

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
April 22, 2014**

I. Attendance

The Aitkin County Board of Commissioners met this 22nd day of April, 2014, at 9:02 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: Interim County Administrator Roxy Traxler; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Erin Melz, Public Health Supervisor; Sue Tange, Social Service Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; Amy Wyant, Public Health Educator; Jessi Schultz, Social Worker; and guests; Darlene Hlidek, H&HS Advisory Committee Member; and Nancy Sauerbrei, Aitkin Independent Age; Marissa Skuza & William Haroldson, Greater Lakes Assn. of Realtors; Roberta Elvecrog and Bob Harwarth, citizens.

II. Approval of Health & Human Services Board Agenda

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

III. Review March 25, 2014 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve the March 25, 2014, Health & Human Services Board Meeting Minutes.

IV. Review Bills

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

V. General/Miscellaneous Information

A. Purchase of ApplicationXtender Connector Software - \$3,100 – Tom Burke

Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the purchase of the ApplicationXtender Connector Software.

B. Employee (Jessica Schultz) Request for Leave of Absence – Tom Burke

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve the Leave of Absence for Jessica Schultz for her MSW field placement from August 25, 2014 to December 12, 2014.

VI. FYI:

A. DHS Letter Commending Staff from Commissioner Lucinda Jesson – Commissioner Wedel noted that H&HS staff have consistently achieved 100% performance in meeting DHS Human Service financial reporting for many consecutive years and commended the staff for their excellent work.

B. MnCFSR Onsite Review Instrument ICWA Addendum – Tom Burke noted that this document is included to respond to questions from previous meetings. Discussion ensued with respect to the difference between non-substantial and substantial child endangerment.

VII. Administrative Reports:

- A. **Financial & Transportation Reports** – Kathy Ryan discussed the Transportation Report noting that taxi service for one specific situation has been corrected so it can now be billed. She noted that the Foster Care Report is up due to no bill being submitted last month which therefore meant a double bill coming out of this month along with an increase in placements this past month. She also noted that on the Financial Report we are still waiting for the 4th quarter revenue to come in.
- B. **PH Community Assessment** – Erin Melz / Amy Wyant - See attached PowerPoint Slides for Five Parts of the Local Public Health Assessment and Plan that Erin Melz reviewed with the Board and additional handouts from Amy Wyant discussing the Aitkin County Community Health Summit to be held at Long Lake Conservation Center on June 9, 2014. On a separate note, Amy Wyant discussed the upcoming “Bike to Work Day” on Thursday, May 29th. Amy also gave a brief overview of her SHIP presentation noting we are known as “Healthy Northland”.

VIII. Committee Reports from Commissioners

- A. **H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte
Meeting updates from Committee Members: Darlene Hlidek
Draft minutes of the April 2, 2014 meeting. Darlene Hlidek noted that the Committee is working on measurable Goals and Objectives and also setting up presentations for the remainder of the year.
- B. **AEOA Committee Updates**- Commissioner Niemi noted that the weather prevented him from attending the most recent meeting although he did receive a packet of information following that meeting. He will get additional information to share with the Board at a later date.
- C. **NEMOJT Committee Updates** – Commissioner Napstad noted there has not been a meeting since his last report.
- D. **CJI (Children’s Justice Initiative)** – Commissioner Westerlund was on jury duty and unable to attend the last meeting. Sue Tange noted that the judge was not able to attend so their meeting was very short with nothing specific to report.
- E. **Lakes & Pines Update** – Commissioner Niemi noted that he did not attend the last meeting.

IX. Break at 10:28 a.m. for 15 minutes

Next Meeting –May 27, 2014