

OFFICIAL PROCEEDINGS OF BOARD OF COMMISSIONERS OF NOBLES COUNTY, MINNESOTA

The Board of Commissioners of Nobles County met in regular session on Tuesday, January 24, 2023, at the Government Center, in the Commissioner’s Board Room, Worthington, Minnesota. The following Commissioners attended: Robert S. Demuth, Gene Metz, Justin Ahlers, Bob Paplow and Chris Dybevic.

Chairman Demuth called the meeting to order at 9:00 A.M. followed by the Pledge of Allegiance.

1.0 Call To Order	
2.0 Pledge of Allegiance	
3.0 Approval of Agenda	
<u>VOTING</u> It was duly passed to approve the agenda as presented. Motion by: Paplow, Bob Seconded by: Ahlers, Justin	
4.0 Recognition	
4.1 Visitors and Guests Welcome	
4.2 Retirement Recognition Diane Schettler was recognized for 7+ years of service as she retires from the County.	
4.3 Excellence in Performance Stacie Golombiecki, Community Services Director and Darci Goedtke, Community Services Deputy Director were recognized as the December Excellence in Performance recipients.	
5.0 Consent Agenda	
5.1 (A)	January 10, 2023 Regular Board Meeting Minutes Draft <u>Attachments:</u> January 10, 2023 Draft Minutes
5.2	Meetings and Conferences – Travel Expenses <u>Attachments:</u> Expenses paid January 13, 2023
5.3 (A)	Auditor’s & Commissioner’s Warrants <u>Attachments:</u> Accounts Payable Summary Auditor’s Warrants
5.3 (B)	Auditor’s & Commissioner’s Warrants – Vendors paid over \$2,000 <u>Attachments:</u> Auditor’s Warrants
5.3 (C)	Wells Fargo Payment Breakdown <u>Attachments:</u> Wells Fargo Payments
<u>VOTING</u> It was duly passed to approve the consent agenda as presented. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
6.0 Department Presentations	
6.1 (A)	2023 Professional Services Agreement with Meghan Kelley Mohs, Independent Health and Human Services Consultant <u>Attachments:</u> Professional Service Agreement
Nobles County originally began our agreement with Meghan in May of 2021 in an effort to bring special programmatic expertise and planning to the crisis stabilization project and to assist Nobles County with moving the project forward. We are pleased with the successes that have been achieved thus far. As the project continues into the next phases, Meghan’s contribution remains vital and will include such deliverables as: leading strategic planning with stakeholders; assisting with work by the architects and contractors; assisting New Life through the licensing and programming process; helping New Life to develop policies and procedures. All of these tasks are essential to getting the doors of this facility open in	

early 2024. This agreement would be for the timeframe of January 24, 2023 through January 31, 2024. The total cost is not to exceed \$40,000 which is based on an average of 26 hours per month at \$125 per hour.

VOTING

It was duly passed to approve the professional services agreement with Meghan Kelley Mohs.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

6.1 (B) | **Fiscal Host Agreement between Des Moines Valley Health and Human Services and the Southwest Minnesota Adult Mental Health Consortium**

Attachments:

Fiscal Host/Agent Agreement

Nobles County is one of 18 counties that makes up the Southwest MN Adult Mental Health Consortium. The Consortium is a joint-powers entity that was developed in 1995 to create a community-based mental health system that would provide flexible, region-specific services to adults with serious and persistent mental illness. The Consortium is primarily grant funded through Adult Mental Health Initiative funds administered by the Department of Human Services (DHS). The grant funds are used to support and maintain the mental health service delivery system in all of the 18 counties of the Consortium. Historically, DVHHS has served as the fiscal host for the Consortium's grant funds. Fiscal host includes tasks such as creating monthly accounting reports for the Consortium board meetings, creating invoices, printing and mailing checks, attending meetings and assisting with the Consortium's annual audit. Although these services have been historically provided by DVHHS to the Consortium, there has not been an agreement in place. DVHHS is requesting that all 18 counties of the Consortium sign the Fiscal Host Agreement. The fiscal host fee is 2.5% of the Consortium's annual grant funds, which is approximately \$55,700. Funding for fiscal host services will come directly from the Consortium's grant funds and there will be no cost to Nobles County.

VOTING

It was duly passed to approve the fiscal host agreement between DVHHS and the Consortium.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

6.1 (C) | **Minnesota Department of Health Grant Project Agreement Regional Health Equity Networks**

Attachments:

Grant Project Agreement

The Minnesota Department of Health (MDH) has funds available to provide to Community Health Boards to connect, strengthen, and amplify regional and community partnerships that advance health equity. Community Services applied for this funding on behalf of our newly formed Healthy Community Action Team which is a continuation of the recent Social Determinants of Health Leadership Team that completed their work last fall. Differences in Social Determinants of Health contribute to chronic disparities and limit opportunities for members of some groups to be healthy. Through this funding, the Healthy Community Action Team is hoping to increase the social connectedness of everyone in our community which will assist in breaking down the barriers for access to services and make our community a place for all to thrive. While we know there is much work to be done this grant allows us to take initial steps towards becoming an all-inclusive community through strengthening and amplifying partnerships, bringing additional educational opportunities to our community, and making our vision widely known in our community. The grant time period is short being January 2023 through May 2023 in the amount of \$35,000.

The primary goals of this grant funding are:

1. Contract with a public speaker to direct the leadership team on providing education in at least one pertinent subject matter as determined by the team. This may be something like recognizing and overcoming implicit bias or other priority as determined by the team.
2. Purchase of supplies and promotional items to attract and retain additional membership on the Health Community Action Team and increase community support for their initiatives.
3. Purchasing of radio or cable 3 advertisements to create attention to this work and promote inclusion and support of the project. Rental of meeting space as necessary to facilitate regular meetings.

VOTING

It was duly passed to approve the grant project agreement – Regional Health Equity Networks.

Moved by: Paplow, Bob

Seconded by: Metz, Gene

6.1 (D) | **Application for Needs Determination – Day Support Services for Hope Haven/The Achievement Center**

	<p><u>Attachments:</u> Application for Needs Determination – Day Support Services – Hope Haven/The Achievement Center Hope Haven Memo</p>
<p>Hope Haven/The Achievement Center (TAC) is currently licensed as a home and community-based services (HCBS) provider of supported employment and pre-vocational services through the Minnesota Department of Human Services (DHS). DHS is in the early phases of transitioning all HCBS employment providers away from paying individuals with disabilities a sub-minimum wage. This is a significant programming shift and for that, Hope Haven/TAC was awarded a grant from DHS to assist them with their transition away from sub-minimum wages on or before April 2024. In order to provide service recipients with a full continuum of care and offer choices to meet their needs, Hope Haven/TAC is requesting to expand their service menu to include Day Support Services. Community-based, center-based and virtual Day Support Services will allow people served through Hope Haven/TAC to receive meaningful experiences in addition to or as an alternative to working at minimum wage. Hope Haven/TAC envisions Day Support Services to be ideal for individuals who enjoy working part-time or are nearing retirement. Hope Haven/TAC is requesting the county’s support in making application to DHS for a license to provide Day Support Services in addition to the services they currently provide. DHS requires the county where the provider is located to complete a Needs Determination before a Day Support Services licensure can be considered.</p>	
<p><u>VOTING</u> It was duly passed to support Hope Haven’s application for Day Support Services licensure through DHS. Moved by: Paplow, Bob Seconded by: Metz, Gene</p>	
6.1 (E)	<p>Request for Flexibility in Recruitment and Hiring – Public Health Nurse / Registered Nurse / Social Worker</p>
<p>Community Services has a vacancy in our Adult Services Unit that was previously occupied by a recently retired Public Health Nurse. This position works almost exclusively within the Adult Services Unit and provides assessment and case management services to aging and/or disabled individuals and is funded through the social services portion of the budget. Having a nurse in this role and embedded within the Adult Services Social Work unit has provided the agency with significant benefit by having the nursing expertise readily available to the whole unit. Advertising for this vacancy has been ongoing for several months while unable to fill it with a professional nursing staff. At this time, it was requested to re-advertise for this position and requested approval from the Board to recruit for and fill this position with either a social work or nursing staff. Currently this position is classified as a PHN within our 2023 budget which provides adequate funding to support either a PHN, an RN, or a Social Worker. The MNChoices Assessment tool utilized in providing long term care assessments allows for either discipline to complete this work and having this vacancy for so long is creating additional stress for the staff who are currently covering.</p>	
<p><u>VOTING</u> It was duly passed to approve Community Services to advertise for a vacant position and hire either a professional nurse or social worker to fill the vacancy. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.</p>	
6.2 (A)	<p>Personnel Policy P-222 Compensation, Payroll, eTime Reporting & Employee Self Serve (ESS) Policy <u>Attachments:</u> P-222</p>
<p>Personnel policy P-222 Compensation, Payroll, eTime Reporting & Employee Self Serve (ESS) Policy was amended and is being presented. Policy P-222 has been amended to add language for non union employees to receive the second language proficiency pay the same as the benefit is available to some union groups. Some other minor updates as well.</p>	
<p><u>VOTING</u> It was duly passed to approve Personnel Policy P-222 Compensation, Payroll, eTime Reporting & Employee Self Serve (ESS) as presented. Moved by: Ahlers, Justin Seconded by: Paplow, Bob</p>	
6.2 (B)	<p>Pay Equity Report</p>
<p>Sue Luing, Human Resource Director, presented the Board with the County’s Pay Equity Report. The report is required by the Local Government Pay Equity Act M.S 471.991-471.999 and MN Rules, Chapter 3920. This law states; every political subdivision of this state shall establish equitable compensation relationships between female-dominated, male</p>	

dominated, and balances classes of employees in order to eliminate sex-based wage disparities in public employment in this state.

VOTING

It was duly passed to approve the Pay Equity Report and authorize the Board Chair to sign on behalf of Nobles County.

Moved by: Dybevic, Chris

Seconded by: Paplow, Bob

6.3 (A) | **Department Update**

Aaron Holmbeck provided the Board with an update on the Highway Department.

7.0 Administration Presentation

7.1 | **2023 Boards, Committees & Commissions – Citizen Appointments**

Attachments:

Nicole Reiter Application

Nicole Reiter submitted an application for the Health and Human Services Advisory Board.

VOTING

It was duly passed to approve Nicole Reiter to the Health and Human Services Advisory Board.

Moved by: Paplow, Bob

Seconded by: Dybevic, Chris

7.2 | **Clinical Practicum Program Agreement – University of Nebraska-Omaha and Nobles County Library**

Attachments:

Agreement

The Nobles County Library and a student from the University of Nebraska-Omaha have reciprocal interest in providing a coordinated work and educational practicum experience. It would be necessary to approve the Agreement if the Commissioners have interest in offering a practicum site experience with UNO. Library Director Beth Sorenson would be appointed as the Externship Site Coordinator as part of this Agreement. This initial student practicum experience would not be part of the Nobles County Internship Program.

VOTING

It was duly passed to approve the clinical practicum program agreement with the University of Nebraska-Omaha and the Nobles County Library.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

7.3 | **2023 County Fee Schedule Amendment**

Attachments:

2023 County Fee Schedule

The County Board approved the County Fee Schedule during the December 20, 2022 Meeting, as per the Board Operating Rules. The Auditor-Treasurer fee for “Business Subsidy Tax Abatement Application Fee” was offered at a suggested range of \$150.00 - \$500.00, per application. An actual fee amount may be required to offer an objective rate for this fee classification. A fixed amount is suggested. A tax abatement process will require a public hearing. That involves an estimated \$50-\$100 public hearing notification fee to the official publications. Staff time are also involved in the establishment of a potential abatement. It was suggested to set the fee at \$150 to fully cover advertisement and staff time.

VOTING

It was duly passed to approve the Business Subsidy Tax Abatement Application Fee on the 2023 Fee Schedule at \$150.00.

Moved by: Ahlers, Justin

Seconded by: Metz, Gene

7.4 | **NAC Annual Customer Support Agreement**

Attachments:

NAC Agreement

The respective heating, ventilation, air condition (HVAC) and mechanical systems within the county buildings are monitored in an effort to ensure smooth operations and to protect the county investment in building equipment; which is hundreds of thousands of dollars. NAC Mechanical & Electric Services currently performs these services. They offered an updated Customer Support Agreement for Board review and approval. NAC prepared a proposal for the annual service agreement to run from February 1, 2023 through January 31, 2024. The proposed fee for the full year is \$28,992.00; up

from \$26,848.00 last year. The \$26,848.00 fee amount didn't change from 2021 to 2022. The fees are scheduled to be invoiced on a quarterly basis. The services will increase with the inclusion of the Government Center's Data Center cooling system. Maintenance staff are confident this is good value for the County. This agreement includes the monitoring of the following buildings: the Prairie Justice Center, the Government Center, the Worthington and Adrian Libraries, and Worthington Public Works.

VOTING

It was duly passed to approve the NAC Annual Customer Support Agreement.

Moved by: Metz, Gene

Seconded by: Dybevic, Chris

8.0 Inter-Agency Reports / Announcements

8.1 | Committee and Board Reports

Attorney – Joe Sanow – No Report

District I – Commissioner Ahlers – Reported on Rock Nobles Community Corrections and their discussion on cannabis.

District III – Commissioner Paplow – No Report.

District II – Commissioner Metz – Reported on the CPT meeting where cyber security was discussed.

District V – Commissioner Dybevic – No Report.

District IV – Commissioner Demuth – No Report.

Administration – Reported on several items: the Short Term Crisis Center, Reading sewer project, child care meetings, capital improvements and the upcoming AMC Legislative meeting.

8.2 | **Correspondence**

Attachments:

Recruitment Memo

KLR Meeting Minutes 10/20/22

Nobles SRDC Meeting Minutes 12/21/22

KLR 2023 Offices and Committees Listing, Meeting Schedule

Nobles SRDC 2023 Meeting Schedule, 2023 Offices and Committees

KLR Balance Sheet as of 12/31/22

HLWD Meeting Minutes 12/14/22

HLWD Meeting Agenda 1/18/23

Nobles SRDC Meeting Agenda 1/18/23

KLR Meeting Agenda 1/18/23

KLR Profit & Loss Budget vs. Actual as of 12/31/22

Nobles SRDC Profit & Loss Budget vs. Actual as of 12/31/22

8.3 | **Calendar**

Attachments:

January 2023

February 2023

9.0 | **Other / Future Business**

Board Meeting – Tuesday February 07, 2023

9:00 a.m. Government Center Board Room, Worthington, MN

AMC Legislative Conference – Tuesday February 22-23, 2023

InterContinental Hotel, St. Paul, MN

10.0 Adjournment

It was duly passed to adjourn the meeting at 10:23 a.m.

Moved by: Paplow, Bob

Seconded by: Dybevic, Chris



Nobles County Board Chair



Nobles County Administrator