

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

- 9:05 A.M.**
- I. Attendance**
  - II. Approval of Health & Human Services Board Agenda**
  - III. Review October 27, 2015 Health & Human Service Board Minutes**
  - IV. Review Bills**
  - V. Contracts/Agreements**
    - A. Detoxification Services Contract between Central Minnesota Mental Health Center and Aitkin County Health & Human Services for the period January 1, 2016 through December 31, 2016.
    - B. Letter of Agreement between ACH&HS and Dr. Mark Heggem, MD at Riverwood Healthcare Center for the period January 1, 2016 through December 31, 2016.
    - C. CMHS Services Agreement between Aitkin County Health & Human Services and Trimin Systems ECS Services for the period January 1, 2016 through December 31, 2016
  - VI. Administrative Reports:**
    - A. Financial & Transportation Reports
  - VII. Joint Powers Board Reports:**
    - A. Tri-County Community Health Services Board (CHS)  
Commissioner Westerlund / Erin Melz / Tom Burke  
October 15, 2015 Meeting Minutes
  - VIII. Committee Reports from Commissioners**
    - A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte  
Committee Members attending today: Amanda Voller & Bob Marcum  
November 4th meeting minutes.
    - B. AEOA Committee Update – Commissioner Westerlund
    - 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 – December 22, 2015**

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

**I. Attendance**

The Aitkin County Board of Commissioners met this 27th day of October, 2015, at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Ann Marcotte, Brian Napstad, and Don Niemi; and others present included: County Administrator Nathan Burkett; H&HS Staff Members Tom Burke, Director; Ann Rivas, Social Service Supervisor; Erin Melz, Public Health Supervisor; Jessica Goble, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog, H&HS Advisory Committee Member; Bob Harwarth & Mike Hagen, citizens.

Absent – Commissioner Laurie Westerlund.

**II. Approval of Health & Human Services Board Agenda**

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

**III. Review September 22, 2015 Health & Human Service Board Minutes**

*Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the Minutes of the September 22, 2015 Health & Human Services Board Meeting.*

**IV. Review Bills**

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

**V. FYI**

- A. State of Minnesota Proclamation – County Financial Worker & Case Aide Day – Wednesday, October 28, 2015. *Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve and support the State of Minnesota Proclamation – County Financial Worker & Case Aide Day on Wednesday, October 28, 2015.*
- B. DHS Certificate of Congratulations to ACH&HS Income Maintenance Staff for achieving 100% timeliness for SNAP 30-Day Processing between July 2014 and June 2015. Jessi Goble clarified that the SNAP program processes on average 200 new applications per month and this is quite an accomplishment for our Financial Workers to achieve 100% timely processing within each 30 day time period for the entire year. Congratulations go out to our Financial Workers.
- C. Anoka County Hold Order Costs – Tom Burke / Kathleen Ryan updated the Commissioners on this topic since our last Board meeting.

**VI. Contracts/Agreements**

- A. Purchase of Service Agreement between ACHHS and Dr. George Petrangelo, dba Family Assessment Services for the period October 1, 2015 to December 31, 2016. *Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreement between ACHHS and Dr. George Petrangelo, dba Family Assessment Services for the period October 1, 2015 to December 31, 2016.*
- B. County Board Approval of the 2016-2017 County MFIP Biennial Service Agreement. *Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the 2016-2017 County MFIP Biennial Service Agreement.*

**VII. Administrative Reports:**

- A. Financial & Transportation Reports – Kathleen Ryan reported to the Board that we are running on course with our budget including the Foster Care payments. Transportation costs are down as far as the county funds used for the no load miles and per diems not billable to MA.

**VIII. Committee Reports from Commissioners**

- A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte  
Committee Members attending today: Jim Carlson and Jessica Seibert  
October 7th meeting minutes were reviewed/discussed with respect to the presentation made by Stacey Durgin about the Good Foods Assessment Results.
- B. AEOA Committee Update – Commissioner Westerlund – No Report
- C. NEMOJT Committee Update – Commissioner Napstad – Updated the Board on the layoffs occurring on the Iron Range and how they are dealing with the population laid off who must be in a re-training to continue receiving unemployment benefits.
- D. CJI (Children’s Justice Initiative) – Commissioner Westerlund – No Report
- E. Lakes & Pines Update – Commissioner Niemi – No Report

**IX. Break at 9:\_\_\_ a.m. for \_\_\_\_\_ minutes      Next Meeting – November 24, 2015**



# CENTRAL MINNESOTA MENTAL HEALTH CENTER

## DETOXIFICATION SERVICES CONTRACT

This service agreement is for the period of January 1, 2016 through December 31, 2016.

Central Minnesota Mental Health Center agrees to accept appropriate referrals from Aitkin County Health and Human Services for the purpose of providing the following detoxification services:

1. Initial health assessment and, if needed, provision of medical services either on-site or by transfer to the appropriate medical facility.
2. Detoxification surveillance and protection of client
3. Evaluation of chemical dependency and psycho-social functioning.
4. Short-term counseling related to assessment of social and health problems and oriented to development of a negotiated treatment plan.
5. Discharge planning, referral to appropriate treatment resources and follow up.

Aitkin County Health and Human Services shall reimburse Central Minnesota Mental Health Center at a daily rate of \$445.00 per client, plus charges for necessary and agreed upon medical care not included as part of the regular program and less third party payments received. When transportation is provided by Central Minnesota Mental Health Center, Aitkin County Health and Human Services shall reimburse the sum of \$150.00 for each trip.

**Rates for Commitment Holds:** It has been determined that by definition of a civil commitment, an individual is determined by a court of law to be a risk to themselves or others, therefore, demands and protocol above and beyond those necessary for detoxification services are warranted. These additional responsibilities are offset by a commitment hold rate of \$550/day, for every day after the 72 hour maximum detoxification stay

APPROVED AS TO FORM AND EXECUTION:

\_\_\_\_\_  
Aitkin County Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aitkin County Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thomas Burke, Director  
Aitkin County Health & Human Services

\_\_\_\_\_  
Date

*Catherine LaGow*  
\_\_\_\_\_  
Catherine LaGow, Interim Executive Director

*11/5/15*  
\_\_\_\_\_  
Date

1321 North 13th Street  
St. Cloud, MN 56303  
320-252-5010  
FAX 320-252-0908

308 12th Avenue South  
Buffalo, MN 55313  
763-682-4400  
FAX 763-682-1353

253 8th Street NW, Suite A  
Elk River, MN 55330  
763-441-3770  
FAX 763-441-9057

407 Washington Street  
Monticello, MN 55362  
763-295-4001  
FAX 763-295-5086

Annandale IRT  
380 Annandale Boulevard  
Annandale, MN 55302  
320-274-4060  
Fax 320-274-4069

Northway IRT  
1509 North 24th Avenue  
St. Cloud, MN 56303  
320-252-8648  
Fax 320-529-4909

St. Cloud Act Team  
3333 West Division Street  
Suite 217  
St. Cloud, MN 56301  
320-253-4120  
Fax 320-253-4179

Monticello Act Team  
407 Washington Street  
Monticello, MN 55362  
763-271-5340  
Fax 763-271-5350



Aitkin County Health and Human Services  
204 – 1<sup>st</sup> Street NW  
Aitkin, MN 56431

LETTER OF AGREEMENT

Aitkin County Health and Human Services hereafter referred to as "ACH&HS" and Mark Heggem, MD, a medical doctor practicing at Riverwood Healthcare Center, 200 Bunker Hill Drive, Aitkin, MN 56431, enter into this agreement for the purpose of Public Health Medical Consultant, beginning January 1, 2016 through December 31, 2016.

Witnessed

Whereas, Aitkin County Health and Human Services is desirous of contracting with Dr. Mark Heggem, medical consultant; and

Whereas , Mark Heggem, MD, is desirous of providing Medical Consultation, the following is agreed upon:

1. Mark Heggem, MD will review and sign all new and existing standing medical orders and vaccine protocols on an annual basis or as requested.
2. Authorize approval of vaccine orders as noted in ACH&HS vaccine protocols.
3. To be the Public Health medical contact regarding Public Health DP&C (Disease, Prevention & Control) issues as they arise.
4. To provide general consultative services as needed.
5. The agreement will be reviewed on an annual basis.
6. The Contractor agrees to carry all necessary Workers' Comp. and Liability Insurance.
7. This agreement may be canceled by either party with a 30 day written notice.

IN WITNESS WHEREOF, ACH&HS and the Provider have executed this agreement as of the day and year first above written:

\_\_\_\_\_  
Thomas Burke, Director, Aitkin County Health and Human Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Aitkin County Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Mark Heggem

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aitkin County Attorney

\_\_\_\_\_  
Date

**CMHS Services Agreement for 2016**

**AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN**

**AITKIN COUNTY HEALTH & HUMAN SERVICES**

**and**

**TRIMIN SYSTEMS, INC.**

This Agreement made by and between Aitkin County Health & Human Services, 204 - 1st Street NW, Aitkin, MN 56431, hereinafter referred to as the "County" and TriMin Systems Inc., 2277 Highway 36 West, Suite 250, St. Paul, Minnesota, hereinafter referred to as "TriMin". Where the Agreement refers to "User Group", it is understood to mean all counties who are parties to this Agreement.

**WITNESSETH**

WHEREAS, the County wishes to retain professional services to obtain computer programming and technical assistance for the maintenance and support of computer systems now in use by the County and a number of other counties; and

WHEREAS, the County has undertaken to retain professional services as described above as a member of a group of Minnesota county welfare and human services agencies and other entities, sometimes known as Computer Management for Human Services (CMHS); and

WHEREAS, TriMin has and will be expected to render substantial services hereunder without advance notice on an emergency basis; and

WHEREAS, TriMin and selected personnel currently are making a substantial commitment of time and resources for the future, prior to the rendering of services and the use of those resources pursuant to this Agreement, all in reliance upon this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the parties agree as follows:

I. Systems to be supported.

TriMin agrees to provide computer programming, technical assistance, and related services to support and maintain the systems and systems components including, but not limited to:

- A. Agency Collection System (ACS)
- B. Social Welfare System (SWS)

## II. Support Definition.

- A. Support: TriMin will provide application support for County via telephone, email and quarterly CMHS meetings. Support includes the following aspects:
1. Consultation and problem assistance
  2. New staff orientation/overview training (remotely)
  3. Bug Fixes
  4. Mandated Modifications, per II-C below
  5. Invoicing of charges to the County
- B. Special Projects: "Special Projects" are those projects which the User Group may authorize from time to time above the fixed annual amount for Support. A Special Project shall be initiated upon receipt of written notification from the CMHS Executive Board.
- C. Mandated Systems Modifications: "Mandated Systems Modifications" are those systems modifications necessitated by mandates or service program changes imposed by federal or state laws, rules, or regulations. TriMin agrees that Mandated Systems Modifications shall be undertaken without delay and with the understanding that, with respect to completion of the modifications, time is of the essence. Mandated Systems Modifications shall take precedence over any other project or maintenance service being performed pursuant to this Agreement.
- Mandated Systems Modifications services shall be included in the scope of this support agreement, provided that the estimated hours for any particular mandated modification is less than or equal to 40 hours of effort.
- In the event that a Mandated Systems Modification effort is deemed to be greater than 40 hours the Mandated Systems Modifications services shall be approved by the CMHS Executive Board and funded by Counties participating in the Annual Support for a given application (i.e. ACS or SWS).
- Mandated Systems Modifications shall be subject to the cost allocation billing rates and special conditions set forth in this Section and in Sections III. and IV. below.
- Mandated Systems Modifications shall be initiated upon receipt of authorization from the CMHS Executive Board.
- D. Direct Support: "Direct Support" is that assistance provided to the County or to a group of counties at its/their request and is not Shared Support. Direct Support includes, but is not limited to, start-up services for the County, special seminars or training or modifications for a county or counties not requested by the User Group as a whole.

## III. Allocation of Charges and Costs

- A. Charges and costs for Support, Special Projects, and Mandated Systems Modifications, as defined in Section II-A, B, and C above, shall be billed to the County.
- B. Charges and costs for Direct Support, as defined in Section II-D, above, shall be chargeable to the County requesting such services, and TriMin shall bill the County for Direct Support. Direct support charges and costs shall be itemized according to type of services.

#### IV. Billings of Charges and Costs

- A. TriMin shall bill the County the charges and costs for Support services, as defined in Section II, above, at a flat rate as set forth below, and per the system(s) used and selected below by the county (per "x" in square(s) below):

- Annual Support for ACS, paid as one-time charge (one billing): \$1,500**
- Annual Support for SWS, paid as one-time charge (one billing): \$1,500**
- Annual Support for ACS, billed and paid quarterly (4 billings): \$1,600 (\$400 per quarter)**
- Annual Support for SWS, billed and paid quarterly (4 billings): \$1,600 (\$400 per quarter)**

Calendar quarter shall mean three (3) consecutive calendar months and the quarter shall commence with, respectively, the months of January, April, July, and October, of each calendar year.

- B. TriMin shall bill the County the charges and costs for Special Projects as defined in Section II-B, above, at the hourly rates, set forth in Section IV-E, below. Such billing shall identify the system being supported.
- C. Invoices pursuant to Section IV-A, IV-B, and IV-C, above, shall be billed no more than 30 days in advance to the County, on a quarterly basis and shall be paid by the county within forty-five (45) days of the date of the invoice. Annual one-time charge option will only be billed once rather than quarterly if selected by county.
- E. The hourly rates charged by TriMin during the duration of this Agreement shall be the following:

\$150 per hour

- H. Non-payment and remedies of TriMin: In the event that the County does not pay TriMin, within forty-five (45) days of the date of the invoice, the amount due pursuant to an Annual or Quarterly invoice, TriMin shall have the option to terminate its obligation to render further services to the County upon fourteen (14) days written notice thereof.

#### V. Allowance for Cost of Additional Services

Special Projects and Mandated Systems Modifications, as defined in Sections II-B and II-C, above, may only be billed to County if approved by CMHS Executive Board prior to commencement of services being performed on County's behalf. The actual expenditure of this allowance is only authorized as defined in Sections II-B and II-C above.

#### VI. Warranties of the Parties

- A. TriMin represents and warrants as follows:

1. TriMin represents and warrants that any modifications, enhancements, or related products furnished pursuant to Section I above are designed to and will meet the functional and performance specifications and standards to be agreed upon by the parties.
2. TriMin represents and warrants that the modifications or enhancements and related products are, or shall be when completed and delivered hereunder, original work products of TriMin and that neither the modifications, enhancements, and related products nor any of their elements nor the use thereof shall violate or infringe upon any patent, copyrights, or trade secret.

- B. The County represents and warrants as follows:

1. The County represents, warrants, and covenants that it will provide the cooperation and assistance of

its personnel, as reasonably required, and as would be necessary for the completion of TriMin's services hereunder, to the extent that the services are being rendered for the County and for the County activity or system involved.

2. The County represents and warrants that it will make prompt and full disclosure to TriMin of any information regarding the government requirements and regulations related to the government program and that the system services.

## VII. Other Conditions

- A. Entire Agreement; Requirement of a Writing: Except where negotiations are otherwise authorized in the Agreement, it is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous Agreement presently in effect between the parties relating to the subject matter hereof.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.

- B. Non-Assignment: TriMin shall not assign any interest in the Agreement without the prior written consent of the County thereto, provided, however, that claims for money due or to become due to TriMin from the County under this Agreement may be assigned to a bank, trust company, or other financial institutions without such approval.
- C. Conflicts of Interest. TriMin covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement. TriMin further covenants that in the performance of this Agreement, no persons having any such conflicting interest shall be employed.
- D. Subcontracting. None of the work or services covered by this Agreement, and properly authorized by the User Group, shall be subcontracted without prior written approval of the CMHS Executive Board.

Said written consent shall not be unreasonably withheld in the event that TriMin shall reasonably request the authority to delegate or subcontract or consult regarding services to be provided hereunder and shall do so in writing except in the event of emergency, and shall request such authority only as to qualified personnel or entities, all of which shall be without any release of the responsibility of TriMin hereunder to the County for the services provided.

- E. Expenses Incurred: No Payment shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule, or regulations.
- F. Independent Contractor: For the purpose of this Agreement, TriMin shall be deemed an independent contractor, and not an employee of the County or the User Group. Any and all employees, members, or associates of TriMin or other persons, while engaged in the work or services required to be performed by TriMin under this Agreement, shall not be considered employees of the County or the User Group; and any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or TriMin, shall in no way be the obligation or responsibility of the County or the User Group.
- G. Liability: In recognition of the fact that the software covered by this agreement is not owned by TriMin, and that TriMin has no control of the use of the software by the County, TriMin's liability in performance of this Agreement shall be satisfied by its maintaining in full force and effect professional liability insurance as set forth in Section VII-I-4, below. In no event shall TriMin be liable for any consequential, indirect, special, punitive or incidental damages, whether foreseeable or unforeseeable. The limitations of damages does not apply to indemnification claims or data practice violations.

The counties who are parties to this Agreement agree to reimburse TriMin on a shared basis for the annual premium and fees for such professional liability insurance. Such reimbursement shall be paid

to TriMin by the County by the end of the first month of the Agreement. If such reimbursement is deemed by the County to be excessive, or if such coverage is unavailable, TriMin and the County agree to negotiate in good faith to either change the coverage requirement, or to eliminate liability by TriMin from this Agreement.

- H. Disclaimer of Warranties: Except as expressly provided in this Agreement, there are no warranties, express or implied, including but not limited to implied warranties of merchantability or fitness for a particular purpose.
- I. Indemnification: Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.
- J. Insurance: TriMin, for the benefit of itself, the County, and the User Group, at all times during the term of this Agreement, shall maintain and keep in full force and effect the following.
1. A single limit, combined limit, or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned and hired vehicles used regularly in provision of services under this Agreement, in an amount of not less than one million dollars (\$1,000,000) per accident for combined single limit.
  2. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than two million dollars (\$2,000,000) for property damage arising from one (1) occurrences, two million dollars (\$2,000,000) for total bodily injury including death and/or damages arising from one (1) occurrence, and two million dollars (\$2,000,000) for total personal injury and/or damages arising from one (1) occurrence. Such policy shall also include contractual liability coverage.
  3. Statutory Workers' Compensation Insurance
  4. Professional liability (errors and omissions) insurance in an amount of not less than one million five hundred thousand and no/100<sup>th</sup> dollars (\$1,500,000.00).
  5. TriMin will provide the CMHS Chairperson with certificates of insurance insurance shall provide that the insurance carrier will notify the CMHS Chairperson in writing at least thirty (30) days prior to any reduction, cancellation, or material alteration in TriMin's insurance coverage.
- K. Local Alterations: For each of the systems supported under this contract, the maintained by TriMin shall be designated the "Base System". The parties to Agreement agree to accept the base system and modifications to the base system as approved by the CMHS Executive Board. TriMin shall not be liable for claims arising from local alterations. The term "Local Alterations" shall include, but not be limited to, any software modification, and any modification to system operations contrary to those specified in the system documentation.
- L. Data Practices: All data collected, created, received, maintained, disseminated or used for any purposes in the course of TriMin's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and any other applicable state statutes and rules adopted to implement the Act as well as other state and federal laws on data privacy. TriMin agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended. TriMin designates William Mori, as its "responsible authority" pursuant to the Minnesota Government Data Practices Act for purposes of this Agreement, the individual responsible for the collection, reception, maintenance, dissemination, and use of any data on individuals and other government data including summary data.
- M. Force Majeure: TriMin shall not be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances: fire, flood, epidemic, strikes, wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers.
- N. Severability: The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or other phrase of this Agreement is, for any reason, held to be contrary to the law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.

- O. Governing Laws: The laws of the State of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement.
- P. Non-Discrimination: In carrying out the terms of this Agreement, TriMin shall not discriminate against any employee, applicant for employment, or other person, supplier, or contractor, because of race, color, religion, sex, sexual orientation, marital status, national origin, disability, or public assistance.
- Q. Applicability of Uniform Commercial Code: Except to the extent the provisions of this Agreement are clearly inconsistent therewith, this Agreement shall be governed by the applicable provisions of the Uniform Commercial Code. To the extent this Agreement entails delivery or performance of services, such services shall be deemed "goods" within the meaning of the Uniform Commercial Code, except when deeming such services as "goods" would result in a clearly unreasonable interpretation.
- R. Whereas Clauses: The matters set forth in the "Whereas" clauses on page (1) hereof are incorporated into and made a part of this Agreement.
- S. Paragraph Headings: The paragraph and subparagraph headings used in this Agreement are for reference purposes only and shall not be deemed to be a part of this Agreement.
- T. Pursuant to Minn. Stat. §16C.05, Subd.5, the Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement.
- U. Liability of the County shall be governed by the provisions of Minnesota Statutes, Chapter 466 (Tort Liability, Political Subdivisions) and other applicable law. This Agreement shall not constitute a waiver by the County of limitations on liability provided by Minnesota Statutes, Chapter 466 or other applicable laws.

#### VIII. Duration

The duration of this Agreement shall be January 1, 2016, to December 31, 2016, inclusive.

#### IX. Cancellation

This Agreement is binding for the duration of the agreement (1 year) and may not be canceled by the County or by TriMin within the contract period.



IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

TRIMIN SYSTEMS, INC.

COUNTY: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
Chairman County Board of Commissioners

TITLE: Director of Services

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Approved as to Execution and Form:

\_\_\_\_\_  
County Attorney

DATE: \_\_\_\_\_



# 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
<b>Income:</b>							
Tax Levy						1,133,384.45	
CPA and In Lieu						2,591.32	9,400.97
State Revenue	1,939.91	40,539.90	105,579.99	22,407.63	77,415.42	107,442.28	314,926.78
Federal Revenue	74,142.95	239,019.53	228,357.04	105,297.74	244,877.96	203,055.99	85,954.52
Revenue From Third Party	10,836.27	20,079.03	25,971.09	21,408.59	27,152.59	20,038.25	17,468.28
Misc. Revenue	24,781.43	20,058.61	19,601.81	15,277.69	16,245.43	10,730.78	26,321.48
<b>Total:</b>	<b>111,700.56</b>	<b>319,697.07</b>	<b>379,509.93</b>	<b>164,391.65</b>	<b>365,691.40</b>	<b>1,477,243.07</b>	<b>454,072.03</b>
<b>Expenditures:</b>							
Payments to Recipients	108,337.55	151,614.51	121,965.73	190,417.54	118,409.50	136,146.50	156,682.83
Salaries and Fringes	346,067.82	301,340.14	304,812.06	315,453.61	434,268.87	315,075.06	325,829.96
Services, Charges and Fees	34,946.78	31,070.50	24,034.29	28,148.57	30,348.07	16,650.61	37,554.58
Travel and Insurance	46,931.08	3,721.12	6,403.80	6,475.62	5,068.18	3,584.84	4,493.19
Supplies and Small Equipment	2,089.92	3,019.98	2,988.67	13,267.81	8,759.37	3,835.32	5,663.26
Capital Outlay	-	-	-	-	735.63	4,155.77	2,098.22
Misc Expense, Pass Thru	3,564.28	36,736.35	5,999.28	35,049.48	4,801.98	8,047.75	26,018.20
<b>Total:</b>	<b>541,937.43</b>	<b>527,502.60</b>	<b>466,203.83</b>	<b>588,812.63</b>	<b>602,391.60</b>	<b>487,495.85</b>	<b>558,340.24</b>
<b>Final Totals:</b>	<b>(430,236.87)</b>	<b>(207,805.53)</b>	<b>(86,693.90)</b>	<b>(424,420.98)</b>	<b>(236,700.20)</b>	<b>989,747.22</b>	<b>(104,268.21)</b>

**Cash Balance as of 11/2014**  
**4,923,822.96**

**Cash Balance as of 11/2015**  
**3,495,996.52**

	Actual Aug-15	Actual Sep-15	Actual Oct-15	Actual Nov-15	Actual Dec-15
<b>Income:</b>					
Tax Levy	-	-	-		
CPA and In Lieu	66,478.31	1,430.60	15,611.50		
State Revenue	78,666.05	109,486.82	5,867.00		
Federal Revenue	271,019.23	177,075.95	39,562.00		
Revenue From Third Party	25,089.61	21,336.33	19,500.20		
Misc. Revenue	101,387.32	7,470.57	11,307.39	1,088.24	
<b>Total:</b>	<b>542,640.52</b>	<b>316,800.27</b>	<b>91,848.09</b>	<b>1,088.24</b>	-
<b>Expenditures:</b>					
Payments to Recipients	107,150.04	103,469.41	246,001.05	155,105.93	
Salaries and Fringes	295,002.97	309,506.27	429,733.55	129,285.09	
Services and Charges	25,373.89	21,404.02	44,612.15	14,805.12	
Travel and Insurance	3,696.11	5,201.76	4,970.62	2,596.03	
Office Supplies	9,304.90	11,173.57	30,851.66	2,936.65	
Capital Outlay	301.91	-	13,930.98	-	
Misc Expense & Pass Thru	11,351.83	4,550.79	7,246.28	5,470.38	
<b>Total:</b>	<b>452,181.65</b>	<b>455,305.82</b>	<b>777,346.29</b>	<b>310,199.20</b>	-
<b>Final Totals:</b>	90,458.87	(138,505.55)	(685,498.20)	(309,110.96)	-

	YTD 2015	ACTUAL 2014	ACTUAL 2013	ACTUAL 2012	ACTUAL 2011	ACTUAL 2010	ACTUAL 2009	ACTUAL 2008
<b>Income:</b>								
Tax Levy	1,133,384.45	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	95,512.70	270,042.48	314,823.94	131,275.60	236,240.57	235,223.92	321,690.72	303,462.53
State Revenue	864,271.78	881,136.72	686,350.95	723,462.02	736,864.33	611,120.93	632,506.88	936,661.64
Federal Revenue	1,668,362.91	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	208,880.24	207,345.61	216,749.43	204,217.36	163,265.77	126,077.60	-	-
Misc. Revenue	254,270.75	315,012.26	359,291.46	451,663.65	446,320.68	541,300.99	575,677.90	608,372.74
<b>Total:</b>	<b>4,224,682.83</b>	<b>5,730,389.26</b>	<b>6,184,048.92</b>	<b>6,117,765.60</b>	<b>6,049,342.18</b>	<b>6,073,507.57</b>	<b>6,136,847.65</b>	<b>6,289,542.62</b>
<b>Expenditures:</b>								
Payments to Recipients	1,595,300.59	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	3,506,375.40	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	308,948.58	336,723.19	423,064.32	397,600.22	271,548.15	305,453.93	295,501.81	327,685.72
Travel and Insurance	93,142.35	143,562.07	89,679.42	87,885.39	96,969.42	107,221.46	125,924.90	125,736.88
Office Supplies	93,891.11	73,198.58	61,402.17	33,369.33	61,209.60	56,501.21	52,262.98	79,742.17
Capital Outlay	21,222.51	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	148,836.60	180,413.58	184,722.83	168,640.01	96,521.72	123,123.15	142,355.79	133,526.22
<b>Total:</b>	<b>5,767,717.14</b>	<b>6,065,718.43</b>	<b>5,654,467.96</b>	<b>5,929,317.85</b>	<b>5,881,836.60</b>	<b>6,074,624.26</b>	<b>6,161,619.70</b>	<b>5,731,516.20</b>
<b>Final Totals:</b>	<b>(1,543,034.31)</b>	<b>(335,329.17)</b>	<b>529,580.96</b>	<b>188,447.75</b>	<b>167,505.58</b>	<b>(1,116.69)</b>	<b>(24,772.05)</b>	<b>558,026.42</b>

ACTUAL 2007	ACTUAL 2006
2,303,196.53	1,817,723.90
389,866.09	312,877.69
790,366.43	905,921.06
2,013,560.50	1,993,226.16
-	-
568,060.27	484,763.05
<b>6,065,049.82</b>	<b>5,514,511.86</b>
1,827,333.49	1,858,630.93
3,091,358.49	2,911,440.42
271,589.87	281,345.91
91,625.96	96,293.29
63,677.05	65,267.30
24,380.79	40,048.96
148,157.71	145,866.15
<b>5,518,123.36</b>	<b>5,398,892.96</b>
546,926.46	115,618.90

## 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	\$65,772.03		
APRIL	\$79,548.43	\$69,570.36	\$101,195.78	\$52,651.49	\$71,994.81	\$61,777.07		
MAY	\$77,811.48	\$73,398.62	\$70,140.91	\$49,124.55	\$42,970.74	\$36,507.59		
JUNE	\$99,039.56	\$92,735.90	\$79,654.30	\$51,198.58	\$68,481.80	\$64,662.37		
JULY	\$74,466.67	\$63,530.39	\$68,929.00	\$59,525.43	\$53,313.73	\$42,002.03		
AUG	\$97,571.86	\$77,971.22	\$67,386.62	\$50,216.24	\$48,392.38	\$43,259.96		
SEPT	\$70,427.32	\$65,924.31	\$66,615.87	\$51,396.77	\$85,339.33	\$57,491.68		
OCT	\$89,100.75	\$83,971.03	\$45,407.15	\$47,334.14	\$44,448.43	\$39,680.49		
NOV	\$76,359.06	\$78,148.23	\$45,889.63	\$38,819.46	\$65,747.77	\$59,096.28		
DEC	\$75,599.03	\$58,313.77	\$43,359.27	\$44,200.11	\$49,814.80			
<b>TOTAL</b>	<b>\$970,887.85</b>	<b>\$886,243.11</b>	<b>\$816,028.00</b>	<b>\$590,994.27</b>	<b>\$628,754.70</b>	<b>\$572,788.61</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>CHILDREN</b>	<b>57</b>	<b>56</b>	<b>49</b>	<b>50</b>	<b>53</b>			
	\$970,887.85	(\$84,644.74)	(\$70,215.11)	(\$225,033.73)	\$37,760.43	(\$55,966.09)		
	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	\$398.96
Treatment Foster	\$24,651.96
Child Foster Care	\$ 219,747.57
Rule 8 FC	\$35,955.06
Corrections	\$ 161,808.76
Extended FC	
Rule 5	\$135,973.63
Respite	\$5,358.18
Child Care	\$3,901.15
Health Services	\$3,108.03
Transportation	<u>\$6,940.78</u>

Total \$597,844.08

### 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	\$79,352.00
Rule 5	\$27,823.14
Recoveries	\$65,771.13

Total \$172,946.27

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
<b>Total</b>	<b>\$976,259.24</b>	<b>\$544,023.08</b>	<b>\$131,713.39</b>	<b>\$300,522.77</b>

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
<b>Total</b>	<b>\$909,516.09</b>	<b>\$404,864.16</b>	<b>\$240,205.75</b>	<b>\$264,446.18</b>

Total \$909,516.09

**2012 Foster Care Breakdown**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$8,847.10	\$2,696.30	\$6,150.80	\$0.00
Treatment Foster	\$96,215.62	\$96,215.62	\$0.00	\$0.00
Child Foster Care	\$276,532.46	\$174,297.88	\$9,783.11	\$92,451.47
Rule 8 FC	\$76,095.10	\$7,061.90	\$43,317.20	\$25,716.00
Corrections	\$245,552.59	\$0.00	\$188,861.99	\$56,690.60
Electronic Monitoring	\$352.00	\$0.00	\$352.00	\$0.00
Rule 5	\$99,575.24	\$99,575.24	\$0.00	\$0.00
Respite	\$9,183.36	\$7,811.86	\$0.00	\$1,371.50
Child Care	\$0.00	\$0.00	\$0.00	\$0.00
Health Services	\$382.00	\$382.00	\$0.00	\$0.00
Transportation	\$7,187.58	\$7,187.58	\$0.00	\$0.00
<b>Total</b>	<b>\$819,923.05</b>	<b>\$395,228.38</b>	<b>\$248,465.10</b>	<b>\$176,229.57</b>

Total \$819,923.05

**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
<b>Total</b>	<b>\$610,577.75</b>	<b>\$390,081.25</b>	<b>\$144,127.08</b>	<b>\$76,369.42</b>

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
<b>Total</b>	<b>\$718,065.87</b>	<b>\$327,678.69</b>	<b>\$296,158.98</b>	<b>\$94,228.20</b>

Total \$718,065.87

**2015 Foster Care Breakdown Year to Date**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$398.96	\$398.96	\$0.00	\$0.00
Treatment Foster	\$24,651.96	\$18,948.16	\$0.00	\$5,703.80
Child Foster Care	\$219,747.57	\$162,865.15	\$10,011.05	\$46,871.37
Rule 8 FC	\$35,955.06	\$35,955.06	\$0.00	\$0.00
Corrections	\$161,808.76	\$0.00	\$134,468.00	\$27,340.76
Extended Foster Care	\$0.00	\$0.00	\$0.00	\$0.00
Rule 5	\$135,973.63	\$92,455.76	\$0.00	\$43,517.87
Respite	\$5,358.18	\$5,358.18	\$0.00	\$0.00
Child Care	\$3,901.15	\$3,901.15	\$0.00	\$0.00
Health Services	\$3,108.03	\$3,108.03	\$0.00	\$0.00
Transportation	\$6,940.78	\$6,940.78	\$0.00	\$0.00
<b>Total</b>	<b>\$597,844.08</b>	<b>\$329,931.23</b>	<b>\$144,479.05</b>	<b>\$123,433.80</b>

Total \$597,844.08

**AITKIN COUNTY VOLUNTEER DRIVER TRANSPORTATION**

<b>MONTH</b>	<b>MEDICAL TRANSPORTS COMPLETED</b>	<b>OTHER TRANSPORTS COMPLETED*</b>	<b>TRANSPORTS CANCELED OR NO SHOWS</b>	<b>TOTAL TRANSPORTS ARRANGED</b>	<b>COUNTY EXPENSE FOR MEDICAL TRANSPORTS</b>
<b>NOV</b>	<b>61</b>	<b>0</b>	<b>9</b>	<b>70</b>	<b>\$211.44</b>
<b>DEC</b>	<b>59</b>	<b>2</b>	<b>9</b>	<b>70</b>	<b>\$394.82</b>
<b>JAN '15</b>	<b>57</b>	<b>2</b>	<b>7</b>	<b>66</b>	<b>\$131.75</b>
<b>FEB '15</b>	<b>39</b>	<b>3</b>	<b>10</b>	<b>52</b>	<b>\$217.92</b>
<b>MARCH</b>	<b>54</b>	<b>0</b>	<b>6</b>	<b>60</b>	<b>\$79.85</b>
<b>APRIL</b>	<b>63</b>	<b>0</b>	<b>4</b>	<b>67</b>	<b>\$395.43</b>
<b>MAY</b>	<b>41</b>	<b>5</b>	<b>0</b>	<b>46</b>	<b>\$404.58</b>
<b>JUNE</b>	<b>55</b>	<b>13</b>	<b>12</b>	<b>80</b>	<b>\$148.01</b>
<b>JULY</b>	<b>46</b>	<b>1</b>	<b>10</b>	<b>57</b>	<b>\$165.48</b>
<b>AUGUST</b>	<b>44</b>	<b>1</b>	<b>7</b>	<b>52</b>	<b>\$158.15</b>
<b>SEPT</b>	<b>40</b>	<b>8</b>	<b>0</b>	<b>48</b>	<b>\$87.80</b>
<b>OCT</b>	<b>44</b>	<b>6</b>	<b>0</b>	<b>50</b>	<b>\$77.55</b>
<b>NOV</b>					<b>\$4.25</b>

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

**Minutes: Meeting of the Aitkin Itasca Koochiching Community Health Board  
October 15, 2015  
Backus Community Center, International Falls, MN**

**CALL TO ORDER**

- a. Brian McBride called the meeting to order at 10:35AM.
- b. Attendance:  
Ihleen Williams, Lester Kachinske, Brian McBride, Ward Merrill, Betsy Johnson, Leo Trunt, Janelle Schroeder, Kelly Chandler, Erin Melz, Derek Foss, Terry Murray, Tara Besch, Annie Harala, Louise Anderson, Ben Kofoed

**WELCOME NEW MEMBER**

Ward Merrill was welcomed as a new member of the Community Health Board. Mr. Merrill is a community representative for Koochiching County.

**APPROVAL OF AGENDA**

On Lester Kachinske's motion, Ihleen Williams seconds the motion, the board approved the current agenda.

**BRAD KRASAWAY, DIRECTOR OF STUDENT LIFE, RAINY RIVER COMMUNITY COLLEGE (RRCC)**

There will be a summit in December 9 to work on health worker shortage in the county, hosted by Rainy River. The event will likely be in the afternoon or evening. Rainy River Community College was unable to sustain accreditation for nursing program. RRCC feels they are currently lacking funding necessary to develop a good program for to meet needs of community. All members of this board welcome to attend this meeting. We will send more information as it is released.

**REVIEW AND APPROVAL OF AUGUST MINUTES**

Ihleen Williams moves to approve minutes with fixes to typos, seconded by Lester Kachinske, the August minutes are approved.

**FINANCIAL REPORTS**

*Administrative*

Insurance:

Ben Kofoed posed the question of the Board's current insurance coverage. Lester Kachinske believes that we should qualify for Minnesota Counties Insurance Trust Fund Coverage – look into this. Ben Kofoed is directed to further look into this insurance question and report back on answers.



**Minutes: Meeting of the Aitkin Itasca Koochiching Community Health Board  
October 15, 2015  
Backus Community Center, International Falls, MN**

*SHIP*

We are on target to spend budget by end of October.

*WIC*

Why is Aitkin over on WIC? More cannot be budgeted because it is based on a state formula

- c. Leo approves to approve financial report, seconded by Ihleen seconds motion, motion carries.**

**AUDIT RESULTS**

Most received copy of the Audit, which showed no glaring concerns. Christine Krebs, our fiscal host, participated in this audit. One recommendation was oversight and increased separation of duties. **Betsy moves to accept audit, Lester seconds audit; motion carries.** Kelly Chandler will email a copy to Derek.

**SCHSAC REPORT**

Betsy Johnson gave a background of SCHSAC, and detailed that the focus of their work going forward is health equity. **Ihleen moves to approve SHSAC report, seconded by Leo Trunt; motion carries.**

**LPHA REPORT**

AMC District meetings:

LPHA has requested we represent public health at AMC District meetings to promote the inclusion of increased Family Home Visit reimbursements on their agenda. Eric Villeneuve will be attending the District 2 meeting. Louise Anderson will attend District 1.

**MIIC UPDATE**

Ben gave update on proposed MIIC structure. Itasca and Aitkin have agreed to cover clinics in Koochiching. Betsy Johnson would move that we approve the proposed arrangement. Do we need a separate Joint agreement for this? The county attorneys will need to approve the governance structure. It was clarified that dollars for this grant will come into Itasca CHS and be distributed from there. St. Louis County's board is in approval of using some LPHG funds to establish 1.0 FTE initially.

**Minutes: Meeting of the Aitkin Itasca Koochiching Community Health Board  
October 15, 2015  
Backus Community Center, International Falls, MN**

Betsy recommends that we set up the accounting system to track St. Louis County subsidy so we can track and credit St. Louis County for subsidization.

**Betsy moves that we authorize staff to move forward with this process – enable AIK to be fiscal host/agent. Ihleen seconds, motion carries.** December update requested.

**SHIP & CWG REPORT (ANNIE & LOUISE)**

Louise Anderson, CCLS CHB Administrator, gives update on CWG

Initially, Community Transformation Grant from CDC. This very competitive grant was awarded to just 3 regions in MDH. CWG is targeted specifically at adult populations, making it unique from most of the grants we administer. Broadly, it focuses on obesity, diabetes, heart disease/stroke, high blood pressure. The four grant areas are: Environmental change; Support for Health Lifestyle Change; Health System Interventions focusing on Populations with Disparate rates of Hypertension and Prediabetes; Community Clinical linkage strategies

Annie Harala, Healthy Northland SHIP Coordinator, gives update on SHIP

- Healthy living, eating, exercise
- Works in communities, health care, schools, etc.
- Coalitions – 155 throughout the Healthy Northland region
- Working on comprehensive plans

**LOCAL PUBLIC HEALTH UPDATES**

Aitkin

- New staff coming soon (Gabriele Jacobson) MnChoices assessor and case management, and a new staff (Brea Hamdorf) started Monday.
- Have begun flu shot clinic, but slow start for uptake

Itasca

- PH Supervisor opening just posted today
  1. Oversees MnChoices, case management, PCA, etc.
- Will be a new MnChoice assessor position as well
- \$23,000 for Toward Zero Deaths
  1. Focusing on speeding, road safety, alcohol use, and distracted driving

**Minutes: Meeting of the Aitkin Itasca Koochiching Community Health Board**  
**October 15, 2015**  
**Backus Community Center, International Falls, MN**

- E-Cigarette ordinance language: there has been a stall in this, but it is up and moving again. Still working with Public Health Law Center. Adding e-cigarette language to Clean Indoor Air Act and ordinance regulations about where flavored e-cigarettes can be sold

Koochiching

- Derek gave update.
- Tara is the EP Coordinator and SHIP Coordinator
  1. Will be working with ISD 361 in SHIP 4
- Looking like WIC numbers will increase this winter. There is only 1 nursing staff working on WIC in Koochiching
- 3 case management programs
  1. Elderly waiver, CADI Waiver, and MnChoices
- 2 full time home visiting nurses

**3 MONTH REVIEW FOR PH PLANNER**

- Ben needs a review in the next couple weeks
- Board provide feedback to Kelly for review
- 6 month probationary period

**Dee Finley and Deb Burns visit next Board meeting.**

- What do we want to discuss next time?
  1. Funding structures of various grants. How is money divided between counties for each grant?
  2. Betsy wants a general overview of MDH structure, how the organization relates to local, and how CHBs relate to it. How MDH itself is funded, how it's used, how many employees, etc.
  3. MDH Org charts
  4. We will invite fiscal staff from each county to attend this
  5. Lester would like to hear more about what the Community health Department is doing about acting on Social Determinants of Health?
  6. Are there things they want *us* to know?

**Minutes: Meeting of the Aitkin Itasca Koochiching Community Health Board  
October 15, 2015  
Backus Community Center, International Falls, MN**

**Child & Teen Checkup Contracts**

For C&TC contracts, we are required to have them signed by an attorney. Currently, we are taking these to a private attorney and it costs \$75 every time. Do local county attorneys in Aitkin or Koochiching have the capacity to do this for us?

**Erin can talk to Jim. Derek can talk to Jeff. Next time we need a signature, we can submit to either Aitkin or Koochiching County Attorney's confidentially.**

**Mutual Aid Agreement between AIK Counties for Emergency Preparedness**

There is shared interest in accomplishing this. Will need to go in front of each county board for approval, and get all county attorneys to look at this. Arrangements will include both HHS and PH departments.

For now, we can informally agree to go ahead with this, and will seek formal CHB approval after counties have individually approved this.

**Ihleen Williams asks - each County has Senior Programs, does the Community Health Board work with senior programs? In what ways are we doing this?**

MnChoices and home/community based programs are mostly senior programs. There is also public health collaboration with home/community based care.

**NEXT MEETING**

- d. 10:00-2:00 on December 10<sup>th</sup>, Grand Rapids

**ADJOURN**

# AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, November 4, 2015

**Committee Members Present:** Marlene Abear  
Holly Bray  
Jim Carlson  
Diane Eastman, AFSCME Union Rep.  
Roberta Elvecrog  
Kami Genz, CMCC  
Gayle Janzen  
Joy Janzen  
Julie Anne Larkin  
Kristine Layne, Riverwood HealthCare  
Bob Marcum  
Commissioner Anne Marcotte  
Commissioner Laurie Westerlund

**Others Present:** Ann Rivas, Social Service Supervisor  
Jessi Schultz, Social Service Supervisor  
Jessi Goble, Income Maintenance Supervisor  
Kathy Ryan, Fiscal Supervisor  
Julie Lueck, Clerk to the Advisory Committee

**Guests:** Joel Hoppe

**Absent:** Bev Mensing, Red Cross  
Katie Nelson, Riverwood Foundation  
Jessica Seibert, HRA  
Amanda Voller, Workforce Center

*Introduction of Financial Workers: Bonnie Ganz, DeAnn Lamke, Jane Arnold, Jen Rikala, Kathy Kelsey, Nancy Schneider, and Nikky Laird (Janet Hatfield and Kaycie Tohm were not present).*

**I. Approval of Agenda**

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

**II. Approval of Minutes of the October 7, 2015 Meeting**

Motion by Kristine Layne, seconded by Diane Eastman, and carried; the vote was to approve the Minutes of the October 7, 2015 meeting as presented.

**III. Budget Update – Kathleen Ryan** - Kathleen updated the Committee that the Board has approved what was presented but the levy amount was lowered by \$30,000.00 so we are going in at \$2,530,000 which is a 14% increase. We are projected to spend approximately \$436,000 out of reserves. Kathy discussed the numerous areas that impact the health & human services budget.

**IV. Task Force Reports/Updates:**

**A. Corrections** - Kami Genz/Roberta Elvecrog - Kami updated the committee that Crow Wing

County may be pulling out of the Aitkin/Morrison/Crow Wing Joint Powers and making the Probation staff Crow Wing county employees instead of State staff.

- B. Public Health** – Bob Marcum / Kristine Layne - Kristine discussed the hiring of new PH Nurses at a higher pay rate than current staff who have not received a market adjustment.
- C. Children’s Social Services/Mental Health** – Bev Mensing/Katie Nelson - No report.
- D. Adult Social Services/Mental Health** – Jessica Seibert / Bob Marcum / Marlene Abear - Bob discussed the CQS Committee he serves on and encouraged folks to participate in State Surveys in order to provide feedback.

**V. Budget Committee Report/Update** – Jim Carlson / Jessica Seibert - No report.

**VI. Comments:**

**A. Comments from the Committee Members for the Commissioners relative to HHS** - No comments.

**B. Feedback from the Board Meetings**

- 1. October 27, 2015 – Roberta Elvecrog** - Roberta reviewed the discussions noted in the Board Minutes. It was also noted there is a need for Volunteer Drivers through the H&HS Agency to provide rides for MA reimbursable consumers. Brochures will be sent to Advisory members when they are finalized.

**C. Committee Members scheduled to attend upcoming Board Meetings in 2015:**

NOVEMBER 24	Bob Marcum	Amanda Voller
DECEMBER 22	Julie Ann Larkin	Roberta Elvecrog

**VII. Miscellaneous Discussion/Additions to the Agenda** - (Nothing was added.)

**VIII. Adjourn**

*Motion by Jim Carlson, seconded by Gayle Janzen, and carried; the vote was to adjourn the meeting at 4:25 p.m.*

\_\_\_\_\_  
Joy Janzen, Chairperson

\_\_\_\_\_  
Julie Lueck, Clerk to the  
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 October 7, 2015, Advisory Committee Meeting
- Draft Copy of October 27, 2015, Health & Human Services Board Meeting Minutes
- Good Foods Brochure - Revised