

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
October 23, 2012**

**NOTE:** This meeting was scheduled from 8:30 to 8:55 a.m. with a condensed Agenda.

**I. Call to Order**

The Aitkin County Board of Commissioners met this 23rd day of October, 2012, at 8:32 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 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; and Nanci Sauerbrau, Aitkin Independent Age.

**II. Pledge of Allegiance**

**III. Approval of Agenda**

*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the agenda as mailed/posted.*

**IV. Review August 28, 2012 Health & Human Service Board Minutes  
The September 25<sup>th</sup>, 2012 H&HS Board Meeting was canceled.**

*Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the August 28, 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.*

**VI. General/Miscellaneous Information**

- A. NACO – Health Steering Committee Appointment – Tom Burke updated the Board that his nomination as a member of the NACO Health Steering Committee has been confirmed and explained his participation/involvement on this committee. Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize Tom Burke to serve as a member on the NACO Health Steering Committee which will include attendance at NACO meetings as well as participation in phone conferences.**
- B. IT for Public Health – CHAMPS – FYI – Tom Burke updated the Board on the use of CHAMPS for case record management which will be web based. This system will be housed in a central location, so none of the counties will have equipment housing issues. The rough estimate of the cost is 72,188. The CHS will cover the first \$20,000 and the counties will each pay approximately \$17,396. The CHAMPS system will meet the federal and state guidelines/mandates required to be in place by 2015. The contract will be between CHAMPS and the CHS joint powers. There will need to be agreements put into place for counties to pay their respective portions. Maintenance of the system is presently at \$13,322**

**which will be divided amongst the three counties. This will be brought back to Board for approval in November.**

**VII. Contracts**

- A. WIC Agreement – Malmo – between ACHHS and the Bethesda Lutheran Church of Malmo for the period January 1, 2013 to December 31, 2013.** *Motion by Commissioner Niemi, seconded by Commissioner Westerlund, and carried, the vote was to approve and authorize the Board Chair to sign the WIC Agreement – Malmo – between ACHHS and the Bethesda Lutheran Church of Malmo for the period January 1, 2013 to December 31, 2013.*

**VIII. Administrative Reports:**

- A. Income Maintenance Caseload Update & Graph – FYI**  
**B. Financial & Transportation Reports –** *Kathy Ryan, Fiscal Supervisor noted we are on track.*

**IX. Adjournment:**

**Next Meeting – November 27, 2012**

*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to adjourn the meeting at 8:52 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 third quarter of 2012  
for Income Maintenance, Social Services and Public Health were included in this packet.**