

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

January 12, 2016

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session January 12, 2016 at 8:30 a.m. at the Government Center in Austin, Minnesota.

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

Motion made by Commissioner Reinartz, seconded by Commissioner Ankeny to approve the agenda. Motion carried.

Steve Reinartz, County Auditor-Treasurer, provided a department update to the Board.

**HUMAN SERVICES BOARD:**

Motion by Commissioner Ankeny, seconded by Commissioner Reinartz to approve payment to vendors for Human Services Accounts Payable. Motion carried.

Lisa Kocer provided the Board with some Human Services updates which included the following: Forensic Interview room in Sheriff's department – collaborative effort to update some furniture and purchase new culturally sensitive dolls. This room is used by law enforcement and is regularly used by the child protection staff for interviewing victims of child abuse. Sheriff Amazi and Social Services Supervisor Lindsay Brekke have come up with some ideas to help improve the room to help better serve the kids. These improvements will be paid for by the grant received from DHS for child protection services.

Motion by Commissioner Reinartz, seconded by Commissioner Bennett to authorize the Chair and the Director to sign the following Purchase of Service Agreements:

Chemical Use Assessments

- Independent Management Services (Steve Thorson) – renew contract for Chemical Use Assessments, effective January 1, 2016 to December 31, 2016.

Employment Services

- Cedar Valley Services - renew contract for Extended Employment Services, effective January 1, 2016 to December 31, 2016.
- Workforce Development - renew contract for Employment Services for Child Support, effective January 1, 2016 to December 31, 2016.
- Workforce Development - renew contract for MFIP & DWP Work Program, effective January 1, 2016 to December 31, 2016.

Family Services

- Parenting Resource Center – renew contract for Administrative Services (Parents Forever), effective January 1, 2016 to December 31, 2016.
- Parenting Resource Center – renew contract for Crisis Nursery & Parenting Services, effective January 1, 2016 to December 31, 2016.
- Parenting Resource Center (Seibel Center) – renew contract for Visitation Services, effective January 1, 2016 to December 31, 2016.

MH TCM

- Independent Management Services (Steve Thorson) – renew contract for Mental Health Targeted Case Management, effective January 1, 2016 to December 31, 2016.

Residential

- Kindred Family Focus – renew contract for Residential Services – effective January 1, 2016 to December 31, 2016.

SILS

- Cenneidigh, Inc. – renew contract for Semi-independent Living Services, effective January 1, 2016 to December 31, 2017.
- Independent Management Services, Inc. (Steve Thorson) - renew contract for Semi-independent Living Services, effective January 1, 2016 to December 31, 2017.

Motion carried.

Motion by Commissioner Ankeny, seconded by Commissioner Gabrielson to approve the Social Service Actions. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz to adjourn the Human Services Board meeting at 9:29 a.m. Motion carried.

**COUNTY BOARD**

The Special Session of the Board was reconvened at 9:38 a.m. for regular business items.

The Commissioners had a discussion on county department revenue sources, their uses/limited uses and the State’s possible intent to glean some of these funds from the counties for state purposes. The Board desires AMC and local legislators to be aware of their views.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson to approve the following Commissioner warrants for payment:

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
Advanced Correctional Healthcare Inc	10,338.11	Minnesota Counties Computer Co	63,189.80
Albert Lea Electric Co.	21,575.08	Minnesota County Attorneys Association	4,243.00
Association Of Minnesota Counties	16,711.00	Minnesota Department Of Corrections	30,132.75
Austin Utilities	17,105.77	Minnesota Sheriffs Association	10,328.00
Baudoin Oil Company	2,669.63	Mower County Soil & Water Cons	6,084.75
Chosen Valley Testing, Inc	2,000.00	Patchin Messner Dodd & Brumm	3,456.25
Dell Marketing L P	3,762.82	Rinke-Noonan	2,400.00
Istate Truck Center	84,347.00	Sollie/Katherine	2,077.78
Law Enforcement Technology Group LLC	52,086.07	70 Payments less than 2000	30,550.31
Melchert Hubert Sjodin	6,528.00	<b>Final Total:</b>	<b>369,586.12</b>

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to adopt the following Mower County Cash Receipt Procedure/Policy effective immediately:

**MOWER COUNTY**  
**CASH RECEIPT PROCEDURE / POLICY**  
Board Approved 1-12-16  
Effective 1-12-2016

**CASH RECEIPT PROCEDURE \***

1. Cash, check and credit card payments are to be recorded in the current county cashing system **at the time of receipt**. This creates an electronic audit trail of the payment as it is received.
2. Checks are to be endorsed "FOR DEPOSIT ONLY" when received. This ensures that checks will not be cashed by unauthorized persons.
3. All customers remitting payment in person should be offered a receipt. Receipts will be printed from the cash register system. Departments will post an "Ask for a receipt" sign in a conspicuous place.
4. Cash Register batches are balanced, a serialized deposit slip is processed and deposits are made daily. Bank deposit envelopes are delivered to the current depository as designated by the County Board.
5. Upon closing each batch, a cash receipt summarized by general ledger coding is system generated and uploaded to the finance system.
6. Any checks that are rejected for payment will be marked as "VOID" prior to returning. This prevents any question whether the check was cashed.

*\*When a department has business processes that cannot reasonably conform to the cash receipt procedure as outlined above, the following steps are to be followed:*

1. Cash and checks can be recorded in the current county cashing system **before deposit**.
2. Checks are to be endorsed "FOR DEPOSIT ONLY" when received. This ensures that checks will not be cashed by unauthorized persons. Credit card payments are to be recorded at the time of receipt.
3. Cash and checks are to be deposited daily. The only exception to this rule is if cash does not exceed \$50, if checks do not exceed \$200, or if the funds were collected via a locked kiosk. Checks not being deposited will be stored in a secured, locked area where physical access is limited to department staff. If the amounts exceed \$50 cash and/or \$200 in checks and the department staff is unable to bring the funds to the deposit office, the department staff will call the Finance department to make arrangements for the deposit.
4. All customers remitting payment in person should be offered a receipt. Departments will post an "Ask for a receipt" sign in a conspicuous place. Consecutively numbered cash receipt books are to be used if a cash register receipt is not applicable. (Books are available at the Finance office.)
5. Cash Register batches are created, balanced, a serialized deposit slip is processed, and deposits are made. Bank deposit envelopes are delivered to the current depository as designated by the County Board. Exceptions to depositing at the current depository would include unique transactions such as Inmate or Social Service accounts.
6. Upon closing each batch, a cash receipt summarized by general ledger coding is system generated and uploaded to the finance system.
7. Any checks that are rejected for payment will be marked as "VOID" prior to returning. This prevents any question whether the check was cashed.

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to approve the Southeast Minnesota Regional Emergency Communications Board Joint Powers Agreement and authorize the chair to sign the agreement. Motion carried.

Justin Hanson, District Manager of Mower County Soil and Water Conservation District, introduced Tim Ruzek as SWCD's new water coordinator.

Justin Hanson recommended approval of the 2016 Natural Resources Block Grant.

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson to approve the 2016 Natural Resources Block Grant. Motion carried.

Lastly, Justin Hanson provided an update on the Root River project and the buffer strip initiative.

Motion by Commissioner Ankeny, seconded by Commissioner Bennett to adjourn the meeting at 10:24 a.m. Motion carried. The next meeting is scheduled for January 26, 2016 at 8:30 a.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

**INDEX**

**A**

adjourn, 14  
adjourn Human Services Board, 12

**C**

Cash Receipt Procedure/Policy, 12

**H**

Human Services Accounts Payable, 11

**N**

Natural Resources Block Grant - 2016, 14

**P**

Purchase of Service Agreements  
  Chemical Use Assessments  
    Independent Mgmt (Steve Thorson), 11  
  Employment Services  
    Cedar Valley Services, 11  
    Workforce Development, 11  
  Family Services  
    Parenting Resource Center  
      Administrative, 12  
      Crisis Nursery & Parenting, 12  
      Visitation Services, 12  
  MFIP & DWP Work Program  
    Workforce Development, 11  
  MH TCM  
    Independent Mgmt (Steve Thorson), 12  
  Residential  
    Kindred Family Focus, 12  
  SILS  
    Cenneidigh, 12  
    Independent Mgmt (Steve Thorson), 12

**S**

Social Service Actions, 12  
Southeast Minnesota Regional Emergency Communications Board Joint Powers Agreement, 14

**W**

warrants  
  Commissioner, 12