

AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, January 8, 2014

Committee Members Present: Jim Carlson
Roberta Elvecrog
Mickey Gault
Kami Genz, CMCC
Darlene Hlidek
Gayle Janzen
Joy Janzen
Kristine Layne
David Leaf
Robert Lewis
Bob Marcum
Tricia Martin, ACCARE
Cheryl Meld, Kids Plus
Beverly Mensing, Red Cross
Kari Paulsen, NEMOJT
Michele Plagman, Aitkin High School
Jessi Schultz, AFSCME Union Rep
Jessica Seibert, HRA
Commissioner Laurie Westerlund
Commissioner Anne Marcotte

Others Present: Tom Burke, Director
Sue Tange, SS Supervisor
Kathy Ryan, Fiscal Supervisor
Julie Lueck, Clerk to this Committee

Absent: Renee Larson
Katie Nelson, Riverwood HealthCare

Guests: Tony Guerra, American Red Cross
Joel Hoppe

Introduction of new committee members:

- **Darlene Hlidek – Morrison Twp. – Comm. Dist. #4**
- **Gayle Janzen – Spencer Twp. – Comm. Dist. #1**
- **Kristine Layne – Spencer Twp. – Comm. Dist. #1**
- **Joy Janzen – Nordland Twp. – Comm. Dist. #2**

I. Approval of Agenda

Motion by Roberta Elvecrog, seconded by Bev Mensing, and carried; the vote was to approve the Agenda.

II. Approval of Minutes of the November 6, 2013 Meeting (December meeting was canceled)

Motion by Cheryl Meld, seconded by Roberta Elvecrog, and carried; the vote was to approve the November 6, 2013, minutes.

III. Nominations & Election of Officers:

1. **Chairperson** (Dave Leaf is/was 2013 Chair)
2. **Vice-Chair** (Cheryl Meld is/was 2013 Vice-Chair)

Motion by Jessi Schultz, seconded by Bev Mensing, and carried, the vote was to have Dave Leaf, current Chairperson, and Cheryl Meld, current Vice-Chairperson remain in those positions for 2014.

IV. Red Cross Presentation – Bev Mensing and Tony Guerra

Bev Mensing discussed her role as the American Red Cross contact person in Aitkin County noting that she assists with shelter, food and clothing for victims of fires and disasters.

Tony Guerra is the Disaster Program Manager for Northern Minnesota and Northern Wisconsin and he discussed the various programs. Tony also handles Emergency Services for single family fires and disasters such as the flood or a pipeline break, etc. Mutual Aide for housing for 3-5 days in a hotel, clothing, food, infant care, and medical. American Red Cross is not part of the government by they are chartered by congress to assist with disasters. They provide bulk supplies to counties. They are part of VOAD (Voluntary Organizations Active in Disaster) which includes Salvation Army, Pet care, etc. Sheltering is a big part of their assistance to help, assist and train and they develop and train Shelter Teams. Their funding comes from donations from community groups, fundraisers and he noted that no money comes from the government or FEMA. They offer shelter team training to groups (which take 4-6 hours) in order for communities to be able to shelter 3000 people for up to 30 days. They contract with schools, churches, large facilities that are ADA compliant.

Red Cross also offers: * Health & Safety CPR and First Aide training.

*International Tracking to locate family members.

*Blood Services

* Service the Armed Forces to connect family members in crisis/emergency.

* Veteran's Affairs – for financial and behavior aides.

When donations are made, they honor the donor intentions/requests for the dollars to be designated to a specific location (i.e. Northland Chapter).

V. Task Force Reports/Updates:

- A. **Corrections** - Cheryl Meld/Dave Leaf – No report.
- B. **Public Health** – Renee Larson / Bob Lewis / Bob Marcum / Katie Nelson – No report.
- C. **Children's Social Services/Mental Health** – Bev Mensing/Katie Nelson – No report.
- D. **Adult Social Services/Mental Health** – Jessica Seibert/Bob Marcum – No report.

VI. Budget Committee Report/Update – Jim Carlson / Jessica Seibert – It was noted that Cheryl Meld reported to the Board at the November Board meeting that the Committee approved the H&HS Budget and recommended approval by the Board.

VII. Comments:

- A. Departing members' discussion – Dave Leaf thanked the departing members for their service and participation on this committee.

Committee Members whose terms expired December, 2013 include:

- Roberta Elvecrog – has served 3 terms & is not eligible for reappointment
- Tricia Martin - has served 3 terms & is not eligible for reappointment
- Renee Larson – has chosen not to request reappointment at this time
- Michele Plagman - has chosen not to request reappointment at this time
- Jim Carlson – has chosen to apply for & was reappointed for another 2 year term
- Bob Lewis - has chosen to apply for & was reappointed for another 2 year term

B. Comments from the Committee Members for the Commissioners relative to HHS

It was noted that Cheryl Meld represented the H&HS Advisory Committee in recommending acceptance of the H&HS Budget. Kathy Ryan noted that the levy for H&HS was lowered by \$600,000.00 by the Board when it was accepted.

The question of hiring replacements for the vacation supervisor positions was discussed with Tom noting that we will be advertising and calling for Merit registers in hopes of finding new candidates to interview in the near future. Committee members asked how the absence of the two supervisors has impacted the agency and it was noted that Kathy, Sue and Tom have been covering those duties but Tom also noted that within the next three years he would be losing his Admin staff except for Kathy and himself due to retirements along with a number of other seasoned line staff. Tom also discussed the fact that nursing has changed over the years and a PHN position is not as attractive as it used to be. Currently we are in the process of hiring the four positions that were approved and also the two supervisor positions. When questions about the wage comparison, Tom noted that that area is not doing well either with three years of zero increases to our staff when surrounding counties are very healthy. Our healthcare benefits are not good either. We compete against hospitals/clinics even though our workers are also licensed and require ongoing training. Tom also discussed the Blue Cross/Blue Shield transportation issues whereby they contract with MTM who is no longer offering Medivan to our consumers who previously qualified for transportation via Medivan. This will force us to steer consumers away from BC/BS.

**C. Feedback from the Board Meetings – November 26 –Mickey Gault / Cheryl Meld
December 17 - Renee Larson / Cheryl Meld**

Cheryl Meld noted at the November Board meeting when asked what the committee members could do help or support H&HS or the Board, the Commissioners asked them to gather input from consumers with respect to the outcomes of services provided by H&HS. Cheryl noted that at the December meeting the Commissioners noted the high quality of advisory member participants.

Discussion with respect to methods of feedback and it was questioned whether there might be a means of getting feedback through the county website. Tom noted that Community Assessments for the Public Health unit will be done in 2014 for 2015. The H&HS Advisory committee members will be involved with the community assessments and getting input from other groups they are involved with.

D. Committee Members scheduled to attend upcoming Board Meetings in 2014:

January 28	Cheryl Meld	_____	February 25	Jim Carlson	_____
March 25	Dave Leaf	_____	April 22	Bob Marcum	_____
May 27	Jessica Seibert	Bev Mensing	June 24	Dave Leaf	_____
July 22	Jim Carlson	_____	August 26	Mickey Gault	Bob Marcum
September 23	Joy Janzen	_____	October 28	Jessica Seibert	_____
November 25	Cheryl Meld	_____	December 23	Cheryl Meld	_____

VII. Miscellaneous Discussion

- A. Nursing Facility Level of Care - Kathleen Ryan** informed the committee that this whole issue has been postponed until January 1, 2015. When our staff goes out and does assessments with clients, the client is given a level of care for services they will get in the community. Concerns for those with a low level of care being knocked off the program surfaced. MNChoices assessments play into this but we will wait until next fall and Kathy will give an update then.
- B. How often should the Committee Meet? Set Meeting Dates –** Consensus was to continue with monthly meetings.
- C. How often should the Task Forces Meet? Set Meeting Dates –** Task Forces will meet on their own and determine frequency, location, time, etc.
- D. Should this committee serve the March 19 Community Meal in McGregor?** Yes. A sign up sheet will be circulated at the February meeting.
- E. Should this committee serve the October Community Meal in Aitkin?** Yes.

- F. Discussion Topics for upcoming 2014 Committee Meetings –**
 February – Tom Burke has a number of topics to discuss.
 March – Sue Tange & Diane Eastman will discuss Revenue Streams
- G. Review Bylaws/Mission Statement/Agenda Layout/Committee Member Job Description based on Minnesota Statutes -** These were reviewed extensively in early 2013 and it was consensus to leave them in place for another year & review in 2015 unless the new members have questions to discuss at the February meeting.
- H. Create Goals & Objectives for 2014. (Things this committee would like to accomplish)**
 Discussion relative to forming a separate committee to develop specific goals and objectives to bring back to the committee. Ideas suggested were to introduce staff in groups to the committee with a presentation with respect to their specific program. Another idea was to set a goal of having a presentation at x number of meetings per year.
- I. Promote our monthly presenters via radio/newspaper, etc. (where applicable).** It was decided that this might take care of itself when committee members report to the county board about the information they have received at the Advisory Committee meetings and it is reported by the newspaper within the Board summary. In other words, this is not a specific function of this committee to promote other entities in Aitkin County.
- J. How can the committee do more to support HHS and the Commissioners?** It was felt that this committee is doing more now and will continue to with a good, active group of members involved with the formation of the Task Forces and sub-committees.
- K. Assign a Mentor for New Members –** This was discussed from the standpoint of having a go-to person for each new member and Dave Leaf said he would e-mail each of the new members extending the offer again if they would like to have a mentor and also if the new member had someone in mind.
- L. Operation Christmas Update – Jim Carlson** noted Operation Christmas took place at the Moose Lodge on December 17-18-19, 2013, with families registering ahead of time and scheduling an appointment to visit the “store”. The parent can select up to \$40 of gifts for each child from tables set up in various price ranges. There were 229 families with 569 children served this year. There was approximately \$17-18,000 raised and spent on the purchase of items to stock the store. Coordinators this year were Jim & Ann Carlson, Molly Dox, Tom Bruss, and Vern Watters.

VIII. Adjourn

Motion by Jessica Seibert, seconded by Michele Plagman, and carried; the vote was to adjourn the meeting at 5:18 p.m.

Dave Leaf, Chairperson

Julie Lueck, Clerk to

Aitkin County Health & Human Services Advisory Committee

The following documents were included in the packet of information sent to members for review prior to the meeting or distributed at the meeting:

- Draft copy of the Minutes of the November 6, 2013, Advisory Committee Meeting
- Copy of the November 26, 2013 Health & Human Services Board Meeting Minutes
- Draft copy of December 17, 2013 Health & Human Services Board Meeting Minutes
- 2014 H&HS Board Meeting dates for Committee Members to sign up to attend
- Ideas for New (2014) & Past Topics for Discussion/Presentations
- Bylaws & Mission Statement
- Committee Member Job Description based on Minnesota Statutes
- Minnesota Statutes 402.03 (Advisory Committee)
- Red Cross “Recipe for Preparedness” magnets, & business cards for Tony Guerra & Bev Mensing