

PROCEEDINGS OF THE COUNTY BOARD

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

October 21, 2009

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, October 21, 2009 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Les Nielsen, Roger Crawford and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the agenda with the following additions:

11:00am – Sheriff's Office
#8 – Local 563 Wage Agreement

Action #2 - It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the minutes of the October 14, 2009 Kanabec County Board of Commissioners Meeting as presented.

Action #3 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to recess the board meeting at 9:04am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:04am** on Wednesday, October 21, 2009 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Roger Crawford, 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 was Financial Assistance Supervisor Connie Thomas.

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

Action #HS5 - It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following MFIP budget for the time period January 1, 2009 through December 31, 2009:

Central Minnesota Jobs & Training Services

Budgeted Expenses - January 1, 2010 to December 31, 2010

MFIP - Kanabec

	Proposed Budget	% of Budget
Administration	\$ 13,805	10.0%
Client Support Services	\$ 10,745	7.8%
Direct Program	\$ 113,650	82.2%
TOTAL	\$ 138,200	100.0%

DWP - Kanabec

	Proposed Budget	% of Budget
Administration	\$ 3,900	10.0%
Client Support Services	\$ 6,000	15.4%
Direct Program	\$ 29,100	74.6%
TOTAL	\$ 39,000	100.0%

PIP - Kanabec

	Proposed Budget	% of Budget
Paid Work Experience	\$ 5,278	72.5%
Structured Job Search	\$ 1,000	13.7%
Paid Unsubsidized Employment	\$ 1,000	13.7%
TOTAL	\$ 7,278	100.0%

GRAND TOTAL	184,478
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Action HS#6 – It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve a Kanabec County Family Services Burial Assistance Policy/Procedure contingent upon approval from the County Attorney.

Action HS#7 - It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #HS7 - 10/21/09

Remote Work

WHEREAS an employee in the Family Service Agency has requested an accommodation to perform the essential duties of her job, and

WHEREAS the accommodation requested is to provide remote computer access so that she can connect to work on days when she is unable to drive due to a physical impairment, and

WHEREAS it has been the County Board's practice to restrict telecommuting due to the restrictions of a small workforce and the varying degrees of success experienced by telecommuting, and

WHEREAS the requested accommodation for limited telecommuting has been examined in detail by the Health & Human Service Director and the position and person found to be excellent candidates for such an option, and

WHEREAS the Health & Human Service Director and Personnel Director recommend approval of a telecommuting plan for this person in this job, and

WHEREAS the board has previously used telecommuting on a trial basis by County Policy #P-107, a policy that was allowed to expire;

BE IT RESOLVED to authorize the Health & Human Service Director to draft a telecommuting agreement with Child Support Officer Sharon Sachs, and

BE IT FURTHER RESOLVED that the agreement will conform in substance to the expired Policy #P-107 with the addition of protections as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Action #HS8 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the United Behavioral Health, Inc. Facility Participation Agreement contingent upon approval by the County Attorney.

Action #HS9 – It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve payment of a 159 claims totaling \$180,171.02 on Welfare Funds.

Action #HS9 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to adjourn the Human Service Board at 10:17am and to meet again on Wednesday, November 18, 2009 at 9:05am in the County Board Room (Room 164) of the Courthouse.

10:17am – Building Maintenance Supervisor Bill Martin met with the county board to discuss matters concerning rental property.

Action #10 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #10 - 10/21/09

Windows

WHEREAS Kanabec County owns the house at 330 East Forest, and

WHEREAS the county is required by the Conditional Use Permit for the Jail to keep the house intact as part of the visual screen from Forest Avenue, and

WHEREAS the house is rented as a private residence, and

WHEREAS the Building Maintenance Supervisor wishes to replace windows in the house for better energy conservation;

BE IT RESOLVED to authorize the replacement of six windows at a cost of approximately \$350 each.

10:30am - The Chairperson then called for public comment three times. None responded.

10:32am - The Chairperson closed public comment.

10:32am – Health and Human Service Director Wendy Thompson and Financial Assistant Connie Thomas met with the county board to discuss the Financial Worker evaluation.

Action #11 – It was moved by Les Nielsen, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #11 - 10/21/09

Financial Worker

WHEREAS the board did by Resolution #6-06/24/09 refer the position of Financial Worker to the pay plan consultant for review, and

WHEREAS the board accepted the recommendation of the Pay Consultant and left the current ranking unchanged by Resolution #5b-08/26/09, and

WHEREAS the employees in this classification filed an appeal in accordance with County Policy, and

WHEREAS the County Personnel Director did review the appeal and recommends reconsideration, and

WHEREAS the Kanabec County Board of Commissioners finds that there is merit to the request to reconsider;

BE IT RESOLVED to direct the Personnel Director to resubmit the Financial Worker classification to the pay consultant with special attention paid to decision making, and

BE IT FURTHER RESOLVED to request that the pay consultant review the qualifications ranking procedure regarding the Financial Worker, as well as other similarly situated positions, where state-mandated training is required before meaningful work can be done.

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

11:00am – County Recorder Rhonda Olson met with the county board to discuss matter concerning a remote access agreement.

Action #12 – It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve an “Enhanced Remote Access Agreement”.

11:06am – Insurance Committee members Kim Pautsch, Karen McClellan, Diane Weepie, Roberta Anderson, Lori Swanson, and Greg Nikodym met with the county board to discuss insurance renewals.

Action #13 – It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #13 - 10/21/09
Life Insurance

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the county Life Insurance, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the Life Insurance Contract with the Minnesota Life Insurance Company at the following rates:

Basic Life	18¢ per \$1,000 per month
AD & D	3¢ per \$1,000 per month

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

Resolution #14 - 10/21/09

LTD Insurance

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary Long Term Disability Insurance, and

WHEREAS the proposed rates are unchanged from the current contract, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the Long Term Disability Insurance Contract with Assurant Employee Benefits.

Action #15 – It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #15 - 10/21/09

Long Term Care Insurance

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary Long Term Care Coverage Insurance, and

WHEREAS the proposed rates are unchanged from the current contract, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the Long Term Care Coverage Insurance Contract with CNA.

Action #16 – It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #16 - 10/21/09

Dental Insurance

WHEREAS the county offers voluntary dental insurance through a cafeteria plan to its employees and wishes to continue to offer the coverage, and

WHEREAS the current contract with Humana Dental expires December 31, 2009, and

WHEREAS the County Insurance Committee has reviewed proposals from Humana Dental and Health Partners for the January 1, 2010 through December 31, 2010 contract year, and

WHEREAS the County Insurance Committee recommends accepting the Health Partners proposal;

BE IT RESOLVED to approve an agreement with Health Partners for employee voluntary dental insurance for the January 1, 2010 through December 31, 2010 contract year.

11:37am – Jail Administrator Joanne Nelson and Jail/Office Assistant Trisha Gravning met with the county board to discuss out of state travel.

Action #17 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #17 - 10/21/09
Out of State Travel

WHEREAS the Recovery Grant requires two people to attend 2009 JAG & Recovery Act in Denver, CO the 1st of December, and

WHEREAS the grant budget includes funding for the required training, and

WHEREAS the Jail Administrator has identified the following costs:

Conference Fee = no cost

Lodging

2 nights lodging @ \$125.00 (plus tax) per night
= \$250.00 x 2 attendees = \$ 500.00

Travel

\$278.20 per person round trip x 2 = \$ 556.40

Total = \$1,056.40

BE IT RESOLVED to authorize out-of-state travel to Denver, CO for two Sheriff's Office employees at a cost of \$1,056.40, and

BE IT FURTHER RESOLVED that all costs will be paid from Recovery Grant funds.

Commissioners continued to give reports of the activities of the Boards and Committees in which they participate.

Action #18 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #18 - 10/21/09

Substantial Completion of Jail

WHEREAS Architects Klein McCarthy & Co., Ltd. have found the new county jail to be substantially complete and have indicated so by preparing and signing AIA Document G704/CMa-1992 “Certificate of Substantial Completion,” and

WHEREAS Construction Managers Contegrity Group, Inc., have found the new county jail to be substantially complete and have indicated so by the “Certificate of Substantial Completion,” and

WHEREAS the County Construction Committee support the declaration of substantial completion;

BE IT RESOLVED to accept the building as substantially complete as of October 1, 2009 and authorize and direct Commissioner Kathi Ellis to sign the “Certificate of Substantial Completion” on behalf of the Kanabec County Board of Commissioners.

Action #19 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #19 - 10/21/09

Local 563 Letter of Agreement

WHEREAS Family Service Agency bargaining unit employees (Local 563) agreed to a reduction in pay to help fund the 2009 state unallotment of payments to Kanabec County, and

WHEREAS pay reductions and other budget control measures have enabled the board to cope with the loss of state commitments and to transition into the 2010 budget, and

WHEREAS the Personnel Director has presented the board with a Letter of Agreement with Local 563 to now return the group to the 2009 wage schedule;

BE IT RESOLVED to approve a “Letter of Agreement, County of Kanabec and Laborer’s District Council Local 563” to return the bargaining unit employees to the 2009 wage schedule as specified in the current bargaining agreement.

Action #20 – It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #20 - 10/21/09
Close to Evaluate Performance

WHEREAS the County Coordinator is scheduled for his annual performance evaluation, and

WHEREAS the board is prepared to do so at this time;

BE IT RESOLVED to close the meeting at 12:21pm pursuant to the Open Meeting Law, Minnesota Statute §13D.05, subd. 3 to evaluate the performance of County Coordinator Alan Peterson.

Action #21 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to reopen the meeting at 1:05pm.

Action #22 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #22 - 10/21/09

WHEREAS the County Board has completed an annual review of County Coordinator Alan Peterson, and

WHEREAS the County Board found the job review to be unsatisfactory;

BE IT RESOLVED to place County Coordinator Alan Peterson on paid administrative suspension for consideration of further action.

Action # 23 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #23 - 10/21/09

WHEREAS allegations of misconduct by various employees and elected officials have been brought to the County Board's attention, and

WHEREAS the County Board wishes to investigate these allegations, and

BE IT RESOLVED to direct the County Attorney to contact outside council to investigate these allegations.

Action #24 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to appoint the County Attorney's Office as authority for access to government data questions effective October 21, 2009.

Action #25 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to appoint Commissioner Kevin Troupe as Deputy Emergency Management Director effective October 21, 2009.

Action #26 – It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to appoint County Attorney Amy Brosnahan as HIPPA Privacy officer, Complaints Officer, and HIPPA Coordinator effective October 21, 2009.

Action #27 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to respectfully request County Auditor/Treasurer Denise Cooper to temporarily assume the position of Clerk of County Board pursuant to Minnesota Statute 384.09 effective October 21, 2009.

Action #28 – It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to authorize County Attorney Amy Brosnahan to draft a notice of suspension to County Coordinator Alan Peterson and authorize the chair to sign said notice per county personnel policy.

Action #29 – It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to adjourn at 3:27pm and to meet again in regular session on Wednesday, October 28, 2009 at 6:30pm.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator