

Kanabec County Board of Commissioners

Regular Meeting Agenda

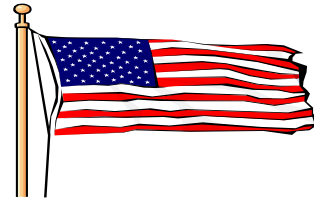
October 4, 2022

- 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) will 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: 2483 009 3084



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=mf87eb787c520831623404a9f5c36522b>

Meeting number: 2483 009 3084

Password: siEmxd4KM53 (74369345 from video systems)

To be held at: Kanabec County Courthouse
Boardroom #164
18 North Vine Street
Mora, MN 55051

Please use the Maple Ave Parking and 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.

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

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

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

9:05am Recess county board to a time immediately following the CHB.
Community Health Board

- 9:30am Kim Christenson, HR Specialist- 2023 Insurance Recommendations from Insurance Committee
- a. Health Insurance Renewal
 - b. Ancillary Insurance Renewal
 - c. Request to Add a Health Savings Account (H.S.A.) as a Voluntary Benefit

9:45am Craig Smith, Commissioner – Snake River 1W1P Language

9:55am Brian Smith, Sheriff- Request for Approval of 2023 TZD Enforcement Grant

10:00am Doug Host, Clifton Larson Allen LLP – Presentation of 2021 Audited Financial Statements

10:30am Public Comment

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

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10:45am Chuck Hurd, Family Services Director- Request for Approval of Contract for Out of State Placement

10:55am Erica Bliss, Kanabec County Veterans Services Officer- Request to Apply for a Grant in Partnership with the Veterans Memorial Project

11:00am Tim Jacobs, Deputy Tax – Tax Forfeit Land Sale

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. SCORE Claim
5. Future Agenda Items
6. Closed Session: Union Negotiation Strategy (This portion of the meeting may be closed pursuant to MN Statute 13D.03)
7. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, October 4, 2022
9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Presentation – Patti Miller – Health Promotion Coordinator – Mental Health/Regional Suicide Prevention/Substance Abuse Prevention page 2-11
4. Director’s Report page 12
 - Staffing – Case Manager R.N.; Home Health Aide; Regional Prevention Coordinator
 - Public Health AmeriCorps position
 - Opioid Settlement Funds Update
 - Coronavirus Information and Response Activities
5. Mayville State University for Clinical Experience
 - Action Requested
 - See attached Agreement and resolution page 13-19
6. Timber Trails Public Transit Language Assistant Plan
 - Action requested
 - See attached Plan and resolution page 20-62
7. Financial Reports
 - see attached
 - Trial Balance page 63-65
 - Aug 2022 Financial Report page 66
8. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 67-74
9. Other Business
10. Adjourn



Public Health
Prevent. Promote. Protect.

Kanabec County Community Health

Presentation created by:

Patti Miller
Health Promotion Coordinator

PUBLIC HEALTH: PREVENTION AND PROMOTION

Public health professionals try to prevent problems from happening or recurring through implementing educational programs, recommending policies, administering services and conducting research.

Often these strategies include identifying:

- **Protective factors** that contribute to well-being (mentoring, reducing access, programming)
- **Risk factors** that interfere with well-being (ease of access, lack of community activities/support, low parental support, low socio-economic status).
- Following those *assessments* we can begin to *build capacity* (resource, gathering data), *plan strategies*, *implement strategies* (education, policy) and then *evaluate the outcomes* in the community.



The Strategic Prevention Framework (SPF) shown above is another tool public health uses to more effectively address their substance abuse and related mental health problems.

LEVELS OF PREVENTION

Tertiary – Intervening on a disease process before there are significant consequences.

- *Example:* Recovery/Treatment from Substance use

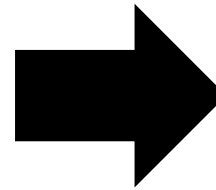
Secondary – Identifying negative consequences of behavior or risk before significant progression or harm.

- *Example:* Substance use in youth; increase the perception of harm of using substances.

Primary – Improving **protective factors** and decreasing **risk factors** before negative health effects occur.

- *Example:* Encouraging healthy relationships, healthy behaviors, positive choices; reducing access to substances; implementing programming in schools and community to increase connections





Kanabec County Community Coalition
Promoting Community Health through Prevention and Collaboration

Began as a Methamphetamine Task Force in 2002. Kanabec County Community Health SACK established in 2006 expanded the mission to include alcohol, tobacco and other drug use.

10 year Drug Free Community Grant Funding (Federal) 2009 - 2019

In 2021 the coalition changed its name to Better Together to promote substance use prevention, mental health/wellness, resiliency, and recovery.

Coalition meets on the first Friday of each month from 9am – 1030am at the Jail Training Room.

All are welcome to attend.



Community partners include:

- Kanabec County Sheriff's Office
- Welia Health
- Recovering Hope Treatment Center
- Mora Public Schools
- Ogilvie Public Schools
- Kanabec County Family Services
- City of Mora
- Kanabec County Probation Office
- Kanabec County Attorney
- Local community members

Coalition Work Includes:

- Prescription Drug Drop Box and bi-annual national drug take back day.
- Community Opioid Taskforce w/Welia Health
- Responsible Beverage Server Training – offered at no cost to all establishments and their employees two times annually.
- Opioid Education and Awareness Events
- Vaping Education Series for Community and Educators
- Stigma Prevention (Mental Health, Substance Use)
- Building Self Healing Communities & ACEs training
- Compliance Checks – Alcohol & Tobacco
- Mora Rocks the Park

CURRENT WORK AND OUTREACH



Reducing the stigma of mental health by offering resources (local, regional, national), understanding language, sharing messages of hope, healing and ways to support others.

Mora Rocks the Park (formerly Positivity in the Park) entered its 5th season. Kids Kingdom was added this year to utilize the new gaga ball pit, and expand our reach to increase community protective factors (relationship, connections). Each event generally brings in 20 -50 children and families. Partnerships with Welia, Recovering Hope, Kanabec County Sheriff's Office, City of Mora/Mora Area Fire Department helps community members and kids make positive connections to increase community protective factors. The coalition received a small grant to further bolster some of these events this year from Pokegama Lake Association Charitable Gambling fund.

National Drug Take Back Day

Prevent accidental poisoning, overdose, and abuse. Drop off any unused, unwanted, or expired medication.

DEA NATIONAL
TAKEBACK



Saturday, April 30
Drive Thru Drop Off | 10 am - 2 pm
Kanabec County Jail Parking Lot
100 North Vine | Mora

Too often, unused prescription drugs find their way into the wrong hands. This is an opportunity to clean out your medicine cabinet and turn in unused, expired and unwanted medications - safely and anonymously.

Sponsored by:



Over the past 10 years over 5000 lbs. of medication have been collected and discarded safely. The drive-thru drop off has proven to be effective.

The City of Mora and the Better Together Coalition of Kanabec County presents...

MORA ROCKS the parks!

LIBRARY PARK **L** or **KIDS KINGDOM** **K**

3:00 PM | ALL AGES WELCOME | FREE

JUNE 29 | POSITIVITY ROCKS **L**

Rock Painting and FREE ice cream treat

JULY 13 | BIKE SAFETY & BIKE WASH **L**

Learn about Bike Safety and Wash & Shine your Bike!

JULY 20 | GAGA BALL **K**

There is a new game & place to play it in town. Learn how to play Gaga Ball from the Mora Boy Scouts!

AUGUST 3 | COLORING CONTEST **K**

All ages welcome! Prizes for winners.
Enjoy snacks while you color your masterpiece.

AUGUST 10 | SCAVENGER HUNT **K**

Follow the clues to find all the hidden treasures.
Enjoy an ice cream treat too!

AUGUST 17 | MEET K-9 RIP **L**

Meet the newest 4-legged member of the Kanabec County Sheriff's Office, K-9 Rip!

AUGUST 24 | WATER WORKS **L**

Be prepared to get wet with the Mora Area Fire Department

Sponsored by:



Funded in part by a donation from Pokegama Lake Association

CURRENT WORK AND OUTREACH CONTINUED...



In many states where cannabis has been legalized for recreational use, counties and cities are given an Opt-In or Opt-Out clause that can be adopted. This framework helps maintain local control of the cannabis issue. **The new Minnesota law does not provide for such an option**, which makes edibles legal in every city and county throughout the state. *The intent of the ordinance is to give Kanabec County time to adopt a permanent ordinance that will apply some common sense measures to provide for the health, safety and welfare of its community.*

The coalition and local partners will work over the next several months to make recommendations for a permanent ordinance, that will best protect our community, in particular our youth.

We will continue outreach to the other municipalities in Kanabec County to encourage them to adopt similar interim or permanent ordinances.

UPDATING



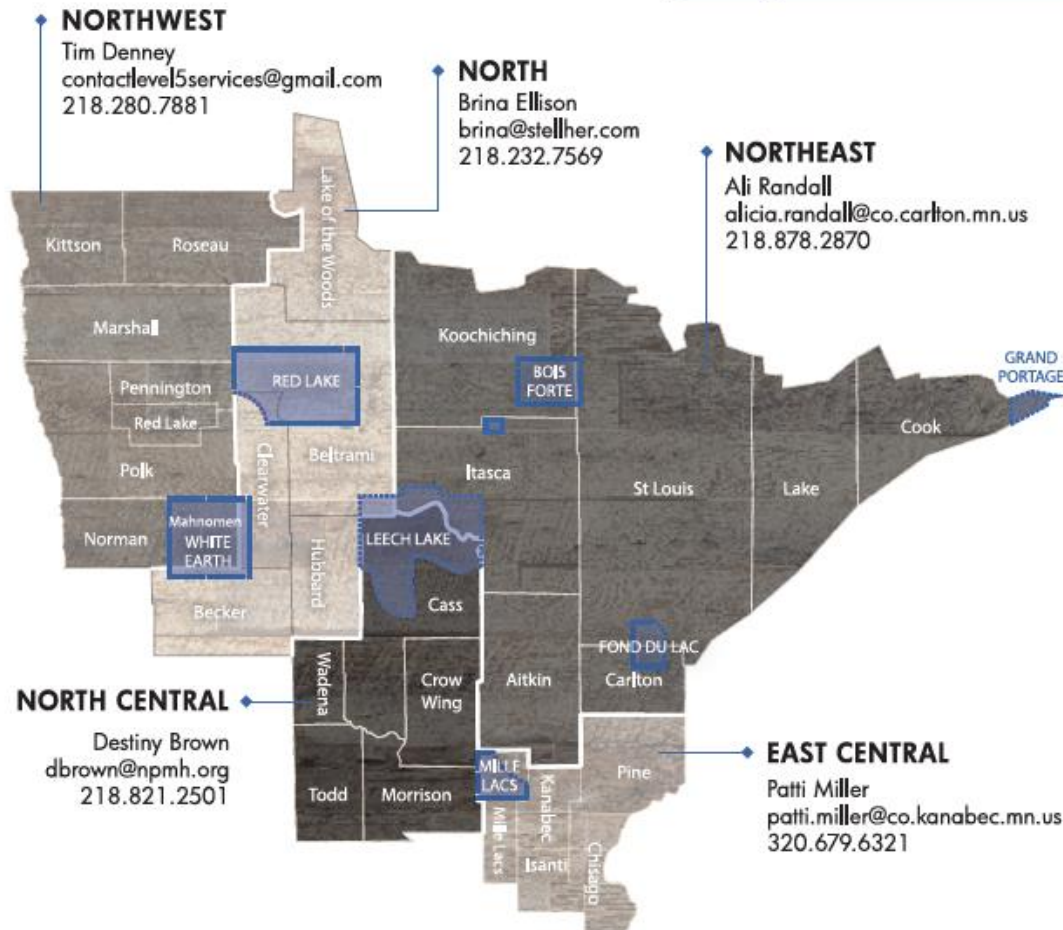
TOBACCO ORDINANCE

Working collaboratively with the Statewide Health Improvement Partnership (SHIP) health educator, Lori Swanson, the Better Together Coalition is working on updating the Tobacco Ordinance that is outdated and in need of new language.

Updates will include the 2019 State of Minnesota law that prohibits sale of tobacco to anyone under age 21, and tobacco diversion programs vs. monetary fines.

Northern Minnesota Suicide Prevention

Regional Coordinators



988 SUICIDE & CRISIS
LIFELINE

NORTHERN MINNESOTA SUICIDE PREVENTION
TRIBAL-COUNTY PARTNERSHIP

County Grant Lead: Meghann Levitt
meghann.levitt@co.carlton.mn.us | 218.878.2846

Tribal Grant Leads:
Carol DeVerney
caroldeverney@fdlrez.com | 218.878.3893
Connie Luther
connieluther@fdlrez.com | 218.576.6610

988 SUICIDE & CRISIS
LIFELINE

Northern Minnesota Suicide Prevention
TRIBAL-COUNTY PARTNERSHIP

Regional Coordinator Role

- Provide resources to community, schools, other organizations
- School and community presentations
- Regional trainer for several Suicide Prevention and Mental Health programs:
 - *Adult, Youth, and teen Mental Health First Aid*
 - *QPR (Question, Persuade, Refer)*
 - *Changing the Narrative*
- Collaborate with regional partners to promote suicide prevention.
- Provide promotional products to communities/schools at fairs, outreach events, etc.



Teen Mental Health First Aid Program

- 2020, 2021, 2022 Taught in Mora Schools 10th grade health classes (120 kids each year)
- 6 session/45 minutes each
- Teaches peer to peer understanding of Mental Health and Substance Use issues with age appropriate curriculum.
- Encourages supporting peers, recognizing the signs of mental health issues, reducing stigma, and finding help from a trusted (school counselors, teachers, coaches, parents, other community supports).
- NOT training them to be counselors but support systems for their friends so they can recover from a mental health challenge.
- Working with Ogilvie Schools to incorporate this program into their 10th grade health class this school year.



Youth Mental Health First Aid

This program can be taught to anyone who works with youth. It compliments the teen Mental Health First Aid by training teachers in how to help recognize warning signs, how to approach students, encourage self help and coping strategies and seeking appropriate professional help.

Adult Mental Health First Aid

This program can be taught to anyone who is interested in furthering their knowledge about mental health, mental health challenges, and ways in which to provide appropriate support.

These classes are generally offered through partners – schools, community businesses, or others looking to provide additional training to staff or others.

These are offered at no cost to participants. Funding provided through grant dollars.

With good public health
people live healthier lives
for a longer time, cost
society less, and create a
stronger community.



Public Health
Prevent. Promote. Protect.

Kanabec County Community Health

Kanabec County Community Health/Timber Trails
Director's Report
October 2022

Staffing:

Case Manager R.N. – had one application, interviewed, offered position but applicant declined. Advertised again through 9/30.

Home Health Aide – still accepting applications but currently holding our own

Regional Prevention Coordinator – wanted a larger pool so advertised again. Held one interview with two others scheduled for September 30.

Public Health AmeriCorps position:

In April 2022 the Board of Commissioners approved the Director's request to apply for an AmeriCorps member to assist with the work of the Agency for an 11 month period. AmeriCorps was not able to fill that opening for Kanabec County until recently. We have a candidate that will start their service to our community, at no cost to the County, on October 24, 2022. The member will work with Kanabec County through July 2023.

The plan is to have this Public Health AmeriCorps position assist with the Community Health Needs Assessment, Community Health Improvement Plan, Opioid Settlement Fund process and meetings, and support any COVID-19 recovery work.

Opioid Settlement Funds Update:

Ms. McNally listed me as the authorized representative of Kanabec County with respect to the National Opioid Settlement. On September 12, I received an email from BrownGreer PLC, the Directing Administrator (the "Authorized Official") for the Opioid Settlement. As the Authorized Representative, I am also the Portal Administrator. The email directed me to create an account in the Opioid Settlement portal and to complete the necessary information to have the funds sent to Kanabec County. In consultation with Denise Snyder, the payment election form and W-9 forms were completed.

The Allocation Notice shows that the first payment to Kanabec County will be in the amount of \$22,081.94. This notice is just for the Distributor settlement and does not include the amount for the Janssen Settlement. Information received from the Association of MN Counties (AMC) indicated that this first payment is anticipated to be issued at the end of this month. After that payment is issued, the county will receive a notice about the Janssen allocation.

AMC believes that there will be 3-5 payment made to participating subdivisions before December 31, 2022. They also stated that it appears that in years 1-9 each subdivision will receive Distributor payments plus payments from Janssen and other entities still working to settle additional lawsuits. In years 10 – 18, participating subdivisions will receive only the Distributor payments. For Kanabec County, that is \$22,081.94. The funding does not need to be spent within the year it is received.

I look forward to working to establish a process to advise the Kanabec County Board of Commissioners as to how to most effectively, efficiently and equitably spend the Opioid Settlement funds awarded.

Coronavirus information and response activities

Due to the constantly changing environment, Director will provide an update the day of the meeting.

MEMORANDUM OF AGREEMENT
BETWEEN
MAYVILLE STATE UNIVERSITY
AND
FACILITY: **KANABEC COUNTY COMMUNITY HEALTH**

This agreement made this date: October 1, 2022, between Mayville State University ("University") and Kanabec County Community Health ("Facility"). WITNESS THAT:

WHEREAS, the University has established Baccalaureate and Master of Science in Nursing Programs for Registered Nurses; and

WHEREAS, the Facility has suitable clinical/practicum experiences for the educational needs of the nursing programs of the University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified nursing personnel; and

WHEREAS, the University and the Facility are desirous of cooperating to furnish a clinical/practicum experience for students of nursing enrolled at the University;

NOW, THEREFORE, it is mutually agreed by and between the University and the Facility:

I. UNIVERSITY RESPONSIBILITIES

- A. The University, which is accredited by the North Central Association of Colleges and Schools, is responsible for offering Baccalaureate and Master of Science in Nursing Programs for Registered Nurses. The program is approved by the North Dakota State Board of Higher Education.
- B. The University faculty will be responsible for planning, directing and evaluating the students' learning experiences. The University faculty will serve as the point of contact for both the students and the Facility representative/s throughout all assigned clinical/practicum experiences. The University faculty will be responsible for consultation as deemed necessary, with the designated Facility representative(s)/preceptors and the student. The University faculty will complete Facility orientation as deemed necessary by the University and the Facility.
- C. No University faculty will be present on site at the Facility to supervise students during the clinical/practicum experience at the Facility. The University will provide the preceptor(s) designated by the Facility with telephone number(s) for University nursing faculty and administrative staff who will be available during normal business hours. The University will provide nursing faculty to effectively oversee the clinical/practicum experience at the Facility and to assure that the clinical/practicum requirements for the students are being met. The University will provide at least one nursing faculty member for approximately every twelve (12) enrolled students who are participating in the clinical/practicum experience. The University faculty will work in conformity with nationally recognized standards and qualifications and will hold current R.N. licensure valid in the State of North Dakota in addition to the state of the Facility, if required by that state's Board of Nursing.
- D. The University will provide the Facility with objectives for the clinical/practicum experience. Implementation of those objectives will be accomplished by the University in cooperation with the Facility's designated representative(s)/preceptor(s).
- E. The University will provide the Facility with a list of the names and dates of participation for students who are participating in the clinical/practicum experience.

- F. The University will inform its faculty and students of the Facility's policies and regulations which relate to the clinical/practicum experience at the Facility.
- G. The University will inform its faculty and the students who are participating in the clinical/practicum experience that they are encouraged to carry their own health insurance.
- H. The University will maintain a record of students' and faculty current immunizations, RN Licensure, and Healthcare Provider CPR certification. The University shall obtain students' and faculty permission to submit data regarding immunization, licensure status and CPR certification to the Facility.
- I. The University agrees and represents that it will require all students and faculty to have completed a Criminal Background Check, as a pre-condition to participation in the clinical/practicum experience. University will not assign a student or faculty member to the Facility if his/her criminal background check documents ineligibility to have direct contact with Facility clients under applicable law or regulations. If requested, the University shall provide the Facility with documentation regarding the completion or results of the criminal background check pursuant to the written consent of the subject.

II. FACILITY RESPONSIBILITIES

- A. The Facility will maintain current accreditation by any appropriate and required accrediting body.
- B. The Facility is responsible for the safety and quality of care provided to its clients by the students who are participating in the clinical/practicum experience at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the program and may immediately terminate the participation in the program of any of the students enrolled in the program where an emergency exists involving health and safety; and in all other (non-emergency) instances, the Facility shall consult with the University before taking any action to terminate the participation of a student.
- C. The Facility will provide the University with a copy of its policies and regulations which relate to the clinical/practicum experience.
- D. The Facility will permit the University faculty and students to use its client care and service environments for clinical/practicum instruction according to a mutually approved plan.
- E. The Facility will designate personnel to serve as preceptor(s) to supervise the student of the University while they are participating in the clinical/practicum experience at the Facility. Facility preceptors will have current RN licensure and certification in their field, as appropriate, and will hold a minimum baccalaureate degree in nursing, a master's degree in nursing or related field if supervising a graduate nursing student, or must have demonstrated competencies that are appropriate for the student's learning experience.
- F. The Facility will allow a reasonable amount of Facility representative/preceptor time for orientation and joint conferences with University faculty, for planning with University faculty, and for such other assistance as shall be mutually agreeable.
- G. When deemed necessary, physical space for conferencing with students and/or designated agency representative/s, at the Facility will be made available for University faculty and students.
- H. The University faculty and students participating in the clinical/practicum experience will be permitted to use the Facility's library or resource materials in accordance with the Facility's policies.
- I. The Facility will make space available for student personal items, as necessary, during assigned clinical/practicum experience hours.

- J. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of University faculty and students who are participating in the clinical/practicum experience. The Facility will permit University faculty and students who are participating in the clinical/practicum experience to use any cafeteria on the same basis as employees of the Facility. The Facility will permit University faculty to use Facility parking spaces under the same policies governing Facility personnel.
- K. The Facility recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

III. MUTUAL RESPONSIBILITIES

- A. The University and the Facility assume joint responsibility for the orientation of the University faculty to Facility policies and regulations before the University assigns its faculty to the Facility.
- B. **HIPAA.** Solely for the purposes of defining the students' and faculty roles in relation to the use and disclosure of the Facility's protected health information, the University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The University students and faculty are not, and shall not be construed to be, employees of Facility.

The University shall cooperate with the Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at the Facility, the University shall instruct its students and faculty to comply with the Facility's policies and procedures governing the use and disclosure of individually identifiable health information.

- C. Personnel of the University and the Facility will communicate regarding planning, development, implementation, and evaluation of the clinical/practicum experience. The communication may include but not be limited to:
 - a. Communication to familiarize Facility personnel with the clinical/practicum experience's philosophy, goals and curriculum;
 - b. Communication to familiarize the University faculty with the Facility's philosophy, policy and program expectations;
 - c. Communication to keep both parties and the parties' personnel who are assigned to the clinical/practicum experience informed of changes in philosophy, policies and any new programs which are contemplated;
 - d. Communication about jointly planning and sponsoring in-service or continuing education programs (if appropriate);
 - e. Communication to identify areas of mutual need or concern;
 - f. Communication to seek solutions to any problems which may arise in the clinical/practicum experiences; and
 - g. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve client care or the University's nursing curriculum.
- D. **INSURANCE.** Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

a. Commercial General Liability Insurance

The University represents that it is provided general liability coverage through a North Dakota government self-retention fund, with limits not less than \$250,000 per person and \$1,000,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage.

b. Professional Liability Insurance

The University will maintain Professional Liability insurance for participating students, with limits not less than \$1,000,000 each incident and \$5,000,000 aggregate.

The Facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$1,000,000 each incident and \$5,000,000 aggregate.

c. Additional Conditions:

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

Each party, at its sole expense, shall provide and maintain Workers' Compensation insurance as such party may be required to obtain by law. The University's Workers' Compensation insurance extends only to employees of the University, not to students.

IV. STUDENT REQUIREMENTS

- A. Each student will be required, as a condition for participation in the clinical/practicum experience, to submit the results of a health examination to the University if requested by the Facility, to verify that no health problems exist which would jeopardize student or client welfare. The student's health documentation kept on file at the University shall include evidence of having received immunizations for measles, mumps and rubella or rubella immunity verified by titer, Hepatitis B vaccination or declination (including additional documentation of declination as applicable), tetanus, diphtheria and pertussis vaccination within the past 10 years, varicella vaccination or immunity verified by titer, influenza vaccination within the past 12 months, and a negative reading of tuberculosis testing within the past 12 months.
- B. Each student will be required to maintain current RN licensure in the state in which the clinical/practicum experiences are occurring. Each student will be required to maintain current Healthcare Provider CPR certification.
- C. Each student will adhere to all policies, rules, and regulations applicable to the students, as set forth by the Facility and the University.
- D. Each student will be covered by student professional liability insurance secured by the University.
- E. Students participating in the clinical/practicum experience shall be encouraged to carry their own health insurance.

V. EMERGENCY MEDICAL CARE & INFECTIOUS DISEASE EXPOSURE

- A. Any emergency medical care available at the Facility will be available to University faculty and students. University faculty and students will be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the University.

- B. Any University faculty member or student who is injured or becomes ill while at the Facility shall immediately report the injury or illness to the Facility and receive treatment (if available) at the Facility as a private client or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the University faculty member or student who receives the treatment and not the responsibility of the Facility or the University.
- C. The Facility shall follow, for University faculty and students exposed to an infectious disease at the Facility during the clinical/practicum experience, the same policies and procedures which the Facility follows for its employees.
- D. University faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical/practicum experience must report the fact to their University and to the Facility. Before returning to the Facility, such a University faculty member or student must submit proof of recovery to the University or Facility, if requested.

VI. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University's liability is governed by the North Dakota law, including N.D.C.C. chapter 32-12.2.

VII. TERM OF AGREEMENT

This Agreement is effective on the later of October 1, 2022, or when fully executed, and shall remain in effect until October 31, 2027. Either party may terminate this Agreement at any time upon one-year written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in the clinical/practicum experience.

VIII. FINANCIAL CONSIDERATION

The University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the University or the Facility to the other party, except that, where applicable, the Facility shall pay the tuition and other educational fees of students it places in the clinical/practicum experience.

The Facility is not required to reimburse the University faculty or students for any services rendered to the Facility or its clients pursuant to this Agreement.

IX. AMMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

X. RECORDS' PRIVACY

The parties acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

XI. OTHER PROVISIONS: [attach additional page(s) if necessary]

IN WITNESS WHEREOF, the parties here have caused this agreement to be executed by their respective authorized officers as of the day, month and year as stated in this agreement in Section VII: Term of Agreement.

1. FACILITY: KANABEC COUNTY COMMUNITY HEALTH

Facility certifies that the appropriate person(s) have executed the Agreement on behalf of Facility as required by applicable articles, by-laws, resolutions, or ordinances.

Date: _____ By: _____

Printed Name: _____

Title: _____

Date: _____ By: _____

Printed Name: _____

Title: _____

Date: _____ By: _____

Printed Name: _____

Title: _____

**2. DIVISION OF NURSING:
MAYVILLE STATE UNIVERSITY**

Date: _____ By: _____

Amber Hill, MBA, CPA, CGFM
Vice President for Business Affairs

Date: _____ By: _____

Collette Christoffers, MSN, RN, PHN, CNE
Division Chair & Associate Professor of Nursing

Mayville State University does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Affirmative Action Officer, Mayville State University, 330 3rd St. NE Mayville, ND, 58257-1299, 701-788-4647 or to the Office of Civil Rights, U.S. Department of Education, 10220 N Executive Hills Blvd 8th floor 07-6010, Kansas City, MO 64153-1367.

Kanabec County Community Health Board Resolution # -10/4/2022
Agreement for Clinical Laboratory Training – Mayville State University

WHEREAS, Mayville State University has a nursing program and is in need of Clinical Laboratory training sites, and

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

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

THEREFORE BE IT RESOLVED to approve the Community Health Administrator to sign an Agreement with Mayville State University for Clinical Laboratory Training commencing October 1, 2022 through October 31, 2027.

**Kanabec County
Timber Trails Public Transit**



Language Assistance Plan



Ensuring Meaningful Access for Limited English Proficient Individuals

Effective:
(Date approved by the transit system)

Revisions:

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Appendices

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Purpose

The purpose of this Language Assistance Plan (hereinafter "LAP") is to meet Federal Transit Administration's (FTA's) requirements to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin.

"No person shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance." - Civil Rights Act of 1964

As a sub-recipient of FTA funds, Kanabec County - Timber Trails Public Transit's transit system resolves to take reasonable steps to provide meaningful access to its public transit services for persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. The FTA refers to these persons as Limited English Proficient (LEP) persons. For LEP individuals, meaningful access denotes access that is not significantly restricted, delayed, or inferior as compared to programs or activities provided to English proficient individuals.

The completion of this LAP for persons with Limited English Proficiency conforms to the requirements of the FTA Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration Recipients.

The U.S. DOT's FTA Office of Civil Rights' publication "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons – A Handbook for Public Transportation Providers," dated April 13, 2007, was used in the preparation of this plan.

The LAP provides guidance to Kanabec County - Timber Trails Public Transit staff who may interact directly with LEP individuals or whose work involves providing information or services to the public. The plan provides protocols for identifying LEP individuals, language assistance measures, and staff responsibilities and training related to ensuring meaningful access for LEP individuals.

The DOT LEP Guidance recommends that all recipients, especially those that serve large LEP populations, should develop an implementation plan to address the needs of the LEP populations they serve. The DOT LEP Guidance provides that to provide for effective implementation plans would typically include the following five elements:

1. Identifying LEP individuals who need language assistance (Four Factor Analysis)
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP individuals
5. Monitoring, evaluating, and updating the plan

For further questions regarding this plan, please contact:

Helen Pieper
Transit Director
Kanabec County – Timber Trails Public Transit
Direct Phone – (320) 364-1351
Email address – helen.pieper@co.kanabec.mn.us

Definitions

Disproportionate Burden: Refers to a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations. A finding of disproportionate burden requires the recipient to evaluate alternatives and mitigate burdens where practicable.

Four Factor Analysis: The assessment provided by federal regulation to help the Transit system determine the level of language assistance required for a program or activity.

Interpretation: The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

Language Assistance Guide: Provides an itemized list of non-English languages and can be used as a tool to help an LEP individual identify their preferred language to the Transit system staff.

Language Assistance: Oral and written language services needed to help LEP individuals communicate effectively with staff and ensure meaningful access to, and equal opportunity to fully participate in, the programs and activities provided by the Transit system.

Limited English Proficient (LEP): Individuals whose primary language is a not English and who have a limited ability to read, speak, write, or understand English. Individuals may be proficient in English for certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing).

Meaningful Access: Language assistance that results in accurate, timely, and effective communication at no cost to the LEP individual. For LEP individuals, meaningful access denotes access that is not significantly restricted, delayed, or inferior as compared to programs or activities provided to English proficient individuals.

Public Engagement: Any process that (1) involves the public in identifying and solving challenges and problems and uses public input to make sustainable decisions, (2) educates or informs the public about a topic or issue, or (3) seeks to build meaningful connections and trust with the public through communication and interaction.

Timely: Language assistance provided at a time and place that avoids the effective denial of the service, benefit, or right at issue or the imposition of undue burden on or delay in important rights, benefits, or services to LEP individuals.

Translation: The replacement of a word, phrase, or text in one language (source language) with an equivalent- meaning word, phrase, or text in another language (target language).

Vital Documents: Paper or electronic written material containing information that is (1) critical for accessing programs, services, benefits, or activities, (2) directly and substantially related to public safety, or (3) required by law.

Identification of LEP Individuals – the Four-Factor Analysis

Title VI and its regulations require subrecipients to take reasonable steps to ensure meaningful access to the transportation system's information and services. What constitutes reasonable steps to ensure meaningful access is contingent on a four-factor analysis established by the U.S. Department of Justice.¹ The four-factor analysis is an individualized assessment that should be applied to all transportation system programs and activities to determine what reasonable steps must be taken to ensure meaningful access for LEP individuals.

Kanabec County - Timber Trails Public Transit has completed the four-factor analysis attached as **Appendix A**. The Analysis is intended to assist in ensuring compliance with federal limited English proficiency guidance and Title VI of the Civil Rights Act of 1964. This analysis does not cover every situation, and compliance determinations are made on a case-by-case basis.

Safe Harbor for Written Translations

U.S. DOT LEP Guidance provides a "safe harbor" to help ensure greater clarity regarding whether a subrecipient is meeting its obligation to provide written translations. These provisions only apply to the translation of written documents and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language assistance services are needed and reasonable.

¹ Enforcement of Title VI of the Civil Rights Act of 1964 - National Origin Discrimination Against Persons with Limited English Proficiency, effective August 11, 2000. Available here: <https://www.justice.gov/sites/default/files/crt/legacy/2010/12/14/eolep.pdf>

A. Language Assistance Measures

Various language assistance services or protocols are necessary to ensure meaningful access to LEP individuals. Kanabec County - Timber Trails Public Transit has identified available language assistance services and operational measures where language assistance measures are needed based on the first two factors in the four-factor analysis.

Based on our analysis, Kanabec County - Timber Trails Public Transit has determined the importance of language assistance to our program(s), activity(ies), or service(s) as:

- A. ☒ Low level (little to no LEP population)
- B. ☐ Mid-Level (some LEP population)
- C. ☐ High Level (significant LEP population)

Kanabec County - Timber Trails Public Transit has looked at differing considerations in communicating with LEP populations about transit services and information. The Transit Department (Timber Trails Public Transit) is branch of the Public Health department here in Kanabec County, and as such, has access to all of the resources included in the Kanabec County Limited English Proficiency Plan created and maintained by the county LEP Coordinator – Chuck Hurd. That plan was last reviewed and updated on 4/15/2022. It is listed in Appendix C of this document. Section 302 of the Kanabec County LEP plan details the use of CYRACOM

Language Solutions or Language Line services for Non-English language as necessary. Further, “the “notice of rights to language services” documents for persons with LEP as they are made available by the Department of Human Services.”

Recording Use of Language Assistance Services

Kanabec County - Timber Trails Public Transit has the responsibility to document all interpretation and translation services provided proactively or upon request. A written log documenting all language assistance services provided must be maintained. A copy of the Language Service / Public Participation Log is attached as **Appendix E**.

Kanabec County - Timber Trails Public Transit provides language assistance services that would fulfill requests for interpretation and translation services in a timely manner. The following outlines how each of these services would be provided for:

Translation (written): *Translation is the replacement of a word, phrase, or text in one language (source language) with an equivalent meaning word, phrase, or text in another language (target language).* The four-factor analysis completed for the preparation of this document revealed little/no need for a written translation. Should the need arise Timber Trails would work within the scope and resources of the Kanabec County LEP to meet the need by seeking oral language assistance (see below).

Interpretation (oral): *Interpretation is the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.*

Kanabec County - Timber Trails Public Transit will follow the Policies and Procedures (Section 300) of the Kanabec County LEP Plan:

300 – Policies and Procedures

301 – Agency Commitment – Kanabec County is committed to the spirit of the Civil Rights Act of 1964. It recognizes the importance of providing meaningful access to all persons, including persons with LEP to the various programs operated under the hubris of Kanabec County.

302- Range of Oral Language Assistance – Use of CYRACOM Language Solutions or Language Line services for non-English language will take place as necessary. Kanabec County will take advantage of the “notice of rights to language services” documents for persons with LEP as they are made available by the Department of Human Services.

303 – Uncommon Languages – There may be circumstances when customers present for services that use a language other than those most commonly used in Kanabec County. There may be languages such as Russian, Hmong, Vietnamese, Khymer/Cambodian, Lao, Somali and the like. Receptionist staff will refer all such cases to the Financial Services Supervisor, Social Services Supervisor or Director. These people will be responsible for trying to determine the customer’s language or country of origin. Once determined, contact will be made with an appropriate CYRACOM Language Solutions or Language Line Services interpreter in the customary manner.

304 – Affirmative Action – The Kanabec County employee handling the case will inform either the customer or the interpreter once it has been determined that interpreter

services are needed, that there is no charge or fee for the service. This will be communicated in verbal form. At no time in the service delivery process will the customer incur any costs associated with LEP-directed interpreter services.

305 – Use of Family and Friends – Use of family and friends as interpreters is not the preferred method of providing interpreter services. But when the intake worker has determined that it is not feasible to use formalized interpreter services, a consultation will be made with that worker's immediate Supervisor or Director. Alternative methods of customer service will need to be discussed. If the worker has determined that a family member, friend or other responsible party can adequately perform the interpreter service, approval may be given. The worker needs to feel confident that the client's data privacy rights will be protected and that the quality of the interpreter services to be provided by the family member or friend will be acceptable. The worker will need to document in the case file the extenuating circumstances for use of family or friends, particularly that the family was offered other interpreter services and that the client insisted that a family member or friend be used. Under no circumstances may minor children be used for interpretive services.

306 – Competency Standards for Interpreters – Any interpreter used for LEP services must be bi-lingual: fluent in English and fluent in the language of the customer needing the service. When using well-recognized interpreter services provided from a recognized agency – such as CYRACOM Language Solutions or Language Line Services, competency is presumed. When using family friends or significant others, the intake worker must make a judgment as to the competency of the proposed interpreter. "Certification" as an interpreter is not a pre-requisite.

307 – Dissemination of LEP plan – Copies of the LEP Plan will be provided to the following: all employees who have direct customer contact, area Legal Aide office, Kanabec County Community Health and Kanabec County Courthouse. A copy of the main announcement, MS-1659, will be prominently displayed in the Agency reception area.

308 - Services to Illiterate –When confronted with a situation in which the customer may be illiterate – cannot read or write in his or her native language – it is incumbent that Kanabec County have a conversation with the person to identify areas that the person would like to receive assistance with. If necessary, KCFS will find a suitable interpreter, one who can assist the person in completion of necessary forms, documents and the like. A suitable interpreter can be any KCFS staff person. It may be necessary to schedule interviews when face-to-face interpreter services can be provided. Use of the ITV, faxing of forms, and over-the-phone services may be required on a case-by-case basis.

309 – Emergency Situation – When a determination has been made that an emergency exists and LEP considerations are identified as being present, KANABEC COUNTY may waive all proscriptions in order to insure that necessary emergency services are provided. Extraordinary efforts need to be put forth before circumvention of non-emergency procedures are followed. Consultation with a Supervisor or the Director are necessary before such action is taken.

310 – Access to and Costs of Interpreters – Under no circumstances will KANABEC COUNTY indicate – either verbally or in writing – that any applicant or client in need of

LEP services will be charged for interpreter or translation services. All such services shall be at no expense to the applicant or client. Such services will be provided during all normal business hours and when necessary, during non-business hours when an emergency has been determined to exist.

311 – Notice of Service Availability – LEP clientele will be informed of the availability of free interpreter and translation services at the point when it appears that the customer is not able to communicate in English. Notice of service availability will come from the MS-1659 document in the central reception area. Distribution of the LEP Plan to various parties cited above will help in putting those entities on notice that interpreter and translation services are available on a timely basis and free of charge. Use of material that has been translated will be used immediately when it has been determined that the person presenting for service is not able to understand English. Insofar as the Department of Human Services has translated many forms into multiple languages, Kanabec County will access these forms as necessary. Access to the Department's website at www.dhs.state.mn.us/forms will be made. Additionally, translated income maintenance forms located in Temp Manual 12.01.13 will be accessed as needed.

312 – County-Produced Materials – Insofar as the LEP census in Kanabec County is minimal, it is not anticipated that KCFS will develop their own documents as the primary source of translated materials. Rather, KCFS will rely on the state-produced documents as the primary source of translated materials. Downloading of documents from the DHS webpage will also be used as necessary. KCFS will follow DHS's translation numerical guidelines as required.

313 – Complaint Resolution Protocol – Any adverse action taken by Kanabec County with which an applicant or recipient disagrees is subject to complaint. Kanabec County has a formal complaint process that can be utilized to try to resolve any dispute. In the absence of local resolution, the person making the complaint will be informed in a language understandable to the grievant, of the process to follow in making a complaint to DHS or the Office of Civil Rights. The complaint procedure will conform in all respects to the existing procedure included in Civil Rights Compliance Requirements: Appropriate use of interpreter services with CYRACOM Language Services or Language Line to facilitate the dispute resolution process will take place. All such complaints can be made to any of the parties listed at the top of this LEP Plan.

314 – Posting – A copy of the Kanabec County LEP Plan will be posted on the main bulletin board in the Family Services and Community Health Resource Rooms. (Additionally the Transit Department has copies of the plan available at the Transit Facility and the on the Timber Trails' website)

Public Engagement/Participation

Kanabec County - Timber Trails Public Transit has incorporated Title VI and LEP considerations into an established public participation plan. The Public Participation Plan which outlines the steps our agency follows

is attached as **Appendix D**. The attached plan provides a clear process for engaging and involving the public, including minority and LEP populations. Consideration of LEP communities is documented by first using the results of the four-factor analysis that determines the level and type of language assistance necessary for a particular public engagement plan or activity.

The plan aims to seek out and consider the viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities. Kanabec County - Timber Trails Public Transit's public participation strategy offers adequate notice of public participation activities, as well as early and continuous opportunities for public review and comments at key decision points to identify social, economic, and environmental impacts of proposed transportation decisions. The plan describes the proactive strategies, procedures, and projected outcomes that align with the public participation activities throughout the year(s). Every effort is made to involve minority and LEP populations in effective participation in our decision-making process. The following practices include, but are not limited to:

- Scheduling meeting at times and locations that are convenient and accessible for minority and LEP communities
- Employing different meeting sizes and formats
- Coordinating with community- and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities
- Considering radio, television, newspaper, social media ads on stations, outlets, and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Preparing for public engagement activities by determining ways to provide language assistance when no interpreter is present or whether needed or not, providing written documents in other languages, if requested, including ethnic media, schools, and religious or community organizations to assist in providing information.

All language assistance services provided during public engagement or community outreach will be recorded on the Language Service / Public Participation Log is attached as **Appendix E**.

B. Staff Training

To ensure transit staff, and/or appropriate overall agency staff, understand the obligations to provide meaningful access to information and services for LEP individuals, all employees in public contact positions will be properly trained. This plan outlines the training provided on an annual, on-going and/or on-demand basis to implement the following:

- Staff have been trained and understand meaningful LEP policies and procedures
- New staff will have appropriate training as part of the orientation for new employees
- Staff who have contact with the public is trained to work effectively with in-person and telephone interpreters
- Management staff, even if they do not interact regularly with LEP individuals, will be fully aware of and understand the plan to reinforce the importance of the program and ensure it is implemented accordingly by/to staff

Kanabec County - Timber Trails Public Transit has developed standard presentations, resource connections and other language assistance trainings that provide for cost-effective and flexible opportunities for staff and management to understand the LAP Plan, the Public Participation Plan and responsibilities. Existing

employees, especially managers and those who work with the public will be offered re-training or new training sessions to keep up to date on their responsibilities to LEP individuals. The following outlines the information incorporated within the training provided annually, on-going or on-demand:

- Standard presentation provided to new, existing and management on the staff responsibility to LEP populations. Template is used at multiple agency trainings and is updated on a regular and as-needed basis
 - Consistent information will be included on transit agency's responsibilities to LEP populations
 - Summary of Language Assistance Plan
 - Demographic data about local LEP population
 - Frequency of contacts between LEP populations and the transit system's services, programs, and activities
 - The importance of community outreach and inclusion of activities for LEP populations
 - Description of the type of language assistance currently providing and instructions on how staff can access these products and services
 - Description of Kanabec County - Timber Trails Public Transit and/or overall agency's cultural sensitivity policies and practices
- Printed LEP resources: understanding the information, how to use information and method in presenting information to LEP populations
- Resources and methods in response to verbal requests for transit service in a foreign language
- responsibility to notify transit manager about any LEP persons' unmet needs

Kanabec County - Timber Trails Public Transit will follow the Kanabec County LEP Plan Section 400 Training guidance:

400 – Training

401 – Distribution of LEP Plan – All Kanabec County employees who have direct contact with customers will be provided a copy of the LEP Plan upon its adoption. If any changes are made in the document, a revised copy will also be provided to the same entities listed in # 307.

402 – Training of Staff – Initial – With approval of the LEP Plan, there will be initial training on the document. This training will take place for current staff in the context of an "All Staff" meeting. For any new employee affected by the LEP Plan, this document will be incorporated into that person's "generic orientation" protocol at the time of hire.

403 – Training of Staff – Ongoing – On at least an annual basis a review of the LEP Plan will take place.

Staff Training Program and Training Log

An outline of the training program, which includes the training title, type of resource (video, presentation, written documents, etc.) and training log (identifies training and training schedule (annually, orientation, on-going, and/or on-demand)) is attached as Staff Training Program and Training Log in **Appendix F**.

- "Breaking Down the Language Barrier: Translating Limited English Proficiency into Practice." This video, which is available as a streaming video link on www.lep.gov, explains the language access requirements of Title VI and Executive Order 13166 through vignettes that expose the problems resulting from the absence of language assistance. The video goes on to show how these same situations could have been handled more appropriately if the service provider took reasonable steps to provide meaningful access

- “How to Engage Low-Literacy and Limited English Proficient Populations in Transportation Decision making,” available at https://www.fhwa.dot.gov/planning/publications/low_limited/index.cfm This report documents “best practices” in identifying and engaging low-literacy and LEP populations in transportation decision making. These “best practices” were collected during telephone interviews with individuals in 30 States.
- “Guidelines for Developing Traffic Safety Educational Materials for Spanish-Speaking Audiences,” a manual developed by the Education in Traffic Safety project, Education Development Center, Inc., with funding from the National Highway Traffic Safety Administration. The manual is organized into three sections: research and planning, creating materials, and dissemination and evaluation. Available at http://www.casaferoutestoschool.org/wp-content/uploads/2011/05/TSEM_Guidelines.pdf

C. Notice to LEP individuals

Based on the four-factor analysis, Kanabec County - Timber Trails Public Transit has determined that language services will be provided for the LEP populations identified as having a need. For those languages that meet the translation need for written documents threshold based on Safe Harbor guidance, notices will be in the language the LEP individual would understand. For languages that do not meet the written document requirement, based on the Safe Harbor guidance, Kanabec County - Timber Trails Public Transit will provide meaningful access to LEP individuals through competent oral interpreters where oral language assistance services are needed and reasonable. All notifications will provide that identified services are available free of charge to LEP individuals.

Examples of notification considered include:

- ☒ Transit intake areas, transfer stations, transit shelters, transit stops, or similar areas
It is important that LEP individuals can identify how to access language services available to them at initial points of contact
- ☒ Signs on buses
- ☐ Brochures or Pamphlets
- ☐ Posters
- ☐ Targeted Community Outreach events or meetings
- ☐ Information provided to local organizations that work with LEP individuals
- ☐ Telephone messages
- ☐ Local ads (print, radio, TV, social media, billboards)
- ☒ Website notices
- ☐ Information tables/booths at local events, community businesses, schools, and churches
- ☐ Employee Outreach and Recruitment
- ☐ Other: Describe:

All facility(ies) where Kanabec County - Timber Trails Public Transit interacts with the public in-person will have a Public Notice of Rights Under Title VI posted clearly and conspicuously, including non-English versions of the notice, if deemed necessary after conducting a four-factor analysis. Notices in English, are attached as **Appendix G**. Staff will use, when necessary, a language guide tool or a process similar to interact with LEP individuals. All interactions with LEP individuals will be recorded on the Language Service / Public Participation Log as **Appendix E**.

This Language Assistance Plan and the Notice are available on our website at (Enter the URL that goes directly to the plan and notice location)

D. Monitoring, Evaluating and Updating Plan

Kanabec County - Timber Trails Public Transit has developed a process for determining whether new documents, programs, services, and activities need to be made accessible for LEP individuals and will provide notice of any changes in services to the LEP public and to staff. The process includes an annual review to consider changes in demographics, types of services, or other needs that may require an annual reevaluation. Kanabec County - Timber Trails Public Transit will also seek feedback from LEP populations and community outreach programs with follow-up meetings, focus groups and/or with surveys.

The Language Assistance Plan considers the following five elements:

1. Identifying LEP individuals who need language assistance (Four Factor Analysis)
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP individuals
5. **Monitoring, evaluating, and updating the plan**

In addition to the five elements, the plan sets clear goals, management accountability, and opportunities for staff and community input and planning throughout the process.

Areas of consideration when monitoring, evaluating and updating include:

- Current LEP populations in the service area or population affected or encountered.
- Frequency of encounters with LEP language groups.
- Nature and importance of activities to LEP persons.
- Availability of resources, including technological advances and sources of additional resources, and the costs imposed.
- Whether existing assistance is meeting the needs of LEP persons.
- Whether staff knows and understands the LEP plan and how to implement it.
- Whether identified sources for assistance are still available and viable.
- Whether staff training is sufficient.
- Review any complaints from LEP individuals received during the past year.

Kanabec County - Timber Trails Public Transit is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, or national origin by Kanabec County - Timber Trails Public Transit, providing programs and services in the following *cities: Ogilvie, Mora, Grasston, and Quamba in Kanabec County*. Persons who allege that a violation to the Title VI requirements has been made may file a Title VI complaint by completing and submitting the Title VI Complaint Form to Kanabec County - Timber Trails Public Transit and/or to MnDOT Office of Transit and Active Transportation Attn: Compliance Coordinator. Kanabec County - Timber Trails Public Transit and/or MnDOT, will investigate complaints received no more than 180 days after the alleged incident. All complaints that are complete will be processed and responded to based on the Title VI Complaint Procedures attached as **Appendix H**.

Kanabec County - Timber Trails Public Transit has created and made available a Title VI Complaint Form for use by customers who wish to file a Title VI complaint. The complaint form is available on Kanabec County - Timber Trails Public Transit's website at (provide website address to get directly to form). The Title VI

Complaint Form specifies the three classes protected by Title VI—race, color, and national origin—and allows the complainant to select one or more of those protected classes as the basis/bases for discrimination. The Title VI Complaint Form is a vital document. If a Limited English Proficient (LEP) populations in the Kanabec County - Timber Trails Public Transit area meets the Safe Harbor threshold, then the procedure is provided in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold. Attached as **Appendix I** is the Title VI Complaint Form.

E. Contact Information

Based on the feedback received from agency staff, community members, LEP populations, and other key stakeholders; incremental changes may be needed for the type of written and oral language assistance provided, along with any staff training and community outreach efforts.

This Language Assistance Plan will be reviewed by our transit system every other year, with any revisions being approved by the Board of Directors or Policy Board and dated. The next review will occur in September 2024

Questions or comments about this plan may be submitted to:

*Helen Pieper
Transit Director
300 Industrial Road
Mora, MN 55051*

*Telephone: (320) 364-13651
E-mail address:
helen.pieper@co.kanabec.mn.us*

Kanabec County

Timber Trails Public Transit

Limited English Proficiency Four-Factor Analysis

Date: 8 / 24 / 2022

Completed by/title: Helen Pieper, Transit Director

Briefly describe the program or activity subject to analysis:

Title VI and its regulations require subrecipients to take reasonable steps to ensure meaningful access to the transportation system's information and services. The four-factor analysis is an individualized assessment that should be applied to all transportation system programs and activities to determine what reasonable steps must be taken to ensure meaningful access for LEP individuals. This population will be program-specific and includes people who are in the Transit system's geographic area.

Kanabec County Timber Trails Public Transit provides public transit service in the southern portion of Kanabec County, including the Cities of Ogilvie, Mora, Grasston and Quamba.

Factor #1: The number or proportion of LEP persons eligible to be served or likely to be encountered through the program or activity?

The greater the number or proportion of LEP individuals from a particular language group served or encountered in the eligible service population, the more likely language assistance services are necessary. Ordinarily, "individuals eligible to be served or likely to be encountered" by a program or activity are those who are in fact, served or encountered in the eligible service population. This population will be program-specific and includes people who are in the Transit system's geographic area.

Kanabec County - Timber Trails Public Transit first examined prior experiences with LEP individuals and determined the number and proportion of LEP persons served or encountered within the service area. Included in our examination, a transit system staff survey was completed on 9/13/2022 and included questions to address experiences with LEP individuals and their language assistance service needs. Kanabec County - Timber Trails Public Transit also included LEP populations that are eligible to be served or likely to be affected or encountered.

To support the efforts of conducting the four-factor analyses, Kanabec County - Timber Trails Public Transit referred to the data compiled from the [MnDOT's LEP Data Tool](#) for our system's jurisdiction of services at the city and county-level attached as **Appendix B**.

Primary Languages for Transit System County Programs or Information

The data provided in **Appendix B** identified Spanish, Korean and Other Indo-Euro languages as the top three LEP groups in the jurisdiction providing service. A total of 82 LEP persons in all of Kanabec County. Our internal staff survey found no requests/incidents of LEP persons in the last year and only one such encounter in the history of the agency (since 2009)

1. Counties (City) served: *Kanabec County*
2. Total county/counties population: *16,025*
3. The total number of LEP individuals in our service area is: *82 for all of Kanabec County*
4. The total eligible population in our service area is: *16,025 (we only serve the southern part of the county – unable to break out population specific to service area)*
5. The proportion (percentage) of LEP population to the total eligible service population is: *0.5%*

Reliable External Data Sources for Identifying LEP Groups

Kanabec County - Timber Trails Public Transit used reliable external data sources to determine the number or proportion of individuals eligible to be served or likely to be affected or encountered based on the expected geographic area served (ie. city, county, regional area, etc.) Reliable external data sources included:

- ☒ [MnDOT's LEP Data Tool](#): Allows subrecipients to identify LEP language groups by county city, and school district. Webpage includes further details about how to use the tool.
- ☐ [American Community Survey](#): An annual survey conducted by the U.S. Census Bureau providing vital demographic information and is widely considered the most reliable source of detailed information about the United States population.
- ☐ [Minnesota Compass](#): A Wilder Research project providing Minnesotans with credible, user-friendly data about their communities.
- ☒ [EJSCREEN](#): A mapping tool created by the U.S. Environmental Protection Agency based on nationally consistent data and an approach that combines environmental and demographic indicators in maps and reports. The functions include automated demographic reporting for a geographic area around an identified project area.
- ☒ [MN State Demographic Center](#): Provides data and reporting on various topics, including language and immigration.

In addition to identifying and examining prior experiences with LEP individuals and the external data sources outlined above, Kanabec County - Timber Trails Public Transit looked at local data resources to determine the number or proportion of LEP individuals who may be eligible to be served. These include:

- ☐ Survey results: *Results of all research show an extremely small number of LEP persons in Kanabec County (thus our service area).*

Describe:

- ☒ Locally Coordinated Human Services/Transit Plan
- ☒ Other Human Services data
- ☒ Area/Metropolitan Planning Organizations/Regional Development Commission data
- ☐ Information from local organizations (religious, legal, social service, etc.) about LEP persons in our service area
- ☒ Reports from drivers, dispatchers, and others about contact with LEP persons
- ☐ Other information:

Describe:

Safe Harbor for Written Translations

U.S. DOT LEP Guidance provides a “safe harbor” to help ensure greater clarity regarding whether Kanabec County - Timber Trails Public Transit is meeting its obligation to provide written translations. These provisions only apply to the translation of written documents and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language assistance services are needed and reasonable.

The following actions by Kanabec County - Timber Trails Public Transit are considered as meeting the compliance with the written-translation obligations:

- (a) Providing written translations of vital documents for each eligible LEP language group that constitutes **5% or 1,000 people**, whichever is less, of the population of individuals eligible to be served or likely to be affected or encountered. Translation of non-vital documents, if needed, can be provided orally; or
- (b) If there are fewer than 50 individuals in a language group that reaches the 5% trigger in (a), the vital written materials are not translated, but written notice of the right to receive free, competent oral interpretation of those vital written materials in the primary language of the LEP language group of is provided.

Failure to meet the actions provided does not mean there is noncompliance, but rather provide a resource to obtain greater certainty of compliance with a fact-intensive, four-factor analysis. Generally, it would not be necessary to translate vital documents when it would be so burdensome as to defeat the legitimate objectives of a program. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

The findings from the graphs within Appendix B did not indicate any LEP language groups meet the safe harbor threshold. At this time, Kanabec County - Timber Trails Public Transit will not translate written documents. However, efforts will be made to reasonably accommodate any language access requests that may arise.

Factor #2: The expected frequency with which LEP individuals will interact with the program, activity, or service?

Kanabec County - Timber Trails Public Transit conducts an assessment process, as accurately as possible, to obtain

updated information on the frequency with which the Transit system would have or should have contact with LEP individuals from different language groups seeking assistance. The assessment is completed on an annual basis, by survey and/or outreach efforts. In determining the needs, emphasis is placed on populations that will have frequent contacts for services, while less frequent or unpredictable service contact needs will require less intensified solutions. Less intensified solutions could be as simple as being prepared to use telephone interpretation services for immediate interpreter services or the use of staff person who can translate for the parties. At all times, Kanabec County - Timber Trails Public Transit will look for opportunities to increase their outreach efforts to all LEP language groups.

Kanabec County – Timber Trails Public Transit Internal LEP Survey

As a part of our Title VI program and plan, we need to examine those populations that have limited English capabilities. There will be several steps in this process, the first being a survey of all staff (management, dispatchers and drivers) detailing how many instances there have been of riders having limited English capabilities and needing assistance to gain knowledge of our transit system.

Please complete the following questions and return the survey to the Transit Director as soon as possible.

Have you encountered individuals with Limited English Capabilities and needing assistance to gain understanding about Timber Trails' services?

In the last six months? _____ Yes 100% No

In the last year? _____ Yes 100% No

At any time during your time with Timber Trails? _____ Yes 100% No

Has any agency (medical center, family service or social worker, school or employment agency etc.) made inquiries or requested assistance in their work with limited English populations?

_____ Yes 100% No

Do you have any knowledge of anyone in the community that needs/needed assistance gaining knowledge about Timber Trails because of limited English capabilities?

_____ Yes 100% No

My position at Timber Trails is:

3 Dispatch

5 Driver

2 Management

My experience with Timber Trails and the community includes 5-13 years of service at Timber Trails.

LEP persons may interact in several ways other than for public transit trip opportunities, with Kanabec County - Timber Trails Public Transit including but not limited to:

- Public meetings
- Community events
- Project-specific meetings, events, and discussions
- Online engagement
- Walk-in requests for information
- Phone communications
- Customer service interactions
- Surveys for information

The conclusions drawn from examining this information about LEP persons seeking transit services are: ***there is little to no need for assistance to LEP individuals. The procedures for assisting LEP persons listed here and in the Kanabec County LEP are sufficient to meet the need.***

In conducting our most recent review in September 2022 Kanabec County - Timber Trails Public Transit has not had interactions with the following LEP language groups in the past 3 years: see staff survey results listed above.

Kanabec County - Timber Trails Public Transit will document over the next 3-year period, the frequency in which LEP individuals from different language groups come into contact with Kanabec County - Timber Trails Public Transit programs, activities, or services.

Factor #3: The nature and importance of the program, activity, or service provided by the program to the people's lives?

The obligations to communicate rights to LEP individuals who need access to services or information is a priority in meaningful transportation. Kanabec County - Timber Trails Public Transit has identified programs or activities that would have serious consequences to individuals if language barriers would prevent a person from benefiting from the service. **Insert information on programs or activities affected, ie. emergency evacuation instructions in vehicles and facilities, security awareness or emergency preparedness information in vehicles and at facilities and how information is provided and accessible.**

Our transit system considers transit to be an important and essential service for many people living in our service area. Kanabec County - Timber Trails Public Transit works with the community organizations, such as **identify the organizations that relate to LEP populations** to provide opportunities for access and information to public transit services. In our efforts we regularly **describe your interactions, the efforts, and frequency** in meetings and outreach. (provide the % of users) LEP persons use our transit service to travel to **Insert additional information about annual number of rides, key destinations, trip purposes, etc.** particular to the transit system. Add more text that describes the importance of your transit services to **your eligible population.**

Kanabec County - Timber Trails Public Transit has determined the impact on actual and potential beneficiaries of delays in the provision of LEP services by **Insert information, ie. When information or services are not accessible to people with limited English proficiency, or if language services in these areas is delayed, how are trip denials or on time performance affecting access to services?**

Within our analysis, Kanabec County - Timber Trails Public Transit will identify necessary language assistance measures, including the translation of vital documents into an identified LEP population that seeks services or information on a regular basis and is likely to be affected. Vital documents are paper or electronic written material that contains information that is 1) critical in accessing programs, services, benefits, or activities, 2) directly related to public safety, or 3) required by law. Determining whether a document or the information is “vital” may depend on the importance of the information or service involved and the consequences to the LEP individual if the information is neither accurate nor timely.

Examples of vital documents in the U.S. DOT LEP Guidance include:

- Emergency transportation information
- Notices advising LEP individuals of free language assistance
- Instructions on how to participate in a program or activity or receive service

Because no languages were identified as meeting the safe harbor threshold for translating vital written materials, Kanabec County - Timber Trails Public Transit is not at this time providing a list of documents considered vital. Should future analysis indicate an LEP group meeting the safe harbor threshold, Kanabec County - Timber Trails Public Transit will evaluate its vital documents and provide translations in accordance with the analysis and federal guidance.

Factor #4: The resources available to the public for LEP outreach, as well as the costs associated with providing meaningful language access.

Kanabec County - Timber Trails Public Transit has weighed the demand for language assistance against the agency's current and projected financial and personnel resources. In our analysis we have determined if the

language services, or lack of language services, currently provided is cost effective and to plan for future investments that will provide the most needed assistance to the greatest number of LEP individuals within our service jurisdiction. Kanabec County - Timber Trails Public Transit will determine on a case-by-case basis whether language assistance costs outweigh the benefits.

Our current annual budget for marketing to or communicating with LEP individuals or populations in their language about transit services that are available to them is \$_____. (show each year's budget amount, by year, for next 3 years). This may include funding for identify what the budgeted amount each year is used for: ie. staff training, translation services, brochures, flyers, posters, newspaper ads, radio ads, website, etc. The amount and efforts our agency have provided over the years has increased decreased remained the same and include written records of efforts and resources provided for the past three years. Records indicate that our agency has increased decreased remained the same in the number of staff and percentage of staff time that is associated with providing language assistance. (Provide number of staff and the percentage in a table format) This number and percentage will increase decrease remain the same over the next three years.

Kanabec County - Timber Trails Public Transit has taken into consideration that "reasonable steps" may cease to be reasonable when the costs imposed substantially exceeds the benefits, and we have carefully explored the most cost-effective means of delivering competent and accurate language services before limiting services due to the resource concerns. (when one or more of the following activities have occurred (or will be occurring) or a similar activity should be included here): Our efforts to be resourceful have considered the impact in utilizing technology advances, such as telephone and video conferencing interpretation services and translating vital documents posted on our website, reasonable business practices, and sharing of language assistance materials and services among and between other transit agencies, bilingual staff that provide language assistance on an ad hoc or regular basis, and advocacy groups and the affected populations. The range in services may be from using telephone-based interpretation services to provide in-person interpretation at a public event. In all cases, however, Kanabec County - Timber Trails Public Transit will proactively identify how to provide language assistance services efficiently and cost-effectively while ensuring meaningful access to LEP individuals.

NOTE: large transit system's and those transit system's that serve a significant number or proportion of LEP individuals should ensure that their resource limitations are well substantiated before using this factor as a reason to limit language assistance. Through documentation or something similar, it may be useful to articulate the process for determining what language services would be limited based on resource or costs.

Based on our analysis of demographic data and contact with community organizations and LEP individuals, we have determined that we have consistently addressed the needs of the LEP populations and our efforts in determining information that needs to be translated into additional languages or additional oral or written language service are being met, and that additional language assistance needs are being addressed or more widespread.

In addition to your own budget and resources to address the language needs of LEP persons, describe any resources outside of your agency that are available to help you communicate effectively with LEP persons about your transit services. For example, language assistance products that have been developed and paid for by local, regional, or state government agencies, services available from your parent agency and/or staff available in another agency to assist with LEP persons. These resources would be inventoried and taken into consideration as part of any assessment completed of all resources available. Volunteer resources need to be qualified to complete the task and must

understand specialized transit terms and be able to provide competent oral and/or written language services.

OR

Findings: What language assistance measures will you need to employ to ensure meaningful access to LEP individuals:

Based on the analysis above, how important will language assistance be to this program or activity?

- ☒ Not Important (little to no LEP population)
- ☐ Important (some LEP population)
- ☐ Very Important (significant LEP population)

What non-English languages are most prevalent in your service area? What are the numbers and percentages for each, based on total populations?

<i>Korean</i>	<i>12</i>	<i>.08%</i>
<i>Other Indo-Euro</i>	<i>10</i>	<i>.07%</i>
<i>Spanish</i>	<i>8</i>	<i>.1%</i>

Based on the findings of most prevalent non-English languages, will you need to translate documents for any or all of the identified populations? *No*

If so, what documents would need to be translated? *N/A*

Will you need to provide interpreters for any public outreach or similar event(s)?

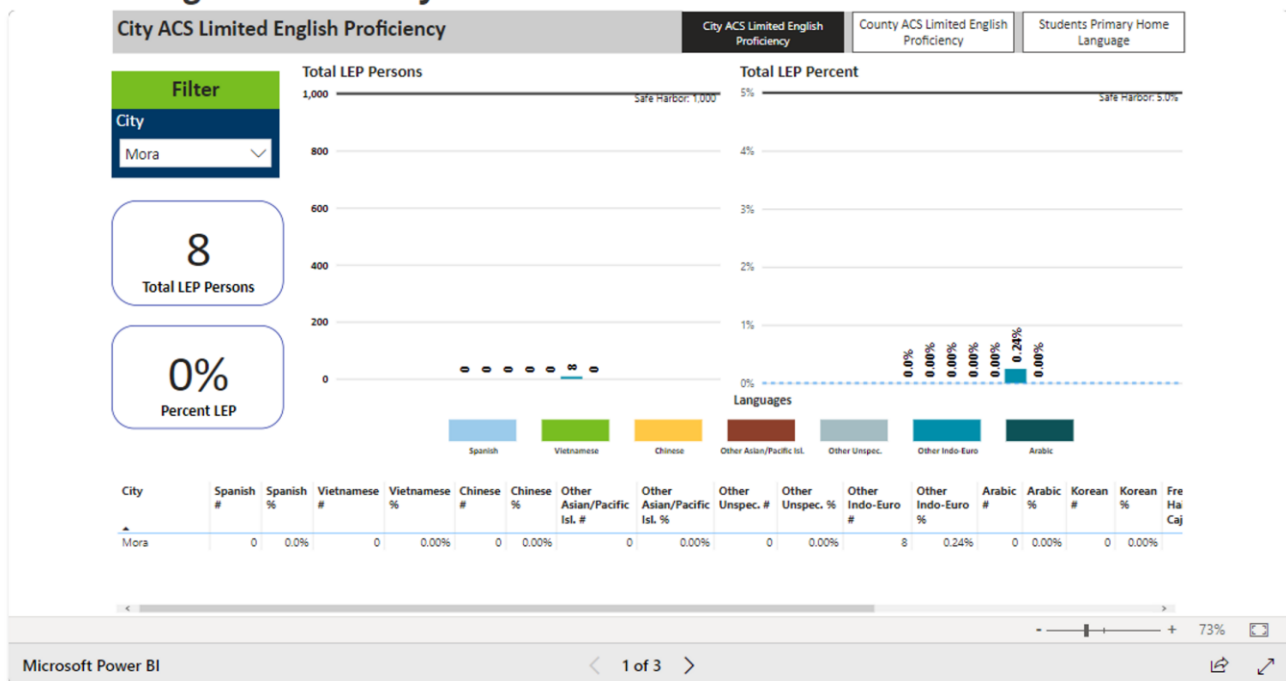
Probably not, but if the need arises we have sufficient access through the Kanabec County LEP Plan resources.

Limited English Proficiency (LEP) Data

American Community Survey (5-Year Estimate 2015-2019, Table ID C16001)

[Nondiscrimination](#) | [Subrecipient reviews and guidance](#)

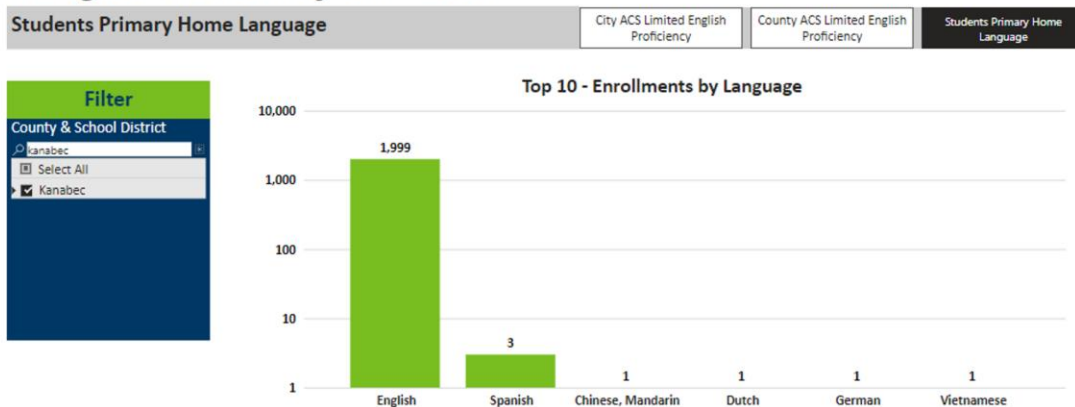
Limited English Proficiency Data Tool



Minnesota Department of Education: Primary Home Language for Students

[Nondiscrimination](#) | [Subrecipient reviews and guidance](#)

Limited English Proficiency Data Tool

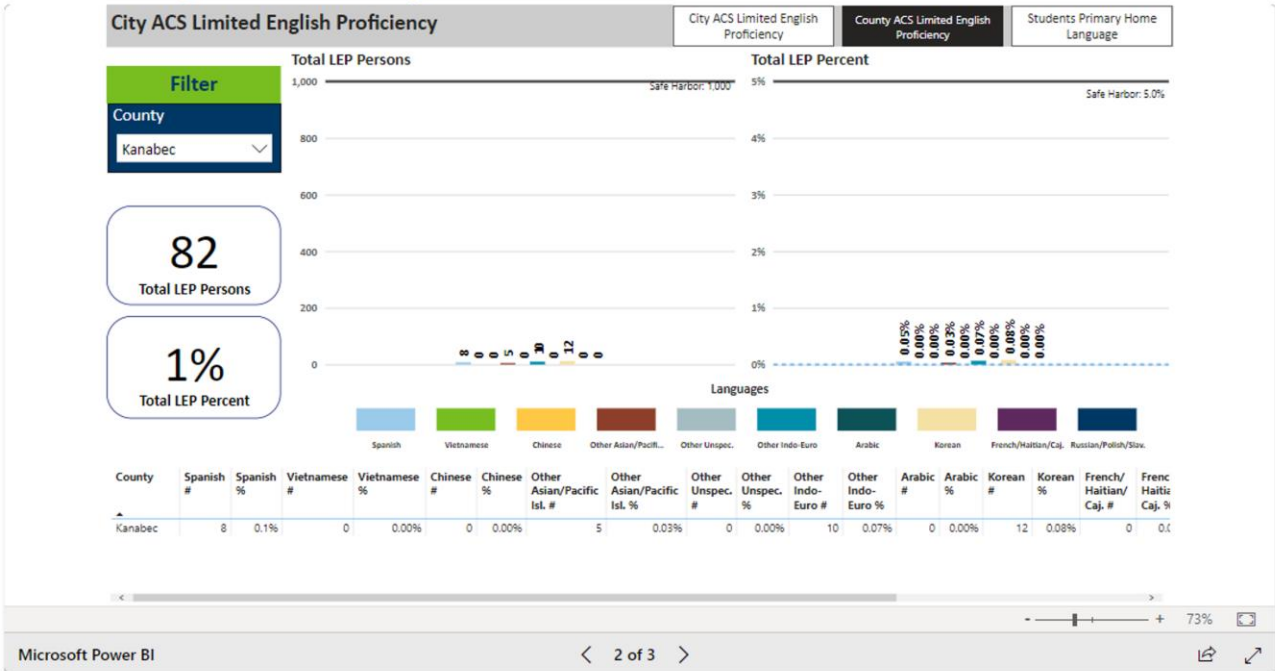


Microsoft Power BI

< 3 of 3 >

73%

Limited English Proficiency Data Tool



Language Identification

One way to determine the language of communication is to use language identification cards (or “I speak cards”), which invite LEP persons to identify their language needs to staff. Such cards, for instance, might say, “I speak Spanish” in both Spanish and English, or “I speak Vietnamese” in both English and Vietnamese

Kanabec County LEP; Section 311 & 312

311 – Notice of Service Availability – LEP clientele will be informed of the availability of free interpreter and translation services at the point when it appears that the customer is not able to communicate in English. Notice of service availability will come from the MS-1659 document in the central reception area. Distribution of the LEP Plan to various parties cited above will help in putting those entities on notice that interpreter and translation services are available on a timely basis and free of charge. Use of material that has been translated will be used immediately when it has been determined that the person presenting for service is not able to understand English. Insofar as the Department of Human Services has translated many forms into multiple languages, Kanabec County will access these forms as necessary. Access to the Department’s website at www.dhs.state.mn.us/forms will be made. Additionally, translated income maintenance forms located in Temp Manual 12.01.13 will be accessed as needed.

312 – County-Produced Materials – Insofar as the LEP census in Kanabec County is minimal, it is not anticipated that KCFS will develop their own documents as the primary source of translated materials. Rather, KCFS will rely on the state-produced documents as the primary source of translated materials. Downloading of documents from the DHS web-page will also be used as necessary. KCFS will follow DHS’s translation numerical guidelines as required.

Language Identification Cards

Side 1 of 2

Instructions: Place a check by the language spoken. ☒

<input type="checkbox"/> Mark this box if you read or speak English.	<i>English</i>
<input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	<i>Arabic</i>
<input type="checkbox"/> Մարդկանք ենք նշում կատարեք այս քառակուսուն, եթե խոսում կամ կարդում եք հայերեն:	<i>Armenian</i>
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	<i>Bengali</i>
<input type="checkbox"/> ឈ្មួចញាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	<i>Cambodian</i>
<input type="checkbox"/> Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	<i>Chamorro</i>
<input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。	<i>Simplified Chinese</i>
<input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。	<i>Traditional Chinese</i>
<input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	<i>Croatian</i>
<input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	<i>Czech</i>
<input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	<i>Dutch</i>
<input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.	<i>Farsi</i>

Public Participation Plan

Plan Adopted: XX/XX/XXXX
Plan Revisions: XX/XX/XXXX

Purpose:

To integrate consideration of the viewpoints of minority, low-income, and limited English proficiency (LEP) populations into the Transit System's community outreach activities. The public participation strategy offers early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

Strategies

Kanabec County - Timber Trails Public Transit considers the LEP populations and key stakeholders in proactive strategies, procedures, and projected outcomes that align with the public participation activities throughout the year(s). Kanabec County - Timber Trails Public Transit offers adequate notice of public participation activities in the planning stages and throughout the process. When appropriate, notice of free language assistance will be posted in areas that the public and staff have access to during all public activities. All language assistance services provided during public engagement or community outreach will be recorded on the Language Service / Public Participation Log is attached as **Appendix E**.

Strategies to involve minority and LEP populations in effective participation in our decision-making process and to serve on appropriate committees, groups, boards, etc. has been implemented. Kanabec County - Timber Trails Public Transit monitors the involvement and percentage of transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, and their membership of which is selected by the system, and provides annually an updated table with the following areas shown as in the attached **Appendix K**.

Virtual Engagement

Microsoft Teams is a tool that can be used in communication with LEP individuals attending an online public engagement event. Microsoft Teams allows for real-time closed caption translations during a Teams [meeting](#) or [live event](#). Meeting organizers will provide information to attendees at the beginning of the meeting or live event on tools to use translated closed captions. For a Teams live event, the event lead can turn on the ability for attendees to view closed captioning in up to 6 languages. Instructions for this is available [here](#). For Teams meetings, there is no ability to automatically set up closed captioning for attendees. Attendees, can however, turn on closed captioning for their view only. Instructions for this is available [here](#).

Surveys to the public and current ridership

Surveys are an opportunity to gain public input and obtain insight on opinions of and feedback on the usage or lack of use of the public transit system, services, and information. All surveys provided will be accessible to LEP individuals based on the four-factor analysis that identifies the targeted populations. Kanabec County - Timber Trails Public Transit conducts user and non-user surveys. See 2017 Transportation Summit Survey

Website and Online Documents

Based on the four-factor analysis the following languages were identified as needing written language translation: Spanish, Korean and Other Indo-Euro languages as the top three LEP groups in the jurisdiction providing service. As appropriate, Kanabec County - Timber Trails Public

Transit provides notice of the availability of free language assistance and written language translation for each of these identified languages. All vital documents will be translated as needed and provided on the website in an easily accessible and identifiable location.

In-Person

All facilities that have interaction with the public in-person will display the Public Notice of Rights Under Title VI in a location that accessible to the public. Non-English versions of the notice will be posted as well if, based on the four-factor analysis that particular language was identified as needed. Notices in English, are attached as **Appendix G**. Staff will use language guides, if necessary, will be used if bilingual staff are not available to assist. Language guide resources are available in **Appendix C**.

Phone

Planned resources will be identified and utilized when bilingual staff are not available to assist. Kanabec County LEP Plan section 302

302- Range of Oral Language Assistance – Use of CYRACOM Language Solutions or Language Line services for non-English language will take place as necessary. Kanabec County will take advantage of the “notice of rights to language services” documents for persons with LEP as they are made available by the Department of Human Services.

Email or Other Written Communication

Kanabec County LEP Plan section 308

308 - Services to Illiterate –When confronted with a situation in which the customer may be illiterate – cannot read or write in his or her native language – it is incumbent that Kanabec County have a conversation with the person to identify areas that the person would like to receive assistance with. If necessary, KCFS will find a suitable interpreter, one who can assist the person in completion of necessary forms, documents and the like. A suitable interpreter can be any KCFS staff person. It may be necessary to schedule interviews when face-to-face interpreter services can be provided. Use of the ITV, faxing of forms, and over-the-phone services may be required on a case-by-case basis.

Outreach practices:

The nature of language assistance provided will be based in part on the number and proportion of LEP individuals served, the frequency of contact between Kanabec County - Timber Trails Public Transit and the LEP population, and the importance of the service provided to the LEP population. Kanabec County - Timber Trails Public Transit will assess the needs of the populations frequently encountered or affected by their program or activity to determine whether translation of outreach materials is needed. Every effort will be made to coordinate with community organizations to assist in determining outreach materials that would be helpful to translate, find opportunities to align with other outreach activities in the area, and utilize ethnic media, schools, and religious or community organizations to help spread the message.

The following outlines the practices that Kanabec County - Timber Trails Public Transit takes in community outreach:

☒ **Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities:**

Public notices regarding meetings placed at following locations: *Transit Facility – 300 Industrial Road, Mora, MN; Public Service Building – 905 East Forest Avenue, Mora, MN; Kanabec County Courthouse – 18 North Vine Street Mora, MN*

Efforts made to ensure meeting times and locations are in convenient and accessible locations: *In the event that the above locations are not acceptable, efforts would be made to locate suitable locations in the community.*

Efforts to involve minority and LEP populations in public involvement activities include: reaching such a limited number of individuals would be difficult. Attempts would be made to reach out through community churches, organizations, community action counsels and local schools.

☒ **Adequate notice of public participation activities in the planning stages and throughout the process and early and continuous opportunities for participation: a minimum of 30 day notice for fare or major service changes; published in the local papers.**

☒ **Implementing adjustable/innovative meeting strategies, locations, and group sizes to gain viewpoints of minority, low-income, and limited English proficiency participation:**

Efforts implemented include: *inviting those organization that work with LEP populations such as schools, city and county governmental representatives and CAC's.*

☒ **Coordinating with community- and faith-based organizations, educations institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities:**

Specific organizations, institutions, or other organizations are: *see list above.*

☒ **Targeted radio, television, newspaper, social media ads on stations, outlets, and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts:**

Efforts include: *local newspapers*

- ☐ **Preparing for public engagement activities by determining ways to provide language assistance, when no interpreter is present or may or may not be needed, providing written documents in other languages, if requested, including ethnic media, schools, and religious or community organizations to assist in providing information:**

Efforts include: (provide all coordination to prepare for activities with minority and LEP populations)

- ☒ **Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments:**

Efforts include: *personal presentations and one-on-one meetings when it is possible*

- ☒ **Involvement of minority, low-income and limited English proficiency (LEP) populations as Transportation Advisory Committee (TAC) members:**

Special Interest Group(s) serving on TAC: *groups that can represent them are included in our Transit Advisory Committee.*

TAC meeting schedule: *Quarterly*

Role and Purpose of TAC: *The Kanabec County – Timber Trails Public Transit Advisory Committee (hereinafter TAC) is established to provide guidance to the Transit Department Staff in the development and ongoing operations of Timber Trails Public Transit for residents of Kanabec County, Minnesota.*

- ☐ **Providing public involvement meeting(s) on a scheduled basis:**

☐ Type of Meetings:

☐ Meeting schedules:

☐ Meeting formats:

☐ Meeting notice method:

☐ Outreach efforts to involve special interest groups:

- ☐ **Other:**

Language Service / Public Participation Log

Note: If your transit system has its own process for tracking language assistance, that process can replace the template language in this section.

Staff Instructions

Kanabec County - Timber Trails Public Transit staff should make an effort to track all language services requested or proactively provided throughout the year. Kanabec County - Timber Trails Public Transit has designated the following staff position to be primarily responsible for ensuring the log is consistently utilized: (enter appropriate staff person and their position and contact info)

Date of Service: This is the date the translation or interpretation service was available to the public. For instance, the date of service for a translated service brochure would be the date of its first distribution to the public. If the same brochure is used multiple times, that can be noted in the Additional Comments column.

Request or Proactive: Select "Proactive" if Kanabec County - Timber Trails Public Transit proactively determined the language services was necessary. Select "Request" if a member of the public requested the language service be provided.

Translation or Interpretation: Translation refers to converting written materials from one language to another and interpretation refers to converting spoken word from one language to another.

Description of Service Provided: The description should include an associated public engagement reference or product title and brief details explaining the service provided (i.e. what was translated, what event/meeting, particular audience, etc.)

Vital Document: A "vital document" is a paper or electronic written material that contains information that is critical for accessing programs, services, benefits, or activities; directly and substantially related to public safety; or required by law. It is at the designated staff discretion to determine whether a document is deemed a vital document.

Service Provider: The name of the qualified language services provider that completed the request through service provider or in-house.

Type of Service Provider: Note whether you used specified staff person, a collaborative partner, or an outreach consultant to complete the language services request. Use the "other" option was used or for unique situations (i.e. bilingual staff providing assistance) and make a note explaining further in the Additional Comments column.

SAMPLE

(Name of Transit System)
Language Service / Public Participation Log

[illegible]

Staff Training Log

Provide your own log that shows all Title VI trainings, by training title, number of hours, method in delivering training, intended audience, and specific times/dates/milestones when training provided. Include if in-house or through outside instructor and name and position of instructor. If Title VI training is included in new employee orientation, specify that, and include what and how provided.

Public Notice of Rights under Title VI

SAMPLE – provide your notice here

NOTICE TO THE PUBLIC: YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT [Transit System Name and Logo]

Kanabec County - Timber Trails Public Transit is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving Federal financial assistance **without** regard to whether specific projects or services are federal funded. Transit programs and services are distributed in accordance with Title VI of the Civil Rights Act and related nondiscrimination authorities. Additionally, **Kanabec County - Timber Trails Public Transit** is committed to ensuring that its programs incorporate access for people with limited English proficiency.

Any person who believes that they, individually, or as a member of any specific class of persons, have been subjected to discrimination on the basis of race, color, or national origin may file a discrimination complaint with **Kanabec County - Timber Trails Public Transit** using the complaint form located on **Kanabec County - Timber Trails Public Transit's** website. The complaint form and procedures are also available in hard copy in, **Spanish, Somali, Hmong, and additional languages** upon request. **Kanabec County - Timber Trails Public Transit** website is: <http://www>.

Complaints can be submitted directly to **Kanabec County - Timber Trails Public Transit** and/or to the Minnesota Department of Transportation (MnDOT), Office of Civil Rights, MS 170, Attention: Title VI Program, 395 John Ireland Blvd, St. Paul, MN 55155

Alternatively, a complaint may be directly filed with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

If you need information translated into another language, or require information in an alternative format, please contact **Name, Address, City, MN, Zip, email address**.

For more information about **Kanabec County - Timber Trails Public Transit** Title VI Program, and the procedures to file a complaint, please reference the *Language Assistance Plan, and Appendix H: Title VI Complaint Procedure* located on **Kanabec County - Timber Trails Public Transit** website, under **(XXX tab or include the links needed to get to direct location)** linked above; by phone **XXX-XXX-XXXX**; email **xxx@xxxx.xxx** or visit our administrative office at **XXXXXX, City, State, Zip**.

Name, Title
Agency

Date

(It is the responsibility of transit agency to provide this Notice in any language(s) spoken by LEP populations that meet the safe harbor threshold. If applicable, also attach Notices in needed language(s))

Appendix H

Title VI Complaint Procedure

Kanabec County - Timber Trails Public Transit is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, or national origin by Kanabec County - Timber Trails Public Transit, providing programs and services in the following cities of Kanabec County – MN: Brunswick, Grasston, Mora, Ogilvie and Quamba. city, cities, county, counties of XXXXX (hereinafter referred to as “Kanabec County - Timber Trails Public Transit,”) may file a Title VI complaint by completing and submitting Kanabec County - Timber Trails Public Transit, Title VI Complaint Form. Kanabec County - Timber Trails Public Transit, investigates complaints received no more than 180 days after the alleged incident. The Kanabec County - Timber Trails Public Transit, will process complaints that are complete.

Once the complaint is received, the Kanabec County - Timber Trails Public Transit, will review it to determine if our office has jurisdiction or if the complaint will be handled by MnDOT OTAT Compliance Coordinator and/or MnDOT Office of Civil Rights Title VI Coordinator. The complainant will receive written acknowledgement informing her/him that the complaint has been received and who will be handling.

Kanabec County - Timber Trails Public Transit and/or MnDOT, has 30 days to investigate the complaint. If more information is needed to resolve the case, Kanabec County - Timber Trails Public Transit and/or MnDOT, may contact the complainant. The complainant has 15 business days from the date of the written notification to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, Kanabec County - Timber Trails Public Transit and/or MnDOT can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two written documentations to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 15 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with MnDOT, Office of Transit and Active Transportation, ATTN: Compliance Coordinator at 395 John Ireland Blvd., MS 430, St. Paul, MN 55155-1899 or email complaint form to jean.meyer@state.mn.us. As an alternate, a person may file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Title VI Complaint Form

Your transit system must create and make available a Title VI Complaint Form for use by customers who wish to file a Title VI complaint. The complaint form must be available on the Transit System's website. The Title VI Complaint Form must specify the three classes protected by Title VI—race, color, and national origin—and allows the complainant to select one or more of those protected classes as the basis/bases for discrimination. The Title VI Complaint Form is a vital document. If any of the Limited English Proficient (LEP) populations in your service area meet the Safe Harbor threshold, then the procedure should be provided in English *and* in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold.

The sample below is provided for the purposes of guidance only.

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
[] Race [] Color [] National Origin				
Date of Alleged Discrimination (Month, Day, Year):				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency <input type="checkbox"/> State Court <input type="checkbox"/> Local Agency		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to: City of
 USA Title VI Coordinator
 1234 Center Street
 City of USA, State 11111

Title VI Investigations, Complaints and Lawsuits Log

Legal Name:
Transit System Name:
Last Updated:

SAMPLE

Title VI List of Transit Related Investigations, Complaints and Lawsuits

2022 Complaints/ Investigations/ Lawsuits Chart				
Complaints	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
0				
Investigation	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
0				
Lawsuit	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
0				
2023 Complaints/ Investigations/ Lawsuits Chart				
Complaints	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
0				
Investigation	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
0				
Lawsuit	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
0				
2024 Complaints/ Investigations/ Lawsuits Chart				
Complaints	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
0				
Investigation	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
0				
Lawsuit	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
0				

Title VI Non-elected Decision Makers

SAMPLE

Legal Name:

Transit System Name:

Last Updated:

Title VI Non-elected Decision Makers

Name of Decision-Making Body	Caucasian	Latino	African American	Asian American	Native American
Population Distribution of Service Area	Freeborn 85% Mower 79% Steele 86% Waseca 89% Average = 85%	10% 11% 8% 6% 9%	1.5% 4% 3% 3% 3%	2.5% 4% 1% 0% 1%	0% 1% 0% 1% 0%
Transit Advisory Committee	93%	7%	0%	0%	0%
Kanabec County - Timber Trails Public Transit Board of Directors / Legal non-elected Body	100%	0%	0%	0%	0%

Language Assistance Plan Resolution Template

Resolution Number #

RESOLUTION OF Kanabec County

for APPROVAL of

TITLE VI PROGRAM PLAN

for **Kanabec County - Timber Trails Public Transit**

A resolution endorsing Kanabec County - Timber Trails Public Transit's Title VI Program Plan.

WHEREAS, Kanabec County - Timber Trails Public Transit under the Title VI and the Civil Rights Act of 1964, is committed to a Title VI Program that prohibit discrimination by/from Kanabec County - Timber Trails Public Transit based on race, color, or national origin.

WHEREAS, Kanabec County - Timber Trails Public Transit must establish a Title VI Program that meets Federal Transit Administration (FTA) guidelines (Circular 4702), as stated and provided in the Kanabec County - Timber Trails Public Transit's MnDOT data management system, known as BlackCat, requires the following compliance elements:

- Notification to the Public of their rights under Title VI of the Civil Rights Act;
- A Complaint Procedures and Complaint Form;
- A list of the transit-related Title VI Investigations, Complaints, and Lawsuits;
- A Public Participation Program;
- A Language Assistance Plan to ensure reasonable access to information for those with Limited English Proficiency;
- A chart of the minority status of members of any non-elected decision-making board and/or committees;
- Title VI training program for staff; and
- Governing Body/Organizational Body Resolution adopting Title VI Program Plan.

BE IT RESOLVED THAT Kanabec County - Timber Trails Public Transit will follow the Title VI Program Plan compliance elements to ensure all passengers and staff are treated equally.

BE IT RESOLVED THAT Kanabec County - Timber Trails Public Transit shall review and adopt or update all Title VI Program requirements every three (3) years. Said adoption or updates will include a public comment period for input in program plan.

BE IT FURTHER RESOLVED THAT Kanabec County Board of Commissioners authorizes the Transit Director and/or Kanabec County Community Health Director to implement and oversee compliance of Kanabec County - Timber Trails Public Transit 2022 Title VI Program.

CERTIFICATION

I certify that the above resolution is a true and correct copy of the resolution presented to and adopted by the Kanabec County - Board of Commissioners at a duly authorized meeting thereof held on 4th day of October, as shown by the minutes of said meeting in my possession and attached.

Kanabec County Coordinator

Date

Notary:

Name and Stamp

Date

Sheila
9/27/22 9:46AM

**** Kanabec County ****



Page 1

As of Date: 08/2022

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

Sheila
9/27/22 9:46AM

TRIAL BALANCE REPORT
As of 08/2022

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

Account		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----					
1001	Cash	395,429.81	42,668.00	103,504.97	498,934.78
1003	Audit Adjustments To Cash	6,027.85	0.00	6,027.85-	0.00
1110	Taxes Receivable - Prior & Delinquent	11,059.89	0.00	11,059.89-	0.00
1201	Accounts Receivable (Acc)	111,169.67	0.00	111,169.67-	0.00
1261	Due From Other Funds (Acc)	21,811.05	0.00	21,811.05-	0.00
1281	Due From Other Governments (Acc)	337,375.35	0.00	337,375.35-	0.00
	Total Assets	882,873.62	42,668.00	383,938.84-	498,934.78
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021	Accounts Payable (Acc)	45,143.48 -	0.00	45,143.48	0.00
2030	Salaries Payable	73,951.74 -	0.00	73,951.74	0.00
2091	Due To Other Funds (Acc)	1,735.08 -	0.00	1,735.08	0.00
2100	Due To Other Governments	5,120.57 -	0.00	5,120.57	0.00
2101	Due To Other Governments (Acc)	24,204.77 -	0.00	24,204.77	0.00
2230	Deferred Inflows	11,059.89 -	0.00	11,059.89	0.00
	Total Liabilities	161,738.70 -	0.00	161,215.53	523.17 -
Fund Balance					
2881	Assigned Fund Balance	721,134.92 -	0.00	0.00	721,134.92 -
2910	Revenue Control	0.00	264,538.62 -	1,577,989.46 -	1,577,989.46 -
2925	Expenditure Control	0.00	221,870.62	1,800,712.77	1,800,712.77
	Total Fund Balance	721,134.92 -	42,668.00 -	222,723.31	498,411.61 -
	Total Liabilities and Balance	882,873.62 -	42,668.00 -	383,938.84	498,934.78 -
488	Kanabec Pine Community Health (fka 59)				
-----Assets-----					
	Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----					
Liabilities					
	Total Liabilities	0.00	0.00	0.00	0.00
	Total Liabilities and Balance	0.00	0.00	0.00	0.00
15	Community Health Fund	0.00	0.00	0.00	0.00

Sheila
9/27/22 9:46AM
15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 08/2022

Report Basis: Modified Accrual



Page 3

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
----------------	------------------------------	------------------------------	--------------------------------	----------------------------

Kanabec County Community Health - Board Financial Report
15-484

Through August 2022

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	
<u>outstanding payments/payments not yet posted</u>												
Pilt-Housing Authority												Workforce Dev.
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	CTC
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	DFC
Cares Act COVID-19 Grant												FAP
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LCTS
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LPHG 9,278.93
Local Public Health Infrastructure												MCH
Rev	486,597.00	40.17%	195,477.17	9,036.31	119.00	42,193.96	0.00	0.00	107,521.78	11,535.47	25,070.65	MIECHV
Exp	378,817.00	64.23%	243,311.63	46,574.53	43,376.18	20,468.59	23,142.49	30,843.70	23,991.40	32,500.28	22,414.46	PHEP
Prevent Infectious Disease												RPC 8,514.84
Rev	28,087.00	32.53%	9,137.11	115.00	1,229.24	69.85	42.81	6,624.81	1,055.40	0.00	0.00	SHIP 30,784.08
Exp	28,088.00	37.95%	10,660.43	1,815.11	1,698.51	1,366.78	1,120.90	946.06	1,799.66	1,032.06	881.35	TANF
Environmental Health												WIC 11,275.00
Rev	25.00	35112.48%	8,778.12	9.00	33.00	0.00	0.00	8,730.12	3.00	0.00	3.00	Covid State
Exp	5,883.00	21.74%	1,279.09	0.00	0.00	0.00	648.66	131.93	292.35	206.15	0.00	CMCOA
Healthy Communities-Adult Health												MN Choice
Rev	271,960.00	79.28%	215,605.10	12,237.80	57,328.99	10,702.83	26,005.23	10,771.41	20,643.71	53,983.12	23,932.01	Admin asst
Exp	275,208.00	52.19%	143,630.76	16,932.81	16,416.14	16,867.57	16,711.60	16,291.43	17,784.32	24,908.81	17,718.08	mental hlth
Healthy Communities-Health Improvement												Suicide Prev
Rev	548,531.00	79.55%	436,335.05	104,307.34	34,621.23	41,582.70	32,655.62	36,573.33	53,537.34	56,768.65	76,288.84	Covid Federal
Exp	528,486.00	65.87%	348,139.69	29,424.26	33,759.78	31,746.75	35,890.91	52,424.99	66,703.19	56,378.88	41,810.93	Home care 58,011.64 estimate only see note below
Healthy Communities-Family Health												117,864.49
Rev	714,440.00	59.51%	425,183.70	29,428.62	106,229.38	17,889.64	104,430.36	29,204.01	21,721.62	86,784.53	29,495.54	
Exp	596,634.00	52.09%	310,806.81	35,253.12	36,664.38	37,729.13	42,564.74	37,542.95	36,831.31	50,764.83	33,456.35	
Emergency Preparedness												SCHA Connector - We get reimbursed twice a year. Not
Rev	131,761.00	126.79%	167,063.39	18,313.04	61,593.51	0.00	47,629.03	0.00	0.00	3,000.00	36,527.81	included above.
Exp	118,620.00	88.35%	104,800.14	16,629.66	14,637.00	10,291.71	10,225.69	10,957.98	16,367.79	15,474.17	10,216.14	
Assure Access-Case Management												Home Care-This is the billed amount and we are paid a
Rev	357,900.00	71.53%	255,999.44	25,379.86	47,946.64	28,422.30	30,807.29	36,229.93	25,233.17	25,196.39	36,783.86	percentage of that and that percentage varies by
Exp	351,493.00	71.41%	250,984.18	27,679.69	30,469.31	29,996.06	29,322.52	30,396.99	30,659.85	44,470.64	27,989.12	paysource. Also, VA may pay up to two years after the
Assure Access-Home Care												date of service.
Rev	528,000.00	63.83%	337,033.01	35,303.31	46,764.65	45,203.80	53,097.52	44,093.93	40,835.57	35,297.32	36,436.91	
Exp	784,072.00	68.04%	533,494.39	82,971.35	61,555.70	50,432.64	66,552.44	61,808.65	63,421.55	79,367.87	67,384.19	
Agency Totals												
Rev	3,067,301.00	66.85%	2,050,612.09	234,130.28	355,865.64	186,065.08	294,667.86	172,227.54	270,551.59	272,565.48	264,538.62	
Exp	3,067,301.00	63.48%	1,947,107.12	257,280.53	238,577.00	198,899.23	226,179.95	241,344.68	257,851.42	305,103.69	221,870.62	

amount has changed

Board Meeting 10/04/22

Abstract Totals for Commissioner Vouchers

Board Meeting 10/04/22	Amount	Vendors	Transactions
Abstract #1	40,257.73	33	56
Abstract #2			
Totals	40,257.73	33	56

Abstract Totals for Auditor Vouchers

Board Meeting 10/04/22	Amount	Vendors	Transactions
Abstract #1	3,769.36	1	6
Abstract #2	1,151.86	1	4
Abstract #3			
Abstract #4			
Abstract #5			
Totals	4,921.22	2	10

Sheila
9/29/22 10:41AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
9/29/22 10:41AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	434	Ability Network Inc						
		15-484-487-8453-6211		224.82	Sept billing svc/eligibility	22M-0139751	Services & Charges	N
2		15-484-493-8452-6211		190.75	Sept billing svc/eligibility	22M-0139751	Services & Charges	N
1		15-484-496-8447-6211		265.70	Sept billing svc/eligibility	22M-0139751	Services & Charges	N
	434	Ability Network Inc		681.27	3 Transactions			
	104	Ace Hardware						
4		15-484-496-8447-6411		44.99	dremf for foot care	308567	Supplies	N
	104	Ace Hardware		44.99	1 Transactions			
	1426	Advanced Telemetry Systems Inc.						
46		15-484-485-8468-6211		2,039.02	mini grant workplace garden		Services & Charges	N
	1426	Advanced Telemetry Systems Inc.		2,039.02	1 Transactions			
	1425	Art & Science Academy						
5		15-484-485-8468-6211		2,999.00	mini grant tower gardens		Services & Charges	N
	1425	Art & Science Academy		2,999.00	1 Transactions			
	185	Bergstadt/Jennifer						
27		15-484-496-8449-6331		137.50	Aut/Sep HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer		137.50	1 Transactions			
	1396	Biever/Laurie						
26		15-484-496-8449-6331		301.88	Aug/Sep HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		301.88	1 Transactions			
	470	Breezy Point Resort						
56		15-484-450-0000-6331		138.51	lodgin MHCA annual conf		Mileage & Meals	N
					10/12/2022 10/14/2022			
	470	Breezy Point Resort		138.51	1 Transactions			
	1275	Bromwich/Amanda						
29		15-484-496-8448-6331		19.38	Sept HM mileage		Mileage & Meals	N
28		15-484-496-8449-6331		191.25	Aug/Sep HHA mileage		Mileage & Meals	N
	1275	Bromwich/Amanda		210.63	2 Transactions			
	1427	Cambridge Farmers Market						
47		15-484-485-8468-6211		405.00	mini grant PoP and SNAP tokens		Services & Charges	N
	1427	Cambridge Farmers Market		405.00	1 Transactions			

Sheila
9/29/22 10:41AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
6	298 Childrens Dental Services						
	15-484-485-8475-6285		557.76	deliver equip/staff 6/24/22		Contracted Work	Y
	298 Childrens Dental Services		557.76	1 Transactions			
48	1428 Chris' Food Center						
	15-484-485-8468-6211		100.00	2 gift cards comm hlth survey		Services & Charges	N
	1428 Chris' Food Center		100.00	1 Transactions			
7	836 East Central School District						
	15-484-485-8468-6211		1,500.00	mini grant weight room upgrade		Services & Charges	N
	836 East Central School District		1,500.00	1 Transactions			
52	1326 Hansen/Erika						
	15-484-496-8447-6331		303.75	Aug/Sep home care mileage		Mileage & Meals	N
	1326 Hansen/Erika		303.75	1 Transactions			
9	4184 Health Dimension Rehabilitation Inc						
	15-484-496-8447-6211		3,455.63	August PT services		Services & Charges	N
10			47.05-	attempted visit credit		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		3,408.58	2 Transactions			
8	324 Healthcare First						
	15-484-496-8447-6211		104.74	Sept HHCAHPS fee	5312088	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
54	829 Hinckley-Finlayson Schools						
	15-484-485-8468-6211		558.80	mini grant Fitness Ctr upgrade		Services & Charges	N
	829 Hinckley-Finlayson Schools		558.80	1 Transactions			
11	4142 Isanti County Family Services						
	15-484-485-8468-6211		750.00	mini grant E Central Baby Cafe		Services & Charges	N
55			2,249.00	mini grant E Central Baby Cafe		Services & Charges	N
	4142 Isanti County Family Services		2,999.00	2 Transactions			
23	1308 Lejonvarn/Kirsten						
	15-484-487-8450-6331		2.50	September TANF mileage		Mileage & Meals	N
24			159.38	Aug/Sep MIECHV mileage		Mileage & Meals	N
25			32.50	Aug/Sep home care mileage		Mileage & Meals	N
	1308 Lejonvarn/Kirsten		194.38	3 Transactions			

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9/29/22 10:41AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
53	377	Marco Inc						
		15-484-450-0000-6341		787.11	Sharp MX5070v copier agreement		Rental & Service Contracts Copier	N
	377	Marco Inc		787.11	1 Transactions			
12	198	Mille Lacs Co. Community & Veterans Ser						
		15-484-485-8468-6880		2,026.53	July hlthy eat/active living		Grant Admin- Pass thru	N
13		15-484-485-8468-6880		1,115.19	July tobacco strategy		Grant Admin- Pass thru	N
14		15-484-485-8468-6880		2,736.59	July well being strategy		Grant Admin- Pass thru	N
15		15-484-485-8468-6880		2,148.57	Aug hlthy eat/active living		Grant Admin- Pass thru	N
16		15-484-485-8468-6880		1,792.63	Aug tobacco strategy		Grant Admin- Pass thru	N
17		15-484-485-8468-6880		2,773.05	Aug well being strategy		Grant Admin- Pass thru	N
	198	Mille Lacs Co. Community & Veterans Ser		12,592.56	6 Transactions			
38	1311	Nelson/Erika						
		15-484-493-8452-6331		24.38	Aug/Sept CM mileage		Mileage & Meals	N
	1311	Nelson/Erika		24.38	1 Transactions			
40	52	Olson/Autumn						
		15-484-487-8450-6331		60.00	Aug/Sep TANF mileage		Mileage & Meals	N
41		15-484-487-8451-6331		45.00	Aug/Sep HP mileage		Mileage & Meals	N
42		15-484-487-8453-6331		93.75	Aug/Sep MIECHV mileage		Mileage & Meals	N
	52	Olson/Autumn		198.75	3 Transactions			
39	3333	Petersen/Renee						
		15-484-469-8440-6411		19.60	storage container vax fridge		Program Supplies	N
	3333	Petersen/Renee		19.60	1 Transactions			
18	1307	Pine City Community Garden						
		15-484-485-8468-6211		1,103.03	mini grant for Access for All		Services & Charges	N
	1307	Pine City Community Garden		1,103.03	1 Transactions			
19	632	Pine County Health & Human Services						
		15-484-485-8468-6880		2,057.39	Aug hlthy eat/active living		Grant Admin- Pass thru	N
20		15-484-485-8468-6880		1,407.90	August tobacco strategy		Grant Admin- Pass thru	N
21		15-484-485-8468-6880		1,768.76	August well being strategy		Grant Admin- Pass thru	N
	632	Pine County Health & Human Services		5,234.05	3 Transactions			
30	1030	Ringler/Jennie						
		15-484-496-8449-6331		134.38	Aug/Sep HHA mileage		Mileage & Meals	N

Sheila
9/29/22 10:41AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1030	Ringler/Jennie		134.38	1 Transactions		
31	1322 Ringler/Jezzalyn		258.13	Aug/Sep HHA mileage	Mileage & Meals	N
	1322 Ringler/Jezzalyn		258.13	1 Transactions		
32	16326 Sarkisyan/Amber		140.00	Aug/Sep HHA mileage	Mileage & Meals	N
	16326 Sarkisyan/Amber		140.00	1 Transactions		
50	1430 Sparkling Moment LLC		1,000.00	training	Staff Development	Y
51	15-484-490-8486-6289		1,445.00	workforce development training	Staff Development	Y
	1430 Sparkling Moment LLC		2,445.00	2 Transactions		
35	1083 Swanson/Lori		31.25	all strategy mileage	Mileage & Meals	N
36	15-484-485-8468-6331		2.50	workplace hlthy eat/act living	Mileage & Meals	N
37	15-484-485-8468-6411		5.00	all strategy supplies	Supplies	N
	1083 Swanson/Lori		38.75	3 Transactions		
22	167 Telander/Sarah		67.50	July-Sep admin mileage	Mileage & Meals	N
49	15-484-450-0000-6331		4.68	June admin mileage	Mileage & Meals	N
	167 Telander/Sarah		72.18	2 Transactions		
34	1268 Tomczak/Kristi		39.39	Sept HM mileage	Mileage & Meals	N
33	15-484-496-8448-6331		318.11	Aug/Sep HHA mileage	Mileage & Meals	N
	1268 Tomczak/Kristi		357.50	2 Transactions		
43	452 Zaiser/Kelly		10.00	September HP mileage	Mileage & Meals	N
44	15-484-487-8451-6331		141.25	Jul-Sep MIECHV mileage	Mileage & Meals	N
45	15-484-487-8453-6331		16.25	Jul-Sep CM mileage	Mileage & Meals	N
	452 Zaiser/Kelly		167.50	3 Transactions		
15 Fund Total:			40,257.73	Community Health Fund	33 Vendors	56 Transactions

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		40,257.73	33 Vendors	56 Transactions	

Sheila
9/29/22 10:41AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	40,257.73	Community Health Fund	
	All Funds	40,257.73	Total	Approved by,
			
			

9:30am Appointment

Item A

October 4, 2022

REQUEST FOR BOARD ACTION

a. Subject: Insurance Renewal	b. Origination: Insurance Committee
c. Estimated time: 5 minutes	d. Presenter(s): Kim Christenson & Kris McNally

e. Board action requested:

Approve the Health Insurance renewal

f. Background:

The county received a 5% increase from PEIP for the 2023 renewal.

The insurance committee was presented with bids from Health Partners, Medica (stand-alone), Medica through the MN Healthcare Consortium, Blue Cross Blue Shield, UHC, and Bind. The bids and plans were viewed by the County's health insurance broker, Mahowald, with the insurance committee

The bids received from the MN Healthcare Consortium were for 2 Medica plans that are basically the same coverage as we currently have but are lower in cost to the County. Both the insurance committee and Mahowald feel that these plans would be the best fit for the county and the employees out of the current available options.

The county contribution to the insurance plans would be a **zero percent increase** for 2023. County will also discontinue use of the insurance reserve fund to offset premium increases to the employees for 2023. The MN Consortium also is giving the county a rate cap of 9.5% for the 2024 insurance renewal.

The insurance committee is recommending that the county board reject the 2023 insurance renewal received from PEIP and sign a 2 year contract with Minnesota Healthcare Consortium-Medica for health insurance.

Attached is a resolution and a spreadsheet showing the breakdown for each plan.

Supporting Documents: None **Attached:** ☒

N/A

Date received in County Coordinators Office:

Resolution #__ – 10/04/22

WHEREAS the county offers health insurance to its employees, and

WHEREAS the current contract with Minnesota Public Employees Insurance Program expires December 31, 2022, and

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the county health insurance from Minnesota Public Employees Insurance Program, and

WHEREAS the county did receive a quote for health insurance plans from Minnesota Healthcare Consortium, and

WHEREAS the Insurance Committee has recommended switching to the Minnesota Healthcare Consortium health insurance plans January 1, 2023;

NOW THEREFORE BE IT RESOLVED to reject the 2023 renewal notice from Minnesota Public Employees Insurance Program and cancel the health insurance contract with Minnesota Public Employees Insurance Program effective December 31, 2022; and

BE IT FURTHER RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and sign a 2 year contract with Minnesota Healthcare Consortium and offer the following health insurance plans at the following rates:

Medica Passport Plan	Proposed Rates	
	Single	Family
\$850 Deductible	\$745.37	\$1,989.71
\$2,000 Deductible	\$655.55	\$1,749.93

Medica Elect Plan	Proposed Rates	
	Single	Family
\$850 Deductible	\$652.20	\$1,741.00
\$2,000 Deductible	\$573.60	\$1,531.19

MN Healthcare Consortium

Kanabec County 2023 Insurance Rates
Effective Jan 1, 2023

Kanabec County 2023 Insurance Rates
Effective Jan 1, 2023

Medica Choice Passport Plan

Single Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$850 Deductible	\$745.37	\$745.37	\$0.00	\$106.00
Family Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$850/\$1,700 Deductible	\$1,989.71	\$1,319.01	\$670.70	\$106.00

Medica Choice Passport Plan

Single Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$2000 Deductible	\$655.55	\$745.37	(\$89.82)	\$106.00
Family Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$2000/\$4000 Deductible	\$1,749.93	\$1,319.01	\$430.92	\$106.00

Medica Elect Plan (must elect a primary healthcare system)

Single Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$850 Deductible/15%	\$652.20	\$695.37	(\$43.17)	\$106.00
Family Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$850/\$1,700 Deductible	\$1,741.00	\$1,319.00	\$422.00	\$106.00

Medica Elect Plan (must elect a primary healthcare system)

Single Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$2000 Deductible/25%	\$573.60	\$695.37	(\$121.77)	\$106.00
Family Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$2000/\$4000 Deductible	\$1,531.19	\$1,319.01	\$212.18	\$106.00

Single \$850 Ded plan: \$745.37 minus \$50 for Health Reserves

Single \$2000 Ded plan: \$745.37 minus \$50 for Health Reserves

9:30am Appointment

Item B

October 4, 2022

REQUEST FOR BOARD ACTION

a. Subject: Insurance Renewal	b. Origination: Insurance Committee
c. Estimated time: 5 minutes	d. Presenter(s): Kim Christenson & Kris McNally

e. Board action requested:

1. Approve the Insurance renewal resolutions: Consent Agenda on pages 2 & 3

- Long Term Disability Insurance (resolution a)
- Dental Insurance (resolution b)
- Short Term Disability Insurance (resolution c)
- Vision Insurance (resolution d)
- Hospital, accident, and critical illness insurance plans (resolution e)

f. Background:

1. The Insurance Committee also discussed renewal rates for 2023 for the ancillary benefits. The committee approved renewing contracts with each entity for the 2023 plan year. Ancillary benefits are employee paid.

Changes:

- 4% increase in dental insurance
- Long Term Disability rates remained the same, recommend to continue with The Hartford
- Short Term Disability rates remained the same, recommend to continue with Dearborn National
- Life Insurance rates remained the same, recommend to continue with The Hartford
- Vision Insurance rates remained the same, recommend to continue with VSP
- Hospital, Accident, and Critical Illness rates remained the same, recommend to continue with Cigna

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office: N/A

Approve a Consent Agenda including all of the following actions:

Resolution #__a – 10/04/22

LTD INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary long term disability coverage, and

WHEREAS the proposed rates are unchanged from the current contract, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Long Term Disability Insurance Contract with The Hartford.

Resolution #__b – 10/04/22

DENTAL INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary Dental Insurance, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to approve an agreement with Health Partners for employee voluntary dental insurance for the January 1, 2023 through December 31, 2023 contract year.

Resolution #__c – 10/04/22

SHORT TERM DISABILITY INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary short term disability coverage, and

WHEREAS the proposed rates are unchanged from the current contract, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Short Term Disability Insurance Contract with Dearborn National.

Resolution #__d – 10/04/22

VISION INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary vision coverage, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Vision Insurance with VSP pool plan.

Resolution #__e – 10/04/22

ACCIDENT, CRITICAL ILLNESS, & HOSPITAL INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary Accident Insurance, Critical Illness Insurance, and Hospital Insurance, and

WHEREAS the proposed rates are unchanged from the current contract, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Accident Insurance, Critical Illness Insurance, and Hospital Insurance with Cigna.

9:30am Appointment

Item C

October 4, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request to Add Health Savings Accounts as a Voluntary Employee Benefit	b. Origination: Insurance Committee
c. Estimated time: 10 minutes	d. Presenter(s): Kim Christenson, HR Specialist

e. Board action requested:

Authorize Payroll & Human Resources to add a voluntary Health Savings Account (H.S.A.) as a benefit option for employees with eligible health plans effective January 1, 2023.

These H.S.A.s would be voluntary and funded by employee pre-tax withholdings.

We request that the county continue to pay the VEBA/FSA/HSA fees on behalf of the employees.

f. Background:

Currently the county pays the monthly fees for employees for the VEBA/FSA plan. Per WEX if we add HSA (bundle) fees we would receive a reduction in the monthly fees.

Fees are per month per employee. Current fees are:

- \$3.75 VEBA only plan
- \$4.10 VEBA/FSA plans
- \$4.10 FSA only plan

Per WEX the monthly will be **\$3.75** per month per employee and that includes VEBA, FSA, and HSA plans.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Health Savings Account (HSA)

A type of savings account that lets you set aside money on a pre-tax basis to pay for qualified medical expenses. By using untaxed dollars in a Health Savings Account (HSA) to pay for deductibles, copayments, coinsurance, and some other expenses, you may be able to lower your overall health care costs. HSA funds generally may not be used to pay premiums.

While you can use the funds in an HSA at any time to pay for qualified medical expenses, you may contribute to an HSA only if you have a High Deductible Health Plan (HDHP) — generally a health plan (including a Marketplace plan) that only covers preventive services before the deductible. For plan year 2022, the minimum deductible for an HDHP is \$1,400 for an individual and \$2,800 for a family. When you view plans in the Marketplace, you can see if they're "HSA-eligible."

For 2022, if you have an HDHP, you can contribute up to \$3,650 for self-only coverage and up to \$7,300 for family coverage into an HSA. HSA funds roll over year to year if you don't spend them. An HSA may earn interest or other earnings, which are not taxable.

9:45am Appointment

October 4, 2022

REQUEST FOR BOARD ACTION

a. Subject: Snake River 1W1P Draft Language	b. Origination: Snake River 1W1P Policy Committee
c. Estimated time: 10 minutes	d. Presenter(s): Commissioner Smith

e. Board action requested:

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

64	Chapter 3	Karen E - MPCA	Consider further task beyond enhance literacy. It might be stated as reserving the option to engage in a pilot project/program for some particular issue that has more significance to the watershed or a particular area of the watershed that may be impacted more greatly. Perhaps a flooding threat or a drought threat or some other significant issue. Flooding has been mentioned as a current concern in particular watershed locations and a project that integrates climate concerns with flooding could be a valuable exercise in understanding those linkages.	thank you for the comment - to revisit in year 5, added to our looking forward section in the plan
65	Table 3-7, p. 3-21	Karen E - MPCA	It may seem intuitive, assume the monitoring is linked with the catchments or is there another purpose, and will the data be used in this plan time period? Maybe a bit more on the purpose/intent would be helpful	no change, The Goal 2 wording describes the intent of establishing the permanent streamflow monitoring locations.
66	p. 3-25	Karen E - MPCA	Good mix of action items to improve groundwater knowledge and stewardship	Noted - thank you
67	p. 5-8	Karen E - MPCA	Great addition to the plan, I note to promote inclusivity. It might be good to add in the work with partners, low income, minority groups, tribal groups, land tenants or others that are perhaps less represented folks for typical projects	Add this paragraph after the list of 10 core values: Through our outreach work the partnership will make a concerted effort to include and outreach to those individuals and/or groups that are normally not represented in our work. Such outreach efforts may include working with partners or individuals to insure the inclusion of low income, minority groups, tribal groups, land tenants or others under represented people.
68	Table 5-4 Future Data	Karen E - MPCA	Great idea to better plan for staff retention and continuity for the plan	Noted - thank you
69	p. 6-6	Karen E - MPCA	Good discussion on the details of continuous/consistent progress and check ins re plan forward momentum. Also appreciate the delineation of members and roles. This should really help the plan execute over the years. It also describes a careful method for fund execution, good stewarding of public money.	Noted - thank you
4	General	BWSR	The purpose of the Minnesota Comprehensive Watershed Management Planning Program (1W1P) is defined in M. S. Section 103B.801 as aligning watershed local water planning procedures and purposes on a watershed boundary to create a systematic, watershed-wide, science-based approach to watershed management. This language is inclusive of all land and waters within the boundaries of an identified watershed, including land managed by private parties, and land managed by local, State, Federal, and Tribal governments. Beyond the 1W1P requirements, Minnesota Statutes enacted in 2021 in Section 10.65 directs that matters that have Tribal implications shall be addressed as part of agency program implementation. Therefore, Comprehensive Watershed Management Plans are expected to include language to address matters that may have Tribal implications. The 60-day Plan draft submitted to BWSR lacks any mention of Tribal land ownership within the Snake River Watershed, which, we believe, does not follow minimum requirements as found within the One Watershed One Plan-Plan Content Requirements (version 2.0) and 2021 MN Statutes, section 10.65.	Revise - Add back in language that describes tribes in the watershed - see details in comments #30-32
30 (8/17/22)	p. 2-5, 2nd paragraph	Kanabec SWCD Board	Comment to add back in factual details on the Mille Lacs Band: Mille Lacs Band of Ojibwe land in the watershed consists of tribal lands reservation, trust land, and fee simple land. Trust land is used for multiple purposes and is important to tribal natural resource, economic, and environmental programs.	Revise - to add the following language back in: Mille Lacs Band of Ojibwe land in the watershed consists of tribal lands, trust land, and fee simple land. Trust land is used for multiple purposes and is important to tribal natural resource, economic, and environmental programs. (P. 2-5)

31 (8/17/22)	p. 2-5, 1st paragraph	Kanabec SWCD Board	Comment to add back in factual details on the Mille Lacs Band: Most of the public land is state-owned (160,478 acres), but small portions are federal (106 acres), tribal (753 acres, Mille Las Band of Ojibwe), county (760 acres), or other public land (179 acres). <u>There are 56,289 acres of County Tax Forfeited land.</u>	No change
32	p. 2-5, 4th paragraph	Kanabec SWCD Board	Comment to add back in factual details on the Mille Lacs Band: Native American communities of Ne-zhingwaakokaag (Pine City, Pine County), and portions of Chiminising (Isle, Mille Lacs County) and Gaa-zhiigwanabikokaag (Hinckley, Pine County) reside within the watershed.	Revise - to add this language back in: "Native American communities of Ne-zhingwaakokaag (Pine City, Pine County), and portions of Chiminising (Isle, Mille Lacs County) and Gaa-zhiigwanabikokaag (Hinckley, Pine County) reside within the watershed."
37	p 2-5	Mille Lacs SWCD Board c/o Susan Shaw, District Administrator	The Mille Lacs SWCD Board would like to see two sentences which were struck from the Land and Water Resource narrative of the plan be reinserted. Those sentences read as follows: 'Mille Lacs Band of Ojibwe land in the watershed consists of reservation, trust, and fee simple land. Trust land is used for multiple purposes and is important to tribal natural resource, economic, and environmental programs.' At the June 27th, 2022 Snake river watershed policy board meeting the suggestion was made by some members to strike entire paragraphs in the land and water resource narrative that mentioned the MLBO as a jurisdiction in the snake watershed. An alternative proposal was suggested as a more equitable action, and that was to leave sentences that acknowledged the MLBO and only strike language that described its formation and governing boundaries. This was proposed as equitable because there was no similar language about how counties were formed and no language describing county or municipal boundaries was needed to meet the purpose of the land and water resource narrative.	Addressed above in comment # 30

10.65 GOVERNMENT-TO-GOVERNMENT RELATIONSHIP WITH TRIBAL GOVERNMENTS.

Subdivision 1. **Recognition of Tribal status and relationship with the state of Minnesota.** (a) The state of Minnesota is home to 11 federally recognized Indian Tribes with elected Tribal government officials. The state of Minnesota acknowledges and supports the unique status of the Minnesota Tribes and their absolute right to existence, self-governance, and self-determination.

(b) The United States and the state of Minnesota have a unique relationship with federally recognized Indian Tribes, formed by the Constitution of the United States, treaties, statutes, case law, and agreements.

(c) The state of Minnesota and the Minnesota Tribal governments significantly benefit from working together, learning from one another, and partnering where possible.

(d) Timely and meaningful consultation between the state of Minnesota and Minnesota Tribal governments will facilitate better understanding and informed decision-making by allowing for communication on matters of mutual interest and help to establish mutually respectful and beneficial relationships between the state and Minnesota Tribal governments.

Subd. 2. **Definitions.** (a) As used in this section, the following terms have the meanings given:

(1) "agency" means the Department of Administration, Department of Agriculture, Department of Commerce, Department of Corrections, Department of Education, Department of Employment and Economic Development, Department of Health, Office of Higher Education, Housing Finance Agency, Department of Human Rights, Department of Human Services, Department of Information Technology Services, Department of Iron Range Resources and Rehabilitation, Department of Labor and Industry, Minnesota Management and Budget, Bureau of Mediation Services, Department of Military Affairs, Metropolitan Council, Department of Natural Resources, Pollution Control Agency, Department of Public Safety, Department of Revenue, Department of Transportation, Department of Veterans Affairs, Gambling Control Board, Racing Commission, the Minnesota Lottery, the Animal Health Board, and the Board of Water and Soil Resources;

(2) "consultation" means the direct and interactive involvement of the Minnesota Tribal governments in the development of policy on matters that have Tribal implications. Consultation is the proactive, affirmative process of identifying and seeking input from appropriate Tribal governments and considering their interest as a necessary and integral part of the decision-making process. This definition adds to statutorily mandated notification procedures. During a consultation, the burden is on the agency to show that it has made a good faith effort to elicit feedback. Consultation is a formal engagement between agency officials and the governing body or bodies of an individual Minnesota Tribal government that the agency or an individual Tribal government may initiate. Formal meetings or communication between top agency officials and the governing body of a Minnesota Tribal government is a necessary element of consultation;

(3) "matters that have Tribal implications" means rules, legislative proposals, policy statements, or other actions that have substantial direct effects on one or more Minnesota Tribal governments, or on the distribution of power and responsibilities between the state and Minnesota Tribal governments;

(4) "Minnesota Tribal governments" means the federally recognized Indian Tribes located in Minnesota including: Bois Forte Band; Fond Du Lac Band; Grand Portage Band; Leech Lake Band; Mille Lacs Band; White Earth Band; Red Lake Nation; Lower Sioux Indian Community; Prairie Island Indian Community; Shakopee Mdewakanton Sioux Community; and Upper Sioux Community; and

(5) "timely and meaningful" means done or occurring at a favorable or useful time that allows the result of consultation to be included in the agency's decision-making process for a matter that has Tribal implications.

Subd. 3. **Consultation duties.** (a) An agency must recognize the unique legal relationship between the state of Minnesota and the Minnesota Tribal governments, respect the fundamental principles that establish and maintain this relationship, and accord Tribal governments the same respect accorded to other governments.

(b) An agency must, in consultation with Minnesota Tribal governments, implement Tribal consultation policies to comply with this section and guide the agency's work with Minnesota Tribal governments, and must submit these policies to the governor and lieutenant governor. Tribal consultation policies should address the communication protocols for each Minnesota Tribal government, which should be developed in coordination with representatives of each Minnesota Tribal government. An agency must update the Tribal consultation policies as often as required in order to facilitate timely and meaningful consultation, but no less than biannually.

(c) Consultation under this section is a duty of an agency to consult with the governing body or bodies of each individual Minnesota Tribal government. Coordination with groups or entities that have representation on some or all of the governing bodies of the Minnesota Tribal governments, such as the Minnesota Indian Affairs Council or the Minnesota Chippewa Tribe, is encouraged but does not satisfy an agency's duty to consult with individual Minnesota Tribal governments on matters that have Tribal implications. If a matter has implications for one Minnesota Tribal government, but not others, the agency's duty is to only consult those Minnesota Tribal governments affected.

(d) An agency must consult with each Minnesota Tribal government at least annually, and as often as is required to address matters that have Tribal implications.

(e) An agency must consult with Minnesota Tribal governments on legislative and fiscal matters that affect one or all Minnesota Tribal governments or their members to identify priority issues in order to allow agencies to proactively engage Minnesota Tribal governments in the agency's development of legislative and fiscal proposals in time for submission into the governor's recommended budget and legislative proposals each year.

(f) An agency must develop and maintain ongoing consultation with the Minnesota Tribal governments related to matters that have Tribal implications. Agencies must consider the input gathered from Tribal consultation into their decision-making processes, with the goal of achieving mutually beneficial solutions.

(g) An agency and a Minnesota Tribal government may agree that a formal consultation is not necessary for a given year on a given matter that has Tribal implications, and the agency must keep a written record of this decision.

(h) The prospective duty to consult does not apply to action on a matter that has Tribal implications if immediate action is required to address a present and immediate threat to the health, safety, or welfare of Minnesota citizens. For these actions, every effort should be made to communicate, and formal consultation should occur as soon as possible. The duty to consult also does not apply to criminal proceedings or other investigations or legal proceedings that prohibit an agency from disclosure.

(i) An agency must designate a Tribal liaison to assume responsibility for implementation of the Tribal consultation policy and to serve as the principal point of contact for Minnesota Tribal governments. The Tribal liaison must be able to directly and regularly meet and communicate with the agency's commissioner and deputy and assistant commissioners in order to appropriately conduct government-to-government consultation and cooperation.

(j) The state has instituted Tribal-state government relations training, which is the foundation and basis of all other Tribal government relations training sources. All agencies must direct certain staff to complete

available training to foster a collaborative relationship between the state of Minnesota and Minnesota Tribal governments, and to facilitate timely and meaningful consultation. In addition to all commissioners, deputy commissioners, and assistant commissioners, at a minimum all agency employees whose work is likely to include matters that have Tribal implications must attend Tribal-state relations training. Tribal liaisons must actively support and participate in the Tribal-state relations training.

(k) Any agency or board that is not listed in the definition of agency in subdivision 2 is encouraged to and may engage in consultation and communication with the Minnesota Tribal governments for all matters that have Tribal implications.

Subd. 4. **Applicability.** Nothing in this section requires the state or an agency to violate or ignore any laws, rules, directives, or other legal requirements or obligations imposed by state or federal law or set forth in agreements or compact between one or more Minnesota Tribal governments or any other Tribal government and the state or its agencies. This section is not intended to, and does not, create any right to administrative or judicial review, or any other right, benefit, or responsibility, substantive or procedural, enforceable against the state of Minnesota, its agencies or instrumentalities, its officers or employees, or its subdivisions or any other persons. Nothing in this section prohibits or limits any agency from asserting any rights or pursuing any administrative or judicial action under state or federal law to effectuate the interests of the state of Minnesota or any of its agencies. Nothing in this section is intended to alter or reduce the state's duties to individual Minnesota citizens including those of Native American descent.

History: 2021 c 31 art 2 s 16; 1Sp2021 c 14 art 11 s 5

9:55am Appointment

October 4, 2022

REQUEST FOR BOARD ACTION

a. Subject: 2023 TZD Enforcement Grant	b. Origination: Sheriff's Office
c. Estimated time: 5 min	d. Presenter(s): Brian Smith

e. Board action requested:

Approve the following resolution:

Resolution #__ - 10/4/22

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED that Kanabec County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED that the Kanabec County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Kanabec County and to be the fiscal agent and administer the grant.

f. Background:

The Toward Zero Death program is a joint public safety venture focused on reducing traffic fatalities in the State of Minnesota. It provides funding for extra traffic enforcement focusing on impaired driving, seat belt use and inattentive driving.

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:	9/23/22
--	---------

Coordinators Comments:

2023 Enforcement Budget



Kanabec County Sheriff's Office

Impaired Driving Enforcement	\$	9,900.00
Seat Belt Enforcement	\$	3,000.00
Speed Enforcement	\$	3,500.00
Move Over Enforcement	\$	350.00
Distracted Enforcement	\$	3,600.00
Pedestrian	\$	-
Special Projects Enforcement	\$	1,000.00
Total Overtime Enforcement Funding	\$	21,350.00

	DWI	Other (402)	Total
Dispatch & Admin:	\$ -	\$ -	\$ -
Corrections Assistance:	\$ -		\$ -
Subtotal			\$ -

Equipment	Grant Funded	Agency Match	
PBT	\$ -	\$ -	\$ -
Lidar/Radar	\$ -	\$ -	\$ -
Subtotal			\$ -

Total Grant Award \$ **21,350.00**

Agency Match Required \$0.00

Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101	Grant Program: 2023 Enforcement Grant Contract Agreement No.: A-ENFRC23-2023-KANABESO-058
Grantee: Kanabec County Sheriff's Office 18 N Vine Street Suite 143 Mora, Minn., 55051	Grant Contract Agreement Term: Effective Date: October 1, 2022 Expiration Date: September 30, 2023
Grantee's Authorized Representative: Grant Coordinator Ashley Meier Kanabec County Sheriff's Office 18 N Vine Street Suite 143 Mora, Minn., 55051 Phone: (320) 679-8426 Email: ashley.meier@co.kanabec.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 21,350.00 Matching Requirement \$ 0.00
State's Authorized Representative: Kammy Huneke 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101 Phone: (651)-201-7070 Email: kammy.huneke@state.mn.us	Federal Funding: CFDA 20.600, 20.608 & 20.616 FAIN: 69A37521300004020MN0, 69A37522300001640MNA & 69A3752130000405BMNH State Funding: N/A Special Conditions: None

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

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

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2023 Enforcement Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the 2023 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

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

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

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized

Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

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

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-ENFRC23-2023-KANABESO-058/3000082601

Project No.(indicate N/A if not applicable): 23-04-01

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: Kanabec County Sheriff's Office

A-ENFRC23-2023-KANABESO-058

Budget Summary

Budget				
Budget Category	State Reimbursement	Local Match		
Enforcement-Distracted				
Enforcement-Distracted	\$3,600.00	\$0.00		
Total	\$3,600.00	\$0.00		
Enforcement-Seat Belt				
Enforcement-Seat Belt	\$3,000.00	\$0.00		
Total	\$3,000.00	\$0.00		
Enforcement-DWI				
Enforcement-DWI	\$9,900.00	\$0.00		
Total	\$9,900.00	\$0.00		
Enforcement-Move Over				
Enforcement-Move Over	\$350.00	\$0.00		
Total	\$350.00	\$0.00		
Enforcement-Speed				
Enforcement-Speed	\$3,500.00	\$0.00		
Total	\$3,500.00	\$0.00		
Mileage Expenses				
Mileage Expenses	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Training/Meeting Match				
Training/Meeting Match	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
TZD Conference Hotel Match				
TZD Conference Hotel Match	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Enforcement-Special Project				
Enforcement-Special Project	\$1,000.00	\$0.00		
Total	\$1,000.00	\$0.00		
Total	\$21,350.00	\$0.00		

10:00am Appointment

October 4, 2022

REQUEST FOR BOARD ACTION

a. Subject: 2021 Audit Presentation and Draft Financial Statements	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 20 minutes	d. Presenter(s): Doug Host, Clifton Larson Allen LLP

e. Board action requested:

RESOLUTION #__-10/4/22

Resolution Accepting Kanabec County's Audited Financial Statements for Year-Ending December 31, 2021

WHEREAS, the independent audit firm, Clifton Larson Allen LLP, has issued their opinion that Kanabec County's financial statements, as of December 31, 2021, are presented fairly and in accordance with generally accepted accounting principles; and

WHEREAS, Doug Host, authorized representative of Clifton Larson Allen LLP, and Denise Snyder, Kanabec County Auditor/Treasurer, presented a summary of key information in the 2021 Comprehensive Annual Financial Report to the Kanabec County Board of Commissioners; and

WHEREAS, the State Auditor's Office requires the Kanabec County Board of Commissioners to accept the audited financial statements and make them available for public inspection in the Office of the State Auditor and in the Office of the County Auditor;

THEREFORE BE IT RESOLVED by the Kanabec County Board of Commissioners to accept the audited financial statements for year-ending December 31, 2021 as presented.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



We'll get you there.

Kanabec County Mora, Minnesota

Audit Presentation

Exit Conference: Communication
with Those

Charged with Governance
Year Ending December 31, 2021



Agenda

- Introduction
- Required Communications
- Internal Control
- Minnesota Legal Compliance
- Financial Results
- Key Issues/Summary





Introduction

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Required Communication

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Required Communications

- Separate Communication with Governance letter issued to all County Commissioners with required communications in detail
- Key points
 - Audit provides reasonable, but not absolute assurance
 - Audit includes some accounting estimates
 - We received full cooperation from management
- Results of the Audit
 - We issued an unmodified opinion on the financial statements
 - Single audit performed as County had federal expenditures in excess of \$750,000 (Medical Assistance & Highway Planning and Construction)





Internal Control

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Internal Control

- Material Weaknesses – deficiencies in internal control such that there is a reasonable possibility that a material misstatement would not be prevented or detected and corrected on a timely basis
 - Segregation of Duties
 - Audit Adjustments
 - Annual Financial Reporting
 - Review Adjustments to Inventory
- Significant Deficiencies – deficiencies in internal control that are less severe than material weaknesses, yet important enough to merit attention by those charged with governance
 - None for 2021
 - Resolved 2 items from 2020



Single Audit – Internal Control

- Material Weakness
 - None noted for 2021 or 2020
- Significant Deficiency
 - None noted for 2021
- Prior year CRF item resolved in 2021





Minnesota Legal Compliance

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Minnesota Legal Compliance

- Auditors performed testing and completed a 25 page check list to verify that the County complied with applicable Minnesota Statutes
- 2021 Findings:
 - Unclaimed Property (2020 as well)

Prior year timely payment of claims resolved





Financial Results

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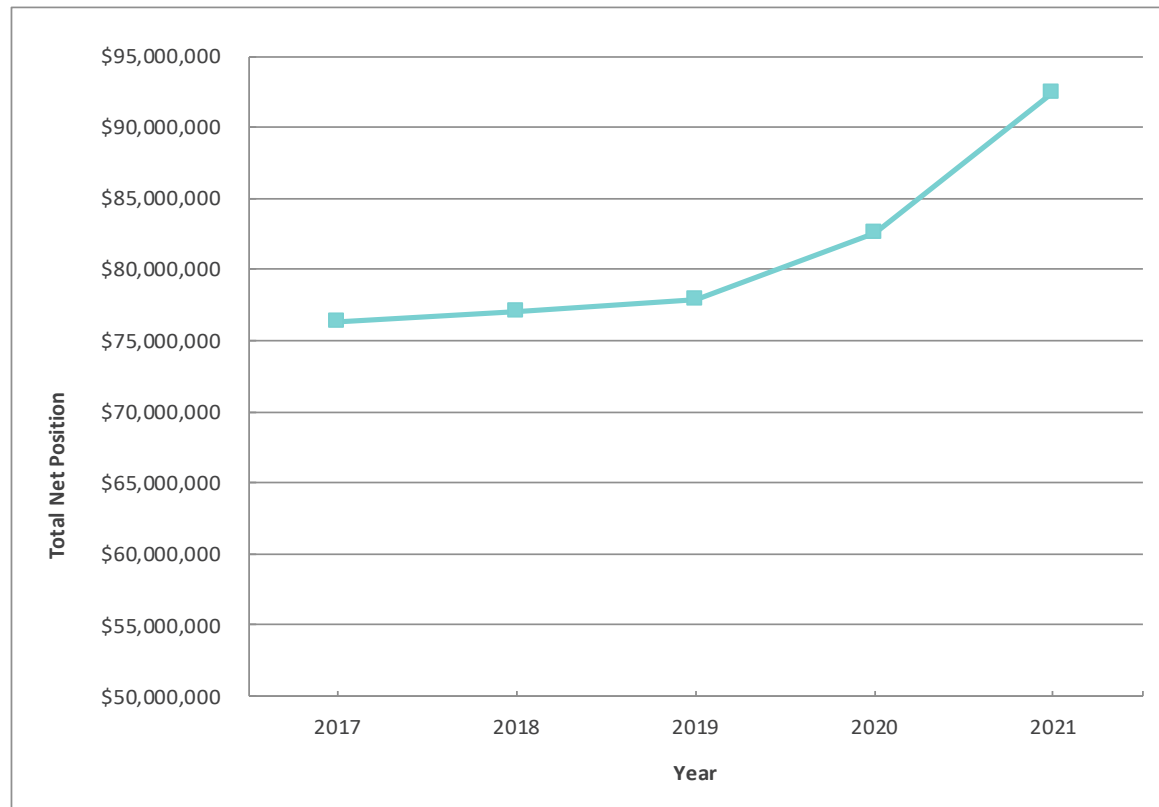
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Financial Results

Governmental Activities Net Position

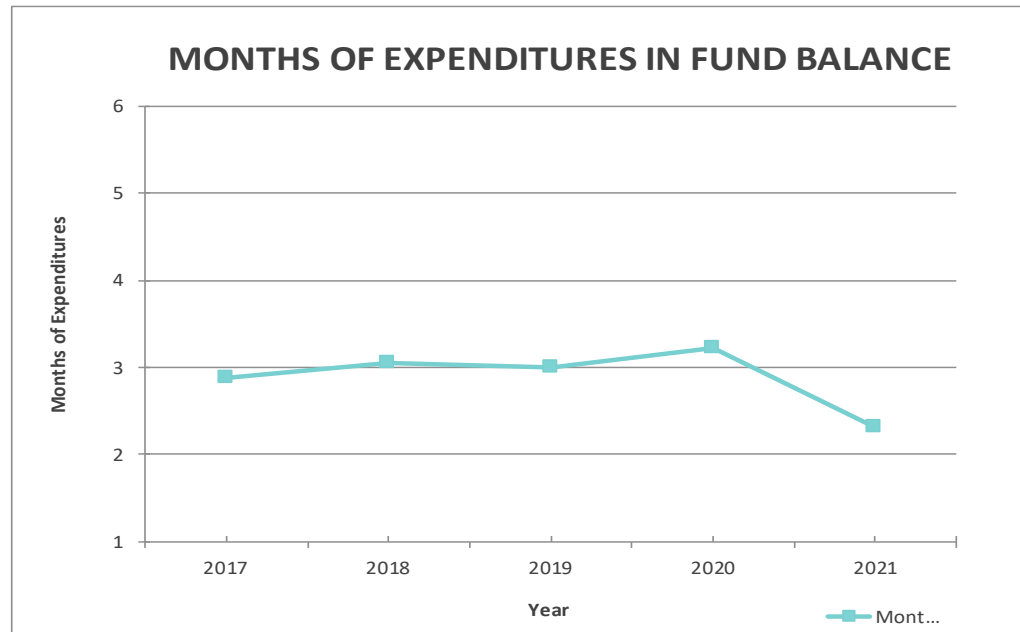
- Net Position increased by \$11,804,007 from 2021 operations
- Unrestricted Net Position approximately \$56.4M deficit (2020=\$2.2M)



Financial Results

Months of Expenditures in Fund Balance – All Governmental Funds

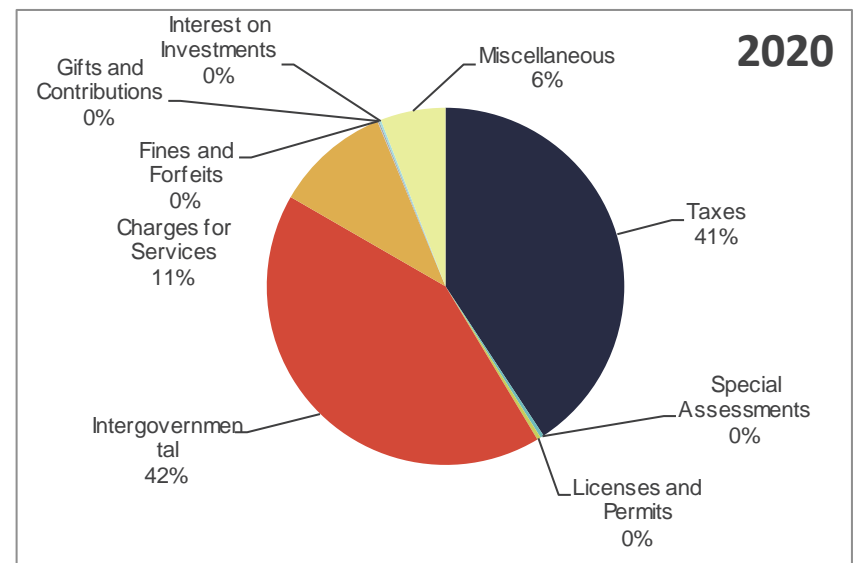
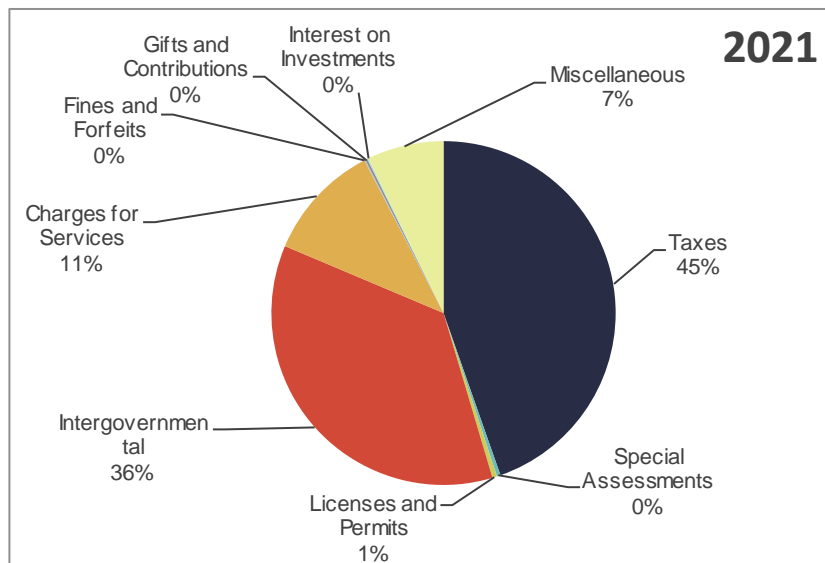
- Total Fund Balance
 - 2021 = \$70,243,494 2020 = \$12,733,238
- Unassigned, Assigned, and Committed Fund Balance
 - 2021 = \$6,943,675 2020 = \$8,559,429
- Approximately 2.3 months of expenditures in Fund Balance (Assigned, Unassigned, and Committed)
- Recommend no less than 5 months expenditures in Fund Balance (Assigned, Unassigned, and Committed)



Financial Results

Revenue Comparison – Governmental Funds

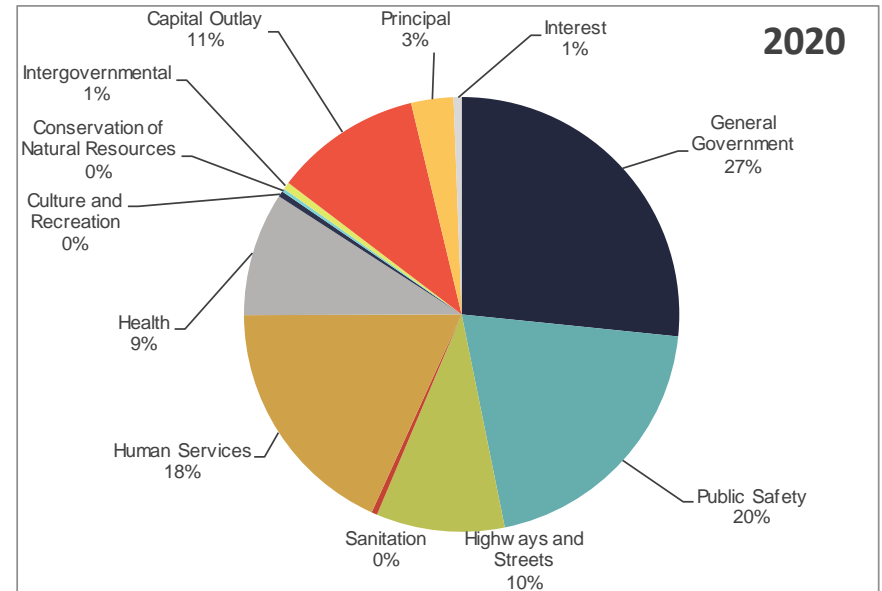
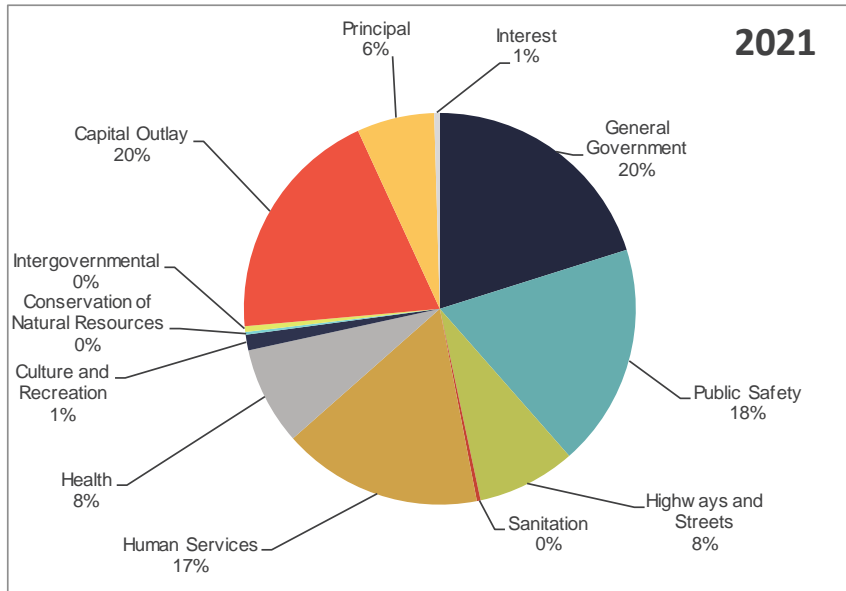
- Revenue breakdown by type is consistent from year-to-year
- 2021 Taxes and Intergovernmental Revenues account for 83% Total Revenues (prior year was 81%)



Financial Results

Expenditure Comparison – Governmental Funds

- Debt principal decreased approximately \$1.3M
- General government expenditures decreased approximately \$1.2M (CRF in 2020)
- Capital outlay increased \$3.6M



Financial Results

Long-Term Liabilities – Governmental Activities

Total Long-Term Liabilities

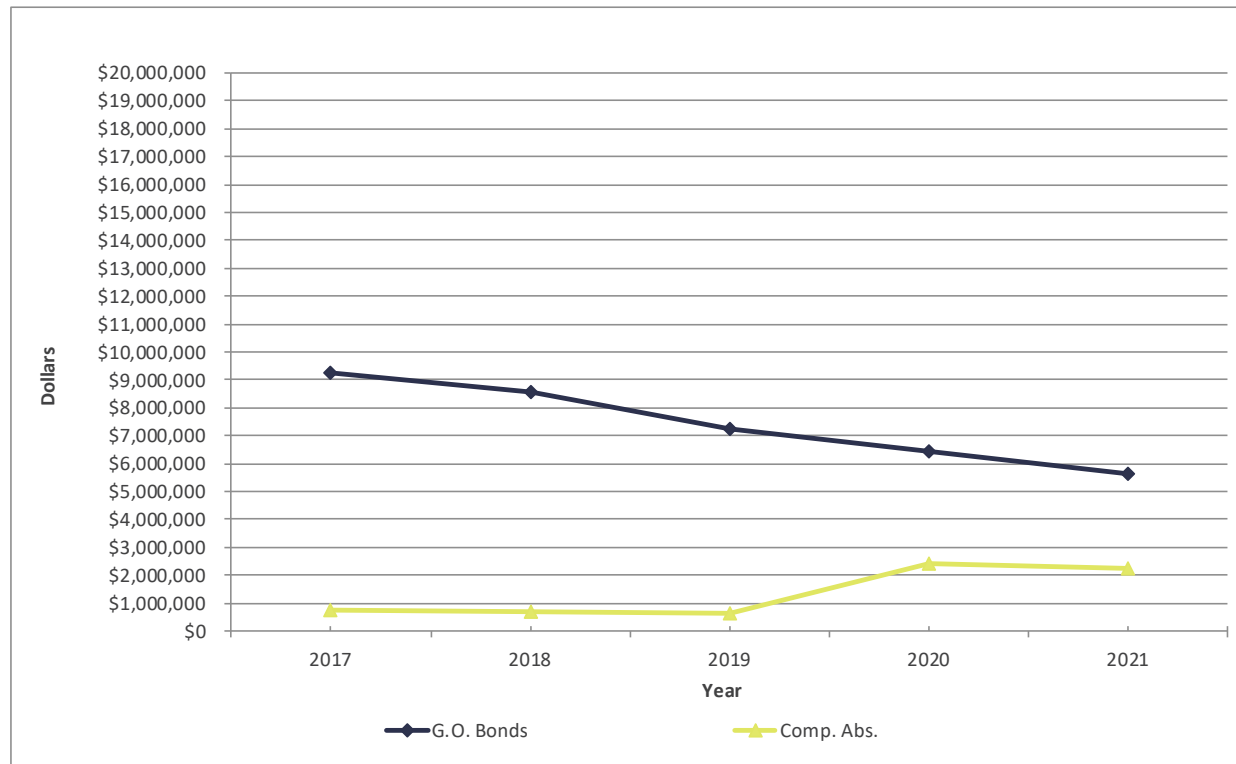
2020 = \$70,256,481

2021 = \$68,040,054

General Obligation Bonds

2020 = \$6,450,000

2019 = \$5,610,000





Key Issues / Summary

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Key Issues / Summary

- Financial Stability
 - Financial statements and the required OSA reporting form submitted to the required state agencies by the statutory deadline
 - General Fund increased Fund Balance levels \$1.5M in 2021 (Welia transaction in 2021)
 - 59.1M Due from hospital
 - 59.1M Debt payable



Thank you to all for allowing us to serve you!

Contact Information:

Doug Host, CPA

218-825-2948

doug.host@CLAconnect.com



CLAconnect.com



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10:45am Appointment

October 4, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request for Approval of Agreement for out of State Child Placement	b. Origination: Family Services
c. Estimated time: 5-10 minutes	d. Presenter(s): Chuck Hurd, Family Services Director

e. Board action requested:

Resolution # FS – 10/4/2022

Children's Residential Treatment Contract Resolution

WHEREAS, Kanabec County Family Services is responsible, under MN Statute 245.487-245.4889 which is known as the "Children's Mental Health Act" to provide child-oriented mental health services for emotionally disturbed children and their families, and

WHEREAS, there are no vacancies in the type of facility needed at this time in the State of Minnesota, and

WHEREAS, Eastway Behavioral Healthcare has availability in The Heritage of Hannah Neil facility in Columbus, Ohio and are willing to accept the client, and

WHEREAS, Kanabec County Family Services and the parents have determined and agree on the need to have this placement occur as soon as possible for and in the best interest of the child

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves the Family Services Director signing a Service Agreement and Contract with Eastway Behavioral Healthcare for the period October 1, 2022 through September 30, 2023 upon approval of the documents by the County Attorney.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:55am Appointment

October 4, 2022

REQUEST FOR BOARD ACTION

a. Subject: Request to apply for competitive Veterans Memorial Grant from Arts & Cultural Heritage Fund	b. Origination: Kanabec County Veterans Memorial project
c. Estimated time: 5 minutes	d. Presenter(s): Erica Bliss

e. Board action requested:

Authorize CVSO Erica Bliss to apply for and accept grant on behalf of County of Kanabec for Veterans Memorial Project.

Grant funding is only available to local units of government

f. Background:

CVSO is Secretary for Kanabec County Veterans Memorial project and has been asked to apply for grants on behalf of the committee. The MN Department of Administration is sponsoring the Clean Water Land & Legacy funds for FY23 Veterans Memorial Grants. Grants are only available to local units of government. Budget for Fiscal Year 2023 is \$72,750. Our request will be \$10,000 with matching funds from the \$50,000 previously authorized by County Board for Veterans Memorial project.

Grant application (Not final copy) attached for review.

Grant must be submitted NLT 1630 hours on October 10, 2022

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Resolution #__ – 10/04/2022

WHEREAS the County Veterans Service Office recommends application for the Arts & Cultural Heritage Fund Competitive Veterans Memorial Grant FY23, a competitive grant available to local units of government; and

WHEREAS the Kanabec County Veterans Memorial Project is not a unit of government; and

WHEREAS grant funding is allowed per Minn.Stat§ 129D.17 for arts, art education and arts access and to preserve Minnesota's history and cultural heritage; and

WHEREAS the Kanabec County Veterans Memorial project will preserve the culture and history of Minnesota and Kanabec County veterans with walls of honor, Memorials for those killed in action and static displays of military memorabilia; and

WHEREAS the grant will be used to request \$10,000 for scaled drawing(s) of the Veterans Memorial Project by SEH to include the building (static display), memorial plaza, walls of honor and landscaping (\$5000) **and** the custom construction of flag poles for the Memorial Plaza to include 6-35 ft flags for each military service branch and 1-55 ft pole for the US Flag (\$5,000); and

WHEREAS fiscal year 2023 appropriations are available until June 30, 2024;

THEREFORE BE IT RESOLVED the Kanabec County Board approves the application and acceptance, if awarded, of the Arts & Cultural Heritage Fund Competitive Veterans Memorial Grant FY23;

BE IT FUTHER RESOLVED that Kanabec County Veteran Service Officer Erica Bliss is authorized to sign the grant agreement on behalf of the Kanabec County Board.

Chairperson, Kanabec County Board of Commissioners

Date

11:00am Appointment

October 4, 2022

REQUEST FOR BOARD ACTION

a. Subject: Tax Forfeit Land Sale	b. Origination: County Auditor's Office
c. Estimated time: 10-15 minutes +/-	d. Presenter(s): Tim Jacobs

e. Board action requested:

Determine minimum bids for the Ogilvie parcel on the tax forfeit land sale.

f. Background:

Attached are a copy of the (un-official) Ogilvie city council minutes approving the reduction of the special assessment on this lot down to \$10,000 from \$39,253. It is listed under old business.

The Current Estimated Market Value for the 2023 payable year is \$21,400.

As a point of reference the old Ogilvie school lot which is **2.39 AC** is currently on the market for \$49,900.

Once the new minimum bid is set on this lot, we can move forward with the fall auction set up and proceed.

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	9/29/22
---	---------

Coordinators Comments:

Kanabec County Tax Forfeit Land - Remaining parcels available over the counter

**Please call for an appointment time to purchase any of these parcels in person, 320-679-6430*

<i>Township/City</i>	<i>PID</i>	<i>Section</i>	<i>Abbreviated Legal Description/Address (if applicable)</i>	<i>Approx Acres</i>	<i>Timber Value</i>	<i>SA after Forf</i>	<i>Minimum Bid</i>
Arthur	02.04900.00	24	Spring Brook Estates, Lot 20 Block 3	1.00			\$
			Address: xxxx Brook View Dr S, Mora MN 55051				
Ford	05.00340.00	8	NE1/4 of NW1/4 of NW1/4 & N1/2 of SE1/4 of NW1/4 of NW1/4	15			\$
			Address: 3797 Hwy 65, Isle, MN 56342				
Haybrook	07.00105.20	4	NE1/4 of SW1/4 (landlocked)	40.00			\$
Haybrook	07.00130.00	4	N1/4 of NW1/4 of SW1/4 (landlocked)	10.00			\$
Peace	12.02285.00	6	Plan of Warman, Lot 6, block 3 ex hwy r/w	0.16			\$
			Address: xxxx Hwy 65, Mora, MN 55051				
Whited	15.01250.20	25	N1/2 of N1/2 of NE1/4 of SE1/4 lying S of RR r/w	9.93			\$
			Address: xxxx Sherwood St, Brook Park, MN 55007				
City of Ogilvie	23.00350.00	35	Ogilvie Plat, Lot 1, Block 2	0.16		\$39,253.43	\$.
			Address: 209 Hill Ave, Ogilvie, MN 56358				

See our website for more detail regarding Terms & Conditions, Forms of Payment, Bidding and Sales, Disclaimers and additional Parcel Information

New minimum bids are being established for fall 2022 online auction

**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)

23.00335.00

23.00330.50

23.00330.00

23.00420.00

WEST ANDERSON STREET

EAST ANDERSON STREET

CITY OF OGILVIE

2023 EMV \$21,400
50' X 140'
~7000 Sq Ft

23.00350.00 35

23.00385.00

23.00355.00

23.00360.00

23.00365.00

CSAH,10
NORTH
HILL AVENUE

23.00425.00

23.00430.00

23.00435.00

3

23.00440.00

OGILVIE CITY COUNCIL MINUTES

September 21, 2022

The regular City Council Meeting was held in the Council Chamber at City Hall on Wednesday, September 21, 2022. Mayor Mark Nilson called the meeting to order at 6:30 P.M., with the Pledge of Allegiance.

COUNCIL MEMBERS PRESENT: Mark Nilson, Ivan Black, Dave Leonhard, Gary Baker, Amy Maciej

COUNCIL MEMBERS ABSENT:

STAFF PRESENT: Heather Heins, City Clerk; Dawn Peglow, Deputy Clerk

OTHERS PRESENT: Anna Magaard, REMAX

Open Forum: Anna spoke with council regarding two potential offers that came in on the old school lot. Both parties offered the asking price. One offer is from Superior Fuel Company who is interested in using the lot for a small building, propane tank storage, and one bulk tank for filling. The second offer was from Bluewaters Company with the intention of placing apartment buildings. Council had discussed pros and cons with both offers, but ultimately decided that it would be better to meet with the interested parties. Motion by Maciej, second by Baker to call a special meeting October 19, 2022 at 6:00pm with Superior Fuel company and at 6:15 with Bluewaters Company. This special meeting is being held a half hour before the regularly scheduled city council meeting. Motion carried unanimously.

Set the Agenda: Under Water & Sewer add USDA Facilities Grant and USDA Rural Utilities Grant. Motion by Maciej, second by Baker. Motion carried unanimously.

Consent Agenda:

Motion by Baker, second by Black to approve the following Consent items:

- a. Approve minutes of the August 17, 2022 Regular Meeting.
- b. Approve the minutes of the August 31, 2022 Special Meeting.
- c. Bills for payment

Water & Sewer:

Council reviewed the monthly report. Heather provided a brief update on the WWTC. Council reviewed the updated Peoples Service Contract that goes into effect in November. Motion by Baker, second by Black to approve the contract.

Motion by Baker, second by Black to approve the USDA Facilities Grant. Motion by Maciej, second by Black to approve the USDA Rural Utilities. These are in regards to finishing up the water main project in town from summer 2021. Motions carried unanimously.

Streets, Cemetery, and Parks

Council reviewed the snow removal bid from Stafford. Richard declined to place a bid this year. Motion by Maciej, second by Black. Council reviewed the winter bid for sidewalks quote from AP Outdoors. Motion by Baker, second by Maciej. Motions carried unanimously.

Police Department: Nothing new this time.

Fire Department:

Council reviewed the Fire Department's Expense report. The Fire Department also requested a donation from their Capital Equipment Fund to Dollars for Scholars in the amount of \$1,000 (2 \$500 scholarships). Motion by Black, second by Maciej. Motion carried unanimously.

Liquor Store:

Council reviewed financials. Last month was a little more difficult. With Tower Days, while it is a busy day, it requires all staff to be working. There were also some insurance payments made in August.

Motion by Baker, second by Maciej to approve the hire of Desiree Meyer.

Heather showed council the calendar raffle advertisement information from Kick Cancer to the Curb. Last year the Tower advertised in 3 months of the calendar. This year they held their poker run and the Tower had around 80-100 people stop in that day. Motion by Maciej, second by Black.

Motions carried unanimously.

Old Business:

Council discussed the corner lot in town, 209 North Hill Ave. Currently the assessments the city has against the property is quite high, approximately \$40,000. This has made it difficult for the county to get any interest in it on auction. Ideally Ogilvie would like to see the lot be used for something in town instead of sitting vacant. Motion by Maciej, second by Black to reduce the assessment to \$10,000. Motion carried unanimously.

Finance:

Council Reviewed the finance report.

Adjourn:

There being no further business, the meeting was adjourned at 7:35pm, on a motion by Maciej, second by Black.

Motion Carried Unanimously.

ATTEST:

Heather Heins, Ogilvie City Clerk

Mayor Mark Nilson

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

September 20, 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, September 20, 2022 pursuant to adjournment with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland and Craig Smith. Staff present: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

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

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

Action #1 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the agenda with the following changes: Add discussion regarding county program aid disparity with Senator Jason Rarick at 9:00am.

Minnesota Senator Jason Rarick met with the County Board to discuss County program aid and a written proposal from Wadena County. Other topics discussed included fuel tax, electric vehicles, broadband, funding for Veteran's Memorial Park, and the proposed County Park on Knife Lake. Information only, no action was taken.

Action #2 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to recess the meeting at 9:33am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:33am on Tuesday, September 20, 2022 pursuant to adjournment with the following Board Members Present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland and Craig Smith. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS3 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

Social Services Supervisor Kristen Struss met with the County Board to give a presentation regarding Child Safety and Permanency. Information only, no action was taken.

CSO/Financial Assistant Supervisor Tim Dahlberg met with the County Board to give a presentation regarding the MFIP/DWP Self Support Index Performance Report. Information only, no action was taken.

Family Services Director Chuck Hurd gave the Director's Report.

Action #FS4 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #FS4 – 9/20/22

Children's Respite Services Grant Amendment # 1 Resolution

WHEREAS, Kanabec County Family Services has funding available for Children's Mental Health Respite Care services for families with children who are experiencing an emotional disturbance, with or without a case manager, and

WHEREAS, the State of Minnesota has determined that additional time and funds are necessary to fulfill the Children's Respite grant recitals, and

WHEREAS, the Kanabec County Family Services Director requests the Board approve the amendment to the Children's Respite Services Grant Agreement which includes the expiration date being extended from June 30, 2021 to December 31, 2022; promoting and ensuring equal access to all youth with an emotional disturbance (ED) or severe emotional disturbance (SED) and their families; the addition of quarterly reports for the extended grant period; the authorization to use funds for any BRASS codes identified in - Budget; and the total compensation will not exceed \$10,751.00.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves Amendment I to the Children's Mental Health Respite Services grant through the Minnesota Department of Human Services in the amount of \$10,751.00 for the grant period April 1, 2020 through December 31, 2022 and approves the Family Services Director to sign said Amendments.

Action #FS5 – It was moved by Alison Holland, seconded by Craig Smith and carried unanimously to approve the payment of 128 claims totaling \$191,485.23 on Welfare Funds.

Action #FS6 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:48am and to meet again on October 18, 2022 at 9:05am.

The Board of Commissioners reconvened.

Kanabec Soil and Water District Manager Deanna Pomije met with the County Board to give a presentation regarding the Snake River Watershed Comprehensive Management Plan.

10:10am – A Public Hearing was held to solicit testimony on the Snake River Watershed Comprehensive Management Plan.

A notice of public hearing was published in the Kanabec County Times on September 8, 2022. County Coordinator Kris McNally read the following public notice aloud:

SNAKE RIVER WATERSHED PLAN - PUBLIC HEARING NOTICE

The Kanabec County Board of Commissioners (along with the Kanabec SWCD) will conduct a public hearing at 10:00 a.m., Tuesday, September 20, 2022, at the Kanabec County Courthouse, Boardroom #164, 18 N Vine St. Mora, MN 55051. A plan presentation is scheduled for 9:40 a.m. A remote meeting option is available at: <https://kanabecounty.webex.com/kanabecounty/j.php?MTID=m279fe8e402c2ea84117b43a6303cb9> with meeting number 2494 343 4657 or by calling 1-408-418-9388.

The purpose of the public hearing is to solicit testimony on The Snake River Watershed Comprehensive Management Plan.

The plan contains the following content:

- Section 1: Executive Summary
- Section 2: Land & Water Resources Narrative
- Section 3: Implementation Actions
- Section 4: Looking Forward
- Section 5: Plan Implementation Programs
- Section 6: Plan Administration & Coordination
- Section 7: References

A draft copy of the Plan is available online at <https://www.millelacswwcd.org/snake-river-one-watershed-one-plan/> or in person at the Kanabec SWCD 2008 Mahogany St. Ste. 3 Mora MN, 55051.

The hearing is open to the public, at which time you may appear and offer testimony regarding the draft plan. Written comments may be sent to Deanna Pomije, Kanabec SWCD, 2008 Mahogany St. Ste. 3 Mora MN, 55051 or Deanna@KanabecSWCD.org, (320) 679-1391. Published in the Kanabec County Times Sept. 8, 2022.

10:12am – The Chairperson called for public comment regarding The Snake River Watershed Comprehensive Management Plan. Those that responded included the following:

David Gabbert	Questions regarding when one year reporting would begin.
Kurt Beckstrom	Comments regarding appreciation

Per Deanna Pomije, Kanabec Soil and Water District Manager, no written comments were submitted.

10:17am – The Chairperson closed the public comment portion of the public hearing.

Kanabec Soil and Water District Manager Deanna Pomije will present the results of the public hearing to the Policy Committee and follow up with the next steps to approve the Snake River Watershed Comprehensive Management Plan for submission to BWSR.

The Board of Commissioners reconvened.

Action #7 – It was moved by Alison Holland, seconded by Craig Smith and carried unanimously to approve the September 6, 2022 minutes as presented.

Action #8 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Minnesota Department of Finance	6,854.50
Mora Municipal Utilities	19,194.41
Quadient Finance USA, Inc.	2,202.00
Spire Credit Union	6,615.06
Verizon Wireless Aircards	1,382.02
Verizon Wireless Cell Phones	2,318.03
City of Mora	1,466.52
East Central Regional Dev Commission	5.61
Mora Public Schools	1,553.51
Kanabec County Auditor-Treas	8,303.46

Consolidated Communications	1,114.14
Kanabec County AT ACH_VISA	2,618.16
Kwik Trip Inc	15,046.48
Marco Inc	3,267.40
Midcontinent Communications	497.47
Office of MN.IT Services	1,338.65
VC3, Inc.	3,224.40
East Central Energy	177.02
Card Services (Coborn's)	27.34
	<hr/>
	\$ 77,206.18

Action #9 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
4imprint, Inc.	412.80
A&E Cleaning Services	575.00
Accurate Controls Inc.	145.00
Ace Hardware	2,678.65
Adam's Pest Control	125.00
Adam's Pest Control	125.00
Advanced Correctional Healthcare	18,464.14
American DataBank	85.10
Anne M. Carlson Law Office, PLLC	119.00
Armstrong, Randy	12.00
Arthur Township	12,894.06
Aspen Mills	3,327.85
Aspen Mills	123.70
Athey, Lucas	261.36
Bliss, Erica	532.17
Bluebird Window Cleaning	1,600.00
Bob Barker	321.93
Bob Barker	144.44
Carda, Ryan	72.50
Coborn's Inc.	417.85
Curtis, Michael	726.29

East Central Regional Juvenile Center	4,335.00
East Central Solid Waste Commission	61.21
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Feine, Jeffrey	220.00
Glen's Tire	28.00
Glen's Tire	392.48
Grainger	813.76
Granite City Jobbing Co	436.48
Gratitude Farms	500.00
Henry Schein	523.33
Hoefert, Robert	528.13
Ideal Service, Inc.	960.00
Ideal Service, Inc.	800.00
IMPACT	4,271.70
Innovative Office Solutions, LLC	291.00
Jacobs, Tim	48.37
Jamar Company	988.85
Johnsons Hardware	16.99
Kanabec County Highway Department	359.98
Kanabec County Highway Department	159.28
Kanabec County Highway Department	249.41
Kanabec Publications	562.00
Karpel Solutions	8,674.35
Marco	251.00
Marco	159.00
Mattson Electric	1,086.37
Mattson Electric	150.00
McFadden, Barbara	491.43
McKinnis & Doom PA	153.00
MEI Total Elevator Solutions	1,159.82
Metro Sales, Inc.	132.00
MNCCC Lockbox	2,480.00
Mora Area Chamber of Commerce	75.00
Mora Psychological Services, PLLC	1,980.00
Motorola Solutions	5,446.90
Novus Glass	65.00

Oak Gallery	30.14
Oak Gallery	57.20
Premium Waters, Inc.	30.53
Quality Disposal	458.27
RELX Inc. DBA LexisNexis	225.00
RELX Inc. DBA LexisNexis	189.08
Rick's Home Furnishings	67.10
Rinke Noonan	3,080.50
RS Eden	34.00
Rupp, Anderson, Squires & Waldspurger, PA	1,250.00
Rupp, Anderson, Squires & Waldspurger, PA	22.00
Schneider Geospatial, LLC	3,312.00
Sea Change Print Innovations	3,204.48
Stellar Services	29.84
Stellar Services	180.39
Summit Companies	1,249.25
Summit Food Service Management	4,047.19
Thomas Sno Sports	73.29
Tinker & Larson Inc.	3,786.23
Van Alst, Lillian	1,358.13
VetPRO	900.00
80 Claims Totaling:	<u><u>\$ 113,642.30</u></u>

Road & Bridge

Vendor	Amount
A & E Cleaning Services	1,150.00
Aramark	453.90
Central Pension Fund	528.00
Erickson, Curt	347.68
Glens Tire	699.52
Gopher State One-Call	58.05
Houtsma, Wes	1,000.00
Kanabec County Highway Dept	105.50
Kwik Trip	274.06
Marco	435.73
MEI	643.39

MN Dept of Transportation	1,949.77
Minnesota Energy Resources	52.08
North Central International	1,648.12
Northern States Supply	272.21
ODP	147.89
Owens Auto Parts	36.45
Power Plan	345.72
Quality	189.31
Summit Companies	1,208.00
Trueman Welters	2,747.96
Usic Locating	160.00
Wiacom	675.30
Ziegler	206.77

24 Claims Totaling: \$ 15,335.41

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

Resolution #10 – 9/20/22

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	\$4,244.00
Arthur Township	\$500.00
Total	\$4,744.00

10:31am – The Chairperson called for public comment. Those that responded included:

Kevin Ellis	Comments regarding a dog at large, animal control, and the County Sheriff's Office.
Rod Scott	Comments regarding a dog at large, animal control, and the County Sheriff's Office.

10:38am – The Chairperson closed public comment.

Deputy Auditor Property & Tax Tim Jacobs met with the County Board to review bids for demolition of buildings on tax forfeit parcel 12.02185.00 located at 3232 Hwy 65.

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

Resolution #11 - 9/20/22
Demolition Quotes for property located at 3232 Hwy 65

WHEREAS the following bids were received between 9/2 and 9/15 2022 for the demolition of buildings located at 3232 Hwy 65 Mora, MN in Peace Township.

Stafford Trucking & Aggregate	\$ 7,500.00
Ron Kadlec Excavating	\$ 7,500.00
Black's Excavating	\$15,240.00

WHEREAS two bidders submitted the same low price; and

WHEREAS on 9/16/22 the two low bidders participated in a “coin flip” to determine to whom the job would be awarded;

WHEREAS the winner of the coin flip was Stafford Trucking & Aggregate;

THEREFORE BE IT RESOLVED to award the job to Stafford Trucking & Aggregate;

BE IT FURTHER RESOLVED to authorize the Board Chair to sign the agreement;

BE IT FURTHER RESOLVED for the Deputy Auditor Property & Tax to proceed with scheduling the demolition.

Deputy Auditor Property & Tax Tim Jacobs gave an update regarding the upcoming Tax Forfeit Land Sale. Discussion was held regarding options and cost to secure the well at 3232 Hwy 65 Mora, MN. Mr. Jacobs was directed to contact a local well company for information and to report back to the board. Information only, no action was taken.

County Coordinator Kris McNally presented a request to appoint a City of Mora Representative to the Kanabec County EDA.

Action #12 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #12 -9/20/22

WHEREAS, the Kanabec County Economic Development Authority's enabling resolution and bylaws established a governing body of nine appointed members including a representative from the City of Mora, and

WHEREAS, the representative from the City of Mora position is currently vacant; and

WHEREAS, on 9/7/22 the Mora City Council recommended the City's Community Development Director, Kirsten Faurie for the vacant Kanabec County EDA position; and

WHEREAS, on 9/14/22 the Kanabec County EDA recommended Ms. Faurie to fill the vacancy to represent the City of Mora;

BE IT THEREFORE RESOLVED that Kirsten Faurie, City of Mora Community Development Director, is hereby appointed to the Kanabec County Economic Development Authority to represent the City of Mora for a partial term beginning on this date and ending January 4, 2028.

Action #13 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #13 – 9/20/22

WHEREAS Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

WHEREAS Manufacturing added \$56 billion to Minnesota's economy in 2021, representing the second largest contribution (14%) to the state's gross domestic product by any industry; and

WHEREAS Manufactured exports brought about \$22 billion into the Minnesota economy in 2021; and

WHEREAS Workers took home \$23.4 billion in wages from Minnesota manufacturing jobs in 2021, the second-largest total payroll among private sector industries; and

WHEREAS Manufacturing in Minnesota pays an average annual wage of \$74,630, which is 10% higher than the state's overall average private sector wage; and

WHEREAS Manufacturing provides more than 310,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality; and

WHEREAS Minnesota manufacturers will have more than 75,000 job openings for production occupations through 2030 as older workers retire;

NOW, THEREFORE, the Kanabec County Board of Commissioners, does hereby proclaim the month of October 2022 shall be observed as Manufacturing Month in Kanabec County.

Environmental Services Supervisor Teresa Wickeham and Interim Extension 4-H Educator Jodi Bakke met with the County Board to discuss County Clean-Up Day and Household Hazardous Waste Collection.

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

Resolution #14 – 9/20/22

WHEREAS the board has received a request for support of a Kanabec County Clean-Up Day and Household Hazardous Waste Collection to be held on Saturday, October 15, 2022, and

WHEREAS the Kanabec County Board of Commissioners and Environmental Services Supervisor support such an event;

BE IT RESOLVED that the county will provide up to \$5,000, to be paid using Surcharge funds to help fund the County Clean-up Day.

BE IT FURTHER RESOLVED that the county will provide up to \$9,000, to be paid using SCORE funds to help fund the Household Hazardous Waste Collection.

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

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

Resolution #15 – 9/20/223
Snow Removal

WHEREAS the following quotes were received for 2022 / 2023 snow removal:

	<u>\$/Snow Event</u>
Central Whitetail Lawncare LLC	\$3,676.76
Scott's Lawn & Landscapes	\$1,160.00

WHEREAS the low quote of \$1,160.00/event was submitted by Scott's Lawn & Landscapes, and

THEREFORE BE IT RESOLVED to accept the quote of \$1,160.00 by Scott's Lawn & Landscapes and authorize the Public Works Director and Chairperson to sign the contract.

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

Resolution #16 – 9/20/22
Bridge Inspection

WHEREAS the following quotes were received for Bridge L2576:

LHB	\$2,152.50
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WHEREAS the low quote of \$2,152.50 was submitted by LHB, and

THEREFORE BE IT RESOLVED to accept the quote of \$2,152.50 by LHB and authorize the Public Works Director to sign the contract.

Public Works Director Chad Gramentz gave updates regarding the Ann River erosion project, the status of the driver's license office, and the demolition of the old jail building. Information only, no action was taken.

The Board held a discussion regarding the consideration of a one-time appropriation to the Kanabec County Veterans Memorial.

Action #17 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to budget a one-time appropriation of \$50,000 to the Kanabec County Veterans Memorial in 2023 from the 2022 MCIT dividend funds (planned use of fund balance).

County Coordinator Kris McNally led a discussion regarding the 2023 preliminary budget and maximum tax levy.

Action #18 – Rick Mattson introduced the following resolution and moved its adoption:

Resolution #18 – 9/20/22

A Resolution to set the Maximum Levy and
Proposed Preliminary Budget for FY2023

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed fiscal year 2023 levies and proposed budget be adopted:

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>a.</i> Revenue Fund	15,220,528	8,213,173
<i>b.</i> Welfare Fund (Family Services)	6,407,405	2,163,908
<i>c.</i> Community Health	3,066,407	427,331
<i>d.</i> Road & Bridge Fund	6,363,019	1,766,019
<i>e.</i> Railroad Authority Fund	1,965	1,090
<i>f.</i> Debt Service – Tax Capacity based (<i>not including market value levy</i>) “ <i>Building Fund</i> ”	1,049,816	869,486
<i>g.</i> SUB-TOTALS (<i>total of a. through f.</i>)	\$32,109,140	13,441,007
<i>i.</i> + Debt Service For Market Based Referendum Levy		\$178,740
<i>ii.</i> + EDA Levy		\$140,037
<i>j.</i> TOTAL PRELIMINARY PAYABLE Y2023 LEVY (total= <i>g + i + ii</i>)		\$13,759,784

BE IT FURTHER RESOLVED that \$869,486 of the debt service tax capacity based and all of the market value based of \$178,740 are dedicated to debt service.

BE IT FURTHER RESOLVED that the budget reflects revenue of \$ 1,136,623 in County Program Aid.

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

IN FAVOR THEREOF: Rick Mattson, Dennis McNally, Alison Holland

OPPOSED: Les Nielsen, Craig Smith

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Rick Mattson led a discussion regarding attending AMC's District 5 Fall Meeting on October 24th at the Meeker County Courthouse in Litchfield. Board consensus supported Rick Mattson attending the meeting to represent Kanabec County. Alison Holland will serve as the alternate if Rick Mattson is unable to attend.

County Coordinator Kris McNally led a discussion regarding a vacancy on the insurance committee due to a retirement.

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

Resolution #19- 9/20/22

BE IT RESOLVED to appoint Kathy Young to the Insurance Committee for a partial term commencing immediately and expiring January 2, 2024.

Dennis McNally led a discussion regarding unauthorized paint markings such as event markers on paved county roads. Information only, no action was taken.

The Commissioners gave reports regarding the boards and committees in which they serve.

Future Agenda Items: Dog control enforcement, tax forfeit land sale, unauthorized paint markings on paved county roads.

Action #20 – It was moved by Dennis McNally, seconded by Alison Holland and carried unanimously to adjourn the meeting at 12:01pm. The Board will meet again in Regular Session on Tuesday, October 4, 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>
Kanabec County Auditor HRA	51,330.14	4Q 2022 HRA Contributions	Various
Kanabec County AT ACH_ VISA	2,555.02	See below	
Marco Inc	3,267.40	Phone Lease	IS
Minnesota Energy Resources Corp	9,919.41	Gas Utilities, Transit, Courthouse, PSB, Jail	Various
MNPEIP	11,075.42	9/2022 Health Reserves	HR
Quadient Leasing USA, Inc.	2,086.20	Postage Machine Lease - Courthouse & PSB	Unallocated
Verizon Wireless Aircards	1,370.41	Aircards	Various
Chamberlain Oil	350.00	Shop Supplies	Highway
East Central Energy	1,434.61	Intersection Lighting	Highway
Heartland Homes	500.00	Driveway Permit Refund	Highway
Meier, Brian	500.00	Driveway Permit Refund	Highway
Mora Municipal Utilities	919.58	Water Tower Antenna, Hwy Bldg, Metered Lights	Highway
Munsterteiger, Tony	600.00	Driveway Permit Refund	Highway
Dearborn National Life Insurance Co	773.97	Oct. Short Term Disability Premiums	Employee Benefits
Health Partners	6,395.52	Oct. Dental Insurance Premiums	Employee Benefits
Life Insurance Co of North America	655.15	Oct. Accident, Group Hosp, Cricical Illness Ins Premi	Employee Benefits
MNPEIP	146,146.50	Oct. Health Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	6,243.02	Oct. Life & Long Term Disability Ins Premiums	Employee Benefits
VSP Insurance Co	473.52	Oct. Vision Insurance Premiums	Employee Benefits
19 Claims Totaling: <u>\$ 246,595.87</u>			
Kanabec County AT ACH_VISA	25.99	Amazon - Seat Cushion - Courthouse	Building Maintenance
	493.19	Webstaurant Store - Emergency LED - Courthouse	Building Maintenance
	385.63	Amazon - Copper Coupling - Courthouse	Building Maintenance
	426.14	Webstaurant Store - Emergency LED - Courthouse	Building Maintenance
	-29.27	Webstaurant Store - Credit	Building Maintenance

-33.87	Webstaurant Store - Credit	Building Maintenance
124.99	Amazon - Sit to Stand Desk Conv - PSB	Building Maintenance
564.89	Supply House - Circulator Pump - Jail	Building Maintenance
160.23	Amazon - Curtain Splash - Jail	Building Maintenance
34.24	Amazon - End Cap Wash Assembly - Jail	Building Maintenance
25.68	Amazon - End Cap Wash Assembly - Jail	Building Maintenance
125.95	Amazon - Dishwasher Curtain - Jail	Building Maintenance
241.19	Amazon - Curtain Splash - Jail	Building Maintenance
10.04	Amazon - Elect Extension Ring - Jail	Building Maintenance
14 Claims Totaling:	\$ 2,555.02	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 10/4/22

Department Name	Vendor	Amount	Purpose
AUDITOR	Kanabec County A/T	3,558.80	8/26, 8/12, 9/9, 9/23 PR Fee Paycom
AUDITOR	Lakeland Printers Inc.	568.00	Statement and Receipt of Misc Collections (3000)
AUDITOR	Marco Technologies, LLC	94.80	Printer Maintenance Contract
		4,221.60	
BUILDINGS MAINTENANCE	Auto Value	35.96	Belts, Carb Cleaner
BUILDINGS MAINTENANCE	Rick's Home Furnishings	51.42	Filter for Jail
BUILDINGS MAINTENANCE	Safe Assure Consultants Inc.	8,684.61	Safety Training
		8,771.99	
COUNTY ATTORNEY	MCIT	65.00	MCIT Key Land Use Issues Sept 14 Training - DS
COUNTY ATTORNEY	ODP Business Solutions, LLC	70.32	Envelopes & File Folders
COUNTY ATTORNEY	Terhaar, Cheryl	75.00	Mileage to PbK Training in St. Cloud
		210.32	
COUNTY COORDINATOR	ODP Business Solutions, LLC	193.98	Kleenex, Calendars, Planners, Tape, Pens, Legal Pads, Paper Shredder
		193.98	
COUNTY CORONER	Hamilton Funeral Homes	430.00	Removal and Transport, Body Bag
COUNTY CORONER	Ramsey County	1,472.00	Post Mortem Exam/Toxicology
COUNTY CORONER	Ramsey County	1,615.00	Post Mortem Exam/Toxicology
		3,517.00	

COUNTY EXTENSION	Mattson, Jean	<u>113.75</u> 113.75	Reimbursement for Fall for All Supplies - Coffee, Cups, etc.
COURT ADMINISTRATOR	Samuel Johnson Law	<u>263.50</u> 263.50	Court Appt Attorney Fees
ENVIRONMENTAL SERVICES	MCIT	65.00	MCIT Key Land Use Issues Sept 14 Training - RC
ENVIRONMENTAL SERVICES	Quill	<u>49.47</u> 114.47	2023 Planners (3)
HUMAN RESOURCES	Kanabec County A/T	3,558.79	8/26, 8/12, 9/9, 9/23 PR Fee Paycom
	SwipeClock LLC	<u>591.27</u> 4,150.06	Applicant Stack monthly fee
INFORMATION SYSTEMS	Blowers, Lisa	<u>542.01</u> 542.01	Mileage & Hotel Reimbursement to MNCITLA in Bemidji
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	234.00	REAM GRANT - August 2022
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	<u>165.00</u> 399.00	DETENTION - Electronic Bracelet - August 2022
PUBLIC TRANSPORTATION	Auto Value Mora	40.26	Bus Parts
PUBLIC TRANSPORTATION	Curtis, Michael	822.75	Volunteer Mileage, Meals, Parking
PUBLIC TRANSPORTATION	Hoefert, Robert	885.63	Volunteer Mileage
PUBLIC TRANSPORTATION	Marco	176.00	Printer Lease
PUBLIC TRANSPORTATION	MN Public Transit Association	300.00	2022 Public Transit Conference
PUBLIC TRANSPORTATION	Petersen, Kevin	80.00	DOT Physical
PUBLIC TRANSPORTATION	Premium Waters, Inc.	26.63	Bottled Water Supplies
PUBLIC TRANSPORTATION	Quality Disposal Systems	28.97	August Service
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,468.13	Volunteer Mileage
PUBLIC TRANSPORTATION	Vye	<u>420.00</u> 4,248.37	Website Fees

SANITATION	Kanabec Publications	655.20	HHW Ad - Advertiser 9/18 & Times 9/15
SANITATION	Kanabec Publications	<u>655.20</u>	HHW Ad - Advertiser 9/11 & Times 9/8
		1,310.40	
SHERIFF	Aspen Mills	1,320.96	Initial Issue Uniform - C.O.
SHERIFF	AT&T Mobility	2,798.75	Monthly Service
SHERIFF	Braiedy, Kevin	231.51	Reimbursement - Magnets for Recovery (15 x \$.99, 9 x \$14.98, 3 x \$21.98)
SHERIFF	Coborn's Inc.	2,529.75	BADGES Gift Cards (5 x \$500, plus \$5.95 fee per card)
SHERIFF	EATI	7,818.79	Parts for (4) Squads - Push Bumpers, Sliding Window Partitions, etc.
SHERIFF	Hero Industries, Inc.	1,655.00	K-9 Hero Plush Toys for K-9 Unit Fundraiser
SHERIFF	Horizon Towing	241.59	Towing Services - 1 Vehicle
SHERIFF	ODP Business Solutions, LLC	32.99	Energizer Lithium Batteries
SHERIFF	ODP Business Solutions, LLC	57.83	Manila Folders, Sticky Notes, Stamp Pad, White Out
SHERIFF	Streicher's	<u>1,347.98</u>	Less Lethal Projectiles
		18,035.15	
SHERIFF - CITY OF MORA	AT&T Mobility	<u>89.46</u>	Monthly Service
		89.46	
SHERIFF - JAIL/DISPATCH	Coborn's Inc.	35.62	Ace Knee Bandage, Folgers Decaf Coffee, Pedialyte (2)
SHERIFF - JAIL/DISPATCH	Marco	273.00	Printer Lease
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	238.22	August Services
SHERIFF - JAIL/DISPATCH	RS Eden	44.80	Drug Testing
SHERIFF - JAIL/DISPATCH	Stellar Services	159.25	Canteen
SHERIFF - JAIL/DISPATCH	Summit Companies	559.25	Kitchen Fire Extinguisher
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,088.88	Inmate Meals 9/3/22 - 9/9/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>4,006.53</u>	Inmate Meals 9/10/22 - 9/16/22
		9,405.55	

STATE FISCAL RECOVERY ARP	East Central Veterinarians	<u>46.89</u>	K-9 Unit - Antibiotics for Dog
		46.89	
UNALLOCATED	Quadient Finance USA, Inc.	<u>3,500.00</u>	Postage for Courthouse and PSB
		3,500.00	
VETERAN SERVICES	Grainger	51.41	Chair Mat
VETERAN SERVICES	Marco Technologies, LLC	5,811.05	Scanner/Fax/Printer Purchase
VETERAN SERVICES	Tuorila Consulting	<u>450.00</u>	Psychological Evaluation
		6,312.46	
58 Claims Totaling:		<u>\$ 65,445.96</u>	

Agenda Item #3b

Regular Bills - Road & Bridge

10/4/2022

Vendor	Amount	Purpose
Auto Value	2,119.88	Repair parts
Beaudry Oil & Propane	28,268.00	Diesel fuel
Bjorklund Companies	4,535.12	Class 5 gravel
Blum Sand and Gravel	78.85	Class 5 gravel
Brock White Company	3,557.34	Maintenance supplies
Federated Co-ops	839.92	Grass seed and shop supplies
Houston Engineering	2,896.00	CD 2 Inspection
J A Smith	1,256.00	Beaver dam removal
J.J. Keller	490.30	Inspection books for trucks
Kanabec County Highway Dept	87.00	Petty Cash, Postage
Knife River Corp	1,107,403.70	Class 5 gravel and SAP 033-617-010
Mei Total Elevator Solutions	582.90	Elevator inspection
MN Dept of Transp	3,445.23	Pavement testing
MN Fall Expo	360.00	Fall expo
Newman Traffic Signs	7,916.46	Sign posts
North Central International	1,285.77	Repair parts
Northern Safety	221.52	Safety & cleaning supplies
Northern States Supply	56.43	Shop supplies
Nuss Truck Equipment	332.57	Repair parts
Sanitary Systems	160.00	Restroom rental
Trueman Welters	453.35	Repair parts
USIC Locating	210.00	Locates
Widseth Smith Nolting	406.25	Engineering
Yotter, Tim	299.98	Uniform Allowance

24 Claims Totaling: \$ 1,167,262.57

Agenda Item #4

September 20, 2022

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 10/4/22

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	\$1,310.56
Quality Disposal	-
Arthur Township	-
Total	\$1,310.56

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL	-	-
WASTE MANAGEMENT (August)	\$1,310.56	\$1,310.56
Sub-Total	\$1,310.56	\$1,310.56
Recycling Center Incentive Payments:		
Quality Disposal	-	-
Arthur Township	-	-
TOTAL PAYMENTS =		\$1,310.56

Date received in County Coordinators Office: September 22, 2022

January 1, 2022 SCORE Fund balance = \$120,350.31

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

Expenditure: 01-391-392-0000-6211 = \$39,330.91

Current SCORE Funds balance is = \$81,019.40