

TODD COUNTY BOARD OF COMMISSIONERS

Health and Human Services Board Meeting Agenda

Date: October 28, 2014

Time: 9:00 AM

Meeting to be held in the Historic Courthouse, Long Prairie, Minnesota

		Approx. Time
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	
3	Amendments to the Agenda	9:03
4	Approve September 23, 2014 Meeting Minutes	9:04
5	General	
5.1	Introduction of New Staff	9:05
5.2	Child Support Supervision	9:10
5.3	Discussion of NACCHO Funding Award	9:25
5.4	Discussion of NJPA Innovative Funding Award South Country Health Alliance 2014 Community Reinvestment Program	9:30
5.5	Program	9:35
5.6	Review Environmental Health Program	9:40
5.7	Approve 2015 Environmental Health Program	9:55
5.8	Approve 2015 Environmental Health Fee	10:00
5.9	Discussion of Environmental Health Draft Ordinance Changes	10:05
5.10	3rd Quarter Financial Report	10:10
5.11	SCHA Compliance Report Investigation	10:15
6	Claims	
	Adjourn	

The County Board Meeting will begin promptly at the prescribed time. The County Board reserves the right to alter the order of the agenda items and the amount of time allowed for an item based on business needs.

TODD COUNTY HEALTH & HUMAN SERVICES

Minutes of the Meeting of the Health & Human Services Meeting

September 23, 2014

Call to Order

The Todd County Board of Commissioners met in the Todd County Historic Courthouse in the City of Long Prairie MN on the 23rd day of September, 2014 at 9:00 a.m. with all members present. The meeting was opened with the Pledge of Allegiance.

Approval of Agenda

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with the following change:

1. 5.2 Proposed 2015 Environmental Fee Schedule will change from a motion to a discussion item.

Approval of Minutes

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the August 26, 2014 minutes as read.

Heidi Brings and Emily Steinert reported on the WIC, CTC & Immunization Clinic Services.

Jackie Och, HHS Director presented the proposed 2015 Environmental Fee Schedule. She was asked what the rates were in Wadena County for these services and if they had a sanitarian. She will research this and let the Board know. Jackie will also simplify the report by taking out the 5% & 10% increase columns and bring back to the next Board Meeting.

Kim Decock, gave an update on the MN Choices roll out which was launched August 25, 2014.

Social Services Fund Warrants

On a motion by Neumann and second by Erickson the following motion was approved by unanimous vote: To recommend to the County Board the approval of all claims as presented on the Integrated and Disbursements Audit List for the Board on record at the Social Service Office, Courthouse Annex, representing claims in the amount of \$194,639.07.

On a motion by Neumann and second by Erickson, the following motion was approved by unanimous vote: To recommend to the County Board the approval of all claims as presented on the Integrated and Disbursements Audit List for the Board on record at the Social Service Office, Courthouse Annex, representing claims in the amount of \$103,625.46.

On a motion by Neumann and second by Erickson the meeting was adjourned for the month of September, 2014.

Commissioner Warrants

Vendor	Amount
DHS - MSOP-MN SEX OFFENDER PROGRA	14,077.70

DHS - ST PETER RTC - 472	25,186.00
DHS - SWIFT	55,810.75
MORRISON COUNTY SOCIAL SERVICE	2,087.50
PERISH/ALAN	3,718.28
RURAL MN CEP INC	14,273.64
TODD COUNTY AUDITOR/TREASURER	30,192.20
US POSTAL SERVICE	4,907.00
Payments less than 2000	44,386.00
Final Total	194,639.07

CENTRAL MN MENTAL HEALTH CTR	2100.00
COMMUNITY & FAMILY SRVS LLC	4607.42
DEPARTMENT OF CORRECTIONS	9589.00
DHS - SWIFT	6074.63
# 4453 FOSTER CARE	2418.00
HEARTLAND GIRLS RANCH	3696.00
KINDRED FAMILY FOCUS	18421.05
MERIDIAN SERVICES INC	4488.77
NEXUS INC - MILLE LACS ACADEMY	4151.83
NORTHERN PINES MENTAL HLTH CTR	3530.50
PINEHAVEN YOUTH AND FAMILY SVS	9647.15
PRODUCTIVE ALTERNATIVE INC-FERGUS	3284.59
# 11442 FOSTER CARE	3210.12
TODD COUNTY DAC	7010.64
WEST CENTRAL REG JUVENILE CTR	3208.33
Payments less than 2000	18187.43
Final Total	103625.46

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Introduce new staff	
Date of Meeting: 10/28/2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Lisa Chapin/Jackie Och	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Seasonal EAP Worker - Peggy Freyholtz started September 8 th ; EAP Coordinator - Janel Toppari-Sovich started October 1 st	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures

STATE OF MINNESOTA }
 COUNTY OF TODD }

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Child Support Supervision: 6 month review	
Date of Meeting: 10/28/2014	Total time requested: 15 min
Department Requesting Action: Health and Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
On May 1, 2014, Todd County contracted with Morrison County to provide program supervision of the child support unit 12 hours per week.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

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Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Discussion of NACCHO Funding Award	
Date of Meeting: October 28, 2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Katherine Mackedanz	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The National Association of County and City Health Officials (NACCHO) has provided funding for the Accreditation Support Initiative (ASI). The ASI is aimed at supporting local public health departments in undertaking accreditation preparation activities. The Morrison-Todd-Wadena Community Health Board has received \$15,000 to implement its Quality Improvement Plan and related strategies across the Community Health Board.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
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Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Discussion of National Joint Powers Alliance Innovative Funding Award	
Date of Meeting: October 28, 2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Katherine Mackedanz	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The National Joint Powers Alliance released a Innovative Funding Opportunity for Cities and Counties in Region Five. On September 25 th , applications were reviewed and the Morrison-Todd-Wadena Community Health Board application was prioritized for funding. The CHB applied for \$68,000 to implement its Community Health Improvement Plan focused on mental health prevention. Specifically the funds will be used for a public education campaign focused on identifying early signs and symptoms of mental health conditions, training for regional providers, and coordination with healthcare on chronic disease and mental health conditions.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
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Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Approve applying for South Country Health Alliance 2014 Community Reinvestment Program funding	
Date of Meeting: October 28, 2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Katherine Mackedanz	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Todd County Health & Human Services along with City of Eagle Bend, Eagle Valley School, Lutheran Social Services, and Todd County Council on Aging plan to apply for South Country Health Alliance 2014 Community Reinvestment Program funding. This application will support the development of a new community kitchen in Eagle Bend which will provide congregate and home delivered meals to residents across Todd and Wadena Counties. It is imperative that a new kitchen be built to meet the growing demands for senior meals and services as well as the regional nutrition needs for residents of all ages. The new kitchen in Eagle Bend will be a central hub serving both current and future South Country Health Alliance members by providing home delivered meals, congregate dining, meals for community organizations (i.e., schools, jails) and providing space for community classes, programs, and economic opportunities for disabled individuals.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the South Country Health Alliance 2014 Community Reinvestment Program funding application.	
Financial Implications: \$0	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
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Action Requested	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Review of the Environmental Health Program	
Date of Meeting: October 28, 2014	Total time requested: 15 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Jackie Och, Michelle Warnberg	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Michelle Warnberg is the Morrison County Public Health sanitarian staff contracted to implement Todd County's environmental health program. Michelle will provide an update on the program, discuss recent program changes, and answer any questions.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
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Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Approve 2015 Environmental Health Contract	
Date of Meeting: October 28, 2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Jackie Och, Katherine Mackedanz	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Todd County Health & Human Services contracts with Morrison County Public Health sanitarian staff to implement its environmental health program. See attached contract.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the 2015 environmental health contract with Morrison County.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
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SANITARIAN SERVICES
CONTRACT BETWEEN
MORRISON COUNTY THROUGH ITS PUBLIC HEALTH DEPARTMENT
AND
TODD COUNTY HEALTH & HUMAN SERVICES

WHEREAS, Todd County is part of the Morrison-Todd-Wadena Board of Health established to carry out the provisions of the Community Health Services Act through joint powers agreement.

WHEREAS, Todd County wishes to provide Sanitarian Services locally.

WHEREAS, Morrison County, as part of the 3-County Community Health Services has an established Environmental Health Program.

THEREFORE,

1. Morrison County agrees to:
 - a) Provide an Environmental Specialist/Sanitarian to inspect and enforce Todd County Public Health's Unified Environmental Health Ordinance for the Food, Beverage, and Lodging establishments, Manufactured Home Parks, Recreational Camping areas, Youth Camps and Public Pools;
 - b) Follow-up on any complaints regarding the above said establishments;
 - c) Review and approve proposed new construction, and/or alterations or additions to existing facilities to determine compliance with State and County rules relating to Food and Beverage establishments, Lodging establishments, Manufactured Home Parks, Recreational Camping areas and Youth Camps prior to commencement of construction or remodeling activity;
 - d) Purchase and provide all the supplies and equipment necessary for the Sanitarian;
 - e) Maintain the level of expertise for the Environmental Specialist/Sanitarian by providing appropriate in-services;
 - f) Prepare inspection reports which contain a statement of violations, orders for correction of violations, and establish a required date of compliance;
 - g) Provide orientation to Todd County staff on related policies and procedures;
 - h) Provide consultation and technical assistance regarding development and updating of program policies, procedures, ordinances, and license fees; and
 - i) Maintain a contract for Sanitarian coverage for emergency situations in the event of lack of Sanitarian staff.

2. Todd County agrees to:

- a) Provide clerical assistance for licensure applications, collection of fees, bookkeeping, and communication liaison activities between consumers and the Sanitarian;
- b) Notify the Sanitarian on a monthly basis of any late applications;
- c) Have County Ordinances and licensure fees adopted prior to the start of each year;
- d) Provide an Appeals Board;
- e) Collect fees and issue licenses upon Sanitarian's approval;
- f) Provide file space for the original inspection records of Todd County's establishments; and
- g) Provide administrative support to ordinance implementation and enforcement.

3. Cost and Delivery of Purchased Services:

- a) Todd County agrees to pay \$45.00/hour for the above said services, up to 17 hours per week;
- b) Todd County agrees to pay mileage at the employee rate as set by the Morrison County Board of Commissioners. This amount shall not exceed the maximum allowed by the IRS;
- c) Todd County agrees to pay \$7.50 per well water lab test to cover the cost of checking non-public wells of establishments.
- d) Morrison County agrees to keep accounting records of hours worked and service miles driven in carrying out Todd County Environmental Health Services; and
- e) Morrison County will bill Todd County at the end of each month for that month's service. The bill will include:
 - 1) The hours of service provided,
 - 2) The type of services provided, and
 - 3) The number of miles traveled;
- e) Todd County agrees to reimburse for the billed services within 60 days;
- f) Quarterly reports of actual expenditures will be submitted to Todd County for review; and
- g) Additional time will require prior authorization by the Todd County Health & Human Services Director.

4. Delivery of Services:

- a) Except as otherwise provided herein, Morrison County will provide the supervision of the Environmental Specialist/Sanitarian; and
- b) Final Authority and responsibility for the program as a whole lies with Todd County. Todd County agrees to indemnify and hold harmless the County of Morrison and its employees from and against all claims, damages, losses, and expenses arising out of performance of the work herein.

5. Terms of Agreement:

- a) This service is for the period from January 1, 2015 through December 31, 2015;
- b) Any alterations or modifications of the provisions of this agreement shall be valid only when they have been reduced to writing, duly signed and attached to the original of this agreement;
- c) Cancellation of this agreement may be done by either party with a 90 day notice in writing delivered by mail or in person; and
- d) The contract will be reviewed in six months by both counties to review the costs and charges. Both counties will determine if the charges should be readjusted.

6. Other Obligations:

- a) It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties related to the subject matter hereof.

IN WITNESS WHEREOF, Todd County Public Health and Morrison County Public Health have executed this agreement as of the day and year first written, approved as to form and executed.

Morrison County Public Health, Director

Date

Todd County Public Health, Director

Date

Todd County Board Chair

Date

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Approve 2015 Environmental Health Fee Schedule	
Date of Meeting: October 28, 2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Jackie Och, Katherine Mackedanz	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The Environmental Health program licenses and inspects food, beverage and lodging facilities to ensure safety for county residents. The 2015 fee schedule has been updated with a 3% increase. See attached fee schedule and definitions.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To accept the 2015 fee schedule for the environmental health program	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
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Seal	

TODD COUNTY PUBLIC HEALTH 2015 ENVIRONMENTAL HEALTH FEE SCHEDULE

This is for reference only. See definitions on back.

<p>BASE FEES Base Fee for Food, Beverage, School, Lodging, Manufactured Home Park, Recreational Vehicle, Campgrounds, Pool/Spa, and Sexually Oriented Business \$160 Catering, Mobile Unit Food Cart, Seasonal Temporary/Permanent Food Stand and Youth Camp Base Fee is included in yearly fee.</p>	<p>RE-INSPECTION FEE Applicable to all licensed establishments \$46.00 hr</p> <p>LATE PAYMENT PENALTY FEE: \$115.00</p> <p>ADMIN PENALTY FEES - SEE ATTACHMENT B DEFINITIONS - SEE ATTACHMENT A</p>																												
<p>FOOD/BEVERAGE SERVICE</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Limited Food Menu</td><td style="text-align: right;">\$ 45.00</td></tr> <tr><td>Small Establishment</td><td style="text-align: right;">\$ 79.00</td></tr> <tr><td>Medium Establishment</td><td style="text-align: right;">\$ 203.00</td></tr> <tr><td>Large Establishment</td><td style="text-align: right;">\$ 348.00</td></tr> <tr><td>Each Additional Kitchen</td><td style="text-align: right;">\$ 112.00</td></tr> <tr><td>Catering Food Service</td><td style="text-align: right;">\$ 203.00</td></tr> <tr><td>Mobile Unit/Food Cart</td><td style="text-align: right;">\$ 238.50</td></tr> <tr><td>Mobile Unit/Food Cart with Catering</td><td style="text-align: right;">\$ 362.00</td></tr> <tr><td>Seasonal Permanent Food Stand</td><td style="text-align: right;">\$ 210.00</td></tr> <tr><td>Seasonal Temporary Food Stand</td><td style="text-align: right;">\$ 210.00</td></tr> <tr><td>Schools</td><td style="text-align: right;">\$ 225.00</td></tr> <tr><td>Schools (second inspection fee)</td><td style="text-align: right;">\$ 225.00</td></tr> <tr><td>Beer or Wine Table Service</td><td style="text-align: right;">\$ 39.00</td></tr> <tr><td>Alcohol Service From Bar</td><td style="text-align: right;">\$107.00</td></tr> </table>	Limited Food Menu	\$ 45.00	Small Establishment	\$ 79.00	Medium Establishment	\$ 203.00	Large Establishment	\$ 348.00	Each Additional Kitchen	\$ 112.00	Catering Food Service	\$ 203.00	Mobile Unit/Food Cart	\$ 238.50	Mobile Unit/Food Cart with Catering	\$ 362.00	Seasonal Permanent Food Stand	\$ 210.00	Seasonal Temporary Food Stand	\$ 210.00	Schools	\$ 225.00	Schools (second inspection fee)	\$ 225.00	Beer or Wine Table Service	\$ 39.00	Alcohol Service From Bar	\$107.00	<p>SEXUALLY ORIENTED BUSINESS: In addition to Base Fee: only the highest category is applicable</p> <p>Live on site Initial Investigative Fee - \$2080 Criminal Background Check - \$520 Annual license - \$1040</p> <p>Media on site Initial Investigative Fee - \$1040 Criminal Background Check - \$520 Annual license - \$520</p> <p>For detail information, please refer to the Todd County Ordinance Regulating Sexually Oriented Business.</p>
Limited Food Menu	\$ 45.00																												
Small Establishment	\$ 79.00																												
Medium Establishment	\$ 203.00																												
Large Establishment	\$ 348.00																												
Each Additional Kitchen	\$ 112.00																												
Catering Food Service	\$ 203.00																												
Mobile Unit/Food Cart	\$ 238.50																												
Mobile Unit/Food Cart with Catering	\$ 362.00																												
Seasonal Permanent Food Stand	\$ 210.00																												
Seasonal Temporary Food Stand	\$ 210.00																												
Schools	\$ 225.00																												
Schools (second inspection fee)	\$ 225.00																												
Beer or Wine Table Service	\$ 39.00																												
Alcohol Service From Bar	\$107.00																												
<p>LODGING: In addition to Base Fee: Per unit \$ 7.00</p> <p>MFG HOME PK, RV, CAMPGROUNDS In addition to Base Fee: Per site \$ 4.00</p>	<p>YOUTH CAMPS:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Max Capacity</th> <th style="text-align: right;">Fee</th> </tr> </thead> <tbody> <tr> <td>200 or less</td> <td style="text-align: right;">\$ 385.00</td> </tr> <tr> <td>201 - 400</td> <td style="text-align: right;">\$ 543.00</td> </tr> <tr> <td>401 or more</td> <td style="text-align: right;">\$ 691.00</td> </tr> </tbody> </table>	Max Capacity	Fee	200 or less	\$ 385.00	201 - 400	\$ 543.00	401 or more	\$ 691.00																				
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<p>POOL/SPA In addition to Base Fee:</p> <p>Public Swimming Pool/Spa each \$ 135.00</p>	<p>WATER/SEWER</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Individual Water and/or Sewer</td><td style="text-align: right;">\$ 63.00</td></tr> <tr><td>Additional wells each</td><td style="text-align: right;">\$ 34.50</td></tr> <tr><td>Repeat Water Test each</td><td style="text-align: right;">\$ 63.00</td></tr> </table>	Individual Water and/or Sewer	\$ 63.00	Additional wells each	\$ 34.50	Repeat Water Test each	\$ 63.00																						
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<p>SPECIAL EVENT FOOD STAND</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Special Event Food Service</td><td style="text-align: right;">\$ 40.00</td></tr> <tr><td>Discount for Food Safety Training</td><td style="text-align: right;">\$ 10.00</td></tr> <tr><td>Late Fee for Food Stand</td><td style="text-align: right;">\$ 10.00</td></tr> </table>	Special Event Food Service	\$ 40.00	Discount for Food Safety Training	\$ 10.00	Late Fee for Food Stand	\$ 10.00	<p>SPECIAL EVENT CAMPING AREA</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Base Fee</td> <td style="text-align: right;">\$ 42.00</td> <td>Late Fee:</td> <td style="text-align: right;">\$ 20.00</td> </tr> <tr> <td>5-25 sites</td> <td style="text-align: right;">\$ 37.00</td> <td>26-50 sites</td> <td style="text-align: right;">\$ 81.00</td> </tr> <tr> <td>51-75 sites</td> <td style="text-align: right;">\$107.00</td> <td>76-100 sites</td> <td style="text-align: right;">\$164.00</td> </tr> <tr> <td>101-200 sites</td> <td style="text-align: right;">\$260.00</td> <td>201 and up</td> <td style="text-align: right;">\$488.00</td> </tr> <tr> <td>Maximum SECA fee of</td> <td colspan="3" style="text-align: right;">\$488.00</td> </tr> </table>	Base Fee	\$ 42.00	Late Fee:	\$ 20.00	5-25 sites	\$ 37.00	26-50 sites	\$ 81.00	51-75 sites	\$107.00	76-100 sites	\$164.00	101-200 sites	\$260.00	201 and up	\$488.00	Maximum SECA fee of	\$488.00				
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<p>Plan Review Remodel Existing/New Small Construction \$195.00 Construct/Convert New Establishment \$303.00</p>	<p><i>*Plan Review Fee is for Food, Beverage, Lodging, Manufactured Home Park, Recreational Vehicle, Campgrounds, and Sexually Oriented Business. Pool/Spa Plan Reviews are done by the MDH.</i></p>																												
<p>New owner license on or after October 1st: License Fee is ½ the annual license fee.</p>	<p>Refund when license closes or sells business before March 1st: Refund is ½ the annual license.</p>																												

ENVIRONMENTAL HEALTH FEE DEFINITIONS Attachment A

Alcohol Service:

Bar: Alcoholic mixed drinks are served or where beer or wine are served from a bar.

Table (Beer, Wine, Setups): Beer, Wine or Setup services only to customers seated at tables.

Base Fee: A fee charged to all types of establishments.

Catering: means the preparation of foods at one location then subsequent delivery and service at different location.

Food Cart: means a food and beverage service establishment that is a non-motorized vehicle self-propelled by the operator.

Food Service:

Large Establishment: Food service that meets the medium establishment definition and seats more than 175 people, serves a full menu selection an average of five or more days per week or caters 500 or more meals per day.

Limited Food Menu: Prepackaged food that receives heat treatment and is served in the package, frozen pizza that is heated and served, continental breakfast, soft drinks, coffee, non-alcoholic beverages, or cleaning for eating, drinking, or cooking utensils when the only food served is prepared off site.

Medium Establishment: Food service with seating over 50 and using a range, oven, steam table, salad bar, or salad preparation area, more than one deep fat fryer or grill, more than two hot holding containers or provides catering or fast food. Establishments that can seat more than 175 people but serve a full menu selection an average of four or less days per week.

Mobile Food Unit: means a food and beverage service establishment that is a vehicle mounted unit, either motorized or trailered, operating no more than 21 days annually at any one place or is operated in conjunction with a permanent business licensed under Minnesota Statutes Chap. 157 or 28A at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location.

Mobile Food Unit/Food Cart with Catering: means a food and beverage service establishment that is a vehicle mounted unit, either motorized or trailered, operating no more than 21 days annually at any one place, is readily movable, without disassembling and is operating in conjunction with a permanent licensed business for the means of preparing foods at one location then subsequent delivery and service at a different location.

Seasonal Permanent Food Stand: means a food and beverage service establishment which is a permanent food service stand or building, but which operates no more than 21 days annually.

Seasonal Temporary Food Stand: means a food and beverage service establishment that is a food stand which is disassembled and moved from location to location, but which operates no more than 21 days annually.

Second School Inspection: Schools that receive USDA commodities are required to have two (2) food inspections each year.

Small Establishment: Food service with no salad bar and equipment not exceeding: one deep

fat fryer; one grill; two hot holding containers; microwaves, or service of dipped ice cream/soft serve frozen desserts, or breakfast service in a bed and breakfast or in a boarding establishment. *Establishments which do not provide catering service and which meet "Medium Establishment" equipment criteria below but have a total seating capacity of 50 or less are "Small Establishments".*

Individual Sewer: A private sewage treatment system which uses subsurface treatment and disposal.

Individual Water: A private water supply other than a community public water supply.

Late Payment Penalty: Additional charge added to the license fee when a person operates a business without first having made application & fee payment for the current year's license by deadline date.

New Business/New Owners - 1s - 4th Quarter of Year: New business/new owners opening after September 30 and before January 1 are required to pay one-half (1/2) of the annual fee.

New Owners - 1st Quarter of Year: In the event of an ownership change for establishments that have already been licensed for the current year, the licensed operator would be refunded 1/2 of the license fee paid if the change in ownership occurs within the first quarter of the year (on or before March 31)

Plan Review: When an establishment (licensed or required to be licensed) is constructed or remodeled, or when an existing structure is converted for use as a licensed establishment, the owner shall submit all required plans and specifications along with the Plan Review fee at least 30 days before beginning construction, extensive remodeling or conversion of a food establishment. Remodel Existing / New Small Construction is for remodeling of an existing licensed establishment that wishes to expand its licensed services, but does not require major facility or equipment upgrades. This fee category also includes new construction of Limited Food Service establishments, seasonal food stands, lodging with less than 5 units, and expansion of an existing Mobile Home Park.

Construct / Convert New Establishment is for when a new Small, Medium, or Large Food Service establishment or a lodging facility with 5 or more units or a new Mobile Home Park is constructed and when an existing building is converted for use as a licensed establishment. This fee category also covers remodeling requiring major upgrades to facilities or equipment.

A Late Payment Fee is due in addition to the Plan Review fee for failure to submit the Plan Review in a timely manner (see Late Payment Penalty definition). and EH Fee Schedule.

Pools:

Public Swimming Pool: Any swimming pool other than a private residential swimming pool.

Spa Pool: A public hot water pool intended for seated recreational use.

Reinspection/Consultation Fee: If more than one reinspection is required for any stated violation, the hourly fee rate for reinspections will be charged. This shall include travel to and from inspection, and any time associated with generating the applicable reports. This fee will also apply to visits requested for consultation purposes.

Repeat Water Test: A fee charged (see EH Fee Schedule) for each contaminated well to cover staff time and mileage to draw the retest as follows:

a) If the retest samples (4 samples collected after the first disinfection) are **negative**, then only one sample taken one month later is needed - No charge.

b) If the retest samples (4 samples collected after the first disinfection) are **positive**, the estab-

ment owner must disinfect the well again. Four additional samples will be collected after disinfection - there will be a charge for these samples (see EH Fee Schedule)

c) If samples remain positive, there will be a \$58 charge each time retest samples are collected. (See EH Fee Schedule)

Sexually Oriented Business:

1) Any business or enterprise where the primary or dominant theme is the presentation, display, depiction, or description of specified anatomical areas or specified sexual activities, or

2) Any business or enterprise where the sum total of floor, wall or shelf area devoted to uses or activities which emphasize the presentation, display, depiction, or description of specified anatomical areas or specified sexual activities, for more than seven (7) days per year, exceeds forty (40) square feet.

3a) **Live on Site:** Sexually oriented businesses, including but not limited to adult body painting studios, adult cabarets, adult companionship/coveration/rap establishments, adult massage parlor or health/sport club, adult modeling studios, adults sauna/steam room bath house, or other business where on-site employees, independent contractors, volunteers, patrons or other persons are actively engaged in the presentation, display, depiction, or description of specified sexual activities or specified anatomical areas.

3b) **Media on Site:** Sexually oriented businesses, including but not limited to adult mini-motion picture theaters, adult motion picture arcades, adult motion picture theaters, and other businesses where specified sexual activities or specified anatomical areas are presented, displayed, depicted or described by means of movies, videos, computer generated images, or other visual auditory devices for on-site viewing or listening.

4) This term does not apply to the practice of medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry by state registered or licensed individuals, nor does it include businesses which engage in uses or activities that are obscene and, therefore, prohibited by law.

Special Event Camping Area: Recreational camping areas as defined in Minnesota Statute, Chapter 327, section 327.14, subd.8, used for 14 consecutive days or less, and not more than twice in a *calendar* year by people attending or working at events such as county fairs, flea markets, music festivals or other community festivals or gatherings. A late fee will be assessed if the application is not received by Public Health fourteen (14) days prior to the event.

Special Event Food Stand: A food and beverage service stand which is used in conjunction with celebrations and special events; the license is good for up to three events in a *calendar* year and

Public Health fourteen (14) days prior to the event. A Special Event Food Stand license is needed *by a licensed establishment* that wants to serve food *at a separate location from the physical* address of the establishment. A discount is given to organizations with an individual that has completed an approved food safety training course. The discount is good for 3 years after the course is taken by the individual. A copy of the course certificate must be received with the Special Event Food Stand Application.

Violations:

Administrative Penalty Fees: Administrative penalties would be assessed for continued non-compliance with corrective orders written as a result of violations of environmental health regulations noted during inspections of licensed establishments. Penalties would be assessed only after the violation was noted for the third consecutive time in a given establishment.

* **Separate penalties would be assessed for each outstanding violation.**

(See EH Penalty Fee Attachment B)

Critical - Health Hazard: Means a biological, chemical or physical property that may cause an unacceptable health hazard.

Critical - Imminent Health Hazard: Means a significant threat or danger to the health of the public exists in the product, practice, circumstance or an event. Immediate correction is required.

Non-Critical Violation: A non-critical violation, if in non-compliance, is less likely than other violations to contribute to food contamination, illness or environmental harm. Non-critical violations do not pose a direct health hazard to the public.

Water Test: means the collection of a water sample at licensed establishment pursuant to MN Rule 4720 and the Safe Drinking Water Act (SWDA). If the water test shows levels above the MCL a repeat test will be conducted.

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Discussion of Environmental Health Draft Ordinance Changes	
Date of Meeting: October 28, 2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Jackie Och, Katherine Mackedanz	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The Todd County Environmental Health ordinance has been updated to reflect state law and be in alignment with Morrison County. See attached ordinance.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures STATE OF MINNESOTA } COUNTY OF TODD } I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	Seal
--	------

**TODD COUNTY UNIFIED
ENVIRONMENTAL HEALTH ORDINANCE**

BY AND THROUGH

**TODD COUNTY
DEPARTMENT OF PUBLIC HEALTH**

**DRAFT
CHANGES 2014**

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**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF TODD COUNTY,
MINNESOTA**

SECTION 1. PURPOSE

- 1.1 The purpose of this ordinance is to establish standards for establishments licensed as required by this Ordinance and to protect the health, safety and general welfare of the citizens and visitors of Todd County. The general objectives include the following:
- 1.2 Correct and prevent conditions that may adversely affect persons utilizing the establishments licensed by Todd County.
- 1.3 Provide minimum standards for the design, construction, operation and maintenance of the establishments licensed by Todd County.
- 1.4 Establish inspection requirements and associated procedures involved with administering and enforcing this Ordinance.
- 1.5 Comply with the delegation agreement that Todd County has entered into with the Minnesota Department of Health.

SECTION 2. LEGAL AUTHORITY

- 2.1 **AUTHORITY** This Ordinance is enacted pursuant to Minnesota Statute Chapters 157, 144 and 327 which establishes the authority for the State to license food and beverage establishments, lodging establishments, manufactured home parks, recreational camping areas, youth camps and swimming pools and spas; Minnesota Statute Section 145A.07, which authorizes the Commissioner of Health to enter into an agreement with a local board of health to perform all or part of its licensing, inspection and enforcement duties; and Minnesota Statute Section 145.A.05 which authorizes Todd County to enact this Ordinance necessary to administer and enforce delegated powers.

SECTION 3. JURISDICTION

- 3.1 **JURISDICTION** This Ordinance shall be applicable to all establishments licensed by this Ordinance within the legal boundaries of Todd County except as exempted by Minnesota Statute Section 157.22 and except those establishments under the jurisdiction of the Department of Agriculture. Private school food services located in any building constructed and primarily used for religious worship and youth camps as defined in Minnesota Statute Section 144.71 shall be subject to these regulations.

SECTION 4. DEFINITIONS

- 4.1** The definitions contained in Minnesota Rules 4625, 4626, 4630, 4717; and Minnesota Statutes, Chapters 157, 144, and 327 now in effect or as hereafter amended or modified, are hereby adopted, except as modified in Section 4.2 of this Ordinance.

- 4.2** The following definitions shall apply to the interpretation and enforcement of this Ordinance and adopted Standards.
 - 4.2.1** Board means the Todd County Board of Commissioners.

 - 4.2.2** Establishment means any entity which is required to hold a license to operate in accordance with this Ordinance, which includes food and beverage establishments, lodging establishments, manufactured home parks, recreational camping areas, youth camps, and swimming pools and spas.

 - 4.2.3** Health Department means the Todd County Public Health Department staff and any related or contracted staff acting under the Board's authority.

SECTION 5. VARIANCES AND WAIVERS

- 5.1** Procedures to Request a Variance or Waiver: A licensee may request that the Health Department grant a variance or waiver from the provisions contained in Minnesota Rules, Part 4626.1690 for food and beverage establishments, Minnesota Rules, Part 4625.2355 for lodging establishments, Minnesota Rules, Part 4630.1801 for manufactured home parks and recreational camping areas, and Minnesota Rules, Part 4630.4750 for youth camps as adopted in Section 12 of this Ordinance. All requests for a variance or waiver must be submitted to the Health Department in writing. Each request shall contain:
 - a) The specific language in the rule, as adopted in Section 12 of this Ordinance, from which the variance or waiver is requested;

 - b) The reasons for the request;

 - c) The alternative measures that will be taken if a variance or waiver is granted;

 - d) The length of time for-which the variance or waiver is requested, and;

 - e) Other relevant information necessary to properly evaluate the request for the variance or waiver.

- 5.2 **Criteria for Decision:** The decision to grant or deny a variance or waiver shall be based on the Health Department's evaluation that:
- a) The variance or waiver will not adversely affect the environment;
 - b) The alternative measures to be taken, if any, are equivalent or are superior to those prescribed in this Ordinance, and;
 - c) Compliance with this Ordinance would impose an undue burden on the applicant.
- 5.3 **Notification of Variance:** The Health Department shall notify the applicant in writing of the decision to grant or deny a variance or waiver. If a variance or waiver is granted, the notification shall specify the period of time for which the variance or waiver will be effective and the alternative measures or conditions, if any, the applicant must meet.
- 5.4 **Effect of Alternative Measures or Conditions:** All alternative measures or conditions attached to a variance or waiver have the force and effect of this Ordinance and are subject to the issuance of correction orders and penalties as provided by law.
- 5.5 **Renewal:** A request for the renewal of a variance or waiver must be submitted in writing before its expiration date. Renewal requests shall contain the information in Section 5.1. The Health Department shall renew a variance or waiver if the applicant continues to satisfy the criteria in Section, 5.2 and demonstrates compliance with the alternative measures or conditions imposed when the original variance or waiver was granted.
- 5.6 **Denial, Revocation, or Refusal to Renew:** The Health Department shall deny, revoke, or refuse to renew a variance or waiver if the Health Department determines that the criteria in Section 5.1 and 5.2 are not met. The Health Department shall notify the applicant in writing of the decision to deny, revoke; or refuse to renew the variance or waiver. The notice must describe the reasons for the denial, revocation, or refusal to renew, and inform the applicant of the right to appeal the decision .
- 5.7 **Appeal Procedure:** An applicant may contest the denial, revocation, or refusal to renew a variance or waiver by requesting a hearing before the Appeals Board. The procedure outlined in Section 11 of this Ordinance shall apply in the event that a variance or waiver is denied, revoked or a refusal to renew a variance or waiver. At the hearing, the applicant bears the burden of proving that the applicant has satisfied the criteria specified in Section 5.2.

SECTION 6. **PLAN REVIEW PROVISIONS**

- 6.1 **General:** When an establishment is constructed, extensively remodeled, adding equipment or when an existing structure is converted for use as a licensed establishment under the provisions of this Ordinance, properly prepared plans and

specifications for the construction, remodeling, additions, or conversion must be submitted to the Health Department for review and approval before construction, remodeling, additions, or conversion is begun. The plans and specifications must indicate the proposed layout, arrangement, construction materials of work areas, and the type and model number of proposed equipment and facilities. The plans and specifications, submitted and drawn to scale, must be legible and complete in all details. The plans and the fee specified by the Board shall be submitted at least 30 days before beginning construction, extensive remodeling, addition of equipment, or conversion of an establishment.

6.2 Plumbing Plans: Plumbing plans and specifications shall be submitted directly to the Minnesota Department of Labor and Industry for approval.

~~**6.3 Construction:**~~ ~~The Health Department shall inspect all establishments prior to the start of operation, to determine compliance with the approved plans and specifications.~~

~~**6.3 Swimming Pool/Spa Plans:**~~ ~~Pool plans and specifications shall be submitted directly to the Minnesota Department of Health for approval.~~

~~**6.4 Construction:**~~ ~~The Health Department shall inspect all establishments prior to the start of operation, to determine compliance with the approved plans and specifications.~~

SECTION 7 LICENSING PROVISIONS

7.1 License Required: Unless otherwise provided by ordinance, no person shall, within Todd County, operate any facility, engage in any activity, or permit property under the person's control to be used for any activity, which is regulated by the Todd County Unified Environmental Health Ordinance, without the appropriate license issued by the County permitting such activity. All licenses expire as of December 31 each year, with the exception of licenses for seasonal establishments, which expire according to the date stated on the license.

7.2 Application for License: Each application for a license, together with appropriate license fees as determined by the Board, shall be submitted to the Health Department not later than December 10 (tenth) each year. In the case of a new establishment, new owner, or seasonal establishment, license application and fees must be submitted 20 days prior to the opening date, or the change of ownership, of such an establishment. Application for a license or license renewal shall be on forms furnished by the Health Department. The applicant shall provide such information as may be required by this Ordinance under which the license is issued and any further information as the Health Department may require for the administration and enforcement of said license. Any person who operates an establishment without a license shall be deemed to have violated this Ordinance and shall be subject to prosecution as provided for in this Ordinance.

- 7.3 License Fees:** All establishments licensed under the provisions of this ordinance shall be subject to an annual fee at a rate specified by the Board. This annual license fee may be adjusted as the Board deems appropriate. A penalty fee at a rate specified by the Board shall be added to the amount of the license fee and paid by the establishment license holder if the annual license fee has not reached the Todd County Public Health Department by the date specified in Section 7.2 of this Ordinance.
- 7.4 Taxes, Fines and Fees:** All taxes on the property which is the subject of the license, shall be paid in full to the amount then due and owing prior to the issuance of a license. All unpaid fines and fees owed to the Health Department by the applicant must be paid in full prior to the issuance of a new license or the renewal of an existing license.
- 7.5 Grounds for Denial:** Omission of any information, submission of false information, or an existing violation of State Law, Federal Law or County Ordinance may constitute grounds for the denial of the license applied for, or the suspension or revocation of an issued license. The licensee is entitled to an appeal as outlined in Section 11 of this Ordinance.
- 7.6 License Nontransferable:**
- 7.6.1 A license obtained pursuant to this Ordinance shall not be transferable between owners or locations.
 - 7.6.2 All licensees shall submit written notice to the Health Department of any change of name or address.
- 7.7 Licensee Responsibility:** The licensee shall:
- 7.7.1 Be responsible for compliance with all applicable provisions of this Ordinance under which the license is issued and all State and Federal Laws.
 - 7.7.2 Allow the Health Department, Board or their authorized representatives, access to the site or facility subject to the license for inspection at any time during the conduct of business.
 - 7.7.3 Allow the Health Department or their authorized representative access to records concerning the licensed operation.
- 7.8 Posting Requirements:** Every licensed establishment must have the license posted in a conspicuous place at the establishment.
- 7.9 New Business/New Owners – Pro-rated Fees:** New business/new owners opening during the year will pay a pro-rated fee according to the following schedule: January-March= 100%; April-June= 75%; July-. September= 50%; and October –December = 25%.

Change in Owners During the 1st Quarter of Year: In the event of an ownership change for establishments that have already been licensed for the current year, the licensed operator would be refunded ½ of the license fee paid if the change in ownership occurs within the first quarter of the year (on or before March 31).

SECTION 8 INSPECTION PROVISIONS

- 8.1** The Health Department shall inspect establishments according to Minnesota Statute Chapters 157, 144 and 327 and rules adopted under Minnesota Statute Chapters 157, 144 and 327. The person operating an establishment shall, upon request of the Health Department, permit access to all parts of the establishment at any time during the conduct of business for the purpose of inspection and shall exhibit and allow copying of any records, the taking of photographs, the collection of samples, or any other procedures necessary to ascertain compliance with the provision of this Ordinance.
- 8.2** The Health Department may conduct a re-inspection of establishments pursuant to Todd County Environmental Health Policy. This re-inspection may be subject to the re-inspection fee as set by the Todd County Board of Commissioners.
- 8.3** Prior to issuing a license to a new establishment, the Health Department shall cause an inspection to verify compliance with all aspects of this Ordinance.
- 8.4** In the event a licensed establishment discontinues operation and is not licensed for a period of 90 days or longer, said establishment will require an inspection prior to a new license being issued. The Health Department shall determine what changes will need to be made prior to licensure. All changes must be completed prior to issuing the license.
- 8.5** A request for an inspection of a licensed establishment, for the purpose of consultation may be subject to an inspection fee as set by the Todd County Board of Commissioners.

SECTION 9 COMPLIANCE

- 9.1** Whenever an inspection or review of an establishment is made, the findings shall be recorded on an inspection form. Compliance orders shall be recorded on the inspection form furnished to the person in charge of the establishment at the time of the inspection or by **certified** mail to the license holder for the establishment. The completed inspection report form is a public document and shall be available for public disclosure to any person who requests it, except when report forms are part of on-going investigations or pending litigation. The inspection form shall state a specific, appropriate, and reasonable period of time for correction of the violations pursuant to Todd County Environmental Health policy. Correction of the violations shall be accomplished within the period specified. Failure to make corrections within the time period specified shall result in the enforcement options being initiated as outlined in Section 10 and Section 14 of this Ordinance.

SECTION 10

ADMINISTRATIVE PROVISIONS

10.1 Enforcement by Administrative Action: When an establishment has failed to comply with any notice requiring corrective action, issued under the provisions of this Ordinance, administrative procedures may be utilized to bring the establishment into compliance. Administrative actions that may be utilized are:

10.1.1 **Administrative Penalties:** Monetary penalties may be assessed to the establishment operator or owner for continual non-compliance, over a period of three consecutive inspections, for the same violation or violations. Fines will be assessed for each separate violation that is noted in non-compliance. The Administrative Penalties fee schedule shall be set by and through the Todd County Board of Commissioners.

10.1.2 **Administrative Meeting:** A formal meeting which may include, but would not be limited to, the owner of the establishment, County Field Inspection Staff and Public Health Department Head, County Administrator, County Attorney, and additional legal counsel to formally discuss any issues related to the failure to comply with any corrective actions issued under the provisions of this Ordinance.

10.1.3 **Suspension of License:** Whenever an establishment has failed to comply with any notice requiring corrective action issued under the provisions of this Ordinance, and the ongoing violation or violations constitute a hazard to the health of the public, the licensee will be notified, in writing, that the license will be suspended within 10 days unless the licensee either:

- a) Submits a written request for a hearing before the Appeals Board, pursuant to Section 11 of this Ordinance, or;
- b) Submits a written request for a re-inspection including a statement by the licensee that the condition(s) causing the suspension of the license have been corrected. The Health Department upon receipt of the request shall make a re- inspection within 10 days. The re-inspection shall be subject to a re-inspection fee as set forth in the Todd County Public Health Environmental Health Fee Schedule.

10.1.4 **Immediate Suspension of License:** Notwithstanding other provisions of this Ordinance, when the Health Department finds conditions in the operation of a licensed establishment which constitute an imminent health hazard to the public, the Health Department may, without notice or hearing, issue a written notice to the licensee, or the designated person in charge, citing such conditions and specifying the corrective action to be taken. The order shall state that the license is immediately suspended and operations must be immediately discontinued. Any person to whom such

an order is issued shall comply immediately therewith. The establishment shall remain closed until the specified conditions have been corrected, and that the corrections have been verified by an agent of the Health Department.

- 10.1.5 **Revocation of License:** For serious or repeated violations of any of the requirements of this Ordinance, a license may be permanently revoked. Prior to such action, the Health Department shall notify the license holder in writing, advising that the license shall be permanently revoked at the end of a ten (10) day period, and that the licensee is entitled to a hearing before the Appeals Board, upon written application, pursuant to Section 11 of this Ordinance.

SECTION 11 APPEALS PROVISIONS

- 11.1 Appeal From – Denial, Suspension or Revocation of License.** Any establishment whose license to operate has been denied, suspended or revoked, or has received notice from the Health Department that its license is to be denied, suspended or revoked, may request and shall be granted a hearing on the matter before the Appeals Board by the procedure provided below.
- 11.2 Appeals Board.** The Appeals Board shall be appointed by the County Board and members will consist of five members; two County Commissioners, one member of the County Public Health Advisory Committee, and two independent Registered Sanitarians or board certified medical professionals. The Appeals Board shall elect its own chair. The Appeals Board may act if three of its members are present and participate in the decision.
- 11.3 Request for Hearing.** Any person affected by a notice of denial, suspension or revocation shall be granted a hearing on the matter before the Appeals Board upon submitting to the Health Department a written request for such hearing which sets forth a brief statement explaining the licensee's defense to the action. Said request shall be filed within ten days after the notice of denial, suspension or revocation was served, or postmarked if notice sent certified mail.
- 11.4 Date of Hearing.** A hearing shall be held within 30 days after the date on which the request was filed. The Chair of the Appeals Board may postpone the date of the hearing for a reasonable time beyond such 30 day period if, in his/her judgment, a good and sufficient reason exists for such postponement.
- 11.5 Notice of Hearing.** The Health Department shall cause ten days written notice of the hearing to be given to the licensee by personal service, or service by certified mail, to the licensee's last known address, or the address of the establishment.
- 11.6 Proceedings.** At such hearing, the licensee, his agent, or attorney shall be given an opportunity to be heard, and to show why the denial, suspension or revocation issued by the Health Department should be modified or withdrawn. The Health Department shall present a detailed written statement, and testimony subject to

cross-examination, regarding its findings and decision to the Appeals Board at the time of the hearing.

- 11.7 Decisions of the Appeals Board.** After such hearing, the Appeals Board shall sustain, modify, or withdraw the notice of denial, suspension or revocation, depending upon its findings as to whether the licensed establishment is being operated in compliance with the provisions of this Ordinance. A copy of the decision of the Appeals Board shall be served by certified mail on the licensee. Any person aggrieved by the decision of the Appeals Board may seek relief from a court of competent jurisdiction as provided by the laws of the state.
- 11.8 Record of Proceedings.** The proceedings of each hearing held before the Appeals Board pursuant to petition, shall be recorded by a Court Reporter or an audio visual recording. The findings and decisions of the Appeals Board shall be entered as a public record in the office of the Health Department. Such record shall include a copy of every notice, order, or writing issued in connection with the matter.
- 11.9 Notices not Appealed.** Any notice of denial, suspension or revocation shall automatically become final if a written request for a hearing is not filed with the Health Department within ten days after the notice is served.

SECTION 12 ADOPTION AND AMMENDMENT OF STANDARDS

12.1 Food and Beverage Establishment Standards

- 12.1.1 The standards for Food & Beverage Establishments outlined in Minnesota Rules Parts 4626.0010 to 4626.1870 and Minnesota Statute Chapter 157, and any subsequent amendments are incorporated herein and made part of this Ordinance.
- 12.1.2 Standards for Certified Food Manager requirements outlined in Minnesota Rules Parts, 4626.2000 to 4626.2025 and any subsequent amendments thereto are hereby incorporated in and made part of this Ordinance.
- 12.1.3 Wherein Minnesota Rules Chapter 4626 refers to the Commissioner, Commissioner shall mean the Todd County Board or designated agents.

12.2 Lodging Establishment Standards

- 12.2.1 The standards for Lodging Establishments outlined in Minnesota Rules Parts 4625.0100 to 4625.2355, and Minnesota Statute 157 and Minnesota Statute Chapter 327 and any subsequent amendments are incorporated herein and made part of this Ordinance.
- 12.2.2 Wherein Minnesota Rules 4625 and Minnesota Statute 157 refer to the Commissioner, Commissioner shall mean the Todd County Board or designated agents.

12.2.3 Section 7 of this Ordinance shall replace Minnesota Rules, Part 4625.2300.

12.3 Manufacture Home Parks and Recreational Camping Area Standards

12.3.1 The standards for Manufactured Home Parks and Recreational Camping Areas outlined in Minnesota Rules parts 4630.0200 to ~~4630.1801~~, ~~4630.1900~~, 4630.2210 and Minnesota State Statute Chapter 327 and any subsequent amendments are incorporated herein and made part of this Ordinance.

12.3.2 Wherein Minnesota Rules 4630 and Minnesota Statute 327 refer to the Commissioner, Commissioner shall mean the Todd County Board or designated agents.

12.4 Youth Camp Standards

12.4.1 The standards for Youth Camp Establishments outlined in Minnesota Rules, Parts 4630.2300 to 4630.4750 Minnesota Statute, Sections 144.71 to 144.74 and any subsequent amendments are incorporated herein and made part of this Ordinance.

12.4.2 Minnesota Rules, Parts.4630.2700 through 4630.3000 referring to food service operations within youth camps, are amended to read:

“All food service facilities shall be constructed, equipped and operated in accordance with Section 12.1 of this Ordinance.”

12.4.3 Wherein Minnesota Rules 4630 refers to the Commissioner, Commissioner shall mean the Todd County Board or designated agents.

12.5 Swimming Pool and Spa Standards

12.5.1 The standards for Swimming Pool and Spa establishments outlined in Minnesota Rules, Parts 4717.0150 to 4717.3975, ~~MN Statute 144.1222~~ and any subsequent amendments are incorporated herein and made part of this Ordinance.

12.5.2 Wherein Minnesota Rules 4717 refers to the Commissioner, Commissioner shall mean the Todd County Board or its designated agents.

SECTION 13 SEVERABILITY

13.1 Severability: The provisions of this Ordinance shall be severable. Should any section, paragraph, sentence, clause, phrase or portion of this Ordinance be declared invalid for any reason, the remainder of said Ordinance shall not be affected.

SECTION 14 ENFORCEMENT

- 14.1 Criminal Penalties:** Any person, firm or corporation who violates any of the provisions hereof or who fails to comply with any of the provisions hereof or who makes any false statement in any document required to be submitted under the provisions hereof, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment not to exceed ninety (90) days or both. Each day that a violation continues shall constitute a separate offense. Such persons may be enjoined from continuing such violations.
- 14.2 Civil Remedies:** In the event of a violation or threatened violation of State law or this Ordinance, the County of Todd, in addition to other remedies, may initiate civil court actions or civil administrative proceedings to prevent, restrain, correct or abate such violations or threatened violations. It shall be the duty of the County Attorney or of County Civil Counsel appointed by the Todd County Board of Commissioners under MN Statutes 375A.10 to review evidence of such violations, or threatened violations, and take such action as may be warranted and necessary.

SECTION 15 REPEAL OF PREVIOUS ORDINANCES

- 15.1** This Ordinance, **TBD** hereby repeals and replaces in its entirety the following list of Todd County ordinances;
1. Todd County Unified Environmental Health Ordinance dated June 29, 2010 and June 19, 2007.

SECTION 16

EFFECTIVE DATE

- 16.1 Effective Date:** This Ordinance shall be in full force and effect upon passage and shall apply to all establishments licensed as required by this Ordinance, existing at the time of passage and all establishments started thereafter.

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Quarter 3 Financial Report	
Date of Meeting: October 28, 2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Jena Peterson	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Todd County Social Services Fund 11
Fund Bal/Revenue/Expenditures Recap by Month

Date	Fund Balance	YTD Total Expenses	% Budget	YTD Total Revenues	% Budget	Adjustments	YTD Adj Revenue	% Budget	% Year	City dollars received	Year	Exp Over/ (Under)
1/1/2014												
2014 BUDGET	2,591,017	7,513,019		7,359,229								153,790 **
Jan-14	2,427,648	585,340	7.8%	369,719	5.0%		369,719	5.0%	8.33%	63,959.72	2013	215,620
Feb-14	2,007,616	1,159,208	15.4%	549,904	7.5%		549,904	7.5%	16.67%	-		609,304
Mar-14	2,068,041	1,785,059	23.8%	1,094,307	14.9%		1,094,307	14.9%	25.00%	-		690,752
Apr-14	1,534,667	2,463,682	32.8%	1,371,866	18.6%		1,371,866	18.6%	33.33%	-		1,091,816
May-14	3,101,485	3,074,421	40.9%	3,558,353	48.4%		3,558,353	48.4%	41.67%	1,904,497.92	2014	(483,931)
Jun-14	2,880,876	3,679,465	49.0%	3,949,909	53.7%		3,949,909.26	53.7%	50.00%	-		(270,444)
Jul-14	2,849,129	4,256,090	56.6%	4,475,065	60.8%		4,475,065.10	60.8%	58.33%	-		(218,975)
Aug-14	2,633,675	4,916,184	65.4%	4,932,917	67.0%		4,932,916.64	67.0%	66.67%	-		(16,733)
Sep-14	2,192,761	5,535,443	73.7%	5,124,938	69.6%		5,124,938.03	69.6%	75.00%	-		410,505
Oct-14			0.0%		0.0%		-	0.0%	83.33%	-		-
Nov-14			0.0%		0.0%		-	0.0%	91.67%	-		-
Dec-14			0.0%		0.0%		-	0.0%	100.00%	-		-
										1,968,457.64		

** Note: In 2014, the county board approved deficit budget

3,627,278.00 2014 Alloc
1,904,497.92 Received 2014
1,722,780.08 Remaining county dollars

TODD COUNTY SOCIAL SERVICES
2014 REVENUES / EXPENDITURE SUMMARY BY DEPARTMENT

DEPT 420 - INCOME MAINTENANCE	2014 BUDGET	Q1 TOTAL	Q2 TOTAL	Q3 TOTAL	Q4 TOTAL	YTD TOTAL	YTD % OF BUDGET	2013 Q2 YTD	2014 YTD over/(under) 2013 YTD
REVENUE:									
LEVY DOLLARS	1,019,230.00	17,972.68	535,163.92	0.00	0.00	553,136.60	54.27%	527,885.92	25,250.68
STATE	40,934.00	13,421.16	7,916.60	15,843.42	0.00	37,181.18	90.83%	44,439.88	(7,258.70)
FEDERAL	1,078,100.00	329,699.89	301,550.90	245,722.32	0.00	876,973.11	81.34%	709,913.42	167,059.69
STATE REIMB REVENUE*	205,100.00	41,095.66	51,929.25	51,570.57	0.00	144,595.48	70.50%	142,474.08	2,121.40
FEDERAL REIMB REVENUE*	177,000.00	32,564.95	42,949.90	47,577.00	0.00	123,091.85	69.54%	113,376.00	9,715.85
CHARGES FOR SERVICES	3,300.00	757.55	1,695.88	1,068.08	0.00	3,521.51	106.71%	3,243.15	278.36
GIFT & CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00		0.00	-
RECOVERIES	211,950.00	230,282.79	17,856.64	35,874.78	0.00	284,014.21	134.00%	211,455.08	72,559.13
OTHER	111,000.00	41,100.13	42,393.56	35,029.54	0.00	118,523.23	106.78%	102,945.42	15,577.81
TOTAL INC MAINT REVENUE	2,846,614.00	706,894.81	1,001,456.65	432,685.71	0.00	2,141,037.17	75.21%	1,855,732.95	285,304.22
EXPENSES:									
SALARIESFRINGE & OVERHEAD	2,005,025.00	482,051.81	482,551.03	480,328.92	0.00	1,444,931.76	72.07%	1,348,865.42	96,066.34
COUNTY SUPPORTED PROGRAMS	269,000.00	47,407.71	100,469.40	75,483.27	0.00	223,360.38	83.03%	166,289.35	57,071.03
RECOVERIES - ST/FED SHARE	164,300.00	124,191.61	67,232.00	7,696.59	0.00	199,120.20	121.19%	156,830.12	42,290.08
STATE REIMBURSED SERVICES*	333,000.00	75,892.18	101,567.87	99,064.16	0.00	276,524.21	83.04%	262,661.34	13,862.87
OTHER / MISCELLANEOUS	71,158.00	25,414.52	19,932.79	28,358.54	0.00	73,705.85	103.58%	63,798.04	9,907.81
TOTAL INC MAINT EXPENSES	2,842,483.00	754,957.83	771,753.09	690,931.48	0.00	2,217,642.40	78.02%	1,998,444.27	219,198.13
VARIANCE	4,131.00	-48,063.02	229,703.56	-258,245.77	0.00	-76,605.23		-142,711.32	

* combine State / Federal sources

DEPT 430 - SOCIAL SERVICES

REVENUE:									
LEVY DOLLARS	2,608,048.00	45,987.04	1,369,334.00	0.00	0.00	1,415,321.04	54.27%	1,357,564.95	57,756.09
STATE	587,411.00	79,443.98	98,311.56	417,495.07	0.00	595,250.61	101.33%	589,720.67	5,529.94
FEDERAL	992,956.00	185,563.51	271,935.81	214,395.68	0.00	671,895.00	67.67%	648,922.73	22,972.27
CHARGES FOR SERVICES	170,000.00	40,687.00	46,501.92	61,005.34	0.00	148,194.26	87.17%	135,297.54	12,896.72
GIFTS & CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00		0.00	-
MISC CHILD WELFARE	57,000.00	31,224.48	45,380.31	28,933.77	0.00	105,538.56	185.16%	95,539.00	9,999.56
OTHER	32,200.00	4,506.21	3,449.98	4,656.20	0.00	12,612.39	39.17%	16,217.68	(3,605.29)
PASS THROUGH	65,000.00	0.00	19,232.00	15,857.00	0.00	35,089.00	53.98%	52,067.00	(16,978.00)
TOTAL SOCIAL SERVICES REVENUE	4,512,615.00	387,412.22	1,854,145.58	742,343.06	0.00	2,983,900.86	66.12%	2,895,329.57	88,571.29
EXPENSES:									
SALARIESFRINGE & OVERHEAD	2,283,618.00	499,735.18	575,465.20	556,595.76	0.00	1,631,796.14	71.46%	1,582,583.28	49,212.86
CHILDREN'S SERVICES	1,018,250.00	289,527.82	292,716.03	307,837.39	0.00	890,081.24	87.41%	702,201.87	187,879.37
CHILD CARE SERVICES	309,229.00	44,236.26	58,723.12	64,016.58	0.00	166,975.96	54.00%	202,779.36	(35,803.40)
CHEMICAL DEPENDENCY	91,000.00	42,720.39	31,112.59	37,731.13	0.00	111,564.11	122.60%	98,203.23	13,360.88
MENTAL HEALTH	533,700.00	87,226.51	73,798.47	101,640.46	0.00	262,665.44	49.22%	225,649.48	37,015.96
DEVELOPMENTAL DISABILITIES	305,000.00	50,905.04	52,680.31	61,818.35	0.00	165,403.70	54.23%	194,852.38	(29,448.68)
ADULT SERVICES	64,739.00	15,749.88	18,925.32	18,977.98	0.00	53,653.18	82.88%	47,657.65	5,995.53
PASS THROUGH	65,000.00	0.00	19,232.00	16,429.00	0.00	35,661.00	54.86%	52,353.00	(16,692.00)
TOTAL SOCIAL SERVICES EXPENSES	4,670,536.00	1,030,101.08	1,122,653.04	1,165,046.65	0.00	3,317,800.77	71.04%	3,106,280.25	211,520.52
VARIANCE	-157,921.00	-642,688.86	731,492.54	-422,703.59	0.00	-333,899.91		-210,950.68	

TOTAL 2014 HUMAN SERVICES REVENUE	7,359,229.00	1,094,307.03	2,855,602.23	1,175,028.77	0.00	5,124,938.03	69.64%	4,751,062.52	373,875.51
TOTAL 2014 HUMAN SERVICES EXPENSE*	7,513,019.00	1,785,058.91	1,894,406.13	1,855,978.13	0.00	5,535,443.17	73.68%	5,104,724.52	430,718.65
VARIANCE * BOARD APPROVED DEFICIT SPENDING FOR 2014	-153,790.00	-690,751.88	961,196.10	-680,949.36	0.00	-410,505.14		-353,662.00	

TODD COUNTY SOCIAL SERVICES
2014 EXPENDITURES

DEPT 420 - INCOME MAINTENANCE	2014 BUDGET	Q1 TOTAL	Q2 TOTAL	Q3 TOTAL	Q4 TOTAL	YTD TOTAL	YTD % OF BUDGET	2013 Q3 YTD	2014 YTD over/(under) 2013 YTD
SALARIESFRINGE & OVERHEAD									
FIN PLANNING UNIT SALARIESFRINGE	860,492.00	199,649.23	233,448.63	215,099.63		648,197.49	75.33%	577,553.94	70,643.55
ADMIN SALARIESFRINGE	605,316.00	135,966.56	119,553.75	136,860.75		392,381.06	64.82%	390,416.77	1,964.29
FIN PLANNING OVERHEAD	144,150.00	48,598.88	26,080.61	28,353.88		103,033.37	71.48%	100,397.67	2,635.70
CHILD SUPPORT SALARIESFRINGE	353,767.00	80,383.69	96,403.57	87,109.18		263,896.44	74.60%	235,405.98	28,490.46
CHILD SUPPORT OVERHEAD	41,300.00	17,453.45	7,064.47	12,905.48		37,423.40	90.61%	45,091.06	(7,667.66)
TOTAL SALARIESFRINGE & OVERHEAD	2,005,025.00	482,051.81	482,551.03	480,328.92	0.00	1,444,931.76	72.07%	1,348,865.42	96,066.34
COUNTY SUPPORTED PROGRAMS									
BURIALS	68,000.00	16,783.34	24,655.00	15,645.00		57,063.34	83.92%	54,972.00	2,091.34
POOR RELIEF - STATE HOSPITAL COSTS	132,000.00	24,250.20	71,013.20	60,366.50		155,629.90	117.90%	86,174.70	69,455.20
10% COST NURSING HOME UNDER 65	50,000.00	2,607.01	2,215.81	(2,243.00)		2,779.82	5.56%	14,178.93	(11,399.11)
5% COST ICF/MR > 90 DAYS	14,000.00	2,920.54	2,302.73	1,483.79		6,707.06	47.91%	9,085.56	(2,378.50)
5% COST DTH - ICF/MR > 90 DAYS	5,000.00	666.62	282.66	230.98		1,180.26	23.61%	1,878.16	(697.90)
TOTAL COUNTY SUPPORTED PRGMS	269,000.00	47,407.71	100,469.40	75,483.27	0.00	223,360.38	83.03%	166,289.35	57,071.03
RECOVERIES - STATE/FEDERAL SHARE									
MFIP MAXIS RCV - STATE SHARE	5,250.00	37.50	1,133.66	412.50		1,583.66	30.16%	3,277.13	(1,693.47)
AFDC MAXIS RCV - STATE SHARE	900.00		789.75			789.75	87.75%	-	789.75
GA MAXIS RCV - STATE SHARE	700.00		274.47	10.93		285.40	40.77%	204.50	80.90
GA/SSI RCV TO STATE	6,000.00	30.00	2,328.07	60.00		2,418.07	40.30%	5,600.92	(3,182.85)
DWP MAXIS RCV - STATE SHARE			12.50			12.50	0.00%	-	12.50
SNAP-FS MAXIS RCV - STATE SHARE	1,300.00		1,344.89	1.85		1,346.74	103.60%	1,058.64	288.10
MA/GAMC RCV - STATE SHARE	150,000.00	124,124.11	61,348.66	7,211.31		192,684.08	128.46%	146,635.69	46,048.39
MSA MAXIS RCV - STATE SHARE	150.00					0.00	0.00%	53.24	(53.24)
TOTAL RECOVERIES	164,300.00	124,191.61	67,232.00	7,696.59	0.00	199,120.20	121.19%	156,830.12	42,290.08
STATE REIMBURSED SERVICES									
MA COST EFF INS PAYMENTS	204,000.00	46,523.92	69,985.36	69,577.92		186,087.20	91.22%	171,401.42	14,685.78
GAMA CTY BUY IN PREM MED PART B	25,000.00	9,604.11	8,515.87	8,981.10		27,101.08	108.40%	30,009.38	(2,908.30)
GAMA ACCESS	104,000.00	19,764.15	23,066.64	20,505.14		63,335.93	60.90%	61,250.54	2,085.39
TOTAL STATE REIMB SERVICES	333,000.00	75,892.18	101,567.87	99,064.16	0.00	276,524.21	83.04%	262,661.34	13,862.87
OTHER / MISCELLANEOUS									
FOOD SUPPORT BONUS EXP	1,000.00	1,065.75				1,065.75	106.58%	584.64	481.11
FEMA						0.00	0.00%	-	-
MISC EXP/EFT CARD EXP						0.00	0.00%	-	-
PMP MILEAGE	13,000.00	3,623.17	4,660.02	5,275.67		13,558.86	104.30%	17,103.04	(3,544.18)
MA MILEAGE - NO LOAD	11,000.00	3,412.75		4,124.40		7,537.15	68.52%	-	7,537.15
MA CTY SHARE TRANS MN CARE PRGM						0.00	0.00%	-	-
SCHA VOL DRIVER MILEAGE EXP	30,000.00	11,689.77	15,236.18	15,548.72		42,474.67	141.53%	-	-
SCHA - COMM RES MGMT TEAM SAL/FR	16,158.00	5,623.08	36.59	3,409.75		9,069.42	56.13%	46,110.36	(37,040.94)
TOTAL OTHER/MISCELLANEOUS	71,158.00	25,414.52	19,932.79	28,358.54	0.00	73,705.85	103.58%	63,798.04	9,907.81
FUND BALANCE TRANSFER OUT	0.00					0.00		306,180.00	-
TOTAL INCOME MAINT EXPENSES	2,842,483.00	754,957.83	771,753.09	690,931.48	0.00	2,217,642.40	78.02%	2,304,624.27	(86,981.87)
DEPT 430 - SOCIAL SERVICES									
SALARIESFRINGE & OVERHEAD									
SOCIAL SERVICES SALARIESFRINGE	1,614,426.00	341,393.45	419,316.98	398,381.15		1,159,091.58	71.80%	1,113,204.51	45,887.07
ADMIN SALARIESFRINGE	548,732.00	125,574.23	129,359.22	130,991.97		385,925.42	70.33%	390,235.21	(4,309.79)
OVERHEAD EXPENSES	120,460.00	32,767.50	26,789.00	27,222.64		86,779.14	72.04%	79,143.56	7,635.58
TOTAL SALARIESFRINGE & OVERHEAD	2,283,618.00	499,735.18	575,465.20	556,595.76	0.00	1,631,796.14	71.46%	1,582,583.28	49,212.86
PURCHASED SERVICES (POS)									
(710) CHILDRENS SERVICES:	1,018,250.00	289,527.82	292,716.03	307,837.39		890,081.24	87.41%	702,201.87	187,879.37
(720) CHILD CARE/ E & T SERVICES:									
OTHER CHILDCARE	50,000.00	14,690.80	12,795.69	17,115.88		44,602.37	89.20%	60,479.06	(15,876.69)
IVE CHILDCARE	10,000.00	788.38	5,194.64	5,114.67		11,097.69	110.98%	4,263.16	6,834.53
BSF COUNTY MATCH	12,493.00	1,041.12	5,205.40	2,082.16		8,328.68	66.67%	8,328.68	-
MFIP/DWP/INNOV SERV (CEP)	236,236.00	27,690.01	35,527.39	39,703.87		102,921.27	43.57%	129,630.46	(26,709.19)
CHILDCARE LICENSING & RESOURCE	500.00	25.95	0.00	0.00		25.95	5.19%	78.00	(52.05)
(730) CHEMICAL DEPENDENCY:									
CD TRANSPORTATION & EXPENSE	1,000.00	1,234.28	165.42	574.88		1,974.58	197.46%	1,042.23	932.35
CCDTF ADVANCE	65,000.00	34,326.11	27,670.51	29,616.25		91,612.87	140.94%	71,776.16	19,836.71
DETOXICATION	25,000.00	7,160.00	3,276.66	7,540.00		17,976.66	71.91%	25,384.84	(7,408.18)
(740) MENTAL HEALTH (less hold orders):	488,700.00	87,226.51	73,798.47	101,640.46		262,665.44	53.75%	225,649.48	37,015.96
HOLD ORDERS	45,000.00	0.00	0.00	0.00		0.00	0.00%	-	-
(750) DEVELOP DISABILITIES:	305,000.00	50,905.04	52,680.31	61,818.35		165,403.70	54.23%	194,852.38	(29,448.68)
(760) ADULT SERVICES:	64,739.00	15,749.88	18,925.32	18,977.98		53,653.18	82.88%	47,657.65	5,995.53
TOTAL PURCHASED SERVICES	2,321,918.00	530,365.90	527,955.84	592,021.89	0.00	1,650,343.63	71.08%	1,471,343.97	178,999.66
PASS-THROUGH									
LOCAL COLLAB TIME STUDY (FRESHWATER)	65,000.00	0.00	19,232.00	16,429.00		35,661.00	54.86%	52,353.00	(16,692.00)
TOTAL PASS THROUGH	65,000.00	0.00	19,232.00	16,429.00	0.00	35,661.00	54.86%	52,353.00	(16,692.00)
FUND BALANCE TRANSFER OUT	0.00					0.00		204,120.00	-
TOTAL SOCIAL SERVICES EXPENSES	4,670,536.00	1,030,101.08	1,122,653.04	1,165,046.65	0.00	3,317,800.77	71.0%	3,310,400.25	7,400.52
TOTAL 2013 HUMAN SERVICES EXPENSES	7,513,019.00	1,785,058.91	1,894,406.13	1,855,978.13	0.00	5,535,443.17	73.7%	5,615,024.52	(79,581.35)
LESS: TRANSFER OUT - RENOVATION PRJCT	0.00					0.00		510,300.00	-
TOTAL 2013 HUMAN SERVICES ACTUAL	7,513,019.00	1,785,058.91	1,894,406.13	1,855,978.13	0.00	5,535,443.17	73.7%	5,104,724.52	430,718.65

TODD COUNTY SOCIAL SERVICES
2014 REVENUES

	2014 BUDGET	Q1 TOTAL	Q2 TOTAL	Q3 TOTAL	Q4 TOTAL	YTD TOTAL	YTD % OF BUDGET	2013 Q3 YTD	2014 YTD over/(under) 2013 YTD
DEPT 420 - INCOME MAINTENANCE									
LEVY DOLLARS									
PROPERTY TAX CURRENT	1,019,230.00	17,101.48	519,877.47			536,978.95	52.68%	511,492.41	25,486.54
PROPERTY TAX DELINQUENT		833.40	15,286.45			16,119.85		16,362.71	(242.86)
MOBILE HOME		37.80				37.80		30.80	7.00
TOTAL LEVY DOLLARS	1,019,230.00	17,972.68	535,163.92	0.00	0.00	553,136.60	54.27%	527,885.92	25,250.68
STATE									
MV CREDIT - AG						0.00		-	-
DISPARITY REDUCTION AID				3,096.62		3,096.62		3,071.84	24.78
PERA AID	4,934.00			2,466.99		2,466.99		2,466.99	-
PAYMENT IN LIEU						0.00		6,193.39	(6,193.39)
IV-D INCENTIVE	9,500.00	3,226.00	1,793.00	1,648.85		6,667.65	70.19%	6,854.97	(187.32)
FOOD SUPPORT BONUS (SNAP)						0.00		6,847.00	(6,847.00)
MA MED SUPP INCENTIVE	26,500.00	10,195.16	6,123.60	8,631.16		24,949.92	94.15%	19,005.69	5,944.23
TOTAL STATE	40,934.00	13,421.16	7,916.60	15,843.42	0.00	37,181.18	90.83%	44,439.88	(7,258.70)
FEDERAL									
FED ADMIN RMB - 60 IV-E	4,000.00	790.00	500.00	302.00		1,592.00	39.80%	2,798.00	(1,206.00)
60 TANF COUNTY ADMIN	45,000.00	11,098.00	10,742.00	12,426.00		34,266.00	76.15%	41,910.00	(7,644.00)
FEDERAL SCHIP MN CARE DIRECT	100.00					0.00	0.00%	-	-
SNAP ADMIN AID	216,000.00	58,613.50	56,007.50	55,366.00		169,987.00	78.70%	132,122.00	37,865.00
IV-D ADMIN AID	350,000.00	107,752.80	91,650.00	88,643.64		288,046.44	82.30%	223,087.00	64,959.44
IV-D INCENTIVE	80,000.00	16,500.00	15,151.00	16,500.00		48,151.00	60.19%	54,364.00	(6,213.00)
MA ADMIN AID	365,000.00	128,828.50	123,658.25	67,186.00		319,672.75	87.58%	243,591.00	76,081.75
REFUGEE ASSISTANCE ADMIN AID			168.00	120.00		288.00		638.00	(350.00)
MA MED SUPP INCENTIVE	18,000.00	6,117.09	3,674.15	5,178.68		14,969.92	83.17%	11,403.42	3,566.50
TOTAL FEDERAL	1,078,100.00	329,699.89	301,550.90	245,722.32	0.00	876,973.11	81.34%	709,913.42	167,059.69
STATE REIMB REVENUE									
GAMC ACCESS				136.40		136.40		192.10	(55.70)
GAMC COST EFF HEALTH INS	100.00	409.20	409.20	482.60		1,301.00	1301.00%	-	1,301.00
MA CNTY BUY-IN PREMIUM	28,000.00	9,089.26	8,813.34	8,150.30		26,052.90	93.05%	28,910.26	(2,857.36)
MA COST EFF HEALTH INS	102,000.00	23,071.87	32,772.52	33,069.45		88,913.84	87.17%	85,043.25	3,870.59
MA ACCESS	75,000.00	8,525.33	9,934.19	9,731.82		28,191.34	37.59%	28,328.47	(137.13)
TOTAL STATE REIMB REVENUE	205,100.00	41,095.66	51,929.25	51,570.57	0.00	144,595.48	70.50%	142,474.08	2,121.40
FEDERAL REIMB REVENUE									
MA COST EFF HEALTH INS	102,000.00	24,039.04	33,015.41	37,844.81		94,899.26	93.04%	85,045.40	9,853.86
MA ACCESS	75,000.00	8,525.91	9,934.49	9,732.19		28,192.59	37.59%	28,330.60	(138.01)
TOTAL FEDERAL REIMB REVENUE	177,000.00	32,564.95	42,949.90	47,577.00	0.00	123,091.85	69.54%	113,376.00	9,715.85
CHARGES FOR SERVICES									
IV-D FEES	3,000.00	497.51	1,620.88	1,023.08		3,141.47	104.72%	2,033.61	1,107.86
NON IV-D FEES	300.00	260.04	75.00	45.00		380.04	126.68%	1,209.54	(829.50)
TOTAL CHARGES FOR SVCS	3,300.00	757.55	1,695.88	1,068.08	0.00	3,521.51	106.71%	3,243.15	278.36
GIFTS & CONTRIBUTIONS									
						0.00		-	-
TOTAL GIFTS & CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00		-	-
RECOVERIES									
MFIP RECOVERIES - MAXIS	7,000.00	1,210.00	914.93	644.36		2,769.29	39.56%	3,919.50	(1,150.21)
AFDC RECOVERIES - MAXIS			789.75			789.75		-	789.75
GA RECOVERIES - MAXIS	1,800.00	339.00	209.92	181.86		730.78	40.60%	452.00	278.78
GA RECOVERIES	700.00	30.00	45.00	45.00		120.00	17.14%	913.50	(793.50)
DWP MAXIS RECOVERIES				172.50		172.50		-	172.50
SNAP RECOVERIES - MAXIS	2,000.00	1,651.83	401.50	241.00		2,294.33	114.72%	2,750.81	(456.48)
MA RECOVERIES	200,000.00	227,051.96	15,495.54	34,575.06		277,122.56	138.56%	203,287.80	73,834.76
MSA RECOVERIES - MAXIS	200.00					0.00	0.00%	106.47	(106.47)
NON-CLIENT RECOVERIES - INC	250.00			15.00		15.00	6.00%	25.00	(10.00)
TOTAL RECOVERIES	211,950.00	230,282.79	17,856.64	35,874.78	0.00	284,014.21	134.00%	211,455.08	72,559.13
OTHER									
EBT CARD REPLACEMENT						0.00		-	-
BURIAL REFUNDS	7,000.00	6,706.47				6,706.47	95.81%	5,531.49	1,174.98
MISCELLANEOUS	1,000.00	84.54	141.13	134.55		360.22	36.02%	670.38	(310.16)
PMPA MILEAGE REVENUE	25,000.00	6,872.46	6,434.34	7,668.99		20,975.79	83.90%	25,572.85	(4,597.06)
FEMA						0.00		-	-
SCHA CCM INCENTIVE	18,000.00	3,733.56	9,873.99			13,607.55		-	13,607.55
SCHA VOLD DRIVER MILEAGE REIMB	60,000.00	23,703.10	25,944.10	27,226.00		76,873.20	128.12%	71,170.70	5,702.50
TRANSFER IN - EDMS SYSTEM						0.00		-	-
TOTAL OTHER	111,000.00	41,100.13	42,393.56	35,029.54	0.00	118,523.23	106.78%	102,945.42	15,577.81
TOTAL INCOME MAINT REVENUES	2,846,614.00	706,894.81	1,001,456.65	432,685.71	-	2,141,037.17	75.2%	1,855,732.95	285,304.22

TODD COUNTY SOCIAL SERVICES
2014 REVENUES

	2014 BUDGET	Q1 TOTAL	Q2 TOTAL	Q3 TOTAL	Q4 TOTAL	YTD TOTAL	YTD % OF BUDGET	2013 Q3 YTD	2014 YTD over/(under) 2013 YTD
DEPT 430 - SOCIAL SERVICES									
LEVY DOLLARS									
PROPERTY TAX - CURRENT	2,608,048.00	43,757.88	1,330,220.28			1,373,978.16	52.68%	1,315,112.27	58,865.89
PROPERTY TAX - DELINQUENT		2,132.43	39,113.72			41,246.15		42,363.64	(1,117.49)
MOBILE HOME		96.73				96.73		89.04	7.69
TOTAL LEVY DOLLARS	2,608,048.00	45,987.04	1,369,334.00	0.00	0.00	1,415,321.04	54.27%	1,357,564.95	57,756.09
STATE REVENUE									
MV CREDIT - AGRICULTURE						0.00		-	-
DISPARITY REDUCTION AID				7,923.38		7,923.38		7,859.97	63.41
PERA AID	4,482.00			2,241.01		2,241.01		2,241.01	-
PAYMENT IN LIEU						0.00		15,847.14	(15,847.14)
LTSS ADMIN S57			34,972.00	23,347.00		58,319.00		58,319.00	-
VCA SS BLOCK GRANT S53	297,326.00					309,274.00	104.02%	297,326.00	11,946.00
RELATIVE CUSTODY ASSIST S02	45,000.00	6,564.00	9,720.00	10,960.00		27,244.00	60.54%	25,898.00	1,346.00
MN ADOPTION INCENTIVES S05		348.00	348.00	348.00		1,044.00		696.00	348.00
PARENT SUPPORT OUTREACH PSOP S05		1,435.00	1,981.00	336.00		3,752.00		-	3,752.00
FAMILY RESPONSE GRANT S67		4,926.00	1,161.00	1,160.46		7,247.46		-	7,247.46
BSF CC ADMIN S8	2,923.00	488.00	417.00	403.00		1,308.00	44.75%	1,308.00	-
MFIP CC ADMIN S66	1,000.00	73.00	90.00	82.00		245.00	24.50%	202.00	43.00
MFIP EMPLOYMT SVCS S11	21,261.00	10,253.00	2,219.00	3,509.00		15,981.00	75.17%	19,899.00	(3,918.00)
CCDTF STATE GRANT S17	11,901.00	3,950.11	1,099.41	1,115.75		6,165.27	51.80%	8,120.87	(1,955.60)
RULE 79 CASE MGMT (GAMC) S32	1,000.00			201.00		201.00	20.10%	208.00	(7.00)
CMH COMBINED S63	4,353.00	1,088.00	3,265.00			4,353.00	100.00%	45,607.00	(41,254.00)
ADULT COMM SUPPORT S25	76,418.00	19,104.00	6,772.00	34,119.00		59,995.00	78.51%	67,320.00	(7,325.00)
DD FAMILY SUPPORT S35	4,993.00			658.00		658.00	13.18%	4,541.00	(3,883.00)
DD SILS S34	37,254.00	18,212.00	7,971.00	7,570.00		33,753.00	90.60%	25,026.00	8,727.00
DD SCREEN S37	1,000.00	222.62				222.62	22.26%	631.77	(409.15)
DD-MR/RC SVCS CASE MGMT S38	60,000.00	9,239.17	21,013.06	9,245.74		39,497.97	65.83%	45,794.56	(6,296.59)
RELOCATION SERVICE COORD S44						0.00		-	-
TBI/CADI ADULT > 18 S44	18,000.00	2,958.44	7,054.60	5,001.73		15,014.77	83.42%	20,919.47	(5,904.70)
TBI/CADI UNDER 18 S01	500.00	582.64	228.49			811.13	162.23%	272.88	538.25
TOTAL STATE REVENUE	587,411.00	79,443.98	98,311.56	417,495.07	0.00	595,250.61	101.33%	589,720.67	5,529.94
FEDERAL REVENUE									
TX SS BLOCK GRNT F56	164,428.00	42,276.00	42,276.00	40,617.00		125,169.00	76.12%	130,866.00	(5,697.00)
LTSS ADMIN F67			34,972.00	23,347.00		58,319.00		-	58,319.00
FAMILY RESPONSE GRANT F65	14,384.00		3,139.00	3,137.54		6,276.54	43.64%	18,122.00	(11,845.46)
MA SSTS ADMIN F54	180,000.00		43,692.00	23,093.00		66,785.00	37.10%	115,569.00	(48,784.00)
BSF CC ADMIN F15	4,769.00	687.00	600.00	580.00		1,867.00	39.15%	1,878.00	(11.00)
MFIP CC ADMIN F13	1,000.00	134.00	92.00	87.00		313.00	31.30%	521.00	(208.00)
CW-TCM F5	135,000.00	27,248.00	38,446.50	39,700.00		105,394.50	78.07%	76,471.53	28,922.97
SELF PROGRAM FUNDS F4	6,400.00	415.00	44.00	218.00		677.00	10.58%	3,840.00	(3,163.00)
IV-E PROGRAM REVENUE F1	35,000.00	23,849.00	19,498.00	12,397.00		55,744.00	159.27%	31,740.00	24,004.00
IV-E SSTS ADMIN F2	20,000.00		10,052.00	4,281.00		14,313.00	71.57%	17,586.00	(3,273.00)
MFIP CONSOLIDATED FUND F14	214,975.00	72,011.00	25,472.00	33,884.00		131,367.00	61.11%	121,875.00	9,492.00
MA SSTS ADMIN R25 F22	40,000.00		15,647.00	9,035.00		24,682.00	61.71%	29,132.00	(4,450.00)
CHILDRENS FED MH GRANT F60								-	-
RULE 5 CHILD RES TX CENTER F66	12,000.00	163.65				163.65	1.36%	-	163.65
RULE 5 ADMIN SET ASIDE F66	2,000.00					0.00	0.00%	829.55	(829.55)
IV-E FC MH (RULE 5) F28								-	-
RULE 79 (MH-TCM) F31	75,000.00	4,975.71	7,799.10	8,677.12		21,451.93	28.60%	26,994.43	(5,542.50)
DD SCREEN F40	1,000.00	222.62				222.62	22.26%	631.80	(409.18)
DD MR/RC SVCS CASE MGMT F38	60,000.00	9,243.13	21,020.85	9,247.21		39,511.19	65.85%	45,809.85	(6,298.66)
TBI/CADI ADULT > 18 F47	18,000.00	2,959.27	7,055.60	5,002.19		15,017.06	83.43%	20,919.48	(5,902.42)
TBI/CADI UNDER 18 F06	500.00	582.71	228.51			811.22	162.24%	272.88	538.34
RELOCATION SERVICE F47						0.00		-	-
VA/OD TCM F42 (2 ACCTS)	8,500.00	796.42	1,901.25	1,112.62		3,810.29	44.83%	5,864.21	(2,053.92)
TOTAL FEDERAL REVENUE	992,956.00	185,563.51	271,935.81	214,395.68	0.00	671,895.00	67.67%	648,922.73	22,972.27
CHARGES FOR SERVICES									
FEES-CHEM DEP M9	4,000.00	1,362.00	887.23	1,991.00		4,240.23	106.01%	1,735.16	2,505.07
FEES-LICENSING (C/C & ADULT)	6,000.00	2,280.00	1,685.00	2,795.00		6,740.00	112.33%	3,645.00	3,095.00
FEES-MEDICA ADULT SERVICES M21	22,000.00	8,549.00	12,978.00	15,141.00		36,668.00	166.67%	28,531.00	8,137.00
LTCC (ALL AGE GROUPS) - replaced by LTSS	25,000.00					0.00	0.00%	20,260.98	(20,260.98)
FEES FOR SVCS - CHILDRENS						0.00		-	-
FEE - SCHA ADULT SERVICES M21	5,000.00	680.00	1,518.69	3,217.34		5,416.03	108.32%	4,866.25	549.78
FEE - MAINS RULE 25 ASSESS M9	3,000.00	600.00	200.00	800.00		1,600.00		4,800.00	(3,200.00)
MCO MHTCM REVENUES M13	105,000.00	27,216.00	29,253.00	37,061.00		93,530.00	89.08%	71,459.15	22,070.85
TOTAL CHARGES FOR SVCS	170,000.00	40,687.00	46,501.92	61,005.34	0.00	148,194.26	87.17%	135,297.54	12,896.72
GIFTS & CONTRIBUTIONS									
						0.00		-	-
TOTAL GIFTS & CONTRIBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
MISC CW REVENUE									
CHILD WELFARE RECOVERIES M3	50,000.00	28,482.55	42,844.31	25,694.10		97,020.96	194.04%	89,901.32	7,119.64
IV-E RECOVERIES M3	7,000.00	2,741.93	2,536.00	3,239.67		8,517.60	121.68%	5,637.68	2,879.92
TOTAL MISC CW REVENUE	57,000.00	31,224.48	45,380.31	28,933.77	0.00	105,538.56	185.16%	95,539.00	9,999.56
OTHER REVENUE									
MISC & INTEREST REVENUE	1,200.00	455.98	487.67	1,373.04		2,316.69	193.06%	1,132.06	1,184.63
FGDM REIMB (BECKER COUNTY)	15,000.00					0.00	0.00%	2,373.18	(2,373.18)
ADULT MH INIT R79 CASE MGT CROW WING	15,000.00	3,240.30	3,529.93	3,127.47		9,897.70	65.98%	12,495.38	(2,597.68)
DETENTION RECOVERIES M3						0.00		-	-
MISC RECOVERIES C/C	1,000.00	809.93	-567.62	155.69		398.00	39.80%	217.06	180.94
TOTAL OTHER REVENUE	32,200.00	4,506.21	3,449.98	4,656.20	0.00	12,612.39	39.17%	16,217.68	(3,605.29)
PASS-THROUGH									
LCCTS ADMIN F7	65,000.00		19,232.00	15,857.00		35,089.00	53.98%	52,067.00	(16,978.00)
TOTAL PASS THROUGH	65,000.00	0.00	19,232.00	15,857.00	0.00	35,089.00	54%	52,067.00	(16,978.00)
TOTAL SOCIAL SERVICES REVENUE	4,512,615.00	387,412.22	1,854,145.58	742,343.06	-	2,883,900.86	66.1%	2,895,329.57	88,571.29
TOTAL 2014 HUMAN SERVICES REVENUE	7,359,229.00	1,094,307.03	2,855,602.23	1,175,028.77	-	5,124,938.03	69.64%	4,751,062.52	373,875.51

Todd County Public Health Fund 21
Fund Bal/Revenue/Expenditures Recap by Month

Date	Fund Balance	YTD Total Expenses	% Budget	YTD Total Revenues	% Budget	Adjustments	YTD Adj Revenue	% Budget	% Year	Cty dollars received	Year	Exp Over/ (Under)
	1/1/2014											
2014 BUDGET	964,088	2,776,731		2,706,823								69,908 **
Jan-14	967,451	316,702	11.4%	300,687	11.1%		300,687	11.1%	8.33%	5,665.02	2013	16,015
Feb-14	924,617	509,939	18.4%	448,418	16.6%		448,418	16.6%	16.67%	-		61,522
Mar-14	899,916	737,457	26.6%	650,743	24.0%		650,743	24.0%	25.00%	-		86,715
Apr-14	845,251	1,032,167	37.2%	893,105	33.0%		893,105	33.0%	33.33%	-		139,062
May-14	931,989	1,240,103	44.7%	1,175,279	43.4%		1,175,279	43.4%	41.67%	173,006.89	2014	64,824
Jun-14	910,902	1,499,911	54.0%	1,427,744	52.7%		1,427,744	52.7%	50.00%	-		72,168
Jul-14	890,913	1,701,300	61.3%	1,609,875	59.5%		1,609,875	59.5%	58.33%	-		91,424
Aug-14	920,903	1,916,287	69.0%	1,854,853	68.5%		1,854,853	68.5%	66.67%	-		61,434
Sep-14	904,928	2,141,105	77.1%	2,063,697	76.2%		2,063,697	76.2%	75.00%	-		77,409
Oct-14			0.0%		0.0%		-	0.0%	83.33%	-		-
Nov-14			0.0%		0.0%		-	0.0%	91.67%	-		-
Dec-14			0.0%		0.0%		-	0.0%	100.00%	-		-

Cty \$ needed as of 9/30

178,671.91

** Note: In 2014, the county board approved deficit budget

330,498.00 2014 Alloc
173,006.89 Received 2014
 157,491.11 Remaining county dollars

**Public Health Advisory Report
by Six Essential Local Public Health Functions**

	<u>3RD QTR 2013</u>	<u>3RD QTR 2014</u>	<u>YTD 2014</u>	<u>YTD 2013</u>
EXPENDITURES \$	\$650,890	\$641,194	\$2,141,105	1,996,466
Program Expenditures by %:				
Prevent the Spread of Infectious Disease	1.5%	1.6%	1.4%	1.6%
Disaster Preparedness & Response	1.2%	1.7%	1.4%	1.8%
Protect Against Environmental Hazards	1.2%	2.5%	2.2%	1.5%
Promote Health Communities & Behaviors	39.2%	34.8%	37.9%	37.8%
Assure Quality & Access to Health Services	52.6%	55.9%	52.0%	55.0%
Assure Adequate Infrastructure	<u>4.4%</u>	<u>3.5%</u>	<u>5.0%</u>	<u>2.4%</u>
TOTAL %	100.0%	100.0%	100.0%	100.0%

Source of Funds by %:

State & Federal Grants	37.7%	42.2%	39.2%	35.2%
County Levy	0.5%	0.8%	12.0%	6.5%
3rd Party Reimburse/Fees	58.7%	52.7%	44.4%	54.8%
Contracts/Other Grants	1.8%	3.1%	2.5%	2.1%
Other	<u>1.2%</u>	<u>1.2%</u>	<u>2.0%</u>	<u>1.5%</u>
TOTAL %	100.0%	100.0%	100.0%	100.0%

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): SCHA Compliance Report Investigation	
Date of Meeting: 10/28/2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Jackie Och	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$0	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Warrants for Publication

Vendor Name	Amount
BETHANY CHRISTIAN SRVS	\$3,355.00
COMMUNITY & FAMILY SRVS LLC	\$7,644.92
# 4453 Foster Care Provider	\$2,340.00
FRASER CHILD CARE	\$4,216.00
J & J HOLMES INC	\$2,985.34
KINDRED FAMILY FOCUS	\$29,426.68
LUTHERAN SOCIAL SRVS OF MN INC	\$2,723.07
MERIDIAN SERVICES INC	\$9,590.46
NEXUS INC - MILLE LACS ACADEMY	\$3,969.90
NORTHERN PINES MENTAL HLTH CTR	\$26,289.00
NORTHWOOD CHILDRENS SRVS	\$4,063.17
PINEHAVEN YOUTH AND FAMILY SRVS INC	\$6,623.70
PRODUCTIVE ALTERNATIVES INC-FERGUS	\$3,000.98
TODD COUNTY DAC	\$7,447.86
WOODLAND HILLS	\$10,079.75
Payments less than \$2,000	\$20,317.21
Final Total	\$144,073.04

ANDERSON FUNERAL HOME	\$3,100.00
BELMONT FUNERAL HOME	\$3,500.00
DHS-MSOP-MN SEX OFFENDER PROGRAM	\$7,399.70
DHS-ST PETER RTC	\$13,237.00
DHS-SWIFT	\$12,183.34
MORRISON COUNTY SOCIAL SERVICE	\$2,062.50
PERISH/ALAN	\$3,861.62
RURAL MN CEP INC	\$23,875.07
TODD COUNTY AUDITOR/TREASURER	\$15,096.10
V13188	\$2,898.96
Payments less than \$2,000	\$40,533.89
Final Total	\$127,748.18