



Kanabec County Board of Commissioners

Regular Meeting Agenda

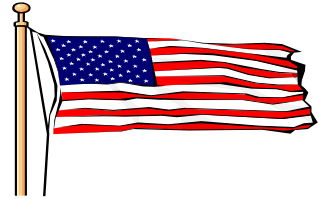
August 6, 2024 9:00AM

- The public may join the meeting via WebEx or in-person in the meeting room.
- If attending the meeting in-person, the total number of persons (including commissioners) may be limited and social distancing/safety protocol may be in effect.

To be held via WebEx telephone call or video meeting:

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

Access Code: 2489 689 9588



Video Meeting link:

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=mf67103f1ffa14816c10d04b1294d2bb>

Meeting number: 2489 689 9588

Password: 8iMmzpf2Dt5 (84669732 when dialing from a video system)

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

To be held at: Kanabec County Courthouse
Boardroom #164
317 Maple Avenue East
Mora, MN 55051

*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.*

Please use the Maple Ave entrance and parking lot.

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

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

9:02am **Public Comment** Telephone call-in number for public access: 1-408-418-9388
Access Code: 2489 689 9588

9:20am Recess County Board to a time immediately following the Community Health Board.
Community Health Board

9:40am Kathy Burski, Community Health Director and Kris McNally, Coordinator- Request for permission to send new job description to pay consultant for scoring

9:45am Ty Hougum, VP/CIO and Dennis Rice, Broadband Manager East Central Energy- Broadband project update

10:05am Kirsten Faurie, City of Mora Community Development Director- Housing Program requested feedback

10:15am Barb McFadden, County Attorney-

- a. Resolution to Accept Victims Services Grant Award
- b. Resolution to Adopt Updated Policy P-110 Guide for Members of the Public and Data Subjects for Requesting Information

10:25am Brian Smith, Sheriff- Request to fill a full-time vacancy in Corrections/Dispatch

10:30am Denise Snyder, Auditor/Treasurer

- a. Request approval of three (3) year contract with MCCC for TriMin-IFS (our financial system) 1/1/2025 – 12/31/2027
- b. Need two commissioners for Primary Canvassing on Thurs, Aug 15th at 10 am.

10:40am Erica Bliss, Veterans Services Officer- Request to apply for and accept (if awarded) the MDVA FY25 CVSO Operational Enhancement Grant

Other business to be conducted as time is available:

1. Minutes- July 16, 2024
2. Paid Bills
3. Regular Bills- Revenue Fund
4. Regular Bills- Road & Bridge Fund
5. Gambling Requests
 - a. Knife Lake Sportsmen's Club- 2/1/25 Winter Day of Fun
 - b. Mustang Booster Club – 8/17/24 Golf Tournament
6. Discuss commissioner attendance at upcoming meetings
7. Commissioner reports
8. Future agenda items
9. Closed Session: Attorney Client Privilege (This portion of the meeting may be closed pursuant to Minnesota Statute §13D.05 subd.3.(b).)
10. Discuss any other matters that may come before the County Board
11. Adjourn

Kanabec County Community Health Board
AGENDA
Tuesday, August 6, 2024
9:20 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Presentation: Other Family Health Programs –
Vaping Presentation (10-15 minutes)
Handouts to be Provided at the Board Meeting
4. Director's Report page 2-4
 - Staffing – Public Health Nurse, Public Health Supervisor
and Public Health Planner/Communications Coordinator
 - Program Reports
5. 2nd Quarter 2024 Reports page 5-21
 - See Attached Report
6. SCHA Amendment (approved last month, but changed) page 22-24
 - Action Requested
 - See Attached Amendment and Resolution
7. Memorandum Of Understanding – Recovering Hope page 25-27
 - Action Requested
 - See Attached MOU and Resolution
8. Registered Nurse to Certified Public Health Nurse Request page 28
 - Action Requested
 - See Attached Resolution
9. Financial Reports page 29-31
 - See Attached page 32-33
 - Trial Balance
 - June 2024 Financial Report
10. Abstract Approval page 34-43
 - Action Requested
 - See Attached Abstract and Vendor List
11. Other Business
12. Adjourn

Kanabec County Community Health/Timber Trails
Director's Report
August 2024

Staffing (Public Health):

- **Public Health Nurse** – the new nurse started on Thursday, August 1st.
- **Public Health Supervisor** – this position was posted internally. One person expressed interest. I will work with HR on the next steps.
- **Public Health Planner/Communications Coordinator** – received 9 applications and are scheduling interviews.

Blue Green Algae (see attached):

Each year as the weather turns warmer, Public Health posts warnings about blue-green algae at public landings across the county as well as pushing out the information through social media. Blue-green algae prefer warm, calm, sunny weather and water temperatures higher than 75 degrees Fahrenheit. Blue-green algae blooms produce cyanotoxins that can make humans and animals sick.

The information was posted before the 4th of July but is more of a concern now with the hot, muggy weather that has been occurring.

Harmful algae: When in doubt, stay out!

All Minnesota lakes have algae. Some algae can become toxic, making people and pets sick. Be careful how you use the water.



HIGHEST RISK

Keep children and pets out of the water if algae bloom is present



HIGH RISK

Swimming/diving



Tubing/water skiing



Paddleboarding



MODERATE RISK

Canoeing/kayaking



Sailing



Personal watercraft



LOW RISK

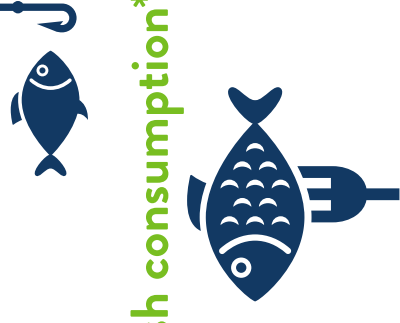
Boating



Fishing



Fish consumption*



**precautions should be made such as discarding entrails/guts and washing fillets thoroughly before consuming*

Scan before you swim!

A blue-green algae bloom may be present. Blue-green algae can produce toxins that can make people and animals sick.

Be alert! Avoid water that:



Is discolored or streaky



Looks like spilled paint or pea soup



Has floating scum, globs, or mats



Has small green dots floating in it

- **Do not swallow lake water or touch foam, scum, or algal mats**
- **Do not let pets swim in scummy water or lick algae off their fur**
- **Rinse fish with fresh, clean water and throw away guts before cooking and eating**
- **Do not swim in areas where you cannot see your feet in knee-deep water**

For more information on harmful algal blooms, please call 651-757-2822,
or toll-free from Greater Minnesota at 1-800-657-3864

Kanabec County Community Health (KCCH)
Report to County Board
April - June 2024

Major Highlight(s):

The City of Mora passed a cannabis public use ordinance at their May 21, 2024 meeting. They passed an ordinance that was very similar to that passed by the Kanabec County Board of Commissioners.

The Director and other staff continue to wait for the Office of Cannabis Management to provide guidance on what local governments can/cannot do around other aspects of registration/licensing for cannabis businesses. The state has fast tracked the process for social equity applicants and therefore the Community Health Director felt that there needed to be some discussions held with municipalities and townships around zoning and what they will be responsible for and what the county would be responsible for.

We are also still waiting for funds to be released to local public health to do more work to educate the public about the law, safe use, and harms of cannabis use.

Opioid Work: The Opioid Committee reviewed a funding request for Mora Public Schools to bring in a speaker on opioids. The Board of Commissioners approved this request.

Foundational Public Health: Two job descriptions were created and sent to the payroll consultant for pointing. They were returned and the positions were posted.

Staffing: The Administrative Assistant that worked for both the Health & Family Services Directors retired in May. A replacement has been hired and both Directors are spending some time orienting and training the replacement.

Audits/site visits completed:

- SCHA Care Coordination Audit – May 16, 2024
- Title V MCH Block Grant Connection Visit occurred on June 7, 2024
- Home Care licensing/CMS Certification survey completed April 10, 2024

Audits/site visits upcoming:

- WIC Management/Evaluation Review – August 2024

Grant reporting/work during quarter:

Dental Grants	Continue to seek funding	Ongoing
Central MN Council on Aging	Quarterly Report	April 10
Report to Board	Program Report	Quarterly
Foundational Public Health Responsibilities	Progress Report	May 17
MNDOT	Transit Service Design/Budget	June 2024

Grant/other work upcoming:

Central MN Council on Aging	Quarterly Report	July 10
Department Budget	Health & Human Services Advisory	July 2
Department Budget	County Board	July 2024
Central MN Council on Aging	Grant Request due	August 1
Foundational Public Health Responsibilities	Progress Report due	August 2

COVID Vaccination Campaign	Report due	August 5
Public Health Emergency Preparedness	Budget due	August 2
Evidence-based Home Visiting	Budget and staffing plan due	August 22

Meetings/Trainings attended (not an all-inclusive list):

- Department Administrative Meetings
- County Department Head Meeting
- Kanabec County Family Services Collaborative
- Health & Human Services Joint Administrative Meeting
- Statewide Community Health Services Advisory Committee (SCHSAC) Quarterly Meeting
- Weekly check-in calls with Helen (Timber Trails)
- Local Public Health Association Retreat
- Local Public Health Association Opioid Learning Sessions
- SCHA Directors Meetings
- Health and Human Services Advisory Committee Meeting
- Central Directors Meetings (Public Health)
- Monthly Check-in with MDH Public Health System Consultant
- Local Opioid Committee work
- PHEP Oversight Committee (Statewide)
- Better Together Coalition Meetings
- Various Cannabis Webinars
- Foundational Public Health Responsibilities Community of Practice
- Regional Transportation Coordinating Committee
- Public Health Law Center - Regulating Tobacco Webinars
- Managed Care Transition Planning
- AMC Legislative Updates
- Presented/Panel Member at Emergency Preparedness Conference
- Narcan Training
- Attended Mock Supreme Court
- Mora City Council Meetings – Cannabis Public Use
- Employee Performance Management Webinar
- Met with Commissioner Mattson
- CMCOA – Title III Provider Meeting
- Toward Zero Death Meetings
- All Building Meeting

Other work:

- Budget work
- Day to day management of workforce, grant compliance, reporting, monitoring, evaluation, planning
- Weekly fiscal duties – deposits
- Regular meetings with program staff regarding program areas
- Transit Operations discussions/meetings with Helen and Chris
 - Weekly connect with Transit Director
- Review and signing of invoices for month/quarter
- Interview for vacant positions

Looking forward:

- There will continue to be a large amount of work to be done around education and messaging to youth about cannabis use. Work will also continue with cities to pass public use ordinances for their jurisdiction. Public Health desires a strong ordinance around the Public Use of Cannabis that will help to reduce the normalization of product use, protect against secondhand smoke exposure, unintentional ingestion of cannabis in edible forms by children and youth and protect youth from exposure and access to products.
- In addition to cannabis, continued work is still needed around the harms of vaping and counteracting the marketing and targeting of information to youth that gets them addicted. Flavored tobacco/nicotine products continue to hook adolescents into a lifelong habit of use that leads to chronic disease and other health issues.
- Working with HR and the Board to fill positions to be funded with the new Foundational Public Health Responsibilities funding, which must only be used to build capacity within the eight foundational areas.

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

Family Health

Reporter: Ashley Berg, Family Health Supervisor

Acronym Definitions:

WIC = Women, Infant and Children Supplemental Nutrition Program

TANF = Temporary Assistance for Needy Families Home Visiting Program

MCH = Maternal Child Health Programs

MESCH = Maternal Early Childhood Sustained Home-Visiting (Evidence-Based)

C&TC = Child & Teen Check-up

CQI = Continuous Quality Improvement

NFP = Nurse-Family Partnership (Evidence-Based)

HFA = Health Families America (Evidence-Based)

UBV = Universal Baby Visit

MA = Medical Assistance

Major Highlights:

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

- WIC participation enrollment has increased over the last quarter. January had 445 participants, February had 446 participants, and March 449 had participants. This is an increase of approximately 8 participants since last quarter. Our participation rates have maintained around 96% in the last four quarters for participation and benefit use.
- In February, WIC extended the increased cash value benefit for fruits and vegetables through the end of September 2024. This benefit has been in effect since October 2021. Families received \$24 per child, \$47 for pregnant and postpartum women (partially breastfeeding or non-breastfeeding), and \$52 for a postpartum woman (fully breastfeeding) each month.
- East Central Breastfeeding Coalition (ECBC) met on May 16th, 2024. Topics discussed were tongue-ties and local area resources.

Family Home Visiting Programs:

- Six (6) new families enrolled, six (6) families graduated from the program, and one (1) transferred to another county for MECOSH. We were able to meet our caseload of 50 families served throughout the quarter, ending the quarter with 40 families enrolled. In the last three quarters we have met our target caseload of 40 families.
- Eight (8) new TANF families enrolled for short term services and eight (8) families graduated from TANF and/or no longer receive services. Over the course of the quarter, 18 families received services through the TANF program.
- This quarter, five (5) universal baby visits were conducted.
- In June, MDH conducted a Title V Maternal Child Health (MCH) site visit with family health staff. During this visit, MDH presented general background on the MCH grant, 2025 updates, and any strengths or challenges that the county staff or community might be encountering regarding Maternal Child Health. MDH will share a draft list of 2025 priority themes for staff to provide feedback on/add to, as well as connect to work happening within the county.

Immunizations/Child & Teen Checkups Screens (C&TC) and Outreach/Disease Prevention:

- We continue to be the safety net for children & adult vaccinations. Immunization appointments are available to the public. We provided zero (0) MnVFC (MN vaccine for children program) vaccinations to children under the age of 18 and zero (0) UUAV (uninsured and underinsured adult vaccinations).
- Child-find and outreach efforts continue with families to provide education and direct services for blood lead screens. Nurses continue to complete referral and follow-up for children indicated as having a high lead level per MDH algorithm. Fourteen (14) lead screens were completed by staff during this quarter.
- C&TC outreach efforts are focused on locating and encouraging preventive care for children on MN Health Care Programs.
- 26 car seats were provided to eligible families. Eligible families must have UCare MA, Blue Plus MA, or SCHA health insurance. We do have some grant car seats for 2024 that are used for straight MA or for those who are at or below 185% of the poverty level for income.
- Our C&TC outreach display board provided information on 911 Education Awareness, Bike Safety, and Water Safety. This board presents a variety of information for visitors that come to the Public Services Building.
- Zero (0) adult flu vaccinations and zero (0) pediatric flu vaccinations were provided to residents of Kanabec County.
- Zero (0) COVID vaccinations were provided to homebound patients within Kanabec County.

SCHA Community Connector (Kanabec):

- The Community Connector continues to play a vital role in keeping the team updated on SCHAs changes/initiatives and supports the connection of services to our families. Meetings continue to take place virtually to best support the structure of this role. The Community Connector role continues to take on additional responsibilities that were previously set aside due to the pandemic.

Other Family Health Activities and Highlights:

- Our home visiting nurse, Autumn, and Mary Lagaard, continue to meet with Dr. Niskanen and two of the Welia nurses to establish better continuity of care for the Amish and working on affordable medical care.
- In addition, KCCH home visitor, Autumn, will complete UBV's and/or medical questions/requests to the Amish population.

Thinking Ahead:

- Our family home visiting staff are utilizing the child and teen checkup outreach board to present information to the public. July will be Sun Safety, August is Breastfeeding Awareness, and September will be Immunization Awareness.
- Continue to actively enroll more families in the Evidence Based Home Visiting Program (MESCH) to maintain at least 40 families.
- We are scheduled to have a Practice Site Connection visit in July and in October we will have a MDH MECOSH site visit.
- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access appropriate services.
- Continue dialogue during our quarterly Community Advisory Group meetings on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community resources.
- Family Health will have a presence at the Kanabec County Fair by hosting a booth. We will present information on what public health is and what services we have to offer.

Concerns and Challenges:

- None

Numbers Served:

- Total families seen in Family Home Visiting programs during this quarter
 - MECOSH (Quarter 2 of 2024) = 50 families visited with 206 nursing assessments (0 were telehealth); Quarter 1 of 2024 was 44 families and 190 visits and in Quarter 2 of 2023 there were 37 families and 147 assessments.
 - TANF (Quarter 2 of 2024) = 18 families visited with 50 nursing assessments completed. In Quarter 1 of 2024 15 families with 60 assessments were completed and Quarter 2 of 2023 served 12 families with 30 assessments.
 - **MCH infants and children** (Quarter 2 of 2024) = 0 families visited with 0 assessments completed; this was the same for Quarter 1 of 2024 and Quarter 2 for 2023.
 - **MCH prenatal AND postnatal** (Quarter 2 of 2024) = 48 prenatal assessments and 16 postpartum assessments; this is up 24 for prenatal assessments and up 1 for postpartum assessments in Quarter 1 of 2024 and up 7 for prenatal assessments and up 6 postpartum assessments from the same time in 2023.
 - **MCH Special Needs** (Quarter 2 of 2024) = 2 visits completed with 1 family; this is the same as Quarter 1 of 2024 and up for the same period in 2023.
- 26 families provided with car seat education and car seat (up 14 from Quarter 1 of 2024)
- 14 lead screens completed (down 3 from Quarter 1 of 2024)
- 3 dental varnishes completed (up 3 from Quarter 1 of 2024)
- 0 pregnancy tests were administered, and education provided (same as Quarter 1 of 2024)
- 0 CT&C examinations were performed during the Quarter

Program Acronyms/Definitions:

AbilityCare – A Medicare Advantage Special Needs Basic Care (SNBC) program for people with disabilities. AbilityCare is designed to help people with disabilities access the health care, medications, and support services they need. They must be certified disabled, between the ages of 18-64 at the time of enrollment, eligible for Medical Assistance and have Medicare Parts A and B.

SingleCare – A Special Needs Basic Care (SNBC) program for people with disabilities. SingleCare is designed to help people with disabilities access the health care, medications, and support services they need. They must be certified disabled, between the ages of 18-64 at the time of enrollment and be eligible for Medical Assistance.

Nursing Home Care Coordination (NF) – Provided to people needing assistance with coordination of care within a facility.

Alternative Care (AC) – A state-funded program that pays for home and community-based services for people aged 65 and older who require the level of care a nursing facility provides, and who, if they enter a nursing facility, will be eligible for Medical Assistance within 180 days of admission.

Community Access for Disability Inclusion (CADI) Waiver – A Medical Assistance program that funds home and community-based services for people under the age of 65 with disabilities who require the level of care provided in a nursing facility and who choose to reside in the community.

Personal Care Assistant Services (PCA) – Provides assistance and support for persons with disabilities, living independently in the community. This includes the elderly and others with special health care needs. *Public Health provides assessments to determine the level of eligible services people may receive.*

Elderly Waiver (EW) – A Medical Assistance program that funds home and community-based services for people aged 65 or older who require the level of care provided in a nursing facility, and who choose to reside in the community.

Care Coordination (CC) – A service for people enrolled in Minnesota Senior Health Options (MSHO) and/or Minnesota Senior Care Plus (MSC+). It provides assessment and coordination of the delivery of all health and long-term care services among different health and social service professionals and across settings of care. Care coordination also includes waiver case management.

Preadmission Screening (PAS) – A screening for anyone planning to be admitted into a nursing home. It is legally required to measure a person's need for nursing home level of care and to connect them with supportive services.

Omnibus Budget Reconciliation Act (OBRA) – Part of the preadmission screening (PAS) process used to determine if a person has a diagnosis or suspected diagnosis of developmental disabilities/related conditions or mental illness. It must happen before a person is admitted to a Medical Assistance (MA) certified nursing facility (NF).

QAPI – Quality Assurance and Performance Improvement

Home Care:

- 572 Home care visits were completed (up 60 from last quarter)
 - 500 visits were made with a pay source of Medicaid, Veterans Affairs, Waivered Services, etc.
 - 72 straight Medicare visits
 - 0 South Country Health Alliance Medication Reconciliation
 - 0 Private Pay
- Throughout the second quarter we served approximately 59-63 clients in their homes. This average has slightly increased since last quarter.
- There was a total of 47 referrals (up 15 from last quarter). Of the 47 referrals, we had 20 that did not open to home care for various reasons. Out of the 20 that did not open, we had three that signed up for Public Health Nurse Clinic, but most of the clients that did not open for home care services did not qualify for Medicare to pay for their services due to not being homebound.
- There were 534 Home Health Aide hours (down 2 hours from last quarter).
- 131 hours were completed for homemaking (up 18 hours from last quarter).
- 13 OT/OT Assistant visits (the same as last quarter).
- 78 PT/PT Assistant visits (up 7 from last quarter).

Public Health Nurse Clinic:

179 foot care visits and 19 cancellations or no shows from the clients. Cancellations by the clients were down by 4 visits while foot clinic visits were up by 6 this quarter.

There were 71 medication set-up visits and 2 cancellations. The total number of medication set-up visits was down by 3 from last quarter and the cancellations were the same.

Case Management:

- Care coordination visits in hours: 110.75 (up 29.5 hours from last quarter)
- Nursing Home Care Coordination hours: 44.25 (up 23 hours from last quarter)
- Care Connector: 83 hours (up 26 hours from last quarter)
- Case Aide: 97 hours spent on client specific billable hours (down 15.75 hours from last quarter)
- Care Coordination Indirect, coordination time in the office-billable: 635 hours (down 47 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 1.5 (down 1 hour from last quarter)
- PAS completed: 6.25 (up 2.25 from last quarter)
- Service Coordination, client specific and general: 119 hours (up 15 hours from last quarter)

Case Management caseloads by program:

- Ability Care SCHAs: 23 (down 1 from previous quarter)
- Single Care SCHAs: 69 (down 6 from previous quarter)
- SNBC UCare: 39 (up 6 from previous quarter)
- Nursing Home Clients: 32 (up 4 from previous quarter)
- Blue Plus SNF Members: 5 (all new this quarter)
- AC: 3 (same as previous quarter)
- CADI: 43 (down 1 from previous quarter)
- CAC: 3 (same as previous quarter)
- EW SCHAs: 51 (down 3 from previous quarter)

- EW BluePlus: 13 (same as previous quarter)
- EW Non MCO: 12 (down 4 from previous quarter)

Trends/Updates:

Home Care:

Our state survey took place this quarter. The survey was completed on April 10, 2024. The state survey assessed our agency's compliance with state licensing regulations. The survey consisted of one individual from the Minnesota Department of Health who requested a plethora of items. Some of the items included patient records, documentation, policies and procedures, personnel records, contracts, licenses, and more. Our surveyor went on home visits with three nurses and one home health aide and interviewed them after the visit. The surveyor also interviewed the Director and the Supervisor at the beginning of the survey, throughout the survey and completed an exit interview. Our emergency preparedness program was part of the survey along with our tuberculosis protocols and precautions. The survey can be quite intense and requires a lot of attention from everyone involved in home care.

It was extremely exciting to hear that our home care agency received NO tags during the audit, and it was reported that they had no concerns. The surveyor was very impressed with all the changes from the last survey and was able to see the hard work that the agency has put in since December of 2020. The surveyor did make some recommendations regarding our documentation. They recommended that the agency streamline the Plan of Care and be sure to note the frequency and the duration of the services provided. They also reported that most of the other home care agencies chart in the client's homes and were surprised to see a home care agency that didn't. Lastly, the surveyor recommended that the nurses put a barrier between their belongings and the surface while in a client's home.

To note, our last survey's findings revealed eight tags that required a Plan of Correction. During that time, it was the Supervisor's tenth day of employment. The Plan of Correction required a lot of changes and required the work of all involved with the home care agency. To have a survey with no tags after the previous survey having eight tags is quite an accomplishment for the home care agency. The survey revealed the hard work and dedication that KCCH has to our community and the home care services that are provided.

Kanabec County Community Health's home care agency is also excelling in the Home Health Value-Based Purchasing (HHVBP) scores. According to CMS, the description of the HHVBP is as follows: *"The HHVBP Model is designed to support greater quality and efficiency of care among Medicare-certified HHAs nationally. Under this model, Medicare payments made to Home Health Agencies (HHA) are dependent on the HHAs' performance on specified quality measures relative to their peers (i.e., value-based payments). The HHVBP Model was first tested among HHAs in nine states, from January 1, 2016 to December 31, 2021. National expansion began on January 1, 2022. Calendar Year (CY) 2022 was the pre-implementation year. The first full performance year for the expanded HHVBP Model is CY 2023. For more information related to the expanded HHVBP Model, please refer to the CY 2022 and CY 2023 Home Health Prospective Payment System (HH PPS) Final Rules."* The Total Performance Score has increased from 10.11 in the time frame of April 2022 to March 2023 to 31.142 in the time frame of April 2023 to March 2024. This has put our home care agency in the second-best performing percentile range for home care providers in our cohort up from the lowest performing percentile range of home care providers. The claim-based measures, survey-based measures and the Oasis-based measures have all improved immensely. Again, this is a direct accomplishment of the home care team.

With the increase in our Total Performance Score, the agency will see an increase in Medicare reimbursement rates.

Along with our Total Performance Scores increasing, our Star Rating also increased. We went from 1 Star to 1.5 Stars. It is a small increase but moving in the right direction. As an agency, we are continually working on increasing our Star rating to reflect the care we provide for our clients.

We have also continued to work on electronic visit verification through HHAeXchange. Home care agencies now have an effective date of September 1, 2024 to become completely enrolled in EVV. DHS plans to enforce compliance for all providers regardless of the payer.

We recently hired a part-time intermittent home health aide that will be able to assist in picking up clients as other home health aides are ill or on vacation.

Lastly, we had a home care nurse resign. The agency is looking at doing an internal shift with the nurses and hiring a Case Management position if that shift is made.

Case Management:

The case managers have continued to work in MnChoice Revision. As of July 1, 2024, all assessments need to be completed in the Revision program. There have been a multitude of problems, but the case managers are working through it and continue to provide the best care for our members, despite the paperwork challenges.

In Case Management, we have also been discussing a plan to move our South Country Health Alliance members to another health plan. We currently have 205 members who are age 65+ that will be moving to a different health plan, and we also have approximately 75 members that are internally case managed by SCHA that will also have to be moved to Kanabec County. Come January 1, 2025, we will be very busy getting our members on the health plans and completing the paperwork in a timely manner, so we are compliant with CMS.

The agency had a case manager position posted and interviewed a candidate at the end of the second quarter. The case manager position is for the nurse who went to provide home care services.

Public Health Nurse Clinic:

No significant trends to report from our public health nurse clinic.

Major Activities:

Home Care:

- EVV
- QAPI

Case Management:

- Health plan audits – BluePlus is scheduled for July
- MnChoice Revision

Public Health Nurse Clinic:

- None

Success Stories:

Home Care:

On our home care caseload, we have a veteran that we have assisted for quite some time now. The care that is needed for the veteran has increased over the last few months. As a home care agency, we didn't have the staff to be in the veteran's home daily. The primary nurse worked with the family, hospice and the VA to get the services that the client needed to stay home. The veteran and the family are very pleased with the services in the home. It has alleviated a lot of stress within the family.

Case Management:

One of our case-managed clients lives in a group home. This member needed a permanent catheter placed and the group home was uneasy about managing the catheter. The case manager worked with the doctor, the doctor's team, the group home and the member to ensure that everyone was comfortable with the catheter. The case manager assisted in facilitating the proper training from the doctor's staff to the staff at the group home so the member could continue living in their home. The member has been successful in managing the catheter with the assistance of the group home staff.

Public Health Nurse Clinic:

A foot care client came into the clinic with concerns of a toe infection. The client's toe was very red and inflamed. The client was a diabetic so they couldn't feel much on their foot but reported that there was pain radiating up into their hip. The nurse recommended that the client go directly to the emergency department and have the toe assessed. The nurse followed up with the client and the client reported that they were admitted to the hospital on IV antibiotics.

Community Projects:

Last year the Supervisor attended the Senior Fair in Isanti County and began to have a vision of having a Senior Fair in Kanabec County. The planning for the Kanabec County Senior Fair has begun. The Senior Fair is scheduled for April 8th, 2025. In the beginning planning stages, we have gathered resources, spoke with the Chamber of Commerce, brainstormed ideas on location and vendors and have discussed how we can be most successful. To cover some of the cost, we have applied for grants, spoke with the Chamber, and plan to ask for donations. We will also charge vendors to have a booth at the event to help offset any costs. If there is money made, we plan to put it into the Senior Fair of 2026. This is a very exciting project, and we look forward to assisting the senior citizens of Kanabec County!

Partners in Healthy Living (PIHL)/Statewide Health Improvement Partnership (SHIP) ***Lori Swanson, Health Promotion Coordinator***

PiHL is working with **64** partners in the four-county region: Kanabec, Pine, Mille Lacs, and Isanti.

Training/TA provided and number of participants:

- SHIP staff attended monthly "coffee chats"/virtual trainings with MDH on the four context areas of MN EATS, MN MOVES, MN Commercial Tobacco-Free, and MN Wellbeing. Additionally, Lori Swanson participates in monthly evaluation, TA/Training and Communications Advisory Committees facilitated by MDH.
- The Community Leadership Team (CLT) met on April 18th with **4** members and **3** SHIP coordinators.

- Isanti County SHIP Coordinator, Greg Bockrath, provided TA on Workplace strategies on an MDH monthly call to other SHIP grantees with approximately 25 participants in attendance.
- Pine County SHIP Coordinator, Hailey Freedlund, facilitated a food service collaborative meeting in May for the four Pine County School Districts with a focus on expanding farm to school offerings.
- SHIP staff are part of the planning process with MDH for SHIP 6. Each team has approximately 8-10 participants.

Major Activities:

- Tobacco audits were conducted in Kanabec, Pine, Isanti, and Mille Lacs counties.
- The Mora Farmers Market applied for SHIP funds to increase their advertising and marketing. The market opened in May of 2024.
- Our Locally Lead Evaluation has been selected. We will be measuring breastfeeding rates and duration among WIC participants. We have purchased breastfeeding educational kits for WIC nurses to use during educational sessions with breastfeeding WIC participants in all 4 counties. We will evaluate the rates six months prior to the educational time frame (6 months), and 6 months after the educational time frame and see if we see an increase in rates and duration of breastfeeding. We also have a few qualitative questions for the participants that will be asked to see what materials might be most helpful.
- The Pine City Family Pathways food shelf applied for SHIP funds for additional shelving to improve the space for the customers and be able to increase their donation space.

Success Story:

Many of our workplace and school partners have focused on providing a stress-free space for employees and staff as part of MN Wellbeing.

Better Together Coalition

Allison Krueger

Activities:

- Talk Early Talk Often Campaign
- Social media messaging
- Stall Talks
- Mora Rocks the Park Events

Success Stories:

- We've received enthusiastic praise from community members regarding the "Talk Early Talk Often" messaging campaign. This messaging not only provides crucial information about marijuana, vaping, and mental health, but also offers valuable guidance on approaching difficult conversations with your youth. The campaign emphasizes the significance of meaningful dialogues with your children and offers practical tips on how to engage them in these discussions. We have even developed conversation starters that have been distributed at various events and are also accessible on The Better Together website.
- Our social media outreach efforts have been greatly effective. We consistently share valuable content covering a spectrum of topics, including mental health, strategies for open communication with your youth, substance use, and updates on community events. Through regular posts on Facebook and Instagram, we've successfully expanded our reach to a wider audience. Based on traffic data from Facebook, we have seen about a 259% increase of traffic from May 1 to July 30. On Instagram, we saw an increase in traffic of 52% from May 1 to July 30. Each month can vary on the traffic data, but on average we tend to have a positive increase on both platforms.

- Since January, each month we have created a monthly Stall Talk. This is a flyer that highlights a different topic each month and it is hung in bathrooms around the county. Different topics we have done are Mental Health, Vaping, Safe Sex, Alcohol Awareness, Marijuana Facts, Screen-Free Summer Activities, and Back-to-School Tips. These flyers have been hung up in various restaurants around Mora, Mora and Ogilvie schools, and other businesses around the county. We have had a lot of positive feedback on this.
- Mora Rocks the Park started on June 27 this summer. Mora Rocks the Park is a positive way for people in our community to actively come together, meet different people, try something new and promote healthy choices. Our activities last about an hour and most of the time we see kids and families enjoying the park before and after our events – creating positive connections with others, enjoying the outdoors, and maybe learning something new that they can do at home too.
- The first Mora Rocks the Park event featured a Ninja Warrior course, inspired by the TV show American Ninja Warrior. This portable obstacle course, along with inflatable jumpy houses, was brought to our event through a grant aimed at promoting healthy choices and encouraging youth to be active in the community. The event was a success, attracting 155 participants, including children aged 2-15 years old and even a few adults.
- We have also had a couple of other events already for Mora Rocks the Park. We have had Positivity Rocks with Recovering Hope sponsoring. We had about 60 kids show up to that event. Next, we had Gaga Ball and we had about 20 kids show up to that event.
- The other events we will have for Mora Rocks the Park are Olympic Day, Kids Yoga, Friendship Bracelet Making, and Water Works with the Mora Fire Department.

Challenges:

- With the legalization of recreational marijuana, we are still facing a lot of unknowns, regulations and rules which have made policy work difficult. It has also made more of a challenge to reach the community about the negative effects that marijuana has on your body.
- We're encountering a pressing issue with vaping in schools as the number of students engaging in vaping is rising, raising concerns for their health and wellbeing. Our focus is on educating the community about the adverse health effects of vaping. Vaping, particularly with flavored products, is highly addictive, making cessation challenging. There is also a lack of accessible resources to support quitting.

Data:

- Data from the locally implemented survey is coming soon.

Trainings Attended:

- Various Cannabis and Marijuana Prevention and Mental Health Prevention Webinars.

Opioid Task Force:

- Taking part in Kanabec County Opioid Task Force group. We have had meetings to talk about how the county should use the Opioid Settlement Funds.
- Review applications for the Opioid Settlement Funds.

East Central Regional Suicide Prevention

Brianne McClellan, Coordinator

Quarterly Report

April, May, June 2024

Brianne McClellan

East Central Regional Suicide Prevention Coordinator

Northern MN Suicide Prevention Grant

Activities:

- Leadership role in PICK'M (Pine, Isanti, Chisago, Kanabec and Mille Lacs counties). Planning action items, community outreach, marketing materials, and coalition capacity building.
 - Support the coalition efforts to connect with community members, businesses, and community partners in the PICK'M counties that would be beneficial to have part of the coalition.
 - TA with creation of social media pages and posts to create awareness of the coalition.
- Providing resources, information, and promotional items to regional partners and at community events - Isle Public Schools, Isanti County, Chisago County, and Lakes & Pines.

Success Stories:

- Attended the American Association of Suicidology Conference and gained knowledge and ideas to bring back to local communities. Example: how to create successful prevention, intervention, and postvention plans and teams within school districts.

Training/TA Provided:

- The PICK'M (Pine, Isanti, Chisago, Kanabec and Mille Lacs counties) Suicide Prevention Coalition has reached out for resources, information, and training opportunities during the past three months.
- Provided QPR training for school staff and law enforcement from various districts throughout the state at the Minnesota School Safety Conference.
- Provided CALM (Counseling on Access to Lethal Means) training to Isanti County Public Health staff members.
- Provided Changing the Narrative training for Isle Public Schools staff & Isanti County staff.

Region 4 – Regional Prevention Coordination

Patti Hamilton-Smith, Coordinator

Regional Prevention Coordinator (RPC):

- Continued capacity building with partners throughout the state of MN.
- Project lead for A Peace of My Mind and Storytelling with John Noltner and Jason Anderson in four locations in Minnesota.
- Second East Central Regional Prevention Collaborative Meeting with Prevention Professionals – Substance Misuse, Treatment, Suicide Prevention – 35 attendees.
- Co-facilitator/trainer for 4-day SAPST – Application for Prevention Success Training – 20 participants.

- Co-presented twice with other RPCs on Primary Prevention and how the system of support in Minnesota can be utilized in their communities.
- Continuing to work with communities to better understand the Recreational Cannabis Legislation and how they can protect youth and community.

Success Stories:

- The Better Together Coalition hosted 3 Responsible Beverage Server Trainings (RBST) in May and June. The attendance was fantastic! Because of the ordinance in place in both Kanabec County and the City of Mora, establishments wishing to renew their liquor license must show proof that each employee has successfully completed annual RBST training. This year Allison Krueger, the coalition coordinator, presented and the Regional Prevention Coordinator assisted with attendance, certificates and questions.

Challenges:

- Continuing to work with communities, including Kanabec County, to better understand the Recreational Cannabis Legislation and how they can protect their youth and communities. The Office of Cannabis Management (State of MN) has offered some guidance with a sample ordinance, however, many of the rulemaking pieces that will affect communities have not been finalized.

Data:

- In May Mora, Braham and Ogilvie Schools administered a Well-Being Survey for those in grades 7-12. A coalition member has offered to analyze the data received and will be sharing it with the Better Together Coalition at the August 2024 meeting.

Conferences/Trainings Attended & Trainings provided:

<i>Trainings Hosted by RPCs and/or Region 4 RPC</i>		
<i>April 22-26, 2024</i>	<i>In Person -Rochester</i>	<i>SAPST SPF Application for Prevention Success Training</i>
<i>May 2, 2024</i>	<i>In Person - St Paul</i>	<i>Canvas Health Suicide Prevention Conference</i>
<i>May 20, 22 & June 11</i>	<i>In-Person - Mora</i>	<i>Responsible Beverage Server Training – Mora (Kanabec County Jail Training Room)</i>
<i>May 22, 2024</i>	<i>Virtual</i>	<i>Regional Collaborative Meeting</i>
<i>May 23, 2024</i>	<i>In Person -Bemidji</i>	<i>Storytelling and Facilitation Workshop</i>
<i>May 24, 2024</i>	<i>In Person - Sauk Rapids</i>	<i>Storytelling and Facilitation Workshop</i>
<i>June 13, 2024</i>	<i>In Person -Eagan</i>	<i>Storytelling and Facilitation Workshop</i>

<i>June 14, 2024</i>	<i>In Person - Mankato</i>	<i>Storytelling and Facilitation Workshop</i>
<i>June 26, 2024</i>	<i>In Person - Bloomington</i>	<i>MN School Safety Center Conference - Substance Misuse Prevention for Youth</i>

Trainings Attended	
<i>April 1, 2024</i>	<i>5th Annual Teaching Cannabis Awareness and Prevention Virtual Conference</i>
<i>April 11, 2024</i>	<i>Youth Engagement Vaping Prevention Webinar Tobacco Free Alliance and ANSR</i>
<i>April 14, 2024</i>	<i>PCN Meeting at Rutgers</i>
<i>June 6, 2024</i>	<i>Monthly Inclusivity Training with DHS</i>

People/groups you've provided technical assistance too:

- Spent time working with the new *Better Together Coalition Coordinator*, Allison Krueger.
 - Cannabis zoning and regulations
 - Mora Rocks the Park events
- *Kanabec County Family Health/Kanabec County Community Health*
 - Social Media
 - Website updates

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

Grant Admin:

- Public Health Emergency Preparedness (PHEP) – Year End Report for BP5 (7/1/23-6/30/24) and Budget for BP1 (7/1/24-6/30/25)
- Response and Sustainability Grant (RSG) – Budget for BP25 (7/1/24-6/30/25)
- Radiological Emergency Preparedness (REP) – Year End Report for BP24 (7/1/23-6/30/24)

Major Activities/Planning:

- Preparation for New Arrivals – Participate in statewide meetings with MDH and DHS regarding migrants to MN. Listening to other county coordinators who have received migrants and their lessons learned in how to help them become established within the community.
- Flooding – Developed a social media plan that can be implemented immediately. The plan is comprised of a campaign that ranges from preparedness (make a plan, build a kit), to safety during the response (stay out of the water, do not drink from wells/testing, use of septic systems), and tips for how to recover (cleanout/mold prevention, safe generator use, food safety after power loss).

Workgroup Participation:

- Subregional (continued):
 - Mass Care – Met with American Red Cross representative and learned of their efforts to update shelter site information and how we can work collectively in our planning efforts.
 - Medical Countermeasures (MCM) – Working to evaluate the plan template that we acquired from MDH for local use.
- Regional (continued):
 - Working Meetings – Work together to generate ideas and projects to implement with grant funding, complete reports, share resources for plans, exercises, and responses.
- Statewide:
 - BP1 Grant Duty Development – Participated with MDH in providing feedback in shaping and developing grant duties for the upcoming new budget period leading into the 5-year grant cycle.
 - MCM – Participated with MDH staff from the Strategic National Stockpile (SNS) division and other public health staff from across the state to launch a new MCM workgroup with the intent to focus on issues regarding MCM and SNS.

Trainings and Conferences Attended:

- TEEX 348: Medical Preparedness and Response for Bombing Incidents – This course is designed for personnel from any professional background who may become part of a community response to a bombing event. This interactive, instructor-facilitated program employs case studies and research-based information designed to enhance medical preparedness for and response to blast effects. Breakout sessions address considerations and concerns specific both to medical responders and emergency planners. Host: Central Region Health Care Coalition
- MN Trauma Informed Emergency Responses (MNTIER) – Is a new 6-month training program that includes tools and resources to assist in implementing a trauma-informed disaster recovery planning approach. Provides an overarching framework for post-disaster planning that recognizes the impact of trauma on the disaster responders and the communities they serve by providing actionable strategies to mitigate harm and build resilience at both the responder and organizational level. Host: MDH
- Emergency Preparedness and Response (EPR) PHEP Workshop – This workshop will introduce new concepts and reinforce core principles to propel local public health and tribal health emergency preparedness and response efforts forward. To grow leaders and bring together public health emergency preparedness coordinators from LPH, TH, and MDH to contribute to and ensure a more resilient and effective public health response readiness system throughout Minnesota. Host: MDH
- To Evacuate or Not to Evacuate: LTC Workshop – Intended to help build connection and capacity among Long Term Care facilities with Public Health and Emergency Management. Learning who to contact in an emergency and when, as well as understanding roles and responsibilities. Host: Central Region Health Care Coalition
- Under One Roof (UOR) – This conference is a unique event that will address challenges common among emergency preparedness and emergency management in the northeast region and beyond. Participation will provide attendees with opportunities to connect with regional preparedness and response partners, learn innovative and effective techniques for future activities, and share lessons learned from recent responses. Host: Arrowhead EMS Association and Northeast Healthcare Preparedness Coalition

Exercises:

- Safety Escalating Incidents – Home care, case management, and preparedness staff participated in two separate Table-Top Exercises (TTX) designed to generate conversation and intended to produce movement around new policy and procedure development, or education of existing documents focused on staff safety in the office and in the field. Host: MN Home Care Association (MHCA)

Nuisance:

Reporter: Farah Gajewski, RN

Nuisance calls: In Quarter 2, the Nuisance Coordinator posted Blue Green Algae warning signs at all lake landings in Kanabec County. No other calls were made to the nuisance department in Quarter 2.

Respectfully Submitted,
Kathy Burski, Director/CHS Administrator

Fourth Amendment to 2020 Delegation Agreement

This Fourth Amendment to the 2020 Delegation Agreement is entered into by and between Kanabec County (“Delegated Entity”) and South Country Health Alliance (“SCHA”) as of January 1, 2024.

1. Section 6.7 of the Delegation Agreement is deleted in its entirety and replaced with the following:

6.7 Delegated Entity adheres to the prohibited use of excluded practitioners.

6.7.1 Delegated Entity will search monthly, and require all subcontractors to search monthly, the OIG List of Excluded Individuals/Entities (LEIE), the Excluded Parties List System (EPLS, within the HHS System for Awards Management) database (and may search the Medicare Exclusion Database), and the Minnesota Excluded Providers Lists maintained by the State of Minnesota for any Providers, agents, Persons with an Ownership or Control Interest and Managing Employees to verify that these persons:

6.7.1.1 Are not excluded from participation in Medicaid by the State of Minnesota nor under §§ 1128 or 1128A of the Social Security Act; and

6.7.1.2 Have not been convicted of a criminal offense related to that person's involvement in any program established under Medicare, Medicaid or the title XX Social Security Act.

6.7.2 Delegated Entity will report to SCHA within five (5) days any information regarding individuals or entities specified in 6.7.1.1, who have been convicted of a criminal offense related to the involvement in any program established under Medicare, Medicaid, and title XX services program, or those have been excluded from participation in a federal health care program under Sections 1128 or 1128A of the Social Security Act.

6.7.3 Upon discovery of an ineligible individual or entity, Delegated Entity will immediately relieve the employee, agent, Provider or subcontractor from his or her responsibilities or the business relationship will immediately be discontinued.

6.7.4 Delegated Entity shall report within one business day to SCHA the Name, specialty, address, and reason for nonrenewal or termination of each Contracted Healthcare Provider whose contracts have been terminated or not renewed during the previous quarter.

2. A new Section 6.11 is added to the Delegation Agreement as follows:

6.11 Delegated Entity shall report in writing to SCHA any fraud that Delegated Entity knows or has reason to believe has been committed by a provider, vendor, subcontractor, or member within five (5) business days after Delegated Entity learns of or has reason to believe such fraud has been committed.

3. A new Section 6.12 is added to the Delegation Agreement as follows:

6.12 Delegated Entity shall comply with all applicable SCHA compliance plan and program integrity requirements that are designed to guard against fraud, waste, abuse and improper payments. Delegated Entity shall cooperate fully in any investigation of fraud by SCHA, the State, the Minnesota Medicaid Fraud Control Unit (MFCU), and other regulatory or law enforcement agencies and in any subsequent legal action that may result from those investigations.

4. The parties agree to amend Exhibit D of the 2020 Agreement by deleting it and all previous versions in its entirety and replacing it with Exhibit D as Amended January 1, 2024. This amendment reflects changes in rates for the Community Care Connector / Case Aide Positions.

The parties have executed this Fourth Amendment to the 2020 Delegation Agreement as of the effective date stated above.

DELEGATED ENTITY: Kanabec County By: _____ Print Name: _____ Title: _____ Date: _____	SOUTH COUNTRY HEALTH ALLIANCE By: _____ Print Name: _____ Title: _____ Date: _____
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Resolution # KCCH – 8/6/2024

SCHA Delegation Agreement Fourth (Revised) Amendment Resolution

WHEREAS, County of Kanabec through its Health and Human Services agencies is contracted with South Country Health Alliance to provide services to its members, and

WHEREAS, South Country Health Alliance and Kanabec County agree to amend Exhibit D of the Delegation Agreement dated January 1, 2020 by deleting it and all previous versions in its entirety and replacing it with Exhibit D as amended January 1, 2024, and

WHEREAS, this revised amendment not only still reflects changes in rates for the Community Care Connector / Case Aide positions, but also includes items that were in the original agreement that needed to be included in the amendment as well (sections 6.7.2, 6.7.3 and 6.7.4), and

THEREFORE, the Community Health Director is requesting permission to sign the revised amendment.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the revised Amendment to the South Country Health Alliance Delegation Agreement dated January 1, 2020 effective January 1, 2024.

Memorandum of Understanding

Between Kanabec County Community Health And Recovering Hope Treatment Center

Purpose:

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Kanabec County Community Health and Recovering Hope Treatment Center regarding the provision of Hepatitis B vaccinations to employees at Recovering Hope Treatment Center.

Parties:

This MOU is entered into by and between Kanabec County Community Health, hereinafter referred to as "KCCH," and Recovering Hope Treatment Center, located at 2031 Rowland Rd, Mora, Minnesota 55051, hereinafter referred to as "RHTC."

Scope of Services:

KCCH agrees to provide Hepatitis B vaccinations to employees of RHTC as part of a collaborative effort to promote public health and safety. The vaccinations will be administered at no cost to the employees of RHTC.

Responsibilities of Kanabec County Public Health:

1. Provide qualified healthcare professionals to administer the Hepatitis B vaccinations.
2. Supply all necessary medical supplies and equipment for the administration of the vaccinations.
3. Ensure proper documentation and reporting of the vaccinations provided to RHTC employees.
4. Schedule and coordinate vaccination clinics at times and locations convenient for RHTC employees and/or allow employees of RHTC to schedule vaccinations with public health at the county service building.

Responsibilities of Recovering Hope Treatment Center:

1. Provide KCCH with a list of employees eligible for the Hepatitis B vaccinations. OR Provide employees with information on how to schedule vaccinations with KCPH.
2. Coordinate with KCCH to schedule vaccination clinics or scheduling of vaccinations.
3. Inform employees about the availability and benefits of receiving the Hepatitis B vaccination.
4. Ensure that employees have consented to receive the vaccination.
5. Cover costs for uninsured, underinsured employees or unused vaccinations.

Term and Termination:

This MOU shall remain in effect for one year from the date of execution. Either party may terminate this MOU with 30 days written notice to the other party.

Indemnification

RHTC and KCCH each agree to indemnify and hold the other party and its affiliates, and their respective agents, owners, directors, trustees, contractors, employees and volunteers, harmless against any and all claims of loss or damage (including reasonable attorneys' fees) associated with this Agreement or resulting from the failure of either party to perform its obligations under this Agreement.

Confidentiality:

Both parties agree to maintain the confidentiality of employee health information in accordance with applicable laws and regulations.

Amendments:

This MOU may be amended or modified only by mutual written agreement of the parties.

Signatures:

By signing below, the parties agree to the terms and conditions outlined in this Memorandum of Understanding.

Kanabec County Community Health

Kathy Burski, Director

Date: _____

Recovering Hope Treatment Center

Sadie Broekemeier, President

Date: _____

Resolution # KCCH – 8/6/2024

Enter a Memorandum of Understanding with Recovering Hope Treatment Center

WHEREAS Kanabec County Community Health would like to provide Hepatitis B vaccinations to employees of Recovering Hope Treatment Center as part of a collaborative effort to promote public health and safety, and

WHEREAS the vaccinations will be administered at no cost to the employees of Recovering Hope Treatment Center, and

WHEREAS Kanabec County Community Health will be responsible for providing healthcare professionals to administer the vaccinations, will coordinate the scheduling of vaccinations, and will bill employees' insurance or Recovering Hope for payment of services, and

THEREFORE the Community Health Director is requesting to enter into a memorandum of understanding with Recovering Hope Treatment Center with a duration of one year from the date of execution.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director to enter into this memorandum of understanding with Recovering Hope Treatment Center.

Resolution # KCCH – 8/6/2024
Registered Nurse to Public Health Nurse

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

WHEREAS the Community Health Director wishes to ensure the retention of this employee, and

WHEREAS the nurse will be assigned additional duties and responsibilities in the areas of home care and Public Health Nurse Clinic. The additional responsibilities include staying up to date on OASIS guidelines/regulations, completing new home care intakes, training of other staff on proper coding for maximization of reimbursement rates, increasing the medication set-up services within the Public Health Nurse Clinics, and reviewing charts for accuracy in documentation, and

THEREFORE the Community Health Director is requesting to promote this employee from a Registered Nurse to a Certified Public Health Nurse position as well as recognize her years of experience and service to Kanabec County.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to promote Kristi Johnstone from a Registered Nurse position at Step C, Range 13, at \$30.61 per hour (would move to \$31.68 per hour, Step D in November) to a Certified Public Health Nurse position at a Step C, Range 15, at a \$35.58 per hour wage.

Kanabec County

TRIAL BALANCE REPORT

As of Date: 06/2024

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

Save Report: N

Comment:

FUND Range From 15 Thru 15



Sheila

8/1/24 9:50AM

15 Community Health Fund

TRIAL BALANCE REPORT

As of 06/2024

Report Basis: Modified Accrual

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
-----Assets-----				
1001 Cash	705,196.15	34,169.73 -	221,950.05	927,146.20
1003 Audit Adjustments To Cash	23,163.57	0.00	23,163.57 -	0.00
1110 Taxes Receivable - Prior & Delinquent	12,088.09	0.00	12,088.09 -	0.00
1201 Accounts Receivable (Acc)	150,778.56	0.00	150,778.56 -	0.00
1261 Due From Other Funds (Acc)	3,325.85	0.00	3,325.85 -	0.00
1281 Due From Other Governments (Acc)	329,505.26	0.00	329,505.26 -	0.00
Total Assets	1,224,057.48	34,169.73 -	296,911.28 -	927,146.20
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021 Accounts Payable (Acc)	1,539.90 -	0.00	1,539.90	0.00
2030 Salaries Payable	77,447.27 -	0.00	77,447.27	0.00
2091 Due To Other Funds (Acc)	1,671.62 -	0.00	1,671.62	0.00
2100 Due To Other Governments	5,081.53 -	0.00	5,081.53	0.00
2230 Deferred Inflows	12,088.09 -	0.00	12,088.09	0.00
Total Liabilities	98,351.58 -	0.00	97,828.41	523.17 -
Fund Balance				
2881 Assigned Fund Balance	1,125,705.90 -	0.00	0.00	1,125,705.90 -
2910 Revenue Control	0.00	201,164.45 -	1,197,066.60 -	1,197,066.60 -
2925 Expenditure Control	0.00	235,334.18	1,396,149.47	1,396,149.47
Total Fund Balance	1,125,705.90 -	34,169.73	199,082.87	926,623.03 -
Total Liabilities and Balance	1,224,057.48 -	34,169.73	296,911.28	927,146.20 -
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				



Sheila
8/1/24 9:50AM
15 Community Health Fund
Account

TRIAL BALANCE REPORT
As of 06/2024
Report Basis: Modified Accrual
Beginning Actual Current
Balance This-Month Balance
 Year-To-Date

Kanabec County Community Health - Board Financial Report

15-484 cash basis

Through June 2024

Department	Budget	Total year to date/ % of budget	Total	January	February	March	April	May	June	July	August	September	October	November	December
Pilt-Housing Authority	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Local Public Health Infrastructure	498,428.00	57.79%	288,047.75	23,163.57	12,901.34	38,372.92	4,471.45	209,092.86	45.61						
Rev	381,933.00	55.11%	210,488.25	24,767.41	68,543.85	23,653.87	23,983.69	36,468.14	33,071.29						
Exp															
Prevent Infectious Disease	30,502.00	21.92%	6,686.49	916.87	399.80	662.04	285.50	4,422.28	0.00						
Rev	34,377.00	15.12%	5,197.93	749.19	831.71	415.47	1,437.58	1,476.62	287.36						
Exp															
Environmental Health	36.00	33.33%	12.00	3.00	0.00	0.00	3.00	0.00	6.00						
Rev	5,545.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Exp															
Healthy Communities-Adult Health	176,781.00	88.39%	156,254.70	15,401.48	59,796.96	12,050.61	27,978.06	12,711.97	28,315.62						
Rev	173,472.00	75.38%	130,766.22	22,193.38	21,034.44	19,595.11	19,861.95	28,775.26	19,306.08						
Exp															
Healthy Communities-Health Improvement	632,346.00	60.40%	381,928.53	108,413.95	61,020.12	46,059.08	65,801.92	44,363.69	56,269.77						
Rev	598,642.00	49.30%	295,120.62	51,178.83	47,002.09	41,787.42	53,127.08	55,355.28	46,669.92						
Exp															
Healthy Communities-Family Health	653,351.00	55.45%	362,269.98	117,916.27	29,985.47	49,433.94	95,978.39	32,420.24	36,535.67						
Rev	600,263.00	43.46%	260,860.54	37,262.76	45,414.40	37,811.78	36,297.60	65,629.70	38,444.30						
Exp															
Emergency Preparedness	108,151.00	58.62%	63,394.77	8,528.10	25,151.00	0.00	29,715.67	0.00	0.00						
Rev	100,117.00	53.94%	54,007.15	8,926.08	9,478.31	8,463.72	8,393.85	10,562.90	8,182.29						
Exp															
Assure Access-Case Management	366,400.00	52.40%	191,987.64	29,111.75	41,229.27	24,736.01	29,564.82	36,962.06	30,383.73						
Rev	354,443.00	52.40%	185,727.89	26,848.13	26,913.28	24,515.93	26,003.76	49,435.57	32,011.22						
Exp															
Assure Access-Home Care	551,500.00	45.92%	253,257.98	48,249.04	43,402.18	24,654.09	50,468.49	36,876.13	49,608.05						
Rev	768,703.00	44.19%	339,721.19	53,496.17	50,222.72	53,872.66	53,240.62	71,527.30	57,361.72						
Exp															
Agency Totals															
Rev	3,017,495.00	56.47%	1,703,839.84	351,704.03	273,886.14	195,968.69	304,267.30	376,849.23	201,164.45	0.00	0.00	0.00	0.00	0.00	0.00
Exp	3,017,495.00	49.11%	1,481,889.79	225,421.95	269,440.80	210,115.96	222,346.13	319,230.77	235,334.18	0.00	0.00	0.00	0.00	0.00	0.00

amount has changed

outstanding payments/payments not yet posted

Workforce Dev.	
CTC	
FAP	
LCTS	11,000.00
LPHG	7,527.40
MCH	
SF/cap bldg	70,967.12
RSG	28,550.28
RPC	
SHIP	28,207.95
TANF	
WIC	11,204.00
PHEP	9,588.56
mental hlth	
Suicide Prev	
Covid Federa	1,186.98
Home care	30,687.61 estimate only see note below
	198,919.90

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

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

Kanabec County Community Health - Board Financial Report

15-484 modified accrual basis

Through June 2024

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	75.00% September	83.33% October	91.67% November	100.00% December
Pit-Housing Authority															
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Local Public Health Infrastructure															
Rev	498,428.00	53.14%	264,884.18	0.00	12,901.34	38,372.92	4,471.45	209,092.86	45.61						
Exp	381,933.00	59.76%	228,229.23	24,675.01	67,817.92	23,653.87	42,543.00	36,468.14	33,071.29						
Prevent Infectious Disease															
Rev	30,502.00	16.05%	4,896.52	0.00	92.63	96.11	285.50	4,422.28	0.00						
Exp	34,377.00	12.29%	4,225.93	749.19	831.71	415.47	465.58	1,476.62	287.36						
Environmental Health															
Rev	36.00	33.33%	12.00	3.00	0.00	0.00	3.00	0.00	6.00						
Exp	5,545.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Healthy Communities-Adult Health															
Rev	176,781.00	53.13%	93,923.39	801.00	12,066.13	12,050.61	27,978.06	12,711.97	28,315.62						
Exp	173,472.00	75.31%	130,641.33	22,193.38	20,909.55	19,595.11	19,861.95	28,775.26	19,306.08						
Healthy Communities-Health Improvement															
Rev	632,346.00	36.30%	229,533.56	0.00	17,039.10	46,059.08	65,801.92	44,363.69	56,269.77						
Exp	598,642.00	49.30%	295,101.05	51,016.26	47,002.09	41,787.42	53,270.08	55,355.28	46,669.92						
Healthy Communities-Family Health															
Rev	653,351.00	34.75%	227,071.71	0.00	12,703.47	49,433.94	95,978.39	32,420.24	36,535.67						
Exp	600,263.00	43.28%	259,802.47	36,896.37	44,774.29	37,811.78	36,246.03	65,629.70	38,444.30						
Emergency Preparedness															
Rev	108,151.00	27.48%	29,715.67	0.00	0.00	0.00	29,715.67	0.00	0.00						
Exp	100,117.00	59.94%	60,010.42	8,574.85	9,478.31	8,463.72	14,748.35	10,562.90	8,182.29						
Assure Access-Case Management															
Rev	366,400.00	41.79%	153,107.05	2,945.00	29,097.04	24,154.40	29,564.82	36,962.06	30,383.73						
Exp	354,443.00	52.33%	185,479.79	26,779.50	26,733.85	24,515.93	26,003.72	49,435.57	32,011.22						
Assure Access-Home Care															
Rev	551,500.00	35.16%	193,922.52	0.00	35,500.95	21,468.90	50,468.49	36,876.13	49,608.05						
Exp	768,703.00	44.13%	339,221.25	52,997.49	50,221.46	53,872.66	53,240.62	71,527.30	57,361.72						
Agency Totals															
Rev	3,017,495.00	39.67%	1,197,066.60	3,749.00	119,400.66	191,635.96	304,267.30	376,849.23	201,164.45	0.00	0.00	0.00	0.00	0.00	0.00
Exp	3,017,495.00	49.80%	1,502,711.47	223,882.05	267,769.18	210,115.96	246,379.33	319,230.77	235,334.18	0.00	0.00	0.00	0.00	0.00	0.00

amount has changed

outstanding payments/payments not yet posted

Workforce Dev.
CTC
FAP
LCTS 11,000.00
LPHG 7,527.40
MCH
SF/cap bldg 70,967.12
RSG 28,550.28
RPC
SHIP 28,207.95
TANF
WIC 11,204.00
PHEP 9,588.56
mental hlth
Suicide Prev
Covid Federa 1,186.98
Home care 30,687.61 estimate only see note below
198,919.90

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

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

9:40am Appointment

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: Request for Authorization to Send a New Position Job Description to the Pay Consultant	b. Origination: Community Health Department
c. Estimated time: 10-15 minutes	d. Presenter(s): Kathy Burski, Community Health Director and Kris McNally, Coordinator

e. Board action requested:

Approve the following resolution:

Resolution #__ - 8/6/24

Authorization to Send Position Description to the Pay Consultant

WHEREAS policy #P-106 states that job descriptions for new positions must be written, reviewed, and authorized by the appropriate Department Head with consultation from the Personnel Director; and

WHEREAS policy #P-106 further states that the descriptions must be submitted to the Board for review authorization to send to the pay consultant for scoring, or back to the Department Head for changes; and

WHEREAS the Community Health Director has prepared the proposed job description, physical analysis, and justification for adding the position; and

WHEREAS the documents have been reviewed in consultation with Human Resources; and

WHEREAS the Board has examined and reviewed the documents;

BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves sending the newly created job description and physical analysis documents for the Community Health Emergency Preparedness Coordinator to the pay consultant for review and scoring.

f. Background:

Supporting Documents: None: **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments: Policy P-102 Requires new positions to have the approval of the County Board prior to any recruitment or hiring.

Policy P-106 defines the process for new or substantially changed positions to be approved for scoring by the pay consultant.

The Health Promotions Coordinator job description was up for review in 2024.

In 2023, the State Legislature provided additional funding titled the Response Sustainability Grant (RSG). This funding will be ongoing, and it is to be used to support a robust response to public health emergencies through planning, training, exercises, and response at the local level.

The State RSG funding along with the Federal Public Health Emergency Preparedness Funding provides enough funding for 1 FTE to work in that area. Prior to receiving RSG funding there was only funding for .25 FTE and a person working in Preparedness worked in other areas with other funding to equal 1 FTE. Preparedness is a Foundational Capability for all Public Health agencies.

Because there is now funding available for a full-time Preparedness Coordinator and the Preparedness Coordinator will no longer be assigned other duties, a new job description was created to reflect the new responsibilities and duties in alignment with the funding.

The changes were sent to HR as required of the review process and it has been determined that the changes may be significant enough to warrant the revised job description to be sent to the pay consultant for evaluation.

Kanabec County Position Description

Health Promotion Coordinator/ Community Health Emergency Preparedness Coordinator

Exemption Status: Non-Exempt

Date: 02-25-98

Department: Community Health

Board Approval: 10-28-98

Updated: 2021

Job Specifications		
	FACTOR	LEVEL
Education & experience qualifications are a job-related combination substantially equivalent to the levels shown at right.	Education: Other degrees may be considered	<ul style="list-style-type: none"> • Bachelors Degree in Education, Health Education or Community Health or • Graduate from Baccalaureate program for nursing public administration, business administration, emergency management , public health, or related field. • Must be currently licensed to practice their profession, where applicable.
	Experience:	<ul style="list-style-type: none"> • 2-3 years experience preferred in professional field in emergency preparedness, emergency management, or public safety or equivalent combination of education and experience. • Experience in policy, systems and environmental change approaches to better health preferred.
	Other Requirements:	Valid driver's license or access to transportation for use on the job <u>Completion of National Incident Management Systems (NIMS), Incident Command Courses: 100, 200, 700, & 800, or to be completed within first six (6) months of employment</u>
	Supervision given to:	None
	Supervision received from:	Community Health Director

Knowledge, Skills & Abilities Desired:

- ✓ Knowledge of emergency preparedness including disease/disaster mitigation, response, and recovery.
- ✓ Knowledge of County, State, and Federal laws, regulations, and guidelines relating to emergency preparedness and disaster response.

- ✓ Knowledge of redundant communication platforms that aid in supporting emergency response
- ✓ Ability to analyze complex situations and develop a strategic plan for accomplishing goals
- ✓ Ability to direct emergency operations, staff, and volunteer base.
- ✓ Ability to respond outside of the eight-hour normal work day and work long shifts under stress.
- ✓ Ability to pay attention to detail and effectively organize time and anticipate, plan and successfully respond to changing circumstances.
- ✓ Ability to establish and maintain effective relationships with other staff, agencies, clients, and general public.
- ✓ Ability to maintain confidentiality.
- ✓ Ability to prepare and present presentations and facilitate groups.
- ✓ Ability to communicate effectively, both verbally and in writing.
- ✓ Ability to follow guidelines, grants and directives.
- ✓ Knowledge of public health practice and community health issues.
- ✓ Knowledge of population-based public health theory.
- ✓ Ability to conduct research and access community resources.
- ✓ Ability to plan, coordinate, implement and evaluate programs.
- ✓ Ability to gather and interpret data and prepare written reports.
- ✓ Knowledge of assessment, planning, implementation, and evaluation /Strategic Prevention Framework
- ✓ Thorough skill using standard office equipment and related hardware and software and the ability to use social media to engage the public.
- ✓ Knowledge of socioeconomic factors which promote and maintain optimal health for individuals, families, communities and systems.
- ✓ Ability to exercise judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs.
- ✓ Ability to build consensus, resolve conflict, coach, work with and motivate others.
- ✓ Ability to create, organize and implement work plans independently.
- ✓ Ability to exhibit a high degree of professional competence and a thorough knowledge of principles, methods, policies, evaluation and evidence based research.
- ✓ Ability to demonstrate good human relation skills with consideration of cultures and audience.
- ✓ Knowledge of comprehensive prevention planning with an emphasis on community level change.
- ✓ Knowledge and understanding of CMS Conditions of Participation with regards to maintaining compliance of the home care emergency preparedness requirements.
- ✓ Knowledge of policy, systems and environmental change.
- ✓ Knowledge of how equity/inequity effect people's health.

Job Summary

The Health Promotion Coordinator/Community Health Emergency Preparedness Coordinator is a professional employed by the Kanabec County Community Health and plans, coordinates and administersprovides leadership in the planning, coordinating, developing and evaluating County public health emergency plans. county health promotion programs. This position works with public-community health staff and with community organizations to address public health issues, gaps, and disparities in the county.preparedness and response to public health emergencies.

Some Examples of Essential Duties

- ~~1.~~ Coordinates and administers assigned County health promotion programs and participates in the assessment, planning, administration, and evaluation of various public health programs. Maintains and updates all Kanabec County Community Health Emergency Plans intended to prepare for each identified potential hazard including, but not limited to, All Hazards Plan, Continuity of Operations, HAN, Pandemic Influenza Plan; Mass Care Plan; Mass Dispensing Plan; and Minnesota Responds Volunteer Activation Plan.
- ~~2.~~ Leads and coordinates emergency preparedness functions as defined by the State and Federal, HSEM, Public Health Emergency Preparedness (PHEP), and the Response Sustainability Grant.
- ~~3.~~ Assesses hazards and prepares plans, and conducts training, drills, and exercises to test the adequacy and operability of emergency preparedness plans to prepare the community.
- ~~4.~~ Provides leadership, knowledge, and support in responding to emergency incidents in coordination with Kanabec County Community Health Department.
- ~~4.5.~~ Advises administration in coordinating public health response for events occurring within the jurisdiction, serving in a leadership role within Incident Command System structure.
- ~~2.6.~~ Manages the budget for assigned health promotion grants with assistance from supervisor.
- ~~3.7.~~ Assists in conducting needs assessments of health promotion programs.
- ~~4.8.~~ May recruit and supervise program volunteers and interns.
- ~~5.9.~~ Engages community leaders to foster participation and ownership to achieve ~~prevention~~ preparedness and response goals.
- ~~6.10.~~ Demonstrates the ability to convene and lead community meetings.
- ~~7.11.~~ Plans policy initiatives in collaboration with others in order to implement policy change.
- ~~8.12.~~ Works with community partners to develop system and policy changes that favorably influence the health of Kanabec County residents.
- ~~9.13.~~ Serves as liaison to community organizations. Educates and advocates for health promotion and public health activities.
- ~~10.14.~~ Serves as resource person to the general community and agency staff in the promotion of health.
- ~~11.15.~~ Conducts public relations programs to create awareness of existing health concerns and preventive issues.
- ~~12.16.~~ Attends workshops, meetings and trainings to be knowledgeable about health promotion and prevention issues.
- ~~13.17.~~ Provides leadership to task forces, coalitions, committees, and groups in the local area who are working to address/prevent health issues.
- ~~14.18.~~ Provides consultation to schools, worksites or groups to develop and implement health promotion activities and best practices that promote positive health outcome.
- ~~15.19.~~ Serves as a consultant to the general community in locating appropriate resources that address local health problems.
- ~~16.20.~~ Works according to good safety practices as posted, instructed, discussed, and written in policy.
- ~~17.21.~~ Collaborates with CHS administrator/CHS Director in identifying health issues, as well as inventory of community resources.
- ~~18.22.~~ Assist in developing policy, system, and environmental changes that move toward attaining health equity for all.
- ~~19.23.~~ Develops and provides presentations as requested.
- ~~20.24.~~ Coordinates and participates in community events as assigned.
- ~~21.25.~~ Responsible for writing grant applications for health promotion activities with

consultation from supervisor.

~~22.~~26. Documents and completes various reports related to grant programs.

~~23.~~27. Develops expected outcomes related to program areas.

~~24.~~28. Evaluates effectiveness of programs and implements changes as indicated.

~~29.~~ Develops community interest involvement in health promotion activities.

~~25.~~30. Supports the agencies work in foundational public health capabilities.

~~26.~~31. Performs other work as required by the Kanabec County Community Health Director/Supervisor.

~~27.~~32. Responds to Public Health emergencies as directed.

Competencies Common to All County Positions

- Develops, maintains a thorough working knowledge of, and complies with all departmental and applicable County policies and procedures.
- Demonstrates regular and reliable attendance and punctuality.
- Demonstrates by personal example the qualities inherent in public service, excellence, and integrity expected from all staff.
- Develops respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confers regularly with and keeps immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represents Kanabec County in a professional manner to the public, outside contacts and constituencies.

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

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

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

Position: Health Promotion Coordinator Community Health Emergency Preparedness Coordinator
Department: Public Health

Supplement – Physical Effort & Working Conditions

INDICATE FREQUENCY (HOW OFTEN), WHAT THE REASON FOR THE ACTIVITY IS AND ANY LIMITATIONS ON FREQUENCY, WEIGHT, HEIGHT, ETC.

Frequency	Letter Code	Defined as
Never	N	
Seldom	S	Up to 1 hour per day
Occasionally	O	1 to 2 hours per day
Frequently	F	2 to 5 hours per day
Continuously	C	6 or more hours per day

PHYSICAL EFFORT FREQUENCY DESCRIPTION, REASON FOR, LIMITS

Stand	S/O	Presentations
Sit	C	At desk, in meetings, at trainings
Walk	S/O	To/from copier
Bend/Twist	S	Obtaining supplies from storage
Push	S	Obtaining supplies from storage
Pull	S	Obtaining supplies from storage
Climb (stairs, ladders)	S	Obtaining supplies from storage
Reach	S	Obtaining supplies from storage, binder bins
Lift	S	Obtaining supplies from storage, loading vehicles with supplies. Up to 50 pounds
Carry	S	Obtaining supplies from storage, loading <u>up to 50 pounds</u>
Grasp/Grip	S/O	Writing by hand
Repetitive Motions	S/O	Phone, mouse, keyboard use
Kneel/Crawl	S	Obtaining supplies from storage
Run	S	Under time constraints
Jump	S	Active workplace
Rapid work speed	S	Under time constraints
Filing	S	Documentation
Finger movement	F/C	Mouse use, writing by hand
Keyboard use	F/C	Document creation, revision
Close vision	F/C	At desk

Color vision	F/C	All activities
Depth perception	F/C	All activities
Far vision	O/F	All activities
Hear	F/C	All activities
Talk	O/F	Meetings, collaboration, coordination
Smell	S	Monitor safety
Touch	S/O	Obtaining supplies from storage
Other:		

WORKING CONDITIONS/

EXPOSURES FREQUENCY DESCRIPTION, REASON FOR, LIMITS

Heat	O	Only outside in the warm months
Cold	SF/C	Building is inadequately ventilated
Temperature changes	O	In and out of building
Dampness	S	HVAC system
Humidity	S	HVAC system
Wet environment	S	Roof leaking
Work outdoors	S	County fair
Noise	O/F	Office environment, phones, copier
Vibration	S	Highway noise pollution
Heights	S	Ladder use
Confined spaces	S	Storage rooms
Moving objects	S/O	Accessing storage
Solvents	S	Cleaning
Acids, corrosives	S	Cleaning
Other chemicals	S	Cleaning
Dust	S	Surfaces
Dirt	S	Floors
Fumes/Vapors/Mists	S	HVAC system
Gases	S	HVAC system
Office environment	C	Majority of work setting
Travel	O/F	Mine or portion on a day to day basis
Work alone	F	Depends on programs assigned. Only health educator in my program

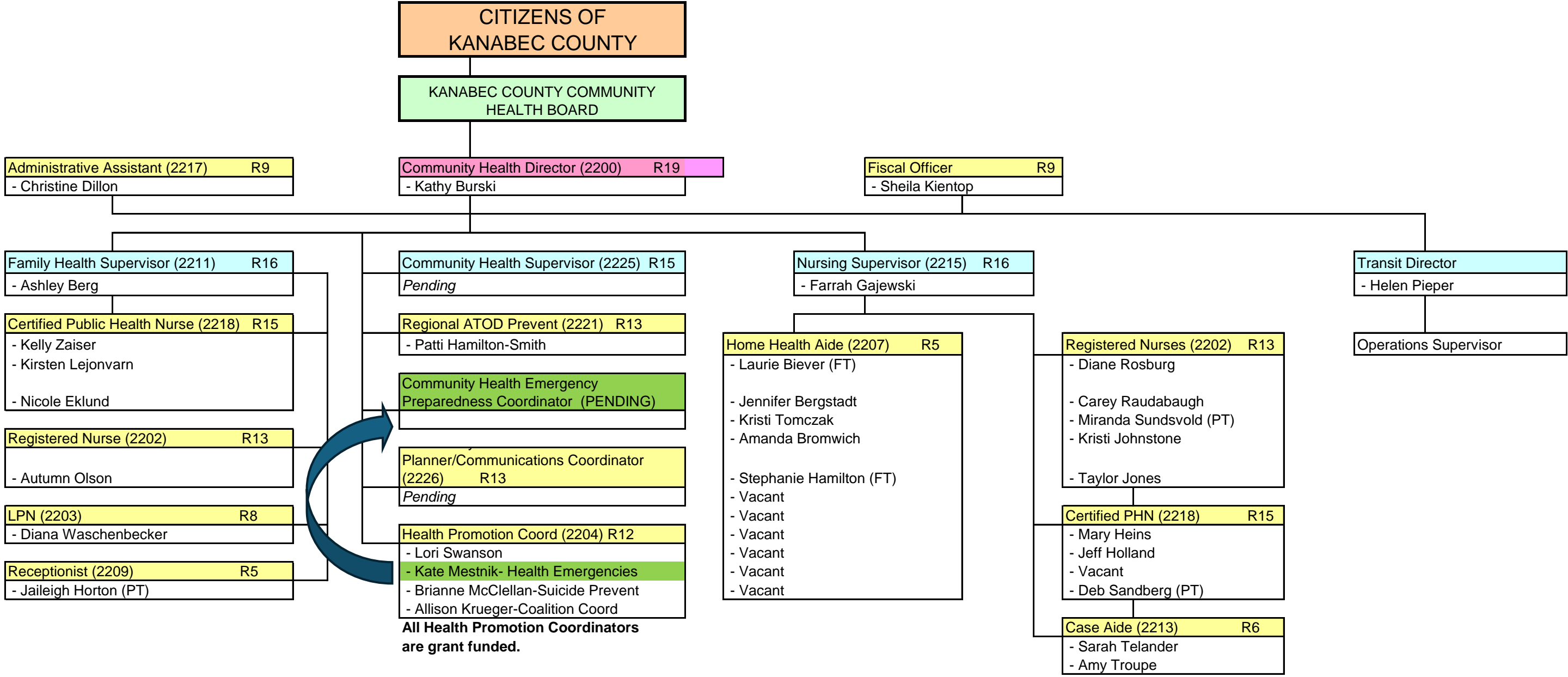
Work with co-workers	O	Orientation, training exercise
Work with public	S/O	Emergency prep committee, partners and outreach coalitions, community partners
Other:		

SAFETY EQUIPMENT

What safety equipment is required? Ergonomic adjustment materials. Personal protective equipment

Where and when must it be used? Daily at desk. During public health emergencies.

Public Health



9:45am Appointment

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: ECE Broadband Project Update	b. Origination: East Central Energy
c. Estimated time: 15-20 minutes	d. Presenter(s): Ty Hougum, VP/CIO and Dennis Rice, Broadband Manager

e. Board action requested:

Information only

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

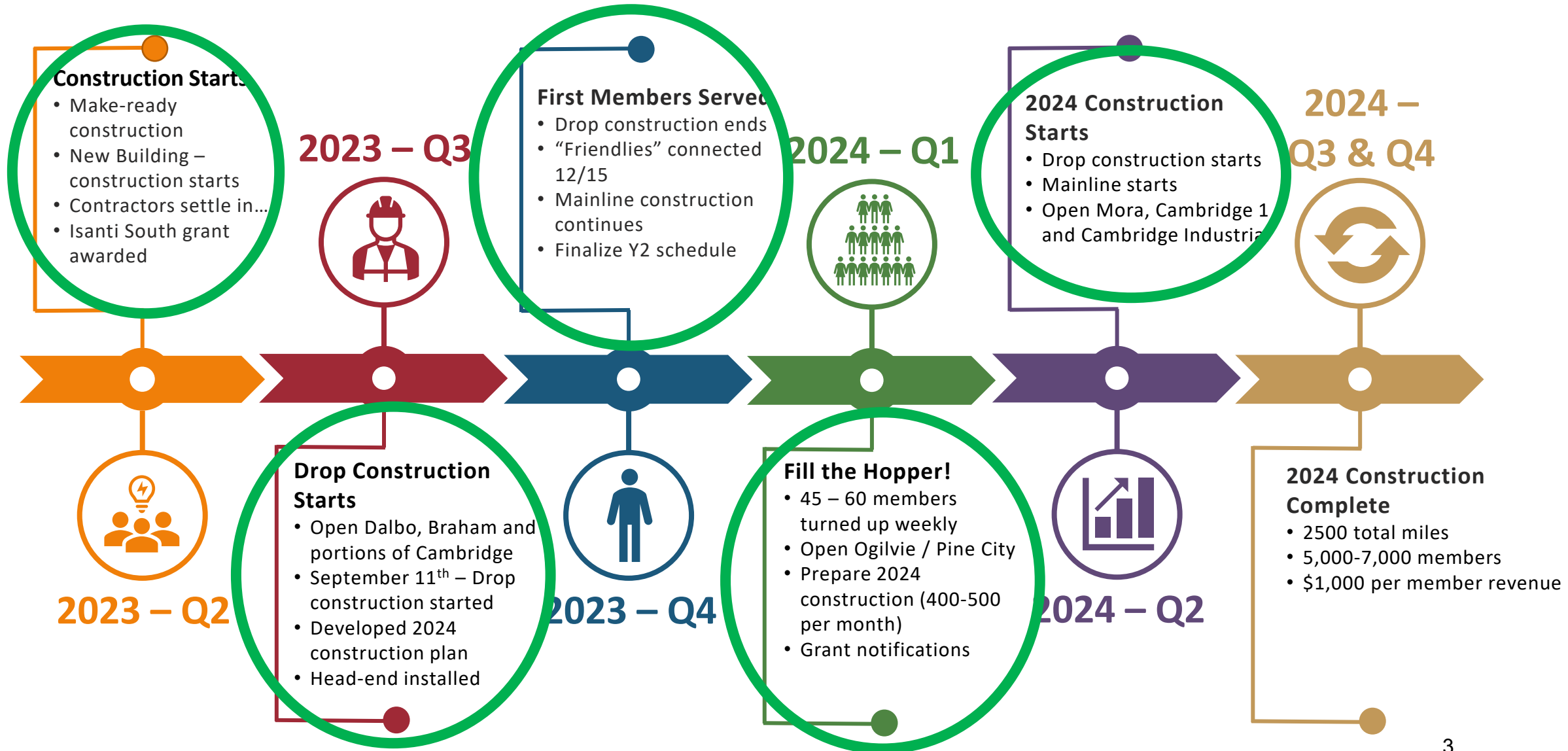
Coordinators Comments:

ECE BROADBAND



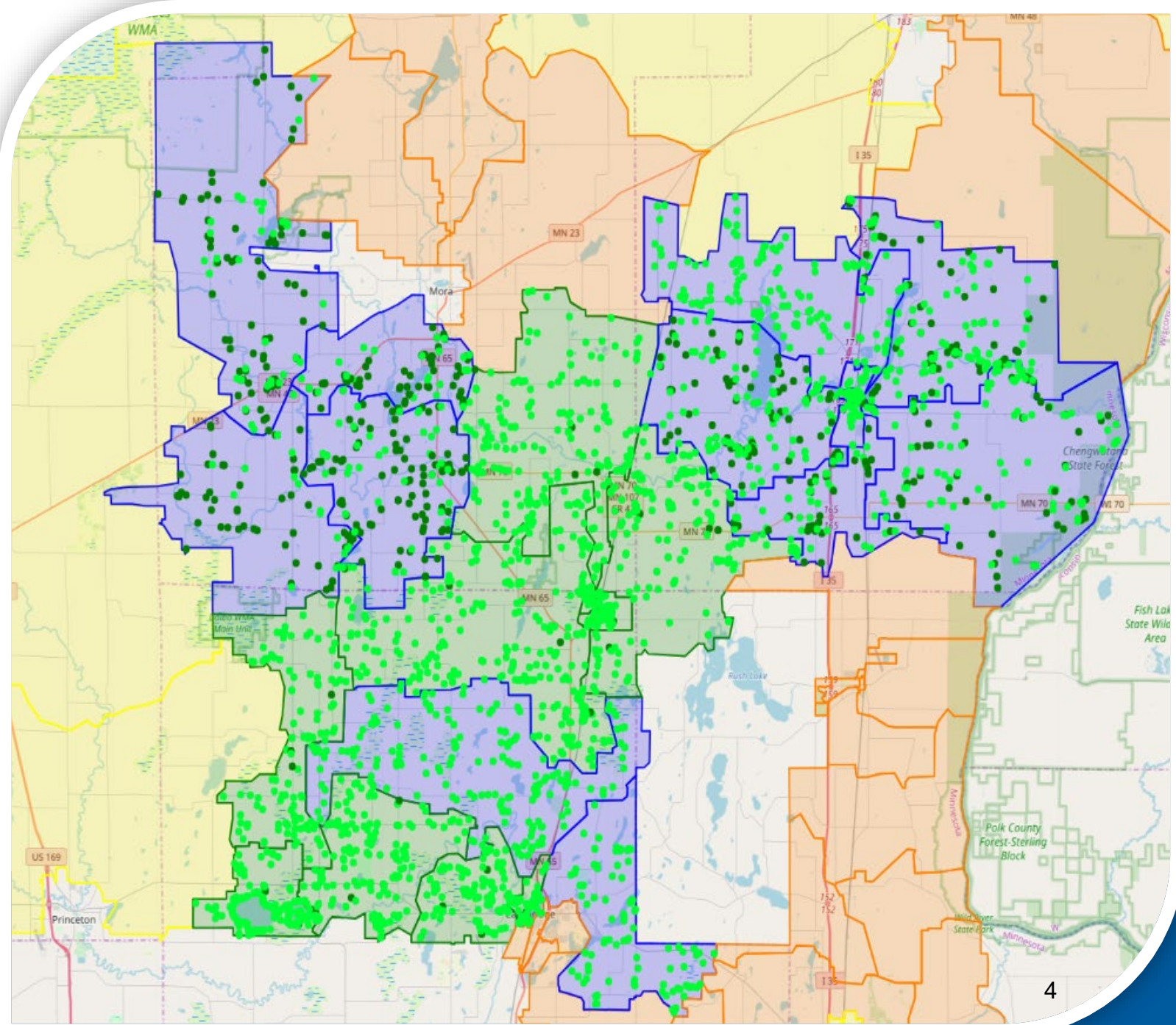
AUGUST 2024 UPDATE

Broadband Timeline



Members Connected:

- 1500 Connected!
- Over 18,000 pre-orders!
- Over 4000 orders!

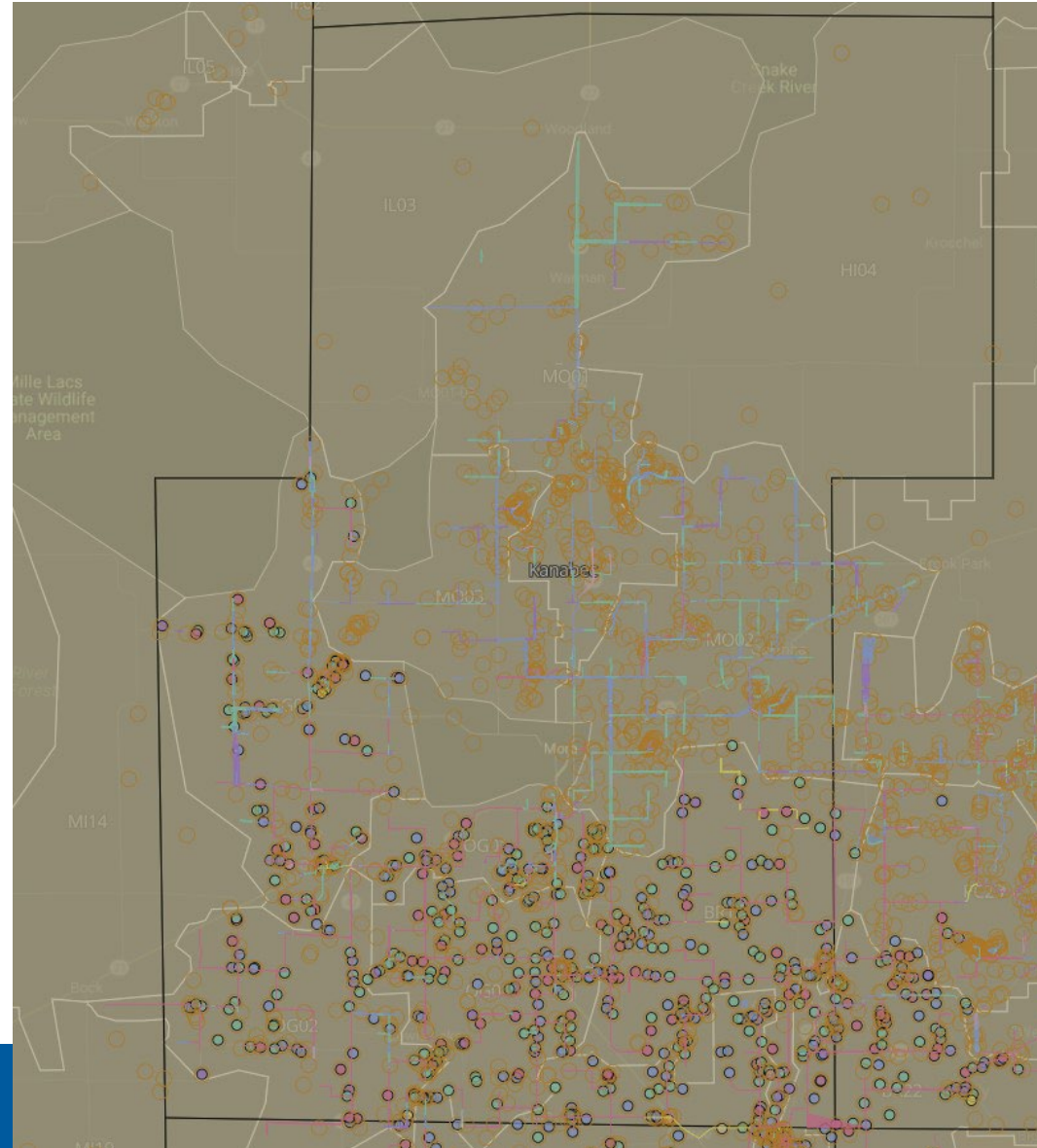


Members Connected in Kanabec County

- 537 Members Connected!
- Over 3000 Pre-orders !

Some Member Testimonials:

- ECE Member- “Everything from start to finish was amazing. We love you!
- ECE Member- “Finally after 9 years of county life I get a taste of Fiber Optics! Get Ready Mora.... It’s no longer a pipe dream!”



Grant Funding

Successful

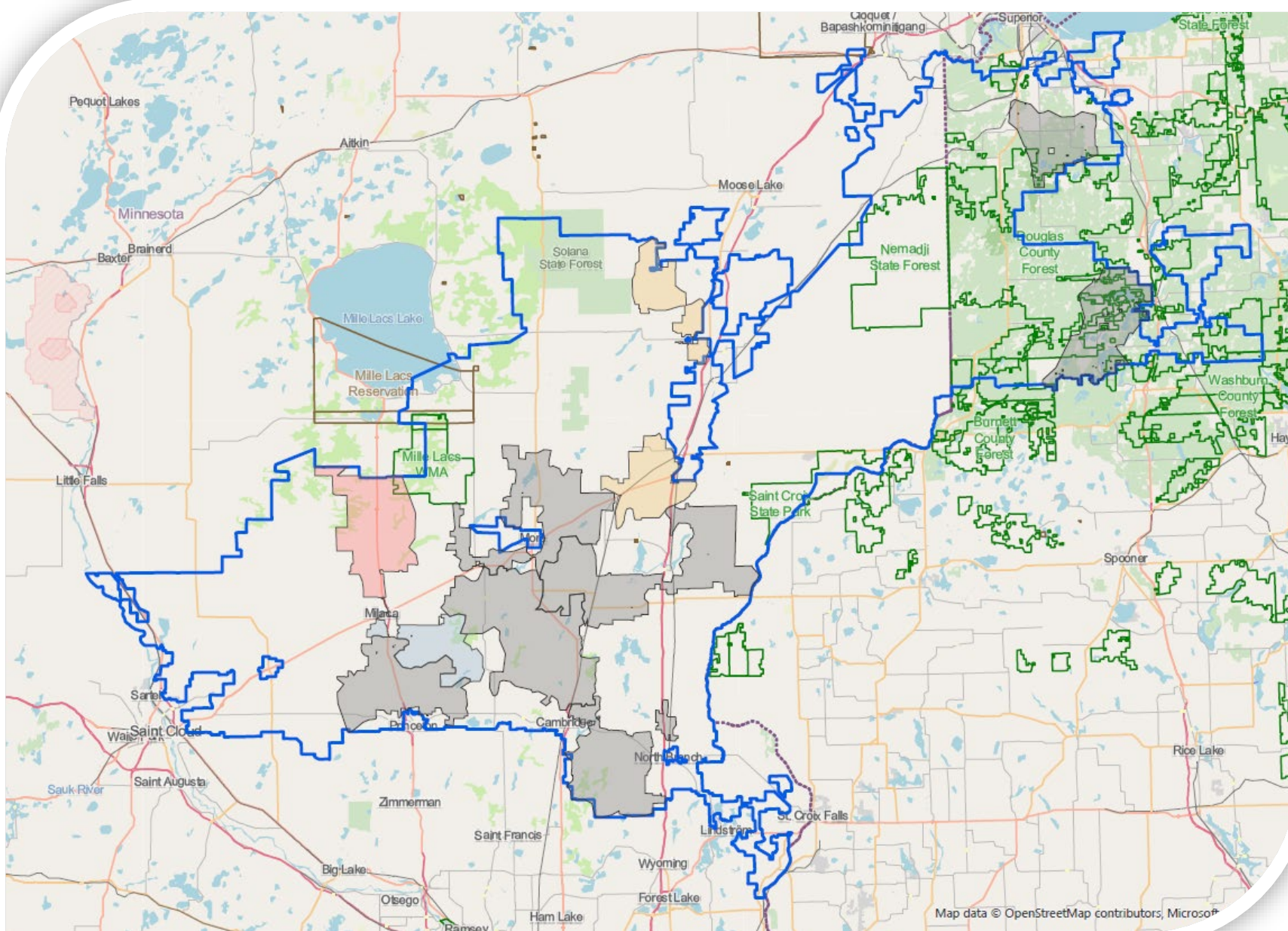
MN = ~\$24M

WI = ~\$7M

Future

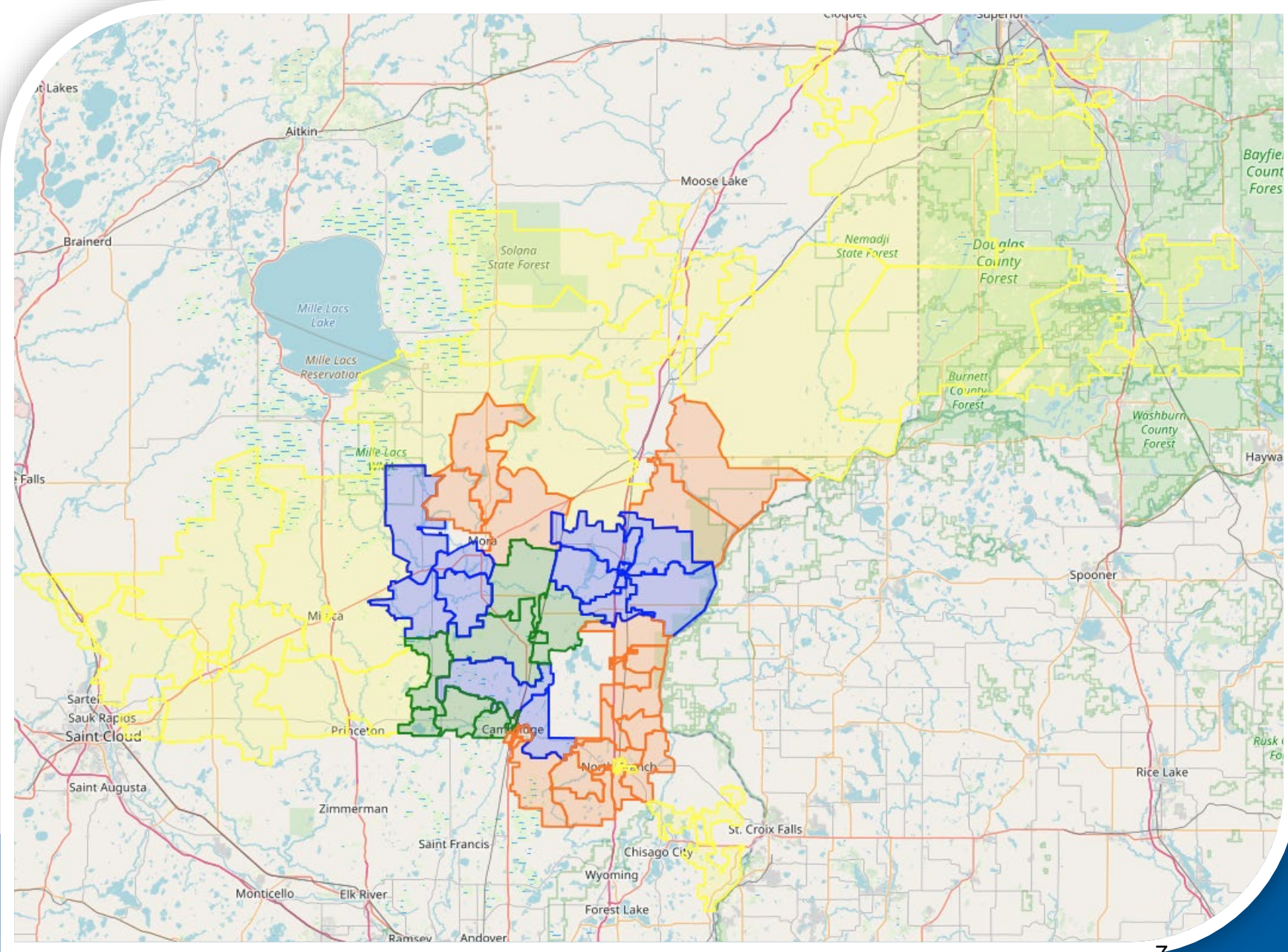
MN = \$652M

WI = \$1.1B



Construction Update

- 2023 = 880 miles (green and blue)
- 2024 = 1500 miles (orange)
- To date = 1347 miles constructed





QUESTIONS?

10:05am Appointment

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: Housing Rehabilitation Program Feedback	b. Origination: Statewide Affordable Housing Aid/Department of Revenue
c. Estimated time: 10-15 minutes	d. Presenter(s): Kirsten Faurie, City of Mora Community Development Director

e. Board action requested:

Information only

f. Background:

During the 7/16/24 Regular Meeting, the Board requested feedback from the City of Mora on “lessons learned” from their housing program to consider as they continue to develop plans to best utilize the Affordable Housing Aid.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:15am Appointment

Item a.

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: Resolution to Accept FY25 Crime Victim Service Grants	b. Origination: Office of Justice Programs (OJP) Crime Victim Service
c. Estimated time: 5-10 minutes	d. Presenter(s): Barbara McFadden, County Attorney

e. Board action requested:

Approve the following:

Resolution #__-8/6/24

Resolution to Accept FY25 Crime Victim Service Grants

WHEREAS, the Kanabec County Attorney's Office applied for a FY25 Crime Victim Service Grant; and

WHEREAS, the purpose of the grant is to provide additional funding to counties for Crime and Victim Services, and

WHEREAS, a grant in the amount of \$10,154 has been awarded;

THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the County Attorney to accept said grant;

BE IT FURTHER RESOLVED that the County Attorney is authorized to execute any and all required documents for said grant acceptance.

f. Background:

The amendments will add funding for FY25, beginning October 1, 2024, through 3Q 2025. This will extend the grant period one year. The additional grant is \$10,154.00.

Supporting Documents: None: **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

Date: June 28, 2024

To: Office of Justice Programs (OJP) Crime Victim Service Grantees

From: Cecilia Miller, Grants Director

Re: Funding Process for FY25 Crime Victim Service Grants and Projected Funding

Summer 2024 Amendments

OJP will be issuing amendments to current Crime Victim Services grantees to: a) add funding and extend contract end dates for FY25; and b) distribute additional funding appropriated by the 2024 legislature.

- **Planned FY25 Funding, Extend Contract End Dates:** There is sufficient funding for Crime Victim Services to provide each grantee an amendment for the FY25 grant period at FY24 funding levels. The amendment will extend the grant period one year, from an end date of September 30, 2024, to September 30, 2025. You should plan to begin using this FY25 funding October 1, 2024. Your amendment will include specific information on each fund in your grant and when it is eligible to be spent.
- **New FY25 Funding:** The Minnesota State Legislature appropriated additional funding for FY25 for current crime victim service grantees. OJP will distribute the funding by dividing the funds proportionately to all eligible grantees. That means each current grantee is eligible to receive up to a 14.5% increase on each FY25 award. Upon amendment execution and completed budget revision, you may request reimbursement on these funds back to when they were incurred but not prior to July 1, 2024.

Summer 2024 Amendments Action Items

- **No Action Needed: Planned FY25 Funding**
 - OJP assumes each grantee would like to receive their FY24 funding amounts for FY25. To facilitate the amendment, OJP will double each budget category by default and agencies will complete a budget revision after the amendment is in place. There is no action needed for this funding to be considered in your amendment.

- **Action Item 1: Complete request form for new FY 25 funding**
 - To issue the new FY25 funds appropriated by the 2024 legislature, OJP needs some information from each grantee. Follow the steps below to ensure your agency can access the available funding.
 - **Step A:** Review the attached FY25 New State Funding Allocation Chart for your agency's maximum allocation. Decide if your agency can use the additional funding and if your agency can use the maximum allocation. If your agency cannot use the full allocation, you can request less than the allocated amount.
 - **Step B:** Complete [this form](#) by July 8th. The form asks: a) if your agency will accept additional funds; b) the amount you wish to accept; and c) a short description (3-4 sentences) of how your agency plans to use the additional one-time funding.
 - After your agency completes the form, your grant manager will respond within one week to indicate if your plan has been accepted.
 - Keep in mind:
 - Supplanting is an issue that can be especially pertinent to government agencies. To avoid supplanting, the increase must expand the funding for the victim services program, not replace funding your agency is contributing to the program. For example, if you have a 1 FTE staff person, paid .75 FTE from your OJP grant and .25 FTE from the county, this additional funding cannot replace the .25 FTE county portion. However, if you have a .75 FTE staff person paid fully from the OJP grant and you wish to increase the person's time to 1 FTE, this additional funding can cover that extra time because the funding is increasing (not replacing) the total funds for the program.
 - OJP knows grantees have unmet financial needs. Because the new funding is one-time, please consider effective uses that can make a large impact for victims/survivors. One particularly effective use for these one-time funds is Direct Client Assistance. Please follow the Grant Manual guidelines for costs that are necessary, reasonable, and essential to the administration of the programming for which you are funded.
- **Action Item 2: Complete Quarterly Reporting ASAP**
 - Submit your FSR and quarterly reporting due July 30, 2024, ASAP! Do not wait until the July 30 due date. The FY24 state fiscal year ends June 30, and accounting from one state budget year to the next impacts the timing of when we can send out amendments for signature. Submitting your FSR and quarterly reports early will speed up the process.
- **Action Item 3: Sign Amendment by September 16, 2024**
 - Prepare to sign your amendment no later than Monday, September 16, 2024. The amendment **MUST** be signed and uploaded into e-grants by September 16, or your amendment may not be executed in time and your grant will **END** without extension. Please schedule your governing board agenda accordingly

to ensure timely signatures are received by September 16, 2024. The individual who signed the CVS FY24 grant needs to be the same person to sign the amendment. If there has been staff turnover, then the new person in that same position must sign (if there was more than one signer, both signatures are needed for the amendment).

- **Action Item 4: Budget Revision**

- Upon receiving confirmation that your grant manager has accepted your plan to use the new (up to) 14.5% funding, please begin developing your FY25 budget outside of e-grants. In your budget revision, you will move funds from one line item to another as needed and provide detailed descriptions for line items.
- After the amendment is executed, each agency must complete a budget revision for your FY25 budget in e-grants. The budget revision process is mandatory for all grantees and must be completed before any added funding may be used for expenses.
- By starting the budget revision outside of e-grants while the amendment is signed and executed, you will already have the budget information ready to enter in e-grants for your budget revision. This will allow you to access FY25 funds more quickly.
- Essentially, your one-year FY24 budget becomes a two-year FY24/25 budget plus an increase.
- The amendment budget form will show all current FY24 budget line items doubled, and the (up to) 14.5% increase will be in a generic “Personnel” line.
- You may also move any FY24 balances to different line items in your revision.
- If any funding will be budgeted for indirect costs, please complete a new “Request to Include a Federally Approved Indirect Cost Rate (CVS)” or “Request to Include the 10% De Minimis Indirect Cost Rate (CVS)” to submit during the budget revision process.

Summary - Summer 2024 Amendments Action Items

All steps must be completed before you can spend any FY25 funds or the funding increase.

1. Review the attached chart for your increase.
2. Complete [this form](#) and submit it by July 8th.
3. Receive confirmation from your grant manager on the use of the (up to) 14.5% increase by July 15th.
4. Make necessary preparations for signing your amendment (e.g., scheduling governing board meeting, planning for the appropriate signer, etc.).
5. Submit your FSR and all quarterly reporting due July 30th as soon as possible after June 30 (July 10 would be a good goal).
6. Watch for the amendment and quickly sign and return it (this must happen before September 16th).
7. Begin developing your budget revision outside of e-grants.
8. After the amendment is executed, complete the budget revision with your grant manager.

Summer 2024 Amendments – Support from OJP

We realize this is a lot of information to digest. Please contact your grant manager with questions. It is important that you address the action items quickly and prepare to have your amendment signed soon after you receive it. We are offering two virtual opportunities to ask questions and get answers (Q & A). We will then create a Frequently Asked Questions (FAQ) document from the Q & A and will post the document on the [OJP CVS website](#) along with recordings of the sessions.

- Virtual Q & A Sessions
 - July 1st, 1:00pm – 2:00pm (<https://us02web.zoom.us/j/83128782754>)
 - July 10th, 10:00am – 11:00am (<https://us02web.zoom.us/j/84912186840>)

SFY 26 – SFY 27 Funding Projections

The primary funding source for Crime Victim Services grants is the Federal Victims of Crime Act (VOCA), which is a volatile funding source. The U.S. Department of Justice's Office for Victims of Crime projects VOCA funding for states will be drastically reduced in the coming years. At the same time, the 2023 and 2024 legislatures have made incredible investments in crime victim services, however much of that investment was one time funding for fiscal years 24-25. For grants that will start fall 2025 (FY26), Minnesota will no longer have the one-time state investments at the same time Minnesota receives a significant reduction in federal VOCA funding. Minnesota OJP is still determining what that reduced funding might mean for each current grantee and how funding decisions will be made for FY26. OJP is working with the statewide crime victim services coalitions and will work with grantees in the coming months to develop and communicate next fall's funding plan. We know the Office for Victims of Crime (OVC) who administers VOCA funding is trying to find pathways to increase VOCA awards and the statewide coalitions are advocating for additional state money in next year's legislative session, however the information we have right now points to these coming reductions.

10:15am Appointment

Item b.

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: Consider adoption of the Updated Guide for Members of the Public and Data Subjects for Requesting Information (Policy P-110)	b. Origination: County Attorney's Office
c. Estimated time: 5 minutes	d. Presenter(s): Barbara McFadden, County Attorney

e. Board action requested:

Resolution # ____ - 8/6/24

Adoption of the Updated Guide for Members of the Public and Data Subjects for Requesting Information (Policy P-110)

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

WHEREAS, previous updates to the Guide for Members of the Public and Data Subjects for Requesting Information were approved on December 23, 2023; and

WHEREAS, subsequent modifications were required to bring this policy up to date;

WHEREAS, the policy modifications have been made by or approved by the County Attorney;

THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby adopts the updated Guide for Members of the Public and Data Subjects for Requesting Information (Policy P-110) with an effective date of August 6, 2024;

BE IT FURTHER RESOLVED, the Kanabec County Board of Commissioners hereby retains the right to modify this policy at any time as needed.

f. Background:

Annual updates and adoption of this policy are required per [MN Statute 13.025 subd.3.](#)

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Policy #P-110
Approved: August 6, 2024
Effective: August 6, 2024
Supersedes: October 20, 2020
May 2, 2022
December 19, 2023

**Guide for Members of the Public
And Data Subjects for
Requesting Information

Kanabec County
(Updated August 6, 2024)**



A BRIEF OVERVIEW OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

- A. The Minnesota Government Data Practices Act (MGDPA) is in Chapter 13 of Minnesota Statutes. It controls how government data is collected, created, stored, maintained, used and disseminated.
- B. The MGDPA regulates the management of all government data that are created, collected, received, or released by a government entity no matter what form the data is in or how or where it is stored or used.

The Act regulates:

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of data;
- the duties of personnel in administering the Act;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil and criminal penalties for violation of the Act; and
- the charging of fees for copies of data.

Government data is either *data on individuals* or *data not on individuals*. Data on individuals is classified as either public, private, or confidential. Data not on individuals is classified as public, nonpublic, or protected nonpublic. This classification system determines how data is handled.

CLASSIFICATION OF DATA

Data on Individuals	Meaning of Classification	Data <i>Not</i> on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized in writing by the data subject or by court order or law to see it	Nonpublic

Confidential	Not available to the public or the data subject	Protected Nonpublic

REQUESTS FOR GOVERNMENT DATA

I. DATA REQUESTS BY MEMBERS OF THE PUBLIC

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Kanabec County must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Kanabec County keeps, make a written request. Make your written request for data to the appropriate individual listed on the Data Practices Contacts page provided in this guide. You may make your written request for data by mail, fax, or email, using the data request form found in this guide.

If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

Kanabec County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your written request, we will work to process it. If we do not have the data, we will notify you in writing as soon as reasonably possible.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time. In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Kanabec County will prepare summary data if you make your request in writing and pay for the cost of creating the data. Upon receiving your written request – you may use the data request form included in this guide and we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

II. DATA REQUESTS BY DATA SUBJECTS

Data about You

The Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDRoms, photographs, etc.

Classification of Data about You

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data: We must give public data to anyone who asks; it does not matter who is asking for the data or why.

Private data: We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with Kanabec County staff who need the data to do their work, and as permitted by law or court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with Kanabec County staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

Your Rights under the Data Practices Act

Kanabec County must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights. Your Access to Your Data: You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies. Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Kanabec County not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution. When We Collect Data from You: When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice. We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

Protecting your Data: The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When your Data are Inaccurate and/or Incomplete: You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that Kanabec County keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts section of this guide. You may make your written request by mail, fax, e-mail, or by hand-delivering the request, using the data request form included in this guide.

If you choose not use to use the data request form, your written request should include:

- that you are making a request, under the Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and

- identifying information that proves you are the data subject, or data subject's parent/guardian Kanabec County requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity document included in this guide.

How We Respond to a Data Request

Once you make your written request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you in writing within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies, such as email or CD-ROM, upon request if we keep the data in electronic format.

Information about copy charges is included in this guide.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time. In addition, we are not required under the Data Practices Act to respond to questions that are not requests for data.

III. DATA REQUESTS BY OTHER GOVERNMENT AGENCIES

A responsible authority shall allow another government entity access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.

An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested data is not provided in the normal course of business and not required by state or federal statute. In most circumstances Kanabec County will not charge a fee to another government entity. Consideration should be given to transmission of the data by electronic means to save Kanabec County copying costs.

In many cases data will have the same classification in the hands of the agency receiving it as it had in the agency providing it unless the classification is required to change to meet judicial, administrative, or statutory requirements such as change in classification by statutory definition. When reasonably practical the agency providing the requested data information shall indicate the classification of the data when the data is classified as other than public.

When reasonably practical and reasonably necessary if it is not clear the requesting agency is authorized to access the data it shall be directed to obtain the informed consent from the data subject(s) for data classified as private or confidential. If the agency is unable to obtain such written consent the Kanabec County Responsible Authority should be consulted for a determination of access prior to release of the data.

IV. CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES

Pursuant to Minn. Stat. § 13.05, subd. 6, if a person receives not public data on individuals from a government entity because that person has a contract with that entity the person must administer the data in a manner consistent with the MGDPA.

Pursuant to Minn. Stat. § 13.05, subd. 11, if a private person collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions the data are subject to the requirements of the MGDPA and the contractor must comply with the MGDPA requirements. The contract should clearly inform the contractor of these responsibilities.

Pursuant to Minn. Stat. § 13.02, subd. 11, if the data is collected by a nonprofit social services entity that performs services under contract to a government entity and the data is collected and used because of that contract access to the data is regulated by the MGDPA.

If a third party is licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA or if the party has another type of contract with a government entity the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

V. INFORMATION DISCLOSURE REQUEST FORM

The Information Disclosure Request provides a record of the requestor identification information and the government data requested as well as the action taken by the responsible authority or the designee and any financial transaction that occurs.

The Information Disclosure Report should be completed for all requests by the public for government data classified as private, confidential, nonpublic, and protected nonpublic and for all requests by other government agencies for which the not public data is not routinely shared or provided in the normal course of business.

VI. OTHER PROCEDURES FOR COMPLYING WITH DATA REQUESTS

The responsible authority shall ensure each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

1. Upon request to the responsible authority an individual shall be informed whether they are the subject of stored data on individuals and whether it is classified as public, private, or confidential.
 - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
 - b. An individual may contest the accuracy or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall within 30 days either correct the data and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or notify the individual the responsible authority believes the data to be correct. Subsequently data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
2. The responsible authority shall prepare a public document setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
 - a. When a request is denied the responsible authority must inform the requestor orally at the time of the request and if requested in writing as soon thereafter as reasonably possible and shall cite the statute, temporary classification or federal law on which the determination is based.
 - b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested except those exempted in Section V., subd. A. The requestor may not be charged for separating private or confidential data from public data.

- c. The responsible authority shall reasonably inform the requestor of the data's meaning if asked to do so.

VII. RIGHT TO APPEAL

If Kanabec County determines that challenged data are accurate and/or complete and the data subject disagrees with that determination the subject has the right to appeal the determination to the commissioner of administration

The subject has the right to take this step after both the subject and the county have properly completed all the steps in the data challenge process. The subject may appeal only the county's determination about the accuracy and/or completeness of data. The requirements for filing an appeal are in Minnesota Rules Section 1205.1600.

An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days, either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

The determination of the responsible authority may be appealed pursuant to the Administrative Procedure Act, Minn. Stat. §14.57 to 14.62 and Minn. R. 1205.1600, relating to contested cases. Upon receipt of an appeal by an individual the Commissioner of Administration shall before issuing the order and notice of a contested case hearing required by Chapter 14 try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent the Commissioner may refer the matter to mediation. Following these efforts the Commissioner shall dismiss the appeal if resolved or issue the order and notice of hearing.

Data on individuals successfully challenged by an individual must be completed, corrected, or destroyed without regard to the requirements of Minn. Stat. § 138.17. After completing, correcting, or destroying successfully challenged data the county will retain a copy of the Commissioner of Administration's order issued under Chapter 14 or if no order was issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VIII. ROLE OF THE COMMISSIONER OF ADMINISTRATION

Pursuant to Minn. Stat. §13.06, subd. 4, the Commissioner of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.

Minn. Stat. §13.06 gives the Commissioner certain powers with regard to approving temporary classifications of data.

Minn. Stat. §13.072 gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions are found at <https://mn.gov/admin/data-practices/opinions/>

IX. CONSEQUENCES FOR NOT COMPLYING WITH THE MGDPA

Pursuant to Minn. Stat. §13.08, a government entity and employees may be sued for violating the Act. Minn. Stat. §13.085 provides an administrative process to compel compliance with the Act. Minn. Stat. §13.09 provides criminal penalties and disciplinary action as extreme as dismissal from public employment for anyone who willfully (knowingly) violates the Act.

WHERE MORE INFORMATION CAN BE FOUND

Responsible Authority Barbara McFadden, Kanabec County Attorney, (320) 679-6425.

Minnesota Statutes Chapter 13 is found on the website of the Revisor of Statutes at: <https://www.revisor.mn.gov/statutes/cite/13> .

Minnesota Rules, Chapter 1205, is found on the website of the Revisor of Statutes at: <https://www.revisor.mn.gov/rules/1205/> .

Kanabec County Data Practices Contacts Responsible Authority (RA)

Minnesota Rules 1205.0200, Subp. 14. Responsible authority in political subdivisions. In political subdivisions, the responsible authority shall be as follows, unless otherwise provided by state law:

For counties, each elected official of the county shall be the responsible authority for the official's office. An individual who is an employee of the county shall be appointed by the county board to be the responsible authority for any data administered outside the offices of elected officials.

RA for County Attorney:

Barbara McFadden, County Attorney
317 Maple Avenue East, Suite 202
Mora, MN 55051
Phone: (320) 679-6425
Fax: (320) 679-6426
Email: barbara.mcfadden@co.kanabec.mn.us

RA for elected County Sheriff:

County Sheriff Brian Smith
317 Maple Avenue East, Suite 143
Mora, MN 55051
Phone: (320) 679-8400
Fax: (320) 679-8422

Email: brian.smith@co.kanabec.mn.us

RA for elected Commissioner District I:

Commissioner Peter Ripka
317 Maple Avenue East, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: peter.ripka@co.kanabec.mn.us

RA for elected Commissioner District II:

Commissioner Alison Holland
317 Maple Avenue East, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: alison.holland@co.kanabec.mn.us

RA for elected Commissioner District III:

Commissioner Wendy Caswell
317 Maple Avenue East, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: wendy.caswell@co.kanabec.mn.us

RA for elected Commissioner District IV:

Commissioner Rick Mattson
317 Maple Avenue East, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: rick.mattson@co.kanabec.mn.us

RA for elected Commissioner District V:

Commissioner Tom Roeschlein
317 Maple Avenue East, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: tom.roeschlein@co.kanabec.mn.us

RA for elected County Auditor/Treasurer:

Denise Snyder, County Auditor/Treasurer
317 Maple Avenue East, Suite 261A
Mora, MN 55051
Phone: (320) 679-6430
Fax: (320) 679-6431
Email: denise.snyder@co.kanabec.mn.us

RA for Public Health and Welfare Data:

RA for Community Health Services:

Kathryn Burski, Community Health Services Administrator
905 Forest Ave E, Suite 127
Mora, MN 55051
Phone: (320) 679-6438
Fax: (320) 679-6333
Email: kathryn.burski@co.kanabec.mn.us

Minnesota Statute 13.46, Welfare Data: Subd. 10. Responsible authority.

Notwithstanding any other provision of this chapter to the contrary, the responsible authority for each component of the welfare system listed in subdivision 1, clause (c), shall be as follows: the responsible authority of a county welfare agency is the director of the county welfare agency.

RA for County Welfare Agency:

Chuck Hurd, Family Services Director
905 Forest Ave E, Suite 150
Mora, MN 55051
Phone: (320) 679-6357
Fax: (320) 679-6333
Email: chuck.hurd@co.kanabec.mn.us

Data Practices Designees

The responsible authority may assign in writing one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. The designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

Designee for elected County Commissioner Offices:

Kristine McNally, County Coordinator
317 Maple Avenue East, Suite 181
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: kris.mcnally@co.kanabec.mn.us

Designee for County Assessor's Department:

Tina VonEschen, County Assessor
317 Maple Avenue East, Suite 271
Mora, MN 55051
Phone: (320) 679-6420
Fax: (320) 679-6441
Email: tina.voneschen@co.kanabec.mn.us

Designee for County Public Works Department:

Chad Gramentz, Public Works Director/County Engineer
903 Forest Ave E

Mora, MN 55051
Phone: (320) 679-6300
Fax: (320) 679-6304
Email: chad.gramentz@co.kanabec.mn.us

Designee for Information Systems Department:

Lisa Blowers, County IS Director
317 Maple Avenue East, Suite 181
Mora, MN 55051
Phone: (320) 679-6498
Fax: (320) 679-6441
Email: lisa.blowers@co.kanabec.mn.us

Designee for Maintenance Department:

Dave Mulvaney, Head Maintenance Engineer/Custodian
317 Maple Avenue East, Suite 181
Mora, MN 55051
Phone: (320) 679-6446
Fax: (320) 679-6441
Email: dave.mulvaney@co.kanabec.mn.us

Designee for Probation/Court Services Department:

Lucas Athey, County Court Services Director
317 Maple Avenue East, Suite 233
Mora, MN 56379
Phone: (320) 679-6450
Fax: (320) 679-6455
Email: lucas.athey@co.kanabec.mn.us

Designee for Public Works Department - Environmental Services:

Ryan Carda, Environmental Services Supervisor
903 Forest Ave E
Mora, MN 55051
Phone: (320) 679-**6320**
Fax: (320) 679-6304
Email: ryan.carda@co.kanabec.mn.us

Designee for County Veterans Service:

Erica Bliss, County **Veteran Service Officer**
317 Maple Avenue East, Suite 291
Mora, MN 55051
Phone: (320) 679-6380
Fax: (320) 679-6480
Email: erica.bliss@co.kanabec.mn.us

Designee for County Emergency Management:

Ashley Meier, Emergency Management Director
100 South Vine Street

Mora, MN 55051
Phone: (320) 679-8421
Fax: (320) 679-8422
Email: ashley.meier@co.kanabec.mn.us

Designee for County Recorder's Office:

Lisa Holcomb, County Recorder
317 Maple Avenue East, Suite 261B
Mora, MN 55051
Phone: (320) 679-6466
Fax: (320) 679-6431
Email: lisa.holcomb@co.kanabec.mn.us

Data Practices Compliance Official

Barbara McFadden, County Attorney
317 Maple Avenue East, Suite 202
Mora, MN 55051
Phone: (320) 679-6425
Fax: (320) 679-6426

DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE

Data Practices Annual Report

The responsible authority shall prepare a public document on data categories. The public document will contain the responsible authority's name, title, address, and description of each category of record, file, or process relating to private or confidential data on individuals maintained by the county.

The public document shall be updated annually.

The responsible authority shall supply the document to the Minnesota Commissioner of Administration, if requested by the Commissioner.

The county will maintain the report on its web site.

Procedures For Dissemination of Data

The responsible authority shall ensure each department establishes procedures to manage the dissemination of data. Collection, storage, use, and dissemination of private and confidential data shall be limited to what is necessary for the administration and management of programs authorized or mandated by law.

Public data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:

- The data was collected prior to 1975 in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.
- There is specific authorization for the use in state, local, or federal law.
- The additional use has been approved by the Commissioner of Administration as necessary to carry out a function designated by law.
- The individual data subject has given an informed consent for the additional use of the data.

Data Protection

The responsible authority shall establish procedures to assure all data on individuals is accurate, complete, and current for the purpose for which it was collected and establish appropriate security safeguards for all data. An annual security assessment is included in this duty.

Kanabec County as required by Minn. Stat. §13.055 has implemented a protocol in the event of a breach of security of not public data. That protocol is incorporated in this manual as Appendix E.

COPY COSTS

Members of the Public

Kanabec County charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

The following provides information about the allowable charge when the data requester *is not the subject of the data*. The copy charges discussed are based on the requirements of Minnesota Statutes, section 13.03, subdivision 3(c). The chart below includes links to Minnesota Rules, Chapter 1205 and Commissioner of Administration Advisory Opinions that help interpret the requirements in the statute.

Note: In situations where specific charges are set by statute or rule, Kanabec County will follow the applicable statutory language, rather than the requirements described in this document.

100 or Fewer Paper Copies – 25¢ Per Page

The charge for copies is 25¢ for each page copied, or 50¢ for a two-sided copy, if the request is for 100 or fewer pages of black and white, letter or legal sized paper copies. This charge is a flat rate.

Most Other Copies – Actual Cost

For copies of other data (more than 100 paper copies, photographs, data on a CD or DVD, data stored electronically, etc.), when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email). In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge

you the actual cost we must pay an outside vendor for the copies. Minnesota Rules 1205.0300, subpart 4.

Data Subjects

Kanabec County charges data subjects for copies of government data. These charges are authorized under section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. The cost of employee time to make copies is based upon the employee's actual hourly wage.

May be included in actual cost	Rules & Opinion(s)	May not be included in actual cost	Rules & Opinion(s)
Employee time* to search for and retrieve data for copying	05-016	Employee time* to separate public from not public data	04-072
Employee time* to make copies	04-056	Operating expenses of copier (electricity, wear and tear, purchase, rental, etc.)	04-040, 04-072, 01-066
Cost of media (paper, CD ROMs, DVDs, etc.)	1205.0300, 04-040	Costs not related to copying (prepare fax cover sheet, invoice, etc.)	04-055
Mailing costs	1205.0300, 97-013	Obtaining and returning data to off-site storage	95-044
Employee time* to prepare copies (sort, label data, remove staples, paper clips, take data to copier)	1205.0300, 04-003	Sort or review data if not necessary for copying	04-072
Costs of reproduction that cannot be done by the entity (e.g., photographs)	95-044, 97-012	Sales tax	94-059, 99-024
		Verify accuracy of data	04-072
		Perform accounting functions	04-003
		Costs related to inspection	04-038

*The cost for employee time must be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task ([04-056](#)).

Chapter 13 does not allow an entity to charge a minimum fee for copies ([05-016](#)).

Data Request Form – Members of the Public Kanabec County

Date of request: _____

I am requesting access to data in the following way:

Note: inspection is free but Kanabec County will charge for copies as outlined in this guide.

☐ Inspection ☐ Copies ☐ Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information:

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

Kanabec County will respond to your request as soon as reasonably possible.

Data Request Form – Data Subjects Kanabec County

Date of request: _____

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID or passport, as proof of identity.

I am requesting access to data in the following way:

Note: inspection is free but Kanabec County will charge for copies as outlined in this guide.

☐ Inspection ☐ Copies ☐ Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Signature of Data Subject or Parent/Guardian _____

Staff Verification

Identification provided _____

**Kanabec County will respond to your request within 10 business days
and will advise you when data will be ready if it is not reasonably possible
to have it ready in 10 business days.**

Standards for Verifying Identity Kanabec County

The following constitute proof of identity.

- ☐ An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- ☐ A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- ☐ The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as:
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- ☐ The **legal guardian for an individual** must provide a valid photo ID *and a certified* copy of appropriate documentation of formal or informal appointment as guardian, such as:
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

DATA SECURITY BREACH PROTOCOL

Part 1. Purpose.

This protocol is intended to assist Kanabec County in implementing the requirements of Minn. Stat. §13.055 that is intended to provide timely and appropriate notice to individuals who are affected by a breach of the security of their private or confidential data. All employees must immediately report known or potential breaches of security to the responsible authority and their supervisor. The County Attorney's Office in consultation with the affected department or office or Information Systems personnel as appropriate shall determine whether notice of the potential breach is required and if so how the notice will be provided. This protocol shall be integrated with Kanabec County's Electronics Communications Policy (P-108), a copy of which is included and incorporated in the event a potential data breach or data breach involves electronic related data, resources or components.

Part 2. Definitions. Minn. Stat. §13.055, subd. 1 (in part)

Subpart A. Potential Data Security Breach. A situation or incident that provides a reasonable basis to believe not public data may have been compromised or accessed for a purpose not authorized by law or by a person or entity not authorized by law to have access to such data.

Subpart B. Breach of the security of the data. Breach of the security of the data means the unauthorized acquisition of data maintained by the county in any medium that compromises the security and classification of the data, but not including the good faith acquisition by an employee, contractor or agent of the county if not provided to an unauthorized person.

Subpart C. Contact Information. Contact information means either name and mailing address or name and e-mail address for each individual who is the subject of data maintained by the county.

Subpart D. Unauthorized acquisition. Unauthorized acquisition means a person has obtained government data without the informed consent of the individuals who are the subjects of the data or lacks statutory or other legal authority and with the intent to use the data for non-governmental purposes.

Subpart E. Unauthorized person. Unauthorized person means any person who accesses government data without permission or without a work assignment that reasonably requires the person to have access to the data.

Part 3. Guidelines

Subpart A. Reporting a Potential Breach. Any employee who knows of or reasonably believes breach of the security of private or confidential data may have occurred must immediately report to his or her supervisor and the county's responsible authority (RA).

The report should include the date and time of the report, when the breach occurred (if known); the type of data involved; the approximate number of affected individuals, if known, and other pertinent data. The attached form should be used for that purpose whenever reasonably possible.

Employees who in good faith report a potential or actual breach under these guidelines will not be subject to retaliation for making such a report.

Subpart B. Breach Affected Division Response Process. After a potential breach of security has been reported the responsible authority will work with the affected department or office to take necessary steps to contain and control the integrity of the data handling systems impacted by the potential or reported breach and conduct a preliminary internal assessment of the scope of the potential breach. Applicable Information Systems (IS) staff and security procedures or other guidelines may be consulted as set forth in this policy.

If the potential breach is on a county computing system that contains or has network access to private or confidential data, the RA shall consult with IS personnel and consider control measures that may include but are not necessarily limited to removing the computing system from the network.

- (a) **Determining Breach.** The RA shall consult with the affected staff supervisor to determine whether a breach of security of data has occurred.
- (b) **Incidents.** Examples of the types of incidents that may result in a notice-triggering breach include, but are not limited to:
 - i. Evidence of unauthorized access into a computer system containing private/confidential data;
 - ii. Missing documents or papers or stolen or missing laptop, desktop, storage device or other types of Information Systems resource containing files with private/confidential data;
 - iii. Documents containing private/confidential data sent in any form to a wrong recipient;
 - iv. IS Systems containing private/confidential data that has been compromised; or
 - v. Employee misuse of authorized access to or disclose of private or confidential data.
- (c) **Acquisitions.** Minn. Stat. §13.055, subd. 2 requires government entities to notify individuals if their private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. In making that determination the following factors among others may be considered:
 - i. Indications the data is in the physical possession and control of an unauthorized person such as a lost or stolen computer or other device or documents containing unprotected private or confidential data.
 - ii. Indications the data has been downloaded or otherwise acquired.
 - iii. Indications the data was used by an unauthorized person such as a fraudulent account opened or an instance of identity theft reported;
 - iv. The encryption protection of the data, if any;
 - v. Duration of exposure;
 - vi. The extent to which the compromise of electronic data indicates a directed attack such as a pattern showing the device itself was specifically targeted; or

vii. Indications the attack was intended to seek and collect private or confidential data.

1. **Timing of Notification.** If a breach has been determined in most instances the affected department or office has primary responsibility to notify affected individuals and may be assisted by the RA. Notice is to occur without unreasonable delay. Notice may be delayed due to a) the legitimate needs of a law enforcement agency; or b) any measures necessary to determine the scope of the breach and restore the reasonable security of the data.

Immediate notification may be appropriate in the event of a breach that could have immediate deleterious impact on individuals whose data may have been acquired by an unauthorized person.

2. **Contacting Law Enforcement.** The RA or designee(s) shall contact law enforcement agencies if the breach of security is believed to involve illegal activities. Data may be shared with law enforcement consistent with applicable data practice laws. If law enforcement is contacted it should be informed of the County's practice to provide notice to affected individuals. If law enforcement advises such notice would impede an active criminal investigation notice may be delayed. Delayed notice should be sent out as soon as law enforcement advises it would no longer impede the criminal investigation.
3. **Whom to Notify.** The RA in consultation with other appropriate county personnel, including but not limited to the affected department or office, shall determine the scope of the notice. Notice of a breach must be provided to any individual whose private or confidential data has been or is reasonably believed to have been acquired by an unauthorized person. If specific individuals cannot be identified notice should be sent to groups of individuals likely to have been affected such as all whose data is stored in the database of files involved in the breach. Measures should be taken to prevent notice lists from being over-inclusive. If questions arise regarding the scope of the notice required the County Attorneys' Office may be contacted for guidance.

Subpart C. Notice.

1. **Content.** The RA or designee shall consult with the affected department or office on the wording of a notice. IS personnel may also be consulted where appropriate. Notices shall generally be sent separate from other documents. The notice should use clear and plain language.

The following should generally be included in the notice:

- (a) A general description of what happened and when to the extent known.
- (b) The nature of the individual's private or confidential data that was involved, but not listing the specific private/confidential data.
- (c) Information about what the county has done to protect the individual's private/confidential data from further disclosure.

- (d) Institution assistance such as website information or telephone number for further information about the incident.
- (e) Information such as Web sites about what individuals can do to protect themselves against identity theft including contact information for nationwide credit reporting agencies.

2. **Method of Notification.** The RA in consultation with the affected division shall determine the appropriate method of notice as follows.

- (a) **Written notice** by first class mail to each affected individual; or
- (b) **Electronic notice** to each affected individual if communication normally occurs in that medium and the procedure is otherwise consistent with the provisions regarding electronic records and signatures contained in 15 U.S.C. 7001.
- (c) **Substitute notice** may be provided if the cost of providing the written notice required to each affected individual would exceed \$250,000 or the affected class of individuals to be notified exceeds 500,000 or the county does not have sufficient contact information to notify affected individuals. Substitute notice consists of all the following:
 - (i) **E-mail notice** if the county has an e-mail address for the affected individuals;
 - (ii) **Conspicuous posting** of the notice on the county website for a minimum of 45 days and
 - (iii) **Notification to major media** outlets that reach the general public.

Subpart D. Coordination with Credit Reporting Agencies. Credit reporting agencies assist individuals in responding to a notice of a security breach. Such agencies should be notified in advance of sending notice of security breach incidents that may significantly increase calls to agencies for assistance.

If notice is required to be given to 1,000 or more individuals at one time the county shall notify without unreasonable delay all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis as defined in 15 U.S.C. 1681a, of the timing, distribution and content of the notice to be sent. Such contacts shall include but not be limited to the following:

- Equifax:
U.S. Consumer Services
Equifax Information Services, LLC.
Phone: 1-800-525-6285
- Experian:
Experian Security Assistance
P.O. Box 72
Allen, TX 75013
1-888-397-3742
- TransUnion:
Phone: 1-800-680-7289

Subpart E. Documentation. The RA or designee must complete a Breach of Security Incident Response Summary for each reported breach regardless of whether notice is given. The form should be completed beginning at the time of the initial report or as soon thereafter as reasonably practical.

Where appropriate all documentation related to the breach and investigation shall be labeled and maintained as not public pursuant to the applicable data privacy classification including but not limited to, “security information” as defined by Minn. Stat. 13.37, Subd. 1(a). The form shall be retained by the responsible authority in accordance with the applicable records retention policy.

DRAFT

Potential Not Public Data Breach Report

Name of Reporting Person(s): _____

Department or Office: _____

Email: _____

Telephone Number: _____

Date of Report: _____ Time of Report: _____

Date and Time of Discovery of Potential Breach: _____

To Extent Known Date and Time of Potential Breach: _____

Type of Data Involved: _____

Method of Breach to Extent Known or Suspected: _____

Number of Affected Persons: _____

Additional Comments: _____

Signature of Reporting Person

This report must be promptly completed and forwarded to Kanabec County Attorney Barbara McFadden.

For any assistance or questions, contact Kanabec County Attorney Barbara McFadden.

INFORMED CONSENT FOR THE RELEASE OF DATA

I, _____

(Name of individual authorizing release)

authorize _____

(Name of individual, entity, or person holding record)

to disclose
to _____

(Name of individual, entity, or person to receive the data)

the following information:

for the purpose of:

I understand this data may be protected under state and/or federal privacy laws and may not be disclosed without my written consent unless otherwise provided for by state or federal law. I understand once this data is released it may be subject to further disclosure without my written consent. I also understand I may revoke this consent at any time except to the extent that action has been taken in reliance on it and in any event this consent expires or as described below, whichever is earlier.

On specification of the date or condition upon which this consent expires:

Executed this _____ day of _____, 20 _____.

(Signature of individual authorizing release)

(Printed name)

(Signature of parent, guardian, or authorized representative, when required)

(Printed name)

10:25am Appointment

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: Request to Fill a Full-Time Corrections/Dispatch Vacancy	b. Originating Department/Organization/Person: Sheriff's Office
c. Estimated time: 5 Minutes	d. Presenter(s): Brian Smith

e. Board action requested:

Approve the following resolution:

Resolution #__ – 8/6/24

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

WHEREAS the Board desires to refill this vacant position; and

WHEREAS this position is budgeted;

BE IT RESOLVED that the County Board authorizes the County Sheriff and the County Personnel Director to hire a Full Time Corrections Officer/Dispatcher to fill the position at Grade 10, Step A of the pay plan which is \$23.24 per hour or the rate set by internal promotion.

f. Background:

Vacancy caused by the resignation of a full-time employee.

Supporting Documents: None ☒ Attached:

Date Received in County Coordinator's Office:

Coordinators Comments:

10:30am Appointment

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: IFS Contract Ratification + Primary Canvassing Commitment	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 5 min	d. Presenter(s): Denise Snyder, Auditor/Treasurer

e. Board action requested:

a. Approve three (3) year contract with MCCC for TriMin-IFS (our financial system).
1/1/2025 – 12/31/2027

b. Need two commissioners for Primary Canvassing on Thurs, Aug 15th at 10 am.

f. Background:

1. Ratification Statement and contract

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

BOARD RATIFICATION STATEMENT

Due back to MnCCC by September 6, 2024

The Board of Kanabec County has ratified the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS. The Agreement will be effective January 1, 2025, through December 31, 2027. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this agreement.

Signed: _____
Board Chair

Date: _____

Attest: _____

Title: _____

Date: _____



Amendment to Agreement to provide Professional Services Between Minnesota Counties Computer Cooperative and TriMin Systems, Inc.

THIS AMENDMENT TO AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE AND TRIMIN SYSTEMS, INC. (the “Addendum”), made effective as of January 1, 2025 (the “**Effective Date**”), is by and between TriMin Systems, Inc., with its principal place of business located at 2277 Hwy 36 West, Suite 250, Roseville, Minnesota 55113 (“**TriMin**”), and the Minnesota Counties Computer Cooperative, a joint powers organization, with its principal place of business located at 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members (“**Customer**”).

R E C I T A L S

WHEREAS, the parties entered into the Agreement to provide Professional Services Between Minnesota Counties Computer Cooperative and TriMin Systems, Inc. dated January 1, 2022 (“**Master Agreement**”); and,

WHEREAS, the parties wish to add the following provisions as an Addendum to the Master Agreement.

NOW, THEREFORE, in exchange for and in consideration of the mutual promises, premises, and covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, TriMin and Customer agree to make the following additions to the Master Agreement as follows:

1. (Section II A 3 from the Master Agreement) GASB Revisions

Provide any IFSpi revisions necessitated by changes in applicable GASB (Governmental Accounting Standards Board) requirements and/or Minnesota statutes, laws or regulations. MnCCC and/or the GASB Committee will advise TriMin of any requested changes, along with requirements to IFSpi as necessitated by changes in GASB requirements and/or Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making the changes. A total of 100 hours of GASB enhancements per year will be included in this contract. (This includes time required for requirements assistance, design and scoping of enhancements.) Any unused hours at the end of each year will not be recoverable. Enhancement hours beyond the initial 100 in a given year will be billed at the hourly rate specified in section 4 of this agreement.

2. (Section II F from the Master Agreement) Training. TriMin will provide on-going updates to IFSpi end user documentation. TriMin training activities will be prioritized by the IFS training committee and based on the following initiatives:

- TriMin to provide popular support topic ideas to the training committee on a quarterly basis for the training newsletter
- TriMin to provide 6 to 10 hours of training per year, included with the contract at no extra cost.
 - MnCCC must provide a subject matter expert to assist TriMin in training when requested by TriMin



- The training will be delivered via virtual training events, training videos, or live at MnCCC events (including participating in open forum discussions during live meetings)
- If MnCCC signs a new county, or requests individual county training, training hours will not be included in the 6 to 10 hours of live training. Instead, this training will be covered under direct support

3. **(Section II G from the Master Agreement) Modernization Hours**

The IFSpi infrastructure modernization projects fund to increase to 6,000 person hours during this three-year agreement, initially allocated at 2,000 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 2,000 hours not be sufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per **Section 4** this Amendment to the Master Agreement.

Should TriMin fail to utilize 2,000 hours in support of IFSpi infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpi infrastructure projects, based on actual activity in year 1 and year 2, is projected to be greater than remaining hours required to support known modernization projects then hours may be shifted to IFSpi functional enhancement activity to “consume” available hours. At this contract’s end (December 31, 2027) any unused hours will be carried over to future years, assuming future agreements are reached between TriMin and Customer.

4. **(Attachment A in the Master Agreement) Fees.** In consideration of the Services, Customer shall pay TriMin the following annual support fees

Support Elements	Support Fees 2025	Support Fees 2026	Support Fees 2027
Leel 1 Support	\$ 162,750.00	\$ 168,446.25	\$ 174,341.87
Level 2/3 Support	\$ 666,750.00	\$ 700,087.50	\$ 735,091.88
Infrastructure Modernization Projects	\$ 287,000.00	\$ 301,350.00	\$ 316,417.50
Annual Contract Total	\$ 1,116,500.00	\$ 1,169,883.75	\$ 1,225,851.24

IFSpi Release Update Fees

Direct Support Fees	2025	2026	2027
Hourly Rates	\$ 190.00	\$ 200.00	\$ 210.00



5. New Entity Addition.

For each new Licensed instance of IFSpi, TriMin will provide the following Direct Support Services:

- Discovery meeting to perform a gap-fit analysis.
 - TriMin will create a Statement of Work for the implementation work that was planned for during the Discovery meeting.
 - If specific enhancements or interfaces are needed for a new installation, these enhancements will be covered under a separate Statement of Work.
 - MnCCC will provide a business line expert that can help identify and scope needed enhancements for the new installation.
- Kick-off Meeting - In this meeting, you will determine a schedule for implementing IFS and develop a plan for conversion and technical training.
 - Installation
 - Migration (if needed)
 - Technical training
- MnCCC must provide a subject matter expert to assist TriMin in training when requested by TriMin
- Go-Live support will be provided by TriMin
- The above tasks will be billed on an hourly basis at the agreed upon rate outlined in the Statement of Work, which will be provided by TriMin.
- For each entity added, 50% of the yearly support fee paid by the new entity to MnCCC will be added to TriMin's annual contract fee.
- TriMin is open to an addendum to this contract, which would include TriMin acting as a selling agent for MnCCC or negotiating a royalty agreement for future software sales, if desired.

6. Term and Termination.

The term of this Agreement shall be January 1, 2025, to December 31, 2027, inclusive, unless earlier terminated prior to expiration as provided by herein.

This Agreement may be terminated prior to expiration by MnCCC or by TriMin for default, and by written notice of default given by the non-breaching party, and to be effective upon expiration of a designated cure period of not less than thirty (30) days', unless the party alleged to be in default has cured such default(s) within such thirty (30) day cure period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

**Accepted and Agreed for
TriMin Systems, Inc.:**

Signed _____
By: Erin Hultgren
Name: Erin Hultgren
Title: Director of Government Solutions
Date: 6/18/2024

**Accepted and Agreed for
MnCCC:**

Signed _____
By: [Signature]
Name: Randy Jensen
Title: MnCCC Chair
Date: 6/5/2024

**Accepted and Agreed for
MnCCC:**

Signed _____
By: [Signature]
Name: Lisa C. Meredith
Title: Executive Director
Date: 6/5/2024

**Accepted and Agreed for
MnCCC:**

Signed _____
By: Martha Monsrud
Name: Martie Monsrud
Title: IFS Advisory Committee Chair
Date: 6/3/2024

To: IFS User Group

From: Lisa Meredith, MnCCC Executive Director
lisa@mnccc.gov 651-401-4201

Date: July 3, 2024

Subject: TriMin Contract for Board Ratification

Please note, this communication is being sent out via MnCCC's RSVP system to all signed up for the IFS User Group. This means that your county or agency will likely receive several copies. It is the responsibility of your county/agency to determine who will be responsible to bring the Board Ratification to your board and return a signed copy to MnCCC.

The TriMin Contract for maintenance and support of IFS has been approved and fully executed. Enclosed with this communication, you will find a copy of the contract along with a Board Ratification. The fully executed Board Ratifications *must* be returned to MnCCC **no later than September 6, 2024**. If your county or agency chooses not to continue with IFS/TriMin, documentation of discontinuation will be required. Failure to respond by the deadline will be assumed as a decision not to move forward with IFS.

Please return your signed Board Ratification to:

MnCCC
Attn: Emily Wick
100 Empire Drive Suite 201
Saint Paul, MN 55103

Alternatively, you may email it to emily@mnccc.gov

The contract with TriMin covers the period from January 1, 2025, to December 31, 2027. The associated fees have been previously distributed and approved by the IFS User Group during their annual meeting on June 3, 2024.

For any questions regarding pricing or the contract, feel free to contact me at lisa@mnccc.gov or (651) 401-4201. If you anticipate difficulty meeting the final deadline, please reach out to Emily Wick at emily@mnccc.gov or (651) 401-4204.

Thank you for your attention to this matter.

Attached:

- 2025 IFS User Group fees (below)
- 2025-2027 TriMin Contract
- Board Ratification document

IFS User Group Fees:

MnCCC Membership Fee: \$1800, split by office: \$900 per office or \$1800 per county

Enhancement Fund Annual Fee: \$1000 per office or \$2000 per county

County/Agency	Auditor/ Treasurer Group	2025 CMHS Support	2025 CMHS Enhancement Fund	2025 Aud/Treas Support	2025 Aud/Treas Enhancement Fund	2025 Total	M&S Only	M&S increase
Aitkin County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Becker County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Beltrami County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Benton County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Big Stone County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Brown County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Carlton County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Carver County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Cass County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Chippewa County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Chisago County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Clay County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Clearwater County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Cook County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Cottonwood County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Dodge County	MCIS	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Douglas County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Faribault County	MnCCC	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Fillmore County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Freeborn County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Goodhue County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Grant County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Houston County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Hubbard County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Isanti County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Itasca County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Jackson County	MnCCC	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Kanabec County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Kandiyohi County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Kittson County	MnCCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Koochiching County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Lac qui Parle County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Lake County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Lake of the Woods County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	4.06%
Le Sueur County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Lincoln County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Lyon County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
McLeod County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Mahnomen County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Marshall County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Martin County	MnCCC	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Meeker County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Miller County	MnCCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Morrison County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Mower County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Murray County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Nicollet County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Nobles County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Norman County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Otter Tail County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Pennington County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Pine County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Pipestone County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Polk County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Pope County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%

Red Lake County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	4.06%
Redwood County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Renville County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Rice County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Rock County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Roseau County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Sherburne County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Sibley County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Stearns County	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%
Steele County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Stevens County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Swift County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Todd County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Traverse County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Wabasha County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Wadena County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Waseca County	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Watsonwan County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Wilkin County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Winona County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Wright County	MnCCC	\$ 8,523.79	\$ 1,000.00			\$ 9,523.79	\$ 8,523.79	
Yellow Medicine County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Tri-County Corrections: Norman, Polk and Red Lake	N/A	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Southwest Health & Human Services: Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock	CPT	\$ 6,886.34	\$ 1,000.00	\$ -	\$ -	\$ 7,886.34	\$ 6,886.34	12.50%
Human Services of Faribault and Martin Counties (FMHS) Faribault and Martin	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%
Minnesota Prairie County Alliance: Dodge, Steele, and Waseca	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%
Countryside Public Health: Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine	CPT	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Horizon Public Health: Stevens, Douglas, Pope, Grant and Traverse	CPT	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Western Prairie	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%
Des Moines Valley Health & Human Services: Cottonwood and Jackson	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%

10:40am Appointment

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: Request to apply for and accept (if awarded) the MDVA FY25 CVSO Operational Enhancement Grant	b. Origination: Veteran Services Office
c. Estimated time: 5 min	d. Presenter(s): Erica Bliss, Veteran Services Officer

e. Board action requested:

Consider approval of the attached resolution.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

**KANABEC COUNTY
VETERANS SERVICE OFFICE**

317 Maple Ave E, Suite 291
Mora, MN 55051

VETERANS SERVICE OFFICER

Erica Bliss
erica.bliss@co.kanabec.mn.us
320-679-6380



RESOLUTION # _____

WHEREAS the County Veteran Service Officer recommends application for the MDVA Operational Enhancement Grant as specified in Minnesota Statutes 197.608 as amended by Minnesota Laws 2023, Regular Session, Chapter 38, Article 2, Section 3, Subdivision 2(h). This grant is offered to counties annually based on veteran population and

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

BE IT RESOLVED the Kanabec County Board approves the application of the MDVA CVSO Enhancement Grant FY25.

BE IT FURTHER RESOLVED the Kanabec County Board authorizes Veteran Service Officer Erica Bliss to sign all grant documents on behalf of the County Board.

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

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

July 16, 2024

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, July 16, 2024 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Absent: None. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden (via WebEx), 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 at 9:00am and led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the agenda with the following changes: Remove 10:20am Appointment, Public Works. Add Statewide Affordable Housing Aid Discussion. Add Driver's License Office Update from Commissioner Caswell.

Action #2 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the minutes of July 2, 2024 as presented.

Action #3 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the minutes of July 11, 2024 as presented.

9:02am – The Chairperson called for public comment three times. There were no responses.

9:04am – The Chairperson closed public comment.

Action #4 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
AT&T Mobility	1,542.91
Card Services (Coborn's)	413.9
City of Mora	283.49
East Central Energy	331.16
Kanabec County Auditor HRA	20,400.00
Kanabec County Treasurer Blaze	2,608.95
Karpel Solutions	8,674.35
Kwik Trip Inc	14,421.33
Meyer, Kody	88
Midcontinent Communications	466.83
Minnesota Department of Finance	28.5
Minnesota Department of Health	850
Minnesota Dept of Finance	4,623.50
Office of MN.IT Services	1,338.65
Pouliot, Krysta	26
Quadient Finance USA, Inc.	219.45
Quality Disposal	1,083.49
VC3, Inc.	7,943.00
Verizon Wireless Aircards	1,670.48
Verizon Wireless Cell Phones	3,633.60
20 Claims Totaling:	<u><u>\$70,647.59</u></u>

Action #5 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following claims on the Revenue Fund:

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning Services	600.00
Ace Hardware	8.04
Ace Hardware	31.67
Adam's Pest Control, Inc.	250.00
Advanced Correctional Healthcare	20,692.92
Advanced Correctional Healthcare	388.87
Amazon Capital Services	10.93
Amazon Capital Services	25.55
Amazon Capital Services	31.96

Amazon Capital Services	5.99
Amazon Capital Services	5.11
Amazon Capital Services	76.86
Amazon Capital Services	90.78
Arnold, Josh	116.51
Aspen Mills	20.56
AXON Enterprise, Inc.	480.00
Barlow, Jeffery	635.83
Bee Line Service Center, Inc.	1,023.22
Bob Barker	680.00
Curtis, Michael	427.79
Data Practices Office	500.00
DS Solutions	634.80
East Central Regional Juvenile Center	4,957.00
Fish Lake Improvement Association	1,264.00
Glen's Tire	2,907.24
Glen's Tire	713.91
Granite City Jobbing Company	264.89
Hoefert, Robert	1,051.90
Holcomb, Lisa	732.02
Horizon Towing	241.59
IAEMD	55.00
Industrial Health Services Network Inc	47.90
Kanabec Publications	586.00
Kanabec Publications	391.86
Knife Lake Improvement District	10,138.08
Lenny's Service	58.00
Made of Mora/Promotional Designs	95.90
Marco, Inc.	244.79
Mettling, Toni	25.33
Milaca Chiropractic Center	85.00
Minnesota Monitoring	96.00
Minnesota UI	10,830.84
MN Counties Insurance Trust	3,672.07
MNCCC Lockbox	18,060.00
MNCCC Lockbox	394.75
Mora Area Chamber of Commerce	500.00
Morris Electronics	312.50

Motorola Solutions	2,115.00
Obrycki, Chaz	136.95
Premium Watersm Inc.	11.81
Quamba Lake Association	4,724.36
Ripka, Peter	57.09
River Valley Forensic Services, P.A.	250.00
Sea Change Print Innovations	1,684.43
Stewart, Jessy	25.33
Streicher's	120.00
Summit Food Service Management	3,999.84
Summit Food Service Management	3,958.31
Terhaar, Cheryl	75.04
Tinker & Larson Inc	595.40
TRIMIN	6,200.00
Van Alst, Lillian	841.52
WEX Health, Inc	440.00

63 Claims Totaling: \$ 109,699.04

Action #6 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following claims on the Road & Bridge Fund:

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning Services	1,440.00
Ace Hardware	153.26
Amazon Capital Services	349.09
B & F Fastener Supply	334.79
Beaudry Oil & Propane	2,446.20
Gary Campbell	1,050.00
Central Pension Fund	576.00
Chamberlain Oil	239.47
Elite Environmental Services, LLC	620.00
Frontier Precision, Inc.	368.67
Gopher State One-Call	39.15
Wes Houtsma	950.00
IT Savvy LLC	920.08
JMD Manufacturing, Inc	341.35
Johnson Hardware and Rental	44.50

Kanabec County Coordinator	655.60
Knife River Corporation, North Central	10,998.75
Kwik Trip, Inc.	208.25
Marco, Inc.	3,613.37
MN Counties Insurance Trust	60.93
Schultz, Michael & Naomi	6,407.65
Shar Shoo & Sha Sha Myint	675.00
North Central International	457.36
Olson Power & Equipment	144.78
Oslin Lumber	190.93
Pomp's Tire Service, Inc	493.12
Power Plan	2,056.52
Rinke Noonan	643.50
Shi International Corp	708.29
USIC Locating Services	70.00
30 Claims Totaling:	<u>\$ 37,256.61</u>

Action #7 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to recess the board meeting at 9:12am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:12am on Tuesday, July 16, 2024 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS8 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the Family Services Board Agenda as presented.

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

Family Services Director Chuck Hurd led a discussion regarding Medical Transportation Management (MTM). The Board expressed support for continuing exploration of MTM and requested additional input from the volunteer drivers.

Action #FS9 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the payment of 102 claims totaling \$207,196.65 on Family Services Funds.

Action #FS10 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to adjourn Family Services Board at 9:36am. The Family Services Board will meet again on Tuesday, August 20, 2024 at 9:20am.

The Board of Commissioners reconvened.

Action #11 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #11 – 7/16/24

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	\$792.93
Quality Disposal	\$5,869.40
Arthur Township	\$500.00
Total	\$7,162.33

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

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

Resolution #12 – 7/16/24

Professional Services Agreement with Attorney Richard Hodsdon

WHEREAS, Kanabec County is a party in a property tax litigation case; and

WHEREAS, the County Assessor and County Attorney believe it is in the best interest of the County to secure legal counsel with experience and expertise in this specialized legal area; and

WHEREAS, the County's Unallocated budget allows for contracting with a consultant in this matter; and

WHEREAS, a highly qualified attorney has agreed to consult on the case;

THEREFORE BE IT RESOLVED to approve the Kanabec County Attorney to enter in to an agreement with Rick Hodsdon, Attorney at Law, for the terms and conditions specified within said agreement for professional legal services.

County Assessor Tina Von Eschen led a discussion regarding moving to a True County assessment process. Several of the Commissioners expressed concern regarding a potential increase in county taxes for residents if we move to a True County assessment process. Information only, no action was taken.

Action #13 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to leave per parcel fees to remain \$8/parcel for the 2025 assessment year.

County Assessor Tina Von Eschen gave a department update. Information only, no action was taken.

Deputy Auditor Property & Tax, Tim Jacobs met with the Board to give an update regarding a DNR study request.

Action #14 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to grant permission to allow the DNR study request.

HR Specialist Kim Christenson met with the Board to request final approval of position ranking for two new Community Health positions.

Action #15 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve a consent agenda including all the following actions:

Resolution #15a – 7/16/24

Community Health Supervisor Evaluation

WHEREAS the Board did by Resolution #15-05/07/24 refer the position of Community Health Supervisor to the pay plan consultant for review, and

WHEREAS, the pay consultant returned with a recommendation of grade 15, and

BE IT RESOLVED to accept the following ranking for the "Community Health

Supervisor” position, which results in Pay Grade 15.

Resolution #15b – 7/16/24

Community Health Planner/ Communications Coordinator Evaluation

WHEREAS the Board did by Resolution #15-05/07/24 refer the position of Community Health Planner/ Communications Coordinator to the pay plan consultant for review, and

WHEREAS, the pay consultant returned with a recommendation of grade 12, and

BE IT RESOLVED to accept the following ranking for the “Community Health Planner/ Communications Coordinator” position, which results in Pay Grade 12.

10:06am – The Board of Commissioners took a five-minute break.

10:11am – The Board of Commissioners reconvened.

County Coordinator Kris McNally presented a request to approve an agreement with the City of Mora for EDA services.

Action #16 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #16 – 7/16/24

Economic Development Services Agreement with the City of Mora

WHEREAS, Kanabec County’s Economic Development Authority (EDA) is currently without an Executive Director; and

WHEREAS, the Kanabec County EDA Board desires to continue priority development projects in the interim; and

WHEREAS, the City of Mora is willing to commit a limited number of hours per month for their Community Development Director to provide economic development services on behalf of Kanabec County for an hourly fee; and

WHEREAS, the Kanabec County EDA Board is recommending the County enter into an agreement with the City of Mora for economic development services;

THEREFORE, BE IT RESOLVED to approve Kanabec County to enter into an agreement with the City of Mora, for the terms and conditions specified within said agreement for economic development services;

BE IT FURTHER RESOLVED that the Board Chair and County Coordinator are authorized to sign said agreement.

County Coordinator Kris McNally led a discussion regarding the late entry, proposal submitted by Central Minnesota Housing Partnership. The Board requested more time to study the proposal, as well as feedback from the City of Mora, and additional program specific options, as well as an in-person presentation from the Central Minnesota Housing Partnership.

Commissioner Wendy Caswell led a discussion regarding the Driver's License Office. Discussion was held regarding the possibility of the Driver's License Office moving from Public Works Building to the Recorder's Office located on the second floor of the Courthouse. Information only, no action was taken.

Future Agenda Items: None

Action #17 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to adjourn the meeting at 10:37am and to meet again for a budget work session on Tuesday, July 23, 2024 at 8:00am.

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>
Consolidated Communications	1,146.94	Monthly Service	Various
Kanabec County AT ACH_VISA	360.50	See Below	
Minnesota Energy Resources Corp	4,875.57	Gas Utilities	Various
United States Treasury	888.72	2023 PCORI Tax Courthouse	HR
Mora Motor Vehicle	3,187.98	2405 GMC 3500 Title Transfer & Tabs	Highway
Helmbrecht, Roger	6,961.27	ROW Acquisition & Damages	Highway
Kanabec County Auditor - Treasurer	15,428.61	County Vehicle Leases & Maintenance	Various
East Central Energy	1,623.49	Intersection Lighting	Highway
Marco	178.12	Monthly Printer Lease	Transit
VC3	6,191.24	Microsoft 365 Licenses	IS
Bergerson, Dustin & Jill	500.00	Driveway Permit Deposit Refund	Highway
City of Mora	1,126.73	Water Tower Antenna, Hwy Bldg Elec, Intersection Lighting	Highway
Hand, Duwayne	500.00	Driveway Permit Deposit Refund	Highway
Kocur, Gordon	500.00	Driveway Permit Deposit Refund	Highway
Cigna Health & Life Insurance Company	774.46	8.24 Accident, Critical Illness, Group Hospital Ins Premiums	Employee Benefits
Dearborn National Life Insurance Co	499.21	8.24 Short Term Disability Insurance Premiym	Employee Benefits
MetLife	6,313.88	8.24 Dental Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	6,453.94	8.24 Life & Long Term Disability Insurance Premiums	Employee Benefits
VSP Insurance Co	582.48	Vision Insurance Premiums	Employee Benefits
Ann Lake Twp	3,807.27	2024 PILT - Wildlife Management & Natural Resource Land	Unallocated
Arthur Twp	513.70	2024 PILT - Wildlife Management & Natural Resource Land	Unallocated
Braham Public Schools	1,737.66	2024 PILT - Wildlife Management Land	Unallocated
Brunswick Twp	77.69	2024 PILT - Natural Resource Land	Unallocated
Comfort Twp	456.97	2024 PILT - Wildlife Management & Natural Resource Land	Unallocated
East Central Regional Development Com	95.93	2024 PILT - Wildlife Management Land	Unallocated
East Central School District	126.35	2024 PILT - Wildlife Management Land	Unallocated

Ford Twp	3,043.78	2024 PILT Wildlife Management & Natural Resource Land	Unallocated
Grass Lake Twp	1,223.61	2024 PILT Wildlife Management & Natural Resource Land	Unallocated
Haybrook Twp	788.40	2024 PILT Natural Resource Land	Unallocated
Hillman Twp	463.26	2024 PILT - Natural Resource Land	Unallocated
Hinckley-Finlayson Schools	4,944.22	2024 PILT - Wildlife Management Land	Unallocated
Kanabec Twp	1,217.18	2024 PILT - Wildlife Management & Natural Resource Land	Unallocated
Knife Lake Twp	438.42	2024 PILT - Wildlife Management & Natural Resource Land	Unallocated
Kroschel Twp	2,544.31	2024 PILT - Wildlife Management & Natural Resource Land	Unallocated
Mora Public Schools	5,959.69	2024 PILT - Wildlife Management Land	Unallocated
Ogilvie Public Schools	6,193.27	2024 PILT - Wildlife Management Land	Unallocated
Peace Twp	515.67	2024 PILT - Natural Resource Land	Unallocated
Pomroy Twp	2,284.38	2024 PILT - Wildlife Management & Natural Resource Land	Unallocated
Southfork Twp	50.48	2024 PILT - Wildlife Management Land	Unallocated
Whited Twp	101.58	2024 PILT - Wildlife Management & Natural Resource Land	Unallocated
40 Claims Totaling: \$ 94,676.96			

Kanabec County AT ACH_VISA	238.00	Home Depot - Construction Jacks	Building Maintenance
	122.50	Board of AELSLAGID - Recertification, CG	Highway
2 Claims Totaling: \$ 360.50			

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 8/6/24

Department Name	Vendor	Amount	Purpose
ASSESSOR	Ace Hardware	19.99	Batteries for Lasers
		19.99	
AUDITOR	Amazon Capital Services	11.48	Certificates
AUDITOR	Lakeland Printers Inc	688.00	Misc Receipts 3000
AUDITOR	MCIS	6,290.00	MCIS Payroll Quarter Support
AUDITOR	MNCCC LockBox	300.00	LinkedIn Online Training Group Tier 1 7/10/24-7/9/25
		7,289.48	
BUILDINGS MAINTENANCE	Ace Hardware	7.98	Exterior Screws, Cable Clamps - PSB
BUILDINGS MAINTENANCE	Ace Hardware	22.97	Glue Traps, Battery - Jail
BUILDINGS MAINTENANCE	Amazon Capital Services	219.66	Hands-Free Arm Pull, Large Furniture Dolly - Courthouse
BUILDINGS MAINTENANCE	Auto Value	30.98	Belts - Courthouse
BUILDINGS MAINTENANCE	DKN Construction	37,456.80	Remaining Balance on Second Floor Flooring - Courthouse
BUILDINGS MAINTENANCE	DKN Construction	57,543.20	Flooring Material for Second Floor - Courthouse
BUILDINGS MAINTENANCE	FBG Service Corporation	4,829.00	June Cleaning Services - Courthouse
BUILDINGS MAINTENANCE	FBG Service Corporation	2,543.00	June Cleaning Services - PSB
BUILDINGS MAINTENANCE	FBG Service Corporation	672.00	June Cleaning Services - Jail
BUILDINGS MAINTENANCE	Grainger	153.45	Cam Lock Kit - Jail
BUILDINGS MAINTENANCE	Ideal Service, Inc	2,012.43	Replace Rooftop Chillder VFD, Preventative Maintenance on VFDs - Jail
BUILDINGS MAINTENANCE	Ideal Service, Inc	900.00	Preventative Maintenance on VFDs - Courthouse
BUILDINGS MAINTENANCE	Jamar Company	2,463.00	Labor & Materials to Repair Leak on Public Service Building - PSB

BUILDINGS MAINTENANCE	Johnsons Hardware	155.82	Drill Bit Step, Recip Blade Torch, Recip Blake Wrckr, Bit Driver Impact - Courthouse
BUILDINGS MAINTENANCE	Johnsons Hardware	359.86	Drill/Impact Driver Combo Kit, Ratchet Quick Release, Paint, Terro, Watch Batteries, Clamos, Hooks - Jail
BUILDINGS MAINTENANCE	RJ Mechanical	1,169.00	Troubleshoot, No Hot Water. Rebuild Check Valve - Jail
BUILDINGS MAINTENANCE	RJ Mechanical	240.00	Troubleshoot Boilers - Jail
		110,779.15	
COMMISSIONERS	Ripka, Peter	57.09	Mileage to July County Board Meetings, 7/2, 7/11, 7/16
		57.09	
COMPUTER EXPENSES	MCIS	27,679.00	MCIS Property Tax Quarterly Support, Presto Support, Quarterly Hosting
		27,679.00	
COUNTY ATTORNEY	Amazon Capital Services	124.29	DVD Writer, Office Supplies, Pens, DVDs
		124.29	
COUNTY COORDINATOR	Association of MN Counties	150.00	2024 MACA Summer Technical Meeting 7/18 - 7/19
COUNTY COORDINATOR	McNally, Kris	373.21	Mileage & Lodging for MACA Technical Days in Duluth 7/18-7/19
COUNTY COORDINATOR	National PELRA	150.00	2024 MPELRA Summer Conference 8/7-8/9 Hybrid Attendance, KM
		673.21	
COUNTY EXTENSION	Amazon Capital Services	66.42	Laminating Sheets, Cardstock
		66.42	
COUNTY RECORDER	PRIA	60.00	PRIA Membership Dues 8/1/24-7/31/25
		60.00	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	2,690.00	Juvenile Safety & Placement Fees, Various Dates May-June 2024

COURT ADMINISTRATOR	GBR Interpreting & Translation Services	120.00	Public Defender Requests
COURT ADMINISTRATOR	J. Buberl Law	150.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Lehner Law Office	535.99	Court Appt Attorney Fees
COURT ADMINISTRATOR	Schneider, James F.	410.00	Court Appt Attorney Fees
		3,905.99	
ELECTIONS	Amazon Capital Services	174.60	Clipboards for Curbside Voting
ELECTIONS	Election Systems & Software Inc	4,009.05	P2024 DS200 Programming & OB Programming
ELECTIONS	Kanabec Publications	580.83	P2024 PAT Notice, Election Notice & Sample Ballot
ELECTIONS	Sea Change Print Innovations	1,397.34	P2024 OB Programming, Precinct Kits (19), OB Stylus' (5)
		6,161.82	
ENVIRONMENTAL SERVICES	Carda, Ryan	59.63	Wetland Continuing Ed Class - Lino Lakes, MN
ENVIRONMENTAL SERVICES	Kanabec Publications	39.74	Board of Adjustments 7/11 Public Notice
ENVIRONMENTAL SERVICES	Kanabec Soil & Water Cons.	5,141.00	SWCD Wetland - Natural Resource Block Grant 2025
ENVIRONMENTAL SERVICES	MN Board of Water and Soil Resources	475.00	BWSR MWPCP Intro Wetland Class, DT
ENVIRONMENTAL SERVICES	Peterson, Ronald	130.56	BOA Hearing, Site Visit, Mileage 7/23/24
ENVIRONMENTAL SERVICES	Squires, Waldsuprter & Mace, P.A.	1,625.00	Env Svc/Land Use Quarterly Retainer, April-June 2024
ENVIRONMENTAL SERVICES	Zaudtke, Wayne	97.06	BOA Hearing, Site Visit, Mileage 7/23/24
		7,567.99	
COMMUNITY HEALTH	Wellness in the Woods	912.80	Jail Peer Support - June 2024
		912.80	
HUMAN RESOURCES	American DataBank	262.25	Background Studies for New Employees (3)
HUMAN RESOURCES	MRA	370.00	2024 Job Evaluation Services - June 2024
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	1,289.32	Professional Fees, June 2024
HUMAN RESOURCES	SwipeClock LLC	300.00	Monthly Billing for 8/20-9/20/24 Applicant Stack
		2,221.57	
INFORMATION SYSTEMS	Amazon Capital Services	58.87	Office Supplies
INFORMATION SYSTEMS	Amazon Capital Services	15.99	Office Supplies

INFORMATION SYSTEMS	Marco	3,335.71	Phone Lease
INFORMATION SYSTEMS	Morris Electronics	2,000.00	Service Labor Retainer
INFORMATION SYSTEMS	VC3	996.00	HPE CarePack 1YR
INFORMATION SYSTEMS	VC3	4,800.00	HPE CarePack 1YR
INFORMATION SYSTEMS	VC3	250.00	Tokens
		11,456.57	
LAW LIBRARY	RELX Inc. DBA Lexis Nexis	238.70	Law Library Invoice, June 2024
		238.70	
PROBATION & JUVENILE PLACEMENT	Kanabec Soil & Water Cons.	158.00	No. 10 Envelopes (500)
PROBATION & JUVENILE PLACEMENT	RS Eden	10.45	Urine Sample Sent to Lab
		168.45	
PUBLIC TRANSPORTATION	Ace Hardware	154.13	Bus Parts & Shop Supplies
PUBLIC TRANSPORTATION	Amazon Capital Services	25.98	Van Parts
PUBLIC TRANSPORTATION	Barlow, Jeffery	1,839.15	Volunteer Mileage 7/8-7/30
PUBLIC TRANSPORTATION	Curtis, Michael	801.99	Volunteer Mileage 7/8-7/30
PUBLIC TRANSPORTATION	Hoefert, Robert	1,022.42	Volunteer Mileage 7/8-7/30
PUBLIC TRANSPORTATION	Kanabec County Information Systems	4,200.00	2024 Service and Support Contract
PUBLIC TRANSPORTATION	Lenny's Service	53.00	Bus Parts
PUBLIC TRANSPORTATION	North Central Bus & Equipment	187.78	Bus Parts
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,504.15	Volunteer Mileage 7/8-7/30
PUBLIC TRANSPORTATION	Welia Health	49.00	Drug Screen
		9,837.60	
SANITATION	East Central Solid Waste Commission	74.00	Kanabec Co Hwy Dept Mixed Solid Waste, Appliances, Tires, etc.
		74.00	
SHERIFF	CLIA Laboratory Program	248.00	Certificate Fee 1/12/25-1/11/27
SHERIFF	DSC Communications (Granite Electronics)	35.00	Repair Processing 7/10/24

SHERIFF	DSC Communications (Granite Electronics)	259.50	Reprogramming of Mobile Radio K9
SHERIFF	Glen's Tire	34.00	Squad Flat Repair, Wheel Change
SHERIFF	Gratitude Farms	500.00	Animal Control Services, June 2024
SHERIFF	Horizon Towing	187.91	Towing Services (1)
SHERIFF	Horizon Towing	468.43	Towing Services (3)
SHERIFF	Intoximeters, Inc	210.00	MouthPiece ASIC or ECIR (1000)
SHERIFF	Minnesota Sheriffs' Association	90.00	Expungement Course, RE
SHERIFF	Novus Glass	65.00	Repair Labor for Jail Van
SHERIFF	O'Reilly Auto Parts	75.98	Squad Wiper Blades (2)
SHERIFF	State of Minnesota - BCA	715.00	Permit to Carry - New Permits (60), Renewals (23)
SHERIFF	Streicher's	240.00	Badges, 5 Point Star - SM, JA
SHERIFF	USA Inflatables	1,173.92	National Night Out, Dunk Tank & Giant Slide
		4,302.74	
SHERIFF - JAIL/DISPATCH	Amazon Capital Services	13.28	Writing Pads
SHERIFF - JAIL/DISPATCH	Amazon Capital Services	13.85	Pastel Colored paper
SHERIFF - JAIL/DISPATCH	Bob Barker	183.20	Trash Can Liner (5)
SHERIFF - JAIL/DISPATCH	Bob Barker	183.20	Trash Can Liner (5)
SHERIFF - JAIL/DISPATCH	Haasken Dental	627.00	Inmate Dental (3)
SHERIFF - JAIL/DISPATCH	Minnesota Monitoring Inc.	445.50	Kanabec Jail - GPS 6/4-6/30
SHERIFF - JAIL/DISPATCH	Stellar Services	70.69	Canteen 7/8/24
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,928.84	Inmate Meals 6/29-7/5
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,994.45	Inmate Meals 7/6-7/12
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,028.33	Inmate Meals 7/13-7/19
		13,488.34	
STATE FISCAL RECOVERY ARP	Amazon Capital Services	706.74	County Fair Booth Supplies
STATE FISCAL RECOVERY ARP	Kanabec Publications	1,387.50	Advertiser/Times Foster Care Ad, 15 Weeks 7/25-11/3/24
STATE FISCAL RECOVERY ARP	Kanabec Publications	46.25	Foster Care Advertising 7/25/24
STATE FISCAL RECOVERY ARP	Q Media Properties LLC	2,000.00	Radio Advertising for Foster Care KBEK/WCMP 8/5-10/27/24
		4,140.49	

UNALLOCATED	Ann Lake Watershed Alliance	4,776.42	AIS DNR Aid - ALWA Treatment Reimbursement
UNALLOCATED	Clifton Larson Allen LLP	24,675.00	FY2023 Audit
UNALLOCATED	Granite City Jobbing	1,137.76	Copy Paper (25 Cases)
UNALLOCATED	Kanabec Soil & Water Cons.	3,168.85	AIS 2024 Q1 Staff Time (DM Admin, Tech Staff Admin, Tech Edu/Outreach)
UNALLOCATED	Kanabec Soil & Water Cons.	3,039.30	AIS 2024 Q2 Staff Time (DM Admin, Tech Staff Admin, Tech Edu/Outreach)
UNALLOCATED	Kanabec Soil & Water Cons.	610.59	AIS 2024 Self Service Sign Tool/Mis Promo Items, Fair Booth Fee, Access Signs (3)
UNALLOCATED	Minnesota Counties Intergovernmental Tru	1,000.00	Deductible for Claim
		38,407.92	
VETERAN SERVICES	Newton, Deb	20.00	June Yoga, Veteran Wellness Grant
VETERAN SERVICES	QPR Institute	100.00	QPR Instructor Recertification
VETERAN SERVICES	T-Cam Plumbing LLC	700.00	AM Emergency Grant
		820.00	
		108 Claims Totaling: \$ 250,453.61	

	5 COMMISSIONERS
Dept #	11 COURT ADMINISTRATOR
102	25 LAW LIBRARY
41	31 COUNTY COORDINATOR
41	32 HUMAN RESOURCES
41	
41	41 AUDITOR
110	61 UNALLOCATED
110	62 VEHICLE POOL
110	63 COMPUTER EXPENSES
110	66 INFORMATION SYSTEMS
110	71 ELECTIONS
110	80 STATE FISCAL RECOVERY ARP
110	90 COUNTY ATTORNEY
110	101 COUNTY RECORDER
110	102 ASSESSOR
110	103 COUNTY SURVEYOR
110	107 ENVIRON
	MENTAL
110	110 BUILDINGS MAINTENANCE
110	116 WORK
	FORCE

110	120	VETERA N
110	130	RAILROA D
110	140	PUBLIC TRANSPORTATION
110	201	SHERIFF
5	203	SHERIFF - BOAT & WATER
63	204	SHERIFF - SNOWM
90	205	SHERIFF - RESERVES
31	206	COUNTY CORONER
31	208	SHERIFF - ATV
31	230	SHERIFF - CITY OF MCC
663	241	SHERIFF - DISPATCH
101	251	SHERIFF - JAIL/DISPATCH
11	252	PROBATI ON & MCC

11	281 VETERAN SERVICES
11	285 SHERIFF - 911 EMERGENCY
11	300 HIGHWAY
11	391 SANITATION
71	420 FAMILY SERVICES
71	496 COMMUNITY HEALTH SERVICES
71	484 COMMUNITY HEALTH
71	501 EAST CENTRAL REGIONAL LIBRARY
107	521 CULTURES & RECREATION
107	663 COUNTY EXTENSION
107	665 EXTENSION FOOD STAMP GRANT
107	672 WATER PLAN
107	674 WETLAND
107	680 SNAKE RIVER WATER MANAGEMENT BOARD
107	690 VICTIM SERVICES
484	701 ECONOMIC DEVELOPMENT
32	810 BUILDING FUND
32	841 JAIL PROJECT FUND
32	851 EMPLOYEE WELLNESS
32	853 EMPLOYEE BENEFITS
66	21-851 FORFEIT TAX SALE
66	81-851 TAX & PENALTY

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Agenda Item #4

Regular Bills - Road & Bridge

8/6/2024

Vendor	Amount	Purpose
Ace Hardware	\$ 56.69	Repair parts and shop supplies
Amazon Capital Services	127.79	Office supplies
Auto Value Mora	2,352.34	Repair parts and shop supplies
Beaudry Oil & Service, Inc	10,043.13	Diesel and unleaded gasoline purchases
Gary Campbell	350.00	Nuisance beaver removal
DKN Construction, LLC	13,811.75	Salt roof shed reroof
Wes Houtsma	300.00	Nuisance beaver removal
JAMAR Technologies, Inc.	278.55	Repair parts
KAMCO, Inc.	245,180.00	KCP 24-06 Striping project, partial payment
Kanabec Publications	69.00	Project bid (SAP 033-605-023)
Knife River Corp-North Central	5,078.88	Gravel, Class 5 aggregate
Knife River Corporation North Central	1,229,228.87	Pay Request #01: Various Contracts
Bryan Kroll	318.83	Uniform allowance
Anders McGriff	216.96	Uniform allowance
Mora Chevrolet Buick	1,542.18	Repair labor and parts
North Central International	107.09	Unit 221 and 1501 Repair parts
North Country Chevrolet GMC	45,532.40	Unit 2405 purchase (GMC Sierra 3500 DBL)
Northern Safety Company, Inc	367.72	Shop supplies
Northpost Inc	22.50	Fuel tanks posts
Novus Glass of Mora	200.00	Unit 2402 glass repair
Nuss Truck & Equipment Inc	846.82	Repair parts
Oslin Lumber Co.Inc	192.94	Maintenance supplies
Power Plan	250.26	Shop supplies
SnoDepot	127.00	Unit 215 repair parts
Vestis Group, Inc.	593.00	Coverall service, uniform service, etc.
WiarCom, Inc	675.30	Wireless service/tracking for trucks
Ziegler, Inc.	369.29	Shop supplies

27 Claims Totaling: \$ 1,558,239.29

Agenda Item #5a

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: Knife Lake Sportsmen's Club
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolution:

Resolution #__ – 8/6/24

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

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

BE IT RESOLVED to approve the Application for Application for Exempt Permit for Knife Lake Sportsmen's Club for a bingo and raffle event to be held at The Crow's Nest Resort, 2743 Hwy 65, Mora, MN 55051 on February 1, 2025.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

To: Kanabec County Coordinator's Office

Kanabec County Board of Commissioners

From: Ed Hamlin, Knife Lake Sportsmen's Club President

Date: 7/31/24

RE: Application of Exempt Permit

Hello & good day Kanabec County Board of Commissioners!!

The Knife Lake Sportsmen's Club is always in the planning stages for fundraising. As our summer starts winding down, we look ahead to the winter season & our biggest fund-raising event.

On 2/1/25, we are holding our annual Winter Day of Fun (WDOF). This year's event includes raffles & bingo that will be held at The Crow's Nest Resort as well as either on ice or on the shoreline of the beautiful Knife Lake!!!!

The proceeds from this event go back to our community for events like Fireworks & Take a Kid Fishing, plus for the upkeep of the KLSC Clubhouse.

Please consider the approval of this & if any question ever arises, feel free to contact me.

Ed Hamlin

President Knife Lake Sportsmen's Club

952-250-0642

pres@knifelake.us

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: KNIFE LAKE SPORTSMEN'S CLUB

Previous Gambling Permit Number: X- X-02117-24-044

Minnesota Tax ID Number, if any: 41-1350036

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 2825 HWY 65 PO BOX 254

City: MORA State: MN Zip: 55051 County: KANABEC

Name of Chief Executive Officer (CEO): ED HAMLIN

CEO Daytime Phone: 952-250-0642 CEO Email: pres@knifelake.us

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): The Crow's Nest Resort

Physical Address (do not use P.O. box): 2743 Hwy 65

Check one:

☒ City: Mora Zip: 55051 County: Kanabec

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): _____

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

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

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

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: 7-31-24
(Signature must be CEO's signature; designee may not sign)

Print Name: ED HAMLIN

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

Business Record Details »

Minnesota Business Name

Knife Lake Sportsmen's Club, Inc.

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

Q-1078

Home Jurisdiction

Minnesota

Filing Date

11/22/1978

Status

Active / In Good Standing

Renewal Due Date

12/31/2025

Registered Office Address

2825 N Hwy 65
Mora, MN 55051
USA

Number of Shares

NONE

Registered Agent(s)

(Optional) Currently No Agent

President

ED HAMLIN
PO BOX 254
MORA, MN 55051
USA

Filing History

Filing History

Select the item(s) you would like to order:

Order Selected Copies

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	11/22/1978	Original Filing - Nonprofit Corporation (Domestic)	
	11/22/1978	Nonprofit Corporation (Domestic) Business Name (Business Name: Knife Lake Sportsmen's Club, Inc.)	

	Filing Date	Filing	Effective Date
<input type="checkbox"/>	07/16/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/16/1992	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	06/24/1997	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	7/8/2021	Amendment - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	2/22/2024	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	4/29/2024	Annual Reinstatement - Nonprofit Corporation (Domestic)	

Agenda Item #5b

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: Mustang Booster Club
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolution:

Resolution #__ – 8/6/24

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

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

BE IT RESOLVED to approve the Application for Application for Exempt Permit for the Mustang Booster Club for a raffle event to be held at Spring Brook Gold Course, 2276 200th Ave, Mora, MN 55051 on August 17, 2024.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: _____ Previous Gambling Permit Number: X- _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Name of Chief Executive Officer (CEO): _____

CEO Daytime Phone: _____ CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

— A current calendar year Certificate of Good Standing

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

— IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

— IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): _____

Check one:

☐ City: _____ Zip: _____ County: _____

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): _____

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

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

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

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

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<p>The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p>The application is acknowledged with no waiting period.</p> <p>The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county)</p> <p>On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done:</p> <p>A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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Business Record Details »

Minnesota Business Name

Mustang Booster Club

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

4381423-2

Home Jurisdiction

Minnesota

Filing Date

08/24/2011

Status

Active / In Good Standing

Renewal Due Date

12/31/2024

Registered Office Address

5353 Gamble Dr.
Suite 320
St. Louis Park, MN 55416
USA

Registered Agent(s)

(Optional) Currently No Agent

President

Brandon Russell Ostien
PO Box 3
Mora, MN 55051
USA

Mailing Address

P.O. Box 3
Mora, MN 55051
USA

Filing History

Filing History

Select the item(s) you would like to order:

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	08/24/2011	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Mustang Booster Club)	
<input type="checkbox"/>	1/14/2015	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	6/18/2024	Amendment - Nonprofit Corporation (Domestic) Restated Articles	

Agenda Item #6

August 6, 2024

REQUEST FOR BOARD ACTION

a. Subject: Discuss Commissioner Attendance at Upcoming Meetings	b. Origination: Coordinator's Office
c. Estimated time: 5-10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss and designate commissioners for the following upcoming meetings:

- a. August 29th 8:30am - Department Heads
- b. Late August/early September- Local 320 Negotiations
- c. August 21st - EDA Special Meeting

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments: