



Human Services Committee Meeting  
and Meeting of the Anoka County Board of Commissioners\*\*

**A G E N D A**

**Tuesday, February 18, 2020 – 8:30 a.m.**  
**Room 710 – Government Center**

**8:30 a.m. Call to Order**

**CONSENT AGENDA -- Items will be voted on as one item. At the request of any commissioner, a consent item may be moved to the regular agenda for discussion.**

Economic Assistance

- \*1. Resolution #2020-HS-3, Economic Assistance Bills (pg. 1)

**REGULAR AGENDA**

**I. HUMAN SERVICES ADMINISTRATION**

Information

- 1. 2020 Contingent Position Review (pgs. 2 - 12)
- 2. Deficit Reduction Act of 2005 Annual Report (pg. 13)

**II. ECONOMIC ASSISTANCE**

Information

- 1. Minnesota Eligibility Technology System (METS) Update (pg. 14)

**III. PUBLIC HEALTH AND ENVIRONMENTAL SERVICES**

Action

- \*1. Annual Public Health & Environment Award Recipients (pg. 15)

**IV. SOCIAL SERVICES**

Information

- 1. Homework Starts with Home Planning Grant, Contract #C0007791 (pg. 16)

**V. BEHAVIORAL HEALTH**

Action

- \*1. Community Support Program and Housing Navigation Services for Adults with Serious and Persistent Mental Illness, Contract #C0006890 (pg. 17)

**VI. COMMUNITY CORRECTIONS**

Action

- \*1. Midwest Monitoring & Surveillance, Inc for Home Electronic Monitoring and Remoter Alcohol Testing Services, Contract #C0007794 (pg. 18)

Information

- 1. ACCFC Grant Application Promoting Successful School Engagement by Reducing Truancy Year 2, (pg 19)

**VII.** Public comments are welcome. In consideration of others wishing to speak, please limit comments to two minutes.

**VIII. ROUTINE INFORMATIONAL**

- 1. January 21, 2020, Human Services Committee Meeting Minutes (pgs. 20 - 22)
- 2. Human Services Committee Report for the January 28, 2020, County Board (pgs. 23 - 24)
- 3. Human Services Committee Report for the January 28, 2020, Management Committee (pg. 25)
- 4. January 16, 2020, Community Corrections Advisory Board Meeting Minutes (pgs. 26 - 27)
- 5. Signed Contracts:

Dept.	Contract #	Vendor	Service	Term	Signed by
PHES	#C0007742	Lee Carlson Center	Anoka County Justice Involved Families Initiative	1/1/2020 12/31/2020	C Cesare R Sivarajah
PHES	#C0007764	MN Dept of Health	CHB Grant / Hep A Response	12/27/2019 6/30/2020	Jonelle Hubbard
PHES	#C0007430	City of Centerville	SCORE	1/1/2020 12/31/2020	C Cesare R Sivarajah
PHES	#C0007668	Klinefelter Consulting Provision Wellness	Reflective Practice Consulting	2/1/2020 12/31/2020	Jonelle Hubbard
PHES	#C0007669	Klinefelter Consulting Provision Wellness	Maternal Infant Home Visiting Consulting	2/1/2020 9/30/2020	Jonelle Hubbard
PHES	#C0007670	Klinefelter Consulting Provision Wellness	Infant Mental Health	2/1/2020 9/30/2020	Jonelle Hubbard
PHES	#C0007693	Slipstream Group, Inc	Lamp Recycling	1/1/2020 12/31/2020	Jonelle Hubbard
Social Services Behavioral Health	#C0007696	Coon Rapids Evangelical Free Church	Family Caregiver Connection	1/1/2020 12/31/2021	Jerry Pederson
Social Services Behavioral Health	#C0007566	Village Ranch	Consultation and Training	1/1/2020 12/31/2020	Jerry Pederson
Social Services Behavioral Health	#C0007534	Volunteers of America	Guardianship / Conservatorship	1/1/2020 12/31/2021	C Cesare R Sivarajah
Social Services Behavioral Health	#C0007526	Opportunity Services	Supported Employment	1/1/2020 12/31/2020	C Cesare R Sivarajah
Social Services Behavioral Health	#C0007562	FamilyWise	Parenting Assessments	1/1/2020 12/31/2020	Jerry Pederson

Social Services Behavioral Health	#C0007529	REM Minnesota	Semi-Independent Living Skills (SILS)	1/1/2020 12/31/2020	C Cesare R Sivarajah
Social Services Behavioral Health	#C0007686	Nystrom and Associates	Family Based Services	1/1/2020 12/31/2021	Jerry Pederson
Social Services Behavioral Health	#C0007567	Jennifer Wilgocki	Training and Consultation	1/1/2020 12/31/2021	Jerry Pederson
Social Services Behavioral Health	#C0007684	Family Based Therapy Associates	Family Based Services	1/1/2020 12/31/2020	C Cesare R Sivarajah
Social Services Behavioral Health	#C0007565	Resiliency and Health Institute	Parenting Assessments	1/1/2020 12/31/2020	Jerry Pederson
Social Services Behavioral Health	#C0007519	Mains'l	Semi-Independent Living Skills SILS	2/1/2020 12/31/2020	C Cesare R Sivarajah
Social Services Behavioral Health	#C0007553	Alexandra House	Parent Support Outreach	1/1/2020 12/31/2020	C Cesare R Sivarajah
Social Services Behavioral Health	#C0007766	Columbia Heights Schools ISD #13	Foster Care Transportation	2/3/2020 12/31/2026	Jerry Pederson
Social Services Behavioral Health	#C0007636	Metropolitan Area Agency on Aging	Title III-E Grant	1/1/2020 12/31/2020	C Cesare R. Sivarajah
Corrections	#C0006931	Track Group	Electronic Monitoring	Amendment #2 – Contract extension for 3 months. New expiration date 3/31/2020	C. Cesare R. Sivarajah

**\*Action Required**

**\*\* Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.**

**RESOLUTION #2020-HS-3**  
**APPROVING ECONOMIC ASSISTANCE ACTIONS AND PAYMENTS**

BE IT RESOLVED that the Anoka County Board of Commissioners does hereby approve and ratify the following client actions of the Anoka County Economic Assistance Department for January 2020: Medical Assistance and General Assistance medical payments in the amount of \$307,872.36 set forth in the Monthly Economic Assistance Actions and Payments Authorization document on file in Human Services Administration.



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
 COUNTY BOARD AGENDA ITEM

Human Services Administration		February 18, 2020
2020 Review / Contingent Positions		INFORMATION
<b>Action Requested</b>	Informational review of contingent positions within Human Services (pgs. 2 – 12)	
<b>Background</b>	<p>Anoka County Personnel Rules and Regulations require an annual review of all contingent positions by the committee of jurisdiction.</p> <p>All contingent positions have been reviewed by each Human Services department director and it has been determined that the following positions would be converted from a contingent to a non-contingent status:</p> <ul style="list-style-type: none"> <li>• <b>Community Social Services and Behavioral Health</b> <ul style="list-style-type: none"> <li>○ Foster Care Licensing Social Worker, PCN 2016003150</li> <li>○ PFS Social Worker, PCN 2000002068</li> <li>○ Housing Program Coordinator, PCN 2008002825</li> </ul> </li> <li>• <b>Economic Assistance</b> <ul style="list-style-type: none"> <li>○ EA Program Coordinator, PCN 1992000941</li> <li>○ EA Supervisor, PCN 1992001046</li> <li>○ EA Supervisor, PCN 1992000928</li> <li>○ Systems Support Coordinator, PCN 1992001047</li> </ul> </li> <li>• <b>Public Health and Environmental Services</b> <ul style="list-style-type: none"> <li>○ Child &amp; Teen Check-ups (CTC) Case Aide Specialist, PCN 2013002983</li> <li>○ CTC Case Aide Specialist, PCN 2014003035</li> <li>○ CTC Case aide Specialist, PCN 2016003119</li> </ul> </li> </ul>	
<b>Prior Action</b>	This has been an annual agenda item for the Human Services Committee since a 2014 update to the Personnel Rules and Regulations.	
<b>Recommendation</b>	None. Informational only.	
<b>Submitted By</b>	Cindy Cesare, Division Manager	
<b>Approved By</b>	Cindy Cesare, Division Manager	

Anoka County Human Services Contingent Positions – February 18, 2020  
 Ongoing Review for Division Manager / Annual Review (February/March) for Human Services Committee  
**Community Social Services and Behavioral Health – Page 1 of 2**

PCN	FTE	Title	Initial Approval	Complement or Non-Comp	Contingent On - Be source specific and include percentages	Currently Funded Thru (date)
2013003032	1.0	Adult Mental Health Social Worker	11-26-13	Complement	Adult Mental Health Community Support Grant 100%	12-31-20
2001002155	.65	Volunteer Serv. C&FS Council Coordinator	10-9-01	Non- Complement	Children and Family Service Grant-100%	12-31-20
2012002969	.80	Child Protection Assessment Social Worker	4-24-12	Complement	Parent Support Outreach Program Grant-100%	12-31-20
2007002723	1.0	AMH-Intake Financial Assistance Specialist	7-24-07	Complement	Adult Mental Health Community Support Grant -49% Federal Financial Participation-51%	12-31-20
2014003033	.60	Family Caregiver Support Specialist Grade 11	1-21-14	Complement	Title III-E Grant-100%	12-31-20
2016003125	1.0	Case Aide Specialist, Waiver	3-22-16	Complement	Home & Community Based Services Revenue-100%	12-31-20
2016003126	1.0	Case Aide Specialist, Waiver	3-22-16	Complement	Home & Community Based Services Revenue-100%	12-31-20
2017003235	1.0	Case Aide Specialist, Waiver	10-10-17	Complement	Home & Community Based Services Revenue-100%	12-31-20
2018003311	1.0	Housing Resource Specialist	6-01-18	Complement	Community Living Infrastructure Grant-100%	6-30-20
2018003310	1.0	Housing Support Outreach – Social Worker	6-01-18	Complement	Community Living Infrastructure Grant-40%, Adult Mental Health Initiative-60%	6-30-20
2019003318	1.0	Adult Protection Social Worker (OVCM)	2-12-19	Complement	Enhanced Training and Services to End Abuse in Later Life Program Grant 100%	9-30-2020
2019003332	1.0	Social Worker	6-11-2019	Complement	Social Services Time Study (SSTS) Revenue 100%	12-31-20

2019003333	1.0	Social Worker	6-11-2019	Complement	Social Services Time Study (SSTS) Revenue 100%	12-31-20
2019003334	1.0	Social Worker	6-11-2019	Complement	Social Services Time Study (SSTS) Revenue 100%	12-31-20
2019003335	1.0	Social Worker	6-11-2019	Complement	Social Services Time Study (SSTS) Revenue 100%	12-31-20

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Anoka County Human Services Contingent Positions – February 18, 2020  
 Ongoing Review for Division Manager / Annual Review (February/March) for Human Services Committee  
*Economic Assistance – Page 1 of 3*

PCN	FTE	Title	Initial Approval	Compliment or Non-Comp	Contingent On / Be source specific and include percentages	Currently Funded Thru (date)
2005002541	1.0	Financial Asst. Specialist (FAS)	2005	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2005002542	1.0	Financial Asst. Specialist (FAS)	2005	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2005002543	1.0	Financial Assist. Specialist (FAS)	2005	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2012002975	1.0	Financial Asst. Specialist (FAS)	2012	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2012002976	1.0	Financial Asst. Specialist (FAS)	2012	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002984	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002985	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002986	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002987	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002988	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002989	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002990	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002991	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002992	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002993	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely

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Anoka County Human Services Contingent Positions – February 18, 2020  
 Ongoing Review for Division Manager / Annual Review (February/March) for Human Services Committee  
*Economic Assistance – Page 2 of 3*

PCN	FTE	Title	Initial Approval	Compliment or Non-Comp	Contingent On / Be source specific and include percentages	Currently Funded Thru (date)
2013002994	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002995	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002996	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013002997	1.0	Financial Asst. Specialist (FAS)	3/19/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013003001	1.0	Financial Asst. Specialist (FAS)	6/18/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013003002	1.0	Financial Asst. Specialist (FAS)	6/18/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013003003	1.0	Financial Asst. Specialist (FAS)	6/18/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013003004	1.0	Financial Assistance Specialist (FAS)	6/18/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2013003005	1.0	Financial Assistance Specialist (FAS)	6/18/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely
2014318001	1.0	Child Support Officer (CSO)	New position in 2014 budget	Non-Comp	FFP (Federal Reimbursement) 66%	Funded Indefinitely
2007002723	1.0	Mental Health Navigator	2007	Complement	FFP (Federal Reimbursement) 52% and Social Services mental health grant. Social Services reimburses EA for the non-federal share match of position costs.	Funded Indefinitely
2013003009	1.0	Office Support Assistant (OSA)	7/16/13	Non-Comp	FFP (Federal Reimbursement) 52%	Funded Indefinitely

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Anoka County Human Services Contingent Positions – February 18, 2020  
 Ongoing Review for Division Manager / Annual Review (February/March) for Human Services Committee  
*Economic Assistance – Page 3 of 3*

PCN	FTE	Title	Initial Approval	Compliment or Non-Comp	Contingent On / Be source specific and include percentages	Currently Funded Thru (date)
2016003122	1.0	Financial Asst. Specialist (FAS)	2/16/2016	Non-Comp	FFP (Federal Reimbursement) 62%	Funded Indefinitely
2016003123	1.0	Financial Asst. Specialist (FAS)	2/16/2016	Non-Comp	FFP (Federal Reimbursement) 62%	Funded Indefinitely
2016003124	1.0	Financial Asst. Specialist (FAS)	2/16/2016	Non-Comp	FFP (Federal Reimbursement) 62%	Funded Indefinitely

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Anoka County Human Services Contingent Positions – February 18, 2020  
 Ongoing Review for Division Manager / Annual Review (February/March) for Human Services Committee  
**Public Health & Environmental Services – page 1 of 3**

PCN Position Control Number	FTE Full-Time Equivalent	Title	Initial Approval	Complement or Non-Comp	Contingent On / Be source specific and include percentages	Currently Funded Thru (date)
2012002980	1.00	Public Health Nurse Home Visiting	December 7, 2012	Complement	This position is contingent upon having the Maternal, Infant, & Early Childhood Home Visiting (MIECHV) Grant in the department. This position is supported by other department funding as follows: 24% MCH (Maternal and Child Health) grant, 26% net county share, 35% local public health grant, 15% 3 <sup>rd</sup> party insurance payments. These percentages may vary each year.	Funded through September 30, 2020
2012002979	1.00	Public Health Nurse Home Visiting	December 7, 2012	Complement	This position is contingent upon having the Maternal, Infant, & Early Childhood Home Visiting (MIECHV) Grant in the department. This position is supported by other department funding as follows: 51% TANF (Temporary Assistance for Needy Families) grant, 3% net county share, 16% local public health grant, 30% 3 <sup>rd</sup> party insurance payments. These percentages may vary each year.	Funded through September 30, 2020
2012002978	1.00	Public Health Nurse Home Visiting	December 7, 2012	Complement	Metro Alliance for Healthy Families Evidence-Based Family Home Visiting Grant (MAHF-EBFHV) Funding/ 72% MAHF-EBFHV grant, 28% 3 <sup>rd</sup> party insurance payments. These percentages may vary each year.	Funded through December 31, 2022
2012002977	1.00	Public Health Nurse Supervisor	December 7, 2012	Complement	Maternal, Infant, & Early Childhood Home Visiting (MIECHV) Grant Funding/56% MIECHV grant, 27% 3 <sup>rd</sup> party insurance payments, 17% MAHF-EBFHV. These percentages may vary each year.	Funded through September 30, 2020
2013002983	1.00	Case Aide Specialist CTC	January 22, 2013	Complement	Child and Teen Checkups Funding/100% Child & Teen Checkups	*CTC program funded since 1992 *Funded through December 31, 2020 *Contract through 2020 *Annual approval by DHS for CTC budget

**Anoka County Human Services Contingent Positions – February 18, 2020**  
 Ongoing Review for Division Manager / Annual Review (February/March) for Human Services Committee

**Public Health & Environmental Services – page 2 of 3**

PCN Position Control Number	FTE Full-Time Equivalent	Title	Initial Approval	Complement or Non-Comp	Contingent On / Be source specific and include percentages	Currently Funded Thru (date)
2014003035	0.75	Case Aide Specialist Child and Teen Checkups (CTC)	February 11, 2014	Complement	Child and Teen Checkups Funding/100% Child & Teen Checkups	*CTC program funded since 1992 *Funded through December 31, 2020 *Contract through 2020 *Annual approval by DHS for CTC budget
2016003119	0.80	Case Aide Specialist CTC	March 8, 2016	Complement	Child and Teen Checkups Funding/100% Child & Teen Checkups	*CTC program funded since 1992 *Funded through December 31, 2020 *Contract through 2020 *Annual approval by DHS for CTC budget
2018003298	1.00	Office Support Assistant	March 13, 2018	Complement	Child and Teen Checkups Funding/100% Child & Teen Checkups	*CTC program funded since 1992 *Funded through December 31, 2020 *Contract through 2020 *Annual approval by DHS for CTC budget
2002002227	1.00	Public Health Emergency Preparedness Coordinator	June 25, 2002	Complement	Public Health Emergency Preparedness (PHEP) grant funding/100% Emergency Preparedness funds. Occasionally there are other grant funds available related to emergency preparedness that may support a portion of this position.	*Funded through June 30, 2020 *Contract through June 30, 2020 *PHEP program funded since 2002
2002002229	1.00	Public Health Emergency Preparedness Specialist	June 25, 2002	Complement	PHEP grant funding/100% Emergency Preparedness funds. Depending on annual budget amount there may be flexibility required with the FTE. Occasionally there are other grant funds available related to emergency preparedness that may support a portion of this position.	*Funded through June 30, 2020 *Contract through June 30, 2020 *PHEP program funded since 2002
2009002926	1.00	Admin Services Assistant	October 13, 2009	Complement	PHEP grant funding/100% Emergency Preparedness funds. Depending on annual budget amount there may be flexibility required with the FTE. Occasionally there are other grant funds available related to emergency preparedness that may support a portion of this position.	*Funded through June 30, 2020 *Contract through June 30, 2020 *PHEP program funded since 2002

Anoka County Human Services Contingent Positions – February 18, 2020  
 Ongoing Review for Division Manager / Annual Review (February/March) for Human Services Committee

**Public Health & Environmental Services – page 3 of 3**

PCN Position Control Number	FTE Full-Time Equivalent	Title	Initial Approval	Complement or Non-Comp	Contingent On / Be source specific and include percentages	Currently Funded Thru (date)
2017003230	0.725	Public Health Emergency Preparedness Specialist	August 8, 2017	Complement	PHEP grant funding/100% Emergency Preparedness funds. Depending on annual budget amount there may be flexibility required with the FTE. Occasionally there are other grant funds available related to emergency preparedness that may support a portion of this position.	*Funded through June 30, 2020 *Contract through June 30, 2020 *PHEP program funded since 2002
2015003112	1.00	SHIP Program Coordinator	October 20, 2015	Complement	Statewide Health Improvement Program (SHIP) Funding/100% Statewide Health Improvement Program	*SHIP grant contract through October 31, 2020 *Currently funded through October 31, 2020

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Anoka County Human Services Contingent Positions – February 18, 2020  
Ongoing Review for Division Manager / Annual Review (February/March) for Human Services Committee

**Job Training Center**

PCN Position Control Number	FTE Full-Time Equivalent	Title	Initial Approval	Complement or Non-Comp	Contingent On / Be source specific and include percentages	Currently Funded Thru (date)
1992001460	1	Sr. Vocational Counselor	11-12-14	Complement	Funding is from the Department of Labor under the Disability Employment Initiative grant.	This position was contingent on funds from the Disability Employment Initiative grant. This grant ended in March 2018. <b>Currently Vacant</b>
2017002757	1	Sr. Vocational Counselor	11-2017	Complement	Funding is from the Minnesota Department of Employment and Economic Development (DEED) under the Federal Cartridge Project.	This position is contingent on funds from MN DEED for the Federal Cartridge Project which was funded through June 30, 2019. Due to employees being recalled remaining funds were returned to DEED in December 2018. <b>Currently Vacant</b>
2017003219	1	Sr. Vocational Counselor	10-09-17	Complement	Funding is from the Minnesota Department of Employment and Economic Development (DEED) under the Employment for All grant.	This position was contingent on funds from MN DEED for the Employment for All grant. A no-cost grant extension was approved through June 2019 but this does not include funds for staffing only programming. <b>Currently Vacant</b>
2018003309	1	Workforce Development Specialist	7-10-18	Complement	Funding is from the Minnesota Department of Employment and Economic Development (DEED) under both the Pathways to Prosperity grant and the MN Legacy Demo Project.	This position is contingent on funds from MN DEED for the Pathways to Prosperity grant and our MN Legacy Demo Project. The Pathways to Prosperity grant goes through June 30, 2020 but may possibly be extended. The MN Legacy Demo Project is funded through November 2020.

Anoka County Human Services Contingent Positions – February 18, 2020  
 Ongoing Review for Division Manager / Annual Review (February/March) for Human Services Committee  
**Community Corrections**

PCN Position Control Number	FTE Full-Time Equivalent	Title	Initial Approval	Complement or Non-Comp	Contingent On / Be source specific and include percentages	Currently Funded Thru (date)
2010002946	1	Probation Officer	10/1/2010	Complement	Collaborative Violence Against Women Grant Funding (IDAPP Program/Lethality reduction). Contingent on county funds to augment grant funding.	The position is 90% funded thru 9/30/20.
2016003153	1	Probation Officer	11/8/2016	Complement	Collaboration specialty court grants for both Veterans and Drug Courts	Funded by two separate grants for 3 years through September 2022.
2017003287	1	Probation Officer	12/08/2017	Complement	Alternatives to Incarceration Grant Funding.	Funded by 1-year grant through December 2020.
2019003337	1	Probation Officer	07/18/2019	Complement	Specialized Mental Health Community Supervision Grant Funding	Funded by 2-year grant through June 2021.
2019003338	1	Social Worker	07/18/2019	Complement	Specialized Mental Health Community Supervision Grant Funding	Funded by 2-year grant through June 2021.

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ANOKA COUNTY HUMAN SERVICES COMMITTEE  
COUNTY BOARD AGENDA ITEM

Human Services Administration		February 18, 2020
Deficit Reduction Act of 2005 Annual Report		INFORMATION
<b>Action Requested</b>	None	
<b>Background</b>	In 2011 Anoka County developed a formal plan to assure compliance with the 2005 Federal Deficit Reduction Act (DRA). The Act requires that Anoka County educate our employees and providers of Medical Assistance (MA) services with whom we contract regarding false claims and reporting. Anoka County is required to submit an Assurance Statement to the State of Minnesota annually as proof that we have complied with the requirements of the DRA. As part of Anoka County's compliance, we committed to submission of annual reports to the Human Services Committee of the County Board updating them on activities over the past year.	
<b>Prior Action</b>	February 2019 Information Item at Human Services Committee on DRA Annual Report for 2018.	
<b>Recommendation</b>	<p>During calendar year 2019, the following activities occurred to support Anoka County's efforts to assure the compliance with requirements of the Deficit Reduction Manual.</p> <ul style="list-style-type: none"><li>• The Anoka County Attorney's Office continued a Coursemill training on the Deficit Reduction ACT with the intent that each year in February / March, all Human Services staff will take the DRA CourseMill training as a refresher course and score 75% or higher on the short quiz.</li><li>• All newly hired Human Services staff are required to take the DRA CourseMill training as part of new employee orientation.</li><li>• The designated chief compliance officer reviewed two reports from staff of potential false claims or fraud and submitted reports, for each instance, to the Minnesota Department of Human Services for investigation.</li></ul> <p>The DRA Compliance Manual is posted on our Sharepoint HS Admin Page / Documents.</p>	
<b>Submitted By</b>	Tracy Schirmers	
<b>Approved By</b>	Cindy Cesare	



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
 COUNTY BOARD AGENDA ITEM

Economic Assistance		February 18, 2020
Minnesota Eligibility Technology System (METS) Update		INFORMATION
<b>Action Requested</b>	Informational	
<b>Background</b>	<p>There are currently 21,373 Medical Assistance (MA) cases on the Minnesota Eligibility Technology System (METS) and 7,674 MA cases on the MAXIS system in Anoka County. The MA caseload decreased by 1,793 cases from January 2019 to January 2020.</p> <ul style="list-style-type: none"> <li>• 2020 MA case totals: 29,047</li> <li>• 2019 MA case totals: 30,840</li> <li>• 2018 MA case totals: 30,798</li> </ul> <p>The METS Team used a new process for managing work during the Open Enrollment period. Staff members continued to manage their caseload by an alpha split but were also placed in small teams to support each other during this period of high volume. There were four teams created with each team member assigned as a leader for different weeks during the Open Enrollment period. Team leads would review workload and set team goals for each day with the hope of keeping each team member current on their work and urgent case situations prioritized. This was collaborative effort that allowed staff to take on leadership roles, provide support to each other and manage the high volume of work in a supportive environment. By the numbers, this has been one of the most successful Open Enrollments for Anoka County. The volume of work to complete as a result of Open Enrollment is significantly lower from previous years.</p>	
<b>Prior Action</b>	An update was provided at the February 19, 2019 Human Services Committee meeting.	
<b>Recommendation</b>	Informational	
<b>Submitted By</b>	Jessica Leth, Family Programs Manager	
<b>Approved By</b>	Brad Thiel, Director	



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
COUNTY BOARD AGENDA ITEM

Public Health & Environmental Services		February 18, 2020
Annual Public Health & Environment Award Recipients		ACTION
<b>Action Requested</b>	The Anoka County Board of Commissioners to present the Public Health & Environment Awards to recipients at the Anoka County Board meeting on April 14, 2020.	
<b>Background</b>	<p>The Anoka County Board of Commissioners recognizes citizens of Anoka County who have made contributions to public health and/or the environment. This recognition is awarded annually during Public Health Month at Anoka County.</p> <p>In the past, Anoka County Recycling &amp; Resource Solutions (R&amp;RS) hosted a Recycling Champion Awards ceremony. This year, however, the format has changed, and the Public Health &amp; Environment Awards will now encompass those who have made contributions to improving the environment as well as public health, in their community.</p> <p>The selections are based on demonstrated leadership, community and environment health improvement, collaboration and advocacy.</p> <p>A variety of media were used to solicit nominations for the Anoka County Public Health Recognition Awards. Nominations are reviewed by a selection committee comprised of Community Health Advisory Committee (CHAC) members and Public Health &amp; Environmental Services staff.</p>	
<b>Prior Action</b>	Annual approval by the Anoka County Board of Commissioners since 2005.	
<b>Recommendation</b>	The Anoka County Board of Commissioners to present the Public Health & Environment Awards to recipients at the Anoka County Board meeting on April 14, 2020.	
<b>Submitted By</b>	Jonelle Hubbard - Director	
<b>Approved By</b>	Jonelle Hubbard - Director	



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
 COUNTY BOARD AGENDA ITEM

Social Services		February 18, 2020
Contract# C0007791 Homework Starts with Home Planning Grant		INFORMATION
<b>Action Requested</b>	Information Only	
<b>Background</b>	<p>Minnesota Housing has released Request for Proposal titled "Homework Starts with Home". There is an option to apply for only a "planning" portion of this grant request. The planning grant objectives are to increase the collaboration of community partners to prepare for future RFPs for the full programming grant. The full grant which would provide direct housing funds and support services to homeless families who attend local school districts. The targeted population would include those who are engaged with Anoka County Public Child Welfare teams (PCWAs), who are at risk of further long term impacts due to homelessness. Anoka County Community Social Services &amp; Behavioral Health would also plan to partner with Economic Assistance and CareerForce to support participants with increasing their financial independence and sustainability to independent living outside of the need for support services.</p> <p>The Community Social Services &amp; Behavioral Health Department will be applying for the planning portion of the grant. The planning grant awards up to \$40,000 and is slated for August 1, 2020 through September 30, 2023. This would allow for time and engagement with community partners, such as local school-districts and other departments, who would be a referral source for the families, a local service provider for families and youth, and a Housing Trust Fund administration for the funding.</p> <p>Grant award Amount: up to \$40,000          Grant Term: August 1, 2020 through September 30, 2023</p>	
<b>Prior Action</b>	None	
<b>Recommendation</b>	Information Only	
<b>Submitted By</b>	Natalie Engelmann	
<b>Approved By</b>	Jerry Pederson	



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
 COUNTY BOARD AGENDA ITEM

Behavioral Health		February 18, 2020
Community Support Program and Housing Navigation Services for Adults with Serious and Persistent Mental Illness Contract #C0006890		ACTION
<b>Action Requested</b>	Amendment I to contract #C0006890 with Lee Carlson Center for Mental Health and Well-Being for Community Support Services for Adults with Serious and Persistent Mental Illness.	
<b>Background</b>	<p>Anoka County receives funding through the Adult Mental Health Grant from the Department of Human Services to provide Community Support Program (CSP) services for Adults with Serious and Persistent Mental Illness. Anoka County uses these state funds to purchase individual community support services and housing navigation with Lee Carlson Center for Mental Health and Well-being. As part of a jail diversion pilot effort the Community Social Services Department created a pilot with Lee Carlson Center and the Coon Rapids Police Department. Additional grant dollars were provided to Lee Carlson Center to increase intervention and prevention services to support this pilot effort. The main goals being to increase Mental Health service interaction with clientele identified by local law enforcement and to decrease the necessity of law enforcement and jail involvement.</p> <p>Due to the needs of law enforcement and type of service offered by Lee Carlson, the number of actual client contacts did not meet pilot expectations. Anoka County is ending this pilot effort at the end of February 2020. All parties are aware of this change.</p> <p>Jail diversion and community service to vulnerable individuals with mental illness is important to the Department and discussions and planning are already in place through the North Metro Round Table and involved partners to find an alternative model.</p> <p><u>January 2019-December 2020</u>          Contract Maximum: \$234,919.00/2 year          Police Outreach rate: \$2,346/month          Non-ARMHS Eligible Service Unit Rate: \$72.08/hour</p> <p><u>Amendment I January 2019-December 2020</u>          New Contract Maximum: <b>\$211,159.00/2 year</b>          Police Outreach rate: \$2,346/month (for the months of January 2019 thru February 2020)          Non-ARMHS Eligible Service Unit Rate: \$72.08/hour</p>	
<b>Prior Action</b>	2019 Approval of Contract #C0006890.	
<b>Recommendation</b>	Staff recommends approval for Amendment I to Contract #C0006890 with Lee Carlson Center for Mental Health and Well-being, 7945 University Ave. NE, Fridley, MN 55432 for January 2019 through December 2020.	
<b>Submitted By</b>	Jason Rodrigues	
<b>Approved By</b>	Jerry Pederson	



**ANOKA COUNTY HUMAN SERVICES COMMITTEE  
COUNTY BOARD AGENDA ITEM**

Community Corrections		February 18, 2020																								
Contract #C0007794 with Midwest Monitoring & Surveillance, Inc. for Home Electronic Monitoring and Remote Alcohol Testing Services		ACTION																								
<b>Action Requested</b>	Community Corrections seeks authorization to award contract #C0007794 to Midwest Monitoring & Surveillance, Inc. for electronic monitoring services from March 1, 2020 – February 28, 2023.																									
<b>Background</b>	<p>Electronic monitoring technologies enhance offender supervision and provides less-restrictive alternatives to incarceration for Courts. Corrections currently contracts with vendor Track Group, Inc., contract #C0006931, through March 31, 2020.</p> <p>In August 2019, Corrections received Board approval to solicit competitive bids for electronic monitoring services through an RFP process. The RFP produced 10 vendor bids. Corrections and Purchasing carefully evaluated proposals based on available services and technology options, pricing, customer service and references. Minnesota-based Midwest Monitoring &amp; Surveillance, Inc. was identified as the preferred vendor, scoring highest overall.</p> <p>Midwest Monitoring offers two service and pricing tiers: A per-piece equipment leasing option and access to Midwest’s monitoring software with county staff performing most monitoring functions. Alternatively, an enhanced monitoring services model with Midwest assuming a more active role with offender monitoring and assisting county staff with certain case management functions. These models provide Corrections with monitoring service options and budget flexibility.</p> <p>Corrections’ current electronic monitoring vendor offers a leased equipment model with county staff performing all monitoring functions during business hours. The enhanced services model proposed by Midwest Monitoring provides increased monitoring coverage and violation response protocols through their 24/7 staffed monitoring center enhancing public safety. Corrections will likely initially continue with a leased option through Midwest but intends to transition to the enhanced services model at such time offender fees are adjusted or other revenue obtained to offset the increase in county costs. The new contract will include language that requires written notification from the County to the vendor before transitioning to a new level of service and pricing.</p> <p>Midwest Monitoring is agreeable to a multi-year contract with the following per-diem pricing:</p> <table border="1"> <thead> <tr> <th>Technology</th> <th>Leased Equipment</th> <th>Enhanced Services Model</th> </tr> </thead> <tbody> <tr> <td>GPS tracking</td> <td>\$3.25</td> <td>\$4.75</td> </tr> <tr> <td>GPS w/Remote Alcohol Monitoring</td> <td>\$6.25</td> <td>\$7.75</td> </tr> <tr> <td>Radio Frequency (RF) house arrest</td> <td>\$2.00</td> <td>\$3.50</td> </tr> <tr> <td>Remote Alcohol Monitoring</td> <td>\$4.00</td> <td>\$5.50</td> </tr> <tr> <td>Remote Alcohol Monitoring w/RF house arrest</td> <td>\$6.00</td> <td>\$7.50</td> </tr> <tr> <td>Transdermal Monitoring</td> <td>\$5.75</td> <td>\$7.25</td> </tr> <tr> <td>Transdermal Monitoring w/RF</td> <td>\$6.00</td> <td>\$7.50</td> </tr> </tbody> </table>		Technology	Leased Equipment	Enhanced Services Model	GPS tracking	\$3.25	\$4.75	GPS w/Remote Alcohol Monitoring	\$6.25	\$7.75	Radio Frequency (RF) house arrest	\$2.00	\$3.50	Remote Alcohol Monitoring	\$4.00	\$5.50	Remote Alcohol Monitoring w/RF house arrest	\$6.00	\$7.50	Transdermal Monitoring	\$5.75	\$7.25	Transdermal Monitoring w/RF	\$6.00	\$7.50
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<b>Prior Action</b>	Corrections is currently contracted with Track Group, Inc. until March 31, 2020.																									
<b>Recommendation</b>	Approve contract #C0007794 for electronic monitoring and remote alcohol testing services with Midwest Monitoring & Surveillance, Inc. from March 1, 2020 – February 28, 2023.																									
<b>Submitted By</b>	Corey Kohan, Manager																									
<b>Approved By</b>	Dylan Warkentin, Director																									



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
 COUNTY BOARD AGENDA ITEM

Community Corrections		February 18, 2020
ACCFC Grant Application Promoting Successful School Engagement by Reducing Truancy – Year 2		INFORMATION
<b>Action Requested</b>	Informational	
<b>Background</b>	<p>In 2019, Anoka County Community Corrections applied for, and was awarded, an Anoka County Children Family Council (ACCFC) Collaborative grant aimed at reducing truancy and increasing school success with those students experiencing truancy and are required to attend PINES school.</p> <p>The collaborative grant application process requires applicants to apply along with other members of the ACCFC to create innovative projects impacting students and families in the local collaborative. Community Social Services and Behavioral Health, specifically Children &amp; Family Services and Children’s Mental Health, joined with Corrections, and two community providers to create the Promoting Successful School Engagement by Reducing Truancy project.</p> <p>Over the last eight years, truancy rates have risen in Anoka County. Currently 24% of all youth on probation are struggling with truancy. Of that percent, 25 clients are deemed repeat, chronic truants. These 25 cases receive an intensive level of supervision service with the hope of improving school attendance. The first year of the project has yielded seven referrals to date. Expanding the categories of students who could qualify for the project will bring additional referrals.</p> <p>While attendance at school removes the “truant” label, the primary goal of this project is to increase educational engagement by assessing and addressing gaps and barriers to success at school. By working with Children’s Mental Health, local school districts, families and community providers, Juvenile Corrections and Children and Family Services hope to see a reduction in truancy and an increase in attendance as well as performance in the classroom.</p> <p>Some barriers to mental health services include a lack of insurance or an inability to pay the co-pay; the need for an initial diagnostic assessment; and/or the right therapeutic service delivered at the right time. Funds from this grant application will help defer these barriers and community partners, Lee Carlson Center for Mental Wellness and Empower Supportive Services, LLC, will provide mental health services to referred youth. Although there is a focus on Pines School the grant allows funds to be used for any youth who is referred to the county for services related to truancy.</p> <p>Along with Children and Family Services and Children’s Mental Health, Centennial School District 12, Corrections and community partners applied for \$50,000.00.</p>	
<b>Prior Action</b>	None	
<b>Recommendation</b>	None	
<b>Submitted By</b>	Tracy Schirmers	
<b>Approved By</b>	Dylan Warkentin	



# Anoka County

## HUMAN SERVICES DIVISION

Administration & Finance

### \* MINUTES \*

Human Services Committee  
January 21, 2020 – 8:30 a.m.  
Anoka County Government Center

COMMITTEE PRESENT: Commissioner Julie Braastad, Commissioner Mandy Meisner

COMMITTEE ABSENT: Commissioner Robyn West

OTHERS PRESENT: Rhonda Sivarajah, Cindy Cesare, Jonelle Hubbard, Nicole Swanson, Dylan Warkentin, Jerry Pederson, Nancy Norman, Brad Thiel, Jessica Leth, Kellie Tienter, Randi Mayer, Peggy McNabb, Nicole Hegge, Heather Miller, Michele Reid, Tracy Schirmers, Wes Volkenant

#### I. CONSENT

##### Action

Recommendations on all action items that were forwarded to the County Board are included in the attached Human Services Committee Report for their meeting on January 28, 2020. Resolution #2020-HS-1 is on file in Human Services Administration.

#### II. HUMAN SERVICES ADMINISTRATION

##### Action

Recommendations on all action items that were forwarded to the Management Committee are included in the attached Human Services Committee Report for their meeting on January 28, 2020.

#### III. ECONOMIC ASSISTANCE

##### Information

##### A. Economic Assistance Front-Line Work Presentation

Kellie Tienter and Jessica Leth provided an overview of the front-line support staff work that goes into managing over 47,000 cases – 45% health-care; 24% child support; 22% adult programs; 9% family programs. Twenty-nine support staff and two supervisors serve four core service areas -- the call Center in Anoka, reception in Anoka and Blaine, MNsure in Blaine, and document management at both locations. Support staff use multiple state databases and county software systems every day.

- Call center staff answered 135,279 calls in 2019, and resolved about 50% of the public assistance calls, dramatically reducing calls to financial workers. Those calls that move forward to financial workers tend to be related to eligibility.
- Reception staff serve about 6,000 customer per month.
- Certified navigators assist with health-care screenings and MNsure only applications.
- Office support assistants enter data and process applications, documents, and communications. Over 500,000 documents were processed / managed by office support staff in 2019 – of which 23,506 were applications.
- Triage office support specialists act as floaters and are cross-trained in at least two core areas.

Among new EA initiatives are standard contact flow, classroom training, office support mentors, and Zingtee phone call scripts and process flows.

Jessica Leth identified keeping staff well trained in the constant program changes as a challenge for the department.

B. Fraud Prevention Investigation (FPI) Additional Grant Funds

Brad Thiel reported Anoka County has been awarded \$60,000 in additional state Fraud Prevention Investigation (FPI) funding that will be used to reduce overall county costs related to our FPI Program through SFY 2021. While the award is significantly less than our application amount, this funding will help fill budget gaps that occur in the investigation work done by our Sheriff's Office.

IV. **JOB TRAINING CENTER**

Action

Recommendations on all action items that were forwarded to the Management Committee are included in the attached Human Services Committee Report for their meeting on January 28, 2020.

Information

A. Community Development Block Grant (CDBG) Application, Contract #C0007757

Nicole Swanson reported the Job Training Center is applying for \$40,000 in Community Development Block Grant (CDBG) funding that would be focused on our Disability Resource Coordinator position from July 1, 2020, through June 30, 2021. Serving persons with disabilities has been identified as a priority this year. The CDBG grant would allow our coordinator to serve non-grant, universal customers – with both training programs and employment. Coordination will occur that combines their employment benefits with any other assistance for which clients may qualify.

V. **PUBLIC HEALTH AND ENVIRONMENTAL SERVICES**

Information

A. 2019--2020 UCare Foundation Metro County Grant / Anoka County Justice-Involved Families Initiative, Contract #C0007746

Jonelle Hubbard reported a 2019—2020 UCare Foundation Metro County grant will provide \$56,966 for an Anoka County Justice-Involved Families Initiative that will, through community partnerships, implement: 1) parenting-skill education for criminal justice system-involved mothers; and 2) school-based support groups for high-school students impacted by parental incarceration.

Through inclusive collaboration with community partners, we are looking to:

- Increase family resiliency and community connectedness.
- Create an ongoing support system and reduce the trauma that children of incarcerated parents experience. In 2019, an average of 16% of Anoka County youth indicated they had a parent or guardian incarcerated.
- Build sustainable relationships and services.
- Make an impact.

Community partners include the Minnesota Prison Doula Project, Lee Carlson Center, Columbia Heights and Fridley high schools, Pines School, Community Corrections, Social Services and Behavioral Health, and Public Health.

## VI. SOCIAL SERVICES

### Action

Recommendations on all action items that were forwarded to the County Board are included in the attached Human Services Committee Report for their meeting on January 28, 2020. Resolution #2002-HS-2 is on file in Human Services Administration.

### Information

#### A. Homeless Outreach and Anoka County Point-in-Time Count

Jerry Pederson reported on the December 19<sup>th</sup> homeless outreach event at Northtown mall and coordinated by Blaine law enforcement, acknowledging that homelessness is a community issue that requires many partnerships and participants. Thirty-five + homeless individuals came forward for services at that outreach event.

This “warming house” / law enforcement outreach model is being utilized again for our 2020 Point-in-Time Count of homeless individuals and families in Anoka County, as it seems to be a good approach, with many partners working to make an impact.

Commissioner Meisner acknowledged her full support of this model, as folks are continuing to come forward for services from the December 19<sup>th</sup> event. Commissioner Braastad noted the importance of having an Anoka County face and name – Michele Reid -- as our point-of-contact for folks.

## VII. BEHAVIORAL HEALTH

### Action

Recommendations on all action items that were forwarded to the County Board are included in the attached Human Services Committee Report for their meeting on January 28, 2020.

## VIII. Public Comment

Wes Volkenant commented on:

- New member appointments to the Adult Mental Health Advisory Council.
- The work being done to address homelessness in Anoka County.
- Front-line workers being the *backbone to the work that needs to be done*.

## IX. ROUTINE INFORMATIONAL

1. The December 12, 2019, Human Services Committee meeting minutes and the Human Services Committee Reports for the December 17, 2019, Management Committee and County Board stand as submitted.
2. Minutes of the December 5, 2019, Adult Mental Health and Children’s Mental Health Advisory and Coordination Council meeting are on file with the January 21, 2020, Human Services Committee agenda (pgs. 30 -- 32).

Respectfully submitted

\_\_\_\_\_  
Peggy McNabb  
Administrative Division Supervisor

attachments



# Anoka County

## HUMAN SERVICES DIVISION

Administration & Finance

### HUMAN SERVICES COMMITTEE REPORT FOR THE JANUARY 28, 2020 ANOKA COUNTY BOARD MEETING

COMMITTEE PRESENT: Commissioner Julie Braastad, Commissioner Mandy Meisner

COMMITTEE ABSENT: Commissioner Robyn West

OTHERS PRESENT: Rhonda Sivarajah, Cindy Cesare, Jonelle Hubbard, Nicole Swanson, Dylan Warkentin, Randi Mayer, Jerry Pederson, Nancy Norman, Brad Thiel, Jessica Leth, Kellie Tienter, Peggy McNabb, Nicole Hegge, Heather Miller, Michele Reid, Tracy Schirmers, Wes Volkenant

The following recommendations from the January 21, 2020, Human Services Committee meeting are being forwarded to the County Board of Commissioners, which also acts as the Local Social Services Agency and Health Board, for their approval:

- \*1. The committee recommended County Board ADOPTION of the following:
- A. Resolution #2020-HS-1, Economic Assistance Bills – **see attached resolution**
  - B. Resolution #2020-HS-2, Accepting Gifts for Human Services – **see attached resolution**

© © ©

#### INFORMATIONAL

1. The following position recommendation has been forwarded to the Management Committee for approval at its January 28, 2020, meeting:
  - A. Community Corrections / PCN 1994001601 Restructure Request
    - From: 1 FTE Senior Accounting Clerk, Grade 8, Juvenile Center, Complement, Non-Contingent
    - To: 1 FTE Administrative Services Assistant, Grade 9, Juvenile Center, Complement, Non-Contingent
2. The committee adopted a Human Services Committee schedule of regular meetings from February 2020 through January 2021. Regular meetings begin at 8:30 a.m. in Rum River Room 710, Anoka County Government Center, on the third Tuesday of each month, except for:
  - July, when the committee will meet on July 23
  - December, when the committee will meet on December 10

3. The Committee recommended County Board reappointment of Rob Edwards as mental health professional to the Children's Mental Health Advisory and Coordination Council for a three-year term to February 2023.
4. The Committee recommended County Board appointment of the following to the Adult Mental Health Advisory Council for three-year terms to February 2023:

Reappointments

- Jeff Alberts, community mental health provider
- Ruth Engelstad, community member

New Appointments

- Anita Judo, consumer
- Kaitlyn Johnson, community support services professional

5. The Committee recommended County Board chair appointment of Kyung Chun 'KC' Kye as manufacturing/retail industry representative to the Workforce Development Board for a two-year term through June 30, 2021.

\*Action Required  
attachments



**Anoka County**  
**HUMAN SERVICES DIVISION**  
Administration & Finance

**HUMAN SERVICES COMMITTEE REPORT  
FOR THE JANUARY 28, 2020  
ANOKA COUNTY MANAGEMENT COMMITTEE MEETING**

COMMITTEE PRESENT: Commissioner Julie Braastad, Commissioner Mandy Meisner

COMMITTEE ABSENT: Commissioner Robyn West

OTHERS PRESENT: Rhonda Sivarajah, Cindy Cesare, Jonelle Hubbard, Nicole Swanson, Dylan Warkentin, Randi Mayer, Jerry Pederson, Nancy Norman, Brad Thiel, Jessica Leth, Kellie Tienter, Peggy McNabb, Nicole Hegge, Heather Miller, Michele Reid, Tracy Schirmers, Wes Volkenant

1. The following position recommendation has been forwarded to the Management Committee for approval at its January 28, 2020, meeting:

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From: 1 FTE Senior Accounting Clerk, Grade 8, Juvenile Center,  
Complement, Non-Contingent

To: 1 FTE Administrative Services Assistant, Grade 9, Juvenile Center,  
Complement, Non-Contingent

attachment

**Anoka County Community Corrections  
Advisory Board Meeting Minutes – January 16, 2020**

The Anoka County Community Corrections Advisory Board meeting was held on Thursday, January 16, 2020 at 12 noon in Room 710 at the Anoka County Government Center.

Board Members Present: Judge Spencer Sokolowski, Judge John Dehen, Commissioner Mike Gamache, Commissioner Mandy Meisner, Don Kjonaas, Dr. Ed Evans, Robert DeRoche, Michael McGee, Morgan Whiterabbit, Bryan Lindberg, Virginia Murphrey, Dr. Roger Worner, Dave Pacholl, Cindy Cesare

Others Present: Dylan Warkentin, Corey Kohan, Todd Benjamin, Rick Sells, Tracy Rohloff, Wes Volkenant (Citizen)

\* \* \* \* \*

Chair Don Kjonaas called the meeting to order at 12:04 PM.

\* \* \* \* \*

There was a motion made by Dr. Roger Worner and seconded by Robert DeRoche approving the minutes of the November 21, 2019 meeting. The motion passed unanimously.

\* \* \* \* \*

New/Old Business: None.

\* \* \* \* \*

**Technology Advances in Corrections**

Dylan Warkentin, Corrections Director, presented a PowerPoint on the technology advances being implemented in the Anoka County Corrections department. Traditional methods of communication with Corrections clients include phone calls, mailing letters, and office/home visits. Most communication is moving to web-based platforms and portals, such as banking and healthcare, to access your personal information. From a secure log-in, individuals are able to receive reminder notifications for appointments, billing notifications, etc. Information and communication are accessed easily which saves time and creates more accountability. Corey Kohan provided highlights of the adult client portal.

- Locally, there was a lean project to look at how Corrections communicates with clients and the effectiveness of the communication such as mailing letters. Lost mail and boundary issues can arise with this method.
- A collaborative project between the Corrections departments in Anoka, Sherburne, and Stearns counties was organized to address the concept of a web-based portal for clients to enhance the traditional methods of communication. Information Technology (IT) departments have been included in the process to ensure capatability.
- The portal provides a secure log-in, dashboard of information, record of log-in history, conditions and information updates, messages between the client and probation agent, appointments, automatic documentation functionality, probation agent information, and more.
- Strategic Technologies Inc. (STI) is the vendor that works with the client services database called CSTS which Corrections departments use statewide. STI has created the online program based on the needs and input of the three county collaborative. There are no fees to the client for vendor services.
- Corey described the screenshots of the client portal dashboard and the agent supervision portal. The information provided in the portals includes client information, appointments, cases and conditions, notes, FAQs, messages, etc.

January 16, 2020

2 | Page

- The web-based program provides a supplement to client contact and won't replace office or home visits, especially for high-risk clients. It is possible that some types of office visits may be reduced for some low-risk clients. In this case, there would be check-ins made through the portal.
- The goal is to start testing the product in March with implementation in June.

Todd Benjamin continued the presentation with information on the juvenile client program titled Facility Admission (FA) for staff. Highlights of the presentation include:

- Todd described the history of the JAAMS information management system for juvenile centers which is no longer supported. All future computer platform applications are being developed and launched in web-based platforms for mobility, efficiency, universal application, and integration.
- CSTS and FA are now integrated as the juvenile probation and facility client database.
- Information provided through FA to Juvenile Center staff includes court cases, probation, auto-notifications on facility admissions, departs, and risks, etc.
- Todd described the screenshot of FA and how it is imbedded in CSTS.

Dylan, Corey, and Todd were thanked for their informational presentation.

*PowerPoint is available in the Community Corrections administrative office.*

\* \* \* \* \*

A motion was made by Judge Sokolowski and seconded by Robert DeRoche to adjourn the meeting. The meeting adjourned at 1:02 PM.

\* \* \* \* \*

### **Next Meeting**

The next Community Corrections Advisory Board meeting will be held on Thursday, February 20, 2020 at 12:00 noon in Room 710 at the Anoka County Government Center.

*Minutes submitted by Tracy Rohloff.*