

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING AGENDA  
April 24, 2012**

**9:00 A.M.**

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Approval of Agenda**
- IV. **Review March 27, 2012 Health & Human Service Board Minutes**
- V. **Review Bills**
- VI. **General/Miscellaneous Information**
  - A. **ARMHS Certification Letter & May/Mental Health Month – Susan Cebelinski**
- VII. **Contracts**
  - A. **Purchase of Service Agreement between CORE Professional Services, P.A., Brainerd, and ACHHS for the period January 1, 2012 through December 31, 2012.**
- VIII. **Administrative Reports:**
  - A. **Caseload Update & Graph – Eileen Foss, Income Maintenance Supervisor**
  - B. **Financial & Transportation Reports – Kathy Ryan, Fiscal Supervisor**
- IX. **Joint Powers Board Reports:**
  - A. **Tri-County Community Health Services Board (CHS) – Cynthia Bennett / Tom Burke / Commissioner Westerlund –**
- X. **Committee Reports from Commissioners**
  - A. **H&HS Advisory Committee - Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Bob Lewis & Roberta Elvecrog See attached minutes from the April 4, 2012 meeting.**
  - B. **AEOA / NEMOJT Committee Updates – Commissioner Napstad**
  - C. **CJI (Children’s Justice Initiative) – Commissioner Westerlund**
- XI. **Adjournment: Next Meeting – May 22, 2012**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
March 27, 2012**

**I. Call to Order**

The Aitkin County Board of Commissioners met this 27th day of March, 2012, at 9:00 a.m. as the Aitkin County Health & Human Services Board, beginning with the Pledge of Allegiance, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; Staff Members Sue Tange and Susan Cebelinski, Social Service Supervisors; Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Cynthia Bennett, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Sara Math, HHS Advisory Committee Member; Nanci Sauerbrei, Aitkin Independent Age; and Georgia Johnson, Citizen.

**II. Pledge of Allegiance**

**III. Approval of Agenda**

*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the agenda as mailed.*

**IV. Review February 28, 2012 Health & Human Service Board Minutes**

*Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the February 28, 2012 Health & Human Services Board Meeting Minutes as mailed/posted.*

**V. Review Bills**

*Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Bills as presented this date.*

**VI. General/Miscellaneous Information**

- A. **Request to Fill Office Support Specialist Vacancy** – No action taken at this meeting.  
Request is on the Regular Board Agenda following this meeting.

**VII. Contracts** – No contracts presented.

**VIII. Administrative Reports:**

- A. **Caseload Update & Graph** – Eileen Foss, Income Maintenance Supervisor, discussed the report with the Board noting that the numbers are leveling off a little bit.
- B. **Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor, noted we are running on budget. She also noted that on one of the line items, it has to do with our Hold Order costs and how our budget can be affected by one or two people. We now have a person that has been on a hold during January and February and our Hold Order costs were \$19,000 for the two months for that person. When we have Hold Orders the county is responsible for 100% of those costs and we have no control over these costs and we never know when we might incur these costs.

**IX. Joint Powers Board Reports:**

- A. **Tri-County Community Health Services Board (CHS) – Cynthia Bennett / Tom Burke / Commissioner Westerlund** – No Report This Month

**X. Committee Reports from Commissioners**

- A. **H&HS Advisory Committee** - Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Sara Math & Roberta Elvecrog See attached minutes from the March 7, 2012 meeting. Commissioner Westerlund noted the committee received a presentation by Susan Cebelinski and Ronda Shaw on the Mental Health Local Advisory Council. Roberta Elvecrog noted that there was discussion relative to Arrowhead Transit and the lack of route from Mora to McGrath which AEOA says is now running one day per week and to call to schedule pick-up. It was asked that they update the website and brochures so folks would know it is operating. So far updates have not been made. Noted that Rosallini's now has the Meals on Wheels program. Commissioner Napstad recommended that a letter be drafted by the County Administrator to AEOA asking that the website and brochures be updated. Noted a change has been made to the guidelines for the Community Recognition, allowing for folks who are paid to provide a service can also be eligible for a recognition.
- B. **AEOA / NEMOJT Committee Updates** – Commissioner Napstad noted that AEOA has not met since the last HHS meeting but NEMOJT met the week after our last HHS meeting and a report was given at the full Board meeting. He also noted a presentation was made to the committee by Michelle, discussing who the clients are using the employment services and is hoping to have that presentation made to the Health & Human Services Board in the future.
- C. **CJI (Children's Justice Initiative)** – Commissioner Westerlund reported that it was a short, low attended meeting where they talked about foster care and legislative updates.

**XI. Miscellaneous Additional Updates – Tom Burke**

- A. **Financial Exploitation/Elder Abuse** – Tom Burke noted that last month we talked about abuses pertaining to the elderly population and if there would be the possibility to have regional workers available to help investigate/manage these complex cases. Region III met on Feb. 10<sup>th</sup> and the Region III Directors very much supported this idea. As the discussion progressed, the idea of focusing in on financial exploitation seemed to be an agreeable starting point.
- B. **Region III Directors on Child Support** – Tom Burke will be meeting with Region III directors (7 counties) and DHS on Thursday March 29 to discuss a Regional Child Support concept. This idea would run parallel to the initiative in SE MN where the state plans to take over the services of that region. Reg. III would like to compare the two concepts for future consideration.
- C. **DHS Regional Meeting on Reprocare** – Tom Burke noted that also on Thursday the 29<sup>th</sup> Region III will be meeting with DHS regarding Re-Procurement (where Health Care Providers serve consumers via MA). In the past we have had UCare, Medica and Blue Cross Blue Shield. DHS is interested in doing a regional process.
- D. **Vulnerable Children & Adults Act (VCAA)** – Tom Burke also discussed the formula that was devised that was going to change how we were going to be reimbursed as counties. The formula was given to the counties so they would know what to expect for reimbursement. MACSSA felt there were some extreme losers with that formula. MACSSA members came up with an alternative plan. Some of the MICA counties did not fare as well although it was better than the DHS formula for most. MICA (Metropolitan InterCounty Association) opposed this and so as of now we are back to the DHS formula that is in statute.

**XII. Adjournment: Next Meeting – April 24, 2012**

*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to adjourn the meeting at 9:48 a.m.*

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Mark Wedel, Chairperson

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Tom Burke, Director  
Aitkin County Health & Human Services

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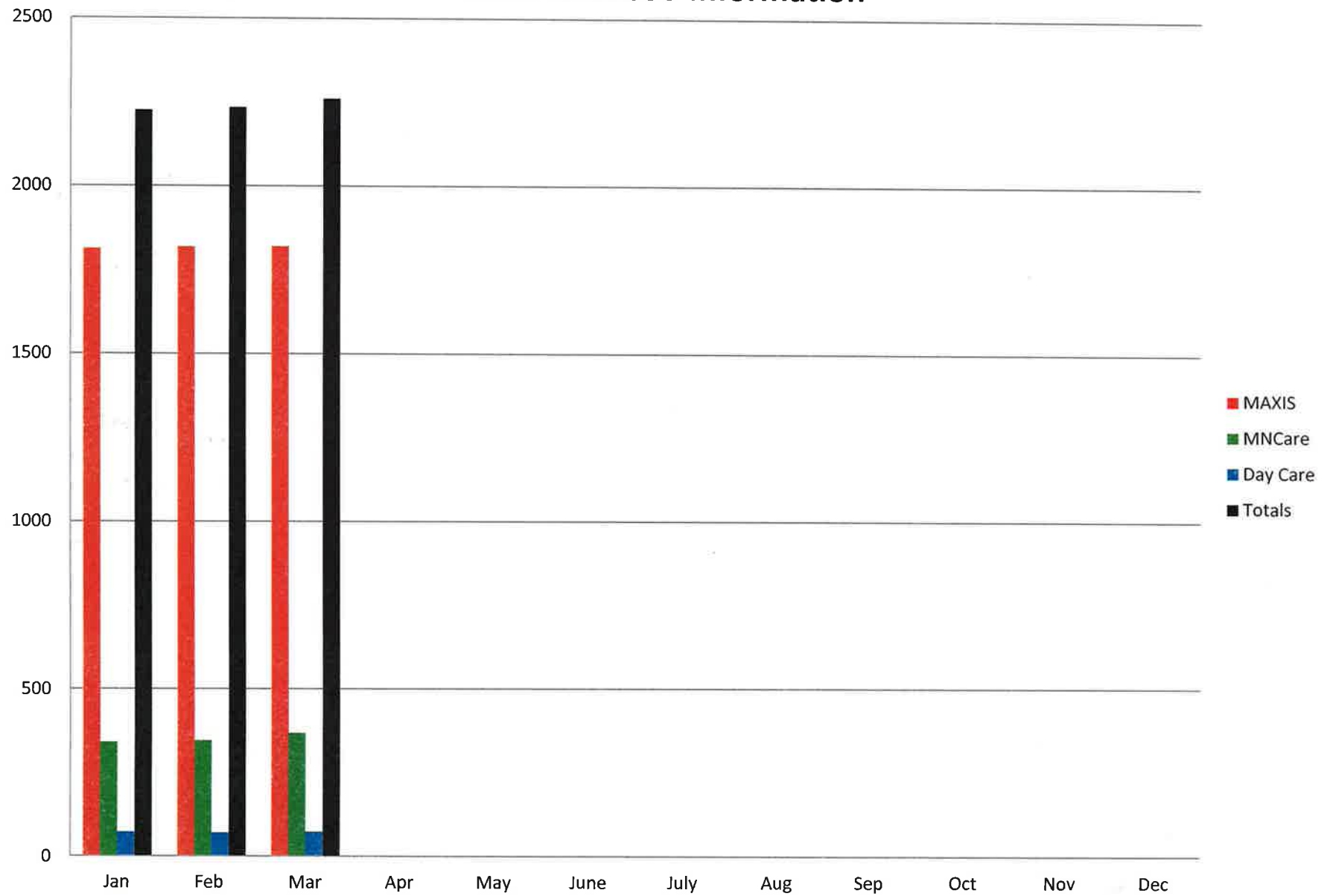
Julie Lueck, Clerk to Aitkin County Health & Human Services Board

## INCOME MAINTENANCE CASELOAD HISTORY

<b>2012</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
MAXIS	1813	1819	1820									
MNCare	341	346	368									
Day Care	72	70	73									
Totals	2226	2235	2261									
Applications-MAXIS	91	62	77									
<b>2011</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
MAXIS	1727	1748	1784	1827	1848	1847	1837	1843	1802	1823	1822	1827
MNCare	521	532	442	381	354	354	336	346	350	343	347	347
Day Care	72	71	71	80	72	80	87	82	84	81	80	74
Totals	2320	2351	2297	2288	2274	2281	2260	2271	2236	2247	2249	2248
Applications-MAXIS	84	79	115	100	84	92	73	100	62	96	84	65
<b>2010</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
MAXIS	1686	1675	1705	1694	1686	1668	1676	1664	1665	1671	1695	1703
MNCare	408	417	419	442	439	439	451	477	490	502	522	513
Day Care	77	74	68	67	67	67	67	63	62	62	67	72
Totals	2171	2166	2192	2203	2192	2174	2194	2204	2217	2235	2284	2288
Applications-MAXIS	76	52	75	90	68	64	73	82	68	88	85	73
<b>2009</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
MAXIS	1556	1578	1611	1628	1627	1620	1636	1629	1638	1644	1658	1687
MNCare	308	318	322	343	349	356	374	398	400	403	402	399
Day Care	80	81	82	85	83	83	80	84	82	80	81	78
Totals	1944	1977	2015	2056	2059	2059	2090	2111	2120	2127	2141	2164
Applications-MAXIS	93	93	98	91	66	78	89	72	81	84	67	91
<b>2008</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
MAXIS	1451	1474	1472	1469	1488	1492	1477	1465	1482	1496	1509	1532
MNCare	238	241	245	256	265	270	286	289	292	295	301	307
Day Care	52	53	54	58	65	67	69	70	72	77	78	78
Totals	1741	1768	1771	1783	1818	1829	1832	1824	1846	1868	1891	1917
Applications-MAXIS	113	68	75	69	86	62	71	79	78	109	62	109

**MAXIS Cases:** Number of unduplicated cases open for all programs except MNCare & Child Care can be open on multiple programs per case.  
**MNCare:** Number of cases open on MNCare that Aitkin County manages. Residents do have the option of having their MNCare cases managed at the State Level.  
**Day Care:** Number of day care cases open.  
**Total:** Total cases open.  
**Applications – MAXIS:** New applications taken during month for MAXIS programs only. Does not include MN Care or Day Care.

## 2012 Caseload Information



# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3483 AAF International		05-400-440-0410-6405			23.74	AIR HANDLER FILTERS	04/03/2012 04/03/2012	90426312	Supplies-Computer/Office/Meeting
		05-420-600-4800-6405			62.73	AIR HANDLER FILTERS	04/03/2012 04/03/2012	90426312	Supplies-Computer/Office/Meeting
		05-430-700-4800-6405			83.08	AIR HANDLER FILTERS	04/03/2012 04/03/2012	90426312	Supplies-Computer/Office/Meeting
3483 AAF International					169.55	3 Transactions			
86359 Aitkin Co Attorney		05-420-600-4800-6263			212.50	FRAUD BILLING(JAN-MAR'12)	01/01/2012 03/31/2012		Contract Legal Services-Fraud
		05-420-640-4800-6263			8,202.50	IVD BILLING (JAN-MAR'12)	01/01/2012 03/31/2012		Contract Legal Services Iv-D
86359 Aitkin Co Attorney					8,415.00	2 Transactions			
85003 Aitkin Co Dac		05-400-440-0410-6231			14.80	PAPERSHRED	03/05/2012 03/26/2012		Services Or Contracts
		05-420-600-4800-6231			39.10	PAPERSHRED	03/05/2012 03/26/2012		Services Or Contracts
		05-430-700-4800-6231			51.78	PAPERSHRED	03/05/2012 03/26/2012		Services Or Contracts
85003 Aitkin Co Dac					105.68	3 Transactions			
86222 Aitkin Independent Age		05-430-720-3020-6069			55.00	CHILDCARE ADVERTISE	03/17/2012 03/21/2012		Community Ed & Prevent/Advertising
86222 Aitkin Independent Age					55.00	1 Transactions			
1070 Aitkin True Value		05-400-440-0410-6405			4.64	AGENCY PAINT			Supplies-Computer/Office/Meeting
		05-420-600-4800-6405			12.25	AGENCY PAINT			Supplies-Computer/Office/Meeting
		05-430-700-4800-6405			16.22	AGENCY PAINT			Supplies-Computer/Office/Meeting
1070 Aitkin True Value					33.11	3 Transactions			
8239 Ameripride Linen & Apparel Services		05-400-440-0410-6231			3.52	CLEANING SERVICE			Services Or Contracts

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								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		05-420-600-4800-6231			9.29	CLEANING SERVICE	03/05/2012 03/05/2012		Services Or Contracts
		05-430-700-4800-6231			12.31	CLEANING SERVICE	03/05/2012 03/05/2012		Services Or Contracts
8239	Ameripride Linen & Apparel Services				25.12	3 Transactions	03/05/2012 03/05/2012		
87975	Amssa-% JANELLE VANCE								
		05-400-440-0410-6208			14.00	AMSSA CONF REGISTRATION 2012			Staff Development/Training
		05-420-600-4800-6208			37.00	AMSSA CONF REGISTRATION 2012			Staff Development/Training
		05-430-700-4800-6208			49.00	AMSSA CONF REGISTRATION 2012			Staff Development/Training
87975	Amssa-% JANELLE VANCE				100.00	3 Transactions			
89185	Bethesda Lutheran Church Of Malmö								
		05-400-410-0413-6301			45.00	WIC RENT-JAN-MAR'12			Wic Space Rentals
						01/01/2012 03/31/2012			
89185	Bethesda Lutheran Church Of Malmö				45.00	1 Transactions			
88628	Dalco								
		05-400-440-0410-6405			10.61	TOWELS/ISSUE		2439691	Supplies-Computer/Office/Meeting
		05-420-600-4800-6405			28.05	TOWELS/ISSUE		2439691	Supplies-Computer/Office/Meeting
		05-430-700-4800-6405			37.15	TOWELS/ISSUE		2439691	Supplies-Computer/Office/Meeting
88628	Dalco				75.81	3 Transactions			
11051	Department of Human Services								
		05-420-610-4100-6011			18.75	MAXIS-AFDC-FEB'12			County Share-Afdc/Mfip
						02/01/2012 02/29/2012			
		05-420-610-4100-6011			890.87	MAXIS-MFIP TANF CASH-FEB'12			County Share-Afdc/Mfip
						02/01/2012 02/29/2012			
		05-420-610-4100-6011			620.25	MAXIS-MFIP STATE CASH-FEB'12			County Share-Afdc/Mfip
						02/01/2012 02/29/2012			
		05-420-620-4100-6011			25.00	MAXIS-GA-FEB'12			County Share - Ga
						02/01/2012 02/29/2012			
		05-420-630-4100-6011			318.70	MAXIS-SNAP-FEB'12			County Share-Food Support
						02/01/2012 02/29/2012			
		05-420-650-4400-6025			36.07	MA ESTATE-MAR'12			County Share - Ma
						03/01/2012 03/31/2012			
		05-420-650-4400-6025			2,473.36	MA LTC UN65-MAR'12			County Share - Ma



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								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		05-420-660-4100-6011			40.50	MAXIS-MSA-FEB'12	03/01/2012 03/31/2012		County Share - Msa
11051		Department of Human Services			4,423.50	02/01/2012 02/29/2012 8 Transactions			
1491		Dutch's Electric, Inc							
		05-400-440-0410-6231			13.01	CHANGE BALLAST-PH(SD)		19686	Services Or Contracts
		05-420-600-4800-6231			34.37	CHANGE BALLAST-PH(SD)		19686	Services Or Contracts
		05-430-700-4800-6231			45.52	CHANGE BALLAST-PH(SD)		19686	Services Or Contracts
1491		Dutch's Electric, Inc			92.90	3 Transactions			
89084		Glaxosmithkline Pharmaceuticals							
		05-400-400-0402-6401			646.00	HEP B VACCINE		30500701	Vaccine Cost
						03/19/2012 03/19/2012			
89084		Glaxosmithkline Pharmaceuticals			646.00	1 Transactions			
89554		Gullickson/Lily							
		05-430-700-4800-6800			5,000.00	STRUCTURED SETTLEMENT-BABCOCK			Direct Charge Expenses Non Ffp
89554		Gullickson/Lily			5,000.00	1 Transactions			
88401		Hill City Public Schools							
		15-451-000-0000-6231			25,000.00	'11-'12 LCTS ALLOCATION			Hill City School Services
88401		Hill City Public Schools			25,000.00	1 Transactions			
87333		Kinship Of Aitkin County							
		05-430-700-4800-6801			7,000.00	2012 ALLOCATION			Non Profit Allocations
87333		Kinship Of Aitkin County			7,000.00	1 Transactions			
90182		Laboratory Corp Of America Holdings							
		05-420-640-4800-6397			66.00	IVD GENETIC TEST 0011594757-02			Genetic Tests Iv-D
		05-420-640-4800-6397			99.00	IVD GENETIC TEST 0015234693-01			Genetic Tests Iv-D
		05-420-640-4800-6397			99.00	IVD GENETIC TEST 0011001899-02			Genetic Tests Iv-D
		05-420-640-4800-6397			33.00	IVD GENETIC TEST 0015234693-02			Genetic Tests Iv-D
90182		Laboratory Corp Of America Holdings			297.00	4 Transactions			
89079		McGregor Area Ambulance Service							
		05-400-401-0000-6812			2,095.00	MAR'12 RUNS			Mcgregor Area Ambulance

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								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89079	McGregor Area Ambulance Service				2,095.00	03/01/2012 1 Transactions	03/31/2012		
86580	Mcgregor Public School	15-452-000-0000-6231			25,000.00	'11-'12 LCTS ALLOCATION			Mcgregor School Services
86580	Mcgregor Public School				25,000.00	1 Transactions			
89080	Meds-1 Ambulance Service Inc	05-400-401-0000-6813			140.00	MAR'12 RUNS			Meds-1 Hill City Ambulance
						03/01/2012 1 Transactions	03/31/2012		
89080	Meds-1 Ambulance Service Inc				140.00				
89078	Mille Lacs Health System	05-400-401-0000-6814			80.00	MAR'12 RUNS			Isle Ambulance/Mille Lacs Health System
						03/01/2012 1 Transactions	03/31/2012		
89078	Mille Lacs Health System				80.00				
89765	Minnesota Elevator Service	05-400-440-0410-6231			21.25	ELEVATOR SERV-APR'12			Services Or Contracts
						04/01/2012	04/30/2012		
		05-420-600-4800-6231			56.15	ELEVATOR SERV-APR'12			Services Or Contracts
						04/01/2012	04/30/2012		
		05-430-700-4800-6231			74.36	ELEVATOR SERV-APR'12			Services Or Contracts
						04/01/2012	04/30/2012		
89765	Minnesota Elevator Service				151.76	3 Transactions			
3358	Minnesota State Auditor	05-400-440-0410-6231			64.68	AUDIT		62244	Services Or Contracts
						02/01/2012	02/28/2012		
		05-420-600-4800-6231			170.94	AUDIT		62244	Services Or Contracts
						02/01/2012	02/28/2012		
		05-430-700-4800-6231			226.38	AUDIT		62244	Services Or Contracts
						02/01/2012	02/28/2012		
3358	Minnesota State Auditor				462.00	3 Transactions			
3297	Mn Dept Of Health(Ivd)	05-420-640-4800-6379			40.00	AMEND BIRTH CERT 0014017159-01		127733	Other Iv-D Charges
		05-420-640-4800-6379			40.00	PAT/ADJ REPLACE 0012561595-01		191458	Other Iv-D Charges

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<u>Vendor</u>	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3297	Mn Dept Of Health(Ivd)			PAT/ADJ REPLACE 0015197435-01 3 Transactions	191466	Other Iv-D Charges
89081	North Ambulance Brainerd					
	05-400-401-0000-6809					
		1,080.00		MAR'12 RUNS		No. Memorial Ambulance-Aitkin
				03/01/2012 03/31/2012		
89081	North Ambulance Brainerd			1 Transactions		
		1,080.00				
86235	Office Shop Inc/The					
	05-400-450-0451-6405					
	05-420-640-4800-6231	21.36		SHIP-NUTRITION SUPPLIES		Supplies-Computer/Office/Meeting
	05-420-640-4800-6231	16.84		CS-OLD COPIER-OVERAGE	IR3045	Services Or Contracts
		375.00		CS-NEW COPIER CONTRACT	IR3245	Services Or Contracts
86235	Office Shop Inc/The			3 Transactions		
		413.20				
87724	Pamida Incorporated					
	05-400-440-0410-6405					
	05-420-600-4800-6405	1.75		BATHROOM CLEANING SUPPLIES		Supplies-Computer/Office/Meeting
	05-430-700-4800-6405	4.61		BATHROOM CLEANING SUPPLIES		Supplies-Computer/Office/Meeting
		6.11		BATHROOM CLEANING SUPPLIES		Supplies-Computer/Office/Meeting
87724	Pamida Incorporated			3 Transactions		
		12.47				
3810	Paulbeck's County Market					
	05-400-440-0410-6405					
	05-420-600-4800-6405	1.56		AGENCY SUPPLIES		Supplies-Computer/Office/Meeting
	05-430-700-4800-6405	4.11		AGENCY SUPPLIES		Supplies-Computer/Office/Meeting
		5.44		AGENCY SUPPLIES		Supplies-Computer/Office/Meeting
3810	Paulbeck's County Market			3 Transactions		
		11.11				
5774	Riverwood Healthcare Clinic					
	05-400-430-0407-6262					
		11.70		FAM PLAN-DEPO INJECTION		Family Planning Approp
5774	Riverwood Healthcare Clinic			1 Transactions		
		11.70				
4205	Rowe Funeral Home					
	05-420-650-4800-6810					
		2,000.00		CO. BURIAL-4/11/12		County Burials
4205	Rowe Funeral Home			1 Transactions		
		2,000.00				
8066	Ruttgers Bay Lake Lodge					
	05-400-440-0410-6333					
	05-420-600-4800-6333	25.96		AMSSA CONF REGISTRATION 2012		Travel Expense
		68.61		AMSSA CONF REGISTRATION 2012		Travel Expense Im

# Aitkin County

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<u>Vendor</u>	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8066	05-430-700-4800-6333 Rutgers Bay Lake Lodge		90.87 185.44	AMSSA CONF REGISTRATION 2012 3 Transactions		Travel Expense
4233	S & T Office Products Inc					
	05-400-400-0402-6405		22.39	EP SUPPLIES		Supplies-Computer/Office/Meeting
	05-400-440-0410-6405		80.13	OFFICE SUPPLIES		Supplies-Computer/Office/Meeting
	05-400-450-0451-6405		22.39	SHIP-SRTS		Supplies-Computer/Office/Meeting
	05-400-450-0451-6405		37.76	SHIP-ACTIVE LIVING SUPPLIES		Supplies-Computer/Office/Meeting
	05-420-600-4800-6405		211.78	OFFICE SUPPLIES		Supplies-Computer/Office/Meeting
	05-430-700-4800-6405		280.46	OFFICE SUPPLIES		Supplies-Computer/Office/Meeting
4233	S & T Office Products Inc		579.39	6 Transactions		
89003	Seven County Process Servers Llc					
	05-420-640-4800-6379		55.00	IVD SERVICE 0011002355-01	6788	Other Iv-D Charges
	05-420-640-4800-6379		55.00	IVD SERV 0010358155-01	6789	Other Iv-D Charges
89003	Seven County Process Servers Llc		110.00	2 Transactions		
86177	Sheriff Aitkin County					
	05-420-640-4800-6270		50.00	IVD SERVICE 0011000573-01	1775	Aitkin Co Sheriff Fees Iv-D
	05-420-640-4800-6270		50.00	IVD SERVICE 0010765339-03	1805	Aitkin Co Sheriff Fees Iv-D
	05-430-720-3980-6020		30.00	DAYCARE BKGRD CHECK	88	License And Resource Development
86177	Sheriff Aitkin County		130.00	3 Transactions		
87016	Sheriff Itasca County					
	05-420-640-4800-6379		55.00	IVD SERVICE 0010067407-03	2500	Other Iv-D Charges
87016	Sheriff Itasca County		55.00	1 Transactions		
87080	Sheriff Morrison County					
	05-420-640-4800-6379		50.00	IVD SERVICE 0014968483-01	12000262	Other Iv-D Charges
87080	Sheriff Morrison County		50.00	1 Transactions		
88859	Spee*Dee-St Cloud					
	05-420-600-4800-6231		206.33	IM SERVICE	2168737	Services Or Contracts
88859	Spee*Dee-St Cloud		206.33	1 Transactions		
4246	St Cloud Stamp & Sign Inc					
	05-400-440-0410-6405		1.16	INK FOR STAMP PADS-AGENCY	167788	Supplies-Computer/Office/Meeting

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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>
	05-420-600-4800-6405		3.06	INK FOR STAMP PADS-AGENCY	167788 Supplies-Computer/Office/Meeting
	05-430-700-4800-6405		4.05	INK FOR STAMP PADS-AGENCY	167788 Supplies-Computer/Office/Meeting
4246	St Cloud Stamp & Sign Inc		8.27	3 Transactions	
11607	Thrifty White Pharmacy-Aitkin				
	05-400-430-0407-6262		110.99	FAM PLAN-BIRTH CTRL	Family Planning Approp
11607	Thrifty White Pharmacy-Aitkin		110.99	1 Transactions	
11608	Thrifty White Pharmacy-Mcgregor				
	05-400-430-0407-6262		423.95	FAM PLAN-BIRTH CTRL	Family Planning Approp
11608	Thrifty White Pharmacy-Mcgregor		423.95	1 Transactions	
10866	Zion Lutheran Church Of Mcgrath				
	05-400-410-0413-6301		75.00	WIC RENT-JAN-MAR'12	Wic Space Rentals
				01/01/2012 03/31/2012	
10866	Zion Lutheran Church Of Mcgrath		75.00	1 Transactions	
Final Total .....			84,995.28	40 Vendors	89 Transactions

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								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
88284 AITKIN CO RECORDER		05- 430- 710- 3930- 6020			78.00	Replace birth certificates los			General Case Management
						04/02/2012	04/02/2012		
88284 AITKIN CO RECORDER					78.00	1 Transactions			
360 ARROWHEAD ECON OPP AGENCY		05- 430- 720- 3370- 6038			3,994.63	DWP Empl Service- Qtrly Pmt			Mfip- Employment Services
						04/01/2012	06/30/2012		
		05- 430- 720- 3370- 6038			17,792.38	MFIP Empl Service- Qtrly Paymen			Mfip- Employment Services
						04/01/2012	06/30/2012		
		05- 430- 720- 3370- 6038			1,203.86	Supported Work			Mfip- Employment Services
						03/01/2012	03/31/2012		
360 ARROWHEAD ECON OPP AGENCY					22,990.87	3 Transactions			
91307 BABIN/DIXIE		05- 430- 760- 3950- 6020			70.00	Guardianship/conservatorship			Guardianship/Conservatorship
						01/01/2012	03/25/2012		
91307 BABIN/DIXIE					70.00	1 Transactions			
9791 BIEGANEK/JOAN M		05- 430- 760- 3950- 6020			105.00	Guardianship/Conservator Activ			Guardianship/Conservatorship
						03/01/2012	03/31/2012		
9791 BIEGANEK/JOAN M					105.00	1 Transactions			
90746 CITY OF BRAINERD- PUBLIC TRANSIT		05- 430- 760- 3160- 6075			10.00	Transportation Bus tickets for			Waiver & Ac Transportation
						04/01/2012	04/30/2012		
		05- 430- 760- 3160- 6075			20.00	Transportation Bus tickets for			Waiver & Ac Transportation
						05/01/2012	05/31/2012		
		05- 430- 760- 3160- 6075			20.00	Transportation Bus tickets for			Waiver & Ac Transportation
						06/01/2012	06/30/2012		
		05- 430- 760- 3160- 6075			20.00	Transportation Bus tickets for			Waiver & Ac Transportation
						07/01/2012	07/31/2012		
		05- 430- 760- 3160- 6075			20.00	Transportation Bus tickets for			Waiver & Ac Transportation
						08/01/2012	08/31/2012		
		05- 430- 760- 3160- 6075			20.00	Transportation Bus tickets for			Waiver & Ac Transportation
						09/01/2012	09/30/2012		
		05- 430- 760- 3160- 6075			20.00	Transportation Bus tickets for			Waiver & Ac Transportation

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<u>Vendor Name</u>	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
							<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		05- 430- 760- 3160- 6075			10.00	10/01/2012 10/31/2012 Transportation Bus tickets for		Waiver & Ac Transportation
		05- 430- 760- 3160- 6075			10.00	11/01/2012 11/30/2012 Transportation Bus tickets for		Waiver & Ac Transportation
90746		CITY OF BRAINERD- PUBLIC TRANSIT			150.00	12/01/2012 12/31/2012 9 Transactions		
11051		Department of Human Services						
		05- 430- 720- 3110- 6069			361.42	BSFE County Match 02/01/2012 02/29/2012		Bsf Child Care
		05- 430- 720- 3110- 6069			361.42	BSFE County Match 03/01/2012 03/31/2012		Bsf Child Care
		05- 430- 720- 3140- 6020			31.25	MEC2 MFIP Recoveries 02/01/2012 02/29/2012		Other Child Care
		05- 430- 720- 3140- 6020			1,114.78	MEC2 MFIP Recoveries 03/01/2012 03/31/2012		Other Child Care
		05- 430- 720- 3140- 6020			693.75	MEC2 BSF Recoveries 03/01/2012 03/31/2012		Other Child Care
		05- 430- 730- 3590- 6072			1,304.70	CCDTF Maintenance of Effort 02/01/2012 02/29/2012		Ccdtf County % State Billings
11051		Department of Human Services			3,867.32	6 Transactions		
10030		GORDON/DOROTHY						
		05- 430- 710- 3820- 6040			362.00	Relative custody assistance 04/01/2012 04/30/2012		Relative Custody Assistance
10030		GORDON/DOROTHY			362.00	1 Transactions		
87829		HUDSON/PEGGY						
		05- 430- 750- 3950- 6020			70.00	Public guardianship 03/01/2012 03/31/2012		Public Guardianship Dd
		05- 430- 750- 3950- 6020			70.00	Public guardianship 03/01/2012 03/31/2012		Public Guardianship Dd
		05- 430- 750- 3950- 6020			70.00	Public guardianship 12/01/2011 12/31/2011		Public Guardianship Dd
		05- 430- 750- 3950- 6020			70.00	Public guardianship 12/01/2011 12/31/2011		Public Guardianship Dd
		05- 430- 750- 3950- 6020			70.00	Public guardianship 01/01/2012 01/31/2012		Public Guardianship Dd

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<u>Vendor Name</u>	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		05- 430- 750- 3950- 6020			70.00	Public guardianship			Public Guardianship Dd
		05- 430- 750- 3950- 6020			70.00	Public guardianship	01/01/2012 01/31/2012		Public Guardianship Dd
		05- 430- 750- 3950- 6020			70.00	Public guardianship	02/01/2012 02/29/2012		Public Guardianship Dd
87829	HUDSON/PEGGY				560.00	Public guardianship	02/01/2012 02/29/2012		Public Guardianship Dd
						8 Transactions			
11589	Lutheran Social Service of MN- Mankato								
		05- 430- 750- 3950- 6020			110.28	Public guardianship			Public Guardianship Dd
						03/07/2012 03/29/2012			
11589	Lutheran Social Service of MN- Mankato				110.28	1 Transactions			
91221	McCormick/John								
		05- 430- 710- 3820- 6040			210.00	Relative custody assistance			Relative Custody Assistance
						04/01/2012 04/30/2012			
91221	McCormick/John				210.00	1 Transactions			
9759	MISQUADACE/ANITA								
		05- 430- 710- 3820- 6040			424.89	Relative custody assistance			Relative Custody Assistance
						04/01/2012 04/30/2012			
		05- 430- 710- 3820- 6040			149.89	Relative custody assistance			Relative Custody Assistance
						04/01/2012 04/30/2012			
		05- 430- 710- 3820- 6040			147.17	Relative custody assistance			Relative Custody Assistance
						04/01/2012 04/30/2012			
9759	MISQUADACE/ANITA				721.95	3 Transactions			
10593	Morrison/Debra								
		05- 430- 710- 3820- 6040			208.33	Relative custody assistance			Relative Custody Assistance
						04/01/2012 04/30/2012			
		05- 430- 710- 3820- 6040			28.33	Relative custody assistance			Relative Custody Assistance
						04/01/2012 04/30/2012			
10593	Morrison/Debra				236.66	2 Transactions			
89163	NORTHEAST MN OFFICE OF JOB								
		05- 430- 720- 3370- 6038			3,994.63	DWP Empl Service- Qtrly Pmt			Mfip- Employment Services
						04/01/2012 06/30/2012			
		05- 430- 720- 3370- 6038			17,792.38	MFIP Empl Service- Qtrly Paymen			Mfip- Employment Services



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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
05- 430- 720- 3370- 6038		1,441.33	04/01/2012 06/30/2012	Mfip- Employment Services
05- 430- 720- 3370- 6038		97.50	01/01/2012 03/31/2012	Mfip- Employment Services
89163 NORTHEAST MN OFFICE OF JOB		23,325.84	01/01/2012 01/31/2012	
			4 Transactions	
10977 NORTHERN PSYCHIATRIC ASSOCIATES				
05- 430- 740- 3050- 6020		450.00	03/09/2012 03/09/2012	Child Outpat Assess/Psyc. Testing
05- 430- 740- 3900- 6020		180.00	03/02/2012 03/02/2012	Child Rule 79 Case Mgmt
05- 430- 745- 3085- 6020		168.74	03/09/2012 03/09/2012	Adult Outpat Diagnostic Assess/Psyc
05- 430- 745- 3085- 6020		450.00	03/09/2012 03/09/2012	Adult Outpat Diagnostic Assess/Psyc
05- 430- 745- 3340- 6071		180.00	03/02/2012 03/02/2012	Pyschosocial Rehab/Ind Living Skills Csp
05- 430- 745- 3910- 6020		360.00	03/02/2012 03/02/2012	Adult Rule 79 Case Mgmt
10977 NORTHERN PSYCHIATRIC ASSOCIATES		1,788.74	6 Transactions	
3639 NORTHLAND COUNSELING CTR INC				
05- 430- 730- 3710- 6020		3,900.00	03/03/2012 03/31/2012	Detoxification - Grand Rapids
3639 NORTHLAND COUNSELING CTR INC		3,900.00	1 Transactions	
88193 Oakridge Homes Of Aitkin				
05- 430- 740- 3890- 6020		83.20	03/09/2012 03/30/2012	Child Mh Respite
88193 Oakridge Homes Of Aitkin		83.20	1 Transactions	
90748 OAKRIDGE HOMES SILS				
05- 430- 750- 3340- 6073		378.72	03/06/2012 06/29/2012	Semi- Independent Living Serv (Sils)
05- 430- 750- 3340- 6073		630.00	03/02/2012 03/25/2012	Semi- Independent Living Serv (Sils)

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<u>Vendor Name</u>	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
90748		OAKRIDGE HOMES SILS			1,008.72	2 Transactions			
89879		OCCUPATIONAL DEVELOPMENT CENTER							
		05- 430- 745- 3160- 6050			123.25	Transportation for employment			Adult Transportation
						03/01/2012	03/31/2012		
		05- 430- 760- 3370- 6050			255.00	Employability- supported employ			Employability - Txx
						03/01/2012	03/31/2012		
89879		OCCUPATIONAL DEVELOPMENT CENTER			378.25	2 Transactions			
87724		PAMIDA INCORPORATED							
		05- 430- 710- 3180- 6020			125.52	Lice treatments for household			Health- Related Services
						03/27/2012	03/27/2012		
87724		PAMIDA INCORPORATED			125.52	1 Transactions			
87514		Pine Manors Inc							
		05- 430- 730- 3170- 6050			96.60	Detoxification transportation			Detox Transportation
						02/16/2012	02/16/2012		
87514		Pine Manors Inc			96.60	1 Transactions			
88878		PRODUCTIVE ALTERNATIVES INC							
		05- 430- 750- 3380- 6050			279.00	Extended and supported employm			Extended Supported Emplment
						03/01/2012	03/31/2012		
		05- 430- 750- 3380- 6050			209.25	Extended and supported employm			Extended Supported Emplment
						03/01/2012	03/31/2012		
		05- 430- 750- 3380- 6050			488.25	Extended and supported employm			Extended Supported Emplment
						03/01/2012	03/31/2012		
88878		PRODUCTIVE ALTERNATIVES INC			976.50	3 Transactions			
9360		Redwood Biotech Inc							
		05- 430- 710- 3181- 6020			364.29	100 Redi- Cups - Juvenile Testi			Drug Testing - CMCC Juveniles
						04/10/2012	04/10/2012		
9360		Redwood Biotech Inc			364.29	1 Transactions			
9140		SIMAR/CANDACE							
		05- 430- 750- 3950- 6020			70.00	Public guardianship			Public Guardianship Dd
						03/01/2012	03/31/2012		
		05- 430- 750- 3950- 6020			35.00	Public guardianship			Public Guardianship Dd
						03/01/2012	03/31/2012		

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
05- 430- 760- 3950- 6020		70.00	Guardianship/conservatorship	Guardianship/Conservatorship
9140 SIMAR/CANDACE		175.00	03/01/2012 03/31/2012 3 Transactions	
Final Total .....		61,684.74	23 Vendors	62 Transactions

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	61,684.74	Health & Human Services	
	All Funds	61,684.74	Total	Approved by, .....
				.....
				.....

# Aitkin County Health & Human Services

204 First Street NW  
AITKIN, MINNESOTA 56431  
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 218-927-7210

## LETTER TO DHS LOCAL RECERTIFICATION PROCESS/ APPLICATION

---

Date: 4/12/2012

Contact name: Susan Cebelinski, Supervisor Adult and Disability Services

ARMHS provider entity applicant: Northland Counseling Center, Inc.  
215 SE Second Avenue  
Grand Rapids, MN 55744

Dear Lorna Mix, LSW;

This letter is to confirm that Northland Counseling Center, Inc has meet the Aitkin Adult Rehabilitative Mental Health Services (ARMHS) provider criteria for service coordination and knowledge of local resources. Therefore, Northland Counseling Center, Inc is locally recertified by Aitkin County as of April 12, 2012.

A copy of this letter is being forwarded to the Minnesota Department of Human Services (DHS), Mental Health Division so that DHS can enroll Northland Counseling Center, Inc as a Medical Assistance ARMHS in Aitkin County. This assumes Northland Counseling Center, Inc has received primary recertification as an ARMHS provider.

If you have questions, please call Susan Cebelinski, LICSW at 218-927-7215.

Sincerely,

Susan Cebelinski, LICSW  
Supervisor, Adult and Disability Services

cc: Melinda Shamp, DHS/Mental Health Division  
Chair of County Mental Health Initiative  
County Board Chair  
County Local Advisory Council Chair

## **PURCHASE OF SERVICE AGREEMENT**

The Aitkin County Health & Human Services Courthouse, Aitkin, Minnesota 56431, hereafter referred to as the Department and CORE Professional Services, P.A., 617 Oak Street, Brainerd, MN 56401, hereafter referred to as Contractor, enter into this agreement for the period from January 1, 2012, to December 31, 2012.

WHEREAS, Minnesota Statutes, section 245.461 to 245.486 and 245.487 to 245.4888 establishes the Comprehensive Adult Mental Health Act and the Comprehensive Children's Mental Health Act; and

WHEREAS, the Department is required to provide Mental Health services in accordance with the Comprehensive Mental Health Act and the Comprehensive Children's Mental Health Act; and

WHEREAS, the Department pursuant to Minnesota statutes, section 373.01, 373.02, 245.465(4), and 256E.08 wishes to purchase mental health services from multi-disciplinary service Contractor; and

WHEREAS, the Contractor is an autonomous mental health provider in private practice, and in multiple disciplines and is qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Department and Contractor agree as follows:

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

The Department agrees to purchase and the Contractor agrees to furnish services as listed in Attachment A.

Psychological evaluations and tests ordered by the court system will be subject to review by the Department to determine whether said evaluations and tests appropriately fall under the terms of this agreement. If Department determines that said evaluations and tests fall outside the scope of this agreement, Contractor will be notified upon referral by Department.

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

Statements will be submitted by the 10<sup>th</sup> of each month in the approved format detailing services provided in the prior month. Payment by the Department to Contractor will be by the end of the month and will be based on actual billing.

### **III DELIVERY OF CARE AND SERVICES:**

Except as otherwise provided herein, Contractor shall maintain in all respects its present control over and autonomy with respect to:

1. The application of its intake procedures and requirements to clients.

2. The methods, times, means and personnel for furnishing Purchased Services to eligible clients.
3. The determination of when to terminate the furnishing of Purchased Services to eligible clients.

Nothing in this agreement shall be construed as requiring Contractor to provide or continue Purchased Services to or for any eligible clients.

#### IV AUDIT AND RECORD DISCLOSURE

1. Allow personnel of the Department, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Contractor's records, in accordance with state and federal laws and regulations, at reasonable hours in order to exercise their responsibility to monitor the services.
2. Maintain records at CORE for audit purposes.
3. 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)

#### V SAFEGUARD OF CLIENT INFORMATION:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality of for any purpose not directly connected with the administration of the Department's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client or his/her responsible parent or guardian.
2. The individual employed by the Contractor who is designated to assure compliance with Minnesota Government Data Practices Act, in accordance with Minnesota Statutes, section 13.46, subdivision 10, paragraph (d), shall be Frank Weber. Contractor reserves the right to designate an alternate individual to assure such compliance by written notice to Department.

#### VI EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS CLAUSE:

The Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (43 USC 2000e), including Executive Order No. 11246, and Title VI (42 USC 2000d).

#### VII FAIR HEARING AND GRIEVANCE PROCEDURES:

The Contractor agrees that a fair hearing and grievance procedure will be established.



## VIII BONDING, INDEMNITY, AND INSURANCE CLAUSE:

1. The Contractor shall save and hold the County of Aitkin and the Department harmless from all liability for damages to persons or property arising out of the services performed under the terms of the contract. The Contractor shall indemnify the County of Aitkin and the Department for any liability assessed to the county and the Department on account of the services performed under the terms of the contract. The Contractor agrees to purchase liability insurance naming Aitkin County Department of Health & Human Services as an additional insured in an amount at least equal to the maximum liability limits set forth in Minnesota Statutes, 466.04, Subd.1, of **\$500,000** per person and **\$1,500,000** per occurrence and agrees to provide the County of Aitkin and the Department a certificate of insurance or other document demonstrating that such insurance has been procured. Contractor shall provide proof of insurance prior to commencement of Contractor's performance under this agreement.
2. Insurance: The Contractor does further agree that, in order to protect itself as well as the Department under the indemnity agreement provision hereinabove set forth, it will, at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$1,000,000.

## IX CONDITIONS OF THE PARTIES' OBLIGATIONS:

1. Before the termination date specified in the Introduction of this agreement, the Department 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.
2. 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.
3. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the Department, nor shall the Contractor do any work or furnish any material not covered by the agreement unless this is approved in writing by the Department. Such approval shall be considered to be a modification of the agreement.
4. If the Department 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 Contractor will administer funds as a result of this agreement.
5. 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.



6. 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.

## X SUBCONTRACTING

The Contractor shall not enter into subcontracts for any of the work contemplated under this agreement without written approval of the Department. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.

## XI 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).

## XII MISCELLANEOUS

1. Entire Agreement: It is understood and agreed that the entire agreement of the parties 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 Aitkin County Health and Human Services Department relating to the subject matter hereof.
2. This contract may be terminated or renegotiated upon 30 days written notification by either party.
3. CORE agrees to provide Aitkin County Health & Human Services, (attached to the contract):
  - A. Description of staffing, including job descriptions and professional qualifications of all personnel under this agreement (Attachment B).
4. Program and fiscal records shall be retained in the Contractor facility for a minimum of five years.
5. This contract may be extended for a period of six months at the option of the County of Aitkin. If the county desires to extend the term of the contract, it shall notify the Contractor in writing at least sixty days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a contract amendment, execution of new contract or notice of termination.

IN WITNESS WHEREOF the Department (Aitkin County Health & Human Services) and the Contractor (CORE Professional Services, P.A.) have executed this agreement as of the day and year first above written:

BY: \_\_\_\_\_  
Aitkin County Health & Human Services Director

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Aitkin County Health & Human Services Board Chairperson

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
CORE Professional Services, P.A. President

DATE: \_\_\_\_\_

APPROVED AS TO FORM AND EXECUTION

BY: \_\_\_\_\_  
County Attorney or Assistant

DATE: \_\_\_\_\_

**COST & DELIVERY OF PURCHASED SERVICES**

Case Consultation \$90.00/hour

Between a member of CORE staff and an outside professional (listed below) regarding a client who is active in our agency. This includes phone and/or in-person contact. Outside professional is defined as:

- a) Social Workers at Aitkin County Health & Human Services
- 2) Probation Officer
- 3) Aitkin County Sheriff's Dept.
- 4) Aitkin County Attorney
- 5) Guardian Ad Litem

Clinical Supervision \$90.00/hour

Pre-Petition Screens \$90.00/hour

Psychological Assessment Flat Rate \$550.00

# Aitkin County Health & Human Services

Financial Statement

	Actual Jan-12	Actual Feb-12	Actual Mar-12	Actual Apr-12	Actual May-12	Actual Jun-12	Actual Jul-12
<b>Income:</b>							
Tax Levy							
CPA and In Lieu							
State Revenue	37,736.43	21,444.68	84,969.04				
Federal Revenue	73,953.74	291,098.08	190,428.89				
Revenue From Third Party	11,551.83	11,760.42	12,775.59				
Misc. Revenue	43,294.72	44,024.17	48,669.06	1,584.73			
<b>Total:</b>	<b>166,536.72</b>	<b>368,327.35</b>	<b>336,842.58</b>	<b>1,584.73</b>	-	-	-
<b>Expenditures:</b>							
Payments to Recipients	151,909.53	123,684.35	160,821.95	173,537.89			
Salaries and Fringes	299,542.87	265,354.84	265,483.59	279,680.75			
Services and Charges	21,637.87	25,137.47	29,900.95	22,092.11			
Travel and Insurance	46,667.28	3,467.94	4,765.15	2,927.22			
Office Supplies	1,672.83	3,523.06	1,881.28	1,585.19			
Capital Outlay	447.25	5,029.08	30.59	-			
Misc Expense & Pass Thru	10,576.43	14,848.42	5,716.47	46,094.68			
<b>Total:</b>	<b>532,454.06</b>	<b>441,045.16</b>	<b>468,599.98</b>	<b>525,917.84</b>	-	-	-
<b>Final Totals:</b>	<b>(365,917.34)</b>	<b>(72,717.81)</b>	<b>(131,757.40)</b>	<b>(524,333.11)</b>	-	-	-

Cash Balance as of 04/2011

**3,457,154.86**

Cash Balance as of 04/24/2012

**3,321,331.91**

	Actual Aug-12	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12
<b>Income:</b>					
Tax Levy					
CPA and In Lieu					
State Revenue					
Federal Revenue					
Revenue From Third Party					
Misc. Revenue					
<b>Total:</b>	-	-	-	-	-
<b>Expenditures:</b>					
Payments to Recipients					
Salaries and Fringes					
Services and Charges					
Travel and Insurance					
Office Supplies					
Capital Outlay					
Misc Expense & Pass Thru					
<b>Total:</b>	-	-	-	-	-
<b>Final Totals:</b>	-	-	-	-	-

	YTD 2012	ACTUAL 2011	ACTUAL 2010	ACTUAL 2009	ACTUAL 2008	ACTUAL 2007	ACTUAL 2006	ACTUAL 2005
<b>Income:</b>								
Tax Levy	-	2,345,969.16	2,333,865.63	2,340,935.73	2,409,856.71	2,303,196.53	1,817,723.90	1,821,945.15
CPA and In Lieu	-	236,240.57	235,223.92	321,690.72	303,462.53	389,866.09	312,877.69	454,674.85
State Revenue	144,150.15	736,864.33	611,120.93	632,506.88	936,661.64	790,366.43	905,921.06	938,238.57
Federal Revenue	555,480.71	2,120,681.67	2,225,918.50	2,266,036.42	2,031,189.00	2,013,560.50	1,993,226.16	2,011,677.42
Revenue From Third Party	36,087.84	163,265.77	126,077.60	-	-	-	-	-
Misc. Revenue	137,572.68	446,320.68	541,300.99	575,677.90	608,372.74	568,060.27	484,763.05	367,679.15
<b>Total:</b>	<b>873,291.38</b>	<b>6,049,342.18</b>	<b>6,073,507.57</b>	<b>6,136,847.65</b>	<b>6,289,542.62</b>	<b>6,065,049.82</b>	<b>5,514,511.86</b>	<b>5,594,215.14</b>
<b>Expenditures:</b>								
Payments to Recipients	609,953.72	1,729,427.71	1,862,889.86	1,818,277.01	1,729,049.89	1,827,333.49	1,858,630.93	2,044,180.37
Salaries and Fringes	1,110,062.05	3,602,677.75	3,585,784.86	3,658,299.47	3,300,291.25	3,091,358.49	2,911,440.42	2,804,023.07
Services and Charges	98,768.40	271,548.15	305,453.93	295,501.81	327,685.72	271,589.87	281,345.91	284,829.34
Travel and Insurance	57,827.59	96,969.42	107,221.46	125,924.90	125,736.88	91,625.96	96,293.29	144,092.83
Office Supplies	8,662.36	61,209.60	56,501.21	52,262.98	79,742.17	63,677.05	65,267.30	59,081.39
Capital Outlay	5,506.92	23,482.25	33,649.79	68,997.74	35,484.07	24,380.79	40,048.96	83,382.08
Misc Expense & Pass Thru	77,236.00	96,521.72	123,123.15	142,355.79	133,526.22	148,157.71	145,866.15	129,998.55
<b>Total:</b>	<b>1,968,017.04</b>	<b>5,881,836.60</b>	<b>6,074,624.26</b>	<b>6,161,619.70</b>	<b>5,731,516.20</b>	<b>5,518,123.36</b>	<b>5,398,892.96</b>	<b>5,549,587.63</b>
<b>Final Totals:</b>	<b>(1,094,725.66)</b>	<b>167,505.58</b>	<b>(1,116.69)</b>	<b>(24,772.05)</b>	<b>558,026.42</b>	<b>546,926.46</b>	<b>115,618.90</b>	<b>44,627.51</b>



# AITKIN COUNTY FOSTER CARE

1995	\$479,058.88	71	1998	\$470,228.76	61	2001	\$840,674.02	116
1996	\$309,224.35	55	1999	\$619,842.48	68	2002	\$927,493.49	94
1997	\$385,075.19	52	2000	\$663,637.48	85	2003	\$1,210,524.55	81

	2004	2005	2006	2007	2008	2009	2010	2011	2012
JAN	\$85,870.11	\$91,859.24	\$51,726.58	\$57,760.29	\$51,397.99	\$71,257.41	\$73,496.04	\$78,312.32	\$59,278.73
FEB	\$106,979.42	\$109,304.41	\$68,866.00	\$94,242.30	\$62,605.01	\$78,980.18	\$82,467.05	\$82,982.51	\$78,783.86
MARCH	\$103,213.96	\$81,902.93	\$76,104.53	\$67,724.29	\$62,918.27	\$75,728.59	\$75,000.60	\$61,384.45	\$89,386.88
APRIL	\$76,029.53	\$60,264.65	\$79,550.97	\$74,285.29	\$62,865.11	\$91,603.72	\$79,548.43	\$69,570.36	\$101,195.78
MAY	\$96,975.97	\$109,412.53	\$98,465.86	\$74,048.44	\$71,824.48	\$74,777.50	\$77,811.48	\$73,398.62	
JUNE	\$137,016.87	\$71,264.95	\$65,097.81	\$85,395.63	\$79,633.26	\$78,255.63	\$99,039.56	\$92,735.90	
JULY	\$44,323.09	\$26,670.38	\$80,537.52	\$59,397.74	\$76,076.59	\$84,874.52	\$74,466.67	\$63,530.39	
AUG	\$100,544.43	\$66,181.94	\$87,956.95	\$66,770.76	\$74,550.01	\$74,213.76	\$97,571.86	\$77,971.22	
SEPT	\$79,903.85	\$61,895.20	\$65,385.62	\$68,837.51	\$67,930.63	\$74,599.74	\$70,427.32	\$65,924.31	
OCT	\$84,958.85	\$65,919.95	\$45,768.32	\$52,226.54	\$66,331.65	\$73,431.32	\$89,100.75	\$83,971.03	
NOV	\$71,376.08	\$89,988.14	\$62,024.64	\$66,203.74	\$77,776.03	\$91,038.51	\$76,359.06	\$78,148.23	
DEC	\$66,841.89	\$76,710.59	\$66,338.45	\$51,560.49	\$80,602.70	\$81,512.33	\$75,599.03	\$58,313.77	
TOTAL	\$1,054,034.05	\$911,374.91	\$847,823.25	\$818,453.02	\$834,511.73	\$950,273.21	\$970,887.85	\$886,243.11	\$328,645.25
CHILDREN	76	69	73	75	63	64	57	56	
	\$156,490.50	\$138,180.22	\$63,551.66	\$29,370.23	\$16,058.71	\$115,761.48	\$20,614.64	(\$84,644.74)	(\$557,597.86)
	Decrease	Decrease	Decrease	Decrease	Increase	Increase	Change	Change	Change
	from 2003	from 2004	from 2005	from 2006	from 2007	from 2008	from 2009	from 2010	from 2011

## 2010 Foster Care Breakdown

Child Shelter	\$9,488.00
Treatment Foster	\$56,083.53
Child Foster Care	\$476,817.55
Rule 8 FC	\$76,179.08
Corrections	\$170,224.47
Elec Mon./SE	\$1,201.39
Rule 5	\$140,169.52
Respite	\$34,850.93
Child Care	\$1,579.00
Health Services	\$81.56
Transportation	\$9,584.21

Total \$976,259.24

## 2011 Foster Care Breakdown

Child Shelter	\$2,832.90
Treatment Foster	\$101,130.13
Child Foster Care	\$317,597.09
Rule 8 FC	\$79,291.48
Corrections	\$316,273.71
18-21	\$1,228.00
Rule 5	\$70,889.29
Respite	\$8,645.32
Child Care	\$1,166.65
Health Services	\$193.65
Transportation	\$10,267.87

Total \$909,516.09

## 2012 Foster Care Breakdown Year to Date

Child Shelter	\$1,335.20
Treatment Foster	\$26,572.79
Child Foster Care	\$89,956.17
Rule 8 FC	\$52,478.00
Corrections	\$97,894.17
18-21	
Rule 5	\$56,490.59
Respite	\$3,033.22
Child Care	
Health Services	
Transportation	\$2,763.31

Total \$330,523.45

## 2009 Foster Care Reimbursement

IV-E	\$80,672.00
Rule 5	\$42,553.42
Recoveries	\$82,673.14

Total \$205,898.56

## 2010 Foster Care Reimbursement

IV-E	\$81,539.76
Rule 5	\$37,364.89
Recoveries	\$130,255.98

Total \$249,160.63

## 2011 Foster Care Reimbursement

IV-E	
Rule 5	
Recoveries	

Total \$0.00

Recoveries include IV-E recoveries from IV-D and Admin recoveries from SSI.

Recoveries may be collected long after child has left placement.

IV-E and Rule 5 equals what has been paid to the county for 2009 expenses.

Recoveries include IV-E recoveries from IV-D and Admin recoveries from SSI.

Recoveries may be collected long after child has left placement.

IV-E and Rule 5 equals what has been paid to the county for 2010 expenses.

Recoveries include IV-E recoveries from IV-D and Admin recoveries from SSI.

Recoveries may be collected long after child has left placement.

IV-E and Rule 5 equals what has been paid to the county for 2011 expenses.

**2009 Foster Care Breakdown**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$5,786.00	\$850.44	\$4,226.66	\$708.90
Treatment Foster	\$33,811.16	\$0.00	\$33,811.16	\$0.00
Child Foster Care	\$495,964.60	\$396,551.82	\$0.00	\$99,412.78
Rule 8 FC	\$75,567.15	\$19,937.80	\$44,677.35	\$10,952.00
Corrections	\$189,502.10	\$0.00	\$120,750.96	\$68,751.14
Home Monitoring	\$1,504.00	\$0.00	\$1,504.00	\$0.00
Rule 5	\$138,250.40	\$95,414.70	\$0.00	\$42,835.70
Respite	\$7,861.70	\$7,861.70	\$0.00	\$0.00
Child Care	\$670.50	\$670.50	\$0.00	\$0.00
Health Services	\$455.36	\$455.36	\$0.00	\$0.00
Transportation	\$10,803.21	\$10,803.21	\$0.00	\$0.00
Total	\$960,176.18	\$532,545.53	\$204,970.13	\$222,660.52
Total	\$960,176.18			

**2010 Foster Care Breakdown**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$9,488.00	\$0.00	\$9,488.00	\$0.00
Treatment Foster	\$56,083.53	\$33,226.63	\$22,856.90	\$0.00
Child Foster Care	\$476,817.55	\$346,845.36	\$18,694.69	\$111,277.50
Rule 8 FC	\$76,179.08	\$14,709.60	\$13,372.90	\$48,096.58
Corrections	\$170,224.47	\$0.00	\$66,820.90	\$103,403.57
Home Monitoring/Spec. Equip	\$1,201.39	\$721.39	\$480.00	\$0.00
Rule 5	\$140,169.52	\$103,209.65	\$0.00	\$36,959.87
Respite	\$34,850.93	\$34,065.68	\$0.00	\$785.25
Child Care	\$1,579.00	\$1,579.00	\$0.00	\$0.00
Health Services	\$81.56	\$81.56	\$0.00	\$0.00
Transportation	\$9,584.21	\$9,584.21	\$0.00	\$0.00
Total	\$976,259.24	\$544,023.08	\$131,713.39	\$300,522.77
Total	\$976,259.24			

**2011 Foster Care Breakdown**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$2,832.90	\$177.00	\$2,655.90	\$0.00
Treatment Foster	\$101,130.13	\$101,130.13	\$0.00	\$0.00
Child Foster Care	\$317,597.09	\$167,153.57	\$11,627.25	\$138,816.27
Rule 8 FC	\$79,291.48	\$45,321.48	\$17,569.80	\$16,400.20
Corrections	\$316,273.71	\$0.00	\$208,352.80	\$107,920.91
18-21	\$1,228.00	\$1,228.00	\$0.00	\$0.00
Rule 5	\$70,889.29	\$70,889.29	\$0.00	\$0.00
Respite	\$8,645.32	\$7,336.52	\$0.00	\$1,308.80
Child Care	\$1,166.65	\$1,166.65	\$0.00	\$0.00
Health Services	\$193.65	\$193.65	\$0.00	\$0.00
Transportation	\$10,267.87	\$10,267.87	\$0.00	\$0.00
Total	\$909,516.09	\$404,864.16	\$240,205.75	\$264,446.18
Total	\$909,516.09			

**2012 Foster Care Breakdown Year to Date**

	Total	Social Service	Corrections	ICWA
Child Shelter	\$1,335.20	\$399.20	\$936.00	\$0.00
Treatment Foster	\$26,572.79	\$26,572.79	\$0.00	\$0.00
Child Foster Care	\$89,956.17	\$49,839.02	\$7,533.83	\$32,583.32
Rule 8 FC	\$52,478.00	\$204.30	\$38,772.80	\$13,500.90
Corrections	\$97,894.17	\$0.00	\$56,610.17	\$41,284.00
18-21	\$0.00	\$0.00	\$0.00	\$0.00
Rule 5	\$56,490.59	\$56,490.59	\$0.00	\$0.00
Respite	\$3,033.22	\$3,033.22	\$0.00	\$0.00
Child Care	\$0.00	\$0.00	\$0.00	\$0.00
Health Services	\$0.00	\$0.00	\$0.00	\$0.00
Transportation	\$2,763.31	\$2,763.31	\$0.00	\$0.00
Total	\$330,523.45	\$139,302.43	\$103,852.80	\$87,368.22
Total	\$330,523.45			



**AITKIN COUNTY VOLUNTEER DRIVER TRANSPORTATION**

<b>MONTH</b>	<b>MEDICAL TRANSPORTS COMPLETED</b>	<b>OTHER TRANSPORTS COMPLETED*</b>	<b>TRANSPORTS CANCELED OR NO SHOWS</b>	<b>TOTAL TRANSPORTS ARRANGED</b>	<b>COUNTY EXPENSE FOR MEDICAL TRANSPORTS</b>
<b>APRIL</b>	<b>45</b>	<b>1</b>	<b>8</b>	<b>54</b>	<b>\$773.81</b>
<b>MAY</b>	<b>51</b>	<b>3</b>	<b>10</b>	<b>64</b>	<b>\$574.03</b>
<b>JUNE</b>	<b>55</b>	<b>0</b>	<b>8</b>	<b>63</b>	<b>\$745.08</b>
<b>JULY</b>	<b>51</b>	<b>0</b>	<b>10</b>	<b>61</b>	<b>\$762.23</b>
<b>AUG</b>	<b>55</b>	<b>2</b>	<b>16</b>	<b>73</b>	<b>\$581.29</b>
<b>SEPT</b>	<b>66</b>	<b>2</b>	<b>12</b>	<b>80</b>	<b>\$512.54</b>
<b>OCT</b>	<b>64</b>	<b>2</b>	<b>7</b>	<b>73</b>	<b>\$1,255.12</b>
<b>NOV</b>	<b>59</b>	<b>2</b>	<b>16</b>	<b>77</b>	<b>\$517.31</b>
<b>DEC</b>	<b>65</b>	<b>0</b>	<b>17</b>	<b>82</b>	<b>\$791.49</b>
<b>JAN '12</b>	<b>79</b>	<b>2</b>	<b>16</b>	<b>97</b>	<b>\$702.78</b>
<b>FEB '12</b>	<b>70</b>	<b>1</b>	<b>29</b>	<b>100</b>	<b>\$671.32</b>
<b>MARCH</b>	<b>58</b>	<b>2</b>	<b>20</b>	<b>80</b>	<b>\$838.15</b>
<b>APRIL</b>					<b>\$1,211.38</b>

**\*COURT, MEDICAL W/NO TRANSPORTATION (SUCH AS MN CARE), VISITATION, ETC.**

# AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES Wednesday, April 4, 2012

**Committee Members Present:**

Vernon Awes  
Kathy Barker  
Robert Elvecrog  
Mickey Gault  
Kami Genz, CMCC  
Renee Larson  
David Leaf  
Robert Lewis  
Tricia Martin, ACCare  
Sara Math, AFSCME Union Rep  
Cheryl Meld  
Michele Plagman  
Commissioner Anne Marcotte  
Commissioner Laurie Westerlund

**Others Present:**

Tom Burke, Director  
Julie Lueck, Clerk to this Committee  
Leslie Christensen, Social Worker  
Kathy Carlson, Public Health Nurse  
Eileen Foss, Income Maintenance Supervisor

**Absent:**

Jim Carlson

**I. Approval of Agenda**

*Motion by Bob Lewis, seconded by Mickey Gault, and carried; the vote was to approve the Agenda as mailed.*

**II. Approval of Minutes of the March 7, 2012 Meeting**

*Motion by Renee Larson, seconded by Bob Lewis, and carried, the vote was to approve the March 7, 2012, minutes as mailed.*

**III. Senior Linkage Line w/Assisted Living - Leslie Christensen, SW/Kathy Carlson, PHN**

Leslie and Kathy reviewed the acronyms:

**CBS - Community Based Services** – The intention is to work with people either if they need to determine funding sources or just need a planning tool. The rationale is how can we keep people at home safely and spend their dollars or public dollars in their home to prevent or delay a nursing home or facility placement.

**LTCC – Long Term Care Consultation** – There are three main purposes to having an LTCC Assessment which include: (1) When someone goes from a community or home setting to a Nursing Home setting without hospitalization to determine if it is an appropriate placement; (2) Planning Tool; and (3) As a screening tool to meet medical criteria to access waiver programs and funding. (An LTCC holds for 60 days.)



**CBS Services – Community Based Services** – A wide range of services that we can and do use in people's homes to support them staying in their homes. An example of some services include: possibly a nurse going into the home, accessing Life-Line; Meals on Wheels; specialized equipment; housekeeping; respite; Senior Companion; anything that can assist someone in staying in their home. HHS staff serve as educators to help folks access funding sources and services.

**EW - Elderly Waiver** is a funding source with state and federal dollars that go into a pot to fund people's home care services.

**AC-EW - Alternative Care-Elderly Waiver** is also a funding source with state and federal dollars to fund people's home care services. The financial ability is a little different with this waiver than the EW although the money is also state and federal dollars with financial eligibility met to qualify.

**TBI - Traumatic Brain Injury** – People with concussions/traumatic brain injury which is another waiver which is also a funding source.

**CADI – Community Alternative for Disabled Individuals** - Folks who are under age 65 years old, certified disabled and on medical assistance. There can be various other criteria for disabilities too.

Tricia Martin discussed the “**Fiscal Support Entity**” for managing financial matters and noted she works through Consumer Directions in St. Cloud.

**CL Code - Customized Living Code obtained by contacting Senior Linkage Line** - When someone calls the Senior Linkage Line they will talk you through a process to educate you on the options in the community available for someone with specific service needs to make sure you have gotten the information you need to make an informed decision about your living situation. Then they will give you a Code number. This code number follows you for life. As you move in and out of facilities it shows you have had a conversation with respect to how you're spending your dollars and that this is the best option for you. Folks may or may not immediately need the customized living level of care to begin with and they need to know there are more/other options available. Folks generally move from private to federal dollars (very little state dollars are ever used). The process may begin with a full blown screen/assessment through the county or it may be done via a phone assessment with the Senior Linkage Line or the folks could waive the assessment completely and just ask for the code. It is meant as an educational tool to make sure the person has received all the information up front.

- IV. MA Payments/Discussion relative to the options for seniors & a screening – Eileen Foss**  
Eileen wanted to make two specific points to begin with. One is “this is the way it is today (it might have been different yesterday and it could be different tomorrow)”. And two, “do not listen to your friends & neighbors. People should come in and talk to a worker.” Eileen noted that MA (Medical Assistance) can help pay for services and there are 30 different categories for programs. Eileen also discussed the 5 year look back with respect to giving away or selling property within the last 5 years which can affect home care services as well as long term care services with a penalty period. She also talked about the Asset Protection Act and Long Term Care insurance.

**V. Hot Topics for Discussion**

- A. Nothing noted.

**VI. Comments:**

- A. **Comments from the Committee Members for the Commissioners relative to HHS** –  
Nothing noted.

**B. Feedback from the Board Meeting – Roberta Elvecrog & Sara Math –** Nothing noted.

**C. Committee Members scheduled to attend upcoming Board Meetings in 2012**

APRIL 24	Bob Lewis	Roberta Elvecrog
MAY 22	Kathy Barker	Dave Leaf
JUNE 26	Jim Carlson	Michele Plagman
JULY 24	Roberta Elvecrog	Vern Awes
AUGUST 28	Vern Awes	Roberta Elvecrog
SEPTEMBER 25	Dave Leaf	Roberta Elvecrog
OCTOBER 23	Mickey Gault	Roberta Elvecrog
NOVEMBER 27	Roberta Elvecrog	Cheryl Meld
DECEMBER 18	Tricia Martin	Cheryl Meld

**VII. Community Recognition**

- A. Operation Christmas** – Tabled until fall when it will be an asset to the program with the additional publicity and recognition.
- B. Newspapers on Tape** – Tricia noted there are 5 volunteers. Motion by Renee Larson, seconded by Dave Leaf, and carried, the motion was to prepare a Community Recognition Certificate for the Volunteers of the “Newspaper on Tape” program during June.
- C. Ronda Shaw, LAC/MH Support Group for May – MH Awareness Month** – Additional information will be gathered by Kami Genz with Susan Cebelinski with respect to this recognition.

**VIII. Miscellaneous Discussion**

- A. Sign-Up to Serve the Community Meal in McGregor on May 16<sup>th</sup>** – The sheet was passed around and committee members signed up to serve as well as provide bars and food for the dinner.

**IX. Adjourn**

*Motion by Bob Lewis, seconded by Cheryl Meld, and carried; the vote was to adjourn the meeting at 4:56 p.m.*

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Roberta Elvecrog, Chairperson

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Julie Lueck, Clerk to  
Aitkin County Health & Human Services Advisory Committee

The following documents were included in the packet of information sent to members for review prior to the meeting or distributed at the meeting:

- Draft copy of the Minutes of the March 7, 2012, Advisory Committee Meeting
- Draft copy of the March 27, 2012, Health & Human Services Board Meeting Minutes
- Long-Term Care Consultation Services – Promoting & Supporting Independent Community Living
- Alternative Care & Elderly Waiver Programs Information Sheet
- Minnesota HealthCare Programs Brochure