



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, July 19, 2016, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of July 5, 2016 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 City of Pine City correspondence dated July 8, 2016 – Wellhead Protection Plan, Part Two
- G) Approve Consent Items

CONSENT AGENDA

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

1. Review June, 2016 Cash Balance (attached)

Fund	June 30, 2015	June 30, 2016	Increase(Decrease)
General Fund	3,321,518	4,662,980	1,341,462
Health and Human Services Fund	288,428	1,033,897	745,469
Road and Bridge Fund	4,060,300	2,633,644	(1,426,656)
Land Management Fund	2,441,713	1,345,081	(1,096,632)
TOTAL (inc non-major funds)	11,483,876	16,485,641	5,001,764

2. Application for Exempt Permit

Consider Application for Exempt Permit for Minnesota Sokol Camp Association to conduct Minnesota lawful gambling on August 14, 2016 at the Sokol Camp, 19201 Woodland Acres, Pine City, MN (Chengwatana Twp).

3. Tobacco License

Consider approval of tobacco license for October 1-December 31, 2016 for Casey's General Store #3520 being built in Pine City and scheduled to open October 1, 2016.

4. Letter of Support – Empower Recovery Services

Authorize Board Chair to sign the letter of support for Empower Recovery Services to provide out-patient chemical dependency treatment services.

5. Accept Grant Award from Blue Plus

Consider approval of \$400 from Blue Plus to assist in purchasing oral hygiene products to disperse at the Pine County Fair.

6. Personnel Full-Time Status/Completion of Probationary Period/New Hire

A. Consider approval of full-time status for Jessica Fehlen, Registered Nurse, effective July 20, 2016.

B. Consider approval of full-time status for Damien Louis, Social Worker, effective July 29, 2016.

C. Authorize the hiring of Casey Bavier, Building Maintenance Worker, effective August 1, 2016, \$14.09 per hour, grade B21.

D. Authorize the hiring of Brittany Moore, Court Security Officer, effective July 20, 2016, \$13.67 per hour, grade B22.

E. Authorize the hiring of Adam Zielinski, part-time Corrections Officer, effective August 10, 2016, \$17.11 per hour, grade B23, step 3.

F. Authorize the hiring of Jessica Ninfeldt, part-time Corrections Officer, effective August 10, 2016, \$17.11 per hour, grade B23, step 3.

G. Authorize the hiring of Connie Larson, part-time Corrections Officer, effective August 10, 2016, \$17.11 per hour, grade B23, step 3.

H. Authorize the hiring of Ashley Luedtke, part-time Corrections Officer, effective August 10, 2016, \$17.11 per hour, grade B23, step 3.

7. Training

Consider IT Support Specialist Kent Bombard to attend State of Minnesota Check Point Training, July 25-29, 2016 in St. Louis Park. No registration fee; mileage approximately \$400. Funds are available in the IT budget.

REGULAR AGENDA

1. Recognition of Retirement

Recognition of Assistant Jail Administrator Jeffrey Randall's retirement and over 12 years of service to Pine County.

2. Facilities Committee

Pine County Facilities Committee met July 6, 2016 and made the following recommendation (Minutes attached):

A. Update the lease to the Pregnancy Resource Center.

Other items are for informational purposes only.

3. Personnel Committee

Pine County Personnel Committee met July 12, 2016 and made the following recommendations (Minutes attached):

HHS

A. Acknowledge resignations of full-time Children's Mental Health Social Worker Janet Ashmore, effective July 5, 2016 and full-time Adult and Disabilities Social Worker Patrick Meacham,

effective July 28, 2016 and approve backfill of the two positions, and any subsequent vacancies that may occur from possible internal hires.

- B. Consider approval of the addition of one (1) full-time Adult and Disabilities Social Worker at grade C42, for a total of 11 Adult and Disabilities Workers.
- C. Consider approval of the addition of one (1) full-time Child Protection Social Worker at grade C42, for a total of 10 Child Protection Social Workers.

Sheriff's Office

- A. Acknowledge resignation of full-time deputy Sara Samuelson effective July 31, 2016 and approve the backfill of the position, and any subsequent vacancies that may occur from possible internal promotion.

Jail

- A. Acknowledge the retirement of Assistant Jail Administrator Jeffrey Randall, effective July 22, 2016, and approve backfill of the position and any subsequent vacancies that may occur from possible internal promotion.
- B. Acknowledge the termination of probationary part-time Corrections Officer Tim Welle effective June 29, 2016 and approve backfill of the position.

Other items are for informational purposes only.

4. Pine County Public Health Planning Committee

The Pine County Public Health Planning Committee met July 12, 2016. (Minutes Attached). Information only. No board action necessary.

5. Appointment to Extension Committee

Consider appointment of Donna Zastera to the Pine County Extension Committee, District 2, due to the resignation of the current District 2 representative. Term length from July 19, 2016 to December 31, 2017.

6. Probation Comprehensive Plan Presentation

Probation Comprehensive Plan 2016 presentation by Probation Director Terry Fawcett.

7. Final Payment Contract #1502

Consider approval of final payment to Tri-City Paving, Inc. in the amount of \$21,990.21 for Contract #1502 related to:

- CP 058-012-001, Located on CSAH 12, between CSAH 11 and 5th Street
- CP 058-046-001, Located on CSAH 46, between TH 23 and 0.25 miles SE
- SAP 058-639-012, Located on CSAH 39, between CSAH 34 and CSAH 61

And authorize County Administrator to sign Certificate of Final Contract Acceptance.

8. Commissioner Updates

Soil & Water Conservation District
East Central Solid Waste Commission
Public Health Committee Meeting
Law Library
Insurance Committee
Kanabec-Pine Community Health Board
Lakes & Pines CAC

9. Other

10. Upcoming Meetings –(Subject to Change)

- a. Pine County Board Meeting, Tuesday, July 19, 2016, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- b. Rush Line Task Force, Thursday, July 21, 2016, 1:00 p.m.,** Maplewood Community Center, 2100 White Bear Avenue No., Maplewood, Minnesota.
- c. Pine County Extension Committee, Thursday, July 21, 2016, 3:30 p.m.,** Cloquet Forestry Center, Cloquet, Minnesota.
- d. Snake River Watershed, Monday, July 25, 2016, 9:00 a.m.,** Kanabec County Courthouse, Mora, Minnesota.
- e. Special Meeting-Committee of the Whole, Tuesday, July 26, 2016, 9:00 a.m.,** Aazhoomog Community Center, Lake Lena.
- f. NLX, Wednesday, July 27, 2016, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- g. Northeast Regional Radio Board, Thursday, July 28, 2016, 10:00 a.m.,** Courthouse, Pine City, Minnesota.
- h. Central EMS Meeting, Friday, July 29, 2016, 10:00 a.m.,** Stearns County Service Center, Waite Park, Minnesota.
- i. Pine County Board Meeting, Tuesday, August 2, 2016, 10:00 a.m.,** Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

11. Adjourn

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

Tuesday, July 5, 2016 - 10:00 a.m.

Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota

Vice Chair Matt Ludwig called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Josh Mohr, and Steve Chaffee. Also present were County Attorney Reese Frederickson and Acting County Administrator Becky Foss. Chair Curt Rossow was absent (excused).

The Pledge of Allegiance was said.

Vice Chair Ludwig called for public comment. There was no public comment.

Vice Chair Ludwig stated Arla Budd, Executive Director of the Pine County History Museum, has offered a different backdrop (possibly a Pine County map) behind the commissioner table, and has also offered powerpoint capabilities, should the board desire either of these for board meetings.

Vice Chair Ludwig requested the following revision to the Agenda:

Addition: Regular Item #4A: Consider letter of support for pursuing a MIECHV grant collaboration

Commissioner Hallan moved to approve the Amended Agenda. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Chaffee moved to approve the Minutes of the June 20, 2016 Pine County Board of Equalization Minutes. Second by Commissioner Mohr. Motion carried 4-0.

Commissioner Mohr moved to approve the Minutes of the June 21, 2016 board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 4-0.

Commissioner Hallan moved to approve the Minutes of the June 28, 2016 Special Meeting-Committee of the Whole. Second by Commissioner Mohr. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

ECRL Library Board Minutes – May 9, 2016

Pine County HRA Senior Housing Minutes – May 25, 2016

Pine County Land Surveyor Monthly Report – June 2016

Initiative Foundation correspondence – June 17, 2016

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Hallan. Motion carried 4-0.

Commissioner Mohr moved to approve the Consent Agenda. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Hallan requested that a complete itemization of the donations received for the K-9 project be presented to the county board.

CONSENT AGENDA

1. **June, 2016 Disbursements**
Approve Disbursements Journal Report, June 1, 2016 – June 30, 2016.
2. **Application for Exempt Permit**
Approve Application for Exempt Permit for Pheasants Forever, East Central Spurs #624 to conduct Minnesota lawful gambling on September 10, 2016 at Wings North, 19379 Homestead Road, Pine City, MN (Pokegama Twp).
3. **Repurchase Contract Reinstatement**
Approve Resolution 2016-34 for the repurchase contract reinstatement for Donald and Coral Hischer.
4. **Temporary 3.2 License Approval**
Approve temporary 3.2 malt liquor license for Minnesota Sokol Camp Association on August 14, 2016.
5. **Donations**
Accept the following donations for the K-9 program: J.M. Hanson, \$50 (Go Fund Me); Minnesota Sheriff's Association \$100, (donation for program sent to them by donor); Patricia Kraetzner \$292.86 (on behalf of donation jars placed at businesses in county); and Wepay \$114.53 (Go Fund Me).
6. **Conveyance of Tax-Forfeited Property (City of Bruno and Pine City)**
Approve Resolutions 2016-35 and 2016-36 authorizing the County Auditor to offer for sale tax-forfeited property to the City of Bruno (PID 36.5061.000) and the City of Pine City (PID 42.6086.000 and 42.6104.100) and authorize Board Chair and County Auditor to sign.
7. **Contract Amendment #1, State of Minnesota and Health & Human Services**
Approve amendment to the contract originally approved in October, 2015 for the SNAP FSET Employment & Training Fund between Pine County and the State of Minnesota, on behalf of Pine Technical Community College Employment and Training Center. Authorize Board Chair and County Administrator to sign. The county's allocation will increase by \$2,675.
8. **Joint Powers Agreement – Secure Housing**
Approve the Joint Powers Agreement between the State of Minnesota, through its Commissioner of Corrections, Facilities Services Division, for the secure housing for offenders committed to the Commissioner of Corrections. The term of the agreement is July 1, 2016 through June 30, 2018. The State to pay \$55 per day, per state offender, not to exceed \$1,806,750 per two year contract. Authorize County Sheriff and Jail Administrator to sign the Joint Powers Agreement.
9. **Joint Powers Agreement – Work Release Services**
Approve the Joint Powers Agreement between the State of Minnesota, through its Commissioner of Corrections, Department of Corrections, Work Release Unit. The term of the agreement is July 1, 2016 through June 30, 2017. The State to pay \$55 per day, per state offender, not to exceed \$50,000. Authorize County Sheriff and County Administrator to sign the Joint Powers Agreement.

REGULAR AGENDA

1. Introduction of Corrections Agent Brenna Davidson

Probation Director Terry Fawcett provided a formal introduction of Corrections Agent Brenna Davidson to the board. The board welcomed Brenna to Pine County.

2. One Heartland, Inc.

Motion by Commissioner Chaffee to approve Resolution 2016-37 Calling for a Public Hearing August 16, 2016 on a Project by One Heartland, Inc. under Minnesota Statutes Chapter 469. Second by Commissioner Hallan. Roll call vote called by Vice Chair Ludwig:

District 1: Commissioner Hallan – Aye

District 2: Commissioner Mohr – Aye

District 3: Commissioner Chaffee – Aye

District 4: Commissioner Rossow – absent (excused)

District 5: Vice Chair Ludwig – Aye

Motion carried 4-0.

3. Final Payment for Contract #1402

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the completion of Contract #1402: CP 058-014-001 Located on Golf Course Road and Par Circle, Pine City Township and SAP 058-661-024 Located on CSAH 61; between S. Limits of Pine City and CSAH 7. LeBrun said the final payment was close to the estimate.

Motion by Commissioner Hallan for final payment to Knife River Corporation in the amount of \$65,166.55 and authorize County Administrator to sign the Certificate of Final Contract Acceptance. Second by Commissioner Mohr. Motion carried 4-0.

4. Award Bid for Contract #1602

County Engineer Mark LeBrun stated bid opening for Contract #1602 occurred June 30, 2016 and recommended the contract be awarded to the lowest responsible bidder, ICON Constructors, LLC. The bid amount was \$759,013.80, which was 5.44% under the engineer's estimate. Contract #1602 includes: SAP 058-653-010 CSAH 53, 0.1 miles North of CSAH 7 over Pokegama Lake Outlet.

Motion by Commissioner Mohr to award the bid for Contract #1602 to ICON Constructors, LLC in the amount of \$759,013.80. Second by Commissioner Chaffee. Motion carried 4-0.

4A. Letter of Support

Health & Human Services Director Becky Foss stated the Minnesota Department of Health has issued a response for proposals for community health boards to apply for Maternal, Infant and Early Childhood Home Visiting (MIECHV) expansion grant dollars. The county wishes to pursue this as a collaborative effort with Mille Lacs County and the Mille Lacs Band. A letter of support from the county is necessary to move forward in the process.

Motion by Commissioner Hallan to approve the letter of support for the MIECHV expansion grant dollars collaboratively with Mille Lacs County and the Mille Lacs Band Of Ojibwe and authorize Board Chair to sign. Second by Commissioner Chaffee. Motion carried 4-0.

5. Commissioner Updates

NLX: Commissioner Ludwig stated NLX will be meeting with Burlington Railroad to determine proposed trips and times, etc. NLX will also be meeting with people north of Askov regarding crossings. There are 169 crossings along the route, NLX looking to close possibly 5 crossings.

Snake River Watershed: Commissioner Mohr stated this was a regular meeting.

East Central Regional Development Commissioner (ECRDC) Annual Meeting; Commissioner Hallan stated officers were elected. Also, ECRDC has historically has paid the matching funds for the East Central Minnesota Council on Aging-Commissioner Hallan advocates this continue. If ECRDC doesn't pay, each of the counties will need to budget \$2,500 to pay the match.

Land Advisory Committee: Commissioner Chaffee stated discussion was held regarding property offered last year that didn't sell and properties that are going to be offered to adjoining land owners. Also discussed was the need for a policy for access to public lands.

Mille Lacs Band of Ojibwe: Commissioner Hallan stated a Memorandum of Understanding between the Mille Lacs Band and Pine County is being developed; possibly brought forward at the July 26th Committee of the Whole meeting at Aazhoomog Community Center/Lake Lena for consideration/signature.

6. Other

None.

7. Upcoming Meetings

Upcoming meetings were reviewed.

8. Adjourn

With no further business, Vice Chair Ludwig adjourned the meeting at 10:22 a.m. The next regular meeting of the county board is scheduled for July 19, 2016 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, 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**

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The Pledge of Allegiance was said.

Vice Chair Ludwig called for public comment. There was no public comment.

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Commissioner Mohr moved to approve the Consent Agenda. Second by Commissioner Chaffee. Motion carried 4-0.

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Approve Resolutions 2016-35 and 2016-36 authorizing the County Auditor to offer for sale tax-forfeited property to the City of Bruno (PID 36.5061.000) and the City of Pine City (PID 42.6086.000 and 42.6104.100).

Approve amendment to the contract originally approved in October, 2015 for the SNAP FSET Employment & Training Fund between Pine County and the State of Minnesota, on behalf of Pine Technical Community College Employment and Training Center. The county's allocation will increase by \$2,675.

Approve the Joint Powers Agreement between the State of Minnesota, through its Commissioner of Corrections, Facilities Services Division, for the secure housing for offenders committed to the Commissioner of Corrections. The term of the agreement is July 1, 2016 through June 30, 2018. The State to pay \$55 per day, per state offender, not to exceed \$1,806,750 per two year contract.

Approve the Joint Powers Agreement between the State of Minnesota, through its Commissioner of Corrections, Department of Corrections, Work Release Unit. The term of the agreement is July 1, 2016 through June 30, 2017. The State to pay \$55 per day, per state offender, not to exceed \$50,000.

Motion by Commissioner Chaffee to approve Resolution 2016-37 Calling for a Public Hearing August 16, 2016 on a Project by One Heartland, Inc. under Minnesota Statutes Chapter 469. Second by Commissioner Hallan. Roll call vote called by Vice Chair Ludwig:

District 1: Commissioner Hallan – Aye; District 2: Commissioner Mohr – Aye;

District 3: Commissioner Chaffee – Aye; District 4: Commissioner Rossow – absent (excused);

District 5: Vice Chair Ludwig – Aye. Motion carried 4-0.

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Motion by Commissioner Mohr to award the bid for Contract #1602 to ICON Constructors, LLC in the amount of \$759,013.80. Second by Commissioner Chaffee. Motion carried 4-0.

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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.



Date: July 8, 2016

To: Carl Pederson, Mayor, City of Pine City
Steve Hallan, Chair, Pine County Board of Commissioners
David Minke, Administrator, Pine County
Skip Thompson, Chair, Pine Soil and Water Conservation District
Kirsten Barta, Water Planner, Pine Soil and Water Conservation District
Jill Carlier, District Manager, Pine Soil and Water Conservation District
Bob Voss, Executive Director, East Central Regional Development Commission
Tammy Carlson, Clerk, Pine City Township Board
Susan Alderink, Clerk, Pokegama Township
Teresa Wickeham, Coordinator, Snake River Watershed Management Board
William McManus, Executive Director, Cross Lake Area Water & Sanitary Sewer District
George Minerich, Planner, Minnesota Department of Health

From: Maury Montbriand, Public Works Supervisor, Wellhead Protection Plan Manager *MM*

Re: City of Pine City Wellhead Protection Plan, Part Two

The City of Pine City is in the process of developing a wellhead protection plan amendment for its drinking water supply wells. Enclosed for your review and comment is the completed wellhead protection plan, Part 2, draft for this system as required in the Minnesota Wellhead Protection Rule (part 4720.5350, subparts 1-3). This portion of the plan includes information pertaining to:

1. The inventory of potential contaminants of concern within the drinking water supply management area;
2. The data that was considered in this portion of the plan;
3. Issues, problems, and concerns within the drinking water supply management area;
4. Goals, objectives, and action strategies to address the issues and concerns within the drinking water supply management area;
5. A plan evaluation strategy; and
6. A contingency strategy in the event of water system disruption.

Your comments on this portion of the plan will be accepted through the 60-day comment period. Please send your written comments to Maury Montbriand, 315 Main Street S, Suite 100, Pine City, MN 55063 by September 14, 2016.

Consistent with the Wellhead Protection Rule (part 4720.5350, subpart 4), a Public Hearing has been scheduled on September 28, 2016 at 6:30 PM at the Pine City Hall, 315 Main Street South to discuss issues and address all comments related to the enclosed document.

We look forward to your participation.

cc: Trudi Witkowski, Minnesota Department of Health

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575 | Fax: 320.629.6081

E-mail: admin01@pinecitygov.com | Website: pinecity.gov/office.com

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AGENDA REQUEST FORM

Date of Meeting: August 19, 2016

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

Agenda Item: June, 2016 Cash Balance

Department: Auditor-Treasurer

Cathy Cleaver
Department Head signature

Background information on Item:

June, 2016 Cash Balance

Action Requested:

Financial Impact:

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	June 30, 2015 BALANCE	June 30, 2016 BALANCE	DIFFERENCE
1 - GENERAL	3,321,518.34	4,662,979.86	1,341,461.52
12 - H&HS	288,428.12	1,033,897.44	745,469.32
13 - ROAD & BRIDGE	4,060,299.56	2,633,643.59	(1,426,655.97)
22 - LAND	2,441,712.77	1,345,080.66	(1,096,632.11)
 TOTAL (incl non-major funds)	 \$11,483,876.08	 \$16,485,640.56	 5,001,764.48

CATHYJ
7/12/16 1:12PM

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

TREASURER'S CASH TRIAL BALANCE

As of 06/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	5,428,957.68			
Receipts		497,066.53	2,403,451.28	
Disbursements		495,332.91-	3,110,513.68-	
Payroll		841,562.19-	5,228,213.21-	
Journal Entries		4,882,944.62	5,169,297.79	
Fund Total		4,043,116.05	765,977.82-	4,662,979.86
12 Health & Human Services	420	H&Hs-Income Maintenance		
	2,204,154.92			
Receipts		220,480.31	847,442.99	
Disbursements		60,146.14-	382,439.90-	
Payroll		160,036.81-	1,094,749.44-	
Journal Entries		568,670.76	691,711.33	
Dept Total		568,968.12	61,964.98	2,266,119.90
12 Health & Human Services	430	H&Hs-Social Services		
	1,766,235.44-			
Receipts		84,487.42	982,769.52	
Disbursements		15,827.48-	162,569.83-	
SSIS		195,230.05-	986,313.04-	
Payroll		169,056.67-	1,171,575.22-	
Journal Entries		1,275,705.26	1,493,777.83	
Dept Total		980,078.48	156,089.26	1,610,146.18-
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services	481	Nursing-Community Health (H&Hs)		
	235,637.76			
Receipts		88,865.14	659,281.79	
Disbursements		8,060.32-	268,015.33-	
Payroll		81,890.09-	523,332.73-	
Journal Entries		201,121.72	208,605.11	

HHS
1,033,897.44



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

CATHYJ
7/12/16

As of 06/2016

TREASURER'S CASH TRIAL BALANCE

1:12PM

Fund	Beginning Balance	This Month	YTD	Current Balance
Dept Total	673,557.24	200,038.45	76,538.84	312,176.60
Fund Total	673,557.24	1,749,063.05	294,593.08	968,150.32
13 Road & Bridge Fund	1,220,273.91			
Receipts		64,297.69	3,103,017.01	
Disbursements		565,130.48	1,606,874.87	
Payroll		158,081.13	1,091,409.41	
Journal Entries		985,632.48	1,008,636.95	
Fund Total		326,718.56	1,413,369.68	2,633,643.59
14 Ditch Maintenance (Sr) Fund	10,770.48	0.00	0.00	10,770.48
Fund Total	10,770.48	0.00	0.00	10,770.48
20 County-Wide Rehab (Sr) Fund	189.37	0.00	0.01	
Receipts		0.00	0.01	
Journal Entries		0.00	0.01	
Fund Total	189.37	0.00	0.02	189.39
22 Land Management Fund	958,116.10	47,430.71	539,312.68	
Receipts		864,620.00	10,824,540.00	
Disbursements		6,307,620.00	56,124,600.00	
Payroll		199,580.00	86,398,980.00	
Journal Entries		38,058.89	386,964.56	
Fund Total	958,116.10	38,058.89	386,964.56	1,345,080.66
29 Children's Collab (H&Hs) Agency Fund	11,408.93			
Receipts		0.00	50,612.00	
Children's Collab (H&Hs) Agency Fund				
Childrens Collaborative (H&Hs)				
Fund Total	11,408.93	0.00	50,612.00	

CATHYJ
7/12/16 1:12PM

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

TREASURER'S CASH TRIAL BALANCE

As of 06/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		36,795.98-	61,037.99-	
Journal Entries		6.07	26.39	
Dept Total		36,789.91-	10,399.60-	1,010.33
Fund Total	11,409.93	36,789.91-	10,399.60-	1,010.33
37 County Railroad Authority	5,791.19			
Disbursements		27.78-	27.78-	
Fund Total		27.78-	27.78-	5,763.41
38 Building Fund	86,750.49			
Disbursements		6,712.00-	7,518.55-	
Journal Entries		41,936.47	43,807.07	
Fund Total		35,224.47	36,288.52	123,039.01
39 2005A G.O. Jail Bonds	1,079,082.29			
Disbursements		0.00	916,880.63-	
Journal Entries		657,016.76	684,225.62	
Fund Total		657,016.76	232,655.01-	846,427.28
40 2012 G.O. Courthouse Bonds	906,029.37			
Receipts		0.00	5.02	
Disbursements		0.00	758,625.00-	
Journal Entries		559,293.15	580,185.45	
Fund Total		559,293.15	178,434.53-	727,594.84
43 Equipment Fund	0.00			
Journal Entries		67,088.53	67,088.53	

***** Pine County *****
 TREASURER'S CASH TRIAL BALANCE

As of 06/2016

CATHYJ
 7/12/16 1:12PM

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total	67,088.53	67,088.53	67,088.53	67,088.53
76 Group Health Ins Fund 5/1/95 (Gen)	642,284.17-			
Receipts		308,597.42	1,797,170.33	
Disbursements		300,109.02-	1,940,062.23-	
Journal Entries		5,415.15	33,930.90	
Fund Total		13,903.55	108,961.00-	751,245.17-
80 County Collections Agency Fund	21,979.64			
Receipts		9,594.27	540,086.15	
Disbursements		8,930.30-	543,006.34-	
Journal Entries		3.30	160.10	
Fund Total		667.27	2,780.09-	19,219.55
82 Taxes And Penalties Agency Fund	1,860,927.42			
Receipts		452,143.26	20,808,970.12	
Disbursements		1,783,923.86-	7,494,660.41-	
Journal Entries		9,146,996.73-	9,517,195.58-	
Fund Total		10,478,777.33-	3,797,114.03	5,658,041.45
84 East Central Drug Task Force Agency Fur	98,198.03			
Receipts		0.00	73,983.97	
Disbursements		297.90-	69,031.76-	
Fund Total		297.90-	4,952.21	103,150.24
89 H & His Collections Agency Fund	78,568.42			
Receipts		105,108.88	449,905.01	
Disbursements		848.70-	100,809.53-	



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

1:12PM

As of 06/2016

CATHYJ
7/12/16

TREASURER'S CASH TRIAL BALANCE

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		82,949.05 -	362,927.11 -	
Dept Total		21,311.13	13,831.63 -	64,736.79
Fund Total	78,568.42	21,311.13	13,831.63 -	64,736.79
All Funds	11,798,317.39			
Receipts	1,878,071.63		32,256,007.88	
Disbursements	3,283,007.49 -		17,432,898.37 -	
SSIS	195,230.05 -		986,313.04 -	
Payroll	1,418,934.51 -		9,165,404.61 -	
Journal Entries	14,688.91		15,931.31	
Total	3,004,411.51 -		4,687,323.17	16,489,640.56



AGENDA REQUEST FORM

Date of Meeting: August 19, 2016

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

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

Cathy Chomac
Department Head signature

Background information on Item:

Application for Exempt Permit for Minnesota Sokol Camp Association to conduct Minnesota lawful gambling on August 14, 2016 at the Sokol Camp, 19201 Woodland Acres, Pine City, MN (Chengwatana Twp).

Action Requested:

Financial Impact:

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Minnesota Sokol Camp Association
Previous Gambling Permit Number: 049166
Minnesota Tax ID Number, if any: EIN 4-6037500
Federal Employer ID Number (FEIN), if any: none
Mailing Address: 2492 N. Oxford St.
City: Roseville State: MN Zip: 55113 County: Ramsey
Name of Chief Executive Officer (CEO): Scott Miller
Daytime Phone: 651-587-2820 Email:

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [] Religious [] Veterans [X] Other Nonprofit Organization

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

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

[X] A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
[] IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
[] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): 19201 Woodland Acres
Address (do not use P.O. box): Pine City
City or Township: Chengwatana Zip: 55063 County: Pine
Date(s) of activity (for raffles, indicate the date of the drawing): Aug. 14th 2016

Check each type of gambling activity that your organization will conduct:
[X] Bingo* [] Paddlewheels* [X] Pull-Tabs* [] Tipboards*
[X] Raffle (total value of raffle prizes awarded for the calendar year: \$ 200.00)

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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>_____ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	
<p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

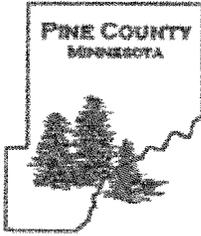
The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Scott Miller* Date: 7/4/16
(Signature must be CEO's signature; designee may not sign)

Print Name: Scott Miller

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> a copy of your proof of nonprofit status, and <input checked="" type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



AGENDA REQUEST FORM

Date of Meeting: JULY 19, 2016

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

Personnel Committee

Other _____

Agenda Item: TOBACCO LICENSE APPROVAL

Department: AUDITOR



 Department Head signature

Background information on Item:

APPROVAL OF TOBACCO LICENSE FOR OCTOBER 1 - DECEMBER 31, 2016 FOR CASEY'S GENERAL STORE #3520 BEING BUILT IN PINE CITY AND SCHEDULED TO OPEN OCTOBER 1, 2016.

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: 7/19/2016

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

5 mins 10 mins 15 mins Other

Agenda Item: Review letter of support and authorize Board Chair to sign

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

In May, HHS received the attached correspondence from Kelly Andersen, Partner and Owner, Empower Recovery Services. Ms. Anderson is requesting a letter of support from the County Board of Commissioners to submit with her request to the State to open a licensed out-patient treatment program. The out-patient treatment program would be located in Pine City. HHS has received information that Avalon (a current out-patient chemical dependency treatment program in Pine City) is closing its program. Based upon the significant concerns that have been discussed at various committee meetings and at the County Board level regarding substance use and abuse issues, there is a need for programs like Empower Recovery Services to be based in Pine County. Out-patient programs are necessary to address the significant substance abuse issues in the area. As you can read in Ms. Andersen's letter, it is the desire to serve individuals from throughout the County.

Action Requested:

Authorize Board Chair to sign the letter of support for Empower Recovery Services to provide out-patient chemical dependency treatment services.

Financial Impact:

N/A

Pine County Health & Human Services

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

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

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

July 19, 2016

To Whom It May Concern:

On behalf of the Pine County Board of Commissioners, I am pleased to offer this letter of support for Empower Recovery Services, LLC. As outlined in Minnesota Administrative Rules 9530.6800, the need for chemical dependency treatment programs must be determined, in part, based on the recommendation of the County Board of Commissioners of the county in which the program will be located.

There is a significant need for chemical dependency services within Pine County. Members of the Pine County Board are aware that chemical dependency is an issue for some residents in Pine County. Pine County Health and Human Services has served many individuals who are struggling with chemical dependency issues. It is important for those who are struggling with chemical dependency use and abuse to be able to access the full continuum of services, such as out-patient programs like Empower Recovery Services, LLC.

Again, the Pine County Board of Commissioners is pleased to offer this letter of support for Empower Recovery Services, LLC.

Respectfully Submitted,

Curtis H. Rossow, Chair
Pine County Board of Commissioners

May 25, 2016

Becky Foss
Pine County Health and Human Services Supervisor
315 Main Street S.
Pine City, MN 55063

Subject: Request Letter of Support for the opening of outpatient facility; Empower Recovery Services, LLC in Pine City, MN.

The purpose of this correspondence is to request a letter of support from the Pine City board of commissioners to open an Outpatient MI/CD treatment site in Pine County by the name of Empower Recovery Services, LLC. This request is pursuant to Minnesota Rule 31 section 9350.6800 Assessment of Need for Chemical Dependency Programs. We are asking for a letter of support for our plans to open a new outpatient program at 645 3rd Ave SW Pine City, MN. 55063. This location already serves the community in the capacity of Chemical Dependency services under the name of Meridian Behavioral Health, Avalon, however, the current operator of this site is closing their doors and will no longer provide this service in Pine County. Opening Empower Recovery Services upon their closure will allow for us to meet the demand for services in the Pine County area that are currently met by Meridian Behavioral Health; Avalon.

This facility is in a rural location in the city of Pine City, and are seeking to serve other nearby rural locations in Pine County such as; Hinckley, Brook Park, Sandstone, Beroun, Sturgeon Lake, Moose Lake, Kerrick, and other nearby communities in need.

Empower Recovery Services leads by example in the achievement of a healthy, balanced and independent lifestyle. We approach every individual with an honest and professional evaluation of need followed by close attention and growth to these identified areas.

Empower Recovery Services will offer Pine County residents expertise in freedom from addiction through the theories and/or philosophies of Health Realization, Solution Based Therapy, Several styles of Cognitive Behavioral Therapy, Dialectical Behavioral Therapy and availability to spiritual coaching upon request. We open our doors with a combined 25 years of experience. These services will be provided in the format of group, individual and family therapies conducted by a Chemical Dependency and/or Mental Health professional.

The target population will be adult men and women in need of substance use and mental health disorder services provided in an outpatient setting. The population may range from first time consumers to consumers with past treatment experiences. Our outpatient programming offers flexible programming to fit each person's needs and allow each person to continue to engage in employment, education, family and community obligations while learning about their substance use disorder and its effects on their lives. People being served largely will either reside or work in Pine County.

Our rationale for opening an outpatient site in this location in Pine County is to be the available resource to present and future individuals that require intervention in sustaining a life of abundance and optimal functioning.

Thank you for your consideration,

A handwritten signature in black ink that reads "Kelly Andersen". The signature is fluid and cursive, with the first name "Kelly" and last name "Andersen" clearly legible.

Kelly Andersen, Partner and Owner Empower Recovery Services

320 237 4227

empowerrecoveryervices@gmail.com



AGENDA REQUEST FORM

Date of Meeting: 7/19/2016

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

Agenda Item: Accept grant award of \$400 from Blue Plus

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Pine County HHS applied for a grant to purchase oral hygiene products to disperse at the Pine County Fair. Blue Plus provided the agency with \$400 for this project.

Action Requested:

Accept the \$400 check from Blue Plus to assist in purchasing oral hygiene products to disperse at the Pine County Fair.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: 7/19/2016

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

Agenda Item: Approve regular status for probationary employees

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Jessica Fehlen, RN, began her employment with Pine County Health and Human Services in January. Her anticipated probation end date is July 20, 2016. Jessica works in the family health unit in Public Health and has proven to be a significant asset to the team.

Damien Louis, Social Worker, also began his employment in January with Pine County Health and Human Services. His anticipated probation end date is July 29, 2016. Damien works as a children's mental health case manager. He has done a great job in his work and works very well with the children and families he serves.

Action Requested:

Grant regular employment status to Jessica Fehlen, RN, effective July 21, 2016.

Grant regular employment status to Damien Louis, Social Worker, effective July 30, 2016.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: July 19, 2017

- County Board**
 - Consent Agenda
 - Regular Agenda

5 mins. 10 mins. 15 mins. Other

Personnel Committee

Other _____

Agenda Item: Building Maintenance Worker

Department: Pine County Public Works

Mark A. LeB
Department Head signature

Background information on Item:

Authorize hiring of Casey Bavier, Building Maintenance Worker, effective August 1, 2016, \$14.09 per hour, B21

Action Requested:

Approve New Hire

Financial Impact:

Budgeted



AGENDA REQUEST FORM

Date of Meeting: 07/19/2016

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

Agenda Item: Approve Hiring of Court Security Officer - Brittany Moore

Department: Sheriff's Office - Jail

Department Head signature

Background information on Item:

Approve hiring of Court Security Officer Brittany Moore. Start date 07/20/2016, Grade B-22. Starting wage \$13.67.

Action Requested:

Approve the hiring of (1) additional part-time Court Security Officer due to the increase in Pine County District Court judge coverage.

Financial Impact:

.35 to .5 Part Time Employment @ \$13.67 per hour is a potential \$14,500 impact on the 2016 Budget.



AGENDA REQUEST FORM

Date of Meeting: 07/19/2016

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

Agenda Item: Approve the hiring of 4 part-time Corrections Officers

Department: Sheriff's Office - Jail


 Department Head signature

Background information on Item:

Approve the hiring of:

- Adam Zielinski as a Part Time Corrections Officer. Start Date of 08/10/2016, Grade B-23, Step 3, Starting wage of \$17.11.
- Jessica Ninfeldt as a Part Time Corrections Officer. Start Date of 08/10/2016, Grade B-23, Step 3, Starting wage of \$17.11.
- Connie Larson as a Part Time Corrections Officer. Start Date of 08/10/2016, Grade B-23, Step 3, Starting wage of \$17.11.
- Ashley Luedtke as a Part Time Corrections Officer. Start Date of 08/10/2016, Grade B-23, Step 3, Starting wage of \$17.11.

Action Requested:

Approve the hiring of 4 part-time Corrections Officers - filling current vacant positions.

Financial Impact:

None, positions are accounted for in the approved 2016 staffing plan and budget.



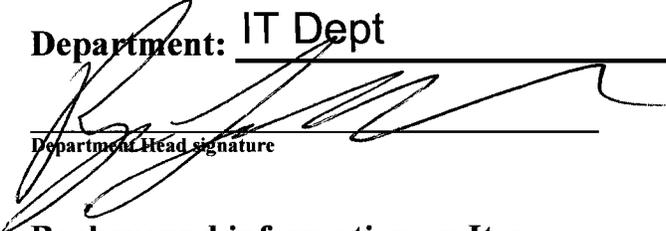
AGENDA REQUEST FORM

Date of Meeting: July 19th, 2016

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

Agenda Item: State of MN Check Point Training

Department: IT Dept


Department Head signature

Background information on Item:

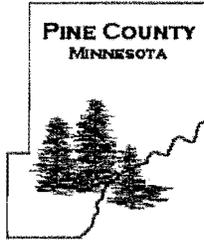
Consider IT Support Specialist Kent Bombard to attend training hosted by the State of Minnesota. The training will be focused on the County's new threat prevention and security hardware purchased with a Homeland Security Grant earlier this year.
July 25-29 (Monday thru Friday)

Action Requested:

Approve Kent Bombard to attend the training

Financial Impact:

Mileage approximately \$400
Funds are available in the 2016 IT budget



AGENDA REQUEST FORM

Date of Meeting: 07/19/2016

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

Agenda Item: Jeffrey Randall, Assistant Jail Administrator - Retirement

Department: Pine County Sheriff's Office - Jail


Department Head signature

Background information on Item:

Acknowledge the retirement of Assistant Jail Administrator, Jeffrey Randall, after 12 ½ years of service with Pine County effective July 22, 2016.

Action Requested:

Acknowledge the retirement of Assistant Jail Administrator, Jeffrey Randall, after 12 ½ years of service with Pine County effective July 22, 2016.

Financial Impact:

MINUTES
of
Pine County Facilities Committee Meeting
Wednesday, July 6, 2016, 9:00 a.m.
Pine County Courthouse
Pine City, Minnesota

Members present: Commissioner Matt Ludwig, Commissioner Josh Mohr

Others present: County Engineer Mark LeBrun, Lead Maintenance Worker Pete Umbreit, Acting County Administrator Becky Foss, Pine City Administrator Ken Cammilleri, Pine City Mayor Carl Pederson, Pregnancy Resource Center Executive Director Angela Haug, Pregnancy Resource Center Board Member Julie Pixler, Pine County Attorney Reese Frederickson.

Commissioner Ludwig called the meeting to order at 9:03 a.m.

Motion by Commissioner Mohr to approve the agenda. Second by Commissioner Ludwig. Motion carried 2-0.

Motion by Commissioner Mohr to approve the minutes of the June 1, 2016 meeting. Second by Ludwig. Motion carried 2-0.

1. Consider Updated Lease to Pregnancy Resource Center

Pregnancy Resource Center (PRC) Executive Director Angela Haug and PRC Board Member Julie Pixler were present to discuss the updated lease for additional office space at the Pine Government Center for the PRC. Ms. Haug and Ms. Pixler shared that they were ecstatic about the additional space and commented that it will help fill the agency's need for additional space. The updated lease was discussed. The PRC will pay more rent for the additional space and the lease is due to expire in December, 2021. Ms. Haug questioned when they could officially move in to the space. Lead Maintenance Worker Umbreit and HHS Director Foss would quickly assess any HHS items left in the space and remove them so the PRC could move in as soon as possible.

Motion made by Commissioner Mohr to update the lease to the Pregnancy Resource Center. Second by Commissioner Ludwig. Motion carried 2-0.

2. Pine Government Center/City of Pine City Lease Discussion

Mayor Pederson and City Administrator Cammilleri were on hand to discuss options for the City's building needs. Both parties expressed that the City Council was appreciative for a tentative offer to keep the leasing rate at \$50,000 per year for the years 2017 – 2019. The offer would have to be approved by the Pine County Board. The Committee would recommend that the lease be changed to reflect the \$50,000 per year for the years 2017 – 2019.

City Administrator Cammilleri shared that he would really appreciate any information from the County on projected future capital expenditures. Mayor Pederson shared that he could not speak for everyone on the City Council, but that purchasing one floor of a building would be very complicated. There was general discussion about this particular subject matter. The consensus from the County perspective was that this was not a feasible option.

Mayor Pederson expressed the City's need to know if the County would consider selling the building. If the County is willing to consider that option, the City would want to have some idea of what the building is worth. Additionally, if the County would consider selling the building, they would want the assurance that HHS would remain in the building for an extended period of time. The City shared that they would not want to see any of the current tenants leave the building.

If the City owned the building in the future, City Administrator Cammilleri explained that the Council is very interested in having a "green" building. They would desire to make changes to create a work atmosphere more conducive to less severe climate-control issues.

Mayor Carl Pederson thanked the Committee for their time. Commissioners Mohr and Ludwig will share this general discussion with the entire County Board at the next Board meeting.

3. Updates on Current Projects

County Engineer LeBrun and Lead Maintenance Worker Umbreit debriefed the committee on the status of current projects.

The meeting adjourned at 10:24 a.m.

LEASE AGREEMENT

This Lease Agreement (“Lease”) is by and between the Pregnancy Resource Center of Pine City, (“Pregnancy Resource Center”) and Pine County, a political subdivision of the State of Minnesota (“the County”), through its Board of Commissioners or designee.

1. PREMISES

The County, in consideration of the covenants and agreements in this Lease, leases to Pregnancy Resource Center, together with improvements, the following premises (“the Premises”):

Suite 20 and the adjacent vault and access/entry way to the vault, and closet across the hall, located on the bottom floor of 315 Main Street South, Pine County, Minnesota 55063 located upon Lots Seven (7), Eight (8), Nine (9), Ten (10), Eleven (11), and Twelve (12), Block Twenty-five (25), Original Townsite of Pine City, Pine County, Minnesota.

Pregnancy Resource Center will have and hold the Premises, together with the rights, easements, and appurtenances belonging to the County, its successors and assignees, on the terms and conditions within this Lease.

2. TERM AND USE

The term of this Lease shall commence on the ___ day of _____, 2016 and continue to and include the 31st day of December, 2021, unless extended or sooner terminated as provided. Pregnancy Resource Center may not use the Premises for any unlawful use.

3. RENT

- a. **FIXED RENT:** Pregnancy Resource Center shall pay to the County as and for fixed rent for the Premises the amount of \$7,200 per year to be inclusive of the dates in paragraph number two (2) above. This amount shall be paid in monthly installments of \$600, beginning on _____ and on or before the 1st of every month thereafter for the duration of the Lease term. Payments shall be made to the Pine County Auditor-Treasurer, 635 Northridge Dr., Pine City, MN 55063.
- b. **MAINTENANCE OBLIGATIONS:** The County shall be responsible for the repair of the following: the structural portions of the Premises, including load bearing and exterior walls, the subflooring, the roof, and the foundation; the electrical, utility, plumbing, sewage; interior walls; windows; and ceiling light fixtures. The County shall also be responsible for external building maintenance, as well as internal building maintenance to include custodial and cleaning.
- c. **UTILITIES:** The County agrees at its sole cost to furnish to Pregnancy Resource Center all utilities including garbage removal, water, sewer, electricity, and heat to the Premises. These utilities do not include phone and internet access.

4. **POSSESSION**

Except as provided in this Lease, the County shall deliver possession of the Premises in the condition required by this Lease on or before the date specified above for the commencement of the term, subject to unavoidable delays beyond the County's control, but the delivery of possession prior to such commencement date shall not affect the expiration of this Lease. There will be no penalty if building is not available upon commencement of lease.

5. **LESSOR'S ACCESS**

The County, its employees, and its agents shall have the right to enter the Premises at any reasonable time for the purpose of inspecting, cleaning, repairing, altering, or improving the Premises or to exhibit the Premises to prospective tenants, purchasers, or others. Nothing in this section shall be interpreted as requiring the County to perform such acts independent of the requirements of the other provisions of this Lease.

6. **IMPROVEMENTS, ALTERATIONS AND REMODELING**

Pregnancy Resource Center shall be permitted to perform improvements, alterations, decorating, redecorating or remodeling on or to the Premises, if approved in advance in writing by the County, which approval shall not be unreasonably withheld; provided, however, that they shall be done at the sole expense of Pregnancy Resource Center. In addition, Pregnancy Resource Center agrees to make no structural changes to the building on the Premises unless given prior approval by the County. The County agrees to repair and maintain the Premises and make necessary basic repairs to update the interior of the building including reasonable renovation of its plumbing system, electrical system, heating system, provide general clean up, painting, floor covering and paint.

7. **ASSIGNMENT AND SUBLEASE BY PREGNANCY RESOURCE CENTER**

Pregnancy Resource Center shall not voluntarily or by operation of law sublet the Premises or assign or encumber Pregnancy Resource Center's interest in this Lease without the County's prior written consent, which the County shall not unreasonably withhold. Any attempted subletting, assignment or encumbrance without the County's prior written consent shall be voidable and, at the County's election, shall constitute a default. Consent by the County to one or more assignments or encumbrances of this Lease or to one or more subleases of the Premises shall not be deemed to be a consent to any subsequent assignment, encumbrance, or sublease. The County's acceptance of rent from any person shall not be deemed to be a consent to any assignment or sublease. Pregnancy Resource Center shall notify the County, in writing, of Pregnancy Resource Center's desire to sublease all or a portion of the Premises. Pregnancy Resource Center's notice shall state the name and address of the proposed subtenant. Pregnancy Resource Center shall deliver to the County a true and complete copy of the proposed sublease with the notice. No sublease or assignment shall relieve Pregnancy Resource Center of Pregnancy Resource Center's obligation to pay rent and perform all other obligations to be performed by Pregnancy Resource Center under this Lease. The County's acceptance of rent from any person shall not be deemed to be a waiver of the County of any provision of this Lease.

8. **INSURANCE**

The County will provide liability insurance for the Premises only. It shall be the responsibility of Pregnancy Resource Center to assure that all of its building contents are insured. The County will insure the Premises for fire, windstorm and extended coverage. Pregnancy Resource Center shall at the request of the County provide proof of insurance coverage required by this section.

9. **SURRENDER**

On the last day of the term of this Lease, or if this Lease is terminated prior to the end of the term, Pregnancy Resource Center shall peacefully surrender the Premises in good condition and repair, reasonable wear and tear excepted. On or before the last day of the term of this Lease, Pregnancy Resource Center shall, at its expense, remove all of its equipment from the Premises, and any property not removed shall be deemed abandoned and become the property of Pine County. All alterations, additions, and fixtures, other than Pregnancy Resource Center's equipment, which have been made or installed by either the County or Pregnancy Resource Center on the Premises shall remain as the County's property and shall be surrendered with the Premises.

If the Premises are not surrendered at the end of the term or termination date, Pregnancy Resource Center shall indemnify the County against any loss or liability resulting from the delay by Pregnancy Resource Center in so surrendering the Premises, including without limitation claims made by the succeeding tenant found on such delay. Pregnancy Resource Center shall promptly surrender all keys from the Premises to the County at the place then fixed for payment of rent and shall inform the County of combinations of any locks and safes on the Premises. In no event shall Pregnancy Resource Center be deemed to have abandoned the Premises of this Lease during the term noted above unless Pregnancy Resource Center first obtains the express permission of the County. The provisions of this section shall survive the termination of this Lease.

10. **HOLDING OVER**

In the event that Pregnancy Resource Center remains in possession of the Premises after the expiration of this Lease without the execution of a new Lease, it shall be deemed to be occupying the Premises as a tenant from month to month, subject to all the conditions, provisions, obligations of this Lease insofar as they can be applicable to a month-to-month tenancy.

11. **NONPAYMENT OF RENT; DEFAULTS**

On the occurrence of any of the following: (a) a rent payment from Pregnancy Resource Center to the County that remains unpaid in whole or part for more than thirty (30) days after it is due and payable; (b) Pregnancy Resource Center's violation or default of any of the other covenants, agreements, stipulations, or conditions in this Lease, and such violation or default continues for a period of thirty (30) days after written notice from the County of such violation or default; or (c) if Pregnancy Resource Center shall be adjudged bankrupt or file a petition in Bankruptcy or for any arrangements under the bankruptcy code or become insolvent or have appointed a receiver of its property; then it shall be the County's option to declare this Lease forfeited and the terms ended and to re-enter the Premises.

12. **DAMAGE TO PREMISES**

Pregnancy Resource Center shall pay for all damage to the Premises caused by the negligent act or omission of Pregnancy Resource Center or any of its agents, employees, invitees, or contractors or by Pregnancy Resource Center's failure to promptly discharge Pregnancy Resource Center's obligation under this Lease or comply with the terms of this Lease, but only to the extent that such damage is not covered by insurance proceeds actually recovered by the County. Any amount owed by Pregnancy Resource Center shall be paid on demand by the County.

13. **ATTORNEY'S FEES**

If any action at law or inequity is brought to court to recover any rent under this Lease, or on account of any breach of, or to enforce or interpret any of the covenants, terms, or conditions of this Lease, the amount of which shall be fixed by the court and shall be made a part of any judgment or decree entered. The prevailing party may recover reasonable attorney's fees from the other party.

14. **NOTICES**

All communications, demands, notices or objections permitted or required to be given or served under this Lease shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its duly authorized agent if deposited in the United State's mail, postage prepaid, for mailing by certified or registered mail, return receipt required, and addressed to the other party in this Lease, to the address set forth next to the party's signature at the end of this Lease, or if to a person not a party to this Lease, to the address designated by a party to this Lease. Any party may change its address by giving notice in writing, stating its new address to any other party. Commencing on the tenth (10th) day after giving the notice, the newly designated address shall be the party's address for the purpose of communications, demands, notices or objections permitted or required to be given or served under this Lease.

15. **SUCCESSORS AND ASSIGNS**

This Lease shall be binding on and shall insure to the benefit of the parties and their respective assigns, executors, heirs, personal representatives, and successors.

16. **RENEWAL OF THIS LEASE**

The County and Pregnancy Resource Center shall notify the other party at least six (6) months prior to December 31, 2021 as to their intent to renew this Lease.

17. **TERMINATION OF THIS LEASE**

Before the termination of the lease on December 31, 2021, either party may elect to terminate the lease by giving at least six (6) months written notice of the intent to terminate.

18. **SEVERABILITY OF PROVISIONS**

If any provision of this lease is determined to be invalid or illegal, that invalidity or illegality shall in no way affect, impair, or invalidate any other provision of this Lease. The remaining provisions shall remain in full force and effect.

19. ENTIRE AGREEMENT

This Lease constitutes the entire agreement between the parties. There are no binding agreements or representations between the parties except as expressed in this Lease. Pregnancy Resource Center acknowledges that neither the County nor any of the County's agents has made any representations or warranty as to the suitability of the Premises for the conduct of Pregnancy Resource Center's business or the condition of any improvements located thereon. Pregnancy Resource Center expressly waives any claim for damages by reason of any statement, representation, warranty, a promise, or other agreement of the County or the County's agents not contained in this Lease.

20. AMENDMENT OF LEASE

No amendment of this Lease shall be effective unless in writing and signed by both parties to this Lease.

Pine County, Minnesota
Pine County Administrator
635 Northridge Drive NW, Suite 200
Pine City, MN 55063

LESSOR:
PINE COUNTY

By: _____
Curtis H. Rossow
Its: Board Chair

By: _____
David J. Minke
Its: County Administrator

Date: _____

Pregnancy Resource Center of Pine City
315 Main St.
Pine City, MN 55063

LESSEE:
PREGNANCY RESOURCE CENTER OF
PINE CITY

By: _____

Date: _____

Approved as to Form and Content:

Reese Frederickson
Pine County Attorney

PINE COUNTY PERSONNEL COMMITTEE
Minutes
July 12, 2016 9:30 am
Commissioners' Conference Room, Pine County Courthouse
Pine City, Minnesota

Members Present: Commissioner Chaffee, Commissioner Ludwig

Others Present: County Administrator David Minke, County Attorney Reese Frederickson, Auditor/Treasurer Cathy Clemmer, Payroll Clerk Cassie Mast, Probation Director Terry Fawcett, HHS Director Becky Foss, Jail Administrator Rod Williamson, Sheriff Jeff Nelson, Human Resources Manager Connie Mikrot

- A. Meeting was called to order at 9:30 am.
 - B. Motion made by Commissioner Ludwig to approve the minutes from the June 14, 2016 Personnel Meeting. Second by Commissioner Chaffee. Motion passed 2-0.
 - C. Motion made by Commissioner Ludwig to approve the July 12, 2016 agenda. Second by Commissioner Chaffee. Motion passed 2-0.
1. Auditor
 - a. Discussion on changing insurance eligibility date from first of the month following month of hire to first of month following 30 days of employment to improve payroll processing. Commissioner Chaffee and Commissioner Ludwig agree to look into possibility of changing eligibility date to 30 days following date of hire. Administration office will contact Blue Cross Blue Shield to see if our contract can be modified. Update will be brought to future Personnel Committee meeting along with policy change recommendations if needed.
 2. Probation
 - a. Probation Director Terry Fawcett presented information to committee on recent changes to the 5th Degree Controlled Substances Statutes. The change in severity level for first time 5th degree drug offenders from felony to gross misdemeanor may impact probation workloads and adding one (1) full-time employee may be needed in the future to adequately supervise drug offenders. No action needed at this time; informational purpose only.
 3. HHS
 - a. Motion made by Commissioner Ludwig to acknowledge the resignations of full-time Children's Mental Health Social Worker Janet Ashmore effective July 5, 2016 and full-time Adult and Disabilities Social Worker Patrick Meacham effective July 28, 2016 and approve backfill of the two positions, and any subsequent vacancies that may occur from possible internal hires. Second by Commissioner Chaffee. Motion passed 2-0.
 - b. Motion made by Commissioner Ludwig to add one (1) full-time Adult and Disabilities Social Worker at grade C42 for a total of 11 Adult and Disabilities Social Workers. Second by Commissioner Chaffee. Motion passed 2-0.

- c. Motion made by Commissioner Ludwig to add one (1) full-time Child Protection Social Worker at grade C42 for a total of 10 child Protection Social Workers. Second by Commissioner Chaffee. Motion passed 2-0.
4. PCSO
 - a. Motion by Commissioner Ludwig to acknowledge resignation of full-time Deputy Sara Samuelson effective July 31, 2016 and approve backfill of the position, and any subsequent vacancies that may occur from possible internal promotion. Second by Commissioner Chaffee. Motion passed 2-0.
5. Jail
 - a. Motion made by Commissioner Ludwig to acknowledge receipt of Assistant Jail Administrator Jeffrey Randall's retirement notice effective July 22, 2016 and approve backfill of the position and any subsequent vacancies that may occur from possible internal promotion. Second by Commissioner Chaffee. Motion passed 2-0.
 - b. Motion made by Commissioner Ludwig to acknowledge termination of part-time probationary Corrections Officer Tim Welle effective June 29, 2016 and approve backfill of the position. Second by Commissioner Chaffee. Motion passed 2-0.
6. Administration
 - a. Human Resources Manager Connie Mikrot presented updated staff salaries to Commissioners to better represent where current salaries fall in regards to proposed salary ranges proposed by Springsted in their class and compensation study. Proposed salary ranges for positions with contracts expiring December 31, 2016 and non-union positions will be brought to future personnel meeting.
7. Other
 - a. None.
8. Motion by Commissioner Ludwig to adjourn meeting at 10:50 am. Second by Commissioner Chaffee. Motion passed 2-0. Meeting adjourned at 10:50 am.

PINE COUNTY PUBLIC HEALTH PLANNING COMMITTEE

Minutes

July 12, 2016, 8:00 a.m.

Board Room, Pine County Courthouse
Pine City, Minnesota

Members present: Commissioner Chaffee, Commissioner Hallan, Commissioner Ludwig

Others Present: County Attorney Reese Frederickson, Nurse Consultant Janelle Schroeder, County Administrator David Minke; Health and Human Services Director Becky Foss; Nurse Supervisor Lori Fore.

Commissioner Ludwig called the meeting to order at 8:00 a.m.

Motion by Commissioner Hallan to approve the agenda with the addition of (1) Alternate State Community Health Services Advisory Committee (SCHSAC) and, (2) cost split for the Family Health Supervisor. Second by Commissioner Chaffee. Motion carried 3-0.

Motion by Commissioner Hallan to approve the minutes of the June 14, 2016 Public Health Planning Committee. Second by Commissioner Chaffee. Motion carried 3-0.

Commissioner Hallan reviewed the Minnesota Department of Health (MDH) orientation. Commissioner Hallan thought it was useful and all commissioners should go.

Community Health Board Organizational Issues:

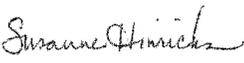
- Resolutions were passed and sent to MDH; MDH is satisfied.
- Next step will be for the Community Health Board to approve the bylaws.
- Becky updated that Pine County has its own NPI (national provider identifier).
- Commissioner Ludwig inquired as to when the advisory committee would be formed--Specifically, how to reach out to Essentia, FirstLight, etc. Kathy Filbert is planning to reach out starting this summer/fall to get to know the community. Becky will work with Kathy to bring some of the strategic planning back to the whole board.
- Becky updated that the MIECHV joint grant with Mille Lacs county, Mille Lacs Band of Ojibwe (MLBO), and Pine County. MLBO will be fiscal host.
- Becky and her team are exploring ways to align duties and staff assignments to become more efficient.

Future agenda items:

1. Advisory Committee/Strategic plan/SCHSAC Statewide health community Services Advisory Committee.
2. Make Kathy Filbert as alternate of the joint Kanabec Pine Community Health Board. Administrator Minke to contact Wendy Thompson to add this item to the agenda.
3. Kathy Filbert's salary -- July 5 email from Kathi Ellis asks for split of cost. Administrator Minke and Health & Human Services Director Foss will propose some numbers.

Motion by Commissioner Chaffee to adjourn the meeting . Second by Commissioner Hallan. Motion carried 3-0. Meeting adjourned at 9:18 a.m.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 19, 2016	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> ___ 2 minutes _____ 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>U of M Extension Pine County</u>	<div style="text-align: center;">  _____ Department Head Signature </div> <div style="text-align: right; margin-top: 10px;"> _____ Date </div>

Historically, the Pine County board has appointed committee members to the Pine County Extension Committee, allowing them a 3-year renewable term. Authorization for the county board to make these appointments is stated in Minnesota State Statute 38.36 (attached).

There has been a resignation for the Extension committee seat from District 2 term ending December 31, 2017.

Commissioner Josh Mohr suggests the appointee be Donna Zastera of the Pine City area to complete the term ending December 31, 2017.

*Respectfully,
 Susanne Hinrichs
 Regional Director, Northeast Region
 UMN Extension*

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached - MN State Statute regarding Extension

2002 MINNESOTA COUNTY EXTENSION LAW

38.33 COORDINATION TO MAINTAIN COUNTY EXTENSION WORK.

Sections 38.33 to 38.38 coordinate the work of the federal, state and county government and the Minnesota extension service at the University of Minnesota to maintain county extension work.

History: (6121) 1923 c 423 s 1; 1953 c 202 s 1; 1990 c 376 s 1

38.331 DEFINITIONS.

Subdivision 1. Application. In sections 38.33 to 38.38, the definitions in this section apply.

Subd. 2. County Extension work. "County Extension work" means educational programs and services provided by extension educators in the areas of agriculture; agriculture finance; economic development; nutrition; youth leadership development including 4-H programs; leadership, and environment and natural resources;

Subd. 3. Director of extension. "Director of extension" means the dean and director of the Minnesota extension service of the University of Minnesota.

History: 1900 c 376 s 2

38.34 COUNTY BOARD MAY PAY FOR EXTENSION WORK.

A board of county commissioners may incur expenses and spend money for county extension work as provided in sections 38.33 to 38.38.

History: (6122) 1923 c 423 s 2; 1953 c 202 s 2; 1900 c 376 s 3

38.35 STATE APPROPRIATIONS; HOW SPENT.

Money appropriated by the state to maintain and pay expenses of county extension work must be spent under the direction of the director of extension, who, acting with the county extension committee, shall carry out sections 38.33 to 38.38.

History: (6124) 1923 c 423 s 4; 1953 c 202 s 3; 1986 c 444; 1990 c 376 s 4

38.36 COUNTY EXTENSION COMMITTEE

Subdivision 1. Committee composition. A county must have an extension committee. The committee must have nine members. Two members must be county commissioners appointed by the county board. The county auditor or the auditor's designee must be a member. If the county has no office of auditor, the county board shall appoint a member from the county administration. Six members must be appointed at large by the county board as provided in this section. The county board at its annual meeting shall appoint for a term of three years the number of members required to fill the memberships on that committee expiring at that time.

Subd. 2. Budget recommendations. In cooperation with the director of extension, or the director's designee, the county extension committee, each year, in accordance with county budgetary deadlines, shall prepare a budget showing the total funds available and needed and shall recommend to the county board the amount of county funds necessary to maintain, support, and pay the expenses of county extension work during the following year. A copy of the budget must be presented to the county board.

Subd. 3. County appropriations, how spent. The county board shall consider the recommended county share of money necessary to maintain, support, and pay the expenses of county extension work during the following year. For these purposes, the county board may appropriate money annually from its general revenue fund and may make a special levy for county extension purposes or both. The money set aside and appropriated by the county board for these purposes is the county extension fund. Money from the fund may be paid out by orders of the director of extension, or the director's designee, to pay a part of the compensation of the agents employed, to pay directly the compensation of county support employees, and to pay other expenses incident to the county extension work. An order to pay money from the fund must not be issued until the expenditure has been audited and signed by the county

auditor or other appropriate county official. A balance in the county extension fund at the end of a year must be carried over or reappropriated.

History: (6125) 1923 c 423 s 5; 1947 c 157 s 1; 1951 c 390 s 1; 1951 c 412 s 1; 1953 c 202 s 4; 1957 c 208 s 1; 1963 c 198 s 1; 1969 c 1081 s 1; 1973 c 528 s 1; 1973 c 583 s 5; 1986 c 444; 1990 c 376 s 5

38.37 COUNTY EXTENSION COMMITTEE; PROGRAM, COUNTY AGENTS

The county extension committee shall, annually, plan a program of county extension work in cooperation with the Minnesota extension service of the University of Minnesota and the United States Department of Agriculture. To run the program, the county extension committee, acting with the director of extension, or the director's designee, shall recommend for employment suitable and qualified persons to be known as extension agents. The extension agents must be employed according to university personnel procedures and must be university employees. The extension agents shall provide educational programs and services to enhance the quality and productivity of county extension work.

History: (6126) 1923 c 423 s 6; 1953 c 202 s 5; 1969 c 1081 s 2; 1986 c 444; 1990 c 376 s 6

38.37 COUNTY AGRICULTURAL SOCIETIES, FARMS, EXTENSION SERVICE

38.38 EXTENSION COMMITTEE; DUTY, OFFICERS, PAY

The county extension committee shall encourage all individuals and organizations to cooperate to make profitable use of extension activities. It shall elect its own chair and vice-chair, who shall serve for one year. The county auditor, the auditor's designee, or the appointee from the county administration is the secretary of the county extension committee. The secretary shall keep a record of all its proceedings and shall forward copies of all resolutions of the county board appropriating funds to the director of extension. County commissioners who are members of the committee may receive a per diem under section 375.055, subdivision 1, and may be reimbursed for their necessary expenses, including mileage under section 471.665. Other committee members may be reimbursed for expenses or may receive a per diem allowance under section 375.47.

History: (6127) 1923 c 423 s 7; 1953 c 202 s 6; 1957 c 208 s 2; 1969 c 1081 s 3; 1975 c 301 s 1; 1986 c 444; 1990 c 376 s 7

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Patrick J. Borich, Dean and Director of the Minnesota Extension Service, University of Minnesota, St. Paul, Minnesota 55108. The University of Minnesota, including the Minnesota Extension Service, is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status or sexual orientation.

March 1990



AGENDA REQUEST FORM

Date of Meeting: July 19th, 2016

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

Agenda Item: Presentation of the Pine County Probation Comp Plan

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: 2016.07.06 11:03:48 -0500

Department Head signature

Background information on Item:

Probation Director Terry Fawcett will present the Annual Comprehensive Plan to the County Board. Board members will receive the entire Comp Plan, and it will also be placed on the Department's webpage. Director Fawcett will present a condensed version (30 slides) at the Board meeting, which will discuss the highlights.

Action Requested:

NONE

Financial Impact:

None at this time. Mr. Fawcett will mention a law change, effective 8/1/16 which could impact numbers in Pine County, and ultimately result in requesting of an additional position, if necessary.

CURRENT PCP OHP NUMBERS

- ✦ 2015: \$329,000; PCP less \$261,000
- ✦ 2014: \$590, 579
- ✦ 2013: \$525, 930

- ✦ PCP & HHS spent \$500,000 less on placement in 2015. (1.3 million)

INCREASE/REVISION OF BAIL STUDY CRITERIA

- ✦ Complete Pre-Trial Bail Reports on all Crimes of Violence, all GM/MISD crimes of violence, and all Felony-Level offenses.
- **A report from 2015 showed a increase of approximately 45 Pre-Trial Bail Reports being completed prior to change in policy.
- **caseload at 111 on 6/10/16.
- **Use of GPS on High Risk cases now implemented
- **Tool revised to help w/racial disparity issues.

PROBATION ADVISORY RECOMMENDATIONS

- ✦ Supports the EBP direction and implementation of EBP practice by both Pine County Probation and the Department of Corrections.
- ✦ Believes that implementing EBP programs puts the dollars where there is the most benefit based on proven effectiveness.
- ✦ Supports staffing which is consistent with EBP practice and needs.
- ✦ Supports the use of technology, in particular the electronic monitoring with juvenile offenders as a cost effective placement alternative.
- ✦ Supports the current Cognitive Skills program and would like to promote and see as many offenders as possible exposed to this research supported intervention. Possible expansion of criteria should be explored to maximize exposure to "Evidence Based Principles." Juvenile Cog Skills will be mindful of cultural differences.
- ✦ Believes it is important to continue to evaluate programs. There is special interest in the Cognitive Skills program and expanding the current outcomes to include the satisfaction surveys and recidivism rates as they become available as compared to the previous program.

PROBATION ADVISORY RECOMMENDATIONS

- ✦ Supports the exploration of implementing a Pine County DWI Education Program that will generate revenue to Pine County, as well as provide a local service to residents of the county.
- ✦ L.E.A.D. was implemented late 2015. 17 attendees. 15 more attended in April 2016. \$3,200 generated thus far. Next class 8/13/16.

PROBATION ADVISORY RECOMMENDATIONS

Supports the exploration of working with the County Attorney's office in expanding eligibility for Diversion/Restorative Justice.

"I believe that Restorative Justice will have the greatest long term yields for juveniles than any other criminal justice interaction."

Full implementation of C-5 Victim-Offender Conferencing started June, 2016. 10 residents & programs in the county trained as facilitators in partnership with the Department of Corrections.

PROBATION ADVISORY RECOMMENDATIONS

Believes that a strong professional alliance and collaboration with Mille Lacs Band is important in assisting native offenders, especially juveniles, to change. Pine County Probation, along with Health & Human Services, will continue to meet monthly with Family Services leadership to seek common understanding and work collaboratively on program development.

PCP/HHS/DCAJ have met monthly since May 2016 with Family Services leadership within the Mille Lacs Band.

IMPORTANCE OF CULTURALLY-COMPETENT PROGRAMMING/TRAINING

- ✦ Pine County team attended the “Bridging our Understanding” training series, as well as attended the ICWA Conference.
- ✦ Use of a Graduated Response Grid in Pine County, which is also Culturally-Responsive. (*In-development*)
- ✦ Definition: An approach for responding to violations that are consistent. Provides a menu of options. Match responses that are aligned with Risk & Need principles.

Probation in Pine County

EVIDENCE-BASED PRACTICES

Continuing the Practice of BEST PRACTICES

EBP PROGRESS

- ✦ 2009- Intake assessment on all adult offenders with restrictive conditions and adjudicated juvenile offenders. Caseloads based on risk level.
- ✦ 2009- Risk based supervision standards set into department policy
- ✦ 2011- Risk based caseload caps are set for Very High, High, and Medium risk offenders.
- ✦ 2014- Increased efficiency for the risk assessment of new cases that had been backlogged.
- ✦ 2015- A.U.D.I.T implemented for use on DWI offenders.
- ✦ 2015- Improved efficiency with Intake process by implementation of Officer of the Week concept. (also eliminating need for .4 position)

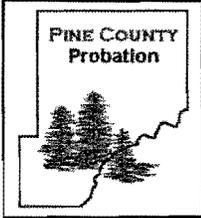
Restrictive Conditions: Identified alcohol/drug problem with no use/random testing conditions; no contact with a victim; and/or weapon restrictions

GROWTH IN AGENT EBP EFFICIENCY

- ✦ Risk-Needs Assessment YLS/CMI for juveniles and LS/CMI for adults; A.U.D.I.T. for DWI Offenders implemented.
- ✦ Motivational Interviewing (In-house trainer)
- ✦ Case Planning
- ✦ Cognitive Skills; 2016-evaluate current curriculum. Potential switch to Thinking for a Change curriculum; Juvenile Programming implemented with Mille Lacs Band; area which needs improvement for non-Native Children.
- ✦ Communities of Practice On-going peer supported skillbuilding and stay updated on EBP techniques.
- ✦ 2016- Evaluate current Cog program; potentially replace with Thinking for a Change curriculum.

MAINTENANCE OF CURRENT EBP EFFORTS

- ✦ Utilization of Validated Risk Tools
- ✦ Cognitive/Behavioral Programming
- ✦ Case Plans
- ✦ Restorative Justice
- ✦ Primary Services
- ✦ Supervision Workload Standards
- ✦ Transition/Aftercare Planning
- ✦ Outcome Measures-2016 to begin tracking Safety Data thru ACCESS database.



PINE COUNTY PROBATION

OPPORTUNITIES AND CHALLENGES

COUNTY COLLABORATION

- * Partnership between the Pine County Attorney's office, HHS & the Pine County Probation Department to expand restorative practices with juvenile caseloads. County contract with U of M Center for Restorative Justice & Peacemaking.
- * C-5 Victim-Offender Conferencing program rolled out in June, 2016. Nineteen county residents & professionals trained as facilitators.
- * P.A.S.S. truancy program started October, 2015. 2015-2016 school year saw 236 students with 7 or more unexcused absences. Truancy Officer meeting with County Attorney's office & school personnel to improve procedures.

NIC ACTION PLANNING

- * *Identifying Competencies in the Workplace* (measuring resilience, political awareness, humility, etc)
- * *Hiring Practices*-Creation of Behavioral-based Interview questions
- * *Tracking Officer Safety Data* (began 7/1/16)
- * *Budgeting*-Seeking out revenue generators.
- * *Leadership Development*-create opportunities

REVENUE GENERATORS/FUNDING SOURCES

- * 2015-Implemented L.E.A.D. December, 2015. \$100 per individual for the class, which also provides a local resource to clients.
- * 2016- Look at an alternative cognitive skills curriculum;
- * Implementation of C-5 program, which may result in children remaining in the community versus OHP.
- * Grant opportunities via BJA, APPA, NIC.

RESTORATIVE JUSTICE EXPANDS...

- * Pine County contracts with the Center for Restorative Justice & Peacemaking.
- * 19 citizens & staff get trained in Victim-Offender Conferencing, including school officials. Outcomes are very favorable for RJ work in the schools.
- * Probation Director & Career Agent serve as RJ co-facilitators and coordinators.
- * One case completed successfully thus far; seven cases referred; several in-process.

COLLABORATION = EFFECTIVENESS

- * Increase Bail Study criteria (supported by the Bench & County Attorney's office)(not met); still would like to expand to include all crimes.
- * The partnership between Probation, HHS & Mille Lacs Band has been tremendous in 2015. Monthly meetings have taken place since May, 2015. OHP in Pine County has been reduced by \$500,000 in 2015 between HHS & PCP.

- * Met with Carlton County Restorative Justice Coordinator (PCP/HHS/PCA)
- * Community Coach from MLB (In-process; approved by County Board. Posted by Pine County on 6/9/16.
- * Did not receive response by OJJDP for Technical Assistance, but OHP \$ re-allocated to include funding to contract with the U of M & international RJ expert, Dr. Mark Umbreit.

JUVENILE CHALLENGES CONTINUE

- ✦ Probation Director is a member on the Pine County Task Force on Sexually Exploited Youth & the team was trained in 2015.
- ✦ Multiple county personnel, including probation are being trained in forensic interviewing to be able to identify risk with vulnerable children.

5TH DEGREE DRUG CRIMES 8/1/16

- ✦ Subd. 2.
- ✦ Possession and other crimes.
- ✦ (a) A person is guilty of controlled substance crime in the fifth degree and upon conviction may be sentenced as provided in subdivision 3 if:
 - ✦ (1) the person unlawfully possesses one or more mixtures containing a controlled substance classified in Schedule I, II, III, or IV, except a small amount of marijuana; or
 - ✦ (2) the person procures, attempts to procure, possesses, or has control over a controlled substance by any of the following means:
 - ✦ (i) fraud, deceit, misrepresentation, or subterfuge;
 - ✦ (ii) using a false name or giving false credit; or
 - ✦ (iii) falsely assuming the title of, or falsely representing any person to be, a manufacturer, wholesaler, pharmacist, physician, doctor of osteopathy licensed to practice medicine, dentist, podiatrist, veterinarian, or other authorized person for the purpose of obtaining a controlled substance.
- ✦

5TH DEGREE DRUG CRIMES 8/1/16

- ✦ Subd. 3.
- ✦ Penalty.
- ✦ (a) A person convicted under the provisions of subdivision 2, clause (1), who has not been previously convicted of a violation of this chapter or a similar offense in another jurisdiction, is guilty of a gross misdemeanor if: (1) the amount of the controlled substance possessed, other than heroin, is less than 0.25 grams or one dosage unit or less if the controlled substance was possessed in dosage units, or (2) the controlled substance possessed is heroin and the amount possessed is less than 0.05 grams.
- ✦ (b) A person convicted under the provisions of subdivision 1; subdivision 2, clause (1), unless the conduct is described in paragraph (a), or subdivision 2, clause (2), may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000, or both.
- ✦ EFFECTIVE DATE.
- ✦ This section is effective August 1, 2016, and applies to crimes committed on or after that date.

HOW WILL THIS EFFECT PCP?

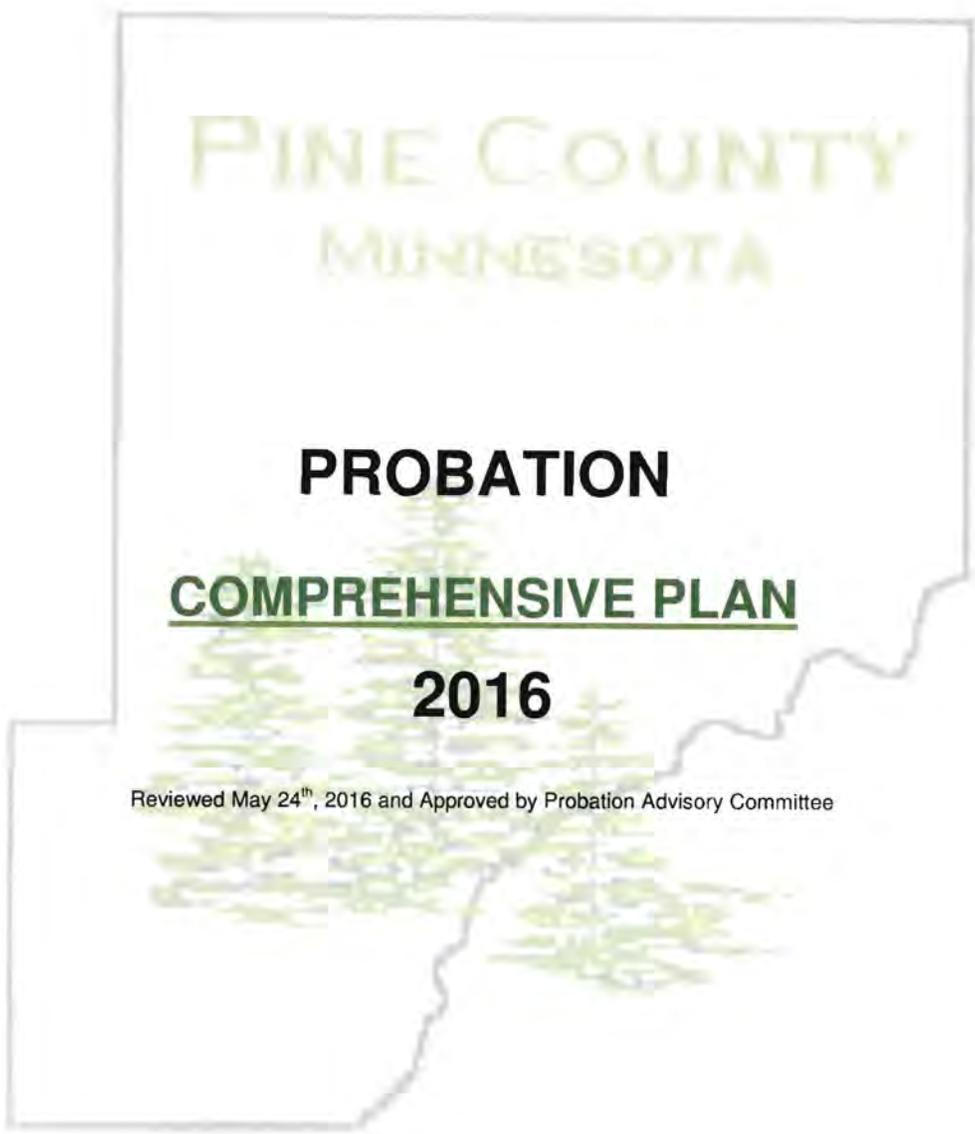
- ✦ DOC opened 101 felony-level drug cases in 2015. 68 were male & 31 female.
- ✦ Subdivision 2.P1 applies to the cases that PCP will see.
- ✦ 2014 Opened Sentenced Offenders (DOC) in Pine County: 21
- ✦ 2015 Opened Stays of Adjudications: 26
- ✦ 1 Year Total Opened Offenders: 47

POTENTIAL IMPACT TO PINE COUNTY-CONT.

- ✦ *May include offenders on for a Felony 5th Degree that may have trace threshold amounts.
- ✦ **May include offenders that had their Stay of Adjudication revoked and sentence imposed.
- ✦ *the vast majority of these cases are currently supervised as either MEDIUM Supervision Level or Group Supervision.

#'S CONTINUED

- ✦ County Attorney's office ran the numbers as well, and the number was close to what the DOC report came up with. (47/40)
- ✦ A concern that is not reflected in the #'s, however, is the potential for plea agreements, which will increase the estimates depending on what becomes a trend statewide.



PINE COUNTY
MINNESOTA

PROBATION

COMPREHENSIVE PLAN

2016

Reviewed May 24th, 2016 and Approved by Probation Advisory Committee

Correctional Values

- ⌘ We value early intervention that is meaningful and effective especially for juveniles, but not eliminating adults.
- ⌘ We value being proactive in providing rehabilitation programs and services. Resources should be cost effective. They should prevent repeat offenders as substantiated by research.
- ⌘ We value community safety. Citizens should feel safe in their homes and community.
- ⌘ We value accountability. Offenders should comply with the terms of their probation.
- ⌘ We value community restoration for victims and offenders. Victims' rights should be protected as victims are compensated for their losses. Offenders need to be reintegrated into the community through alternatives to incarceration that are positive and therapeutic.
- ⌘ We value equal resources and programs to all citizens of the county.
- ⌘ We value culturally competent programming, and are sensitive & responsive to programming which acknowledges the differences in cultures.

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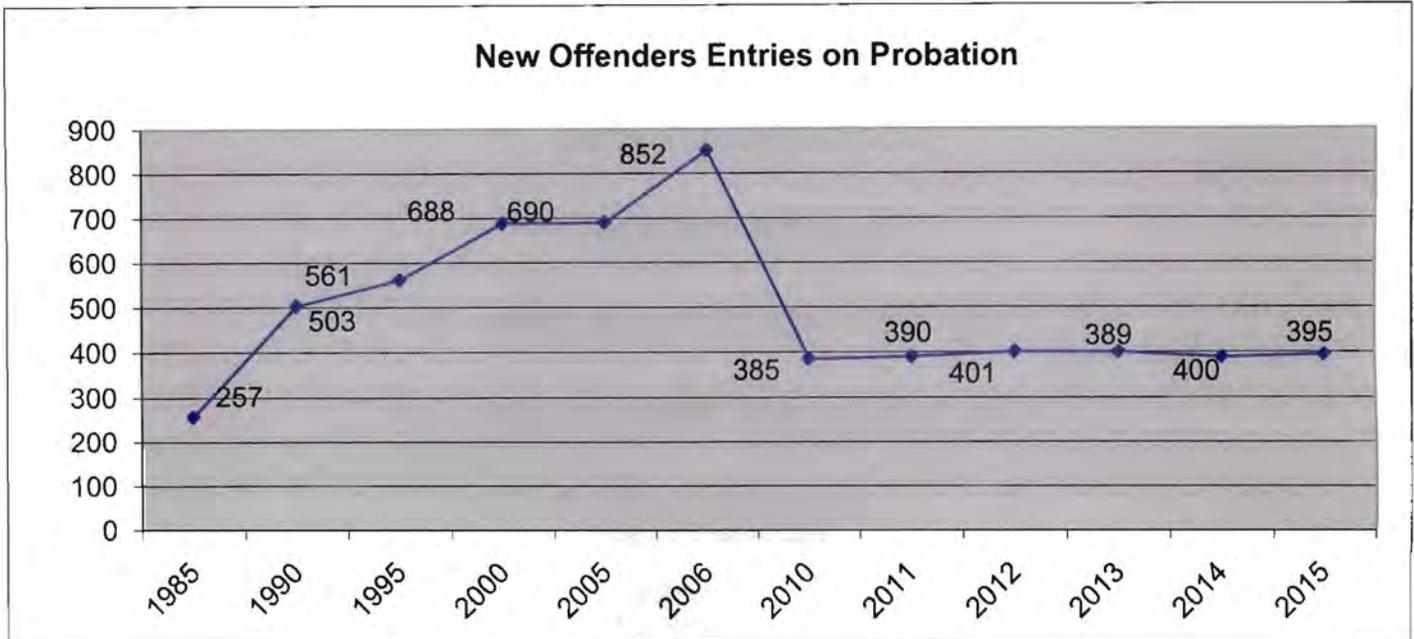
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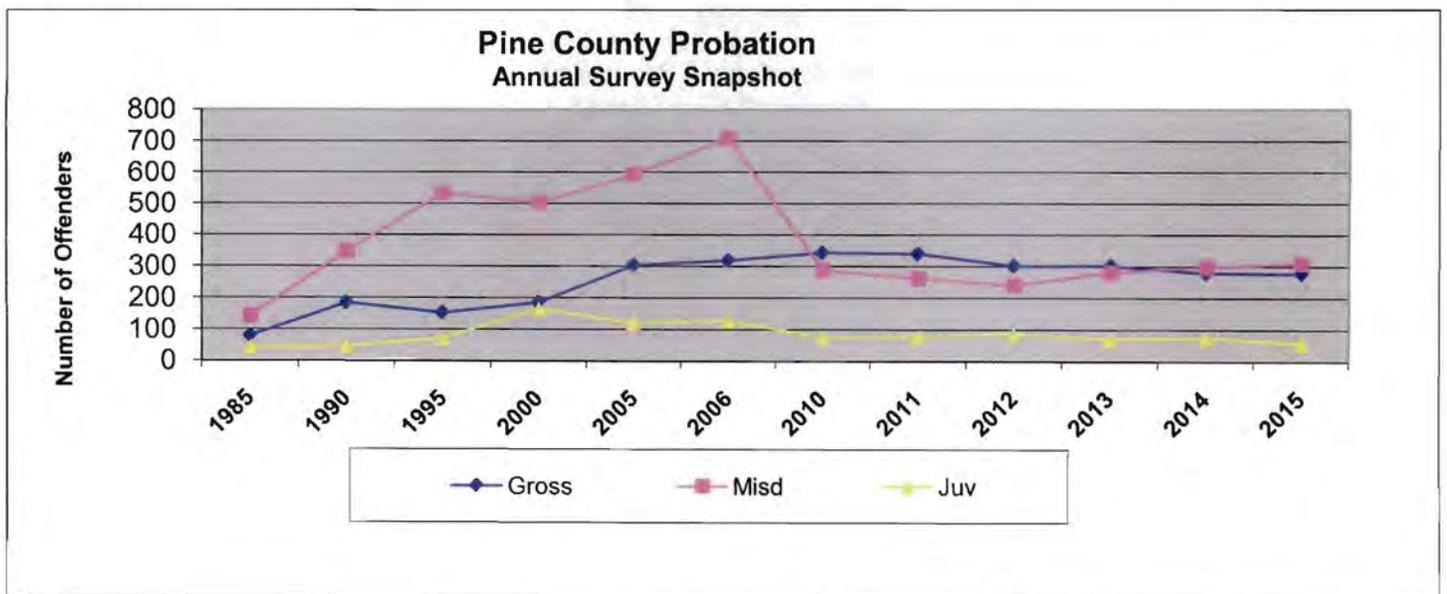
PROBATION UPDATES

Pine County Probation Caseload is Stable

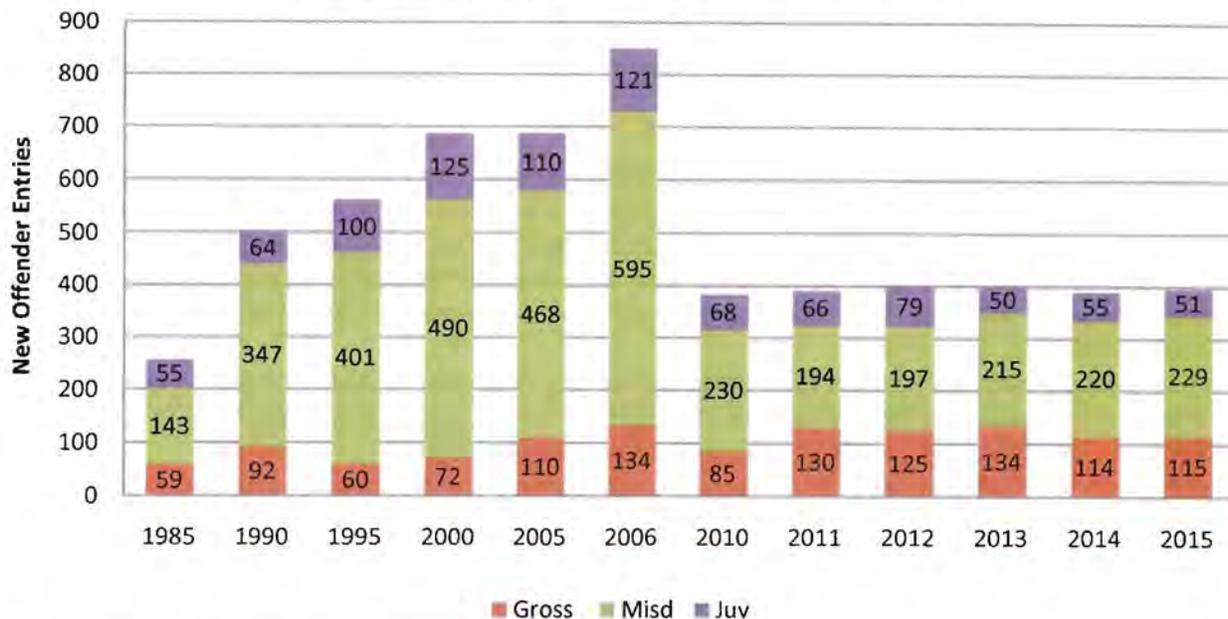
Both the total numbers of new offender entries on probation and the year-end probation survey snapshot numbers have varied little over the past four years. From strictly a number standpoint this shows stability that has not always been there in the past.



The total of gross misdemeanor offenders in the snapshot remains slightly higher than the misdemeanor offenders who are typically low risk. This is what you want and would expect under the evidence-based model of probation. In general gross misdemeanor offenders are a higher risk population and there is no need to keep low risk offenders under supervision for any longer than necessary to complete their court-ordered conditions.



New Offender Entries on Probation



Changing Probation Caseload Demographics

The table below further identifies trends besides the reduction in misdemeanor traffic offenses and growth in gross misdemeanor offenses over the past six years. The probation survey first categorized offense types in 1996. The data shows changes in types of offenses over the past decade. The data from 2006 is used because it was the year the snapshot numbers peaked.

Pine County caseload demographics show that **repeat alcohol (DWI) and drug offenses continue to top the type of offense** for which offenders are placed on probation.

All Pine County 12-31 Snapshot	2015	2011	2006	2001	1996
Total Offenders	1022	1086	1633	1249	949
DWI	297	453	574	302	293
Drugs	146	131	136	59	37
Theft/Burglary	128	92	121	190	135
Assault	122	89	95	127	112
Traffic	63	61	365	469	159
Sex Offenses	27	32	18	30	28

Growing into Evidence-Based Practice (EBP)

For the past 15 years, corrections in Minnesota as a whole has progressed significantly in implementing evidence-based practice in delivery of probation services. The initial "Eight-Point Plan" presented by the Minnesota Department of Corrections in 2000 included the following elements:

- 1) Automated and Validated Risk Tools
- 2) Cognitive/Behavioral Programming
- 3) Case Plans
- 4) Restorative Justice
- 5) Primary Services
- 6) Supervision Workload Standards
- 7) Transition/Aftercare Planning
- 8) Outcome Measures

The initial hurdles to implementation included lack of funding, staff, resources, and training. There were other things as well that evolved including the continuing rise of probation caseloads in the early 2000's; two major State budget crises one in 2002 and again in 2008; and a major paradigm shift for everyone involved from the Legislature, to administrators, to supervisors, agents, and local funding sources. The Legislature formally acknowledged EBP and came on board in 2009 when they commissioned a study of Evidence-Based Practices in Minnesota.

The 2011 Report to the Legislature provided the following *Summary of Potential Solutions/Key Recommendations*. In efforts to reduce offender risk, enhance public safety, and provide cost-effective correctional services, the following key recommendations were offered for consideration:

- Support appropriate workload sizes for community supervision through funding supplements. Minnesota has a great deal of expertise in EBP; however, oversized workloads inhibit successful implementation.
- Revisit existing statutes with an EBP perspective; any proposed changes in sentencing laws, guidelines or mandates should require consideration of EBP similar to the current fiscal note process.
- Invest in information systems and technology to measure results.
- Train corrections practitioners, administrators, educators, criminal justice, and community based stakeholders in EBP with the expectation of adherence to implementation of these principles.
- Fund community programs that support risk reduction activities to improve public safety outcomes.
- Establish a commission charged and supported to make recommendations for establishing performance standards, implementation planning, outcome measures, technological enhancements, training curricula, research findings, and quality assurance in EBP and other related criminal justice policies and practices.

The Progression of Evidence-Based Practice in Pine County

Pine County Probation Agents took the first risk-needs assessment training in May of 1999. The Youth Level of Service-Case Management Inventory (YLS-CMI) was the juvenile tool while the Level of Service Inventory-Revised (LSI-R) was the adult tool. The use of the YLS-CMI and LSI-R began slowly as a tool was first used with court-ordered investigations (PDI's and PSI's). In 2002, with the addition of a juvenile agent, the juvenile tool was used to identify high risk offenders for placement in the intensive supervision program. This was the same year the DOC made the tool available for online data entry and funded the copyrighted cost of the assessment tools. In 2015, Pine County implemented the use of Alcohol Disorders Identification Test which is a more responsive tool to be used with DWI offenders.

In 2005 Pine County probation modified adult caseloads to a "continuum of supervision" format which was a significant move away from assigning caseloads solely upon the type of offense conviction. Offenders were placed on the continuum based upon a pre-sentence LSI-R risk level or the type of court-ordered conditions. Once conditions were met or risk level went down, the offender moved down the continuum resulting in a lower level of supervision.

When caseload numbers began to decline in the late 2000's the opportunity to do the risk-needs assessment on sentenced offenders became more of a reality. In August of 2009, adult caseloads transitioned so that agents supervised offenders based upon their risk level. All offenders with restrictive conditions were being seen for an intake to complete a risk-needs assessment. The downside was that it often took 8-12 weeks to get the intake scheduled. When there was a staffing cut in 2011, both adult and juvenile caseloads were capped based upon the risk level. The juvenile high risk caseload was targeted at no more than 15 while the medium risk was 30 juveniles. On the adult side the high supervision adult caseload was targeted at no more than 30 and the medium supervision at 60 offenders. The lowest risk offenders were placed on unsupervised probation as monitored by the probation case aide. Today we also see the very low risk offenders closed out administratively when court-ordered conditions are met.

Over the past 15 years EBP training has become mandatory and new agents with such training are highly sought after. The training has consisted of the risk-need companion elements of the original Effective Case Management training, Motivational Interviewing, Case Planning, and Cognitive Skills programming. Not only must the agent get the initial training in each area but were required to do annual booster training. Once an

offender was identified as high, medium, or low risk- the agent becomes the change agent motivating the offender to make choices in the areas they are at higher risk in. The agent and offender put together a case plan with goals that will ultimately lower the offenders risk in the areas that put the offender in the greatest risk to reoffend. The training itself has become much more hands-on with voice recorded sessions of application with offenders, feedback, and regular quality assurance sessions. These elements keep the agents from drifting away from the primary EBP principles.

Also consistent with the initial Eight-Point Plan, Pine County Probation brought in cognitive skills education first in 2001 and developed the juvenile restorative justice program in June 2004. In 2016, Pine County Probation, HHS, & the Pine County Attorney's office collaborated to contract with the University of Minnesota's Center for Restorative Justice & Peacemaking in reshaping how correctional services are delivered to juveniles and victims of juvenile crime in Pine County. In April, 2016 nineteen citizens and professionals, including school staff, were trained in Victim-Offender Conferencing. Planning for effective transition from placement has been a goal of the Juvenile ISR Program since inception in 2002. Reviewing and evaluating program outcome measures has been a primary function of the Probation Advisory Committee since 2003.

The Department of Corrections has taken leadership responsibility for promoting EBP in Minnesota when they created a position within the department to focus on development and training of EBP both in the institutions and the field. Pine County Probation partners with the DOC for training, program development, and quality assurance. Juvenile agents participated in YLS/CMI proficiency exercise as facilitated by the DOC (results in the Appendix pg. 43)

2015-2016 COMMITTEES/INITIATIVES/HIGHLIGHTS INVOLVING PINE COUNTY PROBATION

- Director was selected to attend the National Institute of Corrections' Orientation for Probation & Parole Chief Executives in Aurora, Colorado
- Creation & development of Team Leader position (Eliminated a .4 position in the office at a cost savings to the county of \$10,000 annually)
- Completion of Juvenile Sex Offender Recidivism Study
- Juvenile Agents participated in YLS/CMI Proficiency Testing
- Probation Director has provided safety training for the following: Pine County HHS/Probation/Law Enforcement/Chisago County Probation/LE; Search & Seizure training for Dakota County intensive agents; & at MACPO Spring Conference
- Redesigned our intake process that involves an Officer of the Week, which has improved the efficiency of the turnaround time for a client to be placed on probation after sentencing.
- Out-of-Home Placement costs decreased for Delinquent youth by \$261,000 from 2014.
- Created the L.E.A.D. (Local Education for Accountable Decisions) DWI Level I Education Program, allowing offenders to complete programming locally.
- Partnered with HHS & the County Attorney's office to contract with the University of Minnesota's Center for Restorative Justice & Peacemaking in developing a Restorative Justice Program for juvenile offenders in Pine County. 19 professionals and citizens were trained as Victim-Offender Conferencing facilitators.
- Have met monthly since May 2015 (along with HHS & the County Attorney's office) with the Mille Lacs Band Family Services Unit to collaborate and foster better relationships with our Tribal partners. This relationship will lead to the creation of a cultural Community Coach in 2016. Also attended the "Bridging our Understanding" training & ICWA Conference.
- Implemented the use of the A.U.D.I.T. (Alcohol Use Disorders Identification Test)
- Collaborated with the Pine County Attorney's office & SCRED to implement the P.A.S.S. Truancy Intervention program (started 10/2015)
- Probation Agent trained as part of the Pine County Child Sex Trafficking Prevention Committee
- Director a member of State Evidence-Based Practices "Smart" Chrono Standards Committee
- Director a member of the MACPO Legislative Committee
- Director organizing the first-ever Pine County Warrant Resolution & Accountability Program
- Team Leader a member of State CSTS Enhancement Committee
- Team Leader certified as a statewide trainer of Motivational Interviewing

- Team Leader & Corrections Agent trained as a Facilitator in Thinking for a Change Cognitive Skills curriculum
- Team Leader a member of the State Motivational Interviewing Curriculum Revision Committee
- DWI ISP Senior Agent a member of State Intensive DWI Agent Committee
- Senior Agent a member of the MACPO Membership Committee
- Director & Career Agent members of the East Central Regional Juvenile Center Advisory Committee/Operations Subcommittee, respectively
- Director a member of the Pine County Children's Justice Initiative
- Director a member of the SCRED Family Services Collaborative
- Director & Senior Agent members of the Pine County Chemical Health Coalition
- Director & Career Agents are members of the Pine County Multidisciplinary Team
- Director a member of the Pine County Safety Committee
- Career Agent is a member of Youth At-Risk Committee
- Three agents trained in Secondary Trauma (Corrections Fatigue)
- Pine County Probation hosted Juvenile Sex Trafficking training at East Central High School
- Probation Director attended the Minnesota Cog Summit
- Director to be a member of the Justice System Assessment & Training Committee
- 2016 Initiative-Implementation of the Electronic Incident Reporting system
- Director & Team Leader attended Pine County Supervisor Training
- Implementation of GPS on high risk pre-trial cases
- Director and ISP Agent members of Toward Zero Deaths (TZD) Committee
- Team Leader named MACPO Rookie Agent of the Year for excellence early in career

Barriers to Completing Probation Tasks

There are other barriers for agents to overcome in doing their probation tasks. A BJA and APPA report on "*Community Supervision Workload Considerations for Public Safety*" concedes that policymakers and correctional administrators are developing innovative solutions to handle the more than 7 million adults under criminal justice control. Yet, they acknowledge that the community corrections field is a misunderstood and undervalued element of the US correctional policy. The first step to improve this under-evaluation is to understand what probation agents do. It is believed that once policymakers have a better understanding of probation agent's tasks they will be more inclined to provide adequate funding for these services. The fact that the field is complex and diversified only complicates the matter.

The new found commitment to EBP with verified, empirical findings in offender community supervision concentrates on recidivism reduction. However, agents are required to complete a host of activities that have little to do with recidivism reduction. Does report writing reduce recidivism? How about waiting in court? What evidence supports pre-sentence investigations or urinalysis? How does time driving to appointments with people on a caseload result in recidivism reduction? Similar to many organizations, officers complete tasks central to the core mission associated with normal business operation. These tasks have little to do with evidence-based practices to reduce recidivism.

Consider the following patterns uncovered in past workload studies:

- A workload study found that 35,800 of 37,338 activities the agents in the study completed "were for times of five minutes or less".
- A study of 25,148 agent/offender contacts found that the average contact with an offender was for 18 minutes.
- The average phone contact between officers and clients lasts four minutes.
- Agents work an average of 122 hours a month (after removing time for leave).
- Agents receive or provide training on average 13.5 hours per month.
- Agents spend an average of 5.5 hours per month in administrative tasks or meetings.
- Agents spend an average of 6.8 hours per month of case support associated with offender group work, case staffing/consultation, substitute and backup coverage, and agency resource development.

This same report identified challenges that probation agents confront in their efforts to complete their tasks. Although there are likely hundreds of barriers, they were grouped into eight categories.

Supervisee-based barriers

Probationers are not identical and each requires a different level of effort on the part of the agent. In addition, one would expect that collateral consequences experienced by different types of individuals will affect the amount of time agents spend with their clients.

Officer-based barriers

Agents possess different skill sets, years of experience and training; with some agents naturally better at performing certain functions than others, and more experienced staff may be more proficient at completing tasks. Each agent comes with their own belief system about their job and offenders that will impact how they react to a situation. Probation agents have considerable discretion to decide how their time is used and how their actions impact public safety. Stress, cynicism, and burnout can be occupational hazards.

Situational-based barriers

These are factors based upon the dynamics of the task or relationship between the offender and the agent. Examples can include:

- Travel time
- Home visit barriers
- Unexpected findings
- Waiting
- Collaboration
- Public demand
- Cultural influences

Sanction-based barriers

These are barriers related to the conditions ordered by the Court. Recognizing that all court orders are not the same, agents must sometimes put skills and practices together that are responsive to the specific court order. The need to develop specific practices and case plans makes the agent's tasks take longer to complete especially when it may involve program or treatment referrals, insurance coordination, placement staffing, or working with limited financial resources when fines, fees or program costs exist.

Agency-based barriers

Unclear agency mission, policies or expectations can present barriers as well as lack of leadership or administrative support.

Occupational-based barriers

This occupation is based on human interactions, which are anything but predictable. The supervisee's behaviors will influence the amount of time that agents must spend on tasks, and these behaviors are often beyond the control of agents. There may also be a lack of definitions of probation standards

Community-based barriers

Different communities emphasize certain types of behaviors and expect criminal justice officials' behaviors to be directed towards addressing those behaviors. One author noted five challenges that rural officers face including physical distance, isolation, resources, unique cultural dynamics, and social dynamics. Each of these challenges directly influences workload and they have the potential to influence the amount of time it takes to complete different tasks. It may take rural officers twice as long to get to their site visit.

State-based barriers

No two states have the same laws describing probation and parole agent's tasks. Also, differences arise in policies, budgets, priorities, lack of statutory guidance, officer classification, and changing codes. State budgets will also influence probation and parole agent tasks, as well as the time to complete tasks. Correctional budgets vary across the states, and the amount of funds devoted to probation and parole also varies.

Correctional Fees

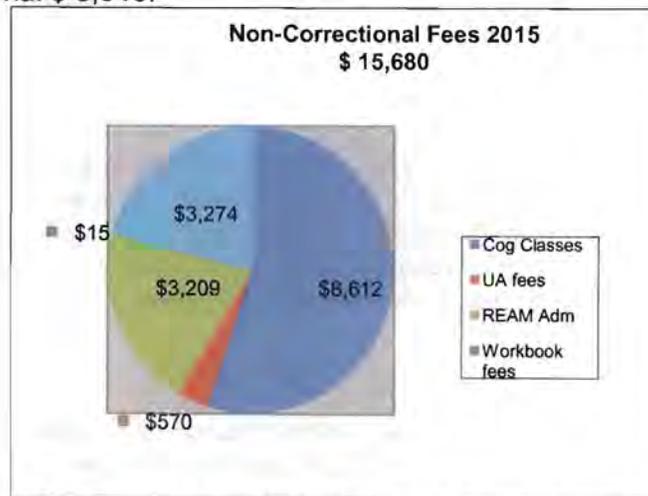
Local correctional fees were implemented by Pine County Probation in April 2003 and increased in January 2009. The current fee structure is based upon the length of the term of probation rather than a 'one size fits all' flat rate. Currently, fees are assessed at \$ 10 per month of probation. The impact of the increase in fees has helped to keep fee collection stable. The 2009 increase has yet to establish the potential revenue as projected due to the reduced misdemeanor numbers and the impact of the economy on collection rates.



By statute, local correctional fees cannot supplant county funding but certainly have played an important role filling the funding gap from the state over the past few years. In 2013 offenders paid 9.4 % of the budget making up a portion of the state funding deficit. The state contributed 30.3 % of the revenue while the local county levy paid 58.8 %. Pass through dollars were excluded.

<u>Pine County Probation Fees at a Glance</u>	<u>2003-2014</u>	<u>2015</u>
Local Correctional Fees collected	\$ 595,027	\$ 57,548
Referred to MN Revenue Recapture Program	\$ 473,176	\$ 53,637
As recovered through Revenue Recapture	\$ 103,328	\$ 7,522

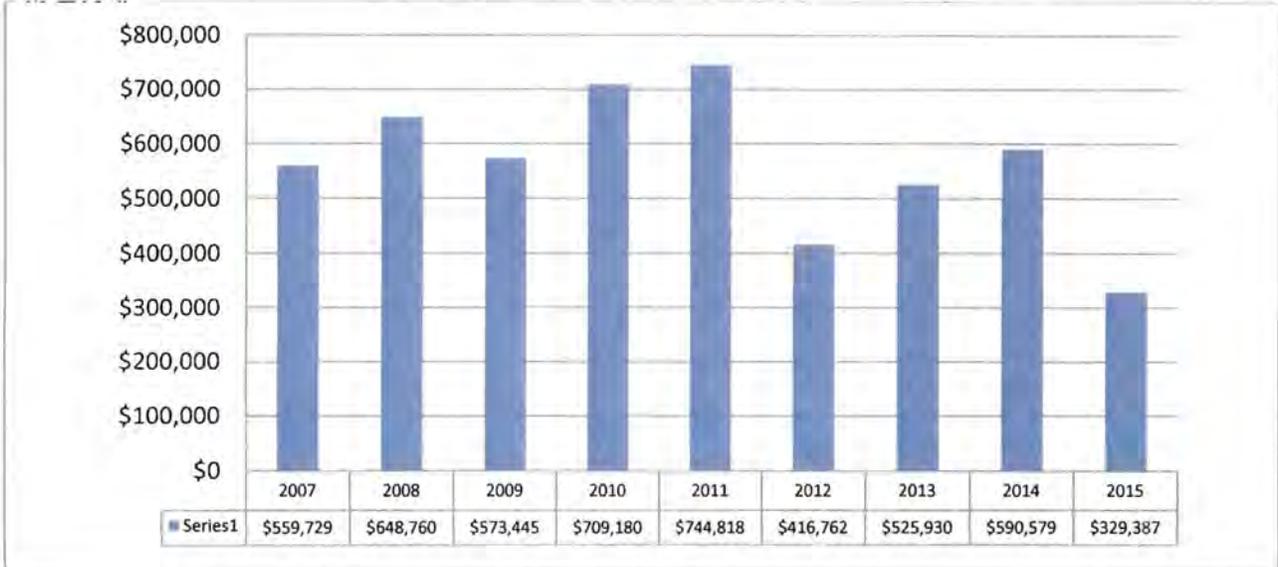
Pine County Probation also charges **other fees to defray specific programming costs** in the department. The fee module in CSTS has made expansion of fees and collection a relatively easy task. In 2013 this revenue generated an additional \$ 8,916.



The Department of Corrections also charges a local correctional fee. They also impose a one-time fee of \$ 100 per misdemeanor, \$ 200 per gross misdemeanor and \$ 300 per felony case. Their revenue goes into the state general revenue fund.

Juvenile Out-of-Home Placements

Interagency collaboration between Pine County Probation and Health and Human Services is key to addressing the cost of out-of-home placements. A separate placement budget tracks probation placements in the Health and Human Services budget. Strategies are in place to keep placement dollars down recognizing there will always be the budget busters – the juvenile who commits the heinous crime, juvenile sex offenders requiring sex offender treatment, juvenile offenders with serious mental health issues, and the chronic serious juvenile offender.

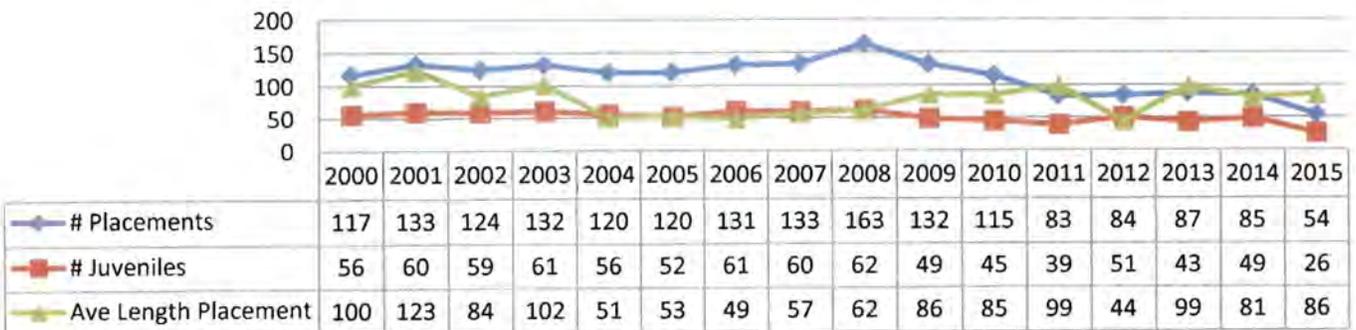


2015 HHS Budget for Probation Cases

2015 Budget: **\$-261,192** from \$590,579 (\$329,387)
Overall: HHS & Probation OHP costs went from 1.8 million to 1.3.

January: \$176,998 in 2015 to \$98,062 in 2016.

Annual Juvenile Placements



2016 will see the implementation of a graduated response grid in Pine County. The use of this grid promotes equitable treatment of youth and can help reduce the overrepresentation of minority youth in placement/detention on technical violations.

PROBATION ADVISORY COMMITTEE

Mission Statement

To actively participate in the review of probation services, programs, goals, and strategic planning in Pine County and make recommendations to policy and decision makers about such probation issues in order to enhance programming in the county and ensure it is efficient and effective.

Members

Law Enforcement:	Sargeants Kunz and Ouverson
Local Jail:	Brent Jahnz
Prosecution:	Reese Frederickson
Defense:	Mac Guptil
Judiciary:	Hon. James T. Reuter and Hon. Krista K. Martin
Education:	Cheryl Bjerke
County Probation:	Karly Kostich
State Probation:	Randy Tenge
Social Services:	Rebecca Foss
Mille Lacs Band:	Monica Haglund
District 1 Citizen:	Todd Cummings
District 2 Citizen:	Amanda Wimmer (Chair)
District 3 Citizen:	Mike Milano
District 4 Citizen:	Bill Morgan
District 5 Citizen:	Mark Diggan

Committee Staff

Probation Director	Terry Fawcett
Team Leader	Laura Stylski
DOC Supervisor	Randy Tenge
Recorder	Suzanne Thompson of the Probation Department

The Probation Advisory Committee created the first Comprehensive Plan in 1999. Each year the Pine County Board, the PICK Judicial Bench, and the Department of Corrections have reviewed the plan.

ANNUAL PROGRESS REPORT

During the past year the Advisory committee has met the goals and objectives set forth in the prior year's comprehensive plan. Those goals included:

Follow the implementation of Evidence Based Practices (EBP)

- Both DOC and Pine County probation have provided regular reports on staff training and quality assurance efforts. The past year has concluded updated training in Motivational Interviewing and Case Planning. Ex. LS/CMI proficiency exercise.

Identification of Barriers and/or Gaps in Probation Service Program Delivery

- The lack of statutory mandated funding has been a big barrier to providing services. State CPO funding has declined to approximately 30% resulting in increased dependence on local levy dollars to fund county probation services.

Ensure Local Correctional Needs are Being Met

- Pine County Chemical Health Coalition Periodic reports have been provided to the Advisory Committee. The Task Force had a booth at the county fair last year. There was considerable discussion about the issues surrounding synthetic drugs and bath salts that have hit the drug scene.
- Cognitive Skills Education Programming The Probation Advisory committee has followed the second year of implementing the adult "Cog Skills" program developed by Pine County Probation and the similar program implemented by Teen Focus for juvenile offenders. The Probation Director met with Teen Focus to look at ways of improving this service to juveniles, including logistical and culturally specific issues/concerns. HHS & Probation allocated \$1,000 in 2015 in OHP budget geared specifically to pay for juveniles to attend the Teen Focus program and remove the existing barriers. The Mille Lacs Band concurrently runs juvenile cog in Lake Lena for the native children as part of their Chemical Health curriculum.
- Pine County Jail RAP Program Brent Jahnz provided an overview of the release advanced planning program that works to transition Pine County inmates back to the community after incarceration. The program is currently underutilized, in part, due to a high number of client's being boarded in from other counties and/or the Department of Corrections. Guidelines for the program are that the inmate must be a Pine County resident.

Review and Evaluate Current Technology Trends

- In May there was extensive discussion about the impact of technology on probation. These factors were identified and outlined in last year's comprehensive plan.
- Introduction of a new alcohol monitor that uses facial recognition and has a GPS feature. Pine County Probation has recently implemented the use of GPS on Pre-Trial Release clients in special circumstances.
- Addition of the Supervision Violation Report to CSTS, the probation case management system.
- Pine County is set to launch an Access database that will track safety incidents throughout the year, which can aid with decisions relative to additional safety equipment or funding for agents as needed.

Track Correctional Costs and Funding Levels

- The committee received reports from both county and state probation on budget implications regarding correctional funding and programming. As noted above, the funding aspect is the greatest barrier to effective probation service delivery.
- The committee also received reports on the collection of local correctional fees and the cost of juvenile placements.

Review Outcome Measures for Each County Program and Service Area

Another important piece to EBP program evaluation is to ensure that the programs are successful especially when balanced with cost effectiveness. Throughout the year the committee received program updates. In January they reviewed in greater detail the annual outcomes as reported in this plan and provided feedback on them. The current programs with outcomes include:

- Juvenile Diversion Program
- Juvenile Restorative Justice (including new C-5 Program)
- Juvenile Intensive Supervision Rehabilitation (ISR) Program
- Repeat DWI Intensive Supervision (ISP) Program
- Pre-Trial Services
- REAM: Remote Electronic Alcohol Monitoring
- Juvenile Electronic Monitoring
- Cognitive Skills Education

Provide local feedback to the DOC District Supervisor as requested

No requests were made.

Evaluate effectiveness of probation programs and service areas based upon staff and resources available.

- Staffing Limitations have impacted a number of services in the County Probation Department.
 - a. Pre-Trial supervision has become reactive vs. proactive. Currently 333 bail studies have been completed in the past year.
 - b. Field visits for other caseloads has also been pre-empted by other probation responsibilities.
 - c. Instruction of the cognitive skills program in-house has again reduced workload time by eight hours per week.

Advisory Committee Goals & Objectives – Plan for 2015-2016

Goal	Objectives
<p>1 Follow the implementation of Evidence Based Practices (EBP)</p>	<ul style="list-style-type: none"> • Understand the basis of EBP • Follow practices being incorporated into Pine County Probation services. • Explore the implementation of new Cog Curriculum (Thinking for a Change) • In-house Motivational Interviewing trainer
<p>2 Ensure local correctional needs are being met.</p>	<ul style="list-style-type: none"> • Identify missing community resources and interventions • Identify barriers and/or gaps in probation service program delivery • Follow the Local Collaborative Time Study programming • Follow the Pine County Chemical Health Coalition activities
<p>3 Review and evaluate current technology trends</p>	<ul style="list-style-type: none"> • Monitor drug and alcohol testing methods • Monitor electronic monitoring methods • Follow efforts to integrate information services • Explore other technology trends that may impact probation services. • Implementation use of GPS with some PTR clients
<p>4 Track correctional costs and funding levels</p>	<ul style="list-style-type: none"> • Follow out-of-home juvenile placement costs • Assess impact of funding levels on both county and state probation programs and services • Review any grant funding that may be obtained. Follow outcomes and/or requirements. • Follow the impact of local correctional and other fees on probation budget • Monitor legislation that may impact probation funding and services especially unfunded mandates.
<p>5 Review outcome measures for each county program and service area. Expand as appropriate.</p>	<ul style="list-style-type: none"> • Track outcomes for the new pre-trial program • Use the Comprehensive Plan as a working tool • Determine if programs are meeting identified goals • Evaluate program efficiency and effectiveness • Evaluate cost effectiveness
<p>6 Provide local feedback to the DOC District Supervisor as requested</p>	<ul style="list-style-type: none"> • Be a sounding board for the DOC on issues that impact at the grassroots level.
<p>7 Evaluate effectiveness of probation programs and service areas based upon staff and resources available.</p>	<ul style="list-style-type: none"> • Assist policy makers in making critical decisions • Hold the service delivery system accountable in expectations • Provide the means to establish effective strategies for quality improvement (eliminated .4 agent)
<p>8 Develop future correctional leaders</p>	<ul style="list-style-type: none"> • Development of a Team Leader position within the department

CONCLUSIONS & RECOMMENDATIONS

The Probation Advisory Committee:

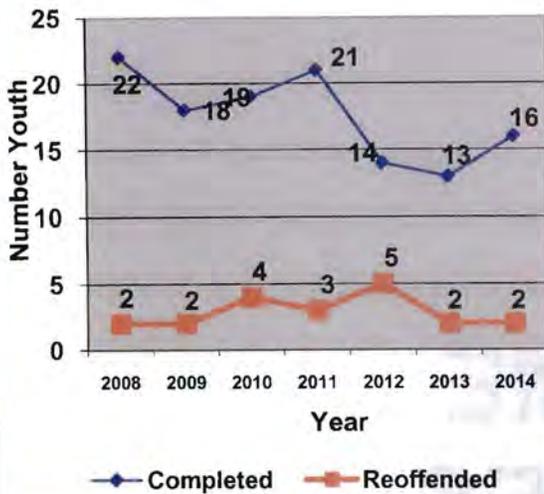
- *Supports the EBP direction and implementation of EBP practice by both Pine County Probation and the Department of Corrections.*
- *Believes that implementing EBP programs puts the dollars where there is the most benefit based on proven effectiveness.*
- *Supports staffing which is consistent with EBP practice and needs.*
- *Supports the use of technology, in particular the electronic monitoring with juvenile offenders as a cost effective placement alternative.*
- *Supports the current Cognitive Skills program and would like to promote and see as many offenders as possible exposed to this research supported intervention. Possible expansion of criteria should be explored to maximize exposure to "Evidence Based Principles." Juvenile Cog skills will be mindful of cultural differences.*
- *Believes it is important to continue to evaluate programs. There is special interest in the Cognitive Skills program and expanding the current outcomes to include the satisfaction surveys and recidivism rates as they become available as compared to the previous program.*
- *Pine County Probation implemented the L.E.A.D. Program in 2015 (Local Education for Accountable Decisions).*
- *The C-5 Program (Victim-Offender Conferencing) was introduced and full implementation to be in place by June, 2016.*
- *Believes that a strong professional alliance and collaboration with Mille Lacs Band is important in assisting native offenders, especially Juveniles to change. Pine County Probation, along with Health & Human Services, continue to meet monthly with Family Services leadership to seek common understanding and work collaboratively on program development. Meetings have taken place monthly since May, 2015. The implementation of a Cultural Community Coach is close to being finalized, as the RFP was posted June, 2016.*

2015 OUTCOME MEASURES

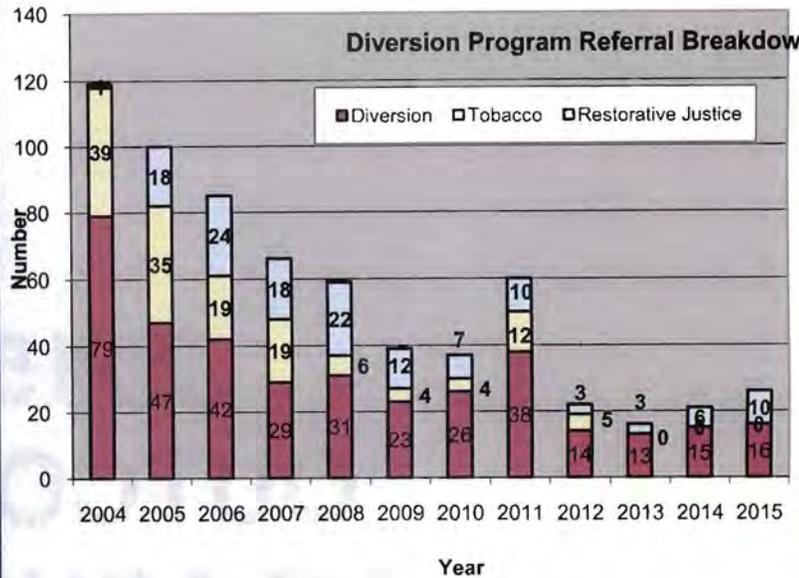
Juvenile Diversion

Goal	Strategy	Outcomes
Our traditional Diversion program will assist the first-time juvenile offender to change so as to lower the chances of the youth re-offending.	<ol style="list-style-type: none"> 1) Track recidivism rates of juvenile diversion offenders 2) Implement a pre and post-program survey that will measure whether diversion participants can identify healthy options versus criminal behavior. 	<ol style="list-style-type: none"> 1) Keep down the number of first-time offenders from entering the court system. 2) Youth who have been through the program can identify healthy options versus criminal behavior.

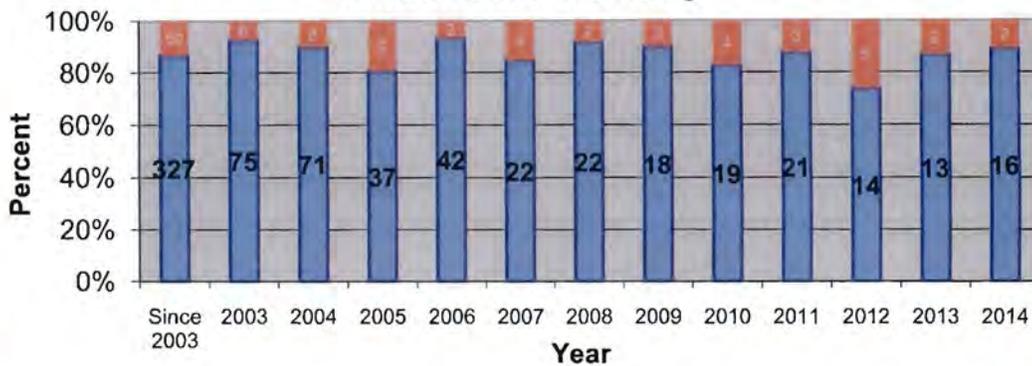
Traditional Diversion



Diversion Program Referral Breakdown



Offenders with No New Offenses 6 months after Discharge



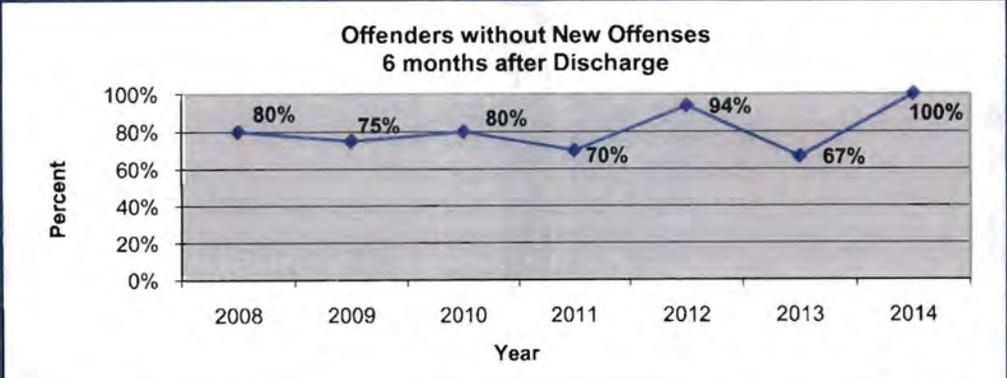
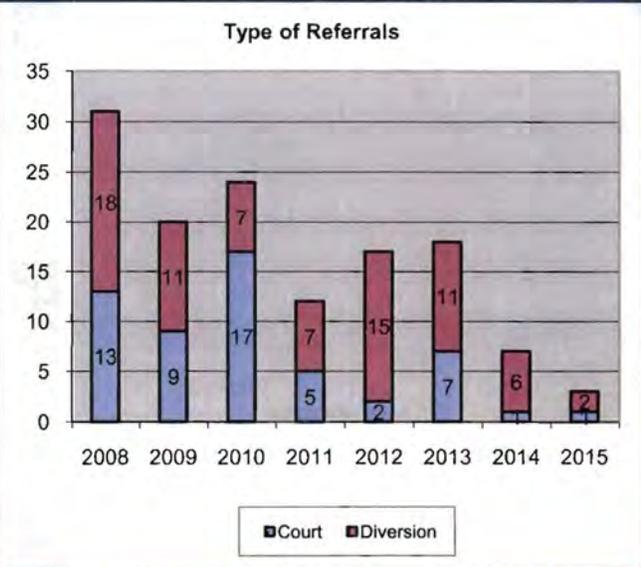
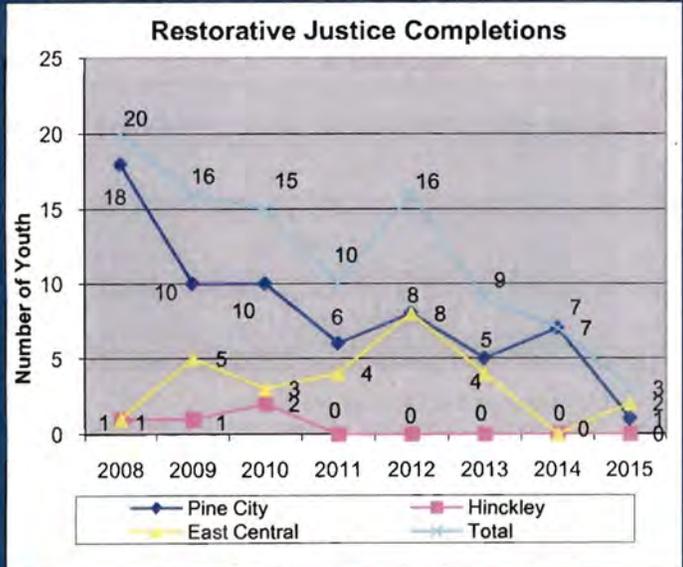
2015 Program Cost: \$ 3609 includes Restorative Justice

The Juvenile Diversion Program has been in existence in some shape or form since about 1976. At one point the program was administered by a full-time probation officer position. At that time the intervention was much more intensive than is given now. The 1996-99 recidivism rate, used as a benchmark, was based upon any new offenses up to five years or more. The Probation Advisory Committee set a narrower expectation based upon what was reasonable to expect for a one-time intervention. The Restorative Justice Project started in 2004 and has resulted in fewer referrals to the traditional diversion program.

The Probation director now handles juvenile diversion, and a Career Agent handles the Restorative Justice Panels. 2016 will see the implementation of the C-5 RJ program, which will feature Victim-Offender Conferencing.

Restorative Justice Project

Goal	Strategy	Outcomes
Integrate juvenile offenders into the community while repairing harm.	<ol style="list-style-type: none"> 1) Panel meeting with community members 2) Panel consensus for appropriate consequences for youth's illegal behavior 	<ol style="list-style-type: none"> 1) Reduce recidivism rates for juvenile offenders. 2) Community panel members will feel that they have had a positive impact on the youth as a representative of their larger community. 3) Youth will repair harm to their community by successful completion of their panel contract. 4) Youth will feel that the community is interested in him/her.

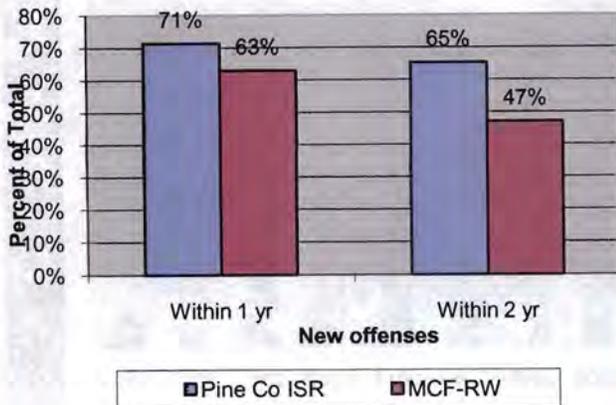


2015 Program Cost: \$ 3609 includes Juvenile Diversion

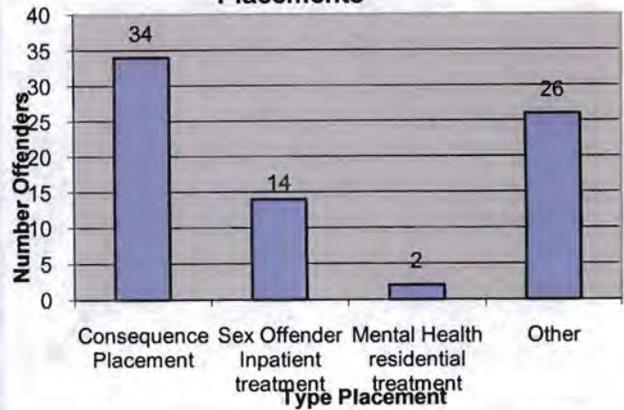
Juvenile ISR Program

Goal	Strategy	Outcomes
Provide a more intense, proactive supervision program for high-risk juvenile offenders that will result in better assessment, coordinated case plans, aftercare & transitional services.	<ol style="list-style-type: none"> 1) Track recidivism rates of high risk juvenile offenders 2) Analyze out-of-home placements for high-risk juvenile offenders 3) Assess youth's progress and compliance in the program 4) Show that intensive supervision rehabilitation program increases cooperative efforts within the criminal justice system. 	<ol style="list-style-type: none"> 1) Reduce recidivism rates for high-risk juvenile offenders while in the ISR program and upon completion of the program. 2) Reduce new out-of-home placements exceeding 30 days for high-risk offenders. 3) Youth will successfully complete the program. 4) Schools, social services agencies, court and law enforcement will be impacted positively by the more intense coordinated effort dealing with youth receiving services.

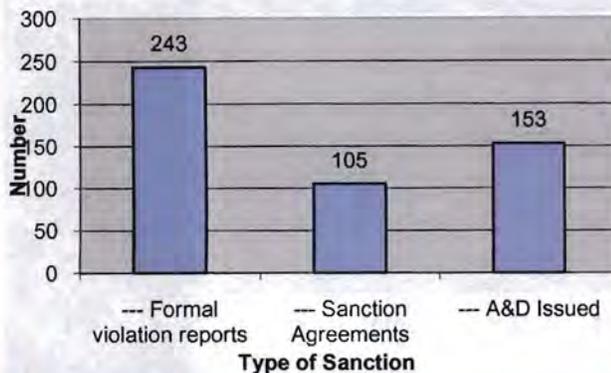
Juveniles Without New Offenses



38 Offenders with 62 new 30+ Day Placements

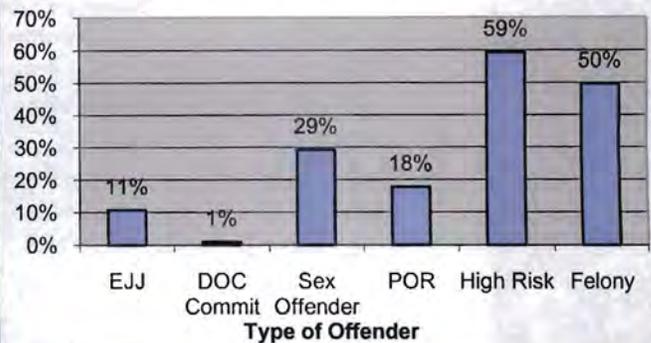


Juvenile ISR Sanctions



ISR Population - 2002 to Present

(Totals will not equal 100 as juvenile may fit more than one category)



- **Total juveniles served:** 113 since 2002
- **Subsequent Placement:** 29 % have received new placements in the program that are over 30 days
- **Program Accountability:** 499 sanctions have been implemented at an average of 4.6 per offender
- **Recidivism:** The average period for commission of new offense after discharge is 243 days
- Of the new offenses 33% are Misdemeanors, 30% are Gross Misdemeanors, & 53% are Felonies

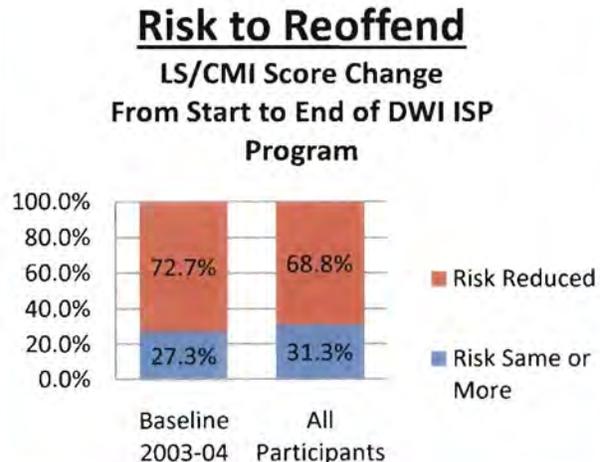
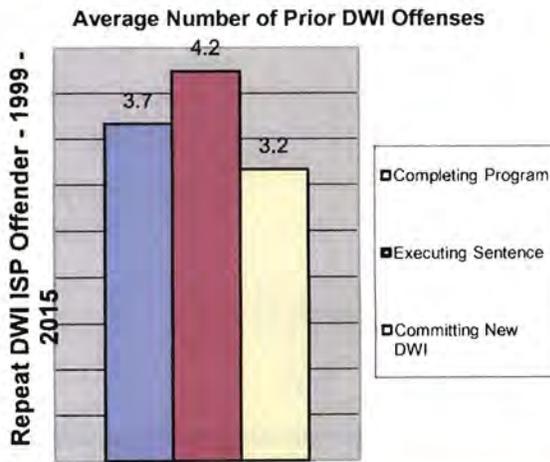
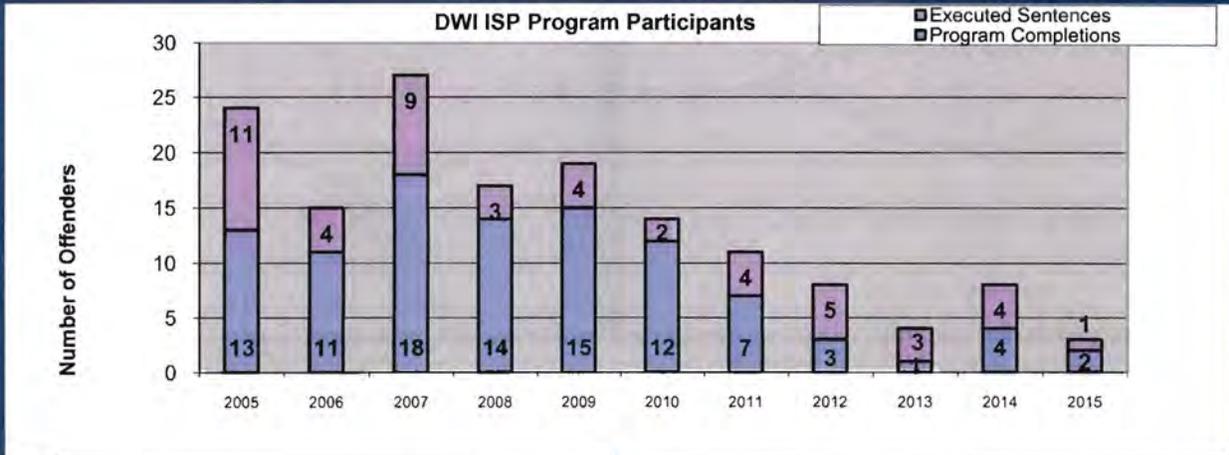
2015 Program Cost: CPO reimbursed agent position

The ISR Agent position was added in 2002 following a "budget buster" year of juvenile placements where placement costs exceeded one million dollars. The new position was subject to the CPO 50% reimbursement and the remainder was funded through a Pine County Collaborative contract. As collaborative dollars started to disappear the reduced funding was first offset by JAIBG Federal grant dollars and now by Local Correctional fees. Additional county cost savings could be inferred through the prevention of other out-of-home placement dollars.

The program has proven to be very effective by providing intensive supervision to the toughest juvenile offenders thus enhancing public safety and providing a last chance effort at rehabilitation in the juvenile system. This also permits the other juvenile agents to move other juvenile matters through the system faster with more individual attention.

Repeat DWI Intensive Supervision Program (ISP)

Goal	Strategy	Outcomes
Provide an intensive supervision program for adult repeat DWI offenders that will increase public safety, hold program participants accountable, reduce recidivism, and rehabilitate offenders.	<ol style="list-style-type: none"> 1) Increase accountability of program participants by closely monitoring activities. 2) Provide a structured program involving variable levels of supervision based upon progress. 3) Impose sanctions when participant violates program conditions whenever possible rather than formal violation and return to Court. 4) Adequately address the chemical dependency needs of program participants. 5) Reduce mandatory jail sentences with the statutory permitted ISP program alternative. 	<ol style="list-style-type: none"> 1) Participants will face consequences for relapses while in the program including appropriate treatment programming. 2) Sanctions will be imposed for violations. 3) Offenders will successfully complete the program. 4) Offenders will not commit a new DWI while in the program. 5) Recidivism rates for repeat DWI offenders will be reduced. 6) Use of the ISP program will reduce jail costs for the county.



- **Completion rate:** 69 % of those ordered into ISP complete the program
- **Recidivism:** 89 % of those who started the ISP program have not subsequently committed a new DWI
- **Rehabilitation:** 100 % who completed the program have successfully completed their CUA recommendations
- **Accountability:** 393 sanctions have been implemented
- **Cost Effectiveness:** The program has saved the county at least \$ 426,649 in jail costs alone. In addition, ISP correctional fees have brought in \$ 74,058.

2015 Program Cost: CPO reimbursed agent position

Our Repeat DWI Program was implemented in 1999 with grant dollars from the Department of Corrections. In 2001 Pine County agreed to pick the program costs up utilizing CPO reimbursement, offender program fees, and jail reduction savings to offset the cost of the program to the county. We have kept statistics from the start as part of our grant funding and now as part of these outcomes.

Our ISP Agent is hired as a county probation officer position so that salary and benefits are reimbursed by CPO funding. ISP program participants pay a \$ 720 program fee that goes towards program costs. In addition, the reduction in jail costs for program participants has been shown also offset salary and program costs.

Pre-Trial Services

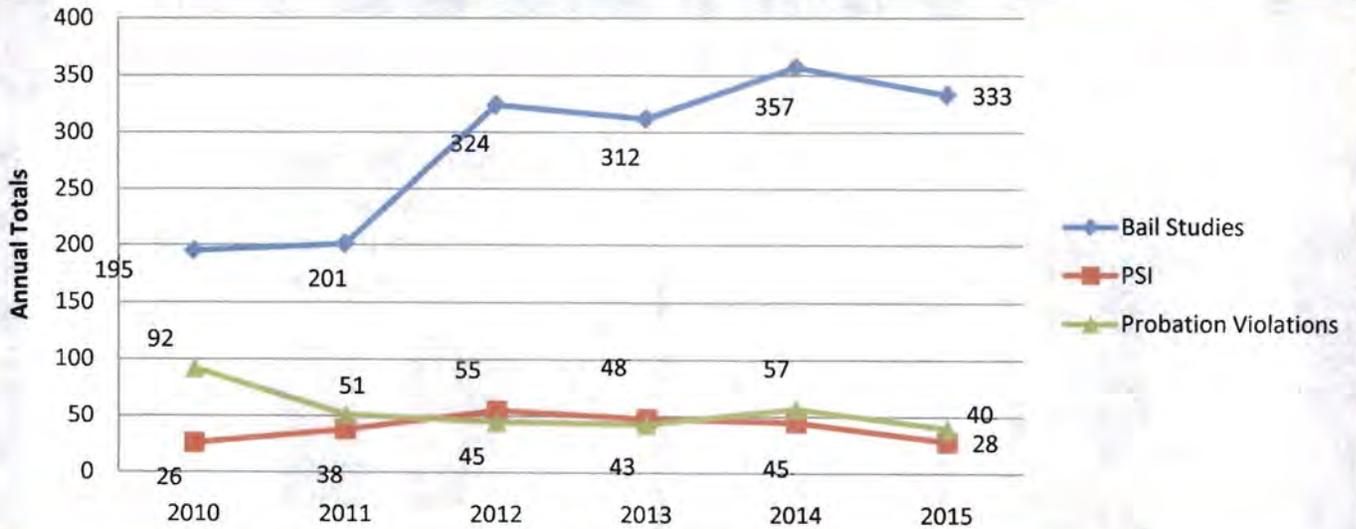
Goal	Strategy	Outcomes
Fill the gap in pre-trial services to the Court including additional information for bail and release condition determination and supervision to defendants with court ordered conditions during pre-trial status.	<ol style="list-style-type: none"> 1) Track total number of bail studies completed 2) Measure positive urinalysis tests while under supervision 3) Track total number of violations of conditions of release 4) Number of PSI's completed 	<ol style="list-style-type: none"> 1) Provide courts with more information to help make more informed decisions 2) Accountability while in the community released on pre-trial status 3) Reduction of positive UA results 4) Consequences for defendant that are not cooperating with conditions of release

Positive UA's



Pre-Trial Fees

Total Revenue since 2009: \$ 18,738



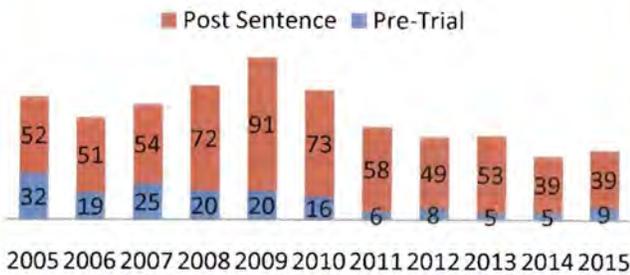
The Pre-trial position was added in November 2009 with RLE Federal Grant dollars. Originally approved in November of 2008 the position was put on hold due to recession-related financial concerns. In 2011 Pine County agreed to fund .4 FTE of a position when the grant ran out. CPO reimbursement, offender program fees, and in-house cog instruction would defray the county's cost of the program.

Pine County Probation receives Caseload/Workload Reduction (CWR) funding from the State. It has been the practice to fund the lowest agent salaried position with these dollars to get the biggest benefit from the CPO funding based upon a percent of agent salary and benefits. In 2013, the pre-trial agent position was moved to Caseload/Workload funding. The entire pre-trial salary is paid by the CWR funding and the county pays for the benefits. Pre-Trial fees defray the cost as well.

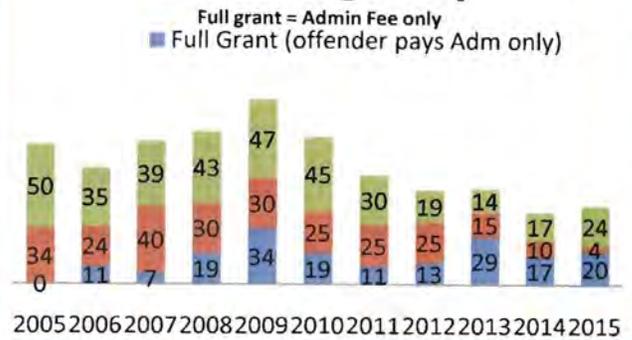
Electronic Monitoring (REAM Grant)

Goal	Strategy	Outcomes
Reduce injury and fatalities caused by repeat DWI offenders in Pine County by preventing defendants from drinking while awaiting trial or serving out their sentence and/or probation.	<ol style="list-style-type: none"> 1) Provide required data to the Department of Corrections for their statewide study of the effectiveness of REAM. 2) Keep drunk drivers off the road. 3) Assist offenders with a drinking problem maintain sobriety at home so they can see that they don't need to depend on alcohol and allow them to make treatment work. 4) Allow individuals with jobs to work from home rather than being confined to jail where they are not eligible for huber release on pre-trial status. 5) Ensure that no use of alcohol conditions of release are monitored and reported. 	<ol style="list-style-type: none"> 1) Make the REAM available to individuals who otherwise could not afford this option. 2) Release on the REAM can free up already overcrowded jails for more serious offenses. 3) Offenders will comply with their REAM requirements

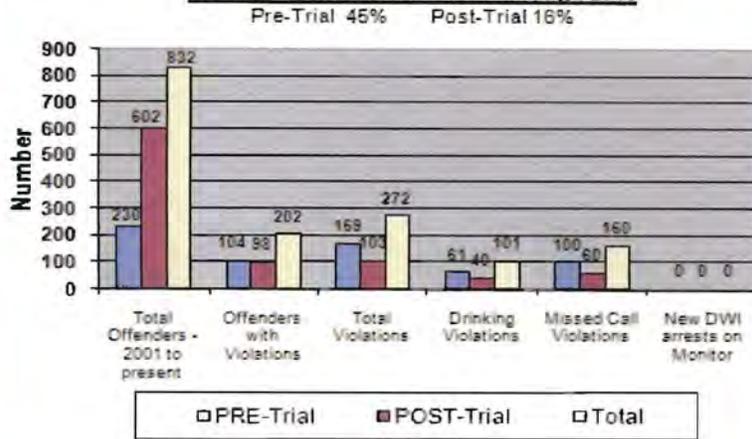
REAM Participants



Grant Eligibility



REAM Violations - 2001 through 2013



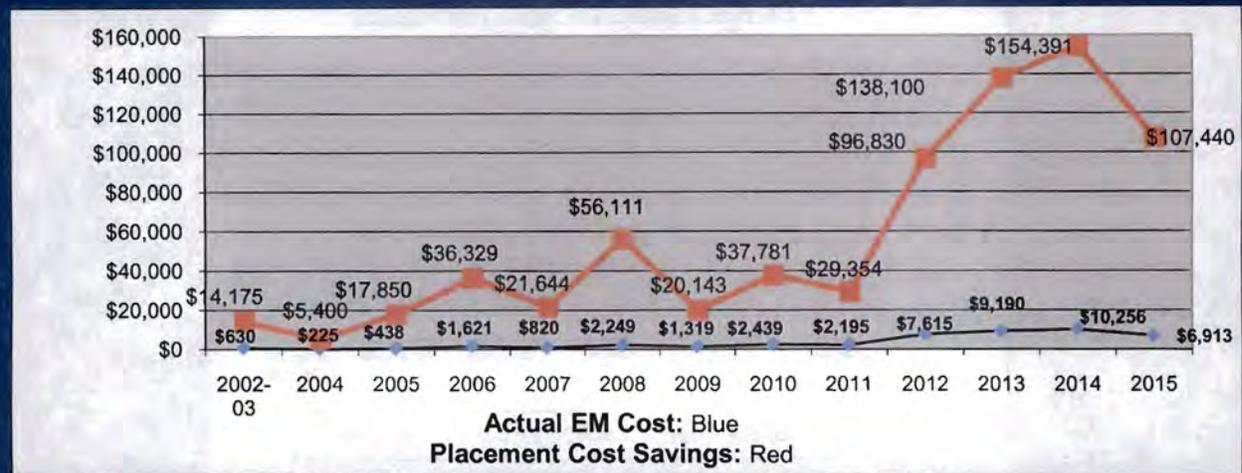
FY 2015 Grant: \$ 8,500

From 1996 to September 30th, 1998 the Tenth Judicial District Court accepted the grant dollars and administrated the program on a district wide basis. In 1998 they encouraged local jurisdictions to pursue the grant funding. At that time the Pine County Sheriff's Department applied for the grant. Rick Boland, who had been the local program coordinator for District Court, took over full responsibility. For 2002, the county board approved a clerical position to coordinate the grant. However, in May 2002 the county board approved changing the administration of the program to Court Services. The DOC approved the grant amendment including half the position as administrative costs out of the grant award. Court Services took over July 1, 2002.

Pine County's grant award from the Minnesota Department of Corrections has declined significantly over the years. The current funding level for the current fiscal year is \$ 8500. The grant covers the cost of the equipment rental and monitoring. Offenders pay an extra \$ 2.00 per day to offset administrative costs.

Juvenile Electronic Monitoring

Goal	Strategy	Outcomes
Provide greater accountability for youth placed at home on house arrest at a lower cost to the county.	<ol style="list-style-type: none"> 1) Enhance house arrest as a pre-disposition or consequence disposition. 2) Provide parents with support in house arrest situations. 3) Less restrictive sanction than out-of-home placement that is still restrictive in nature. 4) Provide another alternative for escalating sanctioning 	<ol style="list-style-type: none"> 1) The Court will utilize house arrest more often reducing detention placements. 2) Reduced cost to parents and increased accountability will make the disposition more attractive for parents to keeping their child at home rather than wanting child out of the home. 3) Reduce detention in costly out-of-home placements. 4) Youth accountability.



Average Days per Youth in 2014: 52 – To-date: 29
 Total cost savings since implementation: \$ 735,547

2015 Program Cost: \$ 6,913

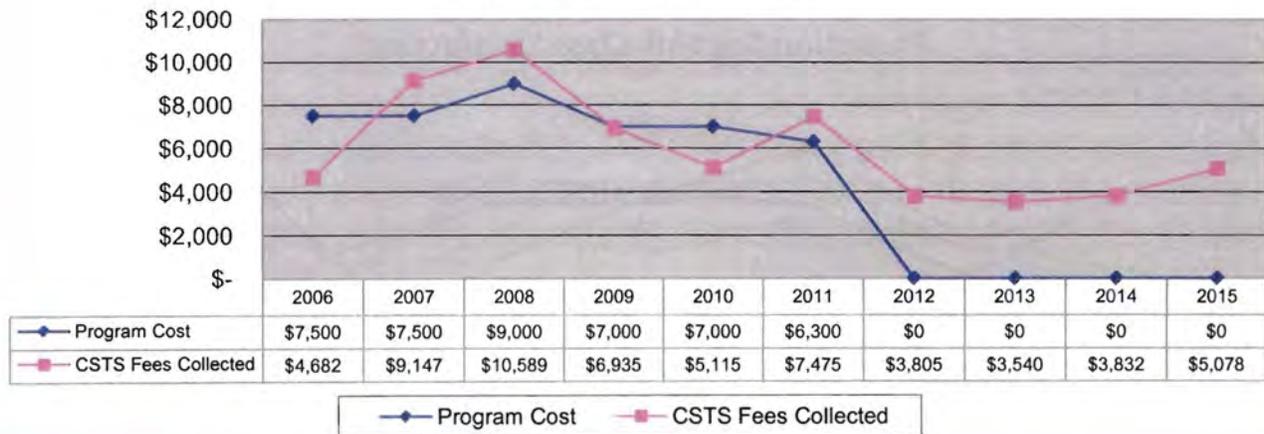
We contract with Midwest Monitoring and Surveillance for the monitoring equipment. The most frequent equipment being used today for youth is the GPS unit that tracks the juvenile's location in real time.

From 2002-2003 the Federal JAIBG (Juvenile Accountability Incentive Block Grant) paid 50% of the cost for youth on the monitor. Parents have been expected to pay the other half of the cost. In 2004 the cost previously paid by the grant is being paid out of the corrections detention dollars budget with Health and Human Services as a low cost alternative to out-of-home detention. In 2007 a sliding fee scale made the parental portion more affordable to parents with limited financial means. Parents meeting the Federal Poverty scale pay a \$ 25 minimal fee.

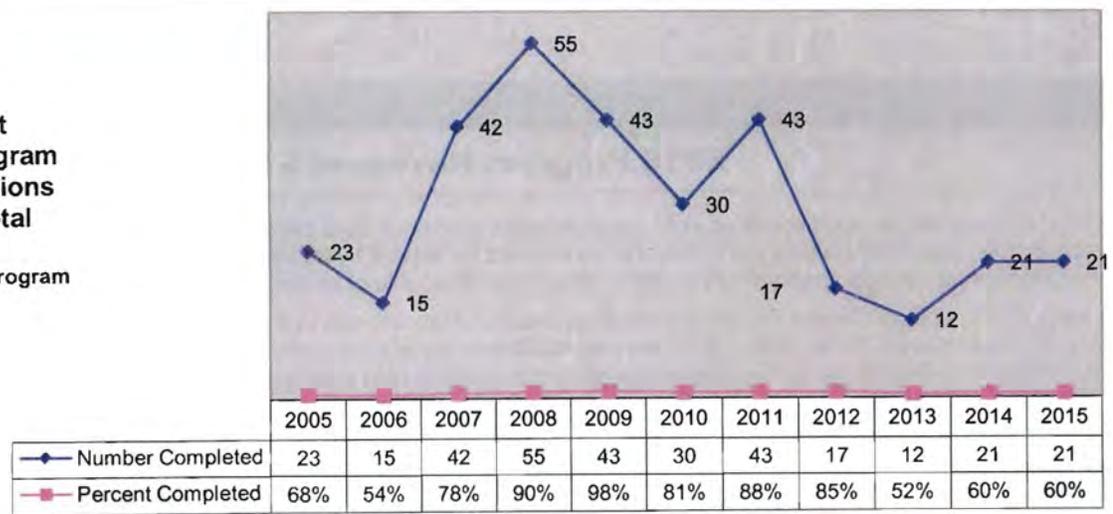
Cognitive Skills Education Programming

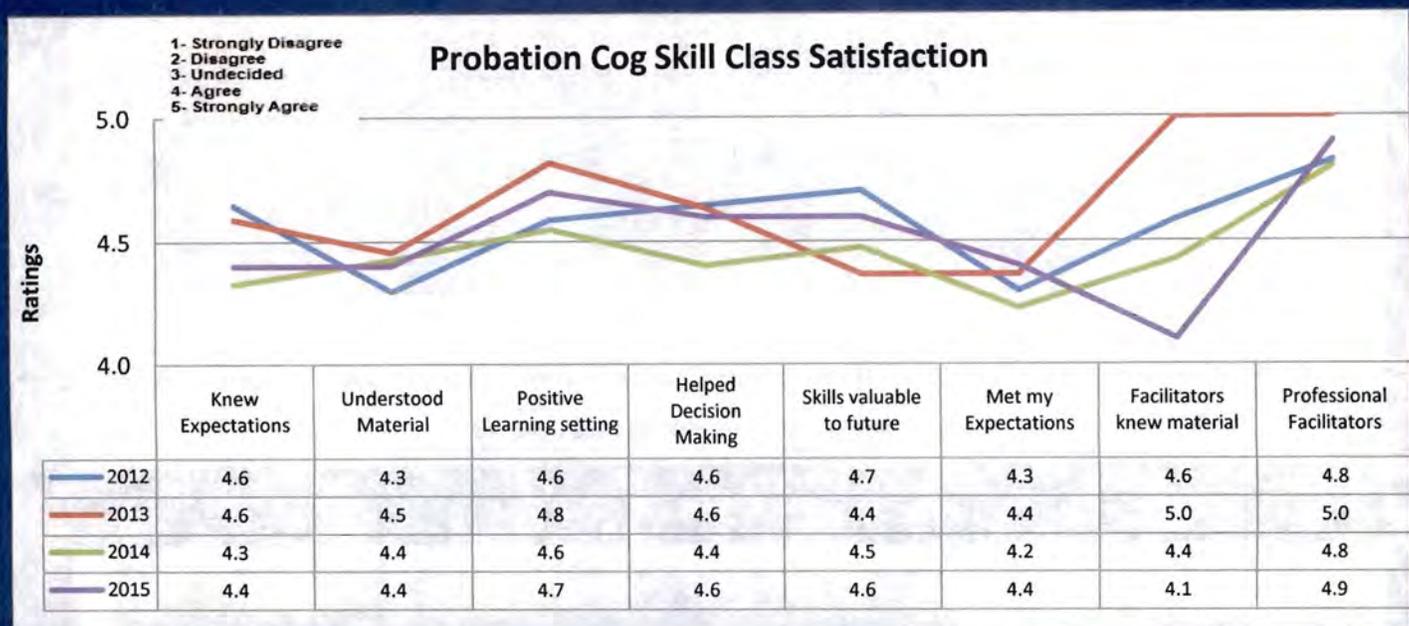
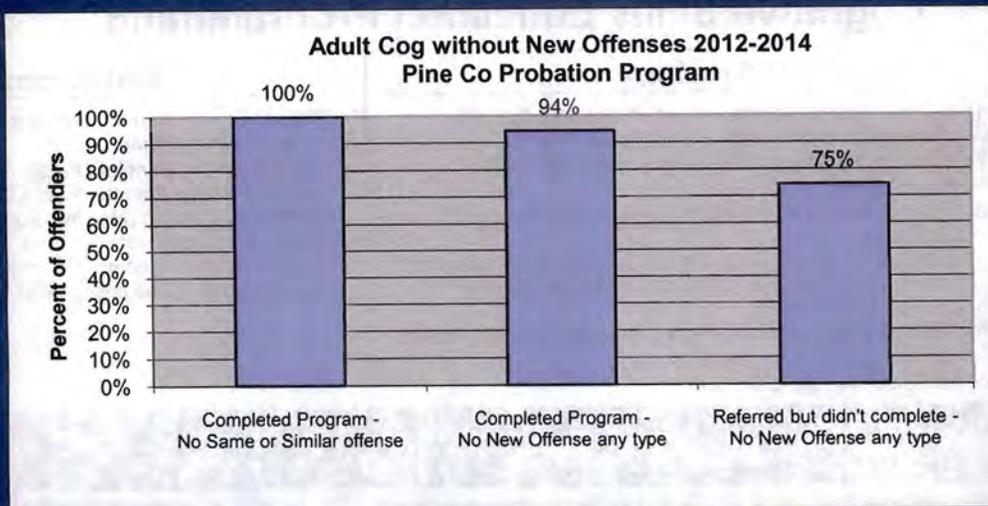
Goal	Strategy	Outcomes
Provide evidence-based curriculum to offenders that facilitate change and overall reduce recidivism.	<ol style="list-style-type: none"> 1) Deliver a structured program which analyzes thought process and decision making responses 2) Enhance Thinking Skills, Reasoning, and promote Rehabilitation 3) Increase insight to self emotive processes and thought analysis 4) Measure recidivism rates of those referred to the program that didn't complete the class and those that actually complete the program. 5) Set high standard for attendance expectations and defined consequences for absence. 6) Minimize the cost to the county 	<ol style="list-style-type: none"> 1) Offenders who start the program will successfully complete the program. 2) Offenders who complete the program will have lower recidivism rates than those who do not. 3) Offenders who complete the program will have a lower reconviction rate for same or similar crimes within one year of completion of the program. 4) The program will be cost effective.

Cog Skills Program Cost



Adult Cog Program Completions
393 Total
2012 New Program





2015 Program Revenue: \$ 5,078

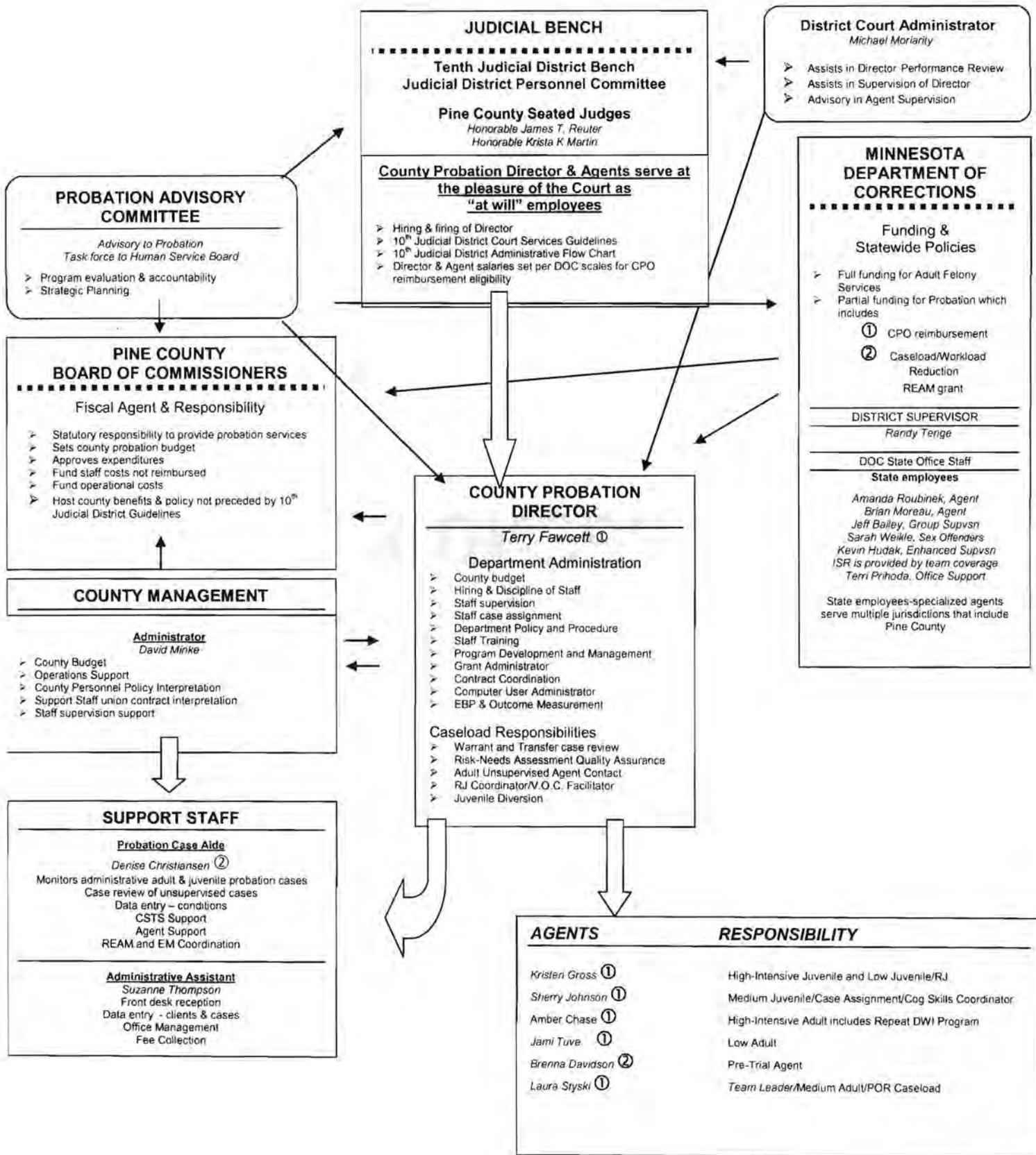
In 2001 we first implemented an adult cognitive skills program utilizing revenue from the old probation fees focusing solely on our DWI ISP offenders. In 2001 and 2002 classes were delivered as contract for service by an individual provider and in 2003 Therapeutic Service Agency facilitated classes. Budget cuts in 2003 rendered us incapable of funding the program.

In 2005 we were able to budget classes for both juveniles and adults. The plan was to eventually have a self sustaining program and in 2007 that goal was achieved. From 2005 – 2011 we paid facilitators to run a program with curriculum that closely paralleled that of Anoka County where a number of our juvenile offenders encounter placement in their juvenile programs. Juveniles paid a \$75.00 fee. Adults paid \$200.00 fee while the DWI ISP offenders paid \$100.00. Recidivism outcomes from this period were favorable.

In 2012, as a cost savings strategy, Pine County Probation launched their own adult program based on New Direction curriculum used in Minnesota prisons which was collaboration between Hazelden and the DOC. We chose to take the foundational concepts from this curriculum in an open ended program that would run at least 12 weeks. Successful completion is based upon class participation and competency with the key concepts of a thinking report. Adult fees remained the same. The class is taught in-house by probation agents. Teen Focus has now taken over the juvenile cog program using similar format to our program.

Recidivism rates are calculated when program participants have been out of the program for a year.

APPENDIX



Probation Mandates & Responsibilities
1980, 1992 & Today

RESPONSIBILITY	1980	1992	Today
Probation Supervision - Defined: MS 609.02 Subd. 15 Adults – MSA 609.135 Subd 1 (2) Juvenile – JPO offenders 260B.235 Subd 4(5) Juvenile traffic 260B.225 Subd 9(6) Delinquents 260B.198 Subd 1(b)	X	X	X
Client contacts (<i>Documentation requirements have increased steadily</i>)	X	X	X
Pre-sentence investigations (adults) MS 609.115	X	X	X
Pre-disposition reports (juveniles) MS 260B.157 Subd. (1)	X	X	X
Social Histories on DOC Commitments DOC 4-108.8a	X	X	X
Progress reports – Court Rules	X	X	X
Violation reports – Court Rules	X	X	X
Transfer investigations – DOC policy	X	X	X
Interstate Compact Supervision, Transfers, & Investigation - Juvenile MS 260.51 and Adult MS 243.1605	X	X	X
Court appearances – Court rules (Longer waits due to calendar overcrowding)	X	X	X
Restitution services – 609.10 Subd. 2	X	X	X
Truancy supervision 260C.201 Subd. 1 (5)(b)(2)	X	X	X
Certification studies for serious juvenile offenses MS 260B.125	X	X	X
Sentencing Guidelines worksheets MS 609.115 Subd 1a (Mandated 1980—complexity has increased since then)	X	X	X
Conditional pre-trial release supervision (Court Rules since 1975)	X	X	X
Fine recommendations (Mandatory minimum fines for certain offenses 1987; offenses with mandated minimums greatly expanded 1992)	X	X	X
Community work service (as court-ordered condition)* 2003 became probation sanction	X	X	X
Juvenile diversion Probation provided service since about 1976 before mandated (Mandated 1994- to Co Atty Ofc)* - MS 388.24	X	X	X

1980 Responsibilities: 18

Added by 1992

RESPONSIBILITY	1980	1992	Today
Notification to State if sex offender is bus driver <i>(Mandated 1985)</i>		X	X
Notification of victim services & rights MS 611A.037 <i>(Mandated 1983)</i>		X	X
Fine recommendations <i>(Mandatory minimum fines for certain offenses 1987; offenses with mandated minimums greatly expanded 1992)</i>		X	X
Victim impact statements in pre-sentence investigations <i>(Mandated 1984) MS 609.037 Subd. 1, 2</i>		X	X
Neighborhood impact statements in pre-sentence investigations <i>(Mandated 1988) MS 609.115 Subd. 1</i>		X	X
DNA testing for sex offenders <i>(Mandated 1989) 299C.105</i>		X	X
Specialized training requirements - i.e. sex offender supervision, intensive supervision <i>(Sex offender supervision training mandated 1990) MS 241.67 Subd. 6, MS 244.13 Subd 2</i>		X	X
Compulsive Gambling Assessments in pre-sentence investigations <i>(Mandated 1991) MS 609.115 Subd. 9</i>		X	X
Chemical assessments & determination of whether alcohol/drugs contributed to offense - Screenings 609.115 Subd. 8 <i>(Mandated 1991)</i>		X	X
Registration of sex offenders & address changes <i>(Mandated 1991; expanded 1993. List of offenses has expanded almost annually since 1991) MS 243.166 Subd. 3</i>		X	X
Notification to schools on outcome of disposition & review hearings on certain offenses occurring on school property <i>(Mandated 1992) MS 260B.171 Subd. 3</i>		X	X
Sex offender assessments (adult & juvenile) <i>(Mandated 1992) 609.345 (a)</i>		X	X

1992 Responsibilities: 30

Added since 1992

RESPONSIBILITY	1980	1992	Today
Drug & alcohol testing (ability to easily test the Court ordered condition)			X
Bail evaluations (Mandated 1994) 629.74			X
Computerized data system entry and integration Pine Co implemented 1996, SSS data integration 2000, CriMNet integration 2003			X
Classification System for Juveniles (Mandated 1999) Formalized risk-needs assessment MS 260B.159			X
Case Plans for Out-of-Home Placements (Mandated 1999) MS 260.198 Subd. 5			X
Transitional Service Plans (Mandated 1999) MS 260B.240			X
Interagency pre-placement screening for juvenile out-of-home Placement (Mandated 1999) MS 260B.157 Subd. 3			X
Compliance with Indian Child Welfare Act –ICWA (Mandated 1999) MS 260B.168			X
Fingerprinting on adult interstate transfer clients (Mandated 1992)			X
Fingerprinting assistance for offenders on probation MS 299C.10 Subd 1(7)(c)			X
Increase in notification procedures to victims of certain offenses (Mandated 1993; requirements expanded almost annually) MS 611A			X
Apprehension & Detention Authority MS 244.195, 260B.175 Subd 1(c) (Mandated 1998)			X
EJJ (Extended Juvenile Jurisdiction) offender category added. Supervision until age 21 – 260B.130 (Created by legislature 1993) EJJ Studies – Juvenile Court Rules 19.03			X
Provide cognitive skills groups (research-driven) (Began 2002)			X
Notification to State DHS of convictions for wide range of offenses by persons working in State DHS licensed facilities (Mandated 1995) MS 245C.05			X
Domestic abuse assessments/investigations (Mandated 1996; pre-sentence investigations on domestic abuse cases mandated 1997) MS 609.2244			X
Local Collaborative Time Study requires probation officers to record time, take training (Initiated 1998)			X
Probation fee collection (Allowed by statute 1992; court-ordered and ceased. Began again 2003 with department collection) MS 244.18 for corrections services			X
REAM Alcohol monitoring of certain offenders during pre-trial release (Mandated 1998)			X
Case closure of low risk case as “inactive” (Pine Bench authorized 1999)			X
Intensive DWI Supervision (Pilots authorized 2000, now a disposition alternative) MS 169.275 Subd 3, 4, 5 Pine Co grant-pilot from 1999-2001			X
DNA testing (all other felons) (Mandated 2000) MS 299C.105			X
Report sex offender addresses, phone numbers, property, employment, school & accessible vehicles changes (Added to sex offender registration 2000)			X
Registration of non-sex offenders (broad list of offenses) who have past sex offense & probation expired before registration (Mandated 2000)			X
Staggered REAM 30 day sentence (Mandated 2000) 169A.277 Subd 2			X
Outcome measures required for County plan/budget; State Pine County Probation Advisory Comp Plan since 1999, State began 2001			X
Authorized Probation Sanction Conferences (implemented previously, legislative authority granted 2003) MS 244.196-.199			X
Notification to community-based programming of predatory offender registration (Mandated 2003) MS 246.13 Subd 4			X
“Short-term” offenders transferred from state to local facilities—increases local supervision population and case management- (Legislative shift 2003)			X

Today's Responsibilities: 59

THE SUPREME COURT OF MINNESOTA

Research and Evaluation
State Court Administration

Pine County Court Filings

Location / WCL Type	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Serious Felony	8	11	11	8	11	7	5	13	5	9
Felony DWI	16	14	12	10	11	4	3	5	5	9
Other Felony	277	188	214	185	232	212	285	320	344	410
Gross Misdemeanor DWI	164	129	136	106	94	85	87	63	58	64
Other Gross Misdemeanor	108	85	68	57	84	82	99	126	104	125
Major Criminal Total:	573	427	441	366	432	390	479	527	516	617
Delinquency Felony	58	53	42	36	37	40	31	24	31	17
Delinquency Gross Misdemeanor	20	14	10	8	17	16	3	10	4	5
Delinquency Misdemeanor	83	96	97	72	67	66	103	77	61	41
Status Offense	103	138	128	79	88	78	31	20	19	20
Dependency/Neglect	58	39	43	36	35	42	59	53	31	40
Term. of Parental Rights	18	13	13	0	0	0	0	0	0	0
Permanency	0	0	0	0	0	0	0	0	0	0
Permanency - TPR	0	0	0	10	7	6	11	11	5	13
Permanency - Non TPR	0	0	0	8	5	10	5	11	7	6
*CHIPS - Delinquency Under 10	1	0	2	0	0	0	0	0	0	0
Truancy	15	15	10	3	7	9	16		12	15
Runaway	1	0	0	0	0	0	0	0	0	0
Major Juvenile Total:	357	368	345	252	263	267	259	218	170	157
5th Degree Assault	94	62	72	45	68	112	102	102	129	92
Other Non-Traffic	639	526	639	551	562	694	560	671	635	671
Misdemeanor DWI	194	173	188	145	144	122	128	128	105	94
Other Traffic	2,199	1,847	1,808	2,245	2,050	2,243	2,004	2,166	2,202	2,591
Juvenile Traffic	51	34	29	34	23	26	15	19	21	28
Parking	2	2	2	0	3	2	0	2	15	1
**Minor Criminal Total:	3,179	2,644	2,738	3,020	2,850	3,199	2,809	3,088	3,107	3,447
Grand Total:	4,109	3,439	3,524	3,638	3,545	3,856	3,547	3,833	3,793	4,221

*Numbers reflected in this category are based on number of children.

**Numbers reflected in this category are based on number of charges filed.

Probation Survey Report for Pine County Probation

Reporting Period: Jan thru Dec 2015

	Prior Year End	Entries	Removals	Period Ending Total
Gross Misdemeanor	275	115	118	278
Misdemeanor	293	229	207	309
Juvenile	75	51	69	57
Totals	643	395	394	644

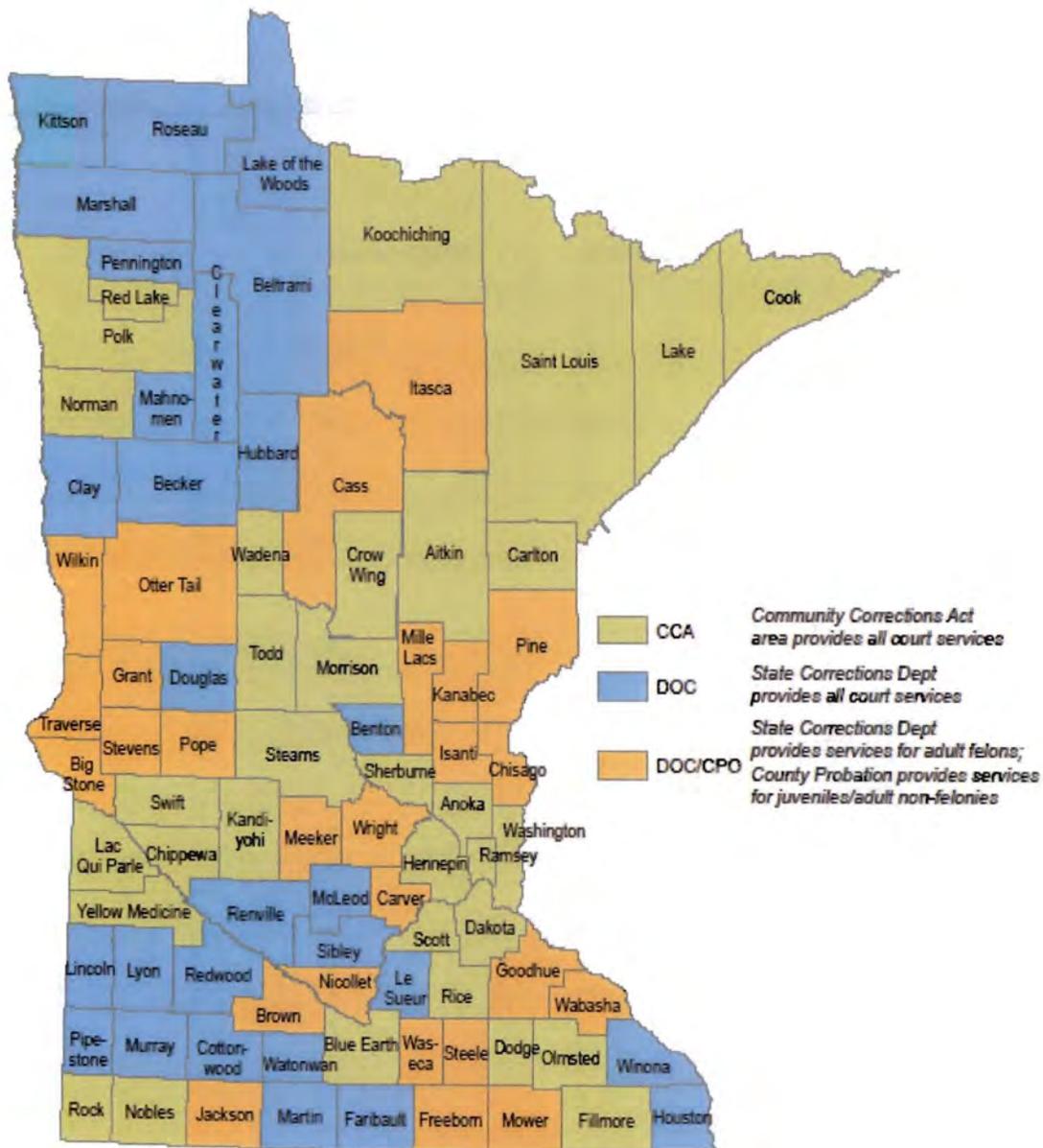
	Male	Female	Hispanic	Non-Hispanic / Unknown
Gross Misdemeanor	211	67	5	273
Misdemeanor	226	83	3	306
Juvenile	43	14	0	57
Totals	480	164	8	636

	White	Black	American Indian	Asian	Other
Gross Misdemeanor	224	6	32	2	14
Misdemeanor	248	13	29	1	18
Juvenile	15	2	15	0	25
Totals	487	21	76	3	57

	Felony	Gross Misd.	Misdemeanor	Juvenile	Total
Arson	0	0	0	1	1
Assault	0	6	7	4	17
Assault-Domestic	0	18	29	2	49
Against Family	0	3	0	0	3
Against Justice	0	15	8	3	26
Against Government	0	2	0	0	2
Burglary	0	0	0	6	6
Counterfeiting / Fraud	0	9	0	0	9
Crim Sexual Conduct	0	1	0	1	2
Crim Veh Operation - Bodily Harm	0	2	0	0	2
Crim Veh Operation - Death	0	0	0	0	0
Disturbing Peace	0	4	53	3	60
Drugs	0	0	0	1	1
DWI	0	161	113	0	274
Escape Flight	0	2	1	1	4
Gambling	0	0	0	0	0
Harassment / Stalking	0	2	6	0	8
Homicide	0	0	0	0	0
Kidnapping	0	0	0	0	0
Misc / Juv / Fed	0	2	0	20	22
Obscenity	0	0	0	0	0
Other Person	0	0	0	0	0
Property Damage	0	2	14	1	17
Robbery	0	0	0	0	0
Sex Related	0	0	0	0	0
Stolen Property	0	1	2	1	4
Theft	0	14	47	8	69
Traffic	0	32	25	4	61
Vehicle Theft	0	0	2	0	2
Weapons	0	1	2	1	4
[Unknown/NA]	0	1	0	0	1

Appendix D. Court Services in Minnesota
 (December 31, 2015)

Court Services Delivery System



Introduction

Minnesota's probation system is a combination of state and county agencies spread throughout the state's 87 counties. In 28 counties, the Minnesota Department of Corrections (DOC) provides all probation services. In 26 counties, probation services are provided by a combination of county probation offices (CPO) and the DOC. In these counties, the DOC provides supervision for adult felons and the county provides supervision for juveniles and adult non-felony cases. The remaining 33 counties participate in the Minnesota Community Corrections Act (CCA) where county staff provides all probation services.

The primary purpose of the Minnesota Probation Survey is to collect probation data from all counties annually for use by the DOC, the Minnesota Legislature, other state agencies, county probation offices, and other entities for management, policy-making, and federal reporting purposes. Please note: This survey does *not* count all offenders that state or county probation agencies provide service to; the survey specifically is designed to count only those offenders under "probation" supervision.

Methodology

Survey Design

The probation survey originally was designed to collect data requested by the Bureau of the Census and the Bureau of Justice Statistics regarding Minnesota probationers. In the past, two important tenets were considered in the survey design: the definition of "probationer" and capturing an individual probationer only once.

The definition of "probationer" essentially has stayed the same and refers to both adults and juveniles: "All probationers, regardless of conviction status, who have been placed under the supervision of a probation agency as part of a court order at any time including those ordered to pay restitution, complete community service, or monitoring."

Survey Administration

As part of Minnesota's criminal justice information integration efforts, the Statewide Supervision System (S³) was designed to provide criminal justice professionals with electronic offender information through a secure website. This information includes data on juveniles and adults who are or have been on probation, detention, imprisoned, or jailed.

The DOC pulled and compiled probation data directly from S³ for all 87 counties and made county reports available for review and approval by each county prior to publication in this report.

Data Quality

Caution must be used before drawing any conclusions from the fluctuation in total probationers between 2000 and 2006. A great deal of that variance can be attributed to a concerted effort on the part of county and state agencies to clarify data definitions and submission standards.

Changes in the judicial branch have impacted the numbers being placed on probation. This is particularly true for the updated statewide lists authorized by Minnesota Statute 609.101, subd.4, which allows an individual to choose to pay a fine in lieu of making a court appearance. For the first time in three years this report shows a slight increase in the total number of probationers.

Changes to the COMS prison information management system required us to report December 31, 2015, Supervised Release, Parole, and Intensive Supervised Release (ISR) Populations by the DOC districts and CCA Agencies rather than by County.

Findings

Table 1. Minnesota Probation Population: 1996-2015

	Felony	Gross Misdemeanor	Misdemeanor	All Adults	Juvenile	All Probationers
1996	27,373	20,736	39,930	88,039	15,835	103,874
1997	29,694	22,120	43,106	94,920	17,144	112,064
1998	33,829	24,732	42,257	100,818	17,774	118,592
1999	33,896	26,797	43,922	104,615	18,000	122,615
2000	36,704	29,889	48,589	115,182	16,695	131,877
2001	35,186	31,119	47,303	113,608	16,723	130,331
2002	38,862	34,644	48,402	121,915	17,460	139,375
2003	38,130	31,877	40,726	110,733	15,977	126,710
2004	40,107	32,031	41,102	113,240	15,142	128,382
2005	41,195	33,557	42,321	117,073	14,312	131,385
2006	45,030	36,517	45,742	127,289	14,742	142,031
2007	45,633	38,177	43,987	127,797	14,181	141,978
2008	44,537	37,642	45,448	127,627	13,088	140,715
2009	44,353	36,788	40,305	121,446	11,025	132,471
2010	42,661	34,877	34,348	111,886	9,670	121,556
2011	41,073	33,444	33,269	107,786	8,540	116,326
2012	41,588	33,263	33,306	108,157	8,624	116,781
2013	41,230	31,162	29,370	101,762	7,471	109,233
2014	41,581	30,299	25,781	97,661	6,876	104,537
2015	43,215	30,181	24,862	98,258	6,839	105,097

Table 2. Five Largest Probation Organizations in Minnesota

	Adult Felony 2015	Adult Gross Misdemeanor 2015	Adult Misdemeanor 2015	Juvenile 2015	Total 2015
Hennepin County Community Corrections	7,289	7,861	3,734	1,121	20,005
MN Dept. of Corrections Field Services	12,248	2,425	2,133	879	17,685
Ramsey County Community Corrections	5,351	2,568	2,707	827	11,453
Anoka County Community Corrections	2,695	2,109	2,186	394	7,384
Dakota County Community Corrections	2,997	2,001	1,854	381	7,233
Statewide Total	43,215	30,181	24,862	6,839	105,097

Table 3. 2015 Probation Totals by Delivery System

	2015 Year End	Males	Females	White	Black	American Indian	Asian	Other/ Unknown	Hispanic	Non- Hispanic
CCA agencies	75,614	57,836	17,778	48,138	16,263	2,454	2,374	6,385	4,898	70,716
DOC agencies	17,685	13,233	4,452	14,053	1,013	1,994	191	434	1,016	16,669
CPO agencies	11,798	8,816	2,982	7,571	465	697	75	2,990	398	11,400
Total	105,097	79,885	25,212	69,762	17,741	5,145	2,640	9,809	6,312	98,785

Table 4. 2015 Probation Totals: Metro vs. Non-Metro

	2015 Year End	Males	Females	White	Black	American Indian	Asian	Other	Hispanic	Non-Hispanic
7-County Metro*	54,225	41,548	12,677	30,935	14,207	1,324	2,100	5,659	3,297	50,928
Non-metro	50,872	38,337	12,535	38,827	3,534	3,821	540	4,150	3,015	47,857
Total	105,097	79,885	25,212	69,762	17,741	5,145	2,640	9,809	6,312	98,785

*7-County Metro: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington

Figure 1. Adult Probationers by Gender: 2004-2015

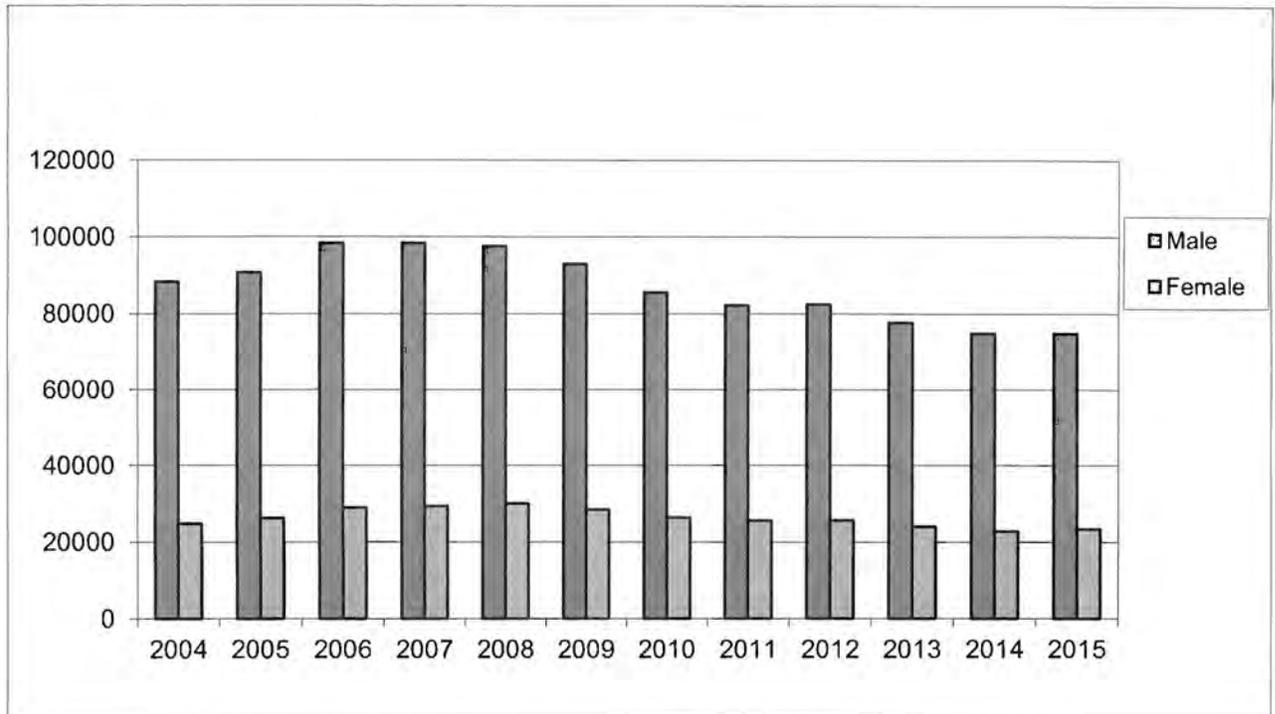


Figure 2. Juvenile Probationers by Gender: 2004-2015

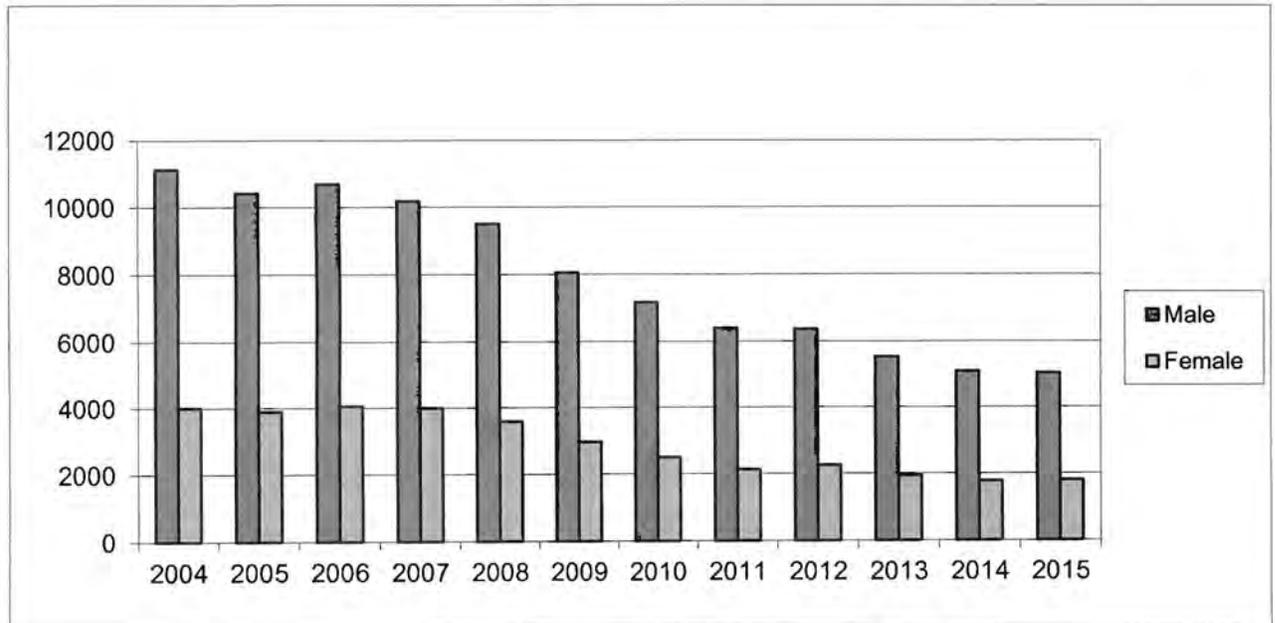


Figure 3. Adult Probationers by Race: 2004-2015

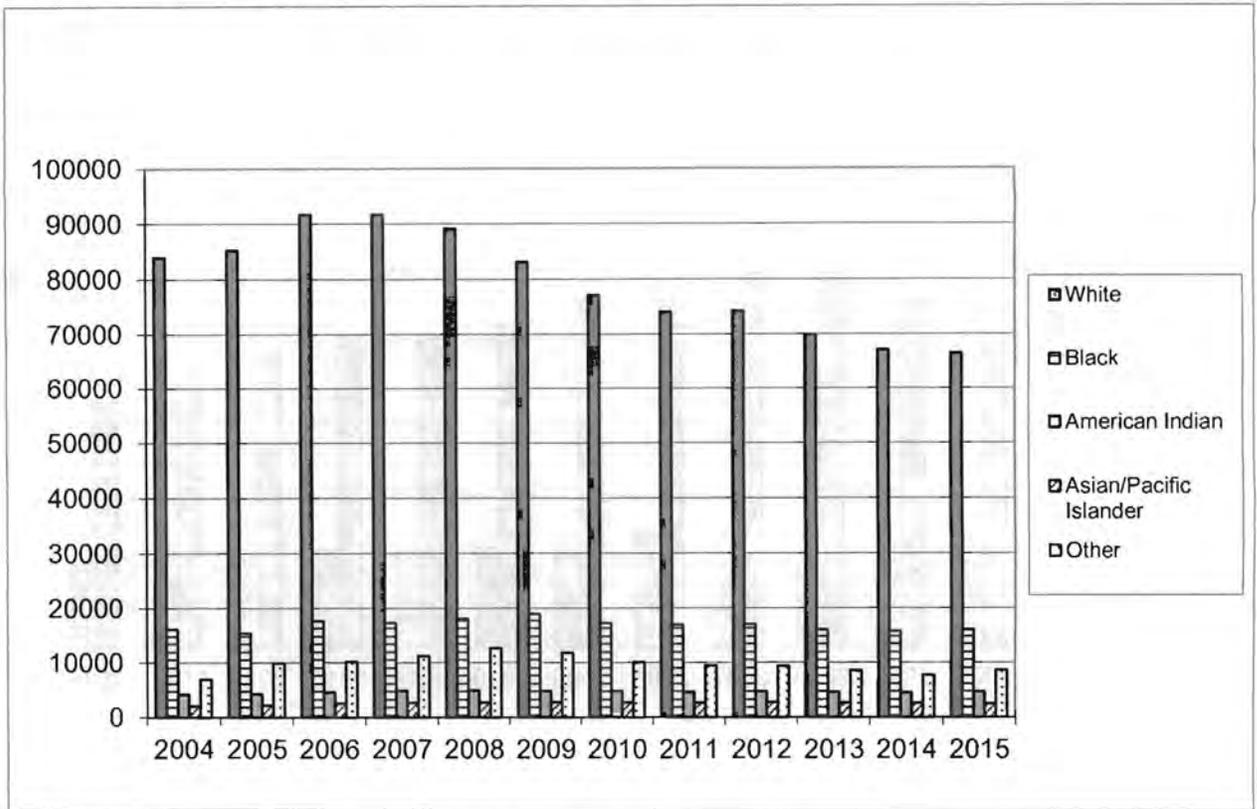


Figure 4. Juvenile Probationers by Race: 2004-2015

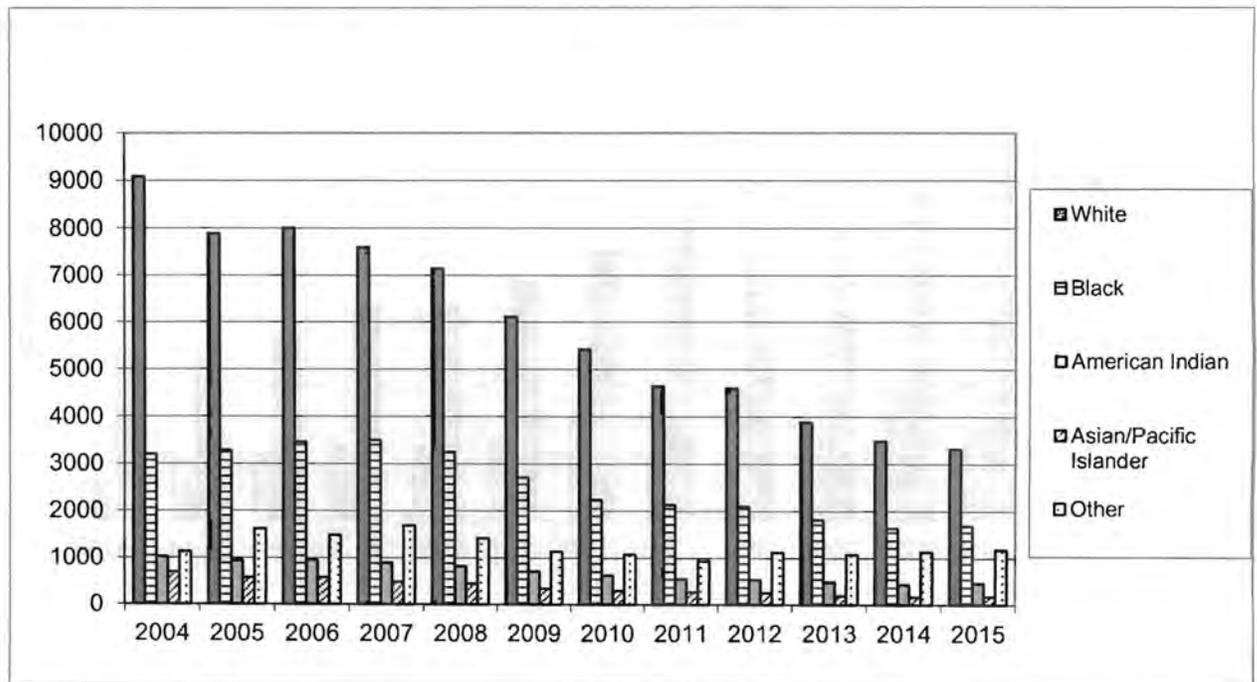
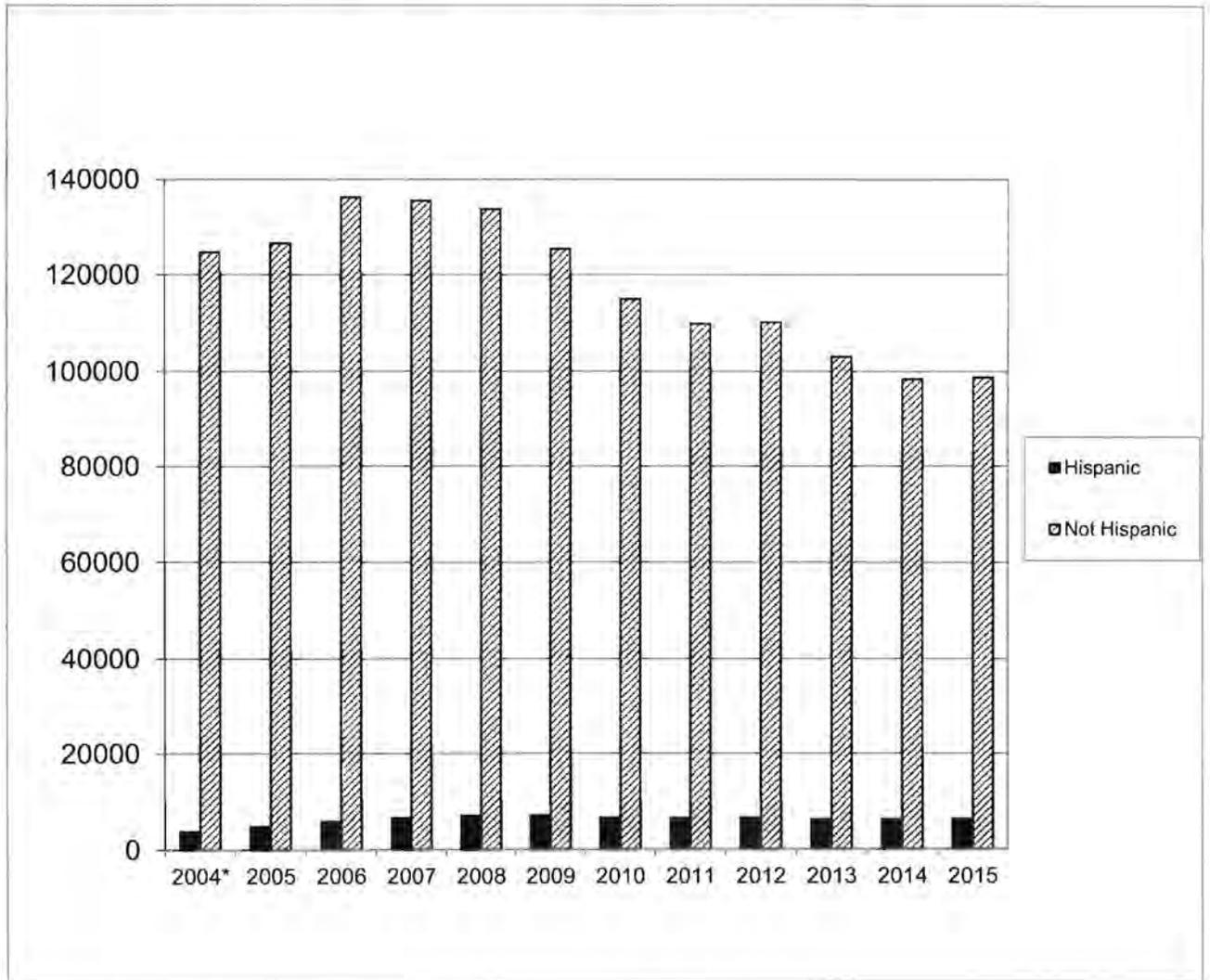
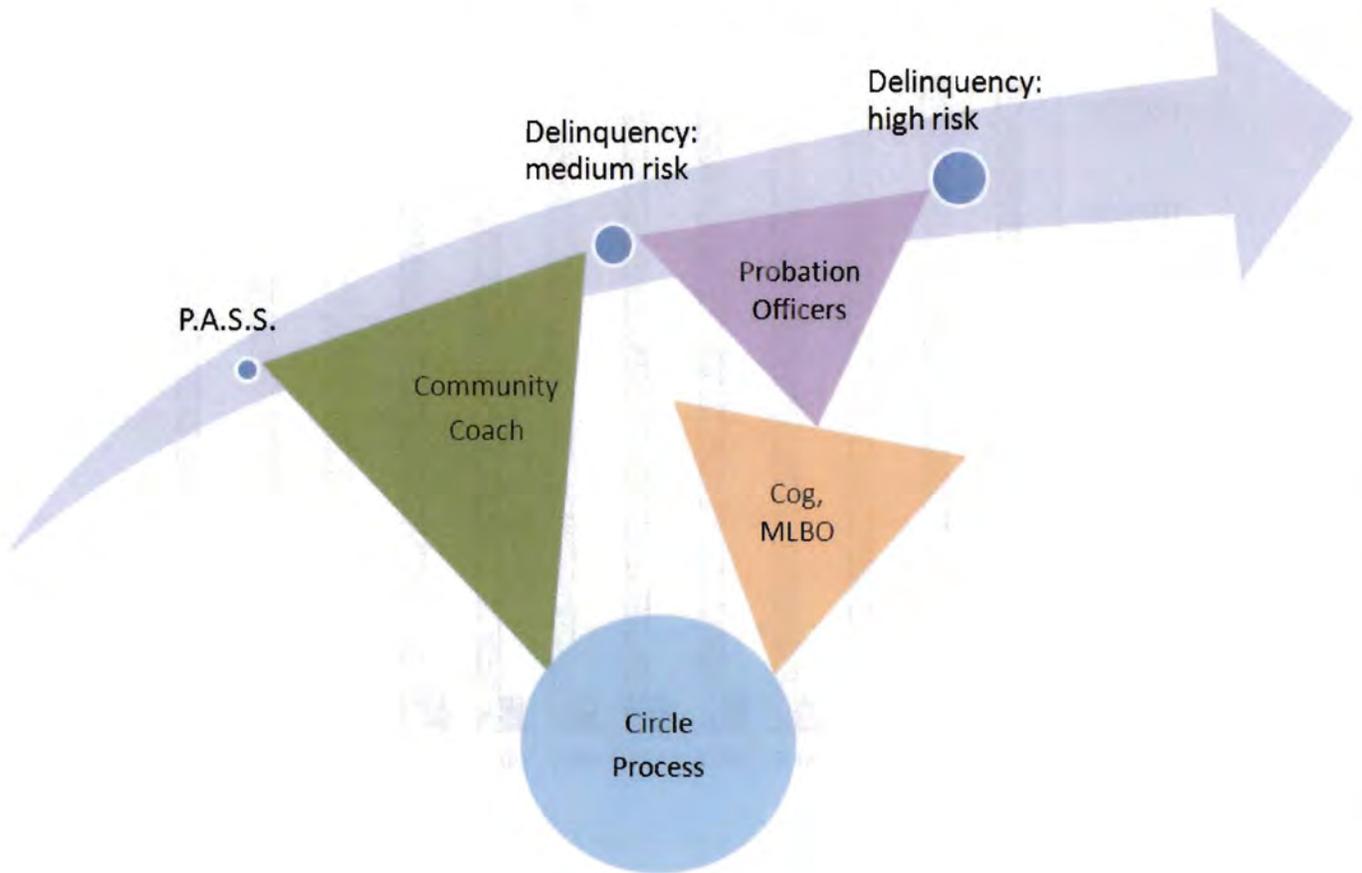


Figure 5. All Probationers by Ethnicity Status: 2004-2015



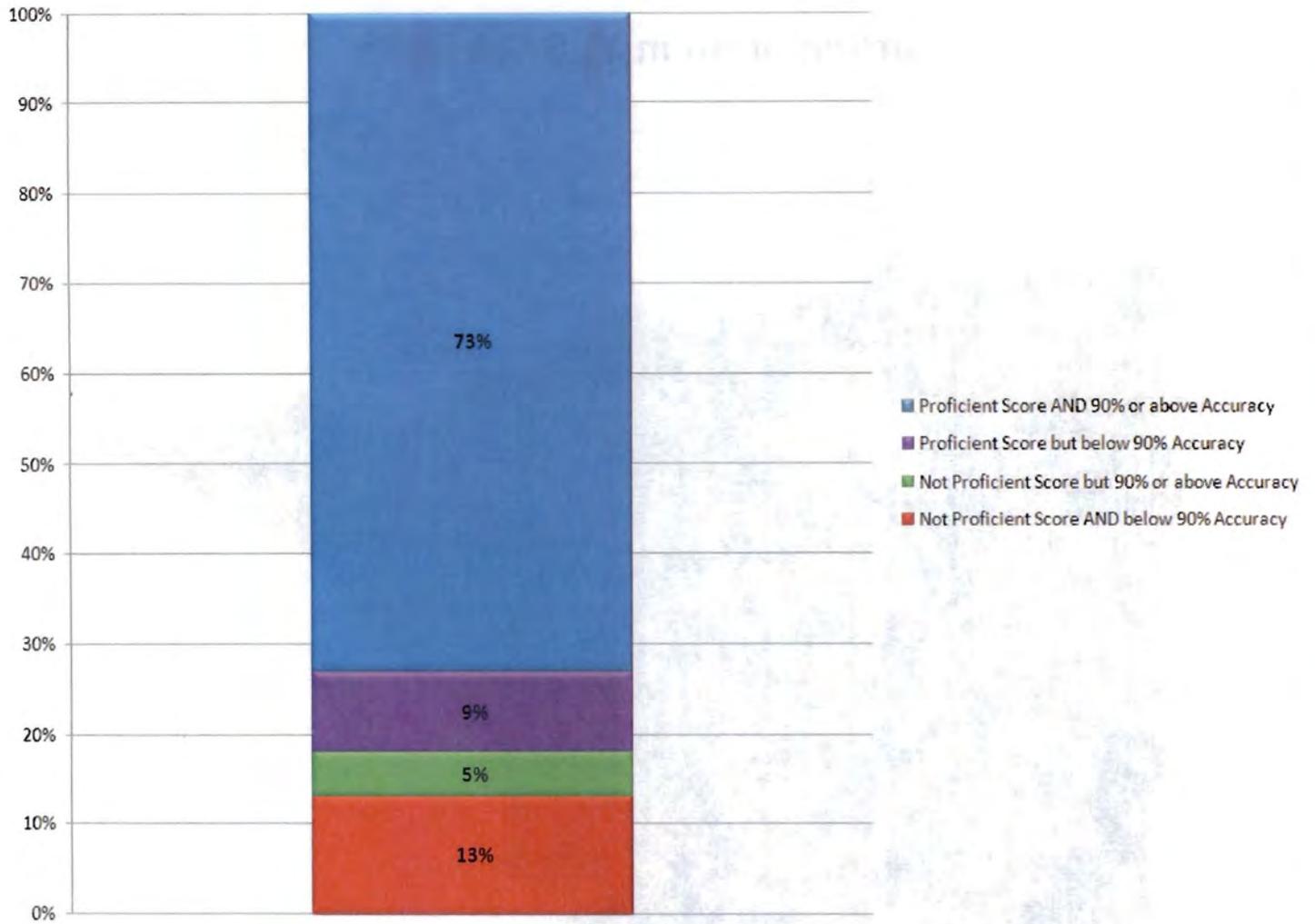
*2004 Hispanic numbers are under-reported due to software conversion issues that occurred in 2004.

C⁵: Restorative Practices Spectrum

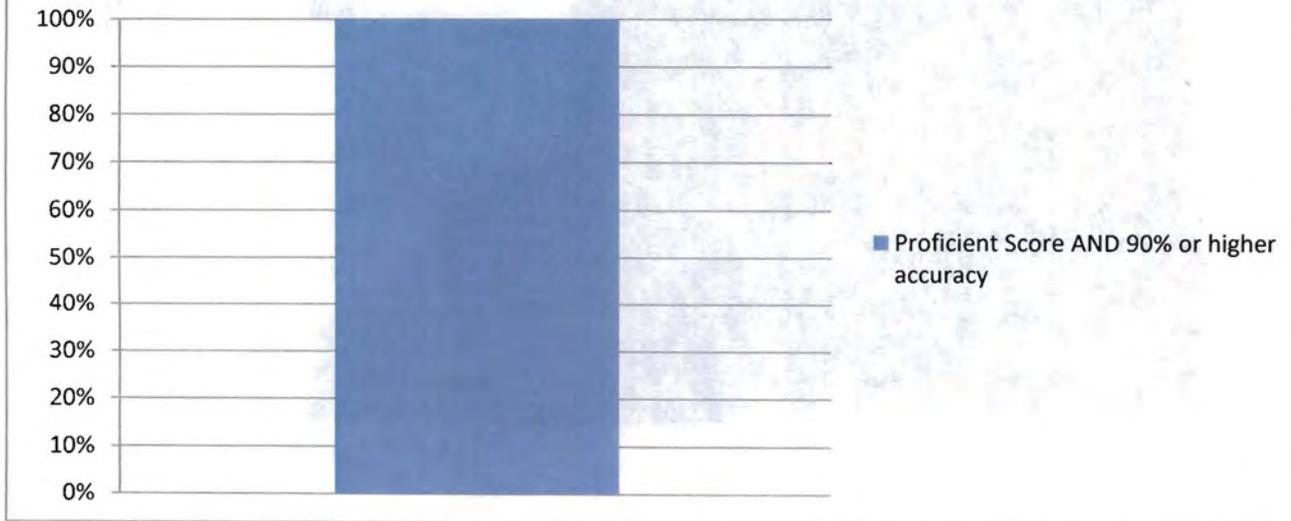


Statewide YLS Proficiency 2015

(N=311)

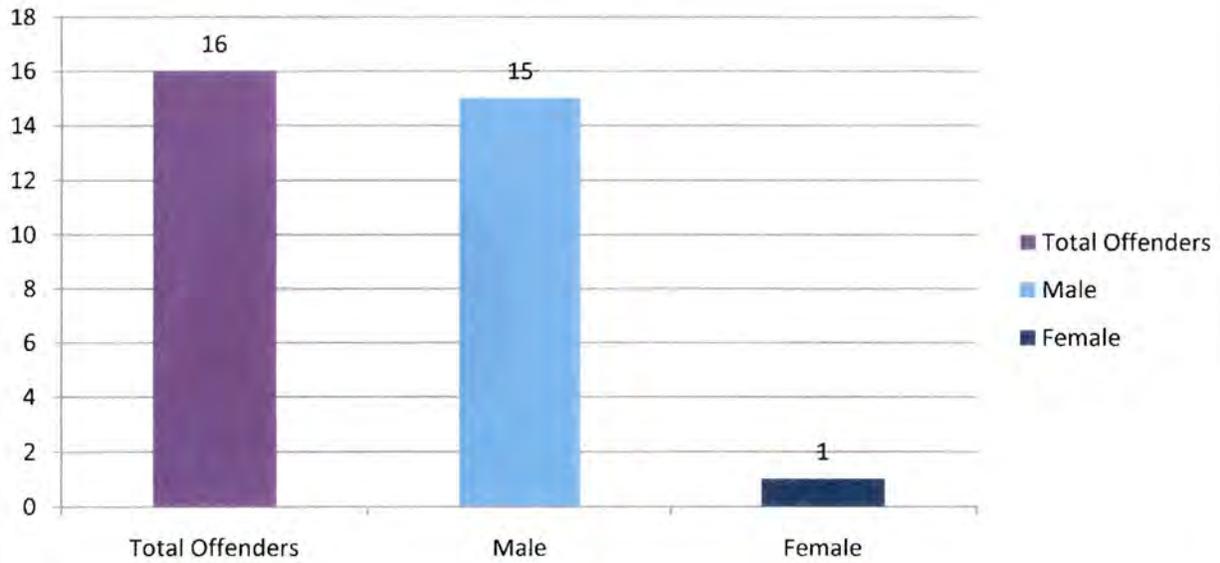


Pine County Proficiency in YLS 2015



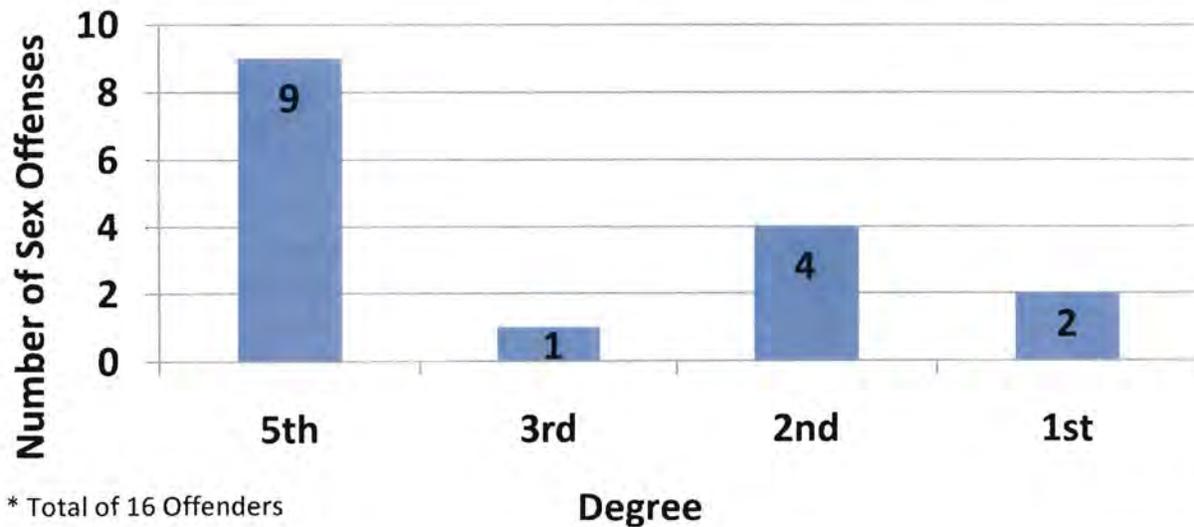
Juvenile Sex Offender Recidivism Study

Total Juvenile Sex Offenders on Probation Between 2010-2014



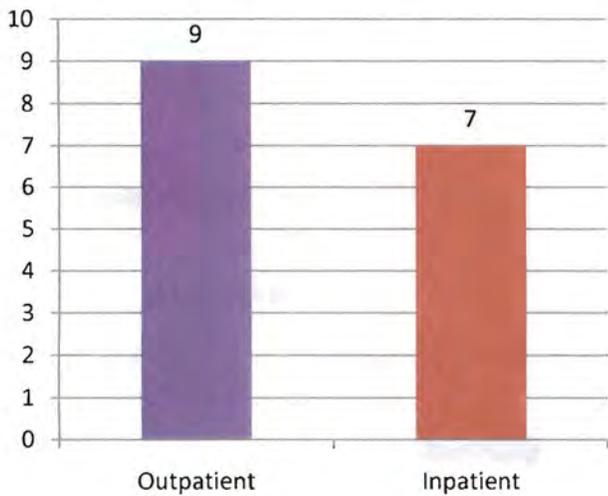
Sex Crimes

“Criminal Sexual Conduct” Offenders: 2010-2014

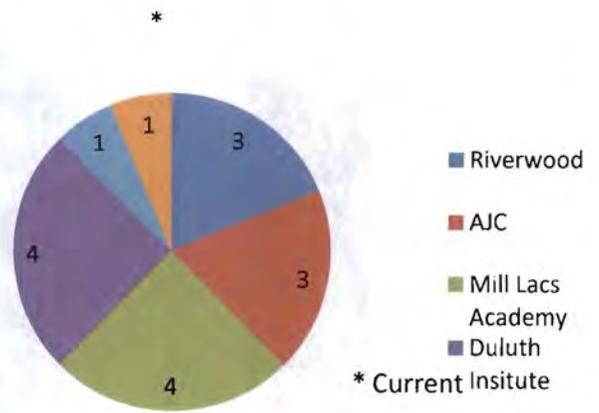


Placements

Inpatient vs. Outpatient Placements

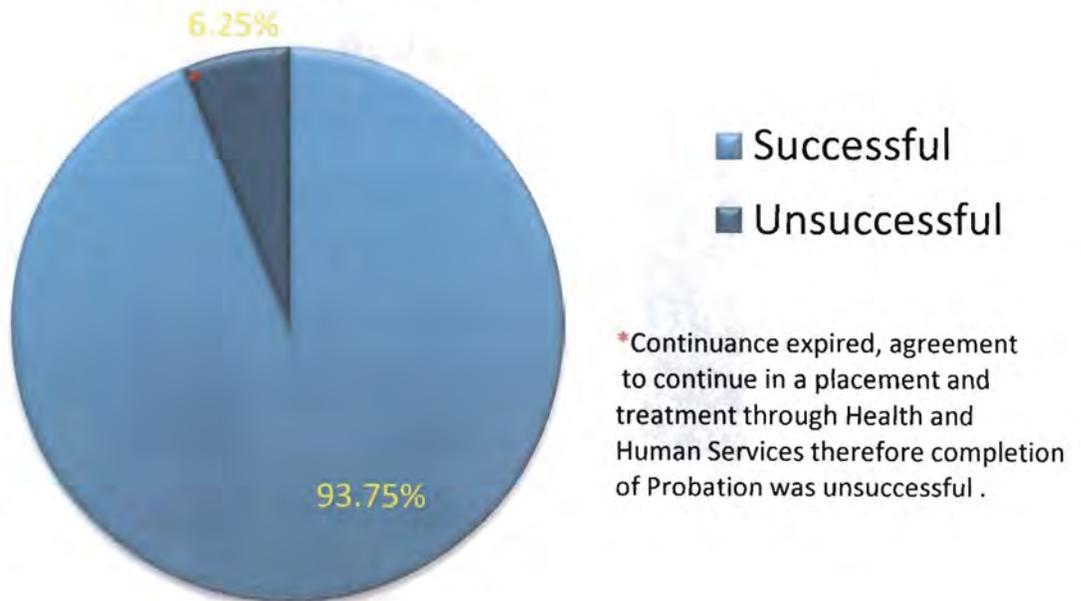


Amount of Offenders at Placements



Was probation successful?

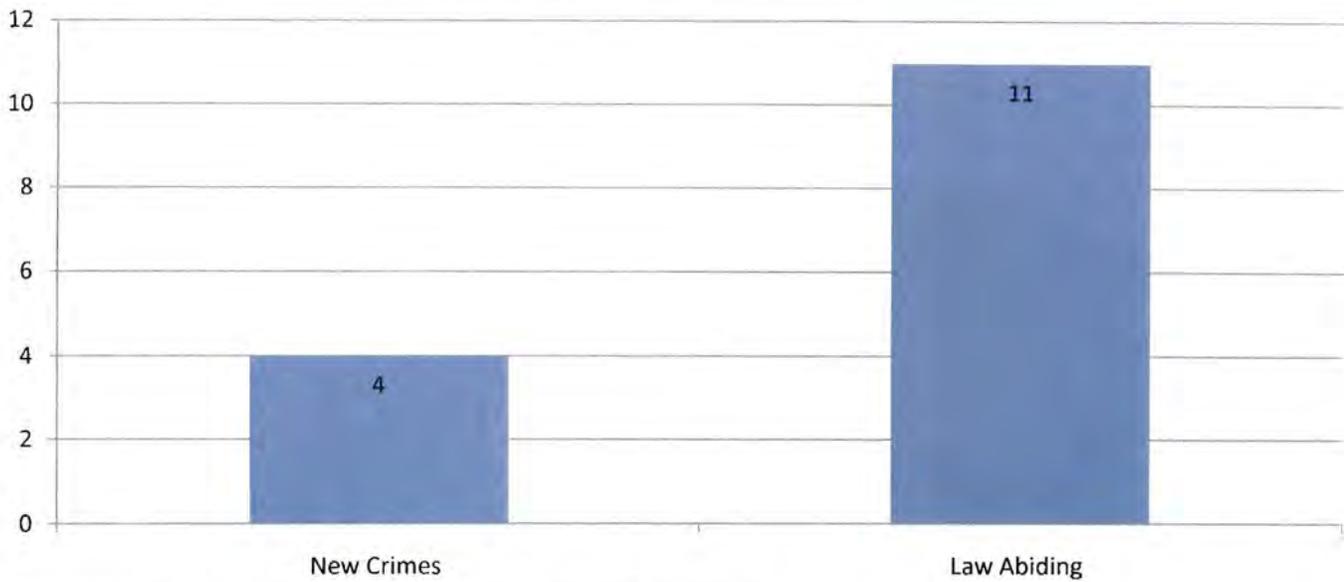
Probation Completion



Non-Sexual Recidivism

Recidivism After Completion of Probation

* Total Offenders = 15, One still on Probation



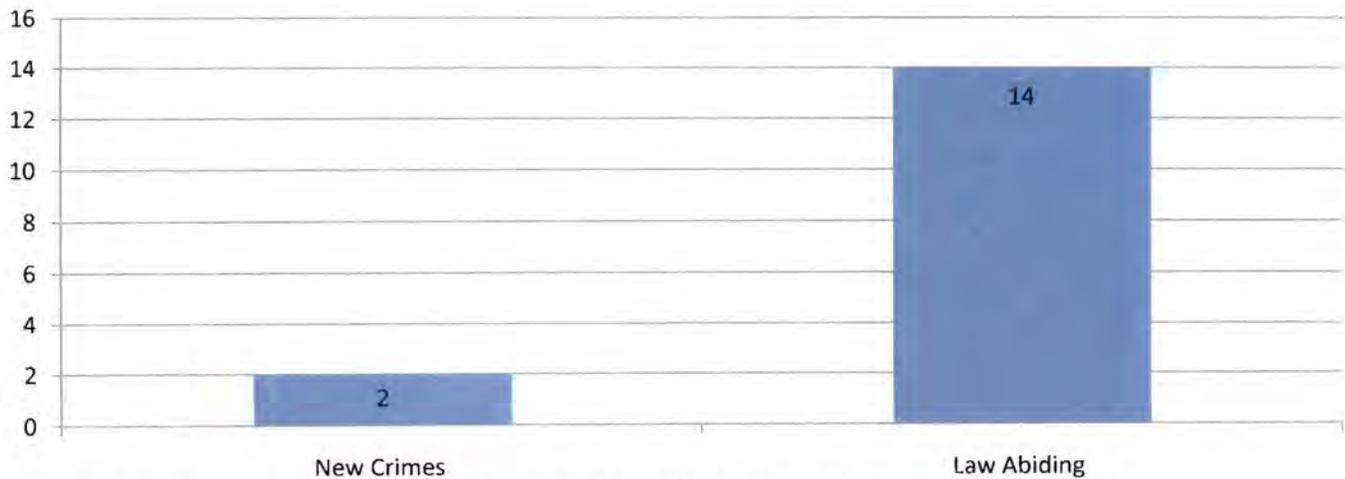
Offender 1: Felony Predatory Offender Knowingly Violated Registration

Offender 2: Felony Predatory Offender Knowingly Violated Registration

Offender 3: Felony Theft

Offender 4: (2) Misdemeanor Thefts, Gross Misdemeanor (2) DANCO Violations, Felony Terroristic Threat

Recidivism While On Probation



Offender 1: Misdemeanor Tamper With Motor Vehicle and Misdemeanor Theft

Offender 2: Misdemeanor Trespass-Occupy/Enter Dwelling/Locked/Posted Building

New Sex Crimes Since Being Placed on Probation





AGENDA REQUEST FORM

Date of Meeting: July 19, 2016

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

Agenda Item: Final Payment Contract #1502

Department: Pine County Public Works

Mark A. Seitz
Department Head signature

Background information on Item:

Final Payment on Contract #1502 to Tri-City Paving, Inc.
 CP 058-012-001 Located on CSAH 12, between CSAH 11 and 5th Street
 CP 058-046-001 Located on CSAH 46, between TH 23 and 0.25 miles SE
 SAP 058-639-012 Located on CSAH 39, between CSAH 34 and CSAH 61

Action Requested:

Approve Final Payment in the amount of \$21,990.21 to Tri-City Paving, Inc.

Financial Impact:



PINE COUNTY HIGHWAY

405 Airport Road NE
Pine City, MN 55063

Project SAP 058-639-012 - CSAH 39 between CSAH 34 & CSAH 61
Project CP 058-012-001 - CSAH 12 Between 5th Avenue SW in Henriette and CSAH 11
Project CP 058-046-001 - CSAH 46 Between TH 23 and East SE of TH 23 in Kerrick
Contract Final Pay Request No. 4

Contractor: Tri-City Paving, Inc.
P.O. Box 326
Little Falls, MN 56345

Contract No. 1502
Vendor No. 6287
For Period: 1/14/2016 - 8/22/2016
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$1,007,262.33
Contract Changes	(\$20,009.68)
Revised Contract	\$987,252.65

Funds Encumbered

Original	\$1,007,262.33
Additional	N/A
Total	\$1,007,262.33

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 058-639-012	(\$29,100.00)	\$764,873.61	\$0.00	\$754,274.93	\$10,598.68	\$764,873.61
			Percent Retained: 0%			
CP 058-012-001	\$0.00	\$92,337.85	\$0.00	\$87,720.96	\$4,616.89	\$92,337.85
			Percent Retained: 0%			
CP 058-046-001	\$0.00	\$135,492.70	\$0.00	\$128,718.06	\$6,774.64	\$135,492.70
			Percent Retained: 0%			
Contract 1502	(\$29,100.00)	\$992,704.16	\$0.00	\$970,713.95	\$21,990.21	\$992,704.16
			Percent Retained: 0%			
Amount Paid This Contract Final Pay Request					\$21,990.21	

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

Mark A. [Signature]
County/City/Project Engineer

6/22/16
Date

Approved By Tri-City Paving, Inc.

[Signature]
Contractor

7-11-16
Date

PINE COUNTY HIGHWAY
405 Airport Road NE
Pine City, MN 55083

Project No. SAP 058-639-012, CP 058-012-001, CP 058-046-001
Contract Final Pay Request No. 4

Contract Payment Summary

From Date	To Date	Work Certified Per Period	Amount Retained Per Period	Amount Paid Per Period	Amount Paid To Date
08/14/2015	09/26/2015	\$897,940.83	\$44,897.04	\$853,043.79	\$853,043.79
09/27/2015	10/27/2015	\$107,854.51	\$5,392.73	\$102,461.78	\$955,505.57
10/28/2015	01/13/2016	\$16,008.82	\$800.44	\$15,208.38	\$970,713.95
01/14/2016	06/22/2016	(\$29,100.00)	(\$51,090.21)	\$21,990.21	\$992,704.16
Totals:		\$992,704.16	\$0.00	\$992,704.16	

SAP 058-639-012 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/14/2015	09/26/2015	\$764,259.25	\$38,212.96	\$726,046.29
2	09/27/2015	10/27/2015	\$20,955.54	\$1,047.78	\$19,907.76
3	10/28/2015	01/13/2016	\$8,758.82	\$437.94	\$8,320.88
4	01/14/2016	06/22/2016	(\$29,100.00)	(\$39,698.68)	\$10,598.68
Totals:			\$764,873.61	\$0.00	\$764,873.61

CP 058-012-001 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/14/2015	09/26/2015	\$5,878.00	\$293.90	\$5,584.10
2	09/27/2015	10/27/2015	\$81,709.85	\$4,085.49	\$77,624.36
3	10/28/2015	01/13/2016	\$4,750.00	\$237.50	\$4,512.50
4	01/14/2016	06/22/2016	\$0.00	(\$4,616.89)	\$4,616.89
Totals:			\$92,337.85	\$0.00	\$92,337.85

CP 058-046-001 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/14/2015	09/26/2015	\$127,803.58	\$6,390.18	\$121,413.40
2	09/27/2015	10/27/2015	\$5,189.12	\$259.46	\$4,929.66
3	10/28/2015	01/13/2016	\$2,500.00	\$125.00	\$2,375.00
4	01/14/2016	06/22/2016	\$0.00	(\$6,774.64)	\$6,774.64
Totals:			\$135,492.70	\$0.00	\$135,492.70