AGENDA

8:30 am   I.  CALL TO ORDER AND PLEDGE OF ALLEGIANCE
   A.  Roll Call
   B.  Approval of Minutes – Regular Meeting – December 26, 2017
   C.  Approval of Minutes – Regular Meeting – January 2, 2018
   D.  Approval of Agenda
   E.  Retirement Recognition (Laurie Markman)

8:40 am   II.  COMMUNITY HEALTH BOARD: Julie Runkel
   A.  Adoption of Resolution #18-007/Resolution to Abate Public Health Nuisance

8:45 am   III.  COMMUNITY CORRECTIONS: Christine Curtis
   A.  2018-2019 Community Corrections Plan

8:50 am   IV.  HIGHWAY: Dennis Luebbe
   A.  Award of Contract #18-01/Crushing and Stockpiling Bituminous Millings
   B.  Adoption of Resolution #18-005/Approving MN-DOT Agreement #1030066

8:55 am   V.  ADMINISTRATION: Sara Folsted
   A.  Consent Agenda
      1.  Payment of Bills
      2.  Extra Time/Over Time Report (12/22/2017)
      3.  Personnel Appointments

9:00 am   VI.  ADJOURN (The Board may meet as a group for lunch)

SPECIAL NEEDS: If you require special services to attend or participate in a public meeting,
please call the County’s Administration Office at 507.332.6101 or e-mail slangevin@co.rice.mn.us.
TDD users can call 507.332.6248. Please call 24 hours before the meeting, if possible.
I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
   A. Roll Call - The meeting was called to order by Commissioner Jake Gillen, Chairperson. Members present were: Bauer, Docken, Malecha, Miller and Gillen.

   B. Motion by Miller, seconded by Docken, to approve the minutes of December 12, 2017.

      RESULT: Approved [Unanimous]
      AYES: Gillen, Malecha, Miller, Bauer, Docken

   C. Motion by Bauer, seconded by Miller, to approve the agenda as presented.

      RESULT: Approved [Unanimous]
      AYES: Gillen, Malecha, Miller, Bauer, Docken

II. COMMUNITY HEALTH BOARD: Deb Purfeerst

   Motion by Malecha, seconded by Miller, to move into Community Health Board.

      RESULT: Approved [Unanimous]
      AYES: Gillen, Malecha, Miller, Bauer, Docken

   A. Motion by Malecha, seconded by Miller, to approve the grant submission by Rice County Community Health Services, as the primary applicant in partnership with Dodge-Steele Community Health, Freeborn County Community Health, Goodhue County Health and Human Services, Wabasha County Community Health, and Winona County Community Service for an MDH sponsored evidence based family home visitor grant.

      RESULT: Approved [Unanimous]
      AYES: Gillen, Malecha, Miller, Bauer, Docken

   Motion by Malecha, seconded by Miller, to move out of Community Health Board.

      RESULT: Approved [Unanimous]
      AYES: Gillen, Malecha, Miller, Bauer, Docken

III. HIGHWAY: Dennis Luebbe

   A. Motion by Docken, seconded by Bauer, to adopt Resolution #17-061 - Eminent Domain (CSAH 1).

      RESULT: Adopted [Unanimous]
      AYES: Gillen, Malecha, Miller, Bauer, Docken

IV. AUDITOR/TREASURER: Annette Peters

   A. Motion by Miller, seconded by Docken, to approve changing of the minimum refund amount on over-payments from $5.00 to $10.00.

      RESULT: Approved [Unanimous]
B. Motion by Malecha, seconded by Bauer, to approve the updated Abatement Policy as presented.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

V. SOCIAL SERVICES: Mark Shaw

A. Motion by Malecha, seconded by Miller, to approve the Social Services Department contracts for 2018 as identified.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

VI. ATTORNEY'S OFFICE: John Fossum


RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

B. Motion by Malecha, seconded by Docken, to approve the appointment of Catherine Miller, Assistant Rice County Attorney, as the Responsible Authority

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

C. Motion by Miller, seconded by Malecha, to adopt Resolution #17-062 - Appointment of the Rice County Coroner.

RESULT: Adopted [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

D. Motion by Malecha, seconded by Bauer, to recognize the long service for Dr. James Evans who has served as Rice County Coroner since 1976.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

VII. PARKS & FACILITIES: Jake Rysavy

A. Motion by Malecha, seconded by Bauer, to adopt Resolution #17-066 - Approval of Grant Agreements for Veterans' Memorial.

RESULT: Adopted [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

VIII. ADMINISTRATION: Sara Folsted

A. Consent Agenda
Motion by Miller, seconded by Docken, to approve the Consent Agenda as presented:

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

1. Payment of Bills

Bills totaled $1,010,338.59. Claims over $2,000 as listed: Access Networks $3,091, ADP $2,262.44, American Solutions for Business $5,556.47, Ancom Technical Center $2,530.50, BHE Community Solar $8,759.93, Bound Tree Medical $3,119.36, CIT $26,040.80, DDA Human Resources $20,000, DHS-Swift $2,290, EDMO Distributors $28,716.53, EPA Audio Visual $60,410.90, Heartland Girls Ranch $9,297.60, Hennepin County Treasurer $5,809.15, Internet Connections $4,840, Kindred Family Focus $2,452.50, Mapletree $5,049.90, James Martin $3,100, Metro Sales $2,487.96, National Business Systems $9,039.44, Phone Station $2,235, Regents of the U of M $28,921.26, Steele County Detention Center $4,950, Streichers $2,017.22, Summit Food Services $11,391.38, West Publishing Payment Center $5,395.90, Woodard Youth Corp $6,337.80, Bolton & Menk $17,977.50, Conduent Business Services $5,695.92, Construction Materials $21,859.20, I&S Group $36,129.82, LaRoches $2,614.25, City of Northfield $246,250.26, Northfield Evangelical Free Church $38,800, Rice County Court Administration $5,800, Ronco Engineering Sales $2,301.46, Rtvision $2,700, Strobel's Tree-Boom Services $6,450, Valley Asphalt Products $14,801.48, Waterford Oil $18,935.21, AmeriCare Mobility Van $5,395.38, DHS-Swift $5,128.48, DPS Transport $3,749.20, Kirsten Larson $2,114.07, Sandra Carlson $6,002, Dahle Enterprises $6,389, Helen Rimpila $2,244, James Williams $2,161, James Jirik $13,710, R.A.W. Construction $8,280, Community Co-Op $4,062.47, Dick's Sanitation $17,538.50, City of Faribault $3,799.92, Jr's Advanced Recyclers $12,151, Kyoko Properties $5,000, Met-Con Construction $8,844, Momentum Enterprises $2,720, Mvtl Laboratories $7,763.70, Terracon Consultants $4,378.25, Veolia Environmental Services $14,054.59, Faribault Public Schools ISD 656 $4,125.31, Northfield Healthy Initiative $18,645.48, LeSueur County Sheriff $4,080.48, Marilyn's Place at Maple Hills $2,863. Additional Social Service bills totaled $207,294.16. Claims over $2,000 as listed: Access On Time $7,641, Alternative Resolutions $6,660.56, Bemidji CBHH DHS State Op Services $13,185, Blue Earth County Human Services $8,030.30, Brown County Family Services $10,532.10, Cenneidigh $4,379.95, DHS-Swift $26,572.50, Faribault Martin Human Services $4,645, Harbor Shelter $3,302.25, Magda Higgins $2,700.60, KCQ $15,108.70, Ben & LaTisha Koziolek $2,530.89, Laura Baker Services $15,469.60, LeSueur County Human Services $5,064.37, MSOP $13,950, Nicollet County Social Services $3,554.79, Scott County Treasurer $4,680, Unity House $3,685.50, Volunteers of America $10,200, Workforce Development $23,221.14.

2. Extra Time/Over Time Report (12/08/2017)

3. Personnel Appointments

Matthew Christensen, Reg. FT Maintenance Operator, Highway Department @ $17.94/hr., eff. 12/18/2017
Diana Trnka, Reg. FT Office Support Specialist, Social Services @ $15.67/hr., eff. 01/02/2018

B. Motion by Malecha, seconded by Miller, to adopt Resolution #17-064 - Veterans Services Officer Reappointment.

RESULT: Adopted [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

C. Motion by Miller, seconded by Malecha, to adopt Resolution #17-065 - Setting the 2018 Salary for Elected Officials.

RESULT: Adopted [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

D. Motion by Malecha, seconded by Miller, to adopt Resolution #17-063 - Setting the 2018 Commissioner Salary & Per Diem.

RESULT: Adopted [Unanimous]
E. Motion by Malecha, seconded by Miller, to approve the 2018 Fee Schedule as presented.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

IX. ADJOURNMENT

Motion by Malecha, seconded by Miller, to adjourn the meeting.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

Approved by the Rice County Board of Commissioners this 9th day of January, 2017.

RICE COUNTY BOARD OF COMMISSIONERS

___________________________
Steve Bauer, Chairperson

ATTEST:

___________________________
Sara Folsted, County Administrator
I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

A. Roll Call - The meeting was called to order by Commissioner Jake Gillen, Chairperson. Members present were: Gillen, Docken, Malecha, Miller and Bauer.

B. Motion by Docken, seconded by Malecha, to approve the agenda as presented.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

C. Motion by Docken, seconded by Malecha, to cast a unanimous vote to appoint Steve Bauer as the 2018 Chairperson for the Rice County Board of Commissioners.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

D. Motion by Miller, seconded by Docken, to cast a unanimous vote to appoint Galen Malecha as the 2018 Vice-Chairperson for the Rice County Board of Commissioners.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

E. Motion by Malecha, seconded by Miller, to set all the Committee of the Whole/Work Sessions for the first and third Tuesday of each month; regular Board of Commissioner Meetings on the second and fourth Tuesday of each month; and to begin all of these meetings at 8:30 a.m.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

F. Motion by Malecha, seconded by Miller, to approve the 2018 Rice County Commissioner Committee Appointments as presented.

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

II. ADMINISTRATION: Sara Folsted

A. Motion by Malecha, seconded by Gillen, to adopt Resolution #18-001 - Official Newspaper for the Publication of Official Proceedings in Summary Form & Public Notices.

RESULT: Adopted [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

B. Motion by Malecha, seconded by Gillen, to adopt Resolution #18-002 - Publication of the Delinquent Real Estate Tax List.

RESULT: Adopted [Unanimous]
C. **Motion by Miller, seconded by Gillen, to approve the Incidental Fund Appropriations as follows: Postage & Communications - $120,000; Utilities - $300,000; Attorney Contingency - $1,000; and Sheriff Contingency - $1,000.**

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

D. **Motion by Gillen, seconded by Docken, to adopt Resolution #18-003 - Designating the Rice County Website as the 2018 Official Publication for Transportation Projects.**

RESULT: Adopted [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

III. **ADJOURNMENT**

**Motion by Miller, seconded by Malecha, to adjourn the meeting.**

RESULT: Approved [Unanimous]
AYES: Gillen, Malecha, Miller, Bauer, Docken

Approved by the Rice County Board of Commissioners this 9th day of January, 2018.

RICE COUNTY BOARD OF COMMISSIONERS

___________________________
Steve Bauer, Chairperson

ATTEST:

___________________________
Sara Folsted, County Administrator
AGENDA DATE: January 9, 2018

REQUEST BY: Shelley Langevin, Administration

STATE ITEM OF BUSINESS:
Retirement Recognition (Laurie Markman)

BACKGROUND:
(Background)

COUNTY BOARD ACTION REQUESTED:

Reviewed with additional material provided: ✓ Approved
County Administrator
Laurie Markman was presented with a retirement gift. No formal action was taken.
AGENDA DATE: January 9, 2018

REQUEST BY: Julie Runkel, Environmental Services

STATE ITEM OF BUSINESS:
Adoption of Resolution #18-007/Resolution to Abate Public Health Nuisance

BACKGROUND:
Environmental Services staff issued a public health nuisance order on December 5, 2017 for property in Section 7 of Warsaw Township. The property owner has not complied with proper abatement of the public health nuisance; therefore, staff is requesting the Community Health Board to order abatement, authorize staff to complete abatement and assess the costs to the property.

COUNTY BOARD ACTION REQUESTED:
to adopt Resolution #18-007 - Resolution to Abate Public Health Nuisance.

Reviewed with additional material provided:  ✔ Approved
County Administrator
RESOLUTION TO ABATE PUBLIC HEALTH NUISANCE

WHEREAS, Rice County staff has contacted Daniel McCloseky on December 19, 2016, June 13, 2017, October 10, 2017, and December 5, 2017, declared a Public Health Nuisance and ordered Mr. McCloseky to clean up his property located in Section 7 of Warsaw Township (22901 Fertile Ave, Morristown, MN) by removing the two unpermitted mobile homes and the accumulation of solid waste and debris. The solid waste and debris includes, but is not limited to, three unlicensed vehicles; a boat on a trailer with a shredded tarp; trailers with 50 gallon drums and tubs of unknown contents; stack of Styrofoam insulation; dilapidated structures placed on cement blocks, wobbly bricks and an automobile jack; fuel cans; a water heater; scrap metal; rotting pallets; old tires strewn about; stacks of rubber membranes on the ground; piles of old bricks; trailers with additional debris; piles of scrap wood; unidentifiable containers that include five gallon buckets with dark fluid or goo that may be leaking hazardous waste fluids; construction material; as well as other unidentifiable materials in piles; and

WHEREAS, Daniel McCloseky did not bring his site into compliance with Rice County regulations and has not submitted a plan to do so; and

WHEREAS, the Rice County Sheriff’s Office attempted to personally serve a Notice of Public Health Nuisance upon Daniel McCloseky on December 5, 2017. A copy of the letter was left at Daniel McCloseky’s usual house of abode with a person of suitable age and discretion residing therein, Mertice Reck; and

WHEREAS, Rice County posted an official Public Health Nuisance and Hazardous Structure Warning Sign at the property on December 21, 2017, stating the property must be properly abated within 10 days; and

WHEREAS, clean-up efforts continue to be required for the McCloseky property in Section 7 of Warsaw Township; and

WHEREAS, staff is prepared to finalize clean-up of this property so that all public health nuisance conditions are removed from the property in Section 7 of Warsaw Township; and

WHEREAS, the cost of such removal shall be based on the fees and costs outlined in Attachment A;

NOW, THEREFORE, BE IT RESOLVED, that the Rice County Community Health Board hereby orders that the owners shall complete clean-up of the property by January 14, 2018;

BE IT IS FURTHER ORDERED THAT, if the property is not cleaned up by January 14, 2018, Rice County shall complete the clean-up, assessing costs to the property owner as a special assessment levied against the McCloseky property located in Section 7 of Warsaw Township, Rice County, Minnesota.
Dated this 9th day of January, 2018.

RICE COUNTY COMMUNITY HEALTH BOARD

_______________________________
Steve Bauer, Chairperson

ATTEST:

_______________________________
Sara Folsted, County Administrator
Attachment A

General Labor (3-4 laborers/day): $45/hr each
Biohazard Labor (if needed): $70/hr
Skid Loader with operator: $95/hour
Roll off truck with operator (door to door): $80/hour
Excavator with operator if need for tearing down building: $130/hour
Appliances: $15/each
Electronics: $0.55/lb
Tires:
  Tires 16” and under $2/tire
  Truck Tires (17”-20”): $5/tire
  Truck >22” $10/tire
  Tractor Tires $25/tire
Municipal Solid Waste Roll-off: $200 + tax
Municipal Solid Waste Disposal: $54/ton + 17% tax
Demolition Roll-off: $200 + tax
Demolition Disposal $28.00/ton
Staff Time:
  EH & Zoning Asst $40/hr
  Env Svcs Supervisor $65/hr
  Env Svcs Director $75/hr
  Attorney $75/hr
  Deputy $60/hr

Scrap metal will be credited based on market value.
Estimate 2-3 days to complete clean up.
REQUEST BY: Christine Curtis, Community Corrections

STATE ITEM OF BUSINESS:
2018-2019 Community Corrections Plan

BACKGROUND:
The Community Corrections Act requires county board approval of the biannual comprehensive plan. A draft plan was submitted to the community corrections advisory board and the department of corrections for comment in October. Minor changes were made and data was updated before submitting to the CCAB for final approval. The attached plan includes demographic and criminal justice data, department operations, budget with county and state funds, and recommendations for future activities.

The plan also includes a new "grant agreement" that the Department of Administration is requiring of the Department of Corrections. It has been vetted and approved by several metro county attorneys and the MACCAC executive board.

COUNTY BOARD ACTION REQUESTED:
to approve the Community Corrections Comprehensive Plan; and to authorize the Board Chairperson's signature on the Grant Application Agreement for 2018-2019.

Reviewed with additional material provided: ✓ Approved
County Administrator
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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. ................................................................. 39

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Rice County Community Corrections (RCCC) consists of a team of trained and committed corrections professionals providing clients and citizens of Rice County with quality, evidence-based services. Staff turnover in the last two years was considerable which impacted the ability to move many projects forward; however, the dedication of all staff under less than optimal circumstances speaks to their commitment to public service and our profession.

- Since the last comprehensive plan RCCC had 6 probation officer vacancies, replaced the new assistant probation officer three times, and the administrative assistant twice, along with the unexpected long-term medical leave of the most recent administrative assistant.
- County vacancies also hindered progress as justice system partners lost access to the dedicated justice-system analyst due to extreme staffing difficulties in the IT department. There were long term vacancies and reorganization in human resources and there was an interim county administrator for several months pending selection of a new administrator who joined the county in July 2016.
- Expectations are high now that the department is fully staffed as is most of county administration. Though IT services are still coordinated via contract, improvements in the county’s IT infrastructure may permit RCCC to implement mobile CSTS and broadcast messaging to increase efficiency and effectiveness.
- RCCC initiated an “on-call” officer procedure to address the needs of law enforcement and other emergency personnel after normal business hours. Officers volunteer to cover “on-call” duties and carry a designated cell phone. This limits after hours disruptions to multiple officers and provides a single point of contact for system partners. Situations that cannot be addressed by the on-call officer are forwarded to a supervisor and the agent of record may be called to provide input as necessary.
- Continued participation in the Blueprint for Safety, domestic violence case processing work group which will include a review of DV screening and assessment instruments and a pilot of pretrial services for higher risk domestic offenders.
- Continue as a Juvenile Alternatives to Detention Initiative (JDAI) site with expanded emphasis on community engagement and preventative services for youth.
- County has participated in two National Institute of Corrections (NIC) technical assistance grants related to establishing a Criminal Justice Coordinating Council (CJCC), the second having been completed in May of 2017. The next step is to request implementation assistance through a grant under the Office of Justice Programs, Diagnostic Center with court administration taking lead and coordination by the new drug court/justice system coordinator hired by the county.
- Rice County Drug Court has had a number of process and procedural rough spots but there have been 9 high risk/high need graduates who otherwise would have been sentenced to prison.
- Coordination of the drug court has transitioned back to the county as of this writing. It is hoped that the position will not only provide some case management and coordination for drug court, but also provide staff support for JDAI and the forthcoming CJCC.

INTRODUCTION

Rice County is located in Southern Minnesota just 30 miles south of the Minneapolis and St. Paul metropolitan area. The County encompasses an area of 496 square miles and contains 7 cities and 14 townships. The two largest cities in Rice County are Faribault, the county seat, and Northfield.
Rice County is the 14th most populous county in the state of Minnesota. The most recent 2016 estimated population by the Minnesota State Demographic Center for Rice County is 65,607, representing 2% growth over the 2010 census. The two population centers in the county, Faribault and Northfield, are estimated at 23,662 and 20,445 respectively. The county carries the “urban/town/rural mix” designation by the state demographer while Faribault and Northfield/Dundas are designated as “large towns”.

- Rice County is home to two liberal arts colleges (St Olaf and Carleton Colleges) as well as South Central College. 32% of adults over 18 have a college degree; however, that is less than the state average of 41.3%. While degree completion is less than the state average, Rice County has a much higher percentage (20 percentage points higher) of people between 18-24 with some college but no degree.
- Unemployment rates have been lower than those of the state and the nation over the last 4 years with a 2016 rate of 3.5% compared to the MN rate of 3.9% in 2016. Rice County is considered a net exporter of labor with 16,587 residents commuting outside of the county for work. The county attracts 9,432 non-residents into the county for employment.
- With the exception of the two highest income brackets, household income in Rice County is higher than state averages; however, per capita income is 17.1% lower than the state average ($26,660 v. $32,157).
- Changes in Rice County population have been impacted by a slowing of positive natural change (births and deaths) and a net loss in migration (in and out of the county). Between 2000-2010 there was a gain of 4,200 new residents to the county through migration. Between 2010-2015 there was a net loss of 200 residents. Approximately 7% of the county’s population is foreign born with the largest groups being from Eastern Africa, including Somalia and Kenya, and Mexico.
- Population outlooks are considered stable through 2025 with a subsequent gradual decline.

Source: U.S. Census Bureau

1 DEED Labor Market Information Office | Regional Analysis & Outreach | mn.gov/deed/data/
Changes in demographics are particularly important when making substantial plans about criminal justice, health care, and education. Planning for large institutions like a jail and school should be informed by changes in school aged populations and crime-prone years. The best place to discuss overlapping data such as this would be in a CJCC.
CRIMES AND ARREST

Arrests, and crime rates\(^2\), as measured by FBI and Minnesota Department of Public Safety Uniform Crime Reports (UCR), have fluctuated over the years, but have followed recent national and state downward trends. The below tables and charts reflect available Rice County Arrest Data for 2016:

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<th>Part I</th>
<th>Part II</th>
<th>2016 Arrest Total</th>
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<tr>
<td>Rice Adult</td>
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<td>Faribault PD Arrest</td>
<td>169</td>
<td>550</td>
<td>719</td>
</tr>
<tr>
<td>Northfield PD Arrest</td>
<td>28</td>
<td>173</td>
<td>201</td>
</tr>
<tr>
<td>Morristown PD</td>
<td>1</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

\(^2\) Note: Calculating rates for counties of less than 100,000 will generate an inflated rate when compared to counties with populations of 100,000 or more; therefore, rates are not reported for Rice County. Part I includes murder, rape, robbery, assault, burglary, larceny, arson, and car theft. Part II includes petty theft drugs, simple assault, disorderly conduct, DUI, and some other minor crimes. Data reported per the Minnesota Department of Public Safety 2016 Uniform Crime Report

Though crime continues to trend downward, and Rice County benefits from the significant nationwide trend of reductions in juvenile crime, much work remains to be done on using data to strategically address crime and responses in our communities. Data is hard to come by, at least consistently, across agencies and jurisdictions, as there is no “one place” where data can be shared for planning purposes or to even promote more methodical collection and synthesis of justice system data. Data included in this plan are culled from BCA data which has not been reported consistently over time which makes monitoring trends and comparisons quite difficult.

Age of offender across Part I and Part II crime categories is fairly stable. Looking at criminal activity in the 18-35 year old age group and comparing demographic estimates should be a major consideration in justice system planning.
Like most jurisdictions, Rice County is experiencing significant polysubstance abuse. Many offenders admit to using marijuana along with other controlled substances. Heroin and prescription drug abuse, which make national headlines, are also an issue in Rice County; however, the more difficult to treat abuse of methamphetamine is the prevailing issue.
SENTENCING/PRISON COMMITMENT/REVOCATION DATA

SENTENCING DATA

Per the Minnesota Sentencing Guidelines Commission, from 2015-2016, 254 offenders (130 and 124 respectively) were sentenced in Rice County for a felony level offense.

PRISON COMMITMENT AND INCARCERATION DATA

Of the 254 offenders sentenced, 64% were presumptive stayed sentences and 36% were presumptive commits. Of the 91 presumptive commits 41% received a mitigated dispositional departure (i.e., non-prison). In total 63 (25%) sentenced felony offenders received a prison sentence with 3 receiving a mitigated durational departure. The below data tables reflect use of incarceration for felony offenders (any jail and/or prison) compared to prison commitment rate (PCR).

Dispositional Departure Rates for Felony Offenses in Rice County: Sentenced 2015-2016

<table>
<thead>
<tr>
<th>Total Sentenced</th>
<th>Presumptive Disposition</th>
<th>Dispositional Departure (presumptive commit)</th>
<th>Dispositional Departure (presumptive stay)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stay</td>
<td>Commit</td>
<td>None</td>
</tr>
<tr>
<td>254</td>
<td>163 (64%)</td>
<td>91 (36%)</td>
<td>54 (59%)</td>
</tr>
</tbody>
</table>
Durational Departure Rates for Felony Offenses in Rice County: Sentenced 2015-2016

<table>
<thead>
<tr>
<th>Total Sentenced</th>
<th>Pronounced Incarceration Type</th>
<th>Durational Departure (prison only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prison</td>
<td>Jail as condition of probation</td>
</tr>
<tr>
<td>254</td>
<td>63 (25%)</td>
<td>170 (67%)</td>
</tr>
</tbody>
</table>

Incarceration rate data reflect that over 92.5% of felony offenders in Rice County receive some type of incarceration while only 25% initially receive an executed sentence to prison. It is not known if this “incarceration” includes local incarceration as “time served” or suspended. This is compared to 91% incarceration and 22% PCR in 2013.

Rice County is below the PCR for the state and slightly higher than the rate for the judicial district. The higher incarceration rate may be related to increased use of jail in lieu of revocations to prison.
REVOCATION RATE DATA

The Minnesota Sentencing Guidelines Commission, in a November 2016 report to the legislature, looked at revocation rates for probationers sentenced from 2001-2014. In those years there were 1474 probation sentences in Rice County. Only 6.9% of them had been revoked by December 31, 2015. This is the lowest revocation rate in the state. The statewide revocation percentage was 16.5% while the 3rd Judicial District’s was 21%. Comparisons to the reported 2001-2014 cohort are provided below.


ADMINISTRATION AND ORGANIZATION

VISION

Our vision is a safe, stable, and vibrant COMMUNITY advanced through collaboration with criminal justice system and human services partners, service providers, COMMUNITY leaders, and the public.

MISSION

It is the Mission of Rice County Community Corrections to serve the COMMUNITY through evidence based and data-driven programs and services that inform the (pretrial and) sentencing process, comply with statute, enforce orders of the court, and address barriers to offender success while holding them accountable for their actions.
VALUES

☐ The COMMUNITY is best served through a balanced approach to the use of correctional resources that seeks long-term improvement in offender behavior.

☐ A safe work environment where employees are valued, well-trained, supported, and professional, will not be compromised.

☐ All people are equal and diverse individuals who have intrinsic worth and deserve personal attention, support, empowerment, and recognition.

☐ Responses to behavior, good and bad, must be immediate, consistent, individualized and equitable.

☐ We commit to operating from a strengths perspective to identify those things that can be a foundation for prolonged behavior change.

☐ We will advocate for, develop, and provide quality programs and services and commit to ongoing evaluation.

RICE COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD

Members as of September 2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jake Marinenko</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Thao Trinh</td>
<td>Prosecution</td>
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<tr>
<td>Thomas Neuville</td>
<td>Judiciary</td>
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<tr>
<td>Marnie Thompson</td>
<td>Education</td>
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<td>Rochelle Marquardt</td>
<td>Corrections</td>
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<tr>
<td>Carolyn Treadway</td>
<td>Citizen</td>
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<tr>
<td>Fran Davies</td>
<td>Social Services</td>
</tr>
<tr>
<td>Galen Malecha</td>
<td>County Commission</td>
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<tr>
<td>Jeffrey Johnson</td>
<td>Defense Attorney</td>
</tr>
<tr>
<td>Jay Haws</td>
<td>Business</td>
</tr>
<tr>
<td>Vacant</td>
<td>Citizen</td>
</tr>
<tr>
<td>Todd Middleton</td>
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<td>Citizen</td>
</tr>
<tr>
<td>Vacant</td>
<td>Citizen</td>
</tr>
</tbody>
</table>

Ex-officio: Brian Collins, MNDOC District Supervisor
Rice County Community Corrections had traditionally been organized into different administrative units: administration, juvenile and adult. Strictly “adult” and “juvenile” units were disbanded due to significant reductions in juvenile offender populations. The department now has two teams of 7 probation officers each headed by a probation supervisor, as well as one assistant probation officer. Several years ago, as juvenile case counts plunged, youthful adult cases (up to age 25) were added to the 4 existing juvenile caseloads; primarily adolescents who had been known to the juvenile probation officers. Caseload assignments have been revised and we have returned to one juvenile caseload; additionally, one of the sex offender officers has all juvenile sex offenders. This will permit the juvenile officers to again specialize in juvenile issues, a critical specialty as we participate in the Juvenile Alternative Detention Initiative.

Other specialized caseloads include: 2 sex offender, 2.5 domestic violence, 1 blended drug court/traditional, and 1 group/computer reporting (Monitor Connect), and a caseload of higher risk female offenders. There are now 5 traditional supervision caseloads after an additional career officer was transitioned from being a PSI writer to a traditional supervision caseload.

In addition to assigned caseloads officers rotate through responsibility for office coverage (duty day officer), bail evaluations, and intake/orientation. Offenders are directed by the court to report to community corrections after sentencing with their “court minutes”. The assignment of a probation officer and the first meeting previously took as long as 6 weeks. Intake officers now do an immediate orientation to probation including role clarification, review and acknowledgement of general conditions, and office rules/expectations. Clients sentenced without a PSI will have an LSI-R:SV to determine appropriateness for group/Monitor Connect or a traditional caseload. In many cases they will be immediately assigned to a probation officer.

Officers also rotate through assignment of completing bail evaluations for detainees charged with offenses on the “bail list” and have a weekly “duty day” where they provide coverage for absent staff and resolve other pressing issues.

We accept interns from local colleges on a regular basis where they serve a full semester of over 400 hours with our department. Most are criminal justice/corrections majors but we regularly have interns from social work programs from St Olaf College and MSU-Mankato. We also receive requests for volunteer hours, sometimes from former interns looking to expand or maintain skills; however, there has been some concern in HR over who can volunteer, for how long, and what access they would have to facilities or the county network. Most “volunteer” hours requested by college students simply involve job shadowing activities. Interns and volunteers are overseen by one of the supervisors.

The department and county have access to translators and several staff in the office can provide assistance with Spanish translation. The emphasis on identifying racial and ethnic disparity under JDAI is expected to highlight overall department challenges with meeting diverse needs. This should be an area for attention under the CJCC.
ORGANIZATIONAL CHART

Director
Christine Curtis

Administrative Assistant
Justin Thiessen

Clerk
Maria Fredericks

.2S Clerk
Sharon Kirk

Supervisor
Rick Gieseke

PO Chelle Marquardt
Sex Offenders

PO Amy Young
Juveniles

PO Angela Brewer
HR Female Offenders

Supervisor
Tracy Zabel

PO Jackson Hanson
Domestic Violence

PO Kim Hedenstrom
Domestic Violence

PO Justin Flaata
Traditional Caseload

PO Kelli Cline
Traditional Caseload

PO Kate Langer
Sex Offenders

PO Jennifer Pecore
Group/Computer Reporting

PO Aaron Langer
Traditional Caseload

PO Sarah Johnson
Traditional/Domestic

PO Trace Miner
Traditional/Drug Court

PO Roxana Trevino
Traditional Caseload

Assistant Probation/Drug Court Officer
Matt Speckhals

PO Shawn Vosejoka
Traditional Caseload
TRAINING

Rice County provides access to a variety of training opportunities related to evidence-based practices, safety, specialized training based upon caseload, as well as general professional development and team building opportunities in order to better serve our offenders, our agency, our community, and ourselves. Much initial probation officer training was accessed via the DOC’s New Agent Academy in 2017. While this training is comprehensive, access depends on timing (when offered and capacity) and then the considerable expense which had not been included in the annual training budget or plan. Additionally, staff turnover means that those officers who had been trained in a curriculum and have moved on take those new skills with them and they must be replaced. Supervisors participate in Metro Supervisors meetings, JJAC, Female Offender Task Force, EBP Forum and supervisory/leadership skills training on a regular basis.

- The department purchased licenses for the Relias Learning Management system. This permits access to online training specific to community corrections, public health, substance abuse, and mental health along with professional and career development content.
- Staff access the DOC ELM training content as assigned
- At the second staff meeting each month the agenda includes additional training using a communities of practice model.
- Due to staff turnover this year several staff participated in the Department of Corrections new agent academy.
- Generally two staff attend a major out of state conference or training each year.
  - In 2017 the officer with the high risk female offender caseload will be attending the conference for Justice Involved Women and Girls in December and the director
  - In 2016 two staff attended APPA and the director attended a 2 day regional meeting on pretrial convened by the National Criminal Justice Association
- Utilize J-SAT for coding/coaching of MI Tapes.
- One officer received training to be a Carey Guide trainer. This training is provided on regular basis in the office and she serves as a trainer when called upon across the state.
- Two staff attended the Mark Carey “Ten Steps to Risk Reduction” training and are scheduled to attend train the trainer in 2018.
- Several staff have participated in training for cognitive curricula over the last few years including two groups trained in Thinking for a Change 4.0, Moving On, and Decision Points.
- Two staff were trained as LSCMI trainers. One has since left the department.
- Staff attended the inaugural MACCAC conference in 2017. This was intended to replace attendance at MCA. MCA attendance may still be permitted depending on budget in the fall of the year if an equitable process of selecting attendees can be established.
- Two Sex Offender officers attend MnATSA annually and additional staff have completed Basic Sex Offender training.
- Two staff were trained as safety trainers but additional training is secured via the Rice County Sheriff’s Office (OC spray, radio, CPR) or as available in neighboring counties.
PROGRAM DESCRIPTIONS

JUVENILE PROBATION

Juvenile crime continues to drop as can be discerned through the data on ordered Pre Dispositional Reports. As a result Rice County has one juvenile caseload of 32 clients. A second officer with a sex offender caseload carries 6 juvenile sex offenders.

While there are fewer juvenile probation cases the clients served tend to have significant mental health and substance abuse issues and have been very challenging to supervise. RCCC works closely with social services to ensure recommendations for out of home placement are a last resort and the selected facility best meets the need of the child.

Low numbers mean fewer opportunities to provide cognitive groups led by probation staff; however, working with clients using core correctional practices on a 1:1 basis is expected and includes significant cognitive restructuring opportunities.

Many diverions and payables are managed through the county attorney’s office. This has contributed to the significant drop in low-risk juveniles referred to our office meaning that those we do supervise tend to require greater skill and use significantly more resources.

It is hoped that a Juvenile Crew will be re-established in the fall of 2017. The new position assistant probation officer will supervise occasional work crews in addition to drug court duties. This will permit juvenile offenders the opportunity to work off restitution and court assessments in a structured and supervised crew.

JUVENILE OUT OF HOME PLACEMENT

Out of home placement for juveniles has dropped significantly in Rice County and throughout the state and country, though that trend has reversed recently. In 2016 we exceeded our budgeted lines for OHP (134%) for the first time in 5 years, not necessarily due to more referrals but due to some very expensive, long-term placements. One client alone has incurred over $95,000 in expenses (to date) with the next 3 averaging $64,000 each. As of the end of October OHP line items are 99% expended. Through October 2017 there are 4 clients with repeated referrals resulting in long-term placement with expenses totaling $287,000, or nearly 78% of the OHP budget.
Use of secure detention has started to decline. While discussion alone may not have produced the reduction in observed YTD in 2017, the dialogue is certainly helping stakeholders understand the negative collateral consequences of detention and put some focus on racial and ethnic disparity. Though staff and law enforcement representatives were trained in a juvenile detention risk assessment instrument (RAI) it is yet to be deployed and middle-of-the-night options for assaultive juveniles are still limited. We hope that JDAI planning will permit further reductions in the use of detention as well as identification of other services to fill gaps.

Screening cases – RCCC uses a team review approach to try to find alternatives to out of home placement. Supervisors and juvenile officers meet with Social Services as part of the Juvenile Placement Screening Team to coordinate placements. Improved coordination permits billing of insurance or social services payment of some expenses (MA rate) for juvenile placements.

JDAI – Though Rice County was selected as a JDAI site in late 2014 it is difficult to say what specific goals have been achieved. There has been turnover of coordination 3 times and lukewarm support due to a lack of understanding of what should, or could, be done with grant funds. The initial grant was extended to October 31, 2017 with lapsed funds ($19,000) approved for grants to community organizations working with youth on prevention efforts. The tide has turned recently with improved flexibility under the JDAI model and increased stakeholder participation. Most noteworthy may be the expansion of the team to include significant participation by youth program directors and education administrators. The monthly meeting of JDAI appears to be the only mass gathering of stakeholders from multiple agencies and disciplines devoted to (or reacting to) Rice County youth. This has brought new energy and opportunities to the group. Staff support has been provided by the county attorney’s office manager and staff from the Faribault Youth Initiative. The county intends to apply for subsequent grants to continue the work of JDAI and rolling staff support and coordination into a new county position to include drug court and CJCC coordination.

Cognitive Programming – Because juvenile numbers have dropped so low it has not been possible to run any cognitive groups for juvenile offenders. Some staff did receive training in Decision Points, a flexible cognitive curriculum written by Juliana Taymans. This may permit more expedited deployment of a group format.
ADULT PROBATION

Adult probation services consist of bail evaluations, supervision, presentence investigations, pre-plea work sheets, delivery of cognitive interventions in a group setting as well as 1:1 with offenders. Many tasks related to supervision and PSI writing are time consuming, costly and potentially dangerous. A review of drug testing methodologies and costs was undertaken in 2017. It is estimated that the time of one FTE is spent conducting instant urinalysis. The frequency of testing afforded to drug court clients has not only increased costs to RCCC for testing devices but for staff time as well.

As noted previously, Rice County has a low prison commitment rate and significant downward departures for presumptive prison cases. With more serious offenders moving onto caseloads presentence investigations are more complex and require significant review of prior criminal histories; however, modules in CSTS that retain criminal history information make subsequent reports easier.

Though crime and arrest rates are slightly lower, adult caseloads have not dropped significantly due to the increased proportion of felons on caseloads and corresponding lengths of time that serious offenders serve on probation. Judges in Rice County typically sentence to a term of probation “up to X” years. Officers may petition the court for discharge, which isn’t considered “early” when an offender has satisfied conditions and remains in satisfactory status for a period of time.

Year-end count numbers had been on the decline, if only slightly, until 2015 when a corner was turned where there are now fewer discharges than intakes to probation.

<table>
<thead>
<tr>
<th>Year</th>
<th>Prior Year-end Count</th>
<th>Intake</th>
<th>Discharge</th>
<th>Final Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>1239</td>
<td>583</td>
<td>630</td>
<td>1192</td>
</tr>
<tr>
<td>2010</td>
<td>1170</td>
<td>558</td>
<td>503</td>
<td>1225</td>
</tr>
<tr>
<td>2011</td>
<td>1221</td>
<td>519</td>
<td>599</td>
<td>1141</td>
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<tr>
<td>2012</td>
<td>1131</td>
<td>539</td>
<td>563</td>
<td>1107</td>
</tr>
<tr>
<td>2013</td>
<td>1099</td>
<td>418</td>
<td>522</td>
<td>995</td>
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<td>2014</td>
<td>998</td>
<td>395</td>
<td>413</td>
<td>980</td>
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<td>2015</td>
<td>981</td>
<td>419</td>
<td>387</td>
<td>1013</td>
</tr>
<tr>
<td>2016</td>
<td>1008</td>
<td>431</td>
<td>397</td>
<td>1042</td>
</tr>
</tbody>
</table>

Data derived from the MNDOC Probation Survey and include corrections from previous years
While caseload/body counts are the quickest measure of staff workload, the less visible contribution to staff workload is the number of Pre Sentence Investigations (PSIs) that are ordered for adult offenders and the time it takes to complete them. PSIs are complex documents that require skilled investigation and the gathering of information from often unresponsive sources. Juggling multiple open PSIs with caseload supervision and shared office tasks (duty day/intake/bails) requires significant skill and concentration. All officers write PSIs with assignment rotated unless the officer is already supervising a client with a new offense. Due to staffing shortages in the last year officers have volunteered to write additional PSIs on an overtime basis in order to meet the needs of the court.

The number of felony PSIs is has been up and down and in 2017 we are on track to meet the number completed in 2016. There has been a reduction in misdemeanor and gross misdemeanor PSIs which provides some relief to staff. The time permitted for completion of PSIs has been inconsistent but improving. Complex sex offender PSIs require at least 8 weeks to complete due to the need to schedule the psychosexual assessment and incorporate the results into the report; the same with domestic PSIs due to complex criminal histories and relationships.

A significant number of offenders ordered to report for the PSI process fail to do so. After discussion with the bench the department implemented a “no-show” PSI procedure which requires multiple attempted contacts with the offender and his/her attorney to gain compliance and ultimately the completion of a report based upon available records. It is requested that the court sentence with this document should the offender appear for sentencing. In the past these offenders were detained or directed to report, again, with a new sentence date set within a very short period of time. This placed significant demands on officers to squeeze additional interviews and report writing into their schedules on very short notice.
BAIL EVALUATIONS AND PRETRIAL SERVICES

Bail Evaluations are completed by all staff on a rotating basis. Tracking of bail evaluations was only added to CSTS in 2013. At this time the department uses the “Hennepin” bail evaluation tool on those detainees facing charges included on the statutory bail list. The significant increase in bail evaluations can be attributed to the increase in domestic-related arrests.

The Judicial Council is expected to select a state-wide bail tool in the fall of 2017. Counties were given the option of going with whatever the Judicial Council selected or selecting their own tool for local use. If a county “opted out” they would be expected to validate their instrument on their population and provide that information to the Judicial Council for approval. Rice County “opted in” to the state instrument as did all but 5 Minnesota Counties.

It is expected that many questions about training and implementation of the approved statewide bail instrument will be addressed in the coming months. In anticipation of the ripples created by implementation of this new instrument, this office has put a heavy emphasis on research related to legal and evidence-based practices related to pretrial. Pretrial is meant to maximize release, public safety and appearance in court. Pretrial is not “pre-probation” and development of pretrial must be done as part of system-wide planning so all stakeholders understand the limits of pretrial services, including the legal, resource, and fiscal limitations.

ADULT SUPERVISION AND CASELOADS

DWIs were the largest offender/offense group until 2016 when they were surpassed by drug cases (240 DWIs compared to 263 drugs). Of the 1042 offenders under supervision YE 2016, 6 offenses comprised 75% of all supervision.

Adult caseloads are assigned by specialization and LSCMI score. Specialized caseloads include domestic violence, sex offender, higher-risk female, drug court, and low risk group/Monitor Connect. Remaining cases are assigned to traditional caseloads or the group/Monitor connect caseload depending upon risk score.
Supervisors and officers are revisiting and making recommendations for revised supervision standards and caseload transition procedures not only for traditional caseloads but to recommend revisions to the programming and “phases” applied to domestic and sex offender supervision. Revised supervision standards will not only address client contacts (office and field) but collateral contacts/verification, case planning, incentives, violation responses, and integration of core correctional practices.

Initially after implementation of the above table all misdemeanants sentenced without a PSI/LSCMI were placed directly on the group caseload. Some of these cases did not respond well to the administrative nature of this caseload and many were identified as having needs that could not be met via group/Monitor Connect standards.
The addition of the Level of Service Inventory-Revised: Screening Version (LSI-R:SV) completed at intake has permitted a measure of risk for misdemeanants sentenced without a PSI prior to their assignment to the group caseload. Those with a score of 4 or above are assigned to a traditional caseload for a full LSCMI. Additional information can be found in Appendix D.
**ADULT DIVERSION**

Diversion of adult offenders is managed through the county attorney’s office and an offender self-pay vendor (Diversion Solutions). Additionally, the county attorney’s office runs a pre-charge diversion program that should further reduce low risk offenders’ contact with the criminal justice system and the collateral consequences. At the time of this writing the pre-charge diversion program is under review by the county attorney and no data is available. The following diversion data was provided by that office for 2016 – YTD September 2017:

![County Attorney Diversion](image)

**SPECIALIZED CASELOADS**

- **DOMESTIC VIOLENCE:**
  - Domestic violence caseloads are of significant concern. The county’s participation in the *Blueprint for Safety* is timely to address case processing and improved victim satisfaction and safety. Additionally, there is a need to identify effective treatment options for offenders as current resources are quite limited. Probation survey data for DV cases:

<table>
<thead>
<tr>
<th>Domestic Violence Offense New Case Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>2012</strong></td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>Felony</td>
</tr>
<tr>
<td>GM</td>
</tr>
<tr>
<td>Misd</td>
</tr>
<tr>
<td>Juvenile</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
2.5 caseloads are devoted to domestic violence offenders; while all officers complete bail evaluations and may complete short-form domestic PSIs, domestic related cases are supervised by a domestic violence specialist.

Making treatment available that meets statutory requirements for DV offenders has been a particularly difficult issue to address. Research by the Washington State Institute for Public Policy indicates no positive outcome from use of the Duluth Model for domestic violence offenders. Additionally, they find little comprehensive evidence that any DV-specific program is effective in reducing the incidence of domestic violence, at least in a way that is replicable. We hope our participation in the Blueprint for Safety will help us better address these gaps.

DV officers currently use the Spousal Assault Risk Assessment from Multi Health Services as an offense-specific assessment. As part of Blueprint a lethality assessment (LAP) is completed by the law enforcement officer on the scene which is forwarded to Hope Center, the prosecutor and probation.

**SEX OFFENDER:**
- Two full caseloads are devoted to supervision of sex offenders with one of those officers supervising all of the juvenile sex offenders as well as some adults.
- Offenders participate in a multi-phase supervision and treatment program addressing specific risks and needs and using a step-down approach.
- Two separate sex offender groups funded with Department of Corrections contracts deliver treatment in RCCC offices each week. The sex offender officers participate in treatment groups with the providers and offenders. Treatment groups are held in a group meeting room in the community corrections office.
- Sex offender officers have completed required training and attend the annual MnATSA conference.
- Rice County receives reimbursement under the sex offender grant program for psychosexual assessments as well as polygraphs. We average approximately 5 psychosexual assessments per year.

**HIGHER RISK FEMALE OFFENDERS:**
- Implemented in October of 2015, we are excited to pilot a caseload of higher risk female offenders. Females often come to us as victims as well as offenders and have needs very different from those of male offenders. The skills needed to successfully work with women can be identified and trained so a primary caseload of female offenders will permit concentration of this training in one area.
- LSCMI score for the HR female offender caseload is 25+ but it is acknowledged that the LSCMI may not be the best instrument for assessing female risk and needs. Our programming supervisor has worked with the University of Cincinnati on their gender-specific trailer, the Women’s Risk Need Assessment (WRNA) and we will be looking at ways to incorporate this into decision making and case planning.
- At implementation this caseload was estimated to be 50 clients. Over time it was decided that to maximize impact with this population a smaller caseload is necessary. The “perfect world” target would be 30 but the current caseload sits at 42. We will have to monitor to determine what is manageable for the needs of these offenders and implement case movement to traditional...
agents as warranted though the interruption in supervision continuity erodes the one of the foundations of this caseload.

- The career officer managing this higher risk female offender caseload also co-facilitates Moving On with the drug court officer. The relationships built between the offenders and this team have been instrumental in motivating these clients to take on very difficult challenges to change.

- **GROUP/MONITOR CONNECT:**
  - Misdemeanants sentenced from the bench without a PSI have traditionally been referred directly to the Group/Monitor Connect caseload. We have begun using the LSI-R: SV at orientation to determine if the offender has unidentified risk or need factors that make them incompatible with this level of supervision.
  - Monitor Connect requires an $8 monthly payment by the offender to use the phone/web based service. For offenders initially transferring from quarterly group meetings to MC getting the payment was a challenge. Part of intake orientation prepares offenders for the benefits of phone/computer reporting and that this benefit will cost them a nominal amount each month, but spare them the expense in the time it would take to report.
  - Offenders either call to answer a series of questions specific to their case type on a monthly basis or they can log into their “portal” to not only answer their questions but to see messages from their probation officer or documents related to their case, including their MC fee balance.
  - Cases that are not compliant with MC or have new criminal activity are reassigned to a general agent or specialized caseload as conditions warrant.
  - This lowest risk “group” caseload is approaching 400 offenders as we continue to drive lower risk cases off of traditional caseloads and do discharges as appropriate.

- **DRUG COURT:**
  - The Rice County Drug Court started taking enrollments in July of 2014. There has been disagreement over targeting/eligibility as referrals slowly rolled in; too slow for judicial branch funding expectations which were established after the program design was completed. Despite this, the program has been highly successful with several very high risk/high need clients who otherwise would have been sentenced to prison or long terms of local incarceration.
  - On initial implementation the program was overseen by the county with a county employee as the coordinator/case manager. The oversight transitioned to the judicial district in 2015 with a part-time coordinator employed by the judicial branch. The intent in the program design was for this position to be a coordinator/case manager but case management activities were not permitted under a court-designated position. This limited the capacity to supervise clients to what could be done by the probation department without additional staffing and contributed to conflict over eligibility criteria and increased enrollment.
  - In 2016 Rice County approved a new position (assistant probation officer) in RCCC to provide support to the drug court probation officer in order to create capacity for additional enrollments. Half of this position is funded by the drug court grant.
  - Oversight and coordination is expected to transition back to the county in the fall of 2017. Part of this transition includes having the coordinator also provide case management which will assist the probation/assistant probation officers and increase capacity.
COGNITIVE PROGRAMMING

Several probation officers are trained to deliver cognitive programs addressing one of the most highly correlated criminogenic factors: criminal thinking. It has been difficult to deliver consistent cognitive programming since most curricula are closed ended, meaning once a cohort begins the program it is closed to additional participants until a new cohort can begin. One available option is the recent training provided to some RCCC officers to facilitate Decisions Points, a flexible basic cognitive program developed by the authors of Thinking for a Change. Another challenge to group facilitation has been the turnover in staff. Existing probation officers have shouldered extra duties while there were vacant caseloads. Preparing and delivering groups during these times has been difficult. Though groups typically start with a cohort of at least 10-12, sometimes more; attrition during group results in 50% or less graduation rate.

- The following groups are offered for offenders screened as eligible (meeting risk and need criteria) when a cohort can be established:
  - Thinking for a Change – Weekly 2 hour sessions; 26 weeks
  - Moving On – Weekly 2 hour sessions; 24 weeks
  - Offender Workforce Development – Weekly 3 hour sessions; 4 weeks
  - Decision Points – Flexible but could be delivered in a few as 8 sessions
  - Financial Literacy

Students of Math and Statistics at Carleton College will complete an evaluation of cognitive program participants to determine factors related to termination from group (Thinking for a Change and Moving On) including use of a matched comparison group.

2018-2019 STRATEGIC PLAN

The primary objective for 2018-2019 is to participate in the development of a Criminal Justice Coordinating Council. It makes little to no sense to attempt major system reforms if not in concert with other stakeholders. There are several ongoing initiatives that need to be “tied together” under a CJCC in order to break down silos and improve strategic planning.

- One planned initiative as identified by participants in our system mapping exercise will likely be investigation of the need for full-fledged pretrial services in the county, which cannot begin until all stakeholders are on the same page, fully understanding the legal and evidence-based practices surrounding pretrial, and the data is made available to inform planning. The movement at the judicial council is seen as the logical catalyst to begin discussion and planning.
- Another cross system/jurisdiction/agency need identified by the system map is a comprehensive approach to mental health and mentally ill offenders in the criminal justice system. All participants have qualitative stories about the severity and complexity of this issue, but there is little actual data to show impact on system partners or the specific needs to address these issues.

Additional RCCC objectives in addition to the CJCC are to improve the use of CSTS to better provide opportunities for reporting, including more accurate statistics on caseloads, offender characteristics and outcomes. Forward progress in this area was stalled with the repeated turnover in support staff and the loss of the Justice System Analyst position.
We will also continue to participate in “problem solving” collaborative groups such as JDAI, a CJCC, the Blueprint for Safety and Drug Court finding a way to maintain the fidelity of program designs.

1. **Update or Establish contact standards by risk, supervision level, and caseload type**: Provide guidelines for offender contact so resources are used in the most efficient way. Realign staff and responsibilities as necessary.

2. **Refine written procedures for caseload supervision and reviews**: To improve consistency of agent skills and activities intended to impact offender behavior supervisors will develop consistent processes to monitor agent/offender interactions from the time of the PSI interview through case discharge following guidelines in the MACCAC QA Plan.

3. **Create updated training plan and onboarding for new employees using Relias LMS**: The Relias learning management system will permit not only access to online training specific to community corrections and professional development but it will permit the addition of classroom training (MI, LSCMI, Agent Academy, etc.), so that training can be assigned and records are maintained. The initial set up has been complex and loss of support staff at a crucial point interrupted implementation.

4. **Pilot limited pretrial services under Blueprint for Safety**: Part of the Blueprint is the acknowledgement that DV offenders may not be generally risky as measured on a bail instrument or even the LSCMI. DV offenders tend to be specifically risky to their victim. This acknowledgement has permitted RCCC some latitude in planning for a pilot of pretrial services for this population.

### DATA

Turnover in the administrative assistant position (8 times in 6 years) and the loss of the justice system analyst means we continue to struggle with improving CSTS administration, data collection and reporting. The director’s participation on the CSTS standards committee and the DOC Outcomes Committee is providing some access to expertise; however, a primary function of the administrative assistant is to develop expertise in CSTS. The assistant and other support staff will be expected to network with identified CSTS experts in other counties and critically review current roles, permissions, reference tables and reports in CSTS.

### PRE-TRIAL SERVICES

Literature and court rules support the conditional release or detention of defendants at high risk for failure to appear in court and continued risk to public safety. Though Community Corrections provided “pretrial services” in the past, in all actuality this “service” was simply the drug testing, every other week, of defendants ordered to participate. This was simply an activity that contributed to no stated objective (FTA or detention rates) as defendants who tested positive, or did not report for testing, were not held accountable; RCCC could only identify non-compliance as an issue for consideration in the PSI. It was determined in the spring of 2014 that the department could no longer spend the time and resources on an exercise that had no clear purpose or contributed nothing to the goals of pretrial. Not only was pretrial not providing anything of value, it established a mindset among defendants that carried over into probation: there are no consequences for not following pretrial conditions.

It had been suggested that the county, based upon the number of outstanding FTA warrants and the unsentenced average daily population/length of stay in the jail, could benefit from a structured, objective-driven pretrial
program. Unfortunately, data related to FTA and average daily population and length of stay are not produced or shared therefore planning a large scale initiative such as this must wait until the structure of the CJCC is in place.

STAKEHOLDER RELATIONS

There have been significant changes in community corrections, court and jail administration, local law enforcement and the county attorney’s office over the last several years and it has been difficult communicating changes/expectations through current channels. At one time it was expected that there would be regular meetings between the bench and RCCC as well as the county attorney and RCCC. Scheduling and time demands meant this does not happen as regularly as anticipated. Meetings are called generally when there is a specific issue to address, not as a means to keep channels open.

Additionally, a large percentage of work in our office is generated by city attorneys. The cities of Faribault and Northfield are the largest contributor of misdemeanor and gross misdemeanor case activity and are represented by the same contracted counsel. Cities of Lonsdale, Dundas, and Morristown have their own contracted council. Attempting to meet with all separately to discuss case or process issues is inefficient and ineffective, as is working with at least 4 different law enforcement agencies. While stakeholders encounter each other at issue-specific meetings, establishing a CJCC as the umbrella organization over all of these existing work groups would provide for more strategic planning and comprehensive reporting of progress in these areas.

DRUGS/DRUG TESTING

Substance abuse in Rice County is similar to other areas with proximity to the Cities and interstate. Heroin and prescription pain medication abuse is the issue de jour, but data referenced earlier in this report suggest that methamphetamine and marijuana are most prevalent. Though the Rice County Drug Court was initially established in response to heroin related deaths in the county, as drug court staff noted, there is no medication assisted treatment for methamphetamine. A very active Rice County Chemical Health Coalition supports various initiatives directed at reducing youth substance abuse and risky behaviors.

Methamphetamine is the most frequently cited “drug of choice” for drug court participants; however, most participants admit to polysubstance abuse. Notably, prescription drug abuse ranks significantly higher than heroin and was the 4th most identified abused substance.

Changes were made in drug testing policies in 2015. Offenders are given an instant test at county expense. If the instant is positive for any drug the offender is asked to sign an admission. If the offender denies use the sample will be sent to the lab, but at offender expense. If the lab result is subsequently negative, any assessed fees are credited to the offender. Like all other fees, failure to pay within a year results in transfer to revenue recapture.

The reduction in drug testing expenses due to the above policy came at the same time that testing activity soared due to drug court testing activity. The cost of testing devices has risen dramatically and the staff time to conduct testing more frequently on more clients has approached the value of one full FTE.

A plan was put forth to coordinate drug testing of RCCC with Rice County Social Services, the Rice County Jail, and the drug court to, at the very least, use the same vendor. Based upon an assessment of the volume of testing and staff resources (limited male staff with majority male clients) RCCC distributed an RFP for collection and testing services. Though the plan was well received by county administration and the social services director, it was cost
prohibitive in the current budget cycle. It is hoped that more stable drug court funding to cover their clients’ expenses and strategic planning under the CJCC will make this an option in 2019.

**OUTCOMES**

It is suggested that if recidivism reduction is the primary goal of community corrections that most outcomes historically measured in community corrections are really intermediate measures or “outputs” rather than outcomes. The activity of this office (PSIs, clients supervised, groups delivered, training completed or delivered, work group participation) clearly indicates staff is dedicated to the work of corrections and serving clients, the system and the community. However, the county is not in a position to focus on outcomes without dedicated analyst resources or availability of data. Additionally, RCCC must ensure processes are reviewed and implemented with fidelity before there can be a focus on outcomes. RCCC has operated in a reactionary mode in the last few years due to department and county staff turnover. It is hoped that both have slowed, or at least become manageable, and that the CJCC will provide strategic direction on priorities.

At this time we have outside assistance via Carleton College to look at our cognitive programming and the drug court received an evaluation that was highly critical of process but showed extreme success in outcomes (reduction in jail and prison by participants; reduction in LSCMI scores; attainment of employment, driver’s licenses, GED’s, and housing; reduction in substance use).

There is concern that female offenders are not performing as well in drug court as their male counterparts. Of 9 graduates thus far, only one (the first) has been a female. RCCC does not have access to drug court data at this time but qualitatively, the probation officer serving drug court sees the failure of females as an issue warranting further study and response.
MINNESOTA DEPARTMENT OF CORRECTIONS – COMMUNITY CORRECTIONS ACT SUBSIDY

To be used for original application and for amendments to the original comprehensive plan that add or delete units of service. Check one: ___x___ Original Application       ____ Amendment # _____

Applicant: Rice County

Application Period: January 1, 2018 to December 31, 2019

Original Proposed Budget: 
  DOC Subsidy $ 1,028,417  
  Other State Funds $ 
  County Funding $ 1,342,302  
  Other Funding $ 85,650  
  TOTAL BUDGET $ 2,456,369

*Amendment: Name of Units of Service (attached budget sheets)

Community Corrections Administrator:
Name/Title/Signature: _________________________________
Christine M. Curtis, Director of Community Corrections

Address: 128 3rd St., NW, Faribault, MN 55021
Telephone #: 507-332-6106

Financial Officer:
Name/Title/Signature: _________________________________
Sara Folsted, County Administrator

Address: 320 3rd St., NW, Faribault, MN 55021
Telephone #: 507-332-6122

APPLICANT’S AGREEMENT

It is understood and agreed to by the applicant that:
1) Funds granted for this community corrections comprehensive plan will be used only to implement the plan as approved by the Commissioner of Corrections.
2) The grant may be terminated in whole, or in part, by the Commissioner of the Minnesota Department of Corrections. Such termination shall not affect obligations incurred under the subsidy prior to the effective date of such termination.
3) The applicant will apply for approval to change the plan whenever implementation or financing will be materially changed. Approval will be governed by Minnesota Rules Chapter 2905.0500.
4) Financial status reports will be submitted every three months and narrative progress reports every six months 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) The applicant will strictly adhere to rules promulgated by the Department of Corrections (Minnesota rules 2905).

SIGNATURES OF AUTHORIZED OFFICIALS

Please remember: These same signatures are required to be on any amendment that adds or deletes programs/services/funding.

Name/Title/Signature

Name/Title/Signature

32
# APPENDIX A: ANNUAL OPERATING BUDGET

## MINNESOTA DEPARTMENT OF CORRECTIONS

### COMMUNITY CORRECTIONS ACT

#### COMPREHENSIVE PLAN BUDGET

(NEAREST DOLLAR)

| County/Group: Rice | Budget Year: 2018-2019 |

### Consolidated Budget

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Staff Training Budget (minimum requirement = 2% of Subsidy): 20,568

Minimum County/Group Level of Spending Current Year: 266,926

Percent of County budget: 20%

## Budget for Subsidy Program: Administration

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### 2018 – 2019 Comprehensive Plan

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# APPENDIX B: SALARY ROSTER

## RICE COUNTY PERSONNEL COST PROJECTIONS - COMMUNITY CORRECTIONS

**BUDGET YEAR 2018**

### DEPT NAME | POSITION | FTE | ANNUAL | HEALTH | LIFE | PERA | FICA | MOON | LTD | TOTAL
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
235 Brewer, Angela | Probation Officer - Career | 1.00 | 74,695 | 19,820 | 19 | 5,617 | 4,044 | 1,006 | 185 | 106,675
255 Clark, Kevin | Probation Officer | 1.00 | 82,241 | 9,714 | 19 | 4,630 | 3,059 | 902 | 162 | 61,595
265 Curtis-Baatz, Christine | Director Of Community Corrections | 1.00 | 106,068 | 9,714 | 19 | 7,635 | 6,452 | 1,509 | 271 | 129,835
266 Faloona, Justin | Probation Officer | 1.00 | 56,855 | 9,714 | 19 | 4,254 | 3,253 | 524 | 148 | 75,351
266 Frickrad, Maria | Clerk - Community Corrections | 1.00 | 41,790 | 9,714 | 19 | 3,134 | 2,551 | 466 | 160 | 57,693
266 Gesekke, Rickard | Probation Supervisor | 1.00 | 80,810 | - | 19 | 6,691 | 5,210 | 1,172 | 210 | 93,291
266 Hansen, Jadison | Probation Officer | 1.00 | 62,669 | 19,820 | 19 | 4,790 | 3,256 | 925 | 166 | 93,291
266 Hedstrom, Kimberly | Probation Officer | 1.00 | 60,998 | 19,820 | 19 | 5,250 | 4,340 | 1,015 | 182 | 109,423
266 Johnson, Sarah | Probation Officer | 1.00 | 58,940 | 9,714 | 19 | 4,421 | 3,054 | 855 | 153 | 77,755
266 Karl, McKay | Probation Officer | 1.00 | 59,464 | - | 19 | 4,455 | 3,653 | 801 | 154 | 69,577
266 Langer, Aaran | Probation Officer - Career | 1.00 | 74,898 | 19,820 | 19 | 5,617 | 4,044 | 1,006 | 185 | 106,675
266 Langer, Kathryn | Probation Officer | 1.00 | 69,995 | 9,714 | 19 | 5,250 | 4,340 | 1,015 | 182 | 90,517
266 Marzkec, Rochelle | Probation Officer | 1.00 | 69,995 | 9,714 | 19 | 5,250 | 4,340 | 1,015 | 182 | 90,517
266 Minor-Jacobson, Tracy | Probation Officer | 1.00 | 60,998 | 19,820 | 19 | 5,250 | 4,340 | 1,015 | 182 | 109,423
266 Peckham, Jennifer | Probation Officer - Career | 1.00 | 74,898 | 9,714 | 19 | 5,617 | 4,044 | 1,006 | 185 | 96,172
266 Sorensen, Tracy Z | Probation Supervisor | 1.00 | 85,750 | 9,714 | 19 | 6,431 | 5,317 | 1,243 | 223 | 108,697
266 Thollman, Justin | Admin Assistant - Community Corrections | 1.00 | 47,717 | 9,714 | 19 | 3,579 | 2,968 | 600 | 124 | 64,803
266 Vodopika, Shawn | Probation Officer | 1.00 | 69,995 | 19,820 | 19 | 5,250 | 4,340 | 1,015 | 182 | 99,295
266 Vwanng, Shelly | Probation Officer | 1.00 | 59,424 | 9,714 | 19 | 4,592 | 3,502 | 947 | 152 | 77,165
266 VACANT | Probation Officer | 1.00 | 59,424 | 9,714 | 19 | 4,592 | 3,502 | 847 | 152 | 77,165
266 VACANT | Assistant Probation Officer | 1.00 | 47,652 | 9,714 | 19 | 3,577 | 2,957 | 600 | 124 | 64,774
266 VACANT | Justice System Coordinator | 1.00 | 55,732 | 9,714 | 19 | 4,180 | 3,505 | 505 | 165 | 74,003
266 White, Shane | Clerk - Community Corrections | 0.25 | 11,023 | 3,873 | 19 | 827 | 883 | 180 | - | 16,585

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3.A.a

APPENDIX C: FEE SCHEDULE

Fees are established annually by the board of commissioners. Some items are not necessarily “fees” but pass-through assessments to offenders for costs incurred by Rice County on their behalf. Those include psychosexual evaluations, or portions of evaluations or polygraphs, not reimbursed by the DOC. Many juvenile related expenses are assessed to the family on a sliding scale and are billed/collection through Rice County Social Services.

New drug testing policies and fees were instituted in January 2015. Offenders are asked to admit to a positive instant drug test. If there is no admission the sample is sent to the lab for confirmation for every positive substance at the cost of $25 per substance assessed to the offender. Offenders are credited for any confirmation tests that are returned as negative.

We have initiated discussions about the role that fees assessed to offenders play in subsidizing government service. The labor costs, postage, supplies, etc., that go into assessing, billing, processing, collecting and reconciling fees. We have questions about additional stress placed on offenders who are balancing restitution, driver’s license reinstatement fees, child support, and maintaining their families on what are typically low incomes. Corrections may not be the best place to attempt “user fees” if they do more harm than good and the cost of being in the “fee business” nearly exceeds the revenue.

![Community Corrections Fees](image-url)

It is your responsibility to pay the designated fees associated with your probation per MS 244.18. Failure to pay within a calendar year of the assessment, or maintain your approved payment schedule, may result in the filing for Revenue Recapture (taking from your tax refund) for adults or the parents of juveniles per MS 270A. The state will charge $15.00 each time they capture money from a refund. You have to right to contest the Revenue Recapture claim, and must do so in writing to the address noted below, within 45 days of notice of Revenue Recapture and include reasons for challenging the claim.

**Adult Fees:**
- Misdemeanor - $200
- Gross Misdemeanor - $300
- Felony - $500
- Transfer In - $200
- LTS No Show Fee - $10
- Psychosocial Evaluation - Actual Vendor Cost (may be reduced by grant reimbursement from Department of Corrections)

**Juvenile Fees:**
- Probation - $50
- Diversion - $25
- Out of home placement - Varies
- Electronic Monitoring - $9-20/day

**Drug Testing Fees:**
A positive instant drug/alcohol test, where the client does not admit to use, will be submitted to the lab for confirmation testing and will result in the following fees assessed to the client's account:

**Lab Confirmation:** $25.00 PER DRUG

Clients may also be assessed for expenses incurred by Rice County Community Corrections on the behalf of a probationer or supervised releasee (transportation, treatment, assessment, polygraph, REAM expenses, etc.) Questions related to fees can be addressed to CCRCollections@co.rice.mn.us or 507-333-3702 or your probation officer.

Rice County accepts Cash, Personal Checks, and Money Orders which should be made out to the Rice County Auditor, Treasurer and mailed to:

Rice County Community Corrections—Fee Collections
128 3rd Street NW
Fairbault, MN 55021

Failure to pay fees within one calendar year of assessment will result in submission for Revenue Recapture.
APPENDIX D: LSCMI AND CASE TRANSFER/SUPERVISION PROCEDURE

LS/CMI and CASE ASSIGNMENT

- LS/CMI score is 24 or below – The supervising agent will complete section one only. It is not required to complete sections 2-8.
- LS/CMI Score is 25 or above – The supervising agent will complete sections 2-8 as a basis for the case plan
- Re-assessment will be completed annually, but can be completed if behavior is demonstrated that warrants a reduction or increase in supervision.
- Cognitive groups require LS/CMI score of 25+
- Nominal risk = Group/Monitor Connect caseload
  - Transfers to Group/Monitor Connect supervision will require blue inter-office transfer form.
  - GM cases not assessed can be screened with the LSI-R:SV and assigned to Group/Admin when appropriate with supervisor approval
- Low/Med/High risk supervised by general PO with DV and SO assigned to specialized caseloads

SUPERVISION STANDARDS

- Decreased supervision within traditional caseloads without LSCMI reassessment is based upon the client making positive progress towards completion of his/her case plan (documented) and/or compliance with probation.
- LS/CMI reassessment can also be completed to justify decreased supervision.
- An LS/CMI reassessment must be completed annually.
- All transfers to Group/Monitor Connect must have supervisor approval via blue transfer sheet.
- Treatment verification required on a monthly basis.
- In-person contacts may alternate with phone contacts for compliant offenders with confirmed employment.
- Quarterly Field Visits required on medium/maximum supervision cases.

*Offenders are eligible for transfer to group/Monitor Connect caseload via “bluesheet” (below) upon verification of CD assessment completion, having started programming and in overall compliance with probation.
Group/Monitor Connect Reporting

Date: _______ PO: _______ Offender Name: ________________________________

LSI-R/LSCMI score _________ (must be >22 on LSI-R or >19 on LSCMI)

All conditions updated? Y N
Supervision level & Agent updated? Y N Offender notified? Y N

Record check, Date________________ (w/in last 60 days) & entered in chrono's in CSTS

Expiration within 6 months? Y N (If yes, Agent to determine eligibility)

Agent recommendations: _____ Admin _____ Group

Reason: ______________________________

Date of last face to face contact: ______________

☐ Admin letter sent
GRANT APPLICATION AGREEMENT

COVERSHEET WITH SIGNATURES

APPLICATION INFORMATION

Legal Name of Applicant Organization: RICE COUNTY
Grant Funds Requested Per Calendar Year: $1,028,417
Grant Time Period: January 1, 2018 – December 31, 2019

OFFICIAL WITH AUTHORITY INFORMATION

Name of official with authority to sign: Steve Bauer
Title: Chair, Rice County Board of Commissioners
Address: 320 3rd Street NW
City, Zip code + 4: Faribault, MN 55021
Phone Number: 507-332-6100
Email: RCAdmin@co.rice.mn.us

REQUIRED ID NUMBERS AND LOCATION INFORMATION

SWIFT Vendor Number: 197343
Congressional District(s) (if applicable): ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th
☐ 5th ☐ 6th ☐ 7th ☐ 8th

SIGNATURE(s)

SIGNATURE OF OFFICIAL WITH AUTHORITY TO SIGN:

SIGNED_________________________________________________________
____________________________________________________________
DATE

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)

SIGNED_________________________________________________________
____________________________________________________________
DATE

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.
## 5. GRANT PROGRAM CONTACT INFORMATION

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<thead>
<tr>
<th>Name</th>
<th>Christine M. Curtis</th>
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<tr>
<td>Title</td>
<td>Director</td>
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<tr>
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<tr>
<td>Address</td>
<td>128 3rd St NW</td>
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<td>City, ZIP</td>
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<tr>
<td>Phone</td>
<td>507-332-6290</td>
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<tr>
<td>Email</td>
<td><a href="mailto:curtis@co.rice.mn.us">curtis@co.rice.mn.us</a></td>
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## 6. BUSINESS MANAGER/ACCOUNTING CONTACT INFORMATION

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<td>Phone</td>
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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.

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.

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 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 present 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.
AGENDA DATE: January 9, 2018

REQUEST BY: Dennis Luebbe, Highway

STATE ITEM OF BUSINESS:
Award of Contract #18-01/Crushing and Stockpiling Bituminous Millings

BACKGROUND:
Quotes were received and opened on November 17, 2017 to crush and stockpile bituminous millings at our stockpile site. This material will be used for shouldering and roadway surfacing on roadways throughout the county. The department has budgeted $50,000 for this work.

COUNTY BOARD ACTION REQUESTED:
to award Contract #18-01 to Kielmeyer Construction Inc. for crushing and stockpiling bituminous millings in the amount of $2.58 per ton.

Reviewed with additional material provided: ☑️ Approved
County Administrator
HISTORY:
01/09/18                Board of Commissioners                  APPROVED
AGENDA DATE: January 9, 2018

REQUEST BY: Dennis Luebbe, Highway

STATE ITEM OF BUSINESS:
Adoption of Resolution #18-005/Approving MN-DOT Agreement #1030066

BACKGROUND:
(Background)

COUNTY BOARD ACTION REQUESTED:
to adopt Resolution #18-005 - Resolution Approving MN-DOT Agreement #1030066.

Reviewed with additional material provided: ✅ Approved
County Administrator
RESOLUTION #18-005

RESOLUTION APPROVING MN-DOT AGREEMENT #1030066

WHEREAS, the State of Minnesota, Department of Transportation and Rice County desire to partner together to bring about efficient delivery of Federal Aid projects under the provisions of Minnesota Law.

NOW THEREFORE BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the Rice County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Chairperson of the Rice County Board of Commissioners and the County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1030066”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Dated this 9th day of January, 2018.

RICE COUNTY BOARD OF COMMISSIONERS

__________________________
Steve Bauer, Chairperson

ATTEST:

__________________________
Sara Folsted, County Administrator
AGENDA DATE: January 9, 2018

REQUEST BY: Shelley Langevin, Administration

STATE ITEM OF BUSINESS:
Payment of Bills

BACKGROUND:
(Background or Memo Information)

COUNTY BOARD ACTION REQUESTED:

Reviewed with additional material provided: ☑ Approved
County Administrator
HISTORY:
01/09/18 Board of Commissioners
AGENDA DATE: January 9, 2018

REQUEST BY: Shelley Langevin, Administration

STATE ITEM OF BUSINESS:
Extra Time/Over Time Report (12/22/2017)

BACKGROUND:
(Background or Memo Information)

COUNTY BOARD ACTION REQUESTED:

Reviewed with additional material provided: ✔ Approved
County Administrator
## Copy of Hours and Earnings Report Over St... (000)

**Pay Date: 12/22/2017**  
**Home Department: 000005**

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**Totals for Home Department 000005**

| Total         | 0.00           | $ 0.00           | 0.00              | $ 0.00              | 0.00                | 0.00                   | $ 0.00                  | 0.00     | $ 0.00    | $ 0.00       | $ 0.00                | $ 0.00               | $ 0.00               | $ 0.00               | $ 0.00              | $ 0.00              |

**Pay Date: 12/22/2017**  
**Home Department: 000063**

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**Totals for Home Department 000063**

| Total         | 15.00          | $ 725.00          | 0.00              | $ 0.00              | 0.00                | 0.00                   | $ 0.00                  | 0.00     | $ 0.00    | $ 0.00       | $ 0.00                | $ 0.00               | $ 0.00               | $ 0.00               | $ 0.00              | $ 0.00              |

**Pay Date: 12/22/2017**  
**Home Department: 000110**

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**Totals for Home Department 000110**

| Total         | 8.00           | $ 269.04          | 0.00              | $ 0.00              | 0.00                | 0.00                   | $ 0.00                  | 0.00     | $ 0.00    | $ 0.00       | $ 0.00                | $ 0.00               | $ 0.00               | $ 0.00               | $ 0.00              | $ 0.00              |

**Pay Date: 12/22/2017**  
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**Pay Date: 12/22/2017**

**Home Department: 000320**

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**Pay Date: 12/22/2017**

**Home Department: 000330**

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**Pay Date: 12/22/2017**

**Home Department: 000395**
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#### Pay Date: 12/22/2017

**Home Department: 000397**

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**Total: 6.00 $ 216.73**

**Total:**

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**Home Department: 000433**

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**Total: 9.50 $ 334.21**

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**Copy of Hours and Earnings Report Over St... (000)**
AGENDA DATE: January 9, 2018

REQUEST BY: Shelley Langevin, Administration

STATE ITEM OF BUSINESS:
Personnel Appointments

BACKGROUND:
(Background or Memo Information)

COUNTY BOARD ACTION REQUESTED:

Reviewed with additional material provided: ✓ Approved
County Administrator
Christina Albers, Temp. FT Case Aide, Social Services @ $17.94/hr., eff. 12/28/2017
SuAnn Fillipi, Reg. FT Social Worker (Chemical Dependency), Social Services @ $28.37/hr., eff. 01/17/2018
Kelly Koktavy, Reg. FT Financial Eligibility Worker, Social Services @ $19.67/hr., eff. 01/08/2018
Laurie Rosas, Reg. PT Social Worker (Guardian), Social Services @ $27.59/hr., eff. 01/02/2018
RICE COUNTY
PERSONNEL APPOINTMENT

Requires Board Approval

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EXPLANATION / COMMENTS

DEPARTMENT ACKNOWLEDGEMENT

By signing, the Employee, Supervisor, and Department Head acknowledge that the Personnel Appointment, Employee Job Description, and Probationary Period has been acknowledged.

PROBATIONARY PERIOD

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Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________

Department Head: __________________________ Date: __________________________

Human Resources: __________________________ Date: __________________________
**Rice County Personnel Appointment**

Requires Board Approval

**Board Meeting Date:** 01-09-2018  
**Employee Name:** SuAnn Fillipi

**Effective Date:** 01-17-2018  
**Employee Number:** 002284

**Position:** Social Worker – Chemical Dependency  
**Salary Schedule:** Social Services

**Department:** Social Services  
**Unit / Grade / Step:** SS / Grade 11 / Step C

**Home Cost Code:**  
**Wage Rate:** $28.37

**REASON FOR CHANGE**

- [ ] New Hire
- [ ] Re-Hire
- [ ] Temporary Assignment
- [ ] Interim Appointment
- [X] Promotion
- [ ] Demotion
- [ ] Transfer
- [ ] Reclassification

**X** CHANGE(S)  
**CURRENT / CHANGE FROM**  
**NEW / CHANGE TO**

- [X] Department  
  - CURRENT: Social Services  
  - CHANGE FROM: Regular, Full-time (40 hours per week)  
  - NEW: Social Worker – Chemical Dependency

- [X] Employment Status  
  - CURRENT: Non-Exempt  
  - CHANGE FROM: Social Worker  
  - NEW: SS / Grade 11 / Step C, $28.37

- [X] Exempt Status

- [X] Assignment

- [X] Position

- [X] Unit/Grade/Step, Wage

- [X] Rice County Start Date  
  - CURRENT: 01-17-2018  
  - CHANGE FROM: January 17  
  - NEW: Christine Davis

- [X] Review Date

- [X] Supervisor

- [X] Department Head

- [ ] Other

**EXPLANATION / COMMENTS**

---

**DEPARTMENT ACKNOWLEDGEMENT**

By signing, the Employee, Supervisor, and Department Head acknowledge that the Personnel Appointment, Employee Job Description, and Probationary Period has been acknowledged.

**PROBATIONARY PERIOD**

- [ ] None
- [ ] 6 Month (3 & 6 month Reviews)
- [X] 1 Year (3, 6, 9, & 12 month Reviews) 04/17/18, 07/17/18, 10/17/18, 01/17/19

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<thead>
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<tr>
<th>Human Resources:</th>
<th>Date:</th>
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</table>
# Rice County Personnel Appointment

**Requires Board Approval**

- Board Meeting Date: 01-09-2018
- Employee Name: Kelly Koktavy
- Effective Date: 01-08-2018
- Employee Number: 002282
- Position: Financial Eligibility Worker
- Salary Schedule: Social Services
- Department: Social Services
- Unit / Grade / Step: SS / Grade 7 / Step A
- Home Cost Code: 05-411-600-0000
- Wage Rate: $19.67

## REASON FOR CHANGE

- **X** New Hire
- Re-Hire
- Temporary Assignment
- Interim Appointment
- Promotion
- Demotion
- Transfer
- Reclassification

### CHANGE(S)

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<thead>
<tr>
<th>CURRENT / CHANGE FROM</th>
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<tr>
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<tr>
<td>Assignment</td>
<td>Financial Eligibility Worker</td>
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<tr>
<td>Position</td>
<td>Financial Eligibility Worker</td>
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<tr>
<td>Unit/Grade/Step, Wage</td>
<td>SS / 7 / A, $19.67</td>
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<td>Review Date</td>
<td>January 8</td>
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<tr>
<td>Supervisor</td>
<td>Michele Evans</td>
</tr>
<tr>
<td>Department Head</td>
<td>Mark Shaw</td>
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</table>

### EXPLANATION / COMMENTS


### DEPARTMENT ACKNOWLEDGEMENT

By signing, the Employee, Supervisor, and Department Head acknowledge that the Personnel Appointment, Employee Job Description, and Probationary Period has been acknowledged.

#### PROBATIONARY PERIOD

- None
- 6 Month (3 & 6 month Reviews)
- **X** 1 Year (3, 6, 9, & 12 month Reviews) 04/08/18, 07/08/18, 10/08/18, 01/08/19

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<tr>
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<td>Date:</td>
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RICE COUNTY
PERSONNEL APPOINTMENT

Requires Board Approval
Board Meeting Date: 01-09-2018
Employee Name: Laurie Rosas

Effective Date: 01-02-2018
Employee Number: 002281

Position: Social Worker - Guardian
Salary Schedule: Social Services

Department: Social Services
Unit / Grade / Step: SS / Grade 12 / Step A

Home Cost Code: 05-433-700-0000
Wage Rate: $27.59

REASON FOR CHANGE
- New Hire
- Re-Hire
- Temporary Assignment
- Interim Appointment
- Promotion
- Demotion
- Transfer
- Reclassification

X CHANGE(S) CURRENT / CHANGE FROM NEW / CHANGE TO
- Department Social Services
- Employment Status Regular, Part-time (24 hours per week)
- Exempt Status Non-Exempt
- Position Social Worker - Guardian
- Unit/Grade/Step, Wage SS / 12 / A, $27.59
- Rice County Start Date 01-02-2018
- Review Date January 2
- Supervisor Mark Shaw
- Department Head Mark Shaw
- Other

EXPLANATION / COMMENTS

DEPARTMENT ACKNOWLEDGEMENT
By signing, the Employee, Supervisor, and Department Head acknowledge that the Personnel Appointment, Employee Job Description, and Probationary Period has been acknowledged.

PROBATIONARY PERIOD
- None
- 6 Month (3 & 6 month Reviews) 04/02/18, 07/02/18, 10/02/18, 01/02/19
- 1 Year (3, 6, 9, & 12 month Reviews) 04/02/18, 07/02/18, 10/02/18, 01/02/19

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

Department Head: ___________________________ Date: ___________________________

Human Resources: ___________________________ Date: ___________________________