



AITKIN COUNTY HEALTH & HUMAN SERVICES

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AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD January 23, 2024 H&HS Board Minutes

Attendance

The Aitkin County Board of Commissioners met this 23rd day of January 2024, at 9:01 a.m. as the Aitkin County Health & Human Services Board with the following members present: Board Chair, Commissioner J. Mark Wedel, Commissioners Laurie Westerlund, Travis Leiviska, Bret Sample and Michael Kearney. County Administrator Jessica Seibert, Administrative Assistant April Kellerman, Health & Human Services Director Sarah Pratt, and Administrative Assistant Paula Arimborgo. Others present included: H&HS Supervisors Carli Goble and Erin Melz, IT Director Chris Sutch, and Jeanne Schram Aitkin Age.

1.A Approval of the Agenda

Motion by Commissioner Sample, seconded by Commissioner Leiviska and carried, all members present voting yes to approve the January 23, 2024 Health & Human Services agenda.

1.B Approval of the December 19, 2023 Minutes

Motion by Commissioner Kearney, seconded by Commissioner Sample and carried, all members present voting yes to approve December 19, 2023 Health & Human Services minutes.

1.C Approval of Bills

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

2.A Director Updates

Sarah Pratt, H&HS Director updated the board on the following:

- Hiring Updates
 - Open positions include OSS, CP Social Worker, BH Case Aide, Care Coordinator/Assessor
 - A lot of internal moves taking place
 - A Psychological Safety Assessment was sent out to all staff
 - Revitalization Team is helping with communication

2.B CaseWorks Presentation

Sarah Pratt, H&HS Director, presented to the board the NCT CaseWorks™ Electronic Document Management System (EDMS) to include:

- What is an EDMS?

- What Aitkin County currently uses
- Initial Costs
- 3-year payment breakdown
- Payment Sources
- Federal Reimbursement on Initial Costs
- Current Annual Costs
- Number of Licenses
- Annual Costs
- Potential Timeline
- Why CaseWorks™
 - 52 out of 87 Counties in MN use CaseWorks™
 - MN Counties Using CaseWorks™
 - Supporting Information from MN Counties
 - Long Term Services & Support Business Review
- Significant Features of CaseWorks™

2.C Approval of Fiscal Recovery Funds Request

Motion by Commissioner Westerlund, seconded by Commissioner Kearney and carried, all members present voting yes to approve the Aitkin County Health & Human Services – CaseWorks™ EDMS system funding request for \$74,686.

3.A Fiscal Report Year End 2023

Carli Goble, H&HS Fiscal Supervisor, presented to the board the Fiscal Report Year End 2023 to include:

- Revenues by Department (revenue numbers have changed since the slides were created)
- Revenues by Category
 - Notes on Revenues
- Expenditures by Department
- Expenditures by Category
 - Notes on Expenditures
- Fund Balance

4.A Committee Updates

The Board discussed the Tri-County Community Health Services, CARE Board, and H&HS Advisory Committee.

Adjourn

The meeting was adjourned at 9:53 a.m.

Next Meeting – February 27, 2024