



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

*Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.*

TUESDAY, AUGUST 13, 2024 AT 3:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Steele County Non-Profit Community Partner Award Applications (pg. 2)
3. Funding for the Steele County Employee Wellness Program 2024 (pg. 5)
4. MNPrairie Finance Committee Report (pg. 22)
5. Human Resource Services for MNPrairie (Continuation from 7/23/2024 meeting)(pg. 102)
6. Other Business

Presentation

7. Oak Hill Community Connections – Building HOPE Together (pg. 113)
 - Jolayne Mohs, President/Oak Hill Community Connections Board & Director of Outreach at Trinity Lutheran Church
 - Gregg Draegger, Treasurer/Oak Hill Community Connections Board & retired CPA at Clifton, Larsen, Allen.

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.



Steele County Agenda Item

Informational

Subject: Steele County Non-Profit Community Partner Award Applications

Department: Public Health

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 13, 2024

Board Meeting Date: August 13, 2024

Purpose:

High level review of the Non-Profit Community Partner Award applications

Background:

A letter was sent earlier this year to previous award recipients with changes regarding the Steele County Non-Profit Community Award timeline and reporting process. The goal with this new process is to enhance accountability of the funds awarded while strengthening our partnership in serving Steele County residents. These changes aim to improve transparency of the application and review processes, broaden the applicant pool to diversify the projects serving our community, and increase accountability by reporting on grant impacts.

Financial Impacts:

Board will need to decide what the award amount will be for 2025

Attachments:

Scoring Matrix

Applicant: _____

Award Year: _____

Scoring Matrix – Selection Criteria: Reach, Equity, Partnership, Sustainability, & Utilization

How well does the applicant...?	Score			Scoring Criteria
1) Describe the service/program that would be supported by this funding?	0	5	10	10 – Provides a detailed description of the proposed service/program. 5 – Provides an incomplete description of the proposed service/program or describes the organization rather than a specific service/program.
2) Align its service/program with the health priorities identified in the Dodge-Steele Community Health Improvement Plan?	0	5	10	10 – Aligns with Mental Health & Substance Use or Obesity & Healthy Lifestyle. 5 – Aligns with Access to Healthcare, Nutrition & Food Security, Safe & Stable Housing, Services for Elders, or Social Determinants of Health.
3) Show that the service/program would serve diverse or underserved populations?	0	5	10	10 – Describes how health equity is incorporated into the service/program by serving multiple underserved populations, including but not limited to: low-income, homeless, rural, non-English speaking, immigrant, refugee, BIPOC, LGBTQ+, youth, or senior citizens. 5 – Describes how several populations would be served but does not emphasize health equity as a factor in the service/program.
4) Show how the service/program would directly benefit many Steele County residents?	0	7	14	14 – Describes a service/program open to anyone living in Steele County. 7 – Serves a limited population within Steele County, such as one municipality.
5) Show how the organization collaborates with other entities that provide a similar service/program?	0	5	10	10 – Describes partnerships with other organizations in detail and how they work together to fill gaps without duplicating services. 5 – Lists partners but does not provide detail on their collaborative work.
6) Show how funds would be used to create new or expand an existing service/program?	0	7	14	14 – Describes how funding would support the creation of a new service/program or expand an existing service/program. 7 – Describes how funding would support an existing service/program, without being absorbed into the organization's operational costs.

7) Show the organization's capacity and process for tracking and reporting on the award amount?	0	5	10	10 – Provides a clear process for tracking spending and reporting on the award amount. 5 – Shows the organization's capacity to manage funds effectively but does not have a clear process for tracking spending or reporting on the specific award amount.
8) Outline how the service/program would address unmet needs in the community?	0	7	14	14 – Provides data showing the unmet need(s) the service/program would address. 7 – Describes a need in the community without providing data to support it.
9) Describe their capacity to implement and sustain the services/programs?	0	5	10	10 – Provides evidence of ongoing funding sources that could sustain the service/program or describes a plan to secure funding to sustain the service/program. 5 – Provides historical evidence of implementing services/programs but does not provide evidence of capacity and/or funding to sustain the service/program.
10) Develop measurable outcomes?	0	7	14	14 – Provides at least two outcomes that can be measured by the end of the funding year. 7 – Provides only one measurable outcome, outcomes without metrics, or long-term outcomes beyond the funding year.

Comments:

Total Score: _____ / 116

Reviewers: _____ Date: _____

☐ Mark if the applicant has previously received a Non-Profit Community Partner Award/Allocation funds.



Steele County Agenda Item

Request for Board Action

Subject: Funding for the Steele County Employee Wellness Program 2024

Department: Finance Department

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 13, 2024

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve a budget transfer of \$1500 to Steele County's Employee Wellness Program, Steele Fit, to supplement the Wellness Funding Support Program (WFSP) grant offered by the Southeast Service Cooperative, to fund the following programs ineligible for funding through the WFSP grant in 2024

- Lunch for health fair vendors and attendees
- Giveaways and door prizes at the health fair
- Expenses for non-health-related employee morale events (e.g., 'Tis the Season activities, Veteran's appreciation breakfast, scavenger hunts)

Background (*Including Budget Impact*):

Steele County's Employee Wellness Program, known as Steele Fit, has been an integral part of Steele County since 2015. Over the years, the program has been led by coordinators from either Human Resources or Public Health, based on capacity and staffing. Currently, the Program Coordinator for Steele Fit is Ethan Rindfleisch, a Public Health employee.

Steele Fit has been funded primarily through the Wellness Funding Support Program offered by the Southeast Service Cooperative (SSC), an annual grant with the goal of fostering a culture of health in the workplace. The grant aims to promote healthy lifestyle choices among employees, ultimately to control costs by reducing health insurance claims and plan usage. However, the SSC prohibits the use of grant dollars for certain expenses, requesting recipient organizations to contribute some of

their own resources to support their employee wellness programs. This ensures a shared investment in the long-term well-being of employees, despite the grant's year-to-year uncertainty.

In the past, the County of Steele has provided supplementary funding to Steele Fit, helping to establish and sustain employee wellness and morale-boosting initiatives, many of which have become cherished traditions. These include the annual Health Fair, Scavenger Hunt, 'Tis the Season activities, workplace wellness speaker events, and the Veteran's Day appreciation breakfast.

Given the grant's funding restrictions and the desire to continue these traditions, it is essential to secure an allotment of levy dollars to support Steele Fit. This investment is crucial for enhancing the health of Steele County employees, which in turn helps reduce health insurance claims and manage escalating healthcare costs.

Attachments:

2024 Steele Fit Wellness Committee Charter

2024 Wellness Funding Support Program Guide

2024 Wellness Grant Application



Steele County Employee Wellness Program Charter

Alignment

The employee wellness program for the County of Steele, hereafter referred to as Steele Fit, is established in alignment with the mission statement, core values, and vision statement of Steele County:

- Mission Statement: *Driven to deliver quality services in a respectful and fiscally responsible way.*
- Core Values:
 - **Teamwork** – *We serve the public best with collaboration, coordination and community partnerships.*
 - **Positivity/Forward Thinking** – *We do our work with an open-minded and constructive approach.*
 - **Respect** – *We are eager to serve, friendly, helpful, and kind.*
 - **Accountability** – *We are fiscally and professionally transparent and responsible.*
 - **Integrity** – *We are ethical, honest, and reliable.*
- Vision Statement: *First in Service. First in Stewardship. The County of choice...today and tomorrow.*

Steele Fit is also aligned with the Workplace/Workforce Primary Goal Area of Steele County's 2021-2025 Strategic Plan, specifically with the key goals of "Attract and Retain Employees" and "Departmental Collaborations."

Purpose

The purpose of Steele Fit is to promote mind and body wellness in the workplace. The Steele Fit wellness committee will plan, coordinate, and evaluate wellness programs and initiatives that foster a culture of health in the workplace and encourage healthy behaviors to enhance holistic well-being and lower health insurance costs for all Steele County employees.

Additionally, the committee is responsible for encouraging participation in wellness programs, educating employees on wellness topics, gathering employee feedback, and effectively managing the Steele Fit budget.

Membership

The committee shall be composed of:

- At least one (1) representative from each county building listed below,
- At least one (1) representative from the Human Resources Department,
- At least one (1) representative from the Finance Department, and
- At least two (2) supervisors or department heads.

County buildings include the following:

• Administration Building	630 Florence Ave	Owatonna
• Alexander Building	2655 Alexander St SW	Owatonna
• Annex Building	635 Florence Ave	Owatonna
• Attorney's Office	303 Cedar Ave S	Owatonna
• Community Corrections	631 Cedar Ave N	Owatonna
• County Courthouse	111 Main St E	Owatonna
• Detention Center	2500 Alexander St SW	Owatonna
• Four Seasons Centre	1525 Elm Ave S	Owatonna
• Landfill	9420 SE 64 th Ave	Owatonna
• Public Works/Highway	3000 Hoffman Dr	Owatonna
• Sheriff's Office	204 Pearl St E	Owatonna

Participation in the committee shall be approved by the employee's supervisor and/or department head. A full list of active committee members shall be updated at least annually and made accessible to all employees.

If a committee member does not actively participate in the committee, the committee may remove or replace the member by a majority vote initiated by the Wellness Coordinator (see Appendix I).

Roles and Responsibilities

Wellness Coordinator

The role of Wellness Coordinator is assigned by the Public Health Director and may be assigned to more than one employee. Duties of the Wellness Coordinator include the following:

- To draft meeting agendas, facilitate committee meetings, and distribute meeting minutes to all committee members.
- To serve as the primary contact and liaison for the wellness program.
- To manage wellness program communications, including the Steele Fit email account, the Steele Fit newsletter, and promotional materials.
- To facilitate the creation and submission of grant applications, funding requests, and workplans annually.

- To assess employee health needs and interests at least annually.
- To oversee and support sub-committee leaders in the development and implementation of wellness programs and initiatives.
- To continuously monitor, evaluate, and report on wellness programs and initiatives for effectiveness.
- To ensure responsible, transparent, and effective use of wellness funds in consultation with the Finance Department.
- To consult with the Human Resources Department to promote employee health and wellness benefits, resources, and programs.
- To advocate for the wellness program to the Steele County Board of Commissioners and Department Heads.
- To stay informed on best practices, innovative wellness initiatives, and wellness trends, in consultation with the Southeast Service Cooperative.

Sub-Committee Leaders

Sub-committee leaders are appointed by the Wellness Coordinator and are responsible for the following duties:

- To serve as the internal point of contact for a program or initiative
- To communicate with the Wellness Coordinator about the program or initiative
- To delegate tasks to sub-committee members to effectively implement a program or initiative
- To create promotional materials to promote programs and initiatives.
- To develop and implement wellness programs and initiatives targeting at least one (1) dimension of wellness.
- To create measurable goals to evaluate the success of wellness programs and initiatives.

Committee Members

Members are accepted based on interest and approval from their respective supervisor and/or department head and have the following responsibilities:

- To support sub-committee leaders and the Wellness Coordinator in the implementation of programs and initiatives.
- To actively participate in at least one sub-committee every six months.
- To attend at least 50% of committee meetings each year.
- To communicate with the Wellness Coordinator in case of absence.
- To engage in thoughtful discussions and effective communication during committee meetings and through other means of communication.
- To serve as wellness champions within their respective departments and/or buildings.

Meetings

The committee will meet at least quarterly to plan wellness programs, provide progress updates, review feedback, and address other topics relevant to its purpose. Additional meetings may be scheduled as needed.

Budget

The committee will work within the allocated budget provided by the County of Steele, the Health Insurance Pool and Wellness Program offered through the Southeast Service Cooperative, and any other funding sources.

Committee members shall be fully compensated for their time spent on committee meetings, activities, and other duties.

Committee feedback will be taken into consideration when making budgetary decisions, but the final authority rests with the Wellness Coordinator, Steele County Public Health Director, and Steele County Finance Director.

Evaluation and Reporting

The committee will evaluate the effectiveness of wellness programs through surveys, feedback, and participation metrics as outlined in the program's annual workplan. Results and recommendations will be reported to Steele County Administration on an annual basis.

Amendment of the Charter

This charter may be amended as needed with a majority vote of committee members and approval by the Wellness Coordinator, Public Health Director, and County Administrator.

Approval

This Steele County Employee Wellness Program Charter is approved by:

Wellness Coordinator: Ethan Rindfleisch **Date:** 08/06/2024
Ethan Rindfleisch

Public Health Director: Amber Aaseth **Date:** 08/06/2024
Amber Aaseth

County Administrator: Renae Fry **Date:** 8/6/24
Renae Fry

Appendix I. Procedure for Removing an Inactive Committee Member

This procedure outlines the steps for addressing and potentially removing an inactive member from the Steele Fit Wellness Committee. Following this procedure ensure a fair and supportive approach to addressing inactivity while maintaining the committee's integrity, effectiveness, and cohesion.

Reporting Inactivity

1. Any committee member can report concerns about another member's inactivity to the Wellness Coordinator.
2. The Wellness Coordinator will also monitor and identify members not meeting the committee member duties outlined in the charter.

Review Period

1. Once claims of inactivity have been validated, the member enters a review period. The length of this period will be based on the specific situation, ranging from at least three months, up to one year.
2. The Wellness Coordinator will meet with the inactive member to discuss the concerns, identify barriers to participation, and explore alternative ways for the member to contribute.
3. The member and Wellness Coordinator will set clear expectations together to address the inactivity by the end of the review period.
4. The Wellness Coordinator will remain available for regular check-ins and to provide support throughout this period.

Committee Involvement

1. To maintain privacy, committee members are advised not to inquire about the details of another member's review period.
2. If the member fails to meet the agreed-upon expectations by the end of the review period, the Wellness Coordinator will present the steps taken and outcomes of the review period to the committee.
3. The committee will then vote on whether to remove the inactive member. The Wellness Coordinator will only vote in the event of a tie.

Follow-Up Actions

1. If the committee votes to remove the member, the departing member may nominate a replacement from the same building. If no nomination is made, the committee will appoint a new member.
2. If the committee decides not to remove the member, the Wellness Coordinator will work with them through another review period.

2024 Wellness Funding Program Support Program Guide



Program Summary

Most workplaces offer some type of wellness program for their employees, and with good reason – wellness programs can increase morale, decrease absenteeism and presentism, reduce turnover, and nudge employees to make healthier choices for themselves, and in turn, their families. Employers achieve the most value for their employees when they create a culture of health at their organization. This is attained by offering a comprehensive wellness program, which pairs policy, systems, and environmental changes (PSE) with programs (challenges, speakers, fitness trackers, etc.) With the ever-rising costs of healthcare and increase in claims, it's SSC's hope that groups will strategically use their funds in the hopes of lowering plan usage.

Wellness funding from SSC is designed to improve well-being and control health care costs by encouraging healthy lifestyle choices and utilizing provided well-being tools (Medica's My Health Rewards program). The wellness funding is intended to help SSC member groups create a culture of health and wellbeing at their organization. The amount per site is based on the number of health insurance contracts, as indicated by our insurance carrier on the renewal date.

Funding Parameters/Tiers

Your group has received two funding amounts, Tier 1 and Tier 2. Your group can receive the larger, Tier 1 amount if your application includes at least 50% of requested funds from the Tier 1 category below. Tier 1 activities/programs are more likely to meet the goals of the SSC Wellness Funding program. Please contact Nicole LaChapelle-Strumski if you'd like more clarification on the funding process or would like to discuss eligibility of your request.

Tier 1 Funded Activities/Programs

Activity/Program	Examples/More Information
PSE (Policy, Systems, Environmental) Change(s)	Wellness room creation/additions/updates, sit-stand workstations, walking workstations, quiet/breastfeeding room, water bottle filling stations, signs for walking path, materials to create a garden, wellness library, pickleball court, fitness equipment for check out.
Promotion of My Health Rewards	Consider incenting employees to register for this program. The program itself features an excellent array of tools to help individuals make healthier choices.
Subsidize cost of HeathiestYou	This program offers free 24/7 access to a doctor for both the employee and their family. (\$10 per employee, per month) Employees can also request virtual visits with therapists as well as nutrition counseling. With the proper promotion, this program can help groups keep their claims lower.
Biometric Testing	Giving employees this valuable information can be a useful component of a comprehensive well-being program. Groups can rent the equipment from SSC and purchase testing supplies at cost. Nicole will get one of your staff members trained in on how to administer the finger-stick testing (full cholesterol panel as well as glucose). Groups are also welcome to work with Medica or another provider to offer the testing.

Tier 2 Funded Activities

Activity/Program	Examples/More Information
Well-being Challenges/Programs	These will look very different from group to group. Some groups run week long hydration, walking, or sleep challenges. Other groups hold months-long well-being challenges that incorporate many of the different dimensions of well-being. Each January SSC holds a Member vs. Member walking challenge – you are welcome to use your funding for incentives for these challenges. Challenges cannot be based on amount of weight lost, i.e. “Biggest Loser”).
Well-being Education	This could be a speaker on a well-being topic or a book club focused on a well-being topic. Some groups offer fitness classes for their employees or healthy cooking classes. Trying out a new physical activity together would also be funded (group snowshoeing activity, pickleball gathering, disc golf, etc.)
Reimbursements for Wellness Items/Gym Memberships	Some groups offer reimbursements for athletic shoes, trackers, fitness equipment or fitness centers/gym memberships.

Programs/Activities Not Eligible for Funding

We know a lot of these ideas can benefit your workplace culture/employee morale, and can be a great part of a comprehensive wellness program, we’d ask that your organization use your own funding for the following:

- Apparel (*Unless it is used as an incentive for a challenge*)
- Chair massages
- Giveaways not tied to a program or challenge (*Example: Everyone is receiving a water bottle/sunscreen/t-shirt/care package, etc.)*
- First aid supplies/trainings
- Food (*Healthy snacks to start-up (not maintain) a snack station would be eligible, or taste-testing of healthy snacks.*)
- One-time social wellness gatherings
- Essential oils

Your Role

We ask that someone at your organization be appointed a wellness coordinator to provide direction for the site-based Wellness Program planning and budgeting. Ideally your group will have a wellness committee made up of folks in a variety of positions. We ask that groups work with SSC to promote the wellness tools from Medica, and share out information with individuals on the MHC health plan. We ask that you share the following language with employees when promoting wellness programs funded by SSC: *“This wellness activity was made possible with funding from the Health Insurance Pool and participation in the Wellness Program offered through the Southeast Service Cooperative.”*

SSC’s Role

We are here to support you with your wellness programming and promoting the wellness tools available from Medica. Nicole is able to work with your wellness coordinator or committee to formulate a plan for your group. Nicole can

supply your group with startup tools that feature instruction for forming a wellness committee, program, gaining leadership support and branding your program. Nicole can also assist with your employee interest survey. Nicole shares resources with wellness coordinators throughout the year and can also come to your site to share information on the wellness tools from Medica.

Timelines

The Wellness Program is funded by the health insurance pool reserves and is therefore only available to participating employer groups in the SSC pool. (Groups must be in for the full plan year. If a group withdraws from the Pool, it forfeits any funding that hasn't been distributed.)

Groups have two deadlines using the following process and timelines:

- **May 30, 2024** – Submit your plan by or prior to this date to Nicole LaChapelle-Strumski, nlachapelle@ssc.coop. This is a hard deadline. Monies not requested by groups will be forfeited for the year.
- **December 16, 2024** – Progress and Completion Report to be submitted to Nicole. Reimbursement of balance of actual incurred expenditures will be made after this deadline. Failure to submit your final report in by December 16 will result in forfeiture of funds.

Plan Elements

- Plans will be reviewed and approved by SSC staff members. SSC may recommend modifications and/or request additional plan details prior to approval.
- Wellness Funding Program funds will be distributed by SSC to the Group as follows: ****Change for 2024**** Reimbursement will be made at the end of the project for the balance of actual expenses incurred up to your allocated amount, upon receipt of expense documentation (e.g., receipts) and final report (due December 16, 2024).
- **The Progress and Completion Report (see attached form) is your request for final reimbursement** and should include the following information: Activities completed, barriers you encountered if any, participation data, outcomes, and receipts of expenditures.* This must be submitted by December 16, 2024.
- **Funding Timeline.** All funds must be spent prior to submitting the progress and completion report. Funds may not be carried over. Any funds not spent prior to December 16, 2024 will be forfeited by the group.



Local Wellness Project Proposed Plan

Group Name:
Date of Submission:
Names/Positions of Local Wellness Committee: List names and positions
Wellness Coordinator(s) Email:
Phone and Address:
City, State, Zip:
Payment of the funding should be made to: Payee Name: Address: City, State, Zip:
Please complete the following table. Your plan should also include narrative that provides sufficient detail for SSC's review and approval. If you complete this application digitally, the boxes will expand as you enter text.

Activity/Program/ Environmental Change	Tier 1 or Tier 2	Timelines	Lead Person(s)	Expected Outcomes	Budget (list costs)

Total Funds Available to Us: \$ (this amount is provided to you by SSC)	Total funds for which we are applying: \$
Wellness Coordinator's Signature(s)	Date:
Chief Administrator Signature: (to accept funds on behalf of the organization for this specific purpose). The organization agrees that these funds will be dedicated to be used as outlined in this plan.	Date:

Submit your application by **May 30, 2024** to Nicole LaChapelle-Strumski, nlachapelle@ssc.coop.

SSC January 1 Health Pool Wellness Funding Support Program 2024

Progress and Completion Report



Organization Name:

Activity/Program/ Environmental Change	Date Completed	Barriers Encountered	Participation Data	Outcomes/ Successes	Expenditures (Attach Receipts)
Total:					
Date:					

Wellness Coordinator's Signature(s)	Date:
Chief Administrator Signature: (to accept funds on behalf of the organization for this specific purpose). The organization agrees that these funds will be dedicated to be used as outlined in this final report.	Date:

Submit your final report by December 16, 2024 to Nicole LaChapelle-Strumski, nlachapelle@ssc.coop.



Local Wellness Project Proposed Plan

Group Name:	Steele County
Date of Submission:	05/13/2024
Names/Positions of Local Wellness Committee:	Amber Brooks, Building Inspector Amy Berg, Office Support Specialist Anthony Buttera, Jail Administrator Bobbie Herzog, Human Resources Assistant Candi Lemarr, Director of Finance Chris Deml, Highway Maintenance Technician Christina Wassell, Network Support Specialist Dave Purscell, Director of IT Erin Edel, Accountant Ethan Rindfleisch, Public Health Specialist (Wellness Coordinator) Gabrielle Alvarado, Health Educator (Wellness Coordinator) Jennifer Waggoner, Registered Nurse Joshua Horejsi, Deputy Sheriff Kathleen Schroeder, Records Supervisor Katie Barden, SSTS Specialist Kristen Sailer, Emergency & Risk Management Director Kristi Blum, Technical Clerk II Kristi Diercks, Juvenile Probation Officer II Kristin Otto, Legal Administrative Assistant Lacy Standke, Assessment Technician II Marta Grieman, Project Engineer Melissa Bos, Accounting Support Specialist Michelle Bromley, Correctional Corporal Nicole Meixner, Administrative Assistant Sean Benz, Assistant Director of Parks & Recreation William Bromley, Probation Officer II
Wellness Coordinator(s) Email:	Ethan.Rindfleisch@SteeleCountyMN.gov & Gabrielle.Alvarado@SteeleCountyMN.gov
Phone and Address:	Ethan (507) 444-7645 & Gabrielle (507) 444-7646; 635 Florence Ave
City, State, Zip:	Owatonna, MN 55060
Payment of the funding should be made to:	
Payee Name:	Steele County
Address:	630 Florence Ave
City, State, Zip:	Owatonna, MN 55060
Please complete the following table. Your plan should also include narrative that provides sufficient detail for SSC's review and approval. If you complete this application digitally, the boxes will expand as you enter text.	

Activity/Program/ Environmental Change	Tier 1 or Tier 2	Timelines	Lead Person(s)	Expected Outcomes	Budget (list costs)
My Health Rewards Promotion	Tier 1	May (align with On the Move) September (at the Health Fair)	Ethan, Bobbie	By the end of 2024, at least 30% of Steele County employees on Medica will activate an account on My Health Rewards. (Baseline: 15% in 2023) <i>Employees on Medica: 179 (+15% = +27 employees)</i>	\$700: Steele County Shirts (\$20 polo, \$26 quarter zip; 27-35 total)

Activity/Program/ Environmental Change	Tier 1 or Tier 2	Timelines	Lead Person(s)	Expected Outcomes	Budget (list costs)
Water Bottle Filling Stations	Tier 1	June through December	Ethan, Gabrielle, Candi	By the end of 2024, we will install three filterable water bottle filling stations at county buildings that do not currently have one.	\$2250: installation of three filterable water bottle filling stations
Biometric Testing	Tier 1	September (at the Health Fair) May-Nov (pop-up testing at specific county buildings)	Jennifer, Ethan, Dave	By the end of 2024, at least 50% of employees from each county building will know their blood pressure, cholesterol, and glucose levels, enabling them to make informed decisions about their health. <i>Total full-time benefit- eligible employees: 199 (50% = 100)</i>	\$650 (glucose machine, controls, & \$5.34/person for testing strips and materials)
Tier 1 Total:					\$3600
Yoga/Movement Classes	Tier 2	January & February	Nicole, Will, Kristi D., Amber, Kristi B., Kathleen, Katie	By the end of February, at least 25 employees will participate in at least one yoga class. (Baseline: 40 participants in 2022 & 15 participants in 2023)	\$50: grand prize <i>\$500: VIBES Yoga/Cycling Classes (prepaid in 2023)</i>
Random Acts of Kindness	Tier 2	February	Jennifer, Amber, Kristi B., Katie, Lacy, Erin	Distribute at least 100 cookies and 100 roses on Valentine's Day to Steele County employees.	\$0 <i>Roses and cookies will be sold for \$2 each to cover all costs of this activity.</i>
Medallion Hunt	Tier 2	March	Amber, Katie, Lacy	At least 50 employees will participate in the Medallion Hunt, measured by the average number of unique opens for the clue emails.	\$50: grand prize
Minnesota Food Share Month Competition	Tier 2	March	Amber, Katie, Kristi B., Amy	Collect at least 150 food items each week across all county departments to donate to a local food shelf.	\$0 <i>There are no costs associated with this event.</i>
Blood Drive	Tier 2	March	Kristen, Erin, Marta, Gabrielle	At least 45 employees will donate blood. (Baseline: 43 donors in 2022)	\$0 <i>There are no costs associated with this event.</i>

Activity/Program/ Environmental Change	Tier 1 or Tier 2	Timelines	Lead Person(s)	Expected Outcomes	Budget (list costs)
Book Club	Tier 2	March & August	Bobbie, Kristi, Amber, Lacy, Katie	At least 35 employees will participate in at least one of the book club offerings. (Baseline: 35 participants in 2022 & 2023) At least 50% of the participants will attend at least one book discussion.	\$150: 10 copies of <i>A Perfect Tragedy</i> by Jason Lennox (\$14.99 each) <i>\$245: 16 copies of A Perfect Tragedy were purchased in 2023.</i> <i>Participants will buy their own copy of Small Great Things by Jodi Picoult.</i>
On the Move	Tier 2	April & May	Will, Nicole, Kate, Kristi D.	At least 60 employees will track their physical activity. (Baseline: 50 participants in 2022 & 2023) At least 50% of county departments will average at least 5,000 steps per day per employee by the end of the challenge.	\$0 <i>\$170: eight weekly prizes and one grand prize (prepaid in 2023)</i> <i>\$500: Steele County shirts (\$12 short sleeve, \$16 long sleeve; 33-41 total) (prepaid in 2023)</i>
Hydration Education and Promotion	Tier 2	June	Ethan, Gabrielle, William, Amy, Katie	At least 80% of employees will report an increase in their daily water intake on days when infused water was available to them. At least 50 employees will view weekly hydration tips, measured by average number of unique opens.	\$400: water carafes, cups, flavor packets, fruits, vegetables, and herbs for infusing water
Scavenger Hunt	Tier 2	July	Amber, Kristi, Ethan	At least 50 employees will participate in the health-themed scavenger hunt. (Baseline: 40 participants/8 teams in 2022 & 2023)	\$50: medals (1st, 2nd, 3rd) <i>\$599: Scavify app (prepaid in 2023)</i>
Healthy Eating and Nutrition Education	Tier 2	August	Ethan, Gabrielle	At least 50 different employees will participate in the cooking class(es) by attending live or watching the recording. At least 50 employees will view weekly nutrition tips, measured by number of unique opens, on average.	\$500: cooking class(es) for employees

Activity/Program/ Environmental Change	Tier 1 or Tier 2	Timelines	Lead Person(s)	Expected Outcomes	Budget (list costs)
Health Fair	Tier 2	September	Lacy, Jennifer, Amber, Katie, Gabrielle	At least 100 employees will attend the health fair. At least 25% of employees from every county building will attend the health fair. At least 50% of attendees will qualify for punch card prizes by visiting at least 5 vendors at the health fair.	\$400: incentives & punch card prizes
Speaker: Jason Lennox	Tier 2	October	Ethan, Candi	At least 100 employees will attend the speaker event. At least 80% of attendees will learn something new about the health topic.	\$0 <i>Public Health will fund the speaker with Steele Fit as a partner in promoting and organizing the event.</i>
Thankful Tuesdays	Tier 2	November	Amber, Katie, Gabrielle	At least 40 employees will attend at least one weekly gratitude/mindfulness presentation. (Baseline: 35 participants in 2022)	\$400: gratitude journals & pens with motivational messages for participants
Tis the Season	Tier 2	December	Amber, Ethan, Katie	At least 40 employees will participate in the team-building gingerbread event. At least 50 employees will participate in the holiday health bingo activity.	\$100: gingerbread house kits \$300: holiday health bingo incentives
Tier 2 Total:					\$2400

Total Funds Available to Us: \$6000 (this amount is provided to you by SSC)		Total funds for which we are applying: \$6000	
Wellness Coordinator(s) Signature(s):  			Date: 05/13/2024
Chief Administrator Signature:  (to accept funds on behalf of the organization for this specific purpose). The organization agrees that these funds will be dedicated to be used as outlined in this plan.			Date: 05/13/2024

Submit your application by **May 30, 2024** to Nicole LaChapelle-Strumski, nlachapelle@ssc.coop.



Steele County Agenda Item

Informational

Subject: MNPrairie Finance Committee Report

Department: Choose an item.

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 13, 2024

Board Meeting Date: Enter a date.

Purpose:

To brief the Board on the items presented to the MNPrairie Finance Committee

Background:

n/a

Financial Impacts:

See Report

Attachments:

MNPrairie JBP Finance Committee Agenda



MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

JPB Finance Committee Meeting

August 8, 2024, 1:45-2:45 pm

[Microsoft Teams](#)

Draft Agenda

- I. **Call to order**
- II. **Roll call and introductions**
 - a. Introduction of committee
 - b. Introduction of others in attendance
- III. **Agenda approval**
 - a. Recommendation: *Adopt a motion to accept the agenda [as presented/as amended].*
- IV. **Minutes approval**
 - a. Recommendation: *Adopt a motion to accept the final meeting minutes [as presented/as corrected] from the July 09, 2024, meeting of the Minnesota Prairie County Alliance finance committee.*
- V. **Action items**
 - a. **Steele Cubicle Replacement** – Tara Reich
- VI. **Information & discussion items**
 - a. **Member-County Cost-Share Reimbursement** – Tara Reich
 - b. **2025 Budget Development** – Kevin Venenga & Tara Reich
 - c. **Year-to-date budget report**– Kevin Venenga

d. **Investment update**– Kevin Venenga

VII. Meetings

Next meeting: Thursday, September 17, 2024, 1:45-2:45 pm, Steele, Room 40.

VIII. Adjourn

Minutes of the JPB Finance Committee Meeting
held July 9, 2024
Teams

I. The Minnesota Prairie County Alliance Joint Powers Board Finance Committee met on July 9, 2024. Commissioner Tim Tjosaas called the meeting to order at 1:51 pm. Call to order

II. Introductions were made. Roll call and introductions

Members present:	Tim Tjosaas	Dodge County Commissioner
	Greg Krueger	Steele County Commissioner
	Kevin Venenga	MNPrairie Finance Manager
	Candi Lemarr	Steele County Finance Director
	Tara Reich	MNPrairie Executive Director
	Tammy Spooner	Waseca County Director of Property & Election Services
	Lisa Kramer	Dodge County Finance Director

Members absent: None

Also present:	Kristin Ferris	MNPrairie Executive Assistant
	Jim Elmquist	Dodge County Administrator
	Renea Fry	Steele County Administrator

III. Motion by Commissioner Greg Krueger, seconded by Tara Reich, MNPrairie Executive Director, to accept the agenda as amended to remove the Steele Cubicle Replacement item. *Motion adopted unanimously.* Agenda

IV. Motion by Tammy Spooner, Waseca County Director of Property & Election Services, seconded by Commissioner Krueger, to accept the final meeting minutes as presented from the June 18, 2024, meeting of the Minnesota Prairie County Alliance Finance Committee. *Motion adopted unanimously.* Minutes

V. Tara Reich, MNPrairie Executive Director, presented the committee with information regarding voting history on the Finance Committee. Reich noted that during the June meeting of the Joint Powers Board, a discussion took place regarding whether the MNPrairie Finance Committee has voting authority. Voting Authority Discussion

A discussion occurred regarding committees being recommending bodies to bring forward to the Joint Powers Board. There was consensus that the language is clear and indicates consensus to the board and does not make decisions independent from the board.

- | | | |
|-----|---|----------------------------|
| VI. | Kevin Venenga, MNPrairie Finance Manager, presented the June 2024 year-to-date budget report noting that overall expenditures are \$14.9 million or 51 percent of the budget, while revenues are \$15.4 million or 53 percent of the budget, temporarily adding \$538 thousand to fund balance. | Year-to-date budget report |
|-----|---|----------------------------|

A discussion occurred regarding MNPrairie's indication of salary savings from unfilled positions, however salaries and wages are tracking on pace. Venenga indicated this was from assuming a vacancy rate when setting the budget.

A further discussion occurred regarding MNPrairie's final budget adoption and presentation to member-county boards.

- | | | |
|------|--|-------------------------|
| VII. | Kevin Venenga presented the preliminary 2025 budget and overviewed changes between the 2024 and 2025 budget. Venenga indicated that this early in the process the numbers are inflated due to several pieces that are not yet known, and as they always have, the budget will continue to be refined and reduced as the process continues. | 2025 Budget Development |
|------|--|-------------------------|

A discussion occurred regarding a desire to parse out health insurance in a separate line item in the budget, and the personnel budget.

Questions arose such as what was driving the significant increase? Venenga indicated that the historical personnel underspending was removed, grants that had been discontinued were removed, positions tied to grants that may end are still included in the budget for the time until MNPrairie know if the grant will end, or the board chooses to end the position.

A further discussion occurred again regarding how historically budgets early in the process have always come in high and have been brought down to something that has been agreeable to all member-counties. When setting budgets so early, there are always moving targets with numbers that have not been solidified yet.

- | | | |
|-------|---|-------------------|
| VIII. | Kevin Venenga presented the June 30, 2024, investment update, noting the year-to-date investment earnings on the MAGIC fund are approximately \$256 thousand. | Investment update |
|-------|---|-------------------|

A discussion occurred regarding the investment strategy beyond 2024.

- | | | |
|-----|---|------------------------|
| IX. | Commissioner Tjosaas indicated that the next finance committee meeting will be on Thursday, August 8, 2024, from 1:45-2:45 pm, via Microsoft Teams. | Next meeting |
| X. | Motion by Tara Reich, seconded by Commissioner Tammy Spooner to adjourn the meeting at 2:45 pm. <i>Motion adopted unanimously.</i> | Motion and adjournment |

Agenda item title: Steele Cubicle Replacement**Meeting date:** August 8, 2024**Body:**

- ☐ Full joint powers board
☒ Finance committee
☐ Policy committee
☐ Personnel committee
☐ Other:

Agenda type:

- ☐ Consent agenda action
☒ Action and related information
☐ Other discussion, information only or reports
☐ Other business

Time:

10 minutes

Presenter(s) name & title(s):

Tara Reich, Executive Director

Summary of request or recommendation:

Review bids obtained for Steele cubicle replacement proposal.

☒ Recommended motion: *Adopt a motion to recommend _____'s bid # _____ to the full joint powers board for authorization to proceed with expenditure through capital improvement funds.*

Information (including rationale, if applicable):**Business reason for cube replacement:**

The current cubicle layout in Steele poses challenges for maintaining a productive work environment. Currently arranged in a "bull pen" configuration with four employees in each cubicle, this arrangement fosters collaboration but creates excess noise and disruptions. It also limits privacy for tasks such as phone calls or virtual meetings.

The proposed cubicle configuration will provide individual workstations for each employee. This new layout aligns with at the Dodge and Waseca sites, promoting a more conducive and private work environment.

Project costs:

Bids from three different vendors have been obtained and are outlined on the attached table:

Budget impact:

TBD based on selected bid: Cost will be incorporated into MNPrarie's Capital Improvement Plan funds.

☒ **Attachment(s):**

1. Alternative Business Furniture bid 1
2. Alternative Business Furniture bid 2
3. Alternative Business Furniture bid 3: North wing
4. Alternative Business Furniture bid 3: South wing
5. Alternative Business Furniture bid 4: North wing
6. Alternative Business Furniture bid 4: South wing
7. Schmidt Goodman bids (good, better, best)
8. Intereum bid 1
9. Intereum bid 2

Vendor	Description	Bid Total	Disassemble, Haul, & Disposal of old cubicles	Total Bid 1	Comments
Alternative Business Furniture	Bid 1: Height Adjustable Desks Partial reuse of existing pieces	\$219,180.70	\$0.00	\$219,180.70	Height adjustable desks ensure proper ergonomics.
Alternative Business Furniture	Bid 2: Stationary Desks Partial reuse of existing pieces	\$173,865.19	\$0.00	\$173,865.19	
Alternative Business Furniture	Bid 3: Height Adjustable Desks Additional reuse of existing product.	\$209,221.99	\$0.00	\$209,221.99	Height adjustable desks ensure proper ergonomics.
Alternative Business Furniture	Bid 4: Standard Desks Additional reuse of existing product.	\$194,727.80	\$0.00	\$194,727.80	
Schmidt Goodman	Bid 1: Good Height adjustable desks. All new pieces.	\$117,122.00	\$9,080.00	\$126,202.00	This configuration would not be conducive to noise mitigation due to the low cubicle walls.
Schmidt Goodman	Bid 2: Better Height adjustable desks. All new pieces.	\$171,833.00	\$9,080.00	\$180,913.00	This configuration covers much of the glass top, reducing the allowance of natural light flow through the office which is the intended purpose of the glass tops.
Schmidt Goodman	Bid 3: Best Height adjustable desks. All new pieces.	\$193,929.00	\$9,080.00	\$203,009.00	Aligns with the cubicles currently located in MNPrairie's Dodge and Waseca offices.
Intereum	Bid 1: Glass top walls Height adjustable desks. Reconfigured and new product.	\$340,995.26	TBD	\$340,995.26	Plus costs associated to disassemble, haul and dispose of old cubicles. Due to the high cost of this bid, these costs with this vendor were not explored.
Intereum	Bid 2: Full canvas walls. Height adjustable desks. Reconfigured and new product.	\$317,032.27	TBD	\$317,032.27	Plus costs associated to disassemble, haul and dispose of old cubicles. Due to the high cost of this bid, these costs with this vendor were not explored.



PROJECT PROPOSAL

Project: MN Prairie County Alliance Option 1 - Height-Adjustable Desks
Contact: Beth Christesen
Salesperson: Trent Larson
Designer: Laurie Leonard
System: Herman Miller AO2 / NW Glass / HAT / Great Openings / HAT
Date: January 4, 2024

PRODUCT SPECIFICATIONS

Plan North - 31 Stations

<u>Qty.</u>	<u>Description</u>		<u>Unit Price</u>	<u>Total Price</u>
62	Surface Ganging Bracket		7.82	484.84
31	Duplex - Circuit A		20.27	628.37
31	Duplex - Circuit B		20.27	628.37
31	Duplex - Circuit D		20.27	628.37
8	6' Base Power Entry		108.40	867.20
31	30" Tasklight		55.65	1,725.15
31	B Front Box / Box / File Pedestal or File / File Pedestal - Existing		-	-
31	30" Tackboard		78.43	2,431.33
8	32 x 24" Powered Fabric Covered Panel		170.80	1,366.40
6	32 x 24" Non-Powered Fabric Covered Panel		121.40	728.40
31	53 x 24" Non-Powered Fabric Covered Panel		136.40	4,228.40
31	53 x 30" Non-Powered Fabric Covered Panel		154.80	4,798.80
31	53 x 42" Powered Fabric Covered Panel		245.20	7,601.20
19	67 x 30" Powered Fabric Covered Panel		227.60	4,324.40
19	67 x 42" Powered Fabric Covered Panel		268.00	5,092.00
31	53" 2-Way Connector		41.80	1,295.80
6	67" 2-Way Connector		45.22	271.32
13	67" 3-Way Connector		75.62	983.06
8	67" 4-Way Connector		97.28	778.24
31	53" Finished End, Metal		34.39	1,066.09
14	39" Finished End, Metal - (Cut to Fit 32")		31.73	444.22
31	48" Draw Rod		8.17	253.27
19	62" Draw Rod		8.17	155.23
14	Change of Height, Panel to Connector	32-67"	8.93	125.02
31	Change of Height, Panel to Connector	53-67"	8.93	276.83
31	30" Shelf - Existing		-	-
31	30" Flipper Door		86.64	2,685.84
62	24 x 30" Worksurface - Existing	(31) ON HI-LO BASE	-	-
31	24 x 42" Corner Worksurface - Existing	ON HI-LO BASE	-	-

North Subtotal: 43,868.15

Plan South - 31 Stations

<u>Qty.</u>	<u>Description</u>		<u>Unit Price</u>	<u>Total Price</u>
62	Surface Ganging Bracket		7.82	484.84
31	Duplex - Circuit A		20.27	628.37
31	Duplex - Circuit B		20.27	628.37
31	Duplex - Circuit D		20.27	628.37
7	6' Base Power Entry		108.40	758.80
31	30" Tasklight		55.65	1,725.15
31	B Front Box / Box / File Pedestal or File / File Pedestal - Existing		-	-

31	30" Tackboard		78.43	2,431.33
6	32 x 24" Powered Fabric Covered Panel		170.80	1,024.80
5	32 x 24" Non-Powered Fabric Covered Panel		121.40	607.00
31	53 x 24" Non-Powered Fabric Covered Panel		136.40	4,228.40
32	53 x 30" Non-Powered Fabric Covered Panel		154.80	4,953.60
32	53 x 42" Powered Fabric Covered Panel		245.20	7,846.40
19	67 x 30" Powered Fabric Covered Panel		227.60	4,324.40
19	67 x 42" Powered Fabric Covered Panel		268.00	5,092.00
31	53" 2-Way Connector		41.80	1,295.80
6	67" 2-Way Connector		45.22	271.32
11	67" 3-Way Connector		75.62	831.82
9	67" 4-Way Connector		97.28	875.52
32	53" Finished End, Metal		34.39	1,100.48
11	39" Finished End, Metal - (Cut to Fit 32")		31.73	349.03
32	48" Draw Rod		8.17	261.44
19	62" Draw Rod		8.17	155.23
11	Change of Height, Panel to Connector	32-67"	8.93	98.23
32	Change of Height, Panel to Connector	53-67"	8.93	285.76
11	30" Shelf - Existing		-	-
20	30" Shelf		52.25	1,045.00
31	30" Flipper Door		86.64	2,685.84
42	24 x 30" Worksurface - Existing	(31) ON HI-LO BASE	-	-
20	24 x 30" Worksurface		88.00	1,760.00
25	24 x 42" Corner Worksurface - Existing	ON HI-LO BASE	-	-
6	24 x 42" Corner Worksurface	ON HI-LO BASE	159.40	956.40

North Subtotal: 47,333.70

Herman Miller Pricing per Contract # 144482
State Contract Release F-464(5)

Product Subtotal: 91,201.85

Finishes:

Non-Contract Product
Plan North

<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
31	14 x 24" Upmount Glass Clear	29.96	928.76
31	14 x 30" Upmount Glass Clear	31.98	991.38
31	14 x 42" Upmount Glass Clear	42.19	1,307.89
186	Frameless Glass Bracket ZMF06SS	16.30	3,031.80
31	HAT Collective E2 Dual Monitor Arm	256.38	7,947.78
	- Model #: E2-2-124		
	- Finish: Silver		
31	Great Openings Mobile Box / File Pedestal with Cushion	328.44	10,181.64
	- Model #: U-S-1403N-02L6		
	- Features: (1) 6" Divider, (1) 12" Divider, (1) Pencil Tray		
	- Glides: Casters		
	- Pull Style: Recessed Pull Radiused Front (D-Front)		
	- Finish: Soft White		
	- Cushion Fabric: Grade 1 - TBD		
31	HAT L-Unit 3 Leg Adjustable Hi Height Table Base	684.76	21,227.56
	- Model #: HAT3-HI-L-SI		
	- Finish: Silver		

North Subtotal: 45,616.81

South

<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
31	14 x 24" Upmount Glass Clear	29.96	928.76
31	14 x 30" Upmount Glass Clear	31.98	991.38

31	14 x 42" Upmount Glass Clear	42.19	1,307.89
186	Frameless Glass Bracket ZMF06SS	16.30	3,031.80
31	HAT Collective E2 Dual Monitor Arm - Model #: <i>E2-2-124</i> - Finish: <i>Silver</i>	256.38	7,947.78
31	Great Openings Mobile Box / File Pedestal with Cushion - Model #: <i>U-S-1403N-02L6</i> - Features: <i>(1) 6" Divider, (1) 12" Divider, (1) Pencil Tray</i> - Glides: <i>Casters</i> - Pull Style: <i>Recessed Pull Radiused Front (D-Front)</i> - Finish: <i>Soft White</i> - Cushion Fabric: <u>Grade 1 - TBD</u>	328.44	10,181.64
31	HAT L-Unit 3 Leg Adjustable Hi Height Table Base - Model #: <i>HAT3-HI-L-SI</i> - Finish: <i>Silver</i>	684.76	<u>21,227.56</u>

South Subtotal: 45,616.81

Non-Contract Product Subtotal: 91,233.62

Location:

Install & Service Costs:

556	Regular Hours, Non-Prevailing Wage Installation	(Includes teardown of existing)	61.00	33,916.00
1	Delivery, State of MN Remanufactured Contract			No Charge
1	Delivery, Non-State Contract		350.00	350.00
12	Design		65.00	780.00
780	Mileage		0.655	<u>510.90</u>

NOTE:

-Standard Lead Time: 3-5 Weeks.

Services Subtotal: 35,556.90

-Quote Valid for 30 Days

Product Total: **182,435.47**

Services Total: **35,556.90**

NW Glass Freight: 577.44

Great Openings Surcharge: 610.89

PROJECT TOTAL: 219,180.70

NOTES:

ABF Not responsible for remaining product disposal.

ABF Not responsible for hardwire and data connections, placing.

All work to be done during standard business hours.

Work area to have free and clear access to all area's.

Fabrics and Laminate priced as Standard Grade 1

le Sales Taxes will be added at time of invoicing.

icing Subject to Unannounced Tariff Surcharges.



PROJECT PROPOSAL

Project: MN Prairie County Alliance Option 2 - Stationary Desks
Contact: Beth Christesen
Salesperson: Trent Larson
Designer: Laurie Leonard
System: Herman Miller AO2 / NW Glass / HAT / Great Openings / HAT
Date: January 4, 2024

PRODUCT SPECIFICATIONS

Plan North - 31 Stations

Qty.	Description	Unit Price	Total Price	
31	Duplex - Circuit A	20.27	628.37	
31	Duplex - Circuit B	20.27	628.37	
31	Duplex - Circuit D	20.27	628.37	
8	6' Base Power Entry	108.40	867.20	
31	30" Tasklight	55.65	1,725.15	
31	B Front Box / Box / File Pedestal or File / File Pedestal - Existing	-	-	
31	30" Tackboard	78.43	2,431.33	
8	32 x 24" Powered Fabric Covered Panel	170.80	1,366.40	
6	32 x 24" Non-Powered Fabric Covered Panel	121.40	728.40	
31	53 x 24" Non-Powered Fabric Covered Panel	136.40	4,228.40	
31	53 x 30" Non-Powered Fabric Covered Panel	154.80	4,798.80	
31	53 x 42" Powered Fabric Covered Panel	245.20	7,601.20	
19	67 x 30" Powered Fabric Covered Panel	227.60	4,324.40	
19	67 x 42" Powered Fabric Covered Panel	268.00	5,092.00	
31	53" 2-Way Connector	41.80	1,295.80	
6	67" 2-Way Connector	45.22	271.32	
13	67" 3-Way Connector	75.62	983.06	
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14	39" Finished End, Metal - (Cut to Fit 32")	31.73	444.22	
31	48" Draw Rod	8.17	253.27	
19	62" Draw Rod	8.17	155.23	
14	Change of Height, Panel to Connector	32-67"	8.93	125.02
31	Change of Height, Panel to Connector	53-67"	8.93	276.83
31	30" Shelf - Existing	-	-	
31	30" Flipper Door	86.64	2,685.84	
62	24 x 30" Worksurface - Existing	-	-	
31	24 x 42" Worksurface - Existing	-	-	

North Subtotal: 43,383.31

Plan South - 31 Stations

<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
31	Duplex - Circuit A	20.27	628.37
31	Duplex - Circuit B	20.27	628.37
31	Duplex - Circuit D	20.27	628.37
7	6' Base Power Entry	108.40	758.80
31	30" Tasklight	55.65	1,725.15
31	B Front Box / Box / File Pedestal or File / File Pedestal - Existing	-	-

31	30" Tackboard		78.43	2,431.33
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5	32 x 24" Non-Powered Fabric Covered Panel		121.40	607.00
31	53 x 24" Non-Powered Fabric Covered Panel		136.40	4,228.40
32	53 x 30" Non-Powered Fabric Covered Panel		154.80	4,953.60
32	53 x 42" Powered Fabric Covered Panel		245.20	7,846.40
19	67 x 30" Powered Fabric Covered Panel		227.60	4,324.40
19	67 x 42" Powered Fabric Covered Panel		268.00	5,092.00
31	53" 2-Way Connector		41.80	1,295.80
6	67" 2-Way Connector		45.22	271.32
11	67" 3-Way Connector		75.62	831.82
9	67" 4-Way Connector		97.28	875.52
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11	39" Finished End, Metal - (Cut to Fit 32")		31.73	349.03
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32	Change of Height, Panel to Connector	53-67"	8.93	285.76
11	30" Shelf - Existing		-	-
20	30" Shelf		52.25	1,045.00
31	30" Flipper Door		100.32	3,109.92
42	24 x 30" Worksurface - Existing		-	-
20	24 x 30" Worksurface		88.00	1,760.00
25	24 x 42" Corner Worksurface - Existing		-	-
6	24 x 42" Corner Worksurface		159.40	956.40

North Subtotal: 47,272.94

Herman Miller Pricing per Contract # 144482
State Contract Release F-464(5)

Product Subtotal: 90,656.25

Finishes:

Non-Contract Product

North

<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
31	14 x 24" Upmount Glass Clear	29.96	928.76
31	14 x 30" Upmount Glass Clear	31.98	991.38
31	14 x 42" Upmount Glass Clear	42.19	1,307.89
186	Frameless Glass Bracket ZMF06SS	16.30	3,031.80
31	HAT Collective E2 Dual Monitor Arm	256.38	7,947.78
	- Model #: <i>E2-2-124</i>		
	- Finish: <i>Silver</i>		
31	Great Openings Mobile Box / File Pedestal with Cushion	328.44	10,181.64
	- Model #: <i>U-S-1403N-02L6</i>		
	- Features: <i>(1) 6" Divider, (1) 12" Divider, (1) Pencil Tray</i>		
	- Glides: <i>Casters</i>		
	- Pull Style: <i>Recessed Pull Radiused Front (D-Front)</i>		
	- Finish: <i>Soft White</i>		
	- Cushion Fabric: <u>Grade 1 - TBD</u>		

North Subtotal: 24,389.25

South

<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
31	14 x 24" Upmount Glass Clear	29.96	928.76
31	14 x 30" Upmount Glass Clear	31.98	991.38
31	14 x 42" Upmount Glass Clear	42.19	1,307.89

186	Frameless Glass Bracket ZMF06SS	16.30	3,031.80
31	HAT Collective E2 Dual Monitor Arm	256.38	7,947.78
	- Model #: <i>E2-2-124</i>		
	- Finish: <i>Silver</i>		
31	Great Openings Mobile Box / File Pedestal with Cushion	328.44	10,181.64
	- Model #: <i>U-S-1403N-02L6</i>		
	- Features: <i>(1) 6" Divider, (1) 12" Divider, (1) Pencil Tray</i>		
	- Glides: <i>Casters</i>		
	- Pull Style: <i>Recessed Pull Radiused Front (D-Front)</i>		
	- Finish: <i>Soft White</i>		
	- Cushion Fabric: <u>Grade 1 - TBD</u>		

South Subtotal: **24,389.25**

Non-Contract Product Subtotal: **48,778.50**

Location:

Install & Service Costs:

516	Regular Hours, Non-Prevailing Wage Installation (Includes Teardown)	61.00	31,476.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	350.00	350.00
12	Design	65.00	780.00
780	Mileage	0.655	510.90

NOTE:

-Standard Lead Time:4-6 Weeks.

Services Subtotal: **33,116.90**

-Quote Valid for 30 Days

Product Total: **139,434.75**

Services Total: **33,116.90**

NW Glass Freight: 627.65

Brakcet Freight: 75.00

Great Openings Surcharge: **610.89**

PROJECT TOTAL: **173,865.19**

NOTES:

ABF Not responsible for remaining product disposal.

ABF Not responsible for hardwire and data connections, placing.

All work to be done during standard business hours.

Work area to have free and clear access to all area's.

Fabrics and Laminate priced as Standard Grade 1

Multiple Sales Taxes will be added at time of invoicing.

Pricing Subject to Unannounced Tariff Surcharges.



PROJECT PROPOSAL

Project: MN Prairie County Alliance North Wing Option 1

Contact: Beth Christesen / Jake Rysavy

Salesperson: Trent Larson

Designer: Laurie Leonard

System: Herman Miller AO2

Date: August 1, 2024

PRODUCT SPECIFICATIONS

<u>Need</u>	<u>Existing</u>	<u>Order</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
8		8	32 x 24" Powered Fabric Covered Panel	202.81	1,622.48
6		6	32 x 24" Non-Powered Fabric Covered Panel	144.29	865.74
	15	-15	32 x 30" Powered Fabric Covered Panel	-	-
	6	-6	32 x 36" Powered Fabric Covered Panel	-	-
	15	-15	32 x 42" Powered Fabric Covered Panel	-	-
	1	-1	39 x 24" Powered Fabric Covered Panel	-	-
	2	-2	39 x 30" Powered Fabric Covered Panel	-	-
	2	-2	39 x 42" Powered Fabric Covered Panel	-	-
	2	-2	39 x 48" Powered Fabric Covered Panel	-	-
31		31	53 x 24" Non-Powered Fabric Covered Panel	161.92	5,019.52
18		18	53 x 30" Non-Powered Fabric Covered Panel	183.77	3,307.86
18		18	53 x 42" Powered Fabric Covered Panel	291.17	5,241.06
	3	-3	62 x 12" Powered Fabric Covered Panel	-	-
	2	-2	62 x 24" Powered Fabric Covered Panel	-	-
19	21	-2	62 x 30" Powered Fabric Covered Panel	-	-
13	13	0	62 x 30" Non-Powered Fabric Covered Panel	-	-
	8	-8	62 x 36" Powered Fabric Covered Panel	-	-
32	31	1	62 x 42" Powered Fabric Covered Panel	315.37	315.37
	2	-2	62 x 48" Powered Fabric Covered Panel	-	-
	26	-26	27" Draw Rod	-	-
	5	-5	34" Draw Rod	-	-
18		18	48" Draw Rod	10.34	186.12
30	55	-25	57" Draw Rod	-	-
	1	-1	32" 2-Way Connector	-	-
18		18	53" 2-Way Connector	52.88	951.84
19	14	5	62" 2-Way Connector	56.64	283.20
13	8	5	62" 3-Way Connector	94.00	470.00
8		8	62" 4-Way Connector	120.56	964.48
14	3	11	39" Finished End, Metal - (Cut to Fit 32")	40.89	449.79
	1	-1	39" Finished End, Metal	-	-
31		31	53" Finished End, Metal	44.42	1,377.02
	12	-12	62" Finished End, Metal	-	-
14	10	4	Change of Height, Panel to Connector 32 x 62"	19.20	76.80
31		31	Change of Height, Panel to Connector 53-62"	19.20	595.20
8	7	1	6' Base Power Entry	109.60	109.60
	1	-1	24 x 24" Worksurface	-	-
21		21	24 x 30" Worksurface	117.97	2,477.37
51	51	0	24 x 30" Worksurface	-	-
	8	-8	24 x 36" Worksurface	-	-
	1	-1	24 x 36" Worksurface Cut to 24 x 33.5"	-	-

	3	-3	24 x 42" Worksurface		-	-
	1	-1	24 x 48" Worksurface		-	-
	1	-1	30 x 42" Worksurface		-	-
	3	-3	30 x 48" Worksurface		-	-
31	27	4	24 x 42" Corner Worksurface	cut to 41" on 2 sides mount on hilo	213.62	854.48
	46	-46	24" End Panel		-	-
	2	-2	30" 1/2 Height Shelf		-	-
31	24	7	30" Shelf		65.33	457.31
	1	-1	36" Shelf		-	-
	28	-28	42" 1/2 Height Shelf		-	-
31	24	7	30" Flipper Door		111.63	781.41
	1	-1	36" Flipper Door		-	-
31	20	11	30" Tackboard		74.80	822.80
	2	-2	48" Tackboard		-	-
	2	-2	48" Tool Bar		-	-
31	24	7	30" Tasklight		72.35	506.45
27	27	0	Box / Box / File Pedestal - F Front		-	-
2	2	0	File / File Pedestal - F Front		-	-
2	2	0	Box / Box / File Pedestal - Meridian	FROM SOUTH WING	-	-

Herman Miller Pricing per Contract # 249343
State Contract Release F-464(5)

Product Subtotal: 27,735.90

Finishes:

Grade 1 Fabric TBD

Non-Contract Product

<u>Need</u>	<u>Existing</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
	1	-1 Workrite Sierra HX 2-Leg Electric Base - Model #: SEHX54-72-F24	-	-
32	0	32 62 x 30" Powered Fabric Covered Panel- REFAB PANEL	120.40	3,852.80
32	0	32 62 x 42" Powered Fabric Covered Panel- REFAB PANEL	163.80	5,241.60
24	0	24 30" Flipper Door- REFAB COST	39.20	940.80
20	0	20 30" Tackboard- REFAB	47.60	952.00
27		27 24 x 42" Corner Worksurface cut to 24 x 41" mount on hilo	55.00	1,485.00
31		31 8" High x 24"W Upmount Frosted Glass	60.76	1,883.56
18		18 8" High x 30"W Upmount Frosted Glass	62.79	1,130.22
18		18 8"High x 42"W Upmount Frosted Glass	66.84	1,203.12
134		134 Upmount Glass Brackets, Z906BS	24.50	3,283.00
31		31 HAT E2 Dual Monitor Arm - Model #: E2-2 - Finish: Silver	256.38	7,947.78
31		31 HAT 3 Leg Adjustable Hi Height Table Base - Model #: HAT3-HI-L - Finish: Silver	684.76	21,227.56
31		31 Flat Plate For Joining -2 Sets Each	25.00	775.00

Non-Contract Product Subtotal: 49,922.44

Location:

Install & Service Costs:			
278	Regular Hours, Non-Prevailing Wage Installation	66.00	18,348.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	195.00	195.00
6	Design	85.00	510.00
390	Mileage	0.670	<u>261.30</u>

NOTE:

-Quote Valid for 30 Days

Services Subtotal:	<u><u>19,314.30</u></u>
Product Total:	77,658.34
Services Total:	19,314.30
Northwest Glass Freight:	327.98
Glass Brackets Freight:	<u>75.00</u>
PROJECT TOTAL:	<u><u>97,375.62</u></u>

*Applicable Sales Taxes will be added at time of invoicing.
Pricing Subject to Unannounced Tariff Surcharges.*



PROJECT PROPOSAL

Project: MN Prairie County Alliance South Wing Option 1

Contact: Beth Christesen / Jake Rysavy

Salesperson: Trent Larson

Designer: Laurie Leonard

System: Herman Miller AO2

Date: August 1, 2024

PRODUCT SPECIFICATIONS

<u>Need</u>	<u>Existing</u>	<u>Order</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
6		6	32 x 24" Powered Fabric Covered Panel	202.81	1,216.86
5	1	4	32 x 24" Non-Powered Fabric Covered Panel	144.29	577.16
	16	-16	32 x 30" Powered Fabric Covered Panel	-	-
	2	-2	32 x 36" Powered Fabric Covered Panel	-	-
	18	-18	32 x 42" Powered Fabric Covered Panel	-	-
	1	-1	32 x 48" Powered Fabric Covered Panel	-	-
	1	-1	47 x 24" Non-Powered Fabric Covered Panel	-	-
31		31	53 x 24" Non-Powered Fabric Covered Panel	161.92	5,019.52
20		20	53 x 30" Non-Powered Fabric Covered Panel	183.77	3,675.40
20		20	53 x 42" Powered Fabric Covered Panel	291.17	5,823.40
	1	-1	62 x 12" Non-Powered Fabric Covered Panel	-	-
	2	-2	62 x 24" Powered Fabric Covered Panel	-	-
19	22	-3	62 x 30" Powered Fabric Covered Panel	-	-
12	12	0	62 x 30" Non-Powered Fabric Covered Panel	-	-
	7	-7	62 x 36" Powered Fabric Covered Panel	-	-
30	30	0	62 x 42" Powered Fabric Covered Panel	-	-
1	6	-5	62 x 42" Non-Powered Fabric Covered Panel	-	-
	1	-1	62 x 48" Powered Fabric Covered Panel	-	-
	27	-27	27" Draw Rod	-	-
20		20	48" Draw Rod	10.34	206.80
21	49	-28	57" Draw Rod	-	-
	1	-1	32" 2-Way Connector	-	-
20		20	53" 2-Way Connector	52.88	1,057.60
16	17	-1	62" 2-Way Connector	-	-
11	9	2	62" 3-Way Connector	94.00	188.00
9		9	62" 4-Way Connector	120.56	1,085.04
11	6	5	39" Finished End, Metal - (Cut to Fit 32")	40.89	204.45
	1	-1	47" Finished End, Metal	-	-
31		31	53" Finished End, Metal	44.42	1,377.02
1	17	-16	62" Finished End, Metal	-	-
11	12	-1	Change of Height, Panel to Connector	32-62	-
31		31	Change of Height, Panel to Connector	53-62	19.20
	1	-1	Change of Height, Panel to Panel	32-62	-
7	8	-1	6' Base Power Entry	-	-
	1	-1	24 x 24" Worksurface	-	-
17		17	24 x 30" Worksurface	117.97	2,005.49
45	45	0	24 x 30" Worksurface	-	-
	5	-5	24 x 36" Worksurface	-	-
	4	-4	24 x 42" Worksurface	-	-
	1	-1	24 x 48" Worksurface	-	-

	1	-1	24 x 54" Worksurface		-	-
	3	-3	24 x 72" Worksurface		-	-
31	28	3	24 x 42" Corner Worksurface	cut to 41" on 2 sides mount on hilo	213.62	640.86
	48	-48	24" End Panel		-	-
	9	-9	30" 1/2 Height Shelf		-	-
31	18	13	30" Shelf		65.33	849.29
	2	-2	36" 1/2 Height Shelf		-	-
	17	-17	42" 1/2 Height Shelf		-	-
	3	-3	42" Shelf		-	-
31	18	13	30" Flipper Door		111.63	1,451.19
	3	-3	42" Flipper Door		-	-
31	25	6	30" Tackboard		74.80	448.80
	15	-15	42" Tackboard		-	-
	1	-1	30" Tool Bar		-	-
	1	-1	36" Tool Bar		-	-
	3	-3	42" Tool Bar		-	-
31	18	13	30" Tasklight		72.35	940.55
23	23	0	Box / Box / File Pedestal - F Front		-	-
	3	-3	File / File Pedestal - F Front		-	-
8	8	0	Box / Box / File Pedestal - Meridian		-	-
	1	-1	File / File Pedestal - Meridian		-	-

Herman Miller Pricing per Contract # 249343
State Contract Release F-464(5)

Product Subtotal: 27,362.63

Finishes:

Tier 1 Fabric TBD

Non-Contract Product

<u>Need</u>	<u>Existing</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1	0	1 32 x 24" Non-Powered Fabric Covered Panel-REFAB COST	100.80	100.80
19	0	19 62 x 30" Powered Fabric Covered Panel- REFAB COST	120.40	2,287.60
12	0	12 62 x 30" Non-Powered Fabric Covered Panel- REFAB COST	120.40	1,444.80
30	0	30 62 x 42" Powered Fabric Covered Panel- REFAB COST	163.80	4,914.00
1	0	1 62 x 42" Non-Powered Fabric Covered Panel- REFAB COST	163.80	163.80
18	0	18 30" Flipper Door-REFAB COST	39.20	705.60
25	0	25 30" Tackboard- REFAB COST	47.60	1,190.00
28		28 24 x 42" Corner Worksurface cut to 24 x 41" mount on hilo	55.00	1,540.00
31		31 8" High x 24"W Upmount Frosted Glass	60.76	1,883.56
20		20 8" High x 30"W Upmount Frosted Glass	62.79	1,255.80
20		20 8"High x 42"W Upmount Frosted Glass	66.84	1,336.80
142		142 Upmount Glass Brackets, Z906BS	24.50	3,479.00
31		31 HAT E2 Dual Monitor Arm	256.38	7,947.78
		- Model #: E2-2		
		- Finish: Silver		
31		31 HAT 3 Leg Adjustable Hi Height Table Base	684.76	21,227.56
		- Model #: HAT3-HI-L		
		- Finish: Silver		
31		31 Flat Plate For Joining	25.00	775.00
		-2 Sets Each		

Non-Contract Product Subtotal: 50,252.10

Location:

Install & Service Costs:			
278	Regular Hours, Non-Prevailing Wage Installation	66.00	18,348.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	195.00	195.00
6	Design	85.00	510.00
390	Mileage	0.670	<u>261.30</u>

NOTE:

-Quote Valid for 30 Days

Services Subtotal:	<u><u>19,314.30</u></u>
Product Total:	77,614.73
Services Total:	19,314.30
Northwest Glass Freight:	348.15
Glass Bracket Freight:	<u>75.00</u>
PROJECT TOTAL:	<u><u>97,352.18</u></u>

*Applicable Sales Taxes will be added at time of invoicing.
Pricing Subject to Unannounced Tariff Surcharges.*



PROJECT PROPOSAL

Project: MN Prairie County Alliance North Wing Option 2

Contact: Beth Christesen / Jake Rysavy

Salesperson: Trent Larson

Designer: Laurie Leonard

System: Herman Miller AO2

Date: August 1, 2024

PRODUCT SPECIFICATIONS

<u>Need</u>	<u>Existing</u>	<u>Order</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
8		8	32 x 24" Powered Fabric Covered Panel	202.81	1,622.48
6		6	32 x 24" Non-Powered Fabric Covered Panel	144.29	865.74
	15	-15	32 x 30" Powered Fabric Covered Panel	-	-
	6	-6	32 x 36" Powered Fabric Covered Panel	-	-
	15	-15	32 x 42" Powered Fabric Covered Panel	-	-
	1	-1	39 x 24" Powered Fabric Covered Panel	-	-
	2	-2	39 x 30" Powered Fabric Covered Panel	-	-
	2	-2	39 x 42" Powered Fabric Covered Panel	-	-
	2	-2	39 x 48" Powered Fabric Covered Panel	-	-
31		31	53 x 24" Non-Powered Fabric Covered Panel	161.92	5,019.52
31		31	53 x 30" Non-Powered Fabric Covered Panel	183.77	5,696.87
31		31	53 x 42" Powered Fabric Covered Panel	291.17	9,026.27
	3	-3	62 x 12" Powered Fabric Covered Panel	-	-
	2	-2	62 x 24" Powered Fabric Covered Panel	-	-
19	34	-15	62 x 30" Powered Fabric Covered Panel	-	-
	8	-8	62 x 36" Powered Fabric Covered Panel	-	-
19	31	-12	62 x 42" Powered Fabric Covered Panel	-	-
	2	-2	62 x 48" Powered Fabric Covered Panel	-	-
	26	-26	27" Draw Rod	-	-
	5	-5	34" Draw Rod	-	-
31		31	48" Draw Rod	10.34	320.54
19	55	-36	57" Draw Rod	-	-
	1	-1	32" 2-Way Connector	-	-
31		31	53" 2-Way Connector	52.88	1,639.28
6	14	-8	62" 2-Way Connector	-	-
13	8	5	62" 3-Way Connector	94.00	470.00
8		8	62" 4-Way Connector	120.56	964.48
14	3	11	39" Finished End, Metal - (Cut to Fit 32")	40.89	449.79
	1	-1	39" Finished End, Metal	-	-
31		31	53" Finished End, Metal	44.42	1,377.02
	12	-12	62" Finished End, Metal	-	-
14	10	4	Change of Height, Panel to Connector 32 x 62"	19.20	76.80
31		31	Change of Height, Panel to Connector 53 x 62"	19.20	595.20
8	7	1	6' Base Power Entry	109.60	109.60
	1	-1	24 x 24" Worksurface	-	-
20		20	24 x 30" Worksurface	117.97	2,359.40
51	51	0	24 x 30" Worksurface	-	-
	8	-8	24 x 36" Worksurface	-	-
	1	-1	24 x 36" Worksurface Cut to 24 x 33.5"	42 of 124	-
MN Prairie County Alliance 2024	3	-3	24 x 42" Worksurface	1 of 3	-

	1	-1	24 x 48" Worksurface		-	-
	1	-1	30 x 42" Worksurface		-	-
	3	-3	30 x 48" Worksurface		-	-
31	27	4	24 x 42" Corner Worksurface	cut to 41" on 2 sides mount on hilo	213.62	854.48
	46	-46	24" End Panel		-	-
	2	-2	30" 1/2 Height Shelf		-	-
31	24	7	30" Shelf		65.33	457.31
	1	-1	36" Shelf		-	-
	28	-28	42" 1/2 Height Shelf		-	-
31	24	7	30" Flipper Door		111.63	781.41
	1	-1	36" Flipper Door		-	-
31	20	11	30" Tackboard		74.80	822.80
	2	-2	48" Tackboard		-	-
	2	-2	48" Tool Bar		-	-
31	24	7	30" Tasklight		72.35	506.45
27	27	0	Box / Box / File Pedestal - F Front		-	-
2	2	0	File / File Pedestal - F Front		-	-
2		2	Box / Box / File Pedestal - Meridian	FROM SOUTH WING	259.60	519.20

Herman Miller Pricing per Contract # 249343
State Contract Release F-464(5)

Product Subtotal: 34,534.64

Finishes:

Tier 1 Fabric TBD

Non-Contract Product

<u>Need</u>	<u>Existing</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
	1	-1 Workrite Sierra HX 2-Leg Electric Base - Model #: SEHX54-72-F24	-	-
19	0	19 62 x 30" Powered Fabric Covered Panel- REFAB PANEL	120.40	2,287.60
19	0	19 62 x 42" Powered Fabric Covered Panel- REFAB PANEL	163.80	3,112.20
24	0	24 30" Flipper Door- REFAB PANEL	39.20	940.80
20	0	20 30" Tackboard- REFAB PANEL	47.60	952.00
27		28 24 x 42" Corner Worksurface cut to 24 x 41" mount on hilo	55.00	1,540.00
31		31 8" High x 24"W Upmount Frosted Glass	60.76	1,883.56
31		31 8" High x 30"W Upmount Frosted Glass	62.79	1,946.49
31		31 8"High x 42"W Upmount Frosted Glass	66.84	2,072.04
186		186 Upmount Glass Brackets, Z906BS	24.50	4,557.00
31		31 HAT E2 Dual Monitor Arm - Model #: E2-2 - Finish: Silver	276.89	8,583.59
31		31 HAT 3 Leg Adjustable Hi Height Table Base - Model #: HAT3-HI-L - Finish: Silver	739.54	22,925.74
31		31 Flat Plate For Joining -2 Sets Each	25.00	775.00

Non-Contract Product Subtotal: 51,576.02

Location:

Install & Service Costs:			
278	Regular Hours, Non-Prevailing Wage Installation	66.00	18,348.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	195.00	195.00
6	Design	85.00	510.00
390	Mileage	0.670	<u>261.30</u>

NOTE:

-Quote Valid for 30 Days

Services Subtotal:	<u><u>19,314.30</u></u>
Product Total:	86,110.66
Services Total:	19,314.30
Northwest Glass Freight:	459.05
Glass Brackets Freight:	<u>75.00</u>
PROJECT TOTAL:	<u><u>105,959.01</u></u>

*Applicable Sales Taxes will be added at time of invoicing.
Pricing Subject to Unannounced Tariff Surcharges.*



PROJECT PROPOSAL

Project: MN Prairie County Alliance South Wing Option 2

Contact: Beth Christesen / Jake Rysavy

Salesperson: Trent Larson

Designer: Laurie Leonard

System: Herman Miller AO2

Date: August 1, 2024

PRODUCT SPECIFICATIONS

<u>Need</u>	<u>Existing</u>	<u>Order</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
6		6	32 x 24" Powered Fabric Covered Panel	202.81	1,216.86
5	1	4	32 x 24" Non-Powered Fabric Covered Panel	144.29	577.16
	16	-16	32 x 30" Powered Fabric Covered Panel	-	-
	2	-2	32 x 36" Powered Fabric Covered Panel	-	-
	18	-18	32 x 42" Powered Fabric Covered Panel	-	-
	1	-1	32 x 48" Powered Fabric Covered Panel	-	-
	1	-1	47 x 24" Non-Powered Fabric Covered Panel	-	-
31		31	53 x 24" Non-Powered Fabric Covered Panel	161.92	5,019.52
32		32	53 x 30" Non-Powered Fabric Covered Panel	183.77	5,880.64
32		32	53 x 42" Powered Fabric Covered Panel	291.17	9,317.44
	1	-1	62 x 12" Non-Powered Fabric Covered Panel	-	-
	2	-2	62 x 24" Powered Fabric Covered Panel	-	-
19	24	-5	62 x 30" Powered Fabric Covered Panel	-	-
	10	-10	62 x 30" Non-Powered Fabric Covered Panel	-	-
	7	-7	62 x 36" Powered Fabric Covered Panel	-	-
19	27	-8	62 x 42" Powered Fabric Covered Panel	-	-
	9	-9	62 x 42" Non-Powered Fabric Covered Panel	-	-
	1	-1	62 x 48" Powered Fabric Covered Panel	-	-
	27	-27	27" Draw Rod	-	-
32		32	48" Draw Rod	10.34	330.88
19	49	-30	57" Draw Rod	-	-
	1	-1	32" 2-Way Connector	-	-
31		31	53" 2-Way Connector	52.88	1,639.28
6	17	-11	62" 2-Way Connector	-	-
11	9	2	62" 3-Way Connector	94.00	188.00
9		9	62" 4-Way Connector	120.56	1,085.04
11	6	5	39" Finished End, Metal - (Cut to Fit 32")	40.89	204.45
	1	-1	47" Finished End, Metal	-	-
32		32	53" Finished End, Metal	44.42	1,421.44
	17	-17	62" Finished End, Metal	-	-
11	12	-1	Change of Height, Panel to Connector 32-62"	-	-
32		32	Change of Height, Panel to Connector 53-62"	19.20	614.40
	1	-1	Change of Height, Panel to Panel	-	-
7	8	-1	6' Base Power Entry	-	-
	1	-1	24 x 24" Worksurface	-	-
17		17	24 x 30" Worksurface	117.97	2,005.49
45	45	0	24 x 30" Worksurface	-	-
	5	-5	24 x 36" Worksurface	-	-
	4	-4	24 x 42" Worksurface	-	-
1	1	-1	24 x 48" Worksurface	-	-

	1	-1	24 x 54" Worksurface		-	-
	3	-3	24 x 72" Worksurface		-	-
31	28	3	24 x 42" Corner Worksurface	Cut to 24 x 41" Mount on hilo	213.62	640.86
	48	-48	24" End Panel		-	-
	9	-9	30" 1/2 Height Shelf		-	-
31	18	13	30" Shelf		65.33	849.29
	2	-2	36" 1/2 Height Shelf		-	-
	17	-17	42" 1/2 Height Shelf		-	-
	3	-3	42" Shelf		-	-
31	18	13	30" Flipper Door		111.63	1,451.19
	3	-3	42" Flipper Door		-	-
31	25	6	30" Tackboard		74.80	448.80
	15	-15	42" Tackboard		-	-
	1	-1	30" Tool Bar		-	-
	1	-1	36" Tool Bar		-	-
	3	-3	42" Tool Bar		-	-
31	18	13	30" Tasklight		72.35	940.55
23	23	0	Box / Box / File Pedestal - F Front		-	-
	3	-3	File / File Pedestal - F Front		-	-
8	8	0	Box / Box / File Pedestal - Meridian		-	-
	1	-1	File / File Pedestal - Meridian		-	-

Herman Miller Pricing per Contract # 249343
State Contract Release F-464(5)

Product Subtotal: 33,831.29

Finishes:

Grade 1 Fabric TBD

Non-Contract Product

<u>Need</u>	<u>Existing</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1	0	1 32 x 24" Non-Powered Fabric Covered Panel _REFAB PANEL	100.80	100.80
19	0	19 62 x 30" Powered Fabric Covered Panel -REFAB PANEL	120.40	2,287.60
19	0	19 62 x 42" Powered Fabric Covered Panel - REFFAB PANEL	163.80	3,112.20
18	0	18 30" Flipper Door REFAB PANEL	39.20	705.60
25	0	25 30" Tackboard- REFAB PANEL	47.60	1,190.00
28		28 24 x 42" Corner Worksurface cut to 24 x 41" mount on hilo	55.00	1,540.00
31		31 8" High x 24"W Upmount Frosted Glass	60.76	1,883.56
32		32 8" High x 30"W Upmount Frosted Glass	62.79	2,009.28
32		32 8"High x 42"W Upmount Frosted Glass	66.84	2,138.88
190		190 Upmount Glass Brackets, Z906BS	24.50	4,655.00
31		31 HAT E2 Dual Monitor Arm	256.38	7,947.78
		- Model #: E2-2		
		- Finish: Silver		
31		31 HAT 3 Leg Adjustable Hi Height Table Base	684.76	21,227.56
		- Model #: HAT3-HI-L		
		- Finish: Silver		
31		31 Flat Plate For Joining	25.00	775.00
		-2 Sets Each		

Non-Contract Product Subtotal: 49,573.26

Location:

Install & Service Costs:			
278	Regular Hours, Non-Prevailing Wage Installation	66.00	18,348.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	195.00	195.00
6	Design	85.00	510.00
390	Mileage	0.670	<u>261.30</u>

NOTE:

-Quote Valid for 30 Days

Services Subtotal:	<u><u>19,314.30</u></u>
Product Total:	83,404.55
Services Total:	19,314.30
Northwest Glass Freight:	469.13
Glass Brackets Freight:	<u>75.00</u>
PROJECT TOTAL:	<u><u>103,262.98</u></u>

*Applicable Sales Taxes will be added at time of invoicing.
Pricing Subject to Unannounced Tariff Surcharges.*

Furniture Proposal

February 9, 2024

February 9, 2024

Minnesota Prairie County Alliance
630 Florence Ave
Owatonna, MN 55060



RE: SCHMIDT GOODMAN OFFICE PRODUCTS FURNITURE BID FOR Minnesota Prairie County Alliance

Dear Minnesota Prairie County Alliance Team,

Thank you for allowing Schmidt Goodman the opportunity to provide a proposal for furniture. We appreciate your consideration of our products and services!

Schmidt Goodman Office Products is the region's exclusive Steelcase & AMQ dealer in the Southern MN market area. In fact, we were awarded the 2022 Premier Partner award which certifies us as a top tier dealership. We have expertise in trends, products and navigating today's supply channel issues to support timely installations. We track lead times and furniture availability from specification to installation.

In this bid proposal, we are proposing a GOOD, BETTER, BEST offering to provide opportunities to fulfill your design and budget goals. We have selected these various furniture manufacturers due to their comprehensive and strong warranties, outstanding value and future flexibility for years to come. The pricing provided in our proposal shows you several design and pricing options. Due to the size of your project, we were able to leverage volume discounting and can combine products within the GOOD, BETTER, BEST categories to develop a hybrid solution, if desired.

Be assured that you are in good hands with your team at Schmidt Goodman. Our dedicated and experienced team will guide you every step of the way to navigate you through the project to ensure the right furniture solution for your new space and budget.

We invite you to our Rochester showroom so you can experience the product in person. If this works within your schedule, we would love to schedule a time that works for you.

Thank you, again, for this opportunity!

Sincerely,

Jessi Caneff
Account Manager

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2. PRICING AND RENDERINGS – PAGE 9
3. PROJECT MANAGEMENT – PAGE 14
4. APPENDICIES – PAGE 19



Meet Schmidt Goodman

- History
- Why SG?
- The Team

About Us



Our History|

Located in Rochester, MN Schmidt Goodman serves customers including Government, Educational, Healthcare and Corporate segments within Southeastern MN, Northern IA and Western WI market area.

Founded in 1974, owner's Dick & Kathy Goodman, are passionate in their strong belief that business success is providing the best customer experience. Each of them are hands-on leaders and involved in all company strategic decisions. Schmidt Goodman cultivates long-term customer relationships as well as supporting a team approach to philanthropy within our local and surrounding communities.

Our Mission|

Schmidt Goodman Office Products has built its business on its integrity and passion for their customers. We work to exceed customer expectations in providing an exceptional user experience while maximizing space and budgetary constraints.

Our Why|

To Create Spaces to Inspire People

Our Services |

Our dedicated and tenured staff work as a team to “Create Spaces to Inspire People”. Our collaborative approach ensures clients are provided product and service solutions based on the needs of the customer and our years of experience. Our project services include:

- Industry and Product Insight
- Account Management and Project Planning
- Strategic Pricing
- Space Planning & Design Services
- Product Education & Training
- Project Coordination & Management
- Post Installation Evaluation & Punch list coordination
- Continued Relationship with our Customers post install

Our Competitive Advantage|

Schmidt Goodman has a broad portfolio of product offerings along with a tenured staff to support a holistic solution that supports our customer's goal now and into the future. We have a passion for doing the right thing, not just selling a product.



Value of Partnering with Schmidt Goodman



Local and Dedicated Installation Team

- Our installers are employees of Schmidt Goodman and possess our dedication to customer satisfaction.
- Our tenured, product trained team has over 20+ experience to ensure a quality furniture installation

Turnkey Pricing Solution: This project includes:

- Project coordination from beginning to end
- Installation coordination
- Installation of all furniture
- Aligned Account manager and designer
- Post Installation walkthrough
- Post project support for and punch list items or warranty claims for the life of the furniture provided by Schmidt Goodman



Specification Expertise

Ensuring all parts of furniture are specified with the specified environment in mind

- Space planning for environment
- Fabrics with high wear rate and stain resistant finishes
- Casters specified for correct flooring
- High wear laminates
- Site verifications
- Electrical components specified within furniture
- Coordination with on-site electrician



Meet Your Schmidt Goodman Project Team!



Jessi Caneff
Account Manager
651.564.1225

j.caneff@schmidtgoodman.com



Mallory Carter
Interior Designer



Kathy Goodman
Co-Owner



Cass Hall
Interior Designer



Carilee Sutton
Director of Sales
and Design



Adam Galligher
Project Manager



Val Omdahl
Operations Manager



Jenny Evans
Admin Specialist



Dick Goodman
Co-Owner



Meet Your Schmidt Goodman Installation Team!



John Goodman
Furniture Installation Specialist



Will Klepper
Foreman/Estimator



Mike Goodman
Project Coordinator



Dan Gustine
Lead Installer



Scott Richter
Warehouse Manager



Ty Trageser
Furniture Installer



Lonny Horihan
Furniture Installer



Jeff Doherty
Furniture Installer



Todd Raymond
Lead Installer/Web Designer



Bill Riess
Lead Installer



Matt Kappes
Lead Installer



Steve Sagdalen
Lead Installer



Tony Thay
Furniture Installer



Colton Goodman
Furniture Installer



Casey King
Furniture Installer



Nouv Ngeth
Lead Installer



Tim Lockner
Furniture Installer



Reth Ngoun
Furniture Installer



Kyle Sursely
Furniture Installer



Brad Raymond
Furniture Installer



Pricing and Renderings

- Option 1 AMQ
- Option 2 AMQ/Steelcase
- Option 3 Steelcase

Good

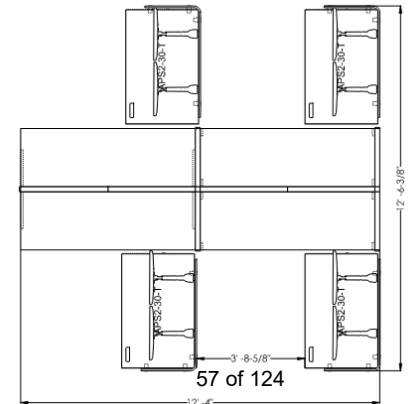
Product Price Per 4-Pack: \$6,860

Proposed Quantity:

- (62) 6x6 Workstations

Product List:

- AMQ Tektis Panels w/ 12" framed glass
- Power within panel
- Boundary Screen
- Height Adjustable Desk
- Fixed Return
- (2) Single Monitor Arms



CONFIDENTIAL



*Pricing is based upon utilization of the OMNIA Contract

Better

Product Price Per 4-Pack: \$10,125

Proposed Quantity:

- (62) 6x6 Workstations

Product List:

- AMQ Tektis Panels w/ 12" framed glass
- Power within panel
- Height Adjustable Desk
- Fixed Return
- (2) Single Monitor Arms



*Transparent Panel is for illustration only, to view workstation interior.

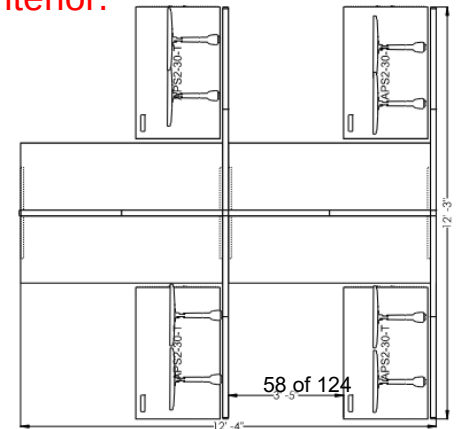


Steelcase



*Pricing is based upon utilization of the OMNIA Contract

CONFIDENTIAL



Best

Product Price Per 4-Pack: \$11,505

Proposed Quantity:

- (62) 6x6 Workstations

Product List:

- Steelcase Answer Panels w/ 12" frameless glass
- Power within panel
- Height Adjustable Desk
- Fixed Return
- (1) Dual Monitor Arm



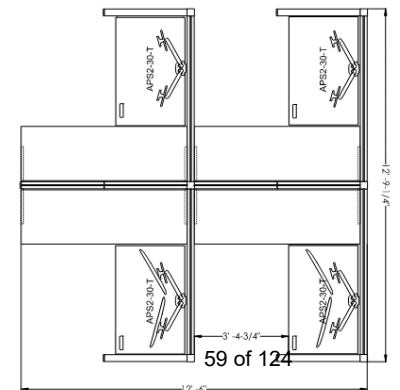
*Transparent Panel is for illustration only, to view workstation interior.

Steelcase

CONFIDENTIAL



*Pricing is based upon utilization of the OMNIA Contract



Price Summary

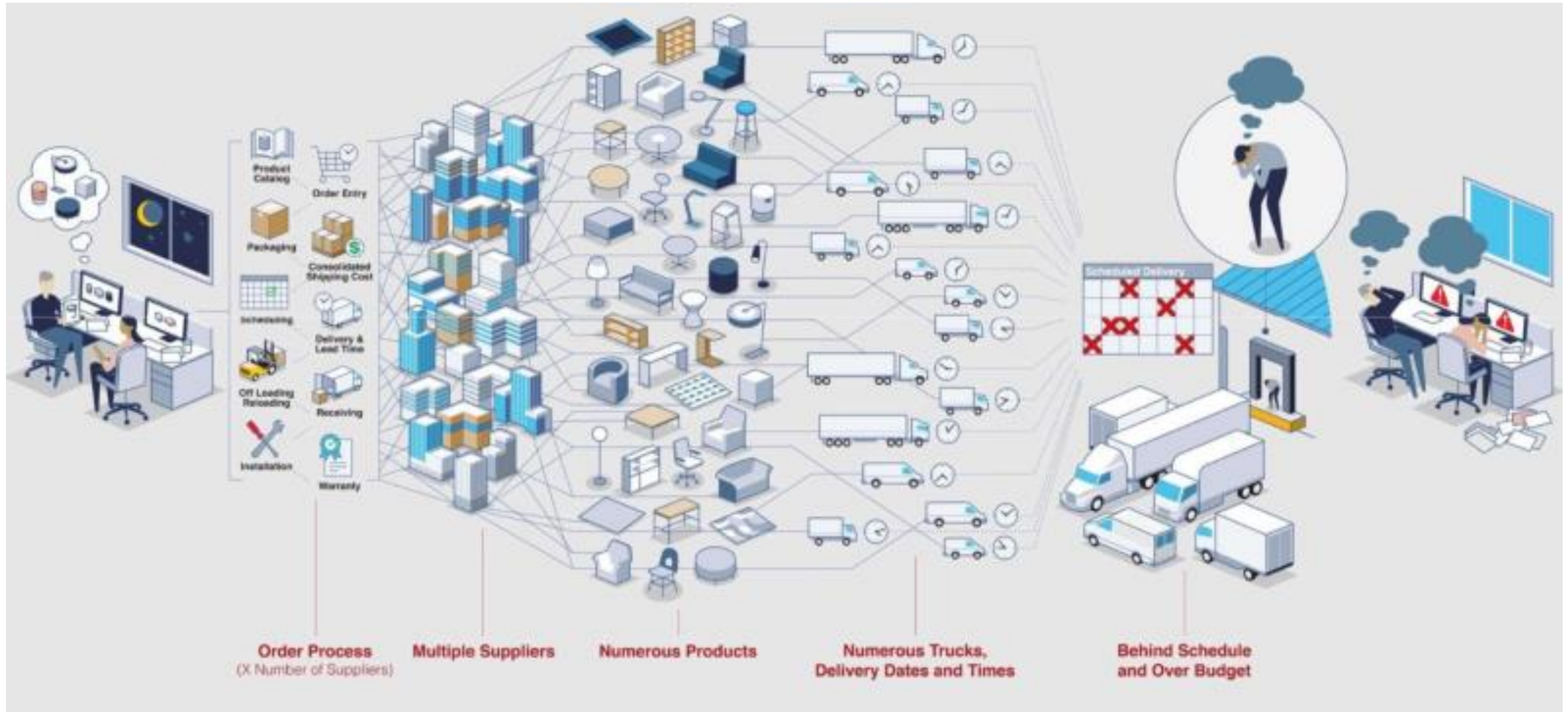
Services for Full Project Scope	Steelcase Option (Best)	AMQ + Steelcase Option (Better)	AMQ Option (Good)
Furniture Cost (4-Pack)	\$11,505	\$10,125	\$6,860
Total Furniture Cost (62 Workstations)	\$178,330	\$156,933	\$106,322
Design Fee	\$75 per hour after bid is awarded	\$75 per hour after bid is awarded	\$75 per hour after bid is awarded
Delivery & Installation Fee	\$15,600	\$14,900	\$10,800
Project Management Fee	\$0	\$0	\$0
Deposit Requirement	50% of Total Furniture Cost	50% of Total Furniture Cost	50% of Total Furniture Cost
Estimated Grand Total as presented	\$193,929	\$171,833	\$117,122



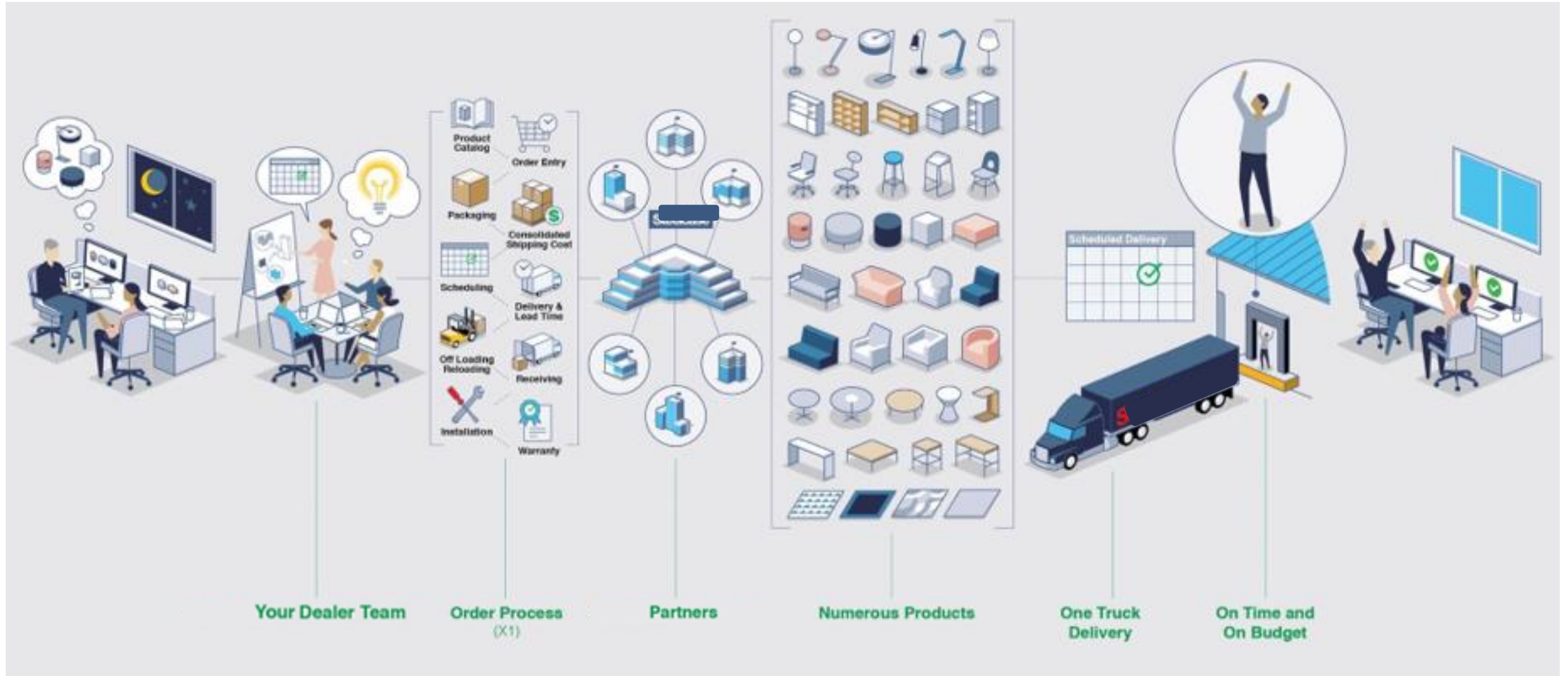
Project Management

- Multiple Dealers Vs. Partnering with SG
- Engagement Timeline and Process
- Project Management

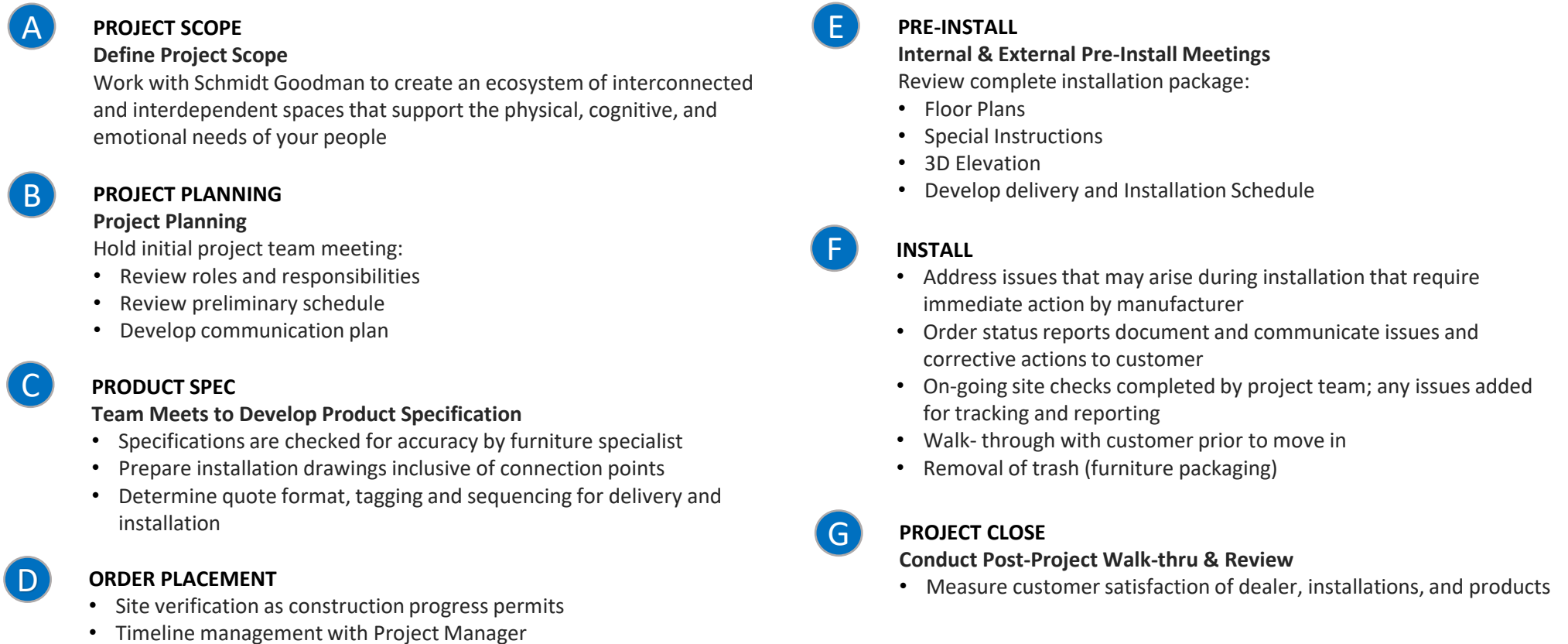
Issues Coordinating Multiple Dealers & Manufacturers



Value of Partnering with Schmidt Goodman



Engagement Process & Timeline



Project Management

Our project management activities will start at the beginning of the project prior to order entry. Our project manager will attend meetings and will consult with the project team to develop a delivery and installation schedule.

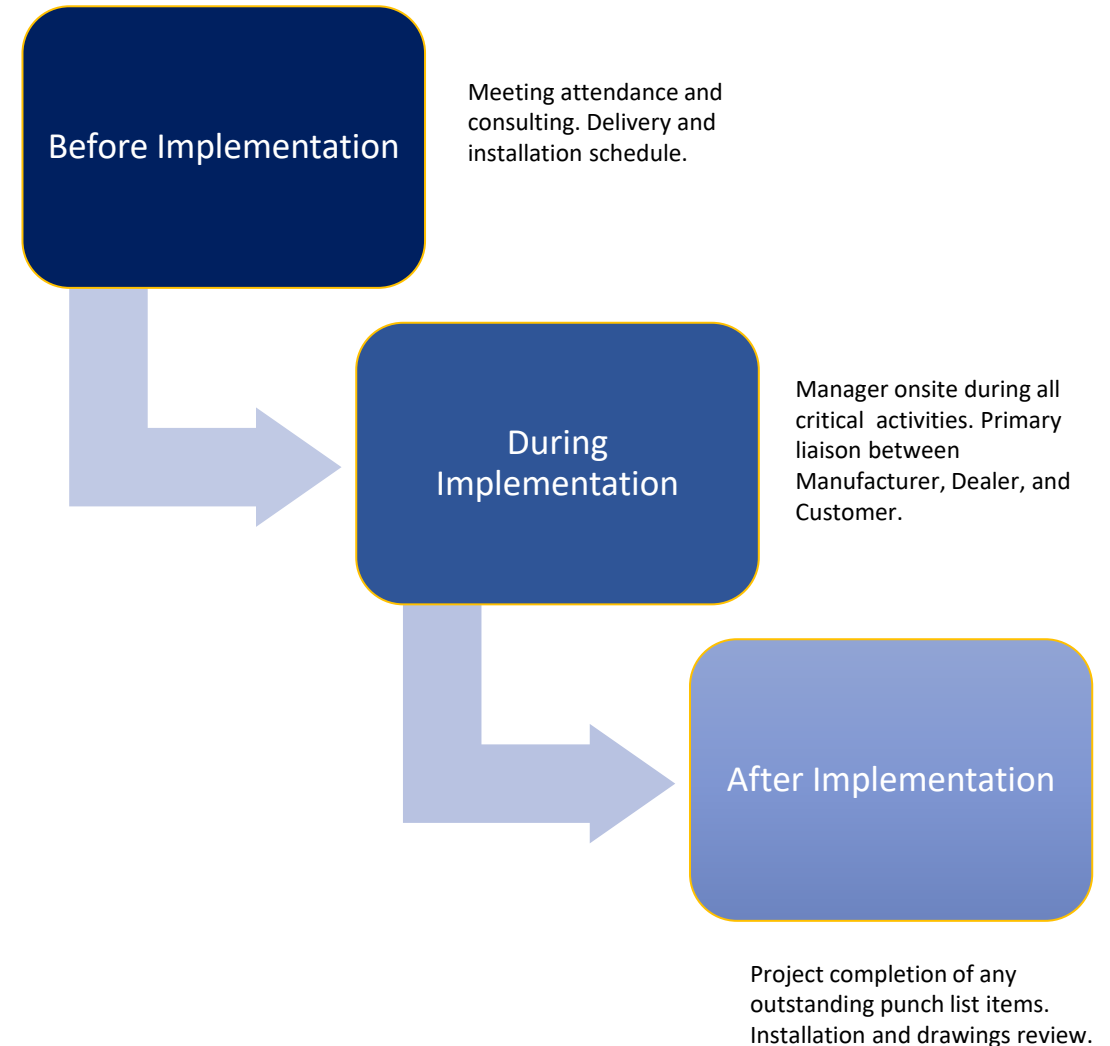
Project Management Process

Schmidt Goodman has established processes that will provide the customer comprehensive communication in planning and managing the day to day project requirements, from final specification and order placement through final delivery, installation and completion.

The schedule will document all milestones and delivery dates including last change dates for each phase.

The Project Management Team will be responsible for:

- Overall project management as it relates to the furniture specification
- Ensuring process adherence
- Successful execution to meet budget and schedule
- Work directly with your project team to plan, coordinate, deliver, receive, and install all the products within the scope of the project.
- Act as the contact point for problem resolution and escalation.
- Have a direct line of communication to Manufacturer and dealer executives.
- Have the authority to make critical decisions quickly.



PRELIMINARY BUDGET



9800 8th Avenue N., Plymouth, MN 55441 Phone (763) 417-3300

1/16/2024

Proposal for: MN Prairie County Alliance

Proposal Number:
Contract Number:

Preliminary Pricing:
Prepared by: Anna Holmes

Canvas Wall - Reconfigured and New Product	Qty.	Each Price	Total Amount
Reusing Existing Product - - Including: - Corner Worksurface - (2) 30"W x 24"D return surfaces - 20"D Ped storage	-	\$0.00	\$0.00
(62) NEW Workstations - - Including: - HMI Flo monitor arms - HMI Logic Mini, clamp mount power unit - HMI Canvas Flipper-door upper cabinet - HMI Height adjustable base (reusing existing surfaces)	62	\$3,710.31	\$230,039.22
Add Alt - NEW HMI Task Chair* - NOT CURRENTLY INCLUDED IN SUBTOTAL	62	\$550.00	\$34,100.00
Sub Total			\$230,039.22

TOTAL PRICE	
ESTIMATED PROJECT TOTAL WITH LABOR	
Product Total	\$230,039.22
Installation-Estimate (Normal Business Hours)	\$34,505.88
Technical Services	\$20,000.00
Tax - 7.375%	\$20,985.20
Contingency (5%)	\$11,501.96
PROJECT TOTAL	\$317,032.27

Notes:

Install based on non-union, regular business hours. Install to be re-quoted pending revisions.

*multiple laminates and finishes due to multiple existing lines of furniture and possibly new laminate to finish the space.

*reconfigures have an increased room for error.

*Formal Inventory will need to be performed before final proposal.

PRELIMINARY BUDGET



9800 8th Avenue N., Plymouth, MN 55441 Phone (763) 417-3300

1/29/2024

Proposal for: MN Prairie County Alliance

Proposal Number:
Contract Number:

Preliminary Pricing:
Prepared by: Anna Holmes

Action Office (AO1) - Reconfigured and New Product	Qty.	Each Price	Total Amount
Reusing Existing Product - - Including: - Corner Worksurface - (2) 30"W x 24"D return surfaces - 20"D Ped storage - Flipper Door Unit - B Style	-	\$0.00	\$0.00
(62) NEW Workstations - Action Office (AO1) - Including: - HMI Flo monitor arms - HMI Logic Mini, clamp mount power unit - HMI Height adjustable base (reusing existing surfaces) - Panels w/ glass frame toppers	62	\$4,107.03	\$254,635.86
Add Alt - NEW HMI Task Chair* - NOT CURRENTLY INCLUDED IN SUBTOTAL	62	\$550.00	\$34,100.00
Sub Total			\$254,635.86

TOTAL PRICE	
ESTIMATED PROJECT TOTAL WITH LABOR	
Product Total	\$254,635.86
Installation-Estimate (Normal Business Hours)	\$38,195.38
Technical Services	\$20,000.00
Tax - 7.375%	\$23,071.30
Contingency (2%)	\$5,092.72
PROJECT TOTAL	\$340,995.26

Notes:

Install based on non-union, regular business hours. Install to be re-quoted pending revisions.

*multiple laminates and finishes due to multiple existing lines of furniture and possibly new laminate to finish the space.

*reconfigures have an increased room for error.

*Formal Inventory will need to be performed before final proposal.

Agenda item title: MNPrairie Member-County Surplus Fund-Balance Remittance**Meeting date:**

Body:	☐ Full joint powers board	Agenda type:	☐ Consent agenda action
	☒ Finance committee		☐ Action and related information
	☐ Policy Committee		☒ Other discussion, information only or reports
	☐ Personnel Committee		☐ Other business
	☐ Other:		

Time: **Presenter(s) name & title(s):** **Summary of request or recommendation:** ☐ Recommended motion: *Adopt a motion to...***Information (including rationale, if applicable):**

As outlined in the updated Fund Balance policy adopted 12/20/2022, the attached document provides the detail on the calculation of the excess fund balance that will be refunded to member counties now that the 12/31/2023 audit is finalized. The attached spreadsheet shows a return of excess fund balance to member counties of \$2,760,746 leaving MNPrairie with a fund balance of \$10,307,690 (35% of 2024 operating budget) plus \$108,139 (1%) Capital Improvements fund (but limited to \$400,000 cap CIP fund total). The total fund balance with all items included is: \$10,307,690 Unrestricted, \$400,000 CIP and \$1,966,740 Restricted = \$12,674,430.

Budget impact: ☒ **Attachment(s):** **Action taken:**

By committee:

☐ Recommend item to board on: *Meeting date*

- ☐ Provide as information in board materials
☐ Keep in committee for discussion at next meeting
☐ Other:

By board:

- ☐ Passed as recommended
☐ Failed
☐ Tabled
☐ Other:

MNPrairie Member-County Surplus Fund-Balance Remittance

Reviewed and Updated 8/2/2024

A	B	C	D	E	F
Year	Operating Budget	Fund Balance Goal	Year-End Total Fund Balance	Year-End Restricted Fund Balance (See list below.)	Year-End Unrestricted Fund Balance
2022	\$ 28,624,831	\$ 10,018,691	\$ 14,451,602	\$ 1,324,798	\$ 13,126,804
2023	\$ 29,186,103	\$ 10,215,136	\$ 15,143,315	\$ 1,966,740	\$ 13,176,575
2024 Budget	\$ 29,450,542	\$ 10,307,690			

5

6 Restricted Fund Year-End 2023:

Purpose	Amount Restricted	Restriction Type
Custodial funds for collaboratives	\$ 918,156	Restricted
Federal and State share of recoveries collected in 2023 and due to DHS in 2024	92,571	Assigned
Capital improvement plan set aside (1% of 2023 operating budget)	291,861	Assigned
SSC insurance rebate for wellness	89,891	Committed
Adult Protection Grant carryforward	75,813	Restricted
Sauer grant	123,555	Restricted
Medical Assistance Eligibility Renewals Grant carryforward from 2023	373,152	Restricted
Donated funds not spent by year end	1,741	Restricted
	\$ 1,966,740	

16

G	H	I	J
35% of Current-Year Operating Expenditures in Column B	1% of Current-Year Operating Expenditure for Capital Improvements Fund	Total Maximum Unassigned Fund Balance Applicable to Current-Year Budget	Surplus Remittance to Member Counties (Prior-Year Column F Minus Current-Year Column I)
N/A	N/A	N/A	N/A
\$ 10,215,136	\$ 291,861	\$ 10,506,997	\$ 2,619,807
\$ 10,307,690	\$ 108,139	\$ 10,415,829	\$ 2,760,746

Amounts to be Remitted to Each Member County: based on 2023 levy percentages

County	Member-County Cost Share in Prior Year	Remittance
Dodge	30.43%	\$ 840,095
Steele	44.48%	\$ 1,227,980
Waseca	25.09%	\$ 692,671
		\$ 2,760,746

Agenda item title: 2025 Budget Development Update**Meeting date:** 08/08/2024

Body:	☐ Full joint powers board	Agenda type:	☐ Consent agenda action
	☒ Finance committee		☐ Action and related information
	☐ Policy Committee		☒ Other discussion, information only or reports
	☐ Personnel Committee		☐ Other business
	☐ Other:		

Time: 20 Minutes**Presenter(s) name & title(s):** Kevin Venenga, Finance Manager and Tara Reich, Executive Director**Summary of request or recommendation:** Review of 2025 preliminary budget draft 2 and related information☐ Recommended motion: To**Information (including rationale, if applicable):****2025 budget development planning update.****Budget targets.**

- Are there any recommendations from the Finance Committee on a budget target for 2025?

2025 base budget draft #2

- **Personnel.** The following assumptions are being incorporated into the 2025 base recommendation:
 - Employee wages are computed with the 2025 bargaining agreement increase.
 - The current authorized full-time-equivalent (FTE) staff count of 186.3 is included with the budget presented.
 - Employee health insurance is set currently based on an estimated increase. The provider is having a meeting on 8/22 where actual rates with hopefully be know.
 - In the budgets for both 2023 and 2024, there were planned allowances for vacancies throughout the year. This current version of the budget does not include a planned reduction. I have included a document outlining the historical information used in making decisions on what amount to include in previous budgets.
- **Revenue development.** Revenue projections, allocations and trend estimates have been reviewed and incorporated into the 2025 base budget with information that is currently known. There are some items that we will review on the attached revenue document that are still unknown at this time

- **Other administrative.** Adjustments have been made to administrative line amounts based on trend analysis and contract adjustments.
- **Programs.** Adjustments have been made to program areas by managers in most areas, with the exception being the employment services area. This program area is driven by changes in the MFIP allocations, which has not been released yet for 2025.

Milestone dates.

- 07/09/2024 Finance Committee draft budget targets overview
- 07/16/2024 Joint Powers Board (JPB) draft budget targets overview
- 08/08/2024 Finance Committee preliminary budget review/recommendation for JPB
- 08/20/2024 JPB preliminary budget recommendation review
- 08/xx/2024 All-Commissioners work session
- 09/xx/2024 Member counties preliminary budget adoption

Budget impact:

☒ **Attachment(s):**

2025 Base budget documents

Minnesota Prairie County Alliance
2025 Base Budget

			2024 Budget Adopted	\$ Change from 2023	% Change from 2023	2025 Budget Base	\$ Change from 2024	% Change from 2024
		SUMMARY						
1		Net levy impact	\$ 12,772,379	\$ 156,562	1.24%	\$ 14,335,896	\$ 1,563,517	12.24%
2		Total revenues	\$ (16,499,687)	\$ (107,875)	0.66%	\$ (17,255,068)	\$ (755,381)	4.58%
3		Total expenses	\$ 29,450,539	\$ 264,437	0.91%	\$ 31,684,762	\$ 2,234,223	7.59%
4		Fund balance (use) contribution	\$ (178,473)	\$ -	0.00%	\$ (93,798)	\$ 84,675	-47.44%
5		REVENUES SUMMARY	\$ 16,499,687	\$ 107,875	0.66%	\$ 17,255,068	\$ 755,381	4.58%
6	5300	State	3,842,856	(427,704)	-10.02%	4,283,351	440,495	11.46%
7	5400	Federal	8,404,961	(16,293)	-0.19%	8,920,757	515,795	6.14%
8	5500	Fees	1,485,670	201,872	15.72%	1,453,261	(32,409)	-2.18%
9	5700	Interest Income	350,000	250,000	250.00%	300,000	(50,000)	-14.29%
10	5800	Recoveries	416,200	100,000	31.63%	297,700	(118,500)	-28.47%
11		Medical Assistance Reimbursements	2,000,000	-	0.00%	2,000,000	-	0.00%
12		EXPENDITURES SUMMARY	\$ 29,450,539	\$ 264,437	0.91%	\$ 31,684,762	\$ 2,234,223	7.59%
13		Personnel	17,639,510	652,153	3.84%	19,617,774	1,978,264	11.21%
14		Other-administrative	2,872,052	114,969	4.17%	2,917,631	45,579	1.59%
15		Program expenditures	6,938,977	(502,685)	-6.76%	7,149,357	210,380	3.03%
16		Medical Assistance Reimbursements	2,000,000	-	0.00%	2,000,000	-	0.00%
17		Personnel expenditures detail	\$ 17,639,510	\$ 652,153	3.84%	\$ 19,617,774	\$ 1,978,264	11.21%
18	6103	Salaries & wages	12,554,428	533,064	4.43%	13,627,254	1,072,826	8.55%
19	6150	Insurance	2,637,157	(423,849)	-13.85%	3,476,622	839,465	31.83%
20	6151	Benefits	405,662			407,557	1,895	0.47%
21	6163	PERA contributions	941,472	44,276	4.93%	974,616	33,144	3.52%
22	6175	FICA, Medicare and state unemployment	1,100,791	93,000	9.23%	1,131,726	30,935	2.81%
23		Other-administrative expenditures detail	\$ 2,872,052	\$ 114,969	4.17%	\$ 2,917,631	\$ 45,579	1.59%
24	6201	Telephone and cell	145,250	36,250	33.26%	101,800	(43,450)	-29.91%
25	6202	Postage	92,480	-	0.00%	92,480	-	0.00%
26	6222	Admin for non-emergency medical transportation	20,000	(5,000)	-20.00%	20,000	-	0.00%
27	6241	Dues & training registrations	25,000	(11,406)	-31.33%	25,000	-	0.00%
28	6242	Committees, subscriptions	8,600	-	0.00%	8,600	-	0.00%
29	6243	Employee advertising	-	(2,000)	-100.00%	-	-	0.00%
30	6260	Professional & technical services	305,498	8,898	3.00%	284,730	(20,768)	-6.80%
31	6263	Technology services & consulting	292,800	32,735	12.59%	279,404	(13,396)	-4.58%
32	6264	Job classification contract	5,500	-	0.00%	5,500	-	0.00%
33	6265	Auditing	61,800	1,800	3.00%	61,800	-	0.00%
34	6270	Genetic testing	4,000	-	0.00%	4,000	-	0.00%
35	6271	Process service	18,000	(3,000)	-14.29%	14,000	(4,000)	-22.22%
36	6273	Contract legal services	40,000	(17,000)	-29.82%	60,000	20,000	50.00%
37	6295	DHS social services information system fee	14,317	417	3.00%	14,747	430	3.00%
38	6298	Regional contract manager fee	37,080	1,080	3.00%	39,306	2,226	6.00%
39	6301	Office equipment repairs & maintenance	55,000	(11,500)	-17.29%	55,000	-	0.00%
40	6331	Travel	123,500	20,000	19.32%	123,500	-	0.00%
41	6335	Training	114,806	7,000	6.49%	184,806	70,000	60.97%
42	6340	Technology licenses & support	389,405	33,560	9.43%	429,096	39,691	10.19%
43	6341	Rent	574,127	15,531	2.78%	586,205	12,078	2.10%
44	6342	Vehicle leases	73,000	37,000	102.78%	73,000	-	0.00%
45	6350	Insurance & workers comp	81,000	(4,000)	-4.71%	83,500	2,500	3.09%
46	6370	Miscellaneous costs	10,000	-	0.00%	15,000	5,000	50.00%
47	6371	State child support fed tax collection fee	10,000	(12,000)	-54.55%	10,000	-	0.00%
48	6387	Fraud investigation	123,354	23,354	23.35%	149,661	26,307	21.33%
49	6401	Supplies	42,100	(10,000)	-19.19%	42,100	-	0.00%
50	6480	Non-capitalized equipment	171,935	(32,250)	-15.79%	120,896	(51,039)	-29.69%
51	6560	Auto repairs	8,500	2,500	41.67%	8,500	-	0.00%
52	6566	Auto fuel & lubrication	25,000	3,000	13.64%	25,000	-	0.00%
53		Program expenditures detail	\$ 6,938,977	\$ (502,685)	-6.76%	\$ 7,149,357	\$ 210,380	3.03%
54	620	Funerals-burials	150,000	-	0.00%	150,000	-	0.00%
55	650	MA no-load non-emerg. medical transportation	1,400	-	0.00%	22,000	20,600	1471.43%
56	660	State direct-collections fee	157,559	-	0.00%	157,559	-	0.00%
57	710	Child & family services	2,566,803	(388,091)	-13.13%	2,835,736	268,933	10.48%
58	720	Employment and related services	993,946	4,502	0.46%	993,946	-	0.00%
59	730	Substance use disorder (SUD) services	271,809	(100,000)	-26.90%	194,409	(77,400)	-28.48%
60	740	Mental health services	1,936,538	(16,200)	-0.83%	1,931,538	(5,000)	-0.26%
61	750	Developmentally disabled	459,108	66,955	17.07%	463,487	4,379	0.95%
62	760	Adult services	401,814	(69,851)	-14.81%	400,682	(1,132)	-0.28%

Calculation of Each Member County's Portion of MNPrairie's Operating Budget

1	Formula Factors					
2		Dodge	Steele	Waseca	Total	Data Source
3	2022 Population Estimate	21,342	38,775	19,236	79,353	Total Population 2022 from the Census Data Report for Minnesota 2022, released July 2023; Minnesota State Demographic Center
4	2021 Population Estimate	20,959	37,298	18,985	77,242	Total Population 2021 from Latest annual estimates of Minnesota and its 87 counties' population and households, 2021, released July 2022; Minnesota State Demographic Center
5	2023 Estimated Market Value	\$ 4,280,137,400	\$ 5,359,484,913	\$ 3,233,504,713	\$ 12,873,127,026	Auditor-Treasurer/Finance Director reported value for 2021 assessed/2022 payable as calculated in spring 2021
6	2022 Estimated Market Value	\$ 3,800,836,400	\$ 4,583,380,999	\$ 2,884,233,100	\$ 11,268,450,499	Auditor-Treasurer/Finance Director reported value for 2020 assessed/2021 payable as calculated in spring 2020
7	2024 Net Tax Capacity	\$ 47,119,210	\$ 65,093,138	\$ 39,231,269	\$ 151,443,617	
8	Poverty ratio	4.90%	8.60%	8.10%	21.60%	
11	Apportionment Formula - For 2024 Budget					
13		Dodge	Steele	Waseca	Total	
15	% of Total Population	26.90%	48.86%	24.24%	100.00%	
16	% of Total Estimated Market Value	33.25%	41.63%	25.12%	100.00%	
18	1/2 of Total Population Share	13.45%	24.43%	12.12%	50.00%	
19	1/2 of Total Estimated Market Value Share	16.62%	20.82%	12.56%	50.00%	
21	2024 Proportion	30.07%	45.25%	24.68%	100.00%	
22	2023 Proportion	30.43%	44.48%	25.09%	100.00%	
23	Change from Previous Year	-0.36%	0.77%	-0.41%	0.00%	
25	Apportionment Formula - For 2025 Budget					
27		Dodge	Steele	Waseca	Total	
28	40% of Total Population Share	10.76%	19.55%	9.70%	40.00%	
29	40% of Net Tax Capacity Value Share	12.45%	17.19%	10.36%	40.00%	
30	10% of share of poverty ratio	2.27%	3.98%	3.75%	10.00%	
31	10% equal share	3.33%	3.33%	3.33%	10.00%	
33	2025 Proportion	28.81%	44.05%	27.14%	100.00%	
34	2024 Proportion	30.07%	45.25%	24.68%	100.00%	
35	Change from Previous Year	-1.26%	-1.20%	2.46%	0.00%	
36	In accord with the joint powers agreement, each member county will contribute a proportion of the total levy amount based on that county's percentage, as calculated above.					
38	2024 Budget Adopted					
40	In accord with the joint powers agreement, each member county will contribute a proportion of the total levy amount based on that county's percentage, as calculated above.					
41		Dodge	Steele	Waseca	Total	
42	Base Formula Percent	30.07%	45.25%	24.68%	100.00%	
43	Preliminary County Levy				\$12,772,379	
44	2024 County Share	\$3,840,887	\$5,779,314	\$3,152,179	\$12,772,379	
45	2023 County Share	\$3,839,251	\$5,611,620	\$3,164,946	\$12,615,817	
46	Change from Previous Year	\$1,636	\$167,694	-\$12,767	\$156,562	
47		0.04%	2.99%	-0.40%	1.24%	
48	Impact on member county levy, based on 2023 adopted budget					-
49		0.01%	0.60%	-0.07%		
50	2025 Budget Base					
52	In accord with the joint powers agreement, each member county will contribute a proportion of the total levy amount based on that county's percentage, as calculated above.					
53		Dodge	Steele	Waseca	Total	
54	Base Formula Percent	28.81%	44.05%	27.14%	100.00%	
55	Preliminary County Levy				\$14,335,896	
56	2025 County Share	\$4,129,484	\$6,315,406	\$3,891,006	\$14,335,896	
57	2024 County Share	\$3,840,887	\$5,779,314	\$3,152,179	\$12,772,380	
58	Change from Previous Year	\$288,597	\$536,092	\$738,827	\$1,563,516	
59		7.51%	9.28%	23.44%	12.24%	
60	Impact on member county levy, based on 2024 adopted budget					-
61		1.72%	1.91%	3.91%		

2025 Base Budget

Summary Narrative for Preliminary Budget

	Program or Funding Source	2023	2024	2025	Change:	Percent Change	Basis for Changes
		Adopted Budget	Adopted Budget	Base Budget	Increase (Decrease)		
1		(\$16,391,812)	(\$16,499,687)	(\$17,255,068)	\$755,381	4.608%	
2							
3	Social Services Information System (SSIS) operational grant	\$0	\$0	\$0	\$0	#DIV/0!	No Changes
4	Local Homeless Housing Trust	\$0	(\$28,471)	\$0	(\$28,471)	#DIV/0!	Admin revenue budgeted in State revenue, but moved to fee revenue
5	Federal Medical Assistance (MA) administrative match through Social Services Time Study (SSTS)	(\$250,000)	(\$250,000)	(\$250,000)	\$0	0%	No Changes
6	MnCHOICES/Long-Term Care Services & Supports (LTSS) federal & state administrative match through SSTS	(\$1,300,000)	(\$1,300,000)	(\$1,360,000)	\$60,000	5%	Planning on slight increase as a result of current trend
7	Consumer Support Grant	(\$15,000)	(\$15,000)	(\$7,500)	(\$7,500)	-50%	Grant ending
8	Family Response Grant	(\$35,327)	(\$39,339)	(\$38,156)	(\$1,183)	-3%	State/federal allocation
9	Family First Prevention Act Funding			(\$44,724)	\$44,724	100%	New allocation for 2025 - \$5,000 allocated to training
10	Child Welfare-Targeted Case Management (CW-TCM) Medical Assistance (MA)	(\$624,945)	(\$624,945)	(\$674,945)	\$50,000	8%	Historical revenue trend; Dependent on case management caseload, MA eligibility, staff levels, activities, MA payment rate and federal MA participation (FMAP) rate.
11	Child Welfare-Targeted Case Management (CW-TCM) Medical Assistance (MA) (for educational stability)	(\$50,000)	(\$50,000)	(\$55,080)	\$5,080	10%	Historical revenue trend; Dependent on case management caseload, MA eligibility, staff levels, activities, MA payment rate and FMAP rate.
12	Community Integration Prenatal Substance Exposure grant	(\$97,098)	(\$100,000)	(\$100,000)	\$0	0%	Updated grant amount. Grant extened to 12/31/2025?
13	Northstar foster care	(\$25,000)	\$0	\$0	\$0	0%	Variance from year to year (dependent on case mix for MNP and other counties); no change assumed based on experience.
14	Child protection grant	(\$356,085)	(\$338,811)	(\$366,173)	\$27,362	8%	State allocation
15	Kinship Support Services grant	(\$145,468)	(\$75,267)	(\$124,500)	\$49,233	34%	State grant (\$45,000 of this allocation for training in 2025
16	Parent Support Outreach Program (PSOP) grant	(\$37,467)	(\$46,685)	(\$42,155)	(\$4,530)	-12%	State allocation
17	Federal IV-E match for foster care, administration, and child welfare training	(\$292,000)	(\$292,000)	(\$205,000)	(\$87,000)	-30%	Expecting a derease based on trend. Dependent on Title IV-E eligibility status of clients served; case mix varies from quarter to quarter.
18	STAY (formerly SELF) grant for adolescent skills training	(\$70,000)	(\$69,000)	(\$62,100)	(\$6,900)	-10%	State grant
19	Child Protection Opioid Epidemic Response grant increased	(\$134,550)	(\$80,891)	(\$100,000)	\$19,109	14%	State allocation \$20,000 allocated to training
20	Vulnerable Children & Adults Act (VCAA) grant	(\$1,226,181)	(\$1,214,236)	(\$1,254,076)	\$39,840	3%	State allocation
21	Basic Sliding Fee Child Care administration grant	(\$71,794)	(\$98,959)	(\$97,897)	(\$1,062)	-1%	State allocation
22	Basic Sliding Fee Child Care administration grant	(\$36,000)	(\$36,000)	(\$40,000)	\$4,000	11%	State allocation
23	MFIP Consolidated Fund grant	(\$881,982)	(\$886,484)	(\$886,484)	\$0	0%	State allocation
24	Behavioral Health Fund (BHF) admin grant (fomerly CCDTF admin grant & SSTS match)	(\$29,000)	(\$20,000)	(\$49,885)	\$29,885	103%	State allocation for BHF admin grant reduced; and SSTS revenue no longer available; must bill MA.
25	Adult Mental Health Community Support Program (CSP) grant	(\$230,181)	(\$137,357)	(\$137,357)	\$0	0%	State allocation
26	Substance Use Disorder (SUD) comprehensive assessment & treatment coordination fees from MA and BHF uninsured FFS	\$0	\$0	\$0	\$0	#DIV/0!	Limited experience with this new revenue.
27	Children's Mental Health Screening grant	(\$265,649)	(\$231,524)	(\$203,903)	(\$27,621)	-10%	State allocation; varies significantly from year to year
28	Children's Mental Health Respite Care grant	(\$47,090)	(\$47,090)	(\$47,090)	\$0	0%	State allocation
29	Children's residential treatment (Rule 5) federal MA match	(\$10,000)	(\$10,000)	(\$10,000)	\$0	0%	Historical revenue trend; dependent upon MA eligibility and utilization
30	Children's residential treatment (Rule 5) IMD state funding	(\$10,000)	(\$10,000)	(\$40,000)	\$30,000	300%	Historical revenue trend; dependent upon MA eligibility and utilization
31	Children's residential treatment (Rule 5) IV-E federal match	\$0	\$0	(\$40,000)	\$40,000	100%	Historical revenue trend; dependent upon Title IV-E eligibility and utilization.
32	Family Support grant	(\$130,000)	(\$200,000)	(\$197,660)	(\$2,340)	-2%	State allocation
33	Supervised Independent Living (SILS) grant for people with developmental disabilities	(\$117,107)	(\$116,672)	(\$124,508)	\$7,836	7%	State allocation
34	Day training & habilitation	\$0	\$0	\$0	\$0	#DIV/0!	State allocation
35	Home and Community based fee revenues	(\$1,235,000)	(\$1,217,000)	(\$1,462,000)	\$245,000	20%	Historical revenue trend; Dependent on case management caseload, staff level, activities, and MA payment rate experience
36	Community Living Infrastructure (CLI) Grant (for Housing Resource Specialist)	(\$51,290)	(\$85,781)	(\$85,781)	\$0	0%	Current grant expires 01/31/2025 - still working to see if extension is granted
37	Community Living Infrastructure (CLI) Grant (for direct assistance)	(\$204,343)	(\$104,165)	\$0	(\$104,165)	-51%	Grant ended 3/31/2024
38	River Valley CoC (for 2.0 FTEs & admin)	(\$112,922)	(\$112,922)	\$0	(\$112,922)	-100%	Grant ended in 2024
39	Adult Protection grant	(\$25,315)	(\$32,151)	(\$141,088)	\$108,937	430%	State allocation
40	MNsure periodic data match administration grant	(\$27,457)	(\$27,398)	(\$27,091)	(\$307)	-1%	State allocation
41	Child Support performance incentive grant	(\$328,000)	(\$328,000)	(\$372,000)	\$44,000	13%	No change
42	Fraud investigation grant	(\$100,000)	(\$123,354)	(\$149,661)	\$26,307	26%	Grant revenue from state. (Same level of expenditures assumed elsewhere in budget for budget-neutral impact.)
43	SNAP employment & training grants	(\$7,574)	(\$69,944)	(\$69,944)	\$0	0%	State allocation
44	VA/DD-TCM	(\$13,000)	(\$13,000)	(\$17,460)	\$4,460	34%	Historical revenue trend; Dependent on case management caseload, staff level, activities, MA payment rate, and FMAP rate
45	Other federal financial participation for qualifying administrative expenditures	(\$4,098,989)	(\$3,765,874)	(\$4,319,890)	\$554,016	14%	Historical revenue as proportion of qualifying administrative expenditures; dependent upon administrative expenditures

	Program or Funding Source	2023	2024	2025	Change:	Percent Change	Basis for Changes
		Adopted Budget	Adopted Budget	Base Budget	Increase (Decrease)		
46	SCHA Care Coordination	(\$300,000)	(\$350,000)	(\$400,000)	\$50,000	17%	Contract based upone staff providing service to SCHa
47	SCHA community connector	(\$176,671)	(\$172,242)	(\$191,412)	\$19,170	11%	2025 contract amount -
48	SCHA Ability Care Coordination	(\$380,000)	(\$380,000)	(\$390,000)	\$10,000	3%	Historical revenue trend; dependent upon staffing level, utilization, and rates
49	SCHRC case manager supervision & rent	(\$222,024)	(\$233,984)	(\$175,000)	(\$58,984)	-27%	Likely a decrease as contract is negotiated with SCHRC
50	Collaboratives grants (for non-federal share of Educational Stability social workers)	(\$148,003)	(\$148,003)	(\$111,002)	(\$37,001)	-25%	2025 reimbursement amount
51	Miscellaneous fees	(\$500)	(\$500)	(\$500)	\$0	0%	Historical revenue trend
52	Day care license fees	(\$7,000)	(\$7,000)	\$0	(\$7,000)	-100%	State will be taking over billing providers
53	SUD comprehensive assessment & treatment coordination fees from MA MCO	\$0	\$0	(\$8,000)	\$8,000	#DIV/0!	Limited experience with this new revenue
54	Adult foster care licensing fees	(\$14,000)	(\$21,000)	(\$16,000)	(\$5,000)	-36%	Historical revenue trend
55	Family health care deductible	(\$100)	(\$100)	(\$100)	\$0	0%	No change
56	Elderly waiver spenddown collection	(\$20,000)	(\$10,000)	(\$10,000)	\$0	0%	Historical revenue trend
57	Rep Payee fees	(\$7,500)	(\$10,000)	(\$10,000)	\$0	0%	No change
58	LPHA Admin Fees			(\$28,471)	\$28,471	100%	Moved from line 2 above
59	Administrative wage reimbursement		(\$194,338)	(\$107,775)	(\$86,563)		Revenue associated with the reimbursment for contracted wages
60	Child Support fees	(\$8,000)	(\$8,000)	(\$5,000)	(\$3,000)	-38%	No change
61	Out-of-home placement collections (parental fees, child support, Social Security)	(\$120,000)	(\$120,000)	(\$95,000)	(\$25,000)	-21%	Fewer placements
62	Child care licensing fees	(\$1,200)	(\$1,200)	(\$1,200)	\$0	0%	No change
63	Detox fee collections	(\$40,000)	(\$40,000)	(\$20,000)	(\$20,000)	-50%	No change
64	Interest income	(\$100,000)	(\$350,000)	(\$300,000)	(\$50,000)	-50%	Expecting a decrease in the bond market rates
65	Estate & other recoveries	(\$155,000)	(\$255,000)	(\$181,500)	(\$73,500)	-47%	Trends show a decrease
66	DHS reimbursement of pass-through of MA payments for certain home and communitiy-based services, non-emergency medical transportation, premiums for MA-Employed Persons with Disabilities program, and cost-effective premiums	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	\$0	0%	Historical revenue trend; lines up with expenditure trend for net budget neutral impact

MNPrairie**Personnel Spending as Percentage of Budget****2015-2024 YTD**

Personnel Expenditures		
Year	Actual Expenditures as Percentage of Budget	Underspending as Percentage of Budget
2015	91.0%	9.0%
2016	91.0%	9.0%
2017	99.4%	0.6%
2018	96.8%	3.2%
2019	94.4%	5.6%
2020	90.7%	9.3%
2021	93.1%	6.9%
2022	93.7%	6.3%
2023	97.7%	2.3%
2024 (Projected from 6/30 YTD)	100.8%	-0.08%

"Normal" post-merger implementation and pre-COVID years (2018-2019 and 2022-2023):

Average underspending: 4.3%

"Normal" post-merger implementation and pre-COVID years (2018-2019 and 2022-2023 actuals):

Lowest actual underspending rate: 2.3%

Vacancy factor/underspending assumption levels for 2025 Preliminary Budget DRAFT 2: NOT INCORPORATED

Underspending Assumption Levels	2025 Preliminary Base Budget	
	Gross Reduction	Net of Revenues
1%	\$ 196,177	\$ 158,903
2%	\$ 392,355	\$ 317,808
3%	\$ 588,532	\$ 476,711
4%	\$ 784,710	\$ 635,615

Notes:

- Open Gov has enabled us to refine our personnel expenditure projections to a greater degree than our historic Excel spreadsheet method, reducing the margin between budget and actuals.
- Gross personnel expenditures do not equal the impact on levy, because MNPrairie receives federal match on positions, some staff are billing for services and cover wages and some are fully funded by grants.
- 2020-2021 are not representative of ordinary experience; recommend using 2018-2019 and 2022 and 2023 actuals to inform underspending assumption.
- Assumes continued authority to fill all vacant positions; i.e., manage to 100%, not to a vacancy factor.
- Assumes continued ability to cover overtime, changes in employee insurance election, PTO cash-out, PTO pay-outs at separation, etc.

MNPrairie
Year over year budget, net levy and FTE data
2014-2024

Year	Total Revenue		Total Expenditure		Member County		Planned use (restoration) of fund balance	Year End		
	Budget	% Change	Budget	% Change	Levy	% change		Budgeted FTE Total	FTE Change	% change
2015	12,762,470		21,660,880		7,735,934		1,300,000	158.4		
2016	12,696,545	-0.52%	21,995,141	1.54%	7,973,917	3.08%	1,324,679	158.6	0.2	0.13%
2017	12,653,056	-0.34%	21,943,985	-0.23%	8,890,929	11.50%	400,000	165.1	6.5	4.10%
2018	14,655,241	15.82%	24,039,715	9.55%	9,683,851	8.92%	(299,376)	177.9	12.8	7.75%
2019	15,068,000	2.82%	25,906,960	7.77%	10,838,960	11.93%	0	179.4	1.5	0.84%
2020	14,849,673	-1.45%	26,772,438	3.34%	11,922,765	10.00%	0	176.2	(3.2)	-1.78%
2021	15,621,001	5.19%	27,990,509	4.55%	12,369,508	3.75%	0	177.7	1.5	0.85%
2022	16,002,547	2.44%	28,624,831	2.27%	12,624,831	2.06%	0	184.8	7.1	4.00%
2023	16,391,812	2.43%	29,186,102	1.96%	12,615,817	-0.07%	178,473	185.3	0.5	0.27%
2024	16,499,687	0.66%	29,450,539	0.91%	12,772,379	1.24%	178,473	186.3	1.0	0.54%

Agenda item title: July 2024 YTD Budget vs. Actual Report**Meeting date:** 8/08/2024**Body:**

- ☐ Full joint powers board
☒ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:

- ☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time:

10

**Presenter(s)
name & title(s):**

Kevin Venenga – Finance Manager

**Summary of
request or
recommendation:**

Review July 2024 Preliminary YTD Budget vs. Actual report.

☐ Recommended motion: *Adopt a motion to...***Information (including rationale, if applicable):****Budget impact:**

NA

☒ **Attachment(s):**

July 2024 Preliminary YTD Budget Summary Report

Action taken:

By committee:

- ☐ Recommend item to board on:
Meeting date
☐ Provide as information in board materials
☐ Keep in committee for discussion at next meeting
☐ Other:

By board:

- ☐ Passed as recommended
☐ Failed
☐ Tabled
☐ Other:

MNPrairie County Alliance
Budget Report
Through
7/31/2024
Preliminary

			YTD Percentage	59%	YTD Percentage
ACCT	REVENUE	2024 Budget	YTD 2024 Actual	Percentage	YTD 2023 Actual
5001	Member County (Levy, State Aids & Credits)	12,772,379	6,386,190	50%	6,307,909
5300	State	3,842,856	3,222,290	84%	3,569,813
5400	Federal	8,404,961	5,179,508	62%	5,049,601
5500	Fees & Charges	1,485,670	754,554	51%	822,923
5700	Interest Income	350,000	312,470	89%	276,904
5800	Recoveries	416,200	546,970	131%	682,954
	TOTALS	27,272,066	16,401,982	60%	16,710,104
	MEDICAL ASSISTANCE - PASS THROUGH REVENUE	2024 Budget	YTD 2024 Actual	Percentage	YTD 2023 Actual
	MA Home & Community-Based Waiver Services	225,000	187,248	83%	157,644
200	MA & SCHL Non-Emergency Transportation	643,000	205,669	32%	212,259
160	MA Employed Persons With Disabilities Premiums	197,000	125,493	64%	95,487
150	MA Cost Effective Insurance Premiums	935,000	486,920	52%	625,331
	TOTALS	2,000,000	1,005,330	50%	1,090,721
ACCT	EXPENDITURE DESCRIPTION	2024 Budget	YTD 2024 Actual	Percentage	YTD 2023 Actual
6103,05,07,09,10	Salaries & Wages	12,554,428	7,437,535	59%	6,947,627
6150-6153,6193	Insurance, Health Savings Acc, & Flex Benefits	3,042,819	1,709,173	56%	1,621,315
6163	PERA Contributions	941,472	547,506	58%	505,466
6175, 6176	FICA, Medicare, state unemployment	1,100,791	538,117	49%	497,904
	TOTAL WAGES & BENEFITS	17,639,510	10,232,331	58%	9,572,312
6201	Telephone	145,251	53,643	37%	52,349
6202	Postage	92,480	30,672	33%	34,218
6221	Admin for non-medical transportation	20,000	8,955	45%	5,259
6241	Dues, Subscriptions & Committees	25,000	4,580	18%	13,421
6242	Committees, subscriptions	8,600	8,231	96%	7,832
6243	Employee Advertising	2,000	349	17%	-
6244,6260	Professional & Technical Services	292,800	78,577	27%	149,163
6263	Technology Support & Consulting	305,498	81,649	27%	127,970
6264	Job Classification Expense	5,500	-	0%	-
6265	Auditing	61,800	18,583	30%	-
6270	Genetic Tests	4,000	1,876	47%	1,430
6271	Process Service	18,000	5,555	31%	6,177
6273	Contract Legal Services - County Attorney	40,000	17,136	43%	15,509
6295	DHS Social Services Information System Fee	14,317	14,119	99%	13,236
6298	Regional Contract Manager Fee	37,080	37,794	102%	36,187
6301	Office Equipment Repairs & Maintenance	55,000	36,107	66%	33,138
6331	Travel	123,500	70,510	57%	71,864
6335	Training	114,807	98,107	85%	57,999
6340	EDMS Licenses & Annual Support	389,406	342,124	88%	268,307
6341	Rent	574,127	280,292	49%	378,191
6342	Vehicle leases	73,000	39,588	54%	14,878
6350	Insurance & Workers Comp	82,000	80,565	98%	79,122
6351, 6370,6230	Miscellaneous Costs	10,000	6,692	67%	7,702
6371	State Child Support Fed Tax Collection Fee	10,000	4,787	48%	5,655
6387	Fraud Investigation	123,354	45,463	37%	53,925

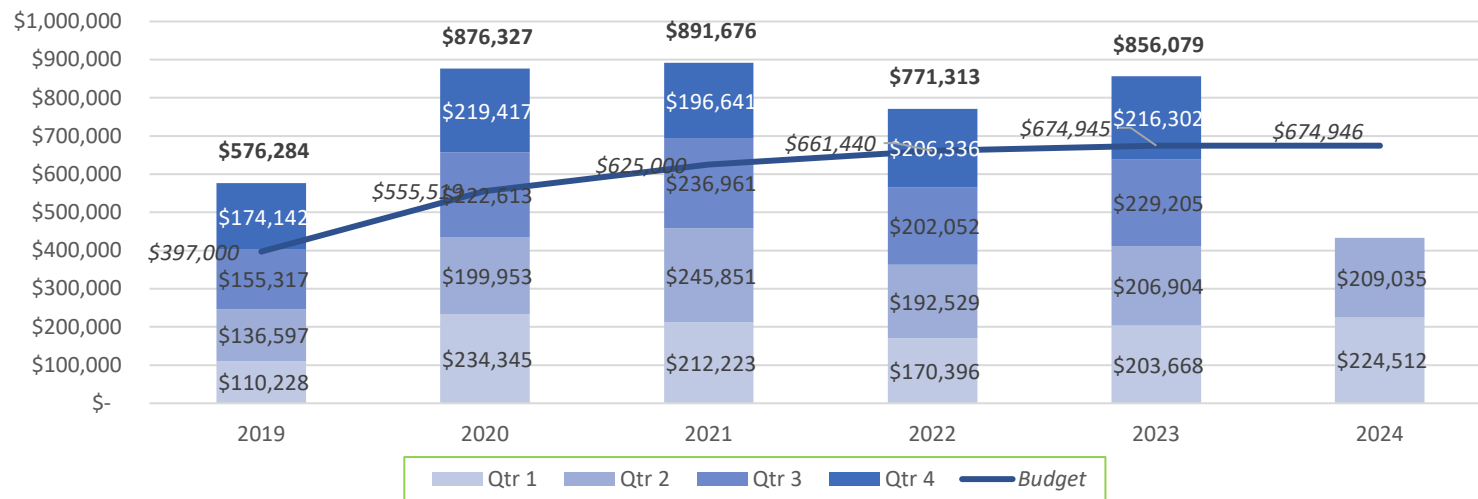
MNPrairie County Alliance
Budget Report
Through
7/31/2024
Preliminary

6401	Supplies	42,100	23,320	55%	20,653
6480	Non-Capitalized Equipment	171,935	132,581	77%	59,132
6560, 6801	Auto Repairs	8,500	5,767	68%	1,875
65,666,599	Auto Fuel & Lubrication	22,000	9,454	43%	12,714
	TOTAL OTHER ADM EXPENSES	2,872,055	1,537,076	54%	1,527,906
PRG	EXPENDITURE DESCRIPTION	2024 Budget	YTD 2024 Actual	Percentage	YTD 2023 Actual
620	Funerals-Burials	150,000	90,013	60%	119,024
610,620,630,650,660	State Direct Collections Fee	157,559	132,222	84%	130,438
650-6220	MA No load	1,400	4,187	299%	1,072
710	Child Family	2,566,803	1,492,155	58%	1,272,295
720	Child Care	993,946	553,179	56%	577,347
730	Chemical Dependency	271,809	69,513	26%	83,958
740	Mental Health	1,936,538	1,092,826	56%	907,869
750	Developmentally Disabled	459,108	236,697	52%	232,376
760	Adult Services	401,814	462,328	115%	313,957
	TOTAL SOCIAL SERVICES PROGRAMS	6,938,977	4,133,120	60%	3,638,336
	MEDICAL ASSISTANCE PASS-THROUGH EXPENDITURES	2024 Budget	YTD 2024 Actual	Percentage	YTD 2023 Actual
	MA Home & Community-Based Waiver Services	225,000	173,521	77%	100,285
200	MA & SCHL Non-Emergency Transportation	643,000	262,052	41%	380,022
160	MA Employed Persons With Disabilities Premiums	197,000	99,220	50%	94,483
150	MA Cost Effective Insurance Premiums	935,000	690,546	74%	644,852
	TOTAL SOCIAL SERVICES PASS THRU EXP	2,000,000	1,225,339	61%	1,219,642
	TOTAL EXPENDITURES	29,450,542	17,127,866	58%	15,958,196
	TOTAL REVENUES	29,272,066	17,407,312	59%	17,800,825
	NET (revenues) expenses	178,476	(279,446)		(1,842,629)

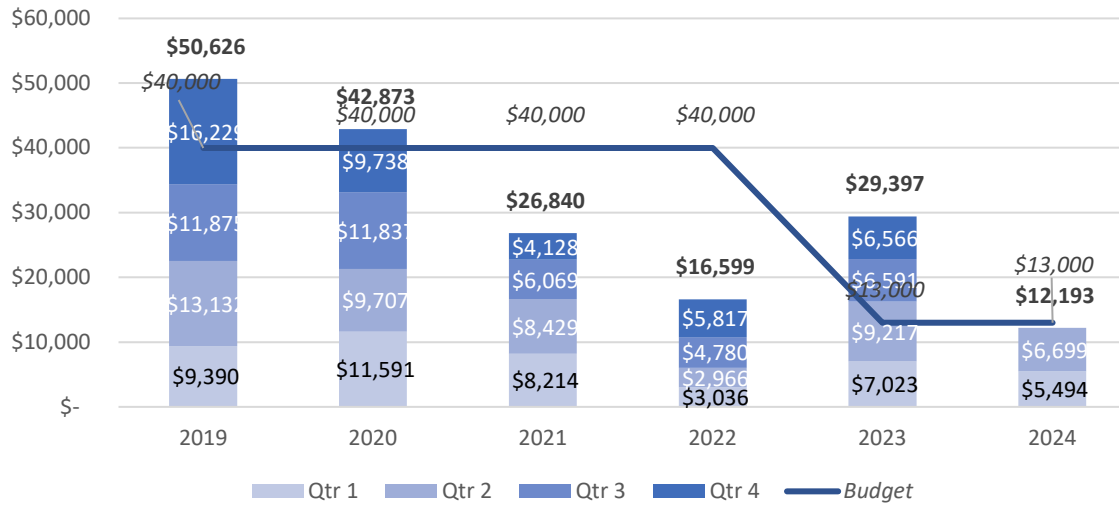
YTD Percentage 59%

8/2/2024

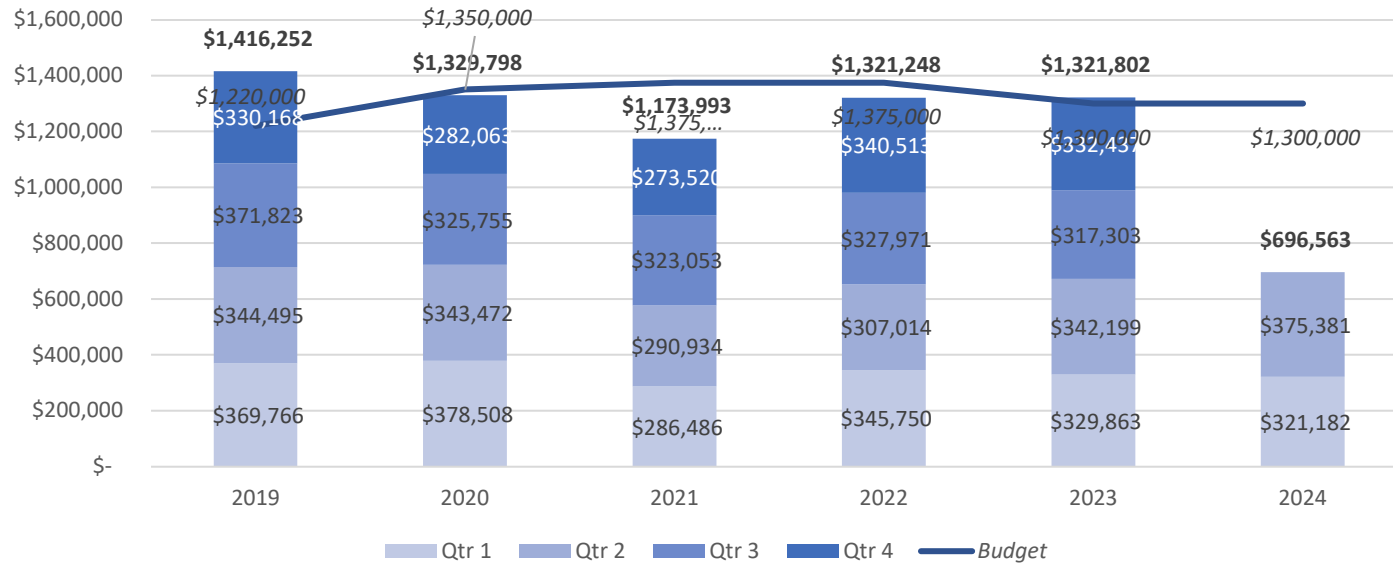
MNPrarie
Child Welfare Targeted Case Management Revenues
(CW-TCM)
2ND QTR 2024



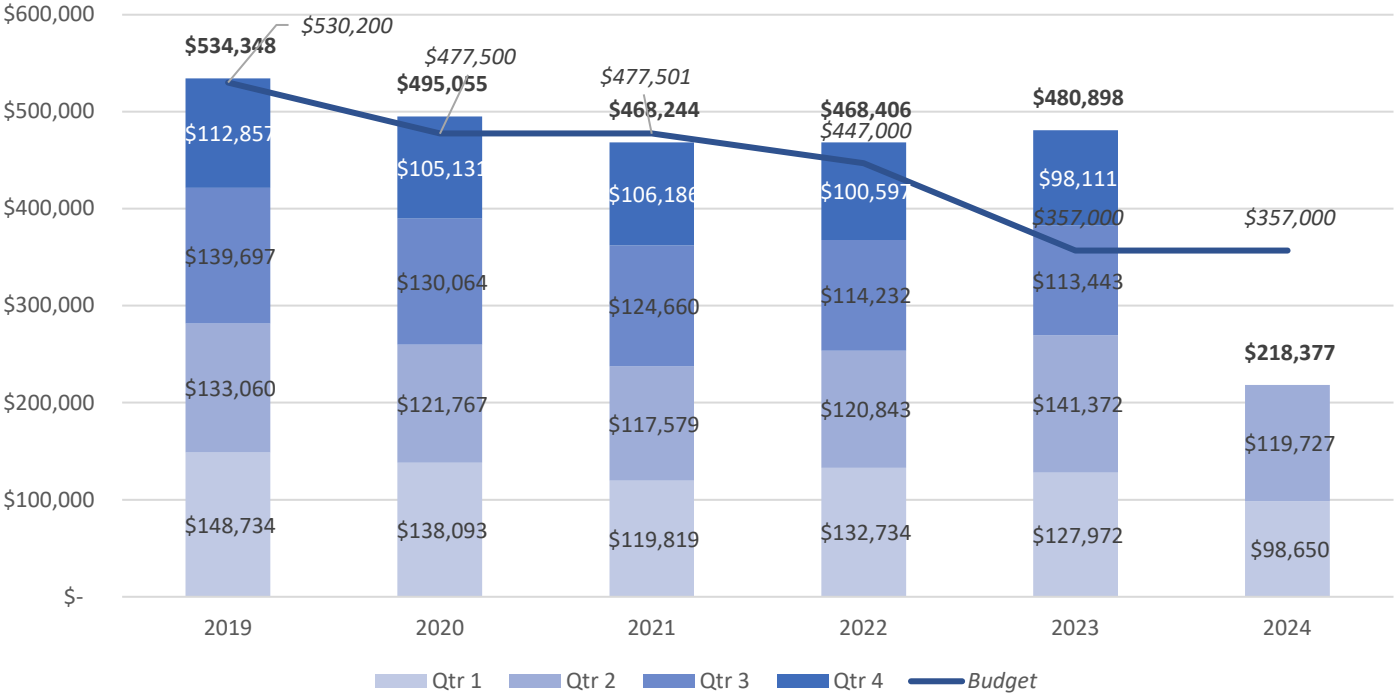
MNPrairie
Vulnerable Adults-Targeted Case Management Revenue
(VA/DD-TCM)
2ND QTR 2024



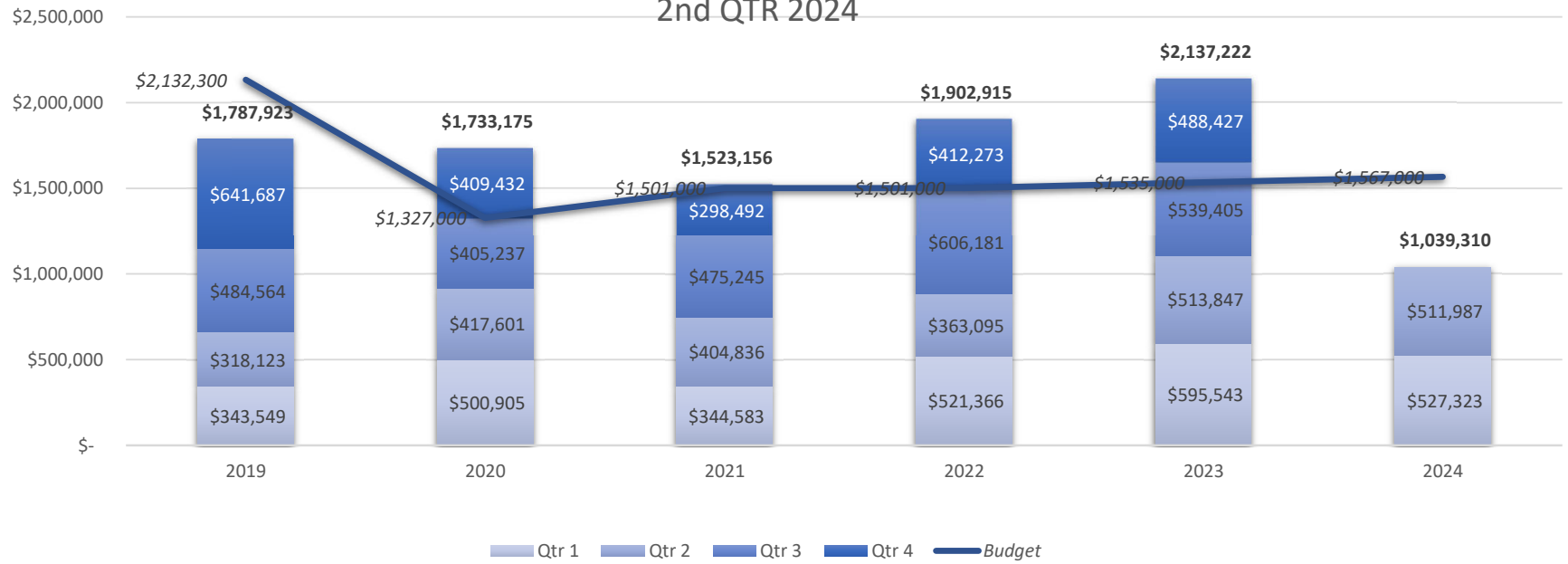
MNPrairie MnCHOICES Revenue 2ND QTR 2024



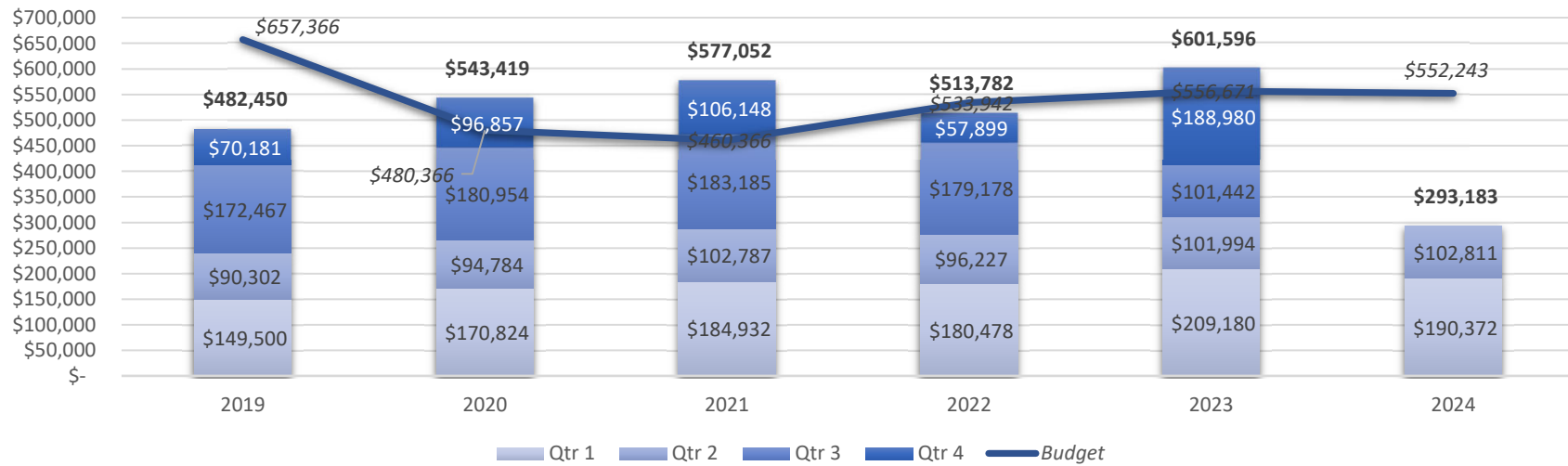
MNPrarie
Social Services Time Study Revenue
2ND QTR 2024



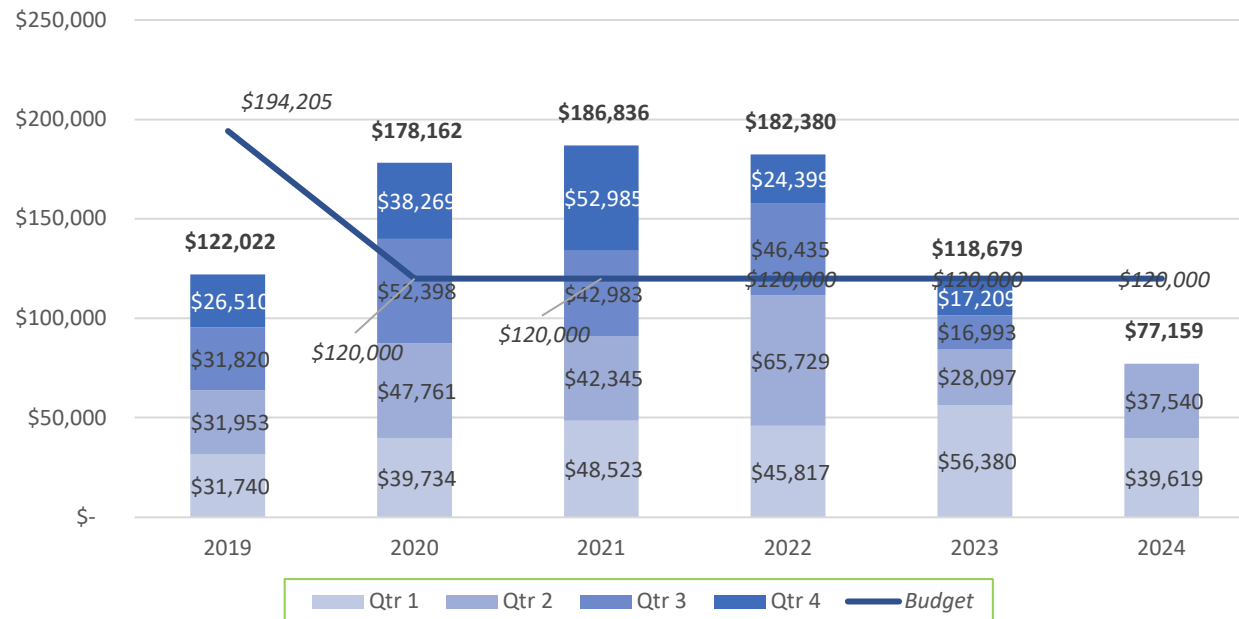
MNPrairie Waiver Revenue 2nd QTR 2024



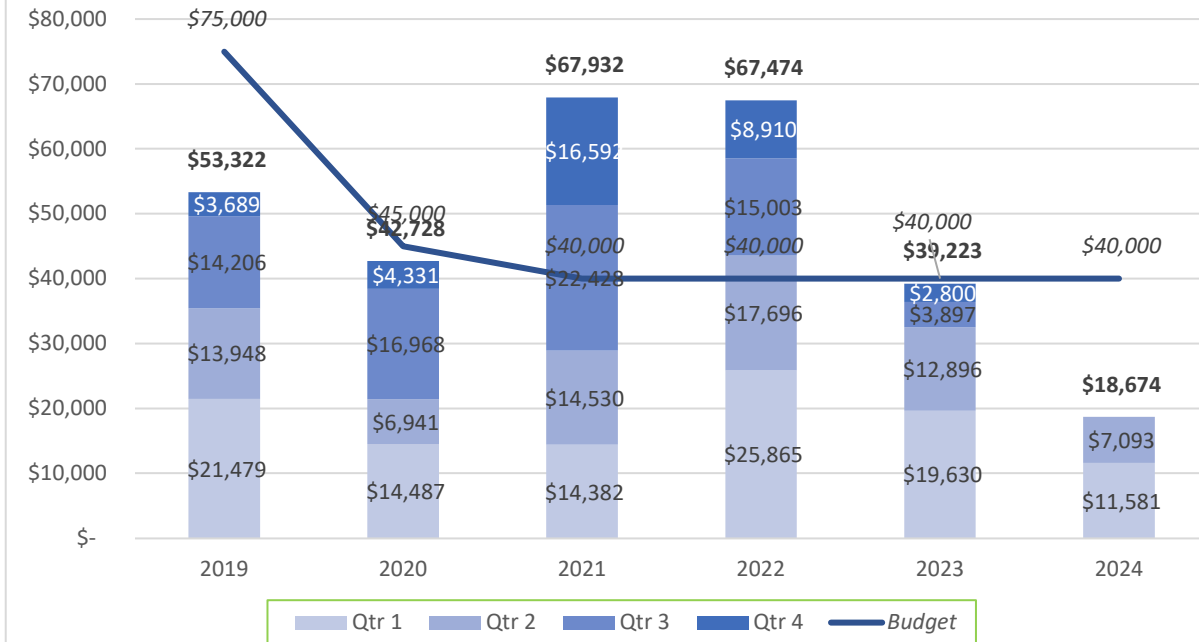
MNPrarie Ability Care 2nd QTR 2024



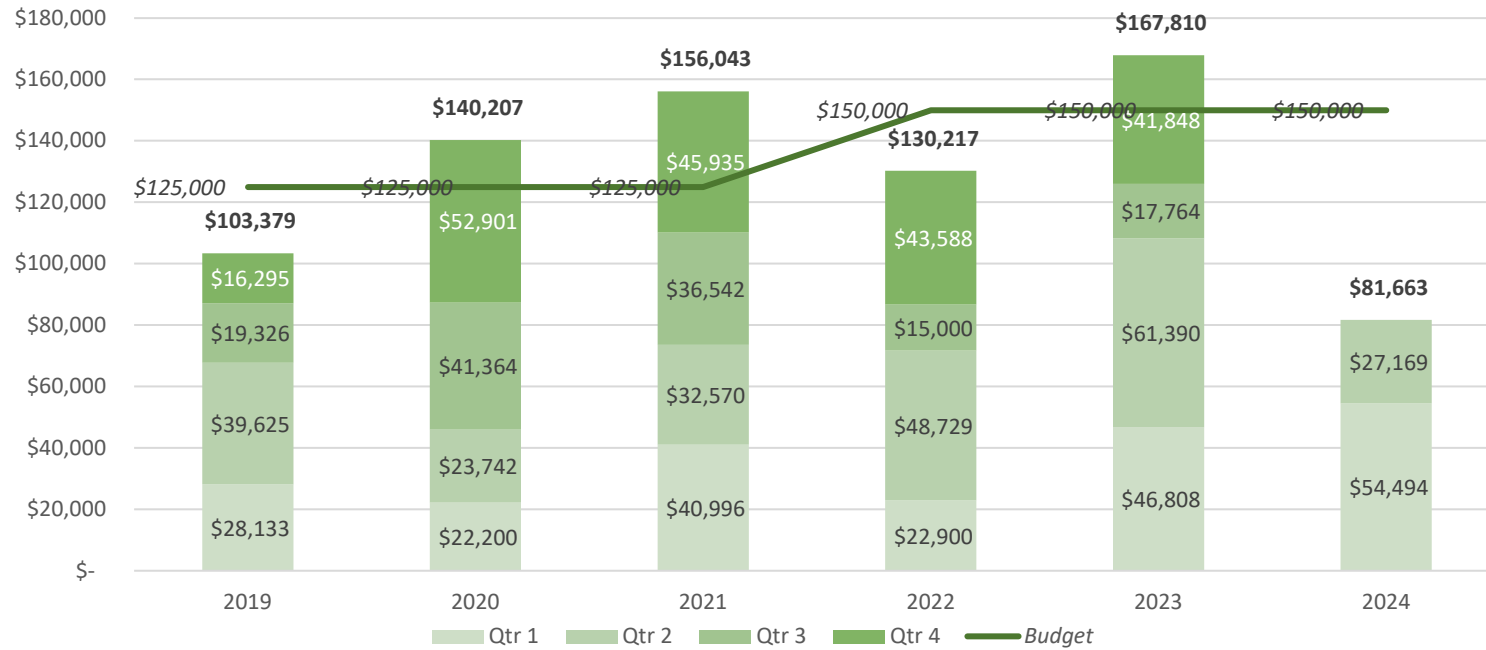
MNPrairie Out of Home Placement Recovery Revenue 2nd QTR 2024



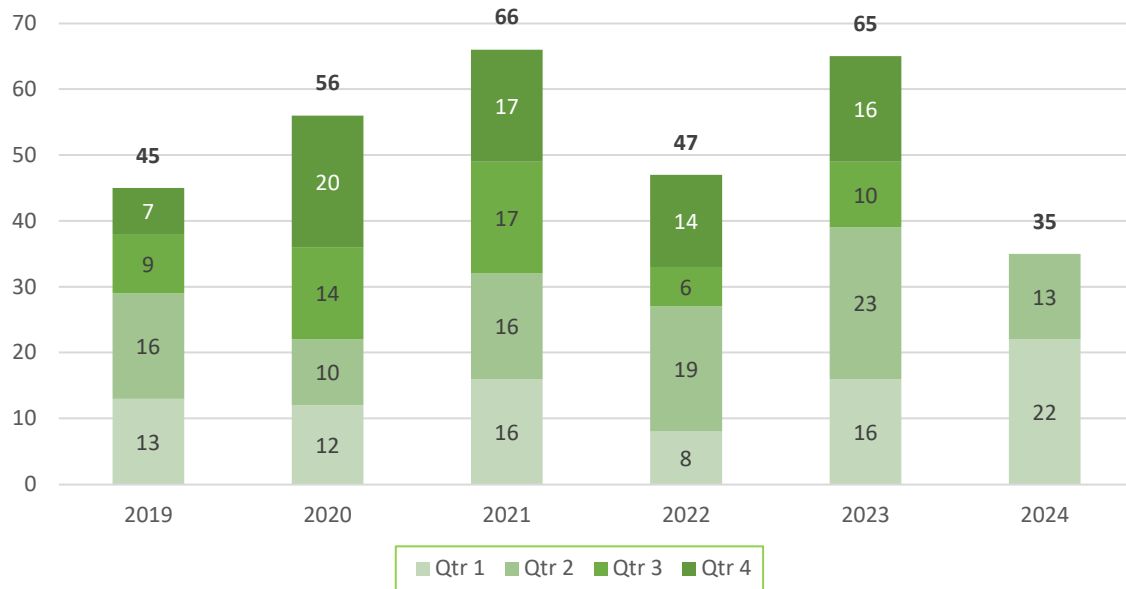
MNPrairie Detox Recovery Revenues *2nd QTR 2024*



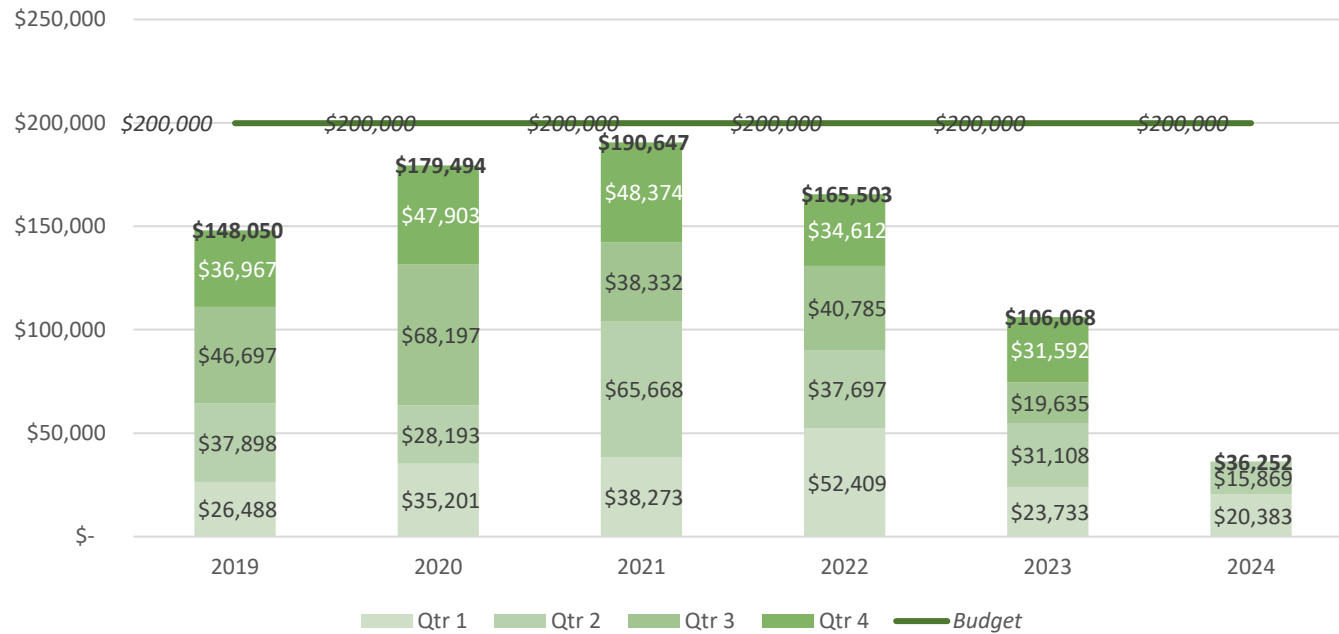
MNPrairie Burial Expenditures 2nd Qtr 2024



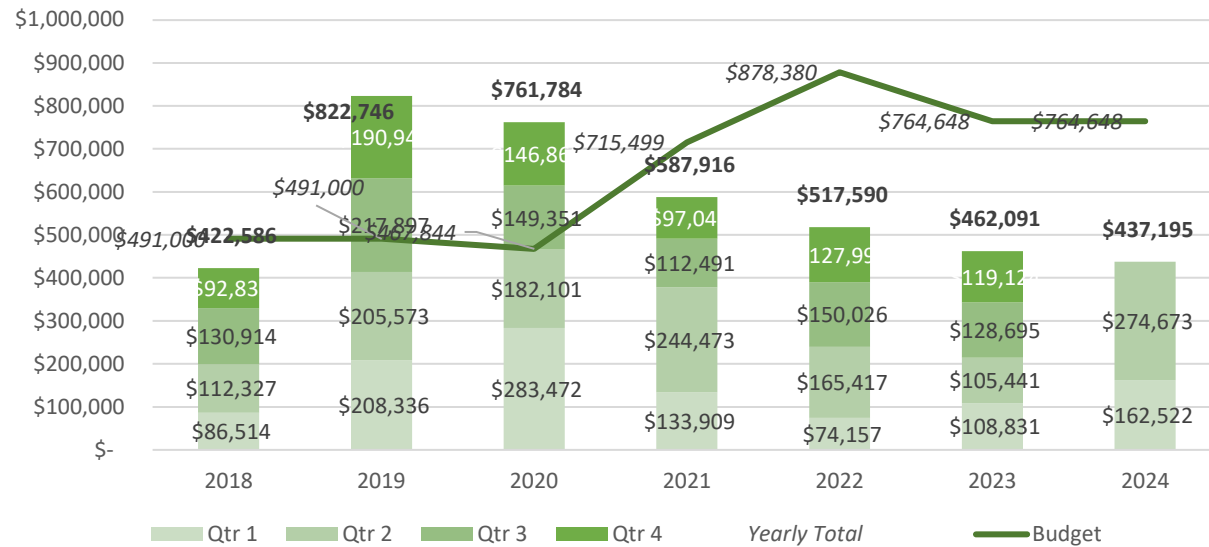
MNPrairie
2016-2024 Burial Count
2ND Qtr 2024



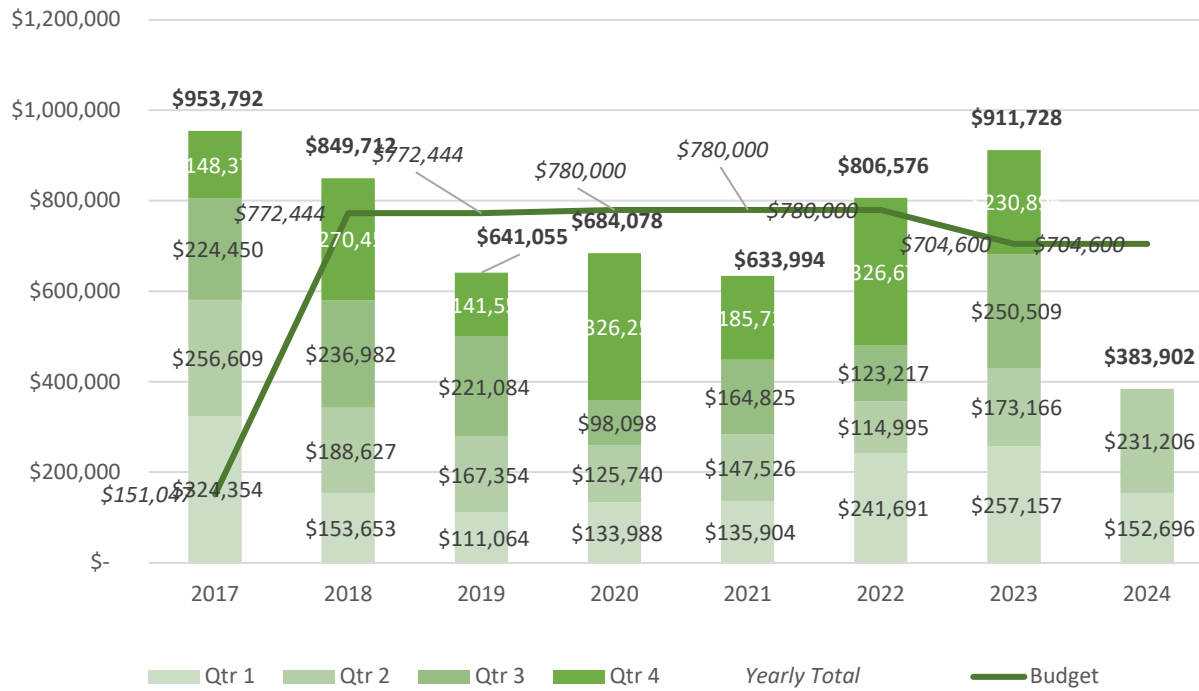
MNPrairie Detox Expenditures 2nd Qtr 2024



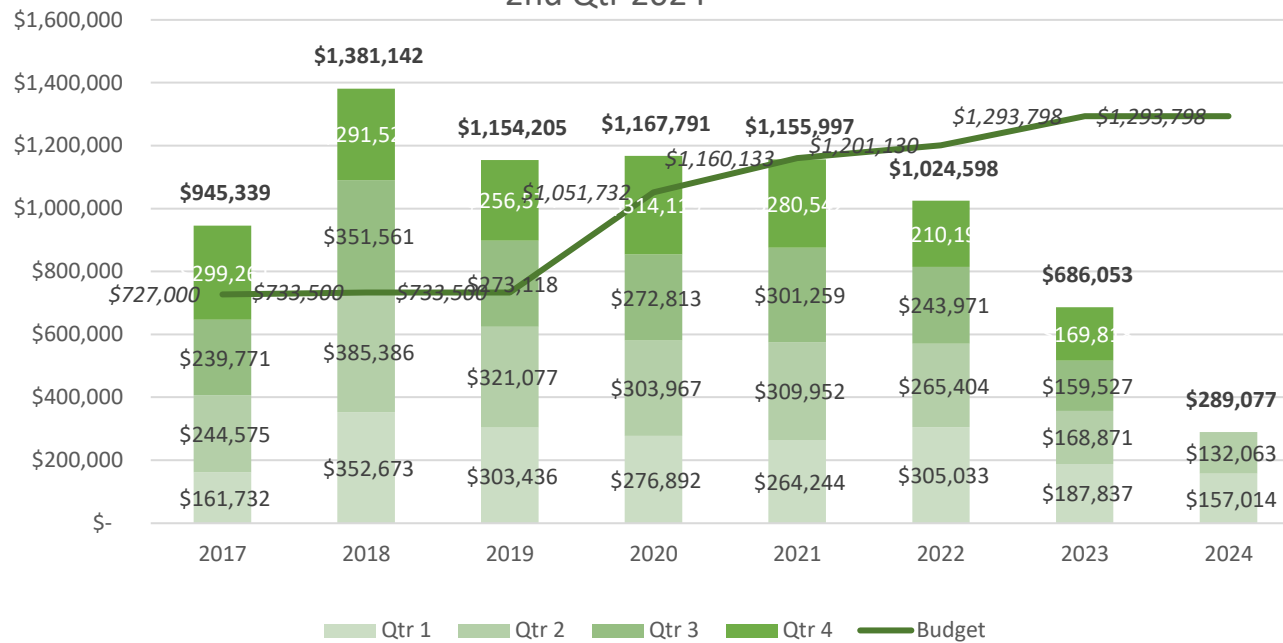
MNPrairie
Children's Mental Health Expenditures
Outpatient and Residential Treatment
2nd Qtr 2024



MNPrairie State Operated Inpatient/Commitments Expenditures 2nd Qtr 2024



MNPrairie
Children's Out of Home Placement
Foster Care Costs Only
2nd Qtr 2024



Agenda item title: Investment Update**Meeting date:**

Body:	☐ Full joint powers board	Agenda type:	☐ Consent agenda action
	☒ Finance committee		☐ Action and related information
	☐ Policy Committee		☒ Other discussion, information only or reports
	☐ Personnel Committee		☐ Other business
	☐ Other:		

Time: **Presenter(s) name & title(s):** **Summary of request or recommendation:** ☐ Recommended motion: *Adopt a motion to...***Information (including rationale, if applicable):****Budget impact:** ☒ **Attachment(s):** **Action taken:**

By committee:

- ☐ Recommend item to board on:
Meeting date
- ☐ Provide as information in board materials
- ☐ Keep in committee for discussion at next meeting
- ☐ Other:

By board:

- ☐ Passed as recommended
- ☐ Failed
- ☐ Tabled
- ☐ Other:



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

Minnesota Prairie County Alliance

For the Month Ending
July 31, 2024

Client Management Team

Amber Cannegieter

Key Account Manager
213 Market Street
Harrisburg, PA 17101-2141
1-800-731-7150
cannegietera@pfmam.com

Carole Loehr

Senior Managing Consultant
800 Nicollet Mall, 4th Floor
Minneapolis, MN 55402
320-202-1421
loehrc@pfmam.com

Contents

Cover/Disclosures
Summary Statement
Individual Accounts

Accounts included in Statement

601796 Minnesota Prairie County Alliance

Important Messages

MAGIC will be closed on 09/02/2024 for Labor Day.

MINNESOTA PRAIRIE COUNTY ALLIANCE
KEVIN VENENGA
22 EAST 6TH STREET, DEPT. 401
MANTORVILLE, MN 55955

Online Access www.magicfund.org

Customer Service 1-800-731-7150



Account Statement

For the Month Ending July 31, 2024

Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

Portfolio The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are marketed through representatives of PFMAM's affiliate, PFM Fund Distributors, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address

<https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. **Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

Managed Account A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

Unsettled Trade A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management LLC
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED

NO BANK GUARANTEE

MAY LOSE VALUE



Account Statement - Transaction Summary

For the Month Ending **July 31, 2024**

Minnesota Prairie County Alliance - Minnesota Prairie County Alliance - 601796

MAGIC	
Opening Market Value	12,722,470.62
Purchases	304,394.80
Redemptions	(740,268.27)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$12,286,597.15**

Cash Dividends and Income 55,076.83

MAGIC TERM	
Opening Market Value	1,042,113.93
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$1,042,113.93**

Cash Dividends and Income 0.00

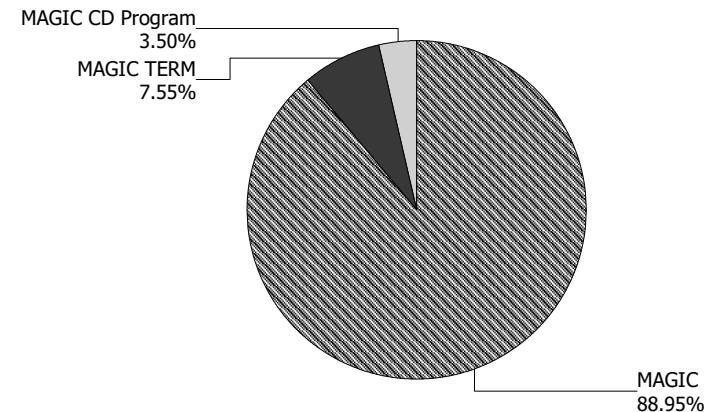
MAGIC CD Program	
Opening Market Value	489,000.00
Purchases	240,000.00
Redemptions	(246,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$483,000.00**

Cash Dividends and Income 3,317.97

Asset Summary		
	July 31, 2024	June 30, 2024
MAGIC	12,286,597.15	12,722,470.62
MAGIC TERM	1,042,113.93	1,042,113.93
MAGIC CD Program	483,000.00	489,000.00
Total	\$13,811,711.08	\$14,253,584.55

Asset Allocation	
-------------------------	--





Investment Holdings

For the Month Ending **July 31, 2024**

Minnesota Prairie County Alliance - Minnesota Prairie County Alliance - 601796

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
MAGIC CD Program							
04/30/24	04/30/24	CD - Bank Of China, NY	10/28/24	5.70	243,000.00	3,529.16	249,868.58
07/30/24	07/30/24	CD - First Guaranty Bank, LA	04/28/25	5.40	240,000.00	71.01	249,657.86
Total					\$483,000.00	\$3,600.17	\$499,526.44
Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Estimated Earnings	Est. Value at Maturity
MAGIC TERM							
05/03/24	05/06/24	TERM - MAGIC TERM Jun 25	10/31/24	5.3200	1,042,113.93	13,214.58	1,069,150.65
Total					\$1,042,113.93	\$13,214.58	\$1,069,150.65



Account Statement

For the Month Ending **July 31, 2024**

Minnesota Prairie County Alliance - Minnesota Prairie County Alliance - 601796

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MAGIC					
Opening Balance					12,722,470.62
07/05/24	07/05/24	Redemption - ACH Redemption	1.00	(500,000.00)	12,222,470.62
07/29/24	07/29/24	Purchase - Fixed Rate Maturity	1.00	249,317.97	12,471,788.59
07/30/24	07/30/24	Redemption - Fixed Rate Investment	1.00	(240,000.00)	12,231,788.59
07/31/24	07/31/24	IA_FEE CD GROUPED FEE TRANSACTION FOR: 7-30-2024	1.00	(268.27)	12,231,520.32
07/31/24	08/01/24	Accrual Income Div Reinvestment - Distributions	1.00	55,076.83	12,286,597.15
Closing Balance					12,286,597.15

	Month of July	Fiscal YTD January-July		
Opening Balance	12,722,470.62	10,529,240.03	Closing Balance	12,286,597.15
Purchases	304,394.80	8,529,011.06	Average Monthly Balance	12,297,398.44
Redemptions (Excl. Checks)	(740,268.27)	(6,771,653.94)	Monthly Distribution Yield	5.27%
Check Disbursements	0.00	0.00		
Closing Balance	12,286,597.15	12,286,597.15		
Cash Dividends and Income	55,076.83	311,982.74		



Account Statement

For the Month Ending **July 31, 2024**

Minnesota Prairie County Alliance - Minnesota Prairie County Alliance - 601796

Trade Date	Settlement Date	Transaction Description	Maturity Date	Rate	Dollar Amount of Transaction
MAGIC CD Program					
07/29/24	07/29/24	MATURED - CD - Texas Heritage National Bank, TX Original Quantity 246,000.00	07/29/24	5.4700	(249,317.97)
07/30/24	07/30/24	BOUGHT - CD - First Guaranty Bank, LA (365 basis); Exp. Inc 9,657.86; Days to Maturity 272; Adv. BP 15.00	04/28/25	5.4000	240,000.00



Steele County Agenda Item

Request for Board Action

Subject: MNPrairie HR Service Plan

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 8, 2024

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

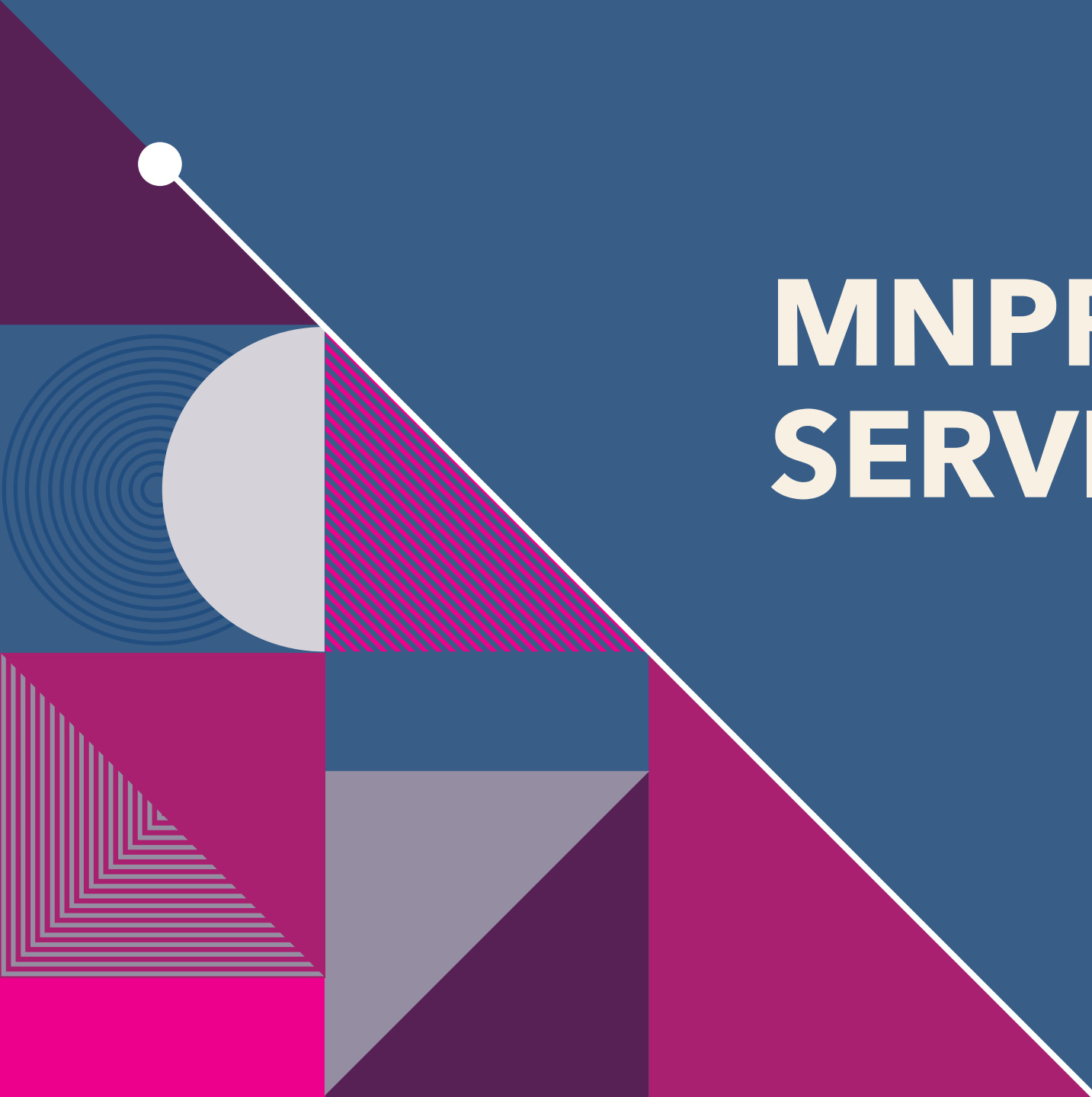
For the Board to make a decision regarding on Human Resource Staffing for MNPrairie; Authorize Commissioners Krueger and Abbe to notify MNP Joint Powers Board regarding the Board decision.

Background *(Including Budget Impact)*:

See Report Attached

Attachments:

PPT



MNPRAIRIE HR SERVICES PLAN

CURRENT SERVICE LEVELS

Current major HR services to MNPrairie

Steele currently manages/provides:

- Recruitment and selection of employees
- Labor relations and contract implementation
- Benefits administration
- Administer personnel rules and policies
- Performance management
- Leave of Absence administration
- Compliance with laws and reporting requirements

MnPrairie currently manages/provides:

- All payroll related functions for its employees
- ACA reporting

TERM OF CONTRACT

Contract terms related to changing the arrangement:

- Contract currently ends 12/31/25
- 1 year notice for non-renewal/withdrawal
- Terminate upon mutual agreement
- 14 days notice if Steele is unable to provide quality/quantity of service or changes in personnel

POINTS TO CONSIDER

- MnPrairie has matured into a large, complex organization that handles such matters as governance and finance on their own. The number of full-time, benefits eligible staff is nearly comparable to that of the county.
- MnPrairie handles its own payroll and finances already.
- The role of HR is ever evolving as it relates to changing laws, unfunded mandates and this is made even more complex by the fact that the county is administering benefits for 3 organizations, with 9 collective bargaining agreements and 45 different benefit plans.
- Department staffing levels are guided by industry standards for the county's departments and MnPrairie. HR Standard is 1/75 employees and our current ratio is 1/131.

POINTS TO CONSIDER

- The growth in case load is not best measured by what is being accomplished alone but should consider what is not being accomplished. Concerns have been raised about the time it takes to fill vacancies, the lack of professional development, and fiscal responsibility. Staffing is key to addressing these concerns. Here is how Steele County is impacted/burdened by the current contracted arrangement:
 - Not able to focus on meeting Steele County's needs
 - Longer delays in getting jobs filled: impacts for revenue generating positions i.e. public health and if it is a Grant required position (i.e. SHIP Coordinator)
 - Less responsive and timely
 - Relationship development w/employees suffers, potentially impacting employee retention negatively

POINTS TO CONSIDER

- Important strategic work like succession planning, people development, and knowledge transfer aren't happening, resulting in a loss of institutional knowledge and employees leaving the county for promotional opportunities elsewhere
- Increased risk of litigation for noncompliance with laws, regulations, requirements, contracts, etc.
- Team that is spread too thin and expectation to be subject matter experts to 3 different organizations leads to burn-out

POINTS TO CONSIDER

- Projects not getting done:
 - **Update Personnel Rules & Policies Handbook** - Necessary to keep up-to-date with current legislation requirements and best practices
 - **People/Leadership Training and Development** – Negatively impacts ability to “grow our own” employees for promotion, which creates less transition time and is more costly.
 - **Development of a “Leaders at All Levels” Program** – A way to grow our own leaders and employees and retain more employees.
 - **Development of an informal mentoring program** – Another way to retain the next generation of staff.
 - **Strategic Planning work and implementation of Stay Interview/ Retention Survey recommendations** – A lack of retention initiatives results in more employees leaving county.
 - **Digitize all HR records** - Reduces the costs for space needs.

TRANSITION TIMELINE PROPOSAL

Steele County proposes hiring an HR Manager and an HR Generalist as MNPrairie employees as soon as possible. Ideally, the HR Generalist would be located in the Steele HR Department for at least the first 3-6 months of employment. Steele County also recommends the Manager be located at the Steele site for ongoing mentoring/consultation with the HR Team for 3-6 months. The HR Services Contract would be mutually ended upon completion of 3 months of employment and training. Once these 2 positions are hired, the proposed transition timeline/agreement would be:

Months 1 – 3:	Provide robust, hands-on training (Minimum of 10 hours/wk.)
Months 4 – 6:	Continue hands-on training (Minimum of 5 hours/wk.)
Months 7 – 12:	Ongoing training/consultation as needed (Minimum of 2 hours/wk.)

FINANCIAL SUMMARY

Description	Shared at 4	Steele	MnP	Alloc back to Steele	Shared at 5	Steele	MnP	Alloc back to Steele		Steele County 3
Allocation Percentage		52.38%	47.62%	45.25%		52.38%	47.62%	45.25%		
Cost Allocation	Total	Steele	MN Prairie		Total	Steele	MN Prairie			Total
Total Cost	\$ 563,630.43	\$ 295,255.57	\$ 268,374.86		\$ 668,398.22	\$ 350,137.76	\$ 318,260.46			\$ 410,883.48
	MNP to Steele	\$ 121,439.63			MNP to Steele	\$ 144,012.86				
	Total Cost to Steele	<u>\$ 416,695.19</u>			Total Cost to Steele	<u>\$ 494,150.62</u>			Total Cost to Steele	<u>\$ 410,883.48</u>

SUMMARY

- If MnPrairie goes on its own, with appropriate mentorship, training and ongoing sharing of information, Steele County can be adequately supported by a team of 3 into the future.
- Setting them up on their own gives MnPrairie the ability to control and manage the HR function and work, hiring specialization, and relationship development as colleagues. MnPrairie has expressed concern over the loss of experience/depth of the bench, but the proposal would include explicit terms related to onboarding, training and ongoing mentorship. (See timeline)

BUILDING
HOPE
TOGETHER

Oak Hill Community Connections



THE VISION

A shared-facility model that will:

Provide short-term housing for families, women and children

Co-locate services focused on support, stability and education to regain independence

BUILDING HOPE TOGETHER

WHO WE ARE

- A group of community members who believe in the power of collaboration
- A community-based 501 (c) 3 non-profit with a board to oversee:
 - *Mission, strategy and goals*
 - *Building management and care*
 - *Assemble collaborating agencies to align with the mission*



BOARD OF DIRECTORS

- Jolayne Mohs, President
- Gregg Draeger, Treasurer
- Michele Merxbauer
- Amanda Starks
- Benjamin Cass
- Maureen Schlobohm
- Rev. Todd Buegler
- Dom Korbel
- Matt Kottke
- Jon Holt
- Mark Knutson



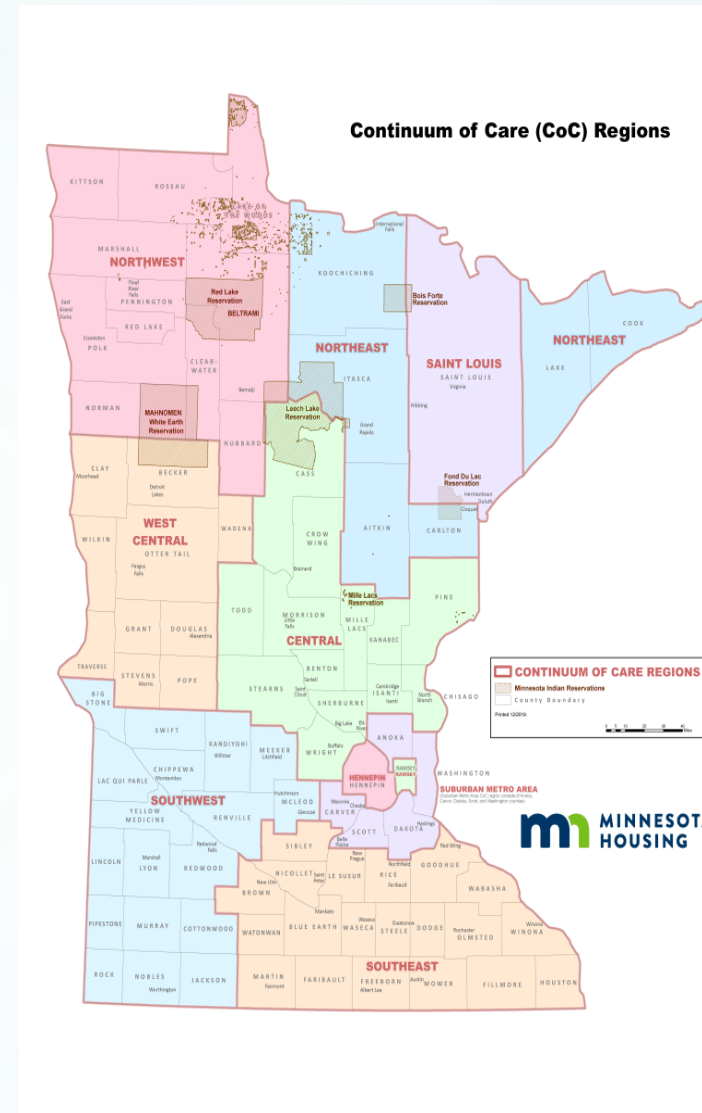
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THE CURRENT REALITY

Steele County currently has the third highest homeless rate in all southeast and south-central counties in Minnesota.

Only Olmsted and Blue Earth Counties report higher homelessness rates, and those counties have significantly higher populations.

Tableau Public along with MN Department of Human Services



OAK HILL
COMMUNITY
CONNECTIONS

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HOMELESSNESS IS HIDDEN

*“Homelessness is a hidden problem in our community. Many Owatonna residents are surprised to hear just how large of a homeless population we have in our community. We have identified over **170 students** who are experiencing homelessness this school year.”*

Trina Kasper
Owatonna Public Schools Social Worker &
Owatonna Family in Transition Liaison



THE REASONS

- Individuals and families seek short-term housing because of:
 - Cost associated with housing, daycare, medical costs
 - An unexpected medical situation
 - Family or employment changes
 - Chemical Health and/or Behavioral Health Needs

*Overall, 32% of people experiencing homelessness in greater MN
are not in a formal shelter.*

2023 Study Results, MN Homeless Study, Wilder Foundation

CURRENT RESOURCES



- Rachel's Light - women & children's shelter
 - Can accommodate up to 11 women and children
- Hospitality House - single men only over the age of 18
 - Can accommodate 15 men

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NO WHERE TO GO

- Single fathers with children
- Dual parent households
- Larger families with 3 or more children of differing ages
- Couples 55+



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ADDITIONAL NEEDED RESOURCES

Those with housing insecurity need support with
Employment
Education
Physical, Dental and Behavioral Health Care

Access to additional support is often
Disjointed
Complicated
Inaccessible



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THE SOLUTION

- *Oak Hill Community Connections* will provide co-location for:
 - Short-term housing and support for transition to long-term housing
 - Physical, Dental and Behavioral Health Care
 - Case Management to ensure long term success
 - Food and Clothing Resources and Stability
 - Employment Services
 - Educational Support and Service



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THE POWER OF COLLABORATION

“The Oak Hill Community Connections partnership will enable us to serve more residents, who we cannot serve in our current location, due to capacity restraints, transportation hindrances, and other issues. A centralized location enriches all our community resources.”

Amanda Starks, Executive Director, Rachel's Light



FINANCIAL IMPACT

- Oak Hill Community Connections will be cost-efficient
 - Member agencies will be able to devote more financial and human resources to direct client care
- Shared costs:
 - Facility maintenance
 - Technology
 - Common areas: conference space, break rooms, bath rooms, etc.
 - Other occupancy costs such as waste disposal, grounds keeping, etc.

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COMMITTED TO COLLABORATION

“I am passionate about the outcomes that the Oak Hill Community Connections project can achieve and how it can relieve a burden for those we serve. This partnership amongst so many organizations will be game changing for many people in this community.”

- Dom Korbel, Executive Director, Community Pathways of Steele County



MEMBER AGENCIES

- Base of Operations

- Health Finders Collaborative
- Rachel's Light
- Family Supportive Housing

- Office space

- South Central Human Relations Center
- County Agencies
- Community Pathways Satellite
- Hospitality House

Other aligned agencies are currently considering relocation to Oak Hill Community Connections



APPROACH TO OPERATIONS

- Oak Hill Board
 - Management of facility and associated finances
 - Governance
- Member Agencies
 - Maintain independent identity and funding sources
 - Participate in tenant council for many of the operating decisions

FINANCIAL APPROACH

- Oak Hill Community Connections will rely solely on tenant rents for ongoing operations and maintenance of the facility
 - Operating costs will be covered without profit motive
 - Lease arrangements will be unique for each agency based on space, usage
 - No fundraising will occur after completion of capital campaign
- Base rent and common area maintenance (CAM) will
 - Cover fixed and variable expenses
 - Provide for a long-term maintenance reserve

COLLABORATIVE IMPACT

What can't be measured may be the most significant...

The **collaboration** among member agencies will improve the **efficiency** and **effectiveness** of serving the individuals and families who are the members of our Community most in need of help.

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BUILDING HOPE TOGETHER

To make this dream a reality, the Oak Hill Community Connections Board of Directors has authorized a \$4 million capital campaign that will include the purchase and renovation of the former Mayo Clinic on Southview Street.



CAMPAIGN STEERING TEAM

Campaign Co-Chairs

Drs. Brian & Kari Bunkers

Mike & Nancy Keller

Committee Members

Rev. Todd Buegler

Gregg Draeger

Jason Eyberg

Ryan Gillespie

Stacy Hanson

Matthew Jessop

Matt Kottke

Jolayne Mohs

April Paxton

Julie Rethemeier

Kim Schaufenbuel

Jannell Tufte

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\$4,000,000 GOAL

Size of Gift	Number Needed	Gifts Added Together
\$500,000	1	\$500,000
300,000	2	600,000
150,000	2	300,000
100,000	4	400,000
75,000	6	450,000
50,000	8	400,000
30,000	10	300,000
25,000	14	350,000
15,000	16	240,000
10,000	20	200,000
5,000	31	155,000
3,000	35	105,000
Totals	149	\$4,000,000



HOW CAN YOU HELP?

- Gifts of all sizes will be sought from individuals, businesses, foundations, and grants
- Tax deductible gifts may be made over three years
- Cash, appreciated securities, land or other assets
- If you wish to make a noncash gift, contact:

Gregg Draeger

greggdraeger@gmail.com

507/390-3038



BUILDING HOPE TOGETHER

Together, we can help individuals and families work toward a stable and sustainable future far better than any of us on our own. We hope you're inspired by these plans.



Please join us in Building Hope Together!

