



ITASCA COUNTY BOARD OF COMMISSIONERS

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, September 26, 2023

2:30 PM

Itasca County Boardroom

FINAL

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	2:30 PM
Terry Snyder	District #2	Present	2:30 PM
John Johnson	District #3	Present	2:30 PM
Burl Ives	District #4	Present	2:30 PM
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Item #6.8 (Schedule Public Meeting), update Item #6.7 (2024 Proposed Levy), and approve the agenda, as amended.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Terry Snyder
SECONDER: Commissioner Cory Smith
AYES: Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, September 19, 2023 County Board Special Session and the Tuesday, September 19, 2023 Work Session.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Casey Venema
SECONDER: Commissioner John Johnson
AYES: Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

V. CONSENT AGENDA

Motion To: Approve the Consent Agenda, as delineated below.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner John Johnson
SECONDER: Commissioner Terry Snyder
AYES: Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

1. Adopt the Resolution Re: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition, which approves Agreement #1054865 with the State of Minnesota for the South Taxiway Crack Seal Project (State Project #A3101-100) at the Grand Rapids/Itasca County Airport in the amount of \$111,668.43 and authorizes necessary signatures.

2. Accept the 2023-2024 Toward Zero Deaths (TZD) Safe Roads Grant Award for the period of October 1, 2023 through September 30, 2024, in the amount of \$26,629.71, and adopt the Resolution Re: Authorization for Execution of Agreement, which authorizes the necessary signatures to said grant.
3. Approve the Addendum to the Agreement between ICHHS and Patty Beech Consulting Inc (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.
4. Approve the Addendum to the Agreement between ICHHS and KOOTASCA Community Action (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.
5. Approve the Addendum to the Agreement between ICHHS and Northland Counseling Center (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.
6. Approve the Addendum to the Agreement between ICHHS and Grace House (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.
7. Approve the Second Addendum to the Coronavirus Response and Relief Supplemental Appropriations Act (CAA) - Home and Community Based Services Federal Medical Assistance Percentage (FMAP) contract number 224670 and authorize necessary signatures.
8. Award the Alborn Culvert Replacement project to the lowest quote, Gilbert Contracting Services, in the amount of \$ 64,310.00 and authorize necessary signatures.
9. Adopt the Resolution Re: Authorizing Execution of Agreement, which authorizes the Itasca County Attorney to execute agreements and amendments to the Crime Victim Services Grant.

VI. REGULAR AGENDA

1. Citizen Input
Kristina Gambill, Bambi Benes, and Julie Jackson provided citizen input regarding termination of the contract between IMCare and Lakeview Behavioral Health.
2. Recognition of County Employees
The following employees were recognized:

Congratulations to Savannah Scherf who accepted a job change from Administrative Support, Probation Department to Medical Support Specialist, Health and Human Services Department effective September 17, 2023.

Farewell to Renie Rabbitt-Isaacs whose last day as Highway Maintenance Worker with the Transportation Department will be September 21, 2023, after 9+ years of service.

Welcome to new employee Naesa Myers, Public Health Division Manager with the Health and Human Services Department, effective September 25, 2023.

Farewell to Dan Swenson whose last day as Environmental Services Administrator with the Environmental Services Department will be September 28, 2023, after 13+ years of service.

Farewell to Tabby Litchke Herdman whose last day as Corrections Mental Health Professional with the Sheriff Department will be September 30, 2023, after 1+ years of service.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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3. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of September 29, 2023, in the amount of \$4,222,105.10.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

4. ICHHS Warrants

Motion To: Approve the Itasca County Health and Human Services (ICHHS) Department Warrants for September 2023, in the amount of \$1,509,616.10.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

5. County Based Purchasing (IMCare) Division Update/Presentation

Health Plan Division Manager Sarah Anderson provided a County Based Purchasing (IMCare) update including information regarding the termination of the contract between IMCare and Lakeview Behavioral Health, as well as the 2023 Provider Availability and Network Adequacy Report and the 2023 Accessibility of Services Report. IMCare may be contacted at IMCare.Office@co.itasca.mn.us, (218) 327-6188, or (800) 843-9536 if you have questions regarding termination of this contract.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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6. National Hunger and Homelessness Awareness Month

Motion To: Adopt the Resolution Re: National Hunger and Homelessness Awareness Month in Itasca County, which designates the month of November 2023 as National Hunger and Homelessness Awareness Month in Itasca County.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

7. 2024 Proposed Levy

Motion To: Adopt the proposed tax levy for 2024 as \$42,297,261, a 2.5% increase over 2023; adopt the proposed unorganized fire levy as 3.5% of net tax capacity; adopt the proposed unorganized road & bridge levy as 10% of net tax capacity; and schedule a public meeting on Tuesday, December 12, 2023 at 6:00 p.m. in the Itasca County Boardroom, at which the public is allowed to speak and the budget and levy is discussed.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

8. Schedule Public Meeting

Motion To: Schedule a public meeting on Thursday, October 19, 2023, beginning at 5:30 PM at the Hibbing Memorial Building to present the Keewatin Trail Runner's new ATV Trail proposal.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

VII. COMMISSIONER COMMENTS

Commissioner Venema reported on his attendance at a recent Budget Work Session and Laurentian RC&D meeting.

Commissioner Smith reported on his recent testimony in Washington DC regarding a Federal Land Exchange.

Commissioner Johnson reported on his attendance at recent Arrowhead Counties Association (ACA) and Arrowhead Regional Development Commission (ARDC) meetings, as well as the upcoming Second Harvest Food Bank event.

Commissioner Ives reported on his attendance at the recent Bus Depot Door Dedication event.

VIII. CLOSED SESSIONS**IX. ADJOURN**

Chair Ives adjourned the meeting at 3:31 PM.

ATTEST

Burl Ives
Chair of the County Board



Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

RESOLUTION 2023-37

**RE: AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**

BE IT RESOLVED by the County of Itasca as follows:

1. That the State of Minnesota Agreement No. 1054865, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A3101-100 at the Grand Rapids/Itasca County Airport - Gordon Newstrom Field Airport is accepted.
2. That the County Board Chair and Clerk of the County Board are authorized to execute this Agreement and any amendments on behalf of the County of Itasca.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of September A.D. 2023.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

RESOLUTION 2023-40

RE: AUTHORIZATION FOR EXECUTION OF AGREEMENT

BE IT RESOLVED that Itasca County enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2023 through September 30, 2024.

NOW THEREFORE BE IT RESOLVED, that the Itasca County Board Chair and the Health and Human Services Director are hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Itasca County Board of Commissioners and that the Itasca County Auditor-Treasurer be the fiscal agent and administer the grant.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of September A.D. 2023.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

RESOLUTION 2023-38

RE: AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED, that Itasca County will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety; and

BE IF FURTHER RESOLVED, that the Itasca County Attorney is hereby authorized to execute such agreements and amendments, as are necessary to implement the project on behalf of Itasca County.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of September A.D. 2023.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

RESOLUTION 2023-39

RE: NATIONAL HUNGER AND HOMELESSNESS AWARENESS MONTH IN ITASCA COUNTY

WHEREAS, the National Coalition for the Homeless is the sponsor of and have set November 2023 as National Hunger and Homelessness Month and November 13-21, 2023, as National Hunger and Homelessness Awareness Week; and

WHEREAS, the purpose of the proclamation is to educate the public about the many reasons people are hungry and homeless including the shortage of affordable housing in Itasca County for low-income residents; and to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

WHEREAS, the intent of Hunger and Homelessness Awareness month is consistent with local organizations who are committed to sheltering, providing supportive services as well as meals, basic needs and supplies to the homeless including; Kootasca Community Action, AEOA, Grace House, Northland Counseling Center, Salvation Army, Itasca County Veterans Services, Leech Lake Band of Ojibwe, Itasca County Health and Human Services, First Call for Help, Advocates for Family Peace and other Itasca Housing Resource Team members; and

WHEREAS, the Itasca County Board of Commissioners recognizes that hunger and homelessness continues to be a serious problem for many individuals and families in Itasca County; and

WHEREAS, people experiencing unsheltered homelessness (those sleeping outside or in places not meant for human habitation) may be at risk for poor health conditions. Lack of housing contributes to poor physical and mental health outcomes, and connections to permanent housing for people experiencing homelessness should continue to be a priority.

NOW THEREFORE BE IT RESOLVED that the Itasca County Board of Commissioners hereby proclaims the month of November 2023 as Itasca County Hunger and Homelessness Awareness Month and November 13-21 as Itasca County Hunger and Homelessness Awareness Week.

BE IT FURTHER RESOLVED that the Itasca County Board of Commissioners encourages all citizens to recognize that many people do not have housing and need support from citizens, and private/public non-profit service entities.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

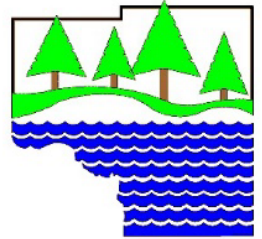
STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of September A.D. 2023.

A handwritten signature in black ink, appearing to read "Brett Skyles", is written over a horizontal line.

Administrator



September 26, 2023

Chair:

PULL: None

ADDITIONS:

1. Item #6.8 – Schedule Public Meeting

CHANGES:

1. Item #6.7 – Updated RBA

INFORMATIONAL:

1. Item #6.4 – Additional Information – Updated to reflect proper distributions. The total did not change.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, September 19, 2023

2:00 PM

Itasca County Boardroom

DRAFT

SPECIAL SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:02 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Absent	
Terry Snyder	District #2	Present	2:02 PM
John Johnson	District #3	Present	2:02 PM
Burl Ives	District #4	Present	2:02 PM
Casey Venema	District #5	Present	2:02 PM

II. REGULAR AGENDA

1. Transverse Rumble Strips

County Engineer Karin Grandia provided information regarding the potential use of Transverse Rumble Strips.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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III. ADJOURN

Chair Ives adjourned the meeting at 2:18 PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board



ITASCA COUNTY BOARD OF COMMISSIONERS

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, September 19, 2023

2:30 PM

Itasca County Boardroom

DRAFT

WORK SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Absent	
Terry Snyder	District #2	Present	2:30 PM
John Johnson	District #3	Present	2:30 PM
Burl Ives	District #4	Present	2:30 PM
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Items #5.9 (Amendment to CAA-FMAP Contract) and #6.5 (ARP Funding/Reallocation of Amounts, and approve the agenda, as amended.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, September 12, 2023 County Board Regular Session.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner John Johnson
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

V. RECOMMENDED FOR CONSENT AGENDA

1. Adopt the Resolution Re: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition, which approves Agreement #1054865 with the State of Minnesota for the South Taxiway Crack Seal Project (State Project #A3101-100) at the Grand Rapids/Itasca County Airport in the amount of \$111,668.43 and authorizes necessary signatures.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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2. Accept the 2023-2024 Toward Zero Deaths (TZD) Safe Roads Grant Award for the period of October 1, 2023 through September 30, 2024, in the amount of \$26,629.71, and adopt the

Resolution Re: Authorization for Execution of Agreement, which authorizes the necessary signatures to said grant.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

3. Approve the Addendum to the Agreement between ICHHS and Patty Beech Consulting Inc (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

4. Approve the Addendum to the Agreement between ICHHS and KOOTASCA Community Action (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

5. Approve the Addendum to the Agreement between ICHHS and Northland Counseling Center (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

6. Approve the Addendum to the Agreement between ICHHS and Grace House (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

7. Award the Alborn Culvert Replacement project to the lowest quote, Gilbert Contracting Services, in the amount of \$ 64,310.00 and authorize necessary signatures.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

8. Adopt the Resolution Re: Authorizing Execution of Agreement, which authorizes the Itasca County Attorney to execute agreements and amendments to the Crime Victim Services Grant.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

9. Approve the Second Addendum to the Coronavirus Response and Relief Supplemental Appropriations Act (CAA) - Home and Community Based Services Federal Medical Assistance Percentage (FMAP) contract number 224670 and authorize necessary signatures.

RESULT: RECOMMENDED FOR CONSENT NEXT: 09/26/2023 2:30 PM

VI. DISCUSSION / INFORMATIONAL

1. Citizen Input

Lynne Gigliotti, Simon Gretton, Kristina Gambill, Christine Pirritano, and Derrick Marttila provided citizen input regarding termination of the contract between IMCare and Lakeview Behavioral Health.

2. Submission of Grant Proposal

Motion To: Approve the submission of a grant proposal to the Minnesota Department of Public Safety/Minnesota Office of Justice Program's RFP for the 2024-2025 Community Crime Intervention and Prevention Program Grants.

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner John Johnson

SECONDER: Commissioner Casey Venema

AYES: Terry Snyder, John Johnson, Burl Ives, Casey Venema

ABSENT: Cory Smith

3. Emergency Manager Appreciation Day

Motion To: Adopt the Resolution Re: Emergency Manager Appreciation Day.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

4. ISD 318 Special Election/Referendum Presentation

ISD 318 Superintendent Matt Grose and Business Manager Kara Lundin provided information regarding the upcoming ISD 318 Special Election/Referendum.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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5. ARP Funding/Reallocation of Amounts

Motion To: Unencumber funds previously set aside as follows: County Expenditure – Trailer Items (\$161.94), Boardroom AVI Updates (\$4,125.35), Human Resource Smart Board (\$1,806.65), County Radios Grant (\$1,000.00), IT Related Costs (\$339,732.16), Project Frontier/Huber – Prepaid Tax Abatement (\$2,000,000.00), Court Process Review (\$40,000.00), Power DMS Software (\$21,563.00), Allocated Broadband (\$173,671.77), IEDC e2ip Building (\$200,000.00), Amount Remaining Unallocated 2021 (\$6,979.60), and Amount Remaining Unallocated 2022 (\$486.50) and reallocate the total amount of \$2,789,526.97 to a consolidated fund for further consideration.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, John Johnson, Burl Ives, Casey Venema
ABSENT:	Cory Smith

VII. COMMITTEE REPORTS

Commissioner Venema reported on his attendance at a recent Bovey/Coleraine joint meeting.

Commissioner Johnson reported on his attendance at the recent Bovey/Coleraine joint meeting and Association of Minnesota Counties (AMC) Fall Policy Conference.

Commissioner Snyder reported on his attendance at recent Itasca County Township Association (ICTA) and Trails Task Force meetings, as well as a meeting with Blandin Foundation, Lake Jessie Township meeting, and the Northstar Logging Expo.

Commissioner Ives reported on his attendance at recent Budget Work Sessions.

VIII. ADMINISTRATOR UPDATE**IX. COMMISSIONER COMMENTS**

Commissioners provided comment regarding termination of the contract between IMCare and Lakeview Behavioral Health.

X. CLOSED SESSIONS**XI. ADJOURN**

Chair Ives adjourned the meeting at 4:05 PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3267

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Matt Wegwerth

AGENDA ITEM:

Grant Agreement

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition, which approves Agreement #1054865 with the State of Minnesota for the South Taxiway Crack Seal Project (State Project #A3101-100) at the Grand Rapids/Itasca County Airport in the amount of \$111,668.43 and authorizes necessary signatures.

BACKGROUND:

This project includes the crack sealing of the south taxiway and ramp at the Grand Rapids / Itasca County Airport. The grant in the amount of \$3,439.00 will cover 5% of the cost of the project. The total project cost split is 90% FAA, 4% State, 5% Local (split 2.5% City, 2.5% County). This is a budgeted project for 2023 with a total County obligation of \$1,719.00.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. GPZ-A3101-100-Agreement 1054865

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
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Tuesday, September 26, 2023

RESOLUTION 2023-37

**RE: AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**

BE IT RESOLVED by the County of Itasca as follows:

1. That the State of Minnesota Agreement No. 1054865, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A3101-100 at the Grand Rapids/Itasca County Airport - Gordon Newstrom Field Airport is accepted.
2. That the County Board Chair and Clerk of the County Board are authorized to execute this Agreement and any amendments on behalf of the County of Itasca.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of September A.D. 2023.

Administrator

**STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), **and the City of Grand Rapids and County of Itasca, 420 North Pokegama Ave, Grand Rapids, MN 55744** ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

- 1 **Term of Agreement, Survival of Terms, and Incorporation of Exhibits**
 - 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5. As required by Minn.Stat. §16B.98 Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
 - 1.2 **Expiration Date.** This agreement will expire on **December 31, 2027**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
 - 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.
 - 1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project **SP A3101-100**, which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
 - 1.5 **Exhibits:** Exhibit 'A' - Credit Application
- 2 **Grantee's Duties**
 - 2.1 Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State's Office of Aeronautics. Any changes to the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Grantee and the State. Subject to the availability of funds, the State may prepare an amendment to this Agreement to reimburse the Grantee for the allowable costs of qualifying change orders.
 - 2.2 If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, the Grantee elects not to have such services performed by a registered engineer, then the Grantee will designate another responsible person to oversee such work.
 - 2.3 Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project.
 - 2.4 Grantee will comply with all required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1).
 - 2.5 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.

2.6 Airport Operations, Maintenance, and Conveyance. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (d) (1), the Grantee will operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property that is purchased or improved with State funds. If the State approves such a transfer or change in use, the Grantee must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.

3 Time

3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Cost and Payment

4.1 **Cost Participation.** Costs for the Project will be proportionate and allocated as follows:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Grantee Share</u>
AIP- South Area Taxilanes – Crack Seal	90.0%	5.0%	5.0%
Federal Committed:	<u>\$61,894.00</u>		
State:	<u>\$ 3,439.00</u>		
Grantee:	<u>\$ 3,439.00</u>		

The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the U.S. Government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Grantee has complied with all terms of this Agreement and furnished all necessary records.

4.2 **Travel Expenses.** No travel expenses are authorized for this project. The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state at the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.

4.3 **Sufficiency of Funds.** Pursuant to Minnesota Rules 8800.2500, the Grantee certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Grantee has the legal authority to engage in the Project as proposed.

4.4 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$3,439.00**.

4.5 Payment

4.5.1 Invoices

Grantee will submit invoices for payment by Credit Application, Exhibit 'A', which is attached and incorporated into this agreement and can be found at <http://www.dot.state.mn.us/aero/airportdevelopment/documents/creditappinteractive.pdf>, is the form Grantee will use to submit invoices. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule: **Upon completion of Services.**

4.5.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

4.5.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as

required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective, or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.5.4 Grantee Payment Requirements. Grantee must pay all contractors under this agreement promptly. Grantee will make undisputed payments no later than 30 days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within 30 days of receipt of such invoice.

4.5.5 Grant Monitoring Visit and Financial Reconciliation. During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.5.5.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

4.5.5.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.5.5.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.5.6 Closeout. The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.5.7 Closeout Deliverables. At the close of the Project, the Grantee must provide the following deliverables to the State before the final payment due under this Agreement will be released by the State: (1) Electronic files of construction plans as a PDF and in a MicroStation compatible format; and (2) Electronic files of as-builts as a PDF and in a MicroStation compatible format. (3) Electronic files of planning documents (Airport Layout Plans – ALP) and Airport Zoning as a PDF and in a MicroStation compatible format and in GIS.

4.6 Contracting and Bidding Requirements. Prior to publication, Grantee will submit to State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to State all contracts and subcontracts funded by this agreement between Grantee and third parties. State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten business days.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. In addition, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

6 Authorized Representatives

6.1 The State's Authorized Representative Are:

Matt Lebens, North Region Airports Engineer; (matthew.lebens@state.mn.us) (612) 422-4171 and/or **Jessica McBroom**, Grant Specialist; (jessica.mcBroom@state.mn.us) (612) 283-1328, or her successor.

State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Matt Wegwerth, Director of Public Works/City Engineer
 Phone: 218-326-7625
 Email: mwegwerth@ci.grand-rapids.mn.us
 City of Grand Rapids
 420 North Pokegama Ave
 Grand Rapids, MN 55744

If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

7.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed, and approved by the same parties who executed and approved this agreement, or their successors in office.

Amendments. Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office. Notwithstanding the foregoing, when FAA issues a Letter Amendment on a federal grant agreement that results in an increase in federal funds beyond the total amount in this grant agreement (i.e., federal amendment), MnDOT's receipt of the Letter Amendment from FAA has the effect of amending the total amount in this grant agreement.

7.2 Waiver. If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

7.3 Grant Agreement Complete. This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

7.4 Electronic Records and Signatures. The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

7.5 Certification. By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8 Liability

In the performance of this agreement, and to the extent permitted by law, Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices. Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to in this section 10.1, Grantee must immediately notify the State. The State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

10.2 Intellectual Property Rights.

10.2.1 Intellectual Property Rights. State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. “Works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created, or originated by Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. “Documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents, or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. 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.” Grantee assigns all right, title, and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this agreement, Grantee will immediately give State’s Authorized Representative written notice thereof and must promptly furnish State’s Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 Representation. Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee’s expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. 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 Grantee’s or State’s opinion is likely to arise, Grantee must, at State’s discretion, either procure for 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 State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers’ compensation insurance coverage. The Grantee’s employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State’s obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State’s Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Grantee’s website when practicable.

12.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination; Suspension

14.1 Termination by the State. The State may terminate this agreement at any time, with or without cause, upon written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause. The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding. The State may immediately terminate this agreement if:

14.3.1 It does not obtain funding from the Minnesota Legislature; or

14.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must 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 agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 Suspension. The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Fund Use Prohibited. The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.

17 Discrimination Prohibited by Minnesota Statutes §181.59. Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for

employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

- 18 **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
- 19 **Telecommunications Certification.** By signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.
- 20 **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.
- 21 **Additional Provisions**
[Intentionally left blank.]

[The remainder of this page has intentionally been left blank.]

STATE ENCUMBRANCE VERIFICATION

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

Signed:_____

Date:_____

SWIFT Contract/PO No(s)._____

GRANTEE

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

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

DEPARTMENT OF TRANSPORTATION

By:_____
(with delegated authority)

Title:_____

Date:_____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By:_____

Date:_____

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the County of Itasca as follows:

1. That the state of Minnesota Agreement No. 1054865,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. A3101-100 at the Grand Rapids/Itasca County Airport-Gordon
Newstrom Field Airport is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
County of Itasca.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the **City of Grand Rapids** as follows:

1. That the state of Minnesota Agreement No. **1054865**,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. **A3101-100** at the **Grand Rapids/Itasca County Airport-Gordon
Newstrom Field Airport** is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
City of Grand Rapids.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

Airport Name _____

State Project No. _____

Federal Project No. _____

Mn/DOT Agreement No. _____

CREDIT APPLICATION

Itemized statement of cash expenditures for which credit is claimed:

For period beginning _____, 20____; ending _____, 20____.

***FINAL/PARTIAL (CIRCLE ONE)**

Municipality _____

By

Title

(Complete Form On Reverse Side)

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he/she is the _____ of the Municipality of _____, in the County of _____, State of Minnesota; that he/she has prepared the foregoing Credit Application, knows the contents thereof, that the same is a true and accurate record of disbursements made, and that the same is true of his/her own knowledge; and that this application is made by authority of the municipal council (or board) of said Municipality.

Signature

Subscribed and sworn to before me
this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:_____



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3234

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Shane Troumbly

AGENDA ITEM:

2023-2024 Toward Zero Deaths (TZD) Grant Award

BOARD ACTION REQUESTED:

Accept the 2023-2024 Toward Zero Deaths (TZD) Safe Roads Grant Award for the period of October 1, 2023 through September 30, 2024, in the amount of \$26,629.71, and adopt the Resolution Re: Authorization for Execution of Agreement, which authorizes the necessary signatures to said grant.

BACKGROUND:

Itasca County Public Health provides education related to traffic deaths and severe injury on Itasca County roads. Public Health staff, in addition to providing education, support the coordinated efforts related to other causes of traffic injury and deaths, including EMS, Enforcement, and Engineering.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
----------------	--------------------------------	---------------------------------

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

RESOLUTION 2023-40

RE: AUTHORIZATION FOR EXECUTION OF AGREEMENT

BE IT RESOLVED that Itasca County enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2023 through September 30, 2024.

NOW THEREFORE BE IT RESOLVED, that the Itasca County Board Chair and the Health and Human Services Director are hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Itasca County Board of Commissioners and that the Itasca County Auditor-Treasurer be the fiscal agent and administer the grant.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of September A.D. 2023.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3263

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

Patty Beech Consulting, Inc Addendum

BOARD ACTION REQUESTED:

Approve the Addendum to the Agreement between ICHHS and Patty Beech Consulting Inc (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

BACKGROUND:

The current Agreement is in place through March 31, 2024. This addendum will extend the agreement to June 30, 2025 and pay the contractor an additional \$74,950 for the time period of July 1, 2023 through June 30, 2025 to streamline the administration and monitoring activities related to housing supports funds. This agreement will be funded by the Community Living Infrastructure Grant that was approved at the June 1, 2021 work session and the April 12, 2022 regular session.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ICHHS Contract Addendum Patty Beech Consulting September 2023

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
----------------	--------------------------------	---------------------------------

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

A D D E N D U M
to
Purchase of Service Agreement
Between Itasca County Health and Human Services
and
PATTY BEECH CONSULTING, INC.

WE THE PARTIES HERETO, AGREE THAT THE TERMS AND AGREEMENT OF THE CONTRACT FOR **ADMINISTRATION AND MONITORING OF THE DHS HOUSING SUPPORTS PROGRAM**, CURRENTLY IN PLACE JULY 1, 2021 THROUGH March 31, 2024, HAS THE FOLLOWING CHANGE EFFECTIVE JULY 1, 2023:

- Extend the contract to June 30, 2025
- Pay the contractor an additional \$ 28,300 for CLI I Administration and Grant Monitoring activities.
- Pay the contractor an additional \$ 46650 for CLI II (FMAP) Administration and Grant Monitoring

The total amount of funds added to the contract through this amendment is \$ 74,950

The total contract amount is \$301,080 for the period July 1, 2021 – June 30, 2025.

All other Descriptions Remain Unchanged in the 2021-2023 Purchase of Service Agreement.

AND THAT THE PARTIES HEREIN WILL HONOR THESE SAME TERMS AND AGREEMENTS DESCRIBED.

APPROVED:

OWNER, CONTRACTING AGENCY

DATE

ITASCA COUNTY HEALTH AND HUMAN SERVICES
DIRECTOR

DATE

CHAIRPERSON, ITASCA COUNTY BOARD

DATE



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3264

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

KOOTASCA Community Action Addendum

BOARD ACTION REQUESTED:

Approve the Addendum to the Agreement between ICHHS and KOOTASCA Community Action (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

BACKGROUND:

The current Agreement is in place through March 31, 2024. This addendum will extend the agreement to June 30, 2025 and pay the contractor an additional \$126,500 for the time period of July 1, 2023 through June 30, 2025 to streamline the administration and monitoring activities related to housing supports funds. This agreement will be funded by the Community Living Infrastructure Grant that was approved at the June 1, 2021 work session and the April 12, 2022 regular session.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ICHHS Contract Addendum KOOTASCA September 2023

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

A D D E N D U M
to
Purchase of Service Agreement
Between Itasca County Health and Human Services
and
KOOTASCA Community Action.

WE THE PARTIES HERETO, AGREE THAT THE TERMS AND AGREEMENT OF THE CONTRACT FOR, CURRENTLY IN PLACE JULY 1, 2021, THROUGH MARCH 31, 2024, HAS THE FOLLOWING CHANGE EFFECTIVE JULY 1, 2023

- Extend the contract to June 30, 2025
- Pay the contractor an additional \$ 57,500 for CLI I Housing Resource Specialist activities.
- Pay the contractor an additional \$ 69,000 for CLI II (FMAP) Housing Resource Specialist and Direct Assistance activities.

The total amount of funds added to the contract through this amendment is \$ 126,500

The total contract amount is \$428,239 for the period July 1, 2021 – June 30, 2025.

All other Descriptions Remain Unchanged in the 2021-2023 Purchase of Service Agreement.

AND THAT THE PARTIES HEREIN WILL HONOR THESE SAME TERMS AND AGREEMENTS DESCRIBED.

APPROVED:

CHAIRPERSON, BOARD OF CONTRACTOR

DATE

DIRECTOR OF CONTRACTING AGENCY

DATE

ITASCA COUNTY HEALTH AND HUMAN SERVICES
DIRECTOR

DATE

CHAIRPERSON, ITASCA COUNTY BOARD

DATE



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3265

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

Northland Counseling Center Addendum

BOARD ACTION REQUESTED:

Approve the Addendum to the Agreement between ICHHS and Northland Counseling Center (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

BACKGROUND:

The current Agreement is in place through March 31, 2024. This addendum will extend the agreement to June 30, 2025 and pay the contractor an additional \$220,375 for the time period of July 1, 2023 through June 30, 2025 to streamline the administration and monitoring activities related to housing supports funds. This agreement will be funded by the Community Living Infrastructure Grant that was approved at the June 1, 2021 work session and the April 12, 2022 regular session.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ICHHS Contract Addendum Northland Counseling Center September 2023

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

A D D E N D U M
to
Purchase of Service Agreement
Between Itasca County Health and Human Services
and
Northland Counseling Center

WE THE PARTIES HERETO, AGREE THAT THE TERMS AND AGREEMENT OF THE CONTRACT FOR, CURRENTLY IN PLACE JULY 1, 2021, THROUGH MARCH 31, 2024, HAS THE FOLLOWING CHANGE EFFECTIVE JULY 1, 2023:

- Extend the contract to June 30, 2025
- Pay the contractor an additional \$ 71,500 for CLI I Housing Resource Specialist activities.
- Pay the contractor an additional \$ 148,875 for CLI II (FMAP) Housing Resource Specialist and Direct Assistance activities.

The total amount of funds added to the contract through this amendment is \$ 220,375

The total contract amount is \$592,117 for the period July 1, 2021 – June 30, 2025.

All other Descriptions Remain Unchanged in the 2021-2023 Purchase of Service Agreement.

AND THAT THE PARTIES HEREIN WILL HONOR THESE SAME TERMS AND AGREEMENTS DESCRIBED.

APPROVED:

CHAIRPERSON, BOARD OF CONTRACTOR

DATE

DIRECTOR OF CONTRACTING AGENCY

DATE

ITASCA COUNTY HEALTH AND HUMAN SERVICES
DIRECTOR

DATE

CHAIRPERSON, ITASCA COUNTY BOARD

DATE



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3266

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

Grace House Addendum

BOARD ACTION REQUESTED:

Approve the Addendum to the Agreement between ICHHS and Grace House (currently in place through March 31, 2024) for administration and monitoring of the DHS Housing Supports Program.

BACKGROUND:

The current Agreement is in place through March 31, 2024. This addendum will extend the agreement to June 30, 2025 and pay the contractor an additional \$312,667 for the time period of July 1, 2023 through June 30, 2025 to streamline the administration and monitoring activities related to housing supports funds. This agreement will be funded by the Community Living Infrastructure Grant that was approved at the June 1, 2021 work session and the April 12, 2022 regular session.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ICHHS Contract Addendum Grace House September 2023

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
----------------	--------------------------------	---------------------------------

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

A D D E N D U M
to
Purchase of Service Agreement
Between Itasca County Health and Human Services
and
Grace House of Itasca County

WE THE PARTIES HERETO, AGREE THAT THE TERMS AND AGREEMENT OF THE CONTRACT FOR, CURRENTLY IN PLACE JUNE 1, 2022, THROUGH MARCH 31, 2024, HAS THE FOLLOWING CHANGE EFFECTIVE JULY 1, 2023:

- Extend the contract to June 30, 2025
- Pay the contractor \$ 83,192 for CLI I Outreach Specialist activities.
- Pay the contractor an additional \$ 229,475 for CLI II (FMAP) Housing Resource Specialist and Direct Assistance activities.

The total amount of funds added to the contract through this amendment is \$ 312,667

The total contract amount is \$418,266 for the period June 1, 2022 – June 30, 2025.

All other Descriptions Remain Unchanged in the 2021-2023 Purchase of Service Agreement.

AND THAT THE PARTIES HEREIN WILL HONOR THESE SAME TERMS AND AGREEMENTS DESCRIBED.

APPROVED:

CHAIRPERSON, BOARD OF CONTRACTOR

DATE

DIRECTOR OF CONTRACTING AGENCY

DATE

ITASCA COUNTY HEALTH AND HUMAN SERVICES
DIRECTOR

DATE

CHAIRPERSON, ITASCA COUNTY BOARD

DATE



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3270

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Becky Lauer

AGENDA ITEM:

Addendum to CAA-FMAP Contract

BOARD ACTION REQUESTED:

Approve the Second Addendum to the Coronavirus Response and Relief Supplemental Appropriations Act (CAA) - Home and Community Based Services Federal Medical Assistance Percentage (FMAP) contract number 224670 and authorize necessary signatures.

BACKGROUND:

Original contract was approved by the County Board on 2/28/2023. Amendment 1 was approved by the County Board on 7/25/2023.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. DRAFT Itasca County Amendment 2_224670
2. FINAL Itasca County Amendment 2_224670 FULLY EXECUTED

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

Amendment No. 2 for Grant Contract No. 224670

Contract Start Date:	7/1/2022	Original Contract Amount:	\$242,244.00
Original Contract Expiration Date:	3/31/2024	Previous Amendment(s) Total:	\$ 60,000.00
Current Contract Expiration Date:	3/31/2024	This Amendment:	\$ 0.00
Requested Contract Expiration Date:	N/A	Total Contract Amount:	\$ 302,244.00

This amendment ("Amendment") is by and between the State of Minnesota, through its Commissioner of the Minnesota Department of Human Services, Behavioral Health Division ("STATE") and Itasca County, located at 1209 SE 2nd Ave, Grand Rapids, MN 55744, an independent contractor, not an employee of the State of Minnesota ("COUNTY").

Recitals

1. STATE has a grant contract with COUNTY identified as Grant No. 224670 to enhance, expand, and strengthen Mobile Crisis Services, to support 24-hour mobile crisis lines, and increase capacity to take more calls (Original Grant Contract);
2. The Original Grant Contract is being amended because STATE and COUNTY agree that revisions to the budget and duties are necessary for the satisfactory completion of the grant contract;
3. STATE and COUNTY agree to amend the contract as stated below:

Contract Amendment

In this Amendment, changes to Original Grant Contract language will use ~~strike through~~ for deletions and underlining for insertions.

The parties agree to the following revisions:

REVISION 1: Clause 2.1, "**Duties**," is amended as follows:

2.1 Duties. COUNTY shall perform duties in accordance with ~~Attachment A-1~~ Attachment A-2: Work-Plan, which is attached and incorporated into this CONTRACT. In addition to ~~Attachment A-1~~ Attachment A-2, COUNTY shall perform as follows:

Home and Community Based Services Federal Medical Assistance Percentage (HCBS-FMAP)

Deliverables:

- A. COUNTY must use HCBS-FMAP funding to enhance, expand, and strengthen existing mobile crisis services.

B. COUNTY must ensure continued access to 24/7 mobile crisis services including phone screening. If COUNTY does not currently provide 24/7 mobile crisis services, COUNTY must develop a work plan and submit the work plan to STATE that:

- i. outlines how COUNTY will increase their capacity to offer 24/7 mobile crisis services;
- ii. upon approval, COUNTY must implement work plan and provide quarterly progress updates.

Excluded Activities

- A. COUNTY must ensure that these funds do not duplicate or supplant services.
- B. COUNTY must ensure these funds do not provide or purchase rapid access psychiatry slots.
- C. COUNTY must ensure these funds are not used for any children's mobile crisis services.

Coronavirus Response and Relief Supplement Appropriations Act (CAA) Mental Health Block Grant (MHBG) Deliverables:

- A. COUNTY must use CAA funding to provide mobile crisis services to adults and children who are experiencing a mental health crisis exacerbated by COVID-19.
- B. COUNTY may use these funds in one or more of the following ways:
 - i. COUNTY may use these funds to provide additional training to their mobile crisis staff to ensure crisis responders are able to provide services to adults and children who are experiencing a mental health crisis
 - ii. COUNTY may use these funds to provide clients access to rapid access psychiatry by pre-purchasing appointment slots to ensure same-day or next day appointments
 - iii. COUNTY may use these funds to purchase new and updated technology and related equipment for staff to have better access to resources and information while providing mobile crisis services and to improve the ability for mobile crisis teams to provide telehealth services.
 - iv. COUNTY may use these funds to ensure reimbursement of mileage and cover the costs of keeping appropriate staff members on-call.
 - v. COUNTY may use these funds to provide community outreach and training; including outreach, wellness and suicide prevention tools.
 - vi. COUNTY may use these funds to provide additional access to crisis services for individuals who are uninsured and underinsured, this can include residential crisis bed costs, if not otherwise covered by client's insurance.
 - vii. COUNTY may use these funds to hire, train, increase pay, provide staff incentives, and retention bonuses for staff members who provide direct service or supportive administrative services for the mobile crisis team.

REVISION 2: Clause 3.1, subclause 3.1.a., “**Compensation**,” only, is amended as follows:

a. Compensation.

- 1. COUNTY will be paid in accordance with ~~Attachment B-1~~ Attachment B-2, Budget, which is attached and incorporated into this CONTRACT.

\$57,224.00 is CAA MHBG funds and is available upon Contract execution date through ~~June 30, 2023~~. COUNTY will have the opportunity to move unexpended CAA MHBG funds at the end of FY23 to use through March 14, 2024 subject to STATE approval March 14, 2024.

\$134,220.00 is HCBS-FMAP SFY22 and SFY23 funds and is available upon Contract execution date through June 30, 2023. COUNTY will have the opportunity to move unexpended HCBS-FMAP funds at the end of FY23 to use through March 31, 2024 subject to STATE approval.

\$110,800.00 is HCBS-FMAP SFY22 and SFY24 funds and is available July 1, 2023 through March 31, 2024.

2. Budget Modification.

- a. COUNTY must obtain STATE written approval before changing any part of the budget.
- b. Notwithstanding Clause 20.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
- c. If COUNTY's approved budget changes proceed without an amendment pursuant to this clause, COUNTY must record the budget change in EGMS or on a form provided by STATE.

REVISION 3: Clause 3.2, subclause 3.2.b., "**Federal funds**," only, is amended as follows:

- b. **Federal funds.** (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to COUNTY. In the event of such termination, COUNTY shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award.

Pass-through requirements. COUNTY acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, COUNTY may be subject to certain compliance obligations. COUNTY can view a table of these obligations in the [Health and Human Services Grants Policy Statement](#),¹ Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and COUNTY agree to comply with all pass-through requirements, including each Party's auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#).²

¹ <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

² <https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/pdf/CFR-2018-title2-vol1-sec200-501.pdf>

1. *COUNTY's Name:* Itasca County (Must match the name associated with the Unique Entity Identifier.)
2. *COUNTY's Unique Entity Identifier (UEI):* NHLFNZ9GKFA8 Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at [SAM.gov](https://sam.gov) to uniquely identify business entities and must match GRANTEE's name.
3. *Federal Award Identification Number (FAIN):* B09SM083980
4. *Federal Award Date:* 03/11/2021 (The date of the award to the MN Dept. of Human Services.)
5. *CONTRACT (subaward) Period of Performance:* Start date: **See section 1.1 above.** End date: **March 14, 2024.**
6. *CONTRACT (subaward) Budget Period Start and End Date:* July 1, 2022 – ~~June 30, 2023~~ March 14, 2024.
7. *Amount of federal funds obligated to COUNTY (subrecipient) in this CONTRACT:* \$ 57,224.00
8. *Total amount of federal funds committed to the COUNTY (subrecipient), including this CONTRACT:* \$ 57,224.00
9. *Total Amount of the Federal Award from which the funds to the CONTRACTOR (subrecipient) are drawn:* \$12,518,067
10. *Federal Award Project description:* This Notice of Award (NoA) provides COVID emergency relief funding for the Community Mental Health Services (MHBG) Block Grant Program, in accordance with the Coronavirus Response and Relief Supplement Appropriations Act, 2021 [P.L. 116-260]. The awarded funds must be used for activities consistent with the MHBG program requirements
11. *Name:*
 - A. Federal Awarding Agency: Dept. of Health and Human Services – Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services
 - B. MN Dept. of Human Services (DHS)
 - C. Contact information of DHS's awarding official: Jodi Harpstead
12. *Assistance Listings Number & Name (formerly known as CFDA No.):* **93.958, Block Grants for Community Mental Health Services**
13. *Is this federal award related to research and development?:* ☐ Yes ☒ No
14. *Indirect Cost Rate for this federal award is:* N/A (including if the *de minimis* rate is charged.)

EXCEPT AS AMENDED HEREIN, THE TERMS AND CONDITIONS OF THE ORIGINAL GRANT CONTRACT AND ALL PREVIOUS AMENDMENTS REMAIN IN FULL FORCE AND EFFECT AND ARE INCORPORATED INTO THIS AMENDMENT BY REFERENCE.

Signature page follows

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

By: _____

Date: _____

Grant No: _____

2. COUNTY

Signatory certifies that COUNTY's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the COUNTY to the terms of this Agreement. COUNTY and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: _____

Date: _____

3. STATE AGENCY

Individual certifies the applicable provisions of Minnesota Statutes, section 16B.97, subdivision 1 and Minnesota Statutes, section 16B.98 are reaffirmed.

By (with delegated authority): _____

Title: _____

Date: _____

Attachment A-2

WORK PLAN / SCHEDULE OF TASKS AND DELIVERABLES

HCBS-FMAP Work Plan (adults only): The funds must enhance, expand and strengthen HCBS under the Medicaid program to support and staff 24-hour mobile crisis lines and increase capacity to take more calls. These funds must be used to supplement, not supplant, existing state funds expended for Medicaid HCBS.

HCBS FMAP FY22 and FY23 funds will be available upon Contract execution date through June 30, 2023. COUNTY will have the opportunity to move unexpended funds at the end of FY22 and FY23 to use through March 31, 2024 subject to STATE approval. The following tasks and deliverables are applicable through the contract period and only apply to HCBS FMAP funds.

FY22 funds

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	By conducting a county wide, coordinated access campaign targeting Diversity, Equity, and Inclusion (DEI) population that strengths their knowledge of the accessibility to Mobile Crisis Response (MCR) services and brings the door to them.	Cre Larson	June 30, 2023 with continuation to 3/31/24, with STATE approval
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	By allowing a reduction in repetitive / frequent callers in need of service. This project allows MCR clients of low income or limited household to have access to Evidence Based practice (EBP) tools on a no cost loan agreement (recommended by MCR) as part of their recovery plan. By providing the tools (Tools include but are not limited to- Alpha Stem, Bio Matts, Heat monitors, sound machines- as listed in the budget narrative) we can reduce the time spend with each client who calls in repetitively and thus free up call time for new callers.	Cre Larson	June 30, 2023 with continuation to 3/31/24, with STATE approval
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	There is no current HCBS funding to support this proposed approach to expanding services or supporting access. These funds will supplement current Mobile Crisis State Funding in this workplan area.	N/A	N/A

FY23 funds

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	The community education sessions proposed within this work plan are designed to educate community members at large on the identification of MH distress and Crisis so they are better able to aid the resident in distress to the Crisis Services. They will be educated about access points, aiding those in distress to these access points and keeping them safe until the access occurs. This education essentially turns them into traffic directors to access service point in our community. The tasks are to reach community members and veteran	Exec Director, FCFH VCRT Lead Staff (2) FCFH Admin Staff (1)	June 30, 2023 with continuation to 3/31/24, with STATE approval

	residents through this education program. Deliverables: 4 education sessions will occur to educate 120 residents on crisis access points and services, 1- suicide safer community / crisis access point education conference will be held with 100 attendee's, and 24 Veteran Specific Battle Buddy Education Sessions will occur within the Veteran meeting centers in Itasca County.		
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	The staffing of the Community Education Coordinator is designed to conduct outreach into the Itasca County area (including the Leech Lake Reservation) to educate the community regarding the appropriate use of the 24-hour crisis services and availability, and to also through this education recruit additional team members that will result in the increased capacity to take more crisis calls. This coordinator will be designated at 1 -PTE working 1384 hours during this grant period. Deliverables: Community Partner Education Outreach will be conducted within every agency, business, church, gun club, etc in our county (as outlined in our Itasca County Quad Map).	Exec Director, FCFH Community Education Coordinator	June 30, 2023 with continuation to 3/31/24, with STATE approval
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	Currently these education services are not available nor being provided within Medicaid HCBS or any other State or County fund within our county. These services will greatly strengthen our access points to Crisis Services for our residents. Educational outreach efforts, D-boards, E-Boards, Banners and school educational assemblies will reach a population not currently knowledgeable about Access to Crisis Services in our county.	Community Education Coordinator	June 30, 2023 with continuation to 3/31/24, with STATE approval

FY24 Funds

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	By conducting a county wide, coordinated access campaign targeting DEI population that strengths their knowledge of the accessibility to MCR services and brings the door to them.	Cre Larson	03/31/2024
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	By allowing a reduction in repetitive / frequent callers in need of service. This project allows MCR clients of low income or limited household to have access to EBP tools on a no cost loan agreement (recommended by MCR) as part of their recovery plan. By providing the tools (Tools include but are not limited to- Alpha Stem, Bio Matts, Heat monitors, sound machines- as listed in the budget narrative) we can reduce the time spend with each client who calls in repetitively and thus free up call time for new callers.	Cre Larson	03/31/2024
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	There is no current HCBS funding to support this proposed approach to expanding services or supporting access. These funds will supplement current Mobile Crisis State Funding in this work plan area.	N/A	N/A

FY22 Funds: Available from July 1, 2023-March 31, 2024

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	The implementation of the software / customized programming within the 24-hour mobile crisis line system will expand the ability of the workforce operating the system. As workforce shortages continue to impact MH services, this system enhancement will allow for increased access for recipients without the need for increased staffing. Therefore, the call center can facilitate additional calls (30% more) with the current staffing patterns. This results in expanded access for recipients in crisis.	IT Department of FCFH	3/31/24
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	The customized programming will enhance the current 24-hour crisis call centers capability to service an increase in call volume through programming that will auto populate call logs based on DID phone numbers entering center, auto populate screening tools based on previous callers' information, auto populate previously obtained information therefore repeat questions can be avoided and result in a better caller experience. Through programming multiple systems to work together (iCarol, Nextiva and Bookstack), the collecting process and screening for each caller required for standardized care, will result in the increased capacity with the aid of programming.	IT Department of FCFH	3/31/24
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	The enhancement of the 24 - hour crisis line infrastructure is a necessity and specific to our Mobil Crisis Teams programs expanded access goal, however, due to limited funding in the HCBS could not be address prior to this application. This funding request will supplement the funds into a funding year that fell short of the mobile crisis budget needs our program identified. This funding is not replacing current HCBS funding.	MCR Directors responsibility to ensure funds are appropriately used to protect the integrity of FMAP and the program	N/A

MHBG CAA Work Plan (adults and children): The funds are available to provide services to adults and children who are experiencing a mental health crisis, exacerbated by COVID-19.

CAA MHBG funds will be available upon Contract execution date through June 30, 2023. COUNTY will have the opportunity to move unexpended CAA MHBG funds at the end of FY23 to use through March 14, 2024 subject to STATE approval.

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	T4T (training for trainers) Educational Training for our (8) staff will allow us to saturate our county with educational sessions for community members regarding the identification of MH distress and Crisis so they are better able to aid the resident in distress to the Crisis Services. They will be educated about access points, aiding those in distress to these access points and keeping them safe until the access occurs. Task: Staff will attend the T4T educational Training by end of grant cycle. Deliverables: 8 staff will complete educational training and receive certifications allowing them to spread the T4T Training county wide to community members at large.	CRT Staff VCRT Staff Exec Director, FCFH FCFH Admin	3/14/24
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	The PsychArmor Training of all Mobile Crisis Team staff will increase the capacity of our team to engage and serve veterans who are in crisis. Currently the VCRT (Veteran crisis response team) is the only team qualified to serve this population. This Team training will increase the capacity, using EBP, to serve veterans and veteran service member families in Itasca County. The purchase of Yoga Laptops with Built in Hotspots will increase the capacity of our team to work efficiently within the County and within homes of those residents in crisis, thus reaching those in crisis where they are at. Task: Purchase of Lap Tops for CRT's, Deliverables: Staff facilitating remote care of residents in crisis	28 MCR team members VCRT Staff Exec Director, FCFH FCFH IT	3/14/24
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	Currently these education services are not available nor being provided within Medicaid HCBS or any other State or County fund within our county. This programming is new to our county and vastly overdue. Serving the Veteran Population in Itasca County is a priority area for our Crisis Response Team.	N/A	3/14/24

Attachment B-2

BUDGET SUMMARY		BUDGET SUMMARY		BUDGET SUMMARY		PROJECT TOTAL
HCBS-FMAP SFY22 and SFY23 (07/01/2022-6/30/2023)		HCBS-FMAP SFY22 and SFY24 (07/01/2023-3/31/2024)		MHBG CAA (07/01/2022-03/14/2024)		
CATEGORY	TOTAL BUDGET	CATEGORY	TOTAL BUDGET	CATEGORY	TOTAL BUDGET	
Salaries	\$ 27,680.00	Salaries	\$ -	Salaries	\$ 9,750.00	
Fringe Benefits	\$ 4,040.00	Fringe Benefits	\$ -	Fringe Benefits	\$ -	
Contracted Services	\$ -	Contracted Services	\$ 60,000.00	Contracted Services	\$ -	
Space Cost (Incl utilities)	\$ -	Space Cost (Incl utilities)	\$ -	Space Cost (Incl utilities)	\$ -	
Equipment	\$ -	Equipment	\$ -	Equipment	\$ 22,012.00	
Bonds & Insurance	\$ -	Bonds & Insurance	\$ -	Bonds & Insurance	\$ -	
Copying	\$ -	Copying	\$ -	Copying	\$ -	
Data Processing	\$ -	Data Processing	\$ -	Data Processing	\$ -	
Communications	\$ 41,600.00	Communications	\$ 30,000.00	Communications	\$ -	
Instate Travel	\$ -	Instate Travel	\$ -	Instate Travel	\$ -	
Out-of-State Travel	\$ -	Out-of-State Travel	\$ -	Out-of-State Travel	\$ 5,782.00	
Program Costs	\$ 60,900.00	Program Costs	\$ 20,800.00	Program Costs	\$ 9,020.00	
Evaluation	\$ -	Evaluation	\$ -	Evaluation	\$ -	
Staff Development	\$ -	Staff Development	\$ -	Staff Development	\$ 10,660.00	
Client Transportation	\$ -	Client Transportation	\$ -	Client Transportation	\$ -	
Total Direct Costs	\$ 134,220.00	Total Direct Costs	\$ 110,800.00	Total Direct Costs	\$ 57,224.00	
Indirect Cost	\$ -	Indirect Cost	\$ -	Indirect Cost	\$ -	
TOTAL REQUEST	\$ 134,220.00	TOTAL REQUEST	\$ 110,800.00	TOTAL REQUEST	\$ 57,224.00	\$ 302,244.00

BUDGET JUSTIFICATION: HCBS-FMAP FY22 (7/1/22-6/30/23)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget Amount
Salaries		
Fringe Benefits		
Contracted Services		
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	The next part of the project includes a county wide outreach campaign designed to reach the DEI residents we fail to serve. This budget includes but is not limited to: E board (10,000.00), B boards (10,000.00), Mass Radio Spots (10,000.00) = (30,000.00)	\$ 30,000.00
Instate Travel		
Out-of-State Travel		
Program Costs	The creation of a lending closet that allows for clients at highest risk to borrow tools that will allow them to reduce risks while medications are being started: Tools include but are not limited to- Alpha Stem (8@550.00 each, 2 Alpha M @ 800.00 each), Bio Matts (10@ 780.00 each) Chi (4 @ 495.00 each), Inner Balance monitors (20 @ 199.00 each), sound machines (10 @ 100.00 each), Alpha buds (4@ 10.00)= (20,800.00)	\$ 20,800.00
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 50,800.00
Indirect Cost		
TOTAL REQUEST		\$ 50,800.00

BUDGET JUSTIFICATION: HCBS-FMAP FY23 Funds (07/01/2022-6/30/2023)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget amount
Salaries	1 PTE Community Education Coord 20.00 per hour for 1384 hours	\$ 27,680.00
Fringe Benefits	1 PTE Community Education Coord Fringe Benefits at \$2.92 per hour for 1384 hours (estimated)	\$ 4,040.00
Contracted Services		\$ -
Space Cost (Incl utilities)		\$ -
Equipment		\$ -
Bonds & Insurance		\$ -
Copying		\$ -
Data Processing		\$ -
Communications	Education E-boards, D-Boards, School Education Assembly Communication Materials, Club/Range Boards, Community Education banners	\$ 11,600.00
Instate Travel		\$ -
Out-of-State Travel		\$ -
Program Costs	Community Training Session (4 sessions for 120 attendees, Community Education Conf, Veteran Battle Buddy Education Sessions) 4@ 4,900. additional supplies: Chamber Locks 100@ 30.00, Medication Lock boxes 100@ 50.00, Freeze the Key Containers 100@ 15.00, Access Smart Phones (50@70.00, Charcola Med Disp bags 500@ 15.00,	\$ 40,100.00
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 83,420.00
Indirect Cost		
TOTAL REQUEST		\$ 83,420.00

BUDGET JUSTIFICATION: HCBS-FMAP FY24 (7/1/23-3/31/24)

CATEGORY	JUSTIFICATION NARRATIVE	Budget Amount
Salaries		
Fringe Benefits		
Contracted Services		
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	The next part of the project includes a county wide outreach campaign designed to reach the DEI residents we fail to serve. This budget includes but is not limited to: E board (10,000.00), B boards (10,000.00), Mass Radio Spots (10,000.00) = (30,000.00)	\$ 30,000.00
Instate Travel		
Out-of-State Travel		
Program Costs	The continued support and replenishment of a lending closet that allows for clients at highest risk to borrow tools that will allow them to reduce risks while medications are being started: Tools include but are not limited to- Alpha Stem (8@550.00 each, 2 Alpha M @ 800.00 each), Bio Matts (10@ 780.00 each) Chi (4 @ 495.00 each), Inner Balance monitors (20 @ 199.00 each), sound machines (10 @ 100.00 each), Alpha buds (4@ 10.00)= (20,800.00)	\$ 20,800.00
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 50,800.00
Indirect Cost		
TOTAL REQUEST		\$ 50,800.00

BUDGET JUSTIFICATION: HCBS-FMAP FY22 (7/1/23-3/31/24)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget Amount
Salaries		
Fringe Benefits		
Contracted Services	Contracted services for Development Software for System Connectivity. 3 systems (iCarol, Nextiva, Bookstack.) 500 hours @ 120.00 per hour.	\$ 60,000.00
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications		
Instate Travel		
Out-of-State Travel		
Program Costs		
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 60,000.00
Indirect Cost		
TOTAL REQUEST		\$ 60,000.00

DRAFT

BUDGET JUSTIFICATION: MHBG CAA (July 1, 2022- March 14, 2024)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget
Salaries	3 staff training attendance fee or \$3250.00 each. T4T Community Education Training	\$ 9,750.00
Fringe Benefits		\$ -
Contracted Services		\$ -
Space Cost (Incl utilities)		\$ -
Equipment	Purchase of 16 Yoga Tablets with built in HotSpots for rural crisis response 12- Iphones for Telehealth in rural communities	\$22,012.00
Bonds & Insurance		\$ -
Copying		\$ -
Data Processing		\$ -
Communications		\$ -
Instate Travel		\$ -
Out-of-State Travel	Lodging and Travel Expenses for 2 rooms / 6 nights at 160.00, Meals and per diems for 3 staff daily at 112.00 for 6 days, Flights for 3 staff to national education training at 510.00. Total Mileage: 505 miles R/T at fed rate of .625	\$ 5,782.00
Program Costs	Community Education Training Material Purchase for Training 18x 90.00. Community Education Supplies 50@90.00, Safer Community Education Supplies 50 @ 58.00.	\$ 9,020.00
Evaluation		\$ -
Staff Development	Attendance at T4T Community Education Training, PsychArmor Training Sessions. Crisis Team Member Professional Development EBT 2-Day Training for 3 CRT. T4T Part two	\$10,660.00
Client Transportation		\$ -
Total Direct Costs		\$57,224.00
Indirect Cost		\$ -
TOTAL REQUEST		\$57,224.00



Amendment No. 2 for Grant Contract No. 224670

Contract Start Date:	7/1/2022	Original Contract Amount:	\$242,244.00
Original Contract Expiration Date:	3/31/2024	Previous Amendment(s) Total:	\$ 60,000.00
Current Contract Expiration Date:	3/31/2024	This Amendment:	\$ 0.00
Requested Contract Expiration Date:	N/A	Total Contract Amount:	\$ 302,244.00

This amendment ("Amendment") is by and between the State of Minnesota, through its Commissioner of the Minnesota Department of Human Services, Behavioral Health Division ("STATE") and Itasca County, located at 1209 SE 2nd Ave, Grand Rapids, MN 55744, an independent contractor, not an employee of the State of Minnesota ("COUNTY").

Recitals

1. STATE has a grant contract with COUNTY identified as Grant No. 224670 to enhance, expand, and strengthen Mobile Crisis Services, to support 24-hour mobile crisis lines, and increase capacity to take more calls (Original Grant Contract);
2. The Original Grant Contract is being amended because STATE and COUNTY agree that revisions to the budget and duties are necessary for the satisfactory completion of the grant contract;
3. STATE and COUNTY agree to amend the contract as stated below:

Contract Amendment

In this Amendment, changes to Original Grant Contract language will use ~~strike through~~ for deletions and underlining for insertions.

The parties agree to the following revisions:

REVISION 1: Clause 2.1, "**Duties**," is amended as follows:

2.1 Duties. COUNTY shall perform duties in accordance with ~~Attachment A-1~~ Attachment A-2: Work-Plan, which is attached and incorporated into this CONTRACT. In addition to ~~Attachment A-1~~ Attachment A-2, COUNTY shall perform as follows:

Home and Community Based Services Federal Medical Assistance Percentage (HCBS-FMAP)

Deliverables:

- A. COUNTY must use HCBS-FMAP funding to enhance, expand, and strengthen existing mobile crisis services.

B. COUNTY must ensure continued access to 24/7 mobile crisis services including phone screening. If COUNTY does not currently provide 24/7 mobile crisis services, COUNTY must develop a work plan and submit the work plan to STATE that:

- i. outlines how COUNTY will increase their capacity to offer 24/7 mobile crisis services;
- ii. upon approval, COUNTY must implement work plan and provide quarterly progress updates.

Excluded Activities

- A. COUNTY must ensure that these funds do not duplicate or supplant services.
- B. COUNTY must ensure these funds do not provide or purchase rapid access psychiatry slots.
- C. COUNTY must ensure these funds are not used for any children's mobile crisis services.

Coronavirus Response and Relief Supplement Appropriations Act (CAA) Mental Health Block Grant (MHBG) Deliverables:

- A. COUNTY must use CAA funding to provide mobile crisis services to adults and children who are experiencing a mental health crisis exacerbated by COVID-19.
- B. COUNTY may use these funds in one or more of the following ways:
 - i. COUNTY may use these funds to provide additional training to their mobile crisis staff to ensure crisis responders are able to provide services to adults and children who are experiencing a mental health crisis
 - ii. COUNTY may use these funds to provide clients access to rapid access psychiatry by pre-purchasing appointment slots to ensure same-day or next day appointments
 - iii. COUNTY may use these funds to purchase new and updated technology and related equipment for staff to have better access to resources and information while providing mobile crisis services and to improve the ability for mobile crisis teams to provide telehealth services.
 - iv. COUNTY may use these funds to ensure reimbursement of mileage and cover the costs of keeping appropriate staff members on-call.
 - v. COUNTY may use these funds to provide community outreach and training; including outreach, wellness and suicide prevention tools.
 - vi. COUNTY may use these funds to provide additional access to crisis services for individuals who are uninsured and underinsured, this can include residential crisis bed costs, if not otherwise covered by client's insurance.
 - vii. COUNTY may use these funds to hire, train, increase pay, provide staff incentives, and retention bonuses for staff members who provide direct service or supportive administrative services for the mobile crisis team.

REVISION 2: Clause 3.1, subclause 3.1.a., “**Compensation,**” only, is amended as follows:

a. Compensation.

1. COUNTY will be paid in accordance with ~~Attachment B-1~~ Attachment B-2, Budget, which is attached and incorporated into this CONTRACT.

\$57,224.00 is CAA MHBG funds and is available upon Contract execution date through ~~June 30, 2023~~. COUNTY will have the opportunity to move unexpended CAA MHBG funds at the end of FY23 to use through March 14, 2024 subject to STATE approval March 14, 2024.

\$134,220.00 is HCBS-FMAP SFY22 and SFY23 funds and is available upon Contract execution date through June 30, 2023. COUNTY will have the opportunity to move unexpended HCBS-FMAP funds at the end of FY23 to use through March 31, 2024 subject to STATE approval.

\$110,800.00 is HCBS-FMAP SFY22 and SFY24 funds and is available July 1, 2023 through March 31, 2024.

2. Budget Modification.

- a. COUNTY must obtain STATE written approval before changing any part of the budget.
- b. Notwithstanding Clause 20.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
- c. If COUNTY's approved budget changes proceed without an amendment pursuant to this clause, COUNTY must record the budget change in EGMS or on a form provided by STATE.

REVISION 3: Clause 3.2, subclause 3.2.b., "**Federal funds**," only, is amended as follows:

- b. **Federal funds.** (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to COUNTY. In the event of such termination, COUNTY shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award.

Pass-through requirements. COUNTY acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, COUNTY may be subject to certain compliance obligations. COUNTY can view a table of these obligations in the [Health and Human Services Grants Policy Statement](#),¹ Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and COUNTY agree to comply with all pass-through requirements, including each Party's auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#).²

¹ <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

² <https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/pdf/CFR-2018-title2-vol1-sec200-501.pdf>

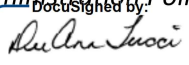
1. *COUNTY's Name*: Itasca County (Must match the name associated with the Unique Entity Identifier.)
2. *COUNTY's Unique Entity Identifier (UEI)*: NHLFNZ9GKFA8 Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at [SAM.gov](https://sam.gov) to uniquely identify business entities and must match GRANTEE's name.
3. *Federal Award Identification Number (FAIN)*: B09SM083980
4. *Federal Award Date*: 03/11/2021 (The date of the award to the MN Dept. of Human Services.)
5. *CONTRACT (subaward) Period of Performance*: Start date: **See section 1.1 above**. End date: **March 14, 2024**.
6. *CONTRACT (subaward) Budget Period Start and End Date*: July 1, 2022 – ~~June 30, 2023~~ March 14, 2024.
7. *Amount of federal funds obligated to COUNTY (subrecipient) in this CONTRACT*: \$ 57,224.00
8. *Total amount of federal funds committed to the COUNTY (subrecipient), including this CONTRACT*: \$ 57,224.00
9. *Total Amount of the Federal Award from which the funds to the CONTRACTOR (subrecipient) are drawn*: \$12,518,067
10. *Federal Award Project description*: This Notice of Award (NoA) provides COVID emergency relief funding for the Community Mental Health Services (MHBG) Block Grant Program, in accordance with the Coronavirus Response and Relief Supplement Appropriations Act, 2021 [P.L. 116-260]. The awarded funds must be used for activities consistent with the MHBG program requirements
11. *Name*:
 - A. Federal Awarding Agency: Dept. of Health and Human Services – Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services
 - B. MN Dept. of Human Services (DHS)
 - C. Contact information of DHS's awarding official: Jodi Harpstead
12. *Assistance Listings Number & Name* (formerly known as CFDA No.): **93.958, Block Grants for Community Mental Health Services**
13. *Is this federal award related to research and development?*: ☐ Yes ☒ No
14. *Indirect Cost Rate for this federal award is*: N/A (including if the *de minimis* rate is charged.)

EXCEPT AS AMENDED HEREIN, THE TERMS AND CONDITIONS OF THE ORIGINAL GRANT CONTRACT AND ALL PREVIOUS AMENDMENTS REMAIN IN FULL FORCE AND EFFECT AND ARE INCORPORATED INTO THIS AMENDMENT BY REFERENCE.

Signature page follows

APPROVED:**1. STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

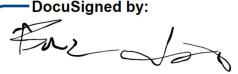
DocuSigned by:

By: _____
9780AF8E93764DF...

Date: 9/19/2023

Grant No: GRK 224670

2. COUNTY

Signatory certifies that COUNTY's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the COUNTY to the terms of this Agreement. COUNTY and Signatory agree that the State Agency relies on the Signatory's certification herein.

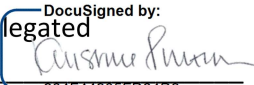
DocuSigned by:

By: _____
BU2632470E064A2...

Title: Commissioner

Date: 9/25/2023

3. STATE AGENCY

Individual certifies the applicable provisions of Minnesota Statutes, section 16B.97, subdivision 1 and Minnesota Statutes, section 16B.98 are reaffirmed.

DocuSigned by:

By (with delegated authority): _____
904F44905FD84D3...

Title: Deputy Assistant Commissioner

Date: 9/26/2023

Attachment A-2

WORK PLAN / SCHEDULE OF TASKS AND DELIVERABLES

HCBS-FMAP Work Plan (adults only): The funds must enhance, expand and strengthen HCBS under the Medicaid program to support and staff 24-hour mobile crisis lines and increase capacity to take more calls. These funds must be used to supplement, not supplant, existing state funds expended for Medicaid HCBS.

HCBS FMAP FY22 and FY23 funds will be available upon Contract execution date through June 30, 2023. COUNTY will have the opportunity to move unexpended funds at the end of FY22 and FY23 to use through March 31, 2024 subject to STATE approval. The following tasks and deliverables are applicable through the contract period and only apply to HCBS FMAP funds.

FY22 funds

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	By conducting a county wide, coordinated access campaign targeting Diversity, Equity, and Inclusion (DEI) population that strengthens their knowledge of the accessibility to Mobile Crisis Response (MCR) services and brings the door to them.	Cre Larson	June 30, 2023 with continuation to 3/31/24, with STATE approval
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	By allowing a reduction in repetitive / frequent callers in need of service. This project allows MCR clients of low income or limited household to have access to Evidence Based practice (EBP) tools on a no cost loan agreement (recommended by MCR) as part of their recovery plan. By providing the tools (Tools include but are not limited to- Alpha Stem, Bio Matts, Heat monitors, sound machines- as listed in the budget narrative) we can reduce the time spend with each client who calls in repetitively and thus free up call time for new callers.	Cre Larson	June 30, 2023 with continuation to 3/31/24, with STATE approval
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	There is no current HCBS funding to support this proposed approach to expanding services or supporting access. These funds will supplement current Mobile Crisis State Funding in this workplan area.	N/A	N/A

FY23 funds

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	The community education sessions proposed within this work plan are designed to educate community members at large on the identification of MH distress and Crisis so they are better able to aid the resident in distress to the Crisis Services. They will be educated about access points, aiding those in distress to these access points and keeping them safe until the access occurs. This education essentially turns them into traffic directors to access service point in our community. The tasks are to reach community members and veteran	Exec Director, FCFH VCRT Lead Staff (2) FCFH Admin Staff (1)	June 30, 2023 with continuation to 3/31/24, with STATE approval

	residents through this education program. Deliverables: 4 education sessions will occur to educate 120 residents on crisis access points and services, 1- suicide safer community / crisis access point education conference will be held with 100 attendee's, and 24 Veteran Specific Battle Buddy Education Sessions will occur within the Veteran meeting centers in Itasca County.		
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	The staffing of the Community Education Coordinator is designed to conduct outreach into the Itasca County area (including the Leech Lake Reservation) to educate the community regarding the appropriate use of the 24-hour crisis services and availability, and to also through this education recruit additional team members that will result in the increased capacity to take more crisis calls. This coordinator will be designated at 1 -PTE working 1384 hours during this grant period. Deliverables: Community Partner Education Outreach will be conducted within every agency, business, church, gun club, etc in our county (as outlined in our Itasca County Quad Map).	Exec Director, FCFH Community Education Coordinator	June 30, 2023 with continuation to 3/31/24, with STATE approval
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	Currently these education services are not available nor being provided within Medicaid HCBS or any other State or County fund within our county. These services will greatly strengthen our access points to Crisis Services for our residents. Educational outreach efforts, D-boards, E-Boards, Banners and school educational assemblies will reach a population not currently knowledgeable about Access to Crisis Services in our county.	Community Education Coordinator	June 30, 2023 with continuation to 3/31/24, with STATE approval

FY24 Funds

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	By conducting a county wide, coordinated access campaign targeting DEI population that strengthens their knowledge of the accessibility to MCR services and brings the door to them.	Cre Larson	03/31/2024
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	By allowing a reduction in repetitive / frequent callers in need of service. This project allows MCR clients of low income or limited household to have access to EBP tools on a no cost loan agreement (recommended by MCR) as part of their recovery plan. By providing the tools (Tools include but are not limited to- Alpha Stem, Bio Matts, Heat monitors, sound machines- as listed in the budget narrative) we can reduce the time spend with each client who calls in repetitively and thus free up call time for new callers.	Cre Larson	03/31/2024
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	There is no current HCBS funding to support this proposed approach to expanding services or supporting access. These funds will supplement current Mobile Crisis State Funding in this work plan area.	N/A	N/A

FY22 Funds: Available from July 1, 2023-March 31, 2024

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	The implementation of the software / customized programming within the 24-hour mobile crisis line system will expand the ability of the workforce operating the system. As workforce shortages continue to impact MH services, this system enhancement will allow for increased access for recipients without the need for increased staffing. Therefore, the call center can facilitate additional calls (30% more) with the current staffing patterns. This results in expanded access for recipients in crisis.	IT Department of FCFH	3/31/24
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	The customized programming will enhance the current 24-hour crisis call centers capability to service an increase in call volume through programming that will auto populate call logs based on DID phone numbers entering center, auto populate screening tools based on previous callers' information, auto populate previously obtained information therefore repeat questions can be avoided and result in a better caller experience. Through programming multiple systems to work together (iCarol, Nextiva and Bookstack), the collecting process and screening for each caller required for standardized care, will result in the increased capacity with the aid of programming.	IT Department of FCFH	3/31/24
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	The enhancement of the 24 - hour crisis line infrastructure is a necessity and specific to our Mobil Crisis Teams programs expanded access goal, however, due to limited funding in the HCBS could not be address prior to this application. This funding request will supplement the funds into a funding year that fell short of the mobile crisis budget needs our program identified. This funding is not replacing current HCBS funding.	MCR Directors responsibility to ensure funds are appropriately used to protect the integrity of FMAP and the program	N/A

MHBG CAA Work Plan (adults and children): The funds are available to provide services to adults and children who are experiencing a mental health crisis, exacerbated by COVID-19.

CAA MHBG funds will be available upon Contract execution date through June 30, 2023. COUNTY will have the opportunity to move unexpended CAA MHBG funds at the end of FY23 to use through March 14, 2024 subject to STATE approval.

Objective	Description of Tasks and Deliverables	Role Responsible	Due Date
Describe how these funds will enhance, expand and strengthen access to crisis services.	T4T (training for trainers) Educational Training for our (8) staff will allow us to saturate our county with educational sessions for community members regarding the identification of MH distress and Crisis so they are better able to aid the resident in distress to the Crisis Services. They will be educated about access points, aiding those in distress to these access points and keeping them safe until the access occurs. Task: Staff will attend the T4T educational Training by end of grant cycle. Deliverables: 8 staff will complete educational training and receive certifications allowing them to spread the T4T Training county wide to community members at large.	CRT Staff VCRT Staff Exec Director, FCFH FCFH Admin	3/14/24
Describe how these funds will support counties or tribes to staff 24-hour mobile crisis lines and increase capacity to take more calls.	The PsychArmor Training of all Mobile Crisis Team staff will increase the capacity of our team to engage and serve veterans who are in crisis. Currently the VCRT (Veteran crisis response team) is the only team qualified to serve this population. This Team training will increase the capacity, using EBP, to serve veterans and veteran service member families in Itasca County. The purchase of Yoga Laptops with Built in Hotspots will increase the capacity of our team to work efficiently within the County and within homes of those residents in crisis, thus reaching those in crisis where they are at. Task: Purchase of Lap Tops for CRT's, Deliverables: Staff facilitating remote care of residents in crisis	28 MCR team members VCRT Staff Exec Director, FCFH FCFH IT	3/14/24
Describe how these funds will supplement and not supplant existing state funds expended for Medicaid HCBS.	Currently these education services are not available nor being provided within Medicaid HCBS or any other State or County fund within our county. This programming is new to our county and vastly overdue. Serving the Veteran Population in Itasca County is a priority area for our Crisis Response Team.	N/A	3/14/24

Attachment B-2

BUDGET SUMMARY		BUDGET SUMMARY		BUDGET SUMMARY		PROJECT TOTAL
HCBS-FMAP SFY22 and SFY23 (07/01/2022-6/30/2023)		HCBS-FMAP SFY22 and SFY24 (07/01/2023-3/31/2024)		MHBG CAA (07/01/2022-03/14/2024)		
CATEGORY	TOTAL BUDGET	CATEGORY	TOTAL BUDGET	CATEGORY	TOTAL BUDGET	
Salaries	\$ 27,680.00	Salaries	\$ -	Salaries	\$ 9,750.00	
Fringe Benefits	\$ 4,040.00	Fringe Benefits	\$ -	Fringe Benefits	\$ -	
Contracted Services	\$ -	Contracted Services	\$ 60,000.00	Contracted Services	\$ -	
Space Cost (Incl utilities)	\$ -	Space Cost (Incl utilities)	\$ -	Space Cost (Incl utilities)	\$ -	
Equipment	\$ -	Equipment	\$ -	Equipment	\$ 22,012.00	
Bonds & Insurance	\$ -	Bonds & Insurance	\$ -	Bonds & Insurance	\$ -	
Copying	\$ -	Copying	\$ -	Copying	\$ -	
Data Processing	\$ -	Data Processing	\$ -	Data Processing	\$ -	
Communications	\$ 41,600.00	Communications	\$ 30,000.00	Communications	\$ -	
Instate Travel	\$ -	Instate Travel	\$ -	Instate Travel	\$ -	
Out-of-State Travel	\$ -	Out-of-State Travel	\$ -	Out-of-State Travel	\$ 5,782.00	
Program Costs	\$ 60,900.00	Program Costs	\$ 20,800.00	Program Costs	\$ 9,020.00	
Evaluation	\$ -	Evaluation	\$ -	Evaluation	\$ -	
Staff Development	\$ -	Staff Development	\$ -	Staff Development	\$ 10,660.00	
Client Transportation	\$ -	Client Transportation	\$ -	Client Transportation	\$ -	
Total Direct Costs	\$ 134,220.00	Total Direct Costs	\$ 110,800.00	Total Direct Costs	\$ 57,224.00	
Indirect Cost	\$ -	Indirect Cost	\$ -	Indirect Cost	\$ -	
TOTAL REQUEST	\$ 134,220.00	TOTAL REQUEST	\$ 110,800.00	TOTAL REQUEST	\$ 57,224.00	\$ 302,244.00

BUDGET JUSTIFICATION: HCBS-FMAP FY22 (7/1/22-6/30/23)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget Amount
Salaries		
Fringe Benefits		
Contracted Services		
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	The next part of the project includes a county wide outreach campaign designed to reach the DEI residents we fail to serve. This budget includes but is not limited to: E board (10,000.00), B boards (10,000.00), Mass Radio Spots (10,000.00) = (30,000.00)	\$ 30,000.00
Instate Travel		
Out-of-State Travel		
Program Costs	The creation of a lending closet that allows for clients at highest risk to borrow tools that will allow them to reduce risks while medications are being started: Tools include but are not limited to- Alpha Stem (8@550.00 each, 2 Alpha M @ 800.00 each), Bio Matts (10@ 780.00 each) Chi (4 @ 495.00 each), Inner Balance monitors (20 @ 199.00 each), sound machines (10 @ 100.00 each), Alpha buds (4@ 10.00)= (20,800.00)	\$ 20,800.00
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 50,800.00
Indirect Cost		
TOTAL REQUEST		\$ 50,800.00

BUDGET JUSTIFICATION: HCBS-FMAP FY23 Funds (07/01/2022-6/30/2023)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget amount
Salaries	1 PTE Community Education Coord 20.00 per hour for 1384 hours	\$ 27,680.00
Fringe Benefits	1 PTE Community Education Coord Fringe Benefits at \$2.92 per hour for 1384 hours (estimated)	\$ 4,040.00
Contracted Services		\$ -
Space Cost (Incl utilities)		\$ -
Equipment		\$ -
Bonds & Insurance		\$ -
Copying		\$ -
Data Processing		\$ -
Communications	Education E-boards, D-Boards, School Education Assembly Communication Materials, Club/Range Boards, Community Education banners	\$ 11,600.00
Instate Travel		\$ -
Out-of-State Travel		\$ -
Program Costs	Community Training Session (4 sessions for 120 attendees, Community Education Conf, Veteran Battle Buddy Education Sessions) 4@ 4,900. additional supplies: Chamber Locks 100@ 30.00, Medication Lock boxes 100@ 50.00, Freeze the Key Containers 100@ 15.00, Access Smart Phones (50@70.00, Charcola Med Disp bags 500@ 15.00,	\$ 40,100.00
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 83,420.00
Indirect Cost		
TOTAL REQUEST		\$ 83,420.00

BUDGET JUSTIFICATION: HCBS-FMAP FY24 (7/1/23-3/31/24)

CATEGORY	JUSTIFICATION NARRATIVE	Budget Amount
Salaries		
Fringe Benefits		
Contracted Services		
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	The next part of the project includes a county wide outreach campaign designed to reach the DEI residents we fail to serve. This budget includes but is not limited to: E board (10,000.00), B boards (10,000.00), Mass Radio Spots (10,000.00) = (30,000.00)	\$ 30,000.00
Instate Travel		
Out-of-State Travel		
Program Costs	The continued support and replenishment of a lending closet that allows for clients at highest risk to borrow tools that will allow them to reduce risks while medications are being started: Tools include but are not limited to- Alpha Stem (8@550.00 each, 2 Alpha M @ 800.00 each), Bio Matts (10@ 780.00 each) Chi (4 @ 495.00 each), Inner Balance monitors (20 @ 199.00 each), sound machines (10 @ 100.00 each), Alpha buds (4@ 10.00)= (20,800.00)	\$ 20,800.00
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 50,800.00
Indirect Cost		
TOTAL REQUEST		\$ 50,800.00

BUDGET JUSTIFICATION: HCBS-FMAP FY22 (7/1/23-3/31/24)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget Amount
Salaries		
Fringe Benefits		
Contracted Services	Contracted services for Development Software for System Connectivity. 3 systems (iCarol, Nextiva, Bookstack.) 500 hours @ 120.00 per hour.	\$ 60,000.00
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications		
Instate Travel		
Out-of-State Travel		
Program Costs		
Evaluation		
Staff Development		
Client Transportation		
Total Direct Costs		\$ 60,000.00
Indirect Cost		
TOTAL REQUEST		\$ 60,000.00

BUDGET JUSTIFICATION: MHBG CAA (July 1, 2022- March 14, 2024)		
CATEGORY	JUSTIFICATION NARRATIVE	Budget
Salaries	3 staff training attendance fee or \$3250.00 each. T4T Community Education Training	\$ 9,750.00
Fringe Benefits		\$ -
Contracted Services		\$ -
Space Cost (Incl utilities)		\$ -
Equipment	Purchase of 16 Yoga Tablets with built in HotSpots for rural crisis response 12- Iphones for Telehealth in rural communities	\$22,012.00
Bonds & Insurance		\$ -
Copying		\$ -
Data Processing		\$ -
Communications		\$ -
Instate Travel		\$ -
Out-of-State Travel	Lodging and Travel Expenses for 2 rooms / 6 nights at 160.00, Meals and per diems for 3 staff daily at 112.00 for 6 days, Flights for 3 staff to national education training at 510.00. Total Mileage: 505 miles R/T at fed rate of .625	\$ 5,782.00
Program Costs	Community Education Training Material Purchase for Training 18x 90.00. Community Education Supplies 50@90.00, Safer Community Education Supplies 50 @ 58.00.	\$ 9,020.00
Evaluation		\$ -
Staff Development	Attendance at T4T Community Education Training, PsychArmor Training Sessions. Crisis Team Member Professional Development EBT 2-Day Training for 3 CRT. T4T Part two	\$10,660.00
Client Transportation		\$ -
Total Direct Costs		\$57,224.00
Indirect Cost		\$ -
TOTAL REQUEST		\$57,224.00



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3261

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Sara Thompson

AGENDA ITEM:

Alborn Culvert Replacement Project Contract Award

BOARD ACTION REQUESTED:

Award the Alborn Culvert Replacement project to the lowest quote, Gilbert Contracting Services, in the amount of \$ 64,310.00 and authorize necessary signatures.

BACKGROUND:

The current old culvert is not at full capacity, is damaged, and will need a full culvert replacement. The Itasca County Land Department has been working with the MNDNR Parks and Trails office to complete this project. The MNDNR is funding this project at no cost to the County. By county policy, two quotes were obtained with Gilbert Contracting came in at the lowest quote of \$64,310 and Schwartz Excavating came in at \$143,959.00. It is imperative this project be completed this fall as the trail continues to erode, which will lead to the snowmobile trail being closed temporarily.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Schwartz Quote Swan Pond Culverts - Alborn-Pengilly RR Trl
2. Swan Pond Culvert Replacement Quote - Gilbert Contracting
3. Swan Pond Culvert Replacement Service Contract - Gilbert Contracting Services FULLY EXECUTED

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

Wm. J. Schwartz & Sons, Inc.

dba Schwartz Excavating
34882 Scenic Hwy
Bovey, MN 55709
(218) 326-4321 PHONE (218) 327-1698 FAX

Job Quote

Date: August 29, 2023

Owner: Itasca County Land Dept – Sara Thompson Address: 1177 LaPrairie Ave, Grand Rapids, MN 55744 Job site Address: Swan Pond Culverts – Alborn-Pengilly RR Trl Phone: 218-327-7393 Fax: 218-327-4160 Email: sara.thompson@co.itasca.mn.us	JOB DESCRIPTION: Quote for Swan Pond Culverts – Alborn-Pengilly RR Trl
Includes all machine time, labor, materials, & sheeting to successfully complete the following: Install 2 - 48" x 70' culverts by Swan Pond	
Total Project Cost	
\$ 143,959.00	
Thank you so much for the opportunity to provide you with this estimate. If you have any questions please feel free to give us a call. We can assure you that the work would be done to the best of our ability.	

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Payment Requirements: Determined upon acceptance of proposal.

Prepared by _____ Gabe Sweeney



Estimate

Gilbert Contracting Services, Inc

DATE: 09/01/2023

27394 East Hanson Lake Road Grand Rapids, MN 55744
218-244-8777
gilbertcontractingservice@gmail.com

TO Itasca County Land Department
Re: Swan Pond Culvert Replacement

DESCRIPTION	LINE TOTAL
Culvert Removal	\$ 10,500.00
Culvert Installation	\$ 22,274.00
Erosion Control and Trail Bank Stabilization	\$ 11,953.00
Final Grade to top of trail	\$ 3,083.00
Itasca County Land Department to provide 2- 48" Plastic Culverts	
Northland Constructors: Sub Contractor	
Sheet Piling Mobilization	\$ 5,000.00
Installation of Sheet pilings	\$ 3,500.00
Removal of Sheet pilings	\$ 3,500.00
Demobilization	\$ 4,500.00
TOTAL	\$ 64,310.00

Quotation prepared by: Jason Gilbert

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

County of Itasca, Minnesota Service Contract

A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this 26th day of September, 2023, by and between the County of Itasca, herein called the "County," and Gilbert Contracting Services, a corporation organized and existing under the laws of the State of Minnesota, located at 27394 E Hanson Lake Road, Grand Rapids, MN 55744, herein called the "Vendor."

B.1 AGREEMENT

B.1.1 NOW, THEREFORE, it is mutually agreed that, in consideration of the payments to be made to said Vendor, subject to the conditions, hereinafter set forth, the County shall purchase culvert replacement and trail improvement services from said Vendor, upon terms and at the agreed price(s), and the Vendor shall perform said services all in accordance with the specifications of County as set forth in the Special Conditions of this Agreement.

C.1 TERM OF CONTRACT

C.1.1 The term of this Contract is from September 28th, 2023 to November, 1st, 2023, inclusive. The Contract may be extended if provided for in the Special Conditions.

D.1 SPECIAL CONDITIONS

D.1.1 This Contract is subject to such special conditions as are set forth in the Special Conditions Supplement attached hereto and made a part hereof and marked Exhibit(s): A.

E.1 CONTRACT AMOUNT

E.1.1 This Agreement, when fully completed and fulfilled on the part of said Vendor to the satisfaction of the County or its duly authorized agent, is estimated to be \$ 64,310.00 for the current term.

F.1 INCREASE

F.1.1 No increases to the above said Contract amount will be allowed to the Vendor during the term of this Contract unless provided for in the Special Conditions or mutual agreement of the parties.

G.1 PAYMENT

- G.1.1 The County does hereby agree, to pay said Vendor as services are performed to the satisfaction of the County, or its duly authorized agent, n/a payments of \$ n/a each, or as indicated in the Special Conditions. Payment terms of this Contract are Net 30.

H.1 GUARANTEE

- H.1.1 The Vendor further agrees to guarantee all materials and parts supplied under this Contract against inferiority as to specifications, such guarantee to be unconditional. Failure or neglect of the County or its designated representative to require compliance with any term or condition of this Contract or the specifications shall not be deemed a waiver of such term or condition.

I.1 BOND

- I.1.1 Minnesota Statute 574.26 requires the vendor to furnish a Performance Bond and a Labor & Materials Payment Bond in the full amount, for any contract over \$75,000, in favor of the County, to protect the County against any breach of contract. The Surety company providing the bond(s) must be registered to do business in the State of Minnesota and be satisfactory to the County.

J.1 INSURANCE

- J.1.1 The following insurance must be maintained for the duration of this Contract. A Certificate of Insurance for each policy which lists Itasca County as a certificate holder and as an additional insured must be on file with the Itasca County Risk Management Department within 10 days of execution of this Contract and prior to commencement of any work under this Contract. Each certificate must include a 30-day notice of cancellation, nonrenewal, or material change to all named and additional insureds.
- J.1.2 The County reserves the right to terminate, suspend or rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Contractor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.
- J.1.3 General Liability Insurance

J.1.3.1

	<u>Limit</u>
General Aggregate	\$3,000,000
Products-Completed	
Operations Aggregate	\$3,000,000
Personal and Advertising Injury	\$1,500,000
Each Occurrence:	
Combined Bodily Injury and Property Damage	\$1,500,000

J.1.3.2 Policy shall contractors and subcontractors, and contractual liability.

J.1.3.3 Itasca County **must be named as certificate holder and an additional insured.**

J.1.4 Automobile Liability Insurance

J.1.4.1

	<u>Limit</u>
Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles	\$1,500,000

J.1.4.2 Must cover owned, nonowned and hired vehicles.

J.1.5 Workers' Compensation Per Statutory Requirements

J.1.5.1 Vendor must maintain statutory limits. Itasca County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against bidder. If the Contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws.

J.1.6 Employer's Liability

	<u>Limit</u>
J.1.6.1 Bodily injury by:	
Accident - Each Accident	\$500,000
Disease - Policy Limit	\$500,000
Disease - Each Employee	\$500,000

J.1.7 Professional Liability Insurance [For Professional Services Contracts Only]

J.1.7.1 Provider shall maintain at its sole expense a valid policy of insurance covering professional liability, arising from the acts or

omissions of Provider, its agent and employees in the amount of not less than \$500,000 per claim and \$3,000,000 annual aggregate. (These suggested limits should be reviewed on a case by case basis)

J.1.8 Indemnification Clause

J.1.8.1 Except as may be caused by the sole negligence of the County or its employees, Contractor shall indemnify and save harmless Itasca County, its employees, and its agents from all claims, actions, demands, and judgments of any kind arising in whole or in part from any act or omission of Contractor, its subcontractors, and their agents, servants, or employees, incidental to the performance of the Contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed, or proved in connection with such act or omission that negligence of the County or its representatives caused or contributed thereto.

J.1.8.2 Contractor agrees, that in order to protect itself and the County under the indemnity provisions set forth above, it will at all times during the term of this Agreement keep in force policies of insurances indicated in paragraph entitled, "INSURANCE."

J.1.8.3 This provision is not intended to create any cause of action in favor of any third party against the Contractor or the County or to enlarge in any way the Contractor's liability, but it is intended solely to provide for indemnification of the County from liability for damages or injuries to third persons or property arising from the Contractor's or the Contractor's agents' performance hereunder.

The above establishes minimum insurance requirements. It is the sole responsibility of Vendor to determine the need for and to procure additional coverage that may be needed in connection with this Agreement.

Vendor further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of the County under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.

K.1 UNAVOIDABLE CIRCUMSTANCES

- K.1.1 The Vendor shall not be held responsible for damages caused by delay or failure to perform hereunder, when such delay or failure is due to Fires, Strikes, Acts of God, Legal acts of the public authorities, or delays or defaults caused by public carriers, or acts or demands of the Government in time of war or national emergency.

L.1 RIGHT TO TERMINATE

- L.1.1 County reserves the right to terminate this Contract immediately, at any time during the contract period for failure of Vendor to perform as specified in the Special Conditions, or to the reasonable satisfaction of County, upon notification to Vendor.

M.1 ASSIGNMENT

- M.1.1 Vendor shall not enter into any subcontract for performance of any services contemplated under this Contract, nor assign any part of this Contract, without the prior written approval of the County and subject to such conditions and provisions as the County may deem necessary. The Vendor shall be responsible for the performance of all subcontractors.

N.1 INDEMNIFICATION

- N.1.1 Vendor shall indemnify, hold harmless and defend the County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the County, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Vendor, its agents, servants or employees, in the execution, performance, or failure to adequately perform Vendor's obligations pursuant to this Contract.

O.1 COMPLIANCE WITH LAWS

- O.1.1 Vendor shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Vendor is responsible.

P.1 RECORDS AUDITING AND RETENTION

- P.1.1 Vendor's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription and audit by the County and either the legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5.

Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. Vendor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period.

Q.1 WAIVER

Q.1.1 Any waiver by either party of any provision of this Contract shall not imply a subsequent waiver of that or any other provision.

R.1 MODIFICATIONS/AMENDMENT

R.1.1 Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing and signed by authorized representative of the County and Vendor.

S.1 SEVERABILITY

S.1.1 The provision of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Contract with respect to either party.

T.1 COUNTY AUTHORIZED AGENT AND PROJECT MANAGER

T.1.1 COUNTY'S Authorized Agent, or his/her successor, will be:

Name: Kory Cease
Title: Itasca County Land Commissioner
Address: 1177 LaPrarie Ave.
Grand Rapids, MN 55744
Phone: 218-327-2855
Fax: 218-327-4160
Email: kory.cease@co.itasca.mn.us

T.1.2 COUNTY'S Authorized Agent will have final authority to accept or reject VENDOR'S services and/or goods. If such services and/or goods are acceptable and satisfactory, COUNTY'S Authorized Agent will certify each invoice submitted by VENDOR.

T.1.3. COUNTY'S Project Manager , or his/her successor, for this Agreement will be:

Name: Sara Thompson
Title: Forest Recreation Specialist
Address: 1177 LaPrairie Ave.
Grand Rapids, MN 55744
Phone: 218-327-7393
Cell: 218-398-5471
Fax: 218-327-4160
Email: sara.thompson@co.itasca.mn.us

T.1.4. COUNTY'S Project Manager will sign progress reports, review billing statements, make recommendations to the COUNTY'S Authorized Agent for acceptance or rejection of VENDOR'S goods or services and make recommendations to the COUNTY'S Authorized Agent for certifications for payment of each invoice submitted by VENDOR.

U.1 FINAL AGREEMENT

U.1.1 This Contract is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings, or agreements. There are no representations, warranties, or stipulations, either oral or written, not herein contained.

V.1 EXECUTION

U.1.1 IN WITNESS WHEREOF, the County has caused this Contract to be signed by its duly authorized officers and the Vendor has hereunto set its hand.

Dated this 26th day of September, 2023.

Gilbert Contracting Services

By:

Shannon Melbert

Its

owner

COUNTY OF ITASCA, MINNESOTA

By:

[Signature]

Its

County Board Chair

By:

[Signature]

Its

Clerk of the County Board

APPROVED AS TO FORM & EXECUTION

By:

[Signature]

Itasca County Attorney



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3251

DEPARTMENT: Attorney
PRESENTER: Matti Adam

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Crime Victim Services Grant Agreement

BOARD ACTION REQUESTED:
Adopt the Resolution Re: Authorizing Execution of Agreement, which authorizes the Itasca County Attorney to execute agreements and amendments to the Crime Victim Services Grant.

BACKGROUND:
The FY24 Crime Victim Services grant amount is \$70,000.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

09/19/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/26/2023 2:30 PM
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RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

RESOLUTION 2023-38

RE: AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED, that Itasca County will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety; and

BE IF FURTHER RESOLVED, that the Itasca County Attorney is hereby authorized to execute such agreements and amendments, as are necessary to implement the project on behalf of Itasca County.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of September A.D. 2023.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-2801

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive Citizen Input

BACKGROUND:

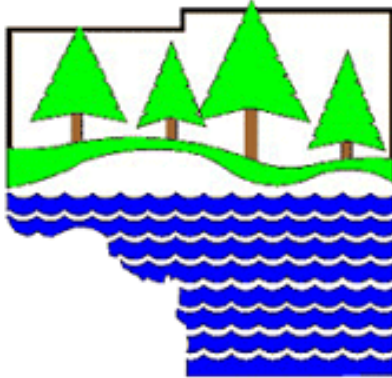
The Itasca County Board of Commissioners encourages citizen input. Each citizen will be allowed to address the County Board one time for up to three (3) minutes in length. Comments should be directed to the Board as a body. When addressing the Board, please state your name and address for the record. The Board will take all information under advisement. As part of County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a County Board meeting. In addition, no political grandstanding, candidate endorsement, or other attempts to influence the outcome of an election shall be permitted. Any violation of the above statement shall result in the loss of your remaining time.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Citizen Input

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3275

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Recognition of County Employees

BOARD ACTION REQUESTED:

To recognize those employees who have either experienced a job change, given notice of leaving employment, received commendation, or to welcome any new employees.

BACKGROUND:

- Congratulations to Savannah Scherf who accepted a job change from Administrative Support, Probation Department to Medical Support Specialist, Health and Human Services Department effective September 17, 2023.
- Farewell to Renie Rabbitt-Isaacs whose last day as Highway Maintenance Worker with the Transportation Department will be September 21, 2023, after 9+ years of service.
- Welcome to new employee Naesa Myers, Public Health Division Manager with the Health and Human Services Department, effective September 25, 2023.
- Farewell to Dan Swenson whose last day as Environmental Services Administrator with the Environmental Services Department will be September 28, 2023, after 13+ years of service.
- Farewell to Tabby Litchke Herdman whose last day as Corrections Mental Health Professional with the Sheriff Department will be September 30, 2023, after 1+ years of service.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-2829

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Gail Guck

AGENDA ITEM:

Commissioner Warrants

BOARD ACTION REQUESTED:

Approve Commissioner Warrants with a check date of September 29, 2023, in the amount of \$4,222,105.10.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-2844

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Christine Krebs

AGENDA ITEM:

ICHHS Warrants

BOARD ACTION REQUESTED:

Approve the Itasca County Health and Human Services (ICHHS) Department Warrants for September 2023, in the amount of \$1,509,616.10.

BACKGROUND:

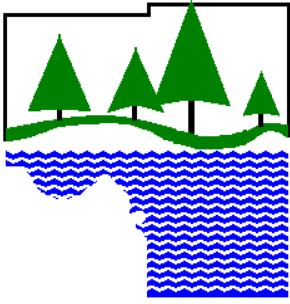
N/A

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ICHHS Warrants Update 9.21.23

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema



ITASCA COUNTY HEALTH AND HUMAN SERVICES

ITASCA RESOURCE CENTER

1209 SE 2nd Avenue, Grand Rapids, MN 55744

Hearing Impaired Number TDD: 218-327-5549

218-327-2941

Visit us at : www.co.itasca.mn.us

September 2023

Income Maint/Admin Payments	\$ 248,436.95
Social Services - Waivers	\$ 16,022.21
Social Services - Non-Waivers	\$ 494,975.42
Foster Care/Out of Home/FamilySupport	\$ 397,517.32
Relative Custody/Preventive Placement Costs/Incidentals	\$ 88,269.03
Public Health	\$ 262,586.37
Community Health Board	\$ 1,808.80
Total	\$ 1,509,616.10

Note : The above is a general description of payments made during the month indicated and is not intended to be a detailed itemization. The Community Health Board does not affect the Health & Human Services budget or levy.

September 2023
Out of Home Placement Breakdown

Foster Care/Out-of-Home/Family Support Comparison					
	Actual 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
January	481,711.66	433,150.76	375,450.87	459,792.92	304,901.00
February	553,117.21	348,631.48	276,036.33	591,619.05	395,125.46
March	549,963.91	390,198.68	470,336.10	503,054.15	481,292.60
April	519,051.04	552,814.60	327,746.28	447,083.94	369,984.89
May	438,535.58	487,698.28	435,540.15	533,038.47	431,360.66
June	563,762.89	585,853.92	453,742.31	382,221.73	511,262.03
July	429,881.33	400,212.87	295,647.79	361,553.69	374,861.55
August	482,732.73	484,467.08	406,809.83	324,126.58	553,349.32
September	397,517.32	499,454.00	351,501.34	388,223.65	454,942.93
October		596,946.77	253,884.89	482,584.01	535,920.86
November		361,433.79	424,163.31	397,425.90	420,910.89
December		510,726.16	280,089.95	351,799.88	222,554.78
Total	4,416,273.67	5,651,588.39	4,350,949.15	5,222,523.97	5,056,466.97

Child Protection Statistics					
	Maltreatment Reports	Opened for Assessment	% Opened	Children Placed	% Placed of Open
January	36	25	69%	9	36%
February	52	26	50%	9	35%
March	64	29	45%	2	7%
April	64	30	47%	9	30%
May	25	13	52%	10	77%
June	35	26	74%	9	35%
July	33	22	67%	5	23%
August	44	20	45%	8	40%
September	35	27	77%	9	33%
October			#DIV/0!		#DIV/0!
November			#DIV/0!		#DIV/0!
December			#DIV/0!		#DIV/0!
	388	218	#DIV/0!	70	#DIV/0!
			average		average

September 2023
Out of Home Placement Payments by Vendor

		Rate	Invoices Paid
Northwestern MN Juvenile	-	\$200-\$340/day	\$ 78,976
North Homes	-	\$175 - \$365/day	\$ 78,399
The Bridge Residential Facility	-	\$250/day	\$ 72,502
Snyders/Foundation for Life	-	\$122/day	\$ 22,870
Northstar	-	\$128/day	\$ 21,163
Little Sand Group Home	-	\$240/day	\$ 10,312
Northwood	-	\$294-\$331/day	\$ 9,001
Go Forward Group Home	-	\$245/day	\$ 7,697
Lutheran Social Services	-	\$148-\$194/day	\$ 7,341
Village Ranch	-	\$175 - \$231/day	\$ 6,733
Lighthouse	-	\$128/day	\$ 5,170
Anoka County Juvenile Center	-	\$226 - \$282/day	\$ -
Arrowhead Juvenile Center	-	\$250/day	\$ -
Crow Wing Community Serv	-	\$295/day	\$ -
Dakota County Juvenile Serv	-	\$325 - \$340/day	\$ -
Evergreen Shelter	-		\$ -
Heartland Girls Ranch	-	\$249 - \$316/day	\$ -
Kidspace Corp	-	\$266/day	\$ -
Kindred Family Focus	-		\$ -
MCF - Redwing	-	\$260/day	\$ -
Mille Lacs Academy	-	\$525/day	\$ -
MN Dept of Corrections	-	\$269/day	\$ -
New Trails Group Home	-	\$242/day	\$ -
Pathfinders Children Treat	-	\$106/day	\$ -
Peace House	-	\$115/day	\$ -
Port Group Homes	-	\$269/day	\$ -
Prairie Lakes Youth Program	-	\$209 - \$239/day	\$ -
Serenity Christian Homes	-	\$256.69/day	\$ -
St Cloud Children's Home	-	\$221/day	\$ -
Volunteers of America	-		\$ -
West Central Juvenile Center	-	\$334/day	\$ -
Woodland Hills	-	\$152 - \$331/day	\$ -
Individuals*	-	\$21 - \$121/day	\$ 77,354
Total			\$ 397,517

*Individuals : Includes Foster Care & Family Support Programs

September 2023
North Homes & Northwestern Placement Breakdown

North Homes							
	Assessment Evaluation	Shelter	Hawkins Home	Boys & Girls Programs	Cottage	Foster	Total
Jan	9,743.95	40,591.98	10,147.20	27,260.40	-	20,115.90	107,859.43
Feb	8,114.60	61,092.98	10,485.44	19,327.26	9,354.00	20,786.43	129,160.71
Mar	26,239.62	52,728.50	10,485.44	19,327.26	12,082.25	13,282.34	134,145.41
Apr	15,499.59	27,061.32	9,470.72	12,383.28	14,175.47	26,098.98	104,689.36
May	-	32,391.58	10,485.44	16,959.58	9,697.48	4,734.32	74,268.40
Jun	8,184.75	28,291.38	10,147.20	32,394.36	26,297.25	4,581.60	109,896.54
Jul	7,254.06	21,731.06	10,485.44	37,010.90	7,763.95	4,476.05	88,721.46
Aug	6,625.75	32,801.60	10,430.03	35,817.00	2,003.60	5,337.30	93,015.28
Sep	7,505.03	31,161.52	10,485.44	11,694.02	3,118.00	14,434.53	78,398.54
Oct							-
Nov							-
Dec							-
	89,167.35	327,851.92	92,622.35	212,174.06	84,492.00	113,847.45	920,155.13 1,380,232.70

Northwestern							
		Residential	Non-Secure Detention	Secure Detention	Satellite Homes		Total
Jan		59,610.41	9,768.00	53,847.00	8,386.46		131,611.87
Feb		54,809.24	12,180.00	48,900.00	13,580.95		129,470.19
Mar		53,268.00	17,980.00	45,600.00	11,128.88		127,976.88
Apr		69,455.83	53,760.00	22,200.00	13,514.76		158,930.59
May		70,375.57	26,396.00	5,700.00	13,130.87		115,602.44
Jun		57,663.55	27,138.00	18,300.00	14,093.82		117,195.37
Jul		24,289.07	9,796.00	15,000.00	12,747.30		61,832.37
Aug		24,092.43	8,926.00	8,700.00	13,280.21		54,998.64
Sep		34,479.86	18,184.00	12,990.00	13,322.07		78,975.93
Oct							-
Nov							-
Dec							-
	-	448,043.96	184,128.00	231,237.00	113,185.32	-	976,594.28



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-2854

DEPARTMENT: Health & Human Services

TIME REQUESTED: 5 Minutes

PRESENTER: Sarah Anderson

AGENDA ITEM:

County Based Purchasing (IMCare) Division Update/Presentation

BOARD ACTION REQUESTED:

Receive County Based Purchasing (IMCare) Division Update/Presentation.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2023 Provider Availability and Network Adequacy Report
2. 2023 Accessibility of Services Report

RESULT:

INFORMATIONAL - NO ACTION TAKEN



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3269

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Ron Oleheiser

AGENDA ITEM:

National Hunger and Homelessness Awareness Month

BOARD ACTION REQUESTED:

Adopt the Resolution Re: National Hunger and Homelessness Awareness Month in Itasca County, which designates the month of November 2023 as National Hunger and Homelessness Awareness Month in Itasca County.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Hunger & Homeless Awareness handouts

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

RESOLUTION 2023-39

RE: NATIONAL HUNGER AND HOMELESSNESS AWARENESS MONTH IN ITASCA COUNTY

WHEREAS, the National Coalition for the Homeless is the sponsor of and have set November 2023 as National Hunger and Homelessness Month and November 13-21, 2023, as National Hunger and Homelessness Awareness Week; and

WHEREAS, the purpose of the proclamation is to educate the public about the many reasons people are hungry and homeless including the shortage of affordable housing in Itasca County for low-income residents; and to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

WHEREAS, the intent of Hunger and Homelessness Awareness month is consistent with local organizations who are committed to sheltering, providing supportive services as well as meals, basic needs and supplies to the homeless including; Kootasca Community Action, AEOA, Grace House, Northland Counseling Center, Salvation Army, Itasca County Veterans Services, Leech Lake Band of Ojibwe, Itasca County Health and Human Services, First Call for Help, Advocates for Family Peace and other Itasca Housing Resource Team members; and

WHEREAS, the Itasca County Board of Commissioners recognizes that hunger and homelessness continues to be a serious problem for many individuals and families in Itasca County; and

WHEREAS, people experiencing unsheltered homelessness (those sleeping outside or in places not meant for human habitation) may be at risk for poor health conditions. Lack of housing contributes to poor physical and mental health outcomes, and connections to permanent housing for people experiencing homelessness should continue to be a priority.

NOW THEREFORE BE IT RESOLVED that the Itasca County Board of Commissioners hereby proclaims the month of November 2023 as Itasca County Hunger and Homelessness Awareness Month and November 13-21 as Itasca County Hunger and Homelessness Awareness Week.

BE IT FURTHER RESOLVED that the Itasca County Board of Commissioners encourages all citizens to recognize that many people do not have housing and need support from citizens, and private/public non-profit service entities.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of September A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of September A.D. 2023.

A handwritten signature in black ink, appearing to read "Brett Skyles", written over a horizontal line.

Administrator

2023 ITASCA COUNTY HUNGER AND HOMELESS AWARENESS EVENTS



National Hunger & Homeless Awareness Week is November 11th – Nov 18th, 2023
Join us for Itasca County Homeless Awareness Events

HOMELESS AWARENESS SUNDAY November 12th KICK-OFF
Participating Churches will RAISE UP Homelessness in our County.

AT HOME CHALLENGE: Take a Moment - Read a Poem, Educational Article or Conduct Random Act of Kindness

Wednesday November 15th Central School Grounds
Soup on the Streets & Hat-Mitten Drive

3-5 pm Gather at Central School Grounds

Reading Proclamation * Awareness Stand Along the Sidewalk

Donations Accepted of New Winter Hats, Mittens & Scarves-ALL ages

Soup & Water Provided

Questions Please Call Gail 218-999-0833 or Haley 218-999-0832

HOMELESSNESS AND HUNGER IN ITASCA COUNTY 2022

GRACE House Homeless Shelter 184 guests overall. 151 adults, 33 children, 16 families totaling 3783 bed nights. Served 6018 meals and 166 motel rooms.

AEOA Youth Services Youth housing served 24 single youth and 4 youth families. 9 deposits, 27 rental payments, 3 utility deposits, 20 food cards, 4 phone cards, 7 gas cards and 8 youth with furniture and basic needs for rental.

HOPE HOUSE PEAR LAKE – Project Clean Start 10 women and 6 children in Iris House Transitional Housing, 13 women assisted with rent payments and deposit payments.

ADVOCATES FOR FAMILY PEACE Safe Emergency Housing for 145 nights, 3 families in Transitional Housing. 89 individuals provided Domestic Violence Housing.

KOOTASCA Community Action, Inc Transitional housing to 9 single homeless men, 2 families with children and total of 15 participants. Moved 79 homeless households into permanent housing and prevented homelessness for 129 households. Distribution of 17 backpacks to people who are homeless.

SECOND HARVEST FOOD BANK Itasca County Food Shelf Distribution served 27,326 individuals with 686, 877 pounds of foods. Conducted 40 Mobile Pantries in 4 different locations. 11 School pantries in Itasca County serving 33,330 individuals and about 63, 676 pounds of food.

FIRST CALL 211 Housing Related Coordinated Entry 320, Emergency, Rental Payment Assistance 42, Homeless Family Assistance 37 and 28 food and meal provisions.

COMMUNITY LIVING INFRASTRUCTURE 80 Households were provided services by housing navigators to obtain or maintain housing. Move in rental deposits and essential needs.

NORTHLAND COUNSELING CENTER Completed 455 BRIDGEs applications with people experiencing homelessness. Served 111 people with Long Term Homeless rental assistance.

ITASCA COUNTY HOUSING AUTHORITY Provides rental assistance to 360 households per month; several programs provide preferences for homeless persons/families. HRA owns and manages 392 units of affordable housing in Itasca County.

This list is not all inclusive of the food and housing services provides throughout Itasca County



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3277

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Austin Rohling

AGENDA ITEM:

2024 Proposed Levy

BOARD ACTION REQUESTED:

Adopt the proposed tax levy for 2024 as \$42,297,261, a 2.5% increase over 2023; adopt the proposed unorganized fire levy as 3.5% of net tax capacity; adopt the proposed unorganized road & bridge levy as 10% of net tax capacity; and schedule a public meeting on Tuesday, December 12, 2023 at 6:00 p.m. in the Itasca County Boardroom, at which the public is allowed to speak and the budget and levy is discussed.

BACKGROUND:

The meeting may be part of a regularly scheduled meeting but must occur after 6:00PM. (MS 275.065 Subd1, 1d).

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, September 26, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3279

DEPARTMENT: Land Department

TIME REQUESTED: 5 Minutes

PRESENTER: Sara Thompson

AGENDA ITEM:

Schedule Public Meeting

BOARD ACTION REQUESTED:

Schedule a public meeting on Thursday, October 19, 2023, beginning at 5:30 PM at the Hibbing Memorial Building to present the Keewatin Trail Runner's new ATV Trail proposal.

BACKGROUND:

The Keewatin Trail Runners have been working with the Itasca County Land Department on establishing a new connection from the City of Keewatin to the Alborn Grade utilizing the Pathblazer's Snowmobile trail south connecting to the Alborn Grade.. They will be requesting support for sponsorship from Itasca County for the proposed ATV trail following the public meeting. The public meeting will allow the club and county to present maps and the project proposal to the surrounding residents, townships, and communities.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema