

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 26, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Sheriff Brian Swedberg, Deputy Auditor/Treasurer Eliana Babinski, Craig Welsh, Jenna Knight, and Justin Rohrer

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Chairperson Johnson suggested removing consent items four and five from the agenda. He said he wanted the personal committee to review item number four to approve a competitive search for a Highway Maintenance Specialist before a competitive search took place. Commissioner Burns said the Highway Engineer wanted to move forward with the search and the committee could meet prior the hire. Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda. Item number five of the consent agenda was removed. Item number four remained on the consent agenda.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from March 12, 2024.

Motion was made by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to approve the workgroup session minutes from March 19, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

## CONSENT AGENDA

Motion by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda. The Commissioners thanked Randall Hongerholt for his 23 years of service to Houston County. Items approved are listed below.

- 1) Approve 2024 contract with Driftless Region Vector Control LLC to canvass specifically identified Houston County communities for potential mosquito related human health hazards.
- 2) Approve applying to the following grants: 2024 MN State Boat Patrol Grant, 2024 Federal Boat Patrol Grant, and 2025 Federal Supplemental Boating Equipment Grant.
- 3) Accept the resignation Randall Hongerholt, Highway Maintenance Specialist, effective 04/01/2024, and thank him for his 23 years of service to the residents of Houston County.
- 4) Approve a competitive search for a Highway Maintenance Specialist.
- 5) This item was removed from the consent agenda.

## ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve a request by the Houston County Fair board to build lean-to addition at Fairgrounds. The reason for the County approval was because the land at the Fairgrounds was leased from the County. Craig Welsh represented the Fair Board saying in years past the Fair Board had leased a tent to be used for events, but the company who they originally used had gone out of business, and the current cost to lease a tent would be around \$4,000 per year. He said it would be more cost effective to build the lean-to. In addition to the approval, it was the general consensus of the County Board that the County Highway department could assist with removing a slab of cement that would need to be removed for the construction of the new lean-to.

File No. 2 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to accept a Brownsville VFW donation of \$150.00 to the Veteran Service Office for use for any veteran's needs.

File No. 3 – Commissioners discussed the possibility of contracting with Collaborative Design Group (CDG) for professional design services for upgrades to the Public Health area of the Community Services Building with Human Resources Director Kruger, Public Health and Human Services Director Pugleasa, and Public Health Supervisor Knoke. The cost of the services in the contract had a not to exceed amount of \$32,810.00. Commissioner Myhre asked if professional design services were really needed, or if local contractors could be used to help come up with a plan for the space. He also suggested talking to the original contractor who built the building to find out specifics of the original design. Covid money the County had received that needed to be tied to public health would be used for the design services and possible eventual construction. Knoke said the County had \$330,000.00 in Covid money to use on the

project. Commissioner Johnson asked if the project was the best possible use of the funds. He also stated that CDG had already studied the building previously. Pogleasa said he thought this was the best possible use of the funds. Kruger said CDG was already familiar with the building, yet would be looking at design for the project. The County and CDG would need to work with the Minnesota Department of Health on the updates. Commissioner Severson moved, Commissioner Burns seconded, motion carried three to two to contract with Collaborative Design Group (CDG) for professional design services for upgrades to the Public Health area of the Community Services Building. The Commissioners voted by roll. Commissioners Severson, Burns, and Schuldt voted yes. Commissioners Johnson and Myhre voted no.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the Memorandum of Agreement with International Union of Operating Engineers, Local 49. The agreement involved one worker who the County realized had more experience than they had originally thought. Kruger and Engineer Pogodzinski explained that sometimes it was hard to gauge how much experience a worker had from their interview alone. In the agreement the County and Union acknowledged that the agreement would not serve as a precedent for resolving future wage disputes nor would the MOA be a precedent for any other matter whatsoever.

File No. 5 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried four to one to accept Bolten and Menk’s Statement of Qualifications and approve the County Engineer to negotiate an agreement. All Commissioners voted yes, except for Commissioner Myhre who abstained as he was on the Airport Committee, but absent from the meeting where the qualifications were reviewed. A statement of qualifications had been received from both TKDA and Bolen and Menk for the airport project.

File No. 6 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve a quote from Icon Constructors, LLC for bridge maintenance on 6 bridges in the amount of \$111,920.00.

File No. 7 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to accept the low bid from Bruening Rock Products in the amount of \$303,190.22 for CP 2024-01 Shouldering. Two bids had been received and are listed below.

Bruening Rock Products, Inc	\$303,190.22
Dunn Blacktop Company	\$372,114.00

File No. 8 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to accept all bids for CP 2024-02 aggregate stock piles. Each year all bids were accepted and would be used as needed depending on location of projects and availability. See bids below.

Quantities	U of M	Milestone Materials State Bid Prices	Milestone Materials	Hotcher Construction Co., Inc	Bruening Rock Products State Bid Prices through 12/31/2024	Bruening Rock Products, Inc	La Crescent Rock Products	Ron Weymiller Construction	Van Gundy Excavating
		Greater only through 12/31/2024	Through 5/16/2024 to 5/16/2025	Through 5/16/2024 to 5/16/2025	Through 12/31/2024	Through 5/16/2024 to 5/16/2025	Through 5/16/2024 to 5/16/2025	Through 5/16/2024 to 5/16/2025	Through 5/16/2024 to 5/16/2025
Stockpile Aggregate Class 5	Ton	8.45	8.90	9.00	13.95	9.10	8.95	9.75	9.50
Stockpile Aggregate Class 5Q	Ton		8.50			9.10	8.95		9.50
Stockpile Aggregate Class 5 Modified	Ton		8.50			9.10	8.95		9.50
Stockpile - Gabion Stone	Ton		21.90	20.00		14.25	15.75		20.00
Rip Rap, Class I	Ton		21.90	15.00		14.25	15.75		20.00
Rip Rap, Class II	Ton		19.40	13.00		14.25	15.75		18.00
Rip Rap, Class III	Ton	16.75	16.75	13.00		14.25	12.75	10.50	16.00
Rip Rap, Class IV	Ton	16.75	16.75	13.00		14.25	12.75		16.00
Rip Rap, Class V	Ton	16.75	16.75	13.00		14.25	13.00		18.00
Quarry-Run Riprap	Ton	6.80	7.00	8.50		8.10	8.75	6.50	9.00

File No. 9 – Commissioner Schuldt moved, Commissioner Burns seconded, motion unanimously carried to accept all bids for CP 2024-03 equipment rentals. Each year all bids were accepted and would be used as needed depending on location of projects and availability. See bids below.

Cost Code	Equipment	Specification	Capacity/ Size	HP	Notes	Unit	Labor code	Bruening Rock Products, Inc	Griffin Construction Co., Inc	Schneider Landscaping	Van Gundy Excavating, L.L.P	Landan Brothers LLC	Trane, Inc
8191	Chain Saw	Bar Length	25 in			hour	101	75.00	100.00	80.00	75.00	80.00	90.00
8250	Dozer, Crawler		to 65			hour	364	138.00					
8251	Dozer, Crawler		to 165			hour	364	172.00			150.00		
8252	Dozer, Crawler		to 160			hour	364	117.00			175.00		195.00
8261	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Track & Wheel. Includes bucket.	hour	364	176.00	270.00		200.00		
8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Track & Wheel. Includes bucket.	hour	313	156.00			130.00		
8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 260	Crawler, Track & Wheel. Includes bucket.	hour	313	240.00	280.00		160.00		180.00
8284	Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Track & Wheel. Includes bucket.	hour	305	327.00	320.00		275.00		240.00
8333	Graders	Model/Serial Size	14 ft	to 225	Includes Rigid and Articulate equipment	hour	306	305.00	180.00		160.00		
8540	Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour	344	134.00		125.00			
8541	Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour	344	154.00	160.00	125.00	110.00		
8542	Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 95		hour	344	146.00	170.00	125.00	120.00		125.00
8543	Loader, Skid-Steer	Operating Capacity	4000 Lbs	to 94		hour	344	166.00			150.00	80.00	
8362	Loader, Wheel	Bucket Capacity	2 CY	to 105		hour	344	173.00					
8393	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	344	193.00					
8394	Loader, Wheel	Bucket Capacity	4 CY	to 200		hour	344	231.00	205.00		160.00		190.00
8395	Loader, Wheel	Bucket Capacity	5 CY	to 240		hour	315	235.00			180.00		
8571	Loader Backhoe, Wheel	Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	313	173.00					
8572	Loader Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	313	183.00					
8711	Truck, Dump	Truck Capacity	10 CY	to 235		hour	613	121.00				50.00	
8722	Truck, Dump	Truck Capacity	12 CY	to 255		hour	607	121.00	130.00		95.00	30.00	
8723	Truck, Dump	Truck Capacity	18 CY	to 330		hour	604	161.00			105.00	110 buckets	105.00
8780	Truck, Water	Truck Capacity	2500 Gal	to 175	Include pump and rear spray system	hour	613	128.00	140.00				
8781	Truck, Water	Truck Capacity	4000 Gal	to 250	Include pump and rear spray system	hour	607	166.00			140.00		160.00
2124	Shouldering Machine					hour	161	100.00					
2124	Tandem Truck w/ Pup Trailer	Truck Capacity Pup Capacity	10 CY 10 CY			hour	602	155.00					
	Paver/Finisher					hour		133.00			150.00		

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Labor code	Bronze Rock Products, Inc	Civil Construction Co. Inc	Schneider Landscaping	Van Gundy Excavating, LLP	Landman Brothers LLC	Zentec Inc
	Pneumatic - Tired Roller					hour		172.00	190.00				
2124	Roller - 10000 lb. 10000 lb.					hour	605	144.00	140.00				
	Roller - 10000 lb. 10000 lb.					hour		-	140.00				
	Roller - 10000 lb. 10000 lb.					hour		133.00	140.00				
	Lawnmower					hour	605	520.00	250.00		225.00	250.00	
	Hydroseeder		2500 gallons			hour	203	-		650.00			
	Hydroseeder		2500 gallons			Tank	203	-		900.00			
	Turf Trencher & Tiller					hour	203	134.00	130.00				
	Small Spine Blade Mower					hour	203		275.00	180.00			
	Large Spine Blade Mower					hour	203		350.00	240.00			
	Skid Loader Attachments	Hayley Rake Land Leveler			w/Skidsteer	hour	344		190.00				
	Salt Fence Machine					hour		101.00		175.00	150.00		140.00
	Salt Fence Machine					hour	366			6.75	5.00		
	Flat Truck					hour	204	211.00	Car 2500: 200.00 Car 700: 215.00		180.00		200.00
	Shovel Front					hour	204	133.00	Car 425: 140.00 Car 700: 140.00		140.00		140.00
	Skidder					hour	385				150.00	40.00	
	65 Ton Crane					hour	304	341.00					
	Excavator with Hydraulic Hammer					hour	304	265.00			300.00		300.00
	Stump Grinder				with Generator							5.00	
	Truck				Random Grapple							100.00	
	Chopper											80.00	

File No. 10 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to accept the low bid from Fahrner Asphalt Sealers, LLC in the amount of \$57,280.00 for CP 2024-04 Crackfilling. Two bids were received and are listed below.

Fahrner Asphalt Sealers, LLC	\$57,280.00
Asphalt Surface Technologies Corp	\$79,360.00

File No. 11 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to accept the low bid from Scott Construction, Inc in the amount of \$448,814.23 for CP 2024-06 Seal Coat. Four bids were received and are listed below.

Scott Construction, Inc	\$448,814.23
Fahrner Asphalt Sealers, LLC	\$557,918.20
Asphalt Surface Technologies Corp	\$565,427.97
Allied Blacktop Company	\$575,929.79

File No. 12 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve ordering salt through the Cooperative Purchasing Venture (CPV).

File No. 13 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve the Management and Operations of Wildcat Park Agreement with Wildcat Creek Management LLC – Justin Rohrer and Jenna Knight – for the 2024 season. Finance Director Lapham said the hope was that the contract would eventually turn into a longer contract that exceeded one camping season.

File No. 14 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve a letter of support for a Sno Pac Foods grant application to the RFSI grant to build a cold storage facility in Caledonia with extra space for Houston County

businesses to utilize. Wagner said cold storage was a need for many farmers, producers, and businesses in Houston County. The Economic Development Authority (EDA) was in support of the project especially because of Sno Pac's willingness to create cold storage in Houston County not only for their own business, but also for other businesses in the community to utilize.

## DISCUSSION ITEMS

Commissioner Burns said he wanted to bring up the idea of Houston County having a County coordinator or administrator. He said it would need to be the right person. He said having a coordinator or administrator could help department heads who had additional duties such as the Auditor's office working on Wildcat Park, departments helping with building and ground facilities, etc. The administrator or coordinator could take on those extra duties. He said the person could also act as a liaison between the Commissioners and the departments. Commissioner Burns said it could help the County be more efficient. Commissioner Severson agreed. Commissioner Johnson said the County should first study their processes to determine who was doing what. He said the County could appoint an interim administrator or coordinator by County resolution. He said the County could work with the Attorney's office to create the resolution after studying duties.

Commissioners discussed recent and upcoming meetings including a Department Head, Labor Negotiations, Historical Society, and Solid Waste Committee meeting.

Lapham suggested changing the County Board Meeting schedule and having a workgroup session the second week of the month, and a regular meeting the third week of the month. She said this would allow for claims payable to be included in the packet and agenda. Wagner would put a revised BOC schedule on the agenda for board approval the following week to reflect the change going forward.

Commissioner Burns said he wanted to clarify a statement he had made regarding Caledonia Township and the current quarter, quarter rule. He said he had spoken to a township supervisor who said the Township was in favor of the rule as it currently was. They did not see a reason to change it. He said he had attended a Caledonia Township meeting and discussed possible changes to the rule with the township and members of the audience.

There being no further business at 11:17 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on April 2, 2024.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Eric Johnson, Chairperson

Attest: \_\_\_\_\_

Polly Heberlein, Interim Auditor/Treasurer

# HOUSTON COUNTY AGENDA REQUEST FORM

**Date Submitted: 04.2.24**

**By: Polly Heberlein, Interim Auditor/Treasurer**

## **ACTION ITEM:**

**Review Cash and Investments thru December 31, 2023**

**Reviewed by:**

<input type="checkbox"/> HR Director	<input type="checkbox"/> County Sheriff	<input type="checkbox"/>
<input checked="" type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/>
<input type="checkbox"/> IS Director	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> Other (indicate dept)	<input type="checkbox"/> Interim Auditor/Treasurer
<input type="checkbox"/> Environmental Svcs		

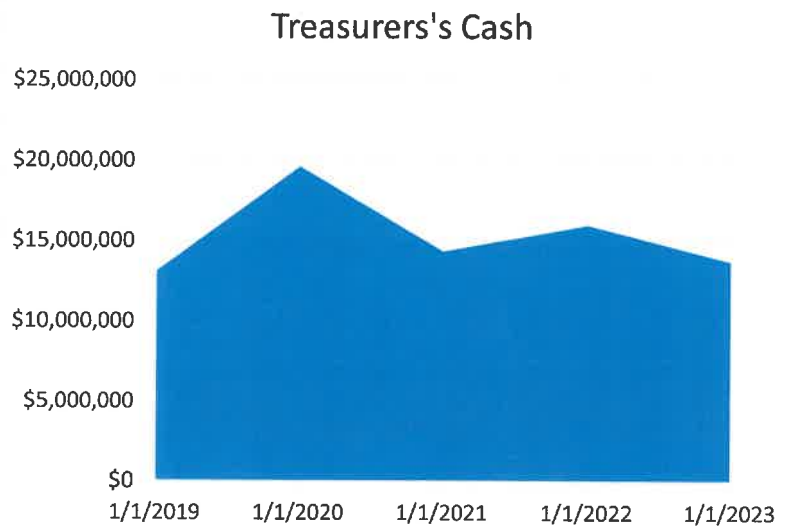
**Recommendation:**

**Decision:**



FINANCE PRESENTATION	CASH BOOK TOTAL 5 - YEAR PERIOD		
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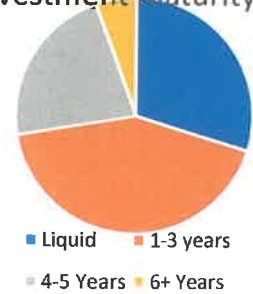
DATE	12.29.23
3/30/2019	\$13,860,734
6/30/2019	\$20,706,289
9/30/2019	\$13,017,731
12/30/2019	\$13,079,133
3/30/2020	\$11,038,126
6/30/2020	\$14,566,690
9/30/2020	\$15,858,223
12/30/2020	\$19,617,188
3/31/2021	\$17,303,395
6/30/2021	\$19,639,249
9/30/2021	\$16,432,168
12/30/2021	\$14,316,148
3/31/2022	\$11,278,501
6/30/2022	\$18,687,546
9/30/2022	\$13,835,621
12/30/2022	\$15,967,758
3/31/2023	\$12,581,749
6/30/2023	\$15,460,992
9/30/2023	\$12,509,519
12/30/2023	\$13,701,812



## Investment Breakdown for Houston County ending 12-29-23

Account Type	Amount		
Eitzen Special	\$ 2,709,367.51	Liquid	\$ 2,709,367.51
<b>Total Liquid \$</b>	<b>\$ 2,709,367.51</b>	<b>1-3 years</b>	<b>\$ 3,873,931.01</b>
		<b>4-5 Years</b>	<b>\$ 2,020,900.48</b>
<b>Certificates of Deposits &amp; Bonds</b>		<b>6+ Years</b>	<b>\$ 496,292.00</b>
Matures 1-3 yrs	\$ 3,873,931.01	<b>Total</b>	<b>\$ 9,100,491.00</b>
Matures 4-5 yrs	\$ 2,020,900.48		
Matures 6-10 yrs	\$ 496,292.00		
<b>Total investments</b>	<b>\$ 6,391,123.49</b>		
<b>Grand Total</b>	<b>\$ 9,100,491.00</b>	<b>12/29/2023</b>	

Investment Maturity



	Amount	% Rate	Maturity	Broker/Bank
<b>1-3 years</b>	\$ 150,000.00	3.200%	2/12/2024	Multi Bank
	\$ 200,000.00	2.800%	3/26/2024	ESB
	\$ 98,000.00	2.800%	3/27/2024	ESB
	\$ 100,000.00	5.200%	3/29/2024	ESB
	\$ 150,000.00	2.650%	5/30/2024	Multi Bank
	\$ 69,871.51	3.760%	7/19/2024	Raymond James
	\$ 105,000.00	0.550%	7/30/2024	Wells Fargo
	\$ 150,000.00	2.200%	7/31/2024	Multi Bank
	\$ 225,000.00	2.500%	8/13/2024	ESB
	\$ 100,000.00	2.200%	9/5/2024	ESB
	\$ 100,000.00	4.500%	10/21/2024	Multi Bank
	\$ 50,000.00	5.000%	12/22/2024	Rushford
	\$ 98,000.00	4.100%	3/28/2025	Multi Bank
	\$ 200,000.00	5.000%	4/11/2025	ESB
	\$ 150,000.00	4.800%	4/24/2025	Multi Bank
	\$ 200,000.00	3.100%	5/20/2025	Multi Bank
	\$ 150,000.00	1.000%	6/19/2025	Multi Bank
	\$ 100,000.00	3.400%	8/4/2025	Multi Bank
	\$ 200,000.00	4.800%	11/6/2025	Multi Bank
	\$ 90,258.28	2.839%	12/15/2025	Raymond James
	\$ 200,000.00	4.900%	3/16/2026	Multi Bank
	\$ 100,000.00	5.000%	3/16/2026	Raymond James
	\$ 100,000.00	5.000%	3/24/2026	Multi Bank
	\$ 150,000.00	4.750%	4/28/2026	Rushford
	\$ 192,801.22	4.821%	7/1/2026	Raymond James
	\$ 200,000.00	1.000%	7/14/2026	Wells Fargo
	\$ 95,000.00	1.000%	7/28/2026	Wells Fargo
	\$ 150,000.00	1.100%	9/28/2026	Wells Fargo
<b>1-3 years</b>	<b>\$ 3,873,931.01</b>			
<b>4-5 years</b>	\$ 150,000.00	3.200%	2/1/2027	Raymond James
	\$ 150,000.00	1.600%	2/16/2027	Multi Bank
	\$ 150,000.00	1.000%	9/30/2027	Multi Bank
	\$ 100,000.00	5.000%	10/20/2027	Raymond James
	\$ 150,000.00	1.400%	1/14/2028	Multi
	\$ 150,000.00	4.350%	4/13/2028	Raymond James
	\$ 150,000.00	4.750%	4/27/2028	ESB
	\$ 86,900.48	4.820%	8/1/2028	Raymond James
	\$ 195,000.00	5.800%	11/10/2028	Multi Bank

Investment Breakdown for Houston County ending 12/31/23

		\$ 248,000.00	5.350%	11/15/2028	Multi Bank
		\$ 243,000.00	5.400%	12/12/2028	Multi Bank
		\$ 248,000.00	5.500%	12/22/2028	Multi Bank
4-5 years		\$ 2,020,900.48			
Total 6+ years		\$ 248,000.00	1.200%	12/2/2030	Multi Bank
		\$ 150,000.00	5.200%	12/15/1931	Multi Bank
		\$ 98,292.00	3.876%	12/1/1934	Raymond James
Total 6+ years		\$ 496,292.00			

**HOUSTON COUNTY  
POOLED CASH  
TREASURER'S DAILY CASH TRIAL BALANCE**

**30-Dec-23**

TREASURER'S BALANCE END OF PRIOR DAY 13,482,902.99  
DAILY RECEIPTS 418,897.33  
CANCELLED WARRANTS 107.50  
PRIOR DAY CUMULATIVE RECEIPTS 22,072,757.59  
CUMULATIVE MONTHLY RECEIPTS 22,491,754.92  
DAILY DISBURSEMENTS 180,086.57  
PRIOR DAY CUMULATIVE DISBURSEMENTS 8,609,854.63  
CUMULATIVE MONTHLY DISBURSEMENTS 8,789,943.20

**TREASURER'S BALANCE END OF DAY 13,701,811.72**

Bank Name	Document No.	Date Invested	Date Matures	Interest Rate/Paid	Previous Days Balance	Receipts	Disbursements	Balance Per Client Books
<b>CERTIFICATE OF DEPOSIT</b>								
Bremen Bank	3531035050	02-Jan-14	02-Nov-23	0.50%	0.00			0.00
ESB Banking & Insurance	17576	11-Oct-23	11-Apr-25	5.00%	200,000.00			200,000.00
ESB Banking & Insurance	17553	29-Sep-23	29-Mar-24	5.20%	100,000.00			100,000.00
ESB Banking & Insurance	16223	03-Dec-18	03-Dec-23	3.00%	0.00			0.00
ESB Banking & Insurance	16224	03-Dec-18	03-Dec-23	3.00%	0.00			0.00
ESB Banking & Insurance	16503	26-Mar-19	26-Mar-24	2.80%	200,000.00			200,000.00
ESB Banking & Insurance	16226	12-Jun-12	12-Dec-23	3.00%	0.00			0.00
ESB Banking & Insurance	14206	27-Mar-14	27-Mar-24	2.80%	98,000.00			98,000.00
ESB Banking & Insurance	15521	13-Aug-19	13-Aug-24	2.50%	225,000.00			225,000.00
ESB Banking & Insurance	15522	05-Sep-19	05-Sep-24	2.20%	100,000.00			100,000.00
ESB Banking & Insurance	17242	27-Apr-23	27-Apr-28	4.75%	150,000.00			150,000.00
Rushford State Bank	61058	22-Dec-11	22-Dec-24	5.00%	50,000.00			50,000.00
Rushford State Bank	65316	25-Apr-23	25-Apr-26	4.75%	150,000.00			150,000.00
Total Certificates of Deposit					1,273,000.00	0.00	0.00	1,273,000.00

<b>NEGOTIABLE CERTIFICATE OF DEPOSIT</b>								
Multi-Bank Securities Inc	14042TAS6	x	30-May-19	30-May-24	2.65%	150,000.00		150,000.00
Multi-Bank Securities Inc	58013KBV7	x	31-Jul-19	31-Jul-24	2.20%	150,000.00		150,000.00
Multi-Bank Securities Inc	61760ARSO	x	06-Nov-18	06-Nov-23	3.55%	0.00		0.00
Multi-Bank Securities Inc	89235MKU4	x	30-Nov-20	02-Dec-30	1.20%	248,000.00		248,000.00
Multi-Bank Securities Inc	88241THU7	x	19-Jun-20	19-Jun-25	1.00%	150,000.00		150,000.00
Multi-Bank Securities Inc	32110 YUK9	x	30-Sep-21	30-Sep-27	1.00%	150,000.00		150,000.00
Multi-Bank Securities Inc	02357QAQ0	x	14-Feb-22	16-Feb-27	1.60%	150,000.00		150,000.00
Multi-Bank Securities Inc	307811DL0	x	14-Jan-22	14-Jan-28	1.40%	150,000.00		150,000.00
Multi-Bank Securities Inc	87165FL51		20-May-22	20-May-25	3.10%	200,000.00		200,000.00
Multi-Bank Securities Inc	37149CAZ0		03-Aug-22	04-Aug-25	3.40%	100,000.00		100,000.00
Multi-Bank Securities Inc	90348J4V9		10-Aug-22	12-Feb-24	3.20%	150,000.00		150,000.00
Multi-Bank Securities Inc	319477AL9		21-Oct-22	21-Oct-24	4.50%	100,000.00		100,000.00
Multi-Bank Securities Inc	654062LB2		26-Sep-22	26-Mar-25	4.10%	98,000.00		98,000.00
Multi-Bank Securities Inc	73317ABE1		09-Nov-22	06-Nov-25	4.80%	200,000.00		200,000.00
Multi-Bank Securities Inc	15118RZZ3		13-Dec-22	15-Dec-31	5.20%	150,000.00		150,000.00
Multi-Bank Securities Inc	800364EX5		14-Mar-23	16-Mar-26	4.80%	200,000.00		200,000.00
Multi Bank Securities Inc.	12547CAU2		24-Mar-23	24-Mar-26	5.00%	100,000.00		100,000.00
Multi Bank Securities Inc.	15987URK3		20-Apr-23	24-Apr-25	4.80%	150,000.00		150,000.00
Multi Bank Securities Inc.	28619WEA3		10-Nov-23	10-Nov-28	5.80%	195,000.00		195,000.00
Multi Bank Securities Inc.	01882MAH5		15-Nov-23	15-Nov-28	5.35%	248,000.00		248,000.00
Multi Bank Securities Inc.	89214PED7		12-Dec-23	12-Dec-28	5.40%	243,000.00		243,000.00
Multi Bank Securities Inc.	64017AB89		22-Dec-23	22-Dec-28	5.50%	248,000.00		248,000.00
Raymond James	09582YAG7		16-Mar-23	16-Mar-26	5.000%	100,000.00		100,000.00
Raymond James	72448BAC7		19-Apr-23	13-Apr-28	4.500%	150,000.00		150,000.00
Wells Fargo Advisory	06580AB78		30-Jul-21	30-Jul-24	0.55%	105,000.00		105,000.00
Wells Fargo Advisory	38149MXK4		28-Jul-21	28-Jul-26	1.00%	95,000.00		95,000.00
Wells Fargo Advisory	48128UJA6		05-May-20	15-May-26	1.25%	0.00		0.00
Wells Fargo Advisory	656285XK2		28-Sep-21	28-Sep-26	1.10%	150,000.00		150,000.00
Wells Fargo Advisory	7954507A7		14-Jul-21	14-Jul-26	1.00%	200,000.00		200,000.00
Total Negotiable Certificates of Deposit					4,330,000.00			4,330,000.00

Raymond James	937793BE6		28-Feb-12	01-Feb-27	3.20%	150,000.00		150,000.00
Raymond James	6037883UO		23-Apr-19	15-Dec-25	1.15% Cpn YTM 2.838%	90,258.28		90,258.28
Raymond James	425507MR8		28-Aug-22	01-Dec-34	3.7% Cpn. YTM 3.576%	98,282.00		98,282.00
Raymond James	03867PFX5		12-Oct-22	01-Aug-26	2.118% Cpn. YTM 4.82%	86,900.48		86,900.48
Raymond James	3130ATGZ4		28-Sep-22	20-Oct-27	5.000%	100,000.00		100,000.00
Raymond James	190760HN1		19-Oct-22	01-Jul-26	3.35% Cpn. YTM 4.821%	182,801.22		182,801.22
Raymond James	3130ASSQ3		22-Jun-23	19-Jul-24	3.76 Cpn YTM 5.5%	69,871.51		69,871.51
Raymond James						788,123.49		788,123.49
Total Gov't Securities						788,123.49		788,123.49
<b>CHECKING ACCOUNTS</b>								
Merchants	50076718-Gen	n/a	n/a	1.98%	2,465,982.86	423,473.12	180,069.57	2,709,387.51
Merchants	50076732-CD	n/a	n/a	1.79%	100,000.00			100,000.00
Merchants	50076734-Payroll	n/a	n/a	1.79%	700,000.00	1,450.41	1,450.41	700,000.00
Merchants	80676726-Albert	n/a	n/a	0.00%	14,489.02			14,489.02
Rushford Bank	392286 -BX Acct	n/a	n/a	2.11%	500.00			500.00
Elitzen State Bank	280-754 Sp Acct	n/a	n/a	3.75%	3,269,861.61			3,269,861.61
Merchants	ICS -Merchants 850070388	21-Jul-23	n/a	2.52%	500,000.00			500,000.00

MARKET SAVINGS									
Merchants Bank - CC	50078807	n/a	n/a	0.00%	16 845.83	1 131.75	5 659.38	T	11 118.25
Etizen State Bank	10019661 Tax Acct	n/a	n/a	0.20%	200.00				200.00
Merchants Bank	60000263 Tax Acct	n/a	n/a	1.33%	5 000.00	61.84			5 051.84
Investment Interest	4642 EDA				0.00				0.00
Investment Interest	2655 Rd & Br				0.00				0.00
	8537, 10033340, 10033389, 100333563, 100335599								
Investment Interest	3197 Collaborative				0.00				0.00
Investment Interest	280754 8545, 2727, 272685.6589 950070398				0.00				0.00
Investment Interest	2736 - HS				0.00				0.00
<b>Total Money Market Savings</b>					<b>20 845.83</b>				<b>16 370.09</b>

IFS TREASURER'S CASH & INVESTMENTS	12,339,565.27	Treasurer's Cash	
	1,362,248.48	Variance	0.00

## Merchants

WARRANTS  
Merchants

157,304.73  
1,352.91 DD COMMISSIONERS ACH  
97.50 DD COMMISSIONERS ACH



**HOUSTON COUNTY  
SUMMARY OF FUND INVESTMENTS 12-28-23**

FUND NAME	FUND AMOUNT
ROAD AND BRIDGE	\$1,493,600.00
HUMAN SERVICES	\$1,740,000.00
GENERAL FUND	\$1,818,011.72
SOIL AND WATER	\$882,882.07
COLLABORATIVE	\$50,000.00
<b>TOTAL FUND INVESTMENTS</b>	<b>6,784,493.79</b>

**ROAD AND BRIDGE**

Bank Name	Document No.	Date Invested	Date Matures	Interest Rate/Paid	Client Books
<b>NEGOTIABLE CERTIFICATE OF DEPOSIT</b>					
Multi-Bank Securities Inc	17284CCH5	24-Apr-13	24-Apr-23	2.30%	0.00
Multi-Bank Securities Inc	848783XQ4	13-Feb-19	13-Feb-24	3.10%	98,000.00
<b>Total Negotiable Certificates of Deposit</b>					<b>98,000.00</b>
<b>CERTIFICATE OF DEPOSIT</b>					
ESB Banking	14235	27-Jan-15	27-Jan-25	1.80%	97,000.00
ESB Banking	14080	27-Mar-12	22-Mar-27	1.25%	97,000.00
ESB Banking	17241	27-Apr-23	27-Apr-28	4.75%	100,000.00
<b>Total Negotiable Certificates of Deposit</b>					<b>294,000.00</b>
<b>MONEY MARKET SAVINGS</b>					
Etizen State Bank	2855	n/a	n/a	3.75%	1,101,600.00
<b>Total Money Market Savings</b>					<b>1,101,600.00</b>
<b>Total Road and Bridge Investments</b>					<b>1,493,600.00</b>

**HUMAN SERVICES**

Bank Name	Document No.	Date Invested	Date Matures	Interest Rate/Paid	Previous Days Balance	Receipts	Disbursements	Balance Per Client Books
<b>NEGOTIABLE CERTIFICATE OF DEPOSIT</b>								
Multi-Bank Securities Inc	68851XR2	23-Jun-23	22-Mar-24	5.30%	200,000.00			200,000.00
Multi-Bank Securities Inc	628779GW4	14-Jul-23	15-Apr-24	5.25%	240,000.00			240,000.00
<b>Total Negotiable Certificates of Deposit</b>					<b>440,000.00</b>			<b>440,000.00</b>
<b>MONEY MARKET SAVINGS</b>								
Etizen State Bank	2735	n/a	n/a	3.75%	1,300,000.00			1,300,000.00
<b>Total Money Market Savings</b>					<b>1,300,000.00</b>			<b>1,300,000.00</b>
<b>Total Human Services Investments</b>					<b>1,740,000.00</b>			<b>1,740,000.00</b>

**GENERAL FUND INVESTMENTS**

Bank Name	Document No.	Date Invested	Date Matures	Interest Rate/Paid	Previous Days Balance	Receipts	Disbursements	Balance Per Client Books
<b>MONEY MARKET SAVINGS</b>								
Etizen State Bank	8545-Recorder's Tech	n/a	n/a	3.75%	177,967.82			177,967.82
Etizen State Bank	4842-EDA Rev	n/a	n/a	3.75%	743,702.74			743,702.74
Etizen State Bank	272635-Recorder's Compliance	n/a	n/a	3.75%	137,712.69			137,712.69
Etizen State Bank	2727-Tech Eq	n/a	n/a	3.75%	119,734.09			119,734.09
Etizen State Bank	5589-E911	n/a	n/a	3.75%	638,904.48			638,904.48
Merchants Bank	ICS -Merchants 950070398	6/18/2021	n/a	2.12%	0.00			0.00
<b>Total Money Market Savings</b>					<b>1,818,011.72</b>			<b>1,818,011.72</b>
<b>Total General Fund Investments</b>								<b>1,818,011.72</b>

**SOIL AND WATER**

Bank Name	Document No.	Date Invested	Date Matures	Interest Rate/Paid	Previous Days Balance	Receipts	Disbursements	Balance Per Client Books
<b>NEGOTIABLE CERTIFICATE OF DEPOSIT</b>								
<b>MONEY MARKET SAVINGS</b>								
Etizen State Bank	008-537		n/a	3.50%	62,290.15			62,290.15
Etizen State Bank	3115	12/19/2023	n/a	3.75%	240,000.00			240,000.00
<b>Total Money Market Savings</b>					<b>302,290.15</b>			<b>302,290.15</b>

Bank Name	Document No.	Date Invested	Date Matures	Interest Rate/Paid	Client Books
<b>SAVINGS ACCOUNTS</b>					
Etizen State Bank	10033340	1/11/2013	n/a	1.00%	\$15,774.69
Etizen State Bank	10033389	1/11/2013	n/a	1.00%	\$11,449.53
Etizen State Bank	10033563	6/8/2013	N/A	1.00%	\$16,759.89
Etizen State Bank	10033589	7/19/2013	N/A	1.00%	\$34,317.66
<b>Total Savings</b>					<b>78,301.77</b>
<b>Total Soil and Water Investments</b>					<b>302,591.92</b>

**COLLABORATIVE**

Bank Name	Document No.	Date Invested	Date Matures	Interest Rate/Paid	Previous Days Balance	Receipts	Disbursements	Balance Per Client Books
<b>MONEY MARKET SAVINGS</b>								
Etizen State Bank	3107	n/a	n/a	3.50%	\$0,000.00			50,000.00
<b>Total Savings</b>					<b>\$0,000.00</b>			<b>50,000.00</b>
<b>Total Collaborative Investments</b>					<b>\$0,000.00</b>			<b>\$0,000.00</b>

**HOUSTON COUNTY  
AGENDA REQUEST FORM**

**Date Submitted: 04.02.24**

**By: Polly Heberlein-Interim Auditor-Treasurer**

**Consent Agenda:**

**Consider approving Peddler License for Jalen Hunter. Mr. Hunter is contracted through Platinum Supplemental Insurance.**

**License is requested for April 2<sup>nd</sup> thru May 2<sup>nd</sup> of 2024.**

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input checked="" type="checkbox"/> XX	County Sheriff	<input type="text"/>
	<input type="checkbox"/> Finance Director		County Engineer	<input type="text"/>
	<input type="checkbox"/> IS Director		PHHS	
	<input type="checkbox"/> County Attorney		Other (indicate dept)	
	<input type="checkbox"/> Environmental Svcs			
<b><u>Recommendation:</u></b>				
<b><u>Decision:</u></b>				

# Houston County, Minnesota

## Peddler's License & Registration Application

In an effort to provide the public of the County of Houston with the best quality of life within its jurisdiction, the County has determined that the following information be received from any and all persons or firms wishing to conduct:

☐ Transient Merchant  
☐ Canvasser/Solicitor

☒ Peddler

### 1. Name and description of applicant:

Name: Jalen C Hunter  
(First) (Middle) (Last)

Eyes Brown Hair Brown Height 5'11 Weight & Build 230

Date of birth [REDACTED] Drivers License # [REDACTED]  
(Attach copy of license)

2. Permanent Home Address: [REDACTED] St  
Indianapolis, IA 50125

Telephone Number: [REDACTED] 70

Local Address: [REDACTED] + Phone #: \_\_\_\_\_

### 3. Description of vehicle(s) used for sales purposes:

Make & Year Chevy [REDACTED] Model: \_\_\_\_\_

License # & State [REDACTED] Color: White

### 4. Brief written description of the nature of the business, a description of the goods to be sold (including photographs or brochures), what company you are soliciting for and the applicant's method of operation:

Platinum Supplemental ins.  
Supplemental Health ins.

Continued →



5. If employed, name and address of employer: Platinum  
Supplemental ins. 137 Main st. Dubuque, IA

6. List other cities/counties where licensed: IA, MO, MN

7. Dates requested for permit: 3-25 30 days

8. Have you been convicted of a felony, gross misdemeanor or any crime of theft, fraud, or issuance of a worthless check? Yes ☒ No

9. If a fixed site is used for display and sale of goods, written permission of the property owner must be provided.

10. Providing false information in the application could result in denial of the license.

11. Signature of applicant must be notarized.

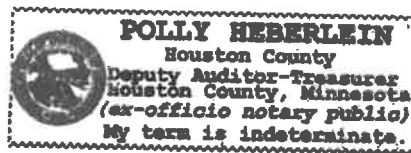
Jalen Hunter  
Signature of applicant

3-25-24  
Date

Polly Heberlein  
Notary

3-25-24  
Date

Notary Stamp



Prior to consideration of the application an investigation shall be made by the county sheriff's department of all persons listed on the license application.

Approved: ☒ Denied: ☐

Checked by: [Signature] #2803 "Steven Garrett"

County Auditor's Office Use Only

☐ Transient Merchant (7 day license) \$25.00 per individual  
☐ Peddler (30 day license) \$75.00 per individual  
☐ Canvasser/Solicitor (30 day license) \$75.00 per individual

Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ License # Expiration \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ By \_\_\_\_\_

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
April 2, 2024**

**Date Submitted: March 28, 2024**

**By: Tess Kruger, HRD/Facilities Mgr.**

**ACTION**

**NONE**

**APPOINTMENT REQUEST**

**HR CONSENT AGENDA REQUEST**

**Auditor/Treasurer**

- **Change the employment status of Deputy Auditor/Treasurer, Amy Sylling, from probationary to regular, effective 04/09/2024**

**Public Health & Human Services**

- **Change the employment status of Eligibility Worker, Kristen Klug, from probationary to regular, effective 04/09/2024**
- **Hire Savannah Slafter as a 1.0 FTE probationary Social Worker- Children's Mental Health, C41, Step 1, effective May 28, 2024**
- **Hire Lauren Solum as a 1.0 FTE probationary Social Worker- Licensing, C41, Step 3, effective April 15, 2024**

**Sheriff's Office**

- **Assign Rachel Meyer, currently Lead Jailer/Dispatcher, as the 1.0 FTE exempt status, Interim Jail Administrator, C43, Step 6 effective 04/07/2024 for a period not to exceed one year. Meyer retains rights otherwise accrued during this interim assignment, including hours served towards step placement upon her return to a Lead Jailer/Dispatcher position.**
- **Accept/Approve the resignation of Storm Davis, Sheriff's Deputy effective 04/11/2024**
- **Approve initiating a competitive search for a Sheriff's Deputy C42**

**Reviewed by:**

☐ **HR Director**  
☒ **Finance Director**

☒ **Sheriff**  
☐ **Engineer**

<input type="checkbox"/> IS Director	<input checked="" type="checkbox"/> PHHS	
<input type="checkbox"/> County Attorney	(indicate	
<input type="checkbox"/> Environmental Svcs	other dept)	A/T

**Recommendation:**

**Decision:**

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
April 2, 2024**

**Date Submitted: 03/27/2024  
By: HC Atty - Samuel D. Jandt**

**ACTION  
NONE**

**APPOINTMENT REQUEST – Request for approval and funding for a  
Houston County resident currently on Felony probation to attend  
Winona County Treatment Court.**

**HR CONSENT AGENDA REQUEST  
Auditor/Treasurer**

**Public Health & Human Services**

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input type="checkbox"/> Sheriff	
	<input checked="" type="checkbox"/> Finance Director	<input type="checkbox"/> Engineer	
	<input type="checkbox"/> IS Director	<input checked="" type="checkbox"/> PHHS	
		(indicate	
	<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> other dept)	<input type="checkbox"/> A/T
	<input type="checkbox"/> Environmental Svcs		
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

## **Samuel Jandt**

---

**From:** Suzanne Bublitz  
**Sent:** Tuesday, March 26, 2024 2:00 PM  
**To:** Samuel Jandt  
**Subject:** Treatment Court

Treatment Court is a collaborative effort to enhance public safety and reduce costs to the community and criminal Justice System by providing resources and structure that allow offenders to become alcohol and drug free. The program is based on three fundamental principles: accountability, responsibility and honesty. Strategies include regular appearances before a judge, intensive supervision, and case management by a probation agent and coordinator. The target population is high risk/high needs adult offenders. There is a screening and eligibility process and participants will be monitored throughout several phases. We feel that Houston County could benefit with this program by having a place reserved for a community member. Houston County does have an applicant that desires to complete the screening process and to participate in Treatment Court. This participant appears to meet the initial screening requirements once his cases have been resolved.

Sue

Suzanne M. Bublitz  
Assistant Houston County Attorney  
306 South Marshall Street, Suite 2300  
Caledonia, MN 55921  
Office: 507-725-5802  
Fax: 507-725-5783



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COLLABORATIVE TREATMENT COURT AGREEMENT BETWEEN WINONA COUNTY  
TREATMENT COURT AND HOUSTON COUNTY ("Agreement")

WHEREAS, drug treatment courts serve to enhance public safety and reduce costs to the community and criminal Justice System by providing resources and structure that allow offenders to become alcohol and drug free; and

WHEREAS, treatment courts provide for the court to work closely with prosecutors, public defenders, probation agents, law enforcement officers, social workers, and other Justice System partners to develop a strategy that will result in an offender completing a treatment program while abstaining from repeating the behaviors that brought them to court, and requires regular appearances before a judge as well as intensive supervision and case management by a probation agent and coordinator; and

WHEREAS, Winona County operates the Winona County Drug Treatment Court ("WCTC"); and

WHEREAS, the WCTC is a post-adjudication program for participants adjudicated guilty of a felony-level offense; and

WHEREAS, participation in the WCTC is available to Winona County residents and, on a case by case basis, Houston County residents may be eligible for admission into the WCTC; and

WHEREAS, Houston County is interested in placing eligible participants into the WCTC program; and

WHEREAS, the WCTC is funded by State and local government funding sources and the annual cost for a single participant is approximately \$3,500.00; and

WHEREAS, Houston County is prepared to immediately provide an annual amount of \$3,500.00 to reserve one seat in the WCTC to place a single eligible Houston County adjudicated felon into the WCTC program, provided that the proposed Houston County participant is given priority placement into the WCTC program.

NOW THEREFORE,

Upon the payment of \$3,500.00, the WCTC will reserve a single seat in the WCTC program for the admission of an eligible Houston County participant. That payment will be paid annually until the parties to this Agreement mutually agree to terminate this Agreement.

Houston County will be given priority placement in the wait list for its proposed eligible participant in the WCTC program.

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Winona County Treatment Court

---

Houston County

## **River Region Treatment Court Budget Planning**

*Costs are based on 20 participants in the program at FY24 budget projections.*

I have categorized three possible areas of costs:

- Coordinator Time: Case management approximately 20 hours per week, 1 hour per participant
- Drug Testing Services: Winona County Jail for Men and Family and Children's Center for Women
- Drug Testing Supplies and Laboratory Services (UA's, oral swabs, Premier Biotech, call in system)

**Example #1:** All three categories for a Winona County resident

Monthly Coordinator cost per participant: \$187.50

Monthly Drug Testing Services cost per participant: \$45.00

Monthly Drug Testing Supplies and Laboratory Services cost per participant: \$75.00

**Approximate Total Monthly cost per participant:**      **\$307.50**

**Approximate Total Annual cost per participant:**      **\$3,690.00\***

**Example #2:** Coordinator time and drug testing supplies/laboratory services for a Fillmore County or Houston County resident (provided that drug testing services are conducted through each DOC agency)

Monthly Coordinator cost per participant: \$187.50

Monthly Drug Testing Supplies and Laboratory Services cost per participant: \$75.00

**Approximate Total Monthly cost per participant:**      **\$262.50**

**Approximate Total Annual cost per participant:**      **\$3,150.00\***

**\*Not factored in is travel time for the Coordinator 4 times per month for home/employment visits**



WINONA COUNTY & WABASHA COUNTY

TREATMENT COURT

**State of Minnesota • Third Judicial District**

***Policy & Procedure Manual***

**May 2023**



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## **MISSION STATEMENT**

The mission of the Winona County & Wabasha County Treatment Court (WWTC) is to enhance public safety and reduce costs to the community and criminal Justice System by providing resources and structure that allow offenders to become alcohol and drug free.

## **WINONA COUNTY & WABASHA COUNTY TREATMENT COURT OVERVIEW**

The Winona County & Wabasha County Treatment Court represents a collaborative effort of criminal justice stakeholders working together to break the cycle of substance abuse and criminal activity. The WWTC follows the national standard ten key components for Adult Treatment Court Services. The program is based on three fundamental principles: accountability, responsibility, and honesty.

The WWTC uses evidence-based practices in its delivery of services and works in collaboration with community providers for chemical health and ancillary services. Cognitive behavioral programming and enhanced mental health services are inherent pieces of the program.

Treatment Court is a common term for Drug Court. Treatment Court represent a shift in the way courts are handling certain offenders while working with key stakeholders in the Justice System. In this approach, the court works closely with prosecutors, public defenders, probation agents, law enforcement officers, social workers, and other Justice System partners to develop a strategy that will result in an offender completing a treatment program while abstaining from repeating the behaviors that brought them to court.

) Treatment Courts are the single most successful intervention in our nation's history for leading people living with substance use and mental health disorders out of the Justice System and into lives of recovery and stability. The organization improves education, employment, housing, and financial stability while promoting family reunification. Instead of viewing addiction as a moral failing; Treatment Courts view it as a disease. Instead of punishment; they offer treatment. Instead of indifference; they show compassion.

Treatment Court strategies include regular appearances before a judge, intensive supervision and case management by a probation agent and coordinator. Frequent drug and alcohol testing that is random and individualized, and the use of immediate sanctions and incentives to reward program compliance and respond to program non-compliance are also implemented. Research shows that when these strategies are executed correctly, Treatment Courts improve public safety and save taxpayer dollars.

***The Winona County & Wabasha County Policy and Procedure Manual is subject to change at any time.***

## **KEY COMPONENTS**

**The Winona County & Wabasha County Treatment Court program utilizes the 10 Key Components for Adult Treatment Courts, as established by the MN Treatment Court Initiative and the MN Judicial Council:**

1. Integrate alcohol and other drug treatment services with Justice System case processing.
2. Use a non-adversarial approach in which prosecution and defense counsel promote public safety while protecting participants' due process rights.
3. Identify eligible participants early for immediate referral and prompt placement in the program.
4. Provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.
5. Monitor abstinence by frequent drug and alcohol testing.
6. A coordinated strategy governs Treatment Court responses to participants' compliance.
7. Ongoing judicial interaction with Treatment Court participants is essential.
8. Monitor and evaluate the achievement of program goals and gauge effectiveness.
9. Continuing interdisciplinary education promotes effective Treatment Court planning, implementation, and operations.
10. Forge partnerships among Treatment Courts, public agencies and community-based organizations to generate local support and enhance Treatment Court effectiveness.

## **GOALS & OBJECTIVES**

- ❖ To provide eligible participants the opportunity to participate in the WWTC
- ❖ To reduce recidivism of high risk prison or jail bound chemically dependent offenders.
- ❖ To reduce costs to the criminal Justice System and the local/statewide community by diverting repeat substance dependent offenders from incarceration and placing them on supervision in the WWTC program.
- ❖ To establish a systemic response by all involved community agencies.

## **ORGANIZATION**

Winona County & Wabasha County will have separate Treatment Court Teams with criminal justice stakeholders in each county who can collaboratively address the common goal of rehabilitation of the Treatment Court participants. Both counties will have separate team meetings to discuss the progress of participants. The Teams are led by Treatment Court Judges, who are ultimately responsible for the monitoring, supervision, and treatment of participants.

The Treatment Court Teams will consist of a Judge, Prosecutor, Defense Attorney, Program Coordinator, Law Enforcement, Probation, Treatment and Mental Health Provider(s) and other community partners who can provide community support and services. A Memorandum of Understanding is required with each team member, outlining each agencies role and expectations to the Treatment Court Team.

## **STRUCTURE/MODEL**

The Winona County & Wabasha County Treatment Court is a post-conviction program. The WWTC focuses on high risk, high need adult offenders and probation violators who are facing jail or prison because of new charges or because of non-compliance with probation conditions. Participants will have documented moderate to severe alcohol or drug dependence diagnosis and a LS-CMI or RANT Assessment indicating high risk/high need.

Advancement through the WWTC progressive phases is contingent upon compliant behavior in treatment, the court and community supervision outliers. Program advancement criteria are specifically defined later in this manual. Phase advancement may be delayed due to participant non-compliance. Advancement decisions will be made by the Treatment Court Team with the Judge maintaining judicial discretion.

Treatment and supervision case plans will be comprehensive, re-assessed, and updated regularly to reflect accomplished goals and individual progress. Throughout the program, the participant and team will address other obstacles that are barriers to long term sobriety including but not limited to; employment, sober housing, transportation, education or vocational rehabilitation needs and health and medical needs.

Upon the successful completion of and commencement from the WWTC, a participant will continue probation at a level deemed appropriate by the Probation Department.

## **TARGET POPULATION**

The WWTC targets high risk/high need adult offenders where there is a reasonable assumption that the offender's criminal activity is connected directly to the ongoing, chronic, and habitual abuse of substances. Absent an interruption in their cycle of addiction, it is likely that criteria-eligible offenders will continue to commit crime, re-enter the criminal Justice System and be exposed to long-term incarceration or other negative consequences. This often results from traditional, less resource-intensive approaches to case disposition. Typically, offenders enrolled in Treatment Courts have criminal histories, prior contacts with law enforcement, previous exposure to alcohol and drug treatment systems, and a history of relapse into substance abuse. The WWTC targets offenders who require the more intensive focus on treatment, monitoring, and judicial intervention.

## **Eligibility Criteria**

The eligibility criteria for WWTC are individualized to each treatment court program and community needs. Individualized criteria are outlined later in this manual.

## **Screening Process**

The Winona County & Wabasha County Attorney's Office will screen anyone charged with a new eligible offense for initial Treatment Court eligibility upon the filing of a criminal complaint. Probation agents will screen anyone accused of a probation violation for initial Treatment Court eligibility upon the filing of a probation violation report. Any defense attorney can also submit a screening referral form on behalf of a client

charged with an eligible offense or facing a probation violation. Regardless of the origin, the initial screening will focus on age, residency, and offense (both prior criminal history and current offense) eligibility. All screening referral forms will be sent to the Treatment Court Coordinator, who will then make contact with any applicant who meets the initial eligibility criteria.

*\*An offender's race, gender, religious affiliation, sexual orientation, and national origin are not considered when determining eligibility.*

### **TREATMENT COURT ENTRY**

Upon accepting an offer to enter into the WWTC, sentencing (or re-sentencing for probation violation files) can proceed in District Court. Assuming the District Court does in fact sentence the applicant to Treatment Court, entering into and successfully completing the Treatment Court program will be a condition of the applicant's probation. Prior to that sentencing hearing, or immediately thereafter, the Treatment Court Coordinator will meet with the applicant to sign the initial participation documentation.

No applicant accepted and approved for entry into WWTC will be allowed to enter the program if the applicant has any pending warrants in the State of Minnesota that will interfere with their participation in Treatment Court. However, once any outstanding warrants are quashed, an approved applicant can enter into the WWTC.

Any applicant who enters into the Treatment Court program remains on probation supervision. Treatment Court is not a substitute for probation. Treatment Court is a condition of probation. Should a participant fail to successfully complete the Treatment Court program, he/she would result back in District Court on a probation violation, facing the possibility of an executed sentence.

When someone is being held in custody and is sentenced in District Court to enter into and complete Treatment Court, the participant may remain in custody until he/she makes his/her first appearance in Treatment Court. This appearance would likely occur within a week of sentencing at the first Treatment Court session immediately following sentencing.

A participant who has a treatment recommendation for residential treatment will likely remain in custody until a bed is available at that facility. Subsequently, the participant will be transported to the designated treatment facility and released from custody under the supervision of the WWTC.

### **OPEN HEARING & STAFFING POLICY**

Treatment Court sessions are open to the public. Prior to each court session the team staffs each participant's case. While the staffing sessions are not open to the public, permission to attend may be obtained from the Judge or Coordinator. Those individuals who are permitted to attend the staffing will be required to sign a confidentiality form.

## **CASE MANAGEMENT**

The WWTC Teams provide case management services for each participant. Case management is a coordinated, collaborative effort to link service providers to assist participants with their needs.

Case management responsibilities will be shared by the Treatment Court Coordinator and the Probation Agent. Case management is defined as coordination of all aspects of a participant's experience in Treatment Court. Specific services include:

- ❖ Serving as the point of contact for participants and referrals to treatment providers and other agencies.
- ❖ Providing updates and progress reports for participants to the team.
- ❖ Coordinating the docket.
- ❖ Providing informal counseling and ensuring accountability.
- ❖ Collecting specimens.

### **Case Plan**

All participants will have a comprehensive, individualized case plan for each phase developed with the Treatment Court Team members based on each participant's needs as determined by the chemical dependency evaluation, mental health assessment, and LS-CMI or RANT Assessment results. The case plan will be reviewed regularly for changes and modifications. The plan may include, but is not limited to the following:

- ❖ A plan for fulfillment of criminal justice obligations.
- ❖ Treatment and other services.
- ❖ A plan for assuring continuity through treatment and program completion.
- ❖ Obtaining and maintaining a sponsor.
- ❖ Attending recovery support meetings.
- ❖ Building healthy relationships with family, significant others, and friends.
- ❖ Maintaining sobriety.
- ❖ Arrangements to repair the harm done to any victim(s) and the community.
- ❖ Obtain/maintain employment, identify educational needs (if applicable), and establish stable housing.
- ❖ A plan for relapse prevention and a pro-social support system in the community.
- ❖ Regular reporting to the Treatment Court Judge on individual progress including, but not limited to, in court sessions.

The Treatment Court Team will assist the participant in obtaining the collateral services that he/she needs related to chemical use, mental health, employment services, community based program, and education.

### **Progress Reports**

The Treatment Court Coordinator shall gather information from the participant, Probation Agent, law enforcement, and treatment providers about each participant's progress and will report that information to the team. The Treatment Court Team will meet prior to Treatment Court hearings to discuss individual participants' progress and to address next steps, goals, incentives and/or sanctions.

## **PARTICIPANT REQUIREMENTS**

- ❖ Law abiding behavior.
- ❖ Comply with the case plan.
- ❖ Attend all required meetings and be on time. In the event a participant is unable to attend a scheduled meeting or appointment, the participant will call and inform the Coordinator or Probation Agent. Notification is expected as soon as possible or at least two hours in advance.
- ❖ Attend all Court appearances and be on time.
- ❖ Submit to drug and alcohol testing as required.
- ❖ Abstain from the use, possession, and consumption of all alcohol and all non-prescribed controlled substances. Take any prescribed medications only as directed and only in the dosages and frequencies ordered. Medications may require medication management services.
- ❖ Have no contact with any persons associated with illegal drugs and do not associate with any persons known to be using or possessing alcohol and/or controlled substances.
- ❖ Appointments with anyone in the medical field must be reported to the Treatment Court Coordinator. Use only one primary provider/physician and one pharmacy.
- ❖ Submit any required reports to the team as ordered.
- ❖ Keep the Coordinator and Probation Agent informed of current address, phone number and whereabouts. The participant must promptly report any changes of the above to the Coordinator and Probation Agent within 48 hours. Voice message mailbox must remain open.
- ❖ Obtain full-time employment and/or work on GED/educational objectives while maintaining employment or an alternative plan approved by the team. Each participant will provide proof of employment or employment search to the Treatment Team and will report any changes of employment within 48 hours.
- ❖ Submit to rehabilitative, medical, or psychological programming as directed.
- ❖ Pay all costs, restitution, fines, etc. ordered by the Court.
- ❖ Comply with the directives of the Treatment Court Team.
- ❖ Residence and anyone occupying or visiting the residence are subject to approval by the Treatment Court Team.
- ❖ Use sound judgment and common sense when utilizing social media. Be aware that social media is public information. Participants will be held accountable for foul, disrespectful, and threatening language, harassment, and violent statements posted on social media.
- ❖ Make satisfactory progress in the program as measured by each phase requirement.
- ❖ Abide by curfew requirements as outlined below.

## **CURFEW AND OVERNIGHT REQUESTS**

Participants are required to abide by a curfew in several phases of the program as outlined in the individual criteria of each county. Curfew extensions and overnight requests require approval from the Treatment Court Team, except in emergency situations. Participants must be in good standing to be considered for an overnight stay. To ensure approval, planned events should be provided to the Coordinator prior to the next scheduled court



hearing. Some flexibility can be provided on weeks when court is not scheduled. In emergency situations, the participant shall contact the Coordinator or Probation Agent as soon as possible.

Although participants in the final program phase are not required to have a curfew (unless directed otherwise by the Court), all participants need prior approval from the Coordinator and Probation Agent to stay overnight at another residence. If approval is granted, participants will need to notify the Coordinator and Probation Agent of overnight stays before they occur, along with pertinent information regarding location and length of stay.

The overnight consecutive stay policy is as follows:

- ❖ Phase I: No overnight stays allowed
- ❖ Phase II: Up to three (3) consecutive overnight stays allowed
- ❖ Phase III: Up to five (5) consecutive overnight stays allowed
- ❖ Phase IV: No cap on consecutive overnight stays except for what is restricted by probation

On a case by case basis, approval of overnight stays outside of this policy is at the discretion of the Treatment Court team.

### **APPREHENSION AND DETENTION ORDER**

Pursuant to Minn. Stat. §244.195, Probation may issue an Apprehension and Detention order (A&D), when the participant is alleged to be in violation of probation or WWTC program requirements. The written A&D order is sufficient authority for a Peace Officer or Probation Agent to detain the individual for not more than 72 hours, excluding Saturdays, Sundays, and holidays, pending a hearing before the Treatment Court or District Court Judge.

The Coordinator or Probation Agent issuing the A&D should advise the team of the violation and action needed.

### **MEDICATION MONITORING & MEDICATION ASSISTED TREATMENT (MAT)**

Upon entering the WWTC, a participant must secure an Addiction Specialist, Psychiatric Mental Health Provider, or an Advanced Practice Nurse Practitioner as their prescribing physician. Any other physician outside of these specialties will be reviewed on a case-by-case basis and subject to approval by the Treatment Court Team. All psychotropic medications must be prescribed through one of the above medical professionals. A release of information will be required for communication between the prescribing physician and all providers, including the WWTC Team, chemical dependency treatment provider, mental health therapist, etc.

Participants must provide a complete list of prescription and over-the-counter medications that he/she is using or may be using to the Treatment Court Coordinator. All medications must be non-addictive and not contain alcohol (i.e. mouthwash, cough syrup, etc.), unless validly prescribed by a medical professional listed above and specifically approved in advance by the Coordinator. In addition, all over-the-counter medications and/or dietary supplements must be approved in advance by the Coordinator. Each participant is required to sign a "Treatment Court Prohibited Substances Contract" upon entry into the Treatment Court Program.



All prescription medications that a participant is using or may use are subject to medication monitoring. The participant must notify the Treatment Court Coordinator of any prescription medications that he/she is prescribed within 24 hours of receiving a new prescription. Proof of a valid prescription must be provided to the Treatment Court Coordinator within 72 hours of receiving the prescription.

Expired prescription medications must be disposed of within 72 hours. This also includes valid prescription medications that are no longer used by the participant.

It is the policy of WWTC to incorporate evidenced based practices which includes the use of medications, in combination with counseling and behavioral therapies, to provide a whole-patient approach to the treatment of substance use disorders. Medication Assisted Treatments (MATs) have been shown to assist addicted offenders maintain sobriety. The WWTC does not exclude program participation due to using MATs nor requires participants to taper off MATs.

Participants who are under the care of a physician are permitted to continue on with MATs as long as the prescriber determines that the medication is clinically beneficial. Participants are encouraged to work with their physician or medical professional to avoid/limit the use of opiates, amphetamines, benzodiazepines, or any mood altering drugs and to find non-addictive alternatives. If medications containing controlled substances must be used while participating in Treatment Court due to medical necessity, the participant and his/her physician or medical professional must sign a "Treatment Court Medication Notification and Verification Form" and return it to the Treatment Court Coordinator. All participants will be provided a copy of the "Safe Drug Use for the Recovering Addict or Alcoholic" form (Ridgeview Institute, 2012).

If controlled substances are prescribed to a participant, medication monitoring by a licensed service provider may be required. Medications would be distributed on a daily, weekly, or monthly basis, or as deemed appropriate based on a participant's individual case plan and medical needs.

Medical marijuana, CBD (cannabidiol) products, kratom and any of its strains are prohibited in the Treatment Court program.

### **MEDICAL QUARANTINE**

If a participant enters a medical quarantine during their time in WWTC, their time in quarantine will not count towards the time needed to advance to the next phase. The first time a participant enters quarantine, medical verification needs to be submitted to the Coordinator within 24 hours. Subsequent medical quarantines will require a medical provider's note to approve the quarantine within 24 hours of the quarantine start date.

### **DRUG & ALCOHOL TESTING**

**Random, observed, and frequent drug and alcohol testing is vital in monitoring compliance.** Participants choosing to enter the WWTC must agree to cease the use of alcohol and all mood-altering substances, unless prescribed by a medical provider that would test positive during a drug or alcohol test (including but not limited to: narcotics, tranquilizers, sedatives, stimulants, opiates, and opiate-based

medications). More details are provided above in “MEDICATION MONITORING AND MEDICATION ASSISTED TREATMENT” section.

**If it becomes necessary for a participant to take prescription medication during his/her participation, prior approval must be sought from the team with appropriate medical documentation provided, whenever possible.**

All participants could be subject to urine, blood, breath and/or other tests. Requirements include direct observation of the sample submission. All drug and alcohol testing results will be reported to the Treatment Court Team. Frequency of testing is determined by the participant’s case plan and the Treatment Court Team.

The WWTC Team members (or their designees) are responsible for administering drug and alcohol testing and have discretion to test participants at any time. Drug and alcohol testing may include but is not limited to: random UA’s, the Drug Patch, Soberlink, and PBT’s.

### **SEARCHES & SEIZURES**

As a participant in Treatment Court and subject to probation conditions, participants may have their belongings, person, vehicle, and/or place of residence searched by any Probation Agent, law enforcement officer (including a K9), or designated Treatment Court Team member for the presence of narcotics, drugs, or other contraband at any time (day or night), with or without a search warrant, and without prior notice. Any agent or officer who observes a current participant of Treatment Court in any of the following circumstances is authorized to immediately arrest that individual:

- ❖ In violation of any criminal law.
- ❖ Ingesting/under the influence of a controlled substance or alcohol.
- ❖ Being in the presence of drug paraphernalia, alcohol containers/bottles/cans, etc.
- ❖ Being in the presence of a person in possession of a controlled substance or alcohol, or where a controlled substance or alcohol is present.

Law enforcement officers, Probation Agents, and designated Treatment Court Team members have the discretion to impose an immediate sanction; including, but not limited to jail time, for the above stated circumstances. Participants detained in jail after arrest will be discussed by the team either in staffing or electronically, and may be released according to the sanction policy or brought to the next scheduled Treatment Court hearing.

Refusing a search may result in an A&D order and/or termination from the WWTC.

### **INCENTIVES & SANCTIONS**

Incentives are responses to compliance, perceived as positive by the receiver. Sanctions are the imposition of a consequence, perceived as negative by the receiver, as a direct result of a prohibited activity. At each court review hearing, participants may be subject to incentives or sanctions based on their performance and program compliance for the reporting period. Both compliant and noncompliant behaviors may be addressed with incentives and sanctions ordered to reinforce the participants’ choices and behaviors. The more noncompliant behaviors that the participant is engaging in, may receive more severe sanctions. When ordering sanctions, the

Judge considers the nature of the noncompliant behavior, the number of previous or similar sanctions, the participant's current phase level, and the participant's attitude.

Sanctions are intended for immediate imposition and will be graduated per episode of non-compliance. Incentives are awarded to recognize participants for their efforts in recovery and to reinforce their positive behaviors. Incentives are granted on an as-earned basis.

If a participant receives a sanction of community work service, they will be required to complete the assigned hours on the Sentence to Serve (STS) crew. If the participant is not eligible for STS, a similar community work service sanction will be provided at the discretion of the Treatment Court Team.

ACHIEVEMENTS	INCENTIVES
<ul style="list-style-type: none"> <li>❖ Attending all court appearances</li> <li>❖ Negative drug test results for period of time</li> <li>❖ Attendance and participation in treatment</li> <li>❖ Attendance and participation in support meetings</li> <li>❖ Completion of GED</li> <li>❖ College enrollment and attendance</li> <li>❖ Job promotion/obtaining employment</li> <li>❖ Compliance with treatment/supervision plan</li> <li>❖ Voluntary speaking engagements</li> <li>❖ Phase advancement</li> <li>❖ Demonstrates accountability, responsibility, honesty</li> </ul>	<ul style="list-style-type: none"> <li>❖ Recognition and praise by the Judge</li> <li>❖ Courtroom recognition</li> <li>❖ Certificates of achievement</li> <li>❖ Event tickets or gift cards</li> <li>❖ Decreased court appearances</li> <li>❖ Phase advancement</li> <li>❖ Voucher assistance</li> <li>❖ WRAP+ program support</li> <li>❖ Letters of support</li> </ul>
CHOICES	SANCTIONS
<ul style="list-style-type: none"> <li>❖ Missed court appearances</li> <li>❖ Missed appointment with Probation or Coordinator</li> <li>❖ Missed recovery support meeting</li> <li>❖ Missed treatment and/or therapy</li> <li>❖ Violation of court order</li> <li>❖ Positive, missed, or late drug test</li> <li>❖ Tampered/diluted drug test</li> <li>❖ Inappropriate behavior</li> <li>❖ New criminal charges</li> <li>❖ Driving without a valid license</li> <li>❖ Failure to perform sanctions</li> <li>❖ Noncompliance with treatment or case plan</li> <li>❖ Noncompliance in accountability and responsibility</li> <li>❖ Dishonesty</li> </ul>	<ul style="list-style-type: none"> <li>❖ Reprimand from the Judge</li> <li>❖ Increased court appearances</li> <li>❖ Increased and/or payment for drug testing</li> <li>❖ Daily recovery support meetings</li> <li>❖ Day reporting to probation, court, or facility</li> <li>❖ Curfew imposed</li> <li>❖ Increased Probation visits/meetings</li> <li>❖ Additional community service/STS hours</li> <li>❖ Thinking Report recited in Court</li> <li>❖ Area/Association restriction</li> <li>❖ Placement on EHM, GPS or SCRAM</li> <li>❖ Sentence to jail 1 to 30 days</li> <li>❖ Delay in phase change or regress to a prior phase</li> </ul>

## **TERMINATION**

It is not a best practice for the Winona County & Wabasha County Treatment Court to terminate participants, as the WWTC caters to high risk and high need offenders. A decision to terminate from WWTC will not be hasty or arbitrary.

### **Termination Criteria**

Refer to each county policy for county specific termination criteria.

### **Termination Process**

*All Treatment Court participants are subject to the following termination process:*

Any member of the Treatment Court Team may make a request for termination based on program criteria. The Treatment Court Judge will decide if the request contains adequate grounds for termination and if so, the potential termination will be brought up at the next staffing. The Judge will consider input from the team on whether or not to proceed with the termination process.

If the Judge decides to proceed with the termination, the participant in question shall be notified that termination is being considered and the reason(s) given for the request to terminate. The participant will be provided a termination letter with these notifications and the date of an admit/deny hearing, which often takes place immediately following the next scheduled Treatment Court hearing. Before this hearing, the participant is afforded an opportunity to address the Treatment Court Team and the Judge on why he/she should not be terminated from Treatment Court. At the hearing, the participant is then notified by the Judge of the request to terminate and the reasons cited. If a participant admits the conduct cited for termination, the Judge will make the final decision as to whether to terminate the participant and will issue an order. If a participant denies the conduct cited for termination, a contested termination hearing will be scheduled. Conditions of release will then be set by the Judge. If a participant is in custody during this time, the contested termination hearing must be held within seven business days, unless good cause is shown to continue the hearing. If the participant is not in custody, the hearing must be held within a reasonable timeframe.

If deemed necessary by the Treatment Court Team, the participant will enter into a Treatment Court contract, outlining the terms and conditions the participant needs to follow prior to the termination hearing.

If the participant is terminated for any reason other than absconding, the appropriate Probation Department will be notified and a probation violation report will be filed in District Court. If the District Court finds that the participant has violated probation and that the violation was intentional and inexcusable, the Court must still find that the policies favoring probation are outweighed by the need for confinement before a participant's sentence will be executed.

If termination proceedings are commenced against a participant for absconding, the Probation Department will be notified, and a probation violation report will be filed in District Court. If the District Court finds that the participant has violated probation and that the violation was intentional and inexcusable, the Court must still find that the policies favoring probation are outweighed by the need for confinement before a participant's sentence will be executed.

### **Participant Rights in Termination Proceedings**

The participant will be provided with notice of the termination request and the reason for the termination request prior to termination proceedings. Upon notification that Termination Proceedings are being commenced, the participant will consult with the WWTC defense attorney or legal counsel to be informed of the process for termination. A participant will have the opportunity to ask questions of the Treatment Court Coordinator and Treatment Court Team members, including the Treatment Court Defense Attorney or another attorney, during the termination process.

### **Voluntary Removal Policy**

A Participant may voluntarily withdraw from WWTC by requesting an executed sentence in District Court.

### **TREATMENT COURT PROJECT**

In the final phase, participants must complete a community work service project. This should be an event from start to finish that engages and gives back to the community.

**A successful project must have the following components:**

- ❖ Must be developed independently from any organization or preexisting offering in the community but participants can partner with agencies.
- ❖ Must be a service to the community.
- ❖ Must be team/community oriented.
- ❖ Must be legal and appropriate for all age groups.
- ❖ Must remain inside of all rules of probation.
- ❖ Must include a minimum of 20 participant hours.

**A few good ideas for community service projects are:**

- ❖ Send care packages to deployed troops, veterans or wounded soldiers in the community.
- ❖ Get a group together for an afternoon of raking, shoveling or other yard work for the elderly.
- ❖ Help fix a run-down playground or plant flowers in the community.
- ❖ Organize a drug awareness campaign with the local school district.
- ❖ Share recovery stories to the community.
- ❖ Organize a community walk for prevention (suicide prevention, domestic violence prevention, etc.)
- ❖ Build or make something to donate to the community or nonprofit agency (bird houses, blankets, picnic tables, book boxes, etc.)
- ❖ Host an event (golf tournament, concert) and donate funds raised to a nonprofit agency.
- ❖ Coordinate roadside pickup or adopt a highway.

## **SOCIAL PARTICIPATION**

Winona County and Wabasha County Treatment Court will be organizing joint social activities to get participants involved in the community and building sober support between counties.

## **EVALUATION & SUSTAINABILITY**

The Winona and Wabasha Treatment Court Teams will work with the State Court Administrator and will comply with Treatment Court Best Practice Standards to maintain program evaluation. The WWTC will develop a plan to secure resources to sustain Treatment Court in the community. The Treatment Court Teams will work to inform and engage the community about the progress and benefits of the Treatment Court.

## **CONFIDENTIALITY**

Any program that specializes, in whole or in part, in providing treatment counseling, or assessment and referral services for offenders with AOD (Alcohol or Drug) problems must comply with the federal confidentiality regulations ( 42 C.F.S.s2.12(e)).

Two federal laws and a set of regulations guarantee the strict confidentiality of information about persons (including offenders) receiving alcohol and drug abuse assessment and treatment services. The legal citation for these laws and regulations is 42 U.S. C. SS 290dd-3 and ee-3 and 42 C.F.R. Part 2.

These laws and regulations are designed to protect the patient's privacy rights in order to attract people into treatment. The regulations restrict communications more tightly in many instances than, for example, either the doctor-patient or the attorney-client privilege. Violation of the regulations is punishable by a fine of up to \$500 for a first offense or up to \$5,000 for each subsequent offense.

Federal confidentiality laws and regulations protect information about an offender if the offender has applied for or received any AOD-related services from a program covered under the law. Services applied for or received can include assessment, diagnosis, individual counseling, group counseling, treatment or referral for treatment. The restrictions on disclosure apply to any information that would identify the offender as an alcoholic or other drug abuser, either directly or by implication. The general rule applies from the time the offender makes an appointment. It applies to offenders who are mandated into treatment as well as those who enter treatment voluntarily. It also applies to former clients or patients. The rule applies whether or not the person making an inquiry already has the information, has other ways of getting the information, has an official status, is authorized by State law, or has a subpoena or search warrant.

Information that is protected by federal confidentiality regulations may always be disclosed after the offender has signed a proper consent form. The regulations also permit disclosure without the offender's consent in several situations, including medical emergencies, program evaluations and communications among program staff. Offenders who refuse to sign consent forms permitting essential communications can be excluded from treatment or provided treatment temporarily in the hope that resistance to signing the consent forms will evaporate as treatment proceeds.

## **ROLES & RESPONSIBILITIES OF TEAM MEMBERS**

In addition to the duties summarized below, all Team members will serve on the WWTC, observe other Treatment Courts as able, and attend Treatment Court trainings including the national conference, state conference every other year, and other trainings throughout the year. All Team members, except the evaluator and pharmacist, will review participant progress and attend weekly pre-court staffing to discuss appropriate sanctions and incentives.

### **Judge:**

Supervises participant progress through the Treatment Court continuum, leads the WWTC Team in decision-making, and presides over court proceedings interacting directly and regularly with participants while administering sanctions and incentives.

### **Coordinator:**

Coordinates all aspects of the Treatment Court, including case management and program oversight; ensures appropriate and timely completion of proposed substance abuse court program activities; facilitates case flow and activities of participating agencies; monitors the meeting of goals, objectives, and timelines of each participant; provides monitoring and contractual service quality assurance; manages and writes grants; participates in Team decision-making.

**Prosecutor:** Serves as gatekeeper/screener for access to WWTC; oversees the filing of all required legal documents; assures confidentiality requirements are met; participates in Team decision-making.

### **Defense Counsel:**

Counsels and advocates for participants, ensuring that they understand their rights and responsibilities; advocates for potential participants' access to and continued participation in the Treatment Court; assists in the screening process; assures confidentiality requirements are met; participates in Team decision-making.

### **Law Enforcement:**

Serve as liaison between Treatment Court and law enforcement officers who are tasked with compliance responsibilities; monitors participant program compliance; performs curfew checks and home searches; participates in Team decision-making.

### **Corrections:**

Identifies and screens eligible probation violation cases and refers cases to the Team for admission consideration; provides individual, intensive supervision and a broad range of rehabilitative and case management services within the Treatment Court continuum, pursuant to DOC policies; organizes and presents participant progress/adjustment information; participates in Team decision-making.

**Jail:** Identifies, screens and refers cases to the Team for admission consideration; acts as a liaison between Treatment Court and the jail; monitors participant program compliance; participates in Team decision-making.

**Chemical Use Evaluations and Substance Abuse Treatment, Rehabilitation, and Mental Health:**

Advocates for treatment services to address substance use disorders and other risk factors for recidivism; makes treatment recommendations to the Court, and as appropriate, identifies and/or provides a continuum of care for participants; refers participants to specific programs based on their clinical suitability, the program's ability to comply with reporting requirements, and the program's capacity to meet any special needs that may exist (e.g., mental or physical health, or language barriers); conducts chemical dependency assessments and mental health evaluations to examine potential or severity of substance use and mental health disorders, and examines other potential risk factors; provides WWTC and participants with the understanding of the elements of addiction, treatment modalities, and realistic outcomes; participates in Team decision-making.

**Community Liaison: *(Optional)***

Acts as a liaison between Treatment Court and the various community/business organizations and the general public; has contact and interaction with WWTC participants, members of the community, and businesses to develop resources in response to participant needs; assists in mobilizing resources within the community; actively involved in Team decision-making to assist in meeting the WWTC mission statement.

**Mentor and Participant Advocate: *(Optional)***

The mentor will have contact and interaction with Treatment Court participants, members of the community, and businesses to develop resources in response to participant needs; assists in connecting participants with a prosocial network of support; connects participants with sponsors, mentors and recovery programming; actively involved in Team decision-making to assist in meeting the WWTC mission statement.

**Pharmacist Consultant: *(Optional)***

Reviews medications and drug screening results of Treatment Court participants, as requested by the Treatment Court Team; researches positive laboratory results and presents findings to Treatment Court coordinator; participates in Team decision-making.

**Program Evaluator: *(As needed)***

Responsible for developing reliable and valid methodologies to study the effectiveness of the WWTC, including but not limited to, process, outcome, and cost-benefit evaluations.



## **WINONA COUNTY PROGRAM DETAILS**

### **Overview**

The program is a minimum of 13 months and is divided into four major phases plus an Aftercare Group. This timeframe is an estimate, and the time for any one participant to complete the program may vary based on the needs and progress of the individual participant and as directed by the Treatment Court Team. Movement through phases is based on accomplishment of individual case plan goals and program requirements. Components for the program include: chemical dependency evaluation and treatment, mental health assessment and treatment, random alcohol and drug testing, regular court appearances, case management meetings and referrals, employment, education, home visits, employment visits, attendance at recovery support group meetings (including NA, AA, CR and SMART recovery), abstinence from substance use, behavioral responses, restitution, and program fees.

### **Oversight**

The Winona County Criminal Justice Coordinating Council (CJCC) oversees the Winona County Treatment Court program. The Coordinator reports monthly to the Winona County Courts Committee, who then relays those monthly reports to the CJCC. The CJCC is comprised of volunteer representatives from the community, county employees, and members of the Treatment Court Team. The CJCC is responsible for providing advice on financial decisions and major policy decisions to ensure the success and sustainability of the Winona County Treatment Court program.

Current members of the Winona County Team include:

- ❖ Nancy L. Buytendorp – District Court Judge
- ❖ Carin Hyter – Treatment Court Coordinator
- ❖ Karin Sonneman – Winona County Attorney
- ❖ Michael Kuehn – Public Defender
- ❖ Rená Patterson – Department of Corrections Supervisor
- ❖ Bill Moe – Department of Corrections, Probation Agent
- ❖ Nicholas Walch – Winona County Sheriff's Department
- ❖ Derek Lanning – Winona Police Department
- ❖ Carrie Swenson – Chemical Dependency Services
- ❖ Vacant - Mental Health Services
- ❖ Pastor Joe McConkey – Community Liaison
- ❖ Dick Gaffron – Consulting Pharmacist
- ❖ Trish Chandler – Jail Intake Worker
- ❖ Katie Schild – Criminal Justice Social Worker

As a position becomes vacant, an application process will ensue. These positions are at-will and not guaranteed. Participation on the Winona County Team is subject to change. Voluntary or involuntary resignation from the Treatment Court Team can be addressed with the Treatment Court Judge as needed. A Memorandum of Understanding (MOU) is required for participation on the Winona County Team.

## **INTAKE ELIGIBILITY CRITERIA**

### **Age & Residency Requirements**

Participation in the Winona County program is available to Winona County residents who are 18 years of age or older. A resident is someone who has a history of residency in Winona County, intends to remain in Winona County, and does not have an established place of abode in another county.

On a case-by-case basis, Fillmore County and Houston County residents may be eligible for admission into the Winona County program.

### **Offense Eligibility**

As a post-adjudication program, an applicant must be adjudicated guilty of a felony-level offense before ultimately entering the Winona County program, although the screening process can, and typically will, commence before such an adjudication is entered. Applicants can be disqualified from the Winona County screening process based on either past criminal history or the current charge(s) the applicant is facing. It is the best practice for the Winona County program not to accept “violent offenders” as defined by 42 U.S.C.A. § 3797u-2.

A Treatment Court applicant may begin Treatment Court services before sentencing is imposed. Post-conviction, pre-sentence monitoring will be conducted by the Coordinator pursuant to a release conditions order. This monitoring will include, but is not limited to, drug testing, curfew checks, meetings with the Coordinator, and coordination of services for chemical dependency treatment, mental health therapy, etc.

### **Readmission**

On a case-by-case basis, and if the Treatment Court program has capacity to do so, the Treatment Court Team may consider readmission of a graduate or a previously terminated participant. The defendant will be required to meet the same intake eligibility criteria as if it were their first time. In addition, a supplemental application will be required where the previous graduate or terminated participant will identify their current situation outlining what circumstances have changed from their previous Treatment Court experience to determine appropriateness for the Treatment Court program.

If a participant was terminated from the Treatment Court program, they are not eligible for re-admittance for one year following the termination order. If the terminated participant was incarcerated after termination proceedings, the one year wait time starts when he/she is released from custody.

*The Treatment Court Judge, with complete and candid input from the Treatment Court Team, retains discretion not to accept a certain level of offender.*

### **Current Charge Qualification Criteria**

Must be either:

- ❖ A new non-violent felony offense, unless otherwise specified herein, or;
- ❖ Violation on felony probation

#### **Current Charge Disqualification Criteria**

- ❖ The offense involved the use of a firearm or dangerous weapon
- ❖ The offense caused the death of, or substantial and/or great bodily injury, to any person
- ❖ The offense involved the use of force against the person or another

#### **Past Criminal History Disqualification Criteria**

- ❖ One or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with intent to cause death or serious bodily harm

#### **The following offenses are disqualifying within the past 10 years:**

- ❖ Murder (any degree)
- ❖ Manslaughter
- ❖ Felony criminal sexual conduct and juvenile felony adjudications
- ❖ Kidnapping
- ❖ Arson
- ❖ Vehicular homicide
- ❖ Great bodily harm caused by distribution of drugs
- ❖ First degree burglary (involving the assault of a person)
- ❖ Possession of child pornography
- ❖ Possession of pornographic work involving minors
- ❖ Aggravated witness tampering

#### **The following offenses may be disqualifying within the past 10 years:**

- ❖ Felony assault
- ❖ Robbery
- ❖ Felony stalking
- ❖ Felony domestic abuse
- ❖ Felony strangulation
- ❖ Predatory offender registration (resulting from non-juvenile offenses)
- ❖ False imprisonment

#### **Supervised Release and Intensive Supervised Release Disqualification Criteria**

- ❖ Pursuant to MN Department of Corrections policy, an applicant may or may not be eligible if he/she is on supervised release or intensive supervised release.

#### **The Treatment Court Judge and Team will review applicants and make an eligibility decision on a case by case basis by considering the following list of non-comprehensive factors:**

- ❖ Length of time since the offense
- ❖ Age of defendant at the time of offense
- ❖ Victim input
- ❖ Officer input
- ❖ Nature of disqualifying offense

- ❖ Significant changes impacting appropriateness for Treatment Court. This may include but is not limited to: changes in attitude, living situation, and recent success on supervised probation.

### **Clinical Screening & Eligibility**

#### **Clinical Evaluations**

After the initial screening form has been submitted to the Treatment Court Coordinator, those applicants initially eligible for Treatment Court (meaning those who meet the age, residency, criminal history, and current offense eligibility requirements) will be contacted by the Treatment Court Coordinator and invited to participate in the clinical screening process.

The clinical screening process consists of a substance abuse disorder evaluation, a mental health assessment/evaluation, and a Risk and Needs Triage (RANT) assessment in order to determine if the applicant is dependent on drugs or alcohol, has mental health issues that need to be addressed, and the applicant's criminogenic risk level, all to determine recommended level of care.

Those interested in moving forward through the screening process should arrange for these assessments/evaluations to be completed with the assistance of the Treatment Court Coordinator while also signing releases of information provided by the Treatment Court Coordinator so that the Team can learn about and discuss the results of those evaluations/assessments.

Upon completion of these evaluations/assessments, the assessor will provide the results to the Treatment Court Coordinator, who will then determine clinical eligibility.

#### **Clinical Eligibility**

Since the Winona County program targets high risk/high needs adult felony offenders in Winona County, an applicant must have a RANT score of high risk/high need and must meet a moderate or severe level of need on the substance abuse disorder evaluation (as defined by the Diagnostic Statistical Manual V) to be eligible for acceptance into Treatment Court.

#### **Curfew Sanction Grid**

<i><b>Sanctions for missed curfew when the participant claims he/she was home:</b></i>	<i><b>Sanctions for missed curfew when the participant was out in the community:</b></i>
First violation: Verbal reprimand in Court and letter of reflection	First violation: House arrest for 72 hours (allowed to leave for court, work and drug testing only – GPS paid for by participant)
Second violation: 8 hours STS (completed in 7 days)	Second violation: 24 hours jail, no GPS
Third violation: 16 STS (completed in 10 days)	Third violation: 48 hours jail, no GPS
Fourth violation: 24 STS (completed in 14 days)	Fourth violation: Hold until next Treatment Court

### **Drug Testing Policy**

**Note on Regularly Scheduled UA Testing Time:** The current regularly scheduled Winona County UA testing time is 6:00 a.m. – 9:00 a.m. at the Winona County Law Enforcement Center. This schedule reflects the timeframe that the participant must arrive to test unless he/she has a work accommodation. This schedule is subject to change due to jail availability, and actual testing may occur outside the regularly scheduled timeframe. The participant will be informed in advance if the regularly scheduled testing time changes.

**Impact on Sobriety Date:** A positive or missed test restarts a participant's sobriety date for the purposes of the Winona County Treatment Court program. A late test will not impact a participant's sobriety date unless a positive test results.

All WWTC participants will be informed of drug testing policies and procedures upon entry into Treatment Court and will sign an agreement to comply with the testing requirements. Failure to submit to a drug test or produce a sample upon demand, late or missed tests, a positive test, a diluted test, and/or a tampered sample will result in a graduated sanction and/or interventions including but not limited to:

- ❖ Be apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195;
- ❖ Receive a treatment response;
- ❖ Perform 8 hours of STS to be completed outside of the jail sanction prior to the next court session;
- ❖ At the discretion of jail staff, a participant may receive another test after 24 hours, and every 24 hours thereafter. If that test is negative, the participant may be released from custody. If the participant produces a sample indicating use of alcohol or a controlled substance for which he/she has no prescription, the participant may continue to be held pursuant to Minn. Stat. § 244.195; and/or
- ❖ The participant shall attend the next scheduled Treatment Court hearing.

Appropriate sanctions and interventions will be implemented by the Team on an individual basis and based on the following:

- ❖ Participant honesty;
- ❖ Prior violations and/or sanctions imposed; and or
- ❖ Individual participant circumstances (attitude, progress in program, treatment status, etc.)

### **Positive Tests**

If a participant tests positive for alcohol or a controlled substance for which he/she has no prescription (as outlined in the "Medication Monitoring and Medication Assisted Treatment" section), admits to use and signs an admission of chemical use form, or there is clear and obvious signs as observed by an authorized Treatment Court agent that the participant is currently intoxicated or under the influence of an illegal controlled substance, the participant may be apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195. At the discretion of jail staff, a participant may receive another test after 24 hours and every 24 hours thereafter. If that test is negative, they may be released from custody. If the participant continues to produce a sample indicating use of alcohol or a controlled substance for which he/she has no prescription, the participant may continue to be held pursuant to Minn. Stat. § 244.195. Sanctions as outlined above can be imposed as determined by the Team.

If a participant admits that the test will be positive for alcohol or a controlled substance for which he/she has no prescription and signs an admission of chemical use form, a confirmation test is not necessary. However, if the participant denies using alcohol or controlled substances and the test results are positive, the sample will be submitted for confirmation.

Payment for confirmation testing when the participant denies use is the responsibility of the WWTC participant if use is confirmed.

#### **Diluted/Tampered Tests**

A diluted sample or sample that has been tampered with will be considered a positive drug test. If a participant produces such a sample, the participant may be apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195. Sanctions as outlined above can be imposed as determined by the Team.

#### **Refusal to Produce**

If a participant refuses to produce a sample upon request of an authorized Treatment Court agent, he/she may be apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195. At the discretion of jail staff, a participant may receive another test after 24 hours and every 24 hours thereafter. If that test is negative, they may be released from custody. If the participant produces a sample indicating use of alcohol or a controlled substance for which he/she has no prescription, the participant may continue to be held pursuant to Minn. Stat. § 244.195. Sanctions as outlined above can be imposed as determined by the Team.

#### **Failure to Produce**

If a participant fails to produce a sample upon request of an authorized Treatment Court agent, he/she may be directed to the MN Department of Corrections for drug testing. If an Agent is unavailable, the participant may be apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195. At the discretion of jail staff, a participant may receive another test after 24 hours and every 24 hours thereafter. If that test is negative, they may be released from custody. If the participant produces a sample indicating use of alcohol or a controlled substance for which he/she has no prescription, the participant may continue to be held pursuant Minn. Stat. § 244.195. Sanctions as outlined above can be imposed as determined by the Team.

#### **Missed Tests**

A missed test means a complete failure to report for a scheduled UA or as requested by an authorized Treatment Court agent by end of day, 4:30pm, on the date the test was requested. If a participant fails to test when directed, this will be considered a missed test. The participant may be apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195, where he/she shall be tested. If the test is negative, the participant will be held in custody for 24 hours and additional sanctions as outlined above will be determined by the team. If the participant produces a sample indicating use of alcohol or a controlled substance for which he/she has no prescription, the participant may continue to be held pursuant to Minn. Stat. § 244.195. Sanctions as outlined above can be imposed as determined by the Team. At the discretion of jail staff, a participant who has a positive test may receive another test after 24 hours and every 24 hours thereafter. If that test is negative, they may be released from custody.

If the test was missed due to medical reasons, documentation should be provided to the Corrections Agent and Coordinator as soon as possible. A sanction may be reconsidered upon review of medical documentation.

### **Late Tests**

A participant is late to test if he/she arrives more than five (5) minutes late on the designated date and time the participant is directed to report. If a participant is late for a test but proceeds to test negative upon arrival, he/she will be subject to the following graduated sanctions:

- ❖ First Late Test: Verbal reprimand at the next court session and a written reflection on time management (or any other reason that caused the late test).
- ❖ Second Late Test: Attend 6 cognitive thinking sessions for a lesson applicable to this issue.
- ❖ Third Late Test: 16 hours of STS to be completed within 10 days from the time of the late test.
- ❖ Additional Late Tests: 24 hours in custody immediately upon arrival at the jail.

### **Termination Criteria**

*A Treatment Court participant MAY be terminated from the Treatment Court program for the following:*

- ❖ A new felony offense charge for an incident occurring while enrolled in Treatment Court.
- ❖ Violent, threatening, continual disrespectful or harassing behavior toward staff, the Treatment Court Team, or fellow Treatment Court participants.
- ❖ Sale or distribution of drugs, alcohol or illegal controlled substances to others, including other Treatment Court participants.
- ❖ Repeated violations of Treatment Court orders, including positive drug tests.
- ❖ Termination or withdrawal from required treatment.
- ❖ Failure to progress in the program – for example, remaining in Phase I for more than twelve months or remaining Phase II for more than eighteen months.
- ❖ Absconding from Treatment Court. Absconding includes but is not limited to falling out of contact with the Treatment Court Coordinator, Probation Agent, and the Treatment Court Team.

*A Treatment Court participant SHALL be terminated from Treatment Court for the following:*

- ❖ Upon being convicted of a disqualifying offense while in the program (upon being charged with a disqualifying offense, a participant will be suspended from the program as outlined below). A disqualifying offense is categorized as follows:
  - The offense involved the use of a firearm or dangerous weapon
  - The offense caused the death of, or substantial and/or great bodily injury, to any person
  - The offense involved the use of force against the person or another
  - A first- or second-degree controlled substance sales or possession crime
- ❖ Participant requests an executed sentence.
- ❖ Participant is moving outside of Winona County.

- ❖ Assaulting Treatment Court staff or their criminal justice partners acting on behalf of Treatment Court or assaulting other Treatment Court participants.
- ❖ Other reasons which the Treatment Court Team deems necessary for participant, program or community safety and success.

### ***Program Suspension***

If a participant is charged with a disqualifying offense while in Treatment Court, they will be placed on suspension. The definition of a disqualifying offense is outlined in the section above. When a participant is suspended, a notice will be sent to the Probation Agent by the Coordinator indicating the need for a probation violation report. While a participant is on suspension, Treatment Court services will not be provided. Rather, the participant will be under the supervision of felony probation. Once there is a resolution to the case, a Treatment Court termination hearing may be held. If the case is dismissed, the participant may remain in Treatment Court. If the case results in a felony conviction, the participant shall be terminated from Treatment Court based on the policy outlined above.

A participant can be suspended from Treatment Court for any reason not outlined above that the Treatment Court team deems necessary. Under this circumstance, the participant will have a right to have a hearing to challenge the suspension.

### ***Transfers***

Only in exceptional circumstances as determined by the Treatment Court Team will a Winona County program participant be considered for a transfer to another accepting Treatment Court program within the State of Minnesota.

## **WINONA COUNTY PHASE REQUIREMENTS**

### **Phase Progression**

The Winona County program lasts a minimum of 13 months and has four structured phases, plus an Aftercare Group. The initial phases involve intensive intervention, gradually transitioning into less intensive intervention as the participant progresses. A participant must successfully complete the current phase before transitioning to the next phase.

### **Description of Case Plan Hour Requirements**

Case plan hours may include, but are not limited to: treatment, recovery support groups, pro-social support, mental health appointments, case management, parenting skills programming, cognitive skills programming, budgeting and banking classes, nutrition classes, development of housing, sober living plan, etc. Obtaining a GED or enrolling in continuing education also may be a part of the participant's case plan.

### **Phase I: Stabilization**



- Orientation/overview of Winona County program with Treatment Court Coordinator and Probation Agent
- Attend Winona County court hearings twice per month, or as directed by the Court
- Remain law abiding
- Call the random drug testing phone line every day
- Submit to random drug and alcohol testing (12 times per month minimum)
- Treatment as recommended in chemical dependency evaluation and mental health assessment
- Develop a Relapse Prevention Plan and Crisis Plan
- Attend three Recovery Support Group meetings per week as required in case plan or as directed by the Court
- Identify a home community support group
- Obtain a sponsor with at least two years of sobriety
- Attend meetings with the Coordinator as directed (including in-home and employment visits on evenings or weekends)
- Create case plan goals and begin working on those goals (at least 40 hours per month on requirements of case plan) and submit hours on a weekly basis to the Coordinator
- Attend meetings with Probation Agent as directed per Department of Corrections (DOC) Supervision Standards (including in-home and employment visits on evenings or weekends)
- Weekly collateral checks by the Coordinator with treatment, employment, counselors, family, school, etc.
- Curfew 9:00pm – 5:30am (or as required by the Court)
- Attend the Aftercare Recovery Group meeting (held monthly)
- Perform 24 hours of Community Work Service, 8 hours completed per month, hours submitted on a monthly basis to the Coordinator
- Find safe/sober housing that is approved by the Team **prior to moving into the residence**
- Obtain health insurance
- Establish primary care with a medical doctor and follow medication management requirements (if applicable)
- Create a budget (if working or receiving financial assistance)
- Write Letter to Self and submit to the Coordinator
- Regular journaling to the Judge (recommended)

### **Phase Advancement**

- Minimum of 30 consecutive days clean and sober in the Winona County community with no positive or missed tests prior to phasing
- Compliance with sanctions and Court orders, if any
- Compliance with attendance requirements
- Compliance with treatment and mental health recommendations
- Progress with case plan
- Sponsor with at least two years of sobriety obtained
- Relapse Prevention Plan and Crisis Plan developed

- Attend all Aftercare Recovery Group meetings
- 24 hours of Community Work Service completed
- Safe/sober housing secured
- Active health insurance and primary care with a medical provider set up
- Budget (if working or receiving financial assistance), letter to self and monthly journals submitted
- Phase II application submitted and Team recommendation that participant is ready to phase and participant explanation for why he/she is ready to phase
- Phase II agreement signed at the next Treatment Court hearing if the participant phases

### **Phase II: Personal Development**

- Attend Winona County court hearings twice per month, or as directed by the Court
- Remain law abiding
- Call the random drug testing phone line every day
- Submit to random drug and alcohol testing (8 times per month minimum)
- Continue treatment as recommended in chemical dependency evaluation and mental health assessment
- Comply with Relapse Prevention Plan and Crisis Plan
- Attend three Recovery Support Group meetings per week as required in case plan or as directed by the Court
- Work a Recovery Program with sponsor
- Attend meetings with the Coordinator as directed (including in-home and employment visits on evenings or weekends)
- Comply with case plan (at least 40 hours per month on requirements of case plan) and submit hours on a weekly basis to the Coordinator
- Attend meetings with Probation Agent as directed per Department of Corrections (DOC) Supervision Standards (including in-home and employment visits on evenings or weekends)
- Twice monthly collateral checks by the Coordinator with treatment, employment, counselors, family, school, etc.
- Curfew 10:00pm – 5:30am (or as required by the Court)
- Attend the Aftercare Recovery Group meeting (held monthly)
- Attend CAMO cognitive thinking classes with probation as directed by Probation Agent
- Attend parenting and anger management classes (when available and as needed) as directed by the Coordinator
- Perform 24 hours of Community Work Service, 8 hours completed per month, hours submitted on a monthly basis to the Coordinator
- Secure employment and/or set education objectives (if applicable). Employment and/or education start date must occur within two weeks of entering Phase II. Proof of employment search and/or education must be provided to the Coordinator on a weekly basis. Actively looking for employment and/or education is defined as applying for five jobs per week or meeting with a GED instructor/college advisor and submitting a written plan to the Coordinator regarding accomplishment of educational goals within two weeks from the start of Phase II. If a participant does not secure employment (part time or full time) or begin educational courses within two weeks of starting Phase II, 24 hours of STS per week will be

required. Exceptions to STS due to medical or STS program reasons will be left to the discretion of the Coordinator.

- Find safe/sober housing that is approved by the Treatment Court Team prior to moving into the residence
- Create a budget (if working or receiving financial assistance)
- Continue primary care with a medical doctor and follow medication management requirements (if applicable)
- Regular journaling to the Judge (recommended)

### **Phase Advancement**

- Minimum of 60 consecutive days clean and sober in the Winona County community with no positive or missed tests prior to phasing
- Compliance with sanctions and Court orders, if any
- Compliance with attendance requirements
- Compliance with treatment and mental health recommendations
- Progress with case plan
- Working with sponsor on a Recovery Program
- Compliance with Relapse Prevention Plan and Crisis Plan
- 24 hours of Community Work Service completed
- Employment and/or education objectives secured
- Attend all Aftercare Recovery Group meetings
- Budget and monthly journals submitted
- Phase III application submitted and Team recommendation that participant is ready to phase and participant explanation for why he/she is ready to phase
- Phase III agreement signed at the next Treatment Court hearing if the participant phases

### **Phase III: Prosocial Behaviors**

- Attend Winona County court hearings twice per month, or as directed by the Court
- Remain law abiding
- Call the random drug testing phone line every day
- Submit to random drug and alcohol testing (8 times per month minimum)
- Continue to progress with and/or complete treatment as recommended in chemical dependency evaluation and mental health assessment
- Comply with Relapse Prevention Plan and Crisis Plan
- Attend three Recovery Support Group meetings per week as required in case plan or as directed by the Court
- Continue working a Recovery Program with sponsor
- Attend meetings with the Coordinator as directed (including in-home and employment visits on evenings or weekends)
- Comply with case plan (at least 40 hours per month on requirements of case plan) and submit hours on a weekly basis to the Coordinator

- Attend meetings with Probation Agent as directed per Department of Corrections (DOC) Supervision Standards (including in-home and employment visits on evenings or weekends)
- Twice monthly collateral checks by the Coordinator with treatment, employment, counselors, family, school, etc.
- Curfew 11:00pm – 5:30am (or as required by the Court)
- Attend the Aftercare Recovery Group meeting (held monthly)
- Attend CAMO cognitive thinking classes with probation as directed by Probation Agent
- Attend parenting and anger management classes (when available and as needed) as directed by the Coordinator
- Perform 24 hours of Community Work Service, 8 hours completed per month, hours submitted on a monthly basis to the Coordinator
- Begin developing Phase IV Community Service Project under direction of Coordinator
- Complete and submit “Phase IV Project Packet”
- Maintain employment and/or education attendance (if applicable)
- Maintain safe/sober housing that is approved by the Treatment Court Team
- Continue primary care with a medical doctor and follow medication management requirements (if applicable)
- Regular journaling to the Judge (recommended)

#### **Phase Advancement**

- Minimum of 90 consecutive days clean and sober in the Winona County community with no positive or missed tests prior to phasing
- Compliance with sanctions and Court orders, if any
- Compliance with attendance requirements
- Compliance with treatment and mental health recommendations
- Progress with case plan
- Working with sponsor on a Recovery Program
- Compliance with Relapse Prevention Plan and Crisis Plan
- 24 hours of Community Work Service completed
- Attend all Aftercare Recovery Group meetings
- Monthly journals submitted
- “Phase IV Project Packet” submitted and approval of Phase 4 Community Service Project received from Team
- Phase IV application submitted and Team recommendation that participant is ready to phase and participant explanation for why he/she is ready to phase
- Phase IV agreement signed at the next Treatment Court hearing if the participant phases
- Meet with Team to discuss progress and preparation for commencement

#### **Phase IV: Relapse Prevention and Aftercare Preparation**

- Attend Winona County court hearings once per month, or as directed by the Court
- Remain law abiding
- Call the random drug testing phone line every day

- Submit to random drug and alcohol testing (8 times per month minimum)
- Complete treatment as recommended in chemical dependency evaluation and mental health assessment
- Comply with Relapse Prevention Plan and Crisis Plan
- Attend three Recovery Support Group meetings per week as required in case plan or as directed by the Court
- Continue working a Recovery Program with sponsor
- Attend meetings with the Coordinator as directed (including in-home and employment visits on evenings or weekends)
- Comply with case plan (at least 40 hours per month on requirements of case plan) and submit hours on a weekly basis to the Coordinator
- Attend meetings with Probation Agent as directed per Department of Corrections (DOC) Supervision Standards (including in-home and employment visits on evenings or weekends)
- Monthly collateral checks by the Coordinator with treatment, employment, counselors, family, school, etc.
- No curfew, unless required by the Court\*
- Attend the Aftercare Recovery Group meeting (held monthly)
- Attend CAMO cognitive thinking classes with probation as directed by Probation Agent
- Attend parenting and anger management classes (when available and as needed) as directed by the Coordinator
- Perform 24 hours of Community Work Service (separate from and in addition to the Phase IV Project), 8 hours completed per month, hours submitted on a monthly basis to the Coordinator
- Implement and complete Phase IV Community Service Project developed in Phase III under the direction of Coordinator
- Create, organize and implement one “Event of the Month” for fellow participants and graduates prior to commencement under the direction of Coordinator
- Spend one month as the Treatment Court Mentor under the direction of the Treatment Court Coordinator and Jail Intake Worker
- Maintain stable employment and/or education attendance (if applicable)
- Maintain safe/sober housing that is approved by the Treatment Court Team
- Continue primary care with a medical doctor and follow medication management requirements (if applicable)
- Review budget and make updates to reflect current employment or financial assistance status
- Develop a Life Plan and complete the Exit Survey with the Treatment Court Coordinator
- Obtain and submit two Letters of Support for commencement from community members
- Meet with Probation Agent prior to commencement to update LS-CMI assessment
- Meet with Coordinator prior to commencement to update RANT assessment
- Letter to Self from Phase 1 returned and write letter of experience/advice to incoming participants
- Regular journaling to the Judge (recommended)

\* Although Phase IV participants are not required to have a curfew (unless directed otherwise by the Court), Phase IV participants need prior approval from the Coordinator and Probation Agent to stay overnight at another residence. If approval is granted, the Phase IV participant will need to notify the Coordinator and

Probation Agent of overnight stays before they occur, along with pertinent information regarding location and length of stay.

### **Commencement Requirements**

- Minimum of 180 consecutive days clean and sober in the Winona County community with no positive or missed tests prior to graduating
- Compliance with sanctions and Court orders, if any
- Compliance with attendance requirements
- Compliance with treatment and mental health recommendations
- Completion of case plan
- Working with sponsor on a Recovery Program
- Compliance with Relapse Prevention Plan and Crisis Plan
- Budget and monthly journals submitted
- Attend all Aftercare Recovery Group meetings
- Event of the Month completed to the satisfaction of the Treatment Court Team
- One month of Treatment Court Mentorship completed to the satisfaction of the Treatment Court Team
- Stable employment (and/or education) and housing in place
- 24 hours of Community Work Service completed
- Phase IV Community Service Project completed to the satisfaction of the Team
- Commencement Application/Life Plan, Exit Survey, and two Letters of Support submitted and Team recommendation that participant is ready to commence and participant explanation for why he/she is ready to commence

### **Treatment Court Aftercare: Recovery Group**

The Treatment Court Recovery Group is under the jurisdiction of the Winona County Treatment Court program and the Department of Corrections. The following are the expectations for participation in the Treatment Court Recovery Group:

- After commencement, participants will move to the Recovery Group as graduates until they are discharged from probation, transferred to another jurisdiction for supervision or as directed by the Corrections Agent.
- Recovery Group graduates act as a support system for current Treatment Court participants and other Recovery Group graduates. Recovery Group facilitators act as a resource for all.
- Recovery Group meetings are held monthly at the Winona Felony Office. They are facilitated by the Corrections Agent and Coordinator. All current Treatment Court participants and graduates must attend these monthly meetings. Participants can receive recovery support group meeting credit for attending.
- Recovery Group graduates will have home visits by the Corrections Agent at least monthly.
- Recovery Group graduates will attend a Treatment Court hearing once every three months so long as they are on probation. This should be scheduled with the Treatment Court Coordinator.
- Recovery Group graduates will attend a minimum of one recovery support meeting per week and provide documentation to the Corrections Agent on a monthly basis.

- Recovery Group graduates are required to continue working with a sponsor. Mentorship and sponsorship of others is voluntary, but strongly encouraged.
- Recovery Group graduates are required to have a relapse prevention plan and crisis plan in place as they transition out of Treatment Court. These plans will be updated every six months.
- Drug and alcohol testing will continue to be a requirement of the Recovery Group. Graduates will be subject to the drug testing requirements of the Corrections Agent. Graduates will continue on the drug testing color wheel and sign updated drug testing paperwork with the Coordinator. Graduates will comply with one drug test per week (at a minimum) for three months after graduation.
- Drug testing and contact with the Corrections Agent and Coordinator will be more frequent if relapse occurs.
- Recovery Group participants are required to consent to a search of their person, vehicle, and/or residence at any time.
- Missing the Recovery Group without an excused absence will need to be made up by attending an office or home visit with the Corrections Agent. Missing the Recovery Group could also trigger an administrative sanction or a formal probation violation at the discretion of the Corrections Agent.

## **WABASHA COUNTY PROGRAM DETAILS**

### **Overview**

The program is a minimum of 18 months and is divided into five phases. This timeframe is an estimate, and the time for any one participant to complete the program may vary based on the needs and progress of the individual participant and as directed by the Treatment Court Team. Advancement through phases is based on accomplishment of individual case plan goals and program requirements. Components for the program include: chemical dependency evaluation and treatment, mental health assessment and treatment, random alcohol and drug testing, regular court appearances, case management meetings and referrals, employment, education, home visits, employment visits, attendance at recovery support group meetings (including NA, AA, CR and SMART recovery), abstinence from substance use, behavioral responses, restitution, and program fees.

### **Oversight**

Members of the Wabasha County Team presently include:

- ◆ Christopher Neisen – District Court Judge
- ◆ Jesse Vold – Treatment Court Coordinator
- ◆ Karrie Kelly – Wabasha County Attorney
- ◆ Mark Jarstad – Defense Attorney
- ◆ Maia Fisher, Agent - MN Department of Corrections
- ◆ Traci Green – Wabasha County Probation Director
- ◆ Coltin Schmidt – Wabasha County Probation Agent
- ◆ Rodney Bartsh – Wabasha County Sheriff
- ◆ Bill Weist – Lake City Police Department
- ◆ Tara Markus – Common Ground, chemical dependency support
- ◆ Sadie Wallerich & Kirsten Schuth – Wabasha County Social Services
- ◆ Michael Timm, Wabasha County Jail
- ◆ Michael Kuehn, Public Defender's Office

As a position becomes vacant, an application process will ensue. These positions are at-will and not guaranteed. Participation on the Wabasha County Team is subject to change. Voluntary or involuntary resignation from the Treatment Court Team can be addressed with the Treatment Court Judge as needed. A Memorandum of Understanding (MOU) is required for participation on the Winona County Team.

### **PARTICIPANT ELIGIBILITY CRITERIA**

Wabasha County Treatment Court targets individuals that are high risk and high need. To provide early intervention, it is preferred that candidates be identified as soon as possible after arrest.

- ◆ Age 18 or older at the time of the offense (EJJ Cases on case by case basis)



- ❖ US Citizen or qualified Alien
- ❖ Resident of Wabasha County or in close proximity to Wabasha County The team may consider non-residents based on the following criteria:
  1. Proximity of the defendant's residence to the county line.
  2. Whether or not the defendant's residence is within a school district located in the county.
  3. The nature and quality of the defendant's contacts with the county (e.g., employment, relatives).
- ❖ Finding of substance use disorder, moderate or severe, consistent with most current DSM Criteria
- ❖ Willingness to comply with the Treatment Court criteria
- ❖ Meet criteria for High Risk and High Needs, per the RANT (Risk and Needs Triage) assessment.

### **OFFENSE ELIGIBILITY CRITERIA**

- ❖ Gross misdemeanor or felony level offense.
- ❖ Probation supervision for period of Substance Abuse Court, up to 3 years.

The primary purpose of the Wabasha County Treatment Court Programs is to improve public safety. Current or prior offenses may disqualify candidates from participation if the defendant's current charge or prior record suggests that the defendant cannot be managed safely or effectively in a treatment court. Barring legal prohibitions, defendants charged with drug distribution or those with violent histories are not excluded automatically from participation in the treatment court.

### **Clinical Screening & Eligibility**

After the initial screening form has been submitted to the Treatment Court Coordinator, those applicants initially eligible for Treatment Court (meaning those who meet the age, residency, criminal history, and current offense eligibility requirements) will be contacted by the Treatment Court Coordinator and invited to participate in the clinical screening process.

The clinical screening process consists of a substance abuse disorder evaluation, a mental health assessment/evaluation, and a RANT (Risk and Needs Triage) assessment in order to determine if the applicant is chemically dependent, has mental health issues that need to be addressed, and the applicant's criminogenic risk level, all to determine recommended level of care.

Those interested in moving forward through the screening process should arrange for the assessments/evaluations to be completed, with the assistance of the Treatment Court Coordinator, while also signing releases of information provided by the Treatment Court Coordinator, so that the Team can learn about and discuss the results of those evaluations/assessments.

Upon completion of these evaluations/assessments, the Treatment Court Team will then determine eligibility.

To be eligible for Wabasha County Treatment Court, the applicant must score high risk/high needs on the RANT, meet the criteria for substance abuse disorder (as defined by the Diagnostic Statistical Manual V), and must be willing to participate in the program.

### **DISPOSITIONS**

**The offender will be eligible for a stay of adjudication if he/she:**

1. Has no prior offenses, or a minimum of 3-4 misdemeanor convictions and up to one felony conviction, and
2. The current offense is a non-DWI crime carrying a presumptive stay of imposition on the Minnesota Sentencing Guidelines.

**The offender will be eligible for a stay of imposition or stay of execution if he/she is not eligible for a stay of adjudication, and:**

1. Has some prior felony offenses, and
2. The current offense is a non-DWI crime carrying a presumptive commit to the Commissioner of Corrections under the Minnesota Sentencing Guidelines.

If the offense is a DWI, the offender will receive the sentence mandated by the relevant statute.

### **DRUG AND ALCOHOL TESTING**

**Random, observed, and frequent drug and alcohol testing is vital in monitoring compliance.**

Participants choosing to enter the WWTC must agree to cease the use of alcohol and all mood-altering substances, unless prescribed by a medical provider that would test positive during a drug or alcohol test (including but not limited to: narcotics, tranquilizers, sedatives, stimulants, opiates, and opiate-based medications). More details are provided above in "MEDICATION MONITORING AND MEDICATION ASSISTED TREATMENT" section.

**If it becomes necessary for a participant to take prescription medication during his/her participation, prior approval must be sought from the team with appropriate medical documentation provided, whenever possible.**

All participants could be subject to urine, blood, breath and/or other tests. Requirements include direct observation of the sample submission. All drug and alcohol testing results will be reported to the Treatment Court Team. Frequency of testing is determined by the participant's case plan and the Treatment Court Team. The WWTC Team members (or their designees) are responsible for administering drug and alcohol testing and have discretion to test participants at any time. Drug and alcohol testing may include but is not limited to: random UA's, the Drug Patch, Soberlink, and PBT's.

### **DRUG TESTING POLICY**

All WWTC participants will be informed of drug testing policies and procedures upon entry into Treatment Court and will sign an agreement to comply with the testing requirements. Failure to submit to a drug test or

produce a sample upon demand, late or missed tests, a positive test, a diluted test, and/or a tampered sample will result in one or more of the following sanctions and interventions:

- ❖ Be apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195
- ❖ Receive a treatment response
- ❖ Perform 8 plus hours of STS to be completed outside of the jail sanction prior to the next court session.
- ❖ At the discretion of Agent(s) or Coordinator, a participant may receive another test after 24 hours. If that test is negative, the participant may be released from custody. If the participant produces a sample indicating use of alcohol or a controlled substance for which he/she has no prescription, the participant may continue to be held pursuant to Minn. Stat. § 244.195.
- ❖ The participant shall attend the next scheduled Treatment Court hearing.

Appropriate sanctions and interventions will be implemented by the Team, on an individual basis and based on the following:

- ❖ Participant honesty.
- ❖ Prior violations and/or sanctions imposed.
- ❖ Individual offender circumstances (attitude, progress in program, treatment status, etc.)
- ❖ Participant need
- ❖ County resources

### **Positive Tests**

All of the above sanctions may be implemented if a participant tests positive for alcohol or a controlled substance for which he/she has no prescription (as outlined in “Medication Monitoring and Medication Assisted Treatment” section), admits to use and signs an admission of chemical use form. If there are clear and obvious signs that the participant is currently intoxicated or under the influence of an illegal controlled substance, the participant **may be** immediately apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195, for public safety.

If a participant admits that the test will be positive for alcohol or a controlled substance for which he/she has no prescription and signs an admission of chemical use form, a confirmation test is not necessary. However, if the participant denies using alcohol or controlled substances and the test results are positive, the sample will be submitted for confirmation.

Payment for confirmation testing when the participant denies use is the responsibility of the WWTC participant if use is confirmed. These fees are paid to Treatment Court through Probation, not to Court Administration.

### **Diluted/Tampered Tests**

A diluted sample or sample that has been tampered with will be considered a positive drug test. The participant shall attend the next scheduled Treatment Court hearing.

### **Refusal to Produce**

If a participant refuses to produce a sample upon request of an authorized Treatment Court agent or law enforcement, he/she may be apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195. The participant shall attend the next scheduled Treatment Court hearing.

### **Failure to Produce**

If a participant fails to produce a sample upon request of Treatment Court or law enforcement, he/she may be apprehended, taken into custody, and held in jail pursuant to Minn. Stat. § 244.195. The participant shall attend the next scheduled Treatment Court hearing.

### **Missed or Late Tests**

A missed test means a complete failure to report for a scheduled UA or as directed by the Treatment Court/law enforcement, on the date the test was requested. If a participant fails to test when directed, this will be considered a missed test. If the test was missed due to medical reasons, documentation should be provided to the Corrections Agent and Coordinator as soon as possible. A sanction may be reconsidered upon review of medical documentation. The participant is subject to all sanctions note above. The participant shall attend the next scheduled Treatment Court hearing.

A participant is late to test if he/she arrives more than fifteen (15) minutes late on the designated date and time the participant is directed to report.

### **Termination Criteria**

**A Treatment Court participant MAY be terminated from the program for the following:**

- ❖ A new offense, for an incident occurring, while enrolled in Treatment Court.
- ❖ Violent, assaultive, threatening, continual disrespectful or harassing behavior toward staff, the Treatment Court Team, or fellow Treatment Court participants.
- ❖ Sale or distribution of drugs, alcohol or illegal controlled substances to others, including other Treatment Court participants.
- ❖ Repeated violations of Treatment Court orders, including positive drug tests.
- ❖ Termination or withdrawal from required treatment.
- ❖ Failure to make progress in the program.
- ❖ Absconding from Treatment Court. Absconding includes but is not limited to failing to maintain contact with the Treatment Court Coordinator, Probation Agent, and the Treatment Court Team.
- ❖ Participant requests an executed sentence.
- ❖ Participant is moving outside of Wabasha County.
- ❖ Other reasons which the Treatment Court Team deems necessary for participant, program or community safety and success.

### **PHASES OF WABASHA TREATMENT COURT**

**Participants in ALL Phases of the program must:**

- ❖ Submit to drug testing, a minimum of twice per week. Failure to provide sample within 30 minutes of testing time, may result in apprehension.
- ❖ Complete the "Weekly Reporting Form" and submit it to the Coordinator prior to Wednesday at noon, each week, or as directed by Team.

- ❖ Remain law abiding.
- ❖ Comply with treatment and mental health recommendations.
- ❖ Attend sober support meetings as directed by the assessment/treatment recommendations or by the Team. Submit sober support verification to Coordinator prior to each scheduled Court Hearing.
- ❖ Obtain and maintain regular contact with a sponsor (minimum of two years of sobriety) or a Peer Specialist, as approved by the Team.
- ❖ Weekly contact with the Treatment Court Coordinator, or as directed.
- ❖ Attend meetings with Probation Agent as directed.
- ❖ Obtain or maintain fulltime employment. Supplement with community service hours to meet fulltime standards.
- ❖ Collateral checks by the Coordinator with treatment, employment, counselors, family, school, etc.
- ❖ Maintain safe/sober housing that is approved by the Treatment Team prior to moving into the residence.
- ❖ Obtain health insurance, if applicable.
- ❖ Change people, places and things.

#### **PHASE ONE – Acute Stabilization (Minimum 60 days) (minimum 21 days sobriety)**

- ❖ Court Hearings– Attend weekly, or as directed by the Team.
- ❖ Curfew – 9:00 PM – 5:30 AM.
- ❖ Cognitive Skills – Attend weekly or as directed by the Team.
- ❖ Orientation/Overview of WWTC program with Treatment Court Coordinator and Probation Agent
- ❖ Complete a chemical dependency assessment and follow all treatment and mental health recommendations.
- ❖ Explore Recovery Support Group meetings and attend as recommended by the assessment, treatment and/or the Team.
- ❖ Explore the support of a sponsor (minimum of two years of sobriety) or a Peer Specialist, as approved by the Team.
- ❖ Find safe/sober housing that is approved by the Treatment Team prior to moving into the residence.
- ❖ Establish primary care with a medical doctor and follow medication management requirements (if applicable).
- ❖ Create a budget with assistance of Coordinator or Agent.
- ❖ Write letter to self and submit to the Treatment Court Coordinator.
- ❖ Start changing people, places and things.

#### **Phase Advancement**

- ❖ Minimum of 21 consecutive days clean and sober in the Wabasha County Community, ~~with~~ no positive/  
or missed tests or other sanction/violations, prior to phase change.
- ❖ Compliance with Phase One requirements as outline above.
- ❖ Phase II application submitted and Team recommendation that he/she is ready to phase and participant explanation for why he/she is ready to advance.

**PHASE II: Clinical Stabilization (minimum 120 days) (minimum 45 days sobriety)**

- ❖ Court Hearings– Attend twice per month, or as directed by the Team.
- ❖ Curfew – 10:00 PM – 5:30 AM.
- ❖ Cognitive Skills – Attend weekly or as directed by the Team.
- ❖ Continue treatment as recommended in chemical dependency evaluation and mental health assessment.
- ❖ Create Relapse Prevention Plan.
- ❖ Comply with case plan.

**Phase Advancement**

- ❖ Minimum of 45 consecutive days clean and sober in the Wabasha County Community with no positive or missed tests prior to phase change.
- ❖ Compliance with Phase Two requirements as outline above.
- ❖ Completion of Relapse Prevention Plan.
- ❖ Phase III application submitted and Team recommendation that he/she is ready to phase and participant explanation for why he/she is ready to advance.

**PHASE III: Pro-Social Habilitation (minimum 120 days) (minimum sobriety 90)**

- ❖ Court Hearings– Attend once per month, or as directed by the Team.
- ❖ Curfew – 11:00 PM – 5:30 AM.
- ❖ Cognitive Skills – Attend twice per month or as directed by the Team.
- ❖ Continue to progress with and/or complete treatment as recommended in chemical dependency evaluation and mental health assessment.
- ❖ Comply with Relapse Prevention Plan.

**Phase Advancement**

- ❖ Minimum of 90-consecutive days clean and sober in the Wabasha County Community with no positive or missed tests prior to phase change.
- ❖ Compliance with Phase Three requirements as outline above.
- ❖ Phase IV application submitted and Team recommendation that he/she is ready to phase and participant explanation for why he/she is ready to advance.

**PHASE IV: Adaptive Habilitation (Minimum 120 days) (minimum sobriety 90)**

- ❖ Court Hearings– Attend once per month, or as directed by the Team.
- ❖ Curfew – Midnight – 5:30 AM.
- ❖ Cognitive Skills – Attend monthly or as directed by the Team.
- ❖ Begin working on Treatment Court Community Service Project.
- ❖ Comply with Relapse Prevention Plan.

### **Phase Advancement**

- ❖ Minimum of 90 consecutive days clean and sober in the Wabasha County Community with no positive or missed tests prior to phase change.
- ❖ Compliance with Phase Four requirements as outlined above.
- ❖ Progress on Community Service Work Project.
- ❖ Phase V application submitted and Team recommendation that he/she is ready to phase and participant explanation for why he/she is ready to advance.

### **PHASE V: Continuing Care (Minimum 120 days) (minimum sobriety 120)**

- ❖ Court Hearings— Attend once per month, or as directed by the Team.
- ❖ Curfew – None; however, see requirements below.
- ❖ Cognitive Skills – Attend monthly or as directed by the Team.
- ❖ Comply with Relapse Prevention Plan.
- ❖ Complete Treatment Court Community Service Project 60 days prior to graduation.
- ❖ Develop a Life Plan with the Coordinator.
- ❖ Obtain and submit two Letters of Support for graduation from community members.
- ❖ Meet with Probation Agent prior to graduation to update LS-CMI and transfer probation.
- ❖ Letter to self from Phase 1 returned and write letter of experience/advice to incoming participants.

\*Although Phase V participants are not required to have a curfew (unless directed otherwise by the Court), Phase V participants need prior approval from the Treatment Court Coordinator and Probation Agent to stay overnight at another residence. If approval is granted, the Phase V participant will need to notify the Coordinator and Probation Agent of overnight stays before they occur.

### **Phase Advancement/Graduation**

- ❖ Minimum of 120 consecutive days clean and sober in the Wabasha County Community with no positive or missed tests prior to graduation.
- ❖ Complete Treatment Court Community Service Project, must be completed 60 days prior to graduation. Presentation of the service project during a court session once the participant completes the project.
- ❖ Compliance with Phase Five requirements as outlined above.
- ❖ Graduation application submitted and Team recommendation that he/she is ready to phase and participant explanation for why he/she is ready to phase.

### **GRADUATION**

Upon a participant's successful completion of the treatment program and satisfaction of all other court requirements including continued sobriety, he/she will graduate from Treatment Court. All fines and fees must be paid prior to graduation unless other arrangements are approved by the Team.

Graduation from the program is recognized as a very important event. Family, friends, and supportive people will be invited to join this special ceremony as the Team congratulates the participant for successfully completing all phases of the program and achieving goals to establish a drug-free life.

### **RELAPSE PHASE**

Within one (1) year of a participant's graduation from Wabasha County Treatment Court, if the participant relapses, incurs new criminal charges, and/or a probation violation report is filed in District Court, the participant MAY be eligible to re-enter Wabasha County Treatment Court's "Relapse Phase."

Graduates will be screened by the Treatment Court Team to determine eligibility for the Relapse Phase. Like Treatment Court, entry into the Relapse Phase is not guaranteed.

*The Treatment Court Judge, after complete and candid discussion with the Treatment Court Team, will determine whether to ADMIT or DENY a graduate entry into the Relapse Phase.*

Once a participant has been accepted into the Relapse Phase, the participant must be re-sentenced and/or his or her probation continued in District Court with the added condition that he/she enter into and successfully complete Wabasha County Treatment Court's Relapse Phase.

Upon entering the Relapse Phase, the participant must complete an updated Chemical Dependency (CD) Evaluation. This evaluation will provide the basis to establish the timeline and requirements of the Participant's individual Relapse Phase. The participant will be required to follow all recommendations of the updated CD Evaluation; including the possibility of residential treatment, additional treatment, and/or mental health or other recommendations.

In the Relapse Phase, the participant is considered a participant in Wabasha County Treatment Court and will be subject to home visits, curfew checks, random drug and alcohol testing, and the Drug Court Hold Order.

The Relapse Phase is designed to last between six months to a year. This is an estimate, and the time for any one participant to complete the Relapse Phase may vary based on the needs and progress of the individual participant and as directed by the Treatment Court Probation Agent. Upon completion of the Relapse Phase, the participant will receive a Certificate of Completion.

### **Relapse Phase Requirements include but are not limited to:**

- ❖ Pay Treatment Court Fee of \$100.
- ❖ Attend Court as directed and be on time (between 1-4 times a month).
- ❖ Complete updated Chemical Dependency Evaluation and follow all recommendations.
- ❖ Submit to rehabilitative, medical or psychological programming as recommended.
- ❖ Curfew 10:00pm (unless otherwise set by Treatment Court Team).
- ❖ Attend Support Group Meetings (AA/NA) as determined to be appropriate.
- ❖ Random drug and alcohol testing.



- ❖ A new Treatment Court Hold Order will be signed upon entry into Relapse Phase.
- ❖ Attend meetings and maintain frequent contact with Probation Agent, as directed.
- ❖ Attend meetings and maintain contact with WCTC Coordinator, as directed.
- ❖ Comply with the directives of the WCTC Judge, Coordinator, Team, CD Providers and Probation.
- ❖ Obtain and/or maintain employment, as appropriate.
- ❖ Maintain safe/sober housing that is approved by the Treatment Team prior to moving into the residence.
- ❖ Inform WCTC Coordinator/Agent of all changes to address, phone number and whereabouts.
- ❖ Remain law abiding and have no further offenses.

### **READMISSION TO TREATMENT COURT**

On a case by case basis, and if the Treatment Court program has capacity to do so, the Treatment Court Team may consider readmission of a graduate or a previously terminated participant. The defendant will be required to meet the same intake eligibility criteria as if it were their first time. In addition, a supplemental application will be required where the previous graduate or terminated participant will identify their current situation outlining what circumstances have changed from their previous Treatment Court experience to determine appropriateness for the Treatment Court program.

Upon application for admission to the Dodge County Adult Drug Court for any applicant who has previously been discharged, terminated, or has commenced from Dodge County Treatment Court program track, including Adult Drug Court, Family Dependency Treatment Court, the Dodge County Treatment Court Team must consider the following eligibility factors as they apply in addition to those outlined above:

### **ELIGIBILITY FOR SUBSEQUENT ADMISSION**

- ❖ Length of time between current application and previous discharge, termination, or commencement;
- ❖ Reasons for previous discharge or termination;
- ❖ Unaddressed but otherwise identified issues present at previous commencement;
- ❖ Change in non-criminal circumstances between current application and previous discharge, termination, or commencement; and,
- ❖ Applicant's stated reason for pursuing subsequent admission to the program.

### **TRAVEL POLICY**

Travel by participants is as the discretion of the Wabasha County Treatment Court team and based on each participant's phase level, compliance with Treatment Court expectations, status in treatment, travel details and level of trust. If approved, participants may be required to test more frequently, adhere to electronic monitoring and/or wear a drug patch.

### **GIFTS POLICY**

The Wabasha County Treatment Court team will present gifts to participants for various milestones reached while in the program.

### **SOCIAL PARTICIPATION**

All participants will be required to attend and participate in a minimum of one sober social activity yearly in an effort to get them involved in the community. These include but are not limited to Soberfest, Friends of Drug Court Celebration and/or Recovery is Happening walk.

### **TREATMENT COURT FEES**

The total treatment court fee is \$300.00, payable to Court Administration. This must be paid in full prior to graduation. The initial case plan shall address payment of this fee. UA testing fees will be paid to Wabasha County Treatment Court.



- I. Policy and Procedure Manual (May 2023)
- II. Familiarize/Involvement (Houston County CJCC Minutes May 17, 2023)
- III. Approx. Costs (Discussed August 4, 2023, River Region Meeting)
- IV. Statewide Remote or In-Person Attendance Survey (9/15/23 District Office)

(ONLINE MANUALS, RIVER REGION MEETINGS, CJCC)

#### **INTAKE ELIGIBILITY CRITERIA**

##### **Age & Residency Requirements**

Participation in the Winona County program is available to Winona County residents who are 18 years of age or older. A resident is someone who has a history of residency in Winona County, intends to remain in Winona County, and does not have an established place of abode in another county.

On a case-by-case basis, Fillmore County and Houston County residents may be eligible for admission into the Winona County program.

##### **Offense Eligibility**

As a post-adjudication program, an applicant must be adjudicated guilty of a felony-level offense before ultimately entering the Winona County program, although the screening process can, and typically will, commence before such an adjudication is entered. Applicants can be disqualified from the Winona County screening process based on either past criminal history or the current charge(s) the applicant is facing. It is the best practice for the Winona County program not to accept "violent offenders" as defined by 42 U.S.C.A. § 3797u-2.



### **PARTICIPANT ELIGIBILITY CRITERIA**

Wabasha County Treatment Court targets individuals that are high risk and high need. To provide early intervention, it is preferred that candidates be identified as soon as possible after arrest.

- ❖ Age 18 or older at the time of the offense (EJJ Cases on case by case basis)
- 

**33**

- ❖ US Citizen or qualified Alien
- ❖ Resident of Wabasha County or in close proximity to Wabasha County The team may consider non-residents based on the following criteria:
  1. Proximity of the defendant's residence to the county line.
  2. Whether or not the defendant's residence is within a school district located in the county.
  3. The nature and quality of the defendant's contacts with the county (e.g., employment, relatives).
- ❖ Finding of substance use disorder, moderate or severe, consistent with most current DSM Criteria
- ❖ Willingness to comply with the Treatment Court criteria
- ❖ Meet criteria for High Risk and High Needs, per the RANT (Risk and Needs Triage) assessment.

### **OFFENSE ELIGIBILITY CRITERIA**

- ❖ Gross misdemeanor or felony level offense.
- ❖ Probation supervision for period of Substance Abuse Court, up to 3 years.



**If court is held in-person, are participants expected to travel to a county outside of their county of residence?**

Not applicable to participants; participants attend court only in their county of residence

**For example, if your court serves Sibley and McLeod County, are participants from Sibley County expected to travel to McLeod to attend court?**

Participants are expected to travel to attend court in-person

Not applicable to participants; participants attend court only in their county of residence

Participants are expected to travel to attend court in-person

Not applicable to participants; participants attend court only in their county of residence

Not applicable to participants; participants attend court only in their county of residence

Participants are expected to travel to attend court in-person

Not applicable to participants; participants attend court only in their county of residence

Participants may attend remotely as needed

Participants are expected to travel to attend court in-person, Participants may attend remotely as needed

Not applicable to participants; participants attend court only in their county of residence

Not applicable to participants; participants attend court only in their county of residence

Participants are expected to travel to attend court in-person





**HOUSTON COUNTY  
AGENDA REQUEST FORM  
Meeting Date, 2021**

**Date Submitted: 3/28/24**

**By: Eric Schmitt, County Surveyor**

**Reviewed by:**

\_\_\_\_ **HR Director**

\_\_\_\_ **Finance Director**

\_\_\_\_ **IS Director**

\_\_\_\_ **County Attorney**

\_\_\_\_ **Environmental Svcs**

**County**

**Sheriff**

**County**

**Engineer**

\_\_\_\_ **PHHS**

**Other**

**(indicate**

**X dept)**

**Surveyors**

**Recommendation:**

I recommend that the County accept the Grant funding, if awarded, to finance the Certifying 60 Section Corners and Quarter Corners in Spring Grove, Wilmington, Black Hammer, and Caledonia Townships before March 31, 2026.

**Decision:**

RESOLUTION #24-10

ADOPTED

APRIL 2, 2024

**RESOLUTION# 24-10**

**Authorization to submit a proposal to Minnesota IT Services Office of Minnesota Geospatial Information (MnGEO) for a project to restore, maintain, and update Public Land Survey System (PLSS) land corners in Houston County, Minnesota**

WHEREAS, In 2023 the Minnesota Legislature, through MN Statute §381.125, directed the Minnesota Geospatial Information Office (Mn Geo) to develop a grant program for the perpetuation of Public Land Survey System (PLSS) monuments; and

WHEREAS, the Houston County is responsible for maintaining the PLSS; and

WHEREAS, the Houston County has identified that the Townships of Wilmington, Spring Grove, Caledonia, and Black Hammer would benefit from Section Corner Remonumentation; and

WHEREAS, the total cost and request will be \$108,000.

THEREFORE, BE IT RESOLVED, That the Houston County Board authorizes the appropriate county officials to submit a proposal to MnGeo for the Minnesota PLSS Monument Grant Program and if awarded, authorize the appropriate county officials to accept the grant and enter into the necessary agreements beginning in February 2024 and running through March 31, 2026.

\*\*\*\*\*CERTIFICATION\*\*\*\*\*

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Polly Heberlein, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated April 2, 2024.

WITNESS my hand and the seal of my office this 2nd day of April 2024.

(SEAL)

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Polly Heberlein  
Interim Auditor/Treasurer

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
April 2, 2024**

**Date Submitted: 3/25/2022**

**By: Mark Olson, Emergency Management Director**

**ACTION REQUEST:**

- **Requesting the board to pass a resolution authorizing Mark Olson, Houston County Emergency Management Director to sign and execute the agreement and thereby assume for and on behalf of Houston County all of the contractual obligations contained therein.**

**CONSENT AGENDA REQUEST:**

NONE

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input checked="" type="checkbox"/> County Sheriff	_____
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	_____
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS	_____
	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Other (indicate dept)	_____
	<input type="checkbox"/> Environmental Svcs		
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

## Resolution # 24-11

WHEREAS, the Emergency Management Performance Grant (EMPG) Program is provided by the Federal Emergency Management Agency (FEMA) and administered by the State of Minnesota through the Department of Public Safety, Homeland Security and Emergency Management; and

WHEREAS, Houston County fully agrees to the terms of the Emergency Management Performance Grant contract and with the passage of this resolution, officially requests Homeland Security and Emergency Management to enforce the contract in accordance with the applicable rules and regulations.

THEREFORE, BE IT RESOLVED, that Houston County enter into a Grant Agreement with Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Emergency Management Performance Grant Program.

BE IT FURTHER RESOLVED, that Mark Olson, Emergency Management Director of Houston County, is hereby authorized to sign and execute the agreement and thereby assume for and on behalf of Houston County all of the contractual obligations contained therein.

\*\*\*\*\*CERTIFICATION\*\*\*\*\*

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Polly Heberlein, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated April 2, 2024.

WITNESS my hand and the seal of my office this 2nd day of April 2024.

(SEAL)

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Polly Heberlein  
Interim Auditor/Treasurer



<b>Minnesota Department of Public Safety (“State”)</b> Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	<b>Grant Program:</b> 2022 Emergency Management Performance Grant  <b>Grant Contract Agreement No.:</b> A-EMPG-2022-HOUSTNCO-030
<b>Grantee:</b> Houston County 304 South Marshall Street Caledonia, MN 55921	<b>Grant Contract Agreement Term:</b>  <b>Effective Date:</b> 01/01/2022 <b>Expiration Date:</b> 09/30/2024
<b>Grantee’s Authorized Representative:</b> Houston County Sheriff’s Office / Emergency Management ATTN: Mark Olson – Emergency Management Director 306 South Marshall Street Caledonia, MN 55921 Phone: 507-725-5834 E-mail: mark.olson@co.houston.mn.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$ 22,968.00 Matching Requirement \$ 22,968.00
<b>State’s Authorized Representative:</b> Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	<b>Federal Funding:</b> CFDA/ALN: 97.042  <b>FAIN:</b> EMC-2022-EP-00007  <b>State Funding:</b> None  <b>Special Conditions:</b> None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** The creation and validity of this grant contract agreement conforms with Minn. Stat. §16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2022 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 223. St. Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in the 2022 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



**Matching Requirements:** (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-EMPG-2022-HOUSTNCO-030 / P.O. No. 3000084199

Project No.: N/A

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

**2022 (EMPG) Emergency Management Performance Grant**

**Budget Summary (Report)**

**Organization: Houston County**

**EXHIBIT A  
A-EMPG-2022-HOUSTNCO-030**

<b>Budget</b>		
<b>Budget Category</b>	<b>Award</b>	<b>Match</b>
Planning		
EM dept operating expenses	\$3,836.00	\$0.00
<b>Total</b>	<b>\$3,836.00</b>	<b>\$0.00</b>
Organization		
EM dept salary & fringe	\$19,132.00	\$22,968.00
<b>Total</b>	<b>\$19,132.00</b>	<b>\$22,968.00</b>
<b>Total</b>	<b>\$22,968.00</b>	<b>\$22,968.00</b>
<b>Allocation</b>	<b>\$22,968.00</b>	<b>\$22,968.00</b>
<b>Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>





**HOUSTON COUNTY**  
 304 South Marshal Street  
 Caledonia, MN 55921  
 TEL (507) 725-5836

2024 Board Meeting Schedule			
1-Jan	<i>New Year's Day (Employee Holiday)</i>	2-Jul	<b>9:00 Full Board Meeting</b>
2-Jan	<b>9:00 Full Board Meeting</b>	4-Jul	<i>Independence Day (Employee Holiday)</i>
9-Jan	<b>9:00 Full Board Meeting</b>	9-Jul	9:00 Workgroup Session
15-Jan	<i>ML King Day (Employee Holiday)</i>	16-Jul	<b>9:00 Full Board Meeting</b>
16-Jan	9:00 Workgroup Session	23-Jul	<b>9:00 Full Board Meeting</b>
23-Jan	<b>9:00 Full Board Meeting</b>	30-Jul	No Meeting
30-Jan	No Meeting	6-Aug	<b>9:00 Full Board Meeting</b>
6-Feb	<b>9:00 Full Board Meeting</b>	13-Aug	9:00 Workgroup Session
13-Feb	<b>9:00 Full Board Meeting</b>	20-Aug	<b>9:00 Full Board Meeting</b>
19-Feb	<i>President's Day (Employee Holiday)</i>	27-Aug	<b>9:00 Full Board Meeting</b>
20-Feb	9:00 Workgroup Session	2-Sep	<i>Labor Day (Employee Holiday)</i>
21-Feb	AMC Legislative Conference	3-Sep	<b>9:00 Full Board Meeting</b>
27-Feb	<b>9:00 Full Board Meeting</b>	10-Sep	9:00 Workgroup Session
5-Mar	<b>9:00 Full Board Meeting</b>	17-Sep	<b>9:00 Full Board Meeting</b>
12-Mar	<b>9:00 Full Board Meeting</b>	24-Sep	<b>9:00 Full Board Meeting</b>
19-Mar	9:00 Workgroup Session	1-Oct	<b>9:00 Full Board Meeting</b>
26-Mar	<b>9:00 Full Board Meeting</b>	8-Oct	9:00 Workgroup Session
29-Mar	<i>Spring Holiday (Employee Holiday)</i>	15-Oct	<b>9:00 Full Board Meeting</b>
2-Apr	<b>9:00 Full Board Meeting</b>	22-Oct	<b>9:00 Full Board Meeting</b>
9-Apr	9:00 Workgroup Session	29-Oct	No Meeting
16-Apr	<b>9:00 Full Board Meeting</b>	5-Nov	<b>9:00 Full Board Meeting</b>
23-Apr	<b>9:00 Full Board Meeting</b>	11-Nov	<i>Veterans Day (Employee Holiday)</i>
30-Apr	No Meeting	12-Nov	9:00 Workgroup Session
7-May	<b>9:00 Full Board Meeting</b>	19-Nov	<b>9:00 Full Board Meeting</b>
14-May	9:00 Workgroup Session	26-Nov	<b>9:00 Full Board Meeting</b>
21-May	<b>9:00 Full Board Meeting</b>	28-29 Nov	<i>Thanksgiving (Employee Holiday)</i>
27-May	<i>Memorial Day (Employee Holiday)</i>	3-Dec	<b>9:00 Full Board Meeting</b>
28-May	<b>9:00 Full Board Meeting</b>	9-11 Dec	AMC Conf No Meeting
4-Jun	<b>9:00 Full Board Meeting</b>	17-Dec	<b>9:00 Full Board Meeting</b>
11-Jun	9:00 Workgroup Session	24-25 Dec	<i>Christmas Eve/Day (Emp. Holiday &amp; No Meeting)</i>
18-Jun	<b>9:00 Full Board Meeting</b>		
19-Jun	<i>Juneteenth (Employee Holiday)</i>	31-Dec	<b>9:00 Full Board Meeting</b>
25-Jun	<b>9:00 Full Board Meeting</b>		

Full Board Meetings occur in the County Board Meeting Room, 2nd floor, Historic Courthouse Building, Caledonia, MN. Agenda, board packets, and minutes are stored at the Historic Courthouse Building and shared on the Houston County website, as are video recordings, when available.

The County Board conducts workgroup sessions to receive information from staff or outside agencies regarding current or upcoming issues or projects in advance of requests to take formal action. The County Board does not take formal action during workgroup meetings. The County Board will normally hold workgroup sessions at 9:00 in Rm. 222 of the Historic Courthouse Building, Caledonia, MN, but may move to other locations and times, as appropriate. If changed, the County will announce the changed time and location during the preceding full board meeting and reflect the change in the published agenda for said meeting. These meetings are not video recorded, but agenda and minutes will be available via the county website.

RE: Claims

Carol Lapham

Thu 3/28/2024 2:17 PM

To:Houston County BOC <BOC@co.houston.mn.us>;  
Cc:Lynn Colsch <Lynn.Colsch@co.houston.mn.us>; Susan Tostenson <Susan.Tostenson@co.houston.mn.us>;

REQUEST APPROVAL FOR PAYMENT:

2024/04/02 COMMISSIONERS WARRANTS:

VENDOR NAME	AMOUNT
CRESCENT INVESTIGATIVE SERVICES	2,485.00
DELTA DENTAL	6,324.54
HOSKINS ELECTRIC	6,991.06
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,550.00
MEDICA	186,491.36
MN LIFE INSURANCE COMPANY	2,431.80
VERIZON WIRELESS	3,394.82
	<u>234,668.58</u>
24 VENDORS PAID LESS THAN \$2,000.00	<u>7,859.36</u>
	<u>242,527.94</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>10,542.86</u>
	<u><u>253,070.80</u></u>