

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
February 26, 2013**

**I. Attendance**

The Aitkin County Board of Commissioners met this 26th day of February, 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; Staff Members Susan Cebelinski and Sue Tange, Social Services Supervisors; Kathleen Ryan, Fiscal Supervisor; Cynthia Bennett, Public Health Supervisor; Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Bob Lewis, HHS Advisory Member; Nanci Sauerbrau, Aitkin Independent Age; Bob Harwarth, Dale Lueck, and Kimberly Clement, Guests.

**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 as mailed/posted.*

**III. Review January 22, 2013 Health & Human Service Board Minutes**

*Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the January 22, 2013 Health & Human Services Board Meeting 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.*

**V. General/Miscellaneous Information for Board Action**

**A. H&HS Advisory Board**

**1. Appointment of Candidate to the Health & Human Services Advisory Committee  
(See Attachments): New Member Application: Kari Paulsen - District 2**

*Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve the appointment of Kari Paulsen to the Health & Human Services Advisory Committee for a two year term.*

**B. Statistics – Tom Burke discussed the upcoming changes in our reporting systems noting that we will be changing the data presented in the Statistical reports in the future.**

**VI. FYI - Topics were reviewed and discussed.**

**A. Fraud Prevention Investigation Report for Aitkin County - FYI**

**B. NACO – Tom Burke**

**C. Charter Agreement Governing Participation in a Seven-County Region 3 Human Service Redesign Project for Electronic Document Management (E-Docs) of Income Maintenance Programs – Tom Burke**

**D. Estimated County MA Caseload Distribution – Tom Burke**

**VII. Contracts:**

**A. 2013 Family Planning Contract between ACHHS and Riverwood HealthCare Center for the period January 1, 2013 to December 31, 2013. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the Board Chair to sign the 2013 Family Planning Contract between ACHHS and Riverwood HealthCare Center for the period January 1, 2013 to December 31, 2013.**

- B. **Contract to Participate in the Local Collaborative Time Study Between State of MN acting through DHS and Aitkin County, acting thru H&HS for the period July 1, 2012 through June 30, 2017.** *Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Contract to Participate in the Local Collaborative Time Study Between State of MN acting through DHS and Aitkin County, acting thru H&HS for the period July 1, 2012 through June 30, 2017.*
- C. **Home & Community-Based Waiver Services Contract between Aitkin County H&HS and:**
  - 1. **Recover Health of Minnesota, Minnetonka, MN, for the period January 1, 2013 through June 30, 2016.**
  - 2. **Dayspring Supportive Living Services, Inc. for the period March 1, 2013 through June 30, 2015.**

*Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Home & Community-Based Waiver Services Contract between Aitkin County H&HS and:*

  - 1. *Recover Health of Minnesota, Minnetonka, MN, for the period January 1, 2013 through June 30, 2016.*

*Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the Board Chair to sign the Home & Community-Based Waiver Services Contract between Aitkin County H&HS and:*

  - 2. *Dayspring Supportive Living Services, Inc. for the period March 1, 2013 through June 30, 2015.*

#### VIII. Administrative Reports:

- A. **Caseload Update & Graph** – Eileen Foss, Income Maintenance Supervisor, discussed the caseload numbers presented today.
- B. **Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor, noted the numbers presented today do not reflect anything out of the ordinary.
  - 1. **Adult Mental Health Grants** – Notice of Award from DHS, discussed the positive nature of the agency receiving this Grant.

#### IX. Committee Reports from Commissioners

- A. **H&HS Advisory Committee** - Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Bob Lewis & Roberta Elvecrog **Draft copy of the Minutes of the February 6th meeting.** Discussion relative to the presentations at the 2/6/13 meeting regarding Restorative Justice and the development of the HHS Advisory Task Force who have reviewed and revised the By-Laws and Mission Statement. It was also noted that volunteers from the Committee will be serving the Community Meal in McGregor on March 20<sup>th</sup>.
- B. AEOA / NEMOJT Committee Updates – Commissioner Napstad noted that NEMOJT met in February and he is the Secretary for the group. He discussed the main focus of this meeting was the review of the Audit.
- C. CJI (Children’s Justice Initiative) – Commissioner Westerlund discussed the recent CJI meeting noting they discussed the Restorative Justice Project.

X. **Break at 10:10 a.m. for 10 minutes.**

**Next Meeting – March 26, 2013**