

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota }
County of Kanabec }
Office of the County Coordinator

November 20, 2007

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, November 20, 2007 pursuant to adjournment with the following Board Members present: Kim Smith, Jerry Nelson, Kathi Ellis, Kevin Troupe and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the agenda as revised:

- a. Add Environmental Services Director at 11:45am
- b. Add #10, Health Insurance
- c. Add #11, Staffing

Action #2 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the minutes of the November 14, 2007 board meeting as corrected:

- a. Action #27 – change first “carried unanimously” to “seconded by”
- b. Action #27 – add ‘appeal’ after ‘Court’

Action #3 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Tuesday, November 20, 2007 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Jerry Nelson, Kim Smith, and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Human Services agenda. Items discussed included the budget, staffing, finances, and other agency business. Also present were Child Support Supervisor Rose Linder and Social Service Supervisor Chuck Hurd.

Action #HS4 - It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the agenda of the Human Service Board as presented.

Action #HS5 - It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #HS5 – 11/20/07

WHEREAS the Human Service Board did approve a 2008-2009 County MFIP/CCSA Biennial Service Agreement for the time period January 1, 2008 to December 31, 2009 by Resolution #HS11-10/17/07, and

WHEREAS Central MN Jobs and Training made recommendations and provided Kanabec County a new Performance Improvement Plan that was submitted with the board approved plan, and

WHEREAS the Department of Human Services has recommended that Kanabec utilize the Plan that Central MN Jobs and Training provided as the plan addressed the issues identified in the Kanabec County Plan such as transportation but more clearly detailed the strategies and action steps to reach the anticipated goals and identified the responsible parties;

BE IT RESOLVED to a revised Performance Improvement Plan as prepared by Central MN Jobs and Training for the 2008-2009 County MFIP/CCSA Biennial Service Agreement.

Action #HS5 - It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve a contract with Dr. Paul T. Richardson, Psychiatrist, for two hours per week of psychiatric services.

Action #HS6 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to support a five county application to the Minnesota Department of Human Services for a Children's Mental Health Grant for the time March 1, 2008 through December 31, 2009.

Action #HS7 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following job description:

Kanabec County Position Description
Family Base Service Provider

Exemption Status: Non-Exempt

Date: November 20, 2007

Department: Family Service Agency

Board Approval:

Job Specifications		
Education & Experience qualifications are a job-related combination substantially equivalent to the levels shown at right.	<i>FACTOR</i>	<i>LEVEL</i>
	Education:	High School or equivalent
	Experience:	3 - 4 years, job-related
	Other Requirements:	Valid Driver's License
	Supervision given to:	None

	Supervision received from:	Children's Social Service Supervisor
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Job Summary

The Family Services Aide is responsible to assist the Child protection Workers in the prevention and treatment of child abuse and neglect by working directly in the client's family homes to prevent or shorten out-of-home placement.

Some Examples of Essential Duties

30% Home Visits

1. Demonstrates and teaches clients parenting skills, nurturing skills, discipline methods, and child growth and development.

25% Role modeling

2. Demonstrates and teaches household, time and money management techniques.
3. Serves as an appropriate role model for families and client groups and provides ongoing support and encouragement to clients.

25% Assesses and reports

4. Assesses family dynamics in conjunction with the social worker on an ongoing basis in order to determine needs.
5. Documents activities and observations in client record using SSIS.
6. Prepares reports for the social workers.
7. Encourages and assists the families in connecting with community resources such as energy assistance, food shelf, school activities, etc.
8. Reports any changes in the client and family's situation to the social worker.

15% Coordination

9. Supervises court ordered visits between children and parents.
10. Transport clients to appointments with service providers and school.

5% Miscellaneous

11. Participates in trainings and staff meetings.
12. Attends case conferences for team staffing regarding clients served.
13. Performs other related duties as directed.

Physical Demand Analysis Summary

In a typical 8 hour day, this employee will sit 5 hours, stand 2 hours and walk 1 hour.

Average	Extreme Day	
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Day Up to %	Up to %	days/ year	DESCRIPTION
20%			Lift and carry up to 10 lbs
0%	5%	15	Lift and carry up to 34 lbs.
40%	75%	20	Verbal communication
50%	90%	10	Written communication & reports
90%	--	--	Seeing with near acuity
15%	100%	30	Drive automotive equipment
30%	--	--	Work with hands at heights ranging from ankle to over the head

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Action #PH8 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to refer the new position of Family Based Service Provider to the pay consultant for review.

Action #PH9 – It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve 166 claims totaling \$240,098.34 on the Welfare Fund.

Action #PH10 – It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to adjourn the Human Service Board at 10:25am to meet in regular session on Wednesday, December 12, 2007 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

10:26am – County Assessor Dan Weber met with the County Board to discuss a software purchase.

Action #11 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #11 – 11/20/07
Valuation Laser Print Program

WHEREAS the Assessor’s Office sends out yearly valuation notices to all taxpayers, and

WHEREAS a AS400 program is available through the Minnesota Counties Computer Cooperative to print these notices using a laser printer, and

WHEREAS the total cost of the program is \$5,330 plus \$130 for training costs, and

WHEREAS this program is a participatory enhancement and will be split among multiple counties purchasing the program, and

WHEREAS money is available in the Land Technology Fund;

BE IT RESOLVED to allow the assessor’s office to purchase the Valuation Notice Laser Print program using funds from the Land Technology Fund at a cost of up to \$5,330.00.

10:30am – County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

Action #12 – It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #12 – 11/20/07
Partial Payment

WHEREAS Knife River Corporation has completed bituminous work in accordance with plans and specifications for Contract 20071;

NOW THEREFORE BE IT RESOLVED to authorize a partial payment in the amount of \$625,866.54 to Knife River Corporation.

Action #13 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #13 – 11/20/07

Truck Purchase

WHEREAS the County Engineer has included the purchase of a tandem truck with snow equipment in the 2008 Road and Bridge Budget, and

WHEREAS, prices will increase 3-5% prior to January 2008, and

WHEREAS, the County Board wishes to purchase a tandem truck with snow equipment in 2008

NOW THEREFORE BE IT RESOLVED that the County Engineer is authorized to purchase a MACK 2008 tandem truck with snow equipment at a price of \$179,425.89.

10:36am – Jail Administrator Joanne Nelson and County Sheriff Steve Schulz met with the County Board to discuss matters concerning the jail project transition. No action was taken at this time.

Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

10:58am – Environmental Services Director Teresa Bearce met with the County Board to discuss the Planning Commission.

Action #14 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #14 – 11/20/07

Planning Commission Appointment

WHEREAS there is a vacancy on the Planning Commission;

BE IT RESOLVED to appoint Tim Anderson to the Kanabec County Planning Commission to fulfill the remainder of a three-year term expiring January 4, 2010.

11:08am - The Chairperson then called for public comment three times. None responded.

11:10am - The Chairperson closed public comment.

Commissioners resumed reports of the activities of the Boards and Committees in which they participate.

Action #15 – It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #15 – 11/20/07

ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Assistant County Attorney, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Attorney Amy Brosnahan and the County Personnel Director to hire a full-time Assistant County Attorney at 40 hours per week to refill the vacant position at Step A, Range 16 of the pay plan which is \$24.26 per hour + a \$2.00 per hour market adjustment, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Action #16 – It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #16 – 11/20/07

WHEREAS the county has acquired property in the block south of the courthouse for the purpose of constructing a jail, and

WHEREAS the site contains structures that must be removed, and

WHEREAS included with these structures are three houses;

BE IT RESOLVED to direct the County Coordinator to submit the houses at the following locations for public bid:

1. 101 Elm St S
2. 113 Elm St S
3. 118 Vine St S

Action #17 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve a claim of \$16,710.97 to Car/Truck City, 1405 Main St, Pine City, MN 55063 for a car approved by the board by Resolution #4-09/26/07.

Action #18 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve purchase of 4 GB DDR Main Storage for the I-Series (AS400) in the amount of \$1,198.13 plus shipping from CPS Technology Solutions.

Action #19 – It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following policy:

Policy #P-113 page 1
Approved: November 24, 2007
Effective: January 1, 2008
Supersedes(eff): March 23, 2005

INSURANCE

I. POLICY STATEMENT

Insurance protection at substantial group savings is made available by the County to employees and dependents to alleviate the burden of substantial losses to financially assist the employee, spouse, dependents, or beneficiary.

II. POLICY GUIDELINES

- A. The County's employee group insurance program consists of two major areas:
 - Medical/Hospitalization
 - Life Insurance
- B. Coverage will commence the 1st of the month following the first day on the job.
- C. Regular employees scheduled for 32 hours per week or more will be eligible to participate in both programs.
 1. Employees regularly scheduled for less than 32 hours per week must first meet qualifying requirements to be eligible for insurance benefits:
 - a. Worked an average of at least 21 hours per week.
 - b. Achieving the hours described in II.C.1.a. above qualifies the employee to participate in the insurance plan after six calendar months of employment.
 - c. Employees regularly scheduled for less than 32 hours per week must qualify for insurance each year.
 1. Employees must achieve the hours described in II.C.1.a. in each calendar year to participate in the insurance plan for the 12 months beginning February 1st of the year immediately following the qualifying year.
 2. Employees will be notified at six month intervals of their insurance eligibility status.
 - d. Employees regularly scheduled for less than 32 hours per week and qualifying for insurance pursuant to this section will receive a county contribution equal to 70% of the county health insurance and cafeteria plan contributions for full-

time employees. Part-time employees participating in the county health insurance on December 31, 2007 will receive 100% of the county contributions through December 31, 2009.

2. Seasonal and temporary employees will not qualify for this program.
 3. Each qualified employee will have an opportunity to apply for coverage within the first thirty days of notice of eligibility. In the event the employee elects not to take the family health insurance within the first thirty days and subsequently desires to sign up after 30 days, proof of insurability will be required at the employee's expense.
 4. Payment of premium:
 - a. The County shall continue payment of its share of premiums for all periods during which an employee is in a full pay status.
 - b. Employees will be required to contribute both the County's share and any portion the employee pays toward insurance coverage. This applies to all unpaid leaves of absence, except qualified times under the Family Medical Leave Act.
 5. Employees will receive booklets or certificates outlining coverages in detail for all coverages after completion of the waiting period.
 6. Any employee who loses their insurance (health, life, or dental) eligibility may continue their coverage at their own expense for:
 - a. Up to 18 months if:
 1. employment is terminated, except for gross mis-conduct.
 2. a part time employee fails to re-qualify for coverage
 3. the employee is laid off.
 - b. Up to 36 months for:
 1. a deceased employee's spouse and dependent children.
 2. the spouse and dependent children of employee following the legal separation and divorce.
 3. spouses of Medicare-eligible employees and their dependent children.
 4. an employee's dependent child becoming ineligible to be a dependent under current coverage.
 - c. Up to Medicare eligibility for a retiree who meets PERA pension requirements.
 - d. The individual must pay the amount of the insurance no later than the last working day of the month preceding the month in which the insurance is effective.
- D. All eligible employees shall participate in medical and life insurance plans in one of the employer authorized options as a separate contract except as follows:

1. The County and insurance provider will waive the separate contract requirement for two employees who are eligible to be covered under the same family coverage contract. The two employees may be covered under one family coverage contract.
 - a. In such case, the County will contribute an amount to each employee equal to the amount provided for single coverage.
 - b. Any difference between the two single coverage contributions, plus or minus, shall be handled through the cafeteria plan in equal amounts to each employee.

 2. Item 1 above applies only to primary, county-sponsored plans.
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Action #20 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to adjourn at 11:58pm to meet in regular session on Wednesday, November 28, 2007 at 6:30pm.

Signed _____

Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest: _____

Alan B. Peterson, Kanabec County Coordinator