

# AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, June 3, 2015

**Committee Members Present:** Marlene Abear  
Holly Bray  
Jim Carlson  
Diane Eastman, AFSCME Union Rep.  
Roberta Elvecrog  
Darlene Hlidek  
Gayle Janzen  
Joy Janzen  
Kristine Layne, Riverwood HealthCare  
Bob Marcum  
Bev Mensing, Red Cross  
Katie Nelson, Riverwood Foundation  
Jessica Seibert, HRA  
Commissioner Laurie Westerlund  
Commissioner Anne Marcotte

**Others Present:** Tom Burke, Director  
Ann Rivas, Social Service Supervisor  
Eileen Foss, Income Maintenance Supervisor  
Jessi Goble, Income Maintenance Supervisor  
Erin Melz, Public Health Supervisor  
Julie Lueck, Clerk to the Advisory Committee

**Guests:** Joel Hoppe

**Absent:** Julie Anne Larkin  
Kami Genz, CMCC  
Amanda Voller, Workforce Center

## **I. Approval of Agenda**

Darlene Hlidek announced that this would be her last meeting as a member of the H&HS Advisory Committee as she and her family are purchasing the Hallett Bed & Breakfast and she will be moving to Crow Wing County. She also brought and shared a platter of Baklava with us. Darlene was thanked for her service to the Advisory Committee and we wished her well in the new chapter of her life. Motion by Jessica Seibert, seconded by Bev Mensing, and carried, the vote was to approve the Agenda with the addition of Darlene Hlidek's announcement and the correction to VI.B. which should read Feedback from the Board Meeting, May 26, 2015 – Gayle Janzen & Katie Nelson.

## **II. Approval of Minutes of the May 6, 2015 Meeting**

Motion by Roberta Elvecrog, seconded by Jim Carlson, and carried, the vote was to approve the Minutes of the May 6, 2015 meeting as presented.

- III. Technology – Tom Burke/Eileen Foss/Erin Melz/Ann Rivas** updated the committee on the changes occurring now and in the future to enhance mobility of the workers in doing their jobs out in the field. With the many changes, the IT Department is needing to ramp up to support the use of extra phones and additional Surface Pro 3 equipment as well as provide coverage during the longer daily work hours of our staff.

It was noted that the Income Maintenance Unit has gone almost entirely paperless with the scanning in of files which eliminated over 30 file cabinets. Documents get scanned in immediately when they enter the agency. Each IM worker has three monitors and the use signature pads with clients in the agency. All forms are now on line as well and files are accessible to workers who no longer have to locate paper files. We are moving to other units in the agency to also become paperless.

We are looking at newer technology to assist the workers which includes the Surface Pro 3 form of computers. These will allow workers to do assessments in the client homes by filling out forms and getting signatures during their visit. Smart Phones will also be used as a “hot spot” to access systems at the State through the “cloud”. Policies covering the use of this new equipment are being updated so we can be consistent county-wide.

Many examples of the way the new equipment is being used and the potential use for Surface Pro 3 were given to cover many program areas within the agency.

Jessica (Jes) Goble, the new Income Maintenance Supervisor who will be replacing Eileen Foss when she retires the end of June was introduced to the committee. Jes noted she was with Crow Wing County for nine years in the income maintenance unit and most recently was a FAS lead worker.

**IV. Task Force Reports/Updates:**

- A. Corrections - Kami Genz/Roberta Elvecrog – No recent meeting.**
- B. Public Health – Bob Marcum / Kristine Layne –** Asked to schedule a meeting with Erin on August 5<sup>th</sup> at 2:30, which would be prior to the regular Advisory Meeting. Confirmation of that date and time to follow. Roberta noted that the upcoming County Fair would be a great opportunity for Advisory Committee Members to assist with the H&HS Fair Booth.
- C. Children’s Social Services/Mental Health – Bev Mensing/Katie Nelson – No Report.**
- D. Adult Social Services/Mental Health – Jessica Seibert / Bob Marcum / Marlene Abear**  
This Task Force along with additional committee members met earlier today with Ann Rivas, and it was noted they discussed the workers in each program area along with the complexities of the cases they work with.

- V. Budget Committee Report/Update – Jim Carlson / Jessica Seibert –** They have not met but would like to meet with Kathy Ryan within the next month. Tom noted we are starting to get numbers based on the outcomes of the legislative session and we are developing new program areas with Lakes & Pines, Riverwood and our jail which will require some figuring as to how we will budget for these areas.

**VI. Comments:**

- A. Comments from the Committee Members for the Commissioners relative to HHS**

- B. Feedback from the Board Meeting – May 26, 2015 – Gayle Janzen / Katie Nelson**

Katie updated the committee on the Arrowhead Transit presentation looking for drivers to transport

folks back and forth to work on a temporary basis. She felt more details need to be explained as the program develops. Katie also spoke about the examples Kathy Ryan gave to the Board regarding the extremely expensive costs that can occur involving the release of someone from a facility when there is not an immediate opening in another facility. Gayle spoke about how very informative the legislative updates were for her.

**C. Committee Members scheduled to attend upcoming Board Meetings in 2015:**

JUNE 23	Holly Bray	Roberta Elvecrog	JULY 28	Holly Bray	Roberta Elvecrog
AUGUST 25	Bob Marcum	Roberta Elvecrog	SEPTEMBER 22	Jessica Seibert	Marlene Abear
OCTOBER 27	Jim Carlson	Amanda Voller	NOVEMBER 24	Bob Marcum	_____
DECEMBER 22	_____	_____			

**VII. Miscellaneous Discussion** – Nothing noted at this meeting.

**VIII. Adjourn**

*Motion by Gayle Janzen, seconded by Bev Mensing, and carried; the vote was to adjourn the meeting at 4:17 p.m.*

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Joy Janzen, Chairperson

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Julie Lueck, Clerk to the  
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 May 6, 2015, Advisory Committee Meeting
- Draft Copy of May 26, 2015, Health & Human Services Board Meeting Minutes
- Roster of Health & Human Service Advisory Committee Members