



GOODHUE COUNTY BUDGET COMMITTEE
CONFERENCE ROOM 301-1
GOVERNMENT CENTER, RED WING
MARCH 19, 2024
8:45 A.M.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 266 673 214 074

Passcode: wknxqK

OR CALL IN

+1 872-240-8960,,925976225#

PHONE CONFERENCE ID: 925 976 225#

Out of State Travel Requests

1. HHS Out of State Travel Requests

Documents:

[MDH IFund grant out of state travel request to PHIT.pdf](#)
[MDH SHIP grant out of state travel request to SRTS.pdf](#)

2. Out of State Travel Request - Sheriff's Office Emergency Management

Documents:

[EM Out-of-State Travel Request.pdf](#)

3. GIS Out of State Travel Request

Documents:

[OutofStateTravel.pdf](#)

Passport Budget

Documents:

[PassportBudget.pdf](#)



Goodhue County
Health and Human Services

Public Health Division
426 West Avenue
Red Wing, MN 55066
(651) 385-3200 • Fax (651) 267-4882

DATE: March 13, 2024
TO: Goodhue County Board
FROM: Nina Arneson, GCHHS Director
RE: Out of State Travel Request

BACKGROUND:

The Minnesota Department of Health (MDH) Infrastructure Fund (IFund) grant will cover Maggie Cichosz, Planner – Data Analyst, to participate in the Public Health Improvement Training (PHIT) including both the in-person mini PHIT on May 20-21, 2024, in New Orleans, LA, and the subsequent virtual PHIT workshops June 3-5, 2024.

According to the PHIT webpage on <https://nnphi.org>, "PHIT is intended for leaders and health department staff who aim to improve health outcomes through performance improvement processes" The site describes the training as "a one-of-a-kind professional development experience [for] health department professionals and their partners through small workshops with peer learning, purposeful networking, and practical sessions with interactive activities to practice skills."

PHIT workshop topics in performance management, health assessment and improvement planning are related to Goodhue County's MDH IFund grant. The scope of Goodhue County's MDH IFund grant project includes connecting community health data to performance measure data, and supporting program staff who write work plans and implement strategies to improve community health. The end date for our MDH IFund grant funding is 6/30/2024.

PHIT is hosted by the National Network of Public Health Institutes (NNPHI) in collaboration with the Center for State, Tribal, Local and Territorial Support (CSTLTS) at CDC, and the following national organizations:

- Association of State and Territorial Health Officials (ASTHO)
- National Association of County and City Health Officials (NACCHO)
- National Indian Health Board (NIHB)
- Public Health Accreditation Board (PHAB)
- Public Health Foundation (PHF)
- Public Health Learning Network (PHLN)

The MDH IFund grant will cover all the costs of the training, including registration, travel (airfare and travel to/from the airport), hotel, per diem for meals, and staff time.

RECOMMENDATION: The GCHHS Department recommends approval of this request.



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Health and Human Services

Public Health Division
426 West Avenue
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(651) 385-3200 • Fax (651) 267-4882

DATE: March 13, 2024
TO: Goodhue County Board
FROM: Nina Arneson, GCHHS Director
RE: Out of State Travel Request

BACKGROUND:

The Minnesota Department of Health (MDH) Statewide Health Improvement Partnership (SHIP) grant will cover Sarah Dawson, Public Health Educator, to participate in the Safe Routes to School National Conference on October 22-24, 2024, in Fort Collins, CO.

The conference is hosted by The Safe Routes Partnership, which is "a national nonprofit organization working to advance safe walking and rolling to and from schools and in everyday life, improving the health and well-being of people of all races, income levels, and abilities, and building healthy, thriving communities for everyone," according to The Safe Routes Partnership's website (<https://saferoutespartnership.org/>).

The conference is an opportunity to network and share best practices with active transportation, public health, and Safe Routes champions from around the country. This is the first in-person Safe Routes to School National Conference since 2019.

Goodhue County's current MDH SHIP grant work plan includes Safe Routes to School work with Goodhue County school districts. Safe Routes to School is a partnership with the local school districts, city and county public works, the Minnesota Department of Transportation, and other partners. For more information about Safe Routes to School, including a map of MN schools with SRTS plans (including Sunnyside, Burnside, and Twin Bluff in Red Wing; Pine Island; and Zumbrota-Mazeppa), see <https://www.dot.state.mn.us/saferoutes/>.

The MDH SHIP grant will cover all the costs of the conference, including conference registration, travel (airfare and travel to/from the airport), hotel, per diem for meals, and staff time.

RECOMMENDATION: The GCHHS Department recommends approval of this request.



Marty Kelly
Goodhue County Sheriff

430 West 6th Street
Red Wing, MN 55066
Office (651) 267.2600
Dispatch (651) 385.3155

TO: Budget Committee & Board of County Commissioners
FROM: Earl Merchlewitz, Emergency Management Director
SUBJECT: Out-of-State Travel -2024 Emergency Management
DATE: March 6, 2024

Budget Committee & Commissioners,

I previously sent a request for approval for out-of-state travel for Deputy Director Mallore McCarty to attend training in Wausau Wisconsin. This training was for one of the five courses she would need for her Basic Academy.

The travel to Wausau Wisconsin was going to cost \$975.00 and this was going to be covered by the REP grant.

HSEM replaced the basic certificate by having people attend the EMI (Emergency Management Institute) basic academy (5 different courses). This basic-level Academy provides the foundation for training and standards needed for state and local emergency management. The EMI basic academy is designed for newly appointed emergency managers with less than three years of experience. The courses required to complete this academy are available in Wausau, Wisconsin, and Emmitsburg, Maryland. The courses are highly competitive to attend and always fill up several months in advance.

Since that request, we have been able to secure her training for four of the five required training courses for the certification. This training will take place at EMI (Emergency Management Institute) in Emmitsburg, Maryland. These four courses are part of the basic-level Academy which is the new standard for basic-level Emergency Management certification.

The cost for the actual courses is covered by DHS (Department of Homeland Security). The lodging costs are also covered by DHS. The REP grant will cover the cost of the meal plan while attending the courses. The round-trip airfare to Maryland will be paid by Goodhue County initially, but then reimbursed by the federal government.

OFFICE OF THE GOODHUE COUNTY SHERIFF

ADULT DETENTION
CENTER
651.267.2804

CIVIL DIVISION
651.267.2601

RECORDS DIVISION
651-267-2600

EMERGENCY
MANAGEMENT
651.267.2639

EMERGENCY
COMMUNICATIONS
651.385.3155

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The total cost to attend this training is \$1034.99, which will either be paid with REP funds or reimbursement from the federal government.

ACTION REQUESTED: By Goodhue County Personnel Policy Chapter 12.3 (Out of State Travel for Elected Officials and Employees}, I am requesting that the Budget Committee and Board of County Commissioners approve her travel

Sincerely,

A handwritten signature in black ink, appearing to read "Earl Merchlewitz", written over a light blue horizontal line.

Earl Merchlewitz, Emergency Management Director

Goodhue County Sheriff's Office

P: (651)-267-2639

Earl.merchlewitz@co.goodhue.mn.us



Lisa M. Hanni, LS County Surveyor
Surveyor – GIS Departments 651-385-3231
Recorder 651-385-3148
509 West 5th Street, Red Wing, MN 55066

TO: Goodhue County Board of Commissioners
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder
DATE: March 19, 2024 County Board meeting
RE: Out of State Travel

We are requesting approval for Out of State Travel for one Geographic Information Systems (GIS) staff to attend the ESRI annual conference in San Diego, CA July 15-19, 2024.

Industry leaders and peers from around the world attend this conference to learn about the latest products and solutions. The conference will focus on the power of geospatial thinking. Geographic information system (GIS) technology brings together the science of geography with the modern capabilities of data management, analysis, visualization, integration, and collaboration.

We receive free conference attendance with our software license and we have budgeted for the travel and lodging expenses in the 2024 GIS budget.

TO: Goodhue County Board of Commissioners
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder
DATE: March 19, 2024 County Board meeting
RE: Passport Budget

Passport Budget

Background:

We moved the Passport office and duties to a separate room adjacent to the Survey office in late 2023. Prior to that, the office was physically within the Recorder’s office and the budget was included in the Recorder’s budget. Years ago, the federal government required a separation of duties and paper between staff handling the passports and staff processing vital records.

The current staff processing the passports are also Administrative Assistants for the Survey/GIS departments and manage the County’s main phone line.

Recommendation:

Staff recommends the following line items moved from the 01-101 (Recorder’s operating budget) into a separate department beginning in January 2025:

01-101-000-0000-5453	Passports
01-101-000-0000-6849	Passport Expenditures

Possible new account numbers:

01-103-100-0000-5453	Passports
01-103-100-0000-5457	Pictures
01-103-100-0000-6849	Passport Expenditures