

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
October 22, 2013**

- 9:05 A.M.**
- I. Attendance**
 - II. Approval of Health & Human Services Board Agenda**
 - III. Review September 24, 2013 Health & Human Service Board Minutes**
 - IV. Review Bills**
 - V. General/Miscellaneous Information**
 - A. MFIP Plan for Board Approval – Eileen Foss**
 - B. MFIP/Fraud Discussion – Eileen Foss, Workforce Staff & Fraud Investigator**
 - C. PH Nuisance – Eleanor Olson Property – Tom Burke**
(Photos will be available at the meeting for review.)
 - VI. Contracts**
 - A. WIC Agreement – Malmo between Aitkin County Health & Human Services and Bethesda Lutheran Church to provide space to Administer the WIC Program for the period January 1, 2014 to December 31, 2014.**
 - B. Administration Agreements for Purchase of Supplies and Equipment between ACH&HS and:**
 - 1. Mayo Clinic Health System, Rochester, for the period September 24, 2013 to June 30, 2015.**
 - 2. United Seating and Mobility dba Numotion, Fridley, for the period August 30, 2013 to June 30, 2015.**
 - C. Purchase of Service Agreement between ACH&HS and CORE Professional Services, P.A., Brainerd, for the period January 1, 2014 to December 31, 2014.**
 - D. An Agreement Creating the Aitkin, Itasca and Koochiching County Community Health Board and Establishing Participation Under the Local Public Health Act .**
 - E. Amendment to FY 13 MNCRE Contract to process MinnesotaCare applications through December 31, 2013.**
 - VII. Administrative Reports:**
 - A. Financial & Transportation Reports**
 - VIII. Joint Powers Board Reports:**
 - A. Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Tom Burke – Oct. 10th, 2013 Meeting Minutes.**
 - IX. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Jim Carlson & Roberta Elvecrog Draft minutes of the September 4, 2013 meeting.**
 - B. AEOA / NEMOJT Committee Updates – Commissioner Napstad**
 - C. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
 - X. Break at 9:___ a.m. for _____ minutes Next Meeting – November 26, 2013**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
September 24, 2013**

I. Attendance

The Aitkin County Board of Commissioners met this 24th day of September, 2013, at 9:03 a.m. as the Aitkin County Health & Human Services Board, 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; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog & Dave Leaf, H&HS Advisory Members; Galen Tveit, Resident; and Nanci Sauerbrei, Aitkin Independent Age.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the Agenda with the addition of V. – C. Pandemic Planning and Prep Course out of State.

III. Review August 27, 2013 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve the August 27, 2013, Health & Human Services Board Minutes.

IV. Review Bills

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

V. General/Miscellaneous Information

- A. Re-procurement** – Tom Burke discussed the process that has taken place with the NE Region of seven counties researching and proposing providers for the plans. The State of MN made the decision that any county that is not metro will have one provider which will be UCARE in Aitkin County. Only a couple service areas will be affected and other programs will have Medica or Blue Cross Blue Shield.
- B. NACO – Health Steering Committee membership** – Tom Burke noted that he was again appointed to the NACO - Health Steering Committee for the 2013-2014 term and he is requesting that the Board approve and support his appointment. *Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve and support the appointment of Tom Burke to the NACO Health Steering Committee and approve the travel expenses to attend the meetings involved.*
- C. Pandemic Planning and Prep Course (out of state) Training** – Tom Burke noted this training is very appropriate for up to three county staff members to attend in Anniston, Alabama on January 21-25, 2014. All expenses (airfare, cost of class, materials, lodging and food) will be paid by the Federal government except for the actual staff time. Tom would expect that either he or the Public Health Supervisor and Stacey Durgin, along with possibly someone from the Sheriff's office would attend to participate in the regional effort to work together for disaster preparedness. This training also provides educational credits. *Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried, the vote was to approve the attendance of up to three people to attend the training with the stipulation that those attending the training give a half hour presentation to the Board at either the January 28th or February 25th H&HS Board meeting as to what occurred at the training and what the County Board should be aware of as emergency planners.*

VI. FYI

- A. **What is MNSure & What Will it do?** – Eileen Foss noted that one week from today (October 1) people should be able to go online with open enrollment, and then it is going into effect January 1, 2014. For current coverage, they will be referred to our office. There will be different levels which will tell them what they are qualified for and assist them in the direction they need to go. Our training has been delayed but each week there is a number of hours of training that can be done on-line at the worker's desk.

VII. Administrative Reports:

- A. **Financial & Transportation Reports** – Tom Burke noted that our dollars are looking good at this time.

VIII. Committee Reports from Commissioners

- A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte
Meeting updates from Committee Members: Dave Leaf & Roberta Elvecrog
Draft minutes of the September 4, 2013 meeting.
1. Roberta Elvecrog noted that the Task Forces are in the process of learning about their various areas. The Task Forces were wondering if the Commissioners have any suggestions or questions for them to research. The committee is discussing how often to meet in the future but will continue monthly through 2013. The committee along with members of the AFSCME Union served the Community Meal in August and will serve again in October.
 2. Commissioner Marcotte noted that they would like to continue to have service providers give presentations to the committee but it will be those not included in the Task Force areas.
 3. Dave Leaf noted these Task Forces are facing a steep learning curve with a tremendous amount of information being shared with them so they will be moving slowly to allow them to develop on their own.
 4. Commissioner Napstad suggested that the committee look into why we have a population of “hard to serve” individuals, meaning hard to get them employed. What services are obstructing them from getting jobs? What services are they receiving from agencies to allow them to survive? How can we help them transition to jobs?
- B. AEOA / NEMOJT Committee Updates – Commissioner Napstad updated the Board with respect To:
1. The AEOA Weatherization program (Lakes & Pines) consolidating from 37 Community Action Councils down to 6 providers;
 2. AEOA is looking into sharing their Executive Director with Kootaska;
 3. AEOA is looking at building a new office building to share with Range Mental Health Services at a cost of \$20 million.
 4. Patrick Wussow discussed the Public Assistance Recipients presentation that was given in December 2012 and that we will continue that discussion with the Board at a future meeting.
 5. AMC Conference discussion relative to the Indian Child Welfare presentation.
- C. CJI (Children's Justice Initiative) – Commissioner Westerlund noted they had a presentation from Liz DeRuyck regarding drug testing also pertaining to the recipe for synthetic drugs changing frequently.

IX. Break at 10:28 a.m. for 10 minutes

Next Meeting – October 22, 2013

SLM1
 10/18/13 2:13PM
 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>
1 6094 AADA 05- 000- 000- 0000- 6800		19,597.88	3RD QTR 2013- SAFE HAVEN GRANT 07/01/2013 09/30/2013	Safe Haven Grant - 2011CWAXK024
6094 AADA		19,597.88	1 Transactions	
2 86359 Aitkin Co Attorney 05- 420- 640- 4800- 6263		4,441.25	IVD BILLING JUL'13- SEP'13	Contract Legal Services Iv- D
86359 Aitkin Co Attorney		4,441.25	1 Transactions	
3 85003 Aitkin County DAC 05- 400- 440- 0410- 6231		44.27	PAPER SHREDDING 09/03/2013 09/30/2013	Services Or Contracts
3 05- 420- 600- 4800- 6231		112.14	PAPER SHREDDING 09/03/2013 09/30/2013	Services Or Contracts
3 05- 430- 700- 4800- 6231		138.70	PAPER SHREDDING 09/03/2013 09/30/2013	Services Or Contracts
85003 Aitkin County DAC		295.11	3 Transactions	
4 88023 American Payment Centers 05- 400- 440- 0410- 6231		12.00	BOX SERVICE 10/01/2013 12/31/2013	52032 Services Or Contracts
4 05- 420- 600- 4800- 6231		30.40	BOX SERVICE 10/01/2013 12/31/2013	52032 Services Or Contracts
4 05- 430- 700- 4800- 6231		37.60	BOX SERVICE 10/01/2013 12/31/2013	52032 Services Or Contracts
88023 American Payment Centers		80.00	3 Transactions	
5 8239 Ameripride Linen & Apparel Services 05- 400- 440- 0410- 6405		4.82	CLEANING SUPPLIES 09/17/2013 09/17/2013	2200424518 Supplies- Computer/Office/Meeting
5 05- 420- 600- 4800- 6405		12.21	CLEANING SUPPLIES 09/17/2013 09/17/2013	2200424518 Supplies- Computer/Office/Meeting
5 05- 430- 700- 4800- 6405		15.10	CLEANING SUPPLIES 09/17/2013 09/17/2013	2200424518 Supplies- Computer/Office/Meeting
8239 Ameripride Linen & Apparel Services		32.13	3 Transactions	
6 89185 Bethesda Lutheran Church Of Malmo 05- 400- 410- 0413- 6301		45.00	WIC RENT JUL- SEP'13	Wic Space Rentals

SLM1
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89185 Bethesda Lutheran Church Of Malmo		45.00	07/01/2013 09/30/2013 1 Transactions	
10855 Culligan				
7 05- 400- 440- 0410- 6231		17.55	COOLER RENTAL SERVICE 10/01/2013 10/31/2013	150- 10016285- 1 Services Or Contracts
7 05- 420- 600- 4800- 6231		44.47	COOLER RENTAL SERVICE 10/01/2013 10/31/2013	150- 10016285- 1 Services Or Contracts
7 05- 430- 700- 4800- 6231		55.00	COOLER RENTAL SERVICE 10/01/2013 10/31/2013	150- 10016285- 1 Services Or Contracts
10855 Culligan		117.02	3 Transactions	
11051 Department of Human Services				
8 05- 400- 440- 0410- 6231		298.35	MERIT SYSTEM QU 09/30/13	A300MR01B7I Services Or Contracts
9 05- 420- 650- 4400- 6025		1,559.96	MA LTC UN 65 09/01/2013 09/30/2013	A300MM6Q01I State/Fed Share - MA
10 05- 420- 650- 4400- 6025		3,032.89	MA ESTATE COLLECTIONS- FED 09/01/2013 09/30/2013	A300MM6Q01I State/Fed Share - MA
11 05- 420- 650- 4400- 6025		1,516.44	MA ESTATE COLLECTIONS- ST 09/01/2013 09/30/2013	A300MM6Q01I State/Fed Share - MA
12 05- 420- 650- 4400- 6025		50.00	MA RECIPIENT INEL- FED 09/01/2013 09/30/2013	A300MM6Q01I State/Fed Share - MA
13 05- 420- 650- 4400- 6025		25.00	MA RECIPIENT INEL- ST 09/01/2013 09/30/2013	A300MM6Q01I State/Fed Share - MA
8 05- 420- 600- 4800- 6231		755.82	MERIT SYSTEM QU 09/30/13	A300MR01B7I Services Or Contracts
8 05- 430- 700- 4800- 6231		934.83	MERIT SYSTEM QU 09/30/13	A300MR01B7I Services Or Contracts
11051 Department of Human Services		8,173.29	8 Transactions	
10786 DNA Diagnostics Center				
14 05- 420- 640- 4800- 6397		56.00	IVD SERVICE 0011917563- 03 09/04/2013 09/04/2013	199554- 1 Genetic Tests Iv- D
10786 DNA Diagnostics Center		56.00	1 Transactions	
9590 Fff Enterprises				
15 05- 400- 400- 0402- 6401		6,214.00	DP&C FLUZONE SANOFI VACCINE 09/25/2013 09/25/2013	6058398 Vaccine Cost
16 05- 400- 400- 0402- 6401		346.00	DP&C FLUMIST INTRANASAL VACCIN 09/25/2013 09/25/2013	6058398 Vaccine Cost

SLM1
 10/18/13 2:13PM
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17 05- 400- 400- 0402- 6401		131.20	DP&C CARE TAX 09/25/2013 09/25/2013	6058398 Vaccine Cost
18 05- 400- 400- 0402- 6401		1,330.50	DP&C FLUZONE HIGH DOSE VACCINE 10/01/2013 10/01/2013	6062079 Vaccine Cost
19 05- 400- 400- 0402- 6401		26.61	DP&C CARE TAX 10/01/2013 10/01/2013	6062079 Vaccine Cost
9590 Fff Enterprises		8,048.31	5 Transactions	
2186 Hillyard Inc - Kansas City				
20 05- 400- 440- 0410- 6405		40.08	CLEANING/BATHROOM SUPPLIES 09/30/2013 09/30/2013	600872680 Supplies- Computer/Office/Meeting
20 05- 420- 600- 4800- 6405		101.54	CLEANING/BATHROOM SUPPLIES 09/30/2013 09/30/2013	600872680 Supplies- Computer/Office/Meeting
20 05- 430- 700- 4800- 6405		125.58	CLEANING/BATHROOM SUPPLIES 09/30/2013 09/30/2013	600872680 Supplies- Computer/Office/Meeting
2186 Hillyard Inc - Kansas City		267.20	3 Transactions	
2340 Hyytinen Hardware Hank				
21 05- 400- 440- 0410- 6405		0.96	SINGLE CUT KEYS 09/06/2013 09/06/2013	1134059 Supplies- Computer/Office/Meeting
21 05- 420- 600- 4800- 6405		2.41	SINGLE CUT KEYS 09/06/2013 09/06/2013	1134059 Supplies- Computer/Office/Meeting
21 05- 430- 700- 4800- 6405		2.98	SINGLE CUT KEYS 09/06/2013 09/06/2013	1134059 Supplies- Computer/Office/Meeting
2340 Hyytinen Hardware Hank		6.35	3 Transactions	
2386 Information Systems Corp				
22 05- 400- 440- 0410- 6231		148.50	DR9080C- SCANNER MAINT AGRMNT 12/22/2013 12/21/2014	5714 Services Or Contracts
22 05- 420- 600- 4800- 6231		376.20	DR9080C- SCANNER MAINT AGRMNT 12/22/2013 12/21/2014	5714 Services Or Contracts
22 05- 430- 700- 4800- 6231		465.30	DR9080C- SCANNER MAINT AGRMNT 12/22/2013 12/21/2014	5714 Services Or Contracts
2386 Information Systems Corp		990.00	3 Transactions	
90182 Laboratory Corp Of America Holdings				
23 05- 420- 640- 4800- 6397		56.00	IVE GENETIC TEST 0014761746- 03 09/20/2013 09/20/2013	42345100 Genetic Tests Iv- D

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 10/18/13 2:13PM
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90182 Laboratory Corp Of America Holdings		56.00	1 Transactions		
89765 Minnesota Elevator, Inc					
24 05-400-440-0410-6231		22.76	ELEVATOR SERVICE- OCT'13 10/01/2013 10/31/2013	290967	Services Or Contracts
24 05-420-600-4800-6231		57.67	ELEVATOR SERVICE- OCT'13 10/01/2013 10/31/2013	290967	Services Or Contracts
24 05-430-700-4800-6231		71.33	ELEVATOR SERVICE- OCT'13 10/01/2013 10/31/2013	290967	Services Or Contracts
89765 Minnesota Elevator, Inc		151.76	3 Transactions		
89081 North Ambulance Brainerd					
25 05-400-401-0000-6809		1,665.00	AMBULANCE RUNS- SEP'13		No. Memorial Ambulance- Aitkin
89081 North Ambulance Brainerd		1,665.00	1 Transactions		
3810 Paulbeck's County Market					
26 05-400-410-0413-6405		27.32	WIC SUPPLIES 09/11/2013 09/11/2013	000009273744	Supplies- Computer/Office/Meeting
27 05-400-440-0410-6405		3.41	AGENCY SUPPLIES 09/25/2013 09/25/2013	000009273744	Supplies- Computer/Office/Meeting
27 05-420-600-4800-6405		8.65	AGENCY SUPPLIES 09/25/2013 09/25/2013	000009273744	Supplies- Computer/Office/Meeting
27 05-430-700-4800-6405		10.70	AGENCY SUPPLIES 09/25/2013 09/25/2013	000009273744	Supplies- Computer/Office/Meeting
3810 Paulbeck's County Market		50.08	4 Transactions		
84172 Riverwood Healthcare Center					
28 05-400-430-0407-6262		43.20	FAM PLAN- PG TEST 07/24/2013 07/24/2013		Family Planning Approp
84172 Riverwood Healthcare Center		43.20	1 Transactions		
5774 Riverwood Healthcare Clinic					
29 05-400-430-0407-6262		91.80	FAM PLAN EXPANDED OFFICE VISIT 09/17/2013 09/17/2013		Family Planning Approp
5774 Riverwood Healthcare Clinic		91.80	1 Transactions		
4233 S & T Office Products Inc					
30 05-400-440-0410-6405		32.33	OFFICE SUPPLIES	01PZ3892	Supplies- Computer/Office/Meeting

Aitkin County



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31	05- 400- 440- 0410- 6405	136.11	09/20/2013 09/20/2013 OFFICE SUPPLIES & CALENDARS	01QA1101 Supplies- Computer/Office/Meeting
32	05- 400- 440- 0410- 6405	5.21	10/07/2013 10/07/2013 OFFICE SUPPLIES	01QA1102 Supplies- Computer/Office/Meeting
34	05- 400- 440- 0410- 6405	7.53	10/07/2013 10/07/2013 OFFICE SUPPLIES	01QA2201 Supplies- Computer/Office/Meeting
33	05- 400- 440- 0410- 6405	2.67	10/09/2013 10/09/2013 OFFICE SUPPLIES	01QA2220 Supplies- Computer/Office/Meeting
35	05- 400- 440- 0410- 6405	2.64	10/09/2013 10/09/2013 OFFICE SUPPLIES	01QA2700 Supplies- Computer/Office/Meeting
30	05- 420- 600- 4800- 6405	81.91	10/10/2013 10/10/2013 OFFICE SUPPLIES	01PZ3892 Supplies- Computer/Office/Meeting
31	05- 420- 600- 4800- 6405	344.79	09/20/2013 09/20/2013 OFFICE SUPPLIES & CALENDARS	01QA1101 Supplies- Computer/Office/Meeting
32	05- 420- 600- 4800- 6405	13.20	10/07/2013 10/07/2013 OFFICE SUPPLIES	01QA1102 Supplies- Computer/Office/Meeting
34	05- 420- 600- 4800- 6405	19.08	10/07/2013 10/07/2013 OFFICE SUPPLIES	01QA2201 Supplies- Computer/Office/Meeting
33	05- 420- 600- 4800- 6405	6.77	10/09/2013 10/09/2013 OFFICE SUPPLIES	01QA2220 Supplies- Computer/Office/Meeting
35	05- 420- 600- 4800- 6405	6.67	10/09/2013 10/09/2013 OFFICE SUPPLIES	01QA2700 Supplies- Computer/Office/Meeting
30	05- 430- 700- 4800- 6405	101.30	10/10/2013 10/10/2013 OFFICE SUPPLIES	01PZ3892 Supplies- Computer/Office/Meeting
31	05- 430- 700- 4800- 6405	426.45	09/20/2013 09/20/2013 OFFICE SUPPLIES & CALENDARS	01QA1101 Supplies- Computer/Office/Meeting
32	05- 430- 700- 4800- 6405	16.32	10/07/2013 10/07/2013 OFFICE SUPPLIES	01QA1102 Supplies- Computer/Office/Meeting
34	05- 430- 700- 4800- 6405	23.60	10/07/2013 10/07/2013 OFFICE SUPPLIES	01QA2201 Supplies- Computer/Office/Meeting
33	05- 430- 700- 4800- 6405	8.38	10/09/2013 10/09/2013 OFFICE SUPPLIES	01QA2220 Supplies- Computer/Office/Meeting
35	05- 430- 700- 4800- 6405	8.25	10/09/2013 10/09/2013 OFFICE SUPPLIES	01QA2700 Supplies- Computer/Office/Meeting
4233	S & T Office Products Inc	1,243.21	10/10/2013 10/10/2013 18 Transactions	
89003	Seven County Process Servers LLC			
36	05- 420- 640- 4800- 6379	55.00	IVD SERVICE 0015010695- 01	5741 Other Iv- D Charges

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89003 Seven County Process Servers LLC		55.00	10/08/2013 10/08/2013 1 Transactions	
37 86177 Sheriff Aitkin County 05- 420- 640- 4800- 6270		50.00	IVD SERVICE 0015334512- 03 09/23/2013 09/23/2013	2385 Aitkin Co Sheriff Fees Iv- D
38 05- 420- 640- 4800- 6270		50.00	IVD SERVICE 0011431839- 02 09/24/2013 09/24/2013	2404 Aitkin Co Sheriff Fees Iv- D
39 05- 420- 640- 4800- 6270		50.00	IVD SERVICE 0015332001- 01 10/08/2013 10/08/2013	2416 Aitkin Co Sheriff Fees Iv- D
40 05- 420- 640- 4800- 6270		50.00	IVD SERVICE 0015343078- 01 10/17/2013 10/17/2013	2425 Aitkin Co Sheriff Fees Iv- D
86177 Sheriff Aitkin County		200.00	4 Transactions	
41 86478 Sheriff Kanabec County 05- 420- 640- 4800- 6379		49.97	IVD SERVICE 0011763267- 01 10/09/2013 10/09/2013	DCKT# 13- 0467 Other Iv- D Charges
86478 Sheriff Kanabec County		49.97	1 Transactions	
42 12794 Sheriff Roseau County 05- 420- 640- 4800- 6379		88.00	IVD SERVICE 0014216155- 02 09/13/2013 09/13/2013	Other Iv- D Charges
12794 Sheriff Roseau County		88.00	1 Transactions	
43 12213 SOLBREKK INC 05- 400- 440- 0410- 6231		368.55	HOSTED ZIX GATEWAY- ANNUAL FEE 09/23/2013 09/23/2013	105534 Services Or Contracts
44 05- 400- 440- 0410- 6231		256.50	ZIXPORT PORTAL 10/09/2013 10/09/2013	106134 Services Or Contracts
43 05- 420- 600- 4800- 6231		933.66	HOSTED ZIX GATEWAY- ANNUAL FEE 09/23/2013 09/23/2013	105534 Services Or Contracts
44 05- 420- 600- 4800- 6231		649.80	ZIXPORT PORTAL 10/09/2013 10/09/2013	106134 Services Or Contracts
43 05- 430- 700- 4800- 6231		1,154.79	HOSTED ZIX GATEWAY- ANNUAL FEE 09/23/2013 09/23/2013	105534 Services Or Contracts
44 05- 430- 700- 4800- 6231		803.70	ZIXPORT PORTAL 10/09/2013 10/09/2013	106134 Services Or Contracts

SLM1
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12213 SOLBREKK INC		4,167.00	6 Transactions	
88859 Spee*Dee- St Cloud				
45 05- 420- 600- 4800- 6231		176.56	IM SERVICE 09/03/2013 09/28/2013	2473140 Services Or Contracts
46 05- 430- 700- 4800- 6231		12.82	SS SERVICE 09/03/2013 09/28/2013	2473140 Services Or Contracts
88859 Spee*Dee- St Cloud		189.38	2 Transactions	
86235 The Office Shop Inc				
47 05- 400- 440- 0410- 6405		16.90	OSS FAX TONER 09/11/2013 09/11/2013	944165- 0 Supplies- Computer/Office/Meeting
47 05- 420- 600- 4800- 6405		42.80	OSS FAX TONER 09/11/2013 09/11/2013	944165- 0 Supplies- Computer/Office/Meeting
47 05- 430- 700- 4800- 6405		52.94	OSS FAX TONER 09/11/2013 09/11/2013	944165- 0 Supplies- Computer/Office/Meeting
86235 The Office Shop Inc		112.64	3 Transactions	
5174 Voss Lighting				
48 05- 400- 440- 0410- 6405		8.56	SMOKED LIGHT COVERS 10/09/2013 10/09/2013	15233014- 00 Supplies- Computer/Office/Meeting
48 05- 420- 600- 4800- 6405		21.69	SMOKED LIGHT COVERS 10/09/2013 10/09/2013	15233014- 00 Supplies- Computer/Office/Meeting
48 05- 430- 700- 4800- 6405		26.82	SMOKED LIGHT COVERS 10/09/2013 10/09/2013	15233014- 00 Supplies- Computer/Office/Meeting
5174 Voss Lighting		57.07	3 Transactions	
Final Total		50,369.65	28 Vendors	88 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	50,369.65	Health & Human Services
	All Funds	50,369.65	Total

Approved by,

.....

.....

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 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>On Behalf of Name</u>
<u>86222 AITKIN INDEPENDENT AGE</u>			<u>Paid On Bhf #</u>	
73	05- 430- 720- 3020- 6069	60.00	Child Care Advertising - Commu 09/18/2013 09/21/2013	Community Ed & Prevent/Advertising
	86222 AITKIN INDEPENDENT AGE	60.00	1 Transactions	
71	360 ARROWHEAD ECON OPP AGENCY 05- 430- 720- 3370- 6038	16,330.86	MFIP Empl Service- Qtrly Paymen 10/01/2013 12/31/2013	Mfip- Employment Services
72	05- 430- 720- 3370- 6038	3,209.75	DWP Empl Service- Qtrly Pmt 10/01/2013 12/31/2013	Mfip- Employment Services
	360 ARROWHEAD ECON OPP AGENCY	19,540.61	2 Transactions	
28	8125 BACKSTROM/MARILYN 05- 430- 750- 3950- 6020	61.25	Public guardianship 09/01/2013 09/30/2013	Public Guardianship Dd
33	05- 430- 750- 3950- 6020	70.00	Public guardianship 09/01/2013 09/30/2013	Public Guardianship Dd
	8125 BACKSTROM/MARILYN	131.25	2 Transactions	
32	9791 BIEGANEK/JOAN M 05- 430- 760- 3950- 6020	105.00	Guardianship/Conservator Activ 09/01/2013 09/30/2013	Guardianship/Conservatorship
	9791 BIEGANEK/JOAN M	105.00	1 Transactions	
4	12505 BLEGEN/DARLA 05- 430- 740- 3890- 6020	100.00	Child respite care 10/11/2013 10/13/2013	Child Mh Respite
5	05- 430- 740- 3890- 6020	100.00	Child respite care 09/27/2013 09/29/2013	Child Mh Respite
6	05- 430- 740- 3890- 6020	100.00	Child respite care 08/22/2013 08/24/2013	Child Mh Respite
	12505 BLEGEN/DARLA	300.00	3 Transactions	
10	12734 CARITAS MENTAL HEALTH CLINIC 05- 430- 745- 3085- 6020	900.00	Adult outpatient diagnostic as 09/11/2013 09/11/2013	Adult Outpat Diagnostic Assess/Psyc
11	05- 430- 745- 3085- 6020	180.14	Adult outpatient diagnostic as 09/11/2013 09/11/2013	Adult Outpat Diagnostic Assess/Psyc

SLM1
 10/18/13 1:25PM
 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
12734 CARITAS MENTAL HEALTH CLINIC		1,080.14	2 Transactions		
90746 CITY OF BRAINERD- PUBLIC TRANSIT					
23 05- 430- 750- 3160- 6094		40.00	bus tickets 12/01/2013 12/31/2013		Transportation - Waiver
24 05- 430- 750- 3160- 6094		30.00	bus tickets 11/01/2013 11/30/2013		Transportation - Waiver
25 05- 430- 750- 3160- 6094		30.00	bus tickets 10/01/2013 10/31/2013		Transportation - Waiver
90746 CITY OF BRAINERD- PUBLIC TRANSIT		100.00	3 Transactions		
12191 COOPER/SHIRLIE					
48 05- 430- 710- 3820- 6040		87.00	Relative custody assistance 10/01/2013 10/31/2013		Relative Custody Assistance
49 05- 430- 710- 3820- 6040		150.00	Relative custody assistance 10/01/2013 10/31/2013		Relative Custody Assistance
12191 COOPER/SHIRLIE		237.00	2 Transactions		
11051 Department of Human Services					
67 05- 430- 720- 3110- 6069		361.42	BSFE County Match 09/01/2013 09/30/2013		Bsf Child Care
68 05- 430- 720- 3110- 6069		361.42	BSFE County Match 08/01/2013 08/31/2013		Bsf Child Care
69 05- 430- 730- 3590- 6072		6,104.93	CCDTF Maintenance of Effort 08/01/2013 08/31/2013		Ccdtf County % State Billings
70 05- 430- 730- 3590- 6072		4,067.87	CCDTF Maintenance of Effort 07/01/2013 07/31/2013		Ccdtf County % State Billings
11051 Department of Human Services		10,895.64	4 Transactions		
10342 DHS- Anoka Metro Rtc					
1 05- 430- 745- 3721- 6081		4,650.60	State- operated inpatient 08/09/2013 08/31/2013		Commitment Costs - Poor Relief
10342 DHS- Anoka Metro Rtc		4,650.60	1 Transactions		
9220 DHS- MSOP					
8 05- 430- 745- 3721- 6081		985.80	State- operated inpatient 08/01/2013 08/31/2013		Commitment Costs - Poor Relief
15 05- 430- 745- 3721- 6081		985.80	State- operated inpatient		Commitment Costs - Poor Relief

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>
44	05- 430- 745- 3721- 6081	2,464.50	08/01/2013 08/31/2013	Commitment Costs - Poor Relief
9220 DHS- MSOP		4,436.10	08/01/2013 08/31/2013 3 Transactions	
89965 DHS- ST PETER- SEE LIST				
17	05- 430- 745- 3721- 6081	333.00	08/26/2013 08/31/2013	Commitment Costs - Poor Relief
18	05- 430- 745- 3721- 6081	1,720.50	08/01/2013 08/31/2013	Commitment Costs - Poor Relief
89965 DHS- ST PETER- SEE LIST		2,053.50	08/01/2013 08/31/2013 2 Transactions	
91345 ELVECROG/ROBERTA C				
12	05- 430- 750- 3950- 6020	35.00	09/01/2013 09/30/2013	Public Guardianship Dd
14	05- 430- 750- 3950- 6020	70.00	09/01/2013 09/30/2013	Public Guardianship Dd
16	05- 430- 750- 3950- 6020	105.00	09/01/2013 09/30/2013	Public Guardianship Dd
91345 ELVECROG/ROBERTA C		210.00	09/01/2013 09/30/2013 3 Transactions	
10030 GORDON/DOROTHY				
36	05- 430- 710- 3820- 6040	87.00	10/01/2013 10/31/2013	Relative Custody Assistance
10030 GORDON/DOROTHY		87.00	10/01/2013 10/31/2013 1 Transactions	
9588 Greater Mn Family Services				
50	05- 430- 710- 3190- 6020	311.64	09/05/2013 09/24/2013	Court Related Services & Activities
51	05- 430- 710- 3190- 6020	148.40	09/10/2013 09/24/2013	Court Related Services & Activities
9588 Greater Mn Family Services		460.04	09/10/2013 09/24/2013 2 Transactions	
12288 HERRICK/TERRY				
26	05- 430- 740- 3890- 6020	100.00	09/03/2013 09/25/2013	Child Mh Respite
27	05- 430- 740- 3890- 6020	100.00	08/06/2013 08/27/2013	Child Mh Respite

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 10/18/13 1:25PM
 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>
12288 HERRICK/TERRY		200.00	2 Transactions	
2 11589 Lutheran Social Service of MN- Mankato 05- 430- 750- 3950- 6020		44.11	Public guardianship 09/09/2013 09/10/2013	Public Guardianship Dd
11589 Lutheran Social Service of MN- Mankato		44.11	1 Transactions	
31 86058 Martin/Patricia 05- 430- 760- 3950- 6020		105.00	Guardianship/conservatorship 09/01/2013 09/30/2013	Guardianship/Conservatorship
86058 Martin/Patricia		105.00	1 Transactions	
30 12793 MASTRO/TINA 05- 430- 710- 3810- 6057		671.40	Child family foster care- Relat 10/01/2013 10/15/2013	Family Foster Care
12793 MASTRO/TINA		671.40	1 Transactions	
19 91221 McCormick/John 05- 430- 710- 3820- 6040		268.00	Relative custody assistance 10/01/2013 10/31/2013	Relative Custody Assistance
91221 McCormick/John		268.00	1 Transactions	
40 10593 Morrison/Debra 05- 430- 710- 3820- 6040		64.29	Relative custody assistance 10/01/2013 10/31/2013	Relative Custody Assistance
41 05- 430- 710- 3820- 6040		64.29	Relative custody assistance 10/01/2013 10/31/2013	Relative Custody Assistance
10593 Morrison/Debra		128.58	2 Transactions	
65 89163 NEMOJT 05- 430- 720- 3370- 6038		16,330.86	MFIP Empl Service- Qtrly Paymen 10/01/2013 12/31/2013	Mfip- Employment Services
66 05- 430- 720- 3370- 6038		3,209.75	DWP Empl Service- Qtrly Pmt 10/01/2013 12/31/2013	Mfip- Employment Services
89163 NEMOJT		19,540.61	2 Transactions	
12538 North Homes, Inc				

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
55 05-430-710-3640-6020		128.00	In home services county pay - 09/03/2013 09/18/2013	Family Assessment Response Services
56 05-430-710-3640-6020		29.50	In home mileage county pay - 09/03/2013 09/18/2013	Family Assessment Response Services
12538 North Homes, Inc		157.50	2 Transactions	
10977 NORTHERN PSYCHIATRIC ASSOCIATES				
7 05-430-730-3090-6050		315.00	Pre-petition screening/hearing 09/27/2013 09/27/2013	Pre-Petition Screening/Hearing
3 05-430-740-3050-6020		168.05	Child outpatient diagnostic as 09/13/2013 09/13/2013	Child Outpat Assess/Psyc. Testing
22 05-430-740-3050-6020		168.04	Child outpatient diagnostic as 09/13/2013 09/13/2013	Child Outpat Assess/Psyc. Testing
45 05-430-740-3050-6020		168.04	Child outpatient diagnostic as 09/13/2013 09/13/2013	Child Outpat Assess/Psyc. Testing
46 05-430-740-3050-6020		168.05	Child outpatient diagnostic as 09/13/2013 09/13/2013	Child Outpat Assess/Psyc. Testing
63 05-430-740-3900-6020		180.00	Clinical supervision- Child Rul 09/06/2013 09/06/2013	Child Rule 79 Case Mgmt
64 05-430-745-3340-6071		180.00	Clinical supervision- CSP 25% 09/06/2013 09/06/2013	Psychosocial Rehab/Ind Living Skills Csp
62 05-430-745-3910-6020		360.00	Clinical supervision- Adult Rul 09/06/2013 09/06/2013	Adult Rule 79 Case Mgmt
10977 NORTHERN PSYCHIATRIC ASSOCIATES		1,707.18	8 Transactions	
3639 NORTHLAND COUNSELING CTR INC				
61 05-430-730-3710-6020		2,275.00	Detoxification (Category I) 09/06/2013 09/26/2013	Detoxification - Grand Rapids
3639 NORTHLAND COUNSELING CTR INC		2,275.00	1 Transactions	
90748 OAKRIDGE HOMES SILS				
13 05-430-750-3340-6073		472.50	Semi-Independent Living Servic 09/01/2013 09/30/2013	Semi-Independent Living Serv (Sils)
34 05-430-750-3340-6073		110.25	Semi-Independent Living Servic 09/01/2013 09/30/2013	Semi-Independent Living Serv (Sils)
37 05-430-750-3340-6073		268.26	Semi-Independent Living Servic 09/01/2013 09/30/2013	Semi-Independent Living Serv (Sils)
35 05-430-750-3350-6020		78.90	Family support program	Family Support Program

SLM1
 10/18/13 1:25PM
 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>
90748 OAKRIDGE HOMES SILS		929.91	09/01/2013 09/30/2013 4 Transactions	
39 89879 OCCUPATIONAL DEVELOPMENT CENTER 05-430-745-3160-6050		108.75	09/01/2013 09/30/2013 Transportation for employment	Adult Transportation
38 05-430-760-3370-6050		240.00	09/01/2013 09/30/2013 Employability- supported employ	Employability - Txx
89879 OCCUPATIONAL DEVELOPMENT CENTER		348.75	09/01/2013 09/30/2013 2 Transactions	
52 12669 PETERS/RENEE D. 05-430-710-3820-6040		57.00	10/01/2013 10/31/2013 Relative custody assistance	Relative Custody Assistance
12669 PETERS/RENEE D.		57.00	10/01/2013 10/31/2013 1 Transactions	
60 87514 Pine Manors Inc 05-430-730-3170-6050		412.50	07/09/2013 07/12/2013 Detoxification transportation	Detox Transportation
87514 Pine Manors Inc		412.50	07/09/2013 07/12/2013 1 Transactions	
29 9489 Redwood Toxicology Laboratory, Inc 05-430-710-3180-6020		6.75	09/24/2013 09/24/2013 Drug testing - Health- related	Health- Related Services
57 05-430-710-3190-6020		6.75	09/17/2013 09/17/2013 Drug Testing - Court- related s	Court Related Services & Activities
9489 Redwood Toxicology Laboratory, Inc		13.50	09/17/2013 09/17/2013 2 Transactions	
21 4242 Ryan & Brucker Ltd 05-430-750-3950-6020		17.50	08/01/2013 08/30/2013 Public guardianship	Public Guardianship Dd
4242 Ryan & Brucker Ltd		17.50	08/01/2013 08/30/2013 1 Transactions	
47 12573 SCHLEIFER/DANI 05-430-710-3820-6040		341.60	10/01/2013 10/31/2013 Relative custody assistance	Relative Custody Assistance
53 05-430-710-3820-6040		48.00	10/01/2013 10/31/2013 Relative custody assistance	Relative Custody Assistance

SLM1
 10/18/13 1:25PM
 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
12573 SCHLEIFER/DANI		389.60	2 Transactions	
54 12561 SHAREHOUSE INC 05- 430- 710- 3190- 6020		160.00	Drug Testing - Court-related s 09/03/2013 09/27/2013	Court Related Services & Activities
12561 SHAREHOUSE INC		160.00	1 Transactions	
59 86177 SHERIFF AITKIN COUNTY 05- 430- 720- 3980- 6020		20.00	Day Care Background Check - Li 09/20/2013 09/27/2013	License And Resource Development
58 05- 430- 745- 3085- 6020		670.07	Jail Inmate MH Service- Home He 07/01/2013 09/30/2013	Adult Outpat Diagnostic Assess/Psyc
86177 SHERIFF AITKIN COUNTY		690.07	2 Transactions	
43 12214 Shopko Store Operating Co. LLC 05- 430- 710- 3930- 6020		51.98	Infant formula 09/16/2013 09/16/2013	General Case Management
12214 Shopko Store Operating Co. LLC		51.98	1 Transactions	
20 9140 SIMAR/CANDACE 05- 430- 750- 3950- 6020		70.00	Public guardianship 09/01/2013 09/30/2013	Public Guardianship Dd
9 05- 430- 760- 3950- 6020		70.00	Guardianship/conservatorship 09/01/2013 09/30/2013	Guardianship/Conservatorship
9140 SIMAR/CANDACE		140.00	2 Transactions	
42 8671 Village Laundromat & Car Wash, Inc 05- 430- 710- 3930- 6020		73.00	Laundry - General case managem 09/07/2013 09/07/2013	General Case Management
8671 Village Laundromat & Car Wash, Inc		73.00	1 Transactions	
Final Total		72,728.07	37 Vendors	73 Transactions

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10/18/13 1:25PM
Health & Human Services

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	72,728.07	Health & Human Services	
All Funds		72,728.07	Total	Approved by,
			
			



2014-2015 County MFIP Biennial Service Agreement

January 1, 2014 - December 31, 2015

DHS-3863-ENG 8-13

Page 1 of 22

Type of Biennial Service Agreement

Enter the county's unique ID number

01AIT224

- Individual county agreement COUNTY NAME
- Multi-county agreement Aitkin

Contact Information

CONTACT PERSON	TITLE	PHONE NUMBER
Eileen Foss	Financial Assistance Supervisor	218-927-7200

ADDRESS	CITY	STATE	ZIP CODE
204 1st St NW	Aitkin	MN	56431

EMAIL ADDRESS (where correspondence related to this form will be sent)	CONFIRM EMAIL ADDRESS
efoss@co.aitkin.mn.us	efoss@co.aitkin.mn.us

Note: Prior to the completion of this document, please review the 2014-2015 MFIP Biennial Service Agreement Bulletin for more details.

County MFIP Biennial Service Agreement

Page 2 of 22

A. Needs Statement

What is the single biggest challenge you are facing in **financial assistance services** besides funding?

7766 characters remaining

Complexity of multiple programs. Lack of standardization across programs. Being a smaller county, our financial workers cannot specialize as much as bigger counties, so need to manage multiple programs and different requirements.

What is the single biggest challenge you are facing in **employment services** besides funding?

7760 characters remaining

MFIP participants that are repeats or long term customers. Majority of our current participants have multiple barriers such as generational poverty, lack of transportation, mental health issues, chemical dependency and lack of education.

County MFIP Biennial Service Agreement

A. Needs Statement (continued)

What strengths and resources do you have available to address the need of your participants? Please **check all** the resources available to you and check whether the resource is in-house or a community resource or both. If you lack the resources, check Resource Gaps column.

In-house Resources	Community Resources	Resource Gaps	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABE/GED
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult/elder services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Career planning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Childcare funds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical health services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer lab access
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Credit counseling/financial literacy
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Culturally appropriate services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English Language Learner (ELL)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food shelf
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job club
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job placement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job retention
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job search workshops
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mental health services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-the-job training program
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-secondary education planning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short-term training
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supported work/paid work experience
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Youth program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other

County Program Contact Information

If you have multiple contacts, please list one in each area. Otherwise, list one and indicate that the contact is for multiple program areas.

MFIP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Eileen Foss	218-927-7200	efoss@co.aitkin.mn.us
DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Eileen Foss	218-927-7200	efoss@co.aitkin.mn.us
FSS STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Karl Paulsen	218-735-6121	karl.paulsen@nemojt.org
TEEN PARENT STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Rae Zahn	218-927-7200	rzahn@co.aitkin.mn.us
STAFF CONTACT NAME (SERVING 200% FPG FAMILIES)	PHONE NUMBER	EMAIL ADDRESS
Karl Paulsen	218-927-7200	kari.paulsen@nemojt.org

County MFIP Biennial Service Agreement

Page 4 of 22

A. Needs Statement (continued)

Employment Services Provider(s) Information

List your current employment services provider(s) and check the respective box to indicate which population served.

Name	Address	Contact Person	Phone Number
Arrowhead Economic Opportunity Ar	702 3rd Ave S, Virginia, MN 55792	John Pettlnarl	218-735-6848
Population Served	<input checked="" type="checkbox"/> MFIP ES <input checked="" type="checkbox"/> DWP ES <input checked="" type="checkbox"/> FSS <input checked="" type="checkbox"/> Teen Parents	<input checked="" type="checkbox"/> 200% FPG	
NE MN Office of Job Training	820 N 9th St, Virginia, MN 55792	Ray Garmaker	218-749-2269
Population Served	<input checked="" type="checkbox"/> MFIP ES <input checked="" type="checkbox"/> DWP ES <input checked="" type="checkbox"/> FSS <input checked="" type="checkbox"/> Teen Parents	<input checked="" type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
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Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	

County MFIP Biennial Service Agreement

Page 5 of 22

B. Service Models

Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP)

1. Do you have culturally specific employment service provider(s) for different racial/ethnic groups?

No Yes Check all that apply.

- African American
- African immigrant
- Asian American
- Asian immigrant
- American Indian
- Hispanic/Latino
- Other

2. What strategies do you use for hard-to-engage participants? Check all that apply.

- Home visits
- Sanction outreach services
- Incentives SPECIFY: !
- Off-site meeting opportunities
- Other

3. What types of job development do you do? Check all that apply.

- Sector job development
- Individual job development
- Other

4. Do you have an ongoing job development partnership or sector based job development with community employers to help participants with employment?

No Yes Check all activities employers provide.

- Interview opportunities
- Job skills training
- Job placement
- Job shadowing
- On-site job training
- Work experience
- Other

5. How do you develop and sustain an employer network?

7589 characters remaining

Employment Services works closely with area Chamber of Comerces and does outreach to employers for applications. EBlast with Chambers which is Informative emails regarding services provided by Employment Services. Coffee Connections where businesses are invited for early morning breakfast and networking. Information given about services available during this network time. Ongoing outreach with employers.

County MFIP Biennial Service Agreement

B. Service Models (continued)

6. How are job leads generated and shared?

7708 characters remaining

MN Works

Employer Contacts

Counselors share this information with other counselors/staff.

Job listings place in job books which are located in Employment Services resource area and also shared a job club which meets weekly and is open to the public.

Creative job search is held monthly.

7. Do you provide job retention services to employed participants while they are receiving MFIP?

No Yes Check all that apply.

- Available to assist with issues that develop on the job
- Financial planning
- Soft skills training
- Mentoring
- Transportation
- Personal contact with the employee HOW OFTEN?
- Other SPECIFY: outreach

How long do you provide job retention services?

Less than 3 months 6 months 12 months Other

8. Do you provide job advancement services to employed participants?

No Yes Check all that apply.

- Career laddering
- Networking
- Coaching/mentoring
- Ongoing job search
- Education/training
- Other

9. Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

No Yes Check all that apply.

- FastTRAC
- Work Keys
- National Career Readiness Certificate (NCRC)
- Other

County MFIP Biennial Service Agreement

Page 7 of 22

B. Service Models (continued)

Family Stabilization Services (FSS)

10. Do you have non-MFIP professionals Involved with FSS cases?

No Yes Check all that apply

- Adult Mental Health professional
- Psychologist
- Adult Rehabilitation Mental Health Services (ARMHS) worker
- Public Health Nurse
- Chemical Health professional
- Social Worker
- Children's Mental Health professional
- Vocational Rehabilitation worker
- Other SPECIFY: Advocates Against Domestic Abuse (A

11. What types of services do you provide to increase the participation level of FSS participants?

7893 characters remaining

Ongoing contact and followup with Employment Services. Ongoing review of Employment Services Plan & Goals.

12. Do you make referrals for children of FSS participants?

No Yes

- Children's Mental Health Services
- Public Health Nurse home visiting services
- Child Wellness Check-ups
- Women, Infants and Children Program (WIC)
- Other SPECIFY: Child Care Assistance Program

13. How do you help ensure that disabled children in an FSS family receive necessary services?

7930 characters remaining

Follow-up and work closely with Aitkin County Health & Human Services.

County MFIP Biennial Service Agreement

Page 8 of 22

B. Service Models (continued)

Services for families no longer on MFIP/DWP but under 200% of Federal Poverty Guideline

1. Do you provide services to families who are not receiving DWP or MFIP assistance but are under 200% of the Federal Poverty Guideline (FPG)?

No Yes Check all the services that apply

- ABE/ELL Classes Job retention services Child care Referral to other programs
 Computer Lab Access Support Services GED Training/Job Skills Classes
 Job postings Other

Minnesota Family Investment Program (MFIP) Services for Teen Parents

1. Is there a single point of contact (staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services) or a specialized worker who works primarily with some or all teens in your county?

No Yes Check all that apply

Table with 2 columns: Minors (under age 18), Age 18/19. Rows include Financial worker, Employment service worker, Social worker, Public health nurse, Child care worker, Other.

2. Are public health nurse home visiting services available for MFIP teens? Check one for each age group.

- Minors (under age 18) Yes, voluntary
Age 18/19 Yes, voluntary

3. Do public health nurses without a formal MFIP role coordinate with MFIP services?

No Yes

HOW? SPECIFY:

3939 characters remaining

Communicate face to face issues and concerns between units.

B. Service Models (continued)

Minnesota Family Investment Program (MFIP) Services for Teen Parents (continued)

4. Living arrangements for minor teen parents are approved by:

- Employment service worker
- Child protection worker
- Social worker
- Other

5. What follow-up information is collected on living arrangements for minors after approval? What triggers an action to intervene in living arrangements that have previously been approved? Who keeps these records?

7727 characters remaining

Once the Minor Parent Plan is developed, Social Services monitors until the case plan goals are met.

Social Services would intervene if the living arrangement appears to be unsafe or if the minor parent is evicted or kicked out.

Social Services keeps these records.

6. High school attendance of minor MFIP parents and some 18/19 year old MFIP parents must be tracked. Which of these types of school information can you get from the school district(s) attended by MFIP teen parents in your county?

School/district routinely supplies	School/district will supply upon request	Not available from the school/district	
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	School attendance log
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Grade in school
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Individualized Education Plan (IEP)
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Credits required for graduation
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Credits completed and grades
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	State graduation test results
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	On track to graduate on time
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Anticipated date of graduation
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Date of high school graduation

7. Do you permit on-line high school classes and/or GED classes in place of school attendance?

Minors (under age 18)

- No
- Yes

Age 18/19

- No
- Yes

County MFIP Biennial Service Agreement

Page 10 of 22

B. Service Models (continued)

Minnesota Family Investment Program (MFIP) Services for Teen Parents (continued)

8. Are parents or guardians of minor teen parents required to attend any MFIP appointments?

No Yes

9. In the transition from services for minors to services for 18/19 year old, teens: Check all that apply.

- Are referred to employment services (ES) at reaching age 18
- Continue a previously established relationship with an ES worker
- Receive formal post-secondary education planning
- Other DESCRIBE: referrals/support/community resources

10. Describe a promising practice in your county for preparing teen parents to become independent.

7399 characters remaining

When working with teen parents, ES staff and Financial Workers follow the case closely and maintain contact with the education facilities to ensure that the participant is attending school and following their employment plan goals. Additionally, appropriate referrals are made to provide support to the teen parent and his or her family. We have referred to the social services department where the teen parent (voluntarily) has been assigned a child welfare social worker to assist with assessment of needs and access to services such as parenting, budgeting and managing a household education.

11. What strategy(ies) will your county use in the next two years to improve the teen graduation rate?

5852 characters remaining

Employment Service Counselors are going into the county schools and providing curriculum focused on goal setting & career planning .

Career Assessments of interests, abilities & aptitude

Resume & application development

Practice Interviewing

Job search assistance

College/post-secondary planning

Financial aid/scholarship guidance

Access to community resources

Transition from high school planning

Students can access individual counseling services by (calling counselor at name/number/email or indicate hours you have established at schools)

8th Grade:

- CEOs In the Classroom

9th Grade

- Career Interest assessments/results review

C. Measures

Performance Measures

- 1. (a) Performance-based funding is determined by a county's annualized performance measures. Review the material in this section to determine if your county has earned performance-based funding or if a performance improvement plan is required.

Definitions

The three-year Self-Support Index (S-SI): This measure tracks whether eligible adults are working an average of 30 or more hours per week or no longer receiving family cash assistance during the quarter three years from a baseline quarter. Adults who left MFIP after reaching 60 counted months and those who left due to 100 percent sanction are only counted as a success if they worked an average of 30 hours per week in their last month of eligibility or began receiving Supplemental Security Income after family cash assistance ended. The range of expected performance is estimated for each county based on caseload characteristics and economic conditions. The S-SI is either above, within, or below the expected range.

The TANF Work Participation Rate (WPR): This measure identifies the percentage of federal TANF participants that were fully engaged in employment or employment-related activities per federal work activity requirements. The target is 50 percent.

Annualized values of the **S-SI** for 2013 are reported on CountyLink.

- If your county's annualized S-SI was below the expected range, **complete the S-SI section of the MFIP Performance Improvement Plan .**

Annualized values of the **WPR** for 2013 are also reported on CountyLink.

- If your county's annual WPR has "No" in the "Eligible for 2014 Performance-Based Funds" column, **complete the WPR section of the MFIP Performance Improvement Plan .**

- (b) If you need to complete the [MFIP Performance Improvement Plan](#) save this file, complete it off-line, and send it to majoua.ly@state.mn.us

- (c) If your county's S-SI was above or within the expected range, describe your S-SI success strategies.

7891 characters remaining

Workshops that are focused on the needs of the participant. Clear and concise expectations of the program.

C. Measures (continued)

Racial/Ethnic Disparities

2. A **racial/ethnic disparity** is defined as a one-year S-SI or WPR that is five or more percentage points lower for a non-white racial/ethnic group than for the white group of MFIP/DWP-eligible adults in the county. Counties that have such a performance gap on either measure in both the most recent quarter reported (January to March 2013) and the average of the four reporting quarters ending in March 2013 are listed on CountyLink along with data on these differences. Performance Field of Racial/Ethnic and Immigrant Groups (PDF)
If your county has a disparity but data are missing for quarters with cell size too small to report, you can contact erika.martin@state.mn.us to get the unpublished counts and percentage gaps.

If your county is not in the list, skip the following questions and proceed to the next page: **Other Measures**.

(a) What strategies and action steps for each of the groups with disparities do you plan for the coming biennium to reduce these disparities? *Check all that apply*

- | African
American | American
Indian | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Assisting in expungement of criminal records |
| <input type="checkbox"/> | <input type="checkbox"/> | Contracting with culturally specific consultants |
| <input type="checkbox"/> | <input type="checkbox"/> | Developing relationships and employment opportunities with specific employers |
| <input type="checkbox"/> | <input type="checkbox"/> | Engaging community partners |
| <input type="checkbox"/> | <input type="checkbox"/> | Establishing county wide workgroup or consortium |
| <input type="checkbox"/> | <input type="checkbox"/> | Offering specific training efforts linked to high demand occupations |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing cultural competency training for staff |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing education and training and job placement targeted to fathers, including non-custodial |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing mentoring |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing subsidized work |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing targeted basic skills training and GED completion efforts |
| <input type="checkbox"/> | <input type="checkbox"/> | Other |

(b) What guidance, support, or resources would you need from the Department of Human Services and/or another source?

8000 characters remaining

County MFIP Biennial Service Agreement

Page 13 of 22

C. Measures (continued)

Other Measures - All counties must answer the next question on other measures and proceed as directed:

3. Does your county use any measures in addition to those provided by the Department of Human Services (in the Management Indicators Report) to manage program performance?

[MFIP Management Indicators Report \(PDF\)](#)

No Yes *If no, skip to question (d) of this section*

(a) What other measures does your county use?

4000 characters remaining

(b) How do you collect and track data for these measures?

4000 characters remaining

(c) How do you use these measures to manage your program?

4000 characters remaining

(d) What additional types of measures would you find helpful if the Department of Human Services or others were able to provide them?

4000 characters remaining

County MFIP Biennial Service Agreement

Page 14 of 22

D. Program Monitoring/Compliance

1. What procedures do you have in place to ensure that program funds are being used appropriately as directed in law? *Check all that apply.*

- Budget control procedures for approving expenditures
- Cash management procedures for ensuring program income is used for permitted activities
- Internal policies around use of funds, i.e. participant support services
- Other

2. What procedures do you have in place to ensure program policies are followed and applied accurately? *Check all that apply.*

- Case consultation
- Sample case review by workers
- Sample case review by supervisors
- Other

3. Do you contract part of your services to another entity(s)?

- No
- Yes

4. What procedures do you have in place to ensure fiscal policies are followed and applied accurately? *Check all that apply.*

- Annual fiscal review
- Monthly/quarterly review of provider's Invoices
- Other

5. What procedures/policies do you have in place for administering random drug tests of convicted drug felons on MFIP as required by Minnesota Statutes, section 256J.26, subdivision 1?

- Written policy within the MFIP unit
- Coordination with Corrections
- Currently establishing new policy/procedure(s)
- Other

If you have a policy in place on random drug tests, please submit a copy to Larry Hosch at Larry.Hosch@state.mn.us

E. Collaboration and Communication with Others

1. Do you provide MAXIS Access for selected employment services staff?

No Yes

2. Describe the process your county will use to resolve possible discrepancies (Family Stabilization Services coding, employment/hours, sanction status, etc.) between MAXIS and WF1 data identified by employment services staff.

7865 characters remaining

We will continue to communicate in a respectful manner between professionals and focus on serving our mutual clients the best we can.

3. If your county has chosen not to allow access to MAXIS for employment services, how will you ensure that employment counselor questions are responded to in a timely manner?

8000 characters remaining

F. Technical Assistance

1. What MFIP technical assistance and/or training will you need in the next biennium?

7952 characters remaining

Better Interface between MAXIS, WF1 and MnWorks.

County MFIP Biennial Service Agreement

G. Emergency Services

1. Does your county provide emergency or crisis services from your Consolidated Fund?

- No Yes Complete the questions below

2. Do you have a Tribal Nation in your county boundaries?

- No Yes How do you consult with tribes on your county emergency or crisis services policy? Check all that apply.

- By face-to-face meeting By phone No consultation or sharing of policy By sharing a copy of the policies Other

3. What application are you using for emergency services or crisis services? Check all that apply.

- Combined Application Form (CAF) County created form Other

4. What eligibility criteria do you apply? Check all that apply.

- Family with minor child Noncustodial parent of a minor child receiving assistance Pregnant woman Priority given to MFIP/DWP/FSS families and families at risk of receiving MFIP or DWP 30 days State residency Other

5. What income limit do you apply to families applying for emergency or crisis services?

- 200% FPG 175% FPG 150% FPG 125% FPG Other

6. What emergency assistance do you provide for the family? Check all that apply.

- Damage deposit or utility deposit Mortgage payments Rent assistance Utility payments - i.e. water, gas, electricity Other

7. What types of verifications do you require? Check all that apply.

- Applicant identity Child's ages and relationship to the applicant or verification of the applicant's pregnancy Citizenship or immigration status 30 days State residency Description of the crisis and the cost of elevating the crisis (i.e. eviction notice, utilities disconnect) Income of all household unit members All assets of the household unit member available to resolve the crisis Other specify: Inconsistent information

8. What is the maximum amount of assistance any family may receive to resolve their emergency?

- Up to the MFIP transitional cash standards Up to the amount needed to resolve the crisis Up to \$1000 Up to \$1500 Up to \$2000 Other specify: Not to exceed 4 times cash grant standard

9. How often is a family eligible for emergency/crisis services?

- Once a year Once every 18 months Once every 24 months Other

Please submit your most up-to-date emergency/crisis services plan to mayioua.ly@state.mn.us

County MFIP Biennial Service Agreement

Page 18 of 22

H. Other

Administrative Cap Waiver

Minnesota Family Investment Program (MFIP) allows counties to request a waiver of the MFIP administrative cap (currently at 7.5%) for providing supported employment, uncompensated work or community work experience program for a major segment of the county's MFIP population. Counties that are operating such a program may request up to 15% administrative costs.

If your county is interested in applying for the waiver, please complete the following questions.

1. Describe the activity(s) you will provide.

4000 characters remaining

2. Explain the reasons for the increased administrative cost.

4000 characters remaining

3. Describe the target population and number of people expected to be served.

4000 characters remaining

County MFIP Biennial Service Agreement

Page 19 of 22

H. Other (continued)**Addendum for Unpaid Work Experience Activities**

If your county is providing unpaid work experience activities for MFIP participants and you don't already have an addendum in place, please click on the link below to fill out the form. This form can also be used to make changes to your current addendum.

[Unpaid Work Experience Activities \(PDF\)](#)

Email the completed form to:
dhs.dwp-mfip@state.mn.us

Choice of Provider

Each county, or group of counties working cooperatively, shall make available to participants the choice of at least two employment and training service providers as defined under Minnesota Statutes, section 256J.49, subdivision 4, except in counties utilizing workforce centers that use multiple employment and training services, offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

Does your county utilize:

- Has at least two employment and training services providers
- A workforce center that provides multiple employment and training services, offers multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.
- County is submitting a financial hardship request.

County MFIP Biennial Service Agreement

H. Other (continued)

Financial Hardship Request

FINANCIAL HARDSHIP - Exception to Choice of Employment Service Providers Requirement

MFIP provisions require counties to make a choice of at least two employment service providers available to participants unless a workforce center is being utilized (Minnesota Statutes, section 256J.50, subdivision 8). Counties may request an exception if meeting this requirement results in a financial hardship (Minnesota Statutes, section 256J.50, subdivision 9).

A financial hardship is defined as a county's inability to provide the minimum level of service for all programs if a disproportionate amount of the MFIP consolidated fund must be used to cover the costs of purchasing employment services from two providers or the cost of contracting with a workforce center.

To request approval of a financial hardship exception from the choice of provider requirement, please provide the following information.

- 1. If the county had a choice of providers in calendar year 2013, describe:
 - factors that have changed which indicate a financial hardship;
 - why the hardship is expected to persist in the near future; and
 - the magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the county.

2000 characters remaining

- 2. Summarize options explored by the county, including use of other partners in a workforce center or other community agencies, such as a Community Action Program or a technical college. The summary should also include:
 - major factors which prevent the county from utilizing these options and include a cost analysis of each option considered; and
 - the process used to determine the cost of other options (RFP or other county process).

2000 characters remaining

- 3. If the county proposes to directly deliver MFIP employment services, provide a budget and staffing plan that clearly indicates consolidated funds will not be used to supplant county funds.

2000 characters remaining

The Department of Human Services (DHS) and the Department of Employment and Economic (DEED) will also review the amount budgeted by the county for employment and training during calendar year 2013 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2014 is reasonable.

If a financial hardship is approved, DHS and DEED will closely monitor county programs to ensure outcomes are achieved and services are being delivered consistent with state law.

County MFIP Biennial Service Agreement

I. Budget

Click on the link below to review the 2014 MFIP allocations:

[MFIP Consolidated Fund Support Services \(PDF\)](#)

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2014-2015. The percent will be calculated in the table. Also note:

- Total percent must equal 100.
- MFIP administration is capped at 7.5 percent unless the county is applying for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions on Section H. Under Administrative Cap Waiver.
- If "other" is used, briefly describe the line item.

2014 Budget

Budgeted Amount	Percent	Line Items
25,678.00	11.47%	Employment Services (DWP)
115,001.00	51.36%	Employment Services (MFIP)
35,000.00	15.63%	Emergency Services/Crisis Fund
15,646.00	6.99%	Administration (cap at 7.5%)
32,601.00	14.56%	Income Maintenance Administration
	0.00%	Other 1
	0.00%	Other 2
\$223,926.00	100.00%	Total

2015 Budget

Budgeted Amount	Percent	Line Items
	0.00%	Employment Services (DWP)
	0.00%	Employment Services (MFIP)
	0.00%	Emergency Services/Crisis Fund
	0.00%	Administration (cap at 7.5%)
	0.00%	Income Maintenance Administration
	0.00%	Other 1
	0.00%	Other 2
\$0.00	0.00%	Total

County MFIP Biennial Service Agreement

Page 22 of 22

Certifications and Assurances

Public Input

Prior to submission, did the county solicit public input for at least 30 days on the contents of the agreement?

No Yes

Was public input received?

No Yes

If received but not used, please explain.

4000 characters remaining

Assurances

It is understood and agreed by the county board that funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes, section 256J; that the commissioner of the Minnesota Department of Human Services (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the county shall make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the county agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Federal Funding Sources

The catalog of Federal Domestic Assistance (CDFA) Number is 93.558 - Temporary Assistance for Needy Families (TANF) The Award number for the period of January 1, 2014 - December 31, 2014 is 2014G996115.

Service Agreement Certification

Checking this box certifies that this 2014-2015 MFIP Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the county board of commissioners or authorized designee, their mailing address and the name of the county.

DATE OF CERTIFICATION	NAME (CHAIR OR DESIGNEE)	CITY	COUNTY	STATE	ZIP CODE
10/22/2013	Mark Wedel	Aitkin	Aitkin	MN	56431
MAILING ADDRESS					
209 2nd St NW					

Save Your Work

To save your work, please click the SUBMIT button. Your information will be saved, and you can come back to the form any time before October 15, 2013.

Submit

INCOME MAINTENANCE CASELOAD HISTORY

2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
MAXIS	1831	1826	1847	1836	1852	1863	1836	1836	1827			
MNCare	369	377	372	377	373	375	373	373	356			
Day Care	56	54	52	49	53	57	64	60	53			
Totals	2256	2257	2271	2262	2278	2295	2273	2269	2236			
Applications-MAXIS	84	59	80	81	76	49	67	78	70			
2012	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
MAXIS	1813	1819	1820	1832	1848	1848	1842	1828	1813	1805	1804	1817
MNCare	341	346	368	345	309	332	351	352	346	363	367	369
Day Care	72	70	73	72	72	62	63	65	64	67	61	58
Totals	2226	2235	2261	2249	2229	2242	2256	2245	2223	2235	2232	2244
Applications-MAXIS	91	62	77	71	94	77	63	85	69	86	60	86
2011	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
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
2010	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
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
2009	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
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

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.

Aitkin County Health & Human Services
Order to Abate a Public Health Nuisance

V. - C.

To: **Eleanor Olson**
7310 Bloomington Avenue South
Richfield, MN 55423

Pursuant to authority granted in Minnesota Statutes Section 145A be advised that the Aitkin County Health & Human Services Department has found that a Public Health Nuisance exists at (address):

47519 – 188th Avenue
McGregor, MN 55760

Located at parcel #: **29-1-266400** **Lot 6, Block 28, Sheshebe Point Third Addition**

Description of Public Health Nuisance:

The stand alone garage is almost completely caved in. There is access for animals and very dangerous structure for neighbors. Home is collapsing as well. Interior is 100% damaged. Roof has caved in at multiple places. Front and back add-ons have holes into ground. There are signs of vermin around structures.

The findings were:

Home and garage have deteriorated to the point they are a nuisance and must be completely removed.

And that you are hereby ordered to abate the nuisance as follows:

Remove all structures.

This action must be completed no later than: **October 3, 2013**

Failure to abate the nuisance as ordered, the department shall abate the nuisance and charge all cost incurred against the real estate as a special assessment to be collected in the same manner as property taxes.

Date: **September 25, 2013**

Aitkin County Health & Human Services



Tom Burke, Director
Aitkin County Health & Human Services
Designated Agent

What is MFIP?

- MFIP is a **WORK**-focused program that provides cash and food benefits for families.
- MFIP supports and rewards employment.
- Parents must **WORK** hard to improve their family's well being.
- MFIP is a temporary assistance program that has a 5-year or 60-month lifetime limit.
- 98% families in Aitkin County utilize the resources MFIP provides them and get off of welfare before 60 months.

After 60 months, some people may qualify for an extension if they are:

- Working 30 hours per week.
- Defined as hard to employ, ill or incapacitated.
- A victim of domestic violence.

MFIP supports work activities by providing:

- Child Care Assistance
- Health Care Coverage
- Employment Services
- Support Services
- Mileage reimbursement, car repairs, work clothing, and interview clothing if you are following your employment plan and funding is available. (Job Search and Employment Activities only)

What are the requirements?

- Participants sign a contract that states that they will participate in MFIP approved activities for **35 hours** a week. This is state law: it is not optional.
- This contract is an agreement with the state of Minnesota. It will be enforced.

What activities are allowed under the MFIP Program?

- Paid Employment.
- Job Search.
- Employment Services Workshops.
- Volunteer Work.
- Vocational, Trade and Post-Secondary Training and Education.
- GED, Adult Basic Education, and English as Second Language.
- Chemical Dependency Treatment, Mental Health Services, Parenting Education.
- Activities related to a family violence waiver or pre-employment activities.

Families must provide proof of their job search and work activities:

- With their weekly activity logs participants must provide written proof of their job search activity.
- Each week participants must attach at least one form of written proof of their job search activity to their verification log.
- Acceptable forms of written proof include:
 - A photocopy of a completed application.
 - Employer business card from an employer they contacted.
 - Employer letter related to a job for which they applied.
 - A printout of a confirmation from an online application.

Case Sanctions:

- If a participant does not follow their employment plan or turn in activity logs as required the case is sanctioned.
- Participants receive a written warning prior to their case being sanctioned outlining what needs to be done in order to maintain compliance.
- Sanctioned means that the family will receive less cash, less food support, no child care assistance, and no support services.
- The 1st time a sanction goes into effect the benefits received will be reduced by 10%. Two parent families it's an automatic 30% sanction.
- Any additional months that a case is in sanction the money received will be reduced by 30%.
- At the start of a 30% sanction rent will be vendor paid and will continue to be vendor paid for 6 months after the participant is in compliance and have cured their sanction.
- After 6 months in sanction, the MFIP case will close and the participant's family will not receive any cash benefits.

Public Assistance Recipient Examples

MFIP: Caregiver with one child
\$417 earned income
\$263 MFIP cash
\$327 SNAP
Pays \$300 rent plus utilities

MFIP: Caregiver with one child
No income
\$437 MFIP cash
\$327 SNAP
Pays \$0 for rent as living in subsidized housing

Note: All MFIP participants are required to work with Employment Services in job search activities and/or training.

Single disabled adult
\$698 SSI
\$111 MSA
\$ 16 SNAP
Pays \$250 rent plus utilities

Single adult medically unable to work but not certified disabled
\$203 GA
\$183 SNAP

Single adult over age 65
\$1156 Social Security
\$ 225 rent
\$ 16 SNAP

Married couple over age 65
\$1065 Social Security & SSI
\$ 326 rent
\$ 211 MSA
\$ 91 SNAP

MFIP: Minnesota Family Investment Program (cash program)
SNAP: Supplemental Nutrition Assistance Program (food assistance)
SSI: Supplemental Security Income - cash program administered by Social Security
MSA: Minnesota Supplemental Aid (cash program)
GA: General Assistance (cash program)

NOTE: MFIP grant amounts have not changed since 7/1/1987

AITKIN WORKFORCE CENTER

WORKSHOP & ACTIVITY SCHEDULE

MFIP & DWP Orientation:

This orientation is required for all participants of the Diversionary Work Program (DWP) and Minnesota Family Investment Program (MFIP). Participants will learn their rights and responsibilities and meet with an employment counselor to develop a personalized employment plan.

ABAWD Orientation: *This orientation is required for participants currently receiving SNAP benefits who meet the eligibility criteria. Participants will learn their rights and responsibilities and meet with an employment counselor to develop a personalized employment plan.*

Job Club:

This workshop is an opportunity for job seekers to network with other individuals and employers from the area. Workshops feature guest speakers, mock interviews, and discuss topics related to job retention.

Creative Job Search:

This workshop features presentations and activities that teach job searching techniques, resume development, and tips to help you find a job.

New Leaf:

This workshop is focused on overcoming barriers caused by having a criminal record. You will learn job search strategies tailored to individuals with criminal backgrounds.

GED/ABE:

Adult Basic Education (ABE) is for individuals who are interested in obtaining their General Efficiency Diploma (GED). One-on-one tutoring is available to prepare students for the GED test.

Lives in Transition:

Have you lost your spouse or significant other due to divorce, separation or death? Lives in Transition (LIT) is a support group for people going through major life changes.

Vocational Rehabilitation:

If you have a disability that makes it hard for you to get and keep a job, you may be eligible for a variety of counseling, training, job skills and job placement services.

Appointments must be made prior to meeting with a Vocational Rehabilitation Specialist by calling 218-879-0738.

Veteran's Outreach

Veteran's Service Specialists provide counseling and special employment services to help Minnesota veterans return to work or plan careers. Appointments must be made prior to meeting with a Veteran's Service Specialist by calling 218-825-6776.

Aitkin Workforce Center

321 Minnesota Avenue North · Aitkin, MN 56431
 NE MN Office of Job Training (Kari) 218-735-6121
 AEOA (Aileen & David) 218-927-7046
 AEOA ABE/GED (David) 218-927-5635

October 2013

The Aitkin Workforce Center Resource Room will be closed THURSDAYS in August.
 Counselors will meet with individuals by APPOINTMENT ONLY on Thursdays. Please call to schedule an appointment.

Mon	Tue	Wed	Thu	Fri
	1 <i>JOB CLUB: 9 AM</i> <i>Working with Difficult People</i> <i>ABE/GED 1:00-4:00 PM</i> <i>CJS 10 AM</i>	2 <i>ABE/GED 8:30-4:00 PM</i> <i>Lives in Transition: 2 PM</i>	3	4 <i>Veterans Outreach **</i> <i>Vocational Rehab**</i> <i>Lakes & Pines SNAP & MN</i> <i>CARE OUTREACH</i>
7 <i>MFIP Orientation: 9 AM</i> <i>DWP Orientation: 1 PM</i> <i>ABE/GED 1:00-4:00 PM</i>	8 <i>JOB CLUB: 9 AM</i> <i>Topic: MLEC</i> <i>ABE/GED 1:00-4:00 PM</i>	9 <i>ABAWD Orientation 9 AM</i> <i>ABE/GED 1:00-4:00 PM</i> <i>Student Orientation 1:00 PM</i>	10	11 <i>Veterans Outreach **</i>
14 <i>MFIP Orientation: 9 AM</i> <i>DWP Orientation: 1 PM</i> <i>ABE/GED 1:00-4:00 PM</i>	15 <i>JOB CLUB: 9 AM</i> <i>Topic: Fraud</i> <i>CJS 10 AM</i> <i>ABE/GED 1:00-4:00 PM</i>	16 <i>ABAWD Orientation 9 AM</i> <i>ABE/GED 1:00-4:00 PM</i> <i>Skills Appraisals 1:00 PM</i> <i>Lives in Transition: 2 PM</i>	17	18 <i>Veterans Outreach **</i>
21 <i>MFIP Orientation: 9 AM</i> <i>DWP Orientation: 1 PM</i> <i>ABE/GED 1:00-4:00 PM</i>	22 <i>JOB CLUB: 9 AM</i> <i>Topic: Oakridge</i> <i>10AM New Leaf</i> <i>ABE/GED 1:00-4:00 PM</i>	23 <i>ABAWD Orientation 9 AM</i> <i>ABE/GED 1:00-4:00 PM</i>	24 <i>Financial Fitness:</i> <i>Presented by Lakes & Pines</i> <i>12:30-3:30 PM</i> <i>Vocational Rehab**</i>	25 <i>Veterans Outreach **</i>
28 <i>MFIP Orientation: 9 AM</i> <i>DWP Orientation: 1 PM</i> <i>ABE/GED 1:00-4:00 PM</i>	29 <i>JOB CLUB: 9 AM</i> <i>Topic: ERC</i> <i>10AM CJS</i> <i>ABE/GED 1:00-4:00 PM</i>	30 <i>ABAWD Orientation 9 AM</i> <i>ABE/GED 1:00-4:00 PM</i> <i>Lives in Transition: 2 PM</i>		

Hours: Monday — Friday ♦ 8:00 a.m. to 4:30 p.m.

****Times may vary — Please call to make an appointment with a representative.**

If you are interested in attending JOB CLUB, NEW LEAF, CREATIVE JOB SEARCH, please contact the Workforce Center to reserve a seat.

10/15/2013 TUE 14:46 FAX 1 218 927 5624 AITKIN, W. F. C. --- Health & Human Services

'FPI' recovers taxpayer money

Posted: Friday, August 23, 2013 12:00 am

The caseload keeps growing and welfare fraud is being vigorously investigated in Aitkin County, recovering thousands of dollars for taxpayers.

Working under a state and federal grant the last three years, a retired police officer, a Pine County employee, performs investigations under the Fraud Prevention Investigation, or FPI, program. The grant pays for services for more than 5,000 square miles in Pine, Kanabec, Carlton and Aitkin counties. There is no cost to Aitkin County.

For security reasons, the investigator will remain unnamed in this story.

The investigator is looking for fraud by those who receive a form of public assistance – food, cash benefits or child care subsidies. He travels to each of the four counties weekly.

"I get involved when inconsistencies appear in the computer system," he said.

Before this man was hired to investigate fraud, it was performed by local law enforcement, "who did great with what they had," he said.

To begin an investigation, a 21-point worksheet of information is created – address verification, work information, computer searches, contacting schools and landlords, just to name a few.

"I recognize that people need help," he said. "We just want people to be truthful in their applications. Then I will work with them."

The investigator has two choices in working with the people he has contact with – to handle the matter in-house or take it to law enforcement for possible criminal charges.

Some of the public assistance violations include unreported household members, unreported income and job search fraud.

Besides the 21-point worksheet, the investigator, who owns a game camera and multiple vehicles, performs surveillance. He's been known to follow individuals when necessary.

The vast majority of cases are processed in-house, he said. If offenders admit the fraud and waive their right to a hearing before a judge, their benefits are removed for a period of time, generally for one year.

"We don't take away health care or anything from children," the investigator said.

Since the investigator began three years ago, at least \$200,000 has been saved in the four counties. Since that is based on a monthly estimate and some people lose their benefits longer than one month, the actual figure is higher.

"Some think that people come to Aitkin County to get benefits because it's a soft touch," said the investigator. "It's no different than any other county. The same rules and regulations are followed."

30: Active cases every week in Aitkin, Carlton, Kanabec and Pine counties.

50%: Of those 30 active cases, half of the violations are related to household makeup.

97: Cases investigated in Aitkin County since 2010. Of those, 55 cases saw no change, seven were written up with a total savings for one year of more than \$17,000, two were referred for criminal charges and 35 saw reduced benefits.

\$200,000: Taxpayer money saved in one month on each case.

WIC AGREEMENT—Malmo

THIS AGREEMENT is made and entered into the 1st day of January, 2014 by and between Aitkin County Health and Human Services for the Aitkin County WIC Program, hereinafter referred to as the “Agency” and the Bethesda Lutheran Church of Malmo, hereinafter referred to as the “Bethesda Lutheran Church”.

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

1. The Bethesda Lutheran Church will provide space within their premises for the Agency to administer the Aitkin County WIC Program for eligible Women, Infants, and Children through WIC Clinics at a rate of \$15.00 per day of use.
2. The Agency will hold the Clinic at the contracted location once a month.
3. The time and dates of the WIC Clinic will be:

Every third Wednesday of the month: 9:00 a.m. – 4:30 p.m.

Any changes in rental fees, times or dates will be negotiated between the Agency and the Bethesda Lutheran Church.
4. The Bethesda Lutheran Church will provide tables, chairs, heat and light for the Agency to carry out the WIC Clinic. The Agency agrees to leave the premises in the same condition as at the beginning of the Clinic.
5. The Bethesda Lutheran Church shall take all necessary steps to maintain and keep the premises in a safe and clean condition. This shall include (a) sidewalks and parking areas cleared of snow and ice and other obstructions; (b) stairways and walkways cleared of clutter and in safe repair; (c) electrical hazards removed from the Department’s area.
6. This agreement shall continue and be binding upon both parties until December 31st, 2014. Termination of this agreement may be made by either party with sixty (60) days written notice of intention to the other party.
7. The Lessor agrees to abide by all Federal and State nondiscrimination legislation to the effect that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, sex, or handicap in regards to the WIC Program.

WIC AGREEMENT—Malmo

Aitkin County Health and Human Services

By: _____

Printed Name: Tom Burke

Its: Director

Date: _____

Malmo Bethesda Lutheran Church

By: Steven J. Long

Printed Name: Steven J. Long

Its: Treasurer

Date: 10-4-2013

Aitkin County Board of Commissioners

By: _____

Printed Name: Mark Wedel

Its: Chairperson

Date: _____

Approved as to form and execution:

By: _____

Jim Ratz, County Attorney

Date: _____

Revised 10/14

JI-h:\Contracts\Pubhealth\WIC\2014\Malmo-2014

ADMINISTRATION AGREEMENT

For Purchase of Supplies and Equipment

Aitkin County Health and Human Services Department enters into an agreement with Mayo Clinic Health System, 21 2nd St SW Suite 118, Rochester, MN 55902 for the purpose of purchasing supplies and equipment for Alternative Care and Waivered Service Clients of Aitkin County.

This Contract will run yearly from September 24, 2013 to June 30, 2015

Federal ID # 411506440

State ID # N/A

Provider # 1417923475

Mayo Clinic Health System agrees to comply with all federal and state regulations governing medical supplies.

Indemnity: Mayo Clinic Health System does hereby agree that it will at all times hereafter, during the existence of this agreement, indemnify and hold harmless the Agency from any and all liability, loss, damages, costs, or expenses which may be claimed against the Agency of Contractor, or which the Agency may incur in defense of said claims, including reasonable attorney's fees, 1) by reason of any service clients suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the equipment and services to be furnished by the Contractor under this agreement, or while on premises owned, leased, or operated by the Contractor; or 2) by reason of any service clients causing injury to or damage to the property or another person during any time when the Contractor or any officer, agent, or employee thereof has undertaken or is furnishing the equipment and service called for under this agreement.

Insurance: The Contractor does further agree that, in order to protect itself as well as the Agency 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 commercial general liability policy in the amount of at least \$500,000 bodily injury or property damage per claimant, and in the amount of at least \$1,500,000 for bodily injury or property damage per occurrence and agree to provide a certificate of insurance or other document demonstrating that such insurance has been procured to the Agency.

Under the terms of this agreement, Mayo Clinic Health System agrees to deliver supplies in a timely manner and bill the State of Minnesota MMIS II.

This Contract may be canceled by either of the signatories hereto giving thirty (30) days prior notice in writing to the other party.

Mayo Clinic Health System, Director

Date

Aitkin County Health and Human Services, Director

Date

Chairperson, Aitkin County Board of Commissioners

Date

APPROVED AS TO FORM AND EXECUTION:

By: _____
Aitkin County Attorney

Date

ADMINISTRATION AGREEMENT

For Purchase of Supplies and Equipment

Aitkin County Health and Human Services Department enters into an agreement with United Seating and Mobility dba Numotion, 7142 University Avenue NE, Fridley, MN 55432 for the purpose of purchasing supplies and equipment for Alternative Care and Waivered Service Clients of Aitkin County.

This Contract will run yearly from August 30, 2013 to June 30, 2015

Federal ID # 431922598

State ID # N/A

Provider # 1306149869

United Seating and Mobility dba Numotion agrees to comply with all federal and state regulations governing medical supplies.

Indemnity: United Seating and Mobility dba Numotion does hereby agree that it will at all times hereafter, during the existence of this agreement, indemnify and hold harmless the Agency from any and all liability, loss, damages, costs, or expenses which may be claimed against the Agency of Contractor, or which the Agency may incur in defense of said claims, including reasonable attorney's fees, 1) by reason of any service clients suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the equipment and services to be furnished by the Contractor under this agreement, or while on premises owned, leased, or operated by the Contractor; or 2) by reason of any service clients causing injury to or damage to the property or another person during any time when the Contractor or any officer, agent, or employee thereof has undertaken or is furnishing the equipment and service called for under this agreement.

Insurance: The Contractor does further agree that, in order to protect itself as well as the Agency 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 commercial general liability policy in the amount of at least \$500,000 bodily injury or property damage per claimant, and in the amount of at least \$1,500,000 for bodily injury or property damage per occurrence and agree to provide a certificate of insurance or other document demonstrating that such insurance has been procured to the Agency.

Under the terms of this agreement, United Seating and Mobility dba Numotion agrees to deliver supplies in a timely manner and bill the State of Minnesota MMIS II.

This Contract may be canceled by either of the signatories hereto giving thirty (30) days prior notice in writing to the other party.

United Seating and Mobility dba Numotion, Director

Date

Aitkin County Health and Human Services, Director

Date

Chairperson, Aitkin County Board of Commissioners

Date

APPROVED AS TO FORM AND EXECUTION:

By: _____
Aitkin County Attorney

Date

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, 2014, to December 31, 2014.

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 10th 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:

- 1) 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

Pre-Petition Screens \$100.00/hour

Psychological Assessment	Flat Rate	\$600.00
Additional Charges for:		
WAIS		\$200.00
WISC		\$200.00
WRAT		\$ 80.00

AN AGREEMENT CREATING THE
 AITKIN, ITASCA AND KOOCHICHING COUNTY
 COMMUNITY HEALTH BOARD AND ESTABLISHING PARTICIPATION UNDER THE LOCAL
 PUBLIC HEALTH ACT

This Agreement is renewed and entered into by the participating counties (Aitkin, Itasca, Koochiching) to become effective _____ 2013. In executing this Agreement, the participating counties (hereinafter referred to as "member counties") indicate their joint purpose to develop and implement policies, structures and procedures to more effectively prevent illness and to promote efficiency and economy in the delivery of Public Health services. Without being limited to the purposes and procedures identified herein, the member counties specifically intend that this Agreement permits them through the various boards, committees and structures herein identified and established to participate in the Community Health program established by the Local Public Health Act of 2007 as the same may be amended from time to time.

The member counties are located contiguous to one another, and have an aggregate population in excess of 30,000 persons.

Each of the member counties has participated in the Community Health program under a Joint Powers Agreement since 1977. It is the intent of the member counties to amend this agreement under the provisions of the Local Public Health Act of 2007. (M.S. 145A).

To properly implement the provisions of the Local Public Health Act, the member counties intend to enter into this Agreement establishing the Community Health Board and county boards of health and setting forth certain rights and commitments in relation thereto and to one another. This Agreement is entered into under the authority of the Local Public Health Act and pursuant to the provisions of Minnesota Statutes, Section 471.59.

COMMUNITY HEALTH BOARD

Article 1 - Membership

1.1 Membership: The Aitkin, Itasca and Koochiching Community Health Board (herein referred to as the Community Health Board) is hereby established.

The composition of the Board shall be as follows:

- A. Except for Itasca County, each member county board of Commissioners shall appoint two members. Itasca County shall be entitled to three members appointed by the county board of commissioners.
- B. Of the members appointed by each member county board of commissioners, at least one member shall be a County Commissioner.
- C. One of the members appointed shall be a physician. The remaining members shall be laymen representative of the people in the community and shall include at least one person who is not a member of a county board of commissioners.

- 1.2 Community Health Board members shall receive such per diem allowance and travel expense allowance as the Community Health Board may determine and which are consistent with Minnesota law.
- 1.3 Term of Office: All members shall serve three year terms or until a successor has been duly appointed and qualified. A vacancy shall be deemed to exist should any member appointed by virtue of his or her status as a member of a County Board of Commissioners cease to serve as a member of said Board. Any vacancies occurring on the Board shall be filled in the same manner in which the retiring Board member was selected, provided that each member appointed to fill a vacancy shall serve only the remaining balance of the term.
- 1.4 Officers: There shall be a chairman, vice-chairman and a secretary, each of whom shall be elected for a term of one year. All officers may be removed with or without cause by majority vote of the Board. A vacancy in any office shall be filled promptly by the Board provided that notice of time, place and purpose shall be given to the members by letter at least seven (7) calendar days prior to the meeting to which such action is to take place.
- 1.5 The chairman shall preside at all Community Health Board meetings. The Chairman may be designated by the Community Health Board to sign applications for funds and other official documents. He/she may sign and execute all contracts authorized by the Community Health Board in furtherance of Community Health Board purposes. He/she shall be responsible for representing official positions and statements formulated by the Board. He/she shall generally perform all duties common to the office of chairman as the Community Health Board may designate.
- 1.6 The vice-chairman shall assume the powers and duties of the chairman during periods of his absence or incapacity and shall perform such additional duties and functions as the Community Health Board may direct.
- 1.7 The secretary shall keep the minutes of the meetings of the Community Health Board, and shall attend to the delivery of notices and agenda for all Board meetings. He/she shall perform such additional duties as the Board may direct.
- 1.8 The Board may establish such other committees as may be deemed necessary or appropriate. The chairman, with the approval of the Community Health Board, shall name the members and chairman of each committee.

Article 2 – Voting and Quorum

- 2.1 Voting and Quorum: Each Community Health Board member shall be entitled to one vote on the Community Health Board. Votes shall be cast in person, which may include interactive television or telephone conference call, by the member. Voting shall be by voice vote, provided that upon the demand of any member present at the meeting, voting upon any question shall be by signed ballot. A quorum shall consist of at least four members with at least one representative from each county. All Board actions shall be determined by a majority of the votes cast at a meeting of the Community Health Board.

Article 3 – Meetings

3.1 Meetings: The first meeting of each year shall be designated the annual meeting of the Community Health Board, on such dates and at such times and places as the Community Health Board shall determine. Special meetings may be called by the chairman or upon the request of two or more Board members. Notice of meetings shall be emailed or delivered to each Community Health Board member at least seven calendar days prior to the date of the meeting; Notices shall include an agenda. All proceedings of the Community Health Board and any committee or subgroup of the Community Health Board shall be open to the public except as provided for in Minnesota Statutes Chapter 13D, commonly called the Open Meeting Law; all votes taken of members of the Community Health Board shall be recorded and shall become matters of public record. The books and records, including minutes and the original fully-executed Agreement, of the CHB shall be subject to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

Article 4 – Powers and Duties of the Community Health Board

4.1 Powers and Duties of the Community Health Board: The Community Health Board has the powers and duties of a Board of Health prescribed in sections 145A.03, 145A.04, 145A.07 and 145A.08, as well as the general responsibility for development and maintenance of an integrated system of community health services as prescribed in sections 145A.09 to 145A.131.

4.2 The Community Health Board must prepare and submit to the Minnesota Commissioner of Health a written plan under Minnesota Statutes 145A.10 Subd. 5a. The Community Health Plan must provide for the assessment of community health status and the integration, development, and provision of community health services that meet the priority needs of the community health service area. The plan must be consistent with the standards and procedures established under sections 145.8821 and 145.12, subdivision 7, within the limits of available funding.

4.3 The Community Health Board must prepare and submit to the Minnesota Commissioner of Health an annual budget for the expenditure of local match and subsidy funds under M.S. 145A.131 and for other sources of funding for community health services. Budgets must be submitted to the Minnesota Commissioner of Health. The Community Health Board must assure that community health services will comply with applicable state and federal laws.

4.4 The Community Health Board must compile and submit reports to the Minnesota Commissioner of Health on its expenditures and activities as required under M.S. 145A.10, Subdivision 5 and M.S. 145A.131.

4.5 The Community Health Board may recommend local ordinances pertaining to community health services to any county board within its jurisdiction and advise the Minnesota Commissioner of Health on matters relating to public health that require assistance from the state, or that may be of more than local interest.

4.6 The Community Health Board may appoint a member to serve on the State Community Health Services Advisory Committee as provided in M.S. 145A.10 Subdivision 10.

4.7 The Community Health Board must appoint, employ, or contract with a medical consultant to ensure appropriate medical advice and direction for the Community Health Board and assist the Community Health Board and its staff in the coordination of Community Health Services with local medical care and other health services.

4.8 The Community Health Board must appoint, employ or contract with a person or persons to act on its behalf as agent (M.S. 145A.04, Subdivision 2).

4.9 The Community Health Board shall have and exercise all powers that may be necessary and convenient to enable it to perform and carry out the duties and responsibilities conferred on it by this Agreement, or which may hereafter be imposed on it by law or contract. For all accounts, the funds therefore shall be kept in the treasury of Itasca County pursuant to agreement as hereinafter provided. The Itasca County Auditor shall make payments there from on properly authenticated vouchers of the Community Health Board.

4.10 Any programs operated under the jurisdiction of the Board may be extended by contract to counties or other units of government not a party to this Agreement on such terms and conditions as the Community Health Board may deem appropriate. Such contract shall be consistent with the plans and policies established by the Community Health Board.

4.11 The Community Health Board by any lawful means, including gifts, purchase, lease or transfer of custodial control, may acquire and hold the real and personal property necessary and incident to the accomplishment of the purposes of this agreement, and accept gifts, grants and subsidies from any lawful source, apply for and accept state and federal funds, request and accept local tax funds, and establish and collect reasonable fees for community health services provided.

Article 5 – Contract of Employment

5.1 The Community Health Board shall have the power to enter into any contract of employment with a director, staff or other personnel necessary to carry out the purposes of this Agreement and the Local Public Health Act. The Board is authorized to develop personnel policies and procedures as deemed necessary; such policies and procedures may include provisions for contracts for personal service, the establishment of a merit system or such other and further alternatives or combinations thereof as may be determined by the Community Health Board. In the event a State, County or Municipal employee is employed, notwithstanding the provisions of any other law or ordinance to the contrary, and to the extent possible such employment shall be deemed a transfer in grade for such employee with all of the benefits earned and acquired by such employee while in service of his or her previous State, County or Municipal employer.

Article 6 – Civil Rights

6.1 The Community Health Board must insure that Community Health services are accessible to all persons on the basis of need. No one shall be denied services because of race, color, sex, age, language, religion nationality, inability to pay, political persuasion, or place of residence, as provided in State Statute 145.10, subd. 7.

COUNTY BOARDS OF HEALTH

Article 7 – County Boards of Health

7.1 Each member county reserves the authority to establish a county board of health and operate under Minnesota Statute 145A.03 and assigns to those Boards of Health powers and duties under sections 145A.04, 145A.07 and 145A.08. The County Health Boards shall advise, consult with and make recommendations to the Community Health Board consistent with the provisions of M.S. 145A.10, Subd. 10b.

7.2 At the option of each member county, an Advisory Committee to the county's board of health may also be established to provide input to the county board of health. The membership and composition of such an Advisory Committee shall be determined by each member county.

FINANCING

Article 8 - Financing

8.1 – Budget

The Community Health Board shall prepare its annual budget which shall be submitted to each member County Board. The budget shall specify the total amount to be provided by each member county.

8.2 – Community Health Plan

The Community Health Board shall develop and adopt the Community Health Plan as required by the Local Public Health Act. Such Community Health Plan, together with such comments as the Community Health Board may have, shall be submitted to each County Board with the annual budget of the Community Health Board as above provided.

8.3 The Community Health Plan and the budget shall be prepared in such a manner as will provide essential cost information to the member County Boards regarding the items set forth in the Community Health Plan.

8.4 The member counties agree that each county's proportionate share of that portion of the Community Health Budget related to the annual operating costs of the Community Health Board, Committees, their staff and related expenditures shall be equal to each county's proportionate share of the total subsidy funds and/or special project grants available to all member counties through the Local Public Health Act.

8.5 The County Board of each member county shall, upon the approval of the budget and the Community Health Plan, provide by levy or otherwise, its portion of the annual budget.

8.6 The member counties agree that subsidy monies shall be applied for pursuant to the Local Public Health Act. Subsidy funds shall be promptly remitted to the Auditor of Itasca County. The Community Health Board shall negotiate the cost, terms and conditions under which said Auditor will serve as fiscal officer for the Board under the terms hereof.

8.7 The Community Health Board, through its designated agent, shall submit regular program and financial reports to the Commissioner of Health as required pursuant to the Local Public Health Act.

WITHDRAWAL

Article 9 - Withdrawal

9.1 A member county may withdraw from this Joint Power Agreement consistent with the provisions of Minnesota Statutes 145A.03, Subdivision 3, and 145A.09, Subdivision 7. No withdrawing county shall be entitled to reimbursement of any funds contributed by it during the course of its membership on the Community Health Board, except to the extent of any surplus uncommitted monies as may remain in operating accounts (as opposed to capital asset acquisition accounts) upon expiration of the fiscal year of the county's withdrawal. Such surplus shall be distributed in the proportion that the withdrawing member's contribution bears to the aggregate contributions of all member counties for the year of withdrawal.

9.2 No county shall receive any share of surplus funds unless such county has made all back and current contributions required hereunder.

9.3 Funds utilized for capital asset acquisition (e.g., real property) shall be paid to a withdrawing county only at the time of sale of such asset or its diversion to a use inconsistent with the purposes of this Agreement. An inconsistent use shall be deemed to exist in the event said asset or facility is not subject to any provision of the Community Health Plan for three (3) consecutive years. Payments shall be made to such withdrawing county in the same amount or proportion as they are allocated to the account of such county regarding such asset on the books of account maintained by or for the Community Health Board.

Article 10 - Liability Insurance Coverage

10.1 The Community Health Board is a separate and distinct legal entity which shall obtain and maintain general liability and errors and omissions insurance coverage to protect and indemnify its Board, officials or employees in the performance of duties arising from this Agreement and its Members. All policies shall be in an amount at least equal to the maximum liability of a Municipality under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.

10.2 The Community Health Board shall maintain worker's compensation insurance covering its employees in accordance with Minnesota law now or as said statute is hereafter amended or as otherwise required by law, statute or rule.

10.3 The Community Health Board shall provide certificates of insurance as evidence of such coverage to the other Participating Boards/Counties. Any certificate of insurance shall list each Board/County as a Certificate holder and as an additional insured for all liability coverages except Worker's Compensation and Employer's Liability and Professional Liability, if applicable, and be amended to show that each Certificate Holder will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policy.

Article 11 – Indemnification and Hold Harmless

11.1 Applicability

The Aitkin, Itasca, and Koochiching Community Health Board shall be considered a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement. Aitkin, Itasca and Koochiching Community Health Board shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of M.S. 466.

11.2 Indemnification and Hold Harmless

The Aitkin, Itasca, and Koochiching Community Health Board shall fully defend, indemnify and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the Aitkin, Itasca, and Koochiching Community Health Board. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that Statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

REVIEW OF AGREEMENT

The Community Health Board shall review and make recommendations to the member counties regarding the status of the Joint Powers Agreement at its annual meeting.

EXECUTION

This Agreement shall be executed pursuant to resolution adopted by the participating County Boards.

IN WITNESS WHEREOF, the following counties by appropriate resolution have authorized the execution of this Agreement, said Agreement to be effective as of the

_____ day of _____, 2013.

By _____ Dated: _____
Chairman - Aitkin County Board of Commissioners

By _____ Dated: _____
Aitkin County Attorney

By _____ Dated: _____
Chairman - Itasca County Board of Commissioners

By _____ Dated: _____
Itasca County Attorney

By _____ Dated: _____
Chairman - Koochiching County Board of Commissioners

By _____ Dated: _____
Koochiching County Attorney

**AMENDMENT COVER SHEET
STANDARD AMENDMENTS**
(Minn. Stat. §§ 16C.05, subd. 2(d), 16C.08, subd. 2 and 3)

VI. – E.

Instructions:

1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
2. Attach this form to the amendment when it is presented to the Department of Administration for approval. **Please always include copies of the original certification form, the original contract, and any previous amendments as these are used for reference.**
3. Make sure that you are using the updated amendment template where the State Agency signature block reaffirms applicable sections of 16C.08, subdivisions 2 and 3.
4. Admin will retain this cover sheet for its files.

Agency: DHS, Health Care Eligibility and Access	Name of Contractor: Aitkin County
Current contract term: 7/1/2011 – 6/30/2013	Project Identification: MinnesotaCare Eligibility Determination

Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section 16C. 03, subdivision 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.

Complete Appropriate Box(es) for the amendment submitted.

1. <input checked="" type="checkbox"/> Amendment to the end date of the contract
Proposed New End Date: 12/31/2013
Why is it necessary to amend the end date? Counties will continue to assist DHS with processing MinnesotaCare applications.

2. <input type="checkbox"/> Amend Duties and Cost <input type="checkbox"/> Amend Duties Only
2a. If cost is amended, insert amount of original contract AND amount of each amendment below:
2b. Describe the amendment:

3. <input checked="" type="checkbox"/> Amendment to change other terms and conditions of the contract
Describe the changes that are being made: The state's authorized representative will be Tyler Richter not David Van Sant.

AMENDMENT NO. 1 TO JPK%34699

Contract Start Date: 7/1/2011 Total Contract Amount: N/A
Original Contract Expiration Date: 6/30/2013 Original Contract Amount: N/A
Current Contract Expiration Date: 6/30/2013 Previous Amendment(s) Total: N/A
Requested Contract Expiration Date: 12/31/2013 Amendment Amount: N/A

This amendment is by and between the State of Minnesota, through its Commissioner of Department of Human Services, Health Care Eligibility and Access Division ("State") and Aitkin County Human Services, 204 First Street NW, Aitkin, MN 56431 ("Contractor"), identified as Contract No. JPK%34699 to process **MinnesotaCare applications to determine eligibility** and

WHEREAS "the State and the Contractor have agreed that additional time is necessary for the satisfactory completion of the contract".

Therefore, the parties agree that:

REVISION 1. Clause 1. "Term of Contract" is amended as follows:

- 1.1 **Effective date:** July 1, 2011, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
The Contractor must not begin work under this contract until this contract is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration date:** ~~6/30/2013~~, December 31, 2013, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

REVISION 2. Clause 3. "Payment" is amended to add:

Payment will be made only for applications that are submitted using the DHS-3417 Health Care Application (HCAPP), DHS-5223 Combined Application Form (CAF), or Apply MN. Payment will not be made for applications made through MNSure, either online or with the DHS-6996 Paper Application.

REVISION 3. Clause 4. "Authorized Representative" is amended as follows:

The State's Authorized Representative is ~~David Van Sant~~, Tyler Richter, HCEA Outreach Contracts Manager, PO Box 64989, St Paul, MN 55164-0989, (651) 431-3929 or his successor.

EXCEPT AS AMENDED HEREIN, THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ALL PREVIOUS AMENDMENTS ARE INCORPORATED HEREIN AND REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION:

Individual certifies that funds have been encumbered as required by Minn. State. 16A.15 and 16C.05

By (authorized signature)
Date

3. STATE AGENCY:

Individual certifies the applicable provisions of Minn. Stat. 16C.08, subdivisions 2 and 3 are reaffirmed.

By (authorized signature)
Title
Date

2. CONTRACTOR:

CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of the CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By
Title
Date

4. STATE AGENCY:

Individual certifies the applicable provisions of Minn. Stat. 16C.08, subdivisions 2 and 3 are reaffirmed.

By (authorized signature)
Title Assistant Commissioner
Date

2. CONTRACTOR:

CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of the CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By
Title
Date

5. COMMISSIONER OF ADMINISTRATION:

By (authorized signature)
Date

Aitkin County Health & Human Services

Financial Statement

	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Actual Jul-13
Income:							
Tax Levy						1,407,236.01	
CPA and In Lieu						42.84	62,293.96
State Revenue	15,570.93	24,128.67	85,776.34	14,164.03	24,189.47	71,302.77	210,315.91
Federal Revenue	109,163.73	267,990.87	208,603.25	86,887.78	193,428.33	224,846.66	74,165.88
Revenue From Third Party	15,262.66	16,316.26	20,849.11	16,972.91	22,034.80	23,197.47	16,886.04
Misc. Revenue	24,265.14	37,607.03	36,692.37	21,706.88	31,981.81	16,928.96	15,560.59
Total:	164,262.46	346,042.83	351,921.07	139,731.60	271,634.41	1,743,554.71	379,222.38
Expenditures:							
Payments to Recipients	126,135.91	91,716.55	126,884.17	151,477.53	95,165.73	106,045.05	131,317.79
Salaries and Fringes	291,797.76	264,109.59	267,870.34	278,239.00	371,207.27	268,394.65	273,137.27
Services and Charges	28,511.04	29,064.87	32,851.68	50,799.94	27,769.64	31,113.08	30,827.29
Travel and Insurance	42,436.48	4,344.31	8,021.20	3,555.65	4,810.34	3,526.43	1,814.36
Office Supplies	5,386.92	3,294.34	2,880.96	8,552.00	5,046.39	2,442.11	2,225.03
Capital Outlay	-	-	-	-	8,512.59	15,365.39	945.84
Misc Expense & Pass Thru	31,649.28	5,491.59	4,956.21	39,227.25	7,943.25	5,919.25	32,180.26
Total:	525,917.39	398,021.25	443,464.56	531,851.37	520,455.21	432,805.96	472,447.84
Final Totals:	(361,654.93)	(51,978.42)	(91,543.49)	(392,119.77)	(248,820.80)	1,310,748.75	(93,225.46)

Cash Balance as of 10/2012

3,909,922.22

Cash Balance as of 10/22/2013

4,266,830.18

	Actual Aug-13	Actual Sep-13	Actual Oct-13	Actual Nov-13	Actual Dec-13
Income:					
Tax Levy					
CPA and In Lieu	10,242.39	6,801.31			
State Revenue	39,171.26	72,497.06			
Federal Revenue	311,300.48	178,447.39			
Revenue From Third Party	17,733.41	14,848.17			
Misc. Revenue	61,574.30	22,369.54	1,718.28		
Total:	440,021.84	294,963.47	1,718.28	-	-
Expenditures:					
Payments to Recipients	98,922.41	106,290.67	137,735.87		
Salaries and Fringes	261,841.96	261,755.30	270,898.85		
Services and Charges	42,371.30	35,657.99	19,728.84		
Travel and Insurance	2,954.40	4,421.71	3,411.18		
Office Supplies	4,407.09	3,582.98	10,149.96		
Capital Outlay	19,557.53	-	-		
Misc Expense & Pass Thru	12,670.58	10,449.25	22,094.68		
Total:	442,725.27	422,157.90	464,019.38	-	-
Final Totals:	(2,703.43)	(127,194.43)	(462,301.10)	-	-

	YTD 2013	ACTUAL 2012	ACTUAL 2011	ACTUAL 2010	ACTUAL 2009	ACTUAL 2008	ACTUAL 2007	ACTUAL 2006
Income:								
Tax Levy	1,407,236.01	2,445,757.88	2,345,969.16	2,333,865.63	2,340,935.73	2,409,856.71	2,303,196.53	1,817,723.90
CPA and In Lieu	79,380.50	131,275.60	236,240.57	235,223.92	321,690.72	303,462.53	389,866.09	312,877.69
State Revenue	557,116.44	723,462.02	736,864.33	611,120.93	632,506.88	936,661.64	790,366.43	905,921.06
Federal Revenue	1,654,834.37	2,161,389.09	2,120,681.67	2,225,918.50	2,266,036.42	2,031,189.00	2,013,560.50	1,993,226.16
Revenue From Third Party	164,100.83	204,217.36	163,265.77	126,077.60	-	-	-	-
Misc. Revenue	270,404.90	451,663.65	446,320.68	541,300.99	575,677.90	608,372.74	568,060.27	484,763.05
Total:	4,133,073.05	6,117,765.60	6,049,342.18	6,073,507.57	6,136,847.65	6,289,542.62	6,065,049.82	5,514,511.86
Expenditures:								
Payments to Recipients	1,171,691.68	1,604,608.63	1,729,427.71	1,862,889.86	1,818,277.01	1,729,049.89	1,827,333.49	1,858,630.93
Salaries and Fringes	2,809,251.99	3,516,455.12	3,602,677.75	3,585,784.86	3,658,299.47	3,300,291.25	3,091,358.49	2,911,440.42
Services and Charges	328,695.67	397,600.22	271,548.15	305,453.93	295,501.81	327,685.72	271,589.87	281,345.91
Travel and Insurance	79,296.06	87,885.39	96,969.42	107,221.46	125,924.90	125,736.88	91,625.96	96,293.29
Office Supplies	47,967.78	33,369.33	61,209.60	56,501.21	52,262.98	79,742.17	63,677.05	65,267.30
Capital Outlay	44,381.35	120,759.15	23,482.25	33,649.79	68,997.74	35,484.07	24,380.79	40,048.96
Misc Expense & Pass Thru	172,581.60	168,640.01	96,521.72	123,123.15	142,355.79	133,526.22	148,157.71	145,866.15
Total:	4,653,866.13	5,929,317.85	5,881,836.60	6,074,624.26	6,161,619.70	5,731,516.20	5,518,123.36	5,398,892.96
Final Totals:	(520,793.08)	188,447.75	167,505.58	(1,116.69)	(24,772.05)	558,026.42	546,926.46	115,618.90

AITKIN COUNTY FOSTER CARE

1998	\$470,228.76	61	2001	\$840,674.02	116	2004	\$1,054,034.05	76
1999	\$619,842.48	68	2002	\$927,493.49	94	2005	\$911,374.91	69
2000	\$663,637.48	85	2003	\$1,210,524.55	81	2006	\$847,823.25	73

	2007	2008	2009	2010	2011	2012	2013
JAN	\$57,760.29	\$51,397.99	\$71,257.41	\$73,496.04	\$78,312.32	\$59,278.73	\$52,334.43
FEB	\$94,242.30	\$62,605.01	\$78,980.18	\$82,467.05	\$82,982.51	\$78,783.86	\$50,122.31
MARCH	\$67,724.29	\$62,918.27	\$75,728.59	\$75,000.60	\$61,384.45	\$89,386.88	\$44,070.76
APRIL	\$74,285.29	\$62,865.11	\$91,603.72	\$79,548.43	\$69,570.36	\$101,195.78	\$52,651.49
MAY	\$74,048.44	\$71,824.48	\$74,777.50	\$77,811.48	\$73,398.62	\$70,140.91	\$49,124.55
JUNE	\$85,395.63	\$79,633.26	\$78,255.63	\$99,039.56	\$92,735.90	\$79,654.30	\$51,198.58
JULY	\$59,397.74	\$76,076.59	\$84,874.52	\$74,466.67	\$63,530.39	\$68,929.00	\$59,525.43
AUG	\$66,770.76	\$74,550.01	\$74,213.76	\$97,571.86	\$77,971.22	\$67,386.62	\$50,216.24
SEPT	\$68,837.51	\$67,930.63	\$74,599.74	\$70,427.32	\$65,924.31	\$66,615.87	\$51,396.77
OCT	\$52,226.54	\$66,331.65	\$73,431.32	\$89,100.75	\$83,971.03	\$45,407.15	\$47,334.14
NOV	\$66,203.74	\$77,776.03	\$91,038.51	\$76,359.06	\$78,148.23	\$45,889.63	
DEC	\$51,560.49	\$80,602.70	\$81,512.33	\$75,599.03	\$58,313.77	\$43,359.27	
TOTAL	\$818,453.02	\$834,511.73	\$950,273.21	\$970,887.85	\$886,243.11	\$816,028.00	\$507,974.70
CHILDREN	75	63	64	57	56	49	
	\$818,453.02	\$16,058.71	\$115,761.48	\$20,614.64	(\$84,644.74)	(\$70,215.11)	(\$308,053.30)
	Decrease	Increase	Increase	Increase	Decrease	Decrease	Decrease
	from 2006	from 2007	from 2008	from 2009	from 2010	from 2011	from 2012

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	<u>\$10,267.87</u>
Total	\$909,516.09

2012 Foster Care Breakdown

Child Shelter	\$8,847.10
Treatment Foster	\$96,215.62
Child Foster Care	\$276,532.46
Rule 8 FC	\$76,095.10
Corrections	\$245,552.59
Electronic Monitor	\$352.00
Rule 5	\$99,575.24
Respite	\$9,183.36
Child Care	
Health Services	\$382.00
Transportation	<u>\$7,187.58</u>
Total	\$819,923.05

2013 Foster Care Breakdown Year to Date

Child Shelter	\$2,506.22
Treatment Foster	\$72,650.04
Child Foster Care	\$ 227,232.75
Rule 8 FC	\$7,305.55
Corrections	\$ 140,757.45
Electronic Monitor	\$1,628.00
Rule 5	\$50,079.89
Respite	\$2,358.48
Child Care	\$718.00
Health Services	\$110.87
Transportation	<u>\$12,975.53</u>
Total	\$518,322.78

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	\$75,838.00
Rule 5	\$103,505.70
Recoveries	\$127,343.92
Total	\$306,687.62

2012 Foster Care Reimbursement

IV-E	\$73,551.00
Rule 5	\$59,512.99
Recoveries	\$112,766.58
Total	\$245,830.57

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.

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IV-E and Rule 5 equals what has been paid to the county for 2011 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 2012 expenses.

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

	Total	Social Service	Corrections	ICWA
Child Shelter	\$8,847.10	\$2,696.30	\$6,150.80	\$0.00
Treatment Foster	\$96,215.62	\$96,215.62	\$0.00	\$0.00
Child Foster Care	\$276,532.46	\$174,297.88	\$9,783.11	\$92,451.47
Rule 8 FC	\$76,095.10	\$7,061.90	\$43,317.20	\$25,716.00
Corrections	\$245,552.59	\$0.00	\$188,861.99	\$56,690.60
Electronic Monitoring	\$352.00	\$0.00	\$352.00	\$0.00
Rule 5	\$99,575.24	\$99,575.24	\$0.00	\$0.00
Respite	\$9,183.36	\$7,811.86	\$0.00	\$1,371.50
Child Care	\$0.00	\$0.00	\$0.00	\$0.00
Health Services	\$382.00	\$382.00	\$0.00	\$0.00
Transportation	\$7,187.58	\$7,187.58	\$0.00	\$0.00
Total	\$819,923.05	\$395,228.38	\$248,465.10	\$176,229.57
Total	\$819,923.05			

2013 Foster Care Breakdown Year to Date

	Total	Social Service	Corrections	ICWA
Child Shelter	\$2,506.22	\$1,128.72	\$1,377.50	\$0.00
Treatment Foster	\$72,650.04	\$72,650.04	\$0.00	\$0.00
Child Foster Care	\$227,232.75	\$215,850.66	\$0.00	\$11,382.09
Rule 8 FC	\$7,305.55	\$0.00	\$0.00	\$7,305.55
Corrections	\$140,757.45	\$0.00	\$119,746.46	\$21,010.99
Electronic Monitoring	\$1,628.00	\$1,320.00	\$308.00	\$0.00
Rule 5	\$50,079.89	\$14,193.88	\$0.00	\$35,886.01
Respite	\$2,358.48	\$2,258.48	\$0.00	\$100.00
Child Care	\$718.00	\$718.00	\$0.00	\$0.00
Health Services	\$110.87	\$110.87	\$0.00	\$0.00
Transportation	\$12,975.53	\$12,975.53	\$0.00	\$0.00
Total	\$518,322.78	\$321,206.18	\$121,431.96	\$75,684.64
Total	\$518,322.78			

AITKIN COUNTY VOLUNTEER DRIVER TRANSPORTATION

MONTH	MEDICAL TRANSPORTS COMPLETED	OTHER TRANSPORTS COMPLETED*	TRANSPORTS CANCELED OR NO SHOWS	TOTAL TRANSPORTS ARRANGED	COUNTY EXPENSE FOR MEDICAL TRANSPORTS
OCT	78	0	18	96	\$960.75
NOV	68	1	7	76	\$650.84
DEC	53	1	14	68	\$514.32
JAN '13	58	2	14	74	\$694.18
FEB '13	60	3	11	74	\$674.16
MARCH	57	0	9	67	\$845.36
APRIL	62	2	12	76	\$844.11
MAY	83	0	14	97	\$887.39
JUNE	59	4	12	75	\$1,150.84
JULY	44	0	9	53	\$520.04
AUGUST	50	5	20	75	\$207.43
SEPT	45	3	8	56	\$276.54
OCT					\$476.00

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

• **Administrative Information (continued) :**

- **Community Assessment Update** – This process is part of a planning process which is due to the Minnesota Department of Health by 2015. The tri-county CHS Board has completed various components of the plan and is currently conducting the community assessment portions in each county. Koochiching County has completed its data review and held a community meeting to receive input on their health priorities. Aitkin and Itasca counties are currently in the process of completing their community priority portions of the assessment.
- **SHIP/CTG Update** – At our last meeting, Sue Erzar discussed a need for someone to hold the contract for the Itasca County SHIP Coordinator, since this position is contracted externally in Itasca County. The Board directed Sue Erzar to review options. She contacted the Itasca YMCA and they are willing to hold the contract. The contract will be with the Aitkin-Itasca-Koochiching Community Health Board, as a sub-contract of the 7 county SHIP grant.
- **Preparedness Update** - All 3 counties submitted their annual reports for the 2012-2013 grant year. The state Preparedness staff reviewed the performance of the 3 counties and are very pleased with the work in all three counties. Particular note was paid to the value of preparedness planning with all community partners in each county, and especially in Aitkin County during the flood situation.
- **Community Health Conference** – The annual Community Health Conference was held September 25-27, 2013. Members and staff discussed highlights of the conference. One of the presenters at this year's conference was Susan Congrave, Public Health Director for Koochiching County. She presented information regarding their recently completed Community Assessment Process and their work with the local hospital during this process.
- **Community Health Board Fiscal Audit** – Karen Benson, Grants Manager for the CHB reported on the recently completed annual financial audit for 2012. All of our records were in order and there were no Findings of Questioned Costs.
- **Community Health Board Member Appointments** - Itasca County Board appointments are due for renewal to 3 year terms of membership. All current appointees are eligible for reappointment and may reapply to Itasca County.
- **Master Grant Contract** – Community Health Boards enter into a three year master grant contract agreement which allows Boards to enter into all other local public health grant fund and special project grant fund agreements. This contract is due for renewal in 2014. L. Westerlund made a motion to authorize signature of the MDH Master Grant Contract; I. Williams seconded the motion; motion carried.

• **Administrative Information (continued) :**

- **CHS Administrator Resignation and Replacement** – The Board had received a letter of resignation from current CHS Administrator, Cynthia Bennett. Cynthia has resigned her position as Public Health Supervisor in Aitkin County and therefore is no longer able to serve as CHS Administrator. Board Chair Brian McBride acknowledged the letter and noted that he had personally appreciated the work done by Ms. Bennett on behalf of the Board. It was also noted that Sue Erzar, Public Health Division Manager in Itasca County will be retiring in January, 2014. Since our Community Health Board structure rotates the CHS Administrator position between the 3 County Public Health Supervisors/Directors, we will have to explore interim and long term replacement strategies for these positions. The Triad met and developed suggestions for a starting point of discussion. The Board discussed this extensively and following discussion, P. Karsnia, made a motion that the Koochiching County Board be requested, by written resolution, to allow Susan Congrave, Koochiching County Health Director to perform the duties and responsibilities of CHS Administrator for an interim period of 6 months while future options are explored. Until such time as this is in place, Brian McBride, CHS Board Chair would retain signing authority for the Board; L. Westerlund seconded the motion; motion carried.
 - **SCHSAC Representative** – Cynthia Bennett has been appointed as SCHSAC representative for the Community Health Board for the 2013 calendar year. Due to her resignation, she is unable to continue in this position. Laurie Westerlund is Alternate for this committee and will serve as Representative until the end of the year. The Community Health Board will need to appoint a new representative in 2014.

• **Joint Powers Agreement**

The review and suggested changes have been completed. I. Williams made a motion to approve the review and changes to the Joint Powers Agreement and direct public health directors/supervisors to request approval by their respective board and county attorney; L. Trunt seconded the motion; motion carried.

Local Public Health Report

Sue Erzar, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative. The association conducted a meeting in conjunction with the Community Health Conference in September. Sue Erzar was unable to attend this meeting. She noted that during the meeting they conducted a workshop on strategic planning in difficult situations. This will be available online at the LPHA website.

State CHS Advisory Committee (SCHSAC) Report

Cynthia Bennett, Aitkin County Public Health Supervisor is the Tri-County CHS State CHS Advisory Committee Representative. The last meeting of the SCHSAC group took place during the Community Health Conference in September. She has not received the minutes of that meeting. When they are available, she will forward them to Karen Benson for distribution to the Board.

October 15, 2013

Public Health Reports:

- Reports were presented by public health staff from each county.
- **Next Meeting & Future Meeting Dates:** The next meeting of the Community Health Board will be December 12, 2013 in Grand Rapids.

**AITKIN COUNTY HEALTH & HUMAN SERVICE
ADVISORY COMMITTEE MEETING MINUTES
Wednesday, October 2, 2013**

Committee Members Present: Jim Carlson
 Roberta Elvecrog
 Mickey Gault
 Kami Genz, CMCC
 Renee Larson
 David Leaf
 Bob Marcum
 Tricia Martin, ACCARE
 Cheryl Meld, Kids Plus
 Beverly Mensing, Red Cross
 Kari Paulsen, NEMOJT
 Jessica Seibert, HRA
 Jessi Schultz, AFSCME Union Rep
 Commissioner Anne Marcotte

Others Present: Sue Tange, SS Supervisor
 Eileen Foss, IM Supervisor
 Julie Lueck, Clerk to this Committee
 Aileen DeMenge, Workforce Center (AEOA)

Absent: Robert Lewis
 Katie Nelson, Riverwood HealthCare
 Michele Plagman, Aitkin High School
 Commissioner Laurie Westerlund

I. Approval of Agenda

Motion by Roberta Elvecrog, seconded by Tricia Martin, and carried; the vote was to approve the Agenda with the move of V. – B. to between II. And III.

II. Approval of Minutes of the September 4, 2013 Meeting

Motion by Roberta Elvecrog, seconded by Bev Mensing, and carried; the vote was to approve the September 4, 2013, minutes with corrections.

V. – B. – Eileen Foss, Kari Paulsen, and Aileen DeMenge discussed the question posed by Commissioner Napstad at the H&HS Board meeting last week relative to “Why do we have a population of “hard to serve” residents?” Eileen noted our current TANF (federal) and MFIP (State of Minnesota) programs have been in effect since 1997. She noted our caseload back in July 1997, there were 159 families receiving cash assistance every month and in June of this year we had 78 families. The majority of our MFIP families are on very short term. We have so many families with barriers/issues that no matter what support you can give them, they are not capable of working a job that would make them self-sufficient, i.e. MH issues, CD issues, education, transportation, and housing. We are dealing with some people that aren’t low functioning enough to be disabled under Social Security but cannot function well enough to hold jobs. Kari Paulsen (AEOA) and Aileen DeMenge (NEMOJT) both discussed some of the services they provide to assist folks in job search, preparing resumes, assisting with clothing for interviews and jobs, and transportation issues.

III. Task Force Reports/Updates:

- A. Corrections** - Cheryl Meld/Dave Leaf/Kami Genz – Discussed their recent meeting and reviewed the CMCC 2013 Organization Chart as well as the sheet reflecting the Facts about Community Corrections.
- B. Public Health** – Renee Larson / Bob Lewis / Bob Marcum / Katie Nelson – No recent meeting and it was discussed that Cynthia Bennett has resigned from the Public Health Supervisor position and will be employed by Riverwood HealthCare. In the interim, Tom Burke will be addressing questions in this area.
- C. Children’s Social Services/Mental Health** – Bev Mensing/Sue Tange – Sue noted that two additional Advisory members have expressed an interest in this Task Force and they are Katie Nelson and Michele Plagman. Bev discussed the extensive meeting she had with Sue Tange and noted there is still lots to learn.
- D. Adult Social Services/Mental Health** – Jessica Seibert / Tricia Martin / Bob Marcum – It was noted that this group has not yet met due to the absence of an Adult Social Services Supervisor.

IV. Budget Committee Report/Update – Jim Carlson / Jessica Seibert – Jim noted that they have not met recently but that Kathy Ryan was going to present the Preliminary 2014 Budget to the Board and that it would be finalized in December. (Julie clarified that the Budget Hearing which will be open to the public is scheduled for Tuesday, December 3rd at 6:05 p.m. in the County Board Room. If they anticipate a large attendance, it may be moved to the large Courtroom but that decision may not be made until closer to that date.)

V. Comments:

A. Comments from the Committee Members for the Commissioners relative to HHS – Nothing noted at this time.

B. Feedback from the Board Meetings – September 24 – Dave Leaf & Roberta Elvecrog
1. Discussion relative to the request from Commissioner Napstad for this committee to look into “Why do we have a population of “hard to serve” residents (meaning hard to get them employed)? What services are obstructing them from getting jobs? What services are they receiving from agencies that allow them to survive? What can be done to help them transition to jobs? See above.

C. Committee Members scheduled to attend upcoming Board Meetings in 2013 -

October 22	Jim Carlson	&	Roberta Elvecrog
November 26	Mickey Gault	&	Cheryl Meld
December 17	Renee Larson	&	Cheryl Meld

(Julie clarified the possible meeting date change for December and it was noted that no formal action has been taken to change the H&HS Board meeting date from the 17th to the 24th. We will plan to have Renee & Cheryl attend the December 17th meeting.)

VI. Miscellaneous Discussion

- A. Community Meal (Serving Monday, October 7th at First Lutheran, Aitkin)**
 - 1. There is a need for someone to pick up the bread at the Aitkin Bakery that day.**
A few changes and adjustments were made to the sign-up sheet and it was noted that Berta Elvecrog would pick up the bread at the bakery for Anne Marcotte. A new copy will be sent to all Advisory members and AFSCME staff.

VII. Adjourn

Motion by Jim Carlson, seconded by Cheryl Meld, and carried; the vote was to adjourn the meeting at 4:44 p.m.

Dave Leaf, Chairperson

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 September 4, 2013, Advisory Committee Meeting
- Draft Copy of the September 24, 2013 Health & Human Services Board Meeting Minutes

DRAFT