

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
COUNTY BOARD ROOM
TUESDAY, SEPTEMBER 8TH, 2015, 10:00 A.M.**

AGENDA

Pledge of Allegiance

- 10:00 Ken Yutrzenka – Human Services
- Child Care Assistance Plan; EEO & AA Guidelines
- 10:05 Howard Person – County Extension
- Solid Waste Update
- 10:15 Mike Flaagan – County Engineer
- Highway Dept. Items
- 10:30 Ray Kuznia – County Sheriff
- Personnel / Vacancies
- 10:40 Bruce Schwartzman – BKV Group
- Building Plans; Updates
- County Auditor's Items
- Department Budgets
- Levy

(This agenda is subject to change)



Minnesota Department of **Human Services**

Administration of the Child Care Assistance Program

2016-2017 Pennington County and Tribal Child Care Plan

Administration of the Child Care Assistance Program

Background: Counties and tribes must submit a biennial Child Care Plan to the Commissioner. The Child Care Assistance Program (CCAP) rules and laws allow counties to establish some local policies and procedures. These local policies and procedures, when included in this plan and approved by the Commissioner, are considered county/tribal policy and are used to support agency decisions during appeals. The Department of Human Services (DHS) will review and approve County and Tribal Child Care Plans. Counties and tribes will receive approval letters for their Child Care Plans from the Commissioner of DHS. This plan period begins on January 1, 2016.

Minnesota Statute, section 119B.08, subdivision 3

Steps to complete the plan process:

Step One

Review the plan. Consider what changes to policies or procedures you will submit as compared to previous plans, or if any of the policy or procedures are new. Involve other staff as needed.

Note: New questions have been added and questions have been re-ordered.

Step Two

Draft the plan responses.

Step Three

Consider how you will inform or involve stakeholders in review of your plan. **DHS encourages counties and tribes to develop optional policies for the Child Care Assistance Program in coordination with local child care stakeholders.** This may include: parents, child care providers, culturally specific service organizations, Child Care Aware agencies (formerly known as child care resource and referral agencies), interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children. You may want to consult with other agency staff such as fraud investigators, income maintenance and employment services staff.

Step Four

Post the draft plan. You must make copies of the proposed plan reasonably available to the public and allow sufficient time for public review and comment. See question II.C of this plan; you will need to describe methods used to make the plan available to the public, particularly to those members listed in II.C.

Step Five

Submit the plan by the deadline, and note these guidelines:

- All optional county/tribal Child Care Assistance Program policies must be identified in this plan. See question IX.A.
- Do not answer questions by stating that the reviewer should refer to a previous plan.
- Submit forms that have not been previously submitted and approved. DHS and MEC² standardized forms should not be submitted. Refer to the DHS memo announcing this plan for a list of DHS created documents that are required for CCAP. Incomplete plans will be returned. Be sure to provide an answer to each question.

Amendments to Plans

A county or tribe may amend their Child Care Plan at any time, but the Commissioner must approve the amendment before it becomes effective. If approved by the Commissioner, the amendment is effective on the date requested by the agency unless a different effective date is set by the Commissioner. Plan amendments must be approved or denied by the Commissioner within 60 days after receipt of the amendment request.

Minnesota Rules, part 3400.0150, subpart 3

Amendments include changes in county/tribal contacts, county/tribal optional policies, new or revised forms and notices. Amendments can be sent in letter form or by email to the CCAP technical assistance liaison.

Return completed plans by **Monday, September 14, 2015** to:
DHS.CCAP@state.mn.us



Administration of the Child Care Assistance Program

I. Child Care Assistance Program contacts

A. County or tribal agency

COUNTY OR TRIBE NAME Pennington	GENERAL PHONE NUMBER 218-681-2880	EXTENSION	GENERAL FAX NUMBER 218-683-7013
AGENCY'S FULL NAME Pennington County Human Services		CCAP INTAKE PHONE NUMBER 218-681-2880	EXTENSION
MAIN OFFICE STREET ADDRESS 318 Knight Ave. N.	CITY Thief River Falls	ZIP CODE 56701	
MAIN OFFICE MAILING ADDRESS (if different) P.O. Box 340	CITY Thief River Falls	ZIP CODE 56701	

B. County or tribal branch office (if applicable)

BRANCH NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER	CCAP INTAKE PHONE NUMBER	EXTENSION
ADDRESS OF BRANCH OFFICE		CITY		ZIP CODE	

C. Agency contact people

This contact information is required to be completed and will be used by DHS staff to communicate with counties or tribes.

1. County or tribal CCAP administrative contact

This person(s) will be the primary contact for DHS CCAP.

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Julie	LAST NAME Sjostrand			
TITLE Social Services Supervisor		PHONE NUMBER 218-681-2880	EXTENSION 227	FAX NUMBER 218-683-7013	
EMAIL ADDRESS jasjostrand@co.pennington.mn.us			SIR EMAIL ADDRESS		
ADDRESS 318 Knight Ave. N.		CITY Thief River Falls		ZIP CODE 56701	

2. County or tribal client access contact

Include a lead person or multiple people that have contact with CCAP clients in your county.

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Monique	LAST NAME Willson			
TITLE Case Aide		PHONE NUMBER 218-681-2880	EXTENSION 253	FAX NUMBER 218-683-7013	
EMAIL ADDRESS mfwillson@co.pennington.mn.us			SIR EMAIL ADDRESS x157519@cty.dhs.state.mn.us		
ADDRESS 318 Knight Ave. N.		CITY Thief River Falls		ZIP CODE 56701	

3. Management of waiting list contact

Identify the waiting list contact person in your county or tribe. The waiting list contact person identified should be responsible for maintaining the waiting list, including being able to respond to the state's questions about particular families reported on the waiting list. If more than one person is responsible for maintaining the waiting list, identify one person that can be contacted by state staff for the agency.

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.		FIRST NAME Monique	LAST NAME Willson		
TITLE Case Aide		PHONE NUMBER 218-681-2880	EXTENSION 253	FAX NUMBER 218-683-7013	
EMAIL ADDRESS mfwillson@co.pennington.mn.us		SIR EMAIL ADDRESS x157519@cty.dhs.state.mn.us			
ADDRESS 318 Knight Ave. N.		CITY Thief River Falls		ZIP CODE 56701	

D. Subcontracted services

Counties and tribes may contract with an agency to administer all or part of their Child Care Assistance Program. Do not include cooperative agreements with employment and training service providers that work with MFIP/DWP families to develop and approve the employment service plan.

Minnesota Rules, part 3400.0140, subpart 7

If you are planning any changes in the administration of your CCAP, notify your policy liaison immediately. This could involve subcontracting or mergers of counties. Failing to notify DHS may delay the changes that you are planning to make.

Does your county or tribe contract with an agency for any part of administration of CCAP? Yes No

II. Collaboration and outreach

A. Describe your methods for providing information on the availability of child care assistance to individuals, child care providers, social service agencies, local news, etc. to ensure families are aware of the availability of the assistance.

Minnesota Rules, part 3400.0140, subpart 2

The agency makes available informational brochures through local venues including; WIC clinic, Head Start and Early Childhood Family Education, local college, Public Health, etc. We also post child care assistance program information including an on-line application under the Human Service Department section located on the Pennington County website. Our area's Child Care Resource and Referral program also makes child care assistance information available to the public.

B. Describe ways that you collaborate with other community based programs and service providers to maximize public and private community resources for families with young children. Include in this description the methods used to share information, responsibility, and accountability among the identified service and program providers, as listed in statute, as you work to foster collaboration among agencies and other community-based programs that provide flexible, family-focused services to families with young children and to facilitate transition into kindergarten.

Minnesota Statute, section 119B.08, subdivision 3 (1)

Pennington County Human Services has benefited from strong, long-established relationships with local organizations and service partners. Our plan is to not only continue these collaborations but also participate with our providers in efforts to strengthen child care programming, especially provider resources. Our family child care licenser will work with current and new providers to discuss program needs and to seek referrals for generating additional providers.

Minnesota Statute,
section 119B.08,
subdivision 3 (2)

- C. Describe procedures and methods that were used to make copies of this plan reasonably available to the public and the time that was allowed for public review and comment. You must make copies of the proposed plan reasonably available to the public, including members of the public particularly interested in child care policies such as parents, child care providers, culturally specific service organizations, Child Care Aware of Minnesota agencies (child care resource and referral), interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children. You must allow time for public review and comment prior to submission of this plan to DHS for approval.

The 2016-17 child care assistance program plan will be posted on the Pennington County website and hard copies will be available to the public upon request. Pennington County will invite public comment via Public Notice in the County's official newspaper and provide a 30 day comment period. Public comments received will be reviewed to determine whether amendments to our plan are warranted.

- D. Do you post your approved county/tribal plan on your website? Yes No

IF YES, GIVE LOCATION AS A WEBLINK

<http://co.pennington.mn.us/departments/humanservices.asp>

III. Eligibility

A. Education plans under the Basic Sliding Fee Program (BSF)

Prior to completing this section, please review Minnesota Rules, part 3400.0040 and Minnesota Statutes 119B.07 in their entirety to ensure your policies are in compliance.

Minnesota Rules,
part 3400.0040

Minnesota Statute,
section 119B.07

1. High school diploma/GED high school equivalency diploma

- 1a. Describe your policy and procedures for approving an acceptable course of study that will reasonably lead to completion of a high school diploma or GED high school equivalency diploma.

Student applicants are required to complete an Occupation Research Packet; including a plan that supports their selected course of study that will likely lead to reasonable full-time employment. Reasonable full-time employment is defined as employment that will most likely lead to self-sufficiency. The Occupation Research Packet is approved by the Child Care assistance case manager with oversight by the Social Services Supervisor as needed. An acceptable course of study for a student participating in MFIP is an approved education or training program described in the MFIP participant's employment plan.

- 1b. Identify the factors that contribute to the above policy (for example: program accreditation, online learning programs or alternative programs approved by the Minnesota Department of Education)

An applicant's chosen course of study must be in a field/program which, based on the applicant's research, will reasonably lead to full-time employment. General studies is not considered a course of study that will reasonably lead to full-time employment. If an applicant already has a degree that will likely lead to full-time employment, the education plan will not be approved. In these circumstances applicants will be referred to the Financial Aid Office (at the educational institute they are applying to attend) for other funding options.

- 1c. Identify any factors which would result in the termination of a Basic Sliding Fee education plan for these students.

When the county determines a student is not making satisfactory progress towards completing an education or training program and/or is determined to not be in good academic standing in the education or training program as determined by the educational institution.

2. Remedial and basic skills courses

- 2a. Describe your policy and procedures for approving remedial and basic skills courses that are needed to pursue employment or education leading to employment. This includes English as a Second Language classes.

Verification of enrollment and anticipated hours required. Students must be making satisfactory progress and remain in good academic standing with the educational institute or program the student is enrolled.

2b. Identify the factors that contribute to the above policy (for example: program accreditation, online learning programs)

Program accreditation (examples: First Aid, CNA), on-line learning programs or classes/instructional courses required of employment.

2c. Identify any factors which would result in the termination of a Basic Sliding Fee education plan for these students.

Failure to complete courses/coursework resulting in the student in not being in an authorized activity as verified by the educational institute/program of attendance.

3. Post-secondary

3a. Describe your policy and procedures for approving an acceptable course of study that will reasonably lead to full-time employment for a post-secondary student applicant under the Basic Sliding Fee program.

Applicant must have high school diploma or GED and complete an Occupational Research Packet. Participants must maintain a 2.0 GPA or be meeting the school's definition of "good standing". If participant fails maintain "good standing" they will be allowed one academic quarter/semester to regain "good standing".

3b. Identify the factors that contribute to the above policy (for example: job availability, wage data, job placement rates)

This agency supports education and training that leads to full time employment at minimum wage or above. If the student's Occupational Research packet/plan shows a wage decrease, we cannot justify approval of that chosen plan.

3c. Identify any factors which would result in the termination of a Basic Sliding Fee education plan for a post-secondary student.

Failure to submit a Child Care Renewal Form (DHS 5274), failure to attend classes, falling below a 2.0 GPA or not maintaining good academic standing.

4. Changes to Basic Sliding Fee (BSF) education plans

Is your policy for approving and extending child care assistance for participants whose education programs change the same as the initial approval policy stated in 1a , 2a, and 3a?

Yes No

B. Basic Sliding Fee Waiting List Management

1. Priorities for service

Have you established sub-priorities for the fifth priority Basic Sliding Fee Child Care Assistance waiting list beyond those required in Minnesota Statute, section 119B.03, subdivision 4?

Minnesota Statute, section 119B.03, subdivision 4

Yes No

2. Six month review of Basic Sliding Fee Waiting List

CCAP Policy Manual, Chapter 4.3.12.12

Minnesota Statute, section 119B.03, subdivision 2

2a. Statute requires that you review and update your waiting list at least every six months. Describe your agency process for reviewing and updating the waiting list. Include how families are notified of the six month review.

Families on the BSF waiting list are notified, in writing, when they are due for review. Families are asked to update applicant information and whether they remain in need of child care assistance. The review letter requests that responses be received by the agency within 30 days. Families are further informed that failure to respond within allowable time will result in their removal from the waiting list.

When funding becomes available the agency reviews the waiting list and authorizes assistance for the number of families available that available funding will cover. Families that are temporarily ineligible will maintain their current status and the next eligible family will be considered.

2b. What is your next step for families that do not respond to this review?

Families that do not respond to the review within time allowances. will be removed from the waiting list. Families will have the right to re-apply.

2c. When families are removed from the waiting list, how are they informed of this action?

Families are informed in writing.

3. Applications that are mailed to families on the Basic Sliding Fee Waiting List

Applications must be sent to families on the waiting list when there is funding available to add the family to the Basic Sliding Fee Program. At what point do you remove the family from the waiting list?

- Family is removed from the waiting list when the application is sent to the family. The notice sent with the application informs the family that their name has been removed from the waiting list.
- Family is removed from the waiting list when you receive the completed application. If no application is received, the family is removed at the end of the time period allowed for returning the application. The notice sent with the application informs the family
- Other.

4. Temporarily ineligible families on the Basic Sliding Fee Waiting List

When a family advances to the top of your waiting list and is temporarily ineligible for child care assistance, you must leave the family at the top of the waiting list for a period of time not to exceed 90 calendar days, according to priority group and serve the applicant who is next on the waiting list unless an alternative procedure is provided in the county's plan.

Minnesota Rules, part 3400.0040, subpart 17

Minnesota Rules, part 3400.0060, subpart 6

Do you have an alternative procedure for temporarily ineligible families who reach the top of the waiting list?

- Yes
- No

C. Child care for job search activities

1. When you authorize child care assistance during job search activities for families without an approved employment plan, is it your policy to:

Minnesota Rules, part 3400.0040, subpart 15a

CCAP Policy Manual, Chapter 9.18

- Authorize the number of hours requested by the participant
- Authorize a standard number of hours **determined by the agency.**

2. Do you verify the actual number of hours spent on job search? Yes No

How is this verified and what action is taken if there is a discrepancy between the hours authorized and the actual hours verified for this activity? Note: A reduction of authorized hours requires a 15 day notice. If you do reconcile discrepancies, we recommend that you do not charge the family with an overpayment when the verification provided shows that less hours of job search were completed than what was authorized, as job search hours are limited to 240 hours per calendar year. If you charge an overpayment, the hours charged as an overpayment are not counted towards the 240 hours allowed for job search.

Participants are required to submit bi-weekly job journals. Journals and hours are compared to the providers submitted hours. If discrepancies are found we counsel with participants to revisit mutually understood job search plans. If warranted, child care may be used at a rate that is less than full-time, provided that total child care assistance does not exceed 240 hours of child care/year. Whenever a reduction in authorized hours occurs, participants will be provided the required 15 day notice.

D. Child care for school release days

What directive is typically given to case workers and billing workers when authorizing care for school release days?

CCAP Policy Manual,
Chapter 9.1.3

- Authorize actual hours needed and increase or decrease hours based on known school release days.
- Authorize the hours care is needed when there are no school release days.
- Authorize the highest number of hours care is needed with the provider.
- Other method.

E. Child care for families with flexible schedules

What directive is typically given to case workers and billing workers when authorizing care for families with flexible schedules?

CCAP Policy Manual,
Chapter 9.1.6

- Authorize the typical number of hours needed and when the schedule requires additional care, the provider bills for the additional care.
- Authorize the minimum number of hours care is needed and when the schedule requires additional care, the provider bills for the additional care. Payment is made by increasing the number of hours listed in the "total hours of care authorized" field on the billing window or by creating a new Service Authorization.
- Authorize the highest number of hours care is needed with the provider. The provider is expected to bill only for the time that care is needed.
- Other method.

F. Authorizing care for clients with Employment Plans

Job counselors and CCAP workers must communicate child care needs for clients with Employment Plans. Guidance for workers can be found in 16.1 of the CCAP Policy Manual.

CCAP Policy Manual,
Chapter 16.1

1a. Schedules and Authorizations

CCAP workers must obtain an activity schedule or the days and times that child care is needed. Who is responsible for obtaining the schedule information from the client?

- Job counselor provides schedule or days and times that child care is needed to CCAP worker.
- CCAP worker obtains schedule from client.
- Other method.

1b. Explain who determines the number of child care assistance hours to authorize:

- CCAP worker
- Job counselor
- Other method

2. Explain your method of communicating this required information between job counselors and CCAP workers (email, fax, case notes, verbal, pre-made form, etc.)

Communication is via fax with follow-up telephone conversation if needed.

IV. Provider compliance policies

A. Reasons for closing a provider's registration

Minnesota Statutes, section 119B.13, subdivision 6(d) gives counties and tribes options to refuse to issue a child care authorization, revoke an existing authorization for a provider, stop payment, or refuse to pay a bill under circumstances described in the six clauses below. Counties and tribes must indicate which clauses you will include in your plan, and must apply the policies consistently to providers.

Minnesota Statutes
119B.13, subdivision 6(d)

CCAP Policy Manual,
Chapter 9.3

CCAP Policy Manual,
Chapter 14

Does your agency plan to disqualify providers for reasons listed in Minnesota Statutes, section 119B.13, subdivision 6(d)?

Yes No

V. Policies applicable to legal nonlicensed (LNL) providers

A. Unsafe care criteria

Individuals must pass a background study prior to being approved as an LNL provider. You have the option to apply additional conditions, beyond the background study disqualifications, under which care is considered unsafe. DHS recommends you review the following sections of statute to ensure that your policies are not requirements that are applied to all providers:

Minnesota Statute,
section 119B.125,
subdivision 2

Minnesota
Statutes,
chapter 245C

- Minnesota Statute, sections 119B.125, subdivision 2
- Minnesota Statute, sections 245C.14 or 245C.15

Note that a conviction for a crime or offense not listed in sections 245C.14 or 245C.15 is not an automatic bar to authorization as a legal nonlicensed family child care provider. A conviction for a crime or offense not listed may only bar an authorization if the crime or offense reflects on the provider's ability to provide care.

Do you apply additional conditions of unsafe care beyond those contained in Minnesota Statute, sections 245C.14 or 245C.15, to legal nonlicensed providers or legal nonlicensed care arrangements?

Yes No

B. Background checks for legal nonlicensed providers

You are required to complete a criminal background study on all legal nonlicensed child care providers and persons residing in their households.

1. Do you charge a fee to unlicensed providers for the costs involved when completing the required criminal background check?

Yes No

How much do you charge for the required background check? Fees for background checks are not to exceed \$100 annually.

per family \$25.00 per person

2. How often do you reauthorize providers?

Yearly Every Two Years Other

3. Do you request background information from other agencies when a provider is registered by another agency?

Yes No

If yes with conditions, describe the conditions below.

Pennington County uses background information from other agencies with whom that provider is also registered. This information is used for the purpose of aligning time frames for background check re-determinations.

C. Records of substantiated parental complaints

- Describe your process for substantiating parental complaints concerning the health and safety of children in the care of legal nonlicensed providers.

Upon receipt of a complaint concerning the health or safety of children under the care of a legal non-licensed provider the county will assess the complaint if the complaint alleges child maltreatment as defined in Minnesota Statutes, section 626.556, subdivision 10e. The agency will relay complaints in accordance with MN Statutes 3400.0140 subpart 6; to the county's public health agency if the complaint alleges a danger to public health due to communicable disease, unsafe water supply, sewage or waste disposal or building structures; to local law enforcement if the complaint alleges criminal activity that may endanger the health or safety of children under care; or, as otherwise identified, to other agencies with jurisdiction to investigate complaints to the health and safety of a child.

- How do you:
 - Maintain these records of substantiated complaints, and
 - Make this information available to the public when requested?

Minnesota Rules, part 3400.0140, subpart 6

Minnesota Statutes, chapter 13

Pennington County maintains a log of substantiated complaints. The log will be housed in the office of the Social Services Supervisor. Records of substantiated complaints alleging child maltreatment will be retained as allowed for in Minnesota Statutes, section 626.556. All other substantiated complaints will be retained for a period of three years as allowed for under Minnesota Rules 3400.0140, subpart 6.

VI. Special needs rates

Special needs rates, above the standard maximum rates, can be paid to providers if approved by the Commissioner of DHS (up to the provider's charge).

Minnesota Statute, section 119B.13, subdivision 3

Minnesota Rules, part 3400.0130, subpart 3

CCAP Policy Manual, Chapter 9.54

A. Special needs rates for an individual child with special needs

Rates paid for the care of children with special needs are allowed to exceed standard maximum rates. Requests for individual special needs rates are submitted by the agency and approved by DHS. Refer to 9.54 of the CCAP Policy Manual for more information about the special needs rate approval process. When an individual special needs rate is approved, it is considered an amendment to the County and Tribal Child Care Plan. You are no longer being asked to submit a list of special needs rates for individual children with this plan because DHS has this information.

B. Special needs rates for children in at-risk programs

You may choose to pay special needs rates to certain populations defined as "at-risk" in your County and Tribal Child Care Plan. You must have DHS approval for these rates to be paid. At-risk means environmental or familial factors exist that could create barriers to a child's optimal achievement. If you have chosen to pay special needs rates for specialized care to identified at-risk populations, include information for each facility that provides specialized services. If you have a contract with the identified facilities, submit the contract as an attachment to this plan.

Identified at-risk population group	Facility name	Rate by age category	Rate schedule	Begin date	Documentation that supports the approved rate that is on file from the provider	Documentation in the file that supports that the child is included in the at-risk population

If this information changes, including additional population groups identified by your agency, new facilities, or a proposed change in rates paid, DHS must approve the change. Submit a request to amend your plan. This information will be used during case audits.

C. Special needs rates for care of sick children

You may choose to pay special needs rates for the care of sick children. Special needs rates for care of sick children apply to rates paid above the standard maximum rates to a provider that cares for sick children. You must have DHS approval for these rates to be paid.

Minnesota Rules, part 3400.0110, subpart 8

1. Identify the provider type, rate(s) approved, rate schedule and the approved rate begin date for each special need rate currently paid above the standard maximum rate when care is for a sick child. **Do not attach client-specific information to this plan.**

Provider type	Rate by age category	Rate schedule	Approved rate begin date

VII. Payment policies

A. Payment to two providers when a child is sick

When a child is sick and being cared for by a second provider, do you pay both the regular provider that charges an absent day if the child has not reached the absent day limit and the second provider that is caring for the child?

Minnesota Rules, part 3400.0110, subpart 8

- Yes No

Note: If the rate paid for care of sick children exceeds maximum rates, the "rates for care of sick children" must be included in the special needs rates section of this plan.

B. Provisional payment of legal nonlicensed providers

Do you issue provisional authorization and payment to legal nonlicensed providers during the time necessary to receive and review the results of the statutorily required criminal investigation and determine whether to give final approval to the provider?

Minnesota Statute, section 119B.125, subdivision 5

Minnesota Rules, part 3400.0110, subpart 2a

- Yes No

C. Submission of invoices

If a provider receives an authorization of care and a billing form for an eligible family, the provider must submit the billing form to the agency within 60 days of the last date of service on the billing form. If the provider shows good cause for the delay then you may pay bills submitted after 60 days.

Minnesota Statute, section 119B.13, subdivision 6

1. What is your definition of good cause for delay in submitting a billing form? Agency error must be included in this definition.

Pennington County Human Services requires providers to submit their billings within sixty (60) days of the last date of service. The county may pay a bill after sixty (60) days if it is determined that agency error caused the delay.

2. Identify any circumstances when a provider signature is not needed on a billing form.

Pennington County always requires provider signatures on billing forms.

3. Do you require the parent signature on the billing form? Yes No

Identify any circumstances when a parent signature is not needed on a billing form.

If a parent moves out of the area and is unavailable to sign the billing form or their whereabouts are unknown.

If your agency is using MEC² PRO, explain how this requirement is met with the use of electronic billing.

N/A

Explain how you monitor the signature requirement for billing forms submitted through MEC² PRO.

N/A

D. Underpayments

If you determine that you have underpaid according to Child Care Assistance Program policies, do you make corrective payments? Yes No

If yes, describe what circumstances apply to making corrective payments. You may apply criteria such as a dollar amount, or how far back the situation occurred to limit underpayments to some situations.

Pennington County will review the circumstances contributing to the underpayment including; agency error, and timely notification of the underpayment by the provider. Based on an administrative review of these situations corrective payments will be made if contributing factors warrant them.

E. Provider rates

Does your county enter provider rates on MEC²? Yes No

F. Absent day policy

The Child Care Assistance Program limits the number of absent days for which licensed child care providers or license-exempt centers may be paid. Payment for absent days may exceed limits upon request of the program and approval of the county, if at least one parent in the child's family:

Minnesota Statute,
section 119B.13,
subdivision 7

1. Is under the age of 21;
2. Does not have a high school or general equivalency diploma; and
3. Is a student in a school district or another similar program that provides or arranges for child care, parenting support, social services, career and employment supports, and academic support to achieve high school graduation.

Do you have any approved child care providers that meet these requirements? Yes No

VIII. Program integrity

A. One of the most successful tools in attaining and maintaining high payment accuracy is a case management review system. Case management reviews can help to determine root cause(s) of errors and therefore identify specific areas needing corrective action, such as policy clarification, refresher training, changes in office procedures, improved case record documentation, etc.

There are a number of different approaches to case management reviews. For example a full case review would encompass all aspects of a family's CCAP case information and/or a child care provider's information. A targeted review is focused on specific elements within a case, a specific policy or error prone areas.

1. Do you conduct case management reviews of CCAP? Yes No

If yes, describe the process, including how cases are selected, which staff complete the reviews, what forms are used and how errors are resolved.

Peer reviews of randomly selected cases in addition cases selected by the BSF or MFIP case managers to ensure correct processing/determinations were conducted. Noted discrepancies are corrected by the assigned case manager.

2. Do you conduct case management reviews of CCAP child care providers? Yes No

If yes, describe the process, including how cases are selected, which staff complete the reviews, what forms are used and how errors are resolved.

Providers (whether CCAP participants or not) are subject to re-licensing processes either annually or biennially. This includes submission of a new application, background studies, references, and home safety checklist.

IX. Other responsibilities

A. Identify any other policies that apply to the Child Care Assistance Program which are not specifically required by state or federal rule or law.

Minnesota Rules, part 3400.0140, subpart 1

Minnesota Rules, part 3400.0150, subpart 2

None identified.

B. All agency developed forms used for CCAP must reflect current policy and be approved by DHS. Do you use agency developed forms and written documents? Yes No

Note: Refer to the DHS memo announcing this plan for a list of DHS created documents that are required for CCAP. You should use the DHS required documents that are listed. We encourage use of the other DHS documents.

Use this table to list current agency developed forms and assure compliance. All new and/or amended forms, agreements/ contracts or other written documents and materials that have not been previously approved or standardized through MEC² that are used for the administration of the Child Care Assistance Program must be submitted with this plan for DHS approval. These forms and documents must comply with current statute, memos, bulletins, and the CCAP Policy Manual. If a policy handbook is submitted, highlight the content that has not been previously approved. Only those unapproved sections that are not found in the CCAP Policy Manual, MEC² User Manual, "Do You Need Help Paying for Child Care" (DHS-3551) and the "CCAP Provider Guide" (DHS-5260) will be reviewed. Forms standardized through MEC²/DHS do not need to be listed or submitted.

Name of County Developed Form	Form reflects current CCAP policy	Status of current form
Occupational Research Packet	<input type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS approved <input type="checkbox"/> Needs DHS approval AND <input type="checkbox"/> Form is submitted with plan
	<input type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS approved <input type="checkbox"/> Needs DHS approval AND <input type="checkbox"/> Form is submitted with plan
	<input type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS approved <input type="checkbox"/> Needs DHS approval AND <input type="checkbox"/> Form is submitted with plan

Name of County Developed Form	Form reflects current CCAP policy	Status of current form
	<input type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS approved <input type="checkbox"/> Needs DHS approval AND <input type="checkbox"/> Form is submitted with plan
	<input type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS approved <input type="checkbox"/> Needs DHS approval AND <input type="checkbox"/> Form is submitted with plan
	<input type="checkbox"/> Agency assures compliance	<input type="checkbox"/> DHS approved <input type="checkbox"/> Needs DHS approval AND <input type="checkbox"/> Form is submitted with plan

X. County and tribal assurances

By checking the designated boxes below in items A and B, the agency assures compliance with applicable consumer and provider education requirements. It is not necessary to attach copies of this material to this plan.

A. The county or tribe is informing parents about the following as required under Minnesota Rules, part 3400.0035, subpart 1.

Minnesota Rules, part 3400.0035, subpart 1

- The documentation necessary to confirm eligibility for CCAP
- Waiting list information
- Application procedures

County or tribe assures compliance

In addition, the agency uses the following:

"Parent Acknowledgement When Choosing a Legal Nonlicensed Provider" (DHS-5367) assures compliance with the following:

- Families rights and responsibilities when choosing a provider

"Do You Need Help Paying for Child Care?" (DHS-3551) assures compliance with the following:

- Federal and state child and dependent care tax credits
- Earned income credits
- Other services for families with young children
- Child Care Aware services
- Child Care Assistance Program eligibility requirements
- Family copayment fees and how computed
- Information about how to choose a provider
- Availability of special needs rates
- The family's responsibility for paying provider charges that exceed county maximum payments in addition to the family copayment fee; and
- The importance of prompt reporting of a move to another county to avoid overpayments and to increase the likelihood of continuing benefits.

County or tribe assures compliance and uses DHS-5367 and DHS-3551

B. The agency is distributing the following required information to registered legal nonlicensed providers:

Distribution requirements may be accomplished by giving the materials directly to the provider, or to the parent and establishing a method to ensure that the provider receives the material. Minnesota Rules, part 3400.0140, subpart 5.

Minnesota Rules, part
3400.0140, subpart 5

Use of "Health and Safety Resource List for Parents and Legal Nonlicensed Providers" (DHS-5192A) assures compliance with the following:

- Child immunization requirements
- Child nutrition
- Child protection reporting responsibilities
- Health and safety information
- Child development information; and
- Referral to Child Care Aware

County or Tribe assures compliance by use of DHS-5192A (optional to send with or without additional materials)

OR

County or Tribe assures compliance by sending other materials that meet these requirements

Pennington County Human Services

Equal Employment Opportunity

And

Affirmative Action Guidelines

(As adopted from Minnesota Merit System)

Pennington County Board

Authorized 09/08/2015

Effective 09/08/2015 – 07/31/2017

I. Introduction

The Minnesota Merit System's (MMS) Affirmative Action and Equal Employment Opportunity Policies are administered by the Minnesota Department of Human Services (DHS) Office for Equity, Performance and Development (OEPD) Equal Opportunity and Access division.

A. Purpose

The guidelines continues to request each MMS county/multi-county human services agency to adopt, revise, and/or develop equal opportunity and affirmative action guidelines to ensure equal employment opportunity and affirmative action in MMS county/multi-county human services agency workforces.

Additionally, the purpose of these guidelines continue to be to establish minimum affirmative action and equal employment opportunity standards, and provide consistent framework with regard to equal employment opportunity and affirmative action in MMS county/multi-county human services agencies.

1. Policy

It is the policy of the MMS that county/multi-county human services agencies conduct all employment practices without regard to race, color, political affiliation, creed, religion, national origin, disability, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation. Equal employment opportunity under this policy includes, but is not limited to the following: recruitment, examination, appointment, tenure, compensation, classifications, promotion, or other activities in accordance with applicable federal, state, and local laws and regulations.

A program of affirmative action will be maintained to eliminate barriers to equal employment opportunity and to encourage the employment and advancement of qualified females and minorities when these groups are underrepresented in a county/multi-county human service agency's workforces in any job category. Agencies are required to provide equal employment opportunities to, and encouraged to actively recruit, individuals with disabilities.

2. Responsibilities

MMS county/multi-county human services agency directors have overall responsibility for implementing the MMS equal employment opportunity and

affirmative action guidelines throughout that agency. Including establishing specific internal procedures that minimally meet the standards provided by the MMS guidelines.

3. Role of DHS

The DHS OEPD Equal Opportunity and Access division provides consultation, technical assistance, recruitment, training, and goal-setting review and monitoring of MMS human service agencies to ensure affirmative action and equal employment opportunity in these agencies.

II. Scope of Guidelines

All MMS county/multi-county human services agencies and its employees must comply with equal employment opportunity and affirmative action guidelines. Any Minnesota county/multi-county may choose to create a county/multi-countywide affirmative action plan and have it approved by the Minnesota Department of Human Rights, which will issue a certificate of compliance for approved plans. Alternatively, a county/multi-county may choose to adopt the MMS equal employment opportunity and affirmative action guidelines in this bulletin for its human services agency.

Minnesota Rules, part 9575.0090, subpart 2a, require that each MMS human services agency have an affirmative action plan, which must contain the following:

- a policy defining and prohibiting discriminatory harassment, including sexual harassment;
- an internal discrimination complaint policy and procedure that includes notification of DHS OEPD Equal Opportunity and Access division of complaints that are brought, and their resolution;
- provision for appointment of a person to serve as liaison between the MMS county/multi-county human services agency and DHS OEPD Equal Opportunity and Access division, and to have responsibility for implementation of the guidelines within the agency;
- provision for notification of DHS OEPD Equal Opportunity and Access division of periodic hiring goals established by the county/multi-county human services agency; and
- provision for compliance with the Americans with Disabilities Act (ADA), Title I, which prohibits discrimination against disabled employees or job applicants.

Minnesota state law does not require that Minnesota counties and political subdivisions have an affirmative action plan certified by the Minnesota Department of Human Rights in order to receive any state funds or engage in contracting with the state. Nevertheless, this does not exempt MMS county/multi-county human services agencies from the requirement of the MMS rules, as indicated above.

III. MMS County/Multi-County Human Services Agency Action Required

In order to comply with Minnesota Merit System Rules, part 9575.0090, subpart 2a, your agency should choose one of the two courses of action. Your agency may:

- A. Adopt the proffered MMS system equal employment opportunity and affirmative action guidelines as your agency's equal opportunity and affirmative action plan and implement the guidelines within your agency, including developing hiring goals where workforce disparities exist and submit a letter indicating the adoption of those guidelines to DHS OEPD Equal Opportunity and Access division;

OR

- B. Adopt an equal opportunity and affirmative action plan that is certified by the Minnesota Department of Human Rights and submit a copy of the certificate of compliance to DHS OEPD Equal Opportunity and Access division. If your county/multi-county already has a certified plan, your agency's adoption of that plan meets requirements under MMS rules.

Send this information to the attention of the Minnesota Merit System Consultant, Minnesota Department of Human Services, OEPD Equal Opportunity and Access division, MMS Consultant, Box 64997, St. Paul, MN 55164-0097.

IV. Policies and Requirements

A. Prohibition of Discriminatory Treatment

Purpose: To establish a means for maintaining a work environment free of discriminatory treatment in MMS county/multi-county human services agencies.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of discriminatory treatment, including harassment.

Authority:

- United States Civil Rights Act of 1964, Title VII
- United States Equal Pay Act of 1963
- United States Age Discrimination in Employment Act of 1967
- United State Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- United States Civil Rights Act of 1991
- Genetic Information Nondiscrimination Act of 2008, Title II
- Minnesota Human Rights Act

B. Discrimination Complaint Handling

Purpose: To provide an internal option to employees who believes they were discriminated against because of race, color, political affiliation, creed, religion, national origin, disability, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation. The disability indicator includes qualified individuals with a disability who are either job applicants or employees.

Statement: While employees of MMS county/multi-county human services agencies have the right to file discrimination complaints with the Minnesota Department of Human Rights or other enforcement agencies at any time, complainants are urged to seek out internal administrative remedies first.

Anyone bringing an employment discrimination complaint shall do so without fear of reprisal, coercion, or intimidation.

Discrimination complaints and relevant investigative data and findings will all be handled in accordance with provisions of the Minnesota Data Practices Act, and the ADA, Title I.

The discrimination complaint handling process will minimally include:

1. A method to resolve both formal and informal complaints,
2. Notification of DHS OEPD Equal Opportunity and Access division and
3. A timely response to all complaints.

Authority:

- United States Civil Rights Act of 1964, Title V
- United States Equal Pay Act of 1963
- United States Age Discrimination in Employment Act of 1967
- United States Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- United States Civil Rights Act of 1991
- The Minnesota Human Rights Act
- The Minnesota Data Practices Act
- Genetic Information Nondiscrimination Act of 2008, Title II

C. Prohibition of Discrimination against Individuals with Disabilities

Purpose: To provide work environments free of unlawful discrimination against applicants and employees with disabilities. Together the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act of 2008

(ADAAA) extend federal civil rights protection to people who are considered disabled.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of discrimination. This includes removing barriers to application of employment and ensuring that qualified employees with disabilities are not discriminated against.

The most significant provisions of the ADA with regard to MMS county/multi-county human services agencies are included in Title I, which prohibit employers from discriminating against qualified individuals with disabilities in matters of employment, including the application and hiring process. The provisions in Title I of the ADA are broader in scope than, but similar to, the Minnesota Human Rights Act (Minnesota Statutes, chapter 363A), and to Section 504 of the federal Rehabilitation Act of 1973 and Volume 29 of the United States Code, section 794.

ADA regulations make clear that employers, including all state and local governments, must comply with the employment provisions of Title I. The ADA prohibits discrimination against an otherwise qualified individual with a disability with regard to the following:

- Job application procedures, including recruitment and advertising;
- Hiring, firing, and advancement; and
- Compensation, training, and other terms, conditions, and privileges of employment such as tenure, layoff, leave, and employee benefits.

Reasonable Accommodations: If a person is qualified to perform the essential functions of a job except for limitations caused by a disability, the employer must consider whether or not that person could perform those functions with a reasonable accommodation.

An employer is required to accommodate a known disability of a qualified applicant or employee unless it would impose an undue hardship. Accommodations are determined by the specifics of the situation and provided on an individual basis.

Interactive Process: The action to accommodate is generally triggered by a request from an applicant or employee with a disability. However, in certain instances, an employer has an obligation to make inquiries about an individual's need for an accommodation. For example, when an employer observes that an applicant or employee has a disability that may prevent him or her from understanding the need to request an accommodation, the employer should initiate discussion about the possible need for accommodation. If the individual with a disability cannot suggest an appropriate accommodation in such circumstances, the employer should work with the individual to identify an effective accommodation.

Undue Hardship: Deciding whether a request for a reasonable accommodation creates an undue hardship is determined on a case by case basis. If it is determined that a specific proposed or requested accommodation would impose an undue hardship on an employer, the employer is still obligated to identify another accommodation that would not impose a hardship. As long as an accommodation provides the person with the disability an equal opportunity to perform the essential function of the job, and enjoy the benefits and privileges of employment that other employees have access to, the accommodation need not be the best accommodation available, nor must it be the accommodation desired by the individual with a disability.

Threat to health and safety of others: If an employer believes that an employee or applicant with a disability would constitute a direct threat to the health or safety of self and others, and that a reasonable accommodation to the person's disability would not eliminate the threat, the employer may determine the individual is not or is no longer qualified to perform the duties of their job. Such a determination must be based on objective facts, and must be specific to the situation and the individual, and cannot be based on speculation or the remote possibility of a threat or risk to the safety of others.

For a more detailed explanation of your obligations and responsibilities under the ADA, contact the United States Equal Employment Opportunity Commission (EEOC), or the United States Department of Justice's Civil Rights Division. Numerous publications explaining the ADA and its requirements are available from these agencies, and are online at their websites. You may also request technical assistance from the Minnesota DHS OEPD Equal Opportunity and Access division, and from the Minnesota Department of Human Rights. Contact information for all of these agencies is included in Appendix III of these guidelines.

Authority:

- United States Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- Minnesota Human Rights Act

D. Prohibition of Sexual Harassment

Purpose: To establish a means for maintaining a work environment free of sexual harassment in MMS county/multi-county human services agencies.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of sexual harassment. Sexual harassment is a

form of sex discrimination and is covered under the same statutes as any kind of discriminatory treatment.

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Sexual harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. The harasser can be either a woman or a man, as can the victim. Same-sex sexual harassment is prohibited as in opposite-sex harassment.

Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Authority:

- Civil Rights Act of 1964, Title VII
- Minnesota Human Rights Act

E. Affirmative Action in Appointment and Selection Decisions

Purpose: To ensure that affirmative action hiring goals are considered when hiring decisions are made within job groups where a workforce disparity exists.

Statement: MMS county/multi-county human services agencies shall act affirmatively to recruit and hire a diverse workforce. When a vacancy occurs in a job group where a disparity exists, agencies shall utilize affirmative recruitment and hiring strategies to attempt to meet the workforce disparity. When fewer than three protected group candidates are on the eligible list, the MMS will use expanded certification to bring the number of eligible candidates certified to a total of three candidates from the protected group in which a disparity exists. The candidates certified shall be determined by their examination scores in accordance with MMS rules.

Authority:

- Minnesota Statutes, section 256.012, subdivision 1
- Minnesota Rules, part 9575.0620, subpart 7

V. Responsibilities, Duties, and Accountabilities

MMS Affirmative Action Guidelines: Responsibilities, duties, and accountabilities.

A. OEPD Equal Opportunity and Access division at the Minnesota DHS

1. Responsibilities

Minnesota DHS OEPD Equal Opportunity and Access division has oversight responsibility for and authority to monitor the MMS equal employment opportunity and affirmative action efforts in order to ensure compliance with federal and state laws and the MMS rules.

2. Duties

To monitor implementation of MMS county/multi-county human services agencies required affirmative action plans and their compliance with equal opportunity and affirmative action guidelines. To provide technical assistance, as requested, to MMS county/multi-county human services agencies in the implementation of their affirmative action plans.

3. Accountability

To the Commissioner of the Minnesota Department of Human Services.

B. MMS Personnel at the Minnesota DHS

1. Responsibilities

The Minnesota DHS MMS personnel have responsibility for ensuring all assessment and selection processes are job-related, and that there are no barriers or hindrances to affirmative action and equal employment opportunity in MMS county/multi-county human services agencies. They will also ensure that MMS county/multi-county human services agencies have the opportunity to act affirmatively in hiring within job categories where there are disparities.

2. Duties

- Publish job announcements for MMS county/multi-county human services agency openings, maintain communication with organizations in targeted communities for recruitment purposes, and conduct recruitment for professional and managerial staff.

- Expand certification, as necessary, to include protected group applicants when a disparity exists in the job class for which the MMS county/multi-county human services agency is hiring.
- Maintain a record of all competitive and promotional examination openings and appointments within agencies by gender and race.
- Review position descriptions and class specifications to ensure that they are accurate and that stated requirements are job-related.
- Ensure that selection processes are free of adverse impact.

3. Accountability

To the Commissioner of the Minnesota DHS.

C. Pennington County Human Services; Agency Director

1. Responsibilities

The Pennington County Human Services agency director has responsibility for ensuring the overall implementation of the agency's affirmative action and equal employment opportunity policies; and for compliance with fair employment practices; and with federal and state laws, and MMS rules.

2. Duties

- Communicate and demonstrate a commitment to the agency's affirmative action and equal employment opportunity policies and to the MMS affirmative action guidelines.
- Set numerical hiring goals and develop action steps and timetables for recruiting and hiring women and minorities. Ensure that the agency actively recruits applicants with disabilities and provides equal employment opportunities.
- Notify DHS OEPD Equal Opportunity and Access division in January of each year of the agency's progress and of activities engaged in to achieve affirmative action hiring goals during the reporting period.
- Resolve internal complaints of discrimination, and notify DHS OEPD Equal Opportunity and Access division in January of each year of all discrimination complaints brought by employees of the agency during the reporting period.
- Inform hiring supervisors of equal opportunity and affirmative action guidelines and encourage them to act affirmatively whenever an

opportunity exists to hire a qualified protected group applicant into a job category where a disparity exists.

- Ensure that information about equal employment opportunity and affirmative action is disseminated to all MMS employees in the agency.
- Ensure that the workplace is free of discrimination.
- Designate a liaison to DHS Equal Opportunity and Access division and ensure that the liaison has the necessary information and knowledge to carry out the duties required of the liaison. The director will consult at least quarterly with the Affirmative Action and Equal Employment Opportunity (AA EEO) liaison for the purpose of reviewing the status of equal employment opportunities and affirmative action needs in the agency, including any discrimination complaint activity.

3. Accountability

To the Pennington County Board of Commissioners.

D. Pennington County Human Services Agency Affirmative Action Liaison and Designee

1. Responsibilities

The Pennington County Human Services Agency Director, serving as the affirmative action liaison, has responsibility for ensuring compliance with MMS equal employment opportunity and affirmative action guidelines on a daily basis. The liaison will monitor the agency's affirmative action and equal employment opportunity efforts to ensure compliance with federal and state laws and with MMS rules.

2. Duties

1. Develop an equal employment opportunity and affirmative action policy statement and an affirmative action plan consistent with those policies.
2. Implement the affirmative action plan, including:
 - a. The internal and external distribution of the agency's EEO and AA policies and the affirmative action plan;

- b. The establishment of affirmative action hiring goals, action steps, and timetables;
 - c. The active recruitment and employment of protected group applicants; and
 - d. The recruitment and utilization of businesses owned by protected group members.
3. Conduct and/or coordinate employee training on and orientation to the agency's EEO/AA policies and plan.
 4. Ensure that agency managers and superiors understand their responsibilities to take action to prevent the harassment of employees and applicants for employment.
 5. Ensure that minority, female, and employees with disabilities are provided equal opportunity in attending agency sponsored training and activities, and in benefit plans, pay, and other work related activities and conditions.
 6. Implement and maintain equal employment opportunity auditing, reporting, and record-keeping systems as a means of gauging the effectiveness of the agency's affirmative action efforts, and of determining whether or not affirmative hiring goals have been attained.
 7. Actively liaise with DHS OEPD Equal Opportunity and Access division and with other relevant governmental enforcement agencies, and with DHS MMS personnel, as appropriate.
 8. Coordinate agency and employee support of community programs that may lead to equitable employment of women, minorities, and individuals with disabilities.

3. Accountability

To the Pennington County Board of Commissioners.

E. Pennington County Human Services Agency Managers and Supervisors

1. Responsibilities

Pennington County Human Services Fiscal, Social Services and Financial Assistance Supervisors have responsibility for ensuring compliance with the MMS equal employment opportunity and affirmative action guidelines and fair treatment of all agency employees.

2. Duties

- Assist the agency's EEO/AA liaison with identifying and resolving problems related to equal employment opportunity and with eliminating barriers which inhibit or prevent equal employment opportunity and/or affirmative action.
- Consider qualified protected group members and where possible act affirmatively in hiring and promoting staff.
- Communicate and demonstrate a personal commitment to the agency's EEO/AA policies and MMS affirmative action guidelines.
- Make recruitment recommendations to the EEO/AA liaison and assist the liaison with special recruitment projects.
- Ensure that all employees under your supervision receive and annual orientation to the agency's affirmative action plan and equal employment opportunity policies.
- Identify, document, and address training needs related to equal employment opportunity and affirmative action.

3. Accountability

To the Agency Director.

F. Pennington County Human Services Employees

1. Responsibilities

Pennington County Human Services agency employees at all levels shall be responsible for conducting themselves in accordance with the MMS rules and with state and federal laws by refraining from any actions which would interfere with any employee's work performance with respect to that person's race, creed, color, sex, national origin, age, marital status, disability, sexual orientation, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions or

affiliations. Employees who believe they have been subjected to unlawful discrimination are encouraged to utilize the agency's discrimination complaint procedure.

Each employee has the responsibility to become familiar with the MMS equal employment opportunity and affirmative action guidelines and the agencies' policies on non-discrimination and the prevention of sexual and general harassment.

2. Accountability

To the county/multi-county agency's director, management, and supervisors.

G. MMS Affirmative Action Guidelines

1. Dissemination of information

a. Internal dissemination of information

The ADA requires employers to post a notice stating the provisions of the ADA that apply to job applicants and employees. The notice must be posted in a place accessible to people in wheelchairs, and it must be made available in alternative formats for individuals with a vision loss or reading disabilities. This applies to MMS county/multi-county human services agencies.

In addition, MMS county/multi-county human services agencies must post on their official bulletin boards, accessible to all applicants, employees, and the public, a copy of the MMS EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

Annually, the MMS county/multi-county human services agency's director will transmit a letter or memo to agency staff affirming the organization's commitment to affirmative action and equal opportunity in employment.

Additionally, the MMS county/multi-county human services agency will hold regular (at least biennial) training sessions for the purpose of ensuring that managers and supervisors understand the MMS EEO and AA guidelines and their responsibilities under the guidelines. Further, a review of these guidelines will be included in new employee orientation.

When appropriate, information about the MMS EEO and AA guidelines and the agency's non-discrimination and harassment-prevention policies will be included in internal publications.

b. External dissemination of information

MMS human services agencies must post on their official bulletin board, accessible to all applicants, employees, and the public, a copy of the MMS EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

The phrase "An Equal Opportunity and Affirmative Action Employer" or similar will be included in all advertisements for MMS county/multi-county human services agency positions. These positions will be advertised in appropriate protected group publications, whether in print or electronically.

An assurance of non-discrimination will be included in all contracts for programs or other activities which receive any federal assistance.

A written expression of the agency's position on equal employment and affirmative action will be included as appropriate in newspaper, magazine, and web-based advertising and/or brochures and like recruitment materials.

2. Audit and Evaluation

The MMS county/multi-county human services agency director or the appointed EEO/AA designee for that county/multi-county agency will determine annually whether or not minorities or females are underrepresented in the job categories utilized in the agency's workforce. This will be done by comparing the availability of minority and female job-candidates in the geographic recruitment area with the number of minorities and females who are actually employed in those job categories in the agency. If there is a disparity (under representation) in any job category for either protected group, the agency is obligated to set hiring goals, determine action steps to be taken to achieve those hiring goals, and set timetables for executing the action steps.

A non-discrimination clause will be included in bargaining unit contracts and in purchasing agreements and contracts whenever possible.

In January of each year, the MMS county/multi-county human services agency director or the appointed EEO and AA designee for that

county/multi-county will send to the Minnesota DHS OEPD Equal Opportunity and Access division a year end summary of the agency's equal employment and affirmative action activities for the previous year. The summary will include an evaluation of the effectiveness of those activities in achieving affirmative action hiring goals and in ensuring a workplace free of unlawful discrimination. The summary will include:

- A. Information about employment discrimination complaint activity, specifying the numbers and types of discrimination complaints and the status of their resolution;
- B. Information about recruitment activities conducted, specifying the sources of recruitment and the protected group community organizations contacted;
- C. The hiring goals set for the year and the action steps towards achieving those goals; and
- D. Information about all staff training and/or information sessions conducted related to affirmative action and equal employment opportunity.

Although hiring goals are not required to be set for individuals with a disability, agencies are required to provide equal employment opportunities to, and encouraged to actively recruit individuals with disabilities.

VI. Appendix

A. Definitions

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act, passed in 1990, gives civil rights protections to individuals with disabilities that are similar to federal protections provided to individuals on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees equal opportunity for individuals with disabilities in employment, state and local government services, public accommodations, telecommunications, and transportation. Title I of the ADA applies to employers. The ADA does not protect individuals who are currently using illegal drugs, and employers may seek reasonable assurance from employees that no illegal drug use is occurring.

Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

The ADAAA became effective on January 1, 2009. It is an act to restore the intent and protections of the Americans with Disabilities Act of 1990. Under the ADAAA the definition of disability is construed broadly.

Affirmative Action

A program of proactive efforts to remedy historical discrimination, in employment, against women, minorities, and in Minnesota state government, individuals with disabilities. This remedial program may involve recruitment efforts targeted at these specific groups when disparities in the workforce have been identified. MMS county/multi-county agencies are not required to set hiring goals for people with disabilities, but the federal Rehabilitation Act of 1973 does require MMS county/multi-county human services agencies to track employment data on disabled employees.

(Affirmative) Action Steps

Those steps which an agency plans to take to address workforce disparities. They could include, but are not limited to, identifying and removing barriers to employment for minorities or females; further educating hiring supervisors and managers about their obligations under affirmative action and equal opportunity law; planning events that will increase awareness of, and knowledge about, other cultural groups in your geographic region; targeting recruitment at under-represented groups, even outside the geographic region.

Creed

A system of beliefs, principles, or opinions to which an individual adheres. It might be religious, political or philosophical in nature.

Discrimination

An act or series of acts made toward another group or a perceived member of that group that, when compared with one's behavior towards one's own or other groups, is/are unfair. Such action may be based on prejudice or ignorance.

Discriminatory Harassment

Any form of behavior that is offensive, unwelcome, and/or creates a hostile work environment and which, for purposes of this document, is based on an individual's race, color, political affiliation, creed, religion, national origin, disability, age, sex, marital status, status with regard to public assistance or activity in a local commission, or sexual orientation.

Harassment has occurred when: 1) submission to that conduct or communication is made a term (explicitly or implicitly) of employment; 2) submission to, or rejection of that conduct, or communication, that is used as a factor in decisions affecting an individual's employment; or, 3) the conduct or communication has the purpose or the effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

Disparity

The presence of fewer women, minorities, or individuals with a disability in the workforce than could reasonably be expected based on their availability for work in the geographic area where the underemployment is found.

Ethnic

Designating basic groups or divisions of human beings as distinguished by customs, a common language, a common history, a common religion, or other such characteristics. Ethnicity in general, then, may be regarded as referring to a specific type of culture, and an individuals' ethnicity may be regarded as referring to that person's cultural heritage.

Ethnocentrism

The attitude that one's own ethnic group/nation/culture is superior to all others; this attitude may be expressed in hostile behavior, violence, or discrimination towards members of out-groups.

Equal Employment Opportunity/Equal Opportunity Employment

A system of employment practices wherein individuals are recruited, hired, and promoted on their own merits and, for purposes of this document, without regard to race, color, political affiliation, creed, religion, national origin, disability, age, sex, marital status, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.

Gender

One's physical sex, male or female, usually evident at birth.

General Harassment

Any behavior or combination of behaviors that is repeated by one or more employees and that is directed towards another employee or group of employees that is considered annoying, insulting, or intimidating, or which causes discomfort and/or which has a detrimental effect on the employee's/employees' work performance(s).

Genetic Information Nondiscrimination Act of 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants on the basis of genetic information. Genetic information includes information about an individual's genetic tests or information about the genetic tests of an individual's family member(s), as well as information about any disease, disorder or condition of an individual's family member(s) –i.e., and individual's family medical history. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Hiring Goal

A numerical objective designed to remedy a workforce disparity; an employment level to strive for through the use of affirmative recruitment, hiring timetables, and other such action steps; to be achieved within a set period of time, such as a year.

Individuals with a Disability

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such an impairment.

Major Life Activities

These include, but are not limited to, activities such as walking, talking, standing, sitting, hearing, seeing, performing manual tasks, caring for oneself, thinking, concentrating, other cognitive functions, relating to others, working, etc.

Minorities

This term refers to persons in the workforce, or potential applicants, who are African American/Black, Asian, Native Hawaiian or Pacific Islander, American Indian or Native Alaskan, or of Hispanic heritage.

Parity

A condition in which protected groups are represented in the workforce in proportion to their availability in a geographic labor market.

Protected Group/Class

For purposes of affirmative action and equal employment opportunity, this term refers to individuals who are disabled, members of a minority group, or are female.

Qualified Individual with a Disability

This is a person who has a physical or mental impairment that substantially limits one or more major life activities, or who has a record of such an impairment, or who is regarded by others as having such an impairment, and who also has the requisite skill, experience, education, or other employment requirements of the position being sought and who can perform the essential functions of that job with or without a reasonable accommodation.

Race

Any of the different varieties of human beings as distinguished by physical characteristics such as form of hair, color of skin, bodily proportions, etc. one of the groups of populations constituting humanity, where differences are biological in nature – and cannot be linked with other traits such as intelligence, personality, or character – and are transmitted genetically; *this term is inappropriate when applied to national, religious, geographic, linguistic or cultural groups.*

Racism

The notion, lacking scientific support, that one race is superior (or inferior) to another; any program or practices of discrimination based on racial differences; the attribution of cultural or psychological values to race, with the aim of furthering the superiority of one's own race or the inferiority of another.

Reasonable Accommodation

Any changes to the application process, work environment, or manner under which the position is customarily performed that enables a qualified individual with a disability to be considered for, to perform the essential functions of, or to enjoy equal benefits from job as similarly situated employees without disabilities.

Sex Role

Learned through socialization/enculturation, this refers to one's understanding and embracing of how, based on one's gender/sex, one is to act in a cultural or social group.

Sexism

The economic and or social exploitation and domination of members of one sex by the members of the other.

Sexual Identity

Acquired over time, this refers to one's awareness and conception of oneself as male or female; as masculine or feminine; as oriented toward opposite-sex, same-sex, or both-sexes; as sexually attractive or sexually unattractive; etc.

Sexual Harassment

Any form of behavior that is offensive, unwelcome, and/or creates a hostile work environment and which is based on an individual's sex/gender. This behavioral conduct may include jokes in inappropriate language, sexual innuendos, inappropriate pictures, sexual gestures, and physical touch that is offensive or unwelcome.

Substantially limited

Means a person is restricted in the conditions, manner, or duration of performing a major life activity in comparison to most people in the general population.

Timetable

Refers to the period of time within which affirmative action steps are to be taken and set hiring goals are to be achieved.

Under Representation

The condition in which fewer protected group members are found in the workplace in a particular job category than would be expected from the availability of qualified protected group members in the labor market.

Undue Hardship

An accommodation action that would require significant difficulty or expense to implement when factors such as the nature and costs of the accommodation are considered in relation to the size, nature, structure, and resources (both financial and personnel) of the employer's operation.

B. Race/Ethnicity Categories

The United States Equal Employment Opportunity Commission (EEOC) revised race and ethnicity categories for the purposes of reporting employment statistics. Definitions are as follow:

- 1) **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East;
- 2) **Black or African American:** A person having origins in any of the black racial groups of Africa;

- 3) **American Indian or Alaska Native:** A person having origins in any of the original peoples of North Central, and South America, and who maintains tribal affiliation or community attachment;
- 4) **Asian:** A person having origins in any of the original peoples of the Far East – i.e., Southeast Asia, the Indian Subcontinent, China, Korea, and Japan;
- 5) **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands;
- 6) **Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuba, Central or South American or other Spanish culture or origin, *regardless of race*.

Categories 1 - 4 are regarded as racial categories by the federal government, while categories 5 and 6 are regarded as an ethnic category. (Office of Management and Budget, *Federal Register*, October 30, 1997)

VII. Appendix II

A. Sample Discrimination Complaint Form, page 23

B. Sample Reasonable Accommodation Form, page 25

C. Sample ADA Advisory Block, page 27

**Pennington County Human Services
 Complaint of Discrimination Form**

(Please Read Before Completion of Form)

TENNESSEN NOTICE: This form asks you to supply data concerning yourself that is considered private or confidential under the Minnesota Government Data Practices Act (Minn. Stat. § 13.01, et seq.). The reason this data is being collected is to help [your county/multi-county agency name] understand and investigate a complaint that you wish to file alleging discrimination or harassment. Although you are not legally required to supply the requested data, failure to do so may make it difficult for the county to investigate your complaint. Additionally, the consequences of not supplying the data could be that we do not have all of the information relevant to your complaint. If you supply this data, it may be used to take disciplinary or other remedial action, or you may be required to testify at subsequent hearings relating to the data you provide. The other persons or entities who, as authorized by law, may see the data at some point include supervisors and managers whose input is necessary in the decision making process; exclusive representatives of employees; staff of Minnesota Merit System; DHS' Equal Opportunity and Access division; persons and/or entities authorized by you to see the data; and other entities involved in grievances, appeals, and litigation over the subject matter of this investigation. This list could include the Attorney General's Office, state and federal courts, state and federal human rights enforcement agencies, the Unemployment Insurance Division of the Minnesota Department of Employment and Economic Development, law enforcement agencies, counsel for and parties to litigation pursuant to court order, the Legislative Auditor's office, and the employee who is being investigated.

Complainant (You)

Name	Job Title or Position Applied for
------	-----------------------------------

Work/Home Address	City, State, Zip Code	Telephone
-------------------	-----------------------	-----------

Work Unit/Area	Mail Code	Supervisor
----------------	-----------	------------

Respondent (the person who you believe discriminated against or harassed you or another individual)

Name	Job Title
------	-----------

Work Address	City, State, Zip Code	Telephone
--------------	-----------------------	-----------

Agency	Division	Supervisor
The Complaint		
Check any of the following that you feel may be the basis for the complaint.		
<input type="checkbox"/> Age <input type="checkbox"/> Color <input type="checkbox"/> Creed <input type="checkbox"/> Disability <input type="checkbox"/> General Harassment <input type="checkbox"/> Marital Status	<input type="checkbox"/> Membership or activity in a local human rights commission <input type="checkbox"/> National Origin <input type="checkbox"/> Political Affiliation <input type="checkbox"/> Race <input type="checkbox"/> Reliance on Public Assistance	<input type="checkbox"/> Religion <input type="checkbox"/> Retaliation <input type="checkbox"/> Gender/Sexual Harassment <input type="checkbox"/> Sexual Orientation
Date most recent act of harassment/discrimination took place:	If you filed this complaint with another agency, give the name of that agency:	
Describe the situation(s) that makes you feel that you or another individual have been discriminated against or harassed. Be specific. Include the name(s) of the individual(s) who you feel have discriminated against or harassed you or another individual; a detailed description of the incident(s); the date and time of the incident(s); and names of any witnesses and the name(s) of anyone with whom you discussed the incident(s). Use additional paper if necessary.		
Give the following information on all witnesses. Use additional paper if necessary.		
Name	Address/Work Location	Telephone

How do you think this situation can be resolved?

**Pennington County Human Services
Employee/Applicant Request for Americans with Disabilities Act ("ADA") Reasonable
Accommodation Form**

The State of Minnesota is committed to complying with the Americans with Disabilities Act ("ADA") and the Minnesota Human Rights Act ("MHRA"). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of your position and 2) have a disability that limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine whether or not an accommodation can be made.

Employee/Applicant Name:	Job Title:
Work Location:	Phone Number:

Data Privacy Statement: This information may be used by your agency human resources representative, ADA Coordinator or designee, your agency legal counsel, or any other individual who is authorized by your agency to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, your agency may refuse to provide a reasonable accommodation.

A. Questions to clarify accommodation requested.

- 1. What specific accommodation are you requesting?**

- 2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?**

YES NO

 - a. If yes, please explain.**

B. Questions to document the reason for the accommodation request (*please attach additional pages if necessary*).

1. What, if any, job function are you having difficulty performing?

2. What, if any, employment benefits are you having difficulty accessing?

3. What limitation, as result of your physical or mental impairment, is interfering with your ability to perform your job or access an employment benefit?

4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job?

Information Pertaining to Medical Documentation: In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee has a disability covered by the ADA and to assist in identifying an effective accommodation. The ADA Coordinator or designee in each agency is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee will be provided with the appropriate forms to submit to their medical provider. The employee has the responsibility to ensure that the medical provider follows through on requests for medical information.

This authorization does not cover, and the information to be disclosed should not contain, genetic information. "Genetic information" includes: information about an individual's genetic tests; information about genetic tests of an individual's family members; information about the manifestation of a disease or disorder in an individual's family members (family medical history); an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Employee/Applicant Signature: _____

Date: _____

Reasonable Accommodation Request Form, Page 2

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3040 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.



Pennington County Government Planning

09.08.2015



Courthouse Expansion Overview

For over 10 years Pennington County has been looking at ways to handle the department changes and County's long range master plan.

Pennington County traded City for Auditorium and Ice Arena in December 2007.

Goals:

- Reduce operational costs
- Provide increased employee efficiency through better staffing adjacencies and appropriate operational spaces
- Provide required and appropriate space for County Departments (Human Services, Inter-County Nursing, County Attorney, Court Services, and Vehicle Services, etc.)
 - Jail and Courts Security
 - Long-term Jail Planning
- Address current code, energy, and security deficiencies within the County buildings
- Address deferred maintenance requirements (Auditorium & Human Services Buildings)
- Provide improved community access and coordination



Courthouse Expansion Overview

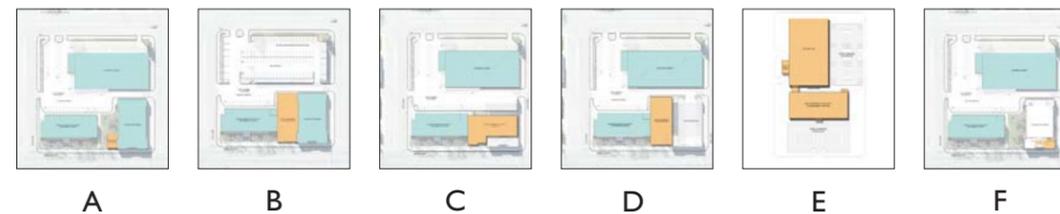
Planning Options:

To address these issues a series of planning options have been developed. Since 2007, over 20 options have been studied.

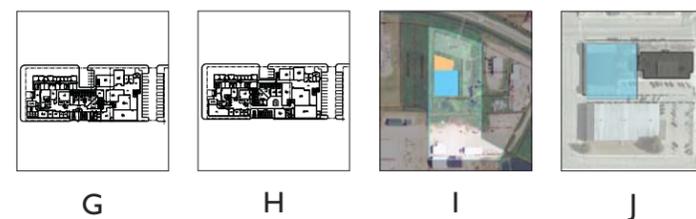
Previous Planning Options:

- Option A:
 1. Remodeled Auditorium & Human Services Building
- Option B:
 1. New Addition Between Courthouse Building and Auditorium
- Option C:
 1. Demolish Auditorium with New Addition to Courthouse Building (Orientation N-S)
- Option D:
 1. Demolish Auditorium with New Addition to Courthouse Building (Orientation E-W)
- Option E:
 1. New County Government Center at a new location in Thief River Falls
- Option F:
 1. Remodeled Auditorium with Separate Accessible and Main Entrances.
 2. Remodel Human Services Building.
 3. No addition to Courthouse Building.

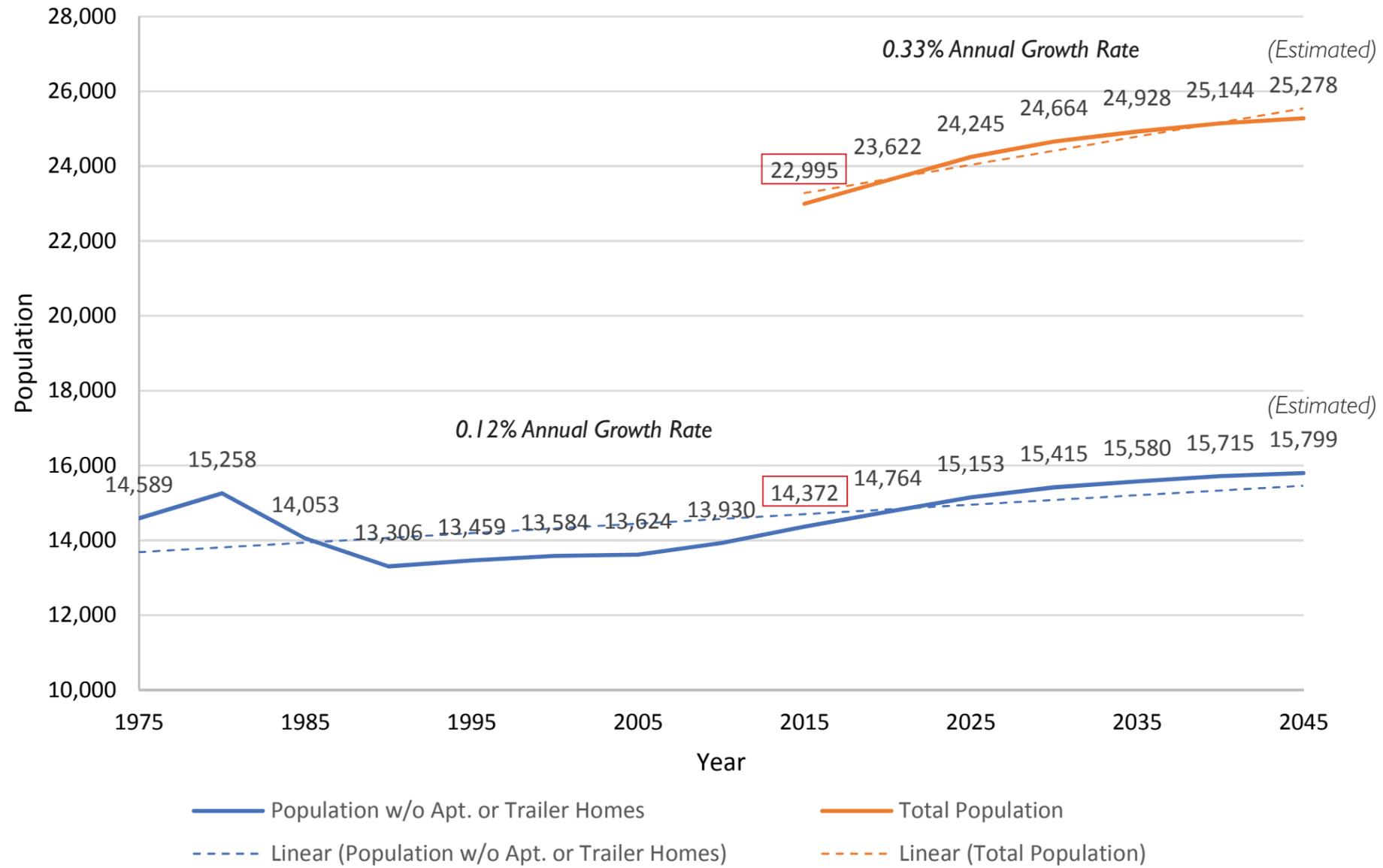
Previous Planning Options:



New Planning Options:



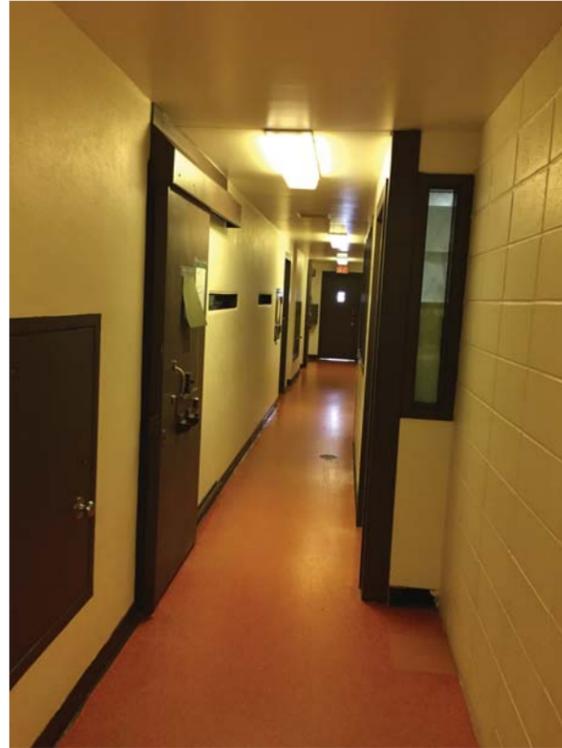
Pennington County, MN - Population Growth





Existing Jail Problems:

- Lack of DOC required program space - recreation, storage, office
- Lack of general storage, items are stored in corridors
- Lack of property storage
- Lack of office space
- No nurse/medical space
- Narrow corridors
- Inmate movement security risk from jail to courts
- Visitation space has been overtaken by other functions
- Poor sight-lines and lack of visibility
- Heating and cooling vents are often blocked due to poor HVAC conditions
- Well-being checks take longer than 30 minutes
- Dayroom sizes do not meet DOC requirements
- No accessible cells or showers
- Exposed hazards, suicide risks (wiring, conduits)





Staff Post Diagram



Staffing Review:

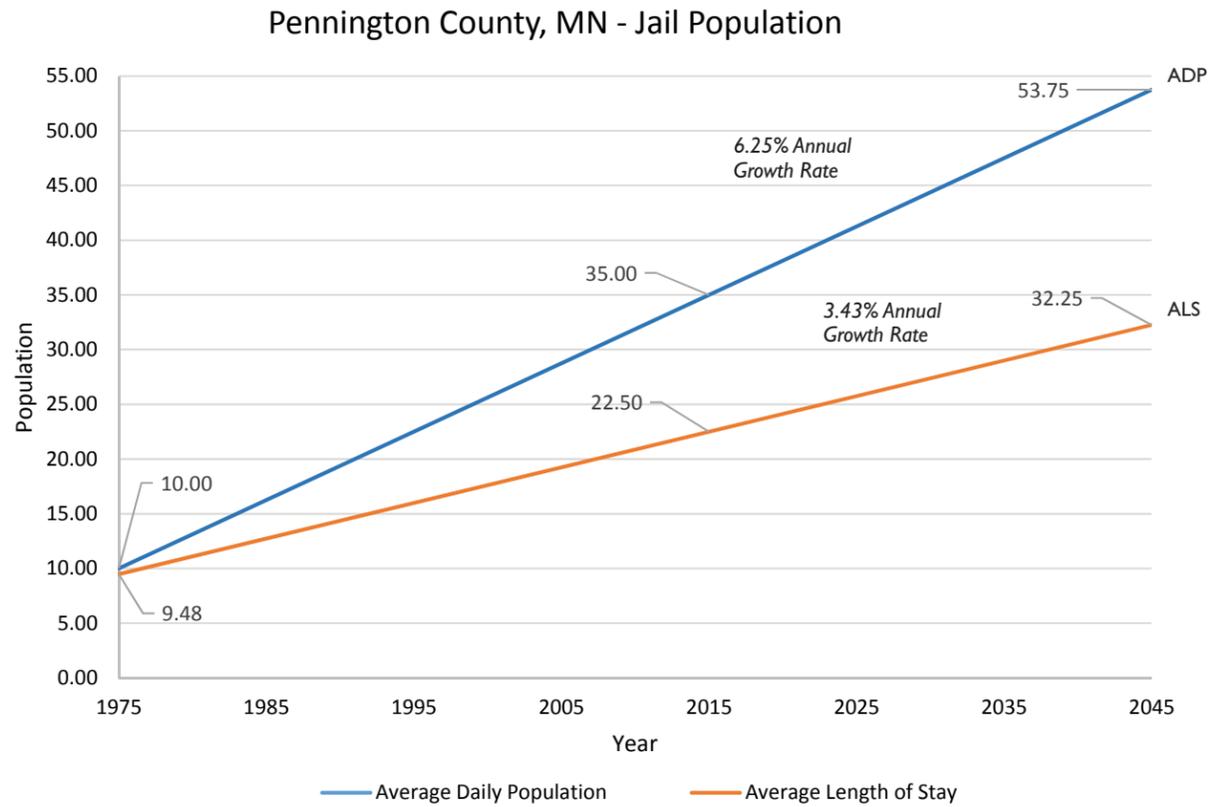
- Current facility is a linear design and two separate facilities
- DOC Requirements
 - Med/Max
 - Booker/Rover = 1 post
 - Housing Officer = 1 post
 - (Min.) Work Release = 1 post

Current Staffing

- 10 FT (9 FT + 2 PT) = 2 Posts
- 1 Programmer
- 1 Jail Administrator

Note: Dispatch staff not included in these totals.

(1 post = 5 staff)



Potential DOC Changes Due to Staffing and Physical Plant:

- Downgrade from a 1-year facility to a 90-day facility
- No housing of female inmates
- No housing of maximum or administrative segregation inmates

Potential Costs Associated with DOC Classification Changes:

Based on 2015 Inmate Data

- House-out or lose revenue for 5 to 10 inmates
- Cost / lost revenue = \$110,000 to \$220,000 per year based on \$60 per day housing cost
- Transportation Deputy cost = \$87,000 +/- per year
- Transport vehicle cost = TBD

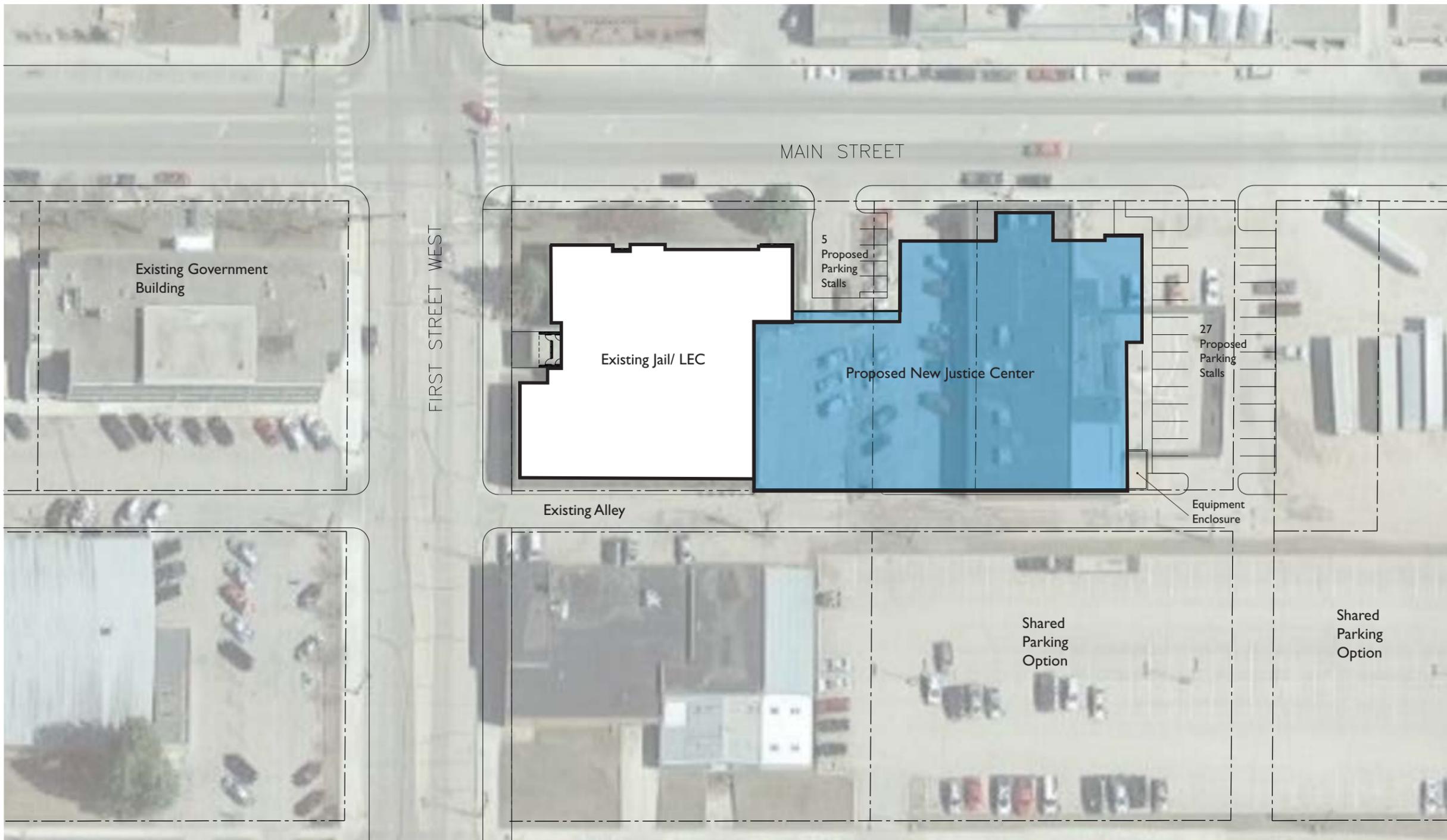
2911.0900 Jail Facilities - MN Statutes

Subp. 15. Ratio of custody staff to inmates, reporting incidents, and responding to emergencies.

A. A facility with a design capacity of 60 or fewer beds shall meet the staffing ratios in this item. For inmate supervision, the overall facilitywide minimum ratio of custody staff to inmates shall be one custody officer to 25 inmates. These staff must be in the facility and on duty at all times and not involved in temporary duties outside of the facility. Included in this ratio are all staff who are assigned and trained in the custody and supervision of inmates as their primary duty. Staff not directly responsible for custody and supervision of inmates such as administrative, supervisory, program, bailiff, or support staff shall not be included in this ratio.

B. A facility with a design capacity of 60 or more beds shall meet the staffing ratios in this item. For inmate supervision, the overall facilitywide minimum ratio of custody staff to inmates shall not be less than:

- (1) 1 to 60 inmates for direct supervision housing units with lockdown capability;
- (2) 1 to 48 inmates for direct supervision dormitories;
- (3) 1 to 40 for indirect or podular inmate supervision; and
- (4) 1 to 25 inmates for linear housing areas.



Pros:

- Utilize existing jail and LEC
- Secured inmate movement to courts
- Addresses state required jail operational space requirements
- Addresses long-term requirements
- Existing courts space is open for future Human Services requirements

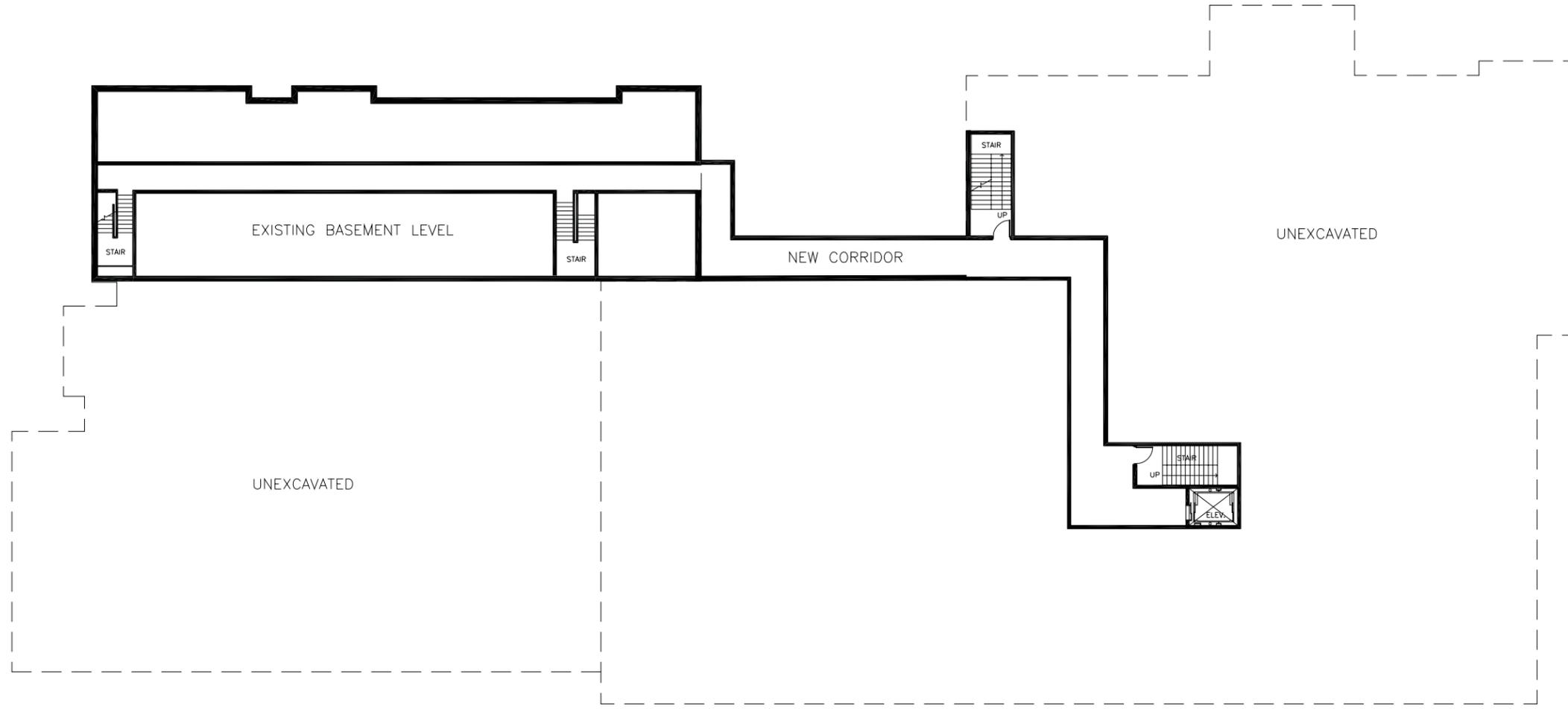
Cons:

- Requires phased construction which will lengthen the project
- Requires increased jail staffing per DOC
- Requires parking agreement with neighboring property
- Requires placing inmate housing on 2nd level

Concept G - Site Plan

Scale: 1:40

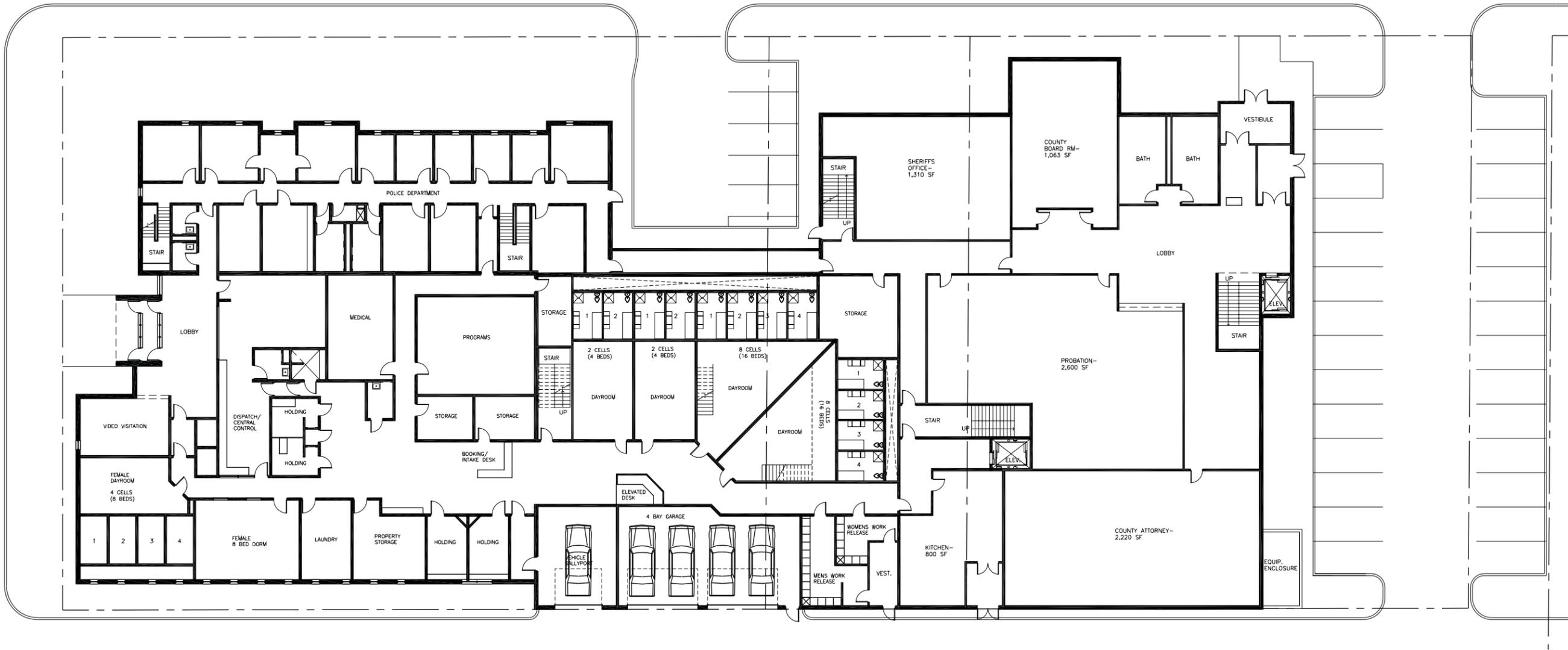




Concept G - Lower Level

Scale: 1:20

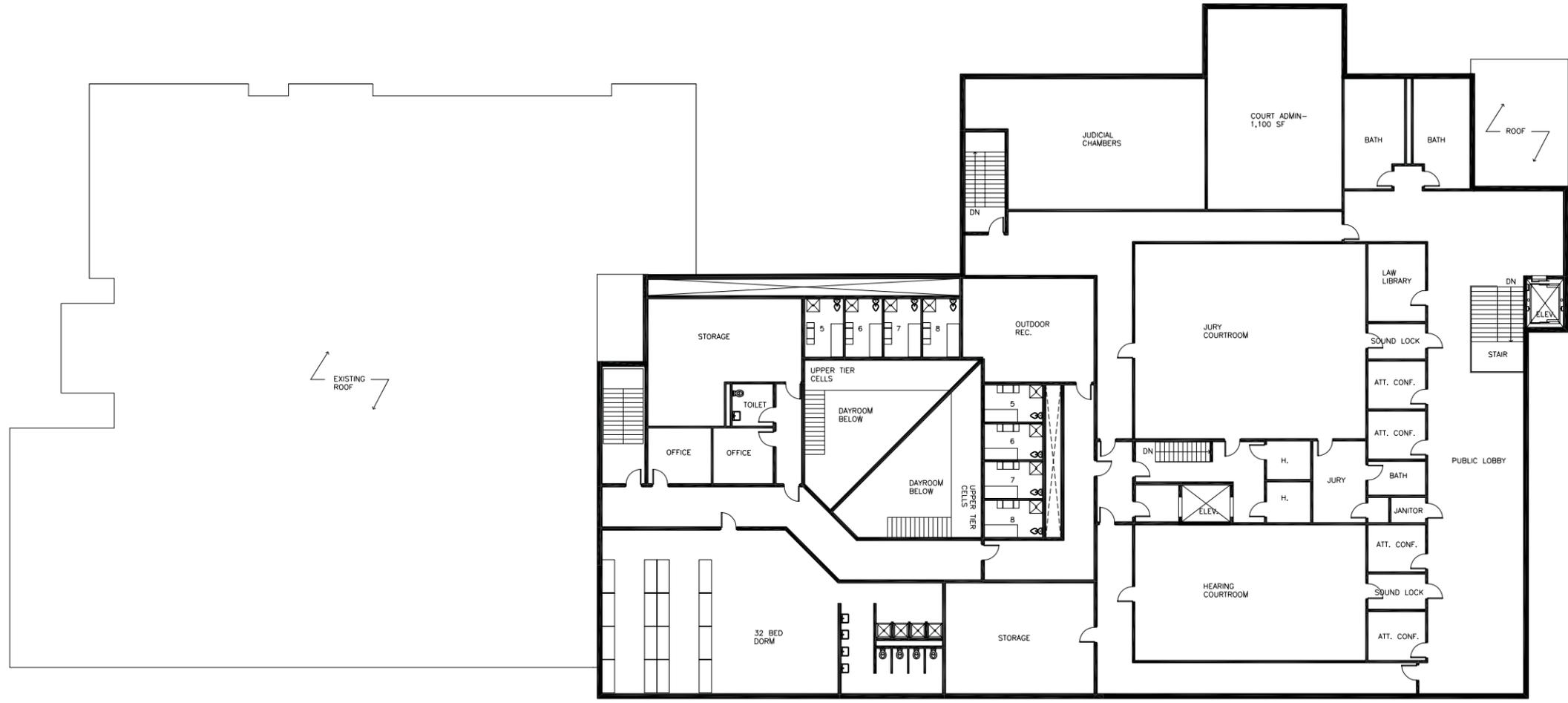




Concept G - Ground Level 
 Scale: 1:20

Pennington County
 Government Planning

09.08.2015 PROJECT NO. 1892.03



EXISTING ROOF

ROOF

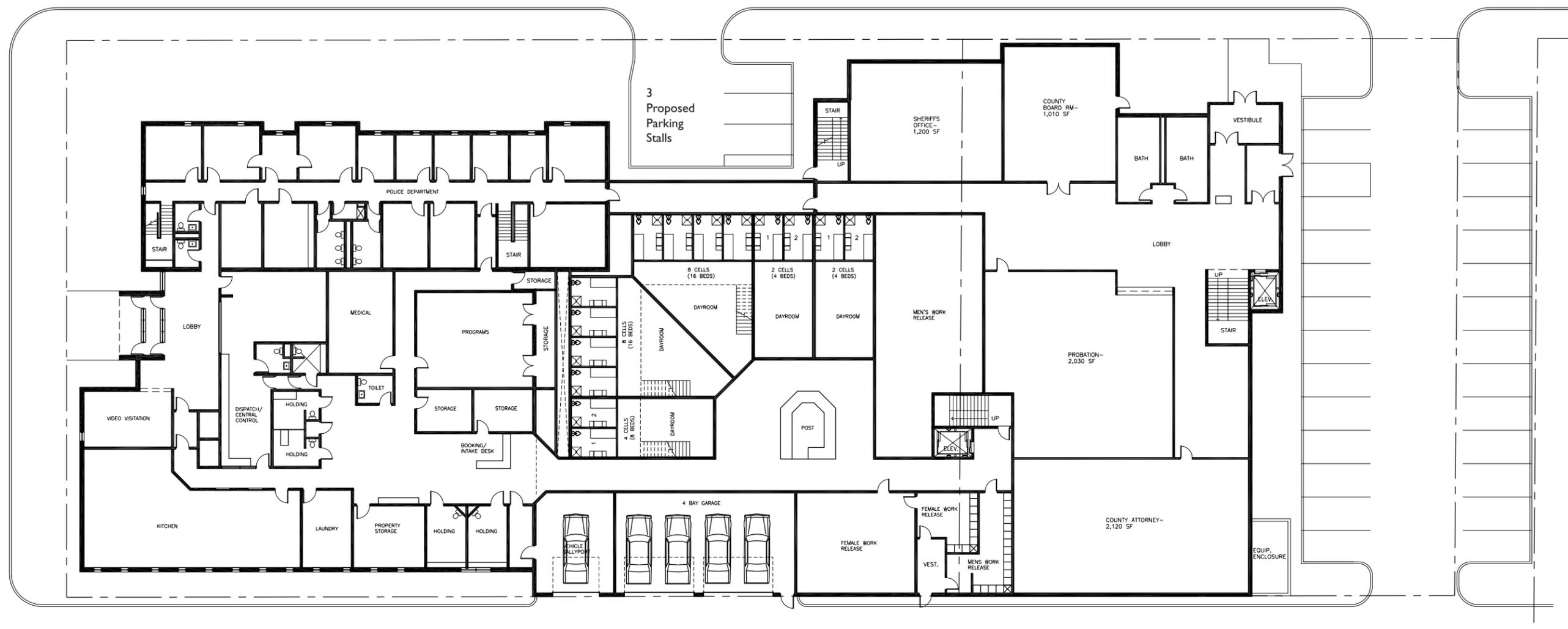
Concept G - Second Level



Scale: 1:20

Pennington County
Government Planning

09.08.2015 PROJECT NO. 1892.03



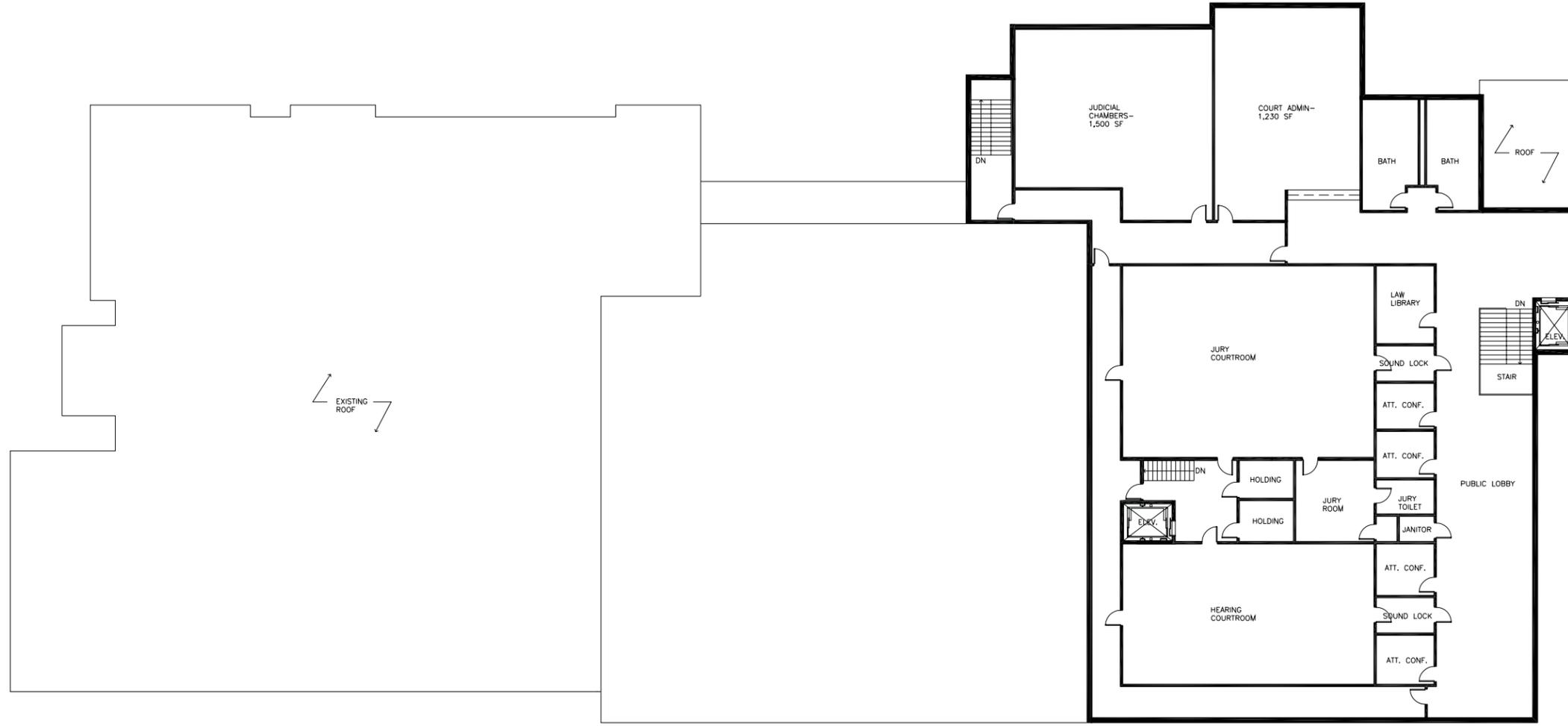
Concept H - Ground Level 
 Scale: 1:20

Pros:

- Utilize existing jail and LEC
- Secured inmate movement to courts
- Addresses state required jail operational space requirements
- Addresses long-term requirements
- Existing courts space is open for future Human Services requirements
- Locates all jail housing on one level
- Utilizes existing jail staffing up to a 35 to 40 inmate capacity

Cons:

- Requires minimum security inmates to be housed out of county during jail construction
- Requires parking agreement with neighboring property



Concept H - Second Level

Scale: 1:20



Pennington County
Government Planning

09.08.2015 PROJECT NO. 1892.03



Concept I - Site Plan

Scale: 1:100



Pros:

- Secured inmate movement to courts
- Addresses state required jail operational space requirements
- Addresses long-term requirements
- Existing courts space is open for future Human Services requirements
- Locates all jail housing on one level
- Utilizes existing jail staffing up to a 35 to 40 inmate capacity
- No phasing of construction required; shortened construction duration
- No out of county inmate housing required
- Provides all required parking
- Provides additional area for long-term future growth

Cons:

- Requires land purchase
- Requires building all new jail and LEC
- Requires minimum security inmates to be housed out of county during jail construction



Concept J - Site Plan
Scale: 1:40



Option G - Existing Site:

A. Proposed Justice Center & Jail Project at existing site:

1. 1,900 SF Tunnel Connection at \$160 / SF = \$304,000
2. 26,470 Justice Center at \$265 / SF = \$7,014,550
3. 12,940 New Jail Areas at \$300 / SF = \$3,882,000
4. 6,400 SF Existing Jail Remodeling at \$140 / SF = \$896,000
5. Site Work (Utilities, paving, landscape) = \$200,000

Sub Total = \$12,296,550

6. 7.3% phased construction, design & construction contingency = \$900,000

Total Estimated Construction = \$13,196,550

7. Estimated Soft Cost = \$1,800,000 (A&E fees, FF&E, testing, printing, plan reviews, etc.)
Estimated Project Cost = \$14,996,550
Less Estimated Tax Credit = (\$400,000)
Total Estimated Project Cost = \$14,596,550

Available County Funds = (\$1,500,000)

Bond Amount = \$13,000,000

Option I - New Site:

A. Proposed Justice Center & Jail Project at new site:

1. 12,000 SF New LEC at \$250 / SF = \$3,000,000
2. 26,470 Justice Center at \$265 / SF = \$7,014,550
3. 20,000 New Jail Areas at \$300 / SF = \$6,000,000
4. Site Work (Utilities, paving, landscape) = \$400,000

Sub Total = \$16,414,550

5. 5% design & construction contingency = \$820,000

Total Estimated Construction = \$17,234,550

6. Estimated Soft Cost = \$1,800,000 (A&E fees, FF&E, testing, printing, plan reviews, etc.)
Estimated Project Cost = \$19,034,550
Less Estimated Tax Credit = (\$520,000)
Land Cost = \$\$150,000 (estimate)
Total Estimated Project Cost = \$18,664,550

Available County Funds = (\$1,500,000)

Bond Amount = \$17,200,000

**Pennington County, Minnesota
General Obligation Capital Improvement Plan Bonds, Series 2016
Tax Impact Using Pay 2015 Taxable Net Tax Capacity**

Estimated Market Value (a)	2014/2015 Net Tax Capacity	1st Year Levy	Option G	Option I
			20 year \$13.295M Financed	20 Year \$17.395M Financed
			\$970,000	\$1,270,000
		Increase	\$970,000	\$1,270,000
		TNTC	\$12,034,938	\$12,034,938
		Tax Rate Increase (b):	8.060%	10.553%
Homestead Residential				
\$50,000	\$300		\$24	\$32
70,000	420		34	44
85,000	554		45	58
100,000	718		58	76
125,000	990		80	104
150,000	1,263		102	133
200,000	1,808		146	191
225,000	2,080		168	220
250,000	2,353		190	248
300,000	2,898		234	306
350,000	3,443		277	363
400,000	3,988		321	421
450,000	4,500		363	475
500,000	5,000		403	528
550,000	5,625		453	594
600,000	6,250		504	660
650,000	6,875		554	725
700,000	7,500		604	791
750,000	8,125		655	857
800,000	8,750		705	923
850,000	9,375		756	989
900,000	10,000		806	1,055
950,000	10,625		856	1,121
1,000,000	11,250		907	1,187
Commercial/Industrial				
\$100,000	\$1,500		\$121	\$158
150,000	2,250		181	237
250,000	4,250		343	448
500,000	9,250		746	976
1,000,000	19,250		1,552	2,031
3,000,000	59,250		4,775	6,252
5,000,000	99,250		7,999	10,473
7,000,000	139,250		11,223	14,695
10,000,000	199,250		16,059	21,026

Estimated Market Value (a)	2014/2015 Net Tax Capacity	1st Year Levy	Option G	Option I
			20 year \$13.295M Financed	20 Year \$17.395M Financed
			\$970,000	\$1,270,000
		Increase	\$970,000	\$1,270,000
		TNTC	\$12,034,938	\$12,034,938
		Tax Rate Increase (b):	8.060%	10.553%

Apartments (4 or More Units)				
\$50,000	\$625		\$50	\$66
75,000	938		76	99
100,000	1,250		101	132
200,000	2,500		201	264
500,000	6,250		504	660
1,000,000	12,500		1,007	1,319
3,000,000	37,500		3,022	3,957
5,000,000	62,500		5,037	6,595
7,000,000	87,500		7,052	9,234
10,000,000	125,000		10,075	13,191

Seasonal/Recreational (Residential)				
\$30,000	\$300		\$24	\$32
40,000	400		32	42
45,000	450		36	47
50,000	500		40	53
75,000	750		60	79

Agricultural Homestead				
Value per Acre	Acres	Total EMV (d)	Net Tax Capacity	
Dwelling Est. Market (c)				
\$100,000	80	\$260,000	\$1,518	\$122
	160	420,000	2,318	187
	320	740,000	4,069	328
	640	1,380,000	7,350	592

Agricultural Non-Homestead				
Acres	Total EMV (d)	Net Tax Capacity		
80	\$160,000	\$1,600	\$129	\$169
160	320,000	3,200	258	338
320	640,000	6,400	516	675
640	1,280,000	12,800	1,032	1,351

- (a) Estimated market value is the basis from which the net tax capacity is calculated. This value is not necessarily the price the property would bring if sold.
- (b) The tax rate increase is derived by dividing the average debt service by the taxable net capacity. The dollar increase in taxes payable is derived by multiplying the net tax capacity by the tax capacity rate increase.



Next Steps:

- County Board approves option to proceed
- Start design with intent to hit winter bid and a spring 2016 construction schedule
- Finalize A/E Contract
- Possibly utilize a Construction Management Partner
- Property purchase or parking agreement, depending on option selected
- Obtain soil borings to verify soil conditions



Courthouse Expansion Overview

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- Address current code, energy, and security deficiencies within the County buildings
- Address deferred maintenance requirements (Auditorium & Human Services Buildings)



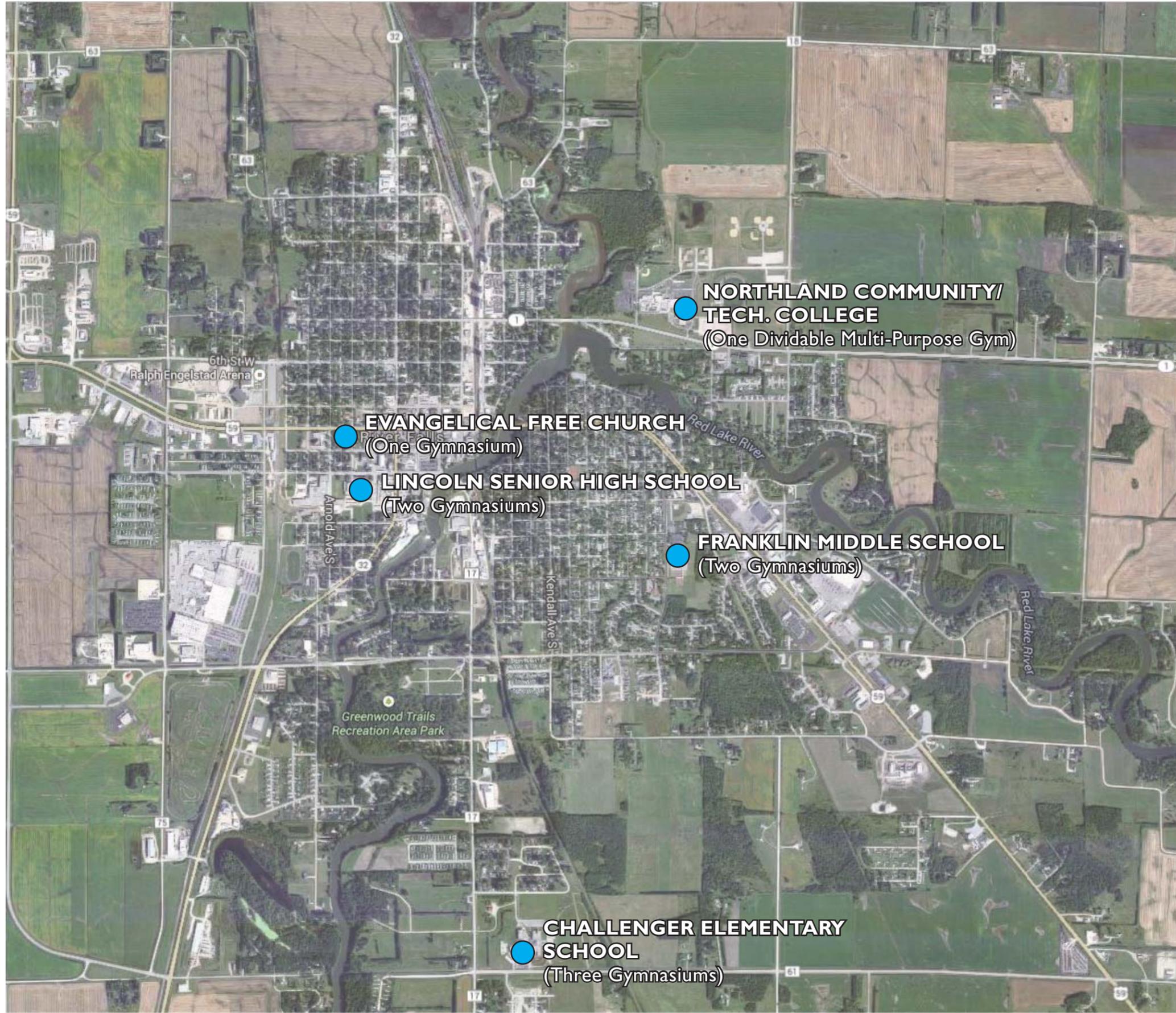
Parking
73 Stalls

Parking
44 Stalls - Existing
(58 Stalls w/ Added Arena Parking)

Parking
42 Stalls

Parking
54 Stalls

PARKING AREA CONTEXT



NEARBY AUDITORIUM/GYM RESOURCES



Courthouse Expansion Overview

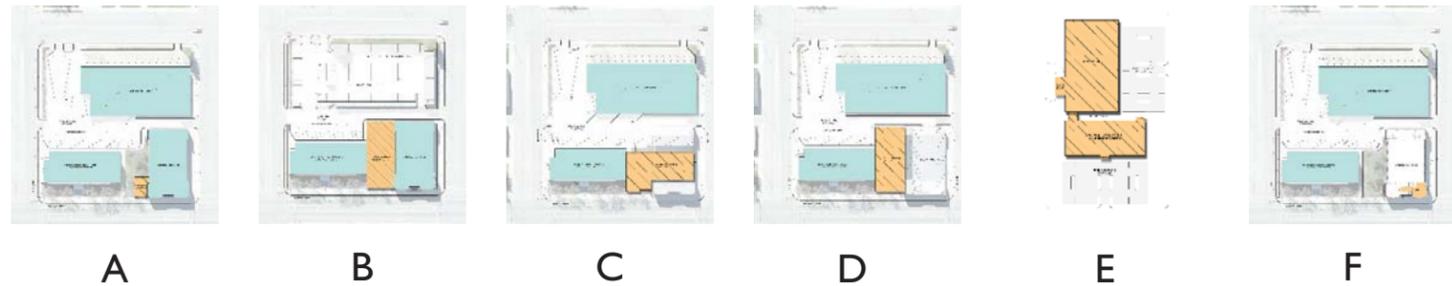
Planning Options:

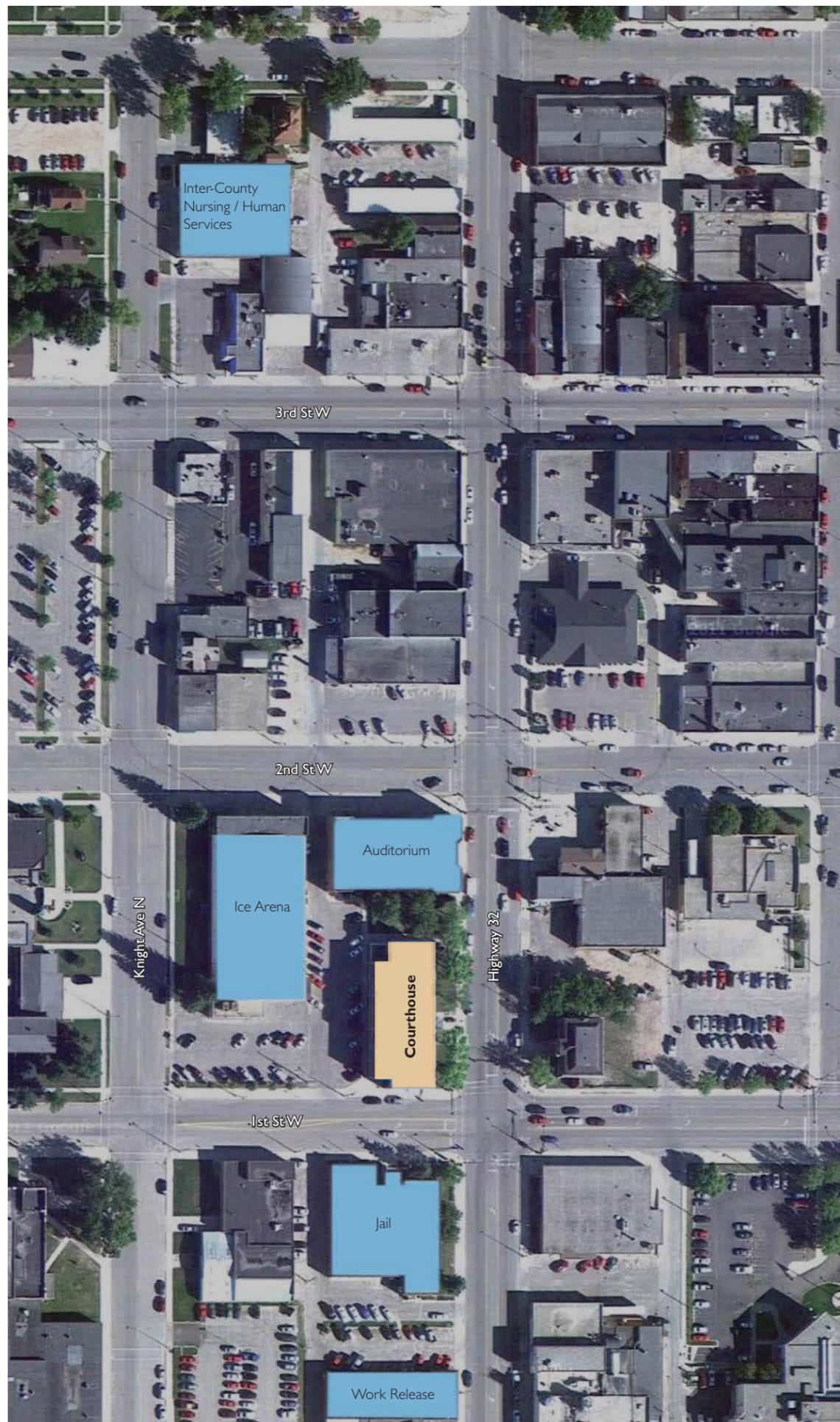
To address these issues a series of planning options have been developed. Since 2007, over 20 options have been studied.

Recent Planning Options:

- Option A:
 1. Remodeled Auditorium & Human Services Building
- **Option B:**
 1. **New Addition Between Courthouse Building and Auditorium**
- Option C:
 1. Demolish Auditorium with New Addition to Courthouse Building (Orientation N-S)
- **Option D:**
 1. **Demolish Auditorium with New Addition to Courthouse Building (Orientation E-W)**
- Option E:
 1. New County Government Center at a new location in Thief River Falls
- Option F:
 1. Remodeled Auditorium with Separate Accessible and Main Entrances.
 2. Remodel Human Services Building.
 3. No addition to Courthouse Building.

Options:





Courthouse Expansion Overview

Operational Cost:

Auditorium:

Existing Utility & Maintenance Cost are approximately \$30,000 / Yr. (increasing at 5% / Yr. +/-)

- \$26,000 utilities and \$4,000 maintenance cost

Remodeled Auditorium:

Estimated Utility & Maintenance Cost are approximately \$32,000 / Yr. (increasing at 5% / Yr. +/-)

- \$20,000 utilities and \$12,000 maintenance cost

Staffing Efficiency:

Approximately \$12,000 / Yr. saved with Human Services & Inter-County Nursing located with other County Departments

25 year Life Cycle Cost:

- Existing Auditorium = \$750,000
- Remodeled Auditorium = \$800,000
- Staffing Cost = (\$300,000)

Estimated Value of Human Services Building = (\$175,000)

Option B: New Addition Between Courthouse Building and Auditorium

In this option an addition is built between the Courthouse building and the Auditorium. The addition contains a new main accessible entrance and elevator servicing both the Courthouse and Auditorium. The Ice Arena is demolished to provide a new public parking area to the west.

Total Parking Stalls = 127 (Existing Stalls = 44)

A. Pros

1. Gym is maintained for community use
2. Provides required parking
3. Creates unified County Campus for operational efficiency
4. Addresses required department operational space
5. Sale of existing Human Services Building reduces long-term operational cost

B. Cons

1. Auditorium provides minimal use for County operations
2. Large Capital Expenditure required to address upgrades of the Auditorium
3. Ice Arena demolition required
4. Lack of daylight within new addition due to Auditorium

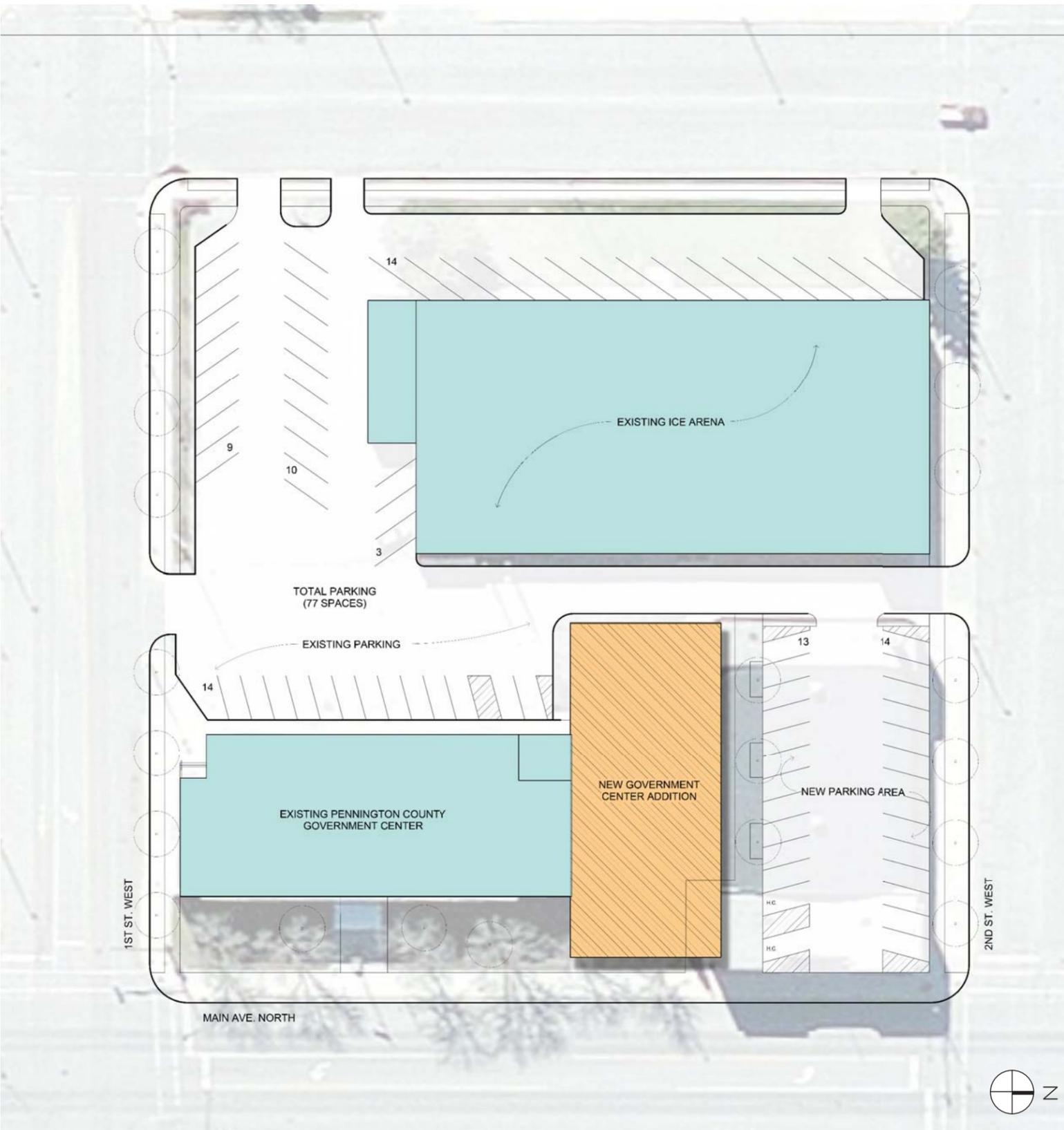
Estimated Project Cost:

Estimated Construction Cost = \$9,100,000
 Project Cost = \$900,000

Total Estimated Project Cost = \$10,000,000



OPTION B



OPTION D

Option D: Demolish Auditorium with New Addition to Courthouse Building (Orientation E-W)

In this option the Auditorium would be demolished and a new addition would be built to the North of the Courthouse building oriented East-West. The addition would include a new accessible main entrance and elevator to improve public access to the existing facility. This option includes a new public parking area to the North.

Total Parking Stalls = 77 (Existing Stalls = 44)

A. Pros

1. Ice Arena is not impacted
2. Creates unified County Campus for operational efficiency
3. Addresses required department operational space
4. Sale of existing Human Services Building reduces long term operational cost
5. Addresses the County's long range master plan requirements
6. Reduced overall project cost with the demolition of the Auditorium
7. Provides increased parking area
8. Building layout creates best space utilization
9. Allows for future expansion.

B. Cons

1. Parking is not adequate for long term potential demand
2. Auditorium is demolished

Estimated Project Cost:

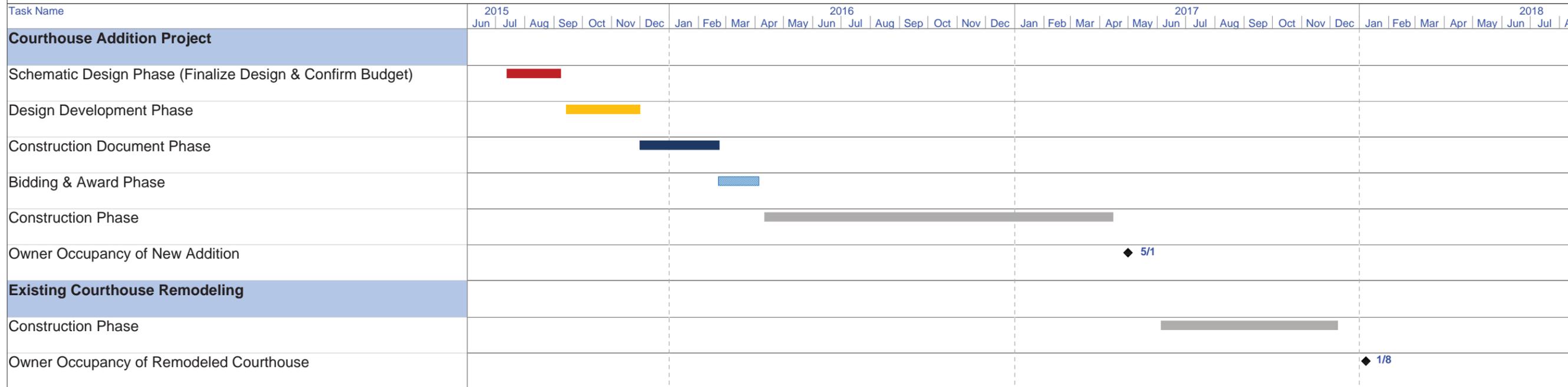
Estimated Construction Cost = \$7,550,000

Project Cost = \$850,000

Total Estimated Project Cost = \$8,400,000

Pennington County Courthouse Expansion- Schedule

Pennington County
Proposed Project Implementation Schedule
June 2, 2015



Inflation Impact if Delayed for 1 Year

\$8,400,000 in 2016.....estimated.....\$8,900,000 in 2017

\$10,000,000 in 2016.....estimated.....\$10,600,000 in 2017

Task		Project Summary		Inactive Summary		Manual Summary		External Milestone	
Split		External Tasks		Manual Task		Start-only		Progress	
Milestone		External Milestone		Duration-only		Finish-only		Deadline	
Summary		Inactive Milestone		Manual Summary Rollup		External Tasks			

Pennington County Courthouse Expansion - Tax Impact (20 yr Bond)

Pennington County, Minnesota
 General Obligation Capital Improvement Plan Bonds, Series 2016
 Tax Impact Using Pay 2015 Taxable Net Tax Capacity

\$8.4M - \$1M **\$10M - \$1M**

		\$8.4M - \$1M	\$10M - \$1M
Total Interest Cost		\$2,742,116	\$3,330,483
True Interest Cost %		3.310%	3.310%
1st Year Levy		\$539,326	\$656,439
Increase		\$539,326	\$656,439
TNTC		\$12,034,938	\$12,034,938
Tax Rate Increase (b):		4.481%	5.454%

Homestead Residential				
Estimated Market Value (a)	2014/2015 Net Tax Capacity		\$8.4M - \$1M	\$10M - \$1M
\$50,000	\$300		\$13	\$16
70,000	420		19	23
85,000	554		25	30
100,000	718		32	39
125,000	990		44	54
150,000	1,263		57	69
200,000	1,808		81	99
225,000	2,080		93	113
250,000	2,353		105	128
300,000	2,898		130	158
350,000	3,443		154	188
400,000	3,988		179	218
450,000	4,500		202	245
500,000	5,000		224	273
550,000	5,625		252	307
600,000	6,250		280	341
650,000	6,875		308	375
700,000	7,500		336	409
750,000	8,125		364	443
800,000	8,750		392	477
850,000	9,375		420	511
900,000	10,000		448	545
950,000	10,625		476	580
1,000,000	11,250		504	614

Commercial/Industrial				
Estimated Market Value (a)	2014/2015 Net Tax Capacity		\$8.4M - \$1M	\$10M - \$1M
\$100,000	\$1,500		\$67	\$82
150,000	2,250		101	123
250,000	4,250		190	232
500,000	9,250		415	505
1,000,000	19,250		863	1,050
3,000,000	59,250		2,655	3,232
5,000,000	99,250		4,448	5,414
7,000,000	139,250		6,240	7,595
10,000,000	199,250		8,929	10,868

Apartments (4 or More Units)				
Value	Net Tax Capacity		\$8.4M - \$1M	\$10M - \$1M
\$50,000	\$625		\$28	\$34
75,000	938		42	51
100,000	1,250		56	68
200,000	2,500		112	136
500,000	6,250		280	341
1,000,000	12,500		560	682
3,000,000	37,500		1,681	2,045
5,000,000	62,500		2,801	3,409
7,000,000	87,500		3,921	4,773
10,000,000	125,000		5,602	6,818

Seasonal/Recreational (Residential)				
Value	Net Tax Capacity		\$8.4M - \$1M	\$10M - \$1M
\$30,000	\$300		\$13	\$16
40,000	400		18	22
45,000	450		20	25
50,000	500		22	27
75,000	750		34	41

Agricultural Homestead					
Value per Acre	Acres	Total EMV (d)	Net Tax Capacity	\$8.4M - \$1M	\$10M - \$1M
\$2,000					
Dwelling Est.					
Market (c)	Acres	Total EMV (d)	Net Tax Capacity		
\$150,000	80	\$310,000	\$2,063	\$92	\$113
	160	470,000	2,863	128	156
	320	790,000	4,591	206	250
	640	1,430,000	7,850	352	428

Agricultural Non-Homestead					
Acres	Total EMV (d)	Net Tax Capacity	\$8.4M - \$1M	\$10M - \$1M	
80	\$160,000	\$1,600	\$72	\$87	
160	320,000	3,200	143	175	
320	640,000	6,400	287	349	
640	1,280,000	12,800	574	698	

- (a) Estimated market value is the basis from which the net tax capacity is calculated. This value is not necessarily the price the property would bring if sold.
- (b) The tax rate increase is derived by dividing the average debt service by the taxable net tax capacity. The dollar increase in taxes payable is derived by multiplying the net tax capacity by the tax capacity rate increase.
- (c) Includes house, garage and one acre with an estimated market value of \$150,000.00
- (d) Estimated value per tillable acre is \$2,000.00

Note: Changes in interest rates, timing or size of the bond issue may cause significant alterations of this information.





Summary and Recommendations

Option A and F: Remodeling the Auditorium and Human Services

- Does not provide anticipated parking demand
- Does not improve operational and staff efficiency
- Does not address other department spatial requirements for county departments such as County Attorney or Vehicle Services

Considering the similarities of the 2 options based on project cost Option F is more economical.

Option E: New County Complex

- Does not utilize existing County buildings
- Location undefined
- Costly infrastructure for site development
- Uncertainty of selling or fair market value of existing buildings
- Cost to build an entirely new County Complex
- Inmate transport operation cost

We would not recommend this option based on the facts that other options can accommodate the long range operational requirements of the County and the high cost of this option.

Option B, C and D: Addition to the Courthouse

- All options provide department spatial requirements for current and projected needs
- All improve operational and staff efficiency by location and proximity of a single government campus

Of the 3 Options C & D are very similar other than the layout of the building. We would recommend Option D in lieu of Option C based on increased parking and a lower project cost.

The main difference between Options B and D are:

Option B:

- Requires demolition either at time of construction or in the near future of the ice arena to provide parking
- Has a higher project cost based on remodeling the auditorium
- Based on overall building area will have a higher operational (utility) cost

Option D:

- Requires demolition of the auditorium
- Has a lower project cost based on not remodeling the auditorium

In summary based on County operations, long range staff and space needs, project cost and increased parking we would suggest that Option D be the preferred approach.

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, AUGUST 25TH, 2015, 5:00 P.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, July 28th, 2015 at 5:00 P.M. Members present: Darryl Tveitbakk, Donald Jensen, Cody Hempel and Oliver “Skip” Swanson. Members absent: Neil Peterson.

The meeting was called to order by Chairman Commissioner Tveitbakk and the Pledge of Allegiance was recited.

Ken Yutzenka, Human Services Director, presented the consent agenda from the August 18th, 2015 Human Service Committee meeting and recommends it be approved. On a motion by Commissioner Swanson, and seconded by Commissioner Jensen, the following recommendations of the Pennington County Human Service Committee for August 18th, 2015 are hereby adopted. Motion unanimously carried.

SECTION A

- I. To approve the July 21st, 2015 Human Service Committee meeting minutes.
- II. To approve the agency’s personnel items as presented.

SECTION B

- I. To approve payment of the agency’s bills

Bryan Malone, Grant Nelson, Barb Molsknes and Peter Nelson, representing the Pennington County Soil and Water Conservation District, presented their 2016 budget and appropriation request. The request is for \$100,000, an increase of \$1,147.00. The County Board referred the request to the budget.

Bryan Malone then reviewed the Wetland Delineation and Classification in or near the lagoons at the Thief River Falls Regional Airport. Motioned by Commissioner Jensen, seconded by Commissioner Hempel to approve the Minnesota Wetland Conservation Act Notice of Decision on Wetland Boundaries at the Thief River Falls Regional Airport lagoon area. Motion unanimously carried.

County Engineer Mike Flaagan presented quotes for a new pickup for the Highway Department Technician.

Northern Motors	\$28,776.70
Westside Motors	\$26,840.00
State Bid-Nelson Auto	\$24,200.00

Motioned by Commissioner Jensen, seconded by Commissioner Hempel to approve the purchase of a 2015 GMC Sierra from Nelson Auto through the state bid in the amount of \$24,200. Motion unanimously carried.

Kelly Taggart, representing the Violence Intervention Project, gave a report on the facility and how they assist victims of domestic violence and sexual assault. Their building located in Thief River Falls can house up to 14 victims. Kelly reviewed the Safe at Home program and the principles of that program. They provide victim services, safe shelter, help with safety planning and support groups. County Board members are invited to tour the facility. Donations are appreciated, which includes some furniture and everyday items.

Nancy Vy Skocil, President, and Caryl Turnow, Senior Development Officer, representing the Northwest Minnesota Foundation met with the County Board. They gave a history of the foundation that was founded by the McKnight Foundation. In Pennington County they have awarded \$1,016,500 in grants, \$1,858,209 in business loans and \$678,721 in donations. They have also provided training for many participants and helped with the Active Early Childhood Coalition in Thief River Falls. For 2016, they are asking counties to appropriate an amount per capita ranging from \$0.10 to \$0.50 (\$1,400 to \$7,000). This is the first time they have made such a request. The County Board referred the request to the budget.

At this time the County Board met with the following departments concerning the 2016 Budget.

Ken Schmalz – County Recorder
Adeline Olson – County Assessor
Ken Olson – Motor Vehicle Budget
Al Rogalla – County Attorney
Misty Manderud and Susan Halvorson – Sheriff Department
Erik Beitel – Emergency Management Director
Ken Olson – Others

Motioned by Commissioner Swanson, seconded by Commissioner Jensen to approve a change order from Lee Plumbing & Heating to install a mixture of glycol in the new hot water heating system in the Courthouse for the sum of \$4,100. Motion unanimously carried.

Motioned by Commissioner Jensen, seconded by Commissioner Swanson to issue duplicate warrants for the following lost warrants without issuance of an indemnifying bond. Motion unanimously carried. Warrant # 96243 issued March 15th, 2013 to Kirk Walton for \$104.90 and warrant #166448 issued August 3rd, 2012 to Randolph Wright for \$195.60.

Motioned by Commissioner Jensen, seconded by Commissioner Hempel to abate the penalty and interest on Parcel #25.09002800 contingent upon the Thief River Falls

Building Inspector approving of a plan to repair the building so that it satisfies current building codes and safety requirements. Motion unanimously carried.
Motioned by Commissioner Hempel, seconded by Commissioner Jensen, to approve the minutes of the August 11th, 2015 Board meeting as written. Motion unanimously carried.

Motioned by Commissioner Hempel, seconded by Commissioner Swanson, to approve payment of the Human Services warrants totaling \$60,192.82, and also the following Commissioner warrants. Motion unanimously carried.

WARRANTS

County Revenue	\$57,206.07
Road & Bridge	\$43,922.60
Solid Waste Facility	\$ 1,285.50
Capital Improvement	\$51,762.96

Per diems and meal reimbursements in the amount of \$880.24 were also approved.

The County Board then further discussed the 2016 Budgets.

Motioned by Commissioner Hempel, seconded by Commissioner Jensen to adjourn to 10:00 A.M. September 8th, 2015. Motion unanimously carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer
Pennington County

Darryl Tveitbakk, Chairman
Board of Commissioners

Jennifer
9/4/15 3:48PM

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Pennington County Financial System



Jennifer
9/4/15 3:48PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1380	A'VIANDS LLC					
62	01-220-000-0000-6801		73.80	COFFEE	19-019	MISCELLANEOUS EXPENSE
59	01-251-000-0000-6427		2,807.21	JAIL MEALS 8-1 TO 8-7	19-2059	JAIL MEALS
60	01-251-000-0000-6427		2,773.24	JAIL MEALS 8-8 TO 8-14	19-2168	JAIL MEALS
197	01-220-000-0000-6801		1,184.28	NIGHT TO UNITE - HOT DOGS	2058	MISCELLANEOUS EXPENSE
61	01-251-000-0000-6403		177.28	OASIS - 2	79368	JANITORIAL SUPPLIES - JAIL
1380	A'VIANDS LLC		7,015.81	5 Transactions		
1011	ACE HARDWARE					
94	01-219-000-0000-6300		28.99	WATER SAVER REPAIR KIT/DISPATC	203782	REPAIRS & MAINTENANCE
29	01-501-000-0000-6300		9.49	GASKET WEATHERSTRIP	204308	REPAIRS & MAINTENANCE
93	01-219-000-0000-6300		16.36	O-RING, RESOLVE,GASKET, ANCHOR	204335	REPAIRS & MAINTENANCE
97	01-251-000-0000-6300		12.48	SHOWER SCROBBER/ANNEX	204451	REPAIRS & MAINTENANCE
95	01-219-000-0000-6300		10.98	LAMPHOLDER, SEVIN	204469	REPAIRS & MAINTENANCE
96	01-219-000-0000-6300		2.49	LAMPHOLDER	204483	REPAIRS & MAINTENANCE
30	01-111-000-0000-6300		14.55	HOSE CLAMPS/ORANGE FLAGS	204516	REPAIRS & MAINTENANCE
1011	ACE HARDWARE		95.34	7 Transactions		
1411	AMERICAN BIO MEDICA CORPORATION					
73	01-251-000-0000-6801		233.48	50 DRUG TESTS	232129-IN	MISCELLANEOUS EXPENSE - JAIL
1411	AMERICAN BIO MEDICA CORPORATION		233.48	1 Transactions		
1310	AMERICAN INSTITUTIONAL SUPPLY					
66	01-251-000-0000-6405		84.17	1 CASE 500 SOAP	24940	GENERAL SUPPLIES - JAIL
1310	AMERICAN INSTITUTIONAL SUPPLY		84.17	1 Transactions		
1370	AREA AG INFORMATION CENTER					
6	01-003-000-0000-6817		6,000.00	2015 APPROPRIATIONS		AREA AG INFO CENTER
1370	AREA AG INFORMATION CENTER		6,000.00	1 Transactions		
2370	BREMER BANK					
189	01-221-000-0000-6560		33.24	SIMONSON/GAS		GAS & DIESEL
190	01-221-000-0000-6560		0.33-	SIMONSON/EASY SAVING CREDIT		GAS & DIESEL
185	01-255-000-0000-6300		93.98	FLEET/WINTERIZING CAMPERS		REPAIRS & MAINTENANCE
186	01-255-000-0000-6405		9.07	ACE HARDWARE/TOOLS		GENERAL SUPPLIES - S.T.S.
187	01-255-000-0000-6405		19.43	FLEET/TOOLS		GENERAL SUPPLIES - S.T.S.
188	01-255-000-0000-6405		21.14	PROUILD/STRETCH WRAP		GENERAL SUPPLIES - S.T.S.
2370	BREMER BANK		176.53	6 Transactions		
3306	CITY OF THIEF RIVER FALLS					

Pennington County Financial System



Jennifer
9/4/15 3:48PM

1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
78	01-799-000-0000-6202		50.49	AUGUST PHONE - ECONOMIC DEVELO	1710	TELEPHONE- ECONOMIC DEVELOPMENT
79	01-101-000-0000-6401		10.50	COPIES OF PLATS	178814	SUPPLIES - RECORDER
	3306 CITY OF THIEF RIVER FALLS		60.99	2 Transactions		
	3040 CRAGUN'S					
65	01-251-000-0000-6245		96.19	LODGING - PREA CONSULT		CONTINUING EDUCATION
	3040 CRAGUN'S		96.19	1 Transactions		
	4310 D & T VENTURES					
212	01-070-000-0000-6301		450.00	PROPERTY TAX WEBSITE SUPPORT	296526	MAINTENANCE AGREEMENT
	4310 D & T VENTURES		450.00	1 Transactions		
	4313 DEPARTMENT OF MOTOR VEHICLES					
199	01-201-000-0000-6304		6.00	PLATES '08 TAURUS		REPAIR & MAINTENANCE - SQUADS
	4313 DEPARTMENT OF MOTOR VEHICLES		6.00	1 Transactions		
	6315 FALLS RADIATOR SERVICE					
85	01-201-000-0000-6262		65.00	TOW GRAND AM S15-2523	54617	OTHER SERVICES
84	01-201-000-0000-6262		125.00	TOW TO IMPOUND S15-2523	54619	OTHER SERVICES
	6315 FALLS RADIATOR SERVICE		190.00	2 Transactions		
	6006 FARMERS UNION OIL					
109	01-201-000-0000-6560		2,279.10	GAS FOR SQUADS - AUGUST	697178	GAS & DIESEL
	6006 FARMERS UNION OIL		2,279.10	1 Transactions		
	6305 FLAAGAN/JODI					
20	01-013-000-0000-6853		6.98	MEETING REFRESHMENTS TZD		TOWARD ZERO DEATH GRANT
	6305 FLAAGAN/JODI		6.98	1 Transactions		
	7393 GORDY'S PLUMBING					
194	01-219-000-0000-6300		72.46	REPLACE FLUSH VALVE/DISPATCH T	1765	REPAIRS & MAINTENANCE
	7393 GORDY'S PLUMBING		72.46	1 Transactions		
	8374 HAUKEBO/KERSTIN					
31	01-091-000-0000-6262		9.50	TRANSCRIPT - 57-CR-14-712		OTHER SERVICES
32	01-091-000-0000-6262		21.00	TRANSCRIPT - 57-CR-14-712		OTHER SERVICES
	8374 HAUKEBO/KERSTIN		30.50	2 Transactions		
	8385 HEARTLAND PAPER CO					
4	01-800-000-0000-6403		67.69	MILD ACID DETERGENT	174455-1	JANITORIAL SUPPLIES

Pennington County Financial System



Jennifer
9/4/15 3:48PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
8385	HEARTLAND PAPER CO			67.69			
					1 Transactions		
43	8125 HEPPNER CONSULTING			75.00	CODERED UPDATES	2428	COMPUTER SERVICES - DP
44	01-070-000-0000-6263			75.00	EMAIL BACKUP	2428	COMPUTER SERVICES - DP
	8125 HEPPNER CONSULTING			150.00			
					2 Transactions		
74	8312 HINRICHS/LISA			800.00	PARENTS FOREVER		TRAVEL & EXPENSE
	01-611-000-0000-6330						
	8312 HINRICHS/LISA			800.00			
					1 Transactions		
28	8315 HUBERT OUTDOOR POWER			27.98	BLADES	137110	REPAIRS & MAINTENANCE
	01-111-000-0000-6300						
	8315 HUBERT OUTDOOR POWER			27.98			
					1 Transactions		
1	8014 HUGOS #7			16.16	FOOD FOR MEETING		TRAVEL & EXPENSE
	01-003-000-0000-6330						
100	8014 HUGOS #7			21.91	CLEANING SUPPLIES		GENERAL SUPPLIES - JAIL
	01-251-000-0000-6405						
99	8014 HUGOS #7			41.88	CAKE, SUPPIES/MELBY RETIREMENT	1161	MISCELLANEOUS EXPENSE
	01-201-000-0000-6801						
	8014 HUGOS #7			79.95			
					3 Transactions		
76	9304 INCONTACT INC			9.66	JULY TOLL FREE	60964	POSTAGE
	01-601-000-0000-6209						
	9304 INCONTACT INC			9.66			
					1 Transactions		
184	9019 IND SCHOOL DISTRICT 564			29.99	LOGITECH WIRELESS MOUSE	777107	FURNITURE & EQUIPMENT - ATTORNEY
	01-091-000-0000-6631						
	9019 IND SCHOOL DISTRICT 564			29.99			
					1 Transactions		
169	9017 INSIGHT TECHNOLOGIES			12,000.00	BLOCK SERVICE PROGRAM		MISCELLANEOUS EXPENSE - DP
	01-070-000-0000-6801						
170	9017 INSIGHT TECHNOLOGIES			222.86-	IT GLOBAL SEPTEMBER - AUD/TREA	776161	E-MAIL SERVICES
	01-041-000-0000-6210						
171	9017 INSIGHT TECHNOLOGIES			445.71-	IT GLOBAL SEPTEMBER - HIGHWAY	776161	COMPUTER SERVICES - DP
	01-070-000-0000-6263						
172	9017 INSIGHT TECHNOLOGIES			297.14-	IT GLOBAL SEPTEMBER - INC	776161	COMPUTER SERVICES - DP
	01-070-000-0000-6263						
173	9017 INSIGHT TECHNOLOGIES			891.43-	IT GLOBAL SEPTEMBER - WELFARE	776161	COMPUTER SERVICES - DP
	01-070-000-0000-6263						
174	9017 INSIGHT TECHNOLOGIES			49.52-	IT GLOBAL SEPTEMBER - DATA	776161	COMPUTER SERVICES - DP
	01-070-000-0000-6263						
175	9017 INSIGHT TECHNOLOGIES			140.00-	IT GLOBAL SEPTEMBER - DATA	776161	COMPUTER SERVICES - DP
	01-070-000-0000-6263						
176	9017 INSIGHT TECHNOLOGIES			99.05-	IT GLOBAL SEPTEMBER - ATTORNEY	776161	REPAIRS & MAINTENANCE
	01-091-000-0000-6300						
177	9017 INSIGHT TECHNOLOGIES			123.81-	IT GLOBAL SEPTEMBER - RECORDER	776161	REPAIRS & MAINTENANCE
	01-101-000-0000-6300						
178	9017 INSIGHT TECHNOLOGIES			74.29-	IT GLOBAL SEPTEMBER - ASSESSOR	776161	REPAIRS & MAINTENANCE
	01-106-000-0000-6300						

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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179	01-121-000-0000-6300		49.52-	IT GLOBAL SEPTEMBER - VET SERV	776161	Repairs & Maintenance
180	01-132-000-0000-6300		148.57-	IT GLOBAL SEPTEMBER - MV	776161	REPAIRS & MAINTENANCE
181	01-270-000-0000-6300		24.77-	IT GLOBAL SEPTEMBER - CRIME VI	776161	REPAIRS & MAINTENANCE
182	01-290-000-0000-6300		49.52-	IT GLOBAL SEPTEMBER - EMER MGM	776161	Repairs & Maintenance
183	01-601-000-0000-6300		123.81-	IT GLOBAL SEPTEMBER - EXTENSIO	776161	REPAIRS & MAINTENANCE
201	01-251-000-0000-6255		399.00	SCREEN CONNECT	776228	MEDICAL - LOCAL
202	01-201-000-0000-6631		525.00	MICROSOFT ACCESS	776337	FURNITURE & EQUIPMENT
203	01-251-000-0000-6255		290.00	24" LED MONITOR	776516	MEDICAL - LOCAL
204	01-203-000-0000-6801		2,680.00	ZEBRA CARD RINTER/INK	776772	GUN PERMIT - MISC
205	01-251-000-0000-6255		125.00	CYBERPOWER LCD	776792	MEDICAL - LOCAL
200	01-201-000-0000-6631		434.00	FACTORY INSTALL BROADBAND/KN T	777126	FURNITURE & EQUIPMENT
9017	INSIGHT TECHNOLOGIES		13,713.00	21 Transactions		
11321	KENNY'S FLOOR SERVICES					
198	01-219-000-0000-6634		154.98	REMOVE/INSTALL NEW VINYL-BATHR		OTHER IMPROVEMENTS - LEC BUILDING
11321	KENNY'S FLOOR SERVICES		154.98	1 Transactions		
11064	KUZNIA/BEN					
86	01-201-000-0000-6330		26.82	MEALS - EVOC TRAINING		TRAVEL & EXPENSE
87	01-201-000-0000-6330		11.47	MEALS - EVOC TRAINING		TRAVEL & EXPENSE
11064	KUZNIA/BEN		38.29	2 Transactions		
11063	KUZNIA/RAYMOND D					
88	01-201-000-0000-6330		11.79	MEALS - EVOC TRAINING		TRAVEL & EXPENSE
89	01-201-000-0000-6330		28.97	MEALS - EVOC TRAINING		TRAVEL & EXPENSE
11063	KUZNIA/RAYMOND D		40.76	2 Transactions		
13304	M.B. MCGEE					
195	01-206-000-0000-6262		500.00	AUTOPSY	2376	OTHER SERVICES-CORONER
196	01-206-000-0000-6262		500.00	AUTOPSY	2376	OTHER SERVICES-CORONER
13304	M.B. MCGEE		1,000.00	2 Transactions		
13498	MARCO, INC					
77	01-601-000-0000-6301		150.01	TD102077 MAINTENANCE AGREEMENT	2777760	MAINTENANCE AGREEMENT
5	01-801-000-0000-6301		212.28	EQ238936 MAINTENANCE AGREEMENT	2782288	MAINTENANCE AGREEMENT
34	01-132-000-0000-6631		1,795.00	CANON IR-1025IF COPIER/TONER	2785336	FURNITURE & EQUIPMENT - MOTOR VEHI
35	01-132-000-0000-6301		26.98	TD105437 MAINTENANCE AGREEMENT	2795168	MAINTENANCE AGREEMENT
13498	MARCO, INC		2,184.27	4 Transactions		
13535	MEnd CORRECTIONAL CARE, PLLC					

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80	01-251-000-0000-6255		118.66	URINE TESTS	901	MEDICAL - LOCAL
	13535 MEnD CORRECTIONAL CARE, PLLC		118.66	1 Transactions		
999999997	MHSRC/RANGE					
191	01-252-000-0000-6330		1,188.00	DRIVING SCHOOL/EVOC RK,BK,KM	629430-4664	TRAVEL & EXPENSE
999999997	MHSRC/RANGE		1,188.00	1 Transactions		
	13405 MIDWEST COCA-COLA					
14	01-801-000-0000-6838		191.86	COKE PRODUCTS	3438586920	POP MACHINE EXPENSE
	13405 MIDWEST COCA-COLA		191.86	1 Transactions		
	13433 MILLER/KYLE					
90	01-201-000-0000-6330		26.83	MEALS - EVOC TRAINING		TRAVEL & EXPENSE
91	01-201-000-0000-6330		7.68	MEALS - EVOC TRAINING		TRAVEL & EXPENSE
92	01-201-000-0000-6330		5.70	MEALS - EVOC TRAINING		TRAVEL & EXPENSE
	13433 MILLER/KYLE		40.21	3 Transactions		
	13322 MINNESOTA STATE TREASURER					
25	01-101-000-0000-6801		6.00	REGISTERED LAND		MISCELLANEOUS EXPENSE - RECORDER
24	01-101-000-0000-6825		975.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - RECORDER
26	01-101-000-0000-6827		2,310.00	COUNTY RECORDER & REGISTRARS F		STATE SURCHARGES
21	01-101-000-0000-6829		237.00	CHILDRENS SURCHARGE		CHILDREN SURCHARGE MN - RECORDER
22	01-101-000-0000-6831		496.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE - REC
23	01-101-000-0000-6848		790.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE
	13322 MINNESOTA STATE TREASURER		4,814.00	6 Transactions		
	13422 MINNESOTA SUPREME COURT					
36	01-091-000-0000-6241		254.00	LAWYER REGISTRATION -A ROGALLA		DUES
	13422 MINNESOTA SUPREME COURT		254.00	1 Transactions		
	13377 MN DARE OFFICERS ASSOCIATION					
102	01-222-000-0000-6330		175.00	SUMMER DARE CONFERENCE/KM	3038	TRAVEL & EXPENSE
	13377 MN DARE OFFICERS ASSOCIATION		175.00	1 Transactions		
	13324 MN SHERIFFS ASSOCIATION					
111	01-203-000-0000-6801		60.00	PERMIT TO PUCHASE CARDS		GUN PERMIT - MISC
	13324 MN SHERIFFS ASSOCIATION		60.00	1 Transactions		
	13539 MNDRIVERSMANUALS.COM					
47	01-132-000-0000-6401		272.33	20 COMMERICAL/50 DRIVER MANUAL	CT43375	SUPPLIES - MOTOR VEHICLE

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13539	MNDRIVERSMANUALS.COM		272.33		1 Transactions	
41	14301 NELSON/MICHELLE 01-106-000-0000-6241		10.00	REIMB. LICENSE UPGRADE		DUES - ASSESSOR
37	01-106-000-0000-6330		35.00	REIMB. GRADING REPORT		TRAVEL & EXPENSE
38	01-106-000-0000-6330		5.75	MILEAGE - ASSESSING TRF/ROCKSB		TRAVEL & EXPENSE
39	01-106-000-0000-6330		15.53	MILEAGE - ASSESSING TRF		TRAVEL & EXPENSE
40	01-106-000-0000-6330		6.90	MILEAGE - ASSESSING TRF		TRAVEL & EXPENSE
14301	NELSON/MICHELLE		73.18		5 Transactions	
19	14033 NORTHERN STATE BANK 01-132-000-0000-6401		60.46	DEPOSIT SLIPS		SUPPLIES - MOTOR VEHICLE
14033	NORTHERN STATE BANK		60.46		1 Transactions	
9	20029 NORTHLAND COMM TECH COLLEGE 01-041-000-0000-6330		50.08	EXCEL CLASS 7/21/15 EE		TRAVEL & EXPENSE
10	01-101-000-0000-6241		50.00	EXCEL CLASS 7/21/15 JH		DUES - RECORDER
12	01-101-000-0000-6241		54.16	WORD CLASS 08/04/15 KEN S		DUES - RECORDER
7	01-132-000-0000-6330		50.00	EXCEL CLASS 7/21/15 LB		TRAVEL & EXPENSE
166	01-252-000-0000-6330		50.00	EXCEL TRAINING - MS		TRAVEL & EXPENSE
167	01-252-000-0000-6330		104.16	EXCEL & WORD TRAINING - MM		TRAVEL & EXPENSE
168	01-252-000-0000-6330		104.16	EXCEL & WORD TRAINING - JK		TRAVEL & EXPENSE
8	01-270-000-0000-6330		50.00	EXCEL CLASS 7/21/15 KS		TRAVEL & EXPENSE
11	01-270-000-0000-6330		54.16	EXCEL & WORD CLASS - KS		TRAVEL & EXPENSE
20029	NORTHLAND COMM TECH COLLEGE		566.72		9 Transactions	
27	14123 NORTHWEST BEVERAGE INC 01-801-000-0000-6801		40.00	WATER		MISCELLANEOUS EXPENSE
14123	NORTHWEST BEVERAGE INC		40.00		1 Transactions	
104	15323 OFFICE DEPOT 01-220-000-0000-6405		23.96	EXTENSION CABLES FOR USB/DISPA	78683546700	GENERAL SUPPLIES
193	01-220-000-0000-6405		15.59	BINDER, SHEET PROTECTORS, FAST	78683566300	GENERAL SUPPLIES
105	01-201-000-0000-6405		6.00	3 RING BINDER	78683566400	GENERAL SUPPLIES
106	01-220-000-0000-6405		21.51	GEL PENS/PAPER PADS	78995879100	GENERAL SUPPLIES
107	01-201-000-0000-6405		2.23	HIGHLIGHTERS	78995906100	GENERAL SUPPLIES
108	01-201-000-0000-6405		5.03	HIGHLIGHTERS	78995906200	GENERAL SUPPLIES
15323	OFFICE DEPOT		74.32		6 Transactions	
15329	OIL BOYZ EXPRESS LUBE					

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103	01-201-000-0000-6304		40.92	OIL CHANGE/SERVICE #8	118434	REPAIR & MAINTENANCE - SQUADS
192	01-201-000-0000-6304		49.46	OIL CHANGE/SERVICE #3	118470	REPAIR & MAINTENANCE - SQUADS
15329	OIL BOYZ EXPRESS LUBE		90.38	2 Transactions		
16056	PAINT & GLASS INTERIORS					
209	01-219-000-0000-6634		46.80	4" TAUPE BASE/ADHESIVE	099203	OTHER IMPROVEMENTS - LEC BUILDING
16056	PAINT & GLASS INTERIORS		46.80	1 Transactions		
16313	PENNINGTON COUNTY AUDITOR					
3	01-101-000-0000-6300		410.00	REIMB. INSIGHT BILL - REC	3490	REPAIRS & MAINTENANCE
2	01-132-000-0000-6300		225.00	REIMB. INSIGHT BILL - MV	3492	REPAIRS & MAINTENANCE
75	01-601-000-0000-6209		200.86	JULY POSTAGE	3493	POSTAGE
208	01-223-000-0000-6801		290.00	REIMBURSE INSIGHT BILLING	774978	MISCELLANEOUS EXPENSE-E911
207	01-251-000-0000-6301		40.00	REIMBURSE INSIGHT BILLING	774999	MAINTENANCE AGREEMENT
206	01-251-000-0000-6301		810.00	REIMBURSE INSIGHT BILLING	775448	MAINTENANCE AGREEMENT
16313	PENNINGTON COUNTY AUDITOR		1,975.86	6 Transactions		
16344	PENNINGTON MAIN					
101	01-219-000-0000-6300		34.29	LAWN MOWER GAS	136600AP	REPAIRS & MAINTENANCE
16344	PENNINGTON MAIN		34.29	1 Transactions		
16328	PEPSI COLA BOTTLING CO					
13	01-801-000-0000-6838		111.06	PEPSI PRODUCTS	31933863	POP MACHINE EXPENSE
16328	PEPSI COLA BOTTLING CO		111.06	1 Transactions		
16079	PETERSON LUMBER					
98	01-219-000-0000-6300		84.40	CORKBOARD/DISPATCH WINDOW	7100	REPAIRS & MAINTENANCE
16079	PETERSON LUMBER		84.40	1 Transactions		
16362	PETERSON/NEIL					
113	01-003-000-0000-6330		59.80	MILEAGE - AUGUST		TRAVEL & EXPENSE
16362	PETERSON/NEIL		59.80	1 Transactions		
16102	PETRO PUMPER INC					
83	01-221-000-0000-6560		35.16	#3 GAS & CARWASH	454950	GAS & DIESEL
16102	PETRO PUMPER INC		35.16	1 Transactions		
99999997	ROLLAND OFFICE FURNITURE					
112	01-220-000-0000-6631		369.00	DUAL ARM MOUNT FOR MONITORS	14	FURNITURE & EQUIPMENT

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999999997	ROLLAND OFFICE FURNITURE		369.00		1 Transactions	
45	19401 SAFETY COMPLIANCE SERVICES 01-801-000-0000-6246		2,500.00	2015 SAFETY TRAINING		SAFETY TRAINING
	19401 SAFETY COMPLIANCE SERVICES		2,500.00		1 Transactions	
49	19326 SATHER LAW LTD 01-011-000-0000-6261		128.39	ATTORNEY FEES 57-FA-13-289		COURT APPOINTED ATTORNEYS
50	01-011-000-0000-6261		170.00	ATTORNEY FEES 57-FA-14-308		COURT APPOINTED ATTORNEYS
51	01-011-000-0000-6261		138.58	ATTORNEY FEES 57-F3-98-827		COURT APPOINTED ATTORNEYS
52	01-011-000-0000-6261		103.49	ATTORNEY FEES 57-F3-13-5		COURT APPOINTED ATTORNEYS
53	01-011-000-0000-6261		155.38	ATTORNEY FEES 57-F3-13-533		COURT APPOINTED ATTORNEYS
54	01-011-000-0000-6261		396.65	ATTORNEY FEES 57-F3-14-641		COURT APPOINTED ATTORNEYS
55	01-011-000-0000-6261		52.49	ATTORNEY FEES 57-F6-02-181		COURT APPOINTED ATTORNEYS
56	01-011-000-0000-6261		68.00	ATTORNEY FEES 57-F4-97-50271		COURT APPOINTED ATTORNEYS
57	01-011-000-0000-6261		588.15	ATTORNEY FEES 57-PR-15-602		COURT APPOINTED ATTORNEYS
58	01-011-000-0000-6261		504.30	ATTORNEY FEES 57-PR-15-545		COURT APPOINTED ATTORNEYS
	19326 SATHER LAW LTD		2,305.43		10 Transactions	
16	19412 STAVNES/KARLA 01-270-000-0000-6330		23.51	MEALS - 8/19/15		TRAVEL & EXPENSE
17	01-270-000-0000-6330		5.97	MEALS - 8/20/15		TRAVEL & EXPENSE
18	01-270-000-0000-6330		178.83	MILEAGE		TRAVEL & EXPENSE
	19412 STAVNES/KARLA		208.31		3 Transactions	
81	999999997 STOPSTICK, LTD 01-221-000-0000-6631		1,045.00	2 - 9' STOPSTICKS	T006587-IN	FURNITURE & EQUIPMENT
	999999997 STOPSTICK, LTD		1,045.00		1 Transactions	
114	19048 SWANSON/OLIVER (SKIP) 01-003-000-0000-6330		96.03	MILEAGE - AUGUST		TRAVEL & EXPENSE
	19048 SWANSON/OLIVER (SKIP)		96.03		1 Transactions	
69	20027 THE TIMES 01-003-000-0000-6231		37.84	NOTICE HEARING-TAX ABATEMENT		PUBLISHING - BOARD
70	01-003-000-0000-6231		2.50	AFFIDAVIT		PUBLISHING - BOARD
72	01-003-000-0000-6231		614.90	LINE PROCEEDINGS		PUBLISHING - BOARD
67	01-041-000-0000-6231		23.22	RFP GROUP LIFE INS. 8/5/15		PUBLISHING/ADVERTISING - AUDITOR
68	01-041-000-0000-6231		2.50	AFFIDAVIT		PUBLISHING/ADVERTISING - AUDITOR
71	01-041-000-0000-6231		97.50	N WATCH - MOBILE HOME TAX DUE		PUBLISHING/ADVERTISING - AUDITOR

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82	01-799-000-0000-6401		55.00	250 BUSINESS CARDS - C ANDERSON		SUPPLIES
20027	THE TIMES		833.46	7 Transactions		
15	20001 TRI-VALLEY OPPORTUNITY COUNCIL 01-003-000-0000-6814		1,700.00	2015 APPROPRIATIONS		TRI-VALLEY SERVICES
20001	TRI-VALLEY OPPORTUNITY COUNCIL		1,700.00	1 Transactions		
63	20357 TURNKEY CORRECTIONS 01-259-000-0000-6405		1,062.66	VENDING & CANTEEN 8-1 TO 8-15	41855	GENERAL SUPPLIES - CANTEEN
64	01-259-000-0000-6405		671.41	92-\$5 & 17 \$10 PHONE CARDS	41856	GENERAL SUPPLIES - CANTEEN
20357	TURNKEY CORRECTIONS		1,734.07	2 Transactions		
42	20361 TYLER TECHNOLOGIES, INC 01-102-000-0000-6844		70.00	DOC PRO SERVICES	025-133617	TECHNOLOGY - RECORDER
20361	TYLER TECHNOLOGIES, INC		70.00	1 Transactions		
110	21008 UNIVERSAL SCREEN PRINT 01-220-000-0000-6801		80.16	PLAQUE/D CARLSON	31415	MISCELLANEOUS EXPENSE
21008	UNIVERSAL SCREEN PRINT		80.16	1 Transactions		
48	22304 VFW POST 2793 01-121-000-0000-6846		804.00	VETS TRANSPORTATION TO VA APPT		CVSO GRANT EXPENSE
22304	VFW POST 2793		804.00	1 Transactions		
1 Fund Total:			57,206.07	County Revenue	62 Vendors	157 Transactions

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115	1011 ACE HARDWARE 03-350-000-0000-6556		59.99	SOLDER GUN SHOP 500		SHOP SUPPLIES
	1011 ACE HARDWARE		59.99		1 Transactions	
124	1364 AUTO VALUE 03-350-000-0000-6556		131.76	FREON SHOP 500, BRAKE CLEANER		SHOP SUPPLIES
116	03-350-000-0000-6564		55.94	THROTTLE SPRING UNIT 235, UNIV		EQUIPMENT REPAIR PARTS
117	03-350-000-0000-6564		67.55	OIL-SS, ANIT FREEZE UNIT 310		EQUIPMENT REPAIR PARTS
118	03-350-000-0000-6564		205.34	BEARING, WHEEL NUT UNIT 254		EQUIPMENT REPAIR PARTS
119	03-350-000-0000-6564		44.25	SOCKET UNIT 312 & 313, FILTERS		EQUIPMENT REPAIR PARTS
120	03-350-000-0000-6564		17.96	ELECTRICAL TAPE, UNIT 219		EQUIPMENT REPAIR PARTS
121	03-350-000-0000-6564		116.95	DISC PADS, FUSES UNIT 300 &308		EQUIPMENT REPAIR PARTS
122	03-350-000-0000-6564		41.02	FILTER UNIT 305, FREON UNIT 28		EQUIPMENT REPAIR PARTS
123	03-350-000-0000-6564		9.22	GLADHAND, FITTINGS UNIT 310		EQUIPMENT REPAIR PARTS
	1364 AUTO VALUE		689.99		9 Transactions	
125	2390 BROCK WHITE 03-350-000-0000-6565		1,848.80	EROSION CONTROL BLANKET		ROAD MATERIALS
	2390 BROCK WHITE		1,848.80		1 Transactions	
165	3002 CELLTECH COMMUNICATIONS INC 03-330-000-0000-6554		19.99	POUCH FOR GPS		ENGINEERING & SURVEYING SUPPLIES
	3002 CELLTECH COMMUNICATIONS INC		19.99		1 Transactions	
126	3359 COMMISSIONER OF TRANSPORTATION 03-330-000-0000-6274		2,995.78	LAB TESTING		LAB TESTING
	3359 COMMISSIONER OF TRANSPORTATION		2,995.78		1 Transactions	
127	4314 DAVIDSON CONSTRUCTION 03-350-000-0000-6565		200.00	RIP RAP FOR CULVERTS		ROAD MATERIALS
	4314 DAVIDSON CONSTRUCTION		200.00		1 Transactions	
136	6006 FARMERS UNION OIL 03-350-000-0000-6556		160.00	GREASE ALL UNITES 312, 313		SHOP SUPPLIES
128	03-350-000-0000-6560		9,264.88	GAS & DIESEL SHOP 500		GAS & DIESEL
129	03-350-000-0000-6560		664.33	DIESEL SHOP 212		GAS & DIESEL
130	03-350-000-0000-6560		2,543.27	DIESEL SHOP 211		GAS & DIESEL
131	03-350-000-0000-6560		2,876.25	DIESEL SHOP 213		GAS & DIESEL
132	03-350-000-0000-6560		1,952.45	DIESEL SHOP 215		GAS & DIESEL
133	03-350-000-0000-6560		47.81	GAS UNIT 290		GAS & DIESEL

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134	03-350-000-0000-6562		50.00-	DRUM RETURN		MOTOR OIL & LUBRICANTS
135	03-350-000-0000-6562		812.36	OIL UNIT 286 & 287		MOTOR OIL & LUBRICANTS
6006	FARMERS UNION OIL		18,271.35		9 Transactions	
6349	FASTENAL COMPANY					
137	03-350-000-0000-6556		16.07	WIRE CONNECTORS SHOP 500		SHOP SUPPLIES
138	03-350-000-0000-6556		3.43	CABLE TIES SHOP 500		SHOP SUPPLIES
139	03-350-000-0000-6556		33.26	WEB SLING SHOP 500		SHOP SUPPLIES
140	03-350-000-0000-6556		27.19	BOLTS, LOCTITE THREADLOCKER SH		SHOP SUPPLIES
6349	FASTENAL COMPANY		79.95		4 Transactions	
6306	FLEET DISTRIBUTING					
143	03-350-000-0000-6556		14.15	SHOP 500 SUPPLIES		SHOP SUPPLIES
144	03-350-000-0000-6564		49.39	BOLTS UNIT 269		EQUIPMENT REPAIR PARTS
6306	FLEET DISTRIBUTING		63.54		2 Transactions	
6344	FLEETPRIDE					
141	03-350-000-0000-6564		111.56	FILTERS UNIT 302,304,23,305		EQUIPMENT REPAIR PARTS
142	03-350-000-0000-6564		48.56-	RETURNED FILTERS		EQUIPMENT REPAIR PARTS
6344	FLEETPRIDE		63.00		2 Transactions	
8356	HOUSTON ENGINEERING INC					
145	03-330-000-0000-6261		2,033.00	PROJECT DEVELOPMENT-BRIDGE REH		CONSULTING & LEGAL SERVICES
8356	HOUSTON ENGINEERING INC		2,033.00		1 Transactions	
8315	HUBERT OUTDOOR POWER					
146	03-350-000-0000-6564		25.10	OIL, FILTER MOWER	137166	EQUIPMENT REPAIR PARTS
8315	HUBERT OUTDOOR POWER		25.10		1 Transactions	
8014	HUGOS #7					
147	03-350-000-0000-6556		42.64	PAPER TOWELS SHP 500		SHOP SUPPLIES
8014	HUGOS #7		42.64		1 Transactions	
9025	ITS AUTO CENTER					
148	03-350-000-0000-6564		32.25	FLAT REPAIRE UNIT 247		EQUIPMENT REPAIR PARTS
149	03-350-000-0000-6564		32.25	FLAT REPAIRE UNIT 230		EQUIPMENT REPAIR PARTS
150	03-350-000-0000-6564		49.50	FLAT REPAIRE UNIT 232		EQUIPMENT REPAIR PARTS
151	03-350-000-0000-6564		73.50	FLAT REPAIRE UNIT 242 & 247		EQUIPMENT REPAIR PARTS
9025	ITS AUTO CENTER		187.50		4 Transactions	

Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
154	13428 MJS SEPTIC SYSTEMS 03-350-000-0000-6801		120.00	SERVICE PORTABEL UNITES		MISCELLANEOUS EXPENSE
	13428 MJS SEPTIC SYSTEMS		120.00	1 Transactions		
152	13197 MODEL LAUNDRY 03-320-000-0000-6262		109.76	SHOP 500 RUGS - JUNE		OTHER SERVICES
153	03-320-000-0000-6262		178.27	BUILDING RUGS - JUNE		OTHER SERVICES
	13197 MODEL LAUNDRY		288.03	2 Transactions		
155	14310 NEWFOLDEN CO-OP ELEVATOR 03-350-000-0000-6553		721.00	SPRAY - ROUND UP CUSTOM, UNFOA		BRUSH & WEED CONTROL CHEMICALS
	14310 NEWFOLDEN CO-OP ELEVATOR		721.00	1 Transactions		
156	15323 OFFICE DEPOT 03-320-000-0000-6401		202.66	PENS, FAX TONER		SUPPLIES
	15323 OFFICE DEPOT		202.66	1 Transactions		
157	16027 PENNINGTON COUNTY TREASURER 03-320-000-0000-6263		36.00	HOSTED EXCHANGE - JUNE		COMPUTER SERVICES
158	03-320-000-0000-6263		445.71	IT GLOBAL - JULY		COMPUTER SERVICES
	16027 PENNINGTON COUNTY TREASURER		481.71	2 Transactions		
159	16419 PRECISE MRM LLC 03-350-000-0000-6564		242.87	MONTHLY GPS SUPPORT		EQUIPMENT REPAIR PARTS
	16419 PRECISE MRM LLC		242.87	1 Transactions		
160	18319 RT VISION, INC. 03-320-000-0000-6263		1,209.75	ANNUAL SUPPORT FOR ETIME		COMPUTER SERVICES
	18319 RT VISION, INC.		1,209.75	1 Transactions		
161	19350 S & S HAULING & TRUCK REPAIR 03-350-000-0000-6564		72.75	REPAIR UNIT 219		EQUIPMENT REPAIR PARTS
	19350 S & S HAULING & TRUCK REPAIR		72.75	1 Transactions		
162	19426 SANDAHL'S 03-350-000-0000-6564		20.00	DECALS		EQUIPMENT REPAIR PARTS
	19426 SANDAHL'S		20.00	1 Transactions		
163	20309 TRUE NORTH STEEL 03-350-000-0000-6549		3,645.68	48" PIPE		CULVERTS

Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
164 03-350-000-0000-6549		10,337.52	36" PIPE	CULVERTS
20309 TRUE NORTH STEEL		13,983.20	2 Transactions	
3 Fund Total:		43,922.60	Road & Bridge	24 Vendors 51 Transactions

Pennington County Financial System



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32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Vendor Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
46	12123 LES'S SANITATION SERVICE 32-390-000-0000-6262		1,285.50	RECYCLE NEWSPAPER	150109	OTHER SERVICES-SCORE ACCOUNT
	12123 LES'S SANITATION SERVICE		1,285.50	1 Transactions		
32 Fund Total:			1,285.50	Solid Waste Facility	1 Vendors	1 Transactions

Pennington County Financial System



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60 Capital Improvement Spec

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula		Amount	Service Dates	Paid On Bhf #	On Behalf of Name
213 2337 BKV GROUP INC					
60-460-000-0000-6801		4,141.96	1892.03 MASTER PLAN MAT & PRES	40763	MISCELLANEOUS EXPENSE
214 60-460-000-0000-6801		1,305.00	1892.04 GOVT CENTER SYSTEM UPG	40764	MISCELLANEOUS EXPENSE
2337 BKV GROUP INC		5,446.96	2 Transactions		
12037 LEE PLUMBING & HEATING					
211 60-460-000-0000-6636		31,928.00	MECHANICAL UPGRADES #4	49756	Building Improvements
210 60-460-000-0000-6636		13,788.00	MECHANICAL UPGRADES #4	50216	Building Improvements
33 60-460-000-0000-6636		600.00	MECHANICAL UPGRADES	69199	Building Improvements
12037 LEE PLUMBING & HEATING		46,316.00	3 Transactions		
60 Fund Total:		51,762.96	Capital Improvement Special Re	2 Vendors	5 Transactions
Final Total:		154,177.13	89 Vendors	214 Transactions	

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	57,206.07	County Revenue	
	3	43,922.60	Road & Bridge	
	32	1,285.50	Solid Waste Facility	
	60	51,762.96	Capital Improvement Special Re	
	All Funds	154,177.13	Total	Approved by,
			
			

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Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

1 County Revenue

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
12	8352 HEMPEL/CODY 01-003-000-0000-6103		65.00	PER DIEM-TECH COMMITTEE-TRF		PER DIEMS - BOARD
13	01-003-000-0000-6103		65.00	PER DIEM-JOBS INC-TRF		PER DIEMS - BOARD
14	01-003-000-0000-6103		65.00	PER DIEM-JOBS INC-TRF		PER DIEMS - BOARD
15	01-003-000-0000-6103		65.00	PER DIEM-CHMBR OF COMMERCE-TRF		PER DIEMS - BOARD
	8352 HEMPEL/CODY		260.00	4 Transactions		
1	11355 KOLSTOE/JILL 01-252-000-0000-6330		13.25	MEAL - TRANSPORT		TRAVEL & EXPENSE
	11355 KOLSTOE/JILL		13.25	1 Transactions		
2	11063 KUZNIA/RAYMOND D 01-252-000-0000-6330		12.71	MEAL - TRANSPORT		TRAVEL & EXPENSE
	11063 KUZNIA/RAYMOND D		12.71	1 Transactions		
8	16362 PETERSON/NEIL 01-003-000-0000-6103		65.00	PER DIEM-TX ABTMNT HEARING-TRF		PER DIEMS - BOARD
9	01-003-000-0000-6103		65.00	PER DIEM-ENBRIDGE HEARING-TRF		PER DIEMS - BOARD
10	01-003-000-0000-6103		65.00	PER DIEM-HWY COMMITTEE-TRF		PER DIEMS - BOARD
11	01-003-000-0000-6103		65.00	PER DIEM-TX ABTMNT HEARING-TRF		PER DIEMS - BOARD
	16362 PETERSON/NEIL		260.00	4 Transactions		
4	19048 SWANSON/OLIVER (SKIP) 01-003-000-0000-6103		65.00	PER DIEMS-REGIONAL LIBRARY-TRF		PER DIEMS - BOARD
5	01-003-000-0000-6103		100.00	PER DIEMS-RADIO BOARD-TRF		PER DIEMS - BOARD
6	01-003-000-0000-6103		100.00	PER DIEMS-HZD WASTE MTG-BAGLEY		PER DIEMS - BOARD
7	01-003-000-0000-6103		65.00	PER DIEM-TX ABTMNT HEARING-TRF		PER DIEMS - BOARD
3	01-003-000-0000-6330		4.28	MEAL-HZD WASTE MTG-BAGLEY		TRAVEL & EXPENSE
	19048 SWANSON/OLIVER (SKIP)		334.28	5 Transactions		
1 Fund Total:			880.24	County Revenue	5 Vendors	15 Transactions
Final Total:			880.24	5 Vendors	15 Transactions	

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	880.24	County Revenue
All Funds		880.24	Total

Approved by,

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