



Le Sueur County, MN

Tuesday, September 18, 2018

Board Meeting

Item 3

9:10 a.m. Human Services (35 min)

Staff Contact:

**Human Services Board Agenda
September 18, 2018 @ 9:10 a.m.**

100- INFORMATION/PRESENTATIONS:

- 110 - Human Services is fully staffed!
 - Updated Organizational Chart
 - Amber Atherton, Temporary Social Worker (9/12-12/31)
 - Amber will assist MH Staff with their duties while they are working with the Community Connections Project
- 120 - Child Care Licensing Update - Kathy Van Otterloo
- 130 - SNAP Certificate
- 140 - Montgomery KC's donated 47 coats for kids

200- CHARTS/GRAPHS:

- 210- Finance Graphs/Report;
- 220- Income Maintenance/Child Support Graphs;
- 230- Family Services Graphs-
 - 231- Social Services Team
 - 232- Child Services Team
 - 232.1- Out of Home Placement Report
 - 232.2- In-Home Family Therapy Report;
 - 233- Behavioral Health Team

300- BOARD APPROVAL ITEMS:

- 310 - Meridian Behavioral Health Agreement 10/2018-9/2019)
(Licensed Alcohol and Drug Counselor Supervision)
- 320 - Tri City United Agreement for the Transportation of Children and Youth in Foster Care Placement 9/2018-8/2020
- 330 - Commissioner's Warrants

Purchase-of-Service Agreement

Le Sueur County, acting through Le Sueur County Human Services, 88 S. Park Ave., Le Center, MN 56057, hereafter referred to as the "County," and Meridian Behavioral Health 550 Main Street, Suite 190, New Brighton MN 55112 hereafter referred to as the "Contractor," enter into this agreement for the period from October 1, 2018, through September 30, 2019.

WITNESSETH

WHEREAS, the Contractor is an agency duly qualified and willing to provide Rule 25 Assessment Supervision and Treatment/ Care Coordination; and

WHEREAS, the County, pursuant to Minnesota Statutes, Section 373.01 and 373.02, wishes to purchase such services from Contractor; and

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the County and Contractor agree as follows:

I. DUTIES

A. Contractor's Duties:

1. Contractor will provide Alcohol and drug counselor supervision services to Le Sueur County staff in order to comply with MN Statutes 245G.11 subd 7: MN Statutes 245G.07 subd 1 (6), and Mn Rule 9530-6615 Subp 2 (A).
2. Contractor will submit a monthly billing statement. The billing statement will include and a copy of log of time spent with Le Sueur County staff in supervision services

B. County's Duties:

1. County will process for payment monthly billings from Contractor for eligible supervision services.

II. COST AND DELIVERY OF PURCHASED SERVICES

- A. County will reimburse Contractor \$ 50.00 per hour of service.

III. ELIGIBILITY FOR SERVICES

- A. The parties understand and agree that the eligibility to receive reimbursement for the purchased services is limited to direct supervision to Le Sueur County staff required to receive supervision services under MN Rule 9530.6615

IV. PAYMENT FOR PURCHASED SERVICES

- A. Certification of Expenditures: The Contractor will, within 15 working days following the last day of the calendar month, submit an invoice for services purchased to the County. The invoice must include an itemized listing (time record) of services.
- B. Payment: The County, within 30 days of the date of receipt of the invoice, will make payment to the Contractor for all eligible services identified on the invoice.

V. AUDIT AND RECORD DISCLOSURES

The Contractor must:

- A. Allow personnel of the County, the Minnesota Department of Human Services, and the U.S. Department of Health and Human Services access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
- B. Maintain all records pertaining to the contract for four (4) years for audit purposes.

VI. SAFEGUARD OF CLIENT INFORMATION

- A. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, or for any purpose not directly connected with the County's or Contractor's responsibility with respect to the purchased services hereunder is prohibited except on written consent of such eligible client, the client's attorney, or the client's responsible parent or guardian.
- B. The County is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA). To the extent that the Contractor performs a function or activity involving the use of "protected health information" (45 CFR section 164.501), on behalf of the County including, but not limited to: providing health care services; health care claims processing or administration; data analysis, processing, or administration; utilization review; quality assurance; billing; benefit management; practice management; repricing; or otherwise provided by 45 CFR section 160.103, the Contractor shall comply with the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 C.F.R. Parts 160-164), (collectively referred to as "HIPAA"), and all applicable requirements.

VII. FAIR HEARING AND GRIEVANCE PROCEDURE

The County agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statutes, Section 256.045, and in conjunction with fair hearing and grievance procedures established by Department of Human Services administrative rules.

VIII. CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION

Federal Regulation 45 CFR 92.35 prohibits the County from purchasing goods or services with federal money from vendors who have been suspended or debarred by the Federal Government. Similarly, Minnesota Statutes, Section 16C.03, Subd. 2, provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the County. Vendors may be suspended or debarred when it is determined, through a duly-authorized hearing process, that they have abused the public trust in a serious manner.

By signing this contract, the Contractor certifies that it and its principals¹ and employees:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and
- B. Have not within a three (3) year period preceding this contract:
 - 1. Been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract;
 - 2. Violated any federal or state antitrust statutes; or
 - 3. Committed embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property; and
- C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
 - 1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) transaction;
 - 2. Violating any federal or state antitrust statutes; or

¹"Principals" for the purposes of this certification means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions).

- 3. Committing embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property; and
- D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.
- E. Shall immediately give written notice to the County should Contractor come under investigation and allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state, or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

IX. CONDITIONS OF THE PARTIES' OBLIGATIONS

- A. This agreement may be canceled by either party at any time, with or without cause, upon ninety (90) days' notice, in writing, delivered by mail or in person.
- 8. Before the termination date specified, the County may evaluate the performance of the Contractor in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.
- C. Any alterations, variations, modifications, or waivers of provisions of this agreement must be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.

X. SUBCONTRACTING

- A. The Contractor agrees not to enter into subcontracts for any of the work contemplated under this contract without written approval of the County.
- 8. All subcontractors must be subject to and must meet all of the requirements of this contract.
- C. The Contractor must ensure that any and all subcontractors to provide services under this contract must contain the following language:

The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as a third-party beneficiary, is an affected party under this contract. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the Contractor for any appropriate relief in law or equity, including but not limited to rescission, damages, or specific performance, of all or any part of the contract. Minnesota Department of Human Services is entitled to and may recover from the Contractor reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the contract or any other third-party beneficiary, nor must it be construed as a waiver of

Immunity under the Eleventh Amendment of the United States Constitution or any other waiver or immunity.

- D. The Contractor agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, Part 9525.1870, Subpart 3.

XI. NONCOMPLIANCE

- A. If the Contractor fails to comply with the provisions of this contract, the County may seek any available legal remedy. If the County fails to comply with the provisions of this contract, the Contractor may seek any available legal remedy.
- B. Either party must notify the other party within thirty (30) days when a party has reasonable grounds to believe that this contract has been or will be breached in a material manner. The party receiving such notification must have thirty (30) days, or any other such period of time as mutually agreed to by the parties, to cure the breach or anticipatory breach. Resolution will be attempted following fair hearing and grievance procedure outlined in Section VII.

XII. MISCELLANEOUS

The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as third-party beneficiary, is an affected party under this agreement. The Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the Contractor for any appropriate relief in law or performance of all or any part of the agreement between the County Board and the Contractor. The Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from the Contractor reasonable attorney's fees and costs and disbursements associated with any action taken under this paragraph and that is successfully maintained. This provision must not be construed to limit the rights of any party to the agreement of any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.

XIII. BONDING, INDEMNITY, INSURANCE AND AUDIT CLAUSE

- A. **Bonding:** The Contractor will be required to maintain at all times, during the term of this Contract, a fidelity bond or insurance coverage for employee dishonesty with a minimum amount of \$100,000.00 covering the activity of each person authorized to receive or distribute monies under the term of this Contract. A copy of the Contractor's bond or insurance certificate shall be delivered to the County at the beginning of this Contract term and on an annual basis thereafter.
- B. **Indemnity:** The parties agree that they will at all times defend, indemnify, and hold each other harmless, against any and all liability; loss, damages, costs, and expenses as follows:

1. By reason of any applicant or eligible person suffering bodily or personal injury, death, or property loss or damage either while participating in or receiving the care and services to be furnished under this Contract, or while on premises owned, leased, or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for by the Contractor or any officer, agent, or employee thereof; or
2. By reason of any applicant or eligible person causing injury to, or damage to, the property of another person, during any time when the Contractor or any officer, agent, or employee thereof has undertaken or is furnishing the care and services called for under this Contract; or
3. By reason of any negligent act or omission or intentional act of the Contractor, its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of Purchased Services under this Contract.

C. **Insurance:** The Contractor further agrees, in order to protect itself as well as the Department, the Lead County, and other Financially Responsible Agencies under the indemnity contract provision set forth above, its officers, agents, employees, and servants as additional insureds, but only insofar as the operations under this contract. It will at all times during the term of the Contract, and beyond such term when so required, have and keep in force a general liability insurance policy. Adult family foster care providers and child family foster care providers who are covered by the OHS-purchased liability policy for these providers are exempt from this insurance requirement as long as the OHS-purchased insurance is in force. Any insurance required to be provided by the Contractor shall be primary, and not excess, to any other coverage carried by the County. The selected insurance company of the Contractor must be acceptable to the County. The Contractor is responsible for any deductible or self-insured retention contained within the insurance program.

1. The Contractor will purchase occurrence-based liability insurance. The policy shall include coverage for all applicable liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under a contract. An umbrella liability policy may be used in conjunction with the primary coverage limits to meet the minimum limit requirements for each coverage. The County should be listed as an additional insured.
2. The applicable liability insurance coverage will meet the limits as shown below or be of equal to the tort liability limits under Minnesota Statutes 466.04, Section 3.736, Subd. 4, whichever is greater:
 - a. **Commercial General Liability Coverage**
 - \$3,000,000.00 for general aggregate coverage
 - \$3,000,000.00 for products and completed operations aggregate
 - \$1,500,000.00 for each occurrence
 - \$1,500,000.00 for personal injury and advertising injury
 - \$100,000.00 for fire damage limit
 - \$5,000.00 for medical expense

- b. **Auto liability coverage** of \$1,500,000.00 per occurrence. Auto coverage should include any auto, including hired and non-owned.
 - c. **Worker's Compensation and employer's liability coverage:**
Worker's Compensation limits are to be statutory per applicable state and federal laws. Minimum employer's liability coverage:
Bodily injury by accident: \$500,000.00 each accident
Bodily injury by disease: \$500,000.00 each employee
Bodily injury by disease: \$500,000.00 policy limit
3. The Department of Human Services, Le Sueur County, and Financially Responsible Agency must all be listed as additional insured, and the County shall be sent a current, appropriately signed certificate of insurance on an annual basis. The certificate should identify the county as an additional insured for relevant coverages, except Worker's Compensation. The certificate must show that the County will receive sixty (60) calendar days' prior written notice in the event of cancellation, nonrenewal, or material change in the described policy.
4. If the Contractor is unable to obtain the required insurance coverage, or if the coverage is cancelled during the term of this Agreement, the Contractor must notify the County contract manager (or the contract manager's designee) by telephone or e-mail the same business day as the Contractor receives notice of cancellation or inability to obtain coverage. The Contractor shall also provide written notice to the Lead County contract manager within five (5) business days. The Contractor shall make immediate good faith efforts to obtain or replace the coverage in the open market. If such efforts are unsuccessful, the Contractor shall apply to the Minnesota Joint Underwriting Association for the insurance coverage. Failure to maintain required insurance coverage shall be considered an event of default pursuant to this Agreement.

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XIV. ENTIRE AGREEMENT

It is understood and agreed that the entire contract of the parties is contained herein and this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

IN WITNESS WHEREOF, the County and the Contractor have executed this Agreement as of the day and year first above-written:

Meridian Behavioral Health

Date

County of Le Sueur, by

Le Sueur County Board Chair

Date

Le Sueur County Administrator

Date

Approved as to form and execution, by

Le Sueur County Attorney

Da

**PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION OF CHILDREN AND YOUTH
IN FOSTER CARE PLACEMENT**

This Agreement is entered into by and between Tri-City United School District 2905 (hereinafter referred to as the District) and **Le Sueur County Human Services**.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District and **Le Sueur County Human Services** agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. TERM:

The term of this Agreement shall be in effect from September 1, 2018 – August 31, 2020

2. EDUCATIONAL PLACEMENT DECISIONS:

Le Sueur County Human Services is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. **Le Sueur County Human Services** and/or representative of the school in which the child is currently enrolled will work with the **Le Sueur County Human Services** foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If **Le Sueur County Human Services** is considering moving a child to a new educational placement, **Le Sueur County Human Services**

will have a phone consultation with the school contact prior to gathering input about the best interests of the child in relation to their school placement. **Le Sueur County Human Services** and District Foster Care Point of Contact responsible for students in foster care will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child's current educational placement. **Le Sueur County Human Services** shall take into consideration this information and other best interest factors found in paragraph three in making educational decision. The District Foster Care Point of Contact and /or a representative of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. **Le Sueur County Human Services** will identify a point of contact from the agency to work directly with the District Foster Care Point of Contact to ensure a smooth transition.

3. BEST INTEREST FACTORS:

When considering placement, the following best interest factors should be considered:

- The student's age
- The school attended by the student's siblings
- Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the students foster care parent(s) or current placement provider
- School stability and educational continuity
- Time remain in in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit loss and for timely graduation or promotion
- Documentation of the best interest determination shall be maintained in the **Le Sueur County Human Services** case file and student's cumulative record.

4. SERVICES

Transportation Services will be provided by the District in the following manner:

- a. Students who are able to be transported to school on an existing route: When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school. District will cover the associated costs.

- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, the District will negotiate with **Le Sueur County Human Services** to determine the best possible means of transportation. The District and **Le Sueur County Human Services** will share the transportation costs identified in Section 5a.
- d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with Le Sueur County Human Services to determine the best possible means of transportation. The District and Le Sueur County Human Services will share the transportation costs identified in Section 5a.
- e. Students placed in foster care within District and attending a non-ISD 2905 School: The District will bear no financial responsibility for this student. **Le Sueur County Human Services** and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- a. The District and **Le Sueur County Human Services** agree to split the costs of the transportation described in Section 4, including but not limited to staff time and third party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and the **Le Sueur County Human Services** agree to each assume pay 50% of the costs.
- b. **Le Sueur County Human Services** will identify a point of contact from the agency to work directly with the District Foster Care Point of Contact to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested by the **Le Sueur County Human Services** point of contact in order to be honored.
- c. Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, **Le Sueur County Human Services** will be responsible for transportation of the student placed in foster care.
- d. **Le Sueur County Human Services** will compensate the District for transportation provided outside of the district pursuant to this agreement at the rate billed to the district by the private transportation company. Copies of the invoices from the private transportation company will be provided to **Le Sueur County Human Services**.
- e. The District will submit itemized invoices to the **Le Sueur County Human Services** contact on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
- f. In situations where transportation is being funded by **Le Sueur County Human Services**, **Le Sueur County Human Services** point of contact will notify the District Foster Care Point of Contact when foster care placements end.

6. DISPUTE RESOLUTION:

It is the responsibility of **Le Sueur County Human Services** and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care.

Le Sueur County Human Services and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
2. Upon receipt of the explanation, the decision will be reviewed by the District and the **[DIRECTOR/SUPERVISOR]** of **[HUMAN SERVICES]** of **Le Sueur County Human Services**. Input will be reviewed from all parties and a decision by the **[DIRECTOR/SUPERVISOR]** will be communicated within three business days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a **[DISTRICT/COUNTY]** Decision Making Team meeting.
3. County will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the District and **Le Sueur County Human Services**.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of **Le Sueur County Human Services**. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to none of the rights, privileges, or benefits of **Le Sueur County Human Services** employees except as otherwise stated herein.

8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

10. STANDARDS:

The District and **Le Sueur County Human Services** shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or **Le Sueur County Human Services** because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

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IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

COUNTY OF [LE SUEUR]
STATE OF MINNESOTA

Le Sueur County Human Services

Tri-City United School District #2905

BY: _____

BY: _____

Lance Wetzel,
County Board Chair

Teri M. Preisler,
Superintendent

DATED: _____

DATED: _____

ATTESTED TO:

BY: _____

Darrell Pettis,
County Administrator

BY: _____

Jean Kopp,
Director of Business Services

DATED: _____

DATED: _____