

**Joint Meeting with Scott County Board Regarding SmartLink
 Scott County Board Room, Shakopee, MN
 September 18, 2012 1:00 p.m.**



Carver County Board of Commissioners
 September 18, 2012
 Regular Session
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

PAGE

4:00 p.m.	1.	a) CONVENE b) Pledge of allegiance c) Public comments (limited to five minutes)	
	2.	Agenda review and adoption	
	3.	Approve minutes of September 4, 2012 Regular Session.....	1-3
	4.	Community Announcements	
4:15 p.m.	5.	CONSENT AGENDA	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	5.1	Approval of Professional Services Agreement for Environmental Center Operations – Veolia Technical Services	4
	5.2	Award Carver County Project No.1215 – Installation of Highway Traffic Signs.....	5-6
	5.3	Professional Service Agreement with Stantec Consulting Services, Inc for 2012 Bridge Safety Inspections	7
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
	5.4	Charitable Gambling Application Zion Lutheran Church and School.....	8
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	5.6	Renewal Application for On-Sale and Sunday Liquor License for Island View Golf Club, Inc.	10
		<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>	
	5.7	Central Plant Service Agreement – McQuay International	11
	5.8	Resolution Approving Acceptance of Minnesota Pollution Control Agency Demonstration Project Composing Grant	12-13
		<i>Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government</i>	
	5.9	Contracting with Gallagher Benefit Services (GBS) for Health, Dental and Wellness Services	14
	5.10	Conversion to Part – Time Shelves – Library	15

Finances: Improve the County's financial health and economic profile

5.11 Community Social Service WarrantsNO ATT
5.12 Commissioners WarrantsNO ATT
5.13 Abatements/ Additions16-17

4:15 p.m. 6. **CONNECTIONS: Develop strong public partnerships and connect people to services and information**
6.1 Beyond the Yellow Ribbon Presentation18-28

4:45 p.m. 7. **COMMUNITIES: Create and maintain safe, healthy and livable communities**
7.1 Aquatic Invasive Species Video Broadcast29

5:00 p.m. 8. **CULTURE: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government**
8.1 **Closed Session** – Labor Negotiations30

5:30 p.m. ADJOURN REGULAR SESSION

6:00 p.m. **BOARD REPORTS**
1. Chair
2. Board Members
3. Administrator
4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

September 25, 2012	9:00 a.m. Board Meeting
October 2, 2012	9:00 a.m. Board Meeting
October 9, 2012	9:00 a.m. Board Work Session

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on September 4, 2012. Chair James Ische convened the session at 9:00 a.m.

Members present: James Ische, Chair, Gayle Degler, Vice Chair, Tim Lynch, Randy Maluchnik and Tom Workman.

Members absent: None

Degler moved, Lynch seconded, to approve the agenda. Motion carried unanimously.

Maluchnik moved, Workman seconded, to approve the minutes of the August 28, 2012, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

Lynch moved, Degler seconded, to approve the following consent agenda items:

Approved Sheriff Olson's request to convert a licensed deputy FTE to a civilian criminalist FTE position.

Adopted Findings of Fact and issued Order #PZ20120027 for the issuance of Conditional Use Permit #PZ20120027.

Joint powers agreement with the City of Hamburg, 2012 bituminous overlay program, and authorized the Chair and Administrator to sign the agreement.

Joint powers agreement with the City of Norwood Young America, 2012 bituminous overlay program, and authorized the Chair and Administrator to sign the agreement.

Approved Employee Club's acceptance of two Renaissance Festival tickets.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

The Board considered adopting a Resolution in recognition of the Chaska Herald's 150th Anniversary. Chair Ische read the proposed Resolution into the record and congratulated the Chaska Herald in reaching this milestone.

Degler offered the following Resolution, seconded by Maluchnik:

Resolution #42-12
Chaska Herald Day
September 4, 2012

On vote taken, all voted aye.

Ken Carlson, Public Health and Environment, requested the Board adopt a Proclamation declaring September “National Preparedness Month.” Carlson noted this was the ninth annual campaign lead by FEMA with the goal to encourage everyone to make preparedness a part of their daily lives.

Degler moved, Lynch seconded, to proclaim September 2012 as National Preparedness Month in Carver County. Motion carried unanimously.

David Hemze, County Administrator, requested the Board adopt the County’s 2013 preliminary levy and budget. He pointed out the preliminary levy can be reduced but cannot be increased. He noted the amount of work done on the budget over the last several months with it being a team effort.

Hemze highlighted a list of services provided by the County and the taxes paid per month for those services on an average value home. He stated over the past eight years the County levy has been declining and he was recommending another decrease.

David Frischmon, Finance, reviewed the 2013 budget strategy and the continuation to decrease the tax impact to an average value home. He stated this year the market value declined 4% in residential and commercial while new construction created new levy dollars. He pointed out funding directed to roads and bridges, building security, medical examiner contract and AIS inspections. He noted the \$500,000 in levy adjustments due to favorable trends, reorganizations and flat-lining other non-personnel items

He reviewed the County Administrator’s recommendation to capture money from new construction and use for road and bridges. He stated the overall budget would go down mainly related to decreases in the number of capital projects in 2013.

Frischmon reviewed highlights of the long term plan. He stated a public hearing would be held on the budget and levy on December 6th and he would be asking the Board to adopt the final budget on December 11th.

Degler moved, Maluchnik seconded, to set the adopt the County Administrator’s recommended 2013 preliminary property tax levy of \$45,629,720 with a total 2013 budget of \$88,542,661 and set the 2013 budget public hearing for Thursday, December 6th at 6:00 p.m. Motion carried unanimously.

Paul Moline, Public Health and Environment, requested the Board set the preliminary 2013 Carver County Water Management Organization levy. He explained the levy was implemented with the water management plan. He stated the levy has been at the same dollar amount since 2010. He pointed out they have been able to tighten up operation costs, focus on projects that need to be done and have been successful in obtaining grants.

He pointed out the area the levy covers and that the WMO covers about 85% of the County. Moline stated they do get additional revenue from permit fees and grants. He reviewed proposed budget by category and recommended projects for next year.

Workman moved, Lynch seconded, to set the 2013 Carver County Water Management Levy at \$524,984. Motion carried unanimously.

Julie Frick, Community Development Agency, requested the Board adopt a Resolution approving the CDA 2013 proposed budget and payable tax levy. She stated the proposed budget reduces the tax impact on an average value home by \$5.96 and their overall budget is a 13.06% reduction from the 2012 budget. She reviewed the housing and community development programs they administer. She noted the impact of the market value exclusion on their levy.

Maluchnik offered the following Resolution, seconded by Degler:

Resolution #43-12
Resolution Approving the 2013 Proposed Budget and Payable 2013
Tax Levy of the Carver County Community Development Agency and Certifying Said Levy to
the County Auditor

On vote taken, all voted aye.

Maluchnik moved, Lynch seconded, to adjourn as the County Board and convene as the Carver County Regional Rail Authority. Motion carried unanimously.

Lyndon Robjnt, Public Works, requested the Board set the preliminary 2013 levy for the Regional Rail Authority. He explained he was asking the Rail Authority to set the preliminary amount at \$120,000 which has been the same since 2008. He stated funding would be used for the preservation of infrastructure and maintenance of Rail property and assisting in the development of trails.

He pointed out their accomplishments over the last couple of years and the need to maintain those improvements. He noted their proposal to add a Parks/Highway maintenance worker next year to be partially funded with Regional Rail levy.

Workman moved, Lynch seconded, to set the Carver County Regional Rail Authority 2013 preliminary tax levy at \$120,000. Motion carried unanimously.

Lynch moved, Degler seconded, to adjourn the Carver County Regional Rail Authority at 10:22 a.m. Motion carried unanimously.

David Hemze
County Administrator

(These proceedings contain summaries of resolutions. The full text of the resolutions are available for public inspection in the office of the county administrator.)

CARVER COUNTY - ABSTRACT OF BIDS

PROJECT: 1215

Installation of Hwy Traffic Signs

Bid Letting:

*Mon., August 27, 2012
2:30 P.M.*

	Approx. Quantity	JAAK LLC 31774 356th Street LeSueur, MN 56058	Safety Signs 19784 Kenrick Avenue Lakeville, MN 55044
Install Sign Type C Structure (No Brace)	ea 600	\$65.00	\$39,000.00
Install Sign Type C Structure (Brace)	ea 700	\$75.00	\$52,500.00
Install Sign Type D Structure (No Brace)	ea 5	\$75.00	\$375.00
Install Sign Type D Structure (Brace)	ea 5	\$80.00	\$400.00
Remove Sign Type C Structure (No Brace)	ea 600	\$15.00	\$9,000.00
Remove Sign Type C Structure (Brace)	ea 700	\$20.00	\$14,000.00
Remove Sign Type D Structure (No Brace)	ea 5	\$15.00	\$75.00
Remove Sign Type D Structure (Brace)	ea 5	\$20.00	\$100.00
TOTAL			\$115,450.00
Proposal Guaranty (5%)		yes	yes
			\$198,750.00

Recommend Award To:

Awarded To:

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Cross Country Ski Sale

Primary Originating Division/Dept:

Meeting
Date: 9/18/2012

Contact: Martin Walsh Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:
Connections: Develop strong public partnerships and connect people to services and information

BACKGROUND/JUSTIFICATION:

75 ski sets to sell

ACTION REQUESTED:

Authorization to sell old/used ski equipment

FISCAL IMPACT:
If "Other", specify:

FUNDING
County Dollars =

FTE IMPACT:

Total **\$0.00**

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1322

Budget Amendment Request Form



Agenda Item:

Resolution Approving Acceptance of Minnesota Pollution Control Agency Demonstration Project Composting Grant

Department:
t:

Meeting Date: 9/18/2012

Requested By:

Mike Lein

Fund:

- 01 - General
- 03 - Public Works
- 11 - CSS
- 15 - CRRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails

Description of Accounts	Acct #	Amount
State Grants	01-123-130-1549-53...	\$80,000.00
TOTAL		\$80,000.00

Description of Accounts	Acct #	Amount
Salaries and Wages - Part Time	01-123-130-1549-61...	\$27,058.00
Professional & Tech. Fees for Services	01-123-130-1549-62...	\$52,942.00
TOTAL		\$80,000.00

Reason for Request:

Add revenue and expenditure budget amounts to the Public Health & Environment division budget for grant funds awarded by the Minnesota Pollution Control Agency.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Abatements/Additions

Primary Originating Division/Dept:

Meeting
Date: 9/18/2012

Contact: Teri Spencer Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:
Abatements requested by taxpayers. See attached listing.

ACTION REQUESTED:
Recommend to approve.

<p>FISCAL IMPACT: <input type="text" value="Other"/></p> <p><i>If "Other", specify:</i> <input type="text" value="Not Budgeted"/></p>	<p>FUNDING</p> <p>County Dollars = (\$2,215.86)</p> <p>Other: (\$4,800.14)</p> <p>Total (\$7,016.00)</p>
<p>FTE IMPACT: <input type="text" value="None"/></p>	

Related Financial/FTE Comments:

Office use only:
RBA 2012- 1340



**CARVER
COUNTY**

Property Records & Taxpayer Services Division
 Government Center - Administration Building
 600 East 4th Street
 Chaska, MN 55318-2102

Laurie Engelen, Taxpayer Services Manager
 Phone: (952) 361-1907
 Email: lengelen@co.carver.mn.us

Angela Johnson, Carver County Assessor
 Phone: (952) 361-1961
 Email: ajohnson@co.carver.mn.us

**Abatements presented to the
 Carver County Board of Commissioners
 September 18, 2012**

Abatement approval is recommended by the Carver County Assessor & Taxpayer Services Manager on the following properties for the reasons listed.

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	County Dollars Abated	Total Amount of Adjustment
2012	65.0181110	Regents of U of M	Reduction of Value	\$5,014.00	\$3,456.00	-\$501.18	-\$1,558.00
2012	20.4250960	Sean & April Brooks	Homestead	\$4,352.00	\$4,154.00	-\$59.23	-\$198.00
2012	85.9510052	Darren & Jennifer Olson	Homestead	\$318.00	\$212.00	-\$31.52	-\$106.00
2012	30.6350040	Leif Nelson	Homestead	\$1,020.00	\$684.00	-\$121.10	-\$336.00
2012	25.6110210	Richard III & Leslie Mershon	Homestead	\$2,384.00	\$1,746.00	-\$273.34	-\$638.00
2012	25.8270060	Thomas Ashenfelter (Todd & Lisa Myers)	Homestead	\$3,264.00	\$3,050.00	-\$76.09	-\$214.00
2012	40.0500570	James Bunnell	Homestead	\$1,756.00	\$1,364.00	-\$117.40	-\$392.00
2012	75.3730170	Mattamy (Minneapolis) Partnership	Reduction of Value	\$3,846.00	\$1,178.00	-\$815.18	-\$2,668.00
2012	45.7000020	Steve & Tammy Trebesch	Classification Change	\$2,536.00	\$1,964.00	-\$120.12	-\$572.00
2012	20.1411905	Deirdra A. Wallace Tewell Trust	Homestead	\$2,616.00	\$2,282.00	-\$100.70	-\$334.00
			Grand Totals	\$27,106.00	\$20,090.00	-\$2,215.86	-\$7,016.00

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Beyond the Yellow Ribbon Presentation

Primary Originating Division/Dept: <input type="text" value="Administrative Services"/>	Meeting Date: <input type="text" value="9/18/2012"/>
Contact: <input type="text" value="Steve Taylor"/> Title: <input type="text" value="Assist. County Admin."/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="20"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Mark A. Muhlenkort"/> Title: <input type="text"/>	

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services and information

BACKGROUND/JUSTIFICATION:

Beyond the Yellow Ribbon is a comprehensive program that creates awareness for the purpose of connecting Servicemembers and their families with community support, training, services and resources.

1. Creating awareness through the Yellow Ribbon Community Campaign and synchronizing sustainable community support networks.
2. Connecting and coordinating organizations, agencies and companies to provide resources and support to Servicemembers and their families.
3. Delivering a series of formal Yellow Ribbon Training events to Servicemembers and their families before, during and after deployment.
4. Providing an opportunity for Minnesotans to support Servicemembers and their families.

A Yellow Ribbon County unites key areas at the county level to create a comprehensive network that connects and coordinates agencies, resources and Yellow Ribbon communities to proactively support Servicemembers and their families.

Why Become a Yellow Ribbon County?

Since 9/11, thousands of Minnesotans have served our country. By developing a Yellow Ribbon County Network, county communities unite to honor and embrace those affected by military deployments. The outward showing of support enables successful transition all the way home. The county's effort transcends the military to any group in need and builds stronger, more compassionate communities.

A core network of leaders/volunteers will be established. They will meet monthly and work on developing an action plan for their county. The action plan is submitted to Beyond the Yellow Ribbon for review. If approved, it is forwarded to the Governor for proclamation.

Several Counties in the state have been designated as Yellow Ribbon Communities including Dakota, Olmstead, Scott and Washington County.

ACTION REQUESTED:

Motion to support the work required to have Carver County proclaimed as a Yellow Ribbon Community.

FISCAL IMPACT: <input type="text" value="None"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="None"/>	

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1334



Yellow Ribbon Recognition Program

What is the Yellow Ribbon Recognition Program?

To receive Yellow Ribbon Recognition, a community unites key areas within a community to create a comprehensive network that connects and coordinates agencies, organizations, resources and employers for the purpose of meeting the needs at the local level of Servicemembers, Military Families and Employers across the state of Minnesota.

Why Become a Yellow Ribbon Community?

Since 9/11, thousands of Minnesotans have served our country. By developing a Yellow Ribbon Steering Committee and partnering with local military leaders a commitment is made to taking action. Communities unite to honor, support and embrace those affected by military deployments. The outward showing of support enables successful transition all the way home and strengthens the partnership with local military entities. The community's effort transcends the military to any group in need and builds a stronger, more compassionate community.

How to become a Yellow Ribbon Community?

In partnership with a Yellow Ribbon Steering Committee, each community key area will develop a sustainable Action Plan demonstrating their commitment to Servicemembers and Military Families. The community will identify and connect leaders in key areas across the community, leverage existing support activities, meet specific needs of Servicemembers, Military Families and Employers and build awareness and commitment throughout the community and take action.

*Yellow Ribbon Community Key Areas:

- City Leadership/Veterans Organizations/Civic Organizations/Local Military Entities
 - Mayor and City Council
 - Local military leaders/recruiters/unit representation
 - City Administrator and Staff
 - State Legislators
 - VFW and Ladies Auxiliary
 - Legion and Ladies Auxiliary
 - County Veteran Service Officer
 - Vietnam Vets/Paralyzed Veterans of America/Disabled American Vets/Purple Heart/Blue Star Mothers
 - Local VA Programs/Organizations
 - Rotary/Jaycees/Knights of Columbus/Kiwanis/Lions
 - City Royalty
- K-12 Education/Youth Programs/Community Ed
 - Superintendent and School Board (Public, Private and Charter Schools)
 - Youth Sports Programs/Community Youth Programs
 - Community Ed Leaders
 - Boy/Girls Scouts
 - County Library Leaders and Staff
 - 4H Clubs
 - YMCA
- Public Safety/Judicial
 - Police Chief and Staff/Fire Chief and Staff
 - EMT Leaders
 - Prosecutors/Defenders/Judges/Lawyers
- Businesses/Employers
 - Local Business Associations
 - Chamber of Commerce/Rotary
- Faith Based/Medical/Social Services/Volunteer Groups
 - Church/Synagogue Representatives
 - Ministerial Associations
 - Military Chaplains
 - Community Action Council/Community Support Organizations
 - Medical and Mental Health Providers/Associations

**Yellow Ribbon Steering Committee represented in all areas.*



Minimum Services and Best Practices for Yellow Ribbon Recognition Program

CITY LEADERSHIP

Minimum Service	Best Practices/Suggestions
Full support of Yellow Ribbon Recognition Program efforts	<ul style="list-style-type: none"> • Updated on all aspects of support activities • Communicate support activities at city meetings/events • Prominent presence of support efforts on city website and recognition of support efforts • Connect military families to the Yellow Ribbon Steering Committee • Volunteer at support events • Participate on Yellow Ribbon Steering Committee as city representative • Provide admin support from staff to Yellow Ribbon Steering Committee • Provide city benefits (waiving fees for activities, providing print services, waiving fees or providing discounts to military families for city services, etc.) • Create volunteer opportunities for city staff to support Servicemembers and military families • Create military-friendly employee support and recruiting policies for city employees • Ensure all city leaders and staff are informed about Yellow Ribbon efforts • Create plan of support to local businesses impacted by deployed employees • Regular meetings with local military leaders to identify partnership opportunities • Review Servicemember/unit Needs Assessment annually with local unit and update Action Plan items as necessary • Ensure access to healthcare and childcare is available to military families within your community • Partner with local educational leaders on support efforts
Annual city leadership update of Yellow Ribbon Steering Committee goals and objectives	<ul style="list-style-type: none"> • Special council meeting to receive annual update of Steering Committee progress • Regular leader attendance at Steering Committee meetings • Input into annual goals and objectives based on community needs
Community Crisis Intervention and Wellness Process with minimum representation from Public Safety and Behavioral Health	<ul style="list-style-type: none"> • Create Crisis Intervention process for all first responders • Add military resources/support processes to existing community crisis plans • Create an accessible resource data base for local veteran and military family support • Educate community on crisis intervention and wellness process • Host resource speakers to educate on needs of Servicemembers and military families • Engage all key areas to partner on developing a crisis intervention process

Minimum Services and Best Practices for Yellow Ribbon Recognition Program

YELLOW RIBBON STEERING COMMITTEE

Minimum Service	Best Practices/Suggestions
Creation of Steering Committee with representation from all key community areas	<ul style="list-style-type: none"> • Ensure representation from all key areas responsible for communication and input of support activities/events • Professional organization of meetings; consistent meeting time and location, meeting agenda, meeting minutes, effective time management • Communicate meeting minutes and agenda to key city leaders and the public • Full partnership with local military leaders, Family Readiness Group Leaders, Family Assistance Center Specialists and County Veteran Service Officers
Regular meetings with annual goals and objectives to meet community needs	<ul style="list-style-type: none"> • Set standard day, time and location for meeting • Develop process to meet specific needs of Servicemembers, military families and employers within the community • Create sustainability and coordination of efforts throughout community • Ongoing communication with local military leader to meet all needs of Servicemembers and Military Families
Continuous commitment to identify, support and meet the needs of Servicemembers, military families and employers in local area	<ul style="list-style-type: none"> • Booth at all community and/or school events • Develop a communication/marketing plan specific to reaching military families • Provide volunteers to work community events • Create annual events for military families to build sustainability and increase participation • Create data base of all military in community • Create call lists to check in with identified families-be proactive in support offers (call before the snow falls to get snow shoveling set up, arrange raking before the leaves fall) • Partner with all areas within community to provide support activities/events • Create support groups for military families • Establish partnership with local media • Regular baseline needs review with local military leader • Educate city HR personnel on benefits of hiring veterans • Provide city leader mentors to veteran job-seekers • Create strong veteran hiring and recruiting programs • Ongoing plan to assess needs of local employers impacted by military deployments • Partner with local licensed childcare providers to offer assistance/back up care to military families

Annual review of Yellow Ribbon Action Plan	<ul style="list-style-type: none"> • Review with city leaders or at town hall meeting • Create written annual report to track progress and measure success • Publish successes to military families to highlight commitment and demonstrate sustainability • Use to create annual focus areas and objectives based on military service member and family needs. • Create annual goals and objectives based on the needs determined within local community
Continuous commitment to create community awareness and to increase community acceptance and involvement with Servicemembers and military families	<ul style="list-style-type: none"> • Veteran or military family member speakers to educate on reintegration/military family issues • Military leader speakers to update on military service member and family needs, status of military deployments, identified military needs/challenges • Social service professionals to educate on identified military needs/challenges • Group viewings of applicable media (To Iraq and Back DVD) • Town Hall discussion forums or expert panels • Invite local Family Assistance Center Specialists or County Veteran Service Officer to educate on military family needs and ways to assist • Ensure library has print resources available on military family and reintegration issues • Establish visible signs of support throughout the community • Communicate resource needs of local military • Increase community awareness of needs and encourage participation in support efforts
A “Welcome Home” for all Servicemembers	<ul style="list-style-type: none"> • Welcome Home ceremony • Sponsor picnic/party for family • Incorporate Servicemembers in City Celebration (Grand Marshall) • Community representation at Welcome Home ceremony or airport • Welcome home card from City Leaders, the public and Yellow Ribbon Steering Committee • Community picnic to recognize those who have come home • Welcome Home event for Vietnam Veterans
Entry of Yellow Ribbon support on Family Care Initiative website	<p>Create or connect local volunteer groups and businesses and register on the Military Family Care Initiative Website: https://www.militaryfamilies.state.mn.us/</p>

Minimum Services and Best Practices for Yellow Ribbon Recognition Program
PUBLIC SAFETY/JUDICIAL

Minimum Service	Best Practices/Suggestions
Representation of public safety on Yellow Ribbon Steering Committee	Representatives committed to the Yellow Ribbon support efforts responsible to engage all Public Safety/Judicial within the community by representing this key area.
Continuous commitment to identify and support Servicemembers and military families	<ul style="list-style-type: none"> • Hold public safety Open House for military families • Incorporate military family identification and support plan in National Night Out activities • Create a Yellow Ribbon House Check Program for families with a deployed Servicemember • Develop mentors for military children • Attend support groups in the schools to develop relationships with military children • Mentor veterans interested in public safety or legal careers • Provide legal guidance for child support/divorce, civil law and other legal family issues • Create a veteran recruiting program • Participate in Welcome Home ceremonies • Support our Troops decal or license plates on all public safety vehicles • Provide public safety volunteers for support events/military family assistance • Provide drug/alcohol education to military families • Offer free birthday parties for children of deployed Servicemembers at fire or police station • Develop plan for School Resource Officer support to military children in schools
Defined, sustainable and ongoing training/awareness program for all public safety personnel	<ul style="list-style-type: none"> • Annual formal, POST board certified training on reintegration issues • Maintain local military referral resource list • Maintain relationship with local County Veteran Service Officer-invite to meet public safety team and educate on issues/trend across the state • Maintain relationship with local Armory leader to be educated on issues/trends • Participation in Yellow Ribbon Steering Committee events • Educate all employees on veterans court program in county
Ongoing process to respond to Servicemember and military family issues within the community	<ul style="list-style-type: none"> • Create veteran/military family resource list • Train personnel on crisis intervention techniques unique to veterans • Develop or become aware of specialized Veteran Court programs • Become involved in Veterans Courts-mentor through court process • Provide legal guidance on estate planning and development of Trusts

Minimum Services and Best Practices for Yellow Ribbon Recognition Program

FAITH BASED ORGANIZATIONS

Minimum Service	Best Practices/Suggestions
Representation of faith based organizations on Yellow Ribbon Steering Committee	Representatives committed to the Yellow Ribbon support efforts responsible to engage all faith based organizations within the community by representing this key area.
Continuous, ongoing partnership and participation with Yellow Ribbon Recognition Program	<ul style="list-style-type: none"> • Create volunteer corps in individual faith based organizations that can be called upon for support • Create data base of specialized skills that can be made available to military families for “chore support” (handymen, professionals to help with job prep, plumbers, electricians, etc) • Host veteran or military family events/meals • Host childcare events for military families or create access to licensed child care • Provide marriage and family counseling to military families • Provide proactive financial planning classes to military families • Provide free transportation to military children for youth events, bible studies, vacation bible schools • Provide marriage and family retreats for military families • Waive church fees for events, classes, activities for military families • Host Family Readiness Group meetings and provide childcare • Use faith based networks to provide meals to military families • Hold military appreciation and recognition services. Create visible signs of support internally and externally • Adopt a local unit and support them and their families • Host military family speakers to share stories • Create a condolence care plan for families impacted by a military loss • Market local military support efforts in all church communication methods • Form prayer groups for military families • Host bible studies for military families and provide childcare • Create mentor program for military kids • Create military appreciation bulletin boards or space in church communications • Provide employment counseling and resources and/or proactive career planning/job seeking skill classes to Veterans and military families • Provide opportunities for free legal support/advice

Minimum Services and Best Practices for Yellow Ribbon Recognition Program
VETERAN ORGANIZATIONS/CIVIC ORGANIZATIONS

Minimum Service	Best Practices/Suggestions
Representation of veteran organizations on Yellow Ribbon Steering Committee	Representatives committed to the Yellow Ribbon support efforts responsible to engage all Veteran Organizations/Civic Organizations within the community by representing this key area.
Recognition and honor events in partnership with Yellow Ribbon Steering Committee	<ul style="list-style-type: none"> • Incorporate local Yellow Ribbon efforts in Veteran Events (parades, ceremonies, services, etc) • Offer educational opportunities to honor and recognize
Full support and participation in Yellow Ribbon Recognition Program	<ul style="list-style-type: none"> • Host fundraisers to support military family events • Communicate any veteran issues/trends to Yellow Ribbon Steering Committee to address • Incorporate Steering Committee updates at regular veteran group meetings and publications • Offer food/beverage discounts to military families • Build ongoing relationships with local armory full time staff and drill units • Communicate benefits, employment opportunities and mental health services to local veterans • Provide financial assistance to support military support network events • Create network of volunteers to assist military families • Host events for Family Readiness Groups • Educate and engage all post members on support efforts • Create community volunteer opportunities to help Veterans/Military Families • Host a BBQ at local armory during drill weekend • Host a veteran career fair • Provide skilled volunteers to assist with financial planning and budgeting • Partner with local recruiters to recognize citizens who enter military service • Keep local military leader updated on issues/trends within the community
Process for identification of Servicemembers and military families within the community	<ul style="list-style-type: none"> • Develop mentor program between older and younger veterans • Create plan for identifying all local military • Host a date night with free food and drink • Partner with local armory for events/gather ideas to support • Work with state veteran organization military leaders to gather identification information • Create self-identification option on registration form for new members

Minimum Services and Best Practices for Yellow Ribbon Recognition Program

BUSINESSES/EMPLOYERS

Minimum Service	Best Practice/Suggestions
Representation of businesses/employers on Yellow Ribbon Steering Committee	Representatives committed to the Yellow Ribbon support efforts responsible to engage all Businesses/Employers within the community by representing this key area.
Full support of Servicemembers, military families and other employers	<ul style="list-style-type: none"> • Offer discounts, space or free services to military families or support events • Partner with local community leaders to support businesses impacted by a deployment • Provide quality employment opportunities • Ensure all HR staff and leaders are updated on USERRA laws and regulations • Create corps of volunteers who can be called upon to aide military families • Provide licensed child care professionals to provide backup/emergency childcare • Create list of volunteers skilled in financial budgeting and planning • Provide financial assistance and education at local banks • Offer networking, proactive career or educational planning and job seeking skills training • Create strong veteran recruiting programs • Train HR personnel on military issues/hiring • Provide Job Coach Mentors to returning veterans • Partner with others in the business community to create military appreciation events • Host a job fairs for returning veterans • Create military appreciation displays • Partner with local colleges or career centers to support military job seekers • Pay dues for the first year of a professional association members for a veteran
Full support of Servicemembers and military family employees	<ul style="list-style-type: none"> • Create military-friendly policies and procedures for employees impacted by a military deployment • Create support groups for military families • Extend bereavement leave policy for Gold Star Families • Create military-friendly community outreach opportunities for employees • Create vacation donation program for employees or spouses impacted by a military leave or injury • Develop support plans for employees impacted by a military deployment • Educate managers on best practices for full support of an employee impacted by a military deployment • Create Veteran hiring and recruiting programs • Design a company Wall of Heroes • Create military appreciation events throughout the organization

Minimum Services and Best Practices for Yellow Ribbon Recognition Program

SOCIAL SERVICE/MEDICAL PROVIDERS

Minimum Service	Best Practice/Suggestions
Representation of social service/medical providers on Yellow Ribbon Steering Committee	Representatives committed to the Yellow Ribbon support efforts responsible to engage all Social Service/Medical Providers within the community by representing this key area.
Engage participation in Tricare coverage for medical and mental health providers to meet the needs of the Tricare community	<ul style="list-style-type: none"> • Primary Care Clinics and mental health professionals enrolled in Tricare • Provide training to potential Tricare providers • Community recognition and marketing of participating providers to military families • Partnership with local counseling resources to be made available to veterans/military families
Provide access to local counseling resources	<ul style="list-style-type: none"> • Offer free or reduce services to military families • Offer counseling services to employers impacted by a military crisis • Improve access to counseling for drug or alcohol abuse, marriage counseling, parenting and relationship issues • Provide free psychological and social service support services • Partner with community leaders to create crisis plan • Donate counseling services to families dealing with a military injury or death • Create resource list for public safety or network to access of mental health providers within the area with specialized skills to provide crisis services
Full support of Servicemembers, military families and employers	<ul style="list-style-type: none"> • Provide ongoing training to medical staff on unique challenges of military families • Create corps of volunteer employees who can be called upon to assist military families • Provide proactive education to military families prior to deployment • Train local public safety and city leaders on crisis intervention techniques • Create local resource directory for public safety personnel and city leaders • Create military-friendly policies and procedures for employees impacted by a military deployment • Create military-friendly community outreach opportunities for employees • Create veteran recruiting programs • Provide Job Coach Mentors for returning veterans • Provide skilled volunteers to assist with financial planning and budgeting • Partner with local armory leader to hold education or counseling sessions during drill weekends

Minimum Services and Best Practices for Yellow Ribbon Recognition Program
EDUCATION/YOUTH

Minimum Service	Best Practice/Suggestions
Representation of education/youth organizations on Yellow Ribbon Steering Committee	Representatives committed to the Yellow Ribbon support efforts responsible to engage all Education/Youth Organizations within the community by representing this key area.
Plan to identify military families within the school district	<ul style="list-style-type: none"> • Offer military support groups for children • Host military family events • Hold military appreciation at sports events • Create check box in registration materials for military families to voluntarily identify themselves • Advertise local military support efforts within school communications
Full support of Servicemembers, military families and employers	<ul style="list-style-type: none"> • Recognition ceremony for graduates entering the service • Offer Community Education classes on financial planning, career planning or parenting • Provide communication opportunities for families to connect with deployed family members (ie; video conferencing, Skype) • Offer community education classes on employment rights or other legal education • Engage school groups to provide volunteers for support opportunities or employer assistance • Participate in patriotic youth programs through local veteran organizations • Enhance curriculum to include military deployment impact on families • Student participation in local recognition events • Waive or reduce fees for military families • Create list of classes in area providing financial literacy/training • Provide transportation to military children for free library programs/military support camps/local sports camps • Develop military teen support group with focus on community service and leadership • Connect veterans with college alumni programs for networking opportunities • Host educational opportunities to child care workers who have military children
Full support of Servicemember and military family employees	<ul style="list-style-type: none"> • Create military-friendly policies and procedures for employees impacted by a military deployment • Create military-friendly community outreach opportunities for employees • Create veteran recruiting programs • Train HR on military specific issues
Defined, sustainable and ongoing training/awareness program for all school personnel	<ul style="list-style-type: none"> • Offer formal CEU training on military issues • Speakers or support resources at staff events • Educate staff on military support resources available to military families • Increase awareness of school staff on military family support issues • Create a military family condolence care plan

