



# Aitkin County Health & Human Services

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## AITKIN COUNTY HEALTH & HUMAN SERVICES ADVISORY COMMITTEE

### *Meeting Minutes*

*August 1, 2018*

**Committee Members Present:**

Robert Marcum  
Penny Olson  
Carole Holten  
Kristine Layne  
Kari Paulsen  
Marlene Abear  
Roberta Elvecrog  
Joell Miranda  
Jon Moen  
Kevin Insley  
Penny Olson  
Maureen Mishler

Commissioner Bill Pratt  
Commissioner Mark Wedel

**Others Present:**

Joel Hoppe

**Guests:**

Cynthia Bennett, HHS Director  
Carli Goble, Accounting Supervisor  
Shawn Speed, Clerk to the Committee

**Absent:**

Joy Janzen  
Beverly Mensing

**I. Call to Order**

- a. Robert called to order the regular meeting of the Aitkin County Health & Human Services Advisory Committee at 3:33pm on August 1, 2018 at Aitkin County Health & Humans Services in the large conference room.

**II. Approval of August 1, 2018 Agenda**

- a. Roberta moved to approve the agenda with addition, Bill seconded, all members voting yes to approve the agenda.

**III. Approval of minutes from June 6, 2018 meeting**

- a. Roberta moved to approve the minutes as written, Bob seconded, all members voting yes to approve the June 6, 2018 minutes.

**IV. Committee Member Input / Updates – Must be informational in nature, relative to Aitkin County Health & Human Services and not exceed five minutes per person.**

- a. Robert talked about the Minnesota Community Action Partnership Conference and mentioned that his last session involved tribal relations and would like us to have a presentation on that before the end of the year.
- b. He also stopped on his way home and talked to some people in Mille Lacs and Aitkin counties about the management of Mille Lacs Lake and would like to see us partner with the Native American nation on that subject.
- c. Roberta talked about the fact that no Native American is allowed to smoke on their sacred ground because it is a sacred place.
- d. Carole apologized for missing the HHS Board meeting.
- e. Roberta also asked if SHIP could re-partner with the tribal community.

**V. Budget Presentation – Carli Goble**

- a. Cynthia started by talking about the budget background and to introduce Carli to the members.
- b. The HHS portion of the budget is 673 lines long.
- c. Commissioner Wedel talked about the H&HS budget being a huge part of the Counties budget and to thank Carli and everyone for their hard work on the budget.
- d. Carli went through the slides and explained what it all meant.
- e. A copy of the presentation, with comments, is attached to these minutes.

**VI. Comments:**

- a. Feedback from the HHS Board Meeting –
  - i. Kevin and Roberta – June 26, 2018
    - 1. Cassie Conn gave a nice presentation about the WRAP Program.
  - ii. Joell – July 24, 2018
    - 1. Joell talked about Cynthia’s presentation on her Leadership Leverage Course she is teaching to a number of County employees right now.
    - 2. Involves nine sessions concentrating on leadership skills.
- b. Committee Members scheduled to attend upcoming HHS Board meetings in 2018:

**August 28**

**September 25**

**October 23**

Bob Marcum

Carole Holten

Jon Moen

Kari Paulsen

\_\_\_\_\_  
Maureen Mishler

**November 27**  
**December 18**

Roberta Elvecrog  
Bob Marcum

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**VII. Adjournment**

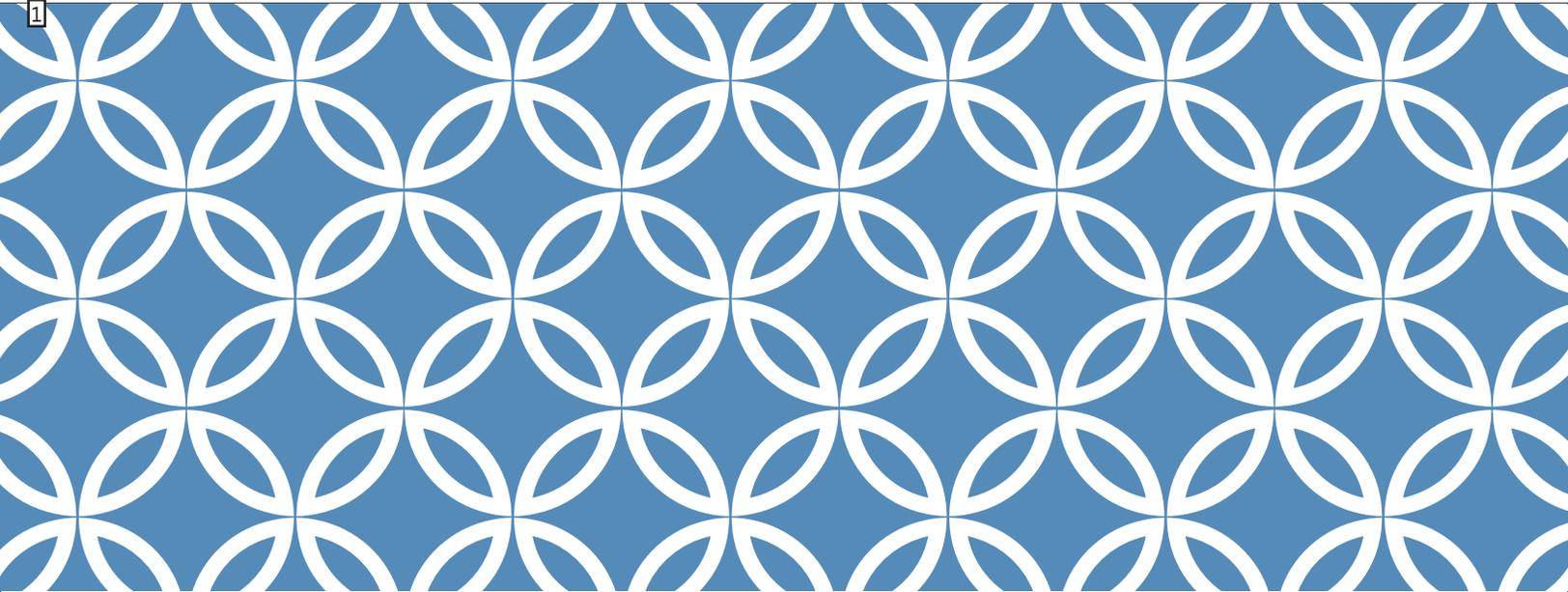
- a. Motion by Carole to adjourn the meeting, seconded by Robert, all members voting yes to adjourn the meeting at 4:41pm.

\_\_\_\_\_  
Robert Marcum, Chairperson

\_\_\_\_\_  
Shawn Speed, Clerk to the ACH&HS Advisory Board

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

- Copy of the agenda for the August 1, 2018 meeting.
- Copy of the minutes from the June 6, 2018 meeting.
- Copy of the June 26, 2018 and July 24, 2018 H&HS Board meeting minutes.
- Copy of the Budget Presentation.



# HEALTH & HUMAN SERVICES – 2019 BUDGET

Presented by:

Carli Goble  
Fiscal Supervisor

# Summary of Comments on Aitkin County Health & Human Services

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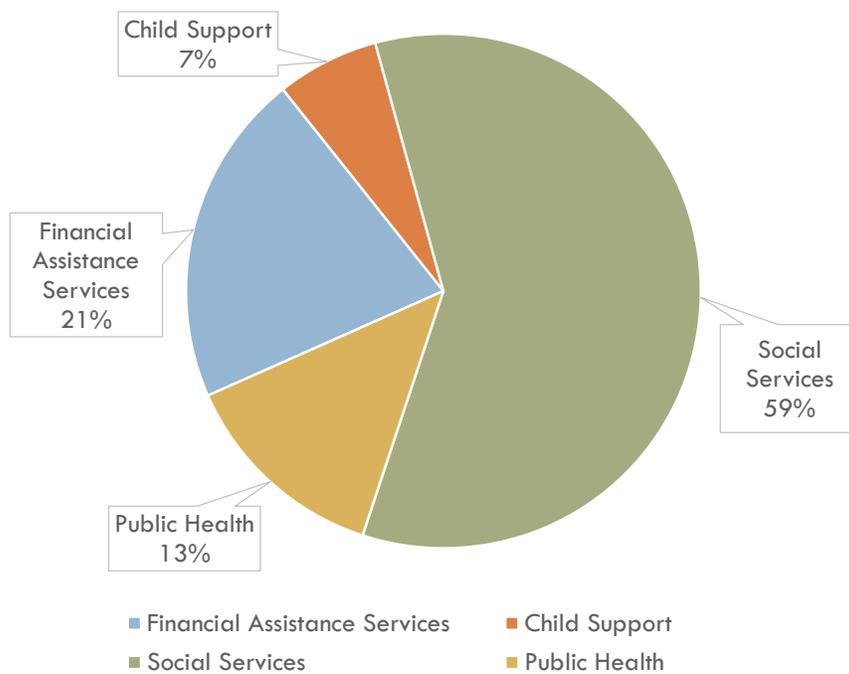
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The 2019 preliminary budget has not yet been set – I do not have specific numbers to share with you at this time  
Presenting on the components and complexity of the Health & Human Services budget

# OVERVIEW

- Financial Assistance Services
  - Child Support
- Social Services
  - Children's
  - Adults
- Public Health
- Administration

### Department Breakdown



#### Financial Services

- makes up 21% of the HHS Budget
- (includes Financial Worker related expenses i.e. Salaries, office supplies etc, not the actual expenses given out to clients as assistance)
- These programs are either federally or state funded, so us as a county don't actually see assistance distributions directly in our budget, just the costs of providing those mandated services

#### Child Support

- makes up 7% of the HHS Budget, part of Financial Services but has a separate area of funding
- Employees are required to be working on 100% Child Support related tasks
- All expenditures (staff wages & benefits as well as program related expenses) are reimbursed back to the counties at 66%

#### Public Health

- Their expenses make up 13% of the HHS Budget
  - PHEP
  - WIC
  - C&TC
  - Family Planning/Family Health
  - Nurse Home Visits
  - Health Education i.e. SHIP Program
- Public Health also provides annual flu shot immunizations (revenues received by billing insurance companies)
- Roughly 50% of expenditures are covered by grants and reimbursements

#### Social Services

- makes up 59% of the HHS Budget
  - Children's Services
  - Adult Services
  - Children's and Adult Mental Health
  - Chemical Dependency
  - Developmentally Disabled

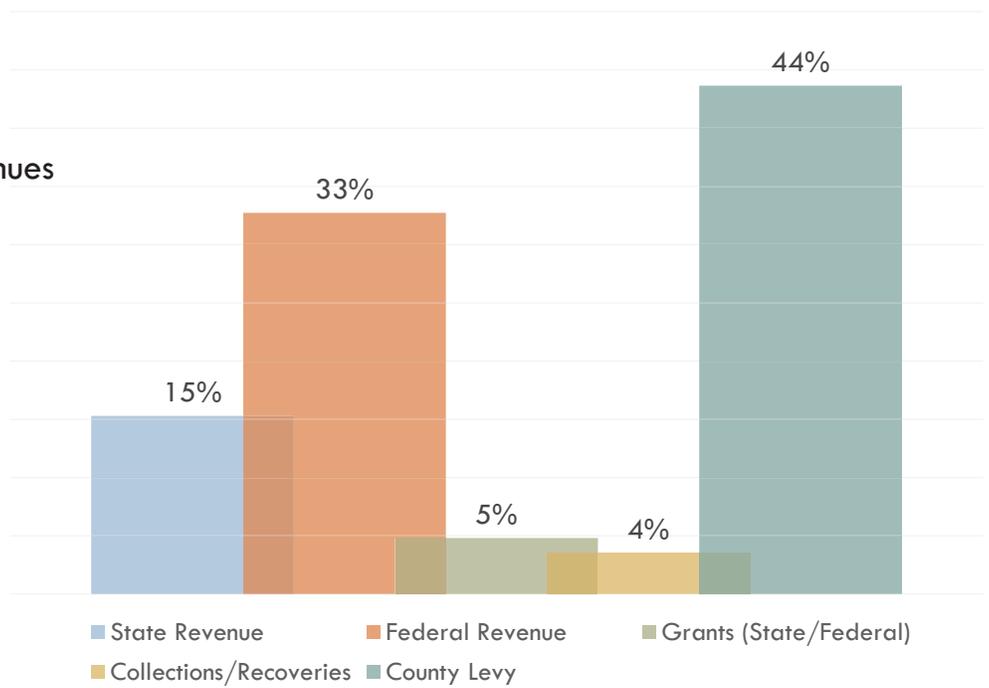
#### Administration

- Since administration is not specific to one program area
- All expenses get a percentage allocated to the different departments
  - 16% - Public Health
  - 33% - Financial Assistance Services
  - 51% - Social Services

The majority of our program areas are mandated services either by the state or federal government

# REVENUES

- State and Federal Revenues
- Grants
- Collections/Recoveries
- County Levy



#### State and/or Federal Revenues

- make up 48% received, these amounts are published by the Department of Human Services usually around the 1st week of July
- Some of these revenues are direct allocations given to counties based on previous years expenses
- i.e. if we spent more money in 2016 (compared to 2015) we would be seeing that grant allocation increase this year (2018), if we spent less in 2016 our 2018 allocation would be decreased – on a two year cycle
- The state and federal portions depend on the specific grant received.
  - Some are 50/50 or 70/30 etc.
  - Other require a county match that we need to spend county dollars in order to actually receive the allocation or grant

#### Grants

- (State & Federal i.e. public health) to help cover the cost of some of our program areas.
- Each grant has specifications to what it can be used for i.e. salaries, travel and requires time to be spent working on each grant and program area.

#### Collections/Recoveries

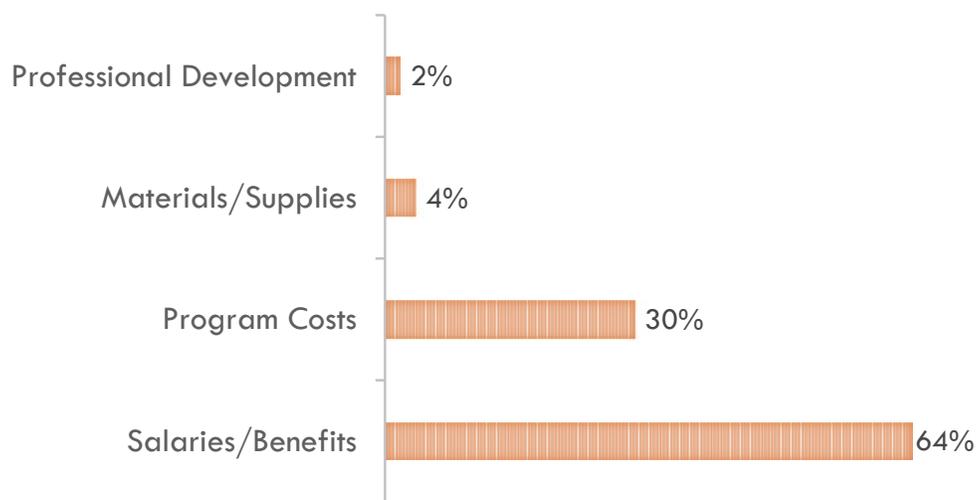
- Detox
- Child Support
- MA Estate Recovery

- the hope is to try and increase this revenue stream in the coming years, which would help the portion of levy dollars requested

County Levy (proposed to the Board to cover the rest of the mandated program expenditures)

These numbers are based off historical data – generally this is the approximate breakdown of annual revenues

# EXPENDITURES



Professional Development

-Employees are sometimes required to attend trainings/meetings in order to keep current on the different rules and regulations pertaining to their program area

Materials/Supplies

- Agency office supplies, and updated computer programs in order to utilize the states programs are just some examples

Program Costs

- Costs associated with providing the different services

- This includes some challenging areas to budget for as they fluctuate year to year.

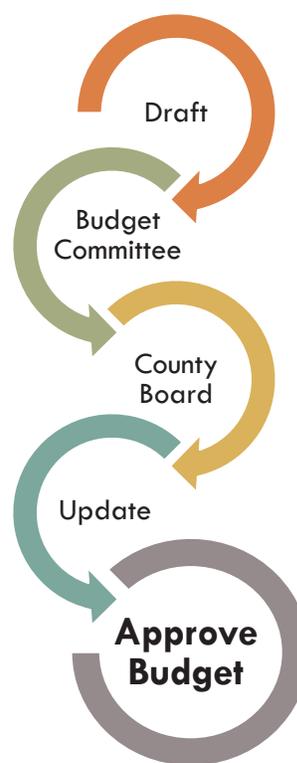
- Out of Home Placements – hard to budget, unable to predict how many children will have to be placed in foster care or residential treatment centers for those children who need more structure than a family can provide.

There are some areas that don't change that much year after year, and others change by the month.

A budget is all that it is, it's a best guess of what's to come in the upcoming year based on current trends and historical data.

## NEXT STEPS

- Draft Preliminary Budget
- Review with Budget Committee
- Present to the County Board
- Update the working budget
- Finalize/Approve Budget in December 2018



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Finish drafting the preliminary budget

Review draft budget with the Budget Committee

Present that draft budget to the County Board with proposed levy increase/decrease – this will be on August 28th

Update the working budget as more information becomes available

Finalize and Approve the complete County Budget in December 2018