

AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, March 5, 2014

Committee Members Present: Jim Carlson
Mickey Gault
Kami Genz, CMCC
Darlene Hlidek
Kristine Layne, Riverwood HealthCare
David Leaf
Bob Marcum
Cheryl Meld, Kids Plus
Beverly Mensing, Red Cross
Katie Nelson, Riverwood HealthCare
Kari Paulsen, NEMOJT
Jessi Schultz, AFSCME Union Rep
Commissioner Laurie Westerlund

Others Present: Sue Tange, SS Supervisor
Diane Eastman, Case Aide
Eileen Foss, Income Maintenance Supervisor
Kathy Ryan, Fiscal Supervisor
Stacy Nissen, Social Worker
Linda Nelson, Acting Clerk to this Committee

Absent: Gayle Janzen
Joy Janzen
Robert Lewis
Jessica Seibert, HRA
Commissioner Anne Marcotte

Guests: Roberta Elvecrog
Joel Hoppe

- I. Approval of Agenda**
Motion by Kari Paulsen, seconded by Bob Marcum, and carried; the vote was to approve the Agenda as mailed.
- II. Approval of Minutes of the February 5, 2014 Meeting**
Motion by Cheryl Meld, seconded by Jim Carlson, and carried; the vote was to approve the February 5, 2014, minutes.
- III. Revenue Streams Presentation – Sue Tange & Diane Eastman** explained the Data Base (SSIS – Social Service Information System) which keeps our information organized. Sue introduced our new Social Worker, Stacy Nissen, who is working in the Child Welfare/Child Protection area. Sue noted that we developed a manual for Social Services to help social workers manage and maximize our revenues with an importance on time recording. BRASS (Budgeting, Reporting and

Accounting for Social Services) codes are used to record the workers' activities to assist the agency in managing and organizing our budget. The SEAGR (Social Services Expenditure and Reconciliation Report) gathers information based on the BRASS Codes. Funding streams are based on various ratios including the time reporting formula (in one month workers have a total of 144 hours of work time which is 1728 hours in a year). This is direct service time (Billable Time) which includes home visits, meeting with folks involved in the case, talking on the phone or traveling to the home. Recording indirect service includes composing narratives, letters, court reports, entering data and copying items to distribute to the client, etc. (if these activities can be tied to a Brass Code). Tie the time to an activity and then the activity to a client. TCM (Targeted Case Management is money reimbursed by the federal government (50%), state (25%) and county (25%). Social Workers visit a client once per month to capture this reimbursement. Kathy Ryan discussed the various Waivers handled in our CBS area (Community Based Services) which include: CADI (Community Alternatives for Disabled Individuals), AC (Alternative Care), CAC (Community Alternative Care), BI (Brain Injury), and EW (Elderly Waiver) and reimbursements are based on 15 minute units. There are also two time studies: LCTS (Local Collaborative Time Study) and SSTS (Social Services Time Study) that is federal money that is calculated on a ratio using random moments of staff activities. (The original minutes of record will have a copy of the PowerPoint slides attached.)

IV. Task Force Reports/Updates:

- A. Corrections** - Cheryl Meld/Kami Genz – No report.
- B. Public Health** – Bob Lewis / Bob Marcum / Kristine Layne – No report. It was noted that Erin Melz, Public Health Nurse, has been promoted to the PH Supervisor position as of Monday, March 10th.
- C. Children's Social Services/Mental Health** – Bev Mensing/Katie Nelson/Darlene Hlidek No report. It was noted the group met and would like to continue meeting.
- D. Adult Social Services/Mental Health** – Jessica Seibert / Bob Marcum – No report.

V. Budget Committee Report/Update – Jim Carlson / Jessica Seibert (*Kathy Ryan will present the 2013 Year End Financial Report at the April 2nd meeting.*) No report.

VI. Discussion Topics/Schedule of Presentations for upcoming 2014 Committee Meetings – This topic is tabled for discussion at the April 2nd meeting.

VII. Comments:

- A. Comments from the Committee Members for the Commissioners relative to HHS** – Nothing noted.
- B. Feedback from the Board Meetings – February 25** – Jim Carlson gave an Operation Christmas update at the Board Meeting.

C. Committee Members scheduled to attend upcoming Board Meetings in 2014:

March 25	Dave Leaf	Darlene Hlidek	April 22	Bob Marcum	Kristine Layne
May 27	Jessica Seibert	Bev Mensing	June 24	Dave Leaf	Gayle Janzen
July 22	Jim Carlson	Bob Lewis	August 26	Mickey Gault	Bob Marcum
September 23	Joy Janzen	Bob Lewis	October 28	Jessica Seibert	_____
November 25	Cheryl Meld	Bob Marcum	December 23	Cheryl Meld	_____

VIII. Miscellaneous Discussion

- A. Review Sheet for serving the March 19 Community Meal in McGregor.** It was noted that Darlene Hlidek indicated that her husband (Richard) would also like to help with serving the dinner and she was encouraged to bring him along.

- B. FYI - Serve the Aitkin Community Meal at First Lutheran Church on September 29th**
Information with respect to signing up to serve this meal will be sent out when it gets closer.
- C. Review the revised Bylaws (eliminating the “Agency Plan” wording)– Jessica Seibert**
Jessica was unable to attend this meeting and discuss the changes so this will be tabled until the April 2nd meeting.
- D. Review By-laws with respect to Goals & Objectives.**
Jim Carlson did mention to the County Board members that this committee is looking at Goals & Objectives for this committee. Jessi Schultz discussed tying the goals to purposes. Dave Leaf suggested that this also be tabled until the April 2nd meeting.

IX. Adjourn

Motion by Kari Paulsen, seconded by Bob Marcum, and carried; the vote was to adjourn the meeting at 4:30 p.m.

Dave Leaf, Chairperson

Linda Nelson, Acting 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 February 5, 2014, Advisory Committee Meeting
- Draft copy of February 25, 2014 Health & Human Services Board Meeting Minutes
- Current Members on Task Forces and Budget Committee as of January 8, 2014
- Copy of Sheet for Serving McGregor Community Meal March 19, 2014
- Revised By-Laws
- Ideas for H&HS Topics for Discussion/Presentations