



**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
October 23, 2018**

9:05 A.M. START

- 9:06 I. Review/Approval of Health & Human Services Board Agenda**
- 9:07 II. Review/Approval of September 25, 2018 Health & Human Service Board Minutes**
- 9:08 III. Review/Approval of Bills**
- 9:10 IV. Cynthia Bennett, Health & Human Services Director**
 - A. Directors Update**
 - 1. MTM Joint Powers Agreement**
- 9:20 V. Carli Goble, Accounting Supervisor**
 - A. Financial Reports**
- 9:30 VI. Committee Reports from Commissioners**
 - A. Joint Powers Board Report**
 - 1. Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Erin Melz**
 - B. H&HS Advisory Committee – Commissioners Wedel and/or Pratt**
 - 1. Committee Members attending today: Jon Moen and Maureen Mishler.**
 - 2. Draft Copy of the October 3, 2018 meeting minutes included in the packet.**
 - C. AEOA Committee Update – Commissioner Westerlund**
 - D. NEMOJT Committee Update – Commissioner Niemi**
 - E. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
 - F. Lakes & Pines Update – Commissioner Niemi**

**9:45
END**

Next Meeting – November 27, 2018



**AITKIN COUNTY HEALTH & HUMAN SERVICES
COUNTY BOARD MEETING MINUTES
September 25, 2018**

Attendance

The Aitkin County Board of Commissioners met this 25th day of September, 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, Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz, Financial Assistant Supervisor Jessi Goble, Financial Assistance Worker Jen Rikila, Assistant to the County Administrator Sue Bingham, and Guests: Robert Marcum/H&HS Advisory Committee Member, Carole Holten and Roberta Elvecrog/H&HS Advisory Committee Members, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

Agenda

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the September 25, 2018 Health & Human Services Board agenda with the addition.

Minutes

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the August 28, 2018 Health and Human Services Board minutes.

Bills

Carli Goble noted there was nothing unusual or noteworthy in this month's bills.

Commissioner Marcotte asked about an amount to the Dept. of Human Services. Carli noted that was our maintenance of effort, which is our percentage we have to pay to get CCDF funding.

Commissioner Marcotte also inquired about a payment to Lakes and Pines and whether that was for pay to the family resource specialist who was hired to provide in home services and Carli noted that it was.

Commissioner Marcotte also reiterated that something needs to be done, by the state, about us bearing the burden to pay for people who are in treatment facilities.

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

Health & Human Services Director Report, Jessi Goble, Financial Assistance Supervisor

In Cynthia's absence Jessi Goble provided the directors report.

1. Cynthia attended the AMC Fall Policy Conference Sept. 12-14.
 - a. Great discussion at the HHS Policy Committee meeting.
 - b. Multitude of issues that Counties are concerned with.
2. AMC will develop platform positions on a variety of topics and will prioritize 3 areas.
3. The platform topics are-
 - a. Child safety and well being
 - b. Chemical use and abuse
 - c. Children and Family health
 - d. Community Health

- e. Economic self-sufficiency
 - f. Disease prevention and health protection
 - g. Health care financing, access, and quality
 - h. Mental health
 - i. Vulnerable people
4. She hopes to have a document from AMC by the next Board meeting to be able to share more details on all of it.

PDM (Periodic Data Match) Update, Jessi Goble, Financial Assistance Supervisor

Jessi and Jen Rikila went through their handout and spoke about PDM and what it is.

Was approved by the MN Legislature in 2015. Its purpose is to compare data across many different systems for enrollees of MA or Minnesota Care to ensure that all data matches and that people are indeed eligible for public programs or have had a change in their eligibility status. Process runs six months after a person is enrolled in MA or Minnesota Care.

If a discrepancy is found, the system notifies the enrollee about it and instructs them to contact their financial worker to get it corrected. The system does not redetermine eligibility, the financial worker still must process any of the changes.

PDM process is working better throughout the state than was anticipated for the group that was selected to be tested on.

No concrete date, right now, as to when the process will be turned on completely.

There was a question from Commissioner Niemi, unrelated to PDM, about MTM (Medical Transportation Management) Services and Jessi spoke that they have just begun discussions on the subject, within the region, and that when she has more solid information she will bring it to the board.

Committee Reports

H&HS Advisory Committee Update – Carole Holten/Roberta Elvecrog

Met on September 5th.

- Roberta talked about the Suicide Prevention presentation that was given by Brea Hamdorf and Stephanie Downey and how it gave a good representation of how our area does not recognize that suicide is a concern and that it really needs to be addressed. We are at the denial/resistance level of community readiness.
- H&HS has gathered key stakeholders from Aitkin County and formed CAPS, the Committee for Awareness and Prevention of Suicide.
- Need more community leadership involvement with this issue.
- Roberta commented how disheartening it is how blasé people are about it in our county.

Lakes and Pines Update – Commissioner Niemi

They discussed fuel assistance and weatherization.

- Fuel assistance starts October 1st.
- Income guidelines are that a family of four can only make \$12,490 over three months in gross income to qualify for the program.
- Allowed amount is based on the type of heat.

- If a person has winterization help after September 30, 1994, they cannot request it again. Commissioner Niemi noted that seemed like a long time to go back and will be checking into that date.

The meeting was adjourned at 9:46 a.m.

Next Meeting – October 23, 2018

Print List in Order By: 4
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Aitkin County



<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	86222 AITKIN INDEPENDENT AGE 05-430-720-3020-6069		78.11	Child Care Advertising - Commu 09/15/2018 09/19/2018		Community Ed & Prevent/Advertising
	86222 AITKIN INDEPENDENT AGE		78.11	1 Transactions		
2	9017 ALEX AND BRANDON SAFETY CENTER 05-430-710-3650-6027		110.00	Exchanges for September - Se 09/03/2018 09/19/2018		Serv For Concurrent Perm Plan
	9017 ALEX AND BRANDON SAFETY CENTER		110.00	1 Transactions		
3	360 ARROWHEAD ECON OPP AGENCY 05-430-720-3370-6038		14,375.00	MFIP Empl Service-Qtrly Paymen 10/01/2018 12/31/2018		Mfip-Employment Services
4	05-430-720-3370-6038		2,556.00	DWP Empl Service-Qtrly Pmt 10/01/2018 12/31/2018		Mfip-Employment Services
	360 ARROWHEAD ECON OPP AGENCY		16,931.00	2 Transactions		
5	9791 BieganeK/Joan M 05-430-760-3950-6020		105.00	Guardianship/Conservator Activ 08/01/2018 08/31/2018		Guardianship/Conservatorship
6	05-430-760-3950-6020		105.00	Guardianship/Conservator Activ 09/01/2018 09/30/2018		Guardianship/Conservatorship
	9791 BieganeK/Joan M		210.00	2 Transactions		
8	11051 Department of Human Services 05-430-720-3110-6069		361.42	BSFE County Match Invoice #A30 09/01/2018 09/30/2018		Bsf Child Care
9	05-430-720-3140-6020		7.50	MEC2 BSF Recoveries Invoice #A 09/01/2018 09/30/2018		Other Child Care
7	05-430-730-3590-6072		7,305.81	CCDTF Maintenance of Effort 08/01/2018 08/31/2018		Ccdtf County % State Billings
	11051 Department of Human Services		7,674.73	3 Transactions		
10	10342 DHS-Anoka Metro Rtc 05-430-745-3720-6081		500.00	State-operated inpatient 11/01/2015 11/30/2015		State-Operated Inpatient - Rtc Or Cbhh
	10342 DHS-Anoka Metro Rtc		500.00	1 Transactions		

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>
11	9220 DHS-MSOP 05-430-745-3721-6081		1,119.00	State-operated inpatient 09/01/2018 09/30/2018	Commitment Costs - Poor Relief
12	05-430-745-3721-6081		2,797.50	State-operated inpatient 09/01/2018 09/30/2018	Commitment Costs - Poor Relief
13	05-430-745-3721-6081		2,797.50	State-operated inpatient 09/01/2018 09/30/2018	Commitment Costs - Poor Relief
14	05-430-745-3721-6081		1,119.00	State-operated inpatient 09/01/2018 09/30/2018	Commitment Costs - Poor Relief
	9220 DHS-MSOP		7,833.00	4 Transactions	
15	89965 DHS-ST PETER-SEE LIST 05-430-745-3721-6081		8,745.00	State-operated inpatient 09/01/2018 09/30/2018	Commitment Costs - Poor Relief
16	05-430-745-3721-6081		8,745.00	State-operated inpatient 09/01/2018 09/30/2018	Commitment Costs - Poor Relief
	89965 DHS-ST PETER-SEE LIST		17,490.00	2 Transactions	
17	91345 Elvecrog/Roberta C 05-430-750-3950-6020		105.00	Public guardianship 09/01/2018 09/30/2018	Public Guardianship Dd
19	05-430-750-3950-6020		70.00	Public guardianship 09/01/2018 09/30/2018	Public Guardianship Dd
18	05-430-760-3950-6020		70.00	Guardianship/Conservatorship 09/01/2018 09/30/2018	Guardianship/Conservatorship
20	05-430-760-3950-6020		105.00	Guardianship/Conservatorship 09/01/2018 09/30/2018	Guardianship/Conservatorship
	91345 Elvecrog/Roberta C		350.00	4 Transactions	
21	11072 Lutheran Social Service Of Mn-St Paul 05-430-750-3950-6020		5.75	Public Guardianship 09/01/2018 09/30/2018	Public Guardianship Dd
23	05-430-750-3950-6020		241.50	Public Guardianship 09/01/2018 09/30/2018	Public Guardianship Dd
22	05-430-760-3950-6020		488.75	Guardianship/Conservatorship 09/01/2018 09/30/2018	Guardianship/Conservatorship
	11072 Lutheran Social Service Of Mn-St Paul		736.00	3 Transactions	

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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>
24 89163 NEMOJT 05-430-720-3370-6038		14,375.00	MFIP Empl Service-Qtrly Paymen 07/01/2018 09/30/2018	Mfip-Employment Services
25 05-430-720-3370-6038		2,556.00	DWP Empl Service-Qtrly Pmt 07/01/2018 09/30/2018	Mfip-Employment Services
89163 NEMOJT		16,931.00	2 Transactions	
26 10977 Northern Psychiatric Associates 05-430-740-3050-6020		347.57	Child Outpatient Diagnostic As 09/14/2018 09/14/2018	Child Outpat Assess/Psyc. Testing
27 05-430-745-3085-6020		347.58	Adult Outpatient Diagnostic As 09/14/2018 09/14/2018	Adult Outpat Diagnostic Assess/Psyc
28 05-430-745-3085-6020		347.58	Adult Outpatient Diagnostic As 09/14/2018 09/14/2018	Adult Outpat Diagnostic Assess/Psyc
10977 Northern Psychiatric Associates		1,042.73	3 Transactions	
29 90748 Oakridge Homes Sils 05-430-750-3340-6073		16.82	Semi-Independent Living Servic 09/12/2018 09/12/2018	Semi-Independent Living Serv (Sils)
30 05-430-750-3340-6073		403.68	Semi-Independent Living Servic 09/11/2018 09/27/2018	Semi-Independent Living Serv (Sils)
31 05-430-750-3340-6073		487.78	Semi-Independent Living Servic 09/08/2018 09/27/2018	Semi-Independent Living Serv (Sils)
90748 Oakridge Homes Sils		908.28	3 Transactions	
32 14744 PRESBYTERIAN FAMILY FOUNDATION, 05-430-760-3950-6020		13.63	Guardianship/Conservatorship 09/01/2018 09/28/2018	Guardianship/Conservatorship
33 05-430-760-3950-6020		215.27	Guardianship/Conservatorship 09/01/2018 09/28/2018	Guardianship/Conservatorship
14744 PRESBYTERIAN FAMILY FOUNDATION, 05-430-760-3950-6020		228.90	2 Transactions	
35 9489 Redwood Toxicology Laboratory, Inc 05-430-710-3190-6020		10.00	Acct # 022622 - Drug testing - 09/01/2018 09/01/2018	Court Related Services & Activities
36 05-430-710-3190-6020		13.50	Acct # 022622 - Drug testing - 09/01/2018 09/28/2018	Court Related Services & Activities
40 05-430-710-3190-6020		17.75	Acct # 022622 Drug testing - C	Court Related Services & Activities

Aitkin County



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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
41 05-430-710-3190-6020		6.75	09/13/2018 09/13/2018 Acct # 022622 Drug testing - C	Court Related Services & Activities
42 05-430-710-3190-6020		10.00	09/13/2018 09/13/2018 Acct# 022622 - Drug testing -	Court Related Services & Activities
43 05-430-710-3190-6020		27.00	09/07/2018 09/27/2018 Acct# 022622 - Drug testing -	Court Related Services & Activities
44 05-430-710-3190-6020		2.50	09/07/2018 09/27/2018 Acct# 022622 - Drug testing -	Court Related Services & Activities
45 05-430-710-3190-6020		100.00	09/07/2018 09/07/2018 Acct# 022622 - Drug testing -	Court Related Services & Activities
46 05-430-710-3190-6020		100.00	09/01/2018 09/19/2018 Acct# 022622 - Drug testing -	Court Related Services & Activities
47 05-430-710-3190-6020		27.00	09/01/2018 09/15/2018 Acct# 022622 - Drug testing -	Court Related Services & Activities
48 05-430-710-3190-6020		10.00	09/07/2018 09/27/2018 Acct # 022622 Drug testing - C	Court Related Services & Activities
49 05-430-710-3190-6020		13.50	09/11/2018 09/11/2018 Acct # 022622 Drug testing - C	Court Related Services & Activities
34 05-430-710-3640-6020		6.75	09/11/2018 09/20/2018 Acct# 022622 - Drug testing -	Family Assessment Response Services
37 05-430-710-3640-6020		6.75	09/14/2018 09/14/2018 Acct # 022622 - Family Assessm	Family Assessment Response Services
38 05-430-710-3640-6020		17.75	09/27/2018 09/27/2018 Acct # 022622 - Family Assessm	Family Assessment Response Services
39 05-430-710-3640-6020		25.00	09/21/2018 09/21/2018 Acct # 022622 - Family Assessm	Family Assessment Response Services
9489 Redwood Toxicology Laboratory, Inc		394.25	09/29/2018 09/29/2018 16 Transactions	
4242 Ryan, Brucker & Kalis, Ltd				
50 05-430-750-3950-6020		26.25	07/01/2018 07/31/2018 Public guardianship	Public Guardianship Dd
51 05-430-750-3950-6020		17.50	08/01/2018 08/31/2018 Public guardianship	Public Guardianship Dd
4242 Ryan, Brucker & Kalis, Ltd		43.75	2 Transactions	
88890 Scharrer/Shirley				
53 05-430-750-3950-6020		70.00	Public guardianship	Public Guardianship Dd

Aitkin County



<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Rpt Accr</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>
54	05-430-750-3950-6020		70.00	Public guardianship	08/01/2018 08/31/2018		Public Guardianship Dd
57	05-430-750-3950-6020		70.00	Public guardianship	08/01/2018 08/31/2018		Public Guardianship Dd
58	05-430-750-3950-6020		52.50	Public guardianship	08/01/2018 08/31/2018		Public Guardianship Dd
59	05-430-750-3950-6020		70.00	Public Guardianship	08/01/2018 08/31/2018		Public Guardianship Dd
60	05-430-750-3950-6020		70.00	Public guardianship	08/01/2018 08/31/2018		Public Guardianship Dd
61	05-430-750-3950-6020		70.00	Guardianship/Conservatorship	07/05/2018 07/31/2018		Public Guardianship Dd
62	05-430-750-3950-6020		70.00	Guardianship/Conservatorship	08/01/2018 08/30/2018		Public Guardianship Dd
52	05-430-760-3950-6020		35.00	Guardianship/Conservatorship	08/01/2018 08/25/2018		Guardianship/Conservatorship
55	05-430-760-3950-6020		35.00	Guardianship/conservatorship	08/01/2018 08/31/2018		Guardianship/Conservatorship
56	05-430-760-3950-6020		70.00	Guardianship/conservatorship	08/01/2018 08/31/2018		Guardianship/Conservatorship
88890	Scharrer/Shirley		682.50	11 Transactions			
63	12214 Shopko Store Operating Co. LLC 05-430-710-3190-6020		83.86	Diapers - Court-Related Servic	09/24/2018 09/24/2018		Court Related Services & Activities
	12214 Shopko Store Operating Co. LLC		83.86	1 Transactions			
64	14390 TANGE, MSW/PHILIP B 05-430-740-3900-6020		180.00	Clinical supervision-Child Rul	09/13/2018 09/13/2018		Child Rule 79 Case Mgmt
65	05-430-745-3910-6020		247.50	Clinical supervision-Adult Rul	09/13/2018 09/13/2018		Adult Rule 79 Case Mgmt
	14390 TANGE, MSW/PHILIP B		427.50	2 Transactions			
Final Total			72,655.61	19 Vendors	65 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	72,655.61	Health & Human Services	
	All Funds	72,655.61	Total	Approved by,
			
			

**Joint Powers Agreement Governing Participation
in a Non-Emergency Medical Transportation Coordination Project**

This agreement is entered into by and between the County of St. Louis, 100 North 5th Avenue W., Duluth, MN 55802, a body corporate and politic existing under the laws of the State of Minnesota, hereinafter referred to as the “Host”, and the following Minnesota Counties: Aitkin County, 204 - 1st St NW, Aitkin, MN 56431; Carlton County, 14 N. 11th St., Suite 100, Cloquet, MN 55720; and Lake County, 616 Third Avenue, Two Harbors, MN 55616, hereinafter referred to as “Participating Members”.

WITNESSETH:

WHEREAS, counties can benefit through collaboration by reducing duplication of like administrative activities without negatively affecting service capacity, by adding value through sharing the specialized knowledge and experience of staff with the result of increased aggregate service capacity, and by utilizing the evolution of technology to effectively work across distances and jurisdictions; and

WHEREAS, increased efficiencies and streamlining across county lines can benefit taxpayers in cost savings; and

WHEREAS, Minnesota Statutes Chapter 402A, the “State-County Results, Accountability, and Service Delivery Redesign Act” allows counties to enter into voluntary service delivery agreements to redesign delivery of all or some essential human services; and

WHEREAS, the counties entering this Agreement now desire to coordinate efforts for the administration of non-emergency medical transportation (“NEMT”); and

WHEREAS, the four counties wish to formalize terms and conditions through which they will cooperatively manage the services for covered recipients, pursuant to contract with Medical Transportation Management, Inc.

NOW THEREFORE, in consideration of the mutual covenants and promises between the parties set forth herein, it is hereby agreed that:

1. DESIGNATED REPRESENTATIVES

The St. Louis County Director of Public Health and Human Services (PHHS), Linnea Mirsch, or her successor, at telephone number (218) 726-2096, is the representative of St. Louis County and will administer this Agreement for and on behalf of the Host.

Representatives of Charter Members are as follows:

Cynthia Bennett, Director, Aitkin County Health & Human Service Agency, or her successor, 204 - 1st St NW, Aitkin, MN 56431;

Dave Lee, Director, Carlton County Public Health & Human Services, or his successor, 14 N. 11th St., Suite 100, Cloquet, MN 55720; and

Lisa Hanson, Director, Lake County Human Services Department, or her successor, 616 Third Avenue, Two Harbors, MN 55616.

Changes in designated representatives shall be restricted to Directors/Director Level Administrators of participating members.

To assist the parties in the day-to-day performance of this Agreement and to develop service, ensure compliance, and provide ongoing consultation, liaisons shall be designated by Host and each Member. The parties shall keep each other continually informed, in writing, of any change in the designated liaison.

2. VENDOR

NEMT Coordination:

Medical Transportation Management, Inc., 635 Maryville Centre Dr. Ste. 300, St. Louis, MO 63141, Davin Miller, Minnesota Program Director.

3. NOTICES

All notices and demands pursuant to this Agreement shall be directed in writing to the Host and to each Participating Member at the addresses set forth in paragraph 1 above.

4. SHARED EXPENSES

Proportional Share of Trip Legs

St. Louis County will bill each Participating Member at least monthly for the administrative expense associated with each leg of authorized rides provided based upon the rate provided in the Contract with the Vendor. Each Participating Member will make payment to St. Louis County within 30 days of receipt of such invoice.

In entering into this Agreement, the Host and Participating Member Counties agree that the proposed budget for delivery of any NEMT services will be based on each Participating Member County's projected proportional share of NEMT rides arranged by Vendor.

Each Participating Member County's projected proportional share will be determined for each County by taking the total number of county trip legs divided by total number of all trip legs. The numbers used in this formula will be the numbers in existence on the date the action/event creating the liability occurred. The 2019 projects are based on 2017 actual ride legs, incorporated in Exhibit A.

St. Louis County Business Services Support Staff

St. Louis County will bill each Participating Member County on a quarterly basis for the 0.5 Information Specialist II Business Services Support Staff position housed there, who will be reconciling payments, billing and records. Each Participating Member County's proportional share of this expense will be determined by utilizing the same formula used above to determine proportional share of trip legs. This annual cost will be provided by October 1st of each year for the subsequent year 2019 expense is also provided in Exhibit A.

This expense will be billed quarterly by St. Louis County.

5. CONTRACTING WITH VENDOR

On behalf of Participating Member Counties, St. Louis County shall act as fiscal agent and contract manager and will draft and enter into a written agreement (the "Contract") with the Vendor, Medical Transportation Management, Inc.

6. DELINEATION OF RESPONSIBILITIES

Host and Participating Member Counties agree to jointly develop a Transportation Access Plan. This Transportation Access Plan will then be jointly implemented and followed by Host and Participating Member Counties.

Host will consult with DHS, to review issues of performance, payment and quality of service delivered by the Vendor. The following items will be submitted to the Minnesota Department of Human Services by October 15, 2018 to constitute notification of participating members to utilize MTM – MNET for the administration of all non-emergency medical transportation and the related ancillary services for the member counties:

- Copy of MTM contract with host county, listing all participating counties
- Copy of the Joint Powers Agreement
- Number of transports per year anticipated to be coordinated through MTM – MNET
- Criteria used to establish the “administrative fee.”

On behalf of Participating Member Counties, St. Louis County will collect reports on compliance with contract terms and related regulations. St. Louis County will complete an agreement with Minnesota Department of Human Services for federal financial participation (FPP) for the administrative fee and generate the required reports to allow for the proper calculation of the FPP available to local agencies and ensure reimbursement for the appropriate amount. St. Louis County will manage all issues relating to insurance requirement compliance, affirmative action and data practices, and performance issues including service delivery, call center compliance, quality assurance, fraud control and management and resolution of customer complaints, excluding county specific appeals, which will be handled by each Participating Member County.

The fiscal agent will be responsible for the collection, creation, receipt, maintenance, storage, dissemination, use and access of any data created or arising out of the Contract. Each Participating Member County shall be responsible for its own data related to this Agreement under the MGDPA.

7. DURATION

The term of this Agreement shall commence upon execution by all of the parties and continue in effect for three (3) years. After that time, the Agreement shall be automatically renewed on a year-to-year basis under the same terms and conditions by all the parties unless written notice of termination is provided by the Host or a Participating Member County pursuant to the terms of this Agreement.

8. NOTICE OF TERMINATION

The Host or any Participating Member may withdraw from this Agreement with or without cause, upon 75 days’ prior written notice. In the event of the withdrawal of the Host, this Agreement shall be terminated in its entirety. In the event of withdrawal by any Participating Member, this Agreement shall remain in full force and effect as to all remaining parties. Written notice of termination shall be made by certified mail or personal delivery directed to the each party specified in the Notice section of this Agreement. Notices are deemed effective upon delivery to the Host and each Participating Member County’s authorized representative.

9. EFFECT OF TERMINATION

Termination of this Agreement shall not discharge any liability, responsibility, or right of any party which arises from the performance or failure to adequately perform the terms of this Agreement prior to the effective date of termination, nor shall termination discharge any obligation which by its nature would survive after the date of termination. Early termination prior to the termination terms herein will not absolve any parties from the funding obligations set forth in this contract.

10. FUTURE MEMBERS

This project may be expanded in the future to include other counties. The Host and Participating Members must agree to the addition of new Participating Member Counties, subject to approval by the appropriate county boards and with required paperwork submitted to the Department of Human Services. New Members will be held to the same requirements, policies, governance, financial obligations, and duties for all other matters as they relate to this Agreement. New Members will be incorporated into this written Agreement and into all other legal documents related to this project via an amendment to this Agreement.

11. EXHIBITS

This Agreement includes the following Exhibit which is incorporated by reference: [A] 2017 Volume for 2019 Budget

12. ASSIGNMENT

No party may assign this Agreement without the prior written consent of every other party, and such consent shall not be unreasonably withheld.

13. NEUTRAL CONSTRUCTION

The parties to this Agreement agree that this Agreement was negotiated fairly between them at arms' length and that the final terms of this Agreement are the product of the parties' negotiations. Each party warrants and represents that it has sought and has received legal counsel of its own choosing with regard to the contents of this Agreement and the rights and obligations affected hereby. The parties agree that this Agreement shall be deemed to have been jointly and equally drafted by them and that the provisions of this Agreement therefore should not be construed against a party or parties on the grounds that the party or parties drafted or was more responsible for drafting the provision.

14. DATA PRACTICES

Pursuant to Minnesota Statutes Chapter 13 (the Minnesota Government Data Practices Act, or MGDPA), Host and Members agree that they will continue to be responsible authorities for data created by their agency. Nothing in this Agreement shall result in any change in responsibilities for data practices requests, data access procedures, and compliance responsibilities of the individual agencies. Host and Members agree that the originator of the data continues to own the data and responsibilities attendant to creation and maintenance of such data. All requests for data under the MGDPA will be forwarded to the agency that created the data.

15. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

16. ENTIRE AGREEMENT AND REMEDY

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing executed by the parties to this Agreement and by no other means. Each party waives its future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

17. MINNESOTA LAW

This Agreement shall be governed by the laws of the State of Minnesota. Any litigation regarding this Agreement or its contents shall be filed in the County of St. Louis, if in state court, or in the federal district court nearest to St. Louis County, if in federal court.

18. AUTHORITY

All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with.

19. INDEMNIFICATION

Each party shall be liable for its own acts to the extent provided by law, and each party hereby agrees to indemnify, hold harmless and defend the others, their officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees, which the others, their officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act of omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement. Participating Member Counties agree that, if any litigation is brought relating to this Joint Powers Agreement, and if any liability is found by a court or administrative agency of competent jurisdiction, each Participating Member County's share of any final liability shall be determined on a pro rata basis using the following formula:

Total number of Participating Member County trip legs divided by total number of all trip legs

The numbers used in this formula will be percentage of trip legs in the preceding fiscal year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CHARTER MEMBERS

AITKIN COUNTY

By: _____
[NAME]
Board Representative

Date: _____

LAKE COUNTY

By: _____
[NAME]
Board Representative

Date: _____

CARLTON COUNTY

By: _____
[NAME]
Board Representative

Date: _____

HOST

ST. LOUIS COUNTY

By: _____
[NAME]
Board Representative

Date: _____

APPROVED AS TO FORM AND EXECUTION:

ST. LOUIS COUNTY ATTORNEY

By: _____
[NAME]

Date: _____

Exhibit A 2017 Volume for 2019 Budget

	Van Rides	GMR	Total Annual Trip Legs
Aitkin	900	1,092	1,992
Carlton	600	5,280	5,880
Lake	720	120	840
St. Louis	8,112	4,968	13,080
Total	10,332	11,460	21,792

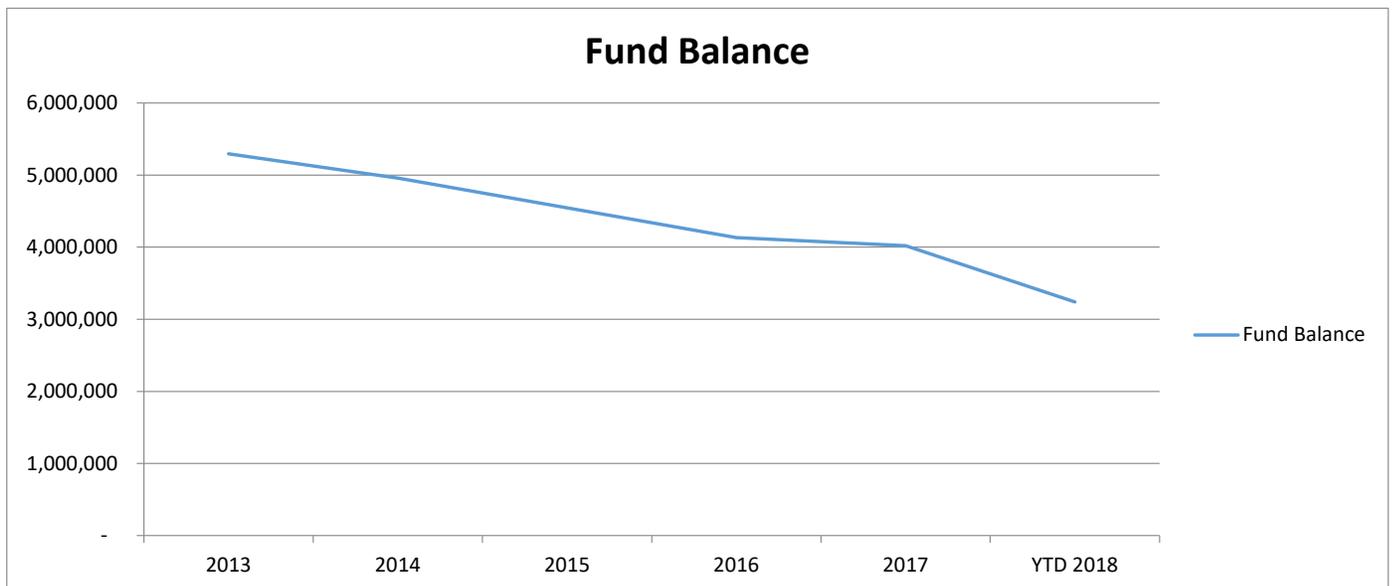
	Percentage of rides	MTM Admin Fee, anticipated
Aitkin	9%	\$19,441.92
Carlton	27%	\$57,388.80
Lake	4%	\$8,198.40
St. Louis	60%	\$127,660.80
All 4 Counties		\$212,689.92

Aitkin County Health and Human Services

5-Year Trend

	2013	2014	2015	2016	2017	YTD 2018
Fund Balance	5,295,266	4,959,306	4,544,194	4,132,946	4,018,905	3,240,442

	2013	2014	2015	2016	2017	YTD 2018
Revenue:						
Tax Levy	(2,470,280)	(1,888,237)	(1,982,478)	(2,376,726)	(2,553,009)	(1,519,466)
Intergovernmental Revenue	(314,824)	(270,042)	(279,448)	(207,004)	(179,511)	(45,610)
State Revenue	(686,351)	(881,137)	(1,043,277)	(1,062,714)	(1,140,452)	(973,090)
Federal Revenue	(2,136,553)	(2,168,616)	(2,084,504)	(2,047,014)	(2,222,386)	(1,617,059)
Third Party Revenue	(216,749)	(207,346)	(258,635)	(341,275)	(355,350)	(286,280)
Misc. Revenue/Pass Thru	(359,291)	(315,012)	(388,502)	(311,493)	(197,534)	(169,154)
Expenditure:						
Payments for Recipients	1,417,258	1,635,621	1,719,526	1,881,399	1,793,401	1,266,597
Payroll	3,425,849	3,664,934	3,934,931	4,102,280	4,272,534	3,567,372
Services/Charges and Fees	423,064	336,723	343,675	347,003	370,495	266,440
Travel and Insurance	89,679	143,562	156,611	155,526	90,227	72,918
Supplies and Small Equipment	61,402	73,199	110,486	100,869	113,538	92,395
Capital Outlay	52,492	31,266	38,483	48,764	25,644	1,326
Misc. Expenditure/Pass Thru	184,723	180,414	150,934	120,507	96,846	88,209
Net Change to Fund Balance:	(529,581)	335,329	417,802	410,121	114,444	744,599

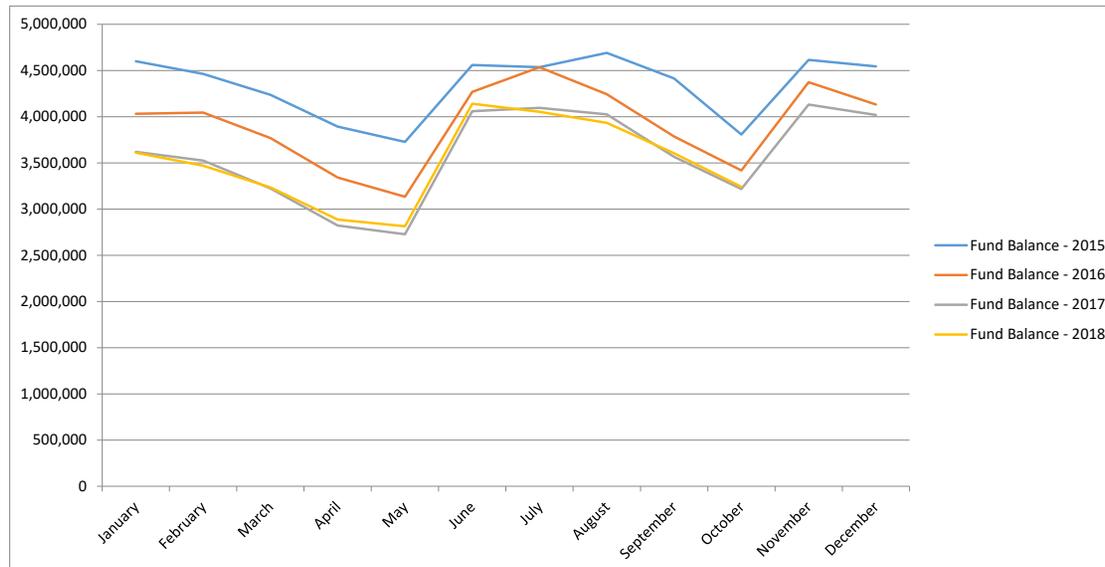


Aitkin County Health and Human Services

Financial Statement for Board

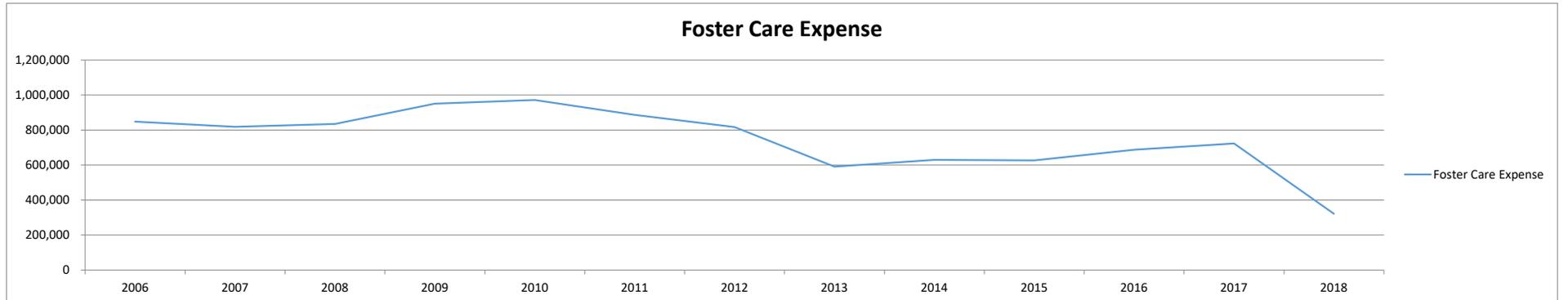
	January	February	March	April	May	June	July	August	September	October	November	December
Fund Balance - 2015	4,600,651	4,463,903	4,236,061	3,892,021	3,727,220	4,560,231	4,534,967	4,690,698	4,413,847	3,806,907	4,615,850	4,544,194
Fund Balance - 2016	4,031,619	4,044,030	3,768,001	3,340,621	3,133,611	4,268,703	4,534,967	4,244,044	3,785,410	3,417,297	4,372,735	4,132,946
Fund Balance - 2017	3,619,229	3,524,864	3,223,404	2,822,304	2,727,519	4,060,299	4,095,282	4,024,250	3,565,913	3,217,691	4,131,280	4,018,905
Fund Balance - 2018	3,611,051	3,469,435	3,233,426	2,886,928	2,813,898	4,140,160	4,052,414	3,933,909	3,604,831	3,240,442		

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	YTD 2018
Revenue:													
Tax Levy	0	0	0	0	0	(1,519,466)	0	0	0	0			(1,519,466)
Intergovernmental Revenue	0	0	0	0	0	0	(19,034)	(3,907)	(22,670)	0			(45,610)
State Revenue	(8,065)	(81,475)	(116,121)	(2,494)	(89,836)	(135,262)	(303,153)	(183,816)	(52,866)	0			(973,090)
Federal Revenue	(38,351)	(199,063)	(351,280)	(35,625)	(267,139)	(251,761)	(80,144)	(307,940)	(85,980)	224			(1,617,059)
Third Party Revenue	(24,515)	(33,823)	(31,590)	(39,049)	(9,689)	(36,100)	(55,123)	(25,651)	(30,740)	0			(286,280)
Misc. Revenue/Pass Thru	(19,061)	(39,025)	(21,366)	(15,602)	(14,489)	(36,005)	(7,922)	(13,366)	(3,089)	771			(169,154)
Expenditure:													
Payments for Recipients	113,055	137,421	137,323	110,992	142,911	112,050	158,028	112,540	123,896	118,382			1,266,597
Payroll	339,347	356,603	471,687	329,041	344,172	346,934	348,082	486,695	346,192	198,621			3,567,372
Services/Charges and Fees	32,651	32,692	20,692	32,347	17,063	23,734	29,074	33,402	23,323	21,462			266,440
Travel and Insurance	38,484	2,215	3,495	5,342	5,096	4,043	3,384	5,220	3,008	2,631			72,918
Supplies and Small Equipment	2,753	6,911	2,692	16,279	9,759	8,284	2,625	7,606	15,849	19,637			92,395
Capital Outlay	0	0	0	412	0	0	0	914	0	0			1,326
Misc. Expenditure/Pass Thru	2,467	9,880	4,642	11,403	10,125	15,846	11,387	8,453	11,344	2,663			88,209
Net:	438,765	192,334	120,173	413,046	147,974	(1,467,702)	87,205	120,149	328,266	364,389	0	0	744,599



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Foster Care Expense	847,823	818,453	834,512	950,273	970,888	886,243	816,028	590,994	628,755	626,426	686,956	723,125	322,127
# of Children	73	75	63	64	57	56	49	50	53	65	62	71	

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Foster Care													
Child Shelter	3,017	5,139	0	850	0	177	2,696	2,817	0	1,071	2,384	0	0
ICWA	2,448	0	0	709	0	0	0	0	0	0	0	0	0
Corrections	35,626	6,465	5,444	4,227	9,488	2,656	6,151	1,378	1,968	0	0	0	0
Treatment Foster Care	0	8,451	0	0	33,227	101,130	96,216	79,138	35,418	18,948	0	0	0
ICWA	0	0	0	0	0	0	0	0	0	7,870	18,632	11,055	7,966
Corrections	0	0	33,530	33,811	22,857	0	0	0	0	0	0	0	0
Family Foster Care	318,577	462,600	384,829	396,552	346,845	167,154	174,298	241,526	158,688	190,403	289,650	234,738	218,710
ICWA	49,915	101,147	131,779	99,413	111,278	138,816	92,451	11,382	24,570	52,441	72,284	63,041	15,928
Corrections	19,740	0	0	0	18,695	11,627	9,783	0	1,998	10,011	0	0	0
Rule 8 - Group Home	53,677	12,310	3,174	19,938	14,710	45,321	7,062	0	100	35,955	0	25,692	0
ICWA	0	0	23,947	10,952	48,097	16,400	25,716	7,306	888	0	0	0	0
Corrections	0	18,675	8,132	44,677	13,373	17,570	43,317	0	0	0	0	0	0
Correction Facilities	0	0	0	0	0	0	0	24,953	0	0	0	83,298	48,900
ICWA	37,418	46,204	35,438	68,751	103,404	107,921	56,691	21,011	68,770	27,341	47,201	890	28,018
Corrections	264,032	141,084	107,867	120,751	66,821	208,353	188,862	142,442	292,193	142,279	149,222	0	0
Northstar Kinship Assistance	0	0	0	0	0	0	0	0	0	0	1,973	0	10,796
Northstar Adoption Assistance	0	0	0	0	0	0	0	0	0	0	0	0	18,107
Extended Foster Care	0	0	0	0	0	1,228	0	0	100	0	0	3,960	10,298
Electronic Monitoring	976	1,848	0	1,504	1,201	0	352	2,904	0	0	0	0	0
Rule 5 - Residential Treatment	56,466	0	61,170	95,415	103,210	70,889	99,575	21,835	119,466	96,403	139,532	301,090	7,579
ICWA	0	7,175	36,321	42,836	36,960	0	0	36,571	0	48,012	27,891	0	0
Corrections	0	0	0	0	0	0	0	0	0	0	0	0	0
Respite	428	115	882	7,862	34,851	8,645	9,183	2,358	919	5,765	1,276	2,356	0
Child Care	1,406	2,178	0	671	1,579	1,167	0	718	592	4,495	981	179	0
Health Services	386	695	0	455	82	194	382	111	2,607	3,108	195	132	0
Transportation	4,436	5,897	5,464	10,803	9,584	10,268	7,188	14,129	9,790	7,789	6,098	10,864	4,021
Total Foster Care Expenses:	848,548	819,983	837,977	960,176	976,259	909,516	819,923	610,578	718,066	651,892	757,319	737,293	370,324





Aitkin County Health & Human Services

204 FIRST STREET NW
AITKIN, MINNESOTA 56431-1291
PHONE 1-800-328-3744 or 1-218-927-7200
FAX # 1-218-927-7210

AITKIN COUNTY HEALTH & HUMAN SERVICES ADVISORY COMMITTEE

Meeting Minutes

October 3, 2018

Committee Members Present: Robert Marcum
Penny Olson
Carole Holten
Kristine Layne
Kari Paulsen
Roberta Elvecrog
Jon Moen
Maureen Mishler
Joy Janzen
Steve Teff

Commissioner Bill Pratt

Guests: Cynthia Bennett, HHS Director
Kim Larson, Adult Social Services Supervisor
Nicholas Anderson, Social Worker

Absent: Joell Miranda
Kevin Insley
Beverly Mensing
Commissioner Mark Wedel

I. Call to Order

- a. Robert called to order the regular meeting of the Aitkin County Health & Human Services Advisory Committee at 3:30pm on October 3, 2018 at Aitkin County Health & Humans Services in the large conference room.

II. Approval of October 3, 2018 Agenda

- a. Kari Paulsen was asked to give a report on the Job Fair that was held at the Aitkin High School.
- b. Kari moved to approve the agenda with addition, Joy seconded, all members voting yes to approve the agenda.

III. Approval of minutes from September 5, 2018 meeting

- a. Roberta moved to approve the minutes as written, Kari seconded, all members voting yes to approve the September 5, 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 reported that Margo Cross of Disability Services was questioning outdoor programs designed for disabled children. Long Lake Conservation Center was mentioned as a place already as such, so hopefully more discussion on this.
- b. Lisa Caraveau – talked about providing case management training for county boards.
- c. Maureen Mishler talked about providing care as people age and sensitivity training.
- d. Kari Paulsen reported on the Career Fair at the Aitkin High School. There was a great turnout and almost everyone seemed pleased with what was offered and how it was presented.

V. Adult Protection Services Overview – Kim Larson

- a. Kim Larson gave an overview on what is involved with adult protection services.

VI. Comments:

- a. Feedback from the HHS Board Meeting –
 - i. Carole and Roberta – September 25, 2018
 - 1. Discussion was held on Suicide presentation and the Senior Linkage Line services.
 - 2. Minutes from that meeting are attached.
- b. Committee Members scheduled to attend upcoming HHS Board meetings in 2018:

October 23	Jon Moen	Maureen Mishler
November 27	Roberta Elvecrog	Penny Olson
December 18	Bob Marcum	Kristine Layne

VII. Adjournment

- a. Motion by Kari to adjourn the meeting, seconded by Penny, all members voting yes to adjourn the meeting at 4:38pm.

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 October, 2018 meeting.
- Copy of the minutes from the September 5, 2018 meeting.
- Copy of the September 25, 2018 H&HS Board meeting minutes.
- Copy of the Adult Protection Services PowerPoint.