



COMMITTEE OF THE WHOLE AGENDA
Board of Commissioners, St. Louis County, Minnesota

September 22, 2020
Immediately following the Board Meeting, which begins at 9:30 A.M.
Aurora Community Center, 15 W. 1st Avenue N., Aurora, MN

NOTE: *Due to the COVID-19 pandemic, this meeting is being conducted in accordance with Minnesota Statutes § 13D.021. Members of the St. Louis County Board may attend the meeting by telephone or other electronic means. For information on how to view or participate in the County Board meeting, please visit the county website at www.stlouiscountymn.gov, scroll to the County Board Meeting section, and click on the meeting date. Remote attendance by the public is not practical, so the only way the public can monitor is in person or after the fact by Duluth PACTv.*

Subd. 3. Monitoring from remote site; costs. If telephone or another electronic means is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

CONSENT AGENDA:

All matters listed under the consent agenda are considered routine and/or non-controversial and will be enacted by one unanimous motion. If a commissioner requests, or a citizen wishes to speak on an item on the consent agenda, it will be removed and handled separately.

Minutes of September 8, 2020

Health & Human Services Committee, Commissioner Boyle, Chair

1. Amend Contract Maximum for Non-Emergency Medical Transportation Contract for Services with Medical Transportation Management, Inc. [20-334]

Public Works & Transportation Committee, Commissioner McDonald, Chair

2. EIP Petition to Revoke and Vacate Certain Roads (McDavitt Township) [20-335]

Finance & Budget Committee, Commissioner Nelson, Chair

3. Allocation of CARES Act Block Grant Funding for 2020 Election Preparation [20-336]
4. Abatement List for Board Approval [20-337]
5. Delegate Authority to the St. Louis County Liquor Licensing Committee to Approve Temporary Expansion of Designated Serving Areas [20-338]
6. Payment Card Industry (PCI) Security Policy [20-339]

REGULAR AGENDA:

For items on the Regular Agenda, citizens will be allowed to address the Board at the time a motion is on the floor.

Health & Human Services Committee, Commissioner Boyle, Chair

1. Develop and Appoint Members to Local Mental Health Advisory Council [20-340]
Resolution approving the development of the local Mental Health Advisory Council (LAC) and list of members to the North LAC and South LAC.

2. **Reallocation of Social Worker to Social Services Supervisor [20-341]**
Resolution authorizing the reallocation of a 1.0 FTE Social Worker position to a 1.0 FTE Social Services Supervisor position.

COMMISSIONER DISCUSSION ITEMS AND REPORTS:

Commissioners may introduce items for future discussion, or report on past and upcoming activities.

ADJOURNED:

Because the next scheduled Board Meeting will not be held until October 6, 2020, the County Board may reconvene to address these agenda items.

NEXT COMMITTEE OF THE WHOLE MEETING DATES:

October 6, 2020 Government Services Center, Duluth, MN
October 13, 2020 Solway Town Hall, 4029 Munger Shaw Rd., Cloquet, MN
October 27, 2020 Mt. Iron City Hall, 8586 Enterprise Drive South, Mt. Iron, MN

BARRIER FREE: *All St. Louis County Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual needs for special services. Please contact St. Louis County Administration (218-726-2450) early so necessary arrangements can be made.*

COMMITTEE OF THE WHOLE ST. LOUIS COUNTY BOARD OF COMMISSIONERS

September 8, 2020

Location: Government Services Center, Duluth, Minnesota

Present: Commissioners Jewell, Boyle, Olson, McDonald, Musolf, Nelson and Chair Jugovich

Absent: None

Convened: Chair Jugovich called the meeting to order at 10:38 a.m.

Commissioners Frank Jewell and Beth Olson participated by WebEx.

CONSENT AGENDA

Nelson/Boyle moved to approve the consent agenda. A roll call vote was taken, the motion passed. (7-0)

- Minutes of September 1, 2020
- Authorization to Accept Funds for the Minnesota State Targeted Opioid Treatment, Prevention & Recovery Services Grant [20-322]
- Professional Services Agreement with LHB Inc. for Design Services on CSAH 56 [20-323]
- Acceptance of MVLST Bridge Grant Funds for Bridge Bundling Project Engineering Design Services [20-324]
- Right-of-Way Easement Across State Tax Forfeited Land to MN Power/ALLETE, Inc. (Unorganized Township 56-16) [20-325]
- Utility Easement Across State Tax Forfeited Land to Cooperative Light & Power (Ault Township 55-12) [20-326]
- Right-of-Way Easement Across State Tax Forfeited Land to Roy Marlow and Stephen G. Kucera (Meadowlands Township 53-19) [20-327]

Establishment of Public Hearings

McDonald/Musolf moved that the St. Louis County Board establishes public meetings to gather comment on the proposed property tax levy and operating budget for year 2021 on Monday, November 23, 2020, 7:00 p.m., St. Louis County Courthouse, Virginia, MN, and Monday, November 30, 2020, 7:00 p.m., St. Louis County Government Services Center, Duluth, MN. [20-328]. A roll call vote was taken, the motion passed. (7-0).

Public Works & Transportation Committee

Nelson/McDonald moved that the St. Louis County Board authorize an agreement with LHB, Inc., for design engineering services for a Bridge Bundling Project. The total cost of these services is \$1,538,690.00. [20-329]. St. Louis County Administrator Kevin Gray noted there was a replacement resolution due to a change in fund designation. A roll call vote was taken, the motion passed. (7-0).

Nelson/McDonald moved that the St. Louis County Board, acting on behalf of unorganized townships for the purpose of road and bridge maintenance and construction, adopts and certifies a maximum levy of \$1,605,413.60 for the year 2021 to be levied only in such unorganized townships. [20-330]. St. Louis County Public Works Director Jim Foldesi said that the gap in funding is filled by using Transportation Sales Tax (TST) funds, Gravel Road Improvement Program (GRIP) funds, and local levy funds. A roll call vote was taken, the motion passed. (7-0). Commissioner Boyle temporarily stepped out of the meeting from 10:59 a.m. to 11:01 a.m.

Finance & Budget Committee

Nelson/McDonald moved that the St. Louis County Board certifies the St. Louis County Housing and Redevelopment Authority (HRA) maximum property tax levy for 2021 in the amount of \$220,593. [20-332]. A roll call vote was taken, the motion passed. (7-0)

Jugovich/Musolf/Olson moved that the St. Louis County Board certifies the maximum property tax levy for 2021 in the amount of \$147,721,853.62. [20-331]. Administrator Gray gave the Committee a presentation regarding the 2021 Preliminary Maximum Levy Proposal. Administrator Gray noted that the 5% tax growth capacity offsets the proposed 1.48% increase; most property tax payers will see a decrease in the county portion of their property taxes. After further discussion, a roll call vote was taken, the motion passed. (7-0)

Environmental & Natural Resources Committee

Musolf/Jewell moved that the St. Louis County Board approves the application to repurchase state tax forfeited land by James Donahue and Jamie Donahue of Breckenridge, MI, subject to payments including: maintenance costs for personal property removal of \$10,400, total taxes and assessments of \$3,397.20, deed tax of \$11.21, deed fee of \$25, recording fee of \$46, and maintenance fee of \$81.90, for a total of \$14,461.31 to be deposited into Fund 240 (Forfeited Tax Fund); plus a service fee of \$500 to be deposited into Fund 100 (General Fund). The repurchase application by James Donahue and Jamie Donahue shall be subject to execution of a contract for deed to ensure site remediation actions and resolution of any state, county or municipal code violations are completed within 60 days. [20-333]. Deputy Land and Minerals Director Julie Marinucci said that the county worked directly with the Mayor of Winton to establish tight deadlines to bring the building up to code. If the deadlines are not met, the contract can be canceled. After further discussion, a roll call vote was taken, the motion passed. (7-0)

COMMISSIONER DISCUSSION ITEMS AND REPORTS

Commissioner Jugovich noted that school has started and urged people to be conscientious and keep an eye out for kids. In addition, Commissioner Jugovich urged people to be safe with the hunting season fast approaching.

At 12:00 p.m., Boyle/Musolf moved to adjourn the Committee of the Whole meeting. A roll call vote was taken, the motion passed. (7-0)

Mike Jugovich, Chair of the County Board

Phil Chapman, Clerk of the County Board

BOARD LETTER NO. 20 – 334

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

DATE: September 22, 2020 **RE:** Amend Contract Maximum for
Non-Emergency Medical
Transportation Contract for
Services with Medical
Transportation Management,
Inc.

FROM: Kevin Z. Gray
County Administrator

Linnea Mirsch, Director
Public Health & Human Services

RELATED DEPARTMENT GOAL:

To provide for a community where all are safe and healthy.

ACTION REQUESTED:

The St. Louis County Board is requested to authorize the St. Louis County Public Health and Human Services Department (PHHS) to increase the contract maximum with Medical Transportation Management, Inc. (MTM) for Calendar Year (CY) 2021 and CY 2022 to \$350,000.

BACKGROUND:

On October 1, 2019, the St. Louis County Board approved County Board Resolution No. 19-570 authorizing officials in the Public Health and Human Services Department (PHHS) to enter into a lead agency contract with Medical Transportation Management, Inc. (MTM), St. Louis, MO, for transportation logistics in an amount not to exceed \$234,011 for CY 2020-2022. In May of 2020, COVID-19 related funds were added to this contract bringing the 2020 contract maximum to \$237,521.174.

MTM's services include verifying eligibility, providing prior authorizations, scheduling trips, reviewing claims and verifications, processing payments, monitoring for fraud, and handling appeals. MTM has collaborated with existing transportation providers, such as AEOA, Community Partners, and the vast number of volunteer drivers, to expand available transportation options in the region.

A yearly contract maximum increase to \$350,000 is being requested for CY2021 and CY2022:

- Ride Volume Increase Projected: Because of the increased availability and utilization of the transportation provided through MTM, the initial contract

maximum was exceeded in 2019 by \$25,000. This proposed yearly contract maximum of \$350,000 ensures the contract maximum is sufficient for any continued increase in utilization across the four counties. It also includes the social services rides that can now be funded through the state instead of county levy. The contract maximum is the full amount paid out by St. Louis County on behalf of the four counties. The Minnesota Department of Human Services pays MTM for the actual ride costs and then reimburses St. Louis County the Federal Financial Participation which is 50% of the administration fee paid to MTM. St. Louis County bills the other participating counties based on their share of St. Louis County's billing staff.

- Adjusted Rate: Based on County Board input, the initial contract was structured with payment incentives to MTM based on customer feedback and provider feedback as a tool to ensure quality and satisfaction. MTM is requesting a Cost of Living Adjustment (2%) and incentive bonus (1.5%) in line with the performance metrics incorporated in the contract.

PHHS is requesting to amend the yearly contract maximum to \$350,000 to reflect increased utilization and additional costs for the upcoming CY2021 and CY2022 contracts due to performance incentive (1.5%) based on goals met by provider and a Cost of Living Adjustment (2%) to the administrative cost per trip leg and increase ride utilization.

RECOMMENDATION:

It is recommended that the St. Louis County Board authorize the contract maximum for CY2021 and CY2022 with Medical Transportation Management, Inc., St. Louis, MO, for transportation logistics management, in a purchase of service agreement where St. Louis County will act as the lead agency and will pay the administrative share on a per-leg basis not to exceed \$350,000 per year, payable from Fund 230, Agency 231014, Object 629900.

**Amend Contract Maximum for Non-Emergency Medical Transportation Contract
for Services with Medical Transportation Management, Inc.**

BY COMMISSIONER _____

WHEREAS, On October 1, 2019, the St. Louis County Board approved County Board Resolution No. 19-570 authorizing officials in the Public Health and Human Services Department (PHHS) to enter into a lead agency contract with Medical Transportation Management, Inc., St. Louis, MO, for transportation logistics in an amount no to exceed \$234,011; and

WHEREAS, In May of 2020, COVID-19 related funds were added to this contract bringing the 2020 contract maximum to \$237,521.174; and

WHEREAS, The projected ride volume is increased in this contract maximum as the combined expenditures of the four counties exceeded the maximum in 2019 based on actual transportation utilization and St. Louis County seeks to increase the contract maximum acknowledging that the county will only pay for rides utilized; and

WHEREAS, PHHS is requesting to amend the yearly contract maximum to \$350,000 to reflect increased utilization and additional costs for the upcoming CY2021 and CY2022 contracts due to performance incentive (1.5%) based on goals met by provider and a Cost of Living Adjustment (2%) to the administrative cost per trip leg;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes an increase in the contract maximum for CY2021 and CY2022 annual contracts with Medical Transportation Management, Inc., St. Louis, MO, for transportation logistics management, not to exceed \$350,000 per year, payable from Fund 230, Agency 231014, Object 629900;

RESOLVED FURTHER, That all other contract terms will stay the same, including St. Louis County will serve as the lead agency in the contract with Medical Transportation Management, Inc., pursuant to Minn. Stat. § 256.0122, subd.6. and assume responsibility for receiving Federal Financial Participation for the administrative costs associated with each leg of transportation provided and bill the participating counties their share for St. Louis County's billing staff.

BOARD LETTER NO. 20 – 335

PUBLIC WORKS & TRANSPORTATION COMMITTEE CONSENT NO. 2

BOARD AGENDA NO.

DATE: September 22, 2020 **RE:** EIP Petition to Revoke and
Vacate Certain Roads
(McDavitt Township)

FROM: Kevin Z. Gray
County Administrator

James T. Foldesi
Public Works Director/Highway Engineer

RELATED DEPARTMENT GOAL:

To provide a safe, well maintained road and bridge system.

ACTION REQUESTED:

The St. Louis County Board is requested to revoke and vacate certain roads in McDavitt Township as requested by petitioner EIP Minnesota, LLC.

BACKGROUND:

On June 22, 2020, Petitioner EIP Minnesota, LLC (“EIP”) submitted a petition to revoke certain highways within McDavitt Township pursuant to Minn. Stat. § 163.11, Subdivision 5. The petition erroneously states it is in Ellsberg Township.

The roads to be vacated are portions of Dibble Road, Ellsmere Road, and Sax Road, lying east of County Road 7 in McDavitt Township, St. Louis County, in Sections 2, 10, 11, 14, 15, 26, 27, 34 and 35, T55N, R18W.

On August 11, 2020, McDavitt Township adopted a Resolution agreeing to vacate said roads immediately upon revocation and reversion by St. Louis County. Said Resolution waived all of the town’s rights, damages, and claims under Minn. Stat. § 163.11.

On September 1, 2020, the St. Louis County Board held a public hearing regarding the Petition. The Board continued the hearing to September 15, 2020, at the Town Hall in McDavitt Township, waived certain standing rules, and delegated administration of the hearing to a representative from Public Works.

On September 15, 2020, St. Louis County Public Works Right-of-Way Agent Steve Kniefel and Assistant St. Louis County Attorney Chris Pinkert were present at the continued hearing and prepared to take comments and report back to the Board. No other persons appeared at said hearing to provide comment.

The County Board is now requested to act on EIP's Petition and revoke the roads as set forth in the Petition.

RECOMMENDATION:

It is recommended that the St. Louis County Board revoke and vacate certain roads in McDavitt Township as requested by petitioner EIP Minnesota, LLC.

EIP Petition to Revoke and Vacate Certain Roads (McDavitt Township)

BY COMMISSIONER _____

WHEREAS, St. Louis County received a petition for revocation of portions of Dibble Road, Ellsmere Road, and Sax Road, lying east of County Road No. 7 in McDavitt Township, St. Louis County, in Sections 2, 10, 11, 14, 15, 26, 27, 34 and 35, T55N, R18W; and

WHEREAS, Pursuant to Minn. Stat. § 163.11, Subdivision 5, the County Board may, by resolution, revoke any county highway and the highway shall thereupon revert to the town in which it is located; and

WHEREAS, Pursuant to Minn. Stat. § 163.11, Subdivision 5a, and before adopting a resolution revoking a county highway that would revert to a town, the County Board shall fix a date, time and place of hearing in the town where the highway is located to consider the revocation; and

WHEREAS, A public hearing on the Petition was properly noticed and held on September 1, 2020, in Duluth, Minnesota, and continued to September 15, 2020, at 1:30 p.m. at the Town Hall in McDavitt Township; and

WHEREAS, No parties appeared in opposition to the Petition; and

WHEREAS, A Consent to Vacation was signed by Todd and Deborah Erickson, who are the only private property owners with land served by these right-of-ways and is attached to the Petition; and

WHEREAS, On August 11, 2020, McDavitt Township passed a Resolution waiving all rights damages and claims under Minn. Stat. § 163.11 and immediately vacating these rights of way under Minn. Stat. § 164.07;

THEREFORE, BE IT RESOLVED, Pursuant Minn. Stat. § 163.11, the County Board of Commissioners hereby revokes the following right-of-ways, which shall revert to McDavitt Township:

A. Dibble Road

All of the public road right of way located in the South half of Section 2 and the North half of Section 11, all in Township 55, Range 18;

B. Ellsmere Road

All of the public road right of way located in the North half of Sections 14 and 15, and the South half of Sections 10 and 11, all in Township 55, Range 18, lying East of the Easterly Right of Way of County Road No. 7;

C. Sax Road

All of the public road right of way located in the South half of Sections 26 and 27, the North half of Sections 34 and 35, all in Township 55, Range 18, lying East of the Easterly Right of Way of County Road No. 7.

RESOLVED FURTHER, That the Clerk of the County Board shall send two certified copies of this Resolution to the McDavitt Township Board of Supervisors.

PETITION TO VACATE COUNTY ROAD RIGHT OF WAY

To the County Board of St. Louis County, Minnesota:

The undersigned owns real estate along the County Road Rights of Way described below, and hereby petitions for vacation of the following described Road Right of Way:

1. Dibble Road

All of the public road right of way located in the South half of Section 2 and the North half of Section 11, all in Township 55, Range 18.

2. Ellsmere Road

All of the public road right of way located in the North half of Sections 14 and 15, and the South half of Sections 10 and 11, all in Township 55, Range 18, lying East of the Easterly Right of Way of County Road No. 7.

3. Sax Road

All of the public road right of way located in the South half of Sections 26 and 27, the North half of Sections 34 and 35, all in Township 55, Range 18, lying East of the Easterly Right of Way of County Road No. 7.

Except for Todd Erickson and Deborah Erickson who own land in the Southeast Quarter of the Southeast Quarter of Section 10, Petitioner owns the several tracts of land over which the Road Right of Way passes and the only tracts benefited by these roads. The Ericksons have signed the attached Consent to this vacation. No property will be landlocked if the vacation request is granted. (See: Minn. Stat. Sec. 160.09.)

Petitioner asks that you proceed with the vacation pursuant to Minn. Stat. Sec. 163.11, Subd. 1 and 4. In the alternative, Petitioner requests that the Board extinguish the Road Rights of Way under Minn. Stat. Sec. 163.11, Subd. 7.

The Road Rights of Way to be vacated do not abut or terminate at any public water. (See: Minn. Stat. Sec. 163.11, Subd. 8)

Lateral ditches, if any, in the Rights of Way, are not essential for surface drainage of adjacent lands or other public highways, are no longer needed for drainage purposes. (See: Minn. State. Sec. 163.111.)

No Utility Easements are affected by vacating these Road Rights of Way. (See: Minn. Stat. Sec. 160.29.)


Dated: March 3, 2020

EIP MINNESOTA LLC

By 
Its Manager

Dated: March 3, 2020

EIP CREDIT CO LLC

By 
Its Manager

CONSENT OF PETITION TO VACATE

We own real property on Ellsmere Road located in the South half of the Southeast Quarter of the Southeast Quarter of Section 10, Township 55, Range 18, lying East of Mesaba Road, now County Road No. 7. We consent to the Petition of EIP Minnesota LLP to vacate Ellsmere Road, East of the Right of Way of County Road No. 7 in Sections 10, 11, 14 and 15, Township 55, Range 18, all the way to the East Section line of Sections 11 and 14.

We waive all claims for damages and any other right to compensation.

Dated: JANUARY 21, 2020


Todd Erickson

Dated: JANUARY 21, 2020


Deborah Erickson

**MCDAVITT TOWNSHIP
ST. LOUIS COUNTY, MINNESOTA
RESOLUTION NO. _____**

A RESOLUTION TO VACATE PUBLIC ROAD RIGHTS OF WAY

On August 11, 2020, at a regular Town Board meeting, the McDavitt Town Board adopted the following Resolution:

FINDINGS

1. The following described right of way roads are county roads located within McDavitt Township:

A. Dibble Road

All of the public road right of way located in the South half of Section 2 and the North half of Section 11, all in Township 55, Range 18.

B. Ellsmere Road

All of the public road right of way located in the North half of Sections 14 and 15, and the South half of Sections 10 and 11, all in Township 55, Range 18, lying East of the Easterly Right of Way of County Road No. 7.

C. Sax Road

All of the public road right of way located in the South half of Sections 26 and 27, the North half of Sections 34 and 35, all in Township 55, Range 18, lying East of the Easterly Right of Way of County Road No. 7.

2. Except for Todd Erickson and Deborah Erickson, who own land in the Southeast Quarter of the Southeast Quarter of Section 10, EIP Minnesota LLC and EIP Credit Co. LLC

(together: EIP) own the several tracts of land over which the road rights of way pass and the only tracts of land benefitted by these roads. The affected landowners: EIP and the Ericksons, have signed the attached Petition and Consent to vacate these roads. No property would be landlocked if these roads were vacated.

3. EIP has asked the St. Louis County Board to vacate these roads. The St. Louis County Board proposes that it revoke the County Highway status, and revert the rights of way to the McDavitt Township under Minnesota Statutes Section 163.11, Subd. 5-5b.

4. McDavitt Township does not wish to own, control, maintain or use these road rights of way. The Board finds that it is in the best interest of the Town to immediately vacate the roads under Minnesota Statutes Section 164.07. The Town is willing to waive all of its rights, damages and claims under Section 163.11 in order to immediately vacate these roads.

5. Since the affected landowners have signed a Petition and Consent to vacate these roads, there is no need for this Board to hold a formal Public Hearing or to inspect these roads.

THEREFORE, McDavitt Township resolves as follows:

A. McDavitt Township waives all rights, damages and claims under Section 163.11, including their right to a joint Hearing between the Town Board and County Board to be held in the Township, for the County to repair and upgrade the roads to County standards and to maintain the roadways for two years after revocation.


B. Upon revocation by the County, McDavitt Township hereby immediately vacates these rights of way under Minnesota Statutes Section 164.07. The Township does not wish to own, control, maintain or use these roads. It is in the best interest of the Town that upon revocation by the County and reversion to the Town that the rights of way be immediately vacated.

C. To the best knowledge of the Town Board members these rights of way do not terminate at any public water. They are not essential for drainage of adjacent lands or roads and no public utility easements are affected by these roads.

Adopted August 11, 2020

MCDAVITT TOWNSHIP

By 
Its Chair

By 
Its Clerk

PETITION TO VACATE COUNTY ROAD RIGHT OF WAY

To the County Board of St. Louis County, Minnesota:

The undersigned owns real estate along the County Road Rights of Way described below, and hereby petitions for vacation of the following described Road Right of Way:

1. Dibble Road

All of the public road right of way located in the South half of Section 2 and the North half of Section 11, all in Township 55, Range 18.

2. Ellsmere Road

All of the public road right of way located in the North half of Sections 14 and 15, and the South half of Sections 10 and 11, all in Township 55, Range 18, lying East of the Easterly Right of Way of County Road No. 7.

3. Sax Road

All of the public road right of way located in the South half of Sections 26 and 27, the North half of Sections 34 and 35, all in Township 55, Range 18, lying East of the Easterly Right of Way of County Road No. 7.

Except for Todd Erickson and Deborah Erickson who own land in the Southeast Quarter of the Southeast Quarter of Section 10, Petitioner owns the several tracts of land over which the Road Right of Way passes and the only tracts benefited by these roads. The Ericksons have signed the attached Consent to this vacation. No property will be landlocked if the vacation request is granted. (See: Minn. Stat. Sec. 160.09.)

Petitioner asks that you proceed with the vacation pursuant to Minn. Stat. Sec. 163.11, Subd. 1 and 4. In the alternative, Petitioner requests that the Board extinguish the Road Rights of Way under Minn. Stat. Sec. 163.11, Subd. 7.

The Road Rights of Way to be vacated do not abut or terminate at any public water. (See: Minn. Stat. Sec. 163.11, Subd. 8)

Lateral ditches, if any, in the Rights of Way, are not essential for surface drainage of adjacent lands or other public highways, are no longer needed for drainage purposes. (See: Minn. State. Sec. 163.111.)

No Utility Easements are affected by vacating these Road Rights of Way. (See: Minn. Stat. Sec. 160.29.)

Dated: March 3, 2020

EIP MINNESOTA LLC

By 
Its Manager

Dated: March 3, 2020

EIP CREDIT CO LLC

By 
Its Manager

CONSENT OF PETITION TO VACATE

We own real property on Ellsmere Road located in the South half of the Southeast Quarter of the Southeast Quarter of Section 10, Township 55, Range 18, lying East of Mesaba Road, now County Road No. 7. We consent to the Petition of EIP Minnesota LLP to vacate Ellsmere Road, East of the Right of Way of County Road No. 7 in Sections 10, 11, 14 and 15, Township 55, Range 18, all the way to the East Section line of Sections 11 and 14.

We waive all claims for damages and any other right to compensation.

Dated: JANUARY 21, 2020



Todd Erickson

Dated: JANUARY 21, 2020



Deborah Erickson

BOARD LETTER NO. 20 - 336

FINANCE & BUDGET COMMITTEE

CONSENT NO. 3

BOARD AGENDA NO.

DATE: September 22, 2020 **RE:** Allocation of CARES Act Block Grant
Funding for 2020 Election
Preparation

FROM: Kevin Z. Gray
County Administrator

Nancy J. Nilsen
County Auditor - Treasurer

RELATED DEPARTMENT GOAL:

To maintain high election standards and public confidence in the election process in compliance with state and federal election laws.

ACTION REQUESTED:

To approve disbursement of CARES Act election grant funding funds through use of the default allocation mechanism as determined by the Office of the Minnesota Secretary of State and to match funds expended at the rate of 20% of the grant.

BACKGROUND:

The Office of the Secretary of State (OSS) has received funding through the 2020 CARES Act "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." Minnesota Laws 2020, Chapter 77, authorized the use of these funds within Minnesota, including allowing for distributing these funds to local governments for use consistent with the state and federal requirements.

On July 28, 2020 the St. Louis County Board approved Resolution No. 20-539 which authorized the application and acceptance of CARES Act block election grant funding in the amount of \$192,765.61. The funding would be available to municipalities and the County to assist with the 2020 election cycle preparation and related costs due to the COVID-19 pandemic.

The Office of the Minnesota Secretary of State has subsequently prepared a default allocation formula it has recommended be used by the County as the method to disburse the grant funds to municipalities. This formula was a number of factors, including a flat base allocation for all counties, 2018 voter turnout, 2018 absentee voter turnout, number of registered voters, number of polling places, and population. The Auditor's office has reviewed the default allocation and recommends its use in St. Louis County.

The enabling legislation also specifies that a political subdivision is eligible to use the funds for no more than 75 percent of the total cost of purchasing an electronic roster system and necessary support equipment, and no more than 80 percent of the total cost of any other authorized activities.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the distribution of funds from the CARES Act Block Grant to its municipalities using the default allocation mechanism as determined by the Office of the Minnesota Secretary of State; provision of guidance to the municipalities regarding their grant award and reporting requirements; and to match the funds expended at the rate of 20% of the grant, or 25% of funds expended on electronic roster systems.

**Allocation of CARES Act Block Grant Funding for
2020 Election Preparation**

BY COMMISSIONER _____

WHEREAS, On July 28, 2020 the St. Louis County Board approved Resolution No. 20-539 which authorized the application and acceptance of CARES Act block election grant funding in the amount of \$192,765.61. The funding would be available to municipalities and the county to assist with the 2020 election cycle preparation and related costs due to the COVID-19 pandemic; and

WHEREAS, St. Louis County is required to determine a fair, equitable, and mutually agreeable method for allocating the funds within the county an between municipalities; and

WHEREAS, The Office of the Minnesota Secretary of State has subsequently prepared a default allocation formula using a number of factors, including a flat base allocation for all counties, 2018 voter turnout, 2018 absentee voter turnout, number of registered voters, number of polling places, and population for determining the disbursement of grant funds to municipalities; and

WHEREAS, The County will work with the municipalities within the County to determine a fair, equitable, and mutually agreeable method for allocating the funds within the County and between municipalities.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the distribution of funds from the CARES Act Block Grant to its municipalities using the default allocation mechanism as determined by the Office of the Minnesota Secretary of State, provision of guidance to the municipalities regarding their grant award and reporting requirements; and to match the funds expended at the rate of 20% of the grant, or 25% of funds expended on electronic roster systems.

BOARD LETTER NO. 20 - 337

FINANCE & BUDGET COMMITTEE CONSENT NO. 4

BOARD AGENDA NO.

DATE: September 22, 2020 **RE:** Abatement List for Board Approval

FROM: Kevin Z. Gray
County Administrator

Mary Garness, Director
Public Records & Property Valuation

David L. Sipila
County Assessor

RELATED DEPARTMENT GOAL:

The County Assessor will meet all state mandates for classifying and valuing taxable parcels for property tax purposes as outlined in Minn. Stat. § 270 through 273.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the attached abatements.

BACKGROUND:

The intent of abatements is to provide equitable treatment to individual taxpayers while at the same time exercising prudence with the tax monies due to the taxing authorities within St. Louis County. Abatements are processed in conformance with St. Louis County Board Resolution No. 16-82, dated January 26, 2016, outlining the Board's policy on abatement of ad valorem taxes. This Policy provides direction for the abatement of: 1) Current year taxes; 2) Current year penalty and costs; 3) Past year taxes; and 4) Past year penalty, interest, and costs.

RECOMMENDATION:

It is recommended that the St. Louis County Board approve the attached list of applications for abatement.

Abatement List for Board Approval

BY COMMISSIONER _____

RESOLVED, That the St. Louis County Board approves the applications for abatement, correction of assessed valuations and taxes plus penalty and interest, and any additional accrual, identified in County Board File No. 61214.

9/15/2020
4:55:42PM

Abatelements Submitted for Approval by the St. Louis County Board
on 9/22/2020

Page 1 of 1

<u>PARCEL CODE</u>			<u>AUD NBR</u>		<u>NAME</u>	<u>TYPE</u>	<u>LOCATION</u>	<u>APPRAISER</u>	<u>REASON</u>	<u>YEAR</u>	<u>REDUCTION</u>
10	1480	7450	0	282	ASSESSED ELSEWHERE	R	City of Duluth	Frank Carver	DOUBLE ASSESSMENT	2020	440.00
90	50	580	0	285	DELUCA, ANTHONY M	R	Virginia	Sarah Simek	HOMESTEAD	2020	578.00
10	3510	7670	0	283	FILIATRAULT, PHILIP	R	City of Duluth	John Staine	HOMESTEAD	2020	256.00

BOARD LETTER NO. 20 - 338

FINANCE & BUDGET COMMITTEE CONSENT NO. 5

BOARD AGENDA NO.

DATE: September 22, 2020

RE: Delegate Authority to the St.
Louis County Liquor Licensing
Committee to Approve
Temporary Expansion of
Designated Serving Areas

FROM: Kevin Z. Gray
County Administrator

Nancy J. Nilsen
County Auditor/Treasurer

RELATED DEPARTMENT GOAL:

To provide mandated and discretionary licensing services.

ACTION REQUESTED:

The St. Louis County Board is requested to extend its delegation of authority to the St. Louis County Liquor License Committee to approve temporary expansion of designated serving areas for liquor license holders until October 1, 2021.

BACKGROUND:

St. Louis County Ordinance 28 grants the St. Louis County Board the authority to approve the designated service area for liquor licensees. The Governor's Executive Order 20-04 had required all bars and restaurants to close to customers and prohibited on-site consumption of food and alcohol. Executive Order 20-63 allowed limited outdoor service. On May 26, 2020, the St. Louis County Board adopted Resolution No. 20-283 delegating authority to the St. Louis County Liquor License Committee to approve temporary expanded designated serving areas to allow licensees to provide outdoor service pursuant to the executive order. Additional executive orders have since been issued, but restaurant and bar service indoors continues to be limited and these and other restrictions have reduced licensees' operational capacity.

To streamline the approval process and allow licensees sufficient time to comply with and take advantage of executive orders, the St. Louis County Board is requested to extend its temporary delegation of authority to the St. Louis County Liquor License Committee to approve the temporary expansion of designated serving areas for liquor license holders who wish to open their restaurants in compliance with executive orders.

RECOMMENDATION:

It is recommended that the St. Louis County Board extend until October 1, 2021 its temporary delegation of authority to the St. Louis County Liquor License Committee to approve temporary expansion of designated serving areas for on-sale liquor license holders and to extend the permission of the temporary designated serving areas until October 1, 2021.

**Delegate Authority to the St. Louis County Liquor License Committee to Approve
Temporary Expansion of Designated Serving Area**

BY COMMISSIONER _____

WHEREAS, The Governor's executive orders issued following the declaration of peacetime emergency have provided significant restrictions on all bars and restaurants, including to close to customers and prohibit on-site consumption of food and alcohol; and subsequent executive actions have only allowed restaurants and bars to reopen for outdoor and limited and restricted indoor service; and

WHEREAS, On May 26, 2020, the St. Louis County Board adopted County Board Resolution No. 20-283 temporarily delegating authority to the Liquor Licensing Committee to review and approve temporary expanded designated serving areas until October 1, 2020; and

WHEREAS, To continue to expedite the approval process and allow licensees the continued benefit of outdoor serving areas, the St. Louis County Board is requested to continue to delegate to the St. Louis County Liquor License Committee authority to approve temporary expansion of designated serving areas for liquor license holders until October 1, 2021;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board delegates to the St. Louis County Liquor License Committee the authority to approve temporary expansion of designated serving areas for on-sale liquor license holders;

RESOLVED FURTHER, That the temporary expansion of the designated serving areas is effective until October 1, 2021.

BOARD LETTER NO. 20 – 339

FINANCE & BUDGET COMMITTEE CONSENT NO. 6

BOARD AGENDA NO.

DATE: September 22, 2020

RE: Payment Card Industry (PCI)
Security Policy

FROM: Kevin Z. Gray
County Administrator

Nancy J. Nilsen
County Auditor/Treasurer

Cristen Christensen
Finance Director

RELATED DEPARTMENT GOAL:

To provide professional finance and accounting services in keeping with best practices.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the Payment Card Industry (PCI) Security Policy.

BACKGROUND:

St. Louis County currently accepts credit cards in many of its departments for on-line type payments. While Environmental Services and the License Center have accepted credit cards in person, other departments have not.

The county is in the process of implementing the ability for departments to take in-person credit cards as a form of payment. In order to take in-person credit cards, the county must adopt a PCI Security Policy to ensure the county has adequate safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations.

RECOMMENDATION:

It is recommended that the St. Louis County Board adopt the Payment Card Industry (PCI) Security Policy.

Payment Card Industry (PCI) Security Policy

BY COMMISSIONER _____

WHEREAS, Several county departments have requested the ability to take credit cards as a form of payment for in person transactions; and

WHEREAS, In order to take in-person credit cards, the county must adopt a Payment Card Industry (PCI) Security Policy to ensure the county has adequate safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board adopts the Payment Card Industry (PCI) Security Policy, on file in County Board File No. _____.

St. Louis County Payment Card Industry (PCI) Security Policy

Policy

St. Louis County handles sensitive Payment Card Industry (PCI) cardholder information. It is the policy of the county that sensitive payment card information must have adequate safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations.

Scope

This Policy document encompasses all aspects of security surrounding the handling of confidential PCI related credit card information and must be distributed to St. Louis County employees who process or have access to credit card transactions. These employees must attend mandatory PCI training, read this policy document in its entirety, and sign the form confirming they have read and fully understand this policy and their assigned responsibilities.

Responsibilities

St. Louis County commits to respecting the privacy of all its customers and to protecting any customer data from unauthorized parties. To this end, management is committed to maintaining a secure environment in which to process cardholder information.

Employees handling sensitive cardholder data are expected to:

- Access and process cardholder information in a manner that is consistent with the sensitivity of and classification of cardholder information;
- Not disclose or discuss personal cardholder information unless authorized;
- Protect sensitive cardholder information;
- Keep passwords and accounts secure;
- Not record any cardholder data;
- Always leave desks clear of sensitive cardholder data and lock computer screens when left unattended;
- Report information security incidents without delay as defined in this Policy;
- Take all necessary steps to prevent unauthorized access to cardholder data;
- All Point Of Sale (POS) and Personal Identification Number (PIN) entry devices should be appropriately protected and secured so they cannot be tampered with or altered;

Procedure

The following sections outline the expectations of St. Louis County employees that manage or provide support of credit card-based systems. This Policy will be reviewed and updated as deemed necessary by designated staff within the St. Louis County Information Technology Department and County Auditor's Office on an annual basis. This Policy will be linked to the St. Louis County Information Security Policy, when adopted.

Network Security

Assigned staff of the Information Technology Department will ensure that a high-level network diagram and inventory is maintained on a yearly basis to include:

- A high-level overview of the cardholder data environment (CDE), which at a minimum, shows the virtual connections in and out of the CDE. Critical system components within the CDE, such as POS devices, databases, web servers, etc., and any other necessary payment components, as applicable will also be illustrated.
- A list of all CDE connected devices will be established and regularly updated when devices are modified, added or decommissioned. An inspection and inventory of these devices will be performed to identify any potential tampering or substitution of devices.
- An approved scanning vendor will regularly perform a vulnerability scan to validate adherence with the external scanning requirements of the then current PCI Data Security Standard (DSS) Requirements. Evidence of these vulnerability scans should be maintained by the Information Technology Department for a period of 18 months.

Protect Stored Data

All sensitive cardholder data stored and handled by St. Louis County employees must be securely protected against unauthorized use at all times. Any sensitive card data that is no longer required by the county for business reasons must be discarded in a secure and irrecoverable manner.

- If there is no specific need to see the full Permanent Account Number (PAN), it is to be masked when displayed.
- PAN'S which are not protected as stated above, should not be sent to the outside network via end user messaging technologies like chats, instant messengers, etc.
- It is prohibited to store:
 1. The contents of the payment card magnetic stripe (track data) on any media whatsoever.
 2. The CVV/CVC Code (the 3 or 4 digit number on the signature panel on the reverse of the payment card) on any media whatsoever.
 3. The PIN or the encrypted PIN Block under any circumstance.

Access to the Sensitive Cardholder Data

- All Access to sensitive cardholder should be controlled and authorized. Any job functions that require access to cardholder data should be clearly defined.
- Any display of card holder data should be restricted to, at a minimum, the first 6 and the last 4 digits of the cardholder data.
- Access to sensitive cardholder information such as PAN's, personal information and business data is restricted to employees that have a business need to view such information; no other employees should have access to this sensitive data.
- If cardholder data is shared with a third party service provider, then a list of approved service providers will be maintained as detailed in Appendix C.
- The county will require a written agreement with any third party service provider that acknowledges that the service provider is be responsible for cardholder data that the Service provider possesses.
- The county will establish a process, including that proper due diligence is in place, before

engaging with a service provider with access to cardholder data/or transactions.

- The county will monitor the PCI DSS compliance status of the service provider.

Physical Security

Access to sensitive information in both hard and soft media format must be physically restricted to prevent unauthorized access to sensitive data.

- Media is defined as any printed or handwritten paper, received faxes, or any device capable of storing electronic files.
- Media containing sensitive cardholder information must be handled and distributed in a secure manner by trusted individuals.
- Visitors must always be escorted by an employee when in areas that hold sensitive cardholder information.
- Procedures must be in place to help all personnel easily distinguish between employees and visitors, especially in areas where cardholder data is accessible. An “employee” refers to an employee as defined by Minnesota Public Employee Labor Relations Act §179A.01. A “visitor” is defined as a vendor, guest of an employee, independent contractor, or anyone who needs to physically enter the premises for a short duration.
- A list of devices that accept payment card data should be maintained.
- The list should include make, model, serial number (or unique identifier) and location of the device.
- The list should be updated when devices are added, removed or relocated.
- POS device surfaces are periodically inspected to detect tampering or substitution.
- Employees using the devices will be trained and aware of handling the POS devices
- Employees are expected to verify the identity of third-party personnel claiming to repair or run maintenance tasks on the devices, install new devices or replace devices.
- Employees using the devices will be trained to report suspicious behaviour and indications of tampering of the devices to the appropriate supervisory staff. Strict control is maintained over the external or internal distribution of any media containing card holder data and has to be pre-approved by supervisory staff.
- Strict control will be maintained over the storage and accessibility of media.
- All computers that have access to sensitive cardholder data must have a password protected screensaver enabled to prevent unauthorized use.

Protect Data in Transit (Credit Card Information)

All sensitive cardholder data must be protected securely if it is to be transported physically or electronically.

- Card holder data (PAN, track data, etc.) should never be transmitted over the internet via email, instant chat or any other end user technologies, except if there is a pre-approved valid business justification to send cardholder data via email or by any other mode using a strong encryption mechanism (i.e. – AES encryption, PGP encryption, IPSEC, etc.).
- The physical transport of media containing sensitive cardholder data to another location must be authorized by supervisory staff, logged and inventoried before leaving the premises. Only secure courier services may be used for the transportation of such media. The status of the shipment should be monitored until it has been delivered to its destination.

Disposal of Stored Credit Card Data

- All data must be securely disposed of when no longer required by St. Louis County, regardless of the media or application type on which it is stored.
- An automatic process must exist to permanently delete online data, when no longer required.
- All hard copies of cardholder data must be manually destroyed when no longer required for valid and justified business reasons. A quarterly process must be in place to confirm that all non-electronic cardholder data has been appropriately disposed of in a timely manner.
- The county will have procedures for the destruction of hardcopy (paper) materials. These will require that all hardcopy materials are crosscut shredded, incinerated or pulped, so they cannot be reconstructed.
- The county will have procedures for the destruction of electronic media. These will require:
 - All cardholder data on electronic media must be rendered unrecoverable when deleted (e.g. through degaussing or electronically wiped using military grade secure deletion processes or the physical destruction of the media);
 - If secure wipe programs are used, the process must define the industry accepted standards followed for secure deletion.
- All cardholder information awaiting destruction must be held in lockable storage containers clearly marked "To Be Shredded" - access to these containers must be restricted.

Credit Card (PCI) Security Incident Response Procedures

A work unit that reasonably believes it may have an account breach, or a breach of cardholder information or of systems related to the PCI environment in general, must inform the designated representative(s) of St. Louis County PCI Incident Response Team comprised of the following individuals:

- Information Technology Director
- Information Security Manager
- Internal Auditor
- Finance Director
- Safety and Risk Manager
- Attorney's Office designee

After being notified of a compromise, the PCI Incident Response Team with the assistance of other designated staff, will implement the PCI Incident Response Plan to assist and augment departments' response plans. In response to a systems compromise, the following process will be followed:

1. In the event of a suspected PCI security breach, departments need to immediately report the suspected breach to the Information Security Manager, a member of the PCI Incident Response Team or any supervisor within the work unit.
2. The Information Security Manager, in coordination with members of the PCI Incident Response team, will carry out an initial investigation of the suspected security breach.
3. Upon confirmation that a security breach has occurred, the Information Security Manager will alert Information Technology Director and County Auditor/Treasurer.
4. Details of all compromised or potentially compromised card numbers will be reported to credit card merchant Fraud Control within 24 hrs of the incident. Following the merchant incident reporting process outlined for each credit card provider.
5. Ensure that the compromised system(s) is isolated from the county's information technology

network.

6. Gather, review and analyze the logs and related information from various central and local safeguards and security controls.
7. Conduct appropriate forensic analysis of compromised system(s).
8. Make forensic and log analysis available to appropriate law enforcement or card industry security personnel, as required.
9. Assist law enforcement and card industry security personnel in investigative processes, including in prosecutions.
10. Contact the department's Human Resources Business Partner if there is reason to believe that the data breach was attributed to employee error or misconduct for further review or investigation.

Transfer of Sensitive Information

All third-party companies which have access to Card Holder information must comply with the following:

1. Adhere to the PCI DSS security requirements.
2. Acknowledge their responsibility for securing the card holder data.
3. Acknowledge that the card holder data must only be used for assisting the completion of a payment transaction, providing a fraud control service or for uses specifically required by law.
4. Have appropriate provisions for business continuity in the event of a major disruption, disaster or failure.
5. Provide full cooperation and access to conduct a thorough security review after a security intrusion by a payment card industry representative, or a payment card industry approved third party.

Related Documents:

- Merchant Incident Reporting Process

Payment Card Industry Compliance Policy
RESOLUTION NO. 20-xxx
September 22, 2020

Appendix A – Agreement to Comply Form – Agreement to Comply with the Payment Card Industry (PCI) Security Policy

Employee Name (printed)

Job Title

Department

I agree to take all reasonable precautions to assure that internal information or information that has been entrusted to St. Louis County by third parties, such as citizen customers, will not be disclosed to unauthorized persons. At the end of my employment with St. Louis County, I agree to return all information to which I have had access as a result of my employment. I understand that I am not authorized to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the county, who is the designated information owner.

I have access to a copy of the St. Louis County Payment Card Industry (PCI) Security Policy, I have read and understand this policy, and I understand how it impacts my job. I agree to abide by the Payment Card Industry (PCI) Security Policy and I understand that violation of this policy may result in disciplinary action up to and including discharge, and perhaps criminal and/or civil penalties.

I also agree to promptly report all violations or suspected violations of the Payment Card Industry (PCI) Security Policy to the county's Information Security Manager, a member of the PCI Incident Response Team or any supervisor within my work unit.

Employee Signature

Date

BOARD LETTER NO. 20 - 340

HEALTH & HUMAN SERVICES COMMITTEE NO. 1

BOARD AGENDA NO.

DATE: September 22, 2020

RE: Develop and Appoint Members
to Local Mental Health
Advisory Council

FROM: Kevin Z. Gray
County Administrator

Linnea Mirsch, Director
Public Health & Human Services

RELATED DEPARTMENT GOAL:

Children will be born healthy, live a life free from abuse and neglect, and will have a permanent living arrangement. 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 authorize a Local Mental Health Authority Council (LAC) and appoint members to the LAC.

BACKGROUND:

The Minnesota Comprehensive Mental Health Act of 1987 and the Minnesota Comprehensive Children's Mental Health Act of 1989 set the stage for visionary mental health policies for all Minnesotans. The establishment of Local Mental Health Advisory Councils at the county level was an essential part of that vision.

The legislations of 1987 and 1989 made it law that the voices of those with lived mental health experiences and their families needed to be heard. Since then, legislation has required individual counties or multiple counties to create a local advisory council. Legislation also requires that the membership of LACs include individuals with lived experiences who have received mental health services as adults, individuals with lived experiences who have received mental health services as children and/or adolescents, family members of individuals with lived experiences, mental health professionals and representatives from community service programs.

Local Adult Mental Health Advisory Council (M.S. 245.466 Subd. 5.) establishes that the county board, individually or in conjunction with other county boards, shall establish a local adult mental health advisory council or mental health subcommittee of an existing advisory council. The goal of LACs is to utilize the knowledge of diverse groups of individuals in order to improve mental health services for Minnesotans. St. Louis County will have two LAC groups that will represent children and adults. One group will be in northern St. Louis County and the other in southern St. Louis County. The groups will make recommendations to improve mental health services in St. Louis County to the

Public Health and Human Services Department annually. St. Louis County had an informal LAC in the past that did not meet the requirements of the Statute. The group must be made up of the following individuals:

The adult LAC includes:

- At least one person with mental illness
- One family member of an adult with mental illness
- One mental health professional
- One community support services program representative.

The children's LAC includes:

- At least one person who was in a mental health program as a child or adolescent
- At least one parent of a child or adolescent with severe emotional disturbance
- One children's mental health professional
- Representatives of minority populations of significant size residing in the county
- Representative of the children's mental health local coordinating council
- One family community support services program representative

The St. Louis County groups will represent adults and children together on the north and south LAC. There were over 100 applicants for the LAC. PHHS developed process with an application to be similar to what other counties currently do.

RECOMMENDATION:

It is recommended that the St. Louis County Board approved the development of the LAC groups and the list of individuals below for the LAC north and the LAC south. Term and term scheduling (staggering 2 or 3 years) will be decided by the LAC and county staff this fall to ensure continuity of service:

2020 Local Mental Health Advisory Council Members

North LAC Members

Christine Gunderson
Tod Swenson
Claudia Skalko
Lacy Podlogar
Wendy Dickhausen
Jeff McNickle
Daniel Triestman
William P. Jacobson
Chad Nickila
Ann Marie Lubovich
Jennifer Rich
Michelle Long
Jessica Meyer

South LAC Members

Kurt Allen
MaKenzie Johnson
Tawna Schilling
Hailee Meisner
Tracie Laughlin
Jacquelyn Hanson-Hietala
Nathan Glockle
Carly Hiti
Ina Newton
Justin England-Sullivan
Moir Villiard
Andrea Rose
Bert Brandt
Liz Strohmayer
Sonja Wildwood

Develop and Appoint Members to Local Mental Health Advisory Council

BY COMMISSIONER _____

WHEREAS, Local Adult Mental Health Advisory Council (M.S. 245.466 Subd. 5.) establishes that the county board, individually or in conjunction with other county boards, shall establish a local adult mental health advisory council or mental health subcommittee of an existing advisory council; and

WHEREAS, The goal of Local Advisory Councils (LACs) is to utilize the knowledge of diverse groups of individuals in order to improve mental health services for Minnesotans; and

WHEREAS, St. Louis County will have a north LAC and a south LAC that will serve in an advisory role to the Public Health and Human Services Department on ways to improve mental health services;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the development of the Local Mental Health Advisory Council (LAC) and list of members to the north LAC and to the south LAC as follows:

2020 Local Mental Health Advisory Council Members

North LAC Members

Christine Gunderson
Tod Swenson
Claudia Skalko
Lacy Podlogar
Wendy Dickhausen
Jeff McNickle
Daniel Triestman
William P. Jacobson
Chad Nickila
Ann Marie Lubovich
Jennifer Rich
Michelle Long
Jessica Meyer

South LAC Members

Kurt Allen
MaKenzie Johnson
Tawna Schilling
Hailee Meisner
Tracie Laughlin
Jacquelyn Hanson-Hietala
Nathan Glockle
Carly Hiti
Ina Newton
Justin England-Sullivan
Moir Villiard
Andrea Rose
Bert Brandt
Liz Strohmayer
Sonja Wildwood

RESOLVED FURTHER, That the terms and term scheduling (staggering) will be decided by the LAC and county staff this fall to ensure continuity of service.

BOARD LETTER NO. 20 - 341

HEALTH & HUMAN SERVICES COMMITTEE NO. 2

BOARD AGENDA NO.

DATE: September 22, 2020

RE: Reallocation of Social Worker
to Social Services Supervisor

FROM: Kevin Z. Gray
County Administrator

Linnea Mirsch, Director
Public Health & Human Services

James R. Gottschald, Director
Human Resources

RELATED DEPARTMENT GOAL:

To allocate all positions in county employment to appropriate job titles/specifications in the official classification plan.

ACTION REQUESTED:

The St. Louis County Board is requested to approve the reallocation of a 1.0 FTE Social Worker position in the Public Health and Human Services Department to a 1.0 FTE Social Services Supervisor position.

BACKGROUND:

Whenever a vacancy occurs in the Public Health and Human Services Department (PHHS), a review is done to determine if that position should be filled as is or if it should be reallocated to a level more aligned with the needs of the Department and the customers it serves. PHHS conducted this review when a Social Worker position became vacant in the south Home and Community Based Services Division (HCBS) and determined that a reallocation to a Social Services Supervisor was appropriate.

The HCBS is relatively new division within PHHS, having been established in early 2019. During the past 18 months, the focus has been on maximizing efficiency and developing infrastructure within the division. HCBS supervisors currently supervise an average of 14 staff across multiple program areas, including professional and paraprofessional staff. The HCBS division director supervises 13 staff in multiple program areas, including supervisors and social workers. The vision is to create a team that will provide infrastructure support to the entire division, aligned under one supervisor. Streamlining the support provided to the entire division will provide greater efficiency.

The PHHS 2021 Budget Proposal highlighted the ongoing review of positions and the strategy of working within authorized FTE to fine tune the organizational structure and

functions. This proposed reallocation was highlighted, specifically as this has been in development.

PHHS requested a position reallocation review by the Human Resources Department (HR). On September 8, 2020, HR reallocated the Social Worker to the Social Services Supervisor. Because this reallocation is more than three pay grades, County Board approval is required.

Sufficient budget savings exist to fund this position due to the 10 months the position has been vacant. Going forward, this Social Service Supervisor position is reimbursed 60% through the cost allocation pool from state and federal sources.

Listed below is a year-to-date summary of PHHS 2020 position adjustments:

2020 Position Adjustments:

Former Job Title	New Job Title	Date of Reallocation	Position Code	Additional Cost	Decrease
RN - Human Services	Social Worker	1/10/2020	0011-049		\$2,964.00
Social Worker	RN - Human Services	1/28/2020	0036-029	\$2,964.00	
Public Health Nurse (.5)	Social Worker (.5)	3/5/2020	0036-043		\$2,346.00
Public Health Nurse	Public Health Educator	3/6/2020	0036-009		\$3,335.00
Homeless & Housing Program Specialist	Social Work Coordinator	3/27/2020	G0350-001	\$1,989.00	
Information Specialist II	Information Specialist III	4/23/2020	0413-002	\$4,485.00	
Social Worker	Social Services Supervisor		0011-049	\$13,296.00	

Personnel savings to date exceed the budgeted vacancy factor. At the direction of County Administration, PHHS identified 14 positions that would be held vacant as a COVID budget strategy for time-specific periods from 6-10 months. That list was submitted to County Administration as part of budget contingency planning.

RECOMMENDATION:

It is recommended that the St. Louis County Board reallocate a 1.0 FTE Social Worker position (Position code 0011-049, Merit Basic Labor Agreement, Step 3), to a 1.0 FTE Social Services Supervisor (Merit System Supervisory Agreement, Step 1), in the Public Health and Human Services Department, resulting in an annual increase of \$13,296, to be accounted for in Fund 230, Agency 232005, Object 610100.

Reallocation of Social Work Position to Social Service Supervisor

BY COMMISSIONER_____

WHEREAS, When a vacancy occurs in the Public Health and Human Services Department (PHHS), a review is done to determine if that position should be filled as is or if it should be reallocated to a level more aligned with the needs of the Department and the customers it serves; and

WHEREAS, PHHS and the Human Resources Department conducted such a review when a Social Worker position became vacant serving the Home and Community Based Services Division and determined that reallocation to a Social Services Supervisor was appropriate; and

WHEREAS, County Fiscal Policies specify that any position change greater than three pay grades must go to the County Board for approval;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the reallocation of a 1.0 FTE Social Worker (Position code 011-049, Merit Basic, Step 3), to a 1.0 FTE Social Services Supervisor (Merit System Supervisory, Agreement, Step 1), in the Public Health and Human Services Department, resulting in an annual increase of \$13,296 to be accounted for in Fund 230, Agency 232005, Object 610100.