

The Aitkin County Board of Commissioners met this 28th day of July, 2015 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Nathan Burkett, and Julie Lueck, Clerk to the Health & Human Services Board.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the July 28, 2015 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
July 28, 2015**

I. Attendance

The Aitkin County Board of Commissioners met this 28th day of July, 2015, at 9:04 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 Staff Members Tom Burke, Director; Sue Tange & Ann Rivas, Social Service Supervisors; Erin Melz, Public Health Supervisor; Jessica Goble, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog, H&HS Advisory Committee Member.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the Agenda.

III. Review June 23, 2015 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the Minutes.

IV. Review Bills

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the Bills.

V. General/Miscellaneous Information

A. Counties Unique Role in Case Management (A MACSSA Policy Statement)

Tom Burke reviewed areas of the MACSSA Policy Statement noting the amount of training needed to provide case management services as well as the complexities involved due to the integrated services between social services, public health, income maintenance and the fiscal area of our department. The case management often involves working with consumers with mental health, developmental disabilities, and difficult behaviors and aggression on the part of the consumer often limits the facilities we can use. It was also noted that there will be a Webcast on August 10th from 9 a.m. to 12:15 p.m. regarding the Governor's Task Force.

B. Public Health Nurse Position – Tom Burke discussed the need for decisions to be made with respect to the hiring of a Public Health Nurse which has been in process for 11 months and the need for a second PHN in the very near future. It was noted that additional recruitment efforts will be made and market conditions will dictate the pay and benefits offered and then current staff positions will be re-evaluated for placement on the pay scale. Concern was raised around the potential consequences if

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH &
HUMAN
SERVICES
BOARD**

present staff is not adjusted.

C. DHS Bulletin #15-68-09: Child Protection Allocation – Tom Burke, Kathy Ryan & Sue Tange discussed the fact that we have received the initial \$60,000 and that a required Amendment to the VCAA must be submitted to the State by August 31st which requires acknowledgment from the Board as to how the county plans to use the allocated dollars.

VI. Contracts / Resolutions

A. Aitkin-Itasca-Koochiching Community Health Board Joint Powers Agreement – Tom Burke. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve and authorize the Board Chair to sign the Aitkin-Itasca-Koochiching Community Health Board Joint Powers Agreement.

VII. Administrative Reports:

A. Financial & Transportation Reports – Kathy Ryan noted that the Safe Haven Grant is no longer through H&HS. Kathy also discussed the higher MA access costs.

VIII. Committee Reports from Commissioners

A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Committee Members attending today: Holly Bray & Roberta Elvecrog
No minutes as there was no meeting in July. No report at this time.

B. AEOA Committee Update – Commissioner Westerlund noted they will meet in August.

C. NEMOJT Committee Update – Commissioner Napstad noted there was no meeting in July.

D. CJI (Children’s Justice Initiative) – Commissioner Westerlund noted there was no meeting.

E. Lakes & Pines Update – Commissioner Niemi noted he has statistical information he will share.

Next Meeting – August 25, 2015

Break: 10:40 a.m. to 10:58 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: July 14, 2015 to July 27, 2015; B) Approve County Board Minutes: July 14, 2015; C) Approve Commissioner Warrants: General Fund \$121,386.91, Road & Bridge \$58,272.66, Special Revenue \$1,658.69, Health & Human Services \$1,274.98, State \$3,684.32, Trust \$2,428.91, Forest Development \$6,506.32, Agency \$27,131.72, Long Lake Conservation Center \$7,972.33, Parks \$2,882.29 for a total of \$233,199.13; D) Approve Auditor Warrants – June Sales & Use Tax: General Fund \$608.43, Road & Bridge \$966.48, Health & Human Services \$0.19, State \$7,730.50, Trust \$144.35, Forest Development \$-0.29, Long Lake Conservation Center \$73.26, Parks \$283.80 for a total of \$9,806.72; E) Accept \$200 Donation to STS from Malmo Township; F) Accept \$202 Donation to Sobriety Court from July 17, 2015 Brat Sale; G) Approve Out of State Travel Request – County Engineer; H) Adopt Personnel, Financial, and General Operations Policies; I) Adopt Data Practices Policy

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve out-of-state travel request for John Welle, County Engineer from August 10, 2015 through August 13, 2015 in Kansas City,

BREAK

REGULAR BOARD RECONVENED

CONSENT AGENDA

OUT-OF-STATE TRAVEL REQUEST

AITKIN COUNTY BOARD

July 28, 2015

Kansas, to attend the 106th Annual Meeting of the Mid-America Association of State Highway Transportation Officials. All travel costs including airfare, lodging, registration fees, and meals will be paid by MnDot.

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – Award Bid SAP 001-599-037 and SAP 001-599-038:

WHEREAS, Contract No. 20153 is for construction of S.A.P. 001-599-037, box culvert bridge replacement on 350th Avenue in Spencer Township, and S.A.P. 001-599-038, box culvert bridge replacement on 430th Lane in Morrison Township, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, July, 27, 2015 with a total of five bids received, and

WHEREAS, Gladen Construction, Inc. was the lowest responsible bidder in the amount of \$217,322.64.

NOW, THEREFORE, BE IT RESOLVED, that Gladen Construction, Inc. be awarded Contract No. 20153.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

Lori Grams, Treasurer reviewed the 2015 2nd Quarter Investment Report with the Board.

Terry Neff, Environmental Services Director and Dale Setterholm, U of M's Minnesota Geological Survey (MGS) discussed creation of MN Geological Atlas for Aitkin County. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve agreement between Aitkin County Environmental Services and the Minnesota Geological Survey for completion of the Geological Atlas, along with associated expenditures to Aitkin County of approximately \$7,000.

Nathan Burkett, County Administrator reviewed the 2015 2nd Quarter Financial Report with the Board. There was also discussion about the annual audit. Recent legislation will make Aitkin County eligible to move to a private auditor in 2017. Aitkin County has received a request from the State Auditor's Office to submit a letter of engagement which covers a three year period. The Board consensus was to not submit the letter of engagement at this time.

Nathan Burkett, County Administrator discussed employee health insurance with the Board. Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to authorize spending budgeted monies of \$2,500 to \$5,000 in order to move forward with planning.

The Board reported on the following: Facilities Meeting, EQB, JCNRB, ARDC, Enbridge, Snake River, YIPA, Planning Committee for AMC, CMCC, Aitkin City Water Planning, AIS,

**RESOLUTION
20150728-041
AWARD BID
SAP 001-599-037
AND
SAP 001-599-038**

**2ND QUARTER
INVESTMENT
REPORT**

**MN
GEOLOGICAL
ATLAS FOR
AITKIN COUNTY**

**2ND QUARTER
FINANCIAL
REPORT /
LETTER OF
ENGAGEMENT**

**EMPLOYEE
HEALTH
INSURANCE**

**BOARD
DISCUSSION**

AITKIN COUNTY BOARD

July 28, 2015

Historical Society, Aitkin County Fair, BNSF, Roundabout, Cedar Lake Road, and Sobriety Court.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 1:19 p.m. until Tuesday, August 11, 2015 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator