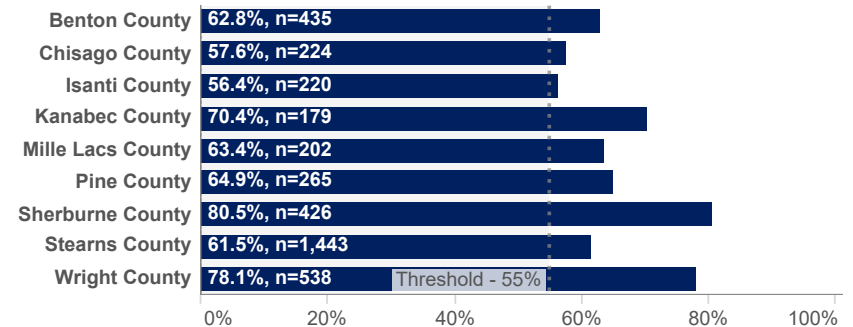
#### Kanabec County PIP Decision

No PIP Required – Performance is equal to or above the threshold of 55%.

#### County, State and Regional Performance Trends



#### 2021 Performance for MACSSA Region 7



#### County Performance by Race and Ethnicity No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us) for additional information.

\*The dotted line on each graph indicates the measure threshold of 55%.

## **Family Service Director's Report**

### **May 2022**

#### **Staffing**

Fiscal Supervisor – a candidate has accepted the offer and is awaiting a background study.

#### **Ongoing Update on Number of Children in Placement**

Last month we had 25 children in our care in out of home placements. We have 28 children in care this month compared to 20 last year for the same month.

## **Resolution # FS 5/17/2022**

### **MSHO and MN Senior Care Plus RFP Resolution**

**WHEREAS**, the Minnesota Department of Human Services (DHS) has published a Request for Proposals (RFP's) to provide health care services to recipients of Minnesota Senior Health Options and Minnesota Senior Care Plus in several Greater Minnesota counties including Kanabec County, and

**WHEREAS**, DHS has requested County evaluations and recommendations regarding the RFP proposals from each respective county; and

**WHEREAS**, Blue Plus, Medica, U-Care, United Healthcare, and South Country Health Alliance submitted proposals to provide managed health care services in Kanabec County; and

**WHEREAS**, representatives of Kanabec County Human Services have reviewed and evaluated the proposals; and

**WHEREAS**, South Country Health Alliance has submitted a proposal suited to meet Kanabec County's needs.

**NOW, THEREFORE, BE IT RESOLVED**, that the Kanabec County Family Services Board supports the recommendation of Kanabec County Family Services approving South Country Health Alliance as Managed Care Organization(s) (MCOs) providing managed health care services for seniors in Kanabec County beginning January 1, 2023.

**Resolution # FS 5/17/2022**  
Special Needs Basic Care (SNBC) RFP Resolution

**WHEREAS**, the Minnesota Department of Human Services (DHS) has published a Request for Proposals (RFP's) to provide health care services to recipients of Minnesota Special Needs Basic Care (SNBC) in several Greater Minnesota counties including Kanabec County, and

**WHEREAS**, DHS has requested County evaluations and recommendations regarding the RFP proposals from each respective county; and

**WHEREAS**, Medica, U-Care, United Healthcare and South Country Health Alliance submitted proposals to provide managed health care services in Kanabec County; and

**WHEREAS**, representatives of Kanabec County Human Services have reviewed and evaluated the proposals; and

**WHEREAS**, South Country Health Alliance has submitted a proposal suited to meet Kanabec County's needs.

**NOW, THEREFORE, BE IT RESOLVED**, that the Kanabec County Family Services Board supports the recommendation of Kanabec County Family Services approving South Country Health Alliance as the Special Needs Basic Care provider for health care services for disabled persons in Kanabec County beginning January 1, 2023.

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2022 Report**

**Financial Assistance**

**Preparer:** Tim Dahlberg

**A. Major Highlights**

- Mistea, our newest Eligibility Worker, has been learning the ropes well. She has been in the midst of completing DHS trainings along with hands-on training with her team.
- Jodi has transitioned into her Case Aide role and is doing well.

**B. Challenges/Concerns**

- We continue to monitor for PHE (public health emergency) program changes. Certain program waivers have been lifted, but others have been extended.

**C. Looking Ahead**

- Mistea will be finishing off her last DHS trainings, healthcare program related, next quarter.

<b>Program Totals as of 3/31/22</b>		
<b>Program</b>	<b>Active Cases</b>	<b># of Persons Active</b>
MN Family Investment Program (MFIP)	70	178
Diversionary Work Program (DWP)	2	8
General Assistance	88	88
MN Supplemental Assistance (MSA)	69	70
Housing Supports (Formerly GRH)	81	81
Food Support (SNAP)	773	1280
Medical Assistance and/or Medicare Savings Programs (MAXIS)	868	902
Medical Assistance (METS) *as of 04/05/2022	1888	3738
MinnesotaCare (County Serviced) * as of 04/05/2022	108	147

**Accounting Unit**

**Reporter:** Chuck Hurd

**A. Major Highlights**

## Kanabec County Family Services

### 1<sup>st</sup> Quarter 2022 Report

- All Fiscal staff are working to ensure that accounting changes due to COVID-19 across all systems are correct and updated timely.
- All annual and quarterly reports were completed by their due dates.
- The 2022 Family Services Budget is within expectations.

#### B. Challenges and Concerns

- We are still tracking the IV-E Children's Residential Facility payments that are currently not reimbursed.
- We are still keeping an eye on our fund balance. It remains on the low side
- Ensuring that all changes to all systems are accurate and up to date given the many changes that happen with COVID-19.

#### C. Looking Ahead

- Starting work on budget for 2023
- We continue to monitor and look for ways to enhance revenue.

#### D. Fiscal Fraud/Collections

- Lisa will continue training at the state conference with the County Attorney.
- For this quarter the following amounts were collected:

Type	Amount	County Portion	Number of Cases
Fraud	\$0	\$0	0
Estate (MA)	\$48,105.15	\$12,026.29	7
Estate (AC)	\$3,656.23	\$365.62	1

### ADMINISTRATIVE STATISTICS

AREA	1/1/2022 to 3/31/2022	4/1/2022 to 6/30/2022	Year to Date Data	2022 Approved Budget
Revenues - Income Maintenance				
State Sources	51,412		51,412	185,021
Federal Sources	243,456		243,456	1,074,843
Other Sources	68,113		68,113	137,661
Fund Balance-Planned Use			-	

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2022 Report**

Total	362,981	-	-	-	362,981	1,397,525
Expenditures - Income Maintenance						
Public Aid	99,105				99,105	490,100
Personel Services	306,436				306,436	1,390,172
Services & Charges	82,021				82,021	204,365
Direct Materials	668				668	4,850
Other Expenses					-	
Total	488,230	-	-	-	488,230	2,089,487
Revenues - Social Services						
State Sources	112,035				112,035	981,971
Federal Sources	327,356				327,356	1,159,904
Fees for Services	85,962				85,962	127,000
Other Sources	115,304				115,304	414,500
					-	
Total	640,657	-	-	-	640,657	2,683,375
Expenditures - Social Services						
Public Aid	240,757				240,757	1,691,847
Personel Services	534,768				534,768	2,321,727
Services & Charges	55,360				55,360	237,244
Direct Materials	1,090				1,090	5,900
Other Expenses					-	
Total	831,975	-	-	-	831,975	4,256,718
Revenues - IM & SS						
State Sources	163,447	-			163,447	1,166,992
Federal Sources	570,812	-			570,812	2,234,747
Fees for Services	85,962	-			85,962	127,000
Other Sources	183,417	-			183,417	552,161

## Kanabec County Family Services 1<sup>st</sup> Quarter 2022 Report

Fund Balance-Planned Use					-	
Total	1,003,638	-	-	-	1,003,638	4,080,900
Expenditures - IM & SS						
Public Aid	339,862	-			339,862	2,181,947
Personal Services	841,204	-			841,204	3,711,899
Services & Charges	137,381	-			137,381	441,609
Direct Materials	1,758	-			1,758	10,750
Other Expenses					-	
Total	1,320,205	-	-	-	1,320,205	6,346,205

### **CHILD SUPPORT**

**Preparer:** Tammy Owens and Tim Dahlberg

#### **A. Major Highlights**

- The team continues to meet nearly every morning virtually. This has helped us stay connected as a team. We plan to continue doing this indefinitely.
- Lisa has been doing well in her new position as Child Support and Collections Officer/Fraud Prevention Specialist. She is getting caught up to speed with DHS trainings in both areas.

#### **B. Challenges/Concerns**

- Suppressions of our enforcement remedies have begun to be lifted. This will allow us to take stronger action, if necessary, in ensuring payment of child support. We've already been able to find success in utilizing these to ensure payment.
- January COLA (cost of living adjustment) actions have resulted in sizable increases to obligations. This has resulted in increased communications from non-custodial parents.

#### **C. Looking Ahead**

- Lisa will continue her training by completing additional DHS trainings along with completing hands-on learning with her team.



**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2022 Report**

**Child Protection**

**A. Major Highlight:**

- DHS has launched a new training portal through the U of M that offers more access to child service specific trainings.

**B. Trainings**

- Staff participated the following trainings:
  - MN Adopt
  - Sexually Exploited Youth
  - Human Trafficking
  - Criminal Justice Initiative
  - Complex PTSD
  - MSSA Conference in Minneapolis

**C. Challenges/Concerns**

- Court hearings within the new PICK and schedules continue to be an issue. Court hearings are mostly virtual which has reduced the opportunity to meet directly with the clients and their attorneys along with the loss of their sense for urgency to importance of the court process and timelines. Because of this there have been many delays making the court process longer for families and children, especially those in placement. This has also lead to challenges in relation to meeting permanency timelines for children in out of home placement due to the delays in hearings.
- Limited resources and waiting lists present a challenge to address the needs of clients.
- Chronic chemical use/abuse in the county and its exposure children.
- Truancy and Educational Neglect concerns for families that may be using the pandemic as an excuse, which has put many children behind and in danger of falling behind. Schools also have been behind on reporting concerns until there has been significant time missed. Family Support Team communication continues to serve as a valuable resource to stay connected for these vulnerable families.

**D. COVID-19 Pandemic**

- This continues to be a concern and has significantly changed the way we are able to interact with families safely. There are still limitations of services and restrictions because of COVID and recent concerns in the increase in cases in our community. We continue to do our best to social distance, mask when appropriate, screen home visits for symptoms and communicating with supervisors to stay up to date on changes to help reduce the risk of further spreading COVID.

**E. Looking Ahead**

- 2021-2022 school year is coming to an end and students are looking forward to summer break.

## Kanabec County Family Services 1<sup>st</sup> Quarter 2022 Report

- Child Abuse Prevention Month is April

### **Children's Mental Health**

#### **A. Major Highlights**

- One youth discharged from extended foster care
- One child remained in foster placement
- One youth entered residential treatment placement
- A Youth has been missing/runaway since June 2021.
- Team participated in the DHS Children's Summit in January to develop solutions to issues facing the behavioral health care system for young people. The 2022 Children's Summit report can be found here [Children's Summit to drive change for Minnesota's behavioral health system / Minnesota Department of Human Services \(mn.gov\)](#).

#### **B. Trainings**

- Alissa and Linda training highlights include attending the Children's Summit, Addressing Secondary Trauma, Equity Are We There, Yet? Assertive Communication, Families First Prevention Act for CJI teams, and Sexually Exploited Youth Human Trafficking Response.

#### **C. Challenges/Concerns:**

- There were 5 children's mental health intakes in this quarter compared to 13 in the first quarter of 2021.
- Caseloads have continued increasing along with the intensity of client needs. As new intakes continue to be received and clients needing to utilize case management for longer periods of time.
- Youth needing higher levels of care are having difficulty accessing this due to available resources for youth with acute needs.
- First placement completed since Family First Prevention Services Act started. This adds many steps to the placement process for kids seeking residential placement.
- Additional options for kids needing higher levels of care are needed.
- We are still struggling to get required assessment instruments (Child and Adolescent Service Intensity Instrument and Strengths and Difficulties Questionnaire) from therapists.

#### **D. Looking Ahead:**

- Continued rising case numbers due to steady intakes and clients receiving services longer.
- Anticipating multiple placements in the next period due to incoming referrals and waiting lists.

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2022 Report**

<b><u>Children's Services Statistics</u></b>	<b>April 2021 – June 2021</b>	<b>July 2021 - September 2021</b>	<b>October 2021 – December 2021</b>	<b>January 2022 – March 2022</b>
<b>Child Protection (CP)/Child Welfare (CW)</b>				
CP/CW intakes				
○ Opened for assessment	34	20	25	45
○ Screened out (CP only)	36	49	84	87
● Assessments & investigations	28	36	47	44
● Case management	108	30	28	45
● Open CHIPS court files (per child)	28	26	25	31
● Open Adoption Cases	3	3	3	3
● Completed Adoptions	0	0	0	0
<b>Parent Support Outreach Program (PSOP)</b>				
● PSOP intakes	4	2	1	2
● Opened for case management	0	1	0	0
<b>Children's Mental Health (CMH)</b>				
CMH intakes				
○ Opened for case management	3	4	6	5
○ Screened out	0	0	0	0
● Case management (per child)	27	52	53	58
<b>❖ Out of Home Placements</b>				
● Children's services placements	27	29	23	37
● Trial home visits	0	0	1	5
● Pre-adoptive/Pre-kinship home	1	4	4	6
● Extended foster care (Age 18-21)	1	1	1	1

**Adult Mental Health**

**Reporters:** Cassie Dahlberg, Kurt Seidel, Abby Malecha

**A. Major Highlights**

- A new Mental Health/CADI Waiver Social Worker, Abby Malecha was added to the team. Cassie Dahlberg works with the targeted case management, and is supported by Abby Malecha and Kurt Seidel with commitment related processes and hearings.

**B. Training Attended**

## **Kanabec County Family Services**

### **1<sup>st</sup> Quarter 2022 Report**

- No conferences were attended during the first quarter. Many miscellaneous individual training courses were attended both virtually and in person.

#### **C. Challenges and Concerns**

- Housing options continue to be the biggest roadblock for persons struggling with mental health issues. Many subsidized apartments have wait lists of 2-5 years. In addition rents have continued to increase to levels that make it impossible for those on SSI or Social Security to afford. Transportation is another ongoing challenge with Timber Trails not providing transportation north of County Rd. 3, thus those living in our remote areas of the county have the least assistance.

#### **D. Trends**

- Covid-19 appears to have less impact on our clients and there has been increased in-person interactions improving quality of our services delivery.

#### **E. Looking Ahead**

- Love the Journey in Mora is seeking to provide Adult Rehabilitative Mental Health Services (ARMHS).

## **Community Support Program**

**Reporter: Rhonda Bergstadt**

#### **A. Major Highlights**

- As the world is going back to normal everyone is struggling to determine what that means to them as individuals, families and friends. We hope we are decreasing the stress of reconnecting by offering social interaction in a safe environment such as groups.

#### **B. Training Attended**

- Client specific training and research is completed as needed for individual treatment requirements.

#### **C. Challenges and Concerns**

- The stress of isolation is very hard on people. Even though we are all able to go out and about, people now are in the habit of isolating. As most of us know habits are very hard to change. We are doing our best to make everyone comfortable being in public and around other again.

#### **D. Looking Ahead**

- People who live with SAD (Seasonal Affective Disorder) are typically improving by this time of year, we continue to remind people to do the winter mood boosters, sun light lamps, vitamins and exercising.

#### **E. Trends**

- As our population continues to age, we are seeing increased dementia and memory related illnesses. When combined with mental health concerns it is difficult to determine the best way to respect people's rights and the responsibility of our society

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2022 Report**

to keep people safe. This is a situation that must be individually determined to fit individuals and respect their needs while respecting their rights.

**Aging Services Care Coordination**

**Reporter:** Aliina Olson and Krista Eye

**A. Major Highlights**

- Completing initial assessments and reassessments with clients in their homes and getting to see them in person.

**B. Training Attended**

- Work on MNCHOICE training through DHS Trainlink to become certified assessors for new system for assessments.

**C. Challenges and Concerns**

- With the continued growth of this case load it will be challenging for us care coordinators to allow enough time for our individual members to gain the connection with us in more than just health related issues.

**D. Trends:** Growth of this case load and clients turning 65.

**E. Looking Ahead:** Implementing the new MNCHOICE model for our assessment/reassessment and care plan piece with SCHS in 2022.

**DD Case Management**  
**Adult Protection**  
**Vulnerable Adult**

**Reporter:** Kelly Mitchell, Chelsey Bottelsohn

**A. Major Highlights**

- COVID restrictions lifting more.
- Continued changes to the waiver system.

**B. Training Attended**

- Staff attending online Convene trainings regarding various job related topics as well as completing professional reading and research.

**C. Challenges and Concerns**

## Kanabec County Family Services 1<sup>st</sup> Quarter 2022 Report

- Only two DD Waiver allocations for 2022
- Lack of staffing in Community Residential Settings; some closing due to no staffing.
- More children are utilizing EIDBI (autism related) services, which are all out of county. Transportation is a challenge for these clients.
- There continues to be a need for SILS, In-home supports, and PCAs in the area. There has been a wait list for individuals waiting for those services.
- Continue working on case reviews to prepare for audit.

### D. Looking Ahead

- The launch of MNChoices 2.0
- Waiver Audits

### E. Trends

- Increase use of Housing Stabilization Services.
- Increase in Environmental Accessibility Adaptation referrals
- Continued need for respite, specifically children.

Seeing an increase for exception rates for services for In-home supports due to higher need clients.

## Kanabec County Family Services – Licensing

**Reporters:** Tonya Burk, Danielle Linkert, Ashlee Lovaas

### A. Major Highlights

	Family Child Care	Child Foster Care	Adult Foster Care
<b>Last Quarter's No. of Providers</b>			
New Licenses	0	0	0
Relicensings	5	0	3
Off Year Visits	1		
Change of Premise			
Pending Applications	1		
Correction Orders		1	1
Negative Actions			
Extensions			
Investigations			
Closed Licenses	1	3	0
Orientation provided for (number of persons)	3	1	0
Total Number of Providers in Kanabec County	25	11 - CFC 1 – CFC CRS	8 – AFC 13- CRS

## Kanabec County Family Services

### 1<sup>st</sup> Quarter 2022 Report

#### B. Training Attended

- Monthly Licensor Call in Webex (FCC) –Danielle
- Monthly ELICI Trainings- Danielle
- 3/15/2022- March 2022 Sudden Unexpected Infant Death Roundtables –Danielle & Tonya
- Foster Care Webinar-Ashlee

#### C. Challenges and Concerns

- Background Study and process – ensuring all providers complete fingerprints who previously completed COVID background studies
- Continued need for family child cares and child foster cares
- One AFC is pending reopening – closed temporarily due to staff shortages

#### D. Looking Ahead

- Pending FCC and CFC applicants
- Foster Care Appreciation Month-May

#### E. Trends

- Completing in-home visits for all FCC, CFC, CRS, AFC homes.
- Staff shortages in Corporate Foster Care

Program Area – Adult Services	01/01/2022 To 03/31/2022	04/01/2022 To 06/30/2022	07/01/2022 To 09/30/2022	10/01/2022 To 12/31/2022	Year To Date Data
<b>702 Social Services</b>					
MNChoices					
# New Assessments	14				
# Reassessments	53				
SCHA Community Well – New Enrollees					
# New Enrollees	13				
Total Members Served	157				
CADI Waiver					
# clients on waiver	103				
# adults	79				
# children	24				
# clients in residential setting	24				
# receiving employment services	22				
Relocation Services					
# receiving RSC	2				
<b>710 Licensing</b>					
Family Child Care					

**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2022 Report**

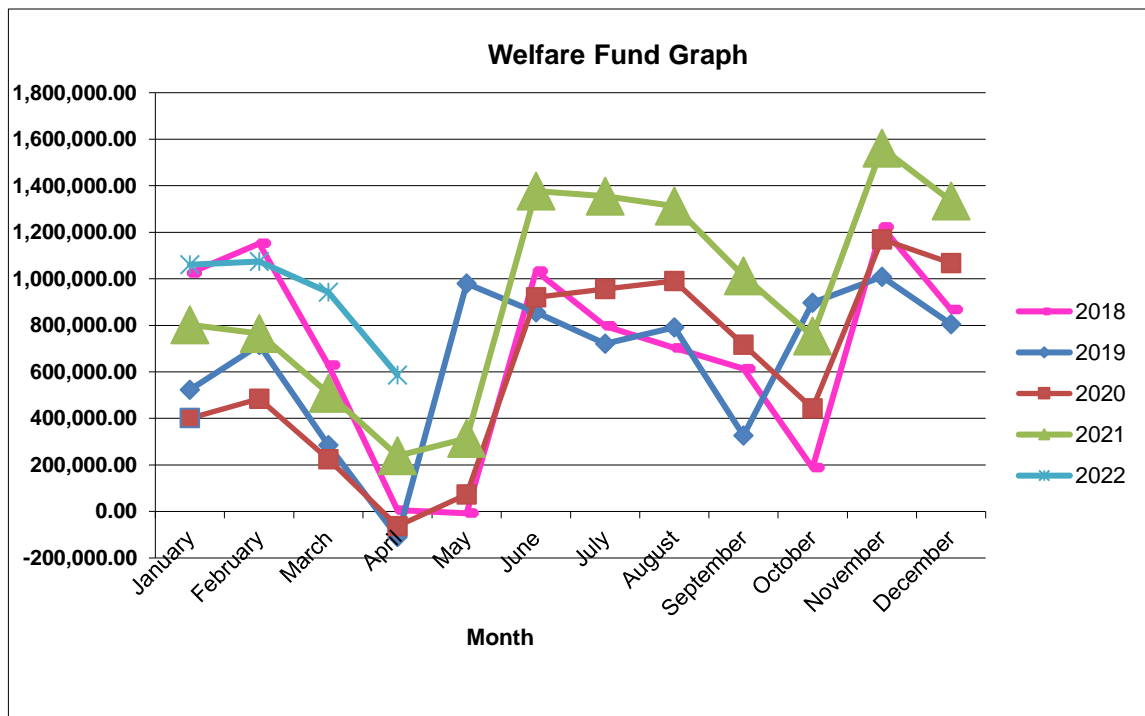
# homes active	25				
# newly licensed	0				
# relicensed	5				
Child Foster Care					
# homes active	12				
# newly licensed	0				
# relicensed	0				
Adult Foster Care/Comm Resid Setting					
# homes active	21				
# newly licensed	0				
# relicensed	3				
<b>730 Chemical Dependency</b>					
# Rule 25 assessments	3				
# Detox paid	4				
Program Area – Adult Services	01/01/2022 To03/31/2022	04/01/2022 To06/30/2022	07/01/2022 To 09/30/2022	10/01/2022 To 12/31/2022	Year To Date Data
<b>740 Mental Health – Adults</b>					
Residential					
# persons in CBHHS	0				
# inpatient setting	3				
# IRTS setting	1				
# in residential setting	6				
Community Supports					
# CSP clients	26				
# Adult services	2				
Case Management					
# Rule 79 clients	29				
# general case management clients	2				
Court					
# pre-petition screenings	3				
# judicial hearings	8				
<b>750 Developmental Disabilities</b>					
# DD clients – adult	64				
# DD clients – child	31				
# clients on waiver	77				
# SILS clients	7				
# clients in residential setting	31				
# clients in ICF-DD	1				
# clients in nursing home	1				
# receiving employment support	28				
# receiving Family Support Grant	0				
<b>760 Adult Services</b>					



**Kanabec County Family Services**  
**1<sup>st</sup> Quarter 2022 Report**

# Adult Protection reports	12				
# Adult Protection cases	5				
# Court Visitor cases	3				
# CSG Cases	4				
<b>Overall Number of Workgroups</b>	499				

	2018	2019	2020	2021	2022
January	1,024,705.97	523,556.70	401,131.39	802,602.99	1,060,669.83
February	1,151,821.98	715,738.74	483,781.08	764,375.81	1,074,400.99
March	629,190.77	285,341.21	225,078.17	507,711.89	942,838.71
April	5,607.36	-109,902.43	-63,141.11	239,129.82	586,755.76
May	-7,853.46	979,247.26	73,382.15	313,993.85	
June	1,032,778.15	855,820.47	920,867.09	1,376,518.14	
July	796,820.09	721,467.48	955,700.06	1,355,779.92	
August	703,093.77	791,435.79	990,235.56	1,312,346.82	
September	613,301.63	326,963.03	716,408.79	1,012,985.41	
October	187,807.92	897,606.65	443,084.51	753,774.16	
November	1,222,983.64	1,008,939.34	1,170,024.75	1,562,104.61	
December	867,114.62	804,618.63	1,067,709.00	1,335,030.43	
Totals	8,227,372.44	7,800,832.87	7,384,261.44	11,336,353.85	3,664,665.29
Averages	685,614.37	650,069.41	615,355.12	944,696.15	916,166.32
6 month Avg.	731,853.61	758,505.15	890,527.11	1,222,003.56	1,093,633.39
Rolling 12 month Avg	685,614.37	650,069.41	615,355.12	944,696.15	1,057,266.55



Kanabec County Family Services - Board Financial Report							Through March 2022	
	Total year to date/			8.33%	16.67%	25.00%	33.33%	
Department	Budget	% of budget	Total	January	February	March	April	
Income Main. Service								
Exp	717,387.00	32.61%	233,969.47	51,831.67	48,106.77	80,924.69	53,106.34	
Rev	364,991.00	24.23%	88,428.47	7,767.70	60,202.65	10,634.90	9,823.22	
Tax	345,232.48	1.40%	4,846.42	4,846.42				
State Shared Rev			0.00					
Recoveries								
Exp	19,100.00	65.60%	12,529.26	1,368.08	2,734.61	236.82	8,189.75	
Rev	21,100.00	75.48%	15,925.61	8,478.45	1,272.36	4,949.84	1,224.96	
Tax	22,426.52	1.81%	406.95	406.95				
State Shared Rev			0.00					
Burials								
Exp	25,000.00	68.28%	17,071.11	5,400.00	5,076.69	3,089.50	3,504.92	
Rev			0.00					
Tax			0.00					
Child Support								
Exp	367,603.00	32.89%	120,900.88	28,185.73	27,219.76	35,570.35	29,925.04	
Rev	410,000.00	27.57%	113,035.11	1,766.08	77,547.00	17,547.55	16,174.48	
Tax								
MA Services								
Exp	483,900.00	33.78%	163,476.31	36,658.39	36,290.38	17,701.02	72,826.52	
Rev	418,000.00	38.47%	160,790.78	59,484.31	26,993.02	45,877.24	28,436.21	
Tax	64,561.19	1.63%	1,050.67	1,050.67				
State Shared Rev			0.00					
Child Care								
Exp	230,950.00	34.43%	79,516.37	36,031.78	93.00	18,896.48	24,495.11	
Rev	224,025.00	38.93%	87,212.00	392.00	0.00	86,358.00	462.00	
Tax	6,795.92	0.27%	18.50	18.50				
State Shared Rev			0.00					
Fraud								
Exp	78,622.00	28.01%	22,022.47	5,508.04	5,429.00	5,430.06	5,655.37	
Rev			0.00					
Tax	77,020.37	1.57%	1,209.75	1,209.75				
State Shared Rev			0.00					
Adult Services								
Exp	4,000.00	27.50%	1,100.00	440.00	220.00	220.00	220.00	
Rev	8,581.00	1.06%	91.21	18.41	36.40	18.20	18.20	
Tax								
Dev. Disability								
Exp	94,389.00	20.03%	18,909.39	4,574.62	4,909.09	3,506.09	5,919.59	
Rev	69,865.00	15.42%	10,771.00		0.00	10,771.00	0.00	
Tax	24,012.23	1.16%	277.47	277.47				
State Shared Rev			0.00					

<b>Mental Health</b>								
Exp	1,211,095.00	30.25%	366,386.18	99,533.69	87,914.73	79,526.55	99,411.21	
Rev	740,269.00	35.91%	265,797.16	75,366.67	46,370.88	82,767.84	61,291.77	
Tax	461,216.10	1.81%	8,342.49	8,342.49				
State Shared Rev			0.00					
<b>Chemical Dependency</b>								
Exp	117,000.00	6.87%	8,036.07	1,500.00	0.00	4,612.35	1,923.72	
Rev	51,000.00	35.90%	18,306.64		15,181.89	1,000.60	2,124.15	
Tax	64,561.19	1.63%	1,054.37	1,054.37				
State Shared Rev			0.00					
<b>Child Services</b>								
Exp	586,512.00	29.29%	171,801.57	32,504.74	42,541.26	54,226.44	42,529.13	
Rev	377,005.00	17.39%	65,576.26	6,657.07	42,641.16	10,351.13	5,926.90	
Tax	205,236.63	1.76%	3,603.36	3,603.36				
State Shared Rev			0.00					
<b>Social Services</b>								
Exp	1,324,304.00	31.45%	416,488.61	106,484.12	101,570.28	102,421.94	106,012.27	
Rev	1,144,459.00	26.61%	304,537.14	35,569.68	140,631.39	70,194.47	58,141.60	
Tax	176,240.73	1.96%	3,462.78	3,462.78				
State Shared Rev			0.00					
<b>Income Main. Admin</b>								
Exp	92,014.00	30.86%	28,392.24	7,236.42	6,916.35	6,698.47	7,541.00	
Rev	44,300.00	27.08%	11,995.25	908.20	8,858.52	1,129.75	1,098.78	
Tax	46,665.28	1.22%	569.74	569.74				
State Shared Rev			0.00					
<b>Social Services Admin.</b>								
Exp	252,170.00	30.98%	78,132.32	19,236.45	18,767.34	17,416.47	22,712.06	
Rev	65,000.00	25.12%	16,331.00		16,331.00	0.00	0.00	
Tax	183,716.24	2.06%	3,784.64	3,784.64				
State Shared Rev			0.00					
<b>FS Admin</b>								
Exp	742,159.00	32.15%	238,576.96	74,095.17	57,510.68	46,459.92	60,511.19	
Rev	142,305.00	23.36%	33,241.28	2,824.10	22,964.83	3,774.35	3,678.00	
Tax	587,620.12	1.42%	8,368.39	8,368.39				
State Shared Rev			0.00					
<b>Agency Totals</b>								
Exp	6,346,205.00	31.16%	1,977,309.21	510,588.90	445,299.94	476,937.15	544,483.22	
Rev	4,080,900.00	29.21%	1,192,038.91	199,232.67	459,031.10	345,374.87	188,400.27	
Tax	2,265,305.00	1.63%	36,995.53	36,995.53	0.00	0.00	0.00	
State Shared Rev			0.00	0.00	0.00	0.00	0.00	
<b>Total Revenue</b>	<b>6,346,205.00</b>	<b>19.37%</b>	<b>1,229,034.44</b>	<b>236,228.20</b>	<b>459,031.10</b>	<b>345,374.87</b>	<b>188,400.27</b>	

# Board Approval Report

SSIS pymt. batch #: 109317071

Paid Cnty Vendor	Total Payments		Total Amount
Bliss/Jenny, 000010784	2		7,723.13
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	7,723.13
Bug Commander Pest Solutions, 000010993	2		319.97
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Family Assessment Response Services	164	2	319.97
Central Minnesota Jobs & Training, 000015800	2		38,662.74
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Statewide MFIP Employment Services	237	2	38,662.74
Community Living Options, 000011478	1		452.62
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Semi-Independent Living Services (SILS)	534	1	452.62
Families in Transition Services Inc, 000012296	4		607.80
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Family-Based Counseling Services	162	4	607.80
Gerard Treatment Programs, 000012404	1		12,000.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Children's Residential Treatment	483	1	12,000.00
Ignaszewski/Karissa, 000012959	2		11,163.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	11,163.00
Options Residential, 000015334	1		1,406.40
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Child Family Foster Care	181	1	1,406.40
PHASE, Inc., 000015579	2		978.20
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Day Training and Habilitation	566	1	658.20
Transportation	516	1	320.00
Resource Training and Solutions, 000016106	1		220.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Guardianship/Conservatorship	695	1	220.00
Richardson MD/Paul T, 000016136	2		3,045.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Adult Outpatient Psychotherapy	452	2	3,045.00
RSI, 000016246	2		443.43
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Semi-Independent Living Services (SILS)	534	2	443.43
Village Ranch, Inc., 000017414	7		7,184.10
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Child Family Foster Care	181	7	7,184.10
Volunteers Of America, 000017460	3		2,877.08
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>
Semi-Independent Living Services (SILS)	534	3	2,877.08

# Board Approval Report

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Paid Cnty Vendor	Total Payments	Total Amount
Report Totals:	32	87,083.47

I hereby certify that the above amounts have been approved and allowed by the county Welfare Board for payment to the claimant as in each instance stated that said county Welfare Board authorizes and instructs the county Auditor and county Treasurer of said county to pay the same.

Signature	Title	Date
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<b>MAY 2022 BOARD REPORT</b>	
Vendor Name	Amount
Jen Anderson (Child Protection Travel)	\$ 548.73
Arkansas Dept of Health (Child Support Professional Services)	\$ 12.00
Rhonda Bergstadt (Mental Health Travel)	\$ 269.10
Chelsey Bottelson (DD Travel)	\$ 82.05
Card Services (Comm Supp Group)	\$ 36.11
Tim Dahlberg (45.00 Admin Staff Development & 240.02 Admin Employee Mileage)	\$ 285.02
DHS	\$ 552.80
Katie Heacock (Social Service Admin Travel)	\$ 36.27
Leah Hjort (Child Protection Travel)	\$ 129.29
Linda Hosley (Mental Health Travel)	\$ 350.42
Innovative Office Solutions (Office Supplies)	\$ 511.74
Isanti County Sheriffs Office (Child Support Professional Services)	\$ 70.00
Kanabec County Attorney	\$ 5,965.20
Kanabec County AT ACH_VISA (Opiate Grant Expense)	\$ 94.72
Kanabec County Aud-Treasurer (May 2022 Rent for Family Services Bldg)	\$ 4,856.02
Kanabec County Comm Health	\$ 14,999.01
Kanabec County Family Services (Fs Bldg Misc)	\$ 3.77
Kanabec County Sheriffs Office (Child Support Professional Services)	\$ 54.51
Kanabec Publications (Envelopes)	\$ 250.00
Patricia Kruse (Admin Travel)	\$ 26.91
Kari Lindstrom (Child Protection Travel)	\$ 538.20
Danielle Linkert (DD Travel)	\$ 24.57
Ashlee Lovaas (DD Travel)	\$ 46.22
Abby Malecha (Mental Health Travel)	\$ 106.47
Alissa McDermeit (Mental Health Travel)	\$ 235.76
Minn Dept of Health (Child Support Professional Services)	\$ 80.00
Kelly Mitchell (DD Travel)	\$ 40.37
MN Counties Inergovernmental Trust (IM Staff Development)	\$ 110.00
MSSA (SS Staff Development)	\$ 216.25
P-D's Embroidery (Licensing & Resource Development)	\$ 320.00
Premier Biotech Labs Inc (Urine Tests)	\$ 120.90
Procentive LLC	\$ 349.00
Ruttger's Bay Lake Lodge (MACSSA Conference Chuck Hurd/Staff Development)	\$ 120.00
Seven Co. Process Servers LLC (Child Support Professional Services)	\$ 75.00
Timber Trails (MA Medical Mileage)	\$ 3,960.35
Sharon Wright (Child Protection Mileage)	\$ 68.45
<b>TOTAL IFS DOLLARS</b>	<b>\$ 35,545.21</b>
36 Total IFS Vendors	
<b>TOTAL SSIS DOLLARS</b>	<b>\$ 87,083.47</b>
15 Total SSIS Vendors	
<b>Total</b>	<b>\$ 122,628.68</b>
<b>Cost Effective Health Insuarnce &amp; Medicare Part B Reimbursements</b>	<b>\$ 13,999.30</b>
52 Ins. Reimb.Vendors	
<b>MA Medical Mileage</b>	<b>\$ 2,155.66</b>
8 Med Mileage Vendors	
<b>Grand Total</b>	<b>\$ 138,783.64</b>
0 Total Vendors	

# 9:30am Appointment

May 17, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> South Country Health Alliance Annual Update	<b>b. Origination:</b> SCHA
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Leota Lind, Executive Director & Scott Schufman, SFO

**e. Board action requested:**

Information only

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**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



# MEMBER COUNTY BOARD 2022 REPORT

Leota Lind, CEO  
Scott Schufman, CFO





# 2021 Year-End Audit

CliftonLarsonAllen (CLA) completed their financial audit of South Country for 2021:

- 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.



# 2021 Results

South Country finished 2021 at a net income of \$3.9M versus budget of \$1.2M and compared to net income of \$2.4M in 2020.

Highlights included:

- Favorable revenue due to membership above budget and increased capitation on a per member per month (PMPM) basis for PMAP (Medical assistance) population.
- Medical claims costs year-over-year on a PMPM basis for Medicaid lines including MSC+, SingleCare (SNBC) and SharedCare (SNBC).
- Loss ratio of 90.5% versus prior year of 89.5%.
- Administrative expense to revenue ratio of 7.9% versus a budget of 8.3% and compared to 9.3% in 2020.
- Risk-Based Capital ratio remained at 300.0%.
  - Risk Corridor contract language in place in 2020 and 2021 - 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%.

# Financial Results

Statement of Net  
Income (for twelve  
months ending  
December 31, 2021)

	December 2021 Actual	December 2021 Budget	Favorable/ (Unfavorable)	December 2020 Actual	Favorable/ (Unfavorable)
<b>TOTAL REVENUES*</b>	<b>\$ 245,647,193</b>	\$ 243,838,435	\$ 1,808,758	\$ 211,438,045	\$ 34,209,149
<b>TOTAL PROGRAM EXPENSES</b>	<b>222,196,915</b>	222,185,854	(11,061)	189,148,016	(33,048,899)
<b>LOSS RATIO</b>	<b>90.5%</b>	91.1%	0.6%	89.5%	(1.0%)
<u>ADMINISTRATIVE EXPENSES</u>					
EMPLOYEE RELATED	7,758,597	7,730,674	(27,923)	7,523,656	(234,941)
OTHER ADMIN EXPENSES	5,917,444	6,899,921	982,477	7,528,458	1,611,014
TPA FEES	5,479,717	5,537,710	57,993	4,958,390	(521,327)
CLAIMS ADJUSTMENT EXPENSES	136,126	0	(136,126)	(258,027)	(394,153)
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>19,291,882</b>	20,168,305	876,423	19,752,477	460,595
OPERATING INCOME	4,158,396	1,484,276	2,674,120	2,537,552	1,620,845
INTEREST EXPENSE	(294,527)	(309,276)	14,749	(374,269)	79,742
INVESTMENT INCOME	6,899	25,000	(18,101)	223,499	(216,599)
<b>NET INCOME (LOSS)</b>	<b>\$ 3,870,769</b>	\$ 1,200,000	\$ 2,670,769	\$ 2,386,781	\$ 1,483,987
MEMBER MONTHS	361,321	358,959	2,362	318,797	42,524
Admin Expense PMPM	\$ 53.39	\$ 56.19	\$ 2.80	\$ 61.96	\$ 8.57
<b>Admin Expense Ratio to Revenue</b>	<b>7.9%</b>	8.3%	0.4%	9.3%	1.4%
TPA Fees PMPM	\$ 15.17	\$ 15.43	\$ 0.26	\$ 15.55	\$ 0.38

\* Revenue shown is net of Risk Corridor due to the State of \$1,904,108 and \$5,090,281 for 2021 and 2020, respectively.





# 2022 Budget

South Country's 2022 budget calls for net income of \$3.8M.

Key assumptions included:

- Membership up 6%: 378,000 total member months; 31,500 monthly average.
- Revenue on PMPM basis up due to relatively moderate increases in capitation 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 91.3% versus prior year of 90.5%.
- Decrease in administrative costs of (0.7%) overall versus 2021 primarily due to decrease in business related expenses.
- Administrative expense to revenue ratio of 7.3% versus prior year of 7.9%.



# 2022 Budget

	BUDGET 2022	FINAL 2021	CHANGE
Member Months	378,880	361,321	4.6%
Revenue	\$ 277,106,526	\$ 245,647,193	11.4%
Claims	252,947,986	222,196,915	12.2%
Net Margin	24,158,540	23,450,278	2.9%
Admin Expenses	20,339,540	19,586,409	3.7%
Operating Income	3,819,000	3,863,869	-1.2%
Investment Income	6,000	6,899	-15.0%
Net Income	\$ 3,825,000	\$ 3,870,769	-1.2%
Loss Ratio	91.3%	90.5%	0.8%
Admin/Rev Ratio	7.3%	7.9%	-0.6%
Risk Corridor Payment to State	\$ -	\$ (1,904,108)	



# 10:00am Appointment

May 17, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> County Board of Appeals & Equalization Education	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 10-15 minutes	<b>d. Presenter(s):</b> Tina Von Eschen, County Assessor

**e. Board action requested:**

The Board of Commissioners requested a brief educational refresher course on the County Board of Appeals and Equalization materials, process and responsibilities.

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**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Annual County Assessor Update

June 16, 2022

The Kanabec County Assessor's office has completed the 2022 countywide reassessment. We currently have 12,264 real estate parcels in Kanabec County, of which 576 are tax exempt.

## **Sales – October 1 – September 30**

2017 Sales period – 254 Sales

Res/SRR	189
Ag/RVL	30
Com/Ind	4

2018 Sales period – 312 Sales

Res/SRR	210
Ag/RVL	41
Com/Ind	5

2019 Sales period – 334 Sales

Res/SRR	210
Ag/RVL	42
Com/Ind	7

2020 Sales period – 459 Sales

Res/SRR	208
Ag/RVL	37
Com/Ind	6

2021 Sales period - 545 Sales

Res/SRR	241
Ag/RVL	55
Com/Ind	5

Reviewing above you will see the total qualified sales for the last few years do not equal the total sales broken down into Res/SRR, Ag/RVL, or Com/Ind categories. For the 2021 sales period there were in fact 545 qualified sales BUT some sales are not used in the ratio study. These sales are typically Ag/RVL properties that are either vacant or improved but are less than 34.5 acres in size. Other sales not utilized in the study include residential, seasonal, apartment, commercial, and industrial bare land lot sales.

The above numbers DO NOT include foreclosure related sales. While the Department of Revenue does not use foreclosure sales to determine market value (they are considered to be unqualified sales), a large number of foreclosures or “short” sales do impact the market. This impact may be reflected in the selling prices of other homes in the area. Only “arms-length” sales are used by assessors in analyzing market value trends. Bank sales have remained steady and do not appear to be affecting area values.

The 2017 sales period had 33 bank sales

The 2018 sales period had 33 bank sales

The 2019 sales period had 30 bank sales

The 2020 sales period had 19 bank sales

The 2021 sales period had 21 bank sales



**Total sales processed (qualified and rejected)**

<u>Study Year</u>	<u>Sales</u>
2017	500
2018	607
2019	544
2020	536
2021	643

Sales submitted to date for the 2022 sales period: 293

**Ratios**

<u>Class</u>	<u>#Sales</u>	<u>Preliminary Ratio</u>	<u>Final Ratio</u>
RES/SRR	241	72.54%	91.25%
AG/RVL	55	68.95%	91.96%
COMM/IND	5	113.85%	118.25%
APT	3	85.75%	95.78%

**Asmt Year                      New Construction Amount**

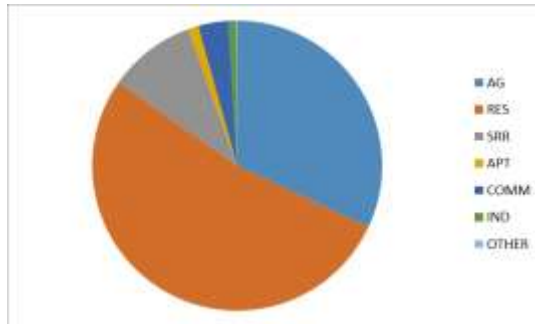
2018	\$ 12,685,800
2019	\$ 11,930,500
2020	\$ 12,675,100
2021	\$ 13,564,900
2022	\$ 18,821,800

**Asmt Year                      Total County Wide EMV**

2018	\$ 1,446,742,900
2019	\$ 1,521,513,900
2020	\$ 1,570,573,700 = 3.22% increase over 2019
2021	\$ 1,671,887,500 = 6.45% increase over 2020
2022	\$ 2,125,261,700 = 27.11% increase over 2021

<u>Class</u>	<u>Total County EMV</u>
Agricultural	\$693,979,350
Res	\$1,107,767,050
SRR	\$204,869,600
Apt	\$24,702,000
Comm	\$73,584,000
Ind	\$18,319,200
Other	\$2,040,500
<b>Total</b>	<b>\$2,125,261,700</b>

**TOTAL**



**COUNTY EMV**

### **Office Data**

The office currently has three Appraisers, an Assistant Assessor, a Property Tax Specialist, we just recently made a job offer to replace the part-time Clerk II (Kathy has transitioned to the A/T Office permanently as of 4/1/22), and the County Assessor.

A total of 1,790 Real Estate parcels were inspected for the 2022 assessment year, an increase of 398 of the 1,392 done for the 2021 assessment year. The 1,790 reviewed remains below the quintile level of 2,453 that should be done annually. As has been the case over the past several years staffing levels affected our counts greatly. We lost one appraiser the beginning of October, another January 1, and there was also some extended illnesses that also affected inspection counts.

For the 2023 assessment we have planned an aggressive parcel count for each appraiser to review. We also plan to be going live with MCIS CAMA in July.

# 10:15am Appointment

May 17, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Ann River/Fish Lake Erosion Control Project	<b>b. Origination:</b> Jon Sanford, KCSWD Board Supervisor
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Jon Sanford, KCSWD Board Supervisor

**e. Board action requested:**

The Kanabec County Soil & Water Conservation District is requesting reconsideration by the Board of Commissioners for funding this project.

**f. Background:**

The attached is the total cost estimate from 2020 with the engineering write up describing technical recommendations.

As this is dated, we would estimate the total project around \$120,000 currently. Some of the added cost now accounts for mobilization using either a barge or taking down the DOT guard rail with traffic control as this site is difficult to access and work in. It also includes funds for hard scaping / pavers to allow for continued fishing foot traffic. We have received a total of \$10,550 towards this project from the Pokegama Lake Assn. and the Fish Lake Improvement Assn. If I had to estimate the counties needed contribution currently I'd say \$5,000 but this may change.

We may be looking at having grant funds available next year or in 2024 for project implementation.

Proceeding in project development the site will need a new survey and a revised cost estimate as a design is being developed. More will be known as the project is developed and designed. Much is needed for project development as many agencies will need to be consulted.

Thank You  
Deanna Pomije, District Manager  
[Deanna@KanabecSWCD.org](mailto:Deanna@KanabecSWCD.org)  
2008 Mahogany St. Ste. 3  
Mora MN 55051  
[www.KanabecSWCD.org](http://www.KanabecSWCD.org)  
(320) 679-1391 office



Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



Area III SWCD Technical Service Area

215 North 1st Avenue East, Room 301, Duluth MN 55802

PH: 218-723-4865

<https://www.facebook.com/mntsa3/>

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To: Nick Smetana, District Technician, Kanabec SWCD

From: Matias Valero, P.E. Conservation Engineer, TSA3

Date: February 25, 2020

RE: Ann River – Fish Lake Bank Restoration, 1789 MN 65, Mora, MN 55051

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This memo describes observations and recommendations after the TSA/SWCD/DNR site visit on September 20, 2019. SWCD goals are to reduce erosion and restore both upland and fisheries habitat through bank stabilization and vegetative restoration.

**Observations:**

- Approximately 220 lineal feet west of MN 65 of erosion on Kanabec County property, primarily composed of a sandy slumping bank. At its widest point, top of bank is 25' from edge of water, with 6'-9' vertical. A portion of the project will be within the MNDOT right of way (75' from centerline of MN 65).
- The Ann River crossing of MN 65 is constricting flows coming from Fish Lake, which is leading to increased shear stress along the bank and an eddying effect during high flows, in turn contributing further bank scour.
- Heavy foot traffic along the bank from fishing activity is reducing vegetative cover and leaving soils exposed to surface erosion and bank scour.
- Approximately 87 square mile watershed with a bankfull width of approximately 50 feet.

**Technical Recommendations:**

- Install a bankfull bench (floodplain bench) with intensive dual-layer erosion control blanket, seeded with a native riparian mix and planted with trees and shrubs. This bench area could contain pockets of less dense vegetation to meet the fishing needs of visitors to the site.
- Install approximately 225 lineal feet of toe wood, to provide resilient bank armor that resists the erosive forces of the river at the toe of the slope. The wood would also provide excellent fish cover and habitat, while not being an eyesore to the heavy traffic along MN 65. This bank protection would run from the rip rapped area below the MN 65 bridge west to the better vegetated banks near the County property line.
- Upgradient from the river and bank the existing slope would be planted with shrubs and trees, as well as potentially graded back at a more gentle slope where the bank erosion hazard is more extreme.

This work carries a preliminary design cost estimate of approximately \$80,522. This is subject to change after the completion of a full design. If the work is approved and funded, the project could be designed and permitted in 2020 with construction within the permitted DNR exclusion windows of 2021.

ANN RIVER - FISH LAKE BANK RESTORATION COST ESTIMATE						
ITEM	MnDOT Spec	UNIT PRICE		QUANTITIES		TOTAL
MOBILIZATION	2021	\$6,365.38		1	ls	\$6,365.38
FLOTATION SILT CURTAIN	2573	\$5.00	ln ft	275	ln ft	\$1,375.00
CLEARING & GRUBBING, TREE REMOVAL	2101	\$500.00	/	1	ls	\$500.00
SALVAGE, STOCKPILE AND SPREAD TOPSOIL	2101	\$1,500.00		1	ls	\$1,500.00
EXCAVATION - FILL	2105	\$20.00	/ cu yd	250	cu yd	\$5,000.00
EXCAVATION- CUT	2105	\$10.00	/ cu yd	260	cu yd	\$2,600.00
TOE WOOD BENCH INSTALLATION-COMPLETE: INCLUDING LIVE STAKES, 700 GRAM COIR BIO- NET (ROLANKA BIOD MAT, GEOCOIR 700, OR APPROVED EQUIVALENT), LINED WITH 3N2S BACKER BLANKET,, REQUIRED SEED, ETC		\$160.00	/ ln ft	225	ln ft	\$36,000.00
SEEDING- ZONE 1 & 2- NATIVE SEED MIX 34-361 WITH COVER CROP , OR CUSTOM SEED MIX APPROVED BY KANABEC SWCD	KANABEC SWCD PLANT LISTS, 2014 SEED MANUAL	\$300	/ lbs	7	lbs	\$2,100.00
SEEDING- ZONE 3 -NATIVE SEED MIX 36-711 , WITH COVER CROP OR CUSTOM SEED MIX APPROVED BY KANABEC SWCD		\$300	lbs	8	lbs	\$2,400.00
EROSION CONTROL BLANKET: MNDOT CATEGORY 4N2S WITH NATURAL NETTING AND STITCHING, BIODEGRADABLE STAKING- ACCORDING TO MANUFACTURERS' SPECS (ZONE 2)	2575, 3885	\$7	/ sq yd	250	sq yd	\$1,750.00
MNDOT CATEGORY 3N2S EROSION CONTROL BLANKET, WITH NATURAL NETTING AND STITCHING, BIODEGRADABLE STAKING- ACCORDING TO MANUFACTURERS' SPECS (ZONE 3)	2575, 3886	\$5	/ sq yd	200	sq yd	\$1,000.00
NATIVE PLANT PLUGS	KANABEC SWCD SEEDING AND PLANTING PLAN DOCUMENT, 2014 SEED MANUAL	\$3.75	/ each	565	each	\$2,118.75
LIVE STAKES (ZONE 1)		\$7.00	each	50	each	\$350.00
NATIVE POTTED SHRUBS (12" MINIMUM HEIGHT) AND TREES ( 2' MINIMUM HEIGHT )		\$17	/ each	380	each	\$6,460.00
SEED WITH SEED MIX 25-131 AND MULCH WITH ANKOR-DISKED, WEED FREE STRAW- ACCESS AND ALL DISTURBED AREAS	2572, 2575, 3876, 3882	\$500.00		1	ls	\$500.00
			COST MINUS CONTINGENCIES			\$70,019
		CONTINGENCIES:	15%			\$10,503
			TOTAL COST ESTIMATE:			\$80,522





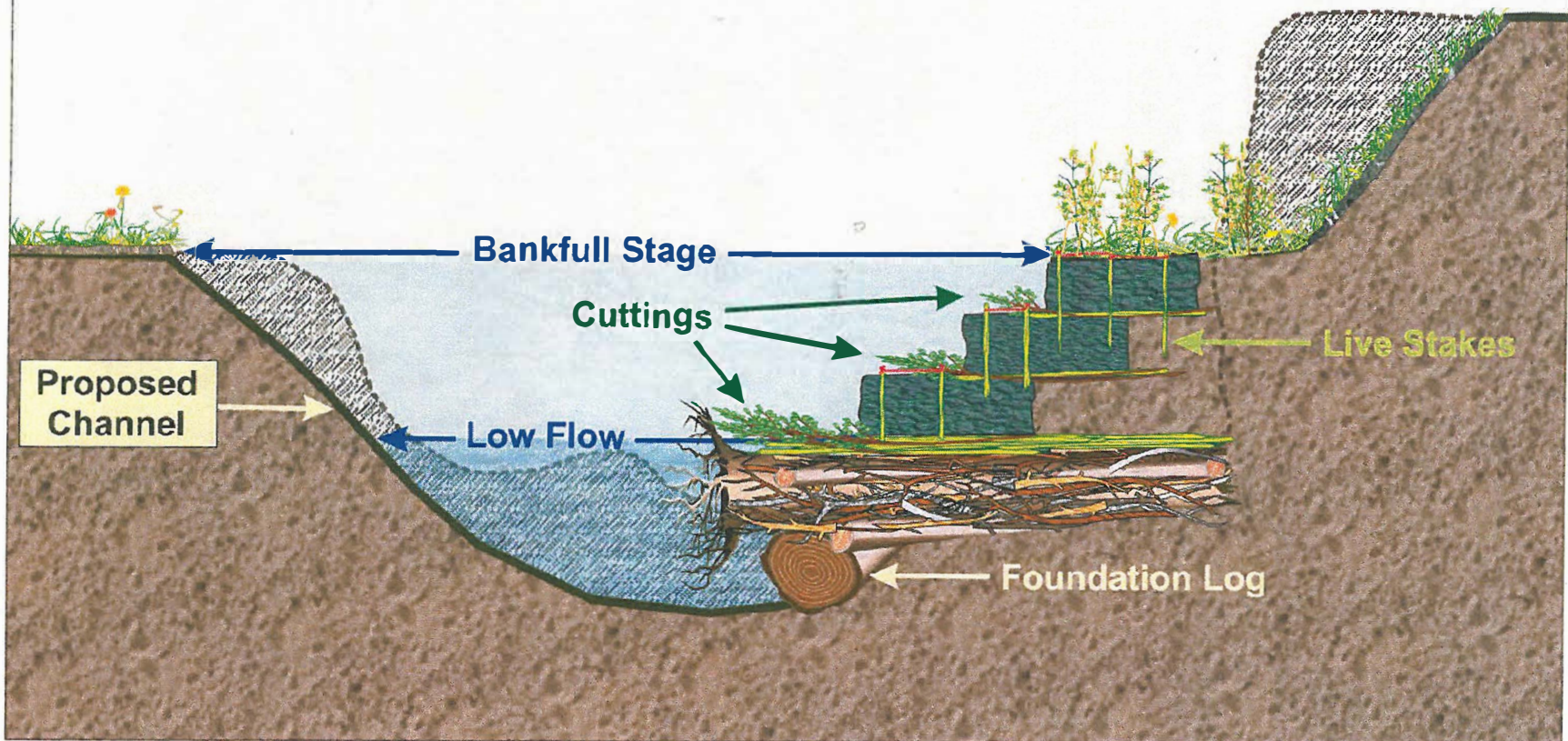
*Above: Bank erosion along the Ann River – Fish Lake Shoreline looking east along the eroding bank towards MN 65.*



*Above: Opposite view (west) from the same location, showing slumping banks and sandy soils.*



## Sod Mats with Live Staking Option





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**May 17, 2022**  
**10:45am Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

- |                                    |                          |
|------------------------------------|--------------------------|
| 1. Sign Inventory                  | Resolution #1 (05-17-22) |
| 2. Old Jail                        |                          |
| 3. Schedule Public Works Committee |                          |

---

**Resolution #2 (5-17-22)**  
**Sign Inventory Quotes**

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

Newman Signs.....	\$17,906.14
MR Signs.....	\$18,925.60

BE IT RESOLVED to accept the low quote of \$17,906.14 submitted by Newman Signs.

# 10:55am Appointment

May 17, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Tax Forfeit Land Sales (Currently Unsold Parcels)	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 10-15 minutes	<b>d. Presenter(s):</b> Tim Jacobs, Property & Tax

**e. Board action requested:**

### Resolution #\_\_ - 5/17/22

**WHEREAS**, the Kanabec County Auditor Treasurer's Office conducted a sale of tax forfeited properties in the fall of 2021; and

**WHEREAS**, several parcels remain unsold at this time; and

**WHEREAS**, the Kanabec County Board of Commissioners believes it is in the best interest of the County for these parcels is to go back on the tax rolls;

**THEREFORE BE IT RESOLVED** that the Auditor Treasurer's Office is hereby directed to initiate the process to sell the remaining parcels.

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**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## Kanabec County Tax Forfeit Land - 2022

*Remainder of unsold parcels available for over the counter purchase*

Tract	Township/City	PID	Section	Abbreviated Legal Description/Address (if applicable)	Approx Acres	SA after Forfeiture	Minimum Bid
1	Arthur Twp	02.04900.00	24	Spring Brook Estates, Lot 20 Block 3 xxxx Brook View Dr S, Mora, MN 55051	1.00		\$ 15,000.00
3	Ford Twp	05.00340.00	8	NE1/4 of NW1/4 of NW1/4 & N1/2 of SE1/4 of NW1/4 of NW1/4 3797 Hwy 65, Isle, MN 56342	15.00		\$ 53,100.00
5	Haybrook Twp	07.00105.20	4	NE1/4 of SW1/4 (landlocked)	40.00		\$ 21,000.00
6	Haybrook Twp	07.00130.00	4	N1/4 of NW1/4 of SW1/4 (landlocked)	10.00		\$ 7,000.00
13	Peace Twp	12.02285.00	6	Plan of Warman, Lot 6, Block 3 ex hwy r/w xxxx Hwy 65, Mora, MN 55051	0.16		\$ 1,900.00
16	Southfork Twp	14.01365.10	31	NW1/4 of NE1/4 of NW1/4, subj to hwy easement 1027 110 Ave, Milaca, MN 56353	10.00		\$ 29,700.00
18	Whited Twp	15.01250.20	25	N1/2 of N1/2 of NE1/4 of SE1/4 lying S of RR r/w xxxx Sherwood St, Brook Park, MN 55007	9.93		\$ 22,200.00
21	City of Ogilvie	23.00350.00	35	Ogilvie Plat, Lot 1, Block 2 209 Hill Ave N, Ogilvie, MN 56358	0.16	\$ 39,253.43	\$ 40,000.00

**Kanabec County Auditor/Treasurer**

**18 N Vine St, Suite 261A**

**Mora, MN 55051**

**(320)679-6430**

[Kanabec County Website: www.kanabeccounty.org](http://www.kanabeccounty.org)

Payment in full is required at the time of sale by cash or check only

Fees & Costs in addition to the bid amount:

- \* 3% surcharge for the state assurance account
- \* \$25.00 State Deed Fee
- \* State Deed Tax of .33% of sale price (\$1.65 minimum)
- \* Recording Fee of \$46.00 for Abstract property, may be additional cost for Torrens property
- \* Well Certificate of \$50.00 if applicable



# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**May 3, 2022**

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, May 3, 2022 pursuant to adjournment with the following Board Members present on-site: Les Nielsen, Rick Mattson, Dennis McNally, and Craig Smith. Absent: None. Staff present on-site: County Coordinator Kris McNally, County Attorney Barbara McFadden and Recording Secretary Kelsey Schiferli.

The meeting was held in the County Board Room and via WebEx for anyone wishing to participate remotely.

The Chairperson called the meeting to order and led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the agenda with the following changes: Add Soil and Water Representative Kim Johnson to speak during Agenda Item #7 Participation in the One Watershed One Plans.

Action #2 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the Regular Board Minutes of April 19, 2022 as presented.

Action #3 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to recess the meeting at 9:02am to a time immediately following the Community Health Board.

Action #CH4 – The Kanabec County Community Health Board met at 9:02am on Tuesday, May 3, 2022 pursuant to adjournment with the following Board Members Present: Les Nielsen, Rick Mattson, Dennis McNally, and Craig Smith. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Action #CH5 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the Community Health Board Agenda as presented.

Community Health Director Kathy Burski gave the Director's Report.

Action #CH6 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #CH6– 5/3/22**

#### Central Minnesota Council on Aging Grant Resolution

**WHEREAS**, Kanabec County Community Health has been a recipient of Title III grant funding from the Central Minnesota Council on Aging for the Public Health Nurse Clinic; and

**WHEREAS**, Kanabec County Community Health is in possession of the Request For Proposal for Central Minnesota Council on Aging for the continuation of the Title III grant, and

**WHEREAS**, the Community Health Director recommends applying for the continuation grant for seniors being served through these programs.

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Community Health Director to apply for the continuation grant for the Title III funds from Central Minnesota Council on Aging and to accept the grant and sign the Agreement if it is awarded.

Action #CH7 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #CH7 – 5/3/2022**

#### Evidence-Based Home Visiting RFP Resolution

**WHEREAS**, MN Department of Health has released an RFP for family health home visiting (FHV) programs utilizing both state and federal funding through a competitive process, and

**WHEREAS**, the RFP is for a five year period commencing 1/1/2023 through 12/31/2027; applicants will submit a budget proposal for the first 12-month budget period and funding for each subsequent year will require submission and approval of updated work plans, target caseloads and budgets, and there is no match required, and

**WHEREAS**, funding will be provided to sustain capacity and provide stability in local Family Home Visiting programs; and

**WHEREAS**, estimated funding to be requested is between \$250,000 and \$300,000.

**THEREFORE** the Kanabec County Community Health Director is requesting approval to apply for the Evidence Based Home Visiting RFP, and accept said funding if approved.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director to apply for the Evidence Based Family Home Visiting RFP and accept said funding if approved.

Action #CH8 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #CH8 – 5/3/22**

#### Statewide Health Improvement Program (SHIP) grant Resolution

**WHEREAS**, the next round of the Statewide Health Improvement Plan (SHIP) grant applications (Nov. 1, 2023 – Oct. 31, 2026) will be released in June and will be due in August, and

**WHEREAS**, Kanabec County Community Health has been the acting fiscal agent for the grant with bordering counties of Isanti, Mille Lacs and Pine County and is willing and able to continue to manage in that role, and

**WHEREAS**, Isanti, Mille Lacs and Pine counties have qualified staff who are able to provide these services.

**THEREFORE**, the Kanabec County Community Health Administrator requests approval to apply for the SHIP grant from the Minnesota Department of Health (MDH) and to accept funding and sign the contract with MDH once said grant is approved by the State of Minnesota and also to sign contracts with Isanti, Mille Lacs and Pine counties for the purpose of providing staffing to implement the chosen strategies and carrying out the work plans, assisting with evaluation of the strategies, data reporting, and other duties as needed.

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves the Kanabec County Community Health Administrator to apply for, accept if approved, and sign a contract with the Minnesota Department of Health for continuation of SHIP funding, and to sign agreements with Isanti, Mille Lacs and Pine counties to implement the

chosen strategies and carry out the work plans, evaluation of strategies, data reporting and other duties as required by the SHIP grant.

Action #CH9 – Dennis McNally introduced the following resolution and moved its adoption:

## **Resolution #CH9 – 5/3/22**

### **Sliding Fee Schedule Resolution**

**WHEREAS**, fees for services need to be established for various Public Health services and their respective sliding fee schedules, and

**WHEREAS**, the Community Health Administrator recommends the following charges for the Home Care Program:

Social Worker Visit	\$200.00
Skilled Nurse Visit	\$195.00
Physical, Occupational and Speech Therapy visit	\$195.00
Home Health Aide	\$72.00 per hour
Homemaker	\$51.00 per hour

and,

**WHEREAS**, the Kanabec County Community Health Director recommends a charge of \$200.00 as the base rate for the Public Health Nurse Home Visit and a charge of \$100.00 for the Public Health Nurse Clinic visit, and

**WHEREAS**, the Kanabec County Community Health Director has based the recommended changes to the schedules on the cost of providing Home Care and Public Health Nurse Clinic services as determined by cost audit.

**THEREFORE BE IT RESOLVED** to approve the recommended charges for Kanabec Community Health and adopt the sliding fee schedules as presented effective June 1, 2022.

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

**IN FAVOR THEREOF:** Les Nielsen, Rick Mattson, Dennis McNally

**OPPOSED:** Craig Smith

**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

Action #CH10 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

### **Resolution #CH10 – 5/3/22**

#### **TTPT Van Replacement Request Resolution**

**WHEREAS**, Timber Trails Public Transit has \$100,000 in assigned funds for vehicle replacement, and

**WHEREAS**, the 2009 Caravan which is used to provide Medical Assistance rides when TTPT staff provide these rides, currently has approximately 250,000 miles on it and is showing its age both physically, mechanically and becoming unreliable, and

**WHEREAS**, it has been determined that it is time to replace this vehicle, and the Operations Supervisor has communicated with numerous dealers and none are willing to quote or hold vehicles long enough for the agency to have a payment processed with inventory changing daily, and

**WHEREAS**, the Operations Supervisor has researched available used condition vehicles and found them to cost between \$25,000 and \$40,000 or up to \$55,000 for a new vehicle, and

**WHEREAS**, Timber Trails needs the ability to quickly act on purchasing a vehicle when an appropriate one is located.

**THEREFORE**, Timber Trails Public Transit is requesting approval of a budget of between \$25,000 and \$40,000 to purchase a replacement vehicle for the 2009 Caravan.

**NOW THEREFORE BE IT RESOLVED** the Kanabec County Community Health board approves Timber Trails request for a budget of between \$25,000 and \$55,000 to purchase a replacement vehicle for their pool and for the Treasurer's Office to issue a check when needed.

Action #CH11 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the payment of 70 claims totaling \$56,933.04 on Community Health Funds.

Action #CH12 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to adjourn Community Health Board at 9:24am and to meet again on Tuesday, June 7, 2022 at 9:05am.

The Board of Commissioners reconvened.

Action #13 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Dearborn National Life Insurance Co	846.01
E C Riders	8,671.07
East Central Energy	222.16
Health Partners	6,574.04
Intersection Lighting	1,208.58
Kanabec County Auditor - Treas	7,623.11
Kanabec County Auditor HRA	7,200.00
Kanabec County Auditor HRA	636.00
Life Insurance Company of North America	788.52
Minnesota Energy Resources Corp	12,378.54
MNPEIP	10,665.73
MNPEIP	149,809.57
Office of MN.IT Services	1,338.65
The Hartford Priority Accounts	6,203.99
VSP Insurance Co	507.56
<b>15 Claims Totaling:</b>	<b><u><u>\$214,673.53</u></u></b>

Action #14 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following claims on the funds indicated:

**Revenue Fund**

<u>Vendor</u>	<u>Amount</u>
Ace Hardware	176.29
Advanced Correctional Healthcare	303.94
Apex Software	2,975.00
Aspen Mills	739.12
Aspen Mills	119.90
Auto Value	92.92
Auto Value	559.85
Axon Enterprise Inc.	3,610.00

BCA/Business Shared Services	150.00
Curtis, Michael	462.15
East Central Solid Waste Commission	220.00
East Central Solid Waste Commission	73.06
Ernest, Jennifer	75.00
G & N Enterprises	603.50
Granite Electronics	407.84
Henry Schein	522.58
Hoefert, Robert	676.26
Jacobs, Tim	93.60
Kanabec County Agricultural Society	200.00
KCAT ACH VISA	21.00
MAAP	25.00
MACAI Shortcourse	250.00
Mahler & Associates Architecture	3,202.65
Manthie, Wendy	590.85
Mattson, Jean	93.72
MCCC Lockbox	4,550.00
McFadden, Barbara	89.04
McNally, Kris	63.18
Minnesota Counties Intergovernmental Trust	220.00
Mora Municipal Utilities	219.86
Office Depot	54.63
Office Depot	151.27
Office Depot	59.13
Office Depot	16.46
PD's Embroidery	45.00
Ratwik, Roszak & Maloney, PA	55.50
Reliance Telephone, Inc.	600.00
RELX Inc DBA LexisNexis	225.00
Salmela, Terry	86.70
Schiferli, Kelsey	75.00
Schmidt, Jane	75.00
SiteCal, Inc.	450.00
Snyder, Denise	101.79
Stellar Services	182.81
Streicher's	405.00
Summit Food Service Management	3,954.15

SWIFT	117.13
Terhaar, Cheryl	84.68
Van Alst, Lillian	475.61
<b>49 Claims Totaling:</b>	<b><u>\$ 28,601.17</u></b>

### **Road & Bridge**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Brockwhite	372.35
Capitalone Trade Credit	432.56
Dultmeier Sales	322.20
Federated Co-ops	29,807.38
Force America	816.45
It Savvy LLC	111.25
Kanabec County Coordinator	181.53
Kanabec County Highway Dept	56.12
MN Dept. of Public Safety	25.00
MPCA	728.26
Mora Utilities	1,184.73
M-R Sign	1,345.35
Mustang Signs & Graphics	760.00
Office Depot	176.71
Premier Outdoor Services	2,265.00
Rinke Noonan	290.00
Sharrow Lifting Products	133.52
Terpstra, Trent	61.43
Uline	619.00
Walk-N-Roll	526.09
<b>20 Claims Totaling:</b>	<b><u>\$40,214.93</u></b>

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

### **Resolution #15 - 5/3/22**

#### **Policy P-110 Updates**



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

**WHEREAS** Policy P-110 requires an annual update, and

**WHEREAS**, the County Attorney recommends the proposed updates in Policy P-110;

**THEREFORE BE IT RESOLVED** that the recommended updates to existing Policy P-110 are approved and effective immediately.

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

### **Resolution #16 - 5/3/22**

#### **Adoption of Policy for Ensuring the Security of Not Public Data**

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

**WHEREAS**, the County Attorney recommends the adoption of the Policy for Ensuring the Security of Not Public Data for continued compliance with applicable law and regulations and effective delivery of public services;

**THEREFORE, BE IT RESOLVED, Kanabec County** hereby adopts the Policy for Ensuring the Security of Not Public Data effective May 3, 2022.

Action #17 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #17a – 5/3/22**

#### **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	-
Quality Disposal	\$3,597.60
Arthur Township	\$500.00
Total	\$4,097.60

### **Resolution #17b – 5/3/22**

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

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

**BE IT RESOLVED** to approve the Application for Exempt Permit for the TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at Ogilvie Raceway 1539 MN-23, Ogilvie, MN 56358 on July 9, 2022.

### **Resolution #17c – 5/3/22**

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

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

**BE IT RESOLVED** to approve the Application for Exempt Permit for the TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at Ogilvie Community Center 203 Noric Ave, Ogilvie, MN 56358 on August 6, 2022.

### **Resolution #17d – 5/3/22**

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

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

**BE IT RESOLVED** to approve the Application for Exempt Permit for the TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at the Deanna Lilienthal Residence 2867 Rainbow St, Brook Park, MN 55007 on August 6, 2022.

County Coordinator Kris McNally led a discussion regarding a request to distribute Bibles.

Action #18 - It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to allow Mr. and Mrs. Dennis Morley to use space on county grounds to distribute Bibles at no cost to recipients. Distribution will occur once or twice a month for two to three hours each time. A small table will be set up outside. There will be no selling or promotion of a specific church/denomination, and different versions of the Bible will be available.

County Auditor/Treasurer Denise Snyder met with the Board to request approval the annual DNR Snowmobile Grant for EC Riders.

Action #19 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #19 - 5/3/22**

**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 2023 Maintenance and grooming Grant Agreement.”

County Coordinator Kris McNally led a discussion regarding proposed updates to Policy P-102.

Action #21 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

## **Resolution #21 - 5/3/22**

### **Policy P-102 Updates**

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

**WHEREAS** the Kanabec County Employment Policy (P-102) requires a content update; and

**WHEREAS** Policy P-102 was recommended for updates during the Merit System exit process; and

**WHEREAS**, the HR Specialist and County Coordinator/Personnel Director recommend the proposed updates in Policy P-102; and

**WHEREAS**, the recommended updates will bring the policy into compliance with Federal Merit System standards;

**THEREFORE BE IT RESOLVED** that the recommended updates to existing Policy P-102 are approved and effective immediately.

Deputy Auditor Property & Tax Tim Jacobs met with the Board to discuss an idea to facilitate more efficient and cost-effective clean-up of tax forfeited properties. Information only, no action was taken, but the Board did express consensus to continue discussion at future meetings on a process.

County Assessor Tina Von Eschen met with the Board to discuss the Kamin (Shopko) Tax Court Settlement Proposal.

Action #22 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following agreed settlement offer for Pay 2020 and Pay 2021. The settlement offer for Pay 2022 is approved contingent upon the petition dated 4/30/22 being dismissed. If the petition dated 4/30/22 is not dismissed, the Pay 2022 portion of the settlement agreement is not be approved.

Kamin Realty (Mora) – Settlement Proposal			
Tax Year	Original EMV	Proposed EMV	County Proposal
Pay 2020	\$1,098,300	\$925,000	\$1,040,000

Pay 2021	\$1,107,700	\$925,000	\$990,000
Pay 2022	\$1,144,900	\$925,000	\$940,000

**10:32am** – The Chairperson called for public comment. Those that responded included:

Kim Johnson	Comments regarding nuisance properties and the option of using the County Comprehensive Plan for guidance.
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**10:33am** – The Chairperson closed public comment.

Commissioner Mattson led a discussion regarding the proposed legislation in SF4019 and potential zoning implications.

Action #23 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve sending the proposed letter of opposition to planned unit development (PUD) provisions in SF4019 on behalf of the Kanabec County Board of Commissioners

**10:38am** – The Board took a five minute break.

**10:45am** – The Board reconvened.

Action #24 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to recess the meeting at 10:45am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 10:45am on Tuesday, May 3, 2022 pursuant to adjournment with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, and Craig Smith. Others present: Public Works Director/Ditch Inspector Chad Gramentz, Engineer Chris Otterness from Houston Engineering, Attorney Kurt Deter, County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

County Ditch Inspector Chad Gramentz presented the Drainage Authority Board Agenda.

Action #25 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the Drainage Authority Board Agenda as presented.

Action #26 – Carried unanimously to approve the February 8, 2022 Drainage Authority Board Minutes as presented.

County Ditch Inspector Chad Gramentz led a discussion regarding the scope of the project for the repair of County Ditch 2. Information regarding outlet records has shown that the portion of County Ditch 2 located south of the county line is a private ditch, not a judicial ditch. Discussion was held regarding potential repairs to the ditch south of the county line and the cost of repair would be allocated.

Action #27 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

### **Resolution #27 – 5/3/22**

**WHEREAS** a petition dated March 16, 2021 was received by the Ditch Inspector of Kanabec County requesting to repair County Ditch No. 2 pursuant to Minn. Stat. § 103E.715, subd. 2, and

**WHEREAS** the drainage authority met at 10:50am on September 21, 2021 in meeting rooms 3 & 4 in the basement of the Kanabec County Courthouse, accepted a petition for the repair of Kanabec County Ditch No. 2, and appointed Chris Otterness with Houston Engineering to prepare a Repair Report, and

**WHEREAS** the repair report ordered on September 21, 2021 for County Ditch No. 2 has been completed and submitted to the Board and Kanabec County Auditor, and

**WHEREAS** a public hearing before the Kanabec County Drainage Authority was held on February 8, 2022 at 6:30pm in the Kanabec County Jail Training Room, and

**WHEREAS** the drainage authority finds, consistent with the engineer's report, the public comments received at the public hearing on the engineer's report, and the entire record of proceedings, that Kanabec County Ditch No. 2 is out of repair; that the condition of Kanabec County Ditch No. 2 impedes the flow of water and reduces the hydraulic efficiency of the drainage system below that established by the original construction and/or subsequent improvement of the drainage system, and

**THEREFORE BE IT RESOLVED** that the Petition to repair Kanabec County Ditch No. 2 as identified in the January 12, 2022 repair report, and as discussed at the public hearing on February 8, 2022, is hereby granted, and

**BE IT FURTHER RESOLVED** to enter into a contract with Houston Engineering, as presented on May 3, 2022, for the preparation of construction documents and professional

engineering services for the repair of Kanabec County Ditch No. 2 consistent with the procedures required by Minn Stat. ch. 103E and under Minnesota law.

Action #28 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously for Houston Engineering to do a drone investigation of the portion of County Ditch located south of the county line, and to pursue an easement with the four petitioning landowners.

County Ditch Inspector Chad Gramentz led a discussion regarding the allocation of cost to replace culverts on county ditches that are located on abandoned railways. No petitions have been filed at this time, but several culverts have collapsed. Information only, no action was taken.

**12:08pm** – The Chairperson called for public comment three times. Those that responded included:

Kevin Belkholm	Keep moving forward.
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**12:08pm** – The Chairperson closed public comment.

Engineer Chris Otterness will put together a bid package for the repair of the portion of County Ditch 2 located in Kanabec County. Bids are expected to be in by July and construction is expected to begin in the fall of 2022.

**12:10pm** – The Chairperson adjourned the meeting. The Drainage Authority will meet again on a date yet to be determined.

Commissioner McNally led a discussion regarding participation in the regional One Watershed One Plans (Snake, Rum, and Kettle). Kanabec County Soil & Water Supervisor Kim Johnson also met with the Board to discuss participation in the One Watershed One Plans.

Action #29 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to withdraw from participation in the Rum River One Watershed One Plan effective per the withdrawal terms of the signed Memorandum of Agreement.

Action #30 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to not participate in the Kettle River & Upper St. Croix One Watershed One Plan.

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

Action #31 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

## **Resolution #31 – 5/3/22**

### **Final Payment**

**SAP 033-600-005, SAP 033-600-006**

**Pomroy Township SPRA Projects**

**WHEREAS** the projects, SAP 033-600-005 and SAP 033-600-006 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises, and

**THEREFORE BE IT RESOLVED** that we do hereby accept said project for and on behalf of the County of Kanabec and authorize final payment to Helmin Construction in the amount of \$22,667.48.

Public Works Director Chad Gramentz gave a department update. Information only, no action was taken.

Future Agenda: Tax forfeit property clean-up

Action #32 - It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to close the meeting at 12:32pm pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to labor negotiations strategy. Those present during the closed portion of the meeting include Commissioners Les Nielsen, Rick Mattson, Dennis McNally, and Craig Smith; as well as County Coordinator & Personnel Director Kris McNally.

Action #33 - It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to re-open the meeting at 12:47pm.

Action #34 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn the meeting at 12:49pm and to meet again in regular session on Tuesday, May 17, 2022 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>
CW Technology	1,496.40	Monthly Service	IS
Minnesota Department of Finance	6,342.50	State Fees & Surcharges	Recorder
Mora Municipal Utilities	11,920.73	Utilities	Various
Quadient Finance USA, Inc.	1,758.18	PSB Postage, Postage Machine Ink	Unallocated
Spire Credit Union	8,152.55	See Below	
Verizon Wireless Aircards	1,216.66	Aircards	Various
Verizon Wireless Cell Phones	3,838.64	Cellphones	Various
Card Services (Coborn's)	94.36	See Below	
Kwik Trip Inc	14,660.12	County Gas Credit Cards	Various
Midcontinent Communications	472.16	Utilities	Various
Quality Disposal	416.61	Solid Waste Disposal - PSB & Courthouse	Building Maintenance

**8 Claims Totaling: \$34,820.02**

Spire Credit Union	309.83	Imaging Spectrum/Passport Supp	Auditor
	193.26	PDF Software	Computer Expenses
	6.48	Amazon - BIC Highlighters	IS
	119.00	Amazon - Prime Membership	IS
	19.99	Amazon - Keyboard	IS
	175.00	Paypal - MN Fraud Inv Conf (BF)	Attorney
	150.00	MLS 2Q22 Service Fees	Assessor
	475.00	Appraisal Inst - Procedures Conf	Assessor
	475.00	Appraisal Inst - Procedures Conf	Assessor
	470.00	MAAO - Assessor Course	Assessor
	470.00	MAAO - Assessor Course	Assessor

52.50	MN Assoc of Assessors - Dues	Assessor
250.00	MN Assoc of Assessors - Seminar	Assessor
400.00	MN Assoc of Assess - Event Reg	Assessor
250.00	MN Assoc of Assessors - Seminar	Assessor
23.84	Amazon - Office Supplies	Veteran Services
48.18	Amazon - Office Supplies	Veteran Services
88.88	Amazon - Purple Heart	Veteran Services
355.00	Frog Furnishings - Parts for Bus	Transit
399.98	Amazon - Viewsonic Monitors (2)	Sheriff
91.72	Amazon - Fargo Ribbon	Sheriff
31.75	Amazon - PVC Cards	Sheriff
12.99	Amazon - Prime Membership	Sheriff
78.98	Axon - Taser Supplies	Sheriff
157.95	Axon - Taser Supplies	Sheriff
147.92	Amazon - Toner Cartridges	Jail
25.10	Amazon - Cleaning Supplies	Jail
49.40	Amazon - Jail Supplies	Jail
25.07	Amazon - Jail Supplies	Jail
31.79	Amazon - Jail Supplies	Jail
32.76	Amazon - Jail Supplies	Jail
460.26	Breezy Point - PS Conf - Schmitt	911 Emergency
365.00	Priority Disp - ProQa Course - KC	911 Emergency
568.27	Maddens on Gull Lake - Conf	Probation
166.44	Amazon - Brother Toner (3)	Extension
0.99	APPLE - Storage	Highway
29.99	Amazon - Headset Battery	Welfare
48.99	Amazon - Laptop Batterty	Welfare
11.99	Amazon - APC Powerstrip	Welfare
218.38	Big Sky Resort - MT Conf	Community Health
522.53	Expedia - Delta - Flight to MT Conf	Community Health
36.59	Amazon - Battery for Ottoscope	Community Health
139.48	Target - Program Supplies	Community Health
85.00	Under One Roof - AEMSA Training	Community Health
81.27	Walmart - Wellness Supplies	Employee Wellness

**45 Claims Totaling: \$8,152.55**

Card Services (Coborns)

7.88

32.58

53.90

**3 Claims Totaling: \$94.36**

Program Supplies - Generic Benadryl

Employee Wellness

Employee Wellness

Community Health

Employee Wellness

Employee Wellness

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 5/17/22

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	Department of Transportation, State of MN	4,198.17	2022 ARMER Motorola SUA II Plus Agreement
911 EMERGENCY TELEPHONE SYSTEM	IAEMD	55.00	EMD Recertification, EJ
911 EMERGENCY TELEPHONE SYSTEM	Michael Keller, Ph.D., L.P.	650.00	Psych Eval - New Employee
911 EMERGENCY TELEPHONE SYSTEM	Motorola Solutions	8,460.00	VESTA 911 Dark/Backup
		<b>13,363.17</b>	
ASSESSOR	American Solutions for Business	3,064.73	2023 Valuation Notice Mailing, Outsource Serv. Notice Forms (11,684)
ASSESSOR	Koenings, Katie	26.32	Mileage to MAAP Meeting in Becker
ASSESSOR	Marco	159.00	Standard Payment
ASSESSOR	Sunshine Printing	343.05	3000 Review Postcards, 1000 #10, 1000 #9 Envelopes
		<b>3,593.10</b>	
AUDITOR	American Solutions for Business	4,214.79	2022 Tax Stmt Mailing, Outsource Serv, Stmts/Envelopes (12,360)
AUDITOR	Kanabec County A/T	2,628.60	PR Fees Paycom 5/6, 4/8, 4/22
AUDITOR	Kanabec Publications	275.00	Window Envelopes 2500
AUDITOR	MACATFO	30.00	2022 Summer Conference, DS
AUDITOR	Minnesota Pollution Control Agency	37,898.64	Clean Water Partnership Septic Upgrade Loans
		<b>45,047.03</b>	
BUILDINGS MAINTENANCE	Adam's Pest Control, Inc.	125.00	Prevention Plus, PSB
BUILDINGS MAINTENANCE	FBG Service Corporation	7,372.00	April 2022 Cleaning

BUILDINGS MAINTENANCE	Granite City Jobbing Co	349.27	Toilet Paper, Garbage Bags, Cleaning Spray
BUILDINGS MAINTENANCE	Johnsons Hardware	14.16	Misc Builders Hardware
		<b>7,860.43</b>	
COUNTY ATTORNEY	Harvey, RandiAnn	34.00	Transcript - Bail Hearing
COUNTY ATTORNEY	Harvey, RandiAnn	110.50	Transcripts for Niesen Case
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	189.08	Lexis Nexis April Charges
		<b>333.58</b>	
COUNTY COORDINATOR	Christenson, Kim	131.04	Mileage to St Cloud MCHMRA Training 5/5/22 - 5/6/22
		<b>131.04</b>	
COUNTY CORONER	Ramsey County	1,617.00	Use of Autopsy Room/Toxicology Fees
COUNTY CORONER	River Valley Forensic Services, P.A.	1,500.00	Post Mortem Examinations (3)
		<b>3,117.00</b>	
COUNTY EXTENSION	Office Depot DBA: ODP Business Solutions LLC	152.00	Paper, Colored Paper, Cardstock
		<b>152.00</b>	
COURT ADMINISTRATOR	McKinnis & Doom PA	310.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	Michael K. Pepin Law Offices	2,099.50	Court Appt Attorney Fees
		<b>2,410.00</b>	
ECONOMIC DEVELOPMENT	Office Depot	74.78	Black Printer Toner
		<b>74.78</b>	
ELECTIONS	Election Systems & Software Inc	4,069.63	ERM Hardware Upgrade
ELECTIONS	Election Systems & Software Inc	(325.25)	Refund Maint Contract
ELECTIONS	Kanabec Publications	90.54	G2022 Filing Notice
ELECTIONS	Sea Change Print Innovations	854.20	SP 4.12.22 Ballots
		<b>4,689.12</b>	

ENVIRONMENTAL SERVICES	Environmental Systems Research Institute	<u>5,702.00</u> <b>5,702.00</b>	ESRI - ArcGIS Maintenance & License
HUMAN RESOURCES	American DataBank	75.90	Background Study for New Employees (2)
HUMAN RESOURCES	Kanabec County A/T	2,628.60	PR Fees Paycom 5/6, 4/8, 4/22
HUMAN RESOURCES	Kanabec Publications	<u>123.60</u> <b>2,828.10</b>	RN/PHN Job Ad
INFORMATION SYSTEMS	Marco	<u>3,216.80</u> <b>3,216.80</b>	Phone Lease
LAW LIBRARY	RELX Inc. DBA LexisNexis	<u>225.00</u> <b>225.00</b>	Law Library Invoice for April 2022
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,335.00	April 2022 Invoice for Contracted Beds at East Central Juvenile Center
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	88.00	REAM Grant, April 2022
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	165.00	Detention - Electronic Bracelet - April 2022
PROBATION & JUVENILE PLACEMENT	RS Eden	54.40	Drug Testing - Samples Sent to Lab
PROBATION & JUVENILE PLACEMENT	RS Eden	<u>114.82</u> <b>4,757.22</b>	Drug Testing - Samples Sent to Lab
PUBLIC TRANSPORTATION	Adam's Pest Control, Inc.	125.00	Prevention Rodents, Transit
PUBLIC TRANSPORTATION	Curtis, Michael	613.08	Volunteer Driver
PUBLIC TRANSPORTATION	Glen's Tire	79.76	Van Repairs
PUBLIC TRANSPORTATION	Hoefert, Robert	811.98	Volunteer Driver
PUBLIC TRANSPORTATION	Kanabec Publications	526.00	Advertising
PUBLIC TRANSPORTATION	Manthie, Wendy	1,061.19	Volunteer Driver
PUBLIC TRANSPORTATION	Marco	134.68	Printer Contracts
PUBLIC TRANSPORTATION	Nelson, Jerry	269.10	Volunteer Driver
PUBLIC TRANSPORTATION	Novus Glass	60.00	Bus #18 Windshield Repair

PUBLIC TRANSPORTATION	Quality Disposal Systems	26.34	April Service
PUBLIC TRANSPORTATION	Stenstrom Collision & Detail	200.00	Car Wash Tokens
PUBLIC TRANSPORTATION	Van Alst, Lillian	733.59	Volunteer Driver
		<b>4,640.72</b>	
SHERIFF	Aspen Mills	1,163.54	Initial Issue - Deputy Uniform
SHERIFF	Aspen Mills	165.53	Soft Shell Jacket - Deputy Uniform
SHERIFF	Aspen Mills	1,487.96	Initial Issue - Deputy Uniform
SHERIFF	AT&T Mobility	931.54	Monthly Service
SHERIFF	Crider, Grant	195.00	Reimbursement for EMR Recertification
SHERIFF	Glen's Tire	66.35	Oil Change
SHERIFF	Hohn's Auto Body & Glass	429.65	Squad Replace Side Mirror, Mount, Wiring
SHERIFF	Horizon Towing	200.00	Towing Services (2)
SHERIFF	Intoximeters, Inc.	125.00	Dry Gas
SHERIFF	Office Depot	75.19	Bubble Mail Wrap
SHERIFF	River Valley Forensic Services, P.A.	250.00	Contract Monthly Medical Examiner Service/March 2022
SHERIFF	Tinker & Larson Inc	1,104.20	Squad Oil Changes (8), Brakes (1)
SHERIFF	Welia Health	306.00	Pre-Employment Physical
		<b>6,499.96</b>	
SHERIFF - CITY OF MORA	AT&T Mobility	194.54	Monthly Service
SHERIFF - CITY OF MORA	Glen's Tire	952.15	Tires, Mount, Dismount, Balance. Oil Change. Mount Tire, Disposal.
SHERIFF - CITY OF MORA	Tinker & Larson Inc	764.20	Squad Oil Changes (2), Brakes & Rotors (1)
		<b>1,910.89</b>	
SHERIFF - JAIL/DISPATCH	Adam's Pest Control, Inc.	250.00	Prevention Plus, Jail
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	135.20	Nov 21 Pool/Cap Reconciliation
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	18,464.14	June 22 On Site Medical & MH Services
SHERIFF - JAIL/DISPATCH	Aspen Mills	625.65	Initial Issue - Dispatch Uniform
SHERIFF - JAIL/DISPATCH	Aspen Mills	103.51	Pants (2), Duty Shirt - Dispatch Uniform

SHERIFF - JAIL/DISPATCH	Daniels Sharpsmart, Inc.	231.04	Sharp Dispsal Service
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	672.00	April 2022 Cleaning
SHERIFF - JAIL/DISPATCH	Grainger	151.17	Defrost Timer
SHERIFF - JAIL/DISPATCH	Grainte City Jobbing Co	67.28	Jail Supplies Paper Towels
SHERIFF - JAIL/DISPATCH	Granite Electronics	99.00	Remote Speaker Mic
SHERIFF - JAIL/DISPATCH	Michael Keller, Ph.D., L.P.	1,300.00	Psych Eval - New Employees (2)
SHERIFF - JAIL/DISPATCH	Oslin Lumber	20.00	1 Box of Reading Glasses
SHERIFF - JAIL/DISPATCH	Stellar Services	157.03	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	102.30	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	120.76	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,952.05	Inmate Meals 4/16/22-4/22/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,903.92	Inmate Meals 4/30/22-5/6/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,983.00	Inmate Meals 4/23/22-4/29/22
		<b>34,338.05</b>	
STATE FISCAL RECOVERY ARP	Clifton Larson Allen LLP	150.00	American Rescue Plan (ARPA) Consultation - Professional Services through 2/25/22
STATE FISCAL RECOVERY ARP	HR Green Fiber and Broadband, Inc.	36,882.48	Services through 4/29/22 for Broadband Feasibility Study
		<b>37,032.48</b>	
UNALLOCATED	Clifton Larson Allen LLP	8,722.50	FY2021 Auditor Services
UNALLOCATED	Kanabec Publications	284.35	County Board Minutes 3/15, 4/5
		<b>9,006.85</b>	
<b>92 Claims Totaling:</b>		<b>\$ 190,929.32</b>	



# **Agenda Item #3b** **Regular Bills - Road & Bridge** **Bills to be approved: 5/17/22**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
Ace Hardware	75.66	Shop supplies
Aramark	406.78	Coveralls and janitorial supplies
Auto Value	3,839.62	Auto repair parts and shop supplies
Campbell, Gary	400.00	Beaver removal
Capitalone Trade Credit	148.22	Repair parts
Central McGowan	284.79	Welding supplies
Central Pension Fund	168.55	Training center use fee
Gopher State One-Call	10.80	Locates
Grainger	392.56	Repair parts
Granite City Jobbing	710.93	Paper products
IT Savvy	44.83	Car mount for iPad
Johnson Hardware	201.91	Rentals and shop supplies
Kanabec County Highway Dept	69.60	Petty Cash, Postage
Kanabec Publications	13.28	Drainage authority ad
Kwik Trip	141.61	Fuel and carwash
Little Falls Machine	475.00	Repair parts
Marco	312.38	Printer fee
MN Dept of Transportation	1,571.51	Pavement testing
MN Petroleum Marketers	460.00	Tank inspection
North Central International	5,884.34	Repair parts
Northern States Supply	248.00	Shop supplies
Owens Auto Parts	530.99	Repair parts
Quality Disposal	172.10	Garbage pickup
Vault Health	296.90	DOT drug screening
Wiacom	675.30	GPS
Widseth	12,898.75	Bridge engineering
Ziegler	460.41	Repair parts

**27 Claims Totaling: \$ 30,894.82**

# Agenda Item #4

May 17, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Creation of an Restricted- Assigned fund for Opioid Settlement Funds	<b>b. Origination:</b> Public Health & County Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

### Resolution #\_\_\_\_\_ – 5/17/22

Opioid Settlement – Restricted- Assigned Fund

**WHEREAS** Kanabec County is eligible to receive funds from the National Settlement Agreements- Minnesota Opioids State Subdivision MOA, and

**WHEREAS** creation of a restricted, assigned revenue fund is a requirement of said MOU; and

**WHEREAS** this fund is designated for receipt and expenditure of Opioid Settlement Funds; and

**WHEREAS** said MOU specifies no commingling of funds with any other money or funds of the local government; and

**WHEREAS** said MOU also allows for 10% of the settlement funds may be used for administration of the fund;

**THEREFORE BE IT RESOLVED** to approve the creation of the Opioid Settlement Fund as a restricted-assigned revenue fund for the receipt and expenditures of Opioid Settlement Funds;

**BE IT FURTHER RESOLVED** that 10% of these funds may be used toward the administration of the fund.

**f. Background:**

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

## Coordinators Comments:

Excerpt from the

### **MINNESOTA OPIOIDS STATE-SUBDIVISION MEMORANDUM OF AGREEMENT:**

#### **III. Special Revenue Fund**

A. Creation of special revenue fund. Every Participating Local Government receiving Opioid Settlement Funds through direct distribution shall create a separate special revenue fund, as described below, that is designated for the receipt and expenditure of Opioid Settlement Funds.

B. Procedures for special revenue fund. Funds in this special revenue fund shall not be commingled with any other money or funds of the Participating Local Government. The funds in the special revenue fund shall not be used for any loans or pledge of assets, unless the loan or pledge is for an Approved Use. Participating Local Governments may not assign to another entity their rights to receive payments of Opioid Settlement Funds or their responsibilities for funding decisions, except as provided in Section II.L.

C. Process for drawing from special revenue funds.

1. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.

2. The budget or resolution must (i) indicate that it is an authorization for expenditures of opioid settlement funds; (ii) state the specific strategy or strategies the county or city intends to fund, using the item letter and/or number in **Exhibit A** to identify each funded strategy, if applicable; and (iii) state the amount dedicated to each strategy for a stated period of time.

D. Local government grantmaking. Participating Local Governments may make contracts with or grants to a nonprofit, charity, or other entity with Opioid Settlement Funds.

E. Interest earned on special revenue fund. The funds in the special revenue fund may be invested, consistent with the investment limitations for local governments, and may be placed in an interest-bearing bank account. Any interest earned on the special revenue funds must be used in a way that is consistent with this MOA.

# Agenda Item #5

May 17, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Opioid Settlement Committee	<b>b. Origination:</b> Public Health & County Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Consider appointment of a Commissioner or designee to the internal Opioid Settlement Committee.

Current committee members are Sheriff Brian Smith, Family Services Director Chuck Hurd and Community Health Director Kathy Burski.

Public Health Department is Chief Strategist and input will be sought from townships, cities and various stakeholder groups from within the county.

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**f. Background:**

According to the Opioid Settlement Agreement:

- The Governing Body is the Kanabec County Board of Commissioners
  - The Governing Body decides how funds can be used and includes it in its budget or passes a separate resolution authorizing the dollar amount for specific purpose for specified period of time
    - Budget resolution must indicate authorization of expenditures of opioid settlement funds, state the specific strategy or strategies it intends to fund, using the item letter and/or number in Exhibit A to identify, and state the amount of funds dedicated to each strategy and for what period of time
    - Local government may make contracts with or grants to non-profits, charity, or other entities

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**