



# 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

## BOARD MEETING AGENDA August 27, 2019

**9:05 A.M. START**

- 9:06 I. Review/Approval of Health & Human Services Board Agenda**
- 9:07 II. Review/Approval of July 23, 2019 Health & Human Service Board Minutes**
- 9:08 III. Review/Approval of Bills**
- 9:10 IV. Cynthia Bennett, Health & Human Services Director**
  - A. Directors Update**
  - B. Letter of Support for New Freedom Center**
  - C. Letter of Support for Northland Counseling Center**
  - D. Introduction of Steven Loney, Northland Counseling Center**
    - 1. Club House Opening**
- 9:25 V. Review/Approve Contracts/Agreements**
  - A. Approve Grants/Contracts/Agreements for ACH&HS from September 1, 2019 through December 31, 2020.**
    - 1. WIC Agreement – McGregor Schools**
- 9:30 VI. Jessi Goble, Financial Assistance Supervisor**
  - A. County Burial**
- 9:40 VII. 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 Workgroup – Commissioners Wedel and/or Westerlund**
    - 1. Committee members attending today: Joel Hoppe/Cindy Chuhanic**
    - 2. Draft Copy of the August 7, 2019 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**

**10:05**

**END**

**Next Meeting – September 24, 2019**



**AITKIN COUNTY HEALTH & HUMAN SERVICES  
COUNTY BOARD MEETING MINUTES  
July 23, 2019**

## **Attendance**

The Aitkin County Board of Commissioners met this 23rd day of July, 2019, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Anne Marcotte, J. Mark Wedel, Laurie Westerlund, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Cynthia Bennett ACH&HS Director, Child Social Services Supervisor Jessica Schultz, Accounting Supervisor Carli Goble, Sheriff Dan Guida, Assistant to the County Administrator Sue Bingham, H&HS Executive Assistant Shawn Speed, and Guests: Janet Watson/WRAP Coordinator, Maggie Rothstein/CHS Administrator, and Lynn Mizner/Aitkin Independent Age.

## **Agenda**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the July 23, 2019 Health & Human Services Board agenda as presented.

## **Minutes**

Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members voting yes to approve the June 25, 2019 Health and Human Services Board minutes.

## **Bills**

Carli noted that there was only one major change to the bills this month and that was the cost for a client in the Residential Treatment Center in Annandale for \$26,136.

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

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

Legislative changes that were made this last session are still in process continuing to have the details worked out on how they will be implemented.

No new information on how exactly everything will be rolled out.

A state and county Committee was formed on the Substance Use Disorder (SUD) reform that was enacted this last session to determine how assessments will be conducted, who will be authorized to conduct assessments and how counties will be paying for or billed for those comprehensive assessments that will be done for those individuals who need that CD assessment piece done.

Commissioner Marcotte inquired what the difference was between the comprehensive assessments compared to the original rule 25 assessment and requested an update in this area next month to better clarify the changes with the assessment itself and any other updates related to the SUD reform that is known at that time.

Cynthia noted it is fairly certain we will save some dollars in this area in the coming years but how much is yet unknown.

Hot news topics included the resignation of the DHS Commissioner, Tony Lourey, two of his

deputy directors who in turn rescinded their resignations and the resignation of the DHS chief of staff. The new acting Commissioner of DHS is Pam Wheelock.

### **Community Health Board, Maggie Rothstein**

Maggie talked about the Community Health Assessment that was conducted by each county last year and where they are at with that.

- Aitkin Counties top areas were mental health and drug abuse
- We will be putting more efforts into addressing those issues over the next five years.
- Goal is for the plan to be owned by Public Health and the community.

Commissioner Marcotte asked how they were getting the information out to the communities.

- The information has been sent to the stake holders and they disseminate the information out to the communities.

Cynthia added that historically Public Health has not taken a deep dive in addressing community mental health issues as that has been a Social Services based program area.

- Directors in our region are beginning to look at how Social Services and Public Health can work better together to address this area?
- A public health model approach incorporating prevention will work well in regards to mental health.
- The Directors in the NE region are looking at how Local Public Health Association (LPHA) and the MN Association of County Social Service Administrators MACSSA can bridge that gap. There was continuity across the state on the community health assessments identifying mental health as a priority issue. So let's step up and find out how can we work better together across state departments, associations, and county departments?

### **Introduction of Janet Watson, WRAP Coordinator, Jessi Schultz**

Janet handed out a copy of the WRAP brochure that she gives out to families.

- She has seven families that she is currently working with.
- Has been learning a lot, expects to take a year before she is completely comfortable.

### **Financial Report, Carli Goble**

Carli gave the Commissioners a handout and went through the following with the Commissioners.

- June 2019 fund balance numbers show a large decrease, this is due to our levy revenues not yet posted.
- Foster Care expenses are projected to be about the same as 2018.
- Fund balance also looks like it has dropped but that is again because money has not yet been posted to the accounts.
- Out-of-home placement costs are down \$55,000 but she anticipates us to end up right around where we were last year.
- Regional Treatment Center costs are down \$15,000 compared to the same time frame last year.
- We have no clients in the Anoka RTC however we do have a monthly payment of \$500 for a client that is deceased that has a balance of \$280,867 on it to them.

The Commissioners inquired as to whether this has a chance of ever being forgiven and the answer was there is always hope, but probably not.

- We currently have four clients in the MN Sex Offender Program at a cost of \$24,021 for this quarter.
- We have two clients at St. Peter at a cost of \$53,636 for this quarter.

- Lastly we have one client at the Annandale RTC at a cost of \$23,232 for the quarter.

Commissioner Marcotte inquired whether or not health insurance paid any of this and Cynthia's response was that once people drop down below the hospital level of care health insurance would not cover them as they do not need that type and level of care. The responsibility for payment then falls down to the county and if there is no step down facility to discharge these individuals to then they remain in the RTC's until they are able to be released or a bed becomes available in a step down facility.

- Carli continued by saying our total budget numbers should be at 50% and we are currently coming in at 46%, and that revenues are at 27% and that is due to the revenues we receive in July have not yet posted.

## **Committee Reports**

### **AEOA Update**

Commissioner Westerlund briefed the Board that AEOA did not meet but a group of people met at the Birchstreet Center to discuss Nutritional Needs of Rural Older Adults in Aitkin County and there was a lot of people in attendance to discuss the topic.

- The purpose was to help older people eat healthier and to get new sites to host more senior dining opportunities.

### **CJI Update**

Jessi Schultz noted that HOPE presented about their Supervised Visit program they are working on at the old Remnica House.

Updated their state committee members.

Commissioner Marcotte inquired as to where we currently held supervised visitations and Jessi responded that we often do them in the HHS building, but it usually depends on what works best for all involved.

### **Lakes & Pines Update**

Commissioner Niemi noted that they were presented with the 2019 Community Action Agencies Annual Report which had the following information in it.

- In 2019, within Lakes & Pine's service area, 6,188 children, 18,218 people, and 7,722 families with low incomes received services to help them become more self-sufficient.
- 47% of people served fell below the federal poverty standard.
- The poverty rate for Aitkin County is 11%.
- Through their Headstart program 218 children received immunizations, medical, and dental care that would not have gotten them if it were not for Headstart.
- 549 parents/caregivers were given parenting and family functional skills.
- 525 volunteers donated 15,266 hours to various programs.
- Commissioner Niemi left the report with Jessica Siebert to be scanned and sent out to those who wish to look at it more.

Commissioner Marcotte noted that in the news HHS staff were highlighted talking about county burial costs going up and would like to hear more about this at the next Board meeting.

- Cynthia will bring the information back to the Commissioners at the next meeting for review.

Lastly Commissioner Marcotte asked about HHS's involvement with the US Census and whether or not the Tribal Nations will be included in that. Per a story she heard on the radio relating that

deaths of Indian women due to abuse are not accounted for and she would like to know how this population is accounted for.

- Cynthia reported that this is a great question. American Indians have dual citizenship, however, how they are or are not included in the Census process is unclear. Erin Melz attended a meeting with the Census Bureau and will be the lead in this area. We will have her look further into this and report back.

The meeting was adjourned at 9:58 a.m.

Next Meeting – August 27, 2019



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

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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>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<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>
47	9791 Bieganek/Joan M 05-430-760-3950-6020		105.00	Guardianship/Conservator Activ 07/01/2019 07/31/2019 1 Transactions	Guardianship/Conservatorship	Y
3	87882 Central MN Mental Health Ctr 05-430-730-3710-6080		1,470.00	Detoxification (Category I 07/15/2019 07/18/2019 1 Transactions	Detoxification - Other	6
26	10342 DHS-Anoka Metro Rtc 05-430-745-3720-6081		500.00	State-operated inpatient 11/01/2015 11/30/2015 1 Transactions	State-Operated Inpatient - Rtc Or Cbh	N
21	9220 DHS-MSOP 05-430-745-3721-6081		1,218.30	State-operated inpatient 07/01/2019 07/31/2019	Commitment Costs - Poor Relief	N
22	05-430-745-3721-6081		3,045.75	State-operated inpatient 07/01/2019 07/31/2019	Commitment Costs - Poor Relief	N
23	05-430-745-3721-6081		3,045.75	State-operated inpatient 07/01/2019 07/31/2019	Commitment Costs - Poor Relief	N
24	05-430-745-3721-6081		1,218.30	State-operated inpatient 07/01/2019 07/31/2019	Commitment Costs - Poor Relief	N
	9220 DHS-MSOP		8,528.10	4 Transactions		
19	89965 DHS-ST PETER-SEE LIST 05-430-745-3721-6081		9,982.00	State-operated inpatient 07/01/2019 07/31/2019	Commitment Costs - Poor Relief	N
20	05-430-745-3721-6081		9,982.00	State-operated inpatient 07/01/2019 07/31/2019	Commitment Costs - Poor Relief	N
	89965 DHS-ST PETER-SEE LIST		19,964.00	2 Transactions		
41	91345 Elvecrog/Roberta C 05-430-750-3950-6020		70.00	Public guardianship 07/01/2019 07/31/2019	Public Guardianship Dd	Y
42	05-430-750-3950-6020		105.00	Public guardianship 07/01/2019 07/31/2019	Public Guardianship Dd	Y

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<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>
45	05-430-760-3950-6020		105.00	Guardianship/Conservatorship 07/01/2019 07/31/2019	Guardianship/Conservatorship	Y
46	05-430-760-3950-6020		70.00	Guardianship/Conservatorship 07/01/2019 07/31/2019	Guardianship/Conservatorship	Y
91345	Elvecrog/Roberta C		350.00	4 Transactions		
13687	Family Assessment Services					
7	05-430-745-3085-6020		718.75	Adult Outpatient Diagnostic As 07/31/2019 07/31/2019	Adult Outpat Diagnostic Assess/Psyc	6
8	05-430-745-3085-6020		781.25	Adult Outpatient Diagnostic As 07/10/2019 07/10/2019	Adult Outpat Diagnostic Assess/Psyc	6
9	05-430-745-3085-6020		31.25	Adult Outpatient Diagnostic As 07/09/2019 07/09/2019	Adult Outpat Diagnostic Assess/Psyc	6
13687	Family Assessment Services		1,531.25	3 Transactions		
11072	Lutheran Social Service Of Mn-St Paul					
39	05-430-750-3950-6020		166.75	Public Guardianship 07/01/2019 07/31/2019	Public Guardianship Dd	N
40	05-430-750-3950-6020		201.25	Public Guardianship 07/01/2019 07/31/2019	Public Guardianship Dd	N
44	05-430-760-3950-6020		316.25	Public Guardianship 07/01/2019 07/18/2019	Guardianship/Conservatorship	N
11072	Lutheran Social Service Of Mn-St Paul		684.25	3 Transactions		
89163	NEMOJT					
1	05-430-720-3370-6038		2,556.00	DWP Empl Service-Qtrly Pmt 01/01/2018 03/31/2018	Mfip-Employment Services	N
2	05-430-720-3370-6038		14,375.00	MFIP Empl Service-Qtrly Paymen 01/01/2018 03/31/2018	Mfip-Employment Services	N
89163	NEMOJT		16,931.00	2 Transactions		
10977	Northern Psychiatric Associates					
13	05-430-740-3050-6020		25.00	Child Outpatient Diagnostic As 07/12/2019 07/12/2019	Child Outpat Assess/Psyc. Testing	6
14	05-430-740-3050-6020		300.00	Child Outpatient Diagnostic As 07/12/2019 07/12/2019	Child Outpat Assess/Psyc. Testing	6
15	05-430-740-3050-6020		25.00	Child Outpatient Diagnostic As 07/12/2019 07/12/2019	Child Outpat Assess/Psyc. Testing	6

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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>
16	05-430-740-3050-6020		300.00	Child Outpatient Diagnostic As 07/12/2019 07/12/2019	Child Outpat Assess/Psyc. Testing	6
17	05-430-740-3050-6020		25.00	Child Outpatient Diagnostic As 07/12/2019 07/12/2019	Child Outpat Assess/Psyc. Testing	6
18	05-430-740-3050-6020		300.00	Child Outpatient Diagnostic As 07/12/2019 07/12/2019	Child Outpat Assess/Psyc. Testing	6
6	05-430-745-3085-6020		300.00	Adult Outpatient Diagnostic As 07/12/2019 07/12/2019	Adult Outpat Diagnostic Assess/Psyc	6
10977	Northern Psychiatric Associates		1,275.00	7 Transactions		
48	15011 NORTHLAND COUNSELING CENTER 05-430-700-4800-6803		1,666.66	Club house - Community Support 07/01/2019 07/31/2019	Mh Int - Consumer Support	N
	15011 NORTHLAND COUNSELING CENTER		1,666.66	1 Transactions		
5	3639 Northland Counseling Ctr Inc 05-430-730-3710-6020		975.00	Detoxification (Category I) 07/05/2019 07/18/2019	Detoxification - Grand Rapids	6
	3639 Northland Counseling Ctr Inc		975.00	1 Transactions		
27	90748 Oakridge Homes Sils 05-430-750-3340-6073		336.40	Semi-Independent Living Servic 07/03/2019 07/24/2019	Semi-Independent Living Serv (Sils)	N
28	05-430-750-3340-6073		260.71	Semi-Independent Living Servic 07/10/2019 07/18/2019	Semi-Independent Living Serv (Sils)	N
29	05-430-750-3340-6073		159.79	Semi-Independent Living Servic 07/02/2019 07/30/2019	Semi-Independent Living Serv (Sils)	N
	90748 Oakridge Homes Sils		756.90	3 Transactions		
4	9489 Redwood Toxicology Laboratory, Inc 05-430-710-3190-6020		7.29	Acct # 022622 Drug Testing 07/26/2019 07/26/2019	Court Related Services & Activities	6
	9489 Redwood Toxicology Laboratory, Inc		7.29	1 Transactions		
37	4242 Ryan, Brucker & Kalis, Ltd 05-430-750-3950-6020		70.00	Public guardianship 07/01/2019 07/31/2019	Public Guardianship Dd	Y
38	05-430-750-3950-6020		17.50	Public guardianship	Public Guardianship Dd	Y

# Aitkin County



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4242	Ryan, Brucker & Kalis, Ltd		87.50	06/01/2019 2 Transactions	06/30/2019		
30	88890 Scharrer/Shirley 05-430-750-3950-6020		70.00	Guardianship/Conservatorship 07/01/2019 07/31/2019		Public Guardianship Dd	Y
31	05-430-750-3950-6020		70.00	Public guardianship 07/01/2019 07/31/2019		Public Guardianship Dd	Y
32	05-430-750-3950-6020		70.00	Public Guardianship 07/01/2019 07/31/2019		Public Guardianship Dd	Y
33	05-430-750-3950-6020		70.00	Public guardianship 07/01/2019 07/31/2019		Public Guardianship Dd	Y
34	05-430-750-3950-6020		70.00	Public guardianship 07/01/2019 07/31/2019		Public Guardianship Dd	Y
35	05-430-750-3950-6020		105.00	Guardianship/Conservatorship 07/01/2019 07/31/2019		Public Guardianship Dd	Y
36	05-430-750-3950-6020		70.00	Public guardianship 07/01/2019 07/31/2019		Public Guardianship Dd	Y
43	05-430-760-3950-6020		35.00	Guardianship/conservatorship 07/01/2019 07/31/2019		Guardianship/Conservatorship	Y
	88890 Scharrer/Shirley		560.00	8 Transactions			
25	14390 TANGE, MSW/PHILIP B 05-430-740-3900-6020		90.00	Clinical supervision-Child Rul 07/12/2019 07/12/2019		Child Rule 79 Case Mgmt	6
10	05-430-745-3090-6050		337.50	Pre-Petition Screening/Hearing 07/16/2019 07/17/2019		Pre-Petition Screening/Hearing	6
11	05-430-745-3090-6050		652.50	Pre-Petition Screening/Hearing 07/25/2019 07/26/2019		Pre-Petition Screening/Hearing	6
12	05-430-745-3910-6020		315.00	Clinical supervision-Adult Rul 07/11/2019 07/11/2019		Adult Rule 79 Case Mgmt	6
	14390 TANGE, MSW/PHILIP B		1,395.00	4 Transactions			
49	14040 WELLS FARGO BUSINESS CREDIT 05-430-700-4800-6805		1,331.94	MH INIT Transportation 07/22/2019 07/22/2019		Mh Init - Transportation	N
	14040 WELLS FARGO BUSINESS CREDIT		1,331.94	1 Transactions			

SLM1  
8/23/19 1:49PM  
Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total .....		58,118.89	18 Vendors	49 Transactions	

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	58,118.89	Health & Human Services	
	All Funds	58,118.89	Total	Approved by, .....
				.....
				.....



# 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

August 27, 2019

Minnesota Department of Human Services, Behavioral Health Division  
Richard Moldenhauer  
Elmer L. Anderson Building  
540 Cedar Street  
St. Paul, MN 55101

Dear Mr. Moldenhauer:

Aitkin County Health and Human Services received a request from New Freedom Center to provide chemical dependency services in Aitkin County including: adolescent and adult out-patient chemical dependency services, adolescent and adult assessments, comprehensive assessments for gambling and treatment, relapse prevention and recovery coaching, domestic violence classes, anger management classes, and DUI/DWU education. Under Minnesota Rules 9530.6810, a County Board shall submit a statement to the commissioner that either supports or does not support the need for the applicant's program within 60 days of the county board's receipt of the written request.

The Aitkin County Board of Commissioners supports New Freedom Center's request to provide adolescent and adult out-patient chemical dependency services, adolescent and adult assessments, comprehensive assessments for gambling and treatment, relapse prevention and recovery coaching, domestic violence classes, anger management classes, and DUI/DWU education in Aitkin County. Currently, there is only one other out-patient substance use program in Aitkin County. Having another service provider in the area would be beneficial for participants in having a choice of providers as well as preparing for Substance Use Disorder Reform (SUDS) and the fact that Aitkin County Health and Human Services currently does not have any Licensed Drug and Alcohol Counselors prepared to provide Comprehensive Assessments come July 1, 2020.

Aitkin County looks forward to having the opportunity to work with New Freedom Center in meeting the behavioral health needs in our service area. If you have any questions, please feel free to contact Kim Larson, Aitkin County Health and Human Services Adult Services Supervisor at (218)927-7308.

Sincerely,

Anne Marcotte, Aitkin County Board Chair

cc. New Freedom Center



# 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

August 27, 2019

Minnesota Department of Human Services, Behavioral Health Division  
Richard Moldenhauer  
Elmer L. Anderson Building  
540 Cedar Street  
St. Paul, MN 55101

Dear Mr. Moldenhauer:

Aitkin County Health and Human Services received a request from Northland Counseling Center to provide chemical dependency services in Aitkin County including: dual diagnoses out-patient chemical dependency treatment services and chemical use assessments in the community and in the Aitkin County Jail. Northland Counseling Center operates Northland Recovery Center in Itasca County and adding service delivery in Aitkin County would provide outpatient options in Aitkin while having the support of a higher intensity treatment expertise provided by the Itasca County site. Under Minnesota Rules 9530.6810, a County Board shall submit a statement to the commissioner that either supports or does not support the need for the applicant's program within 60 days of the county board's receipt of the written request.

The Aitkin County Board of Commissioners supports Northland Counseling Center's request to provide dual diagnoses out-patient chemical dependency treatment services and chemical use assessments in the community and in the Aitkin County Jail. Currently, there is only one other out-patient substance use program in Aitkin County. Having another service provider in the area would be beneficial for participants in having a choice of providers as well as preparing for Substance Use Disorder Reform (SUDS) and the fact that Aitkin County Health and Human Services currently does not have any Licensed Drug and Alcohol Counselors prepared to provide Comprehensive Assessments come July 1, 2020.

Aitkin County looks forward to expanding their working relationship with Northland Counseling Center and in meeting the behavioral health needs in our service area. If you have any questions, please feel free to contact Kim Larson, Aitkin County Health and Human Services Adult Services Supervisor at (218)927-7308.

Sincerely,

Anne Marcotte, Aitkin County Board Chair

cc. Northland Counseling Center

## Aitkin Clubhouse: “*Good Friends & Company*”

Promoting hope and recovery through mutual respect, trust, and empowerment.

### **The Purpose:**

The Aitkin Clubhouse is dedicated to increasing the independence and self-sufficiency of its members seeking mental health and wellness. We believe that everyone should have the opportunity to learn and to work to their fullest potential. Mental health recovery is possible and attainable if a person is provided the opportunities, skills and encouragement to improve his/her quality of life and overall wellness.

Northland Counseling Center operates two other Clubhouse one in Koochiching County, International Falls called Hardwig House and the other in Itasca County, and Grand Rapids called Kiesler Wellness Center.

***Why is a Clubhouse beneficial? Mental health Impacts everyone!*** The Aitkin Clubhouse is an opportunity for persons living with mental health, to find and create community out of isolation. Community is essential to the recovery of those living with mental illness. Mental Health Recovery is possible when people experience learning through a peer to peer supportive environment. Persons seeking mental health recovery are looking for a ways to feel a part of where they live, to make friends, to gain access to employment, to achieve self-esteem.

### **Services offered:**

- A Clubhouse run by its members, staffed by mental health professionals
- A safe learning environment.
- Addiction and Chemical Dependency education
- Employment Services
- Therapeutic Activities, Events and resources
- Supported Peer to Peer learning

***How will these services benefit the community of Aitkin?*** Each person lives with his or her struggles to cope with life’s challenges. The Aitkin Clubhouse will offer a central place of health, and wellbeing. The Clubhouse will create an environment of change by de-stigmatizing mental illness and bring people closer to hope, dignity, and self-determination.

### **Qualifications for Membership:**

- Lived experience with mental health, Volunteers welcome!
- Members are to be sober at the Clubhouse and non-threatening respecting personal boundaries, genders and cultural sensitivities.
- All community Mental Health Providers, and services recipients welcome to attend and Join.

**Aitkin Clubhouse: *“Good Friends & Company”***

Promoting hope and recovery through mutual respect, trust, and empowerment.

**Current Location and hours of operation:**

(We are Temporarily Located) at United Methodist Church 104 2<sup>nd</sup> St. NW

MT-THF 10am – 2PM

**Please call for more information**

Clubhouse Coordinator:

Aaron Dyer (218) 398-5871

NCC Aitkin / Kiesler Wellness Center Director:

Steven Loney MBA (218) 259-2933



# 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

## WIC AGREEMENT – McGregor School

**THIS AGREEMENT** is made and entered into the 1st day of September, 2019 by and between Aitkin County Health and Human Services for the Aitkin County WIC Program, hereinafter referred to as the “Department” and the McGregor Independent School District #4, M.O.R.E. Building, hereinafter referred to as the “McGregor School”.

**IN CONSIDERATION** of the mutual promises, agreements, and understanding hereinafter set forth, it is agreed as follows:

1. The McGregor School will provide space within their premises for the Department to administer the Aitkin County WIC Program for eligible Women, Infants, and Children through WIC Clinics free of charge.
2. The Department will hold the Clinic at the contracted location once a month.
3. The time and dates of the WIC Clinic will be:  
  
Every third Thursday of the month: 9:00 a.m. – 4:00 p.m.  
  
Any changes in rental fees, times or dates will be negotiated between the Department and the McGregor School.
4. The McGregor School will provide tables, chairs, heat and light for the Department to carry out the WIC Clinic. The Department agrees to leave the premises in the same condition as at the beginning of the Clinic.
5. The McGregor School shall take all necessary steps to maintain and keep the premises in a safe and clean condition. This shall include (a) sidewalks and parking areas cleared of snow and ice and other obstructions; (b) stairways and walkways cleared of clutter and in safe repair; (c) electrical hazards removed from the Department’s area.
6. This agreement shall continue and be binding upon both parties until December 31st, 2020. Termination of this agreement may be made by either party with sixty (60) days written notice of intention to the other party.
7. The Lessor agrees to abide by all Federal and State nondiscrimination legislation to the effect that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, sex, or handicap in regards to the WIC Program.



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## WIC AGREEMENT – McGregor School

Aitkin County Health and Human Services

By: Cynthia Bennett

Its: Director

Date: 8-16-19

McGregor School

By: Paul Granz

Its: Sept

Date: 8/15/19

Aitkin County Board of Commissioners

By: \_\_\_\_\_

Its: Chairperson

Date: \_\_\_\_\_

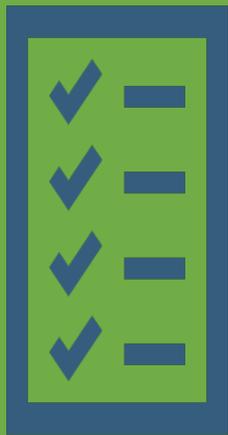
Approved as to form and execution:

By: \_\_\_\_\_

Its: County Attorney

Date: \_\_\_\_\_

# ACHHS Financial Services

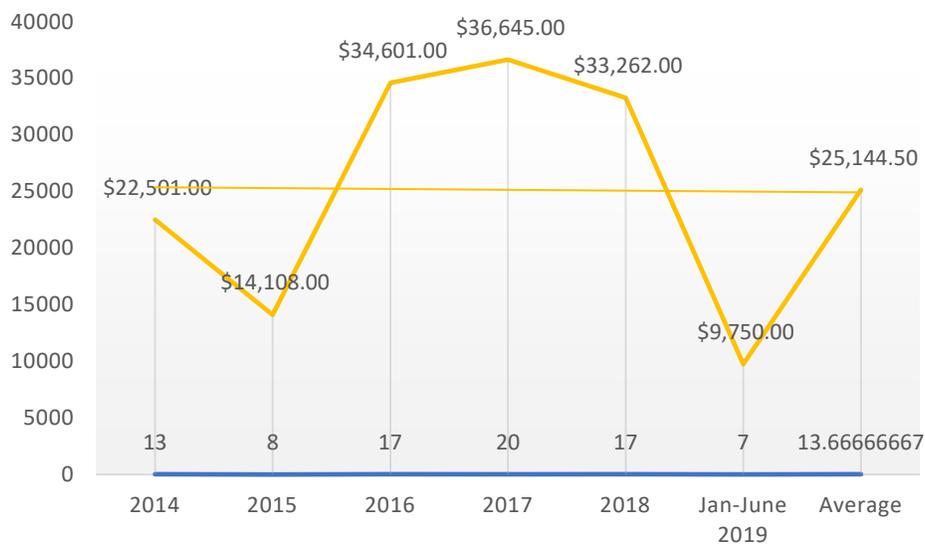


## County Burial Policy

	The Questions
<b>When?</b>	<ul style="list-style-type: none"> <li>The first County Burial reference available is mentioned in the 1940 Supplement to the Mason's Minnesota Statute, 1927, Chapter 15 - Relief of the Poor (page 725 &amp; 726, #3176: Burial at expense of county)</li> <li>In 2018 Minnesota Legislature approved the most recent version of the Minnesota Statute 261.035 Cremation, Burial and Funeral at Expense of County</li> <li>3/26/19 The Aitkin County Board approved the updated Aitkin County Burial &amp; Disposition Policy in compliance with statute.</li> </ul>
<b>What is the purpose?</b>	<ul style="list-style-type: none"> <li>Compliance with Minnesota Statute</li> <li>Provide a funding source for burial of indigent individuals</li> <li>Allow respectful final disposition of eligible decedents</li> </ul>
<b>How is it paid?</b>	<ul style="list-style-type: none"> <li>HHS has a line in the budget to pay county burials out of levy funding</li> <li>If the decedent was a recipient of MFIP (Minnesota Family Investment Program) at the time of death, the state will reimburse the costs.</li> </ul>
<b>How does it work?</b>	<ul style="list-style-type: none"> <li>Typically, a funeral home will speak with the next of kin about payment for the final disposition for their loved one.</li> <li>If there is no pay source or assets to pay, the funeral home will refer the family to the county. Funeral homes and the county agency have a good working relationship.</li> <li>An application process must be completed and approved prior to the final disposition.</li> <li>Typically, the Financial Assistance Supervisor reviews the application and assets of the decedent to make the final determination.</li> <li>Families have the right to appeal any decision.</li> </ul>
<b>Aitkin County Burial Policy Snapshot</b>	<ul style="list-style-type: none"> <li>The decedent must be an Aitkin County resident</li> <li>All assets of a single person must be used toward the cost of the disposition.</li> <li>If married or there are minor children, a review of assets will be done to ensure basic needs would not be hindered</li> <li>If the decedent or their spouse own any real property, the burial assistance application will be denied.</li> <li>Crowdfunding (such as GoFundMe) were added to the 2019 Aitkin County Policy</li> <li>If the decedent does not have a strong belief in or religious objection, cremation is the mandatory service.</li> <li>The service is minimal with no enhancements such as flowers, honorariums, music, etc.</li> <li>The policy has maximum burial rates</li> </ul>

The numbers:

Year	Quantity	Total
2014	13	\$ 22,501.00
2015	8	\$ 14,108.00
2016	17	\$ 34,601.00
2017	20	\$ 36,645.00
2018	17	\$ 33,262.44
6 months in 2019	7	\$ 9,750.00
<b>Grand Total</b>	<b>82</b>	<b>\$ 150,867.44</b>
Yearly Avg.	13.66	\$ 25,144.57



**Why is there a statewide increase in County Burials?**

- A Federal Reserve Study has found 40% of US Adults could not cover a \$400.00 unplanned expense.
- We are a society who lives in the now and do less planning. Fewer people have adequate life insurance policies to cover end of life expenses.
- This increase in County Burial approvals is occurring statewide. St. Louis County is currently paying for an average of 20 burials a month. In 2018, SLC paid \$450,000.00 for county burials and are track to exceed that amount in 2019.
- Burials cost increase around 3% annually due to increased cost to our funeral providers.
- The average funeral costs between \$8,000 and \$10,000. This includes viewing and burial, basic service fees, transporting remains to a funeral home, a casket, embalming, and other preparation. The average cost of a funeral with cremation is \$3,800 (no service) to \$9,000 (open casket and service). These costs do not include a cemetery, monument, marker, vault, or other things like flowers & meals.
- Jerry Thompson of Sorensen Root Thompson Funeral Home was consulted about the pricing information for this presentation and the Aitkin County Burial Policy. He is open for any questions the board has.



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## **Aitkin County Burial & Disposition Policy**

### I. PURPOSE

In accordance with Minnesota Statute §261.035, Aitkin County will provide for the immediate disposition or direct cremation for residents of Aitkin County who are otherwise unable to pay the cost of disposition of their remains.

### II. AUTHORITY

This policy is based on the following authority:

MN Statute §261.035 Cremation, Burial, and Funerals at Expense of County

MN Statute §261.04 Liability of Estate

MN Statute §256.935 Funeral Expenses, Payment by County Agency

MN Statute §524.3-805 Classification of Claims

MN Statute §390.21 Disposition; Burial

### III. GENERAL POLICY

When a person dies in any county without apparent means to provide for final disposition, the county board or its designee shall first investigate to determine whether that person had contracted for any prepaid funeral arrangements. If it is determined that the person did not leave sufficient means to defray the necessary expenses of a funeral and final disposition, nor is there any responsible relative of sufficient ability to procure the burial, the County Board shall pay for cremation of the person's remains. If it is determined that cremation is not in accordance with the decedent's personal preferences, known faith traditions or the personal preferences of the decedent's spouse or the decedent's next of kin, the County Board shall provide for a traditional burial. If the wishes of the decedent or the practices of the decedent's faith tradition are not known, and the county has no information about the existence of or location of any next of kin, the county may provide for cremation of the person's remains and burial or interment.

Per MN Statute §256.935 Funeral Expenses, Payment by County Agency, the Minnesota Family Investment Program (MFIP) will fund any burial if the decedent was a recipient of MFIP at the time of death. No county dollars will be expended if there is eligibility for MFIP burial funding.

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If an application for burial is approved, some or all resources of the decedent shall be paid to the funeral home to offset the expense of the disposition. Aitkin County will then pay the balance due (up to the approved limit) to the funeral home. After approximately thirty (30) days, the county will close out any account held by the decedent if the responsible relative is not able to access the funds. If other resources become available to the deceased estate the county will be notified immediately. If the deceased is survived by a spouse or minor child in the home, an allowance may be made.

#### IV. APPLICATIONS & PRIOR AUTHORIZATION

Applications for a county burial can be made by a relative or friend of the decedent or a funeral home director.

Applications must be made prior to the funeral arrangement agreement being completed (unless weekends, holidays or extraordinary circumstances prevent a timely application).

Application must be made to the Aitkin County Health & Human Services Financial Assistance Unit. Aitkin County will determine eligibility and method of final disposition pursuant to Minnesota Statute §261.035.

#### V. RESIDENCY

To be eligible for a county burial, the deceased must be a resident of Aitkin County:

- If the decedent was open on a public assistance case, Aitkin County must be the county of financial responsibility (CFR).
- If the decedent was not open on a public assistance case, the decedent must have a last known address in Aitkin County based on verification (i.e. lease agreement, rent received, utility bill, etc.).

#### VI. BENEFIT DETERMINATION

##### 1. Available Assets:

Resources owned by the deceased or responsible relative at the time of death, or within 30 days prior to death, are considered available to help defray the burial costs. "Responsible relative" is defined as the surviving spouse or parent(s) of a minor child.

Resources include pre-paid burial arrangements, bank accounts, life insurance, trust accounts, vehicles, real estate, death benefits to which the deceased and/or responsible relative are entitled (includes veteran's benefits, Social Security Death Benefit, joint bank accounts, life insurance, nursing home trust fund, and/or social welfare fund). The responsible relative must apply for any and all available death benefits.

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2. Any crowdfunding sources such as benefits, fundraisers or online sources such as GoFundMe accounts, solicited to pay for burial expenses will be considered an available asset(s) to offset the disposition costs. Any crowdfunding benefits raised to help pay for medical expenses of a deceased recipient of Medical Assistance will be considered available if the Medical Assistance Program covered all medical expenses. Any outstanding medical bills of the deceased that are not covered by Medical Assistance may be paid by a crowdfunding source as an allowable expense, however, any remaining balance in the crowdfunding source will be considered an available asset to help offset the disposition costs. Any funds being raised via crowdfunding, benefits or fundraisers may be subject to recovery for reimbursement of the county paid burial costs.
3. Property Evaluation  
In situations where the deceased person does not have adequate liquid assets for burial purposes but does own real property a county burial will not be approved. It will be the responsibility of the funeral director to submit a claim against the deceased person's estate, inasmuch as reasonable funeral expenses are a priority claim pursuant to Minnesota Statute §524.3-805 (a) (2).

## VII. AUTHORIZED SERVICES

If eligible for a county burial, final disposition will be by cremation. Burial of the body shall be the final disposition only if cremation is not in accordance with the decedent's personal preferences, the known practices of the decedent's faith, the personal preferences of the decedent's spouse, next of kin or the medical examiner/coroner's requirement for burial pursuant to Minnesota Statute §390.21.

Cremation includes the crematory fee, medical examiners fee and standard issue container from the crematory. The county will not pay for the burial of cremains unless there is no family or next of kin located to take possession of the cremains.

## VIII. UNAUTHORIZED SERVICES

An individual or groups of individuals, other than the decedent's spouse, adult children or parents (if the decedent is a minor child), may choose to pay for items not covered by Aitkin County such as, but not limited to, flowers, honorariums, music, processions, clothing, embalming, printed material, food, cemetery markers/headstones or other related items.

County payment must be accepted as payment in full for items included in the county disposition policy. The county funded disposition is not intended to supplement other monies available for such services. If family or friends choose to make substitutions such as upgrading the casket, they will be obligated to pay for the entire cost of the disposition. Items of a special nature will be individually considered and require prior authorization.

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**IX. MAXIMUM BURIAL RATES**

Burial rates are determined by Aitkin County and are not to exceed charges as defined below and shall not exceed actual costs:

	<b>Funeral Home</b>	<b>Cemetery Lot</b>	<b>Cemetery Open/Close</b>	<b>Grave Box or Vault</b>	<b>Transportation</b>	<b>Medical Examiner Fee/Bag Container</b>
<b>Immediate Cremation, No Service</b>	\$1650	N/A	N/A	N/A	\$1 per loaded mile outside trade area (25 miles)	\$50/Actual
<b>Cremation with Minimal Service</b>	\$2100	N/A	N/A	N/A	\$1 per loaded mile outside trade area (25 miles)	\$50/Actual
<b>Funeral Service with Minimum Casket, Body Present and Earth Burial</b>	\$3100	Actual	Actual	Actual (only if required by the cemetery, receipt required)	\$1 per loaded mile outside trade area (25 miles)	\$50/Actual

**X. CLAIMS AGAINST THE ESTATE**

In accordance with MN Statute §261.04, Aitkin County is permitted to file a claim against the estate of a deceased person who received a county funded burial in order to recover county costs.

**XI. APPEAL RIGHTS**

If an application is denied and applicant wishes to appeal, the applicant must file a “Request for Appeal - County Burial” form within 10 days of the denial decision to the Director of Aitkin County Health & Human Services. The Director of Aitkin County Health & Human Services will make a final determination.

**Revised 3/20/2019**

**County Board Approval Date 03-26-2019**

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## AITKIN COUNTY HEALTH & HUMAN SERVICES ADVISORY COMMITTEE

### Meeting Minutes

August 7, 2019

**Committee Members Present:**

- Carole Holten**
- Cindy Chuhanic**
- Joel Hoppe**
- Joell Miranda**
- Joy Janzen**
- Kari Paulsen**
- Kevin Insley**
- Lori Chenevert**
- Penny Olson**
- Steve Teff**
- Terri Mathis**

**Commissioner Laurie Westerlund**  
**Commissioner Mark Wedel**

**Guests:**

- Janine Thielen, Scribe**
- Carli Goble**

**Absent:**

- Kristine Layne**
- Cynthia Bennett**

### **I. Call to Order**

- a. Carole called to order the regular meeting of the Aitkin County Health & Human Services Advisory Committee at 3:00 pm on August 7, 2019 at Aitkin County Health & human Services in the large conference room.

### **II. Approval of August 7, 2019 Agenda**

- a. Joy moved to approve the agenda, Joel seconded, all members voting yes to approve the agenda.

### **III. Approval of minutes from May 1, 2019 meeting**

- a. Kari moved to approve the minutes as written, Cindy seconded, all members voting yes to approve the May 1, 2019 minutes.

#### **IV. Committee Member Input/Updates**

- a. Kari passed out information on the 2020 Census. They have already starting mapping and the actual census will start in January 2020. They have hired about 47 people already but are looking to fill around 356 positions. They are looking for people to work from now till April 2020. You can go online or to the library in McGregor or the Workforce Center for help filling out an application. Mark stated that getting everyone counted is very important. They county's funding is based on these numbers. He stated that the last time the census was done that Aitkin County was very close to losing a congressional representative.
- b. Penny stated that she thought the HHS Fair Booth was very informative and full of color and fun activities.
- c. Mark stated that he attended the active shooter exercise at the Aitkin high School. He was very impressed with how everyone worked together and took charge of the situation. He said there were some issues and was glad that this exercise was done so the issues can be addressed and fixed so it there was ever an actual situation the outcome would be good. He felt that everyone learned a lot.

#### **V. Workgroup Update**

- a. Lori said that she hasn't received anything so she has no update. Cindy stated that she had all the information printed in the Farm Island Newsletter and that it will remain in the newsletter from here on out. This newsletter is distributed to approximately 385 people.

#### **VI. Calendar Year 2020 Budget Proposal**

- a. Carli Goble, HHS Accounting Supervisor presented the HHS Proposed 2020 Budget.
  - i. Revenues – State & Federal Grants 11% (\$743,768), State & Federal Allocations & Third Party Reimbursements 46% (\$3,212,246), Proposed Levy (6.24% increase) 43% (\$2,978,182)
  - ii. Expenditures Department Breakdown – Public Health 13% (960,018), Financial Services 27% (1,923,864), Social Services 60% (\$4,350,314) Majority of programs areas are mandated services.
  - iii. Salaries/Benefits – Public Health 17% (\$808,724/9 people), Financial Services 29% (\$1,373,357/13 people), Social Services 54% (\$2,609,503/29 people) and the 2 administration and 3 accounting positions are split between the 3 departments. This area will see a 0.77% increase and makes up 66.24% of the budget.
  - iv. Insurance – (vehicle/liability/workers comp) Public Health 27% (\$8,700), Financial Services 42% (\$41,716), Social Services 39% (\$38,702). This area will see an increase of 2.32% and makes up 1.36% of the budget.
  - v. Materials/Supplies – (office supplies/postage/computers) Public Health 19% (\$18,112), Financial Services 42% (\$41,716), Social Services 39% (\$38,702). This area will see an increase of 2.32% and makes up 1.36% of the budget.

- vi. Utilities – (telephone/gas/electric) Public Health 15% (\$10,335), Financial Services 29% (\$19,950), Social Services 56% (\$38,000). This area will see a decrease of 1.06% and makes up 0.94% of the budget.
- vii. Dues/Registration/Professional Development – (meetings/trainings/conference fees/lodgings/meals) Public Health 25% (\$8,585), Financial Services 28% (\$9,745), Social Services 47% (\$16,350). This area will see an increase of 1.19% and makes up 0.48% of the budget.
- viii. Service Agreements/Contracts – (services/contracts/program costs) Public Health 4% (\$78,010), Financial Services 21% (\$437,770), Social Services 75% (\$1,523,062). This area will see a decrease of 2.39% and makes up 28.18% of the budget.
- ix. Capital Equipment – None budgeted in 2020
- x. Capital Construction – (building maintenance & updates) Public Health 16% (\$13,552), Financial Services 33% (\$27,951), Social Services 51% (\$43,197). This area will see an increase of 80.21% (new roof/water heater/keying system) and makes up 1.17% of the budget.
- xi. Transportation – (gas/fuel/mileage/parking) Public Health 16% (13,950), Financial Services 7% (\$5,775), Social Services 77% (\$65,500). This area will see a decrease of 0.64% (due to new cars) and makes up 1.18% of the budget.
- xii. Comparison – 2019 approved budget had \$7,206,971 in expenses and \$6,806,971 in revenues. 2020 proposed budget has \$7,234,196 in expenses and \$6,934,196 in revenues.
- xiii. Summary – The 2020 proposed budget has an expenditure increase of \$27,225 a levy increase of 6.24% a projected fund balance usage of \$300,000 to keep in compliance of the Fund Balance Policy of 40-50%.

**VII. Approval of HHS Budget Proposal**

- a. Kari moved to approve the 2020 proposed budget as presented by Carli Goble, Joel seconded, all members voting yes to approve the 2020 proposed budget.

**VIII. Comments**

- a. Committee Members scheduled to attend upcoming HHS Board meetings in 2019:

August 27	Joel	Cindy
September 24	Terri	Kari
October 22	_____	_____
November 26	_____	_____
December 17	_____	_____

**IX. Adjournment**

- a. The meeting was adjourned at 3:55pm.
-

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Carole Holton, Chairperson

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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 7, 2019 meeting.
- Copy of the minutes from the May 1, 2019 meeting.
- Copy of the June 25, 2019 H&HS Board meeting minutes.
- Copy of the 2020 proposed H&HS budget.
- Copy of HHS Advisory Board Meeting Summary Template.
- Copy of 2020 Proposed Budget recommendation to Aitkin County Board signature page.