

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
September 23, 2014**

- 9:05 A.M.**
- I. Attendance**
 - II. Approval of Health & Human Services Board Agenda**
 - III. Review August 26, 2014 Health & Human Service Board Minutes**
 - IV. Review Bills**
 - V. General/Miscellaneous Information**
 - A. MN Choices Delay - Tom Burke**
 - B. Tribal State Agreement (TSA) Update – Tom Burke**
 - VI. Contracts**
 - A. Purchase of Service Agreement for the period January 1, 2015 through December 31, 2015, between Aitkin County Health & Human Services and:
1. AEOA (Arrowhead Economic Opportunity Agency, Virginia)
2. NEMOJT (NE Minnesota Office of Job Training, Virginia)**
 - VII. Administrative Reports:**
 - A. Financial & Transportation Reports – Kathy Ryan**
 - VIII. Joint Powers Board Reports:**
 - A. Tri-County Community Health Services Board (CHS) –
Commissioner Westerlund / Tom Burke – Aug. 14th, 2014 Meeting Minutes.**
 - IX. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte
Meeting updates from Committee Members: Joy Janzen & Bob Lewis
Draft minutes of the September 3, 2014 meeting.**
 - B. AEOA Committee Updates- Commissioner Niemi**
 - C. NEMOJT Committee Updates – Commissioner Napstad**
 - D. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
 - E. Lakes & Pines Update – Commissioner Niemi**
 - X. Break at 9:___ a.m. for _____ minutes Next Meeting – October 28, 2014**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
August 26, 2014**

I. Attendance

The Aitkin County Board of Commissioners met this 26th day of August, 2014, 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 Nathan Burkett; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Erin Melz, Public Health Supervisor; Sue Tange, Social Service Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Mickey Gault and Katie Nelson, H&HS Advisory Committee Members; and Nanci Sauerbrei, Aitkin Independent Age; Roberta Elvecrog, Georgia Johnson, and Bob Harwarth, citizens; John Drahota, Undersheriff.

II. Approval of Health & Human Services Board Agenda

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

III. Review July 22, 2014 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve the July 22, 2014, Health & Human Services Board Meeting Minutes.

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

A. NACO Appointment – Tom Burke discussed his appointment to the NACO Healthy Counties Initiative Advisory Board and how it compliments his involvement on the NACO Health Steering Committee. Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried, the vote was to approve and support the appointment of Tom Burke to the NACO Healthy Counties Initiative Advisory Board and participate in the out of state events as scheduled by NACO.

B. MNChoices Update – Erin Melz distributed and reviewed a MnCHOICES handout with respect to Launching MnChoices within H&HS on September 17th. She also reviewed the handout which discusses what MnCHOICES is all about noting it is a single, comprehensive assessment and support planning web-based application for long-term services and supports in Minnesota. It includes standards and protocols and serves as a common data collection tool.

VI. Contracts

A. WIC Agreements for the period September 1, 2014, to August 31, 2015 between Aitkin County Health & Human Services and:

- 1. Hill City Independent School District #2**
- 2. McGregor Independent School District #4**

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the WIC Agreements for the period September 1, 2014, to August 31, 2015 between Aitkin County Health & Human Services and:

1. *Hill City Independent School District #2*
2. *McGregor Independent School District #4*

B. Purchase of Service Agreement between ACH&HS and Compass Counseling Partners, Nisswa, for the period August 1, 2014 to December 31, 2014.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried, the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreement between ACH&HS and Compass Counseling Partners, Nisswa, for the period August 1, 2014 to December 31, 2014.

VII. Administrative Reports:

A, Financial & Transportation Reports – Kathy Ryan reviewed and discussed her reports.

VIII. Committee Reports from Commissioners

- A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte
Meeting updates from Committee Members: Mickey Gault & Katie Nelson
Draft minutes of the August 6, 2014 meeting. Ann Marcotte commented on the Waivered Services presentation given at the meeting and the handout she received at the meeting and shared with the other commissioners today. No additional comments pertaining to the Advisory meeting were made.
- B. AEOA Committee Updates- Commissioner Niemi – No meeting.
- C. NEMOJT Committee Updates – Commissioner Napstad – No meeting since his last report.
- D. CJI (Children’s Justice Initiative) – Commissioner Westerlund – Sue Tange commented that it had been a short meeting with routine roundtable discussions.
- E. Lakes & Pines Update – Commissioner Niemi noted that he has not met with Bob Benes to discuss weatherization questions.
- F. CHS - Erin Melz noted that they had a short regular meeting on August 14th and then moved on to a Strategic Planning Meeting where they discussed Visions for CHS and values. They are currently gathering information as to how other Community Health Boards are structured and will be addressing how they want to structure the Tri-County CHS Board.

IX. Break at 10:00 a.m. for 15 minutes

Next Meeting – September 23, 2014

Aitkin County

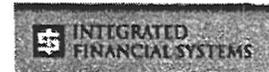


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
38	6094	AADA			180.00	Supervised visits at AADA/Fami	08/05/2014 08/21/2014		Family Assessment Response Services
	6094	AADA			180.00	1 Transactions			
25	13214	ADKINS- CARLSON/DORRAINE			980.00	Child Outpatient Psychotherapy	01/04/2014 02/25/2014		Child Outpatient Psychotherapy
	13214	ADKINS- CARLSON/DORRAINE			980.00	1 Transactions			
43	88284	AITKIN CO RECORDER			26.00	Adolescent life skills trainin	09/12/2014 09/12/2014		Self Funds - Adolescent Life Skills
	88284	AITKIN CO RECORDER			26.00	1 Transactions			
58	86222	AITKIN INDEPENDENT AGE			66.00	Child Care Advertising - Commu	08/16/2014 08/20/2014		Community Ed & Prevent/Advertising
	86222	AITKIN INDEPENDENT AGE			66.00	1 Transactions			
41	9791	BIEGANEK/JOAN M			105.00	Guardianship/Conservator Activ	08/01/2014 08/31/2014		Guardianship/Conservatorship
	9791	BIEGANEK/JOAN M			105.00	1 Transactions			
46	11062	BLAND/KENNETH D			276.00	Relative Custody Assistance	09/01/2014 09/30/2014		Relative Custody Assistance
	11062	BLAND/KENNETH D			276.00	1 Transactions			
1	12734	CARITAS MENTAL HEALTH CLINIC			75.00	Adult Outpatient Diagnostic As	08/13/2014 08/13/2014		Adult Outpat Diagnostic Assess/Psyc
	12734	CARITAS MENTAL HEALTH CLINIC			75.00	1 Transactions			
16	13217	COMPASS COUNSELING PARTNERS			400.00	Pre- Petition Screening/Hearing			Pre- Petition Screening/Hearing

SLM1
 9/19/14 11:54AM
 Health & Human Services

Aitkin County



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<u>No.</u> <u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13217 COMPASS COUNSELING PARTNERS			400.00	09/11/2014 1 Transactions	09/12/2014	
53 12191 COOPER/SHIRLIE 05- 430- 710- 3820- 6040			87.00	Relative custody assistance 09/01/2014 1 Transactions	09/30/2014	Relative Custody Assistance
12191 COOPER/SHIRLIE			87.00			
57 11051 Department of Human Services 05- 430- 720- 3110- 6069			361.42	BSFE County Match 07/01/2014 1 Transactions	07/31/2014	Bsf Child Care
56 05- 430- 730- 3590- 6072			9,530.67	CCDTF Maintenance of Effort 07/01/2014 2 Transactions	07/31/2014	Ccdtf County % State Billings
11051 Department of Human Services			9,892.09			
9 9220 DHS- MSOP 05- 430- 745- 3721- 6081			1,057.10	State- operated inpatient 07/01/2014 1 Transactions	07/31/2014	Commitment Costs - Poor Relief
14 05- 430- 745- 3721- 6081			1,057.10	State- operated inpatient 07/01/2014 1 Transactions	07/31/2014	Commitment Costs - Poor Relief
47 05- 430- 745- 3721- 6081			2,642.75	State- operated inpatient 07/01/2014 3 Transactions	07/31/2014	Commitment Costs - Poor Relief
9220 DHS- MSOP			4,756.95			
2 89965 DHS- ST PETER- SEE LIST 05- 430- 745- 3721- 6081			1,847.60	State- operated inpatient 07/01/2014 1 Transactions	07/31/2014	Commitment Costs - Poor Relief
18 05- 430- 745- 3721- 6081			1,847.60	State- operated inpatient 07/01/2014 2 Transactions	07/31/2014	Commitment Costs - Poor Relief
89965 DHS- ST PETER- SEE LIST			3,695.20			
44 13221 EFFECTIVE LIVING CENTER, INC 05- 430- 710- 3190- 6020			50.00	Drug testing - Court- related s 08/14/2014 1 Transactions	08/14/2014	Court Related Services & Activities
13221 EFFECTIVE LIVING CENTER, INC			50.00			
13 91345 ELVECROG/ROBERTA C 05- 430- 750- 3950- 6020			70.00	Public guardianship		Public Guardianship Dd

Aitkin County



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	<u>No.</u>	<u>Account/Formula</u>			<u>Accr</u>	<u>Service Dates</u>		<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
15		05- 430- 750- 3950- 6020		105.00	Public guardianship	08/01/2014 08/31/2014			Public Guardianship Dd
	91345	ELVECROG/ROBERTA C		175.00	2 Transactions	08/01/2014 08/31/2014			
26	2880	Long Lake Conservation Ctr		25.00	Confidence camp - Other family	08/26/2014 08/26/2014			Other Family Community Support Services
	2880	Long Lake Conservation Ctr		25.00	1 Transactions				
3	11072	Lutheran Social Service Of Mn- St Paul		154.36	Public guardianship	08/11/2014 08/28/2014			Public Guardianship Dd
23		05- 430- 750- 3950- 6020		210.19	Guardianship/Conservatorship	08/04/2014 08/28/2014			Guardianship/Conservatorship
	11072	Lutheran Social Service Of Mn- St Paul		364.55	2 Transactions				
34	86058	Martin/Patricia		105.00	Guardianship/conservatorship	08/01/2014 08/31/2014			Guardianship/Conservatorship
35		05- 430- 760- 3950- 6020		105.00	Guardianship/conservatorship	07/01/2014 07/31/2014			Guardianship/Conservatorship
36		05- 430- 760- 3950- 6020		105.00	Guardianship/conservatorship	06/01/2014 06/30/2014			Guardianship/Conservatorship
37		05- 430- 760- 3950- 6020		105.00	Guardianship/conservatorship	05/01/2014 05/31/2014			Guardianship/Conservatorship
	86058	Martin/Patricia		420.00	4 Transactions				
33	12793	MASTRO/TINA		6.00	Relative Custody Assistance	09/01/2014 09/30/2014			Relative Custody Assistance
	12793	MASTRO/TINA		6.00	1 Transactions				
20	91221	McCormick/John		335.00	Relative custody assistance	09/01/2014 09/30/2014			Relative Custody Assistance
	91221	McCormick/John		335.00	1 Transactions				

Aitkin County



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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
12538 North Homes, Inc				
7 05-430-740-3620-6020		24.00	Mileage - Family- Based Service 08/05/2014 08/22/2014	Family Based Services Mh
8 05-430-740-3620-6020		230.40	Family- Based Services 08/05/2014 08/22/2014	Family Based Services Mh
12538 North Homes, Inc		254.40	2 Transactions	
10977 NORTHERN PSYCHIATRIC ASSOCIATES				
4 05-430-740-3050-6020		160.96	Child outpatient diagnostic as 08/08/2014 08/08/2014	Child Outpat Assess/Psyc. Testing
6 05-430-740-3050-6020		321.92	Child outpatient diagnostic as 08/08/2014 08/08/2014	Child Outpat Assess/Psyc. Testing
49 05-430-740-3050-6020		321.92	Child outpatient diagnostic as 08/08/2014 08/08/2014	Child Outpat Assess/Psyc. Testing
60 05-430-740-3050-6020		160.95	Child outpatient diagnostic as 08/08/2014 08/08/2014	Child Outpat Assess/Psyc. Testing
62 05-430-740-3900-6020		360.00	Clinical supervision- Child Rul 08/01/2014 08/01/2014	Child Rule 79 Case Mgmt
11 05-430-745-3520-6050		90.00	Adult outpatient psychotherapy 08/01/2014 08/01/2014	Adult Outpatient Psychotherapy
61 05-430-745-3910-6020		360.00	Clinical supervision- Adult Rul 08/01/2014 08/01/2014	Adult Rule 79 Case Mgmt
10977 NORTHERN PSYCHIATRIC ASSOCIATES		1,775.75	7 Transactions	
90748 Oakridge Homes Sils				
12 05-430-750-3340-6073		571.88	Semi- Independent Living Servic 08/01/2014 08/31/2014	Semi- Independent Living Serv (Sils)
42 05-430-750-3340-6073		395.27	Semi- Independent Living Servic 08/01/2014 08/31/2014	Semi- Independent Living Serv (Sils)
19 05-430-750-3350-6020		470.96	Family support program- rate in 08/01/2014 08/31/2014	Family Support Program
90748 Oakridge Homes Sils		1,438.11	3 Transactions	
12676 OESTREICH/LINDA J				
17 05-430-710-3820-6040		35.00	Relative custody assistance 09/01/2014 09/30/2014	Relative Custody Assistance
12676 OESTREICH/LINDA J		35.00	1 Transactions	

Aitkin County

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								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
45	3810	PAULBECK'S COUNTY MARKET			1,059.50	School clothes & supplies - Pa	08/20/2014 08/20/2014		PSOP - Parent Support Outreach Services
	3810	PAULBECK'S COUNTY MARKET			1,059.50	1 Transactions			
54	12669	PETERS/RENEE D.			87.00	Relative custody assistance	09/01/2014 09/30/2014		Relative Custody Assistance
	12669	PETERS/RENEE D.			87.00	1 Transactions			
59	88878	PRODUCTIVE ALTERNATIVES INC			4,020.00	Detoxification (Category I)	08/10/2014 08/15/2014		Detoxification - Other
	88878	PRODUCTIVE ALTERNATIVES INC			4,020.00	1 Transactions			
51	9489	Redwood Toxicology Laboratory, Inc			6.75	Drug testing - Health-related	08/15/2014 08/15/2014		Health- Related Services
52		05-430-710-3180-6020			17.75	Drug testing - Health-related	08/15/2014 08/15/2014		Health- Related Services
5		05-430-710-3190-6020			6.75	Drug testing - Court-related s	08/09/2014 08/09/2014		Court Related Services & Activities
21		05-430-710-3190-6020			13.50	Drug testing - Court-Related S	08/08/2014 08/20/2014		Court Related Services & Activities
22		05-430-710-3190-6020			35.50	Drug testing - Court-Related S	08/08/2014 08/20/2014		Court Related Services & Activities
29		05-430-710-3190-6020			2.50	Drug testing - Court-Related S	08/12/2014 08/12/2014		Court Related Services & Activities
30		05-430-710-3190-6020			10.00	Drug testing - Court-Related S	08/12/2014 08/12/2014		Court Related Services & Activities
31		05-430-710-3190-6020			13.50	Drug testing - Court-Related S	08/04/2014 08/12/2014		Court Related Services & Activities
32		05-430-710-3190-6020			35.50	Drug testing - Court-Related S	08/04/2014 08/12/2014		Court Related Services & Activities
48		05-430-710-3190-6020			6.75	Drug testing - Court-Related S	08/30/2014 08/30/2014		Court Related Services & Activities
	9489	Redwood Toxicology Laboratory, Inc			148.50	10 Transactions			

Aitkin County

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<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
50 12573 SCHLEIFER/DANI			177.00 Relative custody assistance		Relative Custody Assistance
			09/01/2014 09/30/2014		
55 12573 SCHLEIFER/DANI			8.00 Relative custody assistance		Relative Custody Assistance
			09/01/2014 09/30/2014		
39 12214 Shopko Store Operating Co. LLC			35.84 Phone Card - Court-related se		Court Related Services & Activities
			08/21/2014 08/21/2014		
40 12214 Shopko Store Operating Co. LLC			38.25 Phone Card - Court-related se		Court Related Services & Activities
			08/07/2014 08/07/2014		
24 12214 Shopko Store Operating Co. LLC			37.72 Family-based life management s		Family-Based Life Mgmt Skills Services
			08/21/2014 08/21/2014		
27 9140 SIMAR/CANDACE			70.00 Public guardianship		Public Guardianship Dd
			08/01/2014 08/31/2014		
10 9140 SIMAR/CANDACE			70.00 Guardianship/conservatorship		Guardianship/Conservatorship
			08/01/2014 08/31/2014		
28 13023 TETREAULT PSYCHOLOGICAL SERVICES,			631.07 Child Outpatient Diagnostic As		Child Outpat Assess/Psyc. Testing
			02/19/2014 02/19/2014		
13023 TETREAULT PSYCHOLOGICAL SERVICES,			631.07 1 Transactions		
Final Total			31,800.93	31 Vendors	62 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	31,800.93	Health & Human Services
All Funds		31,800.93	Total

Approved by,

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Aitkin County

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1 85003 Aitkin County DAC		17.49	PAPER SHREDDING 08/04/2014 08/25/2014	Services/Labor/Contracts
2 05-400-440-0410-6231		3.52	CLEANING 08/12/2014 08/26/2014	Services/Labor/Contracts
1 05-420-600-4800-6231		45.47	PAPER SHREDDING 08/04/2014 08/25/2014	Services/Labor/Contracts
2 05-420-600-4800-6231		9.17	CLEANING 08/12/2014 08/26/2014	Services/Labor/Contracts
1 05-430-700-4800-6231		53.64	PAPER SHREDDING 08/04/2014 08/25/2014	Services/Labor/Contracts
2 05-430-700-4800-6231		10.81	CLEANING 08/12/2014 08/26/2014	Services/Labor/Contracts
85003 Aitkin County DAC		140.10	6 Transactions	
3 8239 Ameripride Linen & Apparel Services		4.75	CLEANING SUPPLIES 08/19/2014 08/19/2014	2200547864 Office Supplies
3 05-400-440-0410-6405		12.35	CLEANING SUPPLIES 08/19/2014 08/19/2014	2200547864 Office Supplies
3 05-420-600-4800-6405		14.57	CLEANING SUPPLIES 08/19/2014 08/19/2014	2200547864 Office Supplies
3 05-430-700-4800-6405		31.67	3 Transactions	
4 248 Association Of Mn Counties		15.00	POLICY COMMITTEE MTG(TB) 09/05/2014 09/05/2014	43990 Staff Development/Training
4 05-400-440-0410-6208		39.00	POLICY COMMITTEE MTG(TB) 09/05/2014 09/05/2014	43990 Staff Development/Training
4 05-420-600-4800-6208		46.00	POLICY COMMITTEE MTG(TB) 09/05/2014 09/05/2014	43990 Staff Development/Training
4 05-430-700-4800-6208		100.00	3 Transactions	
5 248 Association Of Mn Counties				
5 5398 CDW Government, Inc		4.74	KEYBOARD-ACCT-KR 08/12/2014 08/12/2014	NR69879 Office Supplies
6 05-400-440-0410-6405		4.74	KEYBOARD-ACCT-KR 08/12/2014 08/12/2014	NR75861 Office Supplies

Aitkin County



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<u>No. Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5 05-420-600-4800-6405			12.32	KEYBOARD-ACCT-KR	08/12/2014 08/12/2014	NR69879	Office Supplies
6 05-420-600-4800-6405			12.32 -	KEYBOARD-ACCT-KR	08/12/2014 08/12/2014	NR75861	Office Supplies
5 05-430-700-4800-6405			14.53	KEYBOARD-ACCT-KR	08/12/2014 08/12/2014	NR69879	Office Supplies
6 05-430-700-4800-6405			14.53 -	KEYBOARD-ACCT-KR	08/12/2014 08/12/2014	NR75861	Office Supplies
5398 CDW Government, Inc			0.00	6 Transactions			
10855 Culligan							
7 05-400-440-0410-6231			19.85	COOLER RENTAL SERVICE	09/01/2014 09/30/2014	150-10016285-1	Services/Labor/Contracts
7 05-420-600-4800-6231			51.62	COOLER RENTAL SERVICE	09/01/2014 09/30/2014	150-10016285-1	Services/Labor/Contracts
7 05-430-700-4800-6231			60.88	COOLER RENTAL SERVICE	09/01/2014 09/30/2014	150-10016285-1	Services/Labor/Contracts
10855 Culligan			132.35	3 Transactions			
88628 Dalco							
8 05-400-440-0410-6405			33.76	TOWELS/TISSUE	09/04/2014 09/04/2014	2787995	Office Supplies
8 05-420-600-4800-6405			87.79	TOWELS/TISSUE	09/04/2014 09/04/2014	2787995	Office Supplies
8 05-430-700-4800-6405			103.55	TOWELS/TISSUE	09/04/2014 09/04/2014	2787995	Office Supplies
88628 Dalco			225.10	3 Transactions			
11051 Department of Human Services							
23 05-420-650-0000-5421			22,200.00	65.MAADMINISTRAID.Q214	04/01/2014 06/30/2014	00000227179	Medical Assistance Admin Aid
22 05-420-640-4800-6231			58.60	CS MONTHLY FED OFFSET FEE	07/01/2014 07/31/2014	A300C422101	Services/Labor/Contracts
12 05-420-650-4400-6025			975.76	MA LTC UN 65	08/01/2014 08/31/2014	A300MM7B011	State/Fed Share - MA
13 05-420-650-4400-6025			44,066.28	MA ESTATE COLLECTIONS-FED	08/01/2014 08/31/2014	A300MM7B011	State/Fed Share - MA
14 05-420-650-4400-6025			22,033.14	MA ESTATE COLLECTIONS-ST		A300MM7B011	State/Fed Share - MA

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
15	05-420-650-4400-6025	180.00	08/01/2014 08/31/2014 MA CW TCM CV	A300MM7B01I State/Fed Share - MA
11	05-420-610-4100-6011	59.20	08/01/2014 08/31/2014 MAXIS MFIP SNAP RECOVERIES	A300MX01137I County Share-Afdc/Mfip
9	05-420-620-4100-6011	37.50	07/01/2014 07/31/2014 MAXIS GA RECOVERIES	A300MX01137I County Share - Ga
10	05-420-630-4100-6011	75.80	07/01/2014 07/31/2014 MAXIS SNAP RECOVERIES	A300MX01137I County Share-Food Support
18	05-430-710-0000-5453	150.00	SFY 2014 CW-TCM ADMIN FEE	00000226635 CW TCM Revenue
20	05-430-710-0000-5482	262.80	SFY 2014 IV-E LCTS ADMIN FEE	00000226635 IV-E Admin LCTS*07
21	05-430-710-0000-5483	175.20	SFY 2014 MA LCTS ADMIN FEE	00000226635 MA Admin LCTS*07
19	05-430-740-0000-5444	38.00	SFY 2014 RULE 5 ADMIN FEE	00000226635 MA Rule 5 Foster Care*66
16	05-430-740-0000-5450	6.00	SFY 2014 MH-TCM ADULT ADMIN FE	00000226635 MA CMH TCM*64
17	05-430-745-0000-5421	69.00	SFY 2014 MH-TCM CHILD ADMIN FE	00000226635 MA Adult MH TCM*31
11051	Department of Human Services	90,387.28	15 Transactions	
10786	DNA Diagnostics Center			
24	05-420-640-4800-6397	56.00	IVD GENETIC TEST 0015390029-01 09/05/2014 09/05/2014	407075-1 Genetic Tests Iv-D
25	05-420-640-4800-6397	28.00	IVD GENETIC TEST 0015390029-01 09/05/2014 09/05/2014	407076-1 Genetic Tests Iv-D
10786	DNA Diagnostics Center	84.00	2 Transactions	
2340	Hyytinen Hardware Hank			
26	05-400-440-0410-6405	1.65	INSULATION SPRAY 08/15/2014 08/15/2014	1203983 Office Supplies
26	05-420-600-4800-6405	4.28	INSULATION SPRAY 08/15/2014 08/15/2014	1203983 Office Supplies
26	05-430-700-4800-6405	5.05	INSULATION SPRAY 08/15/2014 08/15/2014	1203983 Office Supplies
2340	Hyytinen Hardware Hank	10.98	3 Transactions	
13195	JESSIE JANE'S SIGNS AND GRAPHICS LLC			
27	05-400-450-0451-6231	1,065.00	CTG-NUTRIMAN GARDEN SIGN 07/07/2014 07/07/2014	3851 Services/Labor/Contracts
13195	JESSIE JANE'S SIGNS AND GRAPHICS LLC	1,065.00	1 Transactions	

Aitkin County



AMD1
9/19/14 12:58PM
Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
28	90182 Laboratory Corp Of America Holdings 05-420-640-4800-6397		36.00	IVD GENETIC TEST 0015352592-02 08/20/2014 08/20/2014	45549457 Genetic Tests Iv-D
	90182 Laboratory Corp Of America Holdings		36.00	1 Transactions	
29	10313 Lenovo (United States) Inc. 05-430-700-4800-6405		17.99	1 MOUSE-ANN R 08/08/2014 08/08/2014	6223351789 Office Supplies
30	05-430-700-4800-6625		1,387.83	1-THINKPAD T440-ANN RIVAS 08/13/2014 08/13/2014	6223370112 Office & Other Equipment
31	05-430-700-4800-6625		242.99	1-THINKPAD ULTRA DOCK-ANN RIVA 08/13/2014 08/13/2014	6223370112 Office & Other Equipment
	10313 Lenovo (United States) Inc.		1,648.81	3 Transactions	
32	12492 LexisNexis Risk Data Management Inc. 05-430-700-4800-6231		116.00	AUGUST 2014-SERVICES 08/01/2014 08/31/2014	1598721-201400 Services/Labor/Contracts
	12492 LexisNexis Risk Data Management Inc.		116.00	1 Transactions	
33	13224 MARKETING SYSTEMS GROUP 05-400-450-0451-6231		345.00	CTG-SURVEY SAMPLE 09/05/2014 09/05/2014	124224 Services/Labor/Contracts
	13224 MARKETING SYSTEMS GROUP		345.00	1 Transactions	
34	89079 McGregor Area Ambulance Service 05-400-401-0000-6812		225.00	AMBULANCE RUNS-AUG'14 08/01/2014 08/31/2014	Mcgregor Area Ambulance
	89079 McGregor Area Ambulance Service		225.00	1 Transactions	
35	89765 Minnesota Elevator, Inc 05-400-440-0410-6231		23.42	ELEVATOR SERVICE-SEPT'14 09/01/2014 09/30/2014	323118 Services/Labor/Contracts
35	05-420-600-4800-6231		60.89	ELEVATOR SERVICE-SEPT'14 09/01/2014 09/30/2014	323118 Services/Labor/Contracts
35	05-430-700-4800-6231		71.82	ELEVATOR SERVICE-SEPT'14 09/01/2014 09/30/2014	323118 Services/Labor/Contracts
	89765 Minnesota Elevator, Inc		156.13	3 Transactions	

Aitkin County



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. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
36 89081 North Ambulance Brainerd 05-400-401-0000-6809		2,250.00	AMBULANCE RUNS-AUG'14 08/01/2014 08/31/2014 1 Transactions	No. Memorial Ambulance-Aitkin
89081 North Ambulance Brainerd		2,250.00	1 Transactions	
37 11692 Oberg Fence 05-400-450-0451-6405		3,440.00	CTG-NUTRIMAN FENCE MATERIALS 09/01/2014 09/01/2014 1 Transactions	Office Supplies
11692 Oberg Fence		3,440.00	1 Transactions	
38 3810 Paulbeck's County Market 05-400-440-0410-6405		2.13	AGENCY SUPPLIES 07/03/2014 07/03/2014	000009273744 Office Supplies
38 05-420-600-4800-6405		5.55	AGENCY SUPPLIES 07/03/2014 07/03/2014	000009273744 Office Supplies
38 05-430-700-4800-6405		6.54	AGENCY SUPPLIES 07/03/2014 07/03/2014	000009273744 Office Supplies
3810 Paulbeck's County Market		14.22	3 Transactions	
53 4233 S & T Office Products Inc 05-400-440-0410-6405		5.16	VISITOR BADGE SUPPLIES 07/08/2014 07/08/2014	01QL6279 Office Supplies
41 05-400-440-0410-6405		19.19	AGENCY SUPPLIES 07/22/2014 07/22/2014	01QM2040 Office Supplies
48 05-400-440-0410-6405		147.94	CALENDARS 08/28/2014 08/28/2014	01QN7043 Office Supplies
43 05-400-440-0410-6405		7.42	AGENCY SUPPLIES 08/28/2014 08/28/2014	01QN7407 Office Supplies
42 05-400-440-0410-6405		11.63	AGENCY SUPPLIES 08/29/2014 08/29/2014	01QN7795 Office Supplies
44 05-400-440-0410-6405		13.49	CALENDARS 09/03/2014 09/03/2014	01QN8763 Office Supplies
45 05-400-440-0410-6405		1.55	AGENCY SUPPLIES 09/03/2014 09/03/2014	01QN8763 Office Supplies
46 05-400-450-0451-6405		41.28	SHIP HSF NUTRIMAN-LABELS 09/03/2014 09/03/2014	01QN8763 Office Supplies
51 05-400-440-0410-6405		1.57	CALENDARS 09/04/2014 09/04/2014	01QN9564 Office Supplies

Aitkin County



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. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
52 05-400-430-0403-6405		52.05	C&TC PAPER SUPPLY 09/04/2014 09/04/2014	01QN9580 Office Supplies
49 05-400-440-0410-6405		1.93 -	RETURNED CALENDARS 09/05/2014 09/05/2014	01QO0503 Office Supplies
47 05-400-440-0410-6405		1.49	CALENDARS 09/09/2014 09/09/2014	01QO1162 Office Supplies
40 05-400-440-0410-6405		23.04	AGENCY SUPPLIES 09/10/2014 09/10/2014	01QO1749 Office Supplies
39 05-400-440-0410-6405		9.67	AGENCY SUPPLIES 09/12/2014 09/12/2014	01QO3271 Office Supplies
50 05-400-440-0410-6405		28.49 -	RETURNED CALENDARS 09/12/2014 09/12/2014	01QO3541 Office Supplies
53 05-420-600-4800-6405		13.41	VISITOR BADGE SUPPLIES 07/08/2014 07/08/2014	01QL6279 Office Supplies
41 05-420-600-4800-6405		49.88	AGENCY SUPPLIES 07/22/2014 07/22/2014	01QM2040 Office Supplies
48 05-420-600-4800-6405		384.65	CALENDARS 08/28/2014 08/28/2014	01QN7043 Office Supplies
43 05-420-600-4800-6405		19.31	AGENCY SUPPLIES 08/28/2014 08/28/2014	01QN7407 Office Supplies
42 05-420-600-4800-6405		30.23	AGENCY SUPPLIES 08/29/2014 08/29/2014	01QN7795 Office Supplies
44 05-420-600-4800-6405		35.08	CALENDARS 09/03/2014 09/03/2014	01QN8763 Office Supplies
45 05-420-600-4800-6405		4.04	AGENCY SUPPLIES 09/03/2014 09/03/2014	01QN8763 Office Supplies
51 05-420-600-4800-6405		4.09	CALENDARS 09/04/2014 09/04/2014	01QN9564 Office Supplies
49 05-420-600-4800-6405		5.01 -	RETURNED CALENDARS 09/05/2014 09/05/2014	01QO0503 Office Supplies
47 05-420-600-4800-6405		3.90	CALENDARS 09/09/2014 09/09/2014	01QO1162 Office Supplies
40 05-420-600-4800-6405		59.89	AGENCY SUPPLIES 09/10/2014 09/10/2014	01QO1749 Office Supplies
39 05-420-600-4800-6405		25.16	AGENCY SUPPLIES 09/12/2014 09/12/2014	01QO3271 Office Supplies
50 05-420-600-4800-6405		74.08 -	RETURNED CALENDARS 09/12/2014 09/12/2014	01QO3541 Office Supplies
53 05-430-700-4800-6405		15.81	VISITOR BADGE SUPPLIES 09/12/2014 09/12/2014	01QL6279 Office Supplies

Aitkin County



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>
41	05-430-700-4800-6405		58.83	07/08/2014 07/08/2014 AGENCY SUPPLIES	01QM2040 Office Supplies
48	05-430-700-4800-6405		453.68	07/22/2014 07/22/2014 CALENDARS	01QN7043 Office Supplies
43	05-430-700-4800-6405		22.77	08/28/2014 08/28/2014 AGENCY SUPPLIES	01QN7407 Office Supplies
42	05-430-700-4800-6405		35.66	08/28/2014 08/28/2014 AGENCY SUPPLIES	01QN7795 Office Supplies
44	05-430-700-4800-6405		41.38	08/29/2014 08/29/2014 CALENDARS	01QN8763 Office Supplies
45	05-430-700-4800-6405		4.77	09/03/2014 09/03/2014 AGENCY SUPPLIES	01QN8763 Office Supplies
51	05-430-700-4800-6405		4.83	09/03/2014 09/03/2014 CALENDARS	01QN9564 Office Supplies
49	05-430-700-4800-6405		5.91	09/04/2014 09/04/2014 RETURNED CALENDARS	01QO0503 Office Supplies
47	05-430-700-4800-6405		4.60	09/05/2014 09/05/2014 CALENDARS	01QO1162 Office Supplies
40	05-430-700-4800-6405		70.64	09/09/2014 09/09/2014 AGENCY SUPPLIES	01QO1749 Office Supplies
39	05-430-700-4800-6405		29.67	09/10/2014 09/10/2014 AGENCY SUPPLIES	01QO3271 Office Supplies
50	05-430-700-4800-6405		87.38	09/12/2014 09/12/2014 RETURNED CALENDARS	01QO3541 Office Supplies
4233	S & T Office Products Inc		1,504.96	09/12/2014 09/12/2014 41 Transactions	
86177	Sheriff Aitkin County				
56	05-420-640-4800-6270		50.00	08/22/2014 08/22/2014 IVD SERVICE 0015332516-01	2752 Aitkin Co Sheriff Fees Iv-D
55	05-430-700-4800-6231		50.00	09/02/2014 09/02/2014 RR FOSTER CARE	2755 Services/Labor/Contracts
86177	Sheriff Aitkin County		100.00	09/02/2014 09/02/2014 2 Transactions	
87016	Sheriff Itasca County				
57	05-420-640-4800-6379		55.00	09/09/2014 09/09/2014 IVD SERVICE 0014536407-01	4327 Other Iv-D Charges

AMD1
 9/19/14 12:58PM
 Health & Human Services

Aitkin County

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. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
87016 Sheriff Itasca County		55.00	1 Transactions	
58 86433 Sheriff Mille Lacs County 05-420-640-4800-6379		68.00	IVD SERVICE 001437558-02 08/25/2014 08/25/2014	5919 Other Iv-D Charges
86433 Sheriff Mille Lacs County		68.00	1 Transactions	
59 91202 Sheriff Scott County 05-420-640-4800-6379		70.00	IVD SERVICE 0015383616-01 08/13/2014 08/13/2014	20141359 Other Iv-D Charges
91202 Sheriff Scott County		70.00	1 Transactions	
61 88859 Spee*Dee-St Cloud 05-400-440-0410-6231		10.29	PH SERVICE 08/06/2014 08/30/2014	2669924 Services/Labor/Contracts
60 05-420-600-4800-6231		203.17	IM SERVICE 08/06/2014 08/30/2014	2669924 Services/Labor/Contracts
88859 Spee*Dee-St Cloud		213.46	2 Transactions	
54 4246 St Cloud Stamp & Sign Inc 05-400-440-0410-6405		0.86	INK FOR RE-INKING STAMPERS 09/02/2014 09/02/2014	178934 Office Supplies
54 05-420-600-4800-6405		2.24	INK FOR RE-INKING STAMPERS 09/02/2014 09/02/2014	178934 Office Supplies
54 05-430-700-4800-6405		2.65	INK FOR RE-INKING STAMPERS 09/02/2014 09/02/2014	178934 Office Supplies
4246 St Cloud Stamp & Sign Inc		5.75	3 Transactions	
62 86235 The Office Shop Inc 05-420-640-4800-6405		154.98	CS PRINTER TONER 08/25/2014 08/25/2014	966131-0 Office Supplies
86235 The Office Shop Inc		154.98	1 Transactions	
63 11608 Thrifty White Pharmacy-Mcgregor 05-400-430-0407-6262		155.97	FAM PLAN-BIRTH CTRL 04/17/2014 08/21/2014	Family Planning Services/Methods

AMD1
 9/19/14 12:58PM
 Health & Human Services

Aitkin County



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>	
11608	Thrifty White Pharmacy-Mcgregor		155.97	1 Transactions			
64	10930 Tidholm Productions 05-430-700-4800-6405		69.95	BUSINESS CARDS(AR) 08/18/2014 08/18/2014	72344220	Office Supplies	
65	05-430-700-4800-6405		69.95	BUSINESS CARDS(BC) 08/15/2014 08/15/2014	72614247	Office Supplies	
10930	Tidholm Productions		139.90	2 Transactions			
66	5167 Trimin Systems Inc 05-400-440-0410-6231		252.40	QTR END 12/31/2014 10/01/2014 12/31/2014	045552	Services/Labor/Contracts	
66	05-420-600-4800-6231		656.25	QTR END 12/31/2014 10/01/2014 12/31/2014	045552	Services/Labor/Contracts	
66	05-430-700-4800-6231		774.03	QTR END 12/31/2014 10/01/2014 12/31/2014	045552	Services/Labor/Contracts	
5167	Trimin Systems Inc		1,682.68	3 Transactions			
Final Total			104,558.34	30 Vendors	118 Transactions		

AMD1
9/19/14 12:58PM
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	104,558.34	Health & Human Services
All Funds	104,558.34	Total

Approved by,

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.....

CONTRACT NO.

PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT, by and between **AITKIN COUNTY BOARD OF COMMISSIONERS**, 204 First Street NW, Aitkin, Minnesota 56431 (hereinafter referred to as "Board"), and the **ARROWHEAD ECONOMIC OPPORTUNITY AGENCY**, 702 Third Avenue South, Virginia, Minnesota 55792 (hereinafter referred to as "Provider"), for the period January 1, 2015 to December 31, 2015.

WITNESSETH:

WHEREAS, Funds have been made available to the Board from the Minnesota Department of Human Services for the purpose of providing **MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) EMPLOYMENT AND TRAINING SERVICES (BRASS 237X)** under Minnesota Statute 256J.50 and PL 104-193 and **DIVERSIONARY WORK PROGRAM SERVICES (DWP) (BRASS 212X)** under Minnesota Statute 256J.95; and

WHEREAS, the Provider is qualified in accordance with State and Federal standards to provide Employment and Training Services; and

WHEREAS, the Board wishes to purchase MFIP Employment and Training and DWP services from the Provider.

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Board and Provider agree as follows:

I. Services to be Provided

A. **MFIP Program:**

- Orientation
- Employability Services Overview
- Initial Assessment
- Job Support Plan
- Secondary Assessment
- Employment Plan
- Job Readiness
- Job Placement
- On The Job Training
- Coordination/Referral
- Grant Diversion Services
- Community Work Experience Program (including procedures for implementing the Injury Protection Program (IPP), as described in Exhibit A (MFIP))
- Functional Work Literacy Training

B. Diversionary Work Program (DWP):

Employment Services (ES) providers must meet with DWP job seekers that are referred to ES within ten days of the DWP participant's referral to ES.

The ES provider and job seekers must complete an initial employment plan within this ten days.

The ES provider must notify the county financial worker (FW) within one day that the employment plan has been completed.

The ES provider administers a work focused DWP-ES program with employment as the primary goal of the program.

The ES provider should complete employment plans that are based on a job seeker's strengths.

The ES provider should have, to the extent possible, a structured job search component that is intensive (i.e. full time) and mirrors work place behavior (expects job seekers to arrive on a timely basis, dress appropriately, complete assignments, etc.)

When appropriate, a job seeker's employment plan should address non-work issues such as securing housing or child care, plus any health or disability issues, which would delay or prevent the job seekers from being fully engaged in work activities.

The ES provider monitors job seeker participation and progress and apply sanctions (which result in disqualification from DWP when appropriate.

- C. Provider agrees to place minor caregivers into dual-enrollment, when appropriate, working with a Social Worker in development of the Education Plan.

D. Family Stabilization Services (FSS):

Case management of FSS shall be the responsibility of ES providers and the regional Integrated Services Project (ISP) shall serve as the primary referral source. Job counselors shall conduct assessments on each intake, as is already done with all MFIP clients, and shall maintain monthly contact with FSS clients from then on. Ongoing communication between financial workers, job counselors, and ISP advocates shall be required. The employment plan developed by the job counselor for FSS clients shall include assessment of strengths and barriers, identification of specific family circumstances that impact the plan, employment goals, when appropriate, appropriateness of referral to the ISP project, and identification of services, supports, education, training, and accommodations, as appropriate; the plan shall be reviewed by job counselors every six (6) months to determine the need for additions, deletions, or revisions.

E. Services will be provided by:

Arrowhead Economic Opportunity Agency
702 Third Avenue South
Virginia, MN 55792

II. Payment and Delivery of Services

- A. The Board and Provider agree to monitor utilization and expenditures on a monthly basis. If expenditures are substantially above or below projection, Board and Provider may consider modifications to the specified rates of payment.
- B. The Board and Provider agree that total expenditures under this agreement combined with expenditures made to other Employment and Training Providers for the same services, may not exceed the total County allocation of \$142,066.00 in State and Federal funds made to the Board for this purpose.

III. Eligibility for Services

- A. Determination of eligibility shall be completed in accordance with procedures outlined in Exhibit A.
- B. Any change in eligibility will initiate a notice by either the Board or the Provider within 30 days to the other party; the participant will remain eligible for the Provider's services for six (6) months after termination from MFIP.
- C. Eligibility categories: MFIP registrants are defined as persons who have applied for MFIP services and payments, and who have been determined eligible by the Board for those services and payments.

IV. Payment Process

- A. The Board's obligation to make payment hereunder is subject to review by the Aitkin County Health and Human Service Department to insure that payment is for a referred individual and has not previously been made. Said review shall be the final determination of Board's payment obligation. Nothing herein shall limit the rights of either party to collect from the other any sums improperly paid or improperly withheld.
- B. Payment for MFIP services provided shall be made according to procedures outlined in Exhibit A.
- C. Board's obligation to make payment for MFIP services hereunder is subject to audit by Board or its duly authorized designee and said audit shall be the final determination of Board's payment obligation.
- D. Provider will promptly reimburse to Board any payments for MFIP received in excess of required payments hereunder.
- E. For MFIP, Board shall not be obligated to honor claims for, nor shall Provider claim for, any services furnished or costs incurred by Provider which are not specifically provided for hereunder or requested by Board in writing during the term of this Agreement.

V. Audit and Record Disclosure

The Provider shall provide the Board with the reports and comply with the audit and record requirements specified in Exhibit A under Audit and Record Disclosures.

VI. Safeguard of Client Information

A. The use or disclosure by any party or of any private information concerning a client in a violation of any rule of confidentiality or for any purpose not directly connected with the administration of the Board's or the Provider's responsibility with respect to the Purchased Services is prohibited without the written consent of the client or responsible parent or guardian.

B. Provider agrees to comply in all respects with the Minnesota Government Data Practices Act, Minn. Stat. Section 13.01-.48, and Provider further agrees to comply with any requests of Board which are necessitated by Board's obligations under said Act.

C. HIPAA COMPLIANCE

The parties agree to comply with all respects with the Health Insurance Portability and Accountability Act, Public Law 104-191 (HIPAA), and all rules, regulations and controls affected or promulgated pursuant thereto. The parties agree that as HIPAA and its rules and interpretations become effective, the parties shall execute amendments hereto, provide written assurances, implement policies and procedures, or take whatever other actions are necessary to comply with HIPAA. Should a party fail or refuse to honor its obligations pursuant to this section, the other party may terminate this Agreement with thirty (30) days written notice.

VII. Fair Hearing Appeal

Any determination, action, or inaction on the part of the Board relating to an individual's participation in the program is subject to the notice and hearing procedures in Minn. Stat. 256.045 and 268.86.

VIII. Equal Employment Opportunity and Civil Rights Clause

Provider agrees to comply with the Civil Rights Act of 1964, Executive Order No. 11246 as amended, the Minnesota Human Rights Act, and all applicable Federal and State laws, rules, regulations and orders prohibiting discrimination in employment, facilities and services. Provider shall not discriminate in employment, facilities and in the rendering of purchased services hereunder on the basis of race, color, religion, age, sex, disability, marital status, public assistance status, creed or national origin.

IX. Rehabilitation Act Clause

The Provider agrees to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) and all requirements imposed by the applicable HHS regulation (45 CFR Part 84), and all guidelines and interpretations issued pursuant thereto.

X. Bonding, Indemnity and Insurance Clause

- A. BONDING: The Provider will obtain and maintain at all times during the term of this Agreement, a fidelity bond covering the activities of its personnel authorized to receive or distribute monies in the amount of \$50,000.
- B. INDEMNITY: The Provider agrees it shall defend, indemnify and hold harmless the Board, its officers and employees against any and all liability, loss, costs, damages and expenses that the Board, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Provider's performance or failure to adequately perform its obligations pursuant to this Purchase of Service Agreement.
- C. INSURANCE: The following insurance must be maintained for the duration of this Agreement. A Certificate of Insurance for each policy must be on file with the Aitkin County Health and Human Services Department within ten (10) days of execution of this contract and before commencement of any work under this contract. Each certificate must include a thirty (30) day notice of cancellation, non-renewal, or material change to all named and additional insureds.

All insurance policies will be open to inspection by the Board, and copies of policies will be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

(1) General Liability Insurance

- (a) **\$500,000** for claims for wrongful death and each Person for other claims
\$1,500,000 Each Occurrence
Claims outside the scope of M.S. 466 \$2,000,000 per claim.
- (b) Policy shall include at least premise, operations, completed operations, independent contractors and subcontractors, and contractual liability.
- (c) Aitkin County must be named additional insured.

(2) Business Automobile Liability Insurance

- (a) **\$500,000** Each Person
\$1,500,000 Each Occurrence
Claims outside the scope of M.S. 466, \$2,000,000 per claim.
- (b) Must cover owned, non-owned and hired vehicles

(3) Workers' Compensation Per Statutory Requirements

- D. NONCOMPLIANCE: The Board reserves the right to rescind any contract not in compliance with these requirements and retains all right thereafter to pursue any legal remedies against Provider.

XI. Maintenance of Effort and Expansion of Services

Provider hereby certifies that the Federal funds to be used under this Agreement do not replace or supplant in any way State or local funds. Provider certifies that the amount to be expended in this Agreement results in increased expenditures by the Provider for services of the type being purchased to individuals of the type included under the Agreement.

XII. Conditions of the Parties' Obligations

- A. It is understood and agreed that in the event the reimbursement by the Board from State and Federal sources is not obtained and continued at an aggregate level sufficient to allow for the continued grant, the obligations of each party hereunder shall thereupon be terminated.
- B. Board may at any time evaluate the performance of Provider in regard to the terms of this Agreement to determine whether such performance merits continuation of this Agreement.
- C. Any alterations, variations, modifications or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
- D. In the event of a revision in Federal regulations which might make this Agreement ineligible for Federal financial participation, all parties will review this Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.
- E. Provider agrees to cooperate fully with Board and its designated representatives in the development and implementation of Provider's services. Evaluative data collected will be used by Board in its funding decisions and shall be shared with Provider and community.
- F. Provider agrees that in any reports, news releases, public service announcements or publications regarding Provider's program, Board will be identified as a funding source.

XIII. Subcontracting and Assignment

Provider may enter into subcontracts for the performance of any of the responsibilities contemplated under this Agreement, subject to the approval of the Board. All subcontracts shall be subject to the legal, fiscal and programmatic requirements of this contract. Provider shall continue to be responsible for the performance of the obligations of this Agreement, despite any subcontract.

XIV. Independent Contractor

Provider is an independent contractor and not an employee or agent of Board. No statement contained in this Agreement shall be construed so as to find Provider to be an employee or agent of Board. Provider, its officers, employees and agents shall be entitled to none of the rights, privileges or benefits of Board employees. Nothing contained herein is intended nor shall be construed as constituting Provider, its officers, employees or agents as the agent, representative or employee of Board for any purpose or in any manner, whatsoever.

XV. Cancellation, Default and Remedy

- A. This Agreement shall continue in effect until terminated by either party without cause, with 30 days advance, written notice delivered to the other party, served on the Director of Aitkin County Health and Human Services, 204 First Street NW, Aitkin, Minnesota 56431 on behalf of Board; and on the Director of Arrowhead Economic Opportunity Agency, 702 Third Avenue South, Virginia, Minnesota 55792 on behalf of Provider.
- B. In the event of default by either party, the non-defaulting party may cancel this Agreement immediately by sending written notice of cancellation to the defaulting party at its principal business address, notwithstanding the provisions of Paragraph 15a above. The failure of the defaulting party, including the failure of any employee of the defaulting party, to abide by any of the terms, conditions or requirements expressed in this Agreement shall constitute a default if not corrected within ten (10) days of receipt of written notice of deficiency from Board.
- C. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of Board upon resolution of Board.

XVI. Single Instrument, Legality

- A. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Provider and Board relating to the subject matter hereof.
- B. The provisions of this Agreement are severable. If a court of law holds any paragraph, section, subdivision, sentence, clause or phrase of this Agreement to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such ruling shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, the parties shall immediately meet to negotiate a revised Agreement which does not violate the above-referenced ruling.

IN WITNESS WHEREOF, Board and Provider agree that this contract is effective from January 1, 2015 to December 31, 2015.

AEOA
PROVIDER

AITKIN COUNTY BOARD
OF COMMISSIONERS

Chairman - Board of Directors

**Mark Wedel, Chairperson
Aitkin County Board of Commissioners**

Printed Name of Signer

Date: _____

Date: _____

**Harlan Tardy
Executive Director**

**Tom Burke, Director
Aitkin County Health & Human Service**

Date: _____

Date: _____

Approved as to form and execution:

**James Ratz
County Attorney**

Date: _____

IMPLEMENTATION PROCEDURES

I. Methods of Determining Eligibility

- A. The participant has the responsibility of requesting and obtaining eligibility determination from the Aitkin County Health and Human Services Department before utilizing the services.
- B. The Aitkin County Health and Human Services Department shall determine MFIP eligibility in accordance with applicable Federal and State law.
- C. The Aitkin County Health and Human Services Department shall decide the eligibility of a participant within thirty (30) days of application for eligibility determination. The participant shall be notified of his/her eligibility status and will be referred to the Provider within the said thirty (30) day time period.
- D. Provider has the responsibility to confirm that a participant is eligible to receive service prior to providing service. Board will not be responsible for services provided to clients prior to eligibility determination.

II. Method of Payment Authorization

- A. The Provider agrees that all MFIP Services monies, including Community Work Experience Program (CWEP), Grant Diversion and On-The-Job Training, received under this contract shall be expended to provide services as specified in Exhibit B.

The Provider shall submit on or before the 10th working day of the month for the previous month an invoice listing;

MFIP Program outcomes achieved, as specified in paragraph 2 of the contract;

Number of persons achieving each outcome;

Rate per outcome;

Provider shall include a listing of MFIP participants served and employment status.

The Board agrees to pay within thirty (30) days of receipt of these reports.

- B. Allowable program components are:

- 1. Orientation - stating the need for immediate employment; rights, responsibilities, and obligations

2. Employment Overview - work focus of MFIP; job search resources; financial program review
3. Initial Assessment - assess the job seeker's ability to obtain and retain employment
4. Job Support Plan - specify job search activities
5. Secondary Assessment - completed for participants who have barriers to employment
6. Employment Plan - participant's overall employment goal and steps needed to achieve the goal
7. Job Readiness Activities - help participants be familiar with general work place expectations
8. Job placement - job development and job placement activities by Provider
9. On-the-Job Training - agreement with Provider and employer for client training needed for employment
10. Grant Diversion - provides subsidies to employers as an incentive to hire participants
11. Community Work Experience (CWEP) - enhance participants employability through meaningful work experience
12. Educational Activity - specific to the needs of the participant. This includes:
 - a. High school, GED classes
 - b. Basic and remedial education that will provide a person with a basic literacy level in order to fulfill an employment goal (basic education is instruction to provide these educational skills for the first time; remedial education involves repetition of such instruction previously given to the participant); and
 - c. Education in English proficiency for a person who is not sufficiently competent to speak, read, or write the English language to allow employment commensurate with his/her employability goal.
 - d. Post-secondary education – only on a very limited basis and with specific reporting documentation. Any education plan more than 12 months needs approval by the county agency.

- C. The following types of expenditures are explicitly recognized as administrative costs for MFIP Services, Community Work Experience Program, AFDC Grant Diversion and On-the-Job Training (administrative costs shall not exceed 7.5% of the total cost):

All other administrative costs, including overhead expenditures, subsystem costs, personnel costs (salaries and benefits) for staff not directly providing component services to participants (such as second-line supervisors and above), personnel administration costs, costs for processing and managing the Injury Protection Program (IPP) including investigations, medical reports or evaluations and all other indirect costs;

- D. Provider shall submit a monthly invoice to Board by the 10th day of each month listing the number of MFIP participants in each service category as specified in 2 A, B, C, and D of the contract. Provider also will submit a listing of the names of each MFIP participant by service category.
- E. Provider shall submit a quarterly report to Board listing client related expenditures broken down as follows:
1. Client education
 2. Transportation
 3. Employment related
 4. Other
- F. Provider agrees to provide additional statistical reports to Board, or its representatives, as needed and/or requested.

III. Audit and Record Disclosure

- A. Provider agrees that all monies received under this contract shall be expended for the services specified in the contract.
- B. Provider agrees to submit to Board the information required to fulfill the terms of this Agreement and the information required by State law or policy.
- C. Provider agrees to allow personnel of the Board and Aitkin County Health and Human Services Department, the State Auditor and, if appropriate, the Minnesota Department of Economic Security, access to Provider's records at reasonable hours in order to exercise their right to audit Provider's records and to monitor services.
- D. Provider agrees to maintain records at Provider's offices for six (6) years for audit purposes. Provider agrees to keep complete books and records according to generally accepted accounting principles which shall fully document receipt and expenditure of the payments received

hereunder. Provider shall also keep such books and records as are required by Board to fulfill Board's reporting responsibility to the County, State and Federal governments.

- E. Provider shall have an independent audit completed that complies with the requirements of OMB Circular A-133. The audit report shall be forwarded to Board within 30 days following its completion.

IV. Compliance with Injury Protection Program (IPP) Requirements

The contracted agency agrees to comply with Minnesota Statutes 2003, 256J.68 injury protection for work experience participants. The contracted agency shall perform all tasks necessary to implement IPP activities that relate to work site injury and subsequent referral of an injured participant to a medical provider for treatment of a possible work related injury or condition. The contracted agency shall also conduct activities necessary to properly process and submit an IPP claim. All IPP claims, medical provider bills, required forms and supporting documentation shall be forwarded to the county agency. Prior to assigning a participant to an unpaid work experience work site, the contracted agency will ensure that: the program participant will receive appropriate safety training and information required for this position and; and the work site is in compliance with Occupational Safety and Health Administration (OSHA) and the Minnesota Department of Labor and Industry Safety Standards.

The Provider shall be responsible for the following preparatory and front-end tasks required as part of the IPP process for the CWEP program:

- A. Provider will complete the following forms and route to all appropriate agencies, as specified by DHS and the County:
 - * Participation Information and Medical Release Authorization
 - * First Report of Injury
 - * Participant Medical Referral and Medical Care Provider Information Letter
 - * Participant Injury Status Report
 - * Participant Claim Form
- B. Provider shall be responsible for providing participant safety training and information to all CWEP participants.
- C. Provider shall be responsible for work site safety standard compliance check based on OSHA requirements for all CWEP work sites.

METHOD OF SERVICE DELIVERY

MFIP EMPLOYMENT SERVICES

The overall objective of MFIP Employment Services is to move MFIP families toward long term economic self-sufficiency by utilizing the most direct path to unsubsidized employment.

The Provider of MFIP Services must be certified by the Minnesota Department of Jobs and Training as an Employment and Training Service Provider (ETSP) for the duration of this contract.

The general sequence of events in MFIP Employment Services are the following:

- * County Health and Human Services determines eligibility for MFIP
- * The Department provides the job seeker with an orientation which includes MFIP program requirements
- * The client is referred to an employment overview and selects a provider
- * The job seeker has initial assessment and initial employability determination completed
- * The provider/client complete job support plan with 8-week job search
- * A secondary assessment is completed if the above plan is not successful
- * An employment plan with steps to achieve the goal is negotiated

ORIENTATION: this shall state the need for immediate employment; work incentives; mandate to participate; consequences for failure to comply; rights, responsibilities, obligations; services available.

EMPLOYMENT OVERVIEW: urgency and opportunity of obtaining employment; work focus on MFIP; limited use of training; CTC; Child Care; transitional year child care and Medical.

INITIAL ASSESSMENT: review participants ability to obtain and retain employment; education level; prior employment; ability to communicate in the English language; refresher courses needed.

JOB SUPPORT PLAN: specify job search activities; requirement to accept suitable offers of employment; supervision by the provider.

SECONDARY ASSESSMENT: completed for those job seekers who have barriers to employment that shall not be overcome by job search and related support activities.

EMPLOYMENT PLAN: includes the employment goal; activities and time frame necessary to achieve the goal; outline activity for continued job search, ESL, GED, work experience, OJT short term training. All post secondary education plans need to be approved by the County.

JOB READINESS: activities that help prepare job seekers for work by assuring that they are familiar with general workplace expectations and exhibit work behavior/attitudes to compete in the labor market.

JOB PLACEMENT: job development and placement activities by Provider to solicit unsubsidized job openings from public or private employers, to discover such job openings, market job seekers, secure job interviews for job seekers.

ON-THE-JOB TRAINING: permits voluntary participation by MFIP recipients. Payments are made to employers for ongoing job training costs that, during the period of training, must not exceed 50% of the wages paid by the employer to the participant. The payments are deemed to be in compensation for the extra-ordinary costs associated with the lower productivity of the participant during training.

The length of the training will be limited based upon the complexity of the job, and the recipients previous work experience and training. The employer agrees to retain the individual through the training period and beyond into unsubsidized employment.

COMMUNITY WORK EXPERIENCE PROGRAM (CWEP): helps participants achieve self-sufficiency by enhancing their employability through meaningful work experience and development of job search skills. CWEP placements will be used in conjunction with skills training, job search, job readiness.

Employment counselors will assist the placement and monitor the job seeker's progress at each location. Work sites developed under this section are limited to projects that serve a useful public service such as: health, social service, environmental protection, education, urban and rural development, and redevelopment, welfare, recreation, public facilities, public safety, community service, service to aged or disabled citizens, and child care. To the extent possible, prior training and experience of a recipient must be used in making appropriate work experience assignments.

GRANT DIVERSION: uses the MFIP Grant to provide wage subsidies to employers as an incentive to hire MFIP recipients. Grant Diversion is one of the optional Employment and Training services. Priority shall be given to employers who offer permanent full-time employment positions in the private, non-profit or public sector and who agree to hire individuals beyond the period of subsidized employment.

COORDINATION: Employment counselors shall coordinate with, and refer job seekers to, other community agencies or groups for training, social and support services, including, but not limited to other partners of the Workforce Centers.

These services shall be provided in a manner that complies with the Employment and Training Program Sections of the current Local Service Unit Plan for Aitkin County and State Policy as specified in relevant DHS/DES Instructional Bulletins.

SCOPE OF SERVICES

The Contractor shall provide all Services in accordance with all applicable federal and state laws, statutes, regulations, and guidelines. These include the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Deficit Reduction Act of 2005, and Minnesota Statutes Chapter 256J. In the event that these laws, statutes, regulations or guidelines are amended at any time during the Term of this Agreement, or any extensions or renewals, the Contractor shall comply with such amended laws, statutes, regulations, or guidelines.

The Contractor is responsible for all technical assistance necessary to maintain all software and hardware used to provide the Purchased Services under this Agreement, including virus protection and firewalls.

The Contractor will designate one staff as an Employment Services security liaison who will coordinate with the County MAXIS security liaison to request approval or termination of inquiry access to the MAXIS system ("MAXIS").

The Contractor will designate up to two staff in each service location as Data Specialists that will have inquiry access to MAXIS.

The Contractor will ensure all staff with inquiry access to MAXIS complete annual HIPAA training, and any other necessary training identified by the County.

Information Privacy and Security.

Information Covered by this Provision. In carrying out its duties, AEOA will be handling one or more types of private information, collectively referred to as "protected information," concerning individual DHS clients. "Protected information," for purposes of this Agreement, may include any or all of the following:

- Private data (as defined in Minnesota Statutes § 13.02, subd. 12), confidential data (as defined in Minn. Stat. § 13.02, subd. 3), welfare data (as governed by Minn. Stat. § 13.46), medical data (as governed by Minn. Stat. § 13.384), and other non-public data governed by other sections in the Minnesota Government Data Practices Act (MGDPA), Minn. Stats. Chapter 13;
- Health records (as governed by the Minnesota Health Records Act [Minn. Stat. §§ 144.291-144.298]);
- Chemical health records (as governed by 42 U.S.C. § 290dd-2 and 42 C.F.R. § 2.1 to § 2.67);
- Protected health information ("PHI") (as defined in and governed by the Health Insurance Portability Accountability Act ["HIPAA"], 45 C.F.R. § 160.103);
- Electronic Health Records (as governed by Health Information Technology for Economic and Clinical Health Act (HITECH), 42 USC 201 note, 42 USC 17921(5)); and
- Other data subject to applicable state and federal statutes, rules, and regulations affecting the collection, storage, use, or dissemination of private or confidential information.

Duties Relating to Protection of Information.

- (a) Duty to ensure proper handling of information. AEOA shall be responsible for ensuring proper handling and safeguarding by its employees, subcontractors, and authorized agents of protected information collected, created, used, maintained, or disclosed on behalf of DHS. This responsibility includes ensuring that employees and agents comply with and are properly trained regarding, as applicable, the laws listed above in paragraph X.X.

- (b) Minimum necessary access to information. AEOA shall comply with the “minimum necessary” access and disclosure rule set forth in the HIPAA and the MGDPA. The collection, creation, use, maintenance, and disclosure of protected information shall be limited to “that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.” See, respectively, 45 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.
- (c) Information Requests. Unless provided for otherwise in this Agreement, if AEOA receives a request to release the information referred to in this Clause, AEOA must immediately notify DHS. DHS will give AEOA instructions concerning the release of the data to the requesting party before the data is released.

Use of Information. AEOA shall:

- Not use or further disclose protected information created, collected, received, stored, used, maintained, or disseminated in the course or performance of this Agreement other than as permitted or required by this Agreement or as required by law, either during the period of this Agreement or hereafter.
 - Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the protected information by its employees, subcontractors and agents other than as provided for by this Agreement. This includes, but is not limited to, having implemented administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any electronic protected health information at rest and in transit that it creates, receives, maintains, or transmits on behalf of DHS.
- (a) Report to DHS any privacy or security incident regarding the information of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410. For purposes of this Agreement, “Security incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. “Privacy incident” means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to DHS not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the PHI used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as DHS may reasonably request.
- (b) Consistent with this Agreement, and in accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any agents (including contractors and subcontractors), analysts, and others that create, receive, maintain, or transmit protected health information on behalf of the business associate, enter into a business associate agreement with any subcontractors to agree in writing to be bound by the same restrictions, conditions, and requirements that apply to it with respect to such information.

- Document such disclosures of PHI and information related to such disclosures as would be required for DHS to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.
- Mitigate, to the extent practicable, any harmful effects known to it of a use, disclosure, or breach of security with respect to protected information by it in violation of this Agreement.
- In accordance with HIPAA, upon obtaining knowledge of a breach or violation by a subcontractor, take appropriate steps to cure the breach or end the violation, and if such steps are unsuccessful, terminate the agreement.
- Not use or disclose PHI in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by DHS.

Additional Business Associate Duties. To the extent AEOA handles PHI in order to provide health care-related administrative services on behalf of DHS and is a “Business Associate” of DHS as defined by HIPAA, AEOA further agrees to:

- (a) Make available PHI in accordance with 45 C.F.R. § 164.524.
- (b) Make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 C.F.R. § 164.526.
- (c) Comply with the limited disclosure rules set forth in the HITECH Act, HIPAA, and the MGDPA. To the extent possible, disclosures should be in a limited data set, which is largely information with the patients’ identifying information removed, “to the extent practicable.” Pertinent identifiers include, name and social security number; street address, e-mail address, telephone and fax numbers; certificate/license numbers; vehicle identifiers and serial numbers; URLs and IP addresses; full face photos and any other comparable images; or medical record numbers, health plan beneficiary numbers, and other account numbers. If a limited data set is not feasible, or does not meet the use or disclosure, minimum necessary should be applied. The collection, creation, use, maintenance, and disclosure of protected information shall be limited to “that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.” See, respectively, 45 C.F.R. §§ 164.514, 45 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.
- (d) Make its internal practices, books, records, policies, procedures, and documentation relating to the use, disclosure, and/or security of PHI available to DHS and/or the Secretary of the United States Department of Health and Human Services (HHS) for purposes of determining compliance with the Privacy Rule and Security Standards, subject to attorney-client and other applicable legal privileges.
- (e) Comply with any and all other applicable provisions of the HIPAA Privacy Rule, Administrative, and Security Standards, including future amendments thereto. Develop written policies and procedures for safeguarding and securing PHI and complying with HIPAA and the HITECH Act, and other privacy laws. Designate a privacy official to be responsible for the development and implementation of its policies and procedures as required by 45 C.F.R. Part 164, Subpart E.

- (f) To the extent XXX is to carry out one or more of DHS' obligation(s) under Subpart E of 45 C.F.R. Part 164, comply with the requirements of Subpart E that apply to DHS in the performance of such obligation(s).

DHS Use of Information. DHS shall:

- (a) Only release information which it is authorized by law or regulation to share with AEOA.
- (b) Obtain any required consents, authorizations, or other permissions that may be necessary for it to share information with AEOA.
- (c) Notify AEOA of limitations, restrictions, changes, or revocation of permission by an individual to use or disclose protected information, to the extent that such limitations, restrictions, changes or revocation may affect AEOA's use or disclosure of protected information.
- (d) Not request AEOA to use or disclose protected information in any manner that would not be permitted under law if done by DHS.

Disposition of Data upon Completion, Expiration, or Agreement Termination. Upon completion, expiration, or termination of this Agreement, AEOA will return to DHS or destroy all protected information received or created on behalf of DHS for purposes associated with this Agreement. A written certification of destruction or return to Authorized Representative listed in 5.1 is required. XXX will retain no copies of such protected information, provided that if both parties agree that such return or destruction is not feasible, or if AEOA is required by the applicable regulation, rule or statutory retention schedule to retain beyond the life of this Agreement, AEOA will extend the protections of this Agreement to the protected information and refrain from further use or disclosure of such information, except for those purposes that make return or destruction infeasible, for as long as AEOA maintains the information. Additional information for destruction and handling is available in the DHS Information Security Policy, Policy numbers 3.7, and 2.19, found at <http://edocs.dhs.state.mn.us/lfsrver/Legacy/DHS-4683-ENG>.

Sanctions. In addition to acknowledging and accepting the terms set forth in Clause 8, "Liability." Relating to liability, the parties acknowledge that violation of the laws and protections described above could result in limitations being placed on future access to protected information, in investigation and imposition of sanctions by the U.S. Department of Health and Human Services, Office for Civil Rights, and/or in civil and criminal penalties.

Consolidated MFIP Support Services Grant 2015 Allocation

Allocation: 204,667 Admin Limit: 15,350

MFIP Employment Services:

	Original
12 Month Allocation	104,038.00
Administration	15,350.00
	<hr/>
	119,388.00

Per Service Provider 59,694.00

Qtrly Payments per Provider=
14,923.50

DWP Employment Services:

12 Month Allocation 22,678.00

Per Service Provider 11,339.00

Qtrly Payments per Provider=
2,834.75

Crisis:

12 Month Allocation 30,000.00

County Administration:

12 Month Allocation 32,601.00

204,667.00

CONTRACT NO.

PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT, by and between **AITKIN COUNTY BOARD OF COMMISSIONERS**, 204 First Street NW, Aitkin, Minnesota 56431 (hereinafter referred to as "Board"), and the **NORTHEAST MINNESOTA OFFICE OF JOB TRAINING**, PO Box 1028, 820 North 9th Street, Virginia, Minnesota 55792 (hereinafter referred to as "Provider"), for the period January 1, 2015 to December 31, 2015.

WITNESSETH:

WHEREAS, Funds have been made available to the Board from the Minnesota Department of Human Services for the purpose of providing **MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) EMPLOYMENT AND TRAINING SERVICES (BRASS 237X)** under Minnesota Statute 256J.50 and PL 104-193 and **DIVERSIONARY WORK PROGRAM SERVICES (DWP) (BRASS 212X)** under Minnesota Statute 256J.95; and

WHEREAS, the Provider is qualified in accordance with State and Federal standards to provide Employment and Training Services; and

WHEREAS, the Board wishes to purchase MFIP Employment and Training and DWP services from the Provider.

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Board and Provider agree as follows:

I. Services to be Provided

A. **MFIP Program:**

- Orientation
- Employability Services Overview
- Initial Assessment
- Job Support Plan
- Secondary Assessment
- Employment Plan
- Job Readiness
- Job Placement
- On The Job Training
- Coordination/Referral
- Grant Diversion Services
- Community Work Experience Program (including procedures for implementing the Injury Protection Program (IPP), as described in Exhibit A (MFIP))
- Functional Work Literacy Training

B. Diversionary Work Program (DWP):

Employment Services (ES) providers must meet with DWP job seekers that are referred to ES within ten days of the DWP participant's referral to ES.

The ES provider and job seekers must complete an initial employment plan within this ten days.

The ES provider must notify the county financial worker (FW) within one day that the employment plan has been completed.

The ES provider administers a work focused DWP-ES program with employment as the primary goal of the program.

The ES provider should complete employment plans that are based on a job seeker's strengths.

The ES provider should have, to the extent possible, a structured job search component that is intensive (i.e. full time) and mirrors work place behavior (expects job seekers to arrive on a timely basis, dress appropriately, complete assignments, etc.)

When appropriate, a job seeker's employment plan should address non-work issues such as securing housing or child care, plus any health or disability issues, which would delay or prevent the job seekers from being fully engaged in work activities.

The ES provider monitors job seeker participation and progress and apply sanctions (which result in disqualification from DWP when appropriate).

- C. Provider agrees to place minor caregivers into dual-enrollment, when appropriate, working with a Social Worker in development of the Education Plan.

D. Family Stabilization Services (FSS):

Case management of FSS shall be the responsibility of ES providers and the regional Integrated Services Project (ISP) shall serve as the primary referral source. Job counselors shall conduct assessments on each intake, as is already done with all MFIP clients, and shall maintain monthly contact with FSS clients from then on. Ongoing communication between financial workers, job counselors, and ISP advocates shall be required. The employment plan developed by the job counselor for FSS clients shall include assessment of strengths and barriers, identification of specific family circumstances that impact the plan, employment goals, when appropriate, appropriateness of referral to the ISP project, and identification of services, supports, education, training, and accommodations, as appropriate; the plan shall be reviewed by job counselors every six (6) months to determine the need for additions, deletions, or revisions.

- E. **Services will be provided by:** Northeast Minnesota Office of Job Training
820 N. 9th Street - Suite 240
Virginia, MN 55792

II. Payment and Delivery of Services

- A. The Board and Provider agree to monitor utilization and expenditures on a monthly basis. If expenditures are substantially above or below projection, Board and Provider may consider modifications to the specified rates of payment.
- B. The Board and Provider agree that total expenditures under this agreement combined with expenditures made to other Employment and Training Providers for the same services, may not exceed the total County allocation of \$142,066.00 in State and Federal funds made to the Board for this purpose.

III. Eligibility for Services

- A. Determination of eligibility shall be completed in accordance with procedures outlined in Exhibit A.
- B. Any change in eligibility will initiate a notice by either the Board or the Provider within 30 days to the other party; the participant will remain eligible for the Provider's services for six (6) months after termination from MFIP.
- C. Eligibility categories: MFIP registrants are defined as persons who have applied for MFIP services and payments, and who have been determined eligible by the Board for those services and payments.

IV. Payment Process

- A. The Board's obligation to make payment hereunder is subject to review by the Aitkin County Health and Human Service Department to insure that payment is for a referred individual and has not previously been made. Said review shall be the final determination of Board's payment obligation. Nothing herein shall limit the rights of either party to collect from the other any sums improperly paid or improperly withheld.
- B. Payment for MFIP services provided shall be made according to procedures outlined in Exhibit A.
- C. Board's obligation to make payment for MFIP services hereunder is subject to audit by Board or its duly authorized designee and said audit shall be the final determination of Board's payment obligation.
- D. Provider will promptly reimburse to Board any payments for MFIP received in excess of required payments hereunder.
- E. For MFIP, Board shall not be obligated to honor claims for, nor shall Provider claim for, any services furnished or costs incurred by Provider which are not specifically provided for hereunder or requested by Board in writing during the term of this Agreement.

V. Audit and Record Disclosure

The Provider shall provide the Board with the reports and comply with the audit and record requirements specified in Exhibit A under Audit and Record Disclosures.

VI. Safeguard of Client Information

A. The use or disclosure by any party or of any private information concerning a client in a violation of any rule of confidentiality or for any purpose not directly connected with the administration of the Board's or the Provider's responsibility with respect to the Purchased Services is prohibited without the written consent of the client or responsible parent or guardian.

B. Provider agrees to comply in all respects with the Minnesota Government Data Practices Act, Minn. Stat. Section 13.01-.48, and Provider further agrees to comply with any requests of Board which are necessitated by Board's obligations under said Act.

C. HIPAA COMPLIANCE

The parties agree to comply with all respects with the Health Insurance Portability and Accountability Act, Public Law 104-191 (HIPAA), and all rules, regulations and controls affected or promulgated pursuant thereto. The parties agree that as HIPAA and its rules and interpretations become effective, the parties shall execute amendments hereto, provide written assurances, implement policies and procedures, or take whatever other actions are necessary to comply with HIPAA. Should a party fail or refuse to honor its obligations pursuant to this section, the other party may terminate this Agreement with thirty (30) days written notice.

VII. Fair Hearing Appeal

Any determination, action, or inaction on the part of the Board relating to an individual's participation in the program is subject to the notice and hearing procedures in Minn. Stat. 256.045 and 268.86.

VIII. Equal Employment Opportunity and Civil Rights Clause

Provider agrees to comply with the Civil Rights Act of 1964, Executive Order No. 11246 as amended, the Minnesota Human Rights Act, and all applicable Federal and State laws, rules, regulations and orders prohibiting discrimination in employment, facilities and services. Provider shall not discriminate in employment, facilities and in the rendering of purchased services hereunder on the basis of race, color, religion, age, sex, disability, marital status, public assistance status, creed or national origin.

IX. Rehabilitation Act Clause

The Provider agrees to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) and all requirements imposed by the applicable HHS regulation (45 CFR Part 84), and all guidelines and interpretations issued pursuant thereto.

X. Bonding, Indemnity and Insurance Clause

- A. BONDING: The Provider will obtain and maintain at all times during the term of this Agreement, a fidelity bond covering the activities of its personnel authorized to receive or distribute monies in the amount of \$50,000.
- B. INDEMNITY: The Provider agrees it shall defend, indemnify and hold harmless the Board, its officers and employees against any and all liability, loss, costs, damages and expenses that the Board, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Provider's performance or failure to adequately perform its obligations pursuant to this Purchase of Service Agreement.
- C. INSURANCE: The following insurance must be maintained for the duration of this Agreement. A Certificate of Insurance for each policy must be on file with the Aitkin County Health and Human Services Department within ten (10) days of execution of this contract and before commencement of any work under this contract. Each certificate must include a thirty (30) day notice of cancellation, non-renewal, or material change to all named and additional insureds.

All insurance policies will be open to inspection by the Board, and copies of policies will be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

(1) General Liability Insurance

- (a) **\$500,000** for claims for wrongful death and each Person for other claims
\$1,500,000 Each Occurrence
Claims outside the scope of M.S. 466 \$2,000,000 per claim.
- (b) Policy shall include at least premise, operations, completed operations, independent contractors and subcontractors, and contractual liability.
- (c) Aitkin County must be named additional insured.

(2) Business Automobile Liability Insurance

- (a) **\$500,000** Each Person
\$1,500,000 Each Occurrence
Claims outside the scope of M.S. 466, \$2,000,000 per claim.
- (b) Must cover owned, non-owned and hired vehicles

(3) Workers' Compensation Per Statutory Requirements

- D. NONCOMPLIANCE: The Board reserves the right to rescind any contract not in compliance with these requirements and retains all right thereafter to pursue any legal remedies against Provider.

XI. Maintenance of Effort and Expansion of Services

Provider hereby certifies that the Federal funds to be used under this Agreement do not replace or supplant in any way State or local funds. Provider certifies that the amount to be expended in this Agreement results in increased expenditures by the Provider for services of the type being purchased to individuals of the type included under the Agreement.

XII. Conditions of the Parties' Obligations

- A. It is understood and agreed that in the event the reimbursement by the Board from State and Federal sources is not obtained and continued at an aggregate level sufficient to allow for the continued grant, the obligations of each party hereunder shall thereupon be terminated.
- B. Board may at any time evaluate the performance of Provider in regard to the terms of this Agreement to determine whether such performance merits continuation of this Agreement.
- C. Any alterations, variations, modifications or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
- D. In the event of a revision in Federal regulations which might make this Agreement ineligible for Federal financial participation, all parties will review this Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.
- E. Provider agrees to cooperate fully with Board and its designated representatives in the development and implementation of Provider's services. Evaluative data collected will be used by Board in its funding decisions and shall be shared with Provider and community.
- F. Provider agrees that in any reports, news releases, public service announcements or publications regarding Provider's program, Board will be identified as a funding source.

XIII. Subcontracting and Assignment

Provider may enter into subcontracts for the performance of any of the responsibilities contemplated under this Agreement, subject to the approval of the Board. All subcontracts shall be subject to the legal, fiscal and programmatic requirements of this contract. Provider shall continue to be responsible for the performance of the obligations of this Agreement, despite any subcontract.

XIV. Independent Contractor

Provider is an independent contractor and not an employee or agent of Board. No statement contained in this Agreement shall be construed so as to find Provider to be an employee or agent of Board. Provider, its officers, employees and agents shall be entitled to none of the rights, privileges or benefits of Board employees. Nothing contained herein is intended nor shall be construed as constituting Provider, its officers, employees or agents as the agent, representative or employee of Board for any purpose or in any manner, whatsoever.

XV. Cancellation, Default and Remedy

- A. This Agreement shall continue in effect until terminated by either party without cause, with 30 days advance, written notice delivered to the other party, served on the Director of Aitkin County Health and Human Services, 204 First Street NW, Aitkin, Minnesota 56431 on behalf of the Board; and on the Director of Northeast Minnesota Office of Job Training, 820 North 9th Street, PO Box 1028, Virginia, Minnesota 55792 on behalf of Provider.
- B. In the event of default by either party, the non-defaulting party may cancel this Agreement immediately by sending written notice of cancellation to the defaulting party at its principal business address, notwithstanding the provisions of Paragraph 15a above. The failure of the defaulting party, including the failure of any employee of the defaulting party, to abide by any of the terms, conditions or requirements expressed in this Agreement shall constitute a default if not corrected within ten (10) days of receipt of written notice of deficiency from Board.
- C. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of Board upon resolution of Board.

XVI. Single Instrument, Legality

- A. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Provider and Board relating to the subject matter hereof.
- B. The provisions of this Agreement are severable. If a court of law holds any paragraph, section, subdivision, sentence, clause or phrase of this Agreement to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such ruling shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, the parties shall immediately meet to negotiate a revised Agreement which does not violate the above-referenced ruling.

IN WITNESS WHEREOF, Board and Provider agree that this contract is effective from January 1, 2015 to December 31, 2015.

PROVIDER
NORTHEAST MN OFFICE OF JOB TRAINING

AITKIN COUNTY BOARD
OF COMMISSIONERS

Chairman - Board of Directors

Mark Wedel, Chairperson

Printed Name of Signer

Date: _____

Date: _____

AITKIN COUNTY HEALTH & HUMAN
SERVICES DEPARTMENT

Executive Director

Thomas Burke, Director

Printed Name of Signer

Date: _____

Date: _____

Approved as to form and execution:

James Ratz
County Attorney

Date: _____

IMPLEMENTATION PROCEDURES

I. Methods of Determining Eligibility

- A. The participant has the responsibility of requesting and obtaining eligibility determination from the Aitkin County Health and Human Services Department before utilizing the services.
- B. The Aitkin County Health and Human Services Department shall determine MFIP eligibility in accordance with applicable Federal and State law.
- C. The Aitkin County Health and Human Services Department shall decide the eligibility of a participant within thirty (30) days of application for eligibility determination. The participant shall be notified of his/her eligibility status and will be referred to the Provider within the said thirty (30) day time period.
- D. Provider has the responsibility to confirm that a participant is eligible to receive service prior to providing service. Board will not be responsible for services provided to clients prior to eligibility determination.

II. Method of Payment Authorization

- A. The Provider agrees that all MFIP Services monies, including Community Work Experience Program (CWEP), Grant Diversion and On-The-Job Training, received under this contract shall be expended to provide services as specified in Exhibit B.

The Provider shall submit on or before the 10th working day of the month for the previous month an invoice listing;

- B. MFIP Program outcomes achieved, as specified in paragraph 2 of the contract;
 - 1. Number of persons achieving each outcome;
 - 2. Rate per outcome; and

Provider shall include a listing of MFIP participants served and employment status.

The Board agrees to pay within thirty (30) days of receipt of these reports.

- C. Allowable program components are:

- 1. Orientation - stating the need for immediate employment; rights, responsibilities, and obligations

2. Employment Overview - work focus of MFIP; job search resources; financial program review
3. Initial Assessment - assess the job seeker's ability to obtain and retain employment
4. Job Support Plan - specify job search activities
5. Secondary Assessment - completed for participants who have barriers to employment
6. Employment Plan - participant's overall employment goal and steps needed to achieve the goal
7. Job Readiness Activities - help participants be familiar with general work place expectations
8. Job placement - job development and job placement activities by Provider
9. On-the-Job Training - agreement with Provider and employer for client training needed for employment
10. Grant Diversion - provides subsidies to employers as an incentive to hire participants
11. Community Work Experience (CWEP) - enhance participants employability through meaningful work experience
12. Educational Activity - specific to the needs of the participant. This includes:
 - a. High school, GED classes
 - b. Basic and remedial education that will provide a person with a basic literacy level in order to fulfill an employment goal (basic education is instruction to provide these educational skills for the first time; remedial education involves repetition of such instruction previously given to the participant); and
 - c. Education in English proficiency for a person who is not sufficiently competent to speak, read, or write the English language to allow employment commensurate with his/her employability goal.
 - d. Post-secondary education – only on a very limited basis and with specific supporting documentation. Any education plan more than 12 months needs approval by the County agency.

- C. The following types of expenditures are explicitly recognized as administrative costs for MFIP Services, Community Work Experience Program, AFDC Grant Diversion and On-the-Job Training (administrative costs shall not exceed 7.5% of the total cost):

All other administrative costs, including overhead expenditures, subsystem costs, personnel costs (salaries and benefits) for staff not directly providing component services to participants (such as second-line supervisors and above), personnel administration costs, costs for processing and managing the Injury Protection Program (IPP) including investigations, medical reports or evaluations and all other indirect costs;

- D. Provider shall submit a monthly invoice to Board by the 10th day of each month listing the number of MFIP participants in each service category as specified in 2 A, B, C, and D of the contract. Provider also will submit a listing of the names of each MFIP participant by service category.
- E. Provider shall submit a quarterly report to Board listing client related expenditures broken down as follows:
 - 1. Client education
 - 2. Transportation
 - 3. Employment related
 - 4. Other
- F. Provider agrees to provide additional statistical reports to Board, or its representatives, as needed and/or requested.

III. Audit and Record Disclosure

- A. Provider agrees that all monies received under this contract shall be expended for the services specified in the contract.
- B. Provider agrees to submit to Board the information required to fulfill the terms of this Agreement and the information required by State law or policy.
- C. Provider agrees to allow personnel of the Board and Aitkin County Health and Human Services Department, the State Auditor and, if appropriate, the Minnesota Department of Economic Security, access to Provider's records at reasonable hours in order to exercise their right to audit Provider's records and to monitor services.
- D. Provider agrees to maintain records at Provider's offices for six (6) years for audit purposes. Provider agrees to keep complete books and records according to generally accepted accounting principles which shall fully document receipt and expenditure of the payments received

hereunder. Provider shall also keep such books and records as are required by Board to fulfill Board's reporting responsibility to the County, State and Federal governments.

- E. Provider shall have an independent audit completed that complies with the requirements of OMB Circular A-133. The audit report shall be forwarded to Board within 30 days following its completion.

IV. Compliance with Injury Protection Program (IPP) Requirements

The contracted agency agrees to comply with Minnesota Statutes 2003, 256J.68 injury protection for work experience participants. The contracted agency shall perform all tasks necessary to implement IPP activities that relate to work site injury and subsequent referral of an injured participant to a medical provider for treatment of a possible work related injury or condition. The contracted agency shall also conduct activities necessary to properly process and submit an IPP claim. All IPP claims, medical provider bills, required forms and supporting documentation shall be forwarded to the county agency. Prior to assigning a participant to an unpaid work experience work site, the contracted agency will ensure that: the program participant will receive appropriate safety training and information required for this position and; and the work site is in compliance with Occupational Safety and Health Administration (OSHA) and the Minnesota Department of Labor and Industry Safety Standards.

The Provider shall be responsible for the following preparatory and front-end tasks required as part of the IPP process for the CWEP program:

- A. Provider will complete the following forms and route to all appropriate agencies, as specified by DHS and the County:
 - * Participation Information and Medical Release Authorization
 - * First Report of Injury
 - * Participant Medical Referral and Medical Care Provider Information Letter
 - * Participant Injury Status Report
 - * Participant Claim Form
- B. Provider shall be responsible for providing participant safety training and information to all CWEP participants.
- C. Provider shall be responsible for work site safety standard compliance check based on OSHA requirements for all CWEP work sites.

METHOD OF SERVICE DELIVERY

MFIP EMPLOYMENT SERVICES

The overall objective of MFIP Employment Services is to move MFIP families toward long term economic self-sufficiency by utilizing the most direct path to unsubsidized employment.

The Provider of MFIP Services must be certified by the Minnesota Department of Jobs and Training as an Employment and Training Service Provider (ETSP) for the duration of this contract.

The general sequence of events in MFIP Employment Services are the following:

- * County Health and Human Services determines eligibility for MFIP
- * The Department provides the job seeker with an orientation which includes MFIP program requirements
- * The client is referred to an employment overview and selects a provider
- * The job seeker has initial assessment and initial employability determination completed
- * The provider/client complete job support plan with 8-week job search
- * A secondary assessment is completed if the above plan is not successful
- * An employment plan with steps to achieve the goal is negotiated

ORIENTATION: this shall state the need for immediate employment; work incentives; mandate to participate; consequences for failure to comply; rights, responsibilities, obligations; services available.

EMPLOYMENT OVERVIEW: urgency and opportunity of obtaining employment; work focus on MFIP; limited use of training; CTC; Child Care; transitional year child care and Medical.

INITIAL ASSESSMENT: review participants ability to obtain and retain employment; education level; prior employment; ability to communicate in the English language; refresher courses needed.

JOB SUPPORT PLAN: specify job search activities; requirement to accept suitable offers of employment; supervision by the provider.

SECONDARY ASSESSMENT: completed for those job seekers who have barriers to employment that shall not be overcome by job search and related support activities.

EMPLOYMENT PLAN: includes the employment goal; activities and time frame necessary to achieve the goal; outline activity for continued job search, ESL, GED, work experience, OJT short term training. All post secondary education plans need to be approved by the County.

JOB READINESS: activities that help prepare job seekers for work by assuring that they are familiar with general workplace expectations and exhibit work behavior/attitudes to compete in the labor market.

JOB PLACEMENT: job development and placement activities by Provider to solicit unsubsidized job openings from public or private employers, to discover such job openings, market job seekers, secure job interviews for job seekers.

ON-THE-JOB TRAINING: permits voluntary participation by MFIP recipients. Payments are made to employers for ongoing job training costs that, during the period of training, must not exceed 50% of the wages paid by the employer to the participant. The payments are deemed to be in compensation for the extra-ordinary costs associated with the lower productivity of the participant during training.

The length of the training will be limited based upon the complexity of the job, and the recipients previous work experience and training. The employer agrees to retain the individual through the training period and beyond into unsubsidized employment.

COMMUNITY WORK EXPERIENCE PROGRAM (CWEP): helps participants achieve self-sufficiency by enhancing their employability through meaningful work experience and development of job search skills. CWEP placements will be used in conjunction with skills training, job search, job readiness.

Employment counselors will assist the placement and monitor the job seeker's progress at each location. Work sites developed under this section are limited to projects that serve a useful public service such as: health, social service, environmental protection, education, urban and rural development, and redevelopment, welfare, recreation, public facilities, public safety, community service, service to aged or disabled citizens, and child care. To the extent possible, prior training and experience of a recipient must be used in making appropriate work experience assignments.

GRANT DIVERSION: uses the MFIP Grant to provide wage subsidies to employers as an incentive to hire MFIP recipients. Grant Diversion is one of the optional Employment and Training services. Priority shall be given to employers who offer permanent full-time employment positions in the private, non-profit or public sector and who agree to hire individuals beyond the period of subsidized employment.

COORDINATION: Employment counselors shall coordinate with, and refer job seekers to, other community agencies or groups for training, social and support services, including, but not limited to other partners of the Workforce Centers.

These services shall be provided in a manner that complies with the Employment and Training Program Sections of the current Local Service Unit Plan for Aitkin County and State Policy as specified in relevant DHS/DES Instructional Bulletins.

SCOPE OF SERVICES

The Contractor shall provide all Services in accordance with all applicable federal and state laws, statutes, regulations, and guidelines. These include the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Deficit Reduction Act of 2005, and Minnesota Statutes Chapter 256J. In the event that these laws, statutes, regulations or guidelines are amended at any time during the Term of this Agreement, or any extensions or renewals, the Contractor shall comply with such amended laws, statutes, regulations, or guidelines.

The Contractor is responsible for all technical assistance necessary to maintain all software and hardware used to provide the Purchased Services under this Agreement, including virus protection and firewalls.

The Contractor will designate one staff as an Employment Services security liaison who will coordinate with the County MAXIS security liaison to request approval or termination of inquiry access to the MAXIS system ("MAXIS").

The Contractor will designate up to two staff in each service location as Data Specialists that will have inquiry access to MAXIS.

The Contractor will ensure all staff with inquiry access to MAXIS complete annual HIPAA training, and any other necessary training identified by the County.

Information Privacy and Security.

Information Covered by this Provision. In carrying out its duties, NEMOJT will be handling one or more types of private information, collectively referred to as "protected information," concerning individual DHS clients. "Protected information," for purposes of this Agreement, may include any or all of the following:

- Private data (as defined in Minnesota Statutes § 13.02, subd. 12), confidential data (as defined in Minn. Stat. § 13.02, subd. 3), welfare data (as governed by Minn. Stat. § 13.46), medical data (as governed by Minn. Stat. § 13.384), and other non-public data governed by other sections in the Minnesota Government Data Practices Act (MGDPA), Minn. Stats. Chapter 13;
- Health records (as governed by the Minnesota Health Records Act [Minn. Stat. §§ 144.291-144.298]);
- Chemical health records (as governed by 42 U.S.C. § 290dd-2 and 42 C.F.R. § 2.1 to § 2.67);
- Protected health information ("PHI") (as defined in and governed by the Health Insurance Portability Accountability Act ["HIPAA"], 45 C.F.R. § 160.103);
- Electronic Health Records (as governed by Health Information Technology for Economic and Clinical Health Act (HITECH), 42 USC 201 note, 42 USC 17921(5)); and
- Other data subject to applicable state and federal statutes, rules, and regulations affecting the collection, storage, use, or dissemination of private or confidential information.

Duties Relating to Protection of Information.

- (a) Duty to ensure proper handling of information. NEMOJT shall be responsible for ensuring proper handling and safeguarding by its employees, subcontractors, and authorized agents of protected information collected, created, used, maintained, or disclosed on behalf of DHS. This responsibility includes ensuring that employees and agents comply with and are properly trained regarding, as applicable, the laws listed above in paragraph X.X.

- (b) Minimum necessary access to information. NEMOJT shall comply with the “minimum necessary” access and disclosure rule set forth in the HIPAA and the MGDPA. The collection, creation, use, maintenance, and disclosure of protected information shall be limited to “that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.” See, respectively, 45 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.
- (c) Information Requests. Unless provided for otherwise in this Agreement, if NEMOJT receives a request to release the information referred to in this Clause, NEMOJT must immediately notify DHS. DHS will give NEMOJT instructions concerning the release of the data to the requesting party before the data is released.

Use of Information. NEMOJT shall:

- Not use or further disclose protected information created, collected, received, stored, used, maintained, or disseminated in the course or performance of this Agreement other than as permitted or required by this Agreement or as required by law, either during the period of this Agreement or hereafter.
 - Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the protected information by its employees, subcontractors and agents other than as provided for by this Agreement. This includes, but is not limited to, having implemented administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any electronic protected health information at rest and in transit that it creates, receives, maintains, or transmits on behalf of DHS.
- (a) Report to DHS any privacy or security incident regarding the information of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410. For purposes of this Agreement, “Security incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. “Privacy incident” means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to DHS not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the PHI used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as DHS may reasonably request.
 - (b) Consistent with this Agreement, and in accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any agents (including contractors and subcontractors), analysts, and others that create, receive, maintain, or transmit protected health information on behalf of the business associate, enter into a business associate agreement with any subcontractors to agree in writing to be bound by the same restrictions, conditions, and requirements that apply to it with respect to such information.

- Document such disclosures of PHI and information related to such disclosures as would be required for DHS to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.
- Mitigate, to the extent practicable, any harmful effects known to it of a use, disclosure, or breach of security with respect to protected information by it in violation of this Agreement.
- In accordance with HIPAA, upon obtaining knowledge of a breach or violation by a subcontractor, take appropriate steps to cure the breach or end the violation, and if such steps are unsuccessful, terminate the agreement.
- Not use or disclose PHI in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by DHS.

Additional Business Associate Duties. To the extent NEMOJT handles PHI in order to provide health care-related administrative services on behalf of DHS and is a “Business Associate” of DHS as defined by HIPAA, NEMOJT further agrees to:

- (a) Make available PHI in accordance with 45 C.F.R. § 164.524.
- (b) Make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 C.F.R. § 164.526.
- (c) Comply with the limited disclosure rules set forth in the HITECH Act, HIPAA, and the MGDPA. To the extent possible, disclosures should be in a limited data set, which is largely information with the patients’ identifying information removed, “to the extent practicable.” Pertinent identifiers include, name and social security number; street address, e-mail address, telephone and fax numbers; certificate/license numbers; vehicle identifiers and serial numbers; URLs and IP addresses; full face photos and any other comparable images; or medical record numbers, health plan beneficiary numbers, and other account numbers. If a limited data set is not feasible, or does not meet the use or disclosure, minimum necessary should be applied. The collection, creation, use, maintenance, and disclosure of protected information shall be limited to “that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.” See, respectively, 45 C.F.R. §§ 164.514, 45 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.
- (d) Make its internal practices, books, records, policies, procedures, and documentation relating to the use, disclosure, and/or security of PHI available to DHS and/or the Secretary of the United States Department of Health and Human Services (HHS) for purposes of determining compliance with the Privacy Rule and Security Standards, subject to attorney-client and other applicable legal privileges.
- (e) Comply with any and all other applicable provisions of the HIPAA Privacy Rule, Administrative, and Security Standards, including future amendments thereto. Develop written policies and procedures for safeguarding and securing PHI and complying with HIPAA and the HITECH Act, and other privacy laws. Designate a privacy official to be responsible for the development and implementation of its policies and procedures as required by 45 C.F.R. Part 164, Subpart E.

- (f) To the extent XXX is to carry out one or more of DHS' obligation(s) under Subpart E of 45 C.F.R. Part 164, comply with the requirements of Subpart E that apply to DHS in the performance of such obligation(s).

DHS Use of Information. DHS shall:

- (a) Only release information which it is authorized by law or regulation to share with NEMOJT.
- (b) Obtain any required consents, authorizations, or other permissions that may be necessary for it to share information with NEMOJT.
- (c) Notify NEMOJT of limitations, restrictions, changes, or revocation of permission by an individual to use or disclose protected information, to the extent that such limitations, restrictions, changes or revocation may affect NEMOJT's use or disclosure of protected information.
- (d) Not request NEMOJT to use or disclose protected information in any manner that would not be permitted under law if done by DHS.

Disposition of Data upon Completion, Expiration, or Agreement Termination. Upon completion, expiration, or termination of this Agreement, NEMOJT will return to DHS or destroy all protected information received or created on behalf of DHS for purposes associated with this Agreement. A written certification of destruction or return to Authorized Representative listed in 5.1 is required. XXX will retain no copies of such protected information, provided that if both parties agree that such return or destruction is not feasible, or if NEMOJT is required by the applicable regulation, rule or statutory retention schedule to retain beyond the life of this Agreement, NEMOJT will extend the protections of this Agreement to the protected information and refrain from further use or disclosure of such information, except for those purposes that make return or destruction infeasible, for as long as NEMOJT maintains the information. Additional information for destruction and handling is available in the DHS Information Security Policy, Policy numbers 3.7, and 2.19, found at <http://edocs.dhs.state.mn.us/lfsrver/Legacy/DHS-4683-ENG>.

Sanctions. In addition to acknowledging and accepting the terms set forth in Clause 8, "Liability." Relating to liability, the parties acknowledge that violation of the laws and protections described above could result in limitations being placed on future access to protected information, in investigation and imposition of sanctions by the U.S. Department of Health and Human Services, Office for Civil Rights, and/or in civil and criminal penalties.

Consolidated MFIP Support Services Grant 2015 Allocation

Allocation: 204,667 Admin Limit: 15,350

MFIP Employment Services:

	Original
12 Month Allocation	104,038.00
Administration	15,350.00
	<u>119,388.00</u>

Per Service Provider 59,694.00

Qtrly Payments per Provider=
14,923.50

DWP Employment Services:

12 Month Allocation 22,678.00

Per Service Provider 11,339.00

Qtrly Payments per Provider=
2,834.75

Crisis:

12 Month Allocation 30,000.00

County Administration:

12 Month Allocation 32,601.00

204,667.00

Aitkin County Health & Human Services

Financial Statement

	Actual Jan-14	Actual Feb-14	Actual Mar-14	Actual Apr-14	Actual May-14	Actual Jun-14	Actual Jul-14
Income:							
Tax Levy						1,078,907.17	
CPA and In Lieu						64.18	3,335.00
State Revenue	5,195.16	18,476.78	84,181.48	54,485.28	22,390.84	138,925.15	224,607.39
Federal Revenue	69,159.35	85,703.28	292,903.20	197,327.79	107,051.57	332,233.24	80,638.30
Revenue From Third Party	11,583.90	14,301.61	13,094.37	17,084.26	21,802.69	17,682.54	13,290.53
Misc. Revenue	13,909.30	27,832.14	18,090.80	13,641.85	23,380.78	11,034.05	92,960.15
Total:	99,847.71	146,313.81	408,269.85	282,539.18	174,625.88	1,578,846.33	414,831.37
Expenditures:							
Payments to Recipients	139,694.11	78,958.56	107,147.21	149,836.89	103,383.21	169,578.00	150,704.89
Salaries and Fringes	304,640.28	265,391.93	274,153.29	289,221.93	404,370.86	285,618.88	289,864.44
Services and Charges	29,007.91	37,406.81	24,041.12	20,525.44	26,258.04	20,491.67	21,686.35
Travel and Insurance	45,955.96	3,018.98	4,404.18	6,170.78	4,819.40	3,573.01	2,807.27
Office Supplies	5,113.72	5,975.17	5,380.48	11,417.09	6,934.06	4,670.57	3,897.13
Capital Outlay	-	11,385.16	7,707.39	7,966.22	-	-	1,209.83
Misc Expense & Pass Thru	24,117.13	7,351.13	5,998.27	28,403.87	7,593.08	7,001.46	30,849.03
Total:	548,529.11	409,487.74	428,831.94	513,542.22	553,358.65	490,933.59	501,018.94
Final Totals:	(448,681.40)	(263,173.93)	(20,562.09)	(231,003.04)	(378,732.77)	1,087,912.74	(86,187.57)

Cash Balance as of 09/2013
4,730,660.46

Cash Balance as of 09/2014
4,542,306.28

	Actual Aug-14	Actual Sep-14	Actual Oct-14	Actual Nov-14	Actual Dec-14
Income:					
Tax Levy		-			
CPA and In Lieu	75,376.30	-			
State Revenue	37,647.76	(11,413.00)			
Federal Revenue	299,838.99	(22,901.00)			
Revenue From Third Party	17,549.85	-			
Misc. Revenue	11,335.78	773.57			
Total:	441,748.68	(33,540.43)	-	-	-
Expenditures:					
Payments to Recipients	94,302.52	200,826.73			
Salaries and Fringes	280,096.56	288,561.95			
Services and Charges	40,077.36	11,574.16			
Travel and Insurance	4,703.71	2,778.21			
Office Supplies	2,643.15	5,669.65			
Capital Outlay	1,366.94	1,630.82			
Misc Expense & Pass Thru	18,161.98	4,262.00			
Total:	441,352.22	515,303.52	-	-	-
Final Totals:	396.46	(548,843.95)	-	-	-

	YTD 2014	ACTUAL 2013	ACTUAL 2012	ACTUAL 2011	ACTUAL 2010	ACTUAL 2009	ACTUAL 2008	ACTUAL 2007
Income:								
Tax Levy	1,078,907.17	2,470,279.73	2,445,757.88	2,345,969.16	2,333,865.63	2,340,935.73	2,409,856.71	2,303,196.53
CPA and In Lieu	78,775.48	314,823.94	131,275.60	236,240.57	235,223.92	321,690.72	303,462.53	389,866.09
State Revenue	574,496.84	686,350.95	723,462.02	736,864.33	611,120.93	632,506.88	936,661.64	790,366.43
Federal Revenue	1,441,954.72	2,136,553.41	2,161,389.09	2,120,681.67	2,225,918.50	2,266,036.42	2,031,189.00	2,013,560.50
Revenue From Third Party	126,389.75	216,749.43	204,217.36	163,265.77	126,077.60	-	-	-
Misc. Revenue	212,958.42	359,291.46	451,663.65	446,320.68	541,300.99	575,677.90	608,372.74	568,060.27
Total:	3,513,482.38	6,184,048.92	6,117,765.60	6,049,342.18	6,073,507.57	6,136,847.65	6,289,542.62	6,065,049.82
Expenditures:								
Payments to Recipients	1,194,432.12	1,417,258.22	1,604,608.63	1,729,427.71	1,862,889.86	1,818,277.01	1,729,049.89	1,827,333.49
Salaries and Fringes	2,681,920.12	3,425,848.90	3,516,455.12	3,602,677.75	3,585,784.86	3,658,299.47	3,300,291.25	3,091,358.49
Services and Charges	231,068.86	423,064.32	397,600.22	271,548.15	305,453.93	295,501.81	327,685.72	271,589.87
Travel and Insurance	78,231.50	89,679.42	87,885.39	96,969.42	107,221.46	125,924.90	125,736.88	91,625.96
Office Supplies	51,701.02	61,402.17	33,369.33	61,209.60	56,501.21	52,262.98	79,742.17	63,677.05
Capital Outlay	31,266.36	52,492.10	120,759.15	23,482.25	33,649.79	68,997.74	35,484.07	24,380.79
Misc Expense & Pass Thru	133,737.95	184,722.83	168,640.01	96,521.72	123,123.15	142,355.79	133,526.22	148,157.71
Total:	4,402,357.93	5,654,467.96	5,929,317.85	5,881,836.60	6,074,624.26	6,161,619.70	5,731,516.20	5,518,123.36
Final Totals:	(888,875.55)	529,580.96	188,447.75	167,505.58	(1,116.69)	(24,772.05)	558,026.42	546,926.46

AITKIN COUNTY FOSTER CARE

1998	\$470,228.76	61	2001	\$840,674.02	116	2004	\$1,054,034.05	76
1999	\$619,842.48	68	2002	\$927,493.49	94	2005	\$911,374.91	69
2000	\$663,637.48	85	2003	\$1,210,524.55	81	2006	\$847,823.25	73

	2007	2008	2009	2010	2011	2012	2013	2014
JAN	\$57,760.29	\$51,397.99	\$71,257.41	\$73,496.04	\$78,312.32	\$59,278.73	\$52,334.43	\$38,575.68
FEB	\$94,242.30	\$62,605.01	\$78,980.18	\$82,467.05	\$82,982.51	\$78,783.86	\$50,122.31	\$35,579.24
MARCH	\$67,724.29	\$62,918.27	\$75,728.59	\$75,000.60	\$61,384.45	\$89,386.88	\$44,070.76	\$24,095.99
APRIL	\$74,285.29	\$62,865.11	\$91,603.72	\$79,548.43	\$69,570.36	\$101,195.78	\$52,651.49	\$71,994.81
MAY	\$74,048.44	\$71,824.48	\$74,777.50	\$77,811.48	\$73,398.62	\$70,140.91	\$49,124.55	\$42,970.74
JUNE	\$85,395.63	\$79,633.26	\$78,255.63	\$99,039.56	\$92,735.90	\$79,654.30	\$51,198.58	\$68,481.80
JULY	\$59,397.74	\$76,076.59	\$84,874.52	\$74,466.67	\$63,530.39	\$68,929.00	\$59,525.43	\$53,313.73
AUG	\$66,770.76	\$74,550.01	\$74,213.76	\$97,571.86	\$77,971.22	\$67,386.62	\$50,216.24	\$48,392.38
SEPT	\$68,837.51	\$67,930.63	\$74,599.74	\$70,427.32	\$65,924.31	\$66,615.87	\$51,396.77	\$85,339.33
OCT	\$52,226.54	\$66,331.65	\$73,431.32	\$89,100.75	\$83,971.03	\$45,407.15	\$47,334.14	
NOV	\$66,203.74	\$77,776.03	\$91,038.51	\$76,359.06	\$78,148.23	\$45,889.63	\$38,819.46	
DEC	\$51,560.49	\$80,602.70	\$81,512.33	\$75,599.03	\$58,313.77	\$43,359.27	\$44,200.11	
TOTAL CHILDREN	\$818,453.02 75	\$834,511.73 63	\$950,273.21 64	\$970,887.85 57	\$886,243.11 56	\$816,028.00 49	\$590,994.27 (\$225,033.73)	\$468,743.70 (\$122,250.57)
	Decrease from 2006	Increase from 2007	Increase from 2008	Increase from 2009	Decrease from 2010	Decrease from 2011	Decrease from 2012	Decrease from 2013

2012 Foster Care Breakdown

Child Shelter	\$8,847.10
Treatment Foster	\$96,215.62
Child Foster Care	\$276,532.46
Rule 8 FC	\$76,095.10
Corrections	\$245,552.59
Electronic Monitor	\$352.00
Rule 5	\$99,575.24
Respite	\$9,183.36
Child Care	
Health Services	\$382.00
Transportation	<u>\$7,187.58</u>

Total \$819,923.05

2013 Foster Care Breakdown

Child Shelter	\$4,194.22
Treatment Foster	\$79,138.00
Child Foster Care	\$ 252,908.55
Rule 8 FC	\$7,305.55
Corrections	\$ 188,405.85
Electronic Monitor	\$2,904.00
Rule 5	\$58,405.55
Respite	\$2,358.48
Child Care	\$718.00
Health Services	\$110.87
Transportation	<u>\$14,128.68</u>

Total \$610,577.75

2014 Foster Care Breakdown Year to Date

Child Shelter	\$1,640.00
Treatment Foster	\$25,739.12
Child Foster Care	\$ 137,357.64
Rule 8 FC	\$987.57
Corrections	\$ 288,908.29
Extended FC	\$100.00
Rule 5	\$62,969.73
Respite	
Child Care	\$591.50
Health Services	\$2,606.51
Transportation	<u>\$6,806.84</u>

Total \$527,707.20

2011 Foster Care Reimbursement

V-E	\$75,838.00
Rule 5	\$103,505.70
Recoveries	\$127,343.92

Total \$306,687.62

Recoveries include IV-E recoveries from IV-D and Admin recoveries from SSI.

Recoveries may be collected long after child has left placement.

V-E and Rule 5 equals what has been paid to the

county for 2011 expenses.

2012 Foster Care Reimbursement

IV-E	\$73,551.00
Rule 5	\$59,512.99
Recoveries	\$112,766.58

Total \$245,830.57

Recoveries include IV-E recoveries from IV-D and Admin recoveries from SSI.

Recoveries may be collected long after child has left placement.

IV-E and Rule 5 equals what has been paid to the

county for 2012 expenses.

2013 Foster Care Reimbursement

IV-E	\$105,518.00
Rule 5	\$8,501.46
Recoveries	\$126,112.23

Total \$240,131.69

Recoveries include IV-E recoveries from IV-D and Admin recoveries from SSI.

Recoveries may be collected long after child has left placement.

IV-E and Rule 5 equals what has been paid to the

county for 2013 expenses.

2010 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$9,488.00	\$0.00	\$9,488.00	\$0.00
Treatment Foster	\$56,083.53	\$33,226.63	\$22,856.90	\$0.00
Child Foster Care	\$476,817.55	\$346,845.36	\$18,694.69	\$111,277.50
Rule 8 FC	\$76,179.08	\$14,709.60	\$13,372.90	\$48,096.58
Corrections	\$170,224.47	\$0.00	\$66,820.90	\$103,403.57
Home Monitoring/Spec. Equip	\$1,201.39	\$721.39	\$480.00	\$0.00
Rule 5	\$140,169.52	\$103,209.65	\$0.00	\$36,959.87
Respite	\$34,850.93	\$34,065.68	\$0.00	\$785.25
Child Care	\$1,579.00	\$1,579.00	\$0.00	\$0.00
Health Services	\$81.56	\$81.56	\$0.00	\$0.00
Transportation	\$9,584.21	\$9,584.21	\$0.00	\$0.00

Total \$976,259.24 \$544,023.08 \$131,713.39 \$300,522.77

Total \$976,259.24

2011 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$2,832.90	\$177.00	\$2,655.90	\$0.00
Treatment Foster	\$101,130.13	\$101,130.13	\$0.00	\$0.00
Child Foster Care	\$317,597.09	\$167,153.57	\$11,627.25	\$138,816.27
Rule 8 FC	\$79,291.48	\$45,321.48	\$17,569.80	\$16,400.20
Corrections	\$316,273.71	\$0.00	\$208,352.80	\$107,920.91
18-21	\$1,228.00	\$1,228.00	\$0.00	\$0.00
Rule 5	\$70,889.29	\$70,889.29	\$0.00	\$0.00
Respite	\$8,645.32	\$7,336.52	\$0.00	\$1,308.80
Child Care	\$1,166.65	\$1,166.65	\$0.00	\$0.00
Health Services	\$193.65	\$193.65	\$0.00	\$0.00
Transportation	\$10,267.87	\$10,267.87	\$0.00	\$0.00

Total \$909,516.09 \$404,864.16 \$240,205.75 \$264,446.18

Total \$909,516.09

2012 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$8,847.10	\$2,696.30	\$6,150.80	\$0.00
Treatment Foster	\$96,215.62	\$96,215.62	\$0.00	\$0.00
Child Foster Care	\$276,532.46	\$174,297.88	\$9,783.11	\$92,451.47
Rule 8 FC	\$76,095.10	\$7,061.90	\$43,317.20	\$25,716.00
Corrections	\$245,552.59	\$0.00	\$188,861.99	\$56,690.60
Electronic Monitoring	\$352.00	\$0.00	\$352.00	\$0.00
Rule 5	\$99,575.24	\$99,575.24	\$0.00	\$0.00
Respite	\$9,183.36	\$7,811.86	\$0.00	\$1,371.50
Child Care	\$0.00	\$0.00	\$0.00	\$0.00
Health Services	\$382.00	\$382.00	\$0.00	\$0.00
Transportation	\$7,187.58	\$7,187.58	\$0.00	\$0.00

Total \$819,923.05 \$395,228.38 \$248,465.10 \$176,229.57

Total \$819,923.05

2013 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$4,194.22	\$2,816.72	\$1,377.50	\$0.00
Treatment Foster	\$79,138.00	\$79,138.00	\$0.00	\$0.00
Child Foster Care	\$252,908.55	\$241,526.46	\$0.00	\$11,382.09
Rule 8 FC	\$7,305.55	\$0.00	\$0.00	\$7,305.55
Corrections	\$188,405.85	\$24,953.28	\$142,441.58	\$21,010.99
Electronic Monitoring	\$2,904.00	\$2,596.00	\$308.00	\$0.00
Rule 5	\$58,405.55	\$21,834.76	\$0.00	\$36,570.79
Respite	\$2,358.48	\$2,258.48	\$0.00	\$100.00
Child Care	\$718.00	\$718.00	\$0.00	\$0.00
Health Services	\$110.87	\$110.87	\$0.00	\$0.00
Transportation	\$14,128.68	\$14,128.68	\$0.00	\$0.00

Total \$610,577.75 \$390,081.25 \$144,127.08 \$76,369.42

Total \$610,577.75

2014 Foster Care Breakdown Year to Date

	Total	Social Service	Corrections	ICWA
Child Shelter	\$1,640.00	\$0.00	\$1,640.00	\$0.00
Treatment Foster	\$25,739.12	\$25,739.12	\$0.00	\$0.00
Child Foster Care	\$137,357.64	\$125,592.77	\$1,998.00	\$9,766.87
Rule 8 FC	\$987.57	\$99.57	\$0.00	\$888.00
Corrections	\$288,908.29	\$0.00	\$238,986.88	\$49,921.41
Extended Foster Care	\$100.00	\$100.00	\$0.00	\$0.00
Rule 5	\$62,969.73	\$62,969.73	\$0.00	\$0.00
Respite	\$0.00	\$0.00	\$0.00	\$0.00
Child Care	\$591.50	\$591.50	\$0.00	\$0.00
Health Services	\$2,606.51	\$2,606.51	\$0.00	\$0.00
Transportation	\$6,806.84	\$6,806.84	\$0.00	\$0.00

Total \$527,707.20 \$224,506.04 \$242,624.88 \$60,576.28

Total \$527,707.20

AITKIN COUNTY VOLUNTEER DRIVER TRANSPORTATION

MONTH	MEDICAL TRANSPORTS COMPLETED	OTHER TRANSPORTS COMPLETED*	TRANSPORTS CANCELED OR NO SHOWS	TOTAL TRANSPORTS ARRANGED	COUNTY EXPENSE FOR MEDICAL TRANSPORTS
SEPT	45	3	8	56	\$276.54
OCT	74	2	10	86	\$476.00
NOV	60	0	7	67	\$877.18
DEC	36	0	16	52	\$674.36
JAN '14	70	4	11	85	\$644.64
FEB '14	46	0	13	59	\$780.40
MARCH	55	8	17	80	\$1296.64
APRIL	58	5	20	83	\$597.24
MAY	67	0	9	76	\$435.52
JUNE	68	6	12	86	\$422.00
JULY	49	23	13	85	\$351.16
AUGUST	57	16	22	95	\$475.16
SEPT					\$503.16

***COURT, MEDICAL W/NO TRANSPORTATION (SUCH AS MN CARE), VISITATION, ETC.**

**AITKIN-ITASCA-KOOCHICHING
COMMUNITY HEALTH BOARD**

**MEETING MINUTES
August 14, 2014**

GRAND RAPIDS, MINNESOTA
ITASCA RESOURCE CENTER

MEMBERS PRESENT

Betsy Johnson
Phyllis Karsnia (connected
by phone)
Leo Trunt
Laurie Westerlund
Ihleen Williams

OTHERS PRESENT

Tom Burke
Terry Murray
Janelle Schroeder
Eric Villeneuve

STAFF PRESENT

Karen Benson

MEMBERS ABSENT

Brian McBride
Shara Pehl

CALL TO ORDER

The meeting was called to order at 9:05 a.m. by CHS Board Vice-Chair Leo Trunt. Self-Introductions were provided by those present. Board member Phyllis Karsnia was linked to the meeting by telephone. It was noted that CHS Board Chair Brian McBride, and Board Member Shara Pehl were excused from today's meeting. It was also noted that the Public Health Division Manager/Supervisors were unable to attend this meeting because they were participating in training for new leaders provided by MDH.

REVIEW AND APPROVAL OF THE AGENDA

The agenda was presented and L. Trunt said today's meeting would be a brief Business Meeting with routine reports provided in written format to allow for a shortened meeting. This meeting will be followed by a Strategic Planning Work Group, meeting from 10 a.m. to 3 p.m., which will begin work on the future organizational structure for our Community Health Board. Written reports will be attached to the minutes section to which they pertain. A report of the Work Group will be provided at a later time.

I. Williams made a motion to approve the agenda; P. Karsnia seconded the motion; motion carried.

MINUTES OF THE JUNE 12, 2014 MEETING

L. Westerlund made a motion to approve the minutes as mailed; B. Johnson seconded the motion; motion carried.

FINANCIAL REPORTS

K. Benson emailed a printed Financial Report to the Board, attached below:

FINANCIAL REPORT SUMMARY

August 14, 2014

CHS Administration June, 2014– Expenditures in June, 2014 amounted to \$10,921.34, bringing year-to-date expenditures to \$58,671.60 or 37.0% of the annual budget, with 50% of the year completed.

Women, Infant, Children (WIC) Peer Breastfeeding Support Project Expenditure Report, 3rd Quarter, April - June, 2014 – Presented By County: Aitkin - \$1,159, bringing year-to-date expenditures to \$3,175 or 55.5% of the budget; Itasca - \$1,481 bringing year-to-date expenditures to \$3,777 or 66.1% of the budget; Koochiching - \$1,400 bringing year-to-date expenditures to \$ 4,200 or 73.4% of the budget. **With 75% of the grant year completed, Aitkin and Itasca are underexpended.**

Women, Infant, Children (WIC) Program June, 2014 - expenses for the month of June amounted to \$20,970 bringing year-to-date expenditures to \$211,120 or 87.2% of the \$242,190 planning level for the period Oct. 2013 - Sept. 2014. **With 75% of the program year completed we expect to fully expend these dollars.**

TANF Home Visiting /Title V/Local Public Health Grant – 2nd Quarter, 2014

TANF claimed expenditures of \$26,855.13 in the second quarter, bringing year-to-date expenditures claimed to \$60,963 or 50% of the budget; Title V reported expenditures of \$30,264.54 in the second quarter, bringing year to date expenditures to \$65,287.17 or 62.8% of the budget; LPHG reported expenditures of \$92,692.80 in the second quarter, bringing year-to-date expenditures to \$195,996.61 or 54.1% of the budget.

Statewide Health Improvement Grant (SHIP III), June, 2014 - expenses for the month of June amounted to \$10,962.51 bringing expenditures to \$102,768.22 or 56.4% of the \$182,230 budget for November, 2013 to October, 2014 grant period.

Child Care Health Consultation Grant (Itasca), April -June, 2014 - expenses for the quarter amounted to \$4,153.23 bringing to date expenditures to \$18,361.76 or 30.6% of the \$60,000 grant for the 30 month grant period.

Preparedness January - March, 2014 – expenditures submitted for the April – June, 2014 amounted to \$0.00, bringing year- to- date expenditures to \$60,000.00 or 100% of the \$60,000 July 2013-June 2014 budget amount. **As we noted at the June Board meeting,**

grant funds were fully expended by the 3rd Quarter reporting period. We have now begun a new funding cycle for this grant.

Healthy Families America Training and Implementation Grant (Itasca) July, 2014 - expenditures submitted for July, 2014 amounted to \$576.44, bringing year- to- date expenditures to \$576.44 or 4.1% of the \$14,034 grant amount. **This is a new grant in Itasca County to training and implementation of a home visiting model.**

L. Westerlund made a motion to approve the Financial Report; I. Williams seconded the motion; motion carried.

ADMINISTRATION UPDATE

Kelly Chandler was not at today's meeting so Karen Benson, Tom Burke, Eric Villeneuve and Terry Murray presented the Administration Update, which included information about:

- **Triad Update** – H&HS Directors, PH supervisors /managers, CHS Grants Manager and the MDH Public Health Nurse Consultant make up the Triad Group. The group met in International Falls July 25th. Karen Benson and Janelle Schroeder were unable to attend this meeting, but Eric Villeneuve reported that it was a good opportunity for Health and Human Services Directors and Public Health Manager/Supervisors to meet and review how we all work together.
- **Community Health Conference – vote needed** – The Board had emailed approval for compensation of Board member costs for attendance at the annual Community Health Conference, September 17-19. A motion to ratify that approval is required. At this time, Laurie Westerlund, Ihleen Williams, Betsy Johnson, Shara Pehl and Brian McBride will be attending the conference. L. Westerlund made a motion to approve compensation for Board Member costs to attend the Community Health Conference; I. Williams seconded the motion; motion carried.
- **Approval of attendance at Community Health Conference for CHS Grants Manager, Karen Benson** – Laurie Westerlund made a motion to approve payment of Community Health Conference Costs for CHS Grants Manager, Karen Benson; B. Johnson seconded the motion; motion carried.

LOCAL PUBLIC HEALTH ASSOCIATION (LPHA) REPORT

Kelly Chandler, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative. She submitted the following written report:

LPHA Update

Because we are between sessions, LPHA subcommittees are working to review legislative priorities for upcoming session.

Priorities to be reviewed include the following:

- Public Health Infrastructure
- Chronic Disease Prevention and Promotion and Healthy Lifestyle Behaviors

LOCAL PUBLIC HEALTH ASSOCIATION (LPHA) REPORT (CONTINUED)

- Communicable Disease Prevention and Control
- Correctional Health
- Insuring Health Equity
- Environmental Health
- Health Care Systems Improvement
- Healthy Children and Families
- Long Term Care
- Mental Health
- Public Health Emergency Preparedness and Response

If anyone has something to input or would like more information, please let Kelly know and she will relay to LPHA or get further information to you.

These will be finalized at the August 20 legislative committee meeting and August 21 LPHA general membership meeting.

L. Westerlund asked if we have received any statewide information regarding the Ebola concern? J. Schroeder said the CDC is keeping an eye on developments and notifying states and our statewide medical community is hyper vigilant regarding this situation. T. Burke asked if this will be a concern with college students arriving on state campuses from many nations? J. Schroeder said that there is screening in place for international arrivals, which determines if there is any illness or reason for quarantine.

Following the discussion, B. Johnson made a motion to acknowledge receipt of the LPHA report; I. Williams seconded the motion; motion carried.

SCHSAC REPORT

Betsy Johnson, Itasca County Board Representative is the Tri-County CHS State CHS Advisory Committee Representative. She said there had been no meeting of SCHSAC since our June meeting and the next meeting of SCHSAC will be held at the Community Health Conference, September 17, 2014.

PUBLIC HEALTH REPORTS

Written reports were submitted by each county Public Health Supervisor / Manager and are attached below:

Koochiching County

Attached as pdf

PUBLIC HEALTH REPORTS (CONTINUED)

Written reports were submitted by each county Public Health Supervisor / Manager and are attached below:

Itasca County

Itasca County Public Health Update

- PH Supervisor resigned
- Working on refilling positions
 - Hired 2 temps in the interim
 - 5 vacancies currently
- Sheltering Training provided by Itasca County Emergency Manager for decision makers
 - Training will be offered again and will include volunteer groups on August 18 from 9-12
 - Contact Kelly if interested in attending
- Tri-county participating in Emergency Preparedness exercise on August 12 with NE Region
 - Kelly and Itasca County Emergency Manager will travel to Carlton to be in EOC
 - Koochiching, Aitkin and Itasca County staff will participate from their home offices
- Looking to take over the Toward Zero Death grant coordination in the fall pending board approval. Itasca County is already fiscal agent for the grant.
 - Goal is to provide education and awareness to prevent deaths on Itasca County roadways
 - Work in conjunction with law enforcement (PD and State Patrol), Department of Public Service, County Attorney, Department of Transportation, etc.
- Itasca County Get Fit/SHIP is hiring a communications/wellness coordinator for 1 year to facilitate worksite wellness initiatives for businesses in the area. Businesses will need a champion in their organization, but some tools will be offered to them to utilize for worksite wellness with their employees.
- Planning for MN Choices roll-out in September with the rest of the NE Region

Aitkin County

August Update for Aitkin County Public Health

*Aitkin County Community Health Summit—June 9, 2014—85 attendees

**6 areas of most concern identified were:

- *Access, outreach and education for Early Childhood
- *Obesity in children

Aitkin County

August Update for Aitkin County Public Health (Continued)

- *Access, outreach and education for Seniors
- *Increasing access to fresh fruits and vegetables
- *Alcohol, tobacco and other drug use among adolescents and young adults
- *Opportunity for physical activity across the lifespan

*Aitkin County Fair—July 9-12, 2014—Aitkin County Health & Human Services put a booth together for the fair this year, after several years not having a booth. We had an excellent attendance with positive feedback. Some of the activities and promotions:

- *500 printed re-usable shopping bags were given away
- *UCare and Healthy Northland provided giveaways
- *Carrots and dip and go-gurts were given away to the kids for playing Nutriman Trivia
- *We partnered with environmental services to secure a temporary food permit to do taste-testing on Wednesday, Thursday and Friday between 4-6 p.m. Our hotdish recipe was 4 ingredients, healthy, inexpensive and used all foods that could be purchased with SNAP or WIC benefits.
- *195 fairgoers registered for our 2 door prizes
- *Fresh fruits and vegetables were on display for kids to touch, feel, smell, etc.
- *A partnership was developed between our agency and a local RV dealer to provide a “Mother Infant Rest Area” at this year’s fair. The camper was available as a cool, clean, quiet place for mothers to breastfeed and change their infants. An infant changing area was created and several breastfeeding and other Public Health program informational handouts were available inside the camper.

*Home Visiting—

- *A Public Health Nurse and Social Worker will be attending the Infant and Early Childhood Mental Health (IECMH) Program at the University of Minnesota, starting in September. Classes will meet one Thursday/Friday per month for 8 months and then there will be consultation/discussions 2 times per month for 3-4 months. Through this curriculum, staff will develop expertise in infant and early childhood development and relate it to improving child and family outcomes.
- *Our newest family home visiting staff will be attending PIPE curriculum training in September.
- *Both family home visiting nurses are implementing charting in NgN

*WIC—

- *All WIC staff are registered for Participant Centered Services Training on August 12-13th. One staff (WIC Coordinator) will also be attending the PCS mentor training.

*Emergency Preparedness—

- *Jan participated in work plan completion.
- *Youth and Adult Mental Health Trainings will take place at Long Lake Conservation

Aitkin County

August Update for Aitkin County Public Health (Continued)

Center on August 12 and 13th. Lee Berlinquette from the University of MN will be conducting the training. The training will be free of charge to attendees and can accommodate up to 35 attendees each day.

*4 ACH&HS staff attended the free Red Cross Sheltering conference held in Brainerd on July 23, 2014.

*SHIP—

*Nutriman Garden at Ripplside will be the first “Farm to School” garden in the state of MN!!

*Continue to overcome obstacles and hurdles

*The summer garden/produce plan has been going well...so far 299 cups of produce processed

*CTG money being utilized by Amy for Health School Foods and Active Living through September 29, 2014.

*Farmer’s Market has been successful in Aitkin this year, every Saturday from 8-noon

*Having booths at both Aitkin and McGregor back-to-school events

*Home and Community Based Services—

*Preparing to go live with MNChoices mid-September—

*2 mentors assisting staff with navigating training and preparation

*Will have 6 certified assessors

*Received resignation for ½ time nurse

NEXT MEETING

The next meeting of the Community Health Board will be October 9, 2014 in International Falls .

OTHER

Janelle Schroeder, the MDH NE Region Public Health Nurse Consultant, said that the MDH Office of Performance Improvement has put together a proposal to reinstate Local Public Health funding to its full level. These funds were decreased in 2003, and have never been returned to full funding. This is in the discussion stage right now and there is discussion of a need for increased funding for infrastructure costs or perhaps grants to increase funding for workforce development. The Board discussed concerns with difficulty in hiring nurses and the different wage scales of social workers and nurses. It was also discussed that nurses in clinic or hospital settings are receiving higher salaries than public health nurses so it is increasingly difficult to hire county public health nurses. There has been much discussion of this issue statewide and some areas are looking at hiring a nurse as a lead worker with perhaps a social worker doing some of the community based services. There also is a major concern statewide that we are facing many retirements in the coming years and MDH

is saying it is important to do leadership training as we hire a new workforce. Janelle Schroeder noted that she is currently doing a leadership cohort with all 3 county Public Health Supervisors/Manager as each county has a new person in those positions.

ADJOURNMENT I. Williams made a motion to adjourn the meeting at 9:30 a.m.; L. Westerlund seconded the motion; motion carried.

Note: The Strategic Planning Workgroup was convened at 10:00 a.m. and met until 3:00 p.m.. Notes from that meeting will be available at a later time.

Respectfully Submitted,

Karen Benson
Staff Secretary

Phyllis Karsnia
CHS Board Secretary



Human Services
218.283.7000
Fax 218.283.7013

**KOOCHICHING COUNTY
PUBLIC HEALTH AND HUMAN SERVICES**

1000 Fifth Street
International Falls, MN 56649
800.950.4630



Public Health
Prevent. Promote. Protect.
218.283.7070
Fax 218.283.7050

August 6, 2014

Koochiching County Public Health Update:

- Have been working with the City of International Falls water testing at public beaches due to flood water issues
- Interviewed candidates for nursing positions—had two excellent candidates and we are working on the hiring process
- Car seat training in process for staff—we do UCare’s car seat program
- Have had booth for education materials at both the Northern Koochiching District Fair in Littlefork and the Koochiching County fair in Northome
- SHIP will have the third Active Streets event Wednesday August 13th—these have been quite successful and we are encouraged by all the activity related opportunities there are in International Falls
- Training happening for MnCHOICES assessment process which goes “live” in Koochiching County on September 17
- Enjoying the work at our new agency structure as well as getting to know the Aitkin and Itasca PH&HS staff—thanks for traveling to I Falls for our July meeting!
- And of course looking forward to the CHB strategic planning sessions

Respectfully submitted,
Nancy Lee

Aitkin-Itaska-Koochiching County Public Health Strategic Planning Meeting Notes

Date: August 14, 2014

Facilitators: Janelle Schroeder and Megan Drake-Pereyra, Office of Performance Improvement, MDH

Introductions and orientation:

- Tom Burke, Aitkin County PHHS Director
- Erin Melz, Aitkin County PH Supervisor
- Ihleen Williams, Aitkin County CHB member
- Laurie Westerlund, Aitkin County CHB member
- Eric Villeneuve, Itasca County PHHS Director
- Kelly Chandler, Itasca County PH Manager, AIK CHS Administrator
- Betsy Johnson, Itasca County CHB member
- Leo Trunt, Itasca County CHB member
- Terry Murray, Koochiching County PHHS Director
- Nancy Lee, Koochiching County PH Supervisor
- Karen Benson, AIK CHS Grants Manager

Assessment

<u>Strengths/Accomplishments (Most Internal)</u>	<u>Weaknesses and Challenges (Most External)</u>
New energy and leadership, ideas, methods and opportunities	Uncertainty of CH structure Loss of history, knowledge, and familiarity due to loss of long-standing public health leaders
<u>Opportunities:</u> determine future infrastructure and CHS leadership style, collaborative work efforts	
<u>Significant Changes:</u> 3 new PH leaders and 2 new PHHS leaders, new supervisors and staff	

Mission

The group discussed the current mission statement:

“The mission of Aitkin-Itasca-Koochiching Community Health Services system is to lead efforts to promote and protect the health of people and communities in the tri-county area.”

The facilitator led the group on a discussion regarding the current mission, asking questions such as **“Does the mission reflect what you do and who you serve?”**

- Like seeing system in mission – comprehensive and inclusive
- No other comments

Values

Along with the mission, values describe how the organization operates; they are the underlying assumptions of the work. The following description of values was shared with the group: “beliefs and principles which guide the work you do”. With that in mind, participants brainstormed words which describe the beliefs/principles of the organization. The words selected include:

Quality - *We do our work well by sharing knowledge and expertise while delivering a high level of value and excellence;*

Collaboration - *We work together to achieve our mission by capitalizing on our similarities, acknowledging our differences, and balancing our efforts across our counties;*

Community - *We engage with the people of our counties to identify their needs for optimal health and well-being;*

Service - *We thoughtfully use resources to better the health of our county populations by offering initiatives and supports based in evidence and knowledge of best practice.*

Vision

The participants drafted a vision for public health, first responding individually to the question, “Keeping in mind the assessment conclusions and mission, what does the Aitkin-Itasca-Koochiching CHB envision within the community and/or organization as a result of the work in the next 3 – 5 years?” They then identified and named the major elements of the vision. The lists below include the vision element name (in bold type), summary phrases offered by the group to describe the overall intent of each vision element, and a table of brainstormed ideas, which represent individuals’ original ideas that were offered for discussion.

A. Vision Element 1: Healthy People & Communities

Summary phrases: Stable family structure, Strong Senior citizen support systems, senior population concerns; safe, secure children; active health communities, engaged proactive citizens, community awareness; babies-health, babies-brains, babies-weight; strong mental health leadership, protected citizenry; people=healthy choices – eating, moving, no tobacco; fresh walleye

B. Vision Element 2: Collaborative Community Partnerships

Summary phrases: engaged, proactive citizens; collaborative agencies; balanced collaboration; increased coordination with community resources; strong partnerships; shared resources; new and positive partners in communities; partnering with our environmental leaders; trusted collaborative partners; collaboration with tribes; cross-sector cooperation/collaboration (PH – healthcare – business – public works – DOT – edu – etc.);

C. Vision Element 3: Strong, effective leadership and governance

Summary phrases: strong, creative leadership; consistent, stable leadership; knowledgeable leadership; stable leadership; proactive visionary leadership; motivated involved administrator; strong leadership; energized participants/participation; proactive promotion of organization; increased community awareness; engaged proactive citizens; positive community vision; strong voice in region; true partnership; strong partnership; Strong state-local partnership; rural perspective with MDH

D. Vision Element 4: Secure, Flexible Funding

Summary phrases: sustainable funding; funding stability; secure funding; adequate funding; sustainable adequate (full) funding; fair funding streaming; strong sustainable infrastructure (\$); ongoing financing

E. Vision Element 5: Adequate, quality staffing

Summary phrases: caring, helpful servants; knowledgeable public health resource; adequate (enough) PH staff; trusted service delivery; qualified and stability in staffing; full/complete qualified staff; competent quality staff (PH staff)

F. Vision Element 6: Efficient, proactive, creative programming

Summary phrases: proactive not reactive; proactive ability(ies); hopefully eliminating lousy programs; innovative programs; strong health promotion; streamlined processes; flexible options; equality of county services; creative, unique ideas; creative mind changing on eating healthy; sustainable goals; long-term planning; eye toward future trends; knowledge of community health needs

Strategies

In the afternoon on the day of Strategic Planning, participants were asked to brainstorm the following question: "What steps/actions need to take place in order to make the visions become realities. The brainstormed ideas are on the following page. A common theme across all strategies was to

BE A PART OF THE SOLUTION

Strategy 1: Seek and encourage funding

Summary phrases: lobby legislation leaders for full LPHG funding, apply for grants write grant applications, educate elected officials on benefits of programming, promote (legislatively) more block grants (streamlining reporting) for services, be aggressive – take no prisoners, regular contact with funding sources – local legislators, county commissioners, apply for grants (for proactive programming) lobby for increased LPHG/State general funding, communication with county boards and communities, support and positivity at all levels, state and federal funding supports well person care thru public health

Strategy 2: Develop leadership structure

Summary phrases: appoint an administrator, hire a CHB Administrator, hire an administrator, decide on CHS administration leadership structure, empower leaders to speak on behalf of the organization (region and state), seek/hold common leadership trainings, participate in workgroups/committees when able, offering a thorough and complete information about department, programs, requirements, etc .

Strategy 3: implement effective programming

Summary phrases: create new prevention and health promotion programs, research best practices, compare communities' health and look into reasons for any differences, intensive home visiting, design and build for health, incentivize healthy behavior, work with tri-county local public health to assess program needs, obtain waiver (if needed) to deliver programs to meet community needs, subsidize and incentivize healthy food and physical activity, look at outcomes or results of programs

Strategy 4: Invest in employees

Summary phrases: invest in employees, empower staff, allowance for student loans, encourage staff to pursue additional training/education, more competitive wages and benefits, support your staff, discuss increase in PHN salary for recruitment purposes, target potential candidates to hire i.e. colleges, create student loan retirement program to entice new staff, creative in filling vacant staff with available applicant pools

Strategy 5: Partnership development

Summary phrases: partner with community agencies to achieve program goals, examine which partnership work well, working toward common goals and objectives, seek shared goals, information sharing...what works, what has not, invite partners to develop programs together with public health, be open and be a positive collaborator in your agency, community, CHB, region and state, collaborate/form partnerships with tribes, educate leadership (existing) at local governing bodies of importance of public health efforts, collaborate/form partnerships with tribes, regular communication with community non-profit organizations

Strategy 6: Community engagement

Summary phrases, community outreach to educate regarding programs and services, hold community forums, engage community members, community planning input for community needs, create local consumer workgroups for focused program development, publicize public health activities to increase community awareness, community input/involvement during program initiative development.

PRIORITIZED STRATEGIES

The group participated in 2 priority exercises in order to determine which strategy(s) would be the best to move forward on initially.

Using dots as the 1st round, the strategies with the most votes were:

Seek and encourage funding – 10

Develop leadership structure – 9

Invest in employees – 8

Community engagement - 3

Implement effective programming – 2

Partnership development - 1

The facilitator then led the group through another round of prioritization using the Impact/Effort grid. The strategies were rated the following:

Implement effective programming – high impact, high effort

Develop leadership structure – high impact, low effort

Invest in employees – high impact, high effort

Seek and encourage funding – high impact, high effort

Partnership development – high impact, low effort

Community engagement – low impact, high effort

After completing these two prioritization activities, a common theme was noted in that “Develop leadership structure” was voted as a high priority in both activities. It was subsequently chosen as the first strategy for which to develop an action plan. The group also noted that all other strategies would be dependent on this one in order to proceed.

ACTION PLANNING

Facilitator shared the Action Planning worksheet and had them break into three groups of four to start drafting objectives for the strategy: Develop leadership structure. Each group brainstormed first steps in developing action plans and they were shared with the group as a whole. The end result being that the action plan would need to begin by answering many questions related to CHS Administration and structure.

The group as a whole decided that a small workgroup of Nancy, Kelly, and Erin would convene to begin the process of gathering information. The group is charged with determining and gathering the information needed to proceed. The small group committed to meet via conference call and determine data/information to collect by CHS Conference. The small group will present the information available to all of the AIK CHB participants in attendance at CHS Conference to discuss what to present to CHB on October 9th.

AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, September 3, 2014

- Committee Members Present:** Jim Carlson
Mickey Gault
Darlene Hlidek
Joy Janzen
Kristine Layne, Riverwood HealthCare
Bob Marcum
Cheryl Meld, Kids Plus
Beverly Mensing, Red Cross
Jessi Schultz, AFSCME Union Rep
Jessica Seibert, HRA
- Others Present:** Eileen Foss, Income Maintenance Supervisor
Ann Rivas, Social Service Supervisor
Julie Lueck, Clerk to the H&HS Advisory Committee
- Absent:** Kami Genz, CMCC
Gayle Janzen
Dave Leaf
Robert Lewis
Katie Nelson, Riverwood HealthCare
Kari Paulsen, NEMOJT
Commissioner Anne Marcotte
Commissioner Laurie Westerlund
- Guests:** Roberta Elvecrog
Joel Hoppe

- I. Approval of Agenda**
Motion by Bev Mensing, seconded by Joy Janzen, and carried; the vote was to approve the Agenda as mailed.
- II. Approval of Minutes of the August 6, 2014 Meeting**
Motion by Bob Marcum, seconded by Jessica Seibert, and carried; the vote was to approve the August 6, 2014, minutes.
- III. Overview of Children's Mental Health** – Jessi Schultz reviewed the PowerPoint handout noting that the Case Management is Rule 79 with Medical Assistance as the funding stream. She also noted that requests for services often come from the parents or a referral from the community (ie schools, hospital, other providers, etc.). A Diagnostic Assessment is done by a Mental Health Professional to help determine what services would be needed. A diagnosis of Severe Emotional Disturbance has three criteria for eligibility (see attached PowerPoint Printout). If the child is eligible, a Case Plan is developed with the family. Jessi also discussed the aspects of Out of Home Placements for children in the Children's Mental Health area. She noted she can have a maximum of 15 cases but she has had as small a caseload as 10 and as high as 24 cases.

IV. Task Force Reports/Updates:

A. Corrections - Cheryl Meld/Kami Genz – Cheryl Meld noted she and Kami Genz attended the Juvenile Justice 21 Forum put on by the MN Corrections Association and they attended the one for Northeast Minnesota (they are holding 10 of them around the state) talking about issues and trends in Juvenile Justice and problems in areas of the state or statewide and comparisons between Minnesota and other States. Have been some reforms put into place in Minnesota to help with working with older juveniles extending jurisdiction over their cases beyond the age of 18 and looking at the minority proportions in juvenile crime and corrections. (Also known as the “Road Map for Juvenile Justice in the 21st Century” forum.)

B. Public Health – Bob Lewis / Bob Marcum / Kristine Layne - No report at this time.

C. Children’s Social Services/Mental Health – Bev Mensing/Katie Nelson/Darlene Hlidek – Task Force has not met. No report at this time.

D. Adult Social Services/Mental Health – Jessica Seibert / Bob Marcum - Plan to meet with Ann in the near future.

V. Budget Committee Report/Update – Jim Carlson / Jessica Seibert - No report.

VI. Goals & Objectives Update – Darlene Hlidek/Cheryl Meld - Distributed a handout regarding 2015-2016 Goals and Objectives and asked that committee members think about what questions should be asked on a survey. Further discussion will be held at the October meeting.

VII. Discussion Topics/Schedule of Presentations for first six month of 2015 Committee Meetings – Review list of topics and choose presentation topics. – No discussion at this time.

VIII. Comments:

A. Comments from the Committee Members for the Commissioners relative to HHS – No commissioners present at this meeting so no discussion at this time.

B. Feedback from the Board Meetings – August 26 – Mickey Gault / Katie Nelson – Mickey Gault reported that Erin Melz had updated the Board on MN Choices and that Tom Burke was appointed to the NACO Healthy Counties Initiative. Roberta Elvecrog talked about the issues with AEOA that were discussed at Board noting bus schedule problems with getting folks picked up from Pioneer Village to transport them to the Riverwood Clinic in Aitkin.

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

<i>September 23</i>	Joy Janzen	Bob Lewis	<i>October 28</i>	Jessica Seibert - Jim Carlson - Bob Lewis
<i>November 25</i>	Cheryl Meld	Bob Marcum	<i>December 23</i>	Cheryl Meld - Darlene Hlidek - Bob Lewis

IX. Miscellaneous Discussion

A. Sign-Up Sheet for the Community Meal at 1st Lutheran on September 29th was circulated and due to the absence of a number of committee members, Julie will send out the information via e-mail in hopes that others will be able to sign up to assist in providing food and preparing and serving the meal.

X. Adjourn

Motion by Joy Janzen, seconded by Jessica Seibert, and carried; the vote was to adjourn the meeting at 4:30 p.m.

Cheryl Meld, Vice-Chairperson

Julie Lueck, 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 August 6, 2014, Advisory Committee Meeting
- Draft Copy of August 26, 2014, Health & Human Services Board Meeting Minutes
- Copy of the sign-up sheet for serving the Community Meal at First Lutheran Church in Aitkin on September 29th for members to think about a time slot to sign up or something they would be willing to donate for the dinner.
- Children's Mental Health PowerPoint Handout
- 2015-2016 Goals and Objectives outline for review and further discussion