

The Aitkin County Board of Commissioners met this 28th day of April, 2015 at 9:04 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 Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the April 28, 2015 amended agenda. Item 5B - First Quarter Financial Review was removed, and Item 5C – Adopt Resolution: Local 49ers Pay Rates for 2015-2016 Agreement was added.

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

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH & HUMAN
SERVICES BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 28th day of April, 2015, at 9:05 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; Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; Darlene Hlidek, Marlene Abear, and Roberta Elvecrog, H&HS Advisory Committee Members; Jerry Thompson, Sorenson-Root-Thompson Funeral Home; and Jessica Seibert, citizen.

II. Approval of Health & Human Services Board Agenda

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

III. Review March 24, 2015 Health & Human Service Board Minutes

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

IV. Review Bills

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Bills as presented this date. Board requested we provide a graph next month of how our bills are paid and reported at various levels.

V. General/Miscellaneous Information

A. SRT Funeral Services Proposed Rate Changes–Tom Burke/Jerry Thompson –Tom Burke discussed the fact that no changes have been made with respect to the reimbursement rates in many years in Aitkin County as well as various surrounding counties. Mr. Thompson noted that SRT currently recovers 30% of the normal charges for funeral and cremation costs and he is asking to recover 50% of normal charges. Motion by Commissioner Westerlund, seconded by Commissioner Niemi, (Commissioner Wedel abstained from the discussion and vote) the motion

carried, to increase the reimbursement rates to the following:
 \$1,650 immediate cremation w/o service
 \$2,100 immediate cremation w/ service
 \$3,100 service w/rental casket and cremation to follow
 \$3,100 funeral with all prep and minimum casket
 County Burial costs based on Statute 261.305.

B. Fee Schedule – Kathy Ryan reviewed the fact that the County has approved and set up a Countywide Fee Schedule noting that in H&HS we bill for various public health services and Kathy sets those rates each year and sets an admin claim rate as well as serum costs based on the actual costs each year. Today we are asking for a base rate be set and have a fluctuating serum cost in the fee schedule which can be adjusted as needed and not have to come back to Board for each change. We will be setting the base rate for claiming home visits and car seat education. Immunizations have a base pay if folks don't have insurance but we do make claims to the various insurance companies for those folks that have insurance coverage. Admin costs will be set and approved annually. The serum costs will be adjusted. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve having the Admin Base Rate and have a fluctuating serum cost in the fee schedule which can be adjusted as needed.

C. May – Mental Health Awareness Month – Ann Rivas spoke to the Board about Mental Health Awareness Month in May and that the Commissioners are invited to an Open House at the Aitkin Public Library on Thursday, May 21st for the Local Area Council meeting from 11:00- 12:00 followed by the National Alliance on Mental Illness (NAMI) Presentation, "Let's Make It Okay" from 12:00 to 1:30. Ann also updated the Board with a thank you to Commissioner Marcotte for her assistance in setting up the QPR (Question, Persuade & Refer) Training presented by Jode Freyholtz-London and Ann Rivas at the City Hall in Hill City on May 18th from 7:00 to 9:00 p.m. for the fire department volunteers as well as for the public. Ann also noted that on June 1st she and Jode will be going into the McGregor Schools at 1 p.m. to do the QPR Training. Ann handed out ribbon pins and asked the Commissioners to wear them with pride in support of Mental Health Awareness Month.

D. SNAP (Supplemental Nutrition Assistance Program) Performance Measures/Timelines – Eileen Foss discussed the SNAP Performance Timelines handout noting that we passed and will not be required to do a PIP (Performance Improvement Plan).

E. Governor's Task Force – Tom Burke noted the final recommendations are out there (93 recommendations) and \$52 million would be needed to do them all but it doesn't appear that there will be the money to do it. A group of Directors from MACSSA prioritized all recommendations into 6 categories. Biggest concern is having the number of personnel to do the recommendations. If we have to limit the caseloads to 10 or so per worker, then there isn't enough work force coming out of schools to provide the staff to complete the recommendations as well as how much money will be available to do it all. Another complicating factor is there are

going to be other areas having money being removed from Health & Human Services which would be the tools assisting the completion of the recommendations and will cause complications.

F. Approve appointment of new applicants to the Health & Human Services Advisory Committee as follows:

1. **Holly Bray – Palisade – Comm. Dist. #5**
2. **Julie Ann Larkin – Hill City – Comm. Dist. #5**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried, the vote was to approve the appointment of new applicants to the Health & Human Services Advisory Committee as follows:

1. **Holly Bray – Palisade – Comm. Dist. #5**
2. **Julie Ann Larkin – Hill City – Comm. Dist. #5**

VI. Administrative Reports:

- A. Financial & Transportation Reports** - Kathy Ryan reviewed and responded to questions with respect to "Payment to Recipients" and client related expenses.

VII. FYI

- A. Staff Commendation for Perfect Performance from DHS Commissioner Lucinda Jesson** - It was noted that we have had full compliance with the reporting that we do requiring input from many staff consistently for many years reflecting the reporting we've done for DHS and Kathy noted we do the same type of reporting for MDH even though we don't receive recognition from MDH. Commissioner Wedel noted that on behalf of the Board that we congratulate our entire staff on work well done.

VIII. Joint Powers Board Reports:

- A. Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Erin Melz – April 9, 2015 Meeting Minutes.** Erin Melz noted that all three counties had submitted that their PPMRS reporting (Local Public Planning & Performance Measurement Recording System) and it was all validated and completed by March 31st. Kelly from Itasca County and Erin both attended Public Health Day on the Hill and visited with our Senator and Representative. Talked about the State Health Improvement Plan (SHIP IV) and applications for that are coming out, but the House of Representative have eliminated SHIP funding from their budget. Erin will be sending out the MN Department of Health SHIP program tables that have reporting documentation of SHIP work. Interviews were conducted and a probable candidate selected. However, due to the paperwork, fees and logistics of potentially hiring a non-US citizen, there is anticipation that the hiring process will be further delayed.

IX. Committee Reports from Commissioners

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte. Meeting updates from Committee Members: Darlene Hlidek & Marlene Abear. Draft minutes of the April 1, 2015 meeting. Commissioner Marcotte noted Tom reviewed the 93 recommendations from the Governor's Task Force. Darlene Hlidek noted that she is learning a lot at the meetings.
- B. AEOA Committee Update** – Commissioner Westerlund – Committee did

- not meet.
- C. NEMOJT Committee Update** – Commissioner Napstad noted they reviewed the updates on the yearly statistics for the calendar year. He noted there are massive layoffs on the Iron Range. They are lining up raining resources for those folks. He discussed the Trade Assistance Act (TAP), the Polymet Project in Hoyt Lakes and they passed a resolution to support the Polymet Project.
- D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund – It was noted that they discussed new rules and regulations to keep kids safe and the Governor’s Task Force with respect to our level of practice.
- E. Lakes & Pines Update** – Commissioner Niemi was unable to attend the most recent meeting.

Break: 10:32 a.m. to 10:42 a.m.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: April 14, 2015 to April 27, 2015; B) Approve County Board Minutes: April 14, 2015; C) Approve Commissioner Warrants: General Fund \$146,271.09, Road & Bridge \$34,614.11, Health & Human Services \$560.28, State \$270.00, Trust \$18,685.64, Forest Development \$3,215.48, Long Lake Conservation Center \$6,511.47, Parks \$1,424.93 for a total of \$211,553.00; D) Approve Auditor Warrants – March Sales & Use Tax: General Fund \$497.38, Road & Bridge \$463.80, State \$5,965.50, Trust \$0.97, Forest Development \$0.03, Long Lake Conservation Center \$140.82, Parks \$126.62 for a total of \$7,195.12; E) Authorize Sale of Former Squads – Sheriff’s Office; F) Accept \$100 Donation to STS from Aitkin Football Association; G) Approve VFW Request for Annual Brat Sale on Courthouse Lawn; H) Adopt Resolution – Support MHB Application to Lessard Sams Outdoor Heritage Council; I) Approve 3.2% Malt Liquor Licenses; J) Accept \$100 Donation to K-9 Unit from Palisade Area Lions Club; K) Adopt Proposed Personnel Policy Update – Meal Reimbursement Rates

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to authorize the sale of the following former squads: 2007 Chevrolet Impala, 2010 Chevrolet Impala, and 2012 Chevrolet Impala – Sheriff’s Office.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve VFW request to hold the annual brat sale on Friday, May 22, 2015 from 11:00 a.m. to 1:00 p.m. on the Aitkin County Courthouse lawn.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Support MHB Application to Lessard Sams Outdoor Heritage Council:

WHEREAS, Aitkin County is a member of the 8-county Mississippi Headwaters Board, which was established to identify and protect the natural, cultural, scenic, scientific, and recreational values of the Mississippi River’s first 400 miles, and

BREAK

REGULAR BOARD RECONVENED

CONSENT AGENDA

AUTHORIZE SALE OF FORMER SQUADS

ANNUAL BRAT SALE

RESOLUTION 20150428-020 SUPPORT MHB

WHEREAS, fragmentation of the forested shoreland and the loss of access along the Mississippi River, headwater's reservoirs, and connecting corridor tributaries is occurring, and

WHEREAS, protection of the Mississippi River's habitat and access to adjacent public land is the key to enjoying the hunting, fishing, and outdoor habitat of Minnesota's outdoor traditions, and

WHEREAS, a targeted, coordinated process involving county government has been developed by the Mississippi Headwaters Board for fee title acquisition and permanent easements,

NOW, THEREFORE, BE IT RESOLVED that the Aitkin County Board of Commissioners supports the Mississippi Headwaters Board's application to the Lessard Sams Outdoor Heritage Council for preservation and protection of the Mississippi River, headwater's reservoirs, and connecting corridor tributaries.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the following **3.2 Malt Liquor Licenses** for a period ending **April 30, 2016**:

OFF Sale:

- KRIM15, LLC, d/b/a **(The) Junction** – Hazelton Township

ON Sale:

- Danny J. Volk, d/b/a **Hidden Meadows** – Unorg 48-27 Township
- Minnewawa Sportsmen's Club Inc., d/b/a **Minnewawa Sportsmen's Club** – Shamrock Township

ON & OFF Sale:

- Dean H. Hanson, d/b/a **Agate Bay Resort** – Lakeside Township
- Kulifaj Resorts Inc., d/b/a **The Red Door Resort & Motel** – Wealthwood Township

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to amend Aitkin County Personnel Policy, Section 8.9, Meal Reimbursement Rates, effective May 1, 2015:

Breakfast:	\$11.00
Lunch:	\$14.00
Dinner:	<u>\$21.00</u>
	\$46.00

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Jacobson Shop Addition Project:

WHEREAS, Hy-Tec Construction of Brainerd Inc. - P.O. Box 621, Brainerd, MN 56401 - was the lowest responsible bidder in the amount of \$89,555 for the Jacobson Shop Addition Project.

**APPLICATION TO
LESSARD SAMS
OUTDOOR
HERITAGE
COUNCIL**

**3.2 MALT LIQUOR
LICENSES**

**MEAL
REIMBURSEMENT
RATES**

**RESOLUTION
20150428-021
JACOBSON SHOP
ADDITION**

NOW THEREFORE, BE IT RESOLVED, that Hy-Tec Construction of Brainerd Inc. be awarded the Jacobson Shop Addition Project.

John Welle, County Engineer discussed transportation issues with the Board.

Mike Dangers, Assessor reviewed the 2015 Assessment Summary, 2016 Assessment Preview, and Board of Appeal & Equalization updates with the Board.

Jessica Seibert, Aitkin County resident/MPA candidate at Metro State University introduced herself to the Board and discussed strategic planning with the Board.

Nathan Burkett, County Administrator and the Board discussed the request from the County Auditor's Office for a resolution approving the Local 49ers 2015-2016 pay rates. Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to support MN Statute 375A.06 which provides County Administrator authorization to approve and sign documents pertaining to negotiated labor agreements and grievance settlements on behalf of the County Board, and to adopt the following resolution - Local 49ers Pay Rates for 2015-2016 Agreement:

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act, for the period of January 1, 2015 - December 31, 2016; and

WHEREAS, the Board ratified the 2015-2016 L49 Agreement on November 25, 2014; with wages set forth in Appendix A; and

WHEREAS, during negotiations for the 2015 wages, the Union requested that all employees receive 2.5 percentage increase for 2015 and the employer agreed to the Union's proposal, resulting in employees being paid an hourly rate of pay "in between" steps on the Appendix A wage scale; and

WHEREAS, the specific rates of pay were calculated and agreed upon by the parties during negotiations and included as part of the tentative agreement and new hire Greg Smith being added at \$18.38 for 1/1/2015 and \$19.20 for 1/1/2016 and Larry Danielson will be removed due to retirement; and

THEREFORE, BE IT RESOLVED, the Agreement adopted on November 25, 2014, and the individual rates of pay as adopted by the Board on March 10, 2015, as the attached Appendix D, constitute the Agreement on wages for 2015 and 2016 between the parties, and any additional clarifications concerning this matter can be authorized by the County Administrator.

The Board reported on the following: AIS, BWSR, MHB, ARDC, State General Tax, ACA, National Behavioral Health Conference, CMCC, Planning Commission, HRA, EDA, TZD, Historical Society.

PROJECT

TRANSPORTATION ISSUES

COUNTY ASSESSOR UPDATES

STRATEGIC PLANNING

RESOLUTION 20150428-022 LOCAL 49ers 2015-2016 PAY RATE AGREEMENT

BOARD DISCUSSION

AITKIN COUNTY BOARD

April 28, 2015

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 1:01 p.m. until Tuesday, May 12, 2015 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator