



Board of Commissioners

Fran Miron, District 1
Stan Karwoski, District 2
Gary Kriesel, District 3
Wayne A. Johnson, District 4
Lisa Weik, Chair, District 5

BOARD AGENDA October 5, 2021 - 9:00 AM

1. 9:00 **Roll Call**

Pledge of Allegiance

2. 9:00 **Comments from the Public**

Visitors may share their comments or concerns on any issue that is a responsibility or function of Washington County Government, whether or not the issue is listed on this agenda. Persons who wish to address the Board must fill out a comment card before the meeting begins and give it to the County Board Clerk or the County Administrator. The County Board Chair will ask you to come to the podium, state your name and city of residence, and present your comments. Your comments must be addressed exclusively to the Board Chair and the full Board of Commissioners. Comments addressed to individual Board members will not be allowed. You are encouraged to limit your presentation to no more than five minutes. The Board Chair reserves the right to limit an individual's presentation if it becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of Washington County's responsibilities.

3. 9:10 **Consent Calendar - Roll Call Vote**

Consent Calendar items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.

- A. Approval to appoint Karl Olson, Oak Park Heights, to the Mental Health Advisory Committee as a Consumer Representative, to a partial term expiring December 31, 2023.
- B. Approve revisions to Policy #6006 Advisory Committees, Boards, and Commissions.
- C. Approve revisions to Human Resources Personnel Rules and Regulations - Section #17 Insurance/Benefits.
- D. Approval of a special project Human Resources Generalist position in the Human Resources Department.
- E. 1. Approval of Contract No. 14325 with Asphalt & Concrete, Inc. (ACI) in the amount of \$439,640.89 for construction services of the Forest Lake Parking Lot Improvement Project.
2. Approval of Permanent Use of Fund Balance in an amount not to exceed of \$479,800.

4. 9:10 **Community Services - Jennifer Castillo, Director**

- A. Adopt a resolution to accept additional Emergency Rental Assistance 1 (ERA1) program funds from the Minnesota Housing Finance Agency (MHFA)

5. 9:20 **Information Technology - Renee Heinbuch, Director**

- A. Adopt a resolution to recognize October 2021 as Cybersecurity Awareness Month.



6. 9:30 **General Administration** - Kevin Corbid, County Administrator

A. Federal Legislative Report

B. Summary of the County Administrator's Performance Review.

7. 10:30 **Commissioner Reports - Comments - Questions**

This period of time shall be used by the Commissioners to report to the full Board on committee activities, make comments on matters of interest and information, or raise questions to the staff. This action is not intended to result in substantive board action during this time. Any action necessary because of discussion will be scheduled for a future board meeting.

8. 10:45 **Board Correspondence**

9. 10:45 **Adjourn**



Request for Board Action

BOARD MEETING DATE:
October 5, 2021

AGENDA ITEM NUMBER:
3.A

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Alyssa Soderlund, Admin Assistant	REQUESTOR PHONE: 651-430-6015
PRESENTER(S):	MEDIA CONTACT: Alyssa Soderlund 651-430-6015	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to appoint Karl Olson, Oak Park Heights, to the Mental Health Advisory Committee as a Consumer Representative, to a partial term expiring December 31, 2023.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Commissioner Kriesel recommended Mr. Olson's appointment.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? N/A		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Susan Tice, County Attorney Civil Division Chief 9/28/2021
 Jan Lucke, Deputy County Administrator 9/28/2021



Request for Board Action

BOARD MEETING DATE:
October 5, 2021

AGENDA ITEM NUMBER:
3.B

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S):	MEDIA CONTACT: Yvonne Klinnert	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve revisions to Policy #6006 Advisory Committees, Boards, and Commissions.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Changes to Policy #6006 Advisory Committees, Boards, and Commissions, have been discussed with the Finance Committee throughout 2021. The Finance Committee recommends the County Board approve revisions related to increasing the per diem from \$35 to \$50, identifying expectations for members, and a process for removing a member. These changes have been reviewed, discussed, and approved by the Washington County Attorney's Office.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Discussed at Finance Committee meetings on 3/9/2021, 7/6/2021, and approved at the 9/28/2021 Finance Committee meeting.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Susan Tice, County Attorney Civil Division Chief 9/29/2021
Jan Lucke, Deputy County Administrator 9/29/2021



ADVISORY COMMITTEES, BOARDS, AND COMMISSIONS

Policy

The Washington County Board of Commissioners appoints various boards, commissions and committees. Their purpose is to advise, consult with, or make recommendations to the County Board on a variety of issues that affect the citizens of the county. Such boards, commissions and committees include but are not limited to:

- Audit Committee
- Board of Adjustment and Appeals
- Child Protection Citizen Review Panel
- Community Corrections Advisory Board
- Community Development Block Grant Citizens Advisory Committee
- Family Homelessness Prevention and Assistance Advisory Committee
- Groundwater Advisory Committee Historic
- Courthouse Advisory Committee
- Library Board
- Mental Health Advisory Council
- Minnesota Extension Service
- Parks and Open Space Commission
- Personnel Board of Appeals
- Planning Advisory Commission
- Workforce Development Board

Careful consideration is given prior to the creation of boards, commissions and committees to assure the wise use of staff and citizens time. Boards/Commissions/Committees will establish a formal process for annually advising the County Board on their work and recommendations.

The County Board also interacts with and makes appointments to a variety of independent agencies, which provide services and programs to county residents. Boards, commissions and committees such as, but not limited to: Community Development Board, Veterans Rest Camp Association, and watershed districts are recognized as being governed by state statues and policies. The creation of these boards, commissions and committees will use similar appointment processes unless specifically addressed in another policy or directly governed by statue.

Board/Commission/Committee vacancies are advertised in the fall of each year; the board,

commission, and committee appointments are made in January, or as necessary, to fill vacancies.

A directory is published annually, which contains information about each board, commission, and committee including: purpose; composition; terms; meeting requirements; responsibilities; remuneration, if any; operating procedures; and membership listing.

Per Diem

In recognition of the important contributions made by members of its advisory boards, commissions, and committees, and in support of the members of its boards, commissions, and committees who have volunteered their time and efforts on the county's behalf, the County Board pays per diem and mileage reimbursement to volunteers for the performance of service.

Per Diem: ~~\$35~~-50 per meeting

Mileage Reimbursement: At the same rate set for county employees

Guidelines

Meetings:

1. The County Board will recruit citizen members through the open appointment process and appoint to provide representation from each commissioner district where possible, unless otherwise indicated. Within statutory requirements, the County Board will limit board/commission/committee size to maintain optimal performance.
2. All meetings are open, public meetings and subject to Minnesota open meeting laws.
3. An annual meeting for the purpose of election of a chair and vice-chair can be established by the board/commission/committee members.
4. Boards/Commissions/Committees will meet four to six times per year, unless otherwise required. Special meetings may be called by the chair of the board/commission/committee or at the request of the department head.
5. Notice and agenda for meetings will be given to each member of the board/commission/committee no less than four (4) days in advance of a meeting. Special meetings may be noticed by giving 48 hours advance notice by telephone.
6. Board/Commission/Committee requests for additional staff time or assignment of activities will be directed to the department head for approval.

Quorum:

One-half of the appointed members, plus one, shall be considered a quorum for meetings. Meetings can proceed without a quorum, but formal action cannot be taken by the board/commission/committee without a quorum present. A board/commission/committee at its discretion, may adjourn any meeting at which a quorum is not present without further notice.

Officers:

1. Advisory boards/commissions/committees may elect a chair and vice-chair to preside at meetings.
2. Election of officers will take place at a meeting so designated by the advisory board/commission/committee.
3. A vacancy in the office of chair or vice-chair may be filled for the unexpired term by election of the board/commission/committee membership at any meeting of the board/commission/committee.
4. Officers serve for a one-year term of office and may be elected to a subsequent annual term. Officers will not serve more than two (2) consecutive terms.
5. Termination of membership on the board/commission/committee results in automatic vacating of any office that the member holds.

Membership and Terms:

1. When a member resigns prior to the expiration of a term of membership, a new member will be appointed to finish out the expired term of membership.
2. New classifications of membership can only be created by the County Board; only the County Board has authority to appoint the membership of the board/commission/committee.
- ~~3. Members who miss four (4) meetings in a year will be considered inactive; their inactive status will be reported by the department head to the County Board of Commissioners and the committee member may be replaced.~~
- ~~4.3.~~ Except where specifically provided for by the County Board adopted board/commission/committee description, no permanent county employee can serve as a voting member on an advisory board/commission/committee.
- ~~5.4.~~ Terms should be staggered to provide continuity on the committee.
- ~~6.5.~~ County Board Commissioners will serve as contact members without voting privileges. County Commissioners will be assigned annually to serve as a contact member.

7.6. Terms for advisory board/commission/committee members shall be for three years, unless provided otherwise by state statute or County Board action.

8.7. The County Board has implemented an appointment procedure for certain board/commission/committee as follows:

- Prospective candidates for appointment to the Planning Advisory Commission, Board of Adjustment and Appeals, Library Board, will be required to submit an application for the position and participate in an interview with the County Board.
- Prospective candidates for appointment to the Workforce Development Board must be recruited by the open appointment process set forth in Public Law 105-220, Workforce Investment Act of 1998.
- The application and interview protocol to be used in filling these positions will be coordinated by the County Administrator and the secretary to the County Board.
- An appointment to one of these boards, commissions, or committees will be made by the full County Board, meeting in a regular session or properly noticed special session.

County Board Statement of Expectations

The Washington County Board of Commissioners believes a citizen advisory board, commission, or committee will work most productively when its members are committed, knowledgeable, and work together as a team. The County Board expects its citizen advisory board/commission/committee appointees to:

1. Attend new member orientation, if provided.
2. Commit to regularly attend and actively participate in the advisory board/commission/committee work, including substantive participation in meetings and discussions.
3. Notify the staff liaison, in advance, if unable to attend a meeting.
4. Understand the roles and relationships of the advisory board/commission/committee, staff liaison, County staff, and County Board.
5. Become familiar with the County's and the advisory board's/commission's/committee's role and mission.
6. Stay informed about advisory board/commission/committee matters, prepare themselves for meetings, and review and comment on minutes and reports.

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7. Get to know other advisory board/commission/committee members and build a working relationship that contributes to consensus.
 8. Conduct themselves in a professional manner.
 9. Show respect for and tolerance of differing views and opinions.
 10. Reflect the perspectives of the County's diverse constituency in discussions and decision-making processes.
 11. Comply with Washington County Policy 5008 to maintain a respectful workplace. Foster a committee environment free from violence, discrimination, and offensive or degrading remarks.
 12. Refrain from accepting gifts from individuals or organizations that do business with Washington County in accordance with gift ban laws.

Voting:

1. Each active member of an advisory board/commission/committee has one (1) vote.
2. A majority vote of a quorum shall be sufficient for the adoption of any motion.
3. Citizen-appointed members or members appointed to represent outside organizations or interest groups do not have proxy vote privileges; proxy vote privileges may be extended to representatives of county departments, such as the County Sheriff, County Attorney, or other official department appointees.

Subcommittee/Task Force Structures:

Standing committees (such as an administrative committee or budget committee) will not be appointed. Advisory boards/commissions/committees are not responsible for department administrative or budget functions.

1. Task forces or subcommittees to study specific issues can be appointed by the advisory board/commission/committee. Appointments to a subcommittee/task force will be made by the chair of the advisory board/commission/committee.
2. Subcommittees or task forces will have a specific purpose and will sunset at the conclusion of their charge.

Bylaws:

These procedures serve to manage advisory board/commission/committee operations. Advisory board/commission/committee need not establish their own bylaws in addition to these operating procedures, except as required by statute or ordinance, in which case the review and update of the bylaws will occur annually, and proposed bylaws will be presented to the County Board for approval.

Removal of Members

If a removal process is not otherwise already in place in statute, rule, bylaw or other type of enabling governing document applicable to each of the boards/commissions/committees governed by this Policy, the following applies. Such County Board Resolution shall only occur at the conclusion of the removal process detailed in this Policy.

Summary Removal of a Member

Summary removal of a member is the removal of a member automatically upon the occurrence of any of the following:

1. Member fails to attend **all** meetings in the previous 12-month period and fails to notify staff of their absence.
2. Member fails to maintain a principal residence within the county commissioner district from which they were appointed, if appointments are district specific.
3. Member fails to maintain a principal residence within the county.

Procedure for Summary Removal

1. The advisory board/commission/committee manager notifies a member if they are automatically removed from a board/commission/committee.
2. A copy of this notification will also be sent to the respective commissioner and board/commission/committee staff liaison.
3. Summary removal is final.
4. The position is then advertised as vacant on the county website.

Removal for Just Cause

The County Board, by Resolution, may remove a member from an advisory board/commission/committee governed by this policy for Just Cause after being provided an opportunity to be heard before the County Board. Just Cause includes but is not limited to the member violating the County Board's Statement of Expectations, and/or engaged in conduct detrimental to the accomplishment of the board/commission/committee, is unlawful and/or does not benefit the public welfare, and/or public interest.

Procedure for Removal

1. Proceedings for the removal of a board/commission/committee member can only be initiated by the board, commission or committee's formal action and a motion within the respective board, commission or committee followed by then filing a removal request with the County Board.
2. The removal request must state the basis of the request and the alleged facts that formed the basis, including how the subject member violated the County Board's Statement of Expectations, and/or engaged in conduct detrimental to the accomplishment of the board/commission/committee, and/or does not benefit the public welfare, and/or public interest, and proof of the board/commission/committee's formal actions.
3. The removal requestor must provide the removal request to the County Board Chair to be announced as Board Correspondence at the next regular board meeting for board record.
4. When the County Board determines a removal request submitted meets the requirements of 2 and 3, the County Board shall notify the subject member of their right to request an opportunity to be heard before the County Board at a regularly scheduled county board meeting be convened in the County Board Room at the Washington County Government Center. Failure by the member to respond to the notification may not impact the County Board's ability to act.
5. An Opportunity To Be Heard:
 - a. By means of a standard agenda item, at a regularly scheduled county board meeting, the County Board shall give notice of the date and time of the county board meeting at which the removal request and an opportunity to be heard by the county board will occur, be reviewed, considered and acted upon.
 - b. The County Board must give notice by mail to the members of the board/commission/committee which initiated the removal proceedings and to the subject member.
 - c. The notice must include:
 - i. A statement that a removal request has been filed with the County Board.
 - ii. A copy of the request for removal letter and any formal board action which had occurred internally on the board/commission/committee.
 - iii. The date, time, and location of the county board meeting at which the request will be heard and acted upon; and
 - iv. A statement that all persons affected by or interested in the board/commission/committee may attend and give statements at the board meeting.
6. The County Board shall allow all persons affected by or interested in the board/commission/committee to make oral and written statements at the County Board Meeting. If needed the County Board may set additional time to continue this process.
7. Removal:
 - a. If the County Board determines that Just Cause exists, or the member of the board/commission/committee violated the County Board's Statement of Expectations and/or their actions do not benefit the public welfare and/or

public interest the County Board shall adopt a resolution removing the member from the board/commission/committee and include the findings that support the removal.

b. The position is then advertised as vacant on the county website.

Source

Minnesota Statutes and/or County Board Resolution 80-131, 88-33, 88-120, 91-031, 94-044, 94-058, 94-107

County Board Motion January 18, 1983

County Board Motion February 27, 1997

County Board Resolution #98-182, December 8, 1998

County Board Motion November 14, 2000

County Board Motion January 14, 2003

County Board Motion May 6, 2003

County Board Motion January 27, 2004

County Board Motion March 28, 2006

Policy #11110 renumbered to #6006, June 2006

County Board Motion November 25, 2008

County Board Motion November 17, 2015



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Per Diem: \$50 per meeting

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4. Understand the roles and relationships of the advisory board/commission/committee, staff liaison, County staff, and County Board.
5. Become familiar with the County's and the advisory board's/commission's/committee's role and mission.
6. Stay informed about advisory board/commission/committee matters, prepare themselves for meetings, and review and comment on minutes and reports.
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3. Summary removal is final.
4. The position is then advertised as vacant on the county website.

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Procedure for Removal

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2. The removal request must state the basis of the request and the alleged facts that formed the basis, including how the subject member violated the County Board's Statement of Expectations, and/or engaged in conduct detrimental to the accomplishment of the board/commission/committee, and/or does not benefit the public welfare, and/or public interest, and proof of the

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- board/commission/committee's formal actions.
3. The removal requestor must provide the removal request to the County Board Chair to be announced as Board Correspondence at the next regular board meeting for board record.
 4. When the County Board determines a removal request submitted meets the requirements of 2 and 3, the County Board shall notify the subject member of their right to request an opportunity to be heard before the County Board at a regularly scheduled county board meeting be convened in the County Board Room at the Washington County Government Center. Failure by the member to respond to the notification may not impact the County Board's ability to act.
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 - b. The position is then advertised as vacant on the county website.

Source

Minnesota Statutes and/or County Board Resolution 80-131, 88-33, 88-120, 91-031, 94-044, 94-058, 94-107
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County Board Motion January 14, 2003
County Board Motion May 6, 2003
County Board Motion January 27, 2004
County Board Motion March 28, 2006
Policy #1110 renumbered to #6006, June 2006
County Board Motion November 25, 2008
County Board Motion November 17, 2015



Request for Board Action

BOARD MEETING DATE:
October 5, 2021

AGENDA ITEM NUMBER:
3.C

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Resources	REQUESTOR: Paula Graff, Labor Relations Manager	REQUESTOR PHONE: 651-430-6081
PRESENTER(S): Angie Nalezny	MEDIA CONTACT: Angie Nalezny 651-430-6075	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve revisions to Human Resources Personnel Rules and Regulations - Section #17 Insurance/Benefits.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Human Resources is requesting a change to Section # 17 of Personnel Rules & Regulations. The proposed substantive changes include:		
<ol style="list-style-type: none"> 1. Remove definitions. These are duplicative of Section #2 Definitions. 2. Raise the health savings account (HSA) contribution for the highest deductible plan. The Insurance Labor Management Committee has recommended raising the deductible on the current \$3,500 high deductible health plan (HDHP) to \$4,000 with the goal of maintaining an affordable premium option for medical insurance for those choosing that plan. The premiums for that plan will either go down or remain the same as 2021. However, recognizing that employees may take on more out-of-pocket expenses if they utilize care, Human Resources is proposing to increase the county HSA contribution to encourage employees to remain in the plan and encourage more employees to move to that plan. Accordingly, Human Resources is proposing an increased HSA contribution from \$1,300 to \$1,500 for persons selecting single coverage and \$1,700 to \$2,000 for those selecting employee + child(ren), employee + spouse, or family coverage for employees choosing the highest deductible plan. 3. Add clarification that employees and retirees need to provide proof of eligibility of a spouse and/or dependents to be covered by the county's health insurance plans (pursuant to state or federal eligibility laws). 4. Modify the FTE requirement from .35 to .5 FTE for life insurance and long-term disability insurance to match collective bargaining agreements. This change was negotiated because covering employees in the .35 – .5 FTE range has reduced the number of vendors willing to provide coverage for these benefits to the county. 5. Remove a confusing sentence that indicates a probationary employee is not be permitted to use vacation, sick or PTO leave accrued during probation. The sentence is confusing and the practice would be difficult to implement. 6. Remove meet and confer language so as not to imply non-represented groups have an employment agreement separate from the Personnel Rules and Regulations. 7. In addition, non-substantive changes included grammar changes (e.g. from "that" to "who" when referencing a person, using italics or bolding instead of underlining). 		

The Personnel Committee reviewed these changes on September 28, 2021 and recommended approval. The estimated cost for the increase in HSA county contribution is \$90,000 per year. Funds have been included in the proposed 2022 budget for this cost.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

September 28, 2021 - Approved by Personnel Committee.

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Angie Nalezny, Human Resources Director	9/30/2021
Susan Tice, County Attorney Civil Division Chief	9/30/2021
Kevin Corbid, County Administrator	9/30/2021

INSURANCE / BENEFITS

Policy

It is the policy of Washington County to provide administration of insurance and benefits equitably and in compliance with federal, state and local regulations.

Definitions

~~**Elected Official:** The five county commissioners and the individuals elected to the position of county attorney and county sheriff.~~

~~**Regular Full-Time Benefited Employee:** Usually budgeted on a regular schedule of forty (40) or more hours per week, every week and is benefit eligible.~~

~~**Regular Part-time Benefited Employee:** Usually budgeted to work 20-39 hours per week and is eligible for pro-rated benefits.~~

~~**Regular Employee:** An employee in county service who has successfully completed a probationary period.~~

~~**Retirement:** A voluntary separation from county service of a regular employee who at the time of resignation meets the qualification requirements to receive retirement annuity benefits under a county approved retirement program.~~

~~**Special Project:** A position in which an employee is hired to work on a special or temporary basis where such temporary work has a limited expected duration of less than twelve months except where funding is by an outside source and where there is little eventuality of continued employment by the county in such position after the special project expires.~~

~~**Voluntary Benefit:** A benefit that is offered by the employer that the employee has the option to elect and is required to pay the premium.~~

Guidelines

Flexible Benefits Plan – Washington County has established a Flexible Benefits Plan available to eligible employees on a pre-tax basis that permits different combinations of health care benefits, dental care benefits, health care reimbursements, dependent care reimbursements, and direct (taxable) compensation. This plan is subject to change

based on changes in law and Internal Revenue Service rules and regulations. The Washington County Board of Commissioners retains the rights, within the confines of federal, state and local laws, to terminate this plan at any time. The Flexible Benefits Plan document is designed to explain the plan details. Any changes to the Flexible Benefits Plan require County Board approval. Copies of the plan are available through the Department of Human Resources.

Adding Employee Benefit Options – Washington County will add new employee benefit options through payroll deduction when supported by an assessment of need and offered only after a formal Request for Proposal process. See [Procedures](#).

Medical Insurance – Regular and special project full-time employees will receive a flat dollar amount (medical contribution) toward the purchase of medical coverage through the county in accordance with the terms of the ~~collective bargaining and meet and confer~~ agreements. The difference between the county's flat dollar amount (medical contribution) and the premium cost of the medical plan will be paid by the employee through payroll deduction.

Regular part-time and special-project part-time employees will receive a (medical contribution) towards the purchase of medical insurance based on the formula below based on the employee's budgeted FTE:

- 40 to 59 hours per pay period (.50 to .74 FTE) 50% of county paid contribution
- 60 to 79 hours per pay period (.75 to .99 FTE) 80% of county paid contribution
- 80 hours per pay period (1.0 FTE) 100% of county paid contribution

Employees and retirees who enroll in employee plus child(ren), employee plus spouse or family coverage will be required to provide proof of spouse and/or dependent eligibility.

If medical insurance is waived by the employee, the employee is also waiving the medical contribution. Temporary employees and employees who work less than 40 hours per pay period are not eligible for medical insurance or the medical contribution.

Health Savings Account – Eligible employees and elected officials who enroll in the high-deductible health insurance plan have the option of opening a Health Savings Account (HSA). For employees ~~that~~ who open a Health Savings Account, Washington County will make an annual contribution to their HSA at the time of enrollment as a new hire or at the beginning of the plan year. Employees may also contribute pre-tax dollars via payroll deduction to increase their contribution to their HSA during the plan year and the employee retains all the funds in the HSA when they retire or leave county employment. The benefits to the county include premium and tax savings and the increased ability for employees to have control over their medical costs that will likely have a positive impact on the overall cost of health insurance (reducing the rising healthcare cost trend). See [Procedures](#).

Amount of Contribution:

- The county shall make an annual contribution to a health savings account for active employees and elected officials, who are eligible under IRS rules and regulations, and ~~who are enrolled~~ in the county's high deductible health insurance plan with the largest deductible and who have a ~~with a~~ health savings account. The county contribution amount will be as follows:
 - ~~\$1,300—\$1,500~~ for employees who enroll in employee only coverage; and
 - ~~\$1,700—\$2,000~~ for employees who enroll in employee plus child(ren), employee plus spouse or family coverage.
- The county shall make an annual contribution to a health savings account for active employees and elected officials, who are eligible under IRS rules and regulations, and who are enrolled in any of the county's other high deductible health insurance plans with a health savings account as follows:
 - \$1,300 for employees who enroll in employee only coverage; and
 - \$1,700 for employees who enroll in employee plus child(ren), employee plus spouse or family coverage.
- The county contribution applies even if initial enrollment occurs mid-plan year.
- A single employee who adds a dependent mid-plan year will not receive a greater county contribution for the remainder of the year.
- An employee who terminates mid-plan year and is rehired during the same plan year will not receive a second county contribution for that plan year; however any unfulfilled match opportunity will remain available.

Life Insurance – Regular and special project employees (~~(.350.5~~ FTE and above) will receive a life group term life insurance policy at no cost to the employee in accordance with the terms of the collective bargaining ~~and meet and confer~~ agreements.

Long Term Disability Insurance – Regular and special project employees (~~(.350.5~~ FTE and above) are covered under a long-term disability policy in accordance with the terms of the collective bargaining ~~and meet and confer~~ agreements.

Additional Benefit Credits – Regular and special project employees (~~(0.50~~ FTE and above) will receive a flat dollar amount (Flex credits) which can be used toward the purchase of additional benefits.

Workers' Compensation Insurance – Any employee who is unable to work as a result of an injury or illness sustained directly in the performance of the employee's work with the county may be granted Workers' Compensation leave without charge to accrued vacation, sick leave or PTO, subject to the provisions below:

- The injury must have been sustained directly in the performance of the employee's work, be classified as a temporary partial/temporary total disability as provided under the Workers' Compensation Law for the State of Minnesota, and be determined an eligible workers' compensation claim by the county's workers' compensation carrier. Any employee injured on the job must report the

accident/incident to the department head immediately no later than twenty-four (24) hours after the accident/incident unless unable to report due to the injury. Failure on the part of the employee to report an accident/incident on the job may be grounds for disciplinary action.

- If the employee is incapacitated from regular employment, the employee may be given other duties that may also be outside their usual department that are consistent with the disability for the period of recuperation. Refusal of the employee to accept assignment of work as directed by the department head or the Director of Human Resources will result in the employee being ruled ineligible for Workers' Compensation leave during the time involved.
- The Director of Human Resources may request the insurance carrier to select a health care provider for determination and certification of cases, validity of the injury to employment, physical ability to return to work, or restricted and/or limited duty.
- Any employee who becomes eligible for Workers' Compensation leave may be entitled to full pay for the first ninety (90) calendar days of such entitlement without charge to accrued vacation, sick, or PTO leave. This provision may differ in negotiated bargaining agreements. After the first ninety (90) calendar days of such eligibility, the employee may elect to use accrued vacation, sick, or PTO leave and receive compensation in addition to the temporary partial/temporary total disability payments provided that the total of such temporary partial/temporary total disability payments and accrued vacation, sick, or PTO leave compensation will not exceed the employee's normal full compensation during such period. ~~The exception to the above is vacation, sick, or PTO leave accrued during a probationary period cannot be used to supplement the compensation to be received.~~
- Upon resolution of a claim, (i.e.; the employee has returned to full duty work, reached Maximum Medical Improvement, or entitlement to Temporary Total Disability Payments has ended), utilizing Workers' Compensation codes for lost time will cease and the employee's earnings from workers' compensation and the county will be evaluated for overpayment or underpayment. In either case, the adjustment to the employee's pay will be executed in the next available pay period.
- Employees who are on a Workers' Compensation leave as a result of a work-related injury will continue to be covered by group life and health insurance benefits in accordance with these regulations.

Insurance Upon Retirement from County Service – Medical insurance will be available to retiring employees through the county group policy in accordance with the following conditions:

- Employees hired prior to January 1, 2002 retiring at legal retirement age, as defined by qualifying for an annuity (reduced or unreduced) through PERA (Public Employees' Retirement Association) and/or Social Security Administration, must have served or been employed with Washington County

continuously for ten (10) years or more immediately prior to the retirement date to receive any county-paid contribution toward medical insurance premiums.

- Employees hired prior to January 1, 2002 retiring at legal retirement age, as defined by qualifying for an annuity (reduced or unreduced) through PERA (Public Employees' Retirement Association) and/or Social Security Administration who have not served or been employed with Washington County for ten (10) years, may participate in the county's group insurance plan with no contribution toward medical insurance premiums from the county.
- Employees hired on or after January 1, 2002 retiring at legal retirement age, as defined above, may participate in the county's group insurance plan, with no contribution from the county.
- Employees who retire due to a disability, and when such disability retirement is accepted by PERA and/or Social Security Administration, will be allowed to participate in the county group medical plan in accordance with *County Contribution Toward Retiree Benefits* below.
- Employees hired on or after September 12, 1995, who retire due to a disability, will be allowed to participate in the county group medical plan only for the period of the disability. In order to remain eligible, the county will verify recertification of disability retirement benefits with PERA on an annual basis. Upon reaching eligibility for Medicare programs, the continuation of benefits will be provided as defined above to the extent the employee meets the requirements.
- All employees who retire after January 1, 1985 will provide proof of participation in the Medicare A and B programs, for themselves and their eligible spouse/dependent(s) at time of eligibility. Failure to utilize Medicare as a primary source of coverage will jeopardize the county's contribution toward the cost of retiree medical insurance.

County Contribution Toward Retiree Benefits – When eligible as listed above, medical insurance will be provided by the county for retired employees in accordance with the following criteria (see [Quick Guide to Retirement Medical Insurance](#)):

Employees hired prior to January 1, 1985:

- 100% of the premium will be paid by the county for those employees regardless of their benefit earning status, and eligible spouse/dependent(s), who had been employed by the county for at least ten years as of January 1, 1985. Coverage continues for surviving spouse if currently covered under the County policy. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.
- 75% of the premium or the amount equal to the County's contribution toward medical insurance the county is providing active employees will be paid by the county for those employees regardless of their benefit earning status, and eligible spouse/dependent(s), who had been employed by the county for at least nine years, but less than ten years, as of January 1, 1985. Retiring employees must select premium option at time of retirement. Coverage continues for surviving

spouse if currently covered under the County policy. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.

- 50% of the premium or the amount equal to the County's contribution toward medical insurance the county is providing active employees will be paid by the county for those employees regardless of their benefit earning status, and eligible spouse/dependent(s), who had been employed by the county for at least eight years, but less than nine years, as of January 1, 1985. Retiring employees must select premium option at time of retirement. Coverage continues for surviving spouse if currently covered under the County policy. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.
- All other qualified employees hired prior to January 1, 1985, and who do not meet the criteria above, will receive benefits in accordance with *Employees hired on or after January 1, 1985 but on or before December 31, 2001* (below) or \$230/month county contribution, whichever is greater. Upon the death of a retired employee, the county will offer continuation of insurance to the spouse if currently covered under the county policy at group rates, but with no contribution from the county. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.
- For this section all employees eligible for retirement from county service shall be afforded the same medical insurance coverage level (single or dependent) in effect during the last year prior to their retirement provided that such insurance has been carried for a full twelve (12) months preceding retirement. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.
- Effective January 1, 2011, the definition of eligible dependent primarily includes children under 26 years of age and certain grandchildren and disabled dependents, as more specifically defined in your health insurance contract.

Employees hired on or after January 1, 1985 but on or before December 31, 2001, will receive the same County contribution toward medical insurance afforded active employees. Regular part-time employees will receive the same amount of county contribution as active employees in a similar part-time status. Surviving spouse if currently covered under the County policy may continue in group plan with no county contribution.

Employees hired on or after January 1, 2002, will be permitted to remain in the county's medical insurance group plan with no contribution from the county in accordance with the Minnesota State Continuation law. The retiree or surviving spouse

currently covered under the County policy is eligible to participate in the group plan with no County contribution. If an employee waives participation in the county group, or leaves the group, the employee will not have the option to reenter at a later date.

If a retiree waives participation in the county group, or leaves the group, the retiree will not have the option to re-enroll at a later date.

If a retiree waives dependent coverage, the retiree will not have the option to re-enroll in dependent coverage at a later date.

Retiree Contribution Toward Medical Insurance Premium – If a retiree selects a plan where they are responsible for all or a portion of the monthly premium, the monthly premium will be due the first day of the coverage month. The retiree will have a 60 calendar day grace period from the first day of the coverage month to make their payment. Failure to pay the full premium payment within this grace period will result in termination of coverage.

If a retiree fails to make payment during the grace period, he or she will be notified within the 60 calendar day grace period that if payment is not made by the date stated in the notice, the medical insurance will terminate as of the paid through date because of nonpayment. If the policy is terminated for non-payment of premiums the retiree can request a review of the determination.

To request a review of the policy termination, the retiree will send a request for review in writing to the Washington County Human Resources Director within 14 calendar days of the notification date. The request for review shall contain the following information: the specific reason(s) for nonpayment, documents, records and other information relating to the request for review.

Human Resources will take into account all comments, documents, records and other information submitted. The retiree shall be notified of the determination within a reasonable period of time, but no later than 30 calendar days after receipt of the request for review.

[QUICK GUIDE TO RETIREMENT MEDICAL INSURANCE](#)

Responsibilities

Director of Human Resources: Will make all decisions and determinations with regard to the interpretation and effect of this policy.

Procedures

Source

[MN Stat § 375.56-71](#)

County Board action January 1975
County Board action November 1989
County Board action September 1995
County Board action June 1998
County Board action January 2002
County Board action March 2002
County Board action May 2002
County Board action March 2005
County Board action August 2006
County Board action March 2011
County Board action September 2013
County Board action November 2013
County Board action September 2016
County Board action October 2017

INSURANCE / BENEFITS

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Guidelines

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Medical Insurance – Regular and special project full-time employees will receive a flat dollar amount (medical contribution) toward the purchase of medical coverage through the county in accordance with the terms of the collective bargaining agreements. The difference between the county's flat dollar amount (medical contribution) and the premium cost of the medical plan will be paid by the employee through payroll deduction.

Regular part-time and special-project part-time employees will receive a (medical contribution) towards the purchase of medical insurance based on the formula below based on the employee's budgeted FTE:

- 40 to 59 hours per pay period (.50 to .74 FTE) 50% of county paid contribution
- 60 to 79 hours per pay period (.75 to .99 FTE) 80% of county paid contribution
- 80 hours per pay period (1.0 FTE) 100% of county paid contribution

Employees and retirees who enroll in employee plus child(ren), employee plus spouse or family coverage will be required to provide proof of spouse and/or dependent eligibility.

If medical insurance is waived by the employee, the employee is also waiving the medical contribution. Temporary employees and employees who work less than 40 hours per pay period are not eligible for medical insurance or the medical contribution.

Health Savings Account – Eligible employees and elected officials who enroll in the high-deductible health insurance plan have the option of opening a Health Savings Account (HSA). For employees who open a Health Savings Account, Washington County will make an annual contribution to their HSA at the time of enrollment as a new hire or at the beginning of the plan year. Employees may also contribute pre-tax dollars via payroll deduction to increase their contribution to their HSA during the plan year and the employee retains all the funds in the HSA when they retire or leave county employment. The benefits to the county include premium and tax savings and the increased ability for employees to have control over their medical costs that will likely have a positive impact on the overall cost of health insurance (reducing the rising healthcare cost trend). See [Procedures](#).

Amount of Contribution:

- The county shall make an annual contribution to a health savings account for active employees and elected officials, who are eligible under IRS rules and regulations, and who are enrolled in the county’s high deductible health insurance plan with the largest deductible and who have a health savings account. The county contribution amount will be as follows:
 - \$1,500 for employees who enroll in employee only coverage; and
 - \$2,000 for employees who enroll in employee plus child(ren), employee plus spouse or family coverage.
- The county shall make an annual contribution to a health savings account for active employees and elected officials, who are eligible under IRS rules and regulations, and who are enrolled in any of the county’s other high deductible health insurance plans with a health savings account as follows:
 - \$1,300 for employees who enroll in employee only coverage; and
 - \$1,700 for employees who enroll in employee plus child(ren), employee plus spouse or family coverage.
- The county contribution applies even if initial enrollment occurs mid-plan year.
- A single employee who adds a dependent mid-plan year will not receive a greater county contribution for the remainder of the year.
- An employee who terminates mid-plan year and is rehired during the same plan year will not receive a second county contribution for that plan year; however any unfulfilled match opportunity will remain available.

Life Insurance – Regular and special project employees (0.5 FTE and above) will receive a life group term life insurance policy at no cost to the employee in accordance with the terms of the collective bargaining agreements.

Long Term Disability Insurance – Regular and special project employees (0.5 FTE and above) are covered under a long-term disability policy in accordance with the terms of the collective bargaining agreements.

Additional Benefit Credits – Regular and special project employees (0.5 FTE and above) will receive a flat dollar amount (Flex credits) which can be used toward the purchase of additional benefits.

Workers' Compensation Insurance – Any employee who is unable to work as a result of an injury or illness sustained directly in the performance of the employee's work with the county may be granted Workers' Compensation leave without charge to accrued vacation, sick leave or PTO, subject to the provisions below:

- The injury must have been sustained directly in the performance of the employee's work, be classified as a temporary partial/temporary total disability as provided under the Workers' Compensation Law for the State of Minnesota, and be determined an eligible workers' compensation claim by the county's workers' compensation carrier. Any employee injured on the job must report the accident/incident to the department head immediately no later than twenty-four (24) hours after the accident/incident unless unable to report due to the injury. Failure on the part of the employee to report an accident/incident on the job may be grounds for disciplinary action.
- If the employee is incapacitated from regular employment, the employee may be given other duties that may also be outside their usual department that are consistent with the disability for the period of recuperation. Refusal of the employee to accept assignment of work as directed by the department head or the Director of Human Resources will result in the employee being ruled ineligible for Workers' Compensation leave during the time involved.
- The Director of Human Resources may request the insurance carrier to select a health care provider for determination and certification of cases, validity of the injury to employment, physical ability to return to work, or restricted and/or limited duty.
- Any employee who becomes eligible for Workers' Compensation leave may be entitled to full pay for the first ninety (90) calendar days of such entitlement without charge to accrued vacation, sick, or PTO leave. This provision may differ in negotiated bargaining agreements. After the first ninety (90) calendar days of such eligibility, the employee may elect to use accrued vacation, sick, or PTO leave and receive compensation in addition to the temporary partial/temporary total disability payments provided that the total of such temporary partial/temporary total disability payments and accrued vacation, sick, or PTO leave compensation will not exceed the employee's normal full compensation during such period.

- Upon resolution of a claim, (i.e.; the employee has returned to full duty work, reached Maximum Medical Improvement, or entitlement to Temporary Total Disability Payments has ended), utilizing Workers' Compensation codes for lost time will cease and the employee's earnings from workers' compensation and the county will be evaluated for overpayment or underpayment. In either case, the adjustment to the employee's pay will be executed in the next available pay period.
- Employees who are on a Workers' Compensation leave as a result of a work-related injury will continue to be covered by group life and health insurance benefits in accordance with these regulations.

Insurance Upon Retirement from County Service – Medical insurance will be available to retiring employees through the county group policy in accordance with the following conditions:

- Employees hired prior to January 1, 2002 retiring at legal retirement age, as defined by qualifying for an annuity (reduced or unreduced) through PERA (Public Employees' Retirement Association) and/or Social Security Administration, must have served or been employed with Washington County continuously for ten (10) years or more immediately prior to the retirement date to receive any county-paid contribution toward medical insurance premiums.
- Employees hired prior to January 1, 2002 retiring at legal retirement age, as defined by qualifying for an annuity (reduced or unreduced) through PERA (Public Employees' Retirement Association) and/or Social Security Administration who have not served or been employed with Washington County for ten (10) years, may participate in the county's group insurance plan with no contribution toward medical insurance premiums from the county.
- Employees hired on or after January 1, 2002 retiring at legal retirement age, as defined above, may participate in the county's group insurance plan, with no contribution from the county.
- Employees who retire due to a disability, and when such disability retirement is accepted by PERA and/or Social Security Administration, will be allowed to participate in the county group medical plan in accordance with *County Contribution Toward Retiree Benefits* below.
- Employees hired on or after September 12, 1995, who retire due to a disability, will be allowed to participate in the county group medical plan only for the period of the disability. In order to remain eligible, the county will verify recertification of disability retirement benefits with PERA on an annual basis. Upon reaching eligibility for Medicare programs, the continuation of benefits will be provided as defined above to the extent the employee meets the requirements.
- All employees who retire after January 1, 1985 will provide proof of participation in the Medicare A and B programs, for themselves and their eligible spouse/dependent(s) at time of eligibility. Failure to utilize Medicare as a primary source of coverage will jeopardize the county's contribution toward the cost of retiree medical insurance.

County Contribution Toward Retiree Benefits – When eligible as listed above, medical insurance will be provided by the county for retired employees in accordance with the following criteria (see [Quick Guide to Retirement Medical Insurance](#)):

Employees hired prior to January 1, 1985:

- 100% of the premium will be paid by the county for those employees regardless of their benefit earning status, and eligible spouse/dependent(s), who had been employed by the county for at least ten years as of January 1, 1985. Coverage continues for surviving spouse if currently covered under the County policy. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.
- 75% of the premium or the amount equal to the County's contribution toward medical insurance the county is providing active employees will be paid by the county for those employees regardless of their benefit earning status, and eligible spouse/dependent(s), who had been employed by the county for at least nine years, but less than ten years, as of January 1, 1985. Retiring employees must select premium option at time of retirement. Coverage continues for surviving spouse if currently covered under the County policy. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.
- 50% of the premium or the amount equal to the County's contribution toward medical insurance the county is providing active employees will be paid by the county for those employees regardless of their benefit earning status, and eligible spouse/dependent(s), who had been employed by the county for at least eight years, but less than nine years, as of January 1, 1985. Retiring employees must select premium option at time of retirement. Coverage continues for surviving spouse if currently covered under the County policy. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.
- All other qualified employees hired prior to January 1, 1985, and who do not meet the criteria above, will receive benefits in accordance *with Employees hired on or after January 1, 1985 but on or before December 31, 2001* (below) or \$230/month county contribution, whichever is greater. Upon the death of a retired employee, the county will offer continuation of insurance to the spouse if currently covered under the county policy at group rates, but with no contribution from the county. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.
- For this section all employees eligible for retirement from county service shall be afforded the same medical insurance coverage level (single or dependent) in effect during the last year prior to their retirement provided that such insurance

has been carried for a full twelve (12) months preceding retirement. An eligible spouse/dependent(s) for this section is defined as the employee's spouse/dependent(s) that was included under the employee's insurance coverage for the full twelve (12) months preceding the employee's retirement.

- Effective January 1, 2011, the definition of eligible dependent primarily includes children under 26 years of age and certain grandchildren and disabled dependents, as more specifically defined in your health insurance contract.

Employees hired on or after January 1, 1985 but on or before December 31, 2001, will receive the same County contribution toward medical insurance afforded active employees. Regular part-time employees will receive the same amount of county contribution as active employees in a similar part-time status. Surviving spouse if currently covered under the County policy may continue in group plan with no county contribution.

Employees hired on or after January 1, 2002, will be permitted to remain in the county's medical insurance group plan with no contribution from the county in accordance with the Minnesota State Continuation law. The retiree or surviving spouse currently covered under the County policy is eligible to participate in the group plan with no County contribution. If an employee waives participation in the county group, or leaves the group, the employee will not have the option to reenter at a later date.

If a retiree waives participation in the county group, or leaves the group, the retiree will not have the option to re-enroll at a later date.

If a retiree waives dependent coverage, the retiree will not have the option to re-enroll in dependent coverage at a later date.

Retiree Contribution Toward Medical Insurance Premium – If a retiree selects a plan where they are responsible for all or a portion of the monthly premium, the monthly premium will be due the first day of the coverage month. The retiree will have a 60 calendar day grace period from the first day of the coverage month to make their payment. Failure to pay the full premium payment within this grace period will result in termination of coverage.

If a retiree fails to make payment during the grace period, he or she will be notified within the 60 calendar day grace period that if payment is not made by the date stated in the notice, the medical insurance will terminate as of the paid through date because of nonpayment. If the policy is terminated for non-payment of premiums the retiree can request a review of the determination.

To request a review of the policy termination, the retiree will send a request for review in writing to the Washington County Human Resources Director within 14 calendar days of the notification date. The request for review shall contain the following information: the specific reason(s) for nonpayment, documents, records and other information relating to the request for review.

Human Resources will take into account all comments, documents, records and other information submitted. The retiree shall be notified of the determination within a reasonable period of time, but no later than 30 calendar days after receipt of the request for review.

[QUICK GUIDE TO RETIREMENT MEDICAL INSURANCE](#)

Responsibilities

Director of Human Resources: Will make all decisions and determinations with regard to the interpretation and effect of this policy.

Procedures

Source

[MN Stat § 375.56-71](#)

County Board action January 1975
County Board action November 1989
County Board action September 1995
County Board action June 1998
County Board action January 2002
County Board action March 2002
County Board action May 2002
County Board action March 2005
County Board action August 2006
County Board action March 2011
County Board action September 2013
County Board action November 2013
County Board action September 2016
County Board action October 2017



Request for Board Action

BOARD MEETING DATE:
October 5, 2021

AGENDA ITEM NUMBER:
3.D

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Resources	REQUESTOR: Paula Graff, Labor Relations Manager	REQUESTOR PHONE: 651-430-6081
PRESENTER(S): Angie Nalezny	MEDIA CONTACT: Angie Nalezny 651-430-6075	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of a special project Human Resources Generalist position in the Human Resources Department.		
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The Human Resources Department has been a major player in the county's internal pandemic response. The HR Generalists continue to field calls from employees on a regular basis on all things COVID/employment related (symptoms, contact tracing, leave questions, exposure and quarantining, ADA and requests for accommodations). Staffing for ARPA related hires has increased significantly and is currently continuing at a high volume. Without additional staff to support the high number of vacancies, delays to posting and filling of positions occur. Because client departments are urgently trying to get positions posted to comply with their service agreements and mandates, HR needs additional staff for a short time in order to provide the service to our client departments.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED? Approved by the Personnel Committee on September 28, 2021.		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: ARPA - American Rescue Plan Act	

Approvals

Angie Nalezny, Human Resources Director	9/29/2021
Susan Tice, County Attorney Civil Division Chief	9/30/2021
Kevin Corbid, County Administrator	9/30/2021

**JUSTIFICATION –
ADDING NEW FTE OUTSIDE ANNUAL BUDGET PROCESS**

Department: Human Resources

Date Requested: September 20, 2021

Job Title: Human Resource Generalist

Business Unit: 1015000 (Human Resources)
Proposed to be paid out of ARPA funding

Position Type:

Full-Time

Part-Time / FTE: _____

New Special Project / Length: full-time employee for six months

Continuation of Special Project / Current end date: _____ Requested end date:

Mandated? Yes No

Explanation of Mandate:

Funding needed: \$ _____

Funding source(s): Levy Other Combo N/A

Additional funding available? Yes No

Explanation of amount and source(s):

Total cost for a special project is \$46,400 (which includes additional benefits).

Are the funds budgeted? Yes No Partial N/A

Justification/rationale for request:

- Explain need and expected outcomes
HR, and of significance to this request, the HR Generalists, has been a major player in the county's pandemic response. The Generalists have and continue to field calls from employees on a regular basis on all things COVID/employment related. While many of the sick calls, contact tracing, leave questions, exposure questions and quarantining have reduced substantially, the ADA questions and requests for accommodations have increased. Most significantly, staffing for ARPA related hires has increased and currently at a very high volume. A comparison of hiring since January 2019 shows the following:

Special Projects:

- In 2019 the county added 6 special project positions
- In 2020 the county added 14 special project positions
- So far in 2021, the county has added 28 special project positions with 13 more approved. (12 of these were created to cover for another employee who took a newly created SPPJ position, however each special project cascade requires a hiring process.)

New hires:

- In 2019 the county had 169 new hires
 - In 2020 the county had 126 new hires
 - So far in 2021, as of September 13, the county has had 145 new hires
- Explain consequences if not approved

The workload is not sustainable for the HR Generalists. Client departments are urgently trying to get positions posted to comply with their service agreements and mandates. HR needs to staff up for a short time to be able to provide the service to our client departments.



Request for Board Action

BOARD MEETING DATE:
October 5, 2021

AGENDA ITEM NUMBER:
3.E

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Colleen Reynolds, Administrative Assistant	REQUESTOR PHONE: 651-430-4355
PRESENTER(S):	MEDIA CONTACT: Connor Lewis	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:

1. Approval of Contract No. 14325 with Asphalt & Concrete, Inc. (ACI) in the amount of \$439,640.89 for construction services of the Forest Lake Parking Lot Improvement Project.
2. Approval of Permanent Use of Fund Balance in an amount not to exceed of \$479,800.

AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes	ESTIMATED DURATION: 0 minutes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Capital Repair Fund Projects	

BACKGROUND/JUSTIFICATION:

The Forest Lake Service Center parking lot was constructed in 2005 and the Forest Lake Transit Center parking lot was constructed in 2007. Over time, both lots have seen significant wear and tear shown through the cracking of the asphalt and possible subgrade deterioration. In working with Foth Infrastructure & Environment, LLC on the design phase of this project, it has been determined that the most cost effective solution to repairing the damaged parking lots is to tear down the existing asphalt to the subgrade, make repairs to the subgrade that has deteriorated, and replace the asphalt with brand new material.

This contract will cover all of the construction needed for the Forest Lake Parking Lot Improvement Project as designed by Foth Infrastructure & Environment, LLC. In order to complete this project in its entirety, staff is requesting \$479,800 in Permanent Use of Fund Balance.

Contracts	Amount
Foth Design	\$ 36,200.00
Foth Construction Admin	\$ 18,200.00
ACI Asphalt & Concrete	\$470,400.00*
Total Project Cost	\$524,800.00

Funding	
2021 Budget	\$ 45,000.00
Requested Fund Balance	\$ 479,800.00
Total Project Revenue	\$524,800.00

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: The unbudgeted amount will be funded by \$479,800 in Planned Use of Fund Balance from the Capital Repair Fund 411.	

Approvals

Don Theisen, Public Works Director	9/24/2021
Susan Tice, County Attorney Civil Division Chief	9/28/2021
Jennifer Wagenius, Deputy County Administrator	9/29/2021



Request for Board Action

BOARD MEETING DATE:
October 5, 2021

AGENDA ITEM NUMBER:
4.A

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Community Services	REQUESTOR: Dana Dumbacher	REQUESTOR PHONE: 651-430-8363
PRESENTER(S): Jennifer Castillo	MEDIA CONTACT: Jennifer Castillo 651-430-6461	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to accept additional Emergency Rental Assistance 1 (ERA1) program funds from the Minnesota Housing Finance Agency (MHFA)		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 20 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
<p>BACKGROUND/JUSTIFICATION: Washington County received funding on January 27, 2021, from the U.S. Treasury for the Emergency Rental Assistance 1 (ERA1) program in the amount of \$7,855,959. Minnesota Housing Finance Agency (MHFA) received funding from the U.S. Treasury for the ERA1 program in the amount of \$289,403,961.</p> <p>Washington County agreed to spend the ERA1 funds as required in the Consolidated Appropriations Act of 2021 (H.R. 133), to periodically report spending as required by the U.S. Treasury, and to return any unspent or unencumbered funds as defined by the federal guidance as of December 31, 2021, to the U.S. Treasury.</p> <p>Washington County has obligated all of its ERA1 Program direct assistance funds from the U.S. Treasury as of September 23, 2021, in the amount of \$7,070,363. These funds have supported more than 1,200 county households with rental and utility assistance.</p> <p>MHFA will enter into a contract with Washington County to subaward \$2,000,000, with the potential to amend up to \$3,000,000, of its Emergency Rental Assistance 1 (ERA1) Program direct assistance funds from the U.S. Treasury. The contract will run coterminous with MHFA's administration of the funds, which are available until September 20, 2022.</p> <p>MHFA through this subaward, will become subject to the requirements for pass-through entities in Uniform Grants Guidance at 2 CFR §200. MHFA will remain responsible for financial oversight, audit, and Treasury reporting of these funds and will monitor Washington County's administration of the funds for compliance with the enabling statute, Treasury program guidance, and financial management regulations under Uniform Grants Guidance.</p> <p>The Washington County Board of Commissioners is asked to authorize the Board Chair and the County Administrator to sign the contract from Minnesota Housing without any further action from the board upon negotiation of a contract with theMHFA. A draft resolution is provided for the county board to consider.</p>		

The Community Services Department recommends the approval of the resolution to accept the funding as provided by the Minnesota Housing Finance Agency in the amount of \$2,000,000, with the potential to amend up to \$3,000,000, for the Emergency Rental Assistance 1 Program (ERA1), subject to and in compliance with the contract.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?

On March 11, 2020, the World Health Organization (WHO) deemed the outbreak of a respiratory illness called coronavirus disease 2019 (COVID-19) a pandemic and public health authorities at the federal, state, and local levels recognized the public health threat that COVID-19 poses.

On March 13, 2020, President Donald Trump declared a Presidential National Emergency; and on the same day Governor Tim Walz declared a Peacetime State of Emergency in Minnesota.

On March 17, 2020, the County Board of Commissioners of Washington County declared a local state of emergency to respond to the impacts of the COVID-19 pandemic.

The county board approved a spending plan that provided rental assistance, utility assistance and damage deposit assistance for individuals impacted by the COVID-19 pandemic that allows individuals to avoid eviction.

Through the county's coronavirus relief fund (CRF) spending programs, the county received more than 1,100 applications for rental assistance and provided more than \$2.7 million in rental assistance from April 1, 2020 to November 30, 2020.

On December 15, 2020, the county board held a workshop to review spending on rental assistance and continued needs into 2021 and during the workshop the board provided direction to staff to develop funding alternatives and guidelines for on-going assistance.

The county board believes by providing on-going rental assistance it will reduce the need for longer term, more costly interventions for those impacted; and

On December 27, 2020, the federal government passed the Consolidated Appropriations Act of 2021 (H.R. 133) to address the economic impact of the coronavirus of households that rent.

Washington County, being a local government with over 200,000 in population, was eligible for a direct allocation from the US Treasury.

On January 11, 2021, the Accounting and Finance Department certified with the US Treasury that Washington County requested to receive these funds directly.

Through the certification signed by the County Administrator, the county agreed to spend the funds as required in the Consolidated Appropriations Act of 2021 (H.R. 133), agreed to periodically report our spending as required by the US Treasury, and agreed to return any unspent or unencumbered funds as defined by the federal guidance to the US Treasury.

Washington County received funding on January 27, 2021 from the US Treasury for the Emergency Rental Assistance (ERA) Program in the amount of \$7,855,959.

On February 9, 2021, the County Board accepted the funding as provided by the US Treasury in the amount of \$7,855,959 for the Emergency Rental Assistance 1 (ERA1) Program.

The Minnesota Housing Finance Agency (MHFA), received funding from the US Treasury for the Emergency Rental Assistance (ERA) Program in the amount of \$289,403,961.

Washington County has obligated all of its Emergency Rental Assistance 1 (ERA1) Program direct

assistance funds from the US Treasury as of September 23, 2021 in the amount of \$7,070,363. These funds have supported more than 1,200 county households in rental and utility assistance.

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: Minnesota Housing Finance Agency (MHFA) sub-award funds via the US Treasury from the Emergency Rental Assistance 1 (ERA1) Program	

Approvals

Jennifer Castillo, Director	9/28/2021
Susan Tice, County Attorney Civil Division Chief	9/30/2021
Kevin Corbid, County Administrator	9/30/2021

Additional Opportunity for the Emergency Rental Assistance 1 (ERA1) Program



County Board Request

- Accept additional funding provided by Minnesota Housing Finance Agency (MHFA) in the amount of \$2,000,000 up to \$3,000,000 for the Emergency Rental Assistance 1 Program (ERA1).

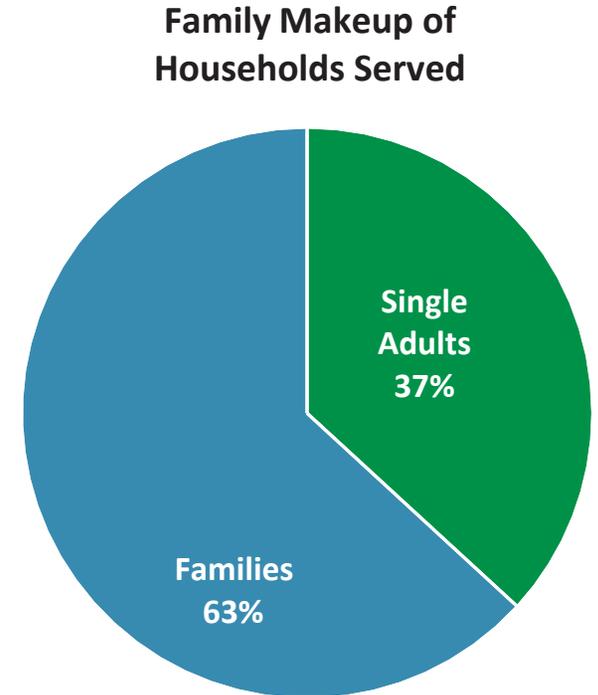
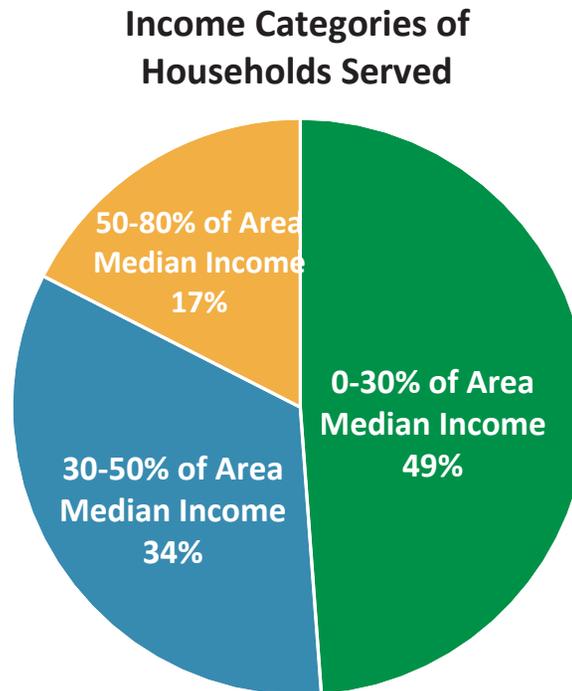
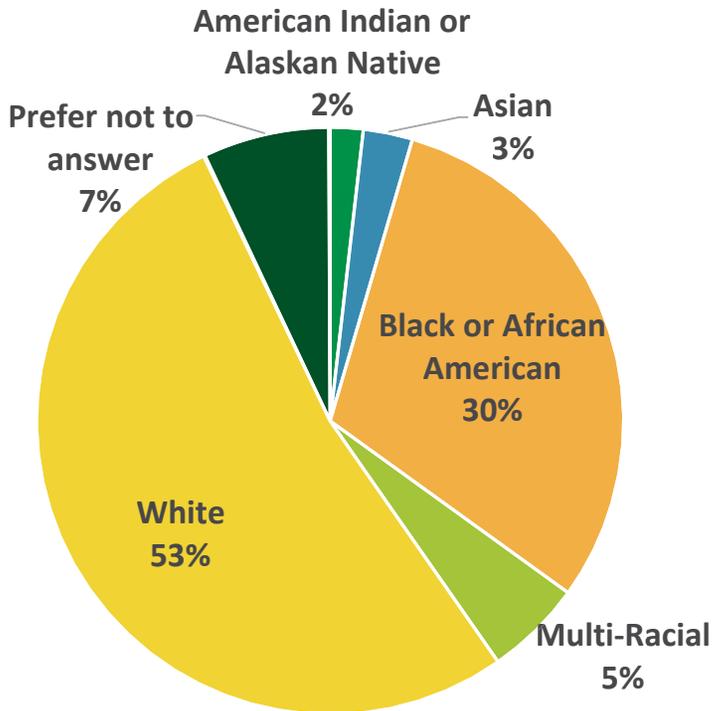
The ERA Program

- The US Treasury established ERA to keep residents in their homes during the COVID-19 pandemic.
- The state of Minnesota, through Minnesota Housing Finance Agency (MHFA), received \$289,403,961.
- Jurisdictions with populations of 200,000 or more were eligible to receive direct allocations from the US Treasury.
- On February 9, 2021 the Washington County Board accepted the county's allocation in ERA1 funds of \$7,855,959.

Current State

- Washington County has already expended **100%** of our \$7,070,363 in ERA1 direct assistance to over 1,200 households!
- Washington is the first jurisdiction to expend its ERA1 funds.
- Anticipated the spenddown and proactively sought opportunities for additional funding to cover unmet needs.
- ERA2 funds total over \$6,216,000.

Who We Are Serving: 1,280 eligible households to date



The ERA Team

- Kristyn Stephens
- Tim Koerner
- Maddie Joy
- Becky Dresser
- Christina Fort
- Laura Belisle
- Jaci Stipe
- Jackie Routa
- Mai Vang
- Amber Frascone
- Hannah Wickum
- With **so much** help from:
 - DoIT
 - Accounting
 - Planning & Program Management (PPM)
 - Management Team



Looking Ahead

- Upcoming request to extend special project staff to support ERA2 fund distribution.
- An amendment to approved ERA ARPA request.

Questions?



DATE October 5, 2021

DEPARTMENT _____

Community Services

MOTION
BY COMMISSIONER _____

SECONDED BY COMMISSIONER _____

**RESOLUTION ACCEPTING ADDITIONAL EMERGENCY RENTAL ASSISTANCE PROGRAM
FUNDS FROM MINNESOTA HOUSING FINANCE AGENCY**

WHEREAS, on March 11, 2020, the World Health Organization (WHO) deemed the outbreak of a respiratory illness called coronavirus disease 2019 (COVID-19) a pandemic; and

WHEREAS, public health authorities at the federal, state, and local levels recognized the public health threat that COVID-19 poses; and

WHEREAS, on March 13, 2020, President Donald Trump declared a Presidential National Emergency; and on the same day Governor Tim Walz declared a Peacetime State of Emergency in Minnesota; and

WHEREAS, on March 17, 2020, the County Board of Commissioners of Washington County declared a local state of emergency to respond to the impacts of the COVID-19 pandemic; and

WHEREAS, the county board approved a spending plan that provided rental assistance, utility assistance and damage deposit assistance for individuals impacted by the COVID-19 pandemic that allows individuals to avoid eviction; and

WHEREAS, through the county's coronavirus relief fund (CRF) spending programs the county received more than 1,100 applications for rental assistance and provided more than \$2.7 million in rental assistance from April 1, 2020 to November 30, 2020; and

WHEREAS, on December 15, 2020 the county board held a workshop to review spending for rental assistance and continued needs into 2021 and during the workshop the board provided direction to staff to develop funding alternatives and guidelines for on-going assistance; and

WHEREAS, the county board believes by providing on-going rental assistance it will reduce the need for longer term, more costly interventions for those impacted; and

WHEREAS, on December 27, 2020, the federal government passed the Consolidated Appropriations Act of 2021 (H.R. 133) to address the economic impact of the coronavirus of households that rent; and

WHEREAS, Washington County being a local government with over 200,000 in population was eligible for a direct allocation from the US Treasury; and

WHEREAS, on January 11, 2021 the Accounting and Finance Department certified with the US Treasury that Washington County requested to receive these funds directly; and

WHEREAS, on through the certification signed by the County Administrator, the county agrees to spend the funds as required in the Consolidated Appropriations Act of 2021 (H.R. 133), agrees to periodically report our spending as required by the US Treasury, and agrees to return any unspent or unencumbered funds as defined by the federal guidance as of December 31, 2021 to the US Treasury; and

WHEREAS, Washington County received funding on January 27, 2021 from the US Treasury for the Emergency Rental Assistance 1 (ERA1) Program in the amount of \$7,855,959; and

WHEREAS, on February 9, 2021, the Washington County Board of Commissioners accepted the funding as provided by the US Treasury in the amount of \$7,855,959 for the Emergency Rental Assistance 1 (ERA1) Program; and

WHEREAS, the Minnesota Housing Finance Agency (MHFA), received funding from the US Treasury for the Emergency Rental Assistance 1 (ERA1) Program in the amount of \$289,403,961; and

WHEREAS, Washington County has obligated all of its Emergency Rental Assistance 1 (ERA1) Program direct assistance funds from the US Treasury as of September 23, 2021 in the amount of \$7,070,363. These funds have supported more than 1,200 county households in rental and utility assistance; and

WHEREAS, the Minnesota Housing Finance Agency (MHFA), will enter into a contract with Washington County to subaward a base allocation of \$2,000,000, and up to \$3,000,000 of its Emergency Rental Assistance 1 (ERA1) Program direct assistance funds from the US Treasury. The contract will run coterminous with Minnesota Housing Finance Agency’s (MHFA) administration of the funds, which are available until September 20, 2022; and

WHEREAS, Washington County is already part of the RentHelpMN application portal and there will be no noticeable difference in the application system for residents of Washington County applying to RentHelpMN as a result of this subaward. The additional funds will enable Washington County to continue to serve households in need of rental and utility assistance; and

WHEREAS, the Minnesota Housing Finance Agency (MHFA) through this subaward will become subject to the requirements for pass-through entities in Uniform Grants Guidance at 2 CFR §200. Minnesota Housing Finance Agency (MHFA) will remain responsible for financial oversight, audit, and Treasury reporting of these funds and will monitor Washington County’s administration of the funds for compliance with the enabling statute, Treasury program guidance, and financial management regulations under Uniform Grants Guidance.

NOW, THEREFORE, BE IT RESOLVED upon negotiation of a contract with the Minnesota Housing Finance Agency (MHFA), that the Washington County Board of Commissioners does authorize the Board Chair and the County Administrator to sign the contract from Minnesota Housing without any further action from the board.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners does hereby accept the funding as provided by the Minnesota Housing Finance Agency (MHFA) in the amount of \$2,000,000 up to \$3,000,000 for the Emergency Rental Assistance 1 Program (ERA1), subject to and in compliance with the contract.

ATTEST:

		YES	NO
COUNTY ADMINISTRATOR	MIRON	_____	_____
	KARWOSKI	_____	_____
	KRIESEL	_____	_____
	JOHNSON	_____	_____
COUNTY BOARD CHAIR	WEIK	_____	_____



400 Wabasha Street North, Suite 400
St. Paul, MN 55102
P: 800.657.3769
F: 651.296.8139 | TTY: 651.297.2361
www.mnhousing.gov

September 24, 2021

Jennifer Castillo
Director, Community Services
Washington County
P.O. Box 6, 14949 62nd St. North
Stillwater, MN 55082-6132

Director Castillo,

This letter is to confirm that the Minnesota Housing Finance Agency (Minnesota Housing) authorized staff to enter into a subaward agreement with Washington County to subaward \$2,000,000 (with a potential to amend up to a total of \$3,000,000) of COVID Emergency Rental Assistance funds received by Minnesota Housing through the Consolidated Appropriations Act of 2021 to be used for eligible direct assistance through the RentHelpMN program.

The subaward will be subject to the terms and conditions of a subaward agreement. Minnesota Housing will remain responsible to the U.S. Department of Treasury for financial oversight, audit, and reporting and will monitor Washington County's administration of these funds for compliance with the enabling statute, federal guidance, and financial management regulations in federal Uniform Grants Guidance. Washington County will be expected to administer these funds in accordance all applicable federal requirements and requirements implemented through Washington County's policy guide, as approved by Minnesota Housing. In circumstances where Washington County's implemented policies are substantially different than Minnesota Housing, Washington County will transfer applications to Minnesota Housing's program for processing.

Minnesota Housing appreciates Washington County's ongoing commitment to administer these important housing stability resources.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Ho".

Jennifer Leimaile Ho
Commissioner



Request for Board Action

BOARD MEETING DATE:
October 5, 2021

AGENDA ITEM NUMBER:
5.A

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Information Technology	REQUESTOR: Jill Zenzola, Financial Analyst I	REQUESTOR PHONE: 651-430-6048
PRESENTER(S): Renee Heinbuch	MEDIA CONTACT: Renee Heinbuch	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Adopt a resolution to recognize October 2021 as Cybersecurity Awareness Month.		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 5 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The Federal Department of Homeland Security and the National Cyber Security Alliance have sponsored the month of October as National Cybersecurity Awareness Month since 2004. Cybersecurity Awareness Month is designed to educate public and private sector partners with the goal to raise awareness about risks and issues surrounding information security. Washington County's Information Technology Department works diligently to ensure the protection of our data systems and information. In 2021, Cybersecurity risks continued to be addressed through updated training for employees, advancing threat detection capabilities, and continuous improvement to incident response. Cybersecurity efforts have significantly focused on ensuring the security and integrity of election systems and data. The Department of Information Technology recommends approval of a resolution recognizing October 2021 as Cyber Security Awareness Month.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION: NA	

Approvals

Renee Heinbuch, IT Director	9/20/2021
Susan Tice, County Attorney Civil Division Chief	9/20/2021
Jan Lucke, Deputy County Administrator	9/21/2021

DATE October 5, 2021
MOTION
BY COMMISSIONER _____

DEPARTMENT Information Technology
SECONDED BY
COMMISSIONER _____

SUPPORT OF NATIONAL CYBERSECURITY AWARENESS MONTH OCTOBER 2021

WHEREAS, Washington County recognizes that it has a vital role in identifying, protecting its citizens from, and responding to cyber threats that may have significant impact to its individual and collective security and privacy; and

WHEREAS, critical infrastructure sectors are increasingly reliant on information systems and technology to support financial services, energy, telecommunications, transportation, utilities, health care, and emergency response systems; and

WHEREAS, the **Do Your Part. #BeCyberSmart** Campaign serves as the national cybersecurity public awareness campaign, implemented through a coalition of private companies, nonprofit and government organizations, as well as academic institutions working together to increase the understanding of cyber threats and empowering the American public to be safer and more secure online; and

WHEREAS, the National Institute of Standards and Technology (NIST) Cybersecurity Framework has been developed as a free resource to help organizations (large and small, both public and private) improve their cybersecurity practices through a practical approach to addressing evolving threats and challenges; and

WHEREAS, maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role to play, and awareness of computer security essentials will improve the security of Washington County’s information, infrastructure, and economy; and

WHEREAS, the Federal Government of the United States of America, the U.S. Department of Homeland Security (www.dhs.gov/cyber), the Multi-State Information Sharing and Analysis Center (<http://msisac.cisecurity.org>), the National Association of State Chief Information Officers (www.nascio.org), and the National Cyber Security Alliance (www.staysafeonline.org) all recognize October as National Cyber Security Awareness Month; and all citizens are encouraged to visit these websites and the STOP. THINK. CONNECT.™ Campaign website (www.dhs.gov/stopthinkconnect or www.stopthinkconnect.org) to learn about cybersecurity to put that knowledge into practice in their homes, schools, workplaces, and businesses.

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners recognizes October as National Cybersecurity Awareness Month.

ATTEST:

		YES	NO
COUNTY ADMINISTRATOR	MIRON	_____	_____
	KARWOSKI	_____	_____
	KRIESEL	_____	_____
	JOHNSON	_____	_____
COUNTY BOARD CHAIR	WEIK	_____	_____



Request for Board Action

BOARD MEETING DATE:
October 5, 2021

AGENDA ITEM NUMBER:
6.A

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S): Tom Downs, Principal of Downs Government Affairs LLC	MEDIA CONTACT: Yvonne Klinnert	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Federal Legislative Report		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 15 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: Tom Downs, Downs Governmental Affairs, will report on the 2021 Federal legislative session.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Susan Tice, County Attorney Civil Division Chief	9/29/2021
Jan Lucke, Deputy County Administrator	9/29/2021



Request for Board Action

BOARD MEETING DATE:
October 5, 2021

AGENDA ITEM NUMBER:
6.B

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Stephanie Kammerud, Administrative Assistant	REQUESTOR PHONE: 651-430-6014
PRESENTER(S): Board Chair Lisa Weik	MEDIA CONTACT: Yvonne Klinnert	

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Summary of the County Administrator's Performance Review.		
AGENDA YOU ARE REQUESTING TIME ON: Board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	ESTIMATED DURATION: 15 minutes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:	
BACKGROUND/JUSTIFICATION: The county board chair will provide a brief summary of County Administrator Kevin Corbid's performance review held on September 28, 2021.		
PREVIOUS ACTION ON REQUEST/OTHER PARTIES INVOLVED?		

Budget Impact

YEAR:	UNBUDGETED AMOUNT: \$
FUNDING DESCRIPTION:	

Approvals

Susan Tice, County Attorney Civil Division Chief	9/20/2021
Kevin Corbid, County Administrator	9/30/2021