

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING AGENDA  
August 23, 2016**

- 9:05 A.M.**
- I. Attendance**
  - II. Approval of Health & Human Services Board Agenda**
  - III. Review July 26, 2016 Health & Human Service Board Minutes**
  - IV. Review Bills**
  - V. General/Miscellaneous Information**
    - A. Bulletin 16-76-01 - County Portion of Cost of Care at State Operated Services Regional Treatment Centers - Tom Burke**
    - B. RUCA (Rural Urban Community Area) vs. Per Diem - Kathy Ryan**
  - VI. Contracts/Agreements**
    - A. Mutual Aid Agreement for (Public) Health and Human Services and the Use of Resources including Personnel and Equipment between Aitkin, Itasca, and Koochiching Counties - Erin Melz, PH Supervisor**
  - VII. Administrative Reports:**
    - A. Financial Reports - Kathleen Ryan**
  - VIII. Committee Reports from Commissioners**
    - A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte  
Committee Members attending today: Bob Marcum & Holly Bray  
Draft Copy of the August 3rd meeting minutes included in packet.**
    - B. AEOA Committee Update – Commissioner Westerlund**
    - C. NEMOJT Committee Update – Commissioner Napstad**
    - D. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
    - E. Lakes & Pines Update – Commissioner Niemi**
  - IX. Break at 9:\_\_\_ a.m. for \_\_\_\_\_ minutes      Next Meeting –September 27, 2016**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
July 26, 2016**

**I. Attendance**

The Aitkin County Board of Commissioners met this 26th day of July, 2016, at 9:36 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Brian Napstad, Don Niemi and Laurie Westerlund; and others present included: County Administrator Nathan Burkett; H&HS Staff Members Erin Melz, Public Health Supervisor; Kathy Ryan, Fiscal Supervisor; Jessi Schultz & Heather Overn, Social Service Supervisors; Jessi Goble, Financial Assistance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog and Holly Bray, H&HS Advisory Committee Members; and Luke Christensen, Aitkin Transportation Advocate for AEOA; Marcia Mehle, Program Director of AEOA; Bill Feye and David Kohanek, Clear Lake Assn.; Gordon Prickett, Nordland Twp.; Bill Haroldson, Farm Island L.I.A.; Bill Pratt, Citizen; Rowand & Ruth Fudala, Hamel Lake; John Welle, AC Highway Dept; Sheriff Scott Turner; and Mark Jacobs, AC Land Dept.

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

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

**III. Review June 28, 2016 Health & Human Service Board Minutes**

*Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the Minutes of the June 28, 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. Rural Rides - AEOA - Luke Christensen Aitkin Transportation Advocate**

**Marcia Mehle, Program Director**

Luke and Marcia discussed the fact that they were sufficiently funded for the last half of 2015 and the full year of 2016, but they are asking for a letter of support from Aitkin County along with a financial commitment of \$2,000 for the upcoming 2017 grant year of which the application will be submitted in mid August. They explained the program is to assist people with transportation to get to work or to GED classes. The transportation has to be tied to employment and is short-term to assist people in becoming transportation self-sufficient. They have had 28 clients in Aitkin County with 30 drivers which have provided 1,614 one-way rides to work sites.

**B. Non-Emergency Medical Transportation - Kathy Ryan, Jessi Goble, Jessi Schultz**

Kathy Ryan reviewed the reimbursement rate (RUKA Rate) of 0-17 miles @ 27.5 cents/mile, 18-50 miles @ 24.75 cents/mile, and 100+ miles @ 22 cents/mile through Medical Assistance access. Volunteer Rate has been 0-17 miles @ .675 cents/mile and 18-50 miles @ .6075 cents/mile. In 2005, we agreed to pay a per diem rate due to the high cost of gasoline. Ruka rates will be reimbursed by Medical Assistance. Commissioner Napstad asked that we bring this back in the form of a Matrix to our next meeting.

**VI. Contracts/Agreements**

- A. WIC Agreement - McGregor - between ACH&HS and McGregor Independent School District for the period September 1, 2016 through August 31, 2017 to administer the Aitkin County WIC Program.** *Motion by Commissioner Niemi, seconded by Commissioner Napstad, and carried; the vote was to approve the WIC Agreement - McGregor - between ACH&HS and McGregor Independent School District for the period September 1, 2016 through August 31, 2017 to administer the Aitkin County WIC Program*

**VII. Administrative Reports:**

- A. Financial & Transportation Reports - Kathleen Ryan noted we on budget. July will have a large VCAA grant coming in after the State Fiscal Year ends. The Storm 2016 staff hours and costs are being kept and recorded separately.**

**VIII. Committee Reports from Commissioners**

- A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte**  
Committee Members attending today: Joy Janzen & Holly Bray  
No minutes as there was no meeting held in July.
- B. AEOA Committee Update – Commissioner Westerlund - No Meeting**
- C. NEMOJT Committee Update – Commissioner Napstad - No Meeting**
- D. CJI (Children’s Justice Initiative) – Commissioner Westerlund - No Meeting**
- E. Lakes & Pines Update – Commissioner Niemi - No Meeting**

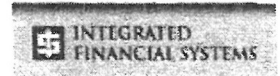
**IX. Break at 10:05 a.m. for 10-15 minutes**

**Next Meeting – August 23, 2016**

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 8/19/16 11:32AM  
 Health & Human Services

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

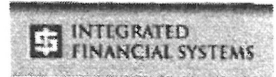


<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
25 86222 AITKIN INDEPENDENT AGE 05-430-720-3020-6069		74.80	Child Care Advertising - Commu 07/16/2016 07/20/2016 1 Transactions	Community Ed & Prevent/Advertising
15 9791 Bieganeck/Joan M 05-430-760-3950-6020		105.00	Guardianship/Conservator Activ 06/01/2016 06/30/2016	Guardianship/Conservatorship
16 9791 Bieganeck/Joan M 05-430-760-3950-6020		105.00	Guardianship/Conservator Activ 07/01/2016 07/31/2016 2 Transactions	Guardianship/Conservatorship
2 12670 CARLTON COUNTY PUBLIC HEALTH & 05-430-710-3190-6020		85.00	UA testing - Court-Related Ser 07/07/2016 07/07/2016 1 Transactions	Court Related Services & Activities
32 11051 Department of Human Services 05-430-720-3110-6069		361.42	BSFE County Match Invoice #A30 07/01/2016 07/31/2016	Bsf Child Care
23 11051 Department of Human Services 05-430-730-3590-6072		7,919.11	CCDTF Maintenance of Effort 06/01/2016 06/30/2016 2 Transactions	Ccdtf County % State Billings
4 9220 DHS- MSOP 05-430-745-3721-6081		1,147.00	State- operated inpatient 07/01/2016 07/31/2016	Commitment Costs - Poor Relief
9 9220 DHS- MSOP 05-430-745-3721-6081		1,147.00	State- operated inpatient 07/01/2016 07/31/2016	Commitment Costs - Poor Relief
19 9220 DHS- MSOP 05-430-745-3721-6081		2,867.50	State- operated inpatient 07/01/2016 07/31/2016 3 Transactions	Commitment Costs - Poor Relief
1 89965 DHS- ST PETER- SEE LIST 05-430-745-3721-6081		2,077.00	State- operated inpatient 07/01/2016 07/31/2016	Commitment Costs - Poor Relief
12 89965 DHS- ST PETER- SEE LIST 05-430-745-3721-6081		2,077.00	State- operated inpatient 07/01/2016 07/31/2016	Commitment Costs - Poor Relief

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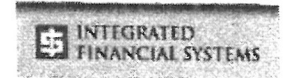
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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
13 05-430-745-3721-6081		2,306.40	State- Operated Inpatient 07/01/2016 07/31/2016	Commitment Costs - Poor Relief
<b>89965 DHS- ST PETER- SEE LIST</b>		<b>6,460.40</b>	<b>3 Transactions</b>	
8 05-430-750-3950-6020		35.00	Public guardianship 07/01/2016 07/31/2016	Public Guardianship Dd
10 05-430-750-3950-6020		105.00	Public guardianship 07/01/2016 07/31/2016	Public Guardianship Dd
11 05-430-760-3950-6020		70.00	Guardianship/Conservatorship 07/20/2016 07/31/2016	Guardianship/Conservatorship
14 05-430-760-3950-6020		105.00	Guardianship/Conservatorship 07/01/2016 07/31/2016	Guardianship/Conservatorship
20 05-430-760-3950-6020		70.00	Guardianship/Conservatorship 07/01/2016 07/31/2016	Guardianship/Conservatorship
<b>91345 Elvecrog/Roberta C</b>		<b>385.00</b>	<b>5 Transactions</b>	
3 05-430-710-3190-6020		656.25	Parenting assessment - Court- R 07/26/2016 07/26/2016	Court Related Services & Activities
<b>13687 Family Assessment Services</b>		<b>656.25</b>	<b>1 Transactions</b>	
22 05-430-740-3890-6020		100.00	Child respite care 08/16/2016 08/18/2016	Child Mh Respite
<b>10862 KAZMERZAK/AMANDA</b>		<b>100.00</b>	<b>1 Transactions</b>	
5 05-430-740-3890-6020		35.06	Child Respite Care 07/09/2016 07/09/2016	Child Mh Respite
<b>11894 KINDRED FAMILY FOCUS - STANDARD</b>		<b>35.06</b>	<b>1 Transactions</b>	
30 05-430-745-3025-6020		3,166.87	Family Resource Specialist - A 06/01/2016 06/30/2016	COMMUNITY ED & PREVENTION
31 05-430-745-3025-6020		3,634.36	Family Resource Specialist - W 06/01/2016 06/30/2016	COMMUNITY ED & PREVENTION

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<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
6110 Lakes & Pines CAC, Inc			6,801.23	2 Transactions		
<b>10977 Northern Psychiatric Associates</b>						
21 05- 430- 740- 3050- 6020			333.22	Child Outpatient Diagnostic As 07/08/2016 07/08/2016		Child Outpat Assess/Psyc. Testing
28 05- 430- 740- 3050- 6020			333.22	Child Outpatient Diagnostic As 07/08/2016 07/08/2016		Child Outpat Assess/Psyc. Testing
26 05- 430- 740- 3900- 6020			360.00	Clinical supervision- Child Rul 07/14/2016 07/14/2016		Child Rule 79 Case Mgmt
27 05- 430- 740- 3900- 6020			90.00	Clinical supervision- Child Rul 07/28/2016 07/28/2016		Child Rule 79 Case Mgmt
18 05- 430- 745- 3081- 6020			333.22	Adult Outpatient Diagnostic As 07/08/2016 07/08/2016		Adult Outpatient Diag Assess- Corrections
29 05- 430- 745- 3910- 6020			360.00	Clinical supervision- Adult Rul 07/14/2016 07/14/2016		Adult Rule 79 Case Mgmt
<b>10977 Northern Psychiatric Associates</b>			<b>1,809.66</b>	<b>6 Transactions</b>		
<b>90748 Oakridge Homes Sils</b>						
7 05- 430- 750- 3340- 6073			588.70	Semi- Independent Living Servic 07/01/2016 07/29/2016		Semi- Independent Living Serv (Sils)
17 05- 430- 750- 3340- 6073			193.43	Semi- Independent Living Servic 07/07/2016 07/28/2016		Semi- Independent Living Serv (Sils)
<b>90748 Oakridge Homes Sils</b>			<b>782.13</b>	<b>2 Transactions</b>		
<b>86177 SHERIFF AITKIN COUNTY</b>						
24 05- 430- 720- 3980- 6020			40.00	Day Care Background Check - Li 07/25/2016 07/25/2016		License And Resource Development
<b>86177 SHERIFF AITKIN COUNTY</b>			<b>40.00</b>	<b>1 Transactions</b>		
<b>9140 SIMAR/CANDACE</b>						
6 05- 430- 760- 3950- 6020			70.00	Guardianship/conservatorship 07/01/2016 07/31/2016		Guardianship/Conservatorship
<b>9140 SIMAR/CANDACE</b>			<b>70.00</b>	<b>1 Transactions</b>		
<b>Final Total .....</b>			<b>30,951.56</b>	<b>15 Vendors</b>	<b>32 Transactions</b>	



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<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	30,951.56	Health & Human Services
All Funds		30,951.56	Total

Approved by, .....

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# Aitkin County



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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
1	86359 Aitkin Co Attorney 05-420-640-4800-6263		4,455.00	IVD BILLING APR '16 - JUN '16 04/01/2016 06/30/2016	Contract Legal Services Iv-D
	86359 Aitkin Co Attorney		4,455.00	1 Transactions	
2	85003 Aitkin County DAC 05-400-440-0410-6231		2.77	PAPER SHREDDING 07/06/2016 07/06/2016	Services/Labor/Contracts
3	05-400-440-0410-6231		0.92	CLEANING 07/12/2016 07/12/2016	Services/Labor/Contracts
2	05-420-600-4800-6231		5.89	PAPER SHREDDING 07/06/2016 07/06/2016	Services/Labor/Contracts
3	05-420-600-4800-6231		1.95	CLEANING 07/12/2016 07/12/2016	Services/Labor/Contracts
2	05-430-700-4800-6231		8.67	PAPER SHREDDING 07/06/2016 07/06/2016	Services/Labor/Contracts
3	05-430-700-4800-6231		2.87	CLEANING 07/12/2016 07/12/2016	Services/Labor/Contracts
	85003 Aitkin County DAC		23.07	6 Transactions	
4	88023 American Payment Centers, LLC 05-400-440-0410-6301		12.80	BOX SERVICE 07/01/2016 09/30/2016	15-13516 Equipment Lease/Space Rental
4	05-420-600-4800-6301		27.20	BOX SERVICE 07/01/2016 09/30/2016	15-13516 Equipment Lease/Space Rental
4	05-430-700-4800-6301		40.00	BOX SERVICE 07/01/2016 09/30/2016	15-13516 Equipment Lease/Space Rental
	88023 American Payment Centers, LLC		80.00	3 Transactions	
5	8239 Ameripride Linen & Apparel Services 05-400-440-0410-6422		5.22	CLEANING SUPPLIES 07/19/2016 07/19/2016	2200805396 Janitorial Services/Supplies
5	05-420-600-4800-6422		11.08	CLEANING SUPPLIES 07/19/2016 07/19/2016	2200805396 Janitorial Services/Supplies
5	05-430-700-4800-6422		16.30	CLEANING SUPPLIES 07/19/2016 07/19/2016	2200805396 Janitorial Services/Supplies
	8239 Ameripride Linen & Apparel Services		32.60	3 Transactions	

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No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
6	5398 CDW Government, Inc 05-420-640-4800-6402			368.58	VIEWSONIC VG2439SMH 24 FULL HD 07/18/2016 07/18/2016	DRN8697	Computer Supplies
	5398 CDW Government, Inc			368.58	1 Transactions		
7	10855 Culligan 05-400-440-0410-6301			21.62	COOLER RENTAL SERVICE 08/01/2016 08/31/2016	150-10016285-1	Equipment Lease/Space Rental
7	05-420-600-4800-6301			45.93	COOLER RENTAL SERVICE 08/01/2016 08/31/2016	150-10016285-1	Equipment Lease/Space Rental
7	05-430-700-4800-6301			67.55	COOLER RENTAL SERVICE 08/01/2016 08/31/2016	150-10016285-1	Equipment Lease/Space Rental
	10855 Culligan			135.10	3 Transactions		
11	88880 Datacomm Computers & Networks Inc 05-400-440-0410-6402			1,770.00	(2) COMPUTER SYSTEMS-INTEL i5 07/19/2016 07/19/2016	9037	Computer/Technology Supplies
12	05-400-440-0410-6402			141.60	COMPUTER SYSTEM-INTEL CORE i5 07/19/2016 07/19/2016	9037	Computer/Technology Supplies
9	05-420-600-4800-6402			885.00	COMPUTER SYSTEM-INTEL CORE i5 07/19/2016 07/19/2016	9037	Computer/Technology Supplies
12	05-420-600-4800-6402			300.90	COMPUTER SYSTEM-INTEL CORE i5 07/19/2016 07/19/2016	9037	Computer/Technology Supplies
8	05-420-640-4800-6402			885.00	COMPUTER SYSTEM-INTEL CORE i5 07/19/2016 07/19/2016	9037	Computer Supplies
10	05-430-700-4800-6402			1,770.00	(2) COMPUTER SYSTEMS-INTEL i5 07/19/2016 07/19/2016	9037	Computer/Technology Supplies
12	05-430-700-4800-6402			442.50	COMPUTER SYSTEM-INTEL CORE i5 07/19/2016 07/19/2016	9037	Computer/Technology Supplies
	88880 Datacomm Computers & Networks Inc			6,195.00	7 Transactions		
13	1333 Dell Marketing L.P. 05-420-600-4800-6402			1,049.93	(7) CUST KIT, DELL DOCK TYPE C 07/12/2016 07/12/2016	XK126JP62	Computer/Technology Supplies
14	05-420-640-4800-6402			449.97	(3) CUST KIT, DELL DOCK TYPE C 07/12/2016 07/12/2016	XK126JP62	Computer Supplies
17	05-420-600-4800-6402			11,096.47	(7) DELL LAPTOP-INTEL CORE i5 07/13/2016 07/13/2016	XK13M7JF9	Computer/Technology Supplies

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16 05-420-640-4800-6402		4,755.63	(3) DELL LAPTOP-INTEL CORE i5 07/13/2016 07/13/2016	XK13M7JF9 Computer Supplies
15 05-430-700-4800-6402		299.98	(2) CUST KIT, DELL DOCK TYPE C 07/12/2016 07/12/2016	XK126JP62 Computer/Technology Supplies
18 05-430-700-4800-6402		3,170.42	(2) DELL LAPTOP-INTEL CORE i5 07/13/2016 07/13/2016	XK13M7JF9 Computer/Technology Supplies
1333 Dell Marketing L.P.		20,822.40	6 Transactions	
11051 Department of Human Services				
22 05-400-440-0410-6231		364.16	MERIT SYSTEM QE 06/30/2016 06/30/2016	A300MR01EBI Services/Labor/Contracts
21 05-420-640-4800-6231		14.65	CS MONTHLY FED OFFSET FEE 07/01/2016 07/31/2016	A300C622601 Services/Labor/Contracts
23 05-420-650-4400-6025		659.34	MA LTC UN 65 07/01/2016 07/01/2016	A300MM8A01I State/Fed Share - MA
24 05-420-650-4400-6025		11,068.63	MA ESTATE COLLECTIONS-FED 07/01/2016 07/01/2016	A300MM8A01I State/Fed Share - MA
25 05-420-650-4400-6025		5,534.31	MA ESTATE COLLECTIONS-ST 07/01/2016 07/01/2016	A300MM8A01I State/Fed Share - MA
22 05-420-600-4800-6231		773.84	MERIT SYSTEM QE 06/30/2016 06/30/2016	A300MR01EBI Services/Labor/Contracts
19 05-420-620-4100-6011		2.50	MAXIS GA RECOVERIES 07/01/2016 07/31/2016	A300MX01161I County Share - Ga
20 05-420-630-4100-6011		43.20	MAXIS FS RECOVERIES 07/01/2016 07/31/2016	A300MX01161I County Share-Food Support
22 05-430-700-4800-6231		1,138.00	MERIT SYSTEM QE 06/30/2016 06/30/2016	A300MR01EBI Services/Labor/Contracts
11051 Department of Human Services		19,598.63	9 Transactions	
2386 Information Systems Corp				
26 05-400-440-0410-6300		15.11	DR5010C-SCANNER EXC ROLLER KIT 08/10/2016 08/10/2016	8259 Maintenance/Service Contracts
26 05-420-600-4800-6300		32.11	DR5010C-SCANNER EXC ROLLER KIT 08/10/2016 08/10/2016	8259 Maintenance/Service Contracts
26 05-430-700-4800-6300		47.22	DR5010C-SCANNER EXC ROLLER KIT 08/10/2016 08/10/2016	8259 Maintenance/Service Contracts
2386 Information Systems Corp		94.44	3 Transactions	

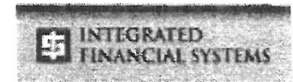
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27	89079 McGregor Area Ambulance Service 05-400-401-0000-6812		2,398.00	AMBULANCE RUNS - JULY '16 07/01/2016 07/31/2016		Mcgregor Area Ambulance
	89079 McGregor Area Ambulance Service		2,398.00	1 Transactions		
30	89765 Minnesota Elevator, Inc 05-400-440-0410-6300		26.44	ELEVATOR SERVICE - AUG '16 08/01/2016 08/31/2016	672382	Maintenance/Service Contracts
30	05-420-600-4800-6300		56.19	ELEVATOR SERVICE - AUG '16 08/01/2016 08/31/2016	672382	Maintenance/Service Contracts
30	05-430-700-4800-6300		82.64	ELEVATOR SERVICE - AUG '16 08/01/2016 08/31/2016	672382	Maintenance/Service Contracts
	89765 Minnesota Elevator, Inc		165.27	3 Transactions		
31	3358 Minnesota State Auditor 05-400-440-0410-6231		251.77	AUDIT 06/29/2016 07/26/2016	67353	Services/Labor/Contracts
31	05-420-600-4800-6231		535.03	AUDIT 06/29/2016 07/26/2016	67353	Services/Labor/Contracts
31	05-430-700-4800-6231		786.81	AUDIT 06/29/2016 07/26/2016	67353	Services/Labor/Contracts
	3358 Minnesota State Auditor		1,573.61	3 Transactions		
28	11132 Mn Dept Of Health 05-420-640-4800-6379		40.00	IVD PATRNTY AJUD REPLACEMENT 07/22/2016 07/22/2016	1228480	Other Iv-D Charges
29	05-420-640-4800-6379		40.00	IVD PATRNTY AJUD REPLACEMENT 08/03/2016 08/03/2016	1235269	Other Iv-D Charges
	11132 Mn Dept Of Health		80.00	2 Transactions		
32	89081 North Ambulance Brainerd 05-400-401-0000-6809		2,385.00	AMBULANCE RUNS - JULY '16 07/01/2016 07/31/2016		No. Memorial Ambulance-Aitkin
	89081 North Ambulance Brainerd		2,385.00	1 Transactions		
33	3810 Paulbeck's County Market 05-400-440-0410-6405		3.01	AGENCY SUPPLIES 07/13/2016 07/13/2016	002001591749	Office Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</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>
33 05-420-600-4800-6405			6.42 AGENCY SUPPLIES 07/13/2016 07/13/2016	002001591749	Office Supplies
33 05-430-700-4800-6405			9.44 AGENCY SUPPLIES 07/13/2016 07/13/2016	002001591749	Office Supplies
3810 Paulbeck's County Market			18.87 3 Transactions		
14087 REFLO, LTD					
34 05-400-430-0403-6406			469.80 C&TC-SMART CUPS (144) 08/03/2016 08/03/2016	AMZ080217	PH Program Related Supplies
14087 REFLO, LTD			469.80 1 Transactions		
86177 Sheriff Aitkin County					
35 05-420-640-4800-6270			50.00 IVD SERVICE 0015480233-01 08/11/2016 08/11/2016	C1600434	Aitkin Co Sheriff Fees Iv-D
86177 Sheriff Aitkin County			50.00 1 Transactions		
86944 Sheriff Crow Wing County					
36 05-420-640-4800-6379			75.00 IVD SERVICE 0010055711-02 08/03/2016 08/03/2016	3120	Other Iv-D Charges
86944 Sheriff Crow Wing County			75.00 1 Transactions		
4507 Sorensen Root Thompson Funeral Home					
37 05-420-650-4800-6810			2,100.00 COUNTY BURIAL 06/24/2016 06/24/2016		County Burials
4507 Sorensen Root Thompson Funeral Home			2,100.00 1 Transactions		
88859 Spee*Dee-St Cloud					
38 05-420-600-4800-6231			338.55 IM SERVICE 07/01/2016 07/30/2016	3104459	Services/Labor/Contracts
88859 Spee*Dee-St Cloud			338.55 1 Transactions		
86235 The Office Shop Inc					
43 05-400-440-0410-6405			17.38 OSS - FAX TONER 07/05/2016 07/05/2016	1008051-0	Office Supplies
44 05-400-440-0410-6405			2.79 AGENCY SUPPLIES (GJ) 07/07/2016 07/07/2016	1008260-0	Office Supplies
45 05-400-430-0403-6405			10.99 C&TC SUPPLIES (LP) 07/11/2016 07/11/2016	1008365-0	Office Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
							<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
46	05-400-440-0410-6405			4.39	AGENCY SUPPLIES	07/11/2016 07/11/2016	1008365-0	Office Supplies
47	05-400-440-0410-6405			8.62	AGENCY SUPPLIES	07/12/2016 07/12/2016	1008402-0	Office Supplies
48	05-400-440-0410-6405			14.62	AGENCY SUPPLIES	07/13/2016 07/13/2016	1008532-0	Office Supplies
50	05-400-440-0410-6405			5.62	AGENCY SUPPLIES	07/19/2016 07/19/2016	1008840-0	Office Supplies
42	05-400-440-0410-6402			24.99	PH - SURFACE HUB (EM)	07/21/2016 07/21/2016	286696-0	Computer/Technology Supplies
39	05-400-440-0410-6300			110.80	OSS-COPIER CONTRACT IRC5240	07/29/2016 07/29/2016	286920-0	Maintenance/Service Contracts
40	05-400-440-0410-6300			77.48	MAILRM-COPIER CONTRACT IR6265	07/29/2016 07/29/2016	286920-0	Maintenance/Service Contracts
52	05-400-440-0410-6405			1.82 -	AGENCY SUPPLIES - CREDIT	07/17/2016 07/17/2016	C1007356-0	Office Supplies
43	05-420-600-4800-6405			36.93	OSS - FAX TONER	07/05/2016 07/05/2016	1008051-0	Office Supplies
44	05-420-600-4800-6405			5.93	AGENCY SUPPLIES (GJ)	07/07/2016 07/07/2016	1008260-0	Office Supplies
46	05-420-600-4800-6405			9.33	AGENCY SUPPLIES	07/11/2016 07/11/2016	1008365-0	Office Supplies
47	05-420-600-4800-6405			18.34	AGENCY SUPPLIES	07/12/2016 07/12/2016	1008402-0	Office Supplies
48	05-420-600-4800-6405			31.08	AGENCY SUPPLIES	07/13/2016 07/13/2016	1008532-0	Office Supplies
49	05-420-640-4800-6450			777.00	CS - WORKSTATION (JG)	07/13/2016 07/13/2016	1008537-0	Small Equipment: Telephones,Chairs, etc.
50	05-420-600-4800-6405			11.94	AGENCY SUPPLIES	07/19/2016 07/19/2016	1008840-0	Office Supplies
51	05-420-640-4800-6450			169.00	CS - WORKSTATION PARTS	07/29/2016 07/29/2016	1009412-0	Small Equipment: Telephones,Chairs, etc.
41	05-420-640-4800-6405			4.99	CS - OFFICE SUPPLIES (AC)	07/06/2016 07/06/2016	286469-0	Office Supplies
39	05-420-600-4800-6300			235.45	OSS-COPIER CONTRACT IRC5240	07/29/2016 07/29/2016	286920-0	Maintenance/Service Contracts
40	05-420-600-4800-6300			164.64	MAILRM-COPIER CONTRACT IR6265	07/29/2016 07/29/2016	286920-0	Maintenance/Service Contracts
52	05-420-600-4800-6405			3.87 -	AGENCY SUPPLIES - CREDIT		C1007356-0	Office Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

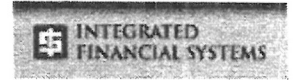
<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>		<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
43	05-430-700-4800-6405		54.31	OSS - FAX TONER	07/17/2016 07/17/2016	1008051-0	Office Supplies
44	05-430-700-4800-6405		8.73	AGENCY SUPPLIES (GJ)	07/05/2016 07/05/2016	1008260-0	Office Supplies
46	05-430-700-4800-6405		13.72	AGENCY SUPPLIES	07/07/2016 07/07/2016	1008365-0	Office Supplies
47	05-430-700-4800-6405		26.97	AGENCY SUPPLIES	07/11/2016 07/11/2016	1008402-0	Office Supplies
48	05-430-700-4800-6405		45.70	AGENCY SUPPLIES	07/12/2016 07/12/2016	1008532-0	Office Supplies
50	05-430-700-4800-6405		17.57	AGENCY SUPPLIES	07/13/2016 07/13/2016	1008840-0	Office Supplies
39	05-430-700-4800-6300		346.26	OSS-COPIER CONTRACT IRC5240	07/19/2016 07/19/2016	286920-0	Maintenance/Service Contracts
40	05-430-700-4800-6300		242.12	MAILRM-COPIER CONTRACT IR6265	07/29/2016 07/29/2016	286920-0	Maintenance/Service Contracts
52	05-430-700-4800-6405		5.70 -	AGENCY SUPPLIES - CREDIT	07/29/2016 07/29/2016	C1007356-0	Office Supplies
86235	The Office Shop Inc		2,486.30	32 Transactions	07/17/2016 07/17/2016		
10657	Totalfunds By Hasler						
53	05-430-000-0000-1205		2,000.00	POSTAGE	07/29/2016 07/29/2016	79000110005968	Postage Account
10657	Totalfunds By Hasler		2,000.00	1 Transactions			
Final Total .....			65,945.22	23 Vendors	93 Transactions		





# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	65,945.22	Health & Human Services
All Funds		65,945.22	Total

Approved by, .....  
.....  
.....





# Bulletin

**NUMBER**

#16-76-01

**DATE**

July 20, 2016

**OF INTEREST TO**

County Directors  
Social Services Supervisors  
and Staff

**ACTION/DUE DATE**

Please read information  
and prepare for  
implementation

**EXPIRATION DATE**

July 20, 2018

## County Portion of Cost of Care at State Operated Services Regional Treatment Centers

### TOPIC

Cost of care for adult mental health programs at the Direct Care & Treatment - State Operated Services (SOS) Regional Treatment Centers and the Community Behavioral Health Hospitals. This bulletin replaces bulletin 15-76-02.

### PURPOSE

This bulletin identifies changes made by the 2016 legislative session, reviews the changes made by the 2015 & 2013 legislative sessions, defines the criteria used to determine length of stay, defines criteria used to determine medical necessity, outlines client appeal process, and outlines action that will be taken by the Department of Human Services when payment by county is not received.

### CONTACT

Shirley Jacobson, CFO – Direct Care & Treatment  
(651) 431 - 3696

### SIGNED

Nancy A. Johnston  
Deputy Commissioner, Direct Care & Treatment

### TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

## **I. Background**

This bulletin is intended to provide information on the billing practices for the adult mental health inpatient services provided at Direct Care & Treatment State Operated Regional Treatment Centers and the Community Behavioral Health Hospitals as directed by Minnesota Statutes, section 246.54, subdivision 1a and 1b, and amended by the Laws of Minnesota 2016, Chapter 189, Article 17, Section 2 as follows:

### **Subdivision 1. Generally.**

EXCEPT for chemical dependency services provided under Minnesota Statutes, sections 245B.01 to 254B.09, the client's county shall pay to the state of Minnesota a portion of the cost of care provided in a regional treatment center or state nursing facility to a client legally settled in that county. A county's payment shall be made from the county's own sources of revenue and payment shall equal a percentage of the cost of care, as determined by the commissioner, for each day, or the portion thereof, that the client spends at a regional treatment center or state nursing facility.

### **Subdivision 1a. Anoka-Metro Regional Treatment Center.**

(a) A county's payment of the cost of care provided at Anoka-Metro Regional Treatment Center shall be according to the following schedule:

- 1) Zero percent for the first 30 days;
- 2) 20 percent for days 31 and over if the stay is determined to be clinically appropriate for the client;
- 3) 100 percent for each day during the stay, including the day of admission, when the facility determines that it is clinically appropriate for the client to be discharged.

(b) If payments received by the state under Minnesota Statutes, sections 246.50 to 246.53 exceeds 80 percent of the cost of care for days over 31 for clients who meet the criteria in paragraph (a), clause (2), the county shall be responsible for paying the state only the remaining amount. The county shall not be entitled to reimbursement from the client, the client's estate, or from the client's relatives, except as provided in Minnesota Statutes, section 246.53.

The percent change was made during the 2015 Legislative Session for individuals who meet paragraph (a), clause (3), which was effective for all patients in-house or admitted on or after July 1, 2015.

### **Subdivision 1b. Community Behavioral Health Hospitals.**

A county's payment of the cost of care provided at state-operated community based behavioral health hospitals shall be according to the following schedule:

- (1) 100 percent of each day during the stay, including the day of admission, when the facility determines that it is clinically appropriate for the client to be discharged; and
- (2) The county shall not be entitled to reimbursement from the client, the client's estate, or from the client's relatives, except as provided in Minnesota Statutes, section 246.53.

This is a new county cost of care share that is effective for all patients in-house or admitted on or after July 1, 2016.

## **II. Length of stay determination**

In accordance with the law, the following methods will be used to determine length of stay:

- DATE of admission to the program after release of any hold order will be counted as day one for the county cost of care determination
- DISCHARGE from the inpatient episode will end the length of stay calculation for the episode unless a client is re-admitted to the program within 72 hours. If the client is re-admitted within 72 hours from the discharge (provisional or full), the length of stay will continue from the previous episode

## **III. SOS – Hospital Level Medical Necessity Criteria – Determination Process**

Minnesota Statutes, section 246.54, subdivision 1(b) requires the treatment facility to determine the clinical appropriateness of discharge as follows:

**Step 1** – Utilization management reviewer identifies a client treatment episode that may no longer meet hospital level medical necessity criteria using LOCUS (Levels of Care Utilization System).

**Step 2** – Utilization management reviewer reviews the client case with attending clinician to determine if clinical data supports hospital level medical necessity criteria, or “does not meet criteria” (DNMC).

**Step 3** – Utilization management supervisor reviews case with the utilization management reviewer to assure appropriate justification for DNMC and writes DNMC letter.

**Step 4** – SOS chief medical officer (CMO) reviews the case with the utilization management supervisor and if SOS CMO is in agreement, signs the DNMC letter.

**Step 5** – DNMC letter is sent to the client (or designee) and to the county case manager.

## **IV. Process for appealing medical necessity determination**

Clients have the right to appeal this determination. Clients may file an appeal with the Appeals Unit of the Minnesota Department Human Services. The address is below. Clients must submit their appeal within 30 days of when they receive notice. If the client can show good cause for failing to appeal within 30 days, the client might be able to appeal within 60 days. The human services judge decides if the client has good cause.

Representation: If the client requests an appeal, they may represent themselves or ask a lawyer, a friend or others to help them.

Appeals Units  
Minnesota Department of Human Services  
PO Box 64941  
St. Paul, MN 55164-0941  
(651) 431-3600

## **V. Action to be taken on county non-payment of county portion of cost of care**

It is the responsibility of the county to make payment to the state within a reasonable period of time. Claims not paid in 90 day are considered to be outside of a reasonable period of time. When payment is not received within 90 days, the Commissioner of Human Services may assess financial penalties against the county in accordance with Minnesota Statutes, section 256.01, subdivision 2 as follows:

### **Subdivision 2. Specific powers.**

Subject to the provisions of Minnesota Statutes, section 241.021, subdivision 2, the commissioner of human services shall carry out the specific duties in paragraphs (a) through (bb):

5) delay or deny payment of all or part of the state and federal share of benefits and administrative reimbursement according to the procedures set forth in Minnesota Statutes, section 256.017;

### **Process for non-paid claims.**

Upon notification to the county from the Direct Care & Treatment patient accounting office of non-paid claims exceeding 90 days, credit balances will be established in the Departments Medicaid Management Information System (MMIS) for the full amount of the outstanding debt. Once established, future MMIS payments will be reduced, in whole or in part, until the value of the credit balance/outstanding debt is realized. The payment reductions will be reflected on each county's Remittance Advices (835's).

### **Americans with Disabilities Act (ADA) Advisory**

This information is available in accessible formats for people with disabilities by calling (651) 431-3676 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.



## RUCA vs. Per Diem:

Effective 07/01/2016:

### **Rural Urban Commuting Area (RUCA) Adjustments Add-ons**

Effective for dates of service on and after July 1, 2016, transport of clients meeting residence zip code classifications of urban, rural, and super-rural will, in some situations allow additional reimbursement or add-on to the provider.

### **Transport Base RUCA Adjustments**

The base rate, when paid for nonemergency medical transportation services in areas defined under RUCA to be super-rural, is equal to 111.3 percent of the respective base rate if applicable for modes 1 thru 7.

### **Transport Mileage RUCA Adjustments**

The mileage rate for nonemergency medical transportation services in areas defined under RUCA to be rural or super-rural areas is as follows:

- • For a trip 17 miles or less, the mileage rate is equal to 125 percent of the respective mileage rates for modes 1 through 7
- • For a trip between 18 and 50 miles, the mileage rate is equal to 112.5 percent of the respective mileage rate for modes 1 through 7.

For reimbursement for nonemergency medical transportation RUCA adjustments for modes 1 through 7, the zip code of the recipient's place of residence determines whether the urban, rural, or super-rural reimbursement rate adjustment applies.

From January 1, 2015 thru July 31, 2016 - Aitkin County Volunteer Drivers drove 1843 miles that qualified for the RUCA adjustment. Per current policy, volunteer drivers are paid an additional stipend based on the price of gas. This stipend is paid for any trips over 15 miles (under 15 is paid a flat dollar fee). The stipend is not reimbursable by Medical Assistance and is paid out of levy dollars. The RUCA adjustment is an approved Medical Assistance amount and would be reimbursed in full.

Comparing the qualifying miles driven between January 1, 2015 and July 31, 2016 - volunteer drivers were reimbursed \$1,094.05 (mileage plus per diem). With the RUCA adjustment they would have been paid \$1,124.55 (which does not include the per diem). A difference of \$30.50.

RUCA is available up to 50 miles, after 50 miles the reimbursement would be the straight IRS rate.

Question: Does the County want to continue to pay Volunteer Drivers the additional stipend or just use the RUCA adjustment?

Thank you.

# **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 contagious disease, 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 another or 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 Incident. The Requesting Party shall be in command of the mutual aid scene incident. 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 incident (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 re-sign.

## **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 Services

Financial Statement

	Actual Jan-16	Actual Feb-16	Actual Mar-16	Actual Apr-16	Actual May-16	Actual Jun-16	Actual Jul-16
<b>Income:</b>							
Tax Levy						1,367,861.21	-
CPA and In Lieu		1,168.55			3,146.93	-	3,335.00
State Revenue	19,244.72	59,762.73	115,492.38	8,961.14	66,622.27	117,641.84	255,429.61
Federal Revenue	41,861.00	297,807.66	186,518.70	47,508.08	204,076.47	269,069.12	38,978.13
Revenue From Third Party	21,481.64	26,606.63	23,546.55	25,548.60	35,065.57	30,229.56	39,229.40
Misc. Revenue	21,936.42	38,247.19	24,312.08	102,738.23	17,655.76	27,772.29	13,327.67
<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>1,812,574.02</b>	<b>350,299.81</b>
<b>Expenditures:</b>							
Payments to Recipients	204,262.78	112,406.05	131,528.21	166,226.16	254,225.27	192,809.98	130,075.54
Salaries and Fringes	377,039.56	314,234.59	318,366.19	452,750.85	307,452.62	308,869.80	326,898.08
Services, Charges and Fees	43,687.24	36,472.87	22,386.66	31,223.18	18,423.32	17,695.48	39,994.01
Travel and Insurance	43,663.64	3,482.43	6,996.07	4,531.08	3,709.97	5,109.55	6,201.85
Supplies and Small Equipment	2,494.30	5,406.19	6,395.06	4,003.23	4,533.46	3,326.64	17,782.16
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	12,834.70	12,464.53
<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>540,646.15</b>	<b>533,416.17</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>1,271,927.87</b>	<b>(183,116.36)</b>

Cash Balance as of 7/2015

**4,534,967.39**

Cash Balance as of 07/2016

**3,754,292.53**

	Actual Aug-16	Actual Sep-16	Actual Oct-16	Actual Nov-16	Actual Dec-16
<b>Income:</b>					
Tax Levy					
CPA and In Lieu					
State Revenue					
Federal Revenue					
Revenue From Third Party					
Misc. Revenue	1,463.06				
<b>Total:</b>					
<b>Expenditures:</b>					
Payments to Recipients	125,121.68				
Salaries and Fringes	302,907.85				
Services and Charges	18,350.24				
Travel and Insurance	3,760.69				
Office Supplies	29,605.37				
Capital Outlay	-				
Misc Expense & Pass Thru	9,744.41				
<b>Total:</b>	<b>489,490.24</b>	-	-	-	-
<b>Final Totals:</b>	<b>(489,490.24)</b>	-	-	-	-

	YTD 2016	ACTUAL 2015	ACTUAL 2014	ACTUAL 2013	ACTUAL 2012	ACTUAL 2011	ACTUAL 2010	ACTUAL 2009
<b>Income:</b>								
Tax Levy	1,367,861.21	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	7,650.48	279,447.59	270,042.48	314,823.94	131,275.60	236,240.57	235,223.92	321,690.72
State Revenue	643,154.69	1,043,277.39	881,136.72	686,350.95	723,462.02	736,864.33	611,120.93	632,506.88
Federal Revenue	1,085,819.16	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	201,707.95	258,635.32	207,345.61	216,749.43	204,217.36	163,265.77	126,077.60	-
Misc. Revenue	247,452.70	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>3,553,646.19</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	1,316,655.67	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	2,708,519.54	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	228,233.00	343,675.14	336,723.19	423,064.32	397,600.22	271,548.15	305,453.93	295,501.81
Travel and Insurance	77,455.28	156,611.41	143,562.07	89,679.42	87,885.39	96,969.42	107,221.46	125,924.90
Office Supplies	73,546.41	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	87,749.42	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>4,498,928.36</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>	(945,282.17)	(417,801.52)	(335,329.17)	529,580.96	188,447.75	167,505.58	(1,116.69)	(24,772.05)

ACTUAL 2008	ACTUAL 2007	ACTUAL 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	\$53,377.43	
AUG	\$97,571.86	\$77,971.22	\$67,386.62	\$50,216.24	\$48,392.38	\$43,259.96	\$64,872.95	
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>\$492,009.15</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	\$9,790.44

Total \$718,065.87

### 2013 Foster Care Reimbursement

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

Total \$240,131.69

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.

### 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	\$7,788.96

Total \$651,891.54

### 2014 Foster Care Reimbursement

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

Total \$240,131.69

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.

### 2016 Foster Care Breakdown Year to Date

Child Shelter	\$2,384.18
Treatment Foster	\$18,038.54
Child Foster Care	\$ 253,900.80
Rule 8 FC	\$0.00
Corrections	\$ 136,102.17
Northstar Adoption	\$1,973.00
Rule 5	\$82,610.57
Respite	\$132.00
Child Care	\$980.89
Health Services	\$133.00
Transportation	\$3,908.78

Total \$500,163.93

### 2015 Foster Care Reimbursement

Northstar	\$14,336.00
IV-E	\$48,356.00
Rule 5	\$30,966.68
Recoveries	\$95,221.70

Total \$174,544.38

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 2015 expenses.

**2010 Foster Care Breakdown**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$9,488.00	\$0.00	\$9,488.00	\$0.00
Treatment Foster	\$56,083.53	\$33,226.63	\$22,856.90	\$0.00
Child Foster Care	\$476,817.55	\$346,845.36	\$18,694.69	\$111,277.50
Rule 8 FC	\$76,179.08	\$14,709.60	\$13,372.90	\$48,096.58
Corrections	\$170,224.47	\$0.00	\$66,820.90	\$103,403.57
Home Monitoring/Spec. Equip	\$1,201.39	\$721.39	\$480.00	\$0.00
Rule 5	\$140,169.52	\$103,209.65	\$0.00	\$36,959.87
Respite	\$34,850.93	\$34,065.68	\$0.00	\$785.25
Child Care	\$1,579.00	\$1,579.00	\$0.00	\$0.00
Health Services	\$81.56	\$81.56	\$0.00	\$0.00
Transportation	\$9,584.21	\$9,584.21	\$0.00	\$0.00
<b>Total</b>	<b>\$976,259.24</b>	<b>\$544,023.08</b>	<b>\$131,713.39</b>	<b>\$300,522.77</b>
<b>Total</b>	<b>\$976,259.24</b>			

**2011 Foster Care Breakdown**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$2,832.90	\$177.00	\$2,655.90	\$0.00
Treatment Foster	\$101,130.13	\$101,130.13	\$0.00	\$0.00
Child Foster Care	\$317,597.09	\$167,153.57	\$11,627.25	\$138,816.27
Rule 8 FC	\$79,291.48	\$45,321.48	\$17,569.80	\$16,400.20
Corrections	\$316,273.71	\$0.00	\$208,352.80	\$107,920.91
18-21	\$1,228.00	\$1,228.00	\$0.00	\$0.00
Rule 5	\$70,889.29	\$70,889.29	\$0.00	\$0.00
Respite	\$8,645.32	\$7,336.52	\$0.00	\$1,308.80
Child Care	\$1,166.65	\$1,166.65	\$0.00	\$0.00
Health Services	\$193.65	\$193.65	\$0.00	\$0.00
Transportation	\$10,267.87	\$10,267.87	\$0.00	\$0.00
<b>Total</b>	<b>\$909,516.09</b>	<b>\$404,864.16</b>	<b>\$240,205.75</b>	<b>\$264,446.18</b>
<b>Total</b>	<b>\$909,516.09</b>			

**2012 Foster Care Breakdown**

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

**2013 Foster Care Breakdown**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$4,194.22	\$2,816.72	\$1,377.50	\$0.00
Treatment Foster	\$79,138.00	\$79,138.00	\$0.00	\$0.00
Child Foster Care	\$252,908.55	\$241,526.46	\$0.00	\$11,382.09
Rule 8 FC	\$7,305.55	\$0.00	\$0.00	\$7,305.55
Corrections	\$188,405.85	\$24,953.28	\$142,441.58	\$21,010.99
Electronic Monitoring	\$2,904.00	\$2,596.00	\$308.00	\$0.00
Rule 5	\$58,405.55	\$21,834.76	\$0.00	\$36,570.79
Respite	\$2,358.48	\$2,258.48	\$0.00	\$100.00
Child Care	\$718.00	\$718.00	\$0.00	\$0.00
Health Services	\$110.87	\$110.87	\$0.00	\$0.00
Transportation	\$14,128.68	\$14,128.68	\$0.00	\$0.00
<b>Total</b>	<b>\$610,577.75</b>	<b>\$390,081.25</b>	<b>\$144,127.08</b>	<b>\$76,369.42</b>
<b>Total</b>	<b>\$610,577.75</b>			

**2014 Foster Care Breakdown**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$1,968.00	\$0.00	\$1,968.00	\$0.00
Treatment Foster	\$35,417.88	\$35,417.88	\$0.00	\$0.00
Child Foster Care	\$185,255.82	\$158,688.03	\$1,998.00	\$24,569.79
Rule 8 FC	\$987.57	\$99.57	\$0.00	\$888.00
Corrections	\$360,963.39	\$0.00	\$292,192.98	\$68,770.41
Extended Foster Care	\$100.00	\$100.00	\$0.00	\$0.00
Rule 5	\$119,466.26	\$119,466.26	\$0.00	\$0.00
Respite	\$918.50	\$918.50	\$0.00	\$0.00
Child Care	\$591.50	\$591.50	\$0.00	\$0.00
Health Services	\$2,606.51	\$2,606.51	\$0.00	\$0.00
Transportation	\$9,790.44	\$9,790.44	\$0.00	\$0.00
<b>Total</b>	<b>\$718,065.87</b>	<b>\$327,678.69</b>	<b>\$296,158.98</b>	<b>\$94,228.20</b>
<b>Total</b>	<b>\$718,065.87</b>			

**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	\$100.00	\$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
<b>Total</b>	<b>\$651,891.54</b>	<b>\$363,937.83</b>	<b>\$152,289.85</b>	<b>\$135,663.86</b>
<b>Total</b>	<b>\$651,891.54</b>			

**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	\$18,038.54	\$0.00	\$0.00	\$18,038.54
Child Foster Care	\$253,900.80	\$203,656.27	\$0.00	\$50,244.53
Rule 8 FC	\$0.00	\$0.00	\$0.00	\$0.00
Corrections	\$136,102.17	\$0.00	\$98,997.66	\$37,104.51
Extended Foster Care	\$1,973.00	\$1,973.00	\$0.00	\$0.00
Rule 5	\$82,610.57	\$54,719.40	\$0.00	\$27,891.17
Respite	\$132.00	\$132.00	\$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	\$3,908.78	\$3,908.78	\$0.00	\$0.00
<b>Total</b>	<b>\$500,163.93</b>	<b>\$267,887.52</b>	<b>\$98,997.66</b>	<b>\$133,278.75</b>
<b>Total</b>	<b>\$500,163.93</b>			



**AITKIN COUNTY HEALTH & HUMAN SERVICE  
ADVISORY COMMITTEE MEETING MINUTES  
Wednesday, August 3, 2016**

VIII. - A.

**Committee Members Present:** Marlene Abear  
Holly Bray  
Kim DeMenge  
Diane Eastman, AFSCME Union Rep.  
Kami Genz, CMCC  
Carole Holten  
Joy Janzen  
Kristine Layne, Riverwood HealthCare  
Julie Anne Larkin  
Bob Marcum  
Bev Mensing, Red Cross  
Katie Nelson, Riverwood Foundation  
Amanda Voller, Workforce Center  
Commissioner Anne Marcotte  
Commissioner Laurie Westerlund

**Others Present:** Erin Melz, Public Health Supervisor  
Jessi Goble, Income Maintenance Supervisor  
Heather Overn, Social Service Supervisor  
Julie Lueck, Clerk to the Advisory Committee

**Guests:** Joel Hoppe

**Absent:** Roberta Elvecrog

**I. Approval of Agenda**

Motion by Julie Anne Larkin, seconded by Bev Mensing, and carried; the vote was to approve the Agenda with the addition under III. Committee Input of A. Hill City Power Outage - Julie Anne Larkin; B. Riverwood Classes - Julie Anne Larkin; C. Elder Abuse Financial Fraud - Bob Marcum; D. Computers - Bob Marcum.

**II. Approval of Minutes of the June 1, 2016 Meeting**

Motion by Diane Eastman, seconded by Carole Holten, and carried; the vote was to approve the Minutes of the June 1, 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.**

**A. Hill City Power Outage - Julie Anne Larkin** noted she was out of power for 5 days and wanted to thank everyone involved in providing the Cooling Center with water and food as well as the assistance in clearing the downed trees and repairing the power lines.

**B. Class at Riverwood HealthCare Center - Julie Anne Larkin** noted that she is teaching a four-week Mindfulness Training: Stabilizing the Mind at the Aitkin Public Library on Thursdays from 9:00-11:00 a.m. which is a stress reduction program

- C. **Elder Abuse Financial Fraud - Bob Marcum** discussed the fact there needs to be community awareness of the possibility of elder abuse through financial fraud and in order to prevent it, background checks need to be done on Personal Care Attendants before they are hired.
  - D. **Computers - Bob Marcum** discussed the Government Surplus facility in Arden Hills and obtaining the four year old computer which he is willing to fix in order to give them to patients to help them with an alternative for their health care needs by accessing their doctors and records through the web portal. He would like to get assistance from the county accessing these surplus computers, fix them up, and get them to folks needing a computer and then get them trained on how to use them in order to save money by not having to always go to the hospital or clinic. He acknowledged that further research is needed for this project.
- IV. **Community Corrections Update - Kami Genz / Liz DeRuyck** - Liz DeRuyck discussed the change that took place July 1st when they became the Aitkin County Community Corrections noting the faces and the work didn't change. Aitkin County became their fiscal agent and they report to the County Administrator and County Board of Commissioners. She has been a co-director of CMCC since 2008 and is now the Director of ACCC. Liz then introduced the staff members and explained their caseloads and type of work they do, noting they are currently housed in the Health & Human Services Building.
- V. **Task Force Reports/Updates:**
- A. **Corrections** - Kami Genz / Roberta Elvecrog / Julie Anne Larkin - Did not meet.
  - B. **Public Health** – Bob Marcum / Kristine Layne / Holly Bray - Did not meet.
  - C. **Children's Social Services/Mental Health** – Katie Nelson / Holly Bray - Did not meet.
  - D. **Adult Social Services/Mental Health** – Bob Marcum / Marlene Abear / Carole Holten - Did not meet.
- VI. **Budget Committee Report/Update** – Roberta Elvecrog / Joy Janzen - No Report
- VII. **Volunteers for Preparing & Serving the Community Meal in Aitkin on Monday, Sept. 12, 2016**  
 Joy Janzen explained that the Community Meal is operating differently now that they have received a Loaves and Fishes Grant through the Otto Bremer Foundation. Debby Pratt has been hired to plan the meals and order the food. The Volunteers will only prepare, serve the food and do the clean up and will no longer need to provide bars or other food items. It was noted the meals are served 48 weeks out of the year and there are approximately 36 groups that serve those meals. They are moving towards healthier meals and are serving between 75 and 100 people each time. The sign-up sheet was circulated through the committee and will go around again on September 7th to be sure there is enough help to serve on September 12th. The meal will be Chicken Vegetable Noodle Soup, Whole Wheat Buns or French Bread and Fruit.
- VIII. **Comments:**
- A. **Comments from the Committee Members for the Commissioners relative to HHS**  
 Bob Marcum brought up the computers he would like to access and Commissioner Marcotte noted that the county/government cannot give them to private individuals. She noted there are specific rules and they can only go to Non-Profit organizations that must keep them, use them and not further distribute them.
  - B. **Feedback from the Board Meetings**
    1. **June 28 and July 26, 2016 – Roberta Elvecrog, Holly Bray, & Kristine Layne**  
 Kristine Layne attended the June meeting and reviewed the presentation by NEMOJT & AEOA staff. She also noted the discussion relative to the Public Health Educator position. Holly Bray attended the July meeting and noted the updates on the Hill City Storm by Erin Melz, Public Health Supervisor, Sheriff Turner, Mark Jacobs of the Land Department and the

appreciation she heard expressed by folks for the Cooling Center.

Erin Melz, Public Health Supervisor, gave a more complete update to the committee on the process that took place in order to organize, set up and staff the Cooling Center from Thursday, July 21st through Wednesday, July 27th.

Bob Marcum discussed the need for Emergency Preparedness Training for the Townships.

Erin also noted the CHS is putting together a Mutual Aid Agreement between Aitkin, Itasca and Koochiching Counties.

Erin also noted that the Health Educator Position was posted last week.

Amanda Voller from the Workforce Center noted that Northland Counseling Center has an office in the Birch Street Center working with clients with medical and mental health issues offering assessments to help folks get back into the community and secure jobs.

Commissioner Anne Marcotte noted that Northern Pine Mental Health Center is expanding into Aitkin County and they are currently looking for a building for their offices.

Commissioner Anne Marcotte also discussed a Pre-Trial Release Program for inmates who are hard to employ to get training in order to stay employed.

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

AUGUST 23	Bob Marcum	Holly Bray
SEPTEMBER 27	Katie Nelson	Amanda Voller
OCTOBER 25	Carole Holten	Marlene Abear
NOVEMBER 22	_____	_____
DECEMBER 27	_____	_____

**IX. Adjourn**

*Motion by Commissioner Westerlund, seconded by Holly Bray, and carried; the vote was to adjourn the meeting at 4:35 p.m.*

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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 June 1, 2016, Advisory Committee Meeting
- Copy of the June 28, 2016 Health & Human Services Board Meeting Minutes
- Draft copy of the July 26, 2016, Health & Human Services Board Meeting Minutes was distributed at the meeting.
- Copy of the Sign-Up Sheet for serving the Community Meal at First Lutheran in Aitkin on September 12, 2016
- Four-week Mindfulness Training: Stabilizing the Mind Handout (Riverwood)