

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, January 7, 2020

9:00 AM

LEC Meeting Room – 301 14<sup>th</sup> 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.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		<b>Call to Order and Roll Call (Auditor)</b>
9:01 a.m.	1	<b>Nominations for Chair</b>
9:02 a.m.	2	<b>Nominations for Vice-Chair</b>
9:03 a.m.		<b>Approve Agenda</b>
9:04 a.m.		<b>Consent Agenda</b>
	3-4	(1) Minutes from December 31, 2019 Regular Meeting
	5-6	(2) Consider approving four Daycare Grants
	7	(3) Consider authorizing the Auditor to contract with ES&S and Command Central (KnowInk), Inc. to purchase new election equipment
	8-48	(4) Consider Policy Review and Approval
	49-60	(5) Consider approving Annual State of Minnesota Department of Human Services County Grant Contract
9:05 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants</b>
9:06 a.m.		<b>Commissioner and Board reports</b>
9:30 a.m.		<b>County Administrator report</b>
9:35 a.m.		<b>Citizens Comments</b>
9:40 a.m.		<b>Organizational Meeting</b>
	61	Adopt 2020 Committee assignments
	62	Appoint County Medical Examiner
	63	Set 2020 Board Meeting Schedule
	64	Set 2020 mileage rate (58 cents per mile)
	65-68	Adopt an Official newspaper
	69	Elected officials to attend annual conferences
	70	Set bounties for pocket gophers and beavers
	71	Allocate the cost of County Attorney to Welfare Fund
	72	Approve corporate signatures for 2020
	73-74	Designation of corporate depositories for 2020
	75	Define employee for Workers Compensation
9:55 a.m.		<b>Other Business</b>
	76-77	Consider setting elected officials 2020 wages
	78-79	Consider approving the County Engineer 2020 cost of living increase
	80	Consider approving AMC policy committee appointments and delegate appointments
10:05 a.m.		Geological Atlas Presentation
10:20 a.m.		County Attorney's Quarterly report
10:35 a.m.		<b>Adjournment</b>

**RESOLUTION No. 20-01-01**

**APPOINTING 2020 SWIFT COUNTY BOARD OF COMMISSIONER CHAIR**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby appointed the 2020 Chair of the Swift County Board of Commissioners.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_

**RESOLUTION No. 20-01-02**

**APPOINTING 2020 SWIFT COUNTY BOARD OF COMMISSIONER VICE-CHAIR**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby appointed the 2020 Vice-Chair of the Swift County Board of Commissioners.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_

## **SWIFT COUNTY BOARD MINUTES**

### **December 31, 2019**

Chairman Hendrickx called the meeting to order at 9:02 AM with all members present. Also present: County Administrator Kelsey Baker, County Attorney Danielle Olson, Terri Orr, other county employees and members of the public.

Chairman Hendrickx asked if there were any changes or additions to the agenda. Chair Hendrickx had an updated Labor Agreement contract between the County of Swift and the Courthouse Union No. 2568. There were no other changes.

**12-31-19-01** Commissioner Rudningen moved and Commissioner E. Pederson seconded to approve the agenda as amended. Motion carried unanimously.

**12-31-19-02** Commissioner Fox moved and Commissioner Rudningen seconded to approve the Consent Agenda items one and two: (1) Minutes from the December 17, 2019 Regular Meeting, (2) Approval of Petty Cash Amounts for 2020 and (3) Consider approving appointment of Nathan Ruka to the Planning commission for a three-year term. Also consider the re-appointment of Joe Carruth and Tom Walsh for three-year terms.

Commissioner P. Peterson pulled the number three consent agenda item for discussion consisting of the approval of appointment of Nathan Ruka to the Planning commission for a three-year term. Brief discussion was held.

Chairman Hendrickx requested the addition of nineteen bills to the list and pull two bills, State of MN for \$37.53 and Swift County Attorney for \$112.57.

**12-31-19-03** Commissioner Rudningen moved and Commissioner E. Pederson seconded to approve the Commissioner warrants as amended: County General Revenue, \$231,755.89; Solid Waste Fund, \$31,036.30; Road and Bridge, \$28,425.59; Human Services, \$296.45; County Ditches Fund, \$112,350.70; which includes the following bills over \$2,000: Albany Recycling Center, \$2,676.98; Alvero LLC, \$2,625.00; Ascheman Oil, \$2,603.79; Bolton & Menk, Inc., \$6,105.00; Chippewa River Watershed, \$4,000.00; Dooley Petroleum, Inc., \$2,694.87; Kluver Law Office & Mediation Center PLLI, \$5,340.00; Kris Engineering, \$12,292.72; Mattheisen Disposal, Inc., \$2,249.23; Northern Lights Trail Snowmobile Club, \$20,447.78; Onsolve LLC, \$9,858.80; Pemberton Sorlie Rufer & Kershner PLLP, \$8,233.71; Prairie Community Services, \$2,610.00; Prairie Five Rides, \$10,388.73; Pro-Trainer, \$2,200.00; Riley Brothers Construction Inc., \$100,863.38; Strand/Tygen, \$12,154.79; Swift County Benson Hospital, \$99,997.00; Swift County RDA, \$10,074.60; T & K Kennedy Excavating Inc., \$3,010. Treasurer, City of Kerkhoven, \$5,000.00; US Postal Service, \$3,900.00; University of Minnesota, \$18,444.99; Waist Management of WI-MN, \$9,622.87; Yellow Medicine County Jail, \$7,125.50. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on Prairie Five Community Action Group, Heard Start and Sheriff Task Force meeting. Commissioner E. Pederson reported on Soil Water Conservation District, DAC, Retirement party for Wayne Knutson, Computer Professionals Technology, and Sheriff Task Force meeting. Chairman Hendrickx reported on a phone conversation with Jim Mulder and Administrator Baker on the Organizational Study. Commissioner Fox reported on Chippewa River Watershed. Commissioner Rudningen reported on Prairie Lakes Youth Program, Drug Task Force and Emergency Services Radio Board.

Administrator Kelsey Baker reported on Union Contracts, year-end reports, performance reviews and personnel meeting.

Chairman Hendrickx asked for citizen's comments. There were none.

The City of Appleton requested approval to waive the portion of taxes due to Swift County from Donald McCarthy. A lengthy discussion was held.

**12-31-19-04** Commissioner Rudningen moved and Commissioner Fox seconded to deny the request for abatement as it sits for portion of taxes due to Swift County from Donald McCarthy. Motion carried unanimously.

Administrator Baker requested to carryover 65.25 hours of vacation accruals for Carla Roberts from 2019-2020

**12-31-19-05** Commissioner Rudningen moved and Commissioner E. Pederson seconded to approve the

one-time request to carryover 65.25 hours of vacation accruals for Carla Roberts from 2019-2020. Motion carried unanimously.

Sheriff John Holtz held a discussion on the Dispatch Center. No action was taken.

Request approval for the Labor Agreement between the County of Swift and the American Federation of State, County and Municipal Employees, AFL-CIO Local Union No. 2568, Courthouse unit.

**12-31-19-06** Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve the Labor Agreement between the County of Swift and the American Federation of State, County and Municipal Employees, AFL-CIO Local Union No. 2568, Courthouse unit. Motion carried unanimously.

Request approval for the Labor Agreement between the County of Swift and the American Federation of State, County and Municipal Employees, AFL-CIO Local Union No. 2538, Highway unit.

**12-31-19-07** Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve the Labor Agreement between the County of Swift and the American Federation of State, County and Municipal Employees, AFL-CIO Local Union No. 2538, Highway unit. Motion carried unanimously.

Discussion on the City of Appleton Fire Bill.

**12-31-19-08** Commissioner E. Pederson moved and Commissioner Rudningen seconded to pay the fire bill out of board discretionary funds, contingent on further review of the County Attorney. Motion carried unanimously.

The board recessed at 10:27 AM.

The board reconvened at 10:36 AM.

**12-31-19-09** Commissioner Rudningen moved and Commissioner P. Peterson seconded to move to closed session to evaluate the performance of an individual who is subject to its authority pursuant to Minnesota Statutes, Section 13D.05, subdivision 3 for a scheduled annual performance review of County Administrator Kelsey Baker. Motion carried unanimously.

The regular session recessed to closed session at 10:37 AM.

The meeting reconvened to regular session at 11:00 AM.

**12-31-19-10** Commissioner Fox moved a resolution and Commissioner P. Peterson seconded to approve increasing the Administrator's salary in line with the market study and non-union group, and moving the Administrator 1 step on her anniversary date of March 21, 2020 as specified in the resolution. Motion carried unanimously.

It was noted by the Chair that Administrator Baker had a favorable 2019 performance review in the closed session.

**12-31-19-11** Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:02 AM.

WITNESSED:

\_\_\_\_\_  
Gary Hendrickx, Chair

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator



# Request for Board Action

BOARD MEETING DATE:  
January 7, 2020

## 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: Consider approval of four daycare grants					
AGENDA YOU ARE REQUESTING TIME ON: Regular board			ARE YOU SEEKING APPROVAL OF A CONTRACT? No		
IS THIS MANDATED? No			EXPLANATION OF MANDATE: County Board action needs to be taken to review and approve the grant request		
BACKGROUND/JUSTIFICATION:					
Name	Address	#children in Daycare	Amount requested	Purpose	Committee Approval Date
Prairie Playhouse Childcare Center	50 E. Rooney Ave. Appleton	50	\$6302.40	Playground Equipment, Cribs, mattresses, garbage cans and kitchen bakeware	Rcd 12/2/19 approved 1/2/20 (2019 funds to be used)
DeGraff Kids Corner Daycare/Kristi Baker	405 5 <sup>th</sup> St. So. DeGraff	10	\$1500	Equipment and construction to be able to be licensed	Rcd. 12/30/2019 approved 1/2/20 (2019 funds to be used)
Robyn Dehne	728 12 <sup>th</sup> St. S Benson	12	\$1800	Start up costs for licensure (dishwasher, stroller, cots, mattress pads, inspection costs, required training)	Rcd 11/25/19, approved 12/18/19 (2019 funds to be used)

Discovery Kids	1400 Montana Ave. Benson	84	\$4328	Daycare Equipment	Rcd. 12/26/2019 approved 1/2/20 (2019 funds to be used)
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? <a href="#">Click here to enter text.</a>					

### Budget Information

FUNDING: Budget approval for these loans has been granted by the board.
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: <a href="#">Click here to enter text.</a>	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: <a href="#">Click here to enter text.</a>



# Request for Board Action

BOARD MEETING DATE:  
January 7, 2020

## 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 authorizing the Auditor to contract with ES&S and Command Central (KnowInk), Inc. to purchase new election equipment.	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Resolution by the Board of Commissions is required for entering into a contract
BACKGROUND/JUSTIFICATION: Swift County was awarded grant funds to purchase election equipment in 2018 to be utilized by March 2020. The remaining grant funds will purchase 9 new ballot counters (DS200), 6 Omni Ballot tablets (with on demand capability) and 7 additional e-poll books. The Auditor's office received quotes from Command Central, ES&S, and Hart. We met with both Command Central & ES&S for demonstrations of their equipment. We have compared the machines and companies. We are recommending to purchase the ballot counters and Omni Ballot tablets from ES&S and e-poll books from Command Central (previously KnowInk).	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was submitted for review prior to the meeting	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: None



# Request for Board Action

BOARD MEETING DATE:  
January 7, 2020

## 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: Consider Policy Review and Approval		
AGENDA YOU ARE REQUESTING TIME ON: Regular board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	
IS THIS MANDATED? Most are	EXPLANATION OF MANDATE: County Board action needs to be taken to review and approve Policies	
BACKGROUND/JUSTIFICATION:		
<b>Swift County Policies</b>		
<b>Number and Name of Policy</b>	<b>Policy Purpose</b>	<b>Summary of Changes</b>
2020 Swift County – Data Subjects Rights and Access Policy	To specify the Government Data Practices Act and the subjects rights and County’s responsibilities towards those rights.	Annual Update
2020 Swift County Public Data Access Policy	To specify the Government Data Practices Act and defines the recorded information, and outline how to request the information and timeline and forms in which they will receive the information, and costs associated with the request.	Annual Update
2020 Master Classification of Data – Attachment to Access policy	Attachment purpose is to outline all forms data is collected on and whether the information collected is confidential or available for public consumption.	Annual Update
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? <span style="float: right;">Click here to enter text.</span>		

### Budget Information

FUNDING: NA
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
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RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: Click here to enter text.

## **SWIFT COUNTY DATA PRACTICES POLICY MEMBERS OF THE PUBLIC**

### **Right to Access Public Data**

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data is public unless a state or federal law says the data is not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides Swift County must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

### **How to Make a Data Request**

To look at data or request copies of data that Swift County keeps, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on pages 3 - 5. You may make your request for data by mail, fax, or email, using the data request form on page 7.

If you choose not to use the data request form, your request should include:

- That you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- Whether you would like to look at the data, get copies of the data, or both; and
- A clear description of the data you would like to inspect or have copied.

Swift County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

### **How We Respond to a Data Request**

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you, in writing, as soon as reasonably possible.
- If we have the data, but the data is not public, we will notify you as soon as reasonably possible and state which specific law says the data is not public.
- If we have the data, and the data is public, we will respond to your request appropriately and promptly, within a reasonable amount of time, by doing one of the following:
  - \*arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
  - \*provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number.

We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 6. We also will arrange for you to pre-pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation, if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request is on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

### **Requests for Summary Data**

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay/pay for the cost of creating the data. Upon receiving your written request - you may use the data request form on page 7 - we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

SWIFT COUNTY DATA PRACTICES CONTACTS:

**Department Specific Responsible Authority**

**John Holtz, Sheriff's Office**

Law Enforcement Center  
Suite 4  
301 14<sup>th</sup> Street N.  
Benson, MN 56215; Telephone: 320-843-3133; Fax: 320-843-2299

**Ron Vadnais, Treasurer's Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-843-3544; Fax: 320- 843-2775

**Danielle Olson, County Attorney's Office**

211 11<sup>th</sup> St. N  
Benson, MN 56215; Telephone: 320-843-2134; Fax: 320-843-2348

**Gary Hendrickx, Board Chair, County Commissioners  
Attn: Kelsey Baker, County Administrator**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-314-8399; Fax: 320-843-2275

**Catie Lee, Director, Swift County Family Services**

410 21st St. S  
P.O. Box 208  
Benson, MN 56215; Telephone; 320-843-3160; Fax 320-843-4582

**Responsible Authority for other County Departments**

**Danielle Olson, County Attorney**

211 11<sup>th</sup> St. N  
Benson, MN 56215; Telephone: 320-843-2134; Fax: 320-843-2348

**Named Responsible Authority Designee by Department**

**Carla Roberts, Land Record's Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-843-3377; Fax: 320-843-6105

**Kim Saterbak, Auditor's Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone; 320-843-4069; Fax 320-843-2275

**Joe Tschida, Assessor's Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone; 320-842-5891; Fax 320-843-2275

**David Barrett, Veterans Service Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-842-5271; Fax: 320-843-4850

**Scott Collins, Environmental Office**

1000 Industry Drive  
Benson, MN 56215; Telephone: 320-843-2356; Fax: 320-843-9172

**Kelsey Baker, County Administrator's Office (including HR)**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-314-8399; Fax: 320-843-2275

**Andy Sander, Highway Department**

1635 Hoban Avenue  
P.O. Box 241  
Benson, MN 56215; Telephone: 320-842-5251; Fax: 320-843-3543

**Rob Lee, IT Director**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-843-6109; Fax: 320-843-2275

**Stephanie Smith, U of M Extension Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-843-3796; Fax: 320-843-4850

**Mike Johnson, Parks, Drainage, and Wetlands Office**

1635 Hoban Avenue  
P.O. Box 241  
Benson, MN 56215; Telephone: 320-843-5341; Fax: 320-843-3543

**Shelly Lottman, Restorative Practices Office**

211 11th St. N  
Benson, MN 56215; Telephone: 320-843-2493; Fax: 320-843-2348

## **Copy Costs — Members of the Public**

Swift County charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

### **For 100 or Fewer Paper Copies — 25 cents per page**

100 or fewer pages of black and white, letter or legal size paper copies cost \$.25 for a one-sided copy, or \$.50 for a two-sided copy.

### **Most Other Types of Copies — Actual Cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for the copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search the data, retrieve data, and make copies is based on the hourly rate of the employee.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

**SWIFT COUNTY  
DATA REQUEST FORM  
MEMBERS OF THE PUBLIC**

**Date of request:** \_\_\_\_\_

**I am requesting access to data in the following way:**

\_\_\_\_\_ Inspection \_\_\_\_\_ Copies \_\_\_\_\_ Both inspection and copies

Note: Inspection is free, but Swift County will charge for copies as indicated on page 5.

**This is the data I am requesting:**

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

All data requests must be made to the Responsible Authority (RA) or designee. Regardless of which staff person actually manages a data request, the RA ultimately is responsible.

### **Setting Parameters for Data Requests**

As stated in the Data Practices Policy for Members of Public and Data Practices Policy for Data Subject, individuals must make data requests in writing.

**When an individual requests data about him/herself, you must verify that the requestor is the data subject or the data subject's parent or guardian; document how you made the verification.**

### **Responding to Data Requests:**

#### **Time Frames:**

Swift County must respond to data subjects seeking access to data about them within ten business days (section 13.04).

Swift County must either provide the data to the data subject or inform the data subject there is no data available within ten business days. This does not mean that an entity cannot arrange for a longer period of time to respond, as long as the data subject agrees.

**Swift County must respond to all data requests in writing.**

#### **Charging for copies of data:**

Swift County charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

#### **For 100 or Fewer Copies — 25 cents per page**

100 or fewer pages of black and white, letter or legal size paper copies cost \$.25 for a one-sided copy, or \$.50 for a two-sided copy.

#### **Most Other Types of Copies — Actual Cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is based on the hourly rate of the employee. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

If you charge members of the public for copies, document the calculation.

### **Data subjects**

When a data subject asks for copies, Swift County may charge the actual cost for an employee to make paper copies or to print copies of electronically stored data. When calculating employee time for making the copies, you should use the hourly wage of the lowest-paid employee who is able to make the copies.

Note: Government entities may not charge for search and retrieval time if a data subject requests copies.

### **Creating New Data**

Swift County is not required to create data that is not already collected or maintained upon a request for creation of new data. If the County chooses to create data, they may work with the requestor on a case-by-case basis.

### **Summary Data**

The Responsible Authority (RA) is required to prepare summary data if the request is made in writing and the cost of preparing the summary data is paid for by the requestor. The RA is allowed to delegate the preparation of summary data.

Methods of preparing summary data include, but are not limited to the following:

- Removing from a set of data, a file, or a record keeping system all unique personal identifiers so that the data that remains fulfills the definition of summary data as defined by Minnesota Statutes, section 13.02, subdivision 19; and
- Removing from the entity's report of any incident, or from any collection of data similar to an incident report, all unique personal identifiers so that the resulting report fulfills the definition of summary data in Minnesota Statutes, section 13.02, subdivision 19.

For the purpose of this part, "removing all unique personal identifiers" includes, but is not limited to, blacking out personal identifiers on paper records, tearing off or cutting out the portions of paper records that contain personal identifiers, and programming computers in such a way that printed, terminal, or other forms of output do not contain personal identifiers.

Swift County will respond to summary data requests within ten days.

### **Nondisclosure agreement**

A nondisclosure agreement, as required by Minnesota Statutes, section 13.05, subdivision 7, shall contain at least the following:

- A general description of the private or confidential data which is being used to prepare summary data;
- The purpose for which the summary data is being prepared; and

- A statement that the preparer understands he/she may be subject to the civil or criminal penalty provisions of the act in the event that the private or confidential data is disclosed.

### **Parent Access to Private Data about Minor Children**

(Policy for Data Subjects)

Parents and guardians are entitled to the same Chapter 13 rights as per minor children. However, a minor has the right to ask that his/her private data not be released to his/her parent or guardian. The rules provide guidance to government entities about responding to a minor's request to limit access to data about him/her.

**Note:** Government entities may not deny parents/guardians access to educational data that are maintained by an educational agency or institution.

Document when you notify minors that they have a right to request that you not release their private data to their parent or guardian. Also, for each situation where you receive a request from a minor, document how/why you made the determination to withhold or release.

### **Tennessen Warning Notices**

(Policy for Data Subjects)

Swift County must provide a Tennessen warning to an individual when collecting private and/or confidential data about that individual from that individual.

With limited exceptions, you may not collect, store, use or disseminate private or confidential data for any purpose other than those you specified in the Tennessen warning notice. Because the consequences of not giving a proper notice are so severe, you must tailor your notices to your entity's specific programs. Seek legal advice when developing your notices. More information about Tennessen warning notices located on IPAD's website at [www.ipad.state.mn.us/docs/tw.html](http://www.ipad.state.mn.us/docs/tw.html)

**Informed Consent**  
(Policy for Data Subjects)

**Request (to release) from Individual**

If an individual asks Swift County to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.

**Explanation of Your Rights**

If you have a question about anything on this form, or would like more explanation, please talk to the Responsible Authority before you sign it.

I, \_\_\_\_\_, give my permission for Swift County to release data about me to \_\_\_\_\_ as described on this form.

1. The specific data I want Swift County to release is: \_\_\_\_\_  
\_\_\_\_\_

2. I understand that I have asked Swift County to release the data.

3. I understand that although the data are classified as private at Swift County, the classification/treatment of the data at \_\_\_\_\_ depends on laws or policies that apply to \_\_\_\_\_

This authorization to release expires \_\_\_\_\_

Individual data subject's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian's signature (if needed): \_\_\_\_\_ Date: \_\_\_\_\_

**Keeping Data Secure**  
(Policy for Data Subjects)

Swift County will take the appropriate security safeguards for all records containing data on individuals. Private data are accessible to individuals within Swift County whose work assignments reasonably require access. Confidential data are accessible to individuals within Swift County whose work assignments reasonably require access. Only appropriate individuals will get access to private and confidential data.

Swift County will notify data subjects when a security breach has occurred and an unauthorized person has gained access to data.

**Creating, Updating and Posting Policies**

Review and updates of the policies will be done annually. Members of the public and data subjects documents are available on Swift County's website of [www.swiftcounty.com](http://www.swiftcounty.com).

## **SWIFT COUNTY DATA PRACTICES POLICY FOR DATA SUBJECTS**

### **Data About You**

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

### **Classification of Data About You**

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you is classified by state law as public, private, or confidential. See below for some examples.

- 1. Public Data:** We must give public data to anyone who asks; it does not matter who is asking for the data or why.

The following is an example of public data about you: Names of Minnesota government employees.

- 2. Private Data:** We cannot give private data to the general public, but you have access when the data is about you. We can share your private data with you, with someone who has your permission, with our Swift County staff who need the data to do their work, and as permitted by law or court order.

The following is an example of private data about you: Social Security numbers.

- 3. Confidential Data:** Confidential data has the most protection. Neither the public nor you can get access even when the confidential data is about you. We can share confidential data about you with our Swift County staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

The following is an example of confidential data about you: The identity of the subject of an active criminal investigation.

### **Your Rights Under the Government Data Practices Act**

Swift County must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights:

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data is public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask Swift County staff not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. **Note:** Minors do not have this right if the data in question is educational data maintained by an educational agency or institution.

- **When we Collect Data from You**

When we ask you to provide data about yourself that is not public, we must give you a notice. The notice is sometimes called a Tennessee Warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release to another person, you must use the consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data is safe.

- **When your Data is Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

### **How to Make a Request for Your Data**

To look at data, or request copies of data that Swift County keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on pages 5-7. You may make your request by mail, fax, or email, using the data request form on page 9.

If you choose not use to use the data request form, your request should include:

- that you are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and

- identifying information that proves you are the data subject, or data subject's parent/guardian.

Swift County requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on Page 10.

### **How We Respond to a Data Request**

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you, in writing, within 10 business days.
- If we have the data, but the data is confidential or private data that is not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data is public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
  - arrange a date, time, and place to inspect the data, for free, if your request is to look at the data,
  - or provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 8. We will also arrange for you to prepay for the copies. After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation, if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request is on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

### **How We Keep Data Secure**

Private data is accessible to individuals within Swift County whose work assignments reasonably require access. Confidential data is accessible to individuals within Swift County whose work

assignments reasonably require access. Only appropriate individuals will get access to private and confidential data.

Swift County will notify data subjects when a security breach has occurred and an unauthorized person has gained access to data.

SWIFT COUNTY DATA PRACTICES CONTACTS:

**Department Specific Responsible Authority**

**John Holtz, Sheriff's Office**

Law Enforcement Center  
Suite 4  
301 14<sup>th</sup> Street N.  
Benson, MN 56215; Telephone: 320-843-3133; Fax: 320-843-2299

**Ron Vadnais, Treasurer's Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-843-3544; Fax: 320- 843-2775

**Danielle Olson, County Attorney's Office**

211 11<sup>th</sup> St. N  
Benson, MN 56215; Telephone: 320-843-2134; Fax: 320-843-2348

**Gary Hendrickx, Board Chair, County Commissioners  
Attn: Kelsey Baker, County Administrator**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-314-8399; Fax: 320-843-2275

**Catie Lee, Director, Swift County Family Services**

410 21st St. S  
P.O. Box 208  
Benson, MN 56215; Telephone; 320-843-3160; Fax 320-843-4582

**Responsible Authority for other County Departments**

**Danielle Olson, County Attorney**

211 11<sup>th</sup> St. N  
Benson, MN 56215; Telephone: 320-843-2134; Fax: 320-843-2348

**Named Responsible Authority Designee by Department**

**Carla Roberts, Land Record's Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-843-3377; Fax: 320-843-6105

**Kim Saterbak, Auditor's Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone; 320-843-4069; Fax 320-843-2275

**Joe Tschida, Assessor's Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone; 320-842-5891; Fax 320-843-2275

**David Barrett, Veterans Service Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-842-5271; Fax: 320-843-4850

**Scott Collins, Environmental Office**

1000 Industry Drive  
Benson, MN 56215; Telephone: 320-843-2356; Fax: 320-843-9172

**Kelsey Baker, County Administrator's Office (including HR)**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-314-8399; Fax: 320-843-2275

**Andy Sander, Highway Department**

1635 Hoban Avenue  
P.O. Box 241  
Benson, MN 56215; Telephone: 320-842-5251; Fax: 320-843-3543

**Rob Lee, IT Director**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-843-6109; Fax: 320-843-2275

**Stephanie Smith, U of M Extension Office**

Courthouse  
301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215; Telephone: 320-843-3796; Fax: 320-843-4850

**Mike Johnson, Parks, Drainage, and Wetlands Office**

1635 Hoban Avenue  
P.O. Box 241  
Benson, MN 56215; Telephone: 320-843-5341; Fax: 320-843-3543

**Shelly Lottman, Restorative Practices Office**

211 11th St. N  
Benson, MN 56215; Telephone: 320-843-2493; Fax: 320-843-2348

## **COPY COSTS — DATA SUBJECTS**

Swift County charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, Section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

### **Actual Cost of Making the Copies**

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD DVD, etc.) and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to make copies is based on the hourly rate of the employee. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

For black and white, letter or legal size paper copies, the cost is \$.25 for a one-sided copy, or \$.50 for a two-sided copy.

**SWIFT COUNTY  
DATA REQUEST FORM  
DATA SUBJECTS**

**Date of request:** \_\_\_\_\_

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

**I am requesting access to data in the following way:**

Inspection \_\_\_\_\_ Copies \_\_\_\_\_ Both inspection and copies

Note: Inspection is free, but Swift County will charge for copies as indicated on page 8.

**This is the data I am requesting:**

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

**Contact Information:**

Data subject name: \_\_\_\_\_

Parent/Guardian name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

**Staff verification:**

Identification provided \_\_\_\_\_

We will respond to your request within 10 business days.

## Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo **ID**, such as
  - \*a state driver's license
  - \*a military **ID**
  - \*a passport
  - \*a Minnesota **ID**
  - \*a Minnesota tribal **ID**
- A **minor individual** must provide a valid photo **ID**, such as
  - \*a state driver's license
  - \*a military **ID**
  - \*a passport
  - \*a Minnesota **ID**
  - \*a Minnesota Tribal **ID**
  - \*a Minnesota school **ID**
- The **parent or guardian of a minor** must provide a valid photo **ID** and either
  - \*a certified copy of the minor's birth certificate or
  - \*a certified copy of documents that establish the parent or guardian's relationship to the child such as:
    - \*a court order relating to divorce, separation, custody, foster care
    - \*a foster care contract
    - \*an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo **ID** and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as:
  - \*Court order(s)
  - \*valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of **ID**.

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Swift County</b>		<b>Responsible Authority - Ron Vadnais</b>		<b>Department/Division</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>	
Abstracts of county checks and receipts	Listing of all county expenditures and receipts, including payroll information	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355 (to the extent it reveals social security numbers of recipients)	Kim Saterbak, County Auditor	
Benefit overpayment files	Client financial information	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355	Kim Saterbak, County Auditor	
Cancelled checks	Cancelled county checks	Private	M.S. 13.46 (to the extent it is welfare data)	Kim Saterbak, County Auditor	
Checking account numbers	Checking account numbers	Private	M.S. 13.37	Kim Saterbak, County Auditor	
Checks received and banking documents	Checks processed for deposit to county bank accounts, NSF checks, ACH transactions, and bank wires	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355 (to the extent it identifies social service clients) M.S. 13.87, sub. 2 (to the extent it identifies gun permit payments)	Kim Saterbak, County Auditor	
Community corrections placements	Client financial information files	Private	M.S. 13.84 M.S. 13.355	Kim Saterbak, County Auditor	
Community Services juvenile placements	Client financial information files	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355 M.S. 13.84	Kim Saterbak, County Auditor	
Other department collections	Client financial information (includes wage and tax information)	Private	M.S. 13.46 (to the extent it is welfare data)	Kim Saterbak, County Auditor	
A/P Information	Vouchers, claim forms, and other supporting accounts payable documentation	Private	M.S. 13.46 (to the extent it identifies social service clients)	Kim Saterbak, County Auditor	
Benefit enrollment and history information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	M.S. 13.43, subd. 4	Kim Saterbak, County Auditor	
Miscellaneous payroll reports	Annual, monthly, and bi-weekly payroll reports (deductions, insurance, union dues, new hire, etc.)	Private (unless public under M.S. 13.43, subd. 2)	M.S. 13.43, subd. 4 and 5	Kim Saterbak, County Auditor	
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DES, DEED)	Private (unless public under M.S. 13.43, subd. 2)	M.S. 13.43, subd. 4 and 5 M.S. 13.355	Kim Saterbak, County Auditor	
Payroll - bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	M.S. 13.43, subd. 4 and 5	Kim Saterbak, County Auditor	
Payroll W-2's	Records of employee payroll deductions	Private	Social Security Act M.S. 13.43, subd. 4 and 5 M.S. 13.355	Kim Saterbak, County Auditor	
Address book module	Social security numbers of individuals that receive payments or make payments to Swift County	Private	M.S. 13.355	Kim Saterbak, County Auditor	
W9 and 1099 forms	Collect proper social security number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	M.S. 13.355 M.S. 13.43, subd. 4	Kim Saterbak, County Auditor	

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Swift County</b>		<b>Department/Division Public Health and Environment Tobacco</b>			
<b>Name of Form, Record, File, System, or Process</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>		
Clerk payment	Confidential (While active)	M.S. 13.39	Scott Collins, Director		
Clerk violation	Confidential (While active)	M.S. 13.39	Scott Collins, Director		
Compliance check form	Confidential (While active)	M.S. 13.39	Scott Collins, Director		
Tobacco database	Confidential (While active)	M.S. 13.39	Scott Collins, Director		
Vendor payment voucher form	Private	M.S. 13.355, subd. 1	Scott Collins, Director		

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Kelsey Baker County Administrator		Department/Division Administration	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Contract bid proposals	Copy of bid specs and proposals returned by natural person vendors prior to opening	Private	M.S. 13.37, subd. 2	Kelsey Baker, County Administrator
County Welfare Board	County commissioners met as "Welfare Board", 1969 - 1980 Board minutes list citizens receiving assistance, amount paid, and why	Private	M.S. 13.46 <i>Note: Persons who need access to this information should contact the county Community Services director</i>	Kelsey Baker, County Administrator
Emergency contact staff directory	Home address and phone number	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee personnel file	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County		Responsible Authority - Danielle Olson		Department/Division	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)	
Bail evaluations	Information gathered from offender to make bail recommendations to court	Private	M.S. 13.84, subd. 2	Danielle Olson, County Attorney	
Case files - Adult	Written reports of investigation or action taken by deputy; reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents	Private Confidential (depending on status and identified individual)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	Danielle Olson, County Attorney	
Case Files - Juvenile	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171	Danielle Olson, County Attorney	
Chemical health assessments - family court	Reports prepared by chemical health professionals regarding client's chemical use and diagnosis	Private Confidential	M.S. 13.84, subd 2, 3, and 42 U.S.C. 290	Danielle Olson, County Attorney	
Children's statements - family court	Statements made by children regarding custody matters	Private	M.S. 13.84, subd. 2 M.S. 257.70 M.S. 518.167	Danielle Olson, County Attorney	
Child Abuse Investigation		Private Confidential	MN Stat. 13.82 Subd. 7, 8 and 9	Danielle Olson, County Attorney	
Child Abuse - Maltreatment of Minors	a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report b. Unsubstantiated Reports	Private Confidential	MN Stat. 626.556, Subd. 7 and 11, and MN Stat. 13.82, Subd. 7, 8 and 9	Danielle Olson, County Attorney	
Commitments - Juvenile	Order of the court showing the name of the person to be committed to custody and the location of the commitment; legal documents from sentencing court that authorizes confinement at the jail facility	Private	MN Stat. 260B.171	Danielle Olson, County Attorney	
Criminal History Records	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private (depending on content)	MN Stat. 13.87	Danielle Olson, County Attorney	
Diversion forms - adult	Fee agreement, restitution payment agreement, proof of community work service	Private	M.S. 13.84, subd. 2 and 7	Danielle Olson, County Attorney	
Diversion forms - juvenile	Completed forms used to collect juvenile information to determine a response to an illegal action and agreement.	Private Confidential	M.S. 13.84, subd. 2, 3	Danielle Olson, County Attorney	
Drug testing related forms - adult	Offender identification with drug screen date/time and results	Private	M.S. 13.84, subd. 2 and 7	Danielle Olson, County Attorney	
Drug/alcohol testing and results - juvenile	Information collected or obtained as the result of a drug or alcohol screen	Private Confidential	M.S. 13.84, subd. 2, 3, 7	Danielle Olson, County Attorney	
Employee and Volunteer Data Personanel Data	Data related to Employment, Volunteer status or applicant data	Private	MN Stat. 13.43, Subd. 3, 4 and 5	Danielle Olson, County Attorney	
Expungment Letter	Letter confirming receipt of expungment order	Private	MN Stat. 609A.03	Danielle Olson, County Attorney	
Guardian Ad Litem reports	Reports prepared by Guardian Ad Litem regarding children and parents	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Danielle Olson, County Attorney	
Guardian Ad Litem reports	Reports prepared by Guardian Ad Litem regarding children and parents	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Danielle Olson, County Attorney	

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County		Responsible Authority - Danielle Olson		Department/Division	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)	
Case Files - Juvenile	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171	Danielle Olson, County Attorney	
Maltreatment of Vulnerable Adults	Records created or received in conducting investigations by law enforcement Identity of reporter	Private Confidential Confidential	MN Stat. 13.82, Subd. 7, 10 and 11 MN Stat. 626.557 MN Stat. 626.557, Subd. 12b(c)	Danielle Olson, County Attorney	
Master Index - Adults	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	Danielle Olson, County Attorney	
Master Index - Juvenile	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 260B.171	Danielle Olson, County Attorney	
Mental health screens psychiatric/psychological evaluations - juvenile	Mental health information collected to assess psychological problems and to make treatment recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, 4	Danielle Olson, County Attorney	
Petitions to court - juvenile	Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	Danielle Olson, County Attorney	
Pre-sentence investigations	Investigative report ordered by the court with offender and offense information and recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, 4, and 7 M.S. 609.115	Danielle Olson, County Attorney	
Psychological/psychiatric evaluations/assessments adult	Information collected by a psychologist/psychiatrist with personal information/history and assessment results. May include diagnosis and recommended treatment/medication	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	Danielle Olson, County Attorney	
Requests for warrants	Offender information to direct and assist law enforcement	Private Confidential	M.S. 13.84, subd. 6	Danielle Olson, County Attorney	
Restitution forms - Adult	Specific offender restitution payment expectations	Private	M.S. 13.84, subd. 2 and 7	Danielle Olson, County Attorney	
Restitution information - Juvenile	Description or information related to loss by victims and agreement made with juvenile to make amends	Private	M.S. 13.84, subd. 2	Danielle Olson, County Attorney	
Victim correspondence	Letters to and from victims with offense details/court input/restitution requested	Private (as to victim) Confidential	M.S. 13.84, subd. 3 M.S. 611A.06, subd. 4	Danielle Olson, County Attorney	
Violation reports	Reports prepared for court, including court history and alleging a violation of probation description	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7 M.S. 171.12	Danielle Olson, County Attorney	
All juvenile court orders including warrants	Court documents defining decisions made by the Court for other entities in the juvenile justice system and the juvenile	Private Confidential	M.S. 13.84, subd. 2, 3, 4 M.S. 260B.171	Danielle Olson, County Attorney	

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Public Health and Environment Hazardous Waste Regulations	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Complaint- hazardous waste	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name is Private	M.S. 13.39 M.S. 13.41, subd. 5	Scott Collin, Director
Hazardous waste generator and facility inspection reports	Results of an inspection	Public; may be confidential during investigation	M.S. 13.39	Scott Collin, Director
Minnesota tax ID number form	MN. Stat. 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Scott Collin, Director
County environmental charge accountant reports	Reviews of county environmental charge remittance / data reports	Private	M.S. 13.37, subd. 1(b)	Scott Collin, Director
County environmental charge database	County environmental charge remittance report data	Private	M.S. 13.37, subd. 1(b)	Scott Collin, Director
County environmental charge remittance forms	Forms submitted with monthly county environmental charge payments; data is entered in CEC database	Private	M.S. 13.37, subd. 1(b)	Scott Collin, Director
Complaint-solid waste	Summarizes complaint, results, and action taken	Confidential during investigation; after investigation complainant's name is Private	M.S. 13.39 M.S. 13.41, subd. 5	Scott Collin, Director
Minnesota tax ID number form	MN Stat 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Scott Collin, Director
Solid waste facility inspection reports	Results of an inspection	Confidential during investigation	M.S. 13.39	Scott Collin, Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Kelsey Baker County Administrator		Department/Division Administration	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Contract bid proposals	Copy of bid specs and proposals returned by natural person vendors prior to opening	Private	M.S. 13.37, subd. 2	Kelsey Baker, County Administrator
Emergency contact staff directory	Home address and phone number	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee personnel file	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
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Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Public Works	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Card Reader data	Identity of individuals that have access to secure areas within county buildings	Private Confidential	M.S. 13.43, subd. 4 M.S. 13.37, subd. 2	Andy Sander, County Engineer
Complaint	Identity of individuals who register land use-related violations, including zoning	Confidential	M.S. 13.44, subd. 1	Andy Sander, County Engineer
Performance appraisals and other related private personnel data	Performance appraisals and other not public personnel data	Private	M.S. 13.43, subd. 4	Andy Sander, County Engineer
Real property acquisition data	Appraisals used in land acquisition process	Private Confidential (depending on status)	M.S. 13.44, subd. 1	Andy Sander, County Engineer

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Kelsey Baker County Administrator		Department/Division Human Resources	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Annual basic life insurance evaluation files	Increases in basic life coverage - sent to life insurance carrier - social security number	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Benefits enrollment forms	Enrollment in insurance benefits and flex spending accounts, premium deductions, birth date, address, phone number	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Computer personnel screens master file	All containing data such as social security number, home address, birth date, gender, race, marital status, union status, tax dependents, social security/retirement status	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator
Controlled substance testing records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, subd. 2 M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Discrimination files	Information collected regarding discrimination suits filed against Swift County	Private <i>(confidential depending on file status)</i>	M.S. 13.39 M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee emergency act sheets	Emergency contact information	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee personnel file	Performance appraisals	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee private file	All other documents containing private data	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Family and medical leave of absence files	Information of a medical nature, including health care provider verification of condition	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Grievance files	All information collected on employees who have filed grievances per their union contracts against Swift County	Private <i>(confidential depending on status)</i>	M.S. 13.39, 13.43, subd. 4	Kelsey Baker, County Administrator
Insurance applications	Insurance benefits, social security number, home address, age, gender, marital status, home phone, dependent information, general health statement	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator
Insurance reports: Showing amounts of claims by individual Vehicle accidents/claims	Reports showing employee name, injury date, and social security number, type of injury/damage and total reserve and paid Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident and damage description while in active litigation or investigation	Private Private Confidential <i>(depending on status)</i>	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1 M.S. 13.39 M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Internal emergency management plan	Entire internal emergency management plan that includes emergency procedures, incident response team, and continuity of operations plan	Security Data - Private Confidential	M.S. 13.37	Kelsey Baker, County Administrator
Internal investigation files	Information collected regarding policy violations	Private Confidential <i>(Depending on file status)</i>	M.S. 13.43, subd. 4, 8, 11, 12, 15 M.S. 13.39	Kelsey Baker, County Administrator

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Kelsey Baker County Administrator		Department/Division Human Resources	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Labor relations	All data used in the negotiation process, including work papers, closed session tapes, and county proposals <i>Once presented to the bargaining table and presented to the County Board, the county proposals would become PUBLIC</i>	Private	M.S. 13.37, subd. 2 M.S. 13D.03	Kelsey Baker, County Administrator
LTD claim files	Files on claims for LTD benefits	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Medical tests (i.e., hearing, lead, respiratory)	Employee name, phone number, test results, and clinic recommendations	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Recruitment files	Information collected on current and former applicants regarding recruitment for county employment: Veteran status Test scores Rank on eligibility lists Job history Education and training Work availability <i>NAMES of applicants shall be PRIVATE except when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position - for this purpose, finalist means an individual who is selected to be interviewed by the appointing authority prior to selection</i>	Private	M.S. 13.43, subd. 2 and 4	Kelsey Baker, County Administrator
Requests for reasonable accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability, and need of accommodation	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Respirator medical questionnaire	Medical data on employee to be reviewed/assessed by occupational physician for approval of wearing a respirator. Completed questionnaires forwarded to Human Resources; however, no copies are kept/maintained by HR. All questionnaires forwarded at one time to occupational physician	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Salary negotiation cal.	Used to cost negotiation packages	Private	M.S. 13.37	Kelsey Baker, County Administrator
Undercover law enforcement offices		Private	M.S. 13.43, subd. 5	Kelsey Baker, County Administrator
Unemployment claim files	Contains copies of employer responses, determination from D.E.S., social security number on employee	Private Confidential (depending on status)	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator
Worker's compensation cost analysis report file	Reports from insurance carrier, monthly claims filed, social security number, nature of injury, injury date, gender, age, records of payments - current month, ytd., projected future costs	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator
Worker's compensation First Report of Injury Employee statement of injury Rehabilitation progress reports	Reporting of on-the-job injury, social security number, home address, home phone, gender, birth date, marital status, treating physicians, nature of injury	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Information Technology	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Contract bid process	Copy of bid specs and proposals returned by vendors	Private (until opened)	M.S. 13.37	Rob Lee, I.T. Director
Employee personnel data	Staff performance evaluations, training, disciplinary action, and all records not classified public under M.S. 13.43, subd. 2	Private	M.S. 13.43, subd. 4	Rob Lee, I.T. Director
Employee procedures	Procedures for handling emergency situations, including infrastructure documentation and staff contact information	Private/Confidential	M.S. 13.37 M.S. 13.43, subd. 4	Rob Lee, I.T. Director
Employee security event summary report	Report generated when an employee's computer has been infected, or a security audit has been requested	Private/Confidential	M.S. 13.37 M.S. 13.39 M.S. 13.43, subd. 4	Rob Lee, I.T. Director
Service level agreements	Agreements between departments and DoIT describing the operational responsibilities each party has for delivering basic IT support services, major systems for the lines of business in the department, service targets, escalation procedures, and contact information for key decision makers	Private/Confidential	M.S. 13.37 M.S. 13.43, subd. 4	Rob Lee, I.T. Director

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson Assistant Swift County Attorney		Department/Division Law Library	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Borrowing & Registration (M.S. 134.12-134.20)	Names of borrowers, materials currently on loan, includes interlibrary loans	Private	M.S. 13.40, subd. 2	Danielle Olson, County Attorney
Law Library records and files	Information on employees	Private (except those items noted in M.S. 13.43, subd. 2)	M.S. 13.43, subd. 4	Danielle Olson, County Attorney
Request forms, phone messages, notes on questions received	All information connecting patrons with materials requested or borrowed by the patron, or that connect the patron's name with a specific subject about which the patron has requested information or materials, includes information on people scheduled for legal clinics	Private	M.S. 13.40, subd. 2 (a) (1)	Danielle Olson, County Attorney
Swift County Law Library applications for after-hours access, CLE sign-in sheets, etc.	All information in applications for borrowing privileges, or program attendance sheets	Private, except name of applicant	M.S. 13.40, subd. 2 (a) (2)	Danielle Olson, County Attorney
Borrowing & registration (M.S. 134.12-134.20)	Names of borrowers, materials currently on loan, includes interlibrary loans	Private	M.S. 13.40, subd. 2	Danielle Olson, County Attorney
Fees and lost item reimbursement records	Names, addresses and amounts of outstanding obligations for material not returned, or returned as damaged, includes titles	Private	M.S. 13.40, subd. 2	Danielle Olson, County Attorney

**2020 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Property Records and Taxpayer Services	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Abatement applications (valuation, homestead, class, disaster credit)	To substantiate claim for tax reduction collects social security number	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Absentee ballot applications	Request for absentee ballot collects social security number	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Absentee ballots	Sealed absentee ballots	Private	M.S. 13.37, subd. 2	Kim Saterbak, County Auditor
Auctioneer license	To conduct auctions in Minnesota collects social security number	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Birth certificate and death certificate	Copies of birth and death certificates for the State of Minnesota - certified copies require tangible interest form	Private	M.S. 144.225	Kim Saterbak, County Auditor
Blind/disabled and paraplegic veterans property tax application	Name, address, ownership, and disability type; collects social security number	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Candidates filing statements	Name, address and race filed for; candidate may request to have address private based on safety, additional paper filed lists address	Private	M.S. 2048, subd. 1c	Kim Saterbak, County Auditor
Certain Financial Account Records	Account number and/or other private information (ie; social security number) that may be contained on a check or other financial payment record	Private	13.37	Kim Saterbak, County Auditor
Drivers license reports	Daily compilations of applications from the public	Private	M.S. 13.59 M.S. 171.12, subd. 7	Kim Saterbak, County Auditor
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Exempt applications	Information to document qualification for property tax exemptions, may include federal tax ID# and/or social security numbers	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Fireworks display permit	To conduct fireworks display collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Kim Saterbak, County Auditor
Green Acre applications	Information to determine eligibility for taxation deferral program; includes names, addresses, PIN's, may include income and expense information, federal ID #'s and/or social security numbers	Private	M.S. 13.355, subd. 1 M.S. 13.51	Kim Saterbak, County Auditor
Homestead application	Request for homestead status, names, addresses, social security numbers	Private	M.S. 273.124, subd. 13 and 13c M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Liquor License Applications	To sell liquor collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Kim Saterbak, County Auditor
Military discharges	Certificates of discharge from the United States service	Private (Effective 1/1/2004)	M.S. 386.20 M.S. 196.08	Kim Saterbak, County Auditor
Motor vehicle excise tax	Relating to purchaser's certificate	Private	M.S. 297B.12	Kim Saterbak, County Auditor
Motor vehicle reports	Listing of all vehicles licensed, registered, or transferred on a given day in a service center, as well as fee collected	Private	M.S. 168.346	Kim Saterbak, County Auditor
Non-intoxicating malt liquor license application	Application includes name of application, social security number and location of business, unorganized or unincorporated areas, townships	Private	M.S. 13.344, subd. 1	Kim Saterbak, County Auditor
Precious metals dealer's license applications	To buy and/or sell precious metals collects social security number	Private	M.S. 325F.733 M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Safe at Home	All real property records related to property and the individual in the program	Private	MS 13.045	Kim Saterbak, County Auditor
Tax petitions	Taxpayer protests of valuations and/or classifications of property as determined by Assessor	Private	M.S. 13.51, subd. 2	Kim Saterbak, County Auditor

**2020 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Swift County</b>	<b>Responsible Authority - Danielle Olson Swift County Attorney</b>		<b>Department/Division Property Records and Taxpayer Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Voter registration applications	Register to vote collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Voter registration lists	List of registered voters collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Kim Saterbak, County Auditor

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
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Swift COUNTY		Responsible Authority John Holtz, Sheriff		Department/Division Sheriff	
Name of Form, Record, File, System or Process	Description <i>(Purpose, what it collects, in terms understandable by general public.)</i>	Classification	Citation for Classification <i>(Statute, Law or Rule)</i>	Designee <i>(Name, Title, Address)</i>	
ACCIDENT REPORTS	Officers report of a crash investigation required by State Law, indicating driver's names, DOB, address, passengers, cause of accident, amount of damage, injuries and drawing of accident with description	Private Confidential	MN Stat. 169.09, Subd. 9	John Holtz, Sheriff Swift County Sheriff's Office Law Enforcement Center Suite 4 301 14th Street North Benson, MN 56215	
ADMISSION/RELEASE RECORDS	To extent contains inmate private or confidential data	Private Confidential	MN Stat. 13.85, Subd. 2, and 3	John Holtz, Sheriff	
ADULT CASE FILES	Written reports of investigation or action taken by deputy; reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents	Private Confidential (depending on status and identified individual)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	John Holtz, Sheriff	
ARSON REPORTS	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential	MN Stat. 13.82, Subd. 7.17 MN Stat. 299F.054	John Holtz, Sheriff	
BOOKKEEPING RECORDS FOR JAIL AND CIVIL PROCESS TRANSACTIONS	Records of deposit slips, transaction records within the system, prisoner and Huber transactions, billing and receipting of fees to/from other agencies and attorneys	Private as to inmate financial records	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
CHECKING ACCOUNT NUMBERS		Private	MN Stat. 13.37	John Holtz, Sheriff	
CHILD ABUSE INVESTIGATIONS		Private Confidential	MN Stat. 13.82 Subd. 7, 8 and 9	John Holtz, Sheriff	
CHILD ABUSE – MALTREATMENT OF MINORS	a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report b. Unsubstantiated Reports	Private Confidential	MN Stat. 626.556, Subd. 7 and 11, and MN Stat. 13.82, Subd. 7, 8 and 9	John Holtz, Sheriff	
COMMITMENTS: JUVENILE	Order of the court showing the name of the person to be committed to custody and the location of the commitment; legal documents from sentencing court that authorizes confinement at the jail facility	Private	MN Stat. 260B.171	John Holtz, Sheriff	
CRIMINAL HISTORY RECORDS	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private <i>(depending on content)</i>	MN Stat. 13.87	John Holtz, Sheriff	
EMPLOYEE AND VOLUNTEER DATA PERSONNEL DATA	Data related to Employment, Volunteer status or applicant data	Private	MN Stat. 13.43, Subd. 3, 4 and 5	John Holtz, Sheriff	
EXPUNGMENT LETTER	Letter confirming receipt of expungment order	Private	MN Stat. 609A.03	John Holtz, Sheriff	
FIREARM APPLICATION/PERMIT AND RELATED DATA	All data related to Permits to obtain and/or carry a handgun	Private	MN Stat. 13.87, Subd. 2, MN Stat. 624.714, Subd. 14	John Holtz, Sheriff	
GUNSHOT AND SUSPICIOUS WOUND REPORT	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	MN Stat. 626.53	John Holtz, Sheriff	
HUBER RELEASE RECORDS	Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and payments to the court	Private to inmate financials	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INCIDENT COMPLAINT LOGS (DOCKETS) INCLUDING:	a. Chronological record of events b. I.D. of undercover agents, informants, victims of sexual assault or intra- familial sex abuse c. Arrest warrant indices until taken into custody, served or appear before court d. Description of stolen, lost or recovered property e. Program data f. Deliberative processes or investigative techniques, final opinion or justification	Private Confidential / Private  Confidential  Confidential / Private  Confidential Confidential	MN Stat. 13.82, Subd. 7 and 17 MN Stat. 13.82, Subd. 7 and 17 MN Stat. 299C.065, Subd. 4 MN Stat. 13.82, Subd. 19 MN Stat. 13.82, Subd. 20 MN Stat. 13.82, Subd. 21 MN Stat. 13.82, Subd. 25	John Holtz, Sheriff	
INITIAL COMPLAINT REPORT	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	MN Stat. 13.80 MN Stat. 13.82, Subd. 3 and 6	John Holtz, Sheriff	
INITIAL COMPLAINT REPORTS OF TRANSPORTS OF PRISONER	Documents relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported	Private as to juveniles	MN Stat. 260B.171	John Holtz, Sheriff	
INMATE FINANCIAL RECORDS	Financial records of inmates	Private	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INMATE HISTORY CARD	Summary card showing all financial transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration	Private	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INMATE INCIDENT REPORTS	Jailer/Officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail; also located in the daily log	Private Confidential	MN Stat. 13.85, Subd. 2 and 3	John Holtz, Sheriff	
INMATE MEDICAL RECORDS	Any and all medical activity and records involving inmates	Private	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INMATE VISITOR REGISTRATION LOG/JAIL VISITOR REGISTER	Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen	Private	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INVESTIGATIONS	a. Active: Cases involved in an ongoing investigation b. Inactive: Closed cases, identities of some parties	Confidential Private	MN Stat. 13.82, Subd. 7, 8 and 10 MN Stat. 13.82, Subd. 17	John Holtz, Sheriff	

Swift COUNTY		Responsible Authority John Holtz, Sheriff		Department/Division Sheriff	
Name of Form, Record, File, System or Process	Description <i>(Purpose, what it collects, in terms understandable by general public.)</i>	Classification	Citation for Classification <i>(Statute, Law or Rule)</i>	Designee <i>(Name, Title, Address)</i>	
JAILER'S DAILY ACTIVITY LOG	Documents relating to specific activities of jailers and prisoners during each jailer's shift each day; chronological record maintained by jailers in regard to daily events including security checks and routine occurrences	Private Confidential (depending on context)	MN Stat. 13.37 MN Stat. 13.85, Subd. 2 and 3	John Holtz, Sheriff	
JUVENILE CASE FILES	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171	John Holtz, Sheriff	
JUVENILE DETENTION BOOK	Name, address, date of birth, offense, date of release, and date booked for all juveniles jailed or deprived of liberty	Private	MN Stat. 260B.171 MN Stat. 13.82, Subd. 2	John Holtz, Sheriff	
MALTREATMENT OF VULNERABLE ADULTS	Records created or received in conducting investigations by law enforcement Identity of reporter	Private Confidential Confidential	MN Stat. 13.82, Subd. 7, 10 and 11 MN Stat. 626.557 MN Stat. 626.557, Subd. 12b(c)	John Holtz, Sheriff	
MASTER INDEX: ADULTS	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	John Holtz, Sheriff	
MASTER INDEX: JUVENILE	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 260B.171	John Holtz, Sheriff	
NAME CHANGE DATA		Private, Confidential	MN Stat. 13.82, Subd. 12	John Holtz, Sheriff	
OFFICER INVESTIGATIVE PROGRESS REPORTS	Deliberative processes or investigative techniques, final opinion or justification. Officer's views	Confidential	MN Stat. 13.82, Subd. 25	John Holtz, Sheriff	
OPERATION IDENTIFICATION ITEMIZATION	Items marked with a selected number, location of such number, and article name, kept for any participating person	Private	MN Stat. 13.37, MN Stat. 13.82, Subd. 20	John Holtz, Sheriff	
PAWN SHOP/SCRAP DEALER CUSTOMER DATA		Private	MN Stat. 13.82, Subd. 27	John Holtz, Sheriff	
PERSON'S FINANCIAL ACCOUNT INACTIVE CASE DATA		Private	MN Stat. 13.82, Subd. 30	John Holtz, Sheriff	
PREDATORY OFFENDER REGISTRATION DATA		Private	MN Stat. 243.166	John Holtz, Sheriff	
PRISONER PROPERTY ENVELOPES		Private Confidential	MN Stat. 13.85, Subd. 2 and 3	John Holtz, Sheriff	
PROPERTY LISTS	Description of stolen, lost, or recovered property	Private	MN Stat. 13.82, Subd. 20	John Holtz, Sheriff	
RADIO/DISPATCH LOGS	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 4, 7, 8, 9, 10 and 17	John Holtz, Sheriff	
SEALED ARREST AND CRIMINAL FILES	Court ordered sealed/expunged records	Confidential	MN Stat. 609A.03	John Holtz, Sheriff	
SHIFT ACTIVITY REPORT: SUPERVISORS	Summary of department activity occurring during a supervisor/watch commander's shift	Private Confidential (depending on context)	MN Stat. 13.82 MN Stat. 13.85	John Holtz, Sheriff	
SQUAD CAR VIDEOS TOW SLIPS/REPORTS	Video recordings from squad cars Record of all vehicles towed by department	Private Confidential (depending on content and context) Private Confidential (depending on context)	MN Stat. 13.82 MN Stat. 13.37 MN Stat. 13.82	John Holtz, Sheriff	
VULNERABLE ADULT INVESTIGATION		Private, Confidential	MN Stat. 13.82, Subd. 7, 10, 11	John Holtz, Sheriff	
WARRANT FILES	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	MN Stat. 13.82, Subd. 19	John Holtz, Sheriff	
WARRANTS FOR INTERCEPTING COMMUNICATIONS	Court warrant approving interception of wire oral communication	Confidential	MN Stat. 626A.06, Subd. 9	John Holtz, Sheriff	

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson County Attorney		Department/Division Community Services Veterans Services	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification (Federal law uses the term "confidential" in this context in the same way state law uses the term private. For this section only, those terms are synonyms.)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
<p><b>This inventory uses a series of form numbers for the reader's convenience. The forms are public data not on individuals that become private or confidential data on individuals at such time they contain individual's data.</b></p>				
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 9	Appeal to Board of Veterans Appeals	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-0958	Notice of Disagreement	Confidential	Title 38 US Code	David Barrett, VSO
10-10CG	Application for Comprehensive Assistance for Family Caregivers Program	Confidential	Title 38 US Code	David Barrett, VSO
10-10EC	Application for Extended Care Services	Confidential	Title 38 US Code	David Barrett, VSO
10-10HS	Request for Rhardship Determination	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-10D	Application for ChampVA Benefits	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-10 EZ	Application for Medical Benefits	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-10 EZR	Health Benefits Renewal Form	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-583	Claim for - Payment of Cost of Unauthorized Medical Service	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-0383	Catastrophically Disabled Veteran Evaluation	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-3542	Veteran/Beneficiary Claim for Reimbursement of Travel Expenses	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-1394	Application for Adaptive Equipment - Motor Vehicle	Confidential	Title 38 US Code	David Barrett, VSO
10-182	Decision Review Request - Board Appeal (NOD)	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 20-0995	Decision Review Request - Supplemental Claim	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 20-0996	Decision Review Request - Higher Level Review	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-22	Appointment of Veterans Service Organization as Claimants Representative	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-22a	Appointment of Individual as Claimant's Representative	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-121	Application for Burial Allowance and Accrued Amounts, Payable as Reimbursement	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-2680	Examination for Housebound Status or Regular Aid and Attendance	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-0779	Nursing Home Information in Connection with Claim for Aid and Attendance	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-509	Statement of Dependency of Parents	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-526c	Pre-Discharge Compensation Claim	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-526EZ	Veteran's Application for Compensation or Pension	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-527	Income-Net Worth & Employment Status	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-527EZ	Application for Pension	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-534	Widow or Child - DIC, Death Pension, and or Accrued Benefits	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-535	Application for Parent DIC	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-530EZ	Application for Burial Benefits	Confidential	Title 38 US Code	David Barrett, VSO

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2020 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson County Attorney		Department/Division Community Services Veterans Services	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification (Federal law uses the term "confidential" in this context in the same way state law uses the term private. For this section only, those terms are synonyms.)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
VA Form 21P-534EZ	Application for Dependency and Indemnity Compensation or Death Pension by Surviving Spouse or Child	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21P-4165	Pension Claim Questionnaire for Farm Income	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-601	Application for Reimbursement for Accrued Amounts due a Deceased Beneficiary	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 29-353	Application for Reinstatement	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 29-357	Claim for Disability Insurance Benefits	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-535	Application for Dependency and Indemnity Compensation by Parents	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-551	Application for Accrued Benefits by Veteran's Spouse, Child or Dependent Parent	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-609	Application for Amounts Due Estates of Persons Entitled to Benefits	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-614	Application for Accrued Amount of Veteran's Benefits payable to Widow, Widower, Child or Dependent Parents	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-651	Election of Compensation or Pension in Lieu of Retired Pay or Waiver of Retired Pay to Secure Compensation or Pension from DVA	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-674	Request for Approval of School Attendance	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-686c	Declaration of Status of Dependents	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-0304	Spina Bifida Application	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-4138	Statement in Support of Claim	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-4140	Employment Questionnaire	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-4142	Authorization for Release of Information to the Dept. of Veterans Affairs	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-4142a	General Release For Medical Provider Information To The Department Of Veterans Affairs (VA)	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-4183	Application for Dependency and Indemnity Compensation by Child	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21P-4185	Report of Income from Property or Business	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-4192	Employment Information in Connection with Claim for Disability Benefits	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-4502	Application for Automobile or other Conveyance and Adaptive Equipment	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-8416	Request for Information Concerning Medical, Legal or Other Expenses	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21P-0571	Application for Exclusion of Children's Income	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21P-8049	Request for Detail of Expenses	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-0538	Mandatory Status of Dependents	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-0519s-1	EVR Report - Surviving Spouse with Children	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-0519c-1	EVR Report - Child or Children	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-0518-1	EVR Report - Surviving Spouse with no Children	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-0514-1	EVR Report - Parent's DIC	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 0781	Statement in Support of Claim for PTSD	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 0781a	Statement in Support of Claim for PTSD Secondary to Personal Assault	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21P-0969	Income & Asset Statement in Support of Claim for Pension or Parents' DIC	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-8678	Application for Annual Clothing Allowance	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-8940	Veteran's Application for Increased Compensation Based on Unemployability	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-1990	Veteran's Application for Increased Compensation Based on Unemployability	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 22-1990t	Application and Enrollment Certification for Individualized Tutorial Assistance	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 23-8065	Request for Issuance of Presidential Memorial Certificate	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 24-0296	Direct Deposit Enrollment	Confidential	Title 38 US Code	David Barrett, VSO



# Request for Board Action

BOARD MEETING DATE:  
January 7, 2020

## 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: Consider approving Annual State of Minnesota Department of Human Services County Grant Contract			
AGENDA YOU ARE REQUESTING TIME ON: Regular board		ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	
IS THIS MANDATED? Most are		EXPLANATION OF MANDATE: County Board action needs to be taken to review and approve the Contract and Agreement	
BACKGROUND/JUSTIFICATION:			
<b>Contracted Agent</b>	<b>Services Contracted</b>	<b>Date of contract</b>	<b>Changes from previous contract</b>
State of Minnesota Department of Human Services	Child Welfare and Juvenile Justice Screening Grant	1/1/20-12/31/20	Annual Update
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?		Click here to enter text.	

### Budget Information

FUNDING: Annual Budget
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: Click here to enter text.

# State of Minnesota Department of Human Services County Grant Contract

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## RECITALS

THIS GRANT, and amendments and supplements thereto, is between State of Minnesota, acting through its Department of Human Services Behavioral Health Division (hereinafter STATE) and the county of Swift, MN, an independent contractor, not an employee of the State of Minnesota, address 410 21<sup>st</sup> Street South, Benson, MN 56215-0208 (hereinafter GRANTEE) witnesseth that:

WHEREAS, the STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) is empowered to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children) and,

WHEREAS STATE is in need of the following services: mental health screenings for children within the child welfare and juvenile justice populations, and referrals for follow up assessment and treatment for those children with a positive screen (prioritizing funds for uninsured and underinsured children), and,

WHEREAS STATE is permitted to share information with the GRANTEE in accordance with Minnesota Statute, section 13.46, and,

WHEREAS, GRANTEE represents that it is duly qualified and willing to perform the services set forth herein,

NOW, THEREFORE, it is agreed:

## **1. GRANTEE'S DUTIES.** GRANTEE shall:

1. Provide mental health screenings to eligible children/youth in the child welfare and juvenile justice systems as described in Minnesota Statutes, § 245.4874, subd.i 1(12); § 260B.157, subd. 1; § 260B.176, subd. 2(e); and § 260B.235, subd. 6.
2. Utilize mental health screening instruments which have been approved for use with the child welfare and juvenile justice populations by the Commissioner of Human Services.
3. Utilize eligible screeners (child welfare and juvenile justice professionals and/or mental health practitioners) and ensure all screeners are trained and demonstrate competency on the use of the DHS approved screening instruments.
4. For those children/youth who are subsequently identified through screening as at-risk of needing or who need mental health services, GRANTEE must inform the child/youth and parents or primary caregivers of the implications of a positive screen, and assist families with making a referral to a mental health professional for any necessary follow up mental health assessment or treatment.

5. For those children/youth who are subsequently identified through a positive screening as at-risk of needing or who need mental health services, GRANTEE may choose to utilize grant funds for short term clinical, ancillary or supportive services such as diagnostic assessment, psychotherapy, skills and support groups, and other necessary mental health services not reimbursable by MHCP or other insurance.

6. Collect required screening data and submit data to STATE'S authorized representative by March 15, 2021 in a format approved by DHS. Data shall be summarized and include: screening tool used count, client demographics, screening scores, diagnosis, number of children screened, number of children exempt from screening and reason for exemption, number of children referred for additional assessment, and number of children referred for and received additional assessment.

## **2. CONSIDERATION AND TERMS OF PAYMENT.**

**2.1 Consideration.** Consideration for all services performed and goods or materials supplied by GRANTEE pursuant to this grant shall be paid by the STATE as follows:

**(a.) Compensation.** GRANTEE will be paid as follows:

Quarterly expenditure reports will be submitted using DHS-2895 reports in accordance with Attachment A, a line item budget, which is attached and incorporated into this contract. Each quarter, GRANTEE must submit a completed BRASS (DHS-2895) electronically via the web based application to the DHS Financial Operations Division.

The breakdown of the total allocation is as follows: Child Welfare, ten thousand two hundred ninety-nine dollars (\$10,299.00) and Juvenile Justice, zero dollars (\$0.00).

Reimbursement for child welfare/juvenile justice screening expenditures cannot exceed the annual contract allocation stated above. Funds that are underspent cannot be carried forward and are not eligible for reimbursement in the following STATE FISCAL YEAR of this contract.

**(b.) Reimbursement.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by GRANTEE'S performance of this grant contract shall be no greater amount than provided in the current Commissioner's Plan (which is incorporated by reference) promulgated by the Commissioner of Minnesota Management and Budget. GRANTEE shall not be reimbursed for travel and subsistence expense incurred outside the State of Minnesota unless it has received prior written approval for such out of state travel from the STATE.

**(c.) Total obligation.** The total obligation of the STATE for all compensation and reimbursements to GRANTEE shall not exceed **ten thousand two hundred ninety-nine dollars (\$10,299.00).**

d. (If applicable.) For compensation payable under this grant contract, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by the State as required.

## 2.2. Terms of Payment

Payments shall be made by the STATE promptly after GRANTEE'S presentation of invoices for services performed and acceptance of such services by the STATE'S authorized agent pursuant to Clause 7.

Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:

REPORTING PERIOD	INVOICE DUE
January 1, 2020 – March 31, 2020	April 30, 2020
April 1, 2020 – June 30, 2020	July 30, 2020
July 1, 2020 – September 30, 2020	October 30, 2020
October 1, 2020 – December 31, 2020	January 30, 2021

(a.) (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds obtained by the STATE through Title N/A of the N/A Act of N/A (Public law N/A and amendments thereto) Catalog of Federal Domestic Assistance (CFDA) No. N/A federal award name and number N/A -                     . If at any time such funds become unavailable, this grant shall be terminated immediately upon written notice of such fact by the STATE to the GRANTEE. In the event of such termination, GRANTEE shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**3. CONDITIONS OF PAYMENT.** All services provided by GRANTEE pursuant to this grant contract shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. GRANTEE shall not receive payment for work found by the STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

**4. PAYMENT RECOUPMENT.** The GRANTEE must reimburse the STATE upon demand or the STATE may deduct from future payments under this grant any amounts paid by the STATE, under this or any previous grant, for which invoices and progress reports have not been received, or for which the GRANTEE'S books, records or other documents are not sufficient to clearly substantiate that those amounts were used by the GRANTEE to perform grant services.

**5. TERMS OF CONTRACT.** This grant shall be effective on **January 1, 2020** or upon the date that the final required signature is obtained by the STATE, pursuant to Minnesota Statutes, section 16C.05, subdivision 2, whichever occurs later, and shall remain in effect through **December 31, 2020**, or until all obligations set forth in this grant contract have been satisfactorily fulfilled, whichever occurs first. GRANTEE understands that NO work should begin under this grant contract until ALL required signatures have been obtained, and GRANTEE is notified to begin work by the STATE'S Authorized Representative. The GRANTEE shall have a continuing obligation, after said grant period, to comply with the following provisions of grant clauses: 10. Liability; 11. State Audits; 12. Information Privacy and Security; 13. Intellectual Property Rights; and 19. Jurisdiction and Venue.

## **6. CANCELLATION.**

**6.1. For Cause or Convenience.** This grant contract may be canceled by the STATE or GRANTEE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, GRANTEE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed. The STATE has the right to suspend or terminate this grant contract immediately when the STATE deems the health or welfare of the service recipients is endangered, when the STATE has reasonable cause to believe that the GRANTEE has breached a material term of the grant contract, or when GRANTEE'S non-compliance with the terms of the grant contract may jeopardize federal financial participation.

**6.2. Insufficient Funds.** The STATE may immediately terminate this grant contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written or fax notice to the GRANTEE. The STATE is not obligated to pay for any services that are provided after notice and effective date of termination. However, the GRANTEE will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The STATE will not be assessed any penalty if the grant contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The STATE must provide the GRANTEE notice of the lack of funding within a reasonable time of the STATE's receiving that notice.

**6.3. Breach.** Notwithstanding clause 6.1., upon STATE's knowledge of a curable material breach of the grant contract by GRANTEE, STATE shall provide GRANTEE written notice of the breach and ten (10) days to cure the breach. If GRANTEE does not cure the breach within the time allowed, GRANTEE will be in default of this grant contract and STATE may cancel the grant contract immediately thereafter. If GRANTEE has breached a material term of this grant contract and cure is not possible, STATE may immediately terminate this grant contract.

## **7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.**

**7.1. State.** The STATE'S authorized representative for the purposes of administration of this grant contract is Nancy Just or her successor. Such representative shall have final authority for acceptance of GRANTEE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 2.2.

**7.2. Grantee.** The GRANTEE's Authorized Representative is Catie Lee, email [catie.lee@co.swift.mn.us](mailto:catie.lee@co.swift.mn.us), or her successor. If the GRANTEE's Authorized Representative changes at any time during this grant contract, the GRANTEE must immediately notify the STATE.

**7.3. Project Manager.** The STATE'S project manager for this grant contract is Nancy Just, phone number: 651-431-2247 or her successor.

**8. ASSIGNMENT.** GRANTEE shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the STATE.

**9. AMENDMENTS.** Any amendments to this grant contract shall be in writing, and shall be executed by the same parties who executed the original grant contract, or their successors in office.

**10. LIABILITY.** To the extent provided for in Minnesota Statutes, section 466.01 to 466.15, the GRANTEE agrees to be responsible for any and all claims or causes of action arising from the performance of this grant by GRANTEE or GRANTEE'S agents or employees. This clause shall not be construed to bar any legal remedies GRANTEE may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

**11. STATE AUDITS.** Under Minnesota Statutes, section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of the GRANTEE and its employees, agents, or subcontractors relevant to this grant contract shall be made available and subject to examination by the STATE, including the contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum of six years from the end of this grant contract.

## **12. INFORMATION PRIVACY AND SECURITY.**

- A. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, (the "Data Practices Act") as "not public data" on individuals to GRANTEE under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- B. It is expressly agreed that GRANTEE will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, GRANTEE is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this grant contract. Therefore, GRANTEE is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this grant contract. If GRANTEE has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this grant contract, GRANTEE will be responsible for its own compliance.

## **13. Intellectual Property Rights**

**Definitions.** Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or

originated by the GRANTEE, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the grant contract. Works includes “Documents.” Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the GRANTEE, its employees, agents, or subcontractors, in the performance of this grant contract.

**Ownership.** The STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this grant contract. The Works and Documents will be the exclusive property of the STATE and all such Works and Documents must be immediately returned to the STATE by the GRANTEE upon completion or cancellation of this grant contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” If using STATE data, GRANTEE must cite the data, or make clear by referencing that STATE is the source.

### **Responsibilities.**

**Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by the GRANTEE, including its employees and subcontractors, and are created and paid for under this grant contract, the GRANTEE will immediately give the STATE’S Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. The GRANTEE will assign all right, title, and interest it may have in the Works and the Documents to the STATE.

**Filing and recording of ownership interests.** The GRANTEE must, at the request of the STATE, execute all papers and perform all other acts necessary to transfer or record the STATE’S ownership interest in the Works and Documents created and paid for under this grant contract. The GRANTEE must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of the STATE, and that neither GRANTEE nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.

**Duty not to Infringe on intellectual property rights of others.** The GRANTEE represents and warrants that the Works and Documents created and paid for under this grant contract do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 10, the GRANTEE will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the STATE, at the GRANTEE’S expense, from any action or claim brought against the STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. The GRANTEE will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the GRANTEE’S or the STATE’S opinion is likely to arise, the GRANTEE must, at the STATE’S discretion, either procure for the STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as

necessary and appropriate to obviate the infringement claim. This remedy of the STATE will be in addition to and not exclusive of other remedies provided by law.

## **14. AFFIRMATIVE ACTION and NON-DISCRIMINATION**

**Affirmative Action.** GRANTEE is encouraged to prepare and implement an Affirmative Action plan for the employment of qualified minority persons, women and persons with disabilities, and to submit the plan to the Commissioner of Human Rights, in accordance with Minnesota Statutes, section 363A.36.

### **Non-Discrimination.**

14.1. The GRANTEE agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. Minnesota Statutes, section 363A.02. GRANTEE agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

14.2. The GRANTEE must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The GRANTEE agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3550

14.3. GRANTEE agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Notification to employees and other affected parties. The GRANTEE agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices will state the rights of applicants and employees, and GRANTEE's obligation under the law to take affirmative action to employ and advance in employment qualified minority persons, women, and persons with disabilities.

The GRANTEE will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the GRANTEE is bound by the terms of Minnesota Statutes, section 363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment minority persons, women, and persons with physical and mental disabilities.

**Compliance with Department of Human Rights Statutes.** In the event of GRANTEE's noncompliance with the provisions of this clause, actions for noncompliance may be taken in

accordance with Minnesota Statutes, section 363A.36, and the rules and relevant orders issued pursuant to the Minnesota Human Rights Act.

**15. WORKERS' COMPENSATION.** The GRANTEE certifies that it is in compliance with Minnesota Statute, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The GRANTEE'S employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE'S obligation or responsibility.

**16. VOTER REGISTRATION REQUIREMENT.** GRANTEE certifies that it will comply with Minnesota Statutes, section 201.162 by providing voter registration services for its employees and for the public served by the GRANTEE.

**17. OWNERSHIP OF EQUIPMENT.** The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, [2 C.F.R. § 200.313](#). For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

## **18. FEDERAL AUDIT REQUIREMENTS AND GRANTEE DEBARMENT INFORMATION.**

FEDERAL AUDIT REQUIREMENTS AND GRANTEE DEBARMENT INFORMATION. GRANTEE certifies it will comply with the Single Audit Act, and Code of Federal Regulations, title 2, subtitle A, chapter II, part 200, as applicable. All sub-recipients receiving \$750,000 or more of federal assistance in a fiscal year will obtain a financial and compliance audit made in accordance with the Single Audit Act, or Code of Federal Regulations, title 2, subtitle A, chapter II, part 200, as applicable. Failure to comply with these requirements could result in forfeiture of federal funds.

### **DEBARMENT BY STATE, ITS DEPARTMENTS, COMMISSIONS, AGENCIES OR POLITICAL SUBDIVISIONS**

GRANTEE certifies that neither it nor its principles is presently debarred or suspended by the STATE, or any of its departments, commissions, agencies, or political subdivisions. GRANTEE'S certification is a material representation upon which the grant contract award was based. GRANTEE shall provide immediate written notice to the STATE'S authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

**19. JURISDICTION AND VENUE.** This grant contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**20. WAIVER.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the STATE's right to enforce it.

**21. CONTRACT COMPLETE.** This grant contract contains all negotiations and agreements between the STATE and the GRANTEE. No other understanding regarding this grant contract, whether written or oral may be used to bind either party.

## **22. OTHER PROVISIONS.**

22.1. GRANTEE agrees that no religious based counseling shall take place under the auspices of this grant contract.

22.2. If the GRANTEE has an independent audit, a copy of the audit shall be submitted to the STATE.

**22.3. Payment to Subcontractors.** (If applicable) As required by Minnesota Statutes, section 471.425, the prime GRANTEE must pay all subcontractors, according to the terms of the contract or, if no contract terms apply, within the standard payment period unless the GRANTEE in good faith disputes the obligation. Standard payment period is defined in Minnesota Statutes, section 471.425, subdivision 2.

IN WITNESS WHEREOF, the parties have caused this grant contract to be duly executed intending to be bound thereby.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.*

By: \_\_\_\_\_

Date: \_\_\_\_\_

Grant No: \_\_\_\_\_

2. GRANTEE

*Signatory is authorized by applicable articles, by-laws, resolutions, or ordinances to sign on behalf of the Grantee.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*I certify that the signatories for the Grantee have lawful authority, by virtue of the corporate by-laws or a corporate resolution, to bind the Grantee to the terms of this grant contract.*

(Attorney for Grantee)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

3. STATE AGENCY

By (with delegated authority): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:

Agency - Original (fully executed) contract

Grantee

State Authorized Representative

<b>CMH Screening Grant Budget</b>
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Calendar Year: 2020  
 Child Welfare \_\_\_\_\_

County: Swift  
 Juvenile Justice \_\_\_\_\_

Grant Allocation: \$10,299.00  
 Combined:   x  

<b>Administration and Operating Expenses (up to 25% of the grant award) (staff time in administering screens and entering screening data, and costs of screening tools and related screening supplies.)</b>	<b>TOTAL</b>	<b>Grant Funds</b>
Staff time admin		
		\$2,575.00
<b>Data Collection and Reporting (up to 10% of the grant award) (staff time spent collecting and reporting data to DHS)</b>		
		\$0
<b>Clinical Services (Unlimited) (Diagnostic Assessments, psychotherapy, and other documented mental health treatment related costs not reimbursable through MHCP or other insurance)</b>		
Diagnostic Assessments		
		\$4,000.00
<b>Ancillary or Supportive Services (Unlimited) (respite care, skills/support groups, parent coaching/training, and other similar costs not reimbursable through MHCP or other insurance.)</b>		
Respite Care		
Parent Coaching		
		\$3,724.00
<b>Clinical Supervision (up to 10% of the grant award) (clinical supervision for staff completing screenings.)</b>		
		\$0
<b>Training for Child Welfare and Probation Officers (up to 10% of the grant award) (trainings on screenings, interpretation of results, and other similar mental health focused trainings)</b>		
		\$0
	<b>Total:</b>	<b>\$10,299.00</b>

**RESOLUTION No. 20-01-03**

**ADOPTING 2020 BOARD COMMITTEE REPRESENTATIVES,  
ADVISORY COMMITTEE REPRESENTATIVES, AND  
JOINT DITCH BOARD REPRESENTATIVES**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the 2020 Board Committee Representatives, Advisory Committee Representatives, and Joint Ditch Board Representatives as listed on Exhibit A is here by approved.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION No. 20-01-04**

**APPOINTING A COUNTY MEDICAL EXAMINER**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that Dr. A. Quinn Strobl is appointed the Swift County Medical Examiner and may be supported by the Anoka County staff in the Anoka County Medical Examiner’s Office.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION No. 20-01-05**

**2020 SWIFT COUNTY BOARD OF COMMISSIONER’S MEETING SCHEDULE**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the Swift County Board of Commissioner shall hold all meetings in the Swift County Courthouse located at 301 14<sup>th</sup> St N, in Benson Minnesota with its regular meetings being held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday’s of each month at 9:00 AM with the following exceptions:

- The June 16, 2020 meeting will be moved from 9:00 AM to 5:00 PM for the Board of Equalization
- The December 1, 2020 meeting will be moved from 9:00 AM to 5:00 PM and 6:00 PM. for TNT Hearing

**BE IT RESOLVED**, that the Swift County Board of Commissioner will hold the following special meetings:

- End of the year meeting on Thursday, December 31, 2020 at 9:00 AM

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION No. 20-01-06**

**ADOPTING A NEW MILEAGE RATE**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the mileage rate as of January 1, 2020 shall be 58 cents per mile.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners  
the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION No. 20-01-07**

**ADOPTING 2019 OFFICIAL NEWSPAPER**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the 2020 primary official newspaper for Swift County shall be the Appleton Press and the secondary official newspaper shall be the Kerkhoven Banner.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_

# the Appleton Press

241 W. Snelling • Appleton, MN 56208

Ph. 320-289-1323 • Fax 320-289-2702

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12-29-19

RE: Bids for County Printing for 2020

To the Honorable Board of County Commissioners  
Swift County Courthouse  
Benson, MN 56215

Pursuant to your call for bids for the county printing and publishing for the year 2020, The Appleton Press respectfully submits the following bid:

We offer to publish in The Appleton Press, a legal newspaper published and mailed at Appleton, Minnesota, the Annual Financial Statement, Delinquent Tax Lists, proceedings of the Board of County Commissioners, proceedings of the Board of Equalization, and all other notices and reports, the publication of which is made necessary by law, or authorized by the Board of County Commissioners, during the year 2020.

First insertion: \$0.94 per line for single columns  
Second insertion: \$0.75 per line for single columns

We also respectfully request the Kerkhoven Banner be designated as the second publication. Kerkhoven's legal rates are \$0.90 per line for first publication and a \$0.60 repeat rate.

Community newspapers are important aspect of a community. We are pleased that all three newspapers in Swift County, The Appleton Press, Kerkhoven Banner, and Swift County Monitor-News, are supported by the Swift County Board.

Respectfully submitted,



Leslie Ehrenberg  
The Appleton Press

**PROPOSAL FORM  
2020 OFFICIAL NEWSPAPER**

Please state the specific rates to be charged to the County for the following: (include any discounts that may apply to the County in the rate quotation.)

	<u>First Insertion</u>		<u>Subsequent Insertions</u>	
	per word	per col. inch	per word	per col. inch
a. Classified Rates	\$ <u>0.33</u>	\$ <u>NA</u>	\$ <u>0.33</u>	\$ <u>NA</u>
b. Public Notices	\$ <u>0.30</u>	\$ <u>0.94 per line</u>	\$ <u>0.24</u>	\$ <u>0.75 per line</u>
c. Display Ads	\$ <u>NA</u>	\$ <u>6.00</u>	\$ <u>NA</u>	\$ <u>6.00</u>

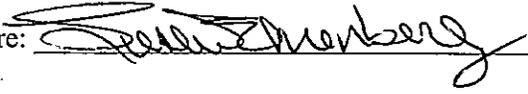
What are your submission deadlines for the following:

	<u>TIME</u>	<u>DAY</u>
A. Classified Ads -	<u>9:00 a.m.</u>	<u>Monday</u>
B. Legal Notices -	<u>1:00 p.m.</u>	<u>Friday</u>
C. Display Ads -	<u>9:00 a.m.</u>	<u>Monday</u>

By signing below, I certify that I am qualified and authorized to submit this proposal and will be responsible for performing all provisions stated above if contract is awarded.

Print/type Name: Leslie Ehrenberg, Appleton Press

Title: Publisher/Editor

Signature:  Date: 12-26-19

Executed by Board Chair (if awarded by Board of Commissioners)

\_\_\_\_\_ Date: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_ Date: \_\_\_\_\_  
Clerk of the Board

**PROPOSAL FORM  
2020 OFFICIAL NEWSPAPER**

Please state the specific rates to be charged to the County for the following: (include any discounts that may apply to the County in the rate quotation.)

	<u>First Insertion</u>		<u>Subsequent Insertions</u>	
	per word	per col. inch	per word	per col. inch
a. Classified Rates	\$ <u>0.40</u>	\$ <u>NA</u>	\$ <u>0.40</u>	\$ <u>NA</u>
b. Public Notices	\$ <u>0.28</u>	\$ <u>0.90 per line</u>	\$ <u>0.20</u>	\$ <u>0.60 per line</u>
c. Display Ads	\$ <u>NA</u>	\$ <u>6.00</u>	\$ <u>NA</u>	\$ <u>6.00</u>

What are your submission deadlines for the following:

	<u>TIME</u>	<u>DAY</u>
A. Classified Ads -	<u>5:00pm.</u>	<u>Friday</u>
B. Legal Notices -	<u>5:00p.m</u>	<u>Friday</u>
C. Display Ads -	<u>5:00p.m</u>	<u>Friday</u>

By signing below, I certify that I am qualified and authorized to submit this proposal and will be responsible for performing all provisions stated above if contract is awarded.

Print/type Name: Ted Almen, Kerkhoven Banner

Title: Publisher

Signature:  Date: 12-26-19

Executed by Board Chair (if awarded by Board of Commissioners)

\_\_\_\_\_  
Chair Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk of the Board Date: \_\_\_\_\_

**RESOLUTION No. 20-01-08**

**ELECTED OFFICIALS TO ATTEND ANNUAL CONFERENCES**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the County Treasurer, County Sheriff, County Attorney, County Administrator, and County Commissioners are the County Officials designated to attend the annual conferences for their offices.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

**RESOLUTION No. 20-01-09**

**ADOPTING 2020 BOUNTIES**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the 2020 bounties are set as follows:

**Beaver Bounty**

\$100.00 for beavers (in or out of season) in designated ditches only with the approval of the Parks and Drainage Supervisor and/or County Engineer.

**Pocket Gophers Bounty**

Pocket gophers bounties shall only be paid to a township. The County will pay \$3.00 per pocket gopher when the total bounty paid by a township is a minimum of \$5.00 per pocket gopher or \$2.00 per pocket gopher when the total bounty paid by a township is less than \$5.00 per pocket gopher.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_

**RESOLUTION No. 20-01-10**

**COUNTY ATTORNEY SERVICES TO SOCIAL WELFARE FUND**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the actual cost of the County Attorney services to Human Services shall be charged to the Social Welfare Fund.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

**RESOLUTION No. 20-01-11**

**2020 CORPORATE SIGNATURES**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the Board Chair \_\_\_\_\_, County Treasurer Ronald Vadnais, and County Auditor Kimberly Saterbak are the 2020 authorized corporate signatures.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION No. 20-01-12**

**DESIGNATION OF DEPOSITORIES FOR 2020**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, by the Swift County Board of Commissioner, that the following are hereby designated as County depositories for the Year of 2020:

State Bank of Danvers  
Citizens Alliance Bank of Murdock  
Financial Security Bank of Kerkhoven  
First Security Bank of Benson  
CO-OP Credit Union of Montevideo, Inc.  
Prairie Sun Bank - Appleton  
Community Development Bank, FSB - Ogema/Hancock  
Wells Fargo Securities LLC  
Riverwood Bank of Benson  
Franklin Templeton Investments  
Bank of the West – Benson  
Farmers and Merchants State Bank of Appleton  
MAGIC Fund – PFM Asset Management LLC

WHEREAS, Minnesota Statue 471.38, allows for the use of electronic fund transfer as a means of making various payments,

WHEREAS, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, The County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor and Health and Human service staff to initiate electronic fund transfers.

THEREFORE, BE IT RESOLVED, that the Swift County Board delegates the authority to make electronic funds transfers to the Swift County Treasurer and for the County Treasurer to designated county staff to make electronic funds transfers

BE IT FUTHER RESOLVED, that the County Treasurer will:

- A. Provide copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transactions;

C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7<sup>th</sup> day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION No. 20-01-13**

**WORKERS' COMPENSATION COVERAGE FOR ELECTED OFFICIALS**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, pursuant to the requirements of Minn. Stat. §176.011, subd. 9 (6), that all officers of Swift County who are elected or appointed to a regular term in office, or to complete the unexpired portion of a regular term, shall be included within the definition of “employee” as that term is defined in Minn. Stat. §176.011 subd. 9 for purposes of coverage under the Workers’ Compensation Laws of the State of Minnesota, and

**BE IT FURTHER RESOLVED**, that this resolution recognizes that Swift County has in the past included said officials in all Workers’ Compensation reports and audits and that this resolution is intended to meet the statutory requirements and confirm an existing practice, not to establish a new practice.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_



# Request for Board Action

BOARD MEETING DATE:  
January 7, 2020

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Amanda Ness	REQUESTOR PHONE: 320-314-8321
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider setting elected officials for 2020 wages.	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: State Statute requires the board annually set elected officials salaries.
BACKGROUND/JUSTIFICATION: The attached resolution proposes 2020 salaries for the currently elected County Attorney, County Treasurer, and County Sheriff.  The COLA for non-union personnel is set at 2.5% for 2020. The hours based on the working days in 2020 is 2096 so the proposed resolution is based on 2096 rather than 2080 hours.  The Treasurer is no longer over the top of the range of the pay plan and will receive the full COLA.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None

### Budget Information

FUNDING: n/a
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### Review/Recommendation

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

**RESOLUTION No. 20-01-14**

**ADOPTING 2020 SALARIES FOR CURRENTLY ELECTED OFFICIALS**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**WHEREAS**, The County Board shall, in accordance with statutes, annually set the salary of the County elected officials at its first meeting in January.

**THEREFORE, BE IT RESOLVED**, that the salaries of the currently elected County Attorney, County Treasurer, and County Sheriff be set for 2020, as listed below:

County Attorney \$101,526	(2019 Salary \$86,748.48)
County Treasurer \$89,394	(2019 Salary \$83,527.81)
County Sheriff \$108,468	(2019 Salary \$99,361.60)

**BE IT FURTHER RESOLVED**, that the salaries of the appointed offices of County Auditor, County Assessor, and County Recorder and their assistants, and their clerical staff shall be fixed by the County Board and shall be paid out of the General Fund of the County. The salaries of the County Auditor, County Assessor, and County Recorder are set pursuant to the County Salary Schedule on file in the Administration Office.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_



# Request for Board Action

BOARD MEETING DATE:  
January 7, 2020

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Amanda Ness	REQUESTOR PHONE: 320-314-8321
---	---------------------------	----------------------------------

### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a 2020 cost of living increase for the County Engineer	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The original contract states that "future salary adjustments will be in a percentage at least equal to that given to other management employees and will be granted at the same time as for other management employees, subject to Board approval and a satisfactory performance evaluation." This position is now back in line with the Grade 25, Step 10 wage on the pay plan of \$58.77 per hour and should receive the full 2.5% COLA that the non-union group is receiving for 2020.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None

### Budget Information

FUNDING: n/a
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### Review/Recommendation

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

**RESOLUTION No. 20-01-15**

**COUNTY ENGINEER 2020 COST-OF-LIVING INCREASE**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, the County Engineer shall receive the same cost of living and other benefits provided to non-union employees for 2020.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker  
County Administrator

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

**RESOLUTION No. 20-01-16**

**APPOINTING SWIFT COUNTY DELEGATES AND  
POLICY COMMITTEE APPOINTMENT FOR AMC**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED** that the following individuals are selected as for the following AMC policy committee appointments:

Environment & Natural Resources Policy Committee	Joe Fox
General Government Policy Committee	Pete Peterson
Health & Human Services Policy Committee	Gary Hendrickx
Public Safety Policy Committee	Edward Pederson
Transportation & Infrastructure Policy Committee	Eric Rudningen

**BE IT RESOLVED** that the following individuals are selected as voting delegates to AMC:

Joe Fox, Swift County Commissioner  
 Gary Hendrickx, Swift County Commissioner  
 Edward Pederson, Swift County Commissioner  
 Pete Peterson, Swift County Commissioner  
 Eric Rudningen, Swift County Commissioner  
 Kelsey Baker, Swift County Administrator  
 Andy Sander, Swift County Engineer  
 Catie Lee, Swift County CSSA Director

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7<sup>th</sup> day of January 2020.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox	___	Hendrickx	___	E. Pederson	___
P. Peterson	___	Rudningen	___		

## 2020 BOARD REPRESENTATION

COMMITTEE/GROUP	REPRESENTATIVE	DAY OF MEETING	MEETING TIME	PLACE
<b>BOARD COMMITTEES:</b>				
Policy Committee	Peterson Rudningen	As needed	10:30 a.m.	Board Room
Technology Committee	Rudningen	4th Friday	9:00 a.m.	Administration
Personnel Committee	Hendrickx Rudningen	As needed	10:00 a.m.	Board Room
Solid Waste Committee	Peterson Fox	As needed	9:00 a.m.	Environ Ser.
Building Committee	Hendrickx Rudningen	As needed	9:00 a.m.	Board Room
Health Insurance Committee	Hendrickx Rudningen	As needed		
Well-being Committee	Fox Rudningen	As needed		
<b>ADVISORY COMMITTEES:</b>				
Appleton Park Board	Hendrickx			
Revolving Loan Fund	Entire Board			
Extension Committee	Pederson Rudningen	4th Wednesday	Quarterly Jan, April, July, Oct	
RDA/GROW Boards	Pederson Peterson/Alternate	3rd Thursday		
Swift County Law Library	Peterson			
Planning Commission	Rudningen			
Prairie V CAC Board	Peterson	4th Monday	10:00 a.m.	Montevideo
Prairie Lakes Detention Bd	Rudningen Peterson/Alternate	3rd Wednesday	9:00 a.m.	
SCEMO	Peterson Rudningen	bi-monthly		
Swift County DAC Board	Pederson	3rd Wednesday	12:00 Noon	

## 2020 BOARD REPRESENTATION

COMMITTEE/GROUP	REPRESENTATIVE	DAY OF MEETING	MEETING TIME	PLACE
Upper Mn Val Reg Dev Com	Hendrickx	4th Tuesdays	Evenings	
Water Planning Committee	Pederson			
Jobs Training/Private Ind.Co	Fox		Quarterly	
Pioneerland Library System	Rudningen	3rd Thursday	Quarterly	
Safety	Pederson			
Historical Society	Pederson	4th Thursday		
Countryside Public Health	Peterson	2nd Wednesday	Monthly	Montevideo
West Minn Revolving Loan	Fox			
Swift Falls Park Board	Rudningen			
SW Mental Health Bd	Fox			
RIDES Advisory Council	Peterson			
Region 6W FEMA Board	Peterson		Annually	
Chippewa River Watershed	Fox	3rd Friday	Monthly	
Pomme de Terre Watershed	Fox	2nd Friday		
Hospital Government Group	Pederson Peterson	As needed - 2 or 3 times a year		
Glacial Trail Scenic Biway	Rudningen	4th Monday		
Woodland Centers	Hendrickx Fox	2nd Thursday		
HRA Board	Peterson			
Joint Engineer Committee	Peterson Rudningen	As needed		
SWCD	Pederson	2nd Thursday	8AM	Benson
Restorative Justice	Fox	2nd Tuesday		
Sheriff's Task Force	Pederson Peterson			
Swift County Benson Hospital	Fox			

## 2020 BOARD REPRESENTATION

COMMITTEE/GROUP	REPRESENTATIVE	DAY OF MEETING	MEETING TIME	PLACE
C 6 Drug Task Force	Rudningen			
Prairie Waters Tourism	Hendrickx			
RDA Loan Committee	Pederson			
6W Corrections	Hendrickx	1st Thursday		
	Peterson			
Radio Board	Rudningen			
	Peterson/Alternate			
Nurse Family Partnership	Peterson	Quarterly 2nd Monday		
		1,4,7,10		
Southern Prairie Community Care	Hendrickx	4th Friday		
	Fox Alternate			
MN Public Sector Collaborative	Rudningen	Quarterly		

Appointments made by the County Board

**Swift County Board Appointments**

<b>Board/Committee/Commission</b>	<b>Appointment</b>	<b>Board District</b>	<b>Start Year</b>	<b>Current Term Ends</b>
SCBH Board of Directors	Patty Schreck	3	2009	12/31/2021
	Joe Fox	4	2010	12/31/2019
	Richard Horecka, MD	3	2013	12/31/2019
	Brian Samuelson	2	2008	12/31/2020
	Tom Anderson		2016	12/31/2018
	Jill Hedman	2014?		12/31/2019
	Pat Langan		2016	12/31/2020
	Grant Herfindahl		2019	1/1/2021
Swift County Extension Committee	Adult Members			
	Earl Molden	4	2017	12/31/2019
	Polly Johnson	2	2014	12/31/2019
	Jess & Tammy Berge	5	2015	12/31/2020
	Cindy Evenson	4	2018	12/31/2020
	Matt Mattheisen	3	2013	12/31/2021
	Tim & Erin Nagler - to be appoi	4	2019	12/31/2021
	Youth Members			
	Madeline Giese	1	2018	12/31/2019
	Zander Hoffman - to be appoint	3	2019	12/31/2020
Swift County HRA * Denotes Section 8 member	* Karla Schmidt	1	2010	12/31/2021
	Julie Commerford		2012	12/31/2022
	Jessy Engelke		2018	12/31/2023
	Pete Peterson	3	2006	1/31/2017
	Deb Kneisl	4	2018	12/31/2023
	Sue Hauer	5	2013	12/31/2023
	Lindsey Bruer	1	2013	12/31/2023
	Swift County RDA	Jon Panzer	1	Second
Heidi Gandsey		2	Pre	12/31/2019
Terri Barrett		5	First	12/31/2019
Ed Pederson		2	First	12/31/2018
Eric Carlson		2	First	12/31/2020
Stephanie Heinzig		3	First	12/31/2020
Richard Molenaar		5	First	12/31/2018
Tom Walsh		4	First	12/31/2020
Swift County Planning Commission * Denotes BOA members	* John Gorres	4	2002	12/31/2015
	* Paul Ahrndt	4	2009	12/31/2015
	* Bruce Felt	5	2001	12/31/2016
	* Tom Walsh	4	2002	12/31/2016
	* Joe Carruth	4	2015	12/31/2018
	Eric Rudningen	5	2015	12/31/2018
	Roger Schmidt	4	2015	12/31/2018

2020 JOINT COUNTY DITCH BOARDS

JOINT COUNTY DITCH BOARDS				
JOINT COUNTY DITCH BOARD	REPRESENTATIVE	DAY OF MEETING	MEETING TIME	PLACE
JT CO DITCH NO. 2 (S & S)	Hendrickx			
	Fox			
JT CO DITCH NO. 3 (C & S)	Pederson			
	Fox			
JT CO DITCH NO. 4 (S & P)	Peterson			
	Hendrickx			
	Rudningen			
JT CO DITCH NO. 6 (C & S)	Peterson			
	Fox			
JT CO DITCH NO. 8 (C & S)	Fox			
	Rudningen			
JT CO DITCH NO. 9 (S, S, & P)	Rudningen			
	Fox			
JT CO DITCH NO. 18 (S,K, & C)	Fox			
	Pederson			
	Hendrickx			
LAT B OF JT CO DITCH NO. 18 (S & C)	Fox			
	Pederson			
	Hendrickx			
LAT C OF JT CO DITCH NO. 18 (S,K,&C)	Fox			
	Pederson			
	Hendrickx			
JT CO DITCH NO. 19 (S & K)	Hendrickx			
	Peterson			
	Rudningen			
	Fox			
JT CO DITCH NO. 21 (S, K, & C)	Hendrickx			
	Peterson			
	Rudningen			
JT CO DITCH NO. 22 (S, K & C)	Hendrickx			
	Rudningen			