

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, 500 Fir Ave W.
Commissioners' Room
Tuesday, February 10, 2004
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, February 10, 2004, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson Chair; Bob Block, Vice-Chair; Dennis Mosher, Roger Froemming, and Malcolm Lee present.

Approval of Agenda

Motion by Mosher, second by Block, and unanimously carried to approve the Human Services agenda of February 10, 2004, as mailed.

Approval of Minutes

Motion by Froemming, second by Mosher, and unanimously carried to approve the Human Services Board minutes of January 27, 2004, as presented.

**Remote Electronic Alcohol Monitoring Program
Federal Title IV-E Foster Care Eligibility**

Court Services Director, Chuck Kitzman, reported that the funding received from the State of Minnesota for the REAM program will be exhausted sometime this month. The cost of the program is \$9.75 per day and that cost will have to be paid by the offender. This was one of the Otter Tail County programs that have experienced reduced funding.

Mr. Kitzman provided a handout explaining the scope and purpose of the Federal Title IV-E Foster Care Eligibility Audit. When a child is placed in out-of-home placement and funds are claimed through Title IV-E Foster Care Eligibility, the County receives 48% reimbursement of the cost of that placement. The audit will determine substantial compliance with the program and the State of Minnesota must have an error rate of less than 10% to fully comply. Failure to meet requirements could result in serious funding consequences.

Emergency Preparedness Grant Agreement

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Chair's signature to execute Amendment #3 to the Public Health Preparedness and Response to Bioterrorism grant agreement between the County of Otter Tail and the Minnesota Department of Health. The amendment provides additional funding of \$6,630 for the period of September 1, 2003 to August 31, 2004. Public Health Director, Diane Thorson, briefed the Board on continued emergency preparedness activities. She presented a poster that will be placed in strategic areas and briefed the Board on the Regional Group who are working to implement the strategic stock pile plan for small pox vaccines. Training dates for the Abbottville Simulator to be held in Perham have been set for May 11 & 12, 2004.

Community Health Services (CHS) Advisory Committee Appointments

Motion by Mosher, second by Block, and unanimously carried to appoint the following members to the Community Health Services Advisory Committee effective January 1, 2004:

Dr. David Sanderson
Kathy Bergren
Jean Rund
Paul Baer
Dan Peterson
Kay Kratowill (or designee)
Dick Sha
Kristi Karels

Dr. Terry Drake
Joyce Sillerud
Audrey Emmen
George Walter
Connie Stigen
Kathee Carlson
Cindy Hermanson

Community Health Services Priorities for 2004
Essential Local Activities

Motion by Block, second by Froemming, and unanimously carried to approve the Community Health Board Interim List of Local Issues and Priorities for 2004 as presented by the Public Health Director. Ms. Thorson also presented a document entitled "Essential Local Activities" which is used to report Otter Tail County's progress in meeting essential public health activities to the State Department of Health.

Contract Renewals

Motion by Froemming, second by Block, and unanimously carried to authorize the Chair's signature to execute a contract between Otter Tail County Human Services and Pill-Alert-Distributor of Compumed Automated Medication Dispenser.

Motion by Nelson, second by Block, and unanimously carried to authorize the Chair's signature to execute a Host County Purchase of Service Agreement between Otter Tail County Department of Human Services and Catholic Charities – Intensive Treatment Unit for the period of January 1, 2004 to December 31, 2004. There is no increase in the per diem cost in this contract.

Bills & Claims

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

Adjournment

At 10:16 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, February 17, 2004.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Sydney Nelson, Human Services Board Chair

Attest: _____
Larry Krohn, Clerk

Call to Order – County Board

The Otter Tail County Board of Commissioners convened Tuesday, February 10, 2004, at 11:00 a.m. at the Otter Tail County Government Services Center with Sydney Nelson, Chair; Bob Block, Vice-Chair; Dennis Mosher, Roger Froemming, and Malcolm Lee present.

Approval of Agenda

Motion by Froemming, second by Block, and unanimously carried to approve the County Board agenda of February 10, 2004, with the following addition:

11:35 a.m. - County Coordinator, Larry Krohn

Approval of Minutes

Motion by Mosher, second by Froemming, and unanimously carried to approve the County Board minutes of February 3, 2004, as mailed.

Approval to Pay Bills

Motion by Lee, second by Block, and unanimously carried to approve payment of County Board bills per Attachment A of these minutes.

Sheriff's Department Year End Report

Sheriff, Brian Schlueter, and Chief Deputy, Stacy Paulseth, presented the Sheriff's Department Year End Report for 2003 and reviewed statistics. Commissioner Lee suggested that a copy of the report be presented to each library throughout the County.

Approval - Working Out-of-Classification

Motion by Lee, second by Mosher, and unanimously carried to approve a temporary transfer from Highway Maintenance Worker to Highway Maintenance Group Leader and approve salary compensation, retroactive to November 17, 2003, to Step 6, \$18.67 per hour for 2003 and \$19.23 per hour for 2004, for Highway Employee, Terry Bennett.

Contract Approval for Professional Services

Motion by Lee, second by Block, and unanimously carried to authorize the Chair's signature to execute an extension of a Professional Services Contract between the County of Otter Tail and Shultz Torgerson Architects, Ltd. for a proposal for Architecture/Engineering Services for the 505 Court Street Remodeling Project (0202-06). Estimated cost for architectural services is \$69,549.00.

Application for Exempt Permit

Motion by Lee, second by Mosher, and unanimously carried to approve the LG220 Application for Exempt Permit for an event at the Blue Water Restaurant & Sports Bar sponsored by the Pelican River Pheasants Forever on May 3, 2004

Attendance at Installers Meeting

Motion by Mosher, second by Block, and unanimously carried to approve Chairman Syd Nelson's attendance at a Land & Resource Installers Meeting on February 19, 2004.

Adjournment

At 11:50 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, February 17, 2004.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk

CB/kd

