

The Aitkin County Board of Commissioners met this 22nd day of October, 2013 at 9:03 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 Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the October 22, 2013 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
October 22, 2013**

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH &
HUMAN
SERVICES
BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 22nd day of October, 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; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, H&HS Advisory Member; Aileen DeMenge & Kari Paulsen, Workforce Center; Osten Berg, FPI Investigator; Janet Hatfield & Brenda Butterfield, H&HS Staff; and Nanci Sauerbrei, Aitkin Independent Age.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Agenda as mailed/posted.

III. Review September 24, 2013 Health & Human Service Board Minutes

Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried, the vote was to approve the September 24, 2013, Health & Human Services Board Minutes.

IV. Review Bills

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

V. General/Miscellaneous Information

- A. MFIP Plan for Board Approval** – Eileen Foss - Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the 2014-2015 County MFIP Biennial Service Agreement (January 1, 2014-December 31, 2015) with DHS.
- B. MFIP/Fraud Discussion** – Eileen Foss, Workforce Center Staff (Kari Paulsen & Aileen DeMenge) & Fraud Investigator (Osten Berg). Eileen discussed the caseloads and the assistance provided by the folks at the Workforce Center and the fact that there is just a certain population that will never be able to secure a job that pays a livable wage. Osten Berg discussed Fraud Prevention Investigation noting there was another component that needed to be addressed whereby they created a program back in February 2013 for questionable job searches. A job log gets filled out by individuals applying for

jobs. If it is determined they did not apply at locations listed, they may be presented with an Administration Disqualification Waiver Violation rather than bringing them to court. If waiver is signed by client, they will be removed from cash and/or food for a minimum of one year. Within 30 days, each one of the three examples given had gotten jobs and became gainfully employed. Osten prefers to educate and inform people that truth and honesty will bring your just reward – all depending on how much the folks try to find employment. The program in Aitkin County caught the attention of folks at the State level and they are looking to model other counties after Aitkin.

- C. **PH Nuisance – Eleanor Olson Property** – Tom Burke (Photos were passed around.) Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize Tom Burke, ACH&HS Designated Agent to proceed with the abatement of the PH Nuisance located at 47519 – 188th Avenue, McGregor, MN 55760, located at Parcel # 29-1-266400, Lot 6, Block 28, Sheshebe Point Third Addition and assess all charges for removal of the house and garage structures to the property taxes of said property.

VI. Contracts

- A. **WIC Agreement – Malmo between Aitkin County Health & Human Services and Bethesda Lutheran Church to provide space to Administer the WIC Program for the period January 1, 2014 to December 31, 2014.** Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the WIC Agreement – Malmo between Aitkin County Health & Human Services and Bethesda Lutheran Church to provide space to Administer the WIC Program for the period January 1, 2014 to December 31, 2014.
- B. **Administration Agreements for Purchase of Supplies and Equipment between ACH&HS and:**
 - 1. **Mayo Clinic Health System, Rochester, for the period September 24, 2013 to June 30, 2015.** Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the Mayo Clinic Health System, Rochester, for the period September 24, 2013 to June 30, 2015.
 - 2. **United Seating and Mobility dba Numotion, Fridley, for the period August 30, 2013 to June 30, 2015.** Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the United Seating and Mobility dba Numotion, Fridley, for the period August 30, 2013 to June 30, 2015.
- C. **Purchase of Service Agreement between ACH&HS and CORE Professional Services, P.A., Brainerd, for the period January 1, 2014 to December 31, 2014.** Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreement between ACH&HS and CORE Professional Services, P.A., Brainerd, for the period January 1, 2014 to December 31, 2014.
- D. **An Agreement Creating the Aitkin, Itasca and Koochiching County Community Health Board and Establishing Participation Under the Local Public Health Act.** Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the Board Chair to sign the Agreement Creating the Aitkin, Itasca and Koochiching County Community Health Board and Establishing Participation Under the Local Public Health Act.

E. Amendment to FY 13 MNCRE Contract to process MinnesotaCare applications through December 31, 2013. Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Amendment to FY 13 MNCRE Contract to process MinnesotaCare applications through December 31, 2013.

VII. Administrative Reports:

A. Financial & Transportation Reports – Kathy Ryan reviewed & discussed these reports.

VIII. Joint Powers Board Reports:

A. Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Tom Burke – Oct. 10th, 2013 Meeting Minutes were reviewed & discussed with the Board. Next meeting is December 12, 2013.

IX. Committee Reports from Commissioners

A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Member: Roberta Elvecrog Draft minutes of the September 4, 2013 meeting. It was noted that a similar discussion as today regarding MFIP and the role the Workforce Center plays in working with the public was held at the last meeting along with the fact that the Task Forces are moving forward.

B. AEOA / NEMOJT Committee Updates – Commissioner Napstad updated the Board that they discussed and reviewed grants and demographics at their last meeting. He spoke about Career “Adventure” which is an outreach program to the schools regarding life after school (jobs/careers). He also noted a Grant addressing dust explosions will be awarded to wood product industries. Tom Burke suggested that folks from the Workforce Center, School Superintendents, and a couple Commissioners meet with him to discuss a more vocational approach to classes being offered at the schools. (Commissioner Napstad & Wedel volunteered to attend that meeting.)

C. CJI (Children’s Justice Initiative) – Commissioner Westerlund – No Report.

Next Meeting – November 26, 2013

Break: 10:27 a.m. to 10:48 a.m.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: October 8, 2013 – October 21, 2013; B) Approve County Board Minutes: October 8, 2013; C) Approve Commissioner Warrants: General Fund \$182,223.63, Road & Bridge \$49,915.73, Health & Human Services \$970.82, State \$390.00, Trust \$1,510.44, Forest Development \$11,115.53, Long Lake Conservation Center \$7,470.96, Parks \$6,568.41 for a total of \$260,165.52; D) Approve September Manual Warrants: General Fund \$18,067.35, Road & Bridge \$2,917,784.41, Health & Human Services \$1,689.09, State \$64,492.65, Trust \$7,380.59, Long Lake Conservation Center \$1,030.50, Parks \$181.76 for a total of \$3,010,626.35; E) Approve Auditor Warrants – September Sales & Use Tax: General Fund \$920.62, Road & Bridge \$2,251.03, State \$7,350.50, Trust \$8.35, Forest Development \$17.50, Long Lake Conservation Center \$32.58, Parks \$112.20 for a total of \$10,692.78; F) Approve Affidavit of Lost Warrant – Health & Human Services: Dept. of Human Services -

**HHS BOARD
ADJOURNED**

BREAK

**CONSENT
AGENDA**

SWIFT \$3426.44 – Warrant #89676; G) Approve Resolution – Final Payment Contract No. 20127; H) Approve Resolution – Final Payment Contract No. 20129

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Final Payment Contract No. 20127:

WHEREAS, Contract No. 20127 – Project No. SAP 001-599-034 –has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, that we do hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Gladen Construction in the amount of \$8,916.11 as specified herein.

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Final Payment Contract No. 20129:

WHEREAS, Contract No. 20129 – Project No. SP 001-601-019, etc. – has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, that we do hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Dechantal Excavating, LLC in the amount of \$23,918.65 as specified herein.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried (3-2 Niemi/Wedel), to approve purchase of Jaguar Automated Tax Payment Processing System from GIRARD'S Business Solutions at a cost of \$14,793.98, which includes the first year's annual maintenance fee of \$1,840.98 – Treasurer's Office. This is an unbudgeted expense and will be funded using reserves.

Patrick Wussow, County Administrator presented Personnel Committee recommendation to the Board.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve filling FT Network/Application Support Specialist – IT Department. This is a budgeted position which is open due to resignation.

Patrick Wussow, County Administrator reviewed the 3rd Quarter Revenue & Expenditure Report with the Board.

Patrick Wussow, County Administrator and the Board discussed the remaining 2013 County Board meeting dates.

**RESOLUTION
102213-089
FINAL PAYMENT
CONTRACT NO.
20127**

**RESOLUTION
102213-090
FINAL PAYMENT
CONTRACT NO.
20129**

**AUTOMATED TAX
PAYMENT
PROCESSING
SYSTEM**

**PERSONNEL
COMMITTEE**

**FT NETWORK/
APPLICATION
SUPPORT
SPECIALIST**

**3RD QUARTER
REVENUE &
EXPENDITURES**

**BOARD MEETING
DATES**

The Board scheduled a Closed Session on November 26, 2013 from 1:00 p.m. to 2:00 p.m. for Union Negotiations under MN Statute 13D.03 Subd. 1(b) Labor Negotiations.

**SCHEDULE
CLOSED
SESSION**

Patrick Wussow, County Administrator discussed 2014 Legislative Priorities with the Board.

**2014
LEGISLATIVE
PRIORITIES**

The Board reported on the following:

**BOARD
DISCUSSION**

Commissioner Brian Napstad

- **Forest Advisory** – Met at LLCC. Discussed Land Classification.
- **MHB** – Met October 18th. Was unable to attend AMC District 1 meeting because of conflict with MHB meeting.
- **NEWAC** – Met in Duluth. Talked about recycling.
- **Facilities** – Met October 8th and discussed space needs.
- **EQB** – Discussed Silica Sand Mining

Commissioner Don Niemi

- **ARDC** – Attended October 17th. Levy amount will stay the same.
- **AMC** – Attended October 18th meeting in Duluth. Legislative priorities were discussed.

Commissioner Anne Marcotte

- **MRCC** – Attended meeting in Alexandria.
- **ACA** – Attended meeting.
- **AMC** – Attended October 18th. Discussed CSAH Policy Paper. Legislative Conference will be held February 26th and 27th rather than in March.
- **Forest Advisory** – Attended meeting at LLCC, along with Commissioner Napstad.

Commissioner Laurie Westerlund

- **CMCC** – Attended meeting with Commissioner Wedel.
- **Park Board** – Attended meeting. There are many improvements at LLCC.
- **Planning Commission** – Attended October 21st.

Commissioner J. Mark Wedel

- **CMCC** – Attended meeting. 2012 Audit was completed.
- **ARMER site system** – Completion anticipated by mid-December.
- **Facilities** – Attended meeting with Commissioner Napstad.
- **Personnel** – Was addressed earlier in meeting.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 1:24 p.m. until Tuesday, November 12, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator