



**AGENDA**  
**PINE COUNTY BOARD MEETING**

- |            |                      |
|------------|----------------------|
| District 1 | Commissioner Hallan  |
| District 2 | Commissioner Pangerl |
| District 3 | Commissioner Chaffee |
| District 4 | Commissioner Rossow  |
| District 5 | Commissioner Ludwig  |

**Tuesday, November 18, 2014, 10:00 a.m.**  
**Board Room, Pine County Courthouse**  
**Pine City, Minnesota**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of November 4, 2014 County Board Meeting and Summary for publication.
- F) Approve Minutes of September 16, 2014 Health & Human Services Board.
- G) Minutes of Boards, Committees and Correspondence  
     Pine County Historical Society Board of Directors Minutes – October 21, 2014
- H) Approve Consent Items

**CONSENT AGENDA**

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

**1. Review October, 2014 Cash Balance (attached)**

Fund	October 31, 2013	October 31, 2014	Increase(Decrease)
General Fund	46,645.01	1,020,680.58	974,035.57
Health and Human Services Fund	431,559.94	(428,282.66)	(859,842.60)
Road and Bridge Fund	6,369,727.51	5,271,168.00	(1,098,559.51)
Land Management Fund	2,128,953.81	1,993,161.73	(135,792.08)
TOTAL (inc non-major funds)	19,853,377.81	17,114,674.51	(2,738,703.30)

**2. Application for Abatement**

Consider Application for Abatement for Minnesota DNR, 53760 Yellow Banks Dr., Hinckley, PID 10.9902.000, pay 2014.

3. **Temporary Liquor License**

Consider temporary 1-4 day liquor license for the City of Pine City event on November 21, 2014 at Northwest Company Fur Post, 12251 Voyageur Lane, Pine City. Subject to data practices advisory approval by the Pine County Sheriff.

4. **Training**

Consider attendance by the following attendees at the Association of Minnesota Counties (AMC) Annual Conference, December 7-9, 2014 in St. Cloud: Commissioners Steve Hallan and Matt Ludwig (AMC Delegates); Commissioner-Elect Josh Mohr; Administrator David Minke (AMC Delegate); Health & Human Services Director Becky Foss (AMC Delegate). Registration: \$350 each (early bird registration): \$1,750. Lodging: Country Inn & Suites St. Cloud-East (\$83 per night plus tax) Total: \$498 plus tax.

5. **New Hire**

Authorize the hiring of Mechanic Paul Pogones, effective approximately November 19, 2014, \$15.07 per hour, step 1 of the 2013 wage scale. Offer is contingent upon a successful background investigation.

**REGULAR AGENDA**

1. **Facilities Committee**

Pine County Facilities Committee met November 5, 2014. Minutes attached. Informational only, no board action necessary.

2. **Personnel Committee**

Personnel Committee met November 13, 2014 and made the following recommendations (Minutes attached):

*Auditor-Treasurer*

Accept the resignation of Deputy Auditor-Treasurer Paul Johnson effective November 21, 2014 and approve backfill.

*Probation*

Accept the resignation of Probation Agent Jaimie Azzone effective October 31, 2014 and approve backfill.

*Sheriff*

A. Set 2014 Chief Deputy/Sheriff-Elect pay at \$76,000 per year.

B. Approve the backfill of one deputy and one investigator; not to exceed 32 sworn peace officer positions for the 2015 budget.

*Building Maintenance:*

A. Approve full-time appointment of the part-time building maintenance worker effective February 1, 2014.

B. Approve the supervision of the Building Maintenance Supervisor to the Public Works Director effective November 18, 2014.

Other items are for informational purposes only.

3. **2005A General Obligation Jail Bond Refunding Resolution**

Todd Hagen from Ehlers to discuss general obligation jail refunding bonds. Consider approval of Resolution 2014-43 Providing for the Sale of \$14,155,000 General Obligation Refunding Bonds, Series 2015A and authorize County Administrator David Minke to sign.

4. **Initiative Foundation**

Presentation by Eric Stommes, Initiative Foundation Vice President for External Relations and Robert Musgrove, President of Pine Technical and Community College.

5. **Flood Demolition and Debris Removal Contract**  
Award demolition and debris (phase 3) removal contract to the lowest responsible bidder.
6. **HHS Collaborative Contracts**  
Approve Collaborative Contracts for student support services with the Pine City, East Central, Hinckley/Finlayson and Willow River school districts, Project ATTEND Truancy Services, LCTS Coordination for the Hinckley/Finlayson School District, and mental health services at VISION and authorize Board Chair and HHS Director to sign.
7. **UCare Amendment #2014-1**  
Approve UCare Amendment #2014-1 to the County Participation Agreement Between UCare Minnesota and Pine County Health and Human Services and authorize Board Chair and HHS Director to sign.
8. **Out-of-Home Placement Update**  
Update of out-of-home placements by Health & Human Services Director Becky Foss.
9. **October Budget Update**
10. **County Board Strategic Planning**  
Schedule next Strategic Planning meeting.
11. **Commissioner Updates**  
Law Library (11/5)  
Soil & Water Conservation District (11/6)  
East Central Solid Waste Commission (ECSWC) (11/10)  
East Central Regional Library Board, (11/10)  
Community Health Board (11/13)  
Extension Committee (11/13)  
Lakes & Pines CAC (11/17)  
Other
12. **Other**
13. **Upcoming Meetings –(Subject to Change)**
  - a. **Technology Committee, Tuesday, November 18, 2014, 8:30 a.m.**, Commissioners’ Conference Room, Courthouse, Pine City, Minnesota.
  - b. **Pine County Board Meeting, Tuesday, November 18, 2014, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
  - c. **Arrowhead Counties Association, Wednesday, November 19, 2014, 6:00 p.m.**, Hampton Inn Conference Room, Duluth, Minnesota.
  - d. **Rush Line Task Force, Thursday, November 20, 2014, 3:30 p.m.**, Maplewood Community Center, 2100 White Bear Ave. N, Maplewood, MN 55109.
  - e. **GPS 45:93, Friday, November 21, 2014, 10:00 a.m.**, Lakes & Pines, 1700 Maple Avenue East, Mora, Minnesota.
  - f. **Snake River Watershed Joint Powers Board, Monday, November 24 2014, 9:00 a.m.**, Pokegama Lake Association building, 12965 Lake Line Road, Pine City, Minnesota.
  - g. **NLX, Wednesday, November 26, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
  - h. **Pine County Board Meeting, Tuesday, December 2, 2014, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
  - i. **Facilities Meeting, Wednesday, December 3, 2014, 9:00 a.m.**, Commissioners’ Conference Room, Courthouse, Pine City, Minnesota.

- j. **Soil & Water Conservation District, Thursday, December 4, 2014, 3:00 p.m.,** Public Health Building, Sandstone, Minnesota
- k. **Truth in Taxation, Thursday, December 4, 2014, 7:00 p.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- l. **East Central Solid Waste Commission, Monday, December 8, 2014, 9:00 a.m.,** 1756 180<sup>th</sup>, Mora, Minnesota.
- m. **AMC Annual Conference, Monday/Tuesday, December 8-9, 2014,** St. Cloud, Minnesota.

**14. Adjourn**

# **MINUTES OF PINE COUNTY BOARD MEETING**

## **Regular Meeting**

**Tuesday, November 4, 2014, 1:00 p.m.**  
**Public Health Building, Sandstone, Minnesota**

Chair Curt Rossow called the meeting to order at 1:00 p.m. Present were Commissioners Steve Hallan, Mitch Pangerl, Steve Chaffee and Matt Ludwig. Also present was County Administrator David Minke. County Attorney John Carlson was absent.

The Pledge of Allegiance was said.

Chair Rossow called for public comment. There was no public comment.

Chair Rossow requested the following revisions to the Upcoming Meetings section of the Agenda:

- a. Correction: Facilities Committee meeting: Wednesday, November 5<sup>th</sup>, 9:00 a.m., Commissioners' Conference Room, Courthouse, Pine City.
- b. Addition: Law Library Meeting: Wednesday, November 5, 2014, 12:00 p.m., Law Library, Courthouse, Pine City.
- c. Correction: Soil & Water Conservation District meeting: Thursday, November 6, 2014, 3:00 p.m., Public Health Building, Sandstone.
- d. Addition: Soil & Water Conservation District meeting (Water Plan review): Friday, November 14, 2014, 1:30 p.m., Public Health Building, Sandstone.
- e. Addition: Economic Development meeting: Thursday, December 11, 2014, 3:00 p.m., Jury Assembly Room, Courthouse, Pine City.

Commissioner Hallan moved to approve the Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the October 21, 2014 board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the October 28, 2014 Special Meeting-Budget Committee. Second by Commissioner Pangerl. Motion carried 5-0.

### Minutes of Boards, Committees and Correspondence

- Pine County Historical Society Board of Directors Minutes – September 16, 2014
- Pine County HRA Senior Housing Minutes –regular meeting – September 24, 2014
- Pine County Land Surveyor Monthly Report – October 2014
- Pine County Soil & Water Conservation District Board Meeting Minutes – October 2, 2014
- Pine County Methamphetamine Task Force Minutes – October 13, 2014

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Pangerl moved to approve the Consent Agenda. Second by Commissioner Chaffee. Motion carried 5-0.

## CONSENT AGENDA

### 1. October, 2014 Disbursements

Disbursements Journal Report, October 1, 2014 – October 31, 2014.

### 2. Application for Abatement

Approve Lake Area Bank Application for Abatement, City of Hinckley, PID 40.0004.014, payable 2013 and 2014.

### 3. Application for Exempt Permit

Approve Application for Exempt Permit for Immaculate Conception Church to conduct Minnesota lawful gambling on April 24, 2015 at Wings North Hunting Club, 19379 Homestead Rd., Pine City (Pokegama Township).

## REGULAR AGENDA

### 1. Emergency Management Performance Grant

Emergency Management Coordinator Denise Baran presented information regarding the 2014 Emergency Management Performance Grant from the State of Minnesota in the amount of \$22,614; a matching fund from Pine County in the amount of \$22,614 is required, however a county in-kind match has already been made. No further expenditure of matching funds will be necessary for this grant.

**Motion** by Commissioner Ludwig to approve the Emergency Management Performance Grant in the amount of \$22,614 and authorize Board Chair and County Sheriff to sign. Second by Commissioner Pangerl. Motion carried 5-0.

### 2. Combining HHS Board Meeting with Regular Board Meeting

Discussion was held on discontinuing of separate HHS board meetings and placing the HHS items on the regular county board agenda. Administrator Minke stated by combining the meetings it will be a more efficient use of commissioner and staff time, stating HHS Director Becky Foss is in agreement with combining the meetings. The November 18 and December 15, 2014 HHS meetings will be cancelled upon the combining of the meetings.

**Motion** by Commissioner Hallan to discontinue the separate HHS board meetings and place the HHS items on the regular county board agenda, effective immediately. Second by Commissioner Ludwig. Motion carried 5-0.

### 3. 2015 Budget Committee Update

#### A. Elimination of Environmental Services Technician position

Administrator Minke stated at the October 28, 2014 budget committee meeting the county board reached a consensus to eliminate the environmental services technician position. This action is based upon ongoing budget and workload reasons. AFSCME representative Jo Musel-Parr spoke in objection to the elimination of this position.

**Motion** by Commissioner Pangerl, with regret, to eliminate the position of the environmental services technician position effective December 31, 2014. Second by Commissioner Hallan. Motion carried 5-0.

#### B. Restructure of the building maintenance department to county engineer.

At the October 28, 2014 budget committee meeting the county board reached a consensus to restructure the building maintenance department to report to the county engineer and to eliminate the Building Maintenance Supervisor position effective January 23, 2015. This restructure is necessary for budget and workload reasons. The incumbent maintenance supervisor has indicated an intent to retire January 23, 2015.

**Motion** by Commissioner Pangerl to restructure the building maintenance department to report to the county engineer; direct county staff to prepare a transition plan and divide the key duties of maintenance supervisor between the highway engineer and lead maintenance worker and evaluate

any regrade to the position; and eliminate the maintenance supervisor position effective on or about January 23, 2015. Second by Commissioner Chaffee. Motion carried 5-0.

**4. Association of Minnesota Counties Delegate Appointment**

**Motion** by Commissioner Hallan to approve the appointment of the voting delegates to AMC for 2014: Steve Hallan, Mitch Pangerl, Steve Chaffee, Curt Rossow, Matt Ludwig, Mark LeBrun, David Minke, and Becky Foss. Second by Commissioner Ludwig. Motion carried 5-0.

**5. 2015 Strategic Planning**

Administrator Minke provided an overview of previous strategic planning sessions and provided a list of potential ideas for 2015. Minke inquired if the board felt an outside facilitator would be beneficial to the meeting. Chair Rossow inquired as to the cost of a facilitator; Commissioner Hallan requested Administrator Minke consult with neighboring counties/cities to inquire if there would be any interest in a reciprocal action with no cost to either party. The consensus of the board of commissioners is to proceed forward with strategic planning for 2015.

**6. Commissioner Updates**

NLX: Cancelled

NE Regional Radio Board Meeting: No October meeting.

AMC District 1 Meeting: No one was able to attend.

GPS 45:93: No update.

Snake River Watershed Joint Powers Board: Commissioner Pangerl stated normal business.

East Central Regional Development Commission: Commissioner Hallan stated a determination was made to hire a new audit firm; discussion of the Commission's audit, no findings/good audit. Working on delivery of services to the aging population.

Law Library: 10/29/14 meeting rescheduled to 11/5/14.

Economic Development: Commissioner Hallan and Chair Rossow stated it was a good first meeting. December 11, 2014 will be next and last meeting. Report will be given to the board in January, 2015.

Central Regional EMS: Commissioner Ludwig reported the EMS regulatory board may be disbanded and taken under control of the Minnesota Department of Health. Discussion held as to reimbursement for training for first responders.

Other: None.

**7. Other**

None.

**8. Upcoming Meetings**

Upcoming meetings were reviewed.

**9. Adjourn**

With no further business, Chair Rossow adjourned the county board meeting at 1:28 p.m. The next regular meeting of the county board is scheduled for November 18, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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Curt H. Rossow, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

**SUMMARY  
OF  
MINUTES OF PINE COUNTY BOARD MEETING  
Regular Meeting**

**Tuesday, November 4, 2014, 1:00 p.m.  
Public Health Building, Sandstone, Minnesota**

Chair Curt Rossow called the meeting to order at 1:00 p.m. Present were Commissioners Steve Hallan, Mitch Pangerl, Steve Chaffee and Matt Ludwig. Also present was County Administrator David Minke. County Attorney John Carlson was absent.

The Pledge of Allegiance was said.

Chair Rossow called for public comment. There was no public comment.

Commissioner Hallan moved to approve the Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the October 21, 2014 board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the October 28, 2014 Special Meeting-Budget Committee. Second by Commissioner Pangerl. Motion carried 5-0.

**Minutes of Boards, Committees and Correspondence**

Pine County Historical Society Board of Directors Minutes – September 16, 2014

Pine County HRA Senior Housing Minutes –regular meeting – September 24, 2014

Pine County Land Surveyor Monthly Report – October 2014

Pine County Soil & Water Conservation District Board Meeting Minutes – October 2, 2014

Pine County Methamphetamine Task Force Minutes – October 13, 2014

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Pangerl moved to approve the Consent Agenda. Second by Commissioner Chaffee. Motion carried 5-0.

Disbursements Journal Report, October 1, 2014 – October 31, 2014.

Approve Lake Area Bank Application for Abatement, City of Hinckley

Approve Application for Exempt Permit for Immaculate Conception Church to conduct Minnesota lawful gambling on April 24, 2015 at Wings North Hunting Club, 19379 Homestead Rd., Pine City.

**Motion** by Commissioner Ludwig to approve the Emergency Management Performance Grant in the amount of \$22,614 and authorize Board Chair and County Sheriff to sign. Second by Commissioner Pangerl. Motion carried 5-0.

**Motion** by Commissioner Hallan to discontinue the separate HHS board meetings and place the HHS items on the regular county board agenda, effective immediately. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Pangerl, with regret, to eliminate the position of the environmental services technician position effective December 31, 2014. Second by Commissioner Hallan. Motion carried 5-0.

**Motion** by Commissioner Pangerl to restructure the building maintenance department to report to the county engineer; direct county staff to prepare a transition plan and divide the key duties of maintenance supervisor between the highway engineer and lead maintenance worker and evaluate any regrade to the position; and eliminate the maintenance supervisor position effective on or about January 23, 2015. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Hallan to approve the appointment of the voting delegates to AMC for 2014: Steve Hallan, Mitch Pangerl, Steve Chaffee, Curt Rossow, Matt Ludwig, Mark LeBrun, David Minke, and Becky Foss. Second by Commissioner Ludwig. Motion carried 5-0.

The consensus of the board of commissioners is to proceed forward with strategic planning for 2015.

With no further business, Chair Rossow adjourned the county board meeting at 1:28 p.m. The next regular meeting of the county board is scheduled for November 18, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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Curt H. Rossow, Chair  
Board of Commissioners

---

David J. Minke, Administrator  
Clerk to County Board

**The full text of the board's Minutes are available at the County Administrator's Office and the county's website ([www.co.pine.mn.us](http://www.co.pine.mn.us)). Copies may also be requested from the administrator's office.**

Pine County  
Health & Human Services Board

Minutes  
September 16, 2014  
1:00 pm  
Board Room  
Pine County Courthouse  
Pine City

Meeting called to order by Chair Curt Rossow with the Pledge of Allegiance.

**Members Present:**

Commissioner Curt Rossow, Chair  
Commissioner Steve Chaffee, Vice Chair  
Commissioner Steve Hallan  
Commissioner Matt Ludwig  
Commissioner Mitch Pangerl

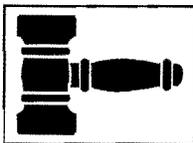
**Others Present:**

Becky Foss, Director  
Janet Schumacher, Admin Assistant  
Peggy Brackenbury, Financial Assistance  
Supervisor  
David Minke, Administrator

1. **Additions to Agenda**

None

2. **Adopt Agenda**



Moved by: Chaffee  
Seconded by: Ludwig  
Action: Approved  
Motion carried

3. **Financial Report**

a. **Budget Summary**

Becky Foss indicated that revenue looks good at this point in 2014 compared to 2013; we are on the right track.

b. **Payment of Bills & Claims**

*WHEREAS, the Health & Human Services Board of Pine County has reviewed a listing of the vouchers and claims in the amount of \$361,505.64 to include Director's Actions submitted at the September 16, 2014 meeting and on file in the Accounting Department of the County Health & Human Services Department, located in Sandstone, MN pursuant to M.S. 393.*

Pine County  
Health & Human Services Board

*NOW THEREFORE BE IT RESOLVED that the Health & Human Services Board does hereby recommend for approval said vouchers, claims, and director's actions to the County Board, subject to audit.*



Moved by: Pangerl  
Seconded by: Hallan  
Action: Approved  
Motion carried

4. **Minutes of August 19, 2014 - Pine County Health & Human Services Board**



Moved by: Hallan  
Seconded by: Chaffee  
Action: Approved  
Motion carried

5. **General Business/Discussion**

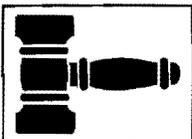
None

6. **Contracts/Addendum/Agreement/Amendment/MOA**

a) **Pine Technical & Community College Employment & Training Center – SNAP (Supplemental Nutrition Assistance Program) Amendment**

Effective October 1, 2014 – October 31, 2014 – enhance participant's job seeking skills for the SNAP program. One month prorated amount of \$2,127.00.

Approved amendment.



Moved by: Hallan  
Seconded by: Pangerl  
Action: Approved  
Motion carried

7. **Staffing Update**

• **Eligibility Worker – backfill position**

- Interviews were held on September 11<sup>th</sup> and name of appointment went to September 16<sup>th</sup> am Co Board meeting.

Pine County  
Health & Human Services Board

- **Social Service Supervisor – 2 backfill positions**
  - Interviews are scheduled for September 17<sup>th</sup> and September 22<sup>nd</sup>.

8. **Out of Home Placement Report/Discussion**

We are down three from last month, at 63 for 9/1 and moving in the right direction.

9. **Child Protection Process**

Becky explained the process followed in Children Services used to protect kids that cannot protect themselves. She presented the steps from the point of an initial intake coming in and went through several different scenarios that the workers use when placing kids. We cross report intakes with the Sheriff's Dept, which makes for a good system to have in place. Changes are forthcoming from DHS in the Child Protection System. Commissioner Rossow expressed his appreciation for the information presented.

Adjourn at 1:55 pm.

The minutes of \_\_\_\_\_, 2014 as recorded above were approved by the Pine County Health & Human Services Board on \_\_\_\_\_, 2014.

\_\_\_\_\_  
Health & Human Services Board Chair      Date

\_\_\_\_\_  
Health & Human Services Director      Date

\\BOARD\2014\September 16 min

Pine County  
Health & Human Services Board

Minutes  
October 21, 2014  
1:00 pm  
Board Room  
Pine County Courthouse  
Pine City

Meeting called to order by Chair Curt Rossow with the Pledge of Allegiance.

**Members Present:**

Commissioner Curt Rossow, Chair  
Commissioner Steve Hallan  
Commissioner Matt Ludwig  
Commissioner Mitch Pangerl

**Others Present:**

Becky Foss, Director  
Janet Schumacher, Admin Assistant  
Peggy Brackenbury, Financial Assistance  
Supervisor  
David Minke, Administrator

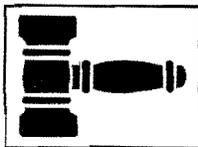
**Excused:**

Commissioner Steve Chaffee, Vice Chair

1. **Additions to Agenda**

None

2. **Adopt Agenda**



Moved by: Rossow  
Seconded by: Ludwig  
Action: Approved  
Motion carried

3. **Financial Report**

a. **Budget Summary**

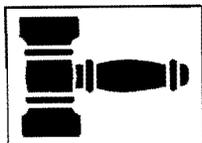
Becky Foss indicated that at 75% of the year, we are at 68% of expenses, and 66% of projected revenue. In 2013 we were at 73% expenses and 58% of revenue. Our revenue is higher, however, expenses are also up.

b. **Payment of Bills & Claims**

*WHEREAS, the Health & Human Services Board of Pine County has reviewed a listing of the vouchers and claims in the amount of \$320,739.92 to include Director's Actions submitted at the October 21, 2014 meeting and on file in the Accounting Department of the County Health & Human Services Department, located in Pine City, MN pursuant to M.S. 393.*

Pine County  
Health & Human Services Board

*NOW THEREFORE BE IT RESOLVED that the Health & Human Services Board does hereby recommend for approval said vouchers, claims, and director's actions to the County Board, subject to audit.*



Moved by: Hallan  
Seconded by: Pangerl  
Action: Approved  
Motion carried

4. **Minutes of September 16, 2014 - Pine County Health & Human Services Board**



Moved by: Hallan  
Seconded by: Ludwig  
Action: Approved  
Motion carried

5. **General Business/Discussion**

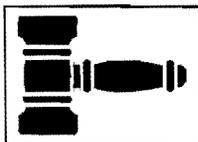
None

6. **Contracts/Addendum/Agreement/Amendment/MOA**

a) **Pine Technical & Community College Employment & Training Center – SNAP (Supplemental Nutrition Assistance Program) Employment Services Contract**

Effective November 1, 2014 – September 30, 2015 – enhance participant's job seeking skills for the SNAP program. Total amount \$14,113.00.

Approved contract.



Moved by: Ludwig  
Seconded by: Hallan  
Action: Approved  
Motion carried

7. **Staffing Update**

- **Eligibility Worker – backfill position**

Pine County  
Health & Human Services Board

- Brianne Neil was appointed at the 9/16/14 Co Board meeting to be effective 10/13/14 (replaces Ann Reding)
- **RN- backfill position**
  - Recognize resignation of Amber Stumne, RN and approve backfill was approved at Personnel Committee 10/14/14 – will be going to Co Board for action on 10/21/14 (approved backfill at 10/21/14 am Co Board)
- **Social Services Supervisor – 2 backfill positions – one in Adult Services and one in Children Services**
  - Beth Jarvis, Social Worker in the Children's Services Unit was promoted to Social Services Supervisor in the Children's Services Unit at the 10/7/14 Co Board meeting to be effective 10/13/14
  - Barbara Schmidt was appointed to the Social Services Supervisor position in the Adult Services Unit at the 10/7/14 Co Board meeting to be effective 10/22/14
- **Social Worker – backfill position**
  - Approved backfill position of Beth Jarvis, Social Worker in Children Services at Personnel Committee 10/14/14 – will be going to Co Board for action on 10/21/14 (approved backfill at 10/21/14 am Co Board)

8. **Out of Home Placement Report/Discussion**

Additional funds have been budgeted for 2015, number of OOHP continue to go down - we are at 61 total for October. Social Workers are making more home visits and offering additional services to kids.

9. **Community Health Board**

Commissioners Chaffee, Hallan and Ludwig were appointed to the CHB for 2014. Two Commissioners from each county with a third on a rotating basis – Pine Co even number years will have three and Kanabec Co odd number years will have three.

10. **HHS Board Meetings**

A recommendation to combine HHS Board meetings with regular Pine County Board meetings will be on the November Co Board agenda.

Adjourn at 1:15 pm.

Pine County  
Health & Human Services Board

The minutes of 10/21, 2014 as recorded above were approved by the Pine County Board of Commissioners on \_\_\_\_\_, 2014.

\_\_\_\_\_  
Chair, Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Health & Human Services  
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\_\_\_\_\_  
Date

**PCHS Board of Directors Meeting    Tuesday, October 21, 2014**

Meeting was called to order in the banquet room of the Pine County History Museum at 10:10 a.m. on Oct. 21, 2014, by Vice President Mike Swiridow. Present: Barb Christensen, Ardis Jensen, John Skluzacek, Michas Ohnstad, Gary Koland, Steve Richardson, Cheryl Godding, Helen Clarke, Margaret Keillor and Mike Swiridow. Absent: Harvey Klar and Deloris Nielsen. Also present: Alma Ohnstad, Mary Jo Jensen, and Wanda Clark. The Board welcomed two new members, Barbara Christensen and Margaret Keillor. Harvey Klar and Helen Clarke were re-elected to another term.

**Organizational Meeting:** The annual meeting minutes were read. Motion by John Skluzacek, second by Ardis Jensen to approve; motion carried. Election of officers was held. Gary Koland and Mike Swiridow were nominated for president. After two rounds of ballots, Gary Koland was re-elected president. Mike Swiridow was elected unanimously for Vice President, Margaret Keillor for Treasurer, and Cheryl Godding for secretary. A discussion of officer and board member responsibilities was held. The board would like to see a guideline/slate of rules developed.

**Signature Responsibilities:** Motion was made by Steve Richardson and second by Mike Swiridow to place Margaret Keillor's name as primary signatory for former treasurer Arla Budd on the General Fund, Little Mermaid Account, Grants Account, and Safe Deposit Box. Arla Budd will remain as secondary. Motion carried. Pres. Koland and V.Pres. Swiridow will remain as secondary signatures on the accounts requiring two signatures.

**Secretary's Report** for September was read. Two corrections were made: Gary Koland was absent at the September 16, 2014 meeting, and Gary Drilling's name was misspelled. Motion by Helen Clarke, second by John Skluzacek to accept the secretary's minutes. Motion carried.

**Treasurer's Report** was given by Margaret Keillor. There is over \$10,000 in the heating fund. September was good month for revenue. The General Fund netted \$817 for the Cowboy Jamboree, \$1970 for Monroe Crossing, \$552 for Chris' Cookout, and over \$800 for the Railroad Club. Out volunteers are fantastic and enthusiastic. Motion by Mike Swiridow, second by Helen Clarke, to accept treasurer's report. Motion carried.

**Committee Reports:** Railroad Club: There were good results for the Fall Colors Railroad Show as a first time event. Vendors had a good variety of merchandise. A further discussion to schedule the event on Rutabaga Days weekend is in progress. Helen Clarke thanked Mike Swiridow formally for his work. Membership Report:

Wanda Clark reports that our ratios remain stable. Several board members would like to have a review of membership rates. Loretta Swanson did a survey of three neighboring small museums of their fees and benefits. The board voted unanimously to amend the fees to be "children 5 and under admitted free." PCHS is putting an ad in Distinctly Hinckley, MN 2015 Visitors Guide. This guide is available at least in a ten-state-wide area and on their website in Canada and all of the United States. HVAC: Two units are up in the back hallways, there is heat in the director's office and a unit ready to go in the library. All vents have been sealed and also any other possible heat leaks. There will be air conditioning in the library next summer. Minnesota Power is evaluating electric usage to minimize our costs. PCHS has a possibility of recovering some sale tax dollars on utility bills. Governance Meeting: Rescheduled to November 12<sup>th</sup> from October 21<sup>st</sup>. Photography Group: They are still meeting and taking photos. They are looking for a theme for a display for the early part of 2015. Events: Will meet on November 4<sup>th</sup>. Nancy Klar is chairperson for the 2015 dance schedule. All planning will go through her or Harvey. Thank you for this responsibility. Loretta Swanson is looking at the Gramps with Amps Band. They do 1950s to 1990s music and perform free for non-profit organizations. The committee is working on an overall 2015 schedule. They welcome all fundraising ideas. Grants: All current grant project are in process. Other: Michas Ohnstad is checking into an American Legion Riders events to raise funds. Mike Swiridow asked if dollars could go to Veteran's Memorial. Michas also proposed a concert at a local church or theater for a pianist. Cheryl will check at Our Redeemer in Pine City, and Loretta will check at the old theater in Hinckley. Also Michas reported that the Wilder Foundation is not able to help us.

**Old Business:** Heating is covered in HVAC section.

**New Business:** \*Wine making class, tabled. \*Holocaust: Mary Jo updated the Board on the Holocaust Exhibit titled "Transfer of Memory." She provided us with wonderful posters and information. Thank you to Mary Jo and family for a significant exhibit and history of some local residents. \*Chmielewski and the Tool Guy program on Sat. Oct. 25: on schedule. \*Candidate Forum 2014: local candidate's forum set for Oct. 29 from 6:30-9:00. Moderator and panel is provided. \*Other: Barbara Christensen asked about preservation practices in the museum regarding photography. Will check into them.

Motion by Ardis Jensen, second by Cheryl Godding to adjourn meeting at 2:25.. Motion approved. Meeting adjourned.

Respectfully submitted, Cheryl Godding, Secretary

*Next mtg: Nov. 18<sup>th</sup> 10AM.*



## AGENDA REQUEST FORM

Date of Meeting: November 18, 2014

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: October 2014 Cash Balance

Department: Auditor-Treasurer

*Cathy J. Clemons*  
Department Head signature

**Background information on Item:**

**Action Requested:**

**Financial Impact:**

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	October 31, 2013 BALANCE	October 31, 2014 BALANCE	DIFFERENCE
1 - GENERAL	46,645.01	1,020,680.58	974,035.57
12 - H&HS	431,559.94	(428,282.66)	(859,842.60)
13 - ROAD & BRIDGE	6,369,727.51	5,271,168.00	(1,098,559.51)
22 - LAND	2,128,953.81	1,993,161.73	(135,792.08)
TOTAL (incl non-major funds)	\$19,853,377.81	\$17,114,674.51	(2,738,703.30)

CATHYJ  
11/12/14 8:44AM

\*\*\*\*\* Pine County \*\*\*\*\*

TREASURER'S CASH TRIAL BALANCE

As of 10/2014



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	2,608,669.34			
Receipts		748,691.87	9,243,466.84	
Disbursements		544,719.34-	8,972,221.11-	
Payroll		1,024,926.50-	7,769,757.27-	
Journal Entries		3,504.10-	5,910,522.78	
Fund Total . . . . .		824,458.07-	1,587,988.76-	1,020,680.58
12 Health & Human Services	420	H&Hs--Income Maintenance		
	2,040,281.15			
Receipts		47,049.72	1,107,591.45	
Disbursements		69,064.29-	625,278.79-	
Payroll		189,252.53-	1,482,592.87-	
Journal Entries		5,229.40	710,450.56	
Dept Total . . . . .		206,037.70-	289,829.65-	1,750,451.50
12 Health & Human Services	430	H&Hs--Social Services		
	1,373,656.68-			
Receipts		142,931.53	1,860,539.67	
Disbursements		32,025.17-	281,114.32-	
SSIS		282,418.57-	2,448,894.33-	
Payroll		178,403.15-	1,419,534.71-	
Journal Entries		33,720.36	1,385,470.55	
Dept Total . . . . .		316,195.00-	903,533.14-	2,277,189.82-
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Dept Total . . . . .		0.00	0.00	0.00
12 Health & Human Services	481	Nursing--Community Health (H&Hs)		
	155,705.82			
Receipts		92,550.89	842,096.72	
Disbursements		33,810.52-	278,383.45-	
Payroll		102,911.53-	659,114.56-	
Journal Entries		0.00	205,053.78	

-428,282.66

\*\*\*\*\* Pine County \*\*\*\*\*



CATHYJ  
11/12/14 8:44AM

TREASURER'S CASH TRIAL BALANCE

As of 10/2014

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total . . . . .		44,171.16-	90,347.51-	65,358.31
Fund Total . . . . .	822,330.29	566,403.86-	1,283,710.30-	461,380.01-
 13 Road & Bridge Fund	 2,076,182.32			
Receipts		262,215.31	13,283,603.07	
Disbursements		3,853,155.36-	9,282,422.16-	
Payroll		244,819.07-	1,666,550.22-	
Journal Entries		4,310.53-	858,354.99	
Fund Total . . . . .		3,840,069.65-	3,192,985.68	5,271,168.00
 14 Ditch Maintenance (Sr) Fund	 11,975.91			
Journal Entries		0.00	42.66	
Fund Total . . . . .		0.00	42.66	12,018.57
 20 County-Wide Rehab (Sr) Fund	 917.56			
Receipts		0.00	0.09	
Disbursements		0.00	750.00-	
Journal Entries		0.00	21.37	
Fund Total . . . . .		0.00	728.54-	189.02
 21 800 MHz Project Fund	 0.00			
Fund Total . . . . .		0.00	0.00	0.00
 22 Land Management Fund	 1,638,948.89			
Receipts		101,128.05	1,327,636.20	
Disbursements		6,217.11-	46,486.36-	
Payroll		10,344.53-	80,445.64-	

CATHYJ  
11/12/14 8:44AM

\*\*\*\*\* Pine County \*\*\*\*\*

TREASURER'S CASH TRIAL BALANCE

As of 10/2014



<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Journal Entries		0.00	1,046,491.36-	
	<b>Fund Total . . . . .</b>		<b>84,566.41</b>	<b>154,212.84</b>	<b>1,993,161.73</b>
24	Ambulance (Sr) Fund				
		0.00			
	<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
29	Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&Hs)		
		53,378.82			
	Receipts		0.00	75,355.00	
	Disbursements		0.00	97,465.00-	
	Journal Entries		28.53	78.97	
	<b>Dept Total . . . . .</b>		<b>28.53</b>	<b>22,031.03-</b>	<b>31,347.79</b>
	<b>Fund Total . . . . .</b>	<b>53,378.82</b>	<b>28.53</b>	<b>22,031.03-</b>	<b>31,347.79</b>
32	Ecswe Bond Guarantee (Ds)				
		0.00			
	<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
33	2002 Cap-Equip Bond (Ds) Fund				
		0.00			
	<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
35	2004 Street Reconstruct Bond Fund				
		0.00			
	<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
37	County Railroad Authority				
		1,566.63-			
	Disbursements		0.00	2,974.00-	
	Journal Entries		0.00	5,664.71	



\*\*\*\* Pine County \*\*\*\*

As of 10/2014

CATHYJ  
11/12/14 8:44AM

TREASURER'S CASH TRIAL BALANCE

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total . . . . .		0.00	2,690.71	1,124.08
38 Building Fund	125,949.45			
Disbursements		647.73-	115,026.23-	
Fund Total . . . . .		647.73-	115,026.23-	10,923.22
39 2005A G.O. Jail Bonds	919,632.32			
Disbursements		0.00	1,220,136.26-	
Journal Entries		0.00	746,233.51	
Fund Total . . . . .		0.00	473,902.75-	445,729.57
40 2012 G.O. Courthouse Bonds	778,170.91			
Disbursements		0.00	935,875.00-	
Journal Entries		0.00	573,508.23	
Fund Total . . . . .		0.00	362,366.77-	415,804.14
41 2005 Hra Bonds	0.00			
Fund Total . . . . .	0.00	0.00	0.00	0.00
76 Group Health Ins Fund 5/1/95 (Gen)	521,036.87-			
Receipts		241,964.94	2,432,087.86	
Disbursements		240,076.00-	2,586,867.68-	
Journal Entries		6,361.69	64,686.90	
Fund Total . . . . .		8,250.63	90,092.92-	611,129.79-
80 County Collections Agency Fund	38,365.53			

CATHYJ  
11/12/14 8:44AM

\*\*\*\*\* Pine County \*\*\*\*\*

TREASURER'S CASH TRIAL BALANCE

As of 10/2014



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		9,430.89	526,457.60	
Disbursements		38,530.44-	551,691.76-	
Journal Entries		1,594.41	3,732.30	
<b>Fund Total . . . . .</b>		<b>27,505.14-</b>	<b>21,501.86-</b>	<b>16,863.67</b>
82 Taxes And Penalties Agency Fund	779,218.63			
Receipts		10,342,401.77	31,435,053.41	
Disbursements		3,445,893.95-	14,656,953.88-	
Journal Entries		0.00	8,717,088.65-	
<b>Fund Total . . . . .</b>		<b>6,896,507.82</b>	<b>8,081,010.88</b>	<b>8,840,229.51</b>
84 East Central Drug Task Force Agency Fur	51,288.10			
Receipts		78,371.27	181,509.52	
Disbursements		0.00	104,855.55-	
Journal Entries		170.00-	1,747.20-	
<b>Fund Total . . . . .</b>		<b>78,201.27</b>	<b>74,906.77</b>	<b>126,194.87</b>
89 H & Hs Collections Agency Fund	34,062.11 -			
Receipts		41,859.60	802,096.01	
Disbursements		13,431.94-	67,790.24-	
Journal Entries		38,949.76-	698,494.10-	
<b>Dept Total . . . . .</b>		<b>10,522.10-</b>	<b>35,811.67</b>	<b>1,749.56</b>
<b>Fund Total . . . . .</b>	<b>34,062.11 -</b>	<b>10,522.10-</b>	<b>35,811.67</b>	<b>1,749.56</b>
All Funds .....	9,550,362.46			
Receipts		12,108,595.84	63,117,493.44	
Disbursements		8,277,571.85-	39,826,291.79-	
SSIS		282,418.57-	2,448,894.33-	
Payroll		1,750,657.31-	13,277,995.27-	
<b>Total .....</b>		<b>1,797,948.11</b>	<b>7,564,312.05</b>	<b>17,114,674.51</b>



## AGENDA REQUEST FORM

Date of Meeting: November 18, 2014

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Application for Abatement

Department: Auditor-Treasurer

*Cathy J. Clemons*  
Department Head signature

### Background information on Item:

Minnesota DNR, 53760 Yellow Banks Dr, Hinckley, PID 10.9902.000, pay 2014

**Action Requested:**

**Financial Impact:**

APPLICATION FOR ABATEMENT - GENERAL FORM  
(M.S. 375.192)

DATE: May 27, 2014

For Taxes Levied In: 2013  
And Payable In: 2014

Abatement # AB14-11

Please Print Or Type

Applicants Name: <u>Minnesota DNR</u>	Applicants Mailing Address: <u>500 Lafayette Rd</u>
Applicant's SSN: <u>N/A</u>	<u>St Paul, MN 55155-4045</u>
Telephone (Home): _____	
Telephone (Work): <u>(651) 259-5393</u>	

Description Of Property: Property ID or Parcel Number: P 10.9902.000  
 Street Address: 53760 Yellow Banks Dr  
 Township/City: Crosby Twp  
 School District: #2165

Legal Description:  
Lease # 144-051-0012  
Residential Structure in St. Croix State Park

ASSESSOR'S ESTIMATED MARKET VALUE:  
 Land: — Structures: \$ 40,200 Total: \$ 40,200 Classification: PP Res Non - Hstd

Applicants Statement of Facts:  
The residence was vacant on October 31, 2012 and has not been occupied since.

Applicants Request:  
For the 1/2/13 assessment date, no active lease exists so parcel should be classified as exempt.

Applicant's Signature: [Signature] - Administrative Abatement

NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."



## AGENDA REQUEST FORM

Date of Meeting: 11-18-14

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Approve Temp liquor License for City of Pine City

Department: Auditor

*Cathy J. Clemons*  
Department Head signature

### Background information on Item:

Approval of temporary 1-4 day liquor license for the City of Pine City event on November 21, 2014 at Northwest Company Fur Post

Subject to data practices advisory approval by the Pine County Sheriff (submitted 10/30/14)

**Action Requested:**

**Financial Impact:**



Minnesota Department of Public Safety  
**ALCOHOL AND GAMBLING ENFORCEMENT DIVISION**  
 444 Cedar Street Suite 133, St. Paul MN 55101-5133  
 (651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555  
 WWW.DPS.STATE.MN.US



**APPLICATION AND PERMIT  
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>City of Pine City</i>		DATE ORGANIZED <i>2-14-1881</i>	TAX EXEMPT NUMBER	
STREET ADDRESS <i>315 Main St S. Suite 100</i>		CITY <i>Pine</i>	STATE <i>Mn</i>	ZIP CODE <i>55063</i>
NAME OF PERSON MAKING APPLICATION <i>Lara Smetana</i>		BUSINESS PHONE <i>(320) 629-2020</i>	HOME PHONE <i>(320) 629-5079</i>	
DATES LIQUOR WILL BE SOLD <i>served Nov 21, 14</i>		TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input checked="" type="checkbox"/> <i>municipality</i> <input type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME		ADDRESS		
ORGANIZATION OFFICER'S NAME		ADDRESS		
ORGANIZATION OFFICER'S NAME		ADDRESS		

Location license will be used. If an outdoor area, describe

*Northwest Company Fur Post  
 12251 Voyager Ln Pine City Mn 55063*

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

*no*

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

*yes, League of Mn Cities*

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY *Pine*  
 CITY FEE AMOUNT *\$50.00*  
 DATE FEE PAID *10/30/14*

DATE APPROVED \_\_\_\_\_  
 LICENSE DATES *Nov. 21, 2014*

SIGNATURE CITY CLERK OR COUNTY OFFICIAL

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

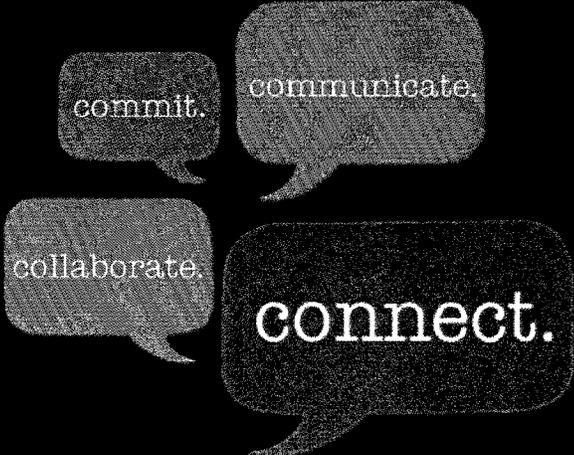
NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event



# Join Your Friends & Colleagues at the County Event of the Year!

Each December for over 100 years, the Association of Minnesota Counties' (AMC) Annual Conference is where more than 600 county elected officials, department heads, and staff, come together to learn and discuss the important topics and trends affecting county government.

Minnesota's 87 counties have a long tradition of connecting with each other through AMC in order to work together toward finding solutions to common issues. There are always both challenges and opportunities facing counties, and continuing to learn new or improved ways to work is more important now than ever before.



**AMC Annual Conference**  
**December 8-9, 2014**  
 River's Edge Convention Center, St. Cloud

## Silent Auction!

Place bids on great items and help a good cause, with all proceeds going toward the annual AMC Student Scholarship. Donated items range from gift certificates to iPods, from sporting event tickets to gift baskets, and everything in between!

We're returning to the two-day conference format this year. You'll see that the schedule has been significantly revamped, with the conference ending Tuesday afternoon following the AMC Business Meeting.

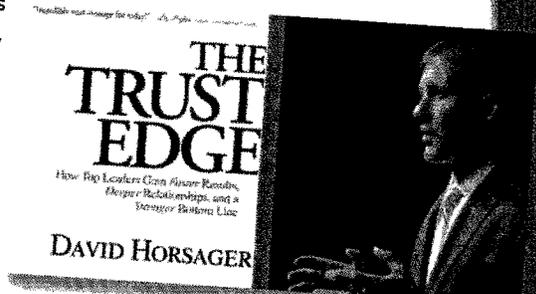
In order to give attendees a wide variety of subjects to learn more about, our workshop schedule offers 23 one-hour **WORKSHOPS** on a wide variety of topics over two days. There is literally something for everyone and then some!

## "SurpriZe" Drawings!

We will be holding several drawings for smaller items throughout the conference inside the Vendor Fair. Names for these drawings will be drawn from the conference registration list and you must be present to win.

**OPENING SESSION** on Monday morning features author, entrepreneur, professor, and award-winning keynote speaker **DAVID HORSAGER**, who researches and speaks on the bottom-line impact of trust. David's signature speech and nationally best-selling book, *The Trust Edge*, have inspired leaders and motivated teams toward greater results on four continents and across the U.S.

The **ANNUAL AWARDS BANQUET** Monday night provides an opportunity to publicly recognize counties and individuals for outstanding achievements in government. Nomination forms are available at [www.mncounties.org](http://www.mncounties.org). Deadline: October 17.



## Vendor Fair!

Visit more than 111 exhibits in the Vendor Fair, open on Monday and Tuesday, which showcases exhibitors whose products and services help county government do its business better!

AMC's **BUSINESS MEETING** has moved to Tuesday afternoon at the conclusion of the conference. This important part of the conference is where input from all county delegates is encouraged as we vote on our legislative platform and elect AMC officers for the coming year. The conference will end following the **ELECTION** of AMC's 2015 officers and the final **GRAND PRIZE DRAWING** so you can get on the road by late afternoon.

**SEE AGENDA INSIDE FOR DETAILS AND REGISTER TODAY!**

## Grand Prize Drawing!

Attendees will be asked to complete a stamp-map inside the Vendor Fair and completed maps will go into one final Grand Prize Drawing at the conclusion of the conference on Tuesday afternoon. You must be present to win.

2014 AMC ANNUAL CONFERENCE  
SCHEDULE OF EVENTS

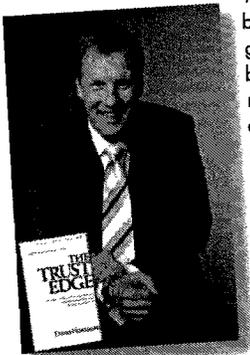
**Sunday, December 7**

- 2:00 - 5:00 p.m. AMC Board of Directors
- 4:00 - 6:00 p.m. Conference Registration Open  
Convention Center Lobby
- 5:00 - 6:30 p.m. AMC Advisory Committees
- Agriculture & Rural Development
  - Indian Affairs
- 6:30 - 8:00 p.m. Women in Leadership Forum
- 6:30 - 9:00 p.m. Minnesota Rural Counties  
Caucus (MRCC)

**Monday, December 8**

- 7:00 a.m. Conference Registration Open  
Convention Center Lobby
- 7:00 - 8:00 a.m. Planning Committee  
Breakfast
- 8:00- 10:00 a.m. AMC Policy Committees
- Environment & Natural Resources
  - General Government
  - Health & Human Services
  - Public Safety
  - Transportation & Infrastructure
- 9:00 - 10:00 a.m. MCIT Board of Directors
- 9:00 a.m. - 5:00 p.m. Vendor Fair Open
- 9:30 a.m. - 2:30 p.m. Association of Minnesota  
Emergency Managers (AMEM)
- 10:00 -10:30 a.m. Break Inside Vendor Fair  
"SurpriZe Drawing"
- 10:00 a.m. - 3:00 p.m. Minnesota Association of  
Professional County Economic  
Developers (MAPCED)
- 10:30 a.m. -12:00 p.m. Opening Session
- National Anthem
  - Pledge of Allegiance
  - AMC President's Welcome

**KEYNOTE SPEAKER: David Horsager, *The Trust Edge***



Trust has the ability to accelerate or destroy any business, organization, or relationship. With greater trust comes greater innovation, stronger brands, increased retention of good people, higher morale, multiplied productivity, better results, and a bigger bottom line. The trusted leader is followed. The trusted sales person is bought from. For the trusted brand people will pay more, come back, and tell others. Trust has become the world's most precious resource. Enjoy faster results, deeper relationships, a more committed team, and a stronger bottom-line when you gain the *The Trust Edge*.

Sponsored by MCIT

12:00 - 1:00 p.m. Lunch Served inside the exhibit hall  
Free WiFi access throughout the conference sponsored by the  
Minnesota Association of County Health Plans (MACHP)

12:00 - 1:30 p.m. Minnesota Association of  
County Administrators  
(MACA)

12:30 - 2:00 p.m.

AMC Extension Committee

12:30 - 2:00 p.m.

MAGIC Fund Annual Meeting

12:00 - 1:00 p.m.

AMC Officer Candidate  
Screening

1:00 - 2:00 p.m.

Concurrent Workshops I

Organization Direction: Strategic Planning vs. Theory "U"

Organizations often become immobilized when they are unsure which direction to go when confronted by the need for fundamental change. Change can be difficult. Change can be scary. Therefore, it is necessary to provide a safe environment for charting new waters. Getting unstuck and charting a new course for an organization need not be scary. In this workshop, we will explore how to effectively change through strategic planning tools. Counties are constantly being confronted with the need to thrive in a complex and dynamic environment. This makes leadership and problem-solving more difficult than ever. Understanding the tools that can facilitate a clear a path for change is critical.

Facilitated Hot Topic Discussion

County commissioners and staff continually state that one of the big benefits of the AMC annual conference is learning from each other. This session is a facilitated discussion on a topic of high concern or high variability in county approaches to success. Past facilitated discussions on county jails and union negotiations were very well attended. The facilitator outlines the discussion ground rules and shares several questions to spur discussion in the group. At that point the floor is open for people to share their perspective. We have not yet selected the topics for this year's conference. Everyone is welcome! Come to talk, listen, and learn!

Drug Courts: Crime Reduction Results!

According to the director of the national drug court organization, Stearns County's Drug Court is the only pre-trial, mandatory program in the nation. This means corrections, law enforcement and prosecutors pick the offenders - we don't wait for them to volunteer for treatment. An eight year recidivism study shows significant crime reduction, resulting in the saving of money - and lives. Come and see if this county public safety program makes sense for your community! If we can intervene meaningfully, in a data-proven method, to reduce crimes committed by known drug offenders, ancillary caseloads in corrections, child protection, prosecutors' offices and all other county services can be reduced. The savings in time, money and lives is worth considering!

Connecting the Pieces to the Puzzle: Improved Data Access for  
HHS Professionals

The purpose of TIES for Crow Wing County is to increase the efficiency of the Community Services Division by providing employees with an integrated view of information across relevant program areas and a central point to access data from their respective Line of Business systems. It allows workers to search across multiple data sets and view clients' demographic data, trending, and other important information in accordance with applicable County policy surrounding privacy and confidentiality concerns. With an integrated view of information, counties possess a deeper understanding of clients' needs. Making relevant data available to the appropriate stakeholders enhances collaboration among workers within and across programs, provides for better care, reduce risk of fraud or waste, and improve service levels for both clients and taxpayers alike.

Snow Plowing Targets and Public Reporting

Crow Wing County's Highway Department established a system to quantify and openly report the effectiveness of snow plowing operations. The development of specific roadway priorities and performance targets has led to an increased focus on customer service. It likewise has established a benchmark by which employee performance can be evaluated. This system utilizes GIS mapping to produce a system wide report card that is openly published after each snow and ice event. Honestly reporting the successes and challenges of large levy expenditure, such as snow plowing, builds public confidence. Openly communicating roadway priorities and associated levels of service manages the expectations of the public. Developing clear priorities and measurable outcomes for employees drives them to achieve desired results.

2:00 - 2:30 p.m.

Break Inside Vendor Fair

2:30 - 3:30 p.m.

### Concurrent Workshops II

#### Elected Officials: Help in Dealing with Difficult Situations

Have you encountered difficult situations when dealing with staff, colleagues or the public? Legal constraints seem overwhelming? Feel like no one understands or appreciates your input? It may be perspective, bias or communication issues that cause you stress. This workshop focuses on strategies to help de-escalate a situation, prevent a problem and reduce stress. We are not focusing on legal options but rather, practical advice to help deal with difficult situations encountered by elected officials. Rules and regulations often dictate how elected officials can respond to issues. Learning how to deal with these types of situations can reduce stress and result in a better working environment before frustrations build to where people cannot restrain comments or reactions that could have negative ramifications.

#### Lessons Learned: Barriers, Tools, Strategies, and Techniques In Relation To the Development and Implementation of County-Wide Succession Plans in Minnesota Counties

Minnesota public administrators and elected officials recognize the potential impacts of the impending baby boom retirements on their workforce. However, many feel as if they do not currently possess the tools, techniques, or strategies to effectively implement measures to ensure that their county can continue to carry out its core mission. This session will examine and expand on original research which identifies a number of succession planning "best practices" currently employed by Minnesota counties. Minnesota county governments are facing significant service delivery challenges as a result of the retirement of an aging workforce. There are, however, a number of identified tools, strategies, and techniques already being employed in the state which can be adapted and utilized to assist in meeting counties specific needs.

#### Community Corrections: Challenges and Opportunities

This session will be an opportunity to learn about the Community Corrections Act (CCA) and the advantages it has for counties. The session will also cover the challenges that exist for current CCA counties as well as for those that might wish to join. Finally, there will be an opportunity for discussion about how best to overcome the challenges and use CCA to strengthen public safety in Minnesota. Corrections are a significant part of county budgets and are key to protecting the public by supervising those that have committed a crime. Knowing the options for probation delivery is important for commissioners as they are empowered to make the decision on how the service is delivered in their county.

#### Economic Development Incentives and Tools for Counties

There are numerous ways in which counties can get involved and assist with economic development efforts. In addition, there are a number of local, state, and federal programs (with some new) available to assist with a variety of economic development projects and initiatives. This session will explore what types of programs are available, how they can be used, and a general discussion and overview of incentives and best practices. Economic development is commonly listed as a top priority for counties and their cities. The growth of jobs and local tax base is oftentimes listed as paramount to the health of a county and its budget. This session will discuss/explain means to enhance local efforts and use of programs.

#### Facilitated Discussion: Aquatic Invasive Species (AIS) Prevention Aid

Last session, the Minnesota Legislature enacted a new funding program to fight the spread of aquatic invasive species in Minnesota waters. Join this interactive discussion to learn how counties across the state are using the new prevention aid to combat AIS.

12:00 - 3:30 p.m.

### Solid Waste Administrators Association (SWAA)

1:00 - 3:30 p.m.

### Minnesota County Engineers Association (MCEA)

3:30 - 3:45 p.m.

### Break Inside Vendor Fair "SurpriZe Drawing"

3:45 - 4:45 p.m.

### Concurrent Workshops III

#### Collect, Communicate, Collaborate, Connect: This is Public Health

Representatives of the Local Public Health Association will focus on local public health's work around the four C's: Collect, Communicate, Collaborate, and Connect. These are four vital themes that are present throughout public health and practiced in our daily work. The Community Health Improvement Process is a strong focal point and will be used to demonstrate how both large and small local entities utilize the four C's within and throughout departments, communities, counties, and statewide.

#### Using Technology to Achieve Operational Efficiently and Improve Service Delivery

Learn how new data aggregation technology can help counties gather data from multiple county programs and services to help reduce duplication of effort and improve service delivery. Through this new technology, structure or unstructured data from internal and external sources can be integrated, analyzed and mapped to give county officials actionable information to effectively design programs, improve case management, and target resources without overhauling existing technology systems. Learn how new data aggregation technology can help counties gather data from multiple county programs and services to help reduce duplication of effort and improve service delivery. Through this new technology, structure or unstructured data from internal and external sources can be integrated, analyzed and mapped to give county officials actionable information to effectively design programs, improve case management and target resources without overhauling existing technology systems. Learn how to make better, more informed decisions by harnessing data from existing sources, in any structure or volume; maximize the value of existing systems and data without the expense of implementing costly new operating systems; and gain efficiencies and reduce duplication by enabling data sharing across the organization.

#### Mobility for Social Workers: If It's Not Documented; It Didn't Happen

Winona County Community Services was challenged by skyrocketing caseloads, tight budgets, and social worker burnout related to the inefficient paper-based documentation system in the field. Now that the agency has implemented new mobile technology for social workers, they are focused less on document management and more on clients. True mobility is saving social workers up to an hour and a half a day, boosting worker morale, and improving the quality of their casework. This session will discuss the return on investment for implementing mobile technology and how it saves Winona County Community Services time and money. Additionally, attendees will learn best practices to redesign business processes, improve quality casework, and be more audit-ready.

3:30 - 5:00 p.m.

### MCIT Annual Meeting

Registration at 3:30 p.m./Meeting begins at 4:00 p.m.

5:00 - 6:00 p.m.

### Past Presidents & Retiring Commissioner Reception

Inside the exhibit hall.

6:00 - 8:00 p.m.

### Dinner & Awards Banquet

- MCIT Annual Awards
- AMC Annual Awards
- AMC President's Award
- Outgoing AMC President's Address

8:00 p.m.

### County Choir Practice\*

\*Immediately following the Awards Banquet

**7:30 - 8:30 a.m. Breakfast Session**

- Screening Committee Reports
- AMC Officer Candidate Presentations

**8:00 a.m. - 12:00 p.m. Vendor Fair Open**

**8:30 - 9:00 a.m. Break - Inside Vendor Fair**  
*Final chance to complete the 'booth map' for the grand prize drawing at the conclusion of the conference!*

**9:00 - 10:00 a.m. Concurrent Workshops IV**

**Workplace of the Future**

Offering an attractive workplace for your employees is more critical now than ever. The current workforce crosses several generations, and connection and collaboration are becoming more important for attracting, retaining and maintaining the health and well-being of valuable staff. Learn how Hennepin County is continuously improving its workplace by creating mobile and collaborative environments. The workplace of the future engages and energizes employees, promotes a culture of diversity, inclusion and connection, and improves services dramatically. Change is coming! Being prepared is half the battle! Learn from Hennepin County's experience in managing and adapting to change. Evaluating our lessons learned will go a long way in helping you create an environment that attracts and retains talent and inspires and engages your staff.

**Sex Trafficking in Minnesota: A Call to Action**

Across Minnesota, women and girls are exploited, often through violence and control tactics, for traffickers' financial gain in what President Obama and others have rightfully deemed "modern day slavery." Our presentation will increase attendees' knowledge of the dynamics of sex trafficking and the agencies and resources involved in responding to it, ultimately helping to improve our statewide, systemic response to prevent and intervene in trafficking situations and hold traffickers accountable. Our state is experiencing significant changes now that the Safe Harbor law is in effect, directing underage victims of sex trafficking to a network of services instead of prosecution. County leaders and employees are critical actors in this statewide network of government agencies and service providers.

**Empowering Your County with Innovative Communication Tools**

Today's LEAN government environment requires staff creativity in empowering citizens and local officials with useful tools and information. Learn how staff can use visualization software, story boards, virtual government tools and illustrative reports to advantage communities in reaching their goals. Attendees will be given a variety of strategies, resources and tools to help bolster their ability to communicate and foster positive change in their counties. Emerging technology and the great importance of effective communication with various types of media can make a big difference in gaining momentum and public support for projects.

**Preparing for Your New Commissioner Role**

This workshop is designed specifically for commissioners who will assume their newly elected role in 2015. AMC Executive Committee members and staff will be available for an informal discussion about resources available to you as you begin your new role as county commissioner in 2015. Newly elected commissioners will also have the opportunity to meet and network with others who have been elected across Minnesota.

**Minnesota Government Data Practices 2014 Updates**

2014 saw some significant changes in what counties are required to do to protect the security of their data. This workshop will review the current state of the Minnesota Government Data Practices Act, the legislative changes for 2014, and provide an update on the ongoing Data Privacy and Protection Act (DPPA) claims while sharing some best practice tips for counties to consider adopting. In the age of major data breaches as a hot topic in the media, counties find themselves with significantly more responsibility and more risk for securing their data. This includes new responsibilities to create and maintain policies for securing data, investigating breaches, and providing notices to affected individuals.

**9:00 - 11:30 a.m.**

**Group/Affiliate Meetings**

- Minnesota Association of Community Corrections Act Counties (MACCAC)
- Minnesota Association of County Planning & Zoning Administrators (MACPZA)
- Minnesota Association of County Surveyors (MACS)
- Minnesota Counties Human Resources Management Association
- Northern Land Use Coordinating Board and Consolidated Conservation/Natural Resources Board

**10:15 - 11:15 a.m.**

**Concurrent Workshops V**

**How Four Counties Better Managed Employee Health Care**

Regardless of your size, status quo is no longer an option with your employee health benefits. Learn what fresh ideas counties have implemented to better manage their health care programs with innovations around financial approaches, networks, wellness programs, and new care delivery options with the significant changes in health care there is no better time to evaluate and understand new approaches to your employee benefits. Employee benefits are the second largest county expense after salaries. We have assembled a diverse set of stakeholders to discuss what they have implemented to better manage their health care programs.

**Building Partnerships for Early Childhood Development**

The research is clear - ensuring young children get the great start they need to succeed in school & life is the smartest investment a public entity can make. This understanding has guided Minnesota to make a set of strategic & substantial investments in early childhood, notably including full-day Kindergarten, Early Learning Scholarships, and the Parent Aware Quality Rating System. Learn more about these investments and how to make sure your county benefits from them. From both a social and financial perspective, counties are heavily invested in the future of young children and their families. Gain understanding of new tools and resources offered by the state to ensure your county can participate and gain benefit from this momentum.

**And Then There Was One: Shared Service Models**

Shared service arrangements vary widely and range from partial integration of specific programs to full integration of two or more entire departments and typically involve three distinct phases: exploring, planning and preparing, and implementing and improving. This session will highlight the paths taken by two separate public health sharing initiatives in pursuit of a common goal for greater efficiency and effectiveness. Learn from their journey; know where you might expect potholes; celebrate the accomplishments. Increasingly, local health officials are turning to shared public health functions and capabilities across political boundaries as a means of increasing efficiency and effectiveness. Despite this being the desired and the right thing to do, it's never as simple as it seems. Let the experience of others help you.

**The Realities of Retirement**

Retirement is the dream of every employee; however not every employee is preparing adequately for retirement. This session is designed to describe the current retirement environment, illustrate some of the challenges in retirement savings for employees and discuss some of the actions that counties and their employees can take to better prepare for retirement. The ability for employees to retire is very important for counties. Older employees with concerns about the ability to retire may not be as engaged and productive as their counterparts who have saved. Additionally, employees who have saved are having more enjoyment in retirement.

**Enhanced Treatment Program: How Interagency Coordination Creates Cost Saving Efficiencies and Improves Outcomes**

Anoka County's Enhanced Treatment Program (ETP) was recognized in 2013 by AMC for its collaboration in government and by the Humphrey Institute for its innovation in service. A response to growing impact of drug abuse on all aspects of county government, ETP is an interagency collaboration. Women at risk of losing custody of their children due to drug abuse are guided toward developing long term sober healthy life styles. ETP results in cost savings to Child Protection through improved child welfare outcomes (participants are far more likely to retain custody of their children). Cost savings to Corrections and Courts result from reduced recidivism and improved workflow. Cost savings to the community are realized by participants' gainful employment.

**TUESDAY, continued.**

11:15 - 11:45 a.m.

**Break - Vendor Fair Finale!**  
 Silent Auction bidding ends at 11:30 sharp!  
 Please visit the registration desk to pay for your items.

11:45 a.m.

**Lunch Served**  
 Performance by AMC's County Choir

**KEYNOTE SPEAKER: Al Batt, Local Writer & Storyteller**



Al Batt of rural Hartland, Minnesota, is a writer, speaker, storyteller and humorist. Al writes four weekly humor and nature columns for many newspapers, and does a show three times per week about nature on a number of radio stations. He writes a number of popular cartoon strips that are syndicated nationally. He has written for a number of magazines and books, including the *Chicken Soup For the Soul* series. Al provides clean humor with a message. Al speaks to anyone who will listen. His mother thinks he is special.

Sponsored by UCare

1:00 p.m.

- AMC Business Meeting**
- Secretary/Treasurer Report
  - AMC Platform Amendments
  - Executive Director's Report
  - Elections & Installation of Officers
    - Secretary/Treasurer
    - Second Vice President
    - First Vice President
    - President
    - New AMC President's Address

3:00 p.m.

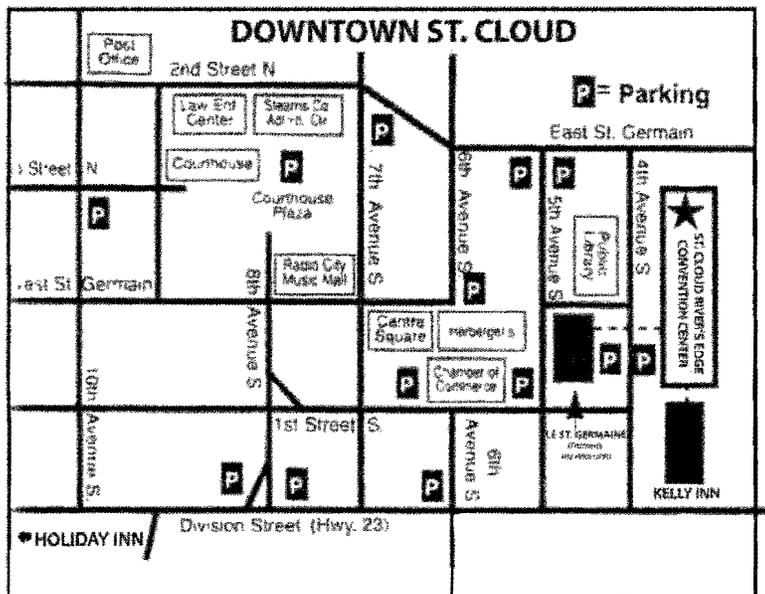
**Grand Prize Drawing & Adjourn**



**2014 Association of Minnesota Counties' Annual Conference**

**LODGING**

You are responsible for making your own hotel reservations, but be sure to mention the AMC room block to receive the group rates listed here.



**BEST WESTERN PLUS KELLY INN**

100 4th Avenue South, St. Cloud  
 Phone: 320-253-0606 or 1-800-528-1234  
[www.bestwesternstcloud.com](http://www.bestwesternstcloud.com)

Per Night Rate: \$83 Single/ \$93 Double (government rate) +tax  
 Reservation Deadline: 11/6/14

**LEST GERMAIN SUITE HOTEL**

404 West St. Germain, St. Cloud  
 Phone: 320-654-1661  
[www.lestgermainsuitehotel.com](http://www.lestgermainsuitehotel.com)

Per Night Rate: \$112 + tax Single or Double

**HOLIDAY INN & SUITES**

75 South 37th Avenue (at Hwys. 15 & 23), St. Cloud  
 Phone: 320-253-9000  
[www.holidayinn.com/hotels/us/en/st.-cloud/stcmn/hoteldetail](http://www.holidayinn.com/hotels/us/en/st.-cloud/stcmn/hoteldetail)

Per Night Rate: \$79.95 Standard Room/ \$99.95 Suite +tax  
 Reservation Deadline: 11/6/14

**COUNTRY INN & SUITES EAST**

120 7th Avenue Southeast  
 Phone: 320-252-8282  
[www.countryinns.com/st-cloud-hotel-mn-56304/mnstolde/](http://www.countryinns.com/st-cloud-hotel-mn-56304/mnstolde/)

Per Night Rate: \$83 + tax  
 Reservation Deadline: 11/6/14



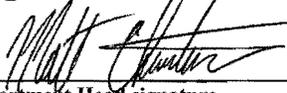
# AGENDA REQUEST FORM

Date of Meeting: November 18, 2014

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins. \_\_\_ 10 mins. \_\_\_ 15 mins. \_\_\_ Other \_\_\_
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item: Approve hiring of Mechanic**

**Department: Administrator**

  
\_\_\_\_\_  
Department Head signature

### Background information on Item:

On November 6, 2014, interviews were conducted with four candidates for the vacant Mechanic position. The interview panel consisted of Fleet Supervisor Ed Eiffler, Maintenance Supervisor's Todd Booker and Terry Clementson and HR and Payroll Specialist Matt Christenson.

The top candidate was Paul Pogones. The background check is currently in progress. This position is a full-time AFSCME Maintenance union position

### Action Requested:

Approve the hiring of Paul Pogones as a Mechanic (B24), at an hourly rate of \$15.07 per hour, step 1 of the 2013 wage scale. The offer is contingent upon a successful back ground investigation. Anticipated start date is November 19, 2014.

### Financial Impact:

\$15.07/hr or \$31,345.60 annually (budgeted position)

**Pine County Facility Committee**  
**Wednesday, November 5, 2014, 9:00 a.m.**  
**Administrator Conference Room, Courthouse**  
**Pine City, Minnesota**

Members:

Commissioner Matt Ludwig  
Commissioner Mitch Pangerl

The meeting was called to order at 9:00 a.m. Members present were Commissioner Matt Ludwig and Commissioner Mitch Pangerl. Others present: County Administrator David Minke and Building Superintendent Kevin Newman.

The Minutes of the September 3, 2014 meeting were approved as presented.

The agenda was approved as presented.

**Pine Government Center Update.**

- The city has indicated that it would like to keep the garage space. The administrator was directed to continue negotiations with the city.
- There is a tower adjacent to the Pine Government Center that does not appear to be used. Mark and Kevin will verify there is no use and pursue demolition of the structure.

**Sunshade**

One sunshade has been installed in the courthouse atrium. Kevin will order more and have them installed.

**Utility Costs**

The committee would like to review utility cost data at the January meeting.

With no further business the meeting adjourned at 9:43 a.m.

**PINE COUNTY PERSONNEL COMMITTEE**

**Minutes**

**November 13, 2014**

**9:00 a.m. – Commissioners Conference Room**

**Pine County Courthouse**

**Pine City, MN**

**Members Present: Commissioner Chaffee, Commissioner Ludwig**

**Present: County Administrator David Minke, County Attorney John Carlson, Public Works Director**

**Mark LeBrun, County Sheriff Elect Jeff Nelson, Probation Director Terryl Arola, HR and Payroll**

**Specialist Matt Christenson, County Auditor/Treasurer Cathy Clemmer**

1. The meeting was called to order at 9:00 a.m.
2. The agenda was approved.
3. The minutes from the October 14, 2014 Personnel meeting were approved.
4. Auditor
  - a. Approve backfill of the vacated Chief Deputy Auditor Treasurer position. Pine County Auditor/Treasurer Cathy Clemmer presented information on the resignation of Chief Deputy Auditor/Treasurer Paul Johnson effective November 21, 2014 and requested backfill of the position. Discussion was held as to options for filling the position. Commissioner Chaffee motioned to recognize the resignation of Chief Deputy Auditor/Treasurer Paul Johnson effective November 21, 2014 and approve backfill, Commissioner Ludwig seconded. Motion carried 2-0.
5. Probation
  - a. Recognize resignation of Jaimie Azzone, .4 FTE Probation Agent and approve backfill. Probation Director Terryl Arola presented information to the committee on Probation office staffing needs. Discussion was held as to ongoing programming difficulties for the Probation department. Commissioner Ludwig motioned to recognize the resignation of Probation Agent Jaimie Azzone effective October 31, 2014 and recommend the backfill for approval, Commissioner Chaffee seconded. Motion carried 2-0.
6. PCSO
  - a. PCSO staffing plan. County Sheriff Elect/Chief Deputy Jeff Nelson presented information on current PCSO staffing and requested the backfill of the currently vacant 33<sup>rd</sup> Deputy position for 2015 and to not backfill an upcoming Deputy vacancy for the 2015 budget. A request was also

made to backfill the upcoming Investigator vacancy due to the election. Discussion was held as to the Chief Deputy appointment for 2014 and 2015.

Commissioner Chaffee motioned to recommend the backfill of a Deputy and Investigator for approval not to exceed 32 sworn peace officer positions for the 2015 budget, Commissioner Ludwig seconded. Motion carried 2-0.

The committee discussed and reached a consensus to set the 2014 Chief Deputy/Sheriff Elect pay at \$76,000.

7. Building Maintenance

- a. Approve FT appointment of Building Maintenance Worker effective February 1, 2014. Public Works Director Mark LeBrun presented information on current Building Maintenance staffing needs and the future outlook of the department. Discussion was held as to current cleaning and maintenance needs of the multiple Pine County facilities.

Commissioner Chaffee motioned to recommend the FT appointment of the PT Building Maintenance Worker effective February 1, 2014, Commissioner Ludwig seconded. Motion carried 2-0.

Commissioner Chaffee motioned to recommend the Building Maintenance Supervisor report to the Public Works Director effective November 18, 2014, Commissioner Ludwig seconded. Motion carried 2-0.

8. Other

- a. County Attorney John Carlson requested the committee approve the removal of the Attorney's Office Manager supervisory duties of the Legal Secretaries unit. Information was presented on the staffing history of the County Attorney's office. Discussion was held as to division of duties in the Attorney's office. The committee provided direction to table the discussion and for the HR and Payroll Specialist Matt Christenson to provide further information on the potential impact of supervisory changes to the Office Manager position.

9. The meeting was adjourned at 11:04 a.m.



## AGENDA REQUEST FORM

Date of Meeting: November 18, 2014

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: 2005A G.O. Jail Bond Refunding Resolution

Department: Auditor-Treasurer

*Anthony J. Clemons*  
Department Head signature

### Background information on Item:

Discussion has been ongoing with regard to the possible refunding the 2005 General Obligation Bond in order to recognize a savings due to lower interest rates. Todd Hagen from Ehlers will present the information concerning moving forward with the refunding with and request approval of a Resolution to solicit proposals for the sale of the bonds.

### Action Requested:

Approval of Resolution to solicit proposals for the sale of the Bonds and set the date of December 16, 2014 for consideration of the proposals and awarding the sale of the Bonds.

### Financial Impact:

November 18, 2014

## Pre-Sale Report for

### Pine County, Minnesota

### \$14,155,000 General Obligation Refunding Bonds, Series 2015A



**Prepared by:**

Todd Hagen, CIPMA  
VP/Senior Municipal Advisor

And

Bruce Kimmel, CIPMA  
VP/Senior Municipal Advisor



## Executive Summary of Proposed Debt

Proposed Issue:	\$14,155,000 General Obligation Refunding Bonds, Series 2015A
Purpose:	<p>The proposed issue includes financing for the following purpose:</p> <p><b>Proposed Crossover Refunding</b> of the General Obligation Jail Bonds, Series 2005A. Debt service will be paid from property taxes.</p> <p>Interest rates on the obligations proposed to be refunded are 4.00% to 4.50%. The refunding is expected to reduce interest expense by approximately \$1,430,235 over the next 15 years. The Net Present Value Benefit of the refunding is estimated to be \$1,134,849, equal to 8.326% of the refunded principal.</p> <p>This refunding is considered an Advance Refunding as the new Bonds will be issued more than 90 days prior to the call date of the obligations being refunded.</p>
Authority:	<p>The Bonds are being issued pursuant to Minnesota Statutes, Chapters:</p> <ul style="list-style-type: none"> <li>• 475</li> <li>• 641</li> </ul> <p>The Bonds will be general obligations of the County for which its full faith, credit and taxing powers are pledged.</p> <p>The Bonds count against the County's General Obligation Debt Capacity Limit of 3% of market value. The principal amount of the Bonds does not exceed this limitation.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 16 year term. Principal on the Bonds will be due on February 1 in the years 2017 through 2031. Interest is payable every six months beginning August 1, 2015.</p> <p>The Bonds maturing on and after February 1, 2025 will be subject to prepayment at the discretion of the County on February 1, 2024 or any date thereafter.</p>
Bank Qualification:	<p>Because the County is issuing, or expects to issue, more than \$10,000,000 in tax-exempt obligations during the calendar year, the County will be not able to designate the Bonds as "bank qualified" obligations.</p>
Rating:	<p>The County's most recent bond issues were rated "AA-" by Standard &amp; Poor's. The County will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the County's bond rating in the event that the bond rating of the insurer is higher than that of the County.</p>

Basis for Recommendation:	Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of general obligation bonds as a suitable financing option because the County's policy and past practice has been to refinance outstanding bonds with this type of debt issue, and there are limited other options available to finance these types of bonds.
Method of Sale/Placement:	<p>In order to obtain the lowest interest cost to the County, we will solicit competitive bids for purchase of the Bonds from local banks in your area and regional underwriters.</p> <p>We have included an allowance for discount bidding equal to 0.80% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p><b>Premium Bids:</b> Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium."</p> <p>The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.</p> <p>For this issue of Bonds we have been directed to use the premium to reduce the size of the issue. The adjustments may slightly change the true interest cost of the original bid, either up or down.</p> <p>You have the choice to limit the amount of premium in the bid specifications. This may result in fewer bids, but it may also eliminate large adjustments on the day of sale and other uncertainties.</p>
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the County and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the County's outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	Because the County has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the County will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of



	<p>certain "material events" to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC).</p> <p>The County is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
<p><b>Arbitrage Monitoring:</b></p>	<p>Because the Bonds are tax-exempt securities/tax credit securities, the County must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Signature, No-Litigation, Arbitrage Certificate and Purchase Price Receipt prepared by your Bond Attorney and provided at closing.</p> <p>You have retained Ehlers to assist you with compliance with these rules.</p> <p>We also recommend that you establish written procedures regarding compliance with IRS rules.</p>
<p><b>Risk Factors:</b></p>	<p><b>Advance Refunding:</b> The Bonds are being issued for the purpose of "advance" refunding prior County debt obligations. Only one advance refunding of an original tax-exempt debt obligation is permitted under current IRS rules. This refunding is being undertaken based in part on the following assumptions:</p> <ul style="list-style-type: none"> <li>• Since the new Bonds will extend the "call" date for this debt, we are assuming that the County does not expect to have revenues available to pre-pay the current obligations prior to this new call date.</li> <li>• That advance refunding will provide an overall lower debt cost as compared to waiting to refund the issue until its call date.</li> </ul>
<p><b>Other Service Providers:</b></p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Attorney:</b> Dorsey &amp; Whitney LLP</p>



	<b>Paying Agent:</b> Bond Trust Services Corporation <b>Rating Agency:</b> Standard & Poor's <b>CPA Escrow Verification Agent:</b> Barthe & Wahrman <b>Escrow Agent:</b> U.S. Bank National Association
<b>Summary:</b>	The decisions to be made by the Board are as follows: <ul style="list-style-type: none"> <li>• Accept or modify the finance assumptions described in this report.</li> <li>• Adopt the resolution attached to this report.</li> </ul>

This presale report summarizes our understanding of the County's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the County's objectives.



## Proposed Debt Issuance Schedule

Pre-Sale Review by Board of Commissioners:	November 18, 2014
Distribute Official Statement:	December 4, 2014
Conference with Rating Agency:	Week of December 8, 2014
Board of Commissioners Meeting to Award Sale of the Bonds:	December 16, 2014
Estimated Closing Date:	January 15, 2015
Redemption Date for Series 2005A Bonds:	February 1, 2016

### Attachments

Sources and Uses of Funds  
Proposed Debt Service Schedule  
Bond Buyer Index  
Refunding Savings Analysis  
Resolution Authorizing Ehlers to Proceed with Bond Sale

### Ehlers Contacts

Financial Advisors:	Todd Hagen	(651) 697-8508
	Bruce Kimmel	(651) 697-8572
Disclosure Coordinator:	Wendy Lundberg	(651) 697-8540
Financial Analyst:	Alicia Gage	(651) 697-8551

The Official Statement for this financing will be mailed to the Board of Commissioners at their home address or e-mailed for review prior to the sale date.



# Pine County, Minnesota

\$14,170,000 GO Jail Refunding Bonds, Dated January 15, 2015  
Proposed Crossover Refunding of Remaining Series 2005A  
Assuming Current GO Non-BQ "AA-" Market Rates

## Sources & Uses

Dated 01/15/2015 | Delivered 01/15/2015

### Sources Of Funds

Par Amount of Bonds	\$14,170,000.00
<b>Total Sources</b>	<b>\$14,170,000.00</b>

### Uses Of Funds

Total Underwriter's Discount (0.800%)	113,360.00
Costs of Issuance	78,500.00
Deposit to Crossover Escrow Fund	13,974,795.44
Rounding Amount	3,344.56
<b>Total Uses</b>	<b>\$14,170,000.00</b>



# Pine County, Minnesota

\$14,170,000 GO Jail Refunding Bonds, Dated January 15, 2015

Proposed Crossover Refunding of Remaining Series 2005A

Assuming Current GO Non-BQ "AA-" Market Rates

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
01/15/2015	-	-	-	-	-
08/01/2015	-	-	188,034.78	188,034.78	-
02/01/2016	-	-	172,685.00	172,685.00	360,719.78
08/01/2016	-	-	172,685.00	172,685.00	-
02/01/2017	790,000.00	0.800%	172,685.00	962,685.00	1,135,370.00
08/01/2017	-	-	169,525.00	169,525.00	-
02/01/2018	800,000.00	1.100%	169,525.00	969,525.00	1,139,050.00
08/01/2018	-	-	165,125.00	165,125.00	-
02/01/2019	805,000.00	1.350%	165,125.00	970,125.00	1,135,250.00
08/01/2019	-	-	159,691.25	159,691.25	-
02/01/2020	815,000.00	1.500%	159,691.25	974,691.25	1,134,382.50
08/01/2020	-	-	153,578.75	153,578.75	-
02/01/2021	830,000.00	1.850%	153,578.75	983,578.75	1,137,157.50
08/01/2021	-	-	145,901.25	145,901.25	-
02/01/2022	845,000.00	2.150%	145,901.25	990,901.25	1,136,802.50
08/01/2022	-	-	136,817.50	136,817.50	-
02/01/2023	865,000.00	2.300%	136,817.50	1,001,817.50	1,138,635.00
08/01/2023	-	-	126,870.00	126,870.00	-
02/01/2024	890,000.00	2.400%	126,870.00	1,016,870.00	1,143,740.00
08/01/2024	-	-	116,190.00	116,190.00	-
02/01/2025	910,000.00	2.550%	116,190.00	1,026,190.00	1,142,380.00
08/01/2025	-	-	104,587.50	104,587.50	-
02/01/2026	935,000.00	2.700%	104,587.50	1,039,587.50	1,144,175.00
08/01/2026	-	-	91,965.00	91,965.00	-
02/01/2027	965,000.00	2.900%	91,965.00	1,056,965.00	1,148,930.00
08/01/2027	-	-	77,972.50	77,972.50	-
02/01/2028	1,000,000.00	3.100%	77,972.50	1,077,972.50	1,155,945.00
08/01/2028	-	-	62,472.50	62,472.50	-
02/01/2029	1,035,000.00	3.200%	62,472.50	1,097,472.50	1,159,945.00
08/01/2029	-	-	45,912.50	45,912.50	-
02/01/2030	1,075,000.00	3.300%	45,912.50	1,120,912.50	1,166,825.00
08/01/2030	-	-	28,175.00	28,175.00	-
02/01/2031	1,610,000.00	3.500%	28,175.00	1,638,175.00	1,666,330.00
<b>Total</b>	<b>\$14,170,000.00</b>	<b>-</b>	<b>\$3,875,657.28</b>	<b>\$18,045,657.28</b>	<b>-</b>

## Yield Statistics

Bond Year Dollars	\$138,069.78
Average Life	9.744 Years
Average Coupon	2.8070280%
Net Interest Cost (NIC)	2.8891314%
True Interest Cost (TIC)	2.8705555%
Bond Yield for Arbitrage Purposes	2.7744928%
All Inclusive Cost (AIC)	2.9376909%

## IRS Form 8038

Net Interest Cost	2.8070280%
Weighted Average Maturity	9.744 Years



# Pine County, Minnesota

\$14,170,000 GO Jail Refunding Bonds, Dated January 15, 2015

Proposed Crossover Refunding of Remaining Series 2005A

Assuming Current GO Non-BQ "AA-" Market Rates

## Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2015	-	-	903,480.83	900,136.07	903,480.63	3,344.56
02/01/2016	360,719.78	(13,990,719.78)	14,858,761.26	1,228,761.26	1,228,761.26	-
02/01/2017	1,135,370.00	-	-	1,135,370.00	1,229,561.26	94,191.26
02/01/2018	1,139,050.00	-	-	1,139,050.00	1,234,361.26	95,311.26
02/01/2019	1,135,250.00	-	-	1,135,250.00	1,230,486.26	95,236.26
02/01/2020	1,134,382.50	-	-	1,134,382.50	1,230,517.50	96,135.00
02/01/2021	1,137,157.50	-	-	1,137,157.50	1,234,236.26	97,078.76
02/01/2022	1,136,802.50	-	-	1,136,802.50	1,231,423.76	94,621.26
02/01/2023	1,138,635.00	-	-	1,138,635.00	1,232,298.76	93,663.76
02/01/2024	1,143,740.00	-	-	1,143,740.00	1,236,642.50	92,902.50
02/01/2025	1,142,380.00	-	-	1,142,380.00	1,239,236.26	96,856.26
02/01/2026	1,144,175.00	-	-	1,144,175.00	1,240,080.00	95,905.00
02/01/2027	1,148,930.00	-	-	1,148,930.00	1,243,940.00	95,010.00
02/01/2028	1,155,945.00	-	-	1,155,945.00	1,250,820.00	94,875.00
02/01/2029	1,159,945.00	-	-	1,159,945.00	1,255,500.00	95,555.00
02/01/2030	1,166,825.00	-	-	1,166,825.00	1,261,900.00	95,075.00
02/01/2031	1,666,350.00	-	-	1,666,350.00	1,760,825.00	94,475.00
<b>Total</b>	<b>\$18,045,657.28</b>	<b>(13,990,719.78)</b>	<b>\$15,762,241.89</b>	<b>\$19,813,834.83</b>	<b>\$21,244,070.71</b>	<b>\$1,430,235.88</b>

## PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings	1,131,504.70
Net PV Cashflow Savings @ 2.774%(Bond Yield)	1,131,504.70
Contingency or Rounding Amount	3,344.56
<b>Net Present Value Benefit</b>	<b>\$1,134,849.26</b>
Net PV Benefit / \$14,948,483.57 PV Refunded Debt Service	7.592%
Net PV Benefit / \$13,630,000 Refunded Principal	8.326%
Net PV Benefit / \$14,170,000 Refunding Principal	8.009%

## Refunding Bond Information

Refunding Dated Date	1/15/2015
Refunding Delivery Date	1/15/2015



# Pine County, Minnesota

\$14,170,000 GO Jail Refunding Bonds, Dated January 15, 2015  
 Proposed Crossover Refunding of Remaining Series 2005A  
 Assuming Current GO Non-BQ "AA-" Market Rates

## Crossover Escrow Fund Cashflow

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
01/15/2015	-	-	-	0.44	-	0.44
08/01/2015	179,698.00	0.050%	8,337.04	188,035.04	188,034.78	0.70
02/01/2016	13,795,097.00	0.110%	7,587.30	13,802,684.30	13,802,685.00	-
<b>Total</b>	<b>\$13,974,795.00</b>	<b>-</b>	<b>\$15,924.34</b>	<b>\$13,990,719.78</b>	<b>\$13,990,719.78</b>	<b>-</b>

## Investment Parameters

Investment Model [PV, GIC, or Securities]	Securities
Default investment yield target	Bond Yield
Cash Deposit	0.44
Cost of Investments Purchased with Bond Proceeds	13,974,795.00
Total Cost of Investments	\$13,974,795.44
Target Cost of Investments at bond yield	\$13,596,355.62
Actual positive or (negative) arbitrage	(378,439.82)
Yield to Receipt	0.1097758%
Yield for Arbitrage Purposes	2.7744928%
State and Local Government Series (SLGS) rates for	11/04/2014

# Pine County, Minnesota

\$16,935,000 G.O. Jail Bonds, Series 2005A

## Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+i	Fiscal Total
02/01/2015	580,000.00	4.000%	323,480.63	903,480.63	903,480.63
08/01/2015	-	-	311,880.63	311,880.63	-
02/01/2016	605,000.00	4.000%	311,880.63	916,880.63	1,228,761.26
08/01/2016	-	-	299,780.63	299,780.63	-
02/01/2017	630,000.00	4.000%	299,780.63	929,780.63	1,229,561.26
08/01/2017	-	-	287,180.63	287,180.63	-
02/01/2018	660,000.00	4.375%	287,180.63	947,180.63	1,234,361.26
08/01/2018	-	-	272,743.13	272,743.13	-
02/01/2019	685,000.00	4.375%	272,743.13	957,743.13	1,230,486.26
08/01/2019	-	-	257,758.75	257,758.75	-
02/01/2020	715,000.00	4.375%	257,758.75	972,758.75	1,230,517.50
08/01/2020	-	-	242,118.13	242,118.13	-
02/01/2021	750,000.00	4.375%	242,118.13	992,118.13	1,234,236.26
08/01/2021	-	-	225,711.88	225,711.88	-
02/01/2022	780,000.00	4.375%	225,711.88	1,005,711.88	1,231,423.76
08/01/2022	-	-	208,649.38	208,649.38	-
02/01/2023	815,000.00	4.375%	208,649.38	1,023,649.38	1,232,298.76
08/01/2023	-	-	190,821.25	190,821.25	-
02/01/2024	855,000.00	4.375%	190,821.25	1,045,821.25	1,236,642.50
08/01/2024	-	-	172,118.13	172,118.13	-
02/01/2025	895,000.00	4.375%	172,118.13	1,067,118.13	1,239,236.26
08/01/2025	-	-	152,540.00	152,540.00	-
02/01/2026	935,000.00	4.400%	152,540.00	1,087,540.00	1,240,080.00
08/01/2026	-	-	131,970.00	131,970.00	-
02/01/2027	980,000.00	4.400%	131,970.00	1,111,970.00	1,243,940.00
08/01/2027	-	-	110,410.00	110,410.00	-
02/01/2028	1,030,000.00	4.400%	110,410.00	1,140,410.00	1,250,820.00
08/01/2028	-	-	87,750.00	87,750.00	-
02/01/2029	1,080,000.00	4.500%	87,750.00	1,167,750.00	1,255,500.00
08/01/2029	-	-	63,450.00	63,450.00	-
02/01/2030	1,135,000.00	4.500%	63,450.00	1,198,450.00	1,261,900.00
08/01/2030	-	-	37,912.50	37,912.50	-
02/01/2031	1,685,000.00	4.500%	37,912.50	1,722,912.50	1,760,825.00
<b>Total</b>	<b>\$14,815,000.00</b>	<b>-</b>	<b>\$8,429,070.71</b>	<b>\$21,244,070.71</b>	<b>-</b>

## Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	1/15/2015
Average Life	9.348 Years
Average Coupon	4.4317089%
Weighted Average Maturity (Par Basis)	9.348 Years

## Refunding Bond Information

Refunding Dated Date	1/15/2015
Refunding Delivery Date	1/15/2015



# Pine County, Minnesota

\$16,935,000 G.O. Jail Bonds, Series 2005A

## Debt Service To Maturity And To Call

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S
02/01/2015	-	299,780.63	299,780.63	-	4.000%	299,780.63	299,780.63
08/01/2015	-	299,780.63	299,780.63	-	-	299,780.63	299,780.63
02/01/2016	13,630,000.00	299,780.63	13,929,780.63	-	4.000%	299,780.63	299,780.63
08/01/2016	-	-	-	-	-	299,780.63	299,780.63
02/01/2017	-	-	-	630,000.00	4.000%	299,780.63	929,780.63
08/01/2017	-	-	-	-	-	287,180.63	287,180.63
02/01/2018	-	-	-	660,000.00	4.375%	287,180.63	947,180.63
08/01/2018	-	-	-	-	-	272,743.13	272,743.13
02/01/2019	-	-	-	685,000.00	4.375%	272,743.13	957,743.13
08/01/2019	-	-	-	-	-	257,758.75	257,758.75
02/01/2020	-	-	-	715,000.00	4.375%	257,758.75	972,758.75
08/01/2020	-	-	-	-	-	242,118.13	242,118.13
02/01/2021	-	-	-	750,000.00	4.375%	242,118.13	992,118.13
08/01/2021	-	-	-	-	-	225,711.88	225,711.88
02/01/2022	-	-	-	780,000.00	4.375%	225,711.88	1,005,711.88
08/01/2022	-	-	-	-	-	208,649.38	208,649.38
02/01/2023	-	-	-	815,000.00	4.375%	208,649.38	1,023,649.38
08/01/2023	-	-	-	-	-	190,821.25	190,821.25
02/01/2024	-	-	-	855,000.00	4.375%	190,821.25	1,045,821.25
08/01/2024	-	-	-	-	-	172,118.13	172,118.13
02/01/2025	-	-	-	895,000.00	4.375%	172,118.13	1,067,118.13
08/01/2025	-	-	-	-	-	152,540.00	152,540.00
02/01/2026	-	-	-	935,000.00	4.400%	152,540.00	1,087,540.00
08/01/2026	-	-	-	-	-	131,970.00	131,970.00
02/01/2027	-	-	-	980,000.00	4.400%	131,970.00	1,111,970.00
08/01/2027	-	-	-	-	-	110,410.00	110,410.00
02/01/2028	-	-	-	1,030,000.00	4.400%	110,410.00	1,140,410.00
08/01/2028	-	-	-	-	-	87,750.00	87,750.00
02/01/2029	-	-	-	1,080,000.00	4.500%	87,750.00	1,167,750.00
08/01/2029	-	-	-	-	-	63,450.00	63,450.00
02/01/2030	-	-	-	1,135,000.00	4.500%	63,450.00	1,198,430.00
08/01/2030	-	-	-	-	-	37,912.50	37,912.50
02/01/2031	-	-	-	1,585,000.00	4.500%	37,912.50	1,722,912.50
<b>Total</b>	<b>\$13,630,000.00</b>	<b>\$899,341.89</b>	<b>\$14,529,341.89</b>	<b>\$13,630,000.00</b>	<b>-</b>	<b>\$6,381,170.71</b>	<b>\$20,011,170.71</b>

### Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	1/15/2015
Average Life	10.112 Years
Average Coupon	4.4317089%
Weighted Average Maturity (Par Basis)	10.112 Years

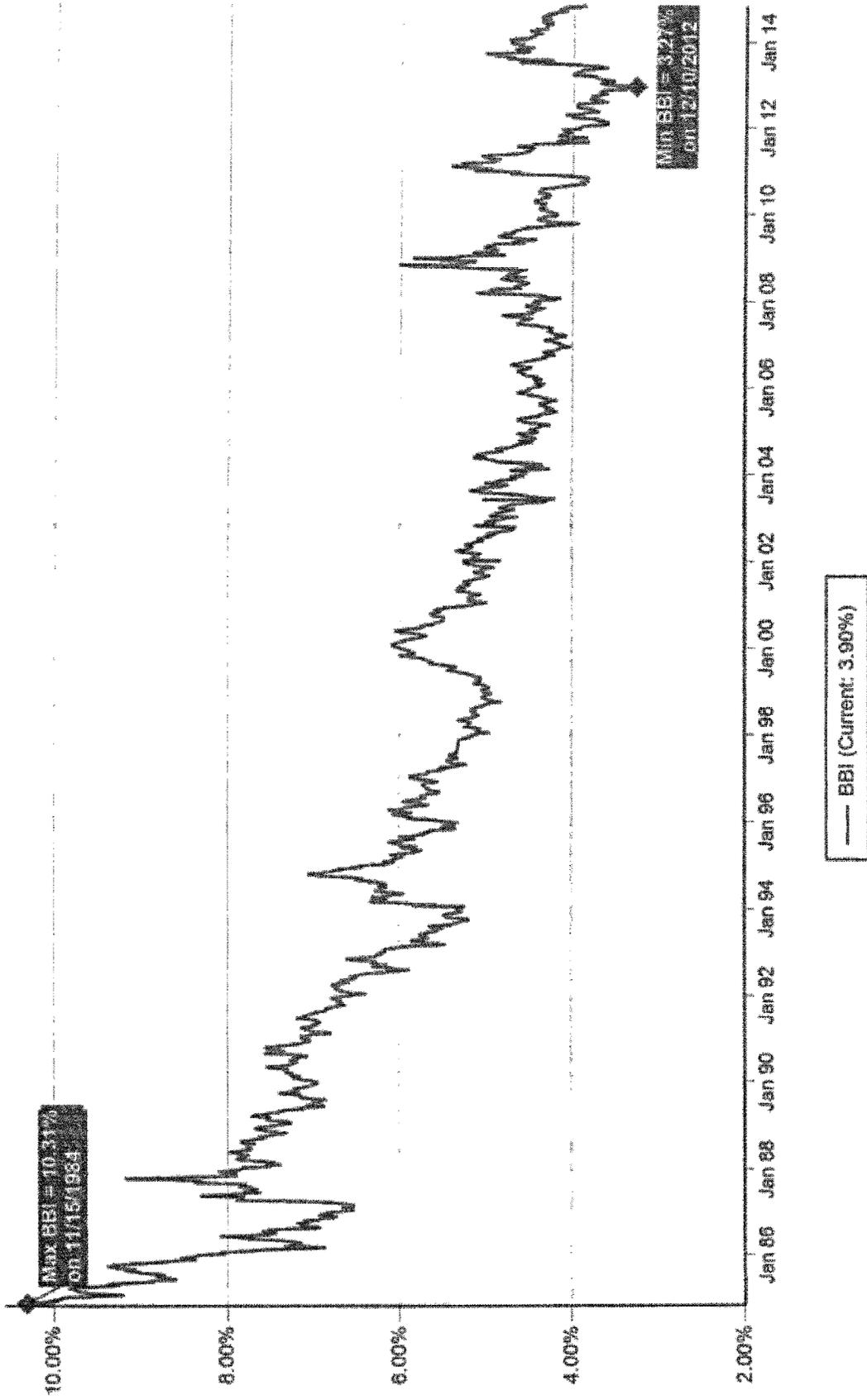
### Refunding Bond Information

Refunding Dated Date	1/15/2015
Refunding Delivery Date	1/15/2015



# 30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates October, 1984 - October, 2014



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$14,155,000 General Obligation Refunding Bonds, Series 2015A**

- A. WHEREAS, the Board of Commissioners of Pine County, Minnesota has heretofore determined that it is necessary and expedient to issue the County's \$14,155,000 General Obligation Refunding Bonds, Series 2015A (the "Bonds"), to crossover refund the County's outstanding Series 2005A Bonds for an interest cost savings; and
- B. WHEREAS, the County has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Bonds and is therefore authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pine County, Minnesota, as follows:

- 1. Authorization; Findings. The Board of Commissioners hereby authorizes Ehlers to solicit proposals for the sale of the Bonds.
- 2. Meeting; Proposal Opening. The Board of Commissioners shall meet at 12:00 p.m. on December 16, 2014, for the purpose of considering proposals for and awarding the sale of the Bonds.
- 3. Official Statement. In connection with said sale, the officers or employees of the County are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the County upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following Board of Commissioners Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 18<sup>th</sup> day of November, 2014.

\_\_\_\_\_  
David J. Minke, Clerk to the County Board and  
County Administrator



**Powering Possible**

**Pine County  
Board of Commissioners  
Pine City, MN  
November 18, 2014**

Eric Stommes, Initiative Foundation &  
Robert L. Musgrove, Ph.D.  
President, Pine Technical and Community College



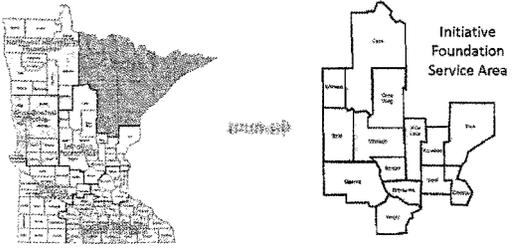
**Powering Possible**

**The Initiative Foundation works to strengthen the economy and communities of Central Minnesota**

- Formed in 1986 by regional leaders and the McKnight Foundation
- One of six Minnesota Initiative Foundations
- No other state has similar foundation network that unites community and economic development



**Powering Possible**



Initiative Foundation Service Area



**Powering Possible**

- **Effective Organizations:** Increasing the economic security of children, families and communities by improving the effectiveness and resiliency of nonprofit organizations.
- **Resilient Businesses:** Creating and retaining quality jobs by providing financing and coordinating business development services.
- **Thriving Communities:** Advancing community vitality through increased public-private partnerships.
- **Local Philanthropy:** Building permanent endowments that allow donors to address local needs and opportunities.



**Powering Possible**

**Regional Impact:**

- \$25 million in grants to nonprofits  
Pine County: \$1.1 million (209 grants)
- \$42.3 million in business financing loans  
Pine County: \$1.8 million (38 business loans)
- \$258 million in private leverage  
Pine County: \$10.4 million
- 12,000 jobs secured  
Pine County: 567 quality jobs
- Over 7,000 community leaders trained in the 14-counties of Central Minnesota



**Powering Possible**

**Business Financing**

- Business Loan Fund
- Green Business Loan Fund
- Lender Match Loan Program
- Nonprofit Loan Program
- Technology Capital Fund



**Powering Possible**

**Examples of Financing Projects:** (Since Inception)

- Lake Superior Laundry, Inc., Pine City
- MINPACK, Inc., Pine City
- Nemadji Research Corp., Bruno
- Team Powder Coating, Hinckley
- Tusen Tack Thrift Store, Braham
- Wild River Veterinary Clinic, Pine City



**Powering Possible**

**Engaging Citizens**

- Thriving Communities Initiative (former Healthy Communities)
- Thriving Organizations Partnership (TOP) (FRSE)
- Early Childhood & Early Childhood Dental



**Powering Possible**

**Innovation Grants**

- Help communities address opportunities or barriers to business growth and employment with active participation by private, public and nonprofit sectors.
- Support planning for community-based recreational amenities such as trail networks which enhance regional quality of life to attract and retain skilled workers and young families.

**Technical Assistance**

- Nemadji, Bruno
- MINPACK, Inc., Pine City



**Powering Possible**

**Recent Grants in the Pine County Area:**

- **Pine County**, Economic Development Planning-\$5,000
- **Pine Technical College**, Pine City-Early Childhood Literacy & School Readiness-\$9,250; Together we Grow Conference-\$1,750; Preschool for Every Kid-\$9,000 (\$76,500 since 2008)
- **City of Sandstone**- Thriving Communities Initiative-\$22,500
- **Pine City Schools**, Childhood Literacy & Working Parent Support-\$5,500; Inside-Out-Connections-\$12,500
- **Various Lake Associations & Audubon Center**, Habitat Restoration, Healthy Lakes & Rivers Partnership Training, Healthy Organizations Partnership & Transition Planning, etc. -\$35,000



**Powering Possible**

**Philanthropy and Local Giving**

- Endowment and Designated Support
- Return on Investment: \$1 returns average of \$4.97 to the region.
- Ways to support:
  - Cash gifts and campaign pledges
  - Legacy Gifts (Cash, Stocks & Securities, Real Estate, Personal Property)
  - Income-Producing Gifts (Charitable Gift Annuity, Charitable Remainder Trust)



**Powering Possible**

**Turn Key Funds-Pine County Area**

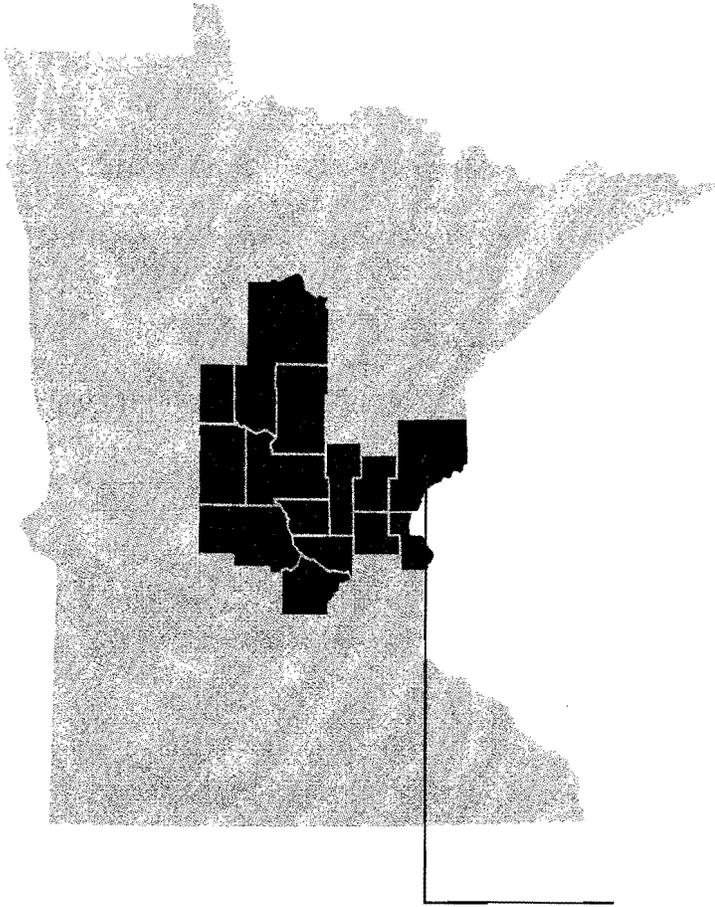
- Greater Pine Area Endowment
- Manufacturing Fund of Central Minnesota



*Powering Possible*

**Questions?**  
**[ifound.org](http://ifound.org)**

Eric Stommes [estommes@ifound.org](mailto:estommes@ifound.org)



Initiative Foundation at work in  
**PINE COUNTY**

**\$620,431**

in local donations to the Initiative Foundation.

**\$3 MILLION**

returned to Pine County in grants, loans, and scholarships.

**Our Mission:**

Unlock the power of central Minnesota people to build and sustain thriving communities.

405 First Street SE  
Little Falls, MN 5634  
320.632.9255  
[ifound.org](http://ifound.org)

**Return on Investment**

For every local dollar contributed, the Initiative Foundation has invested **\$4.97** back into Pine County. All endowment contributions are matched by The McKnight Foundation.

**Economic Impact**

[1986 to present]

- Awarded 209 grants totaling **\$1.1 million**
- 38 loans totaling **\$1.8 million**
- Secured **567 quality jobs**
- Leveraged **\$10.4 million** in private business financing



**Powering Possible**

Equal opportunity lender, provider and employer.

# PINE COUNTY Investment Highlight

For a full listing of Initiative Foundation investments in Pine County, Contact us at (877) 632-9255.

## Grants Thriving Economy, Thriving Communities

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City of Pine City	Regional housing study
Pine Center for the Arts Inc, Pine City	Arts center lighting
Pine City Tennis Foundation	Junior Tennis Program
Pine EMS, Pine City	Emergency medical equipment
Pine Technical College, Pine City	Together We Grow Conference; Women in Technology
Pokegama Lake Association, Pine City	Science fair for Pine and Kanabec counties

## Business Financing Local Ownership, Quality Jobs

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Lake Superior Laundry, Inc., Pine City	Provides laundry services
MINPack, Inc., Pine City	Provides manufacturing, assembly, converting and printing services
Nemadji Research Corp., Bruno	A data management and software development company specializing in cost recovery and revenue maximization for healthcare providers
Team Powder Coating, Hinckley	Contract manufacturer providing powder coating, light assembly and packaging services
Tunsen Tack, Braham	Thrift store and community center
Wild River Veterinary Clinic, Pine City	Large animal veterinary clinic

## Charitable Funds Activating Generosity

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Greater Pine Area Endowment | Manufacturing Fund of Central Minnesota

## Technical Assistance Investing in Talent

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Nemadji, Bruno	Strategic planning
MinPack, Pine City	Family business and leadership

## Community Action The Power of Partnership

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The community of Sandstone spruced up its appearance and brought citizens together through a communitywide paint-a-thon. The effort supported by the Foundation's Thriving Communities Initiative brightened up neighborhoods and provided a Night Out celebration to encourage social interaction and local buying opportunities.

Pine Technical College is home to the new

Pine Entrepreneurial Center and Technology Business Incubator. The incubator supports high-tech and light manufacturing entrepreneurs in the community. At the same time, it gives students access to internships and practical experience. The Initiative Foundation frequently partners with Pine Tech to help develop, retain and attract skilled workers to central Minnesota.

The Greater Pine Area Endowment sponsored a well-attended May 2013 donor appreciation event at the Pine City Country Club. Attendees included donors, advisory board members and past grant recipients. The GPAAE was created in 1992 as a Turn Key component fund of the Initiative Foundation to develop community resources and to enhance the quality of life in the Pine City area.



# AGENDA REQUEST FORM

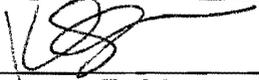
Date of Meeting: November 18, 2014

- County Board**
  - Consent Agenda
  - Regular Agenda
- Personnel Committee
- Other \_\_\_\_\_

5 mins.  10 mins.  15 mins.  Other

Agenda Item: Award Flood Demolition Contract

Department: Land Services

  
\_\_\_\_\_  
Department Head signature

### Background information on Item:

Pine County was recently awarded a second Hazard Mitigation Grant from FEMA to purchase two additional properties which were involved in the June 2012 flooding. Per the grant requirements, these properties must be demolished and returned to green space to prevent future losses due to flooding. Bids for the demolition and debris removal are due November 17th 1:00 pm.

### Action Requested:

Award demolition and debris removal contract to the lowest responsible bidder.

### Financial Impact:

None, all costs associated with the demolition and debris removal are covered under the grant.



# AGENDA REQUEST FORM

Date of Meeting: 11/18/2014

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Collaborative Contracts

Department: HHS

Kubleen Foss  
Department Head signature

### Background information on Item:

Pine County is the fiscal host for our local children's collaborative (Fund 12-440). The Collaborative receives revenue from the state and federal government. The revenue is deposited into this fund and then allocated to the different schools to help pay partial costs for student support services and for the Project ATTEND Truancy services delivered through SCRED (St. Croix Regional Education District).

### Action Requested:

Please approve and sign off on the Collaborative Contracts (with Pine County acting as its fiscal host) for Student Support Services with the various school districts (Pine City, East Central, Hinckley/Finlayson, Willow River), Project ATTEND Truancy Services, LCTS Coordination for the Hinckley/Finlayson School District, and Mental Health Services at VISION.

### Financial Impact:

There is no financial impact to the County. Pine County HHS is merely the fiscal host for the Pine County Children, Families and Learning Services Collaborative (often referred to as The Pine County Children's Collaborative). In 2012, 2013, and 2014, Pine County allocated \$15,000 per year to help offset some of the school district's costs for the services. However, given the current budgetary constraints, no money was allocated in 2015.

## Collaborative Service Contract for Project ATTEND Truancy Services and Student Support Services 2014-15 School Year

The Pine County Children, Families and Learning Services Collaborative, acting through its Fiscal Host, the Health and Human Services Department, 315 Main St S., Ste 200, Pine City MN 55063 hereinafter referred to as the Collaborative and the St. Croix River Education District, hereinafter referred to as SCRED, enter into this Service Contract for the period of *July 1, 2014 through June 30, 2015*. The Commissioner of the Minnesota Department of Human Services is a third party beneficiary to this service contract, in accordance with MN Statute. 245.4875 sub. 8 and 246.18 sub. 8

The contracting agent is the Pine County Children, Families and Learning Collaborative and the provider for the Service Contract is the St. Croix River Education District. The source of funding is the Pine County Children, Families and Learning Collaborative's Integrated Fund.

**Service Description Summary** This contract covers the following services:

- Project Attend truancy services (Attachment A)
- Student Support Services for Pine City (Attachment B)

Attachments A & B address the specifics of each service.

### CONTRACT RESPONSIBILITIES

- A. Scope of Services**
1. The SCRED agrees all services provided under this Service Contract will meet the requirements of Minnesota Statutes, Section 245.487 to 246.18.
  2. The Collaborative agrees to purchase and the SCRED agrees to furnish services described in this Service Contract. Included in said purchase are such administrative services as are reasonable, including all documents, reports, certificates and assurances as are required by this Service Contract.
  3. As a condition to this Service Contract and for the purpose of further defining the services to be provided, assisting the Collaborative in evaluating the program and enabling the Collaborative to document compliance with state and federal laws, rules and regulation, the SCRED shall provide documents or information as requested by the Collaborative.
  4. The SCRED agrees to provide staff sufficient to meet the requirements for the services described in Attachments A & B.
- B. Payment from the Integrated Fund**
1. Reimbursement of expenses incurred for providing services under this Service Contract will be from the Collaborative's Integrated Fund *The maximum paid for services under this contract will be \$ 65,653 as determined by the approved 2014-15 Integrated Fund budget (attached).*
  2. The SCRED, within fifteen (15) calendar days following the last day of each quarter, submit an invoice for actual expenditures and services purchased from the Integrated Fund. The Collaborative Fiscal Host will make payment from the Integrated Fund to the SCRED and District within forty-five (45) days of the date on which the invoice is received. The Collaborative Fiscal Host has absolute right to refuse to make payment on invoices received or postmarked more than ninety (90) days after the last date the invoiced service

was performed.

3. The SCRED will bill the Integrated Fund, and the Fiscal Host will pay, for actual line item expenditures and services as identified in the *approved 2014-2015* Integrated Fund budget in order to fulfill the obligations of this Service Contract.
4. In the event that this Service Contract is terminated and/or modified and as a result the SCRED incurs unemployment costs associated with the termination of an employee whose services are no longer needed as a result of the termination or modification, the Collaborative will reimburse the SCRED *for the contracted portion* of the unemployment costs incurred by the SCRED.
5. The SCRED agrees to provide itemized documentation upon request by the Collaborative Fiscal Host of expenses incurred for auditing purposes. Payment is conditional on compliance by the SCRED with Minnesota Statutes, Section 245.487 to 245.4887 and all other applicable laws, rules and standards and the terms of the Service Contract.
6. Equipment purchased under this contract shall have ownership designated as:
  - a. Equipment purchased through grants, with no local funding, will be depreciated over five years. Ownership will be with the grant Fiscal Host.
  - b. Equipment purchased with local funds will be depreciated over five years. Ownership will be by the purchasing agent.
  - c. These conditions apply to equipment purchased at a cost of \$500 or more.

**C. Audit,  
Evaluation,  
Reporting and  
Information  
Requirements**

1. The SCRED will provide the Collaborative Fiscal Host with additional programmatic and financial information it reasonably requires for effective management of services. Such information will be furnished within a reasonable period, as agreed to by the District and SCRED.
2. The Collaborative Fiscal Host will maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently reflect all direct and indirect costs of any nature incurred in the performance of this Service Contract. These books, records, documents, accounting procedures and practices relevant to the Service Contract will be subject at all reasonable times to inspection, review, or audit on either site by authorized personnel subject to data privacy restrictions.
3. The Collaborative Fiscal Host agrees to maintain financial records for seven years after the last date of service under this Service Contract.
4. The SCRED or its designees may duplicate, use and disclose, in any manner consistent with the provisions of the Data Privacy clause in this Service Contract, all data delivered under this Service Contract.

**D. Statutory  
Organization  
Requirements,  
Standards and  
Licenses**

The SCRED agrees to comply with all federal, state, county and local laws, regulations, ordinances, rules and certifications as pertaining to the facilities, programs and staff in the performance of its obligations under the Service Contract. This shall include, but not be limited to, current health, fire marshal and program licenses, meeting zoning standards, certification of staff when required and all other applicable laws, regulations, ordinances, rules and certifications that are effective or will become effective during the period of this Service Contract.

- E. Equal Employment Opportunity and Civil Rights** The SCRED will adhere to equal employment opportunity and civil rights standards and agrees to have in effect an affirmative action program. No person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination. A certificate of compliance with the affirmative action requirement will be furnished to the District upon request. The SCRED will comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel and warrants that it is in full or transitional compliance with all such handicap regulations.
- F. Insurance** The SCRED shall be responsible for liability insurance for claims arising out the performance of the assigned SCRED employees.
- G. Fair Hearing and Grievance Procedure** The SCRED will have or establish a fair hearing and grievance procedure in conformance with and in conjunction with those established, developed and provided by the Minnesota Department of Human Services.
- H. Unavailability of Services** The SCRED certifies that the services to be provided under this Service Contract are not available without cost to eligible recipients. The SCRED further certifies that payment for purchased services will be in accordance with rates of payment that do not exceed amounts reasonable and necessary to assure quality of service.
- I. Data Privacy**
1. All data collected, created, received, maintained, or disseminated for any purposes in the course of the performance of this Service Contract is governed by state statutes, state rules and federal regulations on data privacy. The SCRED agrees to abide strictly by these statutes, rules and regulations.
  2. The SCRED will designate a Responsible Authority pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as the individual responsible for the collection, maintenance, use and dissemination of any set of data on individuals, government data, or summary data pursuant to this Service Contract. The SCRED has designated its Executive Director, as the Responsible Authority for the terms of this Service Contract.
- J. Modification of the Service Contract** Any substantive alterations, variations, modifications, or waivers of provisions of this Service Contract will only be valid when they have been reduced to writing, signed by authorized representatives of the SCRED and the Collaborative and attached to the original of this Service Contract
- K. Conditions of the Parties' Obligations**
1. It is understood and agreed that in the event that reimbursement to the Collaborative Fiscal Host from state and federal sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of purchased services *or, if a payback of Collaborative funds is required by the State or Federal government*, the obligations of each party thereunder will be immediately canceled, other provisions of this Service Contract notwithstanding; provided that any cancellations of this Service

Contract will be without prejudice to any obligations or liabilities of the parties already accrued prior to such cancellation.

2. In the event that there is a revision of federal or state regulations or laws which might make this Service Contract or any portion thereof ineligible for federal or state financial participation, all parties will review the Service Contract and re-negotiate those items necessary to bring the Service Contract into compliance with the new federal or state regulations or laws. Refusal to re-negotiate in order to bring this Service Contract into compliance will be cause for termination of this Service Contract as of the date when this Service Contract is ineligible for federal or state financial participation.
3. When required, the SCRED will assist the Collaborative with proper documentation for completing forms and reports in compliance with the regulations of all state and federal agencies including but not limited to the Minnesota Department of Human Services and any regulatory agency acting under aegis of the United States Department of Health, Education and Welfare and other public sources of financial assistance.

**L. Subcontracting and Assignments**

The SCRED may subcontract these services. The SCRED will be responsible for the performance of subcontractors.

**M. Cancellation and Finalization**

1. This Service Contract or portion thereof may be canceled by either party at any time, with or without cause, upon thirty (30) days written notice, delivered by certified mail or in person.
2. After receipt of a notice of cancellation and except as otherwise directed, the SCRED shall:
  - a. Discontinue provision of Purchased Services under this Service Contract on the date and to the extent specified, in the notice of cancellation.
  - b. Cancel all orders and subcontracts to the extent that they relate to the performance of Purchased Services canceled by the notice of cancellation.
  - c. Settle all outstanding liabilities and all claims arising out of such cancellation of orders and subcontracts, with the approval or ratification of the District to the extent that may be required, with said approval or ratification to be final for all the purposes of this clause.
  - d. Complete performance of such Purchased Services not canceled by the notice of cancellation.
  - e. Submit a revenue and expense statement for the performance of Purchased Services prior to the effective date of cancellation within thirty (30) days of said date.
  - f. Maintain all records relating to performance of the canceled portion of the Service Contract as may be required by the SCRED.
  - g. Notify all eligible recipients of the cancellation of this Service Contract.

**N. Merger**

It is understood and agreed that the entire Service Contract between the parties is contained herein and that this Service Contract supersedes all oral agreements and negotiations between the parties relating to the content matter hereof. All items referred to in this Service Contract are incorporated or attached and are deemed to be part of this Service Contract.

**EXPECTED OUTCOMES AND KEY INDICATORS**

The SCRED will cooperate with measurement of outcomes and key indicators set by the Collaborative.

### **ANNUAL INTEGRATED FUNDS BUDGET**

The approved Pine County Children, Families and Learning Collaborative Integrated Funds Budget for FY15 indicates the District will receive \$15,652 reimbursement for student support services and \$50,001 reimbursement for Project Attend duties for a total of \$(65,653).

**SIGNATURES**

**APPROVED AS TO FORM AND EXECUTION:**

\_\_\_\_\_  
County Attorney

**Dated:**

**For St. Croix River Education District:**

\_\_\_\_\_  
Chairperson, SCRED Board (date)

\_\_\_\_\_  
Executive Director, (date)

**For the Fiscal Host:**

\_\_\_\_\_  
Chairperson, County Board, (date)

\_\_\_\_\_  
Health and Human Services Director, (date)

**For the Collaborative:**

\_\_\_\_\_  
Chairperson, (date)

## ATTACHMENT A

**Project ATTEND** Project ATTEND (Attendance and Truancy Tracking, Education and Networking Data) is a program involving the following agencies: Pine County Attorney's Office, Human Services, Court Services, and Sheriff's Department; all Pine County public school districts and the St. Croix River Education District. The goal of Project ATTEND is to reduce truancy rates for Pine County students who are between the ages of seven and sixteen years of age, including those at the Mille Lacs Band school. Priority will be given to students through eighth grade. This is accomplished through the involvement of the above agencies working together with students and their families to identify and eliminate the barriers to school attendance.

Clinical supervision will be provided by Pine County Health and Human Services, Children's Services supervisor.

**Service Populations** This Service Contract targets students in Pine County with significant school attendance problems.

**Service Hours** These duties are the equivalent of 1 FTE educator. Total hours and days worked will be dependent on the 2014-15 approved budget.

### **DESCRIPTION OF SERVICE JOB ACTIVITIES**

The SCRED Project ATTEND Coordinator will have the following responsibilities:

- A. Truancy**
1. Needs and Resource Assessment
    - Review and recommend changes of district policies and practices with regard to statutory mandates of truancy.
    - Identify resources that are or could be used to implement a problem-solving system for persistent truancy problems.
    - Work directly with building staff on implementation of a building-wide attendance initiative.
  2. Comprehensive Truancy Problem Solving
    - Review interagency agreements between law enforcement, county agencies and schools as they pertain to truancy.
    - Meet with children with truancy problems to resolve the poor attendance and meet with their families.
    - Participate in the County's weekly staff consultation meetings.
  3. Consultation on Implementation of Problem-Solving System
    - SCRED Project ATTEND personnel will provide phone consultation and site visits to assist in the implementation of Project ATTEND.
    - SCRED Project ATTEND personnel will receive case consultation

regarding truancy offenders from the HHS supervisor.

#### 4. Evaluation of System Effectiveness and Future Needs

SCRED Project ATTEND personnel will gather and report truancy data annually to the Cabinet.

#### B. Tardiness

- Review of current district policy and practices with regard to tardies and daily attendance.
- Identify resources available for increasing student attendance in each building.
- Work directly with building staff on implementation of a building-wide attendance initiative.
- Project ATTEND personnel will consult with principals regarding the quarterly tardiness data they collect.

#### C. Training & Consultation

- SCRED Project ATTEND personnel will assist teachers in receiving training on any new data collection systems and/or reinforcement strategies.
- SCRED Project ATTEND personnel will provide training to school personnel regarding Project ATTEND program.
- SCRED Project ATTEND personnel will provide phone consultation, research reporting, and site development to assist in the implementation of the attendance and tardiness initiatives.

#### D. Other

Other mutually agreed upon services as determined by SCRED and the Collaborative needs and service system resources and talents.

### **SERVICE EVALUATION AND REPORTING**

Ongoing evaluation and reporting of Project ATTEND will take place as part of the Steering Committee's review and input process. Data on expected outcomes and key indicators is to be collected during the year. An annual consumer satisfaction rating of services will be conducted by inviting administrators, teaching staff, County personnel, parents and students to complete the evaluation form found in the Project ATTEND Professional Practices Manual. A list of children served must be given to the Collaborative.

The Steering Committee will develop a report that incorporates the consumer satisfaction data, progress toward expected outcomes (key indicators) and a summary of the year's operations. This report will be designed to fulfill the reporting requirements of both SCRED and the Collaborative and will be incorporated into the Annual Progress Report of the Collaborative. Information from the report will be used to identify goals for the following Pine County Collaborative Service Contract period and improve services.

## ATTACHMENT B

### Student Support Services

Student Support Services (SSS) are designed to address barriers to academic and social success of school students. Staff members identified by each school district will work collaboratively with school administrators, teachers, school psychologists, community mental health providers, and Pine County staff to identify and intervene when mental health, family issues, or life circumstances disrupt a student's successful functioning in school. Essential duties may be modified depending on the unique needs of the district(s) of assignment.

As determined by collaborative budget (see attached).

### Service Hours

#### DESCRIPTION OF SERVICE JOB ACTIVITIES

Districts will use collaborative funds for student support services who will engage in the following activities:

##### Identification and Referral

- If assigned by the Students Assistance Team, when a parent or school staff member has a concern about the emotional and mental health needs of a student, Staff will collect information and conduct interviews in order to identify the nature, extent and parameters of the presenting problem. After collecting the necessary information, staff will determine whether a referral to an appropriate outside agency is necessary.
- Staff will assist families in arranging for services from an outside agency (i.e., assist in scheduling appointments, provide verbal and written information to agency, attend appointments with families if necessary).
- Staff will assist the outside service agency in the collection of relevant school information to assist in evaluating the effects of treatment.
- Staff will assist families in obtaining information about available county services.
- Staff will work collaboratively with the county, school district, and education district to implement a screening process to promote early intervention with students at-risk for mental health problems.
- Staff will participate in the Student Assistance Team or Problem Solving Team.

##### Intervention

- Staff will assess the need for group interventions in their buildings of assignment.
- Staff will conduct group interventions based on assessed building needs.
- Staff will offer individual or group parent education sessions to address identified student needs.

- Staff will assist the building problem solving team in collecting information to identify and analyze problems and develop, implement, and evaluate intervention plans.
- Staff will assist in the design and delivery of Extended School Year services for students on IEP's who have mental health needs.

#### **Mental Health Consultation**

- Staff will provide information to families and school staff on the impact of mental health issues on a individual student's functioning.
- At the request of the building principal, Staff will provide in-service sessions on mental health issues.

#### **Crisis Intervention**

- Staff will participate in the school's crisis team at the discretion of the building principal.
- Staff will provide an immediate response to students, families, and school staff in crisis situations and determine when a referral to an outside agency is needed.

#### **School Engagement**

- Staff will systematically assess the extent to which students are engaged in school or exhibiting signs of school withdrawal through monitoring risk factors such as attendance, tardiness, behavioral referrals, poor academic performance, and in-school or out-of-school suspensions.
- Staff will respond on a regular basis to students educational needs according to their type and level of risk for disengagement from school.
- Staff will provide regular feedback to students and families about their overall progress in school and in relation to specific risk factors.

### **SERVICE EVALUATION AND REPORTING**

Ongoing evaluation and reporting will take place as part of the Steering Committee review and input process. Data on expected outcomes and key indicators will be collected during the year. A list of children served must be reported to the Collaborative.

The Steering Committee will develop a report that incorporates the consumer satisfaction data, progress toward expected outcomes (key indicators) and a summary of the year's operations. This report will be designed to fulfill the reporting requirements of both Department and the Collaborative and will be incorporated into the Annual Progress Report of the Collaborative. Information from the report will be used to identify goals for the following Pine County Collaborative Service Contract period and improve services.

**Pine County Children's Collaborative  
Budget Recommendations  
FY15**

~Balance June 30, 2014	\$0.00
Anticipated Revenue FY15	\$100,000.00
County	\$0.00
Total Revenue FY13	\$100,000.00
Amount Needed	
Under/Over	

Service	Total Cost	Amount Billed to PCCC	WADM
Bjerke: ATTEND	\$50,001	\$50,001	0.00%
Mental Health Services: VISION	\$12,600	\$12,600	0.00%
LCTS Clerical: HF	\$1,000	\$1,000	0.00%
Student Support Services	\$36,399		
SCRED: Student Support Services (Pine City)		\$15,652	43.00%
East Central: Student Support Services		\$7,280	20.00%
Hinckley-Finlayson Student Support Services		\$9,464	26.00%
Willow River Student Support Services		\$4,004	11.00%
Collaborative Set Aside			
<b>Total:</b>	<b>\$100,000</b>	<b>\$100,000</b>	

		WADM
Mental Health at Vision	\$12,600.00	89.00%
Vision (PC)	\$11,214.00	89.00%
Willow River	\$1,386.00	11.00%

## Collaborative Service Contract for Student Support Services

The Pine County Children, Families and Learning Services Collaborative, acting through its Fiscal Host, the Health and Human Services Department, 315 Main St S., Ste 200, Pine City MN 55063 hereinafter referred to as the Collaborative and the East Central School District, hereinafter referred to as the District, enter into this Service Contract for the period of *July 1, 2014 through June 30, 2015*. The Commissioner of the Minnesota Department of Human Services is a third party beneficiary to this service contract, in accordance with MN Statute. 245.4875 sub. 8 and 246.18 sub. 8

The contracting agent is the Pine County Children, Families and Learning Collaborative and the provider for the Service Contract is the East Central School District. The source of funding is the Pine County Children, Families and Learning Collaborative's Integrated Fund.

**Service Description** This contract covers the following services:  
**Summary**                   ▪ Student Support Services (Attachment B)

### CONTRACT RESPONSIBILITIES

- A. Scope of Services**
1. The District agrees all services provided under this Service Contract will meet the requirements of Minnesota Statutes, Section 245.487 to 246.18.
  2. The Collaborative agrees to purchase and the District agrees to furnish services described in this Service Contract. Included in said purchase are such administrative services as are reasonable, including all documents, reports, certificates and assurances as are required by this Service Contract.
  3. As a condition to this Service Contract and for the purpose of further defining the services to be provided, assisting the Collaborative in evaluating the program and enabling the Collaborative to document compliance with state and federal laws, rules and regulation, the District shall provide documents or information as requested by the Collaborative.
  4. The District agrees to provide staff sufficient to meet the requirements for the services described in Attachment B.
- B. Payment from the Integrated Fund**
1. Reimbursement of expenses incurred for providing services under this Service Contract will be from the Collaborative's Integrated Fund *The maximum paid for services under this contract will be \$7,280 as determined by the approved 2014-15 Integrated Fund budget (attached).*
  2. The District, within fifteen (15) calendar days following the last day of each quarter, submit an invoice for actual expenditures and services purchased from the Integrated Fund. The Collaborative Fiscal Host will make payment from the Integrated Fund to the DISTRICT within forty-five (45) days of the date on which the invoice is received. The Collaborative Fiscal Host has absolute right to refuse to make payment on invoices received or postmarked more than ninety (90) days after the last date the invoiced service was performed.
  3. The DISTRICT will bill the Integrated Fund, and the Fiscal Host will pay, for

actual line item expenditures and services as identified in the *approved 2014-15* Integrated Fund budget in order to fulfill the obligations of this Service Contract.

4. In the event that this Service Contract is terminated and/or modified and as a result the DISTRICT incurs unemployment costs associated with the termination of an employee whose services are no longer needed as a result of the termination or modification, the Collaborative will reimburse the DISTRICT *for the contracted portion* of the unemployment costs incurred by the DISTRICT.
5. The DISTRICT agrees to provide itemized documentation upon request by the Collaborative Fiscal Host of expenses incurred for auditing purposes. Payment is conditional on compliance by the DISTRICT with Minnesota Statutes, Section 245.487 to 245.4887 and all other applicable laws, rules and standards and the terms of the Service Contract.
6. Equipment purchased under this contract shall have ownership designated as:
  - a. Equipment purchased through grants, with no local funding, will be depreciated over five years. Ownership will be with the grant Fiscal Host.
  - b. Equipment purchased with local funds will be depreciated over five years. Ownership will be by the purchasing agent.
  - c. These conditions apply to equipment purchased at a cost of \$500 or more.

**C. Audit,  
Evaluation,  
Reporting and  
Information  
Requirements**

1. The DISTRICT will provide the Collaborative Fiscal Host with additional programmatic and financial information it reasonably requires for effective management of services. Such information will be furnished within a reasonable period, as agreed to by the District and the Collaborative.
2. The Collaborative Fiscal Host will maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently reflect all direct and indirect costs of any nature incurred in the performance of this Service Contract. These books, records, documents, accounting procedures and practices relevant to the Service Contract will be subject at all reasonable times to inspection, review, or audit on either site by authorized personnel subject to data privacy restrictions.
3. The Collaborative Fiscal Host agrees to maintain financial records for seven years after the last date of service under this Service Contract.
4. The DISTRICT or its designees may duplicate, use and disclose, in any manner consistent with the provisions of the Data Privacy clause in this Service Contract, all data delivered under this Service Contract.

**D. Statutory  
Organization  
Requirements,  
Standards and  
Licenses**

The DISTRICT agrees to comply with all federal, state, county and local laws, regulations, ordinances, rules and certifications as pertaining to the facilities, programs and staff in the performance of its obligations under the Service Contract. This shall include, but not be limited to, current health, fire marshal and program licenses, meeting zoning standards, certification of staff when required and all other applicable laws, regulations, ordinances, rules and certifications that are effective or will become effective during the period of this Service Contract.

**E. Equal**

The DISTRICT will adhere to equal employment opportunity and civil rights

**Employment  
Opportunity and  
Civil Rights**

standards and agrees to have in effect an affirmative action program. No person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination. A certificate of compliance with the affirmative action requirement will be furnished to the District upon request. The DISTRICT will comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel and warrants that it is in full or transitional compliance with all such handicap regulations.

**F. Insurance**

The DISTRICT shall be responsible for liability insurance for claims arising out of the performance of the assigned DISTRICT employees.

**G. Fair Hearing  
and Grievance  
Procedure**

The DISTRICT will have or establish a fair hearing and grievance procedure in conformance with and in conjunction with those established, developed and provided by the Minnesota Department of Human Services.

**H. Unavailability of  
Services**

The DISTRICT certifies that the services to be provided under this Service Contract are not available without cost to eligible recipients. The DISTRICT further certifies that payment for purchased services will be in accordance with rates of payment that do not exceed amounts reasonable and necessary to assure quality of service.

**I. Data Privacy**

1. All data collected, created, received, maintained, or disseminated for any purposes in the course of the performance of this Service Contract is governed by state statutes, state rules and federal regulations on data privacy. The DISTRICT agrees to abide strictly by these statutes, rules and regulations.
2. The DISTRICT will designate a Responsible Authority pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as the individual responsible for the collection, maintenance, use and dissemination of any set of data on individuals, government data, or summary data pursuant to this Service Contract. The DISTRICT has designated its superintendent, as the Responsible Authority for the terms of this Service Contract.

**J. Modification of  
the Service  
Contract**

Any substantive alterations, variations, modifications, or waivers of provisions of this Service Contract will only be valid when they have been reduced to writing, signed by authorized representatives of the DISTRICT and the Collaborative and attached to the original of this Service Contract

**K. Conditions of the  
Parties'  
Obligations**

1. It is understood and agreed that in the event that reimbursement to the Collaborative Fiscal Host from state and federal sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of purchased services *or, if a payback of Collaborative funds is required by the State or Federal government*, the obligations of each party thereunder will be immediately canceled, other provisions of this Service Contract notwithstanding; provided that any cancellations of this

Service Contract will be without prejudice to any obligations or liabilities of the parties already accrued prior to such cancellation.

2. In the event that there is a revision of federal or state regulations or laws which might make this Service Contract or any portion thereof ineligible for federal or state financial participation, all parties will review the Service Contract and re-negotiate those items necessary to bring the Service Contract into compliance with the new federal or state regulations or laws. Refusal to re-negotiate in order to bring this Service Contract into compliance will be cause for termination of this Service Contract as of the date when this Service Contract is ineligible for federal or state financial participation.
3. When required, the DISTRICT will assist the Collaborative with proper documentation for completing forms and reports in compliance with the regulations of all state and federal agencies including but not limited to the Minnesota Department of Human Services and any regulatory agency acting under aegis of the United States Department of Health, Education and Welfare and other public sources of financial assistance.

**L. Subcontracting and Assignments**

The DISTRICT may subcontract these services. The DISTRICT will be responsible for the performance of subcontractors.

**M. Cancellation and Finalization**

1. This Service Contract or portion thereof may be canceled by either party at any time, with or without cause, upon thirty (30) days written notice, delivered by certified mail or in person.
2. After receipt of a notice of cancellation and except as otherwise directed, the DISTRICT shall:
  - a. Discontinue provision of Purchased Services under this Service Contract on the date and to the extent specified, in the notice of cancellation.
  - b. Cancel all orders and subcontracts to the extent that they relate to the performance of Purchased Services canceled by the notice of cancellation.
  - c. Settle all outstanding liabilities and all claims arising out of such cancellation of orders and subcontracts, with the approval or ratification of the District to the extent that may be required, with said approval or ratification to be final for all the purposes of this clause.
  - d. Complete performance of such Purchased Services not canceled by the notice of cancellation.
  - e. Submit a revenue and expense statement for the performance of Purchased Services prior to the effective date of cancellation within thirty (30) days of said date.
  - f. Maintain all records relating to performance of the canceled portion of the Service Contract as may be required by the DISTRICT.
  - g. Notify all eligible recipients of the cancellation of this Service Contract.

**N. Merger**

It is understood and agreed that the entire Service Contract between the parties is contained herein and that this Service Contract supersedes all oral agreements and negotiations between the parties relating to the content matter hereof. All items referred to in this Service Contract are incorporated or attached and are deemed to be part of this Service Contract.

**EXPECTED OUTCOMES AND KEY INDICATORS**

The DISTRICT will cooperate with measurement of outcomes and key indicators set by the Collaborative.

**ANNUAL INTEGRATED FUNDS BUDGET**

The approved Pine County Children, Families and Learning Collaborative Integrated Funds Budget for FY15 indicates the District will receive \$7,280 reimbursement for student support services.

**SIGNATURES**

**APPROVED AS TO FORM AND EXECUTION:**

\_\_\_\_\_  
County Attorney

**Dated:** \_\_\_\_\_

**For East Central School District:**

\_\_\_\_\_  
Chairperson, DISTRICT Board (date)

\_\_\_\_\_  
Superintendent, (date)

**For the Fiscal Host:**

\_\_\_\_\_  
Chairperson, County Board, (date)

\_\_\_\_\_  
Health and Human Services Director, (date)

**For the Collaborative:**

\_\_\_\_\_  
Chairperson, (date)

## ATTACHMENT B

### Student Support Services

Student Support Services (SSS) are designed to address barriers to academic and social success of school students. Staff members identified by each school district will work collaboratively with school administrators, teachers, school psychologists, community mental health providers, and Pine County staff to identify and intervene when mental health, family issues, or life circumstances disrupt a student's successful functioning in school. Essential duties may be modified depending on the unique needs of the district(s) of assignment.

As determined by collaborative budget (see attached).

### Service Hours

#### DESCRIPTION OF SERVICE JOB ACTIVITIES

Districts will use collaborative funds for student support services who will engage in the following activities:

##### Identification and Referral

- If assigned by the Students Assistance Team, when a parent or school staff member has a concern about the emotional and mental health needs of a student, Staff will collect information and conduct interviews in order to identify the nature, extent and parameters of the presenting problem. After collecting the necessary information, staff will determine whether a referral to an appropriate outside agency is necessary.
- Staff will assist families in arranging for services from an outside agency (i.e., assist in scheduling appointments, provide verbal and written information to agency, attend appointments with families if necessary).
- Staff will assist the outside service agency in the collection of relevant school information to assist in evaluating the effects of treatment.
- Staff will assist families in obtaining information about available county services.
- Staff will work collaboratively with the county, school district, and education district to implement a screening process to promote early intervention with students at-risk for mental health problems.
- Staff will participate in the Student Assistance Team or Problem Solving Team.

##### Intervention

- Staff will assess the need for group interventions in their buildings of assignment.
- Staff will conduct group interventions based on assessed building needs.
- Staff will offer individual or group parent education sessions to address identified student needs.

- Staff will assist the building problem solving team in collecting information to identify and analyze problems and develop, implement, and evaluate intervention plans.
- Staff will assist in the design and delivery of Extended School Year services for students on IEP's who have mental health needs.
- Staff will provide information to families and school staff on the impact of mental health issues on a individual student's functioning.
- At the request of the building principal, Staff will provide in-service sessions on mental health issues.

### **Mental Health Consultation**

### **Crisis Intervention**

- Staff will participate in the school's crisis team at the discretion of the building principal.
- Staff will provide an immediate response to students, families, and school staff in crisis situations and determine when a referral to an outside agency is needed.

### **School Engagement**

- Staff will systematically assess the extent to which students are engaged in school or exhibiting signs of school withdrawal through monitoring risk factors such as attendance, tardiness, behavioral referrals, poor academic performance, and in-school or out-of-school suspensions.
- Staff will respond on a regular basis to students educational needs according to their type and level of risk for disengagement from school.
- Staff will provide regular feedback to students and families about their overall progress in school and in relation to specific risk factors.

## **SERVICE EVALUATION AND REPORTING**

Ongoing evaluation and reporting will take place as part of the Steering Committee review and input process. Data on expected outcomes and key indicators will be collected during the year. A list of children served must be reported to the Collaborative.

The Steering Committee will develop a report that incorporates the consumer satisfaction data, progress toward expected outcomes (key indicators) and a summary of the year's operations. This report will be designed to fulfill the reporting requirements of both Department and the Collaborative and will be incorporated into the Annual Progress Report of the Collaborative. Information from the report will be used to identify goals for the following Pine County Collaborative Service Contract period and improve services.

**Pine County Children's Collaborative  
Budget Recommendations  
FY15**

~Balance June 30, 2014	\$0.00
Anticipated Revenue FY15	\$100,000.00
County	\$0.00
Total Revenue FY13	\$100,000.00
Amount Needed	
Under/Over	

Service	Total Cost	Amount Billed to PCCC	WADM
Bjerke: ATTEND	\$50,001	\$50,001	0.00%
Mental Health Services: VISION	\$12,600	\$12,600	0.00%
LCTS Clerical: HF	\$1,000	\$1,000	0.00%
Student Support Services	\$36,399		
SCRED: Student Support Services (Pine City)		\$15,652	43.00%
East Central: Student Support Services		\$7,280	20.00%
Hinckley-Finlayson Student Support Services		\$9,464	26.00%
Willow River Student Support Services		\$4,004	11.00%
Collaborative Set Aside			
<b>Total:</b>	<b>\$100,000</b>	<b>\$100,000</b>	

		WADM
Mental Health at Vision	\$12,600.00	89.00%
Vision (PC)	\$11,214.00	89.00%
Willow River	\$1,386.00	11.00%

## Collaborative Service Contract for Student Support Service and LCTS Coordination

The Pine County Children, Families and Learning Services Collaborative, acting through its Fiscal Host, the Health and Human Services Department, 315 Main St S., Ste 200, Pine City MN 55063 hereinafter referred to as the Collaborative and the Hinckley/Finlayson School District, hereinafter referred to as the District, enter into this Service Contract for the period of *July 1, 2014 through June 30, 2015*. The Commissioner of the Minnesota Department of Human Services is a third party beneficiary to this service contract, in accordance with MN Statute. 245.4875 sub. 8 and 246.18 sub. 8

The contracting agent is the Pine County Children, Families and Learning Collaborative and the provider for the Service Contract is the Hinckley/Finlayson School District. The source of funding is the Pine County Children, Families and Learning Collaborative's Integrated Fund.

**Service Description Summary** This contract covers the following services:

- Student Support Services (Attachment B)
- LCTS Coordinator (Attachment C)

### **CONTRACT RESPONSIBILITIES**

- A. Scope of Services**
1. The District agrees all services provided under this Service Contract will meet the requirements of Minnesota Statutes, Section 245.487 to 246.18.
  2. The Collaborative agrees to purchase and the District agrees to furnish services described in this Service Contract. Included in said purchase are such administrative services as are reasonable, including all documents, reports, certificates and assurances as are required by this Service Contract.
  3. As a condition to this Service Contract and for the purpose of further defining the services to be provided, assisting the Collaborative in evaluating the program and enabling the Collaborative to document compliance with state and federal laws, rules and regulation, the District shall provide documents or information as requested by the Collaborative.
  4. The District agrees to provide staff sufficient to meet the requirements for the services described in Attachments B & C.
- B. Payment from the Integrated Fund**
1. Reimbursement of expenses incurred for providing services under this Service Contract will be from the Collaborative's Integrated Fund *The maximum paid for services under this contract will be \$ 10,464 as determined by the approved 2014-15 Integrated Fund budget (attached)*.
  2. The District, within fifteen (15) calendar days following the last day of each quarter, submit an invoice for actual expenditures and services purchased from the Integrated Fund. The Collaborative Fiscal Host will make payment from the Integrated Fund to the DISTRICT within forty-five (45) days of the date on which the invoice is received. The Collaborative Fiscal Host has absolute right to refuse to make payment on invoices received or postmarked more than ninety (90) days after the last date the invoiced service was

- performed.
3. The DISTRICT will bill the Integrated Fund, and the Fiscal Host will pay, for actual line item expenditures and services as identified in the *approved 2014-15* Integrated Fund budget in order to fulfill the obligations of this Service Contract.
  4. In the event that this Service Contract is terminated and/or modified and as a result the DISTRICT incurs unemployment costs associated with the termination of an employee whose services are no longer needed as a result of the termination or modification, the Collaborative will reimburse the DISTRICT *for the contracted portion* of the unemployment costs incurred by the DISTRICT.
  5. The DISTRICT agrees to provide itemized documentation upon request by the Collaborative Fiscal Host of expenses incurred for auditing purposes. Payment is conditional on compliance by the DISTRICT with Minnesota Statutes, Section 245.487 to 245.4887 and all other applicable laws, rules and standards and the terms of the Service Contract.
  6. Equipment purchased under this contract shall have ownership designated as:
    - a. Equipment purchased through grants, with no local funding, will be depreciated over five years. Ownership will be with the grant Fiscal Host.
    - b. Equipment purchased with local funds will be depreciated over five years. Ownership will be by the purchasing agent.
    - c. These conditions apply to equipment purchased at a cost of \$500 or more.

**C. Audit,  
Evaluation,  
Reporting and  
Information  
Requirements**

1. The DISTRICT will provide the Collaborative Fiscal Host with additional programmatic and financial information it reasonably requires for effective management of services. Such information will be furnished within a reasonable period, as agreed to by the District and the Collaborative.
2. The Collaborative Fiscal Host will maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently reflect all direct and indirect costs of any nature incurred in the performance of this Service Contract. These books, records, documents, accounting procedures and practices relevant to the Service Contract will be subject at all reasonable times to inspection, review, or audit on either site by authorized personnel subject to data privacy restrictions.
3. The Collaborative Fiscal Host agrees to maintain financial records for seven years after the last date of service under this Service Contract.
4. The DISTRICT or its designees may duplicate, use and disclose, in any manner consistent with the provisions of the Data Privacy clause in this Service Contract, all data delivered under this Service Contract.

**D. Statutory  
Organization  
Requirements,  
Standards and  
Licenses**

The DISTRICT agrees to comply with all federal, state, county and local laws, regulations, ordinances, rules and certifications as pertaining to the facilities, programs and staff in the performance of its obligations under the Service Contract. This shall include, but not be limited to, current health, fire marshal and program licenses, meeting zoning standards, certification of staff when required and all other applicable laws, regulations, ordinances, rules and certifications that are effective or will become effective during the period of this

Service Contract.

- E. Equal Employment Opportunity and Civil Rights** The DISTRICT will adhere to equal employment opportunity and civil rights standards and agrees to have in effect an affirmative action program. No person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination. A certificate of compliance with the affirmative action requirement will be furnished to the District upon request. The DISTRICT will comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel and warrants that it is in full or transitional compliance with all such handicap regulations.
- F. Insurance** The DISTRICT shall be responsible for liability insurance for claims arising out of the performance of the assigned DISTRICT employees.
- G. Fair Hearing and Grievance Procedure** The DISTRICT will have or establish a fair hearing and grievance procedure in conformance with and in conjunction with those established, developed and provided by the Minnesota Department of Human Services.
- H. Unavailability of Services** The DISTRICT certifies that the services to be provided under this Service Contract are not available without cost to eligible recipients. The DISTRICT further certifies that payment for purchased services will be in accordance with rates of payment that do not exceed amounts reasonable and necessary to assure quality of service.
- I. Data Privacy**
1. All data collected, created, received, maintained, or disseminated for any purposes in the course of the performance of this Service Contract is governed by state statutes, state rules and federal regulations on data privacy. The DISTRICT agrees to abide strictly by these statutes, rules and regulations.
  2. The DISTRICT will designate a Responsible Authority pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as the individual responsible for the collection, maintenance, use and dissemination of any set of data on individuals, government data, or summary data pursuant to this Service Contract. The DISTRICT has designated its superintendent, as the Responsible Authority for the terms of this Service Contract.
- J. Modification of the Service Contract** Any substantive alterations, variations, modifications, or waivers of provisions of this Service Contract will only be valid when they have been reduced to writing, signed by authorized representatives of the DISTRICT and the Collaborative and attached to the original of this Service Contract
- K. Conditions of the Parties' Obligations**
1. It is understood and agreed that in the event that reimbursement to the Collaborative Fiscal Host from state and federal sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the

indicated quantity of purchased services *or, if a payback of Collaborative funds is required by the State or Federal government*, the obligations of each party thereunder will be immediately canceled, other provisions of this Service Contract notwithstanding; provided that any cancellations of this Service Contract will be without prejudice to any obligations or liabilities of the parties already accrued prior to such cancellation.

2. In the event that there is a revision of federal or state regulations or laws which might make this Service Contract or any portion thereof ineligible for federal or state financial participation, all parties will review the Service Contract and re-negotiate those items necessary to bring the Service Contract into compliance with the new federal or state regulations or laws. Refusal to re-negotiate in order to bring this Service Contract into compliance will be cause for termination of this Service Contract as of the date when this Service Contract is ineligible for federal or state financial participation.
3. When required, the DISTRICT will assist the Collaborative with proper documentation for completing forms and reports in compliance with the regulations of all state and federal agencies including but not limited to the Minnesota Department of Human Services and any regulatory agency acting under aegis of the United States Department of Health, Education and Welfare and other public sources of financial assistance.

**L. Subcontracting and Assignments** The DISTRICT may subcontract these services. The DISTRICT will be responsible for the performance of subcontractors.

**M. Cancellation and Finalization**

1. This Service Contract or portion thereof may be canceled by either party at any time, with or without cause, upon thirty (30) days written notice, delivered by certified mail or in person.
2. After receipt of a notice of cancellation and except as otherwise directed, the DISTRICT shall:
  - a. Discontinue provision of Purchased Services under this Service Contract on the date and to the extent specified, in the notice of cancellation.
  - b. Cancel all orders and subcontracts to the extent that they relate to the performance of Purchased Services canceled by the notice of cancellation.
  - c. Settle all outstanding liabilities and all claims arising out of such cancellation of orders and subcontracts, with the approval or ratification of the District to the extent that may be required, with said approval or ratification to be final for all the purposes of this clause.
  - d. Complete performance of such Purchased Services not canceled by the notice of cancellation.
  - e. Submit a revenue and expense statement for the performance of Purchased Services prior to the effective date of cancellation within thirty (30) days of said date.
  - f. Maintain all records relating to performance of the canceled portion of the Service Contract as may be required by the DISTRICT.
  - g. Notify all eligible recipients of the cancellation of this Service Contract.

**N. Merger** It is understood and agreed that the entire Service Contract between the parties is contained herein and that this Service Contract supersedes all oral agreements and

negotiations between the parties relating to the content matter hereof. All items referred to in this Service Contract are incorporated or attached and are deemed to be part of this Service Contract.

#### **EXPECTED OUTCOMES AND KEY INDICATORS**

The DISTRICT will cooperate with measurement of outcomes and key indicators set by the Collaborative.

#### **ANNUAL INTEGRATED FUNDS BUDGET**

The approved Pine County Children, Families and Learning Collaborative Integrated Funds Budget for FY15 indicates the District will receive \$9,464 reimbursement for student support services and \$1,000 reimbursement for LCTS coordination duties for a total of \$(10,464).

**SIGNATURES**

**APPROVED AS TO FORM AND EXECUTION:**

\_\_\_\_\_  
County Attorney

**Dated:** \_\_\_\_\_

**For Hinckley-Finlayson School District:**

\_\_\_\_\_  
Chairperson, DISTRICT Board (date)

\_\_\_\_\_  
Superintendent, (date)

**For the Fiscal Host:**

\_\_\_\_\_  
Chairperson, County Board, (date)

\_\_\_\_\_  
Health and Human Services Director, (date)

**For the Collaborative:**

\_\_\_\_\_  
Chairperson, (date)

## ATTACHMENT B

### Student Support Services

Student Support Services (SSS) are designed to address barriers to academic and social success of school students. Staff members identified by each school district will work collaboratively with school administrators, teachers, school psychologists, community mental health providers, and Pine County staff to identify and intervene when mental health, family issues, or life circumstances disrupt a student's successful functioning in school. Essential duties may be modified depending on the unique needs of the district(s) of assignment.

As determined by collaborative budget (see attached).

### Service Hours

#### DESCRIPTION OF SERVICE JOB ACTIVITIES

Districts will use collaborative funds for student support services who will engage in the following activities:

##### Identification and Referral

- If assigned by the Students Assistance Team, when a parent or school staff member has a concern about the emotional and mental health needs of a student, Staff will collect information and conduct interviews in order to identify the nature, extent and parameters of the presenting problem. After collecting the necessary information, staff will determine whether a referral to an appropriate outside agency is necessary.
- Staff will assist families in arranging for services from an outside agency (i.e., assist in scheduling appointments, provide verbal and written information to agency, attend appointments with families if necessary).
- Staff will assist the outside service agency in the collection of relevant school information to assist in evaluating the effects of treatment.
- Staff will assist families in obtaining information about available county services.
- Staff will work collaboratively with the county, school district, and education district to implement a screening process to promote early intervention with students at-risk for mental health problems.
- Staff will participate in the Student Assistance Team or Problem Solving Team.

##### Intervention

- Staff will assess the need for group interventions in their buildings of assignment.
- Staff will conduct group interventions based on assessed building needs.
- Staff will offer individual or group parent education sessions to address identified student needs.

- Staff will assist the building problem solving team in collecting information to identify and analyze problems and develop, implement, and evaluate intervention plans.
- Staff will assist in the design and delivery of Extended School Year services for students on IEP's who have mental health needs.
- Staff will provide information to families and school staff on the impact of mental health issues on a individual student's functioning.
- At the request of the building principal, Staff will provide in-service sessions on mental health issues.

### **Mental Health Consultation**

### **Crisis Intervention**

- Staff will participate in the school's crisis team at the discretion of the building principal.
- Staff will provide an immediate response to students, families, and school staff in crisis situations and determine when a referral to an outside agency is needed.

### **School Engagement**

- Staff will systematically assess the extent to which students are engaged in school or exhibiting signs of school withdrawal through monitoring risk factors such as attendance, tardiness, behavioral referrals, poor academic performance, and in-school or out-of-school suspensions.
- Staff will respond on a regular basis to students educational needs according to their type and level of risk for disengagement from school.
- Staff will provide regular feedback to students and families about their overall progress in school and in relation to specific risk factors.

## **SERVICE EVALUATION AND REPORTING**

Ongoing evaluation and reporting will take place as part of the Steering Committee review and input process. Data on expected outcomes and key indicators will be collected during the year. A list of children served must be reported to the Collaborative.

The Steering Committee will develop a report that incorporates the consumer satisfaction data, progress toward expected outcomes (key indicators) and a summary of the year's operations. This report will be designed to fulfill the reporting requirements of both Department and the Collaborative and will be incorporated into the Annual Progress Report of the Collaborative. Information from the report will be used to identify goals for the following Pine County Collaborative Service Contract period and improve services.

## ATTACHMENT C

**LCTS Coordination Services** Duties are provided by the Hinckley-Finlayson School District as indicated below.

**Service Hours** Hours not to exceed a total annual amount equivalent to \$1,000

### **DESCRIPTION OF SERVICE JOB ACTIVITIES**

LCTS Coordination Services include the following responsibilities:

- A. LCTS Coordination** Manage all aspects of the LCTS including
- Train LCTS participants, site recorders and fiscal staff in schools.
  - Train LCTS coordinator/lead site coordinator
  - Complete required reports
  - Oversee related duties of the LCTS lead site coordinator housed at the CLC. The lead site coordinator will be listed as the LCTS Coordinator to the Minnesota Department of Human Services
  - Ensure that LCTS communications are shared with Implementation Team
- B. Other** Other mutually agreed upon services as determined by the Collaborative Cabinet.

### **SERVICE EVALUATION AND REPORTING**

Ongoing evaluation and reporting of LCTS Coordination will take place as part of the Steering Committee review and input process. Data on expected outcomes and key indicators will be collected during the year.

The Steering Committee will develop a report that incorporates the consumer satisfaction data, progress toward expected outcomes (key indicators) and a summary of the year's operations. This report will be designed to fulfill the reporting requirements of both Department and the Collaborative and will be incorporated into the Annual Progress Report of the Collaborative. Information from the report will be used to identify goals for the following Pine County Collaborative Service Contract period and improve services.

**Pine County Children's Collaborative  
Budget Recommendations  
FY15**

~Balance June 30, 2014	\$0.00
Anticipated Revenue FY15	\$100,000.00
County	\$0.00
Total Revenue FY13	\$100,000.00
Amount Needed	
Under/Over	

Service	Total Cost	Amount Billed to PCCC	WADM
Bjerke: ATTEND	\$50,001	\$50,001	0.00%
Mental Health Services: VISION	\$12,600	\$12,600	0.00%
LCTS Clerical: HF	\$1,000	\$1,000	0.00%
Student Support Services	\$36,399		
SCRED: Student Support Services (Pine City)		\$15,652	43.00%
East Central: Student Support Services		\$7,280	20.00%
Hinckley-Finlayson Student Support Services		\$9,464	26.00%
Willow River Student Support Services		\$4,004	11.00%
Collaborative Set Aside			
<b>Total:</b>	<b>\$100,000</b>	<b>\$100,000</b>	

		WADM
Mental Health at Vision	\$12,600.00	89.00%
Vision (PC)	\$11,214.00	89.00%
Willow River	\$1,386.00	11.00%

## Collaborative Service Contract for Mental Health Services

The Pine County Children, Families and Learning Services Collaborative, acting through its Fiscal Host, the Health and Human Services Department, 315 Main St S., Ste 200, Pine City MN 55063 hereinafter referred to as the Collaborative and the Pine City School District, hereinafter referred to as the District, enter into this Service Contract for the period of *July 1, 2014 through June 30, 2015*. The Commissioner of the Minnesota Department of Human Services is a third party beneficiary to this service contract, in accordance with MN Statute 245.4875 sub. 8 and 246.18 sub. 8.

The contracting agent is the Pine County Children, Families and Learning Collaborative and the provider for the Service Contract is the Pine City School District. The source of funding is the Pine County Children, Families and Learning Collaborative's Integrated Fund.

**Service Description Summary** This contract covers the following services:  
▪ Mental Health Services at VISION

### CONTRACT RESPONSIBILITIES

- A. Scope of Services**
1. The District agrees all services provided under this Service Contract will meet the requirements of Minnesota Statutes, Section 245.487 to 246.18.
  2. The Collaborative agrees to purchase and the District agrees to furnish services described in this Service Contract. Included in said purchase are such administrative services as are reasonable, including all documents, reports, certificates and assurances as are required by this Service Contract.
  3. As a condition to this Service Contract and for the purpose of further defining the services to be provided, assisting the Collaborative in evaluating the program and enabling the Collaborative to document compliance with state and federal laws, rules and regulation, the District shall provide documents or information as requested by the Collaborative.
  4. The District agrees to provide staff sufficient to meet the requirements for services being purchased.
- B. Payment from the Integrated Fund**
1. Reimbursement of expenses incurred for providing services under this Service Contract will be from the Collaborative's Integrated Fund *The maximum paid for services under this contract will be \$12,600 as determined by the approved 2014-15 Integrated Fund budget (attached)*.
  2. The District, within fifteen (15) calendar days following the last day of each quarter, submit an invoice for actual expenditures and services purchased from the Integrated Fund. The Collaborative Fiscal Host will make payment from the Integrated Fund to the DISTRICT within forty-five (45) days of the date on which the invoice is received. The Collaborative Fiscal Host has absolute right to refuse to make payment on invoices received or postmarked more than ninety (90) days after the last date the invoiced service was performed.
  3. The DISTRICT will bill the Integrated Fund, and the Fiscal Host will pay, for actual line item expenditures and services as identified in the *approved 2014-15 Integrated Fund budget* in order to fulfill the obligations of this Service

Contract.

4. In the event that this Service Contract is terminated and/or modified and as a result the DISTRICT incurs unemployment costs associated with the termination of an employee whose services are no longer needed as a result of the termination or modification, the Collaborative will reimburse the DISTRICT *for the contracted portion* of the unemployment costs incurred by the DISTRICT.
5. The DISTRICT agrees to provide itemized documentation upon request by the Collaborative Fiscal Host of expenses incurred for auditing purposes. Payment is conditional on compliance by the DISTRICT with Minnesota Statutes, Section 245.487 to 245.4887 and all other applicable laws, rules and standards and the terms of the Service Contract.
6. Equipment purchased under this contract shall have ownership designated as:
  - a. Equipment purchased through grants, with no local funding, will be depreciated over five years. Ownership will be with the grant Fiscal Host.
  - b. Equipment purchased with local funds will be depreciated over five years. Ownership will be by the purchasing agent.
  - c. These conditions apply to equipment purchased at a cost of \$500 or more.

**C. Audit,  
Evaluation,  
Reporting and  
Information  
Requirements**

1. The DISTRICT will provide the Collaborative Fiscal Host with additional programmatic and financial information it reasonably requires for effective management of services. Such information will be furnished within a reasonable period, as agreed to by the District and the Collaborative.
2. The Collaborative Fiscal Host will maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently reflect all direct and indirect costs of any nature incurred in the performance of this Service Contract. These books, records, documents, accounting procedures and practices relevant to the Service Contract will be subject at all reasonable times to inspection, review, or audit on either site by authorized personnel subject to data privacy restrictions.
3. The Collaborative Fiscal Host agrees to maintain financial records for seven years after the last date of service under this Service Contract.
4. The DISTRICT or its designees may duplicate, use and disclose, in any manner consistent with the provisions of the Data Privacy clause in this Service Contract, all data delivered under this Service Contract.

**D. Statutory  
Organization  
Requirements,  
Standards and  
Licenses**

The DISTRICT agrees to comply with all federal, state, county and local laws, regulations, ordinances, rules and certifications as pertaining to the facilities, programs and staff in the performance of its obligations under the Service Contract. This shall include, but not be limited to, current health, fire marshal and program licenses, meeting zoning standards, certification of staff when required and all other applicable laws, regulations, ordinances, rules and certifications that are effective or will become effective during the period of this Service Contract.

**E. Equal  
Employment  
Opportunity and**

The DISTRICT will adhere to equal employment opportunity and civil rights standards and agrees to have in effect an affirmative action program. No person will, on the grounds of race, color, religion, age, sex, disability, marital status,

**Civil Rights**

public assistance status, criminal record, creed, or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination. A certificate of compliance with the affirmative action requirement will be furnished to the District upon request. The DISTRICT will comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel and warrants that it is in full or transitional compliance with all such handicap regulations.

**F. Insurance**

The DISTRICT shall be responsible for liability insurance for claims arising out the performance of the assigned DISTRICT employees.

**G. Fair Hearing and Grievance Procedure**

The DISTRICT will have or establish a fair hearing and grievance procedure in conformance with and in conjunction with those established, developed and provided by the Minnesota Department of Human Services.

**H. Unavailability of Services**

The DISTRICT certifies that the services to be provided under this Service Contract are not available without cost to eligible recipients. The DISTRICT further certifies that payment for purchased services will be in accordance with rates of payment that do not exceed amounts reasonable and necessary to assure quality of service.

**I. Data Privacy**

1. All data collected, created, received, maintained, or disseminated for any purposes in the course of the performance of this Service Contract is governed by state statutes, state rules and federal regulations on data privacy. The DISTRICT agrees to abide strictly by these statutes, rules and regulations.
2. The DISTRICT will designate a Responsible Authority pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as the individual responsible for the collection, maintenance, use and dissemination of any set of data on individuals, government data, or summary data pursuant to this Service Contract. The DISTRICT has designated its superintendent, as the Responsible Authority for the terms of this Service Contract.

**J. Modification of the Service Contract**

Any substantive alterations, variations, modifications, or waivers of provisions of this Service Contract will only be valid when they have been reduced to writing, signed by authorized representatives of the DISTRICT and the Collaborative and attached to the original of this Service Contract

**K. Conditions of the Parties' Obligations**

1. It is understood and agreed that in the event that reimbursement to the Collaborative Fiscal Host from state and federal sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of purchased services *or, if a payback of Collaborative funds is required by the State or Federal government*, the obligations of each party thereunder will be immediately canceled, other provisions of this Service Contract notwithstanding; provided that any cancellations of this Service Contract will be without prejudice to any obligations or liabilities of the parties already accrued prior to such cancellation.

2. In the event that there is a revision of federal or state regulations or laws which might make this Service Contract or any portion thereof ineligible for federal or state financial participation, all parties will review the Service Contract and re-negotiate those items necessary to bring the Service Contract into compliance with the new federal or state regulations or laws. Refusal to re-negotiate in order to bring this Service Contract into compliance will be cause for termination of this Service Contract as of the date when this Service Contract is ineligible for federal or state financial participation.
3. When required, the DISTRICT will assist the Collaborative with proper documentation for completing forms and reports in compliance with the regulations of all state and federal agencies including but not limited to the Minnesota Department of Human Services and any regulatory agency acting under aegis of the United States Department of Health, Education and Welfare and other public sources of financial assistance.

**L. Subcontracting and Assignments** The DISTRICT may subcontract these services. The DISTRICT will be responsible for the performance of subcontractors.

**M. Cancellation and Finalization**

1. This Service Contract or portion thereof may be canceled by either party at any time, with or without cause, upon thirty (30) days written notice, delivered by certified mail or in person.
2. After receipt of a notice of cancellation and except as otherwise directed, the DISTRICT shall:
  - a. Discontinue provision of Purchased Services under this Service Contract on the date and to the extent specified, in the notice of cancellation.
  - b. Cancel all orders and subcontracts to the extent that they relate to the performance of Purchased Services canceled by the notice of cancellation.
  - c. Settle all outstanding liabilities and all claims arising out of such cancellation of orders and subcontracts, with the approval or ratification of the District to the extent that may be required, with said approval or ratification to be final for all the purposes of this clause.
  - d. Complete performance of such Purchased Services not canceled by the notice of cancellation.
  - e. Submit a revenue and expense statement for the performance of Purchased Services prior to the effective date of cancellation within thirty (30) days of said date.
  - f. Maintain all records relating to performance of the canceled portion of the Service Contract as may be required by the DISTRICT.
  - g. Notify all eligible recipients of the cancellation of this Service Contract.

**N. Merger** It is understood and agreed that the entire Service Contract between the parties is contained herein and that this Service Contract supersedes all oral agreements and negotiations between the parties relating to the content matter hereof. All items referred to in this Service Contract are incorporated or attached and are deemed to be part of this Service Contract.

## **EXPECTED OUTCOMES AND KEY INDICATORS**

The DISTRICT will cooperate with measurement of outcomes and key indicators set by the Collaborative.

**ANNUAL INTEGRATED FUNDS BUDGET**

The approved Pine County Children, Families and Learning Collaborative Integrated Funds Budget for FY15 indicates the District will receive \$12,600 for mental health services at the VISION program.

**SIGNATURES**

**APPROVED AS TO FORM AND EXECUTION:**

\_\_\_\_\_  
County Attorney

**Dated:** \_\_\_\_\_

**For Pine City School District:**

\_\_\_\_\_  
Chairperson, DISTRICT Board (date)

\_\_\_\_\_  
Superintendent, (date)

**For the Fiscal Host:**

\_\_\_\_\_  
Chairperson, County Board, (date)

\_\_\_\_\_  
Health and Human Services Director, (date)

**For the Collaborative:**

\_\_\_\_\_  
Chairperson, (date)

**Pine County Children's Collaborative  
Budget Recommendations  
FY15**

~Balance June 30, 2014	\$0.00
Anticipated Revenue FY15	\$100,000.00
County	\$0.00
Total Revenue FY13	\$100,000.00
Amount Needed	
Under/Over	

Service	Total Cost	Amount Billed to PCCC	WADM
Bjerke: ATTEND	\$50,001	\$50,001	0.00%
Mental Health Services: VISION	\$12,600	\$12,600	0.00%
LCTS Clerical: HF	\$1,000	\$1,000	0.00%
Student Support Services	\$36,399		
SCRED: Student Support Services (Pine City)		\$15,652	43.00%
East Central: Student Support Services		\$7,280	20.00%
Hinckley-Finlayson Student Support Services		\$9,464	26.00%
Willow River Student Support Services		\$4,004	11.00%
Collaborative Set Aside			
<b>Total:</b>	<b>\$100,000</b>	<b>\$100,000</b>	

		WADM
Mental Health at Vision	\$12,600.00	89.00%
Vision (PC)	\$11,214.00	89.00%
Willow River	\$1,386.00	11.00%

## Collaborative Service Contract for Student Support Services

The Pine County Children, Families and Learning Services Collaborative, acting through its Fiscal Host, the Health and Human Services Department, 315 Main St S., Ste 200, Pine City MN 55063 hereinafter referred to as the Collaborative and the Willow River School District, hereinafter referred to as the District, enter into this Service Contract for the period of *July 1, 2014 through June 30, 2015*. The Commissioner of the Minnesota Department of Human Services is a third party beneficiary to this service contract, in accordance with MN Statute. 245.4875 sub. 8 and 246.18 sub. 8

The contracting agent is the Pine County Children, Families and Learning Collaborative and the provider for the Service Contract is the Willow River School District. The source of funding is the Pine County Children, Families and Learning Collaborative's Integrated Fund.

**Service Description** This contract covers the following services:  
**Summary**                   ▪ Student Support Services (Attachment B)

### **CONTRACT RESPONSIBILITIES**

- A. Scope of Services**
1. The District agrees all services provided under this Service Contract will meet the requirements of Minnesota Statutes, Section 245.487 to 246.18.
  2. The Collaborative agrees to purchase and the District agrees to furnish services described in this Service Contract. Included in said purchase are such administrative services as are reasonable, including all documents, reports, certificates and assurances as are required by this Service Contract.
  3. As a condition to this Service Contract and for the purpose of further defining the services to be provided, assisting the Collaborative in evaluating the program and enabling the Collaborative to document compliance with state and federal laws, rules and regulation, the District shall provide documents or information as requested by the Collaborative.
  4. The District agrees to provide staff sufficient to meet the requirements for the services described in Attachment B.
- B. Payment from the Integrated Fund**
1. Reimbursement of expenses incurred for providing services under this Service Contract will be from the Collaborative's Integrated Fund *The maximum paid for services under this contract will be \$ 4,004 as determined by the approved 2014-15 Integrated Fund budget (attached).*
  2. The District, within fifteen (15) calendar days following the last day of each quarter, submit an invoice for actual expenditures and services purchased from the Integrated Fund. The Collaborative Fiscal Host will make payment from the Integrated Fund to the DISTRICT within forty-five (45) days of the date on which the invoice is received. The Collaborative Fiscal Host has absolute right to refuse to make payment on invoices received or postmarked more than ninety (90) days after the last date the invoiced service was performed.
  3. The DISTRICT will bill the Integrated Fund, and the Fiscal Host will pay, for

actual line item expenditures and services as identified in the *approved 2014-15* Integrated Fund budget in order to fulfill the obligations of this Service Contract.

4. In the event that this Service Contract is terminated and/or modified and as a result the DISTRICT incurs unemployment costs associated with the termination of an employee whose services are no longer needed as a result of the termination or modification, the Collaborative will reimburse the DISTRICT *for the contracted portion* of the unemployment costs incurred by the DISTRICT.
5. The DISTRICT agrees to provide itemized documentation upon request by the Collaborative Fiscal Host of expenses incurred for auditing purposes. Payment is conditional on compliance by the DISTRICT with Minnesota Statutes, Section 245.487 to 245.4887 and all other applicable laws, rules and standards and the terms of the Service Contract.
6. Equipment purchased under this contract shall have ownership designated as:
  - a. Equipment purchased through grants, with no local funding, will be depreciated over five years. Ownership will be with the grant Fiscal Host.
  - b. Equipment purchased with local funds will be depreciated over five years. Ownership will be by the purchasing agent.
  - c. These conditions apply to equipment purchased at a cost of \$500 or more.

**C. Audit,  
Evaluation,  
Reporting and  
Information  
Requirements**

1. The DISTRICT will provide the Collaborative Fiscal Host with additional programmatic and financial information it reasonably requires for effective management of services. Such information will be furnished within a reasonable period, as agreed to by the District and the Collaborative.
2. The Collaborative Fiscal Host will maintain books, records, documents and other evidence and accounting procedures and practices that sufficiently reflect all direct and indirect costs of any nature incurred in the performance of this Service Contract. These books, records, documents, accounting procedures and practices relevant to the Service Contract will be subject at all reasonable times to inspection, review, or audit on either site by authorized personnel subject to data privacy restrictions.
3. The Collaborative Fiscal Host agrees to maintain financial records for seven years after the last date of service under this Service Contract.
4. The DISTRICT or its designees may duplicate, use and disclose, in any manner consistent with the provisions of the Data Privacy clause in this Service Contract, all data delivered under this Service Contract.

**D. Statutory  
Organization  
Requirements,  
Standards and  
Licenses**

The DISTRICT agrees to comply with all federal, state, county and local laws, regulations, ordinances, rules and certifications as pertaining to the facilities, programs and staff in the performance of its obligations under the Service Contract. This shall include, but not be limited to, current health, fire marshal and program licenses, meeting zoning standards, certification of staff when required and all other applicable laws, regulations, ordinances, rules and certifications that are effective or will become effective during the period of this Service Contract.

**E. Equal**

The DISTRICT will adhere to equal employment opportunity and civil rights

**Employment  
Opportunity and  
Civil Rights**

standards and agrees to have in effect an affirmative action program. No person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination. A certificate of compliance with the affirmative action requirement will be furnished to the District upon request. The DISTRICT will comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel and warrants that it is in full or transitional compliance with all such handicap regulations.

- F. Insurance** The DISTRICT shall be responsible for liability insurance for claims arising out of the performance of the assigned DISTRICT employees.
- G. Fair Hearing and Grievance Procedure** The DISTRICT will have or establish a fair hearing and grievance procedure in conformance with and in conjunction with those established, developed and provided by the Minnesota Department of Human Services.
- H. Unavailability of Services** The DISTRICT certifies that the services to be provided under this Service Contract are not available without cost to eligible recipients. The DISTRICT further certifies that payment for purchased services will be in accordance with rates of payment that do not exceed amounts reasonable and necessary to assure quality of service.
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- J. Modification of the Service Contract** Any substantive alterations, variations, modifications, or waivers of provisions of this Service Contract will only be valid when they have been reduced to writing, signed by authorized representatives of the DISTRICT and the Collaborative and attached to the original of this Service Contract
- K. Conditions of the Parties' Obligations**
1. It is understood and agreed that in the event that reimbursement to the Collaborative Fiscal Host from state and federal sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of purchased services *or, if a payback of Collaborative funds is required by the State or Federal government*, the obligations of each party thereunder will be immediately canceled, other provisions of this Service Contract notwithstanding; provided that any cancellations of this

Service Contract will be without prejudice to any obligations or liabilities of the parties already accrued prior to such cancellation.

2. In the event that there is a revision of federal or state regulations or laws which might make this Service Contract or any portion thereof ineligible for federal or state financial participation, all parties will review the Service Contract and re-negotiate those items necessary to bring the Service Contract into compliance with the new federal or state regulations or laws. Refusal to re-negotiate in order to bring this Service Contract into compliance will be cause for termination of this Service Contract as of the date when this Service Contract is ineligible for federal or state financial participation.
3. When required, the DISTRICT will assist the Collaborative with proper documentation for completing forms and reports in compliance with the regulations of all state and federal agencies including but not limited to the Minnesota Department of Human Services and any regulatory agency acting under aegis of the United States Department of Health, Education and Welfare and other public sources of financial assistance.

**L. Subcontracting and Assignments**

The DISTRICT may subcontract these services. The DISTRICT will be responsible for the performance of subcontractors.

**M. Cancellation and Finalization**

1. This Service Contract or portion thereof may be canceled by either party at any time, with or without cause, upon thirty (30) days written notice, delivered by certified mail or in person.
2. After receipt of a notice of cancellation and except as otherwise directed, the DISTRICT shall:
  - a. Discontinue provision of Purchased Services under this Service Contract on the date and to the extent specified, in the notice of cancellation.
  - b. Cancel all orders and subcontracts to the extent that they relate to the performance of Purchased Services canceled by the notice of cancellation.
  - c. Settle all outstanding liabilities and all claims arising out of such cancellation of orders and subcontracts, with the approval or ratification of the District to the extent that may be required, with said approval or ratification to be final for all the purposes of this clause.
  - d. Complete performance of such Purchased Services not canceled by the notice of cancellation.
  - e. Submit a revenue and expense statement for the performance of Purchased Services prior to the effective date of cancellation within thirty (30) days of said date.
  - f. Maintain all records relating to performance of the canceled portion of the Service Contract as may be required by the DISTRICT.
  - g. Notify all eligible recipients of the cancellation of this Service Contract.

**N. Merger**

It is understood and agreed that the entire Service Contract between the parties is contained herein and that this Service Contract supersedes all oral agreements and negotiations between the parties relating to the content matter hereof. All items referred to in this Service Contract are incorporated or attached and are deemed to be part of this Service Contract.

**EXPECTED OUTCOMES AND KEY INDICATORS**

The DISTRICT will cooperate with measurement of outcomes and key indicators set by the Collaborative.

**ANNUAL INTEGRATED FUNDS BUDGET**

The approved Pine County Children, Families and Learning Collaborative Integrated Funds Budget for FY15 indicates the District will receive \$4,004 reimbursement for social worker services.

**SIGNATURES**

**APPROVED AS TO FORM AND EXECUTION:**

\_\_\_\_\_  
County Attorney

**Dated:** \_\_\_\_\_

**For Willow River School District:**

\_\_\_\_\_  
Chairperson, DISTRICT Board (date)

\_\_\_\_\_  
Superintendent, (date)

**For the Fiscal Host:**

\_\_\_\_\_  
Chairperson, County Board, (date)

\_\_\_\_\_  
Health and Human Services Director, (date)

**For the Collaborative:**

\_\_\_\_\_  
Chairperson, (date)

## ATTACHMENT B

### Student Support Services

Student Support Services (SSS) are designed to address barriers to academic and social success of school students. Staff members identified by each school district will work collaboratively with school administrators, teachers, school psychologists, community mental health providers, and Pine County staff to identify and intervene when mental health, family issues, or life circumstances disrupt a student's successful functioning in school. Essential duties may be modified depending on the unique needs of the district(s) of assignment.

As determined by collaborative budget (see attached).

### Service Hours

#### DESCRIPTION OF SERVICE JOB ACTIVITIES

Districts will use collaborative funds for student support services who will engage in the following activities:

##### Identification and Referral

- If assigned by the Students Assistance Team, when a parent or school staff member has a concern about the emotional and mental health needs of a student, Staff will collect information and conduct interviews in order to identify the nature, extent and parameters of the presenting problem. After collecting the necessary information, staff will determine whether a referral to an appropriate outside agency is necessary.
- Staff will assist families in arranging for services from an outside agency (i.e., assist in scheduling appointments, provide verbal and written information to agency, attend appointments with families if necessary).
- Staff will assist the outside service agency in the collection of relevant school information to assist in evaluating the effects of treatment.
- Staff will assist families in obtaining information about available county services.
- Staff will work collaboratively with the county, school district, and education district to implement a screening process to promote early intervention with students at-risk for mental health problems.
- Staff will participate in the Student Assistance Team or Problem Solving Team.

##### Intervention

- Staff will assess the need for group interventions in their buildings of assignment.
- Staff will conduct group interventions based on assessed building needs.
- Staff will offer individual or group parent education sessions to address identified student needs.

- Staff will assist the building problem solving team in collecting information to identify and analyze problems and develop, implement, and evaluate intervention plans.
- Staff will assist in the design and delivery of Extended School Year services for students on IEP's who have mental health needs.
- Staff will provide information to families and school staff on the impact of mental health issues on a individual student's functioning.
- At the request of the building principal, Staff will provide in-service sessions on mental health issues.

### **Mental Health Consultation**

### **Crisis Intervention**

- Staff will participate in the school's crisis team at the discretion of the building principal.
- Staff will provide an immediate response to students, families, and school staff in crisis situations and determine when a referral to an outside agency is needed.

### **School Engagement**

- Staff will systematically assess the extent to which students are engaged in school or exhibiting signs of school withdrawal through monitoring risk factors such as attendance, tardiness, behavioral referrals, poor academic performance, and in-school or out-of-school suspensions.
- Staff will respond on a regular basis to students educational needs according to their type and level of risk for disengagement from school.
- Staff will provide regular feedback to students and families about their overall progress in school and in relation to specific risk factors.

## **SERVICE EVALUATION AND REPORTING**

Ongoing evaluation and reporting will take place as part of the Steering Committee review and input process. Data on expected outcomes and key indicators will be collected during the year. A list of children served must be reported to the Collaborative.

The Steering Committee will develop a report that incorporates the consumer satisfaction data, progress toward expected outcomes (key indicators) and a summary of the year's operations. This report will be designed to fulfill the reporting requirements of both Department and the Collaborative and will be incorporated into the Annual Progress Report of the Collaborative. Information from the report will be used to identify goals for the following Pine County Collaborative Service Contract period and improve services.

**Pine County Children's Collaborative  
Budget Recommendations  
FY15**

~Balance June 30, 2014	\$0.00
Anticipated Revenue FY15	\$100,000.00
County	\$0.00
Total Revenue FY13	\$100,000.00
Amount Needed	
Under/Over	

Service	Total Cost	Amount Billed to PCCC	WADM
Bjerke: ATTEND	\$50,001	\$50,001	0.00%
Mental Health Services: VISION	\$12,600	\$12,600	0.00%
LCTS Clerical: HF	\$1,000	\$1,000	0.00%
Student Support Services	\$36,399		
SCRED: Student Support Services (Pine City)		\$15,652	43.00%
East Central: Student Support Services		\$7,280	20.00%
Hinckley-Finlayson Student Support Services		\$9,464	26.00%
Willow River Student Support Services		\$4,004	11.00%
Collaborative Set Aside			
<b>Total:</b>	<b>\$100,000</b>	<b>\$100,000</b>	

		WADM
Mental Health at Vision	\$12,600.00	89.00%
Vision (PC)	\$11,214.00	89.00%
Willow River	\$1,386.00	11.00%



# AGENDA REQUEST FORM

Date of Meeting: 11/18/2014

- County Board**
    - Consent Agenda
    - Regular Agenda
  - Personnel Committee
  - Other \_\_\_\_\_
- 5 mins.  10 mins.  15 mins.  Other

**Agenda Item:** UCare Amendment increasing rates for Elderly Waiver Services

**Department:** HHS

Rebecca Foss  
Department Head signature

### Background information on Item:

In 2013, the MN Legislature authorized a 1.0% rate increase effective 4/1/2014 for continuing care providers. The 2014 MN Legislature authorized a 5.0% rate increase effective 7/1/2014 for continuing care providers. All health plans are required to pass along these increases to organizations that provide Elderly Waiver services. In UCare's case, Elderly Waiver services are provided primarily by counties (including Pine County Health and Human Services). UCare will make retroactive payments to HHS once they receive the signed amendment.

### Action Requested:

I would request that the County Board Chair sign off on the amendment so that HHS can receive retroactive payment for services provided and so that HHS can continue to receive the enhanced rates of providing Elderly Waiver Services.

### Financial Impact:

Once the amendment is signed and received by UCare, Pine County HHS will receive an increased rate in our Community Based Elderly Waiver Services. This will be a positive financial impact for Public Health programming.



October 30, 2014

Mr. Hallan  
Pine County Health and Human Services  
130 Oriole St. E  
Ste 1  
Sandstone MN 55072-5134

Dear Mr. Hallan:

As you may know, during the recent 2014 Minnesota legislative session, action was taken that mandated rate adjustments for Elderly Waiver Services (EW) effective April 1, 2014 and July 1, 2014. The provision sourced in Minnesota Session Law Chapter 312 H.F.3172 requires that the rate increase be implemented by health plans doing business in the State. As a result, we have created an amendment to the Participation Agreement that reflects the rate adjustments for EW Care Coordination / Case Management for UCare products ~ Minnesota Senior Health Options (MSHO) and Minnesota Senior Care Plus (MSC+) as follows:

- Effective April 1, 2014:
  - A one percent (1.0%) rate increase to Elderly Waiver Services (EW) Care Coordination / Case Management services supplied by continuing care providers.
- Effective July 1, 2014:
  - A five percent (5%) rate increase to Elderly Waiver Services (EW) Care Coordination / Case Management services supplied by continuing care providers.

Please review, sign and return the attached amendments to UCare in the enclosed envelope. Upon receipt of the signed amendment, UCare will process retrospective payment adjustments.

If you have any questions, please contact me at 612-676-3251 or via email at [wstevens@ucare.org](mailto:wstevens@ucare.org).

Thank you,

A handwritten signature in cursive script that reads "Wayne Stevens".

Wayne Stevens  
Contract Principal  
Provider Relations and Contracting

Enclosures

**AMENDMENT #2014-1  
To The  
County Participation Agreement  
Between  
UCARE MINNESOTA  
And  
PINE COUNTY HEALTH AND HUMAN SERVICES**

The County Participation Agreement between UCare Minnesota (“UCare”) and Pine County Health and Human Services, dated October 1, 2013, is hereby amended as follows:

**Effective April 1, 2014 / Effective July 1, 2014:**

- I. Exhibit B-4 of the Agreement is deleted and replaced in its entirety with the attached Amended Exhibit B-4 – Care Coordination Services
- II. Exhibit B-5 of the Agreement is deleted and replaced in its entirety with the attached Amended Exhibit B-5 – Case Management Services
- III. All other terms of the parties’ Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, a duly-authorized representative of each party has executed this Amendment in the manner appropriate to each as of the date indicated by its signature.

**UCARE MINNESOTA**  
P.O. Box 52  
500 Stinson Blvd., NE.  
Minneapolis, MN 55440-8551

**PINE COUNTY HEALTH AND HUMAN SERVICES**  
130 Oriole St. E  
Ste 1  
Sandstone, MN 55072-5134

\_\_\_\_\_  
Thomas A. Mahowald  
Senior Vice President,  
Strategy & Product Management

\_\_\_\_\_  
By

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Formal Title

\_\_\_\_\_  
Email Address

**AMENDED EXHIBIT B4  
to the  
COUNTY PARTICIPATION AGREEMENT**

**CARE COORDINATION SERVICES  
REIMBURSEMENT SCHEDULE**

**ARTICLE 1: DUAL PROGRAM PRODUCTS**

1.1 Reimbursement for Covered Services provided to Minnesota Senior Health Options (MSHO) Program Enrollees. UCare shall reimburse Participant for Covered Services provided to Minnesota Senior Health Options Program Enrollees according to the following schedule:

**Effective April 1, 2014:**

<b>Minnesota Senior Health Options (MSHO) Product</b>	<b>County Care Coordination Reimbursement</b>
• Initial Assessment	<b>\$180</b>
• Community Based, No EW Services	Per member per month (PMPM) - \$142
• Community Based, With EW Services	Per member per month (PMPM) - \$143
• Institutional	Per member per month (PMPM) - \$74

**Effective July 1, 2014:**

<b>Minnesota Senior Health Options (MSHO) Product</b>	<b>County Care Coordination Reimbursement</b>
• Initial Assessment	<b>\$180</b>
• Community Based, No EW Services	Per member per month (PMPM) - \$142
• Community Based, With EW Services	Per member per month (PMPM) - \$149
• Institutional	Per member per month (PMPM) - \$74

**AMENDED EXHIBIT B5  
to the  
COUNTY PARTICIPATION AGREEMENT**

**CASE MANAGEMENT SERVICES  
REIMBURSEMENT SCHEDULE**

**ARTICLE 1: MINNESOTA SENIOR CARE PLUS PRODUCT**

1.1 Reimbursement for Covered Services provided to Minnesota Senior Care Plus (MSC+) Program Enrollees. UCare shall reimburse Participant for Covered Services provided to Minnesota Senior Care Plus program Enrollees according to the following schedule:

**Effective April 1, 2014:**

<b>Minnesota Senior Care Plus (MSC+) Product</b>	<b>County Case Management Reimbursement</b>
• Initial Assessment	\$180
• Community Based, No EW Services	Per member per month (PMPM) - \$74
• Community Based, With EW Services	Per member per month (PMPM) - \$96
• Institutional	Per member per month (PMPM) - \$74

**Effective July 1, 2014:**

<b>Minnesota Senior Care Plus (MSC+) Product</b>	<b>County Case Management Reimbursement</b>
• Initial Assessment	\$180
• Community Based, No EW Services	Per member per month (PMPM) - \$74
• Community Based, With EW Services	Per member per month (PMPM) - \$102
• Institutional	Per member per month (PMPM) - \$74



## AGENDA REQUEST FORM

Date of Meeting: 11/18/2014

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins.  10 mins.  15 mins.  Other
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item:** Out-of-home placements (informational purposes only)

**Department:** HHS

*Kebea Foss*  
Department Head signature

### Background information on Item:

At monthly HHS Board meetings, information had been presented about out-of-home placements. This graph is for informational purposes only to keep the Board informed about our current status of out-of-home placements.

### Action Requested:

None. Thank you for your continued support of children's services. When the children's services unit is fully staffed, the workers can offer more intensive services either allowing children to stay in their home or if they have to be removed from the home, intensive reunification efforts can be provided.

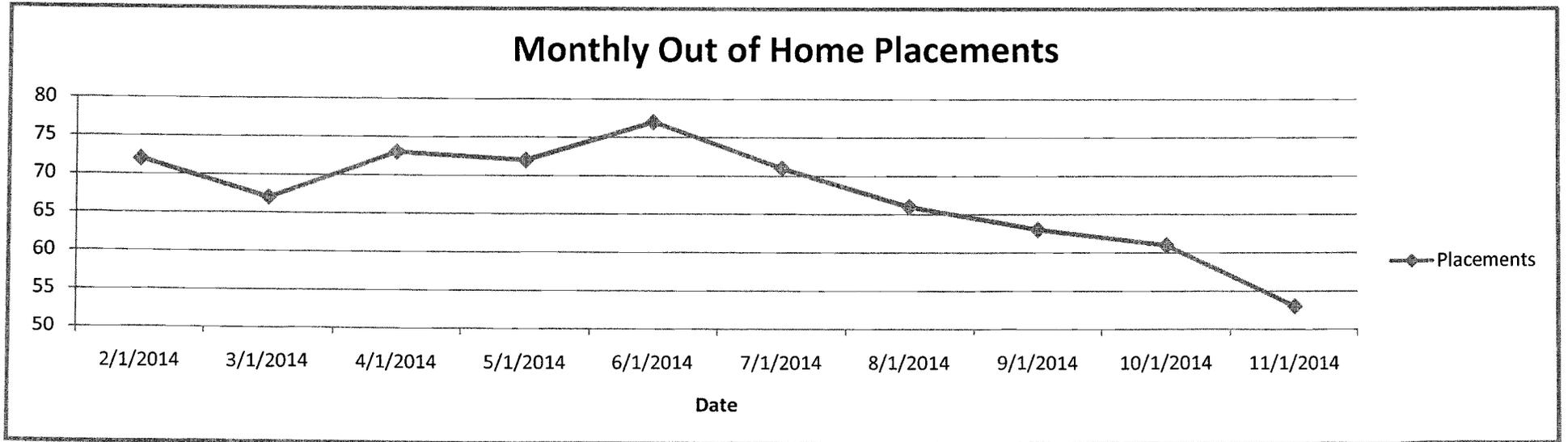
### Financial Impact:

Most placements are paid for through county tax dollars. The placing social workers and/or probation agents make every effort to place children in the least restrictive environment and pursue every funding option available when placements have to be made.

# Monthly Out of Home Placements

Health and Human Services

Placement	2/1/2014	3/1/2014	4/1/2014	5/1/2014	6/1/2014	7/1/2014	8/1/2014	9/1/2014	10/1/2014	11/1/2014
Foster Home	38	38	43	37	40	33	31	29	28	29
Residential Treatment	9	7	7	6	7	6	3	3	5	5
Group Home	0	1	1	2	1	2	2	3	3	2
Child's Reunification Home	1	2	3	7	5	8	12	8	8	5
Hospital	0	0	0	0	0	0	0	0	0	0
Pre-adoptive home	9	9	9	10	9	8	8	8	7	6
Non-custodial parent's home	4	1	2	1	1	1	1	3	1	1
Supervised Independent Living	1	1	1	1	1	2	2	1	0	0
Juvenile Correctional facility	0	0	0	0	0	0	0	0	0	0
Probation Placements	10	8	7	8	13	11	7	8	9	5
<b>TOTAL</b>	<b>72</b>	<b>67</b>	<b>73</b>	<b>72</b>	<b>77</b>	<b>71</b>	<b>66</b>	<b>63</b>	<b>61</b>	<b>53</b>





# PINECOUNTY

## Administrator's Office

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### Commissioners

Steve Hallan – Dist. 1  
Mitch Pangerl – Dist. 2  
Steve Chaffee – Dist. 3  
Curt Rossow – Dist. 4  
Matt Ludwig – Dist. 5

### County Administrator

David J. Minke

To: Pine County Commissioners  
From: David J. Minke, County Administrator   
Date: November 18, 2014  
Subject: 2015 Strategic Planning

At the November 4, 2014 county board meeting, there was a consensus to prepare for a strategic planning meeting in January, 2015, and to also consider using a local facilitator to help with the process. Since that meeting I have spoken on the phone with Bruce Messelt, Chisago County Administrator. He is interested in helping with the project.

The next step is to agree on a date. For Bruce and department heads, the best date is Tuesday, January 27<sup>th</sup>, and the second best date is Tuesday, January 13<sup>th</sup>. If the 13<sup>th</sup> is selected, the regular personnel committee meeting is at 9:00 a.m. on that day. That meeting could be moved to 8:15 a.m. to allow more time for the planning meeting. In the past, I think we have typically run from about 9:00 a.m. to 3:00 p.m.

### Requested Action

Select a date for the planning meeting and give any other direction to allow the administrator to begin planning the event.