

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF ST. LOUIS COUNTY, MINNESOTA



Tuesday, January 24, 2012, 9:30 A.M.

**Grand Lake Town Hall
5297 Highway 53
Twig, Minnesota 55791
(At the intersection of U.S. Highway 53 and
County Highway 7/Industrial Road.)**

**KEITH NELSON, Chair
Sixth District**

**FRANK JEWELL
First District**

**STEVE O'NEIL
Second District**

**CHRIS DAHLBERG
Third District**

**MIKE FORSMAN
Fourth District**

**PEG SWEENEY, Vice-Chair
Fifth District**

**STEVE RAUKAR
Seventh District**

County Auditor
Donald Dicklich

County Administrator
Kevin Gray

County Attorney
Mark Rubin

Clerk of the Board
Patricia Stolee

The St. Louis County Board of Commissioners welcomes you to this meeting. This agenda contains a brief description of each item to be considered. The Board encourages your participation. If you wish to speak on an item contained in the agenda, you will be allowed to address the Board when a motion is on the floor. If you wish to speak on a matter which does not appear on the agenda, you may do so during the public comment period at the beginning of the meeting. Except as otherwise provided by the Standing Rules of the County Board, no action shall be taken on any item not appearing in the agenda.

When addressing the Board, please sign in at the podium and state your name and address for the record. Please address the Board as a whole through the Chair. Comments to individual Commissioners or staff are not permitted. The St. Louis County Board promotes adherence to civility in conducting the business of the County. Civility will provide increased opportunities for civil discourse in order to find positive resolutions to the issue before the Board. Tools of civility include: pay attention, listen, be inclusive, do not gossip, show respect, be agreeable, apologize, give constructive criticism and take responsibility [County Board Resolution No. 560, adopted on September 9, 2003]. Speakers will be limited to five (5) minutes.

In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify Property Management 72 hours prior to the meeting at (218)725-5085.

All supporting documentation is available for public review in the County Auditor's Office, 100 North 5th Avenue West - Room No. 214, St. Louis County Courthouse, Duluth, MN, during regular business hours 8:00 A.M. - 4:30 P.M., Monday through Friday. Agenda is also available on our website at <http://www.stlouiscountymn.gov/GOVERNMENT/BoardofCommissioners.aspx>

AGENDA
St. Louis County Board
January 24, 2012
Page 2

9:30 A.M. Pledge of Allegiance
Roll Call
Customer Service Recognition Award – Commissioner Nelson, Sixth District

AT THIS TIME CITIZENS WILL BE ALLOWED TO ADDRESS THE BOARD ON ITEMS NOT ON THE AGENDA. [Speakers will be limited to 5 minutes each.]

FOR ITEMS ON THE AGENDA, CITIZENS WILL BE ALLOWED TO ADDRESS THE BOARD AT THE TIME A MOTION IS ON THE FLOOR.

CONSENT AGENDA

Approval of business submitted on the consent agenda.

REGULAR AGENDA

Health & Human Services Committee – Commissioner O’Neil, Chair

1. Designate the county’s Public Health and Human Services office in Virginia, MN, as a northern Common Entry Point for referral and reports of suspected maltreatment of vulnerable adults. {12-10} [Without recommendation.]
2. Authorize a Memorandum of Understanding between the Public Health and Human Services Department and the Carlton County Public Health and Human Services Department for the TXT 4 LIFE program to reduce incidences of suicidal ideation and suicide attempts for northeastern Minnesota youth. {12-13} [Without recommendation.]

Central Management & Intergovernmental Committee – Commissioner Jewell, Chair

3. Confirmation of Appointment – County Veterans Service Officer. {12-16} [Rules must be suspended. Has not been to committee.]

BOARD LETTER NO. 12 – 10

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1

JANUARY 24, 2012 BOARD AGENDA NO. 1

DATE: January 10, 2012 **RE:** Designation of Northern
Common Entry Point

FROM: Kevin Z. Gray
County Administrator

Ann M. Busche, Director
Public Health & Human Services

RELATED DEPARTMENT GOAL:

Adults will live in the least restrictive living arrangement that meets their health and safety needs.

ACTION REQUESTED:

The St. Louis County Board is requested to designate the Public Health and Human Services (PHHS) office in Virginia as the second Common Entry Point for St. Louis County.

BACKGROUND:

Pursuant to Minn. Stat. § 626.557, all Minnesota counties must designate the Common Entry Point (CEP) and related contact information for referral of reports of suspected maltreatment of vulnerable adults. Since inception of the CEP in 1995, the county's PHHS office in Duluth has been designated as the required CEP for St. Louis County. All referrals regardless of originating location were directed to the Duluth office and internal procedures were developed to relay information as appropriate to northern PHHS staff for appropriate response and follow up. While this process has worked adequately, it has not been optimum. The department recommends that a second CEP be established in the PHHS Virginia office.

In October 2011, PHHS staff reviewed the situation with the Minnesota Department of Human Services (DHS), and was advised that DHS will allow a county to have more than one CEP site. In further evaluating that option, PHHS staff strongly concurred that establishing a second CEP location will improve the county's response to referrals of suspected maltreatment of vulnerable adults by ensuring the report is received by the appropriate location. This change also compliments the ongoing efforts of both the PHHS Department and DHS to provide more effective adult protection services.

RECOMMENDATION:

It is recommended that the St. Louis County Board designate the county's PHHS office in Virginia as the second common entry point for St. Louis County.

Designation of Northern Common Entry Point

BY COMMISSIONER _____

WHEREAS, pursuant to Minn Stat. § 626.557, all Minnesota counties must designate the Common Entry Point (CEP) and related contact information for referral of reports of suspected maltreatment of vulnerable adults; and

WHEREAS, since the inception of the CEP in 1995, St. Louis County has designated the county's Public Health and Human Services office in Duluth as the county's required CEP; and

WHEREAS, the Minnesota Department of Human Services has advised PHHS that it will allow a county to have more than one CEP site; and

WHEREAS, establishing a second CEP site will improve the county's response to suspected maltreatment of vulnerable adults.

NOW, THEREFORE, BE IT RESOLVED, that the St Louis County Board designates the county's Public Health and Human Services office in Virginia, MN, as the second Common Entry Point for St. Louis County for referral of reports of suspected maltreatment of vulnerable adults.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize a Memorandum of Understanding with the Carlton County Public Health and Human Services Department for the TXT 4 LIFE program

Memorandum of Understanding for the TXT 4 LIFE Program

BY COMMISSIONER _____

WHEREAS, the rate of suicides in the seven counties of the northeast region of Minnesota are higher than in other parts of the state; and

WHEREAS, Carlton County Public Health and Human Services (CPHHS) applied for a federal grant on behalf of the counties in the northeast region (Cook, Lake, St. Louis, Aitkin, Itasca, and Koochiching) and the Fond du Lac, Grand Portage, Red Lake, and Bois Forte tribes for the TXT 4 LIFE program; and

WHEREAS, a three year, \$1.4 million federal Garrett Lee Smith grant was awarded to CPHHS for the TXT 4 LIFE initiative, whose primary mission is to reduce the incidence of suicidal ideation and suicide attempts for northeastern Minnesota youth; and

WHEREAS, the St. Louis County Public Health and Human Services Department has been asked to sign a Memorandum of Understanding to participate in the TXT 4 LIFE program.

NOW, THEREFORE, BE IT RESOLVED, that the St. Louis County Board authorizes the Public Health and Human Services Department to enter into a Memorandum of Understanding with the Carlton County Public Health and Human Services Department for the TXT 4 LIFE program.

MEMORANDUM OF UNDERSTANDING

December 2011

Between the Carlton County Public Health and Human Services and Txt for Life Partners

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between Carlton County Public Health and Human Services and **St. Louis County Public Health & Human Services**, in an effort to facilitate planning for development and expansion of the Txt for Life Project, funded by a federal Garrett Lee Smith grant beginning in August of 2011. **TXT 4 LIFE** builds on existing multi-agency collaborations to strengthen suicide prevention efforts which serve 22,000 school-aged youth who live in rural and reservation areas of Northeastern Minnesota. *TXT 4 LIFE will begin in Carlton County, expand to Cook, Lake, St. Louis, Aitkin, Itasca, Koochiching Counties and Fond du Lac, Grand Portage, Red Lake, and Bois Forte/Nett Lake tribal reservations, and then continue across Minnesota.* As estimated, 1400 individual advocates and service providers who deal with youth in crises are targeted to benefit from the training and collaboration made possible through this grant and its associated MOU partners. An estimated 1500 youth are targeted to benefit from involvement in at least one level of youth suicide prevention response system efforts made possible through this initiative.

The primary mission of TXT 4 LIFE is to reduce the incidence of suicidal ideation and suicide attempts for NE MN youth by a minimum of 20 percent by 1) Increasing access and utilization among youth of the Minnesota suicide prevention crisis response system by updating infrastructure to include text-messaging to encourage help-seeking behavior, 2) Improving local suicide prevention planning/services and increase protective factors and reduce risk factors among youth through implementation of culturally appropriate, evidence based youth suicide prevention and early intervention strategies, 3) Increasing gatekeeper awareness and understanding of youth suicide, willingness to intervene, and skills for appropriate intervention and referral. TXT 4 LIFE strategies include:

- Expansion of local public awareness efforts utilizing social media marketing (i.e. texting)
- Strengthen collaborative infrastructure within the NE Minnesota region
- Development of partnerships in NE Minnesota to expand suicide prevention efforts
- Combine efforts of the student originated “Life is for Everyone” (LIFE), Department of Public Health, the Minnesota Department of Human Services, and Suicide Awareness Voices of Education (SAVE), and Carlton County Suicide Prevention Taskforce
- Ensure sustainability of youth suicide prevention programs.
- Provide leadership and informational training for consumer and community stakeholders
- Continue to provide training for key gatekeepers in recognizing and responding to suicide risk.

Governance Structure for this initiative is provided by Carlton County Public Health and Human Services (CCPHHS), Human Services Inc./Crisis Connection (HSI) and Carlton County Children and Family Services Collaborative (CCCFSC). The CCPHHS takes the lead in implementing TXT 4 LIFE strategies. The CCCFSC will take the lead on grant management and the fiscal accountability for the project. HSI takes the lead on providing access and utilization of the Minnesota suicide prevention crisis response system/National hotline to include text-messaging. There is a TXT 4 LIFE advisory committee with representatives from additional organizations for implementation of this project. Overall direction for this initiative will be provided through Dave Lee, Director of Carlton County Public Health and Human Services. Donna LeKander, Carlton County Collaborative Director, who is supervised by Dave Lee, will provide overall grant management and fiscal accountability, convene meetings relative to TXT 4 LIFE implementation, and assure that all MOU partners communicate regularly and effectively. Primary facilitators of public awareness and training for this project are Meghan Condit a (.5 FTE) and Joanne Erspamer a (.5 FTE), both Carlton County employees. The contributions and commitment of this partnership is to support the attended goals of this project as highlighted above and the contributions outlined below.

1. Partner Information:

Organization Type

School Government Agency Mental Health Provider Reservation
 Nonprofit Business Other: _____

Service Area

Aitkin Carlton Cook Lake Itasca St. Louis
 Koochiching State National Other: _____

2. Identity of partner organization:

Partner institute/agency name: **St. Louis County Public Health & Human Services**

Primary Contact: **Ann Busche**

Title: **Director**

Address: _____

Email: _____

Telephone: _____

2. Partner Contributions and Commitments Description:

Relative to the implementation of TXT 4 LIFE, **St. Louis County Public Health & Human Services** agrees to:

- 1) Support public awareness, education, and outreach campaigns targeted within the county
- 2) Allow display of signage, posters, and marketing materials advocating use of TXT 4 LIFE
- 3) Encourage staff and community participation in QPR and ASIST trainings
- 4) Participate in all applicable data collection pertinent to Garrett Lee Smith Cross Site Evaluation processes for the TXT for LIFE Project
- 5) Work together to achieve stated project goals and to sustain the project

BOARD LETTER NO. 12 - 16

CENTRAL MANAGEMENT & INTERGOVERNMENTAL COMMITTEE

JANUARY 24, 2012 BOARD AGENDA NO. 3

DATE: January 24, 2012 **RE:** Confirmation of Appointment –
County Veterans Service
Officer

FROM: Kevin Z. Gray
County Administrator

James R. Gottschald, Director
Human Resources Department

RELATED DEPARTMENT GOAL:

Source high quality candidates to fill departmental vacancies in a manner that is consistent with merit and equal employment principles. Maintain effective management of St. Louis County's services to its military veterans in compliance with applicable statutes and regulations.

ACTION REQUESTED:

The St. Louis County Board is requested to appoint Ms. Sherry Rodriguez to the position of St. Louis County Veterans Service Officer, effective January 28, 2012.

BACKGROUND:

Former County Veterans Service Officer Rich Dumancas resigned from his position effective December 2, 2011. Administration worked with the Human Resources Department to conduct a comprehensive recruitment effort seeking qualified applicants for the unclassified division director position. An interview and review panel was assembled to assist in the selection process. The panel unanimously recommended Ms. Rodriguez as the top candidate for appointment to this management position. The County Administrator agrees that Ms. Rodriguez is the individual best qualified to successfully provide leadership and direction to the county's Veterans Service Office in the future.

Ms. Rodriguez has accepted a conditional offer of employment at a 2012 salary rate of \$58,149 (Managers Compensation Plan, Pay Plan A1, step 4) and the level of employment benefits specified in the Plan.

RECOMMENDATION:

It is recommended that the County Board confirm the appointment of Sherry Rodriguez as the St. Louis County Veterans Service Officer effective January 28, 2012, with the requirement of subsequent appointment every four years thereafter, according to Minnesota Statute 197.60, subd. (2).

Confirmation of Appointment – County Veterans Service Officer

BY COMMISSIONER _____

RESOLVED, that the St. Louis County Board confirms the appointment of Sherry Rodriguez as County Veterans Service Officer, effective January 28, 2012, at a 2012 salary rate of \$58,149 (Managers Compensation Plan, Pay Plan A1, step 4) and the level of employment benefits specified in the Management Compensation Plan, with the requirement of a twelve month probationary period and subsequent appointment every four years thereafter, according to Minn. Stat. 197.60, subd. (2).

RESOLVED FURTHER, that the County Veterans Service Officer, before entering upon duties, shall take and subscribe the oath required of public officials, as stipulated in Minn. Stat. 197.60, subd. (5).

RESOLVED FURTHER, that the County Veterans Service Officer must be certified by Minnesota Department of Veteran Affairs following the probationary period.