

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

November 22, 2017

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, November 22, 2017 pursuant to adjournment with the following Board Members present: Les Nielsen, Kim Smith, Gene Anderson, Dennis McNally, and Kathi Ellis. Others present: Board Clerk Patrick Christopherson, County Attorney Barbara McFadden, and Recording Secretary Kelsey Johnson.

The Vice Chairman led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the agenda with the following additions: MCIT dividend discussion, change employment offers for assistant engineer and victim coordinator, Ann Lake email discussion, Bob Engberg with Kanabec County History Center at 9:30am.

Action #2 – It was moved by Kathi Ellis, seconded by Dennis McNally and carried unanimously to approve the November 8, 2017 minutes as presented.

Action #3 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	999.74
Midcontinent Communications	1,112.61
MN Energy Resources Corp	5,070.83
Select Account	685.65
East Central Energy	824.49
Dearborn National Life Insurance	595.06
Heath Partners	5,581.83
Verizon Wireless	2,904.23
City of Milaca	31.43
Kanabec County Aud/Treas	6,691.74
MN Department of Finance	5,906.00
Tessneer Law Office	289.00
East Central Energy	205.73
13 Claims Totaling	<u>30,898.34</u>

Action #4 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Services Board.

The Kanabec County **Human Services Board** met at **9:05am** on Wednesday, November 22, 2017 pursuant to adjournment with the following Board Members present: Les Nielsen, Gene Anderson, Kim Smith, Dennis McNally, and Kathi Ellis. Interim Human Services Director Chuck Hurd presented the Human Services Board agenda.

Action #HS5– It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the Human Services Board agenda as presented.

Financial Assistant Supervisor, Tim Dahlberg met with the county board to give a presentation regarding MN Family Investment Program (MFIP) and Diversionary Work Program (DWP).

Action #HS6 – It was moved by Dennis McNally, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #HS6 - 11/22/17

MFIP Biennial Service Agreement Plan Resolution

WHEREAS, the Minnesota Family Investment Program (MFIP), Minn. Stat. §256J.626, subd. 4, requires counties to have an approved service agreement to receive consolidated funds, and

WHEREAS, the primary purpose of the service agreement is to assess statewide efforts toward the goal of “economic stability for low income families” under MFIP, and

WHEREAS, Kanabec County Family Services has completed, posted and presented a Plan for submission to the Minnesota Department of Human Services.

THEREFORE BE IT RESOLVED to approve the Minnesota Family Investment Program 2018-2019 Biennial Service Agreement.

Fiscal Supervisor, Terry Price met with the county board to give a presentation regarding the Rep Payee Program.

Action #FS7 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #HS7 - 11/22/17

Representative Payee resolution

WHEREAS, Kanabec County Family Service Agency has provided rep payee services for the Social Security Administration for many years, and

WHEREAS, this service is not mandated by Statute and is provided as a courtesy for clients who are unable to manage their own finances; and

WHEREAS, there are companies that provide rep payee services for a small fee to the client and provide a better service as they print checks more often and can issue emergency checks upon a client's request.

THEREFORE, the Fiscal Supervisor and Family Services Director are recommending to evaluate the phase out of the rep payee program through 2018 by contracting with Trim Min one last year for the software and support to provide the service.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the contract with TriMin for software and support for the rep payee program for 2018 and to evaluate phasing out the rep payee service to its end by December 31, 2018.

Action #HS8 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #HS8a - 11/22/17

Psychological Services Contract – Susan Blom

WHEREAS, the Family Services Agency does contract for psychological services pursuant to MS §245.461 through 245.486 and 245.487 through 245.488 through the Minnesota Comprehensive Adult Mental Health Act and the MN Comprehensive Children's Mental Health Act, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2018;

THEREFORE BE IT RESOLVED to approve an agreement for psychological services for the year 2018, not to exceed \$33,150 with Susan Blom for the time period January 1, 2018 through December 31, 2018.

Resolution #HS8b - 11/22/17

Psychological Services Contract – Linda Walinski

WHEREAS, the Family Services Agency does contract for psychological services pursuant to MS §245.461 through 245.486 and 245.487 through 245.488 through the Minnesota Comprehensive Adult Mental Health Act and the MN Comprehensive Children's Mental Health Act, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2018;

THEREFORE BE IT RESOLVED to approve an agreement for psychological services for the year 2018, not to exceed \$26,928 with Linda Walinski for the time period January 1, 2018 through December 31, 2018.

Resolution #HS8c 11/22/17

Psychological Services Contract – Rob Linninger

WHEREAS, the Family Services Agency does contract for psychological evaluations and counseling services pursuant to MS §245.461 through 245.486 and 245.487 through 245.488 through the Minnesota Comprehensive Adult Mental Health Act and the MN Comprehensive Children’s Mental Health Act, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2018;

THEREFORE BE IT RESOLVED to approve an agreement for psychological evaluations and counseling services for the year 2018, not to exceed \$7,722 with Rob Linninger for the time period January 1, 2018 through December 31, 2018.

Resolution #HS8d 11/22/17

Psychiatric Services Contract – Dr. Paul Richardson

WHEREAS, the Family Services Agency does contract for psychiatric services, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2018;

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the year 2018 with Dr. Paul Richardson for 4 hours per week at \$225 per hour for the time period January 1, 2018 through December 31, 2018.

Resolution #HS8e 11/22/17

Psychological Services Contract –Karissa Ignaszewski

WHEREAS, the Family Services Agency does contract for psychiatric evaluations and counseling services for the Region 7E Mental Health Project, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for a period beginning January 1, 2018 and ending December 31, 2018, and

WHEREAS, this position is fully funded by the Regional Adult Mental Health Initiative

Funds;

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the period beginning January 1, 2018 and ending December 31, 2018 with Karissa Ignaszewski.

Resolution #HS8f – 11/22/17

Mille Lacs County Psychiatric Services Resolution

WHEREAS, Minn. Stat. §§245.461 through 245.486 and Minn. Stat. §§245.487 through 245.488 establishes the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children’s Mental Health Act, respectively; and

WHEREAS, Mille Lacs County Community and Veterans Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

WHEREAS, Kanabec County Family Services is suitably qualified and desires to provide Psychiatric services for Mille Lacs County.

NOW, THEREFORE BE IT RESOLVED that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2018 through December 31, 2018 with Mille Lacs County.

Action #HS9 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #HS9 - 11/22/17

Collections and Fees Schedule resolution

WHEREAS, the Kanabec County Family Services Agency is a county-operated and State supervised organization established to provide therapeutic, educational and consultative services for persons experiencing financial, health or social issues, and

WHEREAS, the collection of fees is either mandated or permitted by State Statute/Rule or Kanabec County Family Services Board authorization, and

WHEREAS, in order to support the variety of services the Agency provides the County Board must supplement Federal and State funds with local tax dollars. Therefore, fees are charged to recipients based upon annual gross income and household size to offset the tax dollars required to provide said services, and

WHEREAS, the Family Services Board has been presented with the Kanabec County Family Services Fee Policies and Schedule.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Fee Policies and Schedule to become effective January 1, 2018.

Action #HS10 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the payment of 133 claims totaling \$182,871.10 on Welfare Funds.

Action #HS11 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to adjourn Human Services Board at 9:58am and to meet again in regular session on Wednesday, December 20, 2017 at 9:05am.

The Board of Commissioners meeting reconvened.

Bob Engberg from the Kanabec County History Center met with the county board to discuss the budget. Discussion only, no action was taken.

County Sheriff, Brian Smith met with the county board to discuss the School Resource Officer Program. Information only, no action was taken.

Patrick Christopherson led a discussion regarding a proposed dog ordinance. Discussion only, no action was taken.

10:36am – The Chairperson called for public comment. Those that responded included:

Dave Halvorson	Comments regarding Sheriff's department.
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10:44am – The Chairperson closed public comment.

County Auditor, Denise Snyder met with the county board to discuss the 2017 Audit.

Action #12 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve signing the engagement letter from Clifton Larson Allen for audit services for 2017.

Action #13 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve payment of the following claims on the funds indicated:

VENDOR	Revenue	AMOUNT
A1 Rescue & Towing Recovery		125.00
Advanced Correctional Healthcare		15,808.58
Anoka County Corrections		735.00
Bachman, Fran		152.64
Bob Barker		571.70
City of Mora		38,487.35
Coborns		29.79
Country Inns & Suites - Duluth North		290.43
CPS Technology Solutions		3,200.00

Creative Forms & Concepts Inc	361.35
Cundy, Steven	59.17
Curtis, Michael	1,403.00
D&T Ventures	225.00
East Central Exterminating	120.00
FBG Service Corporation	6,410.24
FBG Service Corporation	684.80
Glen's Tire	302.73
Glen's Tire	16.50
Glen's Tire	204.95
HelpSystems	345.00
Hoefert, Robert	877.48
Intercontinental Saint Paul Riverfront	370.24
IT Savvy LLC	855.05
Johnsons Hardware	419.40
Kanabec County Recorder's Office	20.00
Kanabec Publications	306.53
Kanabec Publications	23.25
Kanabec SWCD	36.00
KEEPRS	471.11
Schloemer, Robert	6,090.02
Landreville, Willard	413.60
Lerrssen, Jennifer	567.01
RELX Inc. DBA LexisNexis	57.97
MACO	275.00
MACO	310.00
Manthie, Scott	1,158.53
Manthie, Wendy	1,036.48
Mariposa Publishing	71.61
Mille Lacs SWCD	175.00
Mille Lacs Disposal Inc.	20.00
MN Counties Intergovernmental Trust	3,196.74
MN Dept. of Labor & Industry Financial Services Office	220.00
Moberg, Kate	144.45
MRA	1,031.25
Nelson, Ansel	512.90
Nelson, Ronette	732.25
Northland Fire Protection	399.84
O'Reilly Auto Parts	33.24
Oak Gallery	27.64
Office Depot	264.29
Office Depot	56.13
Office Depot	76.66

Office Depot	17.49
Onamia Service Center	15,556.29
Pine Technical and Community College	500.00
RJ Mechanical	936.44
RS Eden	1,531.66
RS Eden	38.00
Rum River Automotive	154.54
Stearns DHIA Central Lab	42.00
Stellar Services	895.42
Summit Food Service Management	10,450.46
Thompson-Reuters-West	658.02
Thompson-Reuters-West	231.75
Thompson-Reuters-West	312.43
Tinker & Larson	1,060.51
Tinker & Larson	74.00
Totalfunds By Hasler	2,000.00
Vertiv Services, Inc.	100.00
Visser, Maurice	686.26
Von Eschen, Tina	145.83
Zamora, Ray	618.11
72 claims totaling	<u>125,792.11</u>

R&B

VENDOR	AMOUNT
Citi Lites	40.00
Compass Minerals	1,633.72
Corropro	1,400.00
Frontier Precision	824.50
Knife River	969.76
Marco	188.00
Minnesota Energy	244.04
Mora Chevrolet	74.36
Nuss Truck	207.78
Rittenour, Ed	235.00
Shi International	485.00
Swanston Equipment	694.96
12 claims totaling	<u>6,997.12</u>

Action #14 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #14 - 11/22/17

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the following positions are on the rotation schedule for 2017:

Department	Position
Assessor	Certified Appraiser
Assessor	Chief Deputy Assessor
Attorney	Assistant County Attorney
Attorney	Legal Secretary/Paralegal
Auditor/Treasurer	Collections Clerk
Auditor/Treasurer	County Auditor/Treasurer
Auditor/Treasurer	Deputy Auditor Finance
Auditor/Treasurer	Deputy Auditor - Tax
Auditor/Treasurer	Deputy Finance
Family Services	Financial Assistant Supervisor
Family Services	Child Support Officer
Family Services	Family Based Service Provider
Family Services	Office Support Specialist
Family Services	Case Aide
Probation	Work Site Supervisor
Probation	Secretary
Public Health	Home Health Aide & Homemaker
Public Health	Clerk Typist II
Public Health	Family Health Supervisor
Public Health	Case Aide
Public Works - Highway	Accountant
Public Works - Highway	CADD Technician
Public Works - Highway	HEO I
Public Works - Highway	HEO II
Public Works - Highway	Maintenance Superintendent
Public Works - Highway	Mechanic's Assist/Bldg & Grounds Maint Worker
Public Works - Highway	Public Works Director
Public Works - Highway	Assistant Engineer
Recorder	Chief Deputy Recorder
Recorder	County Recorder
Sheriff	Deputy
Sheriff	Jail Programmer
Sheriff	Jail Administrator
Sheriff	Corrections Officer/Dispatcher
Sheriff	County Sheriff

Sheriff	Jail/Office Assistant
Sheriff	Administrative Sergeant
Sheriff	Chief Deputy
Sheriff	Civil Process Coordinator
Sheriff	Law Enforcement Assistant
Sheriff	Sergeant

and,

WHEREAS the HR Specialist has submitted updated job descriptions and physical analysis to the wage consultant at MRA for evaluation, and

WHEREAS the wage consultant has examined and evaluated the job descriptions and recommends the above job titles remain at the same pay grade;

BE IT RESOLVED that it is the decision of the county board to accept the job descriptions and approve the wage consultant’s recommendations for the above job titles.

County Sheriff, Brian Smith met with the county board to further discuss a proposed dog ordinance. Information only, no action was taken.

Action #15 – It was moved by Dennis McNally, seconded by Kathi Ellis and carried unanimously to hire an experienced Victim & Witness Service Coordinator at a Range 10, Step E of the pay plan which is \$23.39 per hour and starting with 120 hours of banked PTO.

Patrick Christopherson gave the Coordinator’s Report. Topics discussed included: MCIT dividend, use of the old jail, Ann Lake email, and Knife Lake wayside rest. Information only, no account was taken.

11:28 – Barbara McFadden left the meeting.

Action #16 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #16a – 11/22/17

WHEREAS the Health and Human Services Director has presented the board with a request for performance evaluation of a Kanabec County employee;

BE IT RESOLVED to close the meeting at 11:42am pursuant to the Open Meeting Law, Minnesota Statute §13D.05, subd. 3(a) to evaluate the performance of Chuck Hurd.

Resolution #16b – 11/22/17

WHEREAS the Health and Human Services Director has presented the board with a request for performance evaluation of a Kanabec County employee;

BE IT RESOLVED to close the meeting at 11:42 am pursuant to the Open Meeting Law, Minnesota Statute §13D.05, subd. 3(a) to evaluate the performance of Kathy Burski.

Those present during the closed portion of the meeting include Commissioners Dennis McNally, Gene Anderson, Les Nielsen, Kathi Ellis, and Kim Smith. Others Present: County Coordinator & Personnel Director Patrick Christopherson, Interim Human Services Director Chuck Hurd, and Interim Community Health Director Kathy Burski.

Action #17 – It was moved by Gene Anderson, seconded by Kathi Ellis and carried unanimously to re-open the meeting at 12:05pm.

Action #18 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #18a – 11/22/17

Evaluation Result

WHEREAS the board has evaluated the past six month's job performance of Interim Human Services Director Chuck Hurd, and

WHEREAS the board has discussed its findings with Hurd;

BE IT RESOLVED that the board finds his performance to be satisfactory.

Resolution #18b – 11/22/17

Evaluation Result

WHEREAS the board has evaluated the past six month's job performance of Interim Community Health Director, Kathy Burski and

WHEREAS the board has discussed its findings with Burski;

BE IT RESOLVED that the board finds her performance to be satisfactory.

Action #19 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #19 – 11/22/17

BE IT RESOLVED to close at the meeting at 12:06pm pursuant to Minnesota Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or

developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25.

Those present during the closed portion of the meeting include Commissioners Dennis McNally, Gene Anderson, Les Nielsen, Kathi Ellis, and Kim Smith. Others Present: County Coordinator & Personnel Director Patrick Christopherson.

Action #20 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to re-open the meeting at 12:20.

Action #21 – Kim Smith introduced the following resolution and moved its adoption:

Resolution #21 – 11/22/17

WHEREAS the current software has been deemed unsuitable for Kanabec County’s needs, and

WHEREAS Information Systems Director, recommends upgrading the anti-virus software;

BE IT RESOLVED to purchase anti-virus software immediately at a cost of \$9065.00.

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

IN FAVOR THEREOF: Anderson, McNally, Smith, Nielsen

OPPOSED: Ellis

ABSTAIN:

whereupon the resolution was declared duly passed and adopted.

Action #22 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to adjourn the meeting at 12:30pm and to meet again on Wednesday December 6, 2017 at 6:30pm.

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

Attest: _____
Board Clerk