

**TUESDAY, MAY 24, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2016-11**

The Dodge County Commissioners met in regular session May 24, 2016, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CDT. Chair Steven Gray called the meeting to order at 5:03 p.m. CDT.

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:         Paul Kiltinen            County Attorney  
                              Lisa Kramer             Finance Director  
                              Becky Lubahn            Deputy Clerk

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

Agenda  
Approved

There were no Consent Agenda items that need to be acted on this week.

No Consent  
Agenda Items

The Employee Relations Director presented the Personnel Agenda for the Board's consideration.

Personnel  
Actions  
Approved

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

**A. Sheriff's Office**

A.1 Scott Prins – Deputy Sheriff  
Step increase from C41 96 month step \$29.22 to C41 120 month step \$29.80.  
Effective Date: 5/8/16

**B. Environmental Services**

B.1 Dean Schrandt – Water Program Manager  
Step increase from C41 step 4 \$26.48 to C41 step 3 \$27.27.  
Effective Date: 5/30/16

**C. Highway**

C.1 Garrett Dahms – Seasonal Highway Maintenance  
Authorization to employ as Seasonal Highway Maintenance at \$12.45.  
Effective Date: 6/7/16 – 8/19/16

**D. Administration**

D.1 Roger Wildeman – Custodian/Maintenance  
No longer employed.

Effective Date: 5/16/16

D.2 Custodian – 1.0 FTE

Authorization to approve revised job description and post and fill vacancy.

Effective Date: 5/24/16

Personnel

Actions

Approved –

Continued

*Motion adopted unanimously.*

David Drown Associate Gary Weiers provided the Board with an HRIS update.

HRIS Update

The following information was shared:

Project Start Date: February 19, 2016

Project Update

- The initial discovery phase is complete. There will be other data gathering that will take place as implementation gets closer.
- Dodge County
  - Employees being loaded into system
  - HR module being built
  - Payroll, Time and Labor modules being built
- Steele County
  - Employees being loaded into system
  - HR module being built
  - Payroll, Time and Labor modules being built
- MNPrairie
  - Employees being loaded into system
  - HR module being built
  - Payroll, Time and Labor modules being built
- Weekly Status Calls
  - Weekly calls specific to each service area are being done as the system build out is taking place
  - Each week, there is a status report call with representatives of Steele County, Dodge County, MNPrairie, David Drown Associates and Kronos
    - The purpose of the calls are high level project updates and status reports
- Weekly Email Updates
  - Each week, status reports are sent out to the full project team so everyone is kept in the loop and reminded of upcoming deadlines
- System Integration
  - Work plans for integrating existing systems with Kronos are in place and moving forward
    - Examples of integration include PHDOC, New Roads, Celeritime, etc.
- Upcoming Milestones
  - Finish initial builds
  - System testing
  - Training for Human Resources and Payroll staff
  - Employee training
  - Parallel payroll processing
- Target for implementation: July 1, 2016

Mr. Weiers informed the Board they have decided that it isn't in the best interest of the counties and implement the new software in each location on the same date, therefore the new HRIS software will be launched at MNPrairie on July 1, 2016 as planned and Dodge County and Steele County on September 1, 2016.

HRIS Update - Continued

Mr. Weiers discussed with the Board the County Administrator finalist selection and interview process.

County Administrator Finalist Selection & Interview Process Discussion

Gary Weiers reported the initial interviews for the top eight candidates are now complete. There were originally nine in this group however; one withdrew as they accepted a position elsewhere.

Each Board member received ring binders that included all the application information on each candidate as well as a summary of Mr. Weiers interview with each person. Also included in the binder was additional information about the interview process options.

The Board is being asked to select finalists for interviews and to settle on the details of the interview process.

After some discussion the Board decided they would like to interview four candidates for the County Administrator position.

Mr. Weiers reported he will begin the background checks on the four candidates immediately and that the checks will be completed within the next ten days.

Tentative interview dates were listed as June 16<sup>th</sup> or June 17<sup>th</sup>. The Board determined that they would like to conduct interviews on Thursday, June 16<sup>th</sup> at the Government Services Building.

Commissioner Erickson suggested Ms. Hager obtain input from Department Heads regarding what they would like to see in a new County Administrator and that information be relayed back to the Board and Mr. Weiers before the interviews.

Commissioner Gray thanked Mr. Weiers and Ms. Hager for the update.

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

Legal Update

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment of \$5,532.61 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:

01	Revenue Fund	\$ 77,337.39
13	Road and Bridge Fund	\$ 69,031.35
16	Environmental Quality Fund	<u>\$ 84,127.05</u>
	Total	\$ 230,629.79

*Motion adopted unanimously.*

The meeting was recessed at 5:59 p.m. CST.

Meeting  
Recessed

The Chair reconvened the meeting at 6:07 p.m. CST.

Meeting  
Reconvened

Wold Architects Partner John McNamara met with the Board to discuss Change Order #7.

Change Order  
#7 Approved

Facilities and Fleet Manager Duke Harbaugh was available to comment on the proposed Change Order.

Wold Architects has concluded their review of outstanding contractor costs for the Government Services Building Remodel and is recommending approval of the following costs:

- |    |  |            |                 |
|----|--|------------|-----------------|
| 1. | <b>PR #54</b>  | <b>Add</b> | <b>\$10,270</b> |
|    | The code official required replacement of the existing entrance into the Courtroom. In lieu of replacement with rated hollow metal framing, wood framing was desired in keeping with the original historic wood door and frames. As part of this Proposal Request, the county received a small credit for not requiring a mock-up of the Judge's Bench.                  |            |                 |
| 2. | <b>GCPR #26</b>  | <b>Add</b> | <b>\$318</b>    |
|    | An electric hinge was added to an existing door to facilitate secure access at the entry.  |            |                 |
| 3. | <b>GCPR #38</b>  | <b>Add</b> | <b>\$347</b>    |
|    | Window film was requested by MN Prairie to provide privacy into lobby conference rooms. This cost is for application of a few mock-ups. It was determined that the actual work for applying the film would not occur with this contract.   |            |                 |
| 4. | <b>GCPR #40</b>  | <b>Add</b> | <b>\$1,241</b>  |
|    | A revised light fixture was needed in the secure holding area as part of the change to add a second holding room in the lower level.   |            |                 |
| 5. | <b>GCPR #42</b>  | <b>Add</b> | <b>\$15,030</b> |
|    | Additional smoke detectors and ancillary devices were needed to complete the fire protection work and are required by code. These items were inadvertently excluded from the original bidding documents. This was tied to the decision to not fully sprinkler the Annex and Courthouse to reduce costs.  |            |                 |
| 6. | <b>GCPR #44</b>  | <b>Add</b> | <b>\$1,400</b>  |
|    | Additional wood trim was needed at the windows in the Courtroom to close the gap between the windows and spray foam insulation.  |            |                 |
| 7. | <b>GCPR #45</b>  | <b>Add</b> | <b>\$6,474</b>  |
|    | Due to the unevenness of the existing courtroom ceiling, furring strips were needed to allow the ceiling tile to be installed.   |            |                 |
| 8. | <b>GCPR #46</b>  | <b>Add</b> | <b>\$1,402</b>  |
|    | Translucent film was added to the doors around the courtroom to limit visibility into the space.   |            |                 |
| 9. | <b>GCPR #49</b>  | <b>Add</b> | <b>\$6,298</b>  |
|    | During renovation of the Government Services Building, concrete floor was removed to allow installation of underground piping and footings. Unknown to all, the elevator electrical feeder was buried in the concrete slab and was cut during this removal process. A new electrical feed to the elevator was installed by the contractor resulting in additional costs. |            |                 |

10. **GCPR #50**

**Add \$411**

Change Order #7 Approved - Continued

It was requested during renovation of the Government Services Building that a light in the boiler room be connected to the emergency generator.

Change Order #7 in the amount of \$43,191 for the above modifications is being recommended. The Change Order will be forwarded for Owner and Contractor signatures upon Board approval.

Motion by Allen seconded by Tjosaas to approve and authorize signatures to Change Order #7 for \$43,191 as presented.

Commissioner Peterson expressed frustration with items GCPR #49, GCPR #42 and GCPR #50. It was Mr. Peterson’s opinion someone should have known where the power lines were in the concrete flooring in the Government Services Building. Commissioner Peterson also felt the smoke detectors and boiler room light issues shouldn’t have been overlooked during the bidding process.

It was clarified that nobody knew the power was buried in the concrete in the Government Services Building and power lines are marked outside the buildings, not within the buildings.

Mr. McNamara agreed the smoke detectors and boiler room light issues should not have been overlooked; it was an oversight on their part.

*Motion adopted unanimously.*

Commissioner Erickson pointed out the project budget sheet which was provided in the Board packet wasn’t the most recent copy as it was dated June 16, 2015. A current project budget will be provided to the County Board.

A brief discussion took place regarding coordinating employee schedules for a tour of the remodeled buildings. It was suggested that the tours be conducted on a Sunday.

County Building Tours Discussed

Mr. McNamara suggested doing the tours later in the afternoon around 4:00 p.m. when employees are still available to answer questions and conduct tours. Also noted was this would be an ideal time since there shouldn’t be much traffic through the buildings at this time of day.

Mr. Harbaugh will coordinate building tours with county staff.

The County Attorney left the meeting at 6:20 p.m. CDT.

County Attorney Left Meeting

County Engineer Guy Kohlnhofer met with the Board to discuss setting a date for the annual county road tour.

Date Set for County Road Tour

Mr. Kohlnhofer noted construction will soon be under way and it is that time again to tour the county. The semi-annual road tour is the Board’s time to familiarize and reacquaint themselves with the roads of Dodge County that they may not often travel. The Board also reviews roads the Highway Department has recently worked on or may be working on in the near future.

The tour gives Commissioners the opportunity to see the county's roads and give their input as to the direction they would like to see the county's transportation system go.

Date Set for  
County Road  
Tour - Continued

Mr. Kohlhofer noted although funding is tight it is nice to review what they have accomplished and what they hope to do. The County Engineer asked that the Board review their calendars and determine a date that the majority of commissioners and interested personnel can attend a morning tour.

The road tour date was set for Tuesday, June 14, 2016 at 1:00 p.m.

The County Board was invited to have lunch at the Highway Department with staff at 12:00 p.m.

Environmental Services Director Mark Gamm provided for the Board's consideration a request to approve the final draft Solid Waste General Ordinance No. 1 and set public hearing for 5:30 p.m. on June 28, 2016.

Draft Solid  
Waste  
Ordinance No. 1  
Approved

Mr. Gamm reported on May 10, 2016 the Dodge County Board reviewed the first draft of Solid Waste Ordinance No. 1.

Since then, staff has made changes as highlighted on the draft ordinance.

Also noted was the Public Hearing will include a discussion of possible prohibition of garbage burning.

Motion by Allen seconded by Peterson to accept the draft Solid Waste Ordinance No. 1 for the public hearing scheduled for 5:30 p.m. on Tuesday, June 28, 2016 in the Board Room; Government Services Building, Mantorville, MN. *Motion adopted unanimously.*

Commissioner Gray suggested the draft ordinance be dated so they can differentiate between the drafts.

Mr. Gamm discussed with the Board a request to approve an easement to the Minnesota Pollution Control Agency (MPCA) for monitoring well.

Easement for  
Monitoring Well  
Agreement  
Approved

The Environmental Services Director informed the Board the MPCA is responsible for post-closure care of the closed sanitary landfill. Part of their responsibility is to monitor groundwater around the site.

The MPCA is requesting an easement from Dodge County to construct a new monitoring well located on county property near the Transfer Station Scale House.

MPCA will work with county staff to select a location that does not impact current operations.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair to sign the proposed agreement with Minnesota Pollution Control Agency for Easement Monitoring Well. *Motion adopted unanimously.*

MNPrairie Executive Director Jane Hardwick provided the Board with a MNPrairie quarterly update.

MNPrairie  
Quarterly Update

The following information was shared:

MNPrairie  
Quarterly Update  
- Continued

## Legal & Governance

- The following commissioners were appointed by member counties to serve on MNP joint powers board (JPB) for 2016:
  - Dodge:
    - Commissioner Rodney Peterson
    - Commissioner Tim Tjosaas
    - Alternate: Commissioner Steve Gray
  - Steele:
    - Commissioner Nina Huntington, Chair
    - Commissioner John Glynn
    - Alternate: Commissioner James Ebeling
  - Waseca:
    - Commissioner Blair Nelson, Vice Chair
    - Commissioner Richard Androli
    - Alternate: Commissioner Jim Peterson
- MNP JPB meets one time per month:
  - 3rd Tuesday of the month
  - 3:00 pm to 5:30 pm
  - Steele County Administration Center, typically room 40
- MNP JPB committees include: finance (Nelson, Huntington), policy (Peterson, Androli), personnel (Nelson, Huntington), and technology (Glynn, Tjosaas)
- First annual meeting of all commissioners from the three member counties was held on February 9, 2016. MNP appreciates the feedback from that meeting that will assist in planning for the next meeting, which is scheduled:

July 19, 2016, 6:30 pm  
Steele County Administration Center, Room 40  
630 Florence Avenue, Owatonna, MN
- The policy committee is reviewing its scope to more clearly define what types of policies and amendments to policies require board review and approval.
- The MNP JPB adopted amendments to the charter for the finance to reflect its scope for the second year of operation, including making a budget recommendation to the JPB and to request that an alternate be identified from each member county as follows:

**Finance Committee Membership.** Membership is defined by the joint powers agreement and further modified by the Joint Powers Board to be:

- (a) The vice chair of the Joint Powers Board, who will chair the finance committee, and one other appointed member of the Joint Powers Board;
- (b) MNP chief executive officer;
- (c) MNP chief financial officer; and
- (d) One additional representative and an alternate from each member county who shall be selected by their respective county board from among the following member county employees: county administrator, county coordinator, county chief financial officer, county auditor or county treasurer.

MNPrairie  
Quarterly Update  
- Continued

Finance committee membership includes:

Blair Nelson, Waseca County Commissioner, Chair  
 Nina Huntington, Steele County Commissioner  
 Cathy Piepho, Steele County Treasurer, Vice Chair  
 Lisa Kramer, Dodge County Finance Director  
 Tammy Spooner, Waseca County Auditor-Treasurer  
 Jane Hardwick, MNP Executive Director  
 Kevin Venenga, MNP Finance Director  
 Steele alternate: Laura Elvebak, Steele County Administrator  
 Waseca alternate: Curt Kephart, Waseca County Administrator  
 Dodge alternate: TBD

- County attorneys have expressed their preference that MNP seek outside counsel to handle human services administrative matters such as contract review, personnel matters, general data privacy issues, estate recoveries, litigation support, collections, and policy/risk management reviews due to the potential for conflict of interest in some of these matters. Ms. Hardwick will be meeting with the county attorneys to discuss options for addressing this.
- The cooperative agreements for child support between MNP, the county sheriffs, and county attorneys were successfully executed in the first calendar quarter of 2016.
- In pursuit of a set of statements to guide decision-making and behaviors by the agency and the joint powers board, vision and mission statements were adopted by the MNP JPB in January that describe at a macro level what MNPrairie does and why they do it. These were shared with all commissioners at the February 9, 2016 meeting. Since that time, the following core values statements have been adopted to supplement the vision and mission statements and to further guide their decision-making and behaviors at their core.



**Core Values.** In all that they do, they are committed to:

MNPrairie  
Quarterly Update  
- Continued

- **Dignity & Respect** - Every person is worthy of respect, and they demonstrate this by acting in a professional, private and confidential manner. MNP focus on people and outcomes. They show compassion by acting in a timely, empathetic and understanding way.
- **Stewardship** - MNP is accountable for getting the best value possible from the resources available to them, and they achieve this through innovation, continuous improvement, and a focus on prevention and early intervention. They act with honesty, integrity, and transparency in their actions and decisions.
- **Collaboration** - They partner with others, they cannot do it alone.
- **Personal Growth** - They meet people where they are at, and empower them and help them to reach their highest potential.
- **Diversity & Equity** - They acknowledge and embrace that we all have unique lived experiences and that there are multiple views of the world. They assure equity in access to their supports and services.

## Finance

- The State Auditor held the entrance conference for their audit of MNP's 2015 financial statement. The majority of the audit activity will occur in July 2016. (MNP's initial three audits will be conducted by the Office of the State Auditor.)
- MNP wrote off approximately \$11,000 in uncollectable debt for 2015. (This is based on unsuccessful collection attempts over a period of three years or more. The debts continue to be registered with the Minnesota Department of Revenue for recapture from a debtor's tax refund, should one occur.)
- For 2015, MNP was not sales-tax exempt (but will be for 2016). Not all vendors were aware of this and some failed to charge MNP sales tax, so MNP settled up with the MN Department of Revenue.
- The finance committee discussed what type of budgeting software each member county uses for budget development.
- MNP adopted amendments to the employee expense reimbursement policy to allow claims for reimbursement that total less than \$100 in a calendar year to be submitted outside the normal 90-day timeframe.
- The first calendar quarter financial report provided to the joint powers board on April 19, 2016 was included in the Board packet.

**Human Resources**

MNPrairie  
Quarterly Update  
- Continued

- A MNP safety committee has been established and a charter adopted. The safety committee will address agency-wide safety matters and coordinate with each member county safety committee to address site-specific safety matters.
- MNP entered into a memorandum of understanding with AFSCME to define the anniversary date used to determine when an employee's annual performance review is to be conducted and the date of an employee's step wage adjustment as a result of satisfactory performance.
- As of May 3, 2016 vacancies included: 2.0 FTE MnCHOICES assessors (to be hired late summer or early fall due to training requirements and timing of rolling out of re-assessments), 4.0 FTE adult & disability social workers/case managers, 2.0 FTE child & family social workers, 2.0 FTE eligibility workers, 1.0 FTE eligibility lead-specialist, and 0.7 FTE office support specialist. The April 18, 2016 organization chart as included in the Board packet for reference.
- MNP hired a child support supervisor/data practices officer combination to be primarily situated at the Waseca site. Starting April 25, 2016, Amy Martinez will provide supervision to the child support enforcement aides across the three sites and serve as the MNP data practices officer. The latter aspects of this role will involve researching and advising MNP on data practices requirements, developing the agency protocol for responding to potential or confirmed breaches of data, conducting data risk assessments, tracking data requests, advising on data redaction requirements, and consulting with an attorney as appropriate.
- MNP reviewed themes from exit interviews with the joint powers board. This information was included in the board packet.
- All supervisors and managers in MNP recently participated in a six-session supervisory training co-hort. Staff in lead positions or identified as informal leaders have been asked to participate in leadership for leads training as well.
- Affordable Care Act reporting was completed.
- MNP is on target for completing input to the new human resources information system (HRIS), Workforce Ready by Kronos, with the planned implementation date of July 1, 2016.

- MNP has adopted policies for (1) defining the anniversary date (as last date of hire or promotion) used to determine when a non-represented employee's annual performance review is to be conducted and the date of an employee's step wage adjustment as a result of satisfactory performance; (2) updating the pregnancy and parenting leave of absence policy to reflect a change in state statute and to address the use of paid time off while receiving short-term or long-term disability benefits from a MNP group policy; and (3) paid-time-off accrual years-of-service criteria for non-represented employee; and (4) telecommuting.

MNPrairie  
Quarterly Update  
- Continued

## **Facilities & Infrastructure**

- MNP entered into work space leases for each of the three sites for 2016, with the Waseca sub-lease set to expire November 30, 2016. MNP has confirmed that the Waseca County Administrator will be negotiating the lease for workspace for human services along with public health.
- MNP met with Wold Architects Engineers on February 1, 2016 to update the space planning information related to human services at the Waseca site.
- MNP returned the two Waseca County-owned cars and have replaced them with two vans for staff to use in transporting clients, etc.
- For the first half of 2016, MNP reduced its purchase of a courier service from five days per week to three days. MNP will continue to assess the need for this service as they work to use electronic means for managing paper to a greater degree.
- MNP was able to move four desks available following the Dodge County courthouse remodel that were moved to the Waseca MNP office. The remaining desks required for the Waseca site were ordered and are expected to be delivered in week of May 16, 2016. MNP is moving staff in some of the offices at Waseca to make room for positions that have been or are being added two eligibility workers, eligibility intern, MnCHOICES (long-term care) assessor, SCHA care coordinator, child protection social worker, and shared child protection case aide and an eligibility worker who is a former telecommuter from the Owatonna site who is now located at Waseca; to reduce (although not eliminate) the number of client meetings that occur in staff work space; and to provide for temporary work space when telecommuters or staff from other sites work at the Waseca site.
- Steele County is in the process of moving to keycard access at their administration center. Accordingly, MNP will move to keycards in the Owatonna work space in that building in the coming weeks.

## Technology

MNPrairie  
Quarterly Update  
- Continued

- On April 15, 2016, MNP (and Waseca County Public Health) were without internet and phones for the entire workday. This meant that clients calling were not able to get through. Staff who were able used cell phones and portable wi-fi hot spots to provide as much service as they were able. Others took vacation or PTO or found non-technology-dependent work to do.
- MNP will be moving away from using ZIX email encryption service because (1) an email encryption service is included in the Microsoft Office 365 product that they already pay for; and (2) they have had some situations where the current encryption service was not functional for brief periods of time. This change will be communicated to their business partners, as it will require that county attorney's offices, law enforcement, South Central Human Relations Center, and any others that use a service other than Microsoft, will have to log into Microsoft to receive emails from MNP that contain private data.

## Programs

- For 2015, MNP expended \$95,955.19 of its emergency assistance budget of \$100,000.
- Two child-protection staff have just recently participated in Corner House forensic interview training (for gathering evidence and supporting investigations into child or vulnerable adult sexual abuse). The training was funded by a state grant.
- MNP entered into a contract with Blue Plus to serve as a provider of chemical health assessments for Prepaid Medical Assistance Program and MinnesotaCare enrollees in Dodge County.
- The Minnesota Department of Human Services audited seven child support cases and found all seven to be correct.
- MNP recently participated in outreach at the Dodge County business expo on April 2, 2016, the 2016 Family Festival in Owatonna on April 28, 2016, and a senior health living fair in Owatonna on May 3, 2016. These are opportunities that were identified by staff or to which MNP was invited. MNP would welcome suggestions on such activities in Waseca County.
- MNP held a child care assistance program (CCAP) provider meeting in each of the three county seats in the first quarter of 2016. The information provided included a review of the Child Care Assistance Program requirements and processes and emphasized the value of child care providers related to economic development, school-readiness, and safe & supportive environment for at-risk children.

- A number of steps to improve CCAP processing has improved the timeliness of eligibility determinations and redeterminations, as well as authorization of payments to providers.
  - Four eligibility workers were refreshed on CCAP training and four eligibility workers completed initial CCAP training.
  - A CCAP processor role has been assigned within the unit to complete eligibility redeterminations more quickly.
  - Two additional accounting staff were trained to enable CCAP vouchers to be authorized for payment in the event the person primarily responsible is out. These vouchers are typically approved now within 48 hours (although they have 30 days to do so).
- The MNP joint powers board proclaimed April 2016 as child abuse prevention month as a means of renewing attention to the importance of individuals, communities, and the nation supporting children and their families as a means of preventing child abuse and neglect.
- Dodge, Steele, and Waseca counties are receiving a 2016 “Pinwheel Award” for excellence in the prevention of child abuse and neglect from MN Communities Caring for Children (formerly known as Prevent Child Abuse MN). They anticipate that the organization will be formally presenting the awards to the boards of commissioners in June. The nomination was submitted collaboratively by MNP, South Central Human Relations Center, Fernbrook Family Center, Waseca County Public Health, Steele County Public Health, Dodge County Public Health, and Family Service Rochester.
- MNP entered into a memorandum of understanding with Mayo Clinic to participate in a three-year accountable health communities project for which Mayo is seeking a \$4.5 million federal grant to fund screening tools and technology to help close the gap between clinical services and community health and human services.
- MNP has been open on Tuesday evenings from 4:30 to 7:00 pm for a year as of March 5, 2016. Data shows that the majority of visitors during these extended hours are there for income and health care assistance. MNP will do another round of outreach to help assure that clients are aware of the extended hours, encourage staff to consistently make employed clients aware that they can schedule evening appointments, and evaluate the impact after a second year. (At this point, the only additional cost for the extended hours is for lighting the workspace, as staff are flexing schedules to provide this coverage.)

MNPrairie  
Quarterly Update  
- Continued

- Some applicants to MNsure (the state’s health insurance exchange) are routed by the state system to apply for Medical Assistance through MNsure if their financial and/or health situation merits. Along with this comes an estate recovery component in certain circumstances; and although this is stated in the application materials it has not been clear to some applicants. (Some of the Board may have seen media coverage on this issue.) The Minnesota Legislature is considering this matter and may make an adjustment.
- The number of child protection intakes and screened in reports (accepted for investigation or assessment) continue to be significantly greater than 2015.
- MNP unexpectedly received an additional \$150,000 in one-time state grant funding as a result of the hard work of the child & family social services staff in meeting two legislative-established targets around timely child protection work. The funding is restricted to being used to increase human services’ child protection response capacity. Accordingly, the joint powers board authorized the funding to be used to add a provisional, 1.0 FTE child protection social worker position for two years.

MNPrairie  
Quarterly Update  
- Continued

The Board thanked Ms. Hardwick for the update.

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

Administration  
Committee  
Report

Motion by Erickson seconded by Peterson to approve and authorize the May 10, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

05/10/16 C.O.W.  
Meeting Minutes  
Approved

Motion by Tjosaas seconded by Peterson to approve and authorize the May 10, 2016 meeting minutes as corrected on page 104. *Motion adopted unanimously.*

05/10/16  
Meeting Minutes  
Approved

The Board reviewed the Executive Assistant’s request to appoint a SELCO representative.

SELCO  
Appointment  
Approved

On June 30, 2016 Clint Patterson will be completing his second term as Dodge County’s Representative to the SELCO/SELS Library Board of Directors.

A letter from Mr. Patterson, which was included in the Board packet, indicated the time he served as Dodge County’s SELCO Representative has been both educational and interesting. In his six year term Clint Patterson has been able to see first-hand how SELCO provides services to the public and school libraries of Southeastern Minnesota.

Mr. Patterson is recommending that his replacement be Steve Kramer who owns Kramer Insurance Services in Dodge Center. Clint Patterson believes that as a businessman Mr. Kramer would understand the business of SELCO and the importance of this organization to the county. Mr. Patterson’s letter indicates that Steve Kramer frequents public libraries and understands the importance of the library system, is community minded and serves on his church board and in his community, has served in the Minnesota National Guard and has been named the Businessman of the Year for 2013 in Dodge Center. Mr. Kramer is being recommended not only by Mr. Patterson but also by Ingvild Herfindahl the librarian of the Dodge Center public library.

SELCO  
Appointment  
Approved -  
Continued

Clint Patterson is recommending that Steve Kramer be appointed to serve as Dodge County’s SELCO/SELS Representative effective July 1, 2016 through June 30, 2019.

Motion by Allen seconded by Tjosaas to appoint Steve Kramer as Dodge County’s SELCO/SELS Representative effective July 1, 2016 through June 30, 2019 as recommended. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson attended a Workforce Development meeting, a Fairview Care Center Board meeting and a Corrections Task Force meeting. Commissioner Gray attended a regular County Board meeting, a Highway 14 Teleconference Board meeting, a SMART meeting, a ZWP meeting, a Dodge County Parks & Trails meeting, a Fairview Care Center meeting and a Dodge County Corrections Task Force meeting. Commissioner Peterson attended a Fair Board meeting, a Dodge Soil & Water Board meeting, a MNPrairie Board meeting and a Fairview Care Center meeting. Commissioner Tjosaas attended a Fairview Care Center meeting, a MNPrairie Joint Powers Board meeting, an EDA meeting and a SCHRC meeting.

Agency Reports

Motion by Tjosaas seconded by Allen to adjourn the meeting at 7:37 p.m. CDT. *Motion adopted unanimously.*

Meeting  
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on June 14, 2016 at 9:30 a.m. CDT.

Next Regular  
Meeting

**ATTEST:**

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**STEVEN GRAY**  
**CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY CLERK**

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**DATED:**