



COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

Chisago County Government Center
313 North Main Street, Suite 160A
Center City, MN 55012-9663

Commissioners:
District 1
Chris DuBose
District 2
Rick Greene
District 3
Marlys Dunne
District 4
Ben Montzka
District 5
Mike Robinson

REGULAR MEETING – Wednesday, May 5, 2021 County Board Room, Suite 160A

6:30 p.m. Convene; Pledge of Allegiance; Approve Agenda

COVID-19 Update – Chisago County Public Health

Health & Human Services Committee of the Whole:

Topics for Discussion:

- | | |
|---|-------|
| 1.) Director's Report | TAB 1 |
| Items for Committee Review/Recommendation: (<i>discussed in detail as requested</i>) | |
| 2.) Payment of County's Warrants for HHS | TAB 2 |
| 3.) Emergency Foster Care Contract – Paavola 2021-2022 | TAB 3 |
| 4.) Tuberculosis Services Agreement with Hennepin County | TAB 4 |
| 5.) Hiring Additional Behavioral Health Case Manager | TAB 5 |
| 6.) Hiring Additional Home and Community Based Services (HCBS) Waiver Case Manager | TAB 6 |
| 7.) Position/Job Description Change for Office Services Supervisor | TAB 7 |

7:00 p.m. Citizen's Forum

"The Citizen's Forum is provided so you may make a comment, statement, question or proposal. Comments, Statements, questions or proposals shall be directed to the Board as a whole, and not to individual commissioners or the audience. You will be limited to three minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak that night."

Board of Commissioners' Consent Agenda:

- | | |
|--|--------|
| 1.) HHS Committee Recommendation – Director's Report | TAB 1 |
| 2.) HHS Committee Recommendation – Payment of County's Warrants for HHS | TAB 2 |
| 3.) HHS Committee Recommendation – Emergency Foster Care Contract – Paavola | TAB 3 |
| 4.) HHS Committee Recommendation – Tuberculosis Services Agmt. with Hennepin County | TAB 4 |
| 5.) HHS Committee Recommendation – Hiring Additional Behavioral Health Case Manager | TAB 5 |
| 6.) HHS Committee Recommendation – Hiring Additional HCBS Waiver Case Manager | TAB 6 |
| 7.) HHS Committee Recommendation – Pos./Job Des. Change for Office Services Supervisor | TAB 7 |
| 8.) Payment of County's Warrants and Miscellaneous Bills | TAB 8 |
| 9.) Minutes from the April 21, 2021 Regular Meeting | TAB 9 |
| 10.) Annual Carryover of Dedicated Sheriff's Office CIP Funds | TAB 10 |

Presentation –

- | | |
|--|--------|
| 11.) Central Minnesota Jobs and Training Services – Barbara Chaffee, CEO | TAB 11 |
|--|--------|

Other County Business:

- | | |
|--|--------|
| 12.) Replacing Display Cases in Chisago County Government Center | TAB 12 |
| 13.) Additional Mill & Overlay Work | TAB 13 |
| 14.) Carahsoft – Cellebrite Software Purchase - CCSO | TAB 14 |
| 15.) Sentence to Service (STS) contract between Chisago County and the State of MN | TAB 15 |
| 16.) Acceptance of a Donation – Maranatha Assembly of God, Chisago City | TAB 16 |
| 17.) Re-appointment of Veteran's Service Officer – Bryan Brown | TAB 17 |
| 18.) Zoning Ord. Text Amend. – Zoning Ord. Section 8.04.1.G Reapplication/Lapse of IUP | TAB 18 |

Discussion Items:

- Administrator Updates
- Correspondence
- Commissioner Committee Reports

Adjourn Meeting of the Board of Commissioners

Citizen's Forum:

The Citizen's Forum is provided so individuals may make a comment, statement, question or proposal to the Chisago County Board of Commissioners. Comments, statements, questions or proposals shall be directed to the Board as a whole, and not to individual commissioners or the audience. Individuals are asked to conduct themselves in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak.

Due to the COVID-19 Pandemic and Governor Walz Executive Orders, the Chisago County Board of Commissioners have changed the way Citizen's Forum takes place at the Chisago County Board of Commissioner's meetings. Citizens may participate in the Board meetings in one of two ways:

1. Letters may be submitted to individual Commissioners or the County Administrator directly or through the 'Form Center' on the County Website. Letters will be accepted up until 2 hours before the Board meeting time. Commissioners may choose to read the letter before the Board and the public for up to 3 minutes. The letters will not become a part of the formal record, as is consistent with County precedent.
2. Due to the Board's desire to follow the CDC and MDH guidelines, strict social distancing is maintained in the Boardroom and County Government Center at all times. Due to social distancing requirements, the Board will limit the number of individuals in the County Boardroom to no more than 10. However, individuals wishing to participate in Citizen's Forum in-person may sign up via a sign-up sheet, and they will be asked to speak at the microphone for up to 3 minutes during the Citizen's Forum portion of the meeting. The microphone is positioned in the doorway of the County Boardroom so the Board may see and hear the presenter while maintaining social distancing.





CHISAGO COUNTY HEALTH & HUMAN SERVICES

313 N Main St Room 230
Center City, MN 55012

General Information	651-213-5600
Administrative	651-213-5609
Child Support	651-213-5647
Financial Assistance	651-213-5640
Welfare Fraud	651-213-8808
North Branch	651-213-5200
Fax- Center City	651-213-5685
Fax- North Branch	651-213-8955
Public Health	651-213-5231
Veterans Service	651-213-5605

Memo to: Chisago County Commissioners

From: Robert Benson, Health and Human Services Director

RE: Report of the Health and Human Services Department

Date: April 27, 2021

I. Department Updates/Highlights:

Health and Human Services is in, what we are planning as our new operational procedure, going forward. We have the majority of our staff with the ability to work remotely, but are operating with more of a Hybrid model. Staff are rotating through the office and are currently required to be in the office at least once weekly. Some supervisor discretion is allowed for unique circumstances. We do still have some staff that do not have the ability to work remotely. We are working now to prioritize access to the necessary technology to include additional staff. We are currently planning around the American Rescue Plan funding to make this happen.

The legislature is working to finalize their bills before the end of session. Currently, there is still no real clarity on some of the legislation that may impact Health and Human Services. There does appear to be continued support for extending certain policies implemented during the COVID-19 peacetime emergency and making them permanent. There continue to be a lot of discussion around substance use disorder reform, adult services waivers and MnCHOICES assessments, and it is still not clear how these discussions will all end. We are continuing to work with MACSSA, MICA, AMC and others to clarify county concerns and impacts, for our legislators.

II. Financial Notes:

It's early in the year, and difficult to identify if there are any trends or concerns yet this year. We are currently running a little high on out of home placement costs, particularly in the probation lines that are included in our budget. However, overall it does appear that we are pretty much on track with our budget, and we will continue to monitor it as we move through the year. As previously noted, there is a lot going on at the state legislative level, some of which could have an impact on our budget.

III. Staffing Updates:

Health and Human Services currently has one open financial worker position. The position is currently posted.

I would ask the Board to approve the hiring of two additional Social Work Case Manager positions tonight, that were presented to the Personnel Committee on April 20th, 2021. These positions will pay for themselves.

I would also ask the Board to approve my request to change the job title and current pay grade for our Office Services Supervisor position.

(Review Personnel Committee presentation) Attached

IV. Review of Requests for Board Action



HHS Personnel Requests, May 5, 2021

1. Additional HCBS Waiver Case Manager
2. Additional Behavioral Health Case Manager
3. Position/Job Description Change for Current Office Services Supervisor



Case Manager Costs

- Grades 22-24
 - Salary/Full Benefits Range:
 - High End is a Social Worker with a Masters Degree and Experience
 - Grade 24, Step 10: Approximately \$97,980
 - Low End is a Social Worker with a Bachelors Degree and Limited Experience
 - Grade 22, Step 4: Approximately \$76,000
 - Average Salary/Full Benefits: \$85,000 to \$88,000 Annual Cost to the County
 - Technology Costs:
 - Initial Costs: Approximately \$3,000 (laptop, monitor(s), keyboard, phone, etc.)
 - Annual Costs: Approximately \$960 (phone and remote access)



HCBS Waiver Billing Rates/Reimbursement

	<u>Case Manager</u>	<u>Case Aide</u>
• CAC	\$24.47/15 minute unit	\$9.39/15 minute unit
• CADI	\$24.47/15 minute unit	\$9.39/15 minute unit
• BI	\$24.47/15 minute unit	\$9.39/15 minute unit
• DD	\$23.19/15 minute unit	\$9.39/15 minute unit
• AC	\$25.46/15 minute unit	\$9.39/15 minute unit
• Currently we manage about 314 waivers in house and about 375 waivers are managed by contracted agencies. We would end a contract with a contracted agency and bring some of those waivers in house. This also allows for some additional incidental billing as well.		



HCBS Waiver Case Manager Revenue

• HCBS Waiver Billing/Revenue Received

	<u>2019</u>	<u>2020</u>
• CAC child	\$ 47,863.00	\$ 52,617.00
• CAC/CADI/BI adult	\$216,624.00	\$256,322.00
• DD	\$176,849.00	\$191,603.00
• AC	<u>\$ 8,733.00</u>	<u>\$ 3,743.00</u>
• Total:	\$450,069.00	\$504,285.00
• Divided by 4.25 CM		
• Average Revenue per CM:	\$105,898.59	\$118,655.29



Behavioral Health Case Management 2021 Rates/Reimbursement

MN Statute requires that the County make these services available to individuals when requested. Reimbursement rate is based on statute, mandated case load. Reimbursement rate decreases as case load increases.

- Adult Mental Health TCM \$411.00
- Children's Mental Health TCM \$436.00
- Child Welfare TCM \$404.00
- VA/DD TCM \$411.00

- Chisago County rates have decreased each of the last 3 years due to excessive case load size.



Behavioral Health Case Manager Revenue

- Statute Caps Adult Mental Health Case Load at 30
 - 30 cases x \$411 = \$12,330 per month or \$147,960 annually.
- Statute Caps Child Mental Health Case Load at 15
 - 15 cases x \$436 = \$6,540 per month or \$78,480 annually.
- Average Revenue across Behavioral Health last year was approximately \$108,850 per Case Manager

- Bill MA and PMAPs
- AMH Grant(s) \$ allocated for individuals without insurance



Request two additional Case Managers in HHS

- Adding an additional HCBS Waiver Case Manager will allow us to serve more Chisago County residents in house, rather than through contracted agencies.
 - Increased client satisfaction/more responsive Case Managers/additional billing opportunities
 - Position will pay for itself with additional revenue generated
- Adding an additional Behavioral Health Case Manager increases our ability to provide mandated services to the residents of Chisago County.
 - Increased client satisfaction/more responsive Case Management services
 - Maintain statutorily mandated case load sizes to increase reimbursement rates for a mandated service
 - Position will pay for itself with additional revenue generated



Position/Job Description Change

- Office Services Supervisor
 - Currently a Grade 22 step 10
- HHS Office and Records Manager
 - Updated job description
 - Current Supervisors in HHS are at Grade 26-28
 - Records Manager Position in Other Departments is Grade 24
- Request to change job title and raise to pay grade of 26
 - starting now at step 5.

CHISAGO COUNTY
BOARD OF COMMISSIONERS

May 5, 2021

TAB # 2

Payment of County's Warrants for HHS

Authorize Payment of County's Warrants for HHS:

<u>Prepared Check Date</u>	<u>Amount</u>	<u>Mail Date</u>	<u>Type of Payment</u>
4/23/2021	\$171,432.21		County's Warrants
4/23/2021	\$30,583.60	5/5/2021	Auditor's Warrants
4/30/2021	\$14,355.81		County's Warrants
4/30/2021	\$40,459.96	5/5/2021	Auditor's Warrants

*****All Warrants Available with the Clerk of the Board*****

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 3
Title of Item for Consideration: Emergency Foster Care Contract – Paavola 2021-2022	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: Approval of E.F.C. Contract 2020-2021.	
Background: The Emergency Foster Care Program in Chisago County is designed to meet the needs of children in crisis who are unable to remain with their primary caretakers because of child maltreatment, neglect, or parent child conflict. Attachment(s): - Emergency Foster Care Contract - Paavola - Attachment A – Program description emergency shelter	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Emergency Foster Care contract with the Paavola's. The suggested motion is as follows: <i>“Move to approve the Emergency Foster Care contract with the Paavola's.”</i>	
Implications of Action: Board approval at tonight's meeting will authorize the County to allow the Paavola's to provide emergency shelter foster care for children in crisis. Budget/Financial Implications: Budgeted, levy dollars Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

**CONTRACT BETWEEN
CHISAGO COUNTY AND Rachel and Matthew Paavola**

THIS AGREEMENT is made and entered into by and between County of Chisago, by and through Chisago County Health and Human Services, 313 North Main St., Center City, MN 55012 (hereinafter referred to as County) and Rachel and Matthew Paavola, [REDACTED] (hereinafter referred to as Provider).

WHEREAS, the Provider warrants that they are appropriately qualified and trained in emergency foster care services; and

WHEREAS, the County, pursuant to Minnesota Statutes Chapter 373.01 and 373.02, is empowered to purchase the services of Provider to provide emergency foster care services as defined in Minnesota Statutes, Rules and County Policy; and

WHEREAS, there are funds available for the purchase of these services;

NOW, THEREFORE, in consideration for the mutual undertakings and agreements hereinafter set forth, the County, and the Provider agree as follows:

1.) Term of Agreement

The Provider agrees to furnish services to the benefit of the County commencing effective June 1, 2021, through May 31, 2022, as scheduled on a monthly rotation, irrespective of the date of signatures/execution below.

2.) Services

The Emergency Foster Care Program in Chisago County is designed to meet the needs of children in crisis who are unable to remain with their primary caretakers because of child maltreatment, neglect, or parent child conflict.

The Provider will provide emergency foster care services in accordance with Attachment A titled "Emergency Foster Care Program Description."

3.) Cost of the Agreement

The provider will be paid twenty dollars (\$20.20) per day or partial day that the emergency foster care program services are provided. The provider will be paid an additional ten dollars (\$10.10) per day for county recognized holidays/ days the government center is closed as identified at <https://mn-chisagocounty.civicplus.com/733/Observed-Holidays>. When a child foster placement occurs, a daily payment will be determined and made in accordance with the child's age and needs in accordance with foster care policy.

4.) Payment for Services

The Provider shall submit invoices to the County for services rendered pursuant to this Contract, within 5 days following the end of the month in which services were rendered. The invoicing shall be submitted on Attachment B titled "Voucher / Invoice." Payment for services shall be made directly to the Provider within 45 days of submission of the said invoice.

5.) Indemnification and Insurance

The Provider agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages and expenses which the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Provider's performance or failure to adequately perform its obligations pursuant to this contract.

The Provider is a licensed foster care provider by Department of Human Services and has insurance coverage with the Minnesota Joint Underwriting Association.

6.) **Compliance with Laws/Standards**

The Provider shall maintain in good standing with the current foster care license and training necessary to provide the services contemplated and set forth herein.

The Provider shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the subject matter thereof for which the Provider is responsible.

7.) **Independent Contractor**

The Provider is an independent contractor and neither the position nor the work of the Provider shall cause the Provider to be construed as an employee in any way.

The Provider acknowledges and agrees that it is not entitled to receive any of the benefits received by County employees and is not eligible for workers or unemployment compensation benefits.

The Provider also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due and that it is the Provider's sole obligation to comply with the applicable provision of all Federal and State laws.

After Hours Chisago County Social Worker
651 235-1355

County Contact
Mary Welty, Child Foster Care Licensing Worker
651 213-5660

County Contact
Joshua Huizar, Fiscal Operations Representative
651 213-5632

8.) **Data Practices**

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Provider because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing said act now in force or as adopted, as well as HIPAA or other Federal regulations on data privacy.

By means of this Contract and for purposes of exchange of data to facilitate the program(s), the Provider is deemed to be a part of the welfare system pursuant to Minn. Stat. 13.46, Subd. 1(c). Data collected, maintained, used or disseminated by the County and personnel of the Health and Human Services Department or collected, maintained, used or disseminated by the Provider may be exchanged as authorized by Minn. Stat. 13.46, Subd. 2(a)(4) – (7).

9.) **Merger and Modification**

It is understood and agreed that the entire agreement between the parties is contained herein, except that any agreement between the Provider and the State/County to provide child foster care services shall continue and remain and that this Contract shall complement that agreement, if any. The written agreements all supersede all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Contract are incorporated or attached and are deemed to be part of this Contract.

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

10.) **Default and Cancellation**

If the Provider fails to perform any of the provisions of the Contract or so fails to administer the work as to endanger the performance of the Contract, this shall constitute default.

Unless the Provider's default is excused, the County, through the County, may, upon written notice, immediately cancel this Contract in its entirety.

This Contract may be cancelled with or without cause by either party upon fifteen (15) days written notice.

11.) **Nondiscrimination**

During the performance of this Agreement, the Provider agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal state laws against discrimination.

Chris DuBose
Chair, County Board of Commissioners

Date: _____

Christina Vollrath
Clerk of Board

Date: _____

Rachel Paavola
Provider

Date: _____

Matthew Paavola
Provider

Date: _____

Robert Benson, Director
Chisago County Health and Human Services

Date: _____

Reviewed as to Form:



Janet Reiter
Chisago County Attorney

Date: 4/28/2021

Attachment A
Emergency Foster Care Program Description

The Agency Shall:

1. The Provider shall be able to access the assistance of on-call Agency staff after office hours, holidays and weekends.
2. The Agency will provide the Provider with the Information and Referral form about each child within 5 working days, the Out of Home Placement Plan within 30 days, and legal notification as required by rule.
3. The Agency will keep the Provider informed regarding the development of plans for the child in placement and will give the Provider notice when a child is going to be removed from their home. The length of this notice is determined case by case.
4. The location of the child's placement is provided to the child's family, unless unique circumstances exist in accordance with state law. This law precludes the release of such information or authorizes the withholding of such information. State law requires the parents have the right to information about the location of their child, unless the release of placement location would place the child's health or welfare in danger. The county agrees to discuss the release of said information with the provider prior to such action. However, the release or withholding of this information is entirely at the discretion of the County and the provider shall abide by the decision for the county.
5. Arrange visitation with the child's parents. The Foster Provider will be notified of the time, location, and frequency of visits.
6. Provide a cell phone, if requested.
7. Coordinate the on-call schedule.

The Foster Provider Shall:

1. Be available for emergency placement between 4:30 PM to 8 AM weekdays, 4:30 PM Friday to 8 AM Mondays, and Holidays, while on coverage. Providers shall be available by cell phone.
2. Commit to allowing a child placed in your home until the child can return home or is placed in another designated placement.
3. Agree to accept a placement unless in consultation with the Agency it was agreed to be a reasonable cause for declining a placement.
4. Work with the case manager to implement school plans and service plans. For short-term placements, transfer from other school districts will usually not be made. If requested, the provider will enroll the child in the local school, or make bus arrangements for an education program. Within reasonable limits, and in consultation with the licensing worker, the Provider will transport children to a school district out of the foster parents' local area.

5. Agree with the on-call schedule. The Provider will agree to a rotating coverage schedule. The schedule will be coordinated by the Chisago County Social Worker. The frequency and duration of on-call will depend on the number of homes providing Emergency Shelter Care. The schedule will be made with consideration of the needs of each Provider and the need of the County to have a home available.
6. Attend SIDS, Shaken Baby Syndrome and Child Restraint Safety Training if the provider has not completed these trainings in the previous 5 years. Also attend child CPR and First Aid training upon request of licenser.
7. Meet and maintain licensing requirements in cooperation with the agency.
8. Accept placements only from Chisago County personnel.
9. Foster children are not to share same bed unless approved by worker. Boys and girls are to sleep on separate rooms with monitoring devices if on the same level of the home. Infants/preschoolers are the exception to this.
10. Have necessary equipment for child available i.e. crib, playpen, car seat, diapers, lice shampoo and formula. Agency could possibly assist with additional equipment needed in an emergency placement of sibling groups.
11. Chisago County will provide cell phones for emergency foster families that do not have one available. Families will be responsible for replacement/repair of cell phone if lost and/or damaged.
12. Respond to cell phone within 15 minutes and be within 30 minutes arrival time from the home. Arrangements for placement will be made between worker and foster parent or approved substitute care provider.
13. Providers need to accept referrals when on call. If there is an unusual circumstance, issues will be discussed with placing worker and problem-solved as needed.
14. Providers will obligate themselves for a minimum of 2 months per contract year while scheduled for the on-call rotation. The provider's shift will commence at Midnight on the 1st of the calendar month and end at Midnight on the last day of the month. However, it is possible that a child will need to remain in the shelter home past the time the provider is actually on call.
15. Provider shall attend periodic meetings and required specialized training upon request.
16. For providers with a dual-license (foster care and child care), it will be necessary to have a written protection plan, explaining how they are able to provide adequate supervision for children in their child care setting and also care for emergency shelter care placements. This will need to be in written form and will be placed in the foster care file and childcare file.
17. When the scheduled provider has reached capacity, he/she will contact the CFC Licensing Social Worker. The CFC Licensing Social Worker will request an alternate provider to

assume responsibilities of the emergency foster care services and notify the after hours staff of this change.

If the scheduled provider reaches capacity, and the CFC Licensing Social Worker is not available (evenings and weekends); he/she will contact the After Hours staff to have the emergency shelter responsibilities reassigned to an alternate emergency foster care provider.

Payment:

1. The Provider will receive \$20.20 per day (\$30.30 per day on holidays and days that the government center is closed) to provide emergency shelter care. A day is defined as a 24 hour period commencing at Midnight. The provider will submit a Voucher/Invoice form to receive this payment. In the event that the scheduled provider is unable to accommodate emergency placements for any reason, alternate provider will be paid the shelter rate beginning the day he/she takes responsibility for the emergency foster care services.
2. When placement occurs, the provider will receive a daily payment amount for the first 30 days based on the Northstar Care for Children basic daily rate for the age of the child plus Level D for the supplemental difficulty of care daily rate. After 30 days, the child's social worker will complete a Minnesota Assessment of Parenting for Children and Youth (MAPCY) with the Provider's input and the rate will be adjusted according to the outcome of the assessment.

The daily payment per child includes costs incurred by the provider for food, entertainment, incidentals, normal wear and tear, customary transportation and hygiene products. If a child comes into emergency placement on a Friday night or during the weekend/Holiday and he/she does not have any clothing except what they are wearing, you are authorized to be reimbursed for clothing purchases for up to \$25 per child without getting prior authorization. All other clothing expenditures above \$25 need prior approval by the child's case manager if you desire reimbursement from the Agency. The child's parents are billed for all clothing expenses by the Agency.

The Provider will submit a monthly Voucher/Invoice form for each child in care by the 5th of the following month. The agency will make payment to providers within 45 days of receipt of the Voucher/Invoice.

Termination of Agreement:

This Agreement may be canceled at anytime by either party, with or without cause, upon 15 days written notice.

The Agency may immediately terminate the agreement if Chisago County Human Services determines that the provider has violated the terms or conditions of this agreement or has endangered or is likely to endanger the health, safety or welfare of any client. No payments shall be made for the period during which services are suspended, unless otherwise determined by the county.

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 4
Title of Item for Consideration: Tuberculosis Services Agreement with Hennepin County	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: Through its Public Health Clinic Hennepin County has Tuberculosis Prevention and Control Services in place that will help in identify and treat individuals for Tuberculosis (TB) or TB diseases. They evaluate and client responses, reactions, and they assess, plan and hold interventions for individual clients. Hennepin County also has Tuberculosis Prevention Services in place that include: • Tuberculosis Screening and Testing; • X-ray Procedures; • Laboratory Services • Chemotherapy Services; • Case Management as appropriate; and • Other Necessary outpatient services for Tuberculosis Prevention and Control, which includes, but is not limited to, Case Management.	
Attachment(s): • Tuberculosis Services Agreement	
Action Requested/Recommended: The County Board is respectfully requested to approve the Tuberculosis Services Agreement between Chisago County and Hennepin County. The suggested motion is as follows: <i>“Move to approve the Tuberculosis Services Agreement Between Chisago County and Hennepin County.”</i>	
Implications of Action: Approval will allow Hennepin County to act as a Consultant to Chisago County and make recommendations, evaluations, hospitalization, and treatments of Eligible persons referred by Chisago County to Hennepin County Public Health Clinic. Budget/Financial Implications: Budgeted, levy dollars Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies. The County Attorney has approved as to form.	

<i>Administrator's Recommendation</i>			
Approve <u>OK</u>	Deny _____	Other _____	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

TUBERCULOSIS SERVICES AGREEMENT

THIS AGREEMENT (Agreement) is entered into between **Chisago County**, through its Public Health Department and **Hennepin County**, on behalf of its Public Health Clinic, 525 Portland Ave., Minneapolis, MN 55415, both parties being governmental subdivisions of the State of Minnesota.

1. TERM

This agreement shall commence on May 15, 2021 and terminate on March 31, 2022. This agreement shall renew for two additional one-year terms until March 31, 2024, unless either party gives notice of its intent not to renew at least 60 days prior to March 31 of that year or unless terminate as described in Section 12 EARLY TERMINATION.

2. DEFINITIONS

2.1 Terms used in this Agreement have the meaning given in this section.

2.2 "Tuberculosis Prevention and Control" means activities that screen, identify, and treat Chisago County residents for tuberculosis (TB) infection or TB disease including nursing home case management with directly observed therapy.

2.3 "Surveillance" means activities that screen/assess high risk groups for infectious TB or TB infection and refer to treatment as appropriate.

2.4 "Monitoring" means activities that evaluate client responses, reactions, and adherence to chemotherapy, which may include, but are not limited to diagnostic evaluations and infection control education.

2.5 "Case Management" means activities that utilize assessment, planning, intervention, and evaluation services for individual clients.

2.5.1 The case manager is responsible for assisting clients and their families to use community resources to meet their health needs, advocating on their behalf, billing the Eligible Person's health insurance for services provided, and assuring efficient and appropriate uses of services and care.

2.6 "Eligible Person" means any Chisago County resident without a reimbursement source, who requests, or is referred by Chisago County for, Tuberculosis Prevention and Control services, available through the Hennepin County Public Health Clinic under this Agreement. This also includes Chisago County residents who are Class B primary refugees and their families for health screening that may be billable to other funding sources.

2.7 "Direct Observed Therapy" means a trained health care worker watches the patient swallow tuberculosis medication. This may be done in-person or via video monitoring.

- 2.8 "Contact Investigation" means identifying, examining, and evaluating persons identified to be at risk of TB due to recent exposure to an infection case.

3. HENNEPIN COUNTY RESPONSIBILITIES

- 3.1 Hennepin County will provide Tuberculosis Prevention and Control services to Eligible Persons.

- 3.2 Tuberculosis Prevention and Control services will include at a minimum:

- 3.2.1 Tuberculosis screening and testing;
- 3.2.2 X-ray procedures;
- 3.2.3 Laboratory services;
- 3.2.4 Chemotherapy services;
- 3.2.5 Case Management as appropriate; and
- 3.2.6 Other necessary outpatient services for Tuberculosis Prevention and Control, which includes, but is not limited to, Case Management.

- 3.3 Hennepin County will act as a consultant and make recommendations and evaluations concerning the need for appropriate and recommended treatment, hospitalization or other acute treatment of Eligible Persons referred by Chisago County to the Hennepin County Public Health Clinic.

- 3.3.1 Hennepin County also will provide medical consultation to Chisago County regarding local health care provider Tuberculosis Prevention and Control practices or issues.

- 3.4 Hennepin County will notify the Chisago County Public Health Department within one business day when an individual they are following for Tuberculosis Prevention and Control services is an Eligible Person, or moves to Chisago County while receiving Hennepin County tuberculosis services, or when a Chisago County site requires a contact investigation.

- 3.5 Hennepin County will initiate Tuberculosis Prevention and Control services on all Eligible Persons.

- 3.6 Hennepin County will refer all Eligible Persons for Direct Observed Therapy, evaluation of the Eligible Person's need for other community resources, and for other reimbursement options, to the Chisago County Public Health Department once Hennepin County has completed the initial Tuberculosis Prevention and Control activities.

- 3.7 Hennepin County will provide Chisago County with follow-up documentation (i.e., TB Worksheet or provider progress note) indicating the health services provided to Eligible Persons and the outcomes of these services within 30 days of completion.

3.8 Hennepin County will submit invoices for reimbursement on all Eligible Persons, and only submit invoices to Chisago County for services rendered to Eligible Persons without other payment resources.

3.8.1 Chisago County will reimburse Hennepin County based on Hennepin County's Public Health Clinic's fee schedule, which is developed each year after OHS Medical Assistance rates are published, generally in January. The fee schedule will be sent to Chisago County in the first quarter of the year.

3.8.2 Hennepin County will bill Chisago County monthly following the month in which the service was provided.

3.8.3 Billing invoices for services provided under this Agreement that are received by Chisago County after January 31 of each year for the previous year services will not be paid by Chisago County.

4. CHISAGO COUNTY RESPONSIBILITIES

4.1 Chisago County will compensate Hennepin County for services provided to Eligible Persons under this Agreement

4.1.1 The total amount paid for services under this agreement will not exceed \$34,000 per year beginning on the date that the contract is fully executed

4.2 Chisago County will make payments to Hennepin County within 30 days after an invoice is received by Chisago County.

4.3 Chisago County will complete Tuberculosis Prevention and Control Activities on all Eligible Persons referred by Hennepin County.

4.4 Chisago County will provide Direct Observed Therapy and conduct Investigation and Surveillance activities of Eligible Persons when requested by Hennepin County.

4.5 In addition to providing Direct Observed Therapy to Eligible Persons, Chisago County Public Health will provide an initial home visit to evaluate the Eligible Persons' status and potential need for other community resources in completing Tuberculosis Prevention and Control treatment as well as other payment sources.

4.5.1 The Hennepin County Public Health Clinic case manager will be notified of the use of other community resources.

4.5.2 The Hennepin County Public Health Clinic case manager will be notified of other reimbursement sources.

4.6 Chisago County will conduct Contact Investigations at identified Chisago County sites where contact investigation is indicated

5. AUDIT

5.1 Hennepin County, Chisago County, and the State Auditor or legislative authority, or any of their duly authorized representatives, at any time during normal business hours, and as often as may be reasonably necessary, will have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, and accounting procedures and practices of either Hennepin County or Chisago County that are relevant to the Agreement.

6. DATA PRACTICES/HIPAA (Health Insurance Portability and Accountability Act)

- 6.1 Data collected, created, received, maintained, or disseminated for any purpose by either party in providing services under this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as well as other applicable state and federal law on data privacy, and state and federal rules adopted to implement those acts now in force or hereafter adopted.
- 6.2 Both parties agree to comply with the requirements of the HIPAA, which are applicable to the parties' duties under this Agreement.
- 6.3 Chisago is a hybrid entity for purposes of HIPAA. Chisago County Public Health, which is responsible for the indemnification and treatment of TB, is not included in the covered entity determination. Therefore, Hennepin County is not a Business Associate of Chisago for the purposes of this Agreement.

7. MANDATORY REPORTING

- 7.1 Hennepin County will comply with Minn. Stat. §§ 626.556, as amended (the Reporting of Maltreatment of Minors) and any rules promulgated in implementing the statute.
- 7.2 Hennepin County will comply with Minn. Stat. §§ 626.557 et seq., as amended (Reporting of Maltreatment of Vulnerable Adults) and any rules promulgated in implementing these statutes.

8. MERGER

- 8.1 The parties' entire agreement is contained in this document and attachments if any.
- 8.2 This agreement supersedes all oral agreements and negotiations between the parties relating to its subject matter.
- 8.3 All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

9. MODIFICATION

- 9.1 Any material alteration, variation, modification, or waiver of the provisions of this Agreement will be valid only when reduced to writing as an amendment to this Agreement and signed by the parties.
 - 9.1.1 A policy change by Chisago County in the types of Eligible Persons to be served, types of services to be rendered, or service location must be mutually approved by both parties and, if it is deemed to be a material modification to this Agreement, reduced to writing in the form of an amendment.
- 9.2 Any interpretation or variation deemed not material by the parties does not require written approval.

10. INDEPENDENT CONTRACTOR

- 10.1 Hennepin county is to be and will remain an independent contractor with respect to all services performed under this agreement.
- 10.2 Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between Chisago County and Hennepin

County or as constituting Hennepin County as the agent, representative, or employee of Chisago County for the purpose whatsoever or as constituting Chisago County as the agent, representative, or employee of Hennepin County for any purpose whatsoever.

11. INDEMNITY

- 11.1 Hennepin County will hold harmless and indemnify Chisago County, its commissioners, officers, employees, and agents against any and all claims, losses, damages, or lawsuits that they may be required to pay arising or allegedly arising from a negligent act of omission of Hennepin County, its agents or employees while performing services under this Agreement, subject to Minn. Stat. Chap. 466.
- 11.2 Nothing in this agreement waives any limitation on liability provided by Minn. Stat. Chap. 466 or any other applicable law.
- 11.3 Chisago County will hold harmless and indemnify Hennepin County, its commissioners, officers, employees, and agents against any and all claims, losses, damages, or lawsuits which they may be required to pay arising or allegedly arising from a negligent act or omission of Chisago County, its agents, or employees while performing services under this Agreement, subject to Minn. Stat. Chap. 466.
- 11.4 Nothing in this agreement waives any limitation on liability provided by Minn. Stat. Chap 466 or any other applicable law.

12. EARLY TERMINATION

- 12.1 This agreement may be terminated by any party at any time with or without cause upon thirty days (30) days written notice delivered by mail or in person. Upon early termination, Hennepin County shall only be entitled to payment for services performed through the date of termination and shall not be entitled to any other payment and/or damages.

13. COUNTERPARTS

- 13.1 This Agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

COUNTY ADMINISTRATOR APPROVAL

STATE, having signed this contract, and the County having duly approved this contract and pursuant to such approval, the proper County officials having signed this contract, the parties hereto agree to be bound by the provisions herein set forth.

COUNTY OF HENNEPIN
STATE OF MINNESOTA

By: _____
County Administrator

Date: _____

Reviewed by the County
Attorney's Office

Assistant County Attorney

Date: _____

This certifies that the signatories for the contract have lawful authority, by virtue of board resolution, to bind the grantee to the terms of this contract.

2. COUNTY OF CHISAGO:

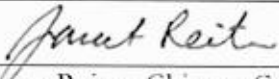
Signed:
Title: Chris DuBose, Chair, County Board
Date:

Certified:

Signed:
Title: Christina Vollrath, Clerk to the Board
Date:

Signed:
Title: Robert Benson, Health and Human Service Interim Director
Date:

Reviewed as to Form:

Signed: 
Title: Janet Reiter, Chisago County Attorney
Date: 4/28/2021

Chisago County Request For Board Action

Meeting Date: May 5, 2021	Item Number: 5
Title of Item for Consideration: Hiring Additional Behavioral Health Case Manager	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: Chisago County Health and Human Services' Behavioral Health Unit is dedicated to improving the quality of life of those affected by mental illness. Adult mental health case management services is a voluntary service provided by Chisago County to adults who have a serious, persistent, mental illness, and who meet certain qualifications for services. MN Statute requires that the County make these services available to the public.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the addition of a Behavioral Health Case Manager Via tonight's Consent Agenda. If removed from the Consent Agenda and acted upon separately, the suggested motion is as follows: <i>"Move to approve the hiring of an additional Behavioral Health Case Manager."</i>	
Implications of Action: Board approval at tonight's meeting will increase Chisago County's ability to provide mandated services to the residents, increased client satisfaction with more responsiveness of Case Management services, case load's will be maintained to increase reimbursement rates which will then pay the position off in the additional revenue generated.	
Budget/Financial Implications: Budgeted, levy dollars.	
Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve <u>CB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 6
Title of Item for Consideration: Hiring Additional Home and Community Based Services (HCBS) Waiver Case Manager	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: HCBS is a service that helps clients find and manage resources to keep clients in their homes. It is also available to assist clients to transition to the community setting. Chisago County provides ongoing case management for clients who receive home and community based services through waiver programs: Elderly Waiver (EW), Alternative Care (AC), Community Alternatives for Disabled Individuals (CADI), Traumatic Brain Injury (TBI) and Community Alternative Care (CAC).	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the addition of a HCBS Waiver Case Manager. The suggested motion is as follows: <i>“Move to approve the hiring of an additional HCBS Waiver Case Manager.”</i>	
Implications of Action: Board approval at tonight’s meeting will allow for Chisago County residents to be served in house rather than through contracted agencies, which will then increase client satisfaction, more responsive case managers, and additional billing opportunities which will create revenue that will pay for the position itself.	
Budget/Financial Implications: Budgeted, levy dollars	
Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies. The County Attorney has approved as to form.	
Administrator’s Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 7
Title of Item for Consideration: Position/Job Description Change for Office Services Supervisor	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: The Chisago County HHS Office Services Supervisor is currently listed at Grade 22, and is at a step 10. Current Supervisors in HHS are at Grades 26 – 28; Records Manager Positions in other departments are listed at a Grade 24.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Change of the job title from Office Services Supervisor to HHS Office and Records Manager and raise the pay grade to 26. The suggested motion is as follows: <i>“Move to approve the Change of Job title and pay grade of the Office Services Supervisor.”</i>	
Implications of Action: Board approval at tonight’s meeting will update the job description, change job title from Office Services Supervisor to HHS Office and Records Manager, and the pay grade will mirror Current HHS Supervisor pay grades. Budget/Financial Implications: Budgeted, levy dollars. Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies. The County Attorney has approved as to form.	
Administrator’s Recommendation	
Approve	Deny _____
Other _____	
Motion By: _____	Seconded by: _____
To: _____	
Action on Motion:	Aye _____ Nay _____ Abstain _____

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
May 5, 2021**

Payment of County's Warrants & Miscellaneous Bills

Bills Paid 4/28/2021 \$252,316.81

*******All Warrants/Bills Available with the Clerk of the Board*******

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Wednesday, April 21, 2021**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, April 21, 2021 at the Chisago County Government Center with the following Commissioners present: DuBose, Greene, Dunne, Montzka, Robinson. Also present: County Administrator Chase Burnham and Clerk of the Board Christina Vollrath. County Attorney Janet Reiter participated remotely.

The Chair called the meeting to order and led the assembly in the Pledge of Allegiance.

Commissioner Greene offered a motion to approve the agenda. Motion seconded by Montzka, the motion **passed** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

Covid-19 Update by Public Health – Courtney Wehrenberg's notes read by Chase Burnham 6:31 p.m. to 6:33 p.m.

The Chair opened the Road and Bridge Committee of the Whole at 6:33 p.m.

The Board was given updates on the current projects of the Public Works Department from County Engineer Joe Triplett from 6:33 p.m. to 6:44 p.m. *No action was taken.*

On motion by Greene, seconded by Dunne, the Board moved items 1-6 to the consent agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to close the Road and Bridge Committee of the Whole at 6:44 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to approve the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

- 1.) R&B Committee Recommendation – County Engineer's Report
- 2.) R&B Committee Recommendation – County Engineer Reappointment Resolution
- 3.) R&B Committee Recommendation – MnDOT Detour Agreement
- 4.) R&B Committee Recommendation – 2021 Seal Coat Project – Allied Blacktop Co.
- 5.) R&B Committee Recommendation – 2021 Pavement Maintenance Project – Knife River

- 6.) R&B Committee Recommendation – Assistant County Engineer Signing Resolution
7. Minutes from the April 7, 2021 Regular Meeting
- 8.) Payment of County's Warrants and Miscellaneous Bills
- 9.) Authorization for County Auditor-Treasurer Annual Carryover of Dedicated E911 Funds
- 10.) Applications for Abatements (reductions) of Property Taxes
- 11.) 2021 Tobacco License Renewals
- 12.) Application for an Exempt Permit – Almelund Threshing Company

Ditch Authority:

On motion by Montzka, seconded by Greene, the Board moved to recess the regular meeting and open the Ditch Authority meeting at 6:46 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to approve the permit application for discharge into Public Ditch #5. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Greene, seconded by Robinson, the Board moved to approve the resolution initiating concurrent records reestablishment, redetermination process & appointing engineer for County Ditches 5, 9, & 14 and initiating redetermination process. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to close the Ditch Authority meeting and reconvene the regular Board of Commissioners meeting at 6:52 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

Legislative Update – Senator Mark Koran – 6:52 p.m. to 7:13 p.m.

Public Hearing from 7:14 p.m. to 7:17 p.m.; no one present to speak.

On motion by Montzka, seconded by Greene, the Board moved to approve the tax abatement request for All Mac, Inc as presented and pass Resolution 21/0421-5. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

CITIZENS FORUM

TIME – 7:20 p.m.

END TIME – 7:20 p.m.

0 Letters, 0 emails, # of SPEAKERS – 0

Environmental Services Director Kurt Schneider presented the Board with the Director's Report and action items. *No action was taken.*

2020 Water Resources Programs and Annual Reports Presentation by Susanna Wilson Witkowski and Jerry Spetzman

On motion by Montzka, seconded by Dunne, the Board moved to accept the Environmental Services/Zoning Director's Report. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to accept the 2020 Water Resources Programs and Annual Reports Presentation. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve transfer of \$5,000 from LID reserves along with associated budget adjustment request. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Robinson, seconded by Dunne, the Board moved to approve the preparation and installation of concrete slabs for Parks Department Proposal from Craig Severson Construction, LLC, at a total estimated cost of \$13,440.00 not to exceed \$13,440.00 as a budgeted CIP expense. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to approve the Lyn Regenauer request for an Interim Use Permit to operate a residential kennel at 14545 310th Street, Chisago Lakes Township, (PID #02.00941.00), with Findings and Conditions as recommended by the Planning Commission and/or as amended at tonight's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the Glen and Kris Carlson request for a Conditional Use Permit to establish and operate an animal oriented educational facility and offer rural retail tourism activities and gathering venue activities to be known as "Farmaste" at XXXXX Oasis Road, Chisago Lakes Township, (PID #02.00383.00), with Findings and Conditions as recommended by the Planning Commission and/or as amended at tonight's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the Brook Spindler and Tim Lom request for a Conditional Use Permit to establish and operate small-scale events and sale of agricultural products with expanded services to include animal oriented educational and recreational classes and other rural retail tourism

activities at 34133 Oasis Road, Chisago Lakes Township, (PID #02.00503.20), with Findings and Conditions as recommended by the Planning Commission and/or as amended at tonight's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to extend the time for acting on the Wild Mountain Winery Conditional Use Permit Amendment Recreational Camping application at 16906 Wild Mountain Road, Amador Township, PID#01.00096.00 for a period not to exceed 60 days so as to allow further Planning Commission review on May 6, 2021, and County Board action on May 19, 2021; and direct staff to issue written notification of the extension authorized by this motion and that such written notification state that the extension is made to allow for the applicant to provide the additional information as requested by the Planning Commission and to allow the Planning Commission to consider the application in that time frame with the additional information and make a recommendation to the County Board for determination. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to deny the requested Evan Carlson IPS Solar Zoning Ordinance Text Amendment to Zoning Ordinance Section 8.04.1.G – Reapplication /Lapse of Interim Use Permit finding that the text as proposed is not consistent with the purpose and intent of the Zoning Ordinance. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Montzka, the Board moved to approve the recommended Planning Commission Text Amendment to Zoning Ordinance Section 8.04.1.G - Reapplication /Lapse of Interim Use Permit and Authorizing Full Execution, Publication, Recording, and Numbering, Upon County Attorney Review as to Form. Motion failed due to a lack of second.

On motion by Greene, seconded by Dunne, the Board moved to send the following to the County Attorney for review: the recommended Planning Commission Text Amendment to Zoning Ordinance Section 8.04.1.G - Reapplication /Lapse of Interim Use Permit and Authorizing Full Execution, Publication, Recording, and Numbering, Upon County Attorney Review as to Form. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

Discussion of Buildings and Building Use in Agricultural Zones
On motion by Greene, seconded by Dunne, the Board moved to bring issue to the Planning Commission. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to accept the April 13th Budget and Finance Report. The motion **carried** as follows: **IN FAVOR**

THEREOF: DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the COVID-19 Vaccination Implementation Grant Agreement. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson. **OPPOSED:** None.

County Administrator Burnham provided administrative updates. *No action was taken.*

Several Commissioners offered reports of their respective committee assignments. *No action was taken.*

On motion by Greene, seconded by Dunne, the Board adjourned the meeting at 8:55 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

Chris DuBose, Chair

Attest: _____
Christina Vollrath
Clerk of the Board

Chisago County Request For Board Action

Meeting Date: May 5, 2021	Item Number: 10
Title of Item for Consideration: Annual Carryover of Dedicated Sheriff's Office CIP Funds	
Action Requested by: Bridgitte Konrad, County Auditor-Treasurer	Department: Auditor-Treasurer
Previous Action on this Matter: None.	
Background: Governmental Accounting Standards give the County Auditor-Treasurer authority to designate the restricted and assigned dedicated funds for the County Balance Sheet. However in order to easily track these funds, a budget adjustment to the current budget needs to be made and for transparency purposes, the Board should approve this adjustment that outline the carryover amounts for the Sheriff's Office CIP funds from the 2020 budget into the 2021 budget. Attachment(s): Budget Adjustment Request	
Action Requested/Recommended: The County Board is respectfully requested to approve the annual carryover of dedicated Sheriff's Office CIP Funds. The following motion is suggested: <i>"Move to approve the Annual Carryover of Dedicated Sheriff's Office CIP Funds."</i>	
Implications of Action: If the budget adjustments are approved our financial reporting requirements will be adhered to. Budget/Financial Implications: None Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____



CMJTS

Central Minnesota Jobs and Training Services, Inc.

Workforce excellence is CENTRAL to all we do.

TAB 11

Year 2021 County Board of Commissioners Visits

Agenda

1. Business: Present CMJTS Annual Report to Counties for 2019-20

- Annual Fiscal Audit—CliftonLarsonAllen (Independent Audit Report)
 - Under WIOA Law, County Board's have fiduciary accountability for E&T federal funds
- Annual Program Performance Report; complete information at www.cmjts.org

2. What's Happening In Your County: A Focus on Programs and Services

- Public Assistance Programs – MFIP, DWP, SNAP (Federal)
- Adult and Dislocated Worker (Federal and State)
- Youth Programs (Federal and State)
- Business Services

3. Q & A

Corporate Office

Monticello
406 East 7th Street
P.O. Box 720
Monticello, MN 55362-0720
763.271.3700
800.284.7425
763.271.3742 (TTY)

CareerForce Locations

Cambridge
763.279.4492

Hutchinson
320.587.4740

Litchfield
320.593.1056

Mora
320.679.6484

Specialized Centers

Elk River
763.765.3032

Forest Lake
651.275.7247

Milaca
800.284.7425

North Branch
651.243.5338

Olivia
320.523.3525

Pine City
800.284.7425

Sandstone
800.284.7425

Willmar - Ridgewater College
800.284.7425

www.cmjts.org



Equal Opportunity Employer
and Program Provider

CMJTS JOINT POWERS BOARD 1984-2021 (37 Years of Service)



Barbara Chaffee, Chief Executive

Agenda

Staff Introductions

- **Business: Present CMJTS Annual Report to Counties for 2019-2020**
 - Annual Fiscal Audit—CliftonLarsonAllen (independent audit report)
 - Under WIOA Law, County Boards have fiduciary accountability for E&T federal funds.
 - Annual Program Performance Report (tri-fold); complete info at www.cmjts.org
- **What's Happening In Your County: A Focus on Programs and Services**
 - Public Assistance Programs—MFIP, DWP, SNAP (federal)
 - Adult and Dislocated Worker (federal and state)
 - Youth Programs (federal and state)
 - Business Services (federal and state)
- **Q & A**

CMJTS Joint Powers Board

Years of Service



Chair
Chisago County
Commissioner
Rick Greene (14)



Vice Chair
Sherburne County
Commissioner
Lisa Fobbe (4)



Secretary
Isanti County
Commissioner
Mike Warring (10)



Central Minnesota Jobs and Training Services, Inc.

Joint Powers Board



Kanabec County
Commissioner
Les Nielsen (19)



Kandiyohi County
Commissioner
Steve Gardner (1)



McLeod County
Commissioner
Nathan Schmalz (1)

CMJTS Joint Powers Board (cont.)

Years of Service



Meeker County
Commissioner
Steve Schmitt (3)



Mille Lacs County
Commissioner
Tim Wilhelm (8)



Pine County
Commissioner
Steve Hallan (8)



Central Minnesota Jobs and Training Services, Inc.

Joint Powers Board



Renville County
Commissioner
Greg Snow (3)



Wright County
Commissioner
Christine Husom (8)



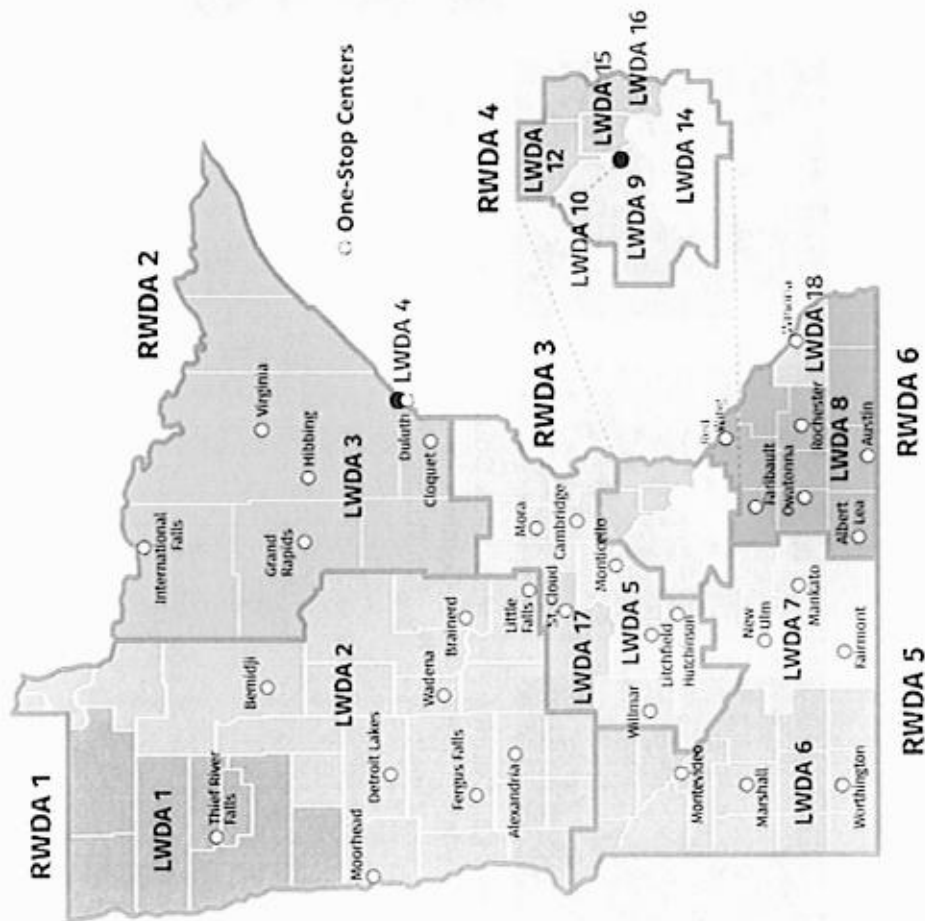
CMJTS
CEO
Barbara Chaffee
(21)

CareerForce® (One-Stop Centers)

- Cambridge
- Hutchinson
- Litchfield
- Monticello
- Mora
- Willmar

Specialized Centers

- Elk River
- Forest Lake
- Milaca
- North Branch
- Olivia
- Pine City
- Sandstone
- Willmar – Ridgewater College



Annual Report



To view the Annual Report, please visit: www.cmjts.org / About / Annual Report

What is Happening in Your County?

A Focus on CMJTS Programs and Services

Central Minnesota Jobs and Training Services Executive Staff



Tricia Bigaouette
Director
Finance Department
and Economic
Development
Corporate



Dina Wuornos
Manager
Public Assistance,
Adult, and
Dislocated Worker
Programs
Central Region



Diana Ristamaki
Manager
Youth Programs
Universal Team
North Region



Leslie Wojtowicz
Manager
Workforce
Development
Division
South Region

Finance Department and Economic Development

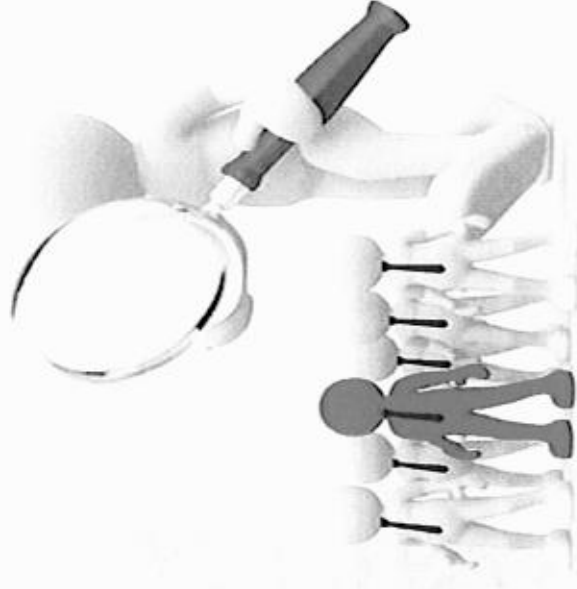


Tricia Bigaouette
Director

Annual Fiscal Audit

Tricia

- December of each year, the JPB reviews the Annual Fiscal Audit with Fiscal Auditors (CLA).
- What do they review?
 - Select federal or state-funded programs to review
 - Pull designated case files
 - Review Internal Controls Manual
 - Look at cost categories/budgets and the laws that govern them
 - Evaluate all fiscal processes, including vendor lists



Annual Fiscal Audit

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2020

Section I - Summary of Auditors' Results

Financial Statements

1. Type of Auditors' Report Issued: Unmodified
2. Internal Control over Financial Reporting:
 - Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported
3. Noncompliance Material to Financial Statements Noted? Yes X No

Federal Awards

1. Internal Control over Major Programs:
 - Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported

2. Type of Auditors' Report Issued on Compliance for the Major Programs: Unmodified

3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes X No

Identification of major programs:

CFDA Number(s)

17.258, 17.259 & 17.278

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

X Yes No

Name of Federal Program or Cluster
Workforce Innovation and Opportunity Act
Cluster

Tricia Bigaouette
Finance Director

Public Assistance, Adult, and Dislocated Worker Programs



Dina Wuornos
Manager

Minnesota Family Investment Program

- MFIP is designed to be a program that expects, supports, and rewards work.
- Peacetime emergency scheduled to end May 14, 2021. When it does:
 - 60-day wind down to go back to “normal” rules.
 - Diversionary Work Program will return.
 - Sanction process and closures will begin again.
 - “Required” activities for MFIP participants – Please help us dispel the myth that MFIP participants “don’t have to do anything.”

What is SNAP Employment and Training (E&T)

- The SNAP E&T Program helps SNAP participants gain skills, training, or work experience to increase their ability to obtain regular employment that leads to economic self-sufficiency.
 - SNAP E&T is a voluntary program in Minnesota
 - Provides opportunity for ABAWDs (time-limited) to “earn” additional months
- SNAP 100% and 50/50 grants

Adult and Dislocated Worker Programs



- WIOA Adult Eligibility
 - 18 years of age or older
 - Registered with Selective Service
 - Right to work in the US
 - Priority of service
- Dislocated Worker Eligibility
 - Out of work through no fault of your own.
 - Eligible for or exhausted unemployment insurance.
 - Unlikely to return to work in your previous occupation or industry.

Services Provided

- Career planning and counseling
 - Help in determining practical choices of in-demand career options
 - Help finding a career based on an assessment of the individual's interests, values, and abilities
- Approved training services
 - Referral to Adult Basic Education (ABE) to improve basic skills
 - Help locating eligible training providers in the area
 - Tuition assistance for classroom training

Services Provided

- Job Search Assistance
 - Researching local employment trends
 - Assistance in developing a résumé, cover letter, and thank-you letter
 - Help with interviewing through coaching and mock interview practice
- Support Services
 - Financial help with expenses like transportation, childcare, or housing
 - Referrals to community resources

Youth Programs



Diana Ristamaki
Manager

Youth Program Chart of Eligibility

[illegible]

Who We Serve

- Young adults ages 14-24 who meet eligibility criteria
 - Low income
 - An individual with a disability
 - School dropout/potential drop out
 - Homeless
 - Foster care or aging out of foster care system
 - Pregnant or parenting
 - English language learner
 - Basic skills deficient
 - Chemically dependent
 - Individual that requires additional assistance to complete and educational program or secure employment

Youth Programs

- Provide services that assist youth eliminate barriers to employment, education, and training in order to become successful.
- Support young adults in their career endeavors that lead to self-sufficiency, independence and confidence.
- Guide and support youth to identify their strengths, set goals for the future, and build skills.

Services Provided

- Work-Based Learning
 - Paid work experiences, protégé, On-the-Job Training (OJT), job shadows, and business tours
- Occupational Skills Training
 - Tuition assistance for career training programs that lead to recognized credentials (e.g., certifications, diplomas, or degrees) for high-demand occupations
- Post-Secondary Preparation
 - Career exploration/assessments, college transition activities, and labor market information
- Leadership Development

Services Provided (cont.)

- Dropout Prevention or Recovery Services
 - Tutoring/study skills activities, referral to ABE, GED stipends, and education plan development
- Support Services
 - Referrals to community agencies and financial support for activities supporting training or educational plan
- Financial Literacy
 - Budgeting, opening checking/saving accounts, and money management
- Follow-up Services
 - 12 months after program exit

Out-Reach-To-Schools (OTS)

- Allowed to take up to 20% of MYP (Minnesota Youth Program) funds to serve youth who are not eligible for programs.
 - Provide individual counseling and career exploration, including career assessments, résumé preparation and job search assistance, and mock interviews
 - Post-secondary preparation
 - Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries
 - CareerForce, college and business tours
 - Career and technical educational activities

Workforce Development Division



Leslie Wojtowicz
Manager

CMJTS Business Services

Strengthening Central Minnesota communities through leadership in workforce excellence.

- **Connect with Qualified Workers**
 - From youth to seniors, entry-level to experienced, our jobseekers are ready to go to work. Many have recently completed an education or training program.
- **Connect with Employee Training**
 - OJT, Work Experience and Transitional Jobs, Incumbent Worker training, link to registered and youth apprenticeship resources
- **Connect with Business Resources**
 - Use CMJTS' offices for your recruitment and interviewing needs
 - Visit with our professional staff
 - Link to our CareerForce partners

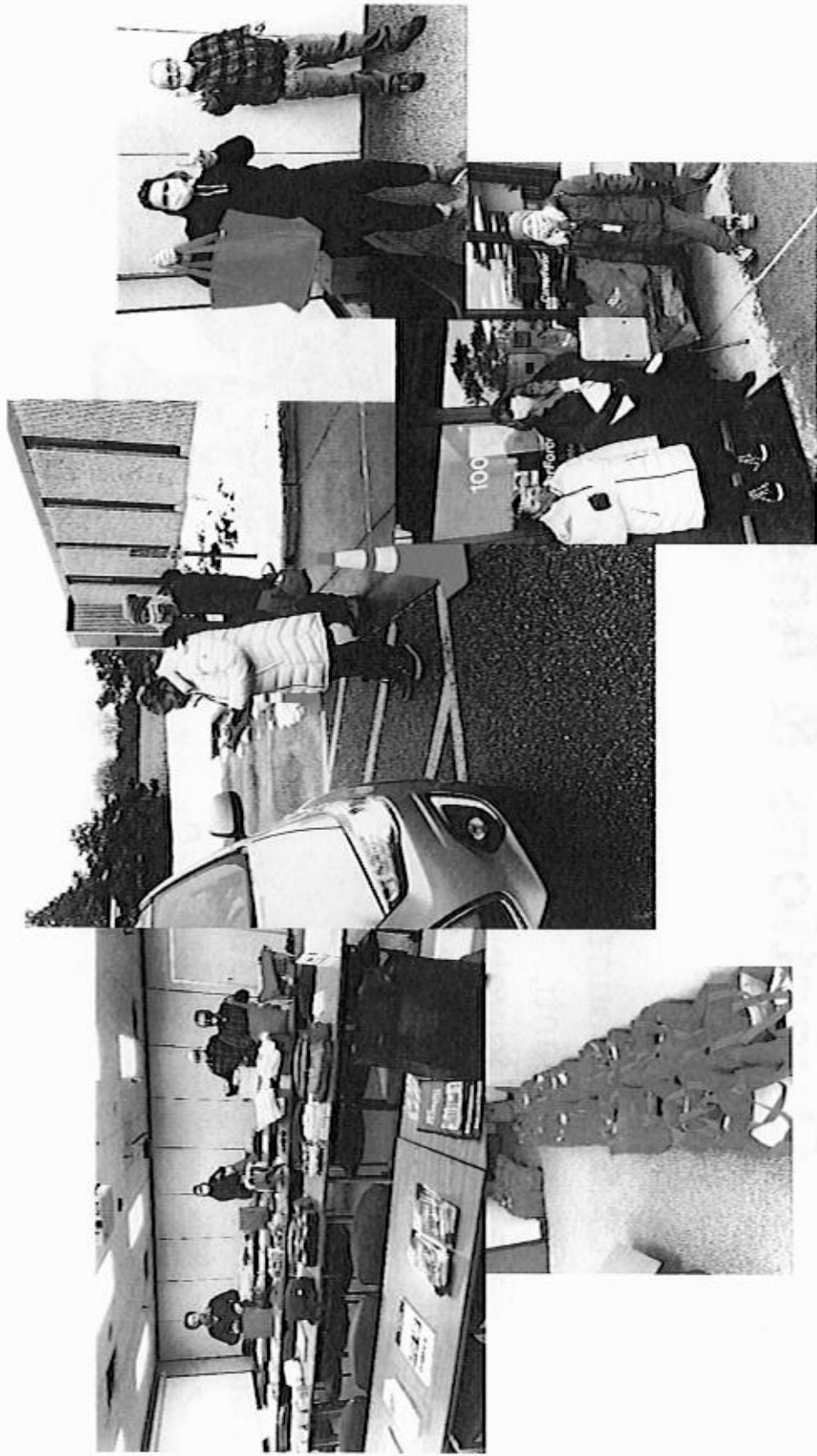
On-the-Job Training (OJT)

- The business is reimbursed for the cost of training a new employee—up to 50% of the new employee's wage for the length of the contract.
- The business does the training and the employee does the learning. The new hire learns skills unique to the business and industry.
- CMJTS refers candidates who have been professionally evaluated. The business may also refer candidates to CMJTS for OJT eligibility.
- The business makes the hiring decision.
- CMJTS employment counselors are on call for consultation.

Incumbent Worker Training Program

- Business-driven program designed to provide direct financial assistance to train current employees and improve economic competitiveness of regional businesses.
- The program will provide reimbursements to eligible businesses for specific training costs accrued during the course of training.
- The program is intended to offset a portion of the businesses' costs to train and upgrade the skills of its incumbent workers.

Drive-Thru Job Fair Event

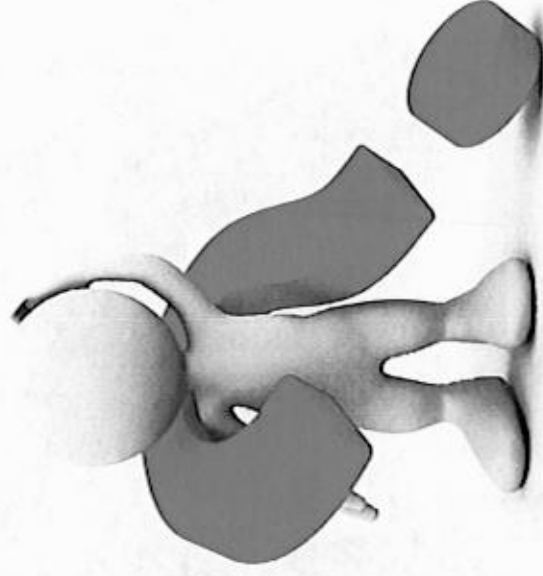


Questions & Answers!

To LWDA 5's 11 Counties:

Chisago, Isanti,
Kanabec, Kandiyohi,
Meeker, McLeod, Mille Lacs,
Pine, Renville, Sherburne, and
Wright counties

*Thank you for your outstanding
leadership and partnership in
workforce development!*

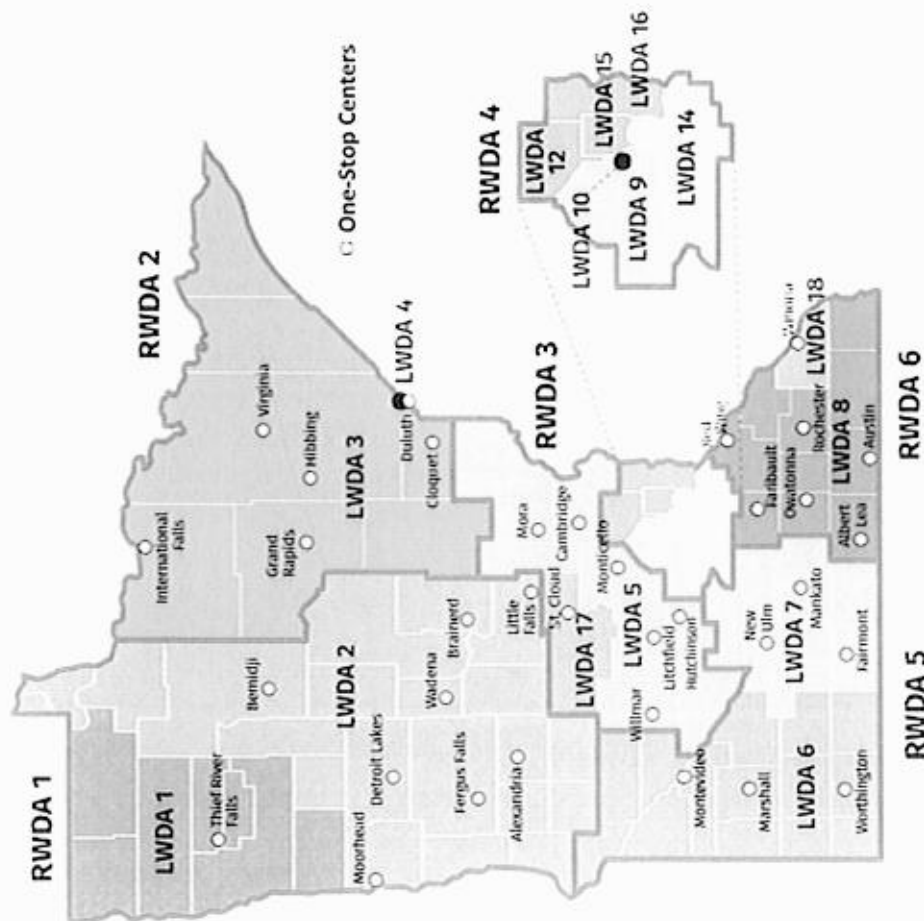


CareerForce (One-Stop Centers)

- Cambridge
- Hutchinson
- Litchfield
- Monticello
- Mora
- Willmar

Specialized Centers

- Elk River
- Forest Lake
- Milaca
- North Branch
- Olivia
- Pine City
- Sandstone
- Willmar – Ridgewater College



CENTRAL MINNESOTA JOBS AND TRAINING SERVICES

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEARS ENDED JUNE 30, 2019 AND 2018

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
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INDEPENDENT AUDITORS' REPORT

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of Central Minnesota Jobs and Training Services (the Organization), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Central Minnesota Jobs and Training Services as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information – Schedule of Expenditures of Federal Awards

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2019, on our consideration of Central Minnesota Jobs and Training Services' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to solely describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on the effectiveness of Central Minnesota Jobs and Training Services' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Central Minnesota Jobs and Training Services' internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

St. Cloud, Minnesota
December 13, 2019

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 181,288	\$ 189,820
Receivables:		
Grants	213,148	327,451
Other	188,083	107,492
Prepaid Assets	49,425	69,154
Total Current Assets	<u>631,944</u>	<u>693,917</u>
PROPERTY AND EQUIPMENT		
Equipment	465,223	465,223
Leasehold Improvements	232,256	232,256
Total Property and Equipment	<u>697,479</u>	<u>697,479</u>
Less: Accumulated Depreciation	676,102	657,638
Net Property and Equipment	<u>21,377</u>	<u>39,841</u>
 Total Assets	 <u><u>\$ 653,321</u></u>	 <u><u>\$ 733,758</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Contracts and Accounts Payable	\$ 113,316	\$ 138,696
Accrued Expenses	221,489	208,933
Deferred Revenue	184,856	244,639
Total Current Liabilities	<u>519,661</u>	<u>592,268</u>
LONG-TERM LIABILITIES		
Deferred Lease Payable	146,172	149,256
CONTINGENCIES		
NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>(12,512)</u>	<u>(7,766)</u>
 Total Liabilities and Net Assets	 <u><u>\$ 653,321</u></u>	 <u><u>\$ 733,758</u></u>

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENTS OF ACTIVITIES
YEARS ENDED JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
REVENUES		
Grant Revenues	\$ 4,742,829	\$ 5,892,841
Sub-Grantee Pass-Through	150,586	23,944
Other Income	653,313	516,624
Total Revenues	<u>5,546,728</u>	<u>6,433,409</u>
EXPENSES		
Program Services:		
Training	895,583	1,253,876
Participant Support	223,623	283,795
Staff Services	3,768,055	4,485,675
Total Program Services	<u>4,887,261</u>	<u>6,023,346</u>
Support Services:		
Administration	660,467	655,910
Fundraising	3,746	-
Total Expenses	<u>5,551,474</u>	<u>6,679,256</u>
CHANGE IN NET ASSETS	(4,746)	(245,847)
Net Assets - Beginning of Year	<u>(7,766)</u>	<u>238,081</u>
NET ASSETS - END OF YEAR	<u><u>\$ (12,512)</u></u>	<u><u>\$ (7,766)</u></u>

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2019

	Program Services	Administrative	Fundraising	Total Functional Expenses
Participant Training	\$ 895,583		\$ -	\$ 895,583
Participant Support	223,623		-	223,623
Salaries	2,254,953	425,381	-	2,680,334
Benefits	705,040	137,511	-	842,551
Postage	11,006	2,256	-	13,262
Supplies	15,809	-	2,898	18,707
Printing	27,254	1,284	-	28,538
Communication	51,349	6,126	-	57,475
Professional Fees	-	25,302	-	25,302
Equipment and Software	799	-	-	799
Space Rental	397,097	11,910	-	409,007
Subscriptions/Memberships	37,575	8,451	-	46,026
Staff Travel	43,651	1,685	-	45,336
Board Expense	-	12,498	-	12,498
Insurance	16,102	2,251	-	18,353
Staff Training	149	545	-	694
Maintenance	3,437	286	-	3,723
Outreach	1,525	-	600	2,125
Contractors	16,887	10,941	150	27,978
Program Materials	7,985	137	-	8,122
Bank Charges	100	3,379	98	3,577
Sub-Grantee Pass-Through	169,397	-	-	169,397
Depreciation	7,940	10,524	-	18,464
Total Expenses	\$ 4,887,261	\$ 660,467	\$ 3,746	\$ 5,551,474

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2018

	Program Services	Administrative	Fundraising	Total Functional Expenses
Participant Training	\$ 1,253,876	\$ -	\$ -	\$ 1,253,876
Participant Support	283,795	-	-	283,795
Salaries	2,825,058	359,966	-	3,185,024
Benefits	884,474	151,638	-	1,036,112
Postage	12,510	3,595	-	16,105
Supplies	21,925	1,521	-	23,446
Printing	30,738	9,304	-	40,042
Communication	66,080	7,664	-	73,744
Professional Fees	-	36,825	-	36,825
Equipment and Software	1,582	422	-	2,004
Space Rental	365,051	20,260	-	385,311
Subscriptions/Memberships	40,785	8,331	-	49,116
Staff Travel	76,089	5,195	-	81,284
Board Expense	-	18,782	-	18,782
Insurance	23,748	912	-	24,660
Staff Training	5,725	817	-	6,542
Maintenance	2,893	207	-	3,100
Outreach	3,048	275	-	3,323
Contractors	47,507	6,768	-	54,275
Program Materials	22,281	305	-	22,586
Bank Charges	134	4,445	-	4,579
Sub-Grantee Pass-Through	41,956	-	-	41,956
Depreciation	14,091	18,678	-	32,769
Total Expenses	\$ 6,023,346	\$ 655,910	\$ -	\$ 6,679,256

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Received from Grantors and Customers	\$ 4,867,344	\$ 6,134,243
Cash Paid to Suppliers and Employees	(5,529,189)	(6,715,812)
Other Income Received	653,313	516,624
Net Cash Used by Operating Activities	(8,532)	(64,945)
NET DECREASE IN CASH AND CASH EQUIVALENTS	(8,532)	(64,945)
Cash and Cash Equivalents - Beginning of Year	189,820	254,765
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 181,288</u>	<u>\$ 189,820</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH USED BY OPERATING ACTIVITIES		
Change in Net Assets	\$ (4,746)	\$ (243,276)
Adjustments to Reconcile Change in Net Assets to Net Cash Used by Operating Activities:		
Depreciation	18,464	32,769
(Increase) Decrease in Grants Receivable	114,303	100,552
(Increase) Decrease in Other Receivables	(80,591)	83,020
(Increase) Decrease in LT Lease Receivable	-	16,558
(Increase) Decrease in Prepaid Expenses	19,729	38,814
Increase (Decrease) in Accounts Payable	(25,380)	(42,546)
Increase (Decrease) in Accrued Expenses	12,556	(74,804)
Increase (Decrease) in Lease Payable	(3,084)	6,640
Increase (Decrease) in Deferred Revenue	(59,783)	17,328
Net Cash Used by Operating Activities	<u>\$ (8,532)</u>	<u>\$ (64,945)</u>

See accompanying Notes to Financial Statements.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Central Minnesota Jobs and Training Services (the Organization) is a nonprofit corporation which serves as one of 16 Minnesota Workforce Service Areas (WSA) within the meaning of the Workforce Investment Act of 1998.

The Workforce Innovation and Opportunity Act (WIOA) provides funds to states to establish programs to prepare youth, adults, and dislocated workers for entry or reentry into the labor force. WIOA provides employers, job seekers, and universal (noneligibility based) customers with access to labor market information. It also provides training, job counseling and exploration, skill assessment and supportive services to targeted individuals who have barriers to employment.

The 21-member Workforce Investment Board is represented by private industry, education, organized labor, economic development, public employment, rehabilitation services, public assistance, and community based organizations of the 11 county area encompassing Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, and Wright counties of Minnesota. Central Minnesota Jobs and Training Services provide policy guidance for and oversight with respect to activities under the service plan developed for its WSA in cooperation with elected officials as directed by WIOA. The Organization contracts and subgrants the services of the program.

Basis of Presentation

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Cash and Cash Equivalents

The Organization considers all cash accounts and all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenue and expense during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Organization is exempt from federal and state income taxes as a private nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code. The Organization is not a private organization and contributions to the Organization qualify as a charitable tax deduction by the contributor. It is the policy of the Organization, in accordance with accounting principles generally accepted in the United States of America, to assess any uncertain tax provisions and, if necessary, record a tax asset or liability, and the related income tax expense, for any uncertain tax provisions. The Organization does not have any uncertain tax positions or unrelated business income.

The Organization files as a tax-exempt organization, should that status be challenged in the future, all years since inception would be subject to review by the Internal Revenue Service.

Property and Equipment

Additions and improvements to property and equipment are capitalized at cost, while maintenance and repair expenditures which do not improve or extend the life of the respective assets are charged to operations as incurred.

It is the Organization's policy to capitalize property and equipment that has a unit cost equal to or greater than \$3,000.

Leasehold improvements are depreciated over the lease term. All equipment is depreciated over lives ranging from 3 to 10 years. Depreciation is provided over the estimated useful lives of the assets or over the lease term, on the straight-line method.

Acquired equipment is owned by the Organization while it is used in the program for which it was purchased or in other future authorized programs. However, the funding sources have a reversionary interest in the equipment purchased with grant funds. Dispositions, as well as the ownership of any proceeds there from, are subject to funding source regulations.

Government Grants and Contracts

Government grants and contract funds are recorded as revenue when earned. Revenue is earned when eligible expenditures, as defined in each grant or contract, are made. Funds received but not yet earned are shown as deferred revenue. Grant amounts awarded, but not yet received, are reported as grants receivable. No allowance for bad debts is deemed necessary at June 30, 2019 and 2018.

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Leases

The Organization has operating leases in which the lease payments and lease receipts are on an escalating basis. The expense and income related to these leases are recognized on a straight-line basis over the lease term. As a result, the difference in the straight-line and escalating amounts of lease income and lease expense is recorded as a lease receivable or a lease payable.

Advertising Costs

Advertising costs are expensed when incurred. Advertising costs were \$-0- and \$2,107 for the years ended June 30, 2019 and 2018, respectively.

Functional Expenses

The Organization allocates its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program and support service are allocated directly according to their natural expenditure classification. Other expenses that are common to several functions, distributions are established to allocate those amounts based on the benefit received by each program. This determination is made based on costs incurred by each program based on program costs versus total costs.

New Accounting Pronouncements – ASU 2016-14

During the year ended June 30, 2019 the Organization adopted a provision of Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Presentation of the Financial Statements for Not-For-Profit Entities*. This new accounting standard results in a reduction of three classes of net assets (unrestricted, temporarily restricted, and permanently restricted) to two (net assets with donor restrictions and net assets without donor restrictions), expands reporting of expenses by nature and function, and requires qualitative and quantitative disclosures about the Organization's liquidity and availability (for 2019 only). The adoption of this accounting standard did not have an impact on the Organization's financial position or changes in its net assets.

Subsequent Events

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through December 13, 2019, the date the financial statements were available to be issued.

NOTE 2 LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	2019
Cash and Cash Equivalents	\$ 181,288
Accounts Receivable	401,231
Total	<u>\$ 582,519</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 2 LIQUIDITY AND AVAILABILITY (CONTINUED)

As part of the Organization's liquidity management plan, the Organization strives to maintain liquid financial assets sufficient to cover 60 days of general expenditures. The Organization has a practice of operating within a prudent range of financial soundness and stability, maintaining adequate line of credit of \$200,000, to ensure obligations are met if payments from grantees are delayed through no fault of our own and maintaining sufficient reserves to provide reasonable assurance that long term commitments and obligations will continue to be met.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget, which is approved by the Organization's board of directors, and anticipates collecting sufficient revenue to cover general expenditures.

NOTE 3 CONCENTRATIONS

At times, cash balances may be in excess of the Federal Deposit Insurance Corporation (FDIC) limit. Excess amounts are swept into treasury bills on a daily basis by the financial institutions to mitigate any losses.

During the years ended June 30, 2019 and 2018, concentrations of revenue consisted in the following programs:

<u>Name of Program</u>	<u>Percent of Total Revenue</u>	
	<u>2019</u>	<u>2018</u>
State Dislocated Worker	16 %	16 %
WIOA Cluster	32	29
MFIP/DWP	19	22

NOTE 4 GRANTS RECEIVABLE

<u>Due From</u>	<u>2019</u>	<u>2018</u>
RC3	\$ -	\$ 6,002
Youth	13,914	102,656
WIOA - Adult	6,669	-
Adult - Other Grants	-	4,248
Youth - Other Grants	1,378	25,494
Minnesota Family Investment Project	151,774	154,841
Retail Genius	-	1,663
SNAP	19,278	27,104
Regional Planning	-	5,443
Electrolux	20,135	-
Total	<u>\$ 213,148</u>	<u>\$ 327,451</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 5 CHANGES IN PROPERTY AND EQUIPMENT

<u>Changes in Fixed Assets</u>	<u>Property and Equipment</u>	<u>Accumulated Depreciation</u>
Balance July 1, 2018	\$ 697,479	\$ 657,638
Additions	-	18,464
Disposals	-	-
Balance June 30, 2019	<u>\$ 697,479</u>	<u>\$ 676,102</u>

<u>Changes in Fixed Assets</u>	<u>Property and Equipment</u>	<u>Accumulated Depreciation</u>
Balance July 1, 2017	\$ 697,479	\$ 624,869
Additions	-	32,769
Disposals	-	-
Balance June 30, 2018	<u>\$ 697,479</u>	<u>\$ 657,638</u>

NOTE 6 LINE OF CREDIT

The Organization has a line of credit with Riverwood Bank which extends through April 2020. The maximum amount of credit available is \$200,000. Interest accrues on the outstanding balance at 6.25%. The line of credit is secured by the assets of the Organization. There were no amounts outstanding as of June 30, 2019 and 2018.

NOTE 7 OBLIGATIONS UNDER OPERATING LEASES

The Organization has leases for office space and equipment requiring monthly payments of approximately \$32,000. The lease terms expire June 2021 through September 2025. Rent expense for the years ended June 30, 2019 and 2018 was \$409,007 and \$385,311, respectively. Future lease payment commitments are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2020	\$ 408,238
2021	413,985
2022	335,707
2023	335,970
2024	340,961
Thereafter	432,969
Total	<u>\$ 2,267,830</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

NOTE 7 OBLIGATIONS UNDER OPERATING LEASES (CONTINUED)

The Organization subleases a portion of its office space. Monthly rental income is approximately \$5,500. The sublease agreements expire June 2021 through September 2025. Lease payments received were \$66,849 and \$65,690 for the years ended June 30, 2019 and 2018, respectively. Future minimum sublease rentals to be received are:

<u>Year Ending June 30,</u>	<u>Amount</u>
2020	\$ 68,028
2021	69,196
2022	55,595
2023	56,434
2024	57,272
Thereafter	72,727
Total	<u>\$ 379,252</u>

NOTE 8 RETIREMENT PLAN

The Organization offers a 403(B) retirement plan to its employees. The Plan covers all regular (nontemporary) employees. Under the Plan, the contribution equals 6% of eligible compensation. Employer contributions made for the years ended June 30, 2019 and 2018 were \$144,692 and \$168,058, respectively.

NOTE 9 CONTINGENT LIABILITIES

The Organization participates in a number of federal, state, and county assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. Compliance issues raised from a program compliance audit could result in grant dollars being returned or reduced.

Under the terms of the Organization's reimbursable government contracts and grants, the Organization is entitled to the reimbursement of direct and indirect costs incurred. All direct expenses and overhead rates charged under the Organization's government contracts and grants are subject to audit by the cognizant government agency. Questioned costs that may arise from a government agency audit are unknown at this time. Any contract adjustment determined by subsequent review will be accounted for in the period determined.

NOTE 10 SERVICE PROVIDERS

The Organization relies on various agencies and organizations, through sub-grantee agreements, to provide a variety of services to the eligible participants in its programs. The diversity of those providing service eliminates any over reliance on any one provider.



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INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

We have audited the financial statements of Central Minnesota Jobs and Training Services as of and for the year ended June 30, 2019, and our report thereon dated December 13, 2019, which expressed an unmodified opinion on those financial statements, appears on page 1. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information on pages 15 through 19, which is the responsibility of management, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we do not express an opinion or provide any assurance on it.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

St. Cloud, Minnesota
December 13, 2019

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF FINANCIAL POSITION
ALL FUNDS WITHOUT DONOR RESTRICTIONS
JUNE 30, 2019
(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)

	Other Projects	WIOA Adult	WIOA Dislocated Workers	State Dislocated Workers	Electrolux
ASSETS					
CURRENT ASSETS					
Cash and Cash Equivalents	\$ 12,000	\$ 19,827	\$ 55,026	\$ 91,783	\$ (29,530)
Receivables:					
Grants	1,256	6,669	-	-	20,135
Other	-	-	-	-	9,403
Prepaid Assets	-	-	-	-	-
Total Current Assets	<u>13,256</u>	<u>26,496</u>	<u>55,026</u>	<u>91,783</u>	<u>8</u>
PROPERTY AND EQUIPMENT					
Equipment	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-
Total Property and Equipment	-	-	-	-	-
Less: Accumulated Depreciation	-	-	-	-	-
Net Property and Equipment	-	-	-	-	-
Total Assets	<u>\$ 13,256</u>	<u>\$ 26,496</u>	<u>\$ 55,026</u>	<u>\$ 91,783</u>	<u>\$ 8</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Contracts and Accounts Payable	\$ 1,951	\$ 26,496	\$ 9,189	\$ 38,199	\$ 8
Accrued Expenses	-	-	-	-	-
Deferred Revenue	11,305	-	45,837	53,584	-
Total Current Liabilities	<u>13,256</u>	<u>26,496</u>	<u>55,026</u>	<u>91,783</u>	<u>8</u>
LONG-TERM LIABILITIES					
Deferred Lease Payable	-	-	-	-	-
NET ASSETS WITHOUT DONOR RESTRICTIONS					
Total Liabilities and Net Assets	<u>\$ 13,256</u>	<u>\$ 26,496</u>	<u>\$ 55,026</u>	<u>\$ 91,783</u>	<u>\$ 8</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF FINANCIAL POSITION
ALL FUNDS WITHOUT DONOR RESTRICTIONS
(CONTINUED)
JUNE 30, 2019
(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)

HTI Project II	Retail Genius	Youth	MYP	Youthbuild	MFIP/ DWP	SNAP	Other	Total
\$ 6,747	\$ (100,422)	\$ 231,255	\$ 12,862	\$ 16,666	\$ (204,908)	\$ (4,888)	\$ 74,870	\$ 181,288
-	-	13,914	-	122	151,774	19,278	-	213,148
-	102,345	-	-	-	60,822	-	15,513	188,083
-	-	49,425	-	-	-	-	-	49,425
6,747	1,923	294,594	12,862	16,788	7,688	14,390	90,383	631,944
-	-	-	-	-	-	-	465,223	465,223
-	-	-	-	-	-	-	232,256	232,256
-	-	-	-	-	-	-	697,479	697,479
-	-	-	-	-	-	-	676,102	676,102
-	-	-	-	-	-	-	21,377	21,377
<u>\$ 6,747</u>	<u>\$ 1,923</u>	<u>\$ 294,594</u>	<u>\$ 12,862</u>	<u>\$ 16,788</u>	<u>\$ 7,688</u>	<u>\$ 14,390</u>	<u>\$ 111,760</u>	<u>\$ 653,321</u>
\$ 1,245	\$ -	\$ 21,436	\$ 5,985	\$ 1	\$ 7,688	\$ 102	\$ 1,016	\$ 113,316
-	-	221,486	-	-	-	-	3	221,489
5,502	1,923	30,261	6,877	16,787	-	-	12,780	184,856
6,747	1,923	273,183	12,862	16,788	7,688	102	13,799	519,661
-	-	141,680	-	-	-	-	4,492	146,172
-	-	(120,269)	-	-	-	14,288	93,469	(12,512)
<u>\$ 6,747</u>	<u>\$ 1,923</u>	<u>\$ 294,594</u>	<u>\$ 12,862</u>	<u>\$ 16,788</u>	<u>\$ 7,688</u>	<u>\$ 14,390</u>	<u>\$ 111,760</u>	<u>\$ 653,321</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF ACTIVITIES
ALL FUNDS WITHOUT DONOR RESTRICTIONS
JUNE 30, 2019
(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)

	Other Youth Projects	WIOA Adult	WIOA Dislocated Workers	State Dislocated Workers
REVENUES				
Government Grants:				
Federal Pass-Through	\$ 19,687	\$ 694,224	\$ 455,237	\$ -
Federal	-	-	-	-
State	38,742	-	-	913,023
Sub Grantee Pass-Through	-	-	-	-
Contributions and Donations	-	-	-	-
Other Revenue	10,863	-	-	-
Total Revenues	<u>69,292</u>	<u>694,224</u>	<u>455,237</u>	<u>913,023</u>
EXPENSES				
Administration	2,850	77,817	48,172	115,168
Training	14,005	193,356	169,755	312,750
Participant Support	1,410	14,060	12,906	75,833
Program Related	51,027	408,991	224,404	409,272
Sub Grantee Pass-Through	-	-	-	-
Fundraising	-	-	-	-
Depreciation Expense	-	-	-	-
Total Expenses	<u>69,292</u>	<u>694,224</u>	<u>455,237</u>	<u>913,023</u>
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	-	-	-	-
Net Assets Without Donor Restrictions - July 1, 2018	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS - JUNE 30, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF ACTIVITIES
ALL FUNDS WITHOUT DONOR RESTRICTIONS
(CONTINUED)**

JUNE 30, 2019

(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)

Other Adult Projects	Walmart Retail Projects	Rural Career Counselor	Regional Planning WIOA	Regional Planning JSPB	Otto Bremer	HTI Project II	Youth
\$ 12,647	\$ -	\$ -	\$ 31,325	\$ -	\$ -	\$ -	\$ 547,032
-	-	-	12,215	-	-	-	-
62,562	-	54,279	-	44,196	-	57,859	-
-	-	150,521	-	-	-	-	-
-	-	-	-	-	-	-	-
-	341,758	-	-	-	18,291	-	6,584
<u>75,209</u>	<u>341,758</u>	<u>204,800</u>	<u>43,540</u>	<u>44,196</u>	<u>18,291</u>	<u>57,859</u>	<u>553,616</u>
16,948	31,493	5,246	-	22,075	2,000	11,092	78,478
12,547	76,746	-	-	-	-	1,293	103,550
100	3,419	-	-	-	-	12,517	50
45,614	230,100	49,651	31,325	22,121	16,291	32,957	395,023
-	-	149,903	12,215	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
<u>75,209</u>	<u>341,758</u>	<u>204,800</u>	<u>43,540</u>	<u>44,196</u>	<u>18,291</u>	<u>57,859</u>	<u>577,101</u>
-	-	-	-	-	-	-	(23,485)
-	-	-	-	-	-	-	(96,784)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (120,269)</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SUPPLEMENTARY COMBINING STATEMENT OF ACTIVITIES
ALL FUNDS WITHOUT DONOR RESTRICTIONS
(CONTINUED)
JUNE 30, 2019
(SEE INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION)
(UNAUDITED)

State Youth Projects	PreETS	Youth DEI	MFIP/ DWP	SNAP	Other	Total
\$ -	\$ -	\$ 147,563	\$ 819,921	\$ 92,822	\$ -	\$ 2,820,458
-	-	-	-	-	-	12,215
427,332	88,280	-	208,065	15,818	-	1,910,156
-	-	-	-	-	65	150,586
-	-	-	-	-	10,926	10,926
-	-	-	-	-	264,891	642,387
427,332	88,280	147,563	1,027,986	108,640	275,882	5,546,728
48,965	-	35,507	64,193	14,251	43,480	617,735
133,530	-	-	-	-	92	1,017,624
6,198	-	-	73,439	1,287	95	201,314
238,639	88,280	112,056	890,354	78,571	205,788	3,530,464
-	-	-	-	-	-	162,118
-	-	-	-	-	3,746	3,746
-	-	-	-	-	18,473	18,473
427,332	88,280	147,563	1,027,986	94,109	271,674	5,551,474
-	-	-	-	14,531	4,208	(4,746)
-	-	-	-	(243)	89,261	(7,766)
\$ -	\$ -	\$ -	\$ -	\$ 14,288	\$ 93,469	\$ (12,512)



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Central Minnesota Jobs and Training Services, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 13, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Central Minnesota Jobs and Training Services internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Central Minnesota Jobs and Training Services internal control. Accordingly, we do not express an opinion on the effectiveness of Central Minnesota Jobs and Training Services internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs as items 2019-01 that we consider to be significant deficiencies.

Compliance and Other Matters

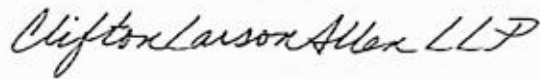
As part of obtaining reasonable assurance about whether Central Minnesota Jobs and Training Services financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Central Minnesota Jobs and Training Services Response to Findings

Central Minnesota Jobs and Training Services response to the findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. Central Minnesota Jobs and Training Services response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

St. Cloud, Minnesota
December 13, 2019



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

Report on Compliance for Each Major Federal Program

We have audited Central Minnesota Jobs and Training Services' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Central Minnesota Jobs and Training Services' major federal programs for the year ended June 30, 2019. Central Minnesota Jobs and Training Services' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Central Minnesota Jobs and Training Services' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Central Minnesota Jobs and Training Services' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Central Minnesota Jobs and Training Services' compliance.

Opinion on Each Major Federal Program

In our opinion, Central Minnesota Jobs and Training Services complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control Over Compliance

Management of Central Minnesota Jobs and Training Services is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Central Minnesota Jobs and Training Services' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Central Minnesota Jobs and Training Services' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

St. Cloud, Minnesota
December 13, 2019

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2019**

<u>Federal Grantor/Pass-Through Grantor Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Passed Through to Subrecipients</u>	<u>Federal Expenditures</u>
U.S. Department of Labor				
Passed Through Minnesota Department of Employment and Economic Development:				
WIOA Adult	17.258	7053100, 8053100, 6053101	\$ -	\$ 694,224
WIOA Dislocated Worker	17.278	7058000, 8058000, 6058001, 6053101, 8054801	-	511,424
WIOA Youth	17.259	7053600, 8053600, 9053600, 6053601	-	547,032
Total WIOA Cluster			<u>-</u>	<u>1,752,680</u>
Employment Service Cluster Youth Disability Employment Initiative	17.207	7059600	<u>-</u>	<u>147,563</u>
Total U.S. Department of Labor			<u>\$ -</u>	<u>\$ 1,900,243</u>
U.S. Department of Agriculture				
Passed Through Counties: SNAP Cluster	10.561	NA	-	92,822
Total U.S. Department of Agriculture			<u>\$ -</u>	<u>\$ 92,822</u>
U.S. Department of Health and Human Services				
Passed Through Counties: MFIP	93.558	NA	-	819,921
Passed Through Minnesota Department of Employment & Economic Development Youth Projects	93.558	N/A	<u>-</u>	<u>19,687</u>
Total CFDA 93.558 TANF Cluster			<u>-</u>	<u>839,608</u>
Total U.S. Department of Health and Human Services			<u>\$ -</u>	<u>\$ 839,608</u>
Total Federal Expenditures			<u>\$ -</u>	<u>\$ 2,832,673</u>

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2019

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Central Minnesota Jobs and Training Services under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the Schedule presents only a selected portion of the operations of Central Minnesota Jobs and Training Services, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Central Minnesota Jobs and Training Services.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Central Minnesota Jobs and Training Services has elected not to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

NOTE 3 CONTINGENCIES

Grant monies received and disbursed by the Organization are for specific purposes and are subject to review and audit by the grantor agencies. Such audits may result in requests for reimbursement due to disallowed expenditures. Based upon prior experience, the Organization does not believe that such disallowances, if any, would have a material effect on the financial position of the Organization. As of June 30, 2019, management was not aware of any material questioned or disallowed costs as a result of grant audits in process or completed.

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2019**

Section I – Summary of Auditors' Results

Financial Statements

1. Type of Auditors' Report Issued: Unmodified
2. Internal Control over Financial Reporting:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? X Yes None reported
3. Noncompliance Material to Financial Statements Noted? Yes X No

Federal Awards

1. Internal Control over Major Programs:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported
2. Type of Auditors' Report Issued on Compliance for the Major Programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes X No

Identification of major programs:

CFDA Number(s)
17.258, 17.259 & 17.278

Name of Federal Program or Cluster
Workforce Innovation and Opportunity Act
Cluster

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? X Yes No

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2019

Section II – Financial Statement Findings

2019-001

Type of Finding:

- Significant Deficiency in Internal Control over Financial Reporting

Condition: Two Audit adjustments were posted to the Organization's accounts, which were a necessary step in ensuring that the financial statements were fairly stated under GAAP.

Criteria or specific requirement: Management is responsible for the accuracy and completeness of all financial records and related information. Management is responsible for all controls over the period-end financial reporting process to ensure conformity with GAAP.

Context: While performing audit procedures, correcting journal entries to the Organizations financial records were required in order to provide reasonable assurance that financial statements are fairly stated in accordance with GAAP.

Effect: This resulted in recording an additional deferred revenue and reduce accounts receivable and grant revenue in order to be fairly stated under GAAP.

Cause: The Organization's control policies and procedures had recorded the transaction in the system however, the transactions were inadvertently recorded incorrectly and the control policies and procedures did not prevent or detect the inadvertent misstatement of the financial statements.

Repeat Finding: No.

Recommendation: The Organization should continue to review all GAAP requirements for unusual transactions entered into to ensure conformity with GAAP prior to the start of the audit.

Views of responsible officials and planned corrective actions: The Organization has reviewed transactions and adjusted its processes to ensure all balances are captured in conformity with GAAP.

Section III – Findings and Questioned Costs – Major Federal Programs

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

Central MN Jobs & Training Services Schedule of Insurance

Policy Type:	Commercial Package	Number:	PHPK2262041
Insurance Carrier:	Philadelphia Insurance	Policy Term:	April 20, 2021-2022
Coverage			Limit
Business Personal Property			\$ 788,000
Deductible			\$ 500
Valuation			Replacement Cost
Business Income			\$ 300,000
General Liability (\$2,000,000 aggregate)			\$ 1,000,000
Professional Liability (\$2,000,000 aggregate)			\$ 1,000,000
Automobile Liability			\$ 1,000,000

Policy Type:	Workers Compensation	Number:	112196.803
Insurance Carrier:	SuperiorPoint (Assigned Risk Pool)	Policy Term:	April 20, 2021-2022
Coverage			Limit
Workers Compensation – MN			Statutory Limits
Employers Liability – Each Accident			\$ 500,000
Employers Liability – Disease (Policy Limit)			\$ 500,000
Employers Liability – Disease (Each Employee)			\$ 500,000

Policy Type:	Commercial Umbrella	Number:	PHUB711756
Insurance Carrier:	Philadelphia Insurance	Policy Term:	April 20, 2021-2022
Coverage			Limit
Umbrella Liability			\$ 1,000,000
Self-Insured Retention			\$ 10,000

Policy Type:	Management Liability	Number:	DCP1763904P1
Insurance Carrier:	Carolina Casualty Insurance Company	Policy Term:	April 20, 2021-2022
Coverage			Limit
Directors' & Officers' Liability – per claim/aggregate			\$ 2,000,000
Directors' & Officers' Liability – deductible			\$ 2,500
Employment Practices Liability – per claim/aggregate			\$ 2,000,000
Employment Practices Liability – deductible			\$ 10,000

Policy Type:	Crime – Third Party	Number:	41BDDHA5336
Insurance Carrier:	The Hartford	Policy Term:	April 20, 2021-2022
Coverage			Limit
Employee Theft – on Premise only			\$ 500,000
Deductible			\$ 4,000

Policy Type:	ERISA Bond	Number:	A270015864
Insurance Carrier:	Capitol Indemnity	Policy Term:	April 20, 2021-2024
Coverage			Limit
Bond Limit (with inflation guard)			\$ 225,000

Policy Type:	Cyber	Number:	V26DCA190201
Insurance Carrier:	Beazley	Policy Term:	April 20, 2021-2022
Coverage			Limit

\$1,000,000

Chisago Co.

Chisago Co. is a part of Economic Development Region 7E, which is located in the Central Planning Region.



POPULATION CHARACTERISTICS

Chisago Co.'s population has increased so far this decade, ranking as the 21st fastest growing of the 87 counties in the state from 2010 to 2019. It is now the 18th largest in the state. Chisago Co.'s population has an older median age than the state and a larger percentage of people aged 65 years and older. The population is aging, especially as the Baby Boom generation moves through the population pyramid (see Figure 1).

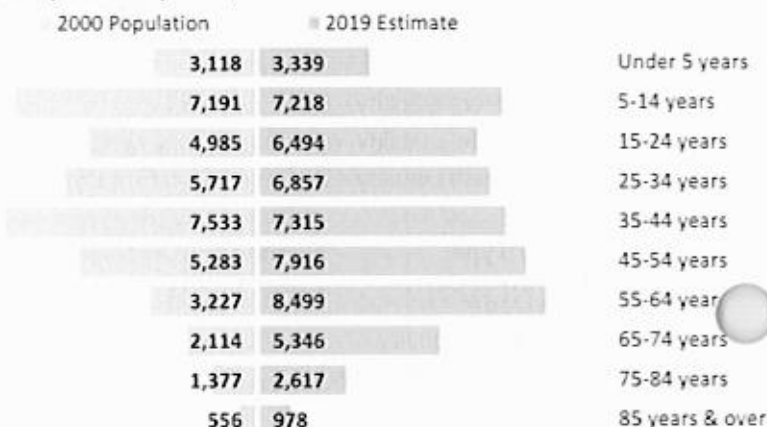
Current population:	56,579 people
Population change, 2010-2019	2,692 people 5.0% increase

Median Age:	40.7 years
state:	38.3 years

	Number	Percent
Under 5 years	3,339	5.9%
5-14 years	7,218	12.8%
15-24 years	6,494	11.5%
25-34 years	6,857	12.1%
35-44 years	7,315	12.9%
45-54 years	7,916	14.0%
55-64 years	8,499	15.0%
65-74 years	5,346	9.4%
75-84 years	2,617	4.6%
85 years & over	978	1.7%
Total Population	56,579	100.0%

Source: U.S. Census Bureau, Population Estimates

Figure 1. Population Pyramid, 2000-2019



Chisago Co. enjoyed a natural increase - more births than deaths from 2010 to 2019, but also experienced net in-migration - meaning more people moved in than moved out. In addition to domestic in-migration, Chisago Co. welcomed net international in-migration - gaining new Minnesotans from foreign countries (see Table 2).

Table 2. Components of Population Change, 2010-2019

	Total Population Change	April 1, 2010 to July 1, 2019					
		Natural Increase	Vital Events		Net Migration		
			Births	Deaths	Total	International	Domestic
Chisago Co.	2,689	1,610	5,264	3,654	1,096	185	911
State of Minnesota	335,705	250,488	637,356	386,868	88,161	114,414	-26,253

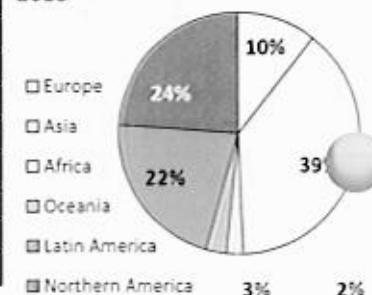
Source: U.S. Census Bureau, Population Estimates Program

Compared to the state, Chisago Co. has a smaller percentage of foreign-born residents. From 2010 to 2018, Chisago Co. saw an increase in the number of foreign-born residents, though it was slower than the statewide increase.

	Chisago Co.		Change 2010-2018		Minnesota	
	Number	Percent	Number	Percent	Percent	Change
Foreign-born Population	946	1.7%	102	12.1%	8.4%	25.8%
Europe	100	10.6%	-156	-60.9%	10.2%	4.8%
Asia	367	38.8%	82	28.8%	37.7%	27.8%
Africa	21	2.2%	0	0.0%	24.5%	61.1%
Oceania	26	2.7%	12	85.7%	0.5%	41.9%
Americas:	432	45.7%	164	61.2%	27.1%	9.8%
Latin America	206	21.8%	-26	-11.2%	24.6%	11.8%
Northern America	226	23.9%	190	527.8%	2.6%	-6.0%

Source: U.S. Census Bureau, 2014-2018 American Community Survey

Figure 2. Place of Birth for the Foreign Born Population, 2018



COUNTY PROFILE

Chisago Co.

Chisago Co.'s population was becoming more racially diverse over time. Since 2000, the county's white population increased and the number of people of other races increased (see Table 4).

Figure 3. Population by Race, 2018

- White
- Black or African American
- American Indian
- Asian
- Some Other Race
- Two or More Races

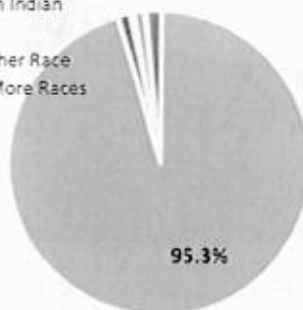


Table 4. Race and Hispanic Origin, 2018

	Chisago Co.			Minnesota	
	Number	Percent	Change from 2000-2018	Percent	Change from 2000-2018
Total	54,727	100.0%	33.2%	100.0%	12.4%
White	52,149	95.3%	30.5%	83.3%	4.7%
Black or African American	699	1.3%	232.9%	6.2%	99.3%
American Indian or Alaska Native	254	0.5%	35.8%	1.1%	7.3%
Asian or Other Pac. Islanders	568	1.0%	90.6%	4.8%	83.8%
Some Other Race	153	0.3%	21.4%	1.8%	48.7%
Two or More Races	904	1.7%	176.5%	2.9%	90.7%
Hispanic or Latino origin	1,146	2.1%	142.3%	5.3%	104.2%

Source: U.S. Census Bureau, 2014-2018 American Community Survey

POPULATION PROJECTIONS

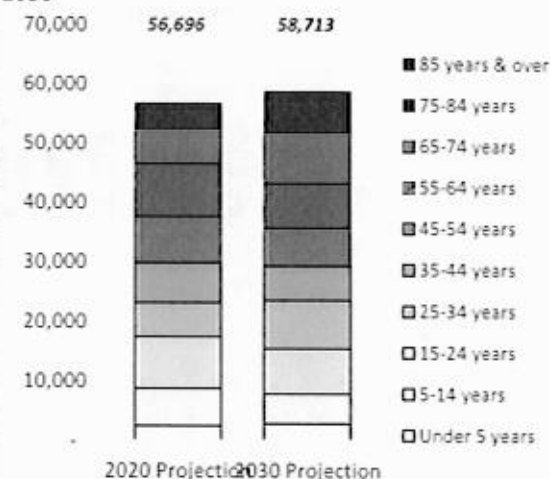
According to the Minnesota State Demographic Center, Chisago Co.'s population is expected to grow from 2020 to 2030, with a rate of change that is slower than the projected statewide growth rate (5.0%). In addition to the overall growth, the number of people aged 65 years and older is expected to increase over the next decade (see Figure 4 and Table 5).

Table 5. Population Projections by Age Group, 2020-2030

Chisago Co.	2020 Projection	2030 Projection	Numeric Change	Percent Change
Under 5 years	2,462	2,865	403	16.4%
5-14 years	6,330	5,022	-1,308	-20.7%
15-24 years	8,671	7,533	-1,138	-13.1%
25-34 years	5,696	8,078	2,382	41.8%
35-44 years	6,735	5,868	-867	-12.9%
45-54 years	7,785	6,366	-1,419	-18.2%
55-64 years	8,887	7,479	-1,408	-15.8%
65-74 years	6,022	8,762	2,740	45.5%
75-84 years	3,080	5,238	2,158	70.1%
85 years & over	1,028	1,502	474	46.1%
Total Population	56,696	58,713	2,017	3.6%

Source: Minnesota State Demographic Center

Figure 4. Projections by Age Group, 2020-2030



EDUCATIONAL ATTAINMENT

Chisago Co. has a higher percentage of adults (18 years & over) with at least a high school diploma than the state (92.4%), and a lower percentage of people with at least some college experience. Chisago Co. also has a higher percentage of people with an Associate's degree and a lower percentage of people with a Bachelor's degree or higher.

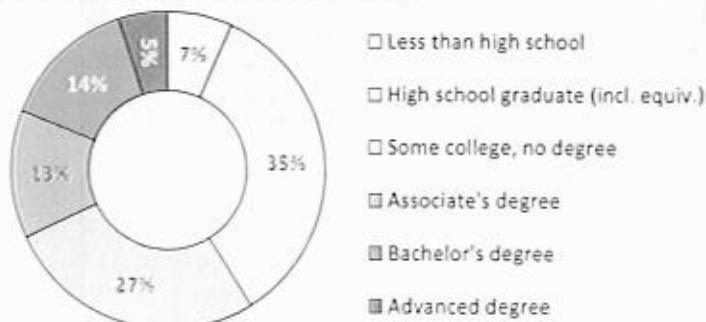
Percentage of the adult population (18 years & over) with at least a high school diploma:

93.4%

College-educated: 58.8%
state: 67.1%

Associate's Degree: 13.0%
Bachelor's Degree: 13.9%
Advanced Degree: 5.1%

Figure 5. Educational Attainment, 2018



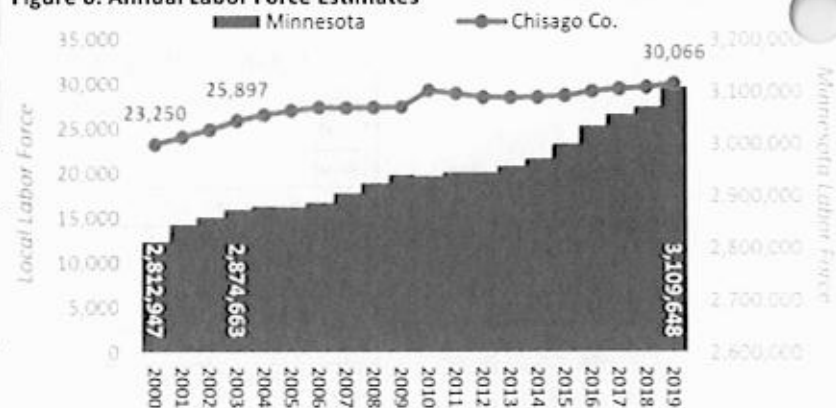
Source: U.S. Census Bureau, 2014-2018 American Community Survey

LABOR FORCE TRENDS

The number of workers in Chisago Co. increased over the past year. Long term, Chisago Co.'s labor force expanded more rapidly from 2004 to 2019, compared to a statewide growth rate of 8.0% (see Figure 6).

30,066	available workers
Labor Force change, 2004-2019	3,496 workers 13.2% increase
3.9%	unemployment rate
3.2%	state
1,173	unemployed workers

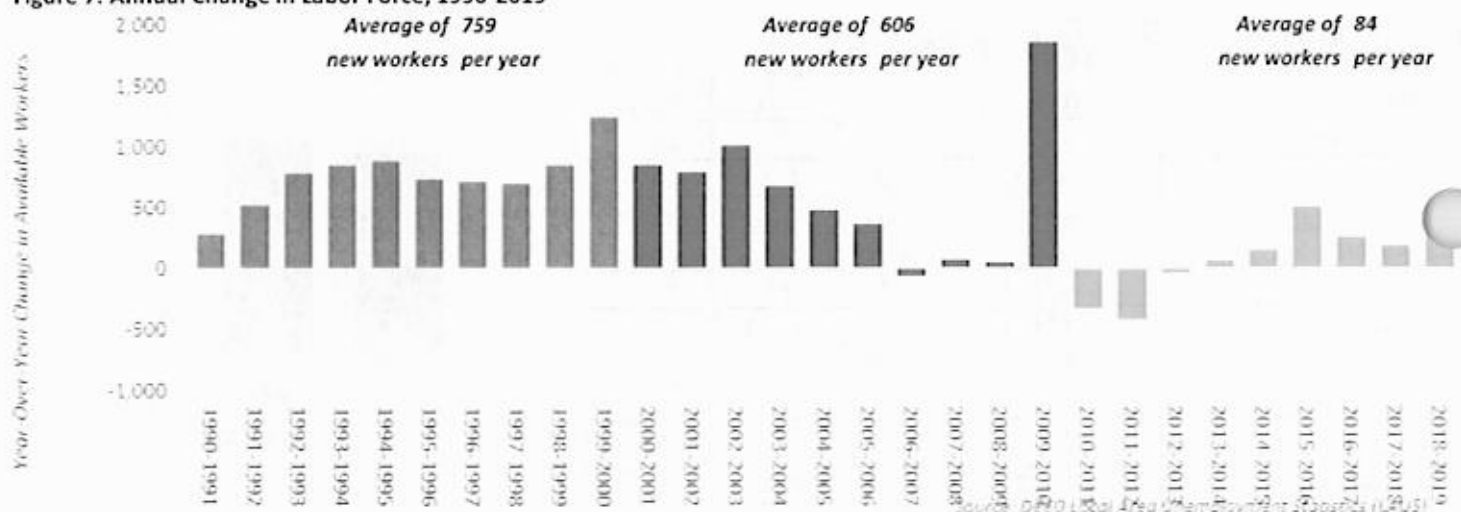
Figure 6. Annual Labor Force Estimates



Source: DEED Local Area Unemployment Statistics

At 3.9%, Chisago Co. had a higher unemployment rate than the state in 2019. Chisago Co.'s unemployment rate increased compared to 3.4% in 2018, and was lower than the 9.9% rate posted in 2009. The number of unemployed workers actively seeking work in Chisago Co. increased over the past year, and is down compared to 2009.

Figure 7. Annual Change in Labor Force, 1990-2019



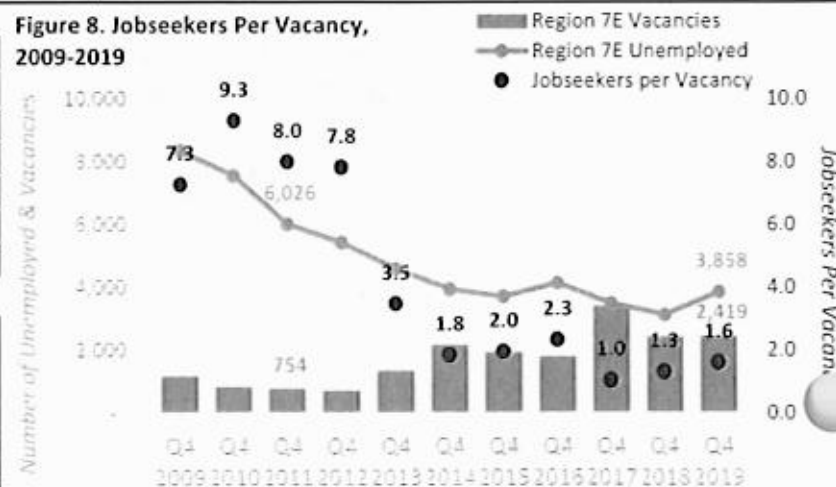
Labor force growth has slowed in recent years. After experiencing a net gain of workers from 1990 to 2000, Chisago Co. averaged an annual gain of new workers from 2000 to 2010, and most recently a gain of new workers since 2010 (see Figure 7). Moving forward, Chisago Co. is expected to see a labor force decline from 2020 to 2030 (see Table 6).

Table 6. Labor Force Projections, 2020-2030	Labor Force Projection	
	2020	2030
16 to 24 years	5,647	5,071
25 to 54 years	17,587	17,633
55 to 64 years	6,336	5,332
65 years & over	1,306	1,924
Total Labor Force	30,876	29,960

Source: Minnesota State Demographic Center

Chisago Co. is a part of Region 7E, which includes Chisago, Isanti, Kanabec, Mille Lacs, and Pine County. The labor market has grown extremely tight in recent years, dropping to a ratio of 1.6 jobseekers per vacancy during the 4th quarter of 2019 (see Figure 8).

Figure 8. Jobseekers Per Vacancy, 2009-2019



Source: DEED Job Vacancy Survey (LANS program)

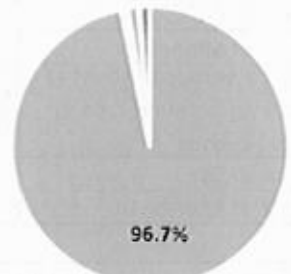
LABOR FORCE CHARACTERISTICS

Chisago Co. had a lower labor force participation rate than the state. The labor force in Chisago Co. is less racially diverse than the state (where 85.5% of workers are white alone), but is becoming more diverse over time.

Table 7. Employment Characteristics, 2018

	Chisago Co.			Minnesota		Chisago Co.	
	In Labor Force (available workers)	Labor Force Partic. Rate	Unemp. Rate	Labor Force Partic. Rate	Unemp. Rate	Male	Female
Total Labor Force	29,988	68.7%	4.1%	69.7%	3.9%	15,769	14,227
16 to 19 years	1,618	57.2%	9.1%	52.9%	11.7%	795	824
20 to 24 years	2,523	83.5%	8.1%	84.4%	6.4%	1,374	1,148
25 to 44 years	11,706	86.0%	4.1%	88.6%	3.5%	6,144	5,562
45 to 54 years	7,667	88.6%	2.6%	87.3%	2.8%	4,114	3,552
55 to 64 years	5,456	71.3%	3.6%	72.6%	3.0%	2,840	2,617
65 to 74 years	926	19.5%	0.4%	27.6%	2.4%	426	499
75 years & over	100	3.2%	4.0%	6.3%	2.6%	76	25
Employment Characteristics by Race & Hispanic Origin							
White alone	29,011	69.5%	3.8%	69.5%	3.3%		
Black or African American	166	26.5%	1.8%	70.7%	9.9%		
American Indian & Alaska Native	51	20.2%	0.0%	58.5%	12.8%		
Asian or Other Pac. Islanders	341	74.0%	12.3%	71.3%	4.7%		
Some Other Race	77	86.5%	14.3%	77.2%	6.2%		
Two or More Races	369	76.7%	20.3%	73.1%	7.6%		
Hispanic or Latino	549	73.2%	12.9%	76.3%	6.5%		
Employment Characteristics by Disability							
With Any Disability	1,677	54.0%	11.7%	52.5%	9.0%		
Employment Characteristics by Educational Attainment							
Population, 25 to 64 years	24,833	83.0%	3.5%	84.2%	3.2%		
Less than H.S. Diploma	868	65.5%	4.2%	65.4%	4.5%		
H.S. Diploma or Equivalent	6,931	75.2%	2.1%	78.6%	2.6%		
Some College or Assoc. Degree	10,984	85.7%	2.8%	85.2%	3.2%		
Bachelor's Degree or Higher	6,048	92.2%	2.9%	89.8%	1.9%		

Figure 9. Labor Force by Race, 2018

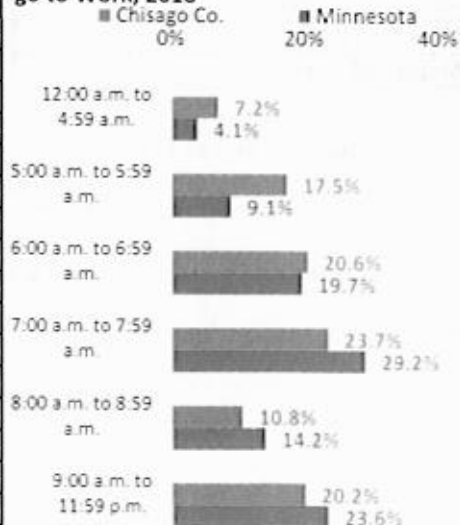


- White alone
- Black or African American
- American Indian & Alaska Native
- Asian or Other Pac. Islanders
- Some Other Race
- Two or More Races

A smaller percentage of workers in Chisago Co. worked in the same county in which they live compared to the state. Chisago Co. also had a longer average commute time than the state.

Table 8. Commuting Characteristics, 2018	Chisago Co.		Minnesota	
	Number	Percent	Number	Percent
Worked in state of residence	27,329	96.8%	2,807,811	97.5%
Worked in county of residence	9,938	35.2%	1,831,557	63.6%
Worked out of county of residence	17,363	61.5%	979,134	34.0%
Worked outside state of residence	903	3.2%	71,995	2.5%
MEANS OF TRANSPORTATION TO WORK				
Car, truck, or van	25,606	90.7%	2,488,152	86.4%
Public transportation (excl. taxicab)	452	1.6%	103,673	3.6%
Other method (walk, bike, taxi, etc.)	706	2.5%	126,711	4.4%
Worked at home	1,468	5.2%	164,149	5.7%
TRAVEL TIME TO WORK				
Less than 10 minutes	3,303	11.7%	455,009	15.8%
10 to 19 minutes	5,025	17.8%	869,701	30.2%
20 to 29 minutes	4,263	15.1%	639,317	22.2%
30 to 44 minutes	5,929	21.0%	564,442	19.6%
45 to 59 minutes	5,195	18.4%	192,947	6.7%
60 or more minutes	4,517	16.0%	158,389	5.5%
Mean travel time to work (minutes)	33.3 minutes		23.5 minutes	

Figure 10. Time Leaving Home to go to Work, 2018



INCOMES, COST OF LIVING, & HOUSING

Chisago Co. had a higher median household income than the state, and a lower percentage of households with incomes below \$50,000. Overall, Chisago Co. had the 7th highest median household income of the 87 counties in the state.

Median Household Income **\$80,409**

state \$68,411

Median Family Income **\$92,672**

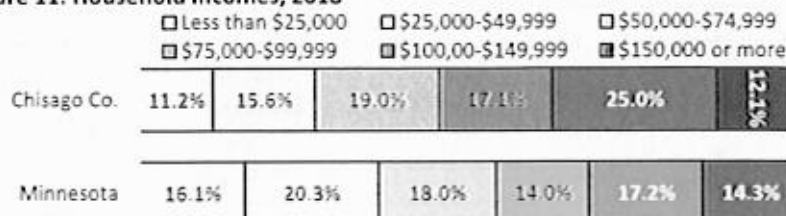
state \$86,204

Per Capita Income **\$33,927**

state \$36,245

Source: 2014-2018 American Community Survey

Figure 11. Household Incomes, 2018



Source: 2014-2018 American Community Survey 5-Year Estimates

Chisago Co. also had a higher cost of living than the state, with a required hourly wage of \$16.89 for a single person living alone to meet a basic needs cost of living, and an hourly wage requirement of \$19.1 for a typical family with 2 adults and 1 child (see Table 9).

Table 9. Basic Needs Cost of Living Estimates, 2019

Single Adult, 0 children	Single Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
Chisago Co.	\$35,124	\$16.89	\$0	\$328	\$151	\$911	\$773	\$347	\$417
State of Minnesota	\$30,900	\$14.86	\$0	\$335	\$137	\$759	\$629	\$336	\$379
Typical Family: 2 Adults (1 working full-time, 1 part-time), 1 child	Family Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
Chisago Co.	\$59,604	\$19.10	\$433	\$750	\$550	\$1,172	\$904	\$539	\$619
State of Minnesota	\$55,548	\$17.80	\$511	\$764	\$484	\$986	\$729	\$537	\$618

Source: DEED Cost of Living

Chisago Co. had a higher median house value than the state, having the 8th highest value of the 87 counties in 2018. Chisago Co.'s housing stock was newer than the state's, with a higher percentage of units built since 2000 (see Figure 12).

Table 10. Estimated Value of Owner-occupied Housing Units, 2018

	Chisago Co.		Minnesota
	Total	Percent	Percent
Total	17,267	100.0%	100.0%
Less than \$50,000	696	4.0%	5.7%
\$50,000 to \$99,999	531	3.1%	9.4%
\$100,000 to \$149,999	1,974	11.4%	15.2%
\$150,000 to \$199,999	4,045	23.4%	19.8%
\$200,000 to \$299,999	6,350	36.8%	25.7%
\$300,000 to \$499,999	3,147	18.2%	17.6%
\$500,000 or more	524	3.0%	6.6%
Median (dollars)	\$219,400		\$199,700

Source: 2014-2018 American Community Survey, 5-Year Estimates

Median monthly owner costs, owner-occupied units with a mortgage **\$1,633**

state \$1,547

Percentage of households with a mortgage spending 30% or more of their income on housing costs **22.9%**

state 22.6%

Median monthly rent costs **\$876**

state \$944

Percentage of renters spending 30% or more of their household income on rent **46.7%**

state 45.9%

Source: 2014-2018 American Community Survey, 5-Year Estimates

Figure 12. Year Structure Built, 2018

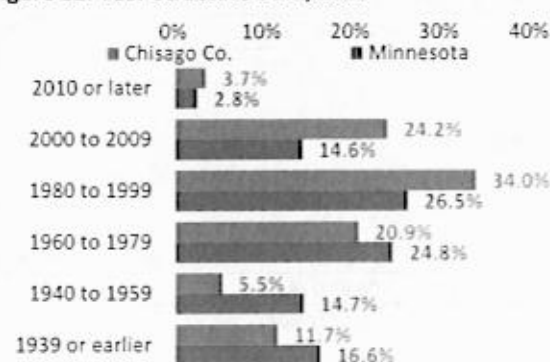


Figure 13. Housing Costs as a Percentage of Income, 2018



OCCUPATIONS

At \$19.81 in 2020, wages were lower in Region 7E than the state. Overall, Region 7E had the 2nd highest median hourly wage level of the 13 economic development regions in the state. Wages were highest for management occupations (\$44.06) and lowest for food preparation and serving related jobs (\$12.07) (see Table 11).

Table 11. Occupational Employment Statistics, 2020

Occupational Group	Region 7E				State of Minnesota		
	Median Hourly Wage	Estimated Regional Jobs	Share of Total Jobs	Regional Location Quotient	Median Hourly Wage	State-wide Jobs	Share of Total Jobs
Total, All Occupations	\$19.81	46,480	100.0%	1.0	\$21.49	2,880,650	100.0%
Management	\$44.06	2,470	5.3%	0.9	\$24.38	165,310	5.7%
Business & Financial Operations	\$28.72	1,720	3.7%	0.6	\$12.43	244,300	8.5%
Computer & Mathematical	\$35.25	720	1.5%	0.5	\$17.72	4,060	0.1%
Architecture & Engineering	\$35.81	890	1.9%	1.0	\$20.03	363,800	12.6%
Life, Physical & Social Science	\$32.33	430	0.9%	1.0	\$24.31	100,060	3.5%
Community & Social Service	\$23.57	1,540	3.3%	1.7	\$13.65	70,290	2.4%
Legal	\$26.81	210	0.5%	0.6	\$18.06	216,890	7.5%
Education, Training & Library	\$22.64	3,930	8.5%	1.5	\$38.00	55,520	1.9%
Arts, Design, Entertainment & Media	\$12.69	450	1.0%	0.7	\$28.97	104,900	3.6%
Healthcare Practitioners & Technical	\$32.81	3,060	6.6%	1.0	\$37.35	20,050	0.7%
Healthcare Support	\$14.19	3,190	6.9%	1.2	\$24.52	38,540	1.3%
Protective Service	\$24.96	1,340	2.9%	1.8	\$15.37	277,000	9.6%
Food Preparation & Serving Related	\$12.07	1,650	3.5%	0.4	\$23.34	57,200	2.0%
Building, Grounds Cleaning & Maint.	\$14.68	1,320	2.8%	1.0	\$15.23	83,860	2.9%
Personal Care & Service	\$12.26	1,050	2.3%	0.9	\$36.07	190,800	6.6%
Sales & Related	\$14.57	5,570	12.0%	1.2	\$42.71	97,960	3.4%
Office & Administrative Support	\$18.85	5,370	11.6%	0.9	\$52.70	170,650	5.9%
Farming, Fishing & Forestry	\$15.27	80	0.2%	1.2	\$19.03	212,650	7.4%
Construction & Extraction	\$26.16	2,400	5.2%	1.4	\$22.45	45,030	1.6%
Installation, Maintenance & Repair	\$23.33	1,760	3.8%	1.1	\$14.81	163,160	5.7%
Production	\$19.00	3,930	8.5%	1.1	\$33.87	171,550	6.0%
Transportation & Material Moving	\$19.55	3,410	7.3%	1.0	\$34.35	27,070	0.9%

Source: DLEO Occupational Employment Statistics, Qtr. 1 2020

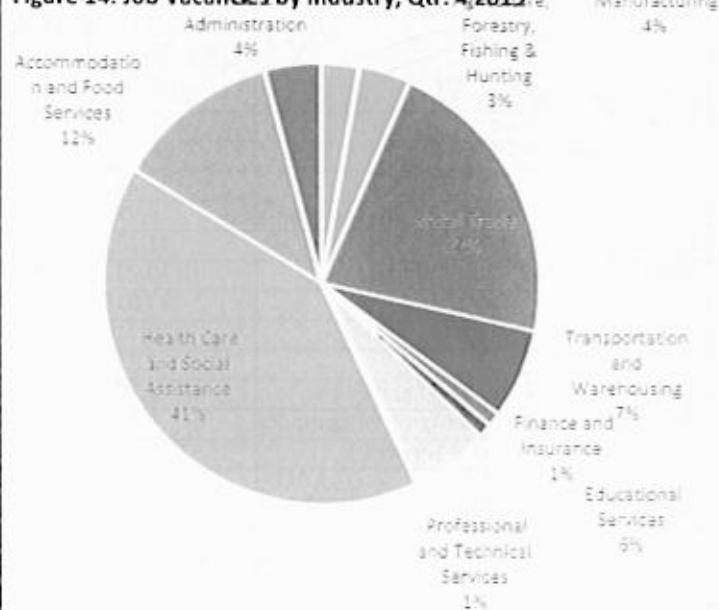
JOB VACANCY SURVEY

Chisago Co. is a part of Region 7E, which includes Chisago, Isanti, Kanabec, Mille Lacs, and Pine County. There were 2419 job vacancies posted by employers in the 4th Quarter of 2019, indicating extensive opportunity in the region, with openings across several occupations and industries (see Figure 14).

Table 12. Region 7E Job Vacancy Survey Results, Qtr. 4 2019

Occupational Group	Number of Vacancies	Wage Offer
Total, All Occupations	2,419	\$14.04
Management	54	\$34.24
Business & Financial Operations	14	\$23.73
Computer & Mathematical	#N/A	#N/A
Architecture & Engineering	37	\$36.62
Life, Physical & Social Sciences	#N/A	#N/A
Community & Social Service	85	\$18.19
Education, Training & Library	#N/A	#N/A
Healthcare Practitioners & Technical	120	\$14.49
Healthcare Support	#N/A	#N/A
Protective Service	186	\$26.61
Food Preparation & Serving Related	150	\$12.14
Building, Grounds Cleaning & Maint.	12	\$14.25
Personal Care & Service	365	\$12.34
Sales & Related	39	\$12.56
Office & Administrative Support	461	\$13.81
Construction & Extraction	304	\$13.75
Installation, Maintenance & Repair	194	\$13.84
Production	14	\$18.00
Transportation & Material Moving	42	\$11.86

Figure 14. Job Vacancies by Industry, Qtr. 4, 2019



Source: DLEO Job Vacancy Survey, Qtr. 4 2019

OCCUPATIONS IN DEMAND

Table 13. Central Occupations in Demand, 2019

Less than High School	High School or Equivalent	Some College or Assoc. Deg.	Bachelor's Degree or Higher
Retail Salespersons \$25,362	Heavy & Tractor-Trailer Truck Drivers \$48,425	Registered Nurses \$77,526	Elementary School Teachers \$57,806
Personal Care Aides \$26,819	First-Line Supervisors of Retail Sales Workers \$41,149	Nursing Assistants \$35,265	Secondary School Teachers \$58,086
Combined Food Preparation & Serving \$23,801	Teacher Assistants \$30,937	Licensed Practical & Licensed Vocational Nurses \$46,876	Software Developers, Applications \$85,496
Cashiers \$24,482	Carpenters \$50,024	Automotive Service Technicians & Mechanics \$39,870	Preschool Teachers, Except Special Education \$32,388
Stock Clerks & Order Fillers \$25,685	First-Line Supervisors of Food Prep & Serving Workers \$36,181	Heating, Air Cond. (HVAC) & Refrig. Mechanics \$51,059	Human Resources Specialists \$56,611
Janitors & Cleaners \$29,692	Welders, Cutters, Solderers, & Brazers \$46,676	Machinists \$49,847	Middle School Teachers \$60,055
Laborers & Freight, Stock & Material Movers, Hand \$34,830	Secretaries & Administrative Assistants \$41,947	Hairdressers, Hairstylists, & Cosmetologists \$30,265	Industrial Engineers \$82,415
Home Health Aides \$28,942	Office Clerks, General \$36,597	Police & Sheriff's Patrol Officers \$63,297	Market Research Analysts & Marketing Specialists \$52,743
Cooks, Restaurant \$27,711	Maintenance & Repair Workers, General \$43,720	Electricians \$68,811	Nurse Practitioners \$105,231
Maids & Housekeeping Cleaners \$26,215	Customer Service Representatives \$34,038	Radiologic Technologists \$62,286	Financial Managers \$93,620

Source: DEED Occupations in Demand

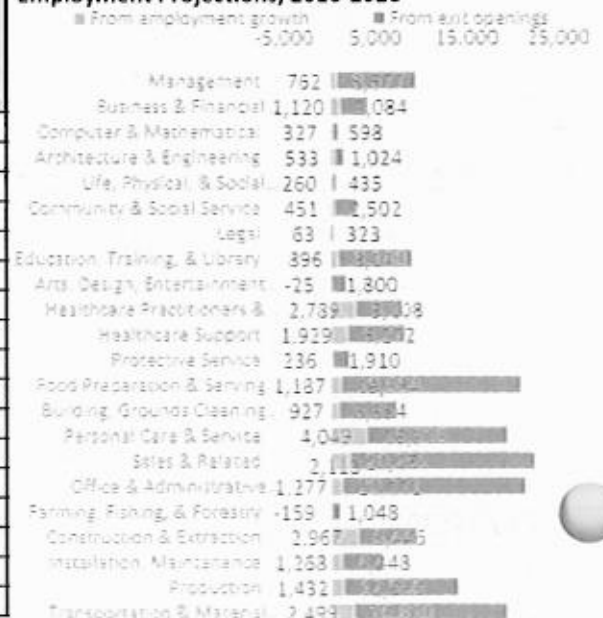
Chisago Co. is a part of the Central planning region, which is projected to see a 8.6% increase in employment levels over the next decade. In addition to new jobs created, there will be a much larger number of exit openings (see Figure 15).

Table 14. Regional Industry Employment Projections, 2016-2026

	Estimated Employment 2016	Projected Employment 2026	Percent Change 2016-2026
Central Planning Region			
Total, All Industries	310,433	337,062	8.6%
Natural Resources & Mining	4,811	4,456	-7.4%
Utilities	2,234	2,342	4.8%
Construction	16,522	20,503	24.1%
Manufacturing	41,361	43,677	5.6%
Wholesale Trade	10,237	11,189	9.3%
Retail Trade	35,825	37,842	5.6%
Transportation & Warehousing	10,210	11,568	13.3%
Information	2,855	2,673	-6.4%
Finance & Insurance, Real Estate	9,306	9,502	2.1%
Professional Services & Mgmt. of Companies	8,642	10,135	17.3%
Administrative & Waste Services	9,834	10,892	10.8%
Educational Services	25,717	26,325	2.4%
Health Care & Social Assistance	47,461	56,807	19.7%
Leisure & Hospitality	27,130	28,141	3.7%
Other Services, Ex. Public Admin	11,569	12,024	3.9%
Public Administration	18,239	20,261	11.1%

Source: DEED 2016-2026 Employment Outlook

Figure 15. Regional Occupational Employment Projections, 2016-2026



ECONOMIC CHARACTERISTICS

After gaining jobs over the past year, Chisago Co. had the 28th largest economy of the 87 counties in the state. Chisago Co. was the 29th fastest growing in the past year and the 7th fastest growing since 2014. From 2014 to 2019, employers in Chisago Co. added jobs, outpacing the state's 6.3% growth rate.

1,204 business establishments

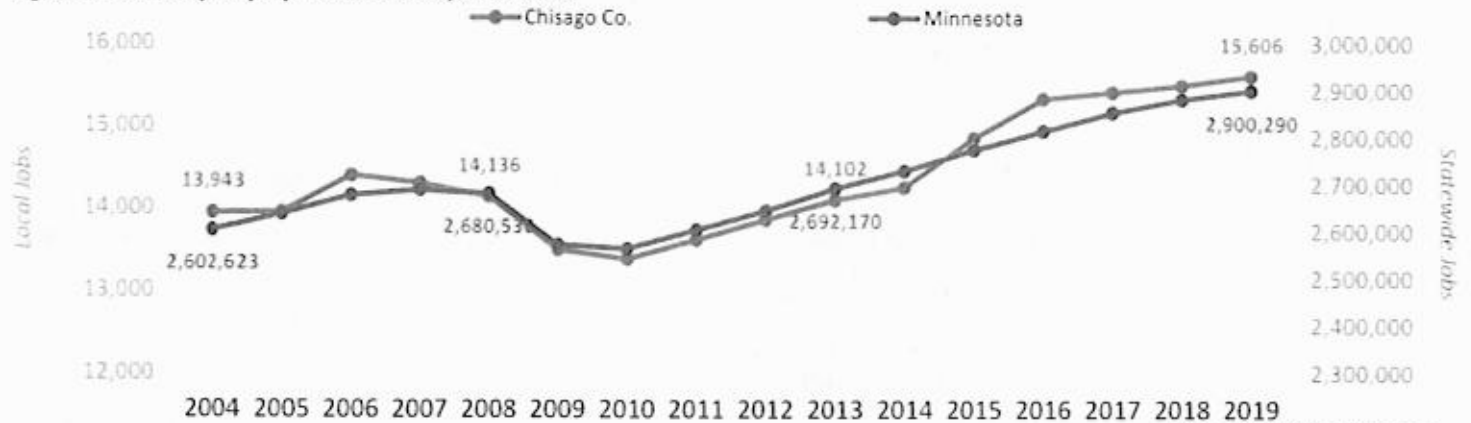
\$45,724 annual average wage

15,606 jobs

\$713,573,441 total industry payroll

Job change,
2014-20191,355 jobs
9.5% increase

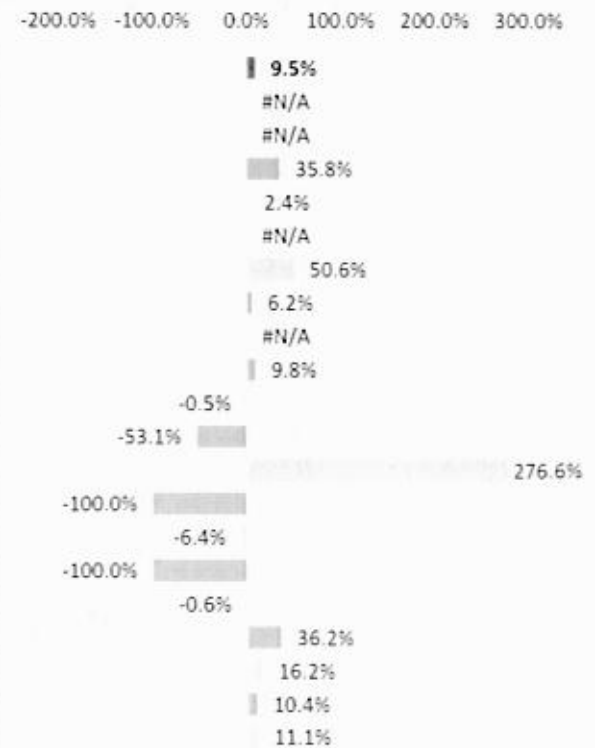
Figure 16. Industry Employment Statistics, 2004-2019



Source: DEED QCEW program

Table 15. Chisago Co. Industry Employment Statistics, 2019	Number of Jobs	Percent of Total Jobs	Average Annual Wage
Total, All Industries	15,606	100.0%	\$45,724
Agriculture, Forestry, Fish & Hunt	#N/A	#N/A	#N/A
Mining	#N/A	#N/A	#N/A
Construction	1,016	6.5%	\$72,373
Manufacturing	2,366	15.2%	\$50,872
Utilities	#N/A	#N/A	#N/A
Wholesale Trade	366	2.3%	\$47,396
Retail Trade	1,725	11.1%	\$29,229
Transportation & Warehousing	#N/A	#N/A	#N/A
Information	45	0.3%	\$54,832
Finance & Insurance	207	1.3%	\$49,662
Real Estate & Rental & Leasing	45	0.3%	\$32,736
Professional & Technical Services	708	4.5%	\$104,012
Management of Companies	0	0.0%	#DIV/0!
Admin. Support & Waste Mgmt. Svcs.	410	2.6%	\$43,524
Educational Services	0	0.0%	#DIV/0!
Health Care & Social Assistance	3,718	23.8%	\$46,690
Arts, Entertainment, & Recreation	414	2.7%	\$13,872
Accommodation & Food Services	1,390	8.9%	\$16,158
Other Services	434	2.8%	\$28,651
Public Administration	1,134	7.3%	\$53,004

Figure 17. Change in Jobs, 2014-2019



Source: DEED Quarterly Census of Employment & Wages (QCEW)

For more information on Chisago Co.'s population, labor force, and economic trends, contact:

Luke Greiner | Regional Analyst, Central & Southwest
CareerForce St. Cloud | 1542 Northway Dr. Door 2 | St. Cloud MN 56303
Office: 320-308-5378 | E-mail: luke.greiner@state.mn.us

Web: www.mn.gov/deeddata/regional/

Data updated: July 31, 2020



Central Minnesota

JOBS & TRAINING SERVICES

www.cmjts.org



Equal Opportunity Employer and Program Provider

Workforce excellence is CENTRAL to all we do.

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

YOUTH PROGRAM ELIGIBILITY

WIOA OUT-OF-SCHOOL YOUTH

WIOA Out-of-School Youth is an individual who is:

Age 16-24

Not attending any school (as defined by state law), including either secondary or post-secondary school.

And one or more of the following:

- A school dropout
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- Pregnant and/or parenting, or
- Individual with a disability, or
- Low income who requires additional assistance to enter or complete an educational program or to secure/hold employment

WIOA IN-SCHOOL YOUTH

WIOA In-School Youth is an individual who is:

Attending any school (as defined by state law), including secondary and post-secondary school, and

Age 14-21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program, and

A low-income individual, and

One or more of the following:

- Basic skills deficient
- An English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- An individual who is pregnant or parenting, or
- An individual with a disability

TANF

TANF Innovation Project participants must be:

- Ages of 14-24
- Teen parents, ages 16-24, who are receiving cash MFIP benefits, or
- Younger youth, ages 14-18, who are on the grant in MFIP households

MINNESOTA YOUTH PROGRAM (MYP)

Minnesota Youth must meet this criteria:

Age 14-24 at time of enrollment, and

Low-income or one or more of the following at-risk criteria:

- Basic skills deficient
- An offender
- Chemically dependent
- Individual with a disability
- Homeless youth
- Pregnant or parenting youth
- Public assistance recipients
- Foster care youth
- Limited English proficient
- Potential or actual school dropout

Youth At Work

Above eligibility criteria, in addition a

- Youth of color, or
- Disability
- Homeless

PRE-EMPLOYMENT TRANSITION SERVICES

CMJTS is a Limited Use Vendor for the Pre-Employment Transition Services (Pre-ETS) provided under Vocational Rehabilitation Services (VRS). Pre-ETS services are available to students who are eligible and potentially eligible for VRS. Youth must be between grade 9 and age 21 and a student with disabilities, in a secondary, post-secondary, or other recognized education program who:

- Are eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (IDEA), or

Pre-ETS (cont.)

- Is an individual with a disability for purposes of Section 504, or
- Otherwise have a documented disability

MINNESOTA YOUTH-BUILD PROGRAM

Minnesota Youthbuild Program participants must meet this criteria:

Age 16-24, and

Economically disadvantaged (see Section IV for Income Guideline Information) or eligible for the high school graduation incentives program (Minnesota Statute 2011 124D.68, subdivision 2), or one of the following:

- Youth who are not attending any school and have not received a secondary school diploma or its equivalent, or
- Youth currently enrolled in a traditional or alternative school setting or a GED program that, in the opinion of an official of the school, are in danger of dropping out of school
- Youth at-risk for dropping out of school may include:
 - Teen parents (male or female ages 16-19)
 - Juvenile offenders/diversion program youth
 - Chemically dependent youth or children of drug or alcohol abusers/dependents
 - Youth receiving public assistance and/or group home services
 - Youth with disabilities
 - Homeless youth

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 12
Title of Item for Consideration: Replacing Display Cases in Chisago County Government Center	
Action Requested by: Jon Eckel, Director	Department: Enterprise Services
Previous Action on this Matter: None.	
Background: The Chisago County Historical Society has displayed historical items of interests in display cases on the 2nd floor of the Chisago County Courthouse for many years. The display cases have been breaking at the glued seams for the past 5+ years and have been re-glued many times. Currently there is very little that can be done to keep them in one piece anymore. I am asking that 5 cases be replaced with new display cases of a stronger design. This cost is not in any budgets at this time, this cost will need to come out of County contingency. Attachment(s): Quote from Brin	
Action Requested/Recommended: The County Board is respectfully requested to approve replacing the display cases in the Chisago County Government Center. The following motion is suggested: <i>"Move to approve the purchase of 5 display cases for the Chisago County Courthouse for a total estimated cost of \$9,985.00."</i>	
Implications of Action: This will allow the Chisago County Historical Society to continue to be able to display items at the Courthouse. Budget/Financial Implications: Will need to be funded by county contingency funds, total estimated cost of \$9,985.00. Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

Proposal Date: April 19, 2021
Attention: WARD BROWN
Company: CHISAGO COUNTY
Job Name: **DISPLAY CASES**

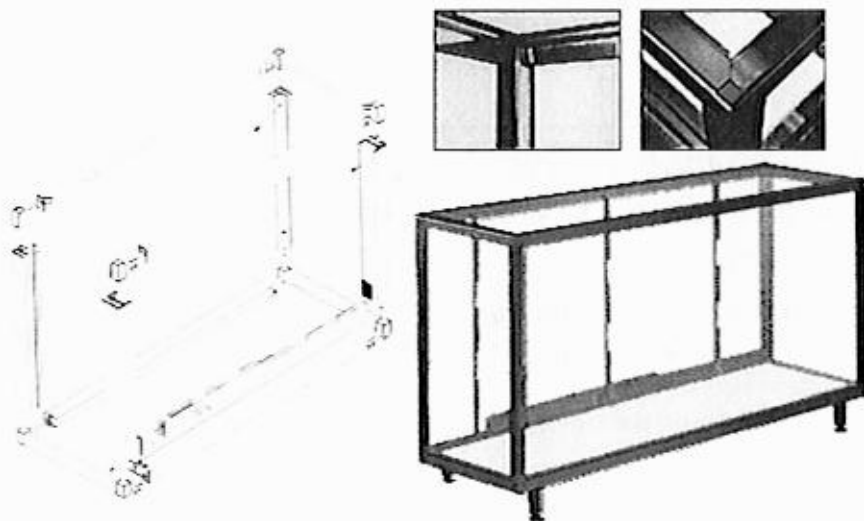
Project Location:
313 N MAIN ST
CENTER CITY, MN
TOTAL BASE PRICE: \$9,985.00

We Propose To Furnish and Install the below Listed Items

PROVIDE AND INSTALL 5 (FIVE) DISPLAY CASES ON EXISTING WOOD STANDS.

**CR LAURENCE D4030 MODEL – DARK BRONZE – NO LEGS OR SHELF SUPPORTS
1/4" CLEAR TEMPERED GLASS**

- 1 - 24" X 18" X 18"
- 1 - 60" X 20" X 20"
- 3 - 60" X 20" X 28"



EXCLUSIONS:

- Abatement
- Building Permits
- Final Finishes
- Removing/Relocating/Installing Existing Material U.N.O.
- Demolition U.N.O.
- All Filing U.N.O.
- After Hours/Weekend Premium Labor Rates U.N.O.
- Final Cleaning of Glass and Aluminum
- Shop Drawings U.N.O.
- Wood blocking and Vapor Barrier
- Replacement of Broken Glass by Others
- Performance and Payment Bonds

Pricing includes Union Labor and Sales Tax

FOR PROPOSAL

Cary Foss
Service Sales Rep.

BRIN GLASS SERVICE

2300 N. 2nd St. Minneapolis, MN 55411
Tel: 612-319-9811 Fax: 612-319-9394
www.brinlass.com

THIS PROPOSAL IS SUBJECT TO CHANGE WITH-OUT NOTICE UNTIL AWARDED FOR CONTRACT BY BOTH PARTIES. THIS PROPOSAL IS CONDITIONAL UPON NEGOTIATIONS AND SIGNING A MUTUALLY ACCEPTABLE CONTRACT. BRIN RESERVES THE RIGHT TO MAKE CHANGES TO PROPOSED U.N.O. CONTRACT & SPECIFICATIONS, MATERIAL, AND/OR QUANTITIES CHANGES MUST BE RE-BID. THIS BID SUPERSEDES ALL PREVIOUS BIDS. PROPOSAL VALID FOR 60 DAYS.

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 13
Title of Item for Consideration: Additional Mill & Overlay Work	
Action Requested by: Joe Triplett, P.E.	Department: Public Works
Previous Action on this Matter: None.	
Background: The County has 2 highway segments (CSAH 1 in Rush City & CSAH 23 in Chisago Lake Township) that suffered greater than expected wear and tear this winter. Both of these segments are due for resurfacing within the next couple of years, however, given the great asphalt price, the County got with the annual pavement maintenance project and having available funding from favorable bid prices, it is requested that 2 additional stretches of highways to the mill and overlay project. Attachment(s): Memo	
Action Requested/Recommended: The County Board is respectfully requested to approve the Additional Mill & Overlay Work. The following motion is suggested: <i>“Move to approve the additional mill and overlay work for CSAH 1 in Rush City and CSAH 23 in Chisago Lake Township.”</i>	
Implications of Action: Approval will allow the Public Works to add work to the project. Budget/Financial Implications: Project is funded from 03-325-6604 (levy & LOST). Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By: _____	Seconded by: _____
To: _____	
Action on Motion:	Aye _____ Nay _____ Abstain _____



OFFICES OF:

HIGHWAY DEPARTMENT
HIGHWAY ENGINEER
COUNTY SURVEYOR
TRAFFIC OPERATIONS
FLEET MAINTENANCE

CHISAGO COUNTY
DEPARTMENT OF PUBLIC WORKS
JOE TRIPLETT, P.E., DIRECTOR/ENGINEER

MAILING ADDRESS
313 NORTH MAIN STREET
CENTER CITY, MN 55012

PHYSICAL ADDRESS
31325 OASIS ROAD
CENTER CITY, MN 55012

PHONE: (651) 213-8700

MEMORANDUM

Date:	04/28/2021	RE: Additional Mill & Overlay Work
To:	Board of Commissioners	
From:	Joe Triplett, P.E.	

We bid out our annual Pavement Maintenance mill and overlay project and got a very good price on asphalt. At \$54.45/ton, this is considerably less than the almost \$70/ton price we saw last year on our CSAH 25 project. I do not think we are going to prices like this again, especially with gas and oil prices on the rise.

With that being said, we had 2 highways that didn't weather the winter as we had hoped. One was CSAH 1 up in Rush City. We already had the east half of this highway included in the project and it was looking like the west half would be alright. That was not the case. The other highway was CSAH 23 (Chisago Blvd) in Chisago Lake Township between CSAH 24 (Old Towne Road) and CSAH 25 (Olinda Trail). I was hoping to get another year or maybe two years out of it, but the surface is deteriorating to the point where we should be out filling potholes twice a week.

I would like to add these two stretches of highways to this year's project. The contractor is agreeable and can make it happen. Estimated cost is \$600k. Funding for our local projects like this (as well as the CSAH 4 and CR 64/65 projects) comes from 2 sources: our levy commitment of \$2M and Local Option Sales Tax, estimated at \$2.5M, for a total of \$4.5M in "local" funding. By bidding these projects early this year, we were able to see good bids. Total for the bid projects is at \$3.7M. This leaves us \$800k between what was bid and what we have for available funding. I am requesting and recommending using a portion of this funding to add this work at these bid prices.

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 14
Title of Item for Consideration: Carahsoft – Cellebrite Software Purchase	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: The Board has likely passed actions on previous purchases pertaining to Cellebrite, but this is a new and updated software product.	
Background: Cellebrite is a forensic analysis software tool used by our investigations division to get data and information from cellular telephones that aid in the investigation and prosecution of defendants in criminal cases ranging from financial crimes to homicides. This product is a necessity for our office. Attachment(s): - Carahsoft – Cellebrite Quote - Equipment Expenditure Request	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the purchase of Carahsoft – Cellebrite Software for the Chisago County Sheriff's Office. The suggested motion is as follows: <i>“Move to approve the purchase of Carahsoft – Cellebrite Software for the Chisago County Sheriff's Office.”</i>	
Implications of Action: This purchase will aid investigations in necessary data gathering to support criminal prosecution of defendants. Budget/Financial Implications: This software purchase is being purchased by the CCSO. In turn, it has already been approved by the Minnesota BCA through their Financial Crimes Task Force for them to reimburse us for the original cost. IT Services will be paying for the ongoing annual subscription fee going forward. Legal/Policy Implications: The County Attorney's Office has been supporting of previous Cellebrite purchases and realizes the necessity and benefit of this product.	
Administrator's Recommendation	
Approve _____	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____



CARAHSOFT TECHNOLOGY CORP

carahsoft.

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PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM

TO: Ryan Edmonds
Chisago County Sheriff's Office
15230 Per Road
Center City, MN 55012 USA

FROM: Rebecca Walters
Carahsoft Technology Corp.
11493 Sunset Hills Road
Suite 100
Reston, Virginia 20190

EMAIL: ryan.edmonds@chisagocounty.us

EMAIL: Rebecca.Walters@carahsoft.com

PHONE: (651) 213-6300

PHONE: (571) 662-3813 FAX: (703) 871-8505

TERMS: FTIN: 52-2189693
Shipping Point: FOB Destination
Remit To: Same as Above
Payment Terms: Net 30 (On Approved Credit)
Cage Code: 1P3C5
DUNS No: 088365767
Credit Cards: VISA/MasterCard/AMEX
Sales Tax May Apply

QUOTE NO: 27345280
QUOTE DATE: 02/16/2021
QUOTE EXPIRES: 03/18/2021
RFQ NO:
SHIPPING: GROUND
TOTAL PRICE: \$5,017.35
SHIPPING AMOUNT: \$40.00

TOTAL QUOTE: \$5,057.35

LINE NO.	PART NO.	DESCRIPTION	QUOTE PRICE	QTY	EXTENDED PRICE
1	B-BLB-01-003	BlackLight Cellebrite Inc. - B-BLB-01-003	\$2,965.05 OM	1	\$2,965.05
2	B-BLB-01-004	Digital Collector 120GB Cellebrite Inc. - B-BLB-01-004	\$1,257.30 OM	1	\$1,257.30
3	U-TRN-04-045	OLT-LO CBF1 - Cellebrite Basic Forensics Investigations Cellebrite Inc. - U-TRN-04-045	\$795.00 OM	1	\$795.00
SUBTOTAL:					\$5,017.35
TOTAL PRICE:					\$5,017.35
SHIPPING AMOUNT:					\$40.00
TOTAL QUOTE:					\$5,057.35

CHISAGO COUNTY
Equipment Expenditure Request
for assets \$1,000 or more
Fill out form **completely**



Date 4/21/2021

Asset Description - Carahsoft - Cellebrite Forensic Software

Estimated Cost - \$5,057.35

Was this item budgeted for this year's department budget? Yes _____ No X

If yes, what budget? _____

If no, please explain Purchased by CCSO/IT Services - Reimbursed by MN BCA FCTF

AND source of funds _____

Department and/or location of equipment - CCSO

Is this a replacement? If yes, explain - _____

Reference asset tag number and/or description of item you are replacing _____

COMPLETED FORM AND APPROVAL IS REQUIRED PRIOR TO PURCHASE

This request has been reviewed by the Department Head, County Administrator and County Auditor for consistency, uniformity and budget planning. Including information on total cost such as tax, interest and rental costs.

**SIGNATURES
REQUIRED**

{	Requestor -	<u>[Signature]</u>	DATE <u>4-21-2021</u>
	Department Head -	<u>[Signature]</u>	DATE <u>4-21-2021</u>
	County Administrator -	_____	DATE _____
	County Auditor -	_____	DATE _____

Complete asset detail below once items are delivered - forward to Auditor's office **WITH** invoice that is to be paid

Serial Number <u>N/A</u>	Capital Asset Tag # <u>N/A</u>
Year/Make/Model _____	
Serial Number _____	Capital Asset Tag # _____
Year/Make/Model _____	
Serial Number _____	Capital Asset Tag # _____
Year/Make/Model _____	

When making a software and/or computer affiliated purchase MICS approval and ordering is required

MICS OFFICE USE

Purchase Order: _____
Vendor: _____
Inventory Y or N: _____

Approved: _____
Date: _____

AUDITOR'S OFFICE USE

Vendor Paid - _____
G/L Account - _____
Amount - _____

Warrant Number - _____
Date Paid - _____

DEPUTY AUDITOR INITIALS _____

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 15
Title of Item for Consideration: Sentence to Service (STS) contract between Chisago County and the State of MN	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: Board approval received on previous contract dated July 1, 2019 and many other previous contracts.	
Background: Established in 1986, the Minnesota Department of Corrections (DOC) Sentencing to Service (STS) program serves as a sentencing alternative providing courts with the option to sentence carefully selected nonviolent offenders to a period of supervised work in the community. The work involves public projects that otherwise might not be completed. By participating in Sentencing to Service, offenders are able to reduce their jail sentences and/or work off financial obligations, including, fines, fees, and local restitution.	
Attachment(s): • 2021-2023 contract for STS services between Chisago County and the State of MN (<i>Subject to County Attorney Approval</i>)	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Sentence to Serve contract with the State of MN. The suggested motion is as follows: <i>"Move to approve the Sentence to Serve contract with the State of MN."</i>	
Implications of Action: The STS program is operated by the Minnesota Department of Corrections (DOC) and the Chisago County Sheriff. The STS program is jointly financed by the DOC and the County. STS projects must consist of work that benefits the community as a whole and provides offenders with an opportunity to participate in suitable restorative justice practices. STS projects for State, Federal, local, and nonprofit agencies have included park and trail maintenance, highway litter pick-up, playground installation, construction and restoration of monuments, cemetery maintenance, senior citizen center and nursing home maintenance, snow removal, construction of access ramps for the disabled, and natural disaster response/cleanup. In addition to the benefits to the community, the program provides the opportunity for offenders to develop a work ethic and job skills.	
Budget/Financial Implications: Funding has been accounted for in the Sheriff's Office- Jail Division budget.	
Legal/Policy Implications: The STS program is run in accordance with State rules and Chisago County Sheriff's Office policy.	

Administrator's Recommendation			
Approve <u>CCS</u>	Deny _____	Other _____	
Motion By: _____		Seconded by: _____	
To: _____			
Action on Motion:	Aye _____	Nay _____	Abstain _____

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 16
Title of Item for Consideration: Acceptance of a Donation – Maranatha Assembly of God, Chisago City	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: On April 19, 2006, the Board adopted Resolution No. 060419-3, which established a policy (Policy 2007-4) regarding the acceptance of gifts by Chisago County. From time to time the County will accept gifts from businesses and residents, and a motion and resolution must be passed in accordance with County Policy.	
Background: Maranatha Assembly of God in Chisago City wants to donate \$4034.40 to the Chisago County Sheriff's Office to support our Less Lethal program. The donated funds will be used to purchase and install 10 locking weapon mounted racks for squad cars. These locking racks will keep the less lethal launchers in a safe and secure location in the Deputy's squad car. Attachments: Resolution	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners accept the donation of \$4034.40 from Maranatha Assembly of God. The suggested motion to approve is: <i>"Move to approve by Resolution the acceptance of a donation of \$4034.40 for the Sheriff's Office from Maranatha Assembly of God in Chisago City."</i>	
Implications of Action: Acceptance of the donation via the attached resolution will allow the County to accept the financial donation to be used by the Sheriff's Office. Budget/Financial Implications: The funds will be used by the Sheriff's Office to purchase needed non-budgeted equipment. Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

**Chisago County
Board of Commissioners**

Acceptance of Donations by Chisago County Sheriff's Office

RESOLUTION NO: 21/0505-X

ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY SHERIFFS OFFICE

WHEREAS, the Chisago County Board of Commissioners adopted Resolution No. 060419-3 on April 19, 2006 which established a policy regarding the acceptance of gifts by Chisago County; and

WHEREAS, the County has received a donation from a business or private individual in Chisago County and is requesting formal acceptance by the County Board of Commissioners:

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby accepts the following donations received by the Chisago County Sheriff's Office:

- Maranatha Assembly of God, Chisago City - \$4,034.40 for Less Lethal Program

Chisago County Request For Board Action

Meeting Date: May 5, 2021	Item Number: 17
Title of Item for Consideration: Re-appointment of Veteran's Service Officer – Bryan Brown	
Action Requested by: Chase Burnham, County Administrator	Department: Administration
Previous Action on this Matter: Bryan Brown was appointed the Chisago County Veteran's Service Officer at the May 17 th , 2021 Chisago County Board meeting.	
Background: Chisago County has operated a Veterans Services program for several years. The County is required to identify and appoint a qualified Veteran to fill the appointment of Veteran's Services Officer. The position of VSO for Chisago County is currently filled by Bryan Brown. Recruitment efforts ensued because of this notice. Upon review of previous term's service Chisago County Administration, brings forward a recommendation for re-appointment of Bryan Brown as the Veterans Services Officer to serve the veterans of Chisago County. Attachment(s): Resolution	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners re-appoint Bryan Brown as the Chisago County Veteran's Services Officer. The suggested motion is as follows: <i>"Move to re-appoint Bryan Brown as the Chisago County Veteran's Services Officer."</i>	
Implications of Action: The appointment of the Veterans Services officer, as requested, will assure the continuance of support to Chisago County Veterans. Budget/Financial Implications: Position is budgeted and recognized in the 2021 County budget. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures.	
Administrator's Recommendation	
Approve <u>CCB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

BOARD AGENDA

May 5, 2021

RE-APPOINTING BRYAN BROWN TO A FOUR YEAR TERM AS THE CHISAGO COUNTY VETERAN'S SERVICE OFFICER

RESOLUTION NO. 21/0505-XX APPOINTING BRYAN BROWN TO A FOUR YEAR TERM AS CHISAGO COUNTY VETERAN'S SERVICE OFFICER

WHEREAS, Minnesota Statute 197.60 provides for each County Board of the State of Minnesota to fill the office of County Veteran's Service Officer by appointment for a term of four years; and

WHEREAS, Minnesota Statute 197.60. Subd. 2 provides that the first 12 months of the initial appointment be a probationary period; and

WHEREAS, the veterans and their families of Chisago County will be well served by the oversight of the appointment of Veteran Bryan Brown:

NOW, THEREFORE, BE IT RESOLVED that the Chisago County Board of Commissioners hereby appoints Bryan Brown for a four year term, effective May 5, 2021.

Chisago County Request for Board Action

Meeting Date: May 5, 2021	Item Number: 18
Title of Item for Consideration: Zoning Ordinance Text Amendment – Zoning Ordinance Section 8.04.1.G Reapplication/Lapse of Interim Use Permit	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Zoning - on behalf of the Chisago County Planning Commission
Previous Action on this Matter: At the preceding April 21, 2021, meeting a customer generated request to amend this section of the Zoning Ordinance was presented and denied by the Board. Alternative text amendment language was recommended and presented on behalf of the Planning Commission, voting 7-0 in favor, to adjust the ordinance. The Board did not approve or deny the request but rather directed further County Attorney review of the Commission recommended language.	
Background: The attached draft Zoning Ordinance text amendment has been generated in conjunction with a recently denied petitioners requested text amendment proposal. Staff presented the Planning Commission with a more universal text amendment concept whilst the petitioner presented a very narrowly focused text amendment that would have applied only to solar related IUP applications/extensions. Attached please find a more succinct drafting of the Planning Commission recommended Zoning Ordinance text amendment to Section 8.04.1.G Reapplication/Lapse of Interim Use Permit. If adopted, the newly organized text would allow a one-time 6-month IUP extension option. The attached drafted ordinance follows the universal language/approach presented to and supported by the Planning Commission and has been structurally refined in form/format in collaboration with the County Attorney's office as directed. Of note, a 60 day vs. 30-day advance notice timeline concerning extension requests is suggested in this now fully reviewed draft. Staff also suggests, if so approved, that an application fee of \$250 be established for such IUP extension requests. This fee structure represents 50% of a full/new IUP application. Among the options for the County Board at tonight's meeting actions to consider include the following: 1. Approve the adjusted Planning Commission recommended Zoning Text Amendment language as presented or as may be modified at the meeting. 2. Continue consideration of the recommended Zoning Text Amendment for further scheduling and/or discussion. 3. Deny the Planning Commission recommended Zoning Text Amendment Request of Section 8.04.1.G Reapplication/Lapse of Interim Use Permit. Attachment(s): • Planning Commission Recommended Ordinance Amendment (as restructured and Attorney reviewed)	

Action Requested/Recommended: It is respectfully requested that the Chisago County Board affirmatively consider the April 1, 2021, Chisago County Planning Commission recommendation to Approve the Planning Commission recommended text amendment to Zoning Ordinance Section 8.04.1.G – *Reapplication Lapse of Interim Use Permit*. The suggested motion to approve this action is as follows:

“Move to approve the recommended Planning Commission Text Amendment to Zoning Ordinance Section 8.04.1.G - Reapplication /Lapse of Interim Use Permit and Authorizing Full Execution, Publication, Recording, and Numbering; and to establish an IUP Extension Application fee of \$250.”

Implications of Action: Recommended Board action approves of Zoning Text language resulting in a universal 6-month IUP extension request option, similar to that of Variance provisions of the Zoning Ordinance.

Budget/Financial Implications: None.

Legal/Policy Implications: The recommended Board consideration and action(s) are in conformity with generally accepted practices, procedures and interpretations of applicable state statutes and County ordinances and policies. The County Attorneys office has reviewed and participated in the development of the newly formatted draft text amendment as presented.

Administrator's Recommendation

Approve CCB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

CHISAGO COUNTY
STATE OF MINNESOTA ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 8, ADMINISTRATIVE AND
ENFORCEMENT PROVISIONS OF THE CHISAGO COUNTY CODE, KNOWN AS
ZONING ORDINANCE NUMBER 08-3, BY PROVIDING FOR AMENDMENTS TO
8.04.1 INTERIM USE PERMITS.

SECTION 1. The County Board of Commissioners of Chisago County hereby repeals and recreates Section 8.04.1.G. Reapplication/Lapse of Interim Use Permit, of the Chisago County Zoning Ordinance to read b as follows:

1) REAPPLICATION FOR PREVIOUSLY DENIED IUP APPLICATION.

No application shall be allowed for a same and similar application for an IUP that the County Board previously denied within 6 months of such denial. The Zoning Administrator shall conduct a review of any such application received to determine similarity to or significant difference from the earlier denied application and the Zoning Administrator shall provide the Planning Commission a staff report on the determination of such similarity or significant difference. The County Board shall deny any application determined by the Zoning Administrator to be the same or similar as the previously denied application.

2) EXPIRATION OF IUP NOT UTILIZED IN WITHIN 12 MONTHS AND EXTENSION.

- a) Any approved IUP that has not been utilized within 12 months of its date of approval shall be considered expired and be null and void one year after its date of approval, unless the County Board has approved a written request, as provided in b).
- b) A completed one-time written request to extend the time for utilizing the use of an IUP must be submitted with proper application fee to the Zoning Administrator no less than 60-days prior to its expiration. To be considered complete, the written request must specify the length of extension needed to utilize the IUP and state facts which demonstrate a good faith attempt to utilize the use as authorized in the IUP. The County Board shall directly receive the extension request and may approve the request only upon a finding of such good faith attempt. The County Board may approve one extension of time up to six (6) months beyond the expiration date of the unutilized IUP.

3) REISSUANCE OF TERMINATED IUP. Where a utilized IUP has terminated, the County Board may reissue the IUP upon submission of a newly completed application with proper fee that demonstrates a change of the circumstances that resulted in termination. The newly completed application shall be compliant with the Zoning Ordinance as may be amended and shall be processed in accordance with Section 8.04.1 in its entirety.

Passed and approved this _____ day of _____, 2021, by the Chisago County Board of Commissioners.

[name], Chairperson

ATTEST:

Chase Burnham, County Administrator

Published on the ____ this day of _____, 2021.

Drafted by:
Chisago County Environmental Services Department
313 N. Main Street
Center City, MN 55012

CORR.

INDUSTRIAL BY PRODUCTS, LLC

18382 FM Rd. Sturgeon Lake, MN 55783
612-860-8813

Date: 4-23-2021

Township: Fish Lake

Dear Officials:

The Industrial By-Products LLC, following Minnesota Pollution Control guidelines, has reviewed and accepted an application to land apply wood ash and /or lime on the following site in order to raise the soil pH:

Owners Name & Address: Steve Kruse

Home Phone:

875 Brunswick Rd

Harris, Mn 55037

Cell #: 763-689-3756

Field ID:	Aces:	Township:	County:
Home Grass	35	Fish Lake	Chisago
Across Road	5	Fish Lake	Chisago
Schistad	8	Fish Lake	Chisago
Verna	14	Fish Lake	Chisago

Based on analyses of lime from past operating reports, it is considered suitable for agricultural use if proper application rates and management practices are followed.

Complete permit applications are available for review at Industrial By Products, LLC. These permits include: complete soil tests of the field, aerial photographs of the field, NRCS soil maps indicating location and extent of soils, and road maps showing location of this site. If you have any comments or questions, please contact us at (612) 860-8813

Sincerely,

Jason Williams

Owner

IBP LLC



Minnesota Inter-County Association

(651)222-8737 | www.mica.org

MICA Weekly Legislative Update

Issue No. 17

April 26, 2021

BENTON • BLUE EARTH • CARVER • CHISAGO • CROW WING • DAKOTA • OLUSTED • OTTER TAIL • RICE • ST. LOUIS • SCOTT • SHERBURNE • STEARNS • WASHINGTON • WINONA

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Health & Human Services
Corrections & Public Safety
General Government & Other
Environment

Leadership and Overall

Both the House and Senate held long floor sessions to pass omnibus budget and tax bills last week, with the remaining omnibus bills planned for floor action this week. As of Thursday, when both chambers adjourned, the various components of the biennial budget had been combined into twelve omnibus spending bills and an omnibus tax bill (see below). While most omnibus bills are far apart on both budget amounts and policy provisions, [conferees](#) have been appointed to begin working out the significant differences between the House and Senate.

Omnibus Bill	House	Senate	Conference Committee Action
K-12 Education	HF1065 , Passed 73-60 (4/19)	SF0960 , Passed 37-29 (4/22)	House conferees appointed, Senate pending
Higher Education	HF0993 , Passed 74-59 (4/19)	SF0975 , Passed 38-29 (4/14)	Conferees appointed
Agriculture & Broadband	HF1524 , (Passed 69-63 4/22)	SF0958 , Passed 48-18 (4/14)	Conferees appointed
Housing	HF1077 , Passed 69-62 (4/15)	SF969 , Passed 39-27 (4/20)	Conferees appointed
Judiciary & Public Safety	HF1030 , Passed 70-63 (4/21)	SF0970 , Passed 44-23 (4/15)	Conferees pending
Jobs & Workforce (Econ Dev)	HF1343 , Passed 69-64 (4/20)	SF1098 Passed 37-30 (4/15)	Conferees appointed
Commerce, Energy, Climate	HF1031 , Passed 70-64 (4/21)	SF0972 Passed 39-28 (4/14)	Senate conferees appointed, House pending
Legacy Funds Finance	HF1079 , Passed 79-52 (4/15)	SF0971 , Passed 66-0 (4/22)	House conferees appointed, Senate pending
Transportation	HF1684 , Passed 69-62 (4/17)	SF1159 , Passed 40-26 (4/22)	Conferees pending
Environment & Natural Resources & LCCMR	HF1076 , Passed 70-63 (4/22)	SF0959 , Passed 37-29 (4/19)	Conferees pending
State Government, Veterans, Military Affairs & Policy	HF1952 , Passed 68-62 (4/16)	SF1831 , Pending	
Tax Bill	HF991 , Passed 68-66 (4/23)	SF961 , Pending*	
Health & Human Services			
Capital Investment	HF337 , passed House Capital Investment, awaiting action in Ways & Means	No bill has yet been introduced	
ARPA Appropriations	SF2387 – Finance 4/16	No companion bill	

The House Bonding Bill ([HF337](#)) is waiting action in Ways & Means. The Senate has not proposed a Bonding Bill authorizing GO-bonds, but Senate Finance has amended [SF2387](#) to appropriate over one billion of state ARPA funds for capital projects. Among other bills of key interest to counties, MICA has been working with authors to

make changes to [HF12/SF1470](#) (phaseout of rental eviction moratorium) and the Pensions Bill. The former will be taken up by House Ways & Means Monday.

Overall, and to an even greater extent than past sessions, it appears virtually all policy language likely to be considered this session has been steered into the above list of omnibus bills. Those key policy buckets include elections and campaign finance (state government omnibus), peacetime emergency reforms (state government and various other omnibus bills), paid family and medical leave and workforce reforms (Jobs and Workforce omnibus), energy and climate policy (Commerce & Energy omnibus), environmental policy, and most likely to be a prerequisite a final (“global”) agreement, policing, and criminal justice reforms (public safety and judiciary omnibus). Near the end of last week, Majority Leader Gazelka shifted away from a previous statement to hold ‘fact finding’ hearings following the police shooting of Daunte Wright, to instead state that consideration of law enforcement reforms will be part of the Judiciary and Public Safety Omnibus bill. The Senate has not proposed additional reforms, but the House bill includes various reform provisions.

Widely covered Minnesota news events also shaped legislative action and agenda last week, including:

- On Monday, the Senate introduced and passed [SF2441](#) (Gazelka)—by a vote of 48-19—appropriating \$9.0 million requested by the Governor for the Interstate Emergency Management Assistance Compact costs being presently incurred. The House has not yet acted on the funding request. The Senate also then passed [SR49](#), condemning labor organization members after they ended use of the St. Paul Labor Center property for temporary use of the Minnesota National Guard.
- On Wednesday, a Hennepin County jury found Derek Chauvin guilty on all three charge counts in the murder of George Floyd. On Thursday, Daunte Wright was laid to rest, and the Washington County Attorney has charged the Brooklyn Center police officer with second degree manslaughter.
- On Thursday, a narrow majority of the Minneapolis Park Board voted to end an agreement that allows the Minnesota Highway Patrol to use shared space at Park Board headquarters, ostensibly to object to the Patrol’s response to Brooklyn Center protesters; Minneapolis Mayor Frey quickly vetoed the Park Board action.

COVID cases and deaths are on the rise in Minnesota as concern mounts about rapid spread of more virulent COVID variants. The Johnson & Johnson vaccine is back in circulation and all Minnesotans 16 or older are both eligible and encouraged to get vaccinated. All of which continues to frame the Peacetime Emergency powers debate.

Yet to be seen is whether conference committees will play a more active, traditional role in resolving House and Senate differences, and the extent to which stakeholders and the public will have access to that process in the current context. In 2019, even with no pandemic, many of the biennial budget decision details were made by directly by the Governor and legislative leaders. Federal ARP guidance is also expected soon, and that clarity could greatly influence the decision framework for the remainder of session.

Federal American Rescue Plan Act Links

- The IRS recently released [guidance describing ARPA provisions](#) allowing certain government employers (and small businesses) to claim a refundable tax credit – against the employers share of Medicare Tax – to reimburse the cost of providing paid sick and family leave to employees due to the COVID-19 pandemic.

- Although the U.S. Treasury has not yet issued guidance on allowable uses and reporting requirements for ARPA Fiscal Recovery Funds, they have created an [office](#) and [webpage](#) for eventual guidance, including pre-award instructions that counties can act on now to prepare for fund distribution.

Bonding and Capital Investment – Matt Massman (651-222-8737)

Last Week

No significant action last week.

The House Bonding Bill ([HF337](#)) spreadsheet and bill language await action by House Ways & Means Committee. [SF2387](#) bill language and spreadsheet outline Senate recommendations for appropriating a significant portion of state ARPA funds for capital projects.

Article 4, section 45 of [HF337](#) requires the Commissioner of Corrections to complete a study of regional and county jails, including making recommendations for potential consolidation and considering an analysis of arrest and conviction trends that may be influencing county jail capacity, as well intersections with mental health.

This Week

No planned or publicly announced action on Bonding is expected this week. Team MICA is meetings with various key legislators to promote public infrastructure funding. Overall, it is not unusual for supplemental bonding discussions during a biennial budget setting year to occur in the shadows, at least until most other budget decisions have been resolved. Said another way, it would be highly unusual for an agreement to be reached on a bonding bill until after consensus is well underway on biennial budget bills. There are, however, a variety of time sensitive technical fixes that need to be made to previously enacted bonding bills, suggesting genuine consideration of a 2021 bonding bill will remain in the mix until the end of session.

Taxes and Fiscal Policy – Matt Massman (651-222-8737)

Last Week

[HF991](#) (Marquart), the House Omnibus Tax Bill passed on Thursday by a vote of 68-66. On Friday, the [Senate Tax Committee](#) approved its omnibus tax provisions ([SF961](#)); The bill is expected to be substituted for the [HF991](#) language later this week. While most changes related to Federal tax conformity and state taxes, key county and property tax provisions include:

- No decrease or increase in County Program Aid (CPA).
- Creates a new income tax credit—the **Minnesota Housing Tax Credit and Contribution Fund**—authorizing up to \$10 million annually in contributions, which can be designated to a specific project. The credits would be deposited into a fund for the

Commissioner of Housing to make grants and loans for qualifying housing projects.

- \$10.3 million to create a **Licensed In-home Child Care Provider Credit** equal to 50% of the net tax owed—after all other property tax credits—for residential and ag homestead (house, garage, and one-acre)—property taxes. The state would reimburse counties the value of the credit. As currently crafted, the credit is a bit cumbersome in that it is calculated after net tax has been computed, and the household benefit would vary widely depending on home value and region of the state, while being delinked from daycare capacity (children served).
- \$43.4 million for reductions to the state general tax levy for property taxes payable in 2022 and after, including \$30.8 million to

increase the market value exclusion from \$100,000 to \$150,000 plus some additional levy reduction to ensure all businesses see some cut, as well as a \$2 million cut to the state levy on seasonal recreational property.

- \$4.7 million for increased homeowner and renter refunds by excluding veterans' disability income from PTR calculations.
- \$5.1 million one-time to increase City LGA for aids payable in 2022 to prevent dozens of cities from aid reductions in 2022 compared to 2021.
- Provides a permanent, refund exemption for sales tax paid on construction materials purchased by local governments for public safety facilities.
- The [A-8 Amendment](#) added language prohibiting local governments from increasing or imposing an excise tax or fee on food packaging, container or package requirements, bags, etc.

In addition, the bill also authorizes Fire Protection and Emergency Medical Services Special Taxing Districts, with levy authority following a formula based on population, service calls, and cost of service. Further, MICA has raised concerns about related to the estimate nearly \$50 million in property tax levy that would be shifted from 4d low-income housing on to other properties including homes and apartments by lowering the 4d class rate to 0.25% on all 4d property (*currently the class rate is 0.75% on the first tier, and 0.25% above*).

Vikings Stadium

Yes, you are reading this correctly. Another issue likely to play a role at the final budget negotiations is— [SF836](#) a bill to set aside a portion of the growing Stadium Reserve Fund to finance early repayment of bonds issued to finance the stadium. The proposal has flown a bit under the radar but has senior bipartisan backing in the Senate (Bakk, Rosen, Rest, Gazelka and Senjem). On Friday, tax related language to SF836 was [amended](#) into SF961

providing for the repeal of the —allowable but implementation has never been triggered— Suits Tax on U.S. Bank Suits once the stadium bonds are paid.

While legislative committee deadlines have passed, new bills continue to be introduced, including:

- [HF2537](#) (Lueck) –requiring the state to pay the costs of property tax judgements against state assessed properties concerning utility or railroads totaling \$50,000 or greater.
- [HF2549](#) (Sundin) –requiring the state to pay the costs of property tax judgements against state assessed properties, allowing petitions to be filed, and payments to be annually appropriated from the general fund.
- [HF2551](#) (Miller) –modifying requirements and procedures governing the appeals of utility and railroad property valuations.
- [HF2562](#) (Grossell) - requiring the state to pay the costs of property tax judgements against state assessed properties, allowing petitions to be filed, and payments to be annually appropriated from the general fund.
- [SF2451](#) (Johnson) –providing a construction materials sales tax exemption for a new workforce housing apartment project in Roseau.

This Week

The Senate Finance Committee met Monday (8:30 a.m.) to make changes to the Health and Human Service Omnibus Finance bill; no other Senate Committees are scheduled for later in the week. Likewise, House Ways and Means met Monday (9:00 a.m.) and substituted the language of [HF12](#) for the language of [SF1470](#), the eviction moratorium phase-out bill.

The House and Senate met on Monday, Wednesday, and Thursday. The Senate heard and passed the transportation budget bill 40 to 26 on Thursday which was the transportation highlight of the week. Four DFL and two independents joined 34 republicans to pass the bill. The four DFLers were Bigham, Cottage Grove; Eken, Audubon; Hoffman, Champlin; and Newton, Coon Rapids. The two independents were Bakk, Cook and Tomassoni, Chisholm.

The following were the key items in the bill:

SENATE

- Changes dedication of sales tax on auto parts to 60% of total revenue collected and dedicates 3% each to cities and townships
- Increases electric vehicle fee
- Replaces some expenditures from trunk highway fund and HUTDF with general fund dollars
- Provides \$30M general Fund cash for local bridges and \$22M for local roads
- Clarification of \$7 million grant limit for major bridges
- Cuts base funding for Metropolitan Area Transit
- Adds requirements for project selection process
- Spends \$122M in trunk highway funds and \$84 million in general fund dollars on a list MnDOT projects

Increases general fund spending on transportation by \$225M in FY22-23 and \$107.5M in FY24-25.

The following is the list of earmarked projects or as Senator Newman says “constituent requests”:

Other MnDOT Projects Change items					
US 16 St Cloud improved access and safety study	TH	400	Becker interchanges project	GEN	1,875
Grant to St Cloud Area Planning Organization	TH	600	Blaine 36th Ave at Marked TH 55	GEN	7,000
US 10 at County Road 2 interchange study	TH	500	Culvert under US Highway 20 Douglas County	GEN	2,000
US study and CSAH-10 interchange	TH	700	Duane Street US Bridge	GEN	12,000
US 16 congestion mitigation	TH	23,500	Kumho report survey	GEN	5,600
Stearns County TH 14 & County Rd 104 interchange	TH	11,000	US Highway 8 reconstruction	GEN	10,000
TH 3 corridor mobility and safety improvements	TH	500	US Highway 91 lighting	GEN	3,500
TH 41 roundabout Chaska	TH	1,500	Rainey Gateway Project - RDA	GEN	12,000
TH 55 4 lane divided highway	TH	4,500	Scott County interchange TH 169 & CSAH 9	GEN	2,500
TH 55 corridor mobility and safety improvements	TH	1,000	Scott County local road improvements	GEN	20,650
TH 77 corridor mobility and safety improvements	TH	1,000	Street and utility reconstruction Sherburne	GEN	3,000
US Highway 10 interchange Becker	TH	1,869	Trunkway studies - 434	GEN	300
US 169 and CSAH-4 interchange Zimmerman	TH	16,400	US Highway 169 study	GEN	95
US 212 expansion	TH	34,080	Washington County Bridge over US 44	GEN	3,500
Asotoma US Highway 10	TH	25,000			
			Trunk Highway		122,559
			General Fund		84,154
			Total		206,713

The following are the transportation bills introduced in the last week:

Senators Wiger, Bakk, Pappas, Johnson Stewart, and Dziedzic introduced [S.F. No. 2447](#) relating to transportation; capital investment; appropriating money for an interchange at Trunk Highway 36 and Trunk Highway 120; authorizing the sale and issuance of trunk highway bonds. Referred to the Committee on Capital Investment.

Senator Utke introduced [S.F. No. 2461](#) relating to traffic regulations; limiting placement of crosswalks at a roundabout; amending Minnesota Statutes 2020, section 169.06, by adding a subdivision. Referred to the Committee on Transportation Finance and Policy.

Last Week

The House and Senate met Monday thru Thursday. The House and Senate Transportation Committees did not meet. The Senate transportation budget bill was debated and passed on Thursday.

This Week

The House and Senate will likely meet Monday-Thursday. Minnesota engineers will teleconference at 9 a.m. Monday. The House and Senate transportation committees will not meet. House and Senate conferees for the transportation budget bill will be announced on Monday. As we begin the conference committee process the following will be the highlight comparison between the House and Senate transportation budget bills:

HOUSE

- \$400M in Trunk Highway Bonds
- Indexing of fuel tax to National Highway Construction Index
- Increase in registration tax rate and change in depreciation schedule
- Increase in MVST to general tax rate- 6.875%
- 1/2 Cent increase in Metro Sales Tax for Transit
- Redirects some of the sales tax revenue from auto parts to Small Cities, Townships and Greater MN Transit
- Redirects part of the electric vehicle fee revenue to electric vehicle infrastructure
- Requirement for MnDOT and DPS to develop a plan for an automated speed enforcement pilot in work zones

- Clarification of \$7 million grant limit for major bridges
- Sets VMT reduction goal of 20% by 2050
- Authorizes Metro Transit to issue administrative citations for fare evasion; requires annual safety report

Net new resources for roads:

\$207.5M in FY22-23 and \$394.4M in FY24-25

Net new resources for transportation:

\$408.2M in FY22-23 and \$602.5M in FY24-25.

SENATE

- Changes dedication of sales tax on auto parts to 60% of total revenue collected and dedicates 3% each to cities and townships
- Increases electric vehicle fee
- Replaces some expenditures from trunk highway fund and HUTDF with general fund dollars
- Provides \$30M general fund cash for local bridges and \$22M for local roads
- Clarification of \$7 million grant limit for major bridges
- Cuts base funding for Metropolitan Area Transit
- Adds requirements for project selection process
- Spends \$122M in trunk highway funds and \$84 million in general fund dollars on a list MnDOT projects

Increases general fund spending on transportation by \$225M in FY22-23 and \$107.5M in FY24-25.

Health and Human Services – Nancy Silesky (612-747-7242)

Last Week

The Legislature now has only three short weeks to complete negotiations of the state budget. Minnesota's constitution requires the Legislature to complete its work by the third Monday in May (May 17). Most experts agree that we will again be going

into overtime. In addition to passing the state budget, the Legislature needs to come to an agreement on how to spend the Federal ARP funds, which totals \$2.6 billion for Minnesota. If the Legislature is not in session, the Governor has sole authority to spend the funds. At this time, the state

is still awaiting federal guidance as to how these funds can be spent.

Omnibus House Health and Human Services: On Monday, Chair Tina Liebling (D-Rochester) made some changes to [HF2128](#) in the House Ways and Means Committee. She added funding to Public Health as follows:

- Increased the Local Public Health grant from \$2.978 million for fiscal years 2022 and 2023 to \$7.5 million for each year.
- Increased Public Health Infrastructure and Health Equity and Outreach from \$5 million for fiscal years 2022 and 2023 to \$7.5 million for each year.
- Increased Home Visiting for Pregnant Women and Families with Young Children from \$2.5 million for fiscal years 2022 and 2023 to \$5 million for each year.

The amendment also deleted the proposed study related to maternal morbidity; the Chair indicated that some data practices issues arose related to the measure.

The bill is scheduled to be heard on the House floor on Monday. It will be a long debate – with about 100 amendments posted.

Omnibus Senate Health and Human Services: On Wednesday, the Senate Finance Committee met to consider SF383 (Abeler) and SF2360 (Benson). The combined bills meet a spending target of \$0 in the FY22-23 biennium and \$50.635 million in FY24-25. The bills propose \$367.9 million in federal fund allocations and \$223.9 million in federal child care development block grant funding. The bills contain several reductions in General Fund spending, with about \$13 million over the biennium being realized from Blue Ribbon Commission recommendations and \$87.5 million from other reductions (including county cost shares which result in reduced state expenditures). An overview of this budget framework can be found [here](#).

SF383 (Abeler):

- [Bill summary](#)
 - [List of bills](#) contained within the omnibus bill
- Amendments:

- [A35 amendment](#) (Franzen); increases the MFIP housing assistance grant from \$110 to \$150 per month. The amendment comes with a federal TANF fund cost of \$8.1 million (FY22) and \$10 million (FY23). ADOPTED.
 - Staff indicated that after FY25, the TANF fund balance will be \$25.9 million if this language is adopted.
- [A37 amendment](#) (Pratt) moves \$250,000 from federal BSF program to RETAIN grants (Retaining Early Educators Through Attaining Incentives Now) to encourage providers to stay in the profession. ADOPTED.
- A41 amendment (Kiffmeyer) regarding childcare assistance overpayments and DHS errors. ADOPTED (amendment not posted).
 - Senator Kiffmeyer noted that the overpayments range from \$100,000-\$300,000 annually. She indicated that she has asked DHS for a fiscal note. She also noted that she has asked DHS to absorb the costs.
 - Senator John Marty (D-Roseville) asked about the DHS errors related to the counties and tribes and questioned whether those costs were being carried in the HHS bill.
 - Senator Abeler responded that his bill does not include the repayments but commented that this issue is being discussed at the leadership level.

SF2360 (Benson):

- [Bill Summary](#)
- Budget tracking [spreadsheet](#)

Amendments:

- [A30 amendment](#) (Benson) which appropriates grant money to Nurse-Family partnership programs. ADOPTED.
- [A28 amendment](#) (Rosen) which continues the appropriations from the Opioid Response Fund

for the Project Echo Program through 2025. ADOPTED.

- [A38 amendment](#) (Benson) which authorizes the Department of Health to evaluate revenue recapture provisions, giving the Department \$50,000 to do so. ADOPTED.
- [A41 amendment](#) (Rosen) which contains the language from Senator Rosen's telehealth bill ([SF1160](#)). Senator Rosen walked through the peacetime emergency expiration provisions in the bill which are relatively new and will last until July of 2021. The bill also includes money to study the feasibility of audio-only options for care delivery as well as money for studies on elderly, rural and communities of color in health delivery. A study for telehealth payment methodology is also included, as is the language that will **create a Task Force on a Public-Private Telepresence Strategy**.

Committee staff also walked through the [A26 amendment](#) (Rosen) that is incorporated in the A41 amendment. The A26 amendment also contains language worked out between DHS and counties on the use of telehealth in targeted case management services.

The committee then passed the telehealth stand-alone bill ([SF1160](#)) and referred it to the Senate floor as amended. It is scheduled to be heard on Tuesday.

- [A32 amendment](#) (Benson) is intended to evaluate the effectiveness of home visiting programs. ADOPTED.
- [A34 amendment](#) (Benson) allows adult patients to retrieve medical records without waiting seven years. ADOPTED.
- [A40 amendment](#) (Benson) addresses health plan transparency. Requires those covered by health plans to receive a response for requested information within five days of the request. ADOPTED.
- [A42 amendment](#) (Benson); Appropriations article. ADOPTED.

Although not yet scheduled, we expect the bill to be debated on the Senate floor toward the end of this week. Once the bills have passed both chambers,

five conferees will be appointed from each body to work on reconciling the vast differences between the two bills.

Please note that a comprehensive report of all of the HHS bills was reported in MICA's Weekly Update No. 15 on April 12th. Email Paul Nasvik at Paul.Nasvik@mica.org for copies.

House Omnibus Housing: [HF1077](#), authored by Chair Alice Hausman (D-St. Paul), passed on a 69-62 vote after several hours of debate on Thursday. "The programs and policies contained in this bill make critical investments to help close the homeownership gap, to prevent displacement, to ensure evictions don't unnecessarily block families from affordable housing ... and to make sure homes are safe," Chair Hausman said.

The \$145.6 million bill would dedicate millions of dollars to affordable housing, including \$6.5 million for the preservation and rehabilitation of unsubsidized, inexpensive multiunit rental housing, also known as naturally occurring affordable housing. It would also allocate \$3 million in grants for local housing trust funds, out of which local governments award grants for housing development, rental assistance and more. In addition, it would provide a \$1.5 million increase for a program that provides temporary housing assistance to low-income Minnesotans with mental illnesses.

Some of the discussion centered on provisions that would make it harder for landlords to access a renter's past eviction records and change the process by which evictions are filed, including a potential requirement that landlords give notice and wait 14 days before filing evictions for rent nonpayment.

Senate Omnibus Housing: The Senate passed [SF969](#), a \$115 million bill which focuses on an affordable path to home ownership; it is authored by Chair Rich Draheim (R-Madison Lake). The legislation also includes an eviction moratorium phase out. An eviction moratorium was originally

established by Governor Walz through Executive Order 20-14, which became effective on March 24, 2020. This change would restore property rights for owners - while leaving vital protections in place for those who most need it.

Key provisions:

- \$1.6 million a year to the Workforce Homeownership Program to provide one-time grants of up to \$375,000 for the development of workforce and affordable homeownership projects across Minnesota.
- \$150,000 per year increase to the Home Ownership Education, Counseling, & Training (HECAT) Program, which helps to prioritize decreasing the homeownership gap between white households and households of color.
- Allows federally-recognized American Indian tribes in Minnesota and tribal housing corporations to be eligible for housing grants in a natural disaster area.
- Requires the Minnesota Housing Finance Agency to consider how quickly a project can be constructed when scoring projects competing for funds.
- Establishes that cities may not require a Planned Unit Development (PUD) if the builder's residential development already complies with existing city zoning requirements, and bars PUDs from including aesthetic mandates which are otherwise prohibited by law. Simplifying and making it easier to build homes will help increase the supply and lower the costs of homes in our state.
- Bans municipalities from enacting rent control.

Conference Committee members have been appointed as follows:

- Chair Alice Hausman
- Representative Mike Howard (D-Richfield)
- Representative Esther Agbaje (D-Minneapolis)
- Representative Liz Reyer (D-Eagan)
- Representative Tama Theis (R-St. Cloud)

- Chair Rich Draheim
- Senator Zach Duckworth (R-Lakeville)
- Senator Gary Dahms (R-Redwood Falls)

- Senator Eric Pratt (R-Prior Lake)
- Senator Kari Dziedzic (D-Minneapolis)

Housing Assistance: Minnesota Housing Finance Commissioner Jennifer Ho announced that her agency posted an online website (RentHelpMN.org) where people can apply for housing assistance grants. People can also call 211, a helpline with staff available to answer questions about the program from 8 AM to 8 PM Monday through Saturday.

The state, large Minnesota cities and counties and nine Native American tribes received about \$400 million for housing assistance from the federal COVID relief act that Congress passed in December. State officials expect to receive more than \$200 million in additional federal housing funds from the American Relief Plan that passed last month.

Recreational Cannabis: HF600 (Winkler; D-Golden Valley) has now passed out of eight committee; most recently, the House Education Finance Committee passed the bill by a vote of 8-6. It now heads to the House Public Safety and Criminal Justice Reform Finance and Policy Committee where it will be heard on Monday. There has been no progress on the Senate companion, championed by Senator Melissa Franzen (D-Edina).

The Senate Omnibus Tax bill, ([SCS0961A-1 \(PDF\)](#)), authored by Chair Carla Nelson (R-Rochester), **would dedicate \$5 million in existing cigarette tax revenues to a tobacco use prevention and cessation fund.** The fund must be used for:

- Tobacco use prevention and cessation projects as outlined in the statutory duties of the Commissioner of Health, such as assisting other entities in undertaking community programs for the promotion of nonsmoking; collecting and disseminating information and materials about smoking prevention; evaluating nonsmoking programs; and conducting surveys in school-based populations regarding epidemiology of smoking behavior.
- Conducting a long-term coordinated public information program promoting nonsmoking and include background survey research and evaluation.

- Development of health promotion and education materials about tobacco use prevention and cessation.
- Tobacco use prevention activities.
- Statewide tobacco cessation services.

The language requires the Commissioner to prioritize preventing youth use of tobacco and electronic delivery devices, promote racial health and equity, and use evidence-based strategies or those based on promising practices.

The House companion ([HF991](#); D-Marquart) funds the activity at \$15 million per year. The House passed its omnibus tax bill on Thursday evening on a very tight vote of 68-66. The Senate is expected to take up its Tax bill on the floor mid-week.

This Week

Now just three weeks from the mandatory adjournment date, conference committee will begin the arduous task of ironing out the differences between the Senate and House budget proposals.

Monday, April 26:

9 AM:

House Ways and Means

- [SF1470](#) (Hausman) Eviction and nonrenewal of lease procedures provided for during and after

a peacetime emergency; NOTE - it is the author's intent to substitute the language of [HF12](#) onto the bill

11AM:

Senate Floor

- [HF1952/SF1831](#) (Kiffmeyer/Lang); State Government and Veterans Omnibus Bill

11:30 AM:

House Floor

- Omnibus Health and Human Services Bill ([HF2128](#); Liebling)

Tuesday, April 27

1PM:

House Public Safety and Criminal Justice Reform Finance and Policy

- [HF600](#) (Winkler) Omnibus cannabis bill.

Wednesday, April 28

10 AM:

Senate Floor

- [SF1160](#) (Rosen); telehealth; establishing a task force on creating a person-centered telepresence strategy
- [SF1279](#) (Rosen); Fentanyl provisions

Corrections and Public Safety – Carli Stark (612-414-1869)

Last Week

State Requests Mutual Aid Funding

First thing Monday morning, Senate Majority Leader Paul Gazelka announced in a press conference that the Governor met with the four legislative leaders to request funding related to the protests in the state. According to the Majority Leader, the Governor requested approximately \$9 million to help with law enforcement costs for the protests surrounding the Chauvin trial and the death of Duante Wright. \$2.75 million would help fund mutual aid from other states, with the remaining \$6.3 million going towards ongoing costs related to civil unrest. The

Senate heard [SF 2441](#) (Gazelka) related to the appropriations on Monday, with DFL senators attempting to add language for police accountability and procedural justice provisions. The DFL amendments were unsuccessful, and the bill passed with votes from both parties, though the majority of votes were overwhelmingly from the GOP. The House has not yet discussed that bill on the floor.

House Omnibus Headed for Conference Committee

The House language was amended to [S.F. 970](#) and passed off the floor on a vote of 70-63 late Thursday night with minimal amendments. The next step is

for the House and Senate to appoint conference committee members, which should happen early in the week. Currently, there are no hearings scheduled, but they will start popping up on calendars throughout the beginning of this week. Counties generally support the following provisions in the omnibus bill:

- CCA Subsidy – \$2.5 million ongoing funding (Senate)
- CPO Reimbursement – \$350,000 ongoing funding (Senate)
- Probation Funding Workgroup (House)
- Emergency Management Grants - \$3 million (House)
- 911 Telecommunication Fee Continuation (House)
- Public Safety Answering Point Funding Increase (Both)
- Courthouse Safety Grants - \$1 million (Both)
- Use of Deadly Force Statute Effective Date Extension (Both)

Two concerns remain in the House version, but are somewhat addressed with the Senate language:

- Neuropsychological examination ordered by courts – potential cost to county for exams with no funding (Prefer Senate feasibility study language)
- Parental Representation mandate expansion with no funding (Prefer Senate Human Services Reform bill which includes funding)

The House version of the bill includes the following law enforcement reform and finance provisions, which are not found in the Senate version:

- No knock warrant reform
- Community oversight councils – discretionary for local governments
- Work group to study the requirement for law enforcement to carry their own liability insurance
- Bill that restricts stops for non-moving violations – for example failure to pay tabs, one headlight out, repairs needed. An officer can give a citation when a vehicle is parked or can if the vehicle was pulled over for another reason like speeding. Exceptions are included for safety issues like having both headlights out at night. Drivers are still required to pay registration fees and can be cited, but not pulled over for that violation. The provision does not apply to commercial vehicles.

This Week

So far there is only one Public Safety Committee meeting on the calendar as we wait for the conference committee members to be appointed and a meeting to be scheduled. The House Public Safety and Criminal Justice Reform Committee will be on Tuesday at 1pm to hear the cannabis legalization bill [HF600](#) (Winkler), and [HF2539](#) (Long) Sign and release warrant proceedings provided.

General Government and Other – Matt Massman (651-222-8737)

Last Week

As summarized in previous updates, the House had already passed HF1952, the omnibus state government finance bill. The House bill includes:

- requirements for a ‘**national criminal history record information check**’ (**fingerprint**) that applies to staff of any ‘requesting agency’ (including County staff) that will view ‘federal tax information.’

- establishes a **Sensory Accessibility Accommodation grant program** to grant \$250,000 in FY2022 and \$250,000 FY2023 to state agencies, counties, cities, and other entities.
- includes a variety of compromise changes to Open Meeting Law requirements related to remote hearings, while also updating statutes to use modern terms and definitions for interactive technology.

- increases from \$250,000 to \$750,000 the size of a local procurement contract that can be directly solicited/awarded to a certified small, minority owned business.
- repeals 43A.17, subdivision 9, **the local government compensation limit**.

This Week

[SF1831](#), the Senate Omnibus State Government Bill will be taken up Monday (today) on the Senate floor. There is very little overlap between [SF1831](#), which cuts state agencies and makes numerous policy changes the House opposes, and [HF1952](#), which increases funding for state agencies and makes numerous policy changes the Senate opposes.

Other omnibus budget bills with implications for counties that MICA is engaging on include:

- [SF1098](#) (Pratt)/[HF1342](#) (Noor), the Workforce, Jobs and Economic Development Omnibus Bill:
 - The centerpiece of the Senate bill is a \$100 million, one-time appropriation in FY22 for a statewide small business relief loan guarantee program, for business purposes exclusively in Minnesota and employers of 250 FTE or fewer. \$50 million would be in the seven-county Metro and \$50 million for loan guarantees in Greater Minnesota.
 - SF1098 contains various changes to the 'wage theft' law passed in 2019—none of which are included in HF1342, including modifying notice requirements at the beginning of employment to be by the first earnings statement rather than prior to beginning work, to allow for a pay range/schedule if pay will vary for different job tasks, allow notice to be electronic or in writing, and allows notice requirements to be satisfied through provision of a collective bargaining agreement, employee handbook, offer letter or combination. The bill also clarifies that discretionary pay does not need to be noticed, requires that the first finding of a violation be a written warning and caps the penalty for wage violations at 15 days for both unpaid wages and commissions.
- [HF1342](#) provides \$50 million for a "Small" Business COVID-19 Grant Program (Note: the House Tax Bill provides additional business relief grant funding). "Small" is defined as 100 or fewer FT employees, primary operations in MN, and able to demonstrate financial hardship due to COVID-19. Grants would be no less than \$5000 or more than \$100,000, with ½ the funds for the seven-county Metro and ½ for Greater Minnesota.
- [HF1342](#) also includes several major workforce budget/policy initiatives not included in the Senate bill, including:
 - **Creation of Paid Family and Medical Leave Program**, requiring all employers to pay a premiums tax equal to 0.6% of wages into a new state fund (similar to the unemployment insurance fund) to all eligible workers up to 12 weeks of family leave and 12 weeks of paid medical leave per calendar year.
 - A requirement that all employers provide paid **Earned Sick and Safe Time (ESST)**, accruing at one hour of earned time for every 30 hours worked, up to a maximum of 48 hours ESST per year. The ESST requirement would apply to all fulltime, parttime, and temporary employees.
 - Create a state Essential Worker Emergency Paid Leave requirement for employees due to COVID-19.
- Addressing the estimated \$1.3 billion deficit in state unemployment insurance fund, and unemployment law changes, are also expected to be integral to this bill.
- [HF1077/SF969](#)—the Omnibus Housing Budget bill—and the related [HF12/SF1470](#) providing

different approaches to a phaseout of the Rental Eviction Moratorium. SF1470 has passed the Senate as a separate bill, and the language is also included in the Senate Omnibus Housing bill. [House Ways & Means](#) is taking up HF12 today and amending it into SF1470.

- [HF1524/SF958](#)—the Agriculture Finance and Broadband Omnibus Bill—the House version includes only \$30 million for Broadband and

Senate \$40 million, both of which are lower than levels proposed by the Governor (\$50 million) or amounts being discussed earlier in session. HF1524 also includes a \$2 million increase for the AgBMP Loan Program. A MICA platform item, this revolving loan program assists farmers as well as private landowners to replace non-compliant septic systems. The Senate also increases AgBMP funding.

Environment

Environment related funding and policy provisions are contained in three omnibus bills, each of which have passed both bodies and have been assigned to conference committees, including:

- [HF1031/SF972](#), the Omnibus Commerce Budget, Energy and Climate Bill.
- [HF1079/SF971](#), the Legacy Finance Bill.
- [HF1076/SF959](#), the Omnibus Environment Budget and Policy Bill, including providing for two years of LCCMR appropriations as no bill was passed last session.

For counties, there are a few commonalities on priorities, but also significant differences in other areas:

- Both HF1076 and SF959 contain language to strengthen state regulatory authority over massive groundwater extraction/exportation for sale and use outside of Minnesota. The need for such legislation became evident in 2019 after a private business sought permits to extract millions of gallons annually from Dakota County well to be export out-of-state.
- HF1076 repays \$1.125 million of the \$13.9 million previously transferred out of the Metropolitan Landfill Contingency Action Trust (MLCAT), essential funds needed to pay growing post-closure landfill care costs. The Senate includes no repayment.
- SF959 increases SCORE grant funding \$2,8 million per year. The House does not include an increase.
- HF1076 also includes a requirement that all counties impose a \$25 fee on mortgage and deed transactions with the revenues dedicated soil and water conservation districts (SWCD's). MICA supports a state funded solution for permanent SWCD funding but opposes the proposed fee.

HEARING SCHEDULES

Combined Legislative Meeting Calendar Upcoming 7 days

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