

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
July 23, 2013**

- 9:05 A.M.**
- I. Attendance**
 - II. Approval of Health & Human Services Board Agenda**
 - III. Review June 25, 2013 Health & Human Service Board Minutes**
 - IV. Review Bills**
 - V. Contracts/Service Agreements**
 - A. Acceptance of Grant Award – Adoption & Foster Care Recruitment Grant – thru LexisNexus Accurant – Sue Tange**
 - VI. Administrative Reports:**
 - A. Financial & Transportation Reports**
 - VII. Joint Powers Board Reports:**
 - A. Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Tom Burke / Cynthia Bennett Minutes of the June 12th meeting.**
 - VIII. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Jessica Seibert & Roberta Elvecrog No meeting held in July – No minutes to review.**
 - 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 – August 27, 2013**

**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).

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.

X. Break at 10:01 a.m. for 10 minutes.

Next Meeting – July 23, 2013

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| <u>Vendor Name</u> | <u>Rpt</u> | <u>Accr</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> |
| 6094 AADA | | | | | | | |
| 24 05- 430- 710- 3190- 6020 | | | 450.00 | Supervised visits- Court- relate | 06/06/2013 06/27/2013 | | Court Related Services & Activities |
| 30 05- 430- 710- 3190- 6020 | | | 585.00 | Supervised visits - Court- rela | 05/30/2013 06/27/2013 | | Court Related Services & Activities |
| 48 05- 430- 710- 3190- 6020 | | | 45.00 | Supervised visit/phone contact | 06/06/2013 06/06/2013 | | Court Related Services & Activities |
| 6094 AADA | | | 1,080.00 | 3 Transactions | | | |
| 86222 AITKIN INDEPENDENT AGE | | | | | | | |
| 62 05- 430- 720- 3020- 6069 | | | 60.00 | Child Care Advertising - Commu | 06/15/2013 06/19/2013 | | Community Ed & Prevent/Advertising |
| 86222 AITKIN INDEPENDENT AGE | | | 60.00 | 1 Transactions | | | |
| 9017 ALEX AND BRANDON SAFETY CENTER | | | | | | | |
| 14 05- 430- 710- 3190- 6020 | | | 120.00 | Supervised visits - Court- rela | 06/25/2013 06/27/2013 | | Court Related Services & Activities |
| 9017 ALEX AND BRANDON SAFETY CENTER | | | 120.00 | 1 Transactions | | | |
| 360 ARROWHEAD ECON OPP AGENCY | | | | | | | |
| 60 05- 430- 720- 3370- 6038 | | | 16,330.88 | MFIP Empl Service- Qtrly Paymen | 07/01/2013 09/30/2013 | | Mfip- Employment Services |
| 61 05- 430- 720- 3370- 6038 | | | 3,209.75 | DWP Empl Service- Qtrly Pmt | 07/01/2013 09/30/2013 | | Mfip- Employment Services |
| 360 ARROWHEAD ECON OPP AGENCY | | | 19,540.63 | 2 Transactions | | | |
| 8125 BACKSTROM/MARILYN | | | | | | | |
| 27 05- 430- 750- 3950- 6020 | | | 70.00 | Public guardianship | 06/01/2013 06/30/2013 | | Public Guardianship Dd |
| 33 05- 430- 750- 3950- 6020 | | | 70.00 | Public guardianship | 06/01/2013 06/30/2013 | | Public Guardianship Dd |
| 8125 BACKSTROM/MARILYN | | | 140.00 | 2 Transactions | | | |
| 87866 Catholic Charities- Diocese Of St Cloud | | | | | | | |
| 13 05- 430- 745- 3085- 6020 | | | 75.00 | Interview & testing - Adult ou | 06/06/2013 06/06/2013 | | Adult Outpat Diagnostic Assess/Psyc |
| 87866 Catholic Charities- Diocese Of St Cloud | | | 75.00 | 1 Transactions | | | |

Aitkin County

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| <u>Vendor Name</u> | <u>No.</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> |
|--------------------|------------|--|-------------|------------|---------------|----------------------------------|-----------------------|----------------------|-------------------------------------|
| | | | | | | | | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 29 | 9020 | CENTRAL LAKES DRUG TESTING 05-430-710-3180-6020 | | | 98.00 | Drug testing - Health- related | 07/11/2013 07/11/2013 | | Health- Related Services |
| 8 | | 05-430-710-3190-6020 | | | 120.00 | Drug testing- Court- related ser | 07/08/2013 07/09/2013 | | Court Related Services & Activities |
| 9 | | 05-430-710-3190-6020 | | | 60.00 | Drug testing- Court- related ser | 06/18/2013 06/18/2013 | | Court Related Services & Activities |
| 10 | | 05-430-710-3190-6020 | | | 40.00 | Drug testing- Court- related ser | 06/19/2013 06/21/2013 | | Court Related Services & Activities |
| 11 | | 05-430-710-3190-6020 | | | 98.00 | Drug testing- Court- related ser | 06/18/2013 06/18/2013 | | Court Related Services & Activities |
| 12 | | 05-430-710-3190-6020 | | | 120.00 | Drug testing- Court- related ser | 06/17/2013 06/20/2013 | | Court Related Services & Activities |
| | 9020 | CENTRAL LAKES DRUG TESTING DISCONTINUED | | | 536.00 | 6 Transactions | | | |
| 43 | 12191 | COOPER/SHIRLIE 05-430-710-3820-6040 | | | 87.00 | Relative custody assistance | 07/01/2013 07/31/2013 | | Relative Custody Assistance |
| 44 | | 05-430-710-3820-6040 | | | 150.00 | Relative custody assistance | 07/01/2013 07/31/2013 | | Relative Custody Assistance |
| | 12191 | COOPER/SHIRLIE | | | 237.00 | 2 Transactions | | | |
| 58 | 11051 | Department of Human Services 05-430-720-3110-6069 | | | 361.42 | BSFE County Match | 06/01/2013 06/30/2013 | | Bsf Child Care |
| 59 | | 05-430-730-3590-6072 | | | 2,819.84 | CCDTF Maintenance of Effort | 05/01/2013 05/31/2013 | | Ccdtf County % State Billings |
| | 11051 | Department of Human Services | | | 3,181.26 | 2 Transactions | | | |
| 16 | 91345 | ELVECROG/ROBERTA C 05-430-750-3950-6020 | | | 35.00 | Public guardianship | 06/01/2013 06/30/2013 | | Public Guardianship Dd |
| 19 | | 05-430-750-3950-6020 | | | 35.00 | Public guardianship | 06/01/2013 06/30/2013 | | Public Guardianship Dd |
| 21 | | 05-430-750-3950-6020 | | | 105.00 | Public guardianship | 06/01/2013 06/30/2013 | | Public Guardianship Dd |
| | 91345 | ELVECROG/ROBERTA C | | | 175.00 | 3 Transactions | | | |

Aitkin County

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|----------------------------|-------------|--|---------------|----------------------------------|-----------------------|----------------------|-------------------------------------|
| <u>No. Account/Formula</u> | | | | | | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 5 | 316 | Gilbertson/Harlan J. | 1,625.00 | Rule 20 - Child outpatient dia | 02/25/2013 05/14/2013 | | Child Outpat Assess/Psyc. Testing |
| | 316 | Gilbertson/Harlan J. | 1,625.00 | 1 Transactions | | | |
| 35 | 10030 | GORDON/DOROTHY | 87.00 | Relative custody assistance | 07/01/2013 07/31/2013 | | Relative Custody Assistance |
| | 10030 | GORDON/DOROTHY | 87.00 | 1 Transactions | | | |
| 45 | 9588 | GREATER MN FAMILY SERVICES | 89.04 | In- home services - Court- relat | 06/29/2013 06/29/2013 | | Court Related Services & Activities |
| 46 | | 05- 430- 710- 3190- 6020 | 326.48 | In- home services - Court- relat | 06/02/2013 06/25/2013 | | Court Related Services & Activities |
| 47 | | 05- 430- 710- 3190- 6020 | 192.92 | In- home services - travel - Co | 06/02/2013 06/29/2013 | | Court Related Services & Activities |
| | 9588 | GREATER MN FAMILY SERVICES | 608.44 | 3 Transactions | | | |
| 4 | 11589 | Lutheran Social Service of MN- Mankato | 148.85 | Public guardianship | 06/03/2013 06/17/2013 | | Public Guardianship Dd |
| | 11589 | Lutheran Social Service of MN- Mankato | 148.85 | 1 Transactions | | | |
| 31 | 86058 | Martin/Patricia | 105.00 | Guardianship/conservatorship | 06/01/2013 06/30/2013 | | Guardianship/Conservatorship |
| 32 | | 05- 430- 760- 3950- 6020 | 105.00 | Guardianship/conservatorship | 05/01/2013 05/31/2013 | | Guardianship/Conservatorship |
| | 86058 | Martin/Patricia | 210.00 | 2 Transactions | | | |
| 23 | 91221 | McCormick/John | 268.00 | Relative custody assistance | 07/01/2013 07/31/2013 | | Relative Custody Assistance |
| | 91221 | McCormick/John | 268.00 | 1 Transactions | | | |
| 39 | 10593 | Morrison/Debra | 64.29 | Relative custody assistance | | | Relative Custody Assistance |

Aitkin County

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|--------------------|---------------------------------|-------------|----------------------------|-----------------------|--|
| <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf # On Behalf of Name</u> |
| 40 | 05- 430- 710- 3820- 6040 | | 64.29 | 07/01/2013 07/31/2013 | Relative custody assistance |
| 10593 | Morrison/Debra | | 128.58 | 07/01/2013 07/31/2013 | Relative Custody Assistance |
| 89163 | NEMOJT | | | 2 Transactions | |
| 56 | 05- 430- 720- 3370- 6038 | | 16,330.88 | 07/01/2013 09/30/2013 | MFIP Empl Service- Qtrly Paymen |
| 57 | 05- 430- 720- 3370- 6038 | | 3,209.75 | 07/01/2013 09/30/2013 | DWP Empl Service- Qtrly Pmt |
| 89163 | NEMOJT | | 19,540.63 | 2 Transactions | Mfip- Employment Services |
| 10977 | NORTHERN PSYCHIATRIC ASSOCIATES | | | | |
| 28 | 05- 430- 740- 3050- 6020 | | 379.25 | 06/14/2013 06/14/2013 | Child outpatient diagnostic as |
| 41 | 05- 430- 740- 3050- 6020 | | 379.25 | 06/14/2013 06/14/2013 | Child outpatient diagnostic as |
| 54 | 05- 430- 740- 3900- 6020 | | 180.00 | 06/07/2013 06/07/2013 | Clinical supervision- Child Rul |
| 3 | 05- 430- 745- 3090- 6050 | | 270.00 | 06/07/2013 06/07/2013 | Pre- petition screening/hearing |
| 55 | 05- 430- 745- 3340- 6071 | | 180.00 | 06/07/2013 06/07/2013 | Clinical supervision- CSP 25% |
| 53 | 05- 430- 745- 3910- 6020 | | 360.00 | 06/07/2013 06/07/2013 | Clinical supervision- Adult Rul |
| 10977 | NORTHERN PSYCHIATRIC ASSOCIATES | | 1,748.50 | 6 Transactions | Pyschosocial Rehab/Ind Living Skills Csp |
| 90748 | OAKRIDGE HOMES SILS | | | | |
| 18 | 05- 430- 750- 3340- 6073 | | 504.00 | 06/01/2013 06/30/2013 | Semi- Independent Living Servic |
| 36 | 05- 430- 750- 3340- 6073 | | 583.86 | 06/01/2013 06/30/2013 | Semi- Independent Living Servic |
| 34 | 05- 430- 750- 3350- 6020 | | 599.64 | 06/01/2013 06/30/2013 | Family support program |
| 90748 | OAKRIDGE HOMES SILS | | 1,687.50 | 3 Transactions | Family Support Program |
| 89879 | OCCUPATIONAL DEVELOPMENT CENTER | | | | |
| 38 | 05- 430- 745- 3160- 6050 | | 94.25 | | Transportation for employment |
| | | | | | Adult Transportation |

Aitkin County

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| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---|-------------|----------------------------|-----------------------|--|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf # On Behalf of Name</u> |
| 37 05- 430- 760- 3370- 6050 | | 195.00 | 06/01/2013 06/30/2013 | Employability- supported employ |
| 89879 OCCUPATIONAL DEVELOPMENT CENTER | | 289.25 | 06/01/2013 06/30/2013 | 2 Transactions |
| 17 05- 430- 710- 3960- 6050 | | 19.42 | 06/27/2013 06/27/2013 | Celebration supplies - Adoptio |
| 3810 PAULBECK'S COUNTY MARKET | | 19.42 | | 1 Transactions |
| 1 05- 430- 750- 3380- 6050 | | 186.00 | 06/01/2013 06/30/2013 | Extended and supported employ |
| 88878 PRODUCTIVE ALTERNATIVES INC | | 325.50 | 06/01/2013 06/30/2013 | Extended and supported employ |
| 15 05- 430- 750- 3380- 6050 | | 186.00 | 06/01/2013 06/30/2013 | Extended and supported employ |
| 26 05- 430- 750- 3380- 6050 | | 697.50 | 06/01/2013 06/30/2013 | Extended and supported employ |
| 88878 PRODUCTIVE ALTERNATIVES INC | | | | 3 Transactions |
| 7 05- 430- 710- 3190- 6020 | | 24.50 | 06/12/2013 06/12/2013 | Drug screening - Court- related |
| 20 05- 430- 710- 3190- 6020 | | 24.50 | 06/12/2013 06/12/2013 | Drug Screening - Court- related |
| 9489 Redwood Toxicology Laboratory, Inc | | 49.00 | | 2 Transactions |
| 42 05- 430- 710- 3820- 6040 | | 341.60 | 07/01/2013 07/31/2013 | Relative custody assistance |
| 49 05- 430- 710- 3820- 6040 | | 48.00 | 07/01/2013 07/31/2013 | Relative custody assistance |
| 12573 SCHLEIFER/DANI | | 389.60 | | 2 Transactions |
| 50 05- 430- 720- 3980- 6020 | | 30.00 | 07/01/2013 07/15/2013 | Day Care Background Check - Li |
| 2 05- 430- 745- 3085- 6020 | | 235.00 | 06/06/2013 06/06/2013 | Jail Inmate MH Service- Riverwo |

Aitkin County

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| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---|------------------|--|------------------------|-------------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 51 05- 430- 745- 3085- 6020 | | Jail Inmate MH Service- Home He 04/01/2013 06/30/2013 | | Adult Outpat Diagnostic Assess/Psyc |
| 52 05- 430- 745- 3085- 6020 | | Jail Inmate MH Service- Riverwo 01/15/2013 05/01/2013 | | Adult Outpat Diagnostic Assess/Psyc |
| 86177 SHERIFF AITKIN COUNTY | 1,408.43 | 4 Transactions | | |
| 9140 SIMAR/CANDACE | | | | |
| 25 05- 430- 750- 3950- 6020 | 70.00 | Public guardianship 06/01/2013 06/30/2013 | | Public Guardianship Dd |
| 6 05- 430- 760- 3950- 6020 | 70.00 | Guardianship/conservatorship 06/01/2013 06/30/2013 | | Guardianship/Conservatorship |
| 9140 SIMAR/CANDACE | 140.00 | 2 Transactions | | |
| 8671 Village Laundromat & Car Wash, Inc | | | | |
| 22 05- 430- 710- 3640- 6020 | 19.25 | Laundry services - Family asse 05/28/2013 06/10/2013 | | Family Assessment Response Services |
| 8671 Village Laundromat & Car Wash, Inc | 19.25 | 1 Transactions | | |
| Final Total | 54,209.84 | 28 Vendors | 62 Transactions | |

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> | |
|----------------------|--------------------|----------------------|-------------------------|--------------------|
| | 5 | 54,209.84 | Health & Human Services | |
| All Funds | | 54,209.84 | Total | Approved by, |
| | | | | |
| | | | | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor</u> | <u>Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---------------|--|-------------|----------------------------|--------------------------------|---|
| <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| 1 | 6094 AADA | | 24,185.42 | 2ND QTR 2013- SAFE HAVEN GRANT | Safe Haven Grant - 2011CWAXK024 |
| | 6094 AADA | | 24,185.42 | 1 Transactions | |
| 2 | 86359 Aitkin Co Attorney | | 5,482.50 | IVD BILLING APR'13- JUN'13 | Contract Legal Services Iv- D |
| | 86359 Aitkin Co Attorney | | 5,482.50 | 1 Transactions | |
| 3 | 85003 Aitkin County DAC | | 26.02 | PAPER SHREDDING | Services Or Contracts |
| | 05- 400- 440- 0410- 6231 | | | 06/01/2013 06/30/2013 | |
| 3 | 05- 420- 600- 4800- 6231 | | 65.92 | PAPER SHREDDING | Services Or Contracts |
| | | | | 06/01/2013 06/30/2013 | |
| 3 | 05- 430- 700- 4800- 6231 | | 81.54 | PAPER SHREDDING | Services Or Contracts |
| | | | | 06/01/2013 06/30/2013 | |
| | 85003 Aitkin County DAC | | 173.48 | 3 Transactions | |
| 4 | 88023 American Payment Centers | | 12.00 | BOX SERVICE | Services Or Contracts |
| | 05- 400- 440- 0410- 6231 | | | 07/01/2013 09/30/2013 | |
| 4 | 05- 420- 600- 4800- 6231 | | 30.40 | BOX SERVICE | Services Or Contracts |
| | | | | 07/01/2013 09/30/2013 | |
| 4 | 05- 430- 700- 4800- 6231 | | 37.60 | BOX SERVICE | Services Or Contracts |
| | | | | 07/01/2013 09/30/2013 | |
| | 88023 American Payment Centers | | 80.00 | 3 Transactions | |
| 5 | 8239 Ameripride Linen & Apparel Services | | 4.82 | CLEANING SUPPLIES | Supplies- Computer/Office/Meeting |
| | 05- 400- 440- 0410- 6405 | | | 06/25/2013 06/25/2013 | |
| 5 | 05- 420- 600- 4800- 6405 | | 12.21 | CLEANING SUPPLIES | Supplies- Computer/Office/Meeting |
| | | | | 06/25/2013 06/25/2013 | |
| 5 | 05- 430- 700- 4800- 6405 | | 15.10 | CLEANING SUPPLIES | Supplies- Computer/Office/Meeting |
| | | | | 06/25/2013 06/25/2013 | |
| | 8239 Ameripride Linen & Apparel Services | | 32.13 | 3 Transactions | |
| 6 | 89185 Bethesda Lutheran Church Of Malmo | | 45.00 | WIC RENT | Wic Space Rentals |
| | 05- 400- 410- 0413- 6301 | | | 04/01/2013 06/30/2013 | |

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| <u>Vendor Name</u> | <u>Rpt</u> | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---|-------------|---------------|--|----------------------|--|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 89185 Bethesda Lutheran Church Of Malmo | | 45.00 | 1 Transactions | | |
| 10504 Cas Solutions | | | | | |
| 7 05- 400- 440- 0410- 6405 | | 17.44 | AGENCY LAMINATE FILM 07/12/2013 | 07/12/2013 | 00013915 Supplies- Computer/Office/Meeting |
| 7 05- 420- 600- 4800- 6405 | | 44.19 | AGENCY LAMINATE FILM 07/12/2013 | 07/12/2013 | 00013915 Supplies- Computer/Office/Meeting |
| 7 05- 430- 700- 4800- 6405 | | 54.66 | AGENCY LAMINATE FILM 07/12/2013 | 07/12/2013 | 00013915 Supplies- Computer/Office/Meeting |
| 10504 Cas Solutions | | 116.29 | 3 Transactions | | |
| 10855 Culligan | | | | | |
| 8 05- 400- 440- 0410- 6231 | | 17.55 | COOLER RENTAL SERVICE 07/01/2013 | 07/31/2013 | 150- 10016285- 1 Services Or Contracts |
| 8 05- 420- 600- 4800- 6231 | | 44.47 | COOLER RENTAL SERVICE 07/01/2013 | 07/31/2013 | 150- 10016285- 1 Services Or Contracts |
| 8 05- 430- 700- 4800- 6231 | | 55.00 | COOLER RENTAL SERVICE 07/01/2013 | 07/31/2013 | 150- 10016285- 1 Services Or Contracts |
| 10855 Culligan | | 117.02 | 3 Transactions | | |
| 88628 Dalco | | | | | |
| 9 05- 400- 440- 0410- 6405 | | 30.29 | TOWELS/TISSUE 06/25/2013 | 06/25/2013 | 2620913 Supplies- Computer/Office/Meeting |
| 9 05- 420- 600- 4800- 6405 | | 76.74 | TOWELS/TISSUE 06/25/2013 | 06/25/2013 | 2620913 Supplies- Computer/Office/Meeting |
| 9 05- 430- 700- 4800- 6405 | | 94.91 | TOWELS/TISSUE 06/25/2013 | 06/25/2013 | 2620913 Supplies- Computer/Office/Meeting |
| 88628 Dalco | | 201.94 | 3 Transactions | | |
| 11051 Department of Human Services | | | | | |
| 22 05- 400- 440- 0410- 6231 | | 313.35 | MERIT SYSTEM QE 06/30/13 | | A300MR01A7I Services Or Contracts |
| 23 05- 420- 640- 4800- 6231 | | 78.13 | CS MONTHLY FED OFFSET FEE 06/01/2013 | 06/30/2013 | A300C31940I Services Or Contracts |
| 12 05- 420- 650- 4400- 6025 | | 1,619.27 | MA LTC UN 65 06/01/2013 | 06/30/2013 | A300MM6M01I State/Fed Share - MA |
| 13 05- 420- 650- 4400- 6025 | | 2,039.67 | MA ESTATE COLLECTIONS- FED 06/01/2013 | 06/30/2013 | A300MM6M01I State/Fed Share - MA |
| 14 05- 420- 650- 4400- 6025 | | 1,019.83 | MA ESTATE COLLECTIONS- ST | | A300MM6M01I State/Fed Share - MA |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|-----------------------------------|------------------------------|----------------------------|---|---|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| 15 | 05-420-650-4400-6025 | 1,392.50 | 06/01/2013 06/30/2013 MA RECIPIENT INEL- FED | A300MM6M01I State/Fed Share - MA |
| 16 | 05-420-650-4400-6025 | 696.25 | 06/01/2013 06/30/2013 MA RECIPIENT INEL- ST | A300MM6M01I State/Fed Share - MA |
| 22 | 05-420-600-4800-6231 | 793.82 | 06/01/2013 06/30/13 MERIT SYSTEM QE | A300MR01A7I Services Or Contracts |
| 17 | 05-420-610-4100-6011 | 37.50 | 05/01/2013 05/31/2013 MAXIS AFDC RECOV PRE TANF | A300MX01123I County Share- Afdc/Mfip |
| 18 | 05-420-610-4100-6011 | 31.25 | 05/01/2013 05/31/2013 MAXIS MFIP RECOV TANF | A300MX01123I County Share- Afdc/Mfip |
| 19 | 05-420-620-4100-6011 | 25.00 | 05/01/2013 05/31/2013 MAXIS GA RECOVERIES | A300MX01123I County Share - Ga |
| 20 | 05-420-610-4100-6011 | 68.75 | 06/01/2013 06/30/2013 MAXIS MFIP RECOV TANF | A300MX01124I County Share- Afdc/Mfip |
| 21 | 05-420-620-4100-6011 | 25.00 | 06/01/2013 06/30/2013 MAXIS GA RECOVERIES | A300MX01124I County Share - Ga |
| 10 | 05-430-700-4800-6231 | 3,145.00 | 06/01/2013 06/30/2013 SSIS FISCAL SUPPORT- 2013 | 00000147820 Services Or Contracts |
| 11 | 05-430-700-4800-6231 | 100.00 | 06/01/2013 06/30/2013 SSIS MENTOR FEES- 2013 | 00000147962 Services Or Contracts |
| 22 | 05-430-700-4800-6231 | 981.83 | 06/01/2013 06/30/13 MERIT SYSTEM QE | A300MR01A7I Services Or Contracts |
| 11051 | Department of Human Services | 12,367.15 | 16 Transactions | |
| 11984 | edocument Resources LLC | | | |
| 24 | 05-420-600-4800-6231 | 8,684.96 | 06/03/2013 06/28/2013 EDOCS- PROFESSIONAL SERVICES | 504607 Services Or Contracts |
| 11984 | edocument Resources LLC | 8,684.96 | 1 Transactions | |
| 2186 | Hillyard Inc - Kansas City | | | |
| 25 | 05-400-440-0410-6405 | 55.87 | 06/26/2013 06/26/2013 BATHROOM SUPPLIES | 600743499 Supplies- Computer/Office/Meeting |
| 25 | 05-420-600-4800-6405 | 141.55 | 06/26/2013 06/26/2013 BATHROOM SUPPLIES | 600743499 Supplies- Computer/Office/Meeting |
| 25 | 05-430-700-4800-6405 | 175.07 | 06/26/2013 06/26/2013 BATHROOM SUPPLIES | 600743499 Supplies- Computer/Office/Meeting |
| 2186 | Hillyard Inc - Kansas City | 372.49 | 3 Transactions | |
| 2340 | Hyytinen Hardware Hank | | | |
| 26 | 05-400-440-0410-6405 | 3.92 | 06/06/2013 06/06/2013 PLUMBING PARTS & SUPPLIES | 1109867 Supplies- Computer/Office/Meeting |

Aitkin County



| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---|-------------|----------------------------|--|---|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| 26 05- 420- 600- 4800- 6405 | | 9.91 | PLUMBING PARTS & SUPPLIES 06/06/2013 06/06/2013 | 1109867 Supplies- Computer/Office/Meeting |
| 26 05- 430- 700- 4800- 6405 | | 12.26 | PLUMBING PARTS & SUPPLIES 06/06/2013 06/06/2013 | 1109867 Supplies- Computer/Office/Meeting |
| 2340 Hyytinen Hardware Hank | | 26.09 | 3 Transactions | |
| 90182 Laboratory Corp Of America Holdings | | | | |
| 27 05- 420- 640- 4800- 6397 | | 56.00 | IVD GENETIC TEST 0015313418- 01 06/13/2013 06/13/2013 | BILL #41455357 Genetic Tests Iv- D |
| 28 05- 420- 640- 4800- 6397 | | 84.00 | IVD GENETIC TEST 0012451717- 03 07/12/2013 07/12/2013 | BILL #41719572 Genetic Tests Iv- D |
| 90182 Laboratory Corp Of America Holdings | | 140.00 | 2 Transactions | |
| 12492 LexisNexis Risk Data Management | | | | |
| 29 05- 430- 700- 4800- 6231 | | 116.00 | JUNE 2013- SERVICES | 1598721- 201306 Services Or Contracts |
| 12492 LexisNexis Risk Data Management | | 116.00 | 1 Transactions | |
| 89079 McGregor Area Ambulance Service | | | | |
| 30 05- 400- 401- 0000- 6812 | | 1,635.00 | AMBULANCE RUNS- JUN'13 06/01/2013 06/30/2013 | Mcgregor Area Ambulance |
| 89079 McGregor Area Ambulance Service | | 1,635.00 | 1 Transactions | |
| 89078 Mille Lacs Health System | | | | |
| 31 05- 400- 401- 0000- 6814 | | 160.00 | AMBULANCE SERVICE FOR MAY'13 05/01/2013 05/31/2013 | Isle Ambulance/Mille Lacs Health System |
| 89078 Mille Lacs Health System | | 160.00 | 1 Transactions | |
| 89765 Minnesota Elevator, Inc | | | | |
| 32 05- 400- 440- 0410- 6231 | | 22.76 | ELEVATOR SERVICE- JULY'13 07/01/2013 07/31/2013 | 282250 Services Or Contracts |
| 32 05- 420- 600- 4800- 6231 | | 57.67 | ELEVATOR SERVICE- JULY'13 07/01/2013 07/31/2013 | 282250 Services Or Contracts |
| 32 05- 430- 700- 4800- 6231 | | 71.33 | ELEVATOR SERVICE- JULY'13 07/01/2013 07/31/2013 | 282250 Services Or Contracts |
| 89765 Minnesota Elevator, Inc | | 151.76 | 3 Transactions | |
| 89081 North Ambulance Brainerd | | | | |
| 33 05- 400- 401- 0000- 6809 | | 2,025.00 | AMBULANCE RUNS- JUN'13 | No. Memorial Ambulance- Aitkin |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|---|-------------|----------------------------|---|--|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf # On Behalf of Name</u> |
| 89081 North Ambulance Brainerd | | 2,025.00 | 06/01/2013 06/30/2013 1 Transactions | |
| 34 3810 Paulbeck's County Market 05- 400- 440- 0410- 6405 | | 2.28 | AGENCY SUPPLIES 06/13/2013 06/13/2013 | 000009273744 Supplies- Computer/Office/Meeting |
| 34 05- 420- 600- 4800- 6405 | | 5.78 | AGENCY SUPPLIES 06/13/2013 06/13/2013 | 000009273744 Supplies- Computer/Office/Meeting |
| 34 05- 430- 700- 4800- 6405 | | 7.14 | AGENCY SUPPLIES 06/13/2013 06/13/2013 | 000009273744 Supplies- Computer/Office/Meeting |
| 3810 Paulbeck's County Market | | 15.20 | 3 Transactions | |
| 35 4070 Riley Auto Supply 05- 400- 440- 0410- 6405 | | 5.77 | BELTS- AIR HANDLING SYSTEM 06/04/2013 06/04/2013 | 536156 Supplies- Computer/Office/Meeting |
| 35 05- 420- 600- 4800- 6405 | | 14.61 | BELTS- AIR HANDLING SYSTEM 06/04/2013 06/04/2013 | 536156 Supplies- Computer/Office/Meeting |
| 35 05- 430- 700- 4800- 6405 | | 18.08 | BELTS- AIR HANDLING SYSTEM 06/04/2013 06/04/2013 | 536156 Supplies- Computer/Office/Meeting |
| 4070 Riley Auto Supply | | 38.46 | 3 Transactions | |
| 36 4233 S & T Office Products Inc 05- 400- 440- 0410- 6405 | | 7.23 | OFFICE SUPPLIES 06/17/2013 06/17/2013 | 01PV6300 Supplies- Computer/Office/Meeting |
| 37 05- 400- 440- 0410- 6405 | | 1.87 | AGENCY CALENDARS 06/18/2013 06/18/2013 | 01PV6716 Supplies- Computer/Office/Meeting |
| 38 05- 400- 440- 0410- 6405 | | 44.07 | OFFICE SUPPLIES 06/20/2013 06/20/2013 | 01PV8116 Supplies- Computer/Office/Meeting |
| 39 05- 400- 440- 0410- 6405 | | 3.79 | RETURN WET PAPER 06/27/2013 06/27/2013 | 01PW1042 Supplies- Computer/Office/Meeting |
| 40 05- 400- 440- 0410- 6405 | | 18.39 | OFFICE SUPPLIES 07/08/2013 07/08/2013 | 01PW4030 Supplies- Computer/Office/Meeting |
| 41 05- 400- 450- 0451- 6405 | | 74.98 | SHIP- PAPER & LABELS 07/08/2013 07/08/2013 | 01PW4030 Supplies- Computer/Office/Meeting |
| 36 05- 420- 600- 4800- 6405 | | 18.32 | OFFICE SUPPLIES 06/17/2013 06/17/2013 | 01PV6300 Supplies- Computer/Office/Meeting |
| 37 05- 420- 600- 4800- 6405 | | 4.74 | AGENCY CALENDARS 06/18/2013 06/18/2013 | 01PV6716 Supplies- Computer/Office/Meeting |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|--|-------------|----------------------------|---|--|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf # On Behalf of Name</u> |
| 38 05- 420- 600- 4800- 6405 | | 111.65 | OFFICE SUPPLIES 06/20/2013 06/20/2013 | 01PV8116 Supplies- Computer/Office/Meeting |
| 39 05- 420- 600- 4800- 6405 | | 9.60 | RETURN WET PAPER 06/27/2013 06/27/2013 | 01PW1042 Supplies- Computer/Office/Meeting |
| 40 05- 420- 600- 4800- 6405 | | 46.60 | OFFICE SUPPLIES 07/08/2013 07/08/2013 | 01PW4030 Supplies- Computer/Office/Meeting |
| 36 05- 430- 700- 4800- 6405 | | 22.65 | OFFICE SUPPLIES 06/17/2013 06/17/2013 | 01PV6300 Supplies- Computer/Office/Meeting |
| 37 05- 430- 700- 4800- 6405 | | 5.87 | AGENCY CALENDARS 06/18/2013 06/18/2013 | 01PV6716 Supplies- Computer/Office/Meeting |
| 38 05- 430- 700- 4800- 6405 | | 138.09 | OFFICE SUPPLIES 06/20/2013 06/20/2013 | 01PV8116 Supplies- Computer/Office/Meeting |
| 39 05- 430- 700- 4800- 6405 | | 11.88 | RETURN WET PAPER 06/27/2013 06/27/2013 | 01PW1042 Supplies- Computer/Office/Meeting |
| 40 05- 430- 700- 4800- 6405 | | 57.64 | OFFICE SUPPLIES 07/08/2013 07/08/2013 | 01PW4030 Supplies- Computer/Office/Meeting |
| 4233 S & T Office Products Inc | | 526.83 | 16 Transactions | |
| 11336 Sheriff Douglas County- Mn | | | | |
| 42 05- 420- 640- 4800- 6379 | | 45.00 | IVD SERVICE 0010225333- 01 07/08/2013 07/08/2013 | 201300000704 Other Iv- D Charges |
| 11336 Sheriff Douglas County- Mn | | 45.00 | 1 Transactions | |
| 87016 Sheriff Itasca County | | | | |
| 43 05- 420- 640- 4800- 6379 | | 55.00 | IVD SERVICE 0012338621- 01 07/12/2013 07/12/2013 | 3356 Other Iv- D Charges |
| 87016 Sheriff Itasca County | | 55.00 | 1 Transactions | |
| 4507 Sorenson Root Thompson Funeral Home | | | | |
| 44 05- 420- 650- 4800- 6810 | | 2,250.00 | COUNTY BURIAL 07/02/2013 07/02/2013 | County Burials |
| 4507 Sorenson Root Thompson Funeral Home | | 2,250.00 | 1 Transactions | |
| 88859 Spee*Dee- St Cloud | | | | |
| 45 05- 420- 600- 4800- 6231 | | 205.64 | IM SERVICE 06/03/2013 06/29/2013 | 2419817 Services Or Contracts |
| 88859 Spee*Dee- St Cloud | | 205.64 | 1 Transactions | |

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> |
|-----------------------------|-------------|----------------------------|--|---|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf # On Behalf of Name</u> |
| 86235 The Office Shop Inc | | | | |
| 46 05- 400- 440- 0410- 6231 | | 1,429.04 | PH COPIER CONTRACT IR5051 06/28/2013 06/28/2013 | 266282- 0 Services Or Contracts |
| 48 05- 400- 440- 0410- 6405 | | 24.84 | CS/ACCTG PRINTER TONER 06/20/2013 06/20/2013 | 938979- 0 Supplies- Computer/Office/Meeting |
| 47 05- 420- 600- 4800- 6405 | | 22.64 | IM"SCANNED" INK STAMPS 06/04/2013 06/04/2013 | 937891- 0 Supplies- Computer/Office/Meeting |
| 48 05- 420- 600- 4800- 6405 | | 62.94 | CS/ACCTG PRINTER TONER 06/20/2013 06/20/2013 | 938979- 0 Supplies- Computer/Office/Meeting |
| 48 05- 430- 700- 4800- 6405 | | 77.85 | CS/ACCTG PRINTER TONER 06/20/2013 06/20/2013 | 938979- 0 Supplies- Computer/Office/Meeting |
| 86235 The Office Shop Inc | | 1,617.31 | 5 Transactions | |
| Final Total | | 60,865.67 | 27 Vendors | 84 Transactions |

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|-------------|---------------|-------------------------|
| 5 | 60,865.67 | Health & Human Services |
| All Funds | 60,865.67 | Total |

Approved by,
.....
.....



Minnesota Department of **Human Services**

July 8, 2013

Thomas Burke, Director
 Aitkin County Health and Human Service Agency
 204 First Street North West
 Aitkin, MN 56431-1291

Dear Director: *Tom*

I am pleased to inform you that Aitkin County has been awarded an Adoption and Foster Care Recruitment Grant to recruit relative adoptive and/or relative foster parents for children in foster care. This grant is valid July 1, 2013, through June 30, 2015, through state funds. It supports agencies' efforts for the diligent recruitment of relatives to become foster and adoptive parents through access of Web-based search technology to identify and notify adult relatives of a child's need for foster care placement. The funding makes available statewide purchasing of LexisNexis Accurint for agency relative search and notification efforts.

Amount and Period of Funding

The total funding available to Aitkin County for the grant period July 1, 2013, to June 30, 2015, is \$2,784.00. Reimbursement will be consistent with the budget summary outlined in this letter. Reimbursement eligibility will begin upon signature on the enclosed grant agreement by the chairperson of your county board (Attachment A).

Funding must be used to purchase LexisNexis Accurint licenses for agency relative search and notification efforts. These funds may not be used to supplant or replace current agency or state efforts and funding sources, including federal Title IV-E of the Social Security Act: foster care maintenance and adoption assistance.

If state funds are discontinued, reduced or otherwise become unavailable, the grant will be adjusted, reduced or terminated. Any funds not used for the purposes indicated in this grant award letter will be subject to return to the Minnesota Department of Human Services.

County Duties

The general purpose of the Adoption and Foster Care Recruitment Grant is to support agencies' efforts for the diligent recruitment of relatives to become foster and adoptive parents. When a child is in need of foster care placement, relatives are the first consideration. Through the use of Web-based search technology, county agencies can identify and notify adult relatives that they have a young family member in need of foster care. Grant counties must:

- Enter into an agreement with LexisNexis to purchase Web-based technology, that will include monthly billing
- Designate staff responsible to use LexisNexis Accurint to search for relatives, view search results and provide administrative oversight
- Report relative placement percentages with quarterly invoices
- Attend Virtual Presence Communication (VPC) or Web-based trainings offered by LexisNexis Accurint and the department.

Grant counties that develop regional partnerships to purchase LexisNexis Accurint will need to:

- Enter into data-sharing agreements to communicate search requests and results of LexisNexis Accurint searches
- Develop a regional practice or protocol to request LexisNexis Accurint searches and results.

The grant funds will be distributed based on the number of children an agency had placement responsibility for in calendar year 2011, as defined in bulletin #13-68-02.

Any subsequent revisions of the budget or amendments to the county's application approved by the Minnesota Department of Human Services will become part of this agreement.

Funding Reporting Requirements

Adoption and Foster Care Recruitment Grant counties will be reimbursed for costs of LexisNexis Accurint based on the following budget summary:

| Budget summary for fiscal year 2014-2015: | |
|---|-------------------|
| Total number of LexisNexis Accurint licenses requested | 1 |
| X \$116 (monthly cost for each license) | \$116.00 |
| Monthly cost for LexisNexis Accurint | \$116.00 |
| X 24 months (State Fiscal Year – July 1, 2013 to June 30, 2015) | \$2,784.00 |
| Total amount of recruitment grant funds requested for SFY 2014-2015: | \$2,784.00 |

Grant counties will report their relative placement percentage data from the Child Welfare Data Dashboard, and send completed invoices for budgeted costs on October 15, 2013, January 15, 2014, April 15, 2014, July 15, 2014, October 15, 2014, January 15, 2015, April 15, 2015, with a final report due July 15, 2015.

Invoice

An invoice is an email to the grant manager, with the following information:

- Amount paid to LexisNexis Accurint
- Minnesota Department of Human Services, Child Welfare Data Dashboard – Relative Placement Percentage for the most recent quarter available.

Upon receipt of invoices by the department, the county will receive reimbursement of actual expenditures through electronic funds transfer.

Acceptance of Grant Funds

This grant award is contingent upon county board approval as documented by completion and return of the Acceptance of Grant Award form, Attachment A. Upon receipt of this completed form, the specified grant funds will be reimbursed to Aitkin County, according to the budget summary and submitted invoices.

Grant expenditures beginning July 1, 2013, will be eligible for reimbursement following the signature date on the Acceptance of Grant Award form.

The Adoption and Foster Care Recruitment Grants are managed by Deborah Beske Brown, 651-431-4731. Send all paperwork and/or forms to her at:

Minnesota Department of Human Services
Child Safety and Permanency Division
P.O. Box 64943
St. Paul, MN 55164-0943

LexisNexis Accurint

These funds are to be used to purchase LexisNexis Accurint. Questions about LexisNexis Accurint Should be directed to:

Rodney Johnson—MCMP-II
Strategic Account Manager
State and Local Government
LexisNexis | Risk Solutions
740-756-7195, Direct
614-638-9701, Mobile
rodney.johnson@lexisnexis.com

Sincerely,



Christeen Borsheim, Director
Child Safety and Permanency Division

Attachment A

Cc: Lynn T. Nguyen, program accountant, DHS
Deborah Beske Brown, child foster care consultant, DHS

Attachment A

ACCEPTANCE OF GRANT AWARD

Grant award for the July 1, 2013, through June 30, 2015, Adoption and Foster Care Recruitment Grant operating under the state of Minnesota with specific funding sources. Pursuant to Minn. Stat., section 256.01, subd. 2(a)(6), the Minnesota Department of Human Services is empowered to award grants to Minnesota counties.

Name of county: Aitkin County

County project coordinator: Sue Tange, social service supervisor: 218-927-7213

DHS project coordinator: Deborah Beske Brown, agency policy specialist, 651-431-4731

Agreement and certification by Aitkin County Board of Commissioners

It is understood and agreed by the county board that any funds granted pursuant to the application for state of Minnesota funds are to be expended for the purposes set forth in the application and grant award letter as approved by the commissioner of Human Services and in accordance with applicable laws and rules. The application and grant award letter are both incorporated into this award by reference. Further, it is understood that the budgets, expenditures, and program will be subject to periodic review by the commissioner. If funds are not being used to implement the approved plan and according to the grant award letter, they may be subject to return or future payment deductions in accordance with Minn. Stat., section 256.01, subd. 2. All payment information is included in the incorporated grant award letter. An amended grant award letter will be issued and must be signed in the event any changes are made to the terms of the grant award.

The receipt of grant funds by the county board assures acceptance by the board of the following responsibilities:

1. These funds may not be used to supplant or replace current agency or state efforts and funding sources, including federal Title IV-E of the Social Security Act: foster care maintenance and adoption assistance
2. Utilization of written personnel policies in assigning and compensating project employees
3. Compliance with Titles VI and VII of the United States Civil Rights Act of 1964, Americans with Disabilities Act, and the Minnesota Human Rights Act, Minn. Stat., chapter 363
4. Compliance with the Minnesota Government Data Practices Act, Minn. Stat., chapter 13
5. Compliance with Worker's Compensation insurance coverage requirements of Minn. Stat., section 176.181, subd. 2
6. Responsibility for any and all claims or causes of action arising from the performance of this grant to the extent provided for in Minn. Stat., sections 466.01 to 466.15
7. Compliance with all applicable federal and state regulations, including, but not limited to, the Single Audit Act (OMB Circular A-133), Debarment and Suspension certifications (45 CFR § 92.35) and Federal Cost Principles and Administrative Requirements (OMB Circulars A-87 and A-102).

Signature: _____

Chairperson: Mark Wedel

Date: July 23, 2013

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 | | | | | | 1,407,236.01 | |
| CPA and In Lieu | | | | | | 42.84 | |
| State Revenue | 15,570.93 | 24,128.67 | 85,776.34 | 14,164.03 | 24,189.47 | 71,302.77 | |
| Federal Revenue | 109,163.73 | 267,990.87 | 208,603.25 | 86,887.78 | 193,428.33 | 224,846.66 | |
| Revenue From Third Party | 15,262.66 | 16,316.26 | 20,849.11 | 16,972.91 | 22,034.80 | 23,197.47 | |
| Misc. Revenue | 24,265.14 | 37,607.03 | 36,692.37 | 21,706.88 | 31,981.81 | 16,928.96 | 905.08 |
| Total: | 164,262.46 | 346,042.83 | 351,921.07 | 139,731.60 | 271,634.41 | 1,743,554.71 | 905.08 |
| Expenditures: | | | | | | | |
| Payments to Recipients | 126,135.91 | 91,716.55 | 126,884.17 | 151,477.53 | 95,165.73 | 106,045.05 | 129,016.35 |
| Salaries and Fringes | 291,797.76 | 264,109.59 | 267,870.34 | 278,239.00 | 371,207.27 | 268,394.65 | 123,806.26 |
| Services and Charges | 28,511.04 | 29,064.87 | 32,851.68 | 50,799.94 | 27,769.64 | 31,113.08 | 29,139.60 |
| Travel and Insurance | 42,436.48 | 4,344.31 | 8,021.20 | 3,555.65 | 4,810.34 | 3,526.43 | 2,322.01 |
| Office Supplies | 5,386.92 | 3,294.34 | 2,880.96 | 8,552.00 | 5,046.39 | 2,442.11 | 1,567.11 |
| Capital Outlay | - | - | - | - | 8,512.59 | 15,365.39 | 945.84 |
| Misc Expense & Pass Thru | 31,649.28 | 5,491.59 | 4,956.21 | 39,227.25 | 7,943.25 | 5,919.25 | 31,300.10 |
| Total: | 525,917.39 | 398,021.25 | 443,464.56 | 531,851.37 | 520,455.21 | 432,805.96 | 318,097.27 |
| Final Totals: | (361,654.93) | (51,978.42) | (91,543.49) | (392,119.77) | (248,820.80) | 1,310,748.75 | (317,192.19) |

Cash Balance as of 07/2012
4,432,259.71

Cash Balance as of 07/23/2013
4,634,594.75

| | YTD 2013 | YTD 2012 | ACTUAL 2011 | ACTUAL 2010 | ACTUAL 2009 | ACTUAL 2008 | ACTUAL 2007 | ACTUAL 2006 |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Income: | | | | | | | | |
| Tax Levy | 1,407,236.01 | 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 | 42.84 | 131,275.60 | 236,240.57 | 235,223.92 | 321,690.72 | 303,462.53 | 389,866.09 | 312,877.69 |
| State Revenue | 235,132.21 | 723,462.02 | 736,864.33 | 611,120.93 | 632,506.88 | 936,661.64 | 790,366.43 | 905,921.06 |
| Federal Revenue | 1,090,920.62 | 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 | 114,633.21 | 204,217.36 | 163,265.77 | 126,077.60 | - | - | - | - |
| Misc. Revenue | 170,087.27 | 451,663.65 | 446,320.68 | 541,300.99 | 575,677.90 | 608,372.74 | 568,060.27 | 484,763.05 |
| Total: | 3,018,052.16 | 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 | 826,441.29 | 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 | 1,865,424.87 | 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 | 229,249.85 | 397,600.22 | 271,548.15 | 305,453.93 | 295,501.81 | 327,685.72 | 271,589.87 | 281,345.91 |
| Travel and Insurance | 69,016.42 | 87,885.39 | 96,969.42 | 107,221.46 | 125,924.90 | 125,736.88 | 91,625.96 | 96,293.29 |
| Office Supplies | 29,169.83 | 33,369.33 | 61,209.60 | 56,501.21 | 52,262.98 | 79,742.17 | 63,677.05 | 65,267.30 |
| Capital Outlay | 24,823.82 | 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 | 126,486.93 | 168,640.01 | 96,521.72 | 123,123.15 | 142,355.79 | 133,526.22 | 148,157.71 | 145,866.15 |
| Total: | 3,170,613.01 | 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: | (152,560.85) | 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 | \$49,124.55 |
| JUNE | \$85,395.63 | \$79,633.26 | \$78,255.63 | \$99,039.56 | \$92,735.90 | \$79,654.30 | \$51,198.58 |
| JULY | \$59,397.74 | \$76,076.59 | \$84,874.52 | \$74,466.67 | \$63,530.39 | \$68,929.00 | \$59,525.43 |
| 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 CHILDREN | \$818,453.02 | \$834,511.73 | \$950,273.21 | \$970,887.85 | \$886,243.11 | \$816,028.00 | \$359,027.55 |
| | 75 | 63 | 64 | 57 | 56 | 49 | |
| | \$818,453.02 | \$16,058.71 | \$115,761.48 | \$20,614.64 | (\$84,644.74) | (\$70,215.11) | (\$457,000.45) |
| | Decrease | Increase | Increase | Increase | Decrease | Change | Change |
| | from 2006 | from 2007 | from 2008 | from 2009 | from 2010 | from 2011 | from 2012 |

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 | \$1,377.50 |
| Treatment Foster | \$62,864.92 |
| Child Foster Care | \$ 168,144.67 |
| Rule 8 FC | \$7,305.55 |
| Corrections | \$ 90,614.79 |
| Electronic Monitor | \$308.00 |
| Rule 5 | \$21,710.22 |
| Respite | \$2,358.48 |
| Child Care | \$418.00 |
| Health Services | \$110.87 |
| Transportation | \$9,428.57 |
| Total | \$364,641.57 |

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 | \$819,923.05 | \$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 | \$1,377.50 | \$0.00 | \$1,377.50 | \$0.00 |
| Treatment Foster | \$62,864.92 | \$62,864.92 | \$0.00 | \$0.00 |
| Child Foster Care | \$168,144.67 | \$156,782.44 | \$0.00 | \$11,362.23 |
| Rule 8 FC | \$7,305.55 | \$0.00 | \$0.00 | \$7,305.55 |
| Corrections | \$90,614.79 | \$0.00 | \$74,263.80 | \$16,350.99 |
| Electronic Monitoring | \$308.00 | \$308.00 | \$0.00 | \$0.00 |
| Rule 5 | \$21,710.22 | \$6,868.36 | \$0.00 | \$14,841.86 |
| Respite | \$2,358.48 | \$2,258.48 | \$0.00 | \$100.00 |
| Child Care | \$418.00 | \$418.00 | \$0.00 | \$0.00 |
| Health Services | \$110.87 | \$110.87 | \$0.00 | \$0.00 |
| Transportation | \$9,428.57 | \$9,428.57 | \$0.00 | \$0.00 |
| Total | \$364,641.57 | \$239,039.64 | \$75,641.30 | \$49,960.63 |
| Total | \$364,641.57 | | | |

AITKIN COUNTY VOLUNTEER DRIVER TRANSPORTATION

| MONTH | MEDICAL TRANSPORTS COMPLETED | OTHER TRANSPORTS COMPLETED* | TRANSPORTS CANCELED OR NO SHOWS | TOTAL TRANSPORTS ARRANGED | COUNTY EXPENSE FOR MEDICAL TRANSPORTS |
|----------------|-------------------------------------|------------------------------------|--|----------------------------------|--|
| JULY | 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 | 62 | 2 | 12 | 76 | \$844.11 |
| MAY | 83 | 0 | 14 | 97 | \$887.39 |
| JUNE | 59 | 4 | 12 | 75 | \$1,150.84 |
| JULY | | | | | \$520.04 |

***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-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

Summary Minutes

Meeting Date: Wednesday, June 12, 2013

Meeting Site: Itasca Resource Center, Grand Rapids, MN

Financial Information:

- Reviewed the financial reports for various grants. Grants expenditures were on target for the year.

Administrative Information:

- **Triad Update** - PH supervisors /directors, CHS Grants Manager and the MDH Public Health Nurse Consultant make up the Triad Group. The group has been meeting at least monthly and sometimes more frequently either by telephone conference or face-face this provides the opportunity to evaluate our processes and discuss future possibilities.
- **Electronic Medical Records (EMR) CHAMP** - All 3 counties finished with the formal training, and public health and financial staff have met as a tri county to discuss processes, billing, coding, and have worked to have the same definitions on the system. We will be going live with a “soft”start date on June 17 and will be “hard” live on July 1. This date is later than we originally discussed but will now split the year nicely in two 6 months segments. Our original plan to be live by April may have been a bit ambitious.
- **MNChoices**– This is a new assessment process that DHS has been legislatively mandated to implement. MnCHOICES is a single, comprehensive and integrated assessment and support planning application for elderly and disabled individuals. MnCHOICES embraces a person-centered approach to ensure services meet the individual’s strengths, goals, preferences and assessed needs.
- **Community Assessment Update** – A handout was provided showing where we are in the assessment process and deliverables that need completion by 2015. Counties are beginning to do the community assessment portion within the individual counties. Community meetings will be scheduled to enlist community input in reviewing the assessment and establishing priorities. Hospitals have a requirement to conduct their own assessment. County Public Health is sharing assessment information but the hospitals are on a different timeline for completion of their assessments. Koochiching has been able to work more collaboratively with their hospital and so far the process has gone very well for them.

• **Administrative Information (continued) :**

- **SHIP/CTG Update** – We have been able to bridge the money from the current grant cycle so will not have to stop activities then resume. The next cycle of the grant was funded at the state level for \$35 million. The CTG dollars that our region received supports the SHIP principles. An additional area will be addressed by CTG in 10 clinics in the NE region, including clinics in Aitkin and Itasca. These selected clinics will implement a quality improvement process. This process assures that physicians are trained in the practice of discussion of obesity with patients. There is also resource information available to patients as well as follow up activities to assure patient success in implementing lifestyle changes that will positively impact chronic disease.
- **PPMRS** –Our 2012 reporting was completed in March of 2013. It was a bit more complicated this past year due to the mandate that we report as one CHS entity but it went very well and our ability to work together as a team made a huge difference in the ease in which we were able to complete the report.
- **Public Health Logo** – Sue Erzar, Itasca County Public Health Division Manager shared a short video which promotes the new public health logo and its definition which is to protect, promote and prevent.
- **Community Health Conference** – The annual Community Health Conference is scheduled for September 25-27, 2013. Board members are encouraged to attend. Agendas and reservation materials will be sent out as soon as available.
- **2013 Budget** – Budget revisions were discussed at our last Board meeting. Revisions were presented moving \$2,000 from the carryover account and \$3,000 from the Retiree Health Expense Line Item to create a new line item titled CHAMPS Maintenance. This line item will be utilized to assist the 3 counties in paying for the annual maintenance cost of the Electronic Medical Records system. Upon a motion from Laurie Westerlund, seconded by Leo Trunt, the 2013 budget was approved as revised.

Joint Powers Agreement

We are waiting for completion of the review by all county attorneys and will bring the Joint Powers Agreement back to the Community Health Board for review when this is completed.

Local Public Health Report:

Sue Erzar, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative. The last meeting of LPHA was held May 16 and the next will be June 20. The topic of the next meeting is Return on Investment. It will look at what are Public Health Programs saving and where are the savings. As noted in the Administrator's report, we were very pleased that SHIP was funded at the state level for \$35 million.

State CHS Advisory Committee (SCHSAC) Report:

Cynthia Bennett, Aitkin County Public Health Supervisor is the Tri-County CHS State CHS Advisory Committee Representative. Cynthia was unable to be at today's CHS meeting but she had attended the past SCHSAC meeting and provided a written report of that meeting, which was distributed to the Community Health Board members.

June 12, 2013

Public Health Reports:

- Reports were presented by Public health staff from each county.

Next Meeting & Future Meeting Dates:

- The next meeting of the Community Health Board will be August 8, 2013 in Grand Rapids.