

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
August 23, 2016**

Fillmore County Courthouse, 101 Fillmore Street - Preston, MN

Mitch Lentz - First District

Harry Root - Third District

Randy Dahl - Second District

Duane Bakke - Fourth District

Marc Prestby - Fifth District

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9:00 a.m. Pledge of Allegiance
Approve Agenda

Approve Consent Agenda:

1. August 9, 2016 County Board minutes.
2. Payment of Stantec Consulting Services, Inc. invoice #1080043 in the amount of \$431.25 for Greenleafon Community Sanitary project professional services for June 11, 2016 through July 8, 2016.

Approve Commissioners' Warrants
Review Auditor's Warrants

9:05 a.m. Jon Martin, Solid Waste Administrator

1. Consider request for proposals for the transportation and disposal of solid waste and recyclable material from the Fillmore County Resource Recovery Center (FCRRC) to a state permitted facility

9:20 a.m. Cristal Adkins, Zoning Administrator

1. Consider adoption of resolution to opt out of newly enacted legislation for Temporary Family Health care Dwellings, known as "Granny Pods"

9:30 a.m. Citizens Input

9:35 a.m. Donna Rasmussen, Soil & Water Conservation District (SWCD)

1. Consider proposed 2017 budgets for the following departments:
 - o SWCD
 - o Water Quality

9:50 a.m. Neva Beier, Social Services Manager, and Jason Marquardt, Veteran's Service Officer, Community Services

1. Consider approval of "Whatever It Takes Grant" which supports staff to provide intensive case management for individuals which are at risk for admission or discharge from AMRTC (Anoka Medical Regional Treatment Center)
2. Consider approval of Information Privacy and Security Agreement between Minnesota Department of Human Services and County Human Services Agency
3. Consider Interagency Agreement to transfer duties related to background studies for corporate child foster care homes from County and private to Department of Human Services
4. Consider Regional Memorandum of Understanding regarding Vulnerable Adult reporting changes imposed by the state

FILLMORE COUNTY BOARD OF COMMISSIONERS

August 23, 2016 Meeting Agenda

Page 2

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- 10:00 a.m. Anthony Webber, Chief Deputy Sheriff, and Derek Fuglestad, Patrol Sergeant
1. Consider adoption of resolution for Toward Zero Death grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2016 through September 30, 2017
 2. Request approval to begin process of establishing a full-time jailer eligibility list
- 10:15 a.m. Ronald Gregg, Highway Engineer
1. Review the bid results for the CSAH 15 resurfacing project SAP 023-615-016 and consider awarding the contract to the lowest responsible bidder
 2. Review the bid results for the Pilot Mound Township bridge replacement project SAP 023-599-131 and consider awarding the contract to the lowest responsible bidder
 3. Consider resolution for final payment to Milestone Materials in the sum of \$423.30 for CP 23-16-02, CR 110, Carimona Township
 4. Consider resolution for final payment to Milestone Materials in the sum of \$1,486.35 for CP 23-16-02, CSAH 20, Bristol Township
 5. Consider resolution for final payment to Milestone Materials in the sum of \$1,318.80 for CP 23-16-02, CSAH 6, Chatfield Township
- 10:30 a.m. Bobbie Vickerman, Coordinator
1. Budget review and information to date
 2. Consider request for approval of Marco quotes for Datapac, Batteries and Labor for Server Transition
 3. Consider the following 2017 proposed budgets:

◦ Information Systems	◦ District Court
◦ Commissioners	◦ Historical Society
◦ Coordinator	◦ Library
◦ County Farm	◦ County Fair Board
◦ Medical Examiner	◦ Law Library
- 10:50 a.m. Kristina Kohn, Human Resources Officer
1. Update on annual job description review
 2. Consider request to send job descriptions to Bjorklund Consulting for review as recommended by the Personnel Committee
 3. Request to hire Home Health Aide at Grade2/ Step 1 effective August 26, 2017 as recommended by the Hiring Committee
 4. Consider request to hire a Public Health Nurse or Social Worker for the Public Health Division of Community Services for expanded caseload related to MnChoices and CADI waivers
 5. Consider request for unpaid leave for not to exceed 6 weeks for Employee #1542 as recommended by Director of Nursing

OTHER ADMINISTRATIVE ITEMS:

1. Consider request to allocate Minnesota Counties Insurance Trust Dividends.

Calendar review, committee reports and announcements

FILLMORE COUNTY BOARD OF COMMISSIONERS

August 23, 2016 Meeting Agenda

Page 3

MEETINGS: (Conference Room 102U, Fillmore County Courthouse unless otherwise indicated)

Monday, August 22	6:00 p.m.	Zumbro Valley Health Center, Rochester
Tuesday, August 23	7:30 a.m.	Highway, Highway Dept., Preston
	9:00 a.m.	County Board – Special Meeting, Commissioners’ Board Room, Courthouse, Preston
	1:00 p.m.	Fillmore-Houston Joint Board of Health, Mabel Community Center, Mabel
Thursday, August 25	5:30 p.m.	Economic Development Authority
Tuesday, September 6	9:00 a.m.	County Board – Special Meeting, Commissioners’ Board Room, Courthouse, Preston
Wednesday, September 7	6:30 p.m.	Root River One Watershed, One Plan Public Hearing, Stewartville
Thursday, September 8	8:00 a.m.	Southeastern Emergency Medical Services, Rochester
	12:00 p.m.	Fillmore County Community Corrections Task Force
	6:30 p.m.	Root River One Watershed, One Plan Public Hearing, Caledonia

FILLMORE COUNTY COMMISSIONERS' MINUTES

August 9, 2016

This is a preliminary draft of the August 9, 2016 minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

The Board of County Commissioners of Fillmore County, Minnesota met in regular session this 9th day of August, 2016 at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Randy Dahl, Duane Bakke, Mitch Lentz, and Harry Root. Also present were: Bobbie Vickerman, Coordinator/Clerk; Carrie Huffman, Interim Auditor/Treasurer; Brett Corson, County Attorney; Sam Smith, Economic Development Authority (EDA) Director; Michael Cruse, Extension Educator – University of Minnesota Extension; Ronald Gregg, Highway Engineer; Pamela Schroeder, Highway/Airport Office Manager; Neva Beier, Social Services Manager – Community Services; Thomas Kaase, Sheriff; Luke Fratzke, Wabasha County Detective; Bonita Underbakke; Karen Reisner, Fillmore County Journal; and Gretchen Mensink-Lovejoy, Republican-Leader.

The Pledge of Allegiance was recited.

On motion by Dahl and seconded by Root, the Board unanimously approved the amended agenda.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the following Consent Agenda:

- 1. August 2, 2016 County Board minutes as presented.

On motion by Root and seconded by Dahl, the Board unanimously approved payment of the following Commissioners' warrants:

WARRANTS

The Auditor's warrants were reviewed.

Brett Corson, County Attorney, was present to review his proposed 2017 County Attorney's budget.

On motion by Bakke and seconded by Dahl, the Board unanimously appointed Commissioners Bakke and Root to the Board of Canvass to convene on Friday, August 12, 2016 at 11:00 a.m. for the primary election and Thursday, November 10, 2016 at 10:00 a.m. for the general election, with Vickerman listed as an alternate.

Sam Smith, Community and Economic Development Associates (CEDA) and Karen Reisner, EDA Board member, were present to review the proposed 2017 EDA budget.

The Citizens Input portion of the meeting was opened and closed at 9:41 a.m. as no one was present to speak.

Luke Fratzke, Detective, Wabasha County, was present.

Detective Fratzke presented the annual public assistance fraud numbers. So far claims in the amount of \$10,893 are projected to be paid back to Fillmore County for 2016. He noted that most referrals for the work he does come from the Human Services Department, but sometimes the requests come from the Sheriff's Office and the Tipline.

No actual request was made at this time from Wabasha County for an appropriation for a vehicle due to Sheriff Bartsh being unable to attend.

Michael Cruse, Extension Educator – University of Minnesota Extension, Ag Production Systems, presented his proposed 2017 Extension budget.

The Chair recessed the meeting at 10:12 a.m. and resumed back in session at 10:19 a.m.

Carrie Huffman, Interim Auditor/Treasurer, presented her proposed 2017 budgets for the Data Processing, Elections, Auditor/Treasurer and Accounting Services.

Ronald Gregg, Highway Engineer; Brent Kohn, Maintenance Superintendent; and Pamela Schroeder, Highway/Airport Officer Manager, were present.

On motion by Root and seconded by Bakke, the following resolution was unanimously adopted:

RESOLUTION 2016-037: State Bridge Bonding grant for replacement of Bridge No. 9922, Project Number SP 023-623-026

Ronald Gregg, Highway Engineer, presented the proposed 2017 Highway budget.

Pamela Schroeder, Highway/Airport Officer Manager, presented the proposed 2017 budget for the Airport.

On motion by Dahl and seconded by Root, the following resolution was unanimously adopted:

RESOLUTION 2016-038: Authorization to submit a Small Communities Technical Assistance Grant to MN Public Facilities Authority for the Cherry Grove sewer project

A motion was made by Root and seconded by Dahl to seek a bid from Stantec for the preparation of a Community Assessment Report for the Cherry Grove sewer project. The Chair called for a vote: Commissioners voting “aye”: Prestby, Dahl, Lentz and Root. Commissioner Bakke abstained from voting.

A review of the calendar was done and the following committee report and announcements were given: Bakke/Root – Small Community Septic Committee – discussed the areas throughout the County that could pursue the small community septic. Cherry Grove is probably the last location that would fit into the Small Wastewater program at this time. Discussed Cherry Grove and recommended to move forward with resolution and recommended to work with Stantec for the project due to the working relationship and experience. The Fillmore County Unit of Townships Banquet Meeting – different time frame this year. Association of MN Counties (AMC) Fall Policy Conference is September 15th and 16th. Lentz – Development Achievement Center (DAC). Dahl – SEMCAC – budgets, senior dining effected by loss of grant dollars and bus station is up in Rushford. Dahl/Prestby – Personnel discussed policies and the job class recommendations to be sent to Bjorklund.

On motion by Root and seconded by Dahl, the Chair adjourned the meeting at 11:54 a.m.



INVOICE

RECEIVED
AUG - 8 2016
FILLMORE COUNTY
COORDINATOR

Invoice Number 1080043
Invoice Date August 1, 2016
Customer Number 93014
Project Number 193801677

Bill To

County of Fillmore
Bobbie Joe Vickerman
P O Box 466
Preston MN 55965
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Greenleafton Community Sanitary

Stantec Project Manager: Palen, Joseph C
Stantec Office Location: Rochester MN
Current Invoice Due: \$431.25
For Period Ending: July 8, 2016

Professional Services rendered June 11, 2016 through July 8, 2016

INVOICE

Invoice Number
Project Number

1080043
193801677

Top Task 500 **Construction Services - Correspondence with Contractor and Resident.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	3.75	115.00	431.25
	<u>3.75</u>		<u>431.25</u>
Professional Services Subtotal	<u>3.75</u>		<u>431.25</u>

Top Task 500 Total **431.25**

Total Fees & Disbursements \$431.25

INVOICE TOTAL (USD) **\$431.25**



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3	DEPT			Board Of Commissioners		
82132	Fillmore Co Journal					
	01-003-000-0000-6233		6.25	7/12 Board minutes	77248	Publications
	01-003-000-0000-6233		7.00	8/2/16 Board minutes	77440	Publications
	01-003-000-0000-6233		11.00	7/26 Board minutes	77441	Publications
82132	Fillmore Co Journal		24.25	3 Transactions		
1152	Prestby/Marc					
	01-003-000-0000-6335		81.00	7/19-8/16/16 mileage		Employee Automobile Allowance
1152	Prestby/Marc		81.00	1 Transactions		
3	DEPT Total:		105.25	Board Of Commissioners	2 Vendors	4 Transactions
11	DEPT			District Court		
5101	NOVOTNY LAW OFFICE, LTD					
	01-011-000-0000-6261		100.00	CHIP hearing-6/22/2016	23-JV-16-211	Court Appointed Attorneys
5101	NOVOTNY LAW OFFICE, LTD		100.00	1 Transactions		
5328	Phipps-Yonas, PH.D/Susan					
	01-011-000-0000-6285		315.00	7/20-8/1/16-record rev-ph call	23CR15497	Professional Fees
5328	Phipps-Yonas, PH.D/Susan		315.00	1 Transactions		
11	DEPT Total:		415.00	District Court	2 Vendors	2 Transactions
14	DEPT			Law Library		
437	Thomson Reuters-West Payment Center					
	01-014-000-0000-6451		259.50	8/3/16 MN Practice Series	0834350653	Reference Materials
	01-014-000-0000-6451		539.78	West Info Chg-7/1-7/31/16	8344620000	Reference Materials
	01-014-000-0000-6451		172.75	MN Practice Series-7/5-8/4/16	834533194	Reference Materials
437	Thomson Reuters-West Payment Center		972.03	3 Transactions		
14	DEPT Total:		972.03	Law Library	1 Vendors	3 Transactions
34	DEPT			Policy Coordinator		
6081	MCHRMA					
	01-034-000-0000-6245		100.00	MACA-MCHRMA 2016 fall conf-kk		Registration Fees
6081	MCHRMA		100.00	1 Transactions		



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
34 DEPT Total:		100.00	Policy Coordinator	1 Vendors	1 Transactions
41 DEPT			Auditor/Treasurer		
83550 Kelly Printing & Signs 01-041-000-0000-6408		113.46	5 Acct Payable stamps	16719	Other Office Supplies
83550 Kelly Printing & Signs		113.46		1 Transactions	
86018 Schwaab,Inc 01-041-000-0000-6408		117.83	2 Pre-inked stamps replaced	A063598	Other Office Supplies
86018 Schwaab,Inc		117.83		1 Transactions	
41 DEPT Total:		231.29	Auditor/Treasurer	2 Vendors	2 Transactions
60 DEPT			Information Systems		
3536 Johnson/Scott 01-060-000-0000-6335		32.40	7/26/16 mileage		Employee Automobile Allowance
3536 Johnson/Scott		32.40		1 Transactions	
60 DEPT Total:		32.40	Information Systems	1 Vendors	1 Transactions
62 DEPT			Elections		
9015 Election Systems & Software (ES & S) 01-062-000-0000-6462		71.24	M-100 Batt. Memory cards	978911	Other Election Supplies
9015 Election Systems & Software (ES & S)		71.24		1 Transactions	
62 DEPT Total:		71.24	Elections	1 Vendors	1 Transactions
91 DEPT			County Attorney		
83550 Kelly Printing & Signs 01-091-000-0000-6402		34.20	500 #10 reg envelopes	16813	Stationary And Forms
83550 Kelly Printing & Signs		34.20		1 Transactions	
9252 Minnesota Continuing Legal Education 01-091-000-0000-6245		315.00	Atty's reg- BC-7/13/16	780334	Registration Fees
9252 Minnesota Continuing Legal Education		315.00		1 Transactions	



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
91	DEPT Total:		349.20	County Attorney	2 Vendors	2 Transactions
101	DEPT			Recorder		
4597	Kiehne/David 01-101-000-0000-6335		75.60	Mileage-prep mtg-Albert Lea		Employee Automobile Allowance
4597	Kiehne/David		75.60		1 Transactions	
101	DEPT Total:		75.60	Recorder	1 Vendors	1 Transactions
104	DEPT			Gis		
272	Newman Signs 01-104-000-0000-6515		783.18	Street signs	TI-0300352	Streets Signs
	01-104-000-0000-6514		143.89	Address signs-replacement	TI-0300922	Address Signs
272	Newman Signs		927.07		2 Transactions	
104	DEPT Total:		927.07	Gis	1 Vendors	2 Transactions
106	DEPT			Unallocated Recording Fee		
3888	ESRI-Environmental Systems Research Ir 01-106-000-0000-6637		8,450.00	Annual mtce arc view	2014MPA1154	Software Expenses
3888	ESRI-Environmental Systems Research Ir		8,450.00		1 Transactions	
4781	Pro-West & Associates, Inc 01-106-000-0000-6637		247.50	Prof Serv GIS	000747	Software Expenses
4781	Pro-West & Associates, Inc		247.50		1 Transactions	
106	DEPT Total:		8,697.50	Unallocated Recording Fee	2 Vendors	2 Transactions
111	DEPT			Facilites Mtce		
7183	CCP Industries,Inc 01-111-000-0000-6411		247.55	Handsoap,towels,gloves	IN01735973	Custodial Supplies
7183	CCP Industries,Inc		247.55		1 Transactions	
3370	Haakenson Electric Inc 01-111-000-0000-6317		69.71	Replace ballast-FCOB	3142	Building Maintenance
3370	Haakenson Electric Inc		69.71		1 Transactions	
26012	Schultz/Terry					



Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-111-000-0000-6335			58.32	6/27-7/29/16 mileage				Employee Automobile Allowance	
26012	Schultz/Terry				58.32						
7239	Werner Electric	01-111-000-0000-6317			580.62	New bulbs		59312989.001		Building Maintenance	
7239	Werner Electric				580.62				1 Transactions		
111	DEPT Total:				956.20	Facilites Mtce			4 Vendors		4 Transactions
149	DEPT					Other General Government					
2620	Abundant Life Fitness & Massage Llc	01-149-000-0000-6372			234.90	Chair massages,gift cert,milea		370		Wellness Grant Expenses	
2620	Abundant Life Fitness & Massage Llc				234.90				1 Transactions		
2322	Carquest	01-149-000-0000-6564			22.44	Pool car #1-air filter		1537-222098		Motor Pool Maintenance	
2322	Carquest				22.44				1 Transactions		
4812	Indigo Sky Massage	01-149-000-0000-6372			224.40	Chair massages-wellness-8/17				Wellness Grant Expenses	
4812	Indigo Sky Massage				224.40				1 Transactions		
5352	Massage On Main by Crystal	01-149-000-0000-6372			199.44	8/17 massage-wellness		100		Wellness Grant Expenses	
5352	Massage On Main by Crystal				199.44				1 Transactions		
2574	Mulhern/Jennifer	01-149-000-0000-6372			205.00	8/17/16 Wellness massages				Wellness Grant Expenses	
2574	Mulhern/Jennifer				205.00				1 Transactions		
5988	Preston Auto Parts	01-149-000-0000-6564			17.24	Chevy Impala #1-air filter		478324		Motor Pool Maintenance	
		01-149-000-0000-6564			0.98	Pool car #1-bulb		478721		Motor Pool Maintenance	
5988	Preston Auto Parts				18.22				2 Transactions		
149	DEPT Total:				904.40	Other General Government			6 Vendors		7 Transactions
202	DEPT					Sheriff					

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5142	Ancom Technical Center 01-202-000-0000-6310		1,930.33	Repairs to 2307 squad car radi	61644	Contract Repairs And Maintenance
5142	Ancom Technical Center		1,930.33	1 Transactions		
532	Herman's Service 01-202-000-0000-6311		892.41	2007 Chev Uplander Repairs	62183	Miscellaneous Repairs And Maintenance
532	Herman's Service		892.41	1 Transactions		
83968	MN Bureau Of Criminal Apprehension-CJ 01-202-000-0000-6357		150.00	Missing person training-PW	9607	Peace Officer Training Expense
83968	MN Bureau Of Criminal Apprehension-CJ		150.00	1 Transactions		
3569	Uniforms Unlimited Inc 01-202-000-0000-6173		224.88	Uniforms	37639-1	Uniform Allowance
3569	Uniforms Unlimited Inc		224.88	1 Transactions		
202	DEPT Total:		3,197.62	Sheriff	4 Vendors	4 Transactions
205	DEPT			Sheriff Contingent Funds		
5351	CSC Towing, Inc 01-205-000-0000-6382		217.50	Towing Nissan Sentra-7/30/16	89132	Vehicle Forfeiture Exp Ms169A.63
5351	CSC Towing, Inc		217.50	1 Transactions		
205	DEPT Total:		217.50	Sheriff Contingent Funds	1 Vendors	1 Transactions
251	DEPT			County Jail		
4026	Bob Barker Company, Inc 01-251-000-0000-6455		35.54	Nitrile gloves	WEB000438500	Law Enforcement Supplies
4026	Bob Barker Company, Inc		35.54	1 Transactions		
3435	DALCO 01-251-000-0000-6411		146.62	Custodial supplies	3058589	Custodial Supplies
3435	DALCO		146.62	1 Transactions		
4899	HEALTHDIRECT #119 01-251-000-0000-6431		255.49	Inmate meds	0000021588	Drugs And Medicine
4899	HEALTHDIRECT #119		255.49	1 Transactions		



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2981	Hoff/Luann 01-251-000-0000-6205		9.78	Postage-reimbursement		Postage And Postal Box Rent
2981	Hoff/Luann		9.78	1 Transactions		
2343	Kingsley Mercantile 01-251-000-0000-6305		226.90	Repair cooler	45830	Machinery And Equipment Repairs
2343	Kingsley Mercantile		226.90	1 Transactions		
4866	MEnD CORRECTIONAL CARE,PLLC 01-251-000-0000-6429		2,125.00	August medical care agreement	1422	Nurse/Medical Service Agreement
4866	MEnD CORRECTIONAL CARE,PLLC		2,125.00	1 Transactions		
7156	Midwest Monitoring & Surveillance 01-251-000-0000-6285		8.75	Standard Screen Only-2 panel	July Lab/UA	Professional Fees
7156	Midwest Monitoring & Surveillance		8.75	1 Transactions		
9361	MN Dept Of Corrections 01-251-000-0000-6301		861.50	June inmate wages	356549	Icwc Wage Expense
	01-251-000-0000-6301		431.50	July inmate wages	360222	Icwc Wage Expense
9361	MN Dept Of Corrections		1,293.00	2 Transactions		
1363	Olmsted Co Central Finance 01-251-000-0000-6384		1,210.00	July Board of Prisoners	DC July 2016	Out Of County Board Of Prisoners
1363	Olmsted Co Central Finance		1,210.00	1 Transactions		
5988	Preston Auto Parts 01-251-000-0000-6580		83.88	Filter 7/5	475639	Other Repair And Maintenance Supplies
	01-251-000-0000-6580		5.16	oil one mix 2 cyc	475736	Other Repair And Maintenance Supplies
	01-251-000-0000-6580		9.27	supplies 7/8/16	475998	Other Repair And Maintenance Supplies
	01-251-000-0000-6580		2.49	wheel handle fits 3/8 -7/8/16	476002	Other Repair And Maintenance Supplies
	01-251-000-0000-6580		4.43	chain oil-7/15/16	476844	Other Repair And Maintenance Supplies
	01-251-000-0000-6580		9.49	Grass seed 7/18/16	477116	Other Repair And Maintenance Supplies
5988	Preston Auto Parts		114.72	6 Transactions		
251	DEPT Total:		5,425.80	County Jail	10 Vendors	16 Transactions
441	DEPT			Public Health		
111	Fillmore Co Treasurer- Credit Card/ACH 01-441-000-0000-6448		300.00	SHIP Grant/T/Survey Monkey ren		Ship Grant Expenses



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-441-000-0000-6448		SHIP Grant/Conf expense		Ship Grant Expenses
	01-441-000-0000-6448		SHIP Grant/Target Bikes-Semcac		Ship Grant Expenses
	01-441-000-0000-6448		SHIP Grant/Target Bike Helmets		Ship Grant Expenses
	01-441-000-0000-6449		PHEP Grant/healthcare supplies		Prpardeness Grant
111	Fillmore Co Treasurer- Credit Card/ACH		1,338.94	5 Transactions	
3169	Pohlman/Brenda L				
	01-441-000-0000-6390		43.20	TZD mileage-8/11/16	TZD Save Roads Basic 20.600
	01-441-000-0000-6448		44.82	SHIP mileage -8/4-8/9/16	Ship Grant Expenses
3169	Pohlman/Brenda L		88.02	2 Transactions	
441	DEPT Total:		1,426.96	Public Health	2 Vendors 7 Transactions
442	DEPT			Wic Program	
	2237 Thiss/Kathy				
	01-442-000-0000-6335		10.26	WIC mileage-July 2016	Employee Automobile Allowance
	2237 Thiss/Kathy		10.26	1 Transactions	
442	DEPT Total:		10.26	Wic Program	1 Vendors 1 Transactions
443	DEPT			Nursing Service	
	4406 Moore Medical				
	01-443-000-0000-6432		57.80	Nurses supplies/Norkor Ndl fil	991572701 Public Health Supplies
	4406 Moore Medical		57.80	1 Transactions	
	86018 Schwaab,Inc				
	01-443-000-0000-6408		21.00	Office supplies	A063486 Other Office Supplies
	86018 Schwaab,Inc		21.00	1 Transactions	
	2237 Thiss/Kathy				
	01-443-000-0000-6437		92.34	CTC July 2016 mileage	C & Tc Supplies
	01-443-000-0000-6445		143.64	TANF-July 2016 mileage	TANF Home Visits
	2237 Thiss/Kathy		235.98	2 Transactions	
443	DEPT Total:		314.78	Nursing Service	3 Vendors 4 Transactions
444	DEPT			Home Health	
	1901 Aske/Nancy J				

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-444-000-0000-6335		27.97	7/25-8/5/16 HHA auto expense		Employee Automobile Allowance
1901	Aske/Nancy J		27.97		1 Transactions	
3801	Bergo/Doreen					
	01-444-000-0000-6335		108.54	7/25-8/5/16 HHA Auto expense		Employee Automobile Allowance
3801	Bergo/Doreen		108.54		1 Transactions	
2508	Clark/Evelyn					
	01-444-000-0000-6335		47.03	7/25-8/5/16 HHA auto expense		Employee Automobile Allowance
2508	Clark/Evelyn		47.03		1 Transactions	
111	Fillmore Co Treasurer- Credit Card/ACH					
	01-444-000-0000-6433		38.35	Medication Alarm Box CI#774		Waiver Reimbursables
111	Fillmore Co Treasurer- Credit Card/ACH		38.35		1 Transactions	
3647	Jergenson/Karin					
	01-444-000-0000-6335		37.26	7/25-8/5/16 HHA auto expense		Employee Automobile Allowance
3647	Jergenson/Karin		37.26		1 Transactions	
3070	Kallis/Sara					
	01-444-000-0000-6335		155.52	7/25-8/5/16 HHA auto expense		Employee Automobile Allowance
3070	Kallis/Sara		155.52		1 Transactions	
8660	Lopez/Debbilyn					
	01-444-000-0000-6335		32.25	7/25-8/5/16 HHA auto expense		Employee Automobile Allowance
8660	Lopez/Debbilyn		32.25		1 Transactions	
1814	Martin/Debra					
	01-444-000-0000-6335		50.76	7/25-8/5/16 HHA auto expense		Employee Automobile Allowance
1814	Martin/Debra		50.76		1 Transactions	
5997	Ostby/Helen					
	01-444-000-0000-6335		63.72	7/25-8/5/16 HHA auto expense		Employee Automobile Allowance
5997	Ostby/Helen		63.72		1 Transactions	
3735	Pappas/Natalie					
	01-444-000-0000-6335		2.43	7/25-8/5/16 HHA auto expense		Employee Automobile Allowance
3735	Pappas/Natalie		2.43		1 Transactions	

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3429	Tienter/Lesa 01-444-000-0000-6335		216.00	7/25-8/5/16 HHA auto expense		Employee Automobile Allowance
3429	Tienter/Lesa		216.00	1 Transactions		
444	DEPT Total:		779.83	Home Health	11 Vendors	11 Transactions
602	DEPT			County Extension Service		
1671	Regents Of The University Of Minnesota 01-602-000-0000-6277		1,238.40	Contract-Summer intern	0300016025	Alternative Funding Contract
1671	Regents Of The University Of Minnesota		1,238.40	1 Transactions		
602	DEPT Total:		1,238.40	County Extension Service	1 Vendors	1 Transactions
603	DEPT			Feedlot		
110	Fillmore Co Treasurer 01-603-000-0000-6205		9.06	Feedlot-July postage		Postage And Postal Box Rent
110	Fillmore Co Treasurer		9.06	1 Transactions		
603	DEPT Total:		9.06	Feedlot	1 Vendors	1 Transactions
1	Fund Total:		26,457.39	County Revenue Fund		78 Transactions

CJOHNSON
 8/18/16 1:37PM
 12 INFRA FUND

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
111	DEPT		Facilites Mtce		
	3370 Haakenson Electric Inc				
	12-111-000-0000-6625		300.84	3060	Building Improvement
	3370 Haakenson Electric Inc		300.84		
				1 Transactions	
111	DEPT Total:		300.84	Facilites Mtce	1 Vendors 1 Transactions
12	Fund Total:		300.84	INFRA FUND	1 Transactions

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
300	DEPT			Highway Administration		
9506	Firstlab 13-300-000-0000-6377		330.45	DRUG TESTS 082616	L10038	Fees And Service Charges
9506	Firstlab		330.45	1 Transactions		
300	DEPT Total:		330.45	Highway Administration	1 Vendors	1 Transactions
310	DEPT			Highway Maintenance		
4381	Brock White Company Llc 13-310-000-0000-6529		219.12	DITCHING COVER-SEEDING 082616	4786	Seeding
4381	Brock White Company Llc		219.12	1 Transactions		
1891	Bruening Rock Products, Inc. 13-310-000-0000-6505		3,363.49	ROCK 082616	19189	Aggregate
	13-310-000-0000-6505		1,520.19	ROCK 082616	20211	Aggregate
1891	Bruening Rock Products, Inc.		4,883.68	2 Transactions		
1996	Crop Production Services 13-310-000-0000-6529		115.00	SEEDING 082616	31055643	Seeding
	13-310-000-0000-6529		115.00	SEEDING 082616	31148815	Seeding
1996	Crop Production Services		230.00	2 Transactions		
145	G & K Services 13-310-000-0000-6293		364.77	UNIFORMS 082616	1491208	Uniform Expense
145	G & K Services		364.77	1 Transactions		
3632	Milestone Materials Inc 13-310-000-0000-6505		1,318.80	5% FINAL CONTRACT ROCK 082616	14918	Aggregate
	13-310-000-0000-6505		423.30	5% FINAL CONTRACT ROCK 082616	14919	Aggregate
	13-310-000-0000-6505		1,478.80	5% FINAL CONTRACT ROCK 082616	14920	Aggregate
	13-310-000-0000-6505		2,314.58	ROCK 082616	155155	Aggregate
	13-310-000-0000-6505		6,111.83	ROCK 082616	16711	Aggregate
	13-310-000-0000-6505		7.55	5% FINAL CONTRACT ROCK 082616	16712	Aggregate
3632	Milestone Materials Inc		11,654.86	6 Transactions		
3541	Nuss Truck Group Inc 13-310-000-0000-6640		92,345.00	TRUCK CHASSIS 082616	10981	Equipment Purchased
3541	Nuss Truck Group Inc		92,345.00	1 Transactions		

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description		
No.	Account/Formula	Accr	Amount	Service Dates	Invoice #	Account/Formula Description	On Behalf of Name
					Paid On Bhf #		
5988	Preston Auto Parts 13-310-000-0000-6515		30.72	SUPPLIES 082616	476527		Traffic Signs
5988	Preston Auto Parts		30.72			1 Transactions	
1067	Preston Dairy & Farm Assn 13-310-000-0000-6529		55.80	SEEDING 082616	184465		Seeding
1067	Preston Dairy & Farm Assn		55.80			1 Transactions	
423	Tri-County Electric Cooperative 13-310-000-0000-6377		230.84	REPAIRS 082616	918		Fees And Service Charges
423	Tri-County Electric Cooperative		230.84			1 Transactions	
310	DEPT Total:		110,014.79	Highway Maintenance		9 Vendors	16 Transactions
320	DEPT			Highway Construction			
9214	Chosen Valley Testing Inc 13-320-000-0000-6377		2,520.00	SERVICES 082616	17967		Fees And Service Charges
9214	Chosen Valley Testing Inc		2,520.00			1 Transactions	
5988	Preston Auto Parts 13-320-000-0000-6501		8.97	SUPPLIES 082616	475739		Engineering And Surveying Supplies
5988	Preston Auto Parts		8.97			1 Transactions	
3879	Schmitt/Darrell 13-320-000-0000-6466		153.89	SAFETY BOOTS 082616			Safety Materails
3879	Schmitt/Darrell		153.89			1 Transactions	
2674	Short Elliott Hendrickson Inc-Seh 13-320-000-0000-6265		2,728.64	CONSULTING 082616	318759		Consulting
2674	Short Elliott Hendrickson Inc-Seh		2,728.64			1 Transactions	
347	State Of Mn 13-320-000-0000-6377		1,645.70	MATERIAL TESTING 082616	P00006064		Fees And Service Charges
	13-320-000-0000-6377		509.88	MATERIAL TESTING 082616	P00006064		Fees And Service Charges
347	State Of Mn		2,155.58			2 Transactions	
320	DEPT Total:		7,567.08	Highway Construction		5 Vendors	6 Transactions

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
330	DEPT			Equipment Maintenance Shops		
3691	Bauer Built Inc					
	13-330-000-0000-6516		30.00	LABOR 082616	22714	Tires & Repairs
	13-330-000-0000-6516		2.50	PARTS/TIRES 082616	22714	Tires & Repairs
	13-330-000-0000-6516		17.00	PARTS/TIRES 082616	22731	Tires & Repairs
	13-330-000-0000-6516		10.00	PARTS/TIRES 082616	22801	Tires & Repairs
	13-330-000-0000-6516		60.00	LABOR 082616	22801	Tires & Repairs
	13-330-000-0000-6516		130.00	PARTS/TIRES 082616	22870	Tires & Repairs
	13-330-000-0000-6516		150.00	LABOR 082616	22870	Tires & Repairs
	13-330-000-0000-6516		2.50	PARTS/TIRES 082616	22988	Tires & Repairs
	13-330-000-0000-6516		15.00	LABOR 082616	22988	Tires & Repairs
3691	Bauer Built Inc		417.00	9 Transactions		
4545	Brown's Tire & Battery Inc					
	13-330-000-0000-6516		320.00	LABOR 082616	154792	Tires & Repairs
	13-330-000-0000-6516		128.21	TIRES/PARTS 082616	154792	Tires & Repairs
4545	Brown's Tire & Battery Inc		448.21	2 Transactions		
4598	Class C Solutions Group					
	13-330-000-0000-6576		114.99	SUPPLIES 082616	8619941001	Shop Supplies & Tools
4598	Class C Solutions Group		114.99	1 Transactions		
1983	Croell Redi-Mix					
	13-330-000-0000-6576		150.00	SUPPLIES 082616	136107	Shop Supplies & Tools
1983	Croell Redi-Mix		150.00	1 Transactions		
5826	Culligan Water Conditioning					
	13-330-000-0000-6317		33.45	DRINKING WATER 082616	913778	Building Maintenance
5826	Culligan Water Conditioning		33.45	1 Transactions		
8165	Dave Syverson Freightliner					
	13-330-000-0000-6575		18.48	PARTS 082616	254808	Machinery Parts
	13-330-000-0000-6575		219.98	PARTS 082616	254936	Machinery Parts
	13-330-000-0000-6575		632.17	PARTS 082616	255162	Machinery Parts
	13-330-000-0000-6575		70.30	PARTS 082616	255277	Machinery Parts
8165	Dave Syverson Freightliner		940.93	4 Transactions		
4590	Debauche Truck & Diesel					
	13-330-000-0000-6575		95.61	FILTERS 082616	5018936	Machinery Parts

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
4590 Debauche Truck & Diesel		95.61	1 Transactions	
9142 Force America				
13-330-000-0000-6575		471.56	PARTS 082616	Machinery Parts 1067934
13-330-000-0000-6575		111.38	PARTS 082616	Machinery Parts 1068339
9142 Force America		582.94	2 Transactions	
145 G & K Services				
13-330-000-0000-6576		378.63	SUPPLIES 082616	Shop Supplies & Tools 1491208
145 G & K Services		378.63	1 Transactions	
4768 Gillund Enterprises				
13-330-000-0000-6576		196.76	SUPPLIES 082616	Shop Supplies & Tools 825592
4768 Gillund Enterprises		196.76	1 Transactions	
155 Hammell Equipment Inc				
13-330-000-0000-6575		157.44	PARTS 082616	Machinery Parts 1181420
13-330-000-0000-6561		93.53	FUEL ADDITIVE 082616	Gasoline Diesel And Other Fuels 1181501
13-330-000-0000-6575		306.50	PARTS 082616	Machinery Parts 1181671
13-330-000-0000-6575		111.45	PARTS 082616	Machinery Parts 1181754
13-330-000-0000-6561		9.90	FUEL ADDITIVE 082616	Gasoline Diesel And Other Fuels RI35310
13-330-000-0000-6575		68.28	PARTS 082616	Machinery Parts RI35647
155 Hammell Equipment Inc		747.10	6 Transactions	
532 Herman's Service				
13-330-000-0000-6575		59.95	LABOR 082616	Machinery Parts 62242
13-330-000-0000-6575		105.95	PARTS 082616	Machinery Parts 62242
13-330-000-0000-6575		75.00	LABOR 082616	Machinery Parts 62307
13-330-000-0000-6575		110.00	LABOR 082616	Machinery Parts 62347
13-330-000-0000-6575		75.00	LABOR 082616	Machinery Parts 62349
532 Herman's Service		425.90	5 Transactions	
170 Hyland Motor Company				
13-330-000-0000-6575		1,575.00	LABOR 082616	Machinery Parts FILLCO
13-330-000-0000-6575		2,505.88	PARTS 082616	Machinery Parts FILLCO
170 Hyland Motor Company		4,080.88	2 Transactions	
2343 Kingsley Mercantile				
13-330-000-0000-6575		117.24	PARTS 082616	Machinery Parts 29

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
2343 Kingsley Mercantile		117.24	1 Transactions	
3541 Nuss Truck Group Inc				
13-330-000-0000-6575		85.75	PARTS 082616	1157226P Machinery Parts
13-330-000-0000-6575		269.85	PARTS 082616	1157823P Machinery Parts
3541 Nuss Truck Group Inc		355.60	2 Transactions	
5988 Preston Auto Parts				
13-330-000-0000-6575		8.64	PARTS 082616	475745 Machinery Parts
13-330-000-0000-6575		4.43	PARTS 082616	475752 Machinery Parts
13-330-000-0000-6575		42.52	FILTERS 082616	475826 Machinery Parts
13-330-000-0000-6575		21.91	PARTS 082616	475890 Machinery Parts
13-330-000-0000-6576		7.14	SUPPLIES 082616	475966 Shop Supplies & Tools
13-330-000-0000-6575		37.37	PARTS 082616	476735 Machinery Parts
13-330-000-0000-6575		3.38	PARTS 082616	477156 Machinery Parts
13-330-000-0000-6576		10.90	SUPPLIES 082616	477165 Shop Supplies & Tools
13-330-000-0000-6576		13.49	SUPPLIES 082616	477260 Shop Supplies & Tools
13-330-000-0000-6575		35.92	PARTS 082616	477305 Machinery Parts
13-330-000-0000-6576		499.00	SUPPLIES 082616	477324 Shop Supplies & Tools
13-330-000-0000-6575		57.11	FILTERS 082616	477335 Machinery Parts
13-330-000-0000-6575		47.83	PARTS 082616	477413 Machinery Parts
13-330-000-0000-6575		133.69	PARTS 082616	477622 Machinery Parts
13-330-000-0000-6575		19.03	PARTS 082616	478194 Machinery Parts
13-330-000-0000-6575		27.38	PARTS 082616	478325 Machinery Parts
13-330-000-0000-6575		9.21	PARTS 082616	478399 Machinery Parts
5988 Preston Auto Parts		978.95	17 Transactions	
303 Preston Equipment Co				
13-330-000-0000-6575		34.60	FILTER 082616	11247 Machinery Parts
13-330-000-0000-6561		139.26	FUEL ADDITIVE 082616	11248 Gasoline Diesel And Other Fuels
13-330-000-0000-6575		111.47	LABOR 082616	11251 Machinery Parts
13-330-000-0000-6575		98.18	PARTS 082616	11251 Machinery Parts
13-330-000-0000-6575		3.58	PARTS 082616	11574 Machinery Parts
13-330-000-0000-6575		10.95	PARTS 082616	11581 Machinery Parts
13-330-000-0000-6575		29.95	PARTS 082616	11687 Machinery Parts
13-330-000-0000-6575		32.90	PARTS 082616	9935 Machinery Parts
303 Preston Equipment Co		460.89	8 Transactions	
5753 RDO Equipment Co				

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	13-330-000-0000-6575		660.62	PARTS 082616	P58933	Machinery Parts
5753	RDO Equipment Co		660.62			1 Transactions
85924	Schilling Supply Company					
	13-330-000-0000-6576		222.64	SUPPLIES 082616	21508	Shop Supplies & Tools
85924	Schilling Supply Company		222.64			1 Transactions
7757	Universal Truck Equipment Inc					
	13-330-000-0000-6575		989.59	PARTS 082616	41950	Machinery Parts
	13-330-000-0000-6575		4,809.11	PARTS 082616	42020	Machinery Parts
7757	Universal Truck Equipment Inc		5,798.70			2 Transactions
3368	Western Petroleum Company d/b/a Tran					
	13-330-000-0000-6565		642.00	HYDRAULIC OIL 082616	117502	Motor Oil And Lubricants
	13-330-000-0000-6565		1,679.90	MOTOR OIL 082616	117502	Motor Oil And Lubricants
3368	Western Petroleum Company d/b/a Tran		2,321.90			2 Transactions
330	DEPT Total:		19,528.94	Equipment Maintenance Shops	21 Vendors	70 Transactions
340	DEPT			Local Option Sales Tax		
1891	Bruening Rock Products, Inc.					
	13-340-000-0000-6505		1,497.55	ROCK 082616	19189	Aggregate
1891	Bruening Rock Products, Inc.		1,497.55			1 Transactions
1983	Croell Redi-Mix					
	13-340-000-0000-6580		880.00	CONCRETE 082616	135493	Other repair & maintenace supplies
1983	Croell Redi-Mix		880.00			1 Transactions
5335	Solberg's Circle S Farm					
	13-340-000-0000-6580		836.07	SAND 082616	1127	Other repair & maintenace supplies
5335	Solberg's Circle S Farm		836.07			1 Transactions
340	DEPT Total:		3,213.62	Local Option Sales Tax	3 Vendors	3 Transactions
13	Fund Total:		140,654.88	County Road & Bridge		96 Transactions

CJOHNSON
 8/18/16 1:37PM
 14 Sanitation Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
390 DEPT		Resource Recovery Center		
1062 Computer Danamics 14-390-000-0000-6416		RDP support	25838	Misc Supplies
1062 Computer Danamics			1 Transactions	
145 G & K Services 14-390-000-0000-6377		7/1-7/29/16 laundry & mats	cust # 2511430	Fees And Service Charges
145 G & K Services			1 Transactions	
9375 Green Lights Recycling Inc 14-390-000-0000-6456		recycle lamps	16-4465	Recycling Materials
9375 Green Lights Recycling Inc			1 Transactions	
390 DEPT Total:		721.25 Resource Recovery Center	3 Vendors	3 Transactions
14 Fund Total:		721.25 Sanitation Fund		3 Transactions

CJOHNSON
 8/18/16 1:37PM
 23 County Airport Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
350	DEPT		County Airport		
	5988 Preston Auto Parts				
	23-350-000-0000-6411		17.14	478547	Custodial Supplies
	5988 Preston Auto Parts		17.14	1 Transactions	
350	DEPT Total:		17.14	1 Vendors	1 Transactions
23	Fund Total:		17.14		1 Transactions

CJOHNSON
 8/18/16 1:37PM
 73 Greenleafton Septic Projec

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
611 DEPT		Greenleafton Maintenance Expense		
5147 Gopher Septic Servies INC				
73-611-000-0000-6309		120.00	Labor 8/1/16	27521 Greenleafton Septic Maintenance
73-611-000-0000-6309		65.00	Install rebuilt E-one pumb	27521 Greenleafton Septic Maintenance
5147 Gopher Septic Servies INC		185.00	2 Transactions	
611 DEPT Total:		185.00	Greenleafton Maintenance Expense	1 Vendors 2 Transactions
73 Fund Total:		185.00	Greenleafton Septic Project	2 Transactions

CJOHNSON
 8/18/16 1:37PM
 87 State Revenue And School

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
1859	MN Department Of Finance 87-000-000-0000-2100 87-000-000-0000-2313		1,614.00 3,255.00	July 2016 vitals July 2016 RE Surcharge		Due To Other Governmental Agencies Real Estate Surcharge
1859	MN Department Of Finance		4,869.00		2 Transactions	
5993	Mn Dept Of Health 87-000-000-0000-2312		127.50	July 2016 well cert		Well Management Funds
5993	Mn Dept Of Health		127.50		1 Transactions	
0	DEPT Total:		4,996.50	...	2 Vendors	3 Transactions
87	Fund Total:		4,996.50	State Revenue And School Func		3 Transactions
	Final Total:		173,333.00	107 Vendors	184 Transactions	

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	26,457.39	County Revenue Fund	
	12	300.84	INFRA FUND	
	13	140,654.88	County Road & Bridge	
	14	721.25	Sanitation Fund	
	23	17.14	County Airport Fund	
	73	185.00	Greenleafton Septic Project	
	87	4,996.50	State Revenue And School Fund	
	All Funds	173,333.00	Total	Approved by,
			
			

smensink
 8/11/16 11:23AM
 1 County Revenue Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u> <u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
85440	Centurylink 01-102-000-0000-6203 01-149-000-0000-6203		49.25 3,560.04	7/26 - 8/25 phones Local Service 7/26 - 8/25		Telephone Telephone
85440	Centurylink		3,609.29	2 Transactions		
5154	EO JOHNSON 01-602-000-0000-6310		334.46	Copies - July 2016 06/28/2016 07/27/2016	CNIN863517	Contract Repairs And Maintenance
5154	EO JOHNSON		334.46	1 Transactions		
4728	Kaase/Thomas 01-251-000-0000-6379		5,640.00	July 2016 Board of Prisoners		Board Of Prisoners
4728	Kaase/Thomas		5,640.00	1 Transactions		
1 Fund Total:			9,583.75	County Revenue Fund	3 Vendors	4 Transactions

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3219	Centurylink 13-300-000-0000-6203		27.13	TELEPHONE 081216	83398791	Telephone
3219	Centurylink		27.13	1 Transactions		
85440	Centurylink 13-300-000-0000-6203		47.96	TELEPHONE 081216	301264100	Telephone
	13-300-000-0000-6203		189.70	TELEPHONE 081216	301269901	Telephone
	13-300-000-0000-6203		212.20	TELEPHONE 081216	301269908	Telephone
85440	Centurylink		449.86	3 Transactions		
7542	Fillmore Co Treasurer 13-330-000-0000-6561		485.36	JULY FUEL TAX 081216		Gasoline Diesel And Other Fuels
7542	Fillmore Co Treasurer		485.36	1 Transactions		
3632	Milestone Materials Inc 13-310-000-0000-6505		8,042.68	95% CONTRACT ROCK 081216	14919	Aggregate
3632	Milestone Materials Inc		8,042.68	1 Transactions		
308	Preston Public Utilities 13-330-000-0000-6251		431.68	UTILITIES 081216	4458327	Electricity
	13-330-000-0000-6251		44.23	UTILITIES 081216	4459875	Electricity
	13-330-000-0000-6251		41.41	UTILITIES 081216	4473A342	Electricity
	13-330-000-0000-6251		734.49	UTILITIES 081216	4473B341	Electricity
308	Preston Public Utilities		1,251.81	4 Transactions		
423	Tri-County Electric Cooperative 13-330-000-0000-6251		67.90	ELECTRICITY 081216	0504008000	Electricity
	13-300-000-0000-6306		41.11	ELECTRICITY 081216	1407003000	Radio Tower Repair & Services
	13-310-000-0000-6251		41.52	ELECTRICITY 081216	1908001000	Electricity
	13-330-000-0000-6251		21.33	ELECTRICITY 081216	8500771401	Electricity
	13-330-000-0000-6251		74.10	ELECTRICITY 081216	8500773101	Electricity
	13-330-000-0000-6251		143.09	ELECTRICITY 081216	8901996001	Electricity
	13-330-000-0000-6251		25.31	ELECTRICITY 081216	8901997001	Electricity
423	Tri-County Electric Cooperative		414.36	7 Transactions		
1487	Waste Management - WI-MN 13-330-000-0000-6251		46.85	ELECTRICITY 081216	312370427600	Electricity
1487	Waste Management - WI-MN		46.85	1 Transactions		

13 Fund Total:

10,718.05

County Road & Bridge

7 Vendors

18 Transactions

smensink
 8/11/16 11:23AM
 14 Sanitation Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5882 Winneshiek County Landfill 14-390-000-0000-6374			2,732.93	7/26 - 8/2 Household	20891	Landfill Tipping Fees
5882 Winneshiek County Landfill			2,732.93	1 Transactions		
14 Fund Total:			2,732.93	Sanitation Fund	1 Vendors	1 Transactions

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 8/11/16 11:23AM
 23 County Airport Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
3219	Centurylink 23-350-000-0000-6203		7.91	Fuel Sys analog dedicated line 06/24/2016 07/23/2016	1382777064	Telephone
3219	Centurylink		7.91	1 Transactions		
85440	Centurylink 23-350-000-0000-6203		125.39	Airport Phones 7/1 - 7/25		Telephone
85440	Centurylink		125.39	1 Transactions		
23 Fund Total:			133.30	County Airport Fund	2 Vendors	2 Transactions

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 8/11/16 11:23AM
 73 Greenleafton Septic Projec

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
423	Tri-County Electric Cooperative 73-611-000-0000-6251		41.66	Grinder pumps 07/01/2016 08/01/2016		Electricity
	73-611-000-0000-6251		355.63	Treatment Plant 07/01/2016 08/01/2016		Electricity
423	Tri-County Electric Cooperative		397.29	2 Transactions		
73 Fund Total:			397.29	Greenleafton Septic Project	1 Vendors	2 Transactions

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 8/11/16 11:23AM
 87 State Revenue And School

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
110 Fillmore Co Treasurer				
87-000-000-0000-2470		23,325.58	Mtg Tax - July	Mortgage Reg Tax-State
87-000-000-0000-2471		20,527.55	Deed Tax - July	State Deed Tax-State
110 Fillmore Co Treasurer		43,853.13	2 Transactions	
87 Fund Total:		43,853.13	State Revenue And School Fund	1 Vendors 2 Transactions
Final Total:		67,418.45	15 Vendors	29 Transactions

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	9,583.75	County Revenue Fund	
	13	10,718.05	County Road & Bridge	
	14	2,732.93	Sanitation Fund	
	23	133.30	County Airport Fund	
	73	397.29	Greenlefton Septic Project	
	87	43,853.13	State Revenue And School Fund	
	All Funds	67,418.45	Total	Approved by,
			
			

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u> <u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
3219	Centurylink 01-251-000-0000-6203		50.44	Telephones - Sheriff	1383268209	Telephone
3219	Centurylink		50.44	1 Transactions		
85440	Centurylink 01-203-000-0000-6203		42.44	Spring Valley Telephone		Telephone
	01-251-000-0000-6203		461.73	07/26/2016 08/25/2016 Telephone		Telephone
	01-251-000-0000-6203		65.66	07/26/2016 08/25/2016 Telephone		Telephone
85440	Centurylink		569.83	07/01/2016 07/31/2016 3 Transactions		
5660	De Lage Landen Financial Services 01-251-000-0000-6310		151.14	August copier lease - Sheriff	51078444	Contract Repairs And Maintenance
5660	De Lage Landen Financial Services		151.14	1 Transactions		
4441	Independent Emergency Services, LLC 01-201-000-0000-6310		100.00	August 911 Service		Contract Repairs And Maintenance
4441	Independent Emergency Services, LLC		100.00	1 Transactions		
1479	Loffler Companies, Inc 01-034-000-0000-6377		31.05	Copy Usage 7/16 - 8/15	2300110	Fees And Service Charges
	01-105-000-0000-6377		31.05	Copy Usage 7/16 - 8/15	2300110	Fees And Service Charges
	01-603-000-0000-6377		31.05	Copy Usage 7/16 - 8/15	2300110	Fees And Service Charges
1479	Loffler Companies, Inc		93.15	3 Transactions		
5397	MN Office Of Enterprise Technology 01-060-000-0000-6639		259.00	July 2016 SPAM Filtering	16070479	Asset Inventory
5397	MN Office Of Enterprise Technology		259.00	1 Transactions		
423	Tri-County Electric Cooperative 01-251-000-0000-6251		115.10	Radio Tower Electricity		Electricity
				07/01/2016 08/01/2016		
423	Tri-County Electric Cooperative		115.10	1 Transactions		
4568	US Bank Equipment Finance 01-100-000-0000-6310		196.90	Monthly copier lease w- RICOH		Contract Repairs And Maintenance
4568	US Bank Equipment Finance		196.90	1 Transactions		

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 8/18/16 9:58AM
 1 County Revenue Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
2357	Verizon Wireless 01-281-000-0000-6203			70.04	Data lines	9769654268	Telephone
					07/02/2016 08/01/2016		
2357	Verizon Wireless			70.04	1 Transactions		
1 Fund Total:				1,605.60	County Revenue Fund	9 Vendors	13 Transactions

smensink
 8/18/16 9:58AM
 13 County Road & Bridge

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
3632 Milestone Materials Inc 13-310-000-0000-6505		143.46	95% CONTRACT ROCK ADDTN 081916	16712 Aggregate
3632 Milestone Materials Inc		143.46	1 Transactions	
13 Fund Total:		143.46	County Road & Bridge	1 Vendors 1 Transactions

smensink
 8/18/16 9:58AM
 14 Sanitation Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
1487	Waste Management - WI-MN 14-390-000-0000-6374 14-391-000-0000-6861		17,834.16 6,751.69	Landfill July 2016 Roll - Off 06/26/2016 07/25/2016	0674651-2760-2 3124121-2760-6	Landfill Tipping Fees Recycling Operation Expense
1487	Waste Management - WI-MN		24,585.85	2 Transactions		
5882	Winneshiek County Landfill 14-390-000-0000-6374		1,370.15	8/2 & 8/9 Household	20907	Landfill Tipping Fees
5882	Winneshiek County Landfill		1,370.15	1 Transactions		
14 Fund Total:			25,956.00	Sanitation Fund	2 Vendors	3 Transactions
Final Total:			27,705.06	12 Vendors	17 Transactions	

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	1,605.60	County Revenue Fund
	13	143.46	County Road & Bridge
	14	25,956.00	Sanitation Fund
	All Funds	27,705.06	Total

Approved by,

.....

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Fillmore County Resource Recovery Center

Request For Proposals

On July 26, 2016 the Fillmore County Board of Commissioners approved a motion to seek requests for proposals (RFPs) for the transportation and disposal of solid waste from the Fillmore County Resource Recovery Center (FCRRC) to a state permitted facility. This motion also included a RFP the transportation and processing of all recyclable material from the FCRRC to a state permitted recycling facility.

Proposal Requirements

1. This RFP is for a five (5) year contract, but a ten (10) year contract will be considered. This contract starts on November 1, 2016. All proposals must be priced on a per ton basis with the exception of the rural recycling sites which may be priced by the ton or by the load.
2. Each proposal must include a history of your firm, past and present. Experience pertaining to the transporting and disposal of municipal solid waste and transporting and processing of single stream recycling and the resources allocated to achieve your proposal. The proposal must include the name of the company, names of the owners, name of the contact person and their mailing address , e-mail address and a telephone number for the contact person.
3. Fillmore County has a yearly commitment to the Winneshiek County Landfill for at least 1839.50 tons of solid waste that must be deposited in their landfill. This amount must be included in your proposal to be transported there. This proposal is for transportation only on a per ton basis. Fillmore County will be responsible for the tipping fees for all tons deposited in the Winneshiek County Landfill
4. Each proposal must include the use of three (3) walking floor trailers or there equivalent, in new or near new condition, capable of legally hauling approximately twenty (20) ton loads. These trailers must be compatible with the single pin compactor clamp and all other aspects of the FCRRC's loading facilities

5. The FCRRRC receives approximately five thousand five hundred (5500) tons of municipal solid waste per year. Proposer must indicate that it has the capabilities to transport up to three (3) loads per day on occasion.
6. The FCRRRC accepts single stream recycling from Fillmore County residents and licensed commercial haulers. The FCRRRC accepts approximately one thousand one hundred (1100) tons of recyclables per year. Fillmore County has six (6) rural recycling drop sites located through-out the County that proposer must supply with containers suitable for single stream recycling. These sites must be serviced at least once per week or as needed to keep the area clean and safe for our residents. This material may either be brought to the FCRRRC or delivered to any licensed recycling center. It is the proposers' responsibility to remove any non-recyclable material from the sites and dispose of it at their expense.
7. The FCRRRC will load a proposer provided walking floor or equivalent trailer with a FCRRRC owned compactor for transportation and processing to a licensed recycling facility. Proposer is responsible for all cost associated with the transporting and processing of the single stream recyclable materials generated at the FCRRRC. Also the proposer must include any and all rebates that may be used to reduce the per ton price of the material recycled.
8. Proposer must demonstrate that it has adequate financial resources to fulfill this proposal. The proposer must furnish to Fillmore County a performance bond equal to one-half (1/2) of the amount of the yearly proposal. This bond must stay in force for the entire length of the contact. The proposer must provide evidence that it is covered by Worker's Compensation Insurance. The proposer will also be required to indemnify and hold harmless the Fillmore County Board of Commissioners, any and all employees of Fillmore County or their designees against all liabilities, losses, costs, damages, and expenses (including attorney's fees and all other costs of litigation) arising from any claims, administrative proceedings, investigations, causes of action or suits for or relating to the negligence of the proposer, its agents, employees or designees.
9. Proposer must document that it carries comprehensive general liability insurance for bodily injury or death with the minimum amount of five hundred thousand dollars (\$500,000.00) for any one (1) person and one million dollars (\$1,000,000.00) for two (2) or more persons for the same occurrence. Proposer must also carry insurance in the amount of five hundred thousand dollars (\$500,000.00) for damage to property. Fillmore County shall be named as a co-insured on said policies for incidents arising out of the performance of this proposal. Coverage may not be changed or terminated by

the insured except upon 30 days written notice to Fillmore County Board of Commissioners. All endorsements shall apply to both bodily injury or death and property damage coverage.

10. The timeline that Fillmore County is committed to is as follows:

- Week of August 8th RFP presented to the Fillmore County Board of Commissioners
- Week of August 22nd RFP approved by the Fillmore County Board of Commissioners
- Week of August 29th RFP published in newspaper and sent to interested parties
- Proposals due back at the Fillmore County Resource Recovery Center at 727 Highway 52 E Preston MN or by certified mail to the Fillmore County Resource Recovery Center P.O. Box 655 Preston MN 55965. All proposal envelopes must be labeled Landfill and Recycling RFP and must be received in our office at the physical address listed above by 4:00 pm on September 19, 2016.
- Proposals will be opened and analyzed by the Solid Waste Committee the week of September 19th
- Proposals will be brought to the Fillmore County Board of Commissioners for approval on September 26th with the contract start date of November 1, 2016

Fillmore County reserves the right to reject any and all proposals or to negotiate with any proposer in the best interest of Fillmore County.

REQUEST FOR COUNTY BOARD ACTION

AGENDA DATE: _____ ITEM NO.: 1
PREPARED BY: Cristal Adkins, Zoning Administrator DEPT.: Zoning

State item(s) of business with brief analysis. Provide relevant material for documentation. Outline in detail any action requested of the County Board. Indicate amount of time needed for each item.

The Zoning Office would like the County Commissioners to review a resolution for Fillmore County to opt out of the newly enacted legislation for Temporary Family Health Care Dwellings, also known as “Granny Pods.” The Fillmore County Zoning Office would like to maintain the ability to administer the Fillmore County Zoning Ordinance while permitting dwellings, regardless of size, within the regulations contained in the existing Zoning Ordinance.

The amount of time needed for this review should not require more than five (5) minutes.

REVIEWED BY: _____
COUNTY COORDINATOR

All requests for County Board agenda time must be in the office of the County Coordinator by **4:00 p.m. Thursday** to be on the agenda for the following Tuesday’ s meeting of the County Board of Commissioners.

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date _____ Resolution No. _____

Motion by Commissioner _____ Second by Commissioner _____

RESOLUTION OPTING-OUT OF
THE REQUIREMENTS OF
MINNESOTA STATUTES, SECTION 394.307

WHEREAS, on May 12, 2016, the Governor of Minnesota signed into law Chapter 111 of the 89th Legislature of the State of Minnesota establishing definitions and requirements for Temporary Family Health Care Dwellings, which was introduced during the 2016 legislature session as Senate File 2555 and House File 2497; and

WHEREAS, Chapter 111 amends Minnesota Statute § 394 which regulates county permitting and zoning processes by establishing new rules for the placement of Temporary Family Health Care Dwellings on residential property; and

WHEREAS, the Minnesota Association of County Planning and Zoning Administrators, the professional association for county planning and zoning staff in Minnesota, supports the concept of Temporary Family Health Care Dwellings; and

WHEREAS, Chapter 111 erodes local control of the permitting process; limiting a county’s ability to foster and guide development, and placing undue burden on county staff to forego standard permitting practices; and

WHEREAS, it is the intent of the Fillmore County Board of Commissioners to protect the public health, safety, and general welfare of County residents and the environment of Fillmore County; and

WHEREAS, subdivision 9 of Minnesota Statute § 394.307 allows a county to “opt-out” of the regulations through the passage of a county board resolution; now therefore,

BE IT RESOLVED, Fillmore County elects to regulate Temporary Family Health Care Dwellings through already existing permitting standards of the Fillmore County Zoning Ordinance; and

BE IT RESOLVED, pursuant to authority granted by Minnesota Statutes, Section 394.307, Subdivision 9, the County of Fillmore opts-out of the requirements of Minnesota Statute 394.307, which defines and regulates Temporary Family Health Care Dwellings.

VOTING AYE
Commissioners

Prestby Dahl Root Lentz Bakke

VOTING NAY
Commissioners

Prestby Dahl Root Lentz Bakke

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Vickerman, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the ____ day of _____, 2016.

Witness my hand and official seal at Preston, Minnesota the _____ day of _____, 2016.

SEAL

Bobbie Vickerman, Coordinator/Clerk
Fillmore County Board of Commissioners

Bobbie
8/19/16 10:06AM

*** Fillmore County ***



USER- SELECTED BUDGET REPORT

01 FUND County Revenue Fund

Report Basis: Modified Accrual

<u>Account Number</u>		<u>Account Description</u>	BUDGET <u>2015</u>	2015 Act <u>Mo. 01 - 12</u>	BUDGET <u>2016</u>	2016 Act <u>Mo. 01 - 06</u>	BUDGET <u>2017</u>
604	DEPT	Soil Conservation					
		01- 604- 000- 0000- 6802 Appropriations	215,000	215,000	215,000	107,500	215,000
		01- 604- 000- 0000- 6814 Wetland Conservation Act Adminis	0	8,778	0	0	0
		01- 604- 000- 0000- 6823 County Match - Buffer Law Admini	0	0	0	4,389	2,000
		01- 604- 552- 0000- 5360 R9P Water/Soil Res	8,778 -	17,556 -	8,778 -	0	8,778 -
		01- 604- 552- 0000- 6804 For Other Agencies	8,778	8,778	8,778	0	8,778
		01- 604- 552- 0000- 6823 County Match	4,389	4,389	4,389	0	4,389
DEPT	604	Soil Conservation					
		Revenue	8,778 -	17,556 -	8,778 -	0	8,778 -
		Expend.	228,167	236,945	228,167	111,889	230,167
		Net	219,389	219,389	219,389	111,889	221,389
606	DEPT	Water Quality					
		01- 606- 000- 0000- 6814 Local Water Management Grant	7,416	28,556	14,278	0	14,278
		01- 606- 000- 0000- 6823 County Match	6,862	6,862	6,862	6,862	6,862
		01- 606- 550- 0000- 5278 Natural Resources Grant	14,278 -	28,556 -	14,278 -	0	14,278 -
DEPT	606	Water Quality					
		Revenue	14,278 -	28,556 -	14,278 -	0	14,278 -
		Expend.	14,278	35,418	21,140	6,862	21,140
		Net	0	6,862	6,862	6,862	6,862
FUND	01	County Revenue Fund					
		Revenue	23,056 -	46,112 -	23,056 -	0	23,056 -
		Expend.	242,445	272,363	249,307	118,751	251,307
		Net	219,389	226,251	226,251	118,751	228,251
Final Totals		Revenue	23,056 -	46,112 -	23,056 -	0	23,056 -
		Expend.	242,445	272,363	249,307	118,751	251,307
		Net	219,389	226,251	226,251	118,751	228,251

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 8/23/2016

Amount of time requested (minutes): 5

Department: Social Services

Requested By: Neva Beier

State item(s) of business. Please provide relevant material for documentation. Outline in detail any action requested of the County Board.

1. Whatever it Takes Grant, July 1, 2016 through June 30, 2017.
“WIT” The 2.5 staff identified in this grant have the overall responsibility for providing intensive case management services to individuals identified as being at risk of admission to or discharged from AMRTC (Anoka Medical Regional Treatment Center). There are no changes from the previous contracts except for the hourly rate has increased from &71.94 to \$75.26.

Currently, Fillmore County does not have a resident in Anoka.

2. Interagency Agreement that would transfer duties related to background studies for corporate child foster care homes from county and private licensing agencies to DHS.
*Please note that at this time Fillmore County does not have any Corporate Foster Care homes in our county but it’s advised we sign this contract for any future planning.
3. With the Vulnerable Adult reporting changes imposed by the State, there have been some regional issues of whom should be the Lead Investigative Agency in some cases. This Regional MOU designates a clear outline of how our region will work together.
4. The State did not receive our Information Privacy and Security Agreement, it is broader than the Business Associate Agreement (BAA) back in 2015 that was turned in by previous Director. These two agreements are to be turned in at the same time.

Check if there will be additional documentation for any item(s) listed above.

Reviewed By: [Click here to enter text.](#)

All requests for County Board agenda time must be received in the office of the County Coordinator by **12:00 p.m. (noon) on the Thursday prior to the scheduled meeting.**

PURCHASE OF SERVICE AGREEMENT

This Agreement, made and entered into by and between the County of Olmsted, 151 Fourth Street Southeast, Rochester, Minnesota 55904-3711, through its Community Social Services Department, Adult Services Division, 2100 Campus Drive S.E., Rochester, MN 55904, hereafter referred to as “Olmsted County” and **Fillmore County Community Services**, 902 Houston Street, Suite 1, Preston, MN 55965, hereafter referred to as “Fillmore County”.

WITNESSETH

WHEREAS, the Participating Counties in the CREST Initiative determined the need for specialized case management for potential or existing clients of the Anoka Metro Regional Treatment Center (AMRTC) and Minnesota Security Hospital – St. Peter; and

WHEREAS, Olmsted and Participating Counties were re-awarded a Minnesota Department of Human Services (DHS) “Whatever it Takes” grant in the amount of \$320,000.00 effective July 1, 2016 – June 30, 2017 ; and

WHEREAS, Olmsted County will act as the fiscal host for the grant; and

WHEREAS, Olmsted County has a full-time AMRTC Liaison Case Manager (hereafter referred to as “AMRTC LCM”) who is qualified to provide this type of case management; and

WHEREAS, Olmsted County has hired the following team members as part of the “Whatever it Takes” grant; one half-time MSH/Competency Restoration Program (CRP) Liaison Case Manager (hereafter referred to as “MSH LCM” or “MSH/CRP LCM”), one full-time Psychiatric Rehabilitation Worker (hereafter referred to as “PRW”) and a part-time Program Coordinator (hereafter referred to as “PC”) who are qualified to provide the services required;

NOW THEREFORE, in consideration of the mutual understanding and agreements set forth, Olmsted County and Fillmore County agree as follows:

1. TERM

The term of this Agreement shall be from July 1, 2016 through June 30, 2017.

2. SERVICES

A. AMRTC LCM services shall include, but not be limited to: Overall responsibility for providing intensive case management services to individuals identified as being at risk of admission to or discharged from AMRTC. If admitted into AMRTC, AMRTC LCM will plan for discharge for those individuals and monitor community services for up to 120 days.

1) Pre-admission Services:

- Weekly, review the AMRTC waitlist and become involved with clientele on waitlist to explore other options and assure client’s basic needs are met during wait time.
- Request statewide access in SSIS for county of financial responsibility (CFR) and make contact with that county to identify client’s needs.

- Provide consultation for case managers to alleviate the need for commitment or alternative placement.
 - Assist with commitment process if necessary.
 - Assist with admission process to AMRTC if necessary.
- 2) Post-admission Services:
- Lead efforts in proactive and timely planning for discharge.
 - Weekly, review the AMRTC de-identified case list to determine which CFR has clients in AMRTC.
 - Contact CFR to identify which client(s) were admitted into AMRTC and obtain a release of information (as needed according to law) from client to proceed with communications with CFR and other involved parties and initiate AMRTC LCM role.
 - Request statewide access in SSIS and follow up with the CFR's case manager to see that access is allowed and discuss the case. AMRTC LCM will make contact with AMRTC to begin collaborative partnership and discussions about potential discharge planning.
 - Determine who should be on the client's treatment team (involved parties) for case consultation and discharge planning purposes.
 - Be responsible for assuring completion of the shared individual client planning document by involved parties and that all parties receive the updated copies.
 - Attend bi-weekly staff meetings at AMRTC or via ITV to collaboratively discuss the course and treatment of individuals (cases) and process potential discharge ideas.
 - Identify resources available in the "home" community and create a resource guide for reference.
 - Work to develop services needed but not yet available.
 - Complete all documentation, assessments, goal plan, discharge plan and make referrals as needed.
 - Work collaboratively with anticipated providers to assure smooth transition and ongoing ability to provide appropriate level of care.
- 3) Post-discharge Services:
- Resume AMRTC LCM role for up to 120 days after discharge providing intensive case management to ensure implementation of the discharge plan and avoid gaps in care with community based services.
 - Continue collaborative communication with involved parties.
 - Keep statistics as predetermined for outcome measurement.
- B. MSH LCM services shall include, but not be limited to: Overall responsibility for providing intensive case management services to individuals identified as being at risk of admission to or discharged from MSH. If admitted into MSH, MSH LCM will plan for discharge for those individuals and monitor community services for up to 120 days.
- 1) MSH LCM Mentally Ill and Dangerous Clients in Transition Services - Persons that are mentally ill and as a result, have caused or intended to cause serious physical harm to another and are likely to take such action in the future and have been committed in a court of law as MI & D.
- a) Pre-admission Services:

- Weekly, review the MSH waitlist and become involved with clientele on waitlist to explore other options and assure client's basic needs are met during wait time.
 - Request statewide access in SSIS for county of financial responsibility (CFR) and make contact with that county to identify client's needs.
 - Provide consultation for case managers to alleviate the need for commitment or alternative placement.
 - Assist with commitment process if necessary.
 - Assist with admission process to MSH if necessary.
- b) Post-admission Services (clients in Transition Unit):
- Lead efforts in proactive and timely planning for discharge.
 - Weekly, review the MSH de-identified case list to determine which CFR has clients in MSH.
 - Contact CFR to identify which client(s) were admitted into MSH and obtain a release of information (as needed according to law) from client to proceed with communications with CFR and other involved parties and initiate MSH LCM role.
 - Request statewide access in SSIS and follow up with the CFR's case manager to see that access is allowed and discuss the case. MSH LCM will make contact with MSH to begin collaborative partnership and discussions about potential discharge planning.
 - Determine who should be on the client's treatment team (involved parties) for case consultation and discharge planning purposes.
 - Be responsible for assuring completion of the shared individual client planning document by involved parties and that all parties receive the updated copies.
 - Attend staff meetings, as needed, at MSH or via ITV to collaboratively discuss the course and treatment of individuals (cases) and process potential discharge ideas.
 - Identify resources available in the "home" community and create a resource guide for reference.
 - Work to develop services needed but not yet available.
 - Complete all documentation, assessments, goal plan, discharge plan and make referrals as needed.
 - Work collaboratively with anticipated providers to assure smooth transition and ongoing ability to provide appropriate level of care.
- c) Post-discharge Services:
- Resume MSH LCM role for up to 120 days after discharge providing intensive case management to ensure implementation of the discharge plan and avoid gaps in care with community based services.
 - Continue collaborative communication with involved parties.
 - Keep statistics as predetermined for outcome measurement.
- 2) Competency Restoration Program – The Competency Restoration Program (CRP) is a short-term treatment program that provides treatment and evaluations for individuals who have been deemed incompetent to stand trial. The primary role of the MSH/CRP LCM serving clients who are going to enter or have entered the CRP is to create system efficiencies and when appropriate decrease days in

jail or the CRP. The MSH/CRP LCM for this population will provide case consultation and coordination amongst the client's identified treatment team and the criminal justice system. This could include providing information to the CFR on how to proactively navigate court systems and collaborate with court personnel, the CRP system and proactive discharge planning back to detention or a community based plan.

a) Pre-Admission Services:

- Develop a system to become informed when a client from the CREST Region is court ordered to the CRP. This system will be communicated to counties within the region.
- Develop a procedure/flow chart that counties can use when someone could enter the CRP.
- Assist counties on how to navigate the criminal justice system and admission into the CRP.
- Educate the CRP Staff and CREST Region Counties on her role and goals of the program.

b) Post-Admission Services:

- Weekly, review the CRP case list to determine which CFR has clients in the CRP.
- Contact CFR to identify which client(s) were admitted into the CRP and obtain a release of information (as needed according to law) from client to proceed with communications with CFR and other involved parties and initiate LCM role.
- Determine who should be on the client's treatment team (involved parties) for case consultation and discharge planning purposes.
- Request statewide access in SSIS and follow up with the CFR's case manager to see that access is allowed and discuss the case. The MSH/CRP LCM will make contact with St. Peter staff to begin collaborative partnership and discussions about potential discharge planning.
- Be responsible for assuring completion of the shared individual client planning document by involved parties and that all parties receive the updated copies.
- Attend staff meetings, as needed, at CRP or via ITV to collaboratively discuss the course and treatment of individuals (cases) and process potential discharge ideas.
- Identify resources available in the "home" community and create a resource guide for reference.
- Be available for consultation as needed.
- Keep the CFR informed about the client's course and treatment and assist in proactive discharge planning, whether that is back to a detention center or into a community setting.

c) Post Discharge Services:

- Be available for consultation as needed.
- Develop outcomes and gather statistics as identified.

C. PRW services shall include, but not be limited to: Overall responsibility for providing intensive psychiatric rehabilitation services to individuals identified as being at risk of admission to or discharged from AMRTC and MSH. If admitted into either AMRTC or MSH, the PRW will help plan for discharge for those individuals identified by the

LCMs and/or identified treatment team and monitor community services for up to 120 days.

1) Services that could be provided:

- Explore Transition to Community Living Services (TCL) and Adult Rehabilitative Mental Health Services (ARMHS) to determine what services can be offered to the target population.
- Complete any training necessary to provide ARMHS.
- Provide services not covered by ARMHS, such as transportation, as determined by the LCMs if those services support the client's recovery and community tenure.
- Work with LCMs and Project Lead to design a system to capture revenue for TCL services and/or Relocation Services Coordination (RSC).
- Prior to or within one week of discharge, the PRW will meet with the client and assess their need for ARMHS or other services not covered or reimbursed under ARMHS.
- Work with the client (in the treatment center or their "home community") according to assessment and the client's identified ARMHS goals.
- Complete all necessary paperwork and time reporting.
- Collect statistics as identified by program outcomes.

D. PC services shall include, but not be limited to: The program coordinator will assist the Whatever it Takes team in a variety of ways by coordinating process' and procedures for the team and for systems in the CREST Region. The PC position is part-time, 20 hours per week.

1) Services that could be provided:

- Work to develop services needed but not yet available.
- Identify resources available in the "home" community and create a resource guide for reference.
- Develop a system to become informed when a client from the CREST Region is court ordered to the CRP. This system will be communicated to counties within the region.
- Develop a procedure/flow chart that counties can use when someone could enter the CRP.
- Assist counties on how to navigate the criminal justice system and admission into the CRP.
- Be available for consultation as needed.
- Develop outcomes and gather statistics as identified.

3. RATE

A. Fillmore County agrees to pay Olmsted County \$75.26 per hour (\$18.82/15 min.) for AMRTC LCM to provide the AMRTC-related case management services to clients referred by Fillmore County. This rate will be used for all time expended, including providing direct service, reporting/charting, phone calls, and travel time. This per hour rate includes all administration, supervision, office support/technology, training, employee costs, and mileage. Other costs, such as lodging, meals, or client items, shall be billed separately by Olmsted County, with the understanding that AMRTC LCM will make every effort to communicate to Fillmore County any anticipated costs that will exceed the standard \$75.26 hourly rate. Olmsted County will not bill

insurance and/or DHS for any services provided on behalf of any of the Participating Counties.

- B. The “Whatever It Takes” grant will cover the cost of services provided by the MSH/CRP LCM, the PRW and the PC for the term of this Agreement, thus no hourly rate will be charged to any Participating County for the services provided by these positions.
- C. Olmsted County shall receive an administrative fee of \$43,233.00 to act as fiscal host.
- D. The grant also provides for “flexible spending funds” to pay for client related purchases that are not otherwise paid for or to supplement what can be funded at an increased level of care. Flex spending purchases may include, but are not limited to: skilled nursing visits more than once per week, holding a placement needed for an individual’s recovery/support plan, medications, food, clothing and shelter. Flex spending purchases will require prior approval by either the AMRTC LCM or the MSH/CRP LCM. Flex spending amounts will vary based on market rates and/or availability of other funding sources.

4. PAYMENT

- A. The AMRTC LCM will provide a report to Olmsted County every month that documents the number of 15-minute units of service and associated travel provided to referred Fillmore County clients. Upon receipt of the documentation, Olmsted County shall submit an invoice to Fillmore County for services rendered and travel time incurred. Fillmore County shall, within 30 days of the receipt of the invoice, make payment to Olmsted County for all units of billed services that are correct and complete. Any disputes regarding invoice must be made by Fillmore County to the Olmsted County Adult Services Director within the 30 day payment period. Olmsted County reserves the right to charge a late payment fee of 10% if payment is not made in accordance with the aforementioned payment terms.
- B. Staff costs for the MSH/CRP LCM, PRW and PC positions are anticipated to be paid solely by MA, ARMHS and/or health plan funding. Any costs not paid for by these sources will be billed to the DHS grant. Olmsted County, as fiscal host, will be responsible for the billing of these staff costs.
- C. Flex spending funds will be billed as described below:
 - 1) Pre-authorization for flex spending will be requested by either the MSH/CRP LCM or AMRTC LCM from DHS.
 - 2) Upon receipt of approved pre-authorization, the MSH/CRP LCM or AMRTC LCM will submit flex spending invoice to Olmsted County Finance for payment.
 - 3) Olmsted County will complete flex spending payment to Vendor within thirty (30) business days of receipt of the pre-authorization.
 - 4) Olmsted County will then bill DHS through the Whatever It Takes grant for reimbursement of flex spending.
- D. Olmsted County may not advance pass-through grant dollars to any other county. Each Participating County acknowledges that it will not receive any grant funds from Olmsted County directly unless the Participating County is a flex spending vendor and then only after Olmsted County has received the pre-authorization from the grantor.

5. STANDARDS

- A. All parties shall comply with all applicable state statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted. Fillmore County and Olmsted County agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- B. Both parties shall maintain such records and provide each other with financial, statistical and service reports as may be required for accountability by the other party and/or state/federal regulatory agencies. AMRTC LCM, MSH/CRP LCM, PRW and PC shall all record time tracking in Olmsted County's SSIS system, but provide client reports to Fillmore County upon request. Records relating to this contract shall be maintained by the respective party for ten (10) years for audit purposes.
- C. Fillmore County acknowledges that if the grant terms require provision of documentation by the fiscal host for any purpose including securing reimbursement from the grantor that it must provide the documentation to Olmsted County on the schedule established by Olmsted County so that sufficient processing time is available to pass the information through to the grantor. Olmsted County will make reasonable efforts to gather and pass on required documentation but staff absences or work load may delay this process. Olmsted County is not responsible for any interest or fees due to delayed pass through of funds which result from Fillmore County's failure to provide documentation on a timely basis. Olmsted County is not responsible for requesting, editing, reviewing, changing, or verifying any information provided to it by Fillmore County for this grant unless specifically stated elsewhere in this Agreement.
- D. Both parties agree to be bound by the requirements of the Minnesota Government Data Practices Act and HIPAA.

6. INDEMNIFICATION

Each party shall save and hold harmless the other party and its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of any performances or failures to adequately perform services pursuant to this contract.

7. DEFAULT AND CANCELLATION

If any of the staff positions detailed in this Agreement fail to perform any of the provisions of this Agreement or fail to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the default is excused, Olmsted County, through the Community Services Adult Mental Health Unit may, upon written notice, immediately cancel this Agreement in its entirety. If Fillmore County fails to pay for services within the time period specified in Section 4 of this Agreement, Olmsted County retains the right to deny services to Fillmore County until full payment has been received for services rendered.

It is understood and agreed that in the event the funding to Olmsted County or Fillmore County from State, Federal or other funding sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall be terminated.

8. AMENDMENTS

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by Fillmore County and Olmsted County, and attached to the original of this Agreement. Such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

OLMSTED COUNTY
COMMUNITY SERVICES

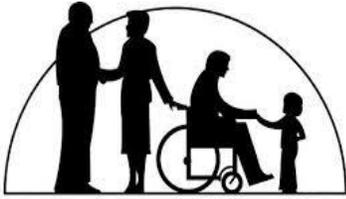
FILLMORE COUNTY
COMMUNITY SERVICES

BY: _____
Paul Fleissner
Director

BY: _____
Neva Beier
Manager

DATED: _____

DATED: _____



Minnesota Department of **Human Services**

INFORMATION PRIVACY AND SECURITY AGREEMENT
BETWEEN MINNESOTA DEPARTMENT OF HUMANS SERVICES
AND COUNTY HUMAN SERVICES AGENCY

This Information Privacy and Security Agreement (“this Agreement”), is made and entered into by and among the Minnesota Department of Human Services (“DHS”) and _____ County through its Human Services Department or Agency (“COUNTY”).

Recitals

- A. The purpose of this Agreement is to ensure both the privacy rights of individuals who receive Minnesota public welfare benefits and the security of information about such individuals, and to establish reasonable expectations and responsibilities applicable to each party with respect to the use of client data.
- B. This Agreement covers all personally identifiable information (“client data”) about an individual that is “used” (as defined in Section I) for purposes of providing public welfare benefits or other services sponsored by DHS and administered by COUNTY.
- C. Under Minn. Stat. § 13.46, DHS and COUNTY are part of the “welfare system” and data on individuals used by the welfare system are generally classified as “private data” under state law and are subject to the protections under both state and federal privacy and security laws and regulations (“Required Protections”).
- D. DHS and COUNTY are mutually and separately responsible for the privacy and security of client data.
- E. DHS and COUNTY desire to cooperate, share knowledge and expertise, and keep each other informed about their privacy and security practices and in particular about threats to client data.
- F. As the state sponsor for human service programs, DHS administers and supervises all human services programs, including but not limited to many public assistance programs, Direct Care and Treatment of civilly committed and other individuals, and child support services; DHS bears ultimate responsibility for, including but not limited to, assuring timely and accurate distribution of benefits, completeness of service, and quality program management; as set forth in Minn. Stat. § 256.01, the Commissioner of Human Services’ duties include monitoring performance of county agencies in their operation and administration of the same; establishing regulations, policies, and procedures for statewide delivery of public assistance, welfare, and

other human services; and enforcing compliance with statutes, rules, federal laws, regulations, and policies governing public benefits and welfare services.

- G. As the administrator for human service programs, COUNTY performs system planning, implements and coordinates service delivery by local providers, coordinates client care through case management, allocates state and local funds for program services, reports program and service information to DHS, and must comply with all applicable Required Protections pertaining to client information.
- H. DHS maintains a number of information systems for use by DHS, COUNTY, and other DHS business partners to use client data in the course of providing services to clients and others. DHS is the owner and operator of these information systems.
- I. COUNTY uses the DHS information systems and is a system user.
- J. The parties intend that this Agreement, upon execution, will supersede any previously executed Information Privacy and Security Agreement.

NOW THEREFORE, in consideration of the mutual promises and subject to the terms and conditions contained herein the parties hereto agree as follows:

Section I - Definitions

- A. Capitalized terms shall have the meaning provided within this Agreement.
- B. "Agreement" includes the Recitals above and the terms below.
- C. "Breach" means an event that results in the compromise of the confidentiality, integrity, or availability of client data.
- D. "Client" means applicants, recipients, and other individuals whose information is used (as defined below) for the administration and management of human services (as defined below), or an individual's legally authorized representative. "Client" includes individuals who receive human services from DHS, COUNTY, or both.
- E. "Client data" means any personally identifiable information about a client, including demographic information, which is used for purposes of providing public human services (as defined below) to or involving a client, and which can only be disclosed with the written consent of the client or as otherwise authorized by law.
- F. "Human services" means public assistance, welfare, health care, and other services for which program administration is a duty and responsibility of the DHS Commissioner of Human Services.
- G. "Privacy incident" means violation of the information privacy provisions of any applicable state and federal statute, regulation, or standard, including those listed above. A privacy incident includes, but is not limited to, improper and/or unauthorized use of client data and other information that is subject to Required Protections, and incidents in which the confidentiality of client data has been breached.

- H. “Required Protections” means any applicable state and federal statutes, rules, regulations, and standards governing the use of client data, including but not limited to the following:
1. Minnesota Government Data Practices Act (Minn. Stat. Chapter 13);
 2. Minnesota Health Records Act (Minn. Stat. §§ 144.291 - 144.298);
 3. Confidentiality of Alcohol and Drug Abuse Patient Records (42 U.S.C. § 290dd-2 and 42 C.F.R. § 2.1 to § 2.67);
 4. Federal Tax Information Security Guidelines for Federal, State and Local Agencies (26 U.S.C. 6103 and Publication 1075);
 5. Disclosure of Information to Federal, State and Local Agencies (“DIFSLA Handbook” Publication 3373);
 6. Final Exchange Privacy Rule of the Affordable Care Act (45 C.F.R. § 155.260); and
 7. NIST Special Publication 800-53, Revision 4 (“NIST.SP.800-53r4”).
- I. “Security incident” means the attempted or successful unauthorized electronic use or theft of client data or other information that is subject to Required Protections, and the interference with system operations in an information system. Security incident does not include pings and other broadcast attacks on a system’s firewall, port scans, unsuccessful log-on attempts, denials of service, and any combination of the above, so long as such activities do not result in unauthorized use of client data or other information that is subject to Required Protections.
- J. “Use” or “used” means the collection, access, sharing, employment, application, utilization, examination, analysis, manipulation, modification, maintenance, dissemination, or disclosure of client data and other information that is subject to Required Protections by a User. “Use” includes these activities when performed using approved business applications, or computer or other electronic communication resources.
- K. “User” means an individual, either internal or external to DHS, who has been authorized to use client data or other information that is subject to Required Protections.

Section II – DHS Obligations

DHS Agrees:

- A. To implement administrative, technical, and physical safeguards to protect the security of client data maintained in a DHS information system.
- B. To keep COUNTY informed of privacy and security requirements that apply to DHS information system users.
- C. To work cooperatively with COUNTY to define and implement policies that ensure every client is able to exercise his or her privacy rights as defined in Required Protections, including the right to provide and revoke consent or authorization for the use of his or her client data.

- D. To provide technical information and user training for the DHS information systems used by COUNTY in the administration of human services programs.
- E. To monitor and notify COUNTY of any suspicious activity in connection with COUNTY's use of DHS user accounts, account credentials, and network activity, including activity that may be traced to COUNTY equipment and networks of which DHS becomes aware.

Section III – COUNTY Obligations

COUNTY agrees:

- A. To comply with the Required Protections for all client data accessible to COUNTY in a DHS information system, and any client data created, received, maintained, or disseminated by COUNTY in the course of administering public welfare services. COUNTY will, consistent with applicable Required Protections:
 - 1. Develop, maintain, and enforce information privacy and security policies and procedures applicable to client data, including but not limited to privacy and security incident reporting and response procedures that accord with policies, standards, and procedures, and directions provided by DHS;
 - 2. Train, supervise, and monitor COUNTY users and other employees, contractors, or assigns, and take other reasonable steps to ensure compliance with applicable information privacy and security policies and procedures described in the preceding subparagraph; and
 - 3. Implement administrative, technical, and physical safeguards to protect the security of client data under the control of COUNTY.
- B. To only use and disclose client data as minimally required to perform COUNTY functions as administrator of public welfare services or as otherwise required by law.
- C. To work cooperatively with DHS to define and implement procedures that ensure clients are able to exercise their privacy rights as defined in Required Protections, including the right to provide and revoke consent or authorization for the use and disclosure of their client data by DHS or COUNTY.

Section IV – Mutual Obligations

- A. This agreement does not alter the responsibilities of either party as separate “government entities” under the Minnesota Government Data Practices Act (MGDPA), Minn. Stat. § 13.02, subd. 7a, to provide notice(s) and prepare reports as required under § 13.055, as amended by House File 183, Chapter 284, Section 2, effective date August 1, 2014.
- B. This provision applies and is limited to Privacy and Security incidents that either party has a duty pursuant to law to report to each other, or to another state or federal agency or authority, such as incidents involving federal tax information, social security numbers, or other information. The parties mutually agree that when a party discovers that such an incident (including a breach) has occurred, or when a party has a reasonable basis for believing one may have occurred, the party shall:

1. Within two (2) business days, notify the other party of the incident;
2. Within five (5) days of a confirmed Privacy or Security incident, complete and submit to the other party a standard incident report form obtained from the other party;
3. Cooperate with each other in the conduct of incident investigations and coordination of mitigation, containment, eradication, recovery, and other necessary corrective actions; and
4. The information exchanged pursuant to clauses 1 and 2 shall be limited to de-identified summary data or public data about the privacy and security incident, including the circumstances that led to the breach, the type of data that was inappropriately accessed or disclosed, and mitigation and remediation efforts. Neither party shall disclose private personnel data to the other.

Section V – Authorized Representatives

- | | |
|--|---|
| <p>A. For DHS
Carolyn Schworer
DHS Privacy Official
(651) 431-4930</p> | <p>B. For COUNTY
Name: _____
Title: _____
Contact info: _____</p> |
|--|---|

Section VI – Liabilities

- A. For purposes of this Agreement the parties are not agents of each other. Minn. Stat. § 3.736 shall govern the liability of DHS. Minn. Stat. Chap. 466 shall govern the liability of COUNTY.
- B. Each party is responsible for the actions of their employees, contractors, subcontractors and assigns who are authorized by the party to use or disclose client data and/or to obtain a DHS user account.
- C. Each party is solely responsible for violations of Required Protections made by their employees, contractors, subcontractors, and assigns.
- D. Each party indemnifies the other with regard to fines, sanctions, or other penalties resulting from a violation of Required Protections, including for privacy and security incidents that are caused by their respective employees, contractors, subcontractors, or assigns.

Section VII – Other Terms

- A. Term. This Agreement is effective upon full execution by the parties.
- B. Data Access Restriction. In addition to acknowledging and accepting the general terms set forth in this Agreement relating to liability, the parties acknowledge that violation of the laws and protections described above could result in limitations being placed on future access to Covered Data.

C. Termination. This Agreement shall terminate as follows:

1. Mutual agreement of the parties or when expressly superseded by a successor agreement.

2. Material Breach.

If either party becomes aware of a material breach of this Agreement by the other, it shall provide an opportunity for the breaching party to cure the breach or end the violation. The non-breaching party may:

a) Terminate this Agreement if the breaching party does not cure the breach or end the violation within the time specified by the requesting party; or

b) Immediately terminate this Agreement if the breaching party has breached a material term of this Agreement and no cure is possible.

D. Survival of Terms. The rights and obligations of COUNTY and DHS under this Agreement shall survive the termination of this Agreement for as long as COUNTY and/or its contractors, subcontractors or assigns are in possession of client data obtained from DHS.

E. Amendment. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.

F. Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the laws listed in Section I of this Agreement or in any other applicable law.

G. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

H. Business Associate. This Agreement does not create a “business associate” relationship or constitute a “business associate agreement” as defined in the Health Insurance Portability and Accountability Act (HIPAA).

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement, which is effective upon full execution.

MN DEPARTMENT OF HUMAN SERVICES

_____ COUNTY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____



**Corporate Child Foster Care Background Studies
County Interagency Agreement
Information Overview and Instructions**

July 29, 2016

If all county and private licensing agencies agree to transfer certain duties to the Department of Human Services (DHS), background study requests for corporate child foster care (CFC) services will no longer be verified and submitted by the licensing agencies. Corporate CFC providers will verify and submit the background study requests in NETStudy 2.0. Background study subjects will be fingerprinted as part of the process. County and private licensing agencies will transfer the authority to collect information for the background study and directly receive requests for reconsideration to DHS. There will be no change in licensing requirements or oversight of the CFC programs.

Background study requests. Background study requests for corporate CFC employees will be entered in NETStudy 2.0 by the corporate child foster care provider. The corporate child foster care provider will be responsible for verifying the information contained in the background study request and submitting the requests to DHS.

Family Child Foster Care. Background studies for family child foster care are not affected by the Interagency Agreement.

Access to background study determinations. Corporate CFC providers will receive background study determinations through NETStudy 2.0. County and private licensing agencies will continue to monitor compliance with background study requirements through licensing reviews. Providers will be responsible to maintain the required documentation and provide it to the county licensor upon request.

Average time to complete a background study. In NETStudy 2.0, once a corporate CFC background study subject is fingerprinted and photographed, the fingerprints are electronically and securely transmitted for the criminal record check. This completely eliminates the need for mailing and processing of hard-cards. In cases where no additional records or review are required, background study determinations will generally be available to the provider within hours. Note: If the study subject resided outside of Minnesota within the five years preceding the background study, additional time is necessary for child abuse and neglect check(s) in the other state(s).

Costs. Corporate CFC providers will be responsible for the background study fee of \$20 in order to initiate CFC background studies in NETStudy 2.0. There is also a fingerprinting and photo service fee of \$9.10 that is separate from the background study fee and paid to the fingerprint and photo service, 3M Cogent. The provider or study subject may pay these fees. DHS will cover the cost of the FBI check as well as any fees related to the collection of records from other states, when applicable.

Background study results/determinations. The corporate CFC provider will receive the background study determination electronically in NETStudy 2.0. The provider will not, however, receive a summary of the information obtained as a result of the background study. Background study subjects will continue to receive a letter through the mail informing them of the determination and, if disqualified, detailed information regarding the disqualification, including how to request reconsideration of the disqualification.

Requests for reconsideration. Disqualified study subjects will be directed to submit their requests for reconsideration directly to DHS. If a disqualified individual requests reconsideration, the licensing agency will no longer be asked to provide a recommendation to DHS whether to set aside the individual's disqualification.

Result of reconsideration.

Providers will be informed of reconsideration decisions through NETStudy 2.0. The study subject will receive a letter in the mail. Licensing agencies will not receive a notice directly, but will be able to review the background study records maintained by the provider to determine compliance with background study requirements.

More information. More information about the background study changes and NETStudy 2.0 is on the DHS Background Study website at <http://www.mn.gov/dhs> and select General Public > Office of Inspector General > Background Studies > [NETStudy 2.0/background study changes](#).

Instructions to Return the Interagency Agreement

Enclosed are three copies of the Interagency Agreement.

Please:

- (1) Enter the name of the county or consortium on page 1 of each of the agreements.
- (2) Enter the name, title, email address, and phone number of the primary contact on page 2 of each of the agreements.
- (3) Sign and date each agreement on page 4.
- (4) Mail* the three signed agreements in the enclosed envelope.

*These may also be sent through interagency mail.

Once received, Kristin Johnson, Deputy Inspector General, Background Studies will sign the agreements and one copy with original signatures will be returned for your records.

If you have any questions, please contact Michelle Long by phone at 651-431-6711 or by email at michelle.long@state.mn.us.

REQUESTING AGENCY OF MINNESOTA DEPARTMENT OF HUMAN SERVICES INTERAGENCY AGREEMENT

Recitals:

WHEREAS, the Fillmore County (hereinafter the REQUESTING AGENCY) is empowered to enter into interagency agreements pursuant to Minnesota Statutes § 471.59, Subdivision 10;

WHEREAS, the Minnesota Department of Human Services (hereinafter the PROVIDING AGENCY) is empowered to enter into interagency agreements pursuant to Minnesota Statutes § 471.59, Subdivision 10;

WHEREAS, under Minn. Stat. §§ 245C.03 and 245C.05, subds. 1, 2a and 2b, the parties have a common authority to collect, receive, and review background studies under the Minn. Stat., ch, 245C, Department of Human Services Background Studies Act (BSA);

WHEREAS, the REQUESTING AGENCY requests that the PROVIDING AGENCY perform the requestor's duties under the BSA for corporate child foster care programs; and

WHEREAS, the PROVIDING AGENCY agrees to perform REQUESTING AGENCY's duties under the BSA for corporate child foster care programs.

NOW, THEREFORE, it is agreed:

Agreement:

Definition: For the purpose of this agreement, the term *corporate child foster care* means licensed child foster care that is provided in a home where the license holder does not reside.

1. Duties:

1.1 Providing Agency's Duties:

PROVIDING AGENCY shall:

- A. Collect information required to be collected by the county under Minnesota Statutes, section 245C.05, subdivisions 2a from individuals who seek a background study related to corporate child foster care through NETSTUDY 2.0.
- B. In place of the county, directly receive requests for reconsideration from individuals disqualified from working in corporate child foster care settings.

1.2. REQUESTING AGENCY'S DUTIES:

REQUESTING AGENCY shall:

- A. Relinquish to the PROVIDING AGENCY the requestor's obligation, under Minnesota Statutes, sections 245C.04, subdivision 1(d) and 245C.05, subdivision 2a, to collect, receive, review, and forward information required under section 245C.05, subdivisions 1 and 5 from individuals who require a background study to provide corporate child foster care.
- B. Relinquish to the PROVIDING AGENCY the requestor's obligation, under Minnesota statutes, section 245C.21, subdivision 1a, to collect, review, forward, and submit recommendations regarding reconsideration requests related to corporate child foster care.

2. CONSIDERATION AND TERMS OF PAYMENT

The PROVIDING AGENCY will not charge the REQUESTING AGENCY for costs incurred by the PROVIDING AGENCY to perform the duties under this agreement. Each party will be individually responsible for its own costs and expenses related to this agreement.

3. Terms of Agreement. This agreement shall be effective on July 15, 2016, or upon the date that the final required signature is obtained by the PROVIDING AGENCY, pursuant to Minnesota Statutes, section 16C.05, subdivision 2, whichever occurs later, and shall remain in effect until July 14, 2019 or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first.

4. Cancellation. This agreement may be canceled by the REQUESTING AGENCY or PROVIDING AGENCY at any time, with or without cause, upon thirty (30) days written notice to the other party.

5. Authorized Representatives.

- A. The REQUESTING AGENCY'S authorized representative for the purposes of administration of this agreement is (name, title, email address, and phone number) NEVA BEJER, Social Services Manager Fillmore County, 902 Houston St, NW Preston MN 55965 or his/her successor. 5077652624 nbejer@fillmore.mn.us
- B. The PROVIDING AGENCY'S authorized representative for the purposes of administration of this agreement is Kristin Johnson, Deputy Inspector General, Background Studies Division, kristin.johnson@state.mn.us; 651-431-6595, or her successor.
- C. Each representative shall have final authority for acceptance of services of the other party and shall have responsibility to insure that all payments due to the other party are made pursuant to the terms of this agreement.

6. Assignment. Neither the PROVIDING AGENCY nor the REQUESTING AGENCY shall assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.

7. Amendments. Any amendments to this agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.

8. Liability. The PROVIDING AGENCY and the REQUESTING AGENCY agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other and the results thereof. The REQUESTING AGENCY's liability shall be governed by Minnesota Statutes, section 466.02, and other applicable law. The PROVIDING AGENCY's liability shall be governed by the provisions Minnesota Statutes, section 3.736, and other applicable law.

9. Information Privacy and Security.

Information privacy and security shall be governed by the "Data Sharing Agreement Terms and Conditions", which is attached and incorporated into this Contract as Attachment A, except that the parties further agree to comply with any agreed-upon amendments to the Data Sharing Agreement.

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Signature Page Follows

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby

APPROVED:

1. REQUESTING AGENCY ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05

By: _____

Date: _____

SWIFT Contract No: _____

SWIFT PO #: _____

2. PROVIDING AGENCY

By: _____

Title: _____

Date: _____

3. REQUESTING AGENCY

By: _____

With delegated authority

Title: _____

Date: _____

Distribution:
Requesting Agency – Original (fully executed) contract
Providing Agency
Contracting, Procurement & Legal Compliance, Contracts Unit- #0238

ATTACHMENT A – DATA SHARING AGREEMENT TERMS AND CONDITIONS

This Attachment sets forth the terms and conditions in which PROVIDING AGENCY will share data with and permit REQUESTING AGENCY to use or disclose Protected Information that the parties are legally required to safeguard pursuant to the Minnesota Government Data Practices Act and other applicable laws.

The parties agree to comply with all applicable provisions of the Minnesota Government Data Practices Act and any other state and federal laws that apply to the Protected Information.

General Description of Protected Information That Will Be Shared: Information needed to conduct background studies on individuals working or seeking to work in corporate child foster care settings under Minnesota Statutes Chapter 245C.

Purpose for Sharing Protected Information and Expected Outcomes: Improve efficiency in the background study process for corporate child foster care programs.

PROVIDING AGENCY is permitted to share the Protected Information with REQUESTING AGENCY under Minnesota Statutes sections 245C.03 and 245C.05, subdivisions 1, 2a and 2b, the parties have a common authority to collect, receive, and review background studies under the Minnesota Statutes chapter 245C, Department of Human Services Background Studies Act (BSA);

This Attachment neither creates a business associate relationship nor constitutes a business associate agreement as defined in the Health Insurance Portability and Accountability Act (HIPAA). If either party believes a business associate relationship might exist with regard to the Protected Government Data, the party will comply with Section 17 of this Attachment.

The parties therefore agree as follows:

DEFINITIONS

- A. "Agent" means REQUESTING AGENCY'S employees, contractors, subcontractors, and other non-employees and representatives.
- B. "Applicable Safeguards" shall mean the state and federal provisions listed in Section 2.1 of this Attachment.
- C. "Breach" means a privacy or security incident that results in the compromise of the confidentiality or integrity of Protected Information or a use or disclosure of Protected Information not otherwise permitted by law.
- D. "Agreement" means the Interagency Agreement between PROVIDING AGENCY and REQUESTING AGENCY identified as IAK-1602

- E. "Disclosure" means the release, transfer, provision of access to, or divulging in any manner of Protected Information by the entity in possession of the Protected Information.
- F. "Individual" means the person who is the subject of Protected Information.
- G. "Privacy incident" means a violation of an information privacy provision of any applicable state and federal law, statute, regulation, rule, or standard, including those listed in the Contract and this Attachment.
- H. "Protected Information" means any information that is or will be used by PROVIDING AGENCY or REQUESTING AGENCY under the Agreement that is protected by federal or state laws, statutes, regulations or standards, including those listed in this Attachment. This includes, but is not limited to, individually identifiable information about a State, county or tribal human services agency client or a client's family member. Protected Information also includes, but is not limited to, such information maintained within or accessed via a State information management system, including a State "legacy system" and other State application.
- I. "Security incident" means the attempted or successful unauthorized use or the interference with system operations in an information management system or application. Security incident does not include pings and other broadcast attacks on a system's firewall, port scans, unsuccessful log-on attempts, denials of service, and any combination of the above, provided that such activities do not result in the unauthorized use of Protected Information.
- J. "Use" or "used" means any activity by the parties during the duration of the Agreement involving Protected Information including its creation, collection, access, use, modification, employment, application, utilization, examination, analysis, manipulation, maintenance, dissemination, sharing, disclosure, transmission, or destruction. Use includes any of these activities whether conducted manually or by electronic or computerized means.
- K. "User" means an agent of either party, who has been authorized to use Protected Information.

1. INFORMATION EXCHANGED

- 1.1 This Attachment governs the data that will be exchanged pursuant to REQUESTING AGENCY performing the services described in the Agreement. The data exchanged under the Agreement will include information necessary to conduct background studies, under Minnesota Statutes chapter 245C, on those seeking to working in corporate child foster settings.
- 1.2 The data exchanged under the Agreement is provided to REQUESTING AGENCY in order for REQUESTING AGENCY to increase efficiency in the process to conduct these studies.

1.3 PROVIDING AGENCY is permitted to share the Protected Information with REQUESTING AGENCY under Minnesota Statutes sections 245C.03 and 245C.05, subdivisions 1, 2a and 2b, the parties have a common authority to collect, receive, and review background studies under the Minnesota Statutes chapter 245C, Department of Human Services Background Studies Act (BSA);

2. INFORMATION PRIVACY AND SECURITY

REQUESTING AGENCY and PROVIDING AGENCY must comply with the Minnesota Government Data Practices Act, Minn. Stat. § 13 as it applies to all data provided by PROVIDING AGENCY under the Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by REQUESTING AGENCY under the Agreement. The civil remedies of Minn. Stat. § 13.08 apply to REQUESTING AGENCY and PROVIDING AGENCY.

2.1 Compliance with Applicable Safeguards.

A. **State and Federal Safeguards.** The parties acknowledge that the Protected Information to be shared under the terms of the Agreement may be subject to one of the following laws, statutes, regulations, rules, and standards, as applicable (“Applicable Safeguards”). The parties agree to comply with all rules, regulations and laws, including as amended or revised, applicable to the exchange, use and disclosure of data under the Agreement.

1. Minnesota Government Data Practices Act (Minn. Stat. Chapter 13);
2. Minnesota Health Records Act (Minn. Stat. §144.291 - 144.298);
3. Confidentiality of Alcohol and Drug Abuse Patient Records (42 U.S.C. § 290dd-2 and 42 C.F.R. § 2.1 to §2.67);
4. Tax Information Security Guidelines for Federal, State and Local Agencies (26 U.S.C. 6103 and Publication 1075);
5. U.S. Privacy Act of 1974;
6. Computer Matching Requirements (5 U.S.C. 552a);
7. Social Security Data Disclosure (section 1106 of the Social Security Act);
8. Disclosure of Information to Federal, State and Local Agencies (DIFSLA Handbook” Publication 3373);
9. Final Exchange Privacy Rule of the Affordable Care Act (45 C.F.R. § 155.260); and
10. NIST Special Publication 800-53, Revision 4 (NIST.SP.800-53r4).

B. **Statutory Amendments and Other Changes to Applicable Safeguards.** The Parties agree to take such action as is necessary to amend the Agreement and this Attachment from time to time as is necessary to ensure, current, ongoing compliance with the requirements of the laws listed in this Section or in any other applicable law.

2.2 REQUESTING AGENCY's Data Responsibilities.

A. Use Limitation.

1. ***Restrictions on use of Protected Information.*** Except as otherwise authorized in the Agreement or this Attachment, REQUESTING AGENCY may only use or disclose Protected Information as necessary to provide the services to STATE as described herein, or as otherwise required by law, provided that such use or disclosure of Protected Information, if performed by PROVIDING AGENCY, would not violate other state and federal statutes or regulations that apply to the Protected Information.
2. ***Federal tax information.*** To the extent that Protected Information used under the Agreement constitutes "federal tax information" (FTI), REQUESTING AGENCY shall ensure that this data only be used as authorized under the Patient Protection and Affordable Care Act, the Internal Revenue Code, 26 U.S.C. § 6103(C), and IRS Publication 1075.

B. Individual Privacy Rights. REQUESTING AGENCY shall ensure individuals are able to exercise their privacy rights regarding Protected Information, including but not limited to the following:

1. ***Complaints.*** REQUESTING AGENCY shall work cooperatively with PROVIDING AGENCY to resolve complaints received from an individual; from an authorized representative; or from a state, federal, or other health oversight agency.
2. ***Amendments Requested by Data Subject.*** Within ten (10) business days, REQUESTING AGENCY must forward to PROVIDING AGENCY any request to make any amendment(s) to Protected Information in order for PROVIDING AGENCY to satisfy its obligations under Minn. Stat. § 13.04, subd. 4.

C. Background Review and Reasonable Assurances Required of Agents.

1. ***Reasonable Assurances.*** REQUESTING AGENCY represents that, before its Agents are allowed to use or disclose Protected Information, REQUESTING AGENCY has conducted and documented a background review of such Agents sufficient to provide REQUESTING AGENCY with reasonable assurances that the Agent will comply with the terms of the Agreement, this Attachment, and Applicable Safeguards.

2. **Documentation.** REQUESTING AGENCY shall make available documentation required by this Section upon request by PROVIDING AGENCY.

D. Ongoing Responsibilities to Safeguard Protected Information.

1. **Privacy and Security Policies.** REQUESTING AGENCY shall develop, maintain, and enforce policies, procedures, and administrative, technical, and physical safeguards to ensure the privacy and security of the Protected Information.
2. **Electronic Protected Information.** REQUESTING AGENCY shall implement and maintain appropriate safeguards with respect to electronic Protected Information, to prevent the use or disclosure other than as provided for by this Attachment.
3. **Monitoring Agents.** REQUESTING AGENCY shall ensure that any contractor, subcontractor, or other agent to whom REQUESTING AGENCY discloses Protected Information on behalf of PROVIDING AGENCY, or whom REQUESTING AGENCY employs or retains to create, receive, use, store, disclose, or transmit Protected Information on behalf of PROVIDING AGENCY, agrees to the same restrictions and conditions that apply to REQUESTING AGENCY under the Agreement and this Attachment with respect to such Protected Information
4. **Minimum Necessary Access to Protected Information.** REQUESTING AGENCY shall ensure that its Agents use only the minimum necessary Protected Information needed to complete an authorized and legally permitted activity.
5. **Training.** REQUESTING AGENCY shall ensure that Agents are properly trained and comply with all Applicable Safeguards and the terms of the Agreement and this Attachment.

E. Responding to Privacy Incidents, Security Incidents, and Breaches. REQUESTING AGENCY will comply with this Section for all protected information shared under the Agreement. Additional obligations for specific kinds of protected information shared under the Agreement are addressed in Section 2.2(F).

1. **Mitigation of harmful effects.** Upon discovery of any actual or suspected privacy incident, security incident, or breach, REQUESTING AGENCY will mitigate, to the extent practicable, any harmful effect of the privacy incident, security incident, or breach. Mitigation may include, but is not limited to, notifying and providing credit monitoring to affected individuals.

2. **Investigation.** Upon discovery of any actual or suspected privacy incident, security incident, or breach, REQUESTING AGENCY will investigate to (1) determine the root cause of the incident, (2) identify individuals affected, (3) determine the specific protected information impacted, and (4) comply with notification and reporting provisions of the Agreement, this Attachment, and applicable law.

3. **Corrective action.** Upon identifying the root cause of any privacy incident, security incident, or breach, REQUESTING AGENCY will take corrective action to prevent, or reduce to the extent practicable, any possibility of recurrence. Corrective action may include, but is not limited to, patching information system security vulnerabilities, employee sanctions, or revising policies and procedures.

4. **Notification to individuals and others; costs incurred.**
 - a. **Protected Information.** REQUESTING AGENCY will determine whether notice to data subjects and/or any other external parties regarding any privacy incident or security incident is required by law. If such notice is required, REQUESTING AGENCY will comply with PROVIDING AGENCY's and REQUESTING AGENCY's obligations under any applicable law requiring notification, including, but not limited to, Minn. Stat. §§ 13.05 and 13.055.

 - b. **Failure to notify.** If REQUESTING AGENCY fails to notify individual data subjects or other external parties under subparagraphs (a) then REQUESTING AGENCY will reimburse PROVIDING AGENCY for any costs PROVIDING AGENCY incurs as a result of REQUESTING AGENCY's failure to provide notification.

5. **Obligation to report to PROVIDING AGENCY.** Upon discovery of a privacy incident, security incident, or breach, REQUESTING AGENCY will report to PROVIDING AGENCY in writing as specified in Section 2.2(F).
 - a. **Communication with authorized representative.** REQUESTING AGENCY will send any written reports to, and communicate and coordinate as necessary with, PROVIDING AGENCY's authorized representative.

 - b. **Cooperation of response.** REQUESTING AGENCY will cooperate with requests and instructions received from PROVIDING AGENCY regarding activities related to investigation, containment, mitigation, and eradication of conditions that led to, or resulted from, the security incident, privacy incident, or breach.

 - c. **Information to respond to inquiries about an investigation.** REQUESTING AGENCY will, as soon as possible, but not later than forty-eight (48) hours after a request from PROVIDING AGENCY, provide

PROVIDING AGENCY with any reports or information requested by PROVIDING AGENCY related to an investigation of a security incident, privacy incident, or breach.

6. **Documentation.** REQUESTING AGENCY will document actions taken under paragraphs 1 through 5 of this Section, and provide such documentation to PROVIDING AGENCY upon request.

F. Reporting Privacy Incidents, Security Incidents, and Breaches.

REQUESTING AGENCY will comply with the reporting obligations of this Section as they apply to the kind of protected information involved. REQUESTING AGENCY will also comply with Section 2.2(E) above in responding to any privacy incident, security incident, or breach.

1. **Other Protected Information.** REQUESTING AGENCY will report all other privacy incidents and security incidents to PROVIDING AGENCY.

- a. **Initial report.** REQUESTING AGENCY will report all other privacy and security incidents to PROVIDING AGENCY, in writing, within five (5) days of discovery. If REQUESTING AGENCY is unable to complete its investigation of, and response to, a privacy incident or security incident within five (5) days of discovery, then REQUESTING AGENCY will provide PROVIDING AGENCY with all information under Section 2.2(E)(1)-(4), of this Attachment that are available to REQUESTING AGENCY at the time of the initial report.

- b. **Final report.** REQUESTING AGENCY will, upon completion of its investigation of and response to a privacy incident or security incident, or upon PROVIDING AGENCY's request in accordance with Section 2.2(E)(5) submit in writing a report to PROVIDING AGENCY documenting all actions taken under Section 2.2(E)(1)-(4), of this Attachment.

G. Access to Books and Records, Security Audits, and Remediation.

REQUESTING AGENCY shall conduct and submit to audits and necessary remediation as required by this Section to ensure compliance with all Applicable Safeguards and the terms of the Agreement and this Attachment.

1. REQUESTING AGENCY represents that it has audited and will continue to regularly will audit the security of the systems and processes used to provide services under the Agreement and this Attachment, including, as applicable, all data centers and cloud computing or hosting services under contract with REQUESTING AGENCY. REQUESTING AGENCY will conduct such audits in a manner sufficient to ensure compliance with the security standards referenced in this Attachment.

2. This security audit required above will be documented in a written audit report which will, to the extent permitted by applicable law, be deemed confidential security information and not public data under the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, subd. 1(a) and 2(a).
3. REQUESTING AGENCY agrees to make its internal practices, books, and records related to its obligations under the Agreement and this Attachment available to PROVIDING AGENCY or a PROVIDING AGENCY designee upon PROVIDING AGENCY's request for purposes of conducting a financial or security audit, investigation, or assessment, or to determine REQUESTING AGENCY's or PROVIDING AGENCY's compliance with Applicable Safeguards, the terms of the Agreement and this Attachment, and accounting standards.
4. REQUESTING AGENCY will make and document best efforts to remediate any control deficiencies identified during the course of its own audit(s), or upon request by PROVIDING AGENCY or other authorized government official(s), in a commercially reasonable timeframe.

H. Documentation Required. Any documentation required by this Attachment, or by applicable laws, standards, or policies, of activities including the fulfillment of requirements by REQUESTING AGENCY, or of other matters pertinent to the execution of the Agreement, must be securely maintained and retained by REQUESTING AGENCY for a period of six years from the date of expiration or termination of the Agreement, or longer if required by applicable law, after which the documentation must be disposed of consistent with Section 2.5 of this Attachment.

I. Requests for Disclosure of Protected Information. If REQUESTING AGENCY or one of its Agents receives a request to disclose Protected Information, REQUESTING AGENCY shall inform PROVIDING AGENCY of the request and coordinate the appropriate response with PROVIDING AGENCY. If REQUESTING AGENCY discloses Protected Information after coordination of a response with PROVIDING AGENCY, it shall document the authority used to authorize the disclosure, the information disclosed, the name of the receiving party, and the date of disclosure. All such documentation shall be maintained for the term of the Agreement and shall be produced upon demand by PROVIDING AGENCY.

J. Conflicting Provisions. To extent that the parties determine, following consultation, that the terms of the Agreement or this Attachment are less stringent than the Applicable Safeguards, REQUESTING AGENCY must comply with the Applicable Safeguards. In the event of any conflict in the requirements of the Applicable Safeguards, REQUESTING AGENCY must comply with the most stringent Applicable Safeguard.

- K. Data Availability.** REQUESTING AGENCY, or any entity with legal control or possession of any protected information provided by PROVIDING AGENCY, shall make any and all protected information available to PROVIDING AGENCY upon request within a reasonable time as is necessary for PROVIDING AGENCY to comply with applicable law.

2.3 Data Security.

- A. PROVIDING AGENCY Information Management System Access.** If PROVIDING AGENCY grants REQUESTING AGENCY access to Protected Information maintained in a PROVIDING AGENCY information management system (including a PROVIDING AGENCY "legacy" system) or in any other PROVIDING AGENCY application, computer, or storage device of any kind, then REQUESTING AGENCY agrees to comply with any additional system- or application-specific requirements as directed by PROVIDING AGENCY.
- B. Electronic Transmission.** The parties agree to encrypt electronically transmitted Protected Information in a manner that complies with NIST Special Publications 800-52, Guidelines for the Selection and Use of Transport Layer Security (TLS) Implementations; 800-77, Guide to IPsec VPNs; 800-113, Guide to SSL VPNs, or others methods validated under Federal Information Processing Standards (FIPS) 140-2.
- C. Portable Media and Devices.** The parties agree to encrypt Protected Information written to or stored on portable electronic media or computing devices in a manner that complies with NIST SP 800-111, Guide to Storage Encryption Technologies for End User Devices.

2.4 PROVIDING AGENCY's Data Responsibilities.

- A.** PROVIDING AGENCY shall disclose Protected Information only as authorized by law to REQUESTING AGENCY for its use or disclosure.
- B.** PROVIDING AGENCY shall obtain any consents or authorizations that may be necessary for it to disclose Protected Information with REQUESTING AGENCY.
- C.** PROVIDING AGENCY shall notify CONTRACTOR of any limitations that apply to PROVIDING AGENCY's use and disclosure of Protected Information that would also limit the use or disclosure of Protected Information by CONTRACTOR.
- D.** PROVIDING AGENCY shall refrain from requesting CONTRACTOR to use or disclose Protected Information in a manner that would violate applicable law or would be impermissible if the use or disclosure were performed by PROVIDING AGENCY.

2.5 Obligation of CONTRACTOR Upon Expiration or Cancellation of the Agreement.

Upon expiration or termination of the Agreement for any reason:

- A. In compliance with the procedures in the Applicable Safeguards, or as otherwise required by applicable industry standards, or directed by PROVIDING AGENCY, REQUESTING AGENCY shall immediately, destroy or sanitize (permanently de-identify without the possibility of re-identification), or return in a secure manner to PROVIDING AGENCY all Protected Information that it maintains.
- B. REQUESTING AGENCY shall ensure and document that the same action is taken for all Protected Information shared by PROVIDING AGENCY that may be in the possession of its contractors, subcontractors, or agents. REQUESTING AGENCY and its contractors, subcontractors, or agents shall not retain copies of any Protected Information.
- C. In the event that REQUESTING AGENCY cannot reasonably or does not return or destroy Protected Information, it shall notify PROVIDING AGENCY of the specific laws, rules or policies and specific circumstances applicable to its retention, and continue to extend the protections of the Agreement and this Attachment and take all measures possible to limit further uses and disclosures of the client data for so long as REQUESTING AGENCY or its contractors, subcontractors, or agents maintain the Protected Information.
- D. REQUESTING AGENCY shall document and verify in a report to PROVIDING AGENCY the disposition of Protected Information. The report shall include at a minimum the following information:
 - 1. A description of all such information and the media in which it has been maintained that has been sanitized or destroyed, whether performed internally or by a service provider;
 - 2. The method by which, and the date when, the data and media were destroyed, sanitized, or securely returned to PROVIDING AGENCY; and
 - 3. The identity of organization name (if different than REQUESTING AGENCY), and name, address, and phone number, and signature of individual, that performed the activities required by this Section.
- E. Documentation required by this Section shall be made available upon demand by PROVIDING AGENCY.
- F. Any costs incurred by REQUESTING AGENCY in fulfilling its obligations under this Section will be the sole responsibility of REQUESTING AGENCY.

END OF ATTACHMENT A

Region 10 Memorandum of Understanding Lead Investigative Agency Determinations

WHEREAS, Fillmore County, Freeborn County, Goodhue County, Houston County, Minnesota Prairie County Alliance, Mower County, Olmsted County, Rice County, Wabasha County, and Winona County (Participating Counties) have agreed to cooperate regarding Lead Investigative Agency (LIA) determinations for reports of vulnerable adult maltreatment; and

WHEREAS, Prior to July 1, 2015, LIA was determined based on where the alleged vulnerable adult (VA) maltreatment occurred; and

WHEREAS, When the Minnesota Adult Abuse Reporting Center (MAARC) was launched on July 1, 2015, how the LIA was determined changed; and

WHEREAS, As of July 1, 2015, the Minnesota Department of Human Services policy states that a County is responsible as LIA based on where the VA is located at the time of the report to MAARC; and

WHEREAS, The Minnesota Department of Human Services supports the Participating Counties to execute an agreement modifying LIA determinations;

NOW THEREFORE, the Participating Counties agree to the following:

1. In situations where a county is determined to be LIA by MAARC but is not the county where the alleged VA maltreatment occurred, the following actions will be taken:
 - a. The County who originally receives the VA maltreatment report from MAARC will identify where the alleged maltreatment occurred based on the report.
 - b. After determining in which county the alleged VA maltreatment occurred, the County who originally received the report will bounce (a term used by MAARC for the process of returning a report to them) the report back to MAARC with the bounce back reason indicated as being "per Region 10 MOU" and indicate the County to which the report should be re-directed.
 - c. Steps a and b above will occur within one business day.
 - d. MAARC will then redirect the VA maltreatment report to the identified county where the alleged maltreatment occurred within 24 hours.
 - e. The County where the alleged VA maltreatment occurred will take responsibility as the LIA for the assessment and investigation, if the report meets that County's prioritization guidelines of assessment for investigation.
 - f. In exceptional situations, Region 10 Adult Protection supervisors in the affected Participating Counties will determine who shall act as the LIA. If the affected Participating Counties cannot reach an agreement, an Adult Protection supervisor in a neutral Participating County will be contacted for assistance in decision making. The neutral Participating County selected will be jointly agreed upon by the affected Participating Counties. The decision made with the neutral party will be binding.

Houston County

Date

Mindana

08/12/2016

Minnesota Prairie County Alliance

Date

Quo Kocer

8/12/16

Mower County

Date

Paul Flusser

8/12/16

Olmsted County

Date

Lee H. Shoo

8/12/16

Rice County

Date

Wabasha County

Date

Bahn

8.12.16

Winona County

Date

Guidance on 24/7 Coverage for Child Protective Services Minnesota Department of Human Services; July 2016

Required 24/7 coverage for child maltreatment reports

Local agencies must be available 24 hours, 7 days a week, including holidays, to receive reports of child maltreatment. All child maltreatment reports must be evaluated for imminent danger. Whenever possible, reports should be screened by an on-call staff and a supervisor or his/her designee.

To meet this requirement, local agencies may provide one or more of: after-hours crisis response, on-call, or some other contracted service and access to supervisory consultation. It does not include delegation solely to law enforcement. Local agencies are encouraged to work with their county or tribal administration, or regionally, to accomplish this requirement. Local agencies may also develop a regional response system.

Imminent danger reports

Reports involving imminent danger must be screened and responded to immediately. When children are in imminent danger situations, the local agency must have immediate (no later than 24 hours) face-to-face contact with the alleged victim and their primary caregiver. [Minn. Stat. 626.556, subd. 10(j)] Imminent danger means that a child is threatened with immediate and present maltreatment that is life threatening or likely to result in abandonment, sexual abuse, or serious physical injury. [Minn. Admin. Rule 9560.0214, subp. 12] The determination of whether imminent danger is made based on the initiating fact presentation, which includes children who are placed on a police protective hold.

When SSIS is not immediately available, the report may be documented in SSIS on the next business day, however should be documented according to the date the report was received and screened.

Non-imminent danger reports

When reports do not involve imminent danger, a full screening of the child maltreatment report may occur and be documented in SSIS on the next business day.

Cross-agency agreements

DHS will provide direction, technical assistance, planning for creation of formal written cross-agency and/or regional agreements to meet staffing and protocol requirements. Agreements must be submitted for DHS approval prior to enactment.

This response system must be in place no later than January 1, 2017. Legislative changes will be pursued in 2017 to clarify 24/7 coverage.

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 8/23/2016

Amount of time requested (minutes): 5-10

Department: Fillmore County Sheriff's Office

Requested By: Sheriff Tom Kaase, presented by Chief Deputy Webber

State item(s) of business. Please provide relevant material for documentation. Outline in detail any action requested of the County Board.

Request approval to begin process of establishing a full-time jailer eligibility list. This process will be used to replace the vacated position of full-time jailer Ed Hallisy, who recently resigned. Hire analysis form completed.

Check if there will be additional documentation for any item(s) listed above.

Reviewed By: [Click here to enter text.](#)

All requests for County Board agenda time must be received in the office of the County Coordinator by **12:00 p.m. (noon) on the Thursday prior to the scheduled meeting.**

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date _____ Resolution No. _____

Motion by Commissioner _____ Second by Commissioner _____

BE IT RESOLVED that **The Fillmore County Sheriff** enter into a grant agreement with the Minnesota Department

of Public Safety, for traffic safety enforcement projects during the period from **October 1st, 2016**

through **September 30th, 2017**.

The Sheriff of Fillmore County is hereby authorized to execute such agreements and amendments as are necessary to implement the Toward Zero Deaths (TZD) project on behalf of the Fillmore County Sheriff and to be the fiscal agent and administer the grant.

VOTING AYE

Commissioners Prestby Dahl Root Lentz Bakke

VOTING NAY

Commissioners Prestby Dahl Root Lentz Bakke

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Vickerman, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the ___ day of _____, 2016.

Witness my hand and official seal at Preston, Minnesota the _____ day of _____, 2016.

SEAL

Bobbie Vickerman, Coordinator/Clerk
Fillmore County Board of Commissioners

Hire Analysis Form
(All sections must be completed.)

Date:

Department:

Requested By:

Title of Position being requested:

Requested date to post:

Is the position currently in the budget? Yes No If yes, how many hours per week is the position currently?

Number of hours requested:

Replacement position: Yes No

Date position vacated:

If the request is for a new position, what has created the need for the position?

Why would this position be filled rather than absorbing the job duties within the department?

Has an assessment been made regarding the need for full-time vs. part-time? Explain.

Where does the specific funding for this position originate?

What real or permanent savings can be generated by this position?

Has this position, including job description, been reviewed with HR?

Are similar duties being performed in the County? If yes, could other positions/departments share in completing these tasks? Explain how this might work.

Reviewed by Personnel Committee:

Recommended for Board Approval No Recommendation Made

Not Recommended for Board Approval Reason:

Date on Board Agenda:

Approved by Board Not Approved by Board Reason:

From: Gregg, Ronald
Sent: Friday, August 12, 2016 3:10 PM
To: Vickerman, Bobbie
Cc: Mensink, Cindy; Inglett, Audrey
Subject: Board meeting on the 23rd of August

Bobbie: I will be gone next week to Scout Camp with Troop 67 and I want to make sure to get my agenda items in.

1. Review the bid results for the CSAH 15 resurfacing project S.A.P 023-615-016 and consider awarding the contract to the lowest responsible bidder.

2. Review the bid results for the Pilot Mound Township bridge replacement project S.A.P. 023-599-131 and consider awarding the contract to the lowest responsible bidder.

Please check with Pam next week to see if there are any other items that need to be addressed.

Sincerely, Ron Gregg

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date August 23, 2016 Resolution No. 2016-

Motion by Commissioner Second by Commissioner

WHEREAS, Milestone Materials has in all things completed 2016 Rock Contract, on CR 110, in Carimona Township, and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED:

That we do hereby accept said completed CP 23-16-02 for and on behalf of the County of Fillmore and authorize final payment as specified.

Dated at Preston, Minnesota, this 23rd day of August, 2016

Contract Price: \$ 6.74/ton

Value of Work: \$ 8,465.98

Final Payment: \$ 423.30

Milestone Materials

Chairman of the Board

VOTING AYE

Commissioners Prestby Dahl Root Lentz Bakke

VOTING NAY

Commissioners Prestby Dahl Root Lentz Bakke

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Vickerman, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the ___ day of ___, 2016.

Witness my hand and official seal at Preston, Minnesota the ___ day of ___, 2016.

SEAL

Bobbie Vickerman, Coordinator/Clerk
Fillmore County Board of Commissioners

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date August 23, 2016 Resolution No. 2016-

Motion by Commissioner _____ Second by Commissioner _____

WHEREAS, Milestone Materials has in all things completed 2016 Rock Contract, on CSAH 20, in Bristol Township, and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED:

That we do hereby accept said completed CP 23-16-02 for and on behalf of the County of Fillmore and authorize final payment as specified.

Dated at Preston, Minnesota, this 23rd day of August, 2016

Contract Price: \$ **6.62/ton**

Value of Work: \$ **29,727.10**

Final Payment: \$ **1,486.35**

Milestone Materials

_____, Chairman of the Board

VOTING AYE

Commissioners Prestby Dahl Root Lentz Bakke

VOTING NAY

Commissioners Prestby Dahl Root Lentz Bakke

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Vickerman, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the ___ day of _____, 2016.

Witness my hand and official seal at Preston, Minnesota the _____ day of _____, 2016.

SEAL

Bobbie Vickerman, Coordinator/Clerk
Fillmore County Board of Commissioners

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date August 23, 2016 Resolution No. 2016-

Motion by Commissioner _____ Second by Commissioner _____

WHEREAS, Milestone Materials has in all things completed 2016 Rock Contract, on CSAH 6, in Chatfield Township, and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED:

That we do hereby accept said completed CP 23-16-02 for and on behalf of the County of Fillmore and authorize final payment as specified.

Dated at Preston, Minnesota, this 23rd day of August, 2016

Contract Price: \$ **6.87/ton**
Value of Work: \$ **26,375.92**
Final Payment: \$ **1,318.80**

Milestone Materials

_____, Chairman of the Board

VOTING AYE

Commissioners Prestby Dahl Root Lentz Bakke

VOTING NAY

Commissioners Prestby Dahl Root Lentz Bakke

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Vickerman, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the ___ day of _____, 2016.

Witness my hand and official seal at Preston, Minnesota the _____ day of _____, 2016.

SEAL

Bobbie Vickerman, Coordinator/Clerk
Fillmore County Board of Commissioners

Proposal



Date: 08/15/16 | Proposal #: MARQ168647 | Voice: 800.892.8548 | Fax: 800.847.3087

Client: Fillmore County

For questions on this quote, please contact:

101 Fillmore St
Preston MN 55965

Bill Cutshall
507.923.4665
bill.l.cutshall@marconet.com

Phone:

Jacob Beckius
320.259.3065
jacob.beckius@marconet.com

Email:

Ship To: Fillmore County

101 Fillmore St
Preston MN 55965

Qty	Description	Duration	Unit Price	Ext. Price
	Marco Professional Service Install and configure on Time & Material basis, billable at \$160 per hour			
	- FCOB1 Server 2003 to Server 2012 R2 - 8-12 hrs	Not to Exceed	\$1,920	
	- Exchange 2007 to Exchange 2013 - 20-30 hrs	Not to Exceed	\$4,800	
	- Sheriff's Server 2003 to Server 2012 R2 - 8-12hrs	Not to Exceed	\$1,920	
			<u>\$8,640</u>	

Client Signature _____ Date _____

Tax and/or shipping may be charged where applicable. Product listed above is subject to technical review and approval. Prices quoted are subject to change and should be verified before placing your order.

Warranty

Your equipment is covered by its respective manufacturer warranties. Please consult the warranty documentation that accompanies the product for details. Any charges from the manufacturer are the sole responsibility of the customer (including, but not limited to, shipping, travel and/or labor charges). Marco can provide assistance with the processing of these warranties for a processing fee. Optional contracts or warranty enhancements are available for an additional fee at the time of purchase.

Returns

Upon receipt of merchandise, make sure specifications are correct before opening or marking merchandise.
-Request to return the UNOPENED merchandise within fifteen (15) days.
-Product must be returned in the original undamaged/unmarked box.
-Recognize that special or custom orders are non-returnable.
-Merchandise can be subject to restock fees and/or denial of return.
-For our Complete Return Policy, please go to www.marconet.com and click on Support

Payment Terms

Payment terms are net 15 days from date of invoice. For orders over \$25,000, we require twenty-five percent down at time of order with remainder due upon completion.

Proposal



Date | Proposal #
08/11/16 | MARQ168435 **Voice: 800.892.8548 | Fax: 800.847.3087**

Client: Fillmore County Courthouse
Jeff Cooper
902 Houston St Suite 5
Preston MN 55965
Phone: 507 765 2611
Email: jcooper@co.fillmore.mn.us

For any questions on this quote, Please contact either:

Bill Cutshall
507.923.4665
bill.l.cutshall@marconet.com

Ship To: Fillmore County Courthouse
902 Houston St Suite 5
Preston MN 55965



Qty	Description	Duration	Unit Price	Ext. Price
2	APC Replacement Batteries: APC Replacement Battery cartridge #140 - 120 V DC - Sealed Lead Acid - Spill-proof/Maintenance-free - 3 Year Minimum Battery Life - 5 Year Maximum Battery Life		\$569.00	\$1,138.00
			Subtotal	\$1,138.00
			Shipping	\$0.00
			Tax	\$0.00
			Total	\$1,138.00

Client Signature _____ Date _____

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-For our Complete Return Policy, please go to www.marconet.com and click on Support

Payment Terms

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Proposal



Date | Proposal #
08/15/16 | MARQ168656

Voice: 800.892.8548 | Fax: 800.847.3087

Client: FILLMORE COUNTY

For any questions on this quote, Please contact:

101 FILLMORE ST
PRESTON, MN 55965
US

Bill Cutshall
507.923.4665
bill.l.cutshall@marconet.com

Phone:
Email:

Ship To: FILLMORE COUNTY
101 FILLMORE ST
PRESTON, MN 55965
US

Qty	Description	Unit Price	Ext. Price
1	ISE 230 Datapac - 14.4TB ISE-2 model 230 DataPac	\$24,725.00	\$24,725.00
1	Initial ISE Datapac Installation - On-Site	\$2,829.00	\$2,829.00
Subtotal			\$27,554.00

Check if replacing existing product

Client Signature _____ Date _____

*Tax and/or shipping may be charged where applicable. Product listed above is subject to technical review and approval.
Prices quoted are subject to change and should be verified before placing your order.*

Warranty

Your equipment is covered by its respective manufacturer warranties. Please consult the warranty documentation that accompanies the product for details. Any charges from the manufacturer are the sole responsibility of the customer (including, but not limited to, shipping, travel and/or labor charges). Marco can provide assistance with the processing of these warranties for a processing fee. Optional contracts or warranty enhancements are available for an additional fee at the time of purchase.

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Payment Terms

Payment terms are net 15 days from date of invoice. For orders over \$25,000, we require twenty-five percent down at time of order with remainder due upon completion.

Based on 2.5% COLA

Coordinator	Hourly/Salary	Gross Salaries	Life Insurance	PERA	Social Security	Medicare	Health Insurance	Total Cost	FTE
BV	Salary	\$ 91,966.14	\$ 9.60	\$ 6,897.46	\$ 5,701.90	\$ 1,333.51	\$ 17,998.00	\$ 123,906.61	1
KK	\$ 25.67	\$ 26,694.30	\$ 9.60	\$ 2,002.07	\$ 1,655.05	\$ 387.07	\$ 9,063.00	\$ 39,811.09	1
	\$ 27.30	\$ 28,394.18		\$ 2,129.56	\$ 1,760.44	\$ 411.72		\$ 32,695.90	
AI	\$ 21.48	\$ 44,669.66	\$ 9.60	\$ 3,350.22	\$ 2,769.52	\$ 647.71	\$ 17,998.00	\$ 69,444.72	1
KR	\$ 21.48	\$ 8,890.98	\$ 3.84	\$ 666.82	\$ 551.24	\$ 128.92	\$ 3,600.00	\$ 13,841.80	0.2
CM	\$ 19.49	\$ 20,273.97	\$ 4.80	\$ 1,520.55	\$ 1,256.99	\$ 293.97	\$ 4,532.00	\$ 27,882.27	0.5
		\$ 220,889.24	\$ 37.44	\$ 16,566.69	\$ 13,695.13	\$ 3,202.89	\$ 53,191.00	\$ 307,582.40	3.7

20%

Commissioner	Current	2.5%	Life Insurance	PERA	Social Security	Medicare	Health Insurance	Total Cost
DB	\$ 21,570.00	\$ 22,109.25	\$ 9.60	\$ 1,658.19	\$ 1,370.77	\$ 320.58	\$ 9,063.00	\$ 34,531.40
MP	\$ 21,570.00	\$ 22,109.25	\$ 9.60	\$ 1,658.19	\$ 1,370.77	\$ 320.58	\$ 9,063.00	\$ 34,531.40
RD	\$ 21,570.00	\$ 22,109.25	\$ 9.60	\$ 1,658.19	\$ 1,370.77	\$ 320.58		\$ 25,468.40
New Comm.	\$ 21,570.00	\$ 22,109.25	\$ 9.60	\$ 1,658.19	\$ 1,370.77	\$ 320.58	\$ 9,063.00	\$ 34,531.40
ML	\$ 21,570.00	\$ 22,109.25	\$ 9.60	\$ 1,658.19	\$ 1,370.77	\$ 320.58	\$ 9,063.00	\$ 34,531.40
		\$ 110,546.25	\$ 48.00	\$ 8,290.97	\$ 6,853.87	\$ 1,602.92	\$ 36,252.00	\$ 163,594.01

Based on 2.5% COLA

IS	Hourly/Salary	Gross Salaries	Life Insurance	PERA	Social Security	Medicare	Health Insurance	Total Cost	FTE
JC	\$ 35.91	\$ 74,696.54	\$ 9.60	\$ 5,602.24	\$ 4,631.19	\$ 1,083.10	\$ 9,063.00	\$ 95,085.67	1
SJ	\$ 22.64	\$ 37,129.76	\$ 9.60	\$ 2,784.73	\$ 2,302.05	\$ 538.38	\$ 17,998.00	\$ 60,762.52	1
	\$ 24.15	\$ 10,625.56		\$ 796.92	\$ 658.78	\$ 154.07		\$ 12,235.33	
		\$ 111,826.31	\$ 19.20	\$ 8,386.97	\$ 6,933.23	\$ 1,621.48	\$ 27,061.00	\$ 155,848.19	2

Additional Staff	Hourly/Salary	Gross Salaries	Life Insurance	PERA	Social Security	Medicare	Health Insurance	Total Cost	FTE
New PC/Network Tech	\$ 21.13	\$ 43,953.10	\$ 9.60	\$ 3,296.48	\$ 2,725.09	\$ 637.32	\$ 9,063.00	\$ 59,684.60	1
New PC/Network Tech	\$ 21.13	\$ 43,953.10	\$ 9.60	\$ 3,296.48	\$ 2,725.09	\$ 637.32	\$ 17,998.00	\$ 68,619.60	1
		\$ 87,906.21	\$ 19.20	\$ 6,592.97	\$ 5,450.18	\$ 1,274.64	\$ 27,061.00	\$ 128,304.20	2
+Existing Staff		\$ 199,732.52	\$ 38.40	\$ 14,979.94	\$ 12,383.42	\$ 2,896.12	\$ 54,122.00	\$ 284,152.39	4

Managed IT Services	\$ 99,300.00
Plus Existing Staff	\$ 155,848.19
	\$ 255,148.19

* Please note with two additional staff could range from \$275,217.39 up to \$293,087.39 based on what type of Health Insurance*

*** Fillmore County ***



USER- SELECTED BUDGET REPORT

01 FUND County Revenue Fund

Report Basis: Modified Accrual

<u>Account Number</u>		<u>Account Description</u>	<u>BUDGET</u> <u>2015</u>	2015 Act <u>Mo. 01 - 12</u>	<u>BUDGET</u> <u>2016</u>	2016 Act <u>Mo. 01 - 06</u>	<u>BUDGET</u> <u>2017</u>
003	DEPT	Board Of Commissioners					
01-003-000-0000-6104		Per Diem	17,500	15,525	17,000	8,505	17,000
01-003-000-0000-6105		Gross Salaries	102,000	100,643	107,850	48,517	110,546
01-003-000-0000-6152		Life Insurance	50	51	48	24	48
01-003-000-0000-6162		P.E.R.A. - Employer	7,650	6,488	8,089	3,035	8,291
01-003-000-0000-6171		Social Security- Employer	4,500	7,222	6,686	3,580	6,854
01-003-000-0000-6172		Medicare- Employer	1,600	1,703	1,564	837	1,603
01-003-000-0000-6174		Co.Health Contribution	18,540	15,447	25,410	12,705	36,252
01-003-000-0000-6206		Employee Electronic Dvice Reimbu	900	1,260	1,200	720	1,440
01-003-000-0000-6233		Publications	500	496	500	127	500
01-003-000-0000-6245		Registration Fees	2,800	2,310	2,800	575	2,800
01-003-000-0000-6335		Employee Automobile Allowance	11,000	8,051	9,000	3,473	9,000
01-003-000-0000-6337		Other Travel Expense	3,500	1,924	2,500	729	2,500
01-003-000-0000-6408		Other Office Supplies	0	41	0	0	0
DEPT	003	Board Of Commissioners					
		Revenue					
		Expend.	170,540	161,161	182,647	82,827	196,834
		Net	170,540	161,161	182,647	82,827	196,834
011	DEPT	District Court					
01-011-000-0000-5501		Fees And Charges	0	142 -	0	60 -	0
01-011-000-0000-6261		Court Appointed Attorneys	26,000	14,827	26,000	9,261	26,000
01-011-000-0000-6285		Professional Fees	2,500	0	2,500	0	2,500
DEPT	011	District Court					
		Revenue	0	142 -	0	60 -	0
		Expend.	28,500	14,827	28,500	9,261	28,500
		Net	28,500	14,685	28,500	9,201	28,500
014	DEPT	Law Library					
01-014-000-0000-5501		Fees And Charges	21,150 -	21,653 -	21,990 -	8,904 -	21,990 -
01-014-000-0000-6377		Fees And Service Charges	2,400	1,750	2,000	0	2,000
01-014-000-0000-6451		Reference Materials	18,750	11,613	19,990	3,144	19,990
DEPT	014	Law Library					
		Revenue	21,150 -	21,653 -	21,990 -	8,904 -	21,990 -
		Expend.	21,150	13,363	21,990	3,144	21,990
		Net	0	8,290 -	0	5,761 -	0
034	DEPT	Policy Coordinator					
01-034-000-0000-5303		Se Mn Wastewater Grant	0	0	0	0	4,500 -
01-034-000-0000-6105		Gross Salaries	186,541	192,823	205,373	98,717	220,889

*** Fillmore County ***



USER- SELECTED BUDGET REPORT

01 FUND County Revenue Fund

Report Basis: Modified Accrual

<u>Account Number</u>	<u>Account Description</u>	<u>BUDGET</u> <u>2015</u>	<u>2015 Act</u> <u>Mo. 01 - 12</u>	<u>BUDGET</u> <u>2016</u>	<u>2016 Act</u> <u>Mo. 01 - 06</u>	<u>BUDGET</u> <u>2017</u>
01-034-000-0000-6152	Life Insurance	65	38	38	18	38
01-034-000-0000-6154	Short Term Disability Premium	72	63	0	0	0
01-034-000-0000-6162	P.E.R.A. - Employer	13,991	14,494	15,403	7,404	16,567
01-034-000-0000-6171	Social Security- Employer	11,566	10,895	12,733	5,630	13,695
01-034-000-0000-6172	Medicare- Employer	2,705	2,548	2,978	1,317	3,203
01-034-000-0000-6174	Co.Health Contribution	51,475	50,471	49,710	24,715	53,191
01-034-000-0000-6206	Employee Electronic Device Reimbu	840	840	840	420	530
01-034-000-0000-6242	Membership Dues	530	525	530	0	530
01-034-000-0000-6245	Registration Fees	1,500	2,026	2,300	2,979	3,000
01-034-000-0000-6310	Contract Repairs And Maintenance	900	555	900	215	900
01-034-000-0000-6335	Employee Automobile Allowance	450	58	450	185	450
01-034-000-0000-6337	Other Travel Expense	1,400	1,876	1,600	842	1,800
01-034-000-0000-6377	Fees And Service Charges	300	522	300	127	300
01-034-000-0000-6402	Stationary And Forms	100	35	100	35	35
01-034-000-0000-6408	Other Office Supplies	450	388	100	106	0
01-034-000-0000-6561	Gasoline Diesel And Other Fuels	400	130	400	21	400
DEPT 034	Policy Coordinator					
	Revenue	0	0	0	0	4,500-
	Expend.	273,285	278,286	293,755	142,728	315,528
	Net	273,285	278,286	293,755	142,728	311,028
060 DEPT	Information Systems					
01-060-000-0000-5501	Fees And Charges	2,500 -	6,450 -	2,200 -	450 -	2,200 -
01-060-000-0000-6105	Gross Salaries	112,000	112,190	118,818	54,839	199,733
01-060-000-0000-6152	Life Insurance	32	22	20	10	38
01-060-000-0000-6154	Short Term Disability Premium	36	36	0	0	0
01-060-000-0000-6162	P.E.R.A. - Employer	8,400	8,433	8,912	4,113	14,980
01-060-000-0000-6171	Social Security- Employer	7,000	6,247	7,367	3,094	12,383
01-060-000-0000-6172	Medicare- Employer	1,622	1,461	1,723	724	2,896
01-060-000-0000-6174	Co.Health Contribution	27,555	27,553	25,291	12,645	54,122
01-060-000-0000-6206	Employee Electronic Device Reimbu	1,380	840	1,380	420	1,380
01-060-000-0000-6241	Advertising	0	0	0	72	0
01-060-000-0000-6242	Membership Dues	0	250	250	250	250
01-060-000-0000-6244	Continuing Education/Training	4,000	4,292	5,000	0	5,000
01-060-000-0000-6245	Registration Fees	300	0	0	0	0
01-060-000-0000-6285	Professional Fees	7,000	10,590	7,600	702	7,600
01-060-000-0000-6310	IT Contract Repairs And Maintenanc	0	6,717	0	0	0

*** Fillmore County ***



USER- SELECTED BUDGET REPORT

01 FUND County Revenue Fund

Report Basis: Modified Accrual

<u>Account Number</u>		<u>Account Description</u>	BUDGET 2015	2015 Act <u>Mo. 01 - 12</u>	BUDGET 2016	2016 Act <u>Mo. 01 - 06</u>	BUDGET 2017	
	01- 060- 000- 0000- 6335	Employee Automobile Allowance	300	0	300	131	300	
	01- 060- 000- 0000- 6337	Other Travel Expense	1,200	12	1,200	0	1,200	
	01- 060- 000- 0000- 6377	Fees And Service Charges	187	350	0	479	0	
	01- 060- 000- 0000- 6408	Other Office Supplies	460	1,035	0	587 -	0	
	01- 060- 000- 0000- 6451	Reference Materials	100	0	0	0	0	
	01- 060- 000- 0000- 6561	Gasoline Diesel And Other Fuels	0	45	0	0	0	
	01- 060- 000- 0000- 6639	Asset Inventory	7,500	7,184	8,000	1,637	8,000	
	01- 060- 000- 0000- 6640	Equipment Purchased	80,000	75,926	80,000	50,178	285,000	
DEPT	060	Information Systems	Revenue	2,500 -	6,450 -	2,200 -	450 -	2,200 -
			Expend.	259,072	263,181	265,861	128,707	592,882
			Net	256,572	256,731	263,661	128,257	590,682
112	DEPT	County Farm						
	01- 112- 000- 0000- 5811	Rental	13,812 -	13,812 -	13,812 -	13,812 -	13,812 -	
	01- 112- 000- 0000- 6241	Advertising	0	0	100	0	100	
	01- 112- 000- 0000- 6377	Fees And Service Charges	2,500	2,306	2,306	2,328	2,306	
DEPT	112	County Farm	Revenue	13,812 -	13,812 -	13,812 -	13,812 -	
			Expend.	2,500	2,306	2,406	2,328	
			Net	11,312 -	11,506 -	11,406 -	11,406 -	
230	DEPT	Medical Examiner						
	01- 230- 000- 0000- 6285	Professional Fees	58,000	59,079	58,000	14,770	58,000	
DEPT	230	Medical Examiner	Revenue	58,000	59,079	58,000	14,770	
			Expend.	58,000	59,079	58,000	14,770	
			Net	58,000	59,079	58,000	14,770	
501	DEPT	Historical Society						
	01- 501- 000- 0000- 6802	Appropriations	46,800	46,800	46,800	23,400	46,800	
DEPT	501	Historical Society	Revenue	46,800	46,800	46,800	23,400	
			Expend.	46,800	46,800	46,800	23,400	
			Net	46,800	46,800	46,800	23,400	
506	DEPT	County Library Fund						
	01- 506- 000- 0000- 6812	Selco - Walk In	214,809	214,809	219,309	109,655	223,809	
DEPT	506	County Library Fund	Revenue	214,809	214,809	219,309	109,655	
			Expend.	214,809	214,809	219,309	109,655	
			Net	214,809	214,809	219,309	109,655	

Bobbie
8/19/16 10:04AM

*** Fillmore County ***



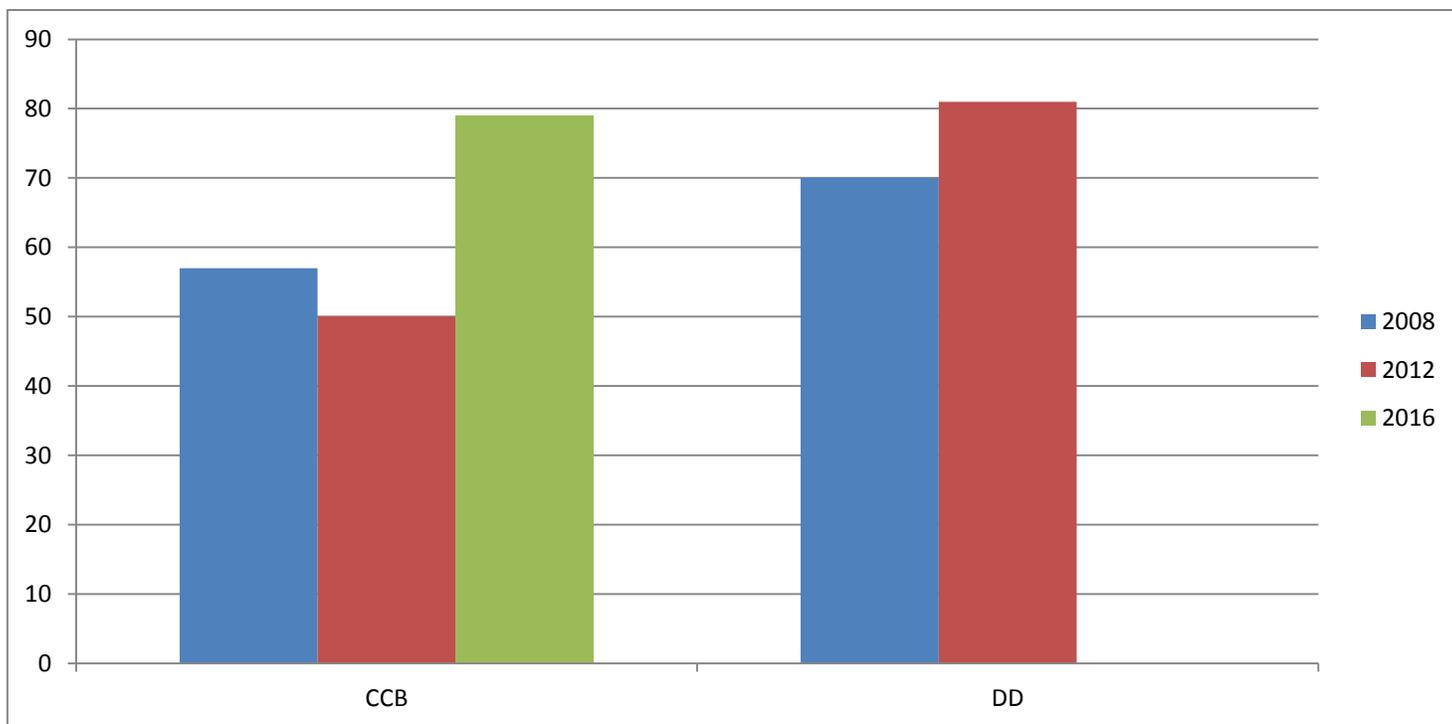
USER- SELECTED BUDGET REPORT

01 FUND County Revenue Fund

Report Basis: Modified Accrual

<u>Account Number</u>			<u>Account Description</u>	<u>BUDGET</u> <u>2015</u>	<u>2015 Act</u> <u>Mo. 01 - 12</u>	<u>BUDGET</u> <u>2016</u>	<u>2016 Act</u> <u>Mo. 01 - 06</u>	<u>BUDGET</u> <u>2017</u>
601	DEPT	County Fair Board						
		01- 601- 000- 0000- 6802	Appropriations	37,000	37,000	37,000	18,500	37,000
DEPT	601	County Fair Board	Revenue					
			Expend.	37,000	37,000	37,000	18,500	37,000
			Net	37,000	37,000	37,000	18,500	37,000
FUND	01	County Revenue Fund	Revenue	37,462 -	42,057 -	38,002 -	23,226 -	42,502 -
			Expend.	1,111,656	1,090,812	1,156,268	535,319	1,523,749
			Net	1,074,194	1,048,755	1,118,266	512,093	1,481,247
Final Totals			Revenue	37,462 -	42,057 -	38,002 -	23,226 -	42,502 -
			Expend.	1,111,656	1,090,812	1,156,268	535,319	1,523,749
			Net	1,074,194	1,048,755	1,118,266	512,093	1,481,247

Fillmore County Public Health Clientele



CCB = CADI, CAC and BI

DD= Developmental delayed

CADI – Community Alternatives for Disabled Individuals

CAC – Community Alternative Care

BI – Brain Injury

CCB went up 29 clients within the four years and continues to increase. There is a no waiting list mandated in the state of MN. This means the numbers of clients will continue to rise. The clientele we are seeing more often are the high needs mental health clientele, young children with behavioral issues and other high needs.

I do not have the figures from DD. I did talk to a DD worker and she thought the slots are a few more but no more than 10.

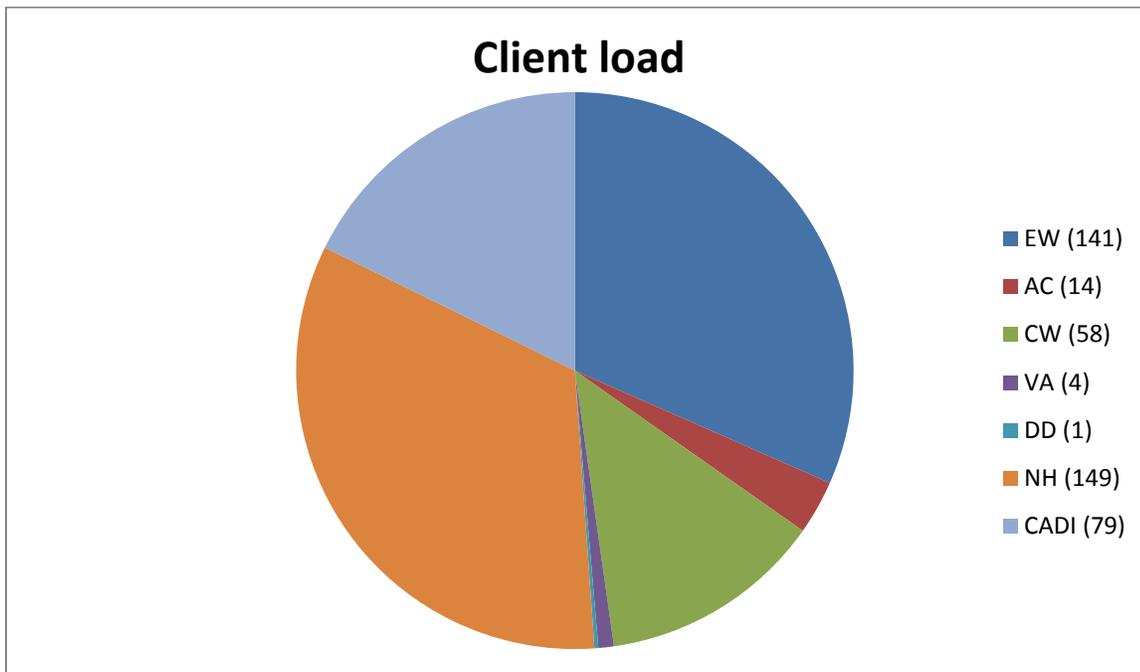
I ran a report in our charting system. On average Public Health made about 25 case management visits a month, 4 reassessments, and 6 hours of indirect time case management. This is about \$2,447 in case management per month, \$783 in reassessments per month and \$588 for indirect case management.

With an additional staff member I predict 40 visits per month, 7 reassessments per month and 10 hours of indirect time which ends up being; \$3,915 per month in Case Management visits, \$1,800 in reassessments and \$980 in indirect time per month.

This shows an increase of revenue of \$2,876 per month for a new hire. A new hire's wages would start at \$45,452.99. This is a cost of \$3,788 a month. That leaves the 911.75 plus benefits to still be covered.

However, with the additional staff member it will relieve some other staff members of the overwhelming case load. This will ensure that the staff has more time to see other waived case management clients. UCARE and Medica we get paid each month regardless if a visit is made or not. BlueCross Blue shield pays per 15 min \$25.46. With the case load relieved I predict that we can see all our clients at least once more per year. This would increase revenue of \$1,935 or more per month. This does not include the possible increase in referrals that would increase revenue.

June 2016 data



EW-Elderly Waiver

NH- Nursing Home

AC- Alternative Care

CADI- Community Access for Disability Inclusion waiver

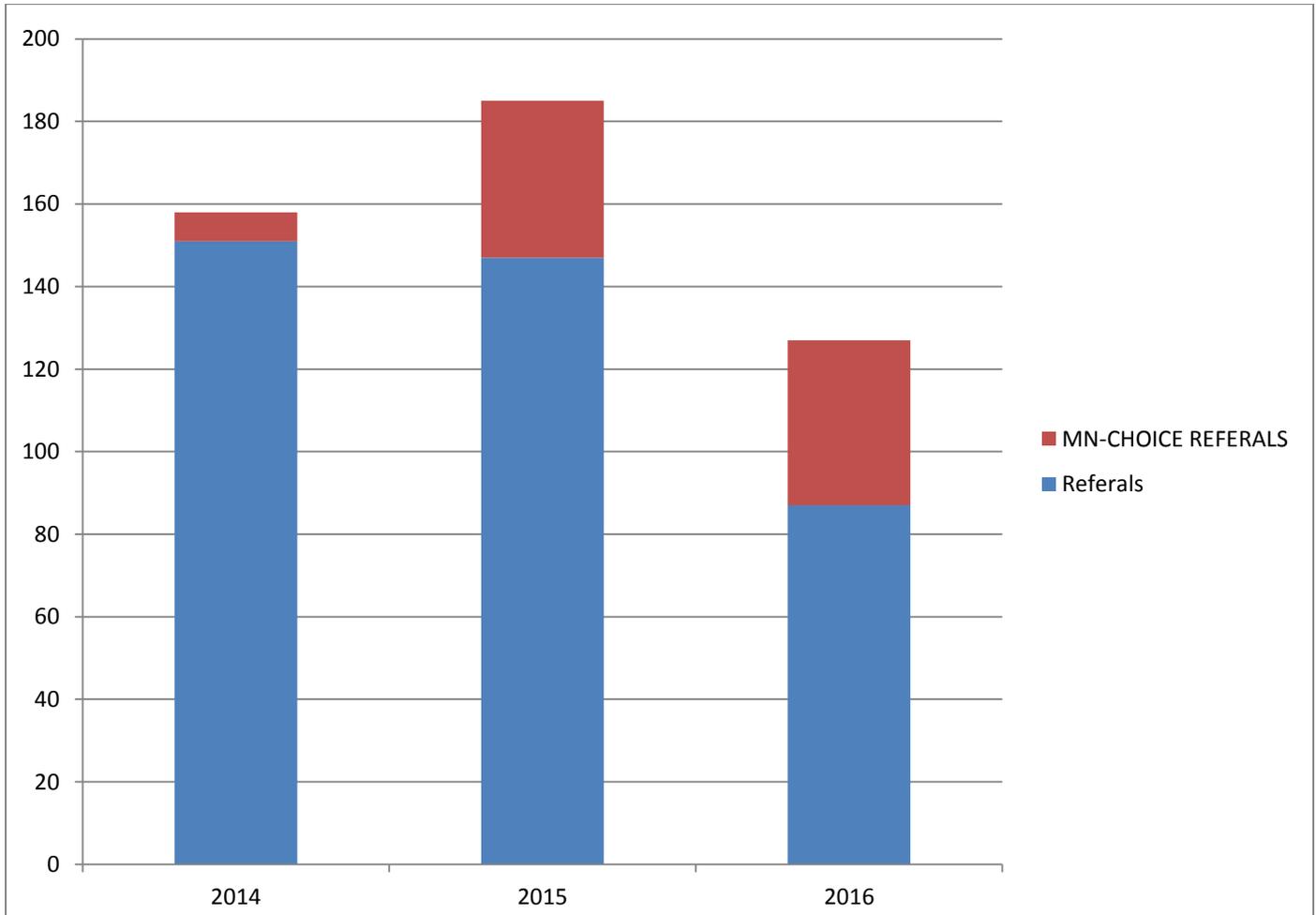
DD- Developmental disability waiver

VA- veterans

CW- community well

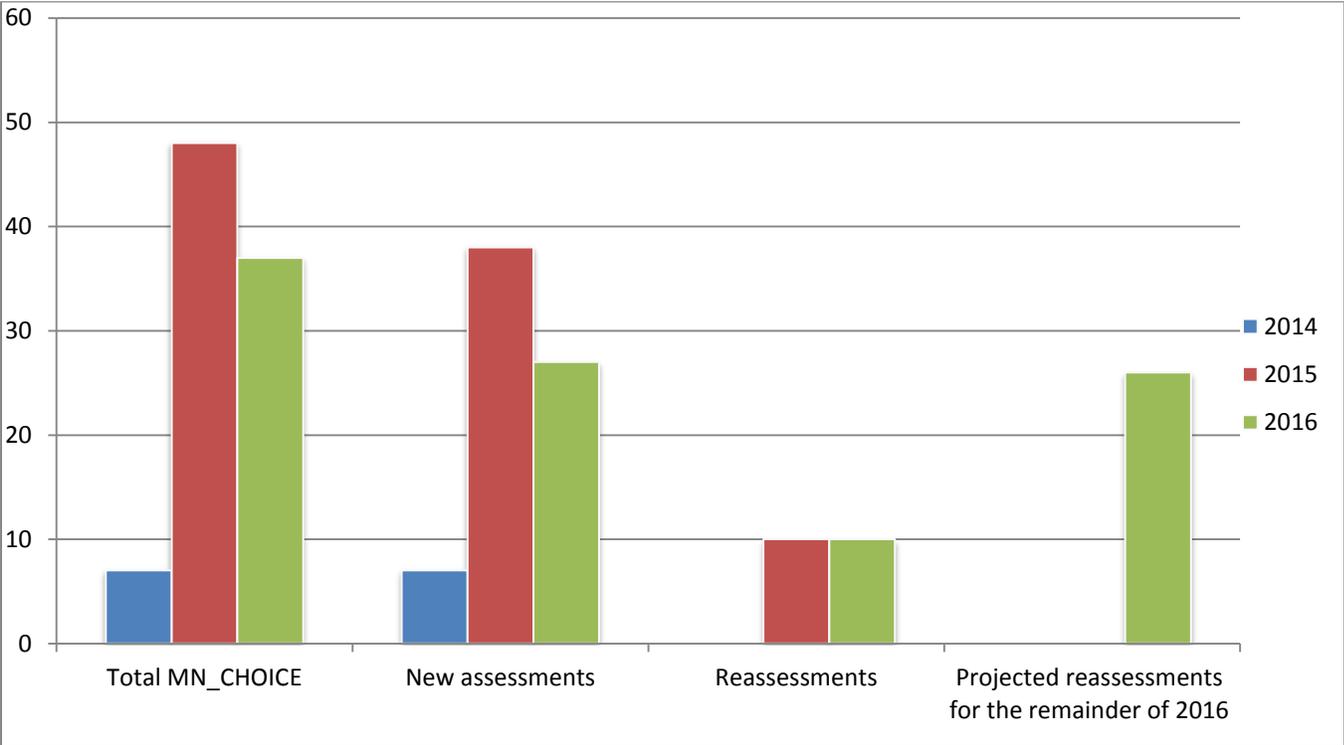
REFERRALS

August 11, 2016 Data



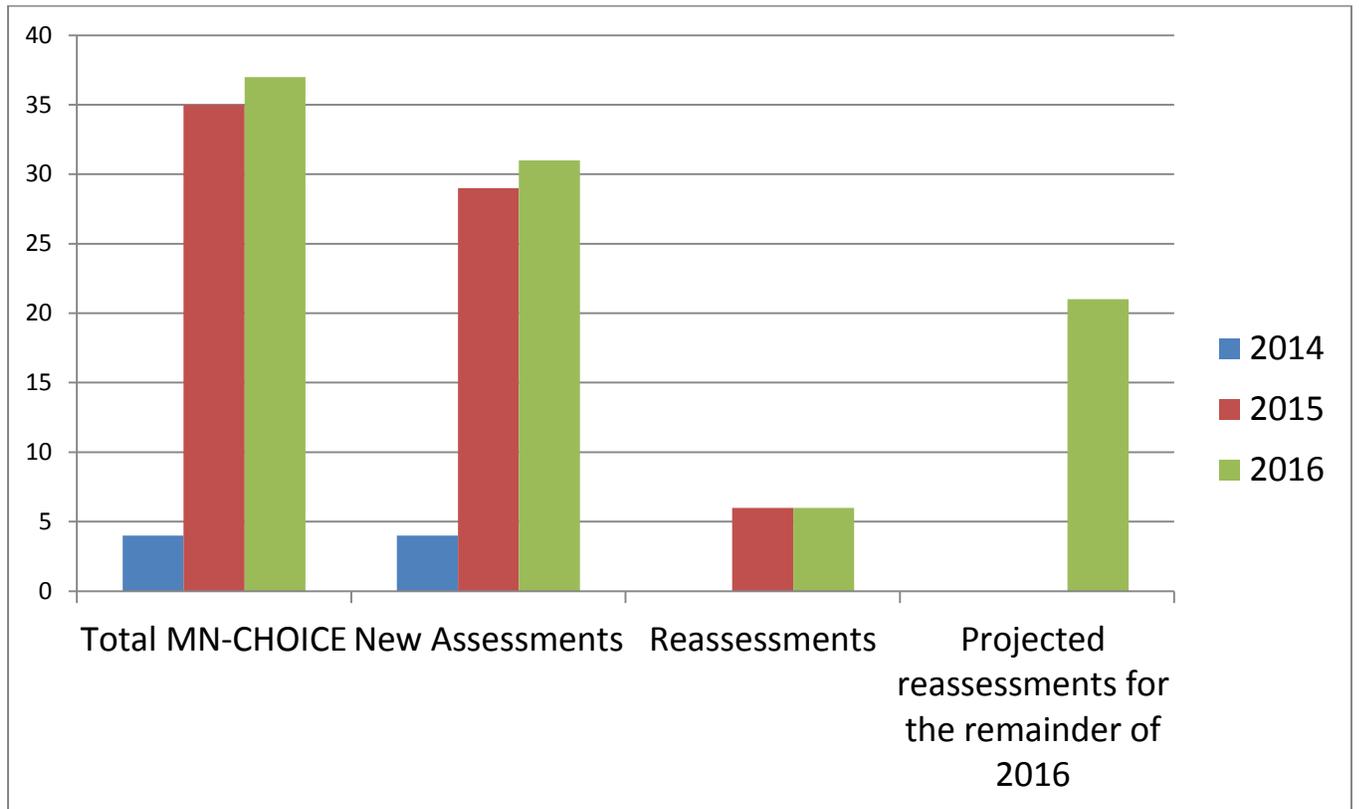
MN-CHOICE assessments/reassessments (Public Health)

June 2016 data



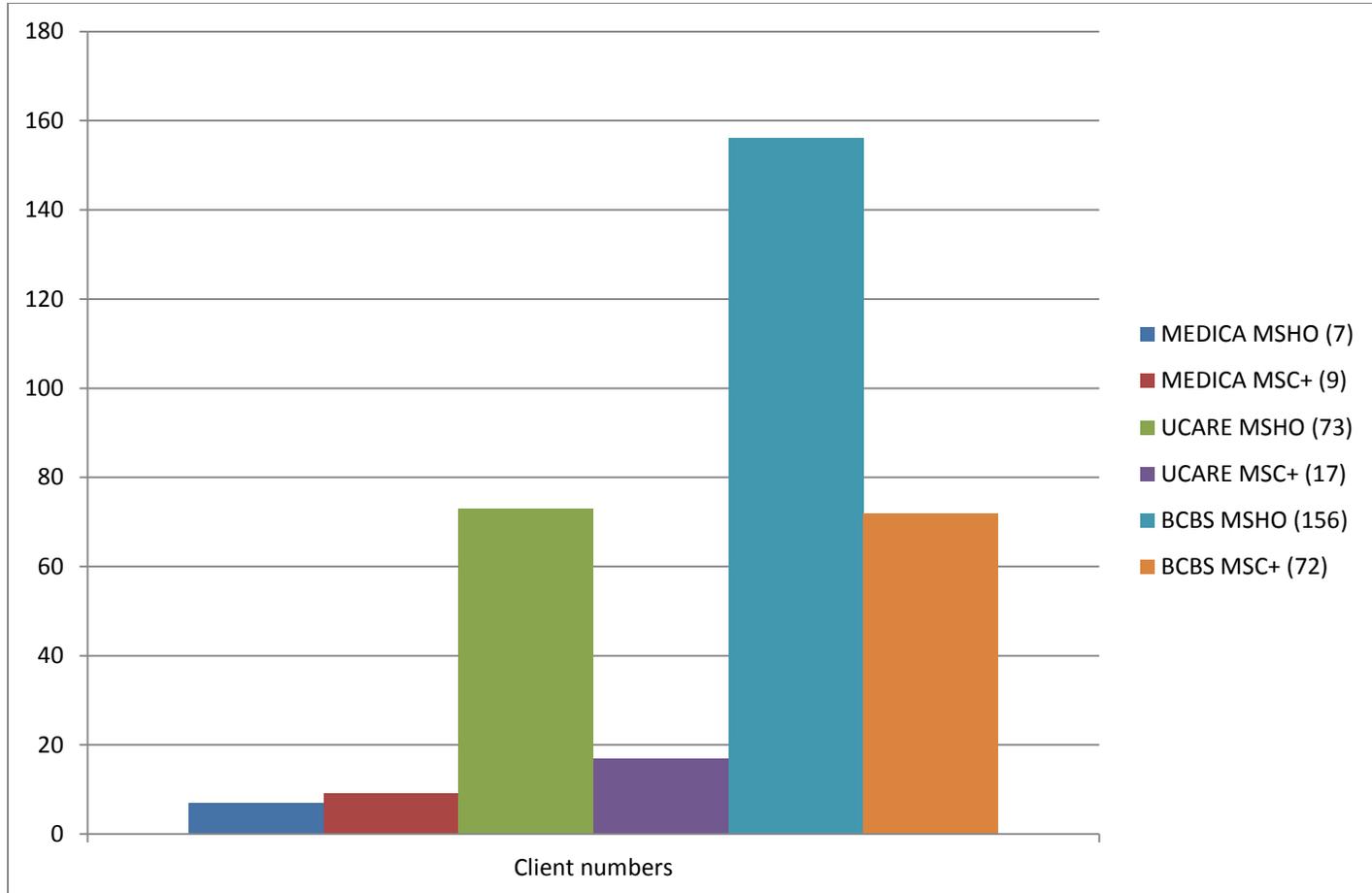
MN-CHOICE assessments/reassessments (Vicky G.)

June 2016 Data



Different Health Care Plans of Clientele

June 2016 Data



	UCARE MSHO Pays MSC+	UCARE MSC+ Pays	Medica MSHO	Medica
Community	142	74		
Institutional	74	74		
Waiver	150	103		
Initial	180	180		

UCARE and MEDICA pay every month regardless of a visit. BCBS pays per visit and per 15 min (25.46)