

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

October 20, 2015

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session October 20, 2015 at 8:30 a.m. at the Government Center in Austin, Minnesota.

All members present, viz: Mike Ankeny, Chair  
Tim Gabrielson  
Polly Glynn  
Jerry Reinartz  
Tony Bennett  
Craig Oscarson, County Coordinator

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to approve the agenda revising the listed Assessment Agreements for approval to exclude the City of Lyle and to include the City of LeRoy, the City of Brownsdale, Austin Township and Windom Township. Motion carried.

Terese Amazi, Sheriff, provided the Board with a department update.

**HUMAN SERVICES BOARD:**

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to approve payment to vendors for Human Services Accounts Payable. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to approve a late payment for medical mileage for a client (#904340369). Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the 2016 – 2017 Minnesota Family Investment Program (MFIP) Biennial Services Agreement. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to approve the CD Navigator Cooperative Agreement for 2016. Motion carried.

As a department update, the Board was informed that Lynette Bartsch was honored at the annual Child Support Conference held last week as this year's Outstanding Program Awareness Award winner. Lynette was nominated by her peers who feel she is truly deserving of this recognition. Lynette has been a Child Support Officer for 18 years.

Motion made by Commissioner Bennett seconded by Commissioner Glynn to approve the Social Service Actions. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to adjourn the Human Services Board meeting at 9:30 a.m. Motion carried.

**COUNTY BOARD**

The Special Session of the Board was reconvened at 9:31 a.m. for regular business items.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to approve the Business Associate Agreement between the Minnesota Department of Human Services and the Mower County Community Health Board. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Glynn to approve the information Privacy and Security Agreement between the Minnesota Department of Human Services and the Mower County Community Health Board. Motion carried.

Lisa Kocer provided the Board with Community Health Updates which included that there is a delay in the change expected in the intake process and that the required reporting known as the Self Study documentation is nearly complete.

Commissioner Glynn on behalf of the Personnel Committee reported to the Board that the committee reviewed a contract with Hildi Inc. for preparing the data required for meeting reporting and disclosure requirements under GASB 43/45 (Government Accounting Standards Board). The report is the Post-employment Benefit Valuation Report actuarial of the County's retirement benefits.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to approve contract with Hildi, Inc. to prepare the OPEB actuarial report required under GASB 43/45 for an estimated cost of \$13,000 - \$15,000. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to transfer the OSS, Sr. position for Extension from the County Coordinator's Department to the Public Works Department due to the relocation of the Extension Office. This motion enacts the following:

- A) Change location of position on the County Staffing Level from County Coordinator Department to the Public Works Department.
- B) Transfer the supervisory role from the Veteran's Services Officer to the Public Works Director.

Motion carried.

Commissioner Glynn reported to the Board that the Personnel Committee had been made aware that the Auditor/Treasurer did not feel a need to fill the vacant .6 FTE OSS, Sr. position in that department. The Personnel Committee discussed the needs for additional staffing in the Finance Department. This vacant position could help with the workload in Finance if the position was filled by someone with bookkeeping/accounting skills similar to the Account Clerk position in Finance.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to reclassify the vacant .6 FTE OSS, Sr. position in the Auditor/Treasurer's Department to a .5 FTE Account Clerk position in the County Coordinator's Department as follows:

- A) The .6 FTE OSS, Sr. position changes to a .5 FTE Account Clerk position;
- B) Change location of position on the County Staffing Level from Auditor/Treasurer to Finance, under the County Coordinator;
- C) Move the budgeted expenses for the position from the Auditor/Treasurer budget to the County Coordinator budget; and
- D) Transfer the supervisory role from the Auditor/Treasurer to the Finance Director.

Motion carried.

Commissioner Glynn reported that leaders from the Health and Human Services Department met with the Personnel Committee to discuss remaining funding for additional staffing in the area of Family and Child Protective Services. There is remaining funding under the Child Protection Grant and available dollars with the Parent Support Outreach Grant. Combing these two grants creates an opportunity for the County to work with the most vulnerable families who are in need of preventative services to reduce child abuse and neglect.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to add a new Social Worker position in Health & Human Services for child protection, increase the approved Staffing Level for the department, amend the Health & Human Services budget to reflect the additional position and authorize the Human Resource Director to fill the full-time Social Worker position according to union contract and personnel policies. Motion carried.

Commissioner Glynn reported that the Public Works Director met with the Personnel Committee to discuss the needs for an Environmental Technician. The workload has shown the need for an additional person in the area of Environmental Services. The anticipated start date for the position is December. There is additional room in the budget for this position due to the current Engineering Tech III vacancy.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to add a new position of Environmental Technician in Public Works, increase the approved Staffing Level for the department, amend the Public Works' budget to reflect the additional position and authorize the Human Resource Director to fill the full-time Environmental Technician position according to union contract and personnel policies. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to approve the minutes of October 6, 2015. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the following Commissioner warrants for payment:

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
Acs	5,368.95	Mathy Construction Company	18,841.23
Advanced Correctional Healthcare Inc	10,338.11	Mayo Clinic Health System-Albert Lea &	2,750.00
Alvero Llc	2,655.00	Metro Sales Inc	2,247.92
Anoka County Human Services	9,583.00	Midwest Monitoring & Surveillance	3,726.70
Asbestrol, Inc	2,949.00	Mille Lacs Academy	2,516.58
Austin Utilities	2,484.78	Minnesota Counties Computer Co	8,383.30

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

---

Baudoin Oil Company	2,423.52	Mj O'connor Inc	3,007.53
Bluff Country Septic Systems Llc	3,313.90	Prairie Lakes Youth Programs	5,910.00
Bruening Rock Products Inc	19,876.66	Prevent Child Abuse America	2,400.00
Cdw Government Inc	20,817.40	Rupp,Anderson,Squires & Waldspurger Pa	6,188.17
Cedar Valley Services, Inc	30,688.73	Sollie/Katherine	2,125.00
City Of Austin	30,000.00	Syverson Freightliner/Dave	2,482.12
Cliftonlarsenallen	21,123.00	Traxler Construction Inc	14,800.00
Dave Lucas Consulting	3,925.00	Turnkey Corrections	6,520.23
Donnelly Law Firm/Daniel	3,770.10	Uhl Company Inc	9,436.00
Falk Construction Co./L.R.	4,365.62	Village Ranch Inc	6,076.62
M-R Sign Company Inc	5,875.50	87 payments less than 2000	34,127.32
Magna Manufacturing & Contracting Corp	8,000.40	<b>Final Total</b>	<b>319,097.39</b>

Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to approve an agreement with SpyGlass Group, LLC to audit the phone bills for possible alternative communication service options. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn to approve the Assessment Agreements with the City of Grand Meadow, City of Mapleview, City of Lyle, City of Brownsdale, Windom Township and Austin Township and authorize Chair to sign the agreements. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to adjourn the meeting at 10:11 a.m. Motion carried. The next meeting is scheduled for November 3, 2015 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

**BY:** \_\_\_\_\_  
**Chairperson**

**Attest:**

**By:** \_\_\_\_\_  
**Clerk/Coordinator**

**INDEX**

**A**

Account Clerk -- PT .5 FTE  
    staffing level change  
        from OSS, Sr. Aud-Treas. To Account Clerk  
        Coordinator-Finance, 211  
    supervision-Finance, 211  
adjourn, 212  
adjourn Human Services Board, 210  
agenda  
    as amended, 209  
Assessment Agreement  
    Austin Township, 212  
    City of Brownsdale, 212  
    City of Grand Meadow, 212  
    City of Lyle, 212  
    City of Mapleview, 212  
    Windom Township, 212

**B**

budget amendment  
    A/T OSS, Sr. staffing to Coord Account Clerk staffing  
        expenses, 211  
    new Environmental Technician PW, 211  
    new Social Worker HHS, 211  
Business Associate Agreement  
    MN Human Services/Mower County Community  
        Health Board, 210

**C**

CD Navigator Cooperative Agreement for 2016, 209

**E**

Environmental Technician  
    staffing level addition  
        Public Works, 211

**H**

Hildi, Inc. contract  
    OPEB actuarial report, 210  
hire

Account Clerk -- PT .5 FTE, 211  
Environmental Technician FT, 211  
Human Services Accounts Payable, 209

**L**

late claim for payment  
    #904340369 medical mileage, 209

**M**

Minnesota Family Investment Program (MFIP) Biennial  
    Services Agreement 2016-2017, 209  
minutes 10-6-15, 211

**O**

OPEB actuarial report  
    Hildi, Inc. contract, 210  
OSS, Sr. - Extension  
    staffing level transfer  
        Coordinator to Public Works, 210  
    supervision transfer  
        Vet. Services to Public Works, 210  
OSS, Sr.- PT .6 FTE Auditor-Treasurer  
    becomes PT .5 FTE Account Clerk -- Finance, 210  
Outstanding Program Awareness Award recipient  
    L. Bartsch, 209

**P**

Privacy and Security Agreement  
    MN Human Services/Mower County Community  
        Health Board, 210

**S**

Social Service Actions, 209  
SpyGlass Group, LLC agreement  
    audit phone bills, 212

**W**

warrants  
    Commissioner, 211