

**TUESDAY, JULY 8, 2008**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2008-13**

The Dodge County Board of Commissioners met in regular session July 8, 2008, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Klaus Alberts, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

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

Those Present

Members present:	Klaus Alberts	District #1
	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5

Members absent: None

Also present:	David McKnight	County Administrator
	Becky Lubahn	Deputy County Clerk

Motion by Hanson seconded by Gray to approve and adopt the agenda as presented. The County Administrator noted that there will not be a break at 12:30 p.m., the Board will go directly into their budget work session. *Motion adopted unanimously.*

Agenda Approved

The County Attorney arrived to the meeting at 9:32 a.m. CDT.

County Attorney  
Arrived

DFO Supervisor Curt Petzel met with the Board to request approval of a proclamation for Probation, Parole and Community Supervision Week.

Probation, Parole  
and Community  
Supervision Week  
Proclaimed

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair to sign a proclamation in support of designating July 13-19, 2008 as Probation, Parole and Community Supervision Week:

**WHEREAS**, DFO Community corrections is an essential part of the justice system; and

**WHEREAS**, DFO Community Corrections professionals uphold the law with dignity, while recognizing the right of the public to be safe-guarded from criminal activity; and

**WHEREAS**, DFO Community Corrections professionals are responsible for supervising adult and juvenile offenders in the community; and

Probation, Parole  
and Community  
Supervision Week  
Proclaimed -  
Continued

**WHEREAS**, DFO Community Corrections professionals are trained professionals who provide services and referrals for offenders; and

**WHEREAS**, DFO Community Corrections professionals work in partnership with community agencies and groups; and

**WHEREAS**, DFO Community Corrections professionals promote prevention, intervention and advocacy; and

**WHEREAS**, DFO Community Corrections professionals provide services, support, and protection for victims; and

**WHEREAS**, DFO Community Corrections professionals advocate community and restorative justice.

**NOW THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby proclaim July 13-19, 2008 as:

Probation, Parole and Community Supervision Week

and encourage all citizens to honor these DFO Community Corrections professionals and to recognize their achievements.  
*Proclamation adopted unanimously.*

Interim Human Services Director Gary Trelstad introduced Amanda Smith who is a new Family Support Worker in his department. Ms. Smith transferred to Human Services from the Public Health Department. The Board welcomed Ms. Smith.

New Employee  
Introduced

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Boards consideration. Motion by Erickson seconded by Gray to approve the following personnel actions:

Personnel Actions  
Approved

**A. Recorder’s Office**

A.1 Ramona McAndrew – Deputy Abstractor  
Annual review.  
Effective Date: 6/5/08

**B. Administration**

B.1 Sara Marquardt – Accounting Services Director  
Step increase from C41 step 10 \$19.59 to C41 step 9 \$20.15.  
Effective Date: 6/4/08

B.2 Rose Culbertson – Taxpayer Services Director  
Step increase from C41 step 9 \$20.15 to C41 step 8 \$20.68.  
Effective Date: 6/26/08

- B.3 Peter Smith – Adult Drug Court Intern  
Authorization for non-paid internship (160 hours) with Drug Court.  
Effective Date: 7/1/08 – 9/1/08
- C. Sheriff's Department**
- C.1 Donald Flicek – Deputy Sheriff – Courtroom Security  
Step increase from C41 hire step \$17.55 to C41 12 month step \$18.77.  
Effective Date: 7/1/08
- C.2 Jean Valere – Deputy Sheriff  
Resignation.  
Effective Date: 7/13/08
- C.3 Deputy Sheriff – 1.0 FTE  
Authorization to post and fill vacancy created by resignation.  
Effective Date: 7/8/08
- D. Public Health**
- D.1 Part-time Public Health staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2008.  
Patricia Busse – PHN I  
Increase FTE from On-Call to .40  
Gail Hester – Business Office Manager  
Decrease FTE from .75 to .70  
Iva Kietzmann – PHN II  
Increase FTE from .55 to .60  
Catalina Hotung – Nest Clerk  
Increase FTE from .45 to .50  
Bonnie Leifeld - Administrative Secretary  
Increase FTE from .60 to .65  
Teresa Prond – PHN I  
Decrease FTE from .80 to .75  
Effective Date: 7/1/08
- E. Highway Department**
- E.1 Part-time Highway Department staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2009.  
Jessica Brennan – Administrative Assistant  
Decrease FTE from .85 to .80  
Effective Date: 7/1/08

Personnel Actions  
Approved -  
Continued

*Motion adopted unanimously.*

Wold Architects representatives Lynae Shoen and John McNamara provided the Board with an Ag Center project update.

Ag Center Design  
Development and  
Commencement of  
Construction  
Documents Phase  
Approved

Ms. Shoen thanked the County's Administration and staff for their efforts in providing the design team the information necessary to advance to this stage of design in a timely fashion.

Ms. Shoen briefly commented on the space summary information provided and answered questions.

Ms. Shoen reviewed the proposed floor plan for Public Health’s relocation to the Ag Center building and answered questions on the vestibule material, floor plan layout, entrance locations, doorway sizes, offices sizes, storage/recycling areas and office locations. Also discussed was the timeframe for the completion of the project.

Ag Center Design  
Development and  
Commencement of  
Construction  
Documents Phase  
Approved -  
Continued

John McNamara shared with the Board a cost summary of the Ag Center remodel project.

Motion by Hanson seconded by Erickson to approve the design development requirements for the Public Health relocation to the Ag Center building as presented and authorize Wold Architects and Engineers to commence with the construction documents phase of this project. *Motion adopted unanimously.*

Finance Director Lisa Kramer reviewed bills with the Board. Motion by Tjosaas seconded by Hanson to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$ 96,548.54
11	Human Services Fund	\$ 89.00
13	Road and Bridge Fund	\$162,887.82
16	Environmental Quality Fund	\$ 3,995.61
65	General Obligation Solid Waster Rev Bonds	<u>\$ 2,097.50</u>
	Total	\$265,618.47

It was noted that the payments to Gail Hester and petty cash under account code 01-452-000-0000-6241 will be changed to account code 01-452-000-0000-6415. *Motion adopted unanimously.*

Ms. Kramer presented a request to approve two resolutions of sponsorship for the K-M Snowdrifters Snowmobile Club & Snowseekers Snowmobile Club for 2008/2009.

K-M Snowdrifters  
Snowmobile Club  
Sponsorship  
Approved by  
Resolution #2008-27

The Finance Director informed the Board that the State Department of Natural Resources requests a resolution confirming Dodge County sponsorship of both the K-M Snowdrifters Snowmobile Club and Dodge County Snowseekers Snowmobile club for the 2008/2009 season accompany each year's grant application. Ms. Kramer is requesting a resolution confirming that the county will act as a sponsor for the K-M Snowdrifters Snowmobile club and the Dodge County Snowseekers club with the addition of granting the Finance Director the ability to sign the grant agreements and related reports.

The Finance Director noted that the county does not provide any funds for trail maintenance but acts as a flow through agent for the state reimbursement.

Motion by Erickson seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-27 in support of the K-M Snowdrifters Snowmobile Club sponsorship:

**WHEREAS**, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

K-M Snowdrifters  
Snowmobile Club  
Sponsorship

**WHEREAS**, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

Approved by  
Resolution #2008-27  
- Continued

**WHEREAS**, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

**THEREFORE BE IT RESOLVED**, that the County Board approves the county sponsorship of the K-M Snowdrifters Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

*Resolution adopted unanimously.*

Motion by Erickson seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-28 in support of the Snowseekers Snowmobile Club sponsorship:

Snowseekers  
Snowmobile Club  
Sponsorship

**WHEREAS**, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

Approved by  
Resolution #2008-28

**WHEREAS**, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

**WHEREAS**, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

**THEREFORE BE IT RESOLVED**, that the County Board approves the county sponsorship of the Snowseekers Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

*Resolution adopted unanimously.*

John Kvasnicka provided the Board with a Wasioja 2011 Civil War Days presentation. The proposed dates for the event are June 25-26, 2011.

Wasioja 2011 Civil  
War Days  
Presentation

The groups vision statement reads as follows:

To enrich the history of Dodge County, enhance economic development, to preserve the heritage of the local community and develop community pride for present and future generations.

Mission Statement:

To provide an educational, entertaining, historical and fundraising event featuring Dodge County and Wasioja Township in cooperation with the Dodge County Historical Society.

## Goals/Objectives:

- Promote Dodge County Historical Society events, activities and educational components.
- Provide educational and historical events that represent the 1860's era.
- Create a fundraising and endowment plan to preserve bindings and the landscape in the Wasioja area.
- Develop a series of programs before and during the 2011 Wasioja Civil War Days that will enhance the awareness of Dodge County and Wasioja's involvement in the Civil War (The War Between the States).
- Enhance economic development through purchases and investments of local goods and services.
- Create a sense of community pride through beautification, landscape improvement and neighborhood socialization.

Wasioja 2011 Civil War Days Presentation - Continued

Mr. Kvasnicka elaborated on the work that is being done in order to prepare for the event.

The Board thanked Mr. Kvasnicka for the presentation.

Virgil Andrist discussed with the Board his desire to create a Dodge Board and Lodge sober house in Dodge County.

Board and Lodge Sober House Discussion

Mr. Andrist stated that the purpose of the Board and Lodge is to provide a structured, safe and sober environment while clients are adjusting to being in the community after treatment.

Mr. Andrist informed the Board that the house is a five bedroom, two bath split level home located in northwest Kasson. The house will start out only having nine clients with room to expand and house eleven clients. The house sits on almost a one half acre lot one block from St. John's Church. It was noted that the back yard is full of mature trees and is very private.

Mr. Andrist reported that after speaking to the state licensing department it was recommended to start a board and lodge before trying to get a license as a Chapter 31 facility. The state licensing office stated that more board and lodges are needed in this area. The State of Minnesota directed Mr. Andrist to the county since some of the cost will come from GRH funding.

Mr. Andrist responded to parking concerns that were raised and explained why he felt there was a need for this type of facility in Dodge County.

Interim Human Services Director Gary Trelstad wanted to know if the residents of this home would be Dodge County residents or residents from other counties? Mr. Trelstad commented that in order for other counties to recommend placement of their clients in this home they would need a host county contract with the county and the County Attorney would need to have input on the creation of this contract.

Mr. Andrist clarified that their intent is to offer placement in the home to Dodge County residents first and then residents from other counties.

Board and Lodge  
Sober House  
Discussion -  
Continued

Commissioner Erickson discussed the possibility of right of refusal and whether or not the county has an option of choosing who gets housed in this facility.

Mr. Andrist informed the Board that counselors will determine where people are placed. Individuals that are higher risk or need more structure will likely be housed elsewhere.

Dodge Board and Lodge house rules and expectations were discussed.

Mr. Trelstad reiterated that there may be a need for this type of facility in the county but also wanted to make sure that legally they have everything covered on the counties end before proceeding any further.

No action was needed at this time.

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

Legal Update

Kasson City Planner Mike Martin met with the Board to provide them with an update on a street/sidewalk issue on 11<sup>th</sup> Street.

11st Street Sidewalk  
Issue Discussed

Mr. Martin informed the Board that as part of the construction of the new Intermediate School, the City of Kasson is considering several access issues. 11<sup>th</sup> Street NE will be constructed this summer just north of the Fairgrounds to serve the new school. The street will connect Mantorville Avenue to the recently constructed Fifth Avenue NE.

In addition to vehicular traffic, the city is also considering improvements to the pedestrian traffic system. The Board was provided with a map which showed the potential route for a new sidewalk on the Fairgrounds adjoining Mantorville Avenue and 11<sup>th</sup> Street NE. The City Planner noted that they face some challenges with the route as at least two structures encroach on the right-of-way.

The city has also discussed a potential route for a bituminous pathway through the fairgrounds as a shortcut to the new school and the Four Seasons Arena.

Mr. Martin stated that at this point, the city is only asking for comments and suggestions regarding these plans. The Fair Board has already offered their suggestions and many were incorporated in the map. The city is now asking the County Board to offer their suggestions which they will then incorporate into future plans. A formal easement will be requested at a later date when plans are finalized.

The Board thanked Mr. Martin for the update.

Assistant Zoning Administrator Melissa DeVetter presented the July 2, 2008 Planning Commission recommendations. Motion by Gray seconded by Hanson to approve the following action of the Planning and Zoning Commission as reviewed on July 2, 2008 with the reasons, recommendations and conditions as found in the individual permit:

Planning  
Commission  
Recommendation  
CUP #08-19  
Approved -  
Continued

**Jeffrey Martin – CUP #08-19**

The request is to consider an application for a Conditional Use Permit to establish a non-farm dwelling in the Agricultural District. The property is 42.85 acres located in the NW 1/4 of the NW 1/4 of Section 15, Concord Township. Jeffrey Martin is the applicant and the property owner.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. Dodge County Zoning Permit be obtained before construction.
2. The Agricultural Covenant shall be signed and recorded.
3. The septic system must meet the Dodge County's septic ordinance.

*Motion adopted unanimously.*

The Board reviewed CUP #08-20. Motion by Gray seconded by Tjosaas to approve the following action of the Planning and Zoning Commission as reviewed on July 2, 2008 with the reasons, recommendations and conditions as found in the individual permit:

Planning  
Commission  
Recommendation  
CUP #08-20  
Approved

**Judy Chelmo – CUP #08-20**

The request is to consider an application for a Conditional Use Permit to establish one additional non-farm dwelling in the Agricultural District. The property is 15.25 acres located in the NE 1/4 of the SE 1/4 of Section 21, Claremont Township. Judy Chelmo is the applicant and Brian Chemo is the property owner.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. Dodge County Zoning Permit be obtained before construction.
2. The Agricultural Covenant shall be signed and recorded.
3. The septic system must meet the Dodge County's septic ordinance.
4. Address be obtained from Dodge County Highway Department.
5. The sunset clause applies. When the home is no longer used by the mother it is to be vacated within one year.

*Motion adopted unanimously.*

The Board reviewed CUP #08-21. Motion by Erickson seconded by Gray to approve the following action of the Planning and Zoning Commission as reviewed on July 2, 2008 with the reasons, recommendations and conditions as found in the individual permit:

Planning  
Commission  
Recommendation  
CUP #08-21  
Approved

**Nature Energies, Inc – CUP #08-21**

The request is to consider an application for a Conditional Use Permit to establish a Meteorological Tower in the Agricultural District. The property is 160 acres located in the SW 1/4 of Section 36, Ripley Township. Nature Energies, Inc is the applicant and Earl and Shirley Bowman are the property owners.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. Dodge County Zoning Permit be obtained before construction.
2. Driveway access and permits be obtained from the Township.
3. Meteorological Tower be decommissioned within 60 days following the discontinuing of use.
4. The temporary Meteorological Tower shall be removed within seven years from the date of Zoning permit issuances. If additional time is needed the permit shall be reviewed by the Planning Commission.

It was the consensus of the Board to remove a condition requesting a bond of \$1,000 due to the fact that this has not been a requirement on any other conditional use permit for this type of request. *Motion adopted unanimously.*

County Administrator David McKnight discussed with the Board his request to set a public hearing date on capital improvement plan (CIP) and issuance of CIP bonds.

Public Hearing on  
Capital Improvement  
Plan and Sale of  
General Obligation  
Capital Improvement  
Plan Bonds  
Approved by  
Resolution #2008-29

The Board was asked to consider a resolution calling for a public hearing on the CIP and authorizing the issuance and sale of general obligation CIP bonds. Mr. McKnight noted that the CIP is the approach the Board is taking to fund both the Ag Center renovation project and the courthouse roof repair project.

On January 29, 2008 the Board met with representatives from Ehlers and Associates who reviewed the different options the county had to fund larger projects. The consensus of the Board was that the CIP approach was the best fit for Dodge County at this time.

The CIP requires that the county hold a public hearing on the CIP and the issuance of bonds. The public hearing must be published in the official newspaper not less than 14 days nor more than 28 days prior to the date of the public hearing. The estimated amount of the two projects being included in the CIP is \$1,570,000. After the public hearing if a petition requesting a vote on the issuance of the bonds is signed by voters equal to five percent of the votes cast in the county at the last general election and filed with the County Finance Director within thirty (30) days after the public hearing, the county may issue bonds only after obtaining the approval of a majority of the voters voting on the question of issuing the bonds.

Public Hearing on  
Capital Improvement  
Plan and Sale of  
General Obligation  
Capital Improvement  
Plan Bonds  
Approved by  
Resolution #2008-29  
- Continued

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-29 calling for a public hearing on the capital improvement plan and authorizing the issuance and sale of general obligation capital improvement plan bonds:

**NOW THEREFORE BE IT RESOLVED**, by the Board of County Commissioners of Dodge County, Minnesota (the County), as follows:

1. Approval of the 2008 to 2012 capital Improvement Plan. The County has prepared and intends to approve its capital Improvement Plan (CIP) pursuant to Minnesota Statutes, Section 373.40.
2. Approval of the Issuance of Capital Improvement Bonds. The County intends to issue its capital improvement plan bonds (the Bonds) to finance capital improvements as described in the County's Capital Improvement Plan, pursuant to Minnesota Statutes, Section 373.40.
3. Public Hearing. A public hearing is hereby scheduled to be held on the approval of the CIP and the issuance of the Bonds at 10:00 a.m. on Tuesday, August 12, 2008, at the Dodge County Courthouse, in Mantorville, Minnesota. The County Administrator is hereby authorized and directed to cause notice of such public hearing in substantially the form attached hereto to be published in all county newspapers of the County not less than fourteen (14) days nor more than twenty-eight (28) days prior to the date of the hearing.

*Resolution adopted unanimously.*

The County Administrator presented his request to approve School Resource Officer (SRO) Agreements for 2008-2009.

Memorandum of  
Agreements on  
School Resource  
Officer Program  
Approved

Mr. McKnight presented for the Board's review two memorandums of agreement between Dodge County and the Triton and Hayfield school districts in regards to the SRO program for the 2008-2009 school year. Both of the school districts have already approved the agreements. The County Attorney's Office developed the memorandum of agreement.

The County Administrator reminded the Board that the county offered to pay 60% of the cost of the SRO program with the school districts picking up the remaining 40% of the cost. The Triton and Hayfield districts will split the 40% share evenly since they will both have the SRO in their schools an average of 2.5 days per week starting next school year. The Kasson/Mantorville district has chosen to continue this program using the Kasson Police Department.

Memorandum of Agreements on School Resource Officer Program Approved -Continued

Motion by Gray seconded by Erickson to approve and authorize the signature of the County Board Chair on the memorandum of agreement between Dodge County and the Triton and Hayfield school districts for the School Resource Officer program during the 2008-2009 school year. *Motion adopted unanimously.*

Building Operations Supervisor Roger Friedt and Kane and Johnson Project Designer/Manager Lindsey Scurlock met with the Board to provide them with a re-roof final plan review and request authorization to advertise for bids.

Courthouse Re-Roof Final Plan Review and Advertise for Roof Reinforcement and Re-Roofing Bids Discussed

Mr. Friedt reported that Kane and Johnson Architects, Inc. have completed the final roof plans and specifications for the Courthouse roof reinforcement and re-roof construction project. The plans will be reviewed and be presented to the County Board for approval. Architects representatives will be present to address any questions regarding the final plans for courthouse roof project.

The Building Operations Supervisor indicated that upon completion of reviewing the final roof plans and specifications, including any additions/deletions deemed necessary by the County Board, he is recommending the County Board approve the roof plans and specifications as presented.

Secondly, Mr. Friedt recommends that the County Board approve advertising for bids for the courthouse roof reinforcement and re-roofing construction project.

Roofing material options/preferences were discussed as well as downspouts and chimney tuck-pointing.

The County Attorney left the meeting at 11:53 a.m. CDT.

County Attorney Left Meeting

Ms. Scurlock clarified that Kane and Johnson Architects, Inc. will obtain bids on laminated asphalt shingles and synthetic wood shingles, check into three sided downspouts as requested by Commissioner Erickson, include chimney tuck-pointing work as well as painting of windows and soffit as an alternate on the bid specifications.

Courthouse Re-Roof Final Plan Review and Advertise for Roof Reinforcement and Re-Roofing Bids Approved

Motion by Gray seconded by Hanson to approve the re-roofing final plan as presented and authorize the Building Operations Supervisor and Kane and Johnson Architects, Inc. to proceed with advertising for roof reinforcement and re-roofing bids. *Motion adopted unanimously.*

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

Human Services Committee Report

Motion by Hanson seconded by Tjosaas to approve Human Services Action Item 1.1, payment of the bills as found on the bill payment list pursuant to resolution #95-10, to approve all Financial Assistance case actions as presented, all Social Services case actions with the reasons and actions as found in the individual case files, and to approve the destruction of the closed case files as found on the monthly closed case destruction list. *Motion adopted unanimously.*

*Human Services  
Action Item 1.1*

Motion by Hanson seconded by Tjosaas to approve renewal for Minnesota Care Contract for FY 2009 as presented. *Motion adopted unanimously.*

*Minnesota Care  
Contract Approved*

Commissioner Erickson 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 accept a donation from Trinity Church of West Concord.

*WIC Program  
Donation Approved  
by Resolution  
#2008-30*

Motion by Erickson seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-30 authorizing Public Health to accept a donation for the WIC Program:

**WHEREAS**, the Dodge County Public Health Department has received a donation from Trinity Church, West Concord; and

**WHEREAS**, the Dodge County Public Health Department wishes to accept this donation and utilize it for the purpose of the Women, Infant & Children (WIC) Program; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such progeny for the benefit of its citizens in accordance with the terms prescribed by the donor.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accepts the following donation to be used for the WIC Program:

Trinity Church, West Concord \$120.00 (baby items)

*Resolution adopted unanimously.*

The Board discussed the Dodge County Public Health Referral and Assessment for Personal Care Assistant (PCA) State Plan Program Services proposed policy.

*Proposed County  
Public Health  
Referral and  
Assessment for PCA  
State Plan Program  
Services Policy  
Approved*

New legislation effective July 1, 2008 penalizes counties for not completing the PCA assessment on time. State law requires counties to complete the assessment within 30 days of notification of the need for an assessment. For a reassessment, county staff receives notification when a person using PCA services needs a reassessment 60 days prior to the end of the current service agreement. The process for completing the PCA assessment on time requires counties to do the assessment and enter the data into the state system. A personal care provider agency must notify the county public health nurse to conduct a PCA services assessment. The personal care provider agency must also notify the recipient at least 60 days prior to the end of the current prior authorization for PCA services.

Effective July 1, 2008 the payment rate for the assessment shall be reduced by 25% when the assessment is not completed on time or the service agreement documentation is not submitted in time to continue services. Due to this new legislation a proposed policy and procedure has been put together. This new regulation has been discussed at regional meetings and very similar policies are being proposed. This policy is being requested to ensure response to referrals and appropriate PCA State Program Assessments are completed in compliance with Minnesota state statute, rule and guidelines.

Motion by Erickson seconded by Gray to approve the proposed Dodge County Public Health Referral and Assessment for Personal Care Assistant State Plan Program Services policy as presented. *Motion adopted unanimously.*

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

*Administration  
Committee Report*

Motion by Tjosaas seconded by Hanson to approve and authorize the June 10, 2008 meeting minutes as corrected on page 152. *Motion adopted unanimously.*

*06/10/08 Meeting  
Minutes Approved*

Motion by Erickson seconded by Gray to approve and authorize the June 10, 2008 County Board of Appeal and Equalization meeting minutes as presented. *Motion adopted unanimously.*

*06/10/08 Board of  
Appeal and  
Equalization Meeting  
Minutes Approved*

Motion by Gray seconded by Hanson to approve and authorize the June 24, 2008 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

*06/24/08 Committee  
of the Whole Meeting  
Minutes Approved*

Motion by Erickson seconded by Tjosaas to approve and authorize the June 24, 2008 meeting minutes as presented. *Motion adopted unanimously.*

*06/24/08 Meeting  
Minutes Approved*

Motion by Gray seconded by Hanson to approve and authorize the June 24, 2008 County Board of Appeal and Equalization meeting minutes as presented. *Motion adopted unanimously.*

*06/24/08 Board of  
Appeal and  
Equalization Meeting  
Minutes Approved*

Commissioners provided their agency reports. Commissioner Hanson attended a Trails meeting and a Human Services candidate interview. Commissioner Alberts attended a Traffic Safety meeting, a Corrections meeting and a Planning meeting. Commissioner Gray did not have any meetings to report. Commissioner Erickson attended a Dodge County Traffic Safety Committee meeting and a Dodge County Planning and Zoning meeting. Commissioner Tjosaas attended a Safety meeting, an interview and a Planning and Zoning meeting.

Agency Reports

Motion by Tjosaas seconded by Gray to adjourn the meeting at 12:34 p.m. CDT.  
*Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on July 22, 2008 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

\_\_\_\_\_  
KLAUS ALBERTS  
CHAIR, COUNTY BOARD

\_\_\_\_\_  
BECKY LUBAHN  
DEPUTY CLERK

\_\_\_\_\_  
DATED: