

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

I. Attendance

The Aitkin County Board of Commissioners met this 24th day of February, 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 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; Adam Hoogenakker, Aitkin Independent Age; Jessica Seibert, Jim Carlson and Roberta Elvecrog, H&HS Advisory Committee Members; Bob Harwarth, Galen Tveit, and Leah Heggerston, citizens.

II. Approval of Health & Human Services Board Agenda

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

III. Review January 27, 2015 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 Marcotte, and carried; the vote was to approve the Bills as presented this date.

V. General/Miscellaneous Information

- A. Various Housing Options** – Eileen Foss reviewed the handout for housing resources. Jessica Seibert, from HRA, answered questions about various housing types/programs/availability in the county.
- B. Lakes & Pines Collaborative/Wrap** – Kathy Ryan discussed the developing program known as School Readiness Wrap-Around which is a collaboration between Health & Human Services and Lakes & Pines to develop in-home assistance to support parents with young children preparing to start school. It is in the planning stages and Lakes & Pines will be the employer of the worker and H&HS would contract with them. Kathy noted that to receive assistance from this program a formal Mental Health diagnosis is not needed. Potential referral sources for families to this program may come from the Lakes & Pines HeadStart program staff, Social Workers at H&HS, Home Visiting nurses at H&HS, and the schools. Ann Rivas noted that the Aitkin Independent Age will be doing a series of articles for Health & Human Services on Mental Health in the coming months.
- C. Window Film** – Eileen Foss discussed the bulletin indicating the Feds are requiring extra security measures be put into place to comply with the FTI (Federal Tax Information) Security System. One of the solutions for our office is the window film on 17 windows. Board asked for additional information with respect to the amount of the fine and consequences for non-compliance. The Board also requested contact with Sheriff Turner as to whether or not he would agree to having film on the windows for the safety of his deputies and our staff. If he agrees with having the window film, we should resubmit the request to go on the Consent Agenda for the March 10th Board meeting.

- D. **Retirement Resignation – Eileen Foss, Income Maintenance Supervisor – The Board acknowledged Eileen’s upcoming retirement noting they were sorry and sad to see her departure from the agency and noted they appreciated her work over the past many years. (43+ years in county government)**
- E. **CY2015 Adult Mental Health Grant – CSP – Acceptance – Kathy Ryan discussed the CY 2015 CSP grant dollars for Aitkin County and asked for approval to accept the money along with the Board Chair signature.**
Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve and authorize the Board Chair to sign the CY2015 Adult Mental Health Grant – CSP Agreement between Aitkin County and Department of Human Services for the dollar amount of \$55,418.

VI. Administrative Reports:

- A. **Financial & Transportation Reports - Kathy Ryan reviewed the reports.**

VII. Joint Powers Board Reports:

- A. **Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Erin Melz –Feb. 12, 2015 Meeting Minutes.**
Erin Melz reviewed the minutes and reports included with the Board packet highlighting various important points.

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. Jim Carlson reviewed an Operation Christmas statistical report he handed out. Commissioner Marcotte noted she has two openings from her district available on the Advisory Committee and has not been able to find candidates to fill the positions.**
- B. AEOA Committee Update – Commissioner Westerlund did not attend the last meeting.
- C. NEMOJT Committee Update – Commissioner Napstad was unable to attend the last meeting.
- D. CJI (Children’s Justice Initiative) – Commissioner Westerlund – Sue Tange noted they had a conversation regarding upcoming legislation.
- E. Lakes & Pines Update – Commissioner Niemi noted there has not been a recent meeting.

IX. Break at 10:12 a.m. for 15 minutes

Next Meeting – March 24, 2015