

# **Cass County Children's Initiative, Inc.**

**c/o Pine River-Backus School District  
PO Box 610, Pine River, MN 56474  
218-833-2176**

**INTERAGENCY AGREEMENT**

**INTEGRATED FUND  
INTERAGENCY AGREEMENT**

This Agreement shall be effective when adopted by all parties and remain in effect until revised or rescinded. Hereafter known as the parties includes the Cass County Children's Initiative Board, hereafter known as the Board; Cass County Board of Commissioners (including Public Health and Social Services) and Cass County Probation Department; Cass Lake-Bena School District; Walker-Hackensack-Akeley School District; Northland Community Schools; Pine River-Backus School District; Pillager School District; BI-CAP; and Cass County Family Centers.

**I. WITNESSETH:**

WHEREAS, all parties are committed to the vision and principles of the Cass County Children's Initiative; and

WHEREAS, the parties to this agreement desire a maximum degree of long range cooperation and administrative planning in order to help communities build strong families; and

WHEREAS, all parties are committed to improving services to children and families through the sharing of information, elimination of duplication of services and coordination of efforts; and

WHEREAS, all parties mutually agree that sharing resources, where feasible, may result in improved outcomes for children and families; and

WHEREAS, all parties mutually agree that combined financial resources, as identified in this agreement, shall be used to support the mission of the Cass County Children's Initiative; and

WHEREAS, all parties agree to contribute said financial resources to an integrated fund managed by the Board of the Cass County Children's Initiative, hereinafter referred to as the "Integrated Fund" and no payments will be made to partners without receipt of financial contribution as outlined below;

NOW, THEREFORE in consideration of the foregoing and the following agreements, the parties do hereby covenant and agree to the following:

## **II. EACH OF THE PARTIES AGREES TO:**

1. Assign staff, as appropriate, to participate in the development and advancement of the Cass County Children's Initiative.
2. Identify resources which can be contributed to the integrated fund.
3. Develop internal policies and cooperative procedures, as needed, to implement this agreement to the maximum extent possible.
4. Comply with laws regarding data privacy and other applicable rules and procedures which relate to records use, security, dissemination, and retention/destruction.
5. Ensure the accuracy, preparation and distribution of all documentation necessary to assist the fiscal agent to the Cass County Children's Initiative, in meeting the reporting requirements of the Board. Information shall be retained at the site of the parties in accordance with all applicable retention schedules.
6. To abide by the Data Sharing, Data Privacy, and Release of Information guidelines as released by DHS and specific to LCTS, and specific to the Title IV-E Foster Care Candidacy Local Collaborative Time Study (LCTS).

## **III. THE BOARD AGREES TO:**

1. Direct the fiscal agent to expend funds from the Integrated Fund only in accordance with applicable state and federal laws or rules and regulations governing categorical expenditures, or only in a manner that is consistent with the intent and purpose of this agreement or other agreement which may be used to further advance the mission of the Cass County Children's Initiative.
2. Actively seek and contribute to the integrated fund miscellaneous grant dollars.
3. May provide financial and technical support for local Area Family Councils.
4. Seek new opportunities for program development which strengthen collaborative efforts on a county wide basis.
5. Maintain a positive working relationship with state agencies and other family services collaboratives.
6. Prepare and distribute to all collaborative partners an annual report highlighting collaborative activity and project expenditures.
7. The Board shall direct the work and supervise the work of the Children's Initiative Director. The benefits and personnel policies affecting the Children's Initiative Director shall be determined by the Board of the Children's Initiative.
8. To assure Single Audit Act, OMB Circular A-128, and OMB Circular A-133 as applicable to meet Federal Funding guidelines.

## **IV. CASS COUNTY BOARD OF COMMISSIONERS (including Public Health and Social Services) and Cass County Probation AGREES TO:**

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.

2. Contribute to the Integrated Fund, funds up to \$33,000 annually specifically for children's mental health services related programs as needed. Invoices must be itemized. All invoices must be received by December 15 of each year.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Return an executed contract within 45 days of receipt.

**V. WALKER-HACKENSACK-AKELEY SCHOOL DISTRICT AGREES TO:**

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix A of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

**VI. CASS LAKE-BENA SCHOOL DISTRICT AGREES TO:**

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix B of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

**VII. NORTHLAND COMMUNITY SCHOOLS AGREES TO:**

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix A of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.

4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

**VIII. PINE RIVER-BACKUS SCHOOL DISTRICT AGREES TO:**

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix A of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

**IX. PILLAGER SCHOOL DISTRICT AGREES TO:**

1. Participate in the Local Collaborative Time Study under the terms and conditions of the program as listed in Appendix B of this agreement.
2. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk potentially including CTSS, under the terms and conditions of the program as listed in Appendix A of this agreement.
3. Contribute \$5,000.00 annually to the Integrated Fund of the Cass County Children's Initiative.
4. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of all LCTS qualifying programs under the terms and conditions outlined in this Agreement.
5. Return an executed contract within 45 days of receipt.

**X. BI-CAP AGREES TO:**

1. Contribute to the Cass County Children's Initiative resource and referral data for Cass and Beltrami County.
2. Contribute \$575.00 annually to the Integrated fund of the Cass County Children's Initiative.
3. Return an executed contract within 45 days of receipt.

**XI. CASS COUNTY FAMILY CENTERS AGREE TO:**

1. Participate in developing and providing preventive or early intervention services to children, adolescents and families at risk under the terms and conditions of the program as listed in Appendix A of this agreement. This would include the Home Visiting Programs currently in operation.
2. Ensure the accuracy, preparation and distribution of all necessary documentation for the reporting, billing and payment of qualified programs under the terms and conditions outlined in Appendix A of this Agreement.
3. Return an executed contract within 45 days of receipt.

**XII. TERM OF AGREEMENT:**

This Agreement shall be effective when adopted by all Parties and remain in effect until revised or rescinded.

**XIII. AGENCY REPRESENTATIVES:**

(This section specifies, by position, persons who have primary responsibility for implementing and monitoring the effectiveness of this agreement.)

1. BI-CAP Director
2. Cass County Board of Commissioners (including Public Health & Social Services) and Cass County Probation Department (2)
3. Cass Lake-Bena School District, Superintendent
4. Cass County Family Center Representatives (3)
5. Northland Community Schools, Superintendent
6. Pillager School District, Superintendent
7. Pine River-Backus School District, Superintendent
8. Walker-Hackensack-Akeley School District, Superintendent

**XIV. INTERAGENCY DISPUTES:**

In the event of a disagreement among two or more of the parties involved in this agreement, the disputing parties shall first attempt to work out the disagreement through informal communication. If this does not resolve the issue, the grieving party shall notify all other parties in writing of the nature of the dispute and shall request a meeting of the parties to resolve the issue or to collectively determine a process to resolve the dispute.

**XV. MODIFICATION OF AGREEMENT:**

Modification of this agreement shall be made only by the consent of all parties and shall include a written document setting forth the modifications, signed by all parties.

## **XVI. OTHER INTERAGENCY AGREEMENTS:**

All Parties acknowledge that this agreement does not preclude or preempt any of the agencies from entering into additional agreements with one or more parties to this agreement or with parties outside of this agreement. Such agreements shall not nullify this agreement.

## **XVII. RIGHT TO WITHDRAW**

1. A party may withdraw from this Agreement by adopting a resolution which specifically contains language of its "Notice to Withdraw." The approved party's Board's resolution shall be submitted under cover letter and sent via certified mail to each party to this Agreement. The Notice must be received by July 1 to be effective December 31, allowing at least six (6) months for the withdrawal process.
2. Withdrawal may occur at an earlier time by mutual agreement of a two-thirds ( $\frac{2}{3}$ ) majority vote of the non-withdrawing parties' Boards.
3. If any party exercises its right to withdraw, this Agreement shall remain in full force and effect between the remaining parties, so long as the minimum required parties (one school district, one public health entity, one county social services agency, one mental health organization, one community action agency (and one corrections agency) have not given notice of withdrawal.
4. Following its withdrawal from this Agreement, the withdrawing party shall fulfill any outstanding contractual responsibilities it may have with the State of Minnesota, the federal government, other parties, and the Cass County Children's Initiative.
5. Upon withdrawal, funds contributed and dues paid by party shall remain in the Cass County Children's Initiative's Integrated Fund.

Signature page follows, please have chairperson of your organization/agency, upon your board's approval, sign and **return within 45 days of receipt of this agreement to:**

Cass County Children's Initiative  
c/o Pine River-Backus School District  
PO Box 610  
Pine River, MN 56474

**XVII. SIGNATURES OF PARTIES TO THIS AGREEMENT:**

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Chairperson, BI-CAP Signature	Date	Print
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Chairperson, Cass County Board of Commissioners (including Public Health and Social Services) and Cass County Probation Signature	Date	Print
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Chairperson, Cass Lake-Bena School District Signature	Date	Print
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Chairperson, Northland Family Center Signature	Date	Print
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Chairperson, Northland Community Schools Signature	Date	Print
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Chairperson, Pillager School District Signature	Date	Print
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Chairperson, Pillager Family Center Signature	Date	Print
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Chairperson, Pine River-Backus School District Signature	Date	Print
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Chairperson, Pine River-Backus Family Center Signature	Date	Print
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Chairperson, Walker-Hackensack-Akeley School District Signature	Date	Print
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