

TUESDAY, FEBRUARY 24, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-05

The Dodge County Commissioners met in regular session February 24, 2015, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 5:00 p.m. CST. Chair John Allen called the meeting to order at 5:00 p.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	Tim 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 Clerk
	Paul Kiltinen	County Attorney

Motion by Erickson seconded by Tjosaas to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 Payment of \$4,470.40 to Minnesota Elevator, Inc. for 2015 elevator services.
- 1.2 Chair, Finance Director and County Administrator to sign county audit engagement letter for the 2014 audit.
- 1.3 Chair, County Attorney and Interim Business Administrator to sign 2015 Delegation Agreement between Dodge County and South Country Health Alliance and Interim Business Administrator to sign HIPAA Business Associate Agreement.
- 1.4 Cell phone stipend of \$30.00 per month for Environmental Technician Chad Knudson.

Motion adopted unanimously.

Chief Deputy Mike Leonhardt met with the Board to discuss a proposed Pre-Arrival Care Services Contract with Mayo.

Pre-Arrival Care
Services Contract
with Mayo Approved

Mr. Leonhardt informed the Board that when the new administration took over in the Sheriffs' Office they started looking at different areas in their office which they could improve on. One area they felt they could improve upon was how medical calls are handled in Dispatch. Without having Emergency Medical Dispatch (EMD) training and certification, Dodge County Dispatcher's aren't able to provide medical care instructions over the phone during critical incidents.

The Chief Deputy reported the Sheriff's Office was recently informed of a Pre-Arrival Care Services Program offered by Mayo and have met with their administrative staff to put together a program for Dodge County.

Pre-Arrival Care
Services Contract
with Mayo Approved
- Continued

With this program Dispatch will forward any critical medical calls to Mayo's Dispatch. They will then provide pre-arrival medical care instruction to those on scene. Also, due to the county's low call load, Mayo is offering these services at no charge to the county.

Lead Dispatcher Mike Burton was available to answer questions regarding the proposal.

Motion by Gray seconded by Tjosaas to approve and authorize the Sheriff to sign the proposed Services Agreement with Mayo for Pre-Arrival Care Services. *Motion adopted unanimously.*

Finance Director Lisa Kramer discussed with the Board the Human Resource Information System (HRIS) and payroll consultant services.

HRIS & Payroll
Consultant Services
Contract Approved

Dodge County, Steele County and MnPrairie intend to implement a new, integrated payroll and Human Resources Information System in 2015. These three organizations are seeking assistance in developing a set of requirements and in selecting a vendor to best meet their collective needs. It is their hope that sharing a system across the three organizations will provide the most comprehensive service in a cost effective manner.

The contractor MnPrairie has chosen for this task is David Drown Associates, and specifically, Gary Weiers. The total cost of Mr. Weiers' services for this project is \$12,500 which is to be shared between the three entities on a per FTE basis as shown below:

- MnPrairie – 135 FTE's (25%) = \$3,125.00
- Dodge County - 147 FTE's (27%) = \$3,375.00
- Steele County – 256 FTE's (48%) = \$6,000.00

Included in the Board packet was the David Drown proposal and timeline for review.

Motion by Tjosaas seconded by Peterson to approve and authorize payment of \$3,375.00, to David Drown Associates for Dodge County's share of the Human Resource Information System and payroll consultant services contract. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment of \$3,077.17 to Wells Fargo Bank is being added to the bills in order to avoid late charges for items purchased by various departments using county credit cards.

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

Bills Approved - Continued

01	Revenue Fund	\$ 158,034.40
13	Road and Bridge Fund	\$ 369,064.44
16	Environmental Quality Fund	\$ 5,431.05
32	County Capital Projects	\$ 993,126.79
37	Debt Fund – County Go	\$ 100.00
	Total	\$1,525,756.68

Motion adopted unanimously.

Ms. Culbertson presented for the Board’s consideration a penalty abatement request.

Kelling Penalty Abatement Request Denied

The Taxpayer Services Director informed the Board Janet Kelling has submitted a request to abate the penalty and interest for her 2014 second half taxes on four parcels. Statute 276.017 Timely Payments says “The postmark of the United States Postal Service qualifies as proof of timely mailing.”

Correspondence from Ms. Kelling stated her paperwork was misplaced during her move and she has never had a late payment before. Based on this Ms. Kelling is requesting the county reimburse the penalty.

Ms. Culbertson indicated that although the Finance Office empathizes with Ms. Kelling’s situation, it is her recommendation to remain consistent with past decisions and deny the request.

Motion by Erickson seconded by Peterson to deny the penalty abatement request of Janet Kelling for her 2014 second half taxes on parcels R11.016.0200, R11.009.0100, R11.010.0300 and R11.017.0100. *Motion adopted unanimously.*

County Administrator Jim Elmquist discussed with the Board the 2014 year end financials.

Fourth Quarter Financials Reviewed

Mr. Elmquist informed the Board the financials information was assembled by Rose Culbertson in Finance.

The County Administrator reported the county’s budgeted expenses do not align with selected months total which has to do with an end of the year payment in Human Services along with expenditures for a highway project that was intended to be paid out in 2013.

The following financials information was reviewed:

Expenditure:

101 Recorder/Abstractor – There were compliance funds which were showing to be expended for a software upgrade. This project did not occur.

012 Courts – Court appointed attorney fees were at 153% of budget for 2014. This would be the reason for courts being over-budget in expenditures due to court appointed attorney fees.

Fourth Quarter
Financials Reviewed
- Continued

063 Elections - The Special Commissioners Race in 2014 along with the K-M Special Election was approximately \$7,500. The Township Election was approximately \$1,000. The rest was for overtime hours during the various elections.

Human Services – This total reflects the payout from reserves as the buy in for the SDA that was approximately \$1.6 million. This payout shows expenditures as high but only reflects planned use of this fund balance money.

Road and Bridge – Much of the CR 24 Project that was budgeted in 2013 is reported in 2014 for expenditures and revenues.

Revenue:

For revenue, the report aligns with the budgeted 2014 report. Used fund balance will reflect less revenue received but Ms. Culbertson also shows percentages without fund balance reflected. The county’s budget shows fund balance usage as an after budget calculation and not departmental revenue.

Ms. Culbertson was available to answer questions regarding the fourth quarter 2014 financials report.

The Board asked Ms. Culbertson to provide a breakdown of fund 149 – Other General Government in the future reports.

The Board thanked Mr. Elmquist and Ms. Culbertson for the update.

Mr. Elmquist presented for the Board’s consideration a resolution authorizing the Minnesota Housing Finance Agency (MHFA) Assistance Program.

MHFA Assistance
Program Application
Approved by
Resolution #2015-06

Semcac has administered the Family Homeless Prevention and Assistance Program (FHPAP) in Dodge, Fillmore, Houston, Mower, Steele, and Winona counties since 1994. Semcac began serving Freeborn County with FHP services in 2004. The FHP Grant was designed to provide short-term housing assistance to eligible households. Needs are assessed, referrals made and the consumer must have resources to make housing payments once the financial assistance ends. Last year \$17,395 in FHP funds was spent directly on housing assistance for 53 Dodge individuals in 20 households.

Semcac Outreach staff facilitates County Family Homeless Prevention Teams. Relationships are established with other local service providers to avoid any duplication.

Commissioner Tjosaas offered the following resolution (#2015-06), seconded by Commissioner Erickson:

Resolution Authorizing Application for Minnesota Housing & Finance Agency Family Homeless Prevention & Assistance Program

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and

MHFA Assistance
Program Application
Approved by
Resolution #2015-06
- Continued

WHEREAS, the Southeastern Minnesota Housing Network, working through: 1) Three Rivers Community Action, Inc. – Grantee and 2) Semcac and Lutheran Social Services – LINK – Sub-Grantees, has developed a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network working through: Three Rivers Community Action, Inc., Semcac, and LSS-LINK has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program.

NOW THEREFORE BE IT RESOLVED, that the Southeastern Minnesota Housing Network is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program in the county of Dodge, in Minnesota.

Resolution adopted unanimously.

Mr. Elmquist provided the Board with a Public Health status report.

Public Health Status
Report

From January 28, 2015 to February 6, 2015 Gail Hester, Public Health Business Office Manager and the County Administrator met with all public health personnel with the exception of one individual who was not able to make the meetings. Several questions were posed to staff to generate responses for consideration as each respective Board determines if it should enter into a collaborative model. There was a wide array of opinions but also several commonalities which made it more apparent for staff leadership what the primary thoughts were moving forward.

The first question involved mission and agency responsibilities. It was clear there was a common understanding of their primary mission and responsibilities within the agency. However, what did arise from this question was staff wondering if Steele County had a similar mission and vision when it came to specific services. Upon gathering further understanding of Dodge County Public Health staff’s concerns, what seemed to be at issue surrounded Steele County Public Health having certain services Dodge does not have like home health care and Dodge performing services Steele has ceded to other agencies such as waived services to the elderly.

Several of the questions thereafter involved strengths, weaknesses, collaboration opportunities, and potential harms to service. Several strengths were presented by the groups when looking solely at Dodge County Public Health. Staff stated they work well together, have strong communications amongst the workers, have stability as an overall team, and they have been able to meet the goals of the agency which state audits confirm.

Public Health Status
Report - Continued

Relative to weaknesses within Dodge County Public Health, several of the comments referenced small staffing levels, grant funding from year to year being somewhat inconsistent affecting year to year funding, and that Dodge County has seemingly served as a training ground for other agencies when employees are hired away. However, a statement in regards to funding included that due to the previous strong leadership and flexibility, they have been able to move around personnel from area to area depending on where funding is received. Also mentioned was they are able to meet larger service goals but from time to time have little time to handle some of the smaller areas which can effect response times.

When discussing collaborative models with Steele County there were several concerns about a full-fledged merger of agencies, there was consensus amongst the individuals that there would not be a benefit to a merger at this time. As to this concern about full merger, comments questioned travel time harming case load response times; if they are providing staff time to Steele when they already have limited staff time; how funding would work; and if their employment would be needed if a merger took place. Many said there are just too many unknowns at this time to consider this as an option. Some stated a full-fledged merger would take a significant time and referenced the SDA and it taking five to six years for that agency to come to formal recognition.

When asking Dodge County Public Health staff what they felt the benefits were for a possible arrangement for a Joint Director a few staff members said a strong indicator it can work is there is already a current arrangement between Dodge and Steele for Community Health Board (CHB) services. The two agencies are currently reporting together on most services and both use PH Doc – Public Health Documentation System which provides for the opportunity for standardization. Many also said that Steele and Dodge's staff have strong working relationships and this is a key influence for finding efforts for collaboration. Also suggested was with a Joint Director, it would lead to a process where the both agencies would innately be lead to find collaborative efforts for mutual benefits with his or her leadership.

Potential concern areas mentioned in regards to a Joint Director would be a leadership presence and accessibility of the Director to both agencies as the Steele County position would supervise multiple departments (Public Health, Environmental Services, and Extension as a Division Director); how supervision in nursing for both agencies would transpire if there isn't a working Public Health Director/Nurse; and with Steele County being without a permanent Director for such an extensive amount of time, how would that influence how much time would be available for Dodge's staff for a Director coming into that position? Grant considerations were also a concern in regards to if both agencies are competing for similar funding opportunities.

While brainstorming joint service opportunities in staff's opinion, many stated they could see an opportunity for potential joint immunization clinics, WIC evaluations, and potential nurse staffing when one agency is short. However, many had concerns about combined service locations because they questioned if it would improve service or just reduce costs. Joint training opportunities were also referenced as a benefit.

Also stated was there are differences between Dodge and Steele's Public Health models which would take some time for a Dodge-Steele Joint Director to undertake. Gail Hester summarized a list of services both agencies provide and the ones that are different; this list was included in the Board packet for review.

Public Health Status
Report - Continued

Asked of the groups was if there were key criteria needing to be considered prior to a decision on a collaboration model? Criteria discussed included:

1. Would it make us better?
2. Are we on the "same page" service wise?
3. How would the agencies look if a Joint Director is in place (from an organizational chart perspective)?
4. How would governance look? (However, this seemed to be more from a statement about if there was a full-fledged merger.) Along with this, assurance that our good service marks with the State would not be negatively affected.
5. Wanting clear leadership in place and not something that seemingly feels in transitional to merger.

On February 6, 2015 Mary Orban from the Minnesota Department of Public Health (MDH), Gail Hester, Heather Angell, and the County Administrator met to discuss the Steele and Dodge considerations for collaborations. Ms. Orban helped them to understand the MDH process and how a full-fledged merger between agencies works with state requirements taking up to a three years with a phased plan presented to MDH. A full merger of services would require significant time as the State Department of Public Health requires formal approval of a Joint Powers Board (JPB) and a process to follow. In MDH's Blueprint for Public Health there is a plan resembling that of Department of Corrections' (DOC's) model for integration requiring key information being assembled before making a change from a two-county CHB to a one-county CHB for Public Health (Page 7 and 47 of the Blueprint).

Ms. Orban did say that while there have been departments that have merged across the state, there weren't any she was aware of involving just a Co-Director while maintaining a two county CHB structure. The closest comparison she stated was Kanabec - Pine who are exploring the Joint Director concept and Kandiyohi - Renville who have separate agency Directors but also have a separate CHB director. While Ms. Orban stated that a full-fledged merger would take time, having a Joint Director would not be a structural problem for MDH as long as both agencies feel it would be advantageous to move in that direction with mutual benefit.

One suggestion Ms. Orban had was for lead representatives from both Public Health agencies to meet to discuss how they were similar and different and to discuss between the organizations the benefits and liabilities in looking at a Joint Director. This meeting took place February 10, 2015 and included the current CHB Director, Steele's Head of Nursing, Business Office Manager Gail Hester, Interim Nursing Supervisor Heather Angell, and Ms. Orban.

Ms. Hester provided Mr. Elmquist with the following summary from the February 10, 2015 meeting:

Public Health Status
Report - Continued

On February 10, 2015, Ms. Angell and Ms. Hester met with Stan Groff and Amber Aaseth from Steele County and Mary Orban from MDH. The purpose of the meeting was to talk more about the possibility of sharing a Public Health Director/CHS Administrator between Dodge and Steele counties. The focus of this meeting was determined from prior meetings with staff at Dodge County Public Health where the conclusion was that a complete merge of departments did not make sense at this time.

It was Ms. Hester's understanding that similar meetings were conducted at Steele County Public Health with some staff and they came to the same conclusion. Meetings in both agencies came away with the recommendation that sharing a joint Public Health Director/CHS Administrator was the way to proceed and then after the executive level manager was on board to look at specific program areas to work together.

At the meeting on February 10, 2015, they conducted a Strengths, Weaknesses, Threats, and Opportunities (SWOT) analysis and listed the pros and cons of sharing a Public Health Director/CHS Administrator. The pros would indicate that sharing a Joint Director could be very beneficial to both agencies. They decided at that meeting that it was now time to recommend to the County Administrators that they should continue to pursue the hiring of a Joint Director. At the meeting they also discussed their common programs and those that they do differently. Some program areas they felt they should look at how they could work more closely on are: Child and Teen Checkups Outreach (CTCO), Public Health Emergency Preparedness (PHEP), Immunizations, Statewide Health Improvement Program (SHIP), car seats, Towards Zero Death (TZD), and Women, Infant and Children (WIC). These would be the programs that they could work on first and then continue to look at their other services. Another area that they plan to look at is PH-Doc to see if they can standardize coding, develop a user guide and common reports. The PH-Doc project is already in Dodge County's five year strategic plan.

A couple of major areas that they're entirely different on is that Steele has home care and is Medicare certified. Dodge has the waived programs and is not Medicare certified. Dodge County has UCare and Steele does not. These areas would need to be considered at some point if there were ever a total merge of the departments.

One other thing they came away with from this meeting is that change takes time. There are a variety of financial, staffing and logistical issues to be worked through on everything that will be looked at. Mary Orban indicated that there are notification requirements to the State that they would need to adhere to for CHB structural changes and also with any changes to grants. It made sense for the two counties to start with the Joint Director position and then take the time to work through each program area.

After this meeting, Steele County Administrator Tom Shea, Stan Groff, Gail Hester, Heather Angell and Mr. Elmquist met to discuss what the next steps would be. It was determined an organizational chart showing both organizations for the Board's benefit should be created and for Steele to prepare a proposal detailing the financial framework for the position including duties and time allotted. Also discussed was the likelihood Dodge County would need to continue to finance a Nursing Supervisor position similar to what the Board approved in the interim without a Director. Currently, Steele County has a Director of Nursing overseeing the nursing staff and the feeling was in order to make the model work from a departmental supervision sense and to present the presence needed, Dodge would need to continue with this effort.

Public Health Status
Report - Continued

The County Administrator reported a proposal from Steele should be in hand by March 10, 2015 for both Boards to consider. If approved, the position would be posted as soon as possible.

Discussion took place on the amount of time a Joint Director would have available for Dodge County operations.

It was the consensus of the Board to move forward with creating a Joint Director position in order to determine if there are any candidates that will be a good fit for Dodge County's needs.

The Board discussed the flow chart that was included in the Board packet. It was agreed that the flow chart doesn't reflect what Dodge County and Steele County currently have for FTE's.

Commissioner Erickson pointed out the reason the Board is discussing the possibility of a Joint Director now is because if the county were going to consider a joint effort, now is the time to consider that option since the Public Health Director has retired.

Commissioner Peterson informed the Board both counties are in the same position and now is the time to review the concept of a Joint Director position. Mr. Peterson felt Dodge County should take a look at this option, and keep their options open if a candidate doesn't fit with the county's needs.

Commissioner Tjosaas reminded the Board Steele County has had their Director opening posted for a year and hasn't found a candidate. It was Mr. Tjosaas' opinion that Dodge County should go down this road and consider a Joint Director position and back out if they find it doesn't meet our needs.

The Board thanked Mr. Elmquist for the report.

The County Administrator presented the Personnel Agenda for the Board's consideration.

Personnel Actions
Approved

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

A. Administration

A.1 Lisa Kramer – Finance Director
Annual review.
Effective Date: 2/13/15

Personnel Actions
Approved -
Continued

B. Attorney’s Office

B.1 Stephanie Morris – Paralegal
Step increase from B31 step 2 \$22.35 to B31 step 1 \$23.02.
Effective Date: 2/26/15

C. Sheriff’s Office

C.1 Robert Morris – Investigator
Authorization to change status from Deputy Sheriff C41 72 mo. step \$27.41 to Investigator C43 start step \$29.61.
Effective Date: 2/24/15

C.2 Ben Bohle – Investigator
Authorization to change status from Deputy Sheriff C41 60 mo. step \$26.77 to Investigator C43 start step \$29.61.
Effective Date: 2/24/15

C.3 Stephanie French – Deputy Sheriff
Authorization to change status .65 FTE to 1.0 FTE.
Effective Date: 2/24/15

D. Environmental Services

D.1 Mark Gamm – Environmental Services Director
Annual review.
Effective Date: 2/10/15

E. Public Health

E.1 Heather Angell – Interim Nursing Supervisor
Authorization for temporary wage increase of \$2.00/hour due to higher level responsibility in the absence of a Public Health Director.
Effective Date: 2/6/15

Motion adopted unanimously.

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

Administration
Committee Report

Motion by Erickson seconded by Gray to approve and authorize the February 10, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

02/10/15 Committee
of the Whole
Meeting Minutes
Approved

Motion by Tjosaas seconded by Peterson to approve and authorize the February 10, 2015, meeting minutes as presented. *Motion adopted unanimously.*

02/10/15 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended an AI-Corn meeting. Commissioner Erickson attended a Fairview Care Center meeting, a Dodge County Task Force Corrections meeting, a construction meeting, a meeting at AI-Corn and a County Board meeting. Commissioner Gray attended a County Board meeting, Transportation Day in St. Paul, Highway 14 Lobby Day in St. Paul, a Zumbro Watershed District meeting, a Land Use Training session, a Transportation Committee Hearing, a Fairview meeting, a Governor Dayton Press Release in Mankato, a SMART meeting and a Dodge County Historical Society meeting.

Agency Reports

Commissioner Peterson did not have any meetings to report. Commissioner Tjosaas attended a MnPrairie meeting, a Fairview meeting and a South Central Human Relations meeting.

Agency Reports - Continued

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

Legal Update

The County Administrator provided the Board with an administrative update.

County Administrator Update

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 6:22 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on March 10, 2015 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

JOHN ALLEN
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: