

The Aitkin County Board of Commissioners met this 27<sup>th</sup> day of November, 2018 at 9:00 a.m., at the Aitkin Public Library, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the November 27, 2018 amended agenda. Agenda Item 2F – Approve Fire Protection Contract with Ball Bluff Township, was pulled from the consent agenda and placed on the regular agenda for discussion.

**APPROVED AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
November 27, 2018**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

**Attendance**

The Aitkin County Board of Commissioners met this 27<sup>th</sup> day of November, 2018, at 9:01 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Anne Marcotte, Laurie Westerlund, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Cynthia Bennett ACH&HS Director, Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz, Financial Assistance Supervisor Jessi Goble, Adult Social Services Supervisor Kim Larson, Assistant to the County Administrator Sue Bingham, Shawn Speed, H&HS Executive Assistant, and Guests: Penny Olson/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

**Agenda**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the November 27, 2018 Health & Human Services Board agenda with the addition.

**Minutes**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the October 23, 2018 Health and Human Services Board minutes.

**Bills**

Carli Goble noted there was one notable item on the bills this month. We paid \$1400/day for six days for a client in a Certified Behavioral Health Hospital while services were arranged for them to move back into their home as opposed to having to move into a nursing home.

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

**Health & Human Services Director Report, Cynthia Bennett, ACH&HS Director**

Cynthia started by giving some more details on the audit results that were reviewed last month. The first area of findings involved what is called a “notable weakness” and involved discrepancies between the OnBase electronic consumer file and the State’s documentation system Maxxis. Audit findings from 2017, in this same area, indicated a 40 percent accuracy rate. The findings from this year’s audit indicated an 85 percent accuracy

rate. The employees in this area took this deficiency very seriously, implemented some tactics to make corrections and did make significant improvements. Although there is still room for additional improvement, this was a positive development. The second area of findings was what is called a "significant deficiency", this term relates to the type of error they found not the quantity. In relation to the LCTS (Local Collaborative Time Study) and the financial reports we submit to the state, there is a requirement to have 2 signatures on these reports. We were not aware of this previously and previous audits did not site this as problematic. Now that we are aware, we will have a second person reviewing and signing those reports.

Commissioner Marcotte inquired who made up the LCTS and Cynthia responded that it is made up of the superintendents from Hill City, Aitkin and McGregor schools, Bob Bennes, the Lakes and Pines Director, a Public Health representative, a Social Services representative, our Fiscal Supervisor, and Cynthia. She also added that they meet quarterly.

Cynthia moved on to discuss the final audit finding that involved the impressed fund or "Red Box Fund". This auditor questioned whether or not we were utilizing this fund based on the definition of "public purpose". He requested that we reach out to our County Attorney for a determination as to meeting that definition. If our County Attorney determines we are meeting the definition of "public purpose" we will continue as is and document in the fund guidelines this determination. If the determination results indicate the usage of this fund does not meet the definition of "public purpose" we will terminate use of the fund. Commissioner Marcotte asked what we use the fund for. Cynthia stated that it was used for clients with an immediate need with no other resources.

Commissioner Niemi asked where the dollars for this fund came from. Carli Goble answered that it was money collected from employees making personal copies.

Cynthia continued her update with a discussion on the MTM (Medical Transportation Management) plan. We are awaiting approval on the plan from DHS. Once we get approval we will be moving forward with implementation. In the meantime the counties involved have been working out some logistical items. Jessi Goble provided an updated on further detailed information. Currently, the counties in agreement along with MTM are conducting weekly webinars to develop operational plans, marketing materials, and set up specific duties and roles.

Cynthia wrapped up by discussing the upcoming opening of a Clubhouse (drop in center) for individuals with mental illness or chemical dependency issues. This will be housed at Northland Counseling Center in the log building out near Riverwood Healthcare Center. The Clubhouse will be open from 10am to 2pm and plans to offer mental health recovery groups, chemical dependency support groups, etc. Monies to support this initiative are from the Region V+ Adult Mental Health Initiative and the State Consumer Grant dollars.

Commissioner Wedel asked for more information on the background of this and where it came from. Cynthia referred to Kim Larson who relayed that we have several individuals in our County who are currently bused to Grand Rapids to partake in the Clubhouse there and the services they provide. After further discussion, research, and planning amongst HHS employees, we were able to develop a plan and partner with Northland Counseling as the service provider in this initiative. Kim stated there would be a grand opening coming up and she would keep the board apprised as to when that was in case they were interested in attending.

**Review Approval of Contracts/Agreements**

**WIC Agreement for October 1, 2018 through September 30, 2019 between ACH&HS and the Hill City Assembly of God Church.**

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

**WIC Agreement for January 1, 2019 through December 31, 2019 between ACH&HS and the Bethesda Lutheran Church of Malmo.**

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

**Interlocal Cooperative Agreement for Regional Transition Specialist between Sourcewell and Region V+ MHI.**

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

**Ambulance Service Contract for January 1, 2019 through December 31, 2019 between Meds-I Ambulance Service and Aitkin County.**

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

**Public Health Consultant Agreement for January 1, 2019 through December 31, 2019 between ACH&HS and Dr. Donald Hughes.**

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

**Region V+ Adult Mental Health Initiative Interlocal Cooperative Agreement for January 1, 2019 through December 31, 2019 between Aitkin, Cass, Crow Wing, Morrison, Todd, and Wadena Counties.**

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

**Service Agreement for January 1, 2019 through December 31, 2019 between New Pathways, Inc. and ACH&HS.**

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

**Service Agreement for January 1, 2019 through December 31, 2019 between TriMin Systems, Inc. and ACH&HS.**

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

**Service Agreement for January 1, 2019 through December 31, 2019 between Phil Tange, LICSW and ACH&HS.**

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

**CSP Grant Contract for January 1, 2019 through December 31, 2020 between MN DHS Behavioral Health Division and Aitkin County.**

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

**Opioid Presentation – Kim Larson and Erin Melz**

Kim and Erin went through their Opioid Epidemic presentation to more familiarize the Commissioners with the growing problem of Opioid abuse in Aitkin County, the State and the Nation. In addition, this presentation provided information regarding our current initiatives and partnerships in place to address the growing problems and consequences associated with Opioid abuse.

**Committee Reports**

**H&HS Advisory Committee Update – Penny Olson**

Met on November 7, 2018.

- Penny thanked the Board for allowing her to be on the board and that she really enjoys it.
- She also talked about the SHIP presentation that was given by Hannah Colby.
- Commissioner Wedel added that there was a longer discussion on the transportation needs within the county and that it was very encouraging to hear that everyone knows that this is a huge problem within our county and that the idea was brought up to present something on the problem to the Aitkin County Township Association to get them more involved with coming up with any ideas.

**Lakes and Pines Update – Commissioner Niemi**

Commissioner Niemi talked about the recent retirements at Lakes and Pines of the Energy Assistance Program Manager and the HR Manager.

Mentioned that the state grant for energy assistance has been funded and that they would be processing applications and paying them as they come through their office.

The meeting was adjourned at 10:19 a.m.

Next Meeting – December 18, 2018

Break: 10:19 a.m. to 10:34 a.m.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: November 13, 2018 to November 26, 2018; B) Approve County Board Minutes: November 13; C) Approve Electronic Funds Transfers: \$666,388.46; D) Approve Affidavit for Duplicate of Lost Warrant: East Central Energy Warrant #75492 dated August 10, 2018 in the amount of \$146.59; E) Approve 2019 Motorola Services Agreement & Authorize Signature; G) Approve Board of Adjustment Appointment; H) Approve Updated Aitkin County Guidelines and Procedures for MN Government Data Practices Act and 2019 Countywide Fee Schedule; I) Approve Commissioner Warrants: General Fund \$136,675.81, Road & Bridge \$63,166.19, Health & Human Services \$17,131.74, Trust \$5,462.87, Forest Development \$8,199.91, Long Lake Conservation Center \$6,547.34, Parks \$5,142.79 for a total of \$242,326.65; J) Approve Auditor Warrants – Contegrity: \$424,957.23; K) Approve Auditor Warrants – Sales & Uses Tax: General Fund \$464.20, Road & Bridge \$1,170.05, State \$9,061.50, Trust \$27.41, Long Lake Conservation Center \$82.22, Parks \$58.80 for a total of \$10,864.18; L) Approve Auditor Warrants – Period 2 Tax Settlement: Agency \$3,030,561.54

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to appoint Marcus Marsh the District 1

**HHS BOARD  
ADJOURNS**

**BREAK**

**CONSENT  
AGENDA**

**BOARD OF  
ADJUSTMENT**

<p>representative on the Board of Adjustment, filling out the remainder of the current member's term, which expires December 31, 2019.</p>	<p><b>APPOINTMENT</b></p>
<p>Bobbie Danielson, Human Resources Director discussed the following with the Board:</p>	<p><b>HUMAN RESOURCES DIRECTOR</b></p>
<ul style="list-style-type: none"><li>• AFSCME Courthouse Unit CBA 2019-2021</li><li>• Revised Public Health Nurse Job Description</li><li>• FT Custodian Position</li></ul>	
<p>Action taken:</p>	
<p>Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to ratify the AFSCME Courthouse Unit 2019-2021 Agreement and to authorize Board Chair and staff signatures.</p>	<p><b>AFSCME COURTHOUSE 2019-2021 AGREEMENT</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to approve the revised Public Health Nurse job description as proposed and recommended by the Personnel Committee.</p>	<p><b>PUBLIC HEALTH NURSE JOB DESCRIPTION</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve creating and filling a full-time custodian position as recommended by the Personnel Committee.</p>	<p><b>FT CUSTODIAN POSITION</b></p>
<p>Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve Fire Protection Contract with Ball Bluff Township &amp; to authorize signatures.</p>	<p><b>FIRE PROTECTION CONTRACT BALL BLUFF TOWNSHIP</b></p>
<p>The Board discussed: TZD, ACWPTF, P&amp;Z, DAC, CARE, ARDC, Arrowhead Counties, Canvassing Board, ATV Alliance, Snake River Watershed, and Veterans Day at Hill City Schools.</p>	<p><b>BOARD DISCUSSION</b></p>
<p>Motion by Commissioner Wedel seconded by Commissioner Pratt and carried, all members present voting yes to adjourn the meeting at 11:35 a.m. until Tuesday, December 11, 2018 at Aitkin City Hall.</p>	<p><b>ADJOURN</b></p>
<hr/> <p>Anne Marcotte, Board Chair Aitkin County Board of Commissioners</p>	
<hr/> <p>Jessica Seibert, County Administrator</p>	