

Carver County Board of Commissioners
 Regular Session
 February 23, 2010
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

			PAGE
9:15 a.m.	1.	<ul style="list-style-type: none"> <i>a) CONVENE</i> <i>b) Pledge of Allegiance</i> <i>c) Public participation (comments limited to five minutes)</i> <i>d) Introduction of New Employees</i> 	
	2.	Agenda review and adoption	
	3.	Approve minutes of February 9, 2010 Regular Session	1-3
	4.	Community announcements	
9:15 a.m.	5.	CONSENT AGENDA	
	5.1	Accept grant from MN Department of Veterans Affairs to purchase new van	4-6
	5.2	Approval of services addendum Targeted Case Management regarding Health Partners	7
	5.3	Accept donations made to the Encore Adult Day Care Services Program	8
	5.4	Abatements/additions	9-10
	5.5	Charitable gambling application for exempt permit – Carver County Ducks Unlimited Chapter 128	11-12
	5.6	Appointments to the Mental Health Advisory Committee	13
	5.7	Approval of 2009 prosecution contract amendments	14
	5.8	Approval of 2010 prosecution contract	15
	5.9	Community Social Services’ warrants	NO ATT
	5.10	Commissioners’ warrants.....	SEE ATT

9:20 a.m.	6.	LAND AND WATER SERVICES	
	6.1	Drainage law update	16
9:45 a.m.	7.	PUBLIC HEALTH	
	7.1	Statewide Health Improvement Program: Joint Powers Agreement for metro area adult health survey and consultant contracts for conducting health survey and evaluation of SHIP interventions and implementation work	17-21
10:10 a.m.	8.	ADMINISTRATIVE SERVICES	
	8.1	E-Branch self service library kiosk grant at the Victoria Field House	22-24
10:25 a.m.	9.	COMMUNITY SOCIAL SERVICES	
	9.1	Approval to create a 1.0 FTE support services aide	25-28
10:35 a.m.	10.	EMPLOYEE RELATIONS	
	10.1	<i>Closed Session</i> – Labor negotiations strategy.....	29
11:45 a.m.		ADJOURN REGULAR SESSION	
		BOARD REPORTS	
11:45 a.m.	1.	Chair	
	2.	Board Members	
	3.	Administrator	
12:15 p.m.	4.	Adjourn	

David Hemze
County Administrator

UPCOMING MEETINGS

March 2, 2010	9:15 a.m. Board Meeting
March 9, 2010	9:15 a.m. Board Meeting
March 16, 2010	1:00 p.m. Crown College Tour/Visit
March 16, 2010	4:00 p.m. Work Session
March 23, 2010	9:15 a.m. Board Meeting

REGULAR SESSION
February 9, 2010

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on February 9, 2010. Chair James Ische convened the session at 9:16 a.m.

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

Members absent: Tim Lynch.

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

Maluchnik moved, Degler seconded, to approve the minutes of the February 2, 2009, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Payment of emergency claim in the amount of \$200.

Set March 11, 2010, at 2:30 p.m. as the date and time for the bid opening of highway department seasonal supplies and authorized the opening of said bids by the County Administrator, the County Engineer or their delegated representative.

Resolution #10-10, 2010 Seasonal Road Restrictions.

Resolution #11-10, Charitable Gambling Application for Ridgeview Foundation.

Contract with Fred Radde & Sons for action services in 2010 and 2011.

Approved the Teamsters Local 320, AFSCME Council 65, Local 2789 Memoranda of Agreement for the 2010 Cafeteria Plan.

Set the County Board of Appeals and Equalization date for June 22, 2010, at 4:00 p.m.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Degler moved, Maluchnik seconded, to open the public hearing on changes to the Carver County fee for service schedule related to the Environmental Center fees. Motion carried unanimously.

Dave Drealan, Land and Water Services, entered into the record the public hearing notice, staff memo to the Board and the proposed fee changes. He pointed out the County's fee schedule that had been adopted in November that included a provision allowing fees at the Environmental Center to be set by separate Resolution. Drealan explained the County Attorney's office is now recommending that a public hearing be held on the Environmental Center fees and that the fees be adopted directly into the fee schedule.

Mike Lein, Environmental Services, reviewed the Environmental Center location, materials accepted and the hours of operation. He stated they set a new participation record for every month in 2009. Lein noted, across the six metro counties, participation in household hazardous waste collection has also increased. He pointed out the large increase in electronics brought to the Environmental Center and stated they collected 75 tons more than they expected.

He explained the State mandates the County provide for collection of household hazardous waste but does not require it to be provided at no charge. He indicated no County charges for collecting paint and chemicals and estimated the disposal costs for these items.

Lein reviewed the proposal to raise the \$1.25 tire disposal fee to \$2.00, to add a new fee for collection of business/commercial bulbs and the \$5.00 fee for accepting TV's and monitors. He indicated at one time they were charging \$10.00 for accepting TVs and monitors but when the Legislature required manufactures to assist with recycling costs, the \$10.00 fee was dropped. The market has now changed with the manufacturers meeting their mandated recycling goals and they have reduced the amount they are paying. He explained the terms of the current contracts and the ability to sell the credits for recycled electronics.

He indicated the County's costs to recycle electronics was lower than other counties as much of the waste was useable and the contractor is able to re-sell some of it. Lein added the contractor does a good job of marketing and handles the items with care.

Lein stated the amount of revenue they receive for recycling credits has been reduced and the average cost to recycle a TV was \$10. He indicated they anticipating receiving \$35,000 as revenue for the recycling credits and \$35,000 in fees collected which would allow them to break even, but cautioned the market was unstable.

He stated he was asking the Board to adopt the Environmental Center fees as part of the fee for service schedule. Lein added he was recommending that they delay the fee until March 1st to allow them to give public notice of the fee change.

No public testimony was received.

Lein stated he also did not receive any phone or written comments from the public. He also confirmed the contract requires the contractor to meet Minnesota rules and regulations when disposing of the waste.

Workman moved, Degler seconded, to close the public hearing. Motion carried unanimously.

Maluchnik moved, Workman seconded, to adopt Appendix A, Carver County Environmental Center Fee Schedule and include them in the County's Fee for Service Schedule and related Land and Water Services budget amendment increasing Ewaste revenue \$35,000 and increasing disposal costs \$35,000. Motion carried unanimously.

Degler moved, Workman seconded, to adjourn the Regular Session at 9:45 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.)



REQUEST FOR BOARD ACTION

AGENDA ITEM: Accept grant from Mn Dept. of Veterans Affairs to purchase new van

Originating Division: Administrative Services

Meeting Date: February 23, 2010

Amount of Time Requested: N/A

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

The Carver County Veteran's Service Office applied for and received a Minnesota Department of Veterans Affairs CVSO Enhancement Grant totaling \$35,000.00 to purchase of a new van. The current van has 171,447 miles on it and is incurring an increasing amount of repairs. The van transport program takes Veterans from Carver County to the Minneapolis VA Medical Center. The purchase of this Van is a joint effort with Grant Funds and the Carver County Veterans Council. The balance of funds necessary to purchase and patriotically wrap the vehicle will be made by the Veterans Council and up to an additional \$35,000.

The new van will have a number of benefits over the existing vehicle including: reduced maintenance costs, support additional ambulatory and wheel chair bound veterans, reduce the number of trips due to its larger size. An image of the proposed van is attached.

ACTION REQUESTED: Accept Minnesota Department of Veterans Affairs Enhancement Grant \$35,000.00

FUNDING

County Dollars =	\$	
Other Sources & Amounts	=	\$35,000.00
Veterans Council up to	=	\$35,000.00
TOTAL	=	\$70,000.00

FISCAL IMPACT

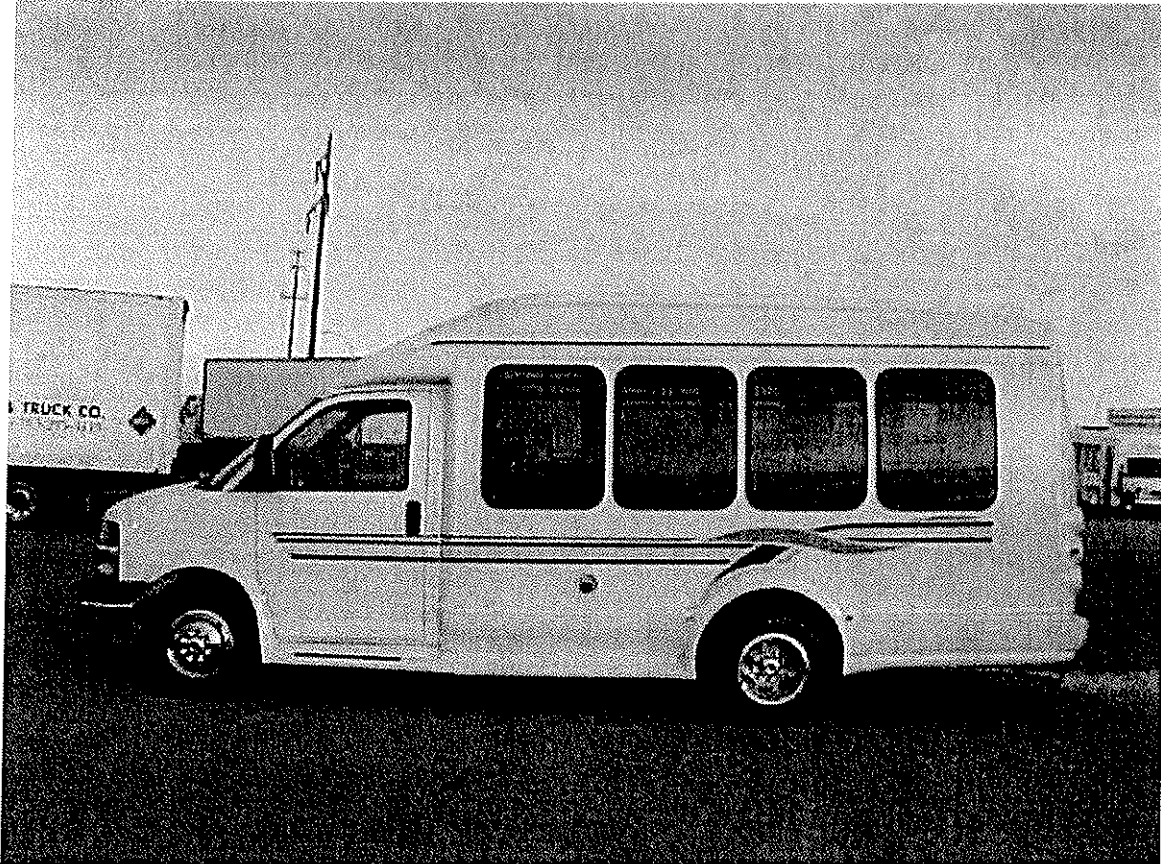
None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: January 22, 2010

Proposed Van for Carver County Veterans Service Office



BUDGET AMENDMENT REQUEST FORM

Submit to Finance Office one week prior to County Board Session.

DEPARTMENT: Veteran's Services

Date of County Board Session: 2/23/10

Fund: 01

Description of Revenue Account funds are to Increased/(Decreased):	2010 Amount	Description of Expenditure Account funds are to Increased/(Decreased):	2010 Amount
Veteran's Council	\$ 35,000	Veteran's Affairs Van	\$ 70,000
CVSO Enhancement Grant	\$ 35,000		
TOTAL:	\$ 70,000	TOTAL:	\$ 70,000

A. Reason for Request: See accompanying Board Action.

B. Financial Impact: (To be filled out by Finance Director)

C. Contingency Acct. Beginning Bal.: \$ 300,000

D. Prior Contingency Adjustment: \$ -

E. Current Contingency Adjustment: \$ -

F. Remaining Balance: \$ 300,000

G. Requested By: Dave Priem

H. Recommend Approval: Finance Director

I. County Board Decision: Approval/Disapproval



REQUEST FOR BOARD ACTION

AGENDA ITEM : Approval of Services Addendum Targeted Case Management re: Health Partners

Originating Division: Community Social Services

Meeting Date:

Amount of Time Requested: 0 minutes

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM This addendum is an agreement for Carver County Community Services, Behavioral Health, Community Support Program to do Targeted Case Management for those disabled client whose health insurance has changed from Fee for Service, Medical Assistance to the privatized MA – in this case, being handled through Health Partners, HMO. These are clients who we are already serving, but due to their coverage switching to Health Partners, we must have a contract with Health Partners to continue to receive payment for providing the service.

ACTION REQUESTED: The board approve the signing of this addendum.

FUNDING

County Dollars = \$ 0
Other Sources & Amounts = **revenue received by County**
= \$
TOTAL = \$Unknown

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: This Addendum will allow us to be made whole as a result of the change in funding streams (MA fee for service to HP PMAP). this will produce very little additional revenue – instead allow us to continue to maintain our current level of funding.

Reviewed by Division Director

Date:



CARVER COUNTY

REQUEST FOR BOARD ACTION

AGENDA ITEM : Accept donation made to the Encore Adult Day Services Program

Originating Division: Community Social Services

Meeting Date: 02/23/2010

Amount of Time Requested:

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: Between January 2009 and December 2009 the Encore Program received gifts-both cash and items as noted below:

- Program participant holiday photos and a special 2010 calendar from Ruth Tremblay and Linda Cornwell of approximately \$70.00
- Monetary memorial gift from the family of Victor Buss of of \$300.00
- Monetary gift of \$100.00 from St John's LWML in Norwood Young America
- Monetary gift of \$104.00 from Girl Scout Troop 11707 in Waconia
- Michael's gift card of \$25.00 value from teacher-Mrs. Hanson- at Bayview Elementary School in Waconia
- Gladiola worth approximately \$30.00 from a Carver County resident in the Cologne area
- Food treats worth approximately \$85 from various families of Program participants

ACTION REQUESTED: To accept receipt of gifts valued at approximately \$714.00

FUNDING

County Dollars = \$
 Other Sources & Amounts = \$
 = \$
TOTAL = \$

FISCAL IMPACT

- None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director
Report Date: February 3, 2010

Date: 02/03/2010



REQUEST FOR BOARD ACTION

AGENDA ITEM : Abatements/Additions

Originating Division: Property Records Taxpayer Services Meeting Date: 2/23/2010
 Amount of Time Requested: 0 minutes Attachments for packet: Yes No
 Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: See Attached.

ACTION REQUESTED:

Recommend to approve.

FUNDING

County Dollars = \$ - 1,199.07
 Other Sources & Amounts = \$ - 2,515.93
 =
TOTAL = \$ - 3,715.00

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other: Not Budgeted

Related Financial Comments:

Reviewed by Taxpayer Services Manager

Date:



REQUEST FOR BOARD ACTION

AGENDA ITEM : Charitable Gambling Application for Exempt Permit - Carver County Ducks Unlimited Chapter 128

Originating Division: Property Records Taxpayer Services Meeting Date: 02/23/10
Amount of Time Requested: 0 minutes Attachments for packet: Yes No
Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: Charitable Gambling application for Exempt Permit was received from Carver County Ducks Unlimited Chapter 128. They plan on holding a raffle on Friday, April 23, 2010, at the Lake Waconia Event Center, located at 8155 Paradise Lane, Waconia, MN 55387.

ACTION REQUESTED: See attached resolution.

FUNDING

County Dollars = \$
Other Sources & Amounts = \$
TOTAL = \$

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Laurie Engelen, Taxpayer Services Manager

Date: 2-3-10

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date:

Resolution No.

Motion by Commissioner:

Seconded by Commissioner:

CARVER COUNTY, MINNESOTA

WHEREAS, the Carver County Ducks Unlimited Chapter 128 seeks approval of a Lawful Gambling License Application; and

WHEREAS, the Carver County Ducks Unlimited Chapter 128 will hold a raffle at the Lake Waconia Event Center, with an address of 8155 Paradise Lane, Waconia, MN 55387, which is located in Laketown Township;

WHEREAS, the Minnesota Gambling Control Board requires the County Board of Commissioners to specifically approve or deny a resolution for each applicant each year period of time.

NOW, THEREFORE, BE IT RESOLVED, the Carver County Board of Commissioners does approve the new license upon compliance with Code of Ordinance, Title XI, Chapter 112, Section 112.02.

Adopted on _____, 2010.

Attest:

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the ____ day of _____, 2010, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this ____ day of _____, 2010.

David Hemze, Carver County Administrator



REQUEST FOR BOARD ACTION

AGENDA ITEM: Mental Health Advisory Committee Appointments

Originating Division: Administration

Meeting Date: 2/23/10

Amount of Time Requested: NA

Attachments for packet: Yes NoItem Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

The following individuals have applied for mandated positions on the Mental Health Advisory Committee:

Christine Dondlinger
Rita Brand
Lisa Gjerde**ACTION REQUESTED:**

Appoint Christine Dondlinger, Rita Brand and Lisa Gjerde to a three year term on the Mental Health Advisory Committee.

FUNDING

County Dollars = \$

Other Sources & Amounts = \$

= \$

TOTAL = \$*Related Financial Comments:***FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Reviewed by Division Director

Date: 2/10/10



REQUEST FOR BOARD ACTION

AGENDA ITEM : Approval of 2009 Prosecution Contract Amendments

Originating Division: Attorney's Office

Meeting Date: February 23, 2010

Amount of Time Requested: 1 minute

Attachments for packet: x Yes NoItem Type: x Consent Regular Session Closed Session Work Session Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

A recent change in State law requires a slight alteration to the 2009 prosecution contracts. Prior to July 1, 2009, fine revenue was divided in thirds – one third to the city, one third to the city's prosecuting authority and one third to the State of Minnesota. Effective July 1, 2009, two thirds of the fine revenue will be sent directly to the city. This amendment addresses payment of the prosecuting authority's one third.

ACTION REQUESTED: Motion to approve Carver County Attorney's Office 2009 Prosecution Contract Amendments.

FUNDING

County Dollars = \$

Other Sources & Amounts = \$

= \$

TOTAL = \$*Related Financial Comments:***FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Reviewed by Division Director

Date: 02/11/2010



REQUEST FOR BOARD ACTION

AGENDA ITEM : Approval of 2010 Prosecution Contracts

Originating Division: Attorney's Office

Meeting Date: February 23, 2010

Amount of Time Requested: 1 minute

Attachments for packet: x Yes No

Item Type: x Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

Prosecution contracts for 2010 with the cities of Carver, Chaska, Cologne, Hamburg, Mayer, New Germany, Norwood Young America, Victoria, Waconia, and Watertown.

The cost to prosecute petty misdemeanors, misdemeanors, and gross misdemeanors under the prosecution contracts is approximately \$203,929.00 (which represents the salaries of two (2) assistant county attorneys and one (1) legal assistant). The Carver County Attorney's Office (CCAO) recoups this cost, in part, from fine revenue. In 2008, fine revenue received was approximately \$110,000.00. The participating cities pay the CCAO approximately \$69,505.00 for this prosecution service. Carver County invests an additional \$24,014.00 in this initiative to create a cost-effective, efficient and uniform criminal prosecution system.

ACTION REQUESTED: Motion to approve Carver County Attorney's Office 2010 Prosecution Contracts.

FUNDING

County Dollars =	\$24,014	
Other Sources & Amounts (Fine Revenue) =	\$110,410	
Contract Revenue =	\$69,505	
TOTAL	= \$203,929	

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 02/11/2010



REQUEST FOR BOARD ACTION

AGENDA ITEM : Drainage Law Update

Originating Division: Land Water Services

Meeting Date: February 23, 2010

Amount of Time Requested: NA

Attachments for packet: Yes NoItem Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

Rinke-Noonan has provided legal advisory services for the County Ditch Boards and the County Water Management Organization since 2007. As part of the retainer agreement, Kurt Deter of Rinke-Noonan has offered to provide an update on legislative changes to drainage law and activities as part of his work on the Drainage Work Group.

ACTION REQUESTED: No action requested at this time.**FUNDING**

2010 Funding:	=	\$ 0
	/	
	=	\$ 0

TOTAL= \$ 0

Related Financial Comments:

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

 Reviewed by Division Directors

Date: Feb 16, 2010



REQUEST FOR BOARD ACTION

AGENDA ITEM: Statewide Health Improvement Program (SHIP): Joint Powers Agreement for Metro-area Adult Health Survey and Consultant Contracts for Conducting Health Survey and Evaluation of SHIP Interventions and Implementation Work

Originating Division: Public Health

Meeting Date: 2/23/10

Amount of Time Requested: 20 minutes

Attachments for packet: Yes (3) No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

Carver County Public Health and Scott County Public Health were awarded a Statewide Health Improvement Program (SHIP) grant, based on submission of a single work plan and budget for both counties, with Carver County holding fiscal responsibility for the grant funds. The goal of SHIP is to reduce the burden of chronic disease in Minnesota by reducing tobacco use and obesity through policy, systems and environmental changes in schools, worksites, communities and healthcare organizations.

There are three actions needed to achieve SHIP goals and address grant requirements: 1) A Joint Powers Agreement between six counties to do a metro-area adult health survey, 2) a consultant to conduct the survey and 3) a consultant to evaluate SHIP interventions and implementation work. *[see attachment for details]*

ACTION REQUESTED:

1. Approve Joint Powers Agreement for a Metro-area Adult Health Survey, for a total cost not to exceed \$150,000, to be divided equally between six counties, with Carver County as the fiscal agent. Parties to the JPA are Anoka County, Carver County, Dakota County, Ramsey County, Scott County and Washington County.
2. Approve contract with Wilder Research to conduct the Metro-area Adult Health Survey, for a cost to Carver County of \$25,000, with the total contract cost not to exceed \$150,000, to be divided equally between six counties.
3. Approve contract with Wilder Research to do Evaluation of interventions and implementation efforts for the Statewide Health Improvement Program (SHIP) on behalf of Carver and Scott counties, for a total cost not to exceed \$220,500.

FUNDING

1. [Joint Powers Agreement Between 6 Counties for Metro-area Adult Health Survey](#)

County Dollars = \$
 Other Sources & Amounts = \$
 (MN Dept of Health) \$ 25,000
TOTAL = \$ 25,000

FISCAL IMPACT

- None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: Carver County's share of costs under this agreement (\$25,000) will be funded by SHIP Grant funds from the Minnesota Department of Health. This amount is included in Public Health's 2010 Budget in 01-460-463-2359-6260.

FUNDING

2. Consultant to Conduct Metro-area Adult Health Survey

County Dollars =	\$
Other Sources & Amounts =	\$100,000
(MN Dept of Health)	\$ 50,000
TOTAL	= \$ 150,000

Related Financial Comments: Public Health will pay \$50,000 of the total from SHIP Grant funds (01-460-463-2359-6260) for Carver's and Scott's share of the survey cost. Carver is fiscal host of the 2-county grant collaboration and maintains the budget for receipts and expenditures of both counties.

FISCAL IMPACT

- None
- Included in current budget (Partial)
- Budget amendment requested (see below)
- Other:

Related Financial Comments: Public Health will bill the four other counties \$25,000 each for their share of the survey costs, and will pay the contractor for all services. A budget amendment is requested to account for the outside counties' payments and their share of costs to be remitted to the vendor:

Add to Revenue: 01-460-463-2399-5899 \$100,000
 Add to Expenditure: 01-460-463-2399-6260 \$100,000

FUNDING

3. Consultant for Evaluation of SHIP Interventions and Implementation Work

County Dollars =	\$
Other Sources & Amounts =	\$
(MN Dept of Health)	\$220,500
TOTAL	= \$220,500

Related Financial Comments:

Public Health's 2010 budget includes \$142,500 in account 01-460-463-2359-6260 for the 2010 portion of these services, funded by the state SHIP grant. The remaining \$78,000 will be grant funded in 2011 and will be added to the division's 2011 budget with the SHIP grant.

FISCAL IMPACT

- None
- Included in current budget (Partial)
- Budget amendment requested
- Other:

Reviewed by Division Director

Date: 2/17/10

Three actions needed to achieve SHIP goals and address grant requirements: 1) A Joint Powers Agreement between six counties to do a metro-area adult health survey, 2) a consultant to conduct the survey and 3) a consultant to evaluate SHIP interventions and implementation work.

1. Joint Powers Agreement (JPA) between Anoka, Carver, Dakota, Ramsey, Scott & Washington counties for a metro-area adult health survey, in effect through December 31, 2010.

Representatives from six metro-area counties (Anoka, Carver, Dakota, Ramsey, Scott & Washington) have been involved in discussions regarding planning, implementing and sharing data collected through a Metro-area Adult Health Survey through a Joint Powers Agreement (JPA).

The purpose of the Metro-area Adult Health Survey is to obtain baseline, comparable estimates for health risk behaviors and the overall health status including the policies, systems and environments that affect health and wellbeing of adults in the metro area of Minnesota. This survey also fulfills Statewide Health Improvement Program (SHIP) grant requirements for assessment/evaluation and data collection.

The Counties agree to use Statewide Health Improvement Program (SHIP) grant funds to contract with a third party independent contractor to conduct the Metro-area Adult Health Survey. The Counties agree that Carver County, on behalf of the six counties, will enter into a contract with an independent contractor to develop and implement the Metro-area Adult Health Survey and will serve as the fiscal agent to maintain strict accountability of all funds, including report of all receipts, collection of the Parties' payments and disbursement of funds to the independent contractor.

2. Wilder Research Consultant to conduct the metro-area adult health survey through December 31, 2010.

A Joint Powers Agreement was established between six metro area counties (Anoka, Carver, Dakota, Ramsey, Scott and Washington) to conduct a Metro-wide Adult Health Survey. Based on this JPA, these counties would like a contract which would allow them to each contribute funding for an independent contractor to conduct a metro-area adult health survey. This survey would obtain baseline, comparable estimates for health risk behaviors and the overall health status of adults in the metro region of Minnesota. This survey also fulfills Statewide Health Improvement Program (SHIP) grant requirements for assessment/evaluation and data collection.

The six counties agree to use Statewide Health Improvement Program (SHIP) funding to fund a third party independent contractor to conduct the survey. Estimated cost is \$25,000 per county, not to exceed \$150,000 total. The JPA assigns Carver County Public Health to oversee the independent contractor agreement and serve as the fiscal agent to manage all funds. Representatives from each of the counties formed a Workgroup, whereby they chose to contract with Wilder Research as the independent contractor to conduct the metro-area adult health survey.

3. Wilder Research Consultant to Evaluate SHIP interventions and implementation work through June 30, 2011.

As part of Carver and Scott County's SHIP grant, Carver County Public Health contracted with Wilder Research to conduct a community needs assessment of Carver and Scott counties and develop an implementation plan for the next phase of the SHIP project. As part of this implementation phase, the two counties need to develop and execute a plan for evaluation of SHIP interventions and implementation efforts.

The Minnesota Department of Health requires grantees to conduct evaluation for each intervention that is implemented. The 'Key Evaluation Steps' are divided into three sections: Evaluating Implementation, Evaluating Effectiveness, and Evaluating Sustainability. (see attachment)

The work plan and budget accepted by the Minnesota Department of Health for the SHIP project, specified that the evaluation work be completed by an independent contractor. Cost consideration was based on past experience and reflects reasonable rates for similar work of this nature and magnitude. Carver County Public Health would like to contract again with Wilder Research to conduct this evaluation work, on behalf of the two counties for an 18 month period.

Metro Adult Health Survey Overview – February 23, 2010

Goal: *Collect county-specific data on the general health status and health behaviors of adult residents in six metro area counties to more reliably identify priority health issues and make better decisions on programs.*

Background: Local Public Health is required by state law to conduct a community health assessment and develop action plans every five years. County-specific data on adult health behaviors and health status has been identified as a critical gap in the community health assessment. The Metro Data Planners group recognized this need approximately five years ago and recommended to local public health directors (MLPHA) that a standardized survey to collect this data across the metro area be developed and implemented. The use of a standardized survey allows counties to not only compare results but also combine resources.

The interested counties have been continually looking for funding and coordination opportunities. In 2009, Statewide Health Improvement Program (SHIP) funding was awarded to all metro area Community Health Boards. The Statewide Health Improvement Program requires that a portion of funds be allocated for assessment/evaluation and data collection regarding physical activity, nutrition and tobacco use in Minnesota communities. Due to the overlap with the identified need for county-specific data, this funding has provided the resources for the Metro Adult Health Survey that will focus on physical activity, nutrition and tobacco use. The survey will provide baseline data for health risk behaviors and the overall health status including the policies, systems and environments that affect health and wellbeing of adults in the metro region of Minnesota.

Metro Adult Health Survey Workgroup: The Metro Adult Health Survey Workgroup has developed the survey questions. The Workgroup represents six county-level local public health agencies within the seven-county metro area of Minnesota. The local public health agencies of Anoka, Carver, Dakota, St. Paul-Ramsey, Scott, and Washington counties are involved in this project along with the Minnesota Center for Health Statistics at the Minnesota Department of Health as a regional, coordinated effort to: *maximize resources, enhance efficiency, share expertise, and provide standardization and comparability of health data for the metro region of Minnesota.*

Survey: The survey is to be conducted among at least 500 adult residents (18 years and over) in each of the six counties, for a total of at least 3,000 completed surveys. The vendor is required by contract to ensure the security and confidentiality of all questionnaire and respondent data, and to keep all information related to the identity of respondents confidential. The survey contains questions about:

- General health and chronic disease
- Health status including weight status
- Health behavior risks related to physical activity, nutrition and tobacco
- Physical environment risks that relate to physical activity, nutrition and tobacco health behaviors
- Demographic characteristics such as gender, age, education, income, employment, and race/ethnicity.

This survey will follow a similar methodology as the Resident Survey with questions asked in different topic areas to a random sample of residents.

Funding: Each county is responsible for their jurisdiction's survey costs. Each county has elected to use Statewide Health Improvement Program (SHIP) grant dollars that were awarded to local public health agencies throughout Minnesota. The cost is estimated at \$25,000/county x 6 counties = \$150,000. *(These are standard costs for this type of survey.)*

Survey Implementation: Scheduled to start in April 2010.

Fiscal Host: Carver County Public Health is serving as the fiscal host and providing the coordination for the metro-wide initiative. A Joint Powers Agreement has been developed and is being routed for signature among the counties; it is scheduled for Carver County Board approval for the end of February or beginning of March, 2010. Upon approval of the Joint Powers Agreement by Carver County, a contract with the survey vendor will be scheduled for Carver County Board approval.

Statewide Health Improvement Program (SHIP) Evaluation Process

Grantees will be required to conduct evaluation for each intervention that is implemented. The Key Evaluation Steps outline actions that are critical to informative and constructive evaluation and that document the depth, breadth, challenges, and successes of grantee work on the intervention. The Key Evaluation Steps are divided into three sections below: Evaluating Implementation, Evaluating Effectiveness, and Evaluating Sustainability.

Evaluating Implementation of the intervention is necessary to understand the extent to which the steps taken to implement the intervention were successful. After completing the Key Evaluation Steps in this section, the grantee will be able to (1) identify the needs of the community and community support for the intervention; (2) assess whether the appropriate partners are involved in the intervention and how well the partnerships worked; and (3) describe the successes and challenges associated with each of the Action Steps the grantee completes.

Evaluating Effectiveness of the intervention is necessary to understand how well the implemented intervention worked to meet its goals. After completing the Key Evaluation Steps in this section, the grantee will be able to (1) describe the content of the policy, systems, or environmental changes that were implemented; (2) approximate the reach of this intervention with respect to sites, settings, and populations served; and (3) document changes in individuals' health behavior that have resulted from this intervention.

Evaluating Sustainability of the intervention is necessary to forecast how well the changes supported by the intervention will continue to work over time. After completing the Key Evaluation Steps in this section, the grantee will be able to (1) articulate how implemented changes will be enforced; and (2) outline how implemented changes will be maintained over time.



REQUEST FOR BOARD ACTION

AGENDA ITEM : E-Branch self-service library kiosk grant at the Victoria Field House

Originating Division: Administrative Services

Meeting Date: 2/23/10

Amount of Time Requested: 10 minutes

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

The Carver County Library and Washington County Library were awarded a \$140,000 federal Library Services and Technology grant, administered by the Minnesota Department of Education State Library Services, to jointly purchase and participate in an electronic self service kiosk demonstration grant project to be located in the Victoria Field House and in the City of Hugo. Carver County is the fiscal agent for the grant.

The e-branch Library "ATM-like" Kiosk will give off-site access to virtually all information that the libraries have to offer, such as connecting to the library online catalog, online homework assistance, reference services, community information, and the Internet. Victoria patrons can select the Carver County Public Library Catalog on the computer screen and draw from the catalog system to reserve books, magazines and A/V material, place holds, and pick them up later when they are delivered to a locker adjacent to the computer. It will be conveniently located in the lobby, perfect for the "on-the-go" family and will deliver services in a fast and easy manner. Current staffing levels will be able to absorb the additional workload of managing the Kiosk.

Carver County released an Invitation For Bid (IFB) and two companies submitted proposals for the Kiosks:

- **LEID Products:**

Victoria - \$50,890

Hugo - \$44,030

LEID Total: \$94,920

- **Minitex (3M):**

Victoria - \$80,270

Hugo - \$78,710

Minitex Total: \$158,980

Carver and Washington Counties conducted an extensive review of both proposals and is recommending LEID Products. The proposal includes a 2 year service plan which includes software upgrades at a cost of \$3,700. After the two year timeframe, the county will incur a similar cost for a maintenance plan. The contract is pending approval from the County Attorney's Office and Risk Management.

It is anticipated that the kiosks will be up and running in June.

Since the proposal came in approximately \$40,000 under the grant award amount, Carver and Washington Counties are exploring if the grant could be amended to fund an additional library capital purchase.

ACTION REQUESTED:

- 1) Motion to award the bid to LEID.
- 2) Motion to approve a contract with LEID.
- 3) Motion to delegate Administrative Services Division Director to approve up to \$5,000 in project contingency.

FUNDING

County Dollars = \$
Other Sources & Amounts = \$99,920
= \$
TOTAL = \$99,920

FISCAL IMPACT

- None
- Included in current budget
- Budget amendment requested
- Other: Grant

Related Financial Comments: Project is being funded by grant dollars. The above funds include LEID's proposal of \$94,920 plus a project contingency of \$5,000 for a total of \$99,920.

Reviewed by Division Director

Date: 2/12/10

BUDGET AMENDMENT REQUEST FORM

Submit to Finance Office one week prior to County Board Session.

DEPARTMENT: Administrative Services

Date of County Board Session: 2/23/10

Fund: 01

Description of Revenue Account funds are to Increased/(Decreased):	2010 Amount	Description of Expenditure Account funds are to Increased/(Decreased):	2010 Amount
Federal library services and technology grant	\$ 99,920	Carver County Kiosk - Victoria	\$ 50,890
		Washington County Kiosk - Hugo	\$ 44,030
		Contingency	\$ 5,000
TOTAL:	\$ 99,920	TOTAL:	\$ 99,920

A. Reason for Request: See accompanying Board Action.

B. Financial Impact: (To be filled out by Finance Director)

C. Contingency Acct. Beginning Bal.: \$ 300,000

D. Prior Contingency Adjustment: \$ -

E. Current Contingency Adjustment: \$ -

F. Remaining Balance: \$ 300,000

G. Requested By: Melissa Brechon

H. Recommend Approval: Finance Director

I. County Board Decision: Approval/Disapproval



REQUEST FOR BOARD ACTION

AGENDA ITEM : Approval to Create a 1.0 FTE Support Services Aide

Originating Division: Community Social Services

Meeting Date: February 23, 2010

Amount of Time Requested: 10 minutes

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: The Division has been operational with the Compass/OnBase system in Financial Assistance since August 2008. The system has provided a 30% to 40% increase in productivity in Financial Assistance. The Division is in the process of implementing Compass/OnBase in Child Support. Due to the significant caseload growth in Financial Assistance over the past two years, 335 cases in 2008 and 477 in 2009, the Division has maximized the clerical time needed to scan in the documents. In January 2009, clerical staff scanned 3214 documents and in January 2010 4863 documents were scanned representing a 51% increase. The increase in caseload and corresponding increase in documents have consumed the clerical support available for scanning which leaves us with no capacity to begin Child Support. The Division requested and was approved an additional Support Services Aide in CY2008 Budget. As part of the CY2009 Budget reductions this position was reduced to a .5 FTE. The increase in documents and decrease in staffing have put us in a position that significantly jeopardizes our ability to go to electronic files in Child Support and experience the productivity gains that we realized in Financial Assistance.

In examining the situation the Division is proposing to create an additional Support Services Aide and restructure the financial reimbursement for the current Aide position and the new position. The current Aide is in the Clerical Pool and is reimbursed at 24% Administration rate. With a new position we can move the existing position to the 50% Financial Assistance rate and slot the new position in at the 66% Child Support reimbursement. At the present time the current Support Services Aide has \$37,238 of county tax levy. By making these changes the annual additional cost to the county tax levy increases by \$3,138.

ACTION REQUESTED:

To approve the creation of a 1.0 FTE Support Services Aide.

FUNDING

County Dollars =	\$15,877
Other Sources & Amounts =	\$30,818
	= \$
TOTAL	= \$46,915

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

The structuring of the Federal Financial Participation by moving the positions out of Administration FFP (24%) to the Financial Assistance FFP (50%) and Child Support FFP (66%) increases revenue from \$22,694 to \$55,307. By doing the above the increase in county tax levy for both positions is \$3,138.

Reviewed by Division Director

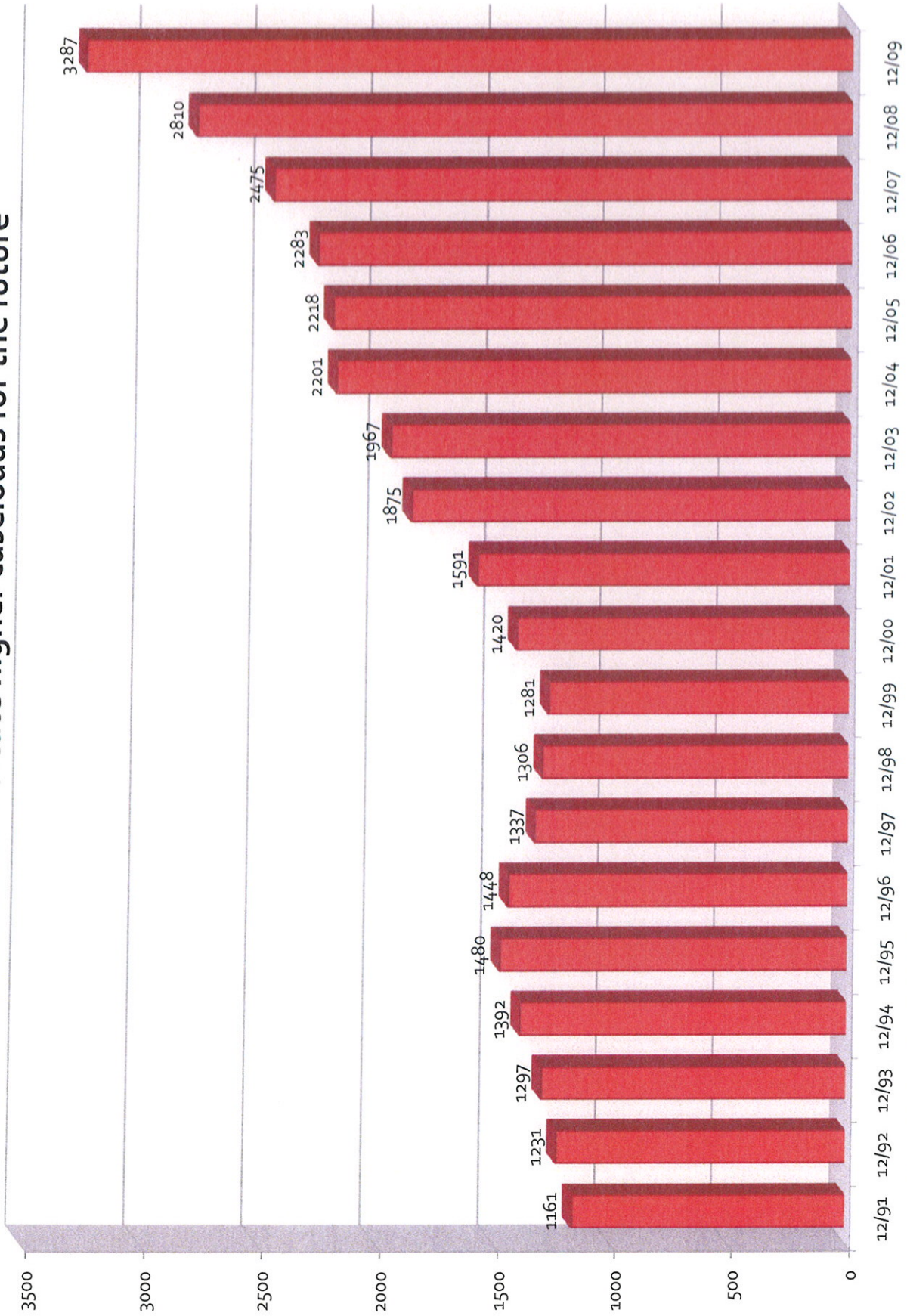
Date: 2/12/2010

Financial Assistance Documents Scanned by CSS Clerical

Documents Scanned Increased by 51% from January 2009 to January 2010



Financial Assistance Total Caseload 1992 - 2009: Both the long and short term trends indicate higher caseloads for the future



BUDGET AMENDMENT REQUEST FORM

Submit to Finance Office one week prior to County Board Session.

DEPARTMENT: Community Social Services

DATE of County Board Session:

Fund: 11

Description of Account funds are to be transferred from:	Amount	Description of Account funds are to be transferred to:	Amount
Federal Admin Revenue - FFP	\$ 43,557	Salary & Benefits Support Aide	\$ 46,695
TOTAL:	\$ 43,557	TOTAL:	\$ 46,695

A. Reason for Request: See Board Action.

B. Financial Impact: (To be filled out by Controller)

C. Contingency Beginning of the Year Balance: \$ 300,000

D. Prior Contingency Adjustment: \$ -

E. Current Contingency Adjustment: \$ -

F. Remaining Balance: \$ 300,000

G. Requested By: Gary Bork - Director of Community Social Services

H. Recommend Approval: Finance Director

I. County Board Decision: Approval/Disapproval



REQUEST FOR BOARD ACTION

AGENDA ITEM : Closed Session, Labor Negotiations Strategy

Originating Division: Employee Relations

Meeting Date: 2/23/2010

Amount of Time Requested: 60 minutes

Attachments for packet: Yes NoItem Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

Employee Relations will open negotiations for the initial Collective Bargaining Agreement (CBA) with the newly formed Supervisors & Managers Association of Carver County (SMACC) in the new future. Minn. Stat 13D.03 subd. 2 allows a public entity to go into a closed session to plan and discuss its strategy for negotiations of initial and subsequent labor agreements.

Employee Relations is seeking strategic direction before opening negotiations for this large supervisory unit.

The requested action is to enter into a closed session to develop the strategy for the SMACC negotiations.

ACTION REQUESTED:

Motion to go into closed session to discuss Labor Negotiation strategies.
Following the closed session, motion to return to regular session.

FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

TOTAL = \$**FISCAL IMPACT** None Included in current budget Budget amendment requested Other:*Related Financial Comments:* Reviewed by Division Director
Doris M. Krogman

Date: 2/8/2010