

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

October 23, 2002

The Kanabec County Board of Commissioners met at 6:30pm on Wednesday, October 23, 2002 pursuant to adjournment with the following Board Members present: Kathi Ellis, Stan Cooper, Dave Ulstrom, Dennis Schulz and Dennis McNally.

It was moved by Dennis Schulz, seconded by Kathi Ellis, and carried unanimously to approve the agenda as presented.

It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the October 16, 2002 minutes of the Kanabec County Board of Commissioners as corrected: in Resolution 1, correct the second children's burial from 24 months to ages two through eight.

6:32pm – Gary Gunderson met with the County Board to discuss matters concerning the property around the Knife Lake Dam. No action was taken at this time.

7:00pm – Recommendations of the ad hoc HIPAA Committee were presented to the board by Family Service Agency Director Phil Peterson and County Coordinator Alan Peterson.

It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to approve the following resolution:

Resolution 1 – 10/23/02

WHEREAS the County of Kanabec is subject to the provisions of HIPAA and county staff have independently been pursuing HIPAA compliance solutions, and

WHEREAS this is a complex legal compliance issue, and

WHEREAS it is important that county department heads and supervisors address issues and concerns regarding current data privacy practices and HIPAA requirements and plan a compliance strategy;

BE IT RESOLVED to establish a Kanabec County HIPAA Compliance Steering Committee consisting of the following individuals:

Assistant County Attorney Pamela F. Hutton
Family Service Agency Director Philip L. Peterson

Jail Administrator Joanne K. Nelson
Public Health Service Director Wendy L. Thompson
Information Systems Director Jessie M. Isham
County Coordinator/Personnel Director Alan B. Peterson

BE IT FURTHER RESOLVED to appoint Assistant County Attorney Pamela F. Hutton as Privacy Official to address statutory and regulatory concerns regarding HIPAA and its mandates, and charged with the further goal of helping the county to achieve federal compliance within the deadlines established by law, and

BE IT FURTHER RESOLVED to appoint Alan B. Peterson as the Contact Officer for receiving complaints related to HIPAA, and

BE IT FURTHER RESOLVED that the Committee shall appoint a Recording Secretary who will maintain minutes and other records of the committee, and such records will be kept in a manner consistent with public law.

It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the September 23, 2002 minutes of the Kanabec Hospital Board as presented.

It was moved by Dennis McNally, seconded by Dennis Schulz, and carried unanimously to approve the following claims paid on hospital funds:

ABBOTT LABORATORIES	747.21
ABBOTT-NORTHWESTERN HOSPITAL	72.00
ADALINE FERGUSON	116.05
AIM HEALTHCARE SERVICES INC.	1,793.56
ALIMED, INC.	60.94
ALIMED, INC.	89.88
ALLEGIANCE HEALTHCARE CORP.	482.12
ALLEGIANCE HEALTHCARE CORP.	1,887.77
ALLEGIANCE HEALTHCARE CORP.	1,401.35
ALLINA HEALTH SYSTEM	1,275.02
ALLINA HEALTH SYSTEM	6,000.00
ALLINA HOME OXYGEN & MED EQUIP	698.76
AMERICAN DIABETES ASSOCIATION	32.93
AMERICAN DIETETIC ASSOCIATION	7.65
AMERICAN RED CROSS	1,215.15
AMERICAN RED CROSS	2,762.66
APPLE MEDICAL CORPORATION	787.29
APTA	171.75
AQUILA (PNG)	2,448.72
ASPEN MILLS	3.07
AT&T WIRELESS	33.62
AUGUSTINE MEDICAL, INC.	69.00
AUGUSTINE MEDICAL, INC.	588.00
AVENTIS PASTEUR	1,020.63
AVENTIS PASTEUR	1,140.05
BALEGO AND ASSOCIATES, INC.	937.85

BARD PERIPHERAL TECHNOLOGIES	592.20
BARD UROLOGICAL DIVISION	175.20
BAXTER HEALTHCARE, IV DIV.	2,403.00
BAXTER HEALTHCARE, IV DIV.	1,294.99
BAXTER HEALTHCARE, IV DIV.	812.34
BAXTER HEALTHCARE, IV DIV.	1,408.51
BAYER CORPORATION	2,373.48
BECKY STRANDBERG	15.00
BEVERLY HUGHES	75.00
BIO MED PLUS, INC,	1,209.82
BIONIX	27.95
BIRD & CRONIN, INC.	454.55
BIRD & CRONIN, INC.	149.60
BIRD & CRONIN, INC.	238.71
BOSTON SCIENTIFIC CORPORATION	208.00
BOSTON SCIENTIFIC CORPORATION	410.00
BOSTON SCIENTIFIC CORPORATION	488.00
BSN MEDICAL, INC.	44.89
BSN-JOBST, INC.	227.06
BSN-JOBST, INC.	132.06
BSN-JOBST, INC.	238.05
BUSINESS DATA RECORD SERVICES	132.27
CAMP HEALTHCARE INC.	163.62
CAMP HEALTHCARE INC.	150.95
CARDINAL HEALTH, INC.	26,592.92
CARDINAL HEALTH, INC.	28,210.75
CARDINAL HEALTH, INC.	17,386.26
CARDINAL HEALTH, INC.	36,556.26
CARSTENS HEALTH INDUSTRIES	200.46
CENTERING CORPORATION	127.40
CENTRAL MINN. DIAGNOSTIC, INC.	3,935.08
CENTRAL MINN. DIAGNOSTIC, INC.	104,706.50
CGI MANAGEMENT CONSULT	38.81
CIRCLE OF HEALTH	70.69
CIRCON CORP	237.50
CITICORP VENDOR FINANCE, INC.	160.35
CITICORP VENDOR FINANCE, INC.	257.54
CITICORP VENDOR FINANCE, INC.	155.11
CITICORP VENDOR FINANCE, INC.	571.00
CJA SYSTEMS, INC.	235.25
COMPHEALTH CONSULTING INC.	18,887.50
CONMED CORPORATION	618.78
CONMED CORPORATION	30.00
CONNECTICUT GENERAL LIFE INS.	12.43
COOK INCORPORATED	996.24
COOK INCORPORATED	70.74
COOK INCORPORATED	202.50
CROSSROADS MED. SERVICES LLC	7,418.95
CYNTHIA BUTENHOFF	23.76
DADE BEHRING, INC.	4,440.40
DAVOL/BARD, INC.	375.22
DEBRA DOMBOVY	44.40
DELTEC, INC.	598.00

DHS MEDICAL CARE SURCHARGE	11,151.93
DHS-REFUNDS	4,111.45
DIAGNOSTIC IMAGING-MID AMERICA	55.06
DIAGNOSTIC IMAGING-MID AMERICA	2,546.44
DICTAPHONE	81.00
DICTAPHONE MIDWEST USER GROUP	90.00
DONALD BIRKHOLZ	900.00
DUANE BENOIT	8.00
DUANE NOORDHOEK	50.00
DULUTH NEWS TRIBUNE	484.29
ECOLAB	131.76
EILEEN VOSS	121.50
ELEANOR FUNK	186.81
EMERGENCY APPARATUS MAINT.	1,346.05
EMERGENCY MEDICAL PRODUCTS,INC	40.17
EMERGENCY MEDICAL PRODUCTS,INC	169.36
EMERGENCY MEDICAL PRODUCTS,INC	88.98
EMSAR TWIN CITIES	1,070.43
ENDODYNAMICS	215.84
FAIRVIEW	449.28
FAIRVIEW	449.28
FIRE PROTECTION EQUIPMENT	970.00
FISHER HEALTHCARE	700.06
FISHER HEALTHCARE	105.48
FREDRICKSON & BYRON, P.A.	526.10
GE MARQUETTE SERVICES	144.00
GE MEDICAL SYSTEMS	958.33
GENERAL PARTS, INC	17.94
GEORGE WEINS	20.00
GETINGE CASTLE	106.67
GETINGE CASTLE	762.00
GETINGE CASTLE	302.71
GORDON SAVORD	154.50
GRAND FORKS HERALD	208.12
GREATER MINNESOTA CU	1,058.00
GUIDE ONE INSURANCE	19,271.00
HEALTH PARTNERS	45.62
HEALTH PARTNERS	139.30
HEALTHCARE INS SERVICES OF MN	1,987.00
HESSCO THEREQUIP. INC.	86.25
HJORDIS FOGT	10.45
HOLIDAY COMMERCIAL	448.75
HOLLISTER, INC.	97.25
HOLLISTER, INC.	220.60
HORIZON MEDICAL PRODUCTS, INC.	95.92
HUMANA EMPLOYERS HEALTH	40.15
IMMUCOR	107.23
INTERNATIONAL AQUATIC TRADES	118.70
INTERNATIONAL DIABETES CENTER	60.00
INTERNATIONAL DIABETES CENTER	364.87
IVANS	13.36
J.T. POSEY	101.49
JACK SCHWINGHAMMER, M.D.	380.00

JEANETTE MOFFAIT	11.41
JEWELL PETERSON	812.00
KANABEC STATE BANK	28.25
KATHANRA TAYLOR	712.35
KENDALL-LTP	541.00
KENDELL DOORS & HARDWARE, INC	118.00
LAB SAFETY SUPPLY	54.36
LARSON, ALLEN, WEISHAIR & CO.	2,553.56
LARSON, ALLEN, WEISHAIR & CO.	3,410.00
LLOYD CARLSON	24.79
M. LEE SMITH PUBLISHERS LLC	137.00
MAE MC GHEE	22.60
MCKESSON INFORMATION SOLUTIONS	29.00
MEDELA, INC.	64.20
MEDIA MASTR CPI	327.49
MEDIA MASTR CPI	496.41
MEDICA	58.33
MEDICA INS. CO.	858.08
MEDICAL TECHNOLOGIES, INC.	247.00
MEDLINE INDUSTRIES, INC.	75.28
MEDLINE INDUSTRIES, INC.	1,699.55
MEDLINE INDUSTRIES, INC.	2,893.71
MEDTRONIC PHYSIO-CONTROL CORP	34.83
MEDTRONIC PHYSIO-CONTROL CORP	120.92
MERLE MC CORMICK	75.15
MICHELLE LARSON	25.00
MICROMEDEX, INC.	2,395.00
MINNESOTA COUNTIES INS. TRUST	15.72
MINNESOTA ELECTRIC SUPPLY CO.	49.48
MN HOSP & HEALTHCARE PARTNER	928.00
MOBILE INSTRUMENT SERV & REP.	263.50
MORA MEDICAL ASSOCIATES, P.A.	35,302.91
MORA MUNICIPAL UTILITIES	17,055.03
MORTAN INC.	191.09
MSRT EDUCATIONAL CONFERENCE 02	400.00
MUTUAL OF OMAHA	28.46
NELLCOR PURITAN BENNETT, INC.	649.38
NELLCOR PURITAN BENNETT, INC.	389.50
NETWORK SERVICES COMPANY	305.13
NETWORK SERVICES COMPANY	59.16
NETWORK SERVICES COMPANY	307.14
NORLIGHT TELECOMMUNICATIONS	599.03
NORLIGHT TELECOMMUNICATIONS	599.03
NORTH COAST MEDICAL, INC.	36.90
NORTH MEMORIAL EMS. EDUCATION	512.00
NORTH MEMORIAL EMS. EDUCATION	128.00
NORTHSTAR ACCESS	2,907.41
NOVAMED	100.00
NOVAMED	252.50
NURSING MANAGEMENT	29.95
OAK GROVE DAIRY	227.90
OLYMPUS AMERICA INC.	9,274.42
OMNICELL	1,170.00

ORANGE COMMERCIAL CREDIT	385.00
ORANGE COMMERCIAL CREDIT	385.00
ORANGE COMMERCIAL CREDIT	385.00
ORRIE THOMPSON	17.65
OSLIN LUMBER CO.	114.01
OSLIN LUMBER CO.	4.80
OWENS & MINOR 66327205	615.98
OWENS & MINOR 66327205	4,189.55
OWENS & MINOR 66327205	1,535.14
OWENS & MINOR 66327205	3,715.98
OXOID, INC.	426.10
PAL HEALTH TECHNOLOGIES, INC.	242.00
PAL HEALTH TECHNOLOGIES, INC.	237.70
PAL HEALTH TECHNOLOGIES, INC.	456.25
PEAK FUNCTION	120.00
PINE CITY HEALTH AND FITNESS	500.00
PINE LAKE COMMUNICATION & ELEC	375.00
POSITEX, INC.	132.90
PRECISION DIAGNOSTIC SERVICES	2,850.00
PREFERRED ONE ADMIN. SERVICE	272.60
PROMO UNLIMITED	597.00
Q WEST DEX	43.50
Q WEST DEX	258.50
QUALITY DISPOSAL SYSTEMS, INC.	584.82
QUANTIMETRIX CORPORTATION	163.97
QUEST DIAGNOSTICS INCORPORATED	2,831.20
REHAB MED & EQUIP, INC.	57.20
ROYCE ROLLS RINGER CO.	185.47
RUDOLPH'S INC.	8,000.00
RUSCH INC.	370.16
RUSCH INC.	114.00
SAMMONS PRESTON, INC.	143.53
SAMMONS PRESTON, INC.	30.54
SCOTT A. PAULSEN	2,025.00
SCOTT A. PAULSEN	337.50
SKYTRON, INC.	104.72
SPACELABS MEDICAL	41.95
SPECIALTY NURSES, INC.	360.00
SPECIALTY NURSES, INC.	360.00
SPECIALTY NURSES, INC.	320.00
SPECIALTY NURSES, INC.	360.00
SPECTRON	2,407.60
ST. CLOUD HOSPITAL	75.00
ST. CLOUD HOSPITAL	3,011.51
ST. CLOUD HOSPITAL CME DEPT	75.00
STAMP FULFILLMENT SERVICES	419.85
STANDARD REGISTER	137.86
STATE OF MN, DEPT OF ADMINIST.	9.95
STERLING STORAGE	185.54
STRAUGHAN HARDWARE CO.	446.95
STRYKER SALES CORPORATION	877.47
SUSAN COGSWELL	20.00
TEAMSTERS UNION LOCAL 638	142.56

TERRY JOHNSON, M.D.	750.00
TERRY JOHNSON, M.D.	750.00
TERRY JOHNSON, M.D.	750.00
THE HARTFORD	780.00
THE OR GROUP, INC.	228.74
THERESA MAGAARD	7.55
THREE RIVERS PATHOLOGY	3,100.00
THREE RIVERS PATHOLOGY	710.00
TREXCO ASSOCIATES, INC.	131.50
TRI-ANIM HEALTH SERVICES	359.83
TRI-ANIM HEALTH SERVICES	215.54
TRI-ANIM HEALTH SERVICES	290.08
T-SYSTEM, INC.	855.00
U-CARE	50.75
UNITED HEALTHCARE INS. CO.	2,383.27
UNITED PARCEL SERVICE	162.03
UNITED TECHNOLOGIES CLAIM CTR.	80.00
UNIVERSAL BUSINESS SYSTEMS & F	678.23
UNIVERSAL FOOT CARE PROD. INC.	68.80
UNIVERSAL HOSPITAL SERVICES	4,453.07
US CABLE	197.60
US FOODSERVICE	3,557.24
US FOODSERVICE	1,711.06
US FOODSERVICE	1,694.44
VANN HEALTHCARE SERVICES, INC.	18.75
VERIAD	99.68
VIKING COCA-COLA BOTTLING CO.	76.00
VIKING COCA-COLA BOTTLING CO.	106.40
WAPITI MEDICAL GROUP-LAKELAND	4,590.00
WAPITI MEDICAL GROUP-LAKELAND	4,080.00
WAPITI MEDICAL GROUP-LAKELAND	4,080.00
WENDY PROKOSCH	75.00
WPS	116.92
WRYMARK, INC.	89.93
WRYMARK, INC.	180.37
WYETH PHARMACEUTICALS	1,005.19

515,947.45

It was moved by Dennis Schulz, seconded by Stan Cooper, and carried unanimously to approve payment of the following regular claims on Hospital Funds:

ACE HARDWARE	583.42
ADT MEDICAL WASTE SYSTEMS	304.00
AIRGAS NORTH CENTRAL	1,265.38
ROBERT LAKEBERG	825.00
BACHMAN'S VARIETY & CRAFTS	5.49
SHERRANE BORG	54.75
LARRY BRETTINGEN	25.00
BRIGGS CORP.	72.88
CELLULAR ONE	117.21
CENTRAL MINNESOTA SURGEONS,LTD	2,000.00
CITY OF MORA	25.31

COBORN'S INC.	273.84
COBORNS PHARMACY	208.86
COMPUMASTER	885.00
STAN COOPER	25.00
DANDELION FLORAL	24.00
DENNIS DANIELSON	75.92
DEAD STOCK UPHOLSTERY	460.00
VICTORIA DILLON-BADER	1,448.95
ECM PUBLISHERS, INC.	330.06
MARY KATHI ELLIS	25.00
GENESIS COMPUTERS, INC.	1,384.00
GRAINGER	773.65
GRANITE ELECTRONICS	4.65
ANN GUSTAFSON-LARSON	25.55
CAROL HAMILTON	315.71
GUS HELLZEN	174.17
HOWARD HOLMES	43.75
KRISTIN JINDRA	54.75
JOURNAL WATCH	119.00
KANABEC PUBLICATIONS	3,438.86
KBK 95.5 FM	325.05
BILL KELLOGG	290.31
AARON KORTE	65.70
JENNIFER KUCERA	65.70
LAKE SUPERIOR LAUNDRY	5,459.45
ROSITA LEEN	54.75
MAMSS	35.00
MARCO BUSINESS PRODUCTS	1,682.63
JEFF AKKERMAN	442.35
DENNIS MC NALLY	25.00
MEDTOX LABORATORIES	514.40
MINNEAPOLIS CLINIC OF NEUROLOG	176.74
MINNESOTA ELEVATOR, INC.	345.02
MORA BAKERY	757.26
MORA IGA	36.53
NATIONAL BUSHING & PARTS	20.74
ARNOLD NEHRING	39.71
OPUS COMMUNICATIONS, INC.	364.00
DANA OSTROM	118.12
OWENS COMPANIES, INC.	6,913.00
PAMIDA, INC.	138.38
PAPER DOLLS	547.00
LYNDA LEE PETERSON	121.15
TOM RICE	52.56
RICK'S HOME FURNISHINGS	114.84
ROSE RYAN	88.82
ELLEN RYAN	32.85
S & T OFFICE PRODUCTS	2,164.70
DENNIS SCHULZ	25.00
JOHN SCHULTZ	306.25
MERLE SLEITER	25.00
JOHN SKILLICORN	25.00
SNOWFLAKE DISTRIBUTING	657.90

SUNSTONE BEHAVIORAL HEALTH,INC	28,300.00
STENSTROMS	7.50
THE LAMAR COMPANIES	475.00
BRENT THOMPSON	226.50
ROBERT TREAGUE	150.00
CATHERINE TWEET	63.50
DAVID ULSTROM	25.00
UNITED STATES POSTAL SERVICE	1,500.00
VAN NORMAN & ASSOCIATES	250.00
MARLENE VANHALE	29.20
BARRY VERMILYEA	107.20
VIRGINIA MEDICAL CENTER	3,117.20
WCMP BROADCASTING	1,222.05
ZIMMERMANS	246.10
Totals:	73,119.32

It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to approve payment of the following claims on Hospital Funds dedicated to that purpose:

B & L EXCAVATING	32,400.22
CMD CONSTRUCTION BULLETIN	726.6
COMMERCIAL DRYWALL, INC.	28,457.10
ENVIRON-CON, INC.	2,970.00
GORHAM-OIEN MECHANICAL	62,388.00
JORDAN ARCHITECTS, P.A.	8,909.18
K & H CONSTRUCTION INC.	1,086.00
MENSING CONST. INC.	36,799.00
MIDWEST REBAR & CULVERT CO.	214
MID CENTRAL STEEL ERECTORS	15,675.00
NOR-SON, INC.	48,913.02
SANITARY SYSTEMS	213
SELL HARDWARE, INC.	333.54
W.L. HALL CO.	293.4
Totals:	239,378.06

It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to approve payment of a claim of \$25.00 on SCORE Funds to Kelly Flaherty for a car recycling incentive.

It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to appoint the following individuals as voting delegates to the Annual Meeting of the Minnesota Counties Insurance Trust:

Delegate: County Coordinator Alan B. Peterson
 Alternate: County Commissioner Stan Cooper

7:35pm – Stan Anderson met with the County Board to discuss matters concerning a renewal of a lease on tax-forfeited property. The board took the matter under advisement.

7:45pm - The Chairperson invited public comment from the audience. Those that responded included:

Bill Olmstead	- Hospital governance - Recycling at East Central Solid Waste - Clinic Construction
Dorothy Swetz	- Payments to attorney for governance change - Knife Lake Dam & County Parks

It was moved by Dennis Schulz, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution 2 – 10/23/02

BE IT RESOLVED to approve the following as a policy of Kanabec County effective December 1, 2002, and

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners hereby revokes all previous travel policies, practices and resolutions:

Policy #P-108

Approved: October 23, 2002
Effective: December 1, 2002
Supersedes (Eff) : n/a - new

Travel

I. POLICY STATEMENT

This is an acceptable use Policy for travel by county employees and others who may be reimbursed by county funds.

II. Travel approvals

The Kanabec County Board of Commissioners reserves the right to allow or not allow any travel for which the county board must approve the reimbursement except where otherwise provided by public law. Approval takes one of two forms:

1. For travel where the total cost of the trip per individual including transportation, lodging, meals, fees, registration, etc is less than \$500.00, and where there is adequate departmental funding for that line item, approval is implied by the county board's budget with approval by the Department Head.
2. For travel where the total cost of the trip including transportation, lodging, meals, fees, registration, etc is \$500.00 or greater, or where there is insufficient departmental funding for that line item, specific approval for the trip must be

obtained from the county board in advance of the trip.

III. Airline Travel Credit

Whenever county funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.

IV. Vehicle Reimbursement

A. The county's rate for mileage reimbursement of personal vehicles will equal that of that allowed by the Federal IRS for mileage reimbursement.

B. The board has established a motor pool in the care the County Coordinator who is directed to develop procedures for equitable use of vehicles.

1. Travel requirements for Revenue Fund employees, excluding Public Health, Extension and Sheriff, as follows:

a. Employees must use a county vehicle for travel if one is available; however an employee may choose to use their own vehicle when a county vehicle is available at a reimbursement rate of 80% of the current IRS rate. If an employee uses their own vehicle because a county vehicle is not available, they will be reimbursed at 100% of the current IRS rate.

b. This policy does not apply to travel of 5 miles round trip or less.

2. Pool vehicles are also available to other county employees for business use.

It was moved by Stan Cooper, seconded by Dennis Schulz, and carried unanimously to approve payment of the following claims on Road & Bridge Funds:

Lloyd's Construction Service and Park Construction Co, SAP 33-626-05, the reconstruction of the East end of CSAH 26 \$ 75,907.41
Bauerly Bros., KCP 0202, bituminous work on various county projects \$385,460.11
Bauerly Bros., SAP 33-606-18 bituminous work on CSAH 6 \$ 23,417.49

Stan Cooper introduced the following resolution and its adoption:

Resolution 3 – 10/23/02

BE IT RESOLVED to make a recommendation to the Kanabec Hospital Board to hold payment on claims by Leonard, Street and Deinard for legal fees regarding establishment of a 501(c)(3) for hospital governance until the legal status of the claim is resolved.

The motion for the adoption of the foregoing Resolution was duly seconded by Dennis McNally.

Kathi Ellis introduced the following resolution and its adoption:

Resolution 4 – 10/23/02

BE IT RESOLVED to postpone consideration of Resolution 3-10/23/02 to a time following the next Kanabec Hospital Board meeting.

The motion for the adoption of the foregoing Resolution was duly seconded by Dennis Schulz and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Dennis Schulz, Dave Ulstrom,
Kathi Ellis

OPPOSED: Dennis McNally, Stan Cooper

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

8:35pm – Probation Director Todd Eustice met with the County Board to discuss matters concerning his office.

It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to authorize the Probation Department to obtain a cell phone.

It was moved by Dennis Schulz, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 5 – 10/23/02 ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Probation Secretary, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Probation Director Todd Eustice and the County Personnel Director to hire a full-time, 35 hour per week Probation Secretary to refill the vacant position at Step A, Range 4 of the pay plan which is \$8.79 per hour, and

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

It was moved by Dennis Schulz, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 6 – 10/23/02
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Probation Secretary, and

WHEREAS the Probation Director has requested additional staff hours to help cover this work;

BE IT RESOLVED to authorize part-time Case Aide Deb Schultz to work up to 40 hours per week until the Probation Secretary position is refilled.

It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to close the meeting at 8:45pm to discuss union strategy.

It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to reopen the meeting at 9:10pm.

It was moved by Dennis McNally, and seconded by Kathi Ellis, and **carried** unanimously at 9:11pm to adjourn to meet in regular session on Wednesday, November 13, 2002 at 9:00am.

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

Attest: _____
Kanabec County Coordinator