

*Carlton County, Minnesota
Committee of the Whole Agenda*



**CARLTON COUNTY
COMMITTEE OF THE WHOLE AGENDA**

Carlton County Transportation Building, County Board Room
October 6, 2020 at 4:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approve the August 4, 2020 and September 1, 2020 meeting minutes
4. Incident Command System Presentation/Update (Joanne Erspamer, Jenny Barta, Ali Mueller)
5. New Business
 - A. COORDINATOR/HR/PROPERTY MANAGEMENT
 1. Property Management update (budget, buildings)
 2. Jail update
 3. Policy Committee update
 4. Strategic Plan
 5. COVID-19 Response update
 6. Approve the Carlton County Technology, Network, Internet Use and Email Policy
 - B. TRANSPORTATION
 1. Monthly construction update (info only).
 2. Monthly maintenance update (info only).
 3. Monthly budget update (info only)
6. Other Business
 - A. Department Updates
 - B. The next regular meeting date is scheduled for November 3, 2020 at 4:00 p.m. located at the **Carlton County Public Health and Human Services Building in the St. Louis/Nemadji conference room.**
7. Adjournment.



Carlton County, Minnesota Committee of the Whole Agenda

CARLTON COUNTY COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, County Board Room
August 4, 2020 at 2:30 p.m.

1. Call to Order
2. Approval of Agenda. **Motion by Brenner, second by Bodie. Approved**
3. Approve June 2, 2020 Meeting Minutes. **Motion by Genereau, second by Thell. Approved**
4. Budget Presentations. Budget presentations go forward as scheduled.
5. New Business
 - A. ECONOMIC DEVELOPMENT
 1. CARES Act discussion. Finnegan and Genereau provide an overview of where things are at with the CARES Act and the funds that will eventually accrue to the County to cover COVID related expenses.
 - B. INITIATIVES
 1. SIP renewal contracts. Request to go forward with finalizing the SIP contracts. **Motion by Brenner, second by Thell. Approved.**
 2. Merge two part-time positions into one FT for RJ Specialist (internal fill). Lekander presents reasons for this request, including work related efficiencies. **Motion by Brenner, second by Thell. Approved.**
 - C. TRANSPORTATION
 1. Monthly construction update (info only). Neumann provides update.
 2. Monthly maintenance update (info only). Neumann provides update.
 3. Monthly budget update (info only). Neumann provides update.
6. Other Business
 - A. Department Updates. Ketola suggests possible need for time, place, and manner bylaws for the Board.
 - B. The next regular meeting date is scheduled for September 1, 2020 at 4:00 p.m. located at the Carlton County Transportation Building in the County Board Room.
7. Adjournment. **Motion by Bodie, second by Proulx. Approved.**

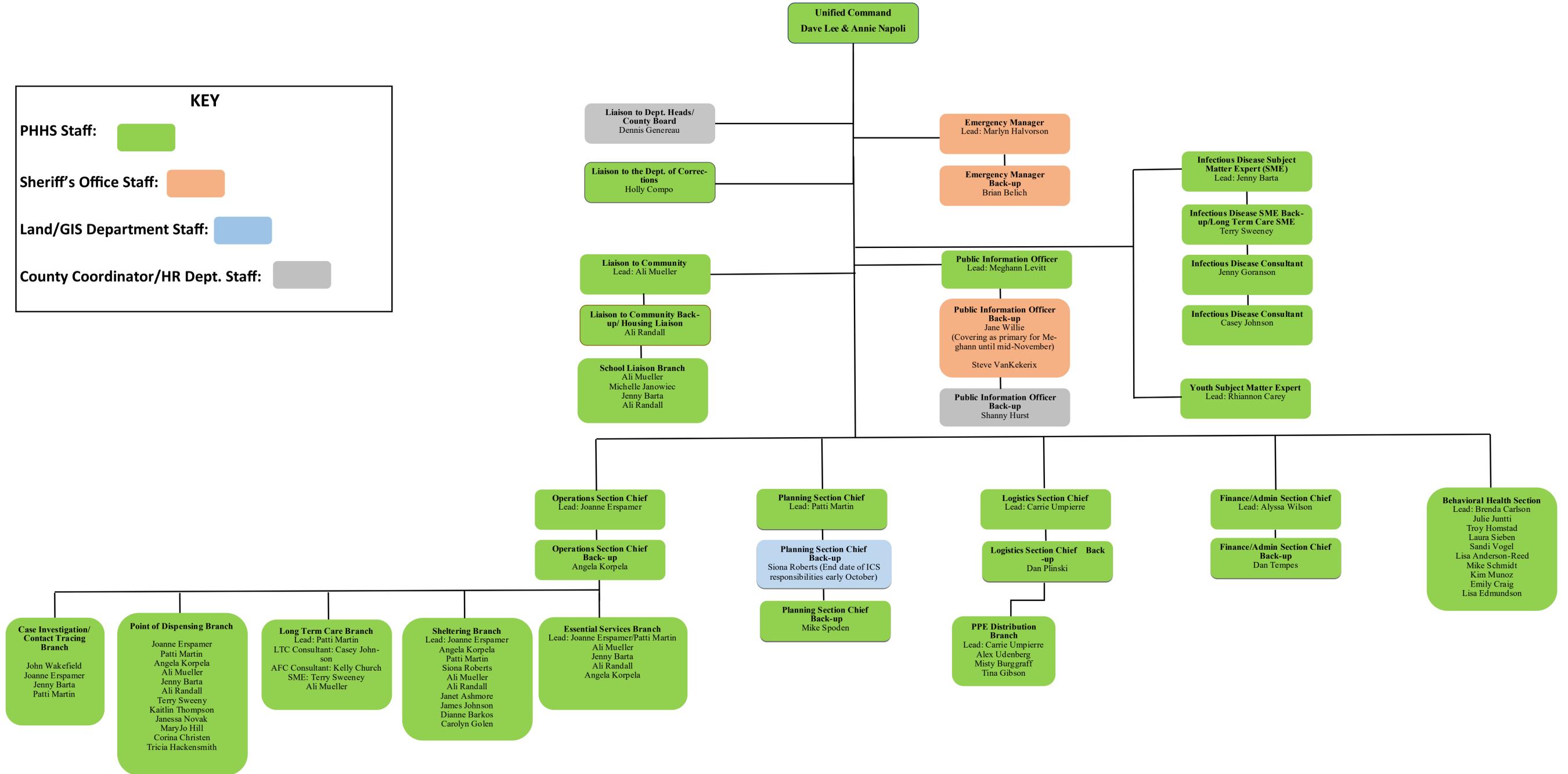
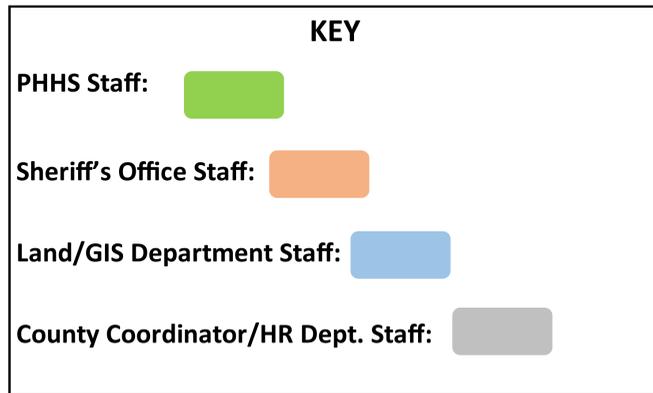


Carlton County, Minnesota Committee of the Whole Agenda

CARLTON COUNTY COMMITTEE OF THE WHOLE AGENDA

Carlton County Transportation Building, County Board Room
September 1, 2020 at 4:00 p.m.

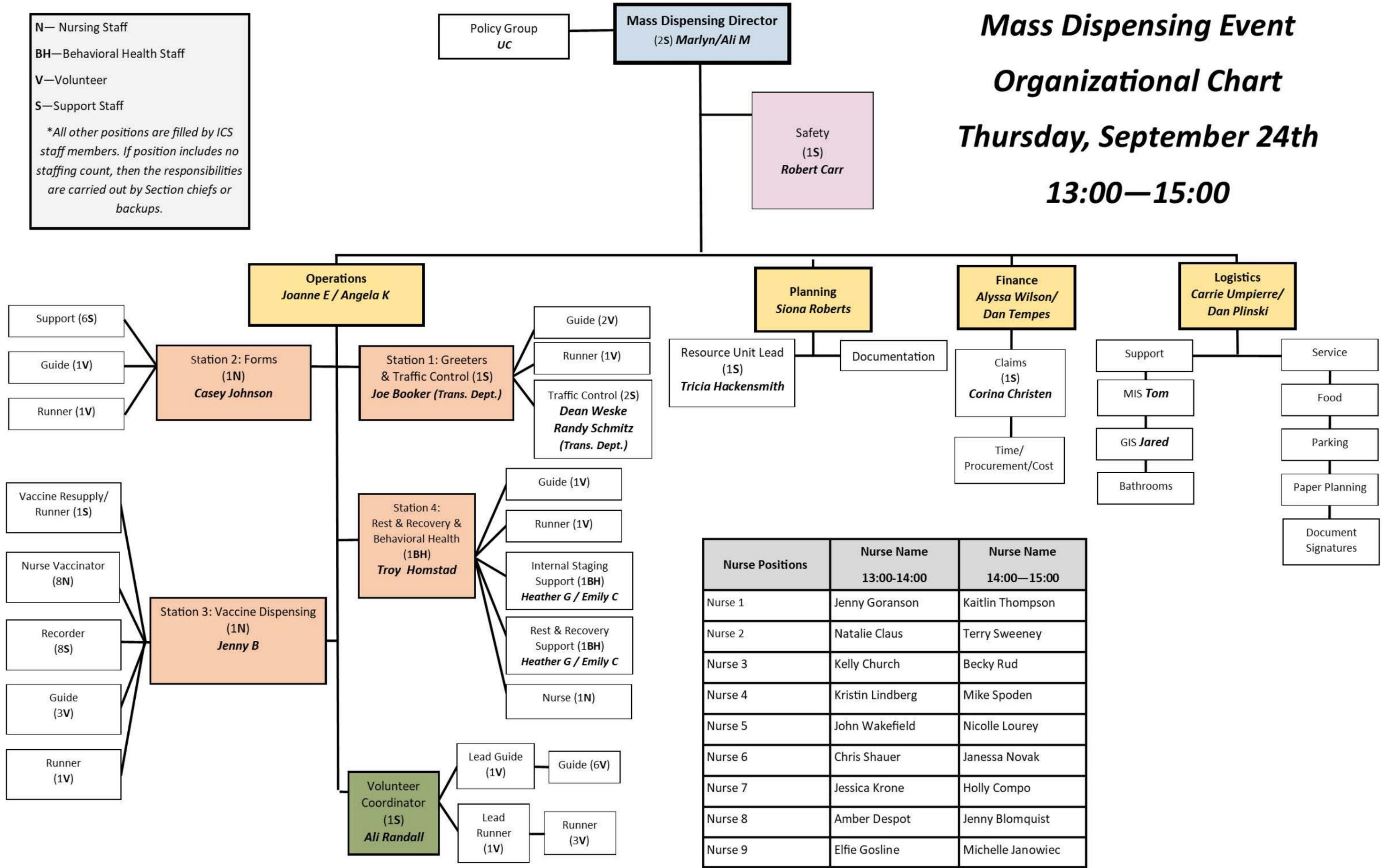
1. Call to Order
2. Approval of Agenda. **Motion by Peterson, second by Brenner. Approved.**
3. New Business
 - A. COORDINATOR/HR/PROPERTY MANAGEMENT
 1. Property Management update (budget, buildings). Genereau gives update. Tony Mancuso has been a significant resource thus far for determining how to improve space use and management.
 2. Jail update. Genereau gives update. Mike Griebel and Tony Mancuso are both doing an excellent job providing advice regarding development of a new jail facility.
 3. Policy Committee update. Genereau gives update, including fact that the goal is to have the items on the list done in the next six to twelve months.
 4. Strategic Plan (Expires end of 2020 – set new strategic planning session). The recommendation from the management team is to extend the current plan one year, and conduct a planning session in the late spring or early summer of 2021. **Motion by Basilici, second by Genereau. Approved.**
 5. Present 2021 budget and levy for discussion and consideration for adoption. Recommendation from finance committee is to consider a 2% preliminary levy increase at the September 28th meeting.
 - B. ECONOMIC DEVELOPMENT
 1. CARES Act spending recommendations. Information provided regarding all four pots that have been designated. Reed provides substantial info on rural broadband.
 - C. TRANSPORTATION
 1. Monthly construction update (info only). Neumann provides update.
 2. Monthly maintenance update (info only). Neumann provides update.
 3. Monthly budget update (info only). Neumann provides update.
4. Other Business
 - A. Department Updates. Efforts at a dialogue meeting with FDL continue. A meeting should happen soon.
 - B. The next regular meeting date is scheduled for October 6, 2020 at 4:00 p.m. located at the Carlton County Transportation Building in the County Board Room.
5. Adjournment. **Motion by Bodie, second by Proulx. Approved.**



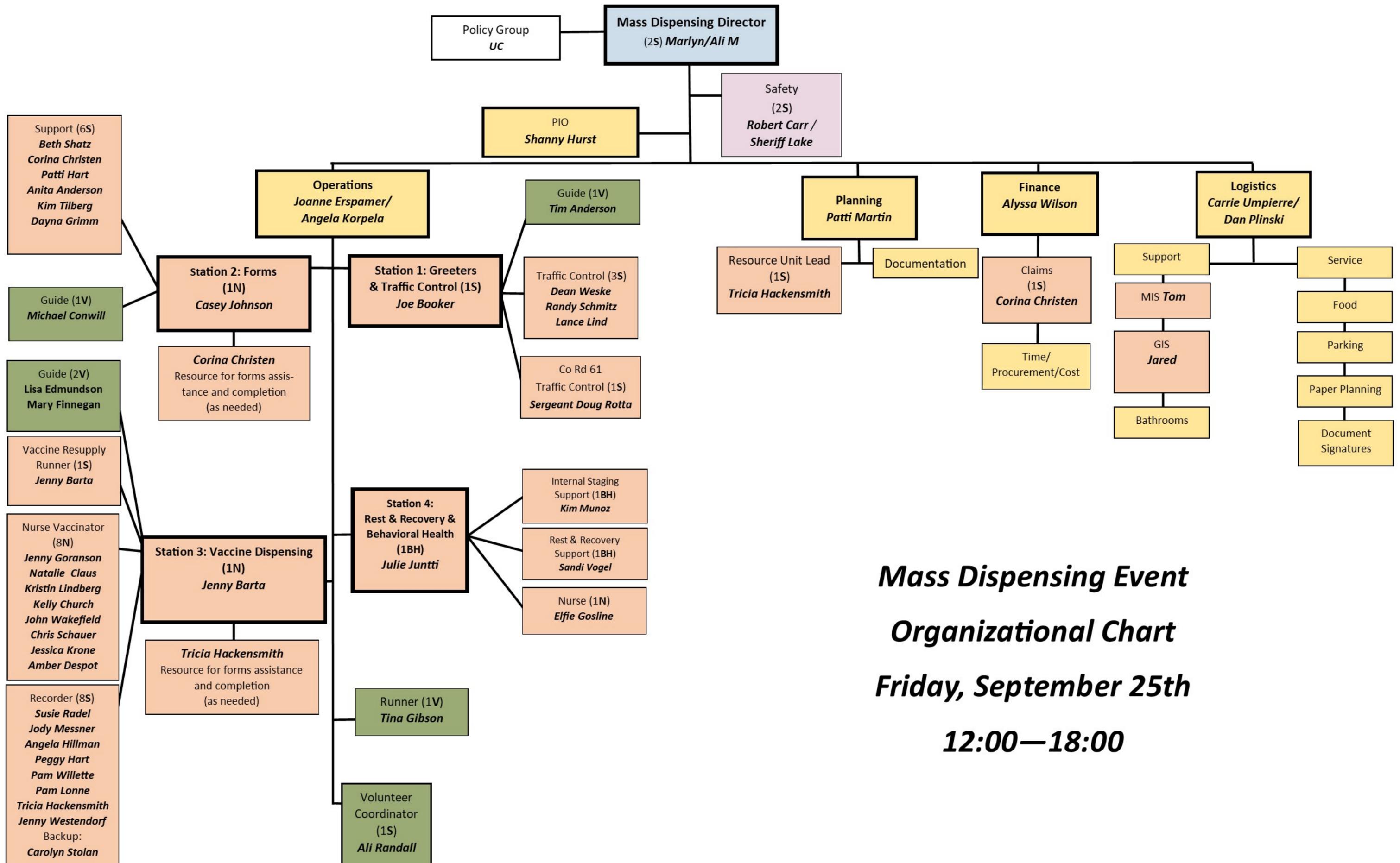
Mass Dispensing Event Organizational Chart Thursday, September 24th 13:00–15:00

N—Nursing Staff
BH—Behavioral Health Staff
V—Volunteer
S—Support Staff

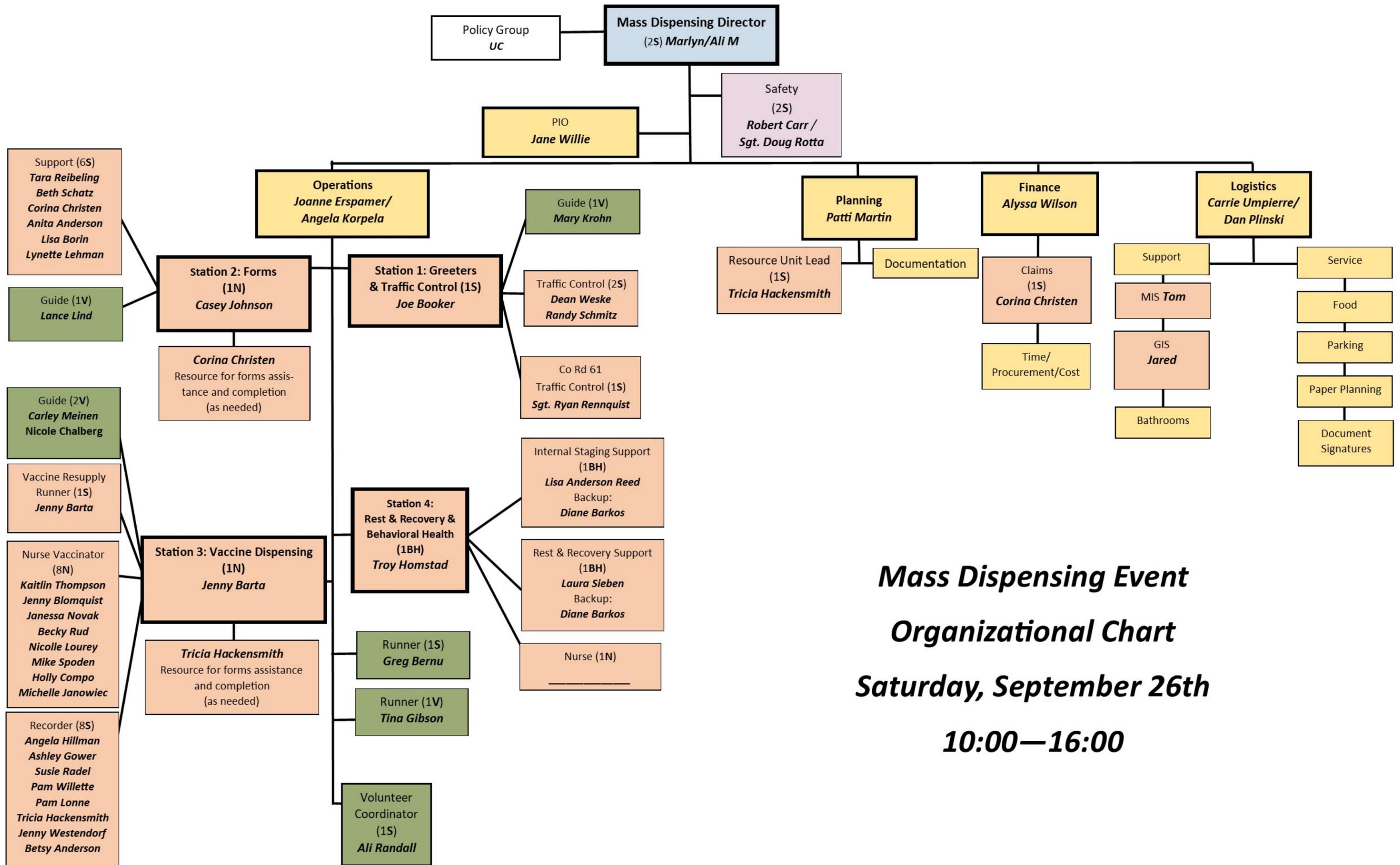
**All other positions are filled by ICS staff members. If position includes no staffing count, then the responsibilities are carried out by Section chiefs or backups.*



Nurse Positions	Nurse Name 13:00-14:00	Nurse Name 14:00–15:00
Nurse 1	Jenny Goranson	Kaitlin Thompson
Nurse 2	Natalie Claus	Terry Sweeney
Nurse 3	Kelly Church	Becky Rud
Nurse 4	Kristin Lindberg	Mike Spoden
Nurse 5	John Wakefield	Nicolle Lourey
Nurse 6	Chris Shauer	Janessa Novak
Nurse 7	Jessica Krone	Holly Compo
Nurse 8	Amber Despot	Jenny Blomquist
Nurse 9	Elfie Gosline	Michelle Janowiec



**Mass Dispensing Event
Organizational Chart
Friday, September 25th
12:00—18:00**



**Mass Dispensing Event
Organizational Chart
Saturday, September 26th
10:00—16:00**

In April and May of this year the Behavioral Health Branch under the guidance of the Operations Section discussed how to assess the needs of the citizens of Carlton County with respect to how COVID 19 was affecting their mental health. The Behavioral Health Branch (Julie Juntti, Troy Homstad, and Brenda Carlson) met with Operations Chief Joanne Erspamer to discuss what data we wanted to get from a community survey and how we could use that data to plan BH goals.

In June and July of 2020, Carlton County residents were asked to share about how COVID-19 had affected their mental health via an online and paper surveys. Questions were formulated based on previous Bridges to Health and Minnesota Student Survey questions, focusing on identifying sources of support, increased stressors, and accessing mental health services when needed. Information from this survey was used to tailor behavioral health interventions and support for Carlton County residents throughout the COVID-19 pandemic.

Currently the BH Branch is using this data to connect with community providers of mental health services to ensure citizens who are under insured or uninsured would have access to mental health services. We are in the process of meeting with each provider to develop a plan to utilize the CARES Act monies budgeted for those services. We are also discussing how to better inform the public of services that are available as a portion of those surveyed said they weren't fully aware of services. We also handed out a resource guide during our Flu clinic on September 25th and 26th.

We have also shared with Unified Command the issue of problematic connectivity for people to access virtual mental health services. The BH Branch is also working with the LTC branch address the mental health needs of that population who may be experiencing isolation due to the policies of their facility and who can visit.

Please feel free to contact Julie, Troy, or myself if you have questions.

Brenda Carlson, Supervisor
Children's Mental Health/Family School Support Worker/Parent Support Outreach Services
Carlton County Public Health and Human Services
14 N. 11th Street, Suite 200
P.O. Box 660
Cloquet, MN 55720-0660
Telephone: 218-879-4511 Fax: 218-878-2845
Email: Brenda.Carlson@co.carlton.mn.us

COVID-19 MENTAL HEALTH SURVEY

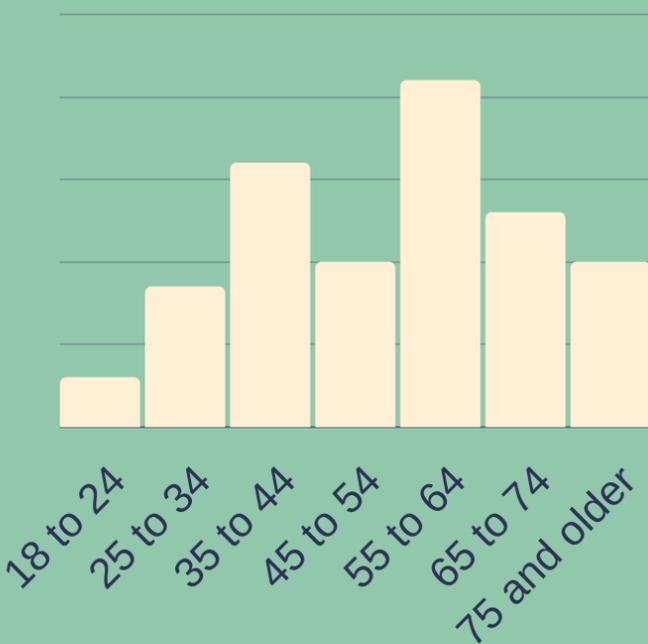
In June and July of 2020, Carlton County, MN residents were asked to share how the COVID-19 pandemic affected their mental health.

Responses were collected online and via paper surveys.

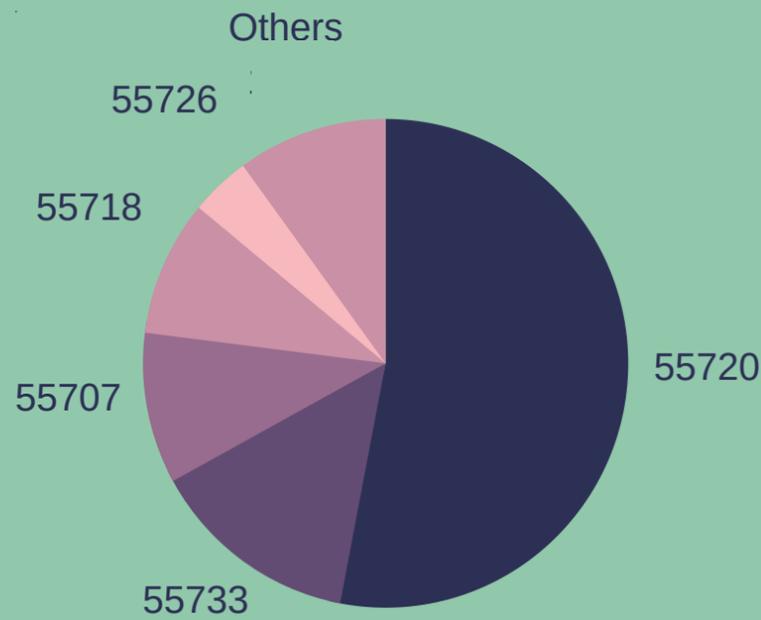
Data is not representative of the population, due to the small sample size

Demographics

Age Range



Zip Code



Total Respondents: 163

Most report having social and emotional support

33%
Sometimes

31%
Usually

22%
Always

The most common sources of support:

- ~Family
- ~Friends
- ~Diet and Exercise

43%

of those answering Rarely or Never were unsure of available support

Increased Stress Since March 2020

45%
Family Related

31%
Job Related

33%
Finances

78%
COVID-19

36%

had 5 or more poor mental health days in the last 30 days

with 8% reporting 14 or more poor mental health days in the same period

12%

Report not having access to reliable internet service and/or equipment to receive professional mental health support if needed

Property Management Expenditures

** September totals are not accurate as the month has not been closed out.

Expenditures	September '20	Year to Date	Annual Budget	Remaining total
6102 Salaries Full Time	\$ 19,866.63	\$ 377,335.61	\$ 533,483	\$ 156,147.39
6103 Salaries Part Time	\$ 1,905.26	\$ 41,594.03	\$ 98,003	\$ 56,408.97
6105 Overtime Pay	\$ 311.75	\$ 5,507.92	\$ 10,000	\$ 4,492.08
6162 Retirement Pera - County Share	\$ 1,585.07	\$ 30,102.58	\$ 46,702	\$ 16,599.42
6172 Fica & Medicare - County Share	\$ 1,648.57	\$ 31,752.82	\$ 49,073	\$ 17,320.18
6203 Telephone and Telegraph	\$ -	\$ 2,698.06	\$ 4,600	\$ 1,901.94
6248 Licenses	\$ -	\$ 936.50	\$ 1,300	\$ 363.50
6305 Repairs to Buildings	\$ 39,841.67	\$ 134,038.57	\$ 375,000	\$ 240,961.43
6332 Private Auto Mileage	\$ -	\$ 286.68	\$ 500	\$ 213.32
6334 Travel Expense - Meals - Lodging	\$ -	\$ 22.15	\$ 800	\$ 777.85
6412 General Operating Supplies	\$ 757.19	\$ 76,429.11	\$ 12,000	\$ (64,429.11)
6415 AED Supplies & Equipment	\$ -	\$ 845.00	\$ 3,000	\$ 2,155.00
6603 Furniture, Fixture, etc.	\$ -	\$ 4,116.40	\$ 3,000	\$ (1,116.40)
Building Maintenance Expenditures	\$ 65,916.14	\$ 705,665.43	\$ 1,137,461.00	\$ 431,795.57

Carlton County Policy Tracking Form

9/30/2020

Priority	Policy	Created By/Working On	Date Created	30 Day Comment Period	COW Date	County Board Approval & Adoption
1	Internet Use / Social Media Policy / Email (fundraising), Electronic Communication Policy	Pete (see list below)		September 1 - September 30, 2020	October 6, 2020	
3	Accounting Policy with Manual	State Auditor recommendation (Kathy)	1-Oct-15			
3	Performance Review Policy	Kim Franek	1-Sep-14			
3	Purchasing Policy	Dennis Genereau/Auditor-Treasurer	1-Sep-18			
3	Catastrophic Leave Policy	Dennis/Kim				
3	Capital Assets Policy	Auditor/Treasurer's Office				
	AWS Policy	HR Office				

SafeAssure	Carlton County Safety Program Policy AWAIR	Safety Committee (Karola in the loop), Safe Assure will assist				
SafeAssure	Carlton County PH&HS Emergency Procedures Guide	For Review Only - on hold				
SafeAssure	Courthouse Emergency Response and Evacuation Plan	Joe - on hold, Safe Assure will possibly assist				
SafeAssure	Safety Committee Bylaws	Safety or Policy Committee review (Rob Carr), Safe Assure?				

On hold	County Board Guidelines (On hold)	Coordinator's Office		(30 day commissioner comment period deadline July 13, 2017)	Sept. 5, 2017	County Board did not wish to adopt
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IT	IT Standard on Acceptable Technology Use	Procedure		**Combine all procedures into a Best Practices Manual		
IT	IT Standard on Mobile Device Use	Procedure				
IT	IT Standard on Network Access	Procedure				
IT	IT Standard on Passwords	Procedure				
IT	IT Standard on Portable Computing Use	Procedure				
IT	Social Media/Internet/Email Policy	Policy				
IT	IT Standard on Virus and Malware	Procedure				
IT	IT Standard on Website	Procedure				

Approved Carlton County Policy Tracking Form

8/14/2018

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
Data Practices Policy	Attorney's Office	June 1, 2014	8/19/15 - 9/17/15	December 1, 2015	December 8, 2015
Public Hearing Rules of Procedure & Decorum	Dennis/Jeff		January 22 - February 20, 2016	March 1, 2016	March 8, 2016
Auditor - Wire Transfer Policy	Kathy K.		July 19, 2016 - August 19, 2016	September 6, 2016	September 13, 2016
HR Internal / External Complaint Procedure	Kim Franek		May 17, 2016 - June 15, 2016	February 7, 2017	February 14, 2017
Data Retention Policy	Attorney's Office		November 22, 2016 - December 21, 2016	March 7, 2017	March 14, 2017
Travel and Meal Reimbursement Policy	Kathy K. and Dennis		December 20, 2016 - January 18, 2016	March 7, 2017	March 14, 2017 (goes into effect July 1, 2017)
Construction/Renovation Project Change Order	State Auditor recommendation -Finance Committee recommends working on this soon (DG talking with Rob & Tony Mancuso) Draft sent to Paul Gassert for review.	October-15			September 5, 2017
Conflict of Interest Policy	Jeff		March 21 - April 19, 2017	October 3, 2017	October 10, 2017
Voucher Approval & Claims Payment Policy	Kathy K.		3/20/18 - 4/18/18	May 1, 2018	May 8, 2018
Credit Card & Electronic Payment Acceptance Policy	Kathy K.		3/20/18 - 4/18/18	May 1, 2018	May 8, 2018
Drug and Alcohol Free Workplace Policy	Kim/Jeff		June 21 - July 20, 2018	COW - ran out of time to review (straight to Brd. Mtg.)	August 14, 2018
Equal Employment Opportunity and Affirmative Action Policy	Kim/Jeff	1-Apr-17	June 19 - July 18, 2018	COW - ran out of time to review (straight to Brd. Mtg.)	August 14, 2018
Limited English Proficiency Policy	Kim Franek		January 23 - February 21, 2019	April 2, 2019	April 9, 2019
Harassment/Bullying Policy	Kim is working on a draft policy	1-Apr-17	January 23 - February 21, 2019	April 2, 2019	April 9, 2019
Animals in County Buildings Policy	Jeff Boucher	1-Mar-18	5/21 - 6/19	August 6, 2019	August 13, 2019
Health Equity Policy	Donna Lekander		1/29/20 - 2/27/20	March 3, 2020	March 10, 2020
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 Justice Partners Bylaws	Paul, Kelly	November 1, 2015	January 22 - February 20, 2016	March 1, 2016	March 8, 2016
Finance Committee Bylaws	Finance Committee		April 5 - May 4, 2017	June 6, 2017	June 13, 2017
Finance Committee Budget Policy	Finance Committee (Dennis)		April 5 - May 4, 2017	September 5, 2017	August 28, 2017



Carlton County Strategic Plan 2020

Carlton County, Minnesota

WORKING DOCUMENT FOR DEPARTMENT HEAD MEETING

Carlton County Mission: “Mission of Carlton County is to Protect and Enhance the Quality of Life.”

Five Year Vision: “Carlton County government working collaboratively with quality technology for optimum public safety and effectiveness in delivering county services.”

Priority Issue Areas 2020:

- Modernize technology to improve service to Carlton County constituents.
- Develop internal leadership skills that will improve how the county deals with challenges over the next five years.
- Improve County behavioral health efforts including mental health, CD reduction and child protection.
- Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County

ACTION PLANS with goals, strategies, point people and timelines.

PRIORITY ISSUE: Modernize technology to improve service to Carlton County constituents

(Subcommittee: Kris Basilici, Pete Gould, Kathy Kortuem, Dave Lee, Dennis Genereau)

2020 Management Team Action(s)

Goal #1: Goal Credit Cards/Cash Drawer

Action Steps	Assigned	Deadline
a. Identify processing needs and who already has this service in place	Auditor's Office (Kathy)	Early Fall 2020

On-Going Management Team Actions

Goal: Social Media / Software Deployment / PIO / Broadband

Action Steps	Assigned	Actions
a. Social Media (Facebook, Twitter), Authorizations & Protocols	IT, Management Team Subcommittee (Coordinator, Attorney, Sheriff, Zoning, PHHS)	Set Committee members on 12/3/2019
b. Office 365 – Verify funding	IT	Begin implementing in January 2020
c. PIO (Public Information Officer)	Coordinator & Economic Development	
d. Implement recommendations, partner and make application for state broadband grants	Economic Development, Coordinator, IT	

PRIORITY ISSUE: Modernize technology to improve service to Carlton County constituents

*(Subcommittee: Kathy Kortuem , Kris Basilici, Pete Gould, *Paul Gassert, Dave Lee, Dennis Genereau)*

Completed Management Team Actions

Goal: Electronic Timesheets - HR Module / Internet-Intranet / Broadband / Software Deployment

Action Steps	Assigned	Completed
a. Cost analysis and maintenance review – PayCom selected vendor		Will be implemented 1/1/2020
b. Assisted with Karpel Implementation Carlton County Attorney's Office		10/2019 Complete
c. Choosing which software system(s) to move forward with. RT Vision, ADP, AS400, etc. RT Vision will be the vendor and will begin in Sept/Oct. of 2017 with a few smaller departments.	Management Team, Auditor's Office, HR Office	June 1, 2017 – change to 1/1/18?
c. Establish Intranet – Check with CivicPlus	Coordinator's Office, IT	Completed 3/6/18
d. RFP for broadband study – RFT has been sent, study will begin on June 14, 2016 when the County Board approves it. (Final report will be ready end of October)	Pete Gould, Dennis Genereau, Marv Bodie, Connie Christenson	Complete

*Member 2016-2019

PRIORITY ISSUE: *Update County Comprehensive Plan (Zoning) / Implement Marketing Tools Which Highlight County Amenities / Research Housing Needs and Housing Trends for the County*

(Subcommittee: Heather Cunningham, Mary Finnegan, Land Records/Tax Departments / Human Resources)

2020 Management Team Action(s)

Goal #1: Zoning Comprehensive Plan / County Marketing Tools / Overview County Housing, Infrastructure, Tax Base

Action Steps	Assigned	Deadline
a. 2001 – latest version of County’s Comprehensive Plan	Zoning, Economic Development	December 2021
b. Marketing tools that highlight strong County amenities (Housing, Schools, Broadband, Land Use, Recreation, Utilities etal)	Economic Development Work with consultant(s) for grant potential for Agricultural tourism (St. Louis County may be a resource for this type of grant application)	December 2021
c. Housing Needs/Housing Potential, Tax Base, Infrastructure	Human Services, Assessor, Land Records, Auditor/Treasurer, Transportation, Coordinator	December 2022

PRIORITY ISSUE: *Develop employee leadership efforts and training that will improve the county's ability to deal with the challenges they will face over the next five years including; increased needs in cross-training, succession planning mentorship, internships and creative approaches to solving county issues*

(Subcommittee: Dennis Genereau, Donna Lekander, Mary Finnegan, Kyle Holmes, Kim Franek, additional staff)

2020 Management Team Action(s)

Goal #1: Develop a Countywide Performance Appraisal Process

Action Steps	Assigned	Deadline
a. Feedback received on reports, did the Jannati training, seeking clarification on what county will use as the measurement for the appraisal process	Human Resources	2020

PRIORITY ISSUE: *Develop employee leadership efforts and training that will improve the county's ability to deal with the challenges they will face over the next five years including; increased needs in cross-training, succession planning mentorship, internships and creative approaches to solving county issues*

(Subcommittee: Dennis Genereau, Donna Lekander, Mary Finnegan, Kyle Holmes, Kim Franek, additional staff)

On-Going Management Team Actions

Goal: Develop Knowledge Transfer / Promoting County as an Employment Opportunity / Create a Training and Continuous Improvement Plan

Action Steps	Assigned	Actions
a. Cross training, job shadowing other counties, internally	Department Focused	
b. Succession planning by department under way through restructuring of departments to support the development of knowledge transfer	Management Team, Human Resources	
c. Mentoring / Cross Training	Department Focused	
d. Partnering with colleges to promote job opportunities with county Zoning use job fairs, Assessor's use St. Cloud State & St. Thomas Real Estate degree program participants Indeed.com has been utilized for job postings Email notifications are set out to interested parties who have signed up for notifications for county job openings (county website) Organizations are notified as requested by department heads Merit system postings are also utilized	Department Focused	
d. Expand and encourage internships	Management Team	
e. Types of training: Job specific, technology (Outlook, basic Microsoft)	Management Team, IT, Coordinator, PHHS	Suggested that IT work with St. Louis County for training opportunities Suggested to make a library of tutorials available for staff Suggested that training for beginners, intermediate and advanced workers could be shared with other counties
f. Safe Assure – safety training	Coordinator, Bldg. Maintenance, Human Resources	
g. Partnering with colleges for future educational needs of staff	Department specific for licensure – Department focused	

Completed Management Team Actions

None

PRIORITY ISSUE: *Improve County behavioral health efforts including mental health, CD reduction and child protection*

(Subcommittee: Dave Lee, Donna Lekander, Sheriff Lake) *Last updated 11.20.17*

2020 Management Team Action(s)

Goal #1: Address Mental Health Needs of Incarcerated Individuals / Build, Maximize and Strengthen Working Relationships with Fond du Lac

Action Steps	Assigned	Deadline
a. Expand MH access (Psych. Time/ Rule 25/NERCC) utilizing I.T.P.	PHHS/Law Partners	Dec. 2020
b. Identify appropriate space for client needs – work with provider	Duluth Bethel/Bldg. Committee	ASAP

On-Going Management Team Actions

Goal: Address Mental Health Needs of Incarcerated Individuals / Create Resource Directory / Build, Maximize and Strengthen Working Relationships with Fond du Lac

Action Steps	Assigned	Actions
a. All department heads to provide information on services and resources provided and desired to be provided (new county website, COW meetings)	Management Team	Ongoing
b. Department Head Manual Electronic Version	Management Team Chair and Vice-Chair	Early 2020
c. Coordination of mobile crisis teams (HDC/FDL)	PHHS	
d. Partner with FDL around trauma informed and ACE's work locally and regionally	PHHS/Initiatives Dept.	

PRIORITY ISSUE: *Improve County behavioral health efforts including mental health, CD reduction and child protection*

(Subcommittee: Dave Lee, Donna Lekander, Sheriff Lake) *Last updated 11.20.17*

Completed Management Team Actions

Goals: Address Mental Health Needs of Incarcerated Individuals / Create Resource Directory / Build, Maximize and Strengthen Working Relationships with Fond du Lac

Action Steps	Assigned	Completed
a. Research sustainable housing options for MH/CD clients and explore halfway house models i.) Schedule a planning meeting to explore halfway house options ii.) Explore and identify potential public/private housing partnerships	PHHS/Initiatives Dept.	Dec 2019 Dec 2017 Dec 2018
b. Expansion of school-linked mental health services	Initiatives Dept	June 2018
c. Develop a plan from the Jail & Criminal Justice System Study recommendations to expand and strengthen behavioral health services i.) Public release at the COW meeting of the plan and recommendations ii.) Explore the Yellow Line Project concept as a possible fit for Carlton County – Community Based Coordinator iii.) RFP – Jail Consultant position	Law Partners	Dec 2017 June 2018
d. Research, select and implement a new jail management data collection system – Zuercher Technologies	Law Partners	April 2018
e. Develop a local mobile crisis response team	PHHS & regional partners	Completed Nov. 2017
f. Develop a RAP Team	PHHS/Law Partners	Completed Aug. 2017
g. Department Head Handbook	Connie Christenson	Complete in 2017 (Paper version only)
h. Management Team to create a work group to guide process (refer to 211 and use the county's pocket resource guide)	Management Team Pocket guide- Public Health	Completed in 2017

PRIORITY ISSUE: *Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County*

(Subcommittee: **JinYeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genereau, Kathy Kortuem**)

2020 Management Team Action(s)

Goal #1: Create a Safe, Secure, Family-friendly County Jail

Action Steps	Assigned	Deadline
a. Consider and address changes within policies, systems and environments which are responsive to needs to promote well-being of children of incarcerated parents	Jail staff	December 2020

PRIORITY ISSUE: *Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County*

(Subcommittee: JinYeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genereau, Kathy Kortuem)

On-Going Management Team Actions

Goal: Infrastructure – Capital Improvement Plan / Budget Planning / Proactive Use of Restorative Justice

Action Steps	Assigned	Actions
a. By need and funding availability Since 2015, Revenue has been collected at \$4,381,815.72; \$1,675,800.15 spent on completed road projects as of 11/2017; \$83,964.05 to MN Dept of Revenue that, \$83,964.05 was transferred to MN Dept of Revenue by mandate; \$1,675,800.15 spent on projects.	Transportation	Annual Priority
b. Continue to work with the State Towards Zero Death Coalition focusing on the enforcement, education, engineering goals of TZD * This is not part of the ½ cent sales tax, but safety related	Transportation/Sheriff’s Office	
c. Establish Capital Improvement Budget	Finance Committee	Department’s submitted improvements to Building Committee; Committee will prioritize with jail and other building futures taken into consideration
d. Determine funding resources and annual allocation	Finance Committee	Met with department heads on budget structure, 5305 budget line recommend to roll over every year in addition to assigning project specific funding for departments to draw down all the dollars that are available to see grant funding where possible
e. Finalize County budget proposal – Present to County Board	Finance Committee Chair	
f. Maintain and expand the county Restorative Justice Juvenile Program and Expand the Restorative Practices Program into the schools across the county	RJ Division	
g. Meet with department heads to consult with budgets well in advance of budget submission due date	Finance Committee Chair (R. Brenner)	
h. Explore the develop an 18-27 year old Restorative Justice Program for nonsexual low level crimes	RJ Division and County Attorney’s Office	
i. expand community education outreach around Restorative Justice, trauma and adverse childhood experiences	RJ Division	
j. Explore Yellow Medicine’s program “Circle of Hope” regarding chemical dependency	RJ Division	

PRIORITY ISSUE: *Improve public safety through increased attention to funding and providing safe roads and jail facilities in Carlton County*

(Subcommittee: **Kathy Kortuem, JinYeene Neumann, Sheriff Lake, Donna Lekander, Dennis Genereau, *Paul Gassert**)

Completed Management Team Actions

Goals: Public Safety – Release RFP for new jail analysis – needs assessment / Highway and Roadways – ½ cent sales tax – Transportation

Action Steps	Assigned	Completed
a. Develop a work plan to respond to the results of the assessment in the following areas: website, exterior, lobby, visiting, parent education	Donna Lekander & Stephanie Upton	June 15, 2018
b. Complete the ‘Safe and Secure, Family-friendly Visiting in Jails and Prisons: A toolkit for addressing the Correctional Facility Environment’ Assessment from the University of MN	Jail staff	June 1, 2018
c. Working on update of the Road/County Safety Plan document, also includes adding updated lighting at major county road intersections	Transportation	Spring 2018
d. Final Report of Jail Needs Assessment presented at C/W Meeting Carlton County	By: Wold Architects/Dr. Allen Beck	December 5, 2017
e. Final Proposal to County Board	Kelley Lake	December 13, 2016
f. Selection Process	Paul Coughlin	November 18, 2016
g. Public RFP – Jail Needs Assessment / Look at new facility Recommendations	Kelly Lake	October 10, 2016

*Member 2016-2019



Carlton County Technology, Internet Use, Network and Email Policy

Adopted:

Revised:

Carlton County Technology, Network, Internet Use and Email Policy

Purpose

Carlton County utilizes computers and computer systems in the work place to facilitate communications, improve employee productivity, and fulfill its government functions.

This policy is intended to provide Carlton County employees with rules and guidelines about the appropriate use of county technology equipment, network, internet access, and email.

Policy

This policy shall apply to all employees, of Carlton County, and shall govern all county technology equipment, network, internet use/access, and email on all systems that are owned and connect to Carlton County's network or access or store Carlton County data.

All employees must adhere to the policy. Violation of this policy could result in disciplinary and/or legal action leading up to and including termination of employment. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Department heads shall be responsible for setting specific departmental policies on computer usage within the framework of the overall County policy. Department heads shall also be responsible to establish departmental policies on the creation of data and storage of records consistent with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the preservation of public records consistent with Minn. Stat. § 138.17, and Minn. Stat. § 15.17.

It is the responsibility of Carlton County employees to utilize Carlton County computers and systems to further the goals of Carlton County in providing services to its citizens. Employees are also responsible for taking all precautions necessary to avoid contamination of the county's computers and systems by software viruses and to prevent the unauthorized use of the County's systems. The IT Department shall be responsible to maintain and operate the County's hardware and software systems. This includes the appropriate backup of systems and information for purposes of disaster recovery. Backup of such a nature is not intended to create data.

I. County technology and network

Carlton County technology equipment in this policy includes county-issued phones, laptops, desktops, tablets and any other technology equipment that belong to Carlton County.

Carlton County advises our employees to secure county technology equipment outside county office locations. Employees are responsible for equipment whenever they take it out of their offices. County employees should take all reasonable measures to protect Carlton County owned technology.

Any use of our network and connection must follow confidentiality and data protection standards.

Employees should:

- Keep their passwords secret at all times.
- Log into their county accounts only from safe devices.
- Use strong passwords to log into work-related websites and services.

Employees should also be careful when downloading and opening/executing files and software. If an employee is unsure if a file is safe, they should ask the Carlton County IT Department

Carlton County may install anti-virus, malware, and disk encryption software on our company computers. Employees may not deactivate or configure settings and firewalls without County IT Department approval.

The installation of software such as instant messaging technology is strictly prohibited, unless is approved by the Carlton County IT Department.

All internet data that is composed, transmitted and/or received by employees using Carlton County technology equipment is considered to belong to Carlton County and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

II. Employee internet usage

Employees are advised to use our county's internet connection for the following reasons:

- To complete their job duties.
- To seek out information that they can use to improve their work.
- To access county social media accounts, while conforming to our social media standards.

Unacceptable use of the internet by employees includes, but is not limited to:

- Downloading or uploading obscene, offensive or illegal material
- Sending confidential information to unauthorized recipients
- Invading another person's privacy and sensitive information
- Sending or posting discriminatory, harassing, or threatening messages or images on the internet or via Carlton County email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material
- Hacking into unauthorized websites
- Introducing malicious software onto the county network and/or jeopardizing the security of the county's electronic communications systems
- Visiting potentially dangerous websites that can compromise the safety of our network and computers

Personal use of Carlton County hardware, software, and internet use is permitted. However, such use shall be limited in time and frequency in accordance with County and Departmental policies. It shall be conducted in a manner to limit the interruption of County business.

Carlton County equipment is the property of Carlton County and the county reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its internet or network connections.

All sites and downloads may be monitored and/or blocked by Carlton County if they are deemed to be harmful and/or not productive to county business.

The county expects employees to exercise good judgement and remain productive at work while using the internet.

II. Email

Emails sent via the county email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

Employees should understand that county email may be saved for files, could be requested for data requests, and is archived currently for a three-year period.

Our employees can use their county email accounts for work-related purposes as long as they don't violate this policy's rules. Employees shouldn't use their county email to:

- Register to illegal, unsafe, disreputable or suspect websites and services.
- Send obscene, offensive or discriminatory messages and content.
- Send unauthorized advertisements or solicitation emails.
- Sending or posting chain letters, solicitations, or advertisements not related to county purposes or activities
- Sending email that is intimidating or harassing.
- Using email for purposes of political lobbying or campaigning.
- Violating copyright laws by inappropriately distributing protected works.
- Posing as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role.
- Sending unencrypted Confidential (protected nonpublic) Carlton County data over the external network.
- Email users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Carlton County or any unit of Carlton County unless appropriately authorized (explicitly or implicitly) to do so.
- Where appropriate, an explicit disclaimer will be included unless it is clear from the context that the author is not representing Carlton County.
- An example of a simple disclaimer is "the opinions expressed are my own, and not necessarily those of my employer."
- Individuals must not send, forward or receive confidential or sensitive Carlton County information through non-Carlton County email accounts.
- Individuals must not send, forward, receive or store confidential or sensitive Carlton County information utilizing non-Carlton County accredited mobile devices.

- Send unsolicited messages to large groups except as required to conduct County business.
- Passing off personal views as representing those of the organization
- If an employee is unsure about what constituted acceptable email usage, then he/she should ask his/her supervisor for further guidance and clarification

Carlton County reserves the right to monitor county emails. All terms and conditions as stated in this document are applicable to all users of Carlton County network and internet connection.

All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Carlton County

It is the responsibility of each employee to ensure that records are retained according to Carlton County retention policies, in an appropriate format, and that records of Carlton County business are not destroyed due to mismanagement or neglect.

Any e-mail message or information created, sent, received, accessed, or stored with Carlton County's e-mail system is the property of Carlton County. Therefore, users do not have an express or implied personal privacy right in any e-mail message or information created, sent, received, accessed, or stored with Carlton County's e-mail system.

Carlton County currently uses ZixGateway and ZixPort to ensure the confidentiality of private (protected/non- public) information sent via email and to comply with privacy regulations. Carlton County can only guarantee the privacy or confidentiality of e-mail messages delivered through the county's secure email system. Any information that is confidential as a matter of law should be communicated via Carlton County's secure email system.

Carlton County has an email archiving product that allows the Carlton County IT Department to view all incoming and outgoing email. Currently, county email is considered official county communication and is archived for a period of three years of the time of the transmitted email.

Retained email messages are similar to retained printed communication and should be written, transmitted and stored with the same care.

Examples of email messages that may need to be retained include messages related to:

- Policy or decision making
- Specific case files
- Contracts
- A larger record
- Significant public business

Users should be aware that even when they delete an email, though not apparent, it may continue to exist in backup or archival storage devices or in the mailboxes of other recipients or addressees.

Because email accounts are not designed as data retention repositories, users should archive their messages on the file server according to departmental guidelines and record retention schedules. Refer

Carlton County Technology, Network, Internet Use and Email Policy
to your Department Head for retention locations and guidelines. Contact the IT Department support
for assistance with archiving messages.

When the County is a party to litigation, the County Attorney's Office may notify users of the need to
preserve all email messages relating to a specific subject. Such notice will include instructions on
where to hold those messages until otherwise notified.

User compliance

I understand and will abide by this County Technology, Internet Use, and Email Policy. I further
understand that should I commit any violation of this policy, my access privileges may be revoked,
disciplinary action and/or appropriate legal action may be taken.

Employee signature

Printed First and Last Name

Date

HR\DH-Supervisor signature

Printed First and Last Name

Date



Carlton County, Minnesota

Transportation Department

Roads Bridges Airports Trails

1630 County Road 61, Carlton, Minnesota 55718

Office: 218-384-9150 Cloquet Airport: 218-879-4911

www.co.carlton.mn.us

Work Completed September 1 – September 29, 2020

HIGHWAY MAINTENANCE OPERATIONS

1. Pothole patched County and Township roads.
2. Bladed County and Township roads.
 1. Repaired shoulder washouts with shouldering machine and blades.
 2. Continued seasonal beaver control and trapping.
 3. Crew members attended 49ers training center.
 4. Completed wedge paving on CR 141.
 5. Finished up patching on project number 1620.
 6. Continued gravel pit work.
 7. Hauled gravel on County roads
 8. Replaced failing centerline culverts on County roads.
 9. Made major subgrade repairs to CR 135 at Sand Hill Road.
 10. Installed water main at the new Barnum shop.
 11. Hauled Hatchery Pit sand for backfill at Barnum shop
 12. Removed blacktop and sub cut Linden Drive for Moose Lake Twp.
 13. Finished ditching on Maple Road for Split Rock Twp.
 14. Crew started annual OSHA training (on line).

Mechanics' Duties

1. Serviced Building and Parks lawn mowers.
2. Performed general maintenance on Sheriff Department vehicles.
3. Performed general maintenance on Transportation Department vehicles.
4. Replaced hydraulic cylinder on clam bucket and hoses at Carlton County landfill.
5. Maintenance performed on roadside mowing equipment.
6. Fabricated new loader mount on snow blower unit 2055.
7. Removed Case backhoe 8921 from service and brought to lots4bid.
8. Troubleshoot and repaired wire problems on sweeper 0675.
9. Troubleshoot problems on dozer 1822.
10. Repaired hydraulic leak on roller 156.
11. Installed new left rear wheel bearing on unit 1117.
12. Installed 16 new batteries in sign department portable message boards.
13. Installed new skid plate on Sheriff's unit 1924.
14. Completed full service on grader unit 0687 and replaced cutting edges.
15. Removed engine, transmission and drive train out of grader unit 4012 12M for overhaul.
16. Installed new box vibrator system on tandem truck unit 1873 and completed a full engine service.
17. Cleaned Carlton heated storage for indoor Flu Clinic.
18. Started to in-service new Survey truck unit 2012.

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