

**BOARD SUMMARY**  
**JULY 15, 2014**

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1. Approved the agenda, as submitted.

**CONSENT AGENDA**

2. Approved the following Consent Agenda, as presented:
  - Approved the minutes of the July 1, 2014 Regular Board Meeting;
  - Approved the bills & Auditor's Warrants dated July 3, and July 11, 2014;
  - Reviewed the following June 2014 Financial Reports: Cash Balance Report; Unallocated Departmental Monies; Revenue and Expense Reports;
  - Reviewed the Highway Department Financial Statement YTD June 30, 2014;
  - Adopted **Resolution 07151401** approving the Social Services bills;
  - Reviewed the June 2014 Overtime Report

**PUBLIC WORKS**

3. Reported the inability to obtain a quote for completion of asbestos removal from tax forfeited property. The Land Commissioner was encouraged to contact Contegriy Group for vendor used in the courthouse asbestos removal.
4. Reported the results of the Timber Auction conducted on July 7, 2014, totaling \$474,694.78.

**COMMITTEE REPORTS**

5. Personnel apprehension expressed at both the Benefit Committee meeting as well as the "Lunch Room" meeting with commissioners was reported to the Board. The need for additional communication with personnel was stressed. It was acknowledged that the Board has made a commitment for up to three years to explore the provision of employee benefits by Prime West however it was stressed that the end product of this project would not be administered the same as the medical assistance services currently provided that are highly regulated by both the state and federal government. It was acknowledged that employees have no way of knowing the amount of vetting completed prior to a Board decision being made. The continuation of the "Lunch Room" meetings was supported with the next meeting scheduled for August 11, from 11:30 to 12:30 p.m. to be attended by Commissioners Stacey and Dotta. As a matter of clarification the Board supports the attendance of employees without use of accrued leave.

**SOCIAL SERVICES**

6. The following POS agreements were approved, as recommended by the Social Services Director: Hubbard County DAC for Day Training and Habilitation Services and Heartland Homes Inc. for SILS services.
7. Reported case management statistics for the period of 2011 – 2014 reflecting an increase.
8. Accepted the resignation of Social Worker, Rande Woodrum, with regrets, effective September 5, 2014, and authorized completion of a letter of appreciation for her service to the county exceeding nine years.
9. The following were reported: A) a successful completion of a DHS Licensing Audit resulting in a four year certification to perform child and adult foster care, family child care and family adult day services licensing functions under MN Rules, parts 9543.0010 – 9543.0150 through May 1, 2018; B) a Transit Facilities Audit of completed and maintained records and safety measures. Transit Driver, Roger Hocking and Maintenance Technician, Ron Wells were commended for their efforts toward this very favorable review of the Transit Facilities.
10. Referred the Supportive Employment Waiting List Policy to August 5, 2014, to permit prior review by the Board.
11. Approved purchase of Electronic Document Management Service (EDMS) hardware and software at an estimated amount of \$89,167 plus up to \$8,000 in additional costs, as recommended by the Social Services

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Director and reviewed by IT contracted personnel, to be paid from budgeted dollars including 50% reimbursement, as discussed.

12. Updates were provided regarding MnChoices and the CD Pilot Program.
13. Approved the withdrawal of the county from participation in the CD Pilot Program, as recommended by the Social Services Director.
14. Reported a static level of cases and decreased intakes for June, 2014.

**SHERIFF**

15. Approved the low quote for completion of electrical work by Marchell Electric, Park Rapids in the amount of \$1,206 to be paid from the Canteen Fund, as recommended by the Sheriff.
16. Reported the arrival of DOC inmates anticipated by 08/01/14.
17. Invited the Board to the “Nite to Unite” event held by the Sheriff’s Office on 08/06/14 in Heartland Park beginning at 5:00 – 7:00 p.m.

**LAND RECORDS**

18. Approved the utilization of temporary personnel during regular employee leave of absence, as recommended by the Environmental Services Officer.
19. Requested the County Attorney and Environmental Services Officer review the status of the files referred to the County Attorney and provide a detailed outline of the status of each pending file to the Board.

**FINANCE**

20. Approved two Joint Powers Recount Agreements for 2014 State Primary and State General Elections, as recommended by the Auditor and authorized the Chair and the Auditor to sign same.
21. Approved fireworks application of PC Pyrotechnics, as recommended by the Sheriff and authorized the Auditor signature of same.
22. A review of the Finance Department work load was completed with the Auditor and Treasurer and encouraged keeping the Board advised of their needs, as discussed.

**SOIL & WATER CONSERVATION DISTRICT (SWCD)**

23. The 2015 proposed budget was reviewed by the Board including a requested increase in the county allocation, as discussed.
24. Provided information regarding both the Local and State SWCD Funding Initiatives with no action necessary at this time.
25. Provided an AIS Inspection Report for information only.

**COORDINATOR**

26. Rescheduled the August 12, Board Work Session to be held on August 18, 2014, beginning at 9:00 a.m. for 2015 proposed Departmental Budget review.
27. Reviewed the Temporary Maintenance agreement, as presented by the Coordinator, with Warnick’s Janitorial Service, Park Rapids, MN beginning July 15 through December 31, 2014.
28. Approved the discontinuation of further scheduling of current Board room evening meetings pending review of building security services by the Sheriff.
29. Approved quote of Cooper’s Technology Group, Fergus Falls, MN in the amount of \$11,910 based on quality

of product with payment to be from Phase II Courthouse remodel project funds.

30. Authorized Building Committee representatives (Commissioners Grell and Larson) to purchase used pews for court room gallery area, as discussed with report to the Board.
31. Approved activation of address availability on Parcel Mapping, as recommended by the Technology Committee.
32. Discussed the Land Records Department title with no action taken at this time.
33. Reported receipt of MCIT WC refund in the amount of \$6,952 and the pro-ration of funds as follows: \$2,204 HLC reimbursement and \$4,748 deposited in the Building Fund, per past practice.
34. Reported the filling of the Temporary License Bureau Clerk position by Lori Stein effective 07/21/14, pending official acceptance of the position.
35. The advertisement of bids for the proposed nursing home project was authorized pending approval of New Market Credit application, as discussed.
36. Support of the nursing home increased participation in the ECPN program was discussed.
37. There being no further business before the Board, the meeting was adjourned at 1:05 p.m.