

DFO COMMUNITY CORRECTIONS JOINT POWERS BOARD

December 13, 2017

DRAFT MINUTES

MEMBERS PRESENT: Matt Flynn, David Kenworthy, Gary Peterson, Duane Bakke, Sheila Kiscaden, Tim Tjosaas, Mark Thein

MEMBERS NOT PRESENT: Marc Prestbby

OTHERS PRESENT: Janet Erickson, Stephanie Reese, Mary Funke, Travis Gransee, Michelle Olson, Angie Roche, Monty Vikdal, Curt Petzel, Paul Fleissner, Bobbie Vickerman, Jim Elmquist

1. Call to Order: The meeting was called to order at 12:07 p.m. by Matt Flynn and a quorum was determined to be present.

2. Approval of December Agenda: Travis Gransee requested the addition of two agenda items: Restitution Fund and Alternatives to Incarceration. Commissioner Flynn suggested adding these items as "5A." Motion to accept agenda with additions by David Kenworthy and seconded by Mark Thein, the Board unanimously approved the amended agenda.

3. Approval of September Minutes: September 2017 minutes were reviewed. Tim Tjosaas motion to approve and seconded by Mark Thein, the Board unanimously approved the September Minutes.

4. Dodge, Fillmore, Olmsted Task Force Updates:

Dodge Task Force:

- *Recovery Is Happening (RIH) – presented. They are expanding their services. Dodge is going to open a recovery house. RIH consists of coaches, which are individuals in recovery who give back to help others
- *Truancy update – last 1 – 1.5 years have had a truancy program. Has been impactful and is a good program.
- *Watched a video on the change process – the backwards bicycle (re-learning how to ride a bike by being able to change a learned behavior utilizing different cognitive pathways). Brain science – it takes time to change (PO's have been trained with this video – about the change process)

Fillmore Task Force:

- *Medical marijuana discussed, as it relates to pre-trial release conditions (medical note permitting medical marijuana and how that impacts the situation)
- *Heroin patches
- *Bicycle video was shared (see Dodge Task Force update for detailed information on video)
- *Courthouse security – moving along
- *DFO Updates Shared: DFO 2020, pre-trial, juvenile work crew

Olmsted Task Force:

- *Collateral Consequences Presentation by Josh Esmay, Legal Rights Center. His presentation (power point) is available for anyone who would like a copy.

**5. Finance – Mary Funke and Stephanie Reese:
2016 Audit (*Finance Handout Page 1*)**

- *Good audit - Pay out amounts are listed at the bottom of the page 1 handout
- *Audit reports were sent out via email to all Commissioners
- *Travis Gransee commended our finance staff on their excellent work in preparation for the audit. This always makes for a smooth process because of their hard work.

**DFO Community Corrections
Funding Calculations
2016 Year End - Final**

	Total Expense	Total Revenue			
Shared Expense Before Adjustments	9,309,606				
Shared Revenue Before Adjustments		1,084,888			
Total 2016 expenses and revenues minus items handled differently below: rent, CCA Subsidy, and Olmsted-only revenues.					
Subtract Domestic Violence Treatment Contracts & Corresponding Fees (proportional to expense)					
Fillmore	(7,089)	(1,620)			
Olmsted	(31,660)	(7,236)			
Add back Overhead-related Internal Service expenses:					
Administrative Rent	44,592		Three Factors Evenly Weighted		
			8.585%	8.139%	83.276%
			Dodge	Fillmore	Olmsted
Net Expense to Be Split By Percentages (not rounded)	8,239,417		707,354	670,606	6,861,457
County Specific Adjustments to:					
CCA Subsidy - State Allocation	Expense	Revenue			
		2,350,253	(267,906)	(308,971)	(1,773,376)
Add Back Domestic Violence Treatment Contracts & Corresponding Fees (County Specific):					
Contracted Services	38,749			7,089	31,660
Fees Split Proportional to Expense		8,856		(1,620)	(7,236)
Olmsted-only Government Center Rent	401,326				401,326
Needed Contributions:		6,320,383	439,448	367,104	5,513,831
Olmsted Child Welfare - Targeted Case Management		(193,282)			(193,282)
2016 Contributions based on Year End Actuals		6,127,101	439,448	367,104	5,320,549
Contributions Received		6,478,839	468,293	402,061	5,608,485
Contribution (Pay In)/Pay Out Amounts		351,738	28,845	34,957	287,936

The 2016 audit report has been released and the payouts are being processed.

2017 Year End Estimate (Finance Handout Pages 2&3)

*\$466,000 favorable

*\$56,000 CCA Subsidy Increase

**DFO COMMUNITY CORRECTIONS
2017 ADOPTED BUDGET vs 2017 ACTUALS
AS OF NOVEMBER 30, 2017**

	1	2	3	4
	ADOPTED BUDGET	YEAR END ESTIMATE	VARIANCE	COMMENTARY
				F = Favorable, U= Unfavorable
REVENUES:				
CHARGES FOR SERVICES	528,500	538,500	10,000	
STATUTORY FINES	13,000	13,000	0	
GRANTS / INTER-GOVERNMENTAL	2,895,294	2,951,294	56,000	CCA Subsidy Increase \$56,000F
DODGE/FILLMORE/OLMSTED CONTRIBUTIONS	7,224,677	7,224,677	0	
TOTAL	<u>10,661,471</u>	<u>10,727,471</u>	66,000	
EXPENDITURES:				
SALARIES & BENEFITS	8,230,509	7,920,509	310,000	Personnel Services \$310,000F - Due to employee turnover and vacancies
SERVICES & CHARGES	2,363,962	2,309,962	54,000	Contracted Services \$39,000F, Mayo Evidentiary Exams \$25,000F, IT \$45,000(U)
FURNITURE & EQUIPMENT	67,000	31,000	36,000	Freeze on PC Replacements \$36,000F
TOTAL	<u>10,661,471</u>	<u>10,261,471</u>	400,000	
CONTRIBUTION PAYOUT/(SHORTFALL)	<u>0</u>	<u>466,000</u>	<u>466,000</u>	

2017 Financial Highlights

DFO Community Corrections

As of November 30, 2017

2017 revenues are expected to be \$66,000 more than budgeted. The main driver is the \$56,000 CCA Subsidy increase. We will be paid \$10,000 more than budgeted for Charges for Services.

2017 expenditures are expected to be \$400,000 less than budgeted. Salaries and Benefits are expected to be under budget by \$310,000 due to employee turnover throughout the year. Note that this is only a 3.8% variance from the Adopted Budget. Services and Charges are expected to be under budget by \$54,000. This includes under spending of Contracted Services by \$39,000 and Mayo Evidentiary Exams by \$25,000. ITS is currently tracking \$45,000 over budget. Furniture and Equipment may be under budget by as much as \$36,000 due to a current hold on PC replacements.

The net of these results is that DFO Community Corrections is expected to be \$466,000 favorable for 2017.

Prior year payouts/(additional contributions needed) to/from the Counties:

	2013	2014	2015	2016	Estimated 2017
Dodge	63,199	15,583	(3,325)	28,845	39,000
Fillmore	61,622	22,074	12,851	34,957	39,000
Olmsted	576,410	12,895	(232,283)	287,936	388,000
Total	701,231	50,552	(222,757)	351,738	466,000

5A. Restitution Fund – Travis Gransee

We have had a restitution fund that collects money for adult diversion clients (rather than doing work service hours – they pay at a rate of \$10/hour). This money is then used (paid out) to “clients” at a rate of \$10/hour for cws work. We used to have a balance sheet account that we carried from year to year; however, finance no longer uses these accounts (as of this year). Now we no longer have this money available, as it has all been used or paid back (no carry over). We currently have a juvenile client who can’t pay off restitution and historically this could have been accomplished through work service hours performed which equate to payments made toward restitution. Travis is requesting approval to set aside some money for this purpose as we move into 2018. This is a very valuable program for our clients and also those awarded restitution. No money is given to the client, it is given directly from the County to the victim (restitution). A question was raised about how this money exchange would be looked at during a financial audit? Also, an additional question about clients who are injured while performing community work service. Per statute, all adults and juveniles are covered by MN Statute 3.739 (Injury or Death of Conditionally Released Inmate), in the event of injury. Question about how other counties handle this type of situation. Here (and elsewhere) a Civil judgment is typically filed against the client and/or the parent (if a juvenile). An idea was brought forward to share this scenario with legal (Tom Canan). In regard to the question about an audit, there are currently limits to what a client can work toward (\$599, as income over \$600 is taxable).

A motion was made by Sheila Kiscaden and seconded by Duane Bakke to allow DFO to exceed our revenue for the restitution fund and report back at the next Joint Powers Board meeting in 2018. The Chair called for a vote: Commissioners voting “aye:” Kiscaden, Bakke, Peterson, Kenworthy, Tjosaas, Thein. Commissioners voting “nay:” Flynn. The motion prevailed.

5B. Alternative to Placement Fund – Travis Gransee

This is a fund that is an Olmsted only fund and has been in place to allow us to be creative to assist our juvenile clients, to reduce barriers that get in the way of their success. We are proposing to expand this to include adult clients and to also include all of DFO (not just Olmsted). Sometimes this barrier for adults is housing. This year (for the first time ever), we have moved a probation officer into the role of working with 18-21-year-old clients and have been able to claim, “Child Welfare Targeted Case Management” (CWTCM) for those who qualify. This case load has drawn down approximately \$30,000 in additional revenue for 2017. This works well in our Social Services area as well. The Olmsted CWTCM money is housed in the Human Services Fund, not DFO, so it is slightly complicated. Travis suggested we need to invest in these clients now or we will end up paying more later. Sheila Kiscaden requested more specific details (“who” and “what” and “how”) and asked for this to be shared during the March 2018 Joint Powers Board meeting. Some discussion occurred about maintaining this money in the Human Services fund; however, this would not allow the money to be used for clients outside of Olmsted (ex: Dodge, Fillmore).

6. Finance – 2018 Budget – Mary Funke and Stephanie Reese (*Finance Handout Pages 4&5*)

Motion suggestion – “Adopt the 2018 DFO Budget in the amount of \$11,208,526.”

*Final dollar amounts are less than previously stated at the September meeting. (*finance handout page 4*)

A motion was made by Duane Bakke and seconded by David Kenworthy to Adopt the 2018 DFO Budget in the amount of \$11,208,526. All approved, motion carried.

**DFO Community Corrections
2018 Final Budget
Including New Requests
As of 12/13/17**

Revenue	2017 Adopted	2018 Final	Changes/ Adjustments
Charges for Services	528,500	485,500	(43,000)
Statutory Fines	13,000	13,000	0
Grants / Other Intergovernmental	2,895,294	2,997,324	102,030
Total Revenue	3,436,794	3,495,824	59,030
Contributions			
Dodge	532,793	609,326	76,533
Fillmore	440,017	441,582	1,565
Olmsted	6,251,867	6,661,794	409,927
Total Contributions	7,224,677	7,712,702	488,025
Total Revenue with Contributions	10,661,471	11,208,526	547,055

Expenses			
Salaries & Benefits	8,230,509	8,685,454	454,945
Services & Charges	2,363,962	2,420,792	56,830
Furniture & Equipment	67,000	102,280	35,280
Total Expenses	10,661,471	11,208,526	547,055

2018 County Contribution Payments	Split %	Total	Quarterly
Dodge	9.234%	609,326.00	152,331.50
Fillmore	7.655%	441,582.00	110,395.50
Olmsted	83.111%	6,661,794.00	1,665,448.50
Total	100.000%	7,712,702.00	1,928,175.50

Quarterly Payments due: January 1, 2018
April 1, 2018
July 1, 2018
October 1, 2018

**DFO Community Corrections
Funding Calculations
2018 Final Budget including New Requests
As of 12/13/17**

	<u>Total Expense</u>	<u>Total Revenue</u>			
Shared Expense Before Adjustments	10,610,320				
Shared Revenue Before Adjustments		1,033,541			
Total 2018 budgeted expenses and revenues minus items handled differently below: rent, and CCA Subsidy.					
Subtract Domestic Violence Treatment Contracts & Corresponding Fees (proportional to expense)					
	Fillmore	(20,000)	(4,522)		
	Olmsted	(37,500)	(8,478)		
Add back Overhead-related Internal Service expenses:					
	Administrative Rent	59,821	Three Factors Evenly Weighted		
			9.234%	7.655%	83.111%
			Dodge	Fillmore	Olmsted
Net Expense to Be Split By Percentages (not rounded)	<u>9,592,100</u>		<u>885,735</u>	<u>734,275</u>	<u>7,972,090</u>
County Specific Adjustments to:					
CCA Subsidy - State Allocation	<u>Expense</u>	<u>Revenue</u>			
		2,462,283	(276,409)	(308,171)	(1,877,703)
Add Back Domestic Violence Treatment Contracts & Corresponding Fees (County Specific):					
	Contracted Services	57,500		20,000	37,500
	Fees Split Proportional to Expense		13,000	(4,522)	(8,478)
	Olmsted-only Government Center Rent	538,385			538,385
2018 Contribution:		<u>7,712,702</u>	<u>609,326</u>	<u>441,582</u>	<u>6,661,794</u>
2017 Contribution:		7,224,677	532,793	440,017	6,251,867
Increase (Decrease:)		<u>488,025</u>	<u>76,533</u>	<u>1,565</u>	<u>409,927</u>
Percentage Increase/Decrease:		6.75%	14.36%	0.36%	6.56%

7. Future DFO Audits – Janet Erickson

Motion suggestion – “Authorize Olmsted County Finance to proceed with the delivery of the notice of intent to the Office of the State Auditor, as provided in Minnesota Statute 6.481, requesting to change auditors beginning with the 2019 audit.”

Request to approve the switch from the Minnesota Office of the State Auditor (OSA) to Baker Tilly. This would be a cost savings for DFO (exact amount not available). Fillmore County has used Baker Tilly in the past too. Olmsted County uses Baker Tilly and it makes most sense for DFO to use the same entity, beginning with the 2019 audit.

A motion was made by Sheila Kiscaden and seconded by Tim Tjosaas to Authorize Olmsted County Finance to proceed with the delivery of the notice of intent to the Office of the State Auditor, as provided in Minnesota Statute 6.481, requesting to change auditors beginning with the 2019 audit. All approved, motion carried.

Handout Provided:

Request for Board Action:

Authorize Olmsted County Finance to proceed with the delivery of the notice of intent to the Office of the State Auditor, as provided in Minnesota Statute Section 6.481, requesting to change auditors beginning with the 2019 audit.

Background:

In 2015 the Legislature added a provision to Minnesota Statutes that allows a county to change auditors by giving notice to the State Auditor by August 1 of an even numbered year. While DFO is not a county, it is made up of counties, so it is our belief that the Office of the State Auditor (OSA) will apply the county statute to DFO. In conjunction with a similar request sent to OSA by the Southeastern Minnesota Emergency Medical Services, the Deputy State Auditor's reply to that agency stated that the reason they would not grant its request is because it didn't give sufficient notice, not that they needed to always have OSA as their auditors. By sending our notification prior to August 1, 2018, we expect that DFO will be able to move to a different auditor for the 2019 audit and beyond.

Olmsted County has chosen Baker Tilley, a private CPA firm, as its auditors, beginning with the 2017 audit. They are more cost effective and have already shown a greater focus on customer service. At a later date, we will request a quote from Baker Tilley for the 2019 audit and beyond. We will bring that information back to this board for further direction.

8. Grant – OJP

Motion suggestion – “Accept the Office of Justice Programs Grant in the amount of \$200,000.”

We were awarded a \$200,000 grant from the Office of Justice Programs (\$100,000 per year for the next two years). This money will go towards the new position this board previously approved. Award letter on following page.

A motion was made by Mark Thein and seconded by Duane Bakke to Accept the Office of Justice Programs Grant in the amount of \$200,000. All approved, motion carried.

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
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Bureau of
Criminal
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State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

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Traffic Safety

State Fire
Marshal



Office of Justice Programs

445 Minnesota Street • Suite 2300 • Saint Paul, Minnesota 55101-1515

Phone: 651.201.7300 • Fax: 651.296.5787 • TTY: 651.205.4827 • Toll Free 1.888.622.8799

www.ojp.dps.mn.gov

November 13, 2017

Angela Roche
Dodge Fillmore Olmsted Community Corrections
151 4th Streer SE
Rochester, MN 55904

Dear Ms. Roche;

I am pleased to inform you that the proposal #A-CJR-2018-DFO-CC-00008 submitted for the 2018 Community Justice Reinvestment grant program has been selected for funding. The tentative award amount is \$200,000.

Your grant will have a January 1, 2018- December 31, 2019 grant period. Your grant manager will contact you regarding budget negotiations and when those are complete we will initiate the grant agreement in e-grants. You will then receive a message from e-grants informing you that the grant agreement is ready for signature.

Claire Cambridge's email address is claire.cambridge@state.mn.us and phone number is 651-201-7307. Please let her know if you have any questions.

Congratulations on being selected for funding. We look forward to working with you to ensure success on your initiative.

Sincerely,

A handwritten signature in cursive script that reads "Racone Magnuson".

Racone Magnuson
Director, Minnesota Office of Justice Programs

**9. Department of Corrections – Change in Practice
Grant Agreement vs. Subsidy**

Historically we have completed a one-page subsidy agreement that contained signatures. Now the State is proposing this no longer be used and would be replaced with a grant agreement, which is similar to other Agreements with the Department of Corrections. MACCAC has reviewed this change in procedure and all have agreed to accommodate the Department of Corrections. This is being shared as an informational item with this Board. *Five-page agreement follows:

Minnesota Department of Corrections

Grant Application Agreement

A. COVERSHEET WITH SIGNATURES

1. APPLICATION INFORMATION	
Legal Name of Applicant Organization	DODGE/FILMORE/OLMSTED
Grant Funds Requested Per Calendar Year	\$2,462,283
Grant Time Period	January 1, 2018 – December 31, 2019
2. OFFICIAL WITH AUTHORITY INFORMATION	
Name of official with authority to sign	Travis Gransee
Title	Director
Address	151 4 th St. SE – Fourth Floor
City, Zip code + 4	Rochester, MN 55904
Phone Number	507-328-7201
Email	Gransee.travis@co.olemsted.mn.us
3. REQUIRED ID NUMBERS AND LOCATION INFORMATION	
SWIFT Vendor Number	197337
Congressional District(s) (if applicable)	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th <input type="checkbox"/> 6 th <input type="checkbox"/> 7 th <input type="checkbox"/> 8 th
SIGNATURE(s)	
SIGNATURE OF OFFICIAL WITH AUTHORITY TO SIGN:	
_____ DATE	
SIGNED _____	
4. I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with all provisions including additional state and local regulations and policies governing the funding that apply.	
OTHER GRANTEE REPRESENTATIVE SIGNATURE: (Optional)	
_____ DATE	
SIGNED _____	
I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with all provisions including additional state and local regulations and policies governing the funding that apply.	

Minnesota Department of Corrections

5. GRANT PROGRAM CONTACT INFORMATION	
Name	
Title	
Organization	
Address	
City, ZIP	
Phone	
Email	
6. BUSINESS MANAGER/ACCOUNTING CONTACT INFORMATION	
Name	
Title	
Organization	
Address	
City, ZIP	
Phone	
Email	

B. ASSURANCES – MUST BE SUBMITTED WITH APPLICATION AGREEMENT

By signing the coversheet, the applicant certifies they have read all application documents, including revised documents, and agrees to comply with all applicable state and local laws, ordinances, rules, regulations, and public policies.

1. Survival of Terms

The following clauses survive the expiration or cancellation of this award: 5) State Audits; 6) Liability; 7) Government Data Practices; 8) Data Disclosure; and 10) Governing Law, Jurisdiction and Venue.

2. Grantee

For purposes of this agreement “grantee” means the county receiving the subsidy payment pursuant to the provisions of the Community Corrections Act, Minn. Stat. ~~Chpt.~~ 401.

3. Grantee’s Duties

Perform the duties specified in Exhibit A (County Comprehensive Plan) which is attached and incorporated into this grant application. The Grantee shall provide correctional services as outlined under Mn Statute 401 and Mn Rule 2905.

4. Financial Reporting

The Grantee will submit Financial Status Reports on a quarterly basis as directed by the Commissioner of Corrections. Necessary records and accounts, including financial and property controls, will be maintained and made available to the Department of Corrections.

5. Time

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

6. Financial and Administrative Provisions

Per the [Uniform Municipal Contracting Law](#), grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more.

7. State Audits

Under [Minn. Stat. § 16B.98](#), Subd.8, the Grantee’s books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

8. Liability

Each party of the agreement is responsible for its own acts. This clause shall not be construed to bar any legal remedies grantee may have for the state’s failure to fulfill its obligations pursuant to the award and subsequent awards.

9. Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under

Minnesota Department of Corrections

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this grant. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release data pertaining to the grant award the Grantee will notify the state and the parties will coordinate a response.

10. Data Disclosure

Under Minnesota Statutes, section 270C.65, and other applicable laws, the grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

11. Worker's Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the state's obligation or responsibility. (Exemption/Waiver as allowed under law.)

12. Governing Law, Jurisdiction and Venue

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

13. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

14. Other Provisions:

A. State's Authorized Representative

The state's authorized representative, or his/her successor, named on the award information, has the responsibility to monitor the grantee's performance and has the authority to accept the services provided under the grant opportunity.

B. Grant Amendment Requests

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.

C. Termination

This agreement may be terminated as provided in Mn Statute 401.

D. Termination Due to Discontinued or Insufficient Funding

The State may terminate this grant if it does not obtain funding from the Minnesota Legislature for the Community Corrections Act Subsidy.

E. Termination for Cause

When the commissioner shall determine that there are reasonable grounds to believe that a county or group of counties is not in substantial compliance with minimum standards, at least 30 days' notice shall be given the county or counties and a hearing conducted by the commissioner to ascertain whether there is substantial compliance or satisfactory progress being made toward compliance. The commissioner may suspend all or a portion of any subsidy until the required standard of operation has been met.

F. Conflicts of interest

In accordance with the Minnesota Office of Grants Management Policy 08-01, the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflicts of interest, or personal gain.

G. Return of funds

The grantee must promptly return to the state any funds that have been determined by the state to be ineligible for reimbursement upon review of grant documentation.

10. Interim Comprehensive Plan

Motion suggestion – “Approve the Interim Comprehensive Plan for submission to the Department of Corrections.”

The Interim Comprehensive Plan was shared electronically shared with JPB members and participants on Monday of this week. The Department Of Corrections requires this document. DFO Information that was previously shared with the Olmsted County Human Services members was used to create this plan.

A motion was made by Gary Peterson and seconded by David Kenworthy to approve the Interim Comprehensive plan for submission to the Department of Corrections. All agreed, motion carried.

We previously implemented a Corrections Advisory Board to review the Comprehensive Plan each year, which consisted of representation from all three counties. Proposal today to only review the Comprehensive Plan with the Joint Powers Board, as the approving entity.

A motion was made by Sheila Kiscaden and seconded by Gary Peterson to allow the Joint Powers Board to serve as the “Corrections Advisory Board.” All agreed, motion carried.

11. Update – Cognitive Skills Budget Update

About \$41,000 was set aside for 2017 to contract with a provider to teach Cognitive Skills classes. We only had one contracted applicant who taught one class. The decision was made to use this money to purchase electronic Carey Guides, to allow probation officers to access this information at any time. These guides are quick tools to assist probation officers in using evidence based practices with their clients.

12. Update – Child Advocacy Center and Emergency Department Sexual Assault Examinations

Included in the DFO budget, is money we pay out to Mayo Clinic for sexual assault examinations (statute requires this payment). Invoices come from St. Mary's Hospital (Mayo Clinic), as they are the only location trained to handle these specific examinations. The County responsibility is for the “evidentiary” portion of the exam. We have a stack of invoices to be paid; however, we are currently negotiating with the Mayo Clinic as they recently raised their rates. The Mayo Clinic has posed a flat rate of \$3,600/exam and \$700/child who is seen at the Child Advocacy Center. The State average for these examinations is \$1,200 and this rate has been proposed to the Mayo Clinic. We currently budget \$50,000 each year for these examinations and if

we have to pay a higher rate, this expense will significantly increase. A question was raised about other clinics in the State and what they charge? Other Mayo Clinic hospitals (not in Rochester) are charging \$1,185. More information will be available as we move forward and detailed information is available if any members are interested.

13. Approve – DFO Joint Powers Board Meeting Schedule 2018

March 14, June 13, September 12, December 12

Motion made by Mark Thein and seconded by Duane Bakke to approve the following dates for DFO Joint Powers Board Meetings in 2018: March 14, June 13, September 12, December 12. All approved, motion carried.

14. Next Meeting: March 14, 2018 – Time: 12:00 – 1:30 p.m.

Adjournment of Meeting: David Kenworthy moved to adjourn the meeting. Mark Thein seconded the motion. Motion carried. Meeting adjourned at 1:36 p.m.

Submitted by,
Michelle Olson