

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
August 22, 2017**

9:05 A.M.

- I. Approval of Health & Human Services Board Agenda**
- II. Review July 25, 2017 Health & Human Service Board Minutes**
- III. Review Bills**
- IV. Erin Melz, Public Health Supervisor**
 - a. Introduce Maggie Rothstein, Aitkin-Itasca-Koochiching Community Health Board Public Health Planner**
 - i. Question/Answer CHS/CHB**
- V. Cynthia Bennett, Health & Human Services Director**
 - a. Kathleen Ryan Resignation**
 - b. Legislative Update**
 - c. Working Agreements Update**
- VI. Kathleen Ryan, Fiscal Supervisor**
 - a. Financial Reports**
- VII. Committee Reports from Commissioners**
 - a. H&HS Advisory Committee – Commissioners Westerlund and/or Pratt**
 - i. Committee Members attending today: Holly Bray and Carole Holten**
 - ii. Draft copy of August 2, 2017 minutes included in packet.**
 - iii. Next meeting September 6, 2017.**
 - b. AEOA Committee Update – Commissioner Westerlund**
 - c. NEMOJT Committee Update – Commissioner Niemi**
 - d. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
 - e. Lakes & Pines Update – Commissioner Niemi**

Next Meeting – September 26, 2017

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
July 25, 2017**

Attendance

The Aitkin County Board of Commissioners met this 25th day of July, 2017 at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, and Anne Marcotte. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Fiscal Supervisor Kathleen Ryan, Social Services Supervisor Jessi Schultz, Financial Services Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Administrative Assistant Sue Bingham, and Guests: Bob Marcum/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

Agenda

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the July 25, 2017 Health & Human Services Board agenda.

Minutes

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the June 27, 2017 Health and Human Services Board minutes.

Bills

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

Health & Human Services Director Reports

- **Legislative Updates** – Cynthia Bennett, H&HS Director reported that there has been clarification of the cost shift to counties related to MNChoices. The impact will not be quite as negative as originally thought. Commissioner Westerlund had questions about the Medical Assistance cost of care and Jessi Goble, Financial Services Supervisor, provided a brief explanation.
- **Redesign Committee Update** – Cynthia reported that this committee was developed as a result of 1:1 meetings with employees to support progress and development of a healthy work environment. The committee consists of 12 members representing all units within HHS. The committee will identify target outcomes, develop goals, set benchmarks, and evaluate progress. One potential outcome would be building upgrades. Some of this is already being conducted however areas such as the front lobby and the pink carpeting in offices needs to be addressed. This committee will provide opportunities for communication between committee members and all HHS employees which will help set the tone for improved teamwork throughout the agency. The first meeting is scheduled August 1st.

Financial Reports

Kathleen Ryan, Fiscal Supervisor reviewed the Health & Human Services 5-Year Trend, Financial Report, and Foster Care Report.

Contract

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve Service Agreement between ACHHS and Northern Psychiatric Associates – Baxter

Quality Improvement Project Update

Jessi Goble, Financial Services Supervisor updated the Board on the Quality Improvement Project, also known as Project for Perfection (P4P). This process is conducted to improve efficiency and workflows within the units. We performed a P4P for the task of answering the phones at the front desk, which includes taking messages and guiding callers to employee voice mail. Our P4P group included those who actually do the phone answering and some additional support persons. We broke the current workflow into small pieces and identified what works well and what doesn't. We discovered that there were some unclear guidelines for the individuals answering the phones. Now we are able to create guidelines to assist the front staff with their jobs,

make their work flow better and enabling us to better meet the needs of the community members who are calling our agency. The overall goal of this process is to ultimately provide the best service possible in the most efficient manner.

Fair Booth Report

Erin Melz, Public Health Supervisor reported to the Board that the Fair Booth was very successful. The comments from families were very positive.

Committee Reports

- H&HS Advisory Committee – Although there was no H&HS Advisory Committee meeting in July, Bob Marcum spoke about the good working relationship they have with Lakes & Pines
- CJI (Children’s Justice Initiative) – Commissioner Westerlund was not able to attend. Jessi Schultz reported on scheduling and legislative changes
- Lakes & Pines Update – Commissioner Niemi reported on Head Start

Next Meeting – August 22, 2017

Aitkin County

III.



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>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>
2	86359 Aitkin Co Attorney 05-420-600-4800-6263		225.00	FRAUD BILLING APR-JUN '17 04/01/2017 06/30/2017	0 Contract Legal Services-Fraud
1	05-420-640-4800-6263		6,637.50	IV-D BILLING APR-JUN '17 04/01/2017 06/30/2017	0 Contract Legal Services Iv-D
	86359 Aitkin Co Attorney		6,862.50	2 Transactions	
3	85003 Aitkin County DAC 05-400-440-0410-6231		5.30	CLEANING 07/06/2017 07/25/2017	0 Services/Labor/Contracts
4	05-400-440-0410-6231		27.05	PAPERSHRED 07/05/2017 07/25/2017	0 Services/Labor/Contracts
3	05-420-600-4800-6231		11.27	CLEANING 07/06/2017 07/25/2017	0 Services/Labor/Contracts
4	05-420-600-4800-6231		57.49	PAPERSHRED 07/05/2017 07/25/2017	0 Services/Labor/Contracts
3	05-430-700-4800-6231		16.57	CLEANING 07/06/2017 07/25/2017	0 Services/Labor/Contracts
4	05-430-700-4800-6231		84.54	PAPERSHRED 07/05/2017 07/25/2017	0 Services/Labor/Contracts
	85003 Aitkin County DAC		202.22	6 Transactions	
5	86222 Aitkin Independent Age 05-400-440-0410-6231		34.83	FEMA NOTICE 07/19/2017 07/19/2017	00001329 0 Services/Labor/Contracts
5	05-420-600-4800-6231		74.01	FEMA NOTICE 07/19/2017 07/19/2017	00001329 0 Services/Labor/Contracts
5	05-430-700-4800-6231		108.84	FEMA NOTICE 07/19/2017 07/19/2017	00001329 0 Services/Labor/Contracts
	86222 Aitkin Independent Age		217.68	3 Transactions	
6	8239 Ameripride Linen & Apparel Services 05-257-000-0000-6422		3.94	CLEANING SUPPLIES 07/18/2017 07/18/2017	2200938895 0 Janitorial Services/Supplies
6	05-390-000-0000-6422		0.72	CLEANING SUPPLIES 07/18/2017 07/18/2017	2200938895 0 Janitorial Services/Supplies
6	05-400-440-0410-6422		5.01	CLEANING SUPPLIES 07/18/2017 07/18/2017	2200938895 0 Janitorial Services/Supplies

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
6	05-420-600-4800-6422		11.10	CLEANING SUPPLIES 07/18/2017 07/18/2017	2200938895 0 Janitorial Services/Supplies
6	05-430-700-4800-6422		15.04	CLEANING SUPPLIES 07/18/2017 07/18/2017	2200938895 0 Janitorial Services/Supplies
8239	Ameripride Linen & Apparel Services		35.81	5 Transactions	
12106	Antoine Electric				
7	05-400-440-0410-6231		4.69	BATTERY DELIVERY 07/24/2017 07/24/2017	16352 0 Services/Labor/Contracts
7	05-420-600-4800-6231		9.99	BATTERY DELIVERY 07/24/2017 07/24/2017	16352 0 Services/Labor/Contracts
7	05-430-700-4800-6231		14.69	BATTERY DELIVERY 07/24/2017 07/24/2017	16352 0 Services/Labor/Contracts
12106	Antoine Electric		29.37	3 Transactions	
5398	CDW Government, Inc				
8	05-400-440-0410-6239		83.55	MS OFFICE STD '16 (2) 08/02/2017 08/02/2017	JRF2737 0 Software Fees/License Fees
11	05-400-440-0410-6239		356.50	PH - MS OFFICE PRO '16 (SD) 08/02/2017 08/02/2017	JRF2737 0 Software Fees/License Fees
8	05-420-600-4800-6239		177.54	MS OFFICE STD '16 (2) 08/02/2017 08/02/2017	JRF2737 0 Software Fees/License Fees
9	05-420-600-4800-6239		783.27	IM - MS OFFICE STD '16 (3) 08/02/2017 08/02/2017	JRF2737 0 Software Fees/License Fees
8	05-430-700-4800-6239		261.09	MS OFFICE STD '16 (2) 08/02/2017 08/02/2017	JRF2737 0 Software Fees/License Fees
10	05-430-700-4800-6239		3,655.26	SS - MS OFFICE STD '16 (14) 08/02/2017 08/02/2017	JRF2737 0 Software Fees/License Fees
5398	CDW Government, Inc		5,317.21	6 Transactions	
10855	Culligan				
12	05-257-000-0000-6342		14.97	COOLER RENTAL SERVICE 08/01/2017 08/31/2017	150-10016285-1 0 Office Equipment Rental/Contracts
12	05-390-000-0000-6342		2.72	COOLER RENTAL SERVICE 08/01/2017 08/31/2017	150-10016285-1 0 Office Equipment Rental/Contracts
12	05-400-440-0410-6301		19.06	COOLER RENTAL SERVICE 08/01/2017 08/31/2017	150-10016285-1 0 Equipment Lease/Space Rental
12	05-420-600-4800-6301		42.19	COOLER RENTAL SERVICE	150-10016285-1 Equipment Lease/Space Rental

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12	05-430-700-4800-6301			57.16	08/01/2017 08/31/2017 COOLER RENTAL SERVICE	0 150-10016285-1	Equipment Lease/Space Rental
10855	Culligan			136.10	08/01/2017 08/31/2017 5 Transactions	0	
13	1333 Dell Marketing L.P. 05-430-700-4800-6402			10,701.18	DELL LATITUDE 5580 LAPTOP (6) 06/29/2017 06/29/2017	10178110256 0	Computer/Technology Supplies
	1333 Dell Marketing L.P.			10,701.18	1 Transactions		
14	11051 Department of Human Services 05-420-640-4800-6231			43.95	CS MONTHLY FED OFFSET FEE 07/01/2017 07/31/2017	A300C722401 0	Services/Labor/Contracts
	11051 Department of Human Services			43.95	1 Transactions		
15	2186 Hillyard Inc - Kansas City 05-257-000-0000-6422			24.93	CLEANING / BATHROOM SUPPLIES 08/16/2017 08/16/2017	602659081 0	Janitorial Services/Supplies
15	05-390-000-0000-6422			4.53	CLEANING / BATHROOM SUPPLIES 08/16/2017 08/16/2017	602659081 0	Janitorial Services/Supplies
15	05-400-440-0410-6422			31.73	CLEANING / BATHROOM SUPPLIES 08/16/2017 08/16/2017	602659081 0	Janitorial Services/Supplies
15	05-420-600-4800-6422			70.26	CLEANING / BATHROOM SUPPLIES 08/16/2017 08/16/2017	602659081 0	Janitorial Services/Supplies
15	05-430-700-4800-6422			95.19	CLEANING / BATHROOM SUPPLIES 08/16/2017 08/16/2017	602659081 0	Janitorial Services/Supplies
	2186 Hillyard Inc - Kansas City			226.64	5 Transactions		
16	2340 Hyytinen Hardware Hank 05-257-000-0000-6422			1.21	CLEANING SUPPLIES 07/14/2017 07/14/2017	1408180 0	Janitorial Services/Supplies
17	05-257-000-0000-6422			2.53	BATHROOM SUPPLIES 07/17/2017 07/17/2017	1408825 0	Janitorial Services/Supplies
16	05-390-000-0000-6422			0.22	CLEANING SUPPLIES 07/14/2017 07/14/2017	1408180 0	Janitorial Services/Supplies
17	05-390-000-0000-6422			0.46	BATHROOM SUPPLIES 07/17/2017 07/17/2017	1408825 0	Janitorial Services/Supplies
16	05-400-440-0410-6422			1.53	CLEANING SUPPLIES	1408180	Janitorial Services/Supplies

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17	05-400-440-0410-6422		3.21	BATHROOM SUPPLIES 07/14/2017 07/14/2017	0 1408825	Janitorial Services/Supplies
16	05-420-600-4800-6422		3.41	CLEANING SUPPLIES 07/17/2017 07/17/2017	0 1408180	Janitorial Services/Supplies
17	05-420-600-4800-6422		7.13	BATHROOM SUPPLIES 07/14/2017 07/14/2017	0 1408825	Janitorial Services/Supplies
16	05-430-700-4800-6422		4.62	CLEANING SUPPLIES 07/17/2017 07/17/2017	0 1408180	Janitorial Services/Supplies
17	05-430-700-4800-6422		9.66	BATHROOM SUPPLIES 07/14/2017 07/14/2017	0 1408825	Janitorial Services/Supplies
	2340 Hyytinen Hardware Hank		33.98	10 Transactions 07/17/2017 07/17/2017	0	
18	90182 Laboratory Corp Of America Holdings 05-420-640-4800-6397		98.70	IVD GENETIC TEST 0012463841 07/28/2017 07/28/2017	56326823 0	Genetic Tests Iv-D
	90182 Laboratory Corp Of America Holdings		98.70	1 Transactions		
19	89079 McGregor Area Ambulance Service 05-400-401-0000-6812		2,485.00	AMBULANCE RUNS - JULY '17 07/01/2017 07/31/2017	0	Mcgregor Area Ambulance
	89079 McGregor Area Ambulance Service		2,485.00	1 Transactions		
20	89078 Mille Lacs Health System 05-400-401-0000-6814		210.00	AMBULANCE RUNS - JUNE '17 06/01/2017 06/01/2017	0	Isle Ambulance/Mille Lacs Health System
21	05-400-401-0000-6814		150.00	AMBULANCE RUNS - JULY '17 07/01/2017 07/31/2017	0	Isle Ambulance/Mille Lacs Health System
	89078 Mille Lacs Health System		360.00	2 Transactions		
22	89765 Minnesota Elevator, Inc 05-257-000-0000-6300		18.88	ELEVATOR SERVICE - AUGUST 2017 08/01/2017 08/31/2017	715918 0	Maintenance-Service Contracts
22	05-390-000-0000-6300		3.43	ELEVATOR SERVICE - AUGUST 2017 08/01/2017 08/31/2017	715918 0	Maintenance-Service Contracts
22	05-400-440-0410-6300		24.03	ELEVATOR SERVICE - AUGUST 2017 08/01/2017 08/31/2017	715918 0	Maintenance/Service Contracts
22	05-420-600-4800-6300		53.21	ELEVATOR SERVICE - AUGUST 2017	715918	Maintenance/Service Contracts

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<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
22	05-430-700-4800-6300		08/01/2017 08/31/2017	0	
		72.09	ELEVATOR SERVICE - AUGUST 2017	715918	Maintenance/Service Contracts
89765	Minnesota Elevator, Inc	171.64	08/01/2017 08/31/2017	0	
			5 Transactions		
23	89081 North Ambulance Brainerd 05-400-401-0000-6809	2,700.00	AMBULANCE RUNS - JULY '17		No. Memorial Ambulance-Aitkin
			07/01/2017 07/31/2017	0	
89081	North Ambulance Brainerd	2,700.00	1 Transactions		
24	1652 Northland Fire Protection 05-400-440-0410-6300	38.88	MAINTENANCE RE-CERTIFICATION	27926	Maintenance/Service Contracts
			07/28/2017 07/28/2017	0	
24	05-420-600-4800-6300	82.62	MAINTENANCE RE-CERTIFICATION	27926	Maintenance/Service Contracts
			07/28/2017 07/28/2017	0	
24	05-430-700-4800-6300	121.50	MAINTENANCE RE-CERTIFICATION	27926	Maintenance/Service Contracts
			07/28/2017 07/28/2017	0	
1652	Northland Fire Protection	243.00	3 Transactions		
25	3810 Paulbeck's County Market 05-400-450-0451-6406	117.91	AITKIN CO FAIR - YOGURT	008000631202	PH Program Related Supplies
			07/04/2017 07/04/2017	0	
3810	Paulbeck's County Market	117.91	1 Transactions		
26	86944 Sheriff Crow Wing County 05-420-640-4800-6379	75.00	IV-D SERVICE 0014024878-01	4519	Other Iv-D Charges
			08/02/2017 08/02/2017	0	
86944	Sheriff Crow Wing County	75.00	1 Transactions		
27	4507 Sorensen Root Thompson Funeral Home 05-420-650-4800-6810	4,400.00	COUNTY BURIAL		County Burials
			07/17/2017 07/17/2017	0	
4507	Sorensen Root Thompson Funeral Home	4,400.00	1 Transactions		
30	88859 Spee*Dee-St Cloud 05-400-440-0410-6205	14.93	PH - SERVICE	3338116	Postage
			07/03/2017 07/29/2017	0	
28	05-420-600-4800-6205	300.18	IM - SERVICE	3338116	Postage

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29	05-430-700-4800-6205			11.07	SS - SERVICE	07/03/2017 07/29/2017	0 3338116	Postage
88859	Spee*Dee-St Cloud			326.18	3 Transactions	07/03/2017 07/29/2017	0	
33	86235 The Office Shop Inc 05-400-440-0410-6405			2.31	AGENCY - SUPPLIES	07/03/2017 07/03/2017	0 1028514-0	Office Supplies
34	05-400-440-0410-6405			2.72	AGENCY - REPLACEMENT KEYS	07/03/2017 07/03/2017	0 1028517-0	Office Supplies
35	05-400-440-0410-6450			70.56	WORKSTATION PARTS (SS)	07/03/2017 07/03/2017	0 1028519-0	Small Equipment: Telephones,Chairs, etc.
36	05-400-440-0410-6405			9.59	OSS - FAX TONER	07/13/2017 07/13/2017	0 1029087-0	Office Supplies
37	05-400-440-0410-6405			4.80	AGENCY - SUPPLIES	07/13/2017 07/13/2017	0 1029087-0	Office Supplies
38	05-400-440-0410-6405			5.84	AGENCY - SUPPLIES	07/17/2017 07/17/2017	0 1029207-0	Office Supplies
39	05-400-440-0410-6405			6.10	AGENCY - SUPPLIES	07/19/2017 07/19/2017	0 1029359-0	Office Supplies
40	05-400-440-0410-6405			2.06	AGENCY - SUPPLIES	07/21/2017 07/21/2017	0 1029359-1	Office Supplies
41	05-400-440-0410-6405			2.69	AGENCY - SUPPLIES	07/20/2017 07/20/2017	0 1029429-0	Office Supplies
42	05-400-440-0410-6405			11.51	DIRECTOR PRINTER TONER (CB)	07/20/2017 07/20/2017	0 1029429-0	Office Supplies
43	05-400-440-0410-6405			17.98	PH - SUPPLIES	07/21/2017 07/21/2017	0 1029435-0	Office Supplies
31	05-400-440-0410-6300			140.63	OSS-COPIER CONTRACT IRC5240	07/28/2017 07/28/2017	0 293488-0	Maintenance/Service Contracts
32	05-400-440-0410-6300			87.77	MAILRM-COPIER CONTRACT IR6265	07/28/2017 07/28/2017	0 293488-0	Maintenance/Service Contracts
33	05-420-600-4800-6405			4.93	AGENCY - SUPPLIES	07/03/2017 07/03/2017	0 1028514-0	Office Supplies
34	05-420-600-4800-6405			5.78	AGENCY - REPLACEMENT KEYS	07/03/2017 07/03/2017	0 1028517-0	Office Supplies
35	05-420-600-4800-6450			149.93	WORKSTATION PARTS (SS)	07/03/2017 07/03/2017	0 1028519-0	Small Equipment: Telephones,Chairs, etc.
36	05-420-600-4800-6405			20.40	OSS - FAX TONER		0 1029087-0	Office Supplies

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							<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
37	05-420-600-4800-6405			10.19	AGENCY - SUPPLIES	07/13/2017 07/13/2017	0 1029087-0	Office Supplies
38	05-420-600-4800-6405			12.41	AGENCY - SUPPLIES	07/13/2017 07/13/2017	0 1029207-0	Office Supplies
39	05-420-600-4800-6405			12.97	AGENCY - SUPPLIES	07/17/2017 07/17/2017	0 1029359-0	Office Supplies
40	05-420-600-4800-6405			4.37	AGENCY - SUPPLIES	07/19/2017 07/19/2017	0 1029359-1	Office Supplies
41	05-420-600-4800-6405			5.73	AGENCY - SUPPLIES	07/21/2017 07/21/2017	0 1029429-0	Office Supplies
42	05-420-600-4800-6405			24.48	DIRECTOR PRINTER TONER (CB)	07/20/2017 07/20/2017	0 1029429-0	Office Supplies
31	05-420-600-4800-6300			298.85	OSS-COPIER CONTRACT IRC5240	07/28/2017 07/28/2017	0 293488-0	Maintenance/Service Contracts
32	05-420-600-4800-6300			186.53	MAILRM-COPIER CONTRACT IR6265	07/28/2017 07/28/2017	0 293488-0	Maintenance/Service Contracts
33	05-430-700-4800-6405			7.25	AGENCY - SUPPLIES	07/03/2017 07/03/2017	0 1028514-0	Office Supplies
34	05-430-700-4800-6405			8.50	AGENCY - REPLACEMENT KEYS	07/03/2017 07/03/2017	0 1028517-0	Office Supplies
35	05-430-700-4800-6450			220.49	WORKSTATION PARTS (SS)	07/03/2017 07/03/2017	0 1028519-0	Small Equipment: Telephones,Chairs, etc.
36	05-430-700-4800-6405			30.00	OSS - FAX TONER	07/13/2017 07/13/2017	0 1029087-0	Office Supplies
37	05-430-700-4800-6405			14.99	AGENCY - SUPPLIES	07/13/2017 07/13/2017	0 1029087-0	Office Supplies
38	05-430-700-4800-6405			18.25	AGENCY - SUPPLIES	07/17/2017 07/17/2017	0 1029207-0	Office Supplies
39	05-430-700-4800-6405			19.08	AGENCY - SUPPLIES	07/19/2017 07/19/2017	0 1029359-0	Office Supplies
40	05-430-700-4800-6405			6.43	AGENCY - SUPPLIES	07/21/2017 07/21/2017	0 1029359-1	Office Supplies
41	05-430-700-4800-6405			8.42	AGENCY - SUPPLIES	07/20/2017 07/20/2017	0 1029429-0	Office Supplies
42	05-430-700-4800-6405			36.00	DIRECTOR PRINTER TONER (CB)	07/20/2017 07/20/2017	0 1029429-0	Office Supplies
31	05-430-700-4800-6300			439.49	OSS-COPIER CONTRACT IRC5240	07/28/2017 07/28/2017	0 293488-0	Maintenance/Service Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>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>
32	05-430-700-4800-6300		274.31	MAILRM-COPIER CONTRACT IR6265 07/28/2017 07/28/2017	293488-0 Maintenance/Service Contracts 0
86235	The Office Shop Inc		2,184.34	37 Transactions	
10930	Tidholm Productions				
44	05-400-440-0410-6405		29.27	AGENCY - 2 PART FORMS 07/27/2017 07/27/2017	9365 6764 Office Supplies 0
44	05-420-600-4800-6405		62.20	AGENCY - 2 PART FORMS 07/27/2017 07/27/2017	9365 6764 Office Supplies 0
44	05-430-700-4800-6405		91.48	AGENCY - 2 PART FORMS 07/27/2017 07/27/2017	9365 6764 Office Supplies 0
10930	Tidholm Productions		182.95	3 Transactions	
Final Total			37,151.36	23 Vendors	106 Transactions

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	37,151.36	Health & Human Services	
	All Funds	37,151.36	Total	Approved by,
			
			

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 Health & Human Services

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
28	6094 AADA 05- 430- 710- 3640- 6020			495.00	Supervised visitation - Family 07/07/2017 07/26/2017	0	Family Assessment Response Services
58	05- 430- 710- 3640- 6020			270.00	Supervised visitation - Family 07/20/2017 07/27/2017	0	Family Assessment Response Services
	6094 AADA			765.00	2 Transactions		
68	86222 AITKIN INDEPENDENT AGE 05- 430- 720- 3020- 6069			77.10	Child Care Advertising - Commu 07/15/2017 07/19/2017	0	Community Ed & Prevent/Advertising
	86222 AITKIN INDEPENDENT AGE			77.10	1 Transactions		
39	9791 BieganeK/Joan M 05- 430- 760- 3950- 6020			105.00	Guardianship/Conservator Activ 07/01/2017 07/31/2017	0	Guardianship/Conservatorship
	9791 BieganeK/Joan M			105.00	1 Transactions		
65	87882 Central MN Mental Health Ctr 05- 430- 730- 3710- 6080			445.00	Detoxification (Category I 07/11/2017 07/11/2017	0	Detoxification - Other
	87882 Central MN Mental Health Ctr			445.00	1 Transactions		
72	11051 Department of Human Services 05- 430- 720- 3110- 6069			361.42	BSFE County Match Invoice #A30 07/01/2017 07/31/2017	0	Bsf Child Care
67	05- 430- 720- 3140- 6020			22.17	MEC2 BSF Recoveries Invoice #A 07/01/2017 07/31/2017	0	Other Child Care
66	05- 430- 730- 3590- 6072			2,537.46	CCDTF Maintenance of Effort 06/01/2017 06/30/2017	0	Ccdtf County % State Billings
	11051 Department of Human Services			2,921.05	3 Transactions		
6	10342 DHS- Anoka Metro Rtc 05- 430- 745- 3721- 6081			15,290.00	State- Operated Inpatient 07/13/2017 07/23/2017	0	Commitment Costs - Poor Relief
57	05- 430- 745- 3721- 6081			500.00	State- operated inpatient 11/01/2015 11/30/2015	0	Commitment Costs - Poor Relief
	10342 DHS- Anoka Metro Rtc			15,790.00	2 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		<u>Amount</u>				
10	9220 DHS-MSOP 05-430-745-3721-6081	1,153.20		State- operated inpatient 07/01/2017 07/31/2017	0	Commitment Costs - Poor Relief
15	05-430-745-3721-6081	1,153.20		State- operated inpatient 07/01/2017 07/31/2017	0	Commitment Costs - Poor Relief
45	05-430-745-3721-6081	2,883.00		State- operated inpatient 07/01/2017 07/31/2017	0	Commitment Costs - Poor Relief
	9220 DHS-MSOP	5,189.40		3 Transactions		
2	89965 DHS- ST PETER- SEE LIST 05-430-745-3721-6081	2,504.80		State- operated inpatient 07/01/2017 07/31/2017	0	Commitment Costs - Poor Relief
7	05-430-745-3721-6081	1,004.80		State- operated inpatient 07/24/2017 07/31/2017	0	Commitment Costs - Poor Relief
19	05-430-745-3721-6081	8,091.00		State- operated inpatient 07/01/2017 07/31/2017	0	Commitment Costs - Poor Relief
	89965 DHS- ST PETER- SEE LIST	11,600.60		3 Transactions		
50	10786 DNA Diagnostics Center 05-430-710-3960-6050	61.00		DNA testing - Adoptions & Kins 08/01/2017 08/01/2017	0	Adoptions & Kinship
	10786 DNA Diagnostics Center	61.00		1 Transactions		
14	91345 Elvecrog/Roberta C 05-430-750-3950-6020	70.00		Public guardianship 07/01/2017 07/31/2017	0	Public Guardianship Dd
18	05-430-750-3950-6020	105.00		Public guardianship 07/01/2017 07/31/2017	0	Public Guardianship Dd
26	05-430-760-3950-6020	105.00		Guardianship/Conservatorship 07/01/2017 07/31/2017	0	Guardianship/Conservatorship
48	05-430-760-3950-6020	70.00		Guardianship/Conservatorship 07/01/2017 07/31/2017	0	Guardianship/Conservatorship
	91345 Elvecrog/Roberta C	350.00		4 Transactions		
49	13504 Gruhlke/Amanda 05-430-740-3890-6020	250.00		Respite Care 08/08/2017 08/12/2017	0	Child Mh Respite
59	05-430-740-3890-6020	100.00		Child Respite Care		Child Mh Respite

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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>
13504 Gruhlke/Amanda		350.00	08/08/2017 08/10/2017 2 Transactions	0
69 6110 Lakes & Pines CAC, Inc 05-430-745-3025-6020		2,947.51	Family Resource Specialist - A 06/01/2017 06/30/2017	0 COMMUNITY ED & PREVENTION
70 05-430-745-3025-6020		5,321.78	Family Resource Specialist - W 06/01/2017 06/30/2017	0 COMMUNITY ED & PREVENTION
6110 Lakes & Pines CAC, Inc		8,269.29	2 Transactions	
13 14433 Lubins/Alexander 05-430-710-3880-6057		991.35	Personal Needs - August '17 - 08/01/2017 08/31/2017	0 Supervised Independent Living
14433 Lubins/Alexander		991.35	1 Transactions	
3 11072 Lutheran Social Service Of Mn- St Paul 05-430-750-3950-6020		16.54	Public guardianship 06/01/2017 06/30/2017	0 Public Guardianship Dd
11072 Lutheran Social Service Of Mn- St Paul		16.54	1 Transactions	
8 10977 Northern Psychiatric Associates 05-430-745-3085-6020		300.00	Adult Outpatient Diagnostic As 07/14/2017 07/14/2017	0 Adult Outpat Diagnostic Assess/Psyc
9 05-430-745-3085-6020		300.00	Adult Outpatient Diagnostic As 07/14/2017 07/14/2017	0 Adult Outpat Diagnostic Assess/Psyc
27 05-430-745-3085-6020		300.00	Adult Outpatient Diagnostic As 07/14/2017 07/14/2017	0 Adult Outpat Diagnostic Assess/Psyc
63 05-430-745-3085-6020		300.00	Adult Outpatient Diagnostic As 07/14/2017 07/14/2017	0 Adult Outpat Diagnostic Assess/Psyc
10977 Northern Psychiatric Associates		1,200.00	4 Transactions	
71 3639 Northland Counseling Ctr Inc 05-430-730-3710-6020		325.00	Detoxification (Category I) 07/02/2017 07/03/2017	0 Detoxification - Grand Rapids
3639 Northland Counseling Ctr Inc		325.00	1 Transactions	
12 90748 Oakridge Homes Sils 05-430-750-3340-6073		386.86	Semi-Independent Living Serv	Semi-Independent Living Serv (Sils)

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
42	05- 430- 750- 3340- 6073			277.53	Semi- Independent Living Servic 07/03/2017 ; 07/19/2017	0	Semi- Independent Living Serv (Sils)
90748	Oakridge Homes Sils			664.39	2 Transactions 07/05/2017 07/18/2017	0	
29	9489 Redwood Toxicology Laboratory, Inc 05- 430- 710- 3190- 6020			50.00	Drug testing - Court- Related S 07/06/2017 07/06/2017	0	Court Related Services & Activities
30	05- 430- 710- 3190- 6020			20.00	Drug testing - Court- Related S 07/11/2017 07/13/2017	0	Court Related Services & Activities
31	05- 430- 710- 3190- 6020			17.75	Drug testing - Court- Related S 07/06/2017 07/06/2017	0	Court Related Services & Activities
32	05- 430- 710- 3190- 6020			75.00	Drug testing - Court- Related S 07/06/2017 07/13/2017	0	Court Related Services & Activities
33	05- 430- 710- 3190- 6020			5.00	Drug testing - Court- Related S 07/06/2017 07/25/2017	0	Court Related Services & Activities
34	05- 430- 710- 3190- 6020			2.50	Drug testing - Court- Related S 07/06/2017 07/06/2017	0	Court Related Services & Activities
35	05- 430- 710- 3190- 6020			17.75	Drug testing - Court- Related S 07/06/2017 07/06/2017	0	Court Related Services & Activities
36	05- 430- 710- 3190- 6020			13.50	Drug testing - Court- Related S 07/06/2017 07/25/2017	0	Court Related Services & Activities
37	05- 430- 710- 3190- 6020			13.50	Drug testing - Court- Related S 07/06/2017 07/29/2017	0	Court Related Services & Activities
38	05- 430- 710- 3190- 6020			10.00	Drug testing - Court- Related S 07/06/2017 07/06/2017	0	Court Related Services & Activities
51	05- 430- 710- 3190- 6020			6.75	Drug testing - Court- Related S 07/14/2017 07/14/2017	0	Court Related Services & Activities
52	05- 430- 710- 3190- 6020			17.75	Drug testing - Court- Related S 07/14/2017 07/14/2017	0	Court Related Services & Activities
53	05- 430- 710- 3190- 6020			5.00	Drug testing - Court- Related S 07/14/2017 07/14/2017	0	Court Related Services & Activities
54	05- 430- 710- 3190- 6020			6.75	Drug testing - Court- Related S 07/12/2017 07/12/2017	0	Court Related Services & Activities
55	05- 430- 710- 3190- 6020			17.75	Drug testing - Court- Related S 07/12/2017 07/12/2017	0	Court Related Services & Activities
56	05- 430- 710- 3190- 6020			5.00	Drug testing - Court- Related S 07/12/2017 07/12/2017	0	Court Related Services & Activities
60	05- 430- 710- 3190- 6020			17.75	Drug testing - Court- Related S	0	Court Related Services & Activities

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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>
61	05-430-710-3190-6020	6.75	07/10/2017 07/10/2017	0 Court Related Services & Activities
64	05-430-710-3190-6020	6.75	07/10/2017 07/10/2017	0 Court Related Services & Activities
47	05-430-730-3930-6050	13.50	07/18/2017 07/18/2017	0 General Case Management
9489	Redwood Toxicology Laboratory, Inc	328.75	07/08/2017 07/18/2017	0
14580	Restoration Services of MN		20 Transactions	
17	05-430-760-3220-6050	22,929.48	Companion Services (Housekeepi 02/01/2016 04/03/2016	0 Companion Services
46	05-430-760-3220-6050	40,474.80	Companion Services (Housekeepi 02/01/2016 04/30/2016	0 Companion Services
14580	Restoration Services of MN	63,404.28	2 Transactions	
4242	Ryan, Brucker & Kalis, Ltd			
20	05-430-750-3950-6020	17.50	Public guardianship 01/01/2017 01/31/2017	0 Public Guardianship Dd
21	05-430-750-3950-6020	43.75	Public guardianship 02/01/2017 02/28/2017	0 Public Guardianship Dd
22	05-430-750-3950-6020	17.50	Public guardianship 03/01/2017 03/31/2017	0 Public Guardianship Dd
23	05-430-750-3950-6020	17.50	Public guardianship 05/01/2017 05/31/2017	0 Public Guardianship Dd
24	05-430-750-3950-6020	70.00	Public guardianship 06/01/2017 06/30/2017	0 Public Guardianship Dd
25	05-430-750-3950-6020	61.25	Public guardianship 07/01/2017 07/31/2017	0 Public Guardianship Dd
4242	Ryan, Brucker & Kalis, Ltd	227.50	6 Transactions	
88890	Scharrer/Shirley			
1	05-430-750-3950-6020	70.00	Public guardianship 07/01/2017 07/31/2017	0 Public Guardianship Dd
4	05-430-750-3950-6020	70.00	Public Guardianship 06/01/2017 06/30/2017	0 Public Guardianship Dd
5	05-430-750-3950-6020	70.00	Public Guardianship 07/01/2017 07/31/2017	0 Public Guardianship Dd

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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>
16	05- 430- 750- 3950- 6020		70.00	Public guardianship 07/01/2017 07/31/2017	0 Public Guardianship Dd
40	05- 430- 750- 3950- 6020		70.00	Public guardianship 06/01/2017 06/30/2017	0 Public Guardianship Dd
41	05- 430- 750- 3950- 6020		70.00	Public guardianship 07/01/2017 07/31/2017	0 Public Guardianship Dd
43	05- 430- 750- 3950- 6020		70.00	Public guardianship 06/01/2017 06/30/2017	0 Public Guardianship Dd
44	05- 430- 750- 3950- 6020		70.00	Public guardianship 07/01/2017 07/31/2017	0 Public Guardianship Dd
88890	Scharrer/Shirley		560.00	8 Transactions	
11	9140 Simar/Candace 05- 430- 760- 3950- 6020		70.00	Guardianship/conservatorship 07/01/2017 07/31/2017	0 Guardianship/Conservatorship
	9140 Simar/Candace		70.00	1 Transactions	
62	12584 Thompson Mobile Home Park 05- 430- 700- 4800- 6804		750.00	Rent - Housing Subsidy 09/01/2017 09/30/2017	0 Mh Init - Housing Expense
	12584 Thompson Mobile Home Park		750.00	1 Transactions	
Final Total			114,461.25	23 Vendors	72 Transactions

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Health & Human Services

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	114,461.25	Health & Human Services
All Funds		114,461.25	Total

Approved by,

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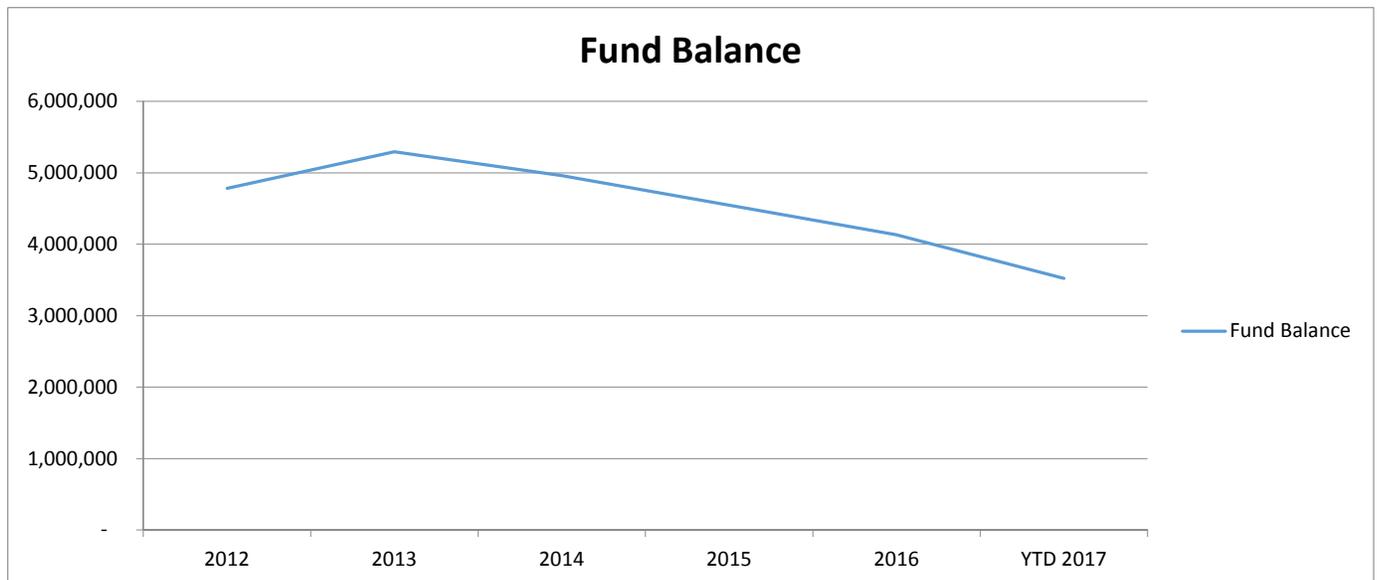
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Aitkin County Health and Human Services

5-Year Trend

	2012	2013	2014	2015	2016	YTD 2017
Fund Balance	4,783,514	5,295,266	4,959,306	4,544,194	4,132,946	3,523,192

	2012	2013	2014	2015	2016	YTD 2017
Revenue:						
Tax Levy	(2,445,758)	(2,470,280)	(1,888,237)	(1,982,478)	(2,376,726)	(1,473,987)
Intergovernmental Revenue	(131,276)	(314,824)	(270,042)	(279,448)	(207,004)	(6,949)
State Revenue	(723,462)	(686,351)	(881,137)	(1,043,277)	(1,062,714)	(742,844)
Federal Revenue	(2,161,389)	(2,136,553)	(2,168,616)	(2,084,504)	(2,047,014)	(1,248,832)
Third Party Revenue	(204,217)	(216,749)	(207,346)	(258,635)	(341,275)	(197,805)
Misc. Revenue/Pass Thru	(451,664)	(359,291)	(315,012)	(388,502)	(311,493)	(138,848)
Expenditure:						
Payments for Recipients	1,604,609	1,417,258	1,635,621	1,719,526	1,881,399	1,265,069
Payroll	3,516,455	3,425,849	3,664,934	3,934,931	4,102,280	2,802,436
Services/Charges and Fees	397,600	423,064	336,723	343,675	347,003	213,686
Travel and Insurance	87,885	89,679	143,562	156,611	155,526	72,786
Supplies and Small Equipment	33,369	61,402	73,199	110,486	100,869	60,550
Capital Outlay	120,759	52,492	31,266	38,483	48,764	2,500
Misc. Expenditure/Pass Thru	168,640	184,723	180,414	150,934	120,507	82,893
Net Change to Fund Balance:	(188,448)	(529,581)	335,329	417,802	410,121	690,657

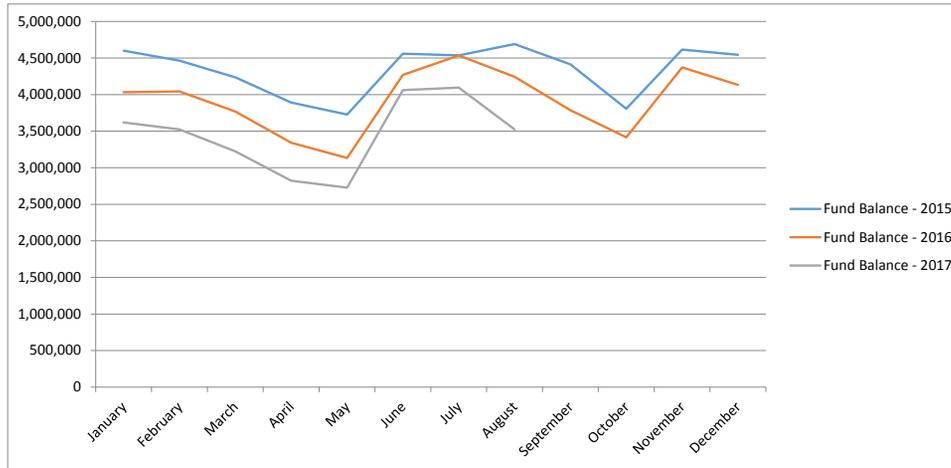


Aitkin County Health and Human Services

Financial Statement for Board

	January	February	March	April	May	June	July	August	September	October	November	December
Fund Balance - 2015	4,600,651	4,463,903	4,236,061	3,892,021	3,727,220	4,560,231	4,534,967	4,690,698	4,413,847	3,806,907	4,615,850	4,544,194
Fund Balance - 2016	4,031,619	4,044,030	3,768,001	3,340,621	3,133,611	4,268,703	4,534,967	4,244,044	3,785,410	3,417,297	4,372,735	4,132,946
Fund Balance - 2017	3,619,229	3,524,864	3,223,404	2,822,304	2,727,519	4,060,299	4,095,282	3,523,192				

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD 2017
Revenue:													
Tax Levy	0	0	0	0	0	(1,473,987)	0						(1,473,987)
Intergovernmental Revenue	0	0	0	0	0	64	(7,013)						(6,949)
State Revenue	(18,231)	(73,976)	(122,527)	(7,881)	(32,917)	(138,957)	(348,354)						(742,844)
Federal Revenue	(73,411)	(246,644)	(282,877)	(34,717)	(243,676)	(289,195)	(78,312)						(1,248,832)
Third Party Revenue	(14,677)	(30,438)	(27,132)	(29,258)	(25,331)	(34,625)	(36,343)						(197,805)
Misc. Revenue/Pass Thru	(20,882)	(13,003)	(30,908)	(6,668)	(10,988)	(19,490)	(36,784)	(126)					(138,848)
Expenditure:													
Payments for Recipients	140,882	196,989	143,567	156,060	131,475	128,528	175,183	192,386					1,265,069
Payroll	433,107	312,632	447,030	322,773	313,511	315,577	330,169	327,638					2,802,436
Services/Charges and Fees	33,393	16,350	28,873	22,211	23,596	31,219	31,741	26,304					213,686
Travel and Insurance	39,506	2,407	5,604	9,545	4,681	5,183	3,687	2,174					72,786
Supplies and Small Equipment	4,846	28,485	3,083	3,138	4,389	3,031	1,477	12,101					60,550
Capital Outlay	0	0	0	2,500	0	0	0	0					2,500
Misc. Expenditure/Pass Thru	9,649	10,146	8,420	12,351	9,532	11,380	9,648	11,767					82,893
Net:	534,182	202,947	173,132	450,055	174,270	(1,461,272)	45,098	572,244	0	0	0	0	690,657

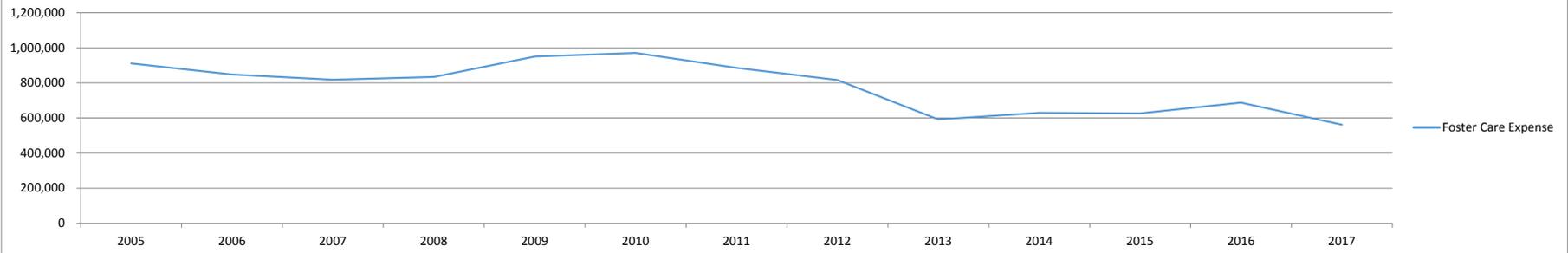


Foster Care Report

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Foster Care Expense	911,375	847,823	818,453	834,512	950,273	970,888	886,243	816,028	590,994	628,755	626,426	686,956	562,407
# of Children	69	73	75	63	64	57	56	49	50	53	65	62	

Foster Care	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Child Shelter	339	3,017	5,139	0	850	0	177	2,696	2,817	0	1,071	2,384	
ICWA	185	2,448	0	0	709	0	0	0	0	0	0	0	
Corrections	0	35,626	6,465	5,444	4,227	9,488	2,656	6,151	1,378	1,968	0	0	
Treatment Foster Care	0	0	8,451	0	0	33,227	101,130	96,216	79,138	35,418	18,948	0	
ICWA	0	0	0	0	0	0	0	0	0	0	7,870	18,632	4,006
Corrections	0	0	0	33,530	33,811	22,857	0	0	0	0	0	0	
Child Foster Care	388,841	318,577	462,600	384,829	396,552	346,845	167,154	174,298	241,526	158,688	190,403	289,650	150,254
ICWA	22,292	49,915	101,147	131,779	99,413	111,278	138,816	92,451	11,382	24,570	52,441	72,284	54,054
Corrections	1,365	19,740	0	0	0	18,695	11,627	9,783	0	1,998	10,011	0	0
Rule 8	2,750	53,677	12,310	3,174	19,938	14,710	45,321	7,062	0	100	35,955	0	25,692
ICWA	0	0	0	23,947	10,952	48,097	16,400	25,716	7,306	888	0	0	
Corrections	3,565	0	18,675	8,132	44,677	13,373	17,570	43,317	0	0	0	0	
Correction Facilities	0	0	0	0	0	0	0	0	24,953	0	0	0	64,718
ICWA	0	37,418	46,204	35,438	68,751	103,404	107,921	56,691	21,011	68,770	27,341	47,201	890
Corrections	338,671	264,032	141,084	107,867	120,751	66,821	208,353	188,862	142,442	292,193	142,279	149,222	
Northstar Adoption/Kinship	0	0	0	0	0	0	0	0	0	0	0	1,973	
Extented Foster Care	0	0	0	0	0	0	1,228	0	0	100	0	0	4,360
Electronic Monitoring	2,800	976	1,848	0	1,504	1,201	0	352	2,904	0	0	0	
Rule 5	109,597	56,466	0	61,170	95,415	103,210	70,889	99,575	21,835	119,466	96,403	139,532	253,507
ICWA	0	0	7,175	36,321	42,836	36,960	0	0	36,571	0	48,012	27,891	
Corrections	28,130	0	0	0	0	0	0	0	0	0	0	0	
Respite	1,889	428	115	882	7,862	34,851	8,645	9,183	2,358	919	5,765	1,276	2,230
Child Care	5,369	1,406	2,178	0	671	1,579	1,167	0	718	592	4,495	981	179
Health Services	5,546	386	695	0	455	82	194	382	111	2,607	3,108	195	132
Transportation	4,514	4,436	5,897	5,464	10,803	9,584	10,268	7,188	14,129	9,790	7,789	6,098	8,533
Total Foster Care Expenses:	915,854	848,548	819,983	837,977	960,176	976,259	909,516	819,923	610,578	718,066	651,892	757,319	568,554

Foster Care Expense



**AITKIN COUNTY HEALTH & HUMAN SERVICES
ADVISORY COMMITTEE**

Meeting Minutes

August 2, 2017

Committee Members Present:

Roberta Elvecrog
Penny Olson
Beverly Mensing
Holly Bray
Carole Holten
Jon Moen, AFSCME Union Rep.
Kevin Insley
Marlene Abear

Commissioner Laurie Westerlund
Commissioner Bill Pratt

Others Present:

Kathleen Ryan, Fiscal Supervisor
Linda Nelson, Outgoing Clerk to the Committee
Shawn Speed, Incoming Clerk to the Committee

Guests:

Joel Hoppe

Absent:

Kim Demenge
Joy Janzen
Kristine Layne
Lynette Maas
Robert Marcum
Joell Miranda
Amanda Voller

I. Call to order

Marlene called to order the regular meeting of the Aitkin County Health & Human Services Advisory Committee at 3:30pm on August 2, 2017 at Aitkin County Health & Human Services in the Large Conference Room.

II. Approval of August 2, 2017 Agenda

Laurie motioned to approve the agenda with the following corrections, Carole and Marlene attended the June 27th board meeting, Bob attended the July 27th meeting, Carole was added to the list to attend the August 22nd board meeting, and Roberta will attend the November 28th board meeting. Carole seconded the motion to approve with corrections, all members voting yes to approve the corrected August 2, 2017 agenda.

III. Approval of minutes from June 7, 2017 meeting

Laurie motioned to approve the minutes, as written, Beverly seconded, all members voting yes to approve the June 7 2017 minutes as written.

IV. Committee Member Input / Updates – Must be informational in nature, relative to Aitkin County Health & Human Services and not exceed (5) minutes per person.

- a) Joel mentioned he is on the ARDC Committee.
- b) Lakes and Pines has a \$6000 grant available that is attached to SHIP.

V. Budget – Kathleen Ryan, Fiscal Supervisor

- a) County Cost Report review up to and including FY 2015.
 - 1. Only has up to 2015 as the state takes 6-7 months to approve our reports and get them back to us. She expects 2016 to be back to us soon.
 - 2. Went over the various programs as they relate to the report.
 - 3. Roberta posed the question on whether or not mental health was related to waiver programs, which was answered to her satisfaction.
 - 4. Noted there was a jump due to ACA between 2013 and 2014.
 - 5. Noted that Child Support is a program as far as financial services are concerned, not a department.
- b) 2016 Budget review.
 - 1. Allocated costs are Admin and Staff pay.
 - 2. Roberta asked why Family Health was almost double, and Kathleen noted that it was due to a training grant that was received in 2015, but staff was not able to attend until 2016.
 - 3. Public Health education up due to hotel and travel costs of Nurses being trained on Healthy Families of America program.
 - 4. Had an unexpected cost of replacing the boiler for the building.
 - 5. Roberta asked who pays for sex offenders when they decide to live where they do. Kathleen noted that it used to be a 20% county share to the county that they decide to live in, now it is 25%, but luckily any we had here were grandfathered in at the reduced 20% rate.
 - 6. Kathleen also noted that for sex offenders, the share for the county is 50%. To which Laurie asked if prison cost more than the transition piece and the answer was no it was not.
 - 7. Carole brought up the question on how much fraud H&HS runs into in their programs and was answered by Kathleen to her satisfaction.

- c) 2017 Budget-
 - 1. Will be presenting to the County Board at their August 22, 2017 meeting.
 - 2. Noted that some costs will be higher as we are now required, by state, to inspect child care facilities yearly.
 - 3. Noted that the budget for the 61 staff members will remain the same as 2017 budget.

VI. Comments

- a) Comments from the Committee members for the Commissioners relative to HH&S.
 - 1. Carole noted that the money for the H&HS fair booth was well spent and that it was a very good booth.
- b) Introduced Shawn Speed, H&HS Admin Assistant, as the new clerk for the committee.
- c) Feedback from the board meeting
 - 1. June 27, 2017 – Carole and Marlene. Carole just wanted it noted how great it is that the County Commissioners set aside so much time for H&HS.
 - 2. July 27, 2017 – Bob. Bob will present any items of importance from this meeting at the next meeting as he is absent.
- d) Committee Members scheduled to attend upcoming Board meetings in 2017:

AUGUST 22	Holly Bray	Carole Holten
SEPTEMBER 26	Carole Holten	Lynette Maas
OCTOBER 24	Bob Marcum	Penny Olson
NOVEMBER 28	Roberta Elvecrog	_____
DECEMBER 19	Jon Moen	_____

VII. Adjournment

Motion by Marlene, seconded by Beverly, and carried to adjourn the meeting at 4:27pm.

Robert Marcum, Chairperson

Shawn A. Speed, Clerk to the
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 June 7, 2017 Advisory Committee Meeting
- Draft Copy of the June 27, 2107 Health & Human Services Board Meeting Minutes
- Draft Copy of the July 25, 2017 Health & Human Services Board Meeting Minutes