

The Aitkin County Board of Commissioners met this 25th day of June, 2013 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the June 25, 2013 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
June 25, 2013**

I. Attendance

The Aitkin County Board of Commissioners met this 25th day of June, 2013, at 9:01 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 Sue Tange, Social Services Supervisor; Eileen Foss, Income Maintenance Supervisor; Cynthia Bennett, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Jim Carlson & Michele Plagman, HHS Advisory Member; Nanci Sauerbrei, Aitkin Independent Age; Kate LaClair, Fair Board, Guest.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the revised Agenda with the addition of V. – E.

III. Review May 28, 2013 Health & Human Service Board Minutes

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the May 28, 2013, Health & Human Services Board Minutes.

IV. Review Bills

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

V. General/Miscellaneous Information

A. MN Choices – Tom Burke – Noted that this is a change in the way we do our assessments. We have gone through the first training for staff and there will be additional training for assessors. We will probably go up in early 2014. If there is a request for additional staff, it will be presented during the budget process.

B. E-Docs Update – Eileen Foss, Income Maintenance Supervisor – Noted we began the scanning process the beginning of June. Between County forms and DHS there are 480 forms, so it is not a simple scan in the document process as there are a number of additional steps involved for each form. We are getting current case files scanned which means the information for the past year. There are document groups for each file which requires learning a new format. All files must be scanned by the end of July and August 5th there will be additional training for On-Base which will be the document management system (meaning no papers or file cabinets).

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH &
HUMAN
SERVICES
BOARD
HHS BOARD
ADJOURNED**

C. Methadone Transportation in Aitkin County – Tom Burke - Noted that Aitkin County is not providing transportation although the Health Plans are participating and providing the transportation needed to the methadone clinics. Commissioner Napstad noted there is a lot of frustration with the HIPAA laws not allowing methadone treatment recipients to ride in the same taxi to and from the clinics.

D. Security State Bank Resolution – Tom Burke –

Resolution # 062513-058
Security State Bank

BE IT HEREBY RESOLVED, the Aitkin County Health and Human Service Director shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Security State Bank: #6002170 – Foster Care Revolving Fund and #6802004 – General Assistance Emergency Revolving Fund.

BE IT FURTHER RESOLVED, that the Aitkin County Health and Human Services Fiscal Supervisor shall also be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Security State Bank: #6002170 – Foster Care Revolving Fund and #6802004 – General Assistance Emergency Revolving Fund.

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

Five Members Present - All Members Voting Yes

E. 2014 Request for Proposals to Provide Health Care Services – Tom Burke

Resolution # 062513-059
2014 Request for Proposals to Provide Health Care Services

WHEREAS, the Minnesota Department of Human Services has published a Request for Proposals to provide health care services to recipients of Medical Assistance and MinnesotaCare in the twenty-seven Minnesota counties including Aitkin County; and

WHEREAS, the Minnesota Department of Human Services has requested County evaluations and recommendations regarding the managed care organization proposals from each respective county; and

WHEREAS, Blue Plus, Medica and U-Care submitted proposals to provide managed health care services in Aitkin County; and

WHEREAS, representatives of Aitkin County Health & Human Services have reviewed and evaluated the proposals; and

WHEREAS, Medica and U-Care have submitted proposals suitable to meet our needs.

THEREFORE, BE IT RESOLVED that the Aitkin County Board of Commissioners supports the recommendation of Aitkin County Health & Human Services approving Medica and U-Care as managed care organizations providing managed health care

services in Aitkin County.

Commissioner Niemi moved the adoption of the resolution, seconded by Commissioner Westerlund, and it was declared adopted upon the following vote:
Five Members Present - All Members Voting Yes

VI. FYI

A. MACSSA 2013 Legislative Session: Summary of Laws – Tom Burke reviewed the summary of the 2013 Legislative Session and asked that if anyone has questions, to please feel free to contact him.

VII. Contracts/Service Agreements

A. Administration Agreement for Purchase of Supplies and Equipment between Aitkin County Health & Human Services and Brainerd Eyecare Center for the period March 28, 2013 through June 30, 2014. Motion by Commissioner Niemi, seconded by Commissioner Westerlund, and carried, the vote was to approve and authorize the Board Chair to sign the Administration Agreement for Purchase of Supplies and Equipment between Aitkin County Health & Human Services and Brainerd Eyecare Center for the period March 28, 2013 through June 30, 2014.

VIII. Administrative Reports:

A. Financial & Transportation Reports – Tom Burke – Noted we are on target with no significant issues at this time.

IX. Committee Reports from Commissioners

A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Jim Carlson & Michele Plagman Draft minutes of the June 5, 2013 meeting. Jim Carlson noted that the main discussion was with respect to the establishment of the task forces and the budget committee. Commissioner Marcotte noted that the committee discussed the telephone Lifeline that is an affordable telephone service for income-eligible consumers.

B. AEOA / NEMOJT Committee Updates – Commissioner Napstad – Noted that NEMOJT met in the past month where he learned that Boise Cascade in Koochiching County is laying off a significant number of employees therefore many people will be seeking re-training. NEMOJT has a rapid response team that comes in after the lay-offs are announced. DEED (Department of Employment and Economic Development) has unemployment dollars in a pool of money that will go to NEMOJT to assist in the re-training for more skilled and higher paid positions.

C. CJI (Children's Justice Initiative) – Commissioner Westerlund was unable to attend. Sue Tange noted that one area of discussion surrounded Northstar Care for Children which just passed. It is an attempt to equalize reimbursement to relative foster parents and adoptive parents.

Discussion relative to Civil Commitments and Guardianship Representation.

Commissioner Marcotte asked for a response from Director Tom Burke with respect to the reason a contract was granted to Chappy's now when it has been denied in the past couple years. Mr. Burke responded that the State wanted a contract in place and HHS made sure that happened.

Next Meeting – July 23, 2013

Break: 10:02 a.m. to 10:17 a.m.

BREAK

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: June 11, 2013 – June 24, 2013; B) Approve County Board Minutes: June 11, 2013; C) Approve County Board Minutes: June 18, 2013 Special Meeting; D) Approve County Board of Appeal & Equalization Minutes: June 18, 2013; E) Approve August 20, 2013 Special Board Meeting Date for Budget Presentations; F) Approve Resolution – Form LG220 Jacobson Landing Recreation Area; G) Authorize Payment to Minnesota Department of Labor & Industry; H) Approve Sale of Confiscated Firearms; I) Approve STS Contract with MN Dept of Corrections; J) Approve Leave of Absence Extension – Jerry DeWitt, Road & Bridge Dept.; K) Approve Auditor Warrants – May Sales & Use Tax: General Fund \$492.97, Road & Bridge \$1,072.28, Health & Human Services \$24.74, State \$7,920.50, Trust \$335.95, Forest Development \$280.52, Long Lake Conservation Center \$226.62, Parks \$198.58 for a total of \$10,552.16; L) Acknowledge CVS0 Grant Program; M) Acknowledge Penny Harms, VSO Memo – ARDC Veterans Transit Informational Meeting

REGULAR BOARD RECONVENED

CONSENT AGENDA

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – Form LG220 Jacobson Landing Recreation Area:

**RESOLUTION
062513-060
FORM LG220
JACOBSON
LANDING
RECREATION
AREA**

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Jacobson Landing Recreation Area, at the following location – Jacobson Landing Recreation Area, which has an address of Highway 65 & 198th Ave., Jacobson, MN 55752 – Ball Bluff Township. (Note: Date of activity for Bingo – August 24th, 2013)

**MN DEPT OF
LABOR &
INDUSTRY**

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to authorize payment of \$7,500.00 to Minnesota Department of Labor and Industry for OSHA fines.

**CONFISCATED
FIREARMS**

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the sale of confiscated/forfeited firearms through a Federal Firearms Licensed dealer - Sheriff's Department: Daisy Powerline Model 880 BB gun, Western Field Model EMN175 12 Ga., Daisy Powerline Model 856 BB gun, New England Model SB1 20 Ga., Unknown Jap 1.1 ml, Remington Magnum Model 710 30-06, Westernfield Model 160-B 20 Ga., Savage Cub .22, US Rock Island Model 1903, Maverick Model 88 12 Ga., Remington Model 710 0.27, Remington Model 572 0.22, Crossman 66 Powermaster Model 664GTA BB gun, Ruger semi-auto Model 22-oct .22 cal, Remington Viper Model 522 .22 cal, Connecticut Arm Inc. Model Bobcat 50 cal

**SENTENCE TO
SERVE
CONTRACT**

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting to approve Sentence to Serve contract for fiscal years 2014 and 2015. The total obligation of the State under this agreement will not exceed \$30,609.93 for FY14, and will not exceed \$30,609.93 for FY15.

Kirk Peysar, Kate LaClair, and Mick Moriarty of the Aitkin County Fair Board gave an update on the 2013 Aitkin County Fair, scheduled July 10th through July 13th.

2013 AITKIN COUNTY FAIR

Commissioner Brian Napstad provided a brief update on a meeting he had with Kathleen Metzker, Department of Natural Resources on the Lake Minnewawa Lake Improvement District.

LAKE MINNEWAWA LID UPDATE

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Award Contract C.S.A.P. 001-612-014:

WHEREAS, C.S.A.P. 001-612-014, is a project for shoulder widening, intersection improvements, and bituminous pavement on CSAH 12, and

RESOLUTION 062513-061 AWARD CONTRACT C.S.A.P. 001-612-014

WHEREAS, sealed bids were opened for this project at 2:00 pm on Monday, June 10, 2013 with a total of one bid received, and

WHEREAS, Tri City Paving of Little Falls, MN was the lowest responsible bidder in the amount of \$3,228,811.48.

THEREFORE, BE IT RESOLVED, that Tri City Paving be awarded the contract for construction of C.S.A.P. 001-612-014.

BE IT FURTHER RESOLVED, that the Chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve Right of Way Plat No. 18 to initiate right of way acquisition on Great River Road project on CSAH 10 from US Hwy 169 to CSAH 3 in the City of Palisade.

RIGHT OF WAY PLAT NO. 18

Ross Wagner, Economic Development & Forest Industry Coordinator introduced Royce Renteria, Paula Soderberg, and Genny Reynolds, members of the East Central Broadband Initiative, who presented findings from the February Regional Broadband Summit held in Hinckley, MN.

BROADBAND PRESENTATION

Mark Jacobs, Land Commissioner introduced Dave Bubser, Rainforest Alliance representative who presented results of Aitkin County Land Department's audit for recertification to the Forest Stewardship Council.

FSC AUDIT REPORT

Break: 12:04 p.m. to 1:01 p.m.

BREAK

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following Temporary On Sale **3.2 Malt Liquor License** for July 10 through July 13, 2013 (July 10, 11, 12, and 13, 2013) – **ON Sale:** Aitkin Fire

3.2 MALT LIQUOR LICENSE – AITKIN FIRE DEPT

<p>Department, d/b/a Aitkin Fire Department Relief Association – Aitkin Township</p> <p>Bobbie Danielson, Human Resources Manager presented Personnel Committee Recommendations to the Board.</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve filling full-time Deputy Recorder position, Recorder’s Office. This is a budgeted position which is open due to a resignation.</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve filling full-time Assistant County Attorney position, Attorney’s Office. This is a budgeted position which is vacant due to a resignation.</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve filling full-time Office Support Specialist, Health & Human Services. This is a budgeted position which is open due to a resignation.</p> <p>The Board reported on the following:</p> <p>Commissioner Brian Napstad</p> <ul style="list-style-type: none"> • Water Planning – Met at Crow Wing County. State wants one watershed, one plan. • NCLUCB – Met in Grand Rapids. Discussed PILT, and Shoreland Ordinances. • AMC District 1 Spring Mtg – Attended meeting in Carlton. • MHB – Met last week in Walker. • Facilities – Met June 18th. Talked about space needs in Planning & Zoning, and in Health & Human Services. • Forest Advisory – Met at LLCC June 18th after BAE. <p>Commissioner Don Niemi</p> <ul style="list-style-type: none"> • ARDC – FEMA documented 497 homes affected by last year’s flood in Minnesota. • Snake River Watershed – Discussed roadside spraying and mowing, along with a two hour presentation. <p>Commissioner Anne Marcotte</p> <ul style="list-style-type: none"> • AMC District 1 Spring Mtg – Attended June 14th in Carlton. • Quadna Event – Visited on Friday, June 21st. Had hoped there would have been more attendees. They do have plans for next year. • NCLUCB – Attended with Commissioner Napstad. • LLCC – Did not attend. • Articles – Discussed articles relating to expungement, and marijuana. 	<p>RELIEF ASSOC.</p> <p>PERSONNEL COMMITTEE</p> <p>DEPUTY RECORDER POSITION</p> <p>ASSISTANT COUNTY ATTORNEY POSITION</p> <p>OFFICE SUPPORT SPECIALIST POSITION</p> <p>BOARD DISCUSSION</p>
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Commissioner Laurie Westerlund

- **CHS** – Provided Commissioners a handout on County Rankings.
- **HRA** – Met June 24th
- **AMC District 1 Spring Mtg** – Attended June 14th in Carlton.

Commissioner J. Mark Wedel

- **CMCC** – Discussed Sobriety Court funding, salaries for interpreters.
- **Kinship** – Special meeting planned, with discussion on proposed budget.
- **Sobriety Court** – Clients have increased to 20; discussed Sobriety Court funding.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 2:51 p.m. until Tuesday, July 9, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator