ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting
June 15, 2021

ADDITIONS:

1. Consent Item 2.1 / Application for Premises Permit
   Consider approval of Resolution 2021-45 approving the application for Premises Permit for the Pine City Youth Hockey Association to conduct lawful gambling at Floppie Crappie Lakeside Pub, 10762 Lakeview Shore Drive, Pine City MN (Pokegama Township).

2. Consent Item 7B / Training
   7B. Approve any interested commissioner to attend the virtual NACO Annual Conference, July 9-12, 2021. Early bird full conference cost is $515 per person, and 2-day option is $350 per person. Funds are available in the 2021 Commissioners' budget.

ADDITIONAL INFORMATION

1. Regular Agenda Item 2: Pine County Economic Development Committee Minutes – June 14, 2021

AGENDA REQUEST FORM

Date of Meeting: June 15, 2021

☑ **County Board**
- ■ **Consent Agenda**
- ☐ **Regular Agenda**

5 mins. ☐ **10 mins.** ☐ **15 mins.** ☐ **Other** ☐

☐ **Personnel Committee**

☐ **Other** _____

Agenda Item: Application for Premises Permit

Department: Auditor-Treasurer

_____
Department Head signature

Background information on Item:

Application for Premises Permit for the Pine City Youth Hockey Association to conduct lawful gambling at Floppy Crappie Lakeside Pub, 10762 Lakeview Shore Drive, Pine City (Pokegama Township).

Action Requested:

Consider resolution 2021-45 approving the application for Premises Permit for the Pine City Youth Hockey Association to conduct lawful gambling at Floppie Crappie Lakeside Pub, 10762 Lakeview Shore Drive, Pine City MN (Pokegama Township).

Financial Impact:

N/A

Resolution 2021-45

RESOLUTION APPROVING PREMISES PERMIT
FOR PINE CITY YOUTH HOCKEY

WHEREAS, Pine City Youth Hockey has applied for a Gambling Premises Permit; and

WHEREAS, the Gambling Premises will be located at Floppie Crappie Lakeside Pub, Pokegama Township, 10762 Lakeview Shore Drive, Pine City, MN 55063 and another organization is conducting gambling at this site; and

NOW, THEREFORE, BE IT RESOLVED that Pine County Board of Commissioners does hereby approve a Gambling Premises Application for Pine City Youth Hockey at Floppie Crappie, Pokegama Township, 10762 Lakeview Shore Drive, Pine City, MN 55063.

PASS AND APPROVED this 15th day of June, 2021.

Attest:

_____	_____
Stephen M. Hallan, Chair	David J. Minke, County Administrator
Pine County Board of Commissioners	Clerk to the County Board

Pine County Economic Development Committee - Minutes
Monday June 14, 2021 – 9:00 am
Pine County Courthouse Board Room

Committee Members present: Commissioner Mohr, Commissioner Waldhalm

Staff & community members present: David Minke, Lezlie Sauter, Kelly Schroeder, Kathy Reid, Wendy Walburg, Dawn Sandberg & Shawn Reynolds from PTCC, Brenda Malchow & Nicole Klosner – Lakes & Pines CAC, Inc. and Don Hickman (remotely) from the Initiative Foundation.

1. **Meeting called to order by Mohr at 9:02 a.m.**
2. **American Rescue Plan Act Update**
   A. Overview of Act and Eligibility Guidelines.
   Minke reviewed the four general uses of the funds:
   1. Respond to the public health emergency or its negative economic impacts
   2. Revenue replacement
   3. Investments in water, sewer or broadband infrastructure
   4. Premium pay for essential workers

   Funds must be spent by December 31, 2024. Minke thought that most of the county spending would be focused on #1 above and will need to be targeted at responding to the negative impacts of the pandemic.

   B. PTCC presentation regarding education needs and potential partnership and direct assistance for programs. Walburg gave a brief overview of the Work Fast grant program and how it benefited the participants (went from being unemployed to employed or were able to secure a higher paying job).
      a. Guiding principles:
         i. Target unemployed or underemployed
         ii. Support local business community workforce needs
         iii. Reduce participants long-term reliance on support resources
         iv. Build sustainable training and partnership capacities in Pine County
         v. Stackable college programs and award college credit
         vi. Minimize barrier to employment
         vii. Build awareness for long term education pathways and opportunities (scholarships, processes, and support resources)
      b. <u>Idea #1: WorkFast</u>
         i. Basic manufacturing
         ii. Intro to welding
         iii. CNA – Traveling medical academy
         iv. TMA - Traveling medical academy
         v. EMR/EMT - Traveling medical academy
         vi. Auto Tech
         vii. Carpentry & tool safety
         viii. Business Computer App

ix. Personal Cyber Security
x. Intro to Cyber Security

c. Idea #2: Business Development →Might need to do a survey of the local businesses; Minke wondered if the IF might have additional funds to assist with this, in addition to ARPA.
   i. Leaderships & supervision (HR piece)
   ii. New hire boot camp (HR piece)
   iii. Business consulting
   iv. Mental health first aid
   v. Incumbent worker training vouchers:
      1. Mfg
      2. Welding
      3. Construction
   vi. Mobile computer lab

d. Idea #3: Pine County College Initiative
   i. High school seniors in WR, Hinckley & EC could get 2 free years of education at PTCC (plus $1k for books)
   ii. Mirrors the Frandsen Foundation scholarship program, and Pine County would be the first county in the state to make sure that all high school seniors can attain 2 years of **technical education** at no cost (does not include the associate of arts degree).
   iii. Secondary benefit is that the community retains these students within the local workforce.

e. Next steps and questions:
   i. To wrangle the recent graduates, a decision needs to be made soon.
   ii. WorkFast = 140k (through 2023)
   iii. BD Courses = 104k (through 2023)
   iv. College Initiative = 215k (through 2023)
   v. PTCC puts in 250k
   vi. Request for the number of students targeted with these dollar amounts.

C. Discussion with L&P and County staff regarding the three proposed rehabilitation programs:
   a. Owner-Occupied Housing
   b. Rental Housing
   c. Commercial Building
   d. Target people:
      i. Impacted negatively by COVID
      ii. Outside Sandstone, Pine City and Hinckley
      iii. Need to find out if we collect the funds back, what reporting is required
      iv. Required match?
      v. Disabled, lower income (50% AMI)

D. County Priorities:
   a. County direct costs:
      i. Public Health education & outreach
      ii. Economic Development Coordinator

iii. PCSO potentially

b. Housing Support:
    i. Owner occupied housing rehabilitation
    ii. Rental rehabilitation
    iii. Homelessness
c. Food Support:
    i. Second Harvest / food distribution sites
    ii. Build existing food shelf capacity
d. Business Assistance
    i. Technical support through PTCC and SSBC
    ii. Commercial rehabilitation
e. Broadband
    i. Matching grant program (proposals from providers)
    ii. Hire expert to design program
    iii. Keep costs down for users
    iv. 100Mbps down / 100 Mbps up requirement
f. Water/Sewer/Stormwater infrastructure
    i. Not likely county need but potential need in cities and townships
    ii. Projects with cities/townships, outreach meeting Tuesday 6/15
g. PTCC (see above)
h. Childcare
i. Other:
    i. Mohr commented about the funding that the cities and townships will receive and how to leverage their funds with the county funds.
    ii. Klosner mentioned how they could go into the communities to help get the money out to the people.
    iii. Hickman commented about the lack of childcare continues to be the recurring reason people can not get back into the workforce, and the lack of applications from Pine County to the Initiative Foundation's program. Walberg mentioned that she also manages the childcare aware program and knows that they are down 30% in providers, so they are getting (soon) a childcare capacity builder and have 23 graduating with their accelerated childcare provider credential. Minke asked what role the APRA funds could have. Hickman said to wait until the special legislative session is finished, he will know more then. Walburg mentioned that start-up grants could be helpful.

➔ **High priority is to get the PTCC programming designed and approved by the County board ASAP. Stick with the details presented by PTCC staff, and potentially expand if the cities and townships contribute (to non-recent HS graduates).**

E. Township Communication & Outreach:
    a. June 15 meeting details (Lovgren to do the welcome)
    b. Minke to send out an email reminder.

3. **HRA update:**

Need to do some strategic planning. Potential to expand to Pine City HRA. Potential to expand to North Court Apartments. Eventually create an EDA/HRA that can assist with all areas such as property management, program administration, economic development, workforce development and business assistance.

4. **Economic Development Activities:**

Broadband funding requests, Chamber outreach, EDA outreach.

5. **Next meeting:**

Meet monthly for ARPA, specifically. Next meeting is Monday, July 19 at 9 am.

6. **Meeting was adjourned at 10:52 am.**

AGENDA

PINE COUNTY BOARD REGULAR MEETING

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Lovgren
District 4	Commissioner Waldhalm
District 5	Commissioner Ludwig

Tuesday, June 15, 2021, 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 No.
Sandstone, Minnesota

- **The Meeting Will be In Person and Via WebEx (video/phone conference) and streamed live on the internet.**
- **The public may join the meeting via WebEx, in person at the meeting room, or watch the livestream.**
- **If joining the meeting in person, the total number of persons (including commissioners) cannot exceed 10 and social distancing of at least 6 feet will be in effect.**

The Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19. On March 24, 2020 the Pine County Board of Commissioners declared a local emergency for Pine County.

Based on these conditions, the Chair of the Pine County Board of Commissioners has determined that the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for all members of the county board to meet in person.

The public is invited to join the meeting in person or remotely: by phone call 1-650-215-5226, (access code): 163 148 2205, (password): WSjwEbDt449. Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting.

A) Call meeting to order

B) Pledge of Allegiance

C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.

D) Adopt Agenda

E) Approve Minutes
Minutes of June 1, 2021 County Board Meeting and Summary for publication.

F) Minutes of Boards, Reports and Correspondence
Pine County Housing and Redevelopment Authority (HRA) Senior Housing Board of Directors Minutes – April 28, 2021
Pine County Zoning Board Minutes – April 22, 2021

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 May, 2021 Cash Balance (attached)**

Fund	May 31, 2020	May 31, 2021	Increase/Decrease
General Fund	(177,625)	1,219,186	1,396,811
Health and Human Services Fund	13,651	1,074,192	1,060,541
Road and Bridge Fund	3,802,922	3,261,877	(541,045)
COVID Relief	N/A	2,872,569	2,872,569
Land Management Fund	2,480,123	2,649,354	169,230
Self Insurance	N/A	602,861	602,861
TOTAL (inc non-major funds)	26,545,738	33,450,509	6,904,772

2. **May 2021 Disbursements/Claims Over $2,000 (attached)**
   Consider approval of the May 2021 disbursements and claims over $2,000.

3. **State Assessed Tax Abatement**
   Consider approval of 2020 Tax Court Abatement: Minnesota Energy Resources Corp, multiple parcels, tax court ordered. The refund is $24,766.

4. **Septic Fix-Up Special Assessment**
   Consider approval of Resolution 2021-44 extending a septic fix-up special assessment against PID 13.0112.000, owned by Scott Carlson. The term of the assessment is 16 years, beginning in 2022, in the amount of $16,234.88 with equal principal payments and 1% interest. Authorize Board Chair and County Administrator to sign.

5. **Grant Contracts**
   A. Consider approval of the Violent Crime Enforcement Teams 2020 Grant Contract Agreement Amendment. Funding for this grant has increased $15,833 for the period of July 1, 2020 through December 31, 2021. No matching funds are necessary. Authorize Board Chair and County Administrator to sign.
   B. Consider approval of the State of Minnesota Department of Human Services Multi-County Grant Contract to allow Pine County Health & Human Services (HHS) to continue to deliver fraud prevention investigative services to the counties of Aitkin, Carlton, Kanabec and Pine and authorize signature by the Board Chair and County Attorney. The contract is for the period of July 1, 2021 through June 30, 2023. HHS will contract with the Pine County Sheriff's Office to together provide the work that is required of the individual completing the fraud prevention investigation (FPI) duties. The sheriff's office bills HHS for the personnel expenses associated with the FPI and HHS is reimbursed by the state for these expenses. The grant provides reimbursement up to $91,000 per state fiscal year.

6. **Personnel**
   A. Consider approval of the lateral transfer of Martine Root to the child protection investigator position effective June 21, 2021. Current hourly wage would remain the same, $28.27 per hour (Grade 10, Step 4).

B. Consider approval of the internal promotion of Office Support Specialist Angela Boelman to the case aide position, effective June 21, 2021. Grade 5, Step 1, $18.73 per hour.

7. **Training**
   A. Consider approval of Auditor-Treasurer Kelly Schroeder to attend the Minnesota Association of County Auditor-Treasurer Finance Officer (MACATFO) Summer conference, June 22-25, 2021 at Breezy Point. Registration: $30; Meals: $70; Mileage: $118.72. Total cost $218.72. No lodging is needed. Funds are available in the 2021 Auditor-Treasurer budget.

REGULAR

1. **Personnel Committee Report (Minutes attached)**
   The Personnel Committee met June 7, 2021. The Personnel Committee made the following recommendations:
   A. Pine County Sheriff's Office – Restructure
      i. approve the hiring of a full-time Deputy Sheriff
         - approve backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer
      ii. eliminate two part-time Deputy Sheriff positions
      iii. eliminate the Sentence-To-Service (STS) program and the Sentence-To-Service Crew Leader position, effective August 31, 2021
   B. Administrator's Annual Review
      i. It was the consensus of the committee to have the county board review the Administrator's performance at the June 15th county board meeting. Administrator Minke's annual performance review is Regular Agenda item #9 below.

2. **Economic Development Committee Report**
   The Economic Development Committee will meet June 14, 2021. An update will be provided at the county board meeting; Minutes will be provided separately.

3. **Probation Comprehensive Plan**
   Probation Director Terry Fawcett will present the 2021 Probation Comprehensive Plan.

4. **Legislative Update**

5. **Commissioner Updates**
   AMC District 1 Spring Meeting
   East Central Regional Juvenile Center
   CBR: Accelerate Meeting
   Soil & Water Conservation District
   Pine County Law Library
   Central Minnesota Jobs & Training Services
   East Central Solid Waste Commission
   East Central Regional Library Trustee Board
   Pine County Chemical Health Coalition
   Pine County Board of Equalization
   Other

6. **Other**

7. **Upcoming Meetings (Subject to Change)—All meetings to be conducted remotely unless otherwise indicated. Contact the organization hosting the meeting for call-in information.**
   a. Public Health Van viewing prior to commencement of Pine County Board Meeting, Tuesday, June 15, 2021, 9:15-10:00 a.m., 1602 Hwy. 23 No., Sandstone, Minnesota
   b. Pine County Board of Commissioners, Tuesday, June 15, 2021, 10:00 a.m., 1602 Hwy. 23 No., Sandstone, Minnesota
   c. American Rescue Plan Act (ARPA) Informational Meeting with Cities & Townships, Tuesday, June 15, 2021, 5:00 p.m., 1602 Hwy. 23 No., Sandstone, Minnesota
   d. CBR Accelerate Meeting, Wednesday, June 16, 2021, 9:00 a.m.
   e. Rush Line Task Force – cancelled
   f. CBR Accelerate Meeting, Friday, June 18, 2021, 9:00 a.m.
   g. Housing and Redevelopment Authority, Wednesday, June 23, 2021, 1:00 p.m.
   h. Radio Advisory Committee, Thursday, June 24, 2021, 10:00 a.m.
   i. Snake River Watershed Management Board, Monday, June 28, 2021, 9:00 a.m.
   j. Snake River Watershed Policy Committee, Monday, June 28, 2021, 10:30 a.m.
   k. East Central Regional Development Commission Annual Meeting, Monday, June 28, 2021, 5:30 p.m.
   l. Special Meeting-Committee of the Whole, Tuesday, June 29, 2021, 9:00 a.m.
   m. Pine County Board of Commissioners, Tuesday, July 6, 2021, 10:00 a.m., 1602 Hwy. 23 No., Sandstone, Minnesota

Procedure for Conducting a Closed Meeting via Electronic Means

During the open meeting, the county board will consider a motion to close the meeting. If passed, the commissioners will leave the public electronic meeting and enter a separate electronic closed meeting. Once the closed meeting business is concluded, the commissioners will rejoin the public electronic meeting. The public will be able to stay on the public electronic meeting until the commissioners reconvene the public meeting.

8. **County of Pine, State of Minnesota vs. James E. and Wilda Z. Obey, TOL Properties and Minnesota Land Trust Update – Closed Session**
   This portion of the meeting may be closed pursuant to M.S. §13D.05, Subd. 3(b) (attorney/client privilege). County Attorney Reese Frederickson will be in attendance to update the county board on the case.

9. **County Administrator Annual Performance Review – Closed Session**
   This portion of the meeting may be closed pursuant to M.S. §13D.05, Subd. 3, to conduct the annual performance evaluation of County Administrator David Minke. The county board may also consider a performance pay adjustment.

10. **Adjourn**

MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, June 1, 2021 - 10:00 a.m.
North Pine Government Center, Sandstone, Minnesota

Chair Steve Hallan called the meeting to order at 10:00 a.m.

Chair Hallan stated the Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19. On March 24, 2020, the Pine County Board of Commissioners declared a local emergency for Pine County.

Based on these conditions, the Chair of the Pine County Board of Commissioners has determined that the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for all members of the county board to meet in person. Members of the county board will join the meeting remotely.

The public was invited to join the meeting remotely by phone, WebEx or watch via live stream on YouTube.

Chair Steve Hallan, Commissioner Terry Lovgren and Commissioner Matt Ludwig were present in the meeting room. Commissioner Josh Mohr and Commissioner J.J. Waldhalm were present via electronic means. Also present in the meeting room were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the agenda:

Revision:

1. Consent Item 1.B.iii/Applications for 3.2/Liquor/Wine/Tobacco License
   Revise request to reflect: iii. 3.2 On/Off Sale and Wine License with strong beer endorsement and *Consumption and Display (set-up)*
2. Regular Item 8/Upcoming Meetings
   8.b. – June 2nd Facilities Committee meeting cancelled

Additional Information:

1. Health Insurance Committee Report, Regular Agenda Item #1
   Minutes provided.
2. Performance Management Program Participation, Regular Agenda Item #4
   Updated 2020 Results provided.

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of the May 18, 2021 county board meeting and Summary for publication, and Minutes of the May 24, 2021 Special Meeting-Public Hearings for DEED coronavirus Response Program Projects – Broadband and Remodel of A Place for You. Second

by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Land Surveyor Report – May 2021
Pine County Chemical Health Coalition Minutes – May 10, 2021
Initiative Foundation Thank You – May 18, 2021

Motion by Commissioner Ludwig to approve the Minutes of Boards, Reports and Correspondence. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

Motion by Commissioner Mohr to approve the amended Consent Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 5-0.

CONSENT AGENDA

1. **Applications**

   Approve the following:

   A. *Tax Forfeit Property* – authorize Board Chair and County Administrator to sign
      i. Resolutions 2021-39 & 2021-40 authorizing Walter Marotz, prior owner, to purchase Pine County Parcels 07.0318.000 (51002 Sand Creek Road, Bruno) and 07.0318.003 (51340 Sand Creek Road, Bruno), in full.
      ii. Resolution 2021-41 authorizing the sale of Pine County Parcel 44.5071.000 (7336 County Hwy. 61, Rutledge) for $1.00 plus fees to address the blighted conditions on said property.
      iii. Resolution 2021-42 extending a special assessment in the amount of $2,400 to run for four years against Pine County Parcel 25.0187.000 for a fire call reimbursement.

   B. *3.2/Liquor/Wine/Tobacco License* – authorize County Auditor-Treasurer to sign the licenses/applications for liquor and 3.2 licenses; authorize Board Chair and County Auditor-Treasurer to sign the wine with strong beer endorsement and tobacco licenses
      i. Temporary On-Sale Liquor License: A.B.A.T.E. of MN – Jack Pine Riders Chapter, event to be held July 8-11, 2021 at 27079 Leese Road, Finlayson, MN (Linda Dronen residence).
      ii. Temporary 3.2 License: Sokol Camp, event to be held August 15-16, 2021 at 19201 Woodland Acres SE, Pine City (MN Sokol Camp Association).
      iii. 3.2 On/Off Sale and Wine License with strong beer endorsement and Consumption and Display (set-up): Aufderhar & Aufderhar, LLC (Ray & Marge's Resort), 36700 Lakeland Road, Sturgeon Lake.
      iv. 3.2 On/Off Sale License: Duxbury Store, 61113 Duxbury Road, Sandstone.
      v. 3.2 Off Sale License: Duquette General Store, 88235 State Hwy. 23 No., Duquette
      vi. Tobacco License: Foamers, LLC 201 2nd Ave. No, Brook Park, MN (new owner of Off the Road Bar & Grill).

2. **2021 State Boat and Water Safety Grant**

   Approve the 2021 State Boat and Water Safety Grant in the amount of $8,055. The grant will be used for enforcement hours and annual maintenance. Grant period is January 1, 2021- through

June 30, 2022. This grant does not require matching funds. Authorize Board Chair and County Administrator to sign.

3. **Training**
   Approve the following training:
   A. Commissioner Terry Lovgren to attend the AMC County Government 201: Summer Conference for Recently Elected County Officials, July 14-16, 2021, St. Paul. Registration: $325; Lodging: $139 per night plus tax; Parking; $24 per day.
   B. Property appraisers Molly Benoit, Karen Stumne and Kim Kylander, to the Minnesota Association of Assessing Officers (MAAO) course, 15-Hour Residential Assessing 101, June 28-29, 2021, St. Cloud. Registration: $225 per person; county vehicle will be used for transportation, therefore no mileage costs will be incurred. Total cost: $675.

REGULAR AGENDA

1. **Health Insurance Committee Report**
   Commissioner Lovgren stated the Health Insurance Committee met on May 26, 2021. Updates were given on claims data, plan expenses, and the wellness program. Total plan expenses through the third week of May were $834,018, total plan income was $1,562,385, leaving a net accumulated reserve balance of $728,327.

2. **Farm Family of the Year**
   Steve and Estelle Martin and their son, Joshua, were recognized as the 2021 Farm Family of the year.

3. **Legislative Update by State Senator Jason Rarick**
   State Senator Jason Rarick provided a legislative update. A Special Session is scheduled for June 14, 2021.

4. **Performance Management Program Participation**
   County Auditor-Treasurer Kelly Schroeder stated the county's participation in the Local Results and Innovation Performance Management Program allows annual results to be reviewed and information may be used to help plan, budget, manage and evaluate programs and processes. The county receives approximately $4,141 for participating in the program.
   Motion by Commissioner Ludwig to approve Resolution 2021-38 to Participate in the Council on Local Results and Innovation Performance Measurement Program. Authorize Board Chair and County Administrator to sign. Second by Commissioner Waldhalm. A Roll Call vote was called by Chair Hallan: District 5 – Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 5-0.

5. **American Rescue Plan (ARP) Update**
   County Administrator David Minke stated the county has received $2.8M, which is one-half of the American Rescue Plan funds Pine County will receive. The Economic Development Committee will meet on June 14th and will discuss the distribution of the ARP funds. Priority areas include broadband, housing, business assistance, direct assistance to families in need, job training through Pine Technical and Community College, and water and sewer infrastructure. The deadline to spend the funds is December 31, 2024.

6. **Commissioner Updates**

AMC County Government 101: Commissioner Lovgren stated this training focused around the budget process.

Arrowhead Counties Association: Commissioner Ludwig stated less than 20 bills were passed in the legislative session, the rest are sitting in conference committees. Broadband – the state has $70M committed. Commissioner Ludwig stated every county in the state has a housing problem to some degree.

CBR: Accelerate Program: Commissioner Lovgren stated the upcoming meetings will focus on the plan for broadband that suits our county – what currently exists, what providers are doing now, and what needs to be done.

Snake River Watershed Management Board: Commissioner Mohr stated the differences between the Management Board and the One Watershed One Plan (1W1P) were discussed. Commissioner Mohr supports a Joint Powers Board and merge so that there is not two entities that basically do the same thing. A letter of support will be presented at the next county board meeting.

MN Rural Counties: Chair Hallan stated legislative updates were given. The biggest concern is the Enbridge settlement and payback of taxes.

Lower St. Croix Policy Committee: Chair Hallan stated they are currently in the working phase.

Technology Committee – Cancelled

NLX – Cancelled

Housing and Redevelopment Authority (HRA): County Administrator Minke stated conversations have occurred with Accord regarding the purchase of North Court Apartments in Sandstone. Accord is willing to delay the transaction until the deed restriction goes away and the HRA can own the property.

Nemadji Watershed Implementation Policy Committee: Commissioner Ludwig said the focus of meeting was setting up policy to administer the percentage of the funds. Ludwig explained the tier system used for the distribution of the funding.

Other: Chair Hallan asked what the status of the wetland bank for the county was. Commissioner Ludwig stated the land previously submitted for consideration did not meet criteria. The county needs to choose another area for consideration.

7. **Other**

A significant number of Pine County High School seniors will be attending Pine Technical and Community College under scholarships from the Frandsen Foundation.

8. **Other**

None.

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

10. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:04 a.m. The next regular meeting of the county board is scheduled for Tuesday, June 15, 2021 at 10:00 a.m., North Pine Government Center, 1602 Hwy 23. No., Sandstone, Minnesota.

_____ _____

Stephen M. Hallan, Chair
Board of Commissioners

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

SUMMARY
OF
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, June 1, 2021 - 10:00 a.m.
North Pine Government Center, Sandstone, Minnesota

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The public was invited to join the meeting remotely by phone, WebEx or watch via live stream on YouTube.

Chair Steve Hallan, Commissioner Terry Lovgren and Commissioner Matt Ludwig were present in the meeting room. Commissioner Josh Mohr and Commissioner J.J. Waldhalm were present via electronic means. Also present in the meeting room were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

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

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of the May 18, 2021 county board meeting and Summary for publication, and Minutes of the May 24, 2021 Special Meeting-Public Hearings for DEED coronavirus Response Program Projects – Broadband and Remodel of A Place for You. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

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Pine County Chemical Health Coalition Minutes – May 10, 2021
Initiative Foundation Thank You – May 18, 2021

Motion by Commissioner Ludwig to approve the Minutes of Boards, Reports and Correspondence. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Mohr to approve the amended Consent Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Approve the following:

A. *Tax Forfeit Property*

i. Resolutions 2021-39 & 2021-40 authorizing Walter Marotz, prior owner, to purchase Pine County Parcels 07.0318.000 (51002 Sand Creek Road, Bruno) and 07.0318.003 (51340 Sand Creek Road, Bruno), in full.

ii. Resolution 2021-41 authorizing the sale of Pine County Parcel 44.5071.000 (7336 County Hwy. 61, Rutledge) for $1.00 plus fees to address the blighted conditions on said property.

iii. Resolution 2021-42 extending a special assessment in the amount of $2,400 to run for four years against Pine County Parcel 25.0187.000 for a fire call reimbursement.

B. *3.2/Liquor/Wine/Tobacco License*

i. Temporary On-Sale Liquor License: A.B.A.T.E. of MN – Jack Pine Riders Chapter, event to be held July 8-11, 2021 at 27079 Leese Road, Finlayson, MN (Linda Dronen residence).

ii. Temporary 3.2 License: Sokol Camp, event to be held August 15-16, 2021 at 19201 Woodland Acres SE, Pine City (MN Sokol Camp Association).

iii. 3.2 On/Off Sale and Wine License with strong beer endorsement and Consumption and Display (set-up): Aufderhar & Aufderhar, LLC (Ray & Marge's Resort), 36700 Lakeland Road, Sturgeon Lake.

iv. 3.2 On/Off Sale License: Duxbury Store, 61113 Duxbury Road, Sandstone.

v. 3.2 Off Sale License: Duquette General Store, 88235 State Hwy. 23 No., Duquette

vi. Tobacco License: Foamers, LLC 201 2nd Ave. No, Brook Park, MN (new owner of Off the Road Bar & Grill).

Approve the 2021 State Boat and Water Safety Grant in the amount of $8,055. The grant will be used for enforcement hours and annual maintenance. Grant period is January 1, 2021- through June 30, 2022. This grant does not require matching funds.

Approve the following training:

A. Commissioner Terry Lovgren to attend the AMC County Government 201: Summer Conference for Recently Elected County Officials, July 14-16, 2021, St. Paul. Registration: $325; Lodging: $139 per night plus tax; Parking; $24 per day.

B. Property appraisers Molly Benoit, Karen Stumne and Kim Kylander, to the Minnesota Association of Assessing Officers (MAAO) course, 15-Hour Residential Assessing 101, June 28-29, 2021, St. Cloud. Registration: $225 per person; county vehicle will be used for transportation, therefore no mileage costs will be incurred. Total cost: $675.

Motion by Commissioner Ludwig to approve Resolution 2021-38 to Participate in the Council on Local Results and Innovation Performance Measurement Program. Second by Commissioner Waldhalm. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 11:04 a.m. The next regular meeting of the county board is scheduled for Tuesday, June 15, 2021 at 10:00 a.m., North Pine Government Center, 1602 Hwy 23. No., Sandstone, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

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

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.

RECEIVED
JUN 07 2021
BY:

PINE COUNTY HRA SENIOR HOUSING
510 Fifth Street Office
Sandstone, MN 55072
(320) 245-5140
pinehra@ecenet.com

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on April 28, 2021 via Zoom Conference. Commissioners of the HRA present Mary Kay Sloan, Greg Kvasnicka, Claudia Bloom, Dennis Korpi, Jan Oak, Management Agent, Tammy Gehrke, PC Commissioner Matt Ludwig, PC Administrator David Minke, PC Kelly Schroeder, PC Attorney Reese Frederickson, Ehlers and Associates Representatives, Todd Hagen and Keith Dahl, and City of Sandstone Kathy George

1. The meeting was called to order at 1:06 p.m. by G. Kvasnicka and the Pledge of Allegiance was said.

2. The NORTH COURT APARTMENTS
   a) Todd Hagen explained 3 Options for NC Future
   b) Board decided to enlist the help of Reese Frederickson to draft a good faith " Letter of Intent"

3. A motion was made by G. Kvasnicka and seconded by MK Sloan to proceed with the North Court potential purchase and enlist the help of County Attorney Reese Frederickson to draft a letter to North Court owners to be approved by the Board prior to submission. Motion carried: Yeas 5, Nays 0

4. The HRA Board minutes from the Monthly Meeting conducted March 22, 2021 were reviewed by the Board members. A motion was made by MK. Sloan and seconded by G. Kvasnicka to accept the minutes. Motion carried: Yeas 5, Nays 0

5. The HRA Board minutes from the Special Meeting conducted April 2, 2021 were reviewed by the Board members. A motion was made by MK. Sloan and seconded by G. Kvasnicka to accept the minutes. Motion carried: Yeas 5, Nays 0

6. The HRA Board minutes from the Special Meeting conducted April 16, 2021 were reviewed by the Board members. A motion was made by MK. Sloan and seconded by G. Kvasnicka to accept the minutes. Motion carried: Yeas 5, Nays 0

7. The Management Agent Report and the monthly financial statements and investment report were presented by T. Gehrke. A motion was made by J. Oak and seconded by C. Bloom to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0

8. A motion was made by C. Bloom and seconded by MK. Sloan to request Pine County Administration and Pine County Attorney to investigate the

Public Housing Authority status of the Pine County Housing and Redevelopment Authority with HUD and find a way to reinstate or become recognized as a PHA to administer Housing Choice Vouchers for residents in the Pine County community. Motion carried: Yeas 5, Nays 0

9. A secondary motion to remove the voucher administration from Mora HRA to Pine County HRA was withdrawn.

10. A motion was made by D. Korpi and seconded by C. Bloom to adjourn the meeting at 3:25 p.m. Motion carried: Yeas 4, Nays 0

Greg Kvasnicka
HRA Board Chair

Tammy Gehrke
Management Agent

MINUTES
PINE COUNTY ZONING BOARD
April 22, 2021 6:00 p.m.
North Pine Government Center
1602 Hwy 23 N Sandstone, MN

Members Present:	Dirk Nelson, Patrick Schifferdecker, Ryan Clark, Les Orvis, Skip Thomson, Susan Grill, Matt Ludwig ex-officio
Members Absent:	Nancy Rys
Staff Present:	Caleb Anderson, Land & Resources Manager
Others Present:	Stephen Maulden, Getaway House; Sheila Youngbauer, Tom Genadek, Tom Bjorkman, 27 individuals participated virtually

CALL TO ORDER
Skip Thomson called the meeting to order at 6:01p.m.

APPROVAL OF AGENDA
Grill/Schifferdecker, 6-0, to approve the agenda as presented.

APPROVAL OF MINUTES
Schifferdecker/Nelson, 6-0, to approve the minutes of the March 25, 2021 meeting.

GETAWAY HOUSE CONDITIONAL USE PERMIT
Staff Report
Anderson highlighted that the applicant has done further investigation of flood elevations experienced in the 2012 and 2016 floods. The elevation information is included in the staff report. Anderson stated he felt confident that all driveway elevation requirements from the Pine County Floodplain Management Ordinance can be achieved and will be verified with construction permits. Anderson added that Kettle River Township has submitted a request for a Letter of Credit to be provided, protecting the road from excessive wear during site construction. The request is included in the meeting packet. Lastly, Anderson commented that the County Attorney has recommended the applicant's purchase agreement be filed with the County, which was taken care of.

DNR Report
A letter submitted by DNR Area Hydrologist, Heidi Lindgren, was distributed to the Zoning Board, applicant, and public. Anderson summarized the letter, which addressed the trailers, mooring, floodplain, water appropriation, and a DNR easement.

Applicant's Statement
Stephen Maulden, representative of Getaway House Campground, provided a condensed slideshow of their 3/25/21 presentation, which was posted to the Zoning Board website.

Thomson asked what the proposed water usage is. Maulden responded that it is estimated at 100 GPD/site as well as additional usage in the "Back-of-house" building. Anderson commented that the preliminary SSTS design was for approximately 6,000 GPD, suggesting that a water appropriation permit would not be triggered.

Maulden affirmed, in response to the DNR's letter, that all trailers meet Recreational Vehicle code. He also affirmed the property will have no docking or mooring on Long Lake and that they are proposing the condition that motorized boats be prohibited from the campground.

Public Hearing
Chair Thomson opened the public hearing.

Sheila Youngbauer provided the Board and applicant photos of flooding along Long Lake Road at the subject property. She was concerned for safety due to flooding at the river, boat and fishing pressure on the lake, aquatic invasive species, and traffic safety along Long Lake Road. She was also concerned for COVID-19 pandemic safety protocols.

Kevin Moriarty agreed with the previous speaker's flood concerns. He stated that the lake is too small for a large campground. He was concerned for the capacity of the public boat launch and campground guests venturing off on to public land without wearing orange during deer season.

Bill Rasmussen shared that he was on the lake in the 1960's when Wilderness Campground started. At the time of that approval only small boats were allowed, which eventually became large horsepower boats. He said the lake cannot have lots of small boats.

Tom Bjorkman shared his concern for four wheelers and snowmobiles associated with the campground. He also wanted to ensure that the septic tank would not pose a health and safety risk if constructed within the floodplain. He is concerned for the condition of Long Lake Road being made worse by the increased use. He questioned whether a parking area would be provided for guests by the boat launch.

Kevin Moriarty encouraged more people to speak.

Pauline Bear asked the applicant's intention for spraying insecticide on the property as she was concerned for any impacts to the lake and river.

Tom Genadek stated that he has been a resident for 77 years. Many owners near the campground have sand point wells and he wants to ensure they are not contaminated by the project. He also shared sincere concern for flood risks at the site.

Maureen Johnson supports the project. Wilderness Campground has been loud and it seems the proposed campground will be a quieter setting. She does not support projects that are rowdy or disruptive of nature.

Kathy Vittum echoed the concerns from others. She made a comment concerning parking areas and felt this sounds like a good campground.

Julie Malecha stated she owns property on Long Lake and agrees with her neighbors' concerns for Long Lake.

Tom Genadek stated that he is very concerned for the high water at the proposed site.

Chair Thomson closed the public hearing at 7:00p.m.

Stephen Maulden provided the following responses to public comments:

1.) The existing campground has no erosion control features. Proposed revegetation of the riparian camp sites will control erosion better.
2.) He is proposing no motorized boats and no ATVs at the campground.
3.) Flooding may occur regardless of ownership of the campground.
4.) The Campground does not expect a line of cars at the entrance. This has not been the experience at their other 14 campgrounds.
5.) The campground has followed all applicable laws for COVID-19 pandemic safety requirements. Three of their fourteen campgrounds closed temporarily.
6.) Getaway House is different than other campgrounds in that they are not a party atmosphere. The units are small and therefore occupancies are small groups or individuals.
7.) Brad Devries, the campground's engineer, commented that the septic system is being built outside of the floodplain.
8.) No insecticides will be used at the campground to control mosquitoes.
9.) Protection of the road will be addressed through a Letter of Credit, at the request of Kettle River Township.
10.) All of Getaway House's campgrounds are located near wild lands and they have not had safety issues with guests trespassing or traversing public lands.
11.) The applicant has not removed any trees from the property.
12.) Guest kayaking will be limited. Getaway House does not expect more than a few people boating at a given time.

The Zoning Board reviewed the project against the Conditional Use Permit criteria provided in Section 3.7.2 of the Pine County Shoreland Management Ordinance, and provided the following findings of fact:

1.) The applicant has adequately demonstrated that they will maintain safe and healthful conditions.
2.) The campground will adequately prevent and control water pollution and sedimentation, as they will restore and revegetate the beach area, remove campground infrastructure from the riparian area. The project is also significantly distanced from the Kettle River.
3.) The existing topographic and drainage features and vegetative cover of the site are well planned for. The drainfield was moved outside of the floodplain. The applicant has provided a plan for maintaining floodplain connectivity.
4.) The use does not pose a risk to floodplains and floodways. The project in fact moves sites to safer elevations and provides better floodplain safety than the existing campground.
5.) The project does not pose a risk to erosion potential.
6.) The site uses existing accesses to roads and poses no new risk.
7.) A shoreland location is not necessarily needed for the project, though it is beneficial.
8.) The proposed structures and facilities have little to no visibility as viewed from the lake. There will be less visibility than the existing campground.
9.) The site has adequate water supply and on-site sewage treatment area. There is adequate room for a reserve SSTS area and the SSTS will meet the state sewer code.
10.) The project will use no motorized watercrafts, docks, or mooring, therefore is not a safety risk to the lake.
11.) The proposed use is compatible with the uses on adjacent lands.

12.) The proposed disposal system for liquid wastes is adequate and meets state rules.
13.) The proposed use is not a risk of pollution and is consistent with shoreland uses.
14.) The proposed use will not be detrimental to the use and enjoyment or property values of other properties.
15.) The site provides adequate off-street parking.

Grill questioned what types of signs the campground will use. Maulden responded that they will be minimal. Grill acknowledged that the township has regulatory limits on sign sizes.

Motion by Schifferdecker, Second by Nelson, 6-0 to approve the conditional use permit, as proposed, with the following conditions:

1.) Trailers shall remain current on licensing.
2.) Motorized boats, ATVs, and trailered snowmobiles will be prohibited, except for use by campground management.
3.) No docks or mooring spaces are allowed.
4.) Guests may snowmobile to the campground as their mode of transportation.
5.) The applicant shall create and maintain an internal procedure for flooding and other emergencies, and it shall be filed with the County.
6.) The Kettle River Township Conditions shall be implemented, which include a Letter of Credit for protection of Long Lake Road during construction, and compliance with Seasonal Load Limits during construction. Said conditions shall be attached to the permit as an exhibit.
7.) The project is limited to 49 units.
8.) The submitted site plan shall be adhered to.

OLD BUSINESS

Shoreland Management Ordinance Proposed Amendments
Anderson described that he gave an update to the County Board of Commissioners on all proposed shoreland amendments. The County Board expressed disagreement with the Zoning Board's recommendation to eliminate the ability for structures to be permitted at the average setback of adjoining landowners (Section 5.2.1). Thomson asked why the County Board disagreed. Anderson shared that they didn't agree with making it more difficult for people to build on the property they own. Anderson suggested that they may be open to more compromised language, however, Anderson felt the staff recommendation, as shown in the staff report, may be the appropriate step, which would still allow setback averaging, though limit it to principal dwellings.

Motion by Schifferdecker, Second by Grill, 6-0 to recommend County Board adoption of the following amendment to Section 5.2.1 of the Shoreland Managmeent Ordinance.

> "Where principal dwellings ~~structures~~ exist on the adjoining lots on both sides of a proposed building site, principal dwelling ~~structure~~ setbacks may be altered without a variance to conform to the adjoining setbacks from the OHWL or the road setbacks, provided the proposed building site is not located in shore impact zone or bluff impact zone."

Old Chengwatana Residential Plat Update
Anderson described that the developer of Old Chengwatana has indicated they intend to begin construction of the proposed private road and stormwater pond this season. The developer has

sent Pine City Township a proposal that the stormwater pond, like the private drive, will be owned and operated by the development association.

Anderson solicited any questions from the Zoning Board on the platting procedure and stated that it is important that the Zoning Board debrief large projects to ensure that the ordinances are operating as intended, for service to the public in a way that also works for developers.

ADJOURN

Schifferdecker/Orvis, 6-0 to adjourn the meeting at 8:06pm.

Nancy Rys
Zoning Board Secretary

Skip Thomson
Zoning Board Chair

PINE COUNTY
MINNESOTA

AGENDA REQUEST FORM

Date of Meeting: June 15, 2021

☒ **County Board**
- ☒ **Consent Agenda**
- ☐ **Regular Agenda** 5 mins.___ 10 mins.___ 15 mins.___ Other___

☐ **Personnel Committee**

☐ **Other** _____

Agenda Item: May 2021 Cash Balance

Department: Auditor-Treasurer

Kelly M Shea

Department Head signature

Background information on Item:

May 2021 Cash Balance Report

Action Requested:

None- informational purposes only.

Financial Impact:

N/A

Fund		Beginning Balance	This Month	YTD	Current Balance
1	General Revenue Fund				
		7,032,144.14			
	Receipts		507,244.08	2,221,916.77	
	Disbursements		387,694.86-	2,911,977.89-	
	Payroll		1,066,424.72-	5,423,130.17-	
	Journal Entries		3,810.35-	9,251.76	
	Settlement		0.00	290,981.47	
	Fund Total		950,685.85-	5,812,958.06-	1,219,186.08
12	Health & Human Services 420 H&HS-Income Maintenance				
		2,381,065.27			
	Receipts		242,276.30	825,956.75	
	Disbursements		71,743.97-	300,088.90-	
	Payroll		206,611.58-	952,959.45-	
	Journal Entries		45,654.31	109,654.64	
	Dept Total		9,575.06	317,436.96-	2,063,628.31
12	Health & Human Services 430 H&HS-Social Services				
		1,558,861.35-			
	Receipts		366,774.87	1,305,578.77	
	Disbursements		28,779.10-	156,235.47-	
	SSIS		181,463.23-	790,826.19-	
	Payroll		266,182.37-	1,364,654.63-	
	Journal Entries		53,193.82	167,898.90	
	Dept Total		56,456.01-	838,238.62-	2,397,099.97-
12	Health & Human Services 440 Childrens Collaborative (H&HS)				
		0.00			
	Dept Total		0.00	0.00	0.00
12	Health & Human Services 481 Public Health (H&HS)				
		1,242,989.39			
	Receipts		153,146.15	487,618.22	
	Disbursements		29,187.28-	116,623.17-	
	Payroll		100,712.71-	505,344.42-	
	Journal Entries		1,995.79	13,720.13	

HHS TOTAL: $1,074,192.22

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Fund		Beginning Balance		This Month	YTD	Current Balance
	Dept Total			25,241.95	120,629.24-	1,122,360.15
12	Health & Human Services		801	Non-Departmental		
		0.00				
	Dept Total			0.00	0.00	0.00
	Fund Total	2,065,193.31		21,639.00-	1,276,304.82-	788,888.49
13	Road & Bridge Fund					
		770,261.34				
	Receipts			2,232,805.94	5,146,549.90	
	Disbursements			192,206.42-	1,614,689.78-	
	Payroll			220,307.58-	1,077,552.20-	
	Journal Entries			1,400.00-	6,925.00-	
	Settlement			0.00	44,233.23	
	Fund Total			1,818,891.94	2,491,616.15	3,261,877.49
14	Ditch Maintenance (Sr) Fund					
		32,224.40				
	Settlement			0.00	1.79	
	Fund Total			0.00	1.79	32,226.19
19	COVID-19 Relief Fund					
		0.00				
	Receipts			2,872,687.00	3,460,398.44	
	Disbursements			118.36-	650,040.18-	
	Journal Entries			0.00	62,210.38	
	Fund Total			2,872,568.64	2,872,568.64	2,872,568.64
22	Land Management Fund					
		2,417,136.42				
	Receipts			36,589.02	403,801.95	
	Disbursements			3,336.14-	16,939.42-	
	Payroll			12,958.57-	64,422.39-	

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Fund		Beginning Balance	This Month	YTD	Current Balance
	Journal Entries		0.00	90,222.91-	
	Fund Total		20,294.31	232,217.23	2,649,353.65
24	SSTS Upgrades				
		212,406.02			
	Receipts		10,037.59	76,045.34	
	Disbursements		50,459.16-	81,059.16-	
	Settlement		0.00	582.20	
	Fund Total		40,421.57-	4,431.62-	207,974.40
29	Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&HS)		
		216,539.62			
	Receipts		32,470.00	67,854.00	
	Disbursements		28,778.00-	28,778.00-	
	Journal Entries		23.66	162.76	
	Dept Total		3,715.66	39,238.76	255,778.38
	Fund Total	216,539.62	3,715.66	39,238.76	255,778.38
31	GO Capital Improvement-Capital Project				
		146,100.02-			
	Disbursements		1,726.93-	88,226.45-	
	Fund Total		1,726.93-	88,226.45-	234,326.47-
37	County Railroad Authority				
		5,107.74			
	Fund Total		0.00	0.00	5,107.74
38	Building Fund				
		313,636.56			
	Disbursements		0.00	2,200.00-	
	Settlement		0.00	1,687.45	
	Fund Total		0.00	512.55-	313,124.01

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Fund		Beginning Balance	This Month	YTD	Current Balance
39	2015A G.O. Jail Bonds				
		1,420,042.53			
	Disbursements		0.00	940,650.00-	
	Settlement		0.00	27,039.77	
	Fund Total		0.00	913,610.23-	506,432.30
40	2012 G.O. Courthouse Bonds				
		1,245,526.94			
	Disbursements		0.00	838,400.00-	
	Settlement		0.00	23,322.69	
	Fund Total		0.00	815,077.31-	430,449.63
41	2017A G.O. CIP Bonds				
		93,162.13			
	Disbursements		0.00	274,556.25-	
	Settlement		0.00	7,512.95	
	Fund Total		0.00	267,043.30-	173,881.17-
43	Equipment Fund				
		5,306.44-			
	Settlement		0.00	2,243.50	
	Fund Total		0.00	2,243.50	3,062.94-
44	Election Equipment				
		4,630.82			
	Receipts		0.00	1,211.77	
	Disbursements		0.00	1,925.41-	
	Journal Entries		0.00	76.81-	
	Settlement		0.00	1,637.42	
	Fund Total		0.00	846.97	5,477.79
60	United Health Care Self Insurance 1/1/21				

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Fund		Beginning Balance	This Month	YTD	Current Balance
		62,703.00-			
	Receipts		309,535.06	1,557,600.91	
	Disbursements		307,306.87-	895,909.47-	
	Journal Entries		774.50	3,872.50	
	Fund Total		3,002.69	665,563.94	602,860.94
76	Group Health Ins Fund 5/1/95 (Gen)				
		593,002.42-			
	Receipts		95,386.08	464,698.11	
	Disbursements		135,584.64-	585,975.19-	
	Journal Entries		4,393.70	21,968.50	
	Fund Total		35,804.86-	99,308.58-	692,311.00-
80	County Collections Agency Fund				
		27,319.92			
	Receipts		12,254.43	558,150.61	
	Disbursements		9,692.00-	562,685.34-	
	Fund Total		2,562.43	4,534.73-	22,785.19
82	Taxes And Penalties Agency Fund				
		1,074,832.74			
	Receipts		16,811,614.47	24,539,130.51	
	Disbursements		3,363,336.70-	3,865,870.29-	
	Journal Entries		0.00	90,660.39-	
	Settlement		0.00	399,242.47-	
	Fund Total		13,448,277.77	20,183,357.36	21,258,190.10
84	East Central Drug Task Force Agency Fur				
		97,831.62			
	Receipts		32,925.94	96,481.48	
	Disbursements		32,925.94-	102,028.68-	
	Fund Total		0.00	5,547.20-	92,284.42

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Fund		Beginning Balance		This Month	YTD	Current Balance
89	H & Hs Collections Agency Fund		801	Non-Departmental		
		263,464.83				
	Receipts			108,433.84	251,671.93	
	Disbursements			20,499.99-	285,196.88-	
	Journal Entries			100,825.43-	200,414.53-	
	Dept Total			12,891.58-	233,939.48-	29,525.35
	Fund Total	263,464.83		12,891.58-	233,939.48-	29,525.35
All Funds		16,484,349.20				
	Receipts			23,824,180.77	41,464,665.46	
	Disbursements			4,663,376.36-	14,320,055.93-	
	SSIS			181,463.23-	790,826.19-	
	Payroll			1,873,197.53-	9,388,063.26-	
	Journal Entries			0.00	439.93	
	Total			17,106,143.65	16,966,160.01	33,450,509.21

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TREASURER'S CASH TRIAL BALANCE COMPARISON

YEAR-TO-YEAR COMPARISON

FUND	May 2020 BALANCE	May 2021 BALANCE	DIFFERENCE
1 - GENERAL	(177,624.87)	1,219,186.08	1,396,810.95
12 - H&HS	13,650.92	1,074,192.22	1,060,541.30
13 - ROAD & BRIDGE	3,802,922.34	3,261,877.49	(541,044.85)
19 - COVID RELIEF	N/A	2,872,568.64	2,872,568.64
22 - LAND	2,480,123.20	2,649,353.65	169,230.45
60 - SELF INSURANCE	N/A	602,860.94	602,860.94
TOTAL (incl non-major funds)	$26,545,737.67	$33,450,509.21	6,904,771.54

In 2020, no COVID relief was received yet, so there was no fund balance in that account. In May 2021, Pine County's first tranch of ARPA funds was received, resulting in a fund balance in the COVID relief fund. Beginning January 2021, Pine County is now self-insured through United Health Care. As part of this transition, a separate internal service fund was setup to track the revenues and expenditures from this fund.

MONTH-TO-MONTH COMPARISON

FUND	April 2021 BALANCE	May 2021 BALANCE	DIFFERENCE
1 - GENERAL	2,169,871.93	1,219,186.08	(950,685.85)
12 - H&HS	1,105,007.14	1,074,192.22	(30,814.92)
13 - ROAD & BRIDGE	1,442,985.55	3,261,877.49	1,818,891.94
19 - COVID RELIEF	N/A	2,872,568.64	2,872,568.64
22 - LAND	2,629,059.34	2,649,353.65	20,294.31
60 - SELF INSURANCE	599,858.25	602,860.94	3,002.69
			0.00
TOTAL (incl non-major funds)	$26,545,737.67	$33,450,509.21	6,904,771.54

The decrease in the General fund month over month is not concerning as very little revenue is received in May. The overall increase is due to the receipt of ARPA funds, Road & Bridge State Aid, and the influx of first half tax statement payments which is not credited to the individual funds until June.

AGENDA REQUEST FORM

Date of Meeting: **June 15, 2021**

☒ **County Board**
- ☒ **Consent Agenda**
- ☐ **Regular Agenda** **5 mins.___ 10 mins.___ 15 mins.___ Other___**

☐ **Personnel Committee**

☐ **Other _____**

Agenda Item: **May 2021 Disbursements/Claims Over $2,000**

Department: **Auditor-Treasurer**

Kelly M Shea
_____
Department Head signature

Background information on Item:

May 2021 Disbursements and Claims over $2,000

Action Requested:

Consider approving May 2021 disbursements and claims over $2,000.

Financial Impact:

N/A

DISBURSEMENTS JOURNAL REPORT Specific Dates: 05/01/2021 - 05/31/2021

RECAP BY FUND	FUND	AMOUNT	NAME
	1	387,694.86	GENERAL REVENUE FUND
	12	311,173.58	HEALTH & HUMAN SERVICES
	13	192,206.42	ROAD & BRIDGE FUND
	19	118.36	COVID- 19 RELIEF FUND
	22	3,336.14	LAND MANAGEMENT FUND
	24	50,459.16	SSTS UPGRADES
	29	28,778.00	CHILDREN'S COLLAB (H&HS) AGENCY FUND
	31	1,726.93	GO CAPITAL IMPROVEMENT- CAPITAL PROJEC
	60	307,306.87	UNITED HEALTH CARE SELF INSURANCE 1/1/
	76	135,584.64	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	9,692.00	COUNTY COLLECTIONS AGENCY FUND
	82	3,363,336.70	TAXES AND PENALTIES AGENCY FUND
	84	32,925.94	EAST CENTRAL DRUG TASK FORCE AGENCY F
	89	20,499.99	H & HS COLLECTIONS AGENCY FUND
		4,844,839.59	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	4,529,172.45	AUD
	2	315,667.14	COM
		4,844,839.59	Total Disbursements

Copyright 2010- 2020 Integrated Financial Systems

FUND	DATE	VENDOR	AMOUNT
General	5/7/2021	Aml Cleaning Service, Inc	4,000.00
General	5/21/2021	ANOKA COUNTY TREASURY OFFICE	12,500.00
General	5/7/2021	APPLIANCE REPAIR CENTER INC	6,723.72
General	5/14/2021	Cardmember Service	16,228.06
General	5/28/2021	CARLSON/ANNE M	5,932.50
General	5/7/2021	CLOQUET RIVERSIDE RECYCLING, INC	5,920.75
General	5/7/2021	Cps Technology Solutions	3,995.00
General	5/7/2021	Cw Technology Group	2,552.00
General	5/7/2021	East Central Energy Of Braham	15,298.67
General	5/21/2021	East Central Solid Waste Comm	4,346.88
General	5/7/2021	EVERGREEN RECYCLING LLC	3,234.75
General	5/14/2021	Government Management Group	5,000.00
General	5/28/2021	Information Systems Corp-ISC	3,115.00
General	5/14/2021	Initiative Foundation	7,450.00
General	5/28/2021	KRONOS SAASHR INC	2,536.34
General	5/14/2021	MEND CORRECTIONAL CARE PLLC	27,310.50
General	5/14/2021	MINNESOTA ENERGY RESOURCES CORP	5,722.92
General	5/14/2021	MINNESOTA POWER	4,769.12
General	5/14/2021	Mn Depart Of Revenue Void	108,742.28
General	5/7/2021	Mn State Auditor	13,779.75
General	5/21/2021	OFFICE OF MN.IT SERVICES	4,824.24
General	5/7/2021	ON TARGET TRAINING & CONSULTING LLC	3,000.00
General	5/14/2021	OWENS COMPANIES INC	5,087.79
General	5/21/2021	OWENS COMPANIES INC	5,099.00
General	5/14/2021	Pine Co Highway Department	12,329.53
General	5/14/2021	Powerphone, Inc	6,674.00
General	5/21/2021	Ron's Roll-Off Service	2,325.00
General	5/28/2021	Snake River Watershed Board	9,968.00
General	5/7/2021	SUMMIT FOOD SERVICE MANAGEMENT LLC	3,808.91
General	5/14/2021	SUMMIT FOOD SERVICE MANAGEMENT LLC	3,862.96
General	5/21/2021	SUMMIT FOOD SERVICE MANAGEMENT LLC	3,841.39
General	5/14/2021	THRIFTY WHITE PHARMACY	2,113.22
General	5/28/2021	Verizon Wireless	6,302.49
General	5/21/2021	WCMP AM-FM	2,000.00
HHS	5/21/2021	Am Indian Fam & Child Serv Inc	2,487.00
HHS	5/21/2021	Central Mn Jobs & Training Services	10,961.80
HHS	5/14/2021	Dhs Maps Ccdtf	4,299.14
HHS	5/28/2021	Dhs Maps Ccdtf	8,582.91
HHS	5/28/2021	Dhs Maps Mmis Cd Maxis 998	18,207.73
HHS	5/7/2021	DHS Maps Mx58	4,623.26
HHS	5/21/2021	DHS State Operated Services	4,126.50
HHS	5/14/2021	East Central Reg Juvenile Center	3,864.56
HHS	5/28/2021	East Central Reg Juvenile Center	4,200.00
HHS	5/28/2021	Information Systems Corp-ISC	3,585.00
HHS	5/7/2021	Kanabec Co Family Serv Dept	2,701.44
HHS	5/28/2021	Lighthouse Child & Family Services, LLC	5,878.63

FUND	DATE	VENDOR		AMOUNT
HHS	5/14/2021	Mille Lacs Band Family Services		14,363.10
HHS	5/21/2021	North Homes Inc		4,568.70
HHS	5/21/2021	Northwestern Mn Juvenile Center		7,950.00
HHS	5/14/2021	Pine/County Of		39,280.72
HHS	5/21/2021	Reserve Account	H	4,000.00
HHS	5/14/2021	Rolling Hills Hospital LLC		14,400.00
HHS	5/7/2021	Root-Larsen/Jamie		6,339.86
HHS	5/21/2021	Root-Larsen/Jamie		8,427.61
HHS	5/14/2021	Solid Oak Financial Services, LLC		3,115.00
HHS	5/7/2021	Verizon Wireless		4,633.77
HHS	5/7/2021	Volunteers Of America		29,500.00
HHS	5/21/2021	Volunteers Of America		15,000.00
R&B	5/7/2021	Arlen Krantz Ford Inc		2,053.97
R&B	5/21/2021	Askov Deep Rock		3,063.45
R&B	5/7/2021	Auto Value-Hinckley		3,606.28
R&B	5/14/2021	BROCK WHITE COMPANY LLC		5,867.40
R&B	5/7/2021	C & T CONTRACTING		5,020.00
R&B	5/14/2021	C & T CONTRACTING		2,800.00
R&B	5/21/2021	C & T CONTRACTING		5,200.00
R&B	5/28/2021	C & T CONTRACTING		4,500.00
R&B	5/21/2021	CONTECH ENGINEERED SOLUTIONS LLC		56,043.84
R&B	5/28/2021	DOOLEYS PETROLEUM INC		19,841.07
R&B	5/21/2021	FORTERRA PIPE AND PRECAST		2,688.80
R&B	5/14/2021	HERNESS CONSTRUCTION COMPANY		2,875.00
R&B	5/21/2021	Hopkins Sand & Gravel		2,592.00
R&B	5/28/2021	Hopkins Sand & Gravel		2,160.00
R&B	5/7/2021	L&H FARMS LLP		2,088.00
R&B	5/7/2021	Nuss Truck Group Inc		8,444.65
R&B	5/7/2021	Rydberg & Sons, Inc.		8,859.60
R&B	5/14/2021	Rydberg & Sons, Inc.		3,299.60
R&B	5/28/2021	Rydberg & Sons, Inc.		18,466.25
R&B	5/7/2021	WSB AND ASSOCIATES		9,811.06
Land	5/7/2021	CITY OF ASKOV		2,400.00
Septic Fix-Up	5/7/2021	MINNESOTA POLLUTION CONTROL AGENCY		50,459.16
Children's	5/28/2021	Pine City Schools ISD# 578		15,288.00
Children's	5/7/2021	St Croix River Ed Dist Scred		13,490.00
Self Insurance	5/7/2021	UNITEDHEALTH GROUP - VOID		19,956.03
Self Insurance	5/14/2021	UNITEDHEALTH GROUP - VOID		196,689.79
Self Insurance	5/21/2021	UNITEDHEALTH GROUP - VOID		28,769.88
Self Insurance	5/28/2021	UNITEDHEALTH GROUP - VOID		61,891.17
Group Insurance	5/28/2021	BLUE CROSS & BLUE SHIELD OF MINNESOTA		4,160.00
Group Insurance	5/28/2021	FURTHER		2,127.46
Group Insurance	5/28/2021	GUARDIAN		8,852.03
Group Insurance	5/21/2021	MADISON NATIONAL LIFE INS CO INC		3,506.47
Group Insurance	5/28/2021	MEDICAREBLUE RX		4,897.80
Group Insurance	5/14/2021	Mn Life Insurance Company		4,392.00

FUND	DATE	VENDOR	AMOUNT
Group Insurance	5/14/2021	TEAMSTERS JOINT COUNCIL 32	50,259.00
Group Insurance	5/28/2021	TEAMSTERS JOINT COUNCIL 32	51,693.00
Agency	5/7/2021	Department Of Finance	9,651.00
Taxes	5/27/2021	Mn State Treasurer-Void	533,896.69
Taxes	5/27/2021	School District No. 97	189,418.81
Taxes	5/27/2021	School District No. 139	53,679.42
Taxes	5/27/2021	School District No. 2165	592,611.97
Taxes	5/27/2021	SCHOOL DISTRICT NO. 2580	691,434.85
Taxes	5/27/2021	School District No. 314	50,962.43
Taxes	5/27/2021	School District No. 577	251,955.39
Taxes	5/27/2021	School District No. 578	998,308.34
ECDTF	5/28/2021	Chisago County	20,467.37
ECDTF	5/28/2021	EAST CENTRAL DRUG TASK FORCE	6,261.19
ECDTF	5/28/2021	Pine Co Sheriff	3,590.03

PINE COUNTY
MINNESOTA

AGENDA REQUEST FORM

Date of Meeting: June 15, 2021

☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** **5 mins.___ 10 mins.___ 15 mins.___ Other___**

☐ **Personnel Committee**

☐ **Other _____**

Agenda Item: State Assessed Tax Abatement

Department: Auditor-Treasurer

Kelly M Schon
_____
Department Head signature

Background information on Item:

Tax Court Abatement: Minnesota Energy Resources Corp filed a tax court petition regarding the 2020 assessed values for their natural gas utility property. Utility property is valued by the State Assessed Property Division at the MN Department of Revenue. These values are submitted to the county and taxes are calculated/collected based on these values. Unfortunately, in recent years, several large utility companies have challenge the values placed on their properties, which have resulted in counties issuing refunds, due to the values being reduced. The changes are as follows:

Original Value	New Value	Difference
$4,643,800	$3,961,200	-$682,600

Original Tax	New Tax	Difference
$164,854	$140,088	-$24,766

This refund of $24,766 consists of $8,713 of county funds, $4,160 of school funds, $6,921 of township/city/other taxing district funds, $4,972 of state funds. There is also interest due of $81.73.

Action Requested:

Approve abatement application per the tax court order/settlement.

Financial Impact:

N/A

2020 Assessment, Taxes Payable in 2021							
PARCEL	**ISD**	**ORIGINAL VALUE**	**NEW VALUE**	**DIFFERENCE**	**ORIGINAL TAX**	**NEW TAX**	**DIFFERENCE**
31.9905.000	97	$3,900	$3,300	-$600	$136	$114	-$22
33.9904.000	97	$13,200	$11,300	-$1,900	$376	$322	-$54
17.9903.000	577	$18,700	$16,000	-$2,700	$508	$434	-$74
46.9905.000	577	$156,900	$133,800	-$23,100	$6,000	$5,116	-$884
47.9904.000	577	$285,800	$243,900	-$41,900	$9,086	$7,754	-$1,332
33.9906.000	577	$3,100	$2,600	-$500	$84	$70	-$14
08.9904.000	578	$179,200	$152,800	-$26,400	$5,402	$4,606	-$796
42.9910.000	578	$1,855,500	$1,582,600	-$272,900	$69,170	$58,714	-$10,456
26.9904.000	578	$414,700	$353,800	-$60,900	$12,384	$10,564	-$1,820
28.9902.000	578	$328,400	$280,200	-$48,200	$9,386	$8,008	-$1,378
03.9903.000	2165	$107,600	$91,900	-$15,700	$3,066	$2,618	-$448
38.9904.000	2165	$58,200	$49,600	-$8,600	$2,060	$1,754	-$306
13.9902.000	2165	$17,800	$15,200	-$2,600	$530	$452	-$78
40.9908.000	2165	$521,800	$445,100	-$76,700	$18,540	$15,814	-$2,726
15.9902.000	2165	$40,100	$34,200	-$5,900	$1,168	$760	-$408
45.9906.000	2580	$537,700	$458,600	-$79,100	$23,722	$20,230	-$3,492
30.9903.000	2580	$101,200	$86,300	-$14,900	$3,236	$2,758	-$478
TOTALS		$4,643,800	$3,961,200	-$682,600	$164,854	**$140,088**	**-$24,766**
						Interest	**-$81.73**
						TOTAL REFUND	**-$24,847.73**

AGENDA REQUEST FORM

Date of Meeting: **June 15th, 2021**

☒ **County Board**
- ☒ **Consent Agenda**
- ☐ **Regular Agenda** **5 mins.___ 10 mins.___ 15 mins.___ Other___**

☐ **Personnel Committee**

☐ **Other _____**

Agenda Item: **Septic Fix-Up Special Assessments**

Department: **Auditor-Treasurer**

_____
Department Head signature

Background information on Item:

Beginning in 2016, Pine County has been extending loans to homeowners to upgrade their non-compliant septic systems through a Cleanwater Partnership Loan from the Minnesota Pollution Control Agency. A new loan cycle began August 1st with $900,000 available at 1% interest. The loans are paid by as a special assessment on the property taxes of the benefiting property over a term that is determined by the amount of the loan (1 year per $1,000, for example $12,000 loan is paid by over 12 years.)

Beginning in 2013, Pine County has been assisting low and moderate income homeowners to upgrade their non-compliant septic systems through funds received from the Minnesota Pollution Control Agency. This program is facilitated through a partnership with Lakes & Pines. Low income homeowners receive a no-interest, no payment loan which if they live in the home for 10 is forgiven, and moderate income homeowners receive a no-interest, 10-year special assessment.

Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign Resolution 2021-44 extending a special assessment as follows:

Scott Carlson, PID 13.0112.000, $16,234.88

Financial Impact:

Grant funds have been utilized to install the systems.

PINE COUNTY RESOLUTION EXTENDING SEPTIC FIX-UP SPECIAL ASSESSMENT RESOLUTION No. 2021-44

WHEREAS, the Pine County Board of Commissioners recognizes the public health and environmental benefits of upgrading non-compliant septic systems in the county;

WHEREAS, Pine County has Cleanwater Partnership Loan from the Minnesota Pollution Control Agency to fix-up non-compliant septic systems;

WHEREAS, the property owners have agreed to the terms of the special assessment for their already installed compliant septic systems; and,

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 16 years, beginning in 2022, against Pine County Parcel 13.0112.000 in the amount of $16,234.88 with equal principal payments and 1% interest owned by Scott Carlson

Dated this 15th day in June, 2021.

_____

Stephen M. Hallan, Chair
Pine County Board of Commissioners

ATTEST:

_____

David J. Minke
County Administrator

PINE COUNTY
MINNESOTA

AGENDA REQUEST FORM

Date of Meeting: 06-15-21

☐ **County Board**
- ■ **Consent Agenda**
- ☐ **Regular Agenda**

5 mins. ☐ 10 mins. ☐ 15 mins. ☐ Other ☐

☐ **Personnel Committee**

☐ **Other** _____

Agenda Item: Drug and Violent Offenders Task Force grant amendment

Department: Sheriff

_____
Department Head signature

Background information on Item:

Funding for the DTF grant has increased $15,833.00, for July 1, 2020 through December 31, 2021.

Action Requested:

Approve and sign grant amendment.

Financial Impact:

Increase of grant by $15,833.00.

Minnesota Department of Public Safety ("State") Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	**Grant Program:** Violent Crime Enforcement Teams 2020 **Grant Contract Agreement No.:** A-VCET-2020-PINESO-004 **Grant Contract Amendment No.:** 2
Grantee: Pine County Sheriff's Office 635 Northridge Drive NW, Suite 240 Pine City, Minnesota 55063	**Grant Contract Agreement Term:** **Effective Date:** 1/1/2020 **Expiration Date:** ~~12/31/2020~~ 12/31/2021
Grant Matching Requirement: Original Agreement Amount $0.00 Previous Amendment(s) Total $0.00 Current Amendment Amount $0.00 Total Agreement Amount $0.00	**Grantee Contract Agreement Amount:** Original Agreement Amount $140,000.00 Previous Amendment(s) Total $10,000.00 Current Amendment Amount $150,000.00 Total Agreement Amount $300,000.00

In this Amendment deleted agreement terms will be struck out and added agreement terms will be underlined.

Revision 1. Exhibit A of the Original Grant Contract Agreement is replaced by Revised Exhibit A which is attached and incorporated into this Grant Contract Agreement. Any references to Exhibit A in the Original Grant Contract Agreement now refer to Revised Exhibit A.

Revision 2. Special Conditions of the Original Grant Contract Agreement is amended as follows:

1. Time limitations on funding use:

State Funding
$150,000.00 is available from January 1, 2020 through June 30, 2021.
$150,000.00 is available from July 1, 2020 through December 31, 2021.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The Original Grant Contract Agreement and all previous amendments are incorporated into this amendment by reference.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

PO# A-VCET-2020-PINESO-004 / 3-63885

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: Stephen Hall

Print Name: Stephen M. Hallan

Title: Board Chair

Date: Dec. 15, 2020

Signed: David J. Minke

Print Name: David J. Minke

Title: County Administrator

Date: Dec. 15, 2020

3. STATE AGENCY

Signed: _____

(with delegated authority)

Title: Asst Director

Date: 12-17-2020

Distribution: DPS/FAS

Grantee

State's Authorized Representative

Budget Summary

Violent Crime Enforcement Teams: East Central Drug and Violent Offenders Task Force (ECDVOTF)					
Budget Category	**Award**				
Personnel					
Agent OT Wages	$77,862.00				
Analyst Wages	$122,720.00				
Commanders Incentive	$19,720.00				
Total	$220,302.00				
Fringe and Benefits					
Payroll Taxes and Fringe Benefits	$31,800.00				
Total	$31,800.00				
Office Expenses					
Office Expenses	$0.00				
Total	$0.00				
Program Expenses					
Program Expenses	$20,632.00				
Total	$20,632.00				
Other Expenses					
Office Space Rent	$0.00				
Total	$0.00				
Contract Services					
Liability Insurance	$3,318.00				
Total	$3,318.00				
Training					
Training Costs	$3,500.00				
Total	$3,500.00				
Confidential Funds					
Confidential Informant	$20,448.00				
Total	$20,448.00				
Total	$300,000.00				

Minnesota Department of Public Safety ("State") Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	**Grant Program:** Violent Crime Enforcement Teams 2020 **Grant Contract Agreement No.:** A-VCET-2020-PINECO-004 **Grant Contract Amendment No.:** 3
Grantee: Pine County Sheriff's Office 635 Northridge Drive NW, Suite 240 Pine City, Minnesota 55063	**Grant Contract Agreement Term:** **Effective Date:** 1/1/2020 **Expiration Date:** 12/31/2021
Grant Matching Requirement: Original Agreement Amount $0.00 Previous Amendment(s) Total $0.00 Current Amendment Amount $0.00 Total Agreement Amount $0.00	**Grantee Contract Agreement Amount:** Original Agreement Amount $140,000.00 Previous Amendment(s) Total $160,000.00 Current Amendment Amount $15,833.00 Total Agreement Amount $315,833.00

In this Amendment deleted agreement terms will be struck out and added agreement terms will be underlined.

Revision 1. Exhibit A of the Original Grant Contract Agreement is replaced by Revised Exhibit A, which is attached and incorporated into this Grant Contract Agreement. Any references to Exhibit A in the Original Grant Contract Agreement now refer to Revised Exhibit A.

Revision 2. Special Conditions of the Original Grant Contract Agreement and previous amendments is amended as follows:

1. Time limitations on funding use:

State Funding
$150,000.00 is available from January 1, 2020 through June 30, 2021.
~~$150,000.00~~ $165,833.00 is available from July 1, 2020 through December 31, 2021.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The Original Grant Contract Agreement and all previous amendments are incorporated into this amendment by reference.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____ _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No./PO No: _A-VCET-2020-PINEAO-004 / 3-63885

Project No.(*indicate N/A if not applicable*): ___N/A_____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: Pine County Sheriff's Office

A-VCET-2020-PINESO-004

Budget Summary

Violent Crime Enforcement Teams: East Central Drug and Violent Offenders Task Force (ECDVOTF)	
Budget Category	**Award**
Personnel	
Agent OT Wages	$76,950.78
Analyst Wages	$126,034.00
Commanders Incentive	$19,720.00
Total	$222,704.78
Fringe and Benefits	
Payroll Taxes and Fringe Benefits	$30,782.85
Total	$30,782.85
Office Expenses	
Office Expenses	$2,950.00
Total	$2,950.00
Program Expenses	
Program Expenses	$37,755.62
Total	$37,755.62
Other Expenses	
Office Space Rent	$0.00
Total	$0.00
Contract Services	
Liability Insurance	$1,659.00
Total	$1,659.00
Training	
Training Costs	$2,777.75
Total	$2,777.75
Confidential Funds	
Confidential Informant	$17,203.00
Total	$17,203.00
Total	$315,833.00

AGENDA REQUEST FORM

Date of Meeting: June 15, 2021

☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** **5 mins.___ 10 mins.___ 15 mins.___ Other___**

☐ **Personnel Committee**

☐ **Other:**

Agenda Item: **Approve Contract with MN Department of Human Services for Regional Fraud Prevention Investigations**

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Pine County Health and Human Services is the regional administrative agency for fraud prevention investigations in Pine, Carlton, Aitkin and Kanabec Counties. The two-year contract with the MN Department of Human Services is due for renewal and is attached for the County Board's review. The contract would take effect on July 1, 2021 and last through June 30, 2023. The County Attorney's Office has reviewed the contract.

Pine County HHS has a current agreement with the Pine County Sheriff's Office (PCSO) to complete the work associated with the region's fraud prevention investigations. The PCSO dedicates a 1.0 FTE Investigator to complete this work. The PCSO bills HHS for the expenses associated with the cost of the investigator position, up to $91,000/year. The MN Department of Human Services then reimburses HHS for those expense, along with indirect costs for the extra work associated with being the regional administrative agency.

Action Requested:

Authorize the Pine County HHS Director to sign the contract with the MN Department of Human Services.

Financial Impact: As noted above, Pine County HHS is the regional administrative agency for the fraud prevention investigations. HHS has an agreement with the PCSO, which assigns a 1.0 FTE investigator to do the investigations for the region. The grant reimburses most of the expenses associated with the 1.0 FTE Investigator position.

DocuSign Envelope ID: 2765CD45-4168-4C6E-994B-57C5ACFA59BC

DEPARTMENT OF HUMAN SERVICES

Minnesota Department of Human Services
Multi-County Grant Contract

This Grant CONTRACT, and all amendments and supplements to the CONTRACT ("CONTRACT"), is between the State of Minnesota, acting through its Department of Human Services, Office of Inspector General – Financial Fraud and Abuse Investigations Division ("STATE") and **Pine County Health and Human Services**, an independent grantee, not an employee of the State of Minnesota, located at **315 Main St. South, Ste. 200, Pine City, MN 55063** ("REGIONAL ADMINISTRATIVE AGENCY").

RECITALS

STATE, pursuant to Minnesota Statutes, sections 256.01, subdivision 2(a)(6), 256.983 and 119B.02, subdivision 5, has authority to enter into contracts with counties for maintaining and establishing cost effective Fraud Prevention Investigation (FPI) programs in accordance with operational requirements, forms and reporting mechanisms as contained in the STATE's FPI Program Manual, and amendments and supplements thereto, which are incorporated herein by reference.

WHEREAS, the REGIONAL ADMINISTRATIVE AGENCY FPI program service area consists of the following counties: Aitkin, Carlton, Kanabec, and Pine (COUNTIES); and

WHEREAS, Pine County Health and Human Services or its successor acknowledges that it will be the fiscal agent for the REGIONAL ADMINISTRATIVE AGENCY; and

STATE, in accordance with Minnesota Statutes, section 13.46, is permitted to share information with REGIONAL ADMINISTRATIVE AGENCY.

REGIONAL ADMINISTRATIVE AGENCY represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

CONTRACT

1. CONTRACT TERM AND SURVIVAL OF TERMS.

1.1. Effective date: This CONTRACT is effective on **July 01**, **2021**, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

1.2. Expiration date. This CONTRACT is valid through **June 30, 2023**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

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1.3. No performance before notification by STATE. REGIONAL ADMINISTRATIVE AGENCY may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and REGIONAL ADMINISTRATIVE AGENCY is notified to begin work by STATE's Authorized Representative.

1.4. Survival of terms. REGIONAL ADMINISTRATIVE AGENCY shall have a continuing obligation after the expiration of CONTRACT to comply with the following provisions of CONTRACT: 9. Liability; 10. Information Privacy and Security; 11. Intellectual Property Rights; 13.1. State audit; and 14. Jurisdiction and Venue.

1.5. Time is of the essence. REGIONAL ADMINISTRATIVE AGENCY will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

2. REGIONAL ADMINISTRATIVE AGENCY'S DUTIES.

2.1 Duties. REGIONAL ADMINISTRATIVE AGENCY shall perform duties as follows:

- **a.** Conduct timely fraud prevention investigations of applicants, recipients, and other participants in the human services programs administered by the REGIONAL ADMINISTRATIVE AGENCY.
- **b.** Ensure that its FPI program operations and investigative techniques follow the STATE's FPI Guidelines found in the Fraud Prevention Investigation Program Manual (hereinafter, FPI Guidelines), which are incorporated herein by reference, federal regulations, Minnesota laws, and REGIONAL ADMINISTRATIVE AGENCY ordinances.
- **c.** Refer for criminal prosecution public assistance recipients and providers who have committed intentional program violations (IPV) or, when such prosecutions are declined by a REGIONAL ADMINISTRATIVE AGENCY attorney or the REGIONAL ADMINISTRATIVE AGENCY decides not to pursue criminal prosecution of an IPV, pursue administrative disqualification of a provider or recipient in lieu of criminal prosecution in compliance with Minnesota Statutes, section 256.046.
- **d.** Use staff that qualify as investigators through the REGIONAL ADMINISTRATIVE AGENCY's personnel classification system or licensed by either the State of Minnesota Board of Peace Officer Standards and Training (POST) or State of Minnesota Board of Private Detective and Protective Agent Services.
- **e.** Notify the STATE of any staffing changes that result in fewer FPI investigators than are in the REGIONAL ADMINISTRATIVE AGENCY's approved CONTRACT attachments. REGIONAL ADMINISTRATIVE AGENCY staff changes that result in fewer investigators permanently will likely result in reduced FPI program funding.
- **f.** Allow REGIONAL ADMINISTRATIVE AGENCY FPI staff to attend and participate in the development and presentation of STATE sponsored training and/or other FPI program related workgroups.
- **g.** Utilize the State's FPI Program Integrity Network (FASE) for FPI staff to report the results of public assistance fraud investigations, whether administrative, civil or criminal.
- **h.** Maintain investigative case files as required by the FPI Guidelines. The REGIONAL ADMINISTRATIVE AGENCY shall provide the STATE access to all FPI case files during the REGIONAL ADMINISTRATIVE AGENCY'S regular business hours.
- **i.** Timely submit narrative, financial and/or statistical reports either as required in FPI Guidelines or as requested by the STATE.

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j. Ensure that eligibility workers make referrals to the REGIONAL ADMINISTRATIVE AGENCY'S FPI staff when appropriate and cooperate with case action reporting requirements.

k. Ensure that healthcare overpayments arising from FPI investigations are calculated and reported to FPI investigators to the same extent as all other programs related to the FPI program. The STATE will regularly monitor the REGIONAL ADMINISTRATIVE AGENCY'S compliance with this obligation. Compliance will be a component of the STATE'S evaluation of the REGIONAL ADMINISTRATIVE AGENCY'S FPI program.

l. Annually provide training to REGIONAL ADMINISTRATIVE AGENCY's eligibility workers in fraud detection to assist them in identifying cases that should be referred.

m. Evaluate FPI referral rates among eligibility workers in order to help identify fraud detection training needs.

n. Cooperate with the STATE in maintaining cost effective program operations by expanding FPI service coverage to other counties as deemed necessary by the STATE.

o. Provide short term fraud prevention investigation services to other counties as deemed necessary by the STATE.

p. Submit quarterly claim reimbursement for the FPI program expenditures on the STATE's Financial Operations Division's Quarterly Income Maintenance Administrative Expense Report (Form No. DHS 2550).

q. REQUIRED REGIONAL ADMINISTRATIVE AGENCY ATTACHMENTS. The REGIONAL ADMINISTRATIVE AGENCY agrees to incorporate by reference the following information as an attachment to this CONTRACT. This information must be provided to and approved by the STATE before this CONTRACT becomes effective:

1. REGIONAL ADMINISTRATIVE AGENCY organizational chart showing its management structure and divisions, and the number and placement of REGIONAL ADMINISTRATIVE AGENCY FPI staff within this structure.
2. Position descriptions and personnel classification of funded REGIONAL ADMINISTRATIVE AGENCY FPI employees, including an itemization of all tasks performed and the percentage of time spent on those tasks.
3. Where applicable, contractual agreements between REGIONAL ADMINISTRATIVE AGENCY and service providers of fraud prevention investigation services.
4. A copy of the REGIONAL ADMINISTRATIVE AGENCY'S policy and procedures for resolving intentional program violations through criminal prosecution or through the administrative disqualification hearing process when a completed fraud prevention investigation identifies an intentional program violation and no criminal action is taken.

r. REGIONAL ADMINISTRATIVE AGENCY OBLIGATIONS RELATED TO USE OF THE STATE'S FRAUD APPLICATION SYSTEM ENVIRONMENT (FASE) ELECTRONIC DATABASE.

1. The REGIONAL ADMINISTRATIVE AGENCY is responsible for ensuring that the STATE's FASE electronic database is utilized only by FPI REGIONAL ADMINISTRATIVE AGENCY staff or agents, and their related support staff where applicable, and only for legitimate REGIONAL ADMINISTRATIVE AGENCY business or State business.
2. The STATE is exclusively responsible for approving requests for FASE access and for determining and providing access rights to all FASE users. FASE access shall be granted only to individuals performing investigative work essential to the FPI program.
3. The REGIONAL ADMINISTRATIVE AGENCY shall ensure that all REGIONAL ADMINISTRATIVE AGENCY users and agents who are provided access to FASE fully complete a FASE Access Request form approved and signed by their immediate supervisor. The REGIONAL ADMINISTRATIVE AGENCY shall maintain the original and send a copy to the State. All FASE Access Request forms must be sent to the STATE's FPI

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Program Administrator or her/his successors. The REGIONAL ADMINISTRATIVE AGENCY shall immediately notify the STATE in writing if an employee who has access to FASE's employment ends, role changes, or access to FASE is no longer required or appropriate.

4. If any REGIONAL ADMINISTRATIVE AGENCY supervisor, manager, or executive, or REGIONAL ADMINISTRATIVE AGENCY personnel responsible for monitoring access to state or REGIONAL ADMINISTRATIVE AGENCY electronic databases, develops a reasonable suspicion that FASE or any database that is accessed through FASE or used for investigative purposes, has been used or accessed improperly or illegally, the REGIONAL ADMINISTRATIVE AGENCY shall immediately investigate the matter and notify the STATE in writing no later than one (1) day following the REGIONAL ADMINISTRATIVE AGENCY's confirmation that an improper or illegal access, use or disclosure has occurred. "Reasonable suspicion" means any information or data that objectively supports the REGIONAL ADMINISTRATIVE AGENCY'S belief that improper or illegal access, disclosure or use has occurred. **A request to the STATE (or any other database provider) for an audit of any FASE user's use or access does not constitute notice of illegal access, use or disclosure has occurred**.
5. The REGIONAL ADMINISTRATIVE AGENCY shall provide the STATE with all details of the improper or illegal use or disclosure. Failure to provide this notice may result in the REGIONAL ADMINISTRATIVE AGENCY's loss of access to FASE. The STATE may terminate, suspend or otherwise limit the REGIONAL ADMINISTRATIVE AGENCY's or any user's or agent's access to FASE based upon a determination that FASE was accessed or used improperly or illegally, or if a REGIONAL ADMINISTRATIVE AGENCY user or agent is responsible for an improper disclosure. The REGIONAL ADMINISTRATIVE AGENCY agrees to cooperate with any investigation related to FASE, or any database accessed through FASE, improper or illegal use or disclosure as required or requested by the STATE.
6. Within one (1) business day following any REGIONAL ADMINISTRATIVE AGENCY determination of an improper or illegal use of or disclosure from FASE or any database accessed through FASE, the REGIONAL ADMINISTRATIVE AGENCY shall notify the STATE in writing of the details of that resolution.
7. The REGIONAL ADMINISTRATIVE AGENCY shall prepare a report, and deliver to the STATE, the facts and results of the investigation. The report must at a minimum include:
   (i.) a description of the data that was accessed or acquired;
   (ii.) the names and number of individuals whose data was improperly accessed, disclosed or acquired;
   (iii.) the name of each REGIONAL ADMINISTRATIVE AGENCY user or agent determined responsible for the unauthorized access, disclosure or acquisition and the amount of their unauthorized access for each victim; and
   (iv.) the final disposition of any disciplinary action taken against each REGIONAL ADMINISTRATIVE AGENCY user in response, or if disciplinary action or other action was determined to be unnecessary, the specific findings and reasons for that determination, excluding information protected by law.
8. All communications regarding an improper or illegal use of or disclosure from FASE, or the databases accessed through FASE, shall be sent to the Department of Human Services, Office of Inspector General, Financial Fraud and Abuse Division, manager of eligibility and child care provider investigations or successor.

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9. The REGIONAL ADMINISTRATIVE AGENCY agrees to assist the STATE in any investigation of a REGIONAL ADMINISTRATIVE AGENCY's improper or illegal use of FASE.
10. The REGIONAL ADMINISTRATIVE AGENCY agrees comply with Minnesota Statutes, section 13.055 in relation to any breach in the security of data.
11. The REGIONAL ADMINISTRATIVE AGENCY agrees to indemnify STATE to the extent provided in clause 10, Liability, and hold harmless the STATE from any lawsuits or damages, including punitive damages, resulting from REGIONAL ADMINISTRATIVE AGENCY staff data breaches that result from FASE use.
12. The STATE may immediately terminate FASE access, and access through FASE to any database or website that is accessed through FASE, for any REGIONAL ADMINISTRATIVE AGENCY staff that misuses FASE.

s. The STATE reserves the exclusive right to determine the action it will take against the REGIONAL ADMINISTRATIVE AGENCY for any REGIONAL ADMINISTRATIVE AGENCY user's or REGIONAL ADMINISTRATIVE AGENCY agent's misuse of FASE access or any database or website that is accessed through FASE.

2.2 Accessibility. Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the Minnesota IT (MN.IT) Accessibility Standards, as updated on June 14, 2018. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D.

Information technology deliverables and services offered must comply with the MN.IT Services Accessibility Standards and any documents, reports, communications, etc. contained in an electronic format that REGIONAL ADMINISTRATIVE AGENCY delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the "Standards" tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

3. CONSIDERATION AND TERMS OF PAYMENT.

3.1 Consideration. STATE will pay for all services satisfactorily provided by REGIONAL ADMINISTRATIVE AGENCY under this CONTRACT.

a. Compensation. REGIONAL ADMINISTRATIVE AGENCY will be paid in accordance with **Attachments A-1,** 2022 Budget Justification Form and **Attachments A-2,** 2023 Budget Justification Form, which are attached and incorporated into this CONTRACT. REGIONAL ADMINISTRATIVE AGENCY reimbursements shall be made through the settlement provisions as provided in the Cost Allocation Plan for claiming FPI costs and summarized on the applicable pages of the STATE'S Quarterly Income Maintenance Administrative Expense Report (Form No. DHS 2550) or other expenditure reporting formats approved by the STATE'S Financial Operations.

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1. REGIONAL ADMINISTRATIVE AGENCY must obtain STATE written approval before changing any part of the budget. Notwithstanding Clause 16.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of the smaller line item and when the total obligation and salaries/fringe benefits remain unchanged.
2. If REGIONAL ADMINISTRATIVE AGENCY's approved budget changes proceed without an amendment pursuant to this clause, REGIONAL ADMINISTRATIVE AGENCY must record the budget change in EGMS or on a form provided by STATE.

b. Travel and subsistence expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of REGIONAL ADMINISTRATIVE AGENCY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the Commissioner's Plan.[1] REGIONAL ADMINISTRATIVE AGENCY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.

c. Total obligation. The total obligation of STATE for all compensation and reimbursements to REGIONAL ADMINISTRATIVE AGENCY shall not exceed **one hundred thousand dollars** (**$100,000.00**) in each of the state fiscal years 2022 and 2023.

3.2. Terms of payment

a. Invoices/Claims. REGIONAL ADMINISTRATIVE AGENCY reimbursement shall be made through the settlement provisions applicable to the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP), child care assistance programs, the medical assistance program, and other federal and state-funded programs. Payments shall be made through the settlement provisions as provided in the Cost Allocation Plan for claiming FPI costs and summarized on the applicable pages of the STATE'S Quarterly Income Maintenance Administrative Expense Report (Form No. DHS 2550) or other expenditure reporting formats approved by the STATE'S Financial Operations.

b. Federal funds. (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to REGIONAL ADMINISTRATIVE AGENCY. In the event of such termination, REGIONAL ADMINISTRATIVE AGENCY shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

4. CONDITIONS OF PAYMENT.

[1] https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp

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4.1. Satisfaction of STATE. All services provided by REGIONAL ADMINISTRATIVE AGENCY pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. REGIONAL ADMINISTRATIVE AGENCY shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

4.2. Payments to subcontractors. (If applicable) As required by Minn. Stat. § 16A.1245, REGIONAL ADMINISTRATIVE AGENCY must pay all subcontractors, within ten (10) calendar days of REGIONAL ADMINISTRATIVE AGENCY's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

4.3. Administrative costs and reimbursable expenses. Pursuant to Minn. Stat. § 16B.98, subd. 1, REGIONAL ADMINISTRATIVE AGENCY agrees to minimize administrative costs as a condition of this grant. REGIONAL ADMINISTRATIVE AGENCY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., REGIONAL ADMINISTRATIVE AGENCY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If REGIONAL ADMINISTRATIVE AGENCY receives funds from a source other than STATE in exchange for services, then REGIONAL ADMINISTRATIVE AGENCY may not receive payment from STATE for those same services. REGIONAL ADMINISTRATIVE AGENCY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

5. PAYMENT RECOUPMENT.

REGIONAL ADMINISTRATIVE AGENCY must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- **a.** Any amounts received by REGIONAL ADMINISTRATIVE AGENCY from the STATE for CONTRACT services which have been inaccurately reported or are found to be unsubstantiated;
- **b.** Any amounts paid by REGIONAL ADMINISTRATIVE AGENCY to a subcontractor not authorized in writing by STATE;
- **c.** Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line item budget, clause 2.1(a);
- **d.** Any amounts paid by STATE for which REGIONAL ADMINISTRATIVE AGENCY'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by REGIONAL ADMINISTRATIVE AGENCY to perform CONTRACT services, in accordance with clause 1, REGIONAL ADMINISTRATIVE AGENCY's Duties; and/or
- **e.** Any amount identified as a financial audit exception.

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6. CANCELLATION.

6.1. For cause or convenience. In accord with Minn. Stat. § 16B.04, subd. 2, the Commissioner of Administration has independent authority to cancel this CONTRACT. CONTRACT may be canceled by STATE or REGIONAL ADMINISTRATIVE AGENCY at any time, with or without cause, upon thirty (30) days written notice to the other party. The thirty (30) day notice may be waived, in writing, by the party receiving notice. In the event of such a cancellation, REGIONAL ADMINISTRATIVE AGENCY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed. STATE has the right to suspend or terminate this CONTRACT immediately when STATE deems the health or welfare of the service recipients is endangered, when STATE has reasonable cause to believe that REGIONAL ADMINISTRATIVE AGENCY has breached a material term of the CONTRACT, or when REGIONAL ADMINISTRATIVE AGENCY's non-compliance with the terms of the CONTRACT may jeopardize federal financial participation.

6.2. Insufficient funds. STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to REGIONAL ADMINISTRATIVE AGENCY. STATE is not obligated to pay for any services that are provided after the effective date of termination. REGIONAL ADMINISTRATIVE AGENCY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide REGIONAL ADMINISTRATIVE AGENCY notice of the lack of funding within a reasonable time of STATE's receiving that notice.

6.3. Breach. Notwithstanding clause 6.1, upon STATE's knowledge of a curable material breach of the CONTRACT by REGIONAL ADMINISTRATIVE AGENCY, STATE shall provide REGIONAL ADMINISTRATIVE AGENCY written notice of the breach and ten (10) days to cure the breach. If REGIONAL ADMINISTRATIVE AGENCY does not cure the breach within the time allowed, REGIONAL ADMINISTRATIVE AGENCY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If REGIONAL ADMINISTRATIVE AGENCY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.

7.1. State. STATE's authorized representative for the purposes of administration of this CONTRACT is **Kristine Preston** or successor. Phone and email: **651.431.2618 and Kristine.Preston@state.mn.us**. This representative shall have final authority for acceptance of REGIONAL ADMINISTRATIVE AGENCY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

7.2. REGIONAL ADMINISTRATIVE AGENCY. REGIONAL ADMINISTRATIVE AGENCY's Authorized Representative is **Rebecca Foss** or successor. Phone and email: **320-216-4104 and rebecca.foss@co.pine.mn.us**. If REGIONAL ADMINISTRATIVE AGENCY'S Authorized Representative

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changes at any time during this CONTRACT, REGIONAL ADMINISTRATIVE AGENCY must immediately notify STATE.

7.3. Information Privacy and Security. (If applicable) REGIONAL ADMINISTRATIVE AGENCY's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Click here to enter name** or successor. Phone and email: **Click here to enter text**.

7.4. Project Manager. The STATE's Project Manager for this CONTRACT is **Mary McCarthy** or successor. Phone and email: **(651) 431-3957 and mary.mccarthy@state.mn.us**.

8. INSURANCE REQUIREMENTS.

8.1. Worker's Compensation. The REGIONAL ADMINISTRATIVE AGENCY certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The REGIONAL ADMINISTRATIVE AGENCY'S employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE'S obligation or responsibility.

9. LIABILITY.

To the extent provided for in Minn. Stat. §§ 466.01-466.15, the REGIONAL ADMINISTRATIVE AGENCY agrees to be responsible for any and all claims or causes of action arising from the performance of this grant CONTRACT by REGIONAL ADMINISTRATIVE AGENCY or REGIONAL ADMINISTRATIVE AGENCY'S agents or employees. This clause shall not be construed to bar any legal remedies REGIONAL ADMINISTRATIVE AGENCY may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

10. INFORMATION PRIVACY AND SECURITY.

REGIONAL ADMINISTRATIVE AGENCY will receive private information and protected health information protected by the Minnesota Government Data Practices Act and the Health Information Portability and Accountability Act (HIPAA) from STATE in the course of performing its duties under this CONTRACT. Information privacy and security shall be governed by the "Information Privacy and Security Agreement," and/or the "Business Associate Agreement," which the REGIONAL ADMINISTRATIVE AGENCY and the Minnesota Department of Human Services (DHS) executed in 2015 that are on file at DHS , as well as any current or future amendments to those documents. In accord with 45 C.F.R. § 164.512(d), PHI will be disclosed to the REGIONAL ADMINISTRATIVE AGENCY because it is performing a health oversight activity under this CONTRACT.

11. INTELLECTUAL PROPERTY RIGHTS.

11.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs,

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negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by REGIONAL ADMINISTRATIVE AGENCY, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by REGIONAL ADMINISTRATIVE AGENCY, its employees, agents, or subcontractors, in the performance of this CONTRACT.

11.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by REGIONAL ADMINISTRATIVE AGENCY upon completion or cancellation of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." If using STATE data, REGIONAL ADMINISTRATIVE AGENCY must cite the data, or make clear by referencing that STATE is the source.

11.3. Responsibilities.

a. **Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by REGIONAL ADMINISTRATIVE AGENCY, including its employees and subcontractors, and are created and paid for under this CONTRACT, REGIONAL ADMINISTRATIVE AGENCY will immediately give STATE's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. REGIONAL ADMINISTRATIVE AGENCY will assign all right, title, and interest it may have in the Works and the Documents to STATE.

b. **Filing and recording of ownership interests.** REGIONAL ADMINISTRATIVE AGENCY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE's ownership interest in the Works and Documents created and paid for under this CONTRACT. REGIONAL ADMINISTRATIVE AGENCY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither REGIONAL ADMINISTRATIVE AGENCY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.

c. **Duty not to infringe on intellectual property rights of others.** REGIONAL ADMINISTRATIVE AGENCY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, REGIONAL ADMINISTRATIVE AGENCY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at REGIONAL ADMINISTRATIVE AGENCY's expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. REGIONAL ADMINISTRATIVE AGENCY will be responsible for payment of any and all such claims, demands, obligations, liabilities,

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costs, and damages, including but not limited to, attorney's fees. If such a claim or action arises, or in REGIONAL ADMINISTRATIVE AGENCY's or STATE's opinion is likely to arise, REGIONAL ADMINISTRATIVE AGENCY must, at STATE's discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.

d. Federal license granted. If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

13. AUDIT REQUIREMENTS AND REGIONAL ADMINISTRATIVE AGENCY DEBARMENT INFORMATION.

13.1. State audit.

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the REGIONAL ADMINISTRATIVE AGENCY or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

13.2. Independent audit. If REGIONAL ADMINISTRATIVE AGENCY conducts or undergoes an independent audit during the term of this CONTRACT that is relevant to this CONTRACT, a copy of the relevant audit must be submitted to STATE within thirty (30) days of the audit's completion.

13.3. Federal audit requirements and REGIONAL ADMINISTRATIVE AGENCY debarment information. REGIONAL ADMINISTRATIVE AGENCY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, REGIONAL ADMINISTRATIVE AGENCY acknowledges that REGIONAL ADMINISTRATIVE AGENCY and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities receiving $750,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

13.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.

REGIONAL ADMINISTRATIVE AGENCY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions. REGIONAL ADMINISTRATIVE AGENCY's certification is a material representation upon which the CONTRACT award was based. REGIONAL ADMINISTRATIVE AGENCY shall provide immediate written notice to STATE's authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

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13.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.

REGIONAL ADMINISTRATIVE AGENCY's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore REGIONAL ADMINISTRATIVE AGENCY must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

a. Instructions for Certification

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each

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participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

b. Lower Tier Covered Transactions.

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

14. JURISDICTION AND VENUE.

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. CLERICAL ERRORS AND NON-WAIVER.

15.1. Clerical error. Notwithstanding Clause 16.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. REGIONAL ADMINISTRATIVE AGENCY will be informed of errors that have been fixed pursuant to this paragraph.

15.2. Non-waiver. If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

16. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.

16.1. Amendments. Any amendments to this CONTRACT shall be in writing, and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

16.2. Assignment. REGIONAL ADMINISTRATIVE AGENCY shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

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16.3. Entire Agreement.

a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this CONTRACT according to clause 16.1.

b. This CONTRACT contains all negotiations and agreements between STATE and REGIONAL ADMINISTRATIVE AGENCY. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

16.4. Drafting party. The parties agree that each party individually has had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

17. PROCURING GOODS AND CONTRACTED SERVICES.

17.1. Contracting and bidding requirements. REGIONAL ADMINISTRATIVE AGENCY certifies that it shall comply with Minn. Stat. § 471.345.

17.2. Prevailing wage. For projects that include construction work of $25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.

17.3 Debarred vendors. In the provision of goods or services under this CONTRACT, REGIONAL ADMINISTRATIVE AGENCY must not CONTRACT with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, REGIONAL ADMINISTRATIVE AGENCY must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's Suspended/Debarred Vendor Report. A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

18. SUBCONTRACTS.

REGIONAL ADMINISTRATIVE AGENCY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. REGIONAL ADMINISTRATIVE AGENCY shall ensure that the material obligations, borne by the REGIONAL ADMINISTRATIVE AGENCY in this CONTRACT, apply as between REGIONAL ADMINISTRATIVE AGENCY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and REGIONAL ADMINISTRATIVE AGENCY.

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19. LEGAL COMPLIANCE.

19.1 General compliance. All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT cancellation or termination and/or reporting to local authorities by STATE.

19.2 Nondiscrimination. REGIONAL ADMINISTRATIVE AGENCY will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. REGIONAL ADMINISTRATIVE AGENCY must refrain from such discrimination as a matter of its CONTRACT with STATE. "Person" includes, without limitation, a STATE employee, REGIONAL ADMINISTRATIVE AGENCY's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to: fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any REGIONAL ADMINISTRATIVE AGENCY program or activity.

REGIONAL ADMINISTRATIVE AGENCY will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #1329 (Sexual Harassment Prohibited) and #1436 (Harassment and Discrimination Prohibited).

19.3 Grants management policies. REGIONAL ADMINISTRATIVE AGENCY must comply with required Grants Management Policies and procedures as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by Office of Grants Management (OGM) Policy 08-10.

19.4 Conflict of interest. REGIONAL ADMINISTRATIVE AGENCY certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM Policy 08-01. REGIONAL ADMINISTRATIVE AGENCY shall immediately notify STATE if a conflict of interest arises.

20. OTHER PROVISIONS

20.1. No Religious Based Counseling. REGIONAL ADMINISTRATIVE AGENCY agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

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Signature Page Follows

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By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

APPROVED:

1. **STATE ENCUMBRANCE VERIFICATION**
Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.

By: N/A

Date: 5/28/2021

CONTRACT No: GRK% 194342

2. **REGIONAL ADMINISTRATIVE AGENCY**
Signatory certifies that REGIONAL ADMINISTRATIVE AGENCY's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the REGIONAL ADMINISTRATIVE AGENCY to the terms of this Agreement. REGIONAL ADMINISTRATIVE AGENCY and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: Pine County HHS Director

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. **STATE AGENCY**

By (with delegated authority):_____

Title: _____

Date: _____

Distribution: (fully executed CONTRACT to each)

Contracting and Legal Compliance Division

REGIONAL ADMINISTRATIVE AGENCY

State Authorized Representative

Attachment A-2

Fraud Prevention Investigations Program
SFY 2022 Budget Justification Form

FPI Administrative Agency: Pine County Health and Human Services

Category		Amount
DIRECT COSTS		
1. Salary	# of FTEs	
2. Fringe Benefits		
3. Staff Travel		
4. Equipment		
5. Office Supplies, Copying, & Postage		
6. Rent & Utilities		
7. Telephone		
8. Staff Development or Conferences		
9. Contractual	# of FTEs	$91,000.00
	1.0	
10. Liability and Bonding Insurance		
11. Audit		
12. Other Direct FPI Program Costs (Specify)		
TOTAL DIRECT COSTS (Sum of lines 1 thru 12)		$91,000.00
INDIRECT COSTS (Attach indirect cost detail)		$9,000.00
TOTAL (Sum of TOTAL DIRECT COSTS and INDIRECT COSTS)		$100,000.00

Person Completing form: Rebecca Foss

Signature: Rebecca Foss Date: 05/17/2021

Title: Director

Attachment A-2

Fraud Prevention Investigations Program
SFY 2023 Budget Justification Form

FPI Administrative Agency: Pine County Health and Human Services

Category		Amount
DIRECT COSTS		
1. Salary	# of FTEs	
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10. Liability and Bonding Insurance		
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INDIRECT COSTS (Attach indirect cost detail)		$9,000.00
TOTAL (Sum of TOTAL DIRECT COSTS and INDIRECT COSTS)		$100,000.00

Person Completing form: Rebecca Foss

Signature: Rebecca Foss Date: 05/17/2021

Title: Director

AGENDA REQUEST FORM

Date of Meeting: June 15, 2021

☒ **County Board**
- ☒ **Consent Agenda**
- ☐ **Regular Agenda** **5 mins.___ 10 mins.___ 15 mins.___ Other___**

☐ **Personnel Committee**

☐ **Other _____**

Agenda Item: Approve lateral transfer and internal promotion

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

HHS was granted authorization to backfill a child protection investigator position left vacant by Haeley Newman's resignation. Interviews were recently held, and the position was offered to and accepted by internal candidate Martine Root. This is a lateral transfer and Martine's current hourly wage would remain the same (Grade 10, Step 4- $28.27/hour).

HHS was also given permission to backfill a case aide position in preparation for current Case Adie Betty Kosloski's retirement later this year. Interviews were held, and the position was offered to and accepted by Angela Boelman, who currently is an Office Support Specialist at the North Pine Government Center. The promotion would take effect June 21st (Grade 5, Step 1 - $18.73/hour).

Action Requested:

Authorize the lateral transfer of Martine Root to the child protection investigator position effective June 21, 2021.

Authorize the internal promotion of Office Support Specialist Angela Boelman to the case aide position, effective June 21, 2021 (Grade 5, Step 1- $18.73/hour).

Financial Impact:

These positions are in the 2021 HHS budget.

PINE COUNTY
MINNESOTA

AGENDA REQUEST FORM

Date of Meeting: June 15, 2021

☒ **County Board**
- ☒ **Consent Agenda**
- ☐ **Regular Agenda** **5 mins.___ 10 mins.___ 15 mins.___ Other___**

☐ **Personnel Committee**

☐ **Other _____**

Agenda Item: MACATFO Summer Conference

Department: Auditor-Treasurer

Kelly M Schroeder
_____
Department Head signature

Background information on Item:

The Minnesota Association of County Auditor-Treasurer Finance Officer (MACATFO) Summer conference is scheduled for June 22-25, 2021 at Breezy Point. The conference includes topics such as 2020 Elections debriefing, redistricting, GASB updates, investments, Cost Allocation plans, ARAP, and more.

Action Requested:

Consider Kelly Schroeder, County Auditor-Treasurer to attend the MACATFO Summer conference June 23-24th at Breezy Point.

Financial Impact:

The registration cost to attend the conference is $30, the meals for the two days of attendance is $70, and mileage of $118.72 for a total cost of $218.72. No lodging is needed.
Funds are available in the 2021 Auditor-Treasurer's department budget.

PINE COUNTY PERSONNEL COMMITTEE
June 7, 2021 – 9:00 a.m.
Via Web-Ex Meeting
Pine City, Minnesota

Present via electronic means were Commissioner Matt Ludwig and Commissioner Josh Mohr

Also present via electronic means were County Administrator David Minke, County Sheriff Jeff Nelson, County Attorney Reese Frederickson, Jail Administrator Rod Williamson, Human Resources Manager Jackie Koivisto, Human Resources Generalist Jen Frederickson.

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.

2. **Motion** by Commissioner Mohr to approve the Minutes of the May 10, 2021, Personnel Committee meeting. Second by Commissioner Ludwig. A Roll Call vote was called by Commissioner Ludwig. District 2 – Commissioner Mohr/Aye; District 5 – Commissioner Ludwig/Aye. Motion carried 2-0.

3. **Motion** by Commissioner Ludwig to approve the June 7, 2021 agenda. Second by Commissioner Mohr. Motion carried 2-0. A Roll Call vote was called by Commissioner Ludwig. District 2 – Commissioner Mohr/Aye; District 5 – Commissioner Ludwig/Aye. Motion carried 2-0.

4. <u>Sheriff's Office – Restructure</u>
    a. County Sheriff Jeff Nelson requested to exchange two part-time Deputy Sheriff positions for one full-time position along with backfill for any subsequent vacancies that may occur due to internal promotion or lateral transfer. Part-time positions have proven difficult to fill with full-time being more desirable. The position is Grade 10 with a minimum starting wage of $26.13/hour in addition to benefit expenses estimated at $29,000 yearly. Funding for the position will come from the two part-time openings that were budgeted for 2021 but not filled. There is $59,911 available from the unfilled PT positions to fund the position for the remainder of 2021. The new full-time position would increase the FTE count from 35 to 36:
    • County Sheriff
    • Chief Deputy Sheriff
    • 3 Sergeants
    • 6 Investigators
    • 24 Patrol Deputies

    Motion by Commissioner Ludwig to recommend the hiring of a full-time Deputy Sheriff and approve backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer and eliminate the two part-time Deputy Sheriff positions. The Deputy Sheriff position is a Grade 10 with a minimum starting wage of $26.13/hour. Second by Commissioner Mohr. A Roll Call vote was called by Commissioner Ludwig. District 2 – Commissioner Mohr/Aye; District 5 – Commissioner Ludwig/Aye. Motion carried 2-0.

b. County Sheriff Jeff Nelson requested authorization for a new Sergeant position and backfill any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 12 with a minimum starting wage of $29.36/hour and an estimated total cost (with benefits) of $114,000 yearly. Partial funding for the position could be realized through the elimination of the Sentence-To-Serve (STS) program and a reduction in the overtime budget through greater patrolling resources.

   The Sheriff is seeking to create four working teams within the department. Each team would have patrol deputies and a sergeant. The teams would be a consistent working group with a specific day or night shift focus. This alignment would reduce the times no sergeant is on duty.

   It was the consensus of the committee to report this request to the full board and continue the committee conversation in July.

c. County Sheriff Jeff Nelson requested to create a new Lieutenant position with Grade and wage scale to be determined. The estimated cost is $123,000 yearly.

   The position would follow models used throughout the state and work under the chief deputy providing oversight of sergeants and investigators. The position would assume some administrative Sergeant duties and oversee investigations to streamline the process. The Lieutenant position would allow the Chief Deputy time to focus on various administrative duties and increasing technological projects the Sheriff's office including the aerial drone program and body camera system.

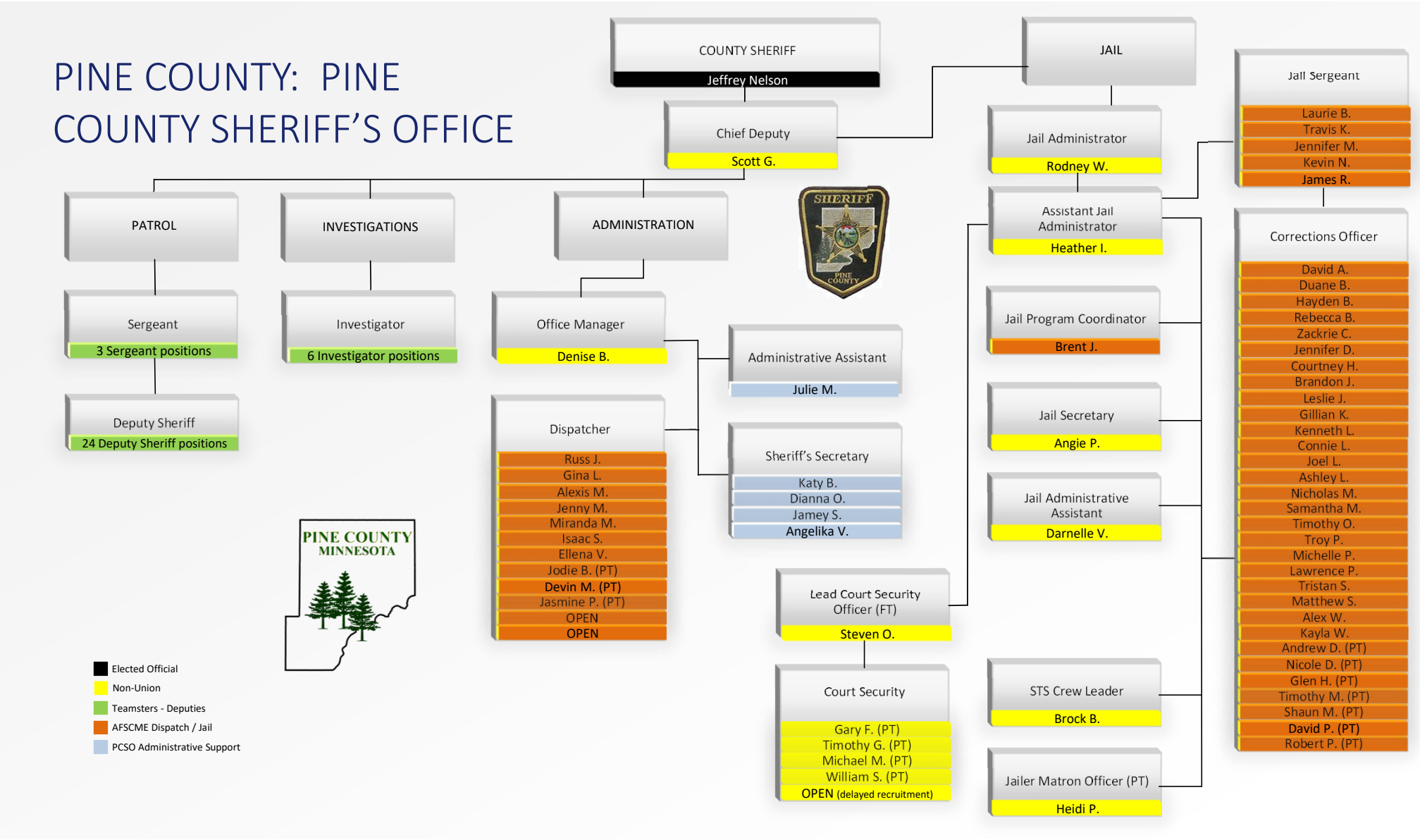
d. County Sheriff Jeff Nelson requested the elimination of the Sentence-To-Serve (STS) program with a 2021 budget of $87,641. While a valuable service to the community, the participation on the STS crew has been decreasing in recent years, and is unlikely to increase in the future. Court sentencing and jail programing have evolved to focus more on addiction treatment and life skill development.

Motion by Commissioner Ludwig to recommend the elimination of the Sentence-To-Serve (STS) program including the Sentence-To-Serve Crew Leader position effective August 31, 2021. Second by Commissioner Mohr. A Roll Call vote was called by Commissioner Ludwig. District 2 – Commissioner Mohr/Aye; District 5 – Commissioner Ludwig/Aye. Motion carried 2-0.

5. Other: Administrator's Annual Review
   The committee discussed the County Administrator's annual performance review. The consensus of the committee is to have the County board review the Administrator's performance at the June 15, 2021 County Board meeting.

6. With no further business, the meeting was adjourned at 10:50 a.m.

PINE COUNTY: PINE COUNTY SHERIFF'S OFFICE



PINE COUNTY
MINNESOTA

AGENDA REQUEST FORM

Date of Meeting: June 15th, 2021

☑ **County Board**
- ☐ **Consent Agenda**
- ■ **Regular Agenda**

5 mins ☐ 10 mins ☐ 15 mins ☑ Other ☐

☐ **Personnel Committee**

☐ **Other** _____

Agenda Item: Probation Comprehensive Plan

Department: Probation

_____
Department Head signature

Background information on Item:
Probation Director Terry Fawcett will present the 2021 Probation Comprehensive Plan.

Action Requested:
None. Informational Only

Financial Impact:

PINE COUNTY
MINNESOTA

PROBATION

COMPREHENSIVE PLAN

2021

Pine County Probation's mission, under the direction of the Tenth Judicial District and Pine County, is to develop, provide, and promote effective probation services that contribute to a safer community.

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 we are sensitive and responsive to programming which acknowledges the differences in cultures.

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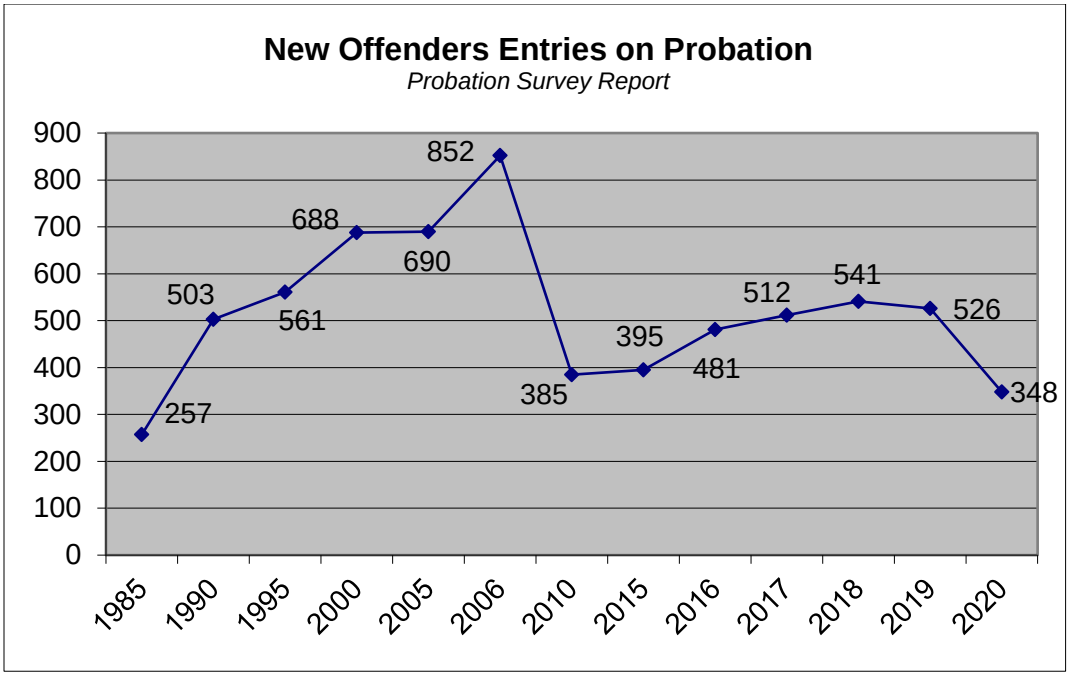
Pine County Probation Survey Report
Cultural Community Coach photos
Project RISE photos

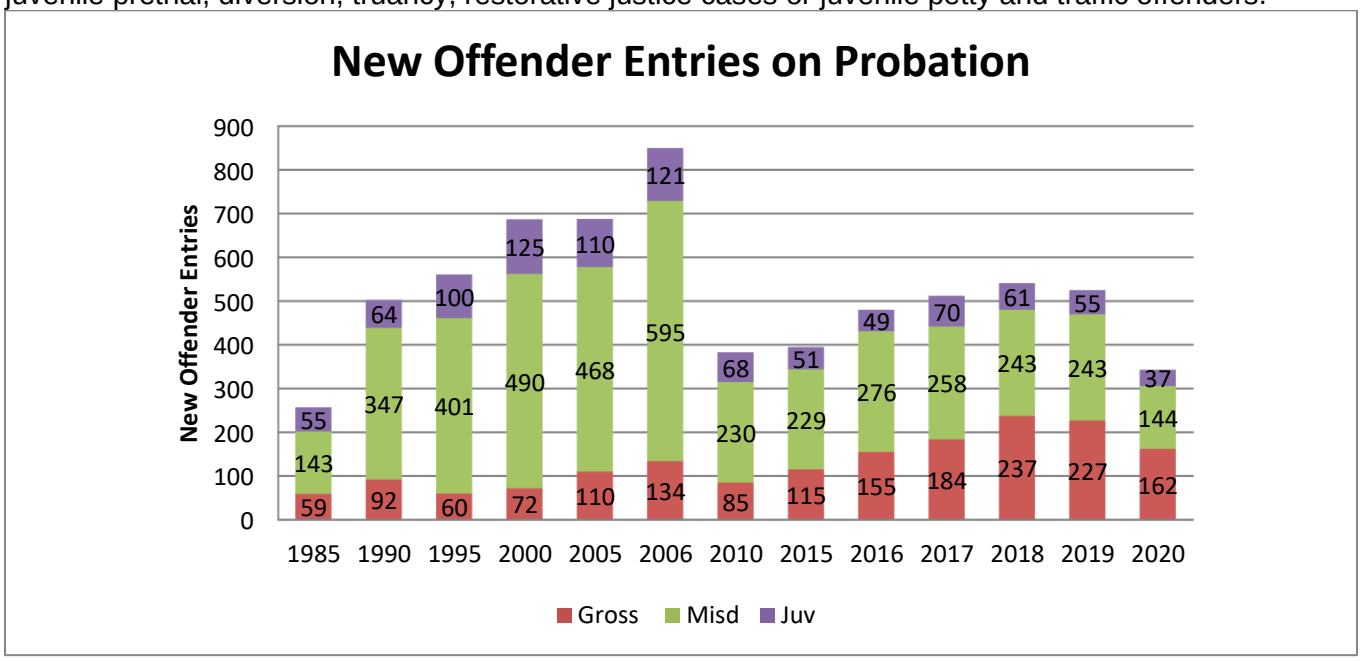
PROBATION UPDATES

Pine County Probation Caseload decreased

The total number of new offender entries on probation decreased in 2020 to the lowest level in recent years.



COVID-19 impacted the criminal justice system by limiting person-to-person interactions and necessitating a change in how the system operated. In March 2020 the courts closed operations for a time and resumed using remote technology to hold hearings virtually. In addition to court filings and probation cases decreasing in 2020, a backlog of court cases developed due to COVID-19. The total of gross misdemeanor offender entries in the snapshot (year-end) is down from last year but is still greater than in 2016 and prior. In 2010 gross misdemeanor offender entries made up 22% of the total; in 2020, this population is 46.5% of the probation caseload entries. Generally, gross misdemeanor-level offenders are a higher risk population than misdemeanor-level offenders. It should be noted that the Probation Survey is a snapshot report of probation cases and does not count adult or juvenile pretrial, diversion, truancy, restorative justice cases or juvenile petty and traffic offenders.



Changing Probation Caseload Demographics

The probation survey first categorized offense types in 1996. The data table below shows changes in types of offenses since 1996. The data from 2006 is used for comparison because it was the year the snapshot numbers peaked.

Pine County (Pine County Probation and Department of Corrections) probation caseload demographics show an overall 12% reduction in cases from 2019 to 2020; however, there is a 20% increase in pretrial conditional release supervision cases which seems indicative of the delay in the court process to resolve cases due to COVID-19. **Repeat alcohol (DWI) and drug offenses continue to top the type of offenses** for which offenders are placed on probation. The number of drug offenders placed on probation remains nearly doubled since 2011.

Pine County 12/31 Snapshot	2020	2019	2011	2006	2001	1996
Total Offenders	1047	1197	1086	1633	1249	949
DWI	220	247	453	574	302	293
Drugs	251	268	131	136	59	37
Theft/Burglary	121	144	92	121	190	135
Assault	136	149	89	95	127	112
Traffic	51	65	61	365	469	159
Sex Offenses	0	23	32	18	30	28

Progressing into Evidence-Based Practice (EBP)

Corrections in Minnesota 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 Progression of Evidence-Based Practice in Pine County

Pine County Probation first started using validated risk-needs assessment tools in 1999. The YLS/CMI (Youth Level of Service/Case Management Inventory) for juveniles and the LS/CMI (Level of Service/Case Management Inventory) are the primary assessment tools used to identify risk levels and criminogenic needs in offenders in order to make informed recommendations for sentencing/disposition, case planning, and work with offenders to reduce their risk to reoffend. The department also uses the A.U.D.I.T. (Alcohol Disorders Identification Test), a more responsive assessment tool for DWI offenders, as well as the DVI (Domestic Violence Inventory) for domestic violence offenders. In an effort to be more efficient in identifying low risk offenders, the prescreen version of the YLS/CMI and LS/CMI are being used.

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. 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 Use Disorders Identification Test (AUDIT), which is a more responsive tool to be used with DWI offenders. In 2016 we began development of a Graduated Response Grid for juvenile offenders, a system of graduated incentives and sanctions used to match the level of seriousness of the violation and risk level assigned to each youth. An agent committee developed the Adult Graduated Response Grid in 2020. In January 2019 the Risk Assessment Instrument (RAI) was implemented to assess the level of risk of juvenile offenders after their first court appearance. The Minnesota Pretrial Assessment Tool (MNPAT) pretrial risk assessment tool was also implemented, which is a state-wide research-based tool that replaces the adult pretrial bail evaluation.

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 LS/CMI 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 the low risk offenders are assigned to the Low Supervision Agent and Administrative cases are assigned to the Case Aide.

Over the past 15 years EBP training has become mandatory. 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 are required to do annual booster/proficiency 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 in which they are at higher risk. Pine County Probation utilizes Smart Chronos, to track expectations during contacts, and a method to provide outcomes, quality assurance and documentation of important interventions.

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, Health and Human Services, and the 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. This training was offered again in April 2017 and more county professionals and residents were trained in the curriculum, including two more corrections agents, as well as the Pine County Attorney. This program was named C^5 (Culture-Community-Collaboration-Children-Choices) and was fully implemented in June 2016. In September 2019 the P.A.T.H.S. (Prisoners as Teachers Helping Society) program was implemented. This is a restorative justice program that uses talking circles with inmates from FCI-Sandstone. P.A.T.H.S. was co-founded by Probation Director Terry Fawcett and County Attorney Reese Frederickson. Pine County Probation implemented the Decision Points curriculum for adult and juvenile offenders in 2020. Project R.I.S.E., in partnership with the County Attorney's Office, Health & Human Services, the East Central School District, and the Mille Lacs Band of Ojibwe, continued its work and guided Truancy Court within the schools and the Evening Reporting Center is operational. The Project RISE team visited Georgetown University in July of 2019 to receive the national Capstone of the Year Award.

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, monthly Communities of Practice sessions, program development, and quality assurance.

2020-2021 COMMITTEES/INITIATIVES/HIGHLIGHTS INVOLVING PINE COUNTY PROBATION

- Evening Reporting Center received a two-year Byrne Justice Assistance Grant extension.
- Senior Agent continues to train statewide as a LS-CMI Trainer
- Probation Director, Career Agent & Senior Agent participate in Veterans Court training
- Project RISE Team members consulted with several statewide jurisdictions on how to break the School-to-Prison Pipeline.
- Probation Director & County Attorney present at the MCA/MACPO Juvenile Justice Conference.
- Probation Director named the recipient of the Al Reker Distinguished Service Award by MACPO.
- Probation Director elected to the American Probation & Parole Association Board of Directors.
- Senior Agent elected to the MACPO Board of Directors.
- Probation Director selected as a Scholar Reviewer/Mentor by the Page Education Foundation.
- Probation Director selected to the Commissioner of Correction's Community Supervision Standards and Funding Policy Workgroup.
- Senior Agent on the board for Minnesota Association of Pretrial Services Agencies
- Supervisor a member of the CSTS Enhancement Committee
- Supervisor a member of the MACPO Legislative Committee
- Senior Agent is the MACPO Communication Committee Chair
- Career Agent a member of the MCA Juvenile Justice Committee
- Supervisor and Career Agent are members of the Pine County Chemical Health Coalition

Challenges to Completing Probation Tasks

There are challenges for agents and the agency to overcome in doing their probation tasks.

Supervisee-based challenges

Probationers are not identical; therefore, 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. Lack of transportation or driver's license, financial means and health insurance impacts probationers' ability to comply with some expectations, for example, obtaining mental health assessments, getting into a treatment program without health insurance is a barrier. Virtual meeting platforms such as Microsoft Teams provided an alternative way to maintain contact with clients and continue to provide supervision during restrictions to in-person contact due to COVID-19. This also eliminated transportation barriers that some clients experience; however, not all clients had access to technology or adequate internet.

Agent-based challenges

Agents possess different skill sets, years of experience and training; some agents are naturally better at performing certain functions than others, and more experienced staff may be more proficient at completing tasks. Assisting in training new staff takes time away from agents' time to meet their own workload demands. Probation agents have considerable discretion to decide how their time is used and how their actions impact public safety. This occupation is based on human interactions, which are anything but predictable. The supervisee's behaviors and needs will influence the amount of time that agents must spend on tasks, and these behaviors are often beyond the control of agents. Stress, cynicism, burnout and compassion fatigue can be occupational hazards. Meeting workload demands and other priorities, such as increased court demands, coupled with high caseload numbers creates a challenge to meeting supervision standards.

Sanction-based challenges

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 challenges
The impact of increased court-filings, drug law changes resulting in more gross misdemeanor level offenses, agency-provided programming has increased workload and expectation of staff. Pine County Probation is still one agent short of a full complement per the 2019 CPO County Rankings, as prepared by the Department of Corrections. Although the court filings and average caseload numbers justify an additional agent, the political will is not there due to the State not meeting its financial obligations.

Community-based challenges
Being a geographically large, rural county impacts the time it takes to make field visits. There are also locations within the county with limited cell service, making isolation and safety a challenge. Lack of resources available within the community poses a challenge to find programming for clients who have limited financial and transportation means. The impact of drug use in our communities impacts collateral victims, such as families of offenders who have little support and knowledge about how to help their loved ones through their addiction.

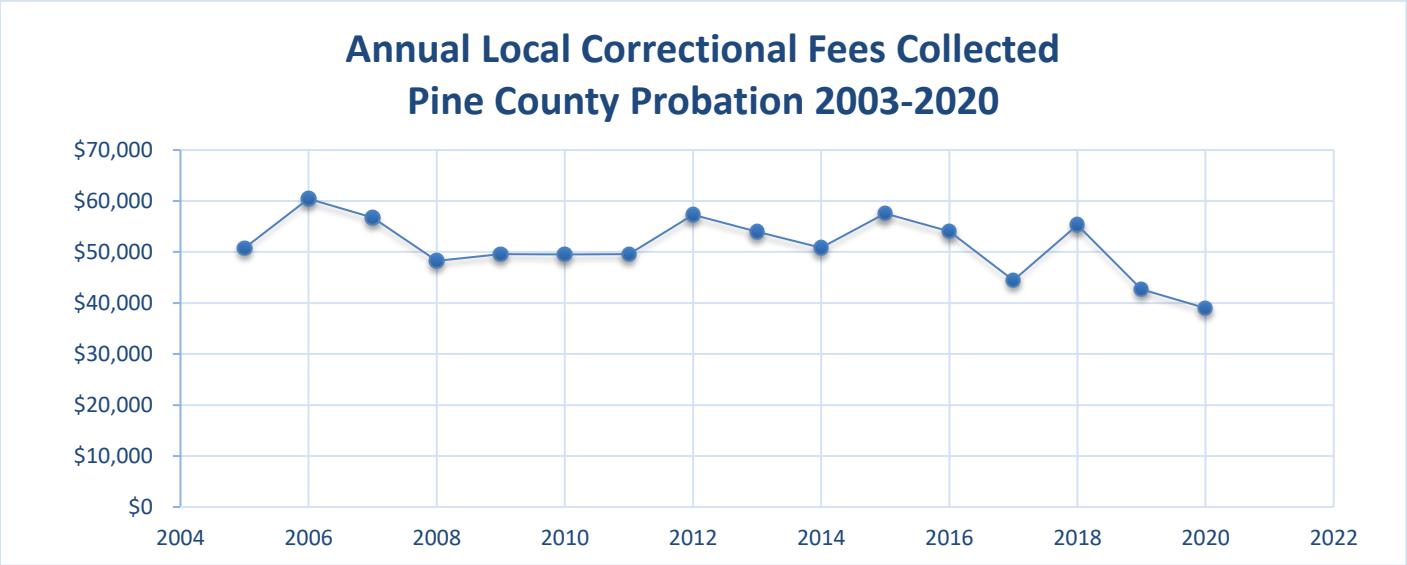
State-based challenges
Correctional budgets vary across the state, due largely to the inconsistent funding streams that are a result of three different correctional delivery systems. CPO funding deficits (State continuing to fund CPO counties at less than 50% per statute) continues to be a cause for concern statewide. The CPO delivery system has not been funded at 50% pursuant to M.S. §244.19 since 1996. The formation of the Community Supervision Standards and Funding Policy Workgroup will formally introduce a proposal to the Legislature in January 2022.

COVID-19 Challenges
As the COVID-19 pandemic unfolded in 2020, all systems had to adapt to ever-changing public health guidance and quickly develop ways to deliver the best possible service. Probation staffing in the office was limited to a small number on a rotating basis and the majority of the time staff were working from home. It took time to develop a routine and establish a new way of working from home and for the County to respond with the tools to make that work better accomplished. Use of the phone, electronic communication, and virtual meeting technology allowed court hearings to resume, team meetings and interagency collaboration to take place, and contact with clients possible.

While remote contact cannot replace the value of face-to-face contact, new opportunities have been discovered to enhance service delivery and productivity.

Correctional Fees

Local Correctional Fees were implemented by Pine County Probation in April 2003 and increased in January 2009 to the current rate. 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. Since 2003 Pine County Probation has collected $888,012 in Local Correctional Fees. The Department of Corrections charges Local Correctional Fees of $100 per misdemeanor, $200 per gross misdemeanor, and $300 per felony case. The fees the Department of Corrections collects go into the state general fund. By statute, Local Correctional Fees cannot supplant county funding, but have played an important role in filling the funding gap from the state.



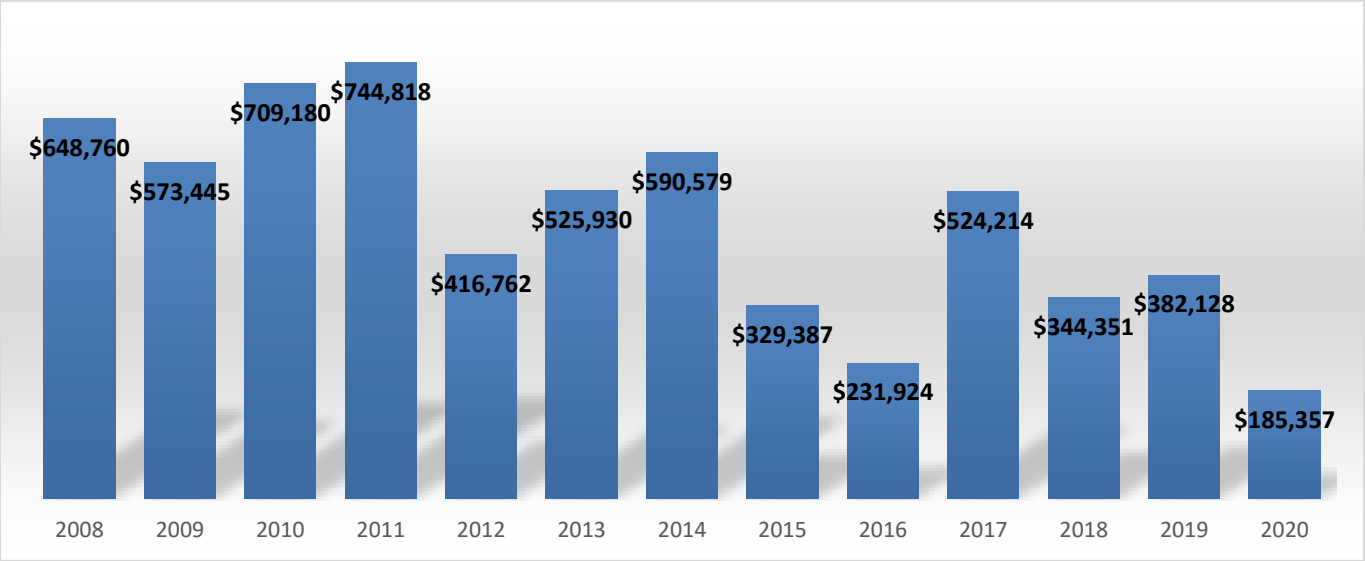
Fees are also generated by program fees paid by offenders that help defray specific programming costs within the department. In 2020 the revenue generated by programs delivered in-house: the adult Cognitive Skills, Driving with Care Level II, and LEAD programs was $9109.

There was a 2.7% increase in total fees collected over 2019.

Pine County Probation Fees at a Glance	**2020**
Total Fees Collected	$ 67,576
Referred to MN Revenue Recapture Program	$ 43,625
Recovered through Revenue Recapture	$ 18,518

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. 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. In 2020 there were three "budget busters," whose placement costs totaled $**125,001**, or 68% of the $185,357 expended. The goal continues to be to reduce out-of-home placement for non-violent/dangerous offenders and increase use of the Evening Reporting Center and electronic monitoring as a community-based detention alternative.



2020 HHS Budget for Probation Cases

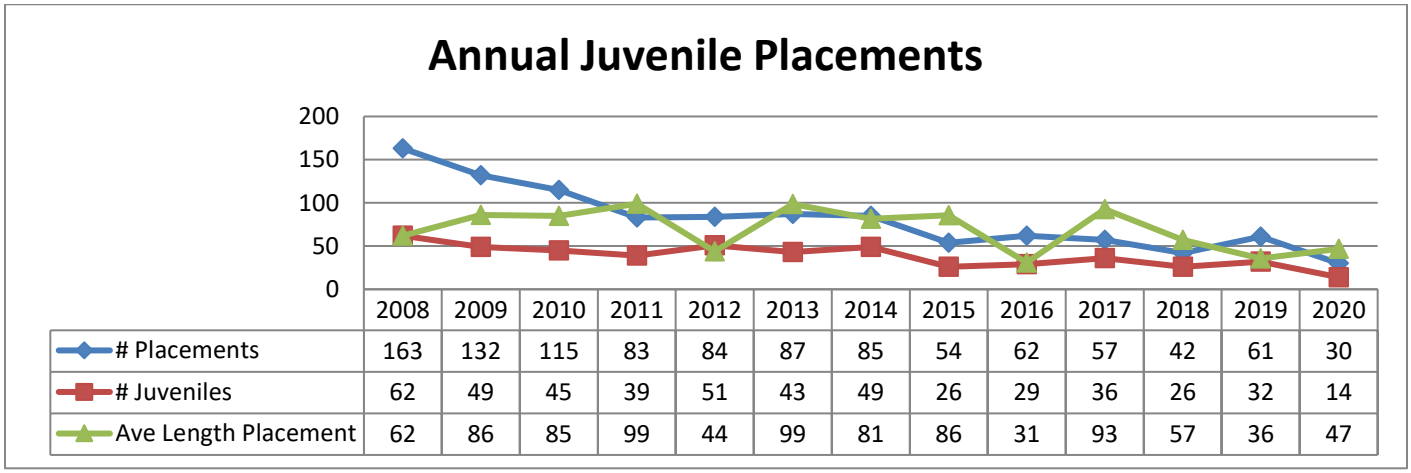
2020 Budget: $386,000 **2020 Actual**: $182,078*

(Under budget by $203,922)

**actual placements cost less $3279 recoverables, i.e. parental contribution, Social Security, IVE*

Overall HHS and Probation out-of-home placement costs:

2019 $2,059,066 2020 $1,379,593



	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
# Placements	163	132	115	83	84	87	85	54	62	57	42	61	30
# Juveniles	62	49	45	39	51	43	49	26	29	36	26	32	14
Ave Length Placement	62	86	85	99	44	99	81	86	31	93	57	36	47

- *The number of juvenile placements (30) and number of juveniles placed (14) are about half of what they were in 2019 and are the lowest since Pine County Probation started tracking data in 1996.*
- *In 2020 there were 653 placement days. Compared to 2001, the year with the highest number of placement days at 7520, this shows a 91% reduction in placement days.*
- *Use of electronic monitoring as a detention alternative helps keep placements lower and deliver a less restrictive alternative to residential placement.*

PROBATION ADVISORY COMMITTEE
2020

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:	Sgt.Rob Ouverson
Local Jail:	Brent Jahnz
Prosecution:	Reese Frederickson
Defense:	Vacant
Judiciary:	Hon. Heather M. Wynn, Hon. Patrick W. Flanagan, and Hon. Krista K. Martin
Education:	Andrew Almos
County Probation:	Jami Tuve
State Probation:	Randy Tenge
Dept. of Corrections	Kelvin Matteen, MCF-ML
Social Services:	Beth Jarvis
Mille Lacs Band:	Shena Matrious
District 1 Citizen:	Jocelyn Rydberg
District 2 Citizen:	Amanda Wimmer (Chair)
District 3 Citizen:	Rep. Nathan Nelson
District 4 Citizen:	Connie Mikrot
District 5 Citizen:	Mark Diggan

Committee Staff

Probation Director	Terry Fawcett
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 included implementation and delivery of the Decision Points virtually due to Covid-19.

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

- The Probation Director has been appointed as one of five CPO Director representatives on the Commissioner of Corrections' Committee on Funding and Delivery System equity. This committee, led by the Council of State Governments, will have a proposal ready for the 2022 Legislative Session. It is also comprised of AMC, CCA, and Judicial System representatives.

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Ensure Local Correctional Needs are Being Met

1. Project R.I.S.E. Project R.I.S.E. was developed and implemented and the capstone continues to be measured. The goals include working harder with youth at the school level, so youth don't get referred to the criminal justice system, thus breaking the school-prison pipeline. If youth are referred to the court system, a restorative approach is used, and the over-arching goal is to keep youth out of the system. This sound correctional practice will also drive down out-of-home placement costs, as more youth will be able to complete programming in their communities. This year Pine County Probation had its lowest placement rate since this has been tracked, including the lowest use of secure bed days at ECRJC. This was in part, due to the pandemic, as well as increased use of electronic monitoring and the Evening Reporting Center. The Evening Reporting Center has had to operate virtually due to the pandemic, but the staff has been able to deliver services effectively. This after-school program allows youth to work on areas of need in a structured environment, while also receiving a meal. The program allows these youth to remain in their communities versus being placed out of home.

2. Cognitive Skills Education Programming The Probation Department continues to provide cognitive skills groups for adult offenders and individually for juveniles. In 2017 the adult unit expanded cognitive skills programming to include Driving with Care Level II for repeat DWI offenders. The Decision Points curriculum has been delivered virtually since the start of Covid-19 pandemic. The department has been recognized by the authors of the curriculum for their leadership in delivering this program virtually, as it had not been done previously.

3. LEAD – Local Education for Accountable Decisions Since 2015 Pine County Probation has administered a four-hour DWI education program rather than referring those who are required to complete a DWI clinic to the metro area. The program is held three times per year and is open to attendees from other counties. As a prevention resource, attendees can bring youth 16-18 to the class at no fee and the attendee's fee is reduced. From 2015-2020, 284 adults and 6 youths have completed the program.

4. REAM (Remote Electronic Alcohol Monitoring) Since 1996 Pine County has received REAM Grant funding that covers the cost of electronic monitoring equipment rental and monitoring. Grant funds are administered by the Probation Department and made available to individuals who cannot fully or partially afford this option. REAM monitoring assists individuals to maintain sobriety, prevent drinking while awaiting trial or serving their sentence. It allows for release to use jail space for more serious offenders, as well as allow pretrial offenders to maintain employment. The amount of the REAM Grant awarded was $6,500; however, this amount can be adjusted by the Department of Corrections based on utilization.

Review and Evaluate Current Technology Trends

- Introduction of a new alcohol monitor that uses facial recognition and has a GPS feature.
- Use of GPS on Pretrial Release clients in special circumstances.
- Addition of the Supervision Violation Report to CSTS, the probation case management system.
- Adult Violation Reports, Presentence Investigation Reports, and Pretrial Bail Reports can now be uploaded directly to MNCIS through integration between the two systems.
- Implementation of the new Criminal History System (CHS) to access criminal history records.
- Use of Microsoft Teams and other platforms for virtual classrooms, meetings, training, and court.

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 (C-5 Program)
- Project RISE Truancy Initiative
- Project RISE Graduated Response
- Evening Reporting Center
- Juvenile Detention
- Repeat DWI Intensive Supervision (ISP) Program
- Pretrial Services
- Juvenile Electronic Monitoring
- Cognitive Skills Education, including Driving with Care Level II
- LEAD

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

- Covid-19 has impacted several services in the County Probation Department.
    a. Field visits, face-to-face contact, and U/A's have been modified greatly this past year due to concern for health and safety of staff and clients.
    b. Administration of Cognitive Skills programs virtually eliminates transportation barriers and reaches more offenders.
- Pine County Probation continues to be understaffed by 1 FTE, per the 2017 CPO County Ranking, as provided by the Department of Corrections.

Advisory Committee Goals & Objectives – Plan for 2021-2022

	Goal	Objectives
1	Follow the implementation of Evidence Based Practices (EBP)	• Understand the basis of EBP • Follow practices being incorporated into Pine County Probation services • Continuation of Project RISE • Participation in Communities of Practice • Continue to deliver Decision Points Cognitive Skills programming
2	Ensure local correctional needs are being met.	• Identify missing community resources and interventions • Identify barriers and/or gaps in probation service program delivery • Follow the Local Collaborative Time Study requirements • Follow the Pine County Chemical Health Coalition activities • Break the School-to-Prison pipeline by working to keep youth in their communities by increased use of the Evening Reporting Center
3	Review and evaluate current technology trends	• 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 • Use of GPS with some PTR clients • Utilization of CSTS Smart Chronos for data tracking • Monitor safe use of the X26P Taser
4	Track correctional costs and funding levels	• Follow out-of-home juvenile placement costs • Assess impact of funding levels on both county and state probation programs and services • Continue to manage the OJP grant; follow outcomes and/or requirements and assess impact on OHP budget. • Follow the impact of local correctional and other fees on probation budget • Monitor legislation that may impact probation funding and services especially unfunded mandates (including reimbursement for Bail Evaluations) • Participate in statewide Justice Reinvestment Initiative
5	Review outcome measures for each county program and service area. Expand as appropriate.	• Track outcomes for supervision using SMART Chronos • Use the Comprehensive Plan as a working tool • Determine if programs are meeting identified goals • Evaluate program efficiency and effectiveness • Evaluate cost effectiveness • Evaluate the effectiveness of the Evening Reporting Center • Track Crossover Youth data • Evaluate effectiveness of Truancy Court
6	Provide local feedback to the DOC District Supervisor as requested	• Be a sounding board for the DOC on issues that impact at the grassroots level
7	Evaluate effectiveness of probation programs and service areas based upon staff and resources available.	• 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
8	Develop future correctional leaders	• Development of a Supervisor position within the department • Involve Career and Senior agents in projects, policy and program development • Support of two Senior Agents to serve on the MACPO Board of Directors

CONCLUSIONS & RECOMMENDATIONS

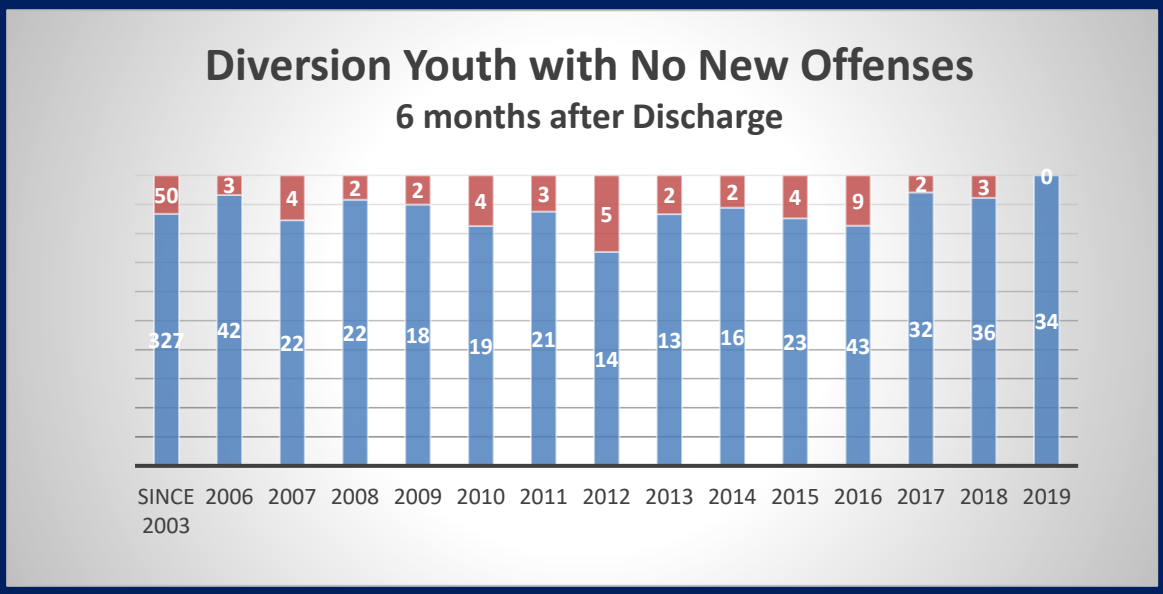
The Probation Advisory Committee:

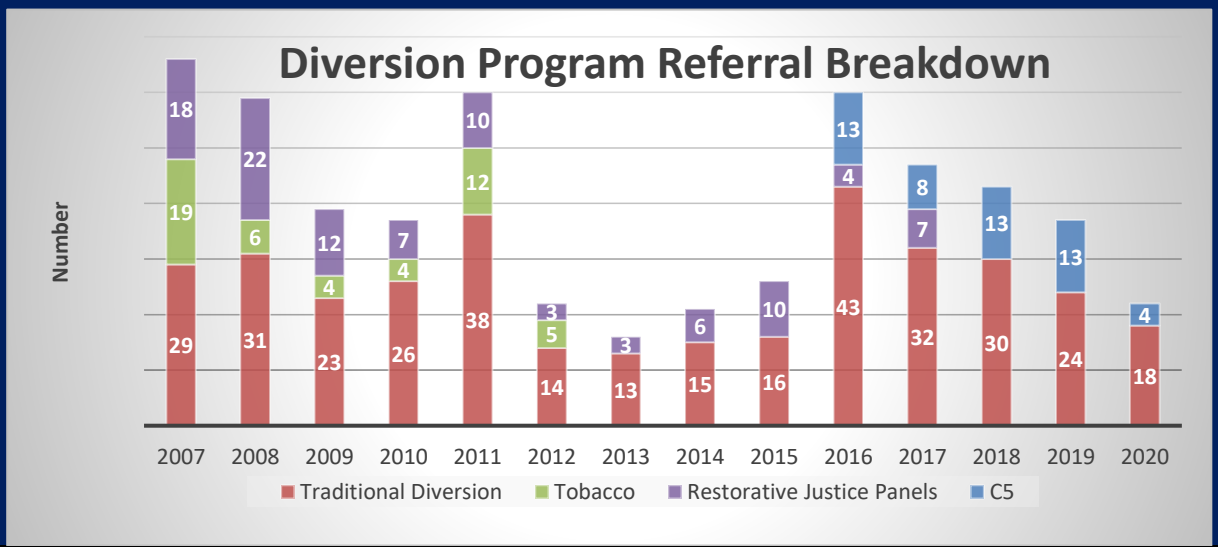
- *Supports the EBP direction and implementation of EBP practice by both Pine County Probation and the Department of Corrections.*
- *Believes that implementing EBP programs puts the dollars where there is the most benefit based on proven effectiveness.*
- *Supports staffing which is consistent with EBP practice and needs.*
- *Supports the use of technology, the electronic monitoring with juvenile offenders as a cost-effective placement alternative.*
- *Supports the new Cognitive Skills program and would like to promote and see as many offenders as possible exposed to this research supported intervention.*
- *Believes it is important to continue to evaluate programs. This includes ISP/LEAD/DWC/Project RISE/ERC/Truancy Court/Cognitive Skills*
- *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 took place June 2016. In 2018 the C[5] program expanded to include transition conferences for juveniles returning to the community from placement.*
- *The P.A.T.H.S. (Prisoners AS Teachers Helping Society) Restorative Justice Circles Program began on September 11th, 2019, in partnership with FCI-Sandstone.*
- *The Domestic Violence Impact Panel was implemented in 2018.*
- *Evaluate the effectiveness of the Evening Reporting Center. As part of this evaluation, ensuring that the center is being utilized to its potential by both Probation & HHS staff is critical.*
- *Pine County Probation, in collaboration with the 10th Judicial District & Chisago County, will participate in Veteran's Court Programming.*
- *Believes that a strong professional alliance and collaboration with Mille Lacs Band is important in assisting Native American offenders, especially juveniles, to change. Pine County Probation, along with Health & Human Services, met monthly 2015 - 2016 with Family Services leadership to seek common understanding and work collaboratively on program development. Prior to COVID-19 juvenile agents meet regularly with Mille Lacs Band Chemical Dependency Counselors and Mental Health Therapist and will resume that consistent communication. The Cultural Community Coach position was jointly funded by the Mille Lacs Band and Pine County and was implemented in 2018. The position has been moved under the Pine County Children's Cabinet for long-term sustainability.*

2020
OUTCOME
MEASURES

Juvenile Diversion

Goal	Strategy	Outcomes
Our traditional Diversion program will assist the first-time juvenile offender to change to lower the chances of the youth re-offending.	1) Track recidivism rates of juvenile diversion offenders.	1) Minimize the number of first-time offenders from entering the court system.





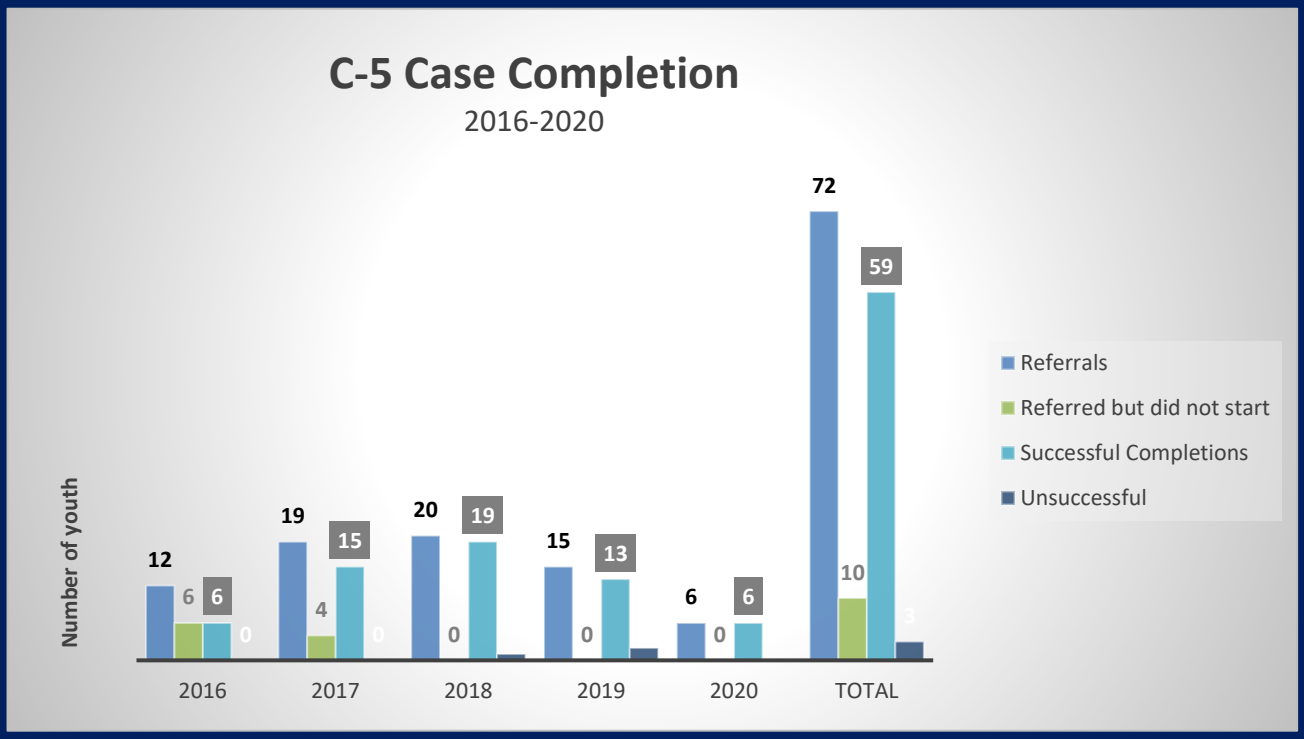
2020 Program Cost: CPO reimbursed agent position

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 and the intervention was much more intensive than is 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 with community member volunteers serving on panels and meeting with youth and parents. In 2016 the C^5 Restorative Justice Program was implemented, which features Victim-Offender Conferencing. Beginning in 2018, cases that were once referred to the community member panels are now handled through the C^5 program. The Probation Director manages juvenile diversion and the C^5 program. There was a decline in referrals during 2020, which can likely be attributed to the COVID-19 pandemic.

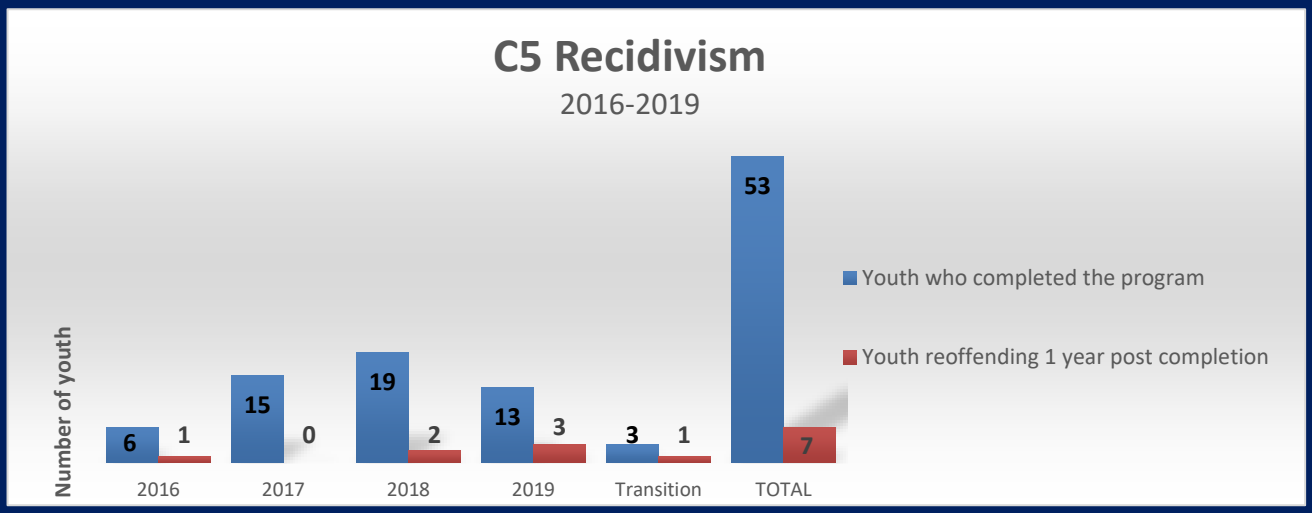
C[5] Restorative Justice Program

Community – Collaboration – Culture – Change - Choices

Goal	Strategy	Outcomes
Serving Victims, Youth Offenders, and Community Members who come together to repair the harm caused by crime. .	1) Conferencing to allow victims, offenders and community members to come together, after preparation, for safe dialogue. 2) Team consensus for appropriate consequences for youth's illegal behavior. 3) Allow victims to have a voice.	1) Reduce recidivism rates for juvenile offenders. 2) Youth will repair harm to their victim and community by successful completion of the program. 3) Youth will successfully transition back to the community with no new charges for one year.



- **Percentage of participants with successful completion: 95%**
- **Average length of time to complete the program: 97 days**
- **Reasons referred youth did not start the program:** charged with another offense prior to starting the program, did not show up to scheduled meetings, placed in foster care for unrelated reason

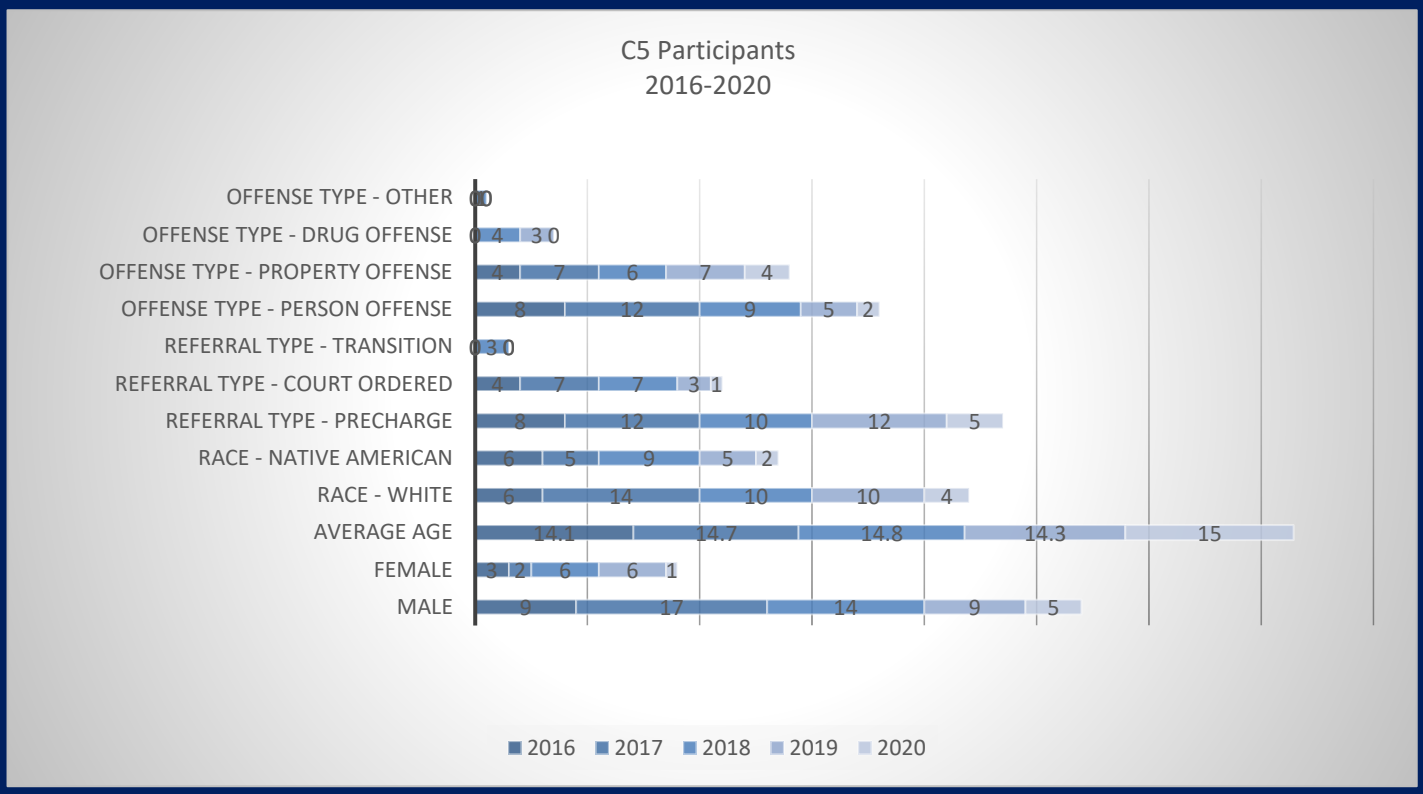


- **7 out of 53 Youth completing C[5] reoffended after 1 year (13%)**

Of reoffenses, 5 of the 7 were misdemeanor-level charges (i.e. Minor Consumption, Disorderly Conduct)

- **1 of 3 Transition Youth reoffended within 1 year of discharge (33%)**

All Transition Youth were Extended Judication Juvenile/Youth with serious offenses and/or chronic offense history



Percentage of Person Offenses: 50%
Percentage of Property Offenses: 39%
Percentage of Drug Offenses: 7%
Percentage of Pre-Charge referrals: 65%

Average Age of juveniles served: 14.58
Percentage of minority referrals: 39%
Percentage of male referrals: 75%

RESTITUTION

Of the juveniles referred to the C[5] Program, 10 have been required to pay restitution – reimbursing a victim for damage or loss. It is often difficult for younger-aged juveniles to pay restitution. Collection efforts go beyond a juvenile's completion of the C[5] program.

To date:

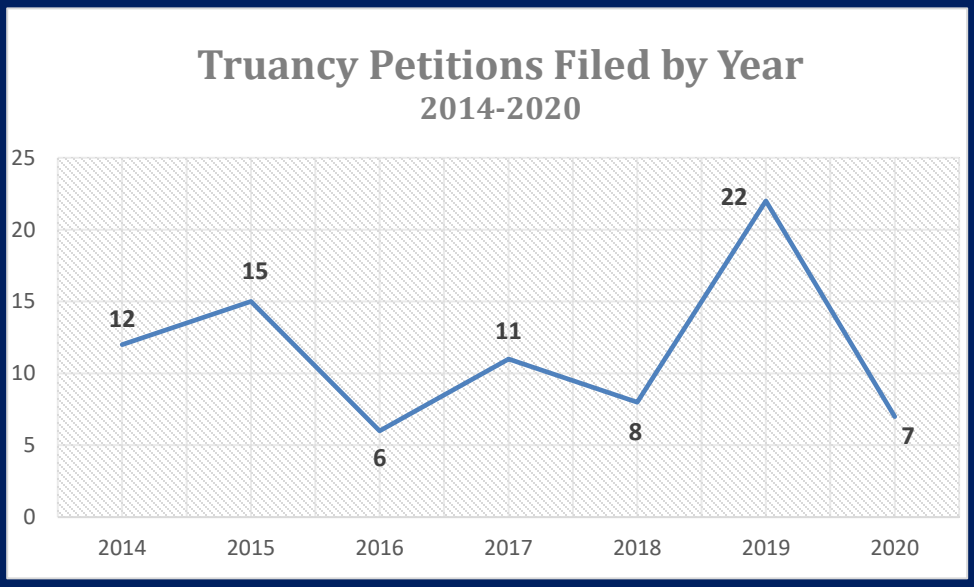
Restitution Owed	Restitution Paid	Restitution Balance	# of Juveniles Paid in Full
$6244	$2561	$1839	6

2020 Program Cost: CPO reimbursed agent position

The C[5] Restorative Justice program started mid-year 2016. The Probation Director facilitates the program, along with volunteers who participate in conferences with the juvenile. There have been two training sessions offered and 31 individuals have received training to be volunteers in the program. Crime victims, victim surrogates, Tribal Elders, and school personnel have participated. Juveniles are referred pre-charge (diversion), court-ordered (as a condition of probation), and transition for youth in placement returning to the community. Re-offense is defined as committing a misdemeanor-level or greater offense within one year of completing the program. There was a decline in referrals during 2020, which can likely be attributed to the COVID-19 pandemic.

Project RISE Truancy Initiative

Goal	Strategy	Outcomes
To partner with the schools to address student's truancy to provide more support to students and families. Collaboration among schools, social services, local youth-serving agencies, law enforcement, courts, and probation.	1) Hold Truancy Court hearings in supportive environments, such as the schools, community centers 2) Provide strength-based, positive interventions whenever possible, in partnership with youth and family 3) Co-located services in the schools	1) Increased attendance rates 2) Tailor interventions to increase success with use of meaningful consequences, incentives, and support



Examples of "doing things differently" in Truancy Court

- Probation recommending payment of driver's training as an incentive for habitual truants who can show academic progress
- A youth was sullen during a virtual court review hearing until the end of the hearing when the judge asked the youth to see her new puppy. The judge then showed her dog to the youth and the two talked about their pets, which completely changed the youth's tone and attitude. The format of the truancy review hearings lends to a more personalized approach.

Within the framework of Project RISE, a Pine County Multidisciplinary Team was formed as a school-justice partnership to address chronic absenteeism in our schools. With the leadership of Pine County District Court Judge Heather M. Wynn, juvenile truancy court hearings started to be held in schools and other locations in late 2018 and became a consistent practice in 2019. Holding court at schools or other community locations provides more support for youth and families, shows a positive partnership between the schools and court, and limits the need for youth to miss school to attend hearings at the Courthouse. Due to the COVID-19 pandemic, court hearings have been held remotely via Zoom technology rather than in-person hearings in schools.

A restorative approach to truancy has been implemented to empower youth and families to be part of the solution to chronic absenteeism. Trust and relationship building, use of incentives and rewards, and involving families in addressing the issues is the focus, with limited use of liberty restrictions such as electronic monitoring and out-of-home placement.

Due to the COVID-19 pandemic, the number of filings of truancy cases greatly decreased as schools shifted focus to meeting students' basic needs and adjusting to the constantly changing educational framework. School staff report they continued to track attendance during the 2020-2021 school year and emphasized relationship building to keep kids engaged during distance learning.

Project RISE Graduated Response

Goal	Strategy	Outcomes
Hold youth accountable using appropriate, restorative interventions based on risk and needs of youth, and seriousness of violation.	1) Develop a framework to guide consistent response to probation violations. 2) Develop sanctions and incentives to use in combination to promote compliance, support positive behavior change and enhance public safety.	1) Make recommendations based on level of violation and risk level of youth.

Juvenile's Risk Level		
	High	34.38%
	Low	0.00%
	Moderate	65.63%
	Not Assessed	0.00%
Violation Level		
	Minor (lapse in judgment)	6.25%
	Moderate (lack of motivation, M/GM reoffense)	46.88%
	Serious (ongoing, willful disregard, F reoffense)	46.88%
Recommended Response		
	Recommendation for higher level of response	0.00%
	Recommendation for lower level of response	0.00%
	Recommendation in accordance with Response Grid	100.00%
Outcome		
	Court disposition in accordance w/recommendations	96.88%
	Court disposition was less restrictive than recs	3.13%
	Court disposition was more restrictive than recs	0.00%

The Graduated Response Grid was implemented in 2019 based on youth's level of risk (Low, Moderate, High) and level of violation (Minor, Moderate, Serious) to guide consistent responses and recommendations in probation violations. Agents are making consistent recommendations in all cases. With the exception of one case that the Court ordered a lesser level of response, the Court is also issuing orders consistent with level of violation and level of youth risk.

A graduated response system also allows for using incentives to promote compliance, reward goal completion and reinforce positive behavior. A list of incentives, both tangible and in nontangible, has been developed and is regularly being updated based on input from the youths we work with. Added to the list of incentives in 2020 was payment for Drivers Training-related expenses that would assist a youth in obtaining a driver's license.

Effective alternatives to placement, made widely available, can actually reduce costs at the same time they provide critical services to individuals, such as behavioral health treatment, cognitive skills, and exposure to prosocial activities. These interventions can help reduce recidivism while placing youth on a path to becoming productive, contributing members of society.

Data above reflects the use of Graduated Response Grid 2019-2020 in 40 probation violations.

Project RISE Evening Reporting Center (ERC)

Goal	Strategy	Outcomes
Provide at-risk youth community-based alternative to develop socially, emotionally, and educationally	1) Obtain funding for the program 2) Develop a program that will provide wrap-around services and meet needs of youth including mental health, chemical health, behavior management, education, restorative justice, recreation and prosocial activities, cultural guidance, cognitive skills, nutrition and self-care.	1) Reduce repeat offending behavior 2) Reduce out-of-home placement

Director and Youth Counselor's activities 2020 include:

- Attending Court hearings and probation meetings
- Planning and collaborating with community volunteers for meals
- Recruitment of topic speakers
- Meeting with 4H and martial arts to discuss Spring and Summer activities opportunities.
- First prosocial activity. A reoccurring project with local community leader: "Empty Bowls" ceramic weekly project for a fundraiser.
- Remote programming due to COVID-19
- Modification of curriculum to use during remote programming
- Development of lessens to assist students with rapidly changes due to COVID-19
- Communication with East Central School to stay abreast of COVID-19 status updates as they pertain to ERC
- Modification of referral forms, emergency contact form, and program pamphlet to reflect COVID-19 modifications
- Development of supplemental online activities to support curriculum
- Weekly virtual staff meetings to evaluate student contacts, strategies, and progress
- Transition of Youth Counselor to Director, orientation of new Youth Counselor
- Planning and developing of prosocial activities
- Contract with COMPAS visual arts program director for virtual expressive art program
- Coordination of supplies to students for visual arts program

❖ Number of youths in programming through 2020: 15
❖ Due to limited data, outcomes will be reported in next year's Comprehensive Plan

2019-2021 Budget: $313,800 Byrne Justice Assistance Grant

Due to unprecedented times and the acknowledgement of the Office of Justice Programs that spending and programming was interrupted by COVID-19, Pine County Probation was notified that a two year non-competitive renewal of the JAG grant had been approved that will enable the Evening Reporting Center to continue an additional two years to September 30, 2023. The amount of funds from the original grant will carry over to the new grant, with an additional award of $166,181.00.

A positive development of remote programming was that youth who would not have qualified for in-person programming due to offense or behavior could participate in the ERC. The ERC can be more flexible with how programming is delivered.

Detention RAI (Risk Assessment Instrument)

Goal	Strategy	Outcomes
To reduce unnecessary secure detention confinement for juveniles and encourage non-secure alternatives.	1) Use a validated risk assessment instrument 2) Screen juveniles arrested for new offenses and provide the results to the Court, County Attorney and Public Defender	1) All juveniles arrested for a new offense will be screened 2) Provide Court and attorneys with information to help make informed decisions 3) Use of secure detention should be used in appropriate cases

2019-2020

Score	Number Screened	Number Detained	% Detained
0-10 points (Release)	17	2	12%
11-14 points (Detention Alternative)	5	2	20%
15 or more points (Detain)	0		
Total Sample	22	4	

Reason for Override

- Parent was unable to control juvenile, juvenile was a danger to self due to serious drug use, non-compliant on GPS
- Parent was unable to control juvenile, flight risk, risk of self-harm, non-compliant on GPS
- Juvenile took firearms from caregiver, parent unavailable and unable to control juvenile, chronic offender
- Juvenile had a warrant in another county and was held until released to that county

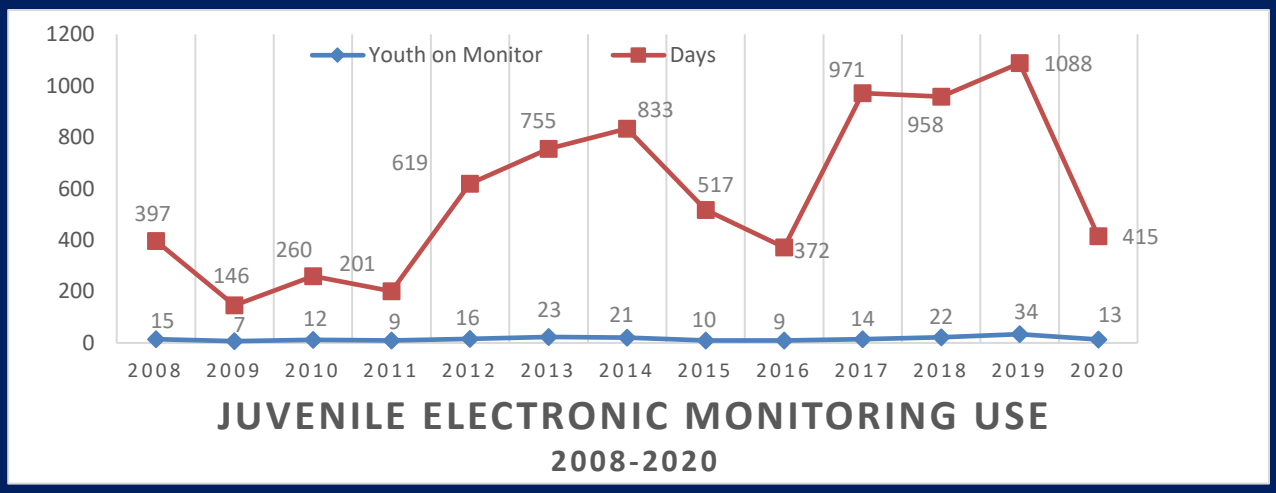
In all Override cases, the Court ordered that the juvenile could be moved to Non-Secure Detention when a bed became available.

Detention decisions should be based on neutral and objective factors, uniform criteria, and be risk-based – the risk of re-offending before adjudication and the risk of failing to appear for future court hearings. When developing the instrument to use, we looked at larger jurisdictions who had developed and validated a risk assessment instrument. The Detention RAI used in Pine County is modeled after the Courtroom RAI used in Hennepin County.

In the cases where there was an override – the RAI score did not indicate secure detention, but the juvenile was detained in secure detention – there was not a non-secure alternative available. It has become common practice to have a juvenile go to secure detention at East Central Regional Juvenile Center to await availability at the non-secure building on the same campus. Often, juveniles remain in secure detention. Pine County continues to have a greater need for non-secure beds than for secure detention beds.

Juvenile Electronic Monitoring

Goal	Strategy	Outcomes
Provide greater accountability for youth placed at home on house arrest, as a lower cost alternative to detention.	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 graduated response	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.



JUVENILE ELECTRONIC MONITORING USE
2008-2020

ANNUAL COST/COST SAVINGS

Average Days per Youth on GPS monitor in 2020: 32
Total placement cost savings since implementation: $1,529,414

2020 Program Cost: $ 5,168

Pine County Probation contracts 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. In 2020 there was one juvenile on electronic alcohol monitoring.

From 2002-2003 the Federal JAIBG (Juvenile Accountability Incentive Block Grant) paid 50% of the cost for youth on the monitor, with parents being expected to pay the other half of the cost. In 2004 funds were allocated in the corrections detention 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. In 2018 the parental fees were discontinued to remove financial barriers to success of the lower-cost, less restrictive detention placement alternative. The reduction in use of electronic monitoring in 2020 reflects the overall fewer number of cases, likely due to COVID-19.

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.	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.	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.

- **Recidivism:** Historically, 89% of those who started the ISP program have not committed a new DWI
  No ISP offenders currently being supervised in county have been arrested for a new DWI
- **Rehabilitation:** In 2020 29% of ISP offenders participated in chemical dependency treatment; 12% participated in Driving with Care or Cognitive Skills
- **Accountability:** In 2020 12% of ISP offenders had some type of sanction, either formal or informal; 23% had a formal probation violation; 47% were enrolled in an ignition interlock program
- **Cost Effectiveness:** In 2020 the ISP program saved the county approximately **$262,497 i**n jail costs*
  In addition, since 2001 ISP correctional fees have brought in $ 94,384

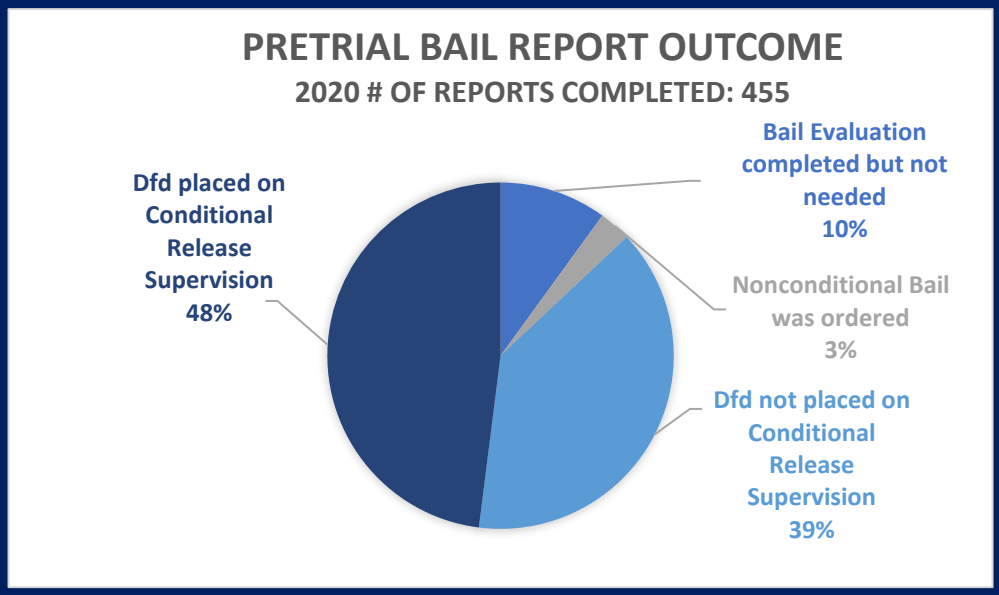
2020 Program Cost: CPO reimbursed agent position

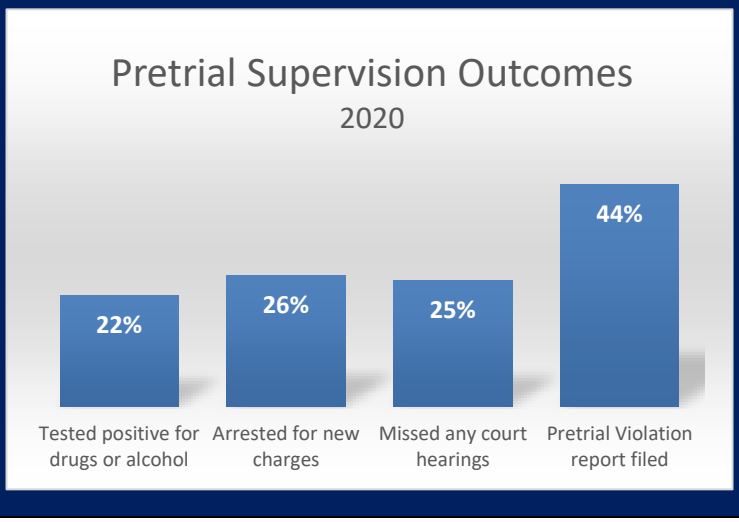
The Repeat DWI Intensive Supervision Program (ISP) was implemented in 1999 with grant dollars from the Department of Corrections. In 2001 Pine County agreed to pick up the program costs utilizing CPO reimbursement, offender program fees, and jail reduction savings to offset the cost of the program to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

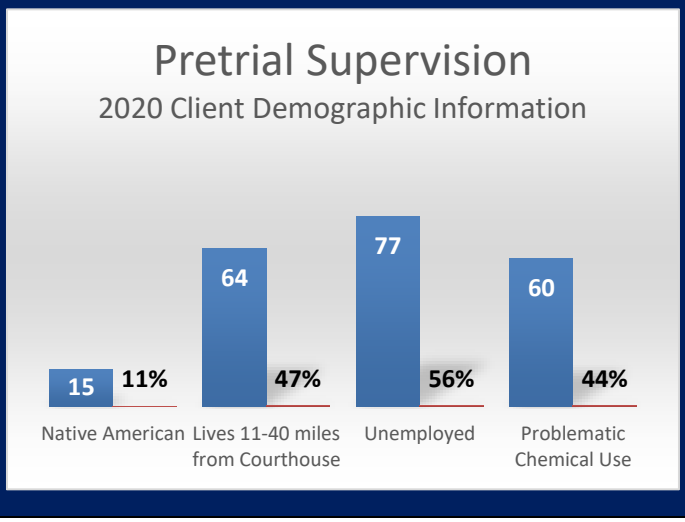
ISP program participants pay a $720 local correctional fee. In addition, the reduction in jail costs for program participants has also offset salary and program costs. Jail cost savings are calculated by taking the number of unserved jail days at the per diem rate when an offender completes the ISP program.

Pretrial Services

Goal	Strategy	Outcomes
Fill the gap in pretrial services to the Court including additional information for bail and release conditions determination and supervision to defendants with court-ordered conditions during pretrial status.	1) Track total number of bail studies completed. 2) Track Pretrial Bail Report Outcomes. 3) Track compliance for drug/alcohol use, law abiding behavior, and reappearance for hearings. 4) Track demographic information.	1) Provide courts with information to help make more informed decisions. 2) Accountability while in the community released on pretrial status. 3) Reduction of positive UA results. 4) Consequences for defendant that are not cooperating with conditions of release.





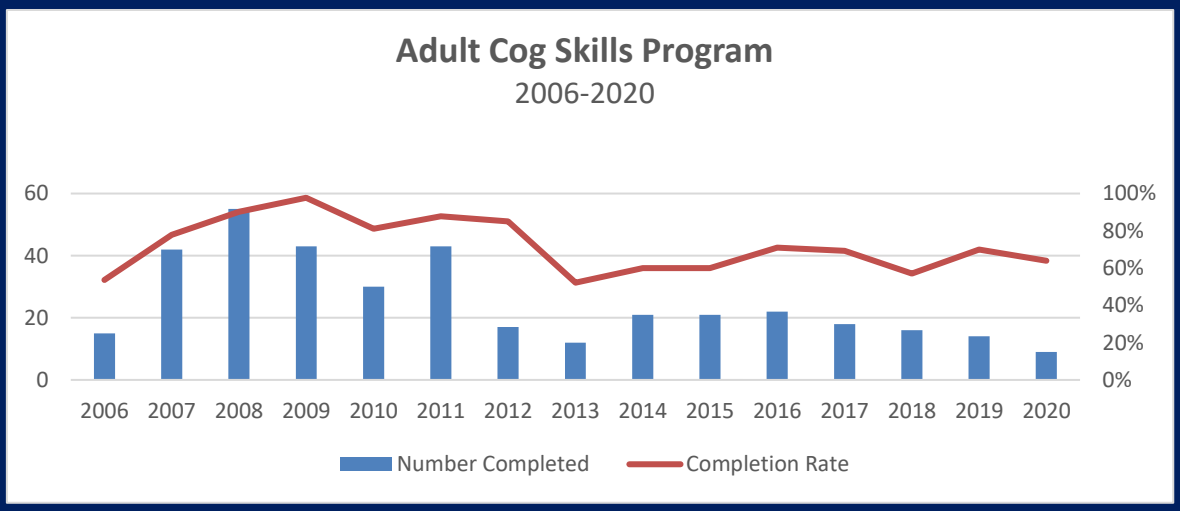


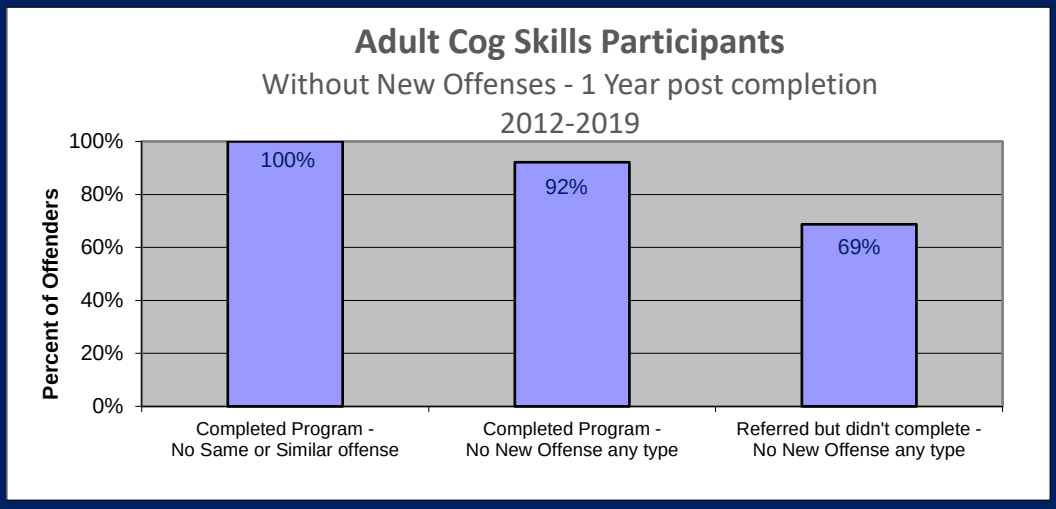
2020 Program Cost: Caseload/Workload Reduction

The Pretrial Agent position was added in November 2009 with RLE Federal Grant dollars and has been funded by C/WR dollars since 2013, with the county paying a portion of the cost. Pretrial fees help defray the cost. Due to this position having the highest caseload, as well as the highest risk adult clients, a second agent supervises the high-risk pretrial clients. In 2018 a state-wide research-based evaluation tool was implemented – Minnesota Pretrial Release Evaluation and Assessment Tool (MNPAT) – to improve pretrial outcomes for defendants and provide consistent information to judges and attorneys. Despite the pandemic, the number of Pretrial Bail Evaluations completed remained about the same as the previous year. There were 455 bail studies completed, which represents 683 hours, or 33% of a full-time agent's work time (based on 2080 annual work hours).

Adult Cognitive Skills Education Program

Goal	Strategy	Outcomes
Provide evidence-based curriculum to offenders that facilitates change and reduces recidivism. .	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.	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.





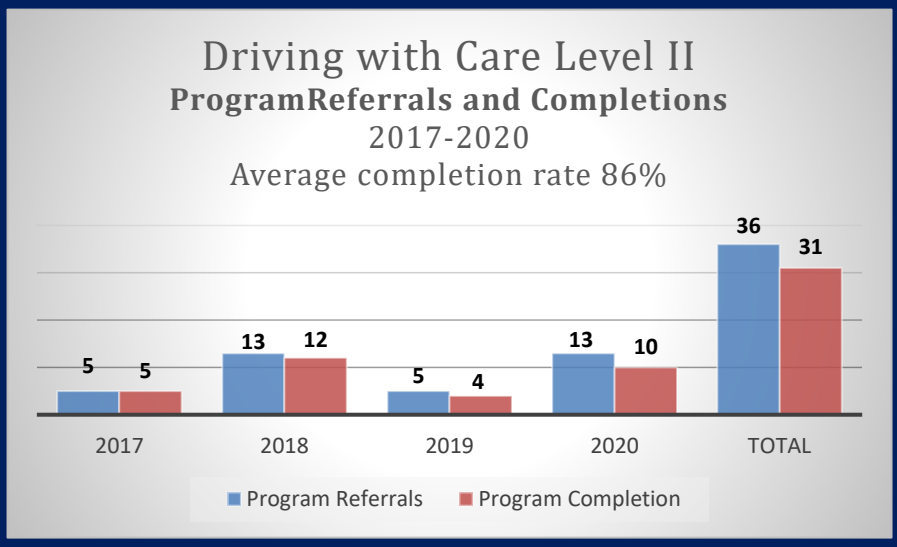
2020 Program Revenue: $ 3009

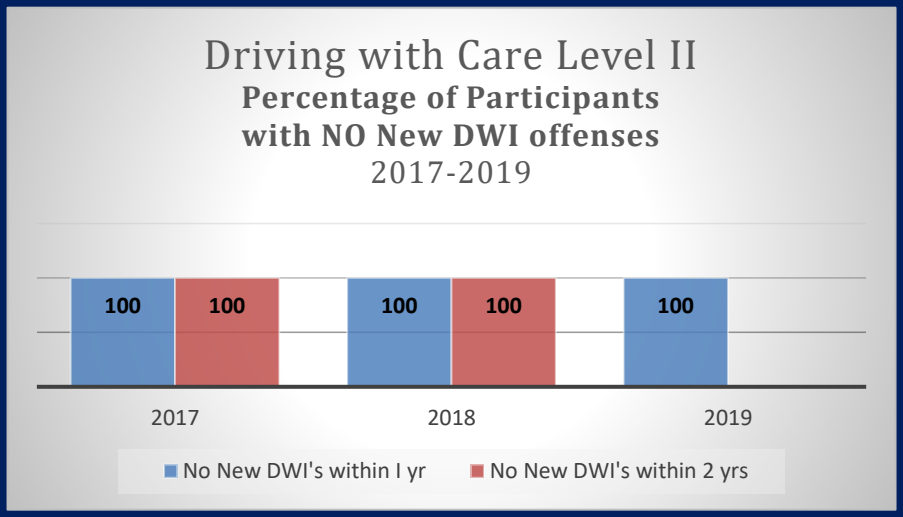
In 2012, as a cost savings strategy, Pine County Probation launched their own adult program facilitated in-house by probation agents rather than contracting with other agencies as had been the practice since 2006. Through 2019 the program used the foundational concepts based on New Direction curriculum which was collaboration between Hazelden and the DOC. Successful completion was based upon class participation and competency with the key concepts of a thinking report. Recidivism rates are calculated when program participants have been out of the program for a year.

In January 2020 Pine County Probation staff were trained in a new evidence-based curriculum, Decision Points. Decision Points is a cognitive-behavioral intervention based on principles with broad based research support in reducing problematic behavior and recidivism. Shortly after implementing the curriculum, the program was disrupted due to COVID-19. Ultimately Probation staff began to facilitate the program remotely via Microsoft Teams. Participants are still getting the accountability, structure, peer influence, agent support and cognitive learning/skill practice. The virtual class format has removed transportation barriers and made the program more accessible. Due to a 10-week hiatus because of COVID-19 restrictions, participant numbers are fewer and less revenue was generated in program fees.

Driving With Care Level II

Goal	Strategy	Outcomes
Provide evidence-based curriculum to offenders that facilitates change and reduces recidivism.	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.	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 re-offense rate and reconviction rate for same or similar crimes within one and two years of completion of the program. 4) The program will be cost effective.





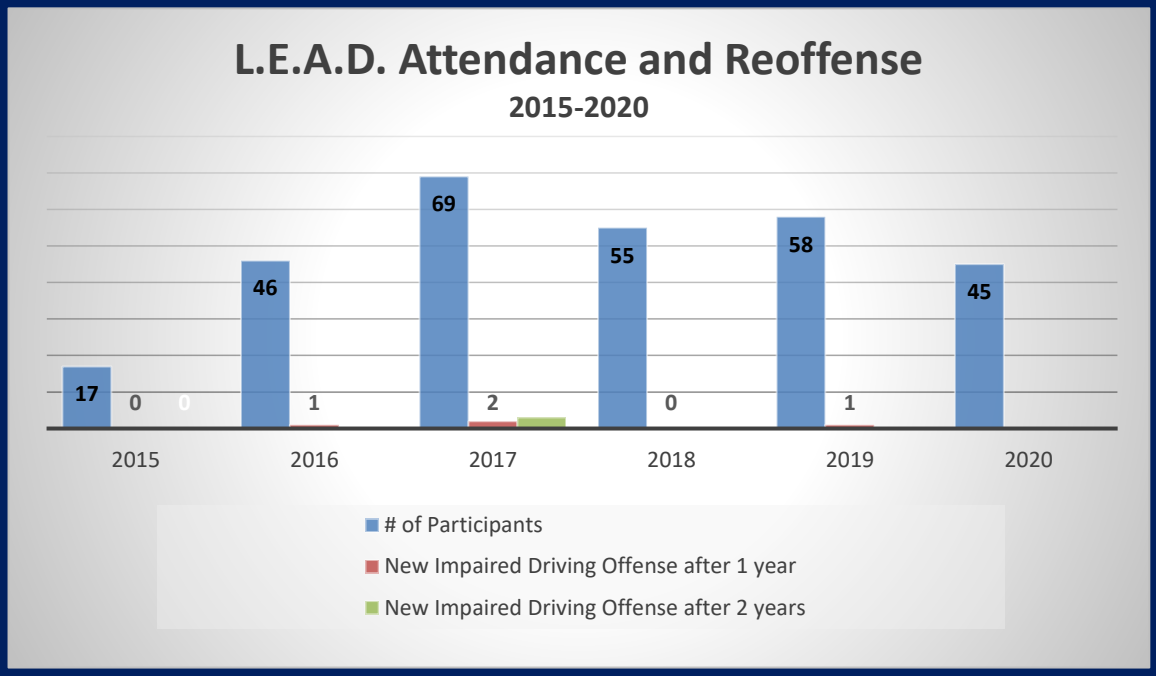
2020 Program Revenue: $ 1550

Since 2017 Pine County Probation staff have facilitated Driving with Care Level II, an evidence-based cognitive-behavior DWI education program. Driving with Care Level II is a 24-hour classroom program held over 12 two-hour sessions. The purpose of the program is to prevent future driving while impaired and is based on the approach that we make changes in our actions by changing the way we think.

In 2020 a new session began that was interrupted by the COVID-19 pandemic and in early 2020 with 10 participants that was interrupted by the COVID-19 pandemic. The class resumed using remote meeting technology in a virtual classroom, a model that has continued into 2021.

LEAD 4-Hour DWI Education Program

Goal	Strategy	Outcomes
Provide DWI education to promote healthy and safe decision making.	1) Deliver a regional program to educate individuals on the dangers and consequences of impaired driving 2) Offer the program in conjunction with MADD Impact Panels for convenience of participants. 3) Offer reduce fee for participants bringing 16 or 17-year-olds to the class at no fee as a prevention resource	1) Participants who complete the program will not be charged with a of a subsequent impaired driving offense within one year and two years of class completion.



2020 Program Revenue: $ 4550

LEAD – Local Education for Accountable Decisions – four hour DWI education program began in 2015. Pine County Probation has administered the program as a regional alternative to referring those who are required to complete a DWI clinic to the metro area. The program is held three times per year and is open to attendees from other counties. As a prevention resource, attendees can bring youth 16-18 to the class at no fee and the attendee's fee is reduced. Since the beginning of the program in 2015 through 2020, 223 adults and 6 youth have completed the program.

In 2020 the first LEAD class session was scheduled to take place in-person; however, due to COVID-19 it was cancelled. LEAD was then developed to be a virtual class using remote meeting technology in a virtual classroom, a model that has continued into 2021.

APPENDIX

JUDICIAL BENCH

Tenth Judicial District Bench
Judicial District Personnel Committee

Pine County Seated Judges
Honorable Heather M. Wynn
Honorable Krista K. Martin
Honorable Patrick W. Flanagan

PROBATION ADVISORY COMMITTEE

Advisory to Probation
Task force to Human Service Board

- Program evaluation & accountability
- Strategic Planning

County Probation Director and Agents serve at the pleasure of the Court and in all other aspects are county employees, including discipline and discharge.

- Minnesota Judicial Policy 325
- Pine County Policies and Procedures

MINNESOTA DEPARTMENT OF CORRECTIONS

Funding &
Statewide Policies

- Full funding for Adult Felony Services
- Partial funding for Probation which includes

① CPO reimbursement
② Caseload/Workload Reduction
③ Federal JAG Grant

DISTRICT SUPERVISOR
Randy Tenge

DOC State Office Staff
State employees

Amanda Roubinek, Agent
Molly Quast, Agent
Mark Hendrikson. Agent
Brandon Bullis, Agent
Sarah Weikle, Sex Offender Agent
Jason Oare, Enhanced Agent

ISR is provided by team coverage
Jennifer Wise, Office Support

State employees-specialized agents serve multiple jurisdictions that include Pine County

PINE COUNTY BOARD OF COMMISSIONERS

Fiscal Agent & Responsibility

- Statutory responsibility to provide probation services
- Sets county probation budget
- Approves expenditures
- Fund staff costs not reimbursed
- Fund operational costs
- Host county benefits & policy

COUNTY PROBATION DIRECTOR

Terry Fawcett ①

Department Administration

- County budget
- Hiring & Discipline of Staff
- Staff supervision
- Staff case assignment
- Department Policy and Procedure
- Staff Training
- Program Development and Management
- Grant Administrator
- Contract Coordination
- Computer User Administrator
- EBP & Outcome Measurement

Caseload Responsibilities

- Risk-Needs Assessment Quality Assurance
- RJ Coordinator/V.O.C. Facilitator
- Juvenile Diversion
- Truancy

COUNTY MANAGEMENT

Administrator
David Minke

- County Budget
- Operations Support
- County Personnel Policy Interpretation
- Support Staff union contract interpretation
- Staff supervision support

SUPPORT STAFF

Probation Case Aide
Justine Ward
Supervise Administrative Adult Probation caseload
Data entry
CSTS Support
Agent Support
REAM and EM Coordination
Cog Skills Group Facilitator

Administrative Assistant
Suzanne Thompson
Front desk reception
Data entry
Office Management
Fee Collection

AGENTS	*RESPONSIBILITY*
Kevin Glass ①	Supervisor/Adult Low Risk/Warrant Past Expiration/Adult POR
Sherry Johnson ①	Juvenile Low/Medium/High Risk/Cog Skills Coordinator
Amber Chase ①	High-Intensive Supervision Adult, Repeat DWI Program
Jami Tuve ①	Adult Medium Risk
Christopher Stolan ①	Juvenile Low/Medium/High Risk
Michelle Sellner ②	Adult High Risk/Pretrial Conditional Release Supervision
Devin Petersen ①	Pretrial Conditional Release Supervision
Contract Position ③	Evening Reporting Center Director
Contract Position ③	Evening Reporting Center Youth Counselor

THE SUPREME COURT OF MINNESOTA
Research and Evaluation
State Court Administration

Pine County Court Filings

Location / WCL Type	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Serious Felony	11	7	5	13	5	9	12	18	14	12	5
Felony DWI	11	4	3	5	5	9	1	3	5	5	6
Other Felony	232	212	285	320	344	410	532	521	508	477	450
Gross Misdemeanor DWI	94	85	87	63	58	64	83	72	62	73	63
Other Gross Misdemeanor	84	82	99	126	104	125	155	236	215	196	128
Major Criminal Total:	432	390	479	527	516	617	783	850	804	760	652
Delinquency Felony	37	40	31	24	31	17	14	49	21	17	10
Delinquency Gross Misdemeanor	17	16	3	10	4	5	11	19	11	20	5
Delinquency Misdemeanor	67	66	103	77	61	41	63	80	74	65	46
Status Offense	88	78	31	20	19	20	17	17	22	12	11
Dependency/Neglect	35	42	59	53	31	40	38	62	50	21	11
Term. of Parental Rights	0	0	0	0	0	0	0	0	0	0	0
Permanency	0	0	0	0	0	0	0	0	0	0	0
Permanency - TPR	7	6	11	11	5	13	10	13	13	13	14
Permanency - Non TPR	5	10	5	11	7	6	7	15	17	15	9
*CHIPS - Delinquency Under 10	0	0	0	0	0	0	0	0	0	0	0
Truancy	7	9	16		12	15	6	11	8	22	7
Runaway	0	0	0	0	0	0	0	0	0	0	0
Major Juvenile Total:	263	267	259	218	170	157	166	266	216	185	113
5th Degree Assault	68	112	102	102	129	92	117	91	67	94	78
Other Non-Traffic	562	694	560	671	635	671	881	736	752	753	650
Misdemeanor DWI	144	122	128	128	105	94	78	77	67	90	53
Other Traffic	2,050	2,243	2,004	2,166	2,202	2,591	2,839	2624	2568	2746	2660
Juvenile Traffic	23	26	15	19	21	28	37	35	21	14	16
Parking	3	2	0	2	15	1	2	1	6	1	0
Minor Criminal Total:	2,850	3,199	2,809	3,088	3,107	3,447	3,954	3564	3480	3698	3,457
Grand Total:	**3,545**	**3,856**	**3,547**	**3,833**	**3,793**	**4,221**	**4,903**	**4680**	**4500**	**4643**	**4222**

Probation Survey Report for Pine County Probation

Reporting Period: Jan thru Dec 2020

	Prior Year End	Entries	Removals		Period Ending Total
Felony	0	5	3		2
Gross Misdemeanor	371	162	197		334
Misdemeanor	301	144	234		213
Juvenile	59	37	56		40
Totals	**731**	**348**	**490**		**589**

	Male	Female		Hispanic	Non-Hispanic/Unknown
Felony	2	0		0	2
Gross Misdemeanor	237	97		13	321
Misdemeanor	145	68		5	208
Juvenile	26	14		3	37
Totals	**410**	**179**		**21**	**568**

	White	Black	American Indian	Asian	Other
Felony	0	1	0	0	1
Gross Misdemeanor	263	10	41	5	15
Misdemeanor	164	10	17	2	20
Juvenile	16	1	10	0	13
Totals	**443**	**22**	**68**	**7**	**49**

	Felony	Gross Misd.	Misdemeanor	Juvenile	Total
Arson	0	0	0	1	1
Assault	1	4	7	2	14
Assault-Domestic	0	16	37	1	55
Against Family	0	4	0	0	4
Against Justice	0	11	3	5	19
Against Government	0	5	0	1	5
Burglary	0	0	0	2	2
Counterfeiting / Fraud	1	11	1	0	12
Crim Sexual Conduct	0	1	0	3	4
Crim Veh Operation -Bodily Harm	0	5	0	0	5
Crim Veh Operation - Death	0	0	0	0	0
Disturbing Peace	0	4	42	5	51
Drugs	0	78	1	2	81
DWI	0	140	58	1	199
Escape Flight	0	1	2	0	1
Gambling	0	0	0	0	0
Harassment / Stalking	0	1	5	1	7
Homicide	0	0	0	0	0
Kidnapping	0	0	0	0	0
Misc / Juv / Fed	0	1	0	7	8
Obscenity	0	0	0	0	0
Other Person	0	0	0	0	0
Property Damage	0	1	8	5	14
Robbery	0	0	0	0	0
Sex Related	0	0	0	0	0
Stolen Property	0	1	0	0	1
Theft	0	16	33	2	51
Traffic	0	29	16	3	48
Vehicle Theft	0	0	1	0	1
Weapons	0	5	1	1	6
[Unknown/NA]	0	0	0	0	0

2020

Virtual meetings and cognitive skills classes using remote technology

Cultural Community Coach worked with Native American Youth harvesting birch bark for crafts, cedar for ceremony and trees to make tee pee poles for the cultural camp site

Community volunteer teaching ERC youth how to use the pottery wheel.