**COUNTY COMMISSIONERS**
District 1 - Paul Krabbenhoft, Moorhead
District 2 - Ezra Baer, Hawley
District 3 - Jenny Mongeau, Moorhead
District 4 - Kevin Campbell, Moorhead
District 5 - David Ebinger, Moorhead

CLAY COUNTY

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# Clay County Board of Commissioners

8:30 AM, Tuesday, May 19, 2026
Meeting Room A / B – 3rd Floor – Courthouse

## AGENDA

1. 8:30 Call to Order

   Approval of Agenda

   *The following Consent Agenda item(s) will be approved along with the regular agenda, unless a Commissioner requests discussion:*

   a) Approval of the Revised Certificate of Need Letter for the MPCA

   b) Approval of the Amendment to the Crime Victim Services Grant

   c) Approval to Hire a Full-Time LPN

   d) City of Dilworth Community Center Project – Tax Abatement Bond Acknowledgment

   e) Approval to Hire Maintenance Worker

   Citizens to be Heard

   *Citizens may share their comments or concerns on any issue that is a responsibility or function of Clay County Government, whether or not the issue is listed on this agenda. Persons who wish to address the Board must fill out a comment card before the meeting begins and give it to the County Board Clerk or the County Administrator. The County Board Chair will ask you to come to the podium, state your name and city of residence, and present your comments. Your comments must be addressed exclusively to the Board Chair and the full Board of Commissioners. Comments addressed to individual Board members will not be allowed. You are encouraged to limit your presentation to no more than three minutes. The Board Chair reserves the right to limit an individual's presentation if it exceeds the allowable time limit, becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of Clay County's responsibilities. Citizens may also complete a form with the following link:*
   https://claycountymn.form.transform.civicplus.com/48328

   Approval of Payment of Bills and Vouchers

   Approval of Minutes from May 5, 2026, Minutes from May 11, 2026, and Work Group Session Minutes from April 21, 2026

2. 8:35 Recognition - Proclamation for National Treatment Court Month - May 2026
3. 8:40 Request Approval of Amendment to MNDOT Agreement #1061904
4. 8:45 Adult Mental Health Local Advisory Council Annual Report
5. 9:00 Request Approval to Consider Adding a .6 WIC Registered Dietitian Position
6. 9:05 Request Approval to Hire RN Lead at Grade 19, Step 8
7. 9:10 Request Approval of the Strategic Staffing Realignment Proposal – Financial Services Eligibility Worker Positions
8. 9:25 BREAK

9. 9:30 Committee Reports/County Administrator Update/Discussions

10. 9:50 Adjourn

## Upcoming Meetings/Events

| | |
|---|---|
| Friday, May 22, 1:00-2:30 p.m. | Sheriff's Office Awards & Promotional Ceremony<br>Law Enforcement Center<br>911 11th St N<br>Moorhead, MN 56560 |
| Monday, May 25, All Day | Holiday - Memorial Day/Courthouse Closed |
| Tuesday, May 26, 8:30 a.m. | County Board of Commissioners |
| Tuesday, May 26, 3:30 p.m. | National Treatment Court Month Event<br>Location TBD |
| Tuesday, June 2, 8:30 a.m. | County Board of Commissioners |
| Friday, June 5, 8:00 a.m. - 12:00 p.m. | AMC District 4 Meeting<br>Otter Tail Government Services Bldg.<br>500 Fir Ave West<br>Fergus Falls, MN 56537 |
| Tuesday, June 9, 8:30 a.m. | County Board of Commissioners |
| Tuesday, June 16, 5:00 p.m.<br>6:30 p.m. | County Board of Commissioners<br>County Board of Appeal & Equalization |
| Friday, June 19, All Day | Holiday - Juneteenth/Courthouse Closed |

Agenda Item # a)

CLAY COUNTY

# CONSENT AGENDA ITEM INFORMATION SHEET

| |
|---|
| **AGENDA ITEM NUMBER AND NAME:**<br>a) Approval of the Revised Certificate of Need Letter for the MPCA |
| **DATE:** May 19, 2026 |
| **DEPARTMENT:** Solid Waste |
| **ACTION BEING REQUESTED:**<br>Request approval of the revised Certificate of need letter for the MPCA |
| **BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**<br>The last revision of this letter was given to the MPCA for review and after their comments we adjusted a couple items to meet their request. This letter is needed to approve our CON which is needed for our permit renewal. The MPCA has reviewed this version and assures us this will meet their needs and no more revisions will be needed. |
| **ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**<br>Clay Greater MN CON Letter 20260512 |
| **IMPLEMENTATION TIMELINE:**<br>ASAP |
| **COST IMPACT/FUNDING SOURCE:**<br>This will not affect any budget lines. |

May 12, 2026

Re: Clay County Sanitary Landfill (SW-34) – Certificate of Need Request Amendment

Dear Mr. Campbell:

Clay County Solid Waste is providing a revised tonnage estimate for its mixed municipal solid waste (MMSW) available for disposal at the Clay County Sanitary Landfill (SW-34). This is pursuant to a certificate of need (CON) request to the Minnesota Pollution Control Agency (MPCA). This effort is needed to further support the reissuance of the solid waste permit. It is important to Clay County and its residents that the Clay County Sanitary Landfill continues to be an integral part of our solid waste management system.

Clay County is part of the Prairie Lakes Municipal Solid Wate Authority (PLMSWA). The most recent Clay County approved Solid Waste Management Plan (SWMP) was written in 2012. An updated county SWMP will be developed in the coming years to support the local and regional planning for solid waste and recycling practices. The next Clay County SWMP will continue to indicate that the Clay County Sanitary Landfill is the only MSW land disposal option for county MSW that is not recycled and does not go to the Perham Resource Recovery Facility (PRRF). A summary of the projections for future waste to be managed at Clay County Sanitary Landfill are provided in the table below.

Clay County has disposed of an average of 30,235 tons of MMSW per year in the Clay County Sanitary Landfill in the past five years. Based on historic waste generation and future projected waste availability, as well as recycling and composting efforts, Clay County Solid Waste predicts the following waste tonnage to be disposed of at the Clay County Sanitary Landfill. The projections below are based on the 2025 landfilled MSW amount of 27,969 tons, do not include any PRRF fines, and take into account an estimated 0.5% waste increase per year based on projected population growth.

**Table 1: Projected MSW Tons by Year for Clay County Landfill Disposal**

| **Year** | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 |
|---|---|---|---|---|---|---|---|---|---|---|
| **MSW (tons)** | 28,109 | 28,249 | 28,391 | 28,533 | 28,675 | 28,819 | 28,963 | 29,108 | 29,253 | 29,399 |

In total, for the ten-year planning period from 2026-2035, Clay County Solid Waste estimates 287,498 tons of MMSW to be disposed of at the Clay County Sanitary Landfill.

I am requesting a resolution be passed to accept these projections and allow Clay County Solid Waste to complete the Clay County Sanitary Landfill amended CON request to the MPCA.

Please feel free to call or email if you have any further needs.

Sincerely,

*Corey Bang*

*Clay County Solid Waste Director*

Agenda Item # b)

CLAY COUNTY

## CONSENT AGENDA ITEM INFORMATION SHEET

| |
|---|
| **AGENDA ITEM NUMBER AND NAME:**<br>b) Approval of the Amendment to the Crime Victim Services Grant |
| **DATE:** May 19, 2026 |
| **DEPARTMENT:** Attorney |
| **ACTION BEING REQUESTED:**<br>Request the signature of the Clay County Board Chair and Clay County Administrator. |
| **BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**<br>The Office of Justice Programs (OJP) is shifting grant periods to align with the calendar year. OJP has initiated amendments to our current grant ending September 30, 2026, to extend them through December 31, 2026, and will add the appropriate funding. |
| **ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**<br>A-CVS-2026-CLAYAO-143 Grant Amendment |
| **IMPLEMENTATION TIMELINE:**<br>Grant Contract Agreement Term: 10/1/2025- 12/31/2026 |
| **COST IMPACT/FUNDING SOURCE:**<br>Current amendment amount, $17,500 to be used between October 1, 2026 - December 31, 2026.0 |

| | |
|---|---|
| **Minnesota Department of Public Safety ("State")**<br>Office of Justice Programs<br>445 Minnesota Street, Suite 2300<br>St. Paul, MN 55101-2139 | **Grant Program:**<br>Crime Victim Services 2026<br>**Grant Contract Agreement No.:**<br>A-CVS-2026-CLAYAO-143<br>**Grant Contract Amendment No.: 1** |
| **Grantee:**<br>Clay County, Attorney's Office<br>807 11th Street N<br>Moorhead, Minnesota 56560 | **Grant Contract Agreement Term:**<br>**Effective Date:** 10/01/2025<br>**Expiration Date:** ~~9/30/2026~~ **12/31/2026** |
| **Grant Matching Requirement:**<br>Original Agreement Amount $0.00<br>Previous Amendment(s) Total $0.00<br>Current Amendment Amount $0.00<br>Total Agreement Amount $0.00 | **Grantee Contract Agreement Amount:**<br>Original Agreement Amount $70,000.00<br>Previous Amendment(s) Total $0.00<br>Current Amendment Amount **$17,500.00**<br>Total Agreement Amount **$87,500.00** |
| **State's Authorized Representative:**<br>Megan Reetz Magnuson, Grant Manager<br>Office of Justice Programs<br>445 Minnesota Street, Suite 2300<br>St. Paul, MN 55101-2139<br>(651) 248-3892<br>Megan.reetz@state.mn.us | **Federal Funding:** CFDA/ALN: 16.575<br>**FAIN:** 15POVC-24-GG-00672-ASSI<br>**State Funding**: Minnesota Laws of 2025, Chapter 35, Article 2, Section 3, Subdivision 7.<br>**Special Conditions:** Attached and incorporated into this grant contract agreement. See page 3. |

*In this Amendment deleted agreement terms will be struck out and added agreement terms will be underlined.*

Revision 1.

1. Time limitations on funding use:

Federal funding
**VOCA 2024 (15POVC-24-GG-00672-ASSI)**
~~$69,000.00~~ **$86,250.00** is available from October 1, 2025 through ~~September 30, 2026~~ **December 31, 2026.**

State funding
$1,000.00 is available from October 1, 2025 through ~~September 30, 2026~~ **December 31, 2026.**
**$250.00 is available from July 1, 2026 through December 31, 2026**

2. Special Duties:

$70,000 for prosecutor-based crime victim services in Clay County.
**$17,500.00 to provide crime victim services.**

-continued-

The Original Grant Contract Agreement and all previous amendments are incorporated into this amendment by reference.

**1. ENCUMBRANCE VERIFICATION**

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

Signed: _____________________________________________

Date: _______________________________________________

Grant Agreement No./PO No: A-CVS-2026-CLAYAO-143 / 3-105580

Project No.(*indicate N/A if not applicable*): ___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: ______________________________________________

**3. STATE AGENCY**

Signed: ______________________________ ___________
(with delegated authority)

Title: ____________________________________________

Date: ____________________________________________

Distribution: DPS/FAS

Grantee

State's Authorized Representative

**Organization: Clay County Attorney's Office**

**A-CVS-2026-CLAYAO-143**

**Budget Summary**

| **Budget** | | | | |
|---|---|---|---|---|
| **Budget Category** | **Federal** | **State** | **Match** | |
| Personnel | | | | |
| Oct-Dec | $17,250.00 | $250.00 | $0.00 | |
| Victim/Witness Coordinator | $30,975.00 | $0.00 | $0.00 | |
| Victim/Witness Director | $26,980.00 | $0.00 | $0.00 | |
| **Total** | $75,205.00 | $250.00 | $0.00 | |
| Payroll Taxes & Fringe | | | | |
| Payroll Taxes & Fringe | $5,343.00 | $0.00 | $0.00 | |
| **Total** | $5,343.00 | $0.00 | $0.00 | |
| Travel & Training | | | | |
| Travel & Training | $2,202.00 | $0.00 | $0.00 | |
| **Total** | $2,202.00 | $0.00 | $0.00 | |
| Office & Program Expenses | | | | |
| Office & Program Expenses | $1,200.00 | $0.00 | $0.00 | |
| **Total** | $1,200.00 | $0.00 | $0.00 | |
| Direct Client Assistance | | | | |
| Direct Client Assistance | $2,300.00 | $1,000.00 | $0.00 | |
| **Total** | $2,300.00 | $1,000.00 | $0.00 | |
| **Total** | $86,250.00 | $1,250.00 | $0.00 | |

Agenda Item # c)

CLAY COUNTY

## CONSENT AGENDA ITEM INFORMATION SHEET

| |
|---|
| **AGENDA ITEM NUMBER AND NAME:**<br>c) Approval to Hire a Full-Time LPN |
| **DATE:** May 19, 2026 |
| **DEPARTMENT:** Withdrawal Management/Detox |
| **ACTION BEING REQUESTED:**<br>Approval to hire a full-time LPN |
| **BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**<br>Hiring for this positoin would replace the current full-time LPN who has decided to move to a variable hour position. |
| **ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**<br>2026 - Wage Calculator - Laura Hammond - revised |
| **IMPLEMENTATION TIMELINE:**<br>As soon as possible.  We have a current LPN ad out. |
| **COST IMPACT/FUNDING SOURCE:**<br>This is a fully budgeted 2026 position. |

# 2026 Salary Calculation Worksheet

**Directions: Enter information only in blue highlighted areas**

Enter type of Pera in column C (C=coordinated, P=police and fire, R=Correctional, B=Basic and D=Defined)

Columns highlighted in yellow will automatically be calculated for you

As of 5/14/2026

| Position | Employee | Type of PERA | FTE | Current Rate | Hrs at this rate | Total Pay Current Step | After Step Increase | Hrs at this Rate | Total Pay Next Step | # Months for County Contribution | Regular Salaries | Health (Cafeteria) | PERA | FICA | Medicare | PFML | Salaries & Benefits | 2026 County Contribution/ Mo. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Detox RN Lead | Budgeted (2026) | C | 1.00 | 46.96 | 392 | 18,408 | 48.28 | 1,688 | 81,497 | 12 | 99,905 | 17,028 | 7,493 | 6,194 | 1,449 | 355 | 132,423 | $1,419 |
| Detox RN Lead | Laura H. | C | 1.00 | 46.96 | 392 | 18,408 | 48.28 | 248 | 11,973 | 3 | 30,382 | 4,257 | 2,279 | 1,884 | 441 | 108 | 39,349 | $1,419 |
| Detox RN | Tara B. - 19/8 | C | 1.00 | 44.32 | 1,192 | 52,829 | 0.00 | 0 | 0 | 6 | 52,829 | 5,820 | 3,962 | 3,275 | 766 | 188 | 66,841 | $970 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2026 County Contribution Family - $1711/Month | | | | | | | | | | **Savings** | **16,694** | **6,951** | **1,252** | **1,035** | **242** | **59** | **26,233** | |

2026 County Contribution Single (New) - $970/Month

2026 County Contribution Single (Grandfathered) - $1,419/Month

| Savings if not filled for: (Days) | | Comp Hours | Vacation Hours | ERIP Payout | Sick Payout | Sick Leave Hours | Years of Service | | Start | End | 1 FTE | .8 FTE | .75 FTE | .6 FTE | .5 FTE | .4 FTE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **11** | Hours | 0.0000 | 88.98 | 0.00 | 0.00 | 68.10 | Grade | 19 | 12/20/2025 | 2/26/2026 | 392 | 314 | 294 | 235 | 196 | 157 |
| Current Wage | | | | | $0 | Total | Current Step | 11 | 2/27/2026 | 4/10/2026 | 248 | 198 | 186 | 149 | 124 | 99 |
| | | | | | | | YOS | 9.00 | | | | | | | | |
| **$47.06** | Payout | $0.00 | $4,187 | $0 | $0 | Max Allowed | Sick % Payout | 29% | **TOTAL HOURS** | | 640 | 512 | 480 | 384 | 320 | 256 |
| Total | **Total Payout** | **$4,187** | | | | | Max Lump Sum | 5,811 | **Termed** | **Hired** | **YOS** | | | | | |
| **$4,187.40** | | | | | | | | | 4/10/2026 | 2/27/2017 | **9.12** | | | | | |
| | | | | | | | County Contribution/Year | | | $17,028 | $13,622 | $12,771 | $10,217 | $0 | $0 | |

| | |
|---|---|
| **Annual Savings** | **$26,233** |
| **Minus Payout** | **$4,187** |
| **Total** | **$22,046** |

**Notes:**

Numbers are for 2026 - Includes 4% wage increase (COLA)

Includes 6% decrease in County Contribution. (Total -12% split 50/50 with EE and ER)

Includes COLA increase to Sick Leave Severance.

| New Employee For 2026 | Start | 1st Step/last day of '26 | Hours | Last pay day of 2025 | 2nd Step Hours | Total Hours |
|---|---|---|---|---|---|---|
| | 5/26/2026 | 11/15/2026 | 992.00 | 12/18/2026 | 200.00 | 1,192.00 |

**Notes**

Assumes New hire with Single - non-grandfathered County Contribution

Tara is currently a VH employee who was recently hired but worked for Detox in the past.

Agenda Item # d)

# CONSENT AGENDA ITEM INFORMATION SHEET

**AGENDA ITEM NUMBER AND NAME:**
d) City of Dilworth Community Center Project – Tax Abatement Bond Acknowledgment

**DATE:** May 19, 2026

**DEPARTMENT:** Administration

**ACTION BEING REQUESTED:**
Consider Acknowledging that Clay County Declines Participation in the City of Dilworth Community Center Project Tax Abatement.

**BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**
The City Council of Dilworth intends to hold a public hearing on May 26, 2026, to consider adoption of a tax abatement resolution to facilitate financing debt issued for site improvement and construction costs associated with the City's Community Center Project.

Under Minnesota Statutes Sections 469.1812 through 469.1815, the Minnesota Tax Abatement Act, a political subdivision may grant tax abatements to finance public improvements and related project costs. In general, abatements are limited to a maximum term of 15 years. However, the statute allows an abatement period of up to 20 years if at least one overlapping taxing jurisdiction declines, in writing, to participate in the abatement of its share of property taxes.

The City of Dilworth is requesting that Clay County Board of Commissioners provide written confirmation that the County declines participation in the proposed Community Center Project tax abatement.

**ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**
Community Center Bonds - Abatement Letter - Clay County

**IMPLEMENTATION TIMELINE:**
05/19/2026

**COST IMPACT/FUNDING SOURCE:**
N/A

2 First Avenue SE
P.O. Box 187
Dilworth, MN 56529

City of Dilworth

Office 218-287-2313
cityhall@cityofdilworth.gov
www.cityofdilworth.com

May 14, 2026

Stephen Larson
County Administrator
Clay County
3510 12th Avenue South
Moorhead, MN 56560

**Re: Tax Abatement for the proposed financing of the Community Center Project**

Dear Mr. Larson:

The City Council of Dilworth intends to hold a public hearing on May 26, 2026, to consider a resolution adopting a tax abatement to facilitate financing debt issued for site improvement and construction costs associated with the City's Community Center Project. The City is contemplating using the abatement over a 20-year term.

For the term of an abatement to extend beyond 15 years, *Minnesota Statutes*, Section 469.1812 to 469.1815 (the Minnesota Tax Abatement Act) requires that at least one of the three political subdivisions in which the abatement area is located must indicate in writing that it is declining to participate in the abatement of its share of property taxes. It is our understanding that Clay County typically chooses only to participate in tax abatement on a case-by-case basis and would not consider it in this instance. Therefore, the City will be allowed to abate its taxes up to a maximum term of 20 years.

Enclosed please find a statement affirming that Clay County <u>declines</u> participation in the abatement. We request that you provide this affirmation before the City Council's May 26th public hearing.

If you have questions, please do not hesitate to contact me at 218-287-2313 or at pmastera@cityofdilworth.gov.

Thank you for your consideration in reviewing this matter.

Sincerely,

L. Peyton Mastera

L. Peyton Mastera
City Administrator
City of Dilworth
www.cityofdilworth.com

cc: Nick Anhut, Senior Municipal Advisor | Ehlers

Enc.

**CLAY COUNTY, MINNESOTA**

**STATEMENT**

I, Steve Larson, County Administrator of Clay County, received a letter notifying the County of the proposed property tax abatement by the City of Dilworth to facilitate financing debt issued for site improvement and construction costs associated with the City's Community Center Project.

Please consider this statement as Clay County's written comment to decline in participating in the tax abatement, and therefore allowing the City to abate its portion of the property taxes up to a maximum term of 20 years.

Dated: May 19, 2026

______________________________________
Jenny Mongeau, Board Chair
Clay County Board of Commissioners

______________________________________
Steve Larson, County Administrator
Clay County

Agenda Item # e)

CLAY COUNTY

## CONSENT AGENDA ITEM INFORMATION SHEET

| |
|---|
| **AGENDA ITEM NUMBER AND NAME:**<br>e) Approval to Hire Maintenance Worker |
| **DATE:** May 19, 2026 |
| **DEPARTMENT:** Highway |
| **ACTION BEING REQUESTED:**<br>Request Approval to hire Maintenance Worker |
| **BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**<br>I am requesting permission to hire a maintenance worker due to an upcoming retirement. The employee's last day is July 6th, and will be utilizing vacation 3 weeks in June. |
| **ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**<br>Wage Calc - Dan Sinner |
| **IMPLEMENTATION TIMELINE:**<br>Soon |
| **COST IMPACT/FUNDING SOURCE:**<br>See Wage Calculators |

# 2026 Salary Calculation Worksheet

**Directions: Enter information only in blue highlighted areas**

Enter type of Pera in column C (C=coordinated, P=police and fire, R=Correctional, B=Basic and D=Defined)

Columns highlighted in yellow will automatically be calculated for you

As of 5/7/2026

| Position | Employee | Type of PERA | FTE | Current Rate | Hrs at this rate | Total Pay Current Step | After Step Increase | Hrs at this Rate | Total Pay Next Step | # Months for County Contribution | Regular Salaries | Health (Cafeteria) | PERA | FICA | Medicare | PFML | Salaries & Benefits | 2026 County Contribution/ Mo. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Maint Worker | Budgeted | C | 1.00 | 33.03 | 936 | 30,916 | 33.86 | 1,144 | 38,736 | 12 | 69,652 | 17,028 | 5,224 | 4,318 | 1,010 | 247 | 97,479 | $1,419 |
| Maint Worker | Dan S. (1 FTE) | C | 1.00 | 33.03 | 848 | 28,009 | 0.00 | 0 | 0 | 7 | 28,009 | 9,933 | 2,101 | 1,737 | 406 | 99 | 42,285 | $1,419 |
| Maint Worker | Dan S (.5 FTE) | C | 0.50 | 33.03 | 144 | 4,756 | 0.00 | 0 | 0 | 0 | 4,756 | 0 | 357 | 295 | 69 | 17 | 5,494 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Maint Worker | New Hire | C | 1.00 | 27.87 | 1,056 | 29,431 | 28.73 | 280 | 8,044 | 6 | 37,475 | 5,820 | 2,811 | 2,323 | 543 | 133 | 49,106 | $970 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | | | | | **Savings** | **-589** | **1,275** | **-44** | **-37** | **-9** | **-2** | **595** | |

2026 County Contribution Family - $1711/Month

2026 County Contribution Single (New) - $970/Month

2026 County Contribution Single (Grandfathered) - $1,419/Month

| Savings if not filled for: (Days) | | Comp Hours | Vacation Hours | ERIP Payout | Sick Payout | Sick Leave Hours | Years of Service | |
|---|---|---|---|---|---|---|---|---|
| 36 | Hours | 47.5000 | 240.00 | 0.00 | 0.00 | 221.00 | Grade | 11 |
| Current Wage | | | | | $0 | Total | Current Step | 11 |
| | | | | | | | YOS | 11.00 |
| **$33.03** | Payout | $1,568.93 | $7,927 | $0 | $0 | Max Allowed | Sick % Payout | 31% |
| Total | **Total Payout** | **$9,496** | | | | | Max Lump Sum | 7,566 |
| **$9,496.13** | | | | | | | | |

| Start | End | 1 FTE | .8 FTE | .75 FTE | .6 FTE | .5 FTE | .4 FTE |
|---|---|---|---|---|---|---|---|
| 12/20/2025 | 5/18/2026 | 848 | 678 | 636 | 509 | 424 | 339 |
| 5/18/2026 | 7/6/2026 | 288 | 230 | 216 | 173 | 144 | 115 |
| **TOTAL HOURS** | | 1,136 | 909 | 852 | 682 | 568 | 454 |
| **Termed** | **Hired** | **YOS** | | | | | |
| 7/6/2026 | 6/2/2015 | **11.10** | | | | | |
| County Contribution/Year | $17,028 | $13,622 | $12,771 | $10,217 | $0 | $0 | |

| | |
|---|---|
| **Annual Savings** | **$595** |
| **Minus Payout** | **$9,496** |
| **Total** | **-$8,901** |

**Notes:**

Numbers are for 2026 - Includes 4% wage increase (COLA)

Includes 6% decrease in County Contribution. (Total -12% split 50/50 with EE and ER)

Includes COLA increase to Sick Leave Severance.

| New Employee | Start | 1st Step/last day of '25 | Hours | Last pay day of 2025 | 2nd Step Hours | Total Hours |
|---|---|---|---|---|---|---|
| For 2026 | 6/1/2026 | 12/1/2026 | 1,056.00 | 12/18/2026 | 104.00 | 1,160.00 |

**Notes**

**CLAY COUNTY BOARD OF COMMISSIONERS**
**8:30 AM, TUESDAY, MAY 5, 2026**
Meeting Room A / B – 3rd Floor – Courthouse
**MINUTES**

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Paul Krabbenhoft, Ezra Baer, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, Assistant County Administrator Darren Brooke, and Senior Administrative Assistant Sarah Hellem.

### Call to Order

Commissioner Mongeau called the meeting to order at 8:30 a.m.

### Approval of Agenda

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the agenda.

### Employee Recognitions

The following employees were recognized: Elizabeth Bjur for 20 years with Public Health, Corrie Runger for 15 years with Social Services, and Brenda Paper for 15 years with Social Services.

### Citizens to be Heard

There were no citizens to be heard.

### Approval of Payment of Bills and Vouchers

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the bills and vouchers totaling $493,280 from 113 vendors. There were 80 warrants issued under $2,000 ($33,474) and the following 33 were over $2,000.

| | | | |
|---|---|---|---|
| Lake Agassiz Regional Library | $ 90,672 | BDT Mechanical, LLC | $ 4,831 |
| West Central Regional Juvenile Center | $ 72,733 | City of Ulen | $ 4,782 |
| Code 4 Services, Inc | $ 27,848 | WEX Bank | $ 4,673 |
| Lakes & Prairies CAP, Inc. | $ 26,854 | Johnson's Auto Repair LLC | $ 4,538 |
| City Of Barnesville | $ 25,525 | Bytespeed, LLC | $ 4,250 |
| ALPHA Training & Tactics, LLC | $ 25,134 | Winthrop & Weinstine, P.A. | $ 4,000 |
| Sanford Health | $ 22,104 | Widseth Smith Nolting & Associates Inc | $ 3,382 |
| WEX Bank - Sheriff | $ 18,213 | Verizon 386550144-00004 | $ 3,219 |
| Veolia North America | $ 17,638 | Thomson Reuters - West 590031 | $ 2,790 |
| Historical & Cultural Society Of Clay Co | $ 17,284 | Green View Inc. | $ 2,700 |
| Stantec Consulting Services, Inc. | $ 16,954 | McKesson Medical Surgical | $ 2,375 |
| Town & Country Oil Inc. | $ 11,549 | Fitzgerald Construction Inc. | $ 2,364 |
| Greater F M Economic Development Corp | $ 10,000 | Wallwork Truck Center | $ 2,152 |
| Visto's Trailer Sales | $ 7,197 | Braun Intertec Corp | $ 2,137 |
| Moorhead Public Service | $ 6,668 | MidStates Wireless, Inc. | $ 2,107 |
| Oasis Mental Health & Wellness | $ 5,850 | MN Counties Intergovernmental Trust | $ 2,048 |
| Verizon-386550144 | $ 5,226 | | |

### Approval of Minutes from April 21, 2026

On motion by Commissioner Krabbenhoft, seconded by Commissioner Baer, and unanimously carried, the Board approved the minutes from April 21, 2026.

**Wildlife Habitat Protection Presentation by The Nature Conservancy**

The Nature Conservancy Associate Director of Grasslands, Liz Beery, and Habitat Protection Program Manager Jane Cowan provided the Board with a presentation regarding a Wildlife Habitat Protection project in Clay County.

Ms. Beery stated The Nature Conservancy (TNC) and Pheasants Forever have been working on a wildlife habitat protection project in Keene and Hagen Townships. A landowner approached TNC last year wishing to sell wet meadow prairie and marginal cropland that can be protected and restored for wildlife habitat. The landowner is keeping the most profitable crop land for continued agricultural use. Through this protection project TNC is pleased to protect more land for wildlife habitat and for controlled public recreational access. Hunting will be allowed on all of the 1,900 acres and long-term ownership of this land will be split between three entities. TNC will own 480 acres, the MN Department of Natural Resources (DNR) will own 320 acres as a new Wildlife Management Area (WMA), and the US Fish & Wildlife Service (USFWS) will own 1,1000 acres. 160 acres will be designated Northern Tallgrass Prairie National Wildlife Refuge (NTP NWR) as an addition to the adjacent Erickson NTP NWR tract. And 940 acres will be designated Waterfowl Production Area (WPA) as an addition to Flickertail Prairie WPA.

Ms. Beery stated a good portion of this land has historically been used as hay fields because it contains wet soils that are not productive for crops. Current land use on nearby conservation lands owned by TNC, DNR, and USFWS include rotational haying, as well as conservation grazing, controlled burning, and weed control. A portion of this land will also be farmed within the next two years to prepare for prairie restoration seeding, and future haying and grazing efforts will be completed in collaboration with local landowners.

Ms. Beery stated the source of funds come from the Outdoor Heritage Fund (OHF) portion of the Clean Water Land & Legacy Amendment.

Commissioner Baer asked when the transition of ownership of the land will occur. Ms. Beery stated the transition of acres to the USFWS and DNR will take place within the next 1 to 2 years. Generally, it’s preferred to do some restoration on the acres before they’re transferred.

Commissioner Mongeau and the Board extended their appreciation for all the individuals who came to support this project.

**Clay County Local Advisory Council (LAC) for Children’s Mental Health Annual Report & Mental Health Month Proclamation**

Clay County Social Services Supervisor/Children’s Mental Health LAC Secretary Treasurer, Michelle Thordal, and Lakeland Mental Health Center Rule 79 Case Manager/Children’s Mental Health LAC Chair, Michelle Mullikin presented the Clay County Children’s Mental Health Local Advisory Council (LAC) annual report

Ms. Thordal and Ms. Mullikin discussed an overview of current activities, community engagement efforts, and survey findings, a multi-year perspective on trends impacting children’s mental health in the County, continued system strengths in collaboration and school-based services, identifying ongoing challenges related to workforce shortages, service capacity, and access to higher levels of care.

Commissioner Campbell asked for further explanation regarding how workforce shortages impact the LAC. Ms. Thordal stated in regard to access to family therapy or the community health partnerships such as Lakeland or Solutions, they have a hard time keeping people in those roles. They see a lot of their therapists going into private practice because reimbursement rates are low, and wages can't compare. If clients have MN Medial Assistance, there are only certain providers that will accept that insurance, and those are the agencies like Lakeland and Solutions.

Commissioner Ebinger asked for more information regarding the Police program. Ms. Thordal stated she wasn't aware of the specifics but that the program will be paired down to a more targeted approach.

Commissioner Campbell asked what happens to the children who are not offered the appropriate services that are needed. Ms. Thordal stated those youth would end up in the Child Protection system, and in Juvenile centers. Discussion ensued.

Commissioner Baer asked how Clay County compares to other counties regarding these issues. Ms. Thordal stated most other counties report having the same issues, such as long wait times and service capacity. There are some counties that have access to different things, but the general theme is the same. Commissioner Mongeau asked if having mental health supports within every school is a consistent trend with other counties in the state. Ms. Thordal confirmed that was correct.

Discussion ensued regarding transportation barriers.

Commissioner Ebinger followed up on the Police Program and stated he just heard from the Chief Deputy who informed him that Moorhead PD is no longer hosting the summer youth program because they didn't receive the Youth Intervention Program (YIPA) grant, so they're trying to reform the program into something smaller but it hasn't been fully figured out yet. Discussion ensued regarding grants.

On motion by Commissioner Campbell, seconded by Commissioner Ebinger, and unanimously carried, the Board read and approved to proclaim May 2026 as Mental Health Month in Clay County.

On motion by Commissioner Ebinger, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the Children's Mental Health LAC Membership.

**CLOSED SESSION: Permitted by Section 13D.05, Sub. 3(d), to Discuss Issues Related to Security Systems and Receive Security Briefings**

On motion by Commissioner Campbell, seconded by Commissioner Baer, and unanimously carried, the Board approved to go into closed session at 9:09 a.m. permitted by section 13D.05, Sub. 3(d), to discuss issues related to security systems and receive security briefings.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved to come out of closed session at 9:47 a.m.

**Request Approval to Purchase Replacement Firewalls**

Technology Services Director Rory Schmitz requested approval to purchase replacement firewalls in order to meet the growing demand for high Internet usage by benefiting from increased speed the State of Minnesota IT Department (MNIT) has granted the County, and to reconfigure how all network traffic is routed throughout our organization and to improve security between departments. The existing firewalls will be re-used by our criminal justice departments to separate Criminal Justice Information Services (CJIS) traffic to a separate connection. This will further ensure compliance with the Minnesota BCA and FBI's security policies.

$83,037 will come from the 2026 Technology Services budget and then $10,000 will come from the Technology Services Internal Services fund on the firewall line item. These new firewalls would then also be added as a new Internal Services line for replacement in 5 years.

Commissioner Campbell asked what the lifespan of firewalls was. Mr. Schmitz stated the lifespan is typically 5 years. Discussion ensued regarding the funding, the reason for the purchase, and slow connections.

On motion by Commissioner Campbell, seconded by Commissioner Krabbenhoft, and unanimously carried, the Board approved the purchase of new Firewalls through High Point Networks in the amount of $93,037.00.

**BREAK**

The Board took a break from 9:57 a.m. to 10:02 a.m.

**Request Approval of the Final Contract Voucher for SAP 014-634-032**

County Engineer Justin Sorum requested approval of the Final Contract Voucher for SAP 014-634-032 which was the Mill and Overlay project on CSAH 34 from TH 9 to CSAH 11. The initial bid from Central Specialties was $1,846,160.10 and the final amount to be approved is $1,846,671.44.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Final Contract Voucher for SAP 014-634-032 in the amount of $1,846,671.44.

**Request Approval of the Clay County Law Enforcement Center Feasibility Study Professional Services Proposal**

County Administrator Stephen Larson requested approval of the Clay County Law Enforcement Center Feasibility Study Professional Services Proposal and stated the Clay County Law Enforcement Center was constructed in 2016 and the Moorhead Police Department (MPD) rents a minimum of 30,000 square feet of the facility for their needs and is under contract through 2038. Recently, Clay County was notified that MPD had filled all of their available office spaces within the facility and has begun to explore facility options that would meet their strategic plan. Therefore, it’s requested to proceed with a feasibility study evaluating the potential reuse of the Law Enforcement Center if the City Police vacate their current space.

The proposal, submitted by Klein McCarthy Architects, outlines an initial study focused on determining whether several county departments currently housed in the Government Services Building could be relocated into the Law Enforcement Center (LEC). This phase is limited in scope and designed to provide a high-level assessment of spatial needs, building constraints, and general layout options before any detailed design or cost estimating occurs. The total cost for this study is $10,000 which would come from reserves.

Commissioner Mongeau stated when the LEC was built, there was thought that went into how the garage was built, specifically so that there could be an expansion on the second level. Mr. Larson stated there is a little bit of an elevation change, but yes, it was set up for expansion, roughly 15,000 square feet.

Commissioner Campbell stated this was discussed at the Building Committee and it's worthwhile for the County to go through this phase. There are a lot of questions and logistics regarding this topic, where the Sheriff's Office will need to be involved. In addition, the current bond that's on that facility will need to be reviewed, because part of the bond included the contract with the City of Moorhead.

Commissioner Ebinger discussed his disappointment with this and how it's probably a disappointment for everyone who worked on the project. Efforts were made and the County extended a real opportunity for the MPD at a low cost, because at the time, the City of Moorhead didn't have the funding. Commissioner Ebinger hopes that the County can be made whole, if the city decides to terminate the partnership. Commissioner Campbell also expressed his disappointment and discussed how the MPD had been partners with Clay County going back to the1960's. When the new LEC was planned, the idea of the MPD moving out was never a thought. However, if they need more space, it's their decision to make.

On motion by Commissioner Baer, seconded by Commissioner Ebinger, and unanimously carried, the Board approved the Clay County Law Enforcement Center Feasibility Study.

**Committee Reports/County Administrator Update/Discussions**

- Commissioner Ebinger had no meetings to report on.
- Commissioner Krabbenhoft reported on meetings for Legislative Planning; met with National Alliance on Mental Illness (NAMI); met with Senators Housley, Utke, Rasmusson, Kupec, and Representative Joy; and Moorhead City Planning.
- Commissioner Campbell had no meetings to report on.
- Commissioner Baer reported on meetings for AMC Nuts, Bolts, and Boardrooms Conference; met with Representatives Joy, Gander, Skraba, and Baker; and MRC.
- Commissioner Mongeau reported on meetings for AMC Nuts, Bolts, and Boardrooms Conference; meetings at the Capital; met with Representative Joy; met with Senate Majority Leader Senator Murphy, Senator Kupec, and our Legislative team regarding the final 2 weeks of session; NAMI presentation; PRTF/NSJ; MRC; Metro COG Executive Committee meeting; and discussed the NACo applications for 2026-2027 committee appointments.
- County Administrator Stephen Larson reported on meetings for MACA Leadership; Legislative Planning; MPCA Settlement Update; PRTF/NSJ; Department Head Evaluation; Letters to Legislators; met with Sheriff Empting on a series issues; met with Derrick LaPoint and Lori Johnson regarding Bell Bank services; Met with Brian Melton and Troy Amundsen; on Friday, May 8, 2026, we have a hearing with MCIT regarding coverage; and next week after Board we have our quarterly EDC/EDA meeting at 1:00 p.m.
- Assistant County Administrator Darren Brooke reported on meetings for met with Sheriff Empting regarding the Cadet Program; met with an employee regarding an issue ;

payroll estimate for MCIT; PRTF/NSD; and data practices response with social services.

**Adjourn**

The meeting was adjourned at 10:30 a.m.

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Jenny Mongeau, Chair
County Board of Commissioners

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Stephen Larson, County Administrator

**CLAY COUNTY BOARD OF COMMISSIONERS – EMERGENCY MEETING**
**8:30 AM, MONDAY, MAY 11, 2026**
Meeting Room A / B – 3rd Floor – Courthouse
**MINUTES**

The Clay County Board of Commissioners met in emergency session with the following Commissioners present: Paul Krabbenhoft, Ezra Baer, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, County Auditor-Treasurer Lori Johnson, Assistant County Administrator Darren Brooke, Assistant County Attorney Katie Stock, Facilities Director Joe Olson, Withdrawal Management/Detox Director Troy Amundsen, Withdrawal Management/Detox RN Supervisor Andrew Loewe and Senior Administrative Assistant Sarah Hellem.

**Call to Order**
Commissioner Mongeau called the meeting to order at 8:38 a.m.

**Approval of Agenda**
On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved the agenda.

**Citizens to be Heard**
There were no citizens to be heard.

**Closed Session: Board Discussion RE: Pending Litigation Per Minn Stat. 13D.05, Subd. 3(b) Attorney/Client Privilege**
On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board approved to go into closed session at 8:39 a.m. for Board discussion regarding pending litigation per Minnesota Statute 13D.05, Subdivision 3(b) for Attorney/Client Privilege.

On motion by Commissioner Ebinger, seconded by Commissioner Baer, and unanimously carried, the Board came out of closed session at 10:07 a.m.

**Adjourn**
The meeting was adjourned at 10:07 a.m.

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Jenny Mongeau, Chair
County Board of Commissioners

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Stephen Larson, County Administrator

**CLAY COUNTY BOARD OF COMMISSIONERS – WORK GROUP SESSION**
**1:00 PM, TUESDAY, APRIL 21, 2026**
Meeting Room A / B – 3rd Floor – Courthouse

# MINUTES

The Clay County Board of Commissioners met in work group session with the following Commissioners present: Paul Krabbenhoft, Ezra Baer, Jenny Mongeau, Kevin Campbell, and David Ebinger. Others present: County Administrator Stephen Larson, County Attorney Brian Melton, and Senior Administrative Assistant Sarah Hellem.

The Clay County Housing & Redevelopment Authority (HRA) Commissioners present: Bethany Peterson, Tia Braaseth, Anthony Dillard and Cecil Johnson. Other HRA staff present were Executive Director Dara Lee, Deputy Director Dawn Bacon, and Administrative Manager Jill Cossette.

**Call to Order**
Commissioner Mongeau called the meeting to order at 1:00 p.m.

**Clay County HRA Project Updates**
Ms. Lee stated that she's happy to report that things are stabilizing across a number of areas. At the beginning of the pandemic, the HRA experienced a number of retirements from long-term employees, resulting in losing years of experience, however, since then we have a really good strong stable staff in place which makes things run smoothly. In addition, we're currently in the process of adding a new position, after receiving a federal grant award. These funds are for the family self-sufficiency program, which helps individuals get off assistance more quickly.

Ms. Bacon stated one of the primary indicators we look at is occupancy, which has really stabilized across the board. There are minimal vacancies, an applicant was just approved today for the Agassiz Apartments in Ulen, MN, and we're showing units for a duplex both in Hawley and Ulen as we speak. At all our other locations we have applicants that are on track to move in, in the process of completing some final screenings, or pulling people through the homelessness response system. Since we last met, we have successfully converted the funding structure at the Agassiz Apartments, and that was shifting from the project based rental assistance contract with the Department of Housing and Urban Development (HUD) into an affordable housing program that opens up more access to more people. Depending on household size, people who have an income of $64,000 to $122,000 per year for larger households, can qualify. Therefore, we want to get the word out because you don't necessarily have to be extremely low income to move into those properties.

Ms. Bacon discussed the concerns that Commissioner Baer had raised regarding calls to service in Ulen. The HRA did follow up regarding those incidences and are happy to report that there has been a decrease. 90% of the properties have security cameras and are being monitored 24/7, which is directly contributing to that stability. And the use of the Statewide Affordable Housing Aid (SAHA) and the tax levy money have also contributed to that stability and safety.

Ms. Bacon stated after a recent inspection, several issues were highlighted regarding the elevator at Houge Estates, and thankfully, the awarded 2026 SAHA funds will address this critical funding gap, and allow the elevator to be modernized. This building serves all elderly and disabled individuals, many who have mobility impairments, who can't have a home without a working elevator. Other SAHA funds have been spent or committed to security improvements, funding to support the occupied rehab program, and permanent supportive housing programs.

Commissioner Mongeau asked what the waiting lists look like for each facility. Ms. Lee stated there is a strong demand across all types of buildings. Commissioner Mongeau asked if individuals are requesting to be on a specific building waitlist or all building waitlists. Ms. Lee stated individuals will apply to additional units if a waitlist is opened, but we rarely have more than one waiting list open at one time. Commissioner Mongeau asked if any of the numbers were duplicates. Ms. Lee stated no, but there are very few that are on multiple waitlists. Commissioner Mongeau stated the reason for her questions was to get a better understanding of how the waitlist works. Ms. Lee stated we will close the waitlist when we believe we have 2 years' worth of applicants.

Ms. Lee discussed Bright Sky and Silver Linings Apartments and stated those buildings are owned by Churches United, and the HRA took over the supportive services on those units. Arriving Home also took over the property management at the same time. We're happy to report that for the first time, Bright Sky has a net income at the end of the year, and those units have stabilized. Silver Linings units are primarily filled in cooperation with Clay County through the housing supports programs. The housing support program that is done in conjunction with Clay County has reached the maximum. This has been a successful program which adds a lot of benefit throughout the community. Commissioner Mongeau asked if the HRA provides toiletries for every unit. Ms. Lee stated yes, under the housing supports program the HRA is responsible for the supportive services, rent, utilities, and all basic need items. There is a full-time employee who does the shopping and submits the billing to the Department of Human Services.

Commissioner Mongeau stated there has been some discussion from folks, and Representative Keeler, regarding how to identify and report sex trafficking, and asked what conversations the HRA was having regarding this issue along with what safeguards are in place. Ms. Lee stated there were some concerns about some trafficking going on at one of our locations, and we do whatever we can to cooperate with local law enforcement. If its site based, sometimes we can intervene in a way that is not as dangerous for the person that's being trafficked, so we certainly have a system in place to remove those individuals from those situations, and/or eliminate the sex trafficker's presence.

Ms. Lee stated Barnesville was awarded the funding for rehabilitating both homes and businesses. There are 26 applications from homeowners and 18 from local business that we're currently processing. With the SAHA funds that we were awarded to pair with this, we believe we'll be able to assist all 26 homeowners. All applicants meet the guidelines, and all homes & businesses will have an inspection to make sure the work is appropriate. Commissioner Baer asked what type of work is done for the 26 homes. Ms. Lee stated many times its items such as windows, roofs, heating systems, plumbing, electrical, and the only remodeling would be for accessibility. Commissioner Baer asked what the average age of these homes were. Ms. Lee stated most of the homes are over 40 years old.

Commissioner Mongeau asked if Ms. Lee has heard anything at the legislature regarding SAHA funds. Ms. Lee stated that no one is talking about them, which sometimes is what's best. We haven't seen an aggressive action to pull those funds, and we've heard that it's unlikely for the SAHA funds to be eliminated. Commissioner Mongeau asked if that could be because there's enough controls in place for those funds. Ms. Lee wasn't exactly sure.

Commissioner Krabbenhoft asked if someone comes in with a certain income parameter, how long can they stay in these units. Ms. Lee stated it's different across all buildings and rental assistance programs, however, no resident is required to move out, even if they can pay the 100%. Commissioner Krabbenhoft asked if things are going well with Churches United. Ms. Lee stated a majority of the day-to-day activities are between the property manager, which is Arriving Home, and the HRA as the supportive services manager. Churches United is in the role of the owner, so they have focused on some other activities since this is going well. Commissioner Campbell asked how eligibility for section 8 housing is impacted when tenants aren't required to leave these facilities, even when they're capable of being on their own. Ms. Lee stated it's very rare that section 8 housing is impacted by this. Tenants are aware of these resources and understand that others in the community might also need these resources, therefore, for the tenants that can afford to move out, usually do, rather than stay for convivence. Discussion ensued regarding section 8 housing. Commissioner Baer was curious how many tenants were paying the full amount. Ms. Lee stated only one or two tenants are paying the 100%.

**Clay County HRA Legislative Update**

Ms. Lee stated the funding was flat for 2026, and we didn't see any significant cuts in any programs. And for 2027, the President's budget has been released, and it doesn't provide for any significant cuts in our programs. So for right now, everything is looking stable.

Commissioner Krabbenhoft asked about increasing vouchers due to the success of the HRA. Ms. Lee stated the HRA did receive an increase in the Family Self-Sufficiency Coordinator, and we also got an increase due to repositioning the subsidy type at the Agassiz Apartment in Ulen, so we got additional vouchers for that. Most Housing Authorities have stayed pretty stagnant for the last 20-30 years, through a variety of methods. Commissioner Krabbenhoft asked for further explanation regarding HUD. Ms. Lee stated the between 1960 – 1980 the federal government had certain subsidies where they assisted communities in building affordable housing and many of them had specific contracts in place or public housing. We have come to the end on a couple of those contracts, and either renegotiated it or opted out of that type of subsidy and swapping out with a different federal funding source in order to be closer to market rent collection, with the tenants still paying exactly the same amount. We were able to do that with a total of 54 public housing units (duplexes and single-family units), along with the 12 units in Ulen. And we continue to explore this with other properties.

Commissioner Mongeau asked for further details regarding the merge between the HRA and the Moorhead Public Housing Authority (MPHA). Ms. Lee stated the HRA and MPHA joined 3 years ago, and it's been extremely successful from an operational standpoint. We do have a plan in place to figure out what makes the most sense financially and efficiently, for all entities involved. Just this year the HRA started doing all the financials for the MPHA. The MPHA pays the Clay County HRA funds every year, which eliminates the duplicated expenses. Ms. Bacon stated both of these entities receive federal, state, and local dollars, but we're both primarily federally funded with overlapping missions and purposes. And so, prior to joining operations, we were duplicating expenses. We're in an environment where there's so much scarcity in terms of the need for housing and the level of that need, that we need to look at how we can create mor efficiencies. Commissioner Campbell asked how the MPHA budget compares to what they did prior to this merge. Ms. Bacon stated we're making it work and we have ongoing sustainability questions as do most housing authorities. There have been strategic changes, which we'll keep looking into. Ms. Lee stated MPHA is in much better financial position than the HRA has been in. They have strong reserves and strong revenues. Part of the plan is the series of transfers that were agreed upon. The HRA first took a rental assistance program, which is a break even program, the next thing up is the Moorhead Affordable Housing programs because it's a revenue generating program, then would be Maple Court, which is the other revenue generator, and only then, if we would be able to make it sustainable, would be the public housing properties. The basic bottom line is to serve the people.

Commissioner Mongeau asked if the request for the levy changed after the merge. Ms. Lee stated Moorhead is part of the Clay County levy, so it's always been the same for all. Before, we levied everywhere besides Moorhead, and then only a few years ago was Moorhead brought into the equation. Moorhead is in a position where they can opt out, but they have decided to opt in. One of the reasons they opted in was because the MPHA doesn't have its own independent ability to levy, therefore the Economic Development Authority (EDA) does that for them. But the Clay County HRA has been the only entity to levy within Moorhead. Ms. Lee stated prior to 1987 it was the Moorhead Housing Redevelopment Authority, there was no MPHA prior to 1987. So, the City of Moorhead decided they wanted an EDA, but that was before there was a statutory option for an EDA. So, they took the power of an HRA and divided it into 2 entities, the EDA and the MPHA. This resulted in the power of levying falling on the EDA and not on the MPHA. The EDA never gave the MPHA funding and after this occurred, funding came from annual inflows. Ms. Bacon stated in the most recent past, MPHA has gotten some support through SAHA.

**Clay County HRA Budget Forecast**

Ms. Lee stated we feel like for 2026 we're where we need to be at. Last year, and so far this year, for the programs that we've used the levy to supplement, we've been able to break even. Which means we can continue to provide those services, which includes the Owner-Occupied Rehabilitation, Homework Starts at Home, Homeless to House, and other homeless programs that serve children. Ms. Lee further discussed inflation, switching to their own benefits, office space, and staffing.

Ms. Lee stated the Clay County HRA does anticipate requesting a levy again, but it would not exceed what's been requested in the past. Commissioner Mongeau stated it's no secret to where counties are at regarding the budget. We're facing historic double digit increases to deal with just federal shifts or additional state mandates. We're starting to hear from folks that living in Minnesota is becoming unsustainable, which is very hard to hear. The 2027 budget is going to be very challenging.

**Clay County Housing - Household Update 2026**

Ms. Lee discussed pages 2 and 3 of the packet which includes information regarding Clay County Housing from the Minnesota Housing Partnership.

Commissioner Mongeau stated this a helpful graphic to have.

**Adjourn**

The meeting was adjourned at 2:03 p.m.

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Jenny Mongeau, Chair
County Board of Commissioners

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Stephen Larson, County Administrator

Agenda Item # 2.

# BOARD AGENDA ITEM INFORMATION SHEET
## 5 minutes

| |
|---|
| **AGENDA ITEM NUMBER AND NAME:**<br>2. Recognition - Proclamation for National Treatment Court Month - May 2026 |
| **DATE:** May 19, 2026 |
| **DEPARTMENT:** Court Administration |
| **PRESENTER:** Honorable Judge Jade Rosenfeldt, Kristal Kadrie, Treatment Court Supervisor |
| **ACTION BEING REQUESTED:**<br>Approval to Proclaim May 2026 as National Treatment Court Month in Clay County |
| **BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**<br>The Treatment Court team is requesting the Clay County Board of Commissioners sign a proclamation identifying May 2025 as National Treatment Court Month. Members will also be highlight an upcoming event that will pair the recognition of National Treatment Court Month with the formal Launch of the Clay County Treatment Court Alumni Group. |
| **ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**<br>Proclamation_Treatment Court Month_May 2026 |
| **IMPLEMENTATION TIMELINE:**<br>5/19/2026 |
| **COST IMPACT/FUNDING SOURCE:**<br>N/A |
| **MOTION TO BE ADOPTED BY COUNTY BOARD:**<br>Motion to Procalim May 2026 as National Treatment Court Month in Clay County. |

COUNTY of CLAY

# Proclamation

## Treatment Court Month - May 2026

**WHEREAS,** addiction and mental illness touch the lives of families across Clay County — and the traditional justice system, acting alone, too often cannot break that cycle; and

**WHEREAS,** Treatment Courts bring together judges, prosecutors, defense attorneys, and treatment providers to offer a different path — one built on accountability, evidence-based treatment, and genuine support for recovery; and

**WHEREAS,** Clay County is proud to operate three Treatment Courts — our Adult Drug Treatment Court, Veterans Treatment Court, and DWI Court — serving individuals and families who are working hard every day to reclaim their lives; and

**WHEREAS,** participants in Treatment Courts are held to rigorous standards, appearing regularly before the court, submitting to testing, and engaging in the hard work of treatment — and when they rise, we rise with them; and

**WHEREAS,** research consistently shows that Treatment Courts reduce substance use, lower recidivism, strengthen families, and save taxpayer dollars — producing better outcomes than incarceration alone; and

**WHEREAS,** every person who has completed a Clay County Treatment Court is proof that recovery is possible — and that the justice system, at its best, can be a doorway to a better life;

**NOW, THEREFORE, BE IT RESOLVED** that the Clay County Board of Commissioners hereby proclaims May 2026 as **TREATMENT COURT MONTH** in Clay County, Minnesota — and call upon our community to recognize the courage it takes to choose recovery, to honor those walking that road, and to celebrate the truth that when we invest in people, they can and do change.

Adopted this 19th day of May 2026.

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Jenny Mongeau, Chair
Clay County Board of Commissioners

ATTEST:

________________________________

Stephen Larson
Clay County Administrator

Agenda Item # 3.

CLAY COUNTY

# BOARD AGENDA ITEM INFORMATION SHEET
## 5 minutes

**AGENDA ITEM NUMBER AND NAME:**
3. Request Approval of Amendment to MNDOT Agreement #1061904

**DATE:** May 19, 2026

**DEPARTMENT:** Highway

**PRESENTER:** Justin Sorum, County Engineer

**ACTION BEING REQUESTED:**
Approval of Amendment to MNDOT Agreement #1061904

**BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**
Previously the Grant Agreement and Resolution for the LRIP Grant, and Federal funding was approved. There was additional federal funds that MNDOT was able to direct to this project, thus reducing the amount of local share. Clay County Received an additional $293,478.00 in Federal Funding.

**ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**
014-070-016LRIPAmend1

**IMPLEMENTATION TIMELINE:**
Soon

**COST IMPACT/FUNDING SOURCE:**
Additional $293,478.00 in Federal Funding

**MOTION TO BE ADOPTED BY COUNTY BOARD:**
Motion to Approve the Amendment to MNDOT Contract #1061904

DEPARTMENT OF TRANSPORTATION

MnDOT Contract #: 1061904
SP No.: **014-070-016**

**AMENDMENT # 1 TO MnDOT MnDOT LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) GRANT AGREEMENT No. 1061904**

| | | | |
|---|---|---|---|
| Agreement Start Date: | 04/13/2026 | Original Agreement Amount: | $ 535,000.00 |
| Orig. Agreement Exp. Date: | 12/31/2030 | Prev. Amendment(s) Total: | NA |
| Amended Exp. Date | 12/31/2030 | Current Amendment Amount: | NA |
| | | Current Agreement Total | $ 535,000.00 |

Project Identification : **Local Road Improvement Program** – *construction of single lane roundabout at the intersection of CSAH 52 & CSAH 12 SE of Moorhead in Clay County*

| | | | |
|---|---|---|---|
| State Project (SP): | SP 014-070-016 | Trunk Highway #: | NA |
| Federal Project # | NA | | |

This amendment is by and between the State of Minnesota, through its Commissioner of Transportation ("State") and Clay County ("Grantee").

**Recitals**

1. The State has an Agreement with the Grantee identified as MnDOT Contract No. 1061904, ("Original Agreement") for SP 014-070-016.
2. The amounts of matching funds for SP 014-070-016 have changed.
3. The State and the Grantee are willing to amend the Original Agreement as stated below.

**Agreement Amendment**

In this Amendment deleted agreement terms will be ~~struck out~~ and the added agreement terms will be underlined.

**REVISION 1 .** Article 4 is amended as follows:

The following Exhibits for each project are attached and incorporated by reference as part of this Agreement:

~~Exhibit A Completed Sources and Uses of Funds Schedule~~
Exhibit A-1 Completed Sources and Uses of Funds Schedule
Exhibit B Project Completion Schedule
Exhibit C Bond Financed Property Certification

| | |
|---|---|
| Exhibit D | Grant Application |
| Exhibit E | Grantee Resolution Approving Grant Agreement |
| Exhibit F | General Terms and Conditions |

**REVISION 2.** **Exhibit F** Article IV**,** Section 4.01 **The Advances** (second paragraph) is amended as follows:

Advances shall only be for expenses that (i) are for those items of a capital nature delineated in Source and Use of Funds that is attached as ~~Exhibits A~~ **Exhibit A-1**, (ii) accrued no earlier than the effective date of the legislation that appropriated the funds that are used to fund the LRIP Grant, or (iii) have otherwise been consented to, in writing, by the Commissioner.

**REVISION 3.** **Exhibit F** Article V**,** Section 5.14 **Sources and Uses of Funds** is amended as follows:

The Public Entity represents to MnDOT and the Commissioner that the Sources and Uses of Funds Schedule attached as ~~Exhibit A~~ **Exhibit A-1** accurately shows the total cost of the Project and all of the funds that are available for the completion of the Project. The Public Entity will supply any other information and documentation that MnDOT or the Commissioner may request to support or explain any of the information contained in the Sources and Uses of Funds Schedule. If any of the funds shown in the Sources and uses of Funds Schedule have conditions precedent to the release of such funds, the Public Entity must provide MnDOT a detailed description of such conditions and what is being done to satisfy such conditions.

**REVISION 4.** **Exhibit F** Article V, Section 5.25 **Telecommunications Certification** is amended as follows:

If federal funds are included in ~~Exhibit A~~ **Exhibit A-1** , by signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.

**REVISION 5.** **Exhibit F** Section 5.26 **Title VI/Non-discrimination Assurances** is amended as follows:

Public Entity agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in ~~Exhibit A~~ **Exhibit A-1**, Public Entity will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. MnDOT may conduct a review of the Public Entity’s compliance with this provision. The Public Entity must cooperate with MnDOT throughout the review process by supplying all requested information and documentation to MnDOT, making Public Entity staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by MnDOT.

The terms of the Original Agreement are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments remain in full force and effect.

**[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]**

**GRANTEE (Clay County)**

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

By: ____________________________________________

Title: Board Chair

Date:___________________________________________

By:____________________________________________

Title: County Administrator_

Date:___________________________________________

**DEPARTMENT OF TRANSPORTATION**

*Approval and Certifying Encumbrance as required by Minnesota Statutes § 16A.15 and 16C.05*

By:_____________________________________

Title: State Aid Programs Manager (with delegated authority)

Date_____________________________________

**MnDOT CONTRACT MANAGEMENT**

By:______________________________________

Date:_____________________________________

## EXHIBIT A-1

SOURCES AND USES OF FUNDS SCHEDULE
**SP 014-070-016**

| **SOURCES OF FUNDS** | | **USES OF FUNDS** | |
|---|---|---|---|
| **Entity Supplying Funds** | **Amount** | **Expenses** | **Amount** |
| | | | |
| **State Funds:** | | **Items Paid for with LRIP Grant Funds:** | |
| 2023 LRIP Funds Grant SAAS Acct 385 | $535,000.00 | Construction of single lane roundabout at the intersection | $535,000.00 |
| | | | |
| Other: | | | |
| | | | |
| | | | |
| Subtotal | $535,000.00 | Subtotal | $535,000.00 |
| | | | |
| **Public Entity Funds:** | | **Items paid for with Non-LRIP Grant Funds:** | |
| Matching Funds | | | |
| Local Match | $702,133.96 | Construction of single lane roundabout at the intersection | $2,364,657.18 |
| Other: | | | |
| Federal Funds, HSIP FY26 | $1,662,523.22 | | |
| | | | |
| | | | |
| | | | |
| Subtotal | $2,364,657.18 | Subtotal | $2,364,657.18 |
| | | | |
| | | | |
| | | | |
| **TOTAL FUNDS** | $2,899,657.18 = | **TOTAL PROJECT COSTS** | $2,899,657.18 |

Agenda Item # 4.

# BOARD AGENDA ITEM INFORMATION SHEET
## 15 minutes

| |
|---|
| **AGENDA ITEM NUMBER AND NAME:**<br>4. Adult Mental Health Local Advisory Council Annual Report |
| **DATE:** May 19, 2026 |
| **DEPARTMENT:** Social Services |
| **PRESENTER:** Brea Krause, Alison Wolbeck |
| **ACTION BEING REQUESTED:**<br>Presentation and Motion to approve Adult LAC Membership |
| **BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**<br>Representatives from the Clay County Adult Mental Health Local Advisory Council (LAC) will present the Council's 2025 Annual Report to the Board. The report highlights ongoing community collaboration, mental health advocacy efforts, service system challenges, and initiatives intended to improve outcomes for adults experiencing mental illness in Clay County. The presentation will also include updates regarding outreach efforts, community partnerships, and recommendations related to adult mental health services. Attached is the report that lists the Adult LAC Membership. |
| **ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**<br>Clay County Adult Mental Health 2025 Report |
| **IMPLEMENTATION TIMELINE:**<br>N/A |
| **COST IMPACT/FUNDING SOURCE:**<br>N/A |
| **MOTION TO BE ADOPTED BY COUNTY BOARD:**<br>Motion to Approve Adult Mental Health LAC Membership |

Clay County
Adult Mental Health
Local Advisory Council

# 2025
# Report to
# Clay County Commissioners

**Presented by:**

**Paul Krabbenhoft, Co-Chair; Alison Wolbeck, Co-Chair**

**Brea Krause, Secretary**

Clay County Commissioners,

The Council is pleased to deliver the 2025 report to the **Clay County Adult Mental Health Local Advisory Council.**

On behalf of the council, the chairs wish to commend the county commission on their previous investments in mental health services and the improvement of the mental health and well-being of those who reside in Clay County. We also thank you for your financial support of $2,500 for the calendar year 2025. Your ongoing investment and personal support for providing effective mental health services across Clay County has allowed many previously unmet needs to become met over the past years. This investment includes ongoing inquiry and problem solving around current issues facing adults living with mental illness across Clay County.

Through the funding the county has provided for the LAC we will continue to provide ongoing education related to mental health and mental health services across the community. Individuals with a lived experience of mental health conditions and family members of the LAC continue to receive stipends to participate in community mental health projects, which has allowed them to have a greater understanding of the ongoing mental health needs of the larger community.

Respectfully,

Alison Wolbeck

Co-Chair

Clay County Adult Mental Health

Local Advisory Council

Paul Krabbenhoft

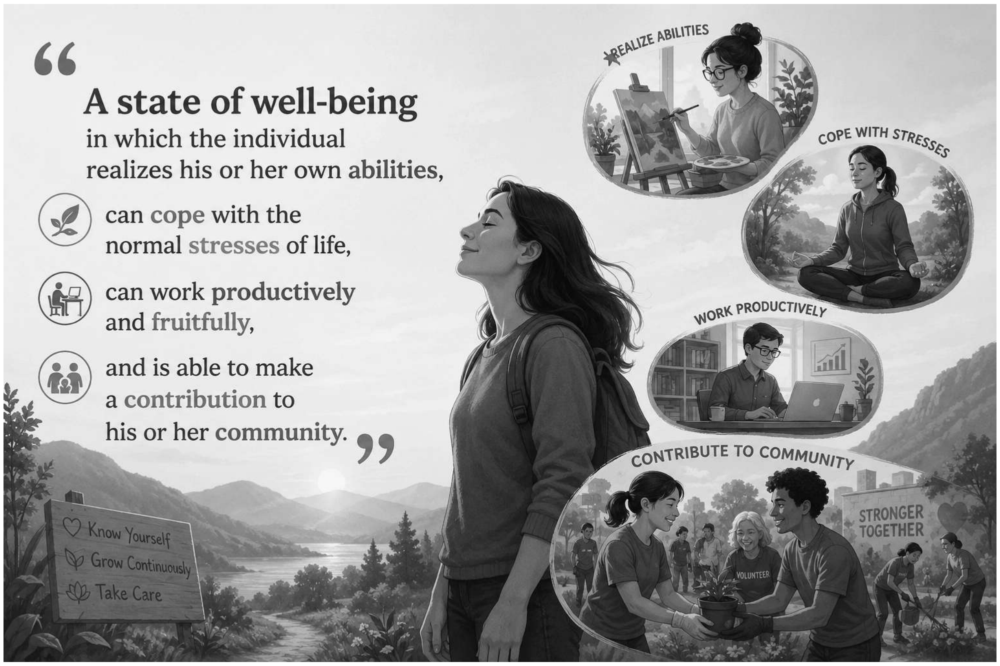
Co-Chair

Clay County Adult Mental Health

Local Advisory Council

# Building a Stronger Foundation for Mental Wellness

Mental health and well-being are essential to the health of every individual, including those who do not live with a diagnosed mental illness. The World Health Organization (WHO) defines mental health as:




Research increasingly demonstrates that mental illness and mental well-being exist on dual continuums. An individual may experience positive mental health while living with a mental illness—often described as being in recovery—or may experience poor mental well-being without meeting the criteria for a diagnosable mental disorder.

A person's mental health and overall well-being are influenced by a wide range of social, economic, and environmental factors throughout every stage of life. According to WHO, social inequities are strongly connected to increased risk for many common mental disorders, with greater inequality often leading to greater vulnerability. These influences begin before birth and continue through childhood, adolescence, adulthood, and older age.

Because mental health is shaped by the conditions in which people live, learn, work, and age, it is critically important to take meaningful action to improve the quality of everyday life across all stages of development. Investments in supportive families, stable housing, education, employment opportunities, healthcare access, and connected communities create opportunities to strengthen population mental health, reduce disparities, and lessen the impact of mental illness.

While the 2025 report primarily highlights the strong community partnerships, collaborative efforts, and accomplishments of the Adult Local Advisory Council in addressing the needs of adults living with mental illness in Clay County, we also recognize the importance of advancing policies, systems, and environments that promote mental health and well-being for all residents, to prevent or mitigate the impact of mental illness and support recovery.

## Strengthening Partnerships for Better Mental Health Outcomes in Clay County

In 2025, the Adult LAC has dedicated our time and efforts to building relationships, reaching out to community agencies, and spreading the word to individuals with lived experience of mental health conditions to join our monthly meetings. Attendance at our meetings has increased almost two-fold, which, in turn, brings better discussions and dialogue about agency barriers and their impacts on clients, referral processes, waitlists, and ways to improve mental health services in Clay County.


At our Annual Welcome meeting in July 2025, we promoted it through word of mouth, emails, and posters. The room was full of existing members and many new faces, and it was a gathering to celebrate the work we do in our community to promote mental health services, dismantle stigma, and educate the community on how we can all work together. Many of the new faces we saw have continued to join our monthly meetings. We call that a win. We also continue to reach out to local agencies to present at our monthly meetings if it appears the services would benefit our clients in any way.

Each month, our group continues to identify barriers in Clay County that affect consumers' access to mental health services. Waitlists for services remain a barrier across many programs. Since Housing Stabilization Services ended in MN in October 2025, agencies have had to get creative about how to best fill this gap for clients. Some agencies have expanded other services to meet the community's demanding needs. Some agencies, such as Clay County Social Services itself, have added positions, including high-demand Rule 79 Case Managers, Adult Rehabilitative Mental Health Practitioners, Outpatient Therapists, and Psychiatrists. Agencies around the table bring monthly updates up the ladder within their agencies to address needs and advocate for building their programs.

Legislative changes are also significantly affecting clients and the ways services are provided. Examples include cuts to medical assistance, such as transportation contracts ending; the Healthy Food benefit and the Over-the-Counter benefit being cut; and co-pays for medications, even insulin, not being covered for some. All of these challenges make it even harder for individuals with a lived experience of mental health conditions to meet their basic needs, alongside the rising costs and inflation of everyday life.

During our meetings, we collectively brainstorm ideas and problem-solve with the group.
Other positives within the LAC in 2025: We have 2 of our LAC members who have joined the BCOW Steering Committee to represent Clay County. They have returned to our table to present on items discussed at these meetings. Our Co-Chair, Alison, also continues to serve on the State Advisory Council on Mental Health. This year, our Council collectively agreed to use the funds received to purchase an electronic billboard for May 2026, Mental Health Awareness Month. The group designed an image to circulate on the billboard near Main Ave. and 8th Street and on the billboard on Highway 10. Keep your eyes out!

Overall, while 2025 presented challenges to agencies, individuals with lived experience of mental health conditions, and family members supporting consumers with mental health, our Local Advisory Board will continue to meet monthly to advise and educate the county board on the unmet needs of adults with mental illness; to review and evaluate the continuum of services for adults with mental illness; to provide public education and awareness about mental illness; and to promote mental health in Clay County.

Sometimes we don’t have all the answers, but we show the same compassion to help others who struggle. We will continue to do just this in 2026.

# Strength Through Diverse Perspectives

## Clay County Adult Mental Health Local Advisory Council Membership

| | |
|---|---|
| **A Place for Hope: Recovery and Wellness Center**<br>Mental Health Recovery and Wellness Center | **NAMI MN-Moorhead** |
| **BCOW-**Becker, Clay, Otter Tail, Wilkin Mental Health Initiative | **Sagent (Formerly Nystrom and Associates)**<br>Mental Health Professional |
| **CAPLP** | **Sanford Health** |
| **Churches United/Micah's Mission** | **Solutions Behavioral Healthcare Professionals**<br>Community Support Services Program |
| **Clay County Board of Commissioners** | **The Lotus Center**<br>Recovery Services |
| **Clay County Social Services** | **Thrive Behavioral Network aka Gull Harbour** |
| **CCRI-**Creative Care for Reaching Independence<br>Community Support Services Program | **Ann Burrell**<br>Family Member of an Adult with a lived experience with mental illness |
| **Department of Corrections** | **Barbara Bustamante**<br>Adult with a lived experience with mental illness |
| **F5 Project**<br>Reentry & Recovery Program | **Beth Gilbertson**<br>Adult with a lived experience with mental illness |
| **Lakeland Mental Health Center**<br>Community Support Services Program | **Angela Stewart**<br>Adult with a lived experience with mental illness |
| **Lighthouse Recovery Services** | **Tara Thesing**<br>Adult with a lived experience with mental illness |
| **Minnesota Recovery Center**<br>Recovery Support | **Tamara Vance**<br>Adult with a lived experience with mental illness |
| **Mobile Mental Health Crisis Response Team**<br>Crisis Services | **Alison Wolbeck**<br>Adult with a lived experience with mental illness & Family Member of an adult with a lived experience with mental illness |
| **Moorhead Police Department** | **Youthworks** |

# REFERENCES

[1] The World Health Oraganization (Organization)

[2] Miles, J. Espiritu, R.C., Horen, N., Sebian, J., & Waetzig, E. (2010). A Public Health Approach to Children's Mental Health: A Conceptual Framework. Washington, DC: Georgetown University Center for Child and Human Development, National Technical Assistance Center for Children's Mental Health.

Agenda Item # 5.

# BOARD AGENDA ITEM INFORMATION SHEET
## 5 minutes

| |
|---|
| **AGENDA ITEM NUMBER AND NAME:**<br>5. Request Approval to Consider Adding a .6 WIC Registered Dietitian Position |
| **DATE:** May 19, 2026 |
| **DEPARTMENT:** Public Health |
| **PRESENTER:** Jessica Mickelson, Public Health Director, Sue Olson, WIC Director |
| **ACTION BEING REQUESTED:**<br>Request consideration to add a .6 WIC Registered Dietitian position. |

**BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**

Public Health is requesting approval to add a 0.6 FTE Registered Dietitian position within the WIC program. Over the past several years, the program has consistently maintained a caseload exceeding 1,400 clients per month, which is not sustainable under the current staffing structure.

At present, the WIC program is staffed by 3 full-time employees (FTEs), 2 variable-hour Registered Dietitians, and a 0.6 FTE administrative assistant. The full-time team includes the WIC Director, one Registered Dietitian, and one Nutrition Specialist. Variable-hour staff provide limited supplemental coverage—one consistently works approximately 8 hours per week, while the other works intermittently. Additionally, a variable-hour employee has recently resigned, with May 7th being her last day.

Registered Dietitians in the WIC program are responsible for conducting comprehensive nutrition assessments, developing individualized care plans, and providing nutrition education and counseling to pregnant and postpartum women, infants, and children. They also manage documentation, issue benefits, coordinate referrals, and collaborate with public health staff and community partners to ensure compliance with state and federal program requirements. WIC is a federally funded and mandated program, administered by the State of Minnesota and delivered through local public health agencies. As a participating agency, the County must meet all federal and state program requirements.

In 2025, Clay County averaged 1,488 WIC appointments per month. By comparison, Becker County averaged 635 monthly appointments with 2 FTEs and is currently seeking board approval to add variable-hour support, while Otter Tail County averaged 1,181 monthly appointments with 3.25 FTE staff. Based on appointments per FTE, Clay County's workload is approximately 56% higher than Becker County's and 37% higher than Otter Tail County's.

Due to high volume and limited staffing, the WIC Director frequently works more than 40 hours per week to meet client needs and regulatory requirements—particularly during staff absences. Approval of this position will reduce caseload pressure, improve program sustainability, and allow leadership to dedicate more time to essential management and supervisory responsibilities while maintaining high-quality client care.

**ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**
2026 - Wage Calculator - WIC

**IMPLEMENTATION TIMELINE:**
We will post for the position immediately upon approval.

**COST IMPACT/FUNDING SOURCE:**
The Registered Dietitian position is classified at Grade 17, with a starting wage of $31.77 per hour. This request is for a 0.6 FTE position (24 hours per week), with a proposed start date of July 1, 2026. The estimated cost for this position for 2026 is $25,808.

We have received approval to fund 50% of this position through the CDC Infrastructure Grant. This federal grant supports public health workforce capacity and is available through December 31, 2027. As a result, half of the salary and benefit costs will be covered for the remainder of 2026 and all of 2027. While it is uncertain whether the grant will be renewed beyond 2027, we will continue to utilize this funding source if it remains available.

Because this position is not currently budgeted, the net annual impact to the Public Health budget for 2026 is $12,904 after accounting for grant funding. Although WIC generates program revenue, we do not anticipate a significant increase in revenue with this addition, as current demand is already being met through existing staff working additional hours and variable hour support.

Earlier in 2026, an Administrative Assistant position in Public Health was eliminated, resulting in budget savings of $24,452. A portion of these savings will be used to offset the cost of this position if approved.

PIC approved this request to come before the full board on 5/12/2026.

**MOTION TO BE ADOPTED BY COUNTY BOARD:**
Motion to approve the .6 WIC Registered Dietitian position, with backfill if there is internal interest.

# 2026 Salary Calculation Worksheet

**Directions: Enter information only in blue highlighted areas**

Enter type of Pera in column C (C=coordinated, P=police and fire, R=Correctional, B=Basic and D=Defined)

Columns highlighted in yellow will automatically be calculated for you

As of 5/12/2026

| Position | Employee | Type of PERA | FTE | Current Rate | Hrs at this rate | Total Pay Current Step | After Step Increase | Hrs at this Rate | Total Pay Next Step | # Months for County Contribution | Regular Salaries | Health (Cafeteria) | PERA | FICA | Medicare | PFML | Salaries & Benefits | 2026 County Contribution/ Mo. | PERA C | PERA P | PERA R | PERA D | FICA | Medicare | PFML | Regular Salaries |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WIC | Budgeted - Started 11/25/25 | C | | | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0620 | 0.0145 | 0.0036 | 0 |
| WIC | EH - VH | C | 1.00 | 31.77 | 142 | 4,495 | 0.00 | 0 | 0 | 0 | 4,495 | 0 | 337 | 279 | 65 | 16 | 5,192 | $0 | 337.16 | 0.00 | 0.00 | 0.00 | 0.0620 | 0.0145 | 0.0036 | 4,495 |
| WIC | New Hire - .6 FTE | C | 1.00 | 31.77 | 624 | 19,824 | 0.00 | 0 | 0 | 5 | 19,824 | 2,910 | 1,487 | 1,229 | 287 | 70 | 25,808 | $582 | 1,486.84 | 0.00 | 0.00 | 0.00 | 0.0620 | 0.0145 | 0.0036 | 19,824 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.0620 | 0.0145 | 0.0036 | 0 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.0620 | 0.0145 | 0.0036 | 0 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.0620 | 0.0145 | 0.0036 | 0 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.0620 | 0.0145 | 0.0036 | 0 |
| | | | | | | | | | | **Savings** | **-24,320** | **-2,910** | **-1,824** | **-1,508** | **-353** | **-86** | **-31,001** | | | | | | | | | |

2026 County Contribution Family - $1711/Month

2026 County Contribution Single (New) - $970/Month

2026 County Contribution Single (Grandfathered) - $1,419/Month

| Savings if not filled for: (Days) | | Comp Hours | Vacation Hours | ERIP Payout | Sick Payout | Sick Leave Hours | Years of Service | | Start | End | 1 FTE | .8 FTE | .75 FTE | .6 FTE | .5 FTE | .4 FTE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **0** | Hours | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | Grade | 17 | | | 0 | 0 | 0 | 0 | 0 | 0 |
| Current Wage | | | | | $0 | Total | Current Step | 1 | | | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | YOS | 18.00 | | | | | | | | |
| **$31.77** | Payout | $0.00 | $0 | $0 | $0 | Max Allowed | Sick % Payout | 38% | **TOTAL HOURS** | | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | **Total Payout** | **$0** | | | | | Max Lump Sum | 15,126 | **Termed** | **Hired** | **YOS** | | | | | |
| **$0.00** | | | | | | | | | | | **0.00** | | | | | |

County Contribution/Year $0 $0 $0 $0 $0 $0 $0 $0

| | |
|---|---|
| **Annual Savings** | **-$31,001** |
| **Minus Payout** | **$0** |
| **Total** | **-$31,001** |

**Notes:** Numbers are for 2026

| New Employee For 2026 | Start | 1st Step/last day of '26 | Hours | Last pay day of 2026 | 2nd Step Hours | Total Hours |
|---|---|---|---|---|---|---|
| | 7/1/2026 | 12/18/2026 | 984.00 | 12/18/2026 | 0.00 | 984.00 |

**Notes**

Started working on 11/25/25 which is why she is not included in the 2026 budget

EH's last working day in May of 5/07/26

Replacement to start on 7/1/2026 - Grade 17 Step 1

Replacement's insurance to start on 8/1/2026, and would be non-grandfathered

Agenda Item # 6.

CLAY COUNTY

# BOARD AGENDA ITEM INFORMATION SHEET
## 5 minutes

| |
|---|
| **AGENDA ITEM NUMBER AND NAME:**<br>6. Request Approval to Hire RN Lead at Grade 19, Step 8 |
| **DATE:** May 19, 2026 |
| **DEPARTMENT:** Withdrawal Management/Detox |
| **PRESENTER:** Troy Amundsen, Detox Director , Andrew Loewe |
| **ACTION BEING REQUESTED:**<br>Approval to hire Lead RN Position at a grade 19, step 8 |
| **BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**<br>An RN with a vast amount of experience working with clients with substance use and mental illness has applied. |
| **ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**<br>WC |
| **IMPLEMENTATION TIMELINE:**<br>As soon as possible so the RN can give a proper notice. |
| **COST IMPACT/FUNDING SOURCE:**<br>Hiring at step 8 will still be a savings compared to the previous Lead RN. This position is in our 2026 budget. |
| **MOTION TO BE ADOPTED BY COUNTY BOARD:**<br>Motion to approve the hiring of the RN Lead at Grade 19, Step 8. |

## 2026 Salary Calculation Worksheet

**Directions: Enter information only in blue highlighted areas**

Enter type of Pera in column C (C=coordinated, P=police and fire, R=Correctional, B=Basic and D=Defined)

Columns highlighted in yellow will automatically be calculated for you

As of 5/8/2026

| Position | Employee | Type of PERA | FTE | Current Rate | Hrs at this rate | Total Pay Current Step | After Step Increase | Hrs at this Rate | Total Pay Next Step | # Months for County Contribution | Regular Salaries | Health (Cafeteria) | PERA | FICA | Medicare | PFML | Salaries & Benefits | 2026 County Contribution/ Mo. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Detox RN Lead | Budgeted (2026) | C | 1.00 | 46.96 | 392 | 18,408 | 48.28 | 1,688 | 81,497 | 12 | 99,905 | 17,028 | 7,493 | 6,194 | 1,449 | 355 | 132,423 | $1,419 |
| Detox RN Lead | Laura H. | C | 1.00 | 46.96 | 392 | 18,408 | 48.28 | 248 | 11,973 | 3 | 30,382 | 4,257 | 2,279 | 1,884 | 441 | 108 | 39,349 | $1,419 |
| Detox RN | Tara B. - 19/8 | C | 1.00 | 44.32 | 1,192 | 52,829 | 0.00 | 0 | 0 | 6 | 52,829 | 5,820 | 3,962 | 3,275 | 766 | 188 | 66,841 | $970 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2026 County Contribution Family - $1711/Month | | | | | | | | | | **Savings** | **16,694** | **6,951** | **1,252** | **1,035** | **242** | **59** | **26,233** | |

2026 County Contribution Single (New) - $970/Month

2026 County Contribution Single (Grandfathered) - $1,419/Month

| Savings if not filled for: (Days) | | Comp Hours | Vacation Hours | ERIP Payout | Sick Payout | Sick Leave Hours | Years of Service | | Start | End | 1 FTE | .8 FTE | .75 FTE | .6 FTE | .5 FTE | .4 FTE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 11 | Hours | 0.0000 | 88.98 | 0.00 | 0.00 | 68.10 | Grade | 19 | 12/20/2025 | 2/26/2026 | 392 | 314 | 294 | 235 | 196 | 157 |
| Current Wage | | | | | $0 | Total | Current Step | 11 | 2/27/2026 | 4/10/2026 | 248 | 198 | 186 | 149 | 124 | 99 |
| | | | | | | | YOS | 9.00 | | | | | | | | |
| $47.06 | Payout | $0.00 | $4,187 | $0 | $0 | Max Allowed | Sick % Payout | 29% | **TOTAL HOURS** | | 640 | 512 | 480 | 384 | 320 | 256 |
| Total | **Total Payout** | **$4,187** | | | | | Max Lump Sum | 5,811 | **Termed** | **Hired** | **YOS** | | | | | |
| **$4,187.40** | | | | | | | | | 4/10/2026 | 2/27/2017 | **9.12** | | | | | |
| | | | | | | | County Contribution/Year | | | $17,028 | $13,622 | $12,771 | $10,217 | $0 | $0 | |

| | |
|---|---|
| **Annual Savings** | **$26,233** |
| **Minus Payout** | **$4,187** |
| **Total** | **$22,046** |

**Notes:**

Numbers are for 2026 - Includes 4% wage increase (COLA)

Includes 6% decrease in County Contribution. (Total -12% split 50/50 with EE and ER)

Includes COLA increase to Sick Leave Severance.

| New Employee For 2026 | Start | 1st Step/last day of '26 | Hours | Last pay day of 2025 | 2nd Step Hours | Total Hours |
|---|---|---|---|---|---|---|
| | 5/26/2026 | 11/15/2026 | 992.00 | 12/18/2026 | 200.00 | 1,192.00 |

**Notes**

Assumes New hire with Single - non-grandfathered County Contribution

Tara is currently a VH employee who was recently hired but worked for Detox in the past.

Agenda Item # 7.

# BOARD AGENDA ITEM INFORMATION SHEET
## 15 minutes

**AGENDA ITEM NUMBER AND NAME:**
7. Request Approval of the Strategic Staffing Realignment Proposal – Financial Services Eligibility Worker Positions

**DATE:** May 19, 2026

**DEPARTMENT:** Social Services

**PRESENTER:** Quinn Jaeger, Social Service Director

**ACTION BEING REQUESTED:**
Approve leaving the licensing position vacant, refilling the retiring eligibility worker position and reallocating the savings to hire 2 new eligibility workers, with the approved timeline.

**BRIEF DESCRIPTION PROVIDING THE RATIONALE FOR COUNTY BOARD ACTION:**
Social Services is proposing a strategic staffing realignment to help strengthen our Financial Services division ahead of the expected impacts tied to the Big Beautiful Bill and other anticipated changes coming in late 2026 and early 2027.

As you know, Financial Services work has continued to become more complicated over time due to constant policy changes, added administrative burdens, increasing workload demands, and our technology systems have not kept pace with the work staff are being asked to complete. I anticipate these pressures will continue increasing as implementation of the BBB's provisions are further rolled out in the coming years.

With the timing of two upcoming retirements, I believe we have a unique opportunity to proactively adjust how we structure staffing within the agency in a way that better positions us for those future demands while also being fiscally responsible. Rather than simply replacing positions exactly as they exist today, I am proposing to strategically shift some of those staffing resources into Financial Services through the addition of 2 new Eligibility Worker (EW) positions.

The first part of this proposal involves the retirement of a long standing Licensing worker who's been with our agency since Jan 4, 1993. Following that retirement, I am proposing to hold the Licensing position vacant rather than refill it.

This idea is not new. Prior to Jessica transitioning into the Public Health Director role, we had ongoing conversations around identifying opportunities across all units within Social Services to improve efficiencies, restructure work where appropriate, and identify potential long-term cost savings without sacrificing service delivery.

Two major ideas came out of those discussions between Jessica and I. The first was the MnChoices/SNBC transition work completed in partnership with Public Health. The second was the possibility of restructuring and redistributing licensing duties internally if or when a Licensing position became vacant, rather than automatically refilling the position or considering other options like layoffs or outsourcing licensing services.

A restructuring and workload redistribution plan has been developed with the remaining licensing staff. The plan includes reassignment of certain types of licensing responsibilities, cross-training to provide backup coverage, redistribution of provider outreach and recruitment duties, and reevaluating membership in committee participation. Social Services would not be proposing this change if we believed it would create unacceptable risk to providers, licensing standards, or client safety. The licensing team was included in preliminary conversations around this possibility while Jessica was still part of department leadership, and this restructuring plan was built directly from the feedback and concerns shared by the licensors. We also intend to actively monitor workload impacts, our provider responsiveness, and our staff's sustainability throughout implementation and will return with recommendations if adjustments are needed.

The second part of this proposal involves the retirement of a retiring Eligibility Worker position who has been with our agency since April 8, 2002. That position would continue to be filled due to ongoing operational need within the Family Team. However, the retiring Eligibility Worker position is currently at the top of the pay scale, and the replacement hire is expected to begin at Grade 14, Step 1.

Combined, these staffing transitions create an opportunity to strategically reinvest existing staffing resources into Financial Services by adding 2 new Eligibility Worker positions to help address these federal changes coming in late 2026 and continuing into 2027 and beyond.

**ATTACH A DRAFT OF THE RESOLUTION, POLICY, PROCEDURE, PROTOCOL, ETC., THAT THE BOARD IS BEING ASKED TO ADOPT/APPROVE:**
BOC_Retirement Reallocation Plan - 5.19.2026, 2x EW Wage Calculator, Licensor Savings - Wage Calculator, Wage Calculator - EW Retirement

**IMPLEMENTATION TIMELINE:**
-Licensing position would remain vacant upon retirement and remain unfilled.
-Licensing restructuring and workload redistribution begins immediately following retirement.
-Recruitment for the 2 new Eligibility Worker positions would begin upon approved timeline.
-Retiring Eligibility Worker replacement process would occur immediately upon approval.
Ongoing monitoring of workload impacts and staffing sustainability occurs throughout implementation.

**COST IMPACT/FUNDING SOURCE:**
**Licensing Position**
-Current annual wages/benefits: $130,090
-Total savings minus retirement payouts: approximately $110,071
-Actual realized 2026 savings after payouts: approximately $32,410
-Ongoing annual structural savings beginning in 2027: approximately $130,090 annually

**Retiring Eligibility Worker Position**
-Position will continue to be filled due to operational need
-Replacement anticipated at Grade 14, Step 1
-Actual realized 2026 impacts: retirement-related payouts and incentives create an increased cost of approximately $8,595
-Ongoing annual structural savings beginning in 2027: approximately $15,571 annually

**Total Estimated 2026 Savings**
-Approximately $23,815

**Combined Structural Savings Beginning in 2027**

-Approximately $145,661 annually

**Two New Eligibility Worker Positions**
-Total gross annual cost: approximately $158,685
-Eligibility Worker positions qualify for 50% Federal Financial Participation (FFP) reimbursement through state and federal administrative aid
-Estimated annual local levy impact after FFP reimbursement: approximately $79,343.50

Based on anticipated recruitment timelines, interviews, background studies, onboarding, and training, we would stagger the start dates of the two new Eligibility Worker positions in order to minimize 2026 budget impact. Under the proposed timeline:
-One Eligibility Worker position would begin approximately August 1, 2026; and
-The second Eligibility Worker position would begin approximately November 1, 2026.

Based on this staggered implementation approach, the department anticipates the proposal would save approximately $673 in the 2026 budget, while still allowing the department to begin building staffing capacity ahead of anticipated federal and state programmatic changes. Beginning in 2027, after retirement-related payouts and transition costs have concluded, the department anticipates ongoing annual structural savings of approximately $145,661 through the combination of:
-Holding the Licensing position vacant; and
-Refilling the retiring Eligibility Worker position at Step 1 placement.

The estimated gross annual cost of the 2 new Eligibility Worker positions is approximately $158,685, less 50% FFP reimbursement, for an estimated ongoing annual local levy impact of approximately $79,343.50. Based on these projections, we estimate this proposal will result in an approximate net favorable long-term fiscal impact of $66,317 annually beginning in 2027 while also strengthening Financial Services staffing capacity.

**MOTION TO BE ADOPTED BY COUNTY BOARD:**
Motion to approve leaving the licensing position vacant, refilling the retiring eligibility worker position and reallocating the savings to hire 2 new eligibility workers, with the approved timeline.

# Board of Commissioners
# May 19, 2026

Social Services:

Strategic Staffing Realignment Proposal – Financial Services Eligibility Worker Positions

# STRATEGIC STAFFING REALIGNMENT

## Strengthening Financial Services for What's Ahead

### FINANCIAL SERVICES PRESSURES CONTINUE TO GROW

- CONSTANT POLICY CHANGES
- ADDED ADMINISTRATIVE REQUIREMENTS
- INCREASING WORKLOAD DEMANDS
- TECHNOLOGY SYSTEMS NOT KEEPING PACE

→ BBB & OTHER CHANGES

MORE PRESSURE AHEAD

**OUR GOAL: POSITION FINANCIAL SERVICES FOR SUCCESS NOW AND IN THE FUTURE**

CLAY COUNTY

## STRATEGICALLY SHIFTING RESOURCES

Reallocating staffing resources to Financial Services by adding **2 new Eligibility Worker (EW) positions.**

## PART 1: LICENSING POSITION

- Proposing to hold the Licensing position vacant rather than refill.

## ORIGIN OF THIS IDEA

Ongoing conversations focused on:

- Improving efficiencies
- Restructuring work
- Identifying long-term cost savings

## TWO MAJOR IDEAS EMERGED

1. MnChoices/SNBC transition work with Public Health
2. Restructure & redistribute licensing duties internally when Karen retires (vs. refill, layoffs, or outsourcing)

## RESTRUCTURING PLAN & COMMITMENT

- Built with licensing team input
- Active monitoring of workload, responsiveness & sustainability
- Will return with recommendations if adjustments are needed
- No unacceptable risk to providers, standards, or client safety

**A PROACTIVE, THOUGHTFUL APPROACH TO STRENGTHEN SERVICES TODAY AND BUILD CAPACITY FOR TOMORROW.**

CLAY COUNTY

## PART 1

### LICENSING RETIREMENT

- Hold Licensing position vacant

## PART 2

### ELIGIBILITY RETIREMENT
(Eligibility Worker – Family Team)

- Position will continue to be filled
- New hire starts at Grade 14, Step 1

## RESULT

**ADD 2 NEW ELIGIBILITY WORKER POSITIONS** to Financial Services

To help address federal changes coming in **late 2026** and continuing into **2027 and beyond.**

Strategic **reallocation** of existing resources, not a traditional expansion.

**Reinvesting existing resources to strengthen Financial Services and prepare for upcoming changes.**

CLAY COUNTY

## STAFFING TRANSITIONS

### Licensing Retirement

- Position held vacant
- Structural savings generated

**~$130K**
annual savings

### Eligibility Retirement

- Position refilled at Step 1
- Structural savings generated

**~$15K**
annual savings

## COMBINED STRUCTURAL SAVINGS

**~$145,661**

Annual Structural Savings
Beginning in 2027

## REINVESTMENT INTO FINANCIAL SERVICES

### Add 2 Eligibility Workers

to Financial Services

### 50% FFP Reimbursement

through state and federal administrative aid

Actual Local Levy Impact
**~$79K**
annually

Strengthens Financial Services Capacity

More Sustainable
Long-Term Staffing Model

# 2026 IMPLEMENTATION PLAN

## STAGGERED HIRING TIMELINE

2026

EW #1 START
AUGUST 1, 2026

5 MONTHS
(AUG–DEC)

EW #2 START
NOVEMBER 1, 2026

2 MONTHS
(NOV–DEC)

BUILDING CAPACITY
AHEAD OF CHANGES

## 2026 FINANCIAL IMPACT (AFTER 50% FFP)

AVAILABLE 2026 SAVINGS
**$23,815**

–

EW #1 COST (AUG 1 – DEC 31)
**$16,530**

–

EW #2 COST (NOV 1 – DEC 31)
**$6,612**

=

NET 2026 IMPACT
**+$673**
FAVORABLE

# SUMMARY

## EXISTING STAFFING CHANGES

### Licensing Retirement

- Position held vacant following retirement
- Licensing duties redistributed internally

### EW Retirement

- Position refilled at Grade 14 Step 1
- Creates long-term structural savings

## STRUCTURAL SAVINGS GENERATED

### Licensing Position Savings

**~$130,090** annually beginning in 2027

### EW Retirement Savings

**~$15,571** annually beginning in 2027

### TOTAL STRUCTURAL SAVINGS

**~$145,661** annually

## REINVESTMENT INTO FINANCIAL SERVICES

### Add 2 Eligibility Worker Positions

- Strengthen Financial Services capacity
- Prepare for increasing administrative complexity

### 50% FFP Reimbursement

State/Federal administrative aid support

### Actual Local Levy Impact

**~$79,343** annually

### Estimated Long-Term Fiscal Position

**~$66,317** favorable annually

# 2026 Salary Calculation Worksheet

**Directions: Enter information only in blue highlighted areas**

Enter type of Pera in column C (C=coordinated, P=police and fire, R=Correctional, B=Basic and D=Defined)

Columns highlighted in yellow will automatically be calculated for you

As of 5/13/2026

| Position | Employee | Type of PERA | FTE | Current Rate | Hrs at this rate | Total Pay Current Step | After Step Increase | Hrs at this Rate | Total Pay Next Step | # Months for County Contribution | Regular Salaries | Health (Cafeteria) | PERA | FICA | Medicare | PFML | Salaries & Benefits | 2026 County Contribution/ Mo. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Eligibility Worker | New hire | C | 1.00 | 27.68 | 1,040 | 28,787 | 28.68 | 1,040 | 29,827 | 12 | 58,614 | 11,640 | 4,396 | 3,634 | 850 | 208 | 79,343 | $970 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | | | | | **Savings** | **58,614** | **11,640** | **4,396** | **3,634** | **850** | **208** | **79,343** | |

2026 County Contribution Family - $1711/Month

2026 County Contribution Single (New) - $970/Month

2026 County Contribution Single (Grandfathered) - $1,419/Month

| Savings if not filled for: (Days) | | Comp Hours | Vacation Hours | ERIP Payout | Sick Payout | Sick Leave Hours |
|---|---|---|---|---|---|---|
| 0 | Hours | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 |
| Current Wage | | | | | $0 | Total |
| $27.68 | Payout | $0.00 | $0 | $0 | $0 | Max Allowed |
| Total | **Total Payout** | **$0** | | | | |
| $0.00 | | | | | | |

| Years of Service | |
|---|---|
| Grade | 14 |
| Current Step | 1 |
| YOS | 1.00 |
| Sick % Payout | 0% |
| Max Lump Sum | 0 |

| Start | End | 1 FTE | .8 FTE | .75 FTE | .6 FTE | .5 FTE | .4 FTE |
|---|---|---|---|---|---|---|---|
| 12/20/2025 | 6/19/2026 | 1,040 | 832 | 780 | 624 | 520 | 416 |
| 6/20/2026 | 12/18/2026 | 1,040 | 832 | 780 | 624 | 520 | 416 |
| **TOTAL HOURS** | | 2,080 | 1,664 | 1,560 | 1,248 | 1,040 | 832 |
| **Termed** | **Hired** | **YOS** | | | | | |
| 3/27/2026 | 6/20/2007 | **18.78** | | | | | |
| County Contribution/Year | $11,640 | $9,312 | $8,730 | $6,984 | $0 | $0 | |

| | |
|---|---|
| **Annual Savings** | **$79,343** |
| **Minus Payout** | **$0** |
| **Total** | **$79,343** |

**2 EWs** **$158,685**

**Notes:**

Numbers are for 2026 - Includes 4% wage increase (COLA)

Includes 6% decrease in County Contribution. (Total -12% split 50/50 with EE and ER)

Includes COLA increase to Sick Leave Severance.

| New Employee | Start | 1st Step/last day of '25 | Hours | Last pay day of 2025 | 2nd Step Hours | Total Hours |
|---|---|---|---|---|---|---|
| For 2026 | 12/20/2025 | 12/20/2025 | 0.00 | 12/18/2026 | 2080.00 | 2,080.00 |

Notes

# 2026 Salary Calculation Worksheet

**Directions: Enter information only in blue highlighted areas**

Enter type of Pera in column C (C=coordinated, P=police and fire, R=Correctional, B=Basic and D=Defined)

Columns highlighted in yellow will automatically be calculated for you

As of 5/7/2026

| Position | Employee | Type of PERA | FTE | Current Rate | Hrs at this rate | Total Pay Current Step | After Step Increase | Hrs at this Rate | Total Pay Next Step | # Months for County Contribution | Regular Salaries | Health (Cafeteria) | PERA | FICA | Medicare | PFML | Salaries & Benefits | 2026 County Contribution/ Mo. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Budgeted Licensor Position | K.H. | C | 1.00 | 47.06 | 2,080 | 97,885 | | | 0 | 12 | 97,885 | 17,028 | 7,341 | 6,069 | 1,419 | 347 | 130,090 | $1,419 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Actual 2026 compensation | K.H. | | 1.00 | 47.06 | 864 | 40,660 | | | 0 | 6 | 40,660 | 8,514 | 0 | 2,521 | 590 | 144 | 52,429 | $1,419 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | | | | | **Savings** | **97,885** | **17,028** | **7,341** | **6,069** | **1,419** | **347** | **130,090** | |

2026 County Contribution Family - $1711/Month

2026 County Contribution Single (New) - $970/Month

2026 County Contribution Single (Grandfathered) - $1,419/Month

| Savings if not filled for: (Days) | | Comp Hours | Vacation Hours | ERIP Payout | Sick Payout | Sick Leave Hours |
|---|---|---|---|---|---|---|
| 0 | Hours | 0.0000 | 60.48 | 9,600.00 | 464.20 | 464.20 |
| Current Wage | | | | | $8,080 | Total |
| $38.68 | Payout | $0.00 | $2,339 | $9,600 | $8,080 | Max Allowed |
| Total | **Total Payout** | **$20,019** | | | | |
| **$20,019.23** | | | | | | |

| Years of Service | |
|---|---|
| Grade | 18 |
| Current Step | 12 |
| YOS | 33.00 |
| Sick % Payout | 45% |
| Max Lump Sum | 24,671 |

| Start | End | 1 FTE | .8 FTE | .75 FTE | .6 FTE | .5 FTE | .4 FTE |
|---|---|---|---|---|---|---|---|
| 12/20/2025 | 6/19/2026 | 1,040 | 832 | 780 | 624 | 520 | 416 |
| 6/20/2026 | 12/18/2026 | 1,040 | 832 | 780 | 624 | 520 | 416 |
| **TOTAL HOURS** | | 2,080 | 1,664 | 1,560 | 1,248 | 1,040 | 832 |
| **Termed** | **Hired** | **YOS** | | | | | |
| 3/27/2026 | 6/20/2007 | **18.78** | | | | | |

| County Contribution/Year | $17,028 | $13,622 | $12,771 | $10,217 | $0 | $0 |
|---|---|---|---|---|---|---|

| | |
|---|---|
| **Annual Savings** | **$130,090** |
| **Minus Payout** | **$20,019** |
| **Total** | **$110,071** |

**Notes:**

Numbers are for 2026 - Includes 4% wage increase (COLA)

Includes 6% decrease in County Contribution. (Total -12% split 50/50 with EE and ER)

Includes COLA increase to Sick Leave Severance.

| New Employee | Start | 1st Step/last day of '25 | Hours | Last pay day of 2025 | 2nd Step Hours | Total Hours |
|---|---|---|---|---|---|---|
| For 2026 | 12/20/2025 | 12/20/2025 | 0.00 | 12/18/2026 | 2080.00 | 2,080.00 |

**Notes**

Last day in office, May 15th, accruing an additional 14.58 vacation hours

Vacation projection out to June 1 last date of employment leaves KH with 60.48hrs of vacation payout

# 2026 Salary Calculation Worksheet

**Directions: Enter information only in blue highlighted areas**

Enter type of Pera in column C (C=coordinated, P=police and fire, R=Correctional, B=Basic and D=Defined)

Columns highlighted in yellow will automatically be calculated for you

As of 5/14/2026

| Position | Employee | Type of PERA | FTE | Current Rate | Hrs at this rate | Total Pay Current Step | After Step Increase | Hrs at this Rate | Total Pay Next Step | # Months for County Contribution | Regular Salaries | Health (Cafeteria) | PERA | FICA | Medicare | PFML | Salaries & Benefits | 2026 County Contribution/ Mo. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Eligibility Worker | Budgeted (2026) | C | 1.00 | 38.68 | 2,080 | 80,454 | 0.00 | 0 | 0 | 12 | 80,454 | 17,028 | 6,034 | 4,988 | 1,167 | 286 | 109,957 | $1,419 |
| Eligibility Worker | Incumbent EW | C | 1.00 | 38.68 | 1,040 | 40,227 | 0.00 | 0 | 0 | 6 | 40,227 | 8,514 | 3,017 | 2,494 | 583 | 143 | 54,978 | $1,419 |
| Eligibility Worker | New Hire | C | 1.00 | 27.68 | 1,056 | 29,230 | 28.68 | 24 | 688 | 5 | 29,918 | 4,850 | 2,244 | 1,855 | 434 | 106 | 39,407 | $970 |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | | | | | **Savings** | **10,309** | **3,664** | **773** | **639** | **149** | **37** | **15,571** | |

2026 County Contribution Family - $1711/Month

2026 County Contribution Single (New) - $970/Month

2026 County Contribution Single (Grandfathered) - $1,419/Month

| Savings if not filled for: (Days) | | Comp Hours | Vacation Hours | ERIP Payout | Sick Payout | Sick Leave Hours |
|---|---|---|---|---|---|---|
| 90 | Hours | 22.4000 | 106.91 | 9,600.00 | 562.00 | 562.00 |
| Current Wage | | | | | $9,565 | Total |
| $38.68 | Payout | $866.43 | $4,135 | $9,600 | $9,565 | Max Allowed |
| Total | **Total Payout** | **$24,167** | | | | |
| $24,166.50 | | | | | | |

| Years of Service | |
|---|---|
| Grade | 14 |
| Current Step | 12 |
| YOS | 24.00 |
| Sick % Payout | 44% |
| Max Lump Sum | 23,244 |

| Start | End | 1 FTE | .8 FTE | .75 FTE | .6 FTE | .5 FTE | .4 FTE |
|---|---|---|---|---|---|---|---|
| 12/20/2025 | 6/26/2026 | 1,080 | 864 | 810 | 648 | 540 | 432 |
| 6/27/2026 | 12/18/2026 | 1,000 | 800 | 750 | 600 | 500 | 400 |
| **TOTAL HOURS** | | 2,080 | 1,664 | 1,560 | 1,248 | 1,040 | 832 |
| **Termed** | **Hired** | **YOS** | | | | | |
| 6/26/2026 | 4/8/2002 | **24.23** | | | | | |
| County Contribution/Year | | $17,028 | $13,622 | $12,771 | $10,217 | $0 | $0 |

| | |
|---|---|
| **Annual Savings** | **$15,571** |
| **Minus Payout** | **$24,167** |
| **Total** | **-$8,595** |

**Notes:**

Numbers are for 2026 - Includes 4% wage increase (COLA)

Includes 6% decrease in County Contribution. (Total -12% split 50/50 with EE and ER)

Includes COLA increase to Sick Leave Severance.

| New Employee For 2026 | Start | 1st Step/last day of '25 | Hours | Last pay day of 2025 | 2nd Step Hours | Total Hours |
|---|---|---|---|---|---|---|
| | 6/15/2026 | 12/15/2026 | 1,056.00 | 12/18/2026 | 24.00 | 1,080.00 |

**Notes**