



## BOARD MINUTES

### BOARD OF WRIGHT COUNTY COMMISSIONERS

FEBRUARY 27, 2018

DATE APPROVED: [DATE]

Christine Husom, District 1  
Derek Vetsch, District 2  
Mark Daleiden, District 3  
Michael Potter, District 4  
Charles Borrell, District 5

**THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD**

The Wright County Board met in regular session at 9:00 A.M. with Husom, Vetsch, Potter, Daleiden and Borrell present.

#### COUNTY BOARD MINUTES 2-20-18

On a motion by Husom, second by Potter, all voted to approve the 2-20-18 County Board Minutes.

#### REVIEW & APPROVAL OF THE AGENDA

The Agenda was amended as follows: Items For Consid. C should read, "Schedule Closed Session To Discuss Litigation, Pribyl vs. County of Wright, Court File No. 17-CV-00854-SRN-HB" (Vergin). Potter moved to approve the Agenda as amended, seconded by Vetsch. The motion carried 5-0.

#### CONSENT AGENDA

Borrell moved to approve the Consent Agenda. The motion was seconded by Husom and carried 5-0.

##### A. ADMINISTRATION

1. Approve Charitable Gambling Application, Form LG220, Arthritis Foundation, Inc., Event At Stockholm Karting Center, 13185 US Hwy. 12 SW, Cokato MN 55321 (Stockholm Twp.), Event Date 8-05-18

##### B. ADMINISTRATION

1. Refer The Recycling Center Equipment & Construction To Building Committee

##### C. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between 2-13-18 & 2-20-18

##### D. AUDITOR/TREASURER

1. Refer To 2/27/2018 Personnel Committee:
  - A. Reclassification Of Assistant finance Director To Business Manager

##### E. HEALTH & HUMAN SERVICES

1. Position Replacements:
  - A. Public Health Supervisor
  - B. Accounting Clerk
  - C. Social Worker

##### F. SURVEYOR

1. Position Replacement:
  - A. Sr. Survey Technician

#### TIMED AGENDA ITEMS

##### BOB HIIVALA, AUDITOR/TREASURER

###### Approve January Revenue/Expenditure Budget Reports (Cash and Modified Accrual Basis)

Hiivala said the January report reflects \$10 million in actual cash expenditures but only \$7.4 million applies to 2018. Lindsey Meyer, Assistant Finance Director, provided an overview of the cash and modified accrual basis processes. In summary with the modified accrual basis, revenues/expenditures that relate to a prior year are shifted from the current to the past year. The 2017 report will be ready 3-01-18, after which time adjustments will be made based on revenues, receivables, grants, and other state funding. Hiivala stated the final report will be subject to an audit.

Potter moved to approve the January Revenue/Expenditure Budget Reports, seconded by Vetsch. The motion carried 5-0.

#### **CHIEF DEPUTY TODD HOFFMAN, SHERIFF'S OFFICE**

##### Request For Office Tech II Kristen Hoyne To Be Temporarily Classified As Technical Application Specialist

Chief Deputy Todd Hoffman presented a request to have Hoyne work out of class as a Technical Application Specialist (TAS). Hoyne currently is an Office Technician I. Sheriff Hagerty has directed Hoyne to assume full responsibility and authority of the position effective 3-05-18. The Sheriff's Office has one open TAS position and they are on the third round of candidates for this position. The position has been vacant for seven months. With the recent resignation of one TAS position, effective 3-05-18, there will be two open positions.

Husom moved to approve the temporary classification as outlined, seconded by Borrell. The motion carried 5-0.

#### **ITEMS FOR CONSIDERATION**

##### **2-14-18 COMMITTEE OF THE WHOLE MINUTES**

At today's County Board Meeting, Borrell moved to approve the minutes. The motion was seconded by Husom and carried 5-0. The minutes follow:

##### **I. REVIEW CLASS/COMP REQUESTS FOR PROPOSAL**

*County Coordinator Lee Kelly referred to several documents distributed by Human Resources Director Schawn Johnson, including the following attachments:*

1. *Requests For Proposal (RFP) Submittal Information – January 2018 (Summary)*
2. *HR Director's Proposed Consultant Ranking*
3. *RFP Submittal Information – January 2018*

*L. Kelly said the Commissioners have copies of the eight proposals received. The consultants vary in number of employees and location. S. Johnson contacted references for the eight consultants. The purpose of this meeting is to narrow the list of potential interviewees and ask them to present their proposals to the County Board.*

*Commissioner Charles Borrell asked whether the County is required by law to hire a firm to do the classification and compensation studies. L. Kelly said the County is required by law to comply with the Pay Equity Act. This study will help ensure that the County complies with the Pay Equity law. L. Kelly said the County is not required to do a market study, but it is important to stay informed and utilize accurate information about comparable positions and compensation.*

*Commissioner Christine Husom said there was a perception among some that the previous study was not done properly. County Attorney Tom Kelly said he is still waiting for results from appeals for two positions in his office. Commissioner Michael Potter said there were some anomalies with the previous study that should not have occurred. Chief Deputy Sheriff Todd Hoffman said comments about the comparable positions used in the previous study were frequently questioned in union negotiations. The current process shows good effort on the part of the County to find appropriate data.*

*Frank Madden, a labor attorney with Madden, Galanter Hansen LLP, provided an explanation of classification and compensation studies. Classification refers to the value of the job based on responsibilities, skills, effort, and working conditions. Each proposal has a system, which may or may not be similar to the County's process. The second piece is the compensation comparison regarding what a County position is paid versus a similar one in the marketplace. Madden said the decision on which comparable positions to use is a strategic one for the County, and will affect which consultant is retained, if a decision is made to proceed.*

*Madden said there were difficulties with the previous study regarding the appeal processes, job descriptions, and project delays. He is not sure whether the values are right on some of the jobs. Madden said the compensation study compared Wright County to other jurisdictions. There is no specific time requirement to conduct a study. One has to be done initially to show compliance.*

**2-14-18 COMMITTEE OF THE WHOLE MINUTES (cont.):**

Madden said a second issue is that some jobs are not comparable due to market reasons or shortages of candidates. The County has entered into a few market adjustment agreements due to problems with attraction and retention. Statute allows this under the Pay Equity Act. Madden said recommendations regarding compensation/classification studies are to do these type of studies every four or five years. Some entities do a third of the classes one year, a third the next, and so forth, on a three-year rotation. The Pay Equity Act is a statute unique to the State of Minnesota. Madden said if the Board decides to move forward with a study, it is important to be compliant with the Pay Equity Act.

Borrell said doing a study more often on a smaller scale may be effective, as the marketplace can change over a few years.

Madden said problems are created when jobs within the same classification are paid at different rates. He gave the example of administrative or clerical jobs, where there may be a similar title in different departments, but they are paid differently.

Human Resources Representative Lori Pawelk said a few jobs were evaluated in 2014. Madden said a market study was done separately at that time. Madden recommended that the County do both a classification and a compensation study at the same time.

Borrell asked Madden whether he has dealt with any of the firms who submitted RFPs. Commissioner Darek Vetsch said several of the companies that submitted RFPs include performance-based pay in their systems. He asked Madden's opinion of that structure for a County the size of Wright.

Madden said the decision to move toward performance pay is a separate one. The County does not have to go in that direction when classification and compensation studies are done. Dakota, Scott, and Carver Counties all have performance pay systems, as does Washington County to a certain degree.

Regarding his knowledge of the firms, Madden said he knows a fair number of the local firms, but nothing about the two companies from the East coast. The consultants may promote a certain type of model, but the County does not have to accept it. All of the consultants will develop the type of model the County requests. Madden said the consultants can also adjust to a point system, which is what he recommends. Other important factors when evaluating consultants include competency to do the study, the flexibility to accommodate the Board's preference for a model or system, and the ability to meet time requirements set by the County to avoid delays.

Johnson referred to the page, "HR Director's Proposed Consultant Ranking." He said all eight of the companies can do the job. In his opinion, the top five are the best fit for Wright County, given the uniqueness of Pay Equity laws in the State of Minnesota. Two out of the eight have no experience working with Minnesota counties or cities. Johnson ranked Bjorklund number one based on their reasonable proposal cost and references. They have worked with Minnesota cities and counties, and have developed relationships with them spanning 15 to 30 years. Johnson said Bjorklund's checks-in with their clients every year. It's an ongoing process, and that kind of relationship is very valuable.

Johnson said Keystone is known for performance-based creative compensation plans. Keystone is highly regarded by Crow Wing and Carver Counties.

Johnson said Drown & Associates is the newest company. They recently added compensation and class studies to their repertoire. The County compensation plan is a system Drown & Associates supports.

Johnson believes most of the current County job descriptions are in good shape, as well as the scoring system. He said it is the external piece that the County is missing.

**2-14-18 COMMITTEE OF THE WHOLE MINUTES (cont.):**

*Discussion continued regarding the advantages and disadvantages of using the company that did the previous study.*

*County Board Chair Mark Daleiden said the three out-of-state companies should be removed from consideration.*

*Johnson said Gallagher is a very reputable company. They have done a number of compensation and class studies. He thought they were a little high at \$88,000. However, their references were positive, and he felt they could do the job. Johnson said Springsted is also a very reputable company, and is well known in Minnesota. The only possible challenges that he heard from references was that they have so many classification studies going on that their staff is spread too thin. He was told clients often have to keep Springsted staff on task so their project stays on track. Potter said the firms being interviewed should be asked to list the number of projects in which they are currently involved, and whether they have time to take on the County's studies.*

*Johnson asked the Commissioners which companies he felt were the best fit for the County. The consensus was to interview Bjorklund, Springsted and Keystone for the compensation and classification studies.*

*Recommendations: L. Kelly and Johnson will schedule interview dates and times with Bjorklund, Keystone and Springsted on either March 5, 6 or 8.*

(End of 2-14-18 COTW Minutes)

**2-14-18 PERSONNEL/EMPLOYEE RELATIONS COMMITTEE MINUTES**

At today's County Board Meeting, Husom moved to approve the minutes and recommendations, seconded by Potter. Discussion followed on the telework pilot program. The 3-month pilot program in HHS is viewed to be adequate for evaluation. There are programs available for measuring productivity; however, the Committee does not feel the cost and impact on IT is advantageous until the success of the pilot is known. Schawn Johnson, HR Director, said Frank Madden, Labor Law Attorney, has reviewed the pilot to determine safeguards which should be in place. Staff participating in the pilot will be made aware of the requirements to abide by the Teleworks Policy and the Data Practices Policy. The motion carried 5-0. The minutes follow:

*I. Request To Convert A Position From Accounting Clerk To Financial Worker*

*Human Services Director Jami Goodrum Schwartz stated that she has been working with Health and Human Services (HHS) Business Manager Christine Partlow and Financial Services Manager Kimberly Johnson in proposing a conversion of a vacant accounting clerk position to a financial worker position. The Medical Assistance portion of HHS manages two different areas. One part involves client eligibility and the other part involves client reimbursements that involve the fiscal division. The client reimbursement portion of the work is being offered back to the Financial Services division. Financial Services Manager Johnson is recommending that this work be brought back under her supervision. This change would include the elimination of a vacant Accounting Clerk position and the creation of a new Financial Worker position. Financial Services Manager Johnson stated that the Accounting Clerk position is currently rated as a grade 4 position and the Financial Worker position is a grade 8 position. The projected compensation difference between the Accounting Clerk position and the Financial Worker is approximately \$4,700 per year. Financial Services Manager Johnson and Business Manager Partlow stated that the additional compensation from moving an Accounting Clerk to a Financial Worker position, would be offset by a revenue increase of \$13,000 due to a projected increases in reimbursements from the State of Minnesota. Business Manager Partlow stated that issues pertaining training and information access would be reduced due to the fact that Financial Services Manager Johnson's staff already has access to the necessary information and is more familiar with the HHS reimbursement process. Also, the Financial Worker position would allow the Financial Services division to use this position to complete other financial assistance case management responsibilities. Human Resources Director Schawn Johnson stated that it would be a good time to move forward with this departmental change since there is an existing vacancy and current staff members will not be affected directly by this change. Commissioners Mark Daleiden and Chris Husom were also in agreement with the proposed conversion of an Accounting Clerk position to a Financial Worker position.*

**2-14-18 PERSONNEL/EMPLOYEE RELATIONS COMMITTEE MINUTES**

*Recommendation: Authorize the Health and Human Services Department to convert a Vacant Accounting Clerk position to a Financial Worker position.*

**II. Review Of Proposed Teleworks Procedures & Guidelines**

*Commissioner Mark Daleiden asked if the County's labor attorney has had a chance to look over the proposed telework plan and procedures. Human Resources Director Schawn Johnson stated that the County Coordinator, IT Director, Risk Manager, Human Resources staff, and Health and Human Services Department have all reviewed the proposed Teleworks policy. Human Resources Director Johnson stated that he will have our labor attorney review the proposed Teleworks Policy.*

*A discussion pursued regarding the proposed pilot program for teleworking employees. Human Resources Director Schawn Johnson recommended that a three month pilot program be implemented using the Health and Human Services (HHS) Department. The proposal was to have ten to fifteen employees participate in a Teleworks pilot program for three months and then meet again with the Personnel Committee to evaluate whether or not to proceed with implementing a teleworks program county-wide. Business Manager Christine Partlow added that for the pilot portion they are looking at individuals that are higher performing staff and would be successful working in a telework environment. Human Services Director Jami Goodrum Schwartz stated even though there are many employees in HHS that are mobile, it wouldn't necessarily be a good fit for everyone. Commissioner Christine Husom asked if there was a way to monitor or track work progress or workload. Human Resources Director Johnson stated that he has met with Information Technology Director Adam Tagarro to discuss different software programs that the County could use in the future to monitor and track work productivity. Information Technology Director Tagarro stated that he has been researching a program called "Work Time" that is specifically meant to track worker productivity that are offsite. This software would track such things as employee log in/off, what the employee was viewing and for how long, and what websites the employee had visited. Health and Human Services Director Goodrum-Schwartz stated HHS would also develop defined guidelines, thresholds, and competencies that the employee would be expected to meet in order to continue in the Teleworks program. Also with enhanced technology such as Skype and Office 365, the supervisors would have greater resources to monitor an employee's work productivity. Human Resources Director Johnson stated that the way the proposed policy is written, if an employee violates the Teleworks policy they would lose their ability to work from home. Human Services Director Goodrum-Schwartz added that they are unsure of the specific arrangements at this time such as if an employee will telework for 3, 4 or 5 days. However, she believes even one day a week of teleworking would result in an increase in staff productivity. This will also allow HHS to gain additional office space. Financial Services Manager Kimberly Johnson added that currently two employees are sharing one office in each building. Human Services Director Goodrum-Schwartz added that there is the potential to move some employees into their own cube or office and allow the teleworkers to use work stations that are alongside the wall and this will assist the department with alleviating its overcrowding issues.*

*Commissioner Husom asked if there was an estimate of how many employees would be considered to participate in the Teleworks pilot project. Human Services Director Goodrum-Schwartz stated that the initial plan is for 10-15 employees to pilot this program. Human Resources Director Johnson stated that at this time they are looking at piloting the program with 10-15 employees with the Health and Human Services Department for a three month trial period. Once the three month trial period has ended, this group would come back to the Personnel Committee to evaluate and determine if the Telework program is a good fit for Wright County. Commissioner Daleiden asked if there may be a speed issue for internet connection or any other requirements that it might entail. Information Technology Director Tagarro said that there are internet connection requirements and guidelines in the policy that would need to be met. He could foresee an issue in the more rural areas, however there are speed tests that can determine if the internet connection is acceptable.*

**2-14-18 PERSONNEL/EMPLOYEE RELATIONS COMMITTEE MINUTES**

Human Resources Director Johnson noted that it is also in the policy that the employee would have to provide a dedicated office space at home and meet the requirements of internet connections. Informational Technology Director Tagarro added that there will be a TSS employee assigned to go out and do the initial set up of the equipment and make sure that the computer connections are working properly. Human Resources Director Schawn Johnson added that there will also be ergonomics guidelines that will be given to the employee and he/she will be required to complete an ergonomics assessment that would occur after the set-up is completed.

Information Technology Director Tagarro stated that he will hold off on researching the Work Time monitoring software until the Teleworks pilot program is completed. Additional discussion were held regarding physical data management. Commissioner Daleiden requested that the Risk Manager be consulted regarding the storage and moving of social worker case files off site when employees are teleworking.

Commissioners Daleiden and Husom stated that they think a Teleworks pilot program is worth trying considering the current work space issues at the Health and Human Services building.

*Recommendation:* Authorize the Health and Human Services Department to implement a three month Teleworks pilot program beginning on May 1, 2018 that can include a maximum of fifteen employees. The Personnel Committee will reevaluate the Teleworks program after the three month pilot program is completed to determine its future viability.

**III. Request to Hire Corrections Officer Applicant Above 12%**

Captain/Jail Administrator Pat O'Malley requested to hire a corrections officer applicant at 18% above the minimum salary range for this position. Captain O'Malley stated that he has a candidate for the corrections officer position that has extensive experience and background in this field. Captain O'Malley stated that she is extremely interested in this position. The candidate's family is relocating here from out of state. Her education and background in corrections is quite extensive and she has previous experience with other correctional facilities.

Captain O'Malley stated that he has hired corrections officers in the past that have 2-3 years of work experience. Based on the candidates previous work history and educational background, Captain O'Malley is requesting that the candidate be offered a starting salary 18% above the minimum pay rate for this position. The proposed starting salary would be roughly \$24.00 per hour.

Commissioner Chris Husom asked if there were any concerns of leap frogging or any other possible concerns that she should be aware of. Human Resources Director Schawn Johnson and Captain O'Malley stated that they did not see any leapfrogging issues with this situation.

*Recommendation:* Approve request to hire a Corrections Officer at \$24.10 per hour, or 18 percent above the minimum 2018 pay scale.

(End of 2-14-18 Personnel/Employee Relations Committee Minutes)

**2-14-18 TECHNOLOGY COMMITTEE MINUTES**

At today's County Board Meeting, Daleiden asked that the Agenda be corrected to reflect the date of the Technology Committee Meeting as 2-14-18. Vetsch moved to approve the minutes and recommendations, seconded by Husom. The motion carried 5-0. The minutes follow:

**1. Office 365 Status**

*Presented by Cheri Nelson*

*The first Office 365 migration, February 6<sup>th</sup>, was considered a success. Nelson reported that this first migration was completed with relatively no issues. IT staff was onsite with migrating departments to provide hands-on immediate assistance. The next large migration to plan for will be Human Services with 200 plus users. Human Services will involve extra work as there are many mobile users. IT staff will again be onsite to help users and to troubleshoot any*

**2-14-18 TECHNOLOGY COMMITTEE MINUTES (cont.):**

issues that may arise. All migrations for the County are set to be completed by March 9<sup>th</sup>. As the migrations continue there will also be ongoing cleanup work in IT. County staff members that have migrated have noticed only a minimal change with some even asking "What has changed?". Commissioner Daleiden questioned if this initial migration just consisted of the E-mail, which Nelson confirmed it was. Commissioner Vetsch followed up with inquiring to when the rest of the Microsoft suite will be available. Tagarro stated that MS Office and Skype are planned to become available in April/May. CIP was the approved funding mechanism for the first and second years of the Office 365 transition; IT is presently working on the renewal for the Microsoft Enterprise Agreement. The Office 365 rollout is on schedule and on task.

Action: Informational update only

**2. ERP Follow-up**

Presented by Adam Tagarro

Tagarro stated that the InfoTech ERP, Enterprise Resource Planning, Workshop was a beneficial data gathering session that gave the County a better idea of the direction in which to take. It also provided a better understanding of the players in the vendor field. Tagarro did note that InfoTech will not project manage but they will provide a bible of comprehensive needs and wants for the County to reference. The workshop identified core functions that an ERP for Wright County must meet, including financial management/ budgeting/ procurement function and a human resources function. There were many questions of what the next steps should be. Discussion centered on timing of selection of a project manager and vendor, which would be selected first. Commissioner Daleiden questioned if a vendor provided project manager should be chosen. Nelson noted that a vendor project manager would likely drive what they, the vendor wanted, not what the County actually needs. Hoffman stated that from the Sheriff's office experience with Zuercher, a project manager who can be involved with an RFP through to implementation worked best, as it allows them to really know what is wanted and needed, there is no learning curve. Tagarro agreed that it would be great to have a cohesive end to end project manager. It was discussed whether an RFI would be beneficial to gather more concrete information. An RFI being used when the output is an unsure product, it allows vendors to present what they can offer. Tagarro stated that an RFI could give a smoke and mirrors effect, where the InfoTech Workshop gave a strong impression of what is needed. Partlow stated that an RFI would also create another delay to a needed project. Meyer concluded that from the Auditor Treasurer perspective the Workshop gave the County the clear core functions, that these can be clearly stated, which is required in an RFP. Commissioner Daleiden questioned what applications the ERP will need to work with, which Tagarro responded that we currently utilize OnBase for EDMS, but we do not want to make that a hard requirement, as it could rule out a great ERP system. Commissioner Vestch questioned if a contractor is needed to look at business processes, Weiland stated that this can be done internally without outside assistance. Commissioner Vetsch stated that they would like to see continued movement by March with the ERP project. IT was determined that the creation of an ERP Sub-Committee would be the best route to handle the ERP project. The members of that committee were determined to include those present at the ERP Infotech Workshop with the addition of Patsy Waytashek of the Highway Department. There will be an InfoTech teleconference on March 9<sup>th</sup> with more details. As requested by both Commissioners, a Committee of the Whole meeting will be scheduled by Kelly.

Action: Creation of ERP Sub-Committee; InfoTech Teleconference upcoming March 9<sup>th</sup>; Kelly will schedule future Committee of the Whole meeting for ERP.

**III. IT Project Portfolio Update**

Presented by Britta Holland

One on one discussion of the Project Prioritization process allowed the Technology Committee members to explain to the IT team what they were looking for to truly make the process work the best for everyone. Holland stated that this discussion enabled the IT team to take a different approach to the presentation of the Project Portfolio. Holland presented the committee with a thorough breakdown of how projects are being prioritized based on type of project and resource allocation. She identified that there are several different types of projects where discussion of priority is moot.

**2-14-18 TECHNOLOGY COMMITTEE MINUTES (cont.):**

*These being Enterprise projects that are mandated either by compliance, the State, or the Board (if not others), an example being the CAMA System and the Tax system as a whole, the question of priority for these projects is not in play. Another type would be technical compliance projects such as updating a server. This is a project unique to the IT department and doesn't need to be discussed by the Committee. Holland then presented a review of the resource allocation tool. She stated that time is accounted for within categories as well: Administration, Operational (work orders, maintenance, tickets), Projects, and Absence. After the allocation of time is taken into account there is ~30% IT organizational time available to projects, noting that the Technical Team and the Business Analysts have very different amounts of project time available; however the average for the IT team is 30%. Holland also showed where the staff time was being spent and which projects were assigned to who. Commissioner Vetsch applauded Holland and the IT team's work on this transparency of project work, stating that it gives the Board a view into how new employees are being utilized and allows a process to look at alternatives for getting projects completed. He questioned if end dates would be seen in the future, which Holland stated is the goal, for right now this provides a confident and accurate high level informational view for prioritization, that this is a foundational step. Tagarro agreed that it provides the whys of the reasoning behind project completion. Hoffman asked if project completion percentage could be added which Holland stated she will look into adding to compare projects. Holland further broke the projects down into three areas. One being technical compliance as already discussed, the internal IT projects, but that will remain visible for the Committee to see. Strategic, those projects that are high impact and likely high effort, these will be approved and prioritized by the Committee. And third discretionary projects, those affecting one department and are low effort, these will be prioritized based on department priority and then request date; the discretionary prioritization process can be edited if the Committee feels the need. After breaking all projects into the areas Holland stated there were 13 left to prioritize. Those in attendance were responsive to the through review of the process. The next meeting Holland will present the list of the 13 projects for the Committee to prioritize.*

*Action: Committee will work on prioritization of projects list*

(End of 2-14-18 Technology Committee Minutes)

**SCHEDULE COMMITTEE OF THE WHOLE MEETING RE: SPACE STUDY**

The Board discussed whether to move forward with a decision based on the information provided in the Space Study. Vetsch said it will be September if the County Board wants to delay the decision to obtain the resource plan from the power plant. He questioned continuing to meet if a decision will not be made until that information is available.

Potter moved to table to the next Board Meeting the scheduling of the COTW Meeting on the Space Study when the County Coordinator will be available. Daleiden said one alternative could be the use of local option sales tax funding for the Highway building. A public hearing would be required. The motion was seconded by Borrell. Husom said additional time for a decision would allow gathering of more information and being frugal with taxpayer dollars. Potter said the Space Study was completed to aid in a decision on how to proceed in the future. Acting sooner would result in a savings to taxpayers. He said the County needs to know what the plan is for two years from now. He with past building projects, he many taxpayers ended up supporting a decision to construct once they were able to see the completed project. The motion carried 5-0.

**CLOSED SESSION TO DISCUSS LITIGATION, PRIBYL VS. COUNTY OF WRIGHT, COURT FILE NO. 17-CV-00854-SRN-HB**

Sue Vergin, Assistant County Coordinator, said the request is to schedule a Closed Session and the Agenda should be corrected to reflect that. On a motion by Husom, second by Vetsch, all voted to schedule the Closed Session for 3-27-18 at 10:30 AM following the Board Meeting.

**ADVISORY COMMITTEE/ADVISORY BOARD UPDATES**

1. Wright County Emergency Medical Services Advisory Council. Husom attended a meeting on 2-21-18. Topics included Everbridge emergency notification system, protocol for emergency responders for transport of mental health individuals, 3-22-18 Sky Warn Training, and Narcan/Opioids.

2. State Community Health Services Advisory Committee. Discussion included federal and state funding, which the amount distributed is unknown at this point. Also discussed was a possible fee per prescription which would be used toward opioid efforts, a prescription monitoring program, and elder abuse.
3. Daleiden stated that in Forest Lake, there is a company that wants to place a 60-bed juvenile mental health facility at a location that provides equine therapy. Unfortunately, it doesn't look like Forest Lake will allow it to happen. It has to do with location and zoning. Daleiden said there is a large shortage of mental health beds. Commissioners will travel to St. Paul tomorrow with AMC to meet with Legislators on topics of concern. Mental health has risen to the top of those concerns. Daleiden hopes the legislators will come up with ideas on how to fund and solve this problem.
4. Library Board. Potter attended a meeting on 2-20-18. The Finance Committee was informed the GRRL budget will have an excess of \$356,000 mostly due to employment changes and retirements. The 2019 budget is expected in July. At the Personnel Committee, it was decided an update of the 2013 Class/Comp Study is needed. The GRRL is not in compliance with the pay equity report which relates to the drop of a male class, skewing figures. The Special Session Committee discussed the library materials drop box program in Sartell. This has been working very well and a second drop will be added. The December circulation statistics reflect an increase in four libraries and a trend toward e-books. The GRRL is the only system in the State with a central hub, located in St. Cloud. Delivery vehicles have been updated and an IT person is assisting with the route schedule. Dividends are being realized due to efficiencies in systems.
5. Region 7W Transportation, District 3. Potter said a federal project update was provided and bridge scoring system is being worked on. Virgil Hawkins, Highway Engineer, made a presentation at that meeting on transportation alternative ranking. A schedule of the District 3 10-year capital investment plan was provided. For FY 2022, the federal dollars include the CR 19 project in St. Michael between the one-way pairs. This was the highest scoring project receiving \$1.5 million in federal dollars and requires a \$1.5 million local match.

The meeting adjourned at 10:11 AM.