

Carlton County
Board of Commissioners
*****ADJOURNED SESSION*****

Monday, August 27, 2018

4:00 p.m.

Carlton County Transportation Building

A. Administrative

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Approve Agenda
4. Approve Minutes of the August 14, 2018, Regular Session
5. Visitors:
 - a. Ms. Sarah Lewerenz, Attorney at Law, Step Three Grievance (AFSCME)
 - b.
 - c.

B. Human Services

1. Financial
 - a. Accept/approve the July, 2018, PHHS Financial Report
2. Personnel
3. Administrative
 - a. Consider action(s), if any, on Treatment Facility Project
4. Social Services
5. Health Services
 - a. Approve out of state travel for a PHHS employee
6. Income Maintenance

B. Human Services (continued)

7. Child Support & Collections
8. Commissioner's Comments
9. Human Services Advisory Committee Comments
10. Case Action & Licensing of Foster and Day Care Homes

C. Zoning and Environmental Services

D. Land and Building

E. Transportation

F. Public Safety

1. Approve out of state travel for a Sheriff's Department employee

G. Tax Matters

H. Administrative - Other

1. Authorize refilling Appraiser position on the County Assessor's Office

I. Unorganized Township Matters

J. Commissioners Comments and Meetings Attended

K. Correspondence

Aug 22, 2018

**PUBLIC HEALTH & HUMAN SERVICES FINANCIAL REPORT
ESTIMATED REPORT FOR JULY 2018**

BALANCE SHEET:

Cash on Hand - \$ 12,642,287
Receivables - \$ 2,222,543
Fund Equity - \$ 13,146,522
Available fund balance \$ 13,451,885

REVENUE & EXPENDITURES:

REVENUE:

State & Federal revenue under budget by 1.93 %
Other revenue over budget by 10.10 %
Overall revenue over budget by 0.2 %

EXPENDITURES:

Public Aid Assistance over budget by 2.3 %
Personnel Services under budget by 2.9 %
Overhead costs under budget by 16.2 %
Overall expenditures under budget by 2.0 %

As of month end, *estimated* net result of approximately \$ 305,363.

Planned use of Fund Balance for 2018 \$234,639

Kevin

08/22/2018

**CARLTON COUNTY PUBLIC HEALTH & HUMAN SERVICES
ESTIMATED BALANCE SHEET
HUMAN SERVICES FUND**

B1 a.

FOR MONTH OF JULY 2018

	2017	2018	18 vs 17
ASSETS			
Cash on Hand	\$11,868,139	\$12,635,887	667,748
Petty Cash Fund	3,950	6,400	2,450
Receivable:			
Taxes - Current	7,172	62,148	54,976
Taxes - Delinquent	298,748	201,095	(97,653)
Taxes - State County Program Aid	54,891	54,250	(641)
Due from Other Agencies	0	0	0
Accounts Receivable - Other	0	0	0
Revenue Accrual Adjustment (due from DHS & others)	1,875,140	1,905,050	29,910
Prepaid Expenses	0	0	0
Suspense	(240,821)	(38,615)	202,206
TOTAL ASSETS	\$13,967,219	\$14,826,215	858,996
LIABILITIES & FUND EQUITY			
LIABILITIES			
Accounts Payable	\$595,381	\$585,270	(\$10,111)
Current month Payables			
Salary & Wages Payable	446,111	470,182	24,071
Due other Funds	0	0	0
Due other Gov't Units	103,958	113,691	9,733
Deferred Revenue	142,569	135,851	(6,718)
TOTAL LIABILITIES	\$1,288,019	\$1,304,894	16,875
Reserve for Employee Benefits	65,594	69,336	3,742
Current Revenue/Expenditures		305,363	
TOTAL EQUITY	12,613,606	13,146,522	532,916
TOTAL LIABILITIES & FUND EQUITY	\$13,967,219	\$14,826,215	858,996
Designated fund balance	0	0	0
Available fund balance	\$12,613,606	\$13,451,885	\$838,279

**CARLTON COUNTY PUBLIC HEALTH & HUMAN SERVICES
ESTIMATED STATEMENT OF REVENUE & EXPENDITURES
HUMAN SERVICES FUND**

B1 a.

FOR MONTH OF JULY 2018

	Current Month 2018	Year To Date 2018	Adjusted Budget 2018	Percent of Budget 58.3%	Over -Under
REVENUE:					
Current Property Taxes	\$636,754	\$4,457,280	\$7,641,051	58.3%	0.0%
State Shared County Program Aid	54,250	379,747	650,995	58.3%	0.0%
State	793,930	1,874,463	3,711,325	45.1%	-13.2%
Federal	232,338	2,357,899	6,133,906	38.4%	-19.9%
Other Revenue	209,887	1,109,603	2,183,985	50.8%	-7.5%
Transfers	0	8,194	13,400	46.2%	-12.1%
Revenue Accrual Adjustment		1,905,050			
TOTAL REVENUE	\$1,927,159	\$11,890,236	\$20,334,662	58.5%	0.2%
EXPENDITURES:					
Public Aid Assistance & Contracts	\$1,084,247	\$3,932,347	\$6,637,469	60.6%	2.3%
(less) 2017 accruals		(488,127)			
est current month accruals		556,146			
Personnel Services	748,023	7,092,788	12,811,770	55.4%	-2.9%
(less) 2017 accruals		(470,182)			
est current month accruals		470,435			
Operations Overhead			1,120,062	42.1%	-16.2%
Services & Charges	82,069	488,177			
Direct Material & Supplies	6,423	40,617			
Sales Tax/Other Misc	0	123			
(less) 2017 accruals		(117,143)			
est current month accruals		59,692			
TOTAL EXPENDITURES	\$1,920,762	\$11,584,873	\$20,569,301	58.3%	-2.8%
Gain (Loss) Revenue over Expenses	\$6,397	\$305,363	\$234,839		Use fund balance

NOTE: Revenue & expenditures DO NOT include Collaborative activity
Kevin

B1 a.

	State	Federal	Other
250 SELF (710-3480) max 7000		250	
23,700 IVE SSTS Adm. (5,000/mo - rev 3810-5321)		23,700	
35,200 IV-E FC/MPD (18,300/mo average less rev 5324)		35,200	
0 No NSF RCA (0/mo -rev 3820-5222)			
2,150 Child Care 720-3110/3120 (2,100/mo less revenue)	1,075	1,075	
25,000 Rule 5 MH Facilities MA & Insurance(ave 6,700/mo)		12,500	12,500
72,250 E&T 720-3370 (less revenue)	36,125	36,125	
50,000 FSSW Collab (2,500/mo)& Special Ed & School (3,000/mo less rev)			50,000
16,900 CMH Respite Grant (max 30,000)	16,900		
40,000 CMH-TCM (average 30,000/mo less rev)		24,800	15,200
(230,000) VCAA State Share 1pmt July \$45,980/mo max \$551,672	(230,000)		
11,700 CW-TCM (average 11,700/mo)		11,700	
-----> Total Family Services	\$47,150	(\$175,900)	\$145,350
			\$77,700
65,000 Waivered Case Mgmt (avg 65,000/mo)	32,500	32,500	
92,600 MA SSTS &R25 F54 (20,000/mo - rev)AS & FS		92,600	
140,000 CSP & ML Alternatives 43k/mo (Max 515,883)	140,000		
42,600 SILS (750-3340 *.70 max 134,500)	42,600		
340,000 LTSS SSTS Admin avg 72k/mo 435&438 State/Fed	170,000	170,000	
150,000 ACT MA & Health Plans Avg 78,500/mo	37,500	37,500	75,000
33,400 Family Support (750-3350 max 89,453)	33,400		
20,000 MH/VA/DD TCM (avg 18,750/mo)		12,000	8,000
-----> Total Adult Services	\$883,600	456,000	344,600
			83,000
285,000 IM Adm. (*.4 less Fed rev avg 75k/mo)		285,000	
51,000 MAXIS/MA/GAMC 650-4400 (51,000 mo- rev)	28,050	22,950	
0			
-----> Total Income Maintenance	\$336,000	28,050	307,950
			0
158,300 Child Support Adm. (*.66 less rev avg 25k/mo)		158,300	
66,000 Collections MA/GAMC/MAXIS (Ave 11,000/mo)			66,000
30,800 Collection Incentives - MA State (Ave \$4,400/mo)	30,800		
30,800 Fed Collection Incentives (Ave \$8,000/mo)		30,800	
-----> Total Child Support Services	\$285,900	30,800	189,100
			66,000
42,000 Health Svcs A/R - estimated(42k/mo)	31,500		10,500
6,100 SHIP 2.0 Max 45k	6,100		
36,700 LPHG (Pd Qtrly \$146,420 Total) avg 12,200/mo	36,700		
9,800 MCH (YTD - *.75 Max \$45,778) avg 3,800/mo		9,800	
4,400 Public Health Preparedness Max \$19,500		4,400	
32,300 NFP/EBHV		32,300	
0			
21,400 WIC (YTD less rev) avg 10k/mo		21,400	
1,500 WIC Breastfeeding Max 7,990		1,500	
0 TANF Home visiting (Max 34,977)			
4,400 CWG			
22,800 CTC (less St. & fed rev) (Max \$74,253)	11,400	11,400	
0 Canvas Health Max 50k			
0 Universal Home Visiting (50,000-rev)collab avg 4,100/mo	0		
20,000 PH LTSS LCTS avg.8,300/mo			0
1,000 EDHI, Follow Along	10,000	10,000	
150,000 Dept 438 MSHO, MSC+ AC/EW Medica,BluePlus SNBC HP avg. 116k/mo		1,000	
-----> Total Health Services	\$352,400	\$95,700	\$96,200
			\$160,500
Agency Total	1,905,050	434,650	1,083,200
			387,200

From: Dennis Genereau
Sent: Thursday, August 23, 2018 9:50 AM
To: Thomas Proulx; Annie Napoli
Cc: Julie Juntti; Dick Brenner; Dick Brenner; Kim Munoz; Paul Gassert; LeeAnn Purcell
Subject: RE: Preferred Provider and Next Steps

Good morning, Annie, and thank you for your good work on this project! I agree with your recommended next steps as well. Will you be putting together the IFC or do you want me to do that? We will need it submitted by noon today. I am copying Paul and LeeAnn so he is aware to put it on the agenda for Monday. Thanks! – Dennis

Dennis Genereau, Jr.
Carlton County Coordinator

301 Walnut Avenue, PO Box 510, Carlton, MN 55718
218-576-7654 – Cell
218-384-9141 – Office
Dennis.genereau@co.carlton.mn.us

From: Thomas Proulx
Sent: Wednesday, August 22, 2018 4:41 PM
To: Annie Napoli
Cc: Dennis Genereau; Julie Juntti; Dick Brenner; Dick Brenner; Kim Munoz
Subject: Re: Preferred Provider and Next Steps

Lets please keep moving !!!

Sent from Commissioner Thomas R. Proulx

On Aug 22, 2018, at 3:33 PM, Annie Napoli <Annie.Napoli@co.carlton.mn.us> wrote:

Good afternoon,

We have a preferred provider for the SUD treatment facility development. Four out of six RFP committee members have selected Bethel and Bethel has also received the higher score.

I am still trying to locate one of the score sheets but I have talked with the committee member and they have indicated that their choice is Bethel. I will not have the actual scores available until I locate the score sheet. Even without the score sheet Bethel still has a higher score.

Next steps?

- **Please let me know right away if you are not okay with moving forward with Bethel as the provider for this project! I would like to call Dennis Cummings as soon as possible to make sure they are still interested in the development project.**
- I would like to contact CADT as soon as possible, as well, to let them know.

- We should do an IFC for the Board so we can share our recommendations on the provider and next steps planning.
- I would like to contact Rick Klun with Center City Housing and let him know we have a selected provider (after both providers are notified) and ask if we can organize a stakeholder charrette meeting to help us determine service/program development and building needs.

I believe Center City Housing will organize this meeting for us even if we decide to move forward with purchasing the church. As I have mentioned previously, Center City Housing will not be involved in the project if we decide on utilizing the church as the physical plant. However, I believe they will organize and facilitate the stakeholder charrette meeting.

- Am I missing any immediate next steps?

Thank you all for your work on the RFP committee. It has been a somewhat long process! I would like to see this committee stay intact at least until we have the stakeholder meeting. Please share your thoughts on this and let me know if you have any questions.

Hope you each have a great afternoon and evening,
Annie

From: Annie Napoli

Sent: Monday, August 20, 2018 10:46 AM

To: Dennis Genereau; Julie Juntti; Thomas Proulx; Dick Brenner; Dick Brenner; Kim Munoz

Subject: RE: Form for provider scoring

Good morning and happy Monday,

Dennis let me know that he will submit his score sheet, along with Commissioner Brenner's, very soon. I believe we tentatively planned on possibly meeting with Center City Housing tomorrow at 1:00 PM but we do not yet know the selected provider so we will need to reschedule. Once I have all of the scores I will email our RFP team with the results and we can plan for the next steps.

Thanks,
Annie

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet



To: Chairperson, Carlton County Board of Commissioners Meeting Date: 8-27-2018
Via: Paul Gassert, County Auditor/Treasurer
From: Public Health & Human Services
Title of Item for Consideration: Out of State travel
Presenter: Dave Lee

Type of Action Requested (check all that apply)

- Info only, no action requested at this time
 Award contract or bid
 Approve by resolution (attached)
 Approve out of state travel

Fiscal Impact (check all that apply)

- Item included under current budget Yes No NA
Budget adjustment required Yes No NA
Reviewed by Finance Committee Yes No NA

Staffing Impact

- Duties of a County employee(s) may be materially affected Yes No NA
Applicable job description(s) may require revision Yes No NA
Item may change the department's authorized staffing level Yes No NA
Reviewed by Human Resources Yes No NA

Other

- Reviewed by other Committee, Board or Commission Yes No NA
If yes, what was their recommendation _____

Summary

Ali Mueller is able to attend a Center for Domestic Preparedness training course in Anniston, Alabama. The training center pays for all travel and lodging expenses. Her time will be paid for through our Public Health Preparedness Grant and is in our budget already. Training is Oct 1-5, 2018

Supporting Attachments

- _____

Motion By _____ Seconded By _____

TO: _____

Action on Motion: _____ AYE _____ NO _____ ABSTAIN

Motion: Carried Defeated

Adopted December 8, 2015
Revised April 12, 2016

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

H-1
Agenda Item #

Approved and Adopted on March 10, 2015

To: Chairperson, Carlton County Board of Commissioners
Via: Paul Gassert, County Auditor/Treasurer
From: Kyle Holmes

Date: 8/20/18

Item for Consideration: Request ReFilling Appraiser Position Due to Retirement
Requested Meeting Date: 8/27/18 Presenter: Kyle Holmes

Type of Action Requested (check all that apply)

- Info only, no action requested
- Discussion only with possible future action
- Adopt Ordinance, Policy, or Revision
- Letter/Award Bid or Quote (attach copy of bid/quote comparison)
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize (re)filling staff position
- Request to schedule public hearing/meeting
- Item to be referred to _____ Committee/Commission
- Request by member of the public to be heard
- Item to be table until future meeting on _____
- Item to be addressed in closed session under MN Statute
- Other (please list) _____

Fiscal Impact (check all that apply)

Reviewed by the Finance Committee Yes No
Is this item in the current approved budget: Yes No (attach explanation) Partially _____
What type of expenditure is this? Operating Capital Improvement Project Other (attach explanation) _____
Revenue line or account that funds this item: _____
Expenditure line or account for this item: _____
Budget adjustment required Yes No Budget Year(s) _____
Federal/State Grant Funds applicable Yes No Federal/State Grant No. _____ CFDA No. _____

Staffing Impact (Any yes answer requires a review by Human Resources Department before going to the Board)

Duties of a department employee(s) may be materially affected. Yes No
Applicable job description(s) may require revision. Yes No
Item may impact a bargaining unit agreement or county work policy. Yes No
Item may change the department's authorized staffing level. Yes No

HR Review

Other Impact

Reviewed by other Committee(s). Yes No
If so, which Committee and what was their recommendation? _____

Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Bid/quote comparison worksheet
- Draft County Board resolution
- Copy of previous minutes related to this issue
- Other supporting document(s) (Please list) _____

CC: _____

Provide copies of supporting documentation **NO LATER THAN Thursday at 12:00 p.m.** to make the Board's agenda packet for the following Monday/Tuesday. Items **MAY NOT** be placed on the Board agenda except in emergency situations unless complete documentation is provided for mailing in the Board packets.



CARLTON COUNTY

COUNTY ASSESSOR'S OFFICE

Courthouse • Room 114 • P.O. Box 440 • Carlton, MN 55718-0440
218-384-9142

Kyle W. Holmes ■ County Assessor
Donna House ■ Chief Deputy Assessor

Summary:

Bob Martin, a Deputy Appraiser in the Assessor's office is retiring after 15+ years with Carlton County on Oct. 1st. I am 1) requesting the ability to re-fill the position and 2) potentially requesting to hire with a 2 week overlap for training and knowledge transfer (succession) purposes*. Due to other staff vacancies this year within the Assessor's Dept., no budget adj. should be necessary to grant this request.

*We have a candidate ready to hire from our last appraiser search 11 months ago that was placed on a hiring list by HR. If candidate accepts position we would request the overlap, if they decline, we would not need the overlap request granted, as timing of any new hire would not allow for this request.