

TUESDAY, FEBRUARY 26, 2013

**APPROVED MINUTES OF THE
COUNTY BOARD OF COMMISSIONERS MEETING HELD**

**STATE OF MINNESOTA)
COUNTY OF DODGE)**

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2013-05

The Dodge County Board of Commissioners met in regular session February 26, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:31 a.m. CST. Lyle Tjosaas, Chair called the County Board of Commissioners meeting to order at 9:31 a.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The County Administrator acknowledged those present and established that there was a quorum:

Those Present

Members present:	John Allen	District #1
	Lyle Tjosaas	District #2
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5

Members absent: None

Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Erickson seconded by Gray to approve the agenda as amended to add a SEMMCHRA discussion item to the agenda. *Motion adopted unanimously.*

Agenda Approved

Motion by Erickson seconded by Allen to approve the following items on the Consent Agenda:

Consent Agenda
Items Approved

- 1.1 Payment to Minnesota Elevator, Inc. for the invoiced amount of \$4,343.34 for the annual monthly elevator service.
- 1.2 Chair and Deputy Clerk to sign resolution #2013-06 authorizing application for the MHFA Family Homeless Prevention and Assistance Program.
- 1.3 Chair and Deputy Clerk to sign resolution #2013-07 accepting the donation of baby quilts valued at \$225.00 from St. John's Lutheran Church Quilter's Group, Kasson, MN to the Public Health Family Health Program.
- 1.4 Chair and Deputy Clerk to sign resolution #2013-08 accepting the donation of seven \$25.00 gift certificates from the Hubbell House to the Dodge County Drug Court.
- 1.5 Chair and Deputy Clerk to sign resolution #2013-09 to establish the Dodge County's website as the alternative method to disseminate solicitations of bids and requests per Minnesota State Statute § 331A.03 Subd. (b).

Motion adopted unanimously.

The Board further discussed the outstanding Fair Board loan payment issue.

Fair Board Issue Discussion

Finance Director Lisa Kramer informed the Board that the Dodge County Agricultural & Mechanical Society has a payment of \$11,366.78 due on loan #55104 at the Kasson State Bank. The payment was due 11/23/12 and is 60 days late. Kasson State Bank informed Fair Board President Marilyn Lermon and Secretary Sue Alberts that if the payment was not made within 60 days they would be asking Dodge County to remit the \$11,366.78.

The county guaranteed this loan to the Agricultural & Mechanical Society and as a result is liable for its repayment.

Commissioner Erickson commented that the Fair Board consistently has deficit budget issues. Mr. Erickson felt that further discussion with Fair Board needs to take place in order to resolve the reoccurring budget issues.

It was Commissioner Allen's opinion that the Fair Board's budget deficit problem stems back to them losing the income that was brought in from the weekly stock car races.

County Administrator Jim Elmquist suggested that the Fair Board be asked to present their annual budget request to the Dodge County Board each year in July along with the Dodge County departments so the County Board has this information when determining the following years budget.

Motion by Gray to direct the Finance Director, County Administrator and Commissioner Peterson to continue their discussion with the Fair Board to address the Fair Board's budget deficit issue.

It was the general consensus of the Board that a motion was not needed and that discussions with the Fair Board regarding the budget deficit would continue.

Commissioner Gray withdrew his motion.

Commissioner Erickson discussed the possibility of paying off the Fair Board building loan.

Ms. Kramer noted that she would review this option.

Commissioner Erickson asked that the Finance Director come back with a recommendation once she has the loan pay off information available.

Motion by Erickson seconded by Peterson to make a payment of \$11,366.78 to the Kasson State Bank for the Dodge County Agricultural & Mechanical Society loan payment that was due November 23, 2012. *Motion adopted unanimously.*

Payment to Kasson State Bank Approved

Ms. Kramer discussed with the Board her request to ratify an agreement between MCCC and Xerox for Dodge County.

Ratification
Agreement Between
MCCC & Xerox for
Dodge County
Approved

The Finance Director reported that Dodge County is a member of Minnesota Counties Computer Cooperative (MCCC). Xerox is one of the companies contracted with MCCC to provide Property Tax Software, CAMA Appraisal Software and the associated support for member counties.

Currently Dodge County uses the Xerox property tax product and the county's contract for those services runs from 2011-2016.

Dodge County also uses Vanguard Computer Systems software for CAMA appraisal/valuation in the Assessor's Office. Vanguard is on a year to year contract for the base software and a 5-year (2013-2017) contract for web extraction for GIS use.

The Finance Director informed the Board that Xerox is rewriting both their property tax software and CAMA software, and anticipates these products will be available in 2014. Ms. Kramer has seen these products and both appear to be a significant upgrade to the county's current tax system and the current version of the Xerox CAMA product. The Finance Director wishes to continue with Xerox as she has been happy with the software and the level of product support she receives from Xerox. The Assessor's Office is also interested in converting to the Xerox CAMA product from their current Vanguard product. This would provide Dodge County the efficiency of one seamless valuation/taxation system. A quick example of time savings is name maintenance. Right now, the data must be entered on two systems in two years (Vanguard and RECAP, 2013 and 2014). With a single software system, this maintenance would be reduced by having it flow from the valuation side to the tax files, so the maintenance would only need to be performed once each year.

Ms. Kramer noted that the purchase of the two software products fits into the future technology plans for the Assessor and Finance. It also furthers the county goal of more integration between the land records and taxation. Xerox is also developing a planning and zoning piece that will fit with the valuation/taxation software. The Finance Director does not have an expected release date for this software, what documentation she does have, she has given to Zoning Administrator Melissa DeVetter for consideration and will keep her informed of when it may be available. Once this software is released and the county has it installed, zoning and permitting information could be instantly available to the Assessor's Office at their desktops.

Interim Deputy Assessor Mike Stupka was available to comment on the request.

Included in the Board packet was a detail of what the costs of the new software are and how Ms. Kramer proposes to pay for them. The Finance Director included funds from the Finance budget, Assessor's budget and the Recorder technology fund. All three of these areas use the tax, assessment or both systems, Finance and Assessor to the greatest degree and Recorder's less and this is reflected in the overall allocation.

Ms. Kramer noted that she has also spread the cost out over multiple budget years to smooth out the impact. The Finance Director is anticipating that Dodge County would implement the system mid 2015 or early 2016.

Ratification
Agreement Between
MCCC & Xerox for
Dodge County
Approved -
Continued

Ms. Kramer informed the Board that she has budgeted to have all the funding in place for implementation in 2015. Although the county's current property tax support agreement is in effect until 2016, the support fees for the new software are lower, so there is an economic advantage to implementing in 2015.

Ms. Kramer reviewed the following cost information with the Board:

	Fixed Cost	Per Parcel Tax - \$3.25	Per Parcel CAMA – \$4.00	Subtotal
LRMS Tax	75,000.00	38,902.50	-	113,902.50
LRMS CAMA	75,000.00	-	47,880.00	122,880.00

Combined Subtotal	236,782.50
10% Discount for Opting for CAMA & TAX	23,678.25
Subtotal After Discount	213,104.25

Conversion Cost for Vanguard to CAMA	23,678.25
Adjustment for Rounding	1.50
End Cost For Tax & CAMA	236,784.00

Dodge County Parcels for Pricing	11,970
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Payment Terms Per Agreement (p 65-67) Software Services and License Agreement:	
30% of Fixed Cost Due at Start-Up (2013)	45,000.00
60% of fee associated with Tax/CAMA due when implementation team arrives at county for three week implementation process. (2015 or 2016)	142,071.00
Remainder due 60 days after three week on-site implementation team completes work. (2015 or 2016)	49,713.00

Commissioner Peterson wanted to know who owns the data once the software is installed.

The Finance Director and Interim Deputy Assessor clarified that the county will own the data; Xerox is only responsible for creating the software that the county is going to use.

Commissioner Peterson expressed concerns regarding what would happen to the data when/if the county decides to discontinue using the Xerox created software.

Ms. Kramer stated that Xerox would not have a need or desire to keep any Dodge County data. They also won't have access to the data.

The Finance Director further clarified for the Board that parcel information for the county never leaves Dodge County.

Ratification Agreement Between MCCC & Xerox for Dodge County Approved - Continued

The County Attorney was available to comment on the request.

Motion by Gray seconded by Allen to approve and authorize the Chair and County Administrator to sign a Ratification Statement with MCCC for Xerox LRMS CAMA and Xerox LRMS Property Tax as requested. *Motion adopted, Gray, Allen, Erickson, Tjosaas aye, Peterson, nay.*

Employee Relations Director Lisa Hager discussed with the Board a request to fill an Engineering Technician position.

Highway Department Tech II/III Replacement Discussion

County Engineer Guy Kohlnhofer was available to comment on the request.

The following information was shared regarding the Tech II/II replacement request.

It was reported that the duties of the proposed Tech II/III replacement vary from bridge safety inspections to surveying to construction inspection. Currently the Highway Department employs one Assistant Engineer, one Engineering Supervisor and two Technicians in the Engineering Department.

The Engineering Supervisor will be retiring in April, his duties are as follows:

- Lead Bridge Safety Inspector for 235 bridges and their annual inspections
- Bridge Construction Inspector
- Survey Crew Chief
- Survey and Property Research Specialist
- Road design

The Highway Department's intention, depending on qualifications of the applicants, will be to eliminate the Engineering Supervisor title and shift Lead Bridge Inspector and Survey Crew Chief duties to the other Technicians and give the following duties to the new employee:

- Assistant Bridge Safety Inspector
- Survey Assistant (A two man survey crew is necessary.)
- Drafting of Road Plans
- Highway GIS Specialist (Currently languishing with the Highway Department's Secretary limping along.)
- Road Construction Inspection

The Highway Department balance staffing to have the people they need when they need them. To fill the times that they may not have a full work load they have filled their time with income producing projects from the Mn DNR and other county departments' survey and land management projects. They also do all the box culvert designs for the township bridge replacements. These trails and monument projects as well as township box culverts would otherwise need to be farmed out to consultants at a higher price.

Additionally the Highway Department will soon be taking on the duties of the County Ditch Inspector. This is currently done by the SWCD but the gentlemen there will be retiring at any time. These duties will need to be absorbed into the Engineering Department, without this position this may not be possible.

Highway Department
Tech II/III
Replacement
Discussion -
Continued

In the event the Highway Department cuts staff by one, they would be limited to managing and inspecting only one construction project at a time. With their limited construction season and how projects are scheduled this would not be practical.

The Highway Department currently borrows one of the crew from Maintenance to assist in monitoring construction projects. They will need to take two from Maintenance if they decrease Engineering staff.

The financial side of this position is affected by projects they take on from outside the Highway department that generates income that they may not be able to do. There is also the effect of increased consultant costs for work they need done but will not be sufficiently staffed in-house to complete.

Cost of this Position Including Benefits	\$36 to \$38/hr (\$75,000 to \$79,000/year)
Hourly Cost Used for Consultant Calculations	\$100/hr

Example of Projects for others that may be canceled when not fully staffed:

Township Bridge Design	
Five Year Average Annual Work Completed	\$ 7,553
*Annual Cost to Townships to Farm Out	\$ 31,000
DNR Trail Study	
Work Charged to DNR Trails	\$ 55,211
Vernon Slope Protection Project (est.)	\$ 7,000
*Cost to Township to Farm Out (est.)	\$ 15,000

Example of County Project costs:

CSAH 24: Engineering and Plans	\$ 108,833 (2,640 hrs)
Right of Way Acquisition	\$ 52,384 (1,260 hrs)
Estimated Cost to Hire Out to Consultant	\$ 446,000
Estimated Construction Inspection Cost	\$ 50,000 (1,350 hrs)
Estimated Cost to Hire Out to Consultant	\$ 100,000

Considerable discussion took place regarding the need for filling the requested Highway Department Tech II/III position.

Motion by Gray seconded by Peterson to approve and authorize the County Engineer and Employee Relations to move forward with hiring a Highway Department Tech II/III to replace the individual that will be retiring in April. *Motion adopted, Gray, Peterson, Erickson, Tjosaas aye, Allen nay.*

Moving Forward with Highway Department Tech II/III Position Authorized

Ms. Hager presented the Personnel Agenda for the Board's consideration.

Personnel Actions Approved

Motion by Erickson seconded by Peterson to approve the following personnel actions:

A. Human Services

A.1 Melissa Tschann – Eligibility Worker

Regular status and step increase from B23 step 8 \$16.10 to B23 step 7 \$16.63.

Effective Date: 3/12/13

A.2 Angie Hvitved (Grisim) – Eligibility Worker

Regular status and step increase from B23 step 3 \$18.89 to B23 step 2 \$19.52.

Effective Date: 3/19/13

B. Highway

B.1 Engineering Technician II or III

Authorization to post and fill vacant position.

Effective Date: 2/26/13

C. Administration

C.1 Nichole Farnsworth – Account Technician/Employee Relations

Step increase from B23 step 2 \$19.80 to B23 step 1 \$20.20.

Effective Date: 2/6/13

C.2 Lisa Kramer – Finance Director/Interim Recorder

Step increase from D61 step 6 \$35.41 to D61 step 5 \$37.39 (+ \$2.00/hr Interim Recorder pay).

Effective Date: 12/12/12

C.3 Kathi Sweet – Custodian/Maintenance – 1.0 FTE

No longer employed.

Effective Date: 2/11/13

C.4 Greg Thoe – Custodian/Maintenance - .8 FTE

Authorization to change from .8 FTE to 1.0 FTE due to vacancy. (Greg has been approved to temporarily work at a 1.0 FTE since 11/7/2011 to cover a leave of absence).

Effective Date: 2/27/13

C.5 Custodian/Maintenance - .8 FTE

Authorization to post and fill vacant position.

Effective Date: 2/27/13

D. Attorney's Office

D.1 Heather Story – Legal Secretary - .50 FTE

Regular status and step increase from B22 step 10 \$14.94 to B22 step 9 \$15.29.

Effective Date: 1/3/13

D.2 Stephanie Morris – Paralegal

Step increase from B31 step 3 \$20.95 to B31 step 2 \$21.37.

Effective Date: 2/26/13

E. Sheriff's Office

- E.1 Darryl Clements – Deputy Sheriff
Step increase from C41 12 month step \$21.05 to C41 24 month step \$22.54.
Effective Date: 1/24/13

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Motion by Peterson seconded by Gray to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$	62,280.23
11	Human Services Fund	\$	348.38
13	Road and Bridge Fund	\$	61,255.06
16	Environmental Quality Fund	\$	<u>68,787.77</u>
	Total	\$	192,671.44

Motion adopted unanimously.

The Employee Relations Director discussed with the Board her request to set the Employee Recognition date.

Employee
Recognition Banquet
Date Set

Ms. Hager reported that due to budget constraints, the last three years the county has opted to recognize employee's years of service during the County Board meeting with a cake and coffee/punch reception instead of a fully catered luncheon.

The Employee Relations Director stated that due to continued economic issues, it is her recommendation that the county continue with the cake and coffee/punch reception during a County Board meeting. Ms. Hager suggested Tuesday, March 26, 2013 at 1:30 p.m. as the date and time for the recognition.

It was determined that the Employee Recognition banquet will be held Tuesday, March 26, 2013 at 1:30 p.m. at the courthouse.

R. Ross Reichard MD from the Mayo Clinic provided the Board with an update on the Medical Examiner/Coroner contract with Dodge County.

Dodge County
Medical Examiner
2012 Annual Report

Death Investigator Carrie Trower was also available to comment.

The Medical Examiner shared Dodge County statistical information with the Board.

Dr. Reichard reminded the Board that medical examiner services are provided to Dodge County through a contract with Mayo Clinic, which is referred to as the Southern Minnesota Regional Medical Examiner's Office (SMRMEO).

A duty of the medical examiner (ME) is to approve permits for cremation of decedents. The process of cremation permit approval includes review of medical records/investigative information and subsequent communication of cremation permit approval to the funeral home/crematorium. It is common practice in the State of Minnesota to bill the funeral home/crematorium for this service. SMRMEO would like to begin billing for this service and according to state statute (390.15) this requires County Board approval. The charge would be \$30 per cremation permit.

Dodge County
Medical Examiner
2012 Annual Report
– Continued

Motion by Erickson seconded by Allen to approve and authorize SMRMEO to begin billing \$30 per cremation permit as requested. *Motion adopted unanimously.*

SMRMEO Authorized
to Charge Fee for
Cremation Permit

The Board thanked Mr. Reichard for the report.

County Attorney Paul Kiltinen provided the Board with a legal update.

Legal Update

County Administrator Jim Elmquist presented the 2012 year end financials for the Board's review.

2012 Year End
Financials Reviewed

Included in the Board packets were the financials with comments in red relative to individual accounts that Mr. Elmquist thought may present some questions. The 2011 financials were also included as a reference point.

Mr. Elmquist noted that there is no action required but he want to present the opportunity for the Board to see the status of the 2012 accounts and ask any questions that may arise.

The Board thanked the County Administrator for the update.

Mr. Elmquist discussed with the Board a SCHA Joint Powers Agreement and recommended changes to the agreement.

SCHA Joint Powers
Board Agreement
Changes Approved

The County Administrator informed the Board that South Country Health Alliance (SCHA) has submitted a revision to the Joint Powers Agreement that has been previously recommended by the SCHA Board to the individual counties.

County Attorney Paul Kiltinen has reviewed the rules and has stated he has no concerns regarding the language.

Mr. Elmquist noted that Commissioner Erickson could answer any questions the Board may have in regards to this issue.

Motion by Erickson seconded by Allen to approve the SCHA Joint Powers Agreement changes as presented. *Motion adopted unanimously.*

The County Administrator discussed with the Board a request to appoint a Dodge County Commissioner to the Historical Society.

Commissioner
Appointed to
Historical Society

Motion by Peterson seconded by Allen to appoint Commissioner Gray as Dodge County's representative to the Historical Society. *Motion adopted unanimously.*

The County Attorney left the meeting at 11:15 a.m. CST.

County Attorney Left
Meeting

Accounting Services Director Sara Marquardt met with the Board to discuss a request to approve a name change on the Oaks Country Club Liquor License.

Oaks Country Club
Liquor License Name
Change Approved

Ms. Marquardt reported that the Oaks Country Club in Hayfield is requesting a name change of their Liquor and Sunday Sale License. This license will cover the time period of November 1, 2012 through November 1, 2013.

The Accounting Services Director noted that they are changing the name from OBG, Inc. to The Oaks Country Club Inc.

The Dodge County cost for a liquor license is \$1,000.00. The Sunday sale license is \$125.00. Ms. Marquardt has received the payment of \$1,125.00 from the Oaks Country Club.

Motion by Erickson seconded by Allen to approve a Liquor and Sunday Sale License for the Oaks Country Club effective November 1, 2012 through November 1, 2013, pending the approval of the County Attorney and County Sheriff. *Motion adopted unanimously.*

The Accounting Services Director provided the Board with an overview on liquor licenses the county can issue and the Dodge County Alcohol Ordinance.

Liquor License &
Dodge County
Alcohol Ordinance
Overview

The Board thanked Ms. Marquardt for the overview.

The Board discussed a levy legislation letter that was received from SEMMCHRA's Executive Director Joseph Wheeler. The letter was sent to County Commissioners and Mayors.

SEMMCHRA Levy
Legislation Opposed

The letter reported that in 2008, the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA), along with Northwest Minnesota Multi-County Housing and Redevelopment Authority (NWMNHRA) joined in multi-county HRA tax legislation that allowed the multi-county HRA Board of Commissioners to approve up to 25% of their levy authority without County Board approval. The remaining 75% would still need to be approved by County Board.

Mr. Wheeler noted in his letter that SEMMCHRA dropped from this legislation primarily because of issues with Dodge County, who has not contributed its fair share for a number of years. With NWMNHRA having good momentum moving forward, SEMMCHRA did not want to jeopardize NWMNHRA's levy and dropped from the bill.

NWMNHRA's legislation was approved by the legislature in 2008, and then Governor Pawlenty signed the bill. This legislation included a 5-year sunset, which is now up for renewal.

SEMMCHRA Levy
Legislation Opposed
– Continued

Mr. Wheeler reported that there are other taxing districts that have the ability to set its own levy without county and/or city approval and are appointed by the county and/or city. They are NWMNHRA, watershed districts, port authorities, and Metropolitan Council.

The SEMMCHRA believes the 25% authority should not be subject to political volatility at the local level. Rather, this portion needs to be consistently available to ensure the critical housing needs are met and preserved.

The letter further reports that SEMMCHRA has established a strong relationship with all of the cities throughout its service area. In Dodge County's case, when cities have told the county the need for SEMMCHRA's services, the County Board has told cities to contract with the HRA and levy on a city by city basis. SEMMCHRA has taken this approach, but feels this adds much more cost to taxpayers versus just levying at the county level. The SEMMCHRA Board of Commissioners believes that this legislation will not only create opportunity for families, elderly, Veterans and disabled individuals but provides an opportunity for economic growth and job creation.

Also included in the letter were charts with breakdowns on the following:

- how the currently levy is being used without this legislation by county
- if this legislation is in place it would lower the cost for three counties and increases the cost for one county as it relates to the 25% portion
- how SEMMCHRA currently uses the 25%
- what SEMMCHRA has accomplished over the last five years, 2008 through 2012, and shows the return on investment based on dollars levied and Federal, State and local funding received
- Attachment "A" which shows the new projects funded from 2008 through 2012

Mr. Wheeler's letter reported that at the October 17, 2012 meeting, the SEMMCHRA Board of Commissioners moved to join NWMNHRA in continuation of this legislation for another five years.

SEMMCHRA currently has nine seats on its Board of Commissioners. Two are appointed by each of the four counties (Dodge, Goodhue, Wabasha, and Winona) and one resident commissioner. The Board's current composition is three County Commissioners, one Mayor, one Council Member, one retired newspaper editor and former County Commissioner, one real estate professional, and one resident commissioner. One seat is currently vacant. SEMMCHRA's Board is currently comprised of 55.5% elected officials.

Mr. Wheeler requested that if the County Commissioners and Mayors were not in favor of this legislation, that they send an e-mail to SEMMCHRA by March 8, 2013 with their explanation as to why they did or did not support this legislation.

If SEMMCHRA does not hear from the County Commissioners and Mayors, they would assume that they supported this legislation.

SEMMCHRA Levy
Legislation Opposed
- Continued

The County Administrator informed the Board that the City of Cannon Falls is opposed to this legislation. Mr. Elmquist also reported that Dodge Center City Administrator Lee Mattson will be presenting the SEMMCHRA letter to the City Council and recommending that they oppose the legislation as well.

It was noted that Dodge County has been trying to get out of SEMMCHRA for years but SEMMCHRA won't allow it.

It was the consensus of the Board that there were opposed to any legislation that would allow SEMMCHRA to levy Dodge County funds without Dodge County's approval.

Motion by Allen seconded by Peterson to direct the County Administrator to send a letter on behalf of Dodge County to Joe Wheeler of SEMMCHRA stating Dodge County's opposition to the proposed SEMMCHRA levy legislation as well as being a member of SEMMCHRA. *Motion adopted unanimously.*

Commissioner Peterson presented a summary of the Public Health Committee report and action items.

Public Health
Committee Report

The Board reviewed the Public Health Director's request to increase the vaccine administration fee.

Vaccine
Administration Fee
Increase Approved

Public Health was recently notified by the Minnesota Department of Health that the Vaccines for Children (VFC) Program allowable vaccine administration fee had been increased from \$14.69 to \$21.22. This means that the maximum rate one can charge or bill MnVFC-eligible children per dose for administering MnVFC vaccine is \$21.22. For numerous years this reimbursement has remained at \$14.69. A recent cost analysis was completed for vaccine administration and Public Health has determined their cost to be \$21.82 per dose. Therefore, Ms. Espey is recommending the County Board support the fee for MnVFC vaccine administration to increase to \$21.22 per dose administered.

Motion by Peterson seconded by Gray to approve and authorize the increase of the vaccine administration fee from \$14.69 to \$21.22 as recommended. *Motion adopted unanimously.*

The Board reviewed Ms. Espey's request to approve a proposed Beacon Consortium Agreement Extension.

Beacon Consortium
Agreement Extension
Approved

The Beacon Consortium Agreement approved by the County Board in 2011 and proposed Beacon Consortium Extension with Mayo Clinic, Olmsted Medical Center, Winona Health and twelve County Public Health Department was included in the Board packet for review. A couple of projects that they are currently working on with the Consortium were highlighted as follows:

- A) Beacon School Portal for Asthma Action Plans. This is in the infancy state and currently has six southeast school districts enrolled into the school portal. Two of our school districts have enrolled and are utilizing the portal and the third district is in progress of getting enrolled. The purpose of this project was/is to identify those children with a diagnosis of Asthma and strengthen the asthma action plans on the portal. This system offers parents, schools and medical providers an additional tool to use to coordinate the management of the child's Asthmas resulting in better health outcomes.
- B) As of February 1st they began to participate in research to better understand our population's health. What does this mean? Public Health will be sharing data in a de-identified form with other Beacon participants (Mayo, Olmsted Medical Center, SE MN Public Health agencies). Sharing of health records outside of our agency for research requires client consent. Minnesota State Law requires client permission and written consent to participate of which is being obtained before any data is shared. All forms have been reviewed and approved by the County Attorney and Public Health is currently in the process of seeking permission from clients to participate. Different agencies/providers in SEMN have different pieces of our population's health information. For example, Public Health agencies have "health related behavior" information, while medical providers have medical health information. So why even do this? By studying Public Health records they can improve their services, find better ways to protect the health of our community, and learn about risks to our community's health. Research using Public Health records is important to public health and our community.

Beacon Consortium
Agreement Extension
Approved -
Continued

Since the current Beacon Consortium Agreement expires by its terms on March 31st, 2013, the amendment is needed to provide a formal process to continue coordination of Beacon activities through September 20, 2013. All other provisions of the Agreement remain in place. The purpose of the consortium is clearly defined on page two of the original agreement.

The Public Health Director is requesting authorization to sign the agreement as presented.

Motion by Peterson seconded by Gray to approve and authorize the Public Health Director to sign the proposed Beacon Consortium Agreement Amendment #1/Extension as presented. *Motion adopted unanimously.*

Commissioner Gray presented a summary of the Human Services Committee report and action items.

Human Services
Committee Report

Commissioner Tjosaas presented a summary of the Administration Committee report and action items.

Administration
Committee Report

Motion by Erickson seconded by Allen to approve and authorize the February 12, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

02/12/13 Committee
of the Whole Meeting
Minutes Approved

Motion by Gray seconded by Peterson to approve and authorize the February 12, 2013 meeting minutes as corrected on page 40. *Motion adopted unanimously.*

02/12/13 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended Work Force meeting, a meeting with the County Engineer and a Southeast Minnesota Area Agency on Aging meeting. Commissioner Erickson attended a Fairview Care Center meeting, a work session, a meeting with the County Engineer, a DFO Advisory Committee meeting, an Emergency Management meeting, a SHCA Joint Powers Board meeting and an Executive Committee meeting. Commissioner Gray attended a Historical Society benefit, a Fairview Care Center meeting, a DFO meeting, a Drug Court Staff meeting, a monthly Historical Society meeting, a SCHRC meeting and a Dodge County Board meeting. Commissioner Peterson attended a South Country Health Alliance meeting, a Rail meeting, two Fair Board meetings, a SWCD meeting and a meeting with the City of Kasson and the City of Mantorville. Commissioner Tjosaas participated in a Semcac conference call, attended a Care Center meeting, a SDA meeting, a PSAP meeting and a SCHRC meeting.

Agency Reports

The Chair recessed the meeting at 12:23 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 1:33 p.m. CST.

Meeting Reconvened

The Board held a Building Committee meeting with John McNamara and Lynae Schoen from Wold Architects and Department Heads.

Building Committee Meeting

The County Board reviewed the previous mission, minutes, planning goals and commitments, and short-term/long term options of the Building Committee's work from previous years.

A walk-through of all former materials was presented to ensure the newly elected Board members have seen the presented options.

The County Board was updated as to the previous prioritizations of the (1) expanded courthouse campus, (2) the schoolhouse, Fairview site, or an expansion on the current building to the south. Pros and cons of each option were highlighted.

The Board also discussed the previous parking limitations.

The radon concern was reference as something that should be a considerable factor in a future decision being made.

The County Administrator was asked to talk to the owner of the school across Highway 57 to see what the availability and probable price is to ensure an updated cost is reflected.

The next Building Committee meeting will occur on Tuesday, April 9, 2013.

Motion by Peterson seconded by Erickson to adjourn the meeting at 2:50 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on March 12, 2013 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

LYLE TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: