



PINE COUNTY

BOARD OF COMMISSIONERS

SPECIAL MEETING - Strategic Planning

January 26, 2016 – 9:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Review/Approve Agenda
4. Soil Survey / Memorandum of Understanding with between Pine County and the United States Department of Agriculture; Natural Resources Conservation Service (NRCS).
5. Presentation/discussion with Department Heads regarding top priorities and challenges for 2016
6. Lunch (ordered in)
7. County Board identification of priorities
8. Discussion of Public Health/Pine Community Health Board
9. Other
10. Adjourn

National Cooperative Soil Survey Program –Background

The National Cooperative Soil Survey is a cooperative undertaking of the United States Department of Agriculture and an agency of each of the States: commonly, the State agricultural experiment station of a State's land-grant university. Other agencies—local, State, or Federal—cooperate under special agreements. (e.g., expired MOU with MN BWSR)

The original Federal authority for the soil survey of the United States is contained in the record of the 53rd Congress, chapter 169, Agricultural Appropriations Act of 1896. The authority was elaborated in Public Law 74-46, The Soil Conservation Act of April 27, 1936, and again in Public Law 89-560, Soil Surveys for Resource Planning and Development, September 7, 1966.

A soil survey describes the characteristics of the soils in a given area, classifies the soils according to a standard system of classification, plots the boundaries of the soils on a map, and makes predictions about the behavior of soils. The different uses of the soils and how the response of management affects them are considered. The information collected in a soil survey helps in the development of land-use plans and evaluates and predicts the effects of land use on the environment.

Development of the Soil Survey

Soil surveys were authorized in the United States by the U.S. Department of Agriculture Appropriations Act for fiscal year 1896, which provided funds for an investigation "of the relation of soils to climate and organic life" and "of the texture and composition of soils in field and laboratory." In 1899 the U.S. Department of Agriculture completed field investigations and soil mapping of portions of Utah, Colorado, New Mexico, and Connecticut. Reports of these soil surveys and similar works were published by legislative directive. At the same time, the State of Maryland, using similar procedures and State funds, completed a soil survey of Cecil County. Since then many soil surveys have been initiated, completed, and published cooperatively by the Department of Agriculture, State agencies, and other Federal agencies. The total effort is the National Cooperative Soil Survey (NCSS). Almost all the private lands in the continental United States have a completed 'modern' soil survey as of 2015.

Soil Survey and the Soil Map

The different kinds of soil used to name soil map units have sets of interrelated properties that are characteristic of soil as a natural body. This definition is intended to exclude maps showing the distribution of a single soil property such as texture, slope, or depth, alone or in limited combinations; maps that show the distribution of soil qualities such as productivity or erodibility; and maps of soil-forming factors, such as climate, topography, vegetation, or geologic material. A soil map delineates areas occupied by different kinds of soil, each of which has a unique set of interrelated properties characteristic of the material from which it formed, its environment, and its history. The soils mapped by the NCSS are identified by names that serve as references to a national system of soil taxonomy.

The geographic distribution of many individual soil properties or soil qualities can be extracted from soil maps and shown on separate maps for special purposes, such as showing predicted soil behavior for a particular use. The number of such interpretative maps that can be derived from a soil map is large, and each such map would differ from the others according to its purpose. A map made for one specific interpretation can rarely serve a different purpose.

Maps to show one or more soil properties can be made directly from field observations without making a basic soil map. Such maps serve their specific purposes but have few other applications. Predictions of soil behavior can also be mapped directly; however, most such interpretations need to be changed with changes in land use and in the cultural and economic environment. A map showing the productivity of crops on soils that are wet and undrained, for example, has little value after drainage systems have been installed. If the basic soil map is made accurately, interpretative maps can be revised as needed without doing additional fieldwork. In planning soil surveys, this point needs to be emphasized. Occasionally, "short-cut" inventories are made for some narrow objective, perhaps at a cost lower than that of a soil survey. Such maps quickly become obsolete. They cannot be revised without fieldwork because vital data are missing, facts are mixed with interpretations, or boundaries between significantly different soil units have been omitted.

The basic objective of soil surveys is the same for all kinds of land, although the number of mapping units, their composition, and the detail of mapping vary with the complexity of the soil patterns and the specific needs of the users. Thus a soil survey is matched to the soils and the soil-related problems of the area. Soil surveys increase our general knowledge about soils and serve practical purposes. They satisfy a need for soils information about specific geographic areas for State, county, and community land-use plans. These plans include resource conservation plans for farms and ranches, development of reclamation projects, forest management, engineering projects, as well as other purposes.

Just what is a Soil Map Unit?

A soil map unit is never pure, it contains several named and un-named soil concepts within it. Some landscapes are more complex than others. Some (few) landscapes can be represented as a one name soil map unit.

Discussion -

D R A F T

MEMORANDUM OF UNDERSTANDING

BETWEEN

**UNITED STATES DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE**

AND

PINE COUNTY BOARD OF COMMISSIONERS

AND

PINE SOIL AND WATER CONSERVATION DISTRICT

AND

**THE UNIVERSITY OF MINNESOTA COLLEGE OF FOOD,
AGRICULTURAL AND NATURAL RESOURCE SCIENCES
DEPARTMENT OF SOIL, WATER AND CLIMATE**

AND

THE MINNESOTA BOARD OF SOIL AND WATER RESOURCES

FOR

**COMPLETION OF THE INITIAL SOIL RESOURCE INVENTORY (SOIL
SURVEY) OF PINE COUNTY, MINNESOTA.
(MN115)**

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** is made and entered into this _____ day of _____, 2016, by and between the above listed parties.

Authority: Public Law 74-46, 16 U.S.C. 590 a-f (CFDA No. 19.902); Public Law 89-560 (CFD No. 10.903)

I. Purpose

A. The purpose of this survey is to provide soil data necessary to judiciously and efficiently appraise and manage land for agricultural and for rural and community development and to understand, protect, and enhance the environment. The soil resource inventory will be used specifically for the management of cropland, pasture, woodland, and wildlife habitat; for the identification of important farmlands, hydric soils, and erodible land; and to estimate engineering properties of the soil.

B. The soil information can be used by the county commissioners, the Extension Service, the State Highway Department, private landowners, managers of woodland and fish and wildlife habitat, farmers, and many federal, state, and local agencies.

II. Previous Publications

In 1941, a Soil Survey of Pine County was published by the USDA Department of Agriculture Bureau of Plant Industry, in Cooperation with the University of Minnesota Agricultural Experiment Station. This survey does not meet current standards for soil mapping or for data; however it is an important historical reference. (1).

III. Description of the Location

A. Pine County is located in the far east-central part of Minnesota. The county has a total area of 1,435 square miles (3,720 km²), of which 1,411 square miles (3,650 km²) is land and 23 square miles (60 km²) (1.6%) is water.

Pine County borders Carlton county MN and Douglas county WI to the north and northeast. The St. Croix River separates it from Burnett county WI to the east. Chisago county MN is to the south, Isanti to the southwest and Aitkin and Kanabec counties border it on the west.

B. In 1996 the land use was as follows: cropland 4%, grassland 25%, forestland 52%, wetland 16%, and other land 3% (2). Most land is owned by private individuals or is public (mostly state). Agricultural production is the dominant economic endeavor in the county with minor amounts of timber production. Recreational activity is an important component of the county economy. Principal crops grown are hay, corn, and soybeans. Animal operations in the county are dominated by cattle and hog operations.

C. 74% of Pine County is within the Wisconsin and Minnesota Thin Loess and Till, Northern Part Major Land Resource Area (MLRA 90A). Areas along the St. Croix River are in the Wisconsin and Minnesota Sandy Outwash (MLRA 91B) accounting for 17% of the county. The majority of agricultural lands can be found in Wisconsin and Minnesota Thin Loess and Till, Southern Part (MLRA 90B) although this region comprises less than 10% of the total area. Less than 1% of the area in the northernmost extent of the county reaches the Superior Lake Plain (MLRA 92).

D. Pine County has a Humid Continental Climate (Cool Summer) with a mean annual precipitation of about 32 inches of which about 60% normally falls during the growing season of

most commonly grown crops. In winter, the average temperature is about 14 degrees F. In summer, the average temperature is about 66 degrees F.

IV. Terms of Understanding

All agencies who are signature to this memorandum will cooperate in the conduct of this soil survey as follows and subject to the availability of funds.

The Natural Resources Conservation Service (NRCS) will provide a project staff to complete the field work necessary. The NRCS will provide base maps for field work and publication, equipment, supplies, and transportation for the survey party. The NRCS will also provide the quality control necessary to meet the National and Minnesota Cooperative Soil Survey standards as enumerated in the National Soil Survey Handbook and state supplements. The NRCS has the responsibility for digital map compilation, which will be overseen by experienced soil scientists. The NRCS designated project leader will report all progress promptly according to state procedures and keep progress records and digital data current. The NRCS will digitize according to the National Cooperative Soil Survey standards necessary to achieve SSURGO certification. It is anticipated that final SSURGO product delivery to Web Soil Survey will occur before January 1st, 2019.

The Pine county Commissioners / government will cooperate in the conducting of the soil survey by providing in-kind services in the form of communication with their constituency and general support for the project.

The Pine Soil and Water Conservation District will cooperate in the conducting of the soil survey by providing in-kind services in the form of communication with their constituency and assisting in seeking cooperative landowners for MLRA investigations (e.g., mapping, water tables, dynamic soil properties, ecological sites).

The University of Minnesota College of Food, Agricultural and Natural Resource Sciences will cooperate in the conducting of the soil survey by participating in National Cooperative Soil Survey quality reviews (as available) and assisting with analysis of soil samples.

The Minnesota Bureau of Soil and Water Resources will cooperate in the conducting of the soil survey by providing assistance obtaining access to state lands, participating in National Cooperative Soil Survey quality reviews (as available), and identifying potential areas for Ecological Site data collection.

V. Soil Survey Specifications

A. Map units in the survey area will be designed to represent the landscape and soil patterns as per the National Cooperative Soil Survey (NCSS) standards for a Soil Survey Order 2, scale of 1:24,000, product. The minimum polygon (map unit) at this scale is about 4 acres.

Areas of highly contrasting soils in map units will be delineated as small as about 2.5 acres.

Pine County has a complex glacial geology history and many soil polypedons (soil series or other taxonomic unit) are so intricately mixed that they cannot be individually separated at the scale selected for mapping. However, they do occur in a repeating pattern (soil complexes) and

can be identified within the data. It is likely that these map units will dominate Pine County. Some map units that include only one kind of soil, i.e., the majority of the polypedons fit the named soil or similar soils, (consociations) will also be correlated.

The soil patterns and polygons will be identified using terrain analysis, remote sensing, and ancillary data from other spatial datasets related to soil forming factors with existing knowledge from historic NRCS farm-plan and soil survey mapping, and previous point data observations. Each polygon will be subject to soil scientist review and delineations will be identified for further direct field examination.

B. All soil survey procedures will comply with the standards for the National Cooperative Soil Survey as prescribed by the National Soils Handbook and other instructions. The Soil Survey Region 10 office is responsible for quality assurance functions connected with this soil survey. Map unit composition will be documented and characterized by transecting or traversing randomly selected delineation's and by recording other field notes. The summarized data from these observations will be used to name the soils in each map unit and to define and describe the composition of the map units.

C. Each map unit in the legend will have a minimum MLRA documentation of three complete pedon descriptions for each taxonomic unit used in the name. Additional pedon descriptions are required for additional acres as per guidance and analysis. At least one pedon description will come from a map unit in which that series is used in the name. These descriptions, transects data, and field notes will be used to establish the range in characteristics of the soil series. All field data collected by NRCS soil scientists will be entered in the National Soil Information System (NASIS) database.

D. Field notes will document soil qualities, soil properties, and soil performance to support soil interpretations for cropland, pasture, wildlife habitat, rural and community development, recreation, engineering properties, and such groups as hydric soils, highly erodible lands, and other soils requiring special management.

E. Laboratory analysis will be used to assist in determining the range of important physical and chemical characteristics of selected soils.

VI. Organization and Management

The survey will be organized and managed as an Initial Soil Survey within MLRA 90 and 91B. Specific field studies will be planned and carried out by the Duluth MN, Rhinelander WI and other MLRA field staff in consultation with the Soil Survey Region 10 Office in St. Paul, Minnesota, the State Soil Scientist, and cooperators. This survey is part of a coordinated effort to develop a regional (MLRA) soil survey legend. Soil survey project members agree to spend some field time outside of the county in order to test map unit concepts and provide for quality joins with adjacent survey areas.

VII. Time Schedule

The soil survey of Pine County will commence in, or about, January 2016 with the assignment of a Project Lead who will organize activities including; the collection and review of reference material, quality review of the project data completed to date, assembly of equipment, and conducting some preliminary analysis. An initial Progress review / field workshop will be

held early in 2016 to gather together everyone who may have tacit knowledge of Pine county landscapes soils and geology. Field work will be conducted primarily in the fall of 2016, and throughout 2017 and 2018. It is anticipated that final SSURGO product delivery to Web Soil Survey will take place in late 2018 or early 2019.

The dates for completion of key events will be maintained in the NASIS Project Object (the Soil Survey Scheduler).

VIII. Digitizing

The Natural Resources Conservation Service will digitize the survey according to the National Cooperative Soil Survey standards necessary for SSURGO certification.

IX. Advance Information

Advance information will be provided to users upon request from the Pine Soil and Water Conservation District. *This could be a hassle. We can make it easier by not doing this.*

All the data will be electronic, we could do an interim data package 1 x per year.

All advance information will conform to the specifications itemized in the National Soil Survey Handbook.

X. Existing Mapping

In previous years, about 25,000 acres in the county were mapped mostly for conservation planning on individual farms. The quality of this mapping should meet NCSS standards and will be used to the extent possible.

In the recent past (about? 2006-2010) field work was completed for much of southern and northeastern Pine county. The mapping is complete and will meet standards. The state of the documentation has to be assessed and that is part of this effort.

XI. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

A. This agreement is effective on the date specified in the first paragraph of this memorandum, which is the date of the last signature, and will remain in effect until December 30, 2018 or until such time as the project has been completed. The parties may terminate this instrument in whole, or in part, at any time prior to the expiration date, upon thirty-(30) days written notification to the other parties.

B. Modifications/amendments within the scope of this instrument shall be with the mutual consent of all the parties, by issuance of a written modification, signed and dated by all parties.

C. The signing of the Memorandum of Understanding cancels all previous soil survey work plans or Memorandums of Understanding between Pine county and the Service.

D. By signing this agreement the recipient assures the Department of Agriculture that the program or activities provided for under this agreement will be conducted in compliance with all applicable Federal civil rights laws, rules, regulations, and policies.

D. This MOU is not an enforceable legal contract but is a document to outline expectations.

XII. References

(1) Soil Survey of Pine County, Minnesota, by C.S. Simmons and A.E. Shearin of the USDA, and P.R. McMiller, Sam Hill, G.D. Sherman, I.J. Nygard, Eric Kneen, Olaf Soine, and Samuel Labovitz of the University of Minnesota. 1941. Published by Washington, U.S. Government Printing Office.

(2) (1996 Land Use) Produced by the Minnesota Land Management Information Center from USGS Survey 1:100,000 scale, 30'x60' quadrangle maps published between 1977 and 1986.

SIGNATURE PAGE UNDER CONSTRUCTION

Curtis H. Rossow, Pine County Board Chair
and David J. Minke, County Administrator

DRAFT

2015 Strategic Planning Goals

County capacity/organizational/service delivery

1. Building usage/facility plan

- Hire consultant to evaluate all buildings and space needs and develop a plan to consolidate functions and make more efficient use of space. Consider more mobile workforce. If possible eliminate one or more office buildings.

2. Economic Development

- Implement the recently developed economic development plan. First two priorities are to establish a policy/oversight group and then hire a staff person/consultant to develop and implement the program.

3. Outdoor Recreation

- Create inventory of current public land assets
- Develop access and usage opportunities to memorial forest lands.
- Work in partnership with others such as ATV clubs.
- Internal staffing/organization/support for outdoor recreation planning

4. Technology

- Provide leadership and funding to develop a county-wide approach to technology
- Expand imaging to more departments/areas

5. Public Safety Committee

- Form a committee of two commissioners, county attorney, county sheriff, and others to improve communication, planning, funding, and technology on all aspects of public safety.

One-Time Policy Development

6. Ditch Policy

- Educate the board on ditch law, county requirements, and develop/implement a policy.

7. Nepotism Policy

- Develop a county policy to address nepotism

8. Blight Ordinance

- Develop a Blight ordinance for consideration.

External Relations

9. County Relationships with Townships and Cities

- Look for ways to formally and informally develop relationships with the cities and townships in the county and the elected officials from those jurisdictions.
- Continue with periodic meetings with cities/townships
- Conduct at least one meeting of the county board in each commissioner district during the year.

10. Lobbying/Legislative issues

- Maintain participation in the Arrowhead Counties Association
- Coordinate legislative efforts in the county
- Communicate more with state representative/senator

11. Media Relations/citizen communications

- Develop periodic column for the local newspapers

12. Mille Lacs Band of Ojibwa (MLBO)

- Continue current efforts to meet with the MLBO at the board and staff levels.

13. Soil & Water Conservation District (SWCD)

- Work with the SWCD to understand what services it provides, which are county functions, and determine how to best deliver those services in a sustainable way.

14. East Central Regional Development Commission (ECRDC)

- Work with the ECRDC to understand what services and value the organization can add to the region.

Pine County Health & Human Services

___Pine Government Center, 315 Main St S, Ste 200, Pine City MN 55063 (HHS)
320-591-1570/800-450-7463; FAX 320-591-1601/1602

___Pine Government Center, 315 Main St S, Ste 1, Pine City MN 55063 (WIC)
320-591-1596/800-450-7463, FAX 320-591-1600

___Health & Human Services Bldg, 1610 Hwy 23 N, Sandstone MN 55072
320-216-4100/800-450-7263, FAX 320-216-4152

January 20, 2016

To: Pine County Commissioners
From: Becky Foss, HHS Director

A Committee of the Whole meeting has been scheduled for Tuesday, January 26th. One of the areas that will be discussed is Pine County Public Health. In preparation for that meeting, listed below are a few priority areas that need to be addressed in 2016 in preparation for a great start to 2017. Please feel free to review these priority areas and offer feedback. I have also attached a document from the Minnesota Department of Health entitled, "Community Health Board Governance Change Handbook". The document provides a brief, high level summary of each step in the process of either a CHB formation or dissolution.

The Roadmap to Success – Pine County Public Health

Priority Area: Hire the Family Health Supervisor/CHB Administrator (by 3/31/2016).

Priority Area: Develop our own Community Health Board. Questions to ask: How do you see this looking? Who do you see as being key community partners that will want to be at the table? This could also be developed in strategic planning sessions with MDH.

Priority Area: Involve MDH from now until the Family Health Supervisor is hired to provide support to current Pine County Nursing Staff (meeting planned with MDH, Lori Fore and Becky Foss on February 3).

Priority Area: Work with MDH to untangle the funding for 2017.

Priority Area: Budget the funds for 2017.

Priority Area: Be prepared to contract with a Medical Consultant for 2017 and beyond, as required under MN Statutes 145A.

Priority Area: Help accounting staff become familiar with PH fiscal reporting.

Priority Area: Determine how Pine County can best address the community's health needs and determine what those needs are for the community.



Community Health Board Governance Change Handbook

Administrative actions and other considerations for CHB dissolution, withdrawal and formation

This document is intended to provide guidance to local public health leaders and MDH staff on the administrative actions required whenever a governance change occurs in Minnesota's local public health system. A "governance change" means a change to a Community Health Board's (CHB) structure or membership. Possible CHB changes included *dissolution* (mutually agreed separation or discontinuation of a CHB); *withdrawal* (one or more parties to a multicounty CHB opts to leave the arrangement); or *formation* (the creation of a new CHB or the merger of existing CHBs).

Local public health leaders who have recently navigated governance changes report that it was a confusing and time-intensive endeavor. Many of the administrative actions (i.e., grant and contract changes) take place "behind the scenes" at the Minnesota Department of Health (MDH), and involve many different MDH staff. Because the process has been opaque and not well defined by MDH, it was easy for local public health leaders to lose track of the process and feel frustrated.

These are some of the reasons that an internal MDH work group was convened to improve the MDH approach to local public health governance changes. The work group was one of several meeting within MDH in support of the Commissioner of Health's strategic initiative to strengthen public health infrastructure. The purpose of the work group was to:

- Develop and document a coordinated approach for MDH response to local public health organizational and governance structure changes;
- Clarify roles, responsibilities and expectations within MDH regarding the technical assistance provided to LPH with regard to governance (or CHB) changes;
- Improve internal MDH communication on these issues; and
- Develop key products and resources to help support a coordinated approach going forward.

This handbook was one of the key products identified and developed by that work group and is designed to support a coordinated approach (both for MDH and local public health). It is divided into three sections: a table of "administrative actions"; a high level summary of "other considerations" to be taken into account by CHBs working through a governance change process; and a tools and resources appendix.

Please note: this document is not comprehensive - *each CHB is unique*—this handbook should be used in conjunction with personalized technical assistance from MDH, Office of Performance Improvement staff.

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Administrative Actions

This table provides a high level summary of each step in the process. MDH-OPI staff will work through this process with CHBs and their leadership. This process will take approximately one calendar year from start to finish.

Step	Local Action	MDH Action	Note
1a – County Withdrawal from a CHB	The withdrawing county must send formal written notice, and the applicable board resolution, to Commissioner of Health (via MDH-Office of Performance Improvement or OPI).	MDH-OPI forwards the letter of notice to Commissioner. Commissioner sends a letter noting whether the county has met the statutory requirement. The Commissioner's letter will reference this handbook and ask the withdrawing county to complete step 2 (below) up front in order to expedite the administrative process.	<i>Withdrawing from a CHB is considered a governance change, and must meet the 1+ calendar year requirement in statute.</i> <i>Note: the other county(s) of the CHB will also need to complete administrative actions 2-11 (below).</i>
1b – CHB Dissolutions	Community Health Board (CHB) to send formal written notification and applicable resolution to Commissioner of Health (via MDH-OPI).	Same as step 1 "county withdrawal" (above)	<i>CHB dissolution – whether it is a multicounty split or a merger - must meet the 1+ calendar year requirement in statute.</i>
2 – CHB Formation (or merger)	Local parties to a newly formed (single or multi-county) or expanded CHB must send written notification and applicable resolutions regarding the formation of the CHB to Commissioner of Health via MDH-OPI.	If this step happens at the same time as a withdrawal or dissolution this notification can occur in the same letter to the commissioner. If this decision is made later, a separate notification is warranted.	<i>A CHB formation is usually dependent upon a prior withdrawal or dissolution, the specifics of which influence the complexity and timeline. For administrative purposes, formation notification must be sent to the MDH 6 months prior to the new CHB start date (i.e., early June).</i>
3 – Develop legal agreements necessary for formation (if applicable)	Draft joint powers agreement (JPA) and other legal agreements, and send to MDH (and other relevant state agencies) for review and comment.	MDH-OPI staff, in consultation with MDH legal will review the draft JPA and may offer comments or suggestions designed to ensure the strength of the new public health entity.	<i>It is a good idea to ask MDH-OPI staff to review a draft of the JPA and other legal agreements (like CHB delegation agreements) prior to finalizing these documents with your board.</i> <i>MDH can provide examples of other CHB JPAs and advice from previous CHB mergers that may be</i>

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			<p><i>helpful.</i></p> <p><i>Newly forming/merging CHBs are strongly advised to sign or execute their JPA prior to the official start date of the entity. For example, if a new CHB is to start January 1, they should make their CHB "legal" by October 1. This ensures that the new CHB will have the time and authority to take action on critical legal requirements (like appointing an Agent of the Board and CHS Administrator) and allow them to obtain needed tax IDs (i.e., to complete steps 4 & 5). Completing these items early will help ensure that the new CHB can begin work and receiving grant payments on their official start date.</i></p>
<p>4 – Submission of legal documentation required for formation</p>	<p>The CHB/counties involved must submit the following administrative and legal details to MDH-OPI in order for this process to move forward:</p> <ul style="list-style-type: none"> • Full legal name of the new CHB • CHS Administrator (name/contact) • CHB chairperson (name/contact) • Agent of the board (name/contact) • Fiscal agent (name/contact) • Fiscal host (name/agency/contact info – i.e. XX County Treasurer) • Copies of legal documentation (e.g., JPA, 		<p><i>These materials will be reviewed to ensure that the new CHB(s) meet the statute and other legal requirements, and create a new Master Grant Contract (MGC). These materials will be archived in the MDH-OPI Master Legal File. This information should be submitted by October to ensure processing before the start of the calendar year.</i></p> <p><i>NOTE: the MN Department of Human Services CTC program requires separate notification and submission of many of the same documents. You are advised to contact them early in your transition planning if you participate</i></p>

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	and applicable board resolutions)		<i>in that grant.</i>
5 – Submission of administrative documentation required for formation	<p>Obtain and submit the following:</p> <ul style="list-style-type: none"> • MN tax ID# • Federal tax ID# • SWIFTVendor ID# • DUNS# (federal grants) • List of any EH delegations agreements • List of grants/contracts currently received from MDH 	Upon receipt of the required details, MDH-OPI will inform the appropriate internal MDH stakeholders of the impending governance change and put the administrative change process into motion.	<i>It can take a month or more, after applying, to receive the tax and vendor ID#s. In order to apply for these numbers your new CHB will have to legally exist (i.e., appropriate board resolutions, JPA signed and executed by all applicable parties). See note in step 3 regarding the timing of JPA execution.</i>
6 – Delegation agreements (if applicable)	Submit required materials as requested by MDH delegation authority to describe proposed program details, staffing, training, and technical assistance needs.	Prepare application materials. Review submitted application to determine if program meets all requirements. Communicate with local staff about issues or concerns.	<i>Timelines may vary depending on the changes in the delegation agreements being proposed. Adding new counties to the delegation agreement may require additional time before the complete delegation agreement can be executed.</i>
7 – Cancel/Change Existing MGC		The determination to cancel or change the existing MGC will be made by MDH OPI, legal and Grant Management staff on a case-by-case basis in consultation with the local entity. MDH will notify the local entity of this decision in writing.	<i>The current MGC is valid until December 31, 2019</i>
8 – Assign New MGC# and draft new MGC		MDH-OPI working with MDH-Grant Management will assign a new MGC#.	<i>The new MN and Fed Tax ID # and SWIFT Vendor ID # must submitted in order to establish the MGC #.</i>
9 – Process New MGC		MDH will draft the new MGC and will send copies to the local entity for signature.	<i>Copies are sent to the CHS Administrator and/or authorized agent of the board.</i>
10 – Execute New MGC*	Local entity obtains needed signatures and returns all three copies of the locally signed agreements to MDH-	MDH-OPI forward to MDH-FM to obtain appropriate MDH signatures to execute the MGC then returns one fully executed copy to the new CHB(s);	<i>This step to be completed by the end of August (i.e., 4 months prior to CHB start date).</i>

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	OPI.	forwards one copy to MDH-OPI (for CHB Master Legal Files) and keeps one copy. Notice of the new MGC# and other legal information is forwarded to MDH grant managers.	
11a – Divide Grant Funds (for withdrawing/ dissolving CHBs)	Withdrawing/dissolving CHBs must send written notification of their preference for dividing the Local Public Health Act, TANF, and Title V funds between the parties. CHBs may also need to work with or notify other MDH grant programs regarding the distribution of grant funds (e.g. PHEP funding).	MDH-OPI to forward this information to MDH-FM and to the appropriate grant managers. An adjusted allocation letter will be sent to the new CHB(s) prior to the start of the applicable calendar year. MDH-OPI will work with the CHB to notify affected MDH programs of the funding amounts.	<i>This step is not applicable to CHB formation (i.e., the merging of CHBs). NOTE: no MDH statewide funding formula currently exists for the LPH Act, TANF or Title V funding. Annual allocations are based on the current number of CHBs and reference the previous year's allocations. As such, MDH will defer to the locally applied formula for splitting up these funds. The program grant managers will adjust the statewide awards allocation based on the wishes of the dissolving CHB. Funds to be divided will be reduced by the multi-county financial incentive (LPH Act funds only).</i>
11b – Combine Grant Funds (for CHB formation)		MDH-OPI will work with LPH Act, Title V, and TANF grant managers to ensure that funds are merged for the applicable parties. An adjusted allocation letter will be sent to the new CHB prior to the start of the applicable calendar year. MDH-OPI will notify MDH grant programs of the funding changes.	<i>LPH Act, TANF and Title V grant managers will adjust the statewide award allocations based on the wishes of the dissolving CHB. Merging of funds will take into account any changes to the multi-county financial incentive.</i>
12 - Meeting between MDH and new CHB(s)	Participate in state-local meeting.	MDH-OPI will work to schedule a meeting between the new CHB and their MDH grant program managers.	<i>The purpose of this meeting is to ensure clear communication to facilitate a smooth transition for the newly forming CHB(s). Issues of administration,</i>

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			<i>governance and implications for the various grant programs will be discussed. These meetings will be held in St. Paul or via video conference. This step should occur at least three months prior to the anticipated CHB start date (i.e., no later than the end of September).</i>
13– Cancel/Change Existing Grant Project Agreements	Respond promptly to MDH grant program staff requests.	MDH Grant Program Staff to: <ul style="list-style-type: none"> • Cancel and reissue grant project agreements (GPA) that have terms dates that cross over the end of the calendar year (December 31st) for each local agency affected. • Request invoices for services through December 31st with affected agencies to be submitted as soon as possible for final payment. 	<i>Completed with assistance from the MDH-FM staff and MDH-OPI staff. Specific funding formula arrangements may need to be made for each program grant of a dissolving CHB. CHBs should contact MDH grant managers for assistance.</i>
14 – Establish New Program Grants	Respond promptly to MDH grant program staff requests.	MDH program grant staff to use new MGC numbers and CHB name(s) for any new project agreements processed for existing grants that end on December 31st or for any new grants.	
15 – Execute All Program Grants		MDH program grant staff to send new grant project agreements, term date starting January 1st and route to MDH-FM for final signature. MDH program grant staff will also communicate back to the new CHB when the process is completed and the new contracts are in place.	<i>This step should be completed by early December.</i>

Other Considerations

The following is an outline of potential considerations to be taken into account by CHBs working through a governance change process. This outline is a compilation of “considerations” developed by other CHBs that have gone through this transition. The regional Public Health Nurse Consultants and other MDH-OPI staff are available to help talk your organization through these and other considerations.

➤ **Withdrawal/Dissolution: grant closeouts**

- a. Study the timeline for **grant closures**. What needs to get done *when* and by *whom*?
- b. Discuss the dissolving CHB’s staffing needs with regard to completing grant closures?

➤ **Withdrawal/Dissolution: business operation closeouts**

- c. Finish up **CHB business** to complete dissolution (i.e., schedule remaining meetings to meet statute requirement, pass necessary resolutions, etc.)
- d. Arrange for future access to **statistical and financial records** (especially for CHB withdrawals). Which party retains this data?
- e. Arrange for future access to **grant and program records** (in case of audits). Which party retains this data?
- f. Discuss how this governance change may impact **Delegation Agreements**.
 - i. What is the impact on any Food, Pools and Lodging, Well Management, or Drinking Water Protection delegation agreements (MN Stat 145A.07 subd. 1)? Schedule a discussion with the applicable MDH program.
 - ii. What is the impact on delegation of authority to local board(s) of health (MN Stat 145A.07 subd. 2)? Discuss with the Office of Performance Improvement at MDH.
- g. What are the implications for **records retention** of (old) CHB records? Where will the records be kept? For how long? Who will manage them?
- h. Will **MCIT coverage** continue regardless of the change or do new arrangements need to be made?
- i. Some old grants may not be closed out before the governance change is official (i.e., start of new calendar year). How will the **fiscal agent and/or billing agent changes** be handled?
- j. **Annual reporting in PPMRS** has a one year lag (e.g., in the first quarter of the new year, CHBs report on their activities of the previous year). What arrangements will be made to complete joint reporting after the dissolution is final? (Only applicable in the case of a multicounty split or withdrawal).

➤ **Formation: operational and business planning**

- a. There will be a need for **CHB business meetings** prior to the official start date (see step 3 above). One of the first items of business will be to appoint an authorized Agent of the Board (someone with signature authority for the board) and a CHS Administrator (may be the same as the Agent). Other early tasks include obtaining board signatures on various legal documents necessary for formation.
- b. Prior to formation a new CHB will need to discuss **CHB representation** (i.e., number of board members, etc.).

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- c. Prior to formation a new CHB should **discuss their new operations**: meeting frequency; member expectations and responsibilities; signature authority (i.e. agent of the board); organizational chart; bylaws; and operating procedures.
- d. Prior to formation a new CHB should **discuss their financial plan** (e.g., select fiscal agent; discuss tax levy contributions; and establish administrative budget).
- e. Prior to formation a new CHB should **discuss the need for delegation agreements**(i.e., back to the local/county board(s) of health); the need for MOAs and other formal and information agreements to get work done.
- f. Prior to formation a new CHB should **discuss their plans for performance improvement**. What outcomes will they establish? How will the measure progress? How will they hold themselves accountable?

Tools, Resources and Templates

The following sample items are available by contacting MDH-OPI.

- Sample dissolution/withdrawal letter to Commissioner of Health
- Sample dissolution board resolution
- Sample JPA
- Sample Delegation Agreement
- Sample Agent of the Board resolution
- Sample CHS Administrator appointment resolution
- Sample organizational chart
- Sample operating procedures