
AGENDA

Tuesday February 8, 2011 8:30 a.m.

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on February 8, 2011 at 8:30 a.m. in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

8:30 Call to Order

1. Presentation of Colors
2. Approve Agenda

8:35 Comments and Announcements

8:45 Consent Agenda

1. Approve Proceedings
2. Approve 2011 Citizen Corp Program Contract
3. Accept State of MN Department of Veterans Affairs Enhancement Grant
4. Accept Mass Dispensing Site Agreement with Roseau Community School
5. Ratify MCCC Manatron Maintenance Contract
6. Approve Bills

9:00 County Attorney Karen Foss

1. Accept Resignation of Victim Services Coordinator
2. Authorize County Attorney to Fill Victim Services Coordinator Position
3. Authorize County Attorney to Appoint Interim Victim Service Coordinator
4. Approval of Discovery Fees

10:00 Highway Department Engineers Report

1. Approve Call for Bids for 2011 Bituminous Projects
2. Approve Call for Bids for 2011 Seal Coat Projects
3. Approve Contract for Safe Routes to School Project in Warroad

10:15 Break

10:30 Old Business

1. County Vehicle
2. Elected Official Salaries
3. Roseau County Affordable Housing Program
4. Meeting Management
5. Beito Building Quote

11:15 New Business

1. Performance Management Software

11:45 Committee Reports

12:55 Future Agenda Items

1:00 Adjourn

To schedule an appointment with the Board, please contact the County Coordinator at 218-463-4248

County Coordinator's e-mail address: trish.klein@co.roseau.mn.us

Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
 Approve Proceedings

***Background (Provide sufficient detail of the subject):**
 What follows are the January 25, 2011 proceedings. The Board will review and advise of any changes.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

January 25, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, January 25, 2011 at 8:30 a.m.

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by County Coordinator Trish Klein. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe, Jack Swanson, and Russell Walker.

APPROVAL OF AGENDA

The closed session of the Board meeting was removed from the agenda. Approval of State of MN Agency Agreement was added to the Highway Department and purchase of a county vehicle was added to discussion. A motion was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously to approve the agenda.

COMMENTS AND ANNOUNCEMENTS

Auditor Martha Monsrud introduced Stacy Novak to the Board as the new Deputy Auditor/Property Tax Administrator.

The Board acknowledged correspondence from Senator Dan Fabian and constituent Jim Jenson.

CONSENT AGENDA

A motion to approve the consent agenda was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

The Board by adoption of its consent agenda, approved proceedings from the December 28, 2010, January 4, 2011 and January 11, 2011 Board Meetings; approved, per policy, the benefit payout for Ernest Meier; approved, per policy, the benefit payout for Steve Gust; approved the annual dues for MRCC and approved the payment of bills as follows:

Warrants Approved for Payment 1/13/2011	
Vendor Name	Amount
Capital Guardian Trust Co	8,601.88
Centurylink	3,177.44
Greenbush Lumber Inc	3,365.50
Johnson/Laure A	3,526.88
MN Counties Intergovernmental Trust	19,960.00
MN Dept of Finance -Treas	2,436.00
Nationwide Retirement Solutions	2,777.12
PRO Build	10,283.14
RB Builders Construction	6,975.00
Roseau City	13,172.46
Select Account-VEBA	15,273.20
Spruce Valley Corporation The	8,524.83
Wright Construction Co Inc	38,821.17
Wynne Consulting Inc	2,005.00

22 Payments less than 2,000 \$5,867.05
Final Total: \$144,766.67

Warrants Approved for Payment 1/20/2011

Vendor Name	Amount
Holthusen Construction Inc	104,507.84
MN Energy Resources	3,104.75
NW MN Serv Coop-Blue Cross Blue Shield	109,038.00

12 Payments less than 2,000 \$3,139.64
Final Total: \$219,790.23

Warrants Approved on 1/25/2011 for Payment 1/28/2011

Vendor Name	Amount
American Solutions for Business	2,275.20
Aviands LLC	7,915.35
E-911	5,558.71
Fleet Services Division	2,441.56
Holthusen Construction Inc	21,363.65
Johnson Oil Co Inc	5,484.44
MN Counties Intergovernmental Trust	282,190.00
Northern Resources Cooperative	11,013.86
NW MN Household Hazardous	7,330.00
Reese Rental	14,428.00

66 Payments less than 2,000 \$23,313.74
Final Total: \$383,314.

DUI COURT COORDINATOR MARIA PAHLEN

DUI Court Coordinator Maria Pahlen met with the Board to present a program update and informed the Board that funding for this Court will end on September 30, 2011.

Roseau County Prevention Coalition Director Tammie Doebler met with the Board to present a program update, request approval of the 2nd Quarter Fiscal Statistical Report, and to request approval to submit a Drug Free Communities grant application.

A motion to adopt the Roseau County Prevention Coalition's 2nd Quarter Fiscal Statistical Report was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

A motion to approve the submittal of an application for a Drug Free Communities (DFC) grant was made by Commissioner Falk, seconded by Commissioner Phillippe and carried unanimously.

Chair Foldesi recessed the meeting at 9:45 a.m. The meeting reconvened at 10:00 a.m.

HIGHWAY DEPARTMENT

A motion was made by Commissioner Walker, seconded by Commissioner Falk and carried unanimously to adopt the following resolution:

2011-11-01

BE IT RESOLVED, that the Roseau County Board does hereby approve payment to The Spruce Valley Corporation for project No. SAP 068-599-091 in the amount of \$8,880.33.

Engineer Ketring requested the Board approve an agreement with the Minnesota Department of Transportation for a Safe Routes to School bike path in Warroad.

A motion was made by Commissioner Walker, seconded by Commissioner Phillippe and carried unanimously to adopt the following resolution:

2011-11-02

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Roseau County to accept as its agent federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, Mark Foldesi, Board Chair and Teresa Klein, County Coordinator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set for and contained in "Minnesota Department of Transportation Agency Agreement No. 98343," a copy of which said agreement was before the County Board and which is made a part hereof by reference.

DISCUSSION

The Board discussed elected official salaries. The Board directed Coordinator Klein to conduct a follow up salary survey of elected officials from like size counties that includes years in office. Coordinator Klein will have this information for Board review at the February 8, 2011 Board Meeting.

The Board discussed attendance at the Land Utilization Project (LUP) Land Management Plan Open Houses being organized by Red Lake Wildlife Management. DNR Fish and Wildlife will be in attendance at these meetings. The Board suggested letters of support should be mailed to State and Local government officials.

The Board discussed attendance at the Land Use Training seminar sponsored by the Association of Minnesota Counties. Commissioner Falk will attend.

Scott Johnson from the Soil and Water Conservation District met with the Board to request approval of the Joint Powers Agreement between the Roseau County Soil and Water Conservation District and Roseau County for administration of the Wetland Conservation Act. A motion to approve the Joint Powers Agreement between the Roseau County Soil and Water Conservation District and Roseau County for administration of the Wetland Conservation Act was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously

Commissioner Swanson discussed the need for purchasing a replacement county vehicle for Highway, Environmental, and Commissioner Department usage. Commissioners Falk, Swanson, and Walker will solicit quotes from local dealers on used cars and get a state bid for new.

COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Social Services Meeting, 1/18/11; Joint Powers Natural Resource Board, 1/24/11.

Commissioner Foldesi reported on the following committee meeting(s): Quin County Advisory Board, 1/24/11.

Commissioner Phillipe reported on the following committee meeting(s): Warroad Water Shed Board, 1/5/11; Warroad City Council, 1/10/11; Roseau County Committee on Aging, 1/14/11; Roseau County Committee on Aging, 1/17/11; Social Services Board, 1/18/11; Warroad City Council, 1/24/11.

Commissioner Swanson reported on the following committee meeting(s): Regional Radio Board, 1/12/11; Land Asset Pilot Project, 1/13/11; Roseau County Committee on Aging, 1/17/11; Social Services Board, 1/18/11; Housing and Redevelopment Authority, 1/19/11; Roseau County Affordable Housing, 1/20/11; Statewide Radio Board, 1/24/11.

Commissioner Walker reported on the following committee meetings, Land Asset Pilot Project, 1/13/11; Joint Powers Natural Resource, 1/24/11.

Upon motion carried, the Board adjourned the regular meeting at 1:00 p.m. The next regular meeting of the Board is scheduled for February 8, 2011 at 8:30 a.m.

Attest:

Date: _____

Teresa Klein, Board Clerk
Roseau County, Minnesota

Mark Foldesi, Chair
Board of County Commissioners
Roseau County, Minnesota

ITEM # Consent 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Nelson, Gracia	*Department Emergency Management	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
 Approve 2010 Citizen Corp Program Contract

***Background (Provide sufficient detail of the subject):**
 This grant was written to send Roseau County volunteers to Community Emergency Response Team train-the-trainer. These volunteers would then return to Roseau County and train others in Disaster Preparedness, Fire Safety, Disaster Medical Operations, Light Search and Rescue Operations, and Disaster Psychology.

***Financial Consideration:**
 The grant is for \$2,896.00. There is no match.

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk



Grant Agreement

Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 444 Cedar Street, Suite 223 St Paul, Minnesota 55101	Grant Program: HSEM Citizen Corps Program 2010 Grant Agreement No.: 2010-CCP-00747
Grantee: Roseau County 606 SW 5th Avenue Roseau, Minnesota 56751	Grant Agreement Term: Effective Date: 8/1/2010 Expiration Date: 3/31/2013
Grantee’s Authorized Representative: Gracia Nelson, Homeland Security & Emergency Management Director 606 5th Ave SW Roseau, Minnesota 56751 Phone: (218) 463-3375 Email: gracia_n@yahoo.com	Grant Agreement Amount: Original Agreement \$ 2,896.00 Matching Requirement \$.00
State’s Authorized Representative: Kathy Gaida, Grants Specialist Homeland Security and Emergency Management Division 444 Cedar Street, Suite 223 St Paul, Minnesota 55101 Phone: (651) 201-7422 Email: Kathleen.Gaida@state.mn.us	Federal Funding: CFDA 97.067 State Funding: Special Conditions: None

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

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved HSEM Citizen Corps Program 2010 Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at 444 Cedar Street, Suite 223, St Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the HSEM Citizen Corps Program 2010 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (www.wego.dps.state.mn.us), which are incorporated by reference into this grant agreement.

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



Grant Agreement

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

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

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

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

Grant Agreement No. 2010-CCP-00747 / 2000-15419

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: *Diana Crockett*

Title: *Rosseau City WSEM Director*

Date: *1-29-11*

Distribution: DPS/FAS
Grantee
State's Authorized Representative

ITEM # Consent 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Dunn Donald	*Department Veterans Services	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
 Approve State of MN Department of Veterans Affairs Enhancement Grant

***Background (Provide sufficient detail of the subject):**
 CVSO Donald Dunn received notification that Roseau County will be awarded the County Veterans Service Office Enhancement Grant in the amount of \$18,000 which is designated as funding for senior medical travel.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk



STATE OF MINNESOTA DEPARTMENT OF VETERANS AFFAIRS



20 West 12th Street, 2nd Floor • St. Paul, MN 55155 • Phone 651-296-2562 • Fax 651-296-3954
www.mdva.state.mn.us • 1-888-LinkVet

February 1, 2011

Roseau CVSO, Donald Dunn
606 5th Ave SW
Room 120
Roseau, MN 56751

Dear Donald Dunn,

The Minnesota Department of Veterans Affairs CVSO Enhancement grant decision committee has met and the recipients for FY11 Enhancement Grant Cycle have been selected.

Roseau County submitted one application with a total dollar amount of \$18,000.00. The amount granted to your office is \$18,000.00. Congratulations!

For the FY11 grant cycle, the Department received 120 grant applications from 62 individual counties and applications for four joint county projects for a total dollar amount of \$1.7 million in requests. MDVA was able to award 68 grants with the \$756,654.99 allocated to the grant program.

Thank you for submitting your applications and for your patience during the determination process. As you can see by the numbers of grant applications received, the decision committee once again had a difficult task before them. The level of funding requests also demonstrates the clear need for serving Veterans at the local level.

Included with this letter is a one page Grant Summary of your awarded grants with the due dates for your Mid and End Grant Reports, three Grant Contracts, one County Resolution Form and example, and Instructions for Executing the Grant Contract. Please be aware that your county commissioners and home-district state legislators have been updated on the grant process and the grant awardees for FY11.

Please read carefully the Grant Summary included with this letter. The Grant Summary contains details regarding due dates for your required reports and if your grant has any other provisions, the changes are noted on that page.

On behalf of the Minnesota Department of Veterans Affairs and the Enhancement Grant Decision Committee, thank you for all you do to serve Minnesota's Veterans.

Sincerely,

A handwritten signature in cursive script that reads "Nicole Peine".

Nicole Peine
Enhancement Grant Administrator

An Equal Opportunity Employer

ITEM # Consent 4

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
Mass Dispensing Contract with Roseau Community Schools

***Background (Provide sufficient detail of the subject):**
Following is an updated mass dispensing contract for your review. This agreement authorizes public health to utilize school property for the purposes of mass dispensing clinics for disease prevention and control purposes.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Phillipe							
Foldesi						Failed	
Falk							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

MASS DISPENSING SITE AGREEMENT

This agreement is made and entered into between Roseau Community School located in Roseau County, State of Minnesota, and the Roseau County Board of Commissioners.

RECITALS

WHEREAS, Pursuant to the terms of this agreement, the Roseau County Board of Commissioners, as the County Board of Health, delegates responsibility to the Roseau County Public Health Department to prevent and control communicable diseases.

WHEREAS, Roseau Community School is authorized to permit the Roseau County Public Health Department to use Roseau Community School grounds, and equipment for mass clinics required in the conduct of disease prevention and control activities and wishes to cooperate with the Roseau County Public Health Department for such purposes.

WHEREAS, The parties here do mutually desire to reach an understanding that will result in making the aforesaid facilities of Roseau Community School available to the Roseau County Public Health Department for the aforesaid use.

NOW, THEREFORE, it is mutually agreed between the parties as follows:

AGREEMENT

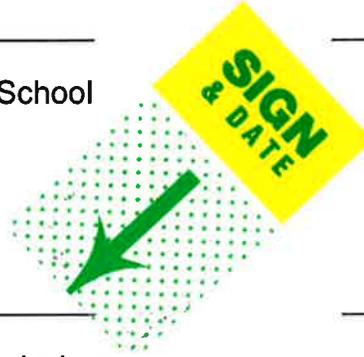
1. Roseau Community School agrees that, after meeting its responsibilities to pupils, it will permit, to the extent of its ability and upon request of the Roseau County Public Health Department, the use of its physical facilities and equipment by the Roseau County Public Health Department within 24 hours of the request and for the time period being requested, for mass clinics for disease prevention and control activities, including:
 - Office equipment including telephones, computers, copy machines, fax machines
 - Tables, chairs, desks, cots, wheelchairs
 - Refrigerators
2. The Roseau County Board of Commissioners agrees that it shall exercise reasonable care in the conduct of its activities; restore school to its original state prior to its use as a mass dispensing site; and further agrees to replace or reimburse the Roseau Community School for any supplies that may be used by the Roseau County Public Health Department in the conduct of its mass clinic(s).

IN WITNESS THEREOF, the governing board of Roseau Community School has caused this agreement to be executed by the Superintendent and the Roseau County Board of Commissioners has caused this agreement to be executed by the Chairman. Said agreement to become effective and operative upon the fixing of the last signature.



Superintendent, Roseau Community School

1-27-2011
Date



Chair, Roseau County Board of Commissioners

Date

ITEM # Consent 5
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Monsrud, Martie	*Department Auditor	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
 Ratify MCCC Manatron Maintenance Contract

***Background (Provide sufficient detail of the subject):**
 Board approval is need to ratify the software maintenance agreement between Minnesota Counties Computer Cooperative and Manatron for the maintenance and support of the Manatron GRM Tax System. This agreement will be effective January 1, 2011 - December 31, 2015. The fee for the first year of the contract is set at \$19,000. There is an increase of 4% plus CPI not to exceed 9% per year for the years following.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk



Minnesota Counties Computer Cooperative

100 Empire Drive Suite 201
Saint Paul, MN 55103-1845

(651) 917-6969
Fax: (651) 917 6989
www.mnccc.org

RATIFICATION STATEMENT

The Board of Roseau has ratified the SOFTWARE MAINTENANCE AGREEMENT between MANATRON and the Minnesota Counties Computer Cooperative for the maintenance and support of the Manatron GRM Tax System.

The Agreement will be effective January 1, 2011 through December 31, 2015. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this contract.

Signed:

Board Chair

Date:

Attest:

Title:

Date:

ITEM # _____
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Foss, Karen	*Department Attorney	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
 Request to hire an Interim Employee as Victim Services Advocate

***Background (Provide sufficient detail of the subject):**
 Brittany Burkel, Victim Services Advocate has tendered her resignation effective February 11, 2011. To maintain the services to victims and goals of the grant, I am requesting that an interim victim services advocate be hired until the hiring process is complete for a permanent advocate.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

January 31, 2011

County Attorney's Office
606 5th Ave. SW- Room #10
Roseau, MN 56751

Dear Ms. Foss,

I regret to inform you that I am resigning from my position as Roseau County Victim Services Coordinator. My last day of employment will be Friday, February 11th, 2011.

I have appreciated the opportunity to serve the victims of crime here in Roseau County for the past 3 ½ years.

Sincerely,

Brittany Burkel

Cc: OJP- Grant Manager- Dana Gary & County Coordinator- Teresa Klein



Employment Opportunity

Position: Victim Services Coordinator

Roseau County is accepting applications for a part-time, 32 hour per week, Victim Services Program Coordinator. This is a Grade 7 position with a starting wage of \$19.94 per hour. Responsibilities of this grant funded position include general program development and administration, fiscal management, coordination of 24/7 advocacy services for victims of domestic violence, sexual assault, and general crime, and community and professional education. Interested candidates must have demonstrated grant writing and administrative skills; experience in program planning, development and coordination; experience with victims of abuse; a minimum of two years post-secondary education in the human services or criminal justice field, or equivalent experience; a working knowledge of the criminal justice system including the rights of crime victims; knowledge of area resources for victims; the ability to demonstrate empathy toward victims from a wide range of backgrounds; and the capacity to work with people in trauma. This position requires the ability to work with minimal supervision. Candidates must have excellent verbal and written communication skills, knowledge of basic computer applications, a valid driver's license and be available for occasional night and weekend work.

For more information or to receive an application, contact the Roseau County Coordinator's office at (218) 463-4248. Applications and a detailed job description may also be downloaded from the Roseau County web site at <http://co.roseau.mn.us/>. Completed applications, along with resume and cover letter should be sent to: Victim Services Coordinator Position, Roseau County Coordinator's Office, 606 5th Ave SW, Room 131, Roseau, MN 56751. Closing date is Monday, February 28, 2011.

ROSEAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

ITEM # Old Business #1

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request
Foldesi, Mark ▼

*Department
District 5 Commissioner ▼

*Board Meeting Date			
Feb ▼	8 ▼	2011 ▼	▼

*Subject Title (As it will appear on the agenda):
County Vehicle Purchase

*Background (Provide sufficient detail of the subject):
Commissioners Falk, Foldesi, and Swanson solicited local used car quotes on a low mileage high efficiency cars and midsize SUV's. Commissioner Swanson has also reviewed state bids on a few cars car and small SUV's. These vehicles are fleet vehicles for employee and commissioner use to attend meetings and trainings.

*Financial Consideration:

*Legal Consideration:

*Other Consideration:

*Resolution (Wording should reflect the intent of the Board vote):

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson	<input type="text"/>	Passed <input type="text"/>				
Phillipe	<input type="text"/>	Failed <input type="text"/>				
Foldesi	<input type="text"/>					
Falk	<input type="text"/>	Tabled <input type="text"/>				
Walker	<input type="text"/>					

ATTEST: Teresa Klein, Board Clerk

ITEM # Old Business #2

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request
Foldesi, Mark

*Department
District 5 Commissioner

*Board Meeting Date
Feb 8 2011

*Subject Title (As it will appear on the agenda):
Elected Official Salaries

*Background (Provide sufficient detail of the subject):
As a follow up to the previous comparable worth salary data, the Board will review comparable worth data on elected official salaries from 17 like sized counties that includes years in office.

*Financial Consideration:

*Legal Consideration:

*Other Consideration:

*Resolution (Wording should reflect the intent of the Board vote):

Coordinator's Office Use (Do Not Write Below)

Date Received:

Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Phillipe							
Foldesi						Failed	
Falk							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

ITEM # Old Business
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Swanson, Jack	*Department District 2 Commissioner	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
 Roseau County Affordable Housing Program

***Background (Provide sufficient detail of the subject):**
 Roseau County has been a partner in the Roseau County Affordable Housing Program but has not financially contributed to the program for a number of years since the housing market has slowed. Sales are beginning to pick up and the county matching funds are exhausted. The Board previously budgeted \$25,000. Program details will be provided at the meeting.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
-----------------------	------------------

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

ITEM # Old Business #4

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
Meeting Management

***Background (Provide sufficient detail of the subject):**
Attached is a booklet provided by NACO (National Association of Counties) on meeting management. There are a couple of ideas in the book that the Board may want to consider utilizing. One is the meeting elements. Note that the elements of this meeting agenda have been revised to reflect one of the suggestions. Discussion has been changed to unfinished business and to new business. Additionally at the new commissioner training last week there were a number of suggestions for effective meeting management and effective meeting participation such as utilizing work sessions and committees more effectively to gather information and to discern decisions. A handout from the training will be provided at the meeting to review.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

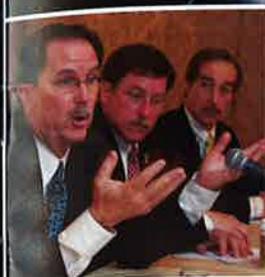
Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Phillipe							
Foldesi						Failed	
Falk							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

The Right Way to Run a Meeting

A handy guide for county officials

Revised 2008



NACO National Association of Counties
The Voice of America's Counties

■ Introduction

Every county official needs to master the skill of running a meeting. You never know when you might have to run one. Locally, you can be called upon to chair a committee, or to step in for a missing chairperson. Nationally, because of your skills and knowledge of activities in your local county, you may be asked to chair or become a member of a National Association of Counties Steering Committee, Task Force or Special Commission. Would you know how to run a meeting?

The National Association of Counties has prepared this pocket guide that shows the steps and the rules according to Robert's Rules of Order. It is not intended to replace Robert's Rules of Order, but act only as a quick reference guide. We here at NACo hope that it will be helpful.



Larry E. Naake

Larry E. Naake
Executive Director

■ The Right Way to Run a Meeting

People who decide to run for public office come from all walks of life. Some are lawyers, some are doctors, and some are bankers, teachers, nurses or stay at home moms. What they all have in common is a desire to work for the betterment of their communities and this often includes running for public office. Many candidates for office are outstanding in their chosen fields and know the rules of the game to make themselves successful. What happens when they get elected to public office? One of the first things is they usually have to do is attend a meeting. Or maybe conduct one.

How do you run a meeting? Chair a subcommittee? The rules have suddenly changed from those with which you are familiar.

So you have been selected, elected, appointed the Chair. However, it was done, it is now your responsibility to run the committee, commission, or board so that it can properly conduct business. The basic activity any organization uses to conduct business is a meeting. Running an effective meeting, according to the existing rules, is not an easy task, but one every person in a leadership position should master. In order to conduct an effective meeting you also need to have an agenda. An agenda usually contains the following elements:

- Call to Order
- Roll Call
- Reading/Approval of Minutes
- Officer's (and others) Reports
- Committee Reports
- Unfinished Business
- New Business

The bylaws and constitution are used to govern the business of the organization. They also usually designate who will be in leadership positions and how these people are selected. The designated person in the leadership position is in control of the meeting. The "Chair" usually sets the meeting agenda and controls and monitors the discussion at the meeting to make sure that everybody who wants to participate gets a chance to voice their opinions.

It is very important that you as the leader or "Chair" of the meeting maintain order, allow full discussion of all items on the agenda and get through all agenda items in the allotted meeting time. What helps you do that is "*Robert's Rules of Order.*"

According to the Robert's Rules of Order website, Henry Martyn Robert was an engineering officer in the Army. One day, quite unexpectedly, he was asked to

preside over a meeting and he realized that he did not know how. He tried to run the meeting anyway and suffered great embarrassment. As a result of this experience, he decided that he would learn all he could about parliamentary procedure so he would never be in that situation again. What he found as he studied the subject and traveled around the country was chaos. Everywhere he went, he found people with differing ideas of how meetings should be conducted, based largely on what they had become accustomed to. In an attempt to establish one standard procedure and make order out of the procedural nightmare, Robert wrote what became his Rules of Order. The original version, published in 1915, is now free from copyright and therefore public domain and can be found on the Internet at www.constitution.org/rror/rror-00.htm. The tenth revision is available for purchase at most bookstores.

■ The Basics

Robert's Rules contains certain basic rules that are meant to make it easy to run a meeting and move the agenda items along.

The Chair

All meetings are facilitated by a chairperson who is responsible for making sure that the meeting is conducted smoothly and fairly. The chairperson is impartial during all debate and should have the respect of all meeting participants. The chairperson does not have final decision making authority. The meeting participants have this authority and largely have the responsibility to decide how the meeting will be conducted.

Main Motion

The basis of discussion at a meeting is a *motion*. A motion is announced or put forward by an eligible meeting participant for the purpose of focusing the discussion. Each motion must have a "mover" – the person who makes the motion and a "second" who shows that there is some support for the motion for the meeting participants. When a motion is "put on the floor" for discussion by the participants, that discussion must focus on the substance of the current motion. **All other discussion is out of order and not to be allowed according to the rules.** Another motion cannot be introduced while there is a motion on the floor. A meeting participant making a motion – "the mover" – must state the motion before speaking. In many circumstances, the motions are in writing and shared with the chairperson, to assure that everyone is clear about the discussion.

Order

It is important that meeting participants are *acknowledged in order*. Once a motion has been introduced, it is the chairperson's responsibility to maintain a list of speakers to manage the discussion in an orderly manner. The participant who seconds the motion is always given an opportunity to speak after the mover. In order to make sure that all participants who wish to speak are heard, the chairperson will allow speakers who have not yet spoken to speak ahead of those who have already spoken.

Amendments

A person who legally has the floor can amend the main motion currently being debated. An *amendment* is another motion that is used to change, by adding, subtracting or completely changing the main motion under discussion. When the amendment has been moved and seconded, all subsequent discussion must be on the substance of the current amendment. An amendment can be amended once. An amendment can be passed by a simple majority meeting participants. If an amendment is passed, defeated or withdrawn, the discussion goes back to the main motion on the floor with comments based on whether the amendment passed or not. Long amendments are usually presented in writing to the chairperson so that they can be read back to the meeting participants.

Point of Order

If a meeting participant believes that the meeting is progressing outside of the rules of order, the person can raise a "*point of order*." When raising a "*point of order*," the person states what rule or order has been violated or not enforced by the chairperson. A point of order can be used to interrupt a speaker. The chairperson has the responsibility of determining if the point is valid or not. A point of order cannot be used to abridge the speakers' list or comment on a motion out of turn.

Point of Privilege

A point of privilege can be used to interrupt a speaker. Any meeting participant who feels that his or her rights have been infringed upon or violated may bring this point by simply stating their problem. *Privilege* involves the comfort or accessibility of the meeting participant and can include such things as can't hear, too noisy, unclear copies, etc., or more personal actions such as misquotes, misinterpretations or insults. The chair has the responsibility of determining if the point is valid.

Challenge the Chair

If a meeting participant feels that his/her *point of order* or *point of privilege* was ruled on unfairly by the chairperson, a challenge can be made to the chairperson. The chairperson then can ask for a motion to uphold the chair's decision and a vote is taken. The vote by all meeting participants will decide whether the chairperson's action on the point was valid or not.

Point of Information

A point of information is a *question* raised by a meeting participant while another has the floor. The question can be raised but the person who has the floor may refuse the question. The chairperson asks the speaker if he or she wants to entertain the question when asked. The speaker can refuse. A point of information is only a question and cannot be used to speak out of turn or harass a speaker or disrupt the flow of the meeting.

Table

Normal discussion or debate at a meeting may end in one of several ways. If a meeting participant feels that the decision and vote on a motion needs to be delayed for whatever reason, that person can move to "*table*" the motion. A meeting participant must be recognized by the chairperson in order to table a motion and cannot request this action at the end of a speech. Generally a specific time limit is mentioned when tabling the motion so as not to leave the motion dangling. A motion to table requires a simple majority vote. The discussion allowed after a vote to table is only about the length of the tabling.

Calling the Question

If a meeting participant thinks that additional debate will be unproductive, he

or she may “*call the question*” which can end the debate. If no other participants object, the meeting proceeds to the motion. If there is an objection, the participants vote on whether to end the debate. A 2/3rds majority vote is required and no debate is allowed. If the “calling the question” is passed, a vote on the main motion is taken with no additional debate.

Rescind

A meeting participant can make a *motion to rescind* only if the motion it refers to was passed at another meeting or on another day. This motion requires a 2/3rds majority to pass.

Reconsider

A meeting participant can make a *motion to reconsider* if the motion under reconsideration was passed at that same meeting. The motion can only be made by a participant who voted with the prevailing majority on the earlier vote on the motion. A 2/3rds majority is required.

Suspension of the Rules

Any *motion for suspension of the rules* of order (usually used so that meeting participants can do something in violation of the rules) must have a 2/3rds vote to succeed. There is no debate allowed. This motion cannot be amended and cannot be reconsidered at the same meeting.

Adjourn

A *motion to adjourn* takes precedence over all other motions, except a motion to fix the time to adjourn. This motion cannot be debated or amended, nor can a vote to adjourn be reconsidered. A motion to adjourn cannot be made when a speaker has the floor, or when a vote is being conducted.

Refer or Commit

A *motion to refer or commit* is used to send a question before the meeting to a committee to have further investigation of questions raised. The motion requires a second and debate can occur, but only on the topic of committing the motion, not on the content of the motion.

Committee of the Whole

Occasionally, meeting participants, especially in committee, may wish to consider a motion or group of motions before they are addressed individually for debate. Committees can vote but their votes are not binding on all meeting participants unless the vote is ratified when the meeting resumes its regular session. Motions are required to move from the committee of the whole and back to the committee of the whole.

■ Summary of the Types of Motions

Privileged Motions	Interrupt Speaker	Second Required	Debatable	Amendable	Vote Required	Purpose
Fix time to adjourn	No	Yes	No	Yes	Majority	Sets definite continuation time
To adjourn	No	Yes	No	No	Majority	To end meeting
To take a recess	No	Yes	No	Yes	Majority	To briefly interrupt meeting
Question of privilege	Yes	No	No	No	Chair rules	To obtain urgent action immediately
Call for orders of day	Yes	No	No	No	None	To secure adherence to business

Subsidiary Motions	Interrupt Speaker	Second Required	Debatable	Amendable	Vote Required	Purpose
Lay on the table	No	Yes	No	No	Majority	To temporarily set aside an item of business
Previous question	No	Yes	No	No	2/3	To close debate immediately
Limit or extend debate	No	Yes	No	Yes	2/3	To provide more or less time for debate
Postpone indefinitely	No	Yes	Yes	No	Majority	To keep motion from coming to a vote
Postpone definitely	No	Yes	Yes	Yes	Majority	To delay action
Refer to committee	No	Yes	Yes	Yes	Majority	To place business in hands of a committee
Amend	No	Yes	Yes	Yes	Majority	To modify a motion

Main Motion	Interrupt Speaker	Second Required	Debatable	Amendable	Vote Required	Purpose
General	No	Yes	Yes	Yes	Majority	To introduce new business
Specific Take from the Table	No	Yes	No	No	Majority	To continue consideration of question
Reconsider	Yes	Yes	Yes	No	Majority	To allow another vote on the question
Rescind	No	Yes	Yes	Yes	2/3	To repeal previous action
Adopt report or resolution	No	Yes	Yes	Yes	Majority	To declare facts, opinions or purposes as an assembly
Adjourn (qualified)	No	Yes	Yes	Yes	Majority	To end meeting
Create orders of day (special)	No	Yes	Yes	Yes	2/3	To set future time to discuss a special matter
Amend (constitution, etc.)	No	Yes	Yes	Yes	2/3	To modify or alter

Incidental Motions	Interrupt Speaker	Second Required	Debatable	Amendable	Vote Required	Purpose
Suspend rules	No	Yes	No	No	2/3	To permit action not possible under rules
Withdraw motion	Yes	Yes	No	No	Majority	To withdraw motion before voted on
Read papers	Yes	Yes	No	No	Majority	To prevent wasting time on unimportant business
Object to consideration	Yes	No	No	No	2/3	To prevent wasting time on unimportant business
Point of Order	Yes	No	No	No	Chair rules or majority	To enforce rules of organization
Parliamentary inquiry	Yes	No	No	No	None	To determine correct parliamentary procedure
Appeal from decision	Yes	Yes	Limited	No	Majority	To insure majority of meeting participants support ruling of chair
Division of house	Yes	No	No	No	1 member	To secure a counted vote
Division of question	No	Yes	No	Yes	Majority	To secure more careful consideration of parts

So there you have it. Mastering these rules can help you be a better leader and also allow you to chair any meeting you may be called to. Good Luck!

This guide for county officials is not designed to replace Robert's Rules of Order, but can be used as a quick reference.

ITEM # Old Business #5

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
Beito Building Quote

***Background (Provide sufficient detail of the subject):**
Quotes were solicited for replacing the steel siding on the Beito building. A quote from Waage Post Frame will be available at Tuesdays meeting.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Phillipe							
Foldesi						Failed	
Falk							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

ITEM # New Business #1

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
Performance Management Software

***Background (Provide sufficient detail of the subject):**
Following you will find a proposal from NEO-Gov on a web based performance management system. I have reviewed a number of web based systems and this is one designed specifically for the public sector that I would like to introduce to the Board. The Board has directed all department heads to conduct annual performance reviews of all employees, however time and an effective yet efficient tool to utilize have been barriers. The annual cost of this option is approx \$37 per employee. Web based systems reduce the amount of time to complete and document performance management and provide a means for the Board to track compliance. The proposal is on the agenda for discussion purposes.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**
WHEREAS, performance management is critical to the delivery of effective and efficient public service; and WHEREAS, the Roseau County Board has directed all department heads to complete performance reviews. NOW THEREFORE BE IT RESOLVED that the Board authorizes the study and solicitation of quotes of performance management systems to facilitate employee performance management.

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk



(PE) Performance Evaluation Proposal

Zachary Baird
NEOGOV
Regional Account Manager
zbaird@neogov.com
310.426.6304x118

Table of Contents

Section 1 – NEOGOV Company Profile 1
 NEOGOVS PE Overview..... 2
Section 3 – Project Implementation 5
Section 4 – Training 6
Section 5 – Technical Infrastructure..... 7
Section 6 – NEOGOV Price Proposal 8



Section 1 – NEOGOV Company Profile

NEOGOV is a privately held California C-Corp dedicated to the development and delivery of Workforce Management solutions to government agencies. We began developing our solutions in 1998 and incorporated in early 2000. The company introduced its first hosted solution, Insight Enterprise, into production in September of 1999 and has been delivering Workforce Management solutions for public sector and higher education employers ever since.

Headquartered in El Segundo, CA, NEOGOV currently employs more than 50 FTEs nationwide at our corporate office as well as at regional offices in Tucson, AZ and Jacksonville, FL. NEOGOV's mission is "To improve the services public sector agencies deliver to society". We design products and solutions focused exclusively for public sector and higher education which are proving to increase productivity by reducing time and effort required to get the job done.

NEOGOV provides time-tested and proven solutions that have been in use for over ten years and implemented at **more than 400 public sector and higher education agencies** – more than any other public sector software vendor in the marketplace. With **over 90,000 users in 400+ agencies in 42 states**, NEOGOV's customer-driven success is based on delivering more than a list of comprehensive product features. We focus on results, user adoption, best practices, and ultimately helping HR Departments become more responsive, strategic, and customer centric. Our large customer network is instrumental in translating and shaping ideas into flexible, simple-to-use, yet powerful solutions they deserve. As a result of our rapid growth, we can afford to continually keep raising the bar in product innovation, customer service, and value we deliver to our clients.

This advantage is extremely important with a Software-as-a-Service model, since the companies with the largest customer network and revenues are best positioned to reinvest into the common product infrastructure and offer best functionality, services, and pricing. Our goal is to extend our market leadership and to constantly stay ahead of the curve by delivering the best and most innovative products in public sector HR, such as performance management, applicant management, computer based testing, learning and training management, workforce planning etc.

Our goal in working with our agencies is three-fold – First, NEOGOV strives to make our customers efficient (automating the process administration). Second, we continually work to allow our customers to reallocate their effort savings into more effective activities (evaluate spending activities and money allocation, identify cost-per-hire, analyze advertising effectiveness, identify and address adverse impact data, evaluate applicant source statistics and increase use of effective advertising avenues, run and analyze analyst and organizational workflow statistics, etc.). Finally, remain committed to help our agencies become more strategic (using the network of 400+ other public sector NEOGOV customers to identify industry leading "best practices and processes", access NEOGOV's strategic partnerships and sponsorships with industry leading professional organizations such as IPMA, CUPA, ICMA, etc.).

Here are some facts about NEOGOV

- NEOGOV has successfully implemented more than dozen large "XL" agencies (15,000-45,000 employees) including: **State of Hawaii, HI; State of West Virginia, WV; Hawaii DOE, HI; Santa Clara County, CA; Orange County, CA; City of Houston, TX; Multnomah County, OR and the City and County of Denver, CO.**
- NEOGOV has the most advanced capabilities and the most flexible customization, integration, and workflow engine platform.
- NEOGOV has **proven implementation methodology** and track record
- NEOGOV solutions are delivered as a Software as a Service (SaaS) so customers are always on the latest version – with seamless upgrades and patches.
- NEOGOV average **Customer Satisfaction Rating is 9.5 out of 10.**
- NEOGOV Customer Success Managers are assigned to each customer
- NEOGOV offers an extended Ongoing Learning Management program that features extended training, bi-weekly customer calls, regional usergroups and more

NEOGOV PE Overview

The Performance Evaluations (PE) product is the latest product release within the NEOGOV Workforce Management product line. The PE solution enables government agencies to achieve the following objectives:

- **Align individual performance with strategic agency objectives**
- **Define performance standards**
- **Provide measurable KPIs/Goals**
- **Identify talent**
- **Motivate and retain high performing employees**
- **Identify and communicate organizational expectations**

Core Value Propositions for Performance Evaluations

Employee Engagement – Involving employees with goal creation and management, individual engagement is increased which is proven to improve overall employee retention levels.

Time to Implement – The ability to configure form templates which are in alignment with existing business processes decreases implementation time and enable agencies to focus on business results and not the application.

PE and HRIS Integration – Key integration points to the NEOGOV PE module and HRIS system reduces duplication of effort which results in a reduction of user error.

Process Automation and Consolidation– By automating performance appraisals and tasks, HR administration cost savings are increased by reducing the need for additional resources to manage administrative Performance functions.

Shared Content– Competency content is sharable across Agencies which decreases time needed to create new content therefore, improving operational efficiency.

Visibility and Transparency – Improved visibility in the Performance Management process results in decreased employee turnover as employees are aware of performance issues early in the review process and have an enhanced understanding of organizational expectations.

High Level Product Features & Value Propositions:

Product Feature	Target Users	Value Proposition
Goal Management	Employees / Managers	Employee Engagement – Involving employees with goal creation and management, individual engagement is increased which is proven to improve overall employee retention levels.
Competency Modeling	Human Resources / Managers / Employees	Shared Content – Competency content is sharable across Agencies which decreases time needed to create new content therefore, improving operational efficiency.
Integration with PE and HRIS	Administration / Human Resources	PE and HRIS Integration – Optional integration points to the NEOGOV PE module and HRIS system reduces duplication of effort which results in a reduction of user error.
Configurable Workflow with automated process flow	Human Resources	Process Automation and Consolidation – By automating performance appraisals and tasks, HR administration cost savings are increased by reducing the need for additional resources to manage administrative Performance functions.
Configurable Appraisal Templates	Human Resources	Time to Implement – The ability to configure form templates which are in alignment with existing business processes decreases implementation time and enable agencies to focus on business results and not the application.
Configurable Reporting and Dashboards	Human Resources / Managers	Visibility and Transparency – Improved visibility in the Performance Management process results in decreased employee turnover as employees are aware of performance issues early in the review process and have an enhanced understanding of organizational expectations.

Additional Product Features & Key Benefits

Product Feature	Core Users	Key Benefit
Configurable Rating Scales	Human Resources / Managers	Allows agencies to create and manage their own configurable rating scales. The agency can define different scales for competency and goal sections within an evaluation.
Goal Alignment/Hierarchy	Human Resources / Managers	Allows agencies to align individual goals with strategic organizational objectives. Agencies can cascade goals throughout the entire agency.
Development Planning	Human Resources / Managers / Employees	Agencies can use development planning for personal, professional and performance improvement. Agencies can create and assign development goals, competencies and training activities.
Writing Assistant	Managers	The writing assistant serves as an “evaluation helper” for managers by allowing agencies to create and map rating scale value specific content to goals, competencies and custom performance items.
360 Feedback	Human Resources / Managers	360 feedback can be integrated into an existing evaluation. This feature allows agencies to select multi-raters from peers, direct reports and managers.
Organizational Charts	Managers / Employees	Agencies can view Organizational charts by Departments, Divisions and Cross functional teams.
Cross Functional Teams	Human Resources / Managers	Agencies can create cross functional teams throughout the Agency. Team members can be assigned team specific goals.

Section 3 – Project Implementation

NEOGOV is fully dedicated to every customer implementation and we are committed to having your agency live on schedule and on budget. To ensure successful implementations for all of our agencies, NEOGOV relies on a tested staged implementation approach, designed to ultimately facilitate overall project success. From initial contract signing through project go-live, NEOGOV will work directly in partnership with your agency at each stage to ensure all project deliverables are met as expected.

Prior to the project kick off meeting NEOGOV the Project Manager will deliver a series of documents to your agency's Project Manager which include the Implementation Task Checklist, Issue Tracking Tools, Project Status Tracking spreadsheets, and Implementation Plan & Timeline. This documentation will provide you with checklist of each of the tasks, deliverables, responsibilities, and timeline associated with each of the deliverables. Prior to starting the project, NEOGOV and the City will agree on the 'final' project kick off agenda. The agenda is used to formalize the points of contact, establish project expectations, review deliverable dates, review previous lessons learned, and establish upcoming tasks.

The NEOGOV Project Manager will be responsible for overall project communications with the City including resource updates, tracking of resource activities, milestone process and reporting, critical path monitoring, schedule issues, status reporting, and contingency activities. It will be the responsibility of the City's Project Manager to conduct similar activities involving agency resources, deliverables, activities, and tasks. NEOGOV recommends a weekly review of progress reports between both Project Managers to review accomplished activities, completed deliverables, upcoming deliverables, and review of issue and issue tracking reports.

Contingency timeframes are incorporated into the plan to allow for some project timeline fluctuation. Each of the major deliverables in the timeline incorporate roughly a 10% contingency estimate added to each activity. Based on the overall timeline requirements and NEOGOV's extensive history working with public sector agencies delivering this type of solution, we are confident that the timeline (including safe contingency estimates) will be successfully completed on time and within budget.

NEOGOV will incorporate an approach to identify all project delays before they occur and impede the project deliverable schedule. The NEOGOV Project Manager is experienced in managing and driving the implementation timelines and will communicate with the team throughout the project during the weekly project manager update sessions to proactively identify upcoming activities and any possible issues with meeting the deliverable schedule. Both project managers will work to identify and implement timely solutions to the delays.

Some of the key activities conducted by NEOGOV in the installation and cut over include:

- Conduct project kick off session with project Stake Holders.
- Gather business rules, regulations, processes, or workflow
- Create a training environment which is used by your agency during training and afterwards to train in prior to moving into production.
- Analyze and scope out available HRIS or 3rd party software integration options
- Design, configure, and test integration points if applicable
- Perform any configuration customizations required during initial set up of the system.
- Define and validate integration scope, business requirements, and timelines.
- Conduct implementation status meetings between the NEOGOV implementation specialist and the City Project Manager (and required staff).
- Provide support for the training initiatives and sessions delivered by the trained trainers. This may include discussions with the Implementation Specialist on best practices or answering and providing support for questions that may arise during training sessions.
- Configure Performance Evaluation format and templates
- Establish the production environment.
- Provide overall production planning and rollout support.
- Provide overall project support, where needed

Section 4 – Training

As part of the implementation, NEOGOV will work closely with the project team to further gather and understand your existing performance evaluation processes/workflow. This enables us to understand your existing processes and determine how you can facilitate them using PE. This also allows us the opportunity to work with your team to identify areas in need of improvement and to get the most out of the project. The end result will enable us to design each training session to teach PE functionality in a manner specifically tailored to your agency's performance evaluation processes.

NEOGOV will start with our proven implementation and training plan that includes several specific steps for typical public sector performance evaluation implementations. We will then train the City based upon a mutually agreed implementation and training plan. This process has proven very successful and allows NEOGOV to provide even more relevant and applicable training to the City Staff.

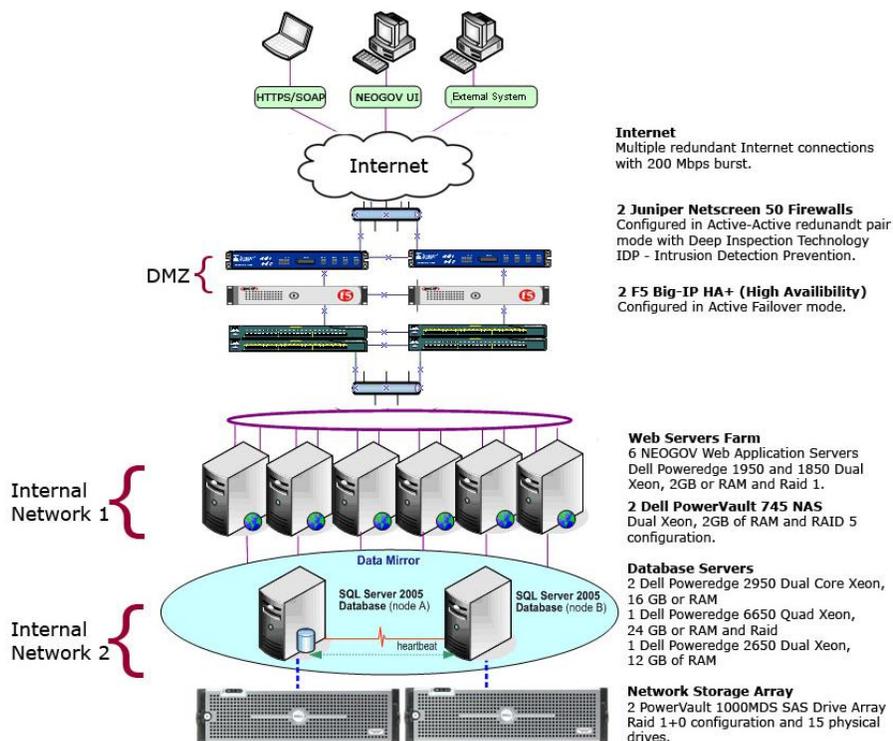
In addition to the guidance provided by our in-house Implementation Specialist, NEOGOV provides you with an online user guide, user exercises and implementation tracking tools to assist you in the set-up of the system and management of the project.

Section 5 – Technical Infrastructure

As a Software as a Service all hardware and related support agreements are the responsibility of, and maintained by, NEOGOV. We operate all software and hardware including servers, firewalls, routers, load balancers, etc. There is no additional equipment needed above and beyond the current user workstations and an Internet browser.

NEOGOV hosts its production computer and networking hardware at a TIER 1 Internet Data Center with multiple redundant OC-192's and OC-48's SONET Ring circuits that connect to multiple ISP backbones and it is one of the largest facilities in the State providing significant amounts of the bandwidth and network needs for the Southern California. The ATT/SBC Internet Data Center runs on a completely redundant, end-to-end CISCO network. Enhanced Interior Gateway Routing Protocol and Hot Standby Routing Protocol are enabled, providing seamless connectivity in a fail-over situation. NEOGOV has failover connectivity to ATT/SBC switching equipment providing complete redundancy. NEOGOV is responsible for managing, configuring, and maintaining the computer and networking equipment and each piece of networking and server equipment is configured to be redundant with no single point of failure. NEOGOV is utilizing multiple Internet connections load balanced through firewalls and switches enabling NEOGOV to get up to 200 Mbps burst to provide for maximum bandwidth scalability. NEOGOV owns, operates and manages all its network and security equipment – including firewalls, switches, load balancers, SAN/NAS devices etc. NEOGOV hardware architectures are designed to use servers and storage that is available from leading hardware vendors. All networking components, firewalls, load balancers, Web servers, and application servers are configured in a redundant high availability configuration. Customer databases are stored on a primary database server cluster that is clustered for redundancy. All customer data is stored on disk storage that is mirrored across different storage arrays and controllers. We use BIG-IP load balancers to balance traffic for our web servers and SQL Server 2005 clustering and data mirroring features maximum data redundancy and scalability. In case of disaster, or primary data center outage we can switch operations to our secondary data center within minutes, allowing for DNS fail-over.

For your consideration, we have provided the following overview of our standard hosting infrastructure. Please note that this is a scaled model of our actual operations center:



Section 6 – NEOGOV Price Proposal

9.1 – Price Proposal

NEOGOV’s pricing strategy is to provide you with the lowest cost of agency ownership. We achieve this through our unique combination of deep public sector knowledge, “software-as-service” software delivery method, and our strong focus on customer success. Over the past several years, Insight Enterprise has proven to reduce implementation and support costs, maximize return on investment, and provide the lowest total cost of ownership. Our customers typically experience ten times the return on their agency’s investment.

NEOGOV will provide a superior solution at a competitive price. The following table displays the estimated license subscription price to deliver our Insight Enterprise software solutions to you. NEOGOV stands by the projected license subscription and implementation price described below for a period of thirty (30) days from the date of this document. However, NEOGOV reserves the right to adjust the projected license subscription and implementation price should any agency requirements dictate.

These are preliminary subscription and implementation price estimates.

Item	Annual Recurring Price ¹	One-time Price ¹
1.0 Insight Enterprise Edition		
1.1 License Subscription	\$4,320.00	
1.2 Provisioning (Implementation)		Included
1.3 User Training		\$2,500.00
Total	\$4,320.00	\$2,500.00

Included with License		
Unlimited Customer Support M – F, 6:00 AM – 6:00 PM PT	Included	
Product Upgrades to Licensed Software	Included	

¹ Price estimates are exclusive to your agency and are based on existing Insight functionality and are subject to change based on any RFP functional/technical requirements.

Training

- Training is a one-time cost and includes unlimited instructor led Online training. For this project we would anticipate one day of initial Online training

Price: \$2,500.00

Provisioning (Setup and Installation)

- Assign a NEOGOV project implementation specialist
- Conduct project kick off, review implementation plan, discuss deliverables timeline, and set schedule for weekly implementation meetings

- Create an agency-specific training environment which is used by your agency during training and afterwards to train in prior to moving into production
- Configure performance evaluation forms
- Establish your agency's performance evaluation production environment

Price: INCLUDED

Annual License (Includes Hosting, Maintenance and Support)

The annual license for the NEOGOV Performance Evaluations Software includes all of the following:

- ✓ **Configurable Performance Evaluations**
- ✓ **Goal Library**
- ✓ **Competency Modeling**
- ✓ **Competency Library**
- ✓ **Org Charts**
- ✓ **360 Feedback**
- ✓ **Dashboards & Reports**
- ✓ **Uploading Content**
- ✓ **Configurable Workflows**
- ✓ **Custom Form Templates**
- ✓ **Configurable Rating Scales**
- ✓ **Goal Alignment**
- ✓ **Development Planning**

Additionally, during the term of the license, Agencies are provided:

- Invitation to the NEOGOV annual user's conference in Las Vegas
- Product Upgrades to Licensed Software
Agencies receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout. Product upgrade rollouts are generally released every three months.

Price: \$4,320.00

ITEM # Committee Reports
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Swanson, Jack	*Department District 2 Commissioner	*Board Meeting Date Feb 8 2011
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***Subject Title (As it will appear on the agenda):**
 Committee Reports

***Background (Provide sufficient detail of the subject):**
 What follows are committee reports from Jack Swanson and Glenda Phillipe.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

JACK SWANSON COMMITTEES

JANUARY 26, 2011 - A.M.C. NEW COMMISSIONER TRAINING (ST PAUL); met with Riaz Aziz, Brian Berg & Mary Callier in final preparation for next-day training.

JANUARY 27, 2011 - A.M.C. NEW COMMISSIONER TRAINING (ST PAUL); presented on a variety of topics for newly elected commissioners at MCIT building.

JANUARY 27, 2011 - LEGISLATIVE COMMITTEE (ST PAUL); met with State Senator LeRoy Stumpf on topics of interest to Roseau County, including LUP lands.

JANUARY 27, 2011 - LEGISLATIVE COMMITTEE (ST PAUL); met with State Representative Dan Fabian on issues of interest to Roseau County, including HF1.

FEBRUARY 1, 2011 - DEPARTMENT HEADS MEETING on technology.

FEBRUARY 2, 2011 - ROSEAU RIVER WATERSHED BOARD

FEBRUARY 2, 2011 - COMMUNITY JUSTICE COORDINATING COMMITTEE

FEBRUARY 3, 2011 - COLLABORATIVE GOVERNANCE COUNCIL (ST PAUL); considered MSBA statutory change recommendation (on meeting location); considered joint powers liability changes; considered recommending legislature not create service delivery regions

FEBRUARY 4, 2011 - LEGISLATIVE COMMITTEE; met with Ryan O'Connor (AMC) on proposed Greater Minnesota Advisory Council

Glenda A. Phillippe
Roseau County Board of Commissioners
February 2011 Committee Activity

<u>Date</u>	<u>Committee</u>	<u>Location</u>	<u>Time</u>	<u>Comments</u>
1-Feb	County Dept. Heads	Roseau	8:30	Chris Stauffer presented an overview of IT - ongoing projects and future projects.
	Area Agency on Aging (AAA)			Bunness/Polk elected chair; Younggren/Kittson elected vice; Goddard/Legal Services presented 2011 educational sessions; needs suggestions for more sessions; nutrition pgm short \$70,000/2012; offered to promote Eldercare
2-Feb		TRF, MN	Noon	Development programs in Roseau Co.
8-Feb	County Board	Roseau	8:30	Regularly scheduled meeting
9-Feb	Lake Township Board	Warroad	6:00	