

Pennington County Human Service Committee

Meeting Agenda

November 16, 2021

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson
_____ Neil Peterson _____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 10/19/2021 HSC Meeting Minutes
- II. Personnel:
 - A. Update on Social Work/Care Coordinator position
 - B. Update on Family Based Provider Worker- Sharing with Kittson County.

- III. General:
 - A. CY 2022 Rural Transportation Collaborative access transportation Service Contract with Tri-Valley Opportunity Council, Inc.
 - B. CY 2022 Purchase of Service Agreement with the Occupational Development Center
 - C. CY 2022 Children's Mental Health Screening State of Minnesota Department of Human Services County Contract.
 - D. MN Benefits
 - E. Out-of-Home Cost Report
 - F. Month's End Cash Balance
 - G. Other

Section B

- I. Special Case Situations (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills

Section C

- I. Dates of Upcoming Committee Meetings:

11/16/2021
12:00 pm

12/21/2021
12 :00 pm

01/18/2022
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, October 19, 2021, at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Neil Peterson
Bruce Lawrence
Darryl Tveitbakk
Dave Sorenson

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Maureen Monson
Stacy Anderson
Tammy Johnson
Elizabeth Gerhart

SECTION A

I. MINUTES:

The September 21, 2021, Human Service Committee Meeting Minutes were electronically posted for review. Noting no corrections or changes, a recommendation was made to forward the Minutes to the Consent Agenda.

II. PERSONNEL:

- A. The Director presented an update on the Social Work/Care Coordinator position.
- B. The Director presented an update on the Family Based Provider Worker-Sharing with Kittson County.

III. GENERAL:

- A. The CY 2022 Tri-Valley Transportation Business Contract between Tri-Valley Opportunity Council and this agency was presented for consideration. This contract establishes rates and operation schedules for local transportation provided by the Tri-Valley Transportation Bus Services. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- B. The Out-of-Home Cost Report through September 2021 was presented for Review.
- C. Month's end cash balance for September 2021 stands at \$ 3,573,442.34.

SECTION B

- I. No Social Service cases were presented for special case review.
- II. Tammy Johnson, Financial Assistant Supervisor presented the Emergency Assistance/Emergency General Assistance September 2021 report of activity. She also reported the Income Maintenance open case count stands at 1,879.
- III. No Income Maintenance cases were presented for special case consideration.
- IV. A listing of bills presented for payment was reviewed. A recommendation for payment of the bills was forwarded to the Consent Agenda.

SECTION C

Be it resolved that the foregoing record is a true and accurate recording of the official actions and recommendations of the Human Service Committee for Pennington County and, as such, constitutes the official minutes thereof.

Chair: _____

Attest: _____

NEXT COMMITTEE MEETING: November 16, 2021, at 12:00 p.m.

**OCCUPATIONAL DEVELOPMENT CENTER, INC.
FEE SCHEDULE 2022**

SERVICE	FEE	UNIT OF SERVICE
SCREEN AND/OR INTAKE	\$90.00	Per individual (once)
EMPLOYMENT EXPLORATION SERVICES Individualized services that allow for experience to strengthen informed choice in competitive, integrated employment.		
EMPLOYMENT PLANNING SERVICES		
On-the-Job Evaluation	\$65.00 \$90.00 \$65.00 \$90.00	Person Served Hours 9 miles or less Person Served Hours more than 9 miles Person Served hour 9 miles or less Person Served Hours more than 9 miles
Job Shadowing No hours charged for Job Shadowing	\$65.00 \$90.00	Staff Hours 9 miles or less Staff Hours more than 9 miles
EMPLOYMENT DEVELOPMENT SERVICES Individualized services that help people find competitive, integrated employment or attain self-employment.		
JOB PLACEMENT/INDIVIDUAL PLANNING AND SUPPORTS	\$55.00 \$70.00	Per hour 9 miles or less Per hour more than 9 miles
JOB SEEKING SKILLS TRAINING	\$55.00 \$70.00	Per hour 9 miles or less Per hour more than 9 miles
EMPLOYMENT SUPPORT SERVICES Individualized services that help people to maintain community employment in an individual or group arrangement.		
JOB COACHING	\$55.00 \$70.00	Per hour 9 miles or less Per hour more than 9 miles
COMMUNITY BASED (Work Crews, Enclaves, Group arrangements)	\$150.00 \$30.00	Per week Per day
ORGANIZATIONAL EMPLOYMENT SERVICES	\$150.00 \$30.00	Per week Per day
PREVOCATIONAL SERVICES		
TRANSPORTATION	\$12.00 \$24.00	9 miles or under – One Way More than 9 miles – One Way Transportation will be negotiated per individual if the rate does not cover the cost.

Minnesota is an Employment-First state. Employment First means as a state we want to ensure everyone who wants to work in competitive, integrated jobs can do so with the supports they need. ODC will adhere by the Minnesota Employment First Policy.

Definition of Services available at the Occupational Development Center, Inc.

Employment Services:

Employment Exploration Services: Individualized services that allow for experience to strengthen informed choice in competitive, integrated employment.

Employment Development Services: Individualized services that help people find competitive, integrated employment or attain self-employment.

Employment Support Services: Individualized services that help people to maintain community employment in an individual or group arrangement.

Day training and habilitation (DT&H): Services that develop and maintain life skills for people with developmental disabilities or related conditions, so they can fully participate in community life. This is only available in our Grand Rapids, Thief River Falls, International Falls, and Warren locations.

Prevocational services: Services that prepare people with disabilities for jobs with competitive pay and help them achieve greater independence in their community. Prevocational services teach general work skills and concepts rather than specific work skills for a job. People with disabilities can receive prevocational services if they are not expected to participate in the general workforce within one year.

Job Shadowing: Job shadowing is a term used to describe a structured, informational visit to a work site that assists an individual to learn about work, through observation and talking with current employees who are doing the work.

On-the-Job Evaluation (vocational evaluation) – To assess a person's performance in a simulated or real work situation to determine the person's abilities, skills, attitudes toward work, and work behaviors. Methods may include job tryout or temporary job placements to assess the appropriateness of work environments or to promote placement/readiness.

Job Site Training/Job Supports – Services to assist an eligible individual perform work duties and retain employment in a competitive employment setting, including: training and assistance with work behaviors; assistance to employers and coworkers when necessary to assist the eligible individual to retain employment; etc.

Individual Placement and Support is a model of supported employment for people with serious mental illness. IPS Supported employment helps people living with behavioral health conditions work at regular jobs of their choosing. With this model of placement, integrated services are needed. This means there is involvement of mental health treatment teams, VRS, and case managers. Systematic Job Development, and Rapid Job Search will take place within the first 30 days of referral. This program is based off the person served preferences. The job development will be based off the job seekers preferences and choices

**Pennington County Human Services
Income Maintenance Unit
2021 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cash												
MFIP	67	69	68	66	57	59	56	60	53	52		
DWP	0	0	0	0	0	0	0	0	0	2		
GA	42	39	36	41	44	41	41	40	32	30		
GRH	47	46	48	52	51	52	53	53	50	51		
MSA	55	54	54	56	55	56	56	58	58	57		
EA	0	0	2	1	0	0	0	1	0	0		
EGA	0	0	0	0	2	0	0	0	0	0		
TOTAL	211	208	208	216	209	208	206	212	193	192	0	0

Food												
SNAP	485	473	463	469	474	488	476	475	486	504		
TOTAL	485	473	463	469	474	488	476	475	486	504	0	0

Health Care												
MA (MAXIS)	530	524	535	537	534	539	542	546	546	546		
IMD	6	6	5	5	5	5	5	5	5	5		
QMB	254	253	254	255	248	249	254	253	254	253		
SLMB	60	58	56	56	55	61	59	57	56	59		
QI-1	21	20	20	19	18	18	18	18	19	19		
MA (METS/MNsure)	917	925	935	950	952	957	965	965	971	974		
MCRE (METS)	50	51	54	55	55	56	57	59	60	62		
TOTAL	1,838	1,837	1,859	1,877	1,867	1,885	1,900	1,903	1,911	1,918	0	0

Total Active Programs												
	2,534	2,518	2,530	2,562	2,550	2,581	2,582	2,590	2,590	2,614	0	0

Total Active Cases												
	1,897	1,884	1,890	1,918	1,917	1,867	1,871	1,882	1,879	1,904	0	0

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Oct-21**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	52	131	47	84	Minnesota Family Investment Program
DWP	2	9	2	7	Diversionsary Work Program
GA	30	30	30	0	General Assistance
GRH	51	51	51	0	Group Residential Housing
MSA	57	57	57	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	192	278	187	91	

Food					
SNAP	504	847	570	277	Supplemental Nutrition Assistance Program
TOTAL	504				

Health Care					
MA (MAXIS)	546	558	456	102	Medical Assistance
IMD	5	5	5	0	Institute for Mental Disease
QMB	253	254	253	1	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	59	63	63	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	19	22	22	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	974				Medical Assistance (as of 10/5/2021)
MCRE (METS)	62				MinnesotaCare (as of 10/5/2021)
TOTAL	1,918	902	799	103	

TOTAL ACTIVE PROGRAMS:	2,614
TOTAL ACTIVE CASES:	1,904

Contract for RTC (Rural Transportation Collaborative)

Volunteer Driver Services

Contract Dates: January 2022 to December 2022

Name of Organization: Pennington County Social Services

Contact Person(s):

Contact Person Phone Number(s):

Billing Address: Pennington County Social Services

PO Box 340

Thief River Falls, MN 56701

Terms and Conditions

Tri-Valley Rural Transportation Collaborative (RTC) is a provider of mileage based volunteer transportation services. The purpose of this contract is to define the rights and obligations of the parties involved. The provisions in this contract establish the necessary and required minimum standards that the parties to this contract shall follow.

NOW, THEREFORE, it is agreed:

- I. **TERM OF CONTRACT.** This contract shall be effective for the dates listed above.
 - a. If at any time Tri-Valley RTC or Pennington County Social Services is unhappy with the service, both parties will meet to see how the dissatisfaction can be handled.
 - b. RTC Clients will be picked up and dropped off at locations set forth by Pennington County and no additional pick-up or drop off locations will be provided for RTC Clients unless approved by Pennington County. Tri-Valley RTC will wait 15 minutes for passengers to be picked up before leaving pick-up location.
 - c. If RTC clients do not show for their scheduled ride(s), Pennington County will be charged for the no show mileage. Following a second no show, the RTC client will be sent the RTC No Show Policy. County Case worker will be notified as well. On the 3rd no show the rider will be suspended from services for 15 days.

- d. Pennington County will be responsible for setting up and paying for hotel rooms for drivers when overnight stays are required to complete the ride requested. The confirmation number will be listed on the referral for the driver.
- e. Pennington County caseworkers will give 48-hour notice of rides needed. If less than 48 hours the caseworker will call RTC to see if a driver is even available.
- f. Pennington County caseworkers will verify that all information is correct before sending a referral. This includes clients address, phone number, dob, appointment location name and address along with correct number of riders.
- g. Tri-Valley RTC has no control over weather conditions, if Tri-Valley RTC Program staff and/or volunteer driver feels the weather is becoming unsafe for travel, the RTC ride will be cancelled. Calls will be made to confirm cancellation of the scheduled ride(s).

II. **TRI-VALLEY RTC TRANSPORTATION OBLIGATIONS.** Tri-Valley RTC Transportation will provide transportation for Pennington County passengers as provided in the referral documentation.

III. **TERMS OF PAYMENT.** Payments shall be made by Pennington County within 30 calendar days after Tri-Valley Opportunity Council, Inc's presentation of invoices for services performed and acceptance of such services by Pennington County's authorized representative. See Attachment A for Payment Schedule.

IV. All services provided by Tri-Valley RTC Transportation pursuant to this contract shall be performed to the satisfaction of Pennington County, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations.

V. **AUTHORIZED REPRESENTATIVES.** All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

Pennington County's Authorized representative is:
Name: Pennington County Social Services Director
Address: PO Box 340, Thief River Falls, MN 56701
Email address:

Tri-Valley's Authorized representative is:
Name: Cynthia Pic, Transit Program Director
Address: 1345 Fairfax Avenue, Crookston, MN 56716
Email address: cpic@tvoc.org

RTC Program Contact is:
Name: Marcia Haglund, RTC Program Manager
Address: 1345 Fairfax Avenue, Crookston, MN 56716
Email address: Marcia@tvoc.org

VI. CANCELLATION AND TERMINATION. This contract may be cancelled by Pennington County or Tri-Valley RTC Transportation at any time, with or without cause, upon sixty (60) days written notice. In the event of such a cancellation, Tri-Valley RTC Transportation shall be entitled to payment for services rendered.

VII. PUBLICITY. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Pennington County or its employees individually or jointly with others, or any subcontractors shall not be released prior to receiving the approval of Tri-Valley RTC Transportation's authorized representative.

VIII. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound there by.

APPROVED:

Tri-Valley Opportunity Council, INC.

By	<i>Marcia Haylund</i>
RTC Program Manager	
Date	<i>11-8-2021</i>

Pennington County Social Services

By (authorized signature and printed name)
Title
Date

Attachment "A"

Tri-Valley Opportunity Council
102 N. Broadway Crookston, MN 56716

Effective 1-1-2018

Access Service Common Carrier Transportation Rates for Medical Assistance (MA) Clients (Non-Waiver) and County Funded Clients:

A0100/A0080	NET taxi or equivalent, Curb to Curb	\$11.00 base \$1.30 per loaded mile
A0100/A0080	Taxi or equivalent, Door to Door	\$11.00 base \$1.30 per loaded mile
A0100	Bus Transportation	See next paragraph

Bus service for local transportation with in the cities of Crookston, Ada, Mahnommen and Thief River Falls will be paid at \$2.00 per trip or \$4.00 per round trip for requested non-same day transportation. Requested same day transportation will be paid at \$3.00 per trip or \$5.00 per round trip. A trip cost of \$2.00 per trip will be paid for clients that schedule and fail to ride. Transportation available for rural routes will be billed at the scheduled rural route rate.

Meals and parking fees will be reimbursed as reasonable costs of related travel expenses as defined in the DHS Health Care Access Services Biennial Plan.

All reimbursed transports that involve more than one client will be paid at \$11.00 per additional client rider base rate for each pick up.

The rate for a no show will be at the current IRS rate of reimbursement for the miles driven or the in-town rate charge of \$8.00. This will depend on where the driver/ride is from.

Contractor agrees to administrate and coordinate authorized client access transportation through the most appropriate and cost effective method of transportation available.

No payments for transportation will be made for services provided to Prepaid Medical Assistance Plan (PMAP) enrollees eligible for reimbursement through a Managed Care Organization or where any private pay, or other third party reimbursement is available. Case workers need to verify the enrollee's eligible plan

Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2021 & 2020

SS

SS

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD	YTD 2020	Change
Expense															
Foster Care	9,692.77	8,333.69	11,414.65	10,466.25	11,317.63	11,421.21	19,884.21	22,525.23	13,538.77	17,626.96	-	-	136,221.37	62,154.62	119.2%
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-	6.00	-100.0%
Rule 5	1,062.04	-	-	-	-	-	-	-	-	-	-	-	1,062.04	8,799.76	-87.9%
Corrections	27,294.00	5,689.98	40,768.00	11,738.00	37,521.00	-	-	65,128.51	31,514.41	23,591.88	-	-	243,245.78	198,022.00	22.8%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	454.64	-100.0%
Totals	38,048.81	14,023.67	52,182.65	22,204.25	48,838.63	11,421.21	19,884.21	87,653.74	45,053.18	41,218.84	-	-	380,529.19	269,437.02	41.2%
Revenue															
Reimburse	-	-	-	-	-	-	-	-	-	10.89	-	-	10.89	900.00	-98.8%
MH Recovery	1,525.83	3,560.27	7,629.15	5,594.71	9,154.98	-	-	-	-	24,644.82	-	-	52,109.76	14,300.10	264.4%
4E Recovery	-	161.00	-	-	-	-	-	-	-	-	-	-	161.00	2,189.00	-92.6%
NFC Settlement	2,303.00	-	-	-	-	-	-	23,451.00	-	-	-	-	25,754.00	1,930.00	1234.4%
Totals	3,828.83	3,721.27	7,629.15	5,594.71	9,154.98	-	-	23,451.00	-	24,655.71	-	-	78,035.65	19,319.10	303.9%
Net Expense	34,219.98	10,302.40	44,553.50	16,609.54	39,683.65	11,421.21	19,884.21	64,202.74	45,053.18	16,563.13	-	-	302,493.54	250,117.92	20.94%

2020 Totals	22,347.68	24,827.68	19,903.10	18,149.84	26,824.20	28,217.29	25,842.40	16,811.96	25,702.14	41,491.63	51,588.06	43,803.66			
YTD Change	11,872.30	(2,652.98)	21,997.42	20,457.12	33,316.57	16,520.49	10,562.30	57,953.08	77,304.12	52,375.62	787.56	(43,016.10)			

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YTD
Expense													
Foster Care	4,639.68	4,162.68	5,005.10	5,350.84	4,114.20	5,471.86	5,964.40	8,047.60	8,177.18	11,221.08	11,161.46	9,552.06	82,868.14
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	6.00	-	-	-	-	6.00
Rule 5	-	-	-	-	-	-	-	-	4,248.16	4,551.60	4,703.32	4,551.60	18,054.68
Corrections	19,148.00	20,665.00	15,160.00	13,599.00	22,710.00	22,924.00	19,878.00	18,128.00	17,548.00	28,262.00	40,032.55	29,700.00	267,754.55
Adoption Aid	-	-	-	-	-	-	-	454.64	-	-	-	-	454.64
Totals	23,787.68	24,827.68	20,165.10	18,949.84	26,824.20	28,395.86	25,842.40	26,636.24	29,973.34	44,034.68	55,897.33	43,803.66	369,138.01
Revenue													
Reimburse	-	-	-	800.00	-	-	-	100.00	-	-	-	-	900.00
MH Recovery	1,440.00	-	-	-	-	178.57	-	5,867.28	4,271.20	2,543.05	3,560.27	-	17,860.37
4E Recovery	-	-	262.00	-	-	-	-	1,927.00	-	-	749.00	-	2,938.00
NFC Settlement	-	-	-	-	-	-	-	1,930.00	-	-	-	-	1,930.00
Totals	1,440.00	-	262.00	800.00	-	178.57	-	9,824.28	4,271.20	2,543.05	4,309.27	-	23,628.37
Net Expense	22,347.68	24,827.68	19,903.10	18,149.84	26,824.20	28,217.29	25,842.40	16,811.96	25,702.14	41,491.63	51,588.06	43,803.66	345,509.64

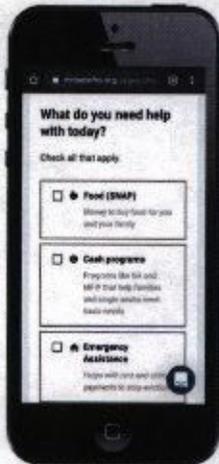
Human Service's Month End Balance

	2015	2016	2017	2018	2019	2020	2021	% of Budget
January	1,647,300.14	1,814,014.90	2,182,630.66	2,271,729.26	2,772,063.80	3,288,028.76	3,624,301.56	67.93%
February	1,618,976.04	1,801,985.24	2,138,616.83	2,176,762.19	2,732,919.27	3,403,266.76	3,521,041.97	66.00%
March	1,375,360.09	1,655,070.89	1,800,227.71	1,844,672.30	2,547,429.81	3,277,046.86	3,033,593.35	56.86%
April	1,088,964.93	1,347,248.60	1,539,707.40	1,525,256.03	2,361,226.50	3,009,330.45	2,865,586.09	53.71%
May	961,748.47	1,294,231.42	1,426,858.37	1,528,544.15	2,327,158.79	3,038,957.98	2,728,273.46	51.14%
June	1,932,135.73	2,330,176.40	2,576,374.42	2,692,513.93	3,462,928.17	4,095,797.92	3,759,448.23	70.47%
July	2,047,715.90	2,367,725.88	2,650,496.79	2,874,408.12	3,554,336.75	4,284,273.43	3,656,785.80	68.54%
August	2,097,897.09	2,427,610.70	2,600,332.14	2,749,859.99	3,531,954.80	3,987,655.57	3,694,899.51	69.26%
September	1,844,296.27	2,121,578.06	2,362,913.96	2,518,750.84	3,294,188.08	3,781,078.10	3,573,442.34	66.98%
October	1,492,630.60	1,866,987.16	2,133,041.74	2,198,557.64	3,270,530.55	3,301,898.06	3,318,688.76	62.20%
November	2,213,985.52	2,638,930.35	2,642,643.71	3,070,756.97	3,860,836.73	3,606,171.73		0.00%
December	2,083,484.81	2,395,704.36	2,513,770.14	2,970,003.64	3,606,171.73	3,741,217.85		70.12%

Expense Budget

5335178

A new online option for clients at MNbenefits.org



What can clients apply for?

Food assistance (SNAP)

SNAP helps Minnesotans get the food they need. You'll get an EBT card that you can use like a debit card to buy groceries at most stores and farmer's markets.

Cash programs

Cash assistance helps people meet their basic needs until they are able to support themselves. You will get an EBT card that you can use like a debit card. Here are the most common cash programs:

- Diversionary Work Program (DWP)
- General Assistance (GA)
- MN Family Investment Program (MFIP)
- MN Supplemental Aid (MSA)
- Refugee Cash Assistance (RCA)

Emergency Assistance

Emergency Assistance helps with shelter payments, such as past due rent, to stop evictions or foreclosure. It can also be used for utilities when there is a threat of disconnection.

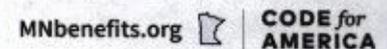
Housing Support (GRH)

The Housing Support program used to be called Group Residential Housing. The program helps seniors and adults with disabilities pay for housing costs. It helps prevent people from living in institutions or becoming homeless.

Child Care Assistance

Child Care Assistance helps families pay for childcare so that parents can pursue employment or education.

**9 programs
total**

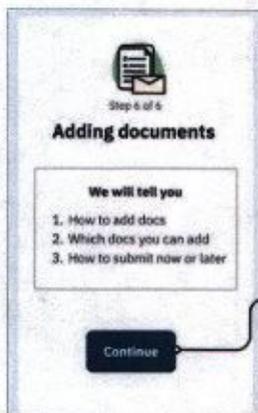


How does it all work?

1. Client inputs application info into MNbenefits.org
2. MNbenefits.org copies client information to familiar forms (CAF and/or CCAP PDF)
3. MNbenefits.org adds a cover page to the PDF(s)
4. PDFs delivered to servicing agency's MNITs inbox (including documents uploaded)
5. Staff process client applications to determine eligibility and issue benefits



MNbenefits.org also asks clients to upload documents



Clients can **submit documents while applying**, or **return** to the website later and submit documents then.

Code for America delivers individual documents to the MNITs inbox as PDFs with a cover page.



PURCHASE OF SERVICE AGREEMENT

Pennington County Human Services, 318 North Knight Avenue, Thief River Falls, MN 56701, hereafter referred to as the "Agency" and Occupational Development Center, Inc., Highway 32 South, P.O. Box 730, Thief River Falls, MN 56701, hereafter referred to as the "Contractor" enter into this agreement for the period from January 1, 2022 to December 31, 2022.

WITNESSETH

WHEREAS the Contractor is an organization approved and certified by the Rehabilitative Service Branch of the Council on Accreditation of Rehabilitation facilities and,

WHEREAS the Agency wishes to purchase such program services from the Contractor.

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

1. Purchase of Service

a. The Agency agrees to purchase, and the Contractor agrees to furnish the following:

1. Employment Support Services
2. Employment Exploration
3. Employment Development Services

b. Incorporated by reference, the Contractor agrees to provide:

- 1) An explicit description of the services to be provided:
- 2) Program content.

c. The Contractor shall, in writing within 10 days, notify the Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of purchased services. Upon such notification, Agency and Contractor shall determine whether such inability will require modification or cancellation of said contract.

2. Cost and Delivery of Purchased Services

- a. The total amount to be paid for such Purchased Services during the term of this contract shall not exceed \$10,000.
- b. Service costs identified in 1, a. shall be as noted on the attached 2020. Fee Schedule
- c. Purchased services will be provided at Highway 32 South, P.O. Box 730, Thief River Falls, MN 56701 and at various community service sites.

3. Eligibility for Services:

The parties understand and agree that the eligibility of the client to receive the purchased services is to be determined by the Agency. The parties understand and agree that the Agency shall determine preliminary and final client eligibility.

- a. It is understood and agreed by the parties, that for fee eligible recipients, fees shall be charged and collected in accordance with a fee policy and schedule adopted by the County Board of Commissioners.
- b. The Contractor shall not charge a program or service fee to social services eligible clients.
- c. When the Agency has determined that the client is no longer eligible to receive purchased services or that services are no longer needed or appropriate, the Agency shall notify the client of the proposed termination of services in writing at least 10 days prior to the proposed agency action, and of the client's right to appeal this proposed agency action.

The Contractor shall notify the Agency and the client in writing whenever the Contractor proposes to discharge or terminate services to a client. The notice must be sent at least 10 days prior to the proposed date of discharge or termination and must include the specific grounds for discharge or termination of services. The Contractor shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well-being of the client or others.

4. Individual Services Plan

The parties understand and agree that all services provided to eligible recipients under the terms of this contract shall be in accordance with the Individual Service Plan developed with, for and on behalf of the individual client.

Performance of the Contractor will be monitored in accordance with client outcomes as specified in the Individual Service Plan goals and objectives.

The Agency shall not delegate the development of Support Service Plans (ISP's) to the Contractor.

5.) Payment for Purchased Services

- a. Certification of expenditures: The Contractor shall, within ten working days following the last day of each calendar month, submit a standard invoice for services purchased to the appropriate County Social Service Department.

The invoice shall show: (1) total program and administrative expenditures for the month; (2) an itemized amount by social services eligible individuals served, identifying the service(s) provided, number of units allocated to the provision of Purchased Services to reimbursement eligible clients. Contractor will submit claims for services via a Vendor Service Invoice.

- b. Payment: The Agency shall, within 30 days of the date of receipt of an invoice, make payment to the Contractor for all reimbursement eligible clients identified on the invoice.

6. Audit and Record Disclosures:

The Contractor shall:

- a. Send the following financial, statistical, and social services reports:

- (1) Progress Reports- as stated on the ISP (at least annually)
- (2) _____
- (3) _____
- (4) _____

- b. Allow personnel of the Agency, the Minnesota Department of Human Services and the Department of Health and Human Services access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased Services and access to and the right to copy records.
- c. Maintain all records pertaining to the contract at the Occupational Development Center, Highway 32 South, Thief River Falls, MN 56701, for four years for audit purposes.

- d. Comply with policies of the Minnesota Department of Human Services regarding: (1) social services recording as defined in the Department of Human Services Social Services Manual VI-5000; and (2) monitoring procedures as defined in the Social Services Manual X-1000.

7. Safeguard of Client Information:

The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the purchased services hereunder is prohibited except upon written consent of such eligible client, the client's attorney or the client's responsible parent or guardian.

The Director of the ODC is the responsible authority in charge of all data collected, used or disseminated by the Contractor in connection with the performance of this contract. See Minnesota Statutes, section 13.46, subdivision 10.

It is expressly agreed that the Contractor is not a member of or included within the welfare system for purposes of the Minnesota Government Practices Act as a result of this contract. If the Contractor is independently required to comply with any requirements of the Minnesota Government Data Practices Act, the Contractor acknowledges that the Agency shall not be liable for any violation of any provision of the Minnesota Government Data Practices Act indirectly or directly arising out of, resulting from, or in any manner attributable to actions of the Agency, its agents and employees, harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions of this agreement.

8. HIPAA

The Contractor agrees to comply with Health Information Portability and Accountability Act (HIPAA) requirements necessary to protect Individual Identifying Health Information (IIHI). Use and disclosure will require that all IIHI be: appropriately safeguarded; any misuse of IIHI will be reported to the Agency; secure satisfactory assurances from any subcontractor; grant individuals access and ability to amend their IIHI; make available an accounting of disclosure; release applicable records to the Agency or Department of Human Services if requested; and upon termination, return or destroy all IIHI in accordance with conventional record practices.

9. Equal Employment Opportunity and Civil Rights and Nondiscrimination

The Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USE 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504.

10. Fair Hearing and Grievance Procedures

The Contractor agrees to provide for a fair hearing and grievance procedure in conformance with and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

11. Bonding, Indemnity, Insurance and Audit Clause

- a. Bonding: If needed, the Contractor shall obtain and maintain at all times, during the term of this agreement, a fidelity bond covering activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of \$20,000.00.
- b. Indemnify: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability loss, damages, costs or expenses which may be claimed against the Agency or Contractor: (1) by reason of any service client's suffering personal injury, death, or property loss or damages while either participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or (2) by reason of any service client's causing injury to, or damage to, the property of another person during any time when the Contractor or his assigns, or employee thereof has undertaken or is furnishing the care and service called for under this agreement.
- c. Insurance: The Contractor further agrees, in order to protect itself and the Agency under the indemnify provisions set forth above, to at all times during the term of this contract, have and keep in force general liability insurance in the amount of Five Hundred Thousand Dollars (\$500,000) for bodily injury or property damage to any one person and One Million Five Hundred Thousand Dollars (\$1,500,000) for total injuries or damages arising from any one occurrence. See Minnesota Statutes, section 3.736 Subd. 4 (c). The County and the Department must both be named as additional insured and shall be sent a certificate of insurance per Minnesota Statutory requirements. If applicable, the Contractor must also maintain professional liability insurance with a minimum aggregate amount of One Million Dollars (\$1,000,000).

- d. Audit: The Contractor agrees that within 60 days following the termination date of this contract, to conduct an audit of said contract, using a Certified Public Accounting Firm.

12. Contractor Debarment, Suspension and Responsibility Certification

Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd.2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By Signing This Contract, the Contractor Certifies That It And Its Principals* And Employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.

- e. Shall immediately give written notice to the Contracting Officer should Contractor come under investigation for all allegations of fraud or a criminal offense in connection with obtaining, or performing: a public

(federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

*"Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of subsidiary, division, or business segment and similar positions)

Directions for On Line Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at www.dhhs.gov/progorg/oig/.

If you do not have access to the website, and/or need the information in an alternative format, contact: Julie Sjostrand, Contract Manager, Pennington County Human Services, at (218) 681- 2880.

13. Unavailability of Services

The Contractor certifies that the services to be provided under this agreement are not available without cost to eligible clients. The Contractor further certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.

14. Conditions of the Parties Obligation

- a. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of purchased services, the obligation of each party hereunder shall thereupon be terminated.

- b. This agreement may be canceled by either party at any time, with or without cause, upon 30 days' notice, in writing, delivered by mail or in person.
- c. Before the termination date specified in Section 1 of this agreement, the Agency may evaluate the performance of the Contractor in regard to the terms of this agreement to determine whether such performance merits renewal of this agreement.
- d. Any alterations, variations, modifications or waivers or 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.
- e. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by the agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the agreement.
- f. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal Financial Participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.

15. Subcontracting

The Contractor shall not enter into subcontracts for any of the work contemplated under this agreement without written approval of the Agency. All subcontractors shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.

16. Miscellaneous

- a. Entire Agreement: 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 relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any County Welfare Department(s) relating to the subject matter hereof.
- b. Extensions: This contract may be extended for a period of six months, at the options of the county. If the county desires to extend the term of the contract, it shall notify the provider in writing at least sixty days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a contract amendment, execution of a new contract

or notice of termination as provided under section 1C

APPROVED AS TO FORM AND EXECUTION

BY _____
County Attorney

DATED _____

BY _____
Director, County Human Services Agency

DATED _____

BY _____
Chairperson, Pennington County Board

DATED _____

BY _____
Secretary of Board of _____
(Contractor)

DATED _____

BY _____
Director of Contracting Agency

DATED _____



READiTECH

it solutions

November 02, 2021

Pennington County Human Service

Two Laptops

PREPARED BY:

Mark Westacott

Senior Sales Account Executive

readitech.com

800.279.4796

Grand Forks

2600 Demers Avenue

Suite 104B

Grand Forks, ND 58201

Fargo

4870 Rocking Horse Circle S

Fargo, ND 58104

Pennington County Human Service - Two Laptops

Hardware

Item ID	Description	Price	Qty	Ext. Price
9FY778	HP ProBook 455 G8 15.6" Notebook - Full HD - 1920 x 1080 - AMD Ryzen 7 5800U Octa-core (8 Core) 1.90 GHz - 16 GB RAM - 512 GB SSD - Pike Silver Aluminum - AMD Chip - Windows 10 Pro - AMD Radeon Graphics - In-plane Switching (IPS) Technology - English Keyb	\$1,195.00	2	\$2,390.00
8RV612	HP Care Pack Active Care Hardware Support With Accidental Damage Protection - 3 Year - Warranty - On-site - Technical	\$250.00	2	\$500.00
			Subtotal:	\$2,890.00

Services

Item ID	Description	Price	Qty	Ext. Price
	Labor - Prep , configure for spares	\$250.00	2	\$500.00
			Subtotal:	\$500.00

Pennington County Human Service - Two Laptops

Prepared by:

Readitech
Mark Westacott
218-779-1692
mwestacott@readitech.com

Prepared for:

Pennington County Human Service
318 Knight Ave N PO Box 340
Thief River Falls, MN 56701
Julie Sjostrand
jasjostrand@co.pennington.mn.us
(218) 681-2880

Quote Information:

Quote #: 004306
Version: 1
Delivery Date: 11/02/2021
Expiration Date: 11/27/2021

Quote Summary

Description	Amount
Hardware	\$2,890.00
Services	\$500.00
Total:	\$3,390.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature _____

Date _____



READiTECH
solutions

November 05, 2021

Pennington County Human Service

Video equipment for conference room

PREPARED BY:

Mark Westacott

Senior Sales Account Executive

readitech.com

800.279.4796

Grand Forks

2600 Demers Avenue

Suite 104B

Grand Forks, ND 58201

Fargo

4870 Rocking Horse Circle S

Fargo, ND 58104

Pennington County Human Service - Video equipment for conference room

Prepared by:

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Mark Westacott
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Prepared for:

Pennington County Human Service
318 Knight Ave N PO Box 340
Thief River Falls, MN 56701
Julie Sjostrand
jasjostrand@co.pennington.mn.us
(218) 681-2880

Quote Information:

Quote #: 004338
Version: 1
Delivery Date: 11/05/2021
Expiration Date: 12/04/2021

Quote Summary

Description	Amount
Hardware	\$852.00
Services	\$200.00
Total:	\$1,052.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date

Logitech MeetUp



FEATURES & BENEFITS

Super-wide 120° field of view

Widest field of view of any Logitech video conferencing solution allows everyone in the room to be seen, even those close to the camera or seated at the edges of the room.

Ultra HD 4K image sensor

Supports multiple resolutions, including 4K (Ultra HD)¹ 1080p (Full HD) and 720p (HD) to best support the quality offered by your application and monitor.

3-microphones and custom-tuned speaker

Three broadside beamforming, omni-directional microphones with noise and echo cancellation—plus a custom-tuned speaker—are specifically optimized for small conference rooms. Mics are Microsoft® Cortana® certified for precision with voice commands with any Windows® 10 system.

Razor-sharp optics

Enhance face-to-face collaboration to the next best thing to physically being there. Advanced Logitech lens technology delivers remarkable video quality with superb resolution, speed, fluidity, color balance, and detail.

5x HD zoom

Zero in on close-ups of objects and whiteboard content with outstanding detail and clarity.

Motorized pan/tilt

Expand your field of view even further—up to 170°—to pan to the white board or view other areas of interest.

3 camera presets

Select up to three preset locations for the camera view and return to any of them with the push of a button on the remote control.

Bluetooth® wireless technology

Connect to a Bluetooth device for great-sounding audio calls.

Expansion microphone-ready

Optional expansion microphone increases conversational radius in larger huddle rooms.

All-in-one design

Compact all-in-one form factor takes up less space and minimizes cable clutter.

RF remote control

Easily operate camera pan/tilt/zoom functions during meetings.

Certified for Business

Business-grade certifications² mean you can launch your next presentation or video meeting with complete confidence.

Plug-and-play USB connectivity

Easily connects to PC, Mac® and Chrome™ devices with no additional software required.

Works with most video conferencing applications

Compatible with virtually any video conferencing software app, including the ones you already use.

Multiple mounting options

Freedom to mount MeetUp wherever it works best—tabletop, wall, or monitor—for the best possible huddle room experience.

Kensington® security slot

MeetUp is provisioned with a Kensington security slot to help secure the equipment with an anti-theft lock.

CERTIFICATIONS

Certified for Skype® for Business, Cisco Jabber™ compatible³, Windows, Mac, Microsoft Cortana certified

PRODUCT SPECIFICATIONS

MeetUp

Part #: 960-001101
Price: \$899
UPC: 097855130037

MeetUp + Expansion Mic

Part#: 960-001201
Price: \$1,079
UPC: 097855133267

Optional Expansion Mic

Part#: 989-000405
Price: \$219
UPC: 097855131171

Optional TV Mount

Part#: 939-001498
Price: \$79
UPC: 097855133250

PRODUCT DIMENSIONS + WEIGHT

Camera

400 x 104 x 85 mm
15.75 x 4.1 x 3.35"
1.04 kg/2.3 lbs

Remote

83 x 10 x 83 mm
3.25 x 0.375 x 3.25"
72 g/2.5 oz

SYSTEM REQUIREMENTS

Windows 7, Windows 8.1, or Windows 10

Mac OS X® 10.10 or higher

Google Chromebook™ Version 29.0.1547.70,
Platform 4319.79.0 with:

2.4 GHz Intel® Core 2 Duo processor

2 GB RAM or more

USB 2.0 port (USB 3.0 required for 4K video)

COMPATIBILITY

UVC/plug-and-play compatible

INSIDE THE BOX

MeetUp camera and speakerphone unit

Remote control

5 m USB 2.0 cable

Power adapter

Wall mounting bracket and hardware

SOFTWARE DOWNLOADS

Designed to work with the built-in operating system USB video-class driver

Optional Camera Settings App provides:

Camera image settings

Pan, tilt and zoom

To download visit: www.logitech.com/support/MeetUp

WARRANTY

2-year limited hardware

www.logitech.com/MeetUp

To order, contact your reseller or call us at 800-308-8666

Published April 2017

Logitech Inc. 7700 Gateway Blvd., Newark, CA 94560

¹ Requires a USB 3.0 cable, not included.

² Certified for Skype® for Business, Cisco Jabber™ compatible. Enhanced integration with BlueJeans, Broadsoft, LifeSize® Cloud, Vido and Zoom.

³ See www.logitech.com/ciscocompatibility for the latest version

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SUPER-WIDE FIELD OF VIEW FOR SMALL SPACES.



Logitech MeetUp

Logitech™ MeetUp is a premier ConferenceCam designed for small conference rooms and huddle rooms. With a room capturing, super-wide 120° field of view, MeetUp makes every seat at the table clearly visible. Motorized pan/tilt widens FOV even further: up to 170°. A low-distortion Logitech-engineered lens, Ultra HD 4K optics, and three camera presets deliver remarkable video quality and further enhance face-to-face collaboration.

MeetUp's integrated audio is optimized for huddle room acoustics and delivers an exceptional sound experience. Three horizontally-aimed beamforming mics and a custom-tuned speaker help ensure your meetings sound as great as they look. Humans have evolved to associate human voices with their visible images. MeetUp's front-of-room

audio provides an intuitive and coherent listening experience.

With a compact all-in-one design that minimizes cable clutter, MeetUp is USB plug-and-play and simply works right out of the box with any video conferencing software application and cloud service—including the ones you already use.



BlueJeans

lifesize.

zoom



broadsoft

