

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, July 01, 2025

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve the July 01, 2025, agenda
5. Action to approve the June 24, 2025, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. 4-H Educator
 - b. Veteran Service
7. Review 2026 budget requests
8. Discussion/possible action to approve Department of Health Grant for Community Health Worker
9. Action to declare Highway pickup surplus to be sold on Purple Wave
10. Action to approve claims for payment
11. Action to approve automatic budget supplements
12. Action to approve personnel changes
13. Action to approve travel requests
14. Public Notices – a possible quorum of Commissioners could be in attendance at:
15. Old Business
16. New Business
17. Open
 - a. Public Comments
 - b. Commission Comments
18. Action to enter into Executive session per SDCL 1-25-2
 - (1) Discussion of personnel issues
 - (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters
 - (3) Preparing for contract negotiations with employees or employee's representatives
 - (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)
19. Action to adjourn upon completion of agenda items

Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

**Official Proceedings
County of Codington
Codington County Court House
14 1st Ave SE
Watertown, SD 57201**

June 24, 2025

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, June 24, 2025, at the Codington County Court House. Commission members present were: Lee Gabel, Tyler McElhany, Myron Johnson, Troy VanDusen and Randall Schweer; Chair VanDusen, presiding. The pledge of allegiance was led by Commissioner Gabel.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair VanDusen called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by McElhany, second by Gabel, to approve the agenda for June 24, 2025, as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Schweer, to approve the minutes of June 17, 2025; all voted aye; motion carried.

CLOSING AUDIT COMMENTS

Kasie Ingraham, and Natalie Zirbel, of SD Dept. of Legislative Audit, reviewed the 2023-2024 Codington County financial statement and compliance audit findings with the Board. Ms. Ingraham noted there were no material findings in this audit. Motion by McElhany, second by Gabel, to authorize the Chairman and Auditor to sign the management representation letter pertaining to the audit period; all voted aye; motion carried.

MONTHLY REPORTS

Emergency Management Director, Andrew Delgado, updated the Board: Cheri and I participated in a Family Assistance Center table top exercise with school administrators, Fire Department, Police Department, Prairie Lakes and Sheriff's Office; coordinated a local fire chiefs meeting, which covered a range of topics, talked about training, joint training possibilities, needs and local resources, equipment, State Fire School, County burn ordinance, actions during dry weather, and mutual aid; the Fire Department and I worked together to get all of the Watertown outdoor warning sirens fully operational; have all the Search and Rescue pickups serviced and several windows replaced at the Culhane Center; one of the Search and Rescue training nights, the team did a scenario-based recovery exercise at Pelican Lake, divers deployed like in a real-world scenario; there were a couple Search and Rescue call-outs for missing persons; Search and Rescue held an open house, which Cheri was there for and was well attended; Cheri and I did a Crisis Track drill for damage assessments, essentially entered some notional damage to infrastructure, along with measurements, a photo, and description of the damage, continuing to get more familiar with the program before we need to use it. **Sheriff, Brad Howell**, provided the Board with the following statistics, compiled from activity in the month of May 2025, for the Detention Center and Sheriff's Office: office fees were collected in the amount of \$18,275.06, and were retained by the County; Commissary items sold in the amount of \$4,747.77 with a commission fee to the County in the amount of \$3,891.83; 589 cases/calls for service; 11 accident reports were completed; 93 warrants served; 264 sets of civil papers served; 4,248 transport miles; average daily inmate population 60.29 (high ADP

64 and low ADP 53); 14 individuals wearing SCRAM (security continuous remote alcohol monitor) bracelets; 12 individuals using remote breathalyzers; 43 individuals testing twice daily PBT'S; 45 individuals reporting twice weekly for UA Drug testing; 0 individuals wearing a sweat patch; 202 bookings; \$5,810.00 collected in fees for out of county prisoner contracts; \$3,380.00 collected in work release fees; \$17,530.00 collected in fees for the 24/7 program; and 2,891.00 collected in SCRAM fees; Applied for the Court House Security Grant which we were awarded \$9,950.00 which will pay for 1/3 of the estimated cost of the camera system project for the Courthouse; in July planning to host a Sheriff's Youth Academy and plan to partner with the Boys and Girls Club, this will be so youth learn about what the Sheriff's Office is involved in and does; Fireworks can be used from the timeframe of June 27, 2025 through July 7, 2025, there are no designated places in the County to shoot them off, be sure to get permission from a landowner to do so; sent invoices to the rural schools for the SRO contract renewals.

HUMAN RESOURCES CONTRACT RENEWAL

Motion by Gabel, second by McElhany, to renew a contract for Human Resource services with Multi Business solutions, Inc., in the amount of \$5,500.00 per month, beginning July 1st, 2025 and will terminate on June 30,2026; all voted aye; motion carried.

CLAIMS

Motion by McElhany, second by Gabel, to approve for payment the following list of claims: all voted aye; motion carried. Baymont by Wyndham, Pierre- \$94.15; Clubhouse Hotel & Suites - \$1,609.66

JUNE SALARY CLAIMS

Motion by McElhany, second by Schweer, to approve for payment the following June salary claims; all voted aye; motion carried.

Commissioners: 12,182.72 total salaries. Auditor: 21,964.75 total salaries. Co. Treasurer: 47,598.39 total salaries. States Attorney: 56,494.99 total salaries. Gov. Buildings: 21,325.85 total salaries. Dir. Equalization: 58,487.59 total salaries. Reg. of Deeds: 31,368.85 total salaries. Veterans Service: 13,491.01 total salaries. Sheriff: 139,023.61 total salaries. Jail: 167,738.81 total salaries. Coroner: 5,167.20 total salaries. Welfare: 32,401.36 total salaries. CO. Nurse: 6,043.68 total salaries. Park: 9,544.41 total salaries Ag. Bldg.: 12,626.60 total salaries. Co. Extension: 13,555.32 total salaries. Weed: 9,998.56 total salaries. Planning Board: 661.09 total salaries. Road & Bridge: 117,942.48 total salaries. Emergency Management: 15,629.36 total salaries. Crime Victim: 8,870.95 total salaries. W.I.C.: 5,570.92 total salaries. 24/7: 7,407.98 total salaries Total 815,096.48

Breakdown of withholding amounts which are included in the above:

S.D. Retirement 76,810.76; VSP 988.52 eye insurance; S.D. Supplemental Retire. 4,815.00 suppl. retire.; Sanford 104,829.74; Reliance Standard Life Insurance 1240.92 life ins.; Delta Dental 7,770.80 ins.; Codington County 8,025.13 employee HSA contribution; AFSCME Council 65 364.42 employee union dues; AFLAC 3,667.12 ins.; VSP 394.22 eye insurance; John Hancock 4,480.00 suppl. retire.; AFLAC 1,741.12 ins.; Sioux Valley Credit Union 22,187.75 employee payments; John Hancock Roth 400.00 suppl. retire.; SDRS Supplemental Retirement 4,750.00 Roth retirement; Teamsters Local Union 120 660.00 employee union due; Codington County Deputy Sheriff's Association 150.00 employee union dues; ReliaBank Dakota 55,912.57 federal withholding; ReliaBank Dakota 74,575.40 social security; ReliaBank Dakota 17,441.04 Medicare; United Way 60.00 employee contributions; Health Equity 8,025.13 employee HSA contribution.

PERSONNEL CHANGES

Motion by Gabel, second by McElhany, to approve the following personnel change and annual step personnel changes; all voted aye; motion carried.

<u>Employee</u>	<u>Position</u>	<u>Wage</u>	<u>Effective</u>
Sara Aman	Health Admin. Tech.	26.00/4524.00	7/1/2025
Kim Johnson	Admin. Spec.	27.22/4736.28	7/1/2025

Becky Goens	Sr. Admin. Spec.	32.23/5608.02	7/1/2025
Bradford Howell	Sheriff	55.58/9670.92	7/1/2025
Brent Solum	Chief Deputy Sheriff	42.30/7360.20	7/1/2025
Vanna Engst	Sheriff Records Admin.	29.93/5207.82	7/1/2025
Erin Lenzner	Sheriff Pub. Safety Tech.	28.61/4978.14	7/1/2025
Megan Swanson	Sheriff Pub. Safety Tech.	24.66/4290.84	7/1/2025
Matt Blackwelder	Chief Correctional Officer	42.30/7360.20	7/1/2025
Dave Curtis	Court Security	29.20/5080.80	7/1/2025
Steven Lowry	Sheriff Deputy	34.90/6072.60	7/1/2025
Dakota Dodds	Sheriff Deputy	30.10/5237.40	7/1/2025
Travis Gutzmer	Sheriff Deputy	34.90/6072.60	7/1/2025
Gavin Wright	Sheriff Deputy	33.23/5782.02	7/1/2025
Russell Mathews	Sheriff Deputy	37.59/6540.66	7/1/2025
Jerrod Olson	Sheriff Deputy	38.38/6678.12	7/1/2025
Adam Reeves	Sheriff Deputy	36.67/6380.58	7/1/2025
Trever Schimmel	Sheriff Deputy	35.78/6225.72	7/1/2025
Shane Yost	Sheriff Deputy	31.63/5503.62	7/1/2025
Chandler Flowers	Sheriff Deputy	30.85/5367.90	7/1/2025
Morgan Wermedal	Public Safety Supp. Tech.	24.66/4290.84	7/1/2025
Shawna Carter	Correctional Officer	33.03/5747.22	7/1/2025
Maria Escamilla	Corrections Sergeant	34.88/6069.12	7/1/2025
Julie Gallisath	Correctional Officer	28.49/4957.26	7/1/2025
Austin Hanson	Correctional Officer	28.49/4957.26	7/1/2025
Melissa Holtquist	Correctional Officer	31.44/5470.56	7/1/2025
Wesley Jennings	Correctional Officer	31.44/5470.56	7/1/2025
Jennifer Matejek	Correctional Officer	33.03/5747.22	7/1/2025
Shawn Nills	Corrections Sergeant	33.21/5778.54	7/1/2025
Kelly Oelrich	Correctional Officer	31.44/5470.56	7/1/2025
Charles Rossow	PT Pub. Safety Supp. Tech.	24.66/hr.	7/1/2025
Kayla Schomaker	Correctional Officer	30.67/5336.58	7/1/2025
Lindsey Stricherz	Correctional Officer	33.03/5747.22	7/1/2025
Raistlan Tschetter	Correctional Officer	28.49/4957.56	7/1/2025
Konner Anderson	Correctional Officer	27.11/4717.14	7/1/2025
Dillon Solberg-Ellingson	Correctional Officer	27.80/4837.20	7/1/2025
Tristan Coyle	Correctional Officer	27.80/4837.20	7/1/2025
Lori Mills	Correctional Officer	29.93/5207.82	7/1/2025
Sophia Touailat	Correctional Officer	26.46/4604.04	7/1/2025
Matt Feiock	Correctional Officer	26.46/4604.04	7/1/2025
Andrew Delgado	Emg. Mgmt. Director	40.27/7006.98	7/1/2025
Cheri Howell	Emg. Mgmt. Deputy Dir	33.23/5782.02	7/1/2025
Brenda Hanten	Auditor	43.21/7518.54	7/1/2025
Morgan Cunningham	Payroll Specialist	26.46/4604.04	7/1/2025
Bonnie Molengraaf	Accountant Admin.	26.46/4604.04	7/1/2025

Alison Bakken, States Attorney, effective 7-01-2025, Grade 80E step 3 \$59.25 hr./\$10,309.50 month.

TRAVEL REQUEST

Motion by McElhany, second by Gabel, to approve the following travel request: Emergency Management staff to attend training; all voted aye; motion carried.

OLD BUSINESS

Commissioner Gabel mentioned that the ad for the Bid Package #1 was in the newspaper and there will be another jail build meeting.

EXECUTIVE SESSION

Motion by Johnson, second by Schweer, to enter into executive session, per SDCL 1-25-2 (1) Discussion of personnel issues; 1-25-2 (2) consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters; at 9:35 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:15 a.m., no action was taken. Human Resource Representative, Natalie Remund was present for executive session.

ADJOURNMENT

Upon conclusion of all business to come before the Board, a motion was made by Gabel, second by Johnson, to adjourn at 10:15 a.m., all voted aye; motion carried.

ATTEST:

Brenda Hanten
Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$_____

**STATE OF SOUTH DAKOTA
DEPARTMENT OF HEALTH
Sub-Recipient Agreement
Between**

2 6 S C 0 9 _ _ _ _

Codington County dba
Codington County Community Services
7 W Kemp Ave
Watertown, SD 57201
(605)-882-6286

Referred to as "Consultant"

South Dakota Department of Health
Division of Family & Community Health
Office of Injury, Violence and Overdose Prevention
600 E. Capitol Avenue
Pierre, SD 57501-2536
(605) 773-3361

Referred to as "State"

The State and Sub-Recipient hereby enter into this agreement (the "Agreement" hereinafter) for a grant award of Federal financial assistance to Sub-Recipient.

A. REQUIRED AUDIT PROVISIONS FOR GRANT AWARDS

1. FEDERAL AWARD IDENTIFICATION

Information for the Federal Award Identification, as described in 2 CFR 200.331 is inserted below. In the event of a change in the award of funding source, the information inserted below may change. Sub-Recipient's consent shall not be required for the change in award or funding source and the change shall not be subject to the requirements for an amendment to this Agreement. In the event of a change, the State will provide updated information at least annually.

1.1. Subrecipient Information

- a. Sub-recipient's name, City, State, and Zip+4: Codington County, 14 1st Ave SE, Watertown, SD 57201-3611
- b. Sub-Recipient's unique entity identifier (UEI): 10181457RG
- c. Federal Award Identification Number (FAIN): NU17CE010209
- d. Federal Award Date: 6/18/2024
- e. Sub-award Period of Performance: 06/01/2025 to 05/31/2026
- f. Amount of Federal Funds Obligated to Sub-recipient in this action for this period of performance: \$29,858.00
- g. Total Amount of Funds Obligated to Sub-recipient prior to this action for this period of performance: \$0.00
- h. Total Amount of Federal Award to the Sub-recipient for this period of performance: \$29,858.00
- i. The federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA), is as follows: The purpose of this agreement is to provide opioid overdose prevention education and

- ii. Indemnify and hold harmless State for any amount of costs for non-compliance with FFATA requirements due to Sub-recipient non-compliance or failure to comply with provision 3.(E) (i) above. Sub-recipient understands and agrees that it is liable to State for any costs determined to be not allowed by the United States government for non-compliance with FFATA requirements due to Sub-recipient's failure to supply State with any requested information necessary to comply with FFATA.

- iii. Will comply with the terms and conditions of the Department of Health and Human Services (HHS) Grant Policy Statements found at: <http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> and 45 CFR part 75 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards found at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title45/45cfr75_main_02.tpl

- iv. Provide at least two certified Community Health Workers to do the following:
 - a. Provide overdose prevention education, information about how to obtain naloxone, and information on treatment and recovery options in the community to people with Opioid Use Disorder as outlined in the South Dakota Department of Health (DOH) approved Community Health Worker workplan and budget.
 - b. Connect individuals with Opioid Use Disorder to an array of support services that may include linkages to services such as transportation assistance, employment training and temporary housing services as outlined in the South Dakota Department of Health approved Community Health Worker workplan and budget.
 - c. Complete at least 8 hours of training within the first six months of the contract on project related topics. A list of eligible trainings will be provided by the DOH Opioid Program Director. Completion of training must be demonstrated by the submission of certificates of completion for courses attended.

- v. Utilize existing DOH educational resources before using contract funds for developing new materials. DOH approval is required prior to developing new resources.

- vi. Submit monthly reports to the DOH Opioid Program Director on the form provided by the DOH by the 10th day of each month.

- vii. Submit and give permission to share a success story using the success story template provided by the DOH by the end of the contract period.

- viii. Work with the Overdose Data to Action in States evaluation team and DOH in the development and implementation of an evaluation plan by participating in focus

groups and surveys as needed. Provide tracking and evaluation measures as requested by the DOH.

- ix. Maintain regular communication and participate in monthly calls with the Opioid Program Director.
 - x. Participate in federal and other meetings and/or trainings as requested by the state.
 - xi. Submit monthly invoices to the DOH by the 10th of each month or provide notification to the program director for the reason for delay. A final invoice for the contract period will be required by the first week of June 2026 as determined by DOH finance.
- f. If the State will undertake or complete any work or performance under this Agreement it is described as follows:
- i. State will pay, upon the State's satisfaction that the payments are in accordance with all terms of the contract, up to \$ 29,858.00. Expenditure claims are required prior to the initiation of any and all payments. Expenditure claim documentation may include: invoices for reimbursement; receipts of any goods or services purchased; purchase orders for supplies, equipment, etc.; and/or itemized budget details indicating how and the timeframe in which the funds will be used.
 - ii. TOTAL CONTRACT AMOUNT (Not to Exceed) \$ 29,858.00. Payment will be made consistent with SDCL Ch. 5-26.
 - iii. State will not be held liable for reimbursement of amounts shown on an itemized billing if not received within 30 calendar days from the close of the month being reported. However, the final invoice of the State of South Dakota fiscal year, ending every year on June 30th, shall be submitted no later than June 9th so payment may be made in the same Fiscal Year as the services are provided.

4. BASIS FOR SUBAWARD AMOUNTS

This grant is made for the purpose of *providing opioid overdose prevention education and linkages to treatment options for individuals who are at risk for experiencing an overdose.*

Amount provided by State/Grantor is	\$29,858.00
Amount matched by Sub-Recipient	\$ 0.00

Total Grant Amount \$ 29,858.00

Dollars provided by State consist of the following:

Non-Federal State dollars \$ 0.00
Federal dollars \$ 29,858.00

5. RISK ASSESSMENTS, MONITORING AND REMEDIES

Risk assessments will be ongoing throughout the project period. Sub-Recipient agrees to allow the State to monitor Sub-Recipient to ensure compliance with program requirements, to identify any deficiencies in the administration and performance of the award and to facilitate the same. At the discretion of the State, monitoring may include but is not limited to the following: On-site visits, follow-up, document and/or desk reviews, third-party evaluations, virtual monitoring, technical assistance and informal monitoring such as email and telephone interviews. As appropriate, the cooperative audit resolution process may be applied.

Sub-Recipient agrees to comply with ongoing risk assessments, to facilitate the monitoring process, and further, Sub-Recipient understands and agrees that the requirements and conditions under the grant award may change as a result of the risk assessment/monitoring process.

In the event of noncompliance or failure to perform under the grant award, the State has the authority to apply remedies, including but not limited to: temporary withholding payments, disallowances, suspension or termination of the federal award, suspension of other federal awards received by Sub-Recipient, debarment, or other remedies including civil and/or criminal penalties as appropriate.

6. RETENTION AND INSPECTION OF RECORDS

The Sub-Recipient agrees to maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, and statistical, fiscal, and other information records necessary for reporting and accountability required by the State. The Sub-Recipient shall retain such records for a period of three years after the date of the submission of the final expenditure report.

If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. The three year retention period may be extended upon written notice by the State. Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition. When records are transferred to or maintained by the Federal awarding agency or the State, the three-year retention requirement is not applicable to the Sub-Recipient. In the event Sub-Recipient must report program income after the period of performance,

the retention period for the records pertaining to the earning of the program income starts from the end of Sub-Recipient's fiscal year in which the program income is earned. In the event the documents and their supporting records consist of indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable, the following applies: (1) If submitted for negotiation - If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the State) to form the basis for negotiation of the rate, then the three -year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation - If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the State) for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the Sub-Recipient's fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

The State, through any authorized representative, shall have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Agreement and shall have access to personnel of the Sub-Recipient for purposes of interview and discussion related to the records, books, papers and documents. State Proprietary Information, which shall include all information disclosed to the Sub-Recipient by the State, shall be retained in Sub-Recipient's secondary and backup systems and shall remain fully subject to the obligations of confidentiality stated herein until such information is erased or destroyed in accordance with Sub-Recipient's established record retention policies.

All payments to the Sub-Recipient by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment under this Agreement shall be returned to the State within thirty days after written notification to the Sub-Recipient.

7. AUDIT REQUIREMENTS

If Sub-Recipient expends \$1,000,000 or more in federal awards during the Sub-Recipient's fiscal year, the Sub-Recipient must have an audit conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, by an auditor approved by the Auditor General to perform the audit. On continuing audit engagements, the Auditor General's approval should be obtained annually. Approval of an auditor must be obtained by forwarding a copy of the audit engagement letter to:

Department of Legislative Audit
A-133 Coordinator
427 South Chapelle
% 500 East Capitol
Pierre, SD 57501-5070

If the Sub-Recipient expends less than \$1,000,000 during any Sub-Recipient fiscal year, the State may perform a more limited program or performance audit related to the

completion of the Agreement objects, the eligibility of services or costs, and adherence to Agreement provisions.

Audits shall be completed and filed with the Department of Legislative Audit by the end of the ninth month following end of the fiscal year being audited.

For either an entity-wide, independent financial audit or an audit under 2 CFR Part 200 Subpart F, the Sub-Recipient shall resolve all interim audit findings to the satisfaction of the auditor. The Sub-Recipient shall facilitate and aid any such reviews, examinations, agreed upon procedures etc., the State or its contractor(s) may perform.

Failure to complete audit(s) as required, including resolving interim audit findings, will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completely resolved.

The Sub-Recipient shall be responsible for payment of any and all audit exceptions which are identified by the State. The State may conduct an agreed upon procedures engagement as an audit strategy. The Sub-Recipient may be responsible for payment of any and all questioned costs, as defined in 2 C.F.R. 200.84, at the discretion of the State.

Notwithstanding any other condition of the Agreement, the cooperative audit resolution process applies, as appropriate. The books and records of the Sub-Recipient must be made available if needed and upon request at the Sub-Recipient's regular place of business for audit by personnel authorized by the State. The State and/or federal agency has the right to return to audit the program during performance under the grant or after close-out, and at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

If applicable, Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

8. CLOSEOUT

- a. The Sub-Recipient shall submit the following required report(s) to the State within 30 days following the period of performance end date.
 - 1) Closeout report
 - 2) Programmatic report: Required
 - 3) Performance report: Not Required
 - 4) Technical report: Not Required
 - 5) Financial report: Not Required
 - 6) Inventory report for capital acquisitions over \$5,000: Not Required

- b. Within 30 days of the period of performance end date, the subrecipient must return any unspent funds or overpayments.
- c. All expenditure activity must be completed prior to the submission of the final report.

B. STANDARD CLAUSES

1. ASSURANCE REQUIREMENTS

The Sub-Recipient agrees to abide by all applicable provisions of the following assurances: Byrd Anti Lobbying Amendment (31 USC 1352), Debarment and Suspension (Executive Orders 12549 and 12689 and 2 C.F.R. 180), Drug-Free Workplace, Executive Order 11246, Equal Employment Opportunity as amended by Executive Order 11375 and Equal Employment Opportunity as amended by Executive Order 11375 and implementing regulations at 41 C.F.R. part 60, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Drug Abuse Office and Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Pro-Children Act of 1994, Hatch Act, Health Insurance Portability and Accountability Act (HIPAA) of 1996 as amended, Clean Air Act, Federal Water Pollution Control Act, Charitable Choice Provisions and Regulations, Equal Treatment for Faith-Based Religions at Title 28 C.F.R. Part 38, the Violence Against Women Reauthorization Act of 2013, American Recovery and Reinvestment Act of 2009, as applicable; and any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute(s) which may apply to the award.

2. COST PRINCIPLES

If applicable, Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

3. TERMINATION

This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event Sub-Recipient breaches any of the terms of conditions hereof, this Agreement may be terminated by State at any time, with or without notice. If termination for a breach is affected by the State, any payments due to Sub-Recipient at the time of termination may be adjusted to cover any additional costs to the State because of Sub-Recipient's breach. Upon termination the State may take over the work and may award another party a contract to complete the work contemplated by this Agreement. If after

the State terminates for a breach by Sub-Recipient it is determined that Sub-Recipient was not at fault, then Sub-Recipient shall be paid for eligible services rendered and expenses incurred up to the date of termination.

4. CERTIFICATIONS

i. COMPLIANCE WITH EXECUTIVE ORDER 2020-01

Executive Order 2020-01 provides that for contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by signing this Agreement Contractor certifies and agrees that it has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of this Agreement, with a person or entity that is either the State of Israel, or a company doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or doing business in the State of Israel, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for State to terminate this Agreement. Contractor further agrees to provide immediate written notice to State if during the term of the contract it no longer complies with this certification, and agrees such noncompliance may be grounds for contract termination of this Agreement.

ii. COMPLIANCE WITH SDCL ch 5-18A

Contractor certifies and agrees that the following information is correct:

The bidder or offeror is not an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates, of those entities or business associations, regardless of their principal place of business, which is ultimately owned or controlled, directly or indirectly, by a foreign parent entity from, or the government of, the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela.

It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the purchasing agency to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response, and further would be cause to suspend and debar a business under SDCL § 5-18D-12.

The successful bidder or offeror further agrees to provide immediate written notice to the purchasing agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination and would be cause to suspend and debar a business under SDCL § 5-18D-12.

iii. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

By signing this Agreement, Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

iv. CERTIFICATION OF NO STATE LEGISLATOR INTEREST

Contractor (i) understands neither a state legislator nor a business in which a state legislator has an ownership interest may be directly or indirectly interested in any contract with the State that was authorized by any law passed during the term for which that legislator was elected, or within one year thereafter, and (ii) has read South Dakota Constitution Article 3, Section 12 and has had the opportunity to seek independent legal advice on the applicability of that provision to this Agreement. By signing this Agreement, Contractor hereby certifies that this Agreement is not made in violation of the South Dakota Constitution Article 3, Section 12.

5. FUNDING

This Agreement depends upon the continued availability of appropriated funds and expenditure authority from Congress and or the State Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State upon five (5) business days written notice. Sub-Recipient agrees that termination for any of these reasons is not a default by State nor does it give rise to a claim against State or any officer, agent or employee of the State, and Sub-Recipient waives any claim against the same.

6. ASSIGNMENT AND AMENDMENT

This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof and be signed by an authorized representative of each of the parties hereto.

7. CONTROLLING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota, without regard to any conflicts of law principles, decisional law, or statutory provision which require or permit the application of another jurisdiction's substantive law. Venue for any lawsuit pertaining to or affecting this Agreement shall be in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

8. SUPERCESSION

All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

9. SEVERABILITY

In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.

10. NOTICE

Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to the State Contact Person on behalf of State, and by and to the Sub-Recipient Contact Person on behalf of the Sub-Recipient, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

11. SUB-CONTRACTORS/SUB-RECIPIENTS

The Sub-Recipient will not use sub-contractors or other sub-recipients to perform work under this Agreement without the express prior written consent from the State. The State reserves the right to complete a risk assessment on any proposed sub-contractor or Sub-recipient and to reject any person or entity presenting insufficient skills or inappropriate behavior.

The Sub-Recipient will include provisions in its subcontracts or sub-grants requiring its subcontractors and Sub-recipients to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Sub-Recipient will cause its subcontractors, Sub-recipients, agents, and employees to comply with applicable

federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance. The State, at its option, may require the vetting of any subcontractors and Sub-recipients. The Sub-Recipient is required to assist in this process as needed.

12. STATE'S RIGHT TO REJECT

The State reserves the right to reject any person from performing services under this Agreement who the State believes would be detrimental to the services, presents insufficient skills, presents inappropriate behavior or is considered by the State to be a security risk.

13. CONFLICT OF INTEREST

Sub-Recipient agrees to establish safeguards to prohibit any employee or other person from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain as contemplated by SDCL 5-18A-17 through 5-18A-17.6. Any potential conflict of interest must be disclosed in writing and approved, in writing, by the State. In the event of a conflict of interest, the Sub-Recipient expressly agrees to be bound by the conflict of interest resolution process set forth in SDCL § 5-18A-17 through 5-18A-17.6.

14. TERMS

By accepting this Agreement, the Sub-Recipient assumes certain administrative and financial responsibilities. Failure to adhere to these responsibilities without prior written approval by the State shall be a violation of the terms of this Agreement, and the Agreement shall be subject to termination.

C. AGENCY OR GRANT SPECIFIC CLAUSES

This contract does not require Consultant to engage in a function or activity involving the use or disclosure of State's Protected Health Information (PHI), as defined in the Health Insurance Portability and Accountability Act (HIPAA), 45 CFR § 160.103.

1. PROPERTY MANAGEMENT STANDARDS:

The Sub-Recipient agrees to observe Federal Government uniform standards governing the utilization of property whose cost was charged to a project supported by a Federal grant.

2. TECHNICAL ASSISTANCE:

The State agrees to provide technical assistance regarding the State's rules, regulations and policies to the Sub-Recipient and to assist in the correction of problem areas identified by the State's monitoring activities.

3. LICENSING AND STANDARD COMPLIANCE:

The Sub-Recipient agrees to comply in full with all licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance in which the service and/or care is provided for the duration of this agreement. The Sub-Recipient will maintain effective internal controls in managing the federal award. Liability resulting from noncompliance with licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance or through the Sub-Recipient's failure to ensure the safety of all individuals served is assumed entirely by the Sub-Recipient.

4. WORK PRODUCT:

Sub-Recipient hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedure, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by Sub-Recipient in connection with the performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by Sub-Recipient without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.

Paper, reports, forms software programs, source code(s) and other materials which are a part of the work under this Agreement will not be copyrighted without written approval of the State. In the unlikely event that any copyright does not fully belong to the State, the State none the less reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use, and to authorize others to use, any such work for government purposes.

Sub-Recipient agrees to return all information received from the State to State's custody upon the end of the term of this contract, unless otherwise agreed in a writing signed by both parties.

5. IT STANDARDS:

Any software or hardware provided under this agreement will comply with state standards which can be found at <http://bit.sd.gov/standards/>.

6. HOLD HARMLESS:

The Sub-Recipient agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require the Sub-Recipient to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

7. INSURANCE:

At all times during the term of this Agreement, Sub-Recipient shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

i. Commercial General Liability Insurance:

Sub-Recipient shall maintain occurrence-based commercial general liability insurance or equivalent form of coverage with a limit of not less than one million dollars (\$1,000,000) for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit. The insurance policy shall name the State of South Dakota, its officers, and employees, as additional insureds, but liability coverage is limited to claims not barred by sovereign immunity. The State of South Dakota, its officers and employees do not hereby waive sovereign immunity for discretionary conduct as provided by law.

ii. Professional Liability Insurance or Miscellaneous Professional Liability Insurance:

Sub-Recipient agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit of not less than one million dollars (\$1,000,000).

iii. Business Automobile Liability Insurance:

Sub-Recipient shall maintain business automobile liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000) for each accident. This insurance shall include coverage for owned, hired and non-owned vehicles.

iv. Worker's Compensation Insurance:

Sub-Recipient shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota or federal law.

Before beginning work under this Agreement, Sub-Recipient shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement including naming the State, its officers and employees, as additional insureds, as set forth above. In the event of a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, Sub-Recipient agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Sub-Recipient shall furnish copies of insurance policies if requested by State.

8. CONFIDENTIALITY OF INFORMATION:

For the purpose of this Agreement, "Confidential Information" shall include all information, regardless of its format, disclosed to the Sub-Recipient by the State and all information, regardless of format, obtained by Sub-Recipient through the provision of services as contemplated by this Agreement. Sub-Recipient, and any person or entity affiliated with Sub-Recipient, shall not disclose any Confidential Information to any third person for any reason without the express written permission of a State officer or employee with authority to authorize the disclosure. Sub-Recipient, and any person or entity affiliated with Sub-Recipient, shall not:

- A. disclose any Confidential Information to any third person unless otherwise specifically allowed under this Agreement;
- B. make any use of Confidential Information except to exercise rights and perform obligations under this Agreement;
- C. make Confidential Information available to any of its employees, officers, agents, or consultants except those who have agreed, by contract, to obligations of confidentiality at least as strict as those set out in this Agreement and who have a need to know such information and who have been instructed that such information is or may be confidential under state or federal law. Sub-Recipient, and any person or entity affiliated with Sub-Recipient, is held to the same standard of care in guarding Confidential Information as it applies to its own confidential or proprietary information and materials of a similar nature, and no less than holding Confidential Information in the strictest confidence. Sub-Recipient, and any person or entity affiliated with Sub-Recipient, shall protect the confidentiality of the State's information from the time of receipt to the time that such information is either returned to the State or destroyed to the extent that it cannot be recalled or reproduced.

Confidential Information shall not include information that:

- A. was in the public domain at the time it was disclosed to Sub-Recipient, and any person or entity affiliated with Sub-Recipient;
- B. was known to Sub-Recipient, and any person or entity affiliated with Sub-Recipient, without restriction at the time of disclosure from the State;
- C. was disclosed with the prior written approval of State's officers or employees having authority to disclose such information;
- D. was independently developed by Sub-Recipient, and any person or entity affiliated with Sub-Recipient, without the benefit or influence of the State's information; or
- E. becomes known to Sub-Recipient, and any person or entity affiliated with Sub-Recipient, without restriction, from a source not connected to the State of South Dakota.

Confidential Information can include, but is not limited to, names, social security numbers, employer numbers, addresses and all other data about applicants, participants, employers, or other clients to whom the State provides services of any kind. Sub-

Recipient understands that this information may be confidential and protected under applicable state or federal law. Sub-Recipient agrees to immediately notify the State if the information is disclosed, either intentionally or inadvertently.

If work assignments performed in the course of this Agreement require additional security requirements or clearance, Sub-Recipient agrees that its officers, agents and employees may be required to undergo investigation or may be required to sign separate confidentiality agreements, and will limit access to the confidential information and related work activities to employees who have executed such agreements.

Sub-Recipient will enforce the terms of this Confidentiality Provision to its fullest extent.

Sub-Recipient agrees to remove any employee or agent from performing work under this Agreement that has or is suspected to have violated the terms of this Confidentiality Provision and to immediately notify the State of such matter. Sub-Recipient will comply with any other confidentiality measures and terms included in the Agreement.

Upon termination of this Agreement, if not already done so as part of the services performed under the Agreement, Sub-Recipient agrees to return to the State, at Sub-Recipient's cost, any Confidential Information or documentation maintained by Sub-Recipient regarding the services provided hereunder in a format readily useable by the State as mutually agreed by Sub-Recipient and State.

9. FEDERAL AND STATE LAWS:

Sub-Recipient agrees that it will comply with all federal and state laws, rules, and regulations that may apply to the provision of services pursuant to this contract, including the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§ 12101-12213, and any amendment thereto, Section 306 of the Clean Air Act, and Section 508 of the Clean Water Act. Both parties further agree to provide services covered by this contract without regard to race, color, national origin, sex, age or disability as provided by state or federal law.

10. REPORTING OF PERSONAL INJURIES AND/OR PROPERTY DAMAGE:

Sub-Recipient agrees to report to State any event encountered in the course of performance of this Agreement which results in injury to any person or property, or which may otherwise subject Sub-Recipient, or the State of South Dakota or its officers, agents, or employees to liability. Sub-Recipient shall report any such event to the State immediately upon discovery.

Sub-Recipient's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Sub-Recipient's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client

communications). Reporting to State under this section shall not excuse or satisfy any obligation of Sub-Recipient to report any event to law enforcement or other entities under the requirements of any applicable law.

11. FORCE MAJEURE:

Notwithstanding anything in this Agreement to the contrary, neither party shall be liable for any delay or failure to perform under the terms and conditions of this Agreement, if the delay or failure is caused by war, terrorist attacks, riots, civil commotion, fire, flood, quarantine, epidemic, pandemic, earthquake or any act of God, or other causes beyond the party's reasonable control provided, however, that in order to be excused from delay or failure to perform, the party must act diligently to remedy the cause of such delay or failure and must give notice to the other party as provided in this Agreement as soon as reasonably possible of the length and cause of the delay in performance.

12. CONTRACT ORIGINAL AND COPIES:

An original of this contract will be retained by the State Auditor's Office. A photocopy will be on file with the South Dakota Department of Health and a second original will be sent to Sub-Recipient.

- A. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").
- B. Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
- C. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or Sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or Sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

D. SUB-RECIPIENT ATTESTATION

By signing this Agreement, Sub-Recipient attests to the following requirements as set forth in SDCL § 1-56-10:

1. A conflict of interest policy is enforced within the recipient's or Sub-recipient's organization;
2. The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient's or Sub-recipient's website;
3. An effective internal control system is employed by the recipient's or Sub-recipient's organization; and
4. If applicable, the recipient or Sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient's or Sub-recipient's website.
5. Sub-Recipient further represents that any and all concerns or issues it had in complying with the foregoing attestations were provided to the State and resolved to their satisfaction prior to signing this Agreement.

In the event of a significant change in the conflict of interest policy, Sub-recipient agrees to provide immediate notice of such change to the State, and provide a copy of the new conflict of interest policy. Sub-recipient understands that any change in the conflict of interest policy may result in a change in their monitoring or other performance requirements under the grant and expressly agrees to comply with those changes and to facilitate any additional monitoring as required by the State.

Furthermore, pursuant to SDCL § 1-56-10, if a conflict of interest is identified as outlined by your organization's conflict of interest policy, you are required to disclose the conflict to the Department of Health for display on the website created pursuant to SDCL § 1-27-45.

THE FOLLOWING MUST BE COMPLETED BY THE SUB-RECIPIENT:

- 1) Is your organization required to file the Internal Revenue Service Form 990?
 Yes No

If you answered "YES," in the space provided below, please provide the link to your website where this information can be found.

- 2) Is your organization subject to compliance with the federal Single Audit Act?
 Yes No

If you answered "YES," in the space provided below, please provide the link to your website where the audits can be found.

- 3) Have any conflicts of interest been identified pursuant to your organization's conflict of interest policy? Yes No

If you answered "YES," in the space provided below, please list any and all identified conflicts of interests.

E. AUTHORIZED SIGNATURES:

In witness hereto, the parties signify their agreement by signing below.

<hr/> Beth Dokken, Director Division of Family & Community Health Department of Health	<hr/> Date	<hr/> Sub-Recipient Signature	<hr/> Date
		Troy VanDusen	
		<hr/> Print or Type Sub-Recipient Name	
		tvandusen@codington.org	
<hr/> Darcy McGuigan, Director Division of Finance Department of Health	<hr/> Date	<hr/> Sub-Recipient Email	

State Program Contact Person	<hr/> Martinec, Lori
Phone	<hr/> 605-773-3917
State Fiscal Contact Person	<hr/> Contract Accountant
Phone	<hr/> 605 773-3361
Sub-Recipient Program Contact Person	<hr/> Sara Foust
Phone	<hr/> 605-882-6286
Sub-Recipient Program Email Address	<hr/> sfoust@codington.org
Sub-Recipient Fiscal Contact Person	<hr/> Sara Foust
Phone	<hr/> 605-882-6286
Sub-Recipient Fiscal Email Address	<hr/> sfoust@codington.org

For Agency Use Only:

Fund Source Name: OD2A-S
ALN No: 93.136
Program: 0904006-153 OD-P
CO: 2018- Federal \$29,858.00

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME <i>LORI DEUTSCH</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>SR. ADMIN. SPECIALIST</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>9</i>	NEW STEP <i>10</i>	
CURRENT PAY RATE <i>\$31.44</i>	NEW PAY RATE <i>\$32.23</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE *Lori Deutsch*

DEPARTMENT HEAD SIGNATURE _____

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>JANIE DOLEN</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>MAINT. TECH III</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>8</i>	NEW STEP <i>9</i>	
CURRENT PAY RATE <i>\$30.67</i>	NEW PAY RATE <i>\$31.44</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE _____ *J. Dolen*

DEPARTMENT HEAD SIGNATURE _____ *Randy Talley*

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>RANAY FALVEY</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>Hwy. SUPT.</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>1</i>	NEW STEP <i>2</i>	
CURRENT PAY RATE <i>\$ 42.14</i>	NEW PAY RATE <i>\$ 43.19</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE _____

DEPARTMENT HEAD SIGNATURE _____

DATE _____

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>DAVE HEADING</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>MAINT. TECH III</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>11</i>	NEW STEP <i>12</i>	
CURRENT PAY RATE <i>\$33.03</i>	NEW PAY RATE <i>\$33.86</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE *Dave Heading*

DEPARTMENT HEAD SIGNATURE *Randy Talley*

DATE *6-24-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME CODY HOFF		DATE 6-16-25
EFFECTIVE DATE 7-1-25	POSITION TITLE MAINT TECH II	DEPARTMENT Hwy Dept
CURRENT STEP 1	NEW STEP 2	
CURRENT PAY RATE \$22.35	NEW PAY RATE \$22.91	
REASONS FOR CHANGE STEP RAISE		

EMPLOYEE SIGNATURE Cody Hoff

DEPARTMENT HEAD SIGNATURE Randy Foley

DATE 6-23-25

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>MITCH KAHNHOFF</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>MAINT. TECH H</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>7</i>	NEW STEP <i>8</i>	
CURRENT PAY RATE <i>25.92</i>	NEW PAY RATE <i>\$26.56</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE *Mitch Kahnoff*

DEPARTMENT HEAD SIGNATURE *Randy Tolson*

DATE *6-24-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>ERIC KOSAK</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>MAINT TECH II</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>3</i>	NEW STEP <i>4</i>	
CURRENT PAY RATE <i>\$23.48</i>	NEW PAY RATE <i>\$24.07</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE *Eric Kosak*

DEPARTMENT HEAD SIGNATURE *Randy Fabeck*

DATE *6-25-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>KLAYTON MILLER</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>MAINT TECH III</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>2</i>	NEW STEP <i>1</i>	
CURRENT PAY RATE <i>\$22.91</i>	NEW PAY RATE <i>\$25.80</i>	
REASONS FOR CHANGE <i>PROMOTION</i>		

EMPLOYEE SIGNATURE *Klayton Miller*

DEPARTMENT HEAD SIGNATURE *Randy Talley*

DATE *6-24-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>HARRY BOONAS</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>MAINT TECH III</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>3</i>	NEW STEP <i>4</i>	
CURRENT PAY RATE <i>\$27.11</i>	NEW PAY RATE <i>\$27.80</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE *Harold Boonas*

DEPARTMENT HEAD SIGNATURE *Randy Feltner*

DATE *6-23-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>LYNN SOLBERG</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>ASST. HWY SUPT.</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>7</i>	NEW STEP <i>8</i>	
CURRENT PAY RATE <i>\$38.38</i>	NEW PAY RATE <i>\$39.34</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE *Lynn Solberg*

DEPARTMENT HEAD SIGNATURE *Kenneth Talley*

DATE *6-18-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>DOUG TORSTENSON</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>MAINT. TECH III</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>8</i>	NEW STEP <i>9</i>	
CURRENT PAY RATE <i>\$30.67</i>	NEW PAY RATE <i>\$31.44</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE *Douglas Torstenson*

DEPARTMENT HEAD SIGNATURE *Randy Fabrey*

DATE *10-24-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS		
EMPLOYEE NAME <i>LONIE VOGELSAANG</i>		DATE <i>6-16-25</i>
EFFECTIVE DATE <i>7-1-25</i>	POSITION TITLE <i>MAINT. TECH II</i>	DEPARTMENT <i>Hwy Dept</i>
CURRENT STEP <i>10</i>	NEW STEP <i>11</i>	
CURRENT PAY RATE <i>\$27.90</i>	NEW PAY RATE <i>\$28.61</i>	
REASONS FOR CHANGE <i>ANNUAL STEP RAISE</i>		

EMPLOYEE SIGNATURE *Lonie Vogelsang*

DEPARTMENT HEAD SIGNATURE *Raquel Foley*

DATE *6-23-25*

COUNTY COMMISSIONERS _____

DATE _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.