



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

**August 5, 2014**

**Immediately following the Board Meeting, which begins at 9:30 A.M.**  
**Commissioners' Conference Room, St. Louis County Courthouse, Duluth, MN**

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**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 July 22, 2014**

**Health & Human Services Committee, Commissioner Stauber, Chair**

1. Waiving County Liability Insurance Requirements for Chore Services Providers [14-295]

**Environment & Natural Resources Committee, Commissioner Dahlberg, Chair**

2. Repurchase of State Tax Forfeited Land – Johnson [14-296]

**Finance & Budget Committee, Commissioner Nelson, Chair**

3. Abatement List for Board Approval [14-297]

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**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 Stauber, Chair**

1. **Approval to Increase Staffing in Response to MnCHOICES [14-298]**

Resolution authorizing an increase in PHHS staffing to create an assessment team to implement the MnCHOICES program.

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**COMMISSIONER DISCUSSION ITEMS AND REPORTS:**

*At this time, Commissioners may introduce items for discussion or report on past and future activities.*

**ADJOURNED:**

**NEXT COMMITTEE OF THE WHOLE MEETING DATES:**

**August 12, 2014** Floodwood Fair Building, 107 West 7<sup>th</sup> Avenue, Floodwood, MN

**September 2, 2014** Commissioners' Conference Room, Duluth, MN

**September 9, 2014** Commissioners' Conference Room, Duluth, 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 Property Management (218-725-5085) early so necessary arrangements can be made.*

# COMMITTEE OF THE WHOLE ST. LOUIS COUNTY BOARD OF COMMISSIONERS

Tuesday, July 22, 2014

Location: Virginia Courthouse, Virginia, Minnesota

Present: Commissioners Jewell, Boyle, Dahlberg, Stauber, Nelson, Raukar, and Chair Forsman

Absent: None

Convened: Chair Forsman called the meeting to order at 11:52 a.m.

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## CONSENT AGENDA

Raukar/Boyle moved to approve the consent agenda. The motion passed. (7-0)

- Minutes of July 8, 2014
- Application for the 2014 Minnesota Family Investment Program Innovation Fund Grant [14-279]
- Amend Agreements for Day Training & Habilitation and Semi-Independent Living Services Contracts [14-280]
- Repurchase of State Tax Forfeited Land – Pohto [14-281]
- Special Sale to the City of Aurora [14-282]
- Access Easement across State Tax Forfeited Land – Freeman [14-283]
- Removal and Cleanup of Abandoned Personal Property [14-284]
- Reallocation of Three Information Specialist Positions in the Land and Minerals Department [14-285]
- Award of Bids – Grader Blades, Cutting Edges, Pick Blades, Bits and Carbide Blades [14-286]
- Abatement List for Board Approval [14-287]
- Hibbing Courthouse HVAC Control System Replacement – Phase I [14-288]
- Joint Maintenance Facility Rebate Agreement with City of Ely [14-289]
- 2014 Second Quarter Budget Changes [14-290]
- Transfer of Vehicle from Sheriff's Office to Arrowhead Regional Corrections [14-291]

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## REGULAR AGENDA

### Environmental & Natural Resources Committee

Dahlberg/Jewell moved to adopt the 2014 Aquatic Invasive Species Prevention Plan and authorize the Planning and Community Development Director to submit the 2014 Aquatic Invasive Species Prevention Plan and all documents related thereto to the Minnesota Department of Natural Resources (DNR), as set forth in the plan on file with the Clerk of the Board, and to act in connection with its submission and subsequent activity, and to provide such additional information as may be required. The Planning and Community Development Director and representative of the County Attorney are

authorized to execute any agreements and related documents necessary to receive the funding distribution from the DNR. The Planning and Community Development Director will initiate a Request for Proposals process and bring funding recommendations to the County Board for final consideration. The county will retain ten percent of the 2014 allocation to cover administrative costs. Planning and Community Development Director Barb Hayden answered Commissioner questions regarding the proposal. Commissioner Jewell exited the meeting at 12:21 p.m. and returned at 12:23 p.m. After further discussion, the motion was withdrawn; the item was referred to Administration for further discussion at the August 12, 2014 Committee of the Whole meeting.

A recess was taken from 12:57 p.m. – 2:11 p.m.

Dahlberg/Boyle moved to recognize the value of land consolidation and supports the concept of a proposed exchange of state tax forfeited (Class B) lands for lands of equal value to be obtained by Positive Energy Outdoors. Land Commissioner Mark Weber and Deputy Land and Minerals Director Jason Meyer discussed the proposed land exchange. The meeting was opened to persons who wished to discuss the proposed land exchange. Stephanie Love, Director of Positive Energy Outdoors, discussed potential benefits of the proposed land exchange. Debra Pawlowicz, of Duluth, MN, provided the Board an informational packet regarding the proposed land swap. Ms. Pawlowicz expressed interest in purchasing the land and said it should be offered for public auction. Commissioner Stauber exited the meeting at 2:42 p.m. Steven Goldschmidt and Matt Goldschmidt also expressed interest in purchasing the land. Commissioner Stauber entered the meeting at 2:46 p.m. After further discussion, the motion was withdrawn. Nelson/Stauber moved that the parcel be offered at public auction no sooner than the third quarter of next year (2015). The motion passed without recommendation. (4-3, Boyle, Jewell, Raukar)

### **Central Management & Inter-Governmental Committee**

Jewell/Forsman moved to ratify the 2012-2014 Assistant County Attorney contract and county officials are authorized to execute the Collective Bargaining Unit Agreement. The motion passed. (7-0)

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### **COMMISSIONER DISCUSSION ITEMS**

Commissioner Stauber discussed a conversation he had with last year's Rice Lake Township Chair Tom Wagner on the procedure for getting a resolution in support of the incorporation of Rice Lake Township from the St. Louis County Board.

At 3:21 p.m., Raukar/Dahlberg moved to adjourn the Committee of the Whole meeting. The motion passed. (7-0)

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Mike Forsman, Chair of the County Board

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Phil Chapman, Clerk of the County Board

# BOARD LETTER NO. 14 - 295

HEALTH & HUMAN SERVICES COMMITTEE CONSENT NO. 1

BOARD AGENDA NO.

**DATE:** August 5, 2014

**RE:** Waiving County Liability  
Insurance Requirements for  
Chore Services Providers

**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:**

It is recommended that the St. Louis County Board authorize Public Health and Human Services (PHHS) to waive St. Louis County's liability insurance requirements for individual and small business chore service providers and accept the insurance the providers currently have in place.

**BACKGROUND:**

The State of Minnesota has been undergoing three waiver reform efforts that have been required by the Center for Medicare and Medicaid (CMS) since 2009. The three reform efforts are: a universal assessment that has been named MnCHOICES; establishment of standard rates for services; and elimination of host county contracts for services that are categorized as Tier 1, 2 or 3.

Tier 1 providers, such as residential services provided by an adult foster home, must become Medicaid certified providers. Tier 2 and Tier 3 providers may become Medicaid certified providers or counties may offer pass through contracts. However, with these pass through contracts comes the responsibility to ensure the provider is qualified to provide the service and some potential liability. Chore services fall into the Tier 2 category. The county does not procure any Tier 3 services on behalf of clients. Host county contracts for these services were eliminated on January 1, 2014.

PHHS has been working with the County Attorney's Office on this issue and ideally the county would encourage/assist all providers to become certified Medicaid providers. However, this is not always possible for small providers and so the department has

been working with the Purchasing Division to secure a “pre-approved” list of providers that have been deemed qualified. One of the barriers for small providers is the county’s insurance requirement of \$1 million.

In 2013, on the behalf of 126 St. Louis County clients, PHHS case managers authorized 49 vendors to provide chore services such as snow plowing, lawn care and home modifications which enable individuals to continue to live in their homes.

In 2014, PHHS has been working with the Attorney’s Office on a case by case basis while determining a long term solution. A three pronged approach has been proposed:

- 1) PHHS will continue to encourage vendors to become Medicaid certified providers.
- 2) PHHS will continue to develop a list of pre-approved providers who have been deemed qualified.
- 3) PHHS will seek the County Board’s approval to allow contracts with those individual or small business providers who are unable to fulfill the requirements above because of their inability to meet the county’s insurance requirements.

It should be acknowledged that by authorizing PHHS to enter into contracts with these individual and small business providers, the county is taking on some increased risk of liability. If the County Board does not authorize PHHS to enter into these contracts, there will be some residents, particularly in remote areas of the county, who may not receive chore services.

**RECOMMENDATION:**

It is recommended that the St. Louis County Board authorize PHHS to waive St. Louis County’s liability insurance requirements for individual and small business chore service providers and accept the insurance the providers currently have in place.

## **Waiving County Liability Insurance Requirements for Chore Services Providers**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, The Minnesota Department of Human Services has been undergoing three waiver reform efforts that have been required by the Center for Medicare and Medicaid (CMS) since 2009; and

WHEREAS, One of those waiver reform efforts is the elimination of host county contracts for services that are categorized as Tier 1, 2 or 3 which became effective on January 1, 2014; and

WHEREAS, The Public Health and Human Services (PHHS) Department has been working with the County Attorney's Office to develop the county's response to this change in practice; the result being that PHHS will continue to encourage vendors to become Medicaid certified providers and PHHS will continue to develop a list of pre-approved providers who have been deemed qualified; and

WHEREAS, PHHS believes there will be individual and small business providers who will be unable to fulfill the requirements above because of their inability to meet the county's insurance requirements; and

WHEREAS, It should be acknowledged that by authorizing PHHS to enter into contracts with these individual and small business providers the county is taking on some increased risk of liability; however, if it does not authorize these contracts, there will be some residents, particularly in remote areas of the county, who may not receive chore services;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the Public Health and Human Services Department to waive the St. Louis County's liability insurance requirements for individual and small business chore service providers and accept the insurance the providers currently have in place.



**Rodney K. Johnson, Prince George, VA**

Parcel Code	465-0010-04340
Taxes and Assessments	\$3,618.13
Service Fees	\$114.00
Deed Tax	\$11.94
Deed Fee	\$25.00
Recording Fee	\$46.00
Total Consideration	\$3,815.07

## Repurchase of State Tax Forfeited Land - Johnson

BY COMMISSIONER: \_\_\_\_\_

WHEREAS, Minn. Stat. § 282.241 provides that state tax forfeited land may be repurchased by the previous owner subject to payment of delinquent taxes and assessments, with penalties, costs, and interest; and

WHEREAS, The applicant, Rodney K. Johnson of Prince George, VA, has applied to repurchase state tax forfeited land legally described as:

TOWN OF MORSE  
SE1/4 OF NE1/4 EX W1/2  
SEC 30 TWP 62 RGE 12  
465-0010-04340

WHEREAS, The applicant was the owner of record at the time of forfeiture and is eligible to repurchase the property; and

WHEREAS, Approving the repurchase will correct undue hardship and promote the use of lands that will best serve the public interest;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board approves the repurchase application by Rodney K. Johnson of Prince George, VA, on file in County Board File No.\_\_\_\_, subject to payments including total taxes and assessments of \$3,618.13, service fee of \$114, deed tax of \$11.94, deed fee of \$25, and recording fee of \$46; for a total of \$3,815.07, to be deposited into Fund 240 (Forfeited Tax Fund).

APPLICATION FOR REPURCHASE OF TAX FORFEITED LANDS

Pursuant to Minnesota Statutes 1986, Section 282.241, as amended by Chapter 268, Laws of 1987.

TO THE COUNTY BOARD AND COUNTY AUDITOR OF ST. LOUIS COUNTY, MINNESOTA:

The undersigned, Rodney K Johnson, hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes 1987, Section 282.241, as amended; said land is situated in St. Louis County, Minnesota, and more particularly described as follows:

TOWN OF MORSE, SE1/4 OF NE1/4 EX W1/2, Sec 30 Twp 62 Rge 12 (parcel code: 465-10-4340)

Applicant states and shows that at the time of the forfeiture to the State, he/she was (please check one):

- the owner
- heir(s) of the owner
- the representative of the owner
- the person to whom the right to pay taxes is given by statute, to wit:
- designating under what claim of right, whether mortgage or otherwise the right is exercised

That such taxes became delinquent in 2007 and remained delinquent and unpaid for the subsequent years of: 2008, 2009, 2011, 2013

That pursuant to Minnesota Statutes, the total cost of repurchase \$3,815.07 which is the greater value of all delinquent taxes and assessments computed under Section 282.241, together with all accrued interest and penalties, including fees. Please contact our office at 218-726-2606 for the current amount due which increases monthly.

That a hardship would result to the petitioner unless said repurchase is allowed, for the reason that: applicant to state reasons why taxes were not paid.

loss of job, health

Please check the appropriate box below:

- There are one or more wells on this property (See enclosed well disclosure information sheet)
- No change since last well certificate
- Well disclosure completed - \$50.00 enclosed
- There are no wells on this property

APPLICANT REQUESTS THAT REPURCHASE BE MADE IN THE NAME OF:

Name (s): Rodney K Johnson

Are you currently in active military service? NO

If you have been discharged within the last 6 months, provide discharge date and documentation. Applicant offers to pay upon such repurchase, by check or money order, as directed by the St. Louis County Board, the full price of repurchase as stated above, the terms of which will be stated by the contract and required by law.

Dated: July 3 20 14

By: Rodney K Johnson (Signature)

Address: 3200 Prince George DR  
City: Prince George State: VA Zip: 23875  
Phone: 804-605-1909



# St. Louis County Land & Minerals Department Tax Forfeited Land Sales

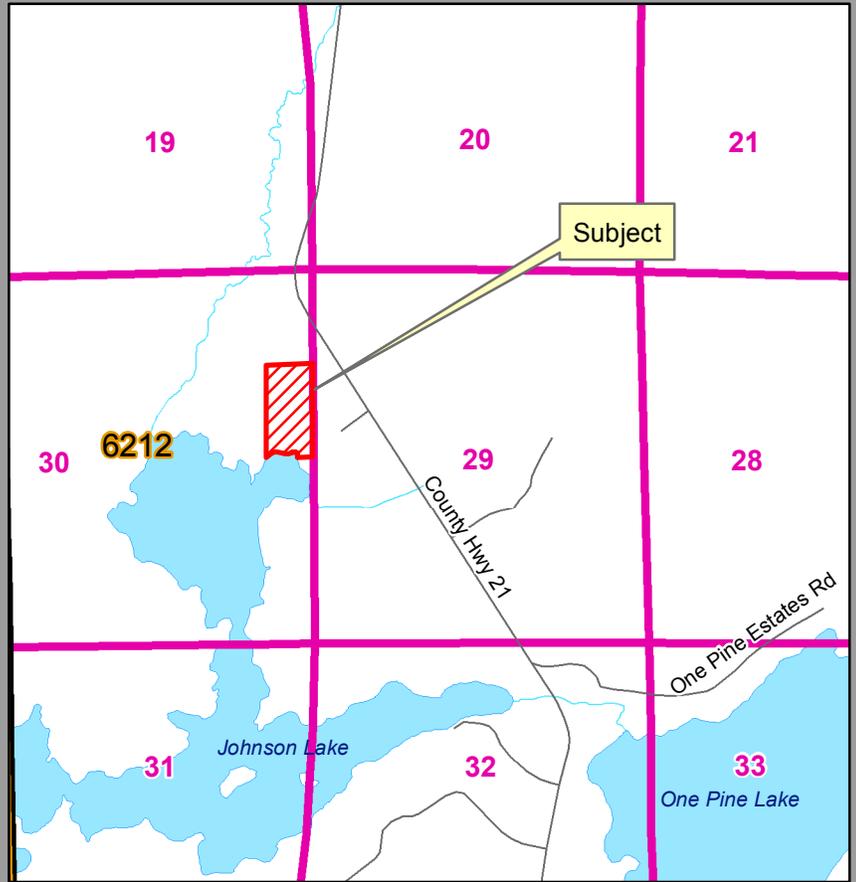
## Repurchase of Property

Legal : TOWN OF MORSE  
SE1/4 OF NE1/4 EX W1/2  
Sec 30 Twp 62 Rge 12

Parcel Code : 465-0010-04340

LDKEY : 118123

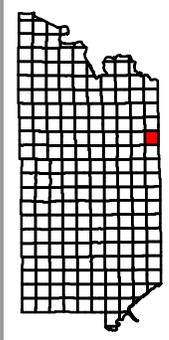
Acres: 20.00



Town of Morse      Sec: 30 Twp: 62 Rng: 12

### Commissioner District # 4

- State Tax Forfeited Land
- Water
- Road
- Area of Interest
- Tract

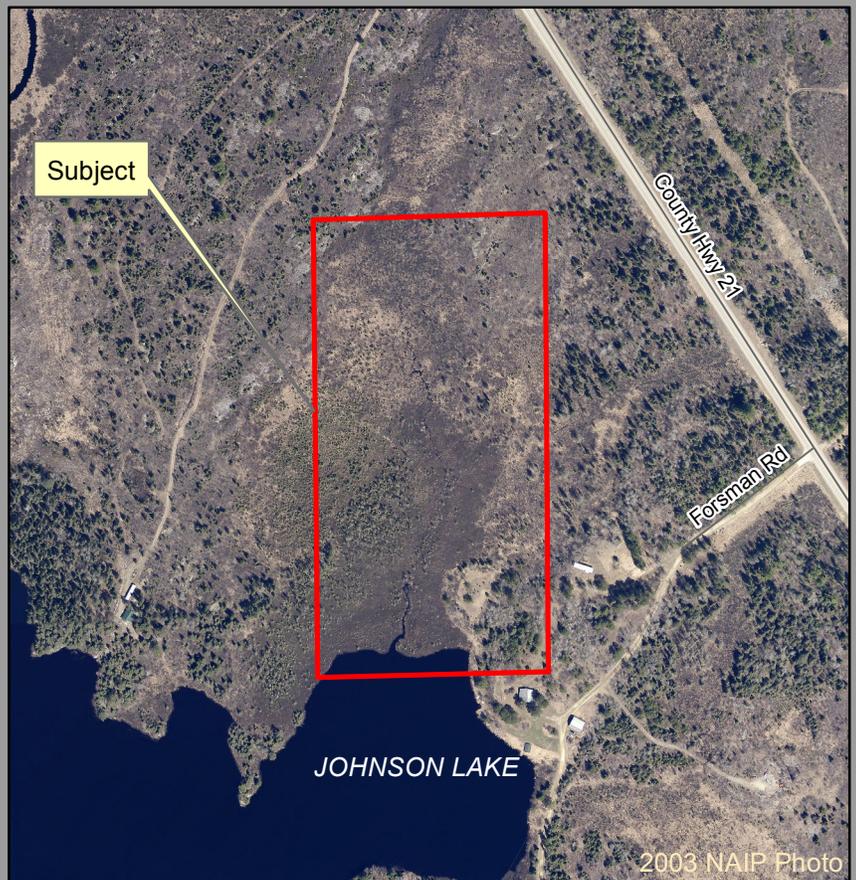


St. Louis County, Minnesota

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. This drawing is a compilation of recorded information and data located in various city, county, state and federal offices. St. Louis County is not responsible for any incorrectness herein.

**St. Louis County  
Land & Minerals  
Department**

July 2014



2003 NAIP Photo

# BOARD LETTER NO. 14 - 297

FINANCE & BUDGET COMMITTEE CONSENT NO. 3

BOARD AGENDA NO.

**DATE:** August 5, 2014                      **RE:** Abatement List for Board Approval

**FROM:** Kevin Z. Gray  
County Administrator

Mark Monacelli, 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. 861, dated November 30, 1993, 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 abatements.

## Abatement List for Board Approval

BY COMMISSIONER \_\_\_\_\_

RESOLVED, That the St. Louis County Board approves the applications for abatements, correction of assessed valuations and taxes plus penalty and interest, and any additional accrual, identified in County Board File No. 59797.

Abatements Submitted for Approval by the St. Louis County Board  
on 8/12/2014

<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>
142 7010 5880	0	15239	R	Hoyt Lakes	Dave Sipila	EXEMPT	2012	16.00
142 7010 5880	0	15240	R	Hoyt Lakes	Dave Sipila	EXEMPT	2013	16.00
142 7010 5880	0	15241	R	Hoyt Lakes	Dave Sipila	EXEMPT	2014	16.00
142 7010 5890	0	15242	R	Hoyt Lakes	Dave Sipila	EXEMPT	2012	32.00
142 7010 5890	0	15243	R	Hoyt Lakes	Dave Sipila	EXEMPT	2013	32.00
142 7010 5890	0	15244	R	Hoyt Lakes	Dave Sipila	EXEMPT	2014	32.00
230 7010 4500	0	15245	R	Ault	Dave Sipila	EXEMPT	2012	17.94
230 7010 4500	0	15246	R	Ault	Dave Sipila	EXEMPT	2013	17.94
230 7010 4500	0	15247	R	Ault	Dave Sipila	EXEMPT	2014	17.94
230 7010 4510	0	15248	R	Ault	Dave Sipila	EXEMPT	2012	16.00
230 7010 4510	0	15249	R	Ault	Dave Sipila	EXEMPT	2013	16.00
230 7010 4510	0	15250	R	Ault	Dave Sipila	EXEMPT	2014	16.00
230 7010 4520	0	15251	R	Ault	Dave Sipila	EXEMPT	2012	14.60
230 7010 4520	0	15252	R	Ault	Dave Sipila	EXEMPT	2013	14.60
230 7010 4520	0	15253	R	Ault	Dave Sipila	EXEMPT	2014	14.60
230 7010 4700	0	15254	R	Ault	Dave Sipila	EXEMPT	2012	16.00
230 7010 4700	0	15255	R	Ault	Dave Sipila	EXEMPT	2013	16.00
230 7010 4700	0	15256	R	Ault	Dave Sipila	EXEMPT	2014	16.00
240 7010 870	0	15257	R	Bassett	Dave Sipila	EXEMPT	2012	32.00
240 7010 870	0	15258	R	Bassett	Dave Sipila	EXEMPT	2013	32.00
240 7010 870	0	15259	R	Bassett	Dave Sipila	EXEMPT	2014	32.00
240 7010 1020	0	15260	R	Bassett	Dave Sipila	EXEMPT	2012	16.00
240 7010 1020	0	15261	R	Bassett	Dave Sipila	EXEMPT	2013	16.00
240 7010 1020	0	15262	R	Bassett	Dave Sipila	EXEMPT	2014	16.00
240 7010 1470	0	15263	R	Bassett	Dave Sipila	EXEMPT	2012	16.00
240 7010 1470	0	15264	R	Bassett	Dave Sipila	EXEMPT	2013	16.00
240 7010 1470	0	15265	R	Bassett	Dave Sipila	EXEMPT	2014	16.00
387 7030 10	0	15266	R	Greenwood	Dave Sipila	EXEMPT	2012	13.30
387 7030 10	0	15267	R	Greenwood	Dave Sipila	EXEMPT	2013	13.30
387 7030 10	0	15268	R	Greenwood	Dave Sipila	EXEMPT	2014	13.30
642 7010 1290	0	15269	R	56-14	Dave Sipila	EXEMPT	2012	16.00
642 7010 1290	0	15270	R	56-14	Dave Sipila	EXEMPT	2013	16.00
642 7010 1290	0	15271	R	56-14	Dave Sipila	EXEMPT	2014	16.00
642 7010 1880	0	15272	R	56-14	Dave Sipila	EXEMPT	2012	16.00

<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>	
642	7010	1880	0	15273	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2013	16.00
642	7010	1880	0	15274	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2014	16.00
642	7010	2030	0	15275	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2012	16.00
642	7010	2030	0	15276	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2013	16.00
642	7010	2030	0	15277	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2014	16.00
642	7010	2340	0	15278	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2012	16.00
642	7010	2340	0	15279	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2013	16.00
642	7010	2340	0	15280	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2014	16.00
642	7010	2350	0	15281	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2012	16.00
642	7010	2350	0	15282	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2013	16.00
642	7010	2350	0	15283	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2014	16.00
642	7010	2640	0	15284	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2012	16.00
642	7010	2640	0	15285	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2013	16.00
642	7010	2640	0	15286	STATE OF MN DNR	R	56-14	Dave Sipila	EXEMPT	2014	16.00
643	7010	1390	0	15287	STATE OF MN DNR	R	57-14	Dave Sipila	EXEMPT	2012	32.00
643	7010	1390	0	15288	STATE OF MN DNR	R	57-14	Dave Sipila	EXEMPT	2013	32.00
643	7010	1390	0	15289	STATE OF MN DNR	R	57-14	Dave Sipila	EXEMPT	2014	32.00
644	7010	6510	0	15290	STATE OF MN DNR	R	58-14	Dave Sipila	EXEMPT	2012	16.00
644	7010	6510	0	15291	STATE OF MN DNR	R	58-14	Dave Sipila	EXEMPT	2013	16.00
644	7010	6510	0	15292	STATE OF MN DNR	R	58-14	Dave Sipila	EXEMPT	2014	16.00

# BOARD LETTER NO. 14 – 298

HEALTH & HUMAN SERVICES COMMITTEE NO. 1

BOARD AGENDA NO.

**DATE:** August 5, 2014                      **RE:** Approval to Increase Staffing  
in Response to MnCHOICES

**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 increase the Public Health and Human Services (PHHS) Department staffing compliment by 12 full time equivalent (FTE) employees; 11 social workers and 1 supervisor in order to create an assessment team in response to increased responsibilities under MnCHOICES.

## **BACKGROUND:**

MnCHOICES is one of three waiver reform efforts now required by the Center for Medicare and Medicaid (CMS). These reform efforts have been in process since 2009. The other two are elimination of county contracts for Tier 1, 2 and 3 services and consistent rates established by the State of Minnesota Department of Human Services (DHS). Counties are “going live” on MnCHOICES in prescribed phases with St Louis County scheduled for implementation on October 29, 2014.

MnCHOICES is a comprehensive web-based application that integrates assessment and support planning for people who need long-term services and supports in Minnesota. MnCHOICES embraces a person-centered approach to ensure services meet each individual’s strengths, goals, preferences and assessed needs.

MnCHOICES is for people of all ages who have any type of disability or need for long-term services and supports (LTSS). The MnCHOICES assessment replaces the following assessment tools:

- Developmental disability screening
- Long-term care consultation assessment
- Personal care assistance assessment
- Private duty nursing assessment (to be included in a future enhancement)

Based on information provided by DHS, the county did 1,210 and 1,237 new assessments in 2012 and 2013, respectively. In addition, PHHS will be responsible for 3,514 reassessments when MnCHOICES is fully implemented. This number includes approximately 600 reassessments the county will be required to do for individuals who are living here but for which the county is not financially responsible. It is anticipated PHHS will be doing the 600 reassessments beginning in late 2015 or early 2016. It is a new requirement that reassessment be done by the county of residence.

Based on the experience of other counties which have already implemented MnCHOICES, a 50%-100% increase in the time required to fully complete an assessment is anticipated. Counties are experiencing a full time assessor being able to do 12 assessments per month, or 144 per year.

With the requirement to do 1,237 new assessments, using the 144 assessments per year figure, it is anticipated that 9 FTEs will be required for these new assessments. Calculating the need for the reassessments equates to 20 FTEs (2914/144) for existing St. Louis County clients and 4 FTEs (600/144) for new county of residence clients. However, factoring in the employees currently doing reassessments on existing clients, PHHS is requesting to add 11 FTEs and one supervisor to handle the first phase of MnCHOICES. This will create an assessment unit similar in concept to the MA expansion unit created in the Financial Assistance Division. This will allow the department to gain experience with the assessment tool and have a follow up conversation with the County Board in 2015.

The State has said this is a funded mandate. The challenge is the assessment is an administrative function and therefore reimbursed through "random moments". In talking with Ramsey County, which went live with MnCHOICES in November 2013 and have analyzed the reimbursement received for this assessment function, they have confirmed receiving close to 100% reimbursement and expressed that it is important to create an assessment team to better maximize and monitor the reimbursement. In talking to Dakota County, live since November 2013, they take a more conservative approach in saying the funding covers approximately 75-80% of the cost.

#### **RECOMMENDATION:**

It is recommended that the St. Louis County Board increase the Public Health and Human Services (PHHS) Department staffing compliment by 12 full time equivalent (FTE) employees: 11 social workers and 1 supervisor to create an assessment team in response to the county's responsibilities under MnCHOICES.

It is also recommended that the department's 2014 expenditure budget be increased by \$270,954 (230-232006-610100); revenue budget to be increased by \$203,216 (230-232006-530662 and 230-232006-540263).

It is also recommended that the County Board establish a MnCHOICES contingency fund by moving \$67,738 from Technology assigned fund balance, code 230-999999-311401, and creating a MnCHOICES assignment fund, code 230-999999-311407.

It is also recommended that the department work with County Administration to include the staffing and associated costs, revenues and contingency factor in the PHHS 2015 budget.

## **Approval to Increase Staffing in Response to MnCHOICES**

BY COMMISSIONER \_\_\_\_\_

WHEREAS, MnCHOICES is one of three waiver reform efforts required by the Center for Medicare and Medicaid (CMS) that have been in process since 2009; and

WHEREAS, MnCHOICES is a comprehensive web-based application that integrates assessment and support planning for people who need long-term services and supports in Minnesota; and

WHEREAS, MnCHOICES is a mandated function required by federal CMS and the State of Minnesota with both considering it a gatekeeping, administrative function and therefore require county staff to become certified assessors to perform this function; and

WHEREAS, Counties in Minnesota are implementing MnCHOICES in phases with St. Louis County Public Health and Human Services (PHHS) going live on October 29, 2014; and

WHEREAS, Based on the experience of other counties already implementing MnCHOICES, a 50%-100% increase in the time is required to fully complete an assessment; and

WHEREAS, The State has always asserted that MnCHOICES is a funded mandate however it may be prudent to establish a 25% contingency with one time assigned funds until PHHS has experience with MnCHOICES and can analyze actual reimbursement;

THEREFORE BE IT RESOLVED, That the St. Louis County Board increases the Public Health and Human Services Department staffing compliment by 12 full time equivalent (FTE) employees: 11 social workers and 1 supervisor to create an assessment team in response to the county's new responsibilities under MnCHOICES;

RESOLVED FURTHER, The PHHS Department's 2014 expenditure budget be increased by \$270,954 (230-232006-610100); revenue budget to be increased by \$203,216 (230-232006-530662 and 230-232006-540263);

RESOLVED FURTHER, The County Board establishes a MnCHOICES contingency fund by moving \$67,738 from Technology assigned fund balance, code 230-999999-311401, and creating a MnCHOICES assignment fund, code 230-999999-311407;

RESOLVED FURTHER, The PHHS Director shall work with County Administration to the staffing and associated costs, revenues and contingency factor into the PHHS 2015 budget.