

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
July 9, 2019**

Fillmore County Courthouse, 101 Fillmore Street West - Preston, MN

Mitch Lentz - First District

Vacant - Third District

Randy Dahl - Second District

Duane Bakke - Fourth District

Marc Prestby - Fifth District

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Pledge of Allegiance

- 9:00 a.m. Approve agenda
 Approve Consent Agenda:
1. July 2, 2019 County Board minutes.
 2. Use of Generator/Light Towers during Fillmore County Fair, July 15-21, 2019.
 3. Payment of 3rd qtr. invoice for 2019 of \$9,825.50 to Community and Economic Development Associates (CEDA) for economic development staffing services.
 4. Closure of County 33 from CR 8 to Hwy 52 in Fountain, for the 150th celebration, July 27th from 8am - 11pm, as requested by the Fountain City Council and approved by the County Engineer and the Sheriff.
 5. Successful completion of probation for Bailey Peterson, paralegal, effective July 16, 2019 as recommended by the County Attorney.
 6. Successful completion of probation for Katie Isenberg, Accounting Technician, effective June 29, 2019 as recommended by the Sheriff and Chief Deputy.
 7. Successful completion of probation for Roxane Alden, Property Appraiser, effective July 30, 2019 as recommended by the Land Records Director.

Approve Commissioners' Warrants

Review Auditor's Warrants

- 9:05 a.m. Kevin Olson, Social Services
1. Consider Olmsted County as the fiscal agent for the 2019-2021 "Whatever it Takes" grant

- 9:10 a.m. Kristina Kohn, Human Resources
1. Consider first reading of draft changes to Severance Pay policy
 2. Consider resignation for retirement for Ronald Vikre, Property Appraiser, effective July 10, 2019
 3. Discussion with possible action regarding proposed changes in the Land Records department
 4. Consider submitting reclassification request to David Drown & Associates (DDA) as requested by the Director of Nursing

9:30 a.m. Citizen's Input

- 9:35 a.m. Bobbie Vickerman, County Coordinator
1. Consider approval of the 2018 Reserve Fund Balance report
 2. Consider approval of attendance and overnight stay for MACA work session

Calendar review, announcements and committee reports

FILLMORE COUNTY BOARD OF COMMISSIONERS

July 9, 2019 Meeting Agenda

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MEETINGS: (Conference Room 102U, Fillmore County Courthouse unless otherwise indicated)

Monday, July 8	9:00 a.m.	SE MN Water Resources Board, Rochester	<i>Bakke</i>
	6:00 p.m.	Development Achievement Center, Preston	<i>Lentz</i>
Tuesday, July 9	7:30 a.m.	Labor/Management Safety/Emergency Management & Wellness/Activities, Commissioners Boardroom, Courthouse	<i>Dahl/Prestby/Bakke/Lentz</i>
	9:00 a.m.	County Board – Regular meeting, Commissioners’ Boardroom, Courthouse, Preston	
Thursday, July 11	4:30 p.m.	Soil & Water Conservation District (SWCD), SWCD Office, Preston	<i>Bakke</i>
Tuesday, July 16	8:00 a.m.	Law Enforcement	<i>Lentz/Prestby</i>
Wednesday, July 17	4:30 p.m.	Economic Development Authority	<i>Lentz</i>
Thursday, July 18	1:00 p.m.	Historical Society, Fountain	<i>Bakke</i>

FILLMORE COUNTY COMMISSIONERS' MINUTES

July 2, 2019

This is a preliminary draft of the July 2, 2019 minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

The Board of County Commissioners of Fillmore County, Minnesota met in special session this 2nd day of July, 2019 at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Duane Bakke, Marc Prestby, Randy Dahl and Mitch Lentz. Also present were: Bobbie Vickerman, Coordinator/Clerk; Kurt Wayne, Principal Planner from MnDOT District 6; Michael Doherty, Public Engagement & Communications from MnDOT; Drew Hatzenbihler, Solid Waste Administrator; Ron Gregg, Highway Engineer; John DeGeorge, Sheriff; Brett Corson, County Attorney; Kristina Kohn, Human Resources Officer; Kevin Beck; Bonita Underbakke; Karen Reisner, Fillmore County Journal; and Gretchen Mensink-Lovejoy, Republican Leader.

The Pledge of Allegiance was recited.

On motion by Lentz, seconded by Dahl, the Board unanimously approved the agenda.

On motion by Dahl, seconded by Lentz, the Board unanimously approved the following Consent Agenda:

1. June 25, 2019 County Board minutes as presented.
2. June 18, 2019 Board of Appeal & Equalization minutes as presented.

On motion by Dahl, seconded by Lentz, the Board unanimously voted to pull the Sheriff bill for \$600 (\$300/person) for Corner House training from the Attorney's Office, allowing time for Attorney Corson and Sheriff DeGeorge to discuss. Attorney Corson noted that forfeiture monies were allocated to pay for the training, which was \$8,000 and the bills were sent out to attendees to recoup the costs associated.

On motion by Dahl, seconded by Prestby, the Board unanimously approved the Commissioner warrants.

The Auditor's warrants were reviewed.

Michael Doherty, Public Engagement & Communications, and Kurt Wayne, Principal Planner, from MnDOT District 6 gave a presentation on MnDOT's D6 Work Plan along with a summary update for this area.

Citizens input portion of the meeting was opened and closed at 10:07 a.m.

Drew Hatzenbihler, Solid Waste Administrator, was present.

On motion by Dahl, seconded by Lentz, the Board unanimously approved working with Revolution Plastics to provide agricultural plastic recycling with dumpsters at the Recycling Center area. The Board requests that any agreements be brought back for their review.

Solid Waste Administrator Hatzenbihler updated the Board about options for facility improvements/renovations to the Resource Recovery Center for 2021-2022, using the MN Capital Assistance Program (CAP) grant. Grant dollars are available for funding 50% - 75% for projects that increase recycling, energy efficiencies and composting. The Board is interested in looking at further recycling options and asked Hatzenbihler to continue to work with his committee to explore the possibilities.

On motion by Dahl, seconded by Lentz, the Board unanimously approved the Winneshiek County Hauler Permit for July 1, 2019 - June 30, 2020 at a rate of \$70/ton.

FILLMORE COUNTY COMMISSIONERS' MINUTES

July 2, 2019

The Chair recessed the meeting at 10:32 a.m. and resumed back in session at 10:41 a.m.

Ron Gregg, Highway Engineer, was present.

On motion by Prestby, seconded by Dahl, the Board unanimously approved the purchase of a Punjear Jack Hammer, survey tool, from Fastenal with the low bid of \$4,269.00.

On motion by Dahl, seconded by Lentz, the Board voted unanimously to amend the agenda to add discussion with possible action for a resolution to declare a State of Emergency due to the June 27th and 28th flood events from heavy rain.

On motion by Dahl and seconded by Prestby, the following resolution was unanimously adopted:

RESOLUTION 2019-028: Declaring a State of Emergency

On motion by Lentz, seconded by Prestby, the Board unanimously approved a letter be sent to Mr. Joseph Kelly, Director, Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management requesting assistance to conduct a Preliminary Damage Assessment (PDA) for the State Public Assistance Program.

County Coordinator Vickerman and County Attorney Corson gave an update regarding the Northern Natural Gas Tax Court Ruling. Corson reviewed the Northern Natural Gas Tax Court Ruling and summarized that the Department of Revenue is struggling with how to assess values.

Kristina Kohn, Human Resources Officer, was present.

On motion by Dahl, seconded by Lentz, the Board unanimously approved to hire Erika Draper as replacement Registered Nurse effective August 12, 2019 at \$24.75/hour, Grade 11/Step 1, as requested by the Director of Nursing and recommended by the Hiring Committee.

No committee reports or announcements were given.

Prestby motioned to adjourn the meeting, and the Chair adjourned the meeting at 11:17 a.m. per that request, noting that a second was not needed.

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/9/2019

Amount of time requested (minutes):

5 min

Dept.: Sheriff

Prepared By:

Emergency Manager Don Kullot

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation

(Yes/No):

1. Emergency Management has been given a request by the Fillmore County Fair Board for the use of Generator/Light Towers during the Fillmore County Fair July 15-21 2019. This will provide security lighting in areas as needed. Insurance certificate has been submitted. Up to 4 light towers are requested.

Regular Agenda:

Documentation

(Yes/No):

- 1.

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date**. Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: bvickerman@co.fillmore.mn.us; ainglett@co.fillmore.mn.us; and kruesink@co.fillmore.mn.us



Fillmore County Emergency Management
901 Houston Street NW
Preston, MN 55965



Emergency Light Tower – Generator Request Form

The Fillmore County Agricultural Society requests to use 4 Fillmore County Light Tower
Generators for the following purpose: Security Lighting During the Fillmore County Fair
on the following dates: July 15 – 21, 2019

By signing this request the requesting party agrees to:

Recall of Assistance. Fillmore County may at any time recall the light towers when in their best judgment, it is considered to be in the best interests of the Responding Party to do so.

Damage to Equipment. The requesting party shall be responsible for damages to or loss of the light tower or any of its components and will return the light tower in the same condition that it was when it was taken or reimburse the county for any repairs needed.

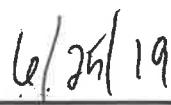
Liability. The Requesting Party agrees to defend and indemnify Fillmore County against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of the light tower.



Signature of Requesting Party



Title



Date

EM Directors recommendation: Approval DK

☐

Approved

☐

Disapproved

Chair, Fillmore County Board of Commissioners

Date

This form is to be used for non-emergency or planned events. Send this form at least three weeks in advance to Fillmore County Emergency Management, 901 Houston St. NW, Preston, MN 55965.



1500 South Hwy 52
PO Box 483
Chatfield, MN 55923
Phone - 507.867.3164

www.cedausa.com

June 30, 2019

Fillmore County
PO Box 466
Preston, MN 55965

RE: Economic development support services billing

Please accept this letter as a billing for economic development staffing services for the 3rd quarter of 2019.

Per contract: \$9,825.50

Please remit check to:

CEDA
PO Box 483
Chatfield, MN 55923

We appreciate the confidence you have in our organization!

Sincerely,

Ron Zeigler

Ron Zeigler
CEO/President

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/9/2019

Amount of time requested (minutes):

15 Minutes

Dept.: Coordinator

Prepared By: Kristina Kohn

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation
(Yes/No):

1. Successful completion of probation for Bailey Peterson, paralegal, effective 7/16/19 as recommended by the County Attorney.
2. Successful completion of probation for Katie Isenberg, Accounting Technician, effective 6/29/19 as recommended by the Sheriff and Chief Deputy.
3. Successful completion of probation for Roxane Alden, Property Appraiser, effective 7/30/19 as recommended by the Land Records Director.

Regular Agenda:

Documentation
(Yes/No):

1. First reading of draft changes to Severance Pay policy Yes
2. Resignation for retirement for Ronald Vikre, Property Appraiser effective July 10, 2019. No
 - a. Following 13 years' service
 - b. 2 Weeks' notice was given
3. Discussion with possible action regarding proposed changes in the Land Records department No
 - a. Change from Land Records back to Assessor Department.
 - b. Land Records has not functioned in the manner which was hoped by the Board
 - c. Land Records Director would move back to the position of Assessor- From Grade 16 to Grade 15
4. Request to submit reclassification request to DDA as requested by the Director of Nursing Yes
 - a. All Department Heads were contacted and only 1 request received.

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7/3/19 4:28PM

1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				Board Of Commissioners			
	3804	Bakke/Duane						
		01-003-000-0000-6335		344.52	Mileage Reimbursement		Employee Automobile Allowance	N
					06/03/2019 06/25/2019			
	3804	Bakke/Duane		344.52	1 Transactions			
	82132	Fillmore Co Journal, Sethre Media Group						
		01-003-000-0000-6233		11.75	6/18/2019 Board Meeting	101975	Publications	N
					07/01/2019 07/01/2019			
	82132	Fillmore Co Journal, Sethre Media Group		11.75	1 Transactions			
	2081	Lentz/Mitch						
		01-003-000-0000-6335		276.08	Mileage Reimbursement		Employee Automobile Allowance	N
					06/06/2019 06/27/2019			
	2081	Lentz/Mitch		276.08	1 Transactions			
3	DEPT Total:			632.35	Board Of Commissioners	3 Vendors	3 Transactions	
11	DEPT				District Court			
	5101	Novotny Law Office, LTD						
		01-011-000-0000-6261		130.00	court appointed attorney	944	Court Appointed Attorneys	Y
					06/05/2019 06/05/2019			
		01-011-000-0000-6261		130.00	court appointed attorney	945	Court Appointed Attorneys	Y
					05/17/2019 06/05/2019			
	5101	Novotny Law Office, LTD		260.00	2 Transactions			
11	DEPT Total:			260.00	District Court	1 Vendors	2 Transactions	
34	DEPT				Policy Coordinator			
	82132	Fillmore Co Journal, Sethre Media Group						
		01-034-000-0000-6241		25.10	Ad-Office Supp staff 1st week	101730	Advertising	N
					06/03/2019 06/03/2019			
		01-034-000-0000-6241		25.10	Ad-Office Supp Staff 3rd week	101732	Advertising	N
					06/17/2019 06/17/2019			
		01-034-000-0000-6241		25.10	Ad-Office Supp staff 2nd week	10731	Advertising	N
					06/10/2019 06/10/2019			
	82132	Fillmore Co Journal, Sethre Media Group		75.30	3 Transactions			

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1 County Revenue Fund

*** Fillmore County ***



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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
34	DEPT Total:		75.30	Policy Coordinator	1 Vendors	3 Transactions	
41	DEPT			Auditor/Treasurer			
	82132 Fillmore Co Journal, Sethre Media Group						
	01-041-000-0000-6241		28.00	Help wanted Ad Feb 2019	98699	Advertising	N
				02/11/2019 02/11/2019			
	01-041-000-0000-6241		137.50	Delinquent Tax Report Ad	99322	Advertising	N
				04/01/2019 04/01/2019			
	01-041-000-0000-6241		423.15	Expiration of Redemption Ad	99325	Advertising	N
				04/01/2019 04/01/2019			
	82132 Fillmore Co Journal, Sethre Media Group		588.65	3 Transactions			
	111 Fillmore Co Treasurer- Credit Card/ACH						
	01-041-000-0000-6408		35.34	flash replacement for camera		Other Office Supplies	N
				06/21/2019 06/24/2019			
	111 Fillmore Co Treasurer- Credit Card/ACH		35.34	1 Transactions			
41	DEPT Total:		623.99	Auditor/Treasurer	2 Vendors	4 Transactions	
60	DEPT			Information Systems			
	2545 Marco,Inc						
	01-060-000-0000-6639		1,699.62	tablet, docking station & moni	6507132	Asset Inventory	N
				06/27/2019 06/27/2019			
	2545 Marco,Inc		1,699.62	1 Transactions			
60	DEPT Total:		1,699.62	Information Systems	1 Vendors	1 Transactions	
62	DEPT			Elections			
	9015 Election Systems & Software (ES & S)						
	01-062-000-0000-6461		1,286.03	Election 5/14/2019	1087793	Ballots	N
				05/06/2019 05/06/2019			
	9015 Election Systems & Software (ES & S)		1,286.03	1 Transactions			
	82132 Fillmore Co Journal, Sethre Media Group						
	01-062-000-0000-6241		88.21	Sample Ballot-Spec Prim Electi	99995	Advertising	N
				04/29/2019 04/29/2019			
	01-062-000-0000-6241		117.62	Notice of Spec Elect Primary	99996	Advertising	N
				04/29/2019 04/29/2019			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
82132	Fillmore Co Journal, Sethre Media Group		205.83	2 Transactions			
62	DEPT Total:		1,491.86	Elections	2 Vendors	3 Transactions	
91	DEPT			County Attorney			
4004	Grebin,CCR,RPR/Deborah A						
	01-091-000-0000-6377		32.50	Atty - Transcript fee		Fees And Service Charges	N
				05/30/2019 05/30/2019			
4004	Grebin,CCR,RPR/Deborah A		32.50	1 Transactions			
5294	RELX Inc.DBA LexisNexis						
	01-091-000-0000-6451		198.00	Lexis Nexis Subscription	3092078317	Reference Materials	N
				06/01/2019 06/30/2019			
5294	RELX Inc.DBA LexisNexis		198.00	1 Transactions			
2	The Sweet Stop & Sandwich Shoppe						
	01-091-000-0000-5612		90.00	Atty-pm snacks Cornerhouse trn	8693-50	Forfeitures	N
				06/18/2019 06/18/2019			
2	The Sweet Stop & Sandwich Shoppe		90.00	1 Transactions			
91	DEPT Total:		320.50	County Attorney	3 Vendors	3 Transactions	
106	DEPT			Unallocated Recording Fee			
4781	Pro-West & Associates, Inc						
	01-106-000-0000-6637		989.84	2019 Tax stmt updates	3325	Software Expenses	N
				03/18/2019 04/27/2019			
4781	Pro-West & Associates, Inc		989.84	1 Transactions			
106	DEPT Total:		989.84	Unallocated Recording Fee	1 Vendors	1 Transactions	
111	DEPT			Facilites Mtce			
9	AmeriPride Services, Inc						
	01-111-000-0000-6377		46.90	Maint - Dust mop service	2801046172	Fees And Service Charges	N
				07/03/2019 07/03/2019			
9	AmeriPride Services, Inc		46.90	1 Transactions			
5988	Preston Auto Parts						
	01-111-000-0000-6580		29.97	paint sidewalks/round up weeds	593503	Other Repair And Maintenance Suppl	N

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1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
5988	Preston Auto Parts		29.97	07/02/2019 07/02/2019 1 Transactions			
26012	Schultz/Terry 01-111-000-0000-6335		62.64	Mileage Reimbursement 05/16/2019 06/17/2019 1 Transactions		Employee Automobile Allowance	N
26012	Schultz/Terry		62.64				
111	DEPT Total:		139.51	Facilites Mtce	3 Vendors	3 Transactions	
112	DEPT			County Farm			
110	Fillmore Co Treasurer 01-112-000-0000-6377		2,024.00	2nd half Prop Tax Flm Cou Aud 05/16/2019 11/15/2019 1 Transactions		Fees And Service Charges	N
110	Fillmore Co Treasurer		2,024.00				
112	DEPT Total:		2,024.00	County Farm	1 Vendors	1 Transactions	
125	DEPT			Veteran Services			
106	Fillmore Co Treasurer 01-125-000-0000-6561		262.89	Veterans-May Fuel 05/01/2019 05/29/2019 1 Transactions		Gasoline Diesel And Other Fuels	N
106	Fillmore Co Treasurer		262.89				
111	Fillmore Co Treasurer - Credit Card/ACH 01-125-000-0000-6420		56.56	Veterans-MH Training Snacks 05/29/2019 05/29/2019 1 Transactions		State Grant Expenses	N
111	Fillmore Co Treasurer - Credit Card/ACH		56.56				
125	DEPT Total:		319.45	Veteran Services	2 Vendors	2 Transactions	
202	DEPT			Sheriff			
355	Streicher's Inc. 01-202-000-0000-6173		77.99	Sheriff-Shirt-Ragan&Boyum 06/27/2019 06/27/2019 1 Transactions	1375286	Uniform Allowance	N
355	Streicher's Inc.		77.99				

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7/3/19 4:28PM
1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
202 DEPT Total:		77.99	Sheriff	1 Vendors	1 Transactions
251 DEPT			County Jail		
9 AmeriPride Services, Inc 01-251-000-0000-6377		82.65	Jail Laundry 06/26/2019 06/26/2019	2801043563	Fees And Service Charges N
9 AmeriPride Services, Inc		82.65	1 Transactions		
9361 MN Dept Of Corrections 01-251-000-0000-6301		1,073.75	Sheriff-May 2019 inmate wages 05/01/2019 05/31/2019	550112	Icwc Wage Expense N
9361 MN Dept Of Corrections		1,073.75	1 Transactions		
81511 Preston Foods 01-251-000-0000-6416		25.65	Jail Supplies 06/17/2019 06/17/2019	631038	Misc Supplies N
81511 Preston Foods		25.65	1 Transactions		
251 DEPT Total:		1,182.05	County Jail	3 Vendors	3 Transactions
501 DEPT			Historical Society		
107 Fillmore Co Historical Center 01-501-000-0000-6802		23,400.00	2019 2nd 1/2 Appropriations 06/15/2019 06/15/2019	26	Appropriations N
107 Fillmore Co Historical Center		23,400.00	1 Transactions		
501 DEPT Total:		23,400.00	Historical Society	1 Vendors	1 Transactions
515 DEPT			Memorial Day Services		
1863 Ostrander American Legion 01-515-000-0000-6802		75.00	2019 Mem Day Appropriations 05/27/2019 05/27/2019		Appropriations N
1863 Ostrander American Legion		75.00	1 Transactions		
515 DEPT Total:		75.00	Memorial Day Services	1 Vendors	1 Transactions
602 DEPT			County Extension Service		
6642 Fillmore County 4-H Federation					

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1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	01-602-000-0000-6377		288.00	Tractorcade Meals		Fees And Service Charges	N
				07/03/2019 07/03/2019			
6642	Fillmore County 4-H Federation		288.00	1 Transactions			
602	DEPT Total:		288.00	County Extension Service	1 Vendors	1 Transactions	
603	DEPT			Feedlot			
109	Fillmore Soil & Water Conservation Dist						
	01-603-000-0000-6285		1,380.12	Fees-April-June-Feedlot	10313	Professional Fees	N
				04/01/2019 06/30/2019			
109	Fillmore Soil & Water Conservation Dist		1,380.12	1 Transactions			
603	DEPT Total:		1,380.12	Feedlot	1 Vendors	1 Transactions	
604	DEPT			Soil Conservation			
109	Fillmore Soil & Water Conservation Dist						
	01-604-000-0000-6802		107,500.00	2019 2nd 1/2 Cnty Approp	10308	Appropriations	N
				06/28/2019 06/28/2019			
109	Fillmore Soil & Water Conservation Dist		107,500.00	1 Transactions			
604	DEPT Total:		107,500.00	Soil Conservation	1 Vendors	1 Transactions	
1	Fund Total:		142,479.58	County Revenue Fund		35 Transactions	

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13 County Road & Bridge

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
300	DEPT			Highway Administration			
	110 Fillmore Co Treasurer						
	13-300-000-0000-6205		63.15	postage	May	Postage And Postal Box Rent	N
	110 Fillmore Co Treasurer		63.15	1 Transactions			
300	DEPT Total:		63.15	Highway Administration	1 Vendors	1 Transactions	
320	DEPT			Highway Construction			
	111 Fillmore Co Treasurer- Credit Card/ACH						
	13-320-000-0000-6501		562.23	laser level		Engineering And Surveying Supplies	N
	111 Fillmore Co Treasurer- Credit Card/ACH		562.23	1 Transactions			
	347 State Of Mn						
	13-320-000-0000-6377		114.88	material testing	P00010360	Fees And Service Charges	N
	347 State Of Mn		114.88	1 Transactions			
320	DEPT Total:		677.11	Highway Construction	2 Vendors	2 Transactions	
330	DEPT			Equipment Maintenance Shops			
	6175 Carolan/Jared						
	13-330-000-0000-6561		15.01	gas reimbursement		Gasoline Diesel And Other Fuels	N
	6175 Carolan/Jared		15.01	1 Transactions			
	111 Fillmore Co Treasurer- Credit Card/ACH						
	13-330-000-0000-6575		27.00	part		Machinery Parts	N
	13-330-000-0000-6576		24.50	DOT inspection stickers-James		Shop Supplies & Tools	N
	111 Fillmore Co Treasurer- Credit Card/ACH		51.50	2 Transactions			
	6451 MRO Systems,LLC						
	13-330-000-0000-6576		391.89	supplies	2449	Shop Supplies & Tools	N
	6451 MRO Systems,LLC		391.89	1 Transactions			
	3541 Nuss Truck & Equipment						
	13-330-000-0000-6575		6.70	parts	1185455P	Machinery Parts	N
	13-330-000-0000-6575		148.32	parts	1185466P	Machinery Parts	N
	13-330-000-0000-6575		218.55	parts	1185514P	Machinery Parts	N
	13-330-000-0000-6575		157.12	parts	1185759P	Machinery Parts	N
	13-330-000-0000-6575		26.52	parts	1186102P	Machinery Parts	N

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13 County Road & Bridge

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	13-330-000-0000-6576	39.78	supplies	1186102P	Shop Supplies & Tools	N
3541	Nuss Truck & Equipment	596.99	6 Transactions			
5753	RDO Equipment Co					
	13-330-000-0000-6575	2,620.80	parts	P83820	Machinery Parts	N
	13-330-000-0000-6575	914.48	parts	P83837	Machinery Parts	N
	13-330-000-0000-6575	517.37	parts	P83858	Machinery Parts	N
	13-330-000-0000-6575	599.29	parts	P83982	Machinery Parts	N
	13-330-000-0000-6575	32.63	parts	P84014	Machinery Parts	N
	13-330-000-0000-6575	21.05	parts	P84179	Machinery Parts	N
5753	RDO Equipment Co	4,705.62	6 Transactions			
85924	Schilling Supply Company					
	13-330-000-0000-6576	341.88	supplies	723616-00	Shop Supplies & Tools	N
85924	Schilling Supply Company	341.88	1 Transactions			
6286	World Fuel Services Inc					
	13-330-000-0000-6565	1,251.00	motor oil	117502	Motor Oil And Lubricants	N
	13-330-000-0000-6565	305.26	transmission oil	117502	Motor Oil And Lubricants	N
6286	World Fuel Services Inc	1,556.26	2 Transactions			
330	DEPT Total:	7,659.15	Equipment Maintenance Shops	7 Vendors	19 Transactions	
340	DEPT		Local Option Sales Tax			
99	Erickson Engineering LLC					
	13-340-000-0000-6265	6,638.00	consulting	13116	Consulting	N
99	Erickson Engineering LLC	6,638.00	1 Transactions			
6638	True North Steel					
	13-340-000-0000-6520	6,413.92	culvert inserts	BL0000009614	Culverts	N
6638	True North Steel	6,413.92	1 Transactions			
340	DEPT Total:	13,051.92	Local Option Sales Tax	2 Vendors	2 Transactions	
360	DEPT		Wheelage Tax			
4197	WINONA COUNTY					
	13-360-000-0000-6613	18,141.55	preservation CSAH 11 lost mile	201490619	Wheelage Tax Expenses	N

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13 County Road & Bridge

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
4197	WINONA COUNTY		18,141.55	1 Transactions			
360	DEPT Total:		18,141.55	Wheelage Tax	1 Vendors	1 Transactions	
13	Fund Total:		39,592.88	County Road & Bridge		25 Transactions	

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14 Sanitation Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
390	DEPT			Resource Recovery Center			
6150	Cintas Corporation No.2		17.70	Uniforms	4024804054	Fees And Service Charges	N
	14-390-000-0000-6377			06/28/2019 06/28/2019			
6150	Cintas Corporation No.2		17.70	1 Transactions			
3242	Titan Machinery Inc.		834.39	Hwy-payloader filters	12381680	Miscellaneous Repairs And Maintenar	N
	14-390-000-0000-6311			05/13/2019 05/13/2019			
3242	Titan Machinery Inc.		834.39	1 Transactions			
390	DEPT Total:		852.09	Resource Recovery Center	2 Vendors	2 Transactions	
391	DEPT			Score Grant Program			
6351	Southern Minnesota Recycling		460.00	RRC-Appliance Recycling	#	Recycling Operation Expense	N
	14-391-000-0000-6861			06/07/2019 06/28/2019			
6351	Southern Minnesota Recycling		460.00	1 Transactions			
6330	UAP Midwest		2,081.62	RRC- TV Recycling	I-40705	Recycling Operation Expense	N
	14-391-000-0000-6861			06/26/2019 06/26/2019			
6330	UAP Midwest		2,081.62	1 Transactions			
391	DEPT Total:		2,541.62	Score Grant Program	2 Vendors	2 Transactions	
14	Fund Total:		3,393.71	Sanitation Fund		4 Transactions	

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 23 County Airport Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
351	DEPT				Airport Fuel Sales			
	5469	Fillmore Co Auditor Treasurer						
		23-351-000-0000-6254		5,751.46	6/24/2019 Aviation Fuel	12301160	Airplane Fuel	N
					06/24/2019 06/24/2019			
	5469	Fillmore Co Auditor Treasurer		5,751.46	1 Transactions			
351	DEPT Total:			5,751.46	Airport Fuel Sales	1 Vendors	1 Transactions	
23	Fund Total:			5,751.46	County Airport Fund		1 Transactions	
	Final Total:			191,217.63	47 Vendors	65 Transactions		

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*** Fillmore County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	142,479.58	County Revenue Fund	
	13	39,592.88	County Road & Bridge	
	14	3,393.71	Sanitation Fund	
	23	5,751.46	County Airport Fund	
	All Funds	191,217.63	Total	Approved by,
			
			

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7/3/19 2:19PM
1 County Revenue Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3219 Centurylink					
01-149-000-0000-6203		186.49	June 2019 - Courthouse	Telephone	N
01-149-000-0000-6203		158.38	June 2019 - FCOB	Telephone	N
01-251-000-0000-6203		46.07	Sheriff Office Long Distance	Telephone	N
3219 Centurylink		390.94	3 Transactions		
85440 Centurylink					
01-102-000-0000-6203		71.97	Phone-Surveyor	Telephone	N
01-203-000-0000-6203		46.83	S.V. Sheriff Phone	Telephone	N
01-251-000-0000-6203		70.50	Sheriff Phones	Telephone	N
85440 Centurylink		189.30	3 Transactions		
5660 De Lage Landen Financial Services					
01-149-000-0000-6288		1,534.15	Copy Machine Lease 7/12-8/11	64126970	Copy Machine - Lease N
5660 De Lage Landen Financial Services		1,534.15	1 Transactions		
82132 Fillmore Co Journal, Sethre Media Group					
01-103-000-0000-6241		305.52	BOAE Meeting Schedule	99324	Advertising N
82132 Fillmore Co Journal, Sethre Media Group		305.52	1 Transactions		
1479 Loffler Companies, Inc					
01-149-000-0000-6235		723.52	Copy Usage 6/1/19-6/30/19	3150482	Copy Machine - Copies BW and Coli N
1479 Loffler Companies, Inc		723.52	1 Transactions		
6094 MN Energy Resources Corporation					
01-251-000-0000-6255		284.15	Natural Gas	Gas	N
6094 MN Energy Resources Corporation		284.15	1 Transactions		
25073 Olmsted Co Community Services					
01-252-000-0000-6831		109,821.50	3rd Qtr Approp-2019	CSFI-126362	D.F.O. Appropriation N
25073 Olmsted Co Community Services		109,821.50	1 Transactions		
2521 Pitney Bowes Global Financial Svcs,LLC					
01-149-000-0000-6377		713.92	Mail Machine Supplies	1013359465	Fees And Service Charges N
01-149-000-0000-6310		377.01	Mail Machine Lease Invoice	3103223872	Maintenance Agreement N
2521 Pitney Bowes Global Financial Svcs,LLC		1,090.93	2 Transactions		

1 Fund Total: 114,340.01 County Revenue Fund 8 Vendors 13 Transactions

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13 County Road & Bridge

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4369	AcenTek					
	13-300-000-0000-6203		109.98	telephone	11324906	Telephone N
	13-300-000-0000-6203		98.82	telephone	11325870	Telephone N
4369	AcenTek		208.80	2 Transactions		
2208	Canton City					
	13-330-000-0000-6251		59.62	utilities	125144	Electricity N
2208	Canton City		59.62	1 Transactions		
3219	Centurylink					
	13-300-000-0000-6203		6.71	telephone	1471124531	Telephone N
3219	Centurylink		6.71	1 Transactions		
85440	Centurylink					
	13-300-000-0000-6203		117.86	telephone	301264100	Telephone N
	13-300-000-0000-6203		201.53	telephone	301269901	Telephone N
	13-300-000-0000-6203		239.99	telephone	301269908	Telephone N
85440	Centurylink		559.38	3 Transactions		
396	City of Ostrander					
	13-320-000-0000-6344		22,630.52	601-035 M/C #9	15-2019	Sap Municipal Construction N
	13-320-000-0000-6344		6,113.20	603-004 M/C #9	15-2019	Sap Municipal Construction N
	13-000-000-0000-2101		8,862.12	601-35/603-004 Ost LRIP #3	16-2019	Due To Other Govt Units (Acc) N
396	City of Ostrander		37,605.84	3 Transactions		
288	City Of Peterson					
	13-330-000-0000-6251		146.70	utilities	108A	Electricity N
288	City Of Peterson		146.70	1 Transactions		
1829	Frontier Communications					
	13-300-000-0000-6203		73.68	telephone	5079373211	Telephone N
1829	Frontier Communications		73.68	1 Transactions		
6094	MN Energy Resources Corporation					
	13-330-000-0000-6255		49.40	natural gas	0502458275	Gas N
	13-330-000-0000-6255		54.96	natural gas	0502625354	Gas N
	13-330-000-0000-6255		70.27	natural gas	0506251865	Gas N
	13-330-000-0000-6255		72.99	natural gas	0507313281	Gas N
	13-330-000-0000-6255		15.78	natural gas	0507351562	Gas N

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 13 County Road & Bridge

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
6094	MN Energy Resources Corporation		263.40	5 Transactions			
343	Spring Valley Public Utilities						
	13-330-000-0000-6251		160.53	utilities	1124	Electricity	N
343	Spring Valley Public Utilities		160.53	1 Transactions			
1487	Waste Management - WI-MN						
	13-330-000-0000-6251		70.85	utilities	37596353000	Electricity	N
1487	Waste Management - WI-MN		70.85	1 Transactions			
13 Fund Total:			39,155.51	County Road & Bridge	10 Vendors	19 Transactions	

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7/3/19 2:19PM
14 Sanitation Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
85440	Centurylink							
	14-390-000-0000-6203			142.18	June Phone/Internet		Telephone	N
85440	Centurylink			142.18	1 Transactions			
5882	Winneshiek County Landfill							
	14-390-000-0000-6374			2,601.68	Tipping Fees	23319	Landfill Tipping Fees	N
5882	Winneshiek County Landfill			2,601.68	1 Transactions			
14 Fund Total:				2,743.86	Sanitation Fund	2 Vendors	2 Transactions	

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 7/3/19 2:19PM
 23 County Airport Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
85440 Centurylink					
23-350-000-0000-6203		135.05	Telephone 6/26/19-7/25/19	Telephone	N
85440 Centurylink		135.05	1 Transactions		
23 Fund Total:		135.05	County Airport Fund	1 Vendors	1 Transactions

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87 State Revenue And School

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name		Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
110	Fillmore Co Treasurer						
	87-000-000-0000-2470		17,306.25	Accelerated June MRT Payment		Mortgage Reg Tax-State	N
	87-000-000-0000-2471		30,071.86	Accelerated June Deed Tax Pymt		State Deed Tax-State	N
110	Fillmore Co Treasurer		47,378.11	2 Transactions			
87 Fund Total:			47,378.11	State Revenue And School Fund	1 Vendors	2 Transactions	
Final Total:			203,752.54	22 Vendors	37 Transactions		

*** Fillmore County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	114,340.01	County Revenue Fund	
	13	39,155.51	County Road & Bridge	
	14	2,743.86	Sanitation Fund	
	23	135.05	County Airport Fund	
	87	47,378.11	State Revenue And School Fund	
	All Funds	203,752.54	Total	Approved by,
			
			

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/9/2019

Amount of time requested (minutes):

10

Dept.: Social Services

Prepared By: Kevin Olson

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation
(Yes/No):

1.

Regular Agenda:

Documentation
(Yes):

1. Request to approve Olmsted County as the fiscal agent for the 2019-2021 Whatever it Takes Grant.

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: bvickerman@co.fillmore.mn.us; ainglett@co.fillmore.mn.us; and kruesink@co.fillmore.mn.us

PURCHASE OF SERVICE AGREEMENT

This Agreement, made and entered into by and between the County of Olmsted, 151 Fourth Street Southeast, Rochester, Minnesota 55904-3711, through its Health, Housing and Human Services Division, Adult Services Department, 2100 Campus Drive S.E., Rochester, MN 55904, hereafter referred to as "Olmsted County" and **Fillmore County Community Services**, 902 Houston Street, Suite 1, Preston, MN 55965, hereafter referred to as "Fillmore County".

WITNESSETH

WHEREAS, the Participating Counties in the CREST Initiative determined the need for specialized case management for potential or existing clients of the Anoka Metro Regional Treatment Center (AMRTC) and Minnesota Security Hospital – St. Peter (MSH); and

WHEREAS, Olmsted and Participating Counties were re-awarded a Minnesota Department of Human Services (DHS) "Whatever it Takes" grant in the amount of \$210,000 effective June 15, 2019 – June 30, 2020 and \$210,000.00 effective July 1, 2020 – June 30, 2021; and

WHEREAS, Olmsted County will act as the fiscal host for the grant; and

WHEREAS, Olmsted County has a full-time AMRTC Liaison Case Manager (hereafter referred to as "AMRTC LCM") who is qualified to provide this type of case management; and

WHEREAS, Olmsted County has hired the following team members as part of the "Whatever it Takes" grant: one full-time MSH Liaison Case Manager (hereafter referred to as "MSH LCM" or "MSH LCM"), one full-time Community Case Manager (hereafter referred to as "CCM"), a part-time Certified Peer Support Specialist (hereafter referred to as "PSS"), and a part-time Program Coordinator (hereafter referred to as "PC") who are qualified to provide the services required;

NOW THEREFORE, in consideration of the mutual understanding and agreements set forth, Olmsted County and Fillmore County agree as follows:

1. TERM

The term of this Agreement shall be from June 15, 2019 through June 30, 2021.

2. SERVICES

A. AMRTC LCM services shall include, but not be limited to: Overall responsibility for providing intensive case management services to individuals identified as being at risk of admission to or discharged from AMRTC. If admitted into AMRTC, AMRTC LCM will plan for discharge for those individuals and monitor community services for up to 120 days.

1) Pre-admission Services:

- Provide consultation for case managers to alleviate the need for commitment or alternative placement.
- Assist with commitment process if necessary.
- Assist with admission process to AMRTC if necessary.

2) Post-admission Services:

- Lead efforts in proactive and timely planning for discharge.
- Weekly, review the AMRTC de-identified case list to determine which County of Financial Responsibility (CFR) has clients in AMRTC.
- Contact CFR to identify which client(s) were admitted into AMRTC and obtain a release of information (as needed according to law) from client to proceed with communications with CFR and other involved parties and initiate AMRTC LCM role.
- Request statewide access in SSIS and follow up with the CFR's case manager to see that access is allowed and discuss the case. AMRTC LCM will make contact with AMRTC to begin collaborative partnership and discussions about potential discharge planning.
- Determine who should be on the client's treatment team (involved parties) for case consultation and discharge planning purposes.
- Be responsible for assuring completion of the shared individual client planning document by involved parties and that all parties receive the updated copies.
- Attend bi-weekly staff meetings at AMRTC or via ITV to collaboratively discuss the course and treatment of individuals (cases) and process potential discharge ideas.
- Attend AMRTC Monthly Pod meetings and have regular contact with Pod Social Worker regarding CREST clients.
- Identify resources available in the "home" community
- Work to develop services needed but not yet available.
- Complete all documentation, assessments, goal plan, discharge plan and make referrals as needed.
- Work collaboratively with anticipated providers to assure smooth transition and ongoing ability to provide appropriate level of care.

3) Post-discharge Services:

- Resume AMRTC LCM role for up to 120 days after discharge providing intensive case management to ensure implementation of the discharge plan and avoid gaps in care with community based services.
- Continue collaborative communication with involved parties.
- Keep statistics as predetermined for outcome measurement.

B. MSH LCM services shall include, but not be limited to: Overall responsibility for providing intensive case management services to individuals identified as being at risk of admission to or discharged from MSH. If admitted into MSH, MSH LCM will plan for discharge for those individuals and monitor community services for up to 120 days.

1) MSH LCM Mentally Ill and Dangerous Clients (MI&D) in Transition Services -

Persons that are mentally ill and as a result, have caused or intended to cause serious physical harm to another and are likely to take such action in the future and have been committed in a court of law as MI&D.

a) Pre-admission Services:

- Provide consultation for case managers to alleviate the need for commitment or alternative placement.
- Assist with commitment process if necessary.
- Assist with admission process to MSH if necessary.

- b) Post-admission Services (clients in Transition Unit):
- Lead efforts in proactive and timely planning for discharge.
 - Weekly, review the MSH de-identified case list to determine which CFR has clients in MSH.
 - Contact CFR to identify which client(s) were admitted into MSH and obtain a release of information (as needed according to law) from client to proceed with communications with CFR and other involved parties and initiate MSH LCM role.
 - Request statewide access in SSIS and follow up with the CFR's case manager to see that access is allowed and discuss the case. MSH LCM will make contact with MSH to begin collaborative partnership and discussions about potential discharge planning.
 - Determine who should be on the client's treatment team (involved parties) for case consultation and discharge planning purposes.
 - Attend staff meetings, as needed, at MSH or via ITV to collaboratively discuss the course and treatment of individuals (cases) and process potential discharge ideas.
 - Identify resources available in the "home" community
 - Work to develop services needed but not yet available.
 - Complete all documentation, assessments, goal plan, discharge plan and make referrals as needed.
 - Work collaboratively with anticipated providers to assure smooth transition and ongoing ability to provide appropriate level of care.
- c) Post-discharge Services:
- Resume MSH LCM role for up to 120 days after discharge providing intensive case management to ensure implementation of the discharge plan and avoid gaps in care with community based services.
 - Continue collaborative communication with involved parties.
 - Keep statistics as predetermined for outcome measurement.
- 2) Competency Restoration Program – The Competency Restoration Program (CRP) is a short-term treatment program that provides treatment and evaluations for individuals who have been deemed incompetent to stand trial. If an individual is admitted to the CRP program at MSH, the primary role of the MSH LCM is to create system efficiencies and when appropriate, decrease days in jail or the CRP. The MSH LCM for this population will provide case consultation and coordination amongst the client's identified treatment team and the criminal justice system. This could include providing information to the CFR on how to proactively navigate court systems and collaborate with court personnel, the CRP system and proactive discharge planning back to detention or a community based plan.
- a) Pre-Admission Services:
- Assist counties on how to navigate the criminal justice system and admission into the CRP.
 - Educate the CRP Staff and CREST Region Counties on their role and goals of the program.
- b) Post-Admission Services:
- Weekly, review the CRP case list to determine which CFR has clients in the CRP.

- Contact CFR to identify which client(s) were admitted into the CRP and obtain a release of information (as needed according to law) from client to proceed with communications with CFR and other involved parties and initiate LCM role.
 - Determine who should be on the client's treatment team (involved parties) for case consultation and discharge planning purposes.
 - Request statewide access in SSIS and follow up with the CFR's case manager to see that access is allowed and discuss the case. The MSH LCM will make contact with St. Peter staff to begin collaborative partnership and discussions about potential discharge planning.
 - Attend staff meetings, as needed, at CRP or via ITV to collaboratively discuss the course and treatment of individuals (cases) and process potential discharge ideas.
 - Be available for consultation as needed.
 - Keep the CFR informed about the client's course and treatment and assist in proactive discharge planning, whether that is back to a detention center or into a community setting.
- c) Post-Discharge Services:
- Be available for consultation as needed.
 - Develop outcomes and gather statistics as identified.
- C. CCM services shall include, but not be limited to:
- a) Pre-Discharge Activities:
- Coordinate with the MSH and AMRTC LCMs on which individuals are approaching discharge.
 - Begin to build rapport with individuals prior to their discharge.
 - Collaborate with LCMs on discharge planning and assist in arranging services in the community.
- b) Post-Discharge Activities:
- Provide Outpatient Competency Restoration Services (OPCRP) to individuals discharged from AMRTC or MSH who have not yet been restored to competency.
 - CCM will meet with the individual up to three times weekly to provide OPCRP services
 - CCM will use standardized assessments to monitor progress
 - CCM will request early evaluations, as appropriate
 - As appropriate, provide community case management for individuals up to 180 days post-discharge to enhance stability in the community.
 - Provide training and education to community providers to promote individualized and appropriate, person-centered treatment.
 - Keep CFR informed of the individual's treatment course and stability in the community, as well as status of competency.
- D. The PSS is an integrated team member who provides highly individualized services in the community and in the hospital to promote an individual's self-determination and decision-making skills. The PSS also provides essential expertise and consultation to the entire team to promote a culture in which each individuals' point of

view and preferences are recognized, understood, respected, and integrated into treatment, rehabilitation, and community self-help activities. The PSS is part-time 15-20 hour per week. PSS services shall include, but not be limited to:

- a) Traveling to AMRTC and/or MSH to provide support to hospitalized individuals during their treatment
- b) Assisting the individual in integrating back to the community, by encouraging and supporting them to find meaningful activities and social outlets
- c) Skill-building – social skills, coping skills, independent living skills, etc.
- d) Providing individuals with a support that understands the challenges and barriers faced by those with mental illness
- e) Attending weekly team consult meetings to assist in treatment planning and consultation, as well as assist the team in understanding the challenges of living with mental illness and how to better work with the client.

E. The PC will assist the Whatever it Takes team in a variety of ways by coordinating processes and procedures for the team and for systems in the CREST Region. The PC position is part-time, 20 hours per week.

1) Services that could be provided:

- Work to develop services needed but not yet available.
- Serve as liaison between the WIT Team, the jails, and the courts.
- Complete diagnostic assessments as needed for TCM
- Coordinate Rule 20 examinations and collect data on Rule 20 exams for the Region
- Provide OPCRP for individuals in the Olmsted County Adult Detention Center and in the community as needed.
- Be available for consultation as needed.
- Develop outcomes and gather statistics as identified.

3. RATE

- A. Fillmore County agrees to pay Olmsted County \$61.31 per hour (\$15.33/15 min.) effective June 15, 2019 – June 30, 2020 and \$63.38 per hour (\$15.85/15 min.) effective July 1, 2020 – June 3, 2021 for AMRTC LCM to provide the AMRTC-related case management services to clients referred by Fillmore County. This rate will be used for all time expended, including providing direct service, reporting/charting, phone calls, and travel time. This per hour rate includes all administration, supervision, office support/technology, training, employee costs, and mileage. Other costs, such as lodging, meals, or client items, shall be billed separately by Olmsted County, with the understanding that AMRTC LCM will make every effort to communicate to Fillmore County any anticipated costs that will exceed the standard hourly rates listed above. Olmsted County will not bill insurance and/or DHS for any services provided on behalf of any of the Participating Counties.
- B. The “Whatever It Takes” grant will cover the cost of services provided by the MSH LCM, the CCM, and the PC for the term of this Agreement, thus no hourly rate will be charged to any Participating County for the services provided by these positions.
- C. Olmsted County shall receive an administrative fee of \$20,000.00 for the period of June 15, 2019 – June 30, 2020 and \$20,000.00 for the period of July 1, 2020 – June 30, 2021 to act as fiscal host.
- D. The grant also provides for “flexible spending funds” to pay for client related purchases that are not otherwise paid for or to supplement what can be funded at an

increased level of care. Flex spending purchases may include, but are not limited to: skilled nursing visits more than once per week, holding a placement needed for an individual's recovery/support plan, medications, food, clothing and shelter. Flex spending purchases will require prior approval by the AMRTC LCM, the MSH LCM, or the CCM Flex spending amounts will vary based on market rates and/or availability of other funding sources.

4. PAYMENT

- A. The AMRTC LCM will provide a report to Olmsted County every month that documents the number of 15-minute units of service and associated travel provided to referred Fillmore County clients. Upon receipt of the documentation, Olmsted County shall submit an invoice to Fillmore County for services rendered and travel time incurred. Fillmore County shall, within 30 days of the receipt of the invoice, make payment to Olmsted County for all units of billed services that are correct and complete. Any disputes regarding invoice must be made by Fillmore County to the Olmsted County Adult Services Director within the 30-day payment period. Olmsted County reserves the right to charge a late payment fee of 10% if payment is not made in accordance with the aforementioned payment terms.
- B. Staff costs for the MSH LCM, CCM, PSS, and PC positions are anticipated to be paid solely by MA TCM, and/or health plan funding. Any costs not paid for by these sources will be billed to the DHS grant. Olmsted County, as fiscal host, will be responsible for the billing of these staff costs.
- C. Flex spending funds will be billed as described below:
 - 1) Pre-authorization for flex spending will be requested by the MSH LCM, AMRTC LCM, or CCM from DHS.
 - 2) Upon receipt of approved pre-authorization, the MSH LCM, AMRTC LCM, or CCM will submit flex spending invoice to Olmsted County Finance for payment.
 - 3) Olmsted County will complete flex spending payment to Vendor within thirty (30) business days of receipt of the pre-authorization.
 - 4) Olmsted County will then bill DHS through the Whatever It Takes grant for reimbursement of flex spending.
- D. Olmsted County may not advance pass-through grant dollars to any other county. Each Participating County acknowledges that it will not receive any grant funds from Olmsted County directly unless the Participating County is a flex spending vendor and then only after Olmsted County has received the pre-authorization from the grantor.

5. STANDARDS

- A. All parties shall comply with all applicable state statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted. Fillmore County and Olmsted County agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- B. Both parties shall maintain such records and provide each other with financial, statistical and service reports as may be required for accountability by the other party and/or state/federal regulatory agencies. AMRTC LCM, MSH LCM, CCM, PSS, and PC shall all record time tracking in Olmsted County's SSIS system and provide client

reports to Fillmore County upon request. Records relating to this contract shall be maintained by the respective party for ten (10) years for audit purposes.

- C. Fillmore County acknowledges that if the grant terms require provision of documentation by the fiscal host for any purpose including securing reimbursement from the grantor that it must provide the documentation to Olmsted County on the schedule established by Olmsted County so that sufficient processing time is available to pass the information through to the grantor. Olmsted County will make reasonable efforts to gather and pass on required documentation but staff absences or work load may delay this process. Olmsted County is not responsible for any interest or fees due to delayed pass through of funds which result from Fillmore County's failure to provide documentation on a timely basis. Olmsted County is not responsible for requesting, editing, reviewing, changing, or verifying any information provided to it by Fillmore County for this grant unless specifically stated elsewhere in this Agreement.
- D. Both parties agree to be bound by the requirements of the Minnesota Government Data Practices Act and HIPAA.

6. INDEMNIFICATION

Fillmore County shall save and hold harmless Olmsted County and its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of any performances or failures to adequately perform services pursuant to this contract.

7. DEFAULT AND CANCELLATION

If any of the staff positions detailed in this Agreement fail to perform any of the provisions of this Agreement or fail to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the default is excused, Olmsted County, through the Adult Mental Health Unit may, upon written notice, immediately cancel this Agreement in its entirety. If Fillmore County fails to pay for services within the time period specified in Section 4 of this Agreement, Olmsted County retains the right to deny services to Fillmore County until full payment has been received for services rendered.

It is understood and agreed that in the event the funding to Olmsted County or Fillmore County from State, Federal or other funding sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall be terminated.

8. AMENDMENTS

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by Fillmore County and Olmsted County, and attached to the original of this Agreement. Such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

OLMSTED COUNTY
HEALTH, HOUSING AND HUMAN SERVICES

FILLMORE COUNTY
COMMUNITY SERVICES

BY: _____
Paul Fleissner
Deputy Administrator

BY: _____
Name
Director

DATED: _____

DATED: _____

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/9/2019

Amount of time requested (minutes):

15 Minutes

Dept.: Coordinator

Prepared By: Kristina Kohn

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation
(Yes/No):

1. Successful completion of probation for Bailey Peterson, paralegal, effective 7/16/19 as recommended by the County Attorney.
2. Successful completion of probation for Katie Isenberg, Accounting Technician, effective 6/29/19 as recommended by the Sheriff and Chief Deputy.
3. Successful completion of probation for Roxane Alden, Property Appraiser, effective 7/30/19 as recommended by the Land Records Director.

Regular Agenda:

Documentation
(Yes/No):

1. First reading of draft changes to Severance Pay policy Yes
2. Resignation for retirement for Ronald Vikre, Property Appraiser effective July 10, 2019. No
 - a. Following 13 years' service
 - b. 2 Weeks' notice was given
3. Discussion with possible action regarding proposed changes in the Land Records department No
 - a. Change from Land Records back to Assessor Department.
 - b. Land Records has not functioned in the manner which was hoped by the Board
 - c. Land Records Director would move back to the position of Assessor- From Grade 16 to Grade 15
4. Request to submit reclassification request to DDA as requested by the Director of Nursing Yes
 - a. All Department Heads were contacted and only 1 request received.

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: bvickerman@co.fillmore.mn.us; ainglett@co.fillmore.mn.us; and kruesink@co.fillmore.mn.us

Policy Statement

When employment with Fillmore County ends, staff that ~~has saved~~have unused paid time off ~~and/or sick bank during their years of service is/are~~ remunerated in the following manner unless contracts state otherwise.

A. Paid Time Off and/or Banked Sick Leave

Upon termination of employment, whether voluntary or involuntary, with Fillmore County, any accrued Paid Time Off up to the cap of ~~500800~~ hours shall be paid to employees at the rate of pay effective immediately prior to severance. Cash out hours shall not be included in this maximum.

1. When any employee is laid off ~~they/he/she~~ shall be paid for accrued Paid Time Off up to the cap of ~~500800~~ hours in cash at the rate of pay effective immediately prior to lay-off. Cash out hours shall not be included in this maximum.

~~2.—An employee can be paid for 50% of their banked sick leave provided that the total time when combined with paid time off does not exceed 800 hours.~~

- ~~3.2.~~ Each employee may designate, at any time, a person(s) to receive ~~their/his/her~~ accumulated Paid Time Off upon ~~their/his or her~~ death. If no such designation is made, then upon death of an employee, all Paid Time Off accumulated by an employee, where applicable, shall be paid first to that person's surviving spouse, then to the children of the deceased employee in equal shares, and otherwise to the estate, heir or beneficiary of the employee.

- ~~4.3.~~ Employees subject to the Health Care Savings Plan shall not be treated as described above but as Health Care Savings Plan language dictates.

B. Overtime and/or Compensatory Time

Upon termination of employment, whether voluntary or involuntary, with Fillmore County, any accrued overtime and/or compensatory time hours shall be paid to employees at the rate of pay effective immediately prior to severance. Cash out hours shall not be included in this maximum.

C. Health Care Savings Plan1. BACKGROUND

Fillmore County recognizes that its employees and elected officials may/will have medical expenses after they leave County employment. In an effort to prepare employees for these medical care needs, the County is providing this ~~policy which~~policy, which allows specific groups the ability to contribute pre-tax dollars to the Minnesota State Retirement Systems (MSRS) "Post-Employment Health Care Savings Plan." The Health Care Savings Plan (HCSP) is an employer-sponsored program that allows employees to set aside funds, tax-free, to use upon termination of employment to pay for eligible health care expenses.

Laws of Minnesota 2001, Chapter 352.98, authorized the Minnesota State Retirement System (MSRS) to offer this program to state employees, as well as all other governmental subdivisions. MSRS received its private letter ruling establishing the HCSP as a ~~tax-~~exempt benefit on July 29, 2002. While deferred compensation plans or retirement accounts provide a tax-deferred benefit, amounts paid out are considered taxable income. Under the HCSP, amounts contributed are tax-free and no taxes are paid on amounts used to pay eligible health, dental and long-term care insurance

premiums, as well as, ~~out-of~~out of pocket medical expenses.

2. EMPLOYEE ELIGIBILITY

- a. Only regular, full-time and salaried part-time employees who work at least 30 hours/week will be eligible to participate in the HCSP in accordance to Fillmore County Personnel Policies related to medical insurance.
- b. Temporary, seasonal and intermittent employees are not entitled to paid time off ~~and/or Banked Sick Leave~~ and shall not be entitled to HCSP benefits.
- c. Employee groups covered by collective bargaining agreements must negotiate participation in the HCSP through the collective bargaining process.

3. PLAN CONTRIBUTIONS

- a. Fillmore County participation in MSRS HCSP will be funded by payments at severance. Fillmore County will make a payment, on a participant's behalf, due to the participant's retirement/resignation from employment with Fillmore County, to the MSRS HCSP in accordance with applicable laws. This payment will be a percentage of any unused paid time off ~~and/or Banked Sick Leave~~ as outlined in this County policy. All lump-sum payments made on a participant's behalf to the MSRS HCSP are exempt from Federal and Minnesota state income taxes, FICA and Medicare taxes.
- b. Employees ~~can not~~cannot voluntarily contribute to the HCSP.
- c. At severance, employees within the following specific categories of service shall contribute the respective amounts of accrued paid time off ~~and/or Banked Sick Leave~~ to the HCSP and receive the remainder in cash. Contributions and cash ~~pay-outs~~payouts shall not exceed ~~500~~800 hours. Accruals of eighty (80) hours or less will be exempt from this policy and shall be paid in cash.

Years of Service	Contribution to HCSP (% of PTO/Banked Sick)	Cash pay-out (% of PTO/Banked Sick)
0 - 10 years	0%	100%
11 – 15 years	25%	75%
16- 20 years	50%	50%
21 – 24 years	75%	25%
25 or more years	100%	0%

- d. Contributions will be invested in the Money Market, an interest bearing account, until designated otherwise. Participants will be able to choose among different investment options provided by the State Board of Investment. Assets in the account will accumulate tax-free and since payouts are used for approved health care expenses, they will remain tax-free.

4. EXEMPTION RULES

Employees may waive participation with documentation that they are:

- a. Eligible for Tri-Care
- b. A foreign national

- c. Have substantial health insurance coverage through spouse or another employer for your lifetime.

5. PLAN AMENDMENTS

With the approval of the plan by the Minnesota State Retirement Systems, this policy can be amended and/or will accept other groups every two years as allowed by statute and approved by the Fillmore County Board of Commissioners.

6. ELIGIBILITY TO USE HEALTH CARE SAVINGS ACCOUNT

Employees may use Health Care Savings Accounts for eligible expenses if they terminate employment from Fillmore County, retire, collect a disability, are on a medical leave of six months or longer or on a leave of absence of one year or longer. Participants can request payments for either one-time expenses or on-going expenses. Upon employee's death, the employee's spouse and legal dependents continue to use the account for health care reimbursements and the reimbursements remain tax-free. If the employee has no spouse or dependents, the designated beneficiaries will receive taxable reimbursement for the remaining account balance when used for eligible medical expenses.

7. FEES

Administrative fees are deducted from each participant's account. For up to date percentage rates and caps, contact the Minnesota State Retirement Association.

NOTE: Plan details are provided for information only. State and Federal Laws supersede plan Information.

RECLASSIFICATION REQUEST

A request for classification does not guarantee any outcome and may result in: pay grade increase, pay grade decrease or no change at all.

REASON FOR REQUEST	Please check if applicable and describe below
Skill Level has changed	
Education and experience has changed for this position	
Employee has become supervisor of staff	
Employee's duties have changed a percentage of time	
Permanent and significant changes in duties, not a special project or short-term assignment	x
Addition, deletion or change that affects significant portion of the job (at least 35%)	x
The duty which is added, deleted or change is substantially different in complexity and responsibility	x
CONSIDERATIONS <ul style="list-style-type: none">• Have the duties and/or responsibilities changed?• Has there been a significant change in complexity or responsibility of the position?• Is a working title more appropriate?• Are changes to the position related to an acting or interim appointment?	

Please include the changes to be made to the job description.

Please include any areas where deletions are to be made.

Reason for the reclassification.

The request of job reclassification is due to the many changes of Public Health. The role of Office Support specialist has been asked to work outside of her job duties. This was to help with

staff leaves and absences. The hope was that it would be temporary; however, it continues to be ongoing. Writer feels that the request of job reclassification as a Case Aide is appropriate.

Office support specialist meets all education/experience, licenses, physical/mental requirements, and working conditions.

Her job duties and responsibilities had increased in 2016-2017; they were partially relieved due to staff return. However, with staff absences and the new evidence based home visiting grant, Vicky's job duties and responsibilities have increased and looks like it will continue.

Her new job duties and responsibilities include but are not limited to:

- Lead in Lead results from MDH
 - Public Health receives high lead results from MDH. Vicky's responsibility is to be the main contact, enter the lead in several databases, contact family, and contact a nurse if level is over 5 mcg/dL.
- CTC (Child & Teen Checkups Program)
 - Enters information into several data bases
 - The Contact person for Family Health Team staff regarding any questions with the data base
 - Pulls together data and runs reports for Annual reporting
 - Contacts families, which includes sending Newborn Packets to all families with a new baby, sharing health education and information about community services available to support them.
 - Makes referrals to other programs and resources
- Immunizations
 - Looks up and enters information in MIIC (Minnesota Information and Immunization Connection)
 - Back up lead in MIIC to a nurse
 - Tracks immunization records for all WIC clients, works with the state immunization registry (MIIC) and with local clinics to correct and enter accurate data, and works with parents and staff to bring immunizations up-to-date. All of this with the goal of increasing Fillmore County's immunization rates.
 - Run reports in MIIC
 - Back up lead in IRIS (Iowa Immunization data base) to a nurse; enters Iowa immunization data into the Minnesota data base, as the two states don't "talk" to each other.
- WIC (Women, Infant, Children Program)
 - Continues with assisting WIC families
 - Has learned how to assign and issue benefit cards under the new e-WIC program
- FAP (Follow Along Program)

- Continues as Referral Contact and Key Contact for FAP Project Agreement. Assists with FAP Manager duties, doing the quarterly reports and working with FAP Manager to complete Standards Assessment for the year and help set the goals for the next program year. Attended quarterly meetings in Rochester in the absence of the FAP Manager and will now continue as backup.
- FHVRES lead (Family Home Visiting Reporting and Evaluation System)
 - Submits data, runs data validation reports, views entity summaries, runs benchmark reports, runs ad hoc reports
- Transportation
 - Helping connect clients with transportation
 - This is analyzing what health plan and connecting with the right service. This requires knowledge in the Long-term care area of Public Health.
 - Problem solving to help ensure transportation due to the lack of transportation companies and services available.
- Court Visitor billing
 - Bills Court Administration for charges of court visits done by a nurse

Writer feels that Vicky

- Determines eligibility for community services programs and maintains complete and accurate records on client eligibility.
- conducts checklists, and coordinates visits and interviews.
- Reviews case records for completion of required agency forms.
- Explains and educates regarding public health, and other community programs and services to individuals or groups.
- Explains application procedures to individuals or groups and assists individuals in completing application forms.
- Makes appropriate referrals.
- Assists social workers and public health workers with clerical duties and processing of paperwork.
- Develops a variety of reports as directed.
- Maintains digital and paper files.
- Enters data into PH-Doc
- Provides customer service in office, by phone, or through email.
- Maintains work proficiency by attending trainings and meetings.

Employee Signature: Vicky Topness Date: 5/17/19
 Manager/Supervisor: Jordan Ecker Date: 5/17/19