
April 12, 2011

REVISED 4-11-11

WORK SESSION AGENDA

- 8:30 Call to Order**
- 8:35 Comments and Announcements**
- 8:40 Discussion Items**
1. Poplar Grove Township Hall
 2. Funding for Ditch Cleaning - Soler Township
 3. Badger Auction Sale Items
- 9:00 Northwest Community Action, Gayle Peterson**
1. Discuss Resolution Authorizing Administration of the MN Housing Finance Agency's Family Homeless Prevention and Assistance Program
 2. Discuss Letter of Agreement for Support Services for Long-Term Homeless People Living in Northwestern Minnesota
- 9:15 IT Administrator Chris Stauffer**
1. AS400
- 9:30 Roseau County Public Health Director Julie Pahlen**
1. Review Roseau County Preparedness Plans
- 10:00 Roseau County Assessor Al Heim**
1. Public Notice for Local Board of Review
- 10:05 Review Bills**
- 10:10 Review Agenda for Regular Board Meeting**
- 10:15 Identify Future Work Meeting Topics**
- 10:20 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/>

District 1, Glenda Phillipe, - District 2, Jack Swanson,
District 3, Roger Falk - District 4, Russell Walker; Vice-Chair - District 5, Mark Foldesi; Chair

An Equal Opportunity Employer

April 12, 2011

REVISED 4-11-11

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on March 22, 2011 at 10:30 a.m. in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

10:30 Call to Order

1. Roll Call
2. Presentation of Colors
3. Approve Agenda

10:35 Citizen Comments

Members of the audience wishing to address the County Board on an item not on the Agenda may come forward at this time to be recognized by the Board Chair. Please state your name and address for the record. Comments are limited to five minutes. A personnel complaint against an individual County employee may not be heard initially at a Board meeting. Personnel complaints may be submitted to the Board in writing through the Coordinator's Office.

10:40 Consent Agenda

1. Approve Proceedings
2. Approve Roseau County Trailblazers Third Benchmark
3. Approve Revised Joint Powers Agreement for Quin County Community Health Services
4. Approve Resolution Authorizing Administration of the MN Housing Finance Agency's Family Homeless Prevention and Assistance Program
5. Approve Letter of Agreement for Support Services for Long-Term Homeless People Living in Northwestern Minnesota
6. Approve Benefit Payout to Collette Rush
7. Approve Bills

11:15 Committee Reports

11:45 Unfinished Business

1. Passport Services Administration

12:15 New Business

1. Poplar Grove Township Hall

12:30 Adjourn

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Apr 12 2011
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***Subject Title (As it will appear on the agenda):**
 Approve Proceedings

***Background (Provide sufficient detail of the subject):**
 The Board will review the March 22, 2011 Board Proceedings 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:

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

March 22, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, March 22, 2011 at 10:30 a.m.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUARUM

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

APPROVAL OF AGENDA

Benefit Payout Policy was added to the Consent Agenda; Equipment Rental Rates and discussion of Floyd Haugen tractor tire claim was added to the Highway Department meeting; and discussion of Elected Official Legislation was added to new business. A motion to approve the agenda was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

CONSENT AGENDA

A motion to adopt the consent agenda was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously. The Board, by adoption of its consent agenda, approved proceedings from the March 8, 2011 meeting; approved benefit payout to Brittany Burkel; approved a job share contract with Lake of the Woods; approved benefit payouts for KaMaR employees Michael Gerdes, Peggy Ingeman, Victoria Hanson and Luke Englund; approved the National County Government Proclamation; accepted the resignation of Dispatch/Correctional Officer Collette Rush; approved a revision to the benefit payout policy stating all applicable vacation and sick time will be paid out to employees in one lump sum upon termination of employment and approved the payment of bills as follows:

Warrants Approved for Payment 3/10/2011

Vendor Name	Amount
Capital Guardian Trust Co	2,130.38
Centurylink	3,616.83
Johnson/Laure A	3,526.88
Nationwide Retirement Solutions	2,155.97
NW MN Serv Coop-Blue Cross Blue Shield	66,543.50
Roseau City	15,053.28
Roseau Co Hwy Dept	116,651.11
Roseau Co Trailblazers	30,461.03
Roseau Co Treasurer	20,667.98
School Dist 2683	10,601.19
Select Account-VEBA	9,404.22
United Healthcare Insurance Company	2,692.20

17 Payments less than 2,000 \$8,284.20

Final Total: \$291,788.77

Warrants Approved for Payment 3/17/2011

Vendor Name	Amount
KITTSOON CO AUDITOR	49,575.00
MARSHALL CO AUDITOR-TREASURER	66,425.00

RED LAKE COUNTY	46,150.00
20 Payments less than 2,000	\$4,801.40
Final Total:	\$166,951.40

Warrants Approved On 3/22/2011 for Payment 3/25/2011

Vendor Name	Amount
ARROWHEAD RADIO AND SECURITY	2,165.13
AVIANDS LLC	6,860.70
COMSTOCK CUSTOM MOWING & SNOW REMOVAL	2,313.45
FLEET SERVICES DIVISION	2,206.48
INTERNAL REVENUE SERVICE	43,166.23
LIFECARE MEDICAL CENTER	4,920.17
NORTHERN BAG AND BOX COMPANY	15,764.06
NORTHERN RESOURCES COOPERATIVE	5,767.60
SAFETY COMPLIANCE SERVICES	4,650.00
UND FORENSIC PATHOLOGY	3,000.00
62 Payments less than 2,000	\$24,175.97
Final Total:	\$114,989.79

HIGHWAY DEPARTMENT ENGINEERS REPORT

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

2011-03-03

BE IT RESOLVED, that the Board does hereby approve the 2011 Highway Department Equipment Rental Rates as follows:

Equipment	Rate
Motorgrader	\$ 90.00
Contractor Work:	\$ 200.00
Truck-Tandem Axle	\$ 110.00
Contractor Work:	\$ 200.00
Truck-Tandem Axle w/two operators	\$ 140.00
Gravel Trailer - Red River Pup	\$ 10.00
Spray Truck-Tandem Axle	\$ 160.00
Backhoe - JCB	\$ 80.00
Contractor Work:	\$ 150.00
Dozer - D-4	\$ 110.00
Contractor Work:	\$ 210.00
Dozer - D-7	\$ 120.00
Contractor Work:	\$ 220.00
Tractor - 7230 JD	\$ 60.00
Mower - 9' New Holland	\$ 10.00
Mower - 15' Schulte	\$ 15.00
Loader - Case	\$ 80.00
Contractor Work:	\$ 180.00
Trailer - Tandem Flatbed	\$ 20.00

Loren Horner met with the Board and Engineer Ketring to request a spring load restriction exemption to haul six loads of concrete needed for renovation of his shop.

A motion to deny this spring load restriction request was made by Commissioner Walker, seconded by Commissioner Falk and carried unanimously.

The Board discussed a reimbursement request made by Floyd Haugen for tractor tire replacement due to damage incurred on County Road 16. Mr. Haugen's claim had previously been submitted to Roseau County's insurance provider, MCIT and was denied. Engineer Ketring advised the Board that it is the Highway Department's policy to submit these claims to MCIT for investigation and to follow their recommendation.

A motion to deny Floyd Haugen's tractor tire reimbursement request, based on the recommendation of MCIT, was made by Commissioner Swanson, seconded by Commissioner Walker and carried by a 4-1 vote with Commissioner Walker opposed.

Engineer Ketring requested a meeting with the Human Resource Committee to discuss his re-appointment as the Roseau County Highway Engineer.

COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Social Services Board, 3/15/11; Safety Committee, 3/15/11; Human Resource Committee, 3/21/11.

Commissioner Foldesi reported on the following committee meeting(s): KaMaR Board, 3/14/11; Social Services Board, 3/15/11; Highway Committee, 3/15; Human Resource Committee, 3/21/11.

Commissioner Phillippe reported on the following committee meeting(s): Warroad City Council, 3/14/11; Warroad School Board, 3/14/11; Roseau County Social Services, 3/15/11; Roseau County Highway Department, 3/15/11; Lake Township Board, 3/17/11; Roseau County Committee on Aging, 3/18/11; Women in Government, 3/19/11; Land of the Dancing Sky, Area Agency on Aging, 3/21/11.

Commissioner Swanson reported on the following committee meeting(s): KaMaR Board, 3/14/11; Social Services Board, 3/15/11; Highway Committee, 3/15/11; Safety Committee, 3/15/11; Housing and Redevelopment Authority, 3/16/11; Regional Radio Board, 3/16/11; Legislative Committee, 3/18/11; Roseau County Committee on Aging.

Commissioner Walker reported on the following committee meeting(s): Social Services Board; Highway Committee, 3/15/11.

UNFINISHED BUSINESS

The Board discussed the hiring approval requests submitted by County Attorney Karen Foss. The Human Resource Committee requested the required documentation from Ms. Foss before approval of this hire. A motion to approve the hire of Maria Pahlen as Victim Services Coordinator at a Grade 7 Step A and Elizabeth Froese as Victim Services Assistant at a Grade 5 Step A was made by Commissioner Swanson, seconded by

Commissioner Phillippe and approved pending receipt and review of hiring materials approval by the Human Resource Committee.

NEW BUSINESS

The Board discussed the relocation of passport processing. The U.S. Department of State initiated a new federal passport law that changes the way passports are processed. Effective May 1, 2011, the law will not allow the same person to process both Passports and Birth Certificates in the same office. In addition, the law requires a separate office area for the sole purpose of processing passport applications. The Human Resource Committee met with Treasurer Diane Gregerson to discuss this transition. Ms. Gregerson noted that she had spoken with Recorder Pam Grand who has agreed that her office would be able to accommodate passport processing. Compensation changes for this transition will be discussed at the next Human Resources Committee meeting. The matter will be placed on the April 12th, 2011 agenda for approval.

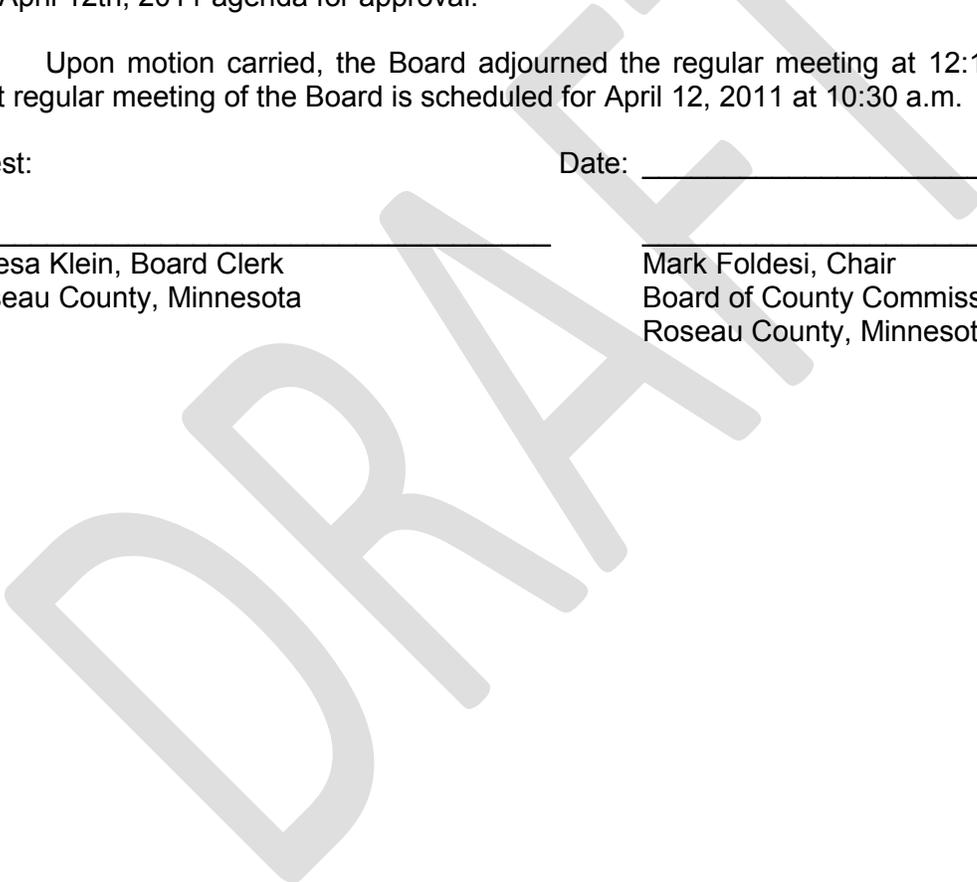
Upon motion carried, the Board adjourned the regular meeting at 12:15 p.m. The next regular meeting of the Board is scheduled for April 12, 2011 at 10:30 a.m.

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 ▼	*Department ▼	*Board Meeting Date		
		Apr ▼	12 ▼	2011 ▼

***Subject Title (As it will appear on the agenda):**
 Approve Roseau County Trailblazers 3rd Benchmark

***Background (Provide sufficient detail of the subject):**
 Buck Bue of the Roseau County Trailblazers will meet with the Board to request approval of the 3rd Benchmark on the Pelan Trail System.

***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

SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING

Certification of Satisfactory Grooming

2nd Benchmark – Due By February 15th

 3rd Benchmark – Due By April 15th

Trail Name: Pelan Trail/Roseau Trailblazers/BISF#1

Club/Organization Name: Roseau County Trailblazers, Inc.

Sponsor Name (Local Unit of Government): Roseau County

By signing this form, the Sponsor certifies that the above snowmobile trail has been satisfactorily groomed

_____ from opening day through January 15th; or

X from January 16th through the end of the season or April 1st.

Sponsor Signature: _____

Sponsor Title: _____

Date: _____

Is there any reason why the Department of Natural Resources should withhold any part of this payment? YES _____ NO _____

If yes, please elaborate-

Amount Requested \$ 30,461.03 (Up to 25% of the original contract.)

Department Use Only

THIS INVOICE APPROVED FOR PAYMENT BY:

Area Trails & Waterways Supervisor	Date	FY 11	Amount \$ 30,461.03
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<input type="checkbox"/> Partial	CFMS Number B48863	Signature
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Invoice Number (Circle One) Benchmark 2	 Benchmark 3
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ITEM # Consent 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
		Apr	12	2011

*Subject Title (As it will appear on the agenda):
Approved Quin County Community Health Services JPA

*Background (Provide sufficient detail of the subject):
 The Joint Powers Agreement for the Quin Community Health Services has been revised to update liability limits, changes to community health organization laws and other legislative changes. The JPA has also been updated to streamline the advisory group to only include the Public Health director of each county.

*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



March 30, 2011

Kittson County

Marshall County

Pennington County

Red Lake County

Roseau County

IN RE: Quin County Community Health Services
 Our File No. 2010-3714

Dear County Commissioners:

I write to you as legal counsel for Quin County Community Health Services (Quin). As an agency, we have undertaken revisions to the Joint Powers Agreement (JPA) between your counties which created Quin. Enclosed for your review are the existing JPA (dated January 5, 1988) and a proposed revised JPA. The existing JPA from 1988 needed updates from a legal standpoint to address liability limits, changes to community health organization laws, and other legislative changes.

Also, from a practical standpoint, a structural change appeared to be in order. Historically, Quin has had a rather large advisory board consisting of 11 members. Scheduling the advisory board meetings had become increasingly burdensome, and the need for the board had decreased over time. You will notice in the attached revised JPA that the advisory group has been streamlined to only include the public health director of each county. Under this structure, Quin management will still benefit from county input, but in a more meaningful and efficient way.

It is my request that your counties review the proposed revised JPA and, if you feel the changes are appropriate, that you execute the signature page attached to the revised JPA and return it to:

Kittson County
Marshall County
Pennington County
Red Lake County
Roseau County
March 30, 2011
Page 2

Rachel Green
Quin County Community Health Services
136 West Minnesota Avenue
P.O. Box 248
Newfolden, MN 56738

If you have any questions regarding these revisions, do not hesitate to contact Rachel Green or me.

Sincerely,



Kristi A. Hastings
k.hastings@pemplaw.com

KAH/jep
Enclosures: 1988 Joint Powers Agreement
2011 Revised Joint Powers Agreement
cc: Rachel Green



ITEM # Consent 4
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
		Apr	12	2011

***Subject Title (As it will appear on the agenda):**
 Approve Resolution Authorizing Administration of the MN Housing Finance Agency's Family Homeless Prevention and Assistance Program

***Background (Provide sufficient detail of the subject):**
 Gayle Peterson of Northwest Community Action will meet with the Board to request a resolution to administer the Minnesota Housing Finance Agency's (MHFA) Family Homeless Prevention Assistance Program in Roseau County. A copy of the resolution is attached.

***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:

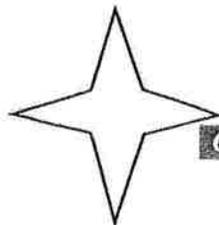
Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

Northwest Community Action

SERVING NORTHWESTERN MINNESOTA

Randy Nordin, Executive Director



Community Services • Head Start • Housing • Energy Assistance

April 5, 2011

Roseau County Commissioners
Trish Klein
605 5th Ave
Roseau., Minnesota 56751

Dear Commissioners:

This letter is to request a resolution to administer the Minnesota Housing Finance Agency's (MHFA) Family Homeless Prevention Assistance Program (FHPAP) in Roseau County. A copy of the resolution is enclosed. Tri- Valley Opportunity Council would be the program grantee and Northwest Community Action would be the sub grantee for Roseau County. The resolution is needed for the proposal.

FHPAP funds provide assistance for one or several months of rent or mortgage payments for families experiencing a crisis. Families receiving financial assistance are required to complete monthly case management and follow-up services. The funds can also be used for deposits, utility bills, transportation, and help with child care.

If you have any questions or comments prior to your meeting in April, feel free to contact me at 218-528-3258. I would be willing to answer any questions now, or at that time. Thank you for your time and attention to this matter.

Sincerely,

Gayle Peterson
Program Manager



Board of Commissioners

606 5th Ave. SW, Room #131
Roseau, MN 56751
Phone: 218-463-4248
Fax: 218-463-3252

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

**RESOLUTION AUTHORIZING ADMINISTRATION OF
THE MINNESOTA HOUSING FINANCE AGENCY'S
FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM**

2011-XX-XX

WHEREAS, the need for homeless prevention and assistance exists in Roseau County; and

WHEREAS, Tri-Valley Opportunity Council, Inc. desires to administer the Minnesota Housing Finance Agency's Family Homeless prevention and Assistance Program in Roseau County in accordance with all applicable State and Federal regulations; and

WHEREAS, IN ORDER TO ADMINISTER THE Minnesota Housing Finance Agency's Family homeless Prevention and Assistance program in Roseau County, it is necessary for Tri-Valley Opportunity Council, Inc. to file a resolution of approval executed by the Roseau County Board of Commissioners with the Minnesota Housing Finance Agency;

NOW THEREFORE BE IT RESOLVED that the Tri-Valley Opportunity Council, Inc. is hereby authorized to:

1. Submit a proposal to the Minnesota Housing Finance Agency for funds from the Family Homeless Prevention and Assistance program to assist people in Roseau County.
2. Administer the Family Homeless Prevention and Assistance Program in Roseau County, according to the program guidelines, contingent upon funding being granted.

STATE OF MINNESOTA)
) ss
COUNTY OF ROSEAU)

I, Teresa Klein, Board Clerk in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on April 12, 2011.

(SEAL)

Teresa Klein
Roseau County Board Clerk

ITEM # Consent 5
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
		Apr	12	2011

***Subject Title (As it will appear on the agenda):**
 Approve Letter of Agreement for Support Services for Long-Term Homeless People Living in Northwestern Minnesota

***Background (Provide sufficient detail of the subject):**
 Gayle Peterson of Northwest Community Action will meet with the Board to request approval of a Letter of Agreement to submit a proposal for a grant that will provide support services for the long-term homeless people in Roseau County.

***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:

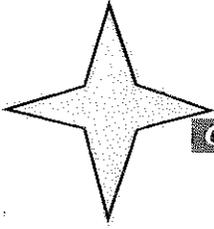
Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

Northwest Community Action

SERVING NORTHWESTERN MINNESOTA

Randy Nordin, Executive Director



Community Services • Head Start • Housing • Energy Assistance

April 6, 2011

Roseau County Commissioners
Trish Klein
605 5th Ave
Roseau, Minnesota 56751

Dear Commissioners

This letter is to request a resolution to administer the Supportive Services Grant for the Long Term Homeless in Roseau County. A copy of the resolution is enclosed. Mahube Community Council would be the lead agency and Northwest Community Action would be the sub grantee for Roseau County. The resolution is needed for the proposal.

“People” served by this grant must meet the definition of Long Term Homeless. SSG-LTH funds will provide funds to do intense case management with this difficult to serve population. The case manager will assist these clients in finding suitable housing, filling out forms for subsidized housing, Social Security Disability or whatever needs the client has. Many clients have been in and out of the ‘system’ for years. The relationships that case managers build with their clients are instrumental in breaking the cycle of homelessness.

If you have any questions or comments prior to your meeting in April, feel free to contact me at 218-528-3258. I would be willing to answer any questions now, or at that time. Thank you for your time and attention to this matter.

Sincerely,

Gayle Peterson
Program Manager

**Support Services For Long-Term Homeless People
Living In Northwestern Minnesota
Letter Of Agreement**

Reserve County/Reservation

This needs to be adapted for each county and Reservation.....

_____ County Board of Commissioners agrees to participate in "Support Service Funds for Long Term Homeless People" from the Department of Human Services, in collaboration with a multi-county consortium consisting of Northwest Regions 1 and 2, and West Central Region 4.

Hubbard County will serve as the Lead County and Grantee for this project.

Leech Lake Indian Reservation, White Earth Indian Reservation, and Red Lake Indian Reservation will partner with the multi-county consortium and will receive services as a result of this project.

_____ County Board of Commissioners affirms to fully cooperate and participate in the collaborative project to provide support services to individuals and families who experience long-term homelessness.

_____ County Board of Commissioners and Mahube Community Council, Inc. agrees to communicate with partners of the multi-county consortium on a regular basis, receiving reports and information regarding progress of the project from the Service Provider Partner.

_____ County Board of Commissioners agrees to review the service plan and provide feedback to the Service Provider Partner regarding expectations and services provided.

_____ County Board of Commissioners will participate in decision making for the project with the multi-county consortium.

In the event that full funding is not received, secured funds will be pro-rated relative to each county/agency/tribe's original request.

The contact person for the Northwestern Minnesota Support Services For Long-Term Homeless People project is Leah Pigatti.

The administrative agent for the project is Mahube Community Council, Inc.

Signature _____
Title: Board Chairperson

Date _____

ITEM # Consent 6

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Gust, Steve	*Department Sheriff	*Board Meeting Date Apr 12 2011
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***Subject Title (As it will appear on the agenda):**
Collette Rush benefit payout

***Background (Provide sufficient detail of the subject):**
Payout of accrued vacation, sick, holiday and comp time of Collette Rush who resigned March 22, 2011 as a permanent part-time dispatch/jailer.

***Financial Consideration:**
\$1,877.28

***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

PAYROLL CHANGE

Name: COLLETTE RUSH

New Address: 14756 PERIDOT AVENUE NW

RAMSEY, MN 55303

Title: DISPATCH/JAILER

Full-time

Part-time

Temporary

Board Approval Date: _____

Effective Date: _____

Grade/Step: _____

Pay Rate: 17.52

Department: Sheriff

Change Vacation Code To:

_____ V1 (1-5 yrs., 4 hrs) _____ V2 (5-10 yrs., 5 hrs) _____ V3 (10-15 yrs., 6 hrs)

_____ V4 (15-20 yrs., 7 hrs) _____ V5 (over 20 yrs, 8 hrs)

Grade/Step Change:

Current Grade/Step _____ New Grade/Step _____

Pay Rate Change:

Current _____ New _____

Severance Pay:

	Vacation	<u>17.80</u> hours @	<u>\$17.52</u> per hour	<u>\$311.86</u>
(Balance of 114.80 hours	Sick	<u>57.40</u> hours @	<u>\$17.52</u> per hour	<u>\$1,005.65</u>
divided by two)	Comp.	<u>7.25</u> hours @	<u>\$17.52</u> per hour	<u>\$127.02</u>
	Holiday	<u>24.70</u> hours @	<u>\$17.52</u> per hour	<u>\$432.75</u>
			TOTAL	<u>\$1,877.28</u>

REASON FOR CHANGE

- | | |
|--|---|
| <input type="checkbox"/> New Employee - Hire Date: _____ | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Rehire | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Address Change | <input type="checkbox"/> Family/Medical Leave |
| <input type="checkbox"/> Vacation Anniversary | <input type="checkbox"/> Return From Leave |
| <input checked="" type="checkbox"/> Grade/Step Change | <input type="checkbox"/> Reevaluation of Current Job |
| <input type="checkbox"/> Pay Rate Change | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Title Change | <input type="checkbox"/> Annual Cost of Living Adjustment |
| <input type="checkbox"/> Anniversary Step Increase | <input type="checkbox"/> Other _____ |
| X Resignation/Termination | |

Comments: Collette Rush resigned from her position as a permanent part-time dispatch/jailer effective March 22, 2011 which was also her last day worked.

Approved by: _____

Signature of Department Supervisor

7-Apr-11

Date

ITEM # Unfinished Business

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Foldesi, Mark	*Department District 5 Commissioner	*Board Meeting Date Apr 12 2011
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***Subject Title (As it will appear on the agenda):**
Passport Services Administration

***Background (Provide sufficient detail of the subject):**
The Human Resource Committee will present the Board with its recommendation on the transition of passport services from the Treasurer's Office to the Recorder's 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