



## AITKIN COUNTY HEALTH & HUMAN SERVICES

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204 First Street NW  
Aitkin, MN 56431

Phone: 800-328-3744/218-927-7200  
Fax: 218-927-7210

### **Contract**

This purchase of service agreement is with Northland Counseling Center, Inc, Aitkin, MN.

### **Objective**

This contract is for Club House services.

### **Opportunity**

This service is available to Aitkin County residents.

### **Existing or New Contract**

This is an existing contract

### **Changes to Existing Contract**

The Club House contract budget was increased for 2021 to meet staffing and management needs. Increased contract amount was covered by Adult Mental Health Initiative dollars and Community Support Plan grant dollars.

### **Timeline for Execution**

January 1, 2021 to December 31, 2021.

### **Conclusion**

ACCHS is asking the board for approval of this contract.



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### PURCHASE OF SERVICE AGREEMENT

**THIS AGREEMENT**, between the **Aitkin County Health and Human Services Agency**, 204 First Street NW, Aitkin, MN 56431, hereafter referred to as the County, and **Northland Counseling Center**, 215 SE Second Avenue, Grand Rapids, MN 55744, hereafter referred to as the Contractor, enter into this Agreement for the period from January 1, 2021 to December 31, 2021.

**WHEREAS**, the County desires to purchase Club House management services and location for individuals with mental illness from the Contractor and the Contractor is able to provide said services;

**WHEREAS**, the Contractor represents that it is duly qualified and willing to perform such services;

**NOW THEREFORE**, in consideration of the mutual understanding and agreements set forth, the County and the Contractor agree as follows:

#### **I. SERVICES TO BE PROVIDED OR PURCHASED**

- A. The County agrees to purchase and the Contractor agrees to furnish the following services:

##### **Management and physical site of the Aitkin County Club House**

#### **II. COST AND DELIVERY OF PURCHASED SERVICES**

- A. The Contractor shall, within thirty (30) days, notify the Health and Human Services Department whenever it is unable to, or going to be unable to provide the required quality or quantity of Purchased Services. Upon such notification, the County and Contractor shall determine whether such inability will require a modification or cancellation of the contract.
- B. Services shall be provided during hours of 10:00 AM -2:00 PM, Monday, Tuesday, and Thursday or hours as agreed upon by the County and the Contractor.
- C. The Contractor shall provide the aforementioned services for mental health consumers and the services will not require a referral.
- D. The Contractor will provide services located at the Aitkin United Methodist Church basement, 104 2<sup>nd</sup> Street NW, Aitkin, MN 56431 or other location

"This institution is an equal opportunity provider."

deemed suitable by contractor within the city of Aitkin, MN.

- E. Except as noted above, the Contractor retains control over:
1. Providing a safe and engaging environment;
  2. Maintaining a peer run system for the Club House that will include a Club House Coordinator;
  3. Supporting the Club House Coordinator in coordination of vendors and individuals to offer structured groups and/or education on specified topics;
  4. Providing employment compensation for the Club House Coordinator's wages and benefits;
  5. Recruitment and management of the Club House Coordinator from the community to include training and supervision, compliance with current by-laws, corrective action and grievance policies/actions, and resolution tools;
  6. Focusing on outreach to engage and encourage increased participation and utilization of the Club House;
  7. Reviewing oversight of technology and facility use, including developing safeguards to maintain consumer privacy and accountability and ensure that the space is used to the best and fullest capacity. Club House inventory items must be monitored and controlled by the Contractor;
  8. It is expected that the Contractor will communicate directly with the landlord to address questions/concerns regarding the building's maintenance/service needs, customization of the premises for the Club House's use and advertisement, or other topics related to the rental and use of the property for the purposes of the Club House operations;
  9. The Contractor shall provide a written quarterly report to the County that includes:
    - a. Financial reporting: financial assessment, oversight, accountability, and cost-effectiveness reports to Aitkin County.
    - b. Consumer participation numbers.
    - c. Calendar of events being offered.

### **III. PAYMENT PROCESS**

- A. The County agrees to pay the Contractor in accordance with Attachment A. Service Total shall not exceed the amount list on Attachment A for ongoing annual expenses.
- B. The Contractor shall, by the 15<sup>th</sup> of the month, submit an invoice detailing services provided from the previous month.
- C. The County, shall, within 35 days of the receipt of the invoice, subject to the provisions of County fiscal procedures, make payment for the invoiced amount. It is understood and agreed that total payment under this contract shall not exceed the amount specified in paragraph III.a. above.

#### **IV. ELIGIBILITY FOR SERVICES**

- A. Any individual indicating mental health challenges who wishes to attend the Club House can do so without a referral or proof of previously utilized mental health services.
- B. Outside providers meeting with individuals with mental health challenges may access the Club House during operational days and times.

#### **V. STANDARDS AND LICENSES**

- A. The Club House Contractor will follow Drop-In Center guidelines and by-laws.
  - 1. When licensing is required, the Contractor shall remain licensed during the term of this Agreement. The County will only pay for contracted services provided pursuant to such licensing requirements.
  - 2. The Contractor shall comply with all applicable Federal and State statutes and regulations, as well as local ordinances and rules now in effect or hereafter adopted.
  - 3. Other provisions for cancellation of this Agreement notwithstanding, failure to meet the requirements of paragraphs a, b, and c as stated above may be cause for cancellation of this Agreement effective as of receipt of notice of cancellation.

#### **VI. AUDIT AND RECORD DISCLOSURES**

- A. The Contractor shall maintain such records and provide the County with financial, statistical, and service reports as Aitkin County may require for accountability. Such reports shall be on forms provided by the County or in a format approved by the County. Specifically:
  - 1. Contractor will submit financial and participant utilization reports in formats and at frequencies which will enable the County to fulfill its reporting requirements as to ultimate sources of funds. Such reports will be submitted to the County, Adult Social Services Supervisor no later than ten (10) calendar days after the request is made. In addition MHIS reports will be made to DHS per state requirements.
  - 2. Contractor agrees to furnish the County with additional programmatic information to assist in the County's planning efforts and effective management of services. Such information shall be furnished to the County within the time period indicated in written notice of request.
  - 3. The County reserves the right to withhold payments under this Agreement pending the timely receipt of any information required.
- B. Contractor agrees that within one (1) month of the close of the fiscal year, an audit or year-end financial statement shall be submitted to the County, Adult

Social Services Supervisor.

- C. The County's procedures for monitoring and evaluating the Contractor's performance under this contract, including compliance with all applicable rules and laws may include, but are not limited to: on-site visits to the Contractor's facility; review of client files; review of Contractor's financial, statistical, and service records; and review of reports and data provided by the Contractor at the request of the County.
- D. Contractor shall allow personnel of the County and the Minnesota Department of Human Services, the State Auditor's Office, and the Department of Health and Human Services access to the Contractor's facility and records "and authority to copy program and fiscal records" at reasonable hours to exercise their responsibility to monitor purchased services.
- E. The Contractor must maintain all records pertaining to the contract as required by Minnesota Department of Human Services and allow access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
- F. Comply with Minnesota Code for Agency Rule - Minnesota Department of Public Welfare and the Minnesota Government Practice Act, M.S. 15.1611 - 16.1698. (Suppl. 1979)

**VII. SAFEGUARD OF CLIENT INFORMATION**

- A. The County and the Contractor must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the County under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Contractor under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Contractor or the County.
- B. If the Contractor receives a request to release the data referred to in this Section, the Contractor must immediately notify the County. The County will give the Contractor instructions concerning the release of the data to the requesting party before the data is released.
- C. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, or for any purpose not directly connected with the administration of the County or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian.

- D. The Contractor agrees to defend, indemnify, and save and hold the County, its agents, officers, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation or any provision of the Minnesota Government Data Practices Act, including any legal fees or disbursements paid or incurred to enforce the provisions of this article of the Agreement.
  
- E. To the extent that Contractor performs a function or activity involving the use of "protected health information" (45 CFR 164.501), on behalf of the County including, but not limited to: providing health care services; health care claims processing or administration; data analysis, processing or administration; utilization review; quality assurance; billing; benefit management; practice management; re-pricing; or otherwise as provided by 45 CFR § 160.103, Contractor is a business associate of Aitkin County Health and Human Services for purposes of the Health Insurance Portability and Accountability Act of 1996. Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 C.F.R. Part 160-164), (collectively referred to as "HIPAA"), and has executed an addendum to this Agreement for purposes of compliance with HIPAA, which addendum is incorporated herein by this reference.

**VIII. FAIR HEARING AND GRIEVANCE PROCEDURES**

- A. The County agrees to provide a fair hearing and grievance procedure in conformance with Minnesota Statutes, section 256.045 and 268.86, and in conjunction with fair hearing and grievance procedures established by Minnesota Department of Human Services administrative rules.

**IX. EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS CLAUSE**

- A. (When applicable) the Contractor agrees to administer all programs in accordance with the provisions contained in the Food and Nutrition Act of 2008, as amended, and in the manner prescribed by regulations issued pursuant to the Act; implement the FNS- approved State Plan of Operation for the Supplemental Nutrition Assistance Program (SNAP) if required; comply with Title VI of the Civil Rights Act of 1964; section 11 (C) of the Food and Nutrition Act of 2008, as amended; the Age Discrimination Act of 1975; section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Action of 1990; Title IX of the Educational Amendments of 1972; and all requirements imposed by the regulations issued pursuant these Acts by the U.S. Department of Agriculture to the effect that, no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under SNAP;

- B. (When applicable) the Contractor agrees to administer all programs in accordance with U.S. Department of Health and Human Services requirements imposed by the regulations pursuant to Title VI of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Action of 1990; Title IX of the Educational Amendments of 1972; Section 1557 of the Patient Protection and Affordable Care Act of 2010. Comply with the regulations to the effect that, no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, or religion, be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under U.S. Department of Health and Human Services programs;
- C. (When applicable) the Contractor agrees to administer all programs and services in compliance with the Minnesota Human Rights Act, Public Services and Public Accommodations provisions; comply with all requirements imposed by the Minnesota Human Rights Act to the effect that, no person in Minnesota shall, on the grounds of race, color, national origin, religion, creed, sex, sexual orientation, marital status, public assistance status, or disability, be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under the Minnesota Human Rights Act. Your agency and Aitkin County further agree to fully comply with any changes in Federal law and regulations. This agreement may be modified with the mutual consent of both parties;
- D. (When applicable) the Contractor agrees that by accepting the Civil Rights Assurance it will compile data, maintain records, books and accounts; and submit reports as required to permit effective enforcement of the nondiscrimination laws. Your agency also agrees to permit authorized County, Federal and State personnel, during normal working hours, to review such records, books, accounts, and reports as need to determine compliance with the nondiscrimination laws;
- E. (When applicable) the Contractor agrees to provide meaningful access to all participants in the SNAP program. Your agency must take reasonable steps to ensure that Limited English Proficiency (LEP) participants have meaningful access to programs, services, benefits, from your agency. This includes the requirement to provide bilingual program information and certification materials and interpretation services to single- language minorities in certain project areas. Please include a copy of your agency's LEP Plan;
- F. (When applicable) the Contractor agrees to attest that all employees administering services or programs under contract with Aitkin County, have received the Civil Rights power point training;

- G. (When applicable) the Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, section 363.073 (1998). This section only applies if the grant is for more than \$100,000 and the Contractor has employed forty or more full-time employees within the State of Minnesota on a single working day during the previous 12 months.

**X. REHABILITATION ACT CLAUSE**

- A. The Contractor agrees to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) and all requirements imposed by the applicable HHS regulation (45 CFR Part 84), and all guidelines and interpretations issued pursuant thereto.

**XI. BONDING, INDEMNITY, AND INSURANCE CLAUSE**

- A. BONDING: The Contractor will obtain and maintain at all times during the term of this Agreement, a fidelity bond covering the activities of its personnel authorized to receive or distribute monies in the amount of **\$50,000**.

- B. INDEMNITY: The Contractor agrees it shall defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages and expenses that the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Contractor's performance or failure to adequately perform its obligations pursuant to this Purchase of Service Agreement.

1. By reason of any applicant or eligible recipient suffering bodily or personal injury, death, or property loss or damage either while participating in or receiving the care and services to be furnished under this Agreement, or while on premises owned, leased, or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for by the Contractor or any officer, agent, or employee thereof; or
2. By reason of any applicant or eligible recipient causing injury to, or damage to, the property of another person, during any time when the Contractor or any officer, agent, or employee thereof has undertaken or is furnishing the care and services called for under this Agreement; or
3. By reason of any negligent act or omission or intentional act of the Contractor, its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of purchased services under this Agreement.
4. This indemnity provision shall survive the termination or expiration of this Agreement. The County does not intend to waive any immunity it may have by statute or common law.

- C. INSURANCE: The following insurance must be maintained for the duration of this Agreement. A Certificate of Insurance for each policy must be on file with

the County within ten (10) days of execution of this contract and before commencement of any work under this contract. Each certificate must include a thirty (30) day notice of cancellation, non-renewal, or material change to all named and additional insured's.

All insurance policies will be open to inspection by the County, and copies of policies will be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

1. General Liability Insurance

- a. **\$500,000** for claims for wrongful death and each Person for other claims  
**\$1,500,000** Each Occurrence  
Claims outside the scope of M.S. 466 **\$2,000,000** per claim.
- b. Policy shall include at least premise, operations, completed operations, independent contractors and subcontractors, and contractual liability.
- c. **Aitkin County** must be named additional insured.

2. Business Automobile Liability Insurance

- a. **\$500,000** Each Person  
**\$1,500,000** Each Occurrence  
Claims outside the scope of M.S. 466, **\$2,000,000** per claim.
- b. Must cover owned, non-owned and hired vehicles.

3. Workers' Compensation per Statutory Requirements

D. NONCOMPLIANCE: The County reserves the right to rescind any contract not in compliance with these requirements and retains all right thereafter to pursue any legal remedies against the Contractor.

E. AUDIT: (When Applicable) The Contractor agrees that within 60 days of the close of its fiscal year an audit will be conducted by a Certified Public Accounting Firm which will meet the requirements of the Single Audit Act Amendments of 1996, P.L.104:156 and Office of Management and Budget, Circular No. A-133. After completion of the audit, a copy of the audit report must be filed with the County.

**XII. CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION**

Federal Regulation 45 CFR 92.35 prohibits the State/County from purchasing goods or services with federal Money from vendors who have been suspended or debarred by the federal government Similarly, Minnesota Statutes, Section 16C.03, sub. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/County. Vendors

may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By Signing This Contract, the Contractor Certifies that it and its Principals\* And Employees:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or the County; and
- B. Have not within a three-year period preceding this contract:
  - 1. Been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtained, attempting to obtain or performing a public (federal, state or local) transaction or contract;
  - 2. Violating any federal or state antitrust statutes; or
  - 3. Committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
  - 1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction;
  - 2. Violating any federal or state antitrust statutes; or
  - 3. Committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.
- E. Shall immediately give written notice to the Contracting Officer should the Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

“Principals” for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

### **XIII. CONDITIONS OF THE PARTIES' OBLIGATIONS**

- A. Before the termination date specified in the Introduction of this agreement, the

County may evaluate the performance of the Contractor in regard to the terms of this agreement to determine whether such performance merits renewal of this agreement.

- B. Any alterations, variations, modifications or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- C. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the County, nor shall the Contractor do any work or furnish any material not covered by the agreement unless this is approved in writing by the County. Such approval shall be considered to be a modification of the agreement.
- D. If the County determines that funds are not being administered in accordance with the approved plan and budget, they may be withdrawn after reasonable notice to the Contractor. It is understood and agreed that the parties do not anticipate that the Contractor will administer funds as a result of this agreement.
- E. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.
- F. In accordance with Minnesota Statutes, Section 245.466, Subd.3 (1), the Commissioner of Minnesota Department of Human Services is a third party beneficiary to this contract.

#### **XIV. SUBCONTRACTING AND ASSIGNMENT**

- A. The Contractor shall not enter into subcontracts for any of the work contemplated under this agreement without written approval of the County.
- B. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.
- C. The Contractor must ensure that any and all subcontracts to provide services under this contract must contain the following language:
  - 1. The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this contract. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the Contractor for any appropriate relief in law or equity, including but not limited to rescission, damages, or specific performances, of all or any part of the contract. Minnesota Department of

Human Services is entitled to and may recover from the Contractor reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to a contract or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States constitution or any other waiver or immunity.

2. The Contractor agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, part 9525.1870, subpart 3.

**XV. INDEPENDENT CONTRACTOR**

- A. The Contractor is an independent contractor and not an employee or agent of the County. No statement contained in this Agreement shall be construed so as to find the Contractor to be an employee or agent of the County. The Contractor, its officers, employees and agents shall be entitled to none of the rights, privileges or benefits of the County's employees. Nothing contained herein is intended nor shall be construed as constituting the Contractor, its officers, employees or agents as the agent, representative or employee of the County for any purpose or in any manner, whatsoever.

**XVI. CONTRACTOR STANDARDS AND LICENSES**

- A. The Contractor agrees to provide the County: Description of staffing, including job descriptions and professional qualifications of all personnel under this agreement.

**XVII. NONCOMPLIANCE**

- A. If the Contractor fails to comply with the provisions of this contract, the County may seek any available legal remedy.
- B. Either party must notify the other party within 30 days when a party has reasonable grounds to believe that this contract has been or will be breached in a material manner. The party receiving such notification must have 30 days, or any other such period of time as mutually agreed to by the parties, to cure the breach or anticipatory breach.

**XVIII. COMPLIANCE WITH THE CLEAN AIR ACT**

The Contractor certifies that it meets lawful conditions of the Clean Air Act, as required by 45 CFR 228.70 and 74.159 (4).

**XIX. CANCELLATION, DEFAULT AND REMEDY**

- A. This Agreement shall continue in effect until terminated by either party without cause, with 30 days advance, written notice delivered to the other party, served on the Director of Aitkin County Health and Human Services, 204 First Street NW, Aitkin, Minnesota 56431 on behalf of the County; and on the Director of the Northland Counseling Center, 3130 SE 2<sup>nd</sup> Avenue, Grand Rapids, MN 55744 on behalf of the Contractor.
- B. In the event of default by either party, the non-defaulting party may cancel this Agreement immediately by sending written notice of cancellation to the defaulting party at its principal business address, notwithstanding the provisions of Paragraph XV.A above. The failure of the defaulting party, including the failure of any employee of the defaulting party, to abide by any of the terms, conditions or requirements expressed in this Agreement shall constitute a default if not corrected within ten (10) days of receipt of written notice of deficiency from the County.
- C. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of the County upon resolution of the County.
- D. If either party wishes to terminate this service agreement at the end of its initial term, that party must give the other party prior written notice of intent to terminate at least 60 days prior to expiration of this contract. If party wishing to terminate the service agreement fails to give timely notice to other party, the service agreement will automatically renew for another calendar year, with services provided at the hourly rate stated in this agreement.

**XX. SINGLE INSTRUMENT, LEGALITY**

- A. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and the County relating to the subject matter hereof.
- B. The provisions of this Agreement are severable. If a court of law holds any paragraph, section, subdivision, sentence, clause or phrase of this Agreement to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such ruling shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, the parties shall immediately meet to negotiate a revised Agreement which does not violate the above-referenced ruling.

**IN WITNESS WHEREOF**, the COUNTY and the CONTRACTOR agree that this contract is effective from January 1, 2021 to December 31, 2021.

BY: \_\_\_\_\_ DATED: \_\_\_\_\_  
Chairperson  
Aitkin County Board of Commissioners

BY: \_\_\_\_\_ DATED: \_\_\_\_\_  
Cynthia Bennett, Director  
Aitkin County Health & Human Services

BY:  - CEO DATED: 1-4-2021  
Northland Counseling Director

PRINTED NAME: Chris Jenkins - CEO

**APPROVED AS TO FORM AND EXECUTION**

BY: \_\_\_\_\_ DATED: \_\_\_\_\_  
Jim Ratz  
Aitkin County Attorney

## Attachment A

### Aitkin Clubhouse for Mental Health Wellness

Location: The United Methodist Church  
104 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

Hours of Operation: 10am-2pm Mon, Tues, Thurs

**Focus of the Clubhouse** – To meet other people with life experience with mental health seeking mental health understanding and recovery.

**To be offered:**

- Mental health recovery groups
- Educational groups
- Community Volunteering
- Experiential activities and events
- Community integration experiences
- Employment services / job search services
- Limited – Transportation

Cooperative solutions for future funding will be developed through joint collaboration of Northland Counseling Center, Region V+, and Aitkin County Health & Human Services. Plan would include starting with a Social Clubhouse with supportive services. Services will be offered regardless of agency service affiliation.

### Northland Counseling Center, Inc Profit & Loss by Class January through August 2021

10.849 Aitkin Clubhouse  
2021 Budget

Ordinary Income/Expense

Income

6004 · CibHs/ARMHS/DT	41,000.00
Total Income	41,000.00
Gross Profit	41,000.00

Expense

DIRECT EXPENSES

EMPLOYEE WAGES

9010 · Clinical Salaries	11,100.00
9013 · Kiesler Director	3,900.00
9120 · P/R Taxes - FICA	849.15
9124 · P/R Taxes - Unemployment	111.00
Total EMPLOYEE WAGES	15,960.15
9130 · Health Insurance	
91301 · HRA Expenses	188.00
91302 · HSA Expense	600.00
9130 · Health Insurance - Other	2,498.28
Total 9130 · Health Insurance	3,286.28
9135 · Dental Insurance	118.28
9160 · Disability Insurance	159.52
9303 · Food Supplies - Consumable	2,400.00
9304 · Food Supplies - Non Consume	300.00
9310 · Office Supplies	800.00
9312 · Postage	800.00
9313 · Printing	800.00

<b>9315 · Program Costs</b>	750.00
<b>9321 · Clubhouse Activities</b>	2,400.00
<b>9350 · Equipment- Not Capital</b>	1,000.00
<b>9420 · Rents &amp; Leases</b>	5,400.00
<b>9615 · Staff Travel</b>	0.00
<b>9626 · Client Transportation</b>	500.00
<b>9714 · Insurance</b>	
<b>9140 · Worker's Compensation</b>	70.29
<b>Total 9714 · Insurance</b>	70.29
<b>Total DIRECT EXPENSES</b>	<b>34,744.52</b>
<b>INDIRECT EXPENSES</b>	
<b>5000 · Admin Expense</b>	5,600.00
<b>Total INDIRECT EXPENSES</b>	5,600.00
<b>Total Expense</b>	<b>40,344.52</b>
<b>Net Ordinary Income</b>	655.48
<b>Net Income</b>	<b>655.48</b>

