

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
February 24, 2015**

- 9:05 A.M.**
- I. Attendance**
 - II. Approval of Health & Human Services Board Agenda**
 - III. Review January 27, 2015 Health & Human Service Board Minutes**
 - IV. Review Bills**
 - V. General/Miscellaneous Information**
 - A. Various Housing Options – Eileen Foss**
 - B. Lakes & Pines Collaborative/Wrap – Kathy Ryan, Sue Tange, Ann Rivas**
 - C. Window Film – Eileen Foss**
 - D. Retirement Resignation – Eileen Foss, Income Maintenance Supervisor**
 - E. CY2015 Adult Mental Health Grant – CSP – Acceptance - Ann Rivas**
 - VI. Administrative Reports:**
 - A. Financial & Transportation Reports**
 - VII. Joint Powers Board Reports:**
 - A. Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Erin Melz –Feb. 12, 2015 Meeting Minutes.**
 - VIII. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Jessica Seibert & Jim Carlson Draft minutes of the February 4, 2015 meeting.**
 - B. AEOA Committee Update – Commissioner Niemi**
 - C. NEMOJT Committee Update – Commissioner Napstad**
 - D. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
 - E. Lakes & Pines Update – Commissioner Niemi**
 - IX. Break at 9:___ a.m. for _____ minutes Next Meeting – March 24, 2015**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
January 27, 2015**

I. Attendance

The Aitkin County Board of Commissioners met this 27th day of January, 2015, at 9:03 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 Nathan Burkett; H&HS Director Tom Burke; H&HS Staff Members Sue Tange & Ann Rivas, Social Service Supervisors; Erin Melz, Public Health Supervisor; Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Brenda Butterfield, AFSCME Rep.: Adam Hoogenakker, Aitkin Independent Age; Joy Janzen and Roberta Elvecrog, H&HS Advisory Committee Members; and William Feyo, citizen of Glen Township.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the Agenda.

III. Review December 23, 2014 Health & Human Service Board Minutes

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

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. Governor's Task Force on the Protection of Children – Tom Burke discussed the biggest changes to occur involve communication between Human Services, County Attorneys and Law Enforcement. Aitkin County is very fortunate to have an excellent working relationship with these entities. Other areas being looked at include sharing of data, the ability to look back at prior reports and caseload requirements.

B. QPR Training (Question, Persuade, Refer) at Aitkin High School –

Ann Rivas, Social Services Supervisor – Adult Services – Ann Rivas updated the Board on the training that took place at the Aitkin High School with Jodi Freyholtz-London (who is a Certified Trainer) who presented to 56 school staff. Ann has been invited back in August to train additional school staff. Ann reported that this Thursday, January 29th the staff of Health & Human Services along with county staff from the sheriff's office, assessor's office and staff from AADA, will be attending an Introduction to Mental Health First Aide training at the Aitkin Public Library.

C. Healthy Counties – Tom Burke updated the Board on his recent meeting at NACO. The Justice Committee met with Human Services to discuss Mental Health in counties and jails in order to stop the cycle of folks going to jail, getting out and back in to the community and then returning back to jail. They are trying to determine more services that are collaborative in nature in order to break this cycle. .

VI. Administrative Reports:

A. Financial & Transportation Reports – Kathy Ryan reviewed and updated the Board on the financial, foster care and transportation reports.

VII. Committee Reports from Commissioners

- A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte
Meeting updates from Committee Members: Joy Janzen & Roberta Elvecrog
Draft minutes of the January 7, 2015 meeting. Roberta updated the Board that Joy Janzen was elected chairperson and she was elected vice-chairperson of the Advisory Committee and the group discussed speakers/presenters for the 2015 meetings. Commissioner Marcotte noted that the committee is short a representative of her district by she is actively seeking someone to fill that vacancy and would welcome help finding someone.
- B. AEOA Committee Update – Commissioner Niemi – No Report.
- C. NEMOJT Committee Update – Commissioner Napstad discussed his recent meeting noting they reviewed the three year labor contract but that the majority of the meeting was administrative in nature.
- D. CJI (Children’s Justice Initiative) – Commissioner Westerlund – Sue Tange noted that the group discussed the Governor’s Task Force at their last meeting.
- E. Lakes & Pines Update – Commissioner Niemi updated the Board that they reviewed the recent audit and discussed the problems and issues that occurred with the Community Action Council in the Twin Cities. Tom Burke expressed his thanks for the work Lakes & Pines has been doing with us through HeadStart and their various programs.

Commissioner Westerlund noted that the Aitkin County CARE office has moved into the Birch Street Center along with the Workforce Center and a couple other entities.

Commissioner Marcotte noted the Minnesota Benefits Coalition, which is a statewide coalition working to pass earned sick and safe time at the legislature is looking for storytellers to be a part of a press conference on February 3rd in Duluth. There are various profiles they are looking to cover and need help locating possible storytellers. Contact Commissioner Marcotte for more information.

Commissioner Wedel wanted it noted that he would like Senator Ruud and Representative Lueck to attend the next meeting for updates. Tom Burke also noted they he plans to have a meeting with them as well to discuss the many issues/topics in the area of Health & Human Services.

The Statistical Reports for 2014 for Income Maintenance, Social Services and Public Health were included in this packet.

VIII. Break at 10:18 a.m. for 10-15 minutes

Next Meeting – February 24, 2015

Aitkin County

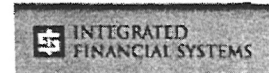
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor</u>	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2	6094 AADA 05- 430- 710- 3640- 6020			270.00	Supervised visitation - Family	01/16/2015 01/22/2015		Family Assessment Response Services
3	05- 430- 710- 3640- 6020			360.00	Supervised visits/Family Asses	01/14/2015 01/29/2015		Family Assessment Response Services
1	05- 430- 710- 3650- 6027			67.50	Supervised visitation - Servic	01/23/2015 01/23/2015		Serv For Concurrent Perm Plan
	6094 AADA			697.50	3 Transactions			
4	86222 AITKIN INDEPENDENT AGE 05- 430- 720- 3020- 6069			72.60	Child Care Advertising - Commu	01/17/2015 01/21/2015		Community Ed & Prevent/Advertising
	86222 AITKIN INDEPENDENT AGE			72.60	1 Transactions			
5	9791 BIEGANЕК/JOAN M 05- 430- 760- 3950- 6020			105.00	Guardianship/Conservator Activ	01/01/2015 01/31/2015		Guardianship/Conservatorship
	9791 BIEGANЕК/JOAN M			105.00	1 Transactions			
6	11062 BLAND/KENNETH D 05- 430- 710- 3820- 6040			306.00	Relative Custody Assistance	02/01/2015 02/28/2015		Relative Custody Assistance
	11062 BLAND/KENNETH D			306.00	1 Transactions			
7	12734 CARITAS MENTAL HEALTH CLINIC 05- 430- 745- 3085- 6020			900.00	Adult Outpatient Diagnostic As	01/14/2015 01/14/2015		Adult Outpat Diagnostic Assess/Psyc
8	05- 430- 745- 3085- 6020			90.07	Adult Outpatient Diagnostic As	01/27/2015 01/27/2015		Adult Outpat Diagnostic Assess/Psyc
9	05- 430- 745- 3085- 6020			75.00	Adult Outpatient Diagnostic As	01/27/2015 01/27/2015		Adult Outpat Diagnostic Assess/Psyc
10	05- 430- 745- 3085- 6020			90.07	Adult Outpatient Diagnostic As	01/27/2015 01/27/2015		Adult Outpat Diagnostic Assess/Psyc
11	05- 430- 745- 3085- 6020			150.00	Adult Outpatient Diagnostic As	01/27/2015 01/27/2015		Adult Outpat Diagnostic Assess/Psyc
12	05- 430- 745- 3085- 6020			937.50	Adult Outpatient Diagnostic As	01/15/2015 01/15/2015		Adult Outpat Diagnostic Assess/Psyc

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Health & Human Services

Aitkin County



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Page 3

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
12734	CARITAS MENTAL HEALTH CLINIC		2,242.64	6 Transactions		
13	12191 COOPER/SHIRLIE 05- 430- 710- 3820- 6040		87.00	Relative custody assistance 02/01/2015 02/28/2015		Relative Custody Assistance
	12191 COOPER/SHIRLIE		87.00	1 Transactions		
14	11051 Department of Human Services 05- 430- 730- 3590- 6072		351.08	CCDTF Maintenance of Effort 12/01/2014 12/31/2014		Ccdtf County % State Billings
	11051 Department of Human Services		351.08	1 Transactions		
15	91345 Elvecrog/Roberta C 05- 430- 750- 3950- 6020		105.00	Public guardianship 01/01/2015 01/31/2015		Public Guardianship Dd
16	05- 430- 750- 3950- 6020		35.00	Public guardianship 01/01/2015 01/31/2015		Public Guardianship Dd
	91345 Elvecrog/Roberta C		140.00	2 Transactions		
17	13460 FORENSIC EVALUATION SERVICES LLC 05- 430- 745- 3085- 6020		1,250.00	INDEPENDENT RECORD REVIEW 02/13/2015 02/13/2015		Adult Outpat Diagnostic Assess/Psyc
	13460 FORENSIC EVALUATION SERVICES LLC		1,250.00	1 Transactions		
18	13444 HONORABLE GUARDIAN SERVICES 05- 430- 760- 3950- 6020		52.06	Guardianship/Conservatorship 01/28/2015 01/28/2015		Guardianship/Conservatorship
	13444 HONORABLE GUARDIAN SERVICES		52.06	1 Transactions		
19	11072 Lutheran Social Service Of Mn- St Paul 05- 430- 750- 3950- 6020		33.07	Public guardianship 01/21/2015 01/26/2015		Public Guardianship Dd
20	05- 430- 760- 3950- 6020		126.91	Guardianship/Conservatorship 01/01/2015 01/22/2015		Guardianship/Conservatorship
	11072 Lutheran Social Service Of Mn- St Paul		159.98	2 Transactions		
	91221 McCormick/John					

Aitkin County

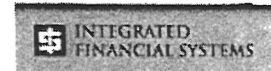
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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
21 05- 430- 710- 3820- 6040		335.00	Relative custody assistance 02/01/2015 02/28/2015	Relative Custody Assistance
91221 McCormick/John		335.00	1 Transactions	
10977 NORTHERN PSYCHIATRIC ASSOCIATES				
24 05- 430- 740- 3050- 6020		321.93	Child Outpatient Diagnostic As 01/09/2015 01/09/2015	Child Outpat Assess/Psyc. Testing
26 05- 430- 740- 3050- 6020		321.91	Child Outpatient Diagnostic As 01/09/2015 01/09/2015	Child Outpat Assess/Psyc. Testing
22 05- 430- 740- 3900- 6020		360.00	Clinical supervision- Child Rul 01/09/2015 01/09/2015	Child Rule 79 Case Mgmt
25 05- 430- 745- 3085- 6020		321.91	Adult Outpatient Diagnostic As 01/09/2015 01/09/2015	Adult Outpat Diagnostic Assess/Psyc
23 05- 430- 745- 3910- 6020		360.00	Clinical supervision- Adult Rul 01/09/2015 01/09/2015	Adult Rule 79 Case Mgmt
10977 NORTHERN PSYCHIATRIC ASSOCIATES		1,685.75	5 Transactions	
3639 NORTHLAND COUNSELING CTR INC				
27 05- 430- 730- 3710- 6020		325.00	Detoxification (Category I) 01/28/2015 01/29/2015	Detoxification - Grand Rapids
3639 NORTHLAND COUNSELING CTR INC		325.00	1 Transactions	
90748 Oakridge Homes Sils				
28 05- 430- 750- 3340- 6073		832.59	Semi- Independent Living Servic 01/01/2015 01/31/2015	Semi- Independent Living Serv (Sils)
29 05- 430- 750- 3340- 6073		538.24	Semi- Independent Living Servic 01/01/2015 01/31/2015	Semi- Independent Living Serv (Sils)
90748 Oakridge Homes Sils		1,370.83	2 Transactions	
12676 OESTREICH/LINDA J				
30 05- 430- 710- 3820- 6040		70.00	Relative custody assistance 02/01/2015 02/28/2015	Relative Custody Assistance
12676 OESTREICH/LINDA J		70.00	1 Transactions	
87514 Pine Manors Inc				
31 05- 430- 730- 3710- 6080		600.00	Detoxification (Category I) 01/22/2015 01/24/2015	Detoxification - Other

Aitkin County

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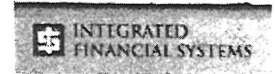


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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
87514 Pine Manors Inc		600.00	1 Transactions	
9489 Redwood Toxicology Laboratory, Inc				
37 05-430-710-3181-6020		25.00	UA- Health- related services 01/08/2015 01/08/2015	Drug Testing - CMCC Juveniles
32 05-430-710-3190-6020		6.75	Drug testing - Court- Related S 01/28/2015 01/28/2015	Court Related Services & Activities
33 05-430-710-3190-6020		20.25	Drug testing - Court- Related S 01/20/2015 01/30/2015	Court Related Services & Activities
34 05-430-710-3190-6020		50.00	Drug testing - Court- Related S 01/02/2015 01/08/2015	Court Related Services & Activities
35 05-430-710-3190-6020		6.75	Drug testing - Court- Related S 01/03/2015 01/03/2015	Court Related Services & Activities
36 05-430-710-3190-6020		2.50	Drug testing - Court- Related S 01/03/2015 01/03/2015	Court Related Services & Activities
9489 Redwood Toxicology Laboratory, Inc		111.25	6 Transactions	
12573 SCHLEIFER/DANI				
38 05-430-710-3820-6040		8.00	Relative custody assistance 02/01/2015 02/28/2015	Relative Custody Assistance
39 05-430-710-3820-6040		177.00	Relative custody assistance 02/01/2015 02/28/2015	Relative Custody Assistance
12573 SCHLEIFER/DANI		185.00	2 Transactions	
86177 SHERIFF AITKIN COUNTY				
40 05-430-720-3980-6020		10.00	Day Care Background Check - Li 01/29/2015 01/29/2015	License And Resource Development
86177 SHERIFF AITKIN COUNTY		10.00	1 Transactions	
12214 Shopko Store Operating Co. LLC				
41 05-430-710-3630-6020		54.14	Incentive gifts - Family- Based 01/06/2015 01/06/2015	Family- Based Life Mgmt Skills Services
12214 Shopko Store Operating Co. LLC		54.14	1 Transactions	
9140 SIMAR/CANDACE				
42 05-430-760-3950-6020		70.00	Guardianship/conservatorship 01/01/2015 01/31/2015	Guardianship/Conservatorship

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 Health & Human Services

Aitkin County

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
9140	SIMAR/CANDACE		70.00	1 Transactions		
43	13023 TETREULT PSYCHOLOGICAL SERVICES, 05-430-740-3050-6020		877.08	Child Outpatient Diagnostic As 11/10/2014 11/10/2014		Child Outpat Assess/Psyc. Testing
13023	TETREULT PSYCHOLOGICAL SERVICES, 05-430-740-3050-6020		877.08	1 Transactions		
Final Total			11,157.91	23 Vendors	43 Transactions	

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Health & Human Services

Aitkin County

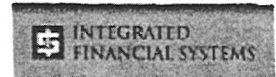
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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	11,157.91	Health & Human Services	
	All Funds	11,157.91	Total	Approved by,
			
			



Aitkin County



Vendor	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
No.	Account/Formula						Paid On Bhf #	On Behalf of Name
44	6094 AADA 05-000-000-0000-6800		P	29,755.00	4TH QTR 2014-SAFE HAVEN GRANT	10/01/2014 12/31/2014		Safe Haven Grant - 2011CWAXK024
	6094 AADA			29,755.00	1 Transactions			
1	85003 Aitkin County DAC 05-400-440-0410-6231			7.26	PAPER SHREDDING	01/20/2015 01/26/2015		Services/Labor/Contracts
2	05-400-440-0410-6231			3.63	CLEANING	01/06/2015 01/20/2015		Services/Labor/Contracts
1	05-420-600-4800-6231			16.94	PAPER SHREDDING	01/20/2015 01/26/2015		Services/Labor/Contracts
2	05-420-600-4800-6231			8.47	CLEANING	01/06/2015 01/20/2015		Services/Labor/Contracts
1	05-430-700-4800-6231			24.20	PAPER SHREDDING	01/20/2015 01/26/2015		Services/Labor/Contracts
2	05-430-700-4800-6231			12.10	CLEANING	01/06/2015 01/20/2015		Services/Labor/Contracts
	85003 Aitkin County DAC			72.60	6 Transactions			
3	8239 Ameripride Linen & Apparel Services 05-400-440-0410-6422			5.60	CLEANING SUPPLIES	01/06/2015 01/06/2015	2200600371	Janitorial Services/Supplies
3	05-420-600-4800-6422			13.06	CLEANING SUPPLIES	01/06/2015 01/06/2015	2200600371	Janitorial Services/Supplies
3	05-430-700-4800-6422			18.66	CLEANING SUPPLIES	01/06/2015 01/06/2015	2200600371	Janitorial Services/Supplies
	8239 Ameripride Linen & Apparel Services			37.32	3 Transactions			
38	12106 Antoine Electric 05-400-440-0410-6422			29.77	4 FOOT FLORESCENT LAMPS-50	02/05/2015 02/05/2015	13757	Janitorial Services/Supplies
38	05-420-600-4800-6422			69.48	4 FOOT FLORESCENT LAMPS-50	02/05/2015 02/05/2015	13757	Janitorial Services/Supplies
38	05-430-700-4800-6422			99.25	4 FOOT FLORESCENT LAMPS-50	02/05/2015 02/05/2015	13757	Janitorial Services/Supplies
	12106 Antoine Electric			198.50	3 Transactions			

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>
33 10463 Beanery an Internet Cafe 15-453-000-0000-6231		104.35	FAMILY HOME VISITING-WRAP MEET 01/20/2015 01/20/2015 1 Transactions	Ach&Hs Services
10463 Beanery an Internet Cafe		104.35		
54 10460 Brainerd Dispatch-Circulation Dept 05-400-440-0410-6231		29.98	AGENCY SUBSCRIPTION(52 WKS) 03/01/2015 02/29/2016	BRA12966 Services/Labor/Contracts
54 05-420-600-4800-6231		69.96	AGENCY SUBSCRIPTION(52 WKS) 03/01/2015 02/29/2016	BRA12966 Services/Labor/Contracts
54 05-430-700-4800-6231		99.94	AGENCY SUBSCRIPTION(52 WKS) 03/01/2015 02/29/2016	BRA12966 Services/Labor/Contracts
10460 Brainerd Dispatch-Circulation Dept		199.88	3 Transactions	
41 5398 CDW Government, Inc 05-400-440-0410-6402		357.25	QUARK XPRESS SOFTWARE PACKAGE- 01/16/2015 01/16/2015 1 Transactions	RW72186 Computer/Technology Supplies
5398 CDW Government, Inc		357.25		
4 10855 Culligan 05-400-440-0410-6301		19.85	COOLER RENTAL SERVICE 02/18/2015 02/18/2015	150-10016285-1 Equipment Lease/Space Rental
4 05-420-600-4800-6301		46.32	COOLER RENTAL SERVICE 02/18/2015 02/18/2015	150-10016285-1 Equipment Lease/Space Rental
4 05-430-700-4800-6301		66.18	COOLER RENTAL SERVICE 02/18/2015 02/18/2015	150-10016285-1 Equipment Lease/Space Rental
10855 Culligan		132.35	3 Transactions	
39 11984 DataBank IMX 05-420-600-4800-6239		7,866.67	EDOOCs-MAINTENANCE 03/01/2015 02/28/2016	MO45000209 Software Fees/License Fees
40 05-420-600-4800-6239		5,110.90	EDOOCs-MAINTENANCE 03/01/2015 02/25/2016	MO45000245 Software Fees/License Fees
11984 DataBank IMX		12,977.57	2 Transactions	
5 11051 Department of Human Services 05-420-650-4400-6025		1,012.34	MA LTC UN 65 01/05/2015 01/05/2015	A300MM7G011 State/Fed Share - MA

Aitkin County



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No.	Account/Formula						Paid On Bhf #	On Behalf of Name
6	05-420-650-4400-6025			11,801.19	MA ESTATE COLLECTIONS-FED	01/05/2015 01/05/2015	A300MM7G011	State/Fed Share - MA
7	05-420-650-4400-6025			23,602.39	MA ESTATE COLLECTIONS-ST	01/05/2015 01/05/2015	A300MM7G011	State/Fed Share - MA
8	05-430-700-4800-6240			100.00	SSIS MENTOR FEES-2014	01/01/2014 12/31/2015	00000255595	Membership/Dues/Association Fees
11051	Department of Human Services			36,515.92	4 Transactions			
51	13461 Double Time Process LLC			55.00	IVD SERVICE 0010256243-01	02/03/2015 02/03/2015	15-1035	Other Iv-D Charges
	13461 Double Time Process LLC			55.00	1 Transactions			
35	2186 Hillyard Inc - Kansas City			94.50	VACUUM	01/20/2015 01/20/2015	601461738	Small Equipment: Telephones,Chairs, etc.
36	05-400-440-0410-6422			33.37	CLEANING/BATHROOM SUPPLES	02/10/2015 02/10/2015	601489830	Janitorial Services/Supplies
35	05-420-600-4800-6450			220.50	VACUUM	01/20/2015 01/20/2015	601461738	Small Equipment: Telephones,Chairs, etc.
36	05-420-600-4800-6422			77.88	CLEANING/BATHROOM SUPPLES	02/10/2015 02/10/2015	601489830	Janitorial Services/Supplies
35	05-430-700-4800-6450			315.00	VACUUM	01/20/2015 01/20/2015	601461738	Small Equipment: Telephones,Chairs, etc.
36	05-430-700-4800-6422			111.25	CLEANING/BATHROOM SUPPLES	02/10/2015 02/10/2015	601489830	Janitorial Services/Supplies
	2186 Hillyard Inc - Kansas City			852.50	6 Transactions			
9	90182 Laboratory Corp Of America Holdings			84.00	IVD GENETIC TEST 0010337999-02	01/20/2015 01/20/2015	47081611	Genetic Tests Iv-D
10	05-420-640-4800-6397			84.00	IVD GENETIC TEST 0015415166-01	01/20/2015 01/20/2015	47081802	Genetic Tests Iv-D
11	05-420-640-4800-6397			84.00	IVD GENETIC TEST 0014343061-03	01/24/2015 01/24/2015	47108326	Genetic Tests Iv-D
	90182 Laboratory Corp Of America Holdings			252.00	3 Transactions			
	89079 McGregor Area Ambulance Service							

Aitkin County



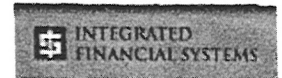
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Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
43	05-400-401-0000-6812		2,200.00	AMBULANCE RUNS-FEB'15 02/01/2015 02/28/2015	Mcgregor Area Ambulance
89079	McGregor Area Ambulance Service		2,200.00	1 Transactions	
58	86580 Mcgregor Public School 15-452-000-0000-6231		20,000.00	14-'15 LCTS ALLOCATION	Mcgregor School Services
	86580 Mcgregor Public School		20,000.00	1 Transactions	
52	89080 Meds-1 Ambulance Service Inc 05-400-401-0000-6813		242.00	AMBULANCE RUNS-JAN'15 01/01/2015 01/31/2015	Meds-1 Hill City Ambulance
	89080 Meds-1 Ambulance Service Inc		242.00	1 Transactions	
34	89078 Mille Lacs Health System 05-400-401-0000-6814	P	240.00	AMBULANCE RUNS DEC'14 12/01/2014 12/31/2014	Isle Ambulance/Mille Lacs Health System
	89078 Mille Lacs Health System		240.00	1 Transactions	
12	89765 Minnesota Elevator, Inc 05-400-440-0410-6300		24.09	ELEVATOR SERVICE-FEB'15 02/01/2015 02/28/2015	613679 Maintenance/Service Contracts
12	05-420-600-4800-6300		56.22	ELEVATOR SERVICE-FEB'15 02/01/2015 02/28/2015	613679 Maintenance/Service Contracts
12	05-430-700-4800-6300		80.32	ELEVATOR SERVICE-FEB'15 02/01/2015 02/28/2015	613679 Maintenance/Service Contracts
	89765 Minnesota Elevator, Inc		160.63	3 Transactions	
42	90318 Moore Medical Corp-LLC 05-400-400-0402-6430		12.43	DP&C MEDICAL SUPPLIES 02/02/2015 02/02/2015	01224252 DP & C - Medical Supplies
	90318 Moore Medical Corp-LLC		12.43	1 Transactions	
13	89081 North Ambulance Brainerd 05-400-401-0000-6809		1,800.00	AMBULANCE RUNS-FEB'15 02/01/2015 02/28/2015	No. Memorial Ambulance-Aitkin
	89081 North Ambulance Brainerd		1,800.00	1 Transactions	

Aitkin County



<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>
37	3638	Northern Air Plumbing & Heating, Inc			6.89	REPAIR LEAK	02/03/2015 02/03/2015	21552	Services/Labor/Contracts
37		05-420-600-4800-6231			16.10	REPAIR LEAK	02/03/2015 02/03/2015	21552	Services/Labor/Contracts
37		05-430-700-4800-6231			23.00	REPAIR LEAK	02/03/2015 02/03/2015	21552	Services/Labor/Contracts
	3638	Northern Air Plumbing & Heating, Inc			45.99	3 Transactions			
15	3810	Paulbeck's County Market			2.86	AGENCY SUPPLIES	01/27/2015 01/27/2015	0087	Office Supplies
14		05-400-440-0410-6405			1.19	AGENCY SUPPLIES	01/22/2015 01/22/2015	0115	Office Supplies
15		05-420-600-4800-6405			6.66	AGENCY SUPPLIES	01/27/2015 01/27/2015	0087	Office Supplies
14		05-420-600-4800-6405			2.77	AGENCY SUPPLIES	01/22/2015 01/22/2015	0115	Office Supplies
15		05-430-700-4800-6405			9.52	AGENCY SUPPLIES	01/27/2015 01/27/2015	0087	Office Supplies
14		05-430-700-4800-6405			3.96	AGENCY SUPPLIES	01/22/2015 01/22/2015	0115	Office Supplies
	3810	Paulbeck's County Market			26.96	6 Transactions			
19	4233	S & T Office Products Inc			4.86	AGENCY SUPPLIES	01/16/2015 01/16/2015	01QT7061	Office Supplies
20		05-400-440-0410-6405			9.09	AGENCY SUPPLIES	01/16/2015 01/16/2015	01QT7240	Office Supplies
18		05-400-440-0410-6405			12.59	AGENCY SUPPLIES	01/20/2015 01/20/2015	01QT8396	Office Supplies
17		05-400-440-0410-6405			25.00	AGENCY SUPPLIES	01/23/2015 01/23/2015	01QU0398	Office Supplies
21		05-400-440-0410-6405			8.13	AGENCY SUPPLIES	01/29/2015 01/29/2015	01QU2993	Office Supplies
24		05-400-440-0410-6405			15.47	PH-PAPER	01/29/2015 01/29/2015	01QU2993	Office Supplies
16		05-400-440-0410-6405			17.03	AGENCY SUPPLIES		01QU3142	Office Supplies

Aitkin County



AMD1
2/20/15 2:00PM
Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
							Paid On Bhf #	On Behalf of Name
23	05-400-430-0408-6405			5.43	TANF-CLIPBOARD	01/29/2015 01/29/2015	01QU6318	Office Supplies
22	05-400-440-0410-6405			4.23	AGENCY SUPPLIES	02/05/2015 02/05/2015	01QU6318	Office Supplies
19	05-420-600-4800-6405			11.34	AGENCY SUPPLIES	02/05/2015 02/05/2015	01QT7061	Office Supplies
20	05-420-600-4800-6405			21.21	AGENCY SUPPLIES	01/16/2015 01/16/2015	01QT7240	Office Supplies
18	05-420-600-4800-6405			29.39	AGENCY SUPPLIES	01/16/2015 01/16/2015	01QT8396	Office Supplies
17	05-420-600-4800-6405			58.36	AGENCY SUPPLIES	01/20/2015 01/20/2015	01QU0398	Office Supplies
21	05-420-600-4800-6405			18.97	AGENCY SUPPLIES	01/23/2015 01/23/2015	01QU2993	Office Supplies
16	05-420-600-4800-6405			39.73	AGENCY SUPPLIES	01/29/2015 01/29/2015	01QU3142	Office Supplies
22	05-420-600-4800-6405			9.86	AGENCY SUPPLIES	01/29/2015 01/29/2015	01QU6318	Office Supplies
19	05-430-700-4800-6405			16.20	AGENCY SUPPLIES	02/05/2015 02/05/2015	01QT7061	Office Supplies
20	05-430-700-4800-6405			30.30	AGENCY SUPPLIES	01/16/2015 01/16/2015	01QT7240	Office Supplies
18	05-430-700-4800-6405			41.98	AGENCY SUPPLIES	01/16/2015 01/16/2015	01QT8396	Office Supplies
17	05-430-700-4800-6405			83.37	AGENCY SUPPLIES	01/20/2015 01/20/2015	01QU0398	Office Supplies
21	05-430-700-4800-6405			27.11	AGENCY SUPPLIES	01/23/2015 01/23/2015	01QU2993	Office Supplies
16	05-430-700-4800-6405			56.76	AGENCY SUPPLIES	01/29/2015 01/29/2015	01QU3142	Office Supplies
22	05-430-700-4800-6405			14.09	AGENCY SUPPLIES	01/29/2015 01/29/2015	01QU6318	Office Supplies
	4233 S & T Office Products Inc			560.50	23 Transactions	02/05/2015 02/05/2015		
55	89450 SCPS South Inc 05-420-640-4800-6379			62.50	IVD SERVICE 0010256243-01	02/10/2015 02/10/2015	009014	Other Iv-D Charges

Aitkin County



<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>
89450 SPCS South Inc		62.50	1 Transactions	
56 89003 Seven County Process Servers LLC 05-420-640-4800-6379		55.00	IVD SERVICE 0010854409-02 01/20/2015 01/20/2015 1 Transactions	2015-0118 Other Iv-D Charges
89003 Seven County Process Servers LLC		55.00	1 Transactions	
30 86177 Sheriff Aitkin County 05-420-640-4800-6270		50.00	IVD SERVICE 0011348523-01 02/05/2015 02/05/2015	2915 Aitkin Co Sheriff Fees Iv-D
29 05-420-640-4800-6270		50.00	IVD SERVICE 0015395675-01 02/11/2015 02/11/2015	2919 Aitkin Co Sheriff Fees Iv-D
28 05-420-640-4800-6270		50.00	IVD SERVICE 0015409921-01 02/18/2015 02/18/2015	2925 Aitkin Co Sheriff Fees Iv-D
86177 Sheriff Aitkin County		150.00	3 Transactions	
26 86345 Sheriff Anoka County 05-420-640-4800-6379		70.00	IVD SERVICE 0001398208-01 01/13/2015 01/13/2015	01F500499 Other Iv-D Charges
86345 Sheriff Anoka County		70.00	1 Transactions	
27 86433 Sheriff Mille Lacs County 05-420-640-4800-6379		79.90	IVD SERVICE 0015369131-01 02/04/2015 02/04/2015	6313 Other Iv-D Charges
25 05-420-640-4800-6379		40.00	IVD SERVICE 0015369131-01 02/11/2015 02/11/2015	6330 Other Iv-D Charges
86433 Sheriff Mille Lacs County		119.90	2 Transactions	
32 88859 Spee*Dee-St Cloud 05-400-440-0410-6231		19.08	PH SERVICE 02/02/2015 02/02/2015	2763333 Services/Labor/Contracts
31 05-420-600-4800-6231		418.66	IM SERVICE 02/02/2015 02/02/2015	2763333 Services/Labor/Contracts
88859 Spee*Dee-St Cloud		437.74	2 Transactions	
45 86235 The Office Shop Inc 05-400-440-0410-6300		2,022.00	PH-COPIER CONTRACT IRC5255 01/29/2015 01/29/2015	276636-0 Maintenance/Service Contracts

Aitkin County



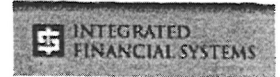
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Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
46	05-400-440-0410-6300	147.70		OSS COPIER CONTRACT IR5240 01/29/2015 01/29/2015	276751-0	Maintenance/Service Contracts
49	05-400-440-0410-6405	15.89		OSS-FAX TONER 02/02/2015 02/02/2015	976383-0	Office Supplies
57	05-400-440-0410-6300	57.67 -		CREDIT MAILROOM-COPIER IR6065 01/14/2015 01/14/2015	C270327-0	Maintenance/Service Contracts
46	05-420-600-4800-6300	344.63		OSS COPIER CONTRACT IR5240 01/29/2015 01/29/2015	276751-0	Maintenance/Service Contracts
48	05-420-600-4800-6405	90.99		PRINTER TONER-EF 01/12/2015 01/12/2015	975244-0	Office Supplies
49	05-420-600-4800-6405	37.10		OSS-FAX TONER 02/02/2015 02/02/2015	976383-0	Office Supplies
50	05-420-640-4800-6405	154.98		CS PRINTER TONER 01/30/2015 01/30/2015	976565-0	Office Supplies
57	05-420-600-4800-6300	134.57 -		CREDIT MAILROOM-COPIER IR6065 01/14/2015 01/14/2015	C270327-0	Maintenance/Service Contracts
46	05-430-700-4800-6300	492.34		OSS COPIER CONTRACT IR5240 01/29/2015 01/29/2015	276751-0	Maintenance/Service Contracts
47	05-430-700-4800-6450	299.00		CHAIR(PK) 01/08/2015 01/08/2015	974858-0	Small Equipment: Telephones,Chairs, etc.
49	05-430-700-4800-6405	53.00		OSS-FAX TONER 02/02/2015 02/02/2015	976383-0	Office Supplies
57	05-430-700-4800-6300	192.24 -		CREDIT MAILROOM-COPIER IR6065 01/14/2015 01/14/2015	C270327-0	Maintenance/Service Contracts
86235	The Office Shop Inc	3,273.15		13 Transactions		
53	10930 Tidholm Productions 05-430-700-4800-6405	79.95		BUSINESS CARDS(RP) 01/22/2015 01/22/2015	75194669	Office Supplies
	10930 Tidholm Productions	79.95		1 Transactions		
Final Total		111,046.99		31 Vendors	102 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	90,942.64	Health & Human Services	
	15	20,104.35	Aitkin County Collaborative	
All Funds		111,046.99	Total	Approved by,
			
			

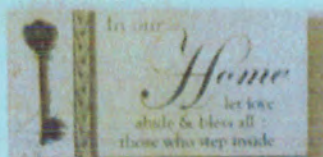
Search

Home

My Situation

Programs & Services

Glossary



Finding Home

Public benefits can help you find a home you can afford, and get the services you need.

Explore your housing options. Discover what works for you. Make a plan to get there.

Start Here



My Situation

Find strategies that can help in your housing situation.

Finding Home: Start Here

Explore your housing options. Discover what works for you. Make a plan to get there.

Finding a Place to Sleep Tonight

Get help finding a shelter.

Moving Out of a Facility, Group Home, or Foster Care

You can live in your own place in the community. Learn about programs and services that can help you make the switch.

Changing Your Home

You've got a place to live, but your housing needs have changed or you want something better. Decide whether you should fix your current place or move somewhere else.

Keeping Your Housing

You may be worried that you have to move out of your current place. Here are some strategies that may help you stay.

Programs & Services

Find programs that can help you pay for housing or get the services you need.

Types of Housing

The right type of housing for you depends on your situation, needs, and desires.

- Owning a Home
- Condos and Co-Ops
- Renting a Place
- ~ Show more

Paying for Housing

Get help from programs that can make housing more affordable.

- What Can You Afford?
- Section 8 Housing Choice Voucher (HCV) Program
- Project-Based Voucher (PBV) Program
- ~ Show more

Services

Services can improve your quality of life wherever you live. Learn how to get and pay for the services you need.

- Personal Care Assistance (PCA) Program
- MA-Waiver Programs
- Moving Home Minnesota
- Group Residential Housing (GRH) Services

Other Programs

Get Help Now

Do you have a disability?

Are you 60 or older?

Are you a veteran?

Are you homeless?

Other?

Some housing programs might help you if you are in a certain situation.

[Veterans Housing Programs](#)

[Housing Opportunities for Persons with AIDS \(HOPWA\)](#)

[Rural Housing](#)

[Tribal Housing](#)

[Home](#) [Feedback](#)

From the makers of [Disability Benefits 101](#) & [Vets101](#)

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AITKIN GLASS SERVICE, INC.
COMMERCIAL-AUTO-RESIDENTIAL
36350 US HWY 169
Aitkin, Mn 56431
Phone: 218-927-4624
Fax: 218-927-4623
Toll Free: 1-800-958-6442
www.aitkinglass.com
email: aitkinglass@centurylink.net

February 12, 2015

Aitkin County
Health & Human Services Building
204 1st St NW

RE: Window tinting in offices
Attn: Julie

Quote is for installation of 3M window film to office windows. Film will create an obstructed view of computer monitors in offices as seen by passers-by.

Note: Example of such film is available for your review at Bremer Bank and Joe Ganz office.

9 – windows (40x70)
4 – windows (72x72)

Total installed (work by professional 3M authorized film installer): \$2,693.00

Approx lead time for film is 2-3 weeks.

Thank you for the opportunity to bid this project.

Tim Westerlund
Aitkin Glass Service

Aitkin County Health & Human Services

204 First St. NW
AITKIN, MINNESOTA 56431
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: February 18, 2015

TO: Aitkin County Board of Commissioners
Nate Burkett, County Administrator

FROM: Tom Burke, Director

SUBJECT: Letter of Resignation – Eileen Foss – Income Maintenance Supervisor - Retirement

Attached you will find a copy of the retirement letter submitted by Eileen Foss, our Income Maintenance Supervisor for the past 27 years. Eileen's last day of work will be June 26, 2015.

Eileen's career began in Pine County in November of 1971 when she began work as a Clerk-Typist for the County Attorney and Clerk of Courts. On July 1, 1973, she moved to the Pine County Human Services office as a Clerk Typist and then to the Financial Worker position in December of 1974. She began her career with Aitkin County Health & Human Services as our Income Maintenance Supervisor on November 16, 1987.

We are not asking for any formal action on a replacement for Eileen at this time as a formal request from the Personnel Committee will be forthcoming in the near future.

Eileen has been an invaluable asset to the Health & Human Services Agency with her energy and dedication to numerous extra duties she has taken on and then maintained responsibility for over her many years with us. Her hours of volunteer service to the Agency and Staff over and above her normal hours are impossible to track.

It is going to be difficult to replace the dedication and invaluable talents, skills and abilities Eileen has brought to our Agency.

February 13, 2015

Tom Burke
Director
Aitkin County Health & Human Services
204 1st St NW
Aitkin, MN 56431

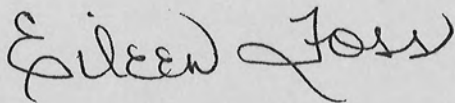
Dear Tom,

This letter is my official notification to you and the County Board that my last day of employment at Aitkin County Health & Human Services will be June 26, 2015 due to retirement.

I am excited about my impending retirement but want to take this opportunity to personally thank you for all the opportunities, direction and encouragement I have experienced working for Aitkin County. I have genuinely enjoyed my years as Financial Assistance Supervisor and will miss the great administrative team, staff and statewide contacts. I'm proud to have been a part of all this agency does for Aitkin County residents.

I look forward to working with the new supervisor in the transition process.

Sincerely,

A handwritten signature in cursive script that reads "Eileen Foss". The signature is written in dark ink and is positioned above the typed name.


Eileen Foss



Minnesota Department of **Human Services**

Date: February 6, 2015

To: The County Board Chair of Aitkin County
c/o Aitkin County Health & Human Service Agency

From: Jennifer DeCubellis, Assistant Commissioner
Community Supports Administration 

Re: **CY 2015 ADULT MENTAL HEALTH GRANTS - CSP**

This document serves to inform counties that the Community Support Services Program grant plans which were submitted in the fall of 2013 will remain in effect for CY15, and is an agreement between the County (“grantee”) and the Department of Human Services (“grantor”) for the dollar amount in the attached CY15 Adult Mental Health Grants award table.

AMH Grants are inclusive of the six categories of the Adult Mental Health Initiative (AMHI), Regional Crisis, Housing with Supports, Project for Assistance in Transition from Homelessness (PATH), Community Support Services Program (CSP), and Intensive Community Rehabilitation Services (ICRS) grants. The information in this letter applies to all six grant categories.

Any funds granted pursuant to your Grant Plan are to be expended for the purposes approved by the Commissioner of Human Services and in accordance with applicable laws and rules. Documentation of compliance with all applicable laws and rules should be monitored and be made available for audit inspection. All AMH Grants are conditional and subject to the continued availability of state or federal funding. Counties or AMHIs not meeting the requirements of M.S. 245.461 to 245.486, or not using funds according to their approved AMH Grant Plan, may have all or part of their funds terminated, delayed, or returned upon 30 day notice to the county board in accordance with M.S. 245.483.

In accepting Adult Mental Health Grants, the following is understood and agreed to:

- All expenditures reported to DHS will be made after the fiscal agent’s review of the documentation supporting the expense to determine that the expense is allowable, including but not limited to both the type of expense and timing of the expense within the proper grant period.
 - All expenditures are for services, or items necessary for the delivery of those services.
 - “Capital” purchases are prohibited. Capital purchases are defined as something which has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000 and is 1) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; or 2) additions, improvements, modifications, replacements, rearrangements, reinstallations,

renovations or alterations of the items listed above that materially increase their value or useful life (not ordinary repairs and maintenance).

- Exceptions to the prohibition of capital purchases will be considered on a case-by-case basis.
- The budgets, expenditures and programs are subject to periodic review by the Commissioner.
- Expenditures shall be reported on the quarterly SEAGR report (DHS-2557) and on the BRASS-Based Grant Fiscal Report (DHS-2895). Please see the latest version of *DHS Summarizes Mental Health Grant Fiscal Reporting Requirements* bulletin and *Changes to DHS BRASS Manual for Calendar Year 2015* bulletin for instruction.
- All revenue received by an AMHI or county board, its contracted, or subcontracted providers will be managed according to M.R. chapter 9535.1740, subp.3.
- The AMHI or county governance body must have written policy and procedures governing their accounting and operational procedures.
- The AMHI or county will comply with the Minnesota Government Data Practices Act, M.S. chapter 13, Federal Lobbying Restrictions, and the Single Audit Act.
- The AMHI or county will comply with M.S. chapter 13D, the Minnesota Open Meeting Law.
- All AMHI or county contracts entered into under this agreement must be written to comply with M.S. 245.466, subd. 3, and 256.0112. The county board and contracted providers will comply with programmatic and fiscal reporting requirements of the Commissioner.
- The AMHI or county and their contracted providers will have written personnel policies that comply with Titles VI and VII of the U.S. Civil Rights Act of 1964, the Americans with Disabilities Act, and the Minnesota Human Rights Act, M.S., chapter 363A.
- The AMHI or county shall include persons with mental illness and tribal organizations of the county/region in the development, implementation, and evaluation of all AMH Grant Plans.
- AMHI projects shall be planned and administered according to M.S. 245.4661.
- Crisis services shall be planned and administered according to M.S. 256B.0624.
- CSP services shall be planned and administered according to M.S. 245.4712, subd. 1.
- The AMHI or county must ensure their contracted providers are billing eligible insurance before accessing AMH funding.
- The AMHI or county must ensure their contracted providers are completing all required data reporting.

PATH

Federal PATH, along with the State match, renewal funding is applied for through the annual Federal and State PATH application. The current PATH grantees will need to reapply for CY 2016 funding in the spring of 2015 upon release of the Federal and State PATH applications.

Housing with Supports

The Housing with Support grants will expire in December 2015. Dependent upon funding availability a competitive application for Housing with Support grants will be available in the spring of 2015.

ICRS

AMH grant funding for ICRS is currently through June 30, 2015. All expenses must be incurred by June 30, 2015.

The signature of the County Board Chair indicates agreement to the above terms and conditions and constitutes an agreement between the grantee and grantor. **Please print one (1) original, sign and mail to Carol LaBine, Deputy Director, Adult Mental Health Division, Minnesota Department of Human Services, PO Box 64981, St. Paul, MN 55164-0981.**

County Board Chair Signature

(dated)

County Board Chair Name and Address

- C: DHS, Financial Management Division (via email)
- The Director of Social Services of Aitkin County (via email)
- Gary Travis, Adult Mental Health Division Program Consultant (via email)

Enc. CY15 Adult Mental Health Grants award table

Initial CY'15 Awards

Aitkin
CY'15 Adult Mental Health Grants

	2015 Base	Cola	Other Base Adjust	One-time Adjustments	Total CY Funding Base+COLA+Adjustments	Comments
Community Support Program						
74.ADLTMHR78CSP25.STATE (Note 1)						
Total CSP	\$55,418	\$0	\$0	\$0	\$55,418	
PATH (Homeless)	\$0	\$0	\$0	\$0	\$0	
74.MHHOMELESS**30 (Note 1)						
AMHI						
Adult MH Initiative - General	\$0	\$0	\$0	\$0	\$0	
Crisis Services Grant	\$0	\$0	\$0	\$0	\$0	
Housing Support Grants	\$0	\$0	\$0	\$0	\$0	
ICRS	\$0	\$0	\$0	\$0	\$0	
SOAR	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total AMHI	\$0	\$0	\$0	\$0	\$0	
Transition To Community	\$0	\$0	\$0	\$0	\$0	
74.TRNSCOMMINT32 (Note 1)						
Total of all Grants	\$55,418	\$0	\$0	\$0	\$55,418	
<p>Changes indicated in bold</p> <p>General Notes:</p> <p>Note 1: An invoice field code has been provided for each grant category. This code will appear on payments made to your county.</p> <p>Fin. Mgt. contact person: Craig Beske - 651-431-3780; Fax: 651-431-7480; e-mail: Craig.Beske@state.mn.us</p>						

FEB 17 2015

Aitkin County Health & Human Services

Financial Statement

	Actual Jan-15	Actual Feb-15	Actual Mar-15	Actual Apr-15	Actual May-15	Actual Jun-15	Actual Jul-15
Income:							
Tax Levy							
CPA and In Lieu							
State Revenue	1,939.91						
Federal Revenue	74,142.95						
Revenue From Third Party	10,836.27						
Misc. Revenue	24,781.43	1,501.61					
Total:	111,700.56	1,501.61	-	-	-	-	-
Expenditures:							
Payments to Recipients	108,337.55	147,471.37					
Salaries and Fringes	346,067.82	301,340.14					
Services and Charges	34,946.78	27,303.21					
Travel and Insurance	46,931.08	2,766.38					
Office Supplies	2,089.92	2,814.62					
Capital Outlay	-	-					
Misc Expense & Pass Thru	3,564.28	36,178.35					
Total:	541,937.43	517,874.07	-	-	-	-	-
Final Totals:	(430,236.87)	(516,372.46)	-	-	-	-	-

Cash Balance as of 02/2014
4,696,922.15

Cash Balance as of 02/2015
4,082,775.02

	YTD 2015	ACTUAL 2014	ACTUAL 2013	ACTUAL 2012	ACTUAL 2011	ACTUAL 2010	ACTUAL 2009	ACTUAL 2008
Income:								
Tax Levy	-	1,888,236.54	2,470,279.73	2,445,757.88	2,345,969.16	2,333,865.63	2,340,935.73	2,409,856.71
CPA and In Lieu	-	270,042.48	314,823.94	131,275.60	236,240.57	235,223.92	321,690.72	303,462.53
State Revenue	1,939.91	881,136.72	686,350.95	723,462.02	736,864.33	611,120.93	632,506.88	936,661.64
Federal Revenue	74,142.95	2,168,615.65	2,136,553.41	2,161,389.09	2,120,681.67	2,225,918.50	2,266,036.42	2,031,189.00
Revenue From Third Party	10,836.27	207,345.61	216,749.43	204,217.36	163,265.77	126,077.60	-	-
Misc. Revenue	26,283.04	315,012.26	359,291.46	451,663.65	446,320.68	541,300.99	575,677.90	608,372.74
Total:	113,202.17	5,730,389.26	6,184,048.92	6,117,765.60	6,049,342.18	6,073,507.57	6,136,847.65	6,289,542.62
Expenditures:								
Payments to Recipients	255,808.92	1,635,620.50	1,417,258.22	1,604,608.63	1,729,427.71	1,862,889.86	1,818,277.01	1,729,049.89
Salaries and Fringes	647,407.96	3,664,934.15	3,425,848.90	3,516,455.12	3,602,677.75	3,585,784.86	3,658,299.47	3,300,291.25
Services and Charges	62,249.99	336,723.19	423,064.32	397,600.22	271,548.15	305,453.93	295,501.81	327,685.72
Travel and Insurance	49,697.46	143,562.07	89,679.42	87,885.39	96,969.42	107,221.46	125,924.90	125,736.88
Office Supplies	4,904.54	73,198.58	61,402.17	33,369.33	61,209.60	56,501.21	52,262.98	79,742.17
Capital Outlay	-	31,266.36	52,492.10	120,759.15	23,482.25	33,649.79	68,997.74	35,484.07
Misc Expense & Pass Thru	39,742.63	180,413.58	184,722.83	168,640.01	96,521.72	123,123.15	142,355.79	133,526.22
Total:	1,059,811.50	6,065,718.43	5,654,467.96	5,929,317.85	5,881,836.60	6,074,624.26	6,161,619.70	5,731,516.20
Final Totals:	(946,609.33)	(335,329.17)	529,580.96	188,447.75	167,505.58	(1,116.69)	(24,772.05)	558,026.42

AITKIN COUNTY FOSTER CARE

2001	\$840,674.02	116	2004	\$1,054,034.05	76	2007	\$818,453.02	75
2002	\$927,493.49	94	2005	\$911,374.91	69	2008	\$834,511.73	63
2003	\$1,210,524.55	81	2006	\$847,823.25	73	2009	\$950,273.21	64

	2010	2011	2012	2013	2014	2015		
JAN	\$73,496.04	\$78,312.32	\$59,278.73	\$52,334.43	\$38,575.68	\$23,366.04		
FEB	\$82,467.05	\$82,982.51	\$78,783.86	\$50,122.31	\$35,579.24	\$79,173.07		
MARCH	\$75,000.60	\$61,384.45	\$89,386.88	\$44,070.76	\$24,095.99			
APRIL	\$79,548.43	\$69,570.36	\$101,195.78	\$52,651.49	\$71,994.81			
MAY	\$77,811.48	\$73,398.62	\$70,140.91	\$49,124.55	\$42,970.74			
JUNE	\$99,039.56	\$92,735.90	\$79,654.30	\$51,198.58	\$68,481.80			
JULY	\$74,466.67	\$63,530.39	\$68,929.00	\$59,525.43	\$53,313.73			
AUG	\$97,571.86	\$77,971.22	\$67,386.62	\$50,216.24	\$48,392.38			
SEPT	\$70,427.32	\$65,924.31	\$66,615.87	\$51,396.77	\$85,339.33			
OCT	\$89,100.75	\$83,971.03	\$45,407.15	\$47,334.14	\$44,448.43			
NOV	\$76,359.06	\$78,148.23	\$45,889.63	\$38,819.46	\$65,747.77			
DEC	\$75,599.03	\$58,313.77	\$43,359.27	\$44,200.11	\$49,814.80			
TOTAL	\$970,887.85	\$886,243.11	\$816,028.00	\$590,994.27	\$628,754.70	\$102,539.11	\$0.00	\$0.00
CHILDREN	57	56	49					
	\$970,887.85	(\$84,644.74)	(\$70,215.11)	(\$225,033.73)	\$37,760.43	(\$526,215.59)		
	Increase	Decrease	Decrease	Decrease	Increase			
	from 2009	from 2010	from 2011	from 2012	from 2013			

2013 Foster Care Breakdown

Child Shelter	\$4,194.22
Treatment Foster	\$79,138.00
Child Foster Care	\$ 252,908.55
Rule 8 FC	\$7,305.55
Corrections	\$ 188,405.85
Electronic Monitor	\$2,904.00
Rule 5	\$58,405.55
Respite	\$2,358.48
Child Care	\$718.00
Health Services	\$110.87
Transportation	<u>\$14,128.68</u>
Total	\$610,577.75

2014 Foster Care Breakdown

Child Shelter	\$1,968.00
Treatment Foster	\$35,417.88
Child Foster Care	\$ 185,255.82
Rule 8 FC	\$987.57
Corrections	\$ 360,963.39
Extended FC	\$100.00
Rule 5	\$119,466.26
Respite	\$918.50
Child Care	\$591.50
Health Services	\$2,606.51
Transportation	<u>\$9,790.44</u>
Total	\$718,065.87

2015 Foster Care Breakdown Year to Date

Child Shelter	
Treatment Foster	\$6,694.45
Child Foster Care	\$ 33,966.79
Rule 8 FC	
Corrections	\$ 41,680.21
Extended FC	
Rule 5	\$17,548.79
Respite	\$1,425.34
Child Care	\$471.50
Health Services	
Transportation	<u>\$917.25</u>
Total	\$102,704.33

2012 Foster Care Reimbursement

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

2013 Foster Care Reimbursement

IV-E	\$105,518.00
Rule 5	\$8,501.46
Recoveries	\$126,112.23
Total	\$240,131.69

2014 Foster Care Reimbursement

IV-E	
Rule 5	
Recoveries	
Total	\$0.00

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.

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 2013 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 2014 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	\$4,194.22	-\$1,956.58	\$6,150.80	\$0.00
Treatment Foster	\$79,138.00	\$79,138.00	\$0.00	\$0.00
Child Foster Care	\$252,908.55	\$150,673.97	\$9,783.11	\$92,451.47
Rule 8 FC	\$7,305.55	-\$61,727.65	\$43,317.20	\$25,716.00
Corrections	\$188,405.85	-\$57,146.74	\$188,861.99	\$56,690.60
Electronic Monitoring	\$2,904.00	\$2,552.00	\$352.00	\$0.00
Rule 5	\$58,405.55	\$58,405.55	\$0.00	\$0.00
Respite	\$2,358.48	\$986.98	\$0.00	\$1,371.50
Child Care	\$718.00	\$718.00	\$0.00	\$0.00
Health Services	\$110.87	\$110.87	\$0.00	\$0.00
Transportation	\$14,128.68	\$14,128.68	\$0.00	\$0.00

Total \$610,577.75 \$185,883.08 \$248,465.10 \$176,229.57

Total \$610,577.75

2013 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$4,194.22	\$2,816.72	\$1,377.50	\$0.00
Treatment Foster	\$79,138.00	\$79,138.00	\$0.00	\$0.00
Child Foster Care	\$252,908.55	\$241,526.46	\$0.00	\$11,382.09
Rule 8 FC	\$7,305.55	\$0.00	\$0.00	\$7,305.55
Corrections	\$188,405.85	\$24,953.28	\$142,441.58	\$21,010.99
Electronic Monitoring	\$2,904.00	\$2,596.00	\$308.00	\$0.00
Rule 5	\$58,405.55	\$21,834.76	\$0.00	\$36,570.79
Respite	\$2,358.48	\$2,258.48	\$0.00	\$100.00
Child Care	\$718.00	\$718.00	\$0.00	\$0.00
Health Services	\$110.87	\$110.87	\$0.00	\$0.00
Transportation	\$14,128.68	\$14,128.68	\$0.00	\$0.00

Total \$610,577.75 \$390,081.25 \$144,127.08 \$76,369.42

Total \$610,577.75

2014 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$1,968.00	\$0.00	\$1,968.00	\$0.00
Treatment Foster	\$35,417.88	\$35,417.88	\$0.00	\$0.00
Child Foster Care	\$185,255.82	\$158,688.03	\$1,998.00	\$24,569.79
Rule 8 FC	\$987.57	\$99.57	\$0.00	\$888.00
Corrections	\$360,963.39	\$0.00	\$292,192.98	\$68,770.41
Extended Foster Care	\$100.00	\$100.00	\$0.00	\$0.00
Rule 5	\$119,466.26	\$119,466.26	\$0.00	\$0.00
Respite	\$918.50	\$918.50	\$0.00	\$0.00
Child Care	\$591.50	\$591.50	\$0.00	\$0.00
Health Services	\$2,606.51	\$2,606.51	\$0.00	\$0.00
Transportation	\$9,790.44	\$9,790.44	\$0.00	\$0.00

Total \$102,704.33 \$327,678.69 \$296,158.98 \$94,228.20

Total \$718,065.87

2015 Foster Care Breakdown Year to Date

	Total	Social Service	Corrections	ICWA
Child Shelter	\$0.00	\$0.00	\$0.00	\$0.00
Treatment Foster	\$6,694.45	\$6,694.45	\$0.00	\$0.00
Child Foster Care	\$33,966.79	\$21,162.25	\$0.00	\$12,804.54
Rule 8 FC	\$0.00	\$0.00	\$0.00	\$0.00
Corrections	\$41,680.21	\$0.00	\$20,468.34	\$21,211.87
Extended Foster Care	\$0.00	\$0.00	\$0.00	\$0.00
Rule 5	\$17,548.79	\$17,548.79	\$0.00	\$0.00
Respite	\$1,425.34	\$1,425.34	\$0.00	\$0.00
Child Care	\$471.50	\$471.50	\$0.00	\$0.00
Health Services	\$0.00	\$0.00	\$0.00	\$0.00
Transportation	\$917.25	\$917.25	\$0.00	\$0.00

Total \$0.00 \$48,219.58 \$20,468.34 \$34,016.41

Total \$102,704.33

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
FEB '14	46	0	13	59	\$780.40
MARCH	55	8	17	80	\$1296.64
APRIL	58	5	20	83	\$597.24
MAY	67	0	9	76	\$435.52
JUNE	68	6	12	86	\$422.00
JULY	49	23	13	85	\$351.16
AUGUST	57	16	22	95	\$475.16
SEPT	60	0	25	85	\$503.16
OCT	75	1	13	89	\$373.80
NOV	61	0	9	70	\$211.44
DEC	59	2	9	70	\$394.82
JAN '15	57	2	7	66	\$131.75
FEB '15					\$217.92

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

AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

Summary Minutes

Meeting Date: February 12, 2015

Meeting Site: Itasca Resource Center, Grand Rapids, MN

Introductions: The Board and others present provided self-introduction. It was noted that MDH NE District Public Health Nurse Consultant Janelle Schroeder was present at today's meeting. Board Chair Brian McBride welcomed her.

Review and Approval of the Agenda: Tom Burke, Aitkin County Health and Human Services Director requested the addition of a discussion regarding Fond du Lac airspace issue if time permitted. Karen Benson requested adding discussion of CHAMPS Invoice to the Financial Report. With those additions, Laurie Westerlund made a motion to approve the agenda; seconded by Ihleen Williams; motion carried.

Minutes of October Meeting: Karen Benson noted the minutes should be amended to show Brian McBride, Board Chair calling the meeting to order. With that correction, Laurie Westerlund made a motion to approve the minutes; seconded by Phyllis Karsnia; motion carried.

Local Public Health Report:

Kelly Chandler, CHS Administrator, and Itasca County Public Health Division Manager is the tri-county CHS Local Public Health Association representative. She provided a written report on the past meeting (**report attached**). The Board discussed items on the report including:

- **Restoration of the Local Public Health Grant** – The group discussed that this is a lead priority for LPHA and our counties as this grant was cut by 30% in 2003 and has remained at that level for 12 years. Kelly Chandler noted that she and Eric Villeneuve, Itasca County Health and Human Services Director will be meeting to discuss restoration of these funds with MN State Representative, Matt Dean, who chairs the Health and Human Services Finance Committee of the MN House.
- **Local Public Health Day on the Hill** – Kelly said that she also will be attending the Local Public Health Day on the Hill, March 17 and Public Health Supervisors Erin Melz from Aitkin County and Nancy Lee from Koochiching County are also hoping to attend. Kelly said this day provides an opportunity for our counties to connect with their area legislators and discuss these issues as well as discussing keeping a portion of TANF funding earmarked for home visiting versus moving it into cash assistance.

State CHS Advisory Committee (SCHSAC) Report:

Betsy Johnson, Itasca County Board Representative is the Tri-County CHS State CHS Advisory Committee Representative. Betsy reported that SCHSAC has not met since our last CHB meeting, so there will be no report at this time. The next meeting of SCHSAC is scheduled for March 20, 2015. Janelle Schroeder, MDH NE District Public Health Nurse Consultant noted that the March meeting will be offered as an ITV meeting at several sites throughout the state. She is hosting the site at Duluth, and encouraged staff or Board members to attend this meeting if interested.

Public Health Reports:

- Written reports from each county were emailed to the Board. **(county reports attached)**

Local Public Health Assessment and Planning Process (LPHAPP) Deliverables:

The AIK Strategic Plan and AIK Community Health Improvement Plan must be approved by the Board and submitted to MDH by March 31, 2015. Copies of the two plans were emailed to the Board with the Board Packet. **(copies of these reports may be obtained from your county Public Health Department).** Kelly Chandler presented the plans and noted that Erin Melz and Amy Wyant, from Aitkin County Health and Human Services, did much of the work on the writing and packaging of the final Community Health Improvement Plan, while Kelly Chandler from Itasca County Health and Human Services worked on the writing and packaging of the final Strategic Plan. Janelle Schroeder noted that the three Public Health Supervisors/Division Manager did an excellent job of completing these reports especially with all of these staff being so new to their positions. She said the final products are some of the nicest products submitted by Community Health Boards throughout the state. Ihleen Williams made a motion to approve the Strategic Plan; seconded by Phyllis Karsnia; motion carried.

Laurie Westerlund made a motion to approve the Community Health Improvement Plan; seconded by Betsy Johnson; motion carried.

Financial Information:

- Karen Benson, Grants Manager reviewed the financial reports for various grants. Overall grants expenditures were on target for the year. She addressed the CHS Administration December, 2014 YEAR END Expenditure report noting year-to-date expenditures were \$128,105.51 or 80.8% of the annual budget of \$158,572, with 100% of the year completed. This provides a carryover of \$30,466.45. The carryover was a result of unspent funds in the Contract Administrator line item. Upon a motion from Leo Trunt, seconded by Phyllis Karsnia, the Financial Report was approved.

Financial Information (Continued):

- The Board next discussed allocation of the carryover and utilizing \$14,840 of the balance to pay the annual support fee for the CHAMPS Software electronic recordkeeping system utilized by all three county Health and Human Services Departments. Karen Benson explained that this is the second year of annual fee billing for this program. In 2013, this program was purchased, with \$20,000 being provided by the Community Health Board, and the balance of the \$52,188 divided between the 3 counties. In 2014, the annual fee was paid with each county paying 1/3 of the \$14,407.74 annual support fee. The Board discussed options for making this payment. It was noted that the Board may not have this large carryover in the future, but Betsy Johnson, Itasca Board representative noted that it might be prudent to pay this bill this year from carryover funds and take up discussion of how to fund this annual fee in future years. Upon a motion from Betsy Johnson, seconded by Phyllis Karsnia, payment of the CHAMPS annual fee invoice by the Community Health Board, utilizing carryover funds, was approved.
- The above listed action provides a carryover amount of \$15,666.45 which the Board authorized being held in a carryover account. Upon a motion from Ihleen Williams, seconded by Leo Trunt, \$15,666.45 of the 2014 carryover was allocated to the Carryover Account; motion carried.
- The Board next discussed the mileage reimbursement fee for the Board. The Board's fiscal agent, Itasca County has taken action to adopt the federal mileage reimbursement rate of .575 cents per mile for 2015. Upon a motion from Leo Trunt, seconded by Betsy Johnson, the Board set the 2015 mileage reimbursement rate at .575 cents per mile; motion carried.

Review Bylaws, Joint Powers Agreement, Personnel Policies and Discuss Medical Consultant Contract:

The Board must annually review its bylaws, joint powers agreement and personnel policies. We have also received notification of the resignation of our Medical Consultant. MN State Statute 145 A addresses the requirements for a CHB regarding a Medical Consultant. The Board must also notify the Itasca County Board regarding a vacancy in its representation on the Community Health Board. Following discussion, the Board noted that the State Statute does not require the Medical Consultant to be a member of the Community Health Board, but the Board's Bylaws and Joint Powers Agreement do have this requirement. The Board must contract with a Medical Consultant. It was discussed this requirement may be met by individual counties in a CHB having a contract with a physician as medical consultant. After discussion, it was decided that Eric Villeneuve, Itasca County Health and Human Services Director, will draft a revision to the Bylaws and Joint Powers and review it with the three county health and human services administration. Upon a motion from Laurie Westerlund, seconded by Leo Trunt, it

Review Bylaws, Joint Powers Agreement, Personnel Policies and Discuss Medical Consultant Contract (Continued):

was requested that Eric Villeneuve draft revisions to the Bylaws and Joint Powers Agreement; submit these changes to the county attorneys for review, and return with the new draft of these documents to the Community Health Board for approval; motion carried.

Kelly Chandler noted that Itasca County will request that the County Board post for a Board member position to complete the unexpired term of one representative.

Because of work on restructuring the Community Health Board, review of the Personnel Policies was deferred until after the new CHS Administration structure is completed.

Election of Officers:

As the first meeting of 2015, the Board needs to elect a Chairperson, Vice Chair and Secretary. The Board also needs to appoint the SCHSAC Representative and Alternate. Upon a motion from Leo Trunt, seconded by Ihleen Williams, Brian McBride was nominated as 2015 Chair of the Community Health Board; motion carried.

Upon a motion from Betsy Johnson, seconded by Phyllis Karsnia, Leo Trunt was nominated as 2015 Vice Chair of the Community Health Board; motion carried.

Upon a motion from Laurie Westerlund, seconded by Betsy Johnson, Ihleen Williams was nominated as 2015 Secretary of the Community Health Board; motion carried.

Upon a motion from Phyllis Karsnia, seconded by Laurie Westerlund, Betsy Johnson was nominated as 2015 State CHS Advisory Committee Representative; motion carried.

Upon a motion from Phyllis Karsnia, seconded by Laurie Westerlund, Betsy Johnson was nominated as 2015 State CHS Advisory Committee Representative; motion carried.

Upon a motion from Ihleen Williams, seconded by, Leo Trunt, Laurie Westerlund was nominated as 2015 State CHS Advisory Committee Alternate; motion carried.

CHB Administration Subcommittee Report:

The Subcommittee presented printed documents of its review process, research and recommendations for a new administration structure for the Community Health Board. Laurie Westerlund complimented the Subcommittee on working very hard on this process. Discussion was held regarding these materials.

Upon a motion from Betsy Johnson, seconded by Ihleen Williams, it was requested that the Aitkin-Itasca-Koochiching Community Health Board hire a 1.0 FTE Community Health Services Administrator; motion carried

CHB Administration Subcommittee Report (Continued):

Upon a motion from Betsy Johnson, seconded by Ihleen Williams, it was requested that the Aitkin-Itasca-Koochiching Community Health Services Grants Manager position be discontinued not before July 4, 2015 and contingent upon the hiring of a Community Health Services Administrator; motion carried.

Upon a motion from Betsy Johnson, seconded by Laurie Westerlund, it was requested that the CHS Administrator Job Description, along with the Administrator Duties List be adopted as presented; motion carried.

Eric Villeneuve next discussed a need to apply for Federal Tax ID numbers, MN State Tax ID numbers, a SWIFT ID, a SAMS number and a DUNS number, which would all be unique to the Aitkin-Itasca-Koochiching Community Health Board. In past years, the Board has utilized the numbers of Itasca County for these purposes. Kelly Chandler will work with Christine Krebs, Itasca County Health and Human Services Business/Fiscal Division Manager, to get these numbers changed.

The Board also needed to look at a new insurance plan for Community Health Board employees. In past practice, this had been handled by Board employees being eligible for coverage through the Itasca County Health Insurance Pool. Eric has looked into future employees being eligible for the Procure Pool which is a grouping of governmental agencies. The Community Health Board can apply to be a member of this pool.

Leo Trunt made a motion, seconded by Betsy Johnson, to authorize the Community Health Board to apply to change its federal and state numbers and ID's as necessary and to apply to be a member of the Procure Insurance Pool; motion carried.

The Board next discussed the 2015 proposed CHS Administration budget and the Salary and Benefit package to be paid to the Administrator. Kelly Chandler presented the budget detailing the line items added.

Upon a motion from Betsy Johnson, seconded by Ihleen Williams, it was requested that the 2015 CHS Administration Budget be approved as presented; motion carried.

The next item to address was the formation of a Hiring Committee. Betsy Johnson said this needs to be a committee of the Board with input from the county staff. Janelle Schroeder said that MDH staff have offered to review applications to assure that applicants meet the requirements for this position. The CHB Administration Subcommittee will advertise for candidates with the deadline for applications being March 20, 2015. After discussion, a Hiring Subcommittee was formed with Brian McBride, Koochiching County Commissioner and Board Chair, Betsy Johnson, Itasca County Board representative and Ihleen Williams, Aitkin County Board representative, as members. The Hiring Subcommittee will meet to put together a process for the interviews. It was noted that Public Health Division Manager/ Supervisors should be involved in the interviews. March 30 was set as a date for the Hiring Subcommittee to meet along with Janelle Schroeder and review the applications forwarded after state review and develop interview questions. Kelly Chandler said some interview questions are available to review. It was then decided that the interviews will take place on April 9, 2015. The Board

will hold a short business meeting of the Board commencing at 9:00 a.m. followed by interviews beginning at 11:00 a.m. The Hiring Subcommittee will notify applicants of interview times.

Next Meeting & Calendar for 2015 Meetings:

The next meeting of the Community Health Board will be April 9, 2015, at 9:00 a.m. in Grand Rapids. It was noted there is a conflict with the scheduled October 8, 2015 Board meeting falling during the Community Health Conference. The Board will discuss how to handle this at a later meeting.

Other:

Tom Burke, Aitkin County Health and Human Services Director explained concerns regarding Fond Du Lac airspace issues and the impact on Aitkin County and other areas of the state.

Adjournment:

Upon a motion from Laurie Westerlund, seconded by Ihleen Williams, the Board meeting was adjourned at 1:00 p.m..

February Update for Aitkin County Public Health

*SHIP

- *Nutrivan Garden coordination transferred to ISD #1 via a transition workshop presented to school staff on January 19th.
- *Coordination of initiatives has begun with the Hill City School and Community Health and Wellness Committee. Great momentum, energy and support.
- *Looking into greater opportunities for the local farmer's market, including possibility of accepting EBT payments.

*Home Visiting

- *Experimenting with electronic options in the home for teaching, charting and signing of documents
- *PHN and SW continue to attend the Infant Mental Health Course at the U of M 2 days per month. Will be working on final project, consisting of internal intake processes and program development.
- *Conversations continue with Lakes & Pines for the exploration of partnering on program development that would provide families with a mental health navigator or support worker.

*WIC

- *PCS friendly education has been being used by all of the WIC staff. Nutrition education materials and clinic atmosphere has been revised to become more PCS friendly.
- *Staff have started the process for implementing appointment text reminders, which will be done in-house by support staff.
- *WIC has launched a Facebook page.

*Emergency Preparedness—

- *Staff continue to work on Sheltering sites and create plans on how those locations would be best utilized.
- *Meetings are being scheduled to move forward with the planning of sheltering exercises, beginning with a tabletop exercise moving toward a full scale, functional exercise.

*Health Education

- *Our media plan has been formulated and in place for about 6 months. Each month an article is drafted and sent to 3 newspapers for publication and posters are created and hung in a variety of locations throughout the county.
- *Health Education has launched a new Facebook page.

*Home and Community Based Services—

- *100% of new assessments are being conducting using MNChoices
- *Anticipating reassessments using MNChoices will launch at some point this summer or fall along with Health Plan assessments
- *1 full time staff opening in this unit

*DP&C

- *Flu has been prevalent in most of our school districts
- *760 total flu shots were given this season
- *Looking into taking advantage of coordinating with the schools to obtain state provided flu vaccine to distribute during exercise activities next fall

*Mental Health

- *56 school administration and staff participated in an Aitkin County Health & Human Services sponsored training on QPR (Question, Persuade, and Refer) training held at the Aitkin High School on January 19th.
- *Over 70 participants from Aitkin County offices and collaborating service offices attended a 3.5 hour Aitkin County Health & Human Services sponsored Mental Health First Aid Training

*Local Public Health

- *CHIP and Strategic plans have been completed and submitted for final approval
- *3 Health & Human Services staff continue to work with the Aging in Aitkin County Initiative through Northland Foundation. Discussions continue about what current providers are available and where there are barriers to keeping aging residents in their homes.

*Upcoming Activities

- *Bike to Work Day—May 14th
- *Hill City Health Fair—May 20th
- *Aitkin County Fair—July 8-11th

Itasca County Public Health Update – February 12, 2015

- Last open Public Health Nurse Position has been filled. Staff begins working on February 9
- A PHN is on maternity leave
- Case Aide retires March 13 – recruitment currently taking place
- E-cigarettes – reviewing data and will bring back recommendation to county board in 2015 regarding local ordinances that potentially could be adopted
- Continue to work on internal processes for MN Choices assessment
- Beginning to enroll clients into Intensive Home Visiting Program which is Healthy Families America
- Referrals for under 65 disabled population are high. Currently 14 clients on wait list for funding/services in the community
- Kelly meeting with Quad County and MDH on behalf of the CHS to secure grant funding to augment/support our SHIP and CTG work in the NE Region. Interview with MDH taking place on February 6.
- Get Fit/SHIP launching a worksite wellness initiative in Itasca County.
- Influenza vaccination clinics completed. Approximately 1200 vaccinations administered.
- Kelly and Eric to meet with Representative Matt Dean and Itasca County Lobbyist, Loren Solberg regarding restoration of LPHA funding cuts from 2003

Koochiching County Public Health Update

February 2015

- ✚ Case management/care coordination
 - Started UCare MSHO in January
 - Tracking nurse/client ratio as numbers getting high
 - MnCHOICES challenging with computers and length of assessment
- ✚ WIC
 - Only one nurse doing WIC at present-still need back-up nurse
 - Starting to use support staff to make phone call prior to appts to help with attendance on actual date and to hopefully alleviate need to follow up for no shows
- ✚ Disease Prevention and Control
 - Researching information with schools and measles vaccination rates
- ✚ Emergency Preparedness
 - nice connections with Fort Frances and cross border planning
 - Staff going out to individual towns to present our program and ask their needs regarding PH EP
- ✚ Maternal Child Health
 - Increasing number of challenges for our young families; will look at more intensive home visiting structure when staff back to full coverage
 - 104 births for Koochiching County in 2014
 - Working with local hospital on breastfeeding strategies
- ✚ SHIP
 - School strategies starting again
 - Still need coverage for Active Transportation strategies
- ✚ New 1422 grant to work on Diabetes and Obesity received by the 7 county NE region—not sure exactly what that means for individual counties yet
- ✚ PPMRS
 - Work to be done and into the state by March 31st
 - Need to do full set of 100 plus items this year c/t 35 or so last year
 - Thank you Kelly and Erin and staff for the great QI, CHIP and Strategic Planning documents!
- ✚ Advertising for a nurse
- ✚ I am looking at program services/structure and planning how we go forward with our strategies. I am pulling in support staff as appropriate and working more with a team approach to programs. We have a couple programs that it may make sense to switch our focus to Outreach instead of actual provision of services. More to look at before decisions are made though.

LPHA Update – February 12, 2015

- New Executive Director replacing Britta Orr – Lorna Schmidt
- MDH Revised Org Chart disseminated - attached
- LPHA legislative fact sheets being written/revised
 - Local Public Health Grant – Restore funding to level prior to 30% cut in 2003
 - This is the lead priority
 - Fact sheet is attached
- Following potential shifting of TANF funding from family home visiting to increased cash assistance for families.
 - Welfare lobbyists are advocating for this
 - This would affect Itasca at \$58,000 from budget
 - Aitkin at \$34,000
 - Koochiching at \$29,000
 - Total \$121,900
- LPHA contract lobbyists are Brian McDaniel and Christian (unsure of last name)
- MDH received CDC funding to offset costs of Ebola surveillance and monitoring
 - Half of monies went to MDH and half went to Hennepin and Ramsey Counties
 - MDH requested local departments send their estimated costs of Ebola response/preparation to them for potential reimbursement.
- LPHA day at the capital is March 19
 - Members encouraged to meet with their legislators that day.
- Request coming from NE Region to have LPHA rep(s) participating in discussions with MDH/DHS regarding billing codes and reimbursement decisions – mostly related to family home visiting

Increase Funding to the Local Public Health Grant



Public Health
Prevent. Promote. Protect.

The state needs to invest more in public health.

According to a recent national report, Minnesota's investment in public health ranks 44th in the nation. Increasing the state's investment will strengthen our local public health system, helping community health boards and tribes address 21st century public health issues.

Why is state investment needed?

Investing in public health reduces health care costs.

For example, pregnant women who participate in the WIC Nutrition Program have fewer premature births and fewer low birth-weight babies. The average first year medical costs for a premature/low birth-weight baby is \$49,033 compared to \$4,551 for a baby without complications.

Investing in public health protects the public's health from outbreaks of infectious disease. Vaccination against childhood communicable diseases is one of the most cost-effective public health interventions available. According to an extensive cost-benefit analysis by the Centers for Disease Control, every dollar spent on immunization saves \$6.30 in direct medical costs, with an aggregate savings of \$10.5 billion across the U.S.

Investment is needed to prepare for the future.

Many local health departments lack the capacity to respond to changing demographics, health disparities, and emerging issues (like Chlamydia or Ebola, for example), in addition to the complex health issues already impacting their communities. Present public health capacity is uneven around the state, with the greatest need in areas with low tax base who have found it difficult to use property taxes to address gaps.

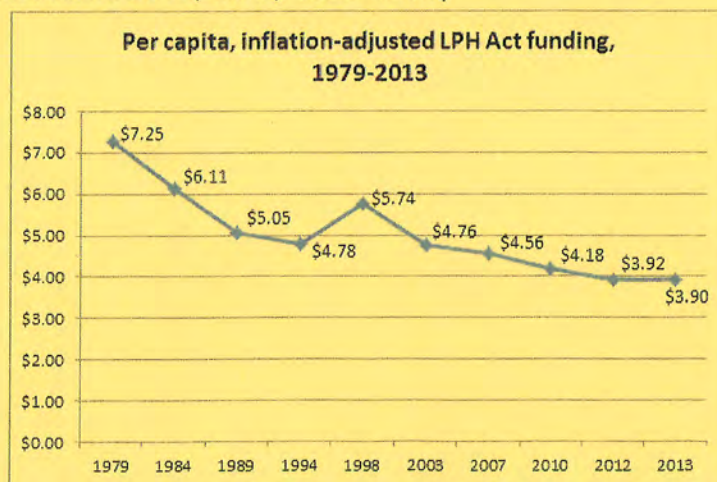
Investing in public health prevents deaths.

Every 10% increase in public health spending resulted in a 7% decrease in infant mortality and a 3% decrease in heart disease mortality. (Mays et. al. Health Affairs 2011, 30:8, 1585-1593)

State funding has declined.

Per capita funding from the LPH Act Grant has declined substantially and steadily since the Act passed in the 1970s and has not kept pace with inflation. (Minnesota Department of Health, 2014)

For more information, please contact:
Local Public Health Association of Minnesota
Legislative Co-Chairs:
Bonnie Brueshoff 651-554-6103
Renee Frauendienst 320-656-6284



January 2015

AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

VIII. – A.

Wednesday, February 4, 2015

Committee Members Present: Marlene Abear
Jim Carlson
Diane Eastman, AFSCME Union Rep.
Roberta Elvecrog
Kami Genz, CMCC
Darlene Hlidek
Joy Janzen
Kristine Layne, Riverwood HealthCare
Robert Lewis
Bob Marcum
Jessica Seibert, HRA
Amanda Voller, Workforce Center
Commissioner Laurie Westerlund

Others Present: Tom Burke, Director
Erin Melz, Public Health Supervisor
Ann Rivas, Social Service Supervisor
Julie Lueck, Clerk to the H&HS Advisory Committee

Guests: Joel Hoppe

Absent: Katie Nelson, Riverwood Foundation
Gayle Janzen
Bev Mensing, Red Cross
Commissioner Anne Marcotte

Various sheets to be circulated at this meeting were discussed prior to the start of the meeting which included a list of e-mail addresses for members which Julie asked the committee members to review for accuracy, the sign-up sheet for the Community Meal in McGregor, and the Board Schedule for 2015 for committee members to sign up to attend. It was also brought to our attention by Bob Lewis that this would be his last meeting as he had sold his home and would be leaving the area. We wished Bob well in this new chapter of his life.

I. Approval of Agenda

Motion by Roberta Elvecrog, seconded by Bob Lewis, and carried; the vote was to approve the Agenda with additions under III Project – Bob Marcum.

II. Approval of Minutes of the January 7, 2015 Meeting

Motion by Bob Lewis, seconded by Roberta Elvecrog, and carried; the vote was to approve the January 7, 2015, minutes.

III. Review Statute Governing the H&HS Advisory Committee – Tom Burke gave a history of the development of the Health & Human Services Agency including assembling a variety of individuals to serve on the Advisory Committee. Tom reviewed the Statute pertaining to this Advisory Committee. Active participation will be encouraged for members to join planned activities to include the County Fair, Emergency Preparedness and training we may be able to offer and in all cases be prepared to report back to the other committee members. A list of activities for the rest of the year will be prepared

and distributed to the committee members.

Bob Marcum discussed a project he was looking at with respect to an "Aging in Place" Directory of Services for seniors. It was suggested he contact Aitkin County CARE and work with them to develop or expand upon the current AC CARE Directory.

IV. Task Force Reports/Updates: (Discuss the Addition of Members to these Groups)

- A. **Corrections** - Kami Genz/Roberta Elvecrog – No report.
- B. **Public Health** – Bob Marcum / Kristine Layne – No report.
- C. **Children's Social Services/Mental Health** – Bev Mensing/Katie Nelson/Darlene Hlidek – No report
- D. **Adult Social Services/Mental Health** – Jessica Seibert / Bob Marcum / Marlene Abear – No report.

V. **Budget Committee Report/Update** – Jim Carlson / Jessica Seibert – No report. Meeting scheduled with Kathy Ryan on February 24th. Kathy will present Budget Report to Advisory at the March meeting.

VI. **Review new list of Topics/Schedule of Presentations for 2015 Committee Meetings** – The Aging Initiative with Beth Leaf presenting was added to the May 6th meeting.

VII. Comments:

- A. **Comments from the Committee Members for the Commissioners relative to HHS** - Nothing
- B. **Feedback from the Board Meetings – January 27, 2015 – Joy Janzen / Roberta Elvecrog**
Joy Janzen pointed out the minutes were in the packet and that Ann Rivas also gave a very good presentation with respect to a Mental Health Training given at Aitkin High School.

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

FEBRUARY 24	Jessica Seibert	Jim Carlson	MARCH 24	Bob Marcum	_____
APRIL 28	Darlene Hlidek	Marlene Abear	MAY 26	Gayle Janzen	_____
JUNE 23	_____	_____	JULY 28	_____	_____
AUGUST 25	Bob Marcum	_____	SEPTEMBER 22	Jessica Seibert	Marlene Abear
OCTOBER 27	Jim Carlson	Amanda Voller	NOVEMBER 24	Bob Marcum	_____
DECEMBER 22	_____	_____			

VIII. Miscellaneous Discussion

- A. **Operation Christmas Statistical Report** – Jim Carlson reviewed his handout with respect to the number of children served and the amount of money spent to purchase toys over the past five years.
- B. **Community Meal in McGregor** - The sign-up sheet was circulated for serving on March 18th.

IX. Adjourn

Motion by Jim Carlson, seconded by Bob Lewis, and carried; the vote was to adjourn the meeting at 4:43 p.m.

Joy Janzen, Chairperson

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 January 7, 2015, Advisory Committee Meeting
- Draft Copy of January 27, 2015, Health & Human Services Board Meeting Minutes
- List of current members on Task Forces and availability for additional members on each
- Statute Governing the H&HS Advisory Committee
- Committee Member Job Description, Mission Statement, By Laws, & Organizational Chart
- Topics for Discussions/Presentation Schedule for 2015
- Review Schedule for Advisory Members to attend H&HS Board Meetings in 2015
- H&HS Advisory Committee Membership Roster (Not to be shared beyond this group)
- Statistical Report for Operation Christmas from Jim Carlson

DRAFT