

Aitkin County Association of Townships

Serving all of Aitkin County

MAR 11 2015

The next quarterly meeting of the Association will be April 16, 2015 at the McGregor Community Center at 7:30p.m.

Guest speaker will be Tim Strom from Duluth will speak about Cartways and Roads

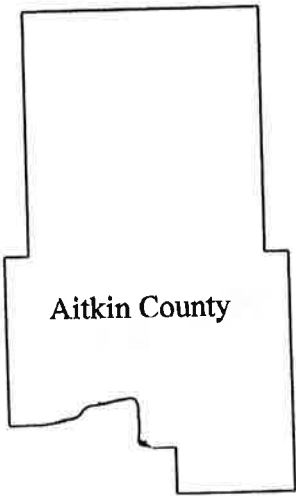
If you have ideas for speakers let us know.

Elections are only for District 5 where Lily Turner currently is serving. This includes Ball Bluff, Fleming, Turner, Balsalm, Libby, Verdon, Cornish, Logan townships. Also James Berg filled out Carole Holten's term, so he is also up in District 4 and this is Beaver, Clark, Haugen, Jevne, McGregor, Salo, Shamrock, Workman townships.

Looking forward to seeing you there,

Anita

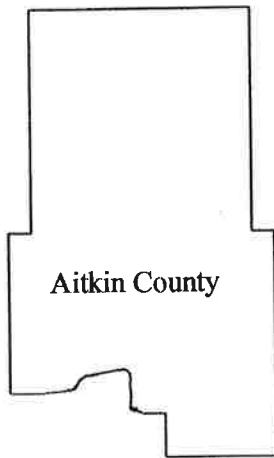
pjamande@centurylink.net



Aitkin County Association of Townships

Serving all of Aitkin County

		October 15, 2014
Balance On Hand	\$	8,939.01
Income		
Dues	\$	17,482.39
Interest	\$	0.28
Total	\$	26,421.68
Expenses		
Wages	\$	230.90
IRS	\$	162.20
Mileage	\$	477.09
Office Supplies	\$	23.58
Refreshments/misc.	\$	15.96
Door prizes	\$	56.15
Dues paid	\$	-
Convention/L & R Reg.etc.	\$	1,373.20
Hall Rents	\$	50.00
Total	\$	2,389.08
Balance on hand	\$	24,032.60
Date		14-Jan-15



Aitkin County Association of Townships

Serving all of Aitkin County

January 15, 2015
Quarterly Meeting

Open with Pledge at 7:30 pm with 22 Townships represented with Logan, Malmo, Fleming, Hazelton and Turner having full boards in attendance! 3 guests, Reno Wells, MAT Director, Don Niemi, Laurie Westerlund, Anne Marcotte county Commissioners, Dale Sutherland speaker present also.

Welcome new officers, only re-elected ones. (On it for life)

Moment of silence for those who have past away in the last quarter: Bill Dotzler & Gary Finlayson, Donald Kalinoski.

Approve Sect. Report as Mailed was made on a motion by Roberta Elvecrog and a second by Bill Pratt.

Approved Treasurer Report as read. Dues are needed from Glen, Libby, Malmo, McGregor, Salo, Turner, Wealthwood, and White Pine. Motion made by Jim Berg and a second by Part Martz. There was some discussion on dues that were mailed out the second week of December.

Correspondence: MAT thank you, L & R Meeting in February in St. Paul, MAT Calendar, ideas for Speakers, CTAS training by Irene (sign up in back).

Reno asked what can be done to promote our Community. USDA Book on food safety not being printed any more, but is on the internet. New way to get safe and affordable food through MN Food Charter. MAT Website has information on DNR Grants, New sign maintenance, Spring Short Courses to sign up for.

County Officials: Don Niemi was at the capital to talk about the General Tax that is not coming back to the residents, but stays at the State level for them to decide what to do with. Also had cards to sign in favor of the Sandpiper project that need to be mailed by the 21st.

Guest Speaker: Dale Sutherland from Production Services on Roadside Maintenance. Many types of herbicide are being used to control plant growth and not harm habitat. Many issues affect the honey bees and livestock, so care must be used. Department of Agriculture needs to know where the bees are so that proper care is used. If you do not want an area sprayed contact the road authority and keep those lines open. Mowing does cost more than spraying. Each product used is selective for your area and type of weed. When best to mow and why to mow needs to be stated by each township. We need to judge when seeds set as the Grassland nesting birds are in the 8-10 inches of road side (not usually in our area), after 8/1 you can mow farther. If water in ditch the herbicide must be aquatic proof to what is in the water. Wealthwood uses Central Application out of Foley. No effect on domestic animals after dried. Carefully watch the license as each has its own category for spraying.

Thank you to the Aitkin VFW for having us, next Meeting will be at the McGregor Community Center, April 16, 2015 at 7:30 p.m. Possible Speaker Tim Strum on Cartways, and other title roads. Lily Turner (District 5, Ball Bluff, Balsam, Cornish, Fleming, Libby, Logan, Turner, Verdon townships)

Adjourned at 8:23pm

Respectfully,
Anita Anderson
Secretary/Treasurer



Minnesota Department of **Human Services**

March 17, 2015

Chairperson, Board of County Commissioners
Aitkin County Courthouse
217 2nd St. N.W.
Aitkin, MN 56431

MAR 23 2015

Dear Chairperson:

The Minnesota Department of Human Services (DHS) is now conducting its review of county single audit reports for the year ended December 31, 2013. This review is the result of federal regulations imposed on state and local governments by the Single Audit Act as amended in 1996. Our letter to you, dated March 10, 2014, introduced the procedures DHS and County Boards use to comply with these federal single audit resolution regulations.

DHS is responsible for monitoring the resolution of audit findings that impact human services federal programs and is also responsible for verifying the resolution of cross cutting audit findings for the counties in Minnesota. A cross cutting finding is a finding that affects the federal programs of more than one state agency. Resolution of any other findings which may appear in your report is the responsibility of the state agency administering the federal programs affected by those findings. All single audit findings that affect federal programs must be resolved no later than six months after receiving the audit report. Single audit reviews are performed by DHS annually.

If a county audit report includes human services or cross cutting audit findings, DHS will request that the County Board submit a written corrective action plan describing how the county intends to resolve the finding. If no human services or cross cutting findings appear in the audit report, DHS will confirm to the Board that no corrective action plan is required to be submitted.

DHS has reviewed the single audit report of Aitkin County for the year ended December 31, 2013. Our review indicates that there are no applicable unresolved human services or cross cutting audit findings requiring a corrective action plan response at this time, and therefore, we will not be requesting you to submit a corrective action plan to DHS.

We will continue to monitor the single audit reports of Aitkin County annually. If you have any questions concerning this letter please contact me at (651) 431-3622 or by email at margaret.brotherton@state.mn.us.

Sincerely,

Margaret Brotherton
Single Audit Coordinator

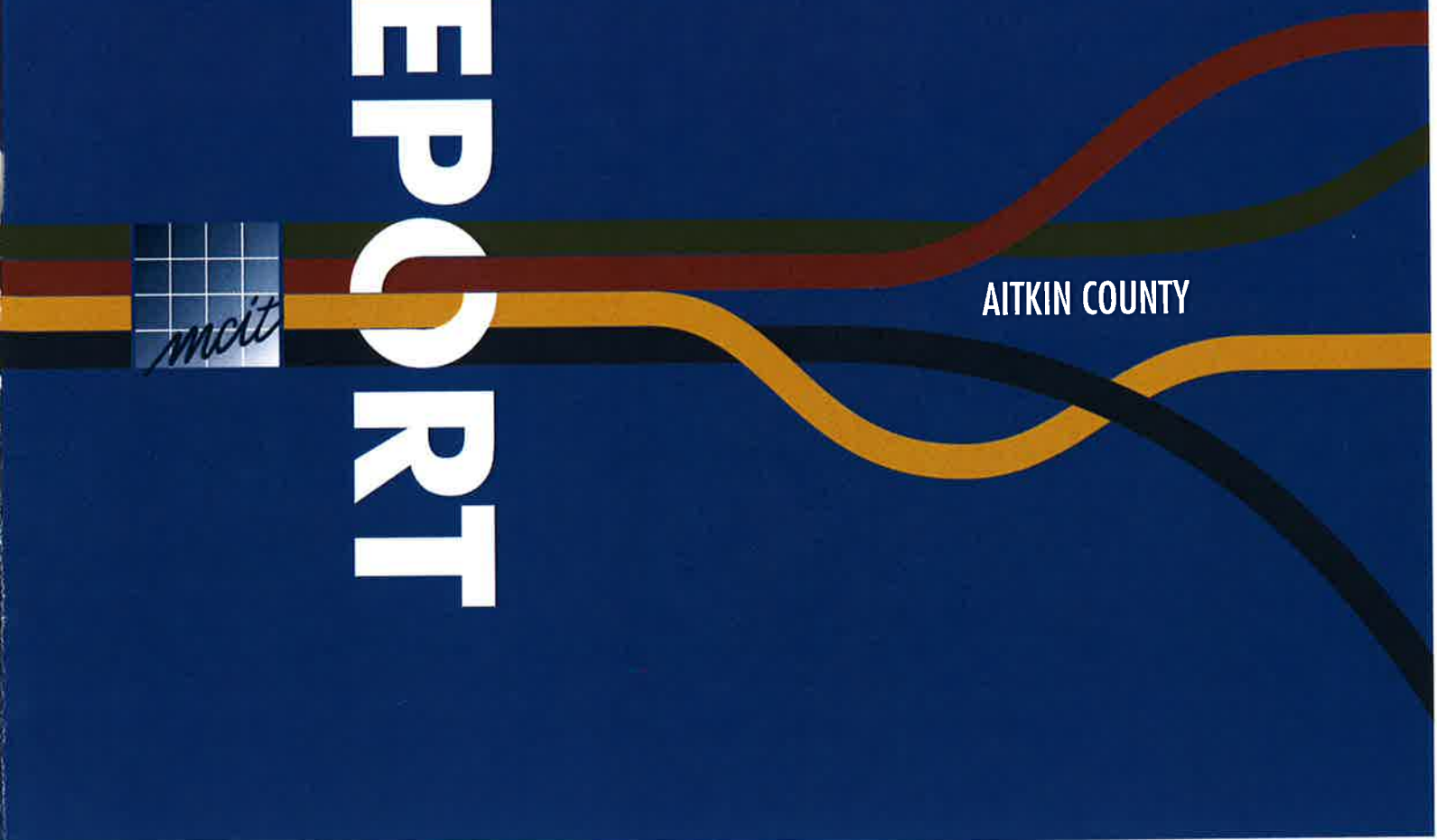
cc: Thomas Burke, Director
Aitkin County Health & Human Service Agency

2015

MCIT REPORT



AITKIN COUNTY



Minnesota Counties Intergovernmental Trust (MCIT) is a joint powers entity made up of counties and associated public entities that pool resources to provide property, casualty and workers' compensation coverage to members. MCIT also offers risk management and loss control services.

MCIT's structure allows it to design programs and provide advice tailored to the individual member's needs as demonstrated by MCIT's visits with safety committees, attendance at board meetings, on-site trainings and phone or in-person consultations.

BENEFITS OF MEMBERSHIP

- Transparency from the organization's leadership and openness regarding its decision making.
- Tailored coverage to members' needs to address unique risks. For example, MCIT provides coverage for boilers and equipment breakdown, K-9s, builder's risk and a land use endorsement.
- Member representatives make up the board of directors, and they are responsive to member needs.
- Investment income is shared with members as appropriate.
- Contribution rates are predictable.

MONITORING RISKS

MCIT monitors legislation, court rulings, operational changes, the economic landscape, claims and member input to identify strategies to help members manage emerging risks.

MCIT routinely considers modifications to coverage to address the changing exposures members have, and the MCIT staff develops programs and services designed to help members mitigate those exposures.

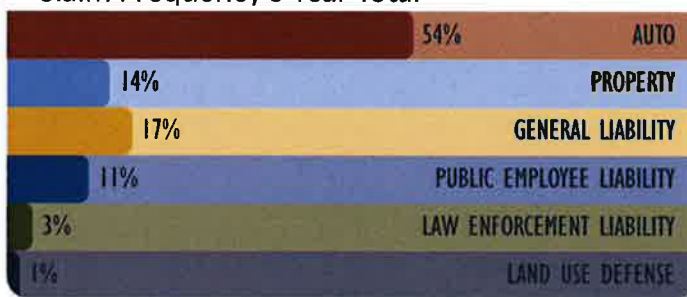
Notable Coverage Enhancements for 2014 and 2015

- Garagekeepers liability coverage limit was expanded to \$100,000 from \$45,000 beginning in January 2014. This endorsement serves as an auto comprehensive type coverage that applies to autos owned by others while left in the member's care.

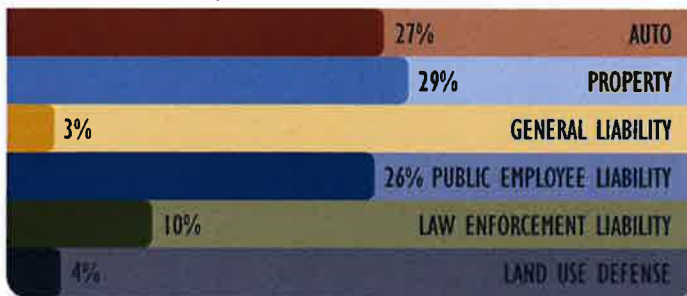
PROPERTY AND CASUALTY CLAIMS

- **AUTO:** This includes both physical damage and liability claims. The most frequently reported claims include high frequency but low severity claims such as broken windshields and hail damage. More expensive physical damage losses are often due to hitting animals or other vehicles. Generally less expensive liability claims include backing into another's vehicle. More costly liability claims involve a third party when the driver or passenger in another vehicle is injured or killed.
- **PROPERTY/INLAND MARINE:** Typically these are large weather-related claims, such as damage from tornadoes, wind, lightning, fire and hail.
- **GENERAL LIABILITY:** Many of these are slip, trip and fall accidents, and the cost is usually small for each. However, many small claims can add up to a large total dollar amount.
- **PUBLIC EMPLOYEE LIABILITY, LAW ENFORCEMENT LIABILITY AND LAND USE DEFENSE:** These categories include claims related to employment (e.g., wrongful termination, discrimination, harassment), violations of the Driver's Privacy Protection Act, excessive force, inmate deaths and suicides, and land use. They are typically the most expensive claims because they fall under federal laws and are not subject to state tort caps and often allow recovery of plaintiff's attorney fees.

2010-2014 Property/Casualty Claim Frequency 5 Year Total



2010-2014 Property/Casualty Claim Severity 5 Year Total



- Authorized volunteers qualify for premises medical payments coverage as of Jan. 1, 2014. This is a discretionary coverage that can be applied to medical bills arising from bodily injury caused by an accident when the injury occurs on member property or arises from member operations.
- Data compromise endorsement became effective in 2015. This coverage works to offset the costs incurred when members respond to an actual or potential release of confidential data, including technical and legal consulting, notification to affected individuals, credit monitoring for up to one year, the cost of notifying consumer reporting agencies and related expenses. The endorsement responds upon notification that a data compromise has occurred or is believed to have occurred, and is not dependent upon the filing of a liability claim by an affected individual.

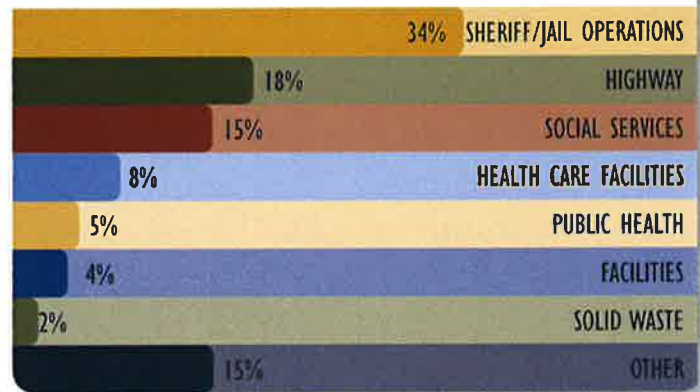
EFFECTS OF WORKERS' COMPENSATION CLAIMS

The frequency and severity of work-related injuries and illnesses is used to develop each member's experience modification (MOD) factor. This unique factor then becomes part of the formula to determine a member's annual workers' compensation contribution. Another factor affecting the formula is the amount of payroll in each of the member's employee class codes. A MOD factor of 1.0 does not change contribution and reflects expected claim development. A factor greater than 1.0 can increase the contribution, whereas a factor less than 1.0 can decrease contribution.

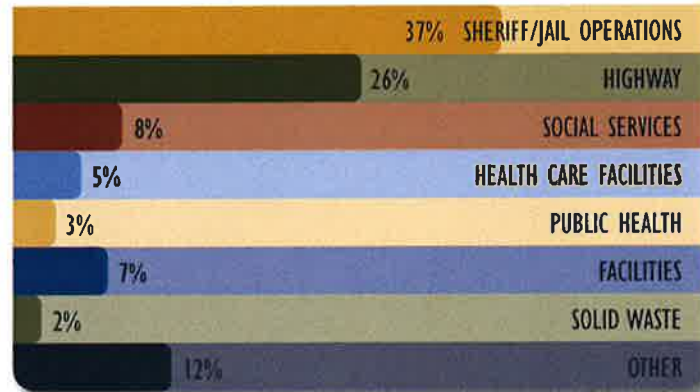
WORKERS' COMPENSATION CLAIMS

- Slip and falls remain prevalent, particularly on ice and snow, both on and off member property.
- The body part most frequently reported as being injured is the low back closely followed by knees.
- Law enforcement has the highest frequency of reported claims of county departments. It also was the loss leader relative to the severity (cost) of claims. Highway departments followed in second position.
- An increase in return to work programs is having a positive effect on the cost of claims.

MCIT Workers' Compensation Claim Frequency 5 Year Total



MCIT Workers' Compensation Claim Severity 5 Year Total



Aitkin County Workers' Compensation Analysis

YEAR	BASE	MOD	YOUR COST	COST DIFFERENCE
2015	\$163,695	1.421	\$232,611	\$68,916
2014	\$169,492	1.37	\$232,204	\$62,712
2013	\$169,104	1.178	\$199,205	\$30,101
2012	\$181,559	1.274	\$231,306	\$49,747
2011	\$192,221	1.395	\$268,148	\$75,927

MCIT REMAINS FISCALLY SOUND

During the past 35 years, MCIT has grown from a fledgling organization into one of the nation's premier risk pools. The lessons learned about disciplined underwriting, aggressive claims handling, consistent and prudent reserving strategies, and conservative investment practices have made MCIT a financially strong and fully funded member-run organization. This ensures that MCIT has the ability to pay operational expenses and claims (both reported and incurred but not yet reported), purchase reinsurance, consider service enhancements to address member needs, and return fund balance when appropriate.

MCIT Aggregate Rates Decrease for 2015

When calculating rates, MCIT's actuary must ensure that contributions are adequate to pay losses (claims) according to expected frequency and severity.

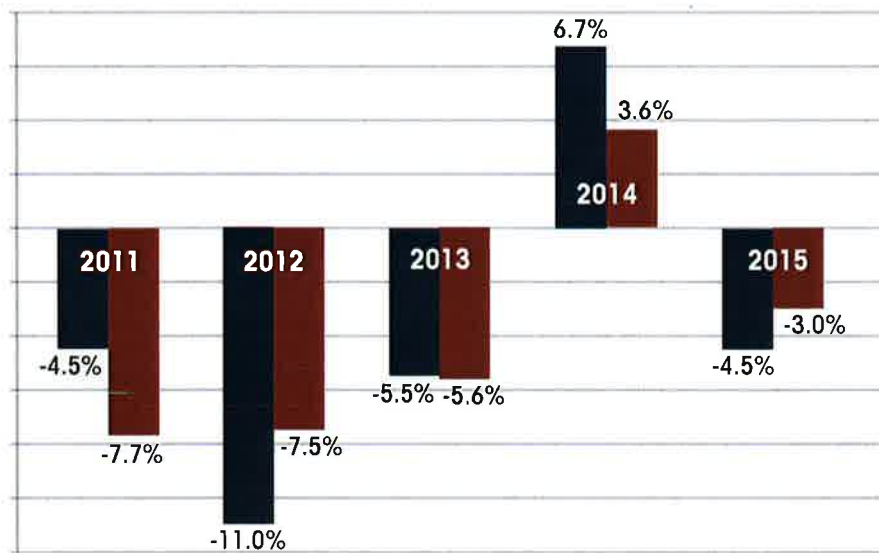
2015 aggregate rate changes:

- 4.5 percent decrease for property and casualty coverage
- 3 percent decrease for workers' compensation coverage

Property/casualty rates were largely influenced by several claims alleging violations of the Driver's Privacy Protection Act. Fortunately, other lines of coverage (auto, general liability, property and inland marine) performed better than expected, which set the stage for an overall reduction in the property/casualty aggregate rate for 2015. The workers' compensation rate reductions are largely attributed to continued favorable claim development in both severity and frequency.

In years when MCIT's aggregate rates decline, an individual member's contribution may not have a corresponding decrease because of increases in the member's exposure base, such as growth in payroll, number of covered vehicles, the annual budget or workers' compensation experience modification factor.

MCIT Annual Aggregate Rate Changes



● PROPERTY AND CASUALTY
● WORKERS' COMPENSATION

Reinsurance Rates Decline for 2015

Reinsurance serves as a financial safety net against catastrophic losses that MCIT would otherwise be solely obligated to pay. MCIT retains a portion of the risk, essentially a deductible for catastrophic losses.

Each year, MCIT seeks bids for its property and casualty reinsurance. As part of the process, reinsurers review MCIT claims and exposures, and use that information to calculate the cost of coverage. 2015 property reinsurance is placed with Travelers, and casualty reinsurance is with Munich Re. Pursuant to state law, reinsurance for workers' compensation must be obtained through the Workers' Compensation Reinsurance Association.

This year, the property reinsurance carrier provided MCIT with a two-year contract. The rate decreased 4 percent for 2015 and

will remain the same for 2016 with the caveat that MCIT's loss ratio does not exceed 45 percent.

The casualty reinsurance rate remains unchanged for 2015 despite many unresolved claims for alleged violations of the Driver's Privacy Protection Act and several claims arising from jail operations.

The cost of workers' compensation reinsurance has seen decreases during the past few years. 2014 was the last year MCIT was subject to the Workers' Compensation Reinsurance Association special assessment. The MCIT Board chose to use fund balance to pay this obligation of approximately \$3.35 million as opposed to including it in member rates. This resulted in significant savings for members.

The Importance of Fund Balance

Fund balance provides a safety net to address unexpected events or situations. Fund balance can:

- absorb unanticipated losses.
- fund unknown risks, such as changes in the legal climate (legislation and case law).
- provide financial stability and sustainability.
- be used to enhance coverage.

DIVIDENDS DISCUSSION

Dividends are based on a retrospective review of a member's claim history and the performance of MCIT's investments. Investment returns fuel dividends. MCIT only issues a dividend when it is actuarially sound and fiscally prudent. Dividends are not guaranteed. Since 1991, the MCIT Board of Directors has annually returned varying amounts of fund balance to its members for a total of more than \$290 million.

Total Dividends: Combined MCIT Membership and Aitkin County

	2010	2011	2012	2013	2014
MCIT Total Dividend	\$20,000,000	\$30,700,000	\$29,900,000	\$19,000,000	\$13,000,000
Aitkin County Total Dividend	\$185,994	\$314,287	\$344,502	\$202,484	\$134,306

RESOURCES HELP COUNTIES MANAGE RISKS

Consultation Services

LOSS CONTROL

All members have an assigned loss control consultant who can assist them with written safety programs; hazard identification, such as workplace safety surveys and reports; ergonomic assessments; interpretation of OSHA standards; and employee injury data analysis. Consultants also can participate in safety committee meetings, conduct employee safety training and provide loss prevention education resources.

RISK MANAGEMENT

Each member has an assigned risk management consultant who can respond to coverage, liability and risk management concerns. They review contracts and joint powers agreements from a risk management perspective. They assist members in identifying potential risks and offer advice about how members could manage them.

Call MCIT at 1.866.547.6516 to be connected to your assigned loss control and risk management consultants.

PATROL

(PEACE OFFICER ACCREDITED TRAINING ONLINE)

Better trained deputies lead to better decisions and better results for citizens, law enforcement agencies and county government. PATROL is Web-based training designed specifically for Minnesota's law enforcement personnel. It includes at least 12 POST-accredited classes each year, as well as mandated training for hazardous materials, blood borne pathogens, use of force, employee right to know and AWAIR, hearing conservation, personal protective equipment, and respiratory protection. MCIT members pay a discounted yearly subscription of \$85 per person, which is just \$3-\$4 per course. PATROL is a joint effort of MCIT, the Minnesota Sheriffs Association, Minnesota Chiefs of Police Association and League of Minnesota Cities Insurance Trust. Contact Laura Honeck with PATROL at 651.281.1280 or patrol@lmc.org for details.

Defensive Driving Training

Auto-related claims continue to be the most frequently reported loss. Training drivers to be safe does more than protect a member's fleet from physical damage; it also helps prevent injuries to employees and citizens. Training is available online or on site. Contact MCIT at 1.866.547.6516 or info@mcit.org for details.

2014 PARTICIPATION BY COUNTY

Becker County	Clay County	Jackson County	Renville County
Big Stone County	Douglas County	Le Sueur County	Rice County
Brown County	Fillmore County	Lyon County	Sherburne County
Carver County	Freeborn County	Morrison County	
Cass County	Hubbard County	Murray County	
Chisago County	Itasca County	Pipestone County	

2015 PARTICIPATION BY COUNTY

Beltrami County	Martin County
Benton County	Mille Lacs County
Big Stone County	Nobles County
Brown County	Norman County
Carlton County	Pine County
Carver County	Redwood County
Chisago County	Scott County
Clearwater County	Sherburne County
Crow Wing County	Stearns County
Goodhue County	Steele County
Hubbard County	Stevens County
Kanabec County	Traverse County
Lake County	Wilkins County
Lyon County	Wright County

Employee Assistance Program (EAP)

The program offers access to professional counselors for support and advice on personal issues that may affect an employee's work performance. The program is voluntary, confidential and delivered in a clinical setting or by phone to employees of MCIT members and their dependents. The service is provided as part of membership. Introduced as a risk management tool to reduce employment-related claims, history shows this is accomplished when member utilization is 4 percent. Access services by calling 1.800.550.MCIT (6248).

**AITKIN COUNTY'S 2014
PARTICIPATION LEVEL:
5.43 PERCENT**

RESILIENCE TRAINING

MCIT premiered its Resilience Training program in 2014. Based on popular demand, the program is available to county members in 2015 that have not yet scheduled the training. This no-cost, on-site opportunity focuses on helping employees build skills to deal with professional and personal adversity. The program has been widely applauded by attendees, who describe it as "eye opening."

**AITKIN COUNTY HAS NOT
YET SCHEDULED RESILIENCE
TRAINING**

The EAP provider, Sand Creek Group, developed the training to make employees aware of techniques to deal with difficult situations and provide management with strategies to support employees in times of crisis. The goals of the sessions are to help employees and employers appreciate how building resilience can benefit them at work and at home, and the role the EAP has in attaining this objective.

To schedule this training, contact Sand Creek at 1.800.550.6248 or info@sandcreekeap.com.

Additional Resources

- Statewide training seminars: 2015 sessions focus on risk management related to employment, land use, electronic security, and workers' compensation claims compliance and cost containment.
- On-site member training: Popular issues addressed are joint powers, performance management and other employment concerns, Minnesota Government Data Practices Act, contracts, and social media in the workplace.
- MCIT website: MCIT.org
- Video library: Borrow at no cost
- Webinars
- Minnesota Safety Council membership

HOW MEMBERS REDUCE COSTS

Each member's efforts to manage risks and control losses help contribute to poolwide rate stability. Dedication to risk management at all levels within a member organization is key to containing costs. Commissioners are encouraged to:

- support initiatives to improve safety, including the safety committee.
- participate in risk management training.
- recommend training and education for all employees.
- learn how coverage may apply before making final decisions.
- have a risk management review of contracts before signing or approving them.
- promote accountability for safety at all levels.

Contact MCIT at 1.866.547.6516 with any questions or concerns.

POISED FOR THE FUTURE

MCIT's success is attributable to its members' commitment to risk management and loss control. Due to the responsible and responsive leadership of the MCIT Board of Directors, MCIT remains a dynamic organization that evolves to meet the needs of its members while maintaining financial stability.

Counties should be proud of the role they played in forming MCIT in 1979 and their continued commitment to a program that year after year has demonstrated its value to county operations and the taxpayers of the state.



Minnesota Counties
Intergovernmental Trust



2015 Training Programs

By MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST

The following training programs (organized by topic category) for 2015 can be delivered to individual members or affiliated associations to help manage risks and reduce losses. These programs are provided as part of membership in MCIT. Availability is based upon MCIT staff schedules. A minimum audience of 20 people is preferred.

For more information or to schedule an on-site training session, interested parties should contact MCIT Communications Manager Heather Larson-Blakestad toll-free at 1.866.547.6516 ext. 6430 or hblakestad@mcit.org.

COVERAGE

Related topics can be found under the personnel, risk management and workers' compensation categories.

Auto Tune Up: Coverage, Risk Management and Safety While on the Road

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Automobiles expose members to a variety of potential claims. This session reviews MCIT auto coverage and claim scenarios. It answers frequent questions and offers risk management and safety recommendations.

A Discussion of MCIT's Public Employees Liability Coverage

- *Recommended audience: All staff including commissioners*
- *45 minutes*

Those who serve on the board of a public entity or are public employees often wonder if their service exposes them to a lawsuit with the potential of losing their homes, vehicles or children's college funds. This session discusses how MCIT coverage applies, who will defend public officials/employees when they are named in a lawsuit and the roles of those charged with managing the litigation.

Protecting Your Assets: Getting the Most from Property Coverage

- *Recommended audience: Department heads/supervisors*
- *60-90 minutes*

MCIT property coverage is designed to address the variety of exposures to financial loss that members face every day. This session looks at strategies members can implement to ensure that their property, contents and property in the open are adequately protected in the event of a loss. The session provides a short review of MCIT property coverage.

Surety, Fiduciary and Fidelity Bonding: It Takes Three to Party

- *Recommended audience: Department heads/supervisors*
- *45 minutes*

Bonding is a three-party contract that differs from insurance. There are many types of bonds. This session focuses on surety, fiduciary and fidelity bonds with an emphasis on the employee dishonesty and faithful performance of duty bond provided by MCIT. The review looks at coverage and offers risk management recommendations.

GOVERNANCE

Related topics can be found under the personnel category.

The ABC's of JPEs: Establishing a Successful Joint Powers

- *Recommended audience: Board members, executive staff and department heads/supervisors*
- *45-60 minutes*

Collaborative arrangements are an efficient and effective service delivery model to address operational needs. MCIT has examined successful joint powers entities and found that the one aspect they have in common is that they are built on a strong foundation. This session explains the building blocks of a successful joint powers arrangement.

Avoid Bad Headlines: Tips to Comply with the Minnesota Government Data Practices Act

- *Recommended audience: Board members, executive staff, department heads/supervisors and staff*
- *45-60 minutes*

Most of the letters, reports and e-mails public employees collect, create, receive, maintain or disseminate related to the government entity's operations are data subject to the Minnesota Government Data Practices Act (MGDPA). This session provides an overview of what board members, executive staff, department heads/supervisors and staff need to understand about the law to facilitate compliance:

- definition of "data" and its classifications
- procedural requirements that the organization must have in place to comply with the law
- role of the responsible authority and the data compliance officer
- reasons some information is not accessible to board members and employees
- strategies to address the release of data
- penalties for violating the MGDPA
- how MCIT coverage responds to claims that allege a violation of the MGDPA

A Discussion of the Minnesota Government Data Practices Act and Personnel Data

- *Recommended audience: Executive staff and department heads/supervisors*
- *45-60 minutes*

Personnel data on government employees is regulated by the Minnesota Government Data Practices Act (MGDPA). This session is intended to give attendees a basic understanding on the MGDPA as it relates to personnel information. The goal is to provide employees with enough information to provide a greater understanding of the "shroud of privacy" that surrounds many personnel issues and how to avoid creating potential liability for themselves and their organizations.

A Discussion of the Open Meeting Law

- *Recommended audience: Board members and staff responsible for board meetings*
- *45-60 minutes*

Elected officials are legally required to conduct business in a public forum. A violation of the Open Meeting Law can affect the credibility of the organization and its leaders, as well as expose them to litigation, fines and penalties. Session highlights:

- what constitutes a meeting
- when the governing body can legally close a meeting
- how to properly notice, close and record meetings
- penalties that can accompany violations of the Open Meeting Law
- how MCIT coverage responds to claims that allege a violation of the Open Meeting Law

Risky Business: Data Practices, the Open Meeting Law and Personnel

- *Recommended audience: Board members and department heads/supervisors*
- *60-90 minutes*

Dealing with personnel issues is always difficult. It is even more problematic for public-sector employers whose actions are subject to the Minnesota Government Data Practices Act and the Open Meeting Law. This session examines how best to manage risks associated with personnel issues. The session also explains how MCIT coverage may apply when litigation occurs as a result of the organization's personnel decisions.

LOSS CONTROL

Related topics can be found under the risk management and workers' compensation categories.

Active and Effective Safety Committees

- *Recommended audience: Board members, department heads/supervisors, safety coordinator/officer and safety committee members*
- *50 minutes*

Beyond complying with Minnesota statutes, an active and effective safety committee can reduce losses, strengthen a safety program and bolster a positive safety culture within an organization. Participants learn what it takes to create an active and effective safety committee and how to avoid the pitfalls that can stagnate the committee's potential.

OSHA Inspections: Avoid the Drama and Trauma

- *Recommended audience: Department heads/supervisors, safety coordinator/officer and safety committee members*
- *45 minutes*

An OSHA inspection can be stressful, but proper preparation can make the process run smoothly. This session explains current Minnesota OSHA inspection procedures, lists items all members should have readily available during an inspection and provides helpful tips for the walkthrough. The session also reviews the most common OSHA citations members have received in the past six years, including the cost of fines.

Practical Ergonomics: Thinking Outside the Cubicle

- *Recommended audience: Department heads/supervisors, safety coordinator/officer and safety committee members*
- *45 minutes*

This session provides an explanation of ergonomic risk factors and associated injuries. The discussion focuses on positions and postures, force and vibration, task repetition, and the environmental elements employees deal with at work and after hours. The presentation also includes practical solutions for reducing injury risk factors through improved equipment, work methods and general wellness.

Year Round Slip, Trip and Fall Prevention

- *Recommended audience: Department heads/supervisors, safety coordinator/officer, safety committee members and facility managers*
- *45 minutes*

Slips, trips and falls are the second most frequent causes of personal injury for MCIT members (motor vehicle accidents are first). This session reviews several types and causes of slip, trip and fall accidents. It also provides a variety of techniques and tools to identify, evaluate and implement solutions to prevent accidents of this type.

PERSONNEL

Related topics can be found under the governance, risk management and workers' compensation categories.

Avoid Legal Pitfalls When Hiring

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Hiring a new employee can be a time-consuming and demanding process. Public employers are required to navigate a series of laws, including federal and state nondiscrimination laws. This presentation points out some of the legal pitfalls that may be encountered by public employers during the hiring process. It also provides practical tips for making legally defensible hiring decisions.

Employee Leaves: Sorting Out Who Has Leave and When

- *Recommended audience: Department heads/supervisors and staff*
- *45-60 minutes*

State and federal laws provide employees with statutory leaves. The goal of this session is to provide employees and supervisors with enough information to understand the basic leaves so that they can identify when certain leaves may be appropriate and when to involve others, such as human resources. This session is not intended as a how-to in leaves or for the experienced human resources professional.

Hot Topics in Employment

- *Recommended audience: Board members, human resources professionals and department heads/supervisors*
- *45-60 minutes*

Employees are a public entity's greatest asset and at times its greatest exposure to liability. This session discusses some of the most common employment claims for MCIT and the U.S., such as discrimination, harassment, negligence, negligent hiring, negligent supervision, negligent retention and vicarious liability. It also recommends ways attendees can manage the unique risks that give rise to claims.

Keeping Independent Contractors Independent

- *Recommended audience: Department heads/supervisors*
- *45 minutes*

Budget constraints and hiring freezes have public entities looking for alternative ways to provide services. Subsequently, more members are looking to outsource instead of hire. This session examines the differences between an employee and an independent contractor and how coverage applies to each. Participants learn techniques to ensure that independent contractors remain independent.

Navigating the Uniformed Services Employment and Re-employment Rights Act (USERRA)

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Members of the armed services make many sacrifices in the performance of their military duties. Because of this, they are afforded some employment protections and rights under the federal Uniformed Services Employment and Re-employment Rights Act (USERRA). This session provides a basic understanding of a public employer's obligations and responsibilities under this law. The training is not intended for experienced human resources professionals.

Navigating the Veterans Preference Act

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

In recognition of their sacrifices, military service veterans are afforded some employment preferences and protections under the Minnesota Veterans Preference Act. This session provides a basic understanding of a public employer's obligations and responsibilities under the law. The training is not intended for experienced human resources professionals.

Performance Management: Making the Most of Your Human Resources

- *Recommended audience: Department heads/supervisors*
- *90-120 minutes*

Issues involving personnel and employment always stimulate concern and can result in litigation. Critical to managing the human resource is the development and implementation of a performance management system. An effective performance management system provides for consistent and uniform treatment and development of employees, and can be an organization's best defense when dealing with an aggrieved employee. This session focuses on job descriptions, file maintenance, evaluations, dealing with unsatisfactory performance, discipline and other related issues.

Social Media and the Workplace

- *Recommended audience: Department heads/supervisors*
- *45 minutes*

Social media has changed the way people share information. In recent years, employers have become progressively aware of the impact that this form of communication has on the workplace. This session examines three areas of social media use in the public employment context that may expose government entities to risk: employee personal use of social media, the use of social media and Internet searches when making hiring decisions, and social media employment references. The session provides suggestions for managing that risk.

Your Employee or Mine? Avoiding Unintended Consequences of Joint Employment Ventures

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

For years MCIT members have collaborated to share resources, including employees. In this session, attendees learn the questions to answer to minimize exposures to potential liability when sharing personnel with other entities.

RISK MANAGEMENT

Related topics can be found under the coverage, loss control, personnel and workers' compensation categories.

10 Essentials of Risk Management

- *Recommended audience: Department heads/supervisors*
- *60 minutes*

This is a brief, informal discussion of the 10 risk management areas that generate the most questions and concerns from members: property schedules, electronic data processing inventory, equipment breakdown coverage, automobile coverage, tax forfeited property, employee dishonesty and faithful performance of duty bond, contract procedures and policies, volunteer coverage, claims reporting and MCIT resources. Attendees are encouraged to ask questions and share comments throughout the meeting.

Keys to Managing Volunteers, Interns and Associated Risks

- *Recommended audience: Department heads/supervisors*
- *45 minutes*

MCIT members often look to volunteers and interns to assist with various tasks. Learn how these individuals expose entities to risk and how MCIT coverage may respond to losses involving volunteers and interns. This presentation addresses common exposures arising from volunteers and interns; discusses key issues such as their registration, direction and training; examines potential exclusions and claim examples; and offers risk management recommendations.

Parks and Recreation Risk Management Best Practices

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Government-funded and -maintained park and recreational areas and activities are an integral part of Minnesota culture. These areas, however, can foster claims against the entities that own them. This session covers risk management and best practices for both physical and operational exposures to help reduce the potential for accidents, injuries and loss. The session can also discuss the immunities provided to municipalities for its park and recreation operations.

Red Flags in Contracts: Coverage, Exclusions and Risk Management

- *Recommended audience: Board members, executive staff, department heads/supervisors*
- *45 minutes*

MCIT members enter into a variety of contracts and legal agreements. This session addresses insurance limits, additional insured wording, certificates of insurance, hold harmless and indemnification language, and other potential risk management red flags in contracts and agreements.

Risk Management 101

- *Recommended audience: Board members, department heads/supervisors*
- *45 minutes*

Organizations are constantly threatened with exposures to loss. Risk management is the discipline of identifying risks that could result in a loss and strategies to prevent or mitigate loss by improving the chances that the organization's plans and actions lead to the intended results. Understanding and implementing basic risk management techniques can control and reduce an organization's risk, thereby saving time and money. This session examines the language and basic concepts of risk management.

Seasonal Employees and Interns: Not Your Typical Employees

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Organizations routinely supplement their regular workforce with seasonal employees and interns. Each of these worker types brings unique risks to the organization. This session discusses the risks associated with the use of seasonal employees and interns and when MCIT coverage responds to a claim, as well as includes risk management strategies to mitigate losses.

Rosetta Stone for Insurance Language Part I: Translating Insurance Language in Contracts

- *Recommended audience: Board members and department heads/supervisors*
- *45 minutes*

In the world of contracts, failing to understand insurance language can result in significant risks to MCIT members. This session examines risks members may face with respect to insurance provisions in contracts, provides a translation of basic insurance coverage and limits, and explains how to apply this to reading and understanding certificates of insurance. Other methods to help manage risks are also covered.

Rosetta Stone for Insurance Language Part II: Deciphering Certificates of Insurance

- *Recommended audience: Board members, department heads/supervisors*
- *45 minutes*

Members require that independent contractors show proof of insurance coverage as part of the contracting process. That proof is provided in a puzzling document called a certificate of insurance. This session provides direction to members about how to decode the document so they can determine whether contractors are adequately covered. This session is difficult to understand without first taking Part I or having an equivalent understanding of insurance terms.

What to Expect When ... You're Sued

- *Recommended audience: Board members, department heads/supervisors*
- *45 minutes*

When MCIT members and their employees are named in a lawsuit, they want to know if they will be protected. This session walks participants through the litigation process and explains MCIT coverage.

WORKERS' COMPENSATION

Related topics can be found under the loss control and personnel categories.

FMLA, ADA and Workers' Compensation: Employment Law and Workers' Compensation Interface

- *Recommended audience: Department heads/supervisors*
- *45-90 minutes*

Multiple employment laws govern time off from work, such as the Family and Medical Leave Act, Americans with Disabilities Act and Minnesota Human Rights Act. This session educates attendees on when these laws apply and when to engage others such as human resources professionals, attorneys or MCIT. By debunking common myths about injured workers, this session also provides insights about which injuries require more long-range planning to facilitate the return to work process and information for building a more inclusive work environment.

Return of the (Injured) Employee: Benefits of Return to Work Programs for Both the Employee and the Organization

- *Recommended audience: Department heads/supervisors*
- *45 minutes*

This session discusses the importance of written and approved return to work programs; the benefits of such a program to both the employee and employer; and strategies for how members can establish effective return to work programs.

Timely and Accurate Reporting of Work-related Injuries

- *Recommended audience: Department heads/supervisors*
- *30 minutes*

Timely and accurate reporting of work-related injuries is important for proper claim management. This presentation discusses employee education, reporting timelines, securing appropriate medical care, preventing penalties, accident investigation and using a safety committee.

Workplace Injuries: Myth vs. Reality

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Participants explore three common workplace injuries and the myths that surround them. The session walks through the causes, treatments and prevention techniques for these injuries, and sheds light on the myths about returning an injured employee to work.

Workers' Compensation: What You Need to Know

- *Recommended audience: Department heads/supervisors*
- *45-60 minutes*

Attendees learn steps employers should take to reduce their workers' compensation claim costs. The presentation addresses the critical elements of prompt reporting, thorough investigation and return to work programs, and their importance in achieving positive outcomes for employees and employers.



DEFENSIVE Driving Training

Auto physical damage claims continue to be the most frequently reported loss by MCIT members. Training drivers to be safe does more than protect a member's fleet from physical damage; it also helps prevent injuries to employees and citizens.

- MCIT provides members two formats to deliver defensive driving training to their employees: online or on site.
- Training is provided at no cost as part of membership.
- Courses are available for operating passenger vehicles, maintenance vehicles or multiple passenger vehicles.

Call 1.866.547.6516 for more information.

Minnesota Counties Intergovernmental Trust



