



Notice & Agenda

Swift County Board of Commissioners
Friday, December 28, 2018
9:00 AM

REVISED

LEC Meeting Room – 301 14th St N, Benson, MN

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-3	(1) Consider approving minutes from December 18, 2018 Regular Meeting
	4	(2) Consider approving minutes from December 19, 2018 Work Session Meeting
	5-9	(3) Consider approving the CliftonLarsonAllen portal Agreement
	10-12	(4) Consider approving the 2019 Grant Agreement for Emergency Management
9:06 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:07 a.m.		Commissioner and Board reports
9:26 a.m.		Citizens Comments
9:26 a.m.		County Administrator Report
9:30 a.m.		Kelsey Baker, County Administrator
	13-5	Consider approving DDA and Associates to conduct a Market Study for updated wage scales, moving forward into 2020
	26-27	Consider approving the Facility Maintenance job description
10:00 a.m.		Other Business
	28-29	Consider approving to commit the \$472,500 for investment into PrimeWest Health
10:05 am.		Closed session to complete a performance review
		Consider approving a closed meeting to evaluate the performance of an individual who is subject to its authority pursuant to Minnesota Statute 13D.05, Subd 3 for a scheduled annual performance review of County Administrator Kelsey Baker
		Closed session to complete performance review
		Adjourn close session and return to open session
10:45 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES DECEMBER 18, 2018

Chairman Rudningen called the meeting to order at 9:00 AM with all members present. Also present: County Administrator Kelsey Baker, Catie Lee, Kim Saterbak, Andy Sanders and Terri Orr.

Chairman Rudningen asked if there were any changes or additions to the agenda. Under other business discuss the Administrator's evaluation. No other changes or additions were requested.

12-18-18-01 Commissioner P. Peterson moved and Commissioner E. Pederson seconded to approve the agenda as amended. Motion carried unanimously.

12-18-18-02 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the Consent Agenda items: (1) Approval of Minutes from the December 5, 2018 Regular Meeting (2) Approval of Minutes from the December 13, 2018 Work Session, (3) Approval of Solid Waste Abatement for parcel #23-0244-000, (4) Approval of final payment to Commerford Gravel, Inc. for the 2018 Gravel Processing, (5) Approval of the Annual Human Services Contracts, (6) Approval of appointment of Extension Committee Members, Tim & Erin Nagler, joint three-year term and Zander Hoffman, two-year term. Motion carried unanimously.

Chairman Rudningen requested a change in payment to include in the warrants, to Minnesota Energy Resources Corporation for \$9333.82.

12-18-18-03 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the Commissioner warrants as follows with the above noted exception: County General Revenue, \$108,539.47; Solid Waste Fund, \$39,237.41; Road and Bridge, \$52,100.78; Human Services, \$562.14; Capital Projects Fund, \$1,108.27; County Ditches Fund, \$47,883.28; County Health Insurance, \$40.21; State Fund Agency, \$22.50; which includes the following bills over \$2,000: William Anderson, \$11,027.00; Association of Minnesota Counties, \$8,590.00; Bolton & Menk, Inc., \$12,983.00; Comm of MMB, Treasury Division., \$2,799.50; Counties Providing Technology, \$5,635.00; Countryside Public Health, \$2,279.59; Guardian Fleet Supply, \$9,708.46; Minnesota Energy Resources Corporation, \$9,333.82; MN Counties Computer Cooperative, \$2,787.00; Pflipsen Trucking LLC, \$16,588.00; Prairie Five Rides, \$6,109.00; Soil Conservation Office, \$16,250.00; Southside Body & Glass, \$3,736.07; University of Minnesota, \$15,918.40; Van Heuveln General Contracting Inc., \$30,379.79; Waste Management of Northern Minnesota, \$10,087.46; Jonson Feed Inc., \$2,248.14; Larson Gravel & Construction Inc., \$2,905.00; MN Dept. of Transportation, \$8,365.75; Newman Traffic Signs, \$6,120.03; Ottertail County Hwy Dept., \$9,916.32; TrueNorth Steel, \$12,901.34. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on the Jail Study meeting in Appleton and Countryside Public Health. Commissioner Hendrickx reported on 6W Corrections, Woodland Centers, Human Service meeting and Southern Prairie. Commissioner Fox reported on the Well-being Committee, Hospital Finance Committee, Restorative Practice, Woodland Centers, Pomme de Terre Watershed and Private Industry Council. Commissioner E. Pederson reported on the Jail Study in Appleton and AWAIR training for Swift County employees. Chair Rudningen reported on Enhancing the Organization and the public meeting on the Jail Study in Appleton.

Administrator Baker reported on Enhancing the Organization, Market study from Springsted, Program Specialist interviews, Public hearing on the Jail Study in Appleton, RDA, Verizon migration and West-Con and Appleton Township board.

Chairman Rudningen asked for citizen's comments at 9:31 AM. There were none.

Ashley Kjos, presented the Woodland Centers yearly update. A brief discussion was held

Director Catie Lee presented the monthly Human Services update and Out of Home Placements. A brief discussion was held.

Fiscal Supervisor Gary Jensen presented the Human Services financial accounts update.

Recess at 9:57 AM.

Back in Session at 10:02 AM.

12-18-18-04 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve setting the 2019 levy and final budget for Swift County.

WHEREAS, pursuant to statute and rule of the Minnesota Department of Revenue, the County's 2019 Final Budget and Levy must be adopted by December 31, 2018; and

WHEREAS, the Swift County Board of Commissioner held its Truth-In-Taxation Public Hearing on December 5, 2018 at 6:00 pm in the Law Enforcement Center.

NOW, THEREFORE BE IT RESOLVED that the Swift County Board of Commissioners hereby adopts its 2019 final budget, dated December 18, 2018 and attached hereto as Appendix A revenues of \$23,997,524 and expenditures of \$24,710,324.

BE IT FURTHER RESOLVED that the 2019 levy be set as follows:

Revenue	\$6,050,843
Road and Bridge	\$1,905,027
Human Services	\$2,997,975
Debt	\$368,188
Solid Waste	\$0
<hr/>	
Total Final Gross Levy	\$11,322,033

BE IT FURTHER RESOLVED that the final levy payable in 2019 be set as follows:

Gross Levy	\$11,322,033
CPA	\$533,206
<hr/>	
Operating Levy	\$10,788,827

Motion carried unanimously.

12-18-18-05 Commissioner P. Peterson moved and Commissioner Fox seconded to approve the HRA levy and final budget of \$146,000. Motion carried unanimously.

12-18-18-06 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the RDA levy and final budget of \$117,000. Motion carried unanimously.

12-18-18-07 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve the 2019 Commissioner salaries with a 2% increase over 2018 and schedule of per diem at the 2018 rate of

\$70. Motion carried unanimously.

Administrator Baker requested the reappointments of Patty Schreck and Grant Herfindahl to the Swift County Benson Health Services Board of Directors.

12-18-18-08 Commissioner E. Pederson moved and Commissioner Fox seconded to approve the reappointments of Patty Schreck and Grant Herfindahl. Motion carried unanimously.

A discussion was held regarding the 2019 board work plan. A brief discussion was held. No action was taken.

Administrator Baker began discussions on the 2019 board committee assignments and board schedule. No action was taken.

A discussion was held regarding the Building Project. No action was taken.

A discussion was held regarding the Administrator's evaluation. A brief discussion was held.

12-18-18-09 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 10:39 AM.

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Kelsey Baker, County Administrator

SWIFT COUNTY BOARD WORK SESSION MINUTES
December 19, 2018

Chairman Rudningen called the meeting to order at 6:00 PM. with all members present. Also in attendance were County Administrator Kelsey Baker, Vicki Syverson, John Holtz, other county staff and several others from the general public.

Sheriff Holtz presented on the Jail Study results. Several questions were asked and a lengthy discussion was held.

Wold Architects & Engineers Johnathan Loose presented the building options recommended by the Swift County Building Committee. Several questions were asked and a lengthy discussion was held.

Kim Saterbak discussed Finance options. A discussion was held.

Citizen comments were at 6:45 PM. Comments were voiced and also discussion was held throughout the meeting.

The board took no actions at the meeting.

11-01-18-Work Session Commissioner P. Peterson moved and Commissioner E. Pederson seconded to adjourn. Motion carried unanimously.

Work Session adjourned at 7:31 PM

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Kelsey Baker, County Administrator



Request for Board Action

BOARD MEETING DATE:
December 28, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the CliftonLarsonAllen portal Agreement	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Authorization by the Board of Commissions is required for Swift County to sign a legal agreement
BACKGROUND/JUSTIFICATION: CliftonLarsonAllen have implemented a new portal this year with Assurance Information. We have been using a CLA portal to upload audit information for three years. The portal allows for a more secure method of transferring data directly to our auditors and does not have file size limitation. Gary Jensen and I both have access to this portal and I have designated that we are the primary contacts listed on the contract.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR:
RECOMMENDATIONS: Has been submitted for review	RECOMMENDATIONS: Click here to enter text.
COMMENTS: None	COMMENTS: None

CliftonLarsonAllen LLP
220 South Sixth Street, Suite 300
Minneapolis, MN 55402-1436
612-376-4500 | fax 612-376-4850
www.claconnect.com



CliftonLarsonAllen

This Assurance Information Exchange Portal Agreement ("Agreement") is made by and between you ("Client") and CliftonLarsonAllen LLP ("Firm"), effective on the date it is executed by Firm's authorized representative, upon the following terms and conditions:

1. **Purpose.** Firm provides an Assurance Information Exchange portal (secure Internet site) to permit easy and secure electronic transfer of documents between Client and Firm. The Assurance Information Exchange portal may also contain documents created and uploaded by the Client to the Assurance Information Exchange portal until all engagement requirements are satisfied.

2. **Use.** The Assurance Information Exchange portal web-based applications are exclusively provided to clients of Firm and are intended for their sole use. By using any feature of Firm's Assurance Information Exchange portal, Client and Client's assigned agents consent to the following terms and conditions and acknowledge that Firm is relying on such consent in allowing Client and Client's assigned agents to use the Assurance Information Exchange portal. Firm may modify, suspend, discontinue or restrict the use of any portion of the Assurance Information Exchange portal, including the availability of any portion of the content at any time, without notice or liability. Similarly, Firm may amend the terms and conditions of this Assurance Information Exchange Portal Agreement at any time. Such terms will be communicated in the electronic End User License Agreement. Continued use of the Assurance Information Exchange portal after the posting of any amended terms and conditions shall constitute agreement by Client and Client's assigned agents to be bound by any such changes.

3. **Service Availability.** Firm will reasonably endeavor to provide 24 hour daily availability of the Assurance Information Exchange portal. However, Firm makes no representation or warranty that 24 hour service will be available. Client agrees and acknowledges that the Assurance Information Exchange portal will, at times, be unavailable for any number of reasons, including regularly scheduled maintenance, service upgrades, or mechanical or electronic failures. Client further understands and agrees that use of the Assurance Information Exchange portal may be impacted by factors related to Client's Internet service provider(s), public networks, and such other relevant entities ("Third Party Service Providers") and by factors related to Client's workstations/hardware, Client's operating systems, Client's software, and Client's web browsers. Firm is not responsible for any such impact or for any problems or technical malfunctions of any telephone or fiber network or lines, computer on-line systems, servers or providers, computer equipment, software, or any combination thereof, including any injury or damage to Client's computer or peripherals related to downloading any materials from the Assurance Information Exchange portal, and is likewise not responsible for the failure of any e-mail to be received as a result of any such problems or technical malfunctions.

4. **Security.** Firm will reasonably endeavor to make the Assurance Information Exchange portal secure from unauthorized access. The Assurance Information Exchange portal server operating system and application software will be updated and virus-scanned regularly. However, Client recognizes that no completely secure system for electronic data transfer has yet been devised.

5. **Logon Accounts and Their Security.** In order to maintain security, Client agrees to designate Kim.SATERBAK@CO.SWIFT.MN.US (name(s) CARY JENSEN@CO.SWIFT.MN.US (email address(es)) as the "Client Primary Contact(s). Client may identify additional or replacement "Client Primary Contact(s)" as desired. The Client Primary Contact(s) is responsible for maintaining a Portal Access Group and notifying the CLA Engagement leader when client employees need to be added or removed from the Portal. All Client Primary Contact(s) will have equal ability to authorize and communicate Portal Access Group changes to the CLA Engagement leader.

Upon being added to the Portal, an initial logon password will be transmitted to each user via email. Users will be prompted to change their passwords upon initial logon. (Firm strongly recommends that Client establish a policy that logon information not be shared among Client's employees). For additional security, CLA has implemented client multi-factor authentication (MFA) as part of this solution. MFA requires the use of email or SMS authentication. Client will be asked to provide both cell phone and email to use this solution.

The Client Primary Contact(s) and all users of individual logon accounts will be responsible for (1) authorizing, monitoring, controlling access to and maintaining the strict confidentiality of their usernames and passwords, (2) not allowing another person to use their usernames or passwords, and (3) any charges or damages that may be incurred as a result of their neglect to maintain the strict confidentiality of their usernames and passwords.

6. **Termination of Logon Account.** As noted above, Client is solely responsible for notifying CLA Engagement Leader when a Client user ceases to be an authorized agent of Client (e.g., when a user's employment or other relationship with Client terminates). Thereafter, CLA will rescind access to the respective Portal.

Firm reserves the right to terminate client logon accounts, without notice, that have remained unused for over 12 months.

7. **Documents Stored on the Assurance Information Exchange portal.** Firm may upload sample documents, requested document lists, name of previously submitted documents and descriptive notes for Client reference. Client shall keep this in mind in deciding to whom access to the Assurance Information Exchange portal will be granted.

The Client Primary Contact(s) and those identified in the Portal Access Group may upload, download, view, edit and delete documents from the Assurance Information Exchange portal

Firm reserves the right to delete documents from the Assurance Information Exchange portal at any time and for any reason. That said, documents uploaded to the Portal may be retained on the Portal for up to 18 months or until engagement requirements are met or until requested to be deleted by the Client or until Client terminates this agreement. Requests for destruction must be initiated by the Client Primary Contact(s) via email or in writing and will be processed by the CLA Engagement leader.

Firm reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in Firm's sole discretion. Client will indemnify Firm and hold Firm harmless for all time and costs (including attorney fees) that Firm is compelled to incur in responding to subpoenas, discovery requests, or other legal process (including government requests) resulting in any way from the documents contained on the Assurance Information Exchange portal.

8. **Client's Responsibility.** Client must, at Client's own cost: (a) provide for Client's own access to the Internet and pay any service fees, telephone charges and online service usage associated with such access, and (b) provide all equipment necessary for Client to make connection to the Assurance Information Exchange portal, including a computer and any network devices.

9. **No Unlawful or Prohibited Use.** As a condition of using of the Assurance Information Exchange portal, Client warrants to Firm that Client and Client's assigned agents will not use the Assurance Information Exchange portal to conduct or solicit any activity that is unlawful or that is otherwise prohibited by any contractual provision by which Client is bound. Client may not use the Assurance Information Exchange portal in any manner that could damage, disable, overburden, or impair the Assurance Information Exchange portal or interfere with any other party's use of the Assurance Information Exchange portal. Client may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the Assurance Information Exchange portal. Client agrees to comply with all applicable laws, rules, and regulations in connection with the Assurance Information Exchange portal.

10. **Icons, Logos, and Other Proprietary Material.** The trademarks, logos, and service marks (collectively the "Trademarks") displayed on the Assurance Information Exchange portal are registered and common law trademarks of Firm. Nothing contained on the Assurance Information Exchange portal should be construed as granting, by implication, or otherwise, any license or right to use any of the Trademarks displayed on the Assurance Information Exchange portal without the written permission of Firm. Use of any of the Trademarks displayed on the Assurance Information Exchange portal or displayed on any content on the Assurance Information Exchange portal is strictly prohibited. Client and anyone whom Client authorizes to use the Assurance Information Exchange portal should assume that everything they see or read on the Assurance Information Exchange portal is copyrighted and is a trade secret and may not be used without the written permission of Firm.

11. **Links to Third Party Sites.** CLA has contracted with Okta, Expium, Contegix and Microsoft for the purpose of providing a seamlessly integrated CLA branded product. The Assurance Information Exchange portal may contain links to other Websites ("Linked Sites"). The Linked Sites are not under the control of Firm and Firm is not

responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. Firm is not responsible for webcasting or any other form of transmission received from any Linked Site. Firm is providing these links only as a convenience to Client, and the inclusion of any link does not imply endorsement by Firm of the Linked Site or any association with the operators of the Linked Site.

12. **Confidentiality, Information Protection, and Protection of Data.** Notwithstanding any existing legal or contractual obligations regarding confidentiality between Client and Firm, Firm undertakes to treat all knowledge relating to business secrets, which come into Firm's possession through the use of the Assurance Information Exchange portal, as confidential. Firm shall assure that any protected data that comes into Firm's possession through the use of the Assurance Information Exchange portal is not transmitted to any unauthorized person. In partial consideration of the opportunity to access the resources of the Assurance Information Exchange portal, Firm agrees to maintain the strict confidentiality of access of the Assurance Information Exchange portal and its data to Firm and Firm's assigned agents, and to indemnify and hold harmless Client and its officers, shareholders, and employees and their heirs, successors, and assigns from and against any and all claims, actions, demands, losses, damages, judgments, costs, and expenses, including without limitation, reasonable attorney fees and liabilities of every kind that may arise from Firm's or Firm's assigned agents' use of the Assurance Information Exchange portal or because of violation of these terms and conditions of use.

13. **Term and Termination.** This Agreement and the services contemplated by it may be terminated by either Firm or Client with or without cause and with or without notice at any time; provided, however, that the warranty disclaimers and liability waiver set forth below in Paragraph 14 shall survive any such termination. Upon termination of this Agreement or relationship by Client or Firm, Client has 30 days to download portal content from the Assurance Information Exchange portal. Thereafter, the Portal Access Group will be removed and documents purged. Notice of termination may be sent via email or in writing. This Agreement is automatically terminated if the Client/Firm relationship is ended.

14. **Warranty Disclaimer and Liability Waiver.** FIRM MAKES NO WARRANTY, EXPRESS OR IMPLIED, REGARDING THE EFFICACY OF THE SECURITY OF THE ASSURANCE INFORMATION EXCHANGE PORTAL. FURTHERMORE, FIRM DOES NOT WARRANT THAT THE ASSURANCE INFORMATION EXCHANGE PORTAL'S FUNCTIONS WILL BE UNINTERRUPTED OR ERROR-FREE, THAT DEFECTS WILL BE CORRECTED, OR THAT THE ASSURANCE INFORMATION EXCHANGE PORTAL OR THE SERVER THAT MAKES IT AVAILABLE IS FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS. THE CONTENT AND SERVICES ARE PROVIDED ON AN "AS IS" BASIS AND FIRM SPECIFICALLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, WARRANTIES OF MERCHANTABILITY OR WARRANTIES AGAINST INFRINGEMENT.

EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT OR OTHERWISE EXPRESSLY PROVIDED BY APPLICABLE LAW OR REGULATION, CLIENT AGREES THAT NEITHER FIRM, NOR ANY PARTY THAT PROVIDES INTERNET ACCESS OR EQUIPMENT USED TO ACCESS THE ASSURANCE INFORMATION EXCHANGE PORTAL (INCLUDING "THIRD PARTY SERVICE PROVIDERS" AS DEFINED ABOVE), NOR ANY AGENT, INDEPENDENT CONTRACTOR, OR SUBCONTRACTOR OF ANY OF THE FOREGOING WILL BE LIABLE FOR ANY LOSS, INJURY, OR DAMAGE, INCLUDING, WITHOUT LIMITATION, DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, WHETHER UNDER A CONTRACT, TORT, OR ANY OTHER THEORY OF LIABILITY, ARISING IN ANY WAY OUT OF THE ASSURANCE INFORMATION EXCHANGE PORTAL, ITS CONTENT, ITS SECURITY OR ANY SERVICES PROVIDED IN CONNECTION WITH IT, OR OUT OF THE INTERNET ACCESS PROVIDER USED TO ACCESS THE ASSURANCE INFORMATION EXCHANGE PORTAL OR THE EQUIPMENT USED TO ACCESS THE ASSURANCE INFORMATION EXCHANGE PORTAL, INCLUDING, WITHOUT LIMITATION, ANY LOSS, INJURY, OR DAMAGE RELATING TO ANY FAILURE OF PERFORMANCE, ERROR, OMISSION, INTERRUPTION, DEFECT, DELAY IN OPERATION OR TRANSMISSION, COMPUTER VIRUS, LINE FAILURE OR UNAUTHORIZED INTERCEPTION OR ACCESS TO THE COMMUNICATION BETWEEN FIRM AND CLIENT, EVEN IF FIRM OR THE THIRD PARTY SERVICE PROVIDERS ARE AWARE OF THE POSSIBILITY OF SUCH EVENTS.

15. **Miscellaneous.** The individuals signing this Agreement each represent and warrant that they are authorized to enter into this Agreement on behalf of Client and Firm, respectively, as those terms are defined in this Agreement. This is the entire agreement between Firm and Client regarding its subject matter. This Agreement does not modify or affect any existing or future engagement letter or agreement between Firm and Client. This Agreement is made and entered in the State of Minnesota and is to be construed under the laws of the State of Minnesota exclusive of its choice of law provisions, as they from time to time exist.

Executed by the parties acting by and through their authorized representatives on the dates set forth below.

CLIENT: _____

FIRM: CLIFTONLARSONALLEN LLP

By _____

By Douglas P. Host

Printed Name _____

Printed Name Douglas P. Host

Title _____

Title Principal

Date _____

Date 11-1-18

CLA Client ID _____

CliftonLarsonAllen LLP
ASSURANCE INFORMATION EXCHANGE PORTAL AGREEMENT
Additional Clients (Optional)

Client Name _____ CLA Client ID _____



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190	Grant Program: 2018 Emergency Management Performance Grant Grant Agreement No.: A-EMPG-2018-SWIFTCO-080				
Grantee: Swift County 301 – 14th Street North P.O. Box 207 Benson, MN 56215-0207	Grant Agreement Term: Effective Date: 01/01/2018 Expiration Date: 12/31/2018				
Grantee’s Authorized Representative: Swift County Emergency Management ATTN: Bill McGeary – Emergency Management Director 301 – 14th Street North P.O. Box 207 Benson, MN 56215-0207 Phone: (320) 843-2615 E-mail: bill.mcgeary@co.swift.mn.us	Grant Agreement Amount: <table border="0"> <tr> <td>Original Agreement</td> <td style="text-align: right;">\$ 18,182.00</td> </tr> <tr> <td>Matching Requirement</td> <td style="text-align: right;">\$ 18,182.00</td> </tr> </table>	Original Agreement	\$ 18,182.00	Matching Requirement	\$ 18,182.00
Original Agreement	\$ 18,182.00				
Matching Requirement	\$ 18,182.00				
State’s Authorized Representative: Michelle Schlosser Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101-2190 Phone: 651-201-7451 E-Mail: Michelle.Schlosser@state.mn.us	Federal Funding: CFDA 97.042 FAIN: EMC-2018-EP-00003 State Funding: None Special Conditions: None				

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2018 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2018 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-EMPG-2018-SWIFTCO-080 / PO#3000057032

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

* Signed: _____

Print Name: _____

Title: _____

Date: _____

* Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization:
Swift County

2018 (EMPG) Emergency Management Performance Grant

EXHIBIT A
A-EMPG-2018-SWIFTCO-080

Budget Summary (Report)

EMPG		
Budget Category	Award	Match
Planning		
EM Salary	\$18,182.00	\$18,182.00
Total	\$18,182.00	\$18,182.00
Total	\$18,182.00	\$18,182.00
Allocation	\$18,182.00	\$18,182.00
Balance	\$0.00	\$0.00



Request for Board Action

BOARD MEETING DATE:
December 28, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kelsey Baker	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving DDA and Associates to conduct a Market Study for updated wage scales, moving forward into 2020.	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: The attached are the two quotes received for the Market Study. Springsted The fee would be \$19,000 plus up to \$800 in out of pocket expenses reimbursed. The study scope would include: <ul style="list-style-type: none"> • A market study using your most recent pay equity report points and job classes. • SAFE database points reconciled to your PE filing, but otherwise no job evaluations, reclassifications or job descriptions (these are available for an additional fee). • The same survey field used in the 2014-15 study, with use of LMC data. You may want to wait to begin the study until 2019 numbers are available in May. • 2 in-person site visits, plus WebEx meetings as needed. • A pay plan update using your current plan structure and 3 standard implementation costing scenarios. • Timeline would be 5 months beginning approximately mid-May 2019; estimated completion 10/31/19. DDA and Associates 64 for 2019 with the Facility Maintenance Position. I believe that we can prepare a market analysis study for you on wages for \$12,500. This would include a market study on jobs and a final report.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None

Budget Information

FUNDING: Earmarked funding from 2018.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None



Wayzata Office
3620 Northome Avenue
Wayzata, MN 55391
Phone: (612)920-3320 x103 | Fax: (612)605-2375
www.daviddrown.com

December 17, 2018

Kelsey Baker, County Administrator
Swift County
301 14th St. N.
Benson, MN 56215

RE: Proposal- Compensation Study

Dear Ms. Baker,

Thank you for the opportunity to submit a proposal to conduct a compensation study for your 64 job positions, which includes the 2019 position of Facility Maintenance. We are excited for the opportunity to work with Swift County on this project.

Our team will be led by myself and my team of colleagues. Together, we have over 50 years of experience in local government and classification and compensation studies. Our team has worked together on several city and county jobs on all aspects of compensation and classification. The qualifications of our firm are discussed in the proposal, and we will provide work specified in the request for proposal in accordance with objectives, requirements, terms and conditions.

David Drown Associates brings to this assignment over 19 years of experience providing consulting services to local government agencies. Serving customers throughout Minnesota, we promise to provide customized services to small-to-mid-sized organizations. It is our desire to build strong relationships with our clients. We have worked with 9 counties on similar work and even more cities.

Our firm's goal is to be known as the best human resource provider in Minnesota. There is only one way to get there—by delivering exceptional service. We will do our very best to earn your trust. As practitioners, we understand the jobs and roles of the County Commissioners, staff and management.

We look forward to working with Swift County and its employees on this important project.

Sincerely,

Tessia Melvin, Management Consultant
DDA Human Resources, Inc.
tessia@daviddrown.com

ONGOING MAINTENANCE

Per the request of our clients, we have created an Annual Maintenance System that allows an organization to receive full service assistance from DDA. Our service package is designed to provide an alternative to the industry standard practice of undertaking a wholesale review and revision of compensation plans every few years, with a standard ongoing program of regular maintenance and revision. The benefits of this approach are:

You enjoy a compensation system that is constantly monitored and always current and up to date.

You enjoy a process that feeds you regular useful information which can truly be incorporated into your management and budgeting process.

Instead of large one-time charges you will have smaller, consistent annual costs.

You will enjoy a close partnership with a full-service HR firm available to assist with all your HR management needs.

Below illustrates annual services that are provided on a 3-year cycle:

1. UPDATE 1/3 OF JOB DESCRIPTIONS	We will review and update one third of all job descriptions annually. The client may add additional jobs which are new or for which job duties have been substantially changed. Process is same as our full-service C&C product – including employee appeal.
2. MARKET COMPARISON OF SAME 1/3 JOB DESCRIPTIONS	We will complete a market comparison for all jobs included above. We use data from the AMC/LMC Salary survey or other sources for a comparison group of no more than 12 entities.
3. BENEFIT REVIEW	We will administer a benchmark survey every three years to include benefits to benchmark communities. This survey can be customized per client’s request.
4. ANNUAL UPDATE OF YOUR SALARY PLAN	We will provide you with information regarding applicable changes and shifts in salary and benefits, changes in workforce characteristics, and use this information to thoughtfully update your compensation salary structure as needed. You will have the ability adjust your system based on real life data.
5. PAY EQUITY REPORTING	We will prepare and submit a pay equity report every three years as required by law.
6. SALARY REPORTING	We will organize and submit salary and other information to the AMC/LMC salary survey data base.
7. PAYROLL IMPLEMENTATION	We will assist with payroll increase and budget implementation for current year and ongoing years.

DDA HUMAN RESOURCES, INC.



PROPOSAL FOR SWIFT COUNTY COMPENSATION STUDY



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DESCRIPTION OF THE FIRM

David Drown Associates, Inc. (DDA) is a full-service consulting firm with nearly 20 years working with local governments providing a full range of fiscal and economic development services to over 450 government clients throughout Minnesota. Over these years, we have gotten to know government well, and we have worked hard to keep our services up-to-date to meet the ever-changing needs of our clients. In 2013, we expanded our services to provide human resources support — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Currently, the firm employs 12 individuals serving cities, counties and special districts throughout Minnesota.

APPROACH TO THE PROCESS

Swift County is seeking proposals to conduct Compensation Study of all positions in the County. The proposed study would represent a comprehensive review of all components that affect an organization's pay program: current compensation plan, pay philosophy, regional market competitiveness of salaries, internal pay equity as required by the State of MN, fringe benefits and ongoing administration of maintenance and administration of the organization's Compensation Plan.

A classification and compensation system provides the framework for how employees will be paid and how to meet internal and external pay equity. Classification and Compensation studies are generally conducted every five to seven years. A frequent study of compensation results in data analysis of market salary data, benefits data, updated job descriptions and job evaluations. End results of a study generally include a revised salary schedule.

In today's marketplace, employees are the greatest asset. A well-designed compensation system aligns with an organization's goals and is in tune with current standards. An effective compensation system will help organizations attract and retain talented employees. A classification and compensation system provides the framework for determining how employees will be paid. If compensation levels fall below those in the regional marketplace, the organization could face:

- An increase in employee turnover as employees seek jobs with other organizations that will pay market rates for their skills and abilities.
- Difficulty hiring new talent.

Turnover is to be expected, but excessive turnover can impact an organization's overall effectiveness. The cost of advertising for an open job can be expensive and is a direct result of turnover. Training new employees is also expensive. Recruitment for new positions is an area of concern for most public-sector entities.

MISSION STATEMENT

Quality advice – with a simple focus on you.

The focus of the project will be on the employees to ensure they will be heard and to ensure this is a transparent process for employees, managers and unions.

SERVICE TEAM

TESSIA MELVIN

Tessia heads the compensation and classification (C&C) services area of DDA HR. Over the past year, Tessia has served as lead analysis on 17 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government in Minnesota. As a City Administrator in Maple Plain, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. She was directly responsible for human resources and internal and external communications. Working in Dakota County, Tessia provided leadership training, managed their performance management system and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration at Hamline University with an emphasis on city development and planning. Tessia will be the lead on this project.

GEORGE GMACH

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experienced crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam. George will assist with job evaluation and provide general oversight and support throughout the engagement.

GARY WEIERS

Our team will be assisted by Gary Weiers. He joined DDA in 2013 after completing over 20 years of County government management experience, the last 11 years as County Administrator in Rice County. Prior to being an Administrator, Gary served as the Social Service Department Director in Rice County and worked as the Social Service Supervisor in Mower and Sherburne Counties. Gary received a bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

SERVICE TEAM CONT'D.

DAVID DROWN

David started DDA in 1997 with a conscious effort to provide “big city service” to communities throughout Minnesota in a professional yet comfortable manner. His background in civil engineering, public finance and Tax Increment Finance has helped cities and counties throughout the State complete projects that help their communities grow and thrive.

Our Human Resources Division was a creation of our clients asking David to expand our services to meet their needs.

DAVID DROWN ASSOCIATES, INC.

Serving more than 450 local governments, our firm is experienced in local government. In addition, we are affiliated with the MN Rural Water Association, WI Rural Water Association and the National Joint Powers Alliance. Melvin has worked on organizational studies for Deerwood and Edina.

STATEMENT OF QUALIFICATIONS

DDA is a full-service consulting firm with nearly 20 years working with local governments. With a combined experience of more than 50 years of working with classification and compensation, our consultants are skilled in successfully implementing the findings of this study. The key to our success is, we bill only on our services, not travel or limiting the number of meetings. Instead, we work with our clients to discuss and make changes that fit the organization and its culture. We will meet with you as needed and not bill you for additional items needed to complete a project.

Our philosophy is based on the concept that employees should be paid fairly according to the value of the job to the organization and the comparable market within the financial capabilities of the organization. It is our goal to create implementation strategies that can be flexible but will be sustainable within your organization.

SPECIFICS & DELIVERABLES

We promise to provide professional services to evaluate and analyze your needs, design and develop and implement a position evaluation and compensation system that includes:

- Evaluation and analysis of County needs and philosophy.
- Objective classification ranking of each position and the provision of internal pay equity. Evaluation of existing job descriptions and the recommendations of revisions to assure compliance with ADA and other

State and Federal requirements, as needed.

- Provide a wage/labor market survey and the analysis of supporting data for the development of a pay structure while assuring internal and external equity and compliance with State Pay Equity Compensation Standards.
- Provide recommendations and options for a newly designed evaluation and compensation system.
- Provide system testing to assure compliance with pay equity.
- Preparation of final documents for the plan, including presentation, policy, guidelines and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate.
- Training on system maintenance and updating; such as position additions and wage structure updates.
- System implementation.
- Estimated completion date (see proposed fee schedule).
- Future assistance at the request of the County for evaluating positions (see proposed fee schedule).

SCOPE OF SERVICES

An organization's success depends upon its greatest asset: *its employees!* To recruit and retain reliable and productive employees, an organization needs to sufficiently compensate its employees. A successful job classification and compensation system will not only help to recruit and retain employees, but it will optimize organization mission, goals and objectives and meet pay equity standards. Our goal is to help you craft such a system.

When we established our classification and compensation section, we purposely set out to improve and exceed industry standards and expectations. We promise, you will not receive off-the-shelf solutions. Our



approach to all of our work is: listen, hear and respond with effective results. First, we begin each project by setting up an initial phone or video conference call with you to listen. Starting with a clear and shared understanding of what you want to achieve, we can design our process to assure we meet your objectives. This is accomplished with clear communication, an agreed timeline, an agreed budget impact and clearly defined goals.

Second, we believe that hearing is more than listening, it is hearing what you need. We will provide progress updates, respond in a timely manner and meet deadlines. Asking for your feedback and making necessary changes to ensure your satisfaction is our promise. Client referrals is our most effective marketing tool.

Finally, we respond with effective results. We work smart and recognize the importance of time. We will use technology like Skype to work quickly, efficiently and focus on helping you get to your end results quickly — yet taking the time when needed to make sure things get done to your satisfaction. When creating your results, we take into consideration your budget, your County Board and your organization's future. Our implementation plan will show immediate and future impacts to your organization.

Our Goal is to Help Our Clients:

- Provide fair and equitable salaries for all workers, including the ability to recognize job performance as a part of the pay plan.
- Maintain competitiveness with other comparable agencies and private companies.
- Attract and retain qualified workers who will be paid equitable salaries.
- Provide a compensation plan that is easy to understand and administer. Ensure that data is complete and available for the MN Pay Equity Plan and all Federal Compliance areas.

REFERENCES

Current Project References for Tessia	References for George's most recent Compensation and Classification Studies.	
<p>Aurora Heard Murray County Administrator 2500 28th Street Slayton, MN 56172 507-836-6148 Classification and Compensation Study Implementation October 2017</p>	<p>Sara Folsted Rice County Administrator 320 Third Street NW Fairbault, MN 55021 507-333-3848 Classification and Compensation Study Implementation in progress</p>	<p>Stacie Hawkins Red Wing Human Resources 315 W 4th Street Red Wing, MN 55066 651-385-3698</p>
<p>Dawn Gregoire Big Stone County HR Director 20 Second Street SE Ortonville, MN 56278 320-839-6388 Classification and Compensation Study Implementation January 2018</p>	<p>Kyle Oldre Rock County Administrator/Emergency Management Director 204 East Brown Street Luverne, MN 56156 Classification and Compensation Study Implementation October 2017</p>	<p>Val Halvorson Madison City Manager 404 6th Ave Madison, MN 56256 320-598-7373</p>
<p>Jessica Beyer Waseca County Administrator 307 N. State Street Waseca, MN 56093 507-835-0630 Compensation Study completed in November 2017, continual work</p>	<p>Jill Bondhus, Administrator Rice and Steele County 911 Center 507-363-6464 204 Pearl Street E Owatonna, MN 55060 Classification and Compensation Study Implementation January 2017</p>	<p>Todd Peterson Roseau Community Development 121 Center Street E, Suite 202 Roseau, MN 56751 218-463-5003</p> <p>Brad Martens Corcoran City Administrator 8200 County Road 116, Corcoran, MN 55340</p>

PROPOSED FEES & TIMELINE

Description	Timeline	Professional Fees	Optional	Notes
MARKET ANALYSIS AND COMPARABLES WAGE SURVEY Conduct market analysis for county jobs. Develop report of market findings and proposed salary schedule with recommended salary range.	Weeks 1-6	\$9,000		County Board to determine positions to benchmark positions and communities to survey.
BUDGET ANALYSIS AND IMPLEMENTATION Design pay plan and develop solutions for implementation to meet the County budget objectives and work with the Project Team. We will provide possible solutions with cost estimates and create a strategy that is fiscally responsible and may require a multiple year implementation.	Weeks 6-8	\$2,500		Consultant to utilize County compensation philosophy.
FINAL REPORT AND PRESENTATION: Prepare findings in a report and present to County Board.	Weeks 9-10	\$1,000		
Overall		\$12,500		With options, price not to exceed: \$12,500

MAINTENANCE AGREEMENT

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- You enjoy a compensation system that is constantly monitored and always current and up to date.
- You enjoy a process that feeds you regular useful information which can truly be incorporated into your management and budgeting process.
- Instead of large one-time charges you will have smaller, consistent annual costs.
- You will enjoy a close partnership with a full-service HR firm available to assist with all your HR management needs.

Below illustrates annual services that are provided on a 3-year cycle:

1. UPDATE OF 1/3 OF JOB DESCRIPTIONS	We will review and update one third of all job descriptions annually. The client may add additional jobs which are new or for which job duties have been substantially changed. Process is same as our full-service C&C product – including employee appeal.
2. MARKET COMPARISON OF SAME 1/3 JOB DESCRIPTIONS	We will complete a market comparison for all jobs included above. We use data from the AMC/LMC Salary survey or other sources for a comparison group of no more than 12 entities.
3. BENEFIT REVIEW	We will administer a benchmark survey every three years to include benefits to benchmark communities. This survey can be customized per client's request.
4. ANNUAL UPDATE OF YOUR SALARY PLAN	We will provide you with information regarding applicable changes and shifts in salary and benefits, changes in workforce characteristics, and use this information to thoughtfully update your compensation salary structure as needed. You will have the ability adjust your system based on real life data.
5. PAY EQUITY REPORTING	we will prepare and submit a pay equity report every three years as required by law.
6. SALARY REPORTING	We will organize and submit salary and other information to the AMC/LMC salary survey data base.
7. PAYROLL IMPLEMENTATION	We will assist with payroll increase and budget implementation for current year and ongoing years.
Our annual cost for this program for an organization your size with 64 jobs is \$5,023 the first year an \$10,047 the following years.	

The fee would be \$19,000 plus up to \$800 in out of pocket expenses reimbursed. The study scope would include:

- A market study using your most recent pay equity report points and job classes.
- SAFE database points reconciled to your PE filing, but otherwise no job evaluations, reclassifications or job descriptions (these are available for an additional fee).
- The same survey field used in the 2014-15 study, with use of LMC data. You may want to wait to begin the study until 2019 numbers are available in May.
- 2 in-person site visits, plus WebEx meetings as needed.
- A pay plan update using your current plan structure and 3 standard implementation costing scenarios.
- Timeline would be 5 months beginning approximately mid-May 2019; estimated completion 10/31/19.



Request for Board Action

BOARD MEETING DATE:
December 28, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kelsey Baker	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the Facility Maintenance job description.	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: This was sent to Springsted to review and point and brought then to the ETO committee where it was discussed and recommended for approval. This position is currently at 32 hours/week, adding in the HRA lawn care.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None

Budget Information

FUNDING: Earmarked funding from 2018.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

SWIFT COUNTY

2019 Benefit Cost Summary

Name:

Facility Maintenance

I. Average Salary

Hourly	\$22.2900	Hours worked per year	1664
Monthly	\$3,090.88		
Annual	\$37,090.56		

II. Employer-Paid Cash Benefits

		Annual Amount	Percent of wages
PERA	Coordinated	\$2,781.79	7.50%
FICA (Soc. Sec. & Medicare)		\$2,837.43	7.65%
Medical Coverage	Family-VEBA	\$16,566.00	44.66%
Annual VEBA/HSA Contribution	Family	\$2,250.00	6.07%
Disability Insurance		\$144.36	0.39%
Life Insurance	Yes-Non-Union	\$61.20	0.17%
TOTAL CASH BENEFIT COST		\$24,640.78	66.43%

III. Employer-Paid Non-Cash Benefits

Vacation Accrual	None	0	\$0.00	0.00%
Sick Leave Accrual	None	0	\$0.00	0.00%
Holidays hours per year	Hourly Employee	84	\$1,872.36	5.05%
Personal Time Off (PTO) per year	0-2 Years of Service	136	\$3,031.44	8.17%
Floating Holiday	Hourly Employee	8	\$178.32	0.48%
TOTAL NON-CASH BENEFIT COST			\$5,082.12	13.70%

IV. Summary Totals

Employer Paid Cash Benefits	\$24,640.78	66.43%
Employer Paid Non-Cash Benefits	<u>\$5,082.12</u>	<u>13.70%</u>
TOTAL BENEFIT COSTS	\$29,722.90	80.14%
TOTAL SALARY AND BENEFITS	\$66,813.46	
BENEFITS AS PERCENT OF TOTAL COMP		44.49%



Request for Board Action

BOARD MEETING DATE:
December 28, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Catie Lee	REQUESTOR PHONE: 320-843-6301
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to commit \$472,500.00 for investment into PrimeWest Health.	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: County Board action needs to be taken to commit funds.
BACKGROUND/JUSTIFICATION: It is Human Services intent to become a member of PrimeWest Health County Based Purchasing group. The estimated buy in share due in December of 2019 is \$472,500.00. Committing these funds will allow these expenses to be paid when and if Human Services becomes a member of PrimeWest Health. These funds will be released to the undesignated fund balance of Human Services if the county does not receive authorization to join PrimeWest Health.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Click here to enter text.	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Review
COMMENTS: n/a	COMMENTS: None

**BOARD OF COMMISSIONERS
SWIFT COUNTY, MINNESOTA**

RESOLUTION TO BOARD RESTRICT FUNDS

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, Swift County Human Services has been in negotiations with PrimeWest Health to join their County Based Purchasing organization.

WHEREAS, PrimeWest Health will be requesting \$472,500 of Swift County Human Services funds be available when required.

WHEREAS, To show intent of joining PrimeWest Health, it has been requested that \$472,500 of Swift County Human Services funds be available.

WHEREAS, the Board of Commissioners of Swift County finds it advisable and necessary to commit \$472,500 for the buy in investment into PrimeWest Health.

NOW, THEREFORE BE IT RESOLVED, that the following funds be committed to investment into PrimeWest Health, as of 12/28/2018. Any amounts not used from the above restriction during the 2019 fiscal year, shall then be released from commitment as of 12/31/2019.

BE IT FURTHER RESOLVED, that the introduced budget is herewith amended as necessary to reflect this resolution.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 28th day of December, 2018.

Swift County Board of Commissioners

Eric Rudningen, Chairman

ATTEST:

Kelsey Baker
Swift County Administrator

Fox _____
Peterson _____

Hendrickx _____
Rudningen _____

Pederson _____