

OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS FOR
NICOLLET COUNTY, MINNESOTA
JANUARY 28, 2020

The Nicollet County Board of Commissioners met in regular session on Tuesday, January 28, 2020, at 9:00 a.m. Commissioners Denny Kemp, Marie Dranttel, Terry Morrow, Jack Kolars and John Luepke were present. Also present were County Administrator Ryan Krosch, County Attorney Michelle Zehnder Fischer and Recording Secretary Abigail Lewis.

Approval of Agenda

Recording Secretary, Abigail Lewis, asked that we have an agenda addition for the appointment of two commissioners for the Broadband Committee. Motion by Commissioner Morrow and seconded by Commissioner Kemp to approve the agenda with the addition. Motion carried with all voting in favor.

Introduction of New Employees – Supervisors from the Health and Human Services Department introduced their new employees.

Public Appearances – None

Consent Agenda

Motion by Commissioner Kemp and seconded by Commissioner Morrow to approve the consent agenda items as follows: approval of the January 7, 2020 Board Meeting minutes, approval of the Commissioner Warrants as presented for the following amounts: Revenue Fund - \$568,257.53, Road & Bridge Fund - \$272,088.68, Human Services Fund - \$179,862.17 and 240,089.56 and acknowledge review of the Auditor's Warrants; 2019 Emergency Management Performance Grant and 2019 Natural Resources Block Grant Financial Reports. Motion carried with all voting in favor.

Property Services

Lower Minnesota West 1Watershed 1Plan (1W1P) Memorandum of Agreement

Property and Public Services Director, Mandy Landkamer, appeared before the Board to request approval of the Lower Minnesota West 1W1P Memorandum of Agreement.

The Lower Minnesota West 1W1P has received approval for the planning grant and the next step is to adopt the Memorandum of Agreement to begin the planning process. The Agreement outlines the membership, administration of the grant, the fiscal agent, and the committee structure.

Motion by Commissioner Kemp and seconded by Commissioner Morrow to approve the Lower Minnesota West 1W1P Memorandum of Agreement. Motion carried with all voting in favor.

Probation

PASSPOINT User Agreement

Probation Director, Rich Molitor, appeared before the Board to request approval of the PASSPOINT User Agreement.

The ocular device, which is located in the Sheriff's Office, is a quick, effective and non-intrusive tool used for drug and alcohol screening. The device will take a picture of the eyes when they are clean and sober as a reference to compare when an individual comes in for a probation check. The device is able to determine if they have used within the last 48 hours. Nicollet County has been using this device for the last two years and would like to enter into another two-year contract.

Motion by Commissioner Kemp and seconded by Commissioner Kolars to approve the PASSPOINT User Agreement. Motion carried with all voting in favor.

Health and Human Services

2020 Blue Earth County Mental Health Center Purchase of Service Agreement

Health and Human Services Director, Cassie Sassenberg, appeared before the Board to request approval of the Blue Earth County Mental Health Center Purchase of Service Agreement.

Nicollet County contracts with the Blue Earth County Mental Health Center to fulfill our statutory requirement to provide mental health services for uninsured or underinsured residents of Nicollet County. Our most utilized services provided by the Blue Earth County Mental Health Center include psychiatric medication management and psychiatric urgent care appointments.

The cost of this contract was reduced from \$50,000.00 to \$25,000.00 in 2019 while Blue Earth County evaluated the cost for provision of their services. Our 2020 contract contains additional services such as pre-appointment coordination, post-appointment coordination, and pharmacy services, services which have not been previously provided for the population supported by this contract. The contract currently supports thirteen Nicollet County residents and is therefore contracted at \$24,000.00 for 2020.

Motion by Commissioner Kolars and seconded by Chair Kemp to approve the Blue Earth County Mental Health Center Purchase of Service Agreement. Motion carried with all voting in favor.

2020 Counseling Services of Southern Minnesota Purchase of Service Agreement

Health and Human Services Director, Cassie Sassenberg, requested approval of the 2020 Counseling Services of Southern Minnesota Purchase of Service Agreement.

Nicollet County contracts with Counseling Services of Southern Minnesota to purchase services required by the Comprehensive Mental Health Act for uninsured and underinsured residents of Nicollet County. Services covered by this contract include individual and group therapy for children and adults, diagnostic assessments, psychological testing, community education, and skill building. During the 2019 calendar year, these services were provided to 14 unduplicated Nicollet County residents.

Counseling Services of Southern Minnesota additionally provides monthly required clinical supervision to our Adult Mental Health, Children's Mental Health, and Child Protection teams.

Motion by Commissioner Kemp and seconded by Chair Kolars to approve the 2020 Counseling Services of Southern Minnesota Purchase of Service Agreement. Motion carried with all voting in favor.

Health and Human Services: Phase II CaseWorks Request

Health and Human Services Director, Cassie Sassenberg, requested approval of the CaseWorks Phase II Contract.

Nicollet County Health and Human Services, with Board approval in June of 2019, implemented Phase I of CaseWorks for our Income Maintenance, Child Support, and Administrative Support teams in October 2019. Our teams currently using CaseWorks report having found significant time savings through the automatic form fill option, ease of document transfer, immediate access to forms for all of our workers at any location, and better customer service for our clients. Phase I is completed, with the exception of continued work in the Office of Technologies to migrate historical data from LaserFiche to CaseWorks.

Director Sassenberg is requesting approval to purchase and implement Phase II of CaseWorks, which will include our Social Services and Public Health teams. Before reimbursement, the estimated cost for Phase II implementation is \$133,359.00.

Motion by Commissioner Morrow and seconded by Chair Kemp to approve the CaseWorks Phase II Contract with Next Chapter Technology, Inc. as presented. Motion carried with all voting in favor.

Health and Human Services Resolution Regarding Execution of Contracts

Health and Human Services Director, Cassie Sassenberg, requested approval of the resolution for Health and Human Services contracts.

Throughout the year, Nicollet County enters into purchase of service agreements, cooperative agreements, as well as lead county contracts for the provision of health and human services. In order to provide efficiency, the Nicollet County Board has annually authorized the Health and Human Services Director to execute and approve these contracts for program areas previously approved and budgeted for by the Board.

Included in the packet is an ongoing resolution requesting Board delegation for the Health and Human Services Director to execute purchase of services, cooperative agreements, and host county contracts.

Motion by Commissioner Kemp and seconded by Chair Morrow to approve the Resolution Regarding Execution of Health and Human Services Contracts. Motion carried with all voting in favor on a roll call vote.

RESOLUTION
REGARDING EXECUTION OF CONTRACTS

WHEREAS, Minnesota counties are obligated to provide services and to enter into contracts for the provision of services to individuals in their counties; and

WHEREAS, Minnesota law contemplates that Minnesota counties, by necessity, must arrange contracts with service providers to be able to utilize various services to benefit individuals, generically known as purchase of services contracts; and

WHEREAS, the County, from time to time, enters into purchase of service contracts and cooperative agreements for the provision of services to recipients of services; and

WHEREAS, Minnesota law contemplates that service providers situated within a county establish purchase of service contracts with their lead county, and under the terms of said contracts, other counties may utilize such purchase of services contracts in accordance with the terms of such contract, the same being generically known as a Lead County Contract; and

WHEREAS, Minnesota Statutes Chapter 256 governs the County's purchase of community social services and provides that the County Board must sign and approve all agreements unless the County Board has designated the local agency to sign said Contracts on its behalf; and

WHEREAS, this Board believes a more expeditious handling of such purchase of service contracts, cooperative agreements, and lead county contracts may be obtained by delegating to the Director of Nicollet County Health and Human Services the authority to sign contracts on behalf of this Board.

NOW, THEREFORE BE IT RESOLVED as follows:

1. That the Director of Nicollet County Health and Human Services be and hereby is authorized to execute and approve purchase of service contracts, cooperative agreements for schools and daycare facilities, and lead county contracts which allow for the purchase of community human services.
2. The authorization to the Director of Nicollet County Health and Human Services herein is limited to the approval and execution of purchase of services contracts, cooperative agreements, and lead county contracts for program areas previously approved and budgeted for by the Board. Nothing herein shall authorize the Director of Nicollet County Health and Human Services to execute grants or purchase of service contracts which call for a specific commitment of county funds for new program areas without the prior approval of this Board.

Public Works

Consider Out-of-State Travel

County Administrator, Ryan Krosch, appeared before the Board to request approval on out of state travel for Matt Holicky and Mike Suska.

The American Traffic Safety Services Association (ATTSA) "How To Conference" is an annual conference that addresses the selection, inspection, or maintenance of all types of pavement markings, signs, and temporary traffic controls. Matt Holicky, Sign Technician/HEO and Mike Suska, Highway Maintenance Manager would be attending this conference. The conference is March 16-18, 2020 and is held in Fargo, ND. The total estimated cost of attending this conference is approximately \$950 (includes lodging, registration, and meals).

Motion by Commissioner Kemp and seconded by Chair Morrow to approve the out of state travel for Matt Holicky and Mike Suska. Motion carried with all voting in favor.

Finance

Quarter 4 2019 Donations

Finance Director, Heather McCormick, appeared before the Board to request approval of the 2019 Quarter 4 donations as follows:

<u>FROM WHOM</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Various Donors	\$985.00	Veteran's Van
R Noyd	54.78	Veteran's Van
G Miller	50.00	Veteran's Van

South Central Beyond the Yellow Ribbon	1,000.00	Gas cards/grocery cards
J Weber	<u>101.00</u>	Veteran's Day meal
	\$2,190.78	
Various Donors	\$600.00	Loan Closet
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S. Rossbach	\$100.00	Park, Lost in Woods 50K
Total	\$2,890.78	

Motion by Commissioner Kemp and seconded by Commissioner Morrow to approve the 2019 Quarter 4 donations. Motion carried with all voting in favor.

Finance Director McCormick also informed the Board that Davis Family Dairies has donated to Tri-County Solid Waste \$500 to use for recycling education for Nicollet County youth.

Administration
2020-2024 Strategic Plan

Administrator, Ryan Krosch, appeared before the Board to request approval of the 2020-2024 Nicollet County Strategic Plan.

This documented is created every year to:

1. Provide a road map for services that is consistent with the identified County strategies, mission, vision and core values.
2. Help complete the goals portion of staff performance evaluations.
3. Be a decision-making tool for the County Board.
4. Be a communication tool for the public and staff.

Identified goals in the plan are projects or programs that are outside the typical day-to-day work of each department. Although this is a 5-year plan, most of the goals are focused on the next year or two, which makes this more of short-term work plan.

Motion by Commissioner Kolars and seconded by Chair Kemp to approve the 2020-2024 Nicollet County Strategic Plan. Motion carried with all voting in favor.

Broadband Committee Appointment Agenda Addition

Administrator, Ryan Krosch, requested appointment of two commissioners to serve on the Broadband Committee.

Nicollet County was recently awarded a Blandin Foundation grant to conduct a feasibility study in regards to broadband needs in Nicollet County.

Motion by Commissioner Kolars and seconded by Commissioner Morrow to appoint Commissioners Kemp and Dranttel to the Broadband Committee with Commissioner Morrow as an alternate. Motion carried with all voting in favor.

Informational Items

Commissioner Committee Reports

The Commissioners reported on various meetings and activities including:

Commissioner Marie Dranttel

- Region 9 Board
- 169 Coalition
- Legislative Meeting
- Workshop
- Leadership Nicollet County

Commissioner Terry Morrow

- Legislative Meeting
- Brown Nicollet Community Health

Commissioner Denny Kemp

- Workshop
- Statewide Communications Board
- EMS Listening Session
- Mental Health Advisory Committee
- Legislative Meeting
- 169 Coalition
- Workforce Joint Powers
- Leadership Nicollet County

Commissioner Jack Kolars

- Greater Mankato Growth Board Meeting
- HWY 14 Coalition
- Leadership Nicollet County
- Board Workshop
- Traverse des Sioux Library
- Workshop
- MVAC Board Meeting

Chair's Report

- Soil and Water Conservation District
- HWY 14 Coalition
- Leadership Nicollet County
- Workshop
- Legislative Meeting
- Brown Nicollet Community Health
- Rural MN Energy Board

Approve Per Diems and Expenses

Motion by Commissioner Kolars and seconded by Commissioner Kemp to approve the expenses and per diems for the meetings noted above during the Commissioner Reports and/or as submitted on approved expense reports, and authorize payment of those expenses and per diems by the Finance Office. Motion carried with all voting in favor.

Adjourn

Motion by Commissioner Morrow and seconded by Commissioner Kemp to adjourn the meeting. Motion carried with all voting in favor. The meeting adjourned at 9:51 a.m.

 2-11-2020

JOHN LUEPKE, CHAIR
BOARD OF COMMISSIONERS

ATTEST:



RYAN KROSCH
CLERK TO THE BOARD