

CLAY COUNTY BOARD OF COMMISSIONERS
8:30 A.M., TUESDAY, JANUARY 28, 2020
County Board Room, 3rd Floor, Courthouse
MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Frank Gross, Jim Haney, Kevin Campbell, and Jenny Mongeau. Commissioner absent: Grant Weyland. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, and Sr. Administrative Assistant Colleen Eck.

CALL TO ORDER

Chair Gross called the meeting to order.

APPROVAL OF AGENDA

On motion by Commissioner Haney, seconded by Commissioner Campbell, and unanimously carried, the Board approved the agenda with one addition: Re-appointment of Curt Cannon as Veterans Service Officer.

REAPPOINTMENT OF VETERANS SERVICE OFFICER CURT CANNON

On motion by Commissioner Haney, seconded by Commissioner Campbell, and unanimously carried, the Board approved re-appointing Curt Cannon to another four-year term as Clay County Veterans Service Officer.

OATH OF OFFICE - VETERANS SERVICE OFFICER CURT CANNON

Curt Cannon was sworn in by Judge Lawson to discharge the duties of the office of County Veterans Service Officer.

CITIZENS TO BE HEARD

There were no citizens present who wished to be heard.

APPROVAL OF MINUTES FROM JANUARY 14, 2020

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board approved the minutes from January 14, 2020.

APPROVAL OF PAYMENT OF BILLS AND VOUCHERS

On motion by Commissioner Haney, seconded by Commissioner Mongeau, and unanimously carried, the Board approved payment for bills and vouchers totaling \$549,588 from 123 vendors. From that total, 95 warrants issued were under \$2,000 (\$33,310) and the following 28 were over \$2,000:

Lakes Country Service Co-op	\$258,298	Cardmember Service	\$11,118
High Point Networks, LLC	\$80,004	Ultimate Transportation, Inc.	\$8,690
Department of Corrections	\$35,042	NW Regional Development Comm.	\$7,724
Clay Co. Public Health	\$23,000	Blue Cross Blue Shield of MN	\$6,805
Summit Food Service, LLC - WCRJC	\$15,801	Mn State Auditor	\$6,761

Interstate Power Systems, Inc.	\$6,566	Office Sign Company	\$2,795
Clay County HRA	\$6,017	Mn Unemployment Comp Fund	\$2,597
Lakes Country Service Co-op	\$5,200	Code 4 Services, Inc	\$2,541
Town & Country Oil, Inc.	\$4,223	Bert's Truck Equip of Moorhead, Inc.	\$2,417
Amazon Capital Services	\$3,895	Key Contracting, Inc.	\$2,380
Fargo Tractor & Equip, Inc.	\$3,696	Clay County Sheriff	\$2,312
Enterprise FM Trust	\$3,692	Reliance Telephone	\$2,208
Thomson Reuters - West	\$3,627	MN Dept of Transportation	\$2,000
Clay County Public Health Dept	\$3,520	Safe Restraints, Inc.	\$3,349

ANNUAL UPDATE AND FUNDING REQUEST FOR DRUG COURT AND VETERANS COURT

Judge Lawson and Treatment Court Coordinator Don Kautzman thanked the Board for their support and shared the latest statistics from Drug Court and Veteran’s Court. The programs have experienced tremendous success. Wellness Court may be added in the future. Currently there are 27 participants in Drug Court and two in Veteran’s Court. The two programs have been combined into Treatment Court with two tracks, allowing for better funding. The programs have helped lower the recidivism rate and have provided many success stories with a total of 96 graduates from the programs. The Drug Court graduates all completed community service projects and were clean and sober for over a year at their time of graduation. Commissioner Mongeau commented on one of the graduates who went on to own a local business. Commissioner Gross applauded the touching drug court graduations that he has attended. Attorney Melton remarked on the importance and benefits of this well-organized program. He noted there is great value in keeping a person out of jail.

The 2020 budget for Treatment Court was provided. Janelle Cheney, Probation Supervisor, asked the Board to approve a transfer of \$20,000 in funds from Probation Supervision Fee Revenue to Treatment Court. These funds will be used as a one-time budget offset to cover a lower grant award amount. Ms. Cheney stated she will explore other grant opportunities to cover the shortfall for future years as the probation service fee revenues are not a sustainable option.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the request to transfer \$20,000 from Probation revenues to the Drug and Veteran’s Court.

REQUEST TO FILL APPROVED 2020 BUDGETED POSITIONS

Kathy McKay, Public Health Administrator, and Jamie Hennen, Nursing Director, provided a request to add budgeted positions in Public Health. These positions have been presented at the Personnel Issues Committee. All six positions requested are .6 (part-time with benefits): LPN in Detox; Finance Assistant; Documentation Technician/Administrative Support; Public Health Analyst; Health Family America Coordinator; and Case Manager RN. Ms. McKay expects that variable hour (.4) employees would move into these part-time (.6) positions and would gain benefits. The total cost for this request is \$79,025.

On motion by Commissioner Mongeau, seconded by Commissioner Haney, and unanimously carried, the Board approved the request to fill six part-time (.6) positions in Public Health.

SEEK APPROVAL TO ACCEPT GRANT FUNDS FROM MN DEPT OF HUMAN SERVICES AND HIRE SOCIAL WORKER POSITION

Social Services Director Rhonda Porter introduced three of her supervisors: Amy Amundsen, Ongoing Child Protection; Michelle Thordal, Child Mental Health and Welfare; and Quinn Jaeger, Child Protection Intake. The supervisors provided some background information on their child-related Social Service programs.

Ms. Porter stated this request to add a Social Work position was recently presented to the Personnel Issues Committee. She informed the Board that Social Services has received federal grant funds, between \$15,000 to \$20,000 annually, through the MN Department of Human Services. The funds are to serve youth who are, or have been, in out-of-home placement. This past year, additional funds have been made available. Clay and Becker Counties collaborated on an application to receive additional funds to serve the needs of youth aging out of foster-care. Clay/Becker Counties were awarded \$70,000 for 2020 and \$70,000 for 2021, with Clay County appointed as the fiscal grant host. From the funds awarded, \$46,000 would be allocated toward half the salary and benefits of a full-time Social Work position. The remaining \$24,000 from the funds awarded would be allocated toward direct services and support for the youth in the program. The remaining cost of \$38,000 for a Social Work position would be covered through a contract reduction to the Village Family Service Center for Home Based Services.

Ms. Porter stated that approval of this request would help stabilize child protection needs. The County continues to experience high numbers of out-of-home placements and high caseload demands on the child protection workers. An additional Social Work position would also help in providing better coverage during maternity leaves, FMLAs, medical leaves, vacation hours and flex hours.

On motion by Commissioner Campbell seconded by Commissioner Haney, and unanimously carried, the Board accepted grant funds from MN Department of Human Services and approved hiring a FT Social Work position with \$46,000 from the grant funds and \$38,00 from County funds redirected from the Home Based Services Contract. Positions may be backfilled as necessary.

FILL NEW ASSISTANT COUNTY ATTORNEY - CIVIL POSITION

County Attorney Brian Melton apprised the Board of the increase in the number of cases that the County Attorney's office handles. Besides himself, there are three civil attorneys and seven criminal attorneys in the office. They are in critical need of an additional civil attorney to handle the increase in caseloads for juvenile delinquency, out-of-home juveniles, and truancy cases. With an upcoming maternity leave, Attorney Melton would have 10 attorneys for three months and 11 attorneys following the maternity leave. This is Attorney Melton's first request for a non-budgeted position and the Personnel Issues Committee has addressed the request. The majority of the attorneys in the office are young attorneys and are new at Clay County. If they are not prepared for court cases, then the County is not serving the citizens in the best way possible.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved the request to add a new Assistant County Attorney.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Campbell attended meetings for FM Diversion Executive; Prairie Lakes Municipal Solid Waste Authority; Solid Waste Advisory Committee; Moorhead Clay County Joint Powers Authority; Juvenile Center Construction Update; Correctional Facility Construction Update; Buffalo-Red River Watershed; and attended the Intergovernmental Retreat.

- Commissioner Haney attended the Intergovernmental Retreat and a Campus Improvement / Master Planning meeting.
- Commissioner Mongeau attended meetings for the Red River Basin Commission Conference; MetroCOG Policy Board; Planning Commission Subcommittee; AMC Extension; Lakes and Prairies Board; Intergovernmental Retreat; Lakeland Mental Health Center; Law Library; and attended a Red River Management Drainage Conference.
- Commissioner Gross attended meetings for Personnel Issues Committee; Extension Crop Presentation; Criminal Justice Advisory Board; Intergovernmental Retreat; Campus Improvement / Master Planning; and toured the Correctional Facility Phase II.
- County Administrator Stephen Larson attended meetings for Personnel Issues Committee; HR Position Interviews; Construction Engineers; Court Administrator and County Attorney RE: contracts; MCCJPA; Master Planning; Building Maintenance Contracts/Bids; Construction Updates; and attended the Intergovernmental Retreat.

The meeting adjourned at 10:15 a.m.

Frank Gross, Chair
County Board of Commissioners

Stephen Larson, County Administrator