Carlton County, Minnesota
Committee of the Whole Agenda

CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, Board Room
December 1, 2015 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of November 3, 2015 meeting minutes
4. New Business
   A. COORDINATOR / HR / BUILDING MAINTENANCE
      1. Policy Committee policy list – Informational Only
      2. Review and approve the Data Practices Policy
      3. Discuss and approve Management Team recommended IFC Form
      4. Budget discussion
   B. PUBLIC HEALTH & HUMAN SERVICES
      1. Birch Tree Center to receive AMC Award
   C. TRANSPORTATION
      1. Monthly construction update (info only)
      2. Monthly maintenance update (info only)
      3. Monthly budget update (info only)
5. Other Business
   A. Department Updates
   B. Next regular meeting date is scheduled for January 5, 2016 at 4:00 p.m. located at the Carlton County Transportation Building.
6. Adjournment

CARLTON COUNTY MINNESOTA
OFFICE OF THE COUNTY COORDINATOR
301 WALNUT AVE, P.O. BOX 510, CARLTON, MINNESOTA 55718
PHONE 218.384.9140 FAX 218.384.9196
DENNIS GENEREAU, JR., COUNTY COORDINATOR

Date: November 3, 2015

Re: Carlton County Committee of the Whole Minutes

Meeting called to order at 4:05 p.m. by Chairman Proulx.

Present: Peterson, Brenner, Bodie, Proulx, Zmyslony,

Absent: None

Agenda for November 4, 2015 meeting approved (Brenner, Zmyslony).

Minutes from September 1, 2015 meeting approved (Bodie, Brenner).

Introductions/Guests

Peter Lindstrom (St. Paul Port Authority) – Mr. Lindstrom provides a presentation on Property Assessed Clean Energy (PACE) program. Economic Development Director Connie Christenson introduces Mr. Lindstrom who delivers a 30 minute Q & A session regarding background, history, and benefits of the PACE program. A partnership with Carlton County through a Joint Powers Agreement would allow Carlton County commercial property owners the agility to finance energy efficiency and renewable energy upgrades to their buildings with federal funds. Repayment of the energy improvement loan would be through an assessment on their real property tax statements.

New Business

A. ASSESSOR

1. Pictometry – County Assessor Marcie Moreland explains options that exist with respect to outside entity requests for access to the Pictometry program. Ms. Moreland presents information regarding who might be asked to pay for access and what the cost options are. Discussion had regarding generation of a more specific set of criteria for access, as well as exploration of any possible data practices issues. **Motion by Moreland, second by Bodie, to postpone a decision on this request pending additional information. Approved.**

2. Surplus Fleet Vehicle – County Assessor Moreland provides information regarding the lack of use of one of the county fleet vehicles, a 2009 Chevrolet Colbalt. Ms. Moreland explains that the Zoning Office has expressed interest in adding it to their fleet. Ms. Moreland requests permission to transfer the vehicle to the Zoning Office, or, if that office does not need the vehicle, to sell the vehicle at public sale. **Motion by Brenner, second by Peterson to authorize transfer of the vehicle to the Zoning Office, or, in the alternative, to sell the vehicle at public sale. Approved.**

B. LAND

1. Timber Sale – Greg Bernu requests authorization to conduct a timber sale on December 9, 2015 for six (6) tracts of land in Carlton the County containing an estimated 3960 cords of wood. **Motion by Bernu, second by Brenner to authorize the December 9th timber sale on six (6) tracts of County land. Approved.**

C. COORDINATOR/HR/BUILDING MAINTENANCE

1. Policy Committee policy list - info only.

2. Consideration of the Carlton County Facility Closing Policy – Committee reviews the proposed Facility Closing Policy, including consideration for which department will be responsible for coordinating the closure process and whether any position within each building pod will be assigned responsibility for making emergency closure calls when time of the essence. **Motion by Brenner, second by Proulx to approve the policy as written, with the understanding that the County Coordinator's Office will be responsible for coordinating the closure process consistent with the policy, and that the language "and allow for" will be added after the word "require" in the first sentence of paragraph 3 of the Procedure section on page one of the policy. Approved.**

3. Consideration of the Personal Appliance Policy – Committee reviews the proposed Appliance Policy. **Motion by Zmyslony, second by Peterson to approve the policy as written. Approved.**

4. Consideration of the AED policy. – Committee reviews the proposed AED policy. Mr. Genereau notes that the "Appendix A: AED Locations" needs to note that the Transportation/Land building should also have an AED in the garage area of that building. Mr. Genereau advises the Committee that the issue of funding the purchase of the AED's and maintaining them was addressed at the Finance Committee meeting on November 3, 2105, and that the Finance Committee recommended transferring $12,500 out of the general reserve to purchase any needed AED's, a training video if necessary, and maintenance supplies for the current AED's, with the understanding that further maintenance and replacement funding will be provided through either the Building Maintenance Department or the County Coordinator's Office. **Motion by Bodie, second by Brenner to approve the policy as written, with the change to Appendix A and the transfer of $12,500 out of the General Fund Reserves for initial purchase and maintenance of the needed AED's. Approved.**

D. Economic Development

1. Broadband Feasibility Study – Ms. Christenson requests authorization to apply for a Blandin Foundation grant to conduct a feasibility study to identify the County's broadband and infrastructure needs. The Minnesota Office of Broadband funds development of broadband infrastructure, but a feasibility study would be needed before those grants could be successfully applied for. **Motion by Ms. Christenson, second by Brenner to approve the submission of a grant request to the Blandin request for a broadband feasibility study. Approved.**

E. Public Health and Human Services

1. Point Person to the PH&HS Director – Mr. Lee requests authorization to reorganize some staff positions in order to establish a point person to the PH&HS Director for the purpose of handling various projects, tasks, and other duties that are the responsibility of the Director but not necessarily appropriate for assignment to any supervisory staff. This reorganization will result in a reduction in FTE and staff costs going back to the beginning of 2015 and will not require the hiring of any new FTE's. It was also discussed that many other county departments, all of which are smaller in staff size than PH&HS, are structured to include a point person or deputy to the department head, including the Sheriff's Office, Transportation, Auditor/Treasurer, Recorder, and Assessor. **Motion by Mr. Lee, second by Bodie to approve the establishment of a point person to the PH&HS Director. Approved.**

F. Transportation

1. Update on Construction Budget. Mike Tardy. Info only.

2. Transportation Update on Maintenance Program. Mike Tardy. Info only.

3. Monthly Budget Update. Mike Tardy. Info only.

4. 2014 Budget Year-in-Review Presentation. Mark Linne and Mike Tardy. Info only.

5. Presentation of 2015 Merit Award for Outstanding Work in Bituminous Surfacing as presented to the Carlton County Transportation Department. Mike Tardy. Info only.

Other Business

A. Department Updates - None

B. Next Committee of the Whole meeting dated is set for December 1, 2015 at 4:00 p.m. located at the Carlton County Transportation Building.

Motion to adjourn meeting (Bodie, Brenner) Approved

Meeting adjourned at 5:51 p.m.

Submitted by Dennis Genereau

Carlton County Policy Tracking Form

Revised 11/18/2015

Priority	Policy	Created By/Working On	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Data Practices Policy	Attorney's Office	June 1, 2014	8/19/15 - 9/17/15	December 1, 2015	
1	Data Retention Policy	Attorney's Office				
1	HR Internal Complaint Handling Process	Kim Franek				
1	HR External Complaint Handling Process	Kim Franek				
1	Travel and Meal Reimbursement Policy	Kathy K. and Dennis				
1	Conflict of Interest					
1	Use of County Vehicles Policy	Update existing - Dennis lead				
2	County Board Guidelines	Coordinator's Office				
2	Public Hearing Rules of Procedure & Decorum	Dennis/Jeff		County Board wants less strict version		
2	County -wide Drug Testing Policy					
2	Carlton County Safety Program Policy AWAIR	Karola Dalen/Kim Franek				
2	Auditor - Wire Transfer Policy	Kathy K.				
3	Nondiscrimination Disclosure Policy					
3	Bullying Policy					
3	Harassment Policy					
3	Alternative Work Site Policy (AWS)					
3	Internet Use / Social Media Policy / Email (fundraising)	Pete/Tech Committee				
3	Carlton County Personnel Policy Manual	Kim Franek				
	Employee Fitness Center Policy	Dennis	September 1, 2015			
	Wellness Policy					
	Interpreter Service Policy					
	Carlton County PH&HS Emergency Procedures Guide	For Review Only				
	Courthouse Emergency Response and Evacuation Plan	Joe (for review only)				
	Management Handbook & Code of Ethics	MT Subcommittee	November 10, 2015			
	Performance Review Policy	Kim Franek	September 1, 2014			
	Accounting Policy with Manual	State Auditor recommendation	October-15	Review again in February		
	Construction/Renovation Project Change Order	State Auditor recommendation	October-15			
	GIS Policy	Greg, Jared				
	Review Carlton County Justice Partners Bylaws	Paul, Kelly	November 1, 2015			
OTHERS:						
	Diversity Committee Operating Policy & Procedure	Diversity Committee				
*	Finance Committee Budget Policy	Finance Committee				

Approved Carlton County Policy Tracking Form

Revised 11/10/2015

Policy	Created By	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
Cellular Phone Policy	Policy Committee	Jun-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Lactation Policy	Policy Committee	Jun-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
Human Resources Internal Complaint Form	Coordinator's Office	May-14	June 19, 2014 - July 18, 2014	Approved 8/5/2014	8/12/14
Cellular Phone Policy and Procedure	Pete Gould		Approved by Policy Committee on 2/17/15		
Smoke and Tobacco Free Workplace Policy	Mike Tardy requested/Jeff B. draft	November 17, 2014	November 19, 2014 - December 18, 2014	February 3, 2015	March 10, 2015
HR External Complaint Form	Kim Franek				February 17, 2015
Item For Consideration Form Policy (IFC)	Coordinator's Office	May-14			March 10, 2015
Nepotism Policy	Jeff Boucher	March 16, 2015	March 19, 2015 - April 17, 2015	May 5, 2015	May 12, 2015
County Issued Credit Card Policy	Kathy Kortuem	February 1, 2015	February 20, 2015 - March 21, 2015	May 5, 2015	May 12, 2015
Family Medical Leave Act Policy (FMLA)	Kim Franek / Jeff Boucher	March 16, 2015	March 17, 2015 - April 15, 2015	June 2, 2015	June 9, 2015
Lobbying by County Staff	Requested by Commissioner Bodie - Jeff Boucher	February 1, 2015	May 19, 2015 - June 17, 2015	July 7, 2015	July 14, 2015
Policy for no additional signature on DH timesheets	State Auditor's Office - Kathy/Paul	September 1, 2015	Resolution will act as the policy	N/A	September 28, 2015
AED Policy	Becky Rudd/Kim Franek		9/23/2015 - 10/22/2015	Nov. 3	November 10, 2015
Facility Closing Policy and Procedure	Kim Franek	April 1, 2015	April 23, 2015 - May 22, 2015	Nov. 3	November 10, 2015
Carlton County Personal Appliance Policy	MCIT / Kim Franek	MCIT template	September 23, 2015 - October 22, 2015	Nov. 3	November 10, 2015
OTHERS:					
Policy Committee Operating Policy & Procedure	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
Policy Committee Procedure for Policy Requests and Revisions	Policy Committee	May-14	May 13, 2014 - June 12, 2014	Approved 8/5/2014	8/12/14
HRAT Bylaws	HRAT	May-14	May 30, 2014 - June 28, 2014	Approved 8/5/2014	8/12/14
Supervisors Committee	Supervisors Committee	May-14	June 4, 2014 - July 4, 2014	Approved 8/5/2014	8/12/14
Management Team Operating Policy and Procedure	Management Team	Nov-14	None	None	11/24/2014
Wellness Committee Operating Policy & Procedure	Wellness Committee	June 1, 2014	Sept. 17, 2014 - Oct. 16, 2014	Approved 12/2/2014	12/22/14
Building Committee Bylaws	Building Committee	August 1, 2014	January 26, 2015 - February 24, 2015	May 5, 2015	May 12, 2015

CARLTON COUNTY
DATA PRACTICES POLICY
November 2015
DRAFT

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CARLTON COUNTY – DATA PRACTICES POLICY

The Minnesota Government Data Practices Act ("Data Practices Act") requires Carlton County ("the County") to have a document describing Private and Confidential Data on Individuals maintained by the County. This policy includes County Data Not on Individuals as well as data that identifies Individuals. Data on Individuals is categorized as Public, Confidential or Private. This policy describes who has access to Confidential or Private data and identifies in Appendix I. the County data that fits into those categories, (to the extent an appropriate classification can be determined in advance of an actual document request). Appendix II includes the forms the County uses to collect data from individuals. This County policy also specifies procedures for handling requests for copies of data from the County, including who has access to the data, how quickly the County must respond, and the charges for providing copies of data.

I. CATEGORIES OF COUNTY DATA

The Data Practices Act classifies all information that the County collects, creates, receives, maintains or disseminates into several categories: Data on Individuals (including Public, Private and Confidential Data) and Data Not on Individuals (including Public, Nonpublic and Protected Nonpublic Data). The following describes the data in each category.

A. Data on Individuals

Data on Individuals is defined as all government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data, and the data is not accessed by the name or other identifying data of any individual. This data is divided into three categories: Public Data on Individuals, Private Data on Individuals and Confidential Data on Individuals.

1. Public Data on Individuals

Public Data on Individuals is accessible to the public unless there is a specific federal law, state statute or temporary classification that makes the data not public.

2. Private Data on Individuals

Private Data on Individuals is not accessible to the public, according to state statute or federal law, but is accessible to the individual subject of the data. Appendix I, A. lists Private Data on Individuals maintained by the County. This data shall only be given to:

a. The subject of the data or a minor's parent/guardian, as limited by any applicable state statute or federal law.

b. Persons or entities given written consent from the data subject.

c. County employees or agents whose work assignments reasonably require access.

d. Other persons or entities authorized by law.

3. Confidential Data on Individuals

Confidential Data on Individuals is not accessible to the public or to the individual who is the subject of the data, according to state statute or federal law. Appendix I, A. lists the County's Confidential Data on Individuals. This data shall only be given to:

a. County employees or agents whose work assignments reasonably require access.

b. Other persons or entities authorized by law.

B. Data Not on Individuals

Data Not on Individuals is all government data that is not Data on Individuals. This data is divided into three categories: Public Data Not on Individuals, Nonpublic Data Not on Individuals and Protected Nonpublic Data Not on Individuals.

1. Public Data Not on Individuals

Public Data Not on Individuals is accessible to the public. This data would include all government data that is not Data on Individuals that is collected, created, received, maintained or disseminated by the County unless classified by statute, temporary classification or federal law as Nonpublic or Protected Nonpublic.

2. Nonpublic Data Not on Individuals

Nonpublic Data Not on Individuals is data that is not accessible to the public but is available to the subject of the data, if any, and to:

a. Persons given written consent from the data subject.

b. County employees or agents whose work assignments reasonably require access.

c. Other persons or entities authorized by law.

Examples of Nonpublic Data Not on Individuals include security information, trade secrets, certain labor relations information, and sealed bids, including the number of bids received prior to opening.

3. Protected Nonpublic Data Not on Individuals

Protected Nonpublic Data Not on Individuals is data that is not available to the public or to the subject of the data, if any. This data is only available to:

a. Persons given written consent from the data subject.

b. County employees or agents whose work assignments reasonably require access.

c. Other persons or entities authorized by law.

Examples of Protected Nonpublic Data Not on Individuals include the estimated or appraised value of individual parcels of real property made by the County until certain events occur and information from an active investigation related to a civil lawsuit.

C. Data Collected by Private Persons for the County

Each new County contract with a private person or entity to perform any of the County's functions shall make it clear that: 1) all of the data created, collected, received, stored, used, maintained, or disseminated by the private person in performing those functions is subject to the requirements of this policy; and 2) the private person must comply with those requirements as if it were a government entity. The private person does not, however, have a duty to provide the public access to public data if that data is available from the County, unless otherwise required to do so in their contract.

II. WHO HAS ACCESS TO COUNTY DATA?

A. The Public

Public Data on Individuals and Public Data Not on Individuals is available to anyone upon request. Data that is classified in another category (see Section I) is only available to the specific persons listed for that category.

B. Governmental Entities

Public data necessary for the administration of programs may be given to another state agency or unit of government. Any other data may only be given to another unit of government if authorized by federal or state law. There is no charge for public information provided in the usual course of business. However, governmental entities will be charged according to Section VII. of this policy for all other requests.

1. Data classified as Not Public (which includes Confidential, Private, Nonpublic and Protected Nonpublic Data), may be provided to the legislative auditor for inspection.

2. Private or Confidential Data on employees may be provided to a law enforcement agency for the purpose of reporting a crime or assisting in a criminal investigation where an employee allegedly committed the crime.

C. Identification or Justification

Unless specifically authorized by statute, the County may not require a person to identify himself or herself, state a reason for, or justify a request to gain access to public data. A person may be asked to provide certain identifying and clarifying information for

the sole purpose of facilitating access to such data.

III. WHAT OTHER RIGHTS DO INDIVIDUALS HAVE?

A. Data given to Individuals

Upon request to the responsible authority or designee, individuals shall be informed:

1. If the individual is the subject of data stored by the County.

2. If the data is classified as Public, Private or Confidential.

B. Explanation of Data

Upon request, an individual who is the subject of Public or Private Data on Individuals shall receive an explanation of the content and meaning of that data, subject to the limitation set forth in Minn. Stat. § 13.04, subd. 3.

C. Summary Data

The County must prepare summary data based on Private or Confidential data for any person who requests it in writing if the person requesting the data pays the costs for the County to prepare it. Summary Data is defined as statistics or reports derived from Data on Individuals in which particular individuals cannot be identified. The Summary Data is then public. The County does not have to prepare Summary Data of public information. Upon receiving a request for Summary Data, the County shall:

1. provide it as soon as reasonably possible; or

2. provide the requesting party with a written schedule of when the data will be provided that explains the reasons for the delays; or

3. deny the request in a written statement, explaining why providing the data would jeopardize the protection of Private or Confidential data.

D. Accuracy or Completeness

An individual subject of data may contest the accuracy or completeness of Public or Private Data. To do so, an individual must notify the County's Responsible Authority in writing and describe the nature of the disagreement. The Responsible Authority shall, within 30 days, either: 1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or 2) notify the individual that the County believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data. The determination of the Responsible Authority may be appealed pursuant to the Data Practices Act.

E. Information Requested from Individuals (Tennessen Warning)

An individual asked to supply Private or Confidential Data concerning himself or herself

shall be informed of: a) the purpose and intended use of the requested data within the County; b) whether the individual may refuse or is legally required to supply the requested data; c) any known consequence arising from supplying or refusing to supply Private or Confidential Data; and d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to the Data Practices Act, to a law enforcement officer.

IV. WHAT DATA MUST BE PROVIDED?

A. General Rule

All government data collected, created, received, maintained or disseminated by the County shall be treated as public data under the Data Practices Act unless classified otherwise by state or federal law or temporary classification. The County does not have to put public data into a form in which it does not already exist.

B. Electronic Form

If the County maintains Public Data in a computer storage medium, a copy of any public data contained in that medium shall be provided to any person making a data request, in electronic form, if the County can reasonably make the copy or have the copy made. The County is not required to provide the data in an electronic format or program that is different from the format or program in which the County maintains the data. The actual cost of providing this copy may be charged.

C. Contractor Data

If the County contracts with a private party to perform any of its government functions, all data the private party collects, receives, stores, uses, maintains, or disseminates in performance of said contract is public data, unless classified as nonpublic, private, or confidential data by statute. The contractor shall provide public access of such data in accordance with the Data Practices Act, unless the County is also in possession of such data. All contracts with a private party to perform a government function shall inform the contractor of the duty to comply with the Data Practices Act and the penalties of noncompliance.

V. WHEN MUST COPIES OF DATA BE PROVIDED?

A. Public Data

Copies of public data must be provided to the requesting party **at the time of the request or as soon as reasonably possible.**

B. Private or Public Data Requested by the Individual Subject

Copies of Public or Private Data on Individuals must be provided to the individual subject of that data at the time of the request if possible or **within 10 days** of the date of the request, excluding Saturdays, Sundays and legal holidays.

VI. PROCEDURES FOR PROVIDING DATA

A. Determine if the County has the data being requested.

B. Determine if the person making the request has the right to the information:

1. Yes, if it is Public. (Refer to Section II. of this policy.)

2. If it is Not Public, only give to the person entitled to have access according to Sections I. and II.

3. If it is Not Public and the person requesting the data is not entitled to have access to the data, inform the person of that determination and cite the specific law on which that determination is based.

4. Direct any questions to the County's Responsible Authority, the County's Data Practices Compliance Official, or the designees listed in Section VIII.

C. Require that the request be made in writing if:

1. The request is for Private, Confidential, Nonpublic or Protected Nonpublic data;

2. The request is a large request for public data; or

3. It is your department's policy to require written requests for public data.

The Responsible Authority or designee shall maintain a form for submission of written requests for County Data.

D. Respond in a timely manner as defined in Section V. Inform the person making the request that their request was received and indicate approximately how long it will take to provide the data.

E. Allow the person to inspect any available public data to which they have access. Inspection includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include the County printing copies, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available by the County in electronic form on a remote access basis to the public, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. The Data Practices Act does not prohibit the County from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A fee may be charged for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

When providing data for inspection, the Responsible Authority or designee shall take adequate measures to maintain the integrity of the data to prevent destruction, loss, or theft of data.

F. Charge for the copies according to Section VII.

G. If a request for data contains a request for data that were created or are maintained by another County department, the Responsible Authority or designee shall ensure that the Responsible Authority or designee in that department is aware of that request before any data is provided.

VII. CHARGES FOR PROVIDING COPIES OF DATA

A. 100 or Fewer Pages

When 100 or fewer pages of black and white, letter or legal size paper copies are requested, and the requestor is not the data subject, the County charges $.25 per page for black and white copies of data, $.50 for a two-sided copy, and $1.00 per page for color copies. When 100 or fewer pages are requested, the County charges only a per-page fee.

B. When the Requestor is the Data Subject

When the requestor is the data subject, the County does not charge for labor costs for searching for and retrieving the data or for time spent separating public and private data. Excluding the cost of searching and retrieving the data, the County will charge the actual cost of providing copies of this data. The actual cost may include the following, where applicable: (a) $.10 per page for copying, (b) the cost to convert the data from computerized or microfilm form, (c) the cost of preparing summary data from Private and Confidential information, and (d) postage.

C. All Other Circumstances

In all other circumstances, including requests to provide data via electronic media, the internet, or via facsimile, the County may charge the actual cost of providing the data. The actual cost may include the cost of (a) the paper, (b) the labor cost (County staff hourly rate of salary plus benefits) to search for and retrieve the data and make, certify, compile and electronically transmit the data or the copies but not the cost of separating public from not public data, (c) the costs to convert the data from computerized or microfilm form, (d) the cost of preparing summary data from Private and Confidential information, and (e) postage. The Responsible Authority shall have discretion to determine what the actual costs to the County are.

If County consultant time is spent to locate and gather the requested data, the actual cost billed to the County may be charged. The actual cost may include the cost of (a) the paper, (b) the labor (Consultant hourly rate billed to the County) to search for and retrieve the data and make, certify, and electronically transmit the data or the copies but not the cost of separating public from not public data, (c) the costs to convert the data from computerized or microfilm form, (d) the cost of preparing summary data from Private and Confidential information, and (e) postage.

D. Commercial Value

If a request involves a copy (or copies) of public data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program,

device, method, technique, process, data base, or system that was developed with a significant expenditure of funds by the County, the County may charge a reasonable fee for the data in addition to the copy costs. Such fee must be clearly demonstrated to relate to the actual development costs of the data. Upon request, the County should provide sufficient documentation to explain and justify this fee.

E. Free of Charge

1. Inspection of public data by individuals who have access to data. "Inspection" is defined in Section VI.E.

2. Public data given to another government agency or responsible authority in the usual course of business.

3. Reports, books, brochures or other information provided for free distribution to the public and copies of this policy. A charge may be assessed if an individual request exceeds normal distribution.

F. Procedures for Charging Data Request

1. Payment should be in the form of a check or cash and collected prior to the release of the copies.

2. Checks should be made payable to Carlton County and should be forwarded to the County Treasurer, unless specifically requested otherwise.

3. The following information must be given to the County Treasurer: the date, the name of the County employee, County department, the number of copies provided, and the total fee.

4. Where appropriate, the Responsible Authority may estimate the total cast of compliance with the Data request. The Responsible Authority may require partial payment of 50% of the estimated total cost before processing the request.

VIII. RESPONSIBLE AUTHORITIES AND DESIGNEES

A. Responsible Authority and Data Practices Compliance Official

The County's Responsible Authority to establish procedures and administer data requests related to the Minnesota Government Data Practices Act is the elected official in the offices of those departments in which an elected official is the department head, or those who are designated as such specifically by Minnesota Statute. The Responsible Authorities are listed in Appendix III, which may be updated at the discretion of the County Coordinator based on personnel changes.

County Auditor

County Attorney

County Sheriff

Veteran's Services Officer

For all other county departments, the responsible authority is the County Coordinator.

B. Designees

The County Coordinator has identified designees for all County departments, which are listed in Appendix IV. Appendix IV may be updated at the discretion of the County Coordinator based on personnel changes.

C. Access Procedures

A short summary of the procedures to follow to inspect or get copies of data is available upon request.

IX. POLICY UPDATES.

A. The Responsible Authority shall update this policy no later than August 1 of each year, in accordance with Minnesota Statutes, Chapter 13, Section 13.025, subdivision 2.

B. If the statute is amended or the policy and the statute conflict please follow the statute and contact the Data Practices Compliance Official about necessary changes to this policy.

APPENDIX I. CLASSIFICATIONS OF DATA

A. PERSONNEL DATA

Topic	Description	Classification		Statute
Complainants	A person making a complaint has access to a statement given by them in connection with a complaint or charge against an employee.	Available to complainant		13.43, subd. 2(d)
Labor Organization	Personnel data may be given to labor organizations under the authority of 13.43, subd. 6 if necessary: (a) To conduct elections (b) To notify employees of fair share fee assessments (c) To implement Public Employment Labor Relation Act Personnel data shall be given to labor organizations and to the Bureau of Mediation Services to the extent the dissemination is ordered or authorized by the commissioner of the Bureau of Mediation Services.	May be available to labor organizations or Bureau of Mediation Services		13.43, subd. 6
Names of Finalists	Names of finalists shall be Private data except when certified as eligible for appointment to a vacancy or when they are considered a finalist selected to be interviewed by the County.	Private		13.43, subd. 3
Private Data on Employees	Except as listed in 13.43, subd. 2, all personnel data is Private and can only be released with informed consent or court order. All other information that the County collects with respect to employees is Private. This information includes but is not limited to: (a) Employees' home addresses and telephone numbers, including city and county of residence (b) Social security numbers (c) Insurance status (d) Medical records when part of personnel data (e) Physical limitations (f) Psychological evaluations	Private		13.43, subd. 4

	(g) Sick leave forms containing doctor's reports (h) Marital status (i) Racial and ethnic data (j) References (k) Reference check data as it appears on the employment application (l) Oral interviewer file prior to an applicant's oral exam (m) Exit interview responses (n) Opinion questionnaire responses by potential employees (o) Names of job applicants until certified as eligible for appointment to vacancy (p) College transcripts, except for name of institution, degree granted and date (q) Data collected for disciplinary proceedings prior to final disposition (r) Adult criminal history data (s) Data pertaining to employee's dependents (t) Identity of employee who named fellow employee in an organized self-evaluation suggestion			
Public Data on Employees	The following information on current and former employees, volunteers and independent contractors is public (a) Name (b) Employee identification number (which must not be the employee's social security number) (c) Actual gross salary and salary range (d) Contract fees (e) Actual gross pension (f) Value and nature of employer-paid fringe benefits (g) Basis for and amount of any added remuneration, including expense reimbursement, in addition to salary reimbursement (h) Job title and bargaining unit	Public		13.43, subd. 2(a)

	(i) Job description (j) Education and training background (k) Previous work experience (l) Date of first and last employment (m) Existence and status of any complaints or charges against employee, regardless of whether disciplinary action resulted (n) Final disposition of disciplinary action (o) Specific reasons for final disposition of disciplinary action and data documenting the basis for the action (excluding data that would identify confidential sources who are employees of the County) (p) Terms of any agreement settling a dispute arising out of the employment relationship and reasons for agreement if it involves payment over $10,000 (q) Work location, including email address (r) Work telephone number (s) Badge number (t) Honors and awards received (u) Payroll time sheets or other data used to account for the employee's work time for payroll purposes (except data that would reveal the reasons for the use of sick or other medical leave or other not public data.)			
Public Data on Job Applicants	The following is public information on current and former applicants for employment. (a) Veteran status (b) Relevant test scores (c) Rank on eligible list (d) Job history (e) Education and training (f) Work availability	Public		13.43, subd. 3
Undercover Police Officers	The information listed above as public data on employees is Private concerning undercover police officers at least as long as they remain in that	Private as long as they remain in that assignment.		13.43, subd. 5

	assignment.			

B. LABOR RELATIONS DATA

Topic	Description	Classification	Statute
Disclosure of Identity of Employee Reporting Violation of Law	Identity of employee who reports a violation or suspected violation of law.	Private (unless disclosure of identity is required for prosecution, in which case employee identity may be disclosed but the employee shall be informed prior to the disclosure.	181.932, subd. 2
Employee Drug and Alcohol Testing Results	Test result reports and any other information acquired in employee drug and alcohol tests.	Private	181.954, subd 2
Labor Relations Information	Labor relations information relating to a specific labor organization.	Protected Nonpublic	13.37 & 13.02, subd. 13
Labor Relations Information	Management position on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position.	Private/ Nonpublic	13.37, subd. 2
Positive Drug and Alcohol Test Results	Positive test results may be (1) used in an arbitration proceeding pursuant to a collective bargaining agreement; (2) disclosed to a federal agency according to federal law or federal contract, or (3) disclosed to a substance abuse treatment facility.	Private	181.954, subd. 3

C. COUNTY ATTORNEY'S DATA

Topic	Description	Classification	Statute
Civil Legal Action Data	Data collected as part of an active investigation for purposes of commencing or defending a pending civil legal action, or which are retained in anticipation of a pending civil legal action.	Confidential/ Protected Nonpublic	13.39, subd. 2
County Attorney's Information	Information that is attorney work-product or covered by the attorney-client privilege, or otherwise protected from disclosure through 13.393.	Confidential/ Protected Nonpublic	13.393
Pleadings	Pleadings, as defined by court rule, served by or on a government entity.	Public (to the same extent that data would be public if filed with court)	13.03, subd. 12

D. INTERNAL AUDIT DATA

Topic	Description	Classification	Statute
Internal Audit Information	Data, notes and preliminary drafts of reports created, collected and maintained by the internal auditors or persons performing audits on behalf of the County.	Confidential/ Protected Nonpublic (Becomes Public when final report has been published or the audit or investigation is no longer being pursued actively)	13.392, subd. 1
Internal Audit Information	Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individual's identity.	Private Data on individuals (if the information supplied was needed for an audit or investigation and would not have been provided to the internal audit office or person performing audits without an assurance to the individual that the individual's identity would remain private.)	13.392, subd. 2

E. PROPERTY DATA

Topic	Description		Classification	Statute
Appraisals	Estimated or appraised values of individual parcels of real property made by County personnel or independent appraisers on the County's behalf for purpose of selling or acquiring land through purchase or condemnation.		Confidential/ Protected Nonpublic (becomes public when (1) the negotiating parties exchange appraisals; (2) the data are submitted to a court appointed condemnation commissioner; (3) the data are presented in court in condemnation proceedings; (4) the negotiating parties enter into an agreement for the purchase and sale of the property; or (5) the data are submitted to the owner under § 117.036.)	13.44, subd. 3
Building Code Violations	Code violation records are public except as provided under §13.39, subd. 2; §13.44 and §13.82, subd. 5		Public	13.44 subd. 2
Income Property Assessment Data	Data collected by political subdivisions from individuals or business entities concerning income properties: (a) detailed income and expense figures; (b) average vacancy factors; (c) verified net rentable areas or net usable areas, whichever is appropriate; (d) anticipated income and expenses; (e) projected vacancy factors; and (f) lease information.		Private/Nonpublic	13.51, subd. 2
Property Complaint Data	Identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.		Confidential	13.44, subd. 1

Certain Benefit Data	All other benefit data, other than the names and addresses and the amount or value of benefits received. "Benefit data" is data on individuals collected or created because an individual was an applicant or recipient of benefits under a housing rehabilitation program administered by the County.		Private (Names, addresses and amount of value received is public)	13.462

F. PUBLIC BIDDING AND CONTRACT DATA

Topic	Description		Classification	Statute
Bid Data	Data submitted by a business in response to a request for bids.		Private/ Nonpublic (Name of the bidder and dollar amount specified in the response become public when opened. The remaining data, with the exception of trade secret data, becomes public upon completion of the selection process.)	13.591, subd. 3(a)
Evaluation Data	Data created or maintained by the County as part of the process of evaluating bids or responses to RFP or RFQ.		Nonpublic (becomes Public upon completion of selection or evaluation process, with exception of trade secret data.) Data may be shared between employees of different government entities.	13.591, subd. 4
Federal Contracts	All data collected or maintained by the County, to the extent a federal agency requires the County to treat data as not public as a condition of the contract between the County and the federal agency.		Private/ Nonpublic	13.35
Request for Proposal Data (& RFQ)	Data submitted by a business in response to a request for proposal.		Private/ Nonpublic (names of responders become public when responses are	13.591, subd. 3(b)

			opened; other data becomes public upon completion of evaluation process.) Completion of the evaluation process means that the contract has been negotiated with the selected vendor.	
Sealed Bids	Sealed bids including the number of bids received prior to the bid opening.		Private/ Nonpublic	13.37, subd. 2

G. FAMILY, WELFARE, AND BENEFIT DATA

Topic	Description		Classification	Statute
Welfare Data	Data collected, maintained, used, or disseminated by the welfare system		Private Data on Individuals, not to be disclosed except in accordance with 13.46, subd. 2	13.46, subd. 2
Investigative Data	Data on persons, including data on vendors of services, licensees, and applicants that is collected, maintained, used, or disseminated by the welfare system in an investigation, authorized by statute, and relating to the enforcement of rules or law		Confidential Data on Individuals and/or protected nonpublic data not on individuals	13.46, subd 3
Medical and Mental Health Data	Data relating to the medical, psychiatric, or mental health of any individual, including diagnosis, progress charts, treatment received, case histories, and opinions of health care providers, that are maintained, used, or disseminated by any agency to the welfare system		Private Data on Individuals, available to subject of data unless provider requests it be withheld	13.46, subd. 5, subd. 7
Benefit Data	Data on individuals collected or created because an individual seeks information about becoming, is, or was an applicant for or a recipient of benefits or services provided under various housing, home ownership, rehabilitation and community action		Names and addresses of applicants for and recipients of benefits, aid, or assistance through programs administered by a government entity that are intended to assist with the purchase,	13.462, subd. 2 and 3

	agency, Head Start, and food assistance programs administered by government entities. Benefit data does not include welfare data which shall be administered in accordance with section 13.46.		rehabilitation, or other purposes related to housing or other real property are classified as public data on individuals. All other data is private data on individuals	
Foster Care Data	Names of persons interviewed; foster care placement plans obtained from other public and private agencies; and all information gathered during interviews with study participants.		Confidential Data	13.467, subd. 1

H. TAXATION AND ASSESSMENT DATA

Topic	Description		Classification	Statute
Certificate of Value	Property Tax Certificates of Value filed with the County Auditor		Names of grantors and grantees are public. Identification numbers of grantors and grantees are private data on individuals or nonpublic data not on individuals.	272.115, subd. 1
Homestead Tax Applications	Data collected for determining eligibility for a homestead or other classification or benefit		Social security numbers, copies of state or federal tax returns, and state or federal tax return information is private and/or nonpublic; all other data is public	273.1245

I. ELECTED AND APPOINTED OFFICIAL DATA

Topic	Description		Classification	Statute
Financial Disclosure Statements	Statements filed by elected and appointed officials that are filed with the County		Public	13.601, subd. 1

Correspondence	Correspondence between elected officials and individuals		Private data on individuals that may be made public by either the sender or the recipient	13.601, subd. 2
Application for Appointment	Data about applicants for appointment to a public body collected by a government entity as a result of the applicant's application for appointment to the public body		Private data on individuals except for name, city of residence, education or training, employment history, volunteer history, awards and honors, prior government service, veteran status, and once appointed: residential address, telephone number or email address, first and last dates of service on public body, existence and status of any complaints or charges against appointee, and report of final investigation,	13.601, subd. 3

J. MISCELLANEOUS DATA

Topic	Description		Classification	Statute
DBE Business Information	A DBE's confidential business information, including applications for DBE certification and supporting documentation.		This information must not be released to any third party without the written consent of the DBE. However, the County must give this information to US DOT in any certification appeal pending under 49 CFR § 26.89 in which the disadvantaged status of the individual is in question.	49 CFR § 26.109(a)(2)
DBE Certification Information	DBE certification information		When the County provides supplementary information to US DOT in a certification appeals	49 CFR § 26.89(f)

			process, the County is required to make this information available to the DBE and to any third party complainant involved consistent with Federal and state laws concerning data.	
DBE Personal Financial Information	The personal net worth statement and supporting documentation required by the County DBE Program.		May be provided to a third party only with the written consent of the individual to whom the information pertains. However, if there is a certification appeal in which the disadvantaged status of an individual is at issue, this financial information would have to be provided to the US DOT.	49 CFR §26.67 (a)(2)(iv)
Electronic Access Data	Data created, collected, or maintained about a person's access to the County's computer for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services.		Private/ Nonpublic	13.15
Examination Data	Testing or examination materials or scoring keys to determine individual qualifications or to administer licensing or academic examinations.		Nonpublic	13.34
Insurance Information	Information on an individual's health insurance claims shall not be released without that person's consent, except that it may be disclosed to the County officers or employees to the extent necessary to administer the health benefit program.		Private	471.617, subd. 5
Security Information	Security information the disclosure of which would be likely to substantially jeopardize the security of individuals, property or information against theft, tampering, illegal disclosure, physical injury or other improper use.		Private/ Nonpublic	13.37, subd. 1(a) 49 CFR § 1520.7
Social Security Numbers	Social security numbers, in whole or in part, in any type of document, except to the extent that access to the Social Security number is specifically authorized by law.		Private	13.355, subd. 1

Trade Secrets	A formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual, or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.	Private/ Nonpublic	13.37, subd. 1(b)
Public Employee Retirement Association Data	Data on individual beneficiaries and survivors of Public Employment Retirement Association members: home address, date of birth, direct deposit account number, and tax withholding data.	Private	13.63, subd. 3
Absentee Voter Names	Names of Voters who have submitted an absentee ballot return envelope to the county auditor	Nonpublic until the close of voting on election	203B.12
Military Discharge Data	DD Forms 214 and 215, or other forms which document an individual's discharge from the armed services and are filed at a government entity	Private Data on Individuals, release subject to exceptions in 196.08	196.08
Veteran's Services Application Data	Data on clients' applications for County Veteran Services	Private Data on Individuals	197.603, subd. 2

K. LAW ENFORCEMENT DATA

Topic	Description	Classification	Statute
911 Database	Names, addresses, phone numbers provided to 911 system for a database for identifying the location or identity of a caller.	Private, court order required for release	403.07, subd. 4
Arrest Data	Certain data that documents any actions taken to cite, arrest, incarcerate or otherwise substantially deprive an adult individual of liberty.	Public in the originating agency	13.82, subd. 2
Arrest Warrant Data	Arrest warrant until defendant has been taken into custody, served with warrant or appeared in court. May be made Public if it serves public good.	Confidential	13.82, subd. 19
Audio Recording of a 911 Call	Audio recording of 911 call for the purpose of requesting service from a law enforcement, fire or medical agency. Written transcript is available (public data), but it cannot identify a protected person under 13.82(17).	Private	13.82, subd. 4
Booking Photos	Photographs or electronically produced image taken by law enforcement for identification purposes in connection with the arrest of a person. May withhold temporarily if adversely affects active investigation.	Public	13.82, subd. 26
Child Abuse Data – Inactive	Inactive investigative data that relates to alleged abuse or neglect of a child by a person responsible for the child's care.	Private	13.82, subd. 9
Child Abuse Identity (Victim)	Active or inactive investigative data that identifies a victim of child abuse.	Private	13.82, subd. 8
Child Abuse Identity (Reporter)	Active or inactive investigative data that identifies a reporter of child abuse unless disclosure is compelled under 626.556, subd. 11.	Confidential	13.82, subd. 8
Child Abuse Victim Videotape	Videotape in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse	Confidential absent court order	13.821
Child Abuse Case Consultation Data	Data acquired by a child abuse case consultation committee in its official case consultation duties	Confidential	626.558, subd. 3(b)
Corrections and Detention Data	Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and	Private or confidential except for summary or arrest data	13.85, subd. 2 and 3

	correctional facilities, municipal or county jails, lockups, workhouses, work farms and all other correctional and detention facilities			
Crime Victims Data	Prosecuting authority is responsible for release of investigative data to victim or victim's legal representative with some exceptions.		Exception	13.82, subd. 13
Crime Victim Ombudsman Requests	Crime victim ombudsman shall be given access to police reports including those pertaining to juveniles and their petitions.		Exception	611A.74, subd. 3(b)
Criminal Alert Network	Data that identify individuals or businesses as members of the criminal alert network, including names, addresses, telephone and fax numbers.		Private/ Nonpublic	299A.61, subd. 2
Criminal History Data	Criminal history data compiled by the BCA and disseminated through the criminal justice information system.		Private	13.87, subd. 1(b)
Criminal History Data	Data on court disposition and sentence information, controlling agency and confinement information.		Public for 15 years following discharge	13.87, subd. 1(b)
Criminal Investigation Data – Inactive	Inactive investigative data.		Public (unless release of the data would jeopardize another ongoing investigation or would reveal the identity of a protected individual under 13.82(17).	13.82, subd. 7
Criminal Investigative Data – Active	Investigative data collected or created by the County in order to prepare a case against a person, whether known or unknown, for the commission of a crime or other offense for which the County has primary investigative or prosecutorial responsibility.		Confidential/Nonpublic (except for data defined in 13.82, subd. 2, 3 and 6).	13.82, subd. 7
Criminal Records	No use, distribution or dissemination of certain criminal records in connection with application for public employment or license application.		Exception	364.04
Crime Victim Data	Investigative data concerning a victim of a crime		Releasable to the victim with exceptions	13.82, subd. 13
Deliberative Processes	Information, reports, or memos that have been adopted as the final opinion or justification for a decision of an agency.		Public	13.82, subd. 25

Deliberative Processes	Deliberative processes or investigative techniques of law enforcement agencies.		Confidential/ Protected Nonpublic	13.82, subd. 25
Domestic Abuse Data	Data collected, created, received or maintained by the police department pursuant to the Domestic Abuse Act, §518B.01.		Confidential (until a temporary court order is executed or served.)	13.80
Exchange of Information	Law enforcement agencies may exchange information that is pertinent and necessary to the requesting agency in initiating, furthering, or completing an investigation, except public personnel data.		Exception	13.82, subd. 24
Firearms Data	Data pertaining to the purchase or transfer of firearms and applications for permits to carry firearms collected by the County		Private	13.87, subd. 2
Inactive Financial Transaction Investigative Data	Investigative data that become inactive under subdivision 7 that are a person's financial account number or transaction numbers		Private or Nonpublic	13.82, subd. 30
Investigative Detention Data	Government data created, collected, used or maintained by the state correctional facilities, municipal or county jails, lockups, workhouses, work farms and other correctional and detention facilities which: (a) if revealed, would disclose the identity of an informant who provided information about suspected illegal activities, and (b) if revealed, is likely to subject the informant to physical reprisals by others.		Confidential , except by court order or to a party in a court proceeding as require by the Rules of Criminal Procedure	13.86
Juvenile/ Attorney	Attorneys representing a juvenile may have access to their records, local social services agency files, and reports which form the basis of any recommendation made to the court. An attorney does not have access to the		Exception	260B.171, subd. 6

	identity of a person who made a report.			
Juvenile Court Records	Juvenile court records and any related appeals can be released only in specific circumstances, by court order, statute or to particular persons (see exceptions below).		Private	260B.171, subd. 1
Juvenile Criminal Traffic Reports	Criminal traffic reports may be inspected by a person who has sustained physical harm or economic loss as a result of the criminal traffic offense. Some restrictions do apply.		Exception	260B.171, subd. 5(d)
Juvenile – Diversion and Social Services	Diversion programs and local social service agencies may have access to juvenile records.		Exception	260B.171, subd. 5(f) & 260B.171, subd. 5(g)
Juvenile Photos	Authorized photographs may be used for institution management purposes, case supervision by parole agents, and to assist law enforcement agencies to apprehend juvenile offenders.		Private	260B.171, subd. 5(c)
Juvenile Police Records	Peace officer's juvenile records must be separate from adults and may not be released except under specific criteria.		Private	260B.171, subd. 5(a)
Juvenile School Reporting	Law enforcement required to notify schools for particular incidents.		Exception	260B.171, subd. 5(e)
Maltreatment of a Minor	Material received on the reporting of child maltreatment is available only to specific agencies.		Private/Nonpublic	626.556, subd. 11
Maltreatment of a Minor – Reporter	Identification of the reporter of child maltreatment.		Confidential	626.556, subd. 11
Medical Examiner Data	Data relating to deceased individuals and the manner and circumstances of their death which is created, collected, used, or maintained by the County coroner in fulfillment of official duties		Public, with exceptions; active investigation data is private	
Missing Children's Bulletin	Information included in the missing children's bulletin, distributed by the BCA.		Public	299C.54, subd. 4
Name Change	Data on court records relating to name changes under Minn. Stat. 259.10, subd. 2 is confidential when investigation is active and private when inactive.		Confidential/ Private	13.82, subd. 12
Ombudsmen Requests	Crime victim ombudsman shall be given access to police reports, including those pertaining to juveniles and their		Exception	611A.74, subd. 3(b)

	petitions.			
Pawn Shop and Scrap Metal Dealer Customer Data	Data that would reveal the identity of persons who are customers of a licensed pawnbroker, secondhand goods dealer, or a scrap metal dealer		Private Data	13.82, subd. 25
Order for Protection and No Contact Order Data	Data from orders for protection or no contact orders and data entered by law enforcement to assist in the enforcement of those orders		Private Data	299C.46, subd, 6(c)
Pawn Shop and Scrap Metal Dealer Property Data	Data describing the property in a regulated transaction with a licensed pawnbroker, secondhand goods dealer, or a scrap metal dealer		Public Data	13.82, subd. 25
Property Complaint Data	Names of individuals who register complaints concerning violations of law/ ordinance concerning use of real property.		Confidential	13.44, subd. 1
Property Data	Data that uniquely describes stolen, lost, confiscated or recovered property.		Private/Nonpublic	13.82, subd. 20
Protected Persons	Law enforcement agencies shall withhold public access to data on individuals to protect the identity of certain individuals.		Private	13.82, subd. 17 & 611A.021
Public Access	Law enforcement is not required to make actual physical data available to the public if it is not administratively feasible to segregate Public from Confidential. Need to make Public Data, however, available in reasonable time.		Exception	13.82, subd. 16
Public Benefit Data	Data classified as Confidential or Protected Nonpublic may be made accessible if access will aid law enforcement process, promote public safety or dispel widespread rumor or unrest.		Exception	13.82, subd. 15
Reparations / Restitution Data	Claims and supporting documents filed by crime victims seeking reparations		Considered investigative data and subject to 13.39 until reparations are paid, denied, withdrawn, or abandoned	611A.57
Request for Service Data	Certain data that documents a request by the public for law enforcement		Nature of the request for service, name and	13.82, subd. 3

	services.		address of person making request, time and date of the request, and response initiated or ICR # is public	
Response or Incident Data	Certain data which documents a response to a request for service, including traffic accidents, or which describes actions taken by the agency on its own initiative.		Public	13.82, subd. 6
Reward Program Data	Program data that would reveal identity of an informant or affect the integrity of the fund. Financial records on individuals are confidential. Records not related to individuals are protected Nonpublic.		Confidential/Protected Nonpublic	13.82, subd. 21
Sexual Assault Communicatio n Data	All information transmitted in confidence between a victim of sexual assault and a counselor and all other information received by a counselor in providing assistance to a victim		Private	13.822
Sexual Offender Information	Information defined by statute to be relevant and necessary to protect the public and to counteract the offender's dangerousness must be disclosed by law enforcement agency in the area where the predatory offender resides, expects to reside, is employed, or is regularly found.		Public	244.052, subd. 4
Sexual Offender Registration	Registration data of sex offenders available for law enforcement purposes only. See 243.166, subd. 7a for exceptions.		Private	243.166, subd. 7
Traffic Accident Reports	Accident reports submitted to the commissioner of public safety. Authorized people may receive the report.		Confidential	169.09, subd. 13
Undercover Law Enforcement Officer	All personnel data relating to an individual employed as an undercover officer until not an undercover officer.		Private	13.43, subd. 5
Victim Identity Minors	Data contained in records or reports relating to petitions, complaints or indictments issued pursuant to a criminal sexual conduct violation which specifically identifies a victim who is a minor. (Only applies to the minor's information, not the report.)		Not Public, Accessible only by Court Order	609.3471
Vulnerable	Active or inactive investigative data that		Private	13.82, subd. 10

Adult	identifies a victim or reporter of vulnerable adult maltreatment.			
Vulnerable Adult Maltreatment Data – Inactive Case	Investigative data that becomes inactive and relates to the alleged maltreatment by a caregiver or facility.		Private	13.82, subd. 11
Withholding Data Response or Incident	Law enforcement may temporarily withhold response or incident data from public access upon a belief that release of response or incident data will lead to endangerment of public safety or of an individual or if release of response or incident data will cause the perpetrator to flee, evade detection or destroy evidence. Law enforcement must provide statement explaining why.		Exception	13.82, subd. 14

APPENDIX II. FORMS USED TO COLLECT PRIVATE OR CONFIDENTIAL DATA

The Data Practices Compliance Official maintains the following forms:

1. Tennessen Warning
2. Informed Consent Form (from Government)
3. Informed Consent Form (from Individual)
4. Informed Consent Form (different use)
5. Minnesota Standard Consent Form to Release Health Information
6. Data Request Form

APPENDIX III. COUNTY RESPONSIBLE AUTHORITIES

The following personnel are Responsible Authorities for their respective departments, by statute or appointment. The County Coordinator may routinely update this list upon changes of personnel.

Paul Gassert, County Auditor

Thomas Pertler, County Attorney

Kelly Lake, County Sheriff

Duane Brownie, Veteran's Services

For all other county departments, the responsible authority is the County Coordinator:

Dennis Genereau, County Coordinator

Mr. Genereau has designated Assistant County Attorney, Jesse D. Berglund as the County's Data Practices Compliance Official. The Data Practices Compliance Official is the person to whom questions or concerns may be directed concerning obtaining access to data or other data practices problems. Mr. Berglund may be reached at 218-384-9166

APPENDIX IV. COUNTY DEPARTMENT DESIGNEES

The following personnel are Responsible Authorities for their respective departments, by statute or appointment. The County Coordinator may routinely update this list upon changes of personnel.

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Auditor/Treasurer
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Information Technology
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Coroner
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750 E. 34th Street
Hibbing, MN 55746-4600
218-262-4881

Extension Services
Paul Gassert
PO Box 130
Carlton, MN 55718-0130
218-384-9127
paul.gassert@co.carlton.mn.us

Veteran's Services
Duane Brownie
30 10th Street N
Cloquet, MN 55720
218-499-6838
duane.brownie@co.carlton.mn.us

County Board
Dennis Genereau Jr.
PO Box 510
Carlton, MN 55718-0510
218-384-9140
dennis.genereau@co.carlton.mn.us

APPENDIX V. PUBLIC ACCESS POLICY

This document (see following pages) is required by Minnesota Statutes § 13.03, subdivision 2(b):

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

Approved and Adopted on March 10, 2015

Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Date: _____
Via: Paul Gassert, County Auditor/Treasurer
From: _____

Item for Consideration: _____

Requested Meeting Date: _____ Presenter: _____

Type of Action Requested (check all that apply)

- ☐ Info only, no action requested, discussion with possible future action
- ☐ Adopt Ordinance, Policy, or Revision
- ☐ Letter/Award Bid or Quote (attach copy of bid/quote comparison)
- ☐ Approve/adopt proposal by resolution (attach draft resolution)
- ☐ Authorize (re)filling staff position
- ☐ Request to schedule public hearing/meeting
- ☐ Item to be referred to _____Committee/Commission
- ☐ Request by member of the public to be heard
- ☐ Item to be tabled until future meeting on _____
- ☐ Item to be addressed in closed session under MN Statute
- ☐ Other (please list) _____

Fiscal Impact (check all that apply)

Reviewed by the Finance Committee ☐ Yes ☐ No
Is this item in the current approved budget: ☐ Yes ☐ No (attach explanation) ☐ Partially _____
What type of expenditure is this? ☐ Operating ☐ Capital Improvement Project ☐ Other (attach explanation)
Revenue line or account that funds this item: _____
Expenditure line or account for this item: _____
Budget adjustment required ☐ Yes ☐ No Budget Year(s)_____
Federal/State Grant Funds applicable ☐ Yes ☐ No Federal/State Grant No._____ CFDA No. _____

Staffing Impact (Any yes answer requires a review by Human Resources Department before going to the Board)

Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No
Applicable job description(s) may require revision. ☐ Yes ☐ No
Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No
Item may change the department's authorized staffing level. ☐ Yes ☐ No

HR Review

Other Impact

Reviewed by other Committee(s). ☐ Yes ☐ No
If so, which Committee and what was their recommendation? _____
_____

Supporting Attachment(s)

- ☐ Memorandum Summary of Item
- ☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)
- ☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)
- ☐ Copy of applicable contract and/or agreement
- ☐ Bid/quote comparison worksheet
- ☐ Draft County Board resolution
- ☐ Copy of previous minutes related to this issue
- ☐ Other supporting document(s) (Please list) _____

CC: _____

Provide copies of supporting documentation NO LATER THAN Thursday at 12:00 p.m. to make the Board's agenda packet for the following Monday/Tuesday. Items MAY NOT be placed on the Board agenda except in emergency situations unless complete documentation is provided for mailing in the Board packets.

Carlton County Board of Commissioners
Item for Consideration / Agenda Item Cover Sheet

_____
Agenda Item #

To: Chairperson, Carlton County Board of Commissioners Meeting Date: _____
Via: Paul Gassert, County Auditor/Treasurer
From: _____
Title of Item for Consideration: _____
Presenter: _____

Type of Action Requested (check all that apply)
☐Info only, no action requested at this time
☐Award contract or bid
☐Approve by resolution (attached)
☐_____
_____

Fiscal Impact (check all that apply)
Item included under current budget ☐Yes ☐No ☐NA
Budget adjustment required ☐Yes ☐No ☐NA
Reviewed by Finance Committee ☐Yes ☐No ☐NA

Staffing Impact
Duties of a County employee(s) may be materially affected ☐Yes ☐No ☐NA
Applicable job description(s) may require revision ☐Yes ☐No ☐NA
Item may change the department's authorized staffing level ☐Yes ☐No ☐NA
Reviewed by Human Resources ☐Yes ☐No ☐NA

Other
Reviewed by other Committee, Board or Commission ☐Yes ☐No ☐NA
If yes, what was their recommendation _____
_____
_____

Supporting Attachments
☐Summary provided on page 2
☐Summary has been attached
☐Copy of contract and applicable bid comparison
☐Draft resolution
☐Meeting minutes related to this issue
☐_____
☐_____
☐_____

Motion By_____ Seconded By_____
TO:_____
Action on Motion:_____AYE _____NO _____ABSTAIN
Motion: Carried ☐ Defeated ☐

ASSOCIATION of MINNESOTA COUNTIES
Proudly Serving Counties Since 1909

DATE: November 14, 2015

TO: Dave Lee
Carlton Director, Public Health & Human Services

FROM: Laurie Klupacs
Deputy Director

RE: AMC Award Application

Congratulations! The 2015 Association of Minnesota Counties Annual Conference Awards Committee has selected the ***Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis Counties ; Bois Forte, Fond du Lac and Grand Portage Bands of the Lake Superior Chippewa Birch Tree Center - Crisis Stabilization*** as a project that is worthy of recognition and has chosen it to receive an AMC County Achievement Award that will be presented at the 2015 AMC Annual Conference!

The County Achievement Awards will be presented at the Awards Banquet on Monday, December 7, 2015 at the Rivers Edge Convention Center, 10 4th Ave S, St Cloud, MN 56301. The Banquet will begin at 6:00 p.m. in Carlson Hall and the awards will be presented immediately following dinner. County officials attending the conference or people not registered for the conference, but interested in attending the banquet are encouraged to share a table at the banquet.

To ease facilitation, please complete the attached banquet attendance form (include the names of all people who will share your table) and return it to Suzanne LaPalm at AMC no later than Wednesday, November 25th. Please note that anyone attending the Banquet who is not registered for the conference will be a guest of the county and there will be a $30 per person meal ticket charge. Tables will be reserved in the front of the banquet room for award recipients and their guests.

We look forward to presenting the 2015 County Achievement Award to ***Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis Counties ; Bois Forte, Fond du Lac and Grand Portage Bands of the Lake Superior Chippewa Birch Tree Center - Crisis Stabilization*** project!

2015 Awards Committee: Chair Gary Hendrickx, AMC 2nd Vice President; Darryl Tveitbakk, Pennington County Commissioner; Rosemary Schultz, Jackson County Commissioner; Roxy Traxler, Sibley County Administrator.