

AGENDA
PINE COUNTY BOARD MEETING

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Chaffee
District 4	Commissioner Rossow
District 5	Commissioner Ludwig

Tuesday, February 2, 2016, 10:00 a.m.
Public Health Building, Sandstone, 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 January 19, 2016 County Board Meeting and Summary for publication.
- F) Approve Minutes of January 19, 2016 County Board Special Meeting – City County Relations.
- G) Approve Minutes of January 26, 2016 County Board Special Meeting – Soil Survey and Strategic Planning.
- H) Minutes of Boards, Committees and Correspondence
 - Pine County land Surveyor Monthly Report – January 2016
 - Methamphetamine Task Force Minutes – January 11, 2016
- I) 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. January, 2016 Disbursements

Disbursements Journal Report, January 1, 2016 – January 31, 2016.

2. MnCCC & Trimin Systems Contract for Computer Services

Consider approval of the professional services agreement between Minnesota Counties Computer Cooperative and Trimin Systems, Inc. for the maintenance and support of IFS for the Auditor-Treasurer and CMHS (Computer Management for Human Services areas), effective January 1, 2016 – December 31, 2018. Pine County's annual cost is \$8,915. Authorize Board Chair and County Administrator to sign Board Ratification Statement.

3. Minnesota Government Access Account

Consider approval of Resolution 2016-04 Authorizing the Signing Authority Allowing Access to Minnesota Government Access (MGA) Accounts for Electronic Court Records and Documents and authorize board chair and county administrator to sign.

4. Grant Application – Health & Human Services

Consider approval for Health & Human Services to apply for the Planning and Implementation Grant offered by the Minnesota Department of Human Services through its Alcohol and Drug Abuse Division. The grant would pay for a full-time project coordinator (and supplies, equipment, etc.) for five years (7/1/16 through 6/30/21). East Central School and Hinckley-Finlayson High School would house the individual. There is no negative financial impact to the county.

5. Personnel (Full-Time Status/Completion of Probationary Period)

Consider approval of full-time status for registered nurse Joanna Johnson, effective February 10, 2016.

6. Training

- A. Consider Human Resources Manager Connie Mikrot to attend MN Public Employer Labor Relations training, February 4-5, 2016 in Plymouth, Minnesota. Registration: \$399; lodging: \$136.25. No mileage will be incurred. Total cost \$535.25. Funds are available in the 2016 Administrator’s budget.
- B. Consider Probation Director Terry Fawcett to attend Orientation for Probation & Parole Chief Executives, March 1-3, 2016 in Aurora, Colorado. Travel will take place February 29, 2016 with return on March 4, 2016. This training is fully funded by the National Institute of Corrections. No county funds will be expended.
- C. Consider Corrections Agent Karly Kostich to attend Motivational Interviewing Training, hosted by the Arrowhead Regional Corrections, March 1-4, 2016 in Saginaw, Minnesota. The training is free and is required for corrections professionals. Lodging: \$81 per night (x3); agent to use county vehicle if available, otherwise mileage round trip to Saginaw, Minnesota. Funds are available in the 2016 Probation budget.
- D. Consider Commissioner Hallan to attend The Forum 2016 conference presented by the National Association of Workforce Boards in Washington, DC, March 11-16, 2016. No county funds will be expended.

REGULAR AGENDA

1. Final Payment – Hardrives, Inc.

Consider approval of final payment to A-1 Excavating in the amount of \$59,693.46 for Contract #1403 related to:

CP 058-014-002, 3rd Avenue SE

CP 058-014-004, 5th Street SE

SAP 058-607-022, CSAH 7 and Hillside Avenue Traffic Signal Improvement

SAP 058-608-017, CSAH 8, From CSAH 61 to 2nd Street SE

SAP 058-661-023, CSAH 61 and CSAH 7 Traffic Signal Improvement

Authorize County Administrator to sign Certificate of Final Contract Acceptance.

2. Strategic Plan Update

3. Public Health Planning

- A. Set two one-half day planning sessions
- B. Update on process

4. **Commissioner Updates**

NE Regional Radio Board
Kanabec-Pine Community Health Board
Arrowhead Counties Association
Mille Lacs Band Meeting
Extension Committee
Rush Line Corridor Task Force
Snake River Watershed-cancelled
Lakes & Pines
NLX
Central EMS Meeting
Other

5. **Other**

6. **Upcoming Meetings (Subject to Change)**

- a. **Pine County Board Meeting, Tuesday, February 2, 2016, 10:00 a.m.**, Public Health Building, Sandstone, Minnesota.
 - b. **Facilities Committee, Wednesday, February 3, 2016, 9:00 a.m.**, 106 1st St. SE, Hinckley, Minnesota.
 - c. **East Central Regional Juvenile Center Advisory Board, Thursday, February 4, 2016, 12:00 p.m.**, ECRJC 7565 Fourth Avenue, Lino Lakes, Minnesota.
 - d. **Soil & Water Conservation District, Thursday, February 4, 2016, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
 - e. **East Central Solid Waste Commission, Monday, February 8, 2016, 9:00 a.m.**, 1756 180th, Mora, Minnesota.
 - f. **East Central Regional Library, Monday, February 8, 2016, 9:30 a.m.**, 244 South Birch, Cambridge, Minnesota.
 - g. **Methamphetamine Task Force, Monday, February 8, 2016, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
 - h. **Personnel Committee, Tuesday, February 9, 2016, 9:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
 - i. **Comprehensive Plan Steering Committee, Wednesday, February 10, 2016, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
 - j. **Technology Committee, Tuesday, February 16, 2016, 8:30 a.m.**, Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
 - k. **Pine County Board of Commissioners, Tuesday, February 16, 2016, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- **Board to Recess to 1:00 p.m. and Reconvene as Committee of the Whole – Legislative Update**

7. **Adjourn**

**MINUTES OF THE
PINE COUNTY BOARD MEETING
Regular Meeting and Committee of the Whole
Tuesday, January 19, 2016 - 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Curt Rossow called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig. Also present were County Attorney Reese Frederickson and County Administrator David Minke.

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 Agenda:

Additions: Consent Agenda

10F. Authorize the hiring of Cassandra Mast, payroll clerk, effective February 4, 2016, \$18.50 per hour.

10G. Authorize a wage increase for Janice Johnston, back-up payroll clerk, effective January 1, 2016 from \$17.99 to \$18.50 per hour.

Revision: Regular Agenda

4. Correction of 2016 Budget Adjustments 1-19-2016

Addition: Committee of the Whole Agenda

4. Strategic Plan discussion

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

Commissioner Chaffee moved to approve the Minutes of the January 5, 2016 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Minnesota Department of Health Recognition - Kanabec-Pine Community Health Board Withdrawal
East Central Regional Library Minutes – December 14, 2015

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

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

CONSENT AGENDA

1. Approve December, 2015 Cash Balance

Fund	December 31, 2014	December 31, 2015	Increase(Decrease)
General Fund	3,661,974.35	5,429,219.08	1,767,244.73
Health and Human Services Fund	308,137.69	763,535.59	455,397.90
Road and Bridge Fund	1,571,228.77	1,220,273.91	(350,954.86)
Land Management Fund	2,089,547.86	957,992.51	(1,131,555.35)
TOTAL (inc non-major funds)	9,858,890.57	11,798,455.20	1,939,564.63

2. Application for Abatement

Approve Application for Abatement for Carly Storebo, 4582 Main St., Bruno, MN, PID 36.5093.000, pay 2015.

3. Application for Exempt Permit

Approve Application for Exempt Permit for the Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 21, 2016 at the Finlayson Giese Sportsmen’s Club, 70172 Norway Spruce Road, Finlayson, Minnesota (Pine Lake Twp.).

4. 2015 Budget Adjustments

Approve 2015 budget adjustments as follow:

Law Library Dept

020

01.020.5510	4,100	Law Library Fees	from \$21,500 to \$25,600
01.020.6263	1,000	Pro & Tech Services	from \$7,500 to \$8,400
01.020.6452	3,100	Books, Materials, etc	from \$13,900 to \$17,000

IT Dept 061

01.061.5860	15,000	Refunds & Reimb	from \$5,000 to \$20,000
01.061.6660	15,000	Equip & Furniture	from \$115,000 to \$130,000

Sheriff Dept 201

01.201.5751	25,000	Gifts & Contributions	from \$90,000 to \$115,000
01.201.6107	25,000	Overtime	from \$150,000 to \$175,000

Cross Dept Transfers - General Fund

01.391.6103	(12,829)	SW Salaries	from \$39,895 to \$27,066
01.107.6803	10,700	Zoning Program Exp	from \$33,501 to \$44,201
01.107.6241	2,129	Zoning Training	from \$1,000 to \$3,129
01.105.6379	(4,000)	Assessor Tax Court	from \$4,000 to \$0
01.107.6163	2,000	Zoning PERA	from \$1,901 to \$3,901
01.107.6334	2,000	Zoning Mileage	from \$1,000 to \$3,000
01.105.6202	(2,000)	Assessor Postage	from \$2,800 to \$800
01.107.6163	2,000	Zoning FICA	from \$3,901 to \$5,901

Land Fund 22

22.703.5883	1,100,000	FF Property	from \$776,538 to \$1,876,538
22.703.6906	700,000	Apport to Other Govts	from \$300,000 to \$1,000,000
22.703.6940	400,000	Intergov't Pymts	from \$300,000 to \$700,000

5. Cancellation of 2013 Outstanding Warrants

Approve cancellation of 2013 outstanding warrants.

6. 2016 Waste Hauler Licenses

Approve 2016 waste hauler licenses for the following: East Central Sanitation, Jim’s Mille Lacs Disposal, Matt’s Sanitation, Mike’s Sanitation, Veit Disposal Systems, LePage & Sons, Inc., Jones Construction, Mille Lacs Band of Ojibwe, Ron’s Roll Offs, and Curt’s Roll Offs and authorize Board Chair to sign.

7. Donation

Accept the following donations and designate to the Pine County Sheriff's Office K-9 program: \$2,500/New Horizon's Thrift Store, \$100/Sebald Motors of Askov, and \$100/Lee's Pro Shop.

8. Appointment to East Central Regional Library Board

Approve reappointment of Judy Scholin as a citizen trustee on the East Central Regional Library Board, for her first three-year term, effective January 1, 2016 through December 31, 2018.

9. Prosecution Contract – City of Pine City (2016)

Approve the Agreement for Prosecution Services with the City of Pine City in the amount of \$11,000 for calendar year 2016. Authorize Board Chair and County Auditor to sign.

10. New Hire

- A. Approve the hiring of Cassandra Palmer, part-time dispatcher, effective January 11, 2016, \$17.11 per hour, grade B23.
- B. Approve the hiring of Jessica Fehlen, registered nurse, effective January 20, 2016, \$23.21 per hour, grade C42, step 3.
- C. Approve the hiring of Sarah Oswald, PHN, effective February 8, 2016, \$23.21 per hour, grade C42, step 3.
- D. Approve the hiring of Damien Louis, social worker, effective January 29, 2016, \$21.97 per hour, grade C42, step 2.
- E. Approve the hiring of Andrea Wiener, social worker, effective January 20, 2016, \$20.74 per hour, grade C42, step 1.
- F. Approve the hiring of Cassandra Mast, payroll clerk, effective February 4, 2016, \$18.50 per hour.
- G. Approve a wage increase for Janice Johnston, back-up payroll clerk, effective January 1, 2016 from \$17.99 to \$18.50 per hour.

11. Training

- A. Approve Public Health Supervisor Lori Fore to attend the Leadership Core Training offered through the MN Department of Human Services, on the following dates in 2016: February 22, March 21, April 18, May 16, June 20, and December 5, in Red Wing. Lodging costs will be shared with another employee (approved at 1/5/16 board meeting) attending the meeting. No registration fee or mileage as county car being used. Total cost of meals not to exceed \$204. Total maximum cost: approximately \$459.
- B. Approve GIS/Environmental Tech Joe Sanders and Land and Resources Manager Caleb Anderson to attend Basic Design of Onsite Systems February 23-26, 2016 in Grand Rapids, Minnesota. Cost of course: \$440 per person; lodging: \$195 per person; meals: up to \$121 per person. Total cost: \$756 per person.

REGULAR AGENDA

1. Facilities Committee

The Facilities Committee met January 6, 2016 and recommended approval of a one-year lease between the Pine County Sheriff's Office and the City of Hinckley for lease of additional space in the old Hinckley fire hall, in the amount of \$6,000. Commissioner Mohr stated this is heated space where the sheriff's office will store their emergency response vehicles in one location. The John Wright building use and two-year notification to the East Central school district, and the sunshades for the second floor of the courthouse were also discussed.

Motion by Commissioner Mohr to approve the Lease Agreement between the Pine County Sheriff's Office and the Hinckley Fire Hall, January 1, 2016 through December 31, 2016, in the amount of \$6,000 and authorize the Board Chair to sign. Second by Commissioner Chaffee. Motion carried 5-0.

2. Personnel Committee

The Pine County Personnel Committee met January 12, 2016 and made the following recommendations:

Jail

Acknowledge the resignation of Andrea Stephani, full-time corrections officer, effective December 23, 2015 and authorize backfill.

PCSO

Authorize the filling of current dispatcher vacancies.

HHS

Approve the public health supervisory job description, including Community Health Board (CHB) Administrator duties and to use the pay range from the non-union D61 grade.

Attorney

Authorize the hiring of an additional assistant county attorney. This position is funded in the 2016 Attorney's Office budget.

Probation

Authorize the creation of a Team Leader position in lieu of back fill of the .4 FTE vacancy position.

Administrator

Authorize the amendment of the Section 7.8 of the Pine County Policies & Procedures to allow cash out of Paid Time Off (PTO) for all non-union employees.

Commissioner Ludwig stated amendment of the Policies and Procedures to allow cash out of paid time off by non-union employees brings this into continuity with union employees. County Administrator Minke corrected the public health supervisory job description to reflect the inclusion of the Community Health Board (CHB) Administrator duties rather than Community Health Services (CHS) Administrator duties.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 5-0.

3. Request for Proposal for Records Management System – Pine County Sheriff's Office

Commissioner Hallan stated the software for the records management system currently used by the sheriff's office is at its end of life. Sheriff Nelson and IT Supervisor Ryan Findell have previously met with the Technology Committee for discussion of replacement of the software.

Motion by Commissioner Chaffee to issue a Request for Proposal (RFP) for a records management system for the Pine County Sheriff's Office, timing of the release at the discretion of the sheriff, with the timeline to be updated before the release date. Second by Commissioner Hallan. Motion carried 5-0.

4. Commissioner Updates

Law Library: Commissioner Mohr stated the on-line law contract with Westlaw was renewed.

Soil & Water Conservation District (SWCD): Commissioner Ludwig stated the SWCD board will make a presentation to the county board with the additional information which was requested at the January 5, 2016 county board meeting.

East Central Solid Waste Commission: Commissioner Hallan stated ECSWC is working on a solution to get rid of the methane gas odor around the ECSWC site.

East Central Regional Library: Commissioner Chaffee stated the swearing in of officers and committee assignments took place.

Methamphetamine Task Force: Commissioner Ludwig and HHS Director Becky Foss stated the Task Force is pursuing a five-year grant (one-time renewable) to combat the use of alcohol in schools. The task requires task force to meet every month.

5. Upcoming meetings were reviewed.

Chair Rossow called for a recess at 10:25 a.m. The Board will reconvene as a Committee of the Whole.

Committee of the Whole

The Board reconvened at 10:37 a.m. as a Committee of the Whole

Present were Chair Rossow, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig, County Administrator David Minke, County Attorney Reese Frederickson, Land Services Director Kelly Schroeder, Land and Resource Manager Caleb Anderson, and PHASE Director of Operations Cheryl Gullickson.

1. 2016 Aquatic Invasive Species (AIS) Plan

Land Services Director Kelly Schroeder and Land and Resources Manager Caleb Anderson provided a draft AIS plan. The plan represented the input of lake associations and other interested parties and included a public meeting for public input. There is \$239,554 in funding available for 2016. The proposed plan total is \$178,585. Any funds unspent in 2016 will carry over into 2017.

Discussion was held regarding the proposed 2016 AIS Plan and the Delegation Agreement between the DNR and Pine County for inspections of watercrafts for aquatic invasive species for the upcoming year.

Motion by Commissioner Hallan to approve Resolution 2016-03 to adopt the 2016 Aquatic Invasive Species Plan. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the MNDNR Delegation Agreement-Aquatic Invasive Species (AIS) Prevention Inspection of Water-Related Equipment. Second by Commissioner Mohr. Motion carried 5-0.

2. Shoreland and Septic Ordinance Amendments

Land Services Director Kelly Schroeder stated several issues and inconsistencies have been identified in the Pine County Shoreland Management Ordinance and Subsurface Sewage Treatment Ordinance. Proposed amendments to the ordinances were submitted and reviewed by the Minnesota DNR and Pine County Planning Commission; their suggestions were incorporated into the considerations presented to the county board. After review of the amendments and discussion, the board scheduled a public hearing for February 16, 2016 at 10:00 a.m., or as soon thereafter as possible, regarding the proposed amendments to the ordinances.

3. Recycling

Land Services Director Kelly Schroeder stated a state grant is available relating to curbside recycling, composting, reduction of recycling materials entering disposal facilities, and for the reduction of costs associated with hauling waste. Schroeder stated a roundtable discussion took place in December, 2015 to brainstorm ideas for improving recycling and reducing recycling rates in the county. After discussion, it was the consensus of the board to authorize the county Planning and Zoning staff to apply for the grant.

4. Strategic Planning

A special meeting to discuss soil survey with the National Resources Conservation Service (NRCS) and for the county's strategic planning for 2016 has been scheduled for January 26, 2016. The agenda was discussed.

5. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 12:42 p.m. The next regular meeting of the county board is scheduled for February 2, 2016 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.

Curtis H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

**SUMMARY
OF
MINUTES OF THE
PINE COUNTY BOARD MEETING
Regular Meeting and Committee of the Whole
Tuesday, January 19, 2016 - 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Curt Rossow called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig. Also present were County Attorney Reese Frederickson and County Administrator David Minke.

The Pledge of Allegiance was said.

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

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

Commissioner Chaffee moved to approve the Minutes of the January 5, 2016 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Minnesota Department of Health Recognition - Kanabec-Pine Community Health Board
Withdrawal

East Central Regional Library Minutes – December 14, 2015

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

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

Approve December, 2015 Cash Balance

Fund	December 31, 2014	December 31, 2015	Increase(Decrease)
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Land Management Fund	2,089,547.86	957,992.51	(1,131,555.35)
TOTAL (inc non-major funds)	9,858,890.57	11,798,455.20	1,939,564.63

Approve Application for Abatement for Carly Storebo, 4582 Main St., Bruno.

Approve Application for Exempt Permit for the Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 21, 2016 at the Finlayson Giese Sportsmen’s Club, 70172 Norway Spruce Road, Finlayson, Minnesota .

Approve 2015 budget adjustments as follow:

**Law Library Dept
020**

01.020.5510	4,100	Law Library Fees	from \$21,500 to \$25,600
01.020.6263	1,000	Pro & Tech Services	from \$7,500 to \$8,400
01.020.6452	3,100	Books, Materials, etc	from \$13,900 to \$17,000

IT Dept 061

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01.201.5751	25,000	Gifts & Contributions	from \$90,000 to \$115,000
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Cross Dept Transfers - General Fund

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Land Fund 22

22.703.5883	1,100,000	FF Property	from \$776,538 to \$1,876,538
22.703.6906	700,000	Apport to Other Govts	from \$300,000 to \$1,000,000
22.703.6940	400,000	Intergov't Pymts	from \$300,000 to \$700,000

Approve cancellation of 2013 outstanding warrants.

Approve 2016 waste hauler licenses for the following: East Central Sanitation, Jim's Mille Lacs Disposal, Matt's Sanitation, Mike's Sanitation, Veit Disposal Systems, LePage & Sons, Inc., Jones Construction, Mille Lacs Band of Ojibwe, Ron's Roll Offs, and Curt's Roll Offs.

Accept the following donations and designate to the Pine County Sheriff's Office K-9 program: \$2,500/New Horizon's Thrift Store, \$100/Sebald Motors of Askov, and \$100/Lee's Pro Shop.

Approve reappointment of Judy Scholin as a citizen trustee on the East Central Regional Library Board, for her first three-year term, effective January 1, 2016 through December 31, 2018.

Approve the Agreement for Prosecution Services with the City of Pine City in the amount of \$11,000 for calendar year 2016.

Approve the hiring of the following: Cassandra Palmer, part-time dispatcher, effective January 11, 2016, \$17.11 per hour, grade B23; Jessica Fehlen, registered nurse, effective January 20, 2016, \$23.21

per hour, grade C42, step 3; Sarah Oswald, PHN, effective February 8, 2016, \$23.21 per hour, grade C42, step 3; Damien Louis, social worker, effective January 29, 2016, \$21.97 per hour, grade C42, step 2; Andrea Wiener, social worker, effective January 20, 2016, \$20.74 per hour, grade C42, step 1; and Cassandra Mast, payroll clerk, effective February 4, 2016, \$18.50 per hour.

Approve a wage increase for Janice Johnston, back-up payroll clerk, effective January 1, 2016 from \$17.99 to \$18.50 per hour.

Approve Public Health Supervisor Lori Fore to attend the Leadership Core Training offered through the MN Department of Human Services. Total maximum cost approx. \$459.

Approve GIS/Environmental Tech Joe Sanders and Land and Resources Manager Caleb Anderson to attend Basic Design of Onsite Systems. Total cost: \$756 per person.

Motion by Commissioner Mohr to approve the Lease Agreement between the Pine County Sheriff's Office and the Hinckley Fire Hall, January 1, 2016 through December 31, 2016, in the amount of \$6,000 and authorize the Board Chair to sign. Second by Commissioner Chaffee. Motion carried 5-0.

The Pine County Personnel Committee met January 12, 2016 and made the following recommendations:

Jail

Acknowledge the resignation of Andrea Stephani, full-time corrections officer, effective December 23, 2015 and authorize backfill.

PCSO

Authorize the filling of current dispatcher vacancies.

HHS

Approve the public health supervisory job description, including Community Health Board (CHB) Administrator duties and to use the pay range from the non-union D61 grade.

Attorney

Authorize the hiring of an additional assistant county attorney. This position is funded in the 2016 Attorney's Office budget.

Probation

Authorize the creation of a Team Leader position in lieu of back fill of the .4 FTE vacancy position.

Administrator

Authorize the amendment of the Section 7.8 of the Pine County Policies & Procedures to allow cash out of Paid Time Off (PTO) for all non-union employees.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Chaffee to issue a Request for Proposal (RFP) for a records management system for the Pine County Sheriff's Office, timing of the release at the discretion of the sheriff, with the timeline to be updated before the release date. Second by Commissioner Hallan. Motion carried 5-0.

Chair Rossow called for a recess at 10:25 a.m. The Board will reconvene as a Committee of the Whole.

Committee of the Whole

The Board reconvened at 10:37 a.m. as a Committee of the Whole

Present were Chair Rossow, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig, County Administrator David Minke, County Attorney Reese Frederickson, Land Services Director Kelly Schroeder, Land and Resource Manager Caleb Anderson, and PHASE Director of Operations Cheryl Gullickson.

Motion by Commissioner Hallan to approve Resolution 2016-03 to adopt the 2016 Aquatic Invasive Species Plan. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the MNDNR Delegation Agreement-Aquatic Invasive Species (AIS) Prevention Inspection of Water-Related Equipment. Second by Commissioner Mohr. Motion carried 5-0.

A public hearing for February 16, 2016 at 10:00 a.m., or as soon thereafter as possible, regarding the proposed amendments to the Shoreland Management Ordinance and Subsurface Sewage Treatment Ordinances..

Authorize the county Planning and Zoning staff to apply for the grant to address curbside recycling, composting, reduction of recycling materials entering disposal facilities, and for the reduction of costs associated with hauling waste and recycling rates.

With no further business, Chair Hallan adjourned the county board meeting at 12:42 p.m. The next regular meeting of the county board is scheduled for February 2, 2016 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.

Curtis 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). Copies may also be requested from the administrator's office.

MINUTES OF PINE COUNTY BOARD MEETING
Special Meeting – City-County Relations
Tuesday, January 19, 2016, 7:00 p.m.
Pine County Courthouse, Pine City, Minnesota

Chair Rossow called the meeting to order at 7:00 p.m. Present were Commissioners Steve Hallan, Josh Mohr, Steve Chaffee and Matt Ludwig. Also present were County Attorney Reese Frederickson, County Sheriff Jeff Nelson, Chief Deputy Paul Widenstrom, and County Administrator David Minke.

Also present were representatives from the cities of Sturgeon Lake and Sandstone, Pine City, Hinckley, and Rick Olseen from Congressman Nolan's office.

The pledge of allegiance was said.

Those present introduced themselves.

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

County Attorney Frederickson gave an update on combating blight properties. Most blight is addressed through zoning ordinances. Pine County does not have countywide zoning. Zoning requires a comprehensive plan. The county is currently updating the comprehensive plan which should be completed this fall.

The County Attorney has contracts for prosecution for larger cities in the county. Under the contracts, his office can prosecute local ordinance violations. The County Attorney worked with the City of Askov to create local ordinance with criminal penalties.

Land Services Director Kelly Schroeder distributed copies of the comprehensive plan survey and explained the comprehensive planning process.

Commissioner Hallan discussed the county's desire to increase recycling. Commissioner Chaffee asked for feedback on the recycling sheds and programs.

The county will be implementing a more robust Household Hazardous Waste (HHW) program starting May 2016. The HHW location will be at the transfer station in Hinckley. The plan is to staff the HHW drop off two days per week from May through October. This location will also serve as a recycling collection point.

Commissioner Hallan reviewed the process the East Central Regional Solid Waste Commission (ECSWC) is going through to open a new landfill cell and close the old one. The process of creating new landfill space is estimated at \$2 million and projected to last 10 years. It will cost an estimated \$800,000 to close the existing landfill. The goal is to reduce what goes into the landfill by recycling to save money in the long run. The county's recycle rate is about 34%, while about 75% of the waste stream is recyclable.

Rick Olseen from Congressman Nolan's office noted that a five-county group has been meeting on trails. The DNR has \$350,000 for planning the Oberstar segment of the Munger Trail (segment from North Branch to Hinckley). There will be a February 5th meeting with Congressman Nolan at the Chisago County Courthouse.

The next meeting will be April 21, 2016 at 7:00 p.m. at the Sturgeon Lake City Hall.

Possible topics include:

Recycling

Trails

Sheriff items to be developed? K9?

Aquatic Invasive Species (AIS)

Emerald ash borer/forestry/invasive species.

Comp plan

With no further business, Chair Rossow adjourned the meeting.

Curtis H. Rossow, Chair
Pine County Board of Commissioners

David J. Minke, County Administrator
Clerk to Pine County Board of Commissioners

**MINUTES OF PINE COUNTY BOARD MEETING
Special Meeting – Strategic Planning**

**Tuesday, January 26, 2016, 9:00 a.m.
Pine County Courthouse, Pine City, Minnesota**

Chair Rossow called the meeting to order at 9:00 a.m. Present were Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig. Also present were County Engineer Mark LeBrun, Land Services Director Kelly Schroeder, IT Supervisor Ryan Findell, Probation Director Terry Fawcett, County Sheriff Jeff Nelson, Human Resources Manager Connie Mikrot, Public Health Supervisor Lori Fore and County Administrator David Minke. County Attorney Reese Frederickson arrived at 9:40 a.m.

Also present were Roger Risley and Michael Whited, USDA National Resources Conservation Service; Doug Odegard, SWCD Board Supervisor and Jill Carlier Pine County SWCD District Manager; Janelle Schroeder, Minnesota Department of Health; and Henry Fischer, Pine City Pioneer.

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

Roger Risley and Michael Whited provided information and benefits of a soil survey, stating soil information is already available in most areas of the United States. The soil information obtained provides agricultural producers, agencies, technical services providers and others electronic access to soil information needed to make land-use and management decisions. This is a federally funded project with no additional cost to the county. Anticipated completion date would be 2019. A Memorandum of Understanding will be circulated for signature between the US Department of Agriculture, Pine County Board of Commissioners, University of Minnesota and Minnesota Board of Soil and Water Resources to commence the completion of the soil survey in Pine County.

The following department representatives provided an overview of Strengths, Weaknesses, Opportunities, and Threats for their departments:

Highway/Public Works	Mark LeBrun
Probation	Terry Fawcett
Information Technology (IT)	Ryan Findell
Human Resources	Connie Mikrot
Land Services Department	Kelly Schroeder
Attorney's Office	Reese Frederickson
Sheriff's Office	Jeff Nelson

At 12:20 p.m. Chair Rossow called a recess for lunch.

The board reconvened at 12:53 p.m.

Overview of Strengths, Weaknesses, Opportunities, and Threats continued:

Health and Human Services

Becky Foss

Discussion of Public Health/Pine Community Health Board took place. The following priorities were identified:

- Strategic Planning
 - Schedule two days in February, 2016 for facilitated planning session
- Hiring of a Community Health Board Administrator/Family Health Supervisor
- Formulate a Community Health Board
 - Possible representatives: Mille Lacs Band of Ojibwe, health care field, county geographic representation, county commissioner, educational representative (nurse/administrator/Pine Technical & Community College); and clergy
 - Work with Minnesota Department of Health
 - Detangle of Funding
 - Establish budget for 2017 to include per diem, mileage
 - Gap analysis

The board discussed its goals and requested the county administrator refine them and circulate the proposed goals for consideration.

With no further business the meeting was adjourned at 3:05 p.m.

Curtis H. Rossow, Chair
Pine County Board of Commissioners

David J. Minke, County Administrator
Clerk to Pine County Board of Commissioners



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200

Fax: 320-629-6736

1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

January 2016

CSAH 41, T44N R20W and R21W, set, GPS and tie out PLSS corners and private corners, update files.

Provide HARN coordinate data for GIS to County Recorder as needed.

Review legal descriptions for County ROW Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

Robin T. Mathews, Pine County Surveyor

**Pine County Methamphetamine Task Force
Minutes
January 11, 2016
Pine Government Center, Pine City**

Task Force Mission – To reduce methamphetamine and other illegal drug use and manufacture in Pine County.

Attendance:

Andy Almos & Steph Youngberg, East Central School
Troy Anderson, Pine City School
Amber Chase & Ashley Geurtz, Pine Co Probation
Don Faulkner & Jerry Olson, Sandstone Citizens
Reese Fredrickson, Pine Co Attorney
Sandy Korf, Hinckley/Finlayson School
Lynette Kuzel, Teen Focus
Commissioner Matt Ludwig and Commissioner Curt Rossow
Anne Lafirnier-Ritchie, Mille Lacs Band
Paul Widenstrom, Pine Co Sheriff's Dept
Bonnie Rediske, Becky Foss and Janet Schumacher, Pine Co HHS

Meeting commenced at 3:00 pm by Becky Foss in the Conference Room at the Pine Government Center in Pine City.

1. **Introductions and Welcome** – introductions were made and Becky Foss, Director of HHS welcomed all members.
2. **Additions/Changes to the Agenda** – None
3. **Review Minutes of 10/12/15** - *Motion was made by Jerry Olson and seconded by Troy Anderson to approve the minutes. Motion carried.*
4. **Planning & Implementation Grant through DHS**
Becky explained the P & I grant to the Committee. Proposals to the RFP are due by February 29, 2016 @ 4:00 pm. An invitation was recently extended out for a phone conference with Nathan Sindt, Regional ATOD Prevention Coordinator and East Central, Hinckley/Finlayson, Pine City and Willow River Schools. With support from the schools and moving forward Becky explained that the term of a grant would be from July 1, 2016 through June 30, 2021.

The proposal must utilize a collective impact model consisting of businesses, agencies and community members working together to address the prevention of underage alcohol consumption. Eight entities would be contracted with DHS for a total per year of \$1,555,905 awarded out. Fourteen sectors of the community must be represented on our coalition and be in place by June 30, 2018. We must have 10 sectors that have provided letters of commitment and support to maintain representation on our coalition and are required to meet on a monthly basis. The principle mission would be the reduction of substance abuse with a primary focus on alcohol use by youth in the community. The grant would involve this Task Force and would have a year to make a change in name and modification of the group. Involvement would include parents, community, faith, youth, etc.

Steph will make a contact with TSA, Treehouse and Jim Mosbeck, Deacon in Hinckley and Sandstone.

The grantee must employ one full time – 40 hours per week staff person to coordinate and oversee grant activities. DHS would be involved in the interview process of this position. The grantee must also hire a .25 media consultant to work with the P & I Coordinator in designing media to promote the community's actual norms as well as work with an existing youth group or form a new youth group that will meet two times per month during the school year and one time a month during the summer. Funded coalitions will work with law enforcement to conduct alcohol compliance checks.

We will be asking for letters of support from the Superintendents and Principals of students in grades 7-12 in the targeted school districts. East Central and Hinckley/Finlayson Schools currently meet the numbers and percentages to move forward. It is preferable for the Coordinator to be housed in the schools.

Bonnie indicated that with reduction of alcohol you reduce substance abuse. We can shift grant usage as numbers shift. DHS will micro-manage the grant. The Coordinator, Fiscal Staff and Director will be trained in duties to carry out. After five years, project should be sustained as well as open the doors for other grants.

Becky will provide email updates and provide sample letters of support.

Motion was made by Jerry Olson and seconded by Bonnie Rediske to approve moving forward in pursuing application of the grant with the commitment and support from 10 sectors. Motion carried.

5. **Becky Foss**

a. **Fund Balance Report**

- **\$ 828.76** – Revenue
- **\$ 113.80** - Expenses
- **\$6,513.69** - Fund Balance

b. **41st Annual MN's Prevention Program Sharing Conference - Update**

Bonnie and Sandy shared that the above conference was very valuable and saw so many things for us to work towards locally ---

- Information on opiate abuse
- St Louis Co provides SBIRT (Screening, Brief Intervention, Referral to Treatment) Training. SBIRT is an approach to screening and early intervention for substance use disorders and people at risk for developing substance use disorders. It emphasizes combined effort of screening and treatment services as part of a cooperative system of early intervention
- E-cigs – and making them to look like pens
- Social Host Ordinance

Bonnie was able to connect with a lot of things that are connected to grants. Accessed information on Climb Theater, which would be a good resource for what we are seeing now. There is a four day training scheduled in February that she plans to attend.

6. **Reports from Members**

• **Paul Widenstrom**

The Sheriff's Dept is doing research on compliance checks for alcohol and tobacco. Drug activity, burglary, thefts continue to go up. Seeing a lot of meth, cocaine, pills, mushrooms, heroin, bath salts. Bonnie indicated that youth are coming in with the

above. Two new School Resource Officers/Investigators – should see good results in working more with Adult & Child Protection. The Sheriff's Dept is in the process of raising funds for the start-up of the K-9 Program again – they have about \$5,000 so far and the cost is about \$12,500 for the dog and class. They have a great need for this program so they are very happy to be able to get this back.

- **Sandy Korf**
Food for Kids is going on now at Hinckley/Finlayson Schools. A very positive program with 90 bags recently distributed to kids. Schools are working together very well. New Direction Program is in its second year and working very good for them – has seen a lot of success in the program. She will be attending Homeless Training in the next week.
- **Andy Almos**
Talked about Lifelines: A Comprehensive Suicide Awareness and Responsiveness Program for Teens through Hazelden. He is excited to work with the School Resource Officer/Investigator and thanks to the Pine County Board of Commissioners for this.
- **Reese Fredrickson**
Shared information about the change in guidelines/laws for controlled substance. New laws will reduce a lot of our leverage.
- **Lynette Kuzel**
Attended the presentation by Brent Thompson, Pharmacy Director from Firstlight Health System on prescription drug use and misuse – a very good presentation.
- **Bonnie Rediske**
December was a tough month in Child Protection – several infants were born substance positive, twins born nine weeks early, and one infant at 23 weeks, 17 women in Pine Co known to be using will be delivering in the next six months. Unit is tackling substance abuse use as well as sex exploited youth. Response Team training on sex exploited youth and how to develop policy and procedure in response to these situations. We are moving forward in our agency to address this.
- **Amber Chase**
Talked about alcohol/drug testing and meth quick dip testing – they are seeing a lot of how their clients tend to make UA's into something that it shouldn't be.
- **Steph Youngberg**
Will be doing staff training for Suicide & At Risk for Kids. Did the Life Line Curriculum to 8th – 10th grade students at East Central. Three kids have done the in-house assessment program. The Backpack Program is going on and a very positive program. The TSA program has been working very well for them.
- **Anne Lafirnier-Ritchie**
The Mille Lacs Band has requested \$1.2 million for new staff to include Social Workers, Transporters and Family Service Aides. They had 35 licensed foster homes last year and 298 children in out of home placements. They are trying hard to meet the needs of the Mille Lacs Band families.
- **Becky Foss**
The Mobile Crisis Unit is up and running again in our region.

The next meeting is scheduled for Monday, February 8th, 2016 from 3:00 pm – 4:30 at Pine County Health & Human Services/Public Health Building in Sandstone.

Meeting adjourned at 4:15 pm. Minutes prepared by Janet Schumacher

Directions to the Pine Government Center in Pine City:

FROM NORTH – Take Interstate 35 South to the first Pine City Exit. At top of exit, take a left (Co Rd 11) and continue to Hwy 61 - turn right and continue to the first set of stop lights – the PGC is on the right – across from Frandsen Bank. Come up the north stairway/elevator to the HHS receptionist area.

FROM SOUTH – Take Interstate 35 North to the first Pine City exit. At top of exit, take a right (Hillside Ave) and continue to Hwy 61 - turn left and continue through the four way stop to the next set of stop lights – the PGC is on the left – across from Frandsen Bank. Come up the north stairway/elevator to the HHS receptionist area.

Directions to the Pine County Health & Human Services/Public Health Building in Sandstone:

FROM NORTH – Take Interstate 35 South to Askov/Finlayson exit. At top of exit, take a right and go to the stop sign, take a left (61/23) to Sandstone. As you approach the 61 Motel on the right, the HHS/Public Health Bldg is on the left.

FROM SOUTH – Take Interstate 35 North to Sandstone exit. At top of exit, take a right. Follow this road, staying to the left of the Y and continue all the way to the stop sign; take a left (61/23) and go about 3 blocks – 61 Motel on the left, the HHS/Public Health Bldg is on the right.

\\Methamphetamine Task Force\Minutes\2016\January 11 min.doc



AGENDA REQUEST FORM

Date of Meeting: February 2, 2016

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

Agenda Item: January, 2016 Disbursements

Department: Auditor-Treasurer

Cathy Clemons
Department Head signature

Background information on Item:

January, 2016 Disbursements

Action Requested:

Financial Impact:

CATHYJ
1/27/16 2:44PM

***** Pine County *****

DISBURSEMENTS JOURNAL REPORT G/L Months: 01/2016 - 01/2016

RECAP BY FUND	FUND	AMOUNT	NAME
	1	1,013,414.24	GENERAL REVENUE FUND
	12	473,387.58	HEALTH & HUMAN SERVICES
	13	498,165.61	ROAD & BRIDGE FUND
	22	7,433.69	LAND MANAGEMENT FUND
	39	916,880.63	2005A G.O. JAIL BONDS
	40	758,625.00	2012 G.O. COURTHOUSE BONDS
	76	410,651.84	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	47,385.45	COUNTY COLLECTIONS AGENCY FUND
	82	437,607.23	TAXES AND PENALTIES AGENCY FUND
	84	3,546.09	EAST CENTRAL DRUG TASK FORCE AGENCY F
	89	56.00	H & HS COLLECTIONS AGENCY FUND
		4,567,153.36	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	4,121,432.97	AUD
	2	445,805.39	COM
	3	85.00-	MVC
		4,567,153.36	Total Disbursements



AGENDA REQUEST FORM

Date of Meeting: February 2, 2016

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

Agenda Item: MnCCC & Trimin Systems, Inc Contract for Computer Services

Department: Auditor-Treasurer

Cathy Clemons
Department Head signature

Background information on Item:

The Maintenance and Support Contract with TriMin for IFS has been approved by the Joint Integrated/IFS Committee and MnCCC Board for the period of 1/1/16 through 12/31/18. The changes include a single contract with Trimin for maintenance and support of the IFS system, annual invoice rather than quarterly and an increase in fees from \$4,577.48 to \$8,915.00 due to the addition on a modernization piece to support. The support is for the Auditor-Treasurer and CMHS (Computer Management for Human Services areas)

The IFS system is already integrated with the existing financial systems of the County and I request acceptance of the contract and execution of the Board Ratification Statement.

Action Requested:

Acceptance of the contract and execution of the Board Ratification Statement.

Financial Impact:



BOARD RATIFICATION STATEMENT

The Board of _____ has ratified the PROFESSIONAL SERVICES AGREEMENT BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE And TRIMIN SYSTEMS, INC. for the maintenance and support of IF5.

The Agreement will be effective January 1, 2016 through December 31, 2018. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this contract.

Signed: _____
Board Chair

Date: _____

Attest: _____

Title: _____

Date: _____

TO: IFS Users

FROM: Lisa Christine Meredith, Executive Director
651-917-6996, lisa@mnccc.org

DATE: January 22, 2016

SUBJECT: TriMin Contract for Support Board Ratification

Attached please find a copy of the fully executed Maintenance & Support Contract with TriMin for IFS. The Joint Integrated/IFS Committee (JIC) has approved the contract as well as the MnCCC Board. Your county or agency will now need your Board to approve and sign, then a copy should be returned to MnCCC at the following:

MnCCC
Lisa C. Meredith
100 Empire Drive Suite 201
Saint Paul, MN 55103

-or- via scan and email at lisa@mnccc.org

-or via fax at 651-917-6989

Also attached please find a copy of the approved 2016 Fees for Maintenance & Support. In addition to the Maintenance and Support Fees, there are enhancement fund fees approved by JIC in the amount of \$300 per office or \$600 per county. The MnCCC Membership Fees costs are split by each of the groups (CMHS, Midstates, MCIS, and MnCCC) and billing was sent according to each group's number of votes and split between participating counties/agencies. The billings you have received for maintenance & support, enhancement fund, and membership are all annual fees (no more quarterly billings). MCIS and CPUI provide the level one support for their counties. MCIS and CPUI will continue to bill for this service as they have in the past. MnCCC and CMHS level one support is included in your maintenance and support fee to TriMin through the MnCCC billing.

For more information and a little history on this change:

JIC was moved under MnCCC in 2013. JIC owns and controls IFS on behalf of all of the users which is comprised of four groups: Computer Management for Human Services (CMHS), Midstates-Auditors/Treasurers, MCIS-Auditors/Treasurers, and MnCCC's Finance & General Government (F&GG) Group representing Auditors/Treasurers. Until

the end of 2015, there were approximately 82 contracts with Trimin for maintenance and support of the IFS system. JIC decided it would be in everyone's best interest to simplify to a single contract that represented all users under MnCCC. In addition to changing to one contract, the group approved to increase support with Trimin and add on a modernization piece to support.

To stay informed on JIC meetings and IFS Announcements & Trainings, here is some information that I hope will be helpful:

JIC Committee Information: <http://www.mnccc.org/user-groups/jic-committee>

Our RSVP System is a self-subscribed calendar system that will provide you with information on announcements, meetings, trainings, conferences, etc. Please be sure to sign yourself up along with any staff that may be interested. To set up a profile, click on this link <http://calendar.mnccc.org/register.aspx> Complete the contact information, be sure to include IFS Users and JIC in the meeting categories. And, be sure to include at least JIC and IFS Training in meeting types. You should begin receiving notices after signing up.

For more information on RSVP, you can visit <http://www.mnccc.org/about/rsvp>.

If you need any assistance, please feel free to contact me. Thank you!

Approved 2016 IFS Trimin Support - JIC

Approved by JIC on December 18, 2015

Updated January 5, 2016

County/Agency	Population*	Auditor/Treasurer Group	2015 CMHS Support Costs	2015 Aud/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Aud/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals

Affiliation	Users	Votes on JIC
CMHS	58	6
MeCCC	42	4
CPII	24	2
MNCIS	11	1

Approved 2016 IFS Trimlin Support - JIC

Approved by JIC on December 18, 2015 Updated: January 5, 2016

County/Agency	Population*	Auditor/Treasurer Group	2016 CMHS Support Costs	2015 Audit/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Audit/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals
Aikin County	15,749	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.76%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Becker County	33,167	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.59%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Beltrami County	49,652	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.19%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Benton County	39,219	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.85%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Big Stone County	5,127	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.25%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Brown County	25,465	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.22%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Carlton County	39,535	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.70%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Cass County	95,403	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	4.56%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Cass County	28,094	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.37%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Chippewa County	12,149	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.56%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Chicago County	53,743	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.56%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Chippewa County	60,426	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.90%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Clay County	8,631	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.42%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Clearwater County	6,631	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.25%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Cook County	5,185	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.56%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Cottonwood County	11,619	MCCC			\$ 2,165.00	0.98%			\$ 2,361.00	\$ 2,165.00	\$ 2,223.08
Dodge County	20,342	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.75%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Douglas County	36,529	CPUI			\$ 2,165.00	0.68%			\$ 2,361.00	\$ 2,165.00	\$ 2,223.08
Douglas County	14,192	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.00%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Fillmore County	29,627	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.48%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Freeborn County	30,917	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.23%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Goodhue County	40,447	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.29%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Grant County	5,990	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.90%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Houston County	18,614	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.90%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Hubbard County	20,285	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.69%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Hubbard County	38,231	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.63%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Itasca County	45,542	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	2.18%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Jackson County	10,265	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.49%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Jackson County	16,908	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.77%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Kanabec County	42,361	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	2.03%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Kandiyohi County	4,498	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.22%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Kittitas County	13,217	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.63%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Koochiching County	7,041	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.34%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lac qui Parla County	10,777	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.52%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lake County	3,932	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.19%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Lake of the Woods County	27,934	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.34%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Le Sueur County	5,830	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.26%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lincoln County	25,648	CPUI			\$ 974.60	1.23%			\$ 2,361.00	\$ 974.60	\$ 1,386.40
Lyon County	36,095	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.73%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
McLeod County	5,534	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.27%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Marathon County	9,424	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.45%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Marathon County	20,429	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.95%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Marquette County	23,109	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.11%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Meeker County	25,817	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.24%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Miller County	32,877	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.59%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Morrison County	39,956	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.89%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Mower County	8,536	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.41%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Murray County	33,602	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.58%	\$ 4,528.00	\$ 4,367.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Notasulga County	21,993	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.04%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92

AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN
MINNESOTA COUNTIES COMPUTER COOPERATIVE

And

TRIMIN SYSTEMS, INC.

January 1, 2016

This Agreement dated and to be effective as of the date set forth above by and between the Minnesota Counties Computer Cooperative (MnCCC), a joint powers organization, 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members ("MnCCC") and TriMin Systems, Inc., 2277 Highway 36 West, Suite 250, Roseville, Minnesota, 55113 ("TriMin").

WITNESSETH

WHEREAS, MnCCC wishes to retain professional services to obtain computer programming and technical assistance for the maintenance and support of computer software system known as IFSpi, solely owned by MnCCC; and

WHEREAS, TriMin has and will be expected to render substantial service hereunder.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the parties agree as follows:

I. **Systems to be Supported**

TriMin agrees to provide computer programming, technical assistance, and related services to support and maintain the systems and systems components of the Integrated Financial System Platform Independent version (IFSpi), which for purposes of these and related agreements includes the Cash Drawer module, in exchange for MnCCC's payment of certain fees pursuant to the support fee summary attached and incorporated by reference as *Attachment A*.

II. **Definition of Included Support Services**

The fees paid by MnCCC under this Agreement and identified in *Attachment A* shall fully compensate TriMin for the following Services:

A. **General IFSpi Support Activities**

These activities are in support of all IFSpi users:

1. Track IFSpi support incidents and report out to Joint IFSpi Committee (JIC) per the IFSpi Service Level Agreement (SLA) attached and incorporated by reference as *Attachment B*.
2. Provide supporting documentation for JIC meetings (up to 6 times per year) with respect to IFSpi bugs/fixes and open Enhancement Requests (including categories Approved, Completed, New, Committee, Tabled, Denied, Withdrawn and Study statuses).
3. Provide any IFSpi revisions necessitated by changes in applicable Minnesota statutes, laws or regulations. MnCCC will advise TriMin of any requested changes to IFSpi as necessitated by changes in Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making

the changes. Further, these changes will be subject to the same enhancement scope limitation as listed in Section III – H.

B. Level 1 Support

Logging of, and responding to, email and phone support requests from IFSpi users regarding IFSpi application usage. Each support request to be logged as to nature of the request/issue and county/agency/department that originated the request. Level 1 support will resolve basic user issues for the IFSpi users and escalate more complex issues to Level 2 support. Also described in *Attachment B*.

Level 1 support will be performed by TriMin for participating MnCCC counties and agencies and other applicable independent users as approved by MnCCC, and only these users are to be charged for Level 1 support. See *Attachment C*.

C. Level 2 Support

Engage with IFSpi users on more complex support issues as escalated from Level 1 support. Will resolve issues that can be addressed via ad hoc training, provide alternate approaches to resolving issue, or by documenting the issue more fully so that it can be addressed by Level 3 support as an MnCCC bug, or enhancement request. Level 2 support will provide direction to IFSpi users and to Level 3 support in terms of whether or not the IFSpi functionality is working as designed, or appearing to be a “bug” in the code that needs to be addressed by Level 3. If it is determined that the code is functioning as designed, then the IFSpi user will be instructed to submit an enhancement request to MnCCC (via their logical support organization). Level 2 support will also perform functional application testing prior to new release of updates to applications.

Level 2 support will be performed by TriMin and chargeable to MnCCC as listed in *Attachment C*. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

D. Level 3 Support

Perform IFSpi code analysis, programming, testing and project management related to bugs as escalated from Level 2 support.

Level 3 support will also include the following:

1. Estimating of IFSpi Functional Enhancement Requests, based on the documented requirements as submitted by MnCCC and Level 2 support.
2. Technical Design of approved Functional Enhancement Requests, with review and sign-off by MnCCC prior to coding activities on projects over 20 hours.
3. Project Management, Coding and Technical testing of Functional Enhancements.
4. On-going design, development, technical testing and deployment as described in “IFSpi Infrastructure Modernization” Section II – E below.

Level 3 support will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

E. Installation Support

For counties/agencies not able or interested in performing their own IFSpI product updates or installation of new releases, or who do not have another provider (MSCC or MCIS), TriMin will perform the installations as part of this optional support element. A minimum hourly fee will be charged per installation per the fee table in *Attachment A*.

Installation support will be performed by TriMin and chargeable only to counties who choose this option.

F. IFSpI Analyst

The TriMin staff assigned the IFSpI Analyst work load will proactively engage in the following:

1. On-going updates to IFSpI end user documentation.
2. Develop training materials and training videos for use by IFSpI community. Provide web and/or "live" training quarterly at events mutually agreed upon with MnCCC.
3. Work directly with MnCCC's and individual MnCCC end users as appropriate, to fully define and document requirements for IFSpI functional enhancements prior to submission to Level 3 for estimates, or coding activities.

IFSpI Analyst role will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

G. IFSpI Infrastructure Modernization

With the specific activity as agreed to and approved by MnCCC, Level 3 support will work continuously on the underlying architecture of IFSpI with the goal of remaining current with respect to the "code stack" that supports the functional capabilities of IFSpI, and which will take up to 3,000 person hours to complete. The code stack refers to, but is not limited to: security layer, web browser, web server, framework, software and scripting language, web services and other interfaces. In addition to this activity, also includes new capabilities to support a more automated installation of product updates and new releases, and on-going technical documentation of same. Technical documentation requirements to be defined with MnCCC and prioritized along with code update activity. Examples of technical documentation:

1. Detailed documentation on the database structure and core application design, interfaces and Microsoft AD integration.
2. Documentation on all application module usage and code levels, including any registrations or licensing. Develop a plan to keep these current, patched and up to date.

The IFSpI infrastructure modernization fund is to include 3,000 person hours during this agreement, initially allocated at 1,000 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 1,000 hours not be sufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per *Attachment A*.

Should TriMin fail to utilize 1,000 hours in support of IFSpI infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpI infrastructure support, based on actual activity in

year 1 and year 2, is projected to be greater than remaining hours required to support known modernization activities then hours may be shifted to IFSpi functional enhancement activity to "consume" available hours. At this contract's end (December 31, 2018) any unused hours will not be recoverable.

IFSpi modernization will be performed by TriMin only and associated costs are included in this Agreement.

H. Additional Requirements

1. TriMin must obtain written permission from MnCCC to add any plug ins or third party code incorporated into the IFSpi system. This includes, but is not limit to, any "Freeware" or "Shareware". Once approved, those plugins will be maintained and updated as part of this Agreement without any additional fees, unless a special support addendum is executed and attached to this Agreement. TriMin shall provide to MnCCC within 90 days of contract signing, a detailed list specifying all third party code and plugins, used in the existing IFSPI application. MnCCC acknowledges and agrees that pre-existing plug ins and third party code incorporated into the IFSpi system are accepted, and shall remain subject to support hereunder.
2. TriMin shall provide current, full and detailed database and application design and programming documentation for all parts of the IFS application including 3rd party add ons, per provision in Section II – G above.
3. TriMin shall follow the MnCCC policy on submission of source code and documentation to MnCCC.

I. Service Level Agreement, Priorities and Escalation – See Attachment B.

J. Virus, Malware, Unapproved and/or Unauthorized Code

1. The current business practice in today's world is the electronic distribution of application software, data, help files, etc. from TriMin. This can be achieved either via an electronic download of information through the internet, or through the receipt of electronic media (e.g. DVD, CD, tape, etc.). It is imperative that TriMin take responsibility for delivering their electronic files with no virus, malware or unapproved/unauthorized code to MnCCC. TriMin warrants and represents that any data, programs, hardware or firmware provided, or sourced, by TriMin to MnCCC shall be free, at the time of shipment, of any computer virus, malware, unapproved and/or unauthorized code.
2. "Virus, Malware, Unapproved and/or Unauthorized Code" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent, including any code, program or device that would shut off or otherwise allow unrestricted access and use by MnCCC, its members and other licensees. This would also include, but not limited to, the entering of any illegal, insane, mentally disturbing, vulgar, adult or porn type, virus, malware, trojans, bugs, tracking or reporting code or device, or politically motivating data into MnCCC and / or member systems or networks.

K. Compliance with Laws

The parties shall each abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement, to be commenced by TriMin or MnCCC, shall be venued in the applicable federal or state courts located in Ramsey County,

Minnesota, and TriMin and MnCCC each hereby irrevocably consents to the jurisdiction and venue of such courts.

L. Ownership, Proprietary Considerations and Data Security

1. TriMin agrees to ensure confidentiality of all work performed pursuant to this Agreement, including source code development and all MnCCC/TriMin documentation pertaining to the system design to avoid pirating of this information and subsequent software license disputes. TriMin shall assign to MnCCC, and MnCCC shall solely own any data, databases, programs, or interfaces developed by TriMin as a result of this Agreement.
2. MnCCC and TriMin agree that all materials and information developed under this Agreement shall become the sole property of MnCCC.
3. TriMin agrees to protect the security of and to keep confidential all data received or produced under the provisions of this Agreement, and shall not disclose them without the prior written consent of MnCCC.
4. Procedures and software created by TriMin pursuant to this Agreement, or modifications made to existing software to meet the specifications herein, shall be proprietary to MnCCC. TriMin shall not disclose or otherwise make said software available to third parties, or utilize in any other non-related applications without prior written consent of MnCCC.
5. TriMin shall not disclose to any party any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in users' computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by MnCCC and/or MnCCC members, without express written authorization of the other party. The provisions of this Section, shall survive the expiration or termination of this Agreement.

III. Items Not Included

This Agreement does not include support for non-IFSpi issues. Below are some examples of items not included in this support agreement, which will be identified and disclosed by TriMin to MnCCC as non-included services, in order to provide an opportunity for MnCCC (and in certain cases, MnCCC's end user) to accept or decline such services in writing and prior to initial performance by TriMin in each case:

- A. Any third party software (fees or support), this does not include a party code or plugins used in the application.
- B. Server migrations and server setup.
- C. Operating System updates or troubleshooting (IBM I or Windows servers).
- D. Applying application server and/or web server updates.
- E. Networking issues internal to county or agency.
- F. PC issues or PC troubleshooting.
- G. Remote connection issues.
- H. IFSpi functional enhancements greater than 20 hours, without additional approval and funding by MnCCC.
- I. Other support for non-IFSpi / non-Cash Drawer applications or county systems.
- J. Future third party fees (if any) for what is currently "freeware" embedded within IFSpi (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.).

IV. Billings of Charges and Costs

- A. TriMin shall bill MnCCC the charges and costs for all support services, and at the rates set forth in **Attachment A**.

The minimum fee to be paid to TriMin for support services for IFSpi support over the duration of this Agreement shall be \$575,000 in 2016, \$600,000 in 2017, and \$625,000 in 2018, with support fees as defined in *Attachment A*. Any expenditure in addition to those specified above must be pre-authorized in writing by MnCCC. Additional services will be provided at the hourly rates and specifications defined in Sections C and D below.

Calendar quarter shall mean three (3) consecutive calendar months and the quarter shall commence with, respectively, the months of January, April, July, and October, of each calendar year. TriMin shall invoice MnCCC, and MnCCC shall invoice and collect quarterly support fees from its users.

- B. Invoices pursuant to Section III – A, above, shall be billed in advance to MnCCC on a quarterly basis and shall be paid by MnCCC within sixty (60) days of the date of the invoice, other than any portion(s) disputed in good faith by MnCCC.
- C. The chargeable hourly rates by TriMin during the duration of this Agreement for project management, technical work and training personnel shall be those as defined in *Attachment A*.
- D. For additional services pre-authorized by MnCCC, the breakdown of the actual hours worked shall be reported by TriMin to MnCCC, which reserves the right to inspect TriMin's time records to substantiate charges and costs.
- E. Direct Support (projects outside of this support Agreement) will also be available to users at the annual rates specified in *Attachment A*.
- F. For services pre-authorized and performed pursuant to this Agreement, TriMin is authorized to bill for time incurred in actual travel, and for all transportation and overnight expenses except automobile mileage as per the US General Services Administrative Schedule.
- G. Non-payment and remedies of TriMin: In the event that MnCCC does not pay TriMin within sixty (60) days of the date of the invoice (other than any portion disputed in good faith), TriMin shall have the option to terminate its obligation to render further services to MnCCC upon at least ninety (90) days' written notice thereof.

V. Representations, Warranties and Indemnifications of the Parties

- A. Each party represents and warrants that it has the right to enter into this agreement.
- B. Except as expressly provided in this Agreement, neither party makes any warranty, either express or implied, with respect to the IFSpi computer software system or software support services provided herein, their quality, merchantability, or fitness for a particular purpose. Except as expressly provided in this Agreement, there are no warranties, either express or implied, regarding the IFSpi computer software system or software support services provided hereunder, and any and all such warranties are hereby disclaimed and negated. No oral or written information or advice given by either party or its employees shall create a warranty or make any modification, extension or addition to this warranty.
- C. In no event whatsoever shall either party be liable to the other or to third parties for any damages caused, in whole or in part, by the use of the IFSpi computer software system or the software support services provided hereunder, or for any lost revenues, lost profits, lost saving or other direct or indirect, incidental, special, statutory or consequential damages incurred by any person, even if advised of the possibility of such damages or claims.

D. TriMin further represents, warrants and agrees as follows:

1. TriMin represents and warrants that any modifications, enhancements, or related products furnished pursuant to Section I above will be designed and developed in a skilled, ethical, professional and lawful manner, and are designed to and will meet the functional and performance specifications and standards to be agreed upon by the parties and will execute on the IBM iSeries, Current Microsoft Server and SQL, PC networks, and Websphere Application server (or mutually agreed upon future modernizations).
2. TriMin further warrants that these services will not alter or diminish the underlying performance of the existing IFSpi software system.
3. TriMin represents and warrants that the modifications or enhancements and related products are, or shall be when completed and delivered hereunder, original work products, that are each hereby irrevocably assigned to and shall be owned by MnCCC, that neither the modifications, enhancements, and related products nor any of their elements nor the use thereof shall violate or infringe upon any patent, copyrights, trade secret or other third party legal rights.
4. TriMin will provide true, correct and complete copies of the IFSpi source code to MnCCC and at no charge at least twice per calendar year, and at other times upon MnCCC's reasonable request. MnCCC will provide TriMin with written media, logistics, and delivery instructions.
5. TriMin agrees to perform background checks on any new hires that may provide services to MnCCC during the term of this Agreement, and to have all employees providing services hereunder as of or after January 1, 2016, bonded to work on a financial system by a bonding company authorized by the State of Minnesota. If MnCCC desires to increase the bonding amount beyond the amount TriMin has secured then any additional fees associated with the increase in bonding amount will be paid for by MnCCC over and above the fees listed in Section IV above.

E. MnCCC further represents, warrants and agrees as follows:

1. MnCCC represents, warrants, and covenants that it will provide the cooperation and assistance of its personnel, as reasonably required, and as would be necessary for the completion of TriMin's services hereunder, to the extent that the services are being rendered for MnCCC and for the MnCCC activity or system involved.
2. MnCCC represents and warrants that it will make prompt and full disclosure to TriMin of any unpublished information it receives regarding the government requirements and regulations related to the government program which the system services, in order to assist TriMin with its ongoing contractual obligations to monitor Minnesota legislative and administrative activities, and to update IFSpi, in order to accommodate applicable changes in Minnesota laws.

VI. Other Conditions

A. Entire Agreement

Requirement of a Writing: It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties relating to the subject matter hereof.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.

B. Non-Assignment

TriMin shall not assign any interest in the Agreement without the prior written consent of MnCCC thereto, provided, however, that claims for money due or to become due to TriMin from MnCCC under this Agreement may be assigned to a bank, trust company, or other financial institutions without such approval.

C. Conflicts of Interest

TriMin covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement. TriMin further covenants that in the performance of this Agreement, no persons having any such conflicting interest shall be employed.

D. Subcontracting

None of the work or services covered by this Agreement, and properly authorized by MnCCC, shall be subcontracted without prior written approval of MnCCC.

Said written consent shall not be unreasonably withheld in the event that TriMin shall reasonably request the authority to delegate or subcontract or consult regarding services to be provided hereunder and shall do so in writing except in the event of emergency, and shall request such authority only as to qualified personnel or entities, all of which shall be without any release of the full responsibility and liability of TriMin hereunder to MnCCC.

Furthermore, such third party subcontractor(s) shall produce an expressed agreement acknowledging receipt of a copy of this Agreement and such third party's agreement to be bound by its provisions, as well as any nondisclosure agreements or other obligations in force between TriMin and MnCCC.

E. Expenses Incurred

No payment shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule, or regulation.

F. Independent Contractor

For the purpose of this Agreement, TriMin is an independent contractor. Any and all employees, members, or associates or other persons, while engaged in the work or services required to be performed by TriMin under this Agreement, shall be considered employees of TriMin; and any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or TriMin, shall in no way be the obligation, liability or responsibility of MnCCC.

G. Insurance. TriMin, for the benefit of itself and MnCCC, at all times during the term of this Agreement, shall maintain and keep in full force and effect the following:

1. A single limit, combined limit, or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned, and hired vehicles used regularly in the

provision of services under this Agreement, in an amount of not less than one million five hundred thousand dollars (\$1,500,000) per accident for combined single limit.

2. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than one million dollars (\$1,000,000) for property damage arising from one (1) occurrence, one million dollars (\$1,000,000) for total bodily injury including death and/or damages arising from one (1) occurrence, and one million dollars (\$1,000,000) for total personal injury and/or damages arising from one (1) occurrence. Such policy shall also include contractual liability coverage.
3. Statutory Worker's Compensation Insurance.
4. Professional liability (errors and omissions) insurance in an amount of not less than two million dollars (\$2,000,000).
5. TriMin will provide MnCCC with certificates of insurance by the end of the first month of the Agreement. The certificate of insurance shall provide that the insurance carrier will notify MnCCC in writing at least thirty (30) days prior to any reduction, cancellation, or material alteration in TriMin's required minimum insurance coverage. MnCCC shall be named as an additional insured party in each policy.

H. Local Alterations

For the system supported under this Agreement, the version maintained by TriMin shall be designated the "Base System". The parties to this Agreement agree to accept the base system and modifications to the base system as approved by the MnCCC. TriMin shall not be liable for claims arising from any and all versions that include local alterations. The term "Local Alterations" shall include, but not be limited to, any software modification, and any modification to system operations contrary to those specified in the system documentation.

I. Data Practices

All data collected, created, received, maintained, disseminated or used for any purposes in the course of TriMin's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and any other applicable state statutes and rules adopted to implement the Act as well as other applicable state and federal laws, including those on data privacy. TriMin agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended. TriMin designates Joe McNiff, as its "responsible authority" pursuant to the Minnesota Government Data Practices Act for purposes of this Agreement, the individual responsible for the collection, reception, maintenance, dissemination, and use of any data on individuals and other government data including summary data. Any replacement of TriMin's responsible authority will be effective on MnCCC's receipt of written notice thereof given by TriMin.

J. Force Majeure

TriMin shall not be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances: fire, flood, epidemic, strikes, wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers.

K. Severability

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or other phrase of this Agreement is, for any reason, held to be contrary to the law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.

L. Governing Laws

The internal laws of the State of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement, without regard for applicable conflicts of law principles.

M. Non-Discrimination

In carrying out the terms of this Agreement, TriMin shall not discriminate against any employee, applicant for employment, or other person, supplier, or contractor, because of race, color, religion, sex, marital status, national origin, disability, or public assistance.

N. Document Examination

All books, records, documents and accounting procedures and practices of TriMin relative to this Agreement are subject to examination by MnCCC, and either the legislative auditor or the state auditor as appropriate in accordance with the provisions of Minn. Stat. Section 16B.06, Subd. 4.

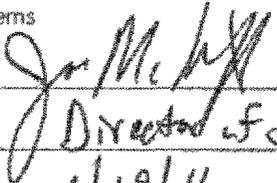
VII. Term and Termination

The term of this Agreement shall be January 1, 2016, to December 31, 2018, inclusive, unless earlier terminated prior to expiration as provided by herein.

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

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

TriMin Systems

By: 
Title: Director of Services
Date: 1/19/16

MnCCC
By: 
Title: Chair
Date: 1/14/2016

MnCCC
By: 
Title: Executive Director
Date: 1/15/2016

MnCCC
By: 
Title: JIC Chair
Date: 12/29/15

ATTACHMENT A

IFSPI Support Agreement 2016 – 2018

Fee Summary – Annual

Support Elements	2016 Support Fees	2017 Support Fees	2018 Support Fees
Level 1 Support	\$ 100,000.00	\$ 107,500.00	\$ 115,000.00
IFSpi Analyst, Level 2/3 Support	\$ 325,000.00	\$ 337,500.00	\$ 350,000.00
Infrastructure Modernization	\$ 150,000.00	\$ 155,000.00	\$ 160,000.00
Annual Contract Total	\$ 575,000.00	\$ 600,000.00	\$ 625,000.00

IFSpi Release Update Fees	2016	2017	2018
Hourly Rates	\$150	\$155	\$160

ATTACHMENT B

Service Level Agreement (SLA) Obligations and Procedures – IFSpi Support

This Attachment defines the SLA requirements referenced in the master agreement.

Severity Levels, Prioritization, and Response Time Requirements

- Each Support request will be logged into TriMin's support tracking system (JIRA) and assigned a unique tracking number.
- New Support Requests will be given a label regarding Severity:
 - Severity 1: Critical Business Impact* - IFSpi system is not accessible
 - Severity 2: Significant Business Impact* – An IFSpi component is unavailable to users
 - Severity 3: Some Business Impact* - IFSpi system is fully available, but a significant issue is causing delays or workarounds
 - Severity 4: Minimal Business Impact* - IFSpi system is fully available, but minor issue requires assistance
- Highest priority will be given to Severity 1 issues, with Severity 2, 3, and 4 in descending priority sequence.
- End user will assign severity, TriMin can adjust severity label with MnCCC approval.
- Response Time Goals:

Severity 1 – Within 1 hour for initial response, with all available TriMin resources to support until IFSpi system is up and running again. TriMin resources will work 7 days a week, 24 hours a day until the issue is solved. TriMin will provide regular updates to the client personnel on the status and resolution of the issue. MnCCC and the effected client personnel shall be notified if the issue is not resolved in 4 hours. The notification shall include an expected time to resolution. This update shall occur every 4 hours until the issue is resolved.

Severity 2 – Within 2 hours for initial response, subject to Severity 1 priorities, with all available resources to support issue resolution until the issue is solved. Regular updates (at least at every 20 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 20 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.

Severity 3 – Within 4 hours for initial response, subject to Severity 1 and 2 priorities. Regular updates (at least at every 40 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 60 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.

Severity 4 – within 8 hours for initial response, subject to Severity 1, 2 and 3 priorities. TriMin will work on during normal business hours. These issues are expected to be resolved within a commercially reasonable time. No escalation of these types of issues is required unless the issue has not been resolved within 3 months. After 3 months escalation of the issue must be made to MnCCC, and the affected client designated staff.

Hours of Service

TriMin Support for IFSpI will be staffed and available from 8:00 A.M. to 4:30 P.M. central time, Monday through Friday, excluding TriMin holidays.

Boundaries of Service

The focus of TriMin's support is the IFSpI application and while many other factors can affect the availability and performance of IFSpI, TriMin will engage and assist in problem determination until an acceptable resolution is reached. Issues not covered by IFSpI support may include:

- Internal county/agency IT responsible systems
- Another vendor/application support not related to IFSpI
- IBM core operating systems, except as related to IBM standard updates that IFSpI must operate under/or with.
- Microsoft core operating systems, except as related to Microsoft standard updates that IFSpI must operate under/or with.
- Billable services from TriMin (for a project outside of IFSpI Support Agreement)

Examples of services not covered under the IFSpI Support Agreement:

- 3rd party software fees or support unless the 3rd party software is part of the IFSpI application.
- Server migrations and server setup.
- Operating System updates or troubleshooting (IBM or Windows servers), except as related to Microsoft or IBM standard updates that IFSpI must operate under / or with.
- Applying OS updates to application and/or web server updates.
- Networking issues internal to county or agency.
- PC Issues or PC troubleshooting, except as related to Microsoft or IBM standard updates that IFSpI must operate under / or with.
- Remote connection issues.
- Issues controlled by State of MN.
- Issues caused or initiated by county/agency that impact IFSpI or Cash Drawer that require TriMin assistance to resolve (i.e. user error - approving budget prematurely and needing to manually "fix" data).
- Support for non-IFSpI / non-Cash Drawer applications or county systems.
- Future 3rd party fees (if any) for what is currently "freeware" embedded within IFSpI (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.) These must be identified ASAP and a written report supplied to MnCCC within 90 days of contract signing.

Customer Responsibilities

- IFSpI Users will support their own requests for support with timely communication during and after problem resolution.
- IFSpI users will provide a high speed remote access capability to TriMin, as needed, to help resolve support issues. TriMin agrees to follow the individual agencies / counties requirements for this connectivity.
- IFSpI users will work with their local IT staff to rule out local issue before contacting TriMin.

- IFSpi users are encouraged to consult the TriMin IFS Portal and/or IFS Golden for additional help information.
- Users need to supply as much detail of the issue to the TriMin help desk as possible. Examples of information needed is:
 - Knowing if they are running IE in compatibility mode, and what IE version they are on.
 - Knowing if the issue is isolated, or happening multiple time and to different IFSpi users.
 - If the problem can readily be recreated, knowing the specific steps that cause the issue.
 - Knowing if any changes have occurred in the local system/network environment (new levels of operating system, or hardware, or web server, etc.).
 - If any local diagnostics were run, being able to share them with TriMin.
 - Sharing screen shots of issue, or error code.

Reporting

- TriMin will provide MnCCC approved reports to MnCCC concerning the following aspects of IFSpi Support, These reports shall be supplied bi-monthly or on a schedule mutually agreed to by MnCCC, and TriMin
 - Volume of Support issues (new vs. resolved).
 - Resolution Type for Support issues.
 - Volume of Issues by reporting agencies.
 - Trends in support.
 - Severity 1, 2, 3, 4 issues reported/resolved.
 - "Bugs" fixed/pending.
 - Enhancements completed/pending.
 - Modernization activities status and hours usage.

ATTACHMENT C

TriMin supports all CMHS counties/agencies for all levels of support.

TriMin supports all MnCCC county auditor/treasurers for all levels of support.

TriMin supports part of Level 2 and all of Level 3 support for MCIS and MSCC counties. MCIS and CPUi will contact TriMin on behalf of their counties for any needed support.

County/Agency	Computer Cooperative
Aitkin County	MCIS
Becker County	MnCCC
Beltrami County	MnCCC
Benton County	MnCCC
Big Stone County	MSCC
Brown County	MnCCC
Carlton County	MCIS
Carver County	MnCCC
Cass County	MCIS
Chippewa County	MCIS
Chisago County	MnCCC
Clay County	MnCCC
Clearwater County	MnCCC
Cook County	MCIS
Cottonwood County	MSCC
Dodge County	MCIS
Douglas County	MSCC
Faribault County	MnCCC
Fillmore County	MnCCC
Freeborn County	MnCCC
Goodhue County	MnCCC
Grant County	MSCC
Houston County	MnCCC
Hubbard County	MnCCC
Isanti County	MnCCC
Itasca County	MCIS
Jackson County	MnCCC
Kanabec County	MnCCC
Kandiyohi County	MSCC
Kittson County	MnCCC
Koochiching County	MCIS
Lac qui Parle County	MCIS
Lake County	MCIS
Lake of the Woods County	MnCCC
Le Sueur County	MnCCC
Lincoln County	MSCC

County/Agency	Computer Cooperative
Lyon County	MSCC
McLeod County	MnCCC
Mahnomen County	MnCCC
Marshall County	MSCC
Martin County	MnCCC
Meeker County	MSCC
Mille Lacs	MSCC
Morrison County	MnCCC
Mower County	MnCCC
Murray County	MSCC
Nicollet County	MnCCC
Nobles County	MSCC
Norman County	MSCC
Otter Tail County	MnCCC
Pennington County	MnCCC
Pine County	MnCCC
Pipestone County	MSCC
Polk County	MnCCC
Pope County	MSCC
Red Lake County	MnCCC
Redwood County	MSCC
Renville County	MSCC
Rice County	MnCCC
Rock County	MSCC
Roseau County	MnCCC
Sherburne County	MCIS
Sibley County	MnCCC
Stearns County	N/A
Steele County	MSCC
Stevens County	MSCC
Swift County	MSCC
Todd County	MSCC
Traverse County	MSCC
Wabasha County	MnCCC
Wadena County	MnCCC
Waseca County	MnCCC

County/Agency	Computer Cooperative
Watonwan County	MnCCC
Wilkin County	MSCC
Winona County	MnCCC
Wright County	MnCCC
Yellow Medicine County	MSCE
Tri-County Corrections	MnCCC
Kanabec/Pine PH	
SW Health & Human Services: LLMP (Lincoln, Lyon, Murray, Pipestone Public Health), Pipestone Family Services, Redwood, and Rock	
Minnesota Prairie Alliance: Dodge, Steele, and Waseca	
Des Moines Valley DVHHS: Cottonwood and Jackson	

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AGENDA REQUEST FORM

Date of Meeting: February 2, 2016

- County Board**
 - Consent Agenda
 - Regular Agenda
 - Personnel Committee
 - Other _____
- 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___

Agenda Item: Review and Approval of Resolution for MGA Access for Pine County Attorney's Office

Department: County Attorney

/s/ Reese Frederickson
Department Head Signature

Background information on Item:

The State of Minnesota is now granting access to view and print Court documents and records to government entities. The Pine County Attorney's Office is making application for this privilege. Part of the application process is to have approval of the County Board in the County where access is being requested for a Designated Authority. The Designated Authority will sign the Agreement with the State of Minnesota and can appoint an authorized representative to administrate the Agreement.

Reese Frederickson, Pine County Attorney will be the Designated Authority. Terri Janssen, Office Manager will be the Designated Authority's designee. She will keep all necessary records and complete necessary audits if so required.

This access will be very useful for the employees of the County Attorney's Office. This will allow us access to Court records that we have never had before.

Action Requested: Approval and signature of County Board

Financial Impact: There is no cost for this service so there is 0 financial impact.

**RESOLUTION AUTHORIZING SIGNING AUTHORITY ALLOWING ACCESS TO
MINNESOTA GOVERNMENT ACCESS (MGA) ACCOUNTS FOR ELECTRONIC
COURT RECORDS AND DOCUMENTS**

WHEREAS, the new Minnesota Government Access Accounts, allowing government agencies to view appropriate electronic court records and documents stored in the Minnesota Court Information System for cases in Minnesota District Courts, requires authorization from the governing body.

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

1. Approves and authorizes Reese Frederickson, Pine County Attorney, to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies;
2. That the Pine County Attorney, Reese Frederickson is the designated Authorized Representative for the Pine County Attorney's Office. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. To assist the Authorized Representative with the Administration of the Agreement, Office Manager Terri Janssen is appointed as the Authorized Representative's designee.
4. That Curt Rossow, the Chair of the Pine County Board is authorized to sign this Resolution.

Passed and Adopted by the Board of Commissioners on this _____ day of _____, 2016.

COUNTY OF PINE, STATE OF MINNESOTA

By: Curtis H. Rossow
Board Chair

ATTEST:

By: Pine County Board Clerk



AGENDA REQUEST FORM

Date of Meeting: 2/2/2016

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

Agenda Item: Consider authorizing HHS to apply for grant

Department: HHS

Rublee Koss
Department Head signature

Background information on Item:

Recently, the members of the Meth Task Force voted on moving forward with pursuing a grant offered by the MN Department of Human Services. The grant is a Planning and Implementation Grant and it specifically targets the prevention of underage alcohol consumption. Please see the attached information, which is the first 26 pages for the Request for Proposals. If authorized by the Pine County Board to move forward, HHS will proceed with applying for the grant. If Pine County HHS is awarded the grant, the grant will pay for the project coordinator, who will be housed in the schools. In working with the Regional Prevention Coordinator, the two local school districts that will be targeted for this grant are East Central High School and Hinckley-Finlayson High School. I have attached letters of support from both school districts as confirmation that they are aware of this collaborative opportunity and that they fully support moving forward.

Action Requested:

Authorize HHS to apply for the Planning and Implementation Grant offered by the MN Department of Human Services through its Alcohol and Drug Abuse Division.

Financial Impact:

If awarded the grant, it would pay for a full-time project coordinator for five years (from 7/1/2016 through 6/30/2021), along with his/her supplies, equipment, etc. East Central High School and Hinckley-Finlayson High School would house the individual in space at their schools. There is no expected negative financial impact to Pine County HHS.



East Central Schools

INDEPENDENT SCHOOL DISTRICT #2580

*Andrew Almos, Superintendent
Kristen Chryst, Elementary Principal
Stefanie Youngberg, High School Principal*

*61085 STATE HWY 23
FINLAYSON, MN 55735
PHONE: 320-245-2289
FAX: 320-245-5453*

Letter of Support between Methamphetamine Task Force and ISD 2580 East Central Public Schools

I, Andrew Almos, hereby declare my intent to collaborate with the Methamphetamine Task Force in support of ongoing local efforts to reduce past 30-day alcohol use and binge drinking among youth in East Central Public Schools. I am committed to working together with other community partners to make our school district and community a healthier and safe place to live.

To help in these efforts, I am committed to all the following:

1. Providing time, space, building principal and teacher support for 7th-12th grade students to take a PCN student survey in year 1,3, & 5 and the 2019 MSS in grades 7-12 in year 3.
2. Providing office space to house the P & I Coordinator within the 7th-12th grade school building.
3. Providing time each school year for the P & I Coordinator to present information on the grant work taking place within the school to teachers and other staff.
4. Designate, or have each building principal designate staff that will incorporate strategies to delay and/or reduce underage alcohol, tobacco, and other drug use in grades 6-12.

The collaborative nature of this project requires ongoing and meaningful engagement by a comprehensive group of community partners. We support a coordinated approach and are committed to the success of the P & I project.

Sincerely,

Andrew M. Almos, Superintendent

District Office

Robert Prater, Superintendent
320-384-6277 320-384-6135 (fax)

High School Office

Brian Masterson, Principal
320-384-6132 320-384-6135 (fax)

Athletic Office

Bonnie Scullard, Athletic Director
320-384-6132 320-384-6135 (fax)



Hinckley Elementary Office

Jeff Wilson, Principal
320-384-6443 320-384-6135 (fax)

Finlayson Elementary Office

Jeff Wilson, Principal
320-233-7611 320-384-6135 (fax)

Transportation Office

Shar Hanson, Supervisor
320-384-0434 320-384-6135 (fax)

HINCKLEY-FINLAYSON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT 2165
WWW.HF.K12.MN.US
PO BOX 308
HINCKLEY MN, 55037

**Letter of Support between Hinckley-Finlayson Public Schools ISD 2165
and Pine County Health & Human Resources**

I, Rob Prater, hereby declare my intent to collaborate with Pine County Health & Human Resources in support of ongoing local efforts to reduce past 30-day alcohol use and binge drinking among youth in Hinckley-Finlayson Public Schools ISD 2165. I am committed to working together with other community partners to make Hinckley-Finlayson Public Schools ISD 2165 a healthier and safer place to live.

To help in these efforts, I commit to the following:

- Provide time, space and school building principal and teacher support for 7th - 12th grade students to take a PCN student survey in year 1, 3 & 5 (February 2017, February 2019 and February 2021) and the 2019 MSS in grades 7-12 in year 3. The PCN survey will be a web survey and will require no more than one class period. The goal will be to have all students in grades 7 through 12 take the survey. MSS will need to be taken as a web survey to include grades 7-12. Grant coordinators will provide survey protocols and letters to inform parents for the PCN Survey in years 1, 3 & 5. Parents may elect to have their child not take the survey
- Provide office space to house the P&I Coordinator within the 7th - 12th grade school building.
- Provide time each school year for the P&I Coordinator to present information on the grant work taking place within the school to teachers and other staff.
- Designate, or have each building principal designate staff that will incorporate strategies to delay and/or reduce underage alcohol, tobacco and other true use in grades 6 through 12.

The collaborative nature of this project requires ongoing and meaningful engagement by a comprehensive group of community partners. We support a coordinated approach and are committed to the success of the P&I project.

Hinckley-Finlayson Public Schools ISD 2165

By: Robt E Prater



District Office
Robert Prater, Superintendent
320-384-6277 320-384-6135 (fax)

High School Office
Brian Masterson, Principal
320-384-6132 320-384-6135 (fax)

Activities Office
Bonnie Scullard, Athletic Director
320-384-6132 320-384-6135 (fax)

Hinckley-Finlayson Public Schools

Independent School District 2165

www.hf.k12.mn.us

PO Box 308

Hinckley, MN 55037

Hinckley Elementary Office
Jeff Wilson, Principal
320-384-6443 320-384-6425 (fax)

Finlayson Elementary Office
Jeff Wilson, Principal
320-233-7611 320-233-6148 (fax)

Transportation Office
Shar Hanson, Supervisor
320-384-0434 320-384-6135 (fax)

January 26, 2016

RE: Letter of Collaboration between Hinckley-Finlayson High School and Pine County Health and Human Resources

I, Brian Masterson, hereby declare my intent to collaborate with Pine County Health and Human Services in support of ongoing local efforts to reduce past 30 day alcohol use and binge drinking among youth in Pine County. I am committed to working together with other community partners to make Pine County, as well as Hinckley-Finlayson High school, a healthier and safe place to live.

Understanding that strategies will be determined over the next year and that the needs of the coalition will change, I commit to the following:

1. Serve as a member of the coalition or of a sub committee
2. Provide expertise to the coalition regarding the youth of Pine County
3. Participate in assessing and analyzing root causes of substance abuse problems in the community
4. Offer in kind donations of meeting space, office space, supplies, etc
5. Assisting in communications by disseminating information relevant to the grant to our local affiliate
6. Attend coalition sponsored training, seminars and community wide events
7. Participate in local strategic planning
8. Assisting in recruiting new coalition members or volunteers for community events

As the principal of Hinckley-Finlayson High School, this grant opportunity excites me. At HFHS, this is an issue we are dealing with daily, both with our students as well as their families. This not only impacts students and their families, but our communities as a whole. The staff at Hinckley-Finlayson High School has worked very hard to find ways to support students as a whole. We not only focus on academics, but on our student's mental health and needs that they will have in the community. This possibility sets perfectly with the other great things we have implemented at our school.

I acknowledge that the project is set to end on June 30, 2021. I value the efforts to sustain the work of the coalition and intend to maintain involvement throughout the duration of the P&I grant and after the funding ends.

The collaborative nature of this project requires ongoing and meaningful engagement by a comprehensive group of community partners. I support a coordinated approach and I am committed to the success of the P&I project.

Respectfully,

A handwritten signature in black ink, appearing to read "B. J. Masterson". The signature is fluid and cursive, with a large loop at the end.

Brian Masterson
HFHS Principal
(320) 384-6132
bmasterson@hf.k12.mn.us



East Central Schools

INDEPENDENT SCHOOL DISTRICT #2580

*Andrew Almos, Superintendent
Kristen Chryst, Elementary Principal
Stefanie Youngberg, High School Principal*

*61085 STATE HWY 23
FINLAYSON, MN 55735
PHONE: 320-245-2289
FAX: 320-245-5453*

January 25, 2016

RE: Letter of Collaboration between East Central High School and Pine County Health and Human Resources

I, Stefanie Youngberg, hereby declare my intent to collaborate with Pine County Health and Human Services in support of ongoing local efforts to reduce past 30 day alcohol use and binge drinking among youth in Pine County. I am committed to working together with other community partners to make Pine County a healthier and safe place to live.

Understanding that strategies will be determined over the next year and that the needs of the coalition will change, I commit to the following:

1. Serve as a member of the coalition or of a sub committee
2. Provide expertise to the coalition regarding the youth of Pine County
3. Participate in assessing and analyzing root causes of substance abuse problems in the community
4. Offer in kind donations of meeting space, office space, supplies, etc
5. Assisting in communications by disseminating information relevant to the grant to our local affiliate
6. Attend coalition sponsored training, seminars and community wide events
7. Participate in local strategic planning
8. Assisting in recruiting new coalition members or volunteers for community events

As the principal of East Central Secondary School, this grant opportunity excites me. I see our students and their families dealing with and fighting alcohol abuse and urges daily. This not only impacts students and their families, but our communities as a whole. We at East Central have worked very hard to find ways to support students as a whole. We not only focus on academics, but on students mental health and community connections. This possibility sets perfectly with the other great things we have implemented at our school.

Over the last several years, we have become excellent collaborators. Currently, we have co-located mental health services with Therapeutic Services Agency (TSA). Therapeutic Services Agency's main location is in Pine City, however we are fortunate enough to have to therapists located in our K-12 building. East Central is also the home to the New Direction alternative to suspension program. This program is a collaborative program with East Central, Hinckley/Finlayson, Pine City and Willow River. New Direction is housed and managed by East Central. SCRED is a collaborative program which East Central has been a part of for many years. SCRED supports our special education effort along with staff development. Regular principal meetings allow time for area principals to learn and grow together.

We currently collaborate with the county through the Pine County Sheriff's Department with the School Resource Officer. This is our third year with an SRO and the experience has been positive. We also have a

EAGLES STRONG

county wide truancy program including the START and PASS programs, in these programs, people from throughout the county work with students and their families to reduce truancy in our school.

I acknowledge that the project is set to end on June 30, 2021. I value the efforts to sustain the work of the coalition and intend to maintain involvement throughout the duration of the P&I grant and after the funding ends.

The collaborative nature of this project requires ongoing and meaningful engagement by a comprehensive group of community partners. I support a coordinated approach and I am committed to the success of the P&I project.

Sincerely,



Stefanie Youngberg
East Central Secondary, Principal

Minnesota Department of Human Services Alcohol & Drug Abuse Division

Request for Proposals for a Qualified
Grantee to utilize a collective impact
model to implement comprehensive,
integrated, evidence-based prevention
programs & strategies in local
communities to reduce youth alcohol use
through community-based Planning &
Implementation (P&I) grants.

December 21, 2015

Americans with Disabilities Act (ADA) Statement: This information is available in accessible formats for people with disabilities by calling 651-431-2460 or by using your preferred relay service. For other information on disability rights and protections, contact your agency's Americans with Disabilities Act (ADA) coordinator.

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I. Introduction

A. Purpose of Request

The Minnesota Department of Human Services, through its Alcohol and Drug Abuse Division (DHS ADAD)(STATE), is seeking proposals from qualified responders to utilize a collective impact model (multiple agencies and sectors of a community working together toward a common goal) to implement Community-Level Interventions (comprehensive, integrated, evidence-based prevention programs and strategies in local communities) to reduce youth alcohol use through community-based Planning and Implementation (P&I) grants. Funded communities will be required to focus on youth alcohol use/abuse as the primary drug of focus. Communities may be allowed to focus on a secondary drug of abuse with justification as determined by community-level data provided by the applicant and approved by ADAD.

B. Objective of this RFP

The objective of this RFP is to contract with a qualified responder(s) to perform the tasks and services set forth in this RFP. The term of any resulting contract is anticipated to be for five fiscal years, from July 1, 2016 until June 30, 2021.

Responders' Conferences will be held in three locations, Bemidji, St. Cloud and Mankato, for interested applicants. See **Appendix A** for a Regional Map of Minnesota and contact information for the seven Regional Prevention Coordinators.

Proposals must be submitted by 4:00 p.m. Central Time on February 29, 2016. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest. All costs incurred in responding to this RFP will be borne by the responder.

C. Background

While most youth (defined children in 6th through 12th grade) in Minnesota do not use alcohol, alcohol use is still a serious problem for those that do. For this reason, underage alcohol consumption in Minnesota is a public health and safety problem that causes serious personal, social, and economic consequences for adolescents and their families, communities and the State as a whole. Alcohol is the drug of choice among Minnesota's adolescents, used by more young people than tobacco or illicit drugs (www.sumn.org). By reducing alcohol use among youth we also reduce the use of other drugs in both youth and as they become adults. Students (8th, 9th, & 11th graders combined) who report drinking alcohol monthly or more often are almost 10 times more likely to have used marijuana in the last 30 days and 17.5 times more likely to have used prescription drugs without a doctor's prescription within the last 12 months, than students who do not drink alcohol monthly (2013 Minnesota Student Survey (MSS)). The prevention of underage alcohol use is therefore an important public health and safety goal.

In 2005 the Alcohol and Drug Abuse Division of the Minnesota Department of Human Services, which is the Single State Authority for receiving the Federal Substance Abuse Prevention and

Treatment Block Grant dollars from the Substance Abuse and Mental Health Services Administration (SAMHSA), issued the first Request for Proposals (RFP) for prevention Planning and Implementation (P&I) grantees, with the primary goal to reduce youth alcohol use. Before receiving funding from DHS ADAD, past 30-day alcohol use was not only increasing in the cohort-1 P&I Communities as a group (i.e., the first group of communities funded by MN DHS ADAD from July 2006 through June 2011 to implement this model), but was almost 9 percentage points higher than in the rest of MN. Six years later, these communities had not only reversed this rate from increasing to decreasing usage but also closed the gap between those communities and the rest of the State by over 50% (6th, 9th & 12th grade MSS 2001-2010 data). As MN changed the grades taking the MSS, we can now only look at 9th graders to see how these communities have fared after the grant ended. In 2013 (2 years after the grant ended) 9th grade past 30-day alcohol use in the cohort-1 communities was below the average for the rest of the State. It appears there has been a transformative shift in these communities around youth underage alcohol use.

In 2011, ten cohort-2 P&I grants were funded. These communities are now in their fifth and last year of their grant award. In the last three years (Feb. 2012 to Feb. 2015) these communities as a whole have reduced youth (7th – 12th grade) alcohol use monthly or more often by 26%; youth consuming alcohol at a party or social occasion monthly or more often by 35%; youth who use prescription drugs monthly or more often by 50%; and youth who use over the counter drugs for the purpose of getting high by 49% (Student Positive Community Norms Survey done annually in the funded communities).

Due to the success of these comprehensive community efforts, ADAD is issuing a RFP for cohort-3 P&I grants.

Alcohol use is highly ingrained in U.S. culture and is the most difficult type of drug use to prevent among adolescents using classroom-based programs. Therefore, classroom-based prevention efforts should be integrated with family, community, and policy initiatives to bring about change in a community (Griffin et al., 2000¹, Komro & Toomey, 2002²). Recent examples of using a collective impact approach (where multiple agencies and groups work together toward a common goal that will benefit them all in some way) suggest social change comes from better cross-sector coordination rather than from isolated intervention of individual organizations. Substantially greater progress can be made in alleviating many of our most serious and complex social problems if nonprofits, governments, businesses, and the public are brought together around a common agenda to create collective impact (Kania & Kramer, 2011³).

¹ Griffin, K.W., Scheier, I.M., Botvin, G.J., and Diaz, T. Ethnic and gender differences in psychosocial risk, protection, and adolescent alcohol use. *Prevention Science* (14): 199-212, 2000.

² Komro, K.A. and Toomey, M.P.H. Strategies to prevent underage drinking. *Alcohol Research & Health* 26 (1); 5-14.

³ Kania, J. & Kramer M. Collective Impact. *Stanford Review* (49) Winter 2011:

P&I grant programs require a comprehensive and systemic approach to youth alcohol use that focuses on the relationships between organizations and the progress toward shared objectives. These grants include school-based strategies as well as family, community and policy efforts. Positive Community Norms (PCN) is a framework P&I grant programs use to develop community norms that promote behavior change at the individual, family, school and community level. PCN which has a focus on relationships and communication, includes multiple forms of media and activities. To reach students, PCN uses posters, newspaper ads, theater ads, screen savers, banners, and other ways to get people's attention and start new conversations around underage alcohol use. The intent of the media is to close the gap between the actual and perceived norms of both behaviors and attitudes (e.g., how many youth actually drink alcohol monthly versus how many youth believe their peers drink alcohol monthly; how many want their parents to discuss alcohol use with them versus how many parents have discussed alcohol use with their children, etc.). For more on the use of the PCN framework by P&I grantees see Appendix D: What to expect with your P&I Grantee Journey.

Media alone cannot bring about this change. New conversations among both youth and adult community members (teachers, parents, ministers, elected officials, business leaders, etc.) are critical in changing perceptions about community norms around underage alcohol use, and thus leading to better education, communication, monitoring, enforcement, and policies to reduce underage drinking. The new information in the media, information that conflicts with what most people in the community believe to be true, is what sparks these transformative conversations. The relationships among 14 sectors involved in the P&I community coalitions are what carry and sustain these media sparks.

II. Scope of Work

A. Overview

The Alcohol and Drug Abuse Division requests proposals to implement comprehensive, integrated, and evidence-based prevention programs and strategies in local communities (community-level interventions) to reduce youth alcohol use as the primary goal.

In order to accomplish this work, the State intends to contract with approximately eight (8) entities to carry out this work within specific communities.

A total of \$1,555,905 per year from the State's Federal Substance Abuse Prevention and Treatment Block Grant will be awarded for these grants. Eligible applicants are non-profit organizations and local units of government. These grants require extensive cooperation between ADAD and funded communities.

This RFP provides background information and describes the services desired by the State. It delineates the requirements and specifies the contractual conditions required by the State. Although this RFP establishes the basis for Responder Proposals, the detailed obligations and additional measures of performance will be defined in the final negotiated contract.

B. Eligibility Requirements

Proposals must meet all five of the eligibility requirements below to be scored.

Requirement 1: The applicant must be a non-profit organization or local unit of government.

Documentation to be provided under Applicant's Organizational Data and Certifications, item #6 "Organizational Status of Applicant". See **Appendix H**.

Requirement 2: In the interest of supporting prevention services across the state, communities funded by ADAD under its P&I grants between 7/1/2006 and 6/30/2015 are ineligible for applying under this Request for Proposals. Communities listed in cohort 1 and 2 do not qualify for funding in cohort 3. See **Appendix C** for a listing of the communities funded in cohort 1 and 2.

Documentation to be provided under "Required Information, b, Applicant Assurance of Compliance with communities funded by MN-DHS, ADAD under its prevention P&I initiative between 7/1/2006 and 6/30/2015 are ineligible for applying under this Request for Proposals." See **Appendix I**.

Requirement 3: An applicant may be awarded only one grant through this RFP. That is any organization applying may receive only one grant. Likewise a community cannot receive more than one cohort 3 P&I grant.

Documentation to be provided under "Required Information, c, Applicant Assurance of no more than one grant application." See **Appendix J**.

Requirement 4: The existing or proposed coalition (as defined in Section C(1) below) must have as its principal mission (or proposed mission for coalitions not yet formed) the reduction of substance abuse, with a primary focus on alcohol use by youth in the community. Funded applicants may select a secondary drug of focus with justification as determined by community-level data provided by the applicant and approved by ADAD.

Documentation to be provided: inclusion of the current mission statement for a current coalition and the proposed mission statement for a coalition not yet formed. To be included under Required Information, Description of Local Capacity, Partnerships & Collaborations, see page 16.

Requirement 5: The applicant must include a letter of support from the Superintendent of each school district and each building principal whose building houses students in any of the grades 7-12 within the geographic area defined as the "Community" for this grant. See **Appendix K** for suggested format.

Documentation to be provided: inclusion of the required "Letters of Support" under Required Information, Description of Local Capacity, Partnerships & Collaborations, see page 16.

C. Tasks Deliverables

1. A primary focus of these grants is to strengthen collaboration among community entities to reduce substance use among youth, therefore each responder is expected to strengthen and

expand an existing or newly formed Alcohol, Tobacco and Other Drug (ATOD) prevention community coalition through added membership, a clear vision and mission statement that includes the reduction of youth alcohol and other drug use, bylaws, and by the end of year one a strategic plan with clear goals which can be substantiated with data readily understood by the community. A coalition is defined as a formal arrangement for cooperation and collaboration between groups or sectors of a community in which each group retains its identity, but all agree to work together toward a common goal of building a safe, healthy, and drug free community. The coalition must meet at least monthly throughout the duration of the grant. Representation by all fourteen (14) community sectors listed on page 16, "Partnerships and Collaborations", to be in place by June 30, 2018.

2. Coalitions are expected to utilize SAMHSA's Strategic Prevention Framework (SPF) as the model on which they develop their long-range strategic plans. The SPF is a five-step evidence-based process for community planning and decision-making. The five-step process includes:
 - a. **Assessment:** Identify local youth substance use problems and the community conditions that contribute to the specific drug use issues identified.
 - b. **Capacity:** Mobilize/build capacity to change the conditions and address the youth substance use problems.
 - c. **Planning:** Develop a Logic Model, comprehensive environmental work plan, and multi-year strategic plan.
 - d. **Implementation:** Implement the plan with multiple activities, practices, strategies, or interventions.
 - e. **Evaluation:** Monitor, sustain, improve, or replace prevention activities, efforts, and strategies

To learn more about the SPF, please visit: <https://captus.samhsa.gov/access-resources/about-strategic-prevention-framework-spf>

3. Applicants must address diversity issues in their application in terms of the design and implementation of their Work Plan and the coalition's organizational structure. For prevention efforts to be truly effective, representation by diverse and high-risk populations is needed early in the planning process as well as throughout the implementation of the Work Plan.
4. Employ one full-time, forty (40) hours per week, staff person to coordinate and oversee grant activities, hereafter called the P&I coordinator. The ADAD grant consultant must be included in the hiring process, to include approval of the ad placed for hiring a P&I coordinator, selection of interview questions, interviewing of applicants and final approval of the staff hired.
5. Hire a .25 FTE Media Consultant to work with the P&I Coordinator in designing media to promote the community's actual norms. Media Consultant must be willing to attend PCN Trainings held in MN. See **Appendix E** for a sample media consultant contract.

6. Obtain and continue membership in the Community Anti-Drug Coalitions of America (CADCA).
7. A Community Survey to be conducted in year four. The format to be decided by ADAD. The community is to provide a small non-cash incentive (worth no more than \$5 each and that cannot be used to purchase alcohol, tobacco, other drugs, energy drinks or lottery tickets) to individuals completing the survey. Analysis of the survey will be arranged and paid by ADAD.
8. As a way to promote the work of the coalition and gain community support for their efforts, in year one, the P&I Coordinator and coalition members will conduct at least fifty (50) one-to-one conversations. This involves talking one-to-one with others in the community in an organized way, taking notes and analyzing the information gathered. More detailed information on this process will be presented to funded communities.
9. From the start of the grant, work with an existing youth group or form a new youth group that will meet at least twice per month during the school year and at least once a month during the summer. The youth group will help with community assessment of the problem through a Photo Voice project. In addition, each year the youth group will work on an environmental strategy selected from their Photo Voice Project to help prevent youth alcohol use. If a secondary drug of focus has been included in the grant and, they may also focus on an environmental strategy to reduce the secondary drug. In addition some of the youth group members will attend an annual 2-day Youth Leadership Academy to be held at a location within Minnesota.
10. The P&I Coordinator, youth group leader and ten youth from the youth group will be trained in Improv. The P&I Communities will split into 2-3 groups to attend this training together.
11. Implement an alcohol prevention component (that has a reduction in alcohol use as one of its outcomes) in at least 6th, 7th, 8th and two of grades 9-12 within each school in the geographic area defined as the community. The expectation is that this implementation will begin as soon as possible, but no later than the 2017-18 school-year. As teacher buy-in is crucial to the success of school-based programming, some respondents may need some time to gain teacher support for the strategies and/or activities to be implemented.

The activities and/or tasks section of a proposal must include how the respondent will go about obtaining teacher support for this as well as a suggested start-up time. Close collaboration with the schools and support by school building principals and teachers is a vital part of this grant program. This prevention component may be an evidence-based prevention curricula or a home-grown one. Be sure to include the name of any evidence-based curricula to be used (and the grades it will be used with). If you will use a home-grown program, please include a description of the program with enough detail so that one reading your proposal will understand what activities will occur, when, with whom, for how long. In addition please include your logic for why this set of activities will lead to a delay and/or reduction in youth alcohol use.

12. As parents are a vital component of any ATOD youth prevention program, how the respondent will address parental engagement must be included in the goals, objectives, and activities section of the proposal.
13. Environmentally-based approaches reach entire populations and reduce collective risk, making them cost effective prevention strategies (see **Appendix N: Definitions**, p. 82 “Environmental Strategies”). This grant requires the planning and implementation of environmental strategies as part of each community’s comprehensive efforts to reduce youth substance use. In year one the coalition will lay the groundwork for implementing environmental strategies in years two through five (2-5) by conducting an assessment of the community to determine why youth alcohol use is an issue in their community and work on building capacity so that by the end of year one, the coordinator is able to submit to ADAD a Strategic Prevention Plan that includes environmental strategies for years 2, 3, 4 and 5. The Strategic Plan must be based on community-level data and will require approval by ADAD staff before implementation.

(If an applicant has identified a community need for activities, practices, strategies, and/or interventions that affect individuals as opposed to the whole community, these efforts should be leveraged in coordination with local partners and funded primarily with in-kind funds.)

14. Funded coalitions will work with their local law enforcement to have alcohol compliance checks done with each establishment that serves alcohol within the defined community at a minimum once each year. Either a letter from local law enforcement stating they will conduct these compliance checks or a description of how the applicant will go about getting law enforcements agreement to conduct the alcohol compliance checks must be included in the project activities and implementation plan.
15. At a minimum, 2-days (can be four half days or eight 1.5-2 hour trainings) of training for coalition members each year on such topics as leadership, assessment, capacity building, strategic planning, how to work together successfully, environmental strategies, etc. The content and/or focus of the training must be approved by your ADAD grant consultant. The Regional Prevention Coordinator for your region can assist with or provide such trainings.
16. Organizations funded through this RFP will be required to submit a Sustainability Plan with their Mid-Year report in funding year 3 and again in the Year-end report in funding year 4. Format for the Sustainability Plan will be provided by MN DHS ADAD. Information to be included in the Sustainability Plan include but are not limited to: Which of the activities currently funded by the cohort 3 P&I grant will continue after the grant ends and where resources will come from to continue them. A Sustainability Plan is not required at the time of application.
17. Funded Coalitions must agree to communicate a consistent message toward changing norms within the community around the issue of underage drinking. Work with a vendor selected by ADAD to integrate Positive Community Norms within not only the schools but all other sectors of the community. This will include participation by the P&I coordinator and at least two coalition members in twice yearly 2-3 day trainings on Positive Community Norms (PCN) held

at a location within Minnesota to be determined by MN DHS ADAD. See Appendix D for PCN: What to Expect with Your P&I Grantee Journey.

18. During year one funded coalitions will gain knowledge and experience with the Science of the Positive, Positive Community Norms as a framework and basis for all the work to be done within the P&I grant project. This framework has seven steps and will be used to address misperceptions among youth about underage drinking attitudes and behaviors.

During year two funded coalitions will learn how to expand the scope to include parents and community. Community includes the fourteen (14) sectors. See page 16 for a list of the fourteen sectors.

During years three through five (3-5) funded coalitions will learn how to expand the scope to include multiple facets of community.

Throughout the project funded coalitions will increase the number of people who see the positive in their community, who understand the seriousness of alcohol problems in their community, and who believe their community can make a difference in underage drinking. This can be evidenced in many ways, including: media, youth group work, collaborations and conversation with the local Police Department, local conversations at community events, etc. See Appendix D for more information on the use of the PCN framework by P&I grantees.

19. A PCN survey will be implemented in years 1, 3, and 5 with students in grades 7-12 within all the schools in the defined community to assess their attitudes and behaviors toward alcohol and other substance use and each school will implement the MN Student Survey (MSS) in year three with grades 7-12. A letter of Support for conducting the year 1, 3, and 5 PCN youth survey and the 2019 MSS survey from the superintendent of each Independent School District and from each building principal whose building houses students in any of the grades 7-12 within the defined community must be included with the application. The first annual youth survey is anticipated to be conducted in February 2017. The 7th-12th grade PCN surveys will be web-based surveys.
20. A PCN Parent Survey will be conducted in year two, with administration and analysis cost to be paid for by a contractor selected by MN DHS ADAD. The grant to provide a small non-cash incentive (worth not more than \$5 each) for survey completion.
21. The P&I coordinator (unless they have attended within the last two years) and at least two (2) community members will complete the full four-day Substance Abuse Prevention Skills Training (SAPST) offered by ADAD by June 30, 2017. The P&I coordinator must also obtain certification as a level one Prevention Professional by June 30, 2017.
22. Program Director, a financial staff person and P&I coordinator (if hired) will attend a "Grantee Orientation" in St. Paul, MN near the start of year one.
23. Twice each year the P&I coordinator will attend a two-day meeting with ADAD staff in St. Paul, MN at the DHS Elmer L. Andersen building.

24. The P&I coordinator will work with an evaluation team hired by ADAD to provide training and technical assistance on evaluation.
25. The P&I coordinator and two community and/or coalition members will attend the July 2017 Most of Us Summer Institute and at a minimum the P&I coordinator and at least one community and/or coalition member will attend the Most of Us Summer Institute in 2018, 2019 & 2020.
26. The P&I coordinator and at least one community member will attend CADCA's Mid-year Training Institute in years 2, 3, 4 & 5.
27. Successful respondents will report monthly process data through use of the state's web-based Prevention Data system.

III. Proposal Format

Proposals must conform to all instructions, conditions, and requirements included in the RFP. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the proposal are at the responder's risk and may, at the discretion of the State, result in disqualification of the proposal for non-responsiveness. Acceptable proposals must offer all services identified in Section II - Scope of Work and agree to the contract conditions specified throughout the RFP.

A. Required Proposal Contents

Responses to this RFP must consist of all of the following components (See following sections for more detail on each component). Each of these components must be separate from the others and uniquely identified with labeled tabs. These components must be submitted in the order detailed below. Each page is to be numbered sequentially; starting with the Cover Page as page number 1 and going to the last page, even if this means the page numbers are hand written on each page.

1. Cover Page
2. Table of Contents
3. Required Information
 - a. Applicant's Organizational Data/Certifications
 - b. Applicant Assurance of Compliance with communities funded by MN DHS ADAD under its Prevention Planning and Implementation initiative between 7/1/2006 and 6/30/2016 as ineligible for applying under this RFP.
 - c. Applicant Assurance of only one grant application submitted.
 - d. Federal Block Grant Requirements
 - e. Executive Summary

- f. Description of Geographic Area to be Served
- g. Description of Population to be Served
- h. Demonstration of Need
 - (1.) Need Based on Youth Indicator Data
 - (2.) Additional Evidence of Community Need
- i. Description of Current Local Capacity
 - (1.) Agency Qualifications and Experience
 - (2.) Qualifications of Project Staff
 - (3.) Partnerships and Collaborations
 - (4.) Demonstration of Community Readiness
 - (5.) Ability to Leverage Resources
 - (6.) Experience Working with High-Need Populations
- j. Project Goals and Objectives
- k. Project Activities and Implementation Plan
- l. Evaluation Plan
- m. Professional Responsibility
- n. Budget Proposal

4. Required Statements

- a. Responder Information and Declarations
- b. Exceptions to Terms and Conditions
- c. Affidavit of Non-collusion
- d. Trade Secret/Confidential Data Notification
- e. Submission of Certified Financial Audit, IRS Form 990, or Most Recent Board-Reviewed Financial Statements
- f. Disclosure of Funding Form
- g. Human Rights Compliance
 - 1. Affirmative Action Data Page
 - 2. Equal Pay Certificate
- h. Certification and Restriction on Lobbying

5. Appendix (If Applicable)

Any additional information thought to be relevant, but not applicable to the prescribed format, may be included in the Appendix of your Proposal.

B. Required Proposal Contents (in more detail)

The following will be considered minimum requirements of the proposal emphasis should be on completeness and clarity of content.

1. Cover Page:

The form to be used for the Cover Page can be found in **Appendix G** and must be the first page of your application.

2. Table of Contents

The Table of Contents must be the first page after the Cover Page.

3. Required Information:

- a. **Applicant's Organizational Data/Certifications – See Appendix H**
- b. **Applicant Assurance of Compliance with communities funded by MN DHS ADAD under its Prevention Planning & Implementation initiatives between 7/1/2006 and 6/30/2016 as ineligible for applying under this RFP. See Appendix I for form to be completed.**
- c. **Applicant Assurance of only one P&I grant application. See Appendix J for form to be completed.**
- d. **Federal Block Grant Requirements.** Return a signed copy of **Appendix F** with your grant application.
- e. **Executive Summary:** This component of the proposal should demonstrate the responder's understanding of the services requested in this RFP and any problems anticipated in accomplishing the work. The Executive Summary should also show the responder's overall design of the project in response to achieving the deliverables as defined in this RFP. Specifically, the proposal should demonstrate the responder's familiarity with the project elements, its solutions to the problems presented and knowledge of the requested services. This should be a statement in the applicant's own words that shows understanding of the goals of the Request for Proposal. The page limit for this section is two pages.
- f. **Description of Geographic Area to be Served:** Responders must clearly define the geographic limits of the community to be served with these funds. When determining the size and/or boundaries of the community, responders are encouraged to be realistic about the area the coalition will have the ability to impact and/or create change. The community may be an Independent School District (or Districts provided there is a reasonable expectation the coalition will have the ability to impact and/or create change in more than one District). When making a decision on the geographic area to be included as the community, things to consider are physical size of the community, number of people who live within the community, number of Junior High and High Schools within the community, if the characteristics of the population are relatively homogeneous throughout the community or are very different from one area within the community to another. These are all factors that may affect the coalition's ability to create change. What has worked best with the prior two cohorts is a geographic area of one Independent School District (ISD), but in some areas of MN the population may be too sparse to make this feasible. If you include more than one ISD in your geographic area to be served, each should have a 30-day alcohol use rate above the state average. You need to include your reasons for including more than one ISD.

- g. Description of Population to be Served:** Responders must clearly describe the characteristics of the population within the geographic area to be served. At a minimum, include information on the following, gender, age, race, cultural groups, income level, educational level, % of households that are families with children aged 5-18, and number of students in grades one through six (1-6), and in grades seven through twelve (7-12) within each ISD within the geographic area to be served. In addition include information on each sub-population within the geographic area to be served at high-risk for ATOD use among youth.
- h. Demonstration of Need:** Describe what makes your community unique and in need of funding to address youth substance use.
- 1) **Need Based on Youth Indicator Data:** Responders must share local-level Minnesota Student Survey data related to alcohol, tobacco and marijuana use among youth in grades 6, 9 and 12 for 2004, 2007, 2010 & from grades 8, 9 and 11 in 2013 using the tables in **Appendix R**. If the community's school district/s did not participate in one or more of these surveys, use the data from the years available. Responders may demonstrate findings from alternative sources for years they did not participate in the Minnesota Student Survey if the survey instrument contains a question with identical or very similar language. Alternative sources will be evaluated for validity and quality so be sure to include information on the alternative source, name of the Survey/Instrument used, the exact wording or the survey items and response options, how it was collected, when it was collected, from whom, and what the response rate was.
 - 2) **Additional Evidence of Community Need:** Data from other sources such as health, law enforcement, education, etc. that define the magnitude of substance use and/or abuse problems within the community.
- i. Description of Local Capacity:** Responders should use this section to describe the community's ability and readiness to support the prevention of youth substance use in a comprehensive, collaborative, coordinated and integrated way. Responders should individually address each of the items listed below,
- 1) **Agency Qualifications and Experience:** This section must include information on the programs and activities of the agency, the number of people served, geographic area served, staff experience, and/or programmatic accomplishments. Include reasons why your organization is capable to effectively complete the services outlined in the RFP. Include a brief history of your organization and all strengths that you consider are an asset to your program. Letters of reference may be included.

Qualifications of Project Staff: The Responder should designate a suggested Project Director (the person who will oversee the P&I coordinator to be hired) with experience in planning and providing the proposed services. The Responder should list the qualifications of the Project Director, to include past experiences in implementing substance abuse prevention programming and public health initiatives and specific

skills that the individual will contribute to the project. Include a resume of the proposed supervisor's background and experience, with examples of similar work done by the supervisor. List the qualifications and skills your agency intends to require of eligible candidates for the P&I coordinator position. See position description for a P&I Coordinator in **Appendix B**. Hiring of the P&I Coordinator will require an interview of the candidate/s to include the DHS ADAD consultant and final approval by ADAD staff.

- 2) **Coalition:** This section should include information about established partnerships and collaborations. If the coalition is already established, include the vision and mission statements, a copy of the bylaws, the date the coalition was established and agendas and minutes from the two most recent coalition meetings. If the coalition has not yet been formed, a proposed mission and vision statement for the coalition must be included.

This grant requires extensive collaboration at the community level for successful completion of the steps and the sustainability of outcomes. Coalitions should have proper sector and community member representation and appropriate expertise. Because a typical Letter of Support doesn't adequately establish an ongoing relationship that defines how partners will remain engaged over an extended period of time, Responders must include Table 1 "Sector Members" and Letters of Collaboration from at least 10 of the following fourteen (14) Sectors. Schools are required to be one of the ten sectors with a letter of commitment. Coalitions of successful respondents are expected to have representation from all fourteen (14) sectors listed below by the end of the first grant year (June 30, 2017). (See **Appendix L** for the Letter of Collaboration template)

1. Youth (18 or younger)
2. Parents
3. High Risk Sub-populations
4. Business
5. Media
6. School
7. Youth-serving Organization
8. Law Enforcement
9. Justice/Corrections
10. Religious or Fraternal Organization
11. Civic and/or Volunteer Group (i.e., local organizations committed to volunteering; not a coalition member designated as "volunteer")
12. Healthcare Professional
13. State/Local/Tribal Government Agency with Expertise in Substance Abuse
14. Other Organization Involved in Reducing Substance Abuse

If your coalition is not yet formed, you must still include Letters of Collaboration from at least 10 of the 14 sectors, listing who will be an active member of the coalition if the respondent is successful.

An individual who is a member of the coalition may serve on the coalition as a representative of not more than one sector. Grant staff may not be listed as a sector member.

In this section, in addition to the above Letters of Collaboration, applicant should submit: Table 1 "Community ISD information, Table 2 "Schools within each ISD information", Table 3 "Number of Students within each ISD", and a Letter of Support from the superintendent of each Independent School District and building Principal for each school building within the defined community for:

1. Conducting the youth survey in grades seven through twelve in years 1, 3 & 5 must be included. The first youth survey is anticipated to be conducted in February of 2017. The survey will be web-based and require no more than one class period. The goal will be to have all students in grades seven through twelve take the survey. Coordinators will be provided survey protocols and letters to inform parents. Parents may elect to have their child not take the survey.
2. Implementation of the selected universal prevention strategies within the schools, to include the name of the curriculum (if a curriculum is being used) and the grades who will participate.
3. Willingness to provide office space for the P&I Coordinator in the school building.

See Appendix K for the Superintendent & Building Principal Letter of Support template.

- 3) **Demonstration of Community Readiness:** This section should include a summary of your community's demonstrated readiness to implement the activities of the P&I grant and address its priority goal of reducing youth alcohol use. Information presented may include findings of a community readiness survey, anecdotal evidence related to political will of key stakeholders, and/or information regarding the willingness and extent to which the community is prepared to support prevention activities.
- 4) **Ability to Leverage Resources:** This section must contain information about other funding the community receives for substance abuse prevention and how the Responder intends to leverage resources within the community to assist in implementation. Responders should address ability to leverage all types of resources, including staffing or human resources, financial, technology, intellectual, and physical assets.

Include in this section a listing of all current and past ten-year funding the community has received for prevention efforts from federal, state or local entities. Examples of funding are:

- Drug Free Community (DFC) grant
- STOP Act grant
- Grants to Reduce Alcohol Abuse (GRAA) grant
- Safe Schools Healthy Students grant
- State Health Improvement Program (SHIP) funding
- Local foundation grants

See format for providing this information in **Appendix S**.

For all current funding sources, include a copy of your work plan for the July 1, 2016 – June 30, 2017 time period.

- 5) **Experience Working with Cultural and High-Need Populations:** Responders must define the sub-groups of the community or groups of individuals that require culturally specific and/or have a high-need for services. Discuss your agency’s previous experiences delivering culturally specific substance abuse prevention programming and programming to high-need populations. Include if and how you have adapted your work to better serve these populations.

Include a table similar to the one below to include information on youth (under age 18), children living in a household below the poverty line (as defined by the U.S. Census Bureau) and racial/ethnic groups. Include additional high-risk categories as appropriate, for example: Hmong, Lao, Somali, Ethiopian, Russian, GLBT, etc.

Total Population = _____

	Number	% of total Population
Youth under 18		
Children below poverty level		
White		
Black or African American		
American Indian		
Asian		
Hispanic/Latino		

- j. **Project goals and objectives:** This section should clearly define and discuss the goals and objectives of the project. The primary goal of the P&I Grant is to reduce youth ATOD use, whichever one your community-level data show is most prevalent. If a second drug is causing significant issues in your community, you may propose to also reduce youth use of that drug (data to support this need must have been provided under ‘Demonstration of

Need'. The secondary goal of the P&I grant is to enhance community capacity to do effective ATOD prevention work in the future.

- k. **Project Activities and Implementation Plan:** All proposals submitted under this RFP must address, in sufficient detail, how the responder will fulfill the expected outcomes and features set forth above. Simply repeating the outcomes and features and asserting that they will be performed is not an acceptable response. This section should detail how the project will be carried out in an effective and efficient manner, including who will be involved, what resources are required, target dates for project activities and the timeframe for completion. Provide a description of the program design you propose to implement. Be sure to include how you have involved cultural and high-need sub-populations in the planning and development of your grant proposal and how you will involve them in all aspects of the grant.
- l. **Evaluation plan:** The State is committed to funding services that produce a measurable result for the people of Minnesota. A reduction in alcohol and drug use will be measured by both the PCN Youth survey of 7th – 12th graders in years 1, 3, & 5 as well as by the results of the MSS in year 3. A successful responder must agree to work with the evaluation entity hired by the State to develop process indicators to assess the implementation effectiveness of the program and be willing to adjust the program as indicated by those measures to increase the likelihood of success. This section should simply state if the organization is willing to work with the evaluation entity chosen by the State and keep track of process measures.
- m. **Professional Responsibility:** It is crucial that the State locate reliable grantees to serve our clients. The successful responder must be professionally responsible. Therefore, responders must include in their proposals satisfactory information regarding their professional responsibility.

Professional responsibility information includes providing information concerning any complaints filed with or by professional and/or state or federal licensing/regulatory organizations within the past six years against your organization or its employees relating to the provision of services. If such complaints exist, please include the date of the complaint(s), the nature of the complaint(s), and the resolution/status of the complaint(s), including any disciplinary actions taken.

All proposals must also include information about pending litigation and/or litigation resolved within the past two years that relates to the provision of services by your organization and/or its employees. If such litigation exists, please include the date of the lawsuit, nature of the lawsuit, and the dollar amount being requested as damages, and if resolved, what the resolution was (e.g. settled, dismissed, withdrawn by plaintiff, verdict for plaintiff with \$x damages awarded, verdict for responder, etc.).

Responder should also submit information which demonstrates recognition of their professional responsibility. This may include awards, certifications, and/or professional memberships.

The information collected from these inquiries will be used in the State's determination of the award of the contract. It may be shared with other persons within the Minnesota Department of Human Services who may be involved in the decision-making process, and/or with other persons as authorized by law. You are not required to provide any of the above information. However, if you choose not to provide the requested information, your organization's proposal may be found nonresponsive and given no further consideration. The State reserves the right to request any additional information to assure itself of a responder's professional status.

- n. **Budget proposal:** This section should specify the grant amount requested and detail all expenses for the proposed project. Describe and explain what the estimated costs pay for. Identify what other ancillary services are being provided that have costs with them and which components are essential to delivering minimum quality services. Include a budget narrative for the applicant and each subcontracting agency. Explain the proposed use of the grant funds and matching funds. Be sure to include a description of what services each position funded even partially with grant funds will provide that benefits the grant work. Your explanation should provide sufficient detail to justify the total amount budgeted in each category. The program budget must be complete and reasonable, must link to the proposed program activities, and must specify how the amounts for each budget item were determined. Responders are encouraged to apply for only the amount needed for their proposed programs. The total available funds will not necessarily be divided equally, nor will selected applicants be guaranteed the entire amount requested. Budget proposals will be judged on efficient use of funds (that is, funds are being spent on direct services versus administrative costs, as detailed in their budget proposal) and overall cost-effectiveness. None of the 10 communities funded as a Cohort-2 P&I requested any funds for Indirect Costs. A separate budget summary and budget justification are required for each of the five years for which funding is requested on the forms in Appendix M. If you are requesting an 'Advance payment', be sure to complete the "Documentation of Need for Advance" form that is included in Appendix M.

4. Required Statements

Complete the correlating forms found in [eDocs](#)⁴ by searching for the form numbers referenced below, or pasting the form file path name found in the footnotes below to your browser, and submit them as the "Required Statements" section of your proposal. You must use the current forms found in eDocs. Failure to use the most current forms found in eDocs in completion of the proposal are at the responder's risk and may, at the discretion of the State, result in disqualification of the proposal for non-responsiveness."

- a. **Responder Information and Declarations (Responder Information/Declarations Form DHS-7020-ENG)**⁵: Complete and submit the attached "Responder Information and

⁴ <http://mn.gov/dhs/general-public/publications-forms-resources/edocs/index.jsp>

⁵ <https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-7020-ENG>

Declarations” form. If you are required to submit additional information as a result of the declarations, include the additional information as part of this form.

- b. **Exceptions to RFP Terms (Exceptions to Terms and Conditions Form DHS-7019-ENG)⁶:** The contents of this RFP and the proposal(s) of the successful responder(s) may become part of the final contract if a contract is awarded. Each responder's proposal must include a statement of acceptance of all terms and conditions stated within this RFP or provide a detailed statement of exception for each item excepted by the responder. **Responders who object to any condition of this RFP must note the objection on the attached “Exceptions to RFP Terms” form. If a responder has no objections to any terms or conditions, the responder should write “None” on the form.**

Responder should be aware of the State’s standard contract terms and conditions in preparing its response. A sample State of Minnesota, Department of Human Services, Grant Contract is attached in the Appendix for your reference. Much of the language reflected in the contract is required by statute. If you take exception to any of the terms, conditions or language in the contract, you must indicate those exceptions in your response to the RFP. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Responders are cautioned that any exceptions to the terms of the standard State contract which give the responder a material advantage over other responders may result in the responder’s proposal being declared nonresponsive. Proposals being declared nonresponsive will receive no further consideration for award of the Contract. Also, proposals that take blanket exception to all or substantially all boilerplate contract provisions will be considered nonresponsive proposals and rejected from further consideration for contract award.

- c. **Affidavit of Non-collusion (Affidavit of Non-collusion Form- DHS-7021)⁷ :** Each responder must complete and submit the attached “Affidavit of Non-collusion” form.
- d. **Trade Secret/Confidential Data Notification (Trade Secret/Confidential Data Notice Form- DHS-7015-ENG)⁸:** All materials submitted in response to this RFP will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the successful responder. If a contract is awarded to the Responder, the State must have the right to use or disclose the trade secret data to the extent otherwise provided in the grant contract or by law.

If the responder submits information in response to this RFP that it believes to be trade secret/confidential materials, as defined by the Minnesota Government Data Practices

⁶ <https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-7019-ENG>

⁷ <https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-7021-ENG>

⁸ <https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-7015-ENG>

Act, Minnesota Statutes, section 13.37, and the responder does not want such data used or disclosed for any purpose other than the evaluation of this proposal, the responder must:

1. clearly mark every page of trade secret materials in its proposal at the time the proposal is submitted with the words "TRADE SECRET" or "CONFIDENTIAL" in capitalized, underlined and bolded type that is at least 20 pt.; the State does not assume liability for the use or disclosure of unmarked or unclearly marked trade secret/confidential data;
2. fill out and submit the attached "Trade Secret/Confidential Information Notification Form," specifying the pages of the proposal which are to be restricted and justifying the trade secret designation for each item. If no material is being designated as protected, a statement of "None" should be listed on the form;
3. satisfy the burden to justify any claim of trade secret/confidential information. In order for a trade secret claim to be considered by the State, detailed justification that satisfies the statutory elements of Minnesota Statutes, section and the factors discussed in *Prairie Island Indian Community v. Minnesota Dept. of Public Safety*, 658 N.W.2d 876, 884-89 (Minn.App.2003) must be provided. Use of generic trade secret language encompassing substantial portions of the proposal or simple assertions of trade secret interest without substantive explanation of the basis therefore will be regarded as nonresponsive requests for trade secret exception and will not be considered by the State in the event of a data request is received for proposal information; and
4. defend any action seeking release of the materials it believes to be trade secret and/or confidential, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in the possession of the State. The State is required to keep all the basic documents related to its contracts, including selected responses to RFPs, for a minimum of six years after the end of the contract. Non-selected RFP proposals will be kept by the State for a minimum of one year after the award of a contract, and could potentially be kept for much longer.

The State reserves the right to reject a claim if it determines responder has not met the burden of establishing that the information constitutes a trade secret or is confidential. The State will not consider prices or costs submitted by the responder to be trade secret materials. Any decision by the State to disclose information designated by the responder as trade secret/confidential will be made consistent with the Minnesota Government Data Practices Act and other relevant laws and regulations. If certain information is found to constitute a trade secret/confidential, the remainder of

the Proposal will become public; only the trade secret/confidential information will be removed and remain nonpublic.

The State also retains the right to use any or all system ideas presented in any proposal received in response to this RFP unless the responder presents a positive statement of objection in the proposal. Exceptions to such responder objections include: (1) public data, (2) ideas which were known to the State before submission of such proposal, or (3) ideas which properly became known to the State thereafter through other sources or through acceptance of the responder's proposal.

- e. Submission of Certified Financial Audit, IRS Form 990, or Most Recent Board-Reviewed Financial Statements:** The successful responder must be fiscally responsible. Therefore, responders must include in their proposals sufficient financial documentation to establish their financial stability.

Depending on the responder's annual income or how long the responder has been in business, a responder is required to submit either a certified financial audit, IRS Form 990, or most recent board-reviewed financial statements. A certified financial audit is a review of an organization's financial statements, fiscal policies and control procedures by an independent third party to determine if the statements fairly represent the organization's financial position and if organizational procedures are in accordance with Generally Accepted Accounting Principles (GAAP). Minnesota nonprofit organizations are required to have a certified financial audit completed for any fiscal year in which they have total revenue of more than \$750,000. An IRS Form 990 is a federal tax return for nonprofit organizations. Nonprofit organizations that are recognized as exempt from federal income tax must file a Form 990 or Form 990 EZ if it has averaged more than \$25,000 in annual gross receipts over the past three tax years.

Responders must submit financial information as outlined below with their proposal:

1. Responders with an annual income of under \$25,000 or who have not been in existence long enough to have an audit or completed IRS Form 990 should submit their most recent board-reviewed financial statements.
2. Responders with total annual revenue of under \$750,000 should submit their most recent IRS Form 990.
3. Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

Responders may also include documentations of cash reserves to carry you through shortages or delays in receipt of revenue, and/or other documents sufficient to substantiate responsible fiscal management. In the event a responder is either substantially or wholly owned by another corporate entity, the proposal must also include the most recent detailed financial report of the parent organization, and a written guarantee by the parent organization that it will unconditionally guarantee

performance by the responder in each and every term, covenant, and condition of such contract as may be executed by the parties. Please also include information about any pending major accusations that could affect your financial stability.

If the responder is a county government or a multi-county human services agency that has 1.) had an audit in the last year by the State Auditor or an outside auditing firm or 2) meets the requirements of the Single Audit Act, the responder is not required to submit financial statements. However, the State reserves the right to request any financial information to assure itself of a county's financial status.

The information collected from these inquiries will be used in the State's determination of the award of the contract. It may be shared with other persons within the Minnesota Department of Human Services who may be involved in the decision-making process, and/or with other persons as authorized by law. If you choose not to provide the requested information, your organization's proposal will found nonresponsive and given no further consideration. The State reserves the right to request any additional information to assure itself of a responder's financial reliability.

f. Disclosure of Funding Form (Disclosure of Funding Form- DHS-7018-ENG)⁹

Per the Federal Funding Accountability and Transparency Act of 2006 "Transparency Act" or "FFATA" (Public Law 109-282), all entities and organizations receiving federal funds are required to report full disclosure of funding (United States Code, title 31, chapter 61, section 6101). The purpose of FFATA is to provide every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards to be made available to the public through a single, searchable website. Federal awards include grants, sub-grants, loans, awards, and delivery orders.

In order to comply with the federal statute, the Minnesota Department of Human Services is required to obtain and report by the grantee's Data Universal Numbering System (DUNS) number and determine if the grantee meets specific requirement which would require additional reporting items and to collect additional information on executive compensation if required. In order to comply with federal law and to collect this information, responders are required to fill out the Disclosure of Funding Form and submit it with their response. The form requires responders to provide their Data Universal Numbering System (DUNS) number. The Data Universal Numbering System (DUNS) number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. If a responder does not already have a DUNS number, a number may be obtained from the D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>). The responder must have a DUNS number before their response is submitted.

⁹ <https://edocs.dhs.state.mn.us/lfsrver/Public/DHS-7018-ENG>

g. **Human Rights Compliance**

1) **Affirmative Action Certification.** ([Affirmative Action Data Page- DHS-7016-ENG](#))¹⁰: Responders are required to complete and submit the attached “Affirmative Action Data” page. As required by Minnesota Rules, part 5000.3600, “It is hereby agreed between the parties that Minnesota Statutes, section 363A.36 and Minnesota Rules, parts 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statutes, section 363A.36 and Minnesota Rules, parts 5000.3400 - 5000.3600 are available upon request from the contracting agency.”

2) **Equal Pay Certificate.** ([Equal Pay Certificate Compliance – DHS -7075-ENG](#))¹¹

i. **Scope.** Pursuant to Minnesota Statutes, section 363A.44, the State shall not execute a contract for goods or services or an agreement for goods or services in excess of \$500,000 with a business that has 40 or more full-time employees in the State of Minnesota or a state where the business has its primary place of business on a single day during the prior 12 months, unless the business has an equal pay certificate or it has certified in writing that it is exempt.

This section does not apply to a business, with respect to a specific contract, if the commissioner of administration determines that the requirements of this section would cause undue hardship on the business. This section does not apply to a contract to provide goods or services to individuals under Minnesota Statutes, chapters 43A, 62A, 62C, 62D, 62E, 256B, 256I, 256L, and 268A, with a business that has a license, certification, registration, provider agreement, or provider enrollment contract that is a prerequisite to providing those good or services.

ii. **Application.** If your response to this RFP is or could be within the scope of Minnesota Statutes, section 363A.44, you must apply for an equal pay certificate by paying a \$150 filing fee and submitting an equal pay compliance statement to the Minnesota Department of Human Rights (“MDHR”). MDHR’s Equal Pay Certificate Application Form can be obtained at <http://mn.gov/mdhr/compliance/forms.html>. **It is your sole responsibility to submit this statement to MDHR and – if required – apply for an equal pay certification before the due date of this proposal and obtain the certification prior to the execution of any resulting contract.**

iii. **Revocation of Contract.** If a contract is awarded to a business that does not have an equal pay certificate as required by Minnesota Statutes, section 363A.44, or is not in compliance with the laws identified within section 363A.44, MDHR may void the contract on behalf of the state, and the contract may be abridged or terminated by DHS upon notice that the MDHR has suspended or revoked the certificate of the business.

¹⁰ <https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-7016-ENG>

¹¹ <https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-7075-ENG>

iv. **Equal Pay Certificate Compliance Form.** You must complete the Equal Pay Certificate of Compliance Form and submit it with your proposal. The Equal Pay Certificate of Compliance Form can be obtained at <https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-7075-ENG>.

h. **Certification Regarding Lobbying (Certificate Regarding Lobbying Form- DHS-7017-ENG)¹²:** Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the responder must complete and submit the attached "Certification Regarding Lobbying" form.

IV. RFP Process

A. Responders' Conference

To assist applicants in applying for grants, Responder's conferences will be held in three different locations throughout Minnesota, one in Northern MN, one in Central MN and one in Southern MN. See workshop schedule below.

Location and dates are as follows:

Date	Location	Time
Jan. 4, 2016	Hampton Inn & Suites 1019 Paul Bunyan Drive South Bemidji, MN 56601	10 AM to 12 Noon
Jan. 5, 2016	St. Cloud Library 1300 W. St. Germain St. (Mississippi Room) St. Cloud, MN 56301	10 AM to 12 Noon
Jan. 6, 2016	City Center Hotel 101 East Main St. Mankato, MN 56001	10 AM to 12 Noon

The conference will serve as an opportunity for responders to ask specific questions of State staff concerning the project. Attendance at the Responders' Conference is not mandatory but is recommended. Responders may attend via conference call (contact the State contact for this RFP for more information about attending by conference call). Oral answers given at the conference will be non-binding. Written responses to questions asked at the conference will be sent to all identified prospective responders after the conference.

B. Responders' Questions

Responders' questions regarding this RFP must be submitted in writing prior to 4:00 p.m. Central Time on January 14, 2016. All questions must be addressed to:

¹² <https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-7017-ENG>



AGENDA REQUEST FORM

Date of Meeting: 2/2/2016

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

Agenda Item: Consider granting permanent status to probationary employee

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Joanna (Kreber) Johnson was hired by Pine County to work as an RN in Public Health in August of 2015. Her present level of performance and rate of development is fully satisfactory. She has been an asset to the unit and to HHS.

Action Requested:

Grant permanent status to Joanna Johnson effective February 10, 2016.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: February 2, 2016

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

Agenda Item: Training for Connie Mikrot-HR Manager

Department: Administration

[Handwritten Signature]
Department Head signature

Background information on Item:

MN Public Employer Labor Relations Association (PELRA) is holding a training session which includes the negotiation process, timing of settlements, multi-year contracts, debriefing, conducting background checks, rejecting candidates, effective writing, unfair labor practices, religious and cultural accommodations, grievance procedures, and arbitration. Attending these training sessions would build on Connie's private sector HR experience and enhance her contributions in working with our public employees in labor relations.

Action Requested:

Consider Connie Mikrot to attend the MN PERLA training February 4-5, 2016 at the Crown Plaza Minneapolis West in Plymouth, MN.

Financial Impact:

Training expense is \$399 plus one night lodging for \$136.25 for a total of \$535.25. No mileage expense will be incurred. The total cost of this training is included in the 2016 budget.



AGENDA REQUEST FORM

Date of Meeting: February 2nd, 2016

- County Board**
 - Consent Agenda
 - Regular Agenda
- 5 mins 10 mins 15 mins Other

Personnel Committee

Other _____

Agenda Item: Authorization to attend Training

Department: Probation

Terry Fawcett

Digitally signed by Terry Fawcett
DN: cn=Terry Fawcett, o=Pine County, ou=Probation,
email=terry.fawcett@co.pine.mn.us, c=US
Date: 2016.01.26 08:34:50 -0500

Department Head signature

Background information on Item:

Probation Director has been selected to attend Orientation for Probation & Parole Chief Executives March 1-3, 2016 in Aurora, Colorado. Travel to date is February 29th with return on March 4th. This training is fully funded by the National Institute of Corrections.

Action Requested:

Approve Probation Director to attend Orientation for Probation & Parole Chief Executives.

Financial Impact:

None. All training/lodging/travel/per diem is covered by the National Institute of Corrections.



AGENDA REQUEST FORM

Date of Meeting: February 2nd, 2016

- County Board
 - Consent Agenda
 - Regular Agenda
- 5 mins 10 mins 15 mins Other

Personnel Committee

Other _____

Agenda Item: _____

Department: PROBATION

[Signature]
Department Head signature

Background information on Item:

request that Corrections Agent Karly Kostich be authorized to attend Motivational Interviewing training in Sabinaw, MN; as hosted by Arrowhead Regional Corrections. The training is free & is required training for Corrections professionals.

Action Requested:

Authorize lodging, mileage (if necessary), & per diem for motivational interviewing training March 1-4, 2016 in Sabinaw, Minnesota.

Financial Impact:

(\$81.00 per night)
Training is free. \$276.75 for lodging from March 1-3, which is budgeted for within the 2016 Probation Budget. Agent to use County vehicle if available, otherwise mileage round trip to Sabinaw, Minnesota. Monies exist in Probation budget for mileage as well.



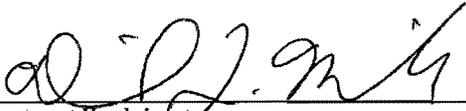
AGENDA REQUEST FORM

Date of Meeting: February 2, 2016

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Approve Travel for Commissioner Hallan to attend the 2016 Workforce Forum presented by the National Association of Workforce Boards

Department: Administrator's



 Department Head signature

Background information on Item:

Commissioner Hallan is the County Board's representative to the Central Minnesota Jobs and Training Service (CMJTS). CMJTS is a member of the National Association of Workforce Boards which hosts an annual conference. The CMJTS will pay all costs associated with Commissioner Hallan's attendance at the Forum.

Action Requested:

Approve Commissioner Hallan to attend the 2016 Workforce Forum March 12-15, 2016 in Washington D.C.

Financial Impact:

Costs to be paid by the CMJTS.



AGENDA REQUEST FORM

Date of Meeting: February 2, 2016

- County Board**
 - Consent Agenda
 - Regular Agenda
- Personnel Committee
- Other _____

5 mins. 10 mins. 15 mins. Other

Agenda Item: Final Payment on Contract #1403

Department: Pine County Public Works

Mark A. LeB
Department Head signature

Background information on Item:

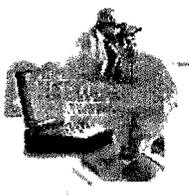
Final Payment to A-1 Excavating for Contract #1403

- | | |
|-----------------|---|
| CP 058-014-002 | 3rd Avenue SE |
| CP 058-014-004 | 5th Street SE |
| SAP 058-607-022 | CSAH 7 and Hillside Avenue Traffic Signal Improvement |
| SAP 058-608-017 | CSAH 8, From CSAH 61 to 2nd Street SE |
| SAP 058-661-023 | CSAH 61 and CSAH 7 Traffic Signal Improvement |

Action Requested:

Approve Final Payment in the amount of \$59, 693.46 to A-1 Excavating.

Financial Impact:



PINE COUNTY HIGHWAY

405 Airport Road NE
Pine City, MN 55063

Project SAP 058-608-017 - CSAH 61 to 2nd ST SE & 8th Ave SE to 3rd Ave SE
Project SAP 058-607-022 - CSAH 7 and Hillside Avenue Traffic Signal Improvement
Project SAP 058-661-023 - CSAH 61 and CSAH 7 Traffic Signal Improvement
Project CP 058-014-002 - 3rd Avenue SE
Project CP 058-014-004 - 5th Street SE
Contract Final Pay Request No. 6

Contractor: A-1 Excavating
408-26th Avenue
Bloomer, WI 54724

Contract No. 1403
Vendor No. 408
For Period: 12/16/2015 - 1/4/2016
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$1,246,771.45
Contract Changes	\$5,305.03
Revised Contract	\$1,252,076.48

Funds Encumbered

Original	\$1,246,771.45
Additional	N/A
Total	\$1,246,771.45

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 058-608-017	\$0.00	\$655,584.43	\$0.00	\$622,805.21	\$32,779.22	\$655,584.43
			Percent Retained: 0%			
SAP 058-607-022	\$0.00	\$38,665.00	\$0.00	\$36,731.75	\$1,933.25	\$38,665.00
			Percent Retained: 0%			
SAP 058-661-023	\$0.00	\$77,995.00	\$0.00	\$74,095.25	\$3,899.75	\$77,995.00
			Percent Retained: 0%			
CP 058-014-002	\$517.50	\$378,126.00	\$0.00	\$358,728.07	\$19,397.93	\$378,126.00
			Percent Retained: 0%			
CP 058-014-004	\$0.00	\$33,666.13	\$0.00	\$31,982.82	\$1,683.31	\$33,666.13
			Percent Retained: 0%			
Contract 1403	\$517.50	\$1,184,036.56	\$0.00	\$1,124,343.10	\$59,693.46	\$1,184,036.56
			Percent Retained: 0%			
Amount Paid This Contract Final Pay Request					\$59,693.46	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

County/City/Project Engineer
Date 1/11/16

Approved By A-1 Excavating

Contractor
Date 1-14-16

PINE COUNTY HIGHWAY
 405 Airport Road NE
 Pine City, MN 55063

Project No. SAP 058-608-017, SAP 058-607-022, SAP 058-661-023, CP 058-014-002, CP 058-014-004
 Contract Final Pay Request No. 6

Contract Payment Summary

From Date	To Date	Work Certified Per Period	Amount Retained Per Period	Amount Paid Per Period	Amount Paid To Date
08/12/2014	10/04/2014	\$222,869.70	\$11,143.49	\$211,726.21	\$211,726.21
10/05/2014	11/21/2014	\$698,314.66	\$34,915.73	\$663,398.93	\$875,125.14
11/22/2014	01/06/2015	\$217,322.44	\$10,866.13	\$206,456.31	\$1,081,581.45
01/07/2015	06/10/2015	\$20,887.50	\$1,044.37	\$19,843.13	\$1,101,424.58
06/11/2015	12/15/2015	\$24,124.76	\$1,206.24	\$22,918.52	\$1,124,343.10
12/16/2015	01/04/2016	\$517.50	(\$59,175.96)	\$59,693.46	\$1,184,036.56
Totals:		\$1,184,036.56	\$0.00	\$1,184,036.56	

SAP 058-608-017 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/12/2014	10/04/2014	\$12,146.70	\$607.34	\$11,539.36
2	10/05/2014	11/21/2014	\$518,027.16	\$25,901.35	\$492,125.81
3	11/22/2014	01/06/2015	\$100,198.31	\$5,009.92	\$95,188.39
4	01/07/2015	06/10/2015	\$15,387.50	\$769.37	\$14,618.13
5	06/11/2015	12/15/2015	\$9,824.76	\$491.24	\$9,333.52
6	12/16/2015	01/04/2016	\$0.00	(\$32,779.22)	\$32,779.22
Totals:			\$655,584.43	\$0.00	\$655,584.43

SAP 058-607-022 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/12/2014	10/04/2014	\$0.00	\$0.00	\$0.00
2	10/05/2014	11/21/2014	\$0.00	\$0.00	\$0.00
3	11/22/2014	01/06/2015	\$36,815.00	\$1,840.75	\$34,974.25
4	01/07/2015	06/10/2015	\$1,850.00	\$92.50	\$1,757.50
5	06/11/2015	12/15/2015	\$0.00	\$0.00	\$0.00
6	12/16/2015	01/04/2016	\$0.00	(\$1,933.25)	\$1,933.25
Totals:			\$38,665.00	\$0.00	\$38,665.00

SAP 058-661-023 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/12/2014	10/04/2014	\$0.00	\$0.00	\$0.00
2	10/05/2014	11/21/2014	\$30,395.00	\$1,519.75	\$28,875.25
3	11/22/2014	01/06/2015	\$43,950.00	\$2,197.50	\$41,752.50

PINE COUNTY HIGHWAY

405 Airport Road NE

Pine City, MN 55063

Project No. SAP 058-608-017, SAP 058-607-022, SAP 058-661-023, CP 058-014-002, CP 058-014-004

Contract Final Pay Request No. 6

SAP 058-661-023 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
4	01/07/2015	06/10/2015	\$3,650.00	\$182.50	\$3,467.50
5	06/11/2015	12/15/2015	\$0.00	\$0.00	\$0.00
6	12/16/2015	01/04/2016	\$0.00	(\$3,899.75)	\$3,899.75
Totals:			\$77,995.00	\$0.00	\$77,995.00

CP 058-014-002 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/12/2014	10/04/2014	\$210,723.00	\$10,536.15	\$200,186.85
2	10/05/2014	11/21/2014	\$149,892.50	\$7,494.63	\$142,397.87
3	11/22/2014	01/06/2015	\$2,693.00	\$134.65	\$2,558.35
4	01/07/2015	06/10/2015	\$0.00	\$0.00	\$0.00
5	06/11/2015	12/15/2015	\$14,300.00	\$715.00	\$13,585.00
6	12/16/2015	01/04/2016	\$517.50	(\$18,880.43)	\$19,397.93
Totals:			\$378,126.00	\$0.00	\$378,126.00

CP 058-014-004 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/12/2014	10/04/2014	\$0.00	\$0.00	\$0.00
2	10/05/2014	11/21/2014	\$0.00	\$0.00	\$0.00
3	11/22/2014	01/06/2015	\$33,666.13	\$1,683.31	\$31,982.82
4	01/07/2015	06/10/2015	\$0.00	\$0.00	\$0.00
5	06/11/2015	12/15/2015	\$0.00	\$0.00	\$0.00
6	12/16/2015	01/04/2016	\$0.00	(\$1,683.31)	\$1,683.31
Totals:			\$33,666.13	\$0.00	\$33,666.13

PINE COUNTY HIGHWAY
405 Airport Road NE
Pine City, MN 55063
Contract Final Pay Request No. 6

Project No. SAP 058-608-017, SAP 058-607-022, SAP 058-661-023, CP 058-014-002, CP 058-014-004

**Pine County Public Works
Certificate of Final Contract Acceptance**

Low S.P. No.: SAP 058-607-022

Final Voucher No.: 6

Contract No.: 1403

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ County/City/Project Engineer _____

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$1,184,036.56 and agrees to the amount of \$59,693.46 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor A-1 Excavating By _____

And _____ And _____

State of , Pine County Public Works

On This _____ Day _____, _____, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the

_____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____ acknowledged said instrument to be the free act and deed of said Corporation.

Notarial _____ My Commission as Notary Public in _____ County

Seal _____ Expires _____ Signature _____

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher. This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

PINE COUNTY HIGHWAY
405 Airport Road NE
Pine City, MN 55063

Project No. SAP 058-608-017, SAP 058-607-022, SAP 058-661-023, CP 058-014-002, CP 058-014-004
Contract Final Pay Request No. 6

**Pine County Public Works
Certificate of Final Acceptance
County Board Acknowledgment**

Contract Number: 1403
Contractor: 408 - A-1 Excavating
Date Certified: 1/4/2016
Payment Number: 6

Whereas; Contract No. 1403 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pine County Public Works and authorize final payment as specified herein.

Pine County Public Works
State of

I, _____, County _____ within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____,

Signed By _____
County _____

(SEAL)



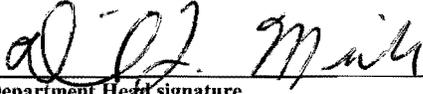
AGENDA REQUEST FORM

Date of Meeting: February 2, 2016

- County Board**
 Consent Agenda
 Regular Agenda 5 mins. ___ 10 mins. X 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Strategic Plan Follow up

Department: Administration


Department Head signature

Background information on Item:

On January 26, 2016 the county board held a strategic planning meeting to discuss goals for 2017. The priority items are attached for your review/comment.

Action Requested:

1. Do they represent the items raised during the meeting?
2. Are their items not on the list and/or not discussed on January 26th that should be considered?
3. Do you want to assign any priority to them or identify any specific next steps you want to be sure are stated?
4. Are there any changes you would want to see to the process for future years?

Financial Impact:

DRAFT 2016 STRATEGIC PLAN GOALS

Technology

- Imaging

- MS Office End of Life

HRIS/Time & Attendance software

Comprehensive Plan and Implementation (Zoning)

Facility/Building Plan (HHS/Sandstone)

Highway 10-year Plan (sales tax/wheelage tax) (Bonding)

Trails/Outdoor Recreation

Recycling

Building & Employee Safety

Staffing

- Staff recruitment/retention

- Workload/caseload

- Onboarding Process

- Mentoring/engagement

Sheriff Deputy county-purchased handguns

Media Relations/Citizen Communication/Social Media

Public Health/Community Health Board

Legislative Issues



AGENDA REQUEST FORM

Date of Meeting: February 2, 2016

- County Board**
 - Consent Agenda
 - Regular Agenda 5 mins. ___ 10 mins. X 15 mins. ___ Other ___

Personnel Committee

Other _____

Agenda Item: Public Health Planning

Department: Administration

Department Head signature

Background information on Item:

At the January 26, 2016 COW meeting, the commissioners discussed public health and the planning process to create a vision for Pine County Public Health. Becky and I met with Janelle Schroeder on January 27th to follow up that planning process.

The board should consider setting two 1/2-days sessions. Two possible days would be February 9th and 23rd. The Personnel Committee meets at 9:00 a.m. on the 9th -- we could run the planning meeting 10 a.m. - 2:30 p.m. or start Personnel a little earlier.

Action Requested:

Set two Special Meetings/Committee of the Whole meetings in February for public health strategic planning.

Financial Impact: