



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** December 3, 2019

**Title of Item:** Community Corrections Comp Plan and grant

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Kameron Genz		<b>Department:</b> Community Corrections
<b>Presenter (Name and Title):</b> Kameron Genz		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>Present the 2020 Interim Comprehensive Plan, Strategic Plan and budget, as required by MN DOC for distribution of funds from the Community Corrections Act (CCA) Subsidy Grant. The Plan and Budget were approved by the Corrections Advisory Board on October 22, 2019. Requesting approval and signatures of County Administrator and Board Chair.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approval of plan and budget and signatures, as required		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



Aitkin County  
Community  
Corrections

**2020**  
**Interim Comprehensive**  
**Plan**

# ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

Aitkin County Community Corrections began its first year of operating as a single county entity in July 2016. Prior to that date, the agency was part of a joint powers agreement and operated as Central Minnesota Community Corrections, with Crow Wing and Morrison counties.

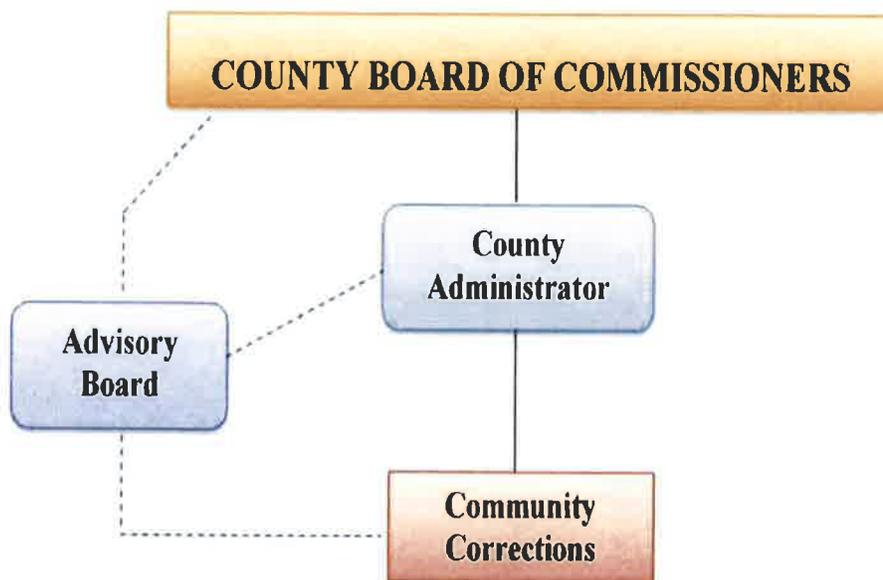
## VISION

It is the vision of Aitkin County Community Corrections to reduce recidivism within our community and work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change among our clientele.

## MISSION

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services and actively providing offenders opportunities to become law-abiding citizens.

## CURRENT ORGANIZATIONAL STRUCTURE



### County Commissioners

J. Mark Wedel

Laurie Westerlund

Donald Niemi

Bill Pratt

Anne Marcotte

District #1

District #2

District #3

District #4

District #5

## AITKIN COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD

The Advisory Board is appointed by the Aitkin County Board of Commissioners to oversee the corrections planning process and to take an active role in the development of the Comprehensive Plan. The Plan is then approved by the Board.

<u>MEMBERS</u>	<u>CATEGORY</u>
J. Mark Wedel	Commissioner, Aitkin County
Anne Marcotte	Commissioner, Aitkin County
Honorable David Hermerding	Judiciary
Sheriff Dan Guida (or designee)	Law Enforcement
Attorney James Ratz	Prosecution
Attorney Jeff Haberkorn	Defense
Cynthia Bennett (or designee)	Social Services
Cheryl Meld	Education
Nancy Johnson-Houg	Citizen Member
<i>vacant</i>	Citizen Minority
Gabrea Anderson	Victim Services
<u>Ex-Officio Advisory Board members</u>	
Kameron Genz	Corrections
Mark Smith	State Liaison, Minnesota Department of Corrections

## **DEPARTMENT BUDGET and FTE BY PROGRAM AREA**

### FTE's BY PROGRAM AREA

<u>PROGRAM AREA</u>	<u>DESCRIPTION</u>	<u>FTE's</u>
ADMINISTRATIVE	Director employed as the Department Head to oversee the correctional operations in Aitkin County and liaison with all stakeholders.	1.0
SPECIALITY COURT AGENT	Corrections Agent to provide full-time services to the Aitkin County Sobriety Court.	1.0
ADULT PROBATION SERVICES	Corrections Agents and Part-Time Administrative Specialist/Corrections Agent Assistant provide services to adult offenders sentenced to probation in Aitkin County and supervised release offenders accepted to supervision in Aitkin County.	4.4
JUVENILE PROBATION SERVICES	Corrections Agent and Part-Time Administrative Specialist/Corrections Agent Assistant provide services to juveniles in diversion programs or sentenced to probation in Aitkin County.	1.2
EVALUATION	Part-Time Administrative Specialist/Corrections Agent Assistant services provided to oversee the CSTS database statistical reports and assist the Director in gathering outcomes.	0.125

## **SALARY ROSTER**

<b>Position</b>	<b>Salary</b>
Director	\$108,684
Administrative Assistant/Corrections Agent Assistant (PT)	\$29,289
Corrections Agent	\$107,679
Corrections Agent	\$84,808
Corrections Agent	\$75,195
Corrections Agent	\$73,322
Corrections Agent	\$71,530
Corrections Agent	\$65,265

**DEPARTMENT BUDGET**    *See Appendix*

## **SERVICES AND PROGRAMMING**

Aitkin County is in its third year as a stand-alone community corrections agency after the dissolution of a Central Minnesota Community Corrections. We continue to participate in the Minnesota Association of Community Corrections Act Counties (MACCAC). Below are some of the highlights specific to Aitkin County for 2019.

This office has continued to have staffing changes, due to two retirements in 2018 and promotions within the office. In 2016, the full-time case aide position was eliminated and re-classified as a part-time Administrative Specialist/Corrections Agent Assistant. It has been difficult to maintain a long-term employee in this part-time/no benefits position and we will be hiring our third employee for this position within a three-year period. As a result, Director and Agents are taking on duties of the “case aide” position during vacancies and on that staff member’s day off. It does become a bit of a struggle at times, especially when agents continue to have high caseloads numbers.

### **MACCAC Quality Assurance Model**

Aitkin County Community Corrections continues to be dedicated to improving and maintaining quality assurance regarding supervision and programming for offenders. We continue to work in maintaining the MACCAC quality assurance model. The model includes four phases, and includes the following five skills sets:

- Professional alliance
- Risk assessments
- Cognitive interventions
- Case planning
- Motivational interviewing

Staff have received training in four of these five key areas and new staff is scheduled to complete training at the 2020 Agent Academy.

Aitkin County Community Corrections continues to provide a 32-hour “Thinking for a Change” group for higher risk adult offenders. Three staff are trained as facilitators and three more staff

will be sent for the next full training that becomes available. We also operate Driving with Care, a cognitive-behavioral based program for DWI Offenders, when sufficient client numbers allow. The Agent that was facilitating this has since resigned and another staff will need to be trained in order to continue this curriculum.

The Aitkin County Sobriety Court continues to provide needed services to high risk drug and alcohol offenders. We have been able to continue Aitkin's specialty court with county funds and legislatively appropriated grant funds for at-risk specialty courts. As funding and contractual requirements continue to change, we are hoping to maintain this program if/when funding expires; however, it will be a significant increase to our annual budget, from County funds.

In 2017, Aitkin County agents were trained in the use of the Carey Guides. We continue to train staff as they onboard and utilize and improve delivery of programs and services outlined in the Comprehensive Plan. We have been working to organize the Carey Guides in our physical office spaces to encourage and support the use of the guides on a regular basis. We have begun the process of implementing regular "Cognitive Behavioral Group Reporting" which will utilize an available agent to process through single Carey Guide books and assignments with clients whom agents feel are in need of the additional short term support the curriculum can provide.

Although we did gain the addition of two providers for mental health and chemical dependency within Aitkin County, the availability to our clients has been far less than anticipated. The services are very limited. It was announced recently that another provider will be opening services in the county this coming year and we are hoping to see a significant benefit for our clients, at least with regard to the quick availability of chemical use assessments.

Due to changes in staff, our department will continue to review the goals of our strategic plan to ensure all staff are trained and our daily practices continue to align with evidence-based practices. Our hiring practices were modified to include knowledge and experience in evidence based practices specific to corrections staff. Our agency continues to make every effort to keep up to date with trainings that support evidence-based practices.

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## STRATEGIC PLAN ANNUAL PROGRESS REPORT

The MACCAC Continuous Quality Improvement Plan was adopted by MACCAC in its entirety in April 2013. Aitkin County Community Corrections will continue to strive toward effectively implementing the CQI Plan in its entirety. Phase One and Two were completed while operating under Central Minnesota Community Corrections and Phase Three was partially completed.

However, based on the recent structural and staffing changes, Aitkin County Community Corrections has reviewed many of the objectives of both Phases One and is in the process of training new staff in elements of Phase Two. Aitkin County Community Corrections will be reinforcing Phase One and Phase Two elements while continuing to bring new staff up to date with Phase Two. Phase Two and Three will be fully reviewed in the next Comprehensive Plan.

The following is a review of the progress our agency has made with regard to Phases 1-3:

**Motivational Interviewing:** Director and five agents are trained in MI 1 & MI 2. The newest hired agent will be trained at the 2020 Agent Academy. Staff will attend annual booster sessions as required. The agency supports the utilization of MI as an effective tool to assist offenders in making positive changes in their lives.

**Risk Assessments:** Director and five agents are trained in the LS/CMI and /or YLS 2.0. The newest hired agent will be trained at the 2020 Agent Academy. Agents will continue to participate in booster sessions and the statewide proficiency testing as required. With the resignation of one agent in August 2019, two additional agents will have attend training in the Dynamic Risk Assessment (DRA) tools for sex offenders in December 2019.

**Case Plans:** Director and five agents are trained in the statewide case plan tool and will begin to utilize the case plan once it is implemented statewide. The newest hired agent will be trained at the 2020 Agent Academy.

**Cognitive Behavioral Programming:** Director and three agents are trained in cognitive behavior interventions. Director will work with agents to assure that the lessons learned in cognitive behavior programs are reinforced in agent meetings with offenders. Since 2015, staff facilitates 1-2 T4C classes per year. Remaining agents will be trained in 2020. We are also developing policy and best practices for administering Carey Guides as support to the cognitive behavior intention.

## NARRATIVE UPDATE OF OBJECTIVES WITH ONGOING WORK:

Develop an EBP plan to guide implementation strategies and progress. All staff have been trained in the core practices and ACCC will continue to attend more in depth training along with the Director. A formal guide needs to be development; however, many of the tools and their use are referenced in our policy.

Ensure staff's participation in EBP through communication strategies and/or involvement in a task force. This goal is ongoing. ACCC will strive to involve direct line staff as Master Trainers in specialized areas. Staff recently began attending the EBP Café meetings.

Develop a plan that outlines methodology for tracking outcomes. Quality assurance is conducted via statewide proficiency testing and booster trainings. Reviews are conducted on an annual basis and goals are set with staff to increase their proficiency.

Define actual outcomes to establish a baseline and to establish a process to measure outcomes annually. This goal is ongoing.

The following is a review of the progress our agency has made with regard to EBP Phases 1-3:

**Motivational Interviewing:** Director and five agents are trained in MI 1 & MI 2. The agent hired in September 2019, will complete MI 1 and MI 2 at the 2020 Agent Academy. Director will seek training to effectively audit the MI skill set of staff and staff will attend annual booster sessions. The agency supports the utilization of MI as an effective tool to assist offenders in making positive changes in their lives.

**Risk Assessments:** Director and five agents are trained in the LS/CMI and YLS 2.0. The agent hired in September 2019, will complete MI 1 and MI 2 at the 2020 Agent Academy. Agents will continue to participate in booster sessions and the statewide proficiency testing. As required, the specialty court agent has now began utilizing the RANT for a risk assessment and follows up with LS/CMI for case planning as needed. One adult agent will be trained in the Dynamic Risk Assessment (DRA) tools for sex offenders at the next available training.

**Case Plans:** Director and five agents are trained in the statewide case plan tool and will begin to utilize the case plan once the template is implemented statewide. The new agent is scheduled for this training at the 2020 Agent Academy.

**Cognitive Behavioral Programming:** Director and five agents are trained in cognitive behavior interventions. Director will continue to work with agents to assure that the lessons learned in cognitive behavior programs are reinforced in agent meetings with offenders.

## OBJECTIVES (review)

### **Restore the Victim**

- The agency will take a baseline measurement of the collection rate and work to improve the rate by having clients commit to regular payment arrangements. – **ongoing**
- A victim survey will be developed and implemented. – **ongoing and working with victim coordinator**
- The STS Crew operated through the Aitkin County Sheriff's Office will work on community projects. – **on track**

### **Rehabilitate the Offender**

- Agents will continue to participate in training in the core evidence based practice skill sets and receive booster training as applicable. – **ongoing and on track**
- Agents will participate in communities of practice with neighboring agencies to improve their skills for working with offenders. – **ongoing**
- Case plans will be implemented for high risk clients. - **Ongoing and pending implementation in Statewide**
- Violation rates will be measured to determine a baseline. - **Not yet developed**
- Recidivism rates on felony cases will be reviewed. – **ongoing**
- Performance feedback to staff will support EBP. –**ongoing and on track**
- Agents will work closely with law enforcement to ensure proper notification is provided in sex offender and violent offender cases. – **on track**
- Agents will include the factors linked to rehabilitation in case plans including employment and education. – **on track**
- Aitkin County Community Corrections will continue to provide intensive supervision for the Aitkin County Sobriety Court. – **on track**

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin County

Budget Year: 2020

**Consolidated Budget**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				616,463
Service & Contractual				282,500
Travel				6,670
Training				6,128
Supplies & Materials				7,000
Capital Outlays				0
*Other Services (specify below)				0
<b>Direct Budgeted Expenses</b>	<b>306,422</b>	<b>454,239</b>	<b>158,100</b>	<b>918,761</b>
Use of State Institutions	0	0	0	0
<b>Total Budgeted Expenses</b>	<b>306,422</b>	<b>454,239</b>	<b>158,100</b>	<b>918,761</b>

Staff Training Budget (minimum requirement = 2% of Subsidy) 6,128

Minimum County/Group Level of Spending Current Year: 25,321  
Percent of County budget 6%

<i>For Internal Use Only:</i>	
Fiscal Services Grant Administrator Approval & Date	_____
Date Notified Grants Administrator	_____

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin County

Budget Year: 2020

**Budget for Subsidy Program: Administration**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				137,973
Service & Contractual				11,200
Travel				2,200
Training				0
Supplies & Materials				7,000
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	100,000	40,673	17,700	158,373
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>100,000</b>	<b>40,673</b>	<b>17,700</b>	<b>158,373</b>

**Budget for Subsidy Program: Training**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				6,128
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	6,128	0	0	6,128
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>6,128</b>	<b>-</b>	<b>-</b>	<b>6,128</b>

**Budget for Subsidy Program: Adult Facilities**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin County

Budget Year: 2020

**Budget for Subsidy Program: Adult Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				329,973
Service & Contractual				1,600
Travel				2,850
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	165,000	143,423	26,000	334,423
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>165,000</b>	<b>143,423</b>	<b>26,000</b>	<b>334,423</b>

**Budget for Subsidy Program: Court & Field Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**Budget for Subsidy Program: Evaluation Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin County

Budget Year: 2020

**Budget for Subsidy Program: Jail Programs**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Juvenile Facilities**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Juvenile Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				73,322
Service & Contractual				220,000
Travel				420
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	35,294	257,448	1,000	293,742
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>35,294</b>	<b>257,448</b>	<b>1,000</b>	<b>293,742</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin County

Budget Year: 2020

**Budget for Subsidy Program: Residential Programming**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Non-Residential Programming**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Parole Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin County

Budget Year: 2020

**Budget for Subsidy Program: Probation Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				48,400
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	0	0	48,400	48,400
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	<b>48,400</b>	<b>48,400</b>

**Budget for Subsidy Program: Service & Contractual**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Specialty Court (Drug, DWI, ETC)**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				75,195
Service & Contractual				1,300
Travel				1,200
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	0	12,695	65,000	77,695
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	<b>12,695</b>	<b>65,000</b>	<b>77,695</b>



MINNESOTA DEPARTMENT OF CORRECTIONS - COMMUNITY CORRECTIONS ACT SUBSIDY

To be used for original application and for amendments to the original comprehensive plan that adds or delete units of service. Check one:  **Original Application**  Amendment

Applicant: AITKIN COUNTY COMMUNITY CORRECTIONS

Application Period: JANUARY 1, 2020 to DECEMBER 31, 2020

Original Proposed Budget:	DOC Subsidy	\$ <u>306,422</u>
	Other State Funds	\$ <u>0</u>
	County Funding	\$ <u>454,239</u>
	Other Funding	\$ <u>158,100</u>
	<b>TOTAL BUDGET</b>	<b>\$ <u>918,761</u></b>

\*Amendment: Name of Units of Service (attach budget sheets) \_\_\_\_\_

Community Corrections Administrator:

Name/Title/Signature Kameron Genz, Director

Address 204 1<sup>st</sup> Street NW, AITKIN, MN 56431

Telephone # (218) 927-7202

Financial Officer:

Name/Title/Signature Kirk Peysar, AITKIN COUNTY AUDITOR

Address 307 2<sup>nd</sup> Street NW, ROOM 121, AITKIN, MN 56431

Telephone # (218) 927-7354

APPLICANT'S AGREEMENT

It is understood and agreed to by the applicant that:

- 1) Funds granted for this community corrections comprehensive plan will be used only to implement the plan as approved by the Commissioner of Corrections.
- 2) The grant may be terminated in whole, or in part, by the Commissioner of the Minnesota Department of Corrections. Such termination shall not affect obligations incurred under the subsidy prior to the effective date of such termination.
- 3) The applicant will apply for approval to change the plan whenever implementation or financing will be materially changed. Approval will be governed by Minnesota Rules Chapter 2905.0500.
- 4) Financial status reports will be submitted every three months and narrative progress reports every six months as directed by the Commissioner of Corrections. Necessary records and accounts, including financial and property controls, will be maintained and made available to the Department of Corrections.
- 5) The applicant will strictly adhere to rules promulgated by the Department of Corrections (Minnesota Rules 2905).

SIGNATURES OF AUTHORIZED OFFICIALS

Please remember: These same signatures are required to be on any amendment that adds or deletes programs/services/funding.

Name/Title/Signature: Anne Marcotte, Aitkin County Board Chair

Name/Title/Signature Jessica Seibert, Aitkin County Administrator