

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA**

April 23, 2013

- 9:05 A.M.**
- I. Attendance**
 - II. Approval of Health & Human Services Board Agenda**
 - III. Review March 26, 2013 Health & Human Service Board Minutes**
 - IV. Review Bills**
 - V. General/Miscellaneous Information**
 - A. Honeywell International Inc. – Building Systems Agreement – Tom Burke**
 - B. Replacement of Social Service Supervisor position to be vacated with the Retirement of Susan Cebelinski on June 1, 2013 - Tom Burke**
 - C. MN Choices – Tom Burke**
 - VI. Contracts/Service Agreements**
 - A. Service Agreement between the County of Aitkin, through its Health & Human Services Department and Woodview Support Services/Oakridge Homes for the period April 1, 2013 to December 31, 2014.**
 - VII. Administrative Reports:**
 - A. Financial & Transportation Reports – Kathy Ryan, Fiscal Supervisor**
 - VIII. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Vernon Awes & Dave Leaf Minutes of the April 3, 2013 meeting.**
 - B. AEOA / NEMOJT Committee Updates – Commissioner Napstad**
 - C. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
 - IX. Break at 9:___ a.m. for _____ minutes Next Meeting – May 28, 2013**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
March 26, 2013**

I. Attendance

The Aitkin County Board of Commissioners met this 26th day of March, 2013, at 9:04 a.m. as the Aitkin County Health & Human Services Board, 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 Susan Cebelinski and Sue Tange, Social Services Supervisors; Kathleen Ryan, Fiscal Supervisor; Cynthia Bennett, Public Health Supervisor; Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Bob Lewis, HHS Advisory Member; Janet Hatfield, County Financial Worker; and Jeanne Schram, Aitkin Independent Age.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the agenda as amended with the addition of a Resolution under V.-B.

III. Review February 26, 2013 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the February 26, 2013 Health & Human Services Board Meeting Minutes as mailed/posted.

IV. Review Bills

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

V. General/Miscellaneous Information

A. NACO Update – Tom Burke reviewed the ‘Why Counties Matter’ handout as well as the four Policy Briefs which included: 1- Protect the Federal-State-Local Partnership for Medicaid, 2- Fund the Substance Abuse and Mental Health Services Administration, 3-Protect the Prevention and Public Health Fund, 4-Extend Health Benefit Coverage to Pre-Trial Jail Inmates.

B. AMC Policy for Human Services Update - Tom Burke updated the Board on the Human Services Technology Investment of \$29 million in the Governor’s Budget for this project.

RESOLUTION - # 032613-035

**Request Governor of Minnesota to Maintain Budgeted
\$29 Million for Human Services Technology**

WHEREAS, The Association of Minnesota Counties (AMC) and the Minnesota Association of County Social Service Administrators (MACSSA) both believe Human Services Technology Modernization is a top priority for this legislative session; and

WHEREAS, The House and Senate both set budget targets last week which include reductions in the area of health and human services, which will put this county priority in stiff competition with other budget items.

WHEREAS, Many state programs are running on antiquated DOS based systems developed in the 1980s, and

WHEREAS, There is high risk of system failure if the state does not replace old systems thereby noting we can either invest now or spend significantly more money later; and

WHEREAS, This is not just a State and County administrative problem, as clients will get better, more timely services if we have more efficient technology systems; and

WHEREAS, We have a golden opportunity to leverage federal financial participation via the Affordable Care Act with a relatively small state investment; and

WHEREAS, Failure to invest now will result in a significantly higher state investment later; and

WHEREAS, Better systems are needed because most counties won't be able to add staff, despite a growing workload from the Medical Assistance expansion.

NOW, THEREFORE, BE IT RESOLVED, the Aitkin County Board of Commissioners requests that the Governor maintain \$29 million in his budget for Human Services Technology.

Commissioner Marcotte moved the adoption of the resolution, seconded by Commissioner Niemi, and it was declared adopted upon the following vote:

Members Present: 5 ALL MEMBERS VOTING "Yes"

VI. Administrative Reports:

A. **Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor, noted there were no significant changes to report.

VII. Joint Powers Board Reports:

Tri-County Community Health Services Board (CHS) – Commissioner Westerlund introduced Cynthia Bennett as the new CHS Administrator. Cynthia noted at the most recent meeting, they were reviewing the minutes from the last CHS meeting and the budget was not approved because there needed to be some minor changes.

VIII. Committee Reports from Commissioners

A. AEOA / NEMOJT Committee Updates – Commissioner Napstad noted that neither committee has met since our last Board meeting.

B. CJI (Children's Justice Initiative) – Sue Tange updated the Board that they had a very good discussion regarding truancy and the need for uniform responses.

IX. Break at 10:02 a.m. for 10 minutes

Next Meeting – April 23, 2013

Aitkin County

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4/19/13

3:09PM

Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>				<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
29	6094	20.00	Parenting assessment- observati	03/29/2013		Court Related Services & Activities
30	6094	315.00	Supervised visits- Court-relate	03/07/2013		Court Related Services & Activities
65	6094	45.00	Supervised visit/phone contact	03/27/2013		Court Related Services & Activities
77	6094	135.00	Supervised visits	03/07/2013		Court Related Services & Activities
	6094	515.00	4 Transactions	03/15/2013		
73	88284	26.00	Certified birth certificate	04/12/2013		Child General Case Mgmt
	88284	26.00	1 Transactions	04/12/2013		
96	86222	60.00	Child Care Advertising - Commu	03/16/2013		Community Ed & Prevent/Advertising
	86222	60.00	1 Transactions	03/20/2013		
94	360	16,330.88	MFP Empl Service- Qtrly Paymen	04/01/2013		Mfip- Employment Services
	360	3,209.75	DWP Empl Service- Qtrly Pmt	04/01/2013		Mfip- Employment Services
95	360	19,540.63	2 Transactions	06/30/2013		
51	91307	35.00	Guardianship/conservatorship	01/01/2013		Guardianship/Conservatorship
	91307	35.00	1 Transactions	03/28/2013		
41	9791	105.00	Guardianship/Conservator Activ	03/01/2013		Guardianship/Conservatorship
	9791	105.00	1 Transactions	03/31/2013		



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Health & Human Services

Vendor No.	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
							Paid On Bhf #	On Behalf of Name
8	12505 BLEGEN/DARLA			100.00	Child respite care	03/15/2013		Child Mh Respite
	05- 430- 740- 3890- 6020				1 Transactions	03/17/2013		
17	87866 Catholic Charities- Diocese Of St Cloud			562.50	Adult outpatient diagnostic as	03/23/2013		Adult Outpat Diagnostic Assess/Psyc
18	05- 430- 745- 3085- 6020			12.87	Adult outpatient diagnostic as	03/23/2013		Adult Outpat Diagnostic Assess/Psyc
69	05- 430- 745- 3085- 6020			1,050.00	Parental Capacity Assessment -	03/26/2013		Adult Outpat Diagnostic Assess/Psyc
70	05- 430- 745- 3085- 6020			102.94	Parental Capacity Assessment -	03/12/2013		Adult Outpat Diagnostic Assess/Psyc
71	05- 430- 745- 3085- 6020			637.50	Parental Capacity Assessment -	03/12/2013		Adult Outpat Diagnostic Assess/Psyc
87866	Catholic Charities- Diocese Of St Cloud			2,365.81	5 Transactions	03/12/2013		Adult Outpat Diagnostic Assess/Psyc
9020	CENTRAL LAKES DRUG TESTING							
67	05- 430- 710- 3180- 6057			98.00	Drug testing-Health-related se	03/22/2013		Health Related Services- Foster Care
13	05- 430- 710- 3190- 6020			60.00	Drug testing- Court-related ser	04/12/2013		Court Related Services & Activities
14	05- 430- 710- 3190- 6020			60.00	Drug testing- Court-related ser	04/05/2013		Court Related Services & Activities
9020	CENTRAL LAKES DRUG TESTING			218.00	3 Transactions	04/05/2013		
12191	COOPER/SHIRLIE							
61	05- 430- 710- 3820- 6040			87.00	Relative custody assistance	04/01/2013		Relative Custody Assistance
62	05- 430- 710- 3820- 6040			150.00	Relative custody assistance	04/01/2013		Relative Custody Assistance
12191	COOPER/SHIRLIE			237.00	2 Transactions	04/30/2013		
11051	Department of Human Services							
90	05- 430- 720- 3110- 6069			361.42	BSFE County Match	03/01/2013		Bsf Child Care
93	05- 430- 720- 3110- 6069			361.42	BSFE County Match	03/31/2013		Bsf Child Care

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Health & Human Services

<u>Vendor No.</u>	<u>Account/Formula</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
		<u>Acct</u>				<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
92	05-430-720-3140-6020		1,873.13	MEC2 MFP Recoveries	02/01/2013		Other Child Care
91	05-430-730-3590-6072		10,064.08	CCDIF Maintenance of Effort	02/01/2013		Ccdif County % State Billings
11051	Department of Human Services		12,660.05	4 Transactions	02/28/2013		
7	12566 DEVELOPMENTAL DIAGNOSTICS, LLC		1,750.00	Child outpatient diagnostic as	03/19/2013		Child Outpat Assess/Psyc. Testing
9	9220 DHS- MSOP		1,010.60	State- operated inpatient	03/31/2013		Commitment Costs - Poor Relief
20	05-430-745-3721-6081		1,010.60	State- operated inpatient	03/31/2013		Commitment Costs - Poor Relief
56	05-430-745-3721-6081		2,526.50	State- operated inpatient	03/31/2013		Commitment Costs - Poor Relief
9220	DHS- MSOP		4,547.70	3 Transactions	03/31/2013		
25	89965 DHS- ST PETER- SEE LIST		1,714.30	State- operated inpatient	03/31/2013		Commitment Costs - Poor Relief
89965	DHS- ST PETER- SEE LIST		1,714.30	1 Transactions	03/31/2013		
46	10030 GORDON/DOROTHY		87.00	Relative custody assistance	04/01/2013		Relative Custody Assistance
10030	GORDON/DOROTHY		87.00	1 Transactions	04/30/2013		
36	12288 HERRICK/TERRY		50.00	Child respite care	02/05/2013		Child Mh Respite
37	05-430-740-3890-6020		50.00	Child respite care	03/28/2013		Child Mh Respite
38	05-430-740-3890-6020		50.00	Child respite care	01/08/2013		Child Mh Respite

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Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
12288	HERRICK/TERRY				150.00	3 Transactions		Paid On Blhf #	On Behalf of Name
43	5561 HOUSING & REDEVELOPMENT	05-430-745-3430-6050			209.00	Rent Payment - Crisis Housing 05/01/2013 1 Transactions	05/31/2013		Housing Subsidy
1	87829 HUDSON/PEGGY	05-430-750-3950-6020			70.00	Public guardianship 03/01/2013	03/31/2013		Public Guardianship Dd
21	87829 HUDSON/PEGGY	05-430-750-3950-6020			70.00	Public guardianship 03/01/2013 2 Transactions	03/31/2013		Public Guardianship Dd
2	11589 Lutheran Social Service of MN- Mankato	05-430-750-3950-6020			132.32	Public guardianship 03/11/2013 1 Transactions	03/26/2013		Public Guardianship Dd
40	86058 Martin/Patricia	05-430-760-3950-6020			105.00	Guardianship/conservatorship 03/01/2013 1 Transactions	03/31/2013		Guardianship/Conservatorship
26	91221 McCormick/John	05-430-710-3820-6040			192.26	Relative custody assistance 04/01/2013 1 Transactions	04/30/2013		Relative Custody Assistance
33	9759 MISQUADACE/ANITA	05-430-710-3820-6040			163.02	Relative custody assistance 04/01/2013 1 Transactions	04/30/2013		Relative Custody Assistance
54	10593 Morrison/Debra	05-430-710-3820-6040			64.29	Relative custody assistance 04/01/2013	04/30/2013		Relative Custody Assistance



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Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
								Paid On Bhf #	On Behalf of Name
55	10593	Morrison/Debra			64.29	Relative custody assistance	04/01/2013 - 04/30/2013		Relative Custody Assistance
					128.58	2 Transactions			
88	89163	NEMOJT			16,330.88	MFTP Empl Service- Qtrly Paymen	04/01/2013 - 06/30/2013		Mfip- Employment Services
89	89163	NEMOJT			3,209.75	DWP Empl Service- Qtrly Pmt	04/01/2013 - 06/30/2013		Mfip- Employment Services
					19,540.63	2 Transactions			
59	11492	NEW PATHWAYS INC			225.00	Housing services	07/23/2012 - 07/31/2012		Housing Services- Child
60	11492	NEW PATHWAYS INC			625.00	Housing services	08/01/2012 - 08/25/2012		Housing Services- Child
87	11492	NEW PATHWAYS INC			275.00	Housing services	01/20/2013 - 01/31/2013		Housing Services- Child
					1,125.00	3 Transactions			
57	12538	North Homes, Inc			26.00	In-home services - mileage - F	02/01/2013 - 02/14/2013		Family- Based Life Mgmt Skills Services
58	12538	North Homes, Inc			128.00	In-home services - Family-base	02/01/2013 - 02/14/2013		Family- Based Life Mgmt Skills Services
					154.00	2 Transactions			
75	10977	NORTHERN PSYCHIATRIC ASSOCIATES			450.00	Pre-petition screening/hearing	03/26/2013 - 03/26/2013		Pre- Petition Screening/Hearing
74	10977	NORTHERN PSYCHIATRIC ASSOCIATES			456.73	Child outpatient diagnostic as	03/08/2013 - 03/08/2013		Child Outpat Assess/Psyc. Testing
85	10977	NORTHERN PSYCHIATRIC ASSOCIATES			180.00	Clinical supervision- Child Rul	03/01/2013 - 03/01/2013		Child Rule 79 Case Mgmt
16	10977	NORTHERN PSYCHIATRIC ASSOCIATES			456.74	Adult outpatient diagnostic as	03/08/2013 - 03/08/2013		Adult Outpat Diagnostic Assess/Psyc
48	10977	NORTHERN PSYCHIATRIC ASSOCIATES			405.00	Pre-petition screening/hearing	03/13/2013 - 03/13/2013		Pre- Petition Screening/Hearing

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Health & Human Services

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
								Paid On Bhf #	On Behalf of Name
68	05-430-745-3090-6050				450.00	Pre- petition screening/hearing	01/31/2013		Pre- Petition Screening/Hearing
86	05-430-745-3340-6071				180.00	Clinical supervision- CSP 25%	03/01/2013		Psychosocial Rehab/Ind Living Skills Csp
84	05-430-745-3910-6020				360.00	Clinical supervision- Adult Rul	03/01/2013		Adult Rule 79 Case Mgmt
10977	NORTHERN PSYCHIATRIC ASSOCIATES				2,938.47	8 Transactions	03/01/2013		
11932	NORTHLAND HUMAN RESOURCE								
5	05-430-740-3050-6020				225.00	Child outpatient diagnostic as	01/07/2013		Child Outpat Assess/Physc. Testing
6	05-430-740-3050-6020				1,093.75	Child outpatient diagnostic as	01/07/2013		Child Outpat Assess/Physc. Testing
45	05-430-740-3050-6020				843.75	Child outpatient diagnostic as	01/21/2013		Child Outpat Assess/Physc. Testing
11932	NORTHLAND HUMAN RESOURCE				2,162.50	3 Transactions	01/11/2013		
90748	OAKRIDGE HOMES SILS								
19	05-430-750-3340-6073				315.00	Semi- Independent Living Serv	03/31/2013		Semi- Independent Living Serv (Sils)
47	05-430-750-3340-6073				347.16	Semi- Independent Living Serv	03/31/2013		Semi- Independent Living Serv (Sils)
44	05-430-750-3350-6020				457.62	Family support program	03/31/2013		Family Support Program
90748	OAKRIDGE HOMES SILS				1,119.78	3 Transactions	03/31/2013		
89879	OCCUPATIONAL DEVELOPMENT CENTER								
50	05-430-745-3160-6050				116.00	Transportation for employment	03/31/2013		Adult Transportation
49	05-430-760-3370-6050				240.00	Employability- supported employ	03/31/2013		Employability - Txx
89879	OCCUPATIONAL DEVELOPMENT CENTER				356.00	2 Transactions	03/31/2013		
87514	Pine Manors Inc								
83	05-430-730-3170-6050				601.44	Detoxification transportation	02/22/2013		Detox Transportation
87514	Pine Manors Inc				601.44	1 Transactions			

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<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
42	3950 05-430-745-3430-6050		20.78	Utilities Payment - Crisis Hou	05/01/2013 05/31/2013		Housing Subsidy
	Public Utilities		20.78	1 Transactions			
22	9489 REDWOOD TOXICOLOGY LABORATORY, 05-430-710-3180-6020		6.75	Drug testing	03/26/2013 03/26/2013		Health- Related Services
52	05-430-710-3181-6020		3.50	UA- Health-related services	03/12/2013 03/12/2013		Drug Testing - CMCC Juveniles
53	05-430-710-3181-6020		6.75	UA- Health-related services	02/20/2013 02/20/2013		Drug Testing - CMCC Juveniles
66	05-430-710-3181-6020		6.75	UA- Health-related services	03/19/2013 03/19/2013		Drug Testing - CMCC Juveniles
81	05-430-710-3181-6020		6.75	UA- Health-related services	03/26/2013 03/26/2013		Drug Testing - CMCC Juveniles
82	05-430-710-3181-6020		56.75	UA- Health-related services	03/21/2013 03/21/2013		Drug Testing - CMCC Juveniles
3	05-430-710-3190-6020		25.00	Drug testing	03/25/2013 03/25/2013		Court Related Services & Activities
4	05-430-710-3190-6020		56.75	Drug testing	03/18/2013 03/18/2013		Court Related Services & Activities
10	05-430-710-3190-6020		6.75	Drug testing	03/06/2013 03/06/2013		Court Related Services & Activities
15	05-430-710-3190-6020		6.75	Drug testing	03/06/2013 03/06/2013		Court Related Services & Activities
23	05-430-710-3190-6020		6.75	Drug testing- Court-related ser	02/12/2013 02/12/2013		Court Related Services & Activities
24	05-430-710-3190-6020		6.75	Drug testing	03/05/2013 03/05/2013		Court Related Services & Activities
76	05-430-710-3190-6050		6.75	Drug testing- Court-related ser	02/12/2013 02/12/2013		Court Related Services-Txx
	9489 REDWOOD TOXICOLOGY LABORATORY, 05-430-710-3180-6020		202.75	13 Transactions			
34	4242 Ryan & Brucker Ltd 05-430-750-3950-6020		26.25	Public guardianship	03/01/2013 03/31/2013		Public Guardianship Dd
35	05-430-750-3950-6020		35.00	Public guardianship			Public Guardianship Dd



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Health & Human Services

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								Paid On Bhf #	On Behalf of Name
4242	Ryan & Brucker Ltd				61.25	02/01/2013 2 Transactions	02/28/2013		
12561	SHAREHOUSE				58.68	Additional clothing for trial 03/07/2013	03/07/2013		Serv For Concurrent Perm Plan
12561	SHAREHOUSE				58.68	1 Transactions	03/07/2013		
86177	SHERIFF AITKIN COUNTY				40.00	Licensing and resource develop 03/19/2013	04/01/2013		License And Resource Development
78	05- 430- 720- 3980- 6020				278.18	Jail Inmate MH Service- JANET L 06/17/2012	12/04/2012		Adult Outpat Diagnostic Assess/Psyc
79	05- 430- 745- 3085- 6020				1,014.16	Jail Inmate MH Service- HOME HE 01/01/2013	03/31/2013		Adult Outpat Diagnostic Assess/Psyc
80	05- 430- 745- 3085- 6020				1,332.34	3 Transactions			
86177	SHERIFF AITKIN COUNTY								
12214	Shopko Store Operating Co. LLC				30.14	Shoes/Foster Care Placement 03/01/2013	03/01/2013		Family Foster Care
27	05- 430- 710- 3810- 6057				104.24	Shoes/Foster Care Placement 03/20/2013	03/20/2013		Family Foster Care
28	05- 430- 710- 3810- 6057				104.24	Initial 60 Day Clothing/Family 03/20/2013	03/20/2013		Family Foster Care
31	05- 430- 710- 3810- 6057				104.24	Initial 60 Day Clothing - Fami 03/20/2013	03/20/2013		Family Foster Care
39	05- 430- 710- 3810- 6057				27.99	Shoes/Foster Care Placement 03/01/2013	03/01/2013		Family Foster Care
63	05- 430- 710- 3810- 6057				104.27	Shoes/Foster Care Placement 03/20/2013	03/20/2013		Family Foster Care
64	05- 430- 710- 3810- 6057				475.12	6 Transactions			
12214	Shopko Store Operating Co. LLC								
9140	SIMAR/CANDACE				70.00	Public guardianship 03/01/2013	03/31/2013		Public Guardianship Dd
32	05- 430- 750- 3950- 6020				70.00	Guardianship/conservatorship 03/01/2013	03/31/2013		Guardianship/Conservatorship
11	05- 430- 760- 3950- 6020								

Aitkin County

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9140 SIMAR/CANDACE					140.00	2 Transactions			On Behalf of Name
86235 The Office Shop Inc		05-430-710-3660-6020			22.69	Family group decision making	03/04/2013		Family Group Decision Making
86235 The Office Shop Inc					22.69	1 Transactions	03/04/2013		
Final Total					75,493.10	39 Vendors			96 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Health & Human Services

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	Approved by,
	5	75,493.10	Health & Human Services
All Funds		75,493.10	Total
			
			

Aitkin County

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Health & Human Services



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								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
64	6094	05-000-000-0000-6800 AADA			24,470.93	1ST QTR 2013- SAFE HAVEN GRANY			Safe Haven Grant - 2011CWAXK024
	6094	AADA			24,470.93	1 Transactions			
1	3483	05-400-440-0410-6405 AAF International			36.99	AIR HANDLER FILTERS	04/10/2013	90600671	Supplies- Computer/Office/Meeting
1		05-420-600-4800-6405			93.72	AIR HANDLER FILTERS	04/10/2013	90600671	Supplies- Computer/Office/Meeting
1		05-430-700-4800-6405			115.91	AIR HANDLER FILTERS	04/10/2013	90600671	Supplies- Computer/Office/Meeting
	3483	AAF International			246.62	3 Transactions			
2	86359	05-420-640-4800-6263 Aitkin Co Attorney			5,206.25	IVD BILLING JAN'13- MAR'13			Contract Legal Services Iv- D
	86359	Aitkin Co Attorney			5,206.25	1 Transactions			
3	85003	05-400-440-0410-6231 Aitkin County DAC			13.16	PAPER SHREDDING	03/04/2013		Services Or Contracts
3		05-420-600-4800-6231			33.34	PAPER SHREDDING	03/04/2013		Services Or Contracts
3		05-430-700-4800-6231			41.24	PAPER SHREDDING	03/04/2013		Services Or Contracts
	85003	Aitkin County DAC			87.74	3 Transactions			
4	12565	05-400-440-0410-6231 AITKIN-ITASCA- KOOCHICHING COMM			17,396.00	CHAMPS SOFTWARE SYSTEM- 4 LIC			Services Or Contracts
	12565	AITKIN-ITASCA- KOOCHICHING COMM			17,396.00	1 Transactions			
5	8239	05-400-440-0410-6405 Ameripride Linen & Apparel Services			4.56	CLEANING SUPPLIES	03/05/2013	220666700	Supplies- Computer/Office/Meeting
5		05-420-600-4800-6405			11.54	CLEANING SUPPLIES	03/05/2013	220666700	Supplies- Computer/Office/Meeting
5		05-430-700-4800-6405			14.28	CLEANING SUPPLIES	03/05/2013	220666700	Supplies- Computer/Office/Meeting
	8239	Ameripride Linen & Apparel Services				3 Transactions			



Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
		Ameripride Linen & Apparel Services			30.38	3 Transactions		Paid On Bhf #	On Behalf of Name
5398	CDW Government, Inc								
6	05-400-440-0410-6405				116.29	3 MONITORS- ATTORNEYS OFFICE		BH16510	Supplies- Computer/Office/Meeting
6	05-420-600-4800-6405				294.59	3 MONITORS- ATTORNEYS OFFICE		BH16510	Supplies- Computer/Office/Meeting
6	05-430-700-4800-6405				364.36	3 MONITORS- ATTORNEYS OFFICE		BH16510	Supplies- Computer/Office/Meeting
5398	CDW Government, Inc				775.24	3 Transactions			
11051	Department of Human Services								
18	05-400-440-0410-6231				313.35	MERIT SYSTEM QE 03/13/13		A300MR01Z71	Services Or Contracts
10	05-420-630-4100-6011				108.68	MAXIS SNAP RECOVERIES			County Share- Food Support
19	05-420-640-4800-6231				564.03	02/01/2013 02/28/2013 CS MONTHLY FED OFFSET FEE		A300C310301	Services Or Contracts
11	05-420-650-4400-6025				1,558.30	03/01/2013 03/31/2013 MA LTC UN 65		A300MM6J01I	State/Fed Share - MA
12	05-420-650-4400-6025				7,355.01	03/01/2013 03/31/2013 MA ESTATE COLLECTIONS- FED		A300MM6J01I	State/Fed Share - MA
13	05-420-650-4400-6025				3,677.50	03/01/2013 03/31/2013 MA ESTATE COLLECTIONS- STATE		A300MM6J01I	State/Fed Share - MA
14	05-420-650-4400-6025				502.00	03/01/2013 03/31/2013 MA RECIPIENT INEL- FED		A300MM6J01I	State/Fed Share - MA
15	05-420-650-4400-6025				251.00	03/01/2013 03/31/2013 MA RECIPIENT INEL- STATE		A300MM6J01I	State/Fed Share - MA
16	05-420-650-4400-6025				5.00	03/01/2013 03/31/2013 MA AX RECIPIENT INEL- FED		A300MM6J01I	State/Fed Share - MA
17	05-420-650-4400-6025				2.50	03/01/2013 03/31/2013 MA AX RECIPIENT INEL- STATE		A300MM6J01I	State/Fed Share - MA
18	05-420-600-4800-6231				793.82	03/01/2013 03/31/2013 MERIT SYSTEM QE 03/13/13		A300MR01Z71	Services Or Contracts
7	05-420-610-4100-6011				18.75	02/01/2013 02/28/2013 MAXIS AFDC RECOV PRE TANF		A300MX01120I	County Share- Afdc/Mfip
8	05-420-610-4100-6011				2,049.71	02/01/2013 02/28/2013 MAXIS MFIP RECOV TANF		A300MX01120I	County Share- Afdc/Mfip
9	05-420-620-4100-6011				339.65	02/01/2013 02/28/2013 MAXIS GA RECOVERIES		A300MX01120I	County Share - Ga
18	05-430-700-4800-6231				981.83	02/01/2013 02/28/2013 MERIT SYSTEM QE 03/13/13		A300MR01Z71	Services Or Contracts
11051	Department of Human Services				18,521.13	1.5 Transactions			



<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>ACCR</u>				<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11984 edocument Resources LLC		6,966.90	EDOCS- PROFESSIONAL SERVICES	03/01/2013	504268	Services Or Contracts
		6,966.90	1 Transactions	03/29/2013		
89084 Glaxosmithkline Pharmaceuticals		3,073.68	HEP B VACCINE	03/15/2013	31038268	Vaccine Cost
		337.24	TDAP VACCINE	03/15/2013	31038268	Vaccine Cost
		3,410.92	2 Transactions	03/15/2013		
89554 Gullickson/Lily		5,000.00	STRUCTURED SETTLEMENT- BARCOCK			Direct Charge Expenses Non Ffp
		5,000.00	1 Transactions			
11889 Honeywell International Inc.		73.25	JCI ELECTRIC ACUATORS REPLACE	03/19/2013	5225759894	Services Or Contracts
		18.35	BASEMENT PUMP SEALS	04/03/2013	5225884864	Services Or Contracts
		185.56	JCI ELECTRIC ACUATORS REPLACE	03/19/2013	5225759894	Services Or Contracts
		46.50	BASEMENT PUMP SEALS	04/03/2013	5225884864	Services Or Contracts
		229.51	JCI ELECTRIC ACUATORS REPLACE	03/19/2013	5225759894	Services Or Contracts
		57.51	BASEMENT PUMP SEALS	04/03/2013	5225884864	Services Or Contracts
		610.68	6 Transactions	04/03/2013		
11889 Honeywell International Inc.		13.70	AGENCY WATER FAUCET FILTERS	03/25/2013	1- 1094879	Supplies- Computer/Office/Meeting
		34.71	AGENCY WATER FAUCET FILTERS	03/25/2013	1- 1094879	Supplies- Computer/Office/Meeting
		42.93	AGENCY WATER FAUCET FILTERS	03/25/2013	1- 1094879	Supplies- Computer/Office/Meeting
			3 Transactions	03/25/2013		

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor No.</u>	<u>Vendor Name</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
2340	Hyytinen Hardware Hank				91.34	3 Transactions			On Behalf of Name
27	LexisNexis Risk Data Management	05-430-700-4800-6231			116.00	MARCH 2013- SERVICES 03/01/2013 1 Transactions	03/31/2013	1598721-201303	Services Or Contracts
28	McGregor Area Ambulance Service	05-400-401-0000-6812			1,630.00	AMBULANCE RUNS- MAR'13 1 Transactions			Mcgregor Area Ambulance
29	McGregor Area Ambulance Service	05-400-401-0000-6814			1,630.00	AMBULANCE SERVICE- MAR'13 1 Transactions			Isle Ambulance/Mille Lacs Health System
30	Minnesota County Attorneys Association	05-420-640-4800-6263			250.00	CS CONFERENCE(CO ATTY) 03/25/2013 1 Transactions	03/25/2013	18144300	Contract Legal Services Iv- D
31	Minnesota Elevator Service	05-400-440-0410-6231			22.76	ELEVATOR SERVICE- APR'13		273669	Services Or Contracts
31	Minnesota Elevator Service	05-420-600-4800-6231			57.67	ELEVATOR SERVICE- APR'13		273669	Services Or Contracts
31	Minnesota Elevator Service	05-430-700-4800-6231			71.33	ELEVATOR SERVICE- APR'13 3 Transactions		273669	Services Or Contracts
32	MN Dept of Labor & Industry	05-400-440-0410-6231			15.00	ELEVATOR INSPECTION 04/03/2013	04/03/2013	ALR0027229I	Services Or Contracts
32	MN Dept of Labor & Industry	05-420-600-4800-6231			38.00	ELEVATOR INSPECTION 04/03/2013	04/03/2013	ALR0027229I	Services Or Contracts
32	MN Dept of Labor & Industry	05-430-700-4800-6231			47.00	ELEVATOR INSPECTION 04/03/2013 3 Transactions	04/03/2013	ALR0027229I	Services Or Contracts
33	North Ambulance Brainerd	05-400-401-0000-6809			1,575.00	AMBULANCE RUNS- MAR'13			No. Memorial Ambulance- Aitkin

Aitkin County

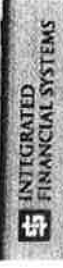
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>No. Account/Formula</u>	<u>ACCT</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>North Ambulance Brainerd</u>			<u>1,575.00</u>	<u>1 Transactions</u>		<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
34	84172 Riverwood Healthcare Center			76.50	FAM PLAN- PAP SMEAR	02/14/2013		Family Planning Approp
	05- 400- 430- 0407- 6262				02/14/2013			
35	05- 400- 430- 0407- 6262			43.20	FAM PLAN- PG TEST	03/04/2013		Family Planning Approp
	03/04/2013				03/04/2013			
	84172 Riverwood Healthcare Center			119.70	2 Transactions			
	5774 Riverwood Healthcare Clinic			11.70	FAM PLAN- DEPO INJ	02/06/2013		Family Planning Approp
	05- 400- 430- 0407- 6262				02/06/2013			
37	05- 400- 430- 0407- 6262			148.50	FAM PLAN- PREVENTIVE VISIT	02/14/2013		Family Planning Approp
	02/14/2013				02/14/2013			
38	05- 400- 430- 0407- 6262			73.80	FAM PLAN- FOCUSED OFFICE VISIT	02/22/2013		Family Planning Approp
	02/22/2013				02/22/2013			
39	05- 400- 430- 0407- 6262			11.70	FAM PLAN- DEPO INJ	03/22/2013		Family Planning Approp
	03/22/2013				03/22/2013			
	5774 Riverwood Healthcare Clinic			245.70	4 Transactions			
40	4233 S & T Office Products Inc			7.40 -	RETURN RECHARGEABLE BATTERIES	03/15/2013	01PR8429	Supplies- Computer/Office/Meeting
	05- 400- 440- 0410- 6405				03/15/2013			
41	05- 400- 440- 0410- 6405			31.64	OFFICE SUPPLIES	03/21/2013	01PS0630	Supplies- Computer/Office/Meeting
	03/21/2013				03/21/2013			
42	05- 400- 440- 0410- 6405			17.86	3 HOLE PUNCH FOR MAILROOM	03/25/2013	01PS1962	Supplies- Computer/Office/Meeting
	03/25/2013				03/25/2013			
43	05- 400- 440- 0410- 6405			26.32	OFFICE SUPPLIES	04/11/2013	01PS9772	Supplies- Computer/Office/Meeting
	04/11/2013				04/11/2013			
40	05- 420- 600- 4800- 6405			18.75 -	RETURN RECHARGEABLE BATTERIES	03/15/2013	01PR8429	Supplies- Computer/Office/Meeting
	03/15/2013				03/15/2013			
41	05- 420- 600- 4800- 6405			80.17	OFFICE SUPPLIES	03/21/2013	01PS0630	Supplies- Computer/Office/Meeting
	03/21/2013				03/21/2013			
42	05- 420- 600- 4800- 6405			45.24	3 HOLE PUNCH FOR MAILROOM	03/25/2013	01PS1962	Supplies- Computer/Office/Meeting
	03/25/2013				03/25/2013			
43	05- 420- 600- 4800- 6405			66.66	OFFICE SUPPLIES	04/11/2013	01PS9772	Supplies- Computer/Office/Meeting
	04/11/2013				04/11/2013			
40	05- 430- 700- 4800- 6405			23.19 -	RETURN RECHARGEABLE BATTERIES	04/11/2013	01PR8429	Supplies- Computer/Office/Meeting
	04/11/2013				04/11/2013			

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
								Paid On Bhf #	On Behalf of Name
41	05-430-700-4800-6405				99.16	OFFICE SUPPLIES	03/15/2013	01PS0630	Supplies- Computer/Office/Meeting
42	05-430-700-4800-6405				55.95	3 HOLE PUNCH FOR MAILROOM	03/21/2013	01PS1962	Supplies- Computer/Office/Meeting
43	05-430-700-4800-6405				82.45	OFFICE SUPPLIES	03/25/2013	01PS9772	Supplies- Computer/Office/Meeting
4233	S & T Office Products Inc				456.11	12 Transactions	04/11/2013		
86177	Sheriff Aitkin County								
47	05-420-640-4800-6270				50.00	IVD SERVICE 0011743613-08	04/01/2013	2210	Aitkin Co Sheriff Fees Iv- D
46	05-420-640-4800-6270				50.00	IVD SERVICE 001348523-01	04/01/2013	2211	Aitkin Co Sheriff Fees Iv- D
44	05-420-640-4800-6270				50.00	IVD SERV 0015280636-01	04/01/2013	2221	Aitkin Co Sheriff Fees Iv- D
45	05-420-640-4800-6270				50.00	IVD SERVICE 0014788440-01	04/02/2013	2222	Aitkin Co Sheriff Fees Iv- D
48	05-430-720-3980-6020				10.00	DAYCARE BKGRD CHECK	04/02/2013	13-0073	License And Resource Development
86177	Sheriff Aitkin County				210.00	5 Transactions	04/01/2013		
12564	Shopko Hometown Pharmacy #735								
49	05-400-400-0402-6401				40.65	DP&C- TUBERSOL TESTS	03/13/2013	61803	Vaccine Cost
12564	Shopko Hometown Pharmacy #735				40.65	1 Transactions	03/13/2013		
4507	Sorenson Root Thompson Funeral Home								
50	05-420-650-4800-6810				3,436.00	MFIP COUNTY BURIAL	03/07/2013		County Burials
51	05-420-650-4800-6810				2,305.07	COUNTY BURIAL	01/06/2013		County Burials
4507	Sorenson Root Thompson Funeral Home				5,741.07	2 Transactions	01/06/2013		
88859	Spee*Dee- St Cloud								
52	05-420-600-4800-6231				221.76	IM SERVICE	03/04/2013	2367918	Services Or Contracts

Aitkin County

SLMI
4/19/13 11:37AM
Health & Human Services



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>ACCT</u>		<u>1 Transactions</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
88859 Spee*Dee- St Cloud		221.76				
86235 The Office Shop Inc		30.46	CB- SIGNATURE STAMP	03/01/2013	264255-0	Supplies- Computer/Office/Meeting
05- 400- 440- 0410- 6405			ACCTG STAMP	03/18/2013	264398-0	Supplies- Computer/Office/Meeting
05- 400- 440- 0410- 6405		17.18	PH COPIER CONTRACT IR5051	03/27/2013	264624-0	Services Or Contracts
05- 400- 440- 0410- 6231		1,014.56	ACCTG PRINTER TONER(K. RYAN)	03/08/2013	932595-0	Supplies- Computer/Office/Meeting
05- 400- 440- 0410- 6405		12.82	AGENCY- DRAWER HANDLES	03/13/2013	932835-0	Supplies- Computer/Office/Meeting
05- 400- 440- 0410- 6405		4.81	AGENCY- CHAIR CASTERS	03/28/2013	933493-0	Supplies- Computer/Office/Meeting
05- 420- 600- 4800- 6405		7.72	ACCTG STAMP	03/18/2013	264398-0	Supplies- Computer/Office/Meeting
05- 420- 640- 4800- 6231		15.70	CS EXCESS COPIES IR3245	03/27/2013	264624-0	Services Or Contracts
05- 420- 640- 4800- 6231		380.00	CS COPIER CONTRACT IR3245	03/27/2013	264624-0	Services Or Contracts
05- 420- 600- 4800- 6405		32.49	ACCTG PRINTER TONER(K. RYAN)	03/08/2013	932595-0	Supplies- Computer/Office/Meeting
05- 420- 600- 4800- 6405		12.18	AGENCY- DRAWER HANDLES	03/13/2013	932835-0	Supplies- Computer/Office/Meeting
05- 420- 600- 4800- 6405		19.55	AGENCY- CHAIR CASTERS	03/28/2013	933493-0	Supplies- Computer/Office/Meeting
05- 430- 700- 4800- 6405		53.82	ACCTG STAMP	03/18/2013	264398-0	Supplies- Computer/Office/Meeting
05- 430- 700- 4800- 6405		40.18	ACCTG PRINTER TONER(K. RYAN)	03/08/2013	932595-0	Supplies- Computer/Office/Meeting
05- 430- 700- 4800- 6405		15.07	AGENCY- DRAWER HANDLES	03/13/2013	932835-0	Supplies- Computer/Office/Meeting
05- 430- 700- 4800- 6405		24.19	AGENCY- CHAIR CASTERS	03/28/2013	933493-0	Supplies- Computer/Office/Meeting
86235 The Office Shop Inc		1,724.25	16 Transactions			
11607 Thrifty White Pharmacy- Aitkin						

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor No.</u>	<u>Vendor Name</u>	<u>Account/Formu</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formu</u>	<u>On Behalf of Name</u>
61	05-400-430-0407-6262				20.99	FAM PLAN- BIRTH CTRL	03/11/2013			Family Planning Approp
62	05-400-430-0407-6262				51.99	FAM PLAN- BIRTH CTRL	03/01/2013			Family Planning Approp
	11607 Thrifty White Pharmacy- Aitkin				72.98	2 Transactions				
63	8334 United States Postal Service(Hasler)				2,500.00	POSTAGE METER- 59688				Postage Account
	8334 United States Postal Service(Hasler)				2,500.00	1 Transactions				
Final Total					98,049.11	30 Vendors				100 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	98,049.11	Health & Human Services
All Funds		98,049.11	Total
			Approved by,
		
		

Proposal Number: USB-00 _____

Proposal Name: HHS Zone Controller Change out and Room Sensors Installation Project

Date: 3-7-13

Provider: ("Honeywell")
Honeywell Building Solutions
1985 Douglas Drive
Golden Valley, MN 55422

Customer: Aitkin County
Health and Human Services Building
204 1st Street N.W.
Aitkin, MN 56431
Contact Person: Tom Burke

Work Site Location Name: Health and Human Services

Work Site Location Address: Aitkin, MN

Scope of Work: Honeywell shall provide the following equipment and services ("the Work") in accordance with the attached work scope documents and terms and conditions, which form a part of this Agreement.

The HHS building is currently designed to see only one sensor per zone which makes it difficult to get a feel for the entire office complex regarding comfort control. We suggest that a room sensor be placed in the occupied rooms so monitoring of the temperatures can be performed. This will also allow the maintenance staff to trend temperatures in rooms and create a graph with the current Honeywell system at the courthouse.

Alarm points can be assigned to each room so if temps get to low or high the maintenance staff is warned ahead of time of a possible problem before the staff at HHS even notices.

Although each room may have a sensor there will still be ONE master thermostat that controls the zone. A graphic floor plan can be created and a chart made showing all of the space temps in all of the rooms that have sensors. Again, this will help monitor each space to verify cold and hot spots and trending the temperatures in these spaces will help validate issues. Although this may not eliminate comfort issues it does start a program to track and trend areas that may need to be addressed later with ductwork changes.

The following parts and labor will provide for the above mentioned scenario.

- (28) Zone Controllers for Variable Air Volume boxes (VAV)
- (4) Zone Controllers for Fan Powered Variable Air Volume boxes
- (4) Discharge Air sensors
- (32) Adjustable Room Sensors
- (45) Room Sensors-Non Adjustable
- Create a new graphic floor plan showing all room temperatures
- Install new communication to new controllers
- Tie HHS into Courthouse Building Automation System
- Engineering for all VAV boxes at the HHS
- Provide low and line voltage wiring for control devices
- Includes mounting of all devices
- Install building automation software on HHS Directors desktop PC
- Re commission VAV boxes with new controllers
- Create a new riser drawing for Building Automation System for HHS

- (4) Training on HHS desktop
- Labor
- Travel and Mileage
- Warranty

Period of Performance: The Work shall commence on (“To be determined”) and shall be completed by (“To be determined”)

Additional Clarification and/or Exclusions:

Normal Working Hours
 No air balancing
 Aitkin County must provide PC for Director to control and or monitor space temperatures
 All mechanical equipment associated with VAV boxes must be in working order

Price: \$49,900 U.S. Dollars

Sales Tax will be invoiced separately Use Tax is included in the price This sale is tax exempt

Payment: Upon Customer acceptance of this proposal or contract execution, whichever occurs first, the Customer shall pay Honeywell \$12,475 or 25% percent of the price. Such payment shall be used for engineering, drafting, and other mobilization costs reasonably incurred prior to on-site installation.

This proposal is valid for 30 days.

Proposal Submitted By: _____
 (Signature)

Name: **Mark Wolle**
 Title: **Account Executive**

Acceptance: This proposal and the pages attached shall become an Agreement in accordance with Article 13 of the General Terms and Conditions below and only upon signature below by an authorized representative of Honeywell and Customer, subject to credit approval by Honeywell.

Accepted by:
HONEYWELL INTERNATIONAL INC.
 acting through **Honeywell Building Solutions**

CUSTOMER: **Aitkin County**

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Signature: _____
 Name: _____
 Title: _____
 Date: _____

General Terms and Conditions

1. WORKING HOURS

Unless otherwise stated, all labor and services under this Agreement will be performed during the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday, excluding federal holidays. If for any reason Customer requests Honeywell to furnish any such labor or services outside of the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday (or on federal holidays), any overtime or other additional expense occasioned thereby, such as repairs or material costs not included in this Agreement, shall be billed to and paid by Customer.

2. TAXES

2.1 Customer agrees to pay the amount of any new or increased taxes or governmental charges upon labor or the production, shipment, sale, installation, or use of equipment or software which become effective after the date of this Agreement. If Customer claims any such taxes do not apply to transactions covered by this Agreement, Customer shall provide Honeywell with a tax exemption certificate acceptable to the applicable taxing authorities.

2.2 **Tax-Related Cooperation.** Customer agrees to execute any documents and to provide additional reasonable cooperation to Honeywell related to Honeywell tax filings under Internal Revenue Code Section 179D. Honeywell will be designated the sole Section 179D beneficiary.

3. PROPRIETARY INFORMATION

3.1 All proprietary information (as defined herein) obtained by Customer from Honeywell in connection with this Agreement shall remain the property of Honeywell, and Customer shall not divulge such information to any third party without prior written consent of Honeywell. As used herein, the term "proprietary information" shall mean written information (or oral information reduced to writing), or information in machine-readable form, including but not limited to software supplied to Customer hereunder which Honeywell deems proprietary or confidential and characterizes as proprietary at the time of disclosure to Customer by marking or labeling the same "Proprietary," "Confidential," or "Sensitive." The Customer shall incur no obligations hereunder with respect to proprietary information which (a) was in the Customer's possession or was known to the Customer prior to its receipt from Honeywell; (b) is independently developed by the Customer without the utilization of such confidential information of Honeywell; (c) is or becomes public knowledge through no fault of the Customer; (d) is or becomes available to the Customer from a source other than Honeywell; (e) is or becomes available on an unrestricted basis to a third party from Honeywell or from someone acting under its control; (f) is received by Customer after notification to Honeywell that the Customer will not accept any further information.

3.2 Customer agrees that Honeywell may use nonproprietary information pertaining to the Agreement, and the work performed under the Agreement, for press releases, case studies, data analysis, promotional purposes, and other similar documents or statements to be publicly released, as long as Honeywell submits any such document or statement to Customer for its approval, which shall not be unreasonably withheld.

4. INSURANCE OBLIGATIONS

4.1 Honeywell shall, at its own expense, carry and maintain in force at all times from the effective date of the Contract through final completion of the work the following insurance. It is agreed, however, that Honeywell has the right to insure or self-insure any of the insurance coverages listed below:

- (a) Commercial General Liability Insurance to include contractual liability, products/completed operations liability with a combined single limit of USD \$2,000,000 per occurrence. Such policy will be written on an occurrence form basis;
- (b) If automobiles are used in the execution of the Contract, Automobile Liability Insurance with a minimum combined single limit of USD \$2,000,000 per occurrence. Coverage will include all owned, leased, non-owned and hired vehicles.
- (c) Where applicable, "All Risk" Property Insurance, including Builder's Risk insurance, for physical damage to property which is assumed in the Contract.
- (d) Workers' Compensation Insurance Coverage A - Statutory limits and Coverage B-Employer's Liability Insurance with limits of USD \$1,000,000 for bodily injury each accident or disease.

Honeywell will not issue coverage on a per project basis.

4.2 Prior to the commencement of the Contract, Honeywell will furnish evidence of said insurance coverage in the form of a Memorandum of Insurance which is accessible at <http://honeywell.com/sites/moi/>. All insurance required in this Article will be written by companies with a rating of no less than "A-, XII" by A.M. Best or equivalent rating agency. Honeywell will endeavor to provide a thirty (30) day notice of cancellation or non-renewal to the Customer. In the event that a self-insured program is implemented, Honeywell will provide adequate proof of financial responsibility.

5. HAZARDOUS SUBSTANCES, MOLD AND UNSAFE WORKING CONDITIONS

5.1 Customer has not observed or received notice from any source (formal or informal) of (a) Hazardous Substances or Mold, either airborne or on or within the walls, floors, ceilings, heating, ventilation and air conditioning systems, plumbing systems, structure, and other components of the Site, or within furniture, fixtures, equipment, containers or pipelines in a Site; or (b) conditions that, to Customer's knowledge, might cause or promote accumulation, concentration, growth or dispersion of Hazardous Substances or Mold on or within such locations.

5.2 Honeywell is not responsible for determining whether the Covered Equipment or the temperature, humidity and ventilation settings used by Customer, are appropriate for Customer and the Site except as specifically provided in an attached Work Scope Document.

5.3 If any such materials, situations or conditions, whether disclosed or not, are in fact discovered by Honeywell or others and provide an unsafe condition for the performance of the work or Services, the discovery of the condition shall constitute a cause beyond Honeywell's reasonable control and Honeywell shall have the right to cease the work or Services until the area has been made safe by Customer or Customer's representative, at Customer's expense. Honeywell shall have the right to terminate this Agreement if Customer has not fully remediated the unsafe condition within sixty (60) days of discovery.

5.4 Customer represents that Customer has not retained Honeywell to discover, inspect, investigate, identify, prevent or remediate Hazardous Substances or Mold or conditions caused by Hazardous Substances or Mold.

5.5 TO THE FULLEST EXTENT ALLOWED BY LAW, CUSTOMER SHALL INDEMNIFY AND HOLD HONEYWELL HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS AND COSTS OF WHATEVER NATURE, INCLUDING BUT NOT LIMITED TO, CONSULTANTS' AND ATTORNEYS' FEES, DAMAGES FOR BODILY INJURY AND PROPERTY DAMAGE, FINES, PENALTIES, CLEANUP COSTS AND COSTS ASSOCIATED WITH DELAY OR WORK STOPPAGE, THAT IN ANY WAY RESULTS FROM OR ARISES UNDER THE BREACH OF THE REPRESENTATIONS AND WARRANTIES IN THIS SECTION, THE EXISTENCE OF MOLD OR A HAZARDOUS SUBSTANCE AT A SITE, OR THE OCCURRENCE OR EXISTENCE OF THE SITUATIONS OR CONDITIONS DESCRIBED IN THIS SECTION, WHETHER OR NOT CUSTOMER PROVIDES HONEYWELL ADVANCE NOTICE OF THE EXISTENCE OR OCCURRENCE AND REGARDLESS OF WHEN THE HAZARDOUS SUBSTANCE OR OCCURRENCE IS DISCOVERED OR OCCURS. THIS INDEMNIFICATION SHALL SURVIVE TERMINATION OF THIS AGREEMENT FOR WHATEVER REASON.

6. WARRANTY AND LIMITATION OF LIABILITY

6.1 Honeywell will replace or repair any product Honeywell provides under this Agreement that fails within the warranty period (one) 1 year because of defective workmanship or materials, except to the extent the failure results from Customer negligence, or from fire, lightning, water damage, or any other cause beyond the control of Honeywell. This warranty applies to all products Honeywell provides under this Agreement, whether or not manufactured by Honeywell. The warranty is effective as of the date of Customer acceptance of the product or the date Customer begins beneficial use of the product, whichever occurs first.

6.2 THE WARRANTIES SET FORTH HEREIN ARE EXCLUSIVE, AND HONEYWELL EXPRESSLY DISCLAIMS AND CUSTOMER EXPRESSLY WAIVES ALL OTHER WARRANTIES, WHETHER WRITTEN OR ORAL, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF WORKMANSHIP, CONSTRUCTION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SERVICES, EQUIPMENT, AND MATERIALS PROVIDED HEREUNDER. HONEYWELL SHALL NOT BE LIABLE FOR ANY PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, ADVERSE HEALTH EFFECT OR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES, ARISING FROM, OR RELATING TO, THIS LIMITED WARRANTY OR ITS BREACH.

6.3 Honeywell makes no representation or warranty, express, implied or otherwise, regarding Hazardous Substances or Mold. Honeywell shall have no duty, obligation or liability, all of which Customer expressly waives, for any damage or claim, whether known or unknown, including but not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse health effect or any special, consequential, punitive, exemplary or other damages, regardless of whether such damages may be caused by or otherwise associated with defects in the Services, in whole or in part due to or arising from any investigation, testing, analysis, monitoring, cleaning, removal, disposal, abatement, remediation, decontamination, repair, replacement, relocation, loss of use of building, or equipment and systems, or personal injury, death or disease in any way associated with Hazardous Substances or Mold.

7. INDEMNITY

Honeywell agrees to indemnify and hold Customer and its agents and employees harmless from all claims for bodily injury and property damages to the extent such claims result from or arise under Honeywell's negligent actions or willful misconduct in its performance of the Work required under this Agreement, provided that such indemnity obligation is valid only to the extent (i) Customer gives Honeywell immediate notice in writing of any such claims and permits Honeywell, through counsel of its choice and Honeywell's sole cost and expense, to answer the claims and defend any related suit and (ii) Customer gives Honeywell all needed information, assistance and authority, at Honeywell's expense, to enable Honeywell to defend such suit. Honeywell shall not be responsible for any settlement without its written consent. Honeywell shall not be liable for loss or damage caused by the negligence of Customer or any other party or such party's employees or agents. This obligation shall survive termination of this Agreement. Notwithstanding the foregoing, Customer agrees that Honeywell will not be responsible for any damages caused by Mold or any other fungus or biological material or agent, including but not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse health effect or any special, consequential, punitive, exemplary or other damages, regardless of whether such damages may be caused by or otherwise associated with defects in the Services.

8. LIMITATION OF LIABILITY

8.1 IN NO EVENT SHALL HONEYWELL BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES, WHETHER ARISING OUT OF OR AS A RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, MOLD, MOISTURE, INDOOR AIR QUALITY, OR OTHERWISE, ARISING FROM, RELATING TO, OR CONNECTED WITH THE SERVICES, EQUIPMENT, MATERIALS, OR ANY GOODS PROVIDED HEREUNDER.

8.2 NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, IF A PORTION OF THE SERVICES INVOLVES THE INSTALLATION AND/OR MAINTENANCE OF SYSTEMS ASSOCIATED WITH SECURITY AND/OR THE DETECTION OF AND/OR REDUCTION OF RISK OF LOSS ASSOCIATED WITH FIRE, HONEYWELL'S TOTAL LIABILITY ARISING OUT OF OR AS A RESULT OF ITS PERFORMANCE UNDER THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF THIS AGREEMENT.

9. EXCUSABLE DELAYS

Honeywell shall not be liable for damages caused by delay or interruption in Services due to fire, flood, corrosive substances in the air, strike, lockout, dispute with workmen, inability to obtain material or services, commotion, war, acts of God, the presence of Hazardous Substances or Mold, or any other cause beyond Honeywell's reasonable control. Should any part of the system or any Equipment be damaged by fire, water, lightning, acts of God, the presence of Hazardous Substances or Mold, third parties, or any other cause beyond the control of Honeywell, any repairs or replacement shall be paid for by Customer. In the event of any such delay, date of shipment or performance shall be extended by a period equal to the time lost by reason of such delay, and Honeywell shall be entitled to recover from Customer its reasonable costs, overhead, and profit arising from such delay.

10. PATENT INDEMNITY

10.1 Honeywell shall, at its expense, defend or, at its option, settle any suit that may be instituted against Customer for alleged infringement of any United States patents related to the hardware or software manufactured and provided by Honeywell under this Agreement ("the equipment"), provided that a) such alleged infringement consists only in the use of such equipment by itself and not as part of, or in combination with, any other devices, parts or software not provided by Honeywell hereunder, b) Customer gives Honeywell immediate notice in writing of any such suit and permits Honeywell, through counsel of its choice, to answer the charge of infringement and defend such suit, and c) Customer gives Honeywell all needed information, assistance and authority, at Honeywell's expense, to enable Honeywell to defend such suit.

10.2 If such a suit has occurred, or in Honeywell's opinion is likely to occur, Honeywell may, at its election and expense: a) obtain for Customer the right to continue using such equipment; b) replace, correct or modify it so that it is not infringing, or if neither a) or b) is feasible, then c) remove such equipment and grant Customer a credit therefore, as depreciated.

10.3 In the case of a final award of damages in any such suit, Honeywell will pay such award. Honeywell shall not, however, be responsible for any settlement made without its written consent.

10.4 THIS ARTICLE STATES HONEYWELL'S TOTAL LIABILITY AND CUSTOMER'S SOLE REMEDY FOR ANY ACTUAL OR ALLEGED INFRINGEMENT OF ANY PATENT BY THE HARDWARE MANUFACTURED AND PROVIDED BY HONEYWELL HEREUNDER.

11. SOFTWARE LICENSE

All software provided in connection with this Agreement shall be licensed and not sold. The end user of the software will be required to sign a license agreement with provisions limiting use of the software to the equipment provided under these specifications, limiting copying, preserving confidentiality, and prohibiting transfer to a third party. Licenses of this type are standard for computer-based equipment of the type covered by this Agreement. Customer shall be expected to grant Honeywell access to the end user for purposes of obtaining the necessary software license.

12. DISPUTE RESOLUTION

With the exception of any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of fire and/or security systems, the Parties agree that any controversy or claim between Honeywell and Customer arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in a neutral venue, conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. Any award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of systems associated with security and/or the detection of, and/or reduction of risk of loss associated with fire shall be resolved in a court of competent jurisdiction.

13. ACCEPTANCE OF THE CONTRACT

This proposal and the pages attached shall become an Agreement upon signature above by Honeywell and Customer. The terms and conditions are expressly limited to the provisions hereof, including Honeywell's General Terms and Conditions attached hereto, notwithstanding receipt of, or acknowledgment by, Honeywell of any purchase order, specification, or other document issued by Customer. Any additional or different terms set forth or referenced in Customer's purchase order are hereby objected to by Honeywell and shall be deemed a material alteration of these terms and shall not be a part of any resulting order.

14. MISCELLANEOUS

14.1 This Agreement represents the entire Agreement between Customer and Honeywell for the Work described herein and supersedes all prior negotiations, representations or Agreements between the Parties related to the work described herein.

14.2 None of the provisions of this Agreement shall be modified, altered, changed or voided by any subsequent Purchase Order or other document unilaterally issued by Customer that relates to the subject matter of this Agreement. This Agreement may be amended only by written instrument signed by both Parties.

14.3 This Agreement shall be governed by the law of the State where the work is to be performed.

14.4 Any provision or part of this Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Honeywell and Customer, who agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

14.5 Customer may not assign its rights or delegate its obligations under this Agreement, in whole or in part, without the prior written consent of Honeywell. Honeywell may assign its right to receive payment to a third party.

15. TERMS OF PAYMENT

Subject to Honeywell's approval of Customer's credit, payment terms are as follows:

Progress Payments - Honeywell will invoice at least monthly for all materials delivered to the job site or to an off-site storage facility and for all installation, labor, and services performed, both on and off the job site. Customer agrees to pay the full amounts invoiced, less retainage, upon receipt of the invoice at the address specified by the Customer. Invoices not paid within thirty (30) days of the invoice date are past due and accrue interest from the invoice date to the date of payment at the rate of one percent (1%) per month, compounded monthly, or the highest legal rate then allowed.

Retainage - Customer shall not withhold, as retainage, a greater percentage than is withheld from Customer under a prime contract, if applicable. Customer shall pay all retainage to Honeywell within 30 days after Honeywell's work is substantially complete.

Suspension of work - If Honeywell, having performed work per Agreement requirements, does not receive payment within thirty (30) days after submission of a Honeywell invoice, Honeywell may suspend work until Customer provides remedy.

16. WORK BY OTHERS

16.1 Unless otherwise indicated, the following items are to be furnished and installed by others: electric wiring and accessories, all in-line devices (including but not limited to flow tubes, hand valves, orifice plates, orifice flanges, etc.), pipe and pipe penetrations including flanges for mounting pressure and level transmitters, temperature sensors, vacuum breakers, gauge glasses, water columns, equipment foundations, riggings, steam tracings, and all other items and work of like nature. Automatic valve bodies and dampers furnished by Honeywell are to be installed by others.

16.2 Services Honeywell will provide under this Agreement specifically exclude professional services which constitute the practice of architecture or engineering unless specifically set forth in the Scope of Work. Customer or Owner will specify all performance and design criteria that Honeywell will follow in performing Work under this Agreement. If professional design services or certifications by a design professional related to systems, materials, or equipment is required, such services and certifications are the responsibility of others. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Honeywell and its agents and employees from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, that in any way result from or arise under breach of the representations in this Section 16. This indemnification shall survive termination of this Agreement for whatever reason. Nothing in this Section 16 shall be construed to require that Customer indemnify and hold harmless Honeywell from claims and costs resulting from Honeywell's negligent actions or willful misconduct.

17. DELIVERY

Delivery of equipment not agreed on the face hereof to be installed by or with the assistance of Honeywell shall be F.O.B. at Honeywell's factory, warehouse, or office selected by Honeywell. Delivery of equipment agreed on the face hereof to be installed by or with the assistance of Honeywell shall be C.I.F. at site of installation.

18. DAMAGE OR LOSS

Honeywell shall not be liable for damage to or loss of equipment and software after delivery to destination determined by this Agreement or any applicable prime contract. If thereafter, and prior to payment in full to Honeywell by Customer, any such equipment or software is damaged or destroyed by any cause whatsoever, other than by the fault of Honeywell, the Customer agrees promptly to pay or reimburse Honeywell for such loss.

19. TERMINATION

19.1 By Customer. Customer may terminate this Agreement for cause if Honeywell defaults in the performance of any material term of this Agreement, or fails or neglects to carry forward the Work in accordance with this Agreement, after giving Honeywell written notice of its intent to terminate. If Honeywell has not, within seven (7) business days after receipt of such notice, acted to remedy and make good such deficiencies, Customer may terminate this Agreement and take possession of the site together with all materials thereon, and move to complete the Work itself expeditiously. Upon request of Honeywell, Customer will furnish to Honeywell a detailed accounting of the costs incurred by Customer in finishing the Work. If the unpaid balance of the contract price exceeds the expense of finishing the Work, the excess shall be paid to Honeywell, but if the expense exceeds the unpaid balance, Honeywell shall pay the difference to Customer.

19.2 By Honeywell. Honeywell may terminate this Agreement for cause (including, but not limited to, Customer's failure to make payments as agreed herein) after giving Customer written notice of its intent to terminate. If, within seven (7) days following receipt of such notice, Customer fails to make the payments then due, or otherwise fails to cure or perform its obligations, Honeywell may, by written notice to Customer, terminate this Agreement and recover from Customer payment for Work executed and for losses sustained for materials, tools, construction equipment and machinery, including but not limited to, reasonable overhead, profit and applicable damages.

20. CHANGES IN THE WORK

20.1 A Change Order is a written order signed by Customer and Honeywell authorizing a change in the Work or adjustment in the price or a change to the schedule.

20.2 Customer may request Honeywell to submit proposals for changes in the Work, subject to acceptance by Honeywell. If Customer chooses to proceed, such changes in the Work will be authorized by a Change Order. Unless otherwise specifically agreed to in writing by both parties, if Honeywell submits a proposal pursuant to such request but Customer chooses not to proceed, Customer shall issue a Change Order to reimburse Honeywell for any and all costs incurred in preparing the proposal.

20.3 Honeywell may make a written request to Customer to modify this Agreement based on the receipt of, or the discovery of, information that that Honeywell believes will cause a change to the scope, price, schedule, level of performance, or other facet of the Agreement. Honeywell will submit its request to Customer within a reasonable time after receipt of, or the discovery of, information that Honeywell believes will cause a change to the scope, price, schedule, level of performance, or other facet of the Agreement. This request shall be submitted by Honeywell before proceeding to execute the Work, except in an emergency endangering life or property, in which case Honeywell shall have the authority to act, in its discretion, to prevent threatened damage, injury or loss. Honeywell's request will include information necessary to substantiate the effect of the change and any impacts to the Work, including any change in schedule or contract price. If Honeywell's request is acceptable to Customer, Customer will issue a Change Order consistent therewith. If Customer and Honeywell cannot agree on the amount of the adjustment in the Price, or the Schedule, it shall be determined pursuant to the Dispute Resolution article of this Agreement. Any change in the Price or the Schedule resulting from such claim shall be authorized by Change Order.

21. ACCEPTANCE OF THE WORK

Upon receipt of notice by Honeywell that the Work is ready for final inspection and acceptance, Customer will make such final inspection and issue acceptance within three (3) business days. Acceptance will be in a form provided by Honeywell, stating that to the best of Customer's knowledge, information and belief, and on the basis of Customer's on-site visits and inspections, the Work has been fully completed in accordance with the terms and conditions of this Agreement. If Customer finds the Work unacceptable due to non-compliance with a material element of this Agreement, which non-compliance is due solely to the fault of Honeywell, Customer will notify Honeywell in writing within the three (3) business days setting forth the specific reasons for non-acceptance. Customer agrees that failure to inspect and/or failure to issue proper notice of non-acceptance within three (3) business days shall constitute final acceptance of the Work under this Agreement. Customer further agrees that partial or beneficial use of the Work by Customer or Owner prior to final inspection and acceptance will constitute acceptance of the Work under this Agreement. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Honeywell and its agents and employees from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, that in any way result from or arise under breach of the representations in this Section 21. This indemnification shall survive termination of this Agreement for whatever reason. Nothing in this Section 21 shall be construed to require that Customer indemnify and hold harmless Honeywell from claims and costs resulting from Honeywell's negligent actions or willful misconduct.

22. DEFINITIONS

22.1 "Hazardous substance" includes all of the following, and any by-product of or from any of the following, whether naturally occurring or manufactured, in quantities, conditions or concentrations that have, are alleged to have, or are believed to have an adverse effect on human health, habitability of a Site, or the environment: (a) any dangerous, hazardous or toxic pollutant, contaminant, chemical, material or substance defined as hazardous or toxic or as a pollutant or contaminant under state or federal law, and (b) any petroleum product, nuclear fuel or material, carcinogen, asbestos, urea formaldehyde, foamed-in-place insulation, polychlorinated biphenyl (PCBs), and (c) any other chemical or biological material or organism, that has, is alleged to have, or is believed to have an adverse effect on human health, habitability of a Site, or the environment.

22.2 "Mold" means any type or form of fungus or biological material or agent, including mold, mildew, moisture, yeast and mushrooms, and any mycotoxins, spores, scents, or by-products produced or released by any of the foregoing. This includes any related or any such conditions caused by third parties.

22.3 "Covered Equipment" means the equipment covered by the Services to be performed by Honeywell under this Agreement, and is limited to the equipment included in the respective work scope attachments.

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: April 4, 2013
TO: Personnel Committee
County Administrator Patrick Wussow
FROM: Tom Burke, Director
RE: Request to fill Adult Social Service Supervisor Position

I would like to request to fill the Adult Social Services Supervisor position that will be vacated by Susan Cebelinski on June 1, 2013. I feel this position is critical as the Social Service Supervisor of Adult and Disability Services supervises the following program areas:

- Adult Protection
- Community Based Waivered Services for Adults
- Chemical Dependency Services
- Developmental Delay and Related Conditions Services
- Adult Mental Health Services

This position is responsible for:

- 1) Over site of the work of 7 social workers, a case aide, and one support staff
- 2) Facilitate weekly staff meetings
- 3) Participate in case consultations and case planning
- 4) Coordinate crisis intervention and commitments
- 5) Plan for in-service to enhance staff development
- 6) Interpret MN Rules and Statutes in order to implement the above programs and to be aware of upcoming changes
- 7) Assist staff in implementing program changes that are altered by State and Federal legislation/policy
- 8) Assist staff in assuring our case files and program implementations are audit ready
- 9) Oversee the budget for the programs listed above in addition to the state waiver allocations for the DD budget which includes planning and strategizing with staff who work in this area
- 10) Negotiate group residential housing rates
- 11) Develop written GRH agreements with adult foster care providers
- 12) Oversee contracts and quality assurances with providers for other waivered services

This supervisor represents H&HS for the Region V+ Mental Health Initiative, Region III Adult Supervisors group, Sobriety Court, Local Advisory Council, and Adult Protection Team. This position also attends State Waiver Coordinator meetings, Homelessness Project meetings, and other community meetings as necessary.

4/3/2013

TO: Aitkin County Health and Human Services

ATTN: Tom Burke, Director

After working in various county government jobs for twenty -nine years, I have struggled with the final decision about when it is time to retire. I would like to inform you that I have finally made the decision to retire from county employment effective 6/1/2013 and I know that this is a good decision for me at this time.

I wish to thank you for hiring me eight years ago and giving me valuable work experience in Aitkin County. Despite the day to day stress, it has generally been a positive experience for me and I will miss the relationships that have been cultivated over the years spent in Aitkin County.

Sincerely,

A handwritten signature in cursive script that reads "Susan Cebelinski". The signature is written in black ink and is positioned above the printed name.

Susan Cebelinski

SS Supervisor Position - Full Time Replacement

Current Wage Expense

Position	Current
Supervisor	2013 Salary
	<u>\$73,442.72</u>

Replacement Wage Expense

Beginning 2013	Ending 2013
Salary Range***	Salary Range***
<u>\$43,707.33</u>	<u>\$78,777.75</u>

*** per current S&P Compensation Guidelines

JOB TITLE: SOCIAL SERVICE SUPERVISOR

Reports to:	Human Services Director	Department:	Human Services
Classification:	Grade 14	Site:	South Courthouse Annex
FLSA:	Exempt	Union:	No
Supervision		Date:	July 1997
Exercised:	Yes		

JOB SUMMARY: Under direction of the Human Services Director performs professional work in the administration and supervision of social service programs, supervises the social service personnel and directs operations of the department according to the mission and policies of the Aitkin County Board of Commissioners. Responsible for designated areas of the program. Meets requirements applicable to state, federal and county laws, statutes and policies.

MAJOR JOB FUNCTIONS:

1. **Supervision - 75%**
 - a. Assists in hiring and the orientation of Social Service Staff. (3%)
 - b. Assigns the workload to both social work and clerical staff. (4%)
 - c. Evaluates job performances of social service staff. (3%)
 - d. Supervises all case work activities. (65%)
2. **Social Service Programs - 10%**
 - a. Assist in the development, writing, coordinating, planning, and monitoring of all social service programs including programs using local, state and federal funds.
 - b. Documents reports according to local, state and federal guidelines.
 - c. Prepares and monitors program area budgets and expenditures.
3. **Meetings - 15%**
 - a. Attends County Board, Administrative Staff, and external agency meetings as required. (10%)
 - b. Conducts social service staff meetings. (5%)

ADDITIONAL RESPONSIBILITIES:

1. Ability to consult with representatives of the Minnesota Department of Human Services and other State and local organizations in carrying out social service functions.
2. Knowledge of local, state and federal laws, rules, regulations and policies relevant to social service programs.
3. Knowledge of principles, techniques, theories, and practices of social work and social work supervision.
4. Ability to establish and maintain positive, effective relationships with staff, clients and the community.
5. Knowledge of social and economic problems.
6. Ability to communicate effectively, both orally and in written form.
7. Performs other work related duties as assigned/required by the Director.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Minimum requirement is graduate from accredited four year Social Work Program or related degree and have completed a minimum of four years as a social worker.

WORKING CONDITIONS/PHYSICAL REQUIREMENT: This position requires indoors work in an office setting where there is occasional lifting, little dust and noise. Sitting at a desk is done for the majority of the day (75%). This position requires standing (15%), driving (10%), and at times direct service to clients.

OTHER: The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Service Agreement

The County of Aitkin, through its Health and Human Services Department, 204 1st. St. NW, Aitkin, MN 5643, hereafter referred to as the Agency, and Woodview Support Services/Oakridge Homes, Inc, 1021 Industrial Park Road, Brainerd, MN 56401, hereafter referred to as the Contractor, enter into this agreement for the period from April 1, 2013 to December 31, 2014.

WHEREAS, the Contractor is an organization licensed under the State of Minnesota to provide services to person and an approved vendor according to published county criteria:

WHEREAS, the Agency, pursuant to Minnesota Statutes, section 373.01, 373.02 and 256M or 119B.125 wishes to purchase such program services from the Contractor; and

WHEREAS, The Contractor represents that it is duly qualified and willing to perform such services;

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

1. Contractor's Duties

- a. As specified in Minnesota Statutes, section 373.01, 373.02 and 256M and Aitkin County Annual Service Agreement, the Agency agrees to purchase and the Contractor agrees to provide the Community Support Services Program and the complete list of services as set forth in the attached **Exhibit A**.
- b. Aitkin County Human Services Division shall determine the amount of services to be delivered for each person, as stated in the client service plan.
- c. The Contractor must, within 10 days, notify the Agency in writing whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notification, the Agency must determine whether such inability will require modification or cancellation of said contract.

2. Cost and Delivery of Purchased Services

- a. The hourly cost for providing services to eligible clients is \$36.03 per hour. The hourly cost shall cover the entire cost of the service including transportation. Payment must be made on the basis of 100 percent of the time incurred providing services to eligible clients.
- b. Annual costs of service will not exceed \$ 38,000. In order to effectively provide this service, the Agency and the Contractor will consult on a quarterly basis. The Contractor certifies that the services to be provided under this agreement are not otherwise available without cost to eligible clients. The Contractor certifies that the services provided under this contract are not duplicative of services available to the individual service and funded by another source. The Contractor further certifies that payment claims for Purchased Services will be in accordance with rates of payment, which do not exceed amounts reasonable and necessary to assure quality of service. The Contractor further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.
- c. In the event that services provided to eligible persons may be reimbursed by private

health insurance, Long Term Care Insurance, Medical Assistance State Plan services, or Medicare, the Provider shall bill such third parties before billing Aitkin County Health and Human Services.

- d. Purchased services will be provided at client homes or other approved community or office settings.
- e. The Contractor agrees to use only qualified personnel to provide any services purchased under this Contract. If licensing or certification is a necessary prerequisite for provision of services, the Contractor ensures that personnel and services are properly licensed or certifies in accordance with provisions of state law and Minnesota Rules.

3. Eligibility for Services

The parties understand and agree that the eligibility of the client to receive the Purchased Services is to be determined in accordance with eligibility criteria established by the Agency.

The parties understand and agree that the Agency must determine preliminary and final client eligibility.

- a. When the Agency has determined that the client is no longer eligible to receive Purchased Services or that services are no longer needed or appropriate, the Agency must notify the contractor within 5 days of the determination. The Agency must notify the client of proposed termination of services in writing at least 10 days prior to the proposed Agency action and of the client's right to appeal this proposed Agency action.
- b. The Contractor must notify the Agency in writing whenever the Contractor proposes to discharge or terminate service(s) to a client. The notice must be sent at least 30 days prior to the proposed date of discharge or termination, and must include the specific grounds for discharge or termination of service(s). The Contractor must not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety or well being of other residents' or service recipients. After the 30 days have expired, the Agency will notify the client in writing, that services under this contract have been terminated.

4. Individual Service Plan

- a. The parties understand and agree that all service provided to eligible recipients under the terms of this contract must be in accordance with the Individual Service Plan developed by the individual client's social worker or case manager.
- b. Performance of the Contractor will be monitored in accordance with client outcomes, goals, and indicators as specified in the Individual Service Plan (ISP).

5. Payment for Purchased Services

- a. The Contractor must, within 15 working days following the last day of each calendar month, submit a standard invoice for Community Support Services purchased to the Aitkin County Health and Human Services. The Invoice must show an itemized account of each Community Support Services individual, identifying service(s) provided and number of units (15 minute intervals) of service provided,

cost per unit and total per client.

- b. Payment: The Agency must, within 30 days of the date of receipt of the invoice, make payment to the Contractor for all eligible clients identified on the invoice.

6. Record Disclosures

- a. The Contractor must send the social worker or case manager for each individual client served, monthly notes of visits and monthly case reviews.
- b. The Contractor must maintain all records pertaining to the contract as required by Minnesota Department of Human Services and allow access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor Purchased Services.
- c. The Contractor must comply with policies of the Minnesota Department of Human Services regarding social services recording and monitoring procedures, as defined and described in Minnesota Department of Human Services rules and manuals.

7. Safeguard of Client Information

- a. The use or disclosure by any party, of information concerning an eligible client, in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney, or the client's responsible parent or guardian.
- b. The Contractor will comply in all aspects with the Health Insurance Portability and Accountability Act of 1996 as implemented by regulations 45 C.F.R., Parts 160 and 164.
- c. Upon termination of this agreement, Contractor will return or destroy all Public Health Information (PHI) received from the Agency or created or received by the Contractor on behalf of the Agency that the Contractor still maintains and retains no copies of such PHI's; provided that if such return or destruction is not feasible, Contractor will extend the protections of this agreement to PHI and limit further uses of or disclosure to those purposes that make the return or destruction of the information infeasible.

8. Equal Employment Opportunity and Civil Rights and Nondiscrimination

- a. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;
- b. (When applicable) the Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, section 363.073 (1998). This section only applies if the grant is for more than \$100,000 and the Contractor has employed forty or more full-time employees within the State of Minnesota on a single working day during the previous 12 months.

9. Fair Hearing and Grievance Procedures

- a. The agency agrees to provide a fair hearing and grievance procedure in conformance with Minnesota Statutes, section 256.045, and in conjunction with fair hearing and grievance procedures established by Minnesota Department of Human Services administrative rules.

10. Bonding, Indemnity, Insurance and Audit Clause

- a. Bonding: The Contractor must obtain and maintain at all times during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond must be in the amount of at least \$15,000.
- b. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor.
 - I. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or
 - II. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken, or is furnishing the care and service called for under this Agreement.
- c. Insurance: The Contractor further agrees, in order to protect itself and the Agency under the indemnity provision set forth above, to at all times during the term of this Agreement, have and keep in force a liability insurance policy in the amount of Five Hundred Thousand Dollars (\$500,000) for bodily injury or property damage to any one person and One Million Five Hundred Thousand (\$1,500,000) for total injuries or damages arising from any one occurrence.
 - I. The County shall be sent a current certificate of insurance on an annual basis. The certificate must show that the County will receive thirty (30) calendar days' prior written notice in the event of cancellation, nonrenewal, or material change in the described policy.
 - II. The Provider must also maintain worker's compensation insurance per Minnesota statutory requirements.
- d. Audit: (When Applicable) The Contractor agrees that within 60 days of the close of its fiscal year an audit will be conducted by a Certified Public Accounting Firm which will meet the requirements of the Single Audit Act Amendments of 1996, P.L. 104:156 and Office of Management and Budget, Circular No. A-133. After completion of the audit, a copy of the audit report must be filed with the Agency.

11. Contractor Debarment, Suspension and Responsibility Certification

Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal Money from vendors who have been suspended or debarred by the federal government Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the

Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By Signing This Contract, The Contractor Certifies That It And Its Principals* And Employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violating any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.
- e. Shall immediately give written notice to the Contracting Officer should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

*"Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

12. Conditions of the Parties' Obligation

- a. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the Purchased Services under this contract, the obligations of each party hereunder must thereupon be terminated.
- b. This agreement may be canceled by either party at any time, with or without cause, upon 30 days' notice, in writing, delivered by mail or person.
- c. Before the termination date specified in Section 1 of this agreement, the Agency may

evaluate the performance of the Contractor in terms of this agreement to determine whether such performance merits renewal of this agreement.

- d. Any alterations, variations, modifications, or waivers of provisions of this agreement must be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- e. No claim for services furnished by the Contractor not specifically provided in the agreement will be allowed by the Agency, nor must the Contractor do any work or furnish any material not covered by the agreement, unless this is approved in writing by the Agency. Such approval must be considered to be a modification of the agreement.
- f. In the event that there is a revision of Federal regulations, which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and those items necessary to bring the agreement into compliance With the new Federal regulations.
- g. The Contractor shall provide Exposure Control Training for its employees and agents as described in laws or rules governing OSHA Regulations. Further, the Contractor hereby releases and holds harmless Cass County from any loss or injury suffered by the Contractor, its employees or agents, as a result of contract with infectious agents.

13. Subcontracting

- a. The Contractor agrees not to enter into subcontracts for any of the work contemplated under this contract without written approval of the Agency.
- b. All subcontractors must be subject to and must meet all the requirements of this contract.
- c. The Contractor must ensure that any and all subcontracts to provide services under this contract must contain the following language:

The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this contract. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the provider for any appropriate relief in law or equality, including but not limited to rescission, damages, or specific performances, of all or any part of the contract. Minnesota Department of Human Services is entitled to and may recover from the provider reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to a contract or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States constitution or any other waiver or immunity.

The Contractor agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, part 9525.1870, subpart 3.

14. Noncompliance

- a. If the Contractor fails to comply with the provisions of this contract, the Agency may seek any available legal remedy.
- b. Either party must notify the other party within 30 days when a party has reasonable grounds to believe that this contract has been or will be breached in a material manner. The party receiving such notification must have 30 days, or any other such period of time as mutually agreed to by the parties, to cure the breach or anticipatory breach.

15. Miscellaneous

The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as third-party beneficiary, is an affected party under this agreement. The Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the Contractor for any appropriate relief in law or performance of all or any part of the agreement between the Aitkin County Board and the Contractor. The Contractor specifically acknowledges that the Aitkin County Board and the Minnesota Department of Human Services are entitled to and may recover from the Contractor reasonable attorney's fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the agreement of any other third-party beneficiary, nor must it Constitution or any other waiver of immunity.

16. Entire Agreement

It is understood and agreed that the entire contract of the parties is contained herein, including Exhibit A, and this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

17. Service Agreement Expiration

If either party wishes to terminate this service agreement at the end of its initial term, that party must give the other party prior written notice of intent to terminate at least 60 days prior to December 31, 2014. If party wishing to terminate the service agreement fails to give timely notice to other party, the service agreement will automatically renew for another calendar year, with services provided at the hourly rate stated in this agreement.

COUNTY OF AITKIN

STATE OF MINNESOTA

Aitkin County Board of Commissioners

By: _____
Chairperson of the County Board

Dated: _____

BUSINESS NAME:

Doing Business As:

Woodview Support Services/Oakridge Homes, Inc,

By:  _____
Owner/Director

Dated: 4-16-13

Aitkin County Health and Human Services

By: _____
Director

Dated: _____

Approved As to Legality and Form:

By: _____
Aitkin County Attorney

Dated: _____

EXHIBIT A

Aitkin County Health and Human Services Community Support Services Program

Services Provided by:

Oakridge Homes and Woodview Support Services

Purchased Program Services

The Community Support Services Program (CSSP) covered by this contract will be supportive and will include, but are not limited to assisting the consumer in the following areas:

1. Home visits, wellness checks and problem solving;
2. Securing and supporting individuals in their housing;
3. Maintaining or attaining health care and other benefits for the consumer;
4. Maintaining employment, assisting with job applications, job seeking and work toward securing a stable financial future;
5. Effective coping with daily living skills and leisure activities;
6. Preparation of goal plans with consumers input;
7. Communication skills;
8. Relapse prevention skills;
9. Budgeting and shopping skills;
10. Healthy lifestyle practices;
11. Cooking and nutrition skills;
12. Household management skills;
13. Educating consumers about treatment recovery regarding mental illness through group and individual activities and assignments;
14. Encourage social support through support groups and mentoring in an effort to promote recovery and eliminate isolation;
15. Utilize other community partners in providing services;

Services will be developed with consumer needs, wishes and input as the focus. They will be provided with respect in regard to community values and cultural diversity. Problem solving on the part of consumer will be a key focus in all services provided. All services will be provided in accordance with the Individual Service Plans (ISP) developed by Aitkin County for each consumer.

Aitkin County Health & Human Services

Financial Statement

	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Actual Jul-13
Income:							
Tax Levy							
CPA and In Lieu							
State Revenue	15,570.93	24,128.67	85,776.34				
Federal Revenue	109,163.73	267,990.87	208,603.25				
Revenue From Third Party	15,262.66	16,316.26	20,849.11				
Misc. Revenue	24,265.14	37,607.03	36,692.37	927.00			
Total:	164,262.46	346,042.83	351,921.07	927.00	-	-	-
Expenditures:							
Payments to Recipients	126,135.91	91,716.55	126,884.17	149,945.42			
Salaries and Fringes	291,797.76	264,109.59	267,870.34	278,789.00			
Services and Charges	28,511.04	29,064.87	32,851.68	46,861.39			
Travel and Insurance	42,436.48	4,344.31	8,021.20	1,934.03			
Office Supplies	5,386.92	3,294.34	2,880.96	8,228.80			
Capital Outlay	-	-	-	-			
Misc Expense & Pass Thru	31,649.28	5,491.59	4,956.21	39,196.50			
Total:	525,917.39	398,021.25	443,464.56	524,955.14	-	-	-
Final Totals:	(361,654.93)	(51,978.42)	(91,543.49)	(524,028.14)	-	-	-

Cash Balance as of 04/2012

3,470,471.02

Cash Balance as of 04/23/2013

3,757,241.31

	YTD 2013	YTD 2012	ACTUAL 2011	ACTUAL 2010	ACTUAL 2009	ACTUAL 2008	ACTUAL 2007	ACTUAL 2006
Income:								
Tax Levy	-	2,445,757.88	2,345,969.16	2,333,865.63	2,340,935.73	2,409,856.71	2,303,196.53	1,817,723.90
CPA and In Lieu	-	131,275.60	236,240.57	235,223.92	321,690.72	303,462.53	389,866.09	312,877.69
State Revenue	125,475.94	723,462.02	736,864.33	611,120.93	632,506.88	936,661.64	790,366.43	905,921.06
Federal Revenue	585,757.85	2,161,389.09	2,120,681.67	2,225,918.50	2,266,036.42	2,031,189.00	2,013,560.50	1,993,226.16
Revenue From Third Party	52,428.03	204,217.36	163,265.77	126,077.60	-	-	-	-
Misc. Revenue	99,491.54	451,663.65	446,320.68	541,300.99	575,677.90	608,372.74	568,060.27	484,763.05
Total:	863,153.36	6,117,765.60	6,049,342.18	6,073,507.57	6,136,847.65	6,289,542.62	6,065,049.82	5,514,511.86
Expenditures:								
Payments to Recipients	494,682.05	1,604,608.63	1,729,427.71	1,862,889.86	1,818,277.01	1,729,049.89	1,827,333.49	1,858,630.93
Salaries and Fringes	1,102,566.69	3,516,455.12	3,602,677.75	3,585,784.86	3,658,299.47	3,300,291.25	3,091,358.49	2,911,440.42
Services and Charges	137,288.98	397,600.22	271,548.15	305,453.93	295,501.81	327,685.72	271,589.87	281,345.91
Travel and Insurance	56,736.02	87,885.39	96,969.42	107,221.46	125,924.90	125,736.88	91,625.96	96,293.29
Office Supplies	19,791.02	33,369.33	61,209.60	56,501.21	52,262.98	79,742.17	63,677.05	65,267.30
Capital Outlay	-	120,759.15	23,482.25	33,649.79	68,997.74	35,484.07	24,380.79	40,048.96
Misc Expense & Pass Thru	81,293.58	168,640.01	96,521.72	123,123.15	142,355.79	133,526.22	148,157.71	145,866.15
Total:	1,892,358.34	5,929,317.85	5,881,836.60	6,074,624.26	6,161,619.70	5,731,516.20	5,518,123.36	5,398,892.96
Final Totals:	(1,029,204.98)	188,447.75	167,505.58	(1,116.69)	(24,772.05)	558,026.42	546,926.46	115,618.90

AITKIN COUNTY FOSTER CARE

1998	\$470,228.76	61	2001	\$840,674.02	116	2004	\$1,054,034.05	76
1999	\$619,842.48	68	2002	\$927,493.49	94	2005	\$911,374.91	69
2000	\$663,637.48	85	2003	\$1,210,524.55	81	2006	\$847,823.25	73

	2007	2008	2009	2010	2011	2012	2013
JAN	\$57,760.29	\$51,397.99	\$71,257.41	\$73,496.04	\$78,312.32	\$59,278.73	\$52,334.43
FEB	\$94,242.30	\$62,605.01	\$78,980.18	\$82,467.05	\$82,982.51	\$78,783.86	\$50,122.31
MARCH	\$67,724.29	\$62,918.27	\$75,728.59	\$75,000.60	\$61,384.45	\$89,386.88	\$44,070.76
APRIL	\$74,285.29	\$62,865.11	\$91,603.72	\$79,548.43	\$69,570.36	\$101,195.78	\$52,651.49
MAY	\$74,048.44	\$71,824.48	\$74,777.50	\$77,811.48	\$73,398.62	\$70,140.91	
JUNE	\$85,395.63	\$79,633.26	\$78,255.63	\$99,039.56	\$92,735.90	\$79,654.30	
JULY	\$59,397.74	\$76,076.59	\$84,874.52	\$74,466.67	\$63,530.39	\$68,929.00	
AUG	\$66,770.76	\$74,550.01	\$74,213.76	\$97,571.86	\$77,971.22	\$67,386.62	
SEPT	\$68,837.51	\$67,930.63	\$74,599.74	\$70,427.32	\$65,924.31	\$66,615.87	
OCT	\$52,226.54	\$66,331.65	\$73,431.32	\$89,100.75	\$83,971.03	\$45,407.15	
NOV	\$66,203.74	\$77,776.03	\$91,038.51	\$76,359.06	\$78,148.23	\$45,889.63	
DEC	\$51,560.49	\$80,602.70	\$81,512.33	\$75,599.03	\$58,313.77	\$43,359.27	
TOTAL	\$818,453.02	\$834,511.73	\$950,273.21	\$970,887.85	\$886,243.11	\$816,028.00	\$199,178.99
CHILDREN	75	63	64	57	56	49	
	Decrease from 2006	Increase from 2007	Increase from 2008	Increase from 2009	Decrease from 2010	Change from 2011	Change from 2012
	\$818,453.02	\$16,058.71	\$115,761.48	\$20,614.64	(\$84,644.74)	(\$70,215.11)	(\$616,849.01)

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	\$10,267.87
Total	\$909,516.09

2012 Foster Care Breakdown

Child Shelter	\$8,847.10
Treatment Foster	\$96,215.62
Child Foster Care	\$276,532.46
Rule 8 FC	\$76,095.10
Corrections	\$245,552.59
Electronic Monitor	\$352.00
Rule 5	\$99,575.24
Respite	\$9,183.36
Child Care	
Health Services	\$382.00
Transportation	\$7,187.58
Total	\$819,923.05

2013 Foster Care Breakdown Year to Date

Child Shelter	\$936.00
Treatment Foster	\$42,247.56
Child Foster Care	\$100,137.82
Rule 8 FC	\$7,305.55
Corrections	\$36,353.64
Electronic Monitor	
Rule 5	\$7,765.80
Respite	\$570.48
Child Care	\$0.00
Health Services	\$110.87
Transportation	\$7,620.68
Total	\$203,048.40

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	\$75,838.00
Rule 5	\$103,505.70
Recoveries	\$127,343.92
Total	\$306,687.62

2012 Foster Care Reimbursement

IV-E	\$73,551.00
Rule 5	\$59,512.99
Recoveries	\$112,766.58
Total	\$245,830.57

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.

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.

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 2012 expenses.

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

	Total	Social Service	Corrections	ICWA
Child Shelter	\$8,847.10	\$2,696.30	\$6,150.80	\$0.00
Treatment Foster	\$96,215.62	\$96,215.62	\$0.00	\$0.00
Child Foster Care	\$276,532.46	\$174,297.88	\$9,783.11	\$92,451.47
Rule 8 FC	\$76,095.10	\$7,061.90	\$43,317.20	\$25,716.00
Corrections	\$245,552.59	\$0.00	\$188,861.99	\$56,690.60
Electronic Monitoring	\$352.00	\$0.00	\$352.00	\$0.00
Rule 5	\$99,575.24	\$99,575.24	\$0.00	\$0.00
Respite	\$9,183.36	\$7,811.86	\$0.00	\$1,371.50
Child Care	\$0.00	\$0.00	\$0.00	\$0.00
Health Services	\$382.00	\$382.00	\$0.00	\$0.00
Transportation	\$7,187.58	\$7,187.58	\$0.00	\$0.00
Total	\$203,048.40	\$395,228.38	\$248,465.10	\$176,229.57
Total	\$819,923.05			

2013 Foster Care Breakdown Year to Date

	Total	Social Service	Corrections	ICWA
Child Shelter	\$936.00	\$0.00	\$936.00	\$0.00
Treatment Foster	\$42,247.56	\$42,247.56	\$0.00	\$0.00
Child Foster Care	\$100,137.82	\$88,775.59	\$0.00	\$11,362.23
Rule 8 FC	\$7,305.55	\$0.00	\$0.00	\$7,305.55
Corrections	\$36,353.64	\$0.00	\$30,383.64	\$5,970.00
Electronic Monitoring	\$0.00	\$0.00	\$0.00	\$0.00
Rule 5	\$7,765.80	\$0.00	\$0.00	\$7,765.80
Respite	\$570.48	\$470.48	\$0.00	\$100.00
Child Care	\$0.00	\$0.00	\$0.00	\$0.00
Health Services	\$110.87	\$110.87	\$0.00	\$0.00
Transportation	\$7,620.68	\$7,620.68	\$0.00	\$0.00
Total	\$203,048.40	\$139,225.18	\$31,319.64	\$32,503.58
Total	\$203,048.40			

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
APRIL	81	2	14	97	\$1,211.38
MAY	63	1	22	86	\$764.25
JUNE	73	0	11	84	\$1,052.56
JULY	83	2	17	102	\$1,489.61
AUG	60	2	20	82	\$744.07
SEPT	60	0	9	69	\$916.23
OCT	78	0	18	96	\$960.75
NOV	68	1	7	76	\$650.84
DEC	53	1	14	68	\$514.32
JAN '13	58	2	14	74	\$694.18
FEB '13	60	3	11	74	\$674.16
MARCH	57	0	9	67	\$845.36
APRIL					\$844.11

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

As of July 31, 2012 - we have 228 more rides on the books through July this year than in 2011....and beyond that too!

AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, April 3, 2013

Committee Members Present: Vernon Awes
Roberta Elvecrog
Mickey Gault
Kami Genz, CMCC
Renee Larson
David Leaf
Robert Lewis
Bob Marcum
Tricia Martin, ACCare
Cheryl Meld
Beverly Mensing
Michele Plagman
Jessica Seibert, HRA
Jessi Schultz, AFSCME Union Rep
Commissioner Anne Marcotte

Others Present: Tom Burke, Director
Julie Lueck, Clerk to this Committee

Absent: Jim Carlson
Commissioner Laurie Westerlund

Welcomed Kari Paulsen to the committee and the committee members introduced themselves to her.

I. Approval of Agenda

Motion by Roberta Elvecrog, seconded by Bob Lewis, and carried; the vote was to approve the Agenda with the revisions.

II. Approval of Minutes of the February 6, 2013 Meeting

Motion by Bob Lewis, seconded by Vern Awes, and carried; the vote was to approve the February 6, 2013, minutes as mailed.

III. Legislative Updates (Legislative Entitlements at Federal Level) – Tom Burke reviewed the “Why Counties Matter” handout which talks about what the counties do. He also discussed the NACO Health Steering Committee he serves on which covers public health, insurance, and home care or senior related services. Four areas they want to work on includes: Protecting the Federal, State & Local Partnership for Medicaid, Funding the Substance Abuse and Mental Health Services Administration, Protect the Prevention and Public Health Fund, and Extend Health Benefit Coverage to Pre-Trail Jail Inmates. He also reviewed the Association of MN Counties Update handout which is the Commissioners group on down to the local level. Tom discussed the H&HS Technology Modernization and the need for the updates to the Department of Human Services data systems. He also talked about how we are trying to be more portable for folks using their i-phones, i-pads, etc to make application for services. No new cost shifts or cost shares is another area of importance AMC is working on.

IV. Update from Sub-Committee/Task Force – Jessica Seibert discussed the revisions made to the By-Laws which specifically addressed III.3 Task Forces and the need to keep the list of Task Forces congruent with what is in the Statutes. *Motion by Jessica Seibert, seconded by Roberta Elvecrog, and carried, to approve the revisions to the Bylaws to include removing Budget from the list under III.3 Task Forces and adding Corrections to coincide with what is written in the Statute.* The committee also reviewed the revised Job Description. *Motion by Vern Awes, seconded by Bob Lewis, and carried, to approve and accept the revised Aitkin County Health & Human Services Advisory Committee Job Description.*

V. Advisory Committee Member Participation in Health & Human Services

Budget Discussion – Tom Burke discussed the feasibility of having a small group (1-8 people) to have ongoing budget discussions on a monthly basis (probably the hour before the monthly Advisory Committee meetings) starting in June. *Motion by Jessica Seibert, seconded by Bob Lewis, and carried, the vote was to approve the formation of a Budget Sub-Committee.* Committee members interested in serving on the budget sub-committee should contact Tom Burke as the point person.

Discussion relative to the formation of the task forces and committee members interested in serving on them will wait until a brief explanation of each of the four areas (Mental Health, Public Health, Social Services and Corrections) can be developed and provided to the members. (Julie will be the point person for members to contact if they are interested in serving on one of the task forces.)

VI. Comments:

A. Comments from the Committee Members for the Commissioners relative to HHS – Nothing noted.

B. Feedback from the Board Meeting – Feb. 26 or March 26 – Bob Lewis/Roberta Elvecrog
Discussion relative to comments at the H&HS Board meeting taking on the “ripple effect”. Tom explained the dialogue at the Board meeting that came to the attention of NACO noting he was contacted by NACO staff for clarification.

C. Committee Members scheduled to attend upcoming Board Meetings in 2013 -

April 23	Vernon Awes	&	Dave Leaf
May 28	Jessica Seibert	&	Roberta Elvecrog
June 25	Jim Carlson	&	Michele Plagman
July 23	Jessica Seibert	&	Roberta Elvecrog

VII. Community Recognition

A. Great River Strings – Tabled at the January meeting for discussion relative to presentation during March or April. Discussion at February meeting indicated a presentation at the April concert in front of the folks attending & members of the orchestra. Discussion at this meeting determined that the presentation should be made at the Concert on either April 13th in Deerwood or April 14th in Aitkin. Tricia Martin offered to make the presentation.

VIII. Miscellaneous Discussion

A. Community Meal – Continue to Serve? (Dave Leaf) Tabled until the May meeting.

B. Topics for Discussion (June-Dec.) - (Dave Leaf) Discussion led to holding off on scheduling any further out as we have HRA Regulations with Susan Cebelinski and Jessica Seibert presenting on May 1st. After that, we will wait to see what information is forthcoming from the Task Forces as they develop and report back to this committee.

IX. Adjourn

Motion by Jessica Seibert, seconded by Tricia Martin, and carried; the vote was to adjourn the meeting at 5:08 p.m.

Dave Leaf, Chairperson

Julie Lueck, 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 6, 2013, Advisory Committee Meeting
- Copy of the February 26, 2013 Health & Human Services Board Meeting Minutes
- Draft copy of the March 26, 2013 Health & Human Services Board Meeting Minutes
- Topics for Discussion/Presentations for 2013 and Listing of Past Presentations 2008-2012
- Bridges Out of Poverty Postcard Invitation for a Special Educational Opportunity
- NACO Policy Updates (Why Counties Matter)
- AMC Policy for Human Services Update