

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
March 27, 2012**

- 9:00 A.M.**
- I. Call to Order**
 - II. Pledge of Allegiance**
 - III. Approval of Agenda**
 - IV. Review February 28, 2012 Health & Human Service Board Minutes**
 - V. Review Bills**
 - VI. General/Miscellaneous Information**
 - A. Request to Fill Office Support Specialist Vacancy**
 - VII. Contracts**
 - VIII. Administrative Reports:**
 - A. Caseload Update & Graph** – Eileen Foss, Income Maintenance Supervisor
 - B. Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor
 - IX. Joint Powers Board Reports:**
 - A. Tri-County Community Health Services Board (CHS) – Cynthia Bennett / Tom Burke / Commissioner Westerlund – No Report This Month**
 - X. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee** - Commissioners Westerlund and/or Marcotte
Meeting updates from Committee Members: Sara Math & Roberta Elvecrog
See attached minutes from the March 7, 2012 meeting.
 - B. AEOA / NEMOJT Committee Updates** – Commissioner Napstad
 - C. CJJ (Children’s Justice Initiative)** – Commissioner Westerlund
 - XI. Adjournment:** **Next Meeting – April 24, 2012**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
February 28, 2012**

I. Call to Order

The Aitkin County Board of Commissioners met this 28th day of January, 2012, at 9:03 a.m. as the Aitkin County Health & Human Services Board, beginning with the Pledge of Allegiance, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Ann Marcotte, Brian Napstad, Don Niemi and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; Staff Members Sue Tange and Susan Cebelinski, Social Service Supervisors; Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Cynthia Bennett, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Bob Lewis & Dave Leaf, HHS Advisory Committee Members; Nanci Sauerbrei, Aitkin Independent Age; Beth Leaf, Aitkin County CARE; and Georgia Johnson, Citizen.

II. Pledge of Allegiance

III. Approval of Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the agenda as mailed.

IV. Review January 24, 2012 Health & Human Service Board Minutes

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the January 24, 2012 Health & Human Services Board Meeting Minutes as mailed.

V. Review Bills

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the Bills as presented this date.

VI. General/Miscellaneous Information

- A. Emergency General Assistance Plan – FYI – Tom Burke** / Eileen Foss noted that this Plan was developed by the state which told us what our guidelines were for Emergency General Assistance. This year each county had to have its own plan so it was worked on as a region for consistency, altho it doesn't vary a lot from what we have done in the past. The State allocation for Aitkin County is generally around \$14,000 per year. Before, we had two separate allocations between Emergency MSA and Emergency General Assistance which together were about \$17,000-18,000. There is no Emergency MSA any longer as it has been combined with Emergency General Assistance and has been reduced. We have never expended county funds when we run out of the State Allocation. We research and seek community resources to assist. (Emergency General Assistance is for single adults with no children.)
- B. Elder Abuse Investigation Training Update – PowerPoint – Susan Cebelinski** updated the Board on the recent Elder Abuse Investigation Training that was held January 26th & 27th in Duluth which was attended by Commissioner Marcotte; Steve Cook, Deputy Sheriff Investigator; Sara Winge, Assistance County Attorney; Kathy Carlson, Public Health Nurse; Carol Eibes-Rollins, Adult Protection Social Worker; and Susan Cebelinski, Adult Services Supervisor. This training was presented by the St. Paul Police Department which included a long term investigator, a county prosecutor and victim advocate. There is a law presented to our

legislators which we hope will pass, as currently some of the penalties for abusing elders are misdemeanors and are very, very minimal and right now the state is looking at passing a law to make some of these offenses felonies. See attached printed PowerPoint slides.

- C. **Regional Redesign Meeting 1/31/12 Update – Tom Burke** updated the Board that they met on the 31st with respect to the electronic system within Income Maintenance and discussed what to do next. They are looking at regionalization in the area of Child Support and try to do a Pilot in Region III but the counties would still maintain Child Support. Whereas in Region 10 which has about 12 counties signing on, they are looking at turning that program over to the State to run Child Support and make the comparison of the pilots to see if we could do it as well if not better. They discussed the possibility of using ITV for some hearings so folks working in the city with a child support case in another county could go to a local site with an ITV for the hearing and then be able to return right back to work without having to miss an entire day of work. We have to figure out if the various judicial districts involved would have an impact on how this will work.
- D. **Commissioner Wedel distributed copies of a letter from Lucinda Jesson, State Commissioner of DHS**, commending the staff of Aitkin County Health & Human Services for perfect performance in meeting DHS Human Service financial reporting requirements for calendar year 2011. Commissioner Wedel expressed the County Board's appreciation and commend Tom Burke, Kathy Ryan and HHS staff for this achievement.

VII. Contracts

- A. **Home and Community-Based Waiver services Contract between ACHHS and Mystic Meadow Homes, Inc., Aitkin for the period January 1, 2012 through December 31, 2014.** *Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the Home and Community-Based Waiver services Contract between ACHHS and Mystic Meadow Homes, Inc., Aitkin for the period January 1, 2012 through December 31, 2014.*

VIII. Administrative Reports:

- A. **Caseload Update & Graph** – Eileen Foss, Income Maintenance Supervisor, discussed the report with the Board noting that the MNCare caseload numbers are going down due to the new MA Expansion Program and also noted that this is not our total caseload for Aitkin County, but only the cases we administer.
 - 1. Food Support ME Exit –E-mail from Bobbe Granmoe, DHS- Eileen Foss updated the Board with respect to the e-mail regarding the program advisory review of the Food Support Program which is done every three years in the form of a management evaluation and client surveys that were distributed noting that with the surveys returned we received an A+ rating.
- B. **Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor, noted we are running on schedule for the year.

IX. Joint Powers Board Reports:

- A. **Tri-County Community Health Services Board (CHS) – Cynthia Bennett /Tom Burke / Commissioner Westerlund**

Cynthia noted that we have included Talking Points from the Community Health Board along with the draft meeting summary for commissioner review. It was also noted that they have a new member on the Board, Dr. Shara Pehl who is a physician from Itasca County and currently the Medical Director for Itasca Medical Care who will serve as the Medical Consultant/Representative to the CHS Board. Cynthia also discussed the Health Standard Ranking in Minnesota which looks at various indicators that includes binge drinking and Pertussis. Also discussed the supreme court justice ruling of the newborn screening program (blood spots) noting the outcome is that MDH will be allowed to continue to conduct newborn

screening with an opt out option versus an opt in option. An explanation will be provided to the new parents along with the opt out form, noting that with the proper information and the whole story, folks will be more apt to approve and cooperate.

Discussion with respect to “What is SCHSAC?” noting it is the State Community Health Services Advisory Committee which advises, consults with, and makes recommendations to the Commissioner of Health on matters relating to the development, funding and evaluation of community health services in Minnesota. It is a very unique partnership between the Commissioner of Health and local government. It gives local government the opportunity to have input into what this State Agency is doing. There are 52 CHS Boards in Minnesota with a representative from each CHS Board on the SCHSAC committee. Our CHS Joint Powers Agreement is with Aitkin, Itasca and Koochiching counties.

X. Committee Reports from Commissioners

- A. **H&HS Advisory Committee** - Commissioners Westerlund and/or Marcotte
Meeting updates from Committee Members: Bob Lewis, Dave Leaf, Roberta Elvecrog – See attached minutes from the February 1, 2012 meeting. Commissioner Westerlund noted that Jenny Quade gave a report to the committee on the HeadStart Program. There were responses from AEOA and it was noted that the home meals program has moved from Paulbeck’s to Rossalini’s and that Kelly’s Kitchen in Palisade is no longer involved with senior dining. (It was noted that Palisade Café is currently serving senior dining meals.) There was an Operation Christmas update. AEOA has distributed their new bus schedule. New Pathways was discussed at the Advisory meeting and Roberta gave an update since that meeting.
- B. AEOA / NEMOJT Committee Updates – Commissioner Napstad noted there has been no meetings recently and he will report next month on the NEMOJT meeting scheduled for this Thursday.
- C. CJJ (Children’s Justice Initiative) – Commissioner Westerlund noted that Deb Tuper, SW, and Sue Tange, Supervisor, gave a presentation on safety and the tools the social workers are using when they talk to children and families.

XI. Adjournment: Next Meeting – March 27, 2012

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried; the vote was to adjourn the meeting at 10:20 a.m.

Mark Wedel, Chairperson

Tom Burke, Director
Aitkin County Health & Human Services

Julie Lueck, Clerk to Aitkin County Health & Human Services Board

**The Statistical Reports for the fourth quarter of 2011
for Income Maintenance, Social Services and Public Health were included in the packet.**

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>			<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
85003 Aitkin Co Dac			18.43	PAPERSHRED	Services Or Contracts
05-400-440-0410-6231				02/06/2012 02/28/2012	
05-420-600-4800-6231			48.69	PAPERSHRED	Services Or Contracts
				02/06/2012 02/28/2012	
05-430-700-4800-6231			64.48	PAPERSHRED	Services Or Contracts
				02/06/2012 02/28/2012	
85003 Aitkin Co Dac			131.60	3 Transactions	
86222 Aitkin Independent Age			29.40	MINUTES 9/27-12/20/11	Services Or Contracts
05-400-440-0410-6231	P			09/27/2011 12/20/2011	
05-400-440-0410-6231			18.48	FEMA NOTICE	Services Or Contracts
				02/01/2012 02/01/2012	
05-420-600-4800-6231	P		77.70	MINUTES 9/27-12/20/11	Services Or Contracts
				09/27/2011 12/20/2011	
05-420-600-4800-6231			48.84	FEMA NOTICE	Services Or Contracts
				02/01/2012 02/01/2012	
05-430-700-4800-6231	P		102.90	MINUTES 9/27-12/20/11	Services Or Contracts
				09/27/2011 12/20/2011	
05-430-700-4800-6231			64.68	FEMA NOTICE	Services Or Contracts
				02/01/2012 02/01/2012	
05-430-720-3020-6069			55.00	CHILDCARE ADV	Community Ed & Prevent/Advertising
				02/15/2012 02/18/2012	
86222 Aitkin Independent Age			397.00	7 Transactions	
88023 American Payment Centers			11.20	BOX RENTAL(APR-JUNE'12)	Services Or Contracts
05-400-440-0410-6231				04/01/2012 06/30/2012	47773
05-420-600-4800-6231			29.60	BOX RENTAL(APR-JUNE'12)	Services Or Contracts
				04/01/2012 06/30/2012	47773
05-430-700-4800-6231			39.20	BOX RENTAL(APR-JUNE'12)	Services Or Contracts
				04/01/2012 06/30/2012	47773
88023 American Payment Centers			80.00	3 Transactions	
8239 Ameripride Linen & Apparel Services			3.52	CLEANING SERVICE	Services Or Contracts
05-400-440-0410-6231				02/16/2012 02/16/2012	

V.

Aitkin County



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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
05-420-600-4800-6231		9.29	CLEANING SERVICE 02/16/2012 02/16/2012	Services Or Contracts
05-430-700-4800-6231		12.31	CLEANING SERVICE 02/16/2012 02/16/2012	Services Or Contracts
8239 Ameripride Linen & Apparel Services		25.12	3 Transactions	
88628 Dalco				
05-400-440-0410-6405		12.92	TOWELS	2429569 Supplies-Computer/Office/Meeting
05-420-600-4800-6405		34.14	TOWELS	2429569 Supplies-Computer/Office/Meeting
05-430-700-4800-6405		45.22	TOWELS	2429569 Supplies-Computer/Office/Meeting
88628 Dalco		92.28	3 Transactions	
11051 Department of Human Services				
05-420-640-4800-6231		234.40	CS-MO FED OFFSET FEE-FEB'12	Services Or Contracts
05-420-650-4400-6025		6,002.12	MA ESTATE-FEB'12	County Share - Ma
05-420-650-4400-6025		2,269.25	MA LTC UN 65-FEB'12	County Share - Ma
05-420-650-4400-6025		337.50	MA MH TCM CV-FEB'12	County Share - Ma
11051 Department of Human Services		8,843.27	4 Transactions	
1491 Dutch's Electric, Inc				
05-400-440-0410-6231		8.45	CHANGE BALLAST-PH LUNCH RM 02/15/2012 02/15/2012	19661 Services Or Contracts
05-420-600-4800-6231		22.35	CHANGE BALLAST-PH LUNCH RM 02/15/2012 02/15/2012	19661 Services Or Contracts
05-430-700-4800-6231		29.60	CHANGE BALLAST-PH LUNCH RM 02/15/2012 02/15/2012	19661 Services Or Contracts
1491 Dutch's Electric, Inc		60.40	3 Transactions	
2186 Hillyard Inc - Kansas City				
05-400-440-0410-6405		44.10	CLEANING SUPPLIES	600146712 Supplies-Computer/Office/Meeting
05-420-600-4800-6405		116.55	CLEANING SUPPLIES	600146712 Supplies-Computer/Office/Meeting
05-430-700-4800-6405		154.35	CLEANING SUPPLIES	600146712 Supplies-Computer/Office/Meeting
2186 Hillyard Inc - Kansas City		315.00	3 Transactions	
2386 Information Systems Corp				
05-400-440-0410-6231		11.60	DR9080C-SCANNER MAINT AGRMT	3802 Services Or Contracts
05-420-600-4800-6231		30.67	DR9080C-SCANNER MAINT AGRMT	3802 Services Or Contracts
05-430-700-4800-6231		40.61	DR9080C-SCANNER MAINT AGRMT	3802 Services Or Contracts

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2386 Information Systems Corp		82.88	3 Transactions		
90182 Laboratory Corp Of America Holdings					
05-420-640-4800-6397		33.00	IVD GENETIC TEST 0010264665-06		Genetic Tests Iv-D
05-420-640-4800-6397		99.00	IVD GENETIC TEST 0010264665-06		Genetic Tests Iv-D
90182 Laboratory Corp Of America Holdings		132.00	2 Transactions		
9486 Larson Plumbing & Heating					
05-400-440-0410-6231		31.31	BOILER VALVE REPAIR	3249	Services Or Contracts
			03/07/2012 03/07/2012		
05-420-600-4800-6231		82.74	BOILER VALVE REPAIR	3249	Services Or Contracts
			03/07/2012 03/07/2012		
05-430-700-4800-6231		109.57	BOILER VALVE REPAIR	3249	Services Or Contracts
			03/07/2012 03/07/2012		
9486 Larson Plumbing & Heating		223.62	3 Transactions		
2928 Lundberg Plumbing & Heating, Inc					
05-400-440-0410-6231		59.43	REPAIR PUMP-BOILER SYSTEM	11891	Services Or Contracts
			02/29/2012 02/29/2012		
05-420-600-4800-6231		157.05	REPAIR PUMP-BOILER SYSTEM	11891	Services Or Contracts
			02/29/2012 02/29/2012		
05-430-700-4800-6231		207.99	REPAIR PUMP-BOILER SYSTEM	11891	Services Or Contracts
			02/29/2012 02/29/2012		
2928 Lundberg Plumbing & Heating, Inc		424.47	3 Transactions		
89079 McGregor Area Ambulance Service					
05-400-401-0000-6812		2,080.00	FEB'12 RUNS		Mcgregor Area Ambulance
89079 McGregor Area Ambulance Service		2,080.00	1 Transactions		
89080 Meds-1 Ambulance Service Inc					
05-400-401-0000-6813		20.00	FEB'12 RUNS		Meds-1 Hill City Ambulance
89080 Meds-1 Ambulance Service Inc		20.00	1 Transactions		
11987 MILLE LACS COUNTY HEALTH & HUMAN SERVICES					
05-430-700-4800-6208		30.00	SS-AMSSA REGISTRATION(ST/SC)		Staff Development/Training
11987 MILLE LACS COUNTY HEALTH & HUMAN SERVICES		30.00	1 Transactions		

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
89765 Minnesota Elevator Service				
05-400-440-0410-6231		21.25	ELEVATOR SERVICE-MAR'12	236634 Services Or Contracts
05-420-600-4800-6231		56.15	ELEVATOR SERVICE-MAR'12	236634 Services Or Contracts
05-430-700-4800-6231		74.36	ELEVATOR SERVICE-MAR'12	236634 Services Or Contracts
89765 Minnesota Elevator Service		151.76	3 Transactions	
9831 Naccho				
05-400-440-0410-6208		55.00	MEMBERSHIP DUES-2012	Staff Development/Training
			01/01/2012 12/31/2012	
9831 Naccho		55.00	1 Transactions	
89081 North Ambulance Brainerd				
05-400-401-0000-6809		1,575.00	FEB'12 RUNS	No. Memorial Ambulance-Aitkin
89081 North Ambulance Brainerd		1,575.00	1 Transactions	
4070 Riley Auto Supply				
05-400-440-0410-6405		15.64	BELTS-AIR HANDLER SYSTEM	521826 Supplies-Computer/Office/Meeting
05-420-600-4800-6405		41.35	BELTS-AIR HANDLER SYSTEM	521826 Supplies-Computer/Office/Meeting
05-430-700-4800-6405		54.76	BELTS-AIR HANDLER SYSTEM	521826 Supplies-Computer/Office/Meeting
4070 Riley Auto Supply		111.75	3 Transactions	
5774 Riverwood Healthcare Clinic				
05-430-700-4800-6231		200.00	PRE-EMP PHYSICAL(AW)	Services Or Contracts
			02/20/2012 02/20/2012	
5774 Riverwood Healthcare Clinic		200.00	1 Transactions	
4233 S & T Office Products Inc				
05-400-440-0410-6405		35.82	OFFICE SUPPLIES	Supplies-Computer/Office/Meeting
05-400-450-0451-6405		37.76	SHIP-ACTIVE LIVING SUPPLIES	Supplies-Computer/Office/Meeting
05-420-600-4800-6405		94.66	OFFICE SUPPLIES	Supplies-Computer/Office/Meeting
05-430-700-4800-6405		125.36	OFFICE SUPPLIES	Supplies-Computer/Office/Meeting
4233 S & T Office Products Inc		293.60	4 Transactions	
86177 Sheriff Aitkin County				
05-420-640-4800-6270		50.00	IVD SERV 0015160623-01	1755 Aitkin Co Sheriff Fees Iv-D
05-430-720-3980-6020		70.00	DAYCARE BKGRD CHECK	69/63/43/70 License And Resource Development

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86177 Sheriff Aitkin County		120.00	2 Transactions	
86944 Sheriff Crow Wing County 05-420-640-4800-6379		70.00	IVD SERVICE 0014573812-02	74174 Other Iv-D Charges
86944 Sheriff Crow Wing County		70.00	1 Transactions	
86460 Sheriff Dakota County 05-420-640-4800-6379		65.00	IVD SERVICE 0014068739-01	Other Iv-D Charges
86460 Sheriff Dakota County		65.00	1 Transactions	
87016 Sheriff Itasca County 05-420-640-4800-6379		55.00	IVD SERVICE 0014668326-01	2542 Other Iv-D Charges
87016 Sheriff Itasca County		55.00	1 Transactions	
88859 Spee*Dee-St Cloud 05-420-600-4800-6231		229.82	IM SERVICE	2153493 Services Or Contracts
			01/30/2012 03/05/2012	
05-430-700-4800-6231		10.59	SS SERVICE	2153493 Services Or Contracts
			01/30/2012 03/05/2012	
88859 Spee*Dee-St Cloud		240.41	2 Transactions	
5167 Trimin Systems Inc 05-400-440-0410-6231		247.49	QTR END 6/30/12	041400 Services Or Contracts
05-420-600-4800-6231		654.06	QTR END 6/30/12	041400 Services Or Contracts
05-430-700-4800-6231		866.19	QTR END 6/30/12	041400 Services Or Contracts
5167 Trimin Systems Inc		1,767.74	3 Transactions	
Final Total		17,642.90	27 Vendors	66 Transactions

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360 ARROWHEAD ECON OPP AGENCY 05- 430- 720- 3370- 6038		860.54	MFIP Supported Work 02/01/2012 02/29/2012	Mfip- Employment Services
360 ARROWHEAD ECON OPP AGENCY		860.54	1 Transactions	
8125 BACKSTROM/MARILYN 05- 430- 750- 3950- 6020		70.00	Public guardianship 02/01/2012 02/29/2012	Public Guardianship Dd
05- 430- 750- 3950- 6020		70.00	Public guardianship 02/01/2012 02/29/2012	Public Guardianship Dd
8125 BACKSTROM/MARILYN		140.00	2 Transactions	
9791 BIEGANEK/JOAN M 05- 430- 760- 3190- 6020		105.00	Guardianship/Conservator Activ 02/01/2012 02/29/2012	Court Related Services & Activities
9791 BIEGANEK/JOAN M		105.00	1 Transactions	
90746 CITY OF BRAINERD- PUBLIC TRANSIT 05- 430- 750- 3160- 6094		10.00	bus tickets 03/09/2012 03/30/2012	Transportation - Waiver
05- 430- 750- 3160- 6094		30.00	bus tickets 04/01/2012 04/30/2012	Transportation - Waiver
05- 430- 750- 3160- 6094		30.00	bus tickets 05/01/2012 05/31/2012	Transportation - Waiver
05- 430- 750- 3160- 6094		30.00	bus tickets 06/01/2012 06/30/2012	Transportation - Waiver
90746 CITY OF BRAINERD- PUBLIC TRANSIT		100.00	4 Transactions	
11051 Department of Human Services 05- 430- 730- 3590- 6072		4,072.71	CCDTF Maintenance of Effort 01/01/2012 01/31/2012	Ccdtf County % State Billings
11051 Department of Human Services		4,072.71	1 Transactions	
10342 DHS- ANOKA METRO RTC 05- 430- 745- 3721- 6081		207.60	State- operated inpatient 02/01/2012 02/01/2012	Commitment Costs - Poor Relief
10342 DHS- ANOKA METRO RTC		207.60	1 Transactions	

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9220 DHS- MSOP				
05- 430- 745- 3720- 6081		9,193.00	State- operated inpatient 02/01/2012 02/29/2012	State- Operated Inpatient - Rtc Or Cbhh
05- 430- 745- 3721- 6081		919.30	State- operated inpatient 02/01/2012 02/29/2012	Commitment Costs - Poor Relief
05- 430- 745- 3721- 6081		919.30	State- operated inpatient 02/01/2012 02/29/2012	Commitment Costs - Poor Relief
9220 DHS- MSOP		11,031.60	3 Transactions	
89965 DHS- ST PETER- SEE LIST				
05- 430- 745- 3721- 6081		1,626.90	State- operated inpatient 02/01/2012 02/29/2012	Commitment Costs - Poor Relief
05- 430- 745- 3721- 6081		1,456.00	State- operated inpatient 02/02/2012 02/29/2012	Commitment Costs - Poor Relief
05- 430- 745- 3721- 6081		1,234.20	State- operated inpatient 02/08/2012 02/29/2012	Commitment Costs - Poor Relief
89965 DHS- ST PETER- SEE LIST		4,317.10	3 Transactions	
91345 ELVECROG/ROBERTA C				
05- 430- 750- 3950- 6020		210.00	Public guardianship 01/01/2012 02/29/2012	Public Guardianship Dd
05- 430- 750- 3950- 6020		105.00	Public guardianship 01/01/2012 02/29/2012	Public Guardianship Dd
05- 430- 750- 3950- 6020		78.75	Public guardianship 01/01/2012 02/29/2012	Public Guardianship Dd
91345 ELVECROG/ROBERTA C		393.75	3 Transactions	
10030 GORDON/DOROTHY				
05- 430- 710- 3820- 6040		362.00	Relative custody assistance 03/01/2012 03/31/2012	Relative Custody Assistance
10030 GORDON/DOROTHY		362.00	1 Transactions	
1880 Gravelle Plumbing & Heating, Inc				
05- 430- 710- 3640- 6020		37.41	Plumbing service call 03/09/2012 03/09/2012	Family Assessment Response Services
1880 Gravelle Plumbing & Heating, Inc		37.41	1 Transactions	
86159 INDUSTRIES INC				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
05- 430- 750- 3380- 6050		51.50	Extended and supported employm 02/01/2012 02/29/2012	Extended Supported Employment
86159 INDUSTRIES INC		51.50	1 Transactions	
11320 Larson/Katherine A 05- 430- 750- 3890- 6020		714.70	Respite care 02/16/2012 02/29/2012	Respite Care
05- 430- 750- 3890- 6020		408.40	Respite care 03/01/2012 03/08/2012	Respite Care
11320 Larson/Katherine A		1,123.10	2 Transactions	
11589 Lutheran Social Service of MN- Mankato 05- 430- 750- 3950- 6020		259.15	Public guardianship 02/01/2012 02/27/2012	Public Guardianship Dd
11589 Lutheran Social Service of MN- Mankato		259.15	1 Transactions	
11072 LUTHERAN SOCIAL SERVICE OF MN- ST 05- 430- 760- 3950- 6020		274.93	Guardianship/conservatorship 02/01/2012 02/28/2012	Guardianship/Conservatorship
11072 LUTHERAN SOCIAL SERVICE OF MN- ST		274.93	1 Transactions	
86058 Martin/Patricia 05- 430- 760- 3950- 6020		105.00	Guardianship/conservatorship 01/01/2012 01/31/2012	Guardianship/Conservatorship
05- 430- 760- 3950- 6020		105.00	Guardianship/conservatorship 02/01/2012 02/29/2012	Guardianship/Conservatorship
86058 Martin/Patricia		210.00	2 Transactions	
91221 McCormick/John 05- 430- 710- 3820- 6040		210.00	Relative custody assistance 03/01/2012 03/31/2012	Relative Custody Assistance
91221 McCormick/John		210.00	1 Transactions	
9759 MISQUADACE/ANITA 05- 430- 710- 3820- 6040		408.46	Relative custody assistance 03/01/2012 03/31/2012	Relative Custody Assistance
05- 430- 710- 3820- 6040		143.54	Relative custody assistance 03/01/2012 03/31/2012	Relative Custody Assistance

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 Health & Human Services

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
05- 430- 710- 3820- 6040		147.17	Relative custody assistance 03/01/2012 03/31/2012	Relative Custody Assistance
9759 MISQUADACE/ANITA		699.17	3 Transactions	
12001 MOOSE LAKE EYE CARE 05- 430- 710- 3180- 6020		264.42	Glasses 03/05/2012 03/05/2012	Health- Related Services
12001 MOOSE LAKE EYE CARE		264.42	1 Transactions	
10593 Morrison/Debra 05- 430- 710- 3820- 6040		208.33	Relative custody assistance 03/01/2012 03/31/2012	Relative Custody Assistance
05- 430- 710- 3820- 6040		28.33	Relative custody assistance 03/01/2012 03/31/2012	Relative Custody Assistance
10593 Morrison/Debra		236.66	2 Transactions	
10700 MYSTIC MEADOW HOMES INC. 05- 430- 750- 3890- 6020		663.65	Respite care 02/03/2012 02/15/2012	Respite Care
10700 MYSTIC MEADOW HOMES INC.		663.65	1 Transactions	
10977 NORTHERN PSYCHIATRIC ASSOCIATES 05- 430- 740- 3050- 6020		250.73	Child outpatient diagnostic as 02/10/2012 02/10/2012	Child Outpat Assess/Psyc. Testing
05- 430- 740- 3050- 6020		250.73	Child outpatient diagnostic as 02/10/2012 02/10/2012	Child Outpat Assess/Psyc. Testing
05- 430- 740- 3050- 6020		250.73	Outpatient Diagnostic Assessme 02/10/2012 02/10/2012	Child Outpat Assess/Psyc. Testing
05- 430- 740- 3900- 6020		180.00	Clinical supervision- Child Rul 02/03/2012 02/03/2012	Child Rule 79 Case Mgmt
05- 430- 745- 3340- 6071		180.00	Clinical supervision- CSP 25% 02/03/2012 02/03/2012	Pyschosocial Rehab/Ind Living Skills Csp
05- 430- 745- 3910- 6020		360.00	Clinical supervision- Adult Rul 02/03/2012 02/03/2012	Adult Rule 79 Case Mgmt
10977 NORTHERN PSYCHIATRIC ASSOCIATES		1,472.19	6 Transactions	
3639 NORTHLAND COUNSELING CTR INC 05- 430- 730- 3710- 6020		975.00	Detoxification (Category I)	Detoxification - Grand Rapids

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
3639 NORTHLAND COUNSELING CTR INC		975.00	02/07/2012 02/09/2012 1 Transactions	
88193 Oakridge Homes Of Aitkin 05- 430- 740- 3890- 6020		104.00	02/03/2012 02/21/2012 1 Transactions	Child Mh Respite
88193 Oakridge Homes Of Aitkin		104.00	1 Transactions	
90748 OAKRIDGE HOMES SILS 05- 430- 750- 3340- 6073		489.18	02/01/2012 02/28/2012 Semi- Independent Living Servic	Semi- Independent Living Serv (Sils)
05- 430- 750- 3340- 6073		543.38	02/05/2012 02/26/2012 Semi- Independent Living Servic	Semi- Independent Living Serv (Sils)
90748 OAKRIDGE HOMES SILS		1,032.56	2 Transactions	
89879 OCCUPATIONAL DEVELOPMENT CENTER 05- 430- 745- 3160- 6050		87.00	02/01/2012 02/29/2012 Transportation for employment	Adult Transportation
05- 430- 760- 3370- 6050		255.00	02/01/2012 02/29/2012 Employability- supported employ	Employability - Txx
89879 OCCUPATIONAL DEVELOPMENT CENTER		342.00	2 Transactions	
3810 PAULBECK'S COUNTY MARKET 05- 430- 710- 3640- 6020		30.62	02/23/2012 02/23/2012 household supplies	Family Assessment Response Services
3810 PAULBECK'S COUNTY MARKET		30.62	1 Transactions	
87514 Pine Manors Inc 05- 430- 730- 3710- 6080		825.00	02/16/2012 02/19/2012 Detoxification (Category I)	Detoxification - Other
87514 Pine Manors Inc		825.00	1 Transactions	
88878 PRODUCTIVE ALTERNATIVES INC 05- 430- 750- 3380- 6050		232.50	02/01/2012 02/29/2012 Extended and supported employm	Extended Supported Employment
05- 430- 750- 3380- 6050		186.00	02/01/2012 02/29/2012 Extended and supported employm	Extended Supported Employment
05- 430- 750- 3380- 6050		465.00	Extended and supported employm	Extended Supported Employment

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
88878 PRODUCTIVE ALTERNATIVES INC		883.50	02/01/2012 02/29/2012 3 Transactions	
4242 RYAN & BRUCKER LTD 05- 430- 750- 3950- 6020		8.75	02/01/2012 02/29/2012 1 Transactions	Public Guardianship Dd
4242 RYAN & BRUCKER LTD		8.75		
88890 SCHARRER/SHIRLEY 05- 430- 750- 3950- 6020		70.00	11/01/2011 11/30/2011	Public Guardianship Dd
05- 430- 750- 3950- 6020		70.00	11/01/2011 11/30/2011	Public Guardianship Dd
05- 430- 750- 3950- 6020		70.00	12/01/2011 12/31/2011	Public Guardianship Dd
05- 430- 750- 3950- 6020		35.00	12/01/2011 12/31/2011	Public Guardianship Dd
05- 430- 750- 3950- 6020		35.00	12/01/2011 12/31/2011	Public Guardianship Dd
05- 430- 750- 3950- 6020		35.00	01/01/2012 01/31/2012	Public Guardianship Dd
05- 430- 750- 3950- 6020		35.00	01/01/2012 01/31/2012	Public Guardianship Dd
05- 430- 750- 3950- 6020		35.00	01/01/2012 01/31/2012	Public Guardianship Dd
05- 430- 750- 3950- 6020		35.00	02/01/2012 02/29/2012	Public Guardianship Dd
05- 430- 750- 3950- 6020		35.00	02/01/2012 02/29/2012	Public Guardianship Dd
05- 430- 750- 3950- 6020		35.00	02/01/2012 02/29/2012	Public Guardianship Dd
88890 SCHARRER/SHIRLEY		490.00	02/01/2012 02/29/2012 11 Transactions	
86177 SHERIFF AITKIN COUNTY 05- 430- 745- 3085- 6020		2,970.04	08/01/2011 12/31/2011	Adult Outpat Diagnostic Assess/Psyc
05- 430- 745- 3085- 6020		367.09	07/12/2011 12/12/2011	Adult Outpat Diagnostic Assess/Psyc

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 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
86177 SHERIFF AITKIN COUNTY		3,337.13	2 Transactions	
9140 SIMAR/CANDACE				
05- 430- 750- 3950- 6020		70.00	Public guardianship 02/01/2012 02/29/2012	Public Guardianship Dd
05- 430- 750- 3950- 6020		35.00	Public guardianship 02/01/2012 02/29/2012	Public Guardianship Dd
05- 430- 760- 3950- 6020		70.00	Guardianship/conservatorship 02/01/2012 02/29/2012	Guardianship/Conservatorship
9140 SIMAR/CANDACE		175.00	3 Transactions	
11614 STEPPING STONES FOR LIVING LLC				
05- 430- 760- 3450- 6050		60.00	Reimbursement for riding progr 05/31/2011 05/31/2011	Social & Recreational Services 11635
11614 STEPPING STONES FOR LIVING LLC		60.00	1 Transactions	
Final Total		35,356.04	34 Vendors	71 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	35,356.04	Health & Human Services	
	All Funds	35,356.04	Total	Approved by,
			
			

Aitkin County Health & Human Services

204 First St. NW
AITKIN, MINNESOTA 56431
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: March 20, 2012

TO: Patrick Wussow, Aitkin County Administrator
Aitkin County Personnel Committee

FROM: Tom Burke

RE: OSS Vacancy in the Front Office

We are requesting to fill the OSS position vacated by Christine Hamdorf as she has accepted a Social Worker position in Brainerd. Because Chris was on leave for 12 weeks last fall due to schooling, we know we would not be able to fully maintain duties without this position. This includes job responsibilities that go beyond the basics of assisting clients who come into the agency, managing phone calls and completing mail duties. To maintain the efficiency and effectiveness of our office in the long term, we need to continue purging closed case files, scan basement files, thin income maintenance files, all in preparation for the electronic document system.

Face-to-face walk-in traffic not only involves consumer services with or without appointments but directing people to meetings, coordinating delivery services, and matching consumers with the various entities in the building including probation, WIC, child support, and client contact with social workers or income maintenance staff. The nature of the visits may be unpredictable and varied to include one-on-one assistance by OSS in completing forms prior to appointments with staff.

Phone calls require immediate attention in order to direct them to the proper destination. We find we are often a resource for information and referral and assist callers with phone numbers to outside the agency destinations.

Filing, as we know it today, will be changing and we have already begun ramping up for the implementation of the **Electronic Document Management System**. We have implemented a new paper filing system for case information that will be entered into the E-docs system. We manage our closed caseload paper files by prepping each individual file and then scan it into a pre-determined electronic data management system (Application Extender) for archiving and retrieval. When e-docs is implemented, we will be transferring all current paper files and any new incoming paperwork directly into the system. This will ultimately eliminate the 3 or 4 file cabinets in each income maintenance office for storage as well as reduce paper costs.

Coverage up front becomes an issue when there are only 3 people available. If staff request time off or need sick time, it negatively impacts the coverage needed to assure work flow and effectiveness. The front office must have coverage 8 hours a day. As it is, OSS are able to do their best to alternate days off to be assured coverage but with one less person to count on, the challenge increases.

Continuity of coverage in the front office area as well as strong communication skills is essential to manage workflow and in maintaining continuity of service. Consistency in the front office alleviates stress throughout the entire agency. This is interrupted when other staff from the agency is asked to fill in on an itinerant basis. Staff not part of the daily milieu, take extra time getting up to speed on what is happening / changing / on the radar for short periods of time.

The OSS position is an **Entry Level Position** into our agency. Approximately one fifth of our staff began their careers with this agency in OSS. This foundation has been valuable in building working relationships, as well as in assessing areas of our work for improvement.

Financial Information for the OSS position:

Current Full Time Starting Step	\$24,898	Current Full Time 4 Years/Step 5	\$31,221
FICA & Medicare	\$ 1,905	FICA & Medicare	\$ 2,388
PERA	\$ 1,805	PERA	\$ 2,264
Life Insurance	\$ 73	Life Insurance	\$ 73

Health Insurance:

Single = \$ 8,500
 Family = \$ 14,918

Single = \$ 8,500
 Family = \$ 14,918

Wage with Family Coverage =	\$43,599	Wage with Family Coverage =	\$50,864
Wage with Single Coverage =	\$37,181	Wage with Single Coverage =	\$44,446

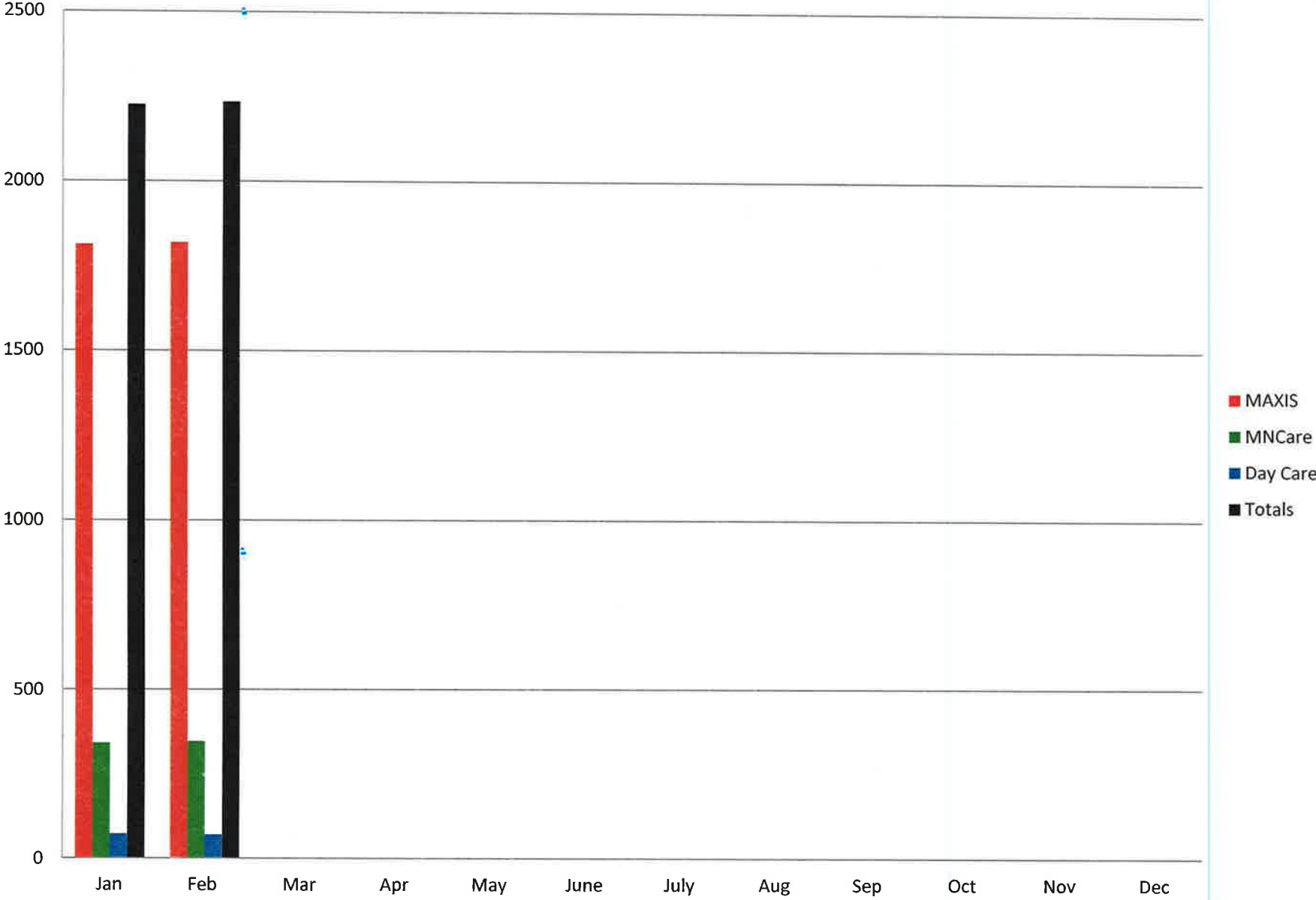
This position receives direct reimbursement of **50%** through Income Maintenance.

INCOME MAINTENANCE CASELOAD HISTORY

2012	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
MAXIS	1813	1819										
MNCare	341	346										
Day Care	72	70										
Totals	2226	2235										
Applications-MAXIS	91	62										
2011	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
MAXIS	1727	1748	1784	1827	1848	1847	1837	1843	1802	1823	1822	1827
MNCare	521	532	442	381	354	354	336	346	350	343	347	347
Day Care	72	71	71	80	72	80	87	82	84	81	80	74
Totals	2320	2351	2297	2288	2274	2281	2260	2271	2236	2247	2249	2248
Applications-MAXIS	84	79	115	100	84	92	73	100	62	96	84	65
2010	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
MAXIS	1686	1675	1705	1694	1686	1668	1676	1664	1665	1671	1695	1703
MNCare	408	417	419	442	439	439	451	477	490	502	522	513
Day Care	77	74	68	67	67	67	67	63	62	62	67	72
Totals	2171	2166	2192	2203	2192	2174	2194	2204	2217	2235	2284	2288
Applications-MAXIS	76	52	75	90	68	64	73	82	68	88	85	73
2009	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
MAXIS	1556	1578	1611	1628	1627	1620	1636	1629	1638	1644	1658	1687
MNCare	308	318	322	343	349	356	374	398	400	403	402	399
Day Care	80	81	82	85	83	83	80	84	82	80	81	78
Totals	1944	1977	2015	2056	2059	2059	2090	2111	2120	2127	2141	2164
Applications-MAXIS	93	93	98	91	66	78	89	72	81	84	67	91
2008	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
MAXIS	1451	1474	1472	1469	1488	1492	1477	1465	1482	1496	1509	1532
MNCare	238	241	245	256	265	270	286	289	292	295	301	307
Day Care	52	53	54	58	65	67	69	70	72	77	78	78
Totals	1741	1768	1771	1783	1818	1829	1832	1824	1846	1868	1891	1917
Applications-MAXIS	113	68	75	69	86	62	71	79	78	109	62	109

MAXIS Cases: Number of unduplicated cases open for all programs except MNCare & Child Care can be open on multiple programs per case.
MNCare: Number of cases open on MNCare that Aitkin County manages. Residents do have the option of having their MNCare cases managed at the State Level.
Day Care: Number of day care cases open.
Total: Total cases open.
Applications – MAXIS: New applications taken during month for MAXIS programs only. Does not include MN Care or Day Care.

2012 Caseload Information



Aitkin County Health & Human Services

Financial Statement

	Actual Jan-12	Actual Feb-12	Actual Mar-12	Actual Apr-12	Actual May-12	Actual Jun-12	Actual Jul-12
Income:							
Tax Levy							
CPA and In Lieu							
State Revenue	37,736.43	21,444.68					
Federal Revenue	73,953.74	291,098.08					
Revenue From Third Party	11,551.83	11,760.42					
Misc. Revenue	43,294.72	44,024.17	(951.71)				
Total:	166,536.72	368,327.35	(951.71)	-	-	-	-
Expenditures:							
Payments to Recipients	151,909.53	123,684.35	140,721.79				
Salaries and Fringes	299,542.87	265,354.84	264,233.59				
Services and Charges	21,637.87	25,137.47	22,157.62				
Travel and Insurance	46,667.28	3,467.94	2,091.70				
Office Supplies	1,672.83	3,523.06	929.45				
Capital Outlay	447.25	5,029.08	30.59				
Misc Expense & Pass Thru	10,576.43	14,848.42	4,454.47				
Total:	532,454.06	441,045.16	434,619.21	-	-	-	-
Final Totals:	(365,917.34)	(72,717.81)	(435,570.92)	-	-	-	-

Cash Balance as of 03/2011
3,830,028.14

Cash Balance as of 03/27/2012
3,646,236.32

	Actual Aug-12	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12
Income:					
Tax Levy					
CPA and In Lieu					
State Revenue					
Federal Revenue					
Revenue From Third Party					
Misc. Revenue					
Total:	-	-	-	-	-
Expenditures:					
Payments to Recipients					
Salaries and Fringes					
Services and Charges					
Travel and Insurance					
Office Supplies					
Capital Outlay					
Misc Expense & Pass Thru					
Total:	-	-	-	-	-
Final Totals:	-	-	-	-	-

	YTD 2012	ACTUAL 2011	ACTUAL 2010	ACTUAL 2009	ACTUAL 2008	ACTUAL 2007	ACTUAL 2006	ACTUAL 2005
Income:								
Tax Levy	-	2,345,969.16	2,333,865.63	2,340,935.73	2,409,856.71	2,303,196.53	1,817,723.90	1,821,945.15
CPA and In Lieu	-	236,240.57	235,223.92	321,690.72	303,462.53	389,866.09	312,877.69	454,674.85
State Revenue	59,181.11	736,864.33	611,120.93	632,506.88	936,661.64	790,366.43	905,921.06	938,238.57
Federal Revenue	365,051.82	2,120,681.67	2,225,918.50	2,266,036.42	2,031,189.00	2,013,560.50	1,993,226.16	2,011,677.42
Revenue From Third Party	23,312.25	163,265.77	126,077.60	-	-	-	-	-
Misc. Revenue	86,367.18	446,320.68	541,300.99	575,677.90	608,372.74	568,060.27	484,763.05	367,679.15
Total:	533,912.36	6,049,342.18	6,073,507.57	6,136,847.65	6,289,542.62	6,065,049.82	5,514,511.86	5,594,215.14
Expenditures:								
Payments to Recipients	416,315.67	1,729,427.71	1,862,889.86	1,818,277.01	1,729,049.89	1,827,333.49	1,858,630.93	2,044,180.37
Salaries and Fringes	829,131.30	3,602,677.75	3,585,784.86	3,658,299.47	3,300,291.25	3,091,358.49	2,911,440.42	2,804,023.07
Services and Charges	68,932.96	271,548.15	305,453.93	295,501.81	327,685.72	271,589.87	281,345.91	284,829.34
Travel and Insurance	52,226.92	96,969.42	107,221.46	125,924.90	125,736.88	91,625.96	96,293.29	144,092.83
Office Supplies	6,125.34	61,209.60	56,501.21	52,262.98	79,742.17	63,677.05	65,267.30	59,081.39
Capital Outlay	5,506.92	23,482.25	33,649.79	68,997.74	35,484.07	24,380.79	40,048.96	83,382.08
Misc Expense & Pass Thru	29,879.32	96,521.72	123,123.15	142,355.79	133,526.22	148,157.71	145,866.15	129,998.55
Total:	1,408,118.43	5,881,836.60	6,074,624.26	6,161,619.70	5,731,516.20	5,518,123.36	5,398,892.96	5,549,587.63
Final Totals:	(874,206.07)	167,505.58	(1,116.69)	(24,772.05)	558,026.42	546,926.46	115,618.90	44,627.51

AITKIN COUNTY FOSTER CARE

1995	\$479,058.88	71	1998	\$470,228.76	61	2001	\$840,674.02	116	
1996	\$309,224.35	55	1999	\$619,842.48	68	2002	\$927,493.49	94	
1997	\$385,075.19	52	2000	\$663,637.48	85	2003	\$1,210,524.55	81	
	2004	2005	2006	2007	2008	2009	2010	2011	2012
JAN	\$85,870.11	\$91,859.24	\$51,726.58	\$57,760.29	\$51,397.99	\$71,257.41	\$73,496.04	\$78,312.32	\$59,278.73
FEB	\$106,979.42	\$109,304.41	\$68,866.00	\$94,242.30	\$62,605.01	\$78,980.18	\$82,467.05	\$82,982.51	\$78,783.86
MARCH	\$103,213.96	\$81,902.93	\$76,104.53	\$67,724.29	\$62,918.27	\$75,728.59	\$75,000.60	\$61,384.45	\$89,386.88
APRIL	\$76,029.53	\$60,264.65	\$79,550.97	\$74,285.29	\$62,865.11	\$91,603.72	\$79,548.43	\$69,570.36	
MAY	\$96,975.97	\$109,412.53	\$98,465.86	\$74,048.44	\$71,824.48	\$74,777.50	\$77,811.48	\$73,398.62	
JUNE	\$137,016.87	\$71,264.95	\$65,097.81	\$85,395.63	\$79,633.26	\$78,255.63	\$99,039.56	\$92,735.90	
JULY	\$44,323.09	\$26,670.38	\$80,537.52	\$59,397.74	\$76,076.59	\$84,874.52	\$74,466.67	\$63,530.39	
AUG	\$100,544.43	\$66,181.94	\$87,956.95	\$66,770.76	\$74,550.01	\$74,213.76	\$97,571.86	\$77,971.22	
SEPT	\$79,903.85	\$61,895.20	\$65,385.62	\$68,837.51	\$67,930.63	\$74,599.74	\$70,427.32	\$65,924.31	
OCT	\$84,958.85	\$65,919.95	\$45,768.32	\$52,226.54	\$66,331.65	\$73,431.32	\$89,100.75	\$83,971.03	
NOV	\$71,376.08	\$89,988.14	\$62,024.64	\$66,203.74	\$77,776.03	\$91,038.51	\$76,359.06	\$78,148.23	
DEC	\$66,841.89	\$76,710.59	\$66,338.45	\$51,560.49	\$80,602.70	\$81,512.33	\$75,599.03	\$58,313.77	
TOTAL CHILDREN	\$1,054,034.05	\$911,374.91	\$847,823.25	\$818,453.02	\$834,511.73	\$950,273.21	\$970,887.85	\$886,243.11	\$227,449.47
	76	69	73	75	63	64	57	56	
	\$156,490.50	\$138,180.22	\$63,551.66	\$29,370.23	\$16,058.71	\$115,761.48	\$20,614.64	(\$84,644.74)	(\$658,793.64)
	Decrease	Decrease	Decrease	Decrease	Increase	Increase	Change	Change	Change
	from 2003	from 2004	from 2005	from 2006	from 2007	from 2008	from 2009	from 2010	from 2011

2010 Foster Care Breakdown

Child Shelter	\$9,488.00
Treatment Foster	\$56,083.53
Child Foster Care	\$476,817.55
Rule 8 FC	\$76,179.08
Corrections	\$170,224.47
Elec Mon./SE	\$1,201.39
Rule 5	\$140,169.52
Respite	\$34,850.93
Child Care	\$1,579.00
Health Services	\$81.56
Transportation	<u>\$9,584.21</u>
Total	\$976,259.24

2011 Foster Care Breakdown

Child Shelter	\$2,832.90
Treatment Foster	\$101,130.13
Child Foster Care	\$317,597.09
Rule 8 FC	\$79,291.48
Corrections	\$316,273.71
18-21	\$1,228.00
Rule 5	\$70,889.29
Respite	\$8,645.32
Child Care	\$1,166.65
Health Services	\$193.65
Transportation	<u>\$10,267.87</u>
Total	\$909,516.09

2012 Foster Care Breakdown Year to Date

Child Shelter	\$936.00
Treatment Foster	\$19,078.85
Child Foster Care	\$65,972.63
Rule 8 FC	\$38,762.80
Corrections	\$59,777.37
18-21	
Rule 5	\$39,562.90
Respite	\$2,508.22
Child Care	
Health Services	
Transportation	<u>\$1,713.52</u>
Total	\$228,312.29

2009 Foster Care Reimbursement

IV-E	\$80,672.00
Rule 5	\$42,553.42
Recoveries	\$82,673.14
Total	\$205,898.56

2010 Foster Care Reimbursement

IV-E	\$81,539.76
Rule 5	\$37,364.89
Recoveries	\$130,255.98
Total	\$249,160.63

2011 Foster Care Reimbursement

IV-E	
Rule 5	
Recoveries	
Total	\$0.00

Recoveries include IV-E recoveries from IV-D and Admin recoveries from SSI.

Recoveries may be collected long after child has left placement.

IV-E and Rule 5 equals what has been paid to the county for 2009 expenses.

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Recoveries may be collected long after child has left placement.

IV-E and Rule 5 equals what has been paid to the county for 2011 expenses.

2009 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$5,786.00	\$850.44	\$4,226.66	\$708.90
Treatment Foster	\$33,811.16	\$0.00	\$33,811.16	\$0.00
Child Foster Care	\$495,964.60	\$396,551.82	\$0.00	\$99,412.78
Rule 8 FC	\$75,567.15	\$19,937.80	\$44,677.35	\$10,952.00
Corrections	\$189,502.10	\$0.00	\$120,750.96	\$68,751.14
Home Monitoring	\$1,504.00	\$0.00	\$1,504.00	\$0.00
Rule 5	\$138,250.40	\$95,414.70	\$0.00	\$42,835.70
Respite	\$7,861.70	\$7,861.70	\$0.00	\$0.00
Child Care	\$670.50	\$670.50	\$0.00	\$0.00
Health Services	\$455.36	\$455.36	\$0.00	\$0.00
Transportation	\$10,803.21	\$10,803.21	\$0.00	\$0.00
Total	\$960,176.18	\$532,545.53	\$204,970.13	\$222,660.52
Total	\$960,176.18			

2010 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$9,488.00	\$0.00	\$9,488.00	\$0.00
Treatment Foster	\$56,083.53	\$33,226.63	\$22,856.90	\$0.00
Child Foster Care	\$476,817.55	\$346,845.36	\$18,694.69	\$111,277.50
Rule 8 FC	\$76,179.08	\$14,709.60	\$13,372.90	\$48,096.58
Corrections	\$170,224.47	\$0.00	\$66,820.90	\$103,403.57
Home Monitoring/Spec. Equip	\$1,201.39	\$721.39	\$480.00	\$0.00
Rule 5	\$140,169.52	\$103,209.65	\$0.00	\$36,959.87
Respite	\$34,850.93	\$34,065.68	\$0.00	\$785.25
Child Care	\$1,579.00	\$1,579.00	\$0.00	\$0.00
Health Services	\$81.56	\$81.56	\$0.00	\$0.00
Transportation	\$9,584.21	\$9,584.21	\$0.00	\$0.00
Total	\$976,259.24	\$544,023.08	\$131,713.39	\$300,522.77
Total	\$976,259.24			

2011 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$2,832.90	\$177.00	\$2,655.90	\$0.00
Treatment Foster	\$101,130.13	\$101,130.13	\$0.00	\$0.00
Child Foster Care	\$317,597.09	\$167,153.57	\$11,627.25	\$138,816.27
Rule 8 FC	\$79,291.48	\$45,321.48	\$17,569.80	\$16,400.20
Corrections	\$316,273.71	\$0.00	\$208,352.80	\$107,920.91
18-21	\$1,228.00	\$1,228.00	\$0.00	\$0.00
Rule 5	\$70,889.29	\$70,889.29	\$0.00	\$0.00
Respite	\$8,645.32	\$7,336.52	\$0.00	\$1,308.80
Child Care	\$1,166.65	\$1,166.65	\$0.00	\$0.00
Health Services	\$193.65	\$193.65	\$0.00	\$0.00
Transportation	\$10,267.87	\$10,267.87	\$0.00	\$0.00
Total	\$909,516.09	\$404,864.16	\$240,205.75	\$264,446.18
Total	\$909,516.09			

2012 Foster Care Breakdown Year to Date

	Total	Social Service	Corrections	ICWA
Child Shelter	\$936.00	\$0.00	\$936.00	\$0.00
Treatment Foster	\$19,078.85	\$19,078.85	\$0.00	\$0.00
Child Foster Care	\$65,972.63	\$37,213.75	\$4,452.25	\$24,306.63
Rule 8 FC	\$38,762.80	\$204.30	\$32,129.50	\$6,429.00
Corrections	\$59,777.37	\$0.00	\$31,862.37	\$27,915.00
18-21	\$0.00	\$0.00	\$0.00	\$0.00
Rule 5	\$39,562.90	\$39,562.90	\$0.00	\$0.00
Respite	\$2,508.22	\$2,508.22	\$0.00	\$0.00
Child Care	\$0.00	\$0.00	\$0.00	\$0.00
Health Services	\$0.00	\$0.00	\$0.00	\$0.00
Transportation	\$1,713.52	\$1,713.52	\$0.00	\$0.00
Total	\$228,312.29	\$100,281.54	\$69,380.12	\$58,650.63
Total	\$228,312.29			

AITKIN COUNTY VOLUNTEER DRIVER TRANSPORTATION

MONTH	MEDICAL TRANSPORTS COMPLETED	OTHER TRANSPORTS COMPLETED*	TRANSPORTS CANCELED OR NO SHOWS	TOTAL TRANSPORTS ARRANGED	COUNTY EXPENSE FOR MEDICAL TRANSPORTS
MARCH	36	2	10	48	\$799.23
APRIL	45	1	8	54	\$773.81
MAY	51	3	10	64	\$574.03
JUNE	55	0	8	63	\$745.08
JULY	51	0	10	61	\$762.23
AUG	55	2	16	73	\$581.29
SEPT	66	2	12	80	\$512.54
OCT	64	2	7	73	\$1,255.12
NOV	59	2	16	77	\$517.31
DEC	65	0	17	82	\$791.49
JAN `12	79	2	16	97	\$702.78
FEB `12	70	1	29	100	\$671.32
MARCH					\$838.15

***COURT, MEDICAL W/NO TRANSPORTATION (SUCH AS MN CARE), VISITATION, ETC.**

AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, March 7, 2012

Draft

Committee Members Present:

Vernon Awes
Kathy Barker
Jim Carlson
Roberta Elvecrog
Mickey Gault
Kami Genz, CMCC
Renee Larson
David Leaf
Sara Math, AFSCME Union Rep
Cheryl Meld
Michele Plagman
Commissioner Anne Marcotte
Commissioner Laurie Westerlund

Others Present:

Patrick Wussow, Administrator
Sue Hruza, Clerk Pro Tem to this Committee
Susan Cebelinski, Social Service Supervisor
Ronda Shaw, LAC

Absent:

Bob Lewis
Tricia Martin

I. Approval of Agenda

Motion by Vern Awes, seconded by Commissioner Laurie Westerlund, and carried; the vote was to approve the Agenda as mailed.

II. Approval of Minutes of the February 1, 2012 Meeting

Motion by Renee Larson, seconded by Cheryl Meld, and carried, the vote was to approve the February 1, 2012, minutes as mailed

III. Mental Health – Local Area Council (LAC) – Ronda Shaw & Susan Cebelinski

The general focus of the LAC is to bring a group of people together to discuss ideas and services to better serve mental health needs in Aitkin County. A six county Mental Health Initiative that includes Wadena, Todd, Morrison, Cass, Crow Wing, and Aitkin Counties receives funds from the state to develop community based services. Every two years a plan is submitted to the state for approval to receive these funds. The LAC plays a very important role in the planning piece for the Initiative by identifying needs and challenges such as transportation to services and housing and to recruit providers such as Lutheran Social Services, Bridges, and Northern Pines to develop some of these programs. A support group has been started in McGregor as well as Aitkin. Community outreach activities include health fairs, Wild Rice Days, Community Connect, etc., putting out flyers, posters and brochures promoting Mental Wellness.

IV. Hot Topics for Discussion

A. Follow-up re: Arrowhead Transit – Roberta contacted them for more information.

1. They have already distributed information to radio stations, newspapers, etc.
2. They do have a route to Mora from McGrath on the second Tuesday of the month but that has not been added to their brochure or website. They do not go to Duluth.
3. They are in Aitkin on Monday and Wednesday though they make a trip every day for DAC. They will be updating the website soon.
4. Paulbeck's is no longer doing Meals On Wheels. Rosallini's won the bid for that program.

V. Comments:

A. Comments from the Committee Members for the Commissioners relative to HHS

B. Feedback from the Board Meeting – Roberta Elvecrog, Bob Lewis and Dave Leaf

C. Committee Members to attend Board Meetings the first six months in 2012 –

MARCH 27	Sara Math	Roberta Elvecrog
APRIL 24	Bob Lewis	Roberta Elvecrog
MAY 22	Kathy Barker	Dave Leaf
JUNE 26	Jim Carlson	Michele Plagman
JULY 24	Roberta Elvecrog	Vern Awes

VI. Community Recognition

A. Community Recognition – The first bullet point in Community Recognition Criteria was discussed with the point made that a person who is paid for a service should be eligible for recognition if they went above and beyond their paid duty.

Motion was made by Renee Larson, seconded by Vern Awes, and carried; the vote was to eliminate the first bullet point in the Community Recognition Criteria.

VII. Miscellaneous Discussion – Nothing Noted.

VIII. Adjourn

Motion by Vern Awes, seconded by Jim Carlson, and carried; the vote was to adjourn the meeting at 4:31 p.m.

Roberta Elvecrog, Chairperson

Sue Anne Hruza, Acting-Clerk to
Aitkin County Health & Human Services Advisory Committee

The following documents were included in the packet of information sent to members for review prior to the meeting or distributed at the meeting:

- Draft copy of the Minutes of the February 1, 2012, Advisory Committee Meeting
- Draft copy of the February 28, 2012, Health & Human Services Board Meeting Minutes
- Aitkin County Local Advisory Council (LAC) – Report & Recommendations to Aitkin County Board of Commissioners – December 2011
- LAC Handbook
- Glossary/Acronyms List
- By-Laws of the Aitkin County Mental Health Advisory Council (6-15-10)