



MCIT

Minnesota Counties Intergovernmental Trust

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BOARD OF DIRECTORS

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Coordinator

Date: November 15, 2019

To: MCIT County Members

From: Robyn M. Sykes, Executive Director

Subject: **2019 ANNUAL MEETING ANNOUNCEMENT AND NOTICE OF BOARD ELECTION**

The 2019 Annual Meeting of the Minnesota Counties Intergovernmental Trust will be held:

Monday, Dec. 9, 2019

4 p.m.

(Registration begins at 3:30)

State/Sunwood Room
Kelly Inn / River's Edge Convention Center
St. Cloud, Minnesota

In accordance with the MCIT Bylaws, an election will be held for four seats on the MCIT Board of Directors:

SEAT A: Presently held by Felix Schmiesing, Sherburne County Commissioner. Commissioner Schmiesing has served on the Board since 2007 and is the current board chair. Schmiesing is seeking re-election to a four-year term that expires Dec. 31, 2023.

SEAT B: Presently held by Stearns County Auditor-Treasurer Randy Schreifels. Schreifels has served on the board since 2013. Schreifels is seeking re-election to a four-year term that expires Dec. 31, 2023.

SEAT C: Presently held by Jackson County Commissioner Don Wachal. Commissioner Wachal has served on the Board since his appointment in March 2019 to complete an unexpired term that ends Dec. 31, 2019. Wachal is seeking election to a four-year term that expires Dec. 31, 2023.

SEAT D: Presently held by Marcia Ward, Winona County Commissioner. Commissioner Ward has served on the Board since her appointment in July 2019 to complete an unexpired term. Ward is seeking election to complete the four year term that expires Dec. 31, 2020.

A proposed Annual Meeting Agenda is enclosed. A representative from each MCIT member should plan to attend this important gathering. It is an excellent opportunity to review the prior year's accomplishments, look ahead to future activities, and share ideas with fellow members. I look forward to seeing you at the meeting.

Enclosure: Proposed Annual Meeting Agenda

**MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST
2019 ANNUAL MEMBERSHIP MEETING**

Monday, December 9, 2019 - 4:00 p.m.
Registration will begin at 3:30 p.m.

**State / Sunwood Room
Kelly Inn / River's Edge Convention Center
St. Cloud, Minnesota**

Proposed Agenda:

Call to Order **Felix Schmiesing, Chair**

Approve the Agenda

Approve the Minutes of the 2018 Annual Meeting

Financial Reports **Cheri Donovan, Finance
Manager**

- 2018 Audited Financial Statement
- Unaudited Financial Statement for
September 30, 2019

Election of Officers:

- Review of Election Process/Protocols **Robyn Sykes, Executive
Director**
- Report of the Nominating Committee
- Seat A Election (Term Expires 12/31/23)
- Report of the Nominating Committee
- Seat B Election (Term Expires 12/31/23)
- Report of the Nominating Committee
- Seat C Election (Term Expires 12/31/23)
- Report of the Nominating Committee
- Seat D Election (Term Expires 12/31/20)

Report of the Executive Director **Robyn Sykes**

Announcement of 2019 Achievement Awards **Felix Schmiesing, Chair**

Member Comments/Misc. Items

Adjourn

REFRESHMENTS WILL BE SERVED

BBC Project Plan Guidelines

Handout
5B

Project Name: Wi-Fi Hotspot in Jacobson Community Center

Project Description:

This project will place a 25mbps Wi-Fi hotspot in the Jacobson Community Center. This is an area with very little to no broadband availability, the Jacobson Community Center hosts many local events and is a East Central Regional Library remote site. The Wi-Fi should get good use by locals, area visitors and Mississippi River users.

Project Team Leader Bob Jarvi

Who else will be involved in this project?

- Jacobson Community Center Board

What are the goals of your project:

- To provide a Wi-Fi hotspot in Jacobson. This project utilizes the same Satellite service that Long Lake Conservation Center used prior to fiber being installed and was very successful at LLCC. At the Community Listening Session, Wi-Fi in communities was a desired goal.

What are some strategies for achieving those goals:

- Signage in the area and along the Mississippi River will let area residents and visitors know about the service. Signage in the building will be placed throughout.

What are the desired outcomes? At the end of the project, what will be different, better, more or less of?

- There are no high-speed access points in the Jacobson area, coupled with the amount of use that the Community Center gets, there will be access to Wi-Fi for many folks who wouldn't otherwise have it. This grant will provide 36 months of service, after the 36 months, the Jacobson Community Center will be responsible for either continuing or discontinuing the satellite service.

How will you measure the success of your project?

Jacobson Community Center will provide usage numbers annually, if possible a counter will be installed.

Budget:

36 months of 25mbps at \$100.00 per month for a total grant of \$3,600.00.

In-Kind cash and labor and signage \$750.00

Total project cost: \$4,350.00

Please submit a detailed budget including sources of cash and in-kind match.

BBC Project Plan Guidelines

Project Name: Install high speed fiber optic broadband at the Long Lake Conservation Center Campus.

Project Description:

Currently LLCC does not have a fiber broadband connection or network. Recently, LLCC has utilized a satellite service but a fiber network will provide higher speeds to allow for more programming and will service all buildings on the LLCC Campus.

Project Team Leader Wendie Bright

Other Project Team Members:

- Rich Courtemanche, Courtney Dowell, Bob Marcum and the LLCC Foundation, Natural Resources Committee, Scott Savage, SCI, Inc.

What are the goals of your project:

- To bring a reliable fiber broadband network to the LLCC Campus. One that will provide broadband capability campus wide and allow LLCC to operate its programming and outreach with the high speed internet connection. At the Community Listening Session, Long Lake Conservation Center fiber access was listed among the desired outcomes.

What are some strategies for achieving those goals:

- SCI Broadband, Inc has been a great partner in extending broadband networks in Aitkin County. With a fiber line nearby, SCI agreed to bring the fiber network to LLCC and throughout the entire campus. SCI agreed to discount the cost of the fiber network making it affordable with the limited funds available.

What are the desired outcomes? At the end of the project, what will be different, better, more or less of?

- The outcome is a reliable, affordable high speed broadband network at the Long Lake Conservation Center.

How will you measure the success of your project?

- We will measure success by usage and new programming made possible with the broadband.

Budget:

Cost to provide fiber network campus wide \$20,000.00

Local match of \$5,000.00 from the LLCC Foundation.

Blandin grant of \$15,000.00

Please submit a detailed budget including sources of cash and in-kind match.

BBC Project Plan Guidelines

Project Name: Increase MyChart usage amongst patients and caregivers at Riverwood Healthcare Center

Project Description:

As an identified organizational goal for Riverwood Healthcare Center they would like to increase MyChart usage amongst patients and caregivers to allow them to become key stakeholders in their healthcare. MyChart is an online patient portal for accessing their electronic healthcare record, scheduling appointments, contacting their provider, viewing results, monitoring health maintenance, etc. By increasing the usage of this functionality it will also increase broad band usage within our communities (all Aitkin County and part of Crow Wing County).

Project Team Leader Liz Dean, Nicole Cook

Other Project Team Members:

- RHC Staff

What are the goals of your project:

In the process of increasing the number of active MyChart users RHC would like to purchase online patient educational materials to allow our patients to watch at home or on site during a visit. Educating patients on their healthcare conditions will help them gain more knowledge on their diagnosis and empower them to take better care of themselves. Riverwood plans to purchase electronic devices (iPad, laptop, computer) to aid in implementation and ease of use for onsite patient enrollment, completing online questionnaires and viewing online education materials.

What are some strategies for achieving those goals:

To be able to accomplish all of these tasks we would like key staff to be educated through Innovation 90. With this education, key staff will learn to redesign the delivery of care, improve patient experience, and develop digital solutions. Not only will this help to accomplish the goal listed above but also help for the future of digital healthcare and the increase usage of broadband benefiting both our patients and Riverwood.

What are the desired outcomes? At the end of the project, what will be different, better, more or less of?

The desired outcome is more patients using MyChart,

How will you measure the success of your project?

We will track the usage of MyChart to measure how many new users come aboard with the training and marketing of MyChart.

Please submit a detailed budget including sources of cash and in-kind match.

BBC Project Plan Guidelines

Total Grant Budget \$26,000 (Blandin \$20,000 & Riverwood \$6,000)

Online Patient Education \$5,000

Innovation 90 Training \$15,000

Marketing/Materials \$2,500

Electronic Devices \$2,500

Administration of program \$1,000

Please submit a detailed budget including sources of cash and in-kind match.

BBC Project Plan Guidelines

Project Name: Enhance the interactive community conference centers in Aitkin and McGregor.

Project Description:

The interactive Community Centers in Aitkin and McGregor have been very successful and receive use from community programs, remote learning sites and more. The enhancements to the existing system is interactive cameras to allow for onsite and offsite use.

Project Team Leader: Kari Paulsen, *Kari Horbacz*

Other Project Team Members:

- CareerForce and McGregor Chamber of Commerce Staff and Directors.

What are the goals of your project:

- To enhance and expand our existing interactive capabilities. Education and Small Business technology were listed as goals at the Community Listening Session.

What are some strategies for achieving those goals:

- Hold educational workshops and work further with NEMOJT to let the community know what is available for their use.

What are the desired outcomes? At the end of the project, what will be different, better, more or less of?

- At the end of the project we will have enhanced and improved upon our existing capabilities.

How will you measure the success of your project?

- We will continue to gather feedback from users to determine if they feel the enhancements are useful, track usage.

Budget:

Logitech Group 10X Zoom Cameras and installation \$5,910.00

In-Kind and cash for programming, maintenance hosting fees for 2 years \$1,920.00

Total project cost: \$7,830.00

Please submit a detailed budget including sources of cash and in-kind match.

