

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
April 28, 2015**

I. Attendance

The Aitkin County Board of Commissioners met this 28th day of April, 2015, at 9:05 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 Nathan Burkett; H&HS Staff Members Tom Burke, Director; Sue Tange & Ann Rivas, Social Service Supervisors; Erin Melz, Public Health Supervisor; Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; Darlene Hlidek, Marlene Abear, and Roberta Elvecrog, H&HS Advisory Committee Members; Jerry Thompson, Sorenson-Root-Thompson Funeral Home; and Jessica Seibert, citizen.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the Agenda.

III. Review March 24, 2015 Health & Human Service Board Minutes

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried; the vote was to approve the Minutes as mailed/posted.

IV. Review Bills

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Bills as presented this date. Board requested we provide a graph next month of how our bills are paid and reported at various levels.

V. General/Miscellaneous Information

- A. SRT Funeral Services Proposed Rate Changes–Tom Burke/Jerry Thompson** –Tom Burke discussed the fact that no changes have been made with respect to the reimbursement rates in many years in Aitkin County as well as various surrounding counties. Mr. Thompson noted that SRT currently recovers 30% of the normal charges for funeral and cremation costs and he is asking to recover 50% of normal charges. Motion by Commissioner Westerlund, seconded by Commissioner Niemi, (Commissioner Wedel abstained from the discussion and vote) the motion carried, to increase the reimbursement rates to the following:

\$1,650 immediate cremation w/o service
\$2,100 immediate cremation w/ service
\$3,100 service w/rental casket and cremation to follow
\$3,100 funeral with all prep and minimum casket

County Burial costs are based on Statute 261.305.

- B. Fee Schedule** – Kathy Ryan reviewed the fact that the County has approved and set up a Countywide Fee Schedule noting that in H&HS we bill for various public health services and Kathy sets those rates each year and sets an admin claim rate as well as serum costs based on the actual costs each year. Today we are asking for a base rate be set and have a fluctuating serum cost in the fee schedule which can be adjusted as needed and not have to come back to Board for each change. We will be setting the base rate for claiming home

visits and car seat education. Immunizations have a base pay if folks don't have insurance but we do make claims to the various insurance companies for those folks that have insurance coverage. Admin costs will be set and approved annually. The serum costs will be adjusted. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve having the Admin Base Rate and have a fluctuating serum cost in the fee schedule which can be adjusted as needed.

- C. May – Mental Health Awareness Month** – Ann Rivas spoke to the Board about Mental Health Awareness Month in May and that the Commissioners are invited to an Open House at the Aitkin Public Library on Thursday, May 21st for the Local Area Council meeting from 11:00-12:00 followed by the National Alliance on Mental Illness (NAMI) Presentation, “Let’s Make It Okay” from 12:00 to 1:30. Ann also updated the Board with a thank you to Commissioner Marcotte for her assistance in setting up the QPR (Question, Persuade & Refer) Training presented by Jode Freyholtz-London and Ann Rivas at the City Hall in Hill City on May 18th from 7:00 to 9:00 p.m. for the fire department volunteers as well as for the public. Ann also noted that on June 1st she and Jode will be going into the McGregor Schools at 1 p.m. to do the QPR Training. Ann handed out ribbon pins and asked the Commissioners to wear them with pride in support of Mental Health Awareness Month.
- D. SNAP (Supplemental Nutrition Assistance Program) Performance Measures/Timelines** – Eileen Foss discussed the SNAP Performance Timelines handout noting that we passed and will not be required to do a PIP (Performance Improvement Plan).
- E. Governor’s Task Force** – Tom Burke noted the final recommendations are out there (93 recommendations) and \$52 million would be needed to do them all but it doesn’t appear that there will be the money to do it. A group of Directors from MACSSA prioritized all recommendations into 6 categories. Biggest concern is having the number of personnel to do the recommendations. If we have to limit the caseloads to 10 or so per worker, then there isn’t enough work force coming out of schools to provide the staff to complete the recommendations as well as how much money will be available to do it all. Another complicating factor is there are going to be other areas having money being removed from Health & Human Services which would be the tools assisting the completion of the recommendations and will cause complications.
- F. Approve appointment of new applicants to the Health & Human Services Advisory Committee as follows:**
- 1. Holly Bray – Palisade – Comm. Dist. #5**
 - 2. Julie Ann Larkin – Hill City – Comm. Dist. #5**
- Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried, the vote was to approve the appointment of new applicants to the Health & Human Services Advisory Committee as follows:*
- 1. Holly Bray – Palisade – Comm. Dist. #5*
 - 2. Julie Ann Larkin – Hill City – Comm. Dist. #5*

VI. Administrative Reports:

- A. Financial & Transportation Reports** - Kathy Ryan reviewed and responded to questions with respect to “Payment to Recipients” and client related expenses.

VII. FYI

- A. Staff Commendation for Perfect Performance from DHS Commissioner Lucinda Jesson**
It was noted that we have had full compliance with the reporting that we do requiring input from many staff consistently for many years reflecting the reporting we've done for DHS and Kathy noted we do the same type of reporting for MDH even though we don't receive recognition from MDH. Commissioner Wedel noted that on behalf of the Board that we congratulate our entire staff on work well done.

VIII. Joint Powers Board Reports:

- A. Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Erin Melz – April 9, 2015 Meeting Minutes.**
Erin Melz noted that all three counties had submitted that their PPMRS reporting (Local Public Planning & Performance Measurement Recording System) and it was all validated and completed by March 31st. Kelly from Itasca County and Erin both attended Public Health Day on the Hill and visited with our Senator and Representative. Talked about the State Health Improvement Plan (SHIP IV) and applications for that are coming out, but the House of Representative have eliminated SHIP funding from their budget. Erin will be sending out the MN Department of Health SHIP program tables that have reporting documentation of SHIP work. Interviews were conducted and a probable candidate selected. However, due to the paperwork, fees and logistics of potentially hiring a non-US citizen, there is anticipation that the hiring process will be further delayed.

IX. Committee Reports from Commissioners

- A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte**
Meeting updates from Committee Members: Darlene Hlidek & Marlene Abear
Draft minutes of the April 1, 2015 meeting. Commissioner Marcotte noted Tom reviewed the 93 recommendations from the Governor's Task Force. Darlene Hlidek noted that she is learning a lot at the meetings.
- B. AEOA Committee Update – Commissioner Westerlund – Committee did not meet.**
- C. NEMOJT Committee Update – Commissioner Napstad** noted they reviewed the updates on the yearly statistics for the calendar year. He noted there are massive layoffs on the Iron Range. They are lining up training resources for those folks. He discussed the Trade Assistance Act (TAP), the Polymet Project in Hoyt Lakes and they passed a resolution to support the Polymet Project.
- D. CJI (Children's Justice Initiative) – Commissioner Westerlund –** It was noted that they discussed new rules and regulations to keep kids safe and the Governor's Task Force with respect to our level of practice.
- E. Lakes & Pines Update – Commissioner Niemi** was unable to attend the most recent meeting.

X. Break at 10:31 a.m. for 15 minutes

Next Meeting – May 26, 2015