

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
July 24, 2012**

- 9:00 A.M.**
- I. Call to Order**
 - II. Pledge of Allegiance**
 - III. Approval of Agenda**
 - IV. Review June 26, 2012 Health & Human Service Board Minutes**
 - V. Review Bills**
 - VI. General/Miscellaneous Information**
 - A. Flooding Update – Sheriff Scott Turner – (20 minutes)**
 - B. Just In Time Video Training**
 - VII. Contracts**
 - A. Facilities Use Agreement between Aitkin County Health & Human Services and State of Minnesota/Minnesota State Colleges and Universities (Pine Technical College) for the period July 1, 2012 through June 30, 2013 for the purpose of Early Childhood classes/training for Child Care Resource & Referral (CCR&R).**
 - B. WIC Agreements for the period September 1, 2012 through August 31, 2013 for provision of space to administer the Aitkin County WIC Program between ACHHS and:**
 - 1. Hill City Independent School District #2**
 - 2. McGregor Independent School District #4**
 - 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) – Commissioner Westerlund / Tom Burke / Cynthia Bennett June 22nd Meeting Update/See attached meeting minutes**
 - X. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee - Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Vernon Awes & Roberta Elvecrog No Minutes as the June 6th meeting was canceled & no meeting held in July.**
 - B. AEOA / NEMOJT Committee Updates – Commissioner Napstad**
 - C. CJJ (Children’s Justice Initiative) – Commissioner Westerlund**
 - XI. Adjournment: Next Meeting – August 28, 2012**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
June 26, 2012**

I. Call to Order

The Aitkin County Board of Commissioners met this 26th day of June, 2012, at 9:01 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 Anne 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; Cynthia Bennett, Public Health Supervisor; Kathleen Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Jim Carlson, HHS Advisory Committee Member; Theresa & Mike Olson, Chappy's; Nanci Sauerbrau, Aitkin Independent Age; Lacey Washburn, Marilou Olson, Ted Landgren, and Georgia Johnson, Citizens; and Jim Hausauer, Farm Island Lake Association; and Steve Hughes, Aitkin County SWCD.

II. Pledge of Allegiance

III. Approval of Agenda

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the revised agenda as presented today.

IV. Review May 22, 2012 Health & Human Service Board Minutes

Motion by Commissioner Napstad and, seconded by Commissioner Niemi, and carried; the vote was to approve the May 22, 2012 Health & Human Services Board Meeting Minutes as mailed/posted.

V. Review Bills

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the Bills as presented this date. It was noted that Kathy Ryan has prepared a new voucher for recording flood related staff time and a new General Ledger account has been established for HHS for keeping expenses separate.

VI. General/Miscellaneous Information

A. Chappy's Golden Shores - It was noted that Commissioner Marcotte read an e-mail to the Board and no paper copies were distributed. Motion by Commissioner Marcotte, seconded by Commissioner Napstad, to recommend approval of a contract with Chappy's Golden Shores without Appendix A. Motion failed with a call for the vote as follows: Commissioners Marcotte and Niemi voting "yes". Commissioners Napstad, Westerlund and Wedel voting "no".

B. Sheriff Scott Turner updated the Board on the flooding situation throughout the county.

VII. Contracts

A. Home and Community-Based Waiver Services Contract for the period July 1, 2012 through June 30, 2015, between Aitkin County Health & Human Services and Cherish Inc., Hibbing, MN. (This is a new contract with this company with the same basic format/content as all our HCBWS contracts.) Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, all members voting yes, to approve and

authorize the Board Chair to sign the Home and Community-Based Waiver Services Contract for the period July 1, 2012 through June 30, 2015, between Aitkin County Health & Human Services and Cherish Inc., Hibbing, MN.

VIII. Administrative Reports:

- A. **Caseload Update & Graph** – Eileen Foss, Income Maintenance Supervisor – Tom Burke noted the caseload information was included in the packet and asked for questions. None noted.
- B. **Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor – Tom Burke noted that budget-wise we are right where we should be although we may need to shift funds for the flood issues.

IX. Joint Powers Board Reports:

- A. **Tri-County Community Health Services Board (CHS) – June 22nd Meeting Update** – Tom Burke noted the future with CHS staffing will be changing with the upcoming retirement of two of the three current directors in the next five years. Losing key directors and staff will impact workload issues which might bring about contracting with the county to the East. They hope to get creative and save on administrative costs.

X. Committee Reports from Commissioners

- A. **H&HS Advisory Committee** - Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Michele Plagman, Jim Carlson & Roberta Elvecrog No Minutes as the June 6th meeting was canceled due to lack of AC in HHS building and high outdoor temperatures.
- B. AEOA / NEMOJT Committee Updates – Commissioner Napstad was unable to attend the most recent AEOA meeting so updates will be forthcoming.
- C. CJI (Children’s Justice Initiative) – Commissioner Westerlund updated the Board regarding discussion on the structure with new rules and regulations coming from the State. CJI met with Chief Justice representative and Commissioner of HDS regarding permanency, length of care, costs. Another meeting is scheduled for the fall with more updates at the next meeting.

XI. Adjournment: Next Meeting – July 24, 2012

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to adjourn the meeting at 10:53 a.m.

Mark Wedel, Chairperson

Tom Burke, Director
Aitkin County Health & Human Services

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

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> |
| 360 ARROWHEAD ECON OPP AGENCY | | | | |
| 05- 430- 720- 3370- 6038 | | 1,035.37 | Supported Work | Mfip- Employment Services |
| | | | 06/01/2012 06/30/2012 | |
| 05- 430- 720- 3370- 6038 | | 150.00 | Transportation/Innovations Pro | Mfip- Employment Services |
| | | | 06/01/2012 06/30/2012 | |
| 05- 430- 720- 3370- 6038 | | 368.20 | Transportation/Innovations Pro | Mfip- Employment Services |
| | | | 05/01/2012 05/31/2012 | |
| 05- 430- 720- 3370- 6038 | | 3,994.63 | DWP Empl Service- Qtrly Pmt | Mfip- Employment Services |
| | | | 07/01/2012 09/30/2012 | |
| 05- 430- 720- 3370- 6038 | | 17,792.38 | MFIP Empl Service- Qtrly Paymen | Mfip- Employment Services |
| | | | 07/01/2012 09/30/2012 | |
| 360 ARROWHEAD ECON OPP AGENCY | | 23,340.58 | 5 Transactions | |
| 91307 BABIN/DIXIE | | | | |
| 05- 430- 760- 3950- 6020 | | 70.00 | Guardianship/conservatorship | Guardianship/Conservatorship |
| | | | 04/01/2012 06/30/2012 | |
| 91307 BABIN/DIXIE | | 70.00 | 1 Transactions | |
| 9791 BIEGANEK/JOAN M | | | | |
| 05- 430- 760- 3950- 6020 | | 105.00 | Guardianship/Conservator Activ | Guardianship/Conservatorship |
| | | | 06/01/2012 06/30/2012 | |
| 9791 BIEGANEK/JOAN M | | 105.00 | 1 Transactions | |
| 9020 CENTRAL LAKES DRUG TESTING | | | | |
| 05- 430- 710- 3180- 6057 | | 98.00 | Drug testing | Health Related Services- Foster Care |
| | | | 06/19/2012 06/19/2012 | |
| 05- 430- 710- 3180- 6057 | | 98.00 | Drug testing | Health Related Services- Foster Care |
| | | | 06/19/2012 06/19/2012 | |
| 05- 430- 710- 3180- 6057 | | 98.00 | Drug testing | Health Related Services- Foster Care |
| | | | 06/19/2012 06/19/2012 | |
| 05- 430- 710- 3181- 6020 | | 95.00 | Drug Testing- Health- related se | Drug Testing - CMCC Juveniles |
| | | | 07/06/2012 07/06/2012 | |
| 9020 CENTRAL LAKES DRUG TESTING | | 389.00 | 4 Transactions | |
| 11051 Department of Human Services | | | | |
| 05- 430- 720- 3110- 6069 | | 361.42 | BSFE County Match | Bsf Child Care |
| | | | 06/01/2012 06/30/2012 | |
| 05- 430- 720- 3140- 6020 | | 79.85 | MEC2 MFIP Recoveries | Other Child Care |

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|--|-------------|----------------------------|---|--|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf # On Behalf of Name</u> |
| | | | 06/01/2012 06/30/2012 | |
| 05- 430- 730- 3590- 6072 | | 5,957.49 | CCDTF Maintenance of Effort | Ccdtf County % State Billings |
| 11051 Department of Human Services | | 6,398.76 | 05/01/2012 05/31/2012 3 Transactions | |
| 91345 ELVECROG/ROBERTA C | | | | |
| 05- 430- 750- 3950- 6020 | | 35.00 | Public guardianship | Public Guardianship Dd |
| | | | 06/01/2012 06/30/2012 | |
| 05- 430- 750- 3950- 6020 | | 43.75 | Public guardianship | Public Guardianship Dd |
| | | | 06/01/2012 06/30/2012 | |
| 05- 430- 750- 3950- 6020 | | 105.00 | Public guardianship | Public Guardianship Dd |
| | | | 06/01/2012 06/30/2012 | |
| 91345 ELVECROG/ROBERTA C | | 183.75 | 3 Transactions | |
| 11589 Lutheran Social Service of MN- Mankato | | | | |
| 05- 430- 750- 3950- 6020 | | 154.39 | Public guardianship | Public Guardianship Dd |
| | | | 06/04/2012 06/25/2012 | |
| 11589 Lutheran Social Service of MN- Mankato | | 154.39 | 1 Transactions | |
| 91221 McCormick/John | | | | |
| 05- 430- 710- 3820- 6040 | | 192.26 | Relative custody assistance | Relative Custody Assistance |
| | | | 07/01/2012 07/31/2012 | |
| 91221 McCormick/John | | 192.26 | 1 Transactions | |
| 9759 MISQUADACE/ANITA | | | | |
| 05- 430- 710- 3820- 6040 | | 149.89 | Relative custody assistance | Relative Custody Assistance |
| | | | 07/01/2012 07/31/2012 | |
| 05- 430- 710- 3820- 6040 | | 149.89 | Relative custody assistance | Relative Custody Assistance |
| | | | 07/01/2012 07/31/2012 | |
| 05- 430- 710- 3820- 6040 | | 133.02 | Relative custody assistance | Relative Custody Assistance |
| | | | 07/01/2012 07/31/2012 | |
| 9759 MISQUADACE/ANITA | | 432.80 | 3 Transactions | |
| 10593 Morrison/Debra | | | | |
| 05- 430- 710- 3820- 6040 | | 208.33 | Relative custody assistance | Relative Custody Assistance |
| | | | 07/01/2012 07/31/2012 | |
| 05- 430- 710- 3820- 6040 | | 28.33 | Relative custody assistance | Relative Custody Assistance |
| | | | 07/01/2012 07/31/2012 | |

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|---|-------------|----------------------------|--|--|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf # On Behalf of Name</u> |
| 10593 Morrison/Debra | | 236.66 | 2 Transactions | |
| 89163 NORTHEAST MN OFFICE OF JOB 05-430-720-3370-6038 | | 3,994.63 | DWP Empl Service- Qtrly Pmt 07/01/2012 09/30/2012 | Mfip- Employment Services |
| 05-430-720-3370-6038 | | 17,792.38 | MFIP Empl Service- Qtrly Paymen 07/01/2012 09/30/2012 | Mfip- Employment Services |
| 89163 NORTHEAST MN OFFICE OF JOB | | 21,787.01 | 2 Transactions | |
| 10977 NORTHERN PSYCHIATRIC ASSOCIATES 05-430-740-3050-6020 | | 286.90 | Child outpatient diagnostic as 06/15/2012 06/15/2012 | Child Outpat Assess/Psyc. Testing |
| 05-430-740-3050-6020 | | 286.90 | Child outpatient diagnostic as 06/15/2012 06/15/2012 | Child Outpat Assess/Psyc. Testing |
| 05-430-740-3900-6020 | | 180.00 | Clinical supervision- Child Rul 06/08/2012 06/08/2012 | Child Rule 79 Case Mgmt |
| 05-430-745-3085-6020 | | 286.95 | Adult outpatient diagnostic as 06/15/2012 06/15/2012 | Adult Outpat Diagnostic Assess/Psyc |
| 05-430-745-3340-6071 | | 180.00 | Clinical supervision- CSP 25% 06/08/2012 06/08/2012 | Pyschosocial Rehab/Ind Living Skills Csp |
| 05-430-745-3910-6020 | | 360.00 | Clinical supervision- Adult Rul 06/08/2012 06/08/2012 | Adult Rule 79 Case Mgmt |
| 10977 NORTHERN PSYCHIATRIC ASSOCIATES | | 1,580.75 | 6 Transactions | |
| 3639 NORTHLAND COUNSELING CTR INC 05-430-730-3710-6020 | | 325.00 | Detoxification (Category I) 06/30/2012 06/30/2012 | Detoxification - Grand Rapids |
| 3639 NORTHLAND COUNSELING CTR INC | | 325.00 | 1 Transactions | |
| 90748 OAKRIDGE HOMES SILS 05-430-750-3340-6073 | | 630.00 | Semi- Independent Living Servic 06/03/2012 06/24/2012 | Semi- Independent Living Serv (Sils) |
| 05-430-750-3340-6073 | | 465.51 | Semi- Independent Living Servic 06/02/2012 06/28/2012 | Semi- Independent Living Serv (Sils) |
| 05-430-750-3350-6020 | | 213.03 | Family support program 06/04/2012 06/25/2012 | Family Support Program |
| 90748 OAKRIDGE HOMES SILS | | 1,308.54 | 3 Transactions | |

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| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf # On Behalf of Name</u> |
| 89879 OCCUPATIONAL DEVELOPMENT CENTER 05-430-745-3160-6050 | | 108.75 | Transportation for employment 06/01/2012 06/30/2012 | Adult Transportation |
| 05-430-760-3370-6050 | | 240.00 | Employability- supported employ 06/01/2012 06/30/2012 | Employability - Txx |
| 89879 OCCUPATIONAL DEVELOPMENT CENTER | | 348.75 | 2 Transactions | |
| 3810 PAULBECK'S COUNTY MARKET 05-430-710-3930-6020 | | 31.11 | groceries 06/14/2012 06/14/2012 | General Case Management |
| 3810 PAULBECK'S COUNTY MARKET | | 31.11 | 1 Transactions | |
| 87514 Pine Manors Inc 05-430-730-3170-6050 | | 404.88 | Detoxification transportation 04/05/2012 04/12/2012 | Detox Transportation |
| 87514 Pine Manors Inc | | 404.88 | 1 Transactions | |
| 88878 PRODUCTIVE ALTERNATIVES INC 05-430-750-3380-6050 | | 209.25 | Extended and supported employ 06/01/2012 06/30/2012 | Extended Supported Employment |
| 05-430-750-3380-6050 | | 488.25 | Extended and supported employ 06/01/2012 06/30/2012 | Extended Supported Employment |
| 05-430-750-3380-6050 | | 255.75 | Extended and supported employ 06/01/2012 06/30/2012 | Extended Supported Employment |
| 88878 PRODUCTIVE ALTERNATIVES INC | | 953.25 | 3 Transactions | |
| 9489 REDWOOD TOXICOLOGY LABORATORY, 05-430-710-3180-6057 | | 50.00 | Drug testing 06/08/2012 06/08/2012 | Health Related Services- Foster Care |
| 05-430-710-3181-6020 | | 6.75 | UA- Health- related services 06/21/2012 06/21/2012 | Drug Testing - CMCC Juveniles |
| 05-430-710-3181-6020 | | 50.00 | UA- Health- related services 06/21/2012 06/21/2012 | Drug Testing - CMCC Juveniles |
| 05-430-710-3181-6020 | | 50.00 | UA- Health- related services 06/08/2012 06/08/2012 | Drug Testing - CMCC Juveniles |
| 05-430-710-3181-6020 | | 50.00 | UA- Health- related services 06/08/2012 06/08/2012 | Drug Testing - CMCC Juveniles |

SLM1
 7/20/12 12:44PM
 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | | <u>Rpt</u> | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|--------------------------|---|-------------|------------------|--|------------------------|-------------------------------------|
| <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 9489 | REDWOOD TOXICOLOGY LABORATORY, INC | | 206.75 | 5 Transactions | | |
| 6146 | RS Eden 05- 430- 710- 3181- 6020 | | 65.75 | UA- Health- related services 05/03/2012 05/07/2012 | | Drug Testing - CMCC Juveniles |
| 6146 | RS Eden | | 65.75 | 1 Transactions | | |
| 86177 | SHERIFF AITKIN COUNTY 05- 430- 745- 3085- 6020 | | 2,173.20 | Jail Inmate MH Service- HOME HE 01/01/2012 06/30/2012 | | Adult Outpat Diagnostic Assess/Psyc |
| 86177 | SHERIFF AITKIN COUNTY | | 2,173.20 | 1 Transactions | | |
| 9140 | SIMAR/CANDACE 05- 430- 750- 3950- 6020 | | 70.00 | Public guardianship 06/01/2012 06/30/2012 | | Public Guardianship Dd |
| | 05- 430- 750- 3950- 6020 | | 35.00 | Public guardianship 06/01/2012 06/05/2012 | | Public Guardianship Dd |
| | 05- 430- 760- 3950- 6020 | | 70.00 | Guardianship/conservatorship 06/01/2012 06/30/2012 | | Guardianship/Conservatorship |
| 9140 | SIMAR/CANDACE | | 175.00 | 3 Transactions | | |
| Final Total | | | 60,863.19 | 22 Vendors | 53 Transactions | |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> | |
|----------------------|--------------------|----------------------|-------------------------|--------------------|
| | 5 | 60,863.19 | Health & Human Services | |
| | All Funds | 60,863.19 | Total | Approved by, |
| | | | | |
| | | | | |

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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>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 86359 Aitkin Co Attorney 05-420-600-4800-6263 | | | 63.75 FRAUD BILLING(APR-JUNE'12) 04/01/2012 06/30/2012 | | Contract Legal Services-Fraud |
| 05-420-640-4800-6263 | | | 7,055.00 IVD BILLING(APR-JUNE'12) 04/01/2012 06/30/2012 | | Contract Legal Services Iv-D |
| 86359 Aitkin Co Attorney | | | 7,118.75 2 Transactions | | |
| 86222 Aitkin Independent Age 05-430-720-3020-6069 | | | 55.00 CHILD CARE ADV 06/16/2012 06/20/2012 | | Community Ed & Prevent/Advertising |
| 86222 Aitkin Independent Age | | | 55.00 1 Transactions | | |
| 87615 Aitkin Medical Supply 05-400-430-0408-6405 | | | 36.25 MCH-NIPPLE SHIELD | 25811 | Supplies-Computer/Office/Meeting |
| 87615 Aitkin Medical Supply | | | 36.25 1 Transactions | | |
| 7628 Al's Welding & Sandblasting 05-400-440-0410-6231 | | | 38.38 REPAIR DOOR FRAME | 8537 | Services Or Contracts |
| 05-420-600-4800-6231 | | | 101.43 REPAIR DOOR FRAME | 8537 | Services Or Contracts |
| 05-430-700-4800-6231 | | | 134.32 REPAIR DOOR FRAME | 8537 | Services Or Contracts |
| 7628 Al's Welding & Sandblasting | | | 274.13 3 Transactions | | |
| 8239 Ameripride Linen & Apparel Services 05-400-440-0410-6231 | | | 3.77 CLEANING SERVICE 06/26/2012 06/26/2012 | | Services Or Contracts |
| 05-420-600-4800-6231 | | | 9.97 CLEANING SERVICE 06/26/2012 06/26/2012 | | Services Or Contracts |
| 05-430-700-4800-6231 | | | 13.21 CLEANING SERVICE 06/26/2012 06/26/2012 | | Services Or Contracts |
| 8239 Ameripride Linen & Apparel Services | | | 26.95 3 Transactions | | |
| 12106 ANTOINE ELECTRIC 05-400-440-0410-6625 | | | 627.76 HHS CONDENSER REPLACEMENT | 12074 | Furniture, Fixtures, Etc. |
| 05-400-440-0410-6231 | | | 5.81 REPLACE LIGHT SWITCH | 12095 | Services Or Contracts |
| 05-420-600-4800-6625 | | | 1,659.08 HHS CONDENSER REPLACEMENT | 12074 | Office & Other Equipment |
| 05-420-600-4800-6231 | | | 15.36 REPLACE LIGHT SWITCH | 12095 | Services Or Contracts |
| 05-430-700-4800-6625 | | | 2,197.16 HHS CONDENSER REPLACEMENT | 12074 | Office & Other Equipment |
| 05-430-700-4800-6231 | | | 20.34 REPLACE LIGHT SWITCH | 12095 | Services Or Contracts |

Aitkin County

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| <u>Vendor</u> | <u>Name</u> | <u>Accr</u> | <u>Rpt</u> | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---------------|-----------------------------------|-------------|------------|---------------|--------------------------------|----------------------|------------------------------------|
| <u>No.</u> | <u>Account/Formula</u> | | | | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 12106 | ANTOINE ELECTRIC | | | 4,525.51 | 6 Transactions | | |
| 89898 | Applied Professional Services | | | | | | |
| | 05-420-640-4800-6379 | | | 117.80 | IVD SERVICE 0015244098-01 | 14639 | Other Iv-D Charges |
| 89898 | Applied Professional Services | | | 117.80 | 1 Transactions | | |
| 89185 | Bethesda Lutheran Church Of Malmo | | | | | | |
| | 05-400-410-0413-6301 | | | 45.00 | WIC RENTAL 4/1-6/30/12 | | Wic Space Rentals |
| | | | | | 04/01/2012 06/30/2012 | | |
| 89185 | Bethesda Lutheran Church Of Malmo | | | 45.00 | 1 Transactions | | |
| 11051 | Department of Human Services | | | | | | |
| | 05-400-440-0410-6231 | | | 299.18 | MERIT-QE 6/30/12 | | Services Or Contracts |
| | 05-420-600-4800-6231 | | | 790.69 | MERIT-QE 6/30/12 | | Services Or Contracts |
| | 05-420-610-4100-6011 | | | 37.50 | MAXIS-AFDC-JUNE'12 | | County Share-Afdc/Mfip |
| | 05-420-610-4100-6011 | | | 9.38 | MAXIS-MFIP TANF CASH-JUNE'12 | | County Share-Afdc/Mfip |
| | 05-420-620-4100-6011 | | | 25.00 | MAXIS-GA-JUNE'12 | | County Share - Ga |
| | 05-420-630-4100-6011 | | | 138.55 | MAXIS-FS-JUNE'12 | | County Share-Food Support |
| | 05-420-640-4800-6231 | | | 58.60 | CS-MO FED OFFSET FEE-JUNE'12 | | Services Or Contracts |
| | 05-420-650-4400-6025 | | | 264.57 | MA ESTATE-JUNE'12 | | County Share - Ma |
| | 05-420-650-4400-6025 | | | 1,962.27 | MA LTC UN 65-JUNE'12 | | County Share - Ma |
| | 05-420-650-4400-6025 | | | 37.50 | MA/AX RECIP-INELIG-JUNE'12 | | County Share - Ma |
| | 05-430-700-4800-6231 | | | 1,047.13 | MERIT-QE 6/30/12 | | Services Or Contracts |
| 11051 | Department of Human Services | | | 4,670.37 | 11 Transactions | | |
| 1491 | Dutch's Electric, Inc | | | | | | |
| | 05-400-440-0410-6231 | | | 13.01 | CHG BALLAST-1ST FLOOR LUNCHROO | 19913 | Services Or Contracts |
| | 05-420-600-4800-6231 | | | 34.37 | CHG BALLAST-1ST FLOOR LUNCHROO | 19913 | Services Or Contracts |
| | 05-430-700-4800-6231 | | | 45.52 | CHG BALLAST-1ST FLOOR LUNCHROO | 19913 | Services Or Contracts |
| 1491 | Dutch's Electric, Inc | | | 92.90 | 3 Transactions | | |
| 2186 | Hillyard Inc - Kansas City | | | | | | |
| | 05-400-440-0410-6405 | | | 4.70 | FILTER BAG LINERS | 600281533 | Supplies-Computer/Office/Meeting |
| | 05-400-440-0410-6405 | | | 28.87 | CLEANING SUPPLIES | 600289110 | Supplies-Computer/Office/Meeting |
| | 05-400-440-0410-6405 | | | 30.36 | FILTER PAPER | 700036555 | Supplies-Computer/Office/Meeting |
| | 05-420-600-4800-6405 | | | 12.43 | FILTER BAG LINERS | 600281533 | Supplies-Computer/Office/Meeting |
| | 05-420-600-4800-6405 | | | 76.29 | CLEANING SUPPLIES | 600289110 | Supplies-Computer/Office/Meeting |
| | 05-420-600-4800-6405 | | | 80.24 | FILTER PAPER | 700036555 | Supplies-Computer/Office/Meeting |

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.</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> | |
| 05-430-700-4800-6405 | | 16.46 FILTER BAG LINERS | 600281533 | Supplies-Computer/Office/Meeting |
| 05-430-700-4800-6405 | | 101.04 CLEANING SUPPLIES | 600289110 | Supplies-Computer/Office/Meeting |
| 05-430-700-4800-6405 | | 106.27 FILTER PAPER | 700036555 | Supplies-Computer/Office/Meeting |
| 2186 Hillyard Inc - Kansas City | | 456.66 9 Transactions | | |
| 11889 Honeywell International Inc. | | | | |
| 05-400-440-0410-6625 | | 3,570.00 HHS CONDENSER REPLACEMENT | 3587998 | Furniture, Fixtures, Etc. |
| | | 06/22/2012 06/22/2012 | | |
| 05-420-600-4800-6625 | | 9,435.00 HHS CONDENSER REPLACEMENT | 3587998 | Office & Other Equipment |
| | | 06/22/2012 06/22/2012 | | |
| 05-430-700-4800-6625 | | 12,495.00 HHS CONDENSER REPLACEMENT | 3587998 | Office & Other Equipment |
| | | 06/22/2012 06/22/2012 | | |
| 11889 Honeywell International Inc. | | 25,500.00 3 Transactions | | |
| 86708 Koop Funeral Home Inc | | | | |
| 05-420-650-4800-6810 | | 1,475.90 COUNTY BURIAL | | County Burials |
| | | 06/22/2012 06/22/2012 | | |
| 86708 Koop Funeral Home Inc | | 1,475.90 1 Transactions | | |
| 90182 Laboratory Corp Of America Holdings | | | | |
| 05-420-640-4800-6397 | | 33.00 IVD GENETIC TEST 0011004939-02 | | Genetic Tests Iv-D |
| 05-420-640-4800-6397 | | 99.00 IVD GENETIC TEST 0011139693-02 | | Genetic Tests Iv-D |
| 90182 Laboratory Corp Of America Holdings | | 132.00 2 Transactions | | |
| 89079 McGregor Area Ambulance Service | | | | |
| 05-400-401-0000-6812 | | 1,820.00 JUNE'12 RUNS | | Mcgregor Area Ambulance |
| 89079 McGregor Area Ambulance Service | | 1,820.00 1 Transactions | | |
| 89078 Mille Lacs Health System | | | | |
| 05-400-401-0000-6814 | | 40.00 JUNE'12 RUNS | | Isle Ambulance/Mille Lacs Health System |
| 89078 Mille Lacs Health System | | 40.00 1 Transactions | | |
| 89765 Minnesota Elevator Service | | | | |
| 05-400-440-0410-6231 | | 21.25 ELEVATOR SERVICE-JULY'12 | | Services Or Contracts |
| 05-420-600-4800-6231 | | 56.15 ELEVATOR SERVICE-JULY'12 | | Services Or Contracts |
| 05-430-700-4800-6231 | | 74.36 ELEVATOR SERVICE-JULY'12 | | Services Or Contracts |

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> |
| 89765 Minnesota Elevator Service | | 151.76 | 3 Transactions | |
| 8287 Mn Dept Of Labor & Industry | | | | |
| 05-400-440-0410-6231 | | 1.40 | BOILER INSPECTION-2012 | Services Or Contracts |
| 05-420-600-4800-6231 | | 3.70 | BOILER INSPECTION-2012 | Services Or Contracts |
| 05-430-700-4800-6231 | | 4.90 | BOILER INSPECTION-2012 | Services Or Contracts |
| 8287 Mn Dept Of Labor & Industry | | 10.00 | 3 Transactions | |
| 89081 North Ambulance Brainerd | | | | |
| 05-400-401-0000-6809 | | 1,890.00 | JUNE'12 RUNS | No. Memorial Ambulance-Aitkin |
| 89081 North Ambulance Brainerd | | 1,890.00 | 1 Transactions | |
| 86235 Office Shop Inc/The | | | | |
| 05-400-440-0410-6405 | | 6.67 | ACCTG-DKSJT CRTDG(K.RYAN) | Supplies-Computer/Office/Meeting |
| 05-400-440-0410-6231 | | 153.21 | PH-COLOR COPIER AGRMT | Services Or Contracts |
| 05-420-600-4800-6405 | | 17.62 | ACCTG-DKSJT CRTDG(K.RYAN) | Supplies-Computer/Office/Meeting |
| 05-420-640-4800-6405 | | 165.64 | CS-TONER(J.HILL) | Supplies-Computer/Office/Meeting |
| 05-420-600-4800-6231 | | 404.90 | PH-COLOR COPIER AGRMT | Services Or Contracts |
| 05-430-700-4800-6405 | | 23.33 | ACCTG-DKSJT CRTDG(K.RYAN) | Supplies-Computer/Office/Meeting |
| 05-430-700-4800-6231 | | 536.22 | PH-COLOR COPIER AGRMT | Services Or Contracts |
| 86235 Office Shop Inc/The | | 1,307.59 | 7 Transactions | |
| 5774 Riverwood Healthcare Clinic | | | | |
| 05-400-430-0407-6262 | | 178.20 | FAM PLAN-PREVENTIVE VISIT | Family Planning Approp |
| 5774 Riverwood Healthcare Clinic | | 178.20 | 1 Transactions | |
| 4233 S & T Office Products Inc | | | | |
| 05-400-440-0410-6405 | | 8.45 | OFFICE SUPPLIES | Supplies-Computer/Office/Meeting |
| 05-420-600-4800-6405 | | 22.33 | OFFICE SUPPLIES | Supplies-Computer/Office/Meeting |
| 05-430-700-4800-6405 | | 29.58 | OFFICE SUPPLIES | Supplies-Computer/Office/Meeting |
| 05-430-700-4800-6405 | | 34.11 | CBS-OFFICE SUPPLIES | Supplies-Computer/Office/Meeting |
| 4233 S & T Office Products Inc | | 94.47 | 4 Transactions | |
| 10878 Sew Much & More | | | | |
| 05-400-400-0402-6231 | | 56.50 | DPC-UPS CHARGES FOR VACCINE | Services Or Contracts |
| 10878 Sew Much & More | | 56.50 | 1 Transactions | |

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.</u> <u>Account/Formula</u> | | | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 86177 Sheriff Aitkin County 05-420-640-4800-6270 | | | 50.00 IVD SERVICE 001492923705 | 1901 | Aitkin Co Sheriff Fees Iv-D |
| 86177 Sheriff Aitkin County | | | 50.00 1 Transactions | | |
| 10960 Sheriff Becker County 05-420-640-4800-6379 | | | 43.00 IVD SERVICE 0010743937-03 | | Other Iv-D Charges |
| 10960 Sheriff Becker County | | | 43.00 1 Transactions | | |
| 86944 Sheriff Crow Wing County 05-420-640-4800-6379 | | | 70.00 IVD SERVICE 0015234693-02 | 75048 | Other Iv-D Charges |
| 86944 Sheriff Crow Wing County | | | 70.00 1 Transactions | | |
| 86621 Sheriff Ramsey County 05-420-640-4800-6379 | | | 44.40 IVD SERV 0010365745-02 | 2012005715 | Other Iv-D Charges |
| 86621 Sheriff Ramsey County | | | 44.40 1 Transactions | | |
| 4507 Sorenson Root Thompson Funeral Home 05-420-650-4800-6810 | | | 2,000.00 COUNTY BURIAL 07/06/2012 07/06/2012 | | County Burials |
| 05-420-650-4800-6810 | | | 2,000.00 COUNTY BURIAL 07/15/2012 07/15/2012 | | County Burials |
| 4507 Sorenson Root Thompson Funeral Home | | | 4,000.00 2 Transactions | | |
| 88859 Spee*Dee-St Cloud 05-420-600-4800-6231 | | | 194.60 IM SERVICE | 2217126 | Services Or Contracts |
| 05-430-700-4800-6231 | | | 4.73 SS SERVICE | 2217126 | Services Or Contracts |
| 88859 Spee*Dee-St Cloud | | | 199.33 2 Transactions | | |
| 11607 Thrifty White Pharmacy-Aitkin 05-400-430-0407-6262 | | | 60.99 FAM PLAN- BIRTH CTRL | | Family Planning Approp |
| 05-400-430-0407-6262 | | | 111.19 FAM PLAN-BIRTH CTRL | | Family Planning Approp |
| 11607 Thrifty White Pharmacy-Aitkin | | | 172.18 2 Transactions | | |
| 11608 Thrifty White Pharmacy-Mcgregor 05-400-430-0407-6262 | | | 115.96 FAM PLAN-BIRTH CTRL | | Family Planning Approp |
| 11608 Thrifty White Pharmacy-Mcgregor | | | 115.96 1 Transactions | | |

JLF2
 7/20/12 10:10AM
 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.</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> |
| 10930 Tidholm Productions | | | | |
| 05-400-440-0410-6405 | | 10.47 | BUSINESS CARDS(C.ROLLINS) | 3566 Supplies-Computer/Office/Meeting |
| 05-420-600-4800-6405 | | 27.66 | BUSINESS CARDS(C.ROLLINS) | 3566 Supplies-Computer/Office/Meeting |
| 05-430-700-4800-6405 | | 36.63 | BUSINESS CARDS(C.ROLLINS) | 3566 Supplies-Computer/Office/Meeting |
| 10930 Tidholm Productions | | 74.76 | 3 Transactions | |
| 10866 Zion Lutheran Church Of Mcgrath | | | | |
| 05-400-410-0413-6301 | | 75.00 | WIC RENT | Wic Space Rentals |
| | | | 04/01/2012 06/30/2012 | |
| 10866 Zion Lutheran Church Of Mcgrath | | 75.00 | 1 Transactions | |
| Final Total | | 54,920.37 | 33 Vendors | 84 Transactions |

| F.Y. | Cost Center | Obj. Code | Amount | Vendor# | P.O # |
|---------|-------------|-----------|---------|---------|-------|
| SFY2013 | 301301 | 1010 | \$ 0.00 | n/a | n/a |

FACILITIES USE AGREEMENT

BETWEEN

Aitkin County Health & Human Services

AND

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Pine Technical College

THIS AGREEMENT is between the Aitkin County Health & Human Services ("Licensor") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Pine Technical College ("Licensee"), and is governed by Minnesota law.

- 1. PERMITTED USE. Licensor agrees to allow Licensee use of the following:**

Location: 204 1st St. NW, Aitkin MN 56431

Date and Time: July 1, 2012 – June 30, 2013

Description of Activity or Event: Early Childhood classes/trainings for Child Care Resource & Referral (CCR&R)

- 2. FEE. For its use of the Space, Licensee agrees to pay to Licensor a fee of Zero Dollars (\$0.00).**
- 3. TERM OF AGREEMENT; CANCELLATION. This agreement shall be effective as of July 1, 2012 or the date when the final required signature is obtained by Licensee, and shall remain in effect until June 30, 2013. This agreement may be canceled by either party at any time, for any reason, upon 5 (five) days written notice to the other party.**

4. CONTRACT ADMINISTRATION.

Licensee's authorized agent:

Name: Wendy Walburg
Address: Pine Technical College, 900 4th St SE, Pine City, MN 55063
Phone: 320-629-5146
Fax: 320-629-5107

Licensor's authorized agent:

Name: Thomas Burke
Facility: Aitkin County Health & Human Services
Address: 204 1st St NW, Aitkin, MN 56431
Phone: 218-927-7200

5. MAINTENANCE OF SPACE. Licensee agrees to maintain the Space in a reasonably clean and sanitary condition. Licensor shall provide all utilities reasonably required to use the space as identified herein. After Licensee has completed its use and occupancy of the Space, Licensor will inspect the Space for damaged, missing or destroyed items, including fixtures, equipment and machinery. With respect to such damaged, missing or destroyed items, Licensor shall have the right, in its sole discretion, to either (a) repair, restore, or replace such items at its own cost, and submit an invoice for the same to Licensee, which Licensee agrees to pay within thirty (30) days thereafter, or (b) to require Licensee to repair, restore, or replace all damaged, missing or destroyed items to the satisfaction of Licensor all at Licensee's cost.
6. BUILDING HOURS. The building hours are 8:00 to 4:30 p.m. The Licensee may access the space up to 1/2 hour prior to class and close up to 1/2 hour after class. The building will be open and CCR &R will not be responsible for the opening or closing of the building.
7. RULES AND REGULATIONS. Licensee agrees to comply with the building rules and regulations set forth by Licensor consistent with federal and state law during its use of the Space, including complying with designated smoking areas.
8. LICENSEE'S INSURANCE. During the term of this Agreement, Licensee shall maintain in effect commercial general liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. §3.736, subd. 4, as amended. Licensee shall name Licensor as an additional insured. Licensee shall maintain this coverage at its sole expense during its use of the Space.

During the term of this Agreement, Licensor shall maintain in effect commercial general liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage. Licensor shall

maintain this coverage at its sole expense during the term of this Agreement.

Licensee and Licensor shall provide each other with certificates of insurance before Licensee begins occupying the Space pursuant to this Agreement. Coverage afforded under these policies shall not be cancelled without at least thirty (30) days advance written notice to the certificate holder.

Each party, at its sole expense, shall provide and maintain workers' compensation insurance as such party may be required to obtain by law. The Licensee is self-insured for workers' compensation purposes, and any such insurance extends only to employees of Licensee, not to students.

9. **LIABILITY.** Each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the other party's acts and omissions and the results thereof. Licensee's liability under this Agreement is governed by the Minnesota Tort Claims Act, Minnesota Statutes §3.736 and other applicable laws.
10. **MINNESOTA DATA PRACTICES ACT.** Licensee and Licensor agree to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, with regard to data related to this Agreement.
11. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** Licensee agrees that in occupying the Space, it is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. section 12101, et seq., and any regulations promulgated pursuant to the Act. Licensor is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
12. **AUDIT.** The books, records, documents, and accounting procedures and practices of the Licensor relevant to this contract shall be subject to examination by Licensee and the Legislative Auditor for a minimum of six (6) years from the end of the agreement.
13. **NO ASSIGNMENT; AMENDMENTS.** Licensee shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of Licensor. All amendments to this agreement shall be in writing and executed by a duly authorized representative of each party.
14. **SPECIAL PROVISIONS:**

Whiteboard, TV, DVD player available upon request.

APPROVED:

1. LICENSOR:

Aitkin County Health & Human Services

By (authorized signature & printed name)

Tom Burke

Title: Director

Date

Aitkin County Board of Commissioners

By (authorized signature & printed name)

Commissioner Mark Wedel

Title: Chairperson

Date

2. LICENSEE:

Minnesota State Colleges and Universities

By (authorized signature)



Title: CER&R Director

Date

7/11/12

4. As to Encumbrance:

By (authorized signature)

Not Applicable

Title

Date

3. AS TO FORM AND EXECUTION:

By (authorized signature)

Title: County Attorney

Date

WIC AGREEMENT—Hill City

THIS AGREEMENT is made and entered into the 1st day of September, 2012 by and between Aitkin County Health and Human Services for the Aitkin County WIC Program, hereinafter referred to as the “Agency” and the Hill City Independent School District #2, hereinafter referred to as the “Hill City School”.

IN CONSIDERATION of the mutual promises, agreements, and understanding hereinafter set forth, it is agreed as follows:

1. The Hill City School will provide space within their premises for the Agency to administer the Aitkin County WIC Program for eligible Women, Infants, and Children through WIC Clinics free of charge.
2. Agency will hold the Clinic at the contracted location once a month.
3. The time and dates of the WIC Clinic will be:

Every third Tuesday of the month: 9:00 a.m. – 4:00 p.m.

Any changes in rental fees, times or dates will be negotiated between the Agency and the Hill City School.
4. The Hill City School will provide tables, chairs, heat and light for the Agency to carry out the WIC Clinic. The Agency agrees to leave the premises in the same condition as at the beginning of the Clinic.
5. The Hill City School shall take all necessary steps to maintain and keep the premises in a safe and clean condition. This shall include (a) sidewalks and parking areas cleared of snow and ice and other obstructions; (b) stairways and walkways cleared of clutter and in safe repair; (c) electrical hazards removed from the Department's area.
6. This agreement shall continue and be binding upon both parties until August 31st, 2013. Termination of this agreement may be made by either party with sixty (60) days written notice of intention to the other party.
7. The Lessor agrees to abide by all Federal and State nondiscrimination legislation to the effect that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, sex, or handicap in regards to the WIC Program.

WIC AGREEMENT-- Hill City School

Aitkin County Health and Human Services

By: _____

Its: Director

Date: _____

Hill City School

By: Deann Joann _____

Its: Superintendent _____

Date: 7-13-12 _____

Aitkin County Board of Commissioners

By: _____

Its: Chairperson

Date: _____

Approved as to form and execution:

By: _____
County Attorney

Date: _____

WIC AGREEMENT— McGregor

THIS AGREEMENT is made and entered into the 1st day of September, 2012 by and between Aitkin County Health and Human Services for the Aitkin County WIC Program, hereinafter referred to as the "Agency" and the McGregor Independent School District #4, M.O.R.E. Building, hereinafter referred to as the "McGregor School".

IN CONSIDERATION of the mutual promises, agreements, and understanding hereinafter set forth, it is agreed as follows:

1. The McGregor School will provide space within their premises for the Agency to administer the Aitkin County WIC Program for eligible Women, Infants, and Children through WIC Clinics free of charge.
2. The Agency will hold the Clinic at the contracted location once a month.
3. The time and dates of the WIC Clinic will be:

Every third Thursday of the month: 9:00 a.m. – 4:00 p.m.

Any changes in rental fees, times or dates will be negotiated between the Agency and the McGregor School.
4. The McGregor School will provide tables, chairs, heat and light for the Agency to carry out the WIC Clinic. The Agency agrees to leave the premises in the same condition as at the beginning of the Clinic.
5. The McGregor School shall take all necessary steps to maintain and keep the premises in a safe and clean condition. This shall include (a) sidewalks and parking areas cleared of snow and ice and other obstructions; (b) stairways and walkways cleared of clutter and in safe repair; (c) electrical hazards removed from the Department's area.
6. This agreement shall continue and be binding upon both parties until August 31st, 2013. Termination of this agreement may be made by either party with sixty (60) days written notice of intention to the other party.
7. The Lessor agrees to abide by all Federal and State nondiscrimination legislation to the effect that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, sex, or handicap in regards to the WIC Program.

WIC AGREEMENT-- McGregor School

Aitkin County Health and Human Services

By: _____

Its: Director

Date: _____

McGregor School

By: Paul Grams

Its: Paul Grams Supt.

Date: 7/10/12

Aitkin County Board of Commissioners

By: _____

Its: Chairperson

Date: _____

Approved as to form and execution:

By: _____
County Attorney

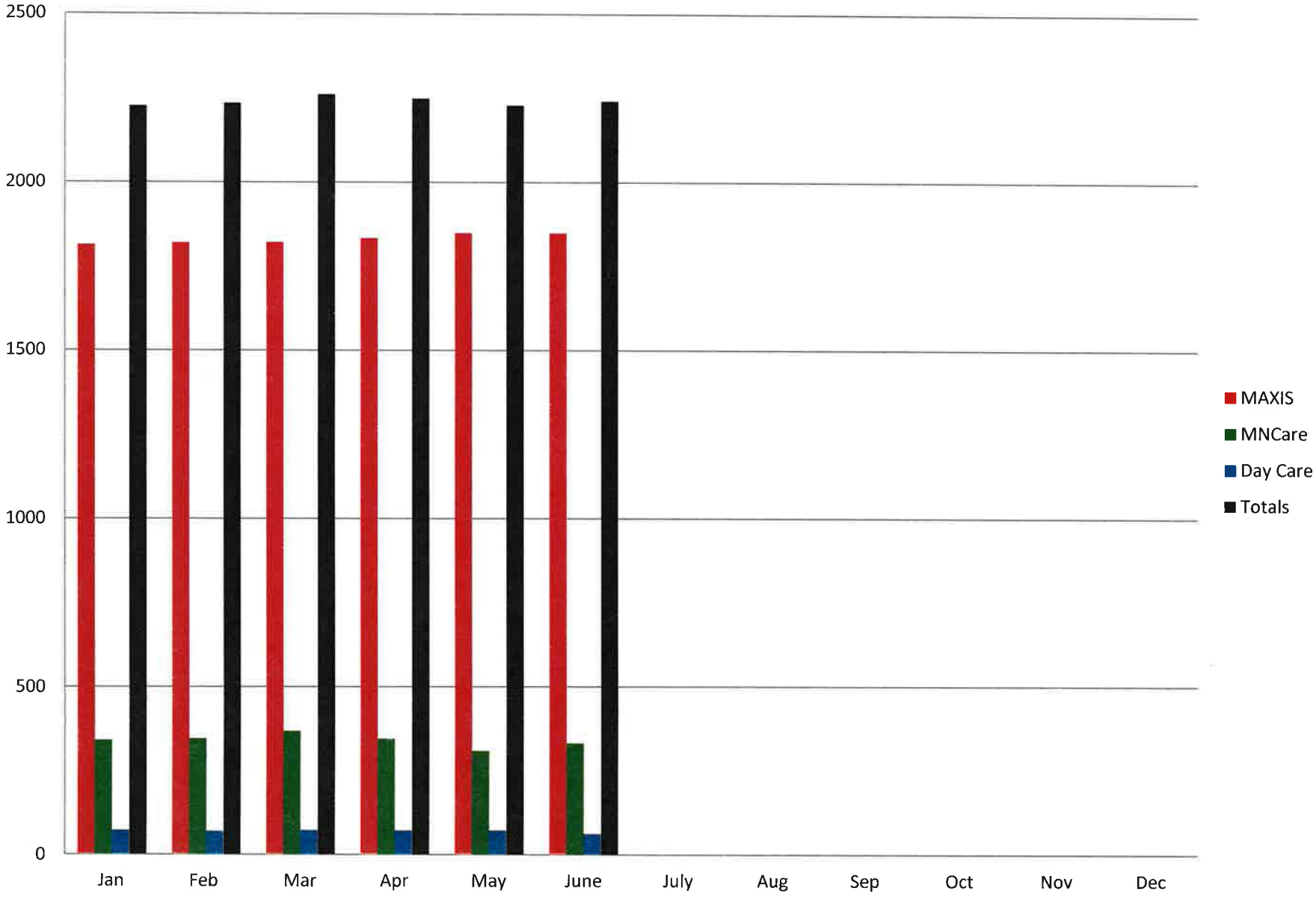
Date: _____

INCOME MAINTENANCE CASELOAD HISTORY

| Year | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec | |
|------|--------------------|------|------|------|------|------|------|------|------|------|------|------|------|
| 2012 | MAXIS | 1813 | 1819 | 1820 | 1832 | 1848 | 1848 | | | | | | |
| | MNCare | 341 | 346 | 368 | 345 | 309 | 332 | | | | | | |
| | Day Care | 72 | 70 | 73 | 72 | 72 | 62 | | | | | | |
| | Totals | 2226 | 2235 | 2261 | 2249 | 2229 | 2242 | | | | | | |
| | Applications-MAXIS | 91 | 62 | 77 | 71 | 94 | 77 | | | | | | |
| 2011 | 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 | 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 | 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 | 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 | | | | | - | 1,396,425.52 | |
| CPA and In Lieu | | | | | 1,500.08 | - | |
| State Revenue | 37,736.43 | 21,444.68 | 84,969.04 | 2,560.19 | 18,595.31 | 79,430.43 | |
| Federal Revenue | 73,953.74 | 291,098.08 | 190,428.89 | 67,463.70 | 298,328.09 | 182,730.98 | |
| Revenue From Third Party | 11,551.83 | 11,760.42 | 12,775.59 | 13,857.34 | 16,444.54 | 20,384.56 | |
| Misc. Revenue | 43,294.72 | 44,024.17 | 48,669.06 | 25,717.24 | 38,444.81 | 25,137.67 | 709.75 |
| Total: | 166,536.72 | 368,327.35 | 336,842.58 | 109,598.47 | 373,312.83 | 1,704,109.16 | 709.75 |
| Expenditures: | | | | | | | |
| Payments to Recipients | 151,909.53 | 123,684.35 | 160,821.95 | 177,680.73 | 121,117.18 | 145,551.15 | 140,520.44 |
| Salaries and Fringes | 299,542.87 | 265,354.84 | 265,483.59 | 279,680.75 | 271,104.95 | 386,477.04 | 125,037.61 |
| Services and Charges | 21,637.87 | 25,137.47 | 29,900.95 | 24,731.64 | 22,593.66 | 19,694.70 | 24,275.74 |
| Travel and Insurance | 46,667.28 | 3,467.94 | 4,765.15 | 3,981.74 | 3,306.05 | (86.94) | 4,123.17 |
| Office Supplies | 1,672.83 | 3,523.06 | 1,881.28 | 1,705.78 | 3,896.44 | 4,208.65 | 941.33 |
| Capital Outlay | 447.25 | 5,029.08 | 30.59 | 1,375.07 | 94.53 | 3,016.47 | 29,984.00 |
| Misc Expense & Pass Thru | 10,576.43 | 14,848.42 | 5,716.47 | 46,061.68 | 4,003.14 | 8,684.58 | 34,829.03 |
| Total: | 532,454.06 | 441,045.16 | 468,599.98 | 535,217.39 | 426,115.95 | 567,545.65 | 359,711.32 |
| Final Totals: | (365,917.34) | (72,717.81) | (131,757.40) | (425,618.92) | (52,803.12) | 1,136,563.51 | (359,001.57) |

Cash Balance as of 07/2011
3,911,455.85

Cash Balance as of 07/24/2012
4,144,019.25

| | 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 | 1,396,425.52 | 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 | 1,500.08 | 236,240.57 | 235,223.92 | 321,690.72 | 303,462.53 | 389,866.09 | 312,877.69 | 454,674.85 |
| State Revenue | 244,736.08 | 736,864.33 | 611,120.93 | 632,506.88 | 936,661.64 | 790,366.43 | 905,921.06 | 938,238.57 |
| Federal Revenue | 1,104,003.48 | 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 | 86,774.28 | 163,265.77 | 126,077.60 | - | - | - | - | - |
| Misc. Revenue | 225,997.42 | 446,320.68 | 541,300.99 | 575,677.90 | 608,372.74 | 568,060.27 | 484,763.05 | 367,679.15 |
| Total: | 3,059,436.86 | 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 | 1,021,285.33 | 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 | 1,892,681.65 | 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 | 167,972.03 | 271,548.15 | 305,453.93 | 295,501.81 | 327,685.72 | 271,589.87 | 281,345.91 | 284,829.34 |
| Travel and Insurance | 66,224.39 | 96,969.42 | 107,221.46 | 125,924.90 | 125,736.88 | 91,625.96 | 96,293.29 | 144,092.83 |
| Office Supplies | 17,829.37 | 61,209.60 | 56,501.21 | 52,262.98 | 79,742.17 | 63,677.05 | 65,267.30 | 59,081.39 |
| Capital Outlay | 39,976.99 | 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 | 124,719.75 | 96,521.72 | 123,123.15 | 142,355.79 | 133,526.22 | 148,157.71 | 145,866.15 | 129,998.55 |
| Total: | 3,330,689.51 | 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: | (271,252.65) | 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 | \$101,195.78 |
| 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 | \$70,140.91 |
| 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 | \$79,654.30 |
| 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 | \$68,929.00 |
| 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 | \$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 | \$547,369.46 |
| CHILDREN | 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) | (\$338,873.65) |
| | Decrease from 2003 | Decrease from 2004 | Decrease from 2005 | Decrease from 2006 | Increase from 2007 | Increase from 2008 | Change from 2009 | Change from 2010 | Change 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 | \$3,421.50 |
| Treatment Foster | \$48,158.05 |
| Child Foster Care | \$156,378.44 |
| Rule 8 FC | \$68,550.50 |
| Corrections | \$178,921.76 |
| Electronic Monitor | \$352.00 |
| Rule 5 | \$86,631.05 |
| Respite | \$4,457.54 |
| Child Care | |
| Health Services | \$344.00 |
| Transportation | <u>\$3,189.04</u> |

Total \$550,403.88

2009 Foster Care Reimbursement

| | |
|------------|-------------|
| IV-E | \$80,672.00 |
| Rule 5 | \$42,553.42 |
| Recoveries | \$82,673.14 |

Total \$205,898.56

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.

2010 Foster Care Reimbursement

| | |
|------------|--------------|
| IV-E | \$81,539.76 |
| Rule 5 | \$37,364.89 |
| Recoveries | \$130,255.98 |

Total \$249,160.63

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 2010 expenses.

2011 Foster Care Reimbursement

| | |
|------------|--------------|
| IV-E | \$75,838.00 |
| Rule 5 | \$103,505.70 |
| Recoveries | \$127,343.92 |

Total \$306,687.62

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 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 | \$3,421.50 | \$1,462.30 | \$1,959.20 | \$0.00 |
| Treatment Foster | \$48,158.05 | \$48,158.05 | \$0.00 | \$0.00 |
| Child Foster Care | \$156,378.44 | \$94,450.52 | \$9,783.11 | \$52,144.81 |
| Rule 8 FC | \$68,550.50 | \$7,061.90 | \$41,558.70 | \$19,929.90 |
| Corrections | \$178,921.76 | \$0.00 | \$122,231.16 | \$56,690.60 |
| Electronic Monitoring | \$352.00 | \$0.00 | \$352.00 | \$0.00 |
| Rule 5 | \$86,631.05 | \$86,631.05 | \$0.00 | \$0.00 |
| Respite | \$4,457.54 | \$4,457.54 | \$0.00 | \$0.00 |
| Child Care | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Health Services | \$344.00 | \$344.00 | \$0.00 | \$0.00 |
| Transportation | \$3,189.04 | \$3,189.04 | \$0.00 | \$0.00 |
| Total | \$550,403.88 | \$245,754.40 | \$175,884.17 | \$128,765.31 |
| Total | \$550,403.88 | | | |

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 |
|----------------|-------------------------------------|------------------------------------|--|----------------------------------|--|
| 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 | 58 | 2 | 20 | 80 | \$838.15 |
| APRIL | 81 | 2 | 14 | 97 | \$1,211.38 |
| MAY | 63 | 1 | 22 | 86 | \$764.25 |
| JUNE | 73 | 0 | 11 | 84 | \$1,052.56 |
| JULY | | | | | \$1,489.61 |

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

AITKIN-ITASCA-KOOCHICHING
COMMUNITY HEALTH BOARD
MEETING MINUTES
June 22, 2012

MEMBERS PRESENT

Brian McBride
Shara Pehl
Leo Trunt
Laurie Westerlund
Ihleen Williams

OTHERS PRESENT

Tom Burke
Susan Congrave
Lester Kachinske
Marie Margitan

STAFF PRESENT

Karen Benson
Sue Erzar

OTHERS ABSENT

Cynthia Bennett

MEMBER ABSENT

Phyllis Karsnia
Heather Schjenken

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by CHS Board Chairman Brian McBride. Self-introductions were made by those present.

REVIEW AND APPROVAL OF THE AGENDA

I. Williams made a motion to approve the agenda as presented; L. Trunt seconded the motion; motion carried.

MINUTES OF THE APRIL, 2012 MEETING

L. Trunt made a motion to approve the minutes as mailed; I. Williams seconded the motion; motion carried.

(L. Kachinske arrived at this time.)

FINANCIAL REPORTS

K. Benson presented the Financial Report which included:

CHS Administration May, 2012 – Expenditures in May, 2012 amounted to \$14,441.48, bringing year-to-date expenditures to 47,637.60 or 34.4% of the annual budget. With 41.7% of the year completed, expenditures are on track.

Women, Infant, Children (WIC) Program Monthly Report, May, 2012 - expenses for the month of May amounted to \$29,119 bringing year-to-date expenditures to \$216,215.00 or 76.1% of the \$284,054 planning level for the period Oct. 2011 - Sept. 2012. With 75% of the fiscal year completed, we are slightly ahead of the planning level.

Preparedness May, 2012 –. This grant is awarded for the period August 10, 2011 – August 9, 2012. Expenditures for the period September, 2011 –April, 2012 amounted to \$53,237.31 or 85.1% of the budget. With 75% of the budget cycle completed this is somewhat overexpended.

Statewide Health Improvement Grant (SHIP) - expenses for the month of April amounted to \$8,261.93 bringing year-to-date expenditures to \$30,063.93 or 17.6% of the \$171,000 allocated to our three counties through the CHB. With 33.3% of the year completed, this is underexpended, but expenditures are catching up in May and June.

TANF Home Visiting First Quarter, 2012 - expenditures in the first quarter of 2012 amounted to \$37,945.65 or 31.1% of the \$121,926 budget. With 25% of the year completed, this is slightly overexpended.

Women, Infant, Children (WIC) Peer Breastfeeding Support Project Expenditure Report, 2nd Quarter Jan 1 – March 31, 2012 – Presented By County: Aitkin - \$1,076 bringing year-to-date to \$2,152 or 42.7% of the grant amount; Itasca - \$1,260 bringing year-to-date to \$2,520 or 50% of the grant amount; Koochiching - \$2,520 or 50% of the grant amount. With 50% of the grant year completed, these counties are all on track.

Following the report, I. Williams made a motion to approve the Financial Report; L. Trunt seconded the motion; motion carried.

ADMINISTRATION UPDATE

Sue Erzar presented the Administration Update, which included information about:

Triad Update – The Triad had met and conducted a review of the past five and a half years of the administration system adopted in 2006, following the retirement of the previous administrator. Sue distributed a document (attached) detailing the Gap Analysis and Environmental Scan conducted, as well as a second sheet detailing the cost savings of the current system. Sue discussed the process which led to the system of a rotation of the three public health directors/supervisors taking leadership as CHS administrator. This review was brought to the Board for discussion and our

ADMINISTRATION UPDATE (CONTINUED)

Triad Update (Continued)

review continues to be an ongoing process. Board members are invited to share comments or questions at any time regarding their thoughts on this process. L. Trunt asked what is the rotation cycle? Sue explained that we began with a two year cycle, and went to a four year period most recently. It was decided to continue with Sue Erzar as Administrator through 2012 and continue the rotation of Administrator between the 3 county Public Health Directors/ Supervisors, beginning in 2013, at which time Cynthia Bennett, from Aitkin County, will serve as CHS Administrator. L. Trunt asked what is the analysis of cost savings? K. Benson said the attached sheet details the cost savings we will realize in the time period from 2006-2012. The analysis took into account costs of a full time administrator, versus our current compensation for part time CHS administrator duties. T. Burke stated that the reason this process has worked so well is that we have some very knowledgeable long term employees in the three counties and CHS staff. A lot of the success is because of the knowledge these people have and he expressed concern with what might happen as future retirements occur. S. Erzar said the group is very aware of the fact that we need to do succession planning, and this has been part of the Triad discussions. The group also discussed one of the weaknesses of our current system has been in Assessment and Planning. T. Burke asked if we should consider working with ARDC for planning or can we do more with the 4 county CHS area as we have in some of our recent grants? I. Williams said we need to be confident that the people we are hiring in our counties will have experience to take on some of these roles. S. Congrave said that one of the positives of the system for Public Health directors has been learning more about the CHS system. B. McBride observed that he has only been involved with CHS for 3 and ½ years, and this system has worked very well. S. Congrave said she hopes county boards are sensitive to how much we have saved and that we were ahead of the curve on this situation. This plan was developed trying to protect county boards because we had retirement costs which weren't vested.

Statewide Health Improvement Project (SHIP) Update – We have now entered SHIP.2, continuation funding has been provided for the next year, and we are working on healthy school food choices, safe routes to school, and transportation. Each county is currently looking at how policies impact these areas.

Electronic Medical Records (EMR) – All 3 counties are required to have EMR capabilities by 2015. S. Congrave and S. Erzar have been talking with the coordinator of the CHAMPS system. We plan to arrange a demonstration of the system in Aitkin County. Itasca and Koochiching have already had a demonstration. There is some possibility of a discount in cost if we purchase a system as a 3 county agency but each county would hold their own licenses. We hope to apply some of the CHS funds to match with contributions from each of the 3 counties. We hope to have more information at the August Board meeting. The group discussed the system and how it might interface with other electronic records systems. T. Burke asked if we should have an ongoing line item in the CHS budget for EMR? K. Benson explained that we have a set aside line item designating carryover funds for this purpose but we could certainly explore adding that line item.

ADMINISTRATION UPDATE (CONTINUED)

Transformation Grant – The 7-county region has received this 5-year grant from CDC. We had anticipated receiving \$600,000 and have received \$650,000. S. Erzar shared a handout describing the project. Projects are still being constructed in the 7 county area. One of the new areas explored in this grant is clinical services. This grant has some similarities to focus areas in the SHIP program. There will be a tobacco prevention effort handled in our region by American Lung Association. Sustainable Futures program in Duluth will coordinate food programs. L. Kachinske asked if this program will be the same in all three of our counties? S. Erzar said it will be similar but may have a different approach in different counties. Some efforts may start earlier in counties which are ready and may have a later start in counties which need to develop the initiatives.

(L. Kachinske and T. Burke left the meeting at this time.)

County Rankings - The Robert Wood Johnson Foundation and the University of Wisconsin have again done the County Health Rankings for Minnesota counties. Sue Erzar said that this is the second year this ranking system has been done, and it again provides a snapshot of our counties which can be used for planning. S. Erzar distributed copies of the Rankings for Board members. She noted that this ranking is designed to compare counties within a state, not state to state rankings. Our counties primarily use these rankings to spur discussion. M. Margitan said she felt it was useful to look at the quartile rankings versus individual rankings. Some of the factors measured can be controlled, others such as access to health care, we have very little control. Dr. Pehl noted that this information is from 2008-09. It doesn't reflect all of the work in public health in the last three years. S. Erzar said there is a website notation on the booklet if Board members wish to look at more detail on this study.

Joint Powers Agreement - The review and revision of the Community Health Board Joint Powers Agreement is now ready for review by County Attorneys. Public Health Directors will bring the agreement to their respective county attorney for review.

Community Health Conference - The annual conference is scheduled for October 3-5, 2012. Registration will open after July 16. If Board members are interested in attending, let Karen Benson know and she will coordinate your registration. She will also send out conference information when it is available.

Community Assessment, Prioritization and Planning – We are currently looking at a data framework and developing Assessment items which can be populated with local statistics. We hope to have a framework for this by the end of June. We will look at these data from each county's perspective. MDH has looked at health indicators and given us links to the data. Our regional Epidemiologist, Amy Westbrook, has taken the lead in developing a database which we can add to each year. S. Erzar said that once the data set is developed we will prioritize and set goals and objectives. She also noted that hospitals are also in an assessment process and we are working with them to compare data.

Environmental Services - The agency has changed its name to Food, Pools, and Lodging Services. S. Erzar distributed a chart showing linkages and structure of the agency.

LOCAL PUBLIC HEALTH ASSOCIATION (LPHA)

S. Erzar presented a report which included information about:

Tickborne Diseases - The group heard from a speaker that there is an increase in diseases, beyond Lyme disease, which are caused by ticks. He stressed the importance of using repellants and checking for ticks.

CHB Grant Invoicing Changes - We have been notified by MDH that federal grant reporting changes have led to the state requiring monthly invoicing rather than quarterly invoicing as has been done with many of our grants. This may lead to some delays in payment since we will be paid on a reimbursement basis rather than advance payments. This may be implemented as early as July. There will be greater use of Excel in reporting.

2012 Legislative Summary – Sue shared a copy of the summary which is also available on the LPHA website. She noted the highlights include there was no permanent reduction in the Local Public Health Grant, and that 15 million dollars was earmarked for SHIP. She encouraged the group to read the summary.

STATE CHS ADVISORY COMMITTEE (SCHSAC) REPORT

SCHSAC Representative, Cynthia Bennett was not at today's meeting but sent a written report to the Board.

PUBLIC HEALTH REPORTS

Itasca County

Sue Erzar provided information including:

Preparedness – With our flooding situation, all of our work in Preparedness is impacting how we have been able to mobilize and deal with the flood issues, especially in Aitkin County and also some areas of Itasca County.

Koochiching County

Susan Congrave presented a report for Koochiching County with information including:

Preparedness - S. Congrave noted that phone conferences for Preparedness have been helpful in the current situation. Our regional coordinator was able to quickly get information out to the areas impacted with weather related damage.

NEXT MEETING

The next meeting of the Board is scheduled for August 9, 2012, at 10:00 a.m. in Grand Rapids.

ADJOURNMENT

I. Williams made a motion to adjourn the meeting at 11:30 a.m.; L. Trunt seconded the motion; motion carried.

Respectfully Submitted,

Karen Benson
Staff Secretary

Brian McBride
CHS Board Chair

(SEE ATTACHMENTS)

ATTACHMENTS

AIK Tri-Ad: Evaluation of the CHS Administrator's Role

Situation: going from a full time CHS Administrator to one in which the responsibilities are shared among three PH lead staff, one from each county

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| <p>Background</p> <p>When did the change occur?</p> | <p>September 30, 2006, when long standing CHS Administrator retired</p> |
| <p>Why was the change made?</p> | <p>Needed to fund financial obligations of the Board Acquire funds to fund unsecured future liabilities (retirement benefits for employees) Realize efficiencies in administration Allow time to identify needs, assess and make recommendations for the CHBs future To be able to evaluate the roles and responsibilities of the CHS administrator's position Assess the productivity of previous CHS Adm</p> |
| <p>In re: to covering the CHS Administrator responsibilities, who does what?</p> | <p>Assignments/Responsibilities were broken down into: LPHAP planning, Fiscal management & state reporting requirements, Grant development, Legislation, SCHSAC, LPHA and General duties</p> |
| <p>Outcomes of making the Change:</p> <p>What have been the positives of this change?</p> | <p>Tri-Ad more familiar with CHS administration role and responsibilities Cost savings (Total=\$445,812; see attached) Administration and operations are more transparent Board has embraced change and supported necessary changes Board has supported tri-ad 100% Strengthening of Tri-Ad group and relationships between counties Increase communication and problem solving using both face-to-face, conference calling and webinar meetings More involved with policy at the state, local and regional levels Efficient and streamlined operation Cross training of duties and expectations Counties in CHS joint powers agreement support the CHS partnership Able to acknowledge personal strengths and interests</p> |

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| What have been the frustrations? | <p>Additional responsibility and time required of the 3 Directors/Supervisors</p> <p>Grants manager has to be more flexible due to the structure, additional responsibilities and time required</p> <p>No lead planning person</p> <p>More meetings and time of the Supervisor/Directors, Grants Manager to complete duties to assure responsibilities are met</p> <p>Less ability to secure grants to meet local needs</p> <p>Can only meet basic requirements</p> <p>No one person to integrate public health activities and responsibilities at the Tri-County level</p> <p>Challenged by the responsibilities of the work; one person takes on a lot of the work</p> |
| Have you heard any comments from others re: how the organization is currently functioning? | <p>Less visibility as a community health board</p> <p>Difficult to coordinate the 7-county regional initiatives</p> |
| <p>Environmental Scan</p> <p>What are the present day circumstances within which the organization functions?</p> | <p>Push to increase transparency in government</p> <p>Restructuring due to several reductions in dollars coming down—very Timely</p> <p>Requirements to meet the LPHA law have changed (strategic planning, QI, planning process)</p> <p>Redesign efforts – health and human services</p> <p>Decreased funding for government at the local level</p> <p>Fragmentation of traditional public health responsibilities</p> <p>On-going succession planning (i.e. retirements)</p> <p>Accreditation on the horizon</p> |

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| <p>Gap Analysis:</p> <p>In general, what do you see as the primary responsibilities and functions of a CHS Administrator? Your ideas might include other than what is currently happening)</p> <p>Are there gaps between the current role and what you think should be happening?</p> | <p>We cover the basic CHS responsibilities</p> <p>Do we need to hire a data collector, etc. for planning?</p> <p>A lead person to take responsibility for planning and coordinating the process/work</p> |
| <p>Recommendations:</p> <p>What are your recommendations regarding the sharing of the CHS Administrators responsibilities?</p> | <p>January 2013 transfer CHS Administrator designee to Aitkin, and continue to rotate.</p> <p>To be considered in the Future: Potential Funding to contract for planning and data analysis.</p> |

AIK Tri-Ad: Evaluation of the CHS Administration Cost Savings

- Cost Savings Realized September, 2006 – September, 2012: \$445,812 (\$74,302/year)
 - Based on cost differential of .8 FTE CHS Administrator: Salary, Fringe, Travel and Home Office Costs vs. Costs of Triad Administration
- Vested Retirement and Account Established to fully fund future staff retirement.
- Retirement Costs in first 5 years = \$144,193
 - Board could not have paid these costs and hired a full-time CHS Administrator
- Additional \$ provided to counties = \$116,540
- Carryover Funds Available for special projects = \$30,405