

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING AGENDA  
June 28, 2016**

- 9:05 A.M.**
- I. Attendance**
  - II. Approval of Health & Human Services Board Agenda**
  - III. Review May 24, 2016 Health & Human Service Board Minutes**
  - IV. Review Bills**
  - V. General/Miscellaneous Information**
    - A. Aitkin Workforce Ctr. - Kari Paulson, NEMOJT & Aileen DeMenge, AEOA**  
Michelle Ufford from NEMOJT and Jan Francisco from AEOA.
  - VI. Contracts/Agreements**
    - A. ~~GSSC (General Security Services Corporation)~~ Revisions to be made and re-submitted for Board Approval at a later date.**
  - VII. Administrative Reports:**
    - A. Financial & Transportation Reports - Kathleen Ryan**
  - VIII. Joint Powers Board Reports:**
    - A. Tri-County Community Health Services Board (CHS)**  
Commissioner Westerlund / Erin Melz / Tom Burke  
H&HS Mutual Aide Agreement in draft form for review which will be brought back for Board approval at a later date.
  - IX. Committee Reports from Commissioners**
    - A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte  
Committee Members attending today: Kristine Layne & Holly Bray  
Draft Copy of the June 1st 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
  - X. Break at 9:\_\_\_ a.m. for \_\_\_\_\_ minutes      Next Meeting – July 26, 2016**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
May 24, 2016**

**I. Attendance**

The Aitkin County Board of Commissioners met this 24th day of May, 2016, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Ann 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 Jessi Schultz & Heather Overn, Social Service Supervisors; Jessi Goble, Financial Assistance Supervisor; Kathy Ryan, Fiscal Supervisor; Erin Melz, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog & Carole Holten, H&HS Advisory Committee Members; and Bob Harwarth and Bill Pratt, Citizens.

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

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

**III. Review April 26, 2016 Health & Human Service Board Minutes**

*Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the Minutes of the April 26, 2016 Health & Human Services Board Meeting.*

**IV. Review Bills**

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

**V. General/Miscellaneous Information**

**A. Legislative Updates** - Tom Burke began by introducing Heather Overn who is our new Social Service Supervisor in the Adult Services area. Then Tom reviewed the topics covered in the MACSSA Legislative Update handout, both positives and negatives as well as cost shifts. He also discussed the transportation bill that did not pass from the standpoint of jobs/hotels/food and that impact on the communities.

**VI. FYI**

**A. USDA Newsletter Features Rippleside Elementary's Program** - Tom Burke noted our Farm to School Program at Rippleside Elementary in Aitkin and the Hill City School was recognized & promoted.

**B. Northland Regional Flood Recovery of June 2012** - Tom Burke noted this is the final report following the three year grant project which is now over for the Commissioners to see.

**VII. Contracts/Agreements**

**A. Facilities Use Agreement -Pine Technical & Community College for the period July 1, 2016 through June 30, 2017 for Early Childhood classes/training for Child Care Aware of Minnesota Northeast.** *Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve and authorize the Board Chair to sign the Facilities Use Agreement -Pine Technical & Community College for the period July 1, 2016 through June 30, 2017 for Early Childhood classes/training for Child Care Aware of Minnesota Northeast*

**VIII. Administrative Reports:**

- A. Financial & Transportation Reports** - Kathleen Ryan asked the Commissioners if they wanted to continue receiving the Transportation Report on a monthly basis or would prefer to have it annually along with a graph of the high and low months. The consensus was the annual report and graph. Kathy also answered additional questions pertaining to the Financial and Foster Care Reports.

**IX. Committee Reports from Commissioners**

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte  
Committee Members attending today: Carole Holten  
Draft Copy of the May 4th meeting minutes. Carole noted that she is new to the committee and in the learning process. Commissioner Westerlund discussed the Riverwood presentation about their new "Bedside Rounding" approach to patient care and also that Riverwood is up and running with the Excellian Program which is a new system of electronic health record management allowing other hospitals with the same program to access patient files in their facility if permitted by the patient.
- B. AEOA Committee Update** – Commissioner Westerlund noted they will meet next week.
- C. NEMOJT Committee Update** – Commissioner Napstad noted they have not met since his last report. He discussed some other topics discussed at that meeting. Commissioner Napstad requested an update from the Aitkin Workforce Center with respect to what clients they are trying to serve. Jessica Goble will contact the staff at the Workforce Center to schedule them at the June Board meeting.
- D. CJI (Children's Justice Initiative)** – Commissioner Westerlund did not attend the most recent meeting but Jessi Schultz noted the Judge was not present so it was a short meeting.
- E. Lakes & Pines Update** – Commissioner Niemi noted they met and discussed the Home Visiting program will be stopped and they are moving towards Center based (HeadStart) model. He also noted there will be transportation issues and he will be pursuing additional issues with switching from Home Visiting to Center-based program.

**X. Break at 10:07 a.m. for 15 minutes**

**Next Meeting – June 28, 2016**

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6/24/16 2:51PM  
Health & Human Services

# Aitkin County

IV.



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor 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. Account/Formula</u>         |             |            |               |                                 |                       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>                |
| 86222 AITKIN INDEPENDENT AGE       |             |            |               |                                 |                       |                      |   |
| 28 05- 430- 710- 3980- 6020        |             |            | 1,182.40      | Foster Care Advertising - Lice  | 05/04/2016 05/25/2016 |                      | License & Resource Development          |
| 27 05- 430- 720- 3020- 6069        |             |            | 74.80         | Child Care Advertising - Commu  | 05/18/2016 05/21/2016 |                      | Community Ed & Prevent/Advertising      |
| 86222 AITKIN INDEPENDENT AGE       |             |            | 1,257.20      | 2 Transactions                  |                       |                      |   |
| 9791 BieganeK/Joan M               |             |            |               |                                 |                       |                      |   |
| 18 05- 430- 760- 3950- 6020        |             |            | 105.00        | Guardianship/Conservator Activ  | 05/01/2016 05/31/2016 |                      | Guardianship/Conservatorship            |
| 9791 BieganeK/Joan M               |             |            | 105.00        | 1 Transactions                  |                       |                      |   |
| 11051 Department of Human Services |             |            |               |                                 |                       |                      |   |
| 36 05- 430- 720- 3110- 6069        |             |            | 361.42        | BSFE County Match Invoice #A30  | 05/01/2016 05/31/2016 |                      | Bsf Child Care                          |
| 24 05- 430- 730- 3590- 6072        |             |            | 4,987.65      | CCDTF Maintenance of Effort     | 04/01/2016 04/30/2016 |                      | Ccdtf County % State Billings           |
| 11051 Department of Human Services |             |            | 5,349.07      | 2 Transactions                  |                       |                      |   |
| 10342 DHS- Anoka Metro Rtc         |             |            |               |                                 |                       |                      |   |
| 17 05- 430- 745- 3720- 6081        |             |            | 40,579.00     | Rule 20 R & B - State- Operated | 05/01/2016 05/31/2016 |                      | State- Operated Inpatient - Rtc Or Cbhh |
| 10342 DHS- Anoka Metro Rtc         |             |            | 40,579.00     | 1 Transactions                  |                       |                      |   |
| 9220 DHS- MSOP                     |             |            |               |                                 |                       |                      |   |
| 7 05- 430- 745- 3721- 6081         |             |            | 1,066.40      | State- operated inpatient       | 05/01/2016 05/31/2016 |                      | Commitment Costs - Poor Relief          |
| 11 05- 430- 745- 3721- 6081        |             |            | 1,066.40      | State- operated inpatient       | 05/01/2016 05/31/2016 |                      | Commitment Costs - Poor Relief          |
| 21 05- 430- 745- 3721- 6081        |             |            | 2,666.00      | State- operated inpatient       | 05/01/2016 05/31/2016 |                      | Commitment Costs - Poor Relief          |
| 9220 DHS- MSOP                     |             |            | 4,798.80      | 3 Transactions                  |                       |                      |   |
| 89965 DHS- ST PETER- SEE LIST      |             |            |               |                                 |                       |                      |   |
| 1 05- 430- 745- 3721- 6081         |             |            | 1,946.80      | State- operated inpatient       | 05/01/2016 05/31/2016 |                      | Commitment Costs - Poor Relief          |
| 16 05- 430- 745- 3721- 6081        |             |            | 1,946.80      | State- operated inpatient       | 05/01/2016 05/31/2016 |                      | Commitment Costs - Poor Relief          |



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|--|-------------|------------|-----------------|---|----------------------|-------------------------------------|
| <u>No.</u> <u>Account/Formula</u>        |             |            |                 | <u>Service Dates</u>                                    | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>            |
| 89965 DHS- ST PETER- SEE LIST            |             |            | 3,893.60        | 2 Transactions  |                      |                                     |
| <b>13444 HONORABLE GUARDIAN SERVICES</b> |             |            |                 |   |                      |                                     |
| 3 05- 430- 760- 3950- 6020               |             |            | 70.00           | Guardianship/Conservatorship<br>01/01/2016 01/31/2016   |                      | Guardianship/Conservatorship        |
| 4 05- 430- 760- 3950- 6020               |             |            | 70.00           | Guardianship/Conservatorship<br>03/01/2016 03/31/2016   |                      | Guardianship/Conservatorship        |
| 5 05- 430- 760- 3950- 6020               |             |            | 70.00           | Guardianship/Conservatorship<br>04/01/2016 04/30/2016   |                      | Guardianship/Conservatorship        |
| 6 05- 430- 760- 3950- 6020               |             |            | 70.00           | Guardianship/Conservatorship<br>05/01/2016 05/31/2016   |                      | Guardianship/Conservatorship        |
| 12 05- 430- 760- 3950- 6020              |             |            | 23.00           | Guardianship/Conservatorship<br>01/01/2016 01/31/2016   |                      | Guardianship/Conservatorship        |
| 13 05- 430- 760- 3950- 6020              |             |            | 23.00           | Guardianship/Conservatorship<br>02/01/2016 02/29/2016   |                      | Guardianship/Conservatorship        |
| 14 05- 430- 760- 3950- 6020              |             |            | 23.00           | Guardianship/Conservatorship<br>03/01/2016 03/31/2016   |                      | Guardianship/Conservatorship        |
| 15 05- 430- 760- 3950- 6020              |             |            | 23.00           | Guardianship/Conservatorship<br>04/01/2016 04/30/2016   |                      | Guardianship/Conservatorship        |
| <b>13444 HONORABLE GUARDIAN SERVICES</b> |             |            | <b>372.00</b>   | <b>8 Transactions</b>                                   |                      |                                     |
| <b>13639 JOHNSON/MISTY</b>               |             |            |                 |   |                      |                                     |
| 20 05- 430- 710- 3640- 6020              |             |            | 207.50          | Reimbursing for half expense o<br>06/16/2016 06/16/2016 |                      | Family Assessment Response Services |
| <b>13639 JOHNSON/MISTY</b>               |             |            | <b>207.50</b>   | <b>1 Transactions</b>                                   |                      |                                     |
| <b>10862 KAZMERZAK/AMANDA</b>            |             |            |                 |   |                      |                                     |
| 23 05- 430- 710- 3890- 6020              |             |            | 200.00          | Respite Care<br>06/10/2016 06/13/2016                   |                      | Respite Care - Non Foster Care      |
| <b>10862 KAZMERZAK/AMANDA</b>            |             |            | <b>200.00</b>   | <b>1 Transactions</b>                                   |                      |                                     |
| <b>6110 Lakes &amp; Pines CAC, Inc</b>   |             |            |                 |   |                      |                                     |
| 33 05- 430- 745- 3025- 6020              |             |            | 3,341.44        | Family Resource Specialist - A<br>04/01/2016 04/30/2016 |                      | COMMUNITY ED & PREVENTION           |
| 34 05- 430- 745- 3025- 6020              |             |            | 2,610.21        | Family Resource Specialist - W<br>04/01/2016 04/30/2016 |                      | COMMUNITY ED & PREVENTION           |
| <b>6110 Lakes &amp; Pines CAC, Inc</b>   |             |            | <b>5,951.65</b> | <b>2 Transactions</b>                                   |                      |                                     |

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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> |
| 2 11072 Lutheran Social Service Of Mn- St Paul<br>05- 430- 750- 3950- 6020 |             | 181.93                     | Public guardianship<br>05/05/2016 05/20/2016             | Public Guardianship Dd                        |
| 11072 Lutheran Social Service Of Mn- St Paul                               |             | 181.93                     | 1 Transactions   |   |
| 22 12538 North Homes, Inc<br>05- 430- 710- 3640- 6020                      |             | 115.20                     | In- home services - Family asse<br>05/09/2016 05/23/2016 | Family Assessment Response Services           |
| 12538 North Homes, Inc   |             | 115.20                     | 1 Transactions   |   |
| 29 10977 Northern Psychiatric Associates<br>05- 430- 740- 3900- 6020       |             | 360.00                     | Clinical supervision- Child Rul<br>05/12/2016 05/12/2016 | Child Rule 79 Case Mgmt                       |
| 30 05- 430- 740- 3900- 6020  |             | 90.00                      | Clinical supervision- Child Rul<br>05/24/2016 05/24/2016 | Child Rule 79 Case Mgmt                       |
| 32 05- 430- 745- 3085- 6020  |             | 961.81                     | Adult Outpatient Diagnostic As<br>05/20/2016 05/20/2016  | Adult Outpat Diagnostic Assess/Psyc           |
| 31 05- 430- 745- 3910- 6020  |             | 360.00                     | Clinical supervision- Adult Rul<br>05/12/2016 05/12/2016 | Adult Rule 79 Case Mgmt                       |
| 10977 Northern Psychiatric Associates                                      |             | 1,771.81                   | 4 Transactions   |   |
| 35 3639 Northland Counseling Ctr Inc<br>05- 430- 730- 3710- 6020           |             | 1,950.00                   | Detoxification (Category I)<br>04/29/2016 05/15/2016     | Detoxification - Grand Rapids                 |
| 3639 Northland Counseling Ctr Inc  |             | 1,950.00                   | 1 Transactions   |   |
| 9 90748 Oakridge Homes Sils<br>05- 430- 750- 3340- 6073                    |             | 134.56                     | Semi- Independent Living Servic<br>04/29/2016 04/29/2016 | Semi- Independent Living Serv (Sils)          |
| 10 05- 430- 750- 3340- 6073  |             | 428.91                     | Semi- Independent Living Servic<br>05/06/2016 05/20/2016 | Semi- Independent Living Serv (Sils)          |
| 19 05- 430- 750- 3340- 6073  |             | 664.39                     | Semi- Independent Living Servic<br>05/02/2016 05/26/2016 | Semi- Independent Living Serv (Sils)          |
| 90748 Oakridge Homes Sils  |             | 1,227.86                   | 3 Transactions   |   |
| 37 9360 Redwood Toxicology Laboratory, Inc.<br>05- 430- 710- 3180- 6020    |             | 350.33                     | SOCIAL SERVICE DRUG TESTING SU<br>06/07/2016 06/07/2016  | Health- Related Services                      |

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 Health & Human Services

# Aitkin County

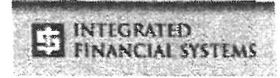


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <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>           |
| 9360                     | Redwood Toxicology Laboratory, Inc. |             | 350.33        | 1 Transactions  |                      |                                    |
| 86177                    | SHERIFF AITKIN COUNTY               |             |               |   |                      |                                    |
| 25                       | 05- 430- 720- 3980- 6020            |             | 20.00         | Day Care Background Check - Li<br>05/25/2016 05/25/2016 |                      | License And Resource Development   |
| 26                       | 05- 430- 720- 3980- 6020            |             | 40.00         | Day Care Background Check - Li<br>05/31/2016 06/10/2016 |                      | License And Resource Development   |
| 86177                    | SHERIFF AITKIN COUNTY               |             | 60.00         | 2 Transactions  |                      |                                    |
| 9140                     | SIMAR/CANDACE                       |             |               |   |                      |                                    |
| 8                        | 05- 430- 760- 3950- 6020            |             | 70.00         | Guardianship/conservatorship<br>05/01/2016 05/31/2016   |                      | Guardianship/Conservatorship       |
| 9140                     | SIMAR/CANDACE                       |             | 70.00         | 1 Transactions  |                      |                                    |
| <b>Final Total .....</b> |                                     |             | 68,440.95     | 18 Vendors  | 37 Transactions      |                                    |

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| <u>Recap by Fund</u> | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>             |
|----------------------|-------------|---------------|-------------------------|
|                      | 5           | 68,440.95     | Health & Human Services |
| All Funds            |             | 68,440.95     | Total                   |

Approved by, .....

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# Aitkin County



| <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>           |
| 85003         | Aitkin County DAC                   |             |            |               |                              |                       |                      |                                    |
| 1             | 05-400-440-0410-6231                |             |            | 24.16         | PAPER SHREDDING              | 05/02/2016 05/25/2016 |                      | Services/Labor/Contracts           |
| 2             | 05-400-440-0410-6231                |             |            | 2.77          | CLEANING                     | 05/10/2016 05/27/2016 |                      | Services/Labor/Contracts           |
| 1             | 05-420-600-4800-6231                |             |            | 51.33         | PAPER SHREDDING              | 05/02/2016 05/25/2016 |                      | Services/Labor/Contracts           |
| 2             | 05-420-600-4800-6231                |             |            | 5.89          | CLEANING                     | 05/10/2016 05/27/2016 |                      | Services/Labor/Contracts           |
| 1             | 05-430-700-4800-6231                |             |            | 75.49         | PAPER SHREDDING              | 05/02/2016 05/25/2016 |                      | Services/Labor/Contracts           |
| 2             | 05-430-700-4800-6231                |             |            | 8.67          | CLEANING                     | 05/10/2016 05/27/2016 |                      | Services/Labor/Contracts           |
| 85003         | Aitkin County DAC                   |             |            | 168.31        | 6 Transactions               |                       |                      |                                    |
| 8239          | Ameripride Linen & Apparel Services |             |            |               |                              |                       |                      |                                    |
| 4             | 05-400-440-0410-6422                |             |            | 5.22          | CLEANING SUPPLIES            | 05/24/2016 05/24/2016 | 2200784880           | Janitorial Services/Supplies       |
| 4             | 05-420-600-4800-6422                |             |            | 11.08         | CLEANING SUPPLIES            | 05/24/2016 05/24/2016 | 2200784880           | Janitorial Services/Supplies       |
| 4             | 05-430-700-4800-6422                |             |            | 16.30         | CLEANING SUPPLIES            | 05/24/2016 05/24/2016 | 2200784880           | Janitorial Services/Supplies       |
| 8239          | Ameripride Linen & Apparel Services |             |            | 32.60         | 3 Transactions               |                       |                      |                                    |
| 12106         | Antoine Electric                    |             |            |               |                              |                       |                      |                                    |
| 5             | 05-400-440-0410-6231                |             |            | 72.00         | REPLACE BATHRM ROOF TOP VENT | 05/24/2016 05/24/2016 | 16056                | Services/Labor/Contracts           |
| 5             | 05-420-600-4800-6231                |             |            | 153.00        | REPLACE BATHRM ROOF TOP VENT | 05/24/2016 05/24/2016 | 16056                | Services/Labor/Contracts           |
| 5             | 05-430-700-4800-6231                |             |            | 225.00        | REPLACE BATHRM ROOF TOP VENT | 05/24/2016 05/24/2016 | 16056                | Services/Labor/Contracts           |
| 12106         | Antoine Electric                    |             |            | 450.00        | 3 Transactions               |                       |                      |                                    |
| 91007         | Applied Professional Services       |             |            |               |                              |                       |                      |                                    |
| 6             | 05-420-640-4800-6379                |             |            | 65.00         | IVD SERVICE 0014026706-04/05 | 05/18/2016 05/18/2016 | 877098               | Other Iv-D Charges                 |
| 91007         | Applied Professional Services       |             |            | 65.00         | 1 Transactions               |                       |                      |                                    |



# Aitkin County



| <u>Vendor</u> | <u>Name</u>   | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                      | <u>Account/Formula Description</u>            |
|---------------|---|-------------|----------------------------|---|---|
| <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> |
| 7             | 14043 Billman Hunt Funeral Home<br>05-420-650-4800-6810 |             | 3,100.00                   | COUNTY BURIAL<br>05/26/2016 05/26/2016                | County Burials                                |
|               | 14043 Billman Hunt Funeral Home                         |             | 3,100.00                   | 1 Transactions  |   |
| 8             | 5398 CDW Government, Inc<br>05-400-440-0410-6402        |             | 27.12                      | WIRELESS LICENSE RENEWAL (2)<br>05/16/2016 05/16/2016 | DDL4502 Computer/Technology Supplies          |
| 8             | 05-420-600-4800-6402                                    |             | 57.63                      | WIRELESS LICENSE RENEWAL (2)<br>05/16/2016 05/16/2016 | DDL4502 Computer/Technology Supplies          |
| 8             | 05-430-700-4800-6402                                    |             | 84.75                      | WIRELESS LICENSE RENEWAL (2)<br>05/16/2016 05/16/2016 | DDL4502 Computer/Technology Supplies          |
|               | 5398 CDW Government, Inc                                |             | 169.50                     | 3 Transactions  |   |
| 9             | 14036 CONN/CASSANDRA<br>05-400-440-0410-6406            |             | 26.07                      | FAIR BOOTH - CHILDRENS CUPS<br>06/10/2016 06/10/2016  | PH Program Related Supplies                   |
|               | 14036 CONN/CASSANDRA                                    |             | 26.07                      | 1 Transactions  |   |
| 10            | 10855 Culligan<br>05-400-440-0410-6301                  |             | 21.62                      | COOLER RENTAL SERVICE<br>06/01/2016 06/30/2016        | 150-10016285-1 Equipment Lease/Space Rental   |
| 10            | 05-420-600-4800-6301                                    |             | 45.93                      | COOLER RENTAL SERVICE<br>06/01/2016 06/30/2016        | 150-10016285-1 Equipment Lease/Space Rental   |
| 10            | 05-430-700-4800-6301                                    |             | 67.55                      | COOLER RENTAL SERVICE<br>06/01/2016 06/30/2016        | 150-10016285-1 Equipment Lease/Space Rental   |
|               | 10855 Culligan  |             | 135.10                     | 3 Transactions  |   |
| 11            | 88628 Dalco<br>05-400-440-0410-6422                     |             | 36.93                      | TOWELS<br>06/08/2016 06/08/2016                       | 3037141 Janitorial Services/Supplies          |
| 11            | 05-420-600-4800-6422                                    |             | 78.47                      | TOWELS<br>06/08/2016 06/08/2016                       | 3037141 Janitorial Services/Supplies          |
| 11            | 05-430-700-4800-6422                                    |             | 115.40                     | TOWELS<br>06/08/2016 06/08/2016                       | 3037141 Janitorial Services/Supplies          |
|               | 88628 Dalco   |             | 230.80                     | 3 Transactions  |   |
|               | 11051 Department of Human Services                      |             |                            |   |   |

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                         | Accr | Rpt | Amount    | Warrant Description                                 | Invoice #     | Account/Formula Description  |
|--------|------------------------------|------|-----|-----------|---|---------------|------------------------------|
| No.    | Account/Formula              |      |     |           | Service Dates                                       | Paid On Bhf # | On Behalf of Name            |
| 12     | 05-420-640-4800-6231         |      |     | 368.68    | CS MONTHLY FED OFFSET FEE<br>03/01/2016 03/31/2016  | A300C610001   | Services/Labor/Contracts     |
| 13     | 05-420-640-4800-6231         |      |     | 234.38    | CS MONTHLY FED OFFSET FEE<br>04/01/2016 04/30/2016  | A300C613501   | Services/Labor/Contracts     |
| 14     | 05-420-650-4400-6025         |      |     | 688.62    | MA LTC UN 65<br>05/01/2016 05/31/2016               | A300MM7Y011   | State/Fed Share - MA         |
| 15     | 05-420-650-4400-6025         |      |     | 41,090.12 | MA ESTATE COLLECTIONS-FED<br>05/01/2016 05/31/2016  | A300MM7Y011   | State/Fed Share - MA         |
| 16     | 05-420-650-4400-6025         |      |     | 20,545.06 | MA ESTATE COLLECTIONS-ST<br>05/01/2016 05/31/2016   | A300MM7Y011   | State/Fed Share - MA         |
| 17     | 05-420-610-4100-6011         |      |     | 27.00     | MAXIS AFDC RECOV PRE TANF<br>05/01/2016 05/31/2016  | A300MX01159I  | County Share-Afdc/Mfip       |
| 18     | 05-420-610-4100-6011         |      |     | 285.00    | MAXIS MFIP RECOV STATE<br>05/01/2016 05/31/2016     | A300MX01159I  | County Share-Afdc/Mfip       |
| 19     | 05-420-620-4100-6011         |      |     | 2.50      | MAXIS GA RECOVERIES<br>05/01/2016 05/31/2016        | A300MX01159I  | County Share - Ga            |
| 20     | 05-420-630-4100-6011         |      |     | 121.00    | MAXIS FS RECOVERIES<br>05/01/2016 05/31/2016        | A300MX01159I  | County Share-Food Support    |
| 21     | 05-420-630-4100-6011         |      |     | 340.60    | MAXIS MFIP FS RECOVERIES<br>05/01/2016 05/31/2016   | A300MX01159I  | County Share-Food Support    |
| 11051  | Department of Human Services |      |     | 63,702.96 | 10 Transactions                                     |               |                              |
| 1491   | Dutch's Electric, Inc        |      |     |           |   |               |                              |
| 22     | 05-400-440-0410-6231         |      |     | 15.18     | 4-LAMP UNIVERSAL BALLAST<br>05/20/2016 05/20/2016   | 24538         | Services/Labor/Contracts     |
| 22     | 05-420-600-4800-6231         |      |     | 32.26     | 4-LAMP UNIVERSAL BALLAST<br>05/20/2016 05/20/2016   | 24538         | Services/Labor/Contracts     |
| 22     | 05-430-700-4800-6231         |      |     | 47.44     | 4-LAMP UNIVERSAL BALLAST<br>05/20/2016 05/20/2016   | 24538         | Services/Labor/Contracts     |
| 1491   | Dutch's Electric, Inc        |      |     | 94.88     | 3 Transactions                                      |               |                              |
| 2186   | Hillyard Inc - Kansas City   |      |     |           |   |               |                              |
| 23     | 05-400-440-0410-6422         |      |     | 45.90     | CLEANING/BATHROOM SUPPLIES<br>05/25/2016 05/25/2016 | 602092109     | Janitorial Services/Supplies |
| 24     | 05-400-440-0410-6422         |      |     | 49.06     | CLEANING/BATHROOM SUPPLIES<br>06/08/2016 06/08/2016 | 602110740     | Janitorial Services/Supplies |
| 23     | 05-420-600-4800-6422         |      |     | 97.53     | CLEANING/BATHROOM SUPPLIES<br>05/25/2016 05/25/2016 | 602092109     | Janitorial Services/Supplies |

# 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>Invoice #</u>     | <u>Account/Formula Description</u> |
|---------------|-------------------------------------|-------------|------------|---------------|---|----------------------|------------------------------------|
| <u>No.</u>    | <u>Account/Formula</u>              |             |            |               | <u>Service Dates</u>                                    | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>           |
| 24            | 05-420-600-4800-6422                |             |            | 104.26        | CLEANING/BATHROOM SUPPLIES<br>06/08/2016 06/08/2016     | 602110740            | Janitorial Services/Supplies       |
| 23            | 05-430-700-4800-6422                |             |            | 143.43        | CLEANING/BATHROOM SUPPLIES<br>05/25/2016 05/25/2016     | 602092109            | Janitorial Services/Supplies       |
| 24            | 05-430-700-4800-6422                |             |            | 153.33        | CLEANING/BATHROOM SUPPLIES<br>06/08/2016 06/08/2016     | 602110740            | Janitorial Services/Supplies       |
| 2186          | Hillyard Inc - Kansas City          |             |            | 593.51        | 6 Transactions  |                      |                                    |
| 2386          | Information Systems Corp            |             |            |               |   |                      |                                    |
| 25            | 05-400-440-0410-6300                |             |            | 104.80        | DR5010C-SCANNER MAINT AGRMNT<br>05/31/2016 05/31/2016   | 8050                 | Maintenance/Service Contracts      |
| 25            | 05-420-600-4800-6300                |             |            | 222.70        | DR5010C-SCANNER MAINT AGRMNT<br>05/31/2016 05/31/2016   | 8050                 | Maintenance/Service Contracts      |
| 25            | 05-430-700-4800-6300                |             |            | 327.50        | DR5010C-SCANNER MAINT AGRMNT<br>05/31/2016 05/31/2016   | 8050                 | Maintenance/Service Contracts      |
| 2386          | Information Systems Corp            |             |            | 655.00        | 3 Transactions  |                      |                                    |
| 11406         | Innovative Office Solutions         |             |            |               |   |                      |                                    |
| 26            | 05-400-440-0410-6405                |             |            | 6.72          | AGENCY SUPPLIES<br>06/01/2016 06/01/2016                | IN1201867            | Office Supplies                    |
| 26            | 05-420-600-4800-6405                |             |            | 14.30         | AGENCY SUPPLIES<br>06/01/2016 06/01/2016                | IN1201867            | Office Supplies                    |
| 26            | 05-430-700-4800-6405                |             |            | 21.03         | AGENCY SUPPLIES<br>06/01/2016 06/01/2016                | IN1201867            | Office Supplies                    |
| 11406         | Innovative Office Solutions         |             |            | 42.05         | 3 Transactions  |                      |                                    |
| 90182         | Laboratory Corp Of America Holdings |             |            |               |   |                      |                                    |
| 27            | 05-420-640-4800-6397                |             |            | 27.50         | IVD GENETIC TEST 0012133615-01<br>05/09/2016 05/09/2016 | 51889291             | Genetic Tests Iv-D                 |
| 28            | 05-420-640-4800-6397                |             |            | 27.50         | IVE GENETIC TEST 0015052890-03<br>05/20/2016 05/20/2016 | 52057288             | Genetic Tests Iv-D                 |
| 90182         | Laboratory Corp Of America Holdings |             |            | 55.00         | 2 Transactions  |                      |                                    |
| 89079         | McGregor Area Ambulance Service     |             |            |               |   |                      |                                    |
| 29            | 05-400-401-0000-6812                |             |            | 2,670.00      | AMBULANCE RUNS - MAY '16<br>05/01/2016 05/31/2016       |                      | Mcgregor Area Ambulance            |
| 89079         | McGregor Area Ambulance Service     |             |            | 2,670.00      | 1 Transactions  |                      |                                    |

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <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>                |
| 30            | 5892 McGregor Printing & Graphics, Inc<br>05-400-440-0410-6405 |             | 25.44         | 2 PART NOTIFICATION FORMS<br>05/26/2016 05/26/2016    | 19041                | Office Supplies                         |
| 31            | 05-400-440-0410-6405   |             | 21.20         | 2 PART NOTIFICATION FORMS<br>06/15/2016 06/15/2016    | 19136                | Office Supplies                         |
| 30            | 05-420-600-4800-6405   |             | 54.06         | 2 PART NOTIFICATION FORMS<br>05/26/2016 05/26/2016    | 19041                | Office Supplies                         |
| 31            | 05-420-600-4800-6405   |             | 45.06         | 2 PART NOTIFICATION FORMS<br>06/15/2016 06/15/2016    | 19136                | Office Supplies                         |
| 30            | 05-430-700-4800-6405   |             | 79.50         | 2 PART NOTIFICATION FORMS<br>05/26/2016 05/26/2016    | 19041                | Office Supplies                         |
| 31            | 05-430-700-4800-6405   |             | 66.27         | 2 PART NOTIFICATION FORMS<br>06/15/2016 06/15/2016    | 19136                | Office Supplies                         |
|               | 5892 McGregor Printing & Graphics, Inc                         |             | 291.53        | 6 Transactions  |                      |   |
| 32            | 89078 Mille Lacs Health System<br>05-400-401-0000-6814         |             | 340.00        | AMBULANCE RUNS - MAY '16<br>05/01/2016 05/31/2016     |                      | Isle Ambulance/Mille Lacs Health System |
|               | 89078 Mille Lacs Health System                                 |             | 340.00        | 1 Transactions  |                      |   |
| 34            | 89765 Minnesota Elevator, Inc<br>05-400-440-0410-6300          |             | 26.44         | ELEVATOR SERVICE - JUNE '16<br>06/01/2016 06/30/2016  | 664880               | Maintenance/Service Contracts           |
| 34            | 05-420-600-4800-6300   |             | 56.19         | ELEVATOR SERVICE - JUNE '16<br>06/01/2016 06/30/2016  | 664880               | Maintenance/Service Contracts           |
| 34            | 05-430-700-4800-6300   |             | 82.64         | ELEVATOR SERVICE - JUNE '16<br>06/01/2016 06/30/2016  | 664880               | Maintenance/Service Contracts           |
|               | 89765 Minnesota Elevator, Inc                                  |             | 165.27        | 3 Transactions  |                      |   |
| 33            | 11132 Mn Dept Of Health<br>05-420-640-4800-6379                |             | 40.00         | IVD PATRNTY AJUD REPLACEMENT<br>06/15/2016 06/15/2016 | 1203903              | Other Iv-D Charges                      |
|               | 11132 Mn Dept Of Health  |             | 40.00         | 1 Transactions  |                      |   |
| 35            | 8287 Mn Dept Of Labor & Industry<br>05-400-440-0410-6231       |             | 1.60          | BOILER INSPECTION - 2016<br>06/01/2016 06/01/2016     | ABR0142173I          | Services/Labor/Contracts                |
| 35            | 05-420-600-4800-6231   |             | 3.40          | BOILER INSPECTION - 2016                              | ABR0142173I          | Services/Labor/Contracts                |

# Aitkin County



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Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor No. | Name Account/Formula                                   | Accr | Rpt | Amount   | Warrant Description Service Dates                      | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|------|-----|----------|--|-------------------------|---|
| 35         | 05-430-700-4800-6231                                   |      |     | 5.00     | 06/01/2016 06/01/2016<br>BOILER INSPECTION - 2016      | ABR0142173I             | Services/Labor/Contracts                      |
|            | 8287 Mn Dept Of Labor & Industry                       |      |     | 10.00    | 06/01/2016 06/01/2016<br>3 Transactions                |                         |   |
| 36         | 89081 North Ambulance Brainerd<br>05-400-401-0000-6809 |      |     | 2,565.00 | 05/01/2016 05/31/2016<br>AMBULANCE RUNS - MAY '16      |                         | No. Memorial Ambulance-Aitkin                 |
|            | 89081 North Ambulance Brainerd                         |      |     | 2,565.00 | 05/01/2016 05/31/2016<br>1 Transactions                |                         |   |
| 37         | 3810 Paulbeck's County Market<br>05-400-440-0410-6405  |      |     | 3.19     | 05/16/2016 05/16/2016<br>AGENCY SUPPLIES               | 004001521720            | Office Supplies                               |
| 38         | 05-400-450-0451-6406                                   |      |     | 35.91    | 05/20/2016 05/20/2016<br>HE-BIKE DAY EVENT SUPPLIES    | 008000250957            | PH Program Related Supplies                   |
| 37         | 05-420-600-4800-6405                                   |      |     | 6.79     | 05/16/2016 05/16/2016<br>AGENCY SUPPLIES               | 004001521720            | Office Supplies                               |
| 37         | 05-430-700-4800-6405                                   |      |     | 9.99     | 05/16/2016 05/16/2016<br>AGENCY SUPPLIES               | 004001521720            | Office Supplies                               |
|            | 3810 Paulbeck's County Market                          |      |     | 55.88    | 05/16/2016 05/16/2016<br>4 Transactions                |                         |   |
| 39         | 14048 Pine Ridge Apartments<br>05-430-700-4800-6804    |      |     | 300.00   | 06/15/2016 06/15/2016<br>MH HOUSING - SECURITY DEPOSIT |                         | Mh Init - Housing Expense                     |
|            | 14048 Pine Ridge Apartments                            |      |     | 300.00   | 06/15/2016 06/15/2016<br>1 Transactions                |                         |   |
| 40         | 89327 Postmaster-Aitkin<br>05-400-440-0410-6205        |      |     | 16.00    | 05/31/2016 05/31/2016<br>REPLENISH POSTAGE DUE ACCT    |                         | Postage                                       |
| 41         | 05-400-440-0410-6205                                   |      |     | 75.20    | 06/07/2016 06/07/2016<br>STAMPS - AGENCY (10 ROLLS)    |                         | Postage                                       |
| 40         | 05-420-600-4800-6205                                   |      |     | 34.00    | 05/31/2016 05/31/2016<br>REPLENISH POSTAGE DUE ACCT    |                         | Postage                                       |
| 41         | 05-420-600-4800-6205                                   |      |     | 159.80   | 06/07/2016 06/07/2016<br>STAMPS - AGENCY (10 ROLLS)    |                         | Postage                                       |
| 40         | 05-430-700-4800-6205                                   |      |     | 50.00    | 05/31/2016 05/31/2016<br>REPLENISH POSTAGE DUE ACCT    |                         | Postage                                       |
| 41         | 05-430-700-4800-6205                                   |      |     | 235.00   | 05/31/2016 05/31/2016<br>STAMPS - AGENCY (10 ROLLS)    |                         | Postage                                       |

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Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula   | Accr | Rpt Amount | Warrant Description Service Dates                            | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|------|------------|--|-------------------------|---|
| 89327      | Postmaster-Aitkin  |      | 570.00     | 06/07/2016<br>6 Transactions                                 |                         |   |
| 3          | 3950 Public Utilities<br>05-430-700-4800-6804                    |      | 250.00     | MH HOUSING - SERVICE DEPOSIT<br>06/06/2016<br>1 Transactions |                         | Mh Init - Housing Expense                     |
|            | 3950 Public Utilities  |      | 250.00     |  |                         |   |
| 42         | 86177 Sheriff Aitkin County<br>05-420-640-4800-6270              |      | 50.00      | IVD SERVICE 0015464306-02<br>05/31/2016<br>1 Transactions    | C1600300                | Aitkin Co Sheriff Fees Iv-D                   |
|            | 86177 Sheriff Aitkin County                                      |      | 50.00      |  |                         |   |
| 43         | 4507 Sorensen Root Thompson Funeral Home<br>05-420-650-4800-6810 |      | 1,650.00   | COUNTY BURIAL<br>06/01/2016<br>1 Transactions                |                         | County Burials                                |
|            | 4507 Sorensen Root Thompson Funeral Home                         |      | 1,650.00   |  |                         |   |
| 44         | 88859 Spee*Dee-St Cloud<br>05-420-600-4800-6231                  |      | 312.16     | IM SERVICE<br>05/02/2016<br>1 Transactions                   | 3064434                 | Services/Labor/Contracts                      |
|            | 88859 Spee*Dee-St Cloud  |      | 312.16     |  |                         |   |
| 45         | 86235 The Office Shop Inc<br>05-400-440-0410-6405                |      | 7.30       | AGENCY SUPPLIES<br>05/02/2016                                | 1004532-0               | Office Supplies                               |
| 46         | 05-400-440-0410-6405   |      | 12.22      | ACCTG PRINTER TONER<br>05/13/2016                            | 1005227-0               | Office Supplies                               |
| 47         | 05-400-450-0451-6405   |      | 26.38      | SHIP - LABELS<br>05/17/2016                                  | 1005350-0               | Office Supplies                               |
| 48         | 05-400-440-0410-6405   |      | 24.86      | AGENCY SUPPLIES<br>05/23/2016                                | 1005720-0               | Office Supplies                               |
| 49         | 05-400-440-0410-6300   |      | 1,134.11   | PH-COPIER CONTRACT IRC5255<br>05/19/2016                     | 285564-0                | Maintenance/Service Contracts                 |
| 45         | 05-420-600-4800-6405   |      | 15.53      | AGENCY SUPPLIES<br>05/02/2016                                | 1004532-0               | Office Supplies                               |
| 46         | 05-420-600-4800-6405   |      | 25.97      | ACCTG PRINTER TONER<br>05/13/2016                            | 1005227-0               | Office Supplies                               |



# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| <u>Vendor</u>     | <u>Name</u>  | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                   | <u>Account/Formula Description</u> |                               |
|-------------------|--|-------------|----------------------------|--|------------------------------------|-------------------------------|
| <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>      |
| 48                | 05-420-600-4800-6405                               |             | 52.83                      | AGENCY SUPPLIES<br>05/23/2016 05/23/2016           | 1005720-0                          | Office Supplies               |
| 50                | 05-420-640-4800-6300                               |             | 324.06                     | CS-COPIER CONTRACT IR3245<br>05/19/2016 05/19/2016 | C284689-0                          | Maintenance/Service Contracts |
| 45                | 05-430-700-4800-6405                               |             | 22.84                      | AGENCY SUPPLIES<br>05/02/2016 05/02/2016           | 1004532-0                          | Office Supplies               |
| 46                | 05-430-700-4800-6405                               |             | 38.20                      | ACCTG PRINTER TONER<br>05/13/2016 05/13/2016       | 1005227-0                          | Office Supplies               |
| 48                | 05-430-700-4800-6405                               |             | 77.69                      | AGENCY SUPPLIES<br>05/23/2016 05/23/2016           | 1005720-0                          | Office Supplies               |
| 86235             | The Office Shop Inc                                |             | 1,113.87                   | 12 Transactions                                    |                                    |                               |
| 51                | 10930 Tidholm Productions<br>05-430-700-4800-6405  |             | 69.95                      | BUSINESS CARDS (HO)<br>05/25/2016 05/25/2016       | 84795747                           | Office Supplies               |
|                   | 10930 Tidholm Productions                          |             | 69.95                      | 1 Transactions                                     |                                    |                               |
| 52                | 10657 Totalfunds By Hasler<br>05-430-000-0000-1205 |             | 2,000.00                   | POSTAGE<br>06/08/2016 06/08/2016                   | 79000100005968                     | Postage Account               |
|                   | 10657 Totalfunds By Hasler                         |             | 2,000.00                   | 1 Transactions                                     |                                    |                               |
| Final Total ..... |  |             | 81,974.44                  | 32 Vendors   | 96 Transactions                    |                               |

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>             |                    |
|---------------|-------------|---------------|-------------------------|--------------------|
|               | 5           | 81,974.44     | Health & Human Services |                    |
|               | All Funds   | 81,974.44     | Total                   | Approved by, ..... |
|               |             |               |                         | .....              |
|               |             |               |                         | .....              |



## Aitkin County Health & Human Services

Financial Statement

|                              | Actual<br>Jan-16    | Actual<br>Feb-16   | Actual<br>Mar-16    | Actual<br>Apr-16    | Actual<br>May-16    | Actual<br>Jun-16    |
|------------------------------|---------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Income:</b>               |                     |                    |                     |                     |                     |                     |
| Tax Levy                     |                     |                    |                     |                     |                     |                     |
| CPA and In Lieu              |                     | 1,168.55           |                     |                     | 3,146.93            |                     |
| State Revenue                | 19,244.72           | 59,762.73          | 115,492.38          | 8,961.14            | 66,622.27           |                     |
| Federal Revenue              | 41,861.00           | 297,807.66         | 186,518.70          | 47,508.08           | 204,076.47          |                     |
| Revenue From Third Party     | 21,481.64           | 26,606.63          | 23,546.55           | 25,548.60           | 35,065.57           |                     |
| Misc. Revenue                | 21,936.42           | 38,247.19          | 24,312.08           | 102,738.23          | 17,655.76           | 706.01              |
| <b>Total:</b>                | <b>104,523.78</b>   | <b>423,592.76</b>  | <b>349,869.71</b>   | <b>184,756.05</b>   | <b>326,567.00</b>   | <b>706.01</b>       |
| <b>Expenditures:</b>         |                     |                    |                     |                     |                     |                     |
| Payments to Recipients       | 204,262.78          | 112,406.05         | 131,528.21          | 166,226.16          | 254,225.27          | 192,329.68          |
| Salaries and Fringes         | 377,039.56          | 314,234.59         | 318,366.19          | 452,750.85          | 307,452.62          | 308,869.80          |
| Services, Charges and Fees   | 43,687.24           | 36,472.87          | 22,386.66           | 31,223.18           | 18,423.32           | 13,579.34           |
| Travel and Insurance         | 43,663.64           | 3,482.43           | 6,996.07            | 4,531.08            | 3,709.97            | 2,857.60            |
| Supplies and Small Equipment | 2,494.30            | 5,406.19           | 6,395.06            | 4,003.23            | 4,533.46            | 1,861.75            |
| Capital Outlay               | -                   | -                  | -                   | 938.96              | 5,830.08            | -                   |
| Misc Expense, Pass Thru      | 14,050.12           | 4,006.85           | 7,832.01            | 17,563.89           | 9,252.91            | 12,783.10           |
| <b>Total:</b>                | <b>685,197.64</b>   | <b>476,008.98</b>  | <b>493,504.20</b>   | <b>677,237.35</b>   | <b>603,427.63</b>   | <b>532,281.27</b>   |
| <b>Final Totals:</b>         | <b>(580,673.86)</b> | <b>(52,416.22)</b> | <b>(143,634.49)</b> | <b>(492,481.30)</b> | <b>(276,860.63)</b> | <b>(531,575.26)</b> |

**Cash Balance as of 6/2015**

**4,560,230.69**

**Cash Balance as of 06/2016**

**2,598,623.55 \*\***

|                          | YTD<br>2016           | ACTUAL<br>2015      | ACTUAL<br>2014      | ACTUAL<br>2013      | ACTUAL<br>2012      | ACTUAL<br>2011      | ACTUAL<br>2010      | ACTUAL<br>2009      |
|--------------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Income:</b>           |                       |                     |                     |                     |                     |                     |                     |                     |
| Tax Levy                 | -                     | 1,982,477.94        | 1,888,236.54        | 2,470,279.73        | 2,445,757.88        | 2,345,969.16        | 2,333,865.63        | 2,340,935.73        |
| CPA and In Lieu          | 4,315.48              | 279,447.59          | 270,042.48          | 314,823.94          | 131,275.60          | 236,240.57          | 235,223.92          | 321,690.72          |
| State Revenue            | 270,083.24            | 1,043,277.39        | 881,136.72          | 686,350.95          | 723,462.02          | 736,864.33          | 611,120.93          | 632,506.88          |
| Federal Revenue          | 777,771.91            | 2,084,504.26        | 2,168,615.65        | 2,136,553.41        | 2,161,389.09        | 2,120,681.67        | 2,225,918.50        | 2,266,036.42        |
| Revenue From Third Party | 132,248.99            | 258,635.32          | 207,345.61          | 216,749.43          | 204,217.36          | 163,265.77          | 126,077.60          | -                   |
| Misc. Revenue            | 205,595.69            | 388,502.22          | 315,012.26          | 359,291.46          | 451,663.65          | 446,320.68          | 541,300.99          | 575,677.90          |
| <b>Total:</b>            | <b>1,390,015.31</b>   | <b>6,036,844.72</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>Expenditures:</b>     |                       |                     |                     |                     |                     |                     |                     |                     |
| Payments to Recipients   | 1,060,978.15          | 1,719,525.77        | 1,635,620.50        | 1,417,258.22        | 1,604,608.63        | 1,729,427.71        | 1,862,889.86        | 1,818,277.01        |
| Salaries and Fringes     | 2,078,713.61          | 3,934,931.27        | 3,664,934.15        | 3,425,848.90        | 3,516,455.12        | 3,602,677.75        | 3,585,784.86        | 3,658,299.47        |
| Services and Charges     | 165,772.61            | 343,675.14          | 336,723.19          | 423,064.32          | 397,600.22          | 271,548.15          | 305,453.93          | 295,501.81          |
| Travel and Insurance     | 65,240.79             | 156,611.41          | 143,562.07          | 89,679.42           | 87,885.39           | 96,969.42           | 107,221.46          | 125,924.90          |
| Office Supplies          | 24,693.99             | 110,486.40          | 73,198.58           | 61,402.17           | 33,369.33           | 61,209.60           | 56,501.21           | 52,262.98           |
| Capital Outlay           | 6,769.04              | 38,482.51           | 31,266.36           | 52,492.10           | 120,759.15          | 23,482.25           | 33,649.79           | 68,997.74           |
| Misc Expense & Pass Thru | 65,488.88             | 150,933.74          | 180,413.58          | 184,722.83          | 168,640.01          | 96,521.72           | 123,123.15          | 142,355.79          |
| <b>Total:</b>            | <b>3,467,657.07</b>   | <b>6,454,646.24</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>Final Totals:</b>     | <b>(2,077,641.76)</b> | <b>(417,801.52)</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>  |

| ACTUAL<br>2008      | ACTUAL<br>2007      | ACTUAL<br>2006      |
|---------------------|---------------------|---------------------|
| 2,409,856.71        | 2,303,196.53        | 1,817,723.90        |
| 303,462.53          | 389,866.09          | 312,877.69          |
| 936,661.64          | 790,366.43          | 905,921.06          |
| 2,031,189.00        | 2,013,560.50        | 1,993,226.16        |
| -                   | -                   | -                   |
| 608,372.74          | 568,060.27          | 484,763.05          |
| <b>6,289,542.62</b> | <b>6,065,049.82</b> | <b>5,514,511.86</b> |
| 1,729,049.89        | 1,827,333.49        | 1,858,630.93        |
| 3,300,291.25        | 3,091,358.49        | 2,911,440.42        |
| 327,685.72          | 271,589.87          | 281,345.91          |
| 125,736.88          | 91,625.96           | 96,293.29           |
| 79,742.17           | 63,677.05           | 65,267.30           |
| 35,484.07           | 24,380.79           | 40,048.96           |
| 133,526.22          | 148,157.71          | 145,866.15          |
| <b>5,731,516.20</b> | <b>5,518,123.36</b> | <b>5,398,892.96</b> |
| 558,026.42          | 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                | 2016                | 2017          |
|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| JAN          | \$73,496.04         | \$78,312.32         | \$59,278.73         | \$52,334.43         | \$38,575.68         | \$23,366.04         | \$77,638.97         |               |
| FEB          | \$82,467.05         | \$82,982.51         | \$78,783.86         | \$50,122.31         | \$35,579.24         | \$79,173.07         | \$36,829.76         |               |
| MARCH        | \$75,000.60         | \$61,384.45         | \$89,386.88         | \$44,070.76         | \$24,095.99         | \$65,772.03         | \$84,194.68         |               |
| APRIL        | \$79,548.43         | \$69,570.36         | \$101,195.78        | \$52,651.49         | \$71,994.81         | \$61,777.07         | \$38,982.07         |               |
| MAY          | \$77,811.48         | \$73,398.62         | \$70,140.91         | \$49,124.55         | \$42,970.74         | \$36,507.59         | \$86,497.34         |               |
| JUNE         | \$99,039.56         | \$92,735.90         | \$79,654.30         | \$51,198.58         | \$68,481.80         | \$64,662.37         | \$49,615.95         |               |
| 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         | \$53,636.94         |                     |               |
| <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>\$626,425.55</b> | <b>\$373,758.77</b> | <b>\$0.00</b> |
| CHILDREN     | 57                  | 56                  | 49                  | 50                  | 53                  |                     |                     |               |
|              | \$970,887.85        | (\$84,644.74)       | (\$70,215.11)       | (\$225,033.73)      | \$37,760.43         | (\$2,329.15)        |                     |               |
|              | Increase            | Decrease            | Decrease            | Decrease            | Increase            | Decrease            |                     |               |
|              | from 2009           | from 2010           | from 2011           | from 2012           | from 2013           | from 2014           |                     |               |

### 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>   |
| <b>Total</b>      | <b>\$718,065.87</b> |

### 2015 Foster Care Breakdown

|                   |                     |
|-------------------|---------------------|
| Child Shelter     | \$1,071.16          |
| Treatment Foster  | \$26,817.96         |
| Child Foster Care | \$ 252,855.13       |
| Rule 8 FC         | \$35,955.06         |
| Corrections       | \$ 169,619.56       |
| Extended FC       |                     |
| Rule 5            | \$144,415.33        |
| Respite           | \$5,765.40          |
| Child Care        | \$4,494.95          |
| Health Services   | \$3,108.03          |
| Transportation    | <u>\$7,788.96</u>   |
| <b>Total</b>      | <b>\$651,891.54</b> |

### 2016 Foster Care Breakdown Year to Date

|                   |                     |
|-------------------|---------------------|
| Child Shelter     | \$2,384.18          |
| Treatment Foster  | \$13,513.56         |
| Child Foster Care | \$ 194,928.29       |
| Rule 8 FC         | \$0.00              |
| Corrections       | \$ 97,869.28        |
| Extended FC       | \$0.00              |
| Rule 5            | \$63,749.58         |
| Respite           | \$32.00             |
| Child Care        | \$980.89            |
| Health Services   | \$133.00            |
| Transportation    | <u>\$3,389.30</u>   |
| <b>Total</b>      | <b>\$376,980.08</b> |

### 2012 Foster Care Reimbursement

|              |                     |
|--------------|---------------------|
| IV-E         | \$73,551.00         |
| Rule 5       | \$59,512.99         |
| Recoveries   | \$112,766.58        |
| <b>Total</b> | <b>\$245,830.57</b> |

### 2013 Foster Care Reimbursement

|              |                     |
|--------------|---------------------|
| IV-E         | \$105,518.00        |
| Rule 5       | \$8,501.46          |
| Recoveries   | \$126,112.23        |
| <b>Total</b> | <b>\$240,131.69</b> |

### 2014 Foster Care Reimbursement

|              |                     |
|--------------|---------------------|
| IV-E         | \$79,352.00         |
| Rule 5       | \$27,823.14         |
| Recoveries   | \$65,771.13         |
| <b>Total</b> | <b>\$172,946.27</b> |

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         | \$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      |

Total \$819,923.05 \$395,228.38 \$248,465.10 \$176,229.57

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      |

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 \$718,065.87 \$327,678.69 \$296,158.98 \$94,228.20

Total \$718,065.87

**2015 Foster Care Breakdown**

|                      | Total        | Social Service | Corrections  | ICWA        |
|----------------------|--------------|----------------|--------------|-------------|
| Child Shelter        | \$1,071.16   | \$1,071.16     | \$0.00       | \$0.00      |
| Treatment Foster     | \$26,817.96  | \$19,948.16    | \$0.00       | \$7,869.80  |
| Child Foster Care    | \$252,855.13 | \$190,403.25   | \$10,011.05  | \$52,440.83 |
| Rule 8 FC            | \$35,955.06  | \$35,955.06    | \$0.00       | \$0.00      |
| Corrections          | \$169,619.56 | \$0.00         | \$142,278.80 | \$27,340.76 |
| Extended Foster Care | \$0.00       | \$0.00         | \$0.00       | \$0.00      |
| Rule 5               | \$144,415.33 | \$96,402.86    | \$0.00       | \$48,012.47 |
| Respite              | \$5,765.40   | \$5,765.40     | \$0.00       | \$0.00      |
| Child Care           | \$4,494.95   | \$4,494.95     | \$0.00       | \$0.00      |
| Health Services      | \$3,108.03   | \$3,108.03     | \$0.00       | \$0.00      |
| Transportation       | \$7,788.96   | \$7,788.96     | \$0.00       | \$0.00      |

Total \$651,891.54 \$363,937.83 \$152,289.85 \$135,663.86

Total \$651,891.54

**2016 Foster Care Breakdown Year to Date**

|                      | Total        | Social Service | Corrections | ICWA        |
|----------------------|--------------|----------------|-------------|-------------|
| Child Shelter        | \$2,384.18   | \$2,384.18     | \$0.00      | \$0.00      |
| Treatment Foster     | \$13,513.56  | \$0.00         | \$0.00      | \$13,513.56 |
| Child Foster Care    | \$194,928.29 | \$157,961.59   | \$0.00      | \$36,966.70 |
| Rule 8 FC            | \$0.00       | \$0.00         | \$0.00      | \$0.00      |
| Corrections          | \$97,869.28  | \$0.00         | \$78,521.72 | \$19,347.56 |
| Extended Foster Care | \$0.00       | \$0.00         | \$0.00      | \$0.00      |
| Rule 5               | \$63,749.58  | \$35,858.41    | \$0.00      | \$27,891.17 |
| Respite              | \$32.00      | \$32.00        | \$0.00      | \$0.00      |
| Child Care           | \$980.89     | \$980.89       | \$0.00      | \$0.00      |
| Health Services      | \$133.00     | \$133.00       | \$0.00      | \$0.00      |
| Transportation       | \$3,389.30   | \$3,389.30     | \$0.00      | \$0.00      |

Total \$376,980.08 \$200,739.37 \$78,521.72 \$97,718.99

Total \$376,980.08

# **Mutual Aid Agreement for (Public) Health and Human Services and the Use of Resources including Personnel and Equipment**

THIS AGREEMENT is made and entered into between the Aitkin County Health and Human Services (ACHHS); Itasca County Health and Human Services (ICHHS); and Koochiching County Public Health and Human Services (KCPHHS), hereinafter known as Parties or Participating Party. ACHHS, ICHHS, and KCPHHS are governmental subdivisions of the State of Minnesota, pursuant to authority granted to them by Minnesota Statutes, Section 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties; and Section 12.27, subd. 3 which authorizes mutual aid arrangements for dispatch of resources to be authorized by a local delegation of authority.

In consideration of the mutual promises and Agreements contained herein, and subject to the provisions of Minnesota Statutes, Sections 471.59 and 12.27, subd. 3, the Parties agree to the following:

## **Article 1 Enabling Authority**

Minnesota Statutes Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes Section 12.27, subd. 3, authorizes the governing body of a political subdivision to delegate a local authority who may dispatch equipment and personnel as considered necessary if a danger of fire, hazard, casualty, or another similar occurrence exists outside of the political subdivision and by its suddenness it would be impractical for the governing body itself to authorize the dispatch of equipment. These arrangements must be consistent with the local emergency operations plan for each Party, if required. For the purposes of this Agreement, the local authority for each Participating Party shall be the Health and Human Services Director for each county.

## **Article 2 Purpose**

The Parties to this Agreement intend to make equipment, personnel and other resources available to each Party who has signed this Agreement upon its request to the other Parties who have signed the Agreement. A peacetime declaration of emergency may be declared only when an act of nature, a technological failure or malfunction, a terrorist incident, an industrial accident a hazardous materials accident, or a civil disturbance endangers life and property and local government resources are inadequate to handle the situation.

The Parties to this Agreement intend that the Agreement serve as a valid written agreement for mutual aid as required by FEMA in requesting reimbursement for those reasonable eligible costs incurred as a result of a qualifying emergency.

The Parties to this Agreement also intend that the Agreement cover preparation and training for emergency activities.

## **Article 3**

### **Definitions**

For the purposes of this Agreement, the following terms shall be defined as follows:

- A. "Assistance" means personnel, equipment, supplies and/or services from the following departments: Health and Human Services, and any other services as agreed upon by the Parties and permitted by law.
- B. "Employee" means those personnel currently working for a Party including, elected and appointed officials, officers and volunteers who are registered with and under the direction and control of that Party as required by Minn. Stat. §12.22, subd. 2a (a) (2005).
- C. "Participating Party" means the governing body of a political subdivision that is a Party to this Agreement.
- D. "Requesting Official" means the person designated by a Participating Party who is responsible for requesting Assistance from the other Participating Parties. For the purposes of this Agreement, the Requesting Official will be the Participating Party's Health and Human Services Director.
- E. "Requesting Party" means a Participating Party that requests Assistance from other Participating Parties.
- F. "Responding Official" means the person designated by a Participating Party who is responsible to determine whether and to what extent that Participating Party should provide Assistance to a Requesting Party. For the purposes of this Agreement, the Responding Official will be the Party's Health and Human Services Director.
- G. "Responding Party" means a Participating Party that provides Assistance to a Requesting Party.

## **Article 4**

### **Provision of Mutual Aid**

- A. Request for Assistance. Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance. The Requesting Party, within a reasonable period of time, shall provide the Responding Party/ies with a written confirmation of the need for Assistance including details regarding requested resources, timelines/schedules and location(s) for assistance.
- B. Response to Request. Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her Party's personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources. Once Assistance has been authorized, the Responding Party, within a reasonable period of time, shall provide the Requesting Party with a written confirmation of Assistance including details regarding the personnel and resources to be provided and when they will be available.

- C. Recall and Release of Assistance. The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party or its designee, it is considered to be in the best interest of the Responding Party to do so. The Requesting Party may at any time release a Responding Party or an individual from providing any further assistance.
- D. Command of Scene. The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.
- E. State Declared Emergency. If the State of Minnesota or an authorized state agency declares an emergency, the statutes and administrative rules pertaining to state declared emergencies shall prevail where they conflict with the provisions of this Agreement.
- F. Volunteer Registration. Any volunteers participating in the mutual aid activities shall register with the Party in command of the scene (the Requesting Party).

## **Article 5**

### **Hold Harmless and Indemnification**

- A. Each Requesting Party shall defend, indemnify and hold harmless a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466 and other applicable law, rule, and regulation, including common law.
- B. For purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the Employees of the Responding Party are deemed to be Employees of the Requesting Party as defined in Minn. Stat. § 466.01, subdivision 6, but only for purposes of addressing liability under this Agreement. The Employees of the Responding Party shall not be considered Employees of the Requesting Party for any other purpose.
- C. The Requesting Party shall defend, indemnify and hold harmless the Responding Party and its Employees against any and all claims brought or actions filed against the Responding Party or its Employees for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.
- D. Under no circumstances shall a Party be required to pay on behalf of itself and other Parties, any amounts in excess of the limits of liability established in Minnesota Statutes Chapter 466 applicable to any third party claim. The statutory limits of liability for some or all of the Participating Parties may not be added together or stacked to increase the maximum amount of liability for any third party claim.
- E. Each Participating Party agrees to promptly notify the other Participating Parties if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other Participating Parties, and arising out of acts or omissions related to this Agreement.

- F. There shall be no liability to any Participating Party for failure to furnish Assistance, or for recalling or releasing Assistance as described in this Agreement.

## **Article 6**

### **Workers' Compensation**

Each Participating Party shall be responsible for injuries or death of its own Employees to the extent required by law. Each Participating Party will maintain workers' compensation insurance or self-insurance coverage, covering its own Employees while they are providing assistance pursuant to this Agreement.

## **Article 7**

### **Damage to Equipment**

Each Participating Party, to the extent a Party is at fault, shall be responsible for damage to or loss of its equipment while acting within the scope of this Agreement.

## **Article 8**

### **Charges to the Requesting Party**

- A. A Requesting Party shall not be billed or charged by a Responding Party for Assistance rendered unless the assistance continues for a period of more than eight (8) hours, as measured from the time Responding Party begins to provide Assistance after being specifically directed by the Requesting Party to perform a task or tasks, unless the Requesting Party is eligible to obtain reimbursement for expenses it incurred during this period from the United States, the State of Minnesota, or any other source. The Requesting Party shall take all steps necessary to seek reimbursement on behalf of the Responding Party for the actual cost of any Assistance provided during this initial eight (8) hour period including salaries, overtime, materials and supplies, and other necessary expenses.
- B. If Assistance provided under this Agreement continues for more than eight (8) hours, the Responding Party may submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial eight (8) hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party shall reimburse the party providing the Assistance for that amount.
- C. The Parties acknowledge that charges may be assessed without regard to the availability of federal or state government funds to reimburse the charges.

## **Article 9**

### **Term of Agreement**

This Agreement will commence upon approval of the Participating Party and the signature of the official with authority to bind the Party. This Agreement shall be in effect until such time as the Agreement is terminated pursuant to Article 11 herein. This Agreement will only apply to those Parties whose county boards, city council or other authorized signatory have lawfully executed the document.



## **Article 10**

### **Merger and Modification**

- A. It is understood and agreed that the entire Agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.
- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the Participating Parties hereto.

## **Article 11**

### **Default and Withdrawal**

- A. A default in this Agreement may occur when a Party fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement. Unless the Party's default is excused by the other Participating Parties, the non-defaulting Parties may by majority, vote to remove the defaulting Party by providing written notice of termination of the Agreement as to the defaulting Party only. Any such removal or termination of this Agreement shall become effective upon the sending of such notice and will not cancel any obligations incurred by any Party prior to such termination.
- B. Any Party may withdraw from this Agreement with or without cause by providing thirty (30) days' prior written notice to the other Parties herein.
- C. The terms of Article 5, 6, 7, 12 and 13 shall survive the expiration, termination or withdrawal from this Agreement.
- D. Only the governing bodies or authorized signatory of the Participating Parties have authority to act pursuant to this provision of the Agreement.

## **Article 12**

### **Records – Availability and Access**

To the extent required by Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), the Parties agree that any Party, the State Auditor, the Legislative 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 other Parties and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the Agreement and for seven (7) years after its termination or cancellation.

## **Article 13**

### **Data Privacy**

Each Party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and

implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

## **Article 14 Compliance**

Participating Parties shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances in force or hereafter enacted.

## **Article 15 Parties**

Any governmental unit or entity identified in Minn. Stat. 471.59 Subdivision 1 who has authorized and signed this Agreement is a "Party". "Parties" is the plural of Party. Other units of government or entities identified in Minn. Stat. 471.59 Subdivision 1 may become a party to this Agreement upon approval of those units of government that are Parties at the date of the request. The new Party will sign a copy of the Agreement. Existing Parties will not be required to resign.

## **Article 16 Execution**

Each Party hereto has read, agreed to and executed this Agreement on the date indicated.

## **Article 17 Counterparts**

This Agreement may be executed in any number of counterparts, each counterpart for all purposes being deemed an original and all such counterparts shall together constitute one and the same agreement.

## **Article 18 Contract Administration**

In order to coordinate the services so as to accomplish the purposes of this Agreement, each Participating Party's "Requesting Official"/"Responding Official" or equivalent counterpart, shall be the contact person for each Participating Party under this Agreement. A Participating Party may designate someone other than the "Requesting Official"/"Responding Official" or equivalent, as the contact person by providing written notice to all other Participating Parties.

***A SIGNATURE PAGE FOR EACH PARTY SHALL BE ATTACHED***

The Itasca County Board of Commissioners having duly approved this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and pursuant to such approval, the proper County/City officials having signed this Agreement, the Parties hereto agree to be bound by the provisions herein set forth.

**COUNTY OF ITASCA**

By: \_\_\_\_\_  
Assistant/Deputy/County Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chair of its County Board

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_  
Deputy/Clerk of the County Board

Date: \_\_\_\_\_

Reviewed by the County Attorney's Office

By: \_\_\_\_\_

Date: \_\_\_\_\_

The Aitkin County Board of Commissioners having duly approved this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and pursuant to such approval, the proper County/City officials having signed this Agreement, the Parties hereto agree to be bound by the provisions herein set forth.

**COUNTY OF AITKIN**

By: \_\_\_\_\_  
Assistant/Deputy/County Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chair of its County Board

Date: \_\_\_\_\_

**ATTEST:**

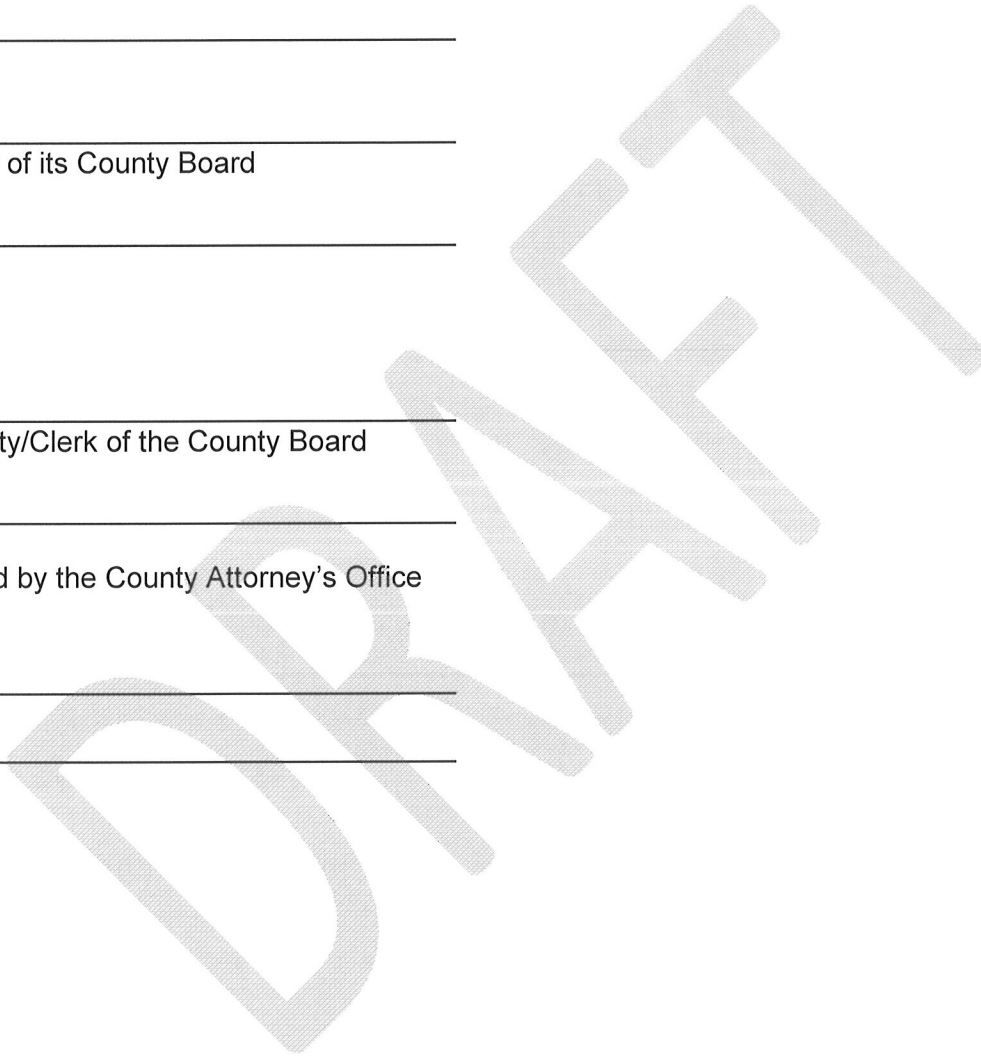
By: \_\_\_\_\_  
Deputy/Clerk of the County Board

Date: \_\_\_\_\_

Reviewed by the County Attorney's Office

By: \_\_\_\_\_

Date: \_\_\_\_\_



The Koochiching County Board of Commissioners having duly approved this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and pursuant to such approval, the proper County/City officials having signed this Agreement, the Parties hereto agree to be bound by the provisions herein set forth.

**COUNTY OF KOOCHICHING**

By: \_\_\_\_\_  
Assistant/Deputy/County Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chair of its County Board

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_  
Deputy/Clerk of the County Board

Date: \_\_\_\_\_

Reviewed by the County Attorney's Office

By: \_\_\_\_\_

Date: \_\_\_\_\_

# AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, June 1, 2016

- Committee Members Present:** Marlene Abear  
Holly Bray  
Kim DeMenge  
Diane Eastman, AFSCME Union Rep.  
Roberta Elvecrog  
Kami Genz, CMCC  
Carole Holten  
Joy Janzen  
Kristine Layne, Riverwood HealthCare  
Julie Anne Larkin  
Bob Marcum  
Bev Mensing, Red Cross
- Others Present:** Jessi Goble, Income Maintenance Supervisor  
Jessi Schultz, Social Service Supervisor  
Kathy Ryan, Fiscal Supervisor  
Julie Lueck, Clerk to the Advisory Committee
- Guests:** Joel Hoppe  
Joell Miranda, Secretary of the Hill City School Board
- Absent:** Katie Nelson, Riverwood Foundation  
Amanda Voller, Workforce Center  
Commissioner Anne Marcotte  
Commissioner Laurie Westerlund
- I. Approval of Agenda**  
Motion by Roberta Elvecrog, seconded by Bev Mensing and carried; the vote was to approve the Agenda with the addition of Joell Miranda under III. Committee Member Update and discussion on Amy Wyant Reprimand under V.-B. PH Task Force
- II. Approval of Minutes of the May 4, 2016 Meeting**  
Motion by Diane Eastman, seconded by Carole Holten, and carried; the vote was to approve the Minutes of the May 4, 2016 meeting
- III. Committee Member Input / Updates - Must be informational in nature, relative to Aitkin County Health & Human Services and not exceed (5) minutes per person.**
- BM: Joell Miranda - Secretary of the Hill City School Board -** Ms. Miranda had questions with respect to the County Health Educator Position and when it would be filled.
- IV. MNSure Update - Jessi Goble, Financial Services Supervisor**  
Jessi noted the program is getting better as the uninsured rate is now at approximately 4.3% which is the lowest it has been. The healthcare caseload has increased by 700+ cases since 2013 and we have not hired additional staff to manage the caseload. Currently we have 2.75 staff in the MNSure area because we were able to add one staff person since April which has helped. Migration from our old MAXIS system to the METS (MN Eligibility Technology Systems) will begin this fall. PDM (Periodic

Data Match through DEED (Department of Employment & Economic Development) will also add to our workload as there are 1100 cases in MNSURE that will get hit by data matches requiring forms to be sent out in order for us to enter correct data. Jessi went on to explain further details of the program areas and answered questions.

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

- A. Corrections** - Kami Genz / Roberta Elvecrog / Julie Anne Larkin  
The Corrections Task Force met today and will have a standing meeting each month the Advisory Committee meets and will meet at 2:30 on those dates. They talked about the Adult / Juvenile Agreements.
- B. Public Health** – Bob Marcum / Kristine Layne / Holly Bray  
This Task Force has not had a meeting since the last report.
- C. Children’s Social Services/Mental Health** – Katie Nelson / Holly Bray  
This Task Force has not had a meeting yet. Jessi Schultz encouraged them to let her know when they are ready to meet.
- D. Adult Social Services/Mental Health** – Bob Marcum / Marlene Abear / Carole Holten  
Introduction of Heather Overn the new Social Service Supervisor for Adult Services.  
This Task Force has not had a meeting since Ann left and no meeting will be scheduled until Heather has been given time to adjust to her new position.

**VI. Budget Committee Report/Update** – Roberta Elvecrog / Joy Janzen

Kathleen Ryan noted she had just received budget direction from Nate Burkett, County Administrator, and will begin the budgeting process the end of June. She will let committee folks know when she has numbers together to review with them.

**VII. Comments:**

**A. Comments from the Committee Members for the Commissioners relative to HHS**

No Commissioners were in attendance today so no comments were discussed.

**B. Feedback from the Board Meetings**

**1. May 24, 2016 – Roberta Elvecrog & Carole Holten**

Roberta was unable to attend but Carole noted that she was impressed with the amount of time spent on Health & Human Services topics. One discussion involved the placements and costs at the facility in Anoka that the county pays for. Mental Health problems have been shifted to the counties to handle rather than at the state level. She also noted Don Niemi's report from Lakes & Pines that home visits are stopping due to a Federal decision and HeadStart will be moving to a Center-based facility instead of home visits. We have transportation issues in Aitkin Count that will no doubt affect the participation. This should not affect the WRAP Program in Aitkin County.

**C. Committee Members scheduled to attend upcoming Board Meetings in 2016:**

|              |                |            |
|--------------|----------------|------------|
| JUNE 28      | Kristine Layne | Holly Bray |
| JULY 26      | Joy Janzen     | Holly Bray |
| AUGUST 23    | Bob Marcum     | Holly Bray |
| SEPTEMBER 27 | _____          | _____      |
| OCTOBER 25   | _____          | _____      |
| NOVEMBER 22  | _____          | _____      |
| DECEMBER 27  | _____          | _____      |

### VIII. Adjourn

*Motion by Bev Mensing, seconded by Kami Genz, and carried; the vote was to adjourn the meeting at 4:52 p.m. with the reminder that we do NOT have a meeting in July.*

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Joy Janzen, Chairperson

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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 May 4, 2016, Advisory Committee Meeting
- Draft copy of the May 24, 2016, Health & Human Services Board Meeting Minutes
- Aitkin County Health Care Numbers 2013 - Current Chart
- Health Care Caseload Statistics 2004-April 2016 Graph