



**STEELE COUNTY**  
**PUBLIC SAFETY & HEALTH COMMITTEE AGENDA**  
**Administration Center – 630 Florence Ave - Owatonna, MN 55060**

*Steele County's Mission:  
Driven to deliver quality services in a respectful and fiscally responsible way.*

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**Wednesday, July 12, 2023 at 8:00 a.m. – Steele County Boardroom**

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**Agenda**

1. Approve Master Agency Agreement Amendment 1, By and Between Alcohol Monitoring Systems Inc. and Steele County Community Corrections and authorize the Community Corrections Director to sign SCRAM Agreement.
2. Approve Interagency Mental Health Screening Agreement between MNPrarie and Community Corrections and authorize the Community Corrections Director to sign.

**Information**

3. Appropriation Discussion regarding 501 (c) 3 and Public Health SHIP program.

**Department Head Reports**

*Disclaimer: This agenda has been prepared to provide information regarding and upcoming meeting of the Steele County Policy Committee. This document does not claim to be complete and is subject to change.*



## Steele County Agenda Item

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**Subject: Amendment 1 to Master Agency Agreement By and Between Alcohol Monitoring Systems Inc. and Steele County Community Corrections.**

**Department:** Community Corrections

**Committee Meeting Date:** July 12, 2023

**Board Meeting Date:** July 25, 2023

**Consent Agenda:**  Yes  No

**Resolution:**  Yes  No

**Policy Committee Recommendation:**

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**Recommendation:**

Provide Steele County Community Corrections Director Timothy Schammel permission to sign SCRAM Agreement.

**Background (*Including Budget Impact*):**

The attached Amendment 1 and Master Agency Agreement alone do not bind Steele County to any associated financial obligations. Both the Amendment 1 and Master Agency Agreement provide stipulations and rule given our decision to rent and or purchase equipment from AMS. Steele County Community Corrections has utilized AMS services since 2007 and most specifically utilize (SCRAM) 'Secure Continuous Remote Monitoring' with clients needing supervision/monitoring because of alcohol use. This Amendment 1 Master Agency Agreement is to renew the current Agency Agreement for a subsequent 36-month term.

**Attachments:**

1. **Amendment 1 to Master Agency Agreement By and Between Alcohol Monitoring Systems Inc. and Steele County Community Corrections.**
2. **Original MASTER AGENCY AGREEMENT**



1241 West Mineral Avenue, Suite 200  
Littleton, CO 80120

**MASTER AGENCY AGREEMENT**

<b>AGENCY:</b>	<u>STEELE COUNTY COMMUNITY CORRECTIONS</u>	<b>TELEPHONE:</b>	<u>507-444-7730</u>
<b>ADDRESS:</b>	<u>631 N. Cedar Ave., Ste. 100</u>	<b>INITIAL CONTRACT</b>	<u></u>
	<u>Owatonna, MN 55060</u>	<b>TERM:</b>	<u>36 Months</u>

This **MASTER AGENCY AGREEMENT** (the "**Agreement**"), is entered into as of the Effective Date by and between **ALCOHOL MONITORING SYSTEMS, INC.** ("**AMS**"), a Delaware corporation located at 1241 West Mineral Avenue, Suite 200, Littleton, Colorado 80120, and the Agency listed above. This Agreement incorporates by reference any and all **Schedules** executed by the parties. Capitalized terms not otherwise defined in this Agreement are those as defined in the attached Schedule(s). Should there be a conflict between the terms in this Agreement and those of any Schedule, the terms in the Schedule will prevail. The effective date of the Agreement is the date last signed by AMS (Effective Date"). This Agreement supersedes any prior written or oral agreement and understandings with respect to the subject matter herein.

**1 GENERAL SCOPE OF AGREEMENT.** AMS sells and rents Equipment and provides supporting Services specific to monitoring Clients who are required to or opt to wear such Equipment. AMS desires to sell or rent and Agency desires to order such Equipment and the supporting Services as specified in this Agreement and the attached Schedules in the Territory described on the applicable Schedule.

**2 DEFINITIONS**

"**Clients**" means individuals who are required or choose to wear the Equipment.

"**Effective Date**" means the date this Agreement is signed by AMS.

"**Equipment**" means the hardware identified in the applicable Schedule.

"**Monitoring Services**" means the remote collection, compilation and reporting of data from the Equipment.

"**Monitoring Software**" means AMS' proprietary, web-based software applications, depending on the Equipment or Service contracted for, which track and store Client data and other features as may be added from time to time.

"**Parts**" means peripheral hardware necessary for the support of the Equipment such as, but not limited, to batteries, straps and back-plates.

"**Products**" means collectively the Equipment and the Parts.

"**Rental Equipment**" means Equipment rented by AMS to Agency.

"**RMA**" means a Return Material Authorization issued by AMS.

"**Services**" means collectively the; (i) the Monitoring Services; (ii) provision of training and certification necessary for Agency to use Products; (iii) provision of technical support and telephone assistance; (iv) scheduled Equipment (v) maintenance; (vi) disaster recovery and backup services for Client data stored using the Monitoring Software; and (v) provision of such other Services and support functions as may be agreed to in writing by the parties and made part of this Agreement.

"**Territory**" means the geographic area type as defined on each Schedule in which Agency may provide the Products and Services to Clients.

“Third Party Contractor” means Agency’s third-party subcontractors to whom Agency is subcontracting any of Agency’s work or responsibilities under this Agreement.

### **3 GENERAL BUSINESS TERMS**

#### **3.1 Payment Terms.**

**3.1.1 Purchased Products.** Products will be invoiced at the time of shipment. The price of the Products does not include applicable taxes and is due and payable in U.S. dollars within ten (10) days of date of invoice.

**3.1.2 Rental Equipment.** Rental Equipment Fees will be invoiced monthly to Agency by AMS based on the specific pricing option for the Rental Equipment on or before the tenth (10<sup>th</sup>) day of each month and shall be paid by Agency to AMS within thirty (30) days from the date of such invoice.

**3.1.3 Monitoring Service and Other Fees.** Service fees will be invoiced by AMS on a monthly basis as incurred and shall be paid by Agency within thirty (30) days from the date of such invoice. Other fees include, but are not limited to, fees for the following: Court appearances whereby AMS is requested by Agency to be a witness in a court case; manual check-in for inactive Equipment; repair or replacement not covered by the Maintenance and Repair Policy under Section 7 and Equipment returned to AMS without an RMA. Unless set forth on an applicable Schedule, fees will be charged at AMS’ then prevailing rates.

**3.1.4 Currency; Invoiced Taxes.** All fees are payable in U.S. Dollars. In addition, Agency is responsible for the timely payment of all taxes invoiced by AMS related to the purchase price for Products, Rental Equipment Fees, Services and any other fees set forth on the Schedule(s).

#### **3.2. Ordering; Freight Terms; Order Cancellation and Reschedule.**

**3.2.1 Orders.** AMS may provide Agency with AMS’ standard order form to use for when Agency places orders under this Agreement. Agency may use its own purchase order form in addition to the AMS order form. All terms on any Agency purchase order shall not alter or amend the terms of this Agreement and any additional or varying terms contained in such instrument are expressly rejected.

**3.2.2 Freight Terms.** Products ordered by Agency shall be shipped to Agency’s designated facility, AMS paying ground freight, and AMS bearing the risk of loss of damage until Products are delivered to Agency’s dock, at which time any visible damage to the outermost packaging must be noted on the Bill of Lading. AMS shall determine the type of packaging, mode of transportation for all shipments including for returns. Any returns must be accompanied by an RMA. Orders expedited at Agency’s request will be shipped FOB Origin, with all freight costs to be paid by the Agency.

**3.2.3 Order Cancellation and Reschedule.** Orders for Products, once accepted by AMS, are non-cancelable, and Products are non-returnable, except in accordance with the Maintenance and Repair Policy set forth in this Agreement or the terms, if any, in the applicable Schedule. Upon AMS agreement, Agency can reschedule orders one time upon thirty (30) days written notice prior to the shipment date. Any such rescheduled delivery date must be within thirty (30) days of the original delivery date.

**3.3 Taxes.** Agency shall be solely responsible for all taxes related to Products or Services provided to it by AMS under this Agreement including, by way of example and not limitation, sales, use, property, excise, value added, and gross receipts irrespective of whether the Products are purchased or rented. If Agency is exempt from taxes of any kind Agency will provide appropriate exemption documentation for all such taxes applicable to the transactions contemplated by this Agreement.

**3.4 Failure to Make Payments and Suspension of Services.** Late paid invoices will be subject to interest, accruing from the due date at the rate of either one-and-one-half percent (1.5%) per month or the highest rate specified by applicable statute, whichever is lower. In addition, if Agency fails to pay any amount when due under this Agreement, AMS will provide written notice to Agency of such failure. If Agency does not pay any outstanding amount due within five (5) business days of the date of such notice, AMS may do any of the following; (i) reject orders from Agency for additional Products or withhold delivery of Products already ordered but not yet shipped; (ii) suspend access to the Services until Agency pays all outstanding amounts in full; and (iii) proceed with termination of this Agreement and any applicable Schedules in accordance with the terms in Section 9.3 of this Agreement.

#### **3.5 Title to Equipment; Rental Equipment.**

**3.5.1 Title to Equipment.** Title to purchase Equipment transfers to Agency upon delivery to the freight carrier. Title to any Rental Equipment shall remain with AMS, unless such Equipment is later purchased by the Agency.

**3.5.2 Rental Equipment.** Agency may rent Equipment from AMS in quantities agreed to by the parties. Agency will not encumber or dispose of any Rental Equipment. Agency will inventory Rental Equipment in a location that is used and operated by Agency authorized personnel only. All Rental Equipment maintained in Agency's inventory location will be handled in accordance with industry standard practices for prevention of loss or physical damage, including that which may be caused by electronic static discharge and environmental concerns. Agency will be responsible to and reimburse AMS for all loss to AMS resulting from damage, theft, destruction or any other loss whatsoever of Rental Equipment received by Agency. In the event of the loss or damage to any of the Rental Equipment, Agency agrees to pay AMS the Replacement Fee amounts specified on the relevant Schedule. AMS reserves the right, at its sole option, to reduce Agency's inventory of Rental Equipment, if Agency does not remit the Replacement Fee within thirty (30) days from the date of receipt of AMS' invoice. Agency will cooperate with AMS in the preparation and filing of any documents considered necessary by AMS to preserve AMS' title and ownership rights to the Rental Equipment. Upon reasonable notice, AMS reserves the right to audit Rental Equipment inventory on a quarterly basis. At all times throughout the Term, Agency will procure and maintain risk insurance to specifically cover loss or damage to Rental Equipment while in Agency's possession up to the equivalent of the Replacement Fee for the Rental Equipment. At the end of the rental period, Agency must obtain an RMA and ship returned Rental Equipment to AMS with freight to be paid by Agency and risk of loss or damage to remain with Agency until delivery to AMS.

#### **4 USE RESTRICTIONS; FIRMWARE LICENSE; OWNERSHIP; LIMITED LICENSE; DISCLAIMER**

**4.1 Use Restrictions; No Modification.** Agency shall not do any of the following acts: (i) wilfully tamper with the security of the Monitoring Software or Equipment; (ii) access data on the Monitoring Software not intended for Agency; (iii) log into an unauthorized server or account on the Monitoring Software; (iv) attempt to probe, scan or test the vulnerability of the Monitoring Software or to breach the security or authentication measures without proper authorization; (v) wilfully render any part of Monitoring Software unusable; (vi) reverse engineer, de-compile, disassemble or otherwise attempt to discover the source code or underlying ideas or algorithms of the Monitoring Software; (vii) modify, translate, or create derivative works based on the Monitoring Software; (viii) rent, lease, distribute, license, sublicense, sell, resell, assign, or otherwise commercially exploit the Monitoring Software or make the Monitoring Software available to a third party other than as contemplated in this Agreement; (ix) use the Monitoring Software for timesharing or service bureau purposes or otherwise for the benefit of a third party; (x) publish or disclose to third parties any evaluation of the Monitoring Software without AMS' or its third party supplier's prior written consent; (xi) remove, modify, obscure any copyright, trademark, patent or other proprietary notice that appears on the Monitoring Software; or (xii) create any link to the Monitoring Software or frame or mirror any content contained or accessible from the Monitoring Software. Except as expressly provided in this Agreement, no right or license is granted hereunder, by implication, estoppel or otherwise.

**4.2 Firmware License.** The Products contain firmware developed and owned by AMS or its third-party supplier. Agency is hereby granted a limited, non-exclusive, non-transferable, royalty-free license, for the Term, as defined in Section 9.1 below, to use the firmware in the Products. Use of the Parts may be subject to third party license agreements. AMS and its third-party suppliers shall retain all rights to the firmware contained in the Products. Any applicable license shall be deemed to be in effect upon delivery of the Products.

**4.3 Ownership; Limited License.** Agency acknowledges that all right, title and interest in any software or firmware provided under this Agreement and all modifications and enhancements thereof, including all rights under copyright and patent and other intellectual property rights, belong to and are retained solely by AMS or its third-party suppliers. This Agreement provides Agency only the rights expressly granted in this Agreement. Further, if Agency suggests any new features or functionality for the Equipment, Monitoring Software or Parts that AMS its third party suppliers subsequently incorporate into the Products or Monitoring Software, any such new features or functionality shall be the sole and exclusive property of AMS or its third party suppliers and shall be free from any confidentiality restrictions that might otherwise be imposed upon AMS pursuant to Section 8 below.

**4.4 EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT AND TO THE EXTENT ALLOWED BY APPLICABLE LAW, AMS DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED,**

**INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE. AMS SHALL HAVE NO LIABILITY WHATSOEVER AS A RESULT OF THE EQUIPMENT BEING LOCATED IN AN AREA NOT COVERED BY APPROPRIATE WIRELESS COVERAGE (IF APPLICABLE), OR IF THE EQUIPMENT FAILS TO ESTABLISH A CONNECTION WITH THE MONITORING SOFTWARE OR THE MONITORING SERVICES ARE DISABLED DUE TO NETWORK RELATED ISSUES.** Without limiting the express warranties set forth in this Agreement, AMS does not warrant that the Services will meet Agency's requirements or that access to and use of the Monitoring Services will be uninterrupted or free of errors. AMS cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to, the Internet. Neither AMS nor its third-party suppliers shall be responsible for any delays, errors, failures to perform, or disruptions in the Monitoring Services caused by or resulting from any act, omission or condition beyond AMS' or its third party supplier's reasonable control.

## **5 SERVICE TERMS**

**5.1 Service Scope.** AMS will provide Agency with the Services and support functions per the terms in this Agreement. Unless otherwise expressly agreed to by the parties, AMS is not obligated to and will not provide Services for any Equipment not obtained directly from AMS.

**5.2 Monitoring Service Availability.** AMS shall use commercially reasonable efforts to make the Monitoring Services available for twenty-four (24) hours a day, seven (7) days a week. Agency agrees that from time to time the Monitoring Services may be inaccessible or inoperable for reasons beyond the reasonable control of AMS, including: (i) equipment malfunctions; (ii) periodic maintenance procedures or repairs which AMS may undertake; or (iii) interruption or failure of telecommunication or digital transmission links, hostile network attacks, network congestion or other similar failures. Agency will not be entitled to any setoff, discount, refund or other credit as a result of unavailability of the Monitoring Services unless expressly provided in this Agreement.

**5.3 Monitoring Software Security.** AMS shall use commercially reasonable efforts to prevent unauthorized access to restricted areas of the Monitoring Software and any databases or other sensitive material. AMS reserves the right to deactivate or suspend access to the Monitoring Software by a user if such user is found or reasonably suspected to be using his/her access to facilitate illegal, abusive or unethical activities. Such activities include pornography, obscenity, violations of law or privacy, hacking, computer viruses, or any harassing or harmful materials or uses. Agency agrees to hold AMS harmless from any claims resulting from such use.

**5.4 Access to Monitoring Software.** Agency agrees to limit requests for access to the Monitoring Software to Agency personnel who are authorized to enroll Clients, set notification options and otherwise access the information residing within the Monitoring Software. AMS will provide to Agency usernames, passwords and other information necessary to access the Monitoring Software. Agency is responsible for keeping its usernames and passwords protected as Confidential Information as defined in and per the terms of Section 8 of this Agreement and for any communications or transactions made using its user names and passwords. Agency personnel are responsible for changing their respective usernames and passwords if they believe that either have been stolen or might otherwise be misused. Agency shall provide written notice to AMS within ten (10) days if any previously authorized personnel status changes such that access should no longer be allowed, including but not limited to termination or resignation of any Agency personnel who had access to the Monitoring Software. These requirements are subject to change based on periodic review by AMS of its information security needs.

**5.5 Equipment and Utilities.** Agency is responsible and shall bear the costs associated with providing and maintaining internet access and all necessary telecommunications equipment, software and other materials necessary for accessing the Monitoring Software. Agency agrees to notify AMS of any changes in the foregoing, including any system configuration changes or any hardware or software upgrades, which may affect Agency's ability to access the Monitoring Software.

**5.6 Equipment Maintenance.** AMS and Agency shall establish a routine maintenance program designed to keep the Equipment in good repair, working order and condition in accordance with AMS' then-published specifications, including establishing a schedule that will ensure the return of the Equipment to AMS at approximately annual intervals. Unless otherwise agreed, Agency shall be responsible for collecting any Equipment from Clients that is scheduled for maintenance and (ii) shipping it to AMS having first obtained a RMA number from AMS. Such maintenance program shall not cover Equipment damaged or rendered inoperative for any cause not due to defects covered by the service and repair policy in the Agreement. Agency shall not, without prior approval from AMS, send to AMS for maintenance any Equipment not then scheduled for maintenance. Equipment returned

to AMS for any reason, including rental returns, damages, and scheduled repairs, that are not accompanied with a properly issued RMA may be assessed a returned administrative charge.

**5.7 Training and Certification.** AMS will provide Agency personnel with on-line, training and certification in the use of the Products at AMS' current training rates as quoted by AMS to Agency.

**5.8 Additional or Changes to Services.** From time-to-time, AMS may revise the scope of the Services, subcontract or delegate to a third party some or all of the provision of the Services, or make substitutions, additions, modifications and improvements to Monitoring Software and/or Services. Additionally, as a part of these changed Services, AMS also may determine, at its sole option, to discontinue providing Services hereunder for specific versions of the Products upon a minimum of one (1) year prior notice to Agency.

## **6. AGENCY RESPONSIBILITIES.**

**6.1 Equipment.** Agency shall be solely responsible for the management and supervision of the Equipment and any personnel or Clients using the Equipment and the Monitoring Software, as well as the selection and implementation of the Client enrollment, monitoring and notification options provided for the Monitoring Software. For avoidance of doubt, Agency is solely responsible for the management of the Clients, including the response to any Client violations reported by AMS or its third-party providers. AMS is not responsible or liable for Agency's failure to properly fulfill its foregoing responsibilities.

**6.2 Agreements with Clients.** Agency shall obtain the necessary written consent from any Client authorizing the tracking and/or monitoring of the Equipment by AMS or its subcontractors. Agency is solely responsible for notifying Clients in writing of any restrictions or limitations on the use of the Equipment of which it is made aware by AMS. These mandatory restrictions and prohibitions to be communicated to Clients are available on the Monitoring Software platform in the form of a "Participant Agreement". This Participant Agreement is not intended to cover all possible requirements of the relationship between Agency and its Clients and should be reviewed by Agency's legal advisors prior to use. Agency agrees to indemnify and hold AMS harmless from any claim resulting from the failure of Agency to notify Clients of the restrictions and prohibitions on use of the Equipment and to obtain Client's written consent authorizing the tracking and or monitoring of the Equipment by AMS or its subcontractors.

**6.3 Third Party Call Center Support.** If Agency determines that it will establish and use a third-party call center to monitor and receive alerts from the Monitoring Software, then Agency will notify AMS and shall ensure that personnel certified by AMS will operate the call center. Agency shall be responsible for all acts and omissions of the third-party call center personnel granted access to Monitoring Software as if they were employees of Agency.

**6.4 Research Studies.** Agency agrees that prior to using the Equipment for a research study or publishing any results from such a study, the Agency will obtain AMS' prior written approval of the study and additional written approval of any intent to publish the research results. AMS may, at its sole discretion, withhold any such approval. Agency's breach of this Section 6.4 will be a material breach of the Agreement.

## **7 MAINTENANCE AND REPAIR**

**7.1 Maintenance and Repair Policy.** Provided Agency; (i) pays to AMS the Service fee(s) for Equipment; and (ii) installs the Equipment in accordance with AMS' instructions, for all Equipment manufactured by and ordered directly from AMS, AMS will provide the necessary maintenance and repair for such Equipment at AMS' expense to enable it to function with the Monitoring Software in a manner substantially in accordance with the performance parameters specified in the documentation for the specific Equipment. For any Parts manufactured by third parties and sold by AMS, any service or repair commitment for that Part shall be solely as described in the relevant Schedule for that Part. Products returned to AMS under warranty must be returned within thirty (30) days of issuance of the RMA. Agency must return damaged or defective Products to using the label or freight carrier information provided by AMS to Agency at the time of RMA issuance.

**7.2 Maintenance and Repair Policy Exclusions.** The above policy does not cover Equipment that is obtained from sources outside of AMS or is defective due to (i) improper use or installation, damage, accident, abuse or alteration; (ii) failure to comply with the operating and maintenance instructions set forth in the documentation for the specific Equipment; (iii) servicing of the Equipment by anyone not authorized by AMS; (iv) failure of Agency to obtain reasonable and necessary maintenance of the Equipment as contemplated under the Agreement; (v) use of

Parts in the repair of the Equipment that have not been approved in writing by AMS for use in the Equipment; or (vi) use in connection with a third party product other than that as approved in writing by AMS.

**7.3 Sole Remedy.** In the event of a breach of the above Maintenance and Repair policy, Agency's sole remedy shall be, at AMS' option, the repair or replacement of the defective Equipment or Part by AMS.

**7.4 Product Changes; Retrofit Activities.** AMS shall have the right at any time (i) to change the design or specifications of any Equipment without notice and without obligation to make the same or any similar change on any Equipment previously purchased by Agency; and (ii) to retrofit or replace (during routine maintenance or otherwise) any Equipment to incorporate any upgrades or updates then available. However, nothing herein shall obligate AMS to provide Agency with all new models of Equipment at no additional cost, and AMS may charge a fee for Equipment model upgrades in certain circumstances including, but not limited to, a new line of products or a change in underlying technology or technological advancements requiring significant changes to an existing Equipment model. Regarding the foregoing, in any case where AMS charges a fee for an Equipment model upgrade, it will provide no less than six (6) months' notice to Agency prior to discontinuing the sale or rental of the discontinued Equipment model. In addition, AMS will continue to repair the Equipment for the shorter of three years or date of termination of third-party technology services integral to the performance and functionality of the discontinued Equipment.

## **8 CONFIDENTIAL INFORMATION**

**8.1 Confidential Information.** In connection with this Agreement a party ("Discloser") may furnish to the other party ("Recipient") software, user and training manuals, data, Client information, designs, drawings, tracings, plans, layouts, specifications, samples, equipment and other information provided by or on behalf of Discloser to Recipient, that should reasonably have been understood by Recipient, because of (i) legends or other markings, or (ii) the circumstance of disclosure or the nature of the information itself, to be proprietary and confidential to Discloser or to a third party ("Confidential Information"). Confidential Information specifically includes all information accessed by Agency via the Monitoring Software. Confidential Information may be disclosed in written or other tangible form (including digital or other electronic media) or by oral, visual or other means. Each party agrees not to disclose to the other party any confidential or proprietary information of third parties unless authorized to do so. The parties each agree to treat this Agreement, including all exhibits hereto, as Confidential Information of each party.

**8.2 Nondisclosure.** It is agreed that, after receipt of Confidential Information of the other party, Recipient shall: (i) restrict the dissemination of such Confidential Information to those employees who need to use the Confidential Information in the performance of this Agreement, and (ii) to use no less than a reasonable standard of care in safeguarding against unauthorized disclosure of such Confidential Information. Recipient agrees to have an appropriate nondisclosure agreement signed by each of its employees, agents and contractors who may be exposed to Discloser's Confidential Information.

**8.3 Exceptions from Confidential Information.** Confidential Information shall not include information that: (i) is or becomes part of the public domain without violation of this Agreement by Recipient, (ii) is already in Recipient's possession free of any restriction on use or disclosure, (iii) becomes available to Recipient from a third party provided that such party was free from restriction on disclosure of the information or (iv) has been independently developed by Recipient.

**8.4 Required Disclosures.** If Recipient is required by legal proceeding discovery request, "open records" or equivalent request, investigative demand, subpoena, court or government order to disclose Confidential Information, Recipient may disclose such Confidential Information provided that: (i) the disclosure is limited to the extent and purpose legally required; and (ii) prior to any disclosure, Recipient shall immediately notify Discloser in writing of the existence, terms and conditions of the required disclosure and, at Discloser's request and expense, cooperate in obtaining a protective order or other reliable assurance that confidential treatment will be accorded the Confidential Information.

## **9 TERM AND TERMINATION**

**9.1 Term.** This Agreement shall commence from the Effective Date and shall continue for the period specified on page one (the "Initial Term") unless earlier terminated in accordance with the provisions of this Agreement. After the Initial Term expires, this Agreement can be extended by mutual written agreement of the parties for additional terms (each a "Renewal Term"). The Initial Term, together with any Renewal Term, is referred to as the "Term".



**9.2 Termination for Convenience.** This Agreement may be terminated for convenience at any time upon thirty (30) days prior written notice by one party to the other.

**9.3 Termination for Breach.** Either party may terminate this Agreement; (i) if a voluntary or involuntary petition in bankruptcy, receivership, assignment for the benefit of creditors or other similar insolvency action is filed or levied against the other party and not discharged within sixty (60) days after the filing or levied thereof; (ii) by written notice by the non-breaching party, if the other party fails to cure any nonpayment of money owed to the other party under this Agreement within thirty (30) days of such notice; (iii) by written notice by the non-breaching party, if the other party fails to cure any material breach of this Agreement (other than non-payments described in clause (ii) above) within sixty (60) days of such notice (it is understood; however, that a violation of law, breach of confidentiality or misuse of access grants that cannot be cured shall be grounds for immediate termination); or (iv) immediately, by written notice by the non-breaching party, upon the second commission of a previously remedied material breach under clause (iii) above.

**9.4 Termination for Non-Appropriation of Funds.** In the event that Agency is unable to continue to make payments required hereunder due to a failure of the responsible governmental entity to make available funding to the level and in the amount required to remain in compliance with Agency's financial obligations; hereunder, then upon the occurrence of such a non-appropriation event and on the date that the requisite funding ceases to be available to the Agency, Agency may terminate this Agreement, without further financial obligation or liability to AMS other than to pay for Products and Services previously delivered to Agency or performed for Agency.

**9.5 Survival.** This Section, any indemnity obligations of either party, and Sections 4.3, 4.4, 6, 8, 11, 12.1 and 12.2 shall survive termination of this Agreement.

## **10 EFFECT OF TERMINATION**

**10.1 Payments; Return of Equipment.** Upon any termination of this Agreement or any Schedule incorporated by reference herein, Agency shall provide AMS with all outstanding payments due and, within ten (10) days of the termination, return to AMS all Equipment not owned by Agency or, if so directed by AMS, to AMS' third party supplier. Upon termination of this Agreement, each party shall deliver or destroy all Confidential Information of the other party which is in its possession, care or control within thirty (30) days of termination except for backup and archived Client data.

## **11 ALLOCATION OF LIABILITY**

Each party agrees, to the extent allowed by law, to defend, indemnify and hold the other party and its officers, directors, shareholders, employees and third party suppliers (collectively, the "Indemnified Parties") harmless from and against all losses, damages and expenses, including reasonable attorneys' fees, in connection with any claims against the Indemnified Parties arising out of or related to the negligence or willful misconduct of the other party's employees or agents. Further, Agency shall indemnify and hold harmless AMS and its officers, directors, shareholders, employees and third party suppliers against the acts of any Client assigned to wear the Equipment, including claims for personal, injury property damage or death. An indemnifying party shall have the foregoing obligation only if the other party provides: (i) a prompt written request for indemnification and defense in such claim or action; (ii) sole control of the defense and settlement thereof; and (iii) all available information, assistance and authority reasonably necessary to settle and defend any such claim or action.

EXCEPT AS ALLOWED BY APPLICABLE LAW, UNDER NO CIRCUMSTANCES SHALL A PARTY TO THIS AGREEMENT BE LIABLE TO THE OTHER PARTY OR ANY OTHER THIRD PARTY FOR INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF GOODWILL, PROFITS, DATA, (OR USE THEREOF), OR BUSINESS INTERRUPTION ARISING OUT OF ANY ACTS OR FAILURES TO ACT, WHETHER SUCH DAMAGES ARE LABELED IN STRICT LIABILITY, TORT, CONTRACT OR OTHERWISE, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

AMS HAS NO RESPONSIBILITY OR LIABILITY FOR ACTS THAT MAY BE COMMITTED BY INDIVIDUALS WHILE THEY ARE CLIENTS. EXCEPT AS LIMITED BY APPLICABLE LAW, UNDER NO CIRCUMSTANCES SHALL THE TOTAL LIABILITY OF AMS FOR ALL CLAIMS OF ANY KIND WHATSOEVER, AND UNDER ANY THEORY OF LIABILITY, EXCEED THE TOTAL AMOUNT PAID BY AGENCY TO AMS DURING THE TWELVE MONTHS IMMEDIATELY PRECEDING THE EARLIEST EVENT GIVING RISE TO THE CLAIM.

The limitations set forth in this Section 11 shall apply even if any exclusive remedy in this Agreement fails of its essential purpose. The allocation of liability in this Section 11 represents the agreed and bargained for understanding of the parties and each party's compensation hereunder reflects such allocations.

## **12 MISCELLANEOUS PROVISIONS**

**12.1 Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado without regard to its conflicts of laws provisions. AMS and Agency hereby irrevocably consent to jurisdiction, service of process and venue in the City and County of Denver, Colorado.

**12.2 Arbitration.** Disputes arising under this Agreement that cannot be resolved informally by the parties through good faith negotiations shall be resolved by arbitration before a sole arbitrator appointed and operating pursuant to the Federal Arbitration Act and Commercial Arbitration Rules of the American Arbitration Association. The arbitration shall be conducted in the City and County of Denver, Colorado. The written decision of the arbitrator shall be final, binding and convertible to a court judgment in any appropriate jurisdiction. Each party shall bear its own expenses with respect to such arbitration and shall share equally in the expenses of the arbitrator and the fees of the American Arbitration Association.

**12.3 Injunctive Relief.** Notwithstanding anything above to the contrary, either party at any time may apply to a court having jurisdiction thereof for a temporary restraining order, preliminary injunction or other appropriate order where such relief may be necessary to protect its interests (including, without limitation, any breach of the obligations under Sections 4 and/or 8), without any showing or proving of any actual damages and without posting a bond or other security.

### **12.4 Non-Discrimination and Business Code of Conduct.**

**12.4.1 Non-discrimination.** To the extent not exempt, the parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

**12.5 Records Retention and Audit Rights.** Agency will retain all records relating to the Agreement or any Schedule for a period of seven (7) years after termination of the Agreement or applicable Schedule. During the Term, upon ten (10) days prior written notice, and not more than once per year (unless circumstances warrant additional audits as described below), AMS may audit Agency's procedures and records that relate to the obligations under this Agreement. Notwithstanding the foregoing, the parties agree that AMS may conduct an audit at any time, in the event of (i) audits required by governmental or regulatory authorities or (ii) investigations of a breach of this Agreement.

**12.6 Assignment.** Except as expressly permitted herein, neither party may transfer or assign this Agreement, in whole or in part, without the written consent of the other party and any such attempt at transfer or assignment shall be void. Notwithstanding the foregoing, AMS may transfer or assign this Agreement to an entity that is an affiliate of AMS or, in the event of a sale of all or substantially all of its assets or equity, each without the consent of Agency. This Agreement shall extend to and be binding upon any successors and permitted assigns of the parties.

**12.7 No Agency; Independent Contractor.** The use of the term "Agency" in this Agreement is solely for convenience and is not intended to make either party an agent of the other party. This Agreement does not constitute and shall not be construed as constituting an agency, distributorship or joint venture business arrangement between the parties. AMS is to be and shall remain an independent contractor with respect to Products provided or Services performed under this Agreement. AMS may subcontract the performance of any of its obligations under this Agreement. However, such subcontracting will not relieve AMS of its obligations under this Agreement.

**12.8 Force Majeure.** Except for the obligation to make payments as provided herein, neither party shall be in default under this Agreement by reason of its delay in the performance of, or failure to perform, any of its obligations under this Agreement, if, and to the extent that, such delay or failure is caused by strikes, wars, natural disasters, acts of the public enemy, government restrictions or acts of terrorism. Upon claiming any excuse or delay under

this Section, such party shall promptly notify the other party, use reasonable efforts to remove the cause and continue its performance under this Agreement whenever the cause is removed.

**12.9 Notices.** All notices, requests, demands or communications required or permitted hereunder shall be in writing, delivered personally or by electronic mail, facsimile or overnight delivery service at the respective addresses set forth herein (or at such other addresses as shall be given in writing by either party to the other). All notices, requests, demands or communications shall be deemed effective upon receipt for personal delivery, or on the business day following the date of sending by electronic mail, facsimile or overnight delivery service.

**12.10 Waiver; Severability.** Any waiver of any default or breach of this Agreement shall be effective only if in writing and signed by an authorized representative of the party providing the waiver. No such waiver shall be deemed to be a waiver of any other or subsequent breach or default. If any provision of this Agreement is held to be invalid, the remaining portions of this Agreement shall remain in full force.

**12.11 Publicity.** AMS shall have the right to issue news releases, press releases or other communications regarding this Agreement to potential investors and customers. However, AMS shall not disclose any names of Clients without the prior written approval of the Client and Agency.

**12.12 Headings.** Headings used in this Agreement are for convenience of reference only and shall not be construed as altering the meaning of this Agreement or any of its parts.

**12.13 Execution.** This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. The parties agree that signatures on this Agreement, as well as any other documents to be executed under this Agreement, may be delivered by facsimile or email and signed using a portable document format or an electronic signature in lieu of an original signature, and the parties agree to treat such signatures as original signatures and agree to be bound by this provision.

**12.14 Entire Agreement.** This Agreement constitutes the entire understanding of the parties and supersedes all prior or contemporaneous written and oral agreements, representations or negotiations with respect to the subject matter hereof. This Agreement may not be modified or amended except in writing and signed by both parties.

**IN WITNESS WHEREOF**, the parties' hereto have caused this Agreement to be executed by their dully authorized representatives as of the date last signed by AMS.

**STEELE COUNTY COMMUNITY CORRECTIONS**

**ALCOHOL MONITORING SYSTEMS, INC.**

By: Tim Schammel

Name: Tim Schammel

Title: Community Corrections Director

Date: 6/9/2020

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Clerk of Agency

By: Lou Sugo

Name: Lou Sugo

Title: Vice President – Sales and Marketing

Signed by AMS and effective as of: 6/9/2020  
Effective Date

**PRODUCT AND SERVICE SCHEDULE  
TO  
MASTER AGENCY AGREEMENT**

**AGENCY:** STEELE COUNTY COMMUNITY CORRECTIONS

This **PRODUCT AND SERVICES SCHEDULE** ("Schedule") to the **MASTER AGENCY AGREEMENT** (the "**Agreement**") is entered into on the date last signed by AMS by and between Alcohol Monitoring Systems, Inc. ("AMS") and the Agency identified above. This Schedule is incorporated by reference into the Agreement effective \_\_\_\_\_ executed by the parties. Unless otherwise defined herein, capitalized terms in this Schedule are those as defined in the Agreement. This Schedule is effective on the date signed by AMS.

AMS hereby desires to provide Agency with the Equipment and sell the Agency supporting Services and Agency desires to order such Equipment and purchase such Services as defined in this Schedule during the Term.

**1. DEFINITIONS**

- a. "Active Equipment" means any Equipment unit actively using the Monitoring Software.
- b. "Additional Monitoring Services" means, if Agency is purchasing such services, the additional Monitoring Services provided by AMS and as further defined on Attachment 1, at the pricing set forth in Attachment 1, Schedule A
- c. "CAM Equipment" means, if applicable per the pricing table below, an ankle bracelet device that continuously monitors alcohol levels and if configured as a kit, the base station.
- d. "Service Fee" as used on the Schedule(s) means the Monitoring Service fee charged by AMS to Agency per each Equipment unit, per day using the Monitoring Services.
- e. "Equipment" means collectively the GPS equipment, CAM equipment, various base stations, the Remote Breath Analyzer, the Radio Frequency House Arrest bracelet, Wireless Multi-connect devices and various base stations if sold separately rather than in kit configuration.
- f. "GPS Equipment" means, if applicable per the pricing table below, a device that monitors Client's geophysical location based on exclusion and inclusion zones and includes the base station if configured as a kit.
- g. "House Arrest Equipment" means, if applicable per the pricing table below, an electronic ankle device that monitors Client's adherence to a home arrest curfew schedule and includes the base station if configured as a kit.
- h. "Remote Breath Equipment" means, if applicable per the pricing table below, a device that measures alcohol levels in the breath and may have facial recognition capabilities.
- i. "SLA" means the Service Level Agreement Information document, which is attached to this Schedule as Attachment 1 and is only applicable if Agency is purchasing or renting Equipment with Additional Monitoring Services. Specific SLA protocols will be agreed to in a separate SLA document signed by Agency.
- j. "Wireless Base Station" means, if applicable per the pricing table below, an AMS device that uses cellular transmission to connect with another device, such as a House Arrest or CAM bracelet.
- k. "Wireless Multi-connect Device" means, if applicable per the pricing table below, a third-party wireless device that connects multiple electronic hardware devices, such as a CAM bracelet to a base station.

**2. TERRITORY: Steele County in the State of Minnesota**

**3. EQUIPMENT AND SERVICE LIMITATIONS AND SPECIAL REQUIREMENTS**

**3.1 GENERAL EQUIPMENT LIMITATIONS**

### 3.1 GENERAL EQUIPMENT LIMITATIONS

- 3.1.1 **Alcohol Detection.** The CAM Equipment is not designed to give immediate notification of alcohol detection.
- 3.1.2 **Tamper Efforts.** AMS makes no assurances that the any Equipment worn by a Client will detect all tamper efforts.
- 3.1.3 **Submergence in Water or Other Liquid.** Equipment is not designed for submergence in liquids. Certain Equipment can tolerate limited water exposure such as that encountered when showering.
- 3.1.4 **Failure by Agency to Adhere to Maintenance Schedules.** AMS bears no liability for Agency's failure to adhere to Equipment maintenance notifications and/or schedules related to equipment and calibration.

### 3.2 REMOTE BREATH EQUIPMENT LIMITATIONS

3.2.1 **Set Up.** Agency is responsible for entering and updating schedules for each Client and setting up all relevant notifications, including all methods and events. Further, Agency is responsible for establishing a program providing the necessary criteria to interpret all testing results provided by AMS. The Equipment is intended to be used to determine if a Client has consumed alcohol. It is a professional device designed to be used by trained Agency personnel in conjunction with a routine Agency-run equipment maintenance and calibration oversight program. Use by untrained personnel or without periodic maintenance or calibration may result in invalid results or incorrect interpretation of results.

3.2.2 **Breath Test Results.** AMS will not analyze or interpret testing results, reporting histories, or provide an opinion as to whether the Client has consumed alcohol. The concentration of alcohol in the blood of the Client cannot be exactly determined by using a breath alcohol-screening device. Blood alcohol concentration depends on a number of variables including, but not limited to, the amount of alcohol consumed, the rate at which it was consumed, body size, age, physical health and the rate of which the Client metabolizes alcohol. No vehicle or machinery should ever be operated after alcohol consumption, regardless of the breath test result as even small quantities of alcohol can result in driving impairment.

3.2.3 **Other Limitations.** The SCRAM Remote Breath Equipment is not waterproof and should not be immersed in or exposed in any way to liquids. Equipment damaged by Clients or by exposure to water will not be repaired and is subject to the lost/damaged Equipment unit replacement fee.

3.3 **ADDITIONAL MONITORING SERVICES – 24/7 REQUIREMENTS.** Additional Monitoring Services are supported by a separate SLA document, which must be completed for each Client. Each SLA specifies, among other things, the type, description and price of the Monitoring Services to be provided. Any modifications of the terms of the SLA shall be made solely in writing and mutually executed by the parties and any other attempt to modify the terms of the SLA shall be void. AMS is not liable for; (i) the actions or inactions of Agency or its employees, contractors and agents that result in delay or error in the Services; (ii) failure to report Client non-compliant activities to appropriate supervising authorities when potential bond, parole or probation violations have occurred; or (iii) inaccurate information provided or input into the Monitoring Software, including Client or other contact information, GPS inclusion/exclusion zone set up and offender schedule information and associated protocols.

3.4 **WIRELESS EQUIPMENT AND NETWORK LIMITATIONS.** AMS provides a choice of data network providers as a part of its Services for the Wireless Multi-connect Device and other Equipment. AMS accepts no responsibility or liability for wireless data coverage or lack thereof. No data will be transmitted when a data network that is supporting the Equipment is not available. Wireless Multi-connect Devices do not provide caller location or caller identification.

**4 EQUIPMENT AND SERVICE PRICING:**

**4.1 Purchased Equipment.**

Equipment Type	Quantity	Price per Unit	Service Fee per Unit, per Day
CAM Kit Landline Base Station	1+	\$1500	\$5.30
CAM Bracelet	1+	\$1200	\$5.30
CAM Kit Wireless Base Station	1+	\$1735	\$5.30
CAM Landline Base Station	1+	\$400	NA
CAM Wireless Base Station	1+	\$650	\$1.00
Remote Breath Kit	1+	\$850	\$2.60

**4.2 Rental Equipment Price**

Equipment Type	Quantity	Service Fee per Unit, per Day	Rental Equipment Fee, per Unit, per Day	Daily Service Fee per Unit (includes Rental Equipment Fee)	Shelf Fee
CAM Kit Landline Base Station	1+	\$5.30	\$1.27	\$6.57	\$2.17
CAM Bracelet	1+	\$5.30	\$0.83	\$6.13	\$1.73
CAM Kit Wireless Base Station	1+	\$5.30	\$2.61	\$7.91	\$2.51
Remote Breath Equipment	1+	\$2.66	\$2.60	\$5.26	\$2.45
CAM Landline Base Station Standalone	1+	NA	\$0.58	\$0.58	\$0.58
CAM Wireless Base Station Standalone	1+	\$1.00	\$0.94	\$1.94	0.94

**Note 1:** If purchasing/renting the Wireless Base Station kitted with CAM or HA Equipment, the Service Fee will be invoiced at the amount for CAM or HA Kit listed above, plus the Service Fee amount listed above for the CAM or HA Wireless Base station as if it were purchased/rented as a standalone unit. The same concept applies to Daily Rental GPS Beacons.

**5. ADDITIONAL SERVICES**

**Training:** AMS will provide Agency personnel with training in the use of the Products. Any such training will be at no charge to Agency.

**Ethernet Communication:** \$0.50 per Equipment unit, per day

**RB Associated Consumables:** AMS will provide 1 calibration kit for each order with a quantity of 25 Remote Breath Equipment units.

**RB Calibration Fee:** AMS will calibrate Remote Breath Equipment for a charge of \$50 Equipment unit.

**Consumables:** AMS electronic monitoring devices require the use of certain consumable items for proper operation. Consumables are provided at no additional charge up to the amount of the customer's normal expected usage for a particular product, usually based on monitored days. Consumables in excess of normal expected usage are available for purchase. A complete listing of consumables for AMS electronic monitoring devices, including current purchase price, is located under that Help tab in SCRAMnet. In addition, AMS offers for sale certain accessories that

assist customers in their normal operations. A complete listing of accessories available for purchase, including current purchase prices, is located under the Help tab in SCRAMnet.

Consumable Calculation Example:

90 CAM units on for a 30 day/monthly period

Results in 2700 monitored days

Using a normal expected usage of 90 days for battery/faceplate kits

Allocated 30 battery faceplate kits for the month.

**6 RESERVED**

**7 SHELF FEE; SHELF ALLOWANCE; LOST AND DAMAGE FEE:**

**Shelf Fee:** A Shelf Fee is only charged if there is an amount in the Rental Equipment Fee column in the table above and there is a Shelf Allowance percentage listed below.

**Shelf Allowance: 20%**

**Loss and Damage Fee:** The replacement fee for Rental Equipment lost or damage beyond repair will be the purchase price, per unit, listed above or as follows. For Parts it will be the current replacement cost from the manufacturer. GPS refurbishment fee will be \$365.20 for those units that can be repaired.

**8 SPECIAL TERMS: NA**

**IN WITNESS WHEREOF**, the parties' hereto have caused this Agreement to be executed by their dully authorized representatives as of the date last signed by AMS.

THIS SCHEDULE, AND THE AGREEMENT OF WHICH IT IS A PART, IS A COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, WHICH SUPERSEDES ALL PRIOR SCHEDULE AND ANY PROPOSALS AND UNDERSTANDINGS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS SCHEDULE. By execution, both signers certify that each is authorized to execute the Schedule on behalf of their respective companies.

**STEELE COUNTY COMMUNITY CORRECTIONS**

**ALCOHOL MONITORING SYSTEMS, INC.**

By: Tim Schammel

By: Lou Sugo

Name: Timothy Schammel

Name: Lou Sugo

Title: Community Corrections Director

Title: Vice President – Sales and Marketing

Date: 6/9/2020

Signed by AMS and effective as of: 6/9/2020  
Effective Date

**ATTACHMENT 1 – MONITORING SERVICE LEVEL AGREEMENT INFORMATION  
TO  
PRODUCT AND SERVICE SCHEDULE  
TO  
MASTER AGENCY AGREEMENT**

**INTENTIONALLY OMITTED**



**Amendment 1 to Master Agency Agreement  
By and Between  
Alcohol Monitoring Systems, Inc.  
And  
Steele County Community Corrections**

**Amendment 1** is by and between Alcohol Monitoring Systems, Inc. with its primary office at 1241 W. Mineral Ave., Littleton, CO 80120 (“AMS”) and Steele County Community Corrections with its primary office at 631 N. Cedar Ave., Ste. 100, Owatonna, MN 55060 (“Agency”). Agency and AMS are parties to a Master Agency Agreement, effective June 10, 2020 (the “Agreement”). Capitalized terms in this Amendment 1 have the same meaning as those in the Agreement. This Amendment is effective as of the last date signed by AMS (the “Effective Date”).

**WHEREAS**, Agency and AMS desire to renew the Agreement.

**NOW THEREFORE**, in consideration of the above premises and the mutual promises contained herein, it is hereby agreed that the Agreement identified herein shall be modified as follows:

The Agreement will be extended for an additional 36 months, from June 10, 2023 through June 9, 2026.

All other terms and conditions of the Agreement remain unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment 1 to be executed by their duly authorized representatives as of the date signed by AMS.

**Steele County Community Corrections**

**By:** \_\_\_\_\_

**Name:** Tim Schammel

**Title:** Community Corrections Director

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** John Hennessey

**Title:** Chief Operating Officer

**Signed by AMS and effective as of:**

\_\_\_\_\_  
**Effective Date**



## Steele County Agenda Item

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**Subject: INTERAGENCY AGREEMENT WITNESSETH (MN PRARIE/CCA MHS FUNDS)**

**Department:** Community Corrections

**Committee Meeting Date:** July 12, 2023

**Board Meeting Date:** July 25, 2023

**Consent Agenda:**  Yes  No

**Resolution:**  Yes  No

**Policy Committee Recommendation:**

.

**Recommendation:**

Provide permission to Steele County Community Corrections Director to sign Interagency Agreement between MN Prairie and Steele County Community Corrections.

**Background (*Including Budget Impact*):**

The attached Interagency Agreement is regarding Mental Health Screening Grant Funds through the Minnesota Department of Human Services. Steele County Community Corrections submits Mental Health Screening data to DHS/MN Prairie annually. Per statute these screens are subject to reimbursement per a DHS process. This Agreement will allow Steele County Community Corrections to submit service invoices to MN Prairie from July 1, 2023 – December 31, 2023, which will not exceed \$6,811.00.

**Attachments:**

1. Interagency Agreement Witnesseth

INTERAGENCY AGREEMENT  
WITNESSETH

This Agreement is made and entered into by and between the MNPrairie County Alliance, 22 East 6<sup>th</sup> Street, Dept 401, Mantorville, MN 55955 hereafter referred to as “MNPrairie”, and the Steele County Community Corrections, 631 N Cedar Ave, Suite #100, Owatonna, MN 55060 hereafter referred to as “Community Corrections.”

WHEREAS, in consideration of the mutual understanding and agreements set forth, MNPrairie and Court Services agree as follows:

1. Term

The term of this Agreement shall be from July 1, 2023, through December 31, 2023.

2. Services

Community Corrections will utilize services as outlined within the Children’s Mental Health Screening Grant as follows:

- BRASS Code 405: \$3,406.00
- BRASS Code 453: \$3,405.00

Total Available: \$6,811.00

3. Payment for Services:

Services arranged through Community Corrections shall comply with the BRASS Codes noted above and invoices for such services shall be sent within 15 days of receipt to:

[patricia.harrelson@MNPrairie.gov](mailto:patricia.harrelson@MNPrairie.gov)

MNPrairie shall pay invoices presented to it under the Children’s Mental Health Screening Grant for Steele County Community Corrections. No changes shall be made without written permission of the Minnesota Department of Human Services (DHS) through communication with Patricia Harrelson at MNPrairie. No changes may be requested after September 30, 2023.

4. Assignments:

Neither MNPrairie, nor Community Corrections shall assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.

5. Amendments:

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

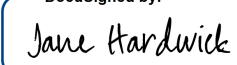
IN WITNESS WHEREOF, MNPrarie, and Community Corrections have executed this Agreement as of the day and year first written above.

Steele County Community Corrections

BY: \_\_\_\_\_ DATED: \_\_\_\_\_

Timothy Schammel, Director Court Services

MNPrarie County Alliance

BY: DocuSigned by:  
  
2F96F103E0E7451... \_\_\_\_\_ DATED: 6/23/2023

Jane Hardwick, Executive Director



## Steele County Agenda Item

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**Subject:** 501(c)3 Appropriation Discussion

**Department:** Treasurer's Office/Finance

**Committee Meeting Date:** July 12, 2023

**Board Meeting Date:** July 25, 2023

**Consent Agenda:**  Yes  No

**Resolution:**  Yes  No

### **Policy Committee Recommendation:**

#### **Recommendation:**

For discussion only

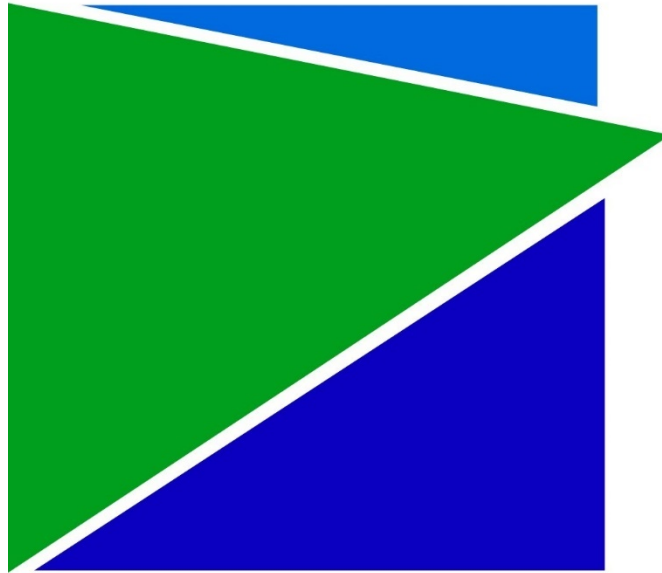
#### **Background (*Including Budget Impact*):**

Over the last several months, a small committee including Amber Aaseth, Cathy Piepho, Mary Urch, Maddie Hessian and Erin Edel have met to discuss how we can incorporate the County's appropriations to local 501(c)3 organizations into the Public Health's Statewide Health Improvement Plan (SHIP) program. Two areas of focus for SHIP are mental health and healthy eats. Currently, Steele County appropriates approximately \$50,000 each year between the following non profits: Transitional Housing of Steele Co, SEMCAC, Women's Crisis Resource Center, Healthy Seniors and Community Pathways. All these organizations deal with mental health or healthy eats, so it only seemed appropriate that this allocation process be overseen by the SHIP program.

Cook County, MN did a similar thing a few years ago. They now have a formalized process where organizations apply for funding and the applications are reviewed and awarded by a committee. Attached is their grant application request.

We would like to discuss with the committee their thoughts about Steele County following Cook County's model to appropriate funds.

# COOK COUNTY



# MINNESOTA

**Public Health Fund Request for Proposals  
2024 Budget Cycle**



**Available through Cook County Public Health and Human Services**

411 West 2nd Street • Grand Marais, MN 55604

<https://co.cook.mn.us/index.php/public-health-documents>

## Cook County Public Health Fund

Cook County may contract with agencies to provide services within the county that serve a public purpose and that have a specific authorization in Minnesota Statute. Activities that promote public health, safety, general welfare, security, prosperity, or contentment for the benefit of the community are generally agreed to serve a public purpose.

### OVERVIEW OF THE PROCESS

- **To be considered for funding, organizations must complete the online application form by June 22, 2023.**
- You will NOT be able to save your work and continue later. We recommend that you save your answers as a Word document while working on the application, then cut and paste your answers in this form when you are ready to submit it. You can see a complete list of all application questions at:  
[https://co.cook.mn.us/government/departments/public health and human services/public health/grants.php](https://co.cook.mn.us/government/departments/public%20health%20and%20human%20services/public%20health/grants.php)  
by viewing the document "Public Health Fund Application for 2024 Grants".
- Alongside this online application, please email two required attachments to [phhs@co.cook.mn.us](mailto:phhs@co.cook.mn.us).
  - 1) Your organization's 2022 Tax Form 990 (first two pages only) and
  - 2) A complete project budget using the "Template Project Budget for Public Health Fund" found at the website mentioned above
- Grant activities must serve a public purpose, and grantees must align with at least one of the priorities identified in the Cook County Community Health Assessment:
  - Access to specialty medical services
  - Behavioral health
  - Safe and stable housing
  - Services for elders
  - Services for families with young children
  - Substance abuse
- A sub-group of the Public Health and Human Services (PHHS) Advisory Council will review all applications prior to meeting as a group and deciding how to recommend that the Board of Commissioners allocate funding.
- The information requested on this application is intended to be used by the County Board of Commissioners in making determinations regarding the allocation of County taxpayer dollars. Failure to provide complete, accurate information may result in the County being unable or unwilling to grant your funding request.
- Organizations not meeting the application deadline will not be considered for funding during this grant cycle and will have to wait until the following year to re-apply.

- Organizations that fail to demonstrate that they fulfill the criteria for funding will not be funded.
- In addition to funding successful and proven programs, the County is open to providing funding for new projects that meet the criteria for funding.
- It should be clearly understood that not every qualifying organization making a request will be assured of receiving funding.
- All applicants must either be a 501c3 nonprofit or have a fiscal sponsor that is a 501c3 nonprofit, AND have as their primary purpose to provide services to residents of Cook County Minnesota.
- If the Cook County Board approves the continuation of funding for the Childcare Wage Enhancement Program for 2024, childcare staff wages and benefits will be ineligible for Public Health Fund grant dollars as they will instead be eligible for the Childcare Wage Enhancement Program. Non-profit childcare programs will be asked to separate staff wages/compensation from other portions of their grant request.
- All applicants will be invited to participate in a short (10 minute), virtual Q&A session with members of the grant review subcommittee on July 7<sup>th</sup>, 2023.
- Should you have any further questions regarding this application or the funding process, please contact public health staff by email: [pahs@co.cook.mn.us](mailto:pahs@co.cook.mn.us) or phone: 218-387-3620.



**Cook County Public Health Fund Application**

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Legal name of organization

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Address City, State, Zip

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Employer Identification Number (EIN)

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Phone

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Email Contact

Provide a 2-3 sentence summary of your request for funding:

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Alignment with priority health areas identified in the Cook County Community Health Assessment (check all that apply)

- Access to specialty medical services
- Behavioral health
- Safe and stable housing
- Services for elders
- Services for families with young children
- Substance abuse

How does your request address the priority health areas indicated above?

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Amount of funding requested: \$ \_\_\_\_\_

Population served (example: families, youth, seniors, people struggling with mental health, etc.)

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**1) Organization information**

- a) Provide a summary of your organization's mission, goals, and major programming areas.
- b) How are you collaborating with other organizations in the community?
- c) Indicate any potential conflict(s) of interest with board members or staff related to use of requested County funds and what steps will be taken to ensure there is no breach of public confidence.

**2) Intended use for requested county funds**

- a) Would this funding support new programming, expand programming, maintain existing programming, or support the general operations of your organization?
- b) What specific programs or initiatives will the requested funding support?
- c) How many people do you anticipate these programs or initiatives will serve?
- d) What percentage of your operating budget is the requested funding?
- e) If your organization is NOT granted full funding, how will that impact the programming you are able to offer to the community?
- f) How is your request targeting those in greatest need of services?

**3) Proposal Narrative**

- a) Describe the challenge or need that your proposed activities seek to address?
- b) How will you measure the impact of the activities that this funding supports?

**4) Financial Information**

- a) Please include (email these [phhs@co.cook.mn.us](mailto:phhs@co.cook.mn.us) to be considered for funding):
  - i) A copy of your organization's 2022 IRS Form 990 (first two pages only)
  - ii) A project budget for the funds you are requesting using the "Template Project Budget for Public Health Fund" found at: [https://co.cook.mn.us/government/departments/public\\_health\\_and\\_human\\_services/public\\_health/grants.php](https://co.cook.mn.us/government/departments/public_health_and_human_services/public_health/grants.php)
- b) Please list the list of names of corporations and or foundations from whom you have requested funds in the past year, with dollar amounts, indicating which sources are committed or pending.
- c) If you are a licensed childcare program, please separate the total amount of funding requested to support staff wages and benefits from your overall request. If the Cook County Board approves the continuation of funding for the childcare wage enhancement program for 2024, this portion of your request will be ineligible for Public Health Fund grant dollars as it will instead be eligible for the Childcare Wage Enhancement program.

Authorized signature (Organization's Administrator or Board Chair):

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Printed name of signatory

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**Evaluation**

To be eligible for funding in future years, grantees must submit an evaluation. The Public Health Supervisor will email all grantees an evaluation request form in March 2025.

We will also request a project budget that shows how funds were spent in the grant year as part of your annual report as well as a short virtual presentation on your grant report (to be given for the Public Health Fund Grant Review Subcommittee).

***Thank you for what your organization does to support the health, safety and well-being of our community!***