



**AITKIN COUNTY HEALTH & HUMAN SERVICES  
COUNTY BOARD MEETING MINUTES  
January 23, 2018**

### **Attendance**

The Aitkin County Board of Commissioners met this 23rd day of January, 2018, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair Anne Marcotte, Commissioners Laurie Westerlund, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Accounting Supervisor Carli Goble, Financial Assistance Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Social Services Supervisor-Adult Services Kim Larson, Social Services Supervisor-Children's Services Jessi Schultz, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Representative Dale Lueck, Bob Marcum/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

### **Agenda**

Cynthia Bennett requested an addition to the Agenda, under Contracts/Agreements, Item V.A.2.b, New Advisory Board member Maureen Mishler for Comm. District 5. All Commissioners agreed to the addition.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the January 23, 2018 Health & Human Services Board agenda.

### **Minutes**

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the December 19, 2017 Health and Human Services Board minutes.

### **Bills**

Carli Goble, Fiscal Supervisor, presented the bills to the board and noted no significant changes or surprises. She also noted that foster care costs were less this month than last year at the same time.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the bills.

### **Health & Human Services Director Reports, Cynthia Bennett H&HS Director**

Out of State Travel Requests –

1. For Cynthia to travel to the John Maxwell Train the Trainer Conference in Orlando, FL from Feb 18-23.
  - a. Commissioner Marcotte asked what skills will be learned from this training.
    - i. Cynthia indicated increased leadership knowledge and skills based on the John Maxwell philosophy which will be applied in a more global approach than previously done in the county. With Administrator Seibert's support she is looking forward to implementing the skills learned to continue to move towards more unified processes and a common platform from which county departments operate. To build relationships between departments, break down silos, develop consistent processes as applicable, and find ways for county employees to work together on issues faced. Better understanding

and established relationships will enhance efficiency during times of negotiations, personnel management, and decision making. A specific example is when working with other department heads during the annual budget planning process to quickly identify solutions and reach compromises.

- b. Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve Cynthia's out of state travel request.
2. For Liz Short to travel to the National WIC Conference in Chicago, IL from April 22-25.
    - a. Erin Melz added that the WIC program covers her costs, that HHS is just looking for approval to cover her time away.
    - b. Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve Liz's out of state travel request.

### **Contracts/Agreements**

Re-appointment of current members to the Health & Human Services Advisory Board.

Kristine Layne, Aitkin	-	Comm. Dist. #1
Joy Janzen, Aitkin	-	Comm. Dist. #2
Carole Holten, McGregor	-	Comm. Dist. #4

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve all of the current HHS Advisory Board members up for re-appointment to be re-appointed.

Appointment of new members to the Health & Human Services Advisory Board.

Kari Paulsen, Aitkin	-	Comm. Dist. #2
Maureen Mishler	-	Comm. Dist. #5

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve appointment of the new members to the HHS Advisory Board.

Approval of the Contracts/Agreements as follows as a whole, as they are all unchanged from the previous year, they are just updated to be affective for 2018.

Lakes and Pines CAC, Inc. WRAP Agreement  
Presbyterian Family Foundation Guardianship and Conservatorship Agreement  
Phil Tange, Lic SW Service Agreement  
DHS MFIP Biennial Service Agreement  
AEOA MFIP Agreement  
Mille Lacs Health System Ambulance Agreement  
McGregor Area Ambulance Service Agreement  
North Memorial Medical Transportation Agreement  
Compass Counseling Partners Service Agreement

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the presented contracts/agreements as a whole.

### **Jessi Goble, Financial Assistance Supervisor**

Jessi relayed that the 2016 medical assistance portion of the state audit did not go well for the Income Maintenance unit. Of the 40 cases examined by the auditor, less than 50 percent were correct. Jessi stated that part of the problem was in the documentation; online bank accounts were missing information such as full account numbers. Jessi assured all that they are working on improvement and reviewed the plans to implement training and education, a case review practice and has reached out to the state to seek clarification on several points.

The good news is that in December of 2017, another audit was performed where 60 cases were examined and results showed 87 percent compliance.

Other discussion included the number of programs in this area which is 23 and all are mandated.

Jessi discussed, at length, her updates to the Emergency General Assistance (EGA) Policy and the need for the Board to approve those updates.

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the updated EGA Policy.

Jessi also discussed her updates to the Minnesota Family Investment Program (MFIP) Crisis Fund Guidelines and the need for the Board to approve those updates.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the updated MFIP Crisis Fund Guidelines.

## **Financial Reports**

Carli Goble reviewed the financial statement for the board-

- 1) Reported on January 2018.
- 2) Pointed out to the Board that Foster Care expenses are less this month compared to this month last year.
- 3) Will be presenting a 2017 final report in the coming months.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the financial reports.

## **Committee Reports**

**H&HS Advisory Committee** – Commissioner Wedel and/or Pratt

- 1) Committee member Bob Marcum provided details of their last meeting, held January 3, 2018.
  - a. Is looking at big things to come out of the Committee this year.
  - b. Looking at a couple of new presentations on end of life issues and Native American relations.
- 2) Commissioner Pratt commented on the presentation they were given by Jessi Schultz and how much he learned about it.

**AEOA** – Commissioner Westerlund

- 1) There is a lot of worries about programs being cut, as such, they are not updating many contracts right now until they know more about the budget.
- 2) Are adding more transit buses.
- 3) Jessi Goble noted that she had a meeting with them and that they are offering SNAP 50/50, a voluntary employment and training program and that she is also working with them to get more programs offered in Aitkin County.

**NEMOJT Update** – Commissioner Niemi

- 1) Noted they did not meet but he did receive a call from the Aitkin School Superintendent and has set up a meeting with him to talk about the vocational training that is happening there.

### **Lakes & Pines Update**

- 1) They were approached by Aitkin County to write a small cities owner occupied grant to the Department of Employment and Economic Development.
- 2) Was a pre-application so they will be submitting a full application and possibly including septic systems in it.
- 3) Asking for \$350,000.00 to rehabilitate approximately 14 homes in Williams and Wagner Townships.
- 4) If owner lives in the home for 8 years loan is considered paid at the end of that time.
- 5) Waiting to hear back on how home s are selected, income guidelines, etc.

- 6) Also talked about what impact the government shutdown could have had on Lakes & pines and that they have enough reserves to run up to 8 months.

The meeting was adjourned at 9:45 a.m.

Next Meeting – February 27, 2018