

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

**I. Attendance**

The Aitkin County Board of Commissioners met this 28th day of June, 2016, at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Ann Marcotte, Brian Napstad, 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, Kristine Layne and Holly Bray, H&HS Advisory Committee Members; and Kari Paulsen and Michelle Ufford, NEMOJT; Aileen DeMenge and Jan Francisco, AEOA; and Mike Hagen, Aitkin County Growth.

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

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

**III. Review May 24, 2016 Health & Human Service Board Minutes**

*Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Minutes of the May 24, 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. Aitkin Workforce Ctr. - Kari Paulson, NEMOJT & Aileen DeMenge, AEOA**

Michelle Ufford from NEMOJT and Jan Francisco from AEOA.

Aileen DeMenge and Kari Paulsen discussed the Birchstreet Center and the nine organizations housed in the building. They also discussed MN Works, Merit Testing, Career Readiness at Aitkin Schools, the barriers folks seeking employment face which include Mental Health/Chemical Dependency issues, lack of child care, lack of education, legal issues and transportation. They reviewed their statistics and various activities and programs they work with and provided the Commissioners with a current Birchstreet Center Contact List. They noted the upcoming Beacon Meeting at Long Lake Conservation Center on Wednesday, October 19 from 9:00 to Noon. Michelle Ufford and Jan Francisco also spoke to the Commissioners about the excellent work the staff does at the Aitkin Workforce Center along with the great collaboration between them and H&HS as well as other entities they work with.

**VI. Contracts/Agreements**

**A. ~~GSSC (General Security Services Corporation)~~** Revisions to be made and re-submitted for Board Approval at a later date. Tom Burke noted this is for Crisis Transportation using a secure vehicle and he has been discussing this option with law enforcement.

**VII. Administrative Reports:**

**A.** Financial & Transportation Reports - Kathleen Ryan discussed this report and reminded the Commissioners that the Transportation report will only be presented once per year

**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. Erin updated the Commissioners on their recent meeting noting they discussed the SHIP Initiatives and outcomes, the new board member orientation and the work they have done on the draft of the Mutual Aid Agreement asking for input from the Commissioners as soon as possible so it can be finalized in the near future.

Erin Melz also noted that the Personnel Committee had approved a revised job description for the PH Educator position as a part time SHIP Coordinator and a part time WIC & Family Health positions. The applicant will be required to have credentials to be a WIC certifier. Progress is being made on filling the position and the SHIP programs will be maintained.

**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. Kristine Layne updated the Commissioners on the discussion topics at the June meeting which included an update on MNSure and discussion relative to the PH Educator position and their recommendation for a succession plan to assure programs continue.
- B. AEOA Committee Update** – Commissioner Westerlund noted they met and discussed HeadStart Contract and general business.
- C. NEMOJT Committee Update** – Commissioner Napstad noted they met June 9th and discussed the closing of the Mesabi Academy with a loss of 120 jobs.
- D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund noted she did not attend. Jessi Schultz noted they reviewed documents and confidential forms based on mandates.
- E. Lakes & Pines Update** – Commissioner Niemi noted there was no meeting.

**X. Break at 10:17 a.m. for 10-15 minutes**

**Next Meeting – July 26, 2016**

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