

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Courthouse
Commissioners' Room, Floor 1-B
Tuesday, March 11, 2003
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, March 11, 2003, at 9:30 a.m. at the Otter Tail County Courthouse with Commissioners Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Roger Froemming, and Bob Block present. Commissioner Dennis Mosher was absent.

Approval of Agenda

Motion by Froemming, second by Nelson, and unanimously carried to approve the Human Services agenda of March 11, 2003, as mailed.

Approval of Minutes

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board minutes of February 25, 2003, as mailed.

Local Corrections Supervision Fees

Court Services Director, Chuck Kitzman, reported that Minnesota Statute gives authority to Corrections Administrators to charge local corrections fees. These fees are separate from fines that the court assesses. Mr. Kitzman provided a handout to show how other counties in other parts of the state are assessing corrections supervision fees and their success in collecting these fees. Mr. Kitzman will prepare a proposal to charge supervision fees and submit a request to use credit card payments for those fees.

Governor's Budget Proposal

According to the Governor's Budget Proposal, for FY2004-2005, the County Probation Officer reimbursement and Caseload/Workload Reduction would receive a 5% reduction. The Keys to Innervation Program funding will be eliminated and users of the classes will be charged for the service. The Governor's Proposal eliminates funding for the Extended Jurisdiction Juveniles, Juvenile Restitution, Juvenile Detention Services Subsidy for Temporary Hold Facility, and Juvenile Placement Programs. Mr. Kitzman reported that in 2002, Otter Tail County received \$289,943.00 in Criminal Justice Aid. He anticipates that CJA will be reduced by 3% in CY2003 and eliminated in CY2004.

**Public Health Department Annual Report
Smallpox Vaccinations**

Diane Thorson, Public Health Director, presented the Otter Tail County Public Health Annual Report for January – December, 2002, and reviewed areas of health improvement.

Ms. Thorson reported that Phase I of the small pox vaccination plan has been completed. She has received direction from the Centers for Disease Control that Phase II should begin now. Phase II includes small pox vaccination access by all emergency and hospital workers.

Budget Discussion

Human Services Director, John Dinsmore, presented the Human Services Core Services Guidelines in response to a recent Department Head meeting. He reported that these guidelines are being used to analyze the Human Services budget and how the Governor's Proposal could affect the department. He provided total dollars spent by program area for Purchase of Service Contracts and total dollars for staff to administer various programs. Funding sources were identified and Mr. Dinsmore stated that when cutting expenses of local dollars, the impact on state and/or federal dollars will need to be considered.

Regional Treatment Center Coalition Meeting

Mr. Dinsmore reported that the Governor and the Commissioner of DHS have determined that there won't be one site for MI services; rather, several smaller units spread throughout the region. Nursing Homes with empty beds may be a possibility for this use.

Performance Based Pay

Motion by Lee, second by Froemming, and unanimously carried to approve the Performance Based Pay Formula, as described in the February 7, 2003, memo by John Dinsmore, will be implemented effective March 1, 2003 and will be in effect on a trial basis for CY2003. The County Board will re-evaluate the success of this proposal at Mr. Dinsmore's next annual performance appraisal in 2004.

Bills & Claims

Motion by Nelson, second by Froemming, and unanimously carried to approve the Human Services bills & claims as presented.

Adjournment

At 10:46 a.m., Chairman Lee declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, March 25, 2003.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Malcolm K. Lee, Human Services Chair

Attest: _____
Larry Krohn, Clerk

Call to Order – County Board

The Otter Tail County Board of Commissioners convened Tuesday, March 11, 2003, at 10:51 a.m. at the Otter Tail County Courthouse with Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Roger Froemming, and Bob Block present.

Budget Discussion

County Coordinator, Larry Krohn, reported on a recent Department Head meeting. The seriousness of state funding reductions was discussed. Each department will identify core services, prioritize those services, and assign a dollar value if possible. Each department will then prepare their Operational Budgets showing a 5% reduction and a 10% reduction. Discussion followed.

Approval of Agenda

Motion by Nelson, second by Froemming, and unanimously carried to approve the County Board agenda of March 11, 2003, as mailed.

Approval of Minutes

Motion by Froemming, second by Block, and unanimously carried to approve the County Board minutes of March 4, 2003, as mailed.

Approval to Pay Bills

Motion by Nelson, second by Froemming, and unanimously carried to approve payment of County Board bills per Attachment A of these minutes, which includes the following lodging payment:

Shooting Star Casino

Jail Administrator, Richard Akerman
Assistant Jail Administrator, Al Keller

Emergency Services Grant Information

Emergency Services Director, Tiny Holm, reported on grant information. Grant funding, in the amount of \$11,900, to rewrite the Emergency Management Plan was approved on February 28th. The County has been allocated a grant for \$93,118. The Department of Justice grant (\$30,697) has been submitted and Mr. Holm is waiting for confirmation. The other part of the grant is a state grant (\$18,734), which requires a 25% match. The Sheriff's Department has already purchased radios and other items; therefore, the County has met the match requirement. The grant dollars will be used for protective suits and other safety equipment for every fire department and/or community in Otter Tail County. A trailer will be purchased for the purpose of storing all of the protective equipment and \$1,000 per person will be provided for all ambulance and emergency responders. Mr. Holm reported that this funding is committed to the County from the federal government and there will be an additional \$43,686 for training as well.

Ditch No. 53

Ditch Inspector, Randy Wasvick, introduced discussion regarding Ditch No. 53. Water flow from the Northwest was discussed. Commissioner Nelson questioned the possibility of doing another redetermination later rather than now as the costs are so high for so few people. Approximate redetermination costs are \$2,400. Commissioner Nelson stated that the township is going to provide \$5,000 towards total costs of the repairs. Mr. Wasvick will use his GPS equipment to provide the County Board with elevations to give a better idea of how much the water would need to rise to affect flowage to the ditch.

Closed to the Public Meeting Reconvened

At 11:20 a.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners closed to the public to discuss threatened litigation as authorized by attorney-client privilege, Chapter 13D.05 Subd. 3b. Present were Commissioners Lee, Froemming, Nelson, and Block, and the County Attorney, County Coordinator, and Board Secretary.

At 11:30 a.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners open to the public for the remainder of the agenda items.

Lakeland Mental Health Center Contract

Discussion took place regarding a proposed contract between the County of Otter Tail and Lakeland Mental Health Center for court ordered evaluations. Upon completion of indicated language changes and explanations, Commissioner Block moved to authorize the Chair's signature to execute the contract between the County of Otter Tail and Lakeland Mental Health Center for purchase of services with LMHC for court ordered evaluations for CY2003. Commissioner Nelson seconded the motion and it was carried unanimously.

Insurance Purchase for Interior of GSC Building

Motion by Block, second by Nelson, and unanimously carried to authorize purchase of insurance for the interior of the GSC building at an annual premium not to exceed \$6,060.

Reclassifications Approved

Motion by Lee, second by Froemming, and unanimously carried to authorize the reclassification (effective January 1, 2003) of the following positions in the Highway Department as recommended by MAXIMUS:

#1718 Accounting Supervisor	From Grade 18 to Grade 19
#1709 Lead Sign Technician	From Grade 14 to Grade 16

Adjournment

At 12:09 p.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, March 18, 2003.

Dated: _____

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____

Malcolm K. Lee, County Board Chair

Attest: _____

Larry Krohn, Clerk