

AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

X. - A.

December 7, 2016

Committee Members Present: Marlene Abear
Holly Bray
Kim DeMenge
Roberta Elvecrog
Kami Genz, Community Corrections
Carole Holten
Joy Janzen
Julie Anne Larkin
Bob Marcum
Bev Mensing, Red Cross
Commissioner Anne Marcotte
Commissioner Laurie Westerlund

Others Present: Kathy Ryan, Fiscal Supervisor
Erin Melz, Public Health Supervisor
Jessi Schultz, Social Service Supervisor
Julie Lueck, Clerk to the Advisory Committee
Liz DeRuyck, Interim Director

Guests: Joel Hoppe
Kevin Insley
Jon Moen, AFSCME Union Rep.
Shirley Scharrer

Absent: Diane Eastman, AFSCME Union Rep.
Kristine Layne, Riverwood HealthCare
Katie Nelson, Riverwood Foundation
Amanda Voller, Workforce Center

I. Approval of Agenda

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

II. Approval of Minutes of the November 2, 2016 Meeting

Motion by Carole Holten, seconded by Marlene Abear, and carried; the vote was to approve the Minutes of the November 2, 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. Holly Bray displayed the new Farm to School T-shirts for the Hill City School Students and Staff.
- B. Liz DeRuyck noted she is the new Interim Director while the posting and hiring process is going on.
- C. Bob Marcum told the story of helping some friends access the healthcare system.
- D. Roberta Elvecrog brought greetings from Dave Leaf, a former Advisory Committee Member.

- IV. Purpose of the Advisory Committee & the 2017 Meetings - Kathy Ryan** discussed some recommendations from the Supervisory Staff while reviewing the packet of information disseminated to the committee members including:
- A.** The question of who sets the agenda noting in the future it should be done by the Chairperson.
 - B.** Discussion relative to the Task Forces and whether or not the information presented to the Task Forces by the Supervisors should be presented directly to the entire Committee.
 - C.** Look at changing the By-Laws and Mission Statement to remove the area referring to a "county plan" which no longer exists and hasn't for many years even though it still appears in the Statute that has not been updated.
 - D.** Discuss issues at the committee meetings that are strictly relevant to Aitkin County Health & Human Services.
 - E.** Committee members act as a liaison between taxpayers and county commissioners, and make recommendations to the commissioners based on input from committee members.
 - F.** Discuss frequency of committee meetings in the future.
 - G.** Look at removing the Corrections Task Force since it is now a separate department within Aitkin County with its own advisory board.

V. Task Force Reports/Updates:

- A. Corrections** - Roberta Elvecrog / Julie Anne Larkin - No meeting.
- B. Public Health** – Bob Marcum / Kristine Layne / Holly Bray - No meeting.
- C. Children’s Social Services/Mental Health** – Katie Nelson / Holly Bray - No meeting.
- D. Adult Social Services/Mental Health** – Bob Marcum / Marlene Abear / Carole Holten- No meeting.

VI. Budget Committee Report/Update – Roberta Elvecrog / Joy Janzen - No meeting.

VII. Topic for Discussion/Presentations -

- A.** Introductions of one another and what each other does outside of this meeting and what brings them to the table for this meeting.

VIII. Comments:

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

B. Feedback from the Board Meeting

1. November 22, 2016 – Roberta Elvecrog & Joy Janzen - Reported about the WIC Agreement, Purchase of Service contract for the Family Resource Specialist, Kathy Ryan's Financial Report was well received, noted we would be discussion our purpose as members of this committee, Children's Justice Initiative had a farewell retirement party for Judge Solien, and discussed HeadStart referrals.

Joy Janzen discussed Operation Christmas with signup this week (Monday-Friday, December 5-9) to set an appointment to visit the "Store" next week (Tuesday, Wednesday, Thursday, December 13-14-15) at the 40 Club Convention Center to shop for \$40.00 worth of items for each child in the family plus some free items.

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

DECEMBER 20

Carole Holten

Roberta Elvecrog

IX. Adjourn

Motion by Bob Marcum, seconded by Julie Anne Larkin, and carried; the vote was to adjourn the meeting at 5:17 p.m.

Joy Janzen, Chairperson

Julie Lueck, Clerk to the
Aitkin County Health & Human Services Advisory Committee

The following documents were included in the packet of information sent to members for review prior to the meeting or distributed at the meeting:

- Draft copy of the Minutes of the November 2, 2016, Advisory Committee Meeting
- Draft Copy of the November 22, 2016 Health & Human Services Board Meeting Minutes
- Packet of Information Containing the following:
 - H&HS - Advisory Board - Guidance to Board Members
 - 2015 Minnesota Statutes - 402.03 Advisory Committee
 - Mission Statement
 - By-Laws
 - Advisory Committee Member Job Description
 - Paragraph addressing the establishment of the Advisory Committee
 - Breakdown of H&HS by Topics for Presentations
 - Topics for Discussion/Presentations in 2016
 - Activities / Meetings where the H&HS Advisory Members can participate
 - Advisory Committee Meeting Dates in 2017
 - H&HS Organizational Chart within County
 - H&HS Staff Organizational Chart
 - H&HS Unit / Program Descriptions
 - The 2015 Report for H&HS
- Mindfulness Training: Caring for Ourselves, Caring for Others from Julie Anne Larkin