

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
November 22, 2016**

- 9:05 A.M.**
- I. Attendance**
 - II. Approval of Health & Human Services Board Agenda**
 - III. Review October 25, 2016 Health & Human Service Board Minutes**
 - IV. Review Bills**
 - V. General/Miscellaneous Information**
 - A. Preliminary Request for Out-of-State travel in the spring of 2017 for Liz Short while serving as the WIC Advisory Group Chair to attend the Annual NWA (National WIC Association) Conference tentatively to be held in Philadelphia.**
 - VI. Contracts/Agreements**
 - A. WIC Agreement - Malmo Bethesda Lutheran Church and ACH&HS to provide space to administer the WIC program for the period January 1, 2017 through December 31, 2017.**
 - B. Service Agreement & Purchase of Service Agreement between Lakes & Pine CAC and Aitkin County H&HS to purchase Family Resource Specialist Services for the period December 1, 2016 to December 31, 2017.**
 - VII. Administrative Reports:**
 - A. Financial Reports - Kathleen Ryan**
 - VIII. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Committee Members attending today Roberta Elvecrog & Joy Janzen Draft Copy of the November 2nd meeting minutes included in packet.**
 - B. AEOA Committee Update – Commissioner Westerlund**
 - C. NEMOJT Committee Update – Commissioner Napstad**
 - D. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
 - E. Lakes & Pines Update – Commissioner Niemi**
 - IX. Break at 9:___ a.m. for _____ minutes Next Meeting –December 20, 2016**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
October 25, 2016**

I. Attendance

The Aitkin County Board of Commissioners met this 25th day of October, 2016, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Brian Napstad, Anne Marcotte, and Don Niemi, Commissioner Laurie Westerlund participated via skype; and others present included: Interim County Administrator Patrick Wussow; H&HS Staff Members Erin Melz, Public Health Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Carole Holton, Marlene Abear and Roberta Elvecrog, H&HS Advisory Committee Members; Bob Harwarth, Bill Pratt, Kris Kahler, and Mike Hagen, Citizens.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Agenda with two additions under IX.-F. METS Program - Anne Marcotte and under VII-A. ICWA Out of Home Placements - Anne Marcotte.

III. Review September 27, 2016 Health & Human Service Board Minutes

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the Minutes of the September 27, 2016 Health & Human Services Board Meeting.

IV. Review Bills

Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Bills. Kathy Ryan noted that another client has been placed in Anoka with 100% responsibility on Aitkin County as of October 10th. Letters will be written to get further clarification on this placement and staff will report back to the Board.

V. General/Miscellaneous Information

A. NACo (National Association of Counties) Appointments of Tom Burke

1. Confirmed nomination as member of the Health Steering Committee

2. Member appointment of the Healthy Counties Initiative Advisory Board

Motion by Commissioner Marcotte, seconded by Commission Napstad, and carried, the vote was to deny the above two appointments of Tom Burke as a member to the NACO (National Association of Counties) Health Steering Committee and the Healthy Counties Initiative Advisory Board.

VI. Contracts/Agreements

A. CY17/18 Adult Mental Health Grant Plan - Motion by Commissioner Marcotte, seconded by Commission Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the State of Minnesota Department of Human Services County Mental Health Grant Contract effective January 1, 2017 through December 31, 2018.

VII. Administrative Reports:

A. Financial Report - Kathleen Ryan presented and reviewed the new format of reporting. Commissioner Marcotte discussed the ICWA (Indian Child Welfare Out of Home Placement) costs noting Aitkin County is one of 24 counties with a high number of ICWA placements and those placement costs are currently covered by the County.

VIII. Joint Powers Board Reports:

- A. Tri-County Community Health Services Board (CHS)
Commissioner Westerlund & Erin Melz reported on the Interviews for the CHS Planner/Administrator and the fact that an offer was made and accepted by an individual currently going through the background check process.

Erin Melz also noted we applied for and received the Breastfeeding Friendly Workplace Recognition. The Recognition reads as follows: "MDH recognizes Aitkin County for its exemplary effort in supporting and promoting breastfeeding. This designation is achieved by adopting a written breastfeeding policy, ensuring adequate break time for breastfeeding employees, providing a clean, private place to pump breast milk, and demonstrating a strong commitment to supporting breastfeeding in the workplace." The Board Congratulated Erin and staff.

IX. Committee Reports from Commissioners

- A. **H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte
Committee Members attending today Carole Holten & Marlene Abear - Carole Holten noted that she had just joined the Adult Social Services Task Force and the supervisor resigned so she has not been able to attend a Task Force meeting yet.
- B. **AEOA Committee Update** – Commissioner Westerlund reported a meeting in Biwabik last week. The chairperson retired but they had an Annual Meeting with a tour of the camp facility along with some budget discussion. She also noted that the Arrowhead Transit drivers may go on strike as they are being asked to work late or night shifts.
Commissioner Marcotte noted that AEOA had a recent Beacon Program Meeting with lots of organizations participating and sharing information about programs available.
- C. **NEMOJT Committee Update** – Commissioner Napstad noted no recent meeting to report on.
- D. **CJI (Children's Justice Initiative)** – Commissioner Westerlund reported no meeting/no report.
- E. **Lakes & Pines Update** – Commissioner Niemi reported no meeting/no report.
- F. **Commissioner Marcotte** reported on the METS Standing Task Force thru AMC (the new name for MNSURE). METS is Minnesota Eligibility Technology System but she reported there are no IT folks on the task force. It is believed it will take two years to become operable and require 33% more staff to implement it. They will invest \$10 million into the project and still won't know if it will work.

X. **Break at 10:12 a.m. for 15 minutes**

Next Meeting –November 22, 2016

SLM1
 11/18/16 1:56PM
 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>
30 86222 AITKIN INDEPENDENT AGE 05- 430- 720- 3020- 6069		74.80	Child Care Advertising - Commu 10/15/2016 10/19/2016	0 Community Ed & Prevent/Advertising
86222 AITKIN INDEPENDENT AGE		74.80	1 Transactions	
18 9791 Bieganeck/Joan M 05- 430- 760- 3950- 6020		105.00	Guardianship/Conservator Activ 09/01/2016 09/30/2016	0 Guardianship/Conservatorship
19 05- 430- 760- 3950- 6020		105.00	Guardianship/Conservator Activ 10/01/2016 10/31/2016	0 Guardianship/Conservatorship
9791 Bieganeck/Joan M		210.00	2 Transactions	
7 13464 Central Lakes Drug Testing 05- 430- 710- 3180- 6020		80.00	Drug testing - Health- Related 10/04/2016 10/04/2016	0 Health- Related Services
13464 Central Lakes Drug Testing		80.00	1 Transactions	
36 11051 Department of Human Services 05- 430- 720- 3110- 6069		361.42	BSFE County Match Invoice #A30 09/01/2016 09/30/2016	0 Bsf Child Care
37 05- 430- 720- 3110- 6069		361.42	BSFE County Match Invoice #A30 10/01/2016 10/31/2016	0 Bsf Child Care
11051 Department of Human Services		722.84	2 Transactions	
26 10342 DHS- Anoka Metro Rtc 05- 430- 745- 3721- 6081		500.00	State- operated inpatient 12/01/2015 12/31/2015	0 Commitment Costs - Poor Relief
10342 DHS- Anoka Metro Rtc		500.00	1 Transactions	
3 9220 DHS- MSOP 05- 430- 745- 3721- 6081		1,147.00	State- operated inpatient 10/01/2016 10/31/2016	0 Commitment Costs - Poor Relief
10 05- 430- 745- 3721- 6081		1,147.00	State- operated inpatient 10/01/2016 10/31/2016	0 Commitment Costs - Poor Relief
22 05- 430- 745- 3721- 6081		2,867.50	State- operated inpatient 10/01/2016 10/31/2016	0 Commitment Costs - Poor Relief
9220 DHS- MSOP		5,161.50	3 Transactions	

Aitkin County



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Health & Human Services

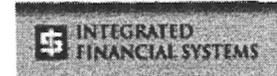
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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	89965 DHS- ST PETER- SEE LIST 05- 430- 745- 3721- 6081			2,077.00	State- operated inpatient 10/01/2016 10/31/2016	0	Commitment Costs - Poor Relief
13	05- 430- 745- 3721- 6081			2,077.00	State- operated inpatient 10/01/2016 10/31/2016	0	Commitment Costs - Poor Relief
16	05- 430- 745- 3721- 6081			2,306.40	State- Operated Inpatient 10/01/2016 10/31/2016	0	Commitment Costs - Poor Relief
	89965 DHS- ST PETER- SEE LIST			6,460.40	3 Transactions		
9	91345 Elvecrog/Roberta C 05- 430- 750- 3950- 6020			52.50	Public guardianship 10/01/2016 10/31/2016	0	Public Guardianship Dd
11	05- 430- 750- 3950- 6020			105.00	Public guardianship 10/01/2016 10/31/2016	0	Public Guardianship Dd
12	05- 430- 760- 3950- 6020			70.00	Guardianship/Conservatorship 10/01/2016 10/31/2016	0	Guardianship/Conservatorship
17	05- 430- 760- 3950- 6020			105.00	Guardianship/Conservatorship 10/01/2016 10/31/2016	0	Guardianship/Conservatorship
23	05- 430- 760- 3950- 6020			70.00	Guardianship/Conservatorship 10/01/2016 10/31/2016	0	Guardianship/Conservatorship
	91345 Elvecrog/Roberta C			402.50	5 Transactions		
27	13687 Family Assessment Services 05- 430- 745- 3085- 6020			437.50	Adult Outpatient Diagnostic As 10/25/2016 10/25/2016	0	Adult Outpat Diagnostic Assess/Psyc
28	05- 430- 745- 3085- 6020			130.00	Adult Outpatient Diagnostic As 10/25/2016 10/25/2016	0	Adult Outpat Diagnostic Assess/Psyc
	13687 Family Assessment Services			567.50	2 Transactions		
4	90943 Kruger/Judith 05- 430- 740- 3890- 6020			50.00	Child Respite Care 11/12/2016 11/13/2016	0	Child Mh Respite
	90943 Kruger/Judith			50.00	1 Transactions		
2	11072 Lutheran Social Service Of Mn- St Paul 05- 430- 750- 3950- 6020			44.10	Public guardianship 09/06/2016 09/28/2016	0	Public Guardianship Dd

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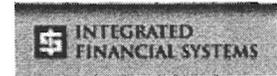
Aitkin County

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<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11072 Lutheran Social Service Of Mn- St Paul		44.10	1 Transactions		
15 10977 Northern Psychiatric Associates					
05- 430- 740- 3050- 6020		306.70	Child Outpatient Diagnostic As		Child Outpat Assess/Psyc. Testing
			10/14/2016 10/14/2016	0	
21 05- 430- 740- 3050- 6020		306.70	Child Outpatient Diagnostic As		Child Outpat Assess/Psyc. Testing
			10/14/2016 10/14/2016	0	
31 05- 430- 740- 3900- 6020		360.00	Clinical supervision- Child Rul		Child Rule 79 Case Mgmt
			10/13/2016 10/13/2016	0	
32 05- 430- 740- 3900- 6020		90.00	Clinical supervision- Child Rul		Child Rule 79 Case Mgmt
			10/24/2016 10/24/2016	0	
34 05- 430- 745- 3085- 6020		306.68	Adult Outpatient Diagnostic As		Adult Outpat Diagnostic Assess/Psyc
			10/14/2016 10/14/2016	0	
33 05- 430- 745- 3910- 6020		360.00	Clinical supervision- Adult Rul		Adult Rule 79 Case Mgmt
			10/13/2016 10/13/2016	0	
10977 Northern Psychiatric Associates		1,730.08	6 Transactions		
35 3639 Northland Counseling Ctr Inc					
05- 430- 730- 3710- 6020		2,275.00	Detoxification (Category I)		Detoxification - Grand Rapids
			09/28/2016 10/31/2016	0	
3639 Northland Counseling Ctr Inc		2,275.00	1 Transactions		
8 90748 Oakridge Homes Sils					
05- 430- 750- 3340- 6073		571.88	Semi- Independent Living Servic		Semi- Independent Living Serv (Sils)
			10/03/2016 10/27/2016	0	
20 05- 430- 750- 3340- 6073		487.78	Semi- Independent Living Servic		Semi- Independent Living Serv (Sils)
			10/04/2016 10/28/2016	0	
90748 Oakridge Homes Sils		1,059.66	2 Transactions		
14 11629 Pierce/Marilyn					
05- 430- 740- 3890- 6020		100.00	Child Respite Care		Child Mh Respite
			10/20/2016 10/22/2016	0	
11629 Pierce/Marilyn		100.00	1 Transactions		
6 88878 Productive Alternatives Inc					
05- 430- 750- 3380- 6050		209.25	Extended and supported employm		Extended Supported Employment
			10/01/2016 10/31/2016	0	

Aitkin County



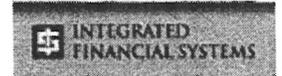
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88878 Productive Alternatives Inc		209.25	1 Transactions		
29 86177 SHERIFF AITKIN COUNTY 05- 430- 720- 3980- 6020		20.00	Day Care Background Check - Li 11/03/2016 11/03/2016	0	License And Resource Development
86177 SHERIFF AITKIN COUNTY		20.00	1 Transactions		
25 12214 Shopko Store Operating Co. LLC 05- 430- 710- 3670- 6020		137.21	Household supplies - Parent Su 10/20/2016 10/20/2016	0	PSOP - Parent Support Outreach Services
12214 Shopko Store Operating Co. LLC		137.21	1 Transactions		
5 9140 SIMAR/CANDACE 05- 430- 760- 3950- 6020		70.00	Guardianship/conservatorship 10/01/2016 10/31/2016	0	Guardianship/Conservatorship
9140 SIMAR/CANDACE		70.00	1 Transactions		
24 90657 Simmens/Debbie 05- 430- 740- 3890- 6020		100.00	Child Respite Care 11/04/2016 11/06/2016	0	Child Mh Respite
90657 Simmens/Debbie		100.00	1 Transactions		
Final Total		19,974.84	20 Vendors	37 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	19,974.84	Health & Human Services
All Funds		19,974.84	Total

Approved by,

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Aitkin County

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	<u>Vendor Name</u>		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<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>	
1	86359	Aitkin Co Attorney 05-420-640-4800-6263		5,872.50	IVD BILLING JULY - SEPT '16 07/01/2016 09/30/2016	0		Contract Legal Services Iv-D	
	86359	Aitkin Co Attorney		5,872.50	1 Transactions				
2	85003	Aitkin County DAC 05-400-440-0410-6231		18.95	PAPER SHREDDING 10/05/2016 10/24/2016	0		Services/Labor/Contracts	
3		05-400-440-0410-6231		3.76	CLEANING 10/04/2016 10/25/2016	0		Services/Labor/Contracts	
2		05-420-600-4800-6231		40.26	PAPER SHREDDING 10/05/2016 10/24/2016	0		Services/Labor/Contracts	
3		05-420-600-4800-6231		8.00	CLEANING 10/04/2016 10/25/2016	0		Services/Labor/Contracts	
2		05-430-700-4800-6231		59.21	PAPER SHREDDING 10/05/2016 10/24/2016	0		Services/Labor/Contracts	
3		05-430-700-4800-6231		11.76	CLEANING 10/04/2016 10/25/2016	0		Services/Labor/Contracts	
	85003	Aitkin County DAC		141.94	6 Transactions				
4	8239	Ameripride Linen & Apparel Services 05-400-440-0410-6422		5.63	CLEANING SUPPLIES 10/11/2016 10/11/2016	2200836185 0		Janitorial Services/Supplies	
4		05-420-600-4800-6422		11.97	CLEANING SUPPLIES 10/11/2016 10/11/2016	2200836185 0		Janitorial Services/Supplies	
4		05-430-700-4800-6422		17.61	CLEANING SUPPLIES 10/11/2016 10/11/2016	2200836185 0		Janitorial Services/Supplies	
	8239	Ameripride Linen & Apparel Services		35.21	3 Transactions				
5	91007	Applied Professional Services 05-420-640-4800-6379		78.80	IVD SERVICE 0012294565-01 10/24/2016 10/24/2016	1075187 0		Other Iv-D Charges	
	91007	Applied Professional Services		78.80	1 Transactions				
6	246	Brothers Fire & Security 05-400-440-0410-6300		17.60	ANNUAL SPRINKLER INSPECTION 11/10/2016 11/10/2016	18722 0		Maintenance/Service Contracts	
6		05-420-600-4800-6300		37.40	ANNUAL SPRINKLER INSPECTION	18722		Maintenance/Service Contracts	

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6	05-430-700-4800-6300	55.00	11/10/2016 11/10/2016	0 18722 Maintenance/Service Contracts
246	Brothers Fire & Security	110.00	11/10/2016 11/10/2016	0 3 Transactions
10855	Culligan			
7	05-400-440-0410-6301	21.62	11/01/2016 11/30/2016	0 150-10016285-1 Equipment Lease/Space Rental
7	05-420-600-4800-6301	45.93	11/01/2016 11/30/2016	0 150-10016285-1 Equipment Lease/Space Rental
7	05-430-700-4800-6301	67.55	11/01/2016 11/30/2016	0 150-10016285-1 Equipment Lease/Space Rental
10855	Culligan	135.10	3 Transactions	
88628	Dalco			
8	05-400-440-0410-6422	31.22	10/26/2016 10/26/2016	0 3094899 Janitorial Services/Supplies
8	05-420-600-4800-6422	66.33	10/26/2016 10/26/2016	0 3094899 Janitorial Services/Supplies
8	05-430-700-4800-6422	97.55	10/26/2016 10/26/2016	0 3094899 Janitorial Services/Supplies
88628	Dalco	195.10	3 Transactions	
11051	Department of Human Services			
11	05-420-640-4800-6231	7.33	10/01/2016 10/31/2016	0 A300C631701 Services/Labor/Contracts
12	05-420-650-4400-6025	1,244.24	10/01/2016 10/31/2016	0 A300MM8D011 State/Fed Share - MA
13	05-420-650-4400-6025	256.20	10/01/2016 10/31/2016	0 A300MM8D011 State/Fed Share - MA
14	05-420-650-4400-6025	128.09	10/01/2016 10/31/2016	0 A300MM8D011 State/Fed Share - MA
9	05-420-620-4100-6011	157.25	10/01/2016 10/31/2016	0 A300MX01164I County Share - Ga
10	05-420-630-4100-6011	39.40	10/01/2016 10/31/2016	0 A300MX01164I County Share-Food Support
11051	Department of Human Services	1,832.51	6 Transactions	

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<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>
15 14188 Family Dollar (7772) 05-430-700-4800-6810		50.00	MH FLEX - GIFT CARD 11/17/2016 11/17/2016	0 Mh Init - Flex
14188 Family Dollar (7772)		50.00	1 Transactions	
16 2186 Hillyard Inc - Kansas City 05-400-440-0410-6422		81.87	CLEANING / BATHROOM SUPPLIES 10/26/2016 10/26/2016	602292552 0 Janitorial Services/Supplies
16 05-420-600-4800-6422		173.97	CLEANING / BATHROOM SUPPLIES 10/26/2016 10/26/2016	602292552 0 Janitorial Services/Supplies
16 05-430-700-4800-6422		255.84	CLEANING / BATHROOM SUPPLIES 10/26/2016 10/26/2016	602292552 0 Janitorial Services/Supplies
2186 Hillyard Inc - Kansas City		511.68	3 Transactions	
17 7525 Hometown Bldg Supply 05-400-440-0410-6422		0.60	AGENCY-BATHROOM STALL SUPPLY 09/30/2016 09/30/2016	892791 0 Janitorial Services/Supplies
17 05-420-600-4800-6422		1.29	AGENCY-BATHROOM STALL SUPPLY 09/30/2016 09/30/2016	892791 0 Janitorial Services/Supplies
17 05-430-700-4800-6422		1.90	AGENCY-BATHROOM STALL SUPPLY 09/30/2016 09/30/2016	892791 0 Janitorial Services/Supplies
7525 Hometown Bldg Supply		3.79	3 Transactions	
18 2340 Hyytinen Hardware Hank 05-400-440-0410-6422		1.43	AGENCY SUPPLIES 10/28/2016 10/28/2016	1363205 0 Janitorial Services/Supplies
18 05-420-600-4800-6422		3.06	AGENCY SUPPLIES 10/28/2016 10/28/2016	1363205 0 Janitorial Services/Supplies
18 05-430-700-4800-6422		4.50	AGENCY SUPPLIES 10/28/2016 10/28/2016	1363205 0 Janitorial Services/Supplies
2340 Hyytinen Hardware Hank		8.99	3 Transactions	
19 11406 Innovative Office Solutions 05-400-440-0410-6405		51.93	AGENCY SUPPLIES 09/19/2016 09/19/2016	IN1323596 0 Office Supplies
19 05-420-600-4800-6405		110.35	AGENCY SUPPLIES 09/19/2016 09/19/2016	IN1323596 0 Office Supplies
19 05-430-700-4800-6405		162.29	AGENCY SUPPLIES	IN1323596 Office Supplies

Aitkin County



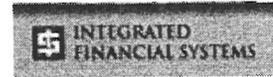
CJG1
11/18/16 2:01PM
Health & Human Services

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11406	Innovative Office Solutions		324.57	09/19/2016 09/19/2016 3 Transactions	0	
20	90182 Laboratory Corp Of America Holdings 05-420-640-4800-6397		27.50	IVD GENETIC TEST 0010269365-01 09/28/2016 09/28/2016	53601248 0	Genetic Tests Iv-D
21	05-420-640-4800-6397		82.50	IVD GENETIC TEST 0014654099-05 10/10/2016 10/10/2016	53601291 0	Genetic Tests Iv-D
22	05-420-640-4800-6397		82.50	IVD GENETIC TEST 0015483272-02 10/12/2016 10/12/2016	53601323 0	Genetic Tests Iv-D
	90182 Laboratory Corp Of America Holdings		192.50	3 Transactions		
23	89080 Meds-1 Ambulance Service Inc 05-400-401-0000-6813		500.00	AMBULANCE RUNS - JUNE '16 06/01/2016 06/30/2016	0	Meds-1 Hill City Ambulance
24	05-400-401-0000-6813		200.00	AMBULANCE RUNS - JULY '16 07/01/2016 07/31/2016	0	Meds-1 Hill City Ambulance
25	05-400-401-0000-6813		160.00	AMBULANCE RUNS - AUG '16 08/01/2016 08/31/2016	0	Meds-1 Hill City Ambulance
26	05-400-401-0000-6813		365.00	AMBULANCE RUNS - SEPT '16 09/01/2016 09/30/2016	0	Meds-1 Hill City Ambulance
27	05-400-401-0000-6813		150.00	AMBULANCE RUNS - OCT '16 10/01/2016 10/31/2016	0	Meds-1 Hill City Ambulance
	89080 Meds-1 Ambulance Service Inc		1,375.00	5 Transactions		
28	89078 Mille Lacs Health System 05-400-401-0000-6814		190.00	AMBULANCE RUNS - SEPT '16 09/01/2016 09/30/2016	0	Isle Ambulance/Mille Lacs Health System
	89078 Mille Lacs Health System		190.00	1 Transactions		
29	89765 Minnesota Elevator, Inc 05-400-440-0410-6300		26.44	ELEVATOR SERVICE - NOV '16 11/01/2016 11/30/2016	0	Maintenance/Service Contracts
29	05-420-600-4800-6300		56.19	ELEVATOR SERVICE - NOV '16 11/01/2016 11/30/2016	0	Maintenance/Service Contracts
29	05-430-700-4800-6300		82.64	ELEVATOR SERVICE - NOV '16 11/01/2016 11/30/2016	0	Maintenance/Service Contracts

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor</u>	<u>Name</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>No.</u>	<u>Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89765	Minnesota Elevator, Inc			165.27	3 Transactions			
30	90318 Moore Medical Corp-LLC 05-400-400-0402-6430			342.02	DP&C MEDICAL SUPPLIES 10/24/2016	10/24/2016	9922572651 0	DP & C - Medical Supplies
	90318 Moore Medical Corp-LLC			342.02	1 Transactions			
31	89081 North Ambulance Brainerd 05-400-401-0000-6809			1,505.00	AMBULANCE RUNS - OCT '16 10/01/2016	10/31/2016	0	No. Memorial Ambulance-Aitkin
	89081 North Ambulance Brainerd			1,505.00	1 Transactions			
32	3810 Paulbeck's County Market 05-400-450-0451-6406			74.10	SHIP - COMM FOOD - APPLES 10/21/2016	10/21/2016	0	PH Program Related Supplies
	3810 Paulbeck's County Market			74.10	1 Transactions			
36	86177 Sheriff Aitkin County 05-420-600-4800-6265			45.00	FRAUD JULY - SEPT '16 07/01/2016	09/30/2016	16-1020 0	Sheriff - Fraud Investigation
33	05-420-640-4800-6270			50.00	IVD SERVICE 0015490645-01 10/20/2016	10/20/2016	C1600548 0	Aitkin Co Sheriff Fees Iv-D
35	05-420-640-4800-6270			100.00	IVD SERVICE 0011090069-06 11/16/2016	11/16/2016	C1600557 0	Aitkin Co Sheriff Fees Iv-D
34	05-420-640-4800-6270			100.00	IVD SERVICE 0014118984-01 10/31/2016	10/31/2016	C1600560 0	Aitkin Co Sheriff Fees Iv-D
	86177 Sheriff Aitkin County			295.00	4 Transactions			
37	86478 Sheriff Kanabec County 05-420-640-4800-6379			51.34	IVD SERVICE 0001501873-04 10/28/2016	10/28/2016	16-000439 0	Other Iv-D Charges
	86478 Sheriff Kanabec County			51.34	1 Transactions			
38	4507 Sorensen Root Thompson Funeral Home 05-420-650-4800-6810			2,100.00	COUNTY BURIAL 10/17/2016	10/17/2016	0	County Burials

Aitkin County



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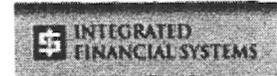
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<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>
4507	Sorensen Root Thompson Funeral Home		2,100.00	1 Transactions		
41	88859 Spee*Dee-St Cloud 05-420-600-4800-6231		262.24	IM SERVICE 09/02/2016 10/01/2016	3143510 0	Services/Labor/Contracts
39	05-420-600-4800-6231		322.93	IM SERVICE 10/04/2016 10/29/2016	3161974 0	Services/Labor/Contracts
40	05-430-700-4800-6231		5.33	SS SERVICE 10/04/2016 10/29/2016	3161974 0	Services/Labor/Contracts
88859	Spee*Dee-St Cloud		590.50	3 Transactions		
44	86235 The Office Shop Inc 05-400-440-0410-6405		2.44	AGENCY SUPPLIES 10/03/2016 10/03/2016	1013156-0 0	Office Supplies
45	05-400-440-0410-6405		3.86	AGENCY SUPPLIES 10/05/2016 10/05/2016	1013156-1 0	Office Supplies
46	05-400-440-0410-6405		3.67	AGENCY SUPPLIES 10/05/2016 10/05/2016	1013395-0 0	Office Supplies
47	05-400-440-0410-6405		6.12	AGENCY SUPPLIES 10/06/2016 10/06/2016	1013395-1 0	Office Supplies
48	05-400-440-0410-6405		0.75	AGENCY SUPPLIES 10/11/2016 10/11/2016	1013395-2 0	Office Supplies
49	05-400-440-0410-6405		17.13	AGENCY SUPPLIES 10/12/2016 10/12/2016	1013740-0 0	Office Supplies
50	05-400-440-0410-6405		3.42	AGENCY SUPPLIES 10/18/2016 10/18/2016	1013740-1 0	Office Supplies
51	05-400-440-0410-6405		2.91	AGENCY SUPPLIES 10/18/2016 10/18/2016	1013740-2 0	Office Supplies
52	05-400-440-0410-6405		11.64	AGENCY SUPPLIES 10/12/2016 10/12/2016	1013783-0 0	Office Supplies
54	05-400-440-0410-6405		66.00	PH - COPIER STAPLES 10/13/2016 10/13/2016	1013836-0 0	Office Supplies
55	05-400-440-0410-6405		7.24	ACCTG - CALCULATOR (KR) 10/18/2016 10/18/2016	1013868-0 0	Office Supplies
56	05-400-440-0410-6405		4.80	AGENCY SUPPLIES 10/17/2016 10/17/2016	1014015-0 0	Office Supplies
57	05-400-440-0410-6405		7.33	AGENCY SUPPLIES 10/18/2016 10/18/2016	1014123-0 0	Office Supplies

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
58	05-400-440-0410-6405		AGENCY SUPPLIES 10/18/2016 10/18/2016	1014125-0 0	Office Supplies
59	05-400-440-0410-6405		AGENCY SUPPLIES 10/26/2016 10/26/2016	1014563-0 0	Office Supplies
60	05-400-440-0410-6405		AGENCY SUPPLIES 10/28/2016 10/28/2016	1014742-0 0	Office Supplies
61	05-400-410-0413-6405		WIC - CASE 11/01/2016 11/01/2016	1014742-1 0	Office Supplies
42	05-400-440-0410-6300		OSS-COPIER CONTRACT IRC5240 10/28/2016 10/28/2016	288670-0 0	Maintenance/Service Contracts
43	05-400-440-0410-6300		MAILRM-COPIER CONTRACT IR6265 10/28/2016 10/28/2016	288670-0 0	Maintenance/Service Contracts
44	05-420-600-4800-6405		AGENCY SUPPLIES 10/03/2016 10/03/2016	1013156-0 0	Office Supplies
45	05-420-600-4800-6405		AGENCY SUPPLIES 10/05/2016 10/05/2016	1013156-1 0	Office Supplies
46	05-420-600-4800-6405		AGENCY SUPPLIES 10/05/2016 10/05/2016	1013395-0 0	Office Supplies
47	05-420-600-4800-6405		AGENCY SUPPLIES 10/06/2016 10/06/2016	1013395-1 0	Office Supplies
48	05-420-600-4800-6405		AGENCY SUPPLIES 10/11/2016 10/11/2016	1013395-2 0	Office Supplies
49	05-420-600-4800-6405		AGENCY SUPPLIES 10/12/2016 10/12/2016	1013740-0 0	Office Supplies
50	05-420-600-4800-6405		AGENCY SUPPLIES 10/18/2016 10/18/2016	1013740-1 0	Office Supplies
51	05-420-600-4800-6405		AGENCY SUPPLIES 10/18/2016 10/18/2016	1013740-2 0	Office Supplies
52	05-420-600-4800-6405		AGENCY SUPPLIES 10/12/2016 10/12/2016	1013783-0 0	Office Supplies
53	05-420-640-4800-6405		CS - CHAIR PART (ET) 10/13/2016 10/13/2016	1013792-0 0	Office Supplies
55	05-420-600-4800-6405		ACCTG - CALCULATOR (KR) 10/18/2016 10/18/2016	1013868-0 0	Office Supplies
56	05-420-600-4800-6405		AGENCY SUPPLIES 10/17/2016 10/17/2016	1014015-0 0	Office Supplies
57	05-420-600-4800-6405		AGENCY SUPPLIES 10/18/2016 10/18/2016	1014123-0 0	Office Supplies
58	05-420-600-4800-6405		AGENCY SUPPLIES	1014125-0	Office Supplies

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Health & Human Services

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>
59	05-420-600-4800-6405	34.58	10/18/2016 10/18/2016	0 1014563-0 Office Supplies
60	05-420-600-4800-6405	10.40	10/26/2016 10/26/2016	0 1014742-0 Office Supplies
42	05-420-600-4800-6300	161.64	10/28/2016 10/28/2016	0 288670-0 Maintenance/Service Contracts
43	05-420-600-4800-6300	159.01	10/28/2016 10/28/2016	0 288670-0 Maintenance/Service Contracts
44	05-430-700-4800-6405	7.65	10/03/2016 10/03/2016	0 1013156-0 Office Supplies
45	05-430-700-4800-6405	12.07	10/05/2016 10/05/2016	0 1013156-1 Office Supplies
46	05-430-700-4800-6405	11.46	10/05/2016 10/05/2016	0 1013395-0 Office Supplies
47	05-430-700-4800-6405	19.14	10/06/2016 10/06/2016	0 1013395-1 Office Supplies
48	05-430-700-4800-6405	2.35	10/11/2016 10/11/2016	0 1013395-2 Office Supplies
49	05-430-700-4800-6405	53.53	10/12/2016 10/12/2016	0 1013740-0 Office Supplies
50	05-430-700-4800-6405	10.70	10/18/2016 10/18/2016	0 1013740-1 Office Supplies
51	05-430-700-4800-6405	9.10	10/18/2016 10/18/2016	0 1013740-2 Office Supplies
52	05-430-700-4800-6405	36.40	10/12/2016 10/12/2016	0 1013783-0 Office Supplies
55	05-430-700-4800-6405	22.65	10/18/2016 10/18/2016	0 1013868-0 Office Supplies
56	05-430-700-4800-6405	15.02	10/17/2016 10/17/2016	0 1014015-0 Office Supplies
57	05-430-700-4800-6405	22.94	10/18/2016 10/18/2016	0 1014123-0 Office Supplies
58	05-430-700-4800-6405	1.40	10/18/2016 10/18/2016	0 1014125-0 Office Supplies
59	05-430-700-4800-6405	50.85	10/26/2016 10/26/2016	0 1014563-0 Office Supplies
60	05-430-700-4800-6405	15.30	10/28/2016 10/28/2016	0 1014742-0 Office Supplies

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 Health & Human Services

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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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
42	05-430-700-4800-6300		OSS-COPIER CONTRACT IRC5240 10/28/2016 10/28/2016	288670-0 0	Maintenance/Service Contracts
43	05-430-700-4800-6300		MAILRM-COPIER CONTRACT IR6265 10/28/2016 10/28/2016	288670-0 0	Maintenance/Service Contracts
86235	The Office Shop Inc		54 Transactions		
10657	Totalfunds By Hasler				
62	05-430-000-0000-1205		POSTAGE 11/09/2016 11/09/2016	79000110005968 0	Postage Account
10657	Totalfunds By Hasler		1 Transactions		
Final Total			26 Vendors		118 Transactions



Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	19,964.49	Health & Human Services	
All Funds		19,964.49	Total	Approved by,
			
			

DATE: November 4, 2016
TO: Erin Melz, Public Health Supervisor
FROM: Pat Faulkner, MN WIC Program, State WIC Management Team
SUBJECT: WIC Advisory Group Chair – Attending the Annual NWA Conference

Liz Short, WIC Coordinator for the Aitkin County WIC Program, will be serving as Chair for the Minnesota WIC Advisory Group for the period of January 2017 through December 2018. In that capacity she also serves as the **local agency representative** for Minnesota WIC in the National WIC Association (NWA). As the local agency representative for Minnesota WIC in NWA, we ask that Liz attend the NWA Annual Nutrition & Networking Conference. This is a wonderful opportunity for Liz to learn from other WIC programs across the county, to hear from experts in the area of maternal and child nutrition, and to hear directly from the National WIC Director in USDA. Liz will be asked to share what she learns with the WIC Advisory Group at our July meeting and with the rest of our local agencies in a written summary that will be distributed in the WIC Wednesday Update. The details of the 2017 conference have not yet been finalized, but the conference always occurs in later spring, and is apparently tentatively planned to be in Philadelphia.

The MN WIC Program will cover Liz's travel expenses for attending the conference. Actual expenses will be *reimbursed* upon receipt of the WIC claim form. Expenses that will be reimbursed include:

- Airfare and associated expenses (e.g., baggage);
- Local travel (e.g., mileage to and from the airport; airport/hotel shuttle; parking, etc.)
- Lodging for the nights of the conference;
- Meal expenses incurred while in travel status, at the state reimbursement rate of: breakfast \$11.00/day, lunch \$13.00/day, and dinner \$20.00. Meals provided as part of the registration fee for the conference *are not reimbursed*.

Liz's time is *not* reimbursed, but should be covered by the WIC grant to the Aitkin-Itasca-Koochiching CHB.

Liz must complete and submit a *MN WIC Program Activity – Local Agency Expense* form with either original, or copied receipts. MDH WIC will reimburse the A-I-K CHB by increasing the WIC grant by the amount of allowable expenses.

We appreciate Liz's contribution to the MN WIC Advisory Group and her representing MN WIC local agencies in NWA. Please let us know if you have any questions – you can contact Pat Faulkner at 651-201-4402 or patricia.faulkner@state.mn.us

Cc: Liz Short, Aitkin County WIC Coordinator
Rekha Dixit, WIC Financial Analyst

WIC AGREEMENT—Malmo

THIS AGREEMENT is made and entered into the 1st day of January, 2017 by and between Aitkin County Health and Human Services for the Aitkin County WIC Program, hereinafter referred to as the “Agency” and the Bethesda Lutheran Church of Malmo, hereinafter referred to as the “Bethesda Lutheran Church”.

IN CONSIDERATION of the mutual promises, agreements, and understanding hereinafter set forth, it is agreed as follows:

1. The Bethesda Lutheran Church will provide space within their premises for the Agency to administer the Aitkin County WIC Program for eligible Women, Infants, and Children through WIC Clinics at a rate of \$15.00 per day of use.
2. The Agency will hold the Clinic at the contracted location once a month.
3. The time and dates of the WIC Clinic will be:

Every third Wednesday of the month: 9:00 a.m. – 4:30 p.m.

Any changes in rental fees, times or dates will be negotiated between the Agency and the Bethesda Lutheran Church.
4. The Bethesda Lutheran Church will provide tables, chairs, heat and light for the Agency to carry out the WIC Clinic. The Agency agrees to leave the premises in the same condition as at the beginning of the Clinic.
5. The Bethesda Lutheran Church shall take all necessary steps to maintain and keep the premises in a safe and clean condition. This shall include (a) sidewalks and parking areas cleared of snow and ice and other obstructions; (b) stairways and walkways cleared of clutter and in safe repair; (c) electrical hazards removed from the Department’s area.
6. This agreement shall continue and be binding upon both parties until December 31st, 2017. Termination of this agreement may be made by either party with sixty (60) days written notice of intention to the other party.
7. The Lessor agrees to abide by all Federal and State nondiscrimination legislation to the effect that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, sex, or handicap in regards to the WIC Program.

WIC AGREEMENT—Malmo

Aitkin County Health and Human Services

By: _____

Printed Name: Tom Burke

Its: Director

Date: _____

Malmo Bethesda Lutheran Church

By: Mary Braun

Printed Name: Mary Braun

Its: Treasurer

Date: Oct. 31, 2016

Aitkin County Board of Commissioners

By: _____

Printed Name: Mark Wedel

Its: Chairperson

Date: _____

Approved as to form and execution:

By: _____
Jim Ratz, County Attorney

Date: _____

Revised 10/16

PURCHASE OF SERVICE AGREEMENT

The Aitkin County Health & Human Services Courthouse, Aitkin, Minnesota 56431, hereafter referred to as the Department and Lakes & Pines CAC, Inc., Address: 1700 Maple Ave E, Mora, MN 55051, hereafter referred to as Contractor, enter into this agreement for the period from December 1, 2016, to December 31, 2017.

WHEREAS, Aitkin County Health and Human Services wishes to purchase Family Resource Specialist services.

WHEREAS, the Contractor is an autonomous Community Action Program and is qualified and willing to perform such services;

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

I SERVICES TO BE PROVIDED OR PURCHASED

The Department agrees to purchase and the Contractor agrees to furnish services as listed in Attachment A.

II COST AND DELIVERY OF PURCHASED SERVICES

Statements will be submitted by the 10th of each month in the approved format detailing services provided in the prior month. Payment by the Department to Contractor will be by the end of the month and will be based on actual billing.

III DELIVERY OF CARE AND SERVICES:

Except as otherwise provided herein, Contractor shall maintain in all respects its present control over and autonomy with respect to:

1. The application of its intake procedures and requirements to clients.
2. The methods, times, means and personnel for furnishing Purchased Services to eligible clients.
3. The determination of when to terminate the furnishing of Purchased Services to eligible clients.

Nothing in this agreement shall be construed as requiring Contractor to provide or continue Purchased Services to or for any eligible clients.

IV AUDIT AND RECORD DISCLOSURE

1. Allow personnel of the Department, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Contractor's records, in accordance with state and federal laws and regulations, at reasonable hours in order to exercise their responsibility to monitor the services.

2. Maintain records at Lakes & Pines CAC, Inc. office for audit purposes.
3. Comply with Minnesota Code for Agency Rule - Minnesota Department of Public Welfare and the Minnesota Government Practice Act, M.S. 15.1611 - 16.1698. (Suppl. 1979)

V SAFEGUARD OF CLIENT INFORMATION:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality of for any purpose not directly connected with the administration of the Department's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client or his/her responsible parent or guardian.
2. The individual employed by the Contractor who is designated to assure compliance with Minnesota Government Data Practices Act, in accordance with Minnesota Statutes, section 13.46, subdivision 10, paragraph (d), shall be **Kraig Gratke**. Contractor reserves the right to designate an alternate individual to assure such compliance by written notice to Department.

VI EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS CLAUSE:

The Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (43 USC 2000e), including Executive Order No. 11246, and Title VI (42 USC 2000d).

VII FAIR HEARING AND GRIEVANCE PROCEDURES:

The Contractor agrees that a fair hearing and grievance procedure will be established.

VIII BONDING, INDEMNITY, AND INSURANCE CLAUSE:

1. The Contractor shall save and hold the County of Aitkin and the Department harmless from all liability for damages to persons or property arising out of the services performed under the terms of the contract. The Contractor shall indemnify the County of Aitkin and the Department for any liability assessed to the county and the Department on account of the services performed under the terms of the contract. The Contractor agrees to purchase liability insurance naming Aitkin County Department of Health & Human Services as an additional insured in an amount at least equal to the maximum liability limits set forth in Minnesota Statutes, 466.04, Subd.1, of **\$500,000** per person and **\$1,500,000** per occurrence and agrees to provide the County of Aitkin and the Department a certificate of insurance or other document demonstrating that such insurance has been procured. Contractor shall provide proof of insurance prior to commencement of Contractor's performance under this agreement.

2. Insurance: The Contractor does further agree that, in order to protect itself as well as the Department under the indemnity agreement provision hereinabove set forth, it will, at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$1,000,000.

IX CONDITIONS OF THE PARTIES' OBLIGATIONS:

1. Before the termination date specified in the Introduction of this agreement, the Department may evaluate the performance of the Contractor in regard to the terms of this agreement to determine whether such performance merits renewal of this agreement.
2. 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.
3. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the Department, nor shall the Contractor do any work or furnish any material not covered by the agreement unless this is approved in writing by the Department. Such approval shall be considered to be a modification of the agreement.
4. If the Department determines that funds are not being administered in accordance with the approved plan and budget, they may be withdrawn after reasonable notice to the Contractor. It is understood and agreed that the parties do not anticipate that Contractor will administer funds as a result of this agreement.
5. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.
6. In accordance with Minnesota Statutes, Section 245.466, Subd.3 (1), the Commissioner of Minnesota Department of Human Services is a third party beneficiary to this contract.

X SUBCONTRACTING

The Contractor shall not enter into subcontracts for any of the work contemplated under this agreement without written approval of the Department. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.

XI COMPLIANCE WITH THE CLEAN AIR ACT:

The Contractor certifies that it meets lawful conditions of the Clean Air Act, as required by 45 CFR 228.70 and 74.159 (4).

XII MISCELLANEOUS

1. Entire Agreement: It is understood and agreed that the entire agreement of the parties 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 Contractor and Aitkin County Health and Human Services Department relating to the subject matter hereof.
2. This contract may be terminated or renegotiated upon 30 days written notification by either party.
3. Program and fiscal records shall be retained in the Contractor facility for a minimum of five years.
4. This contract may be extended for a period of six months at the option of the County of Aitkin. If the county desires to extend the term of the contract, it shall notify the Contractor in writing at least sixty days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a contract amendment, execution of new contract or notice of termination.

IN WITNESS WHEREOF the Department (Aitkin County Health & Human Services) and the Contractor (_____.) have executed this agreement as of the day and year first above written:

BY: _____
Aitkin County Health & Human Services Director

DATE: _____

BY: _____
Aitkin County Health & Human Services Board Chairperson

DATE: _____

BY: _____
Lakes & Pines, CAC Director

DATE: _____

APPROVED AS TO FORM AND EXECUTION

BY: _____
County Attorney or Assistant

DATE: _____

COST & DELIVERY OF PURCHASED SERVICES

**See SSIS Service Agreement #55626963

Service Agreement

Cnty Vendor #: 000006110 Lakes & Pines CAC, Inc 1700 MAPLE AVE E MORA, MN 55051	Client: SSIS Person #:	Return To: Aitkin County Health & Human Services Attn: Accounting Dept 204 1st Street NW Aitkin, MN 56431 Attention:
--	---------------------------	--

Service Arrangement #		Service Description	Start Date	End Date	# of Units	Unit Type	Rate	Amount
55626921	402	Community Education and Prevention	12/1/2016	12/31/2016	136.00	Hour	\$12.4200	\$1,689.12
55626934	402	Community Education and Prevention	1/1/2017	12/31/2017	2080.00	Hour	\$12.4200	\$25,833.60
55626908	402	Community Education and Prevention	12/1/2016	12/31/2016	136.00	Hour	\$22.0500	\$2,998.80
55626947	402	Community Education and Prevention	1/1/2017	12/31/2017	2080.00	Hour	\$22.0500	\$45,864.00
Total Amount:								\$76,385.52

Aitkin County Health and Human Services agrees to pay up to \$48,862.80 for the wages and benefits of the Family Resource Specialist employed by Lakes and Pines CAC for the period of December 1, 2016 thru December 31, 2017. In addition to wages and benefits, Aitkin County Health and Human Services agrees to pay for administration expenses incurred by Lakes and Pines CAC to cover the Family Resource Specialist position. The administration expenses are not to exceed \$27,522.72 for the period of December 1, 2016 thru December 31, 2017.

Lakes and Pines CAC agrees to submit detailed invoices to Aitkin County Health and Human Services by the 15th of each month. Expenses will be reimbursed monthly - paid with Health and Human Services Board bills on the 4th Tuesday of the month. All invoices will include: detailed hours worked by Family Resource Specialist, documentation supporting administration expense requests, and monthly case/activity details including but not limited to: client contacts, number of clients, number/hours spent recruiting resources and training hours.

Aitkin County Health and Human Services or Lakes and Pines CAC may end this agreement with a 30 day notice.

Client Signature: _____	Date: _____
Vendor Signature: _____	Date: _____
Worker Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

Service Agreement

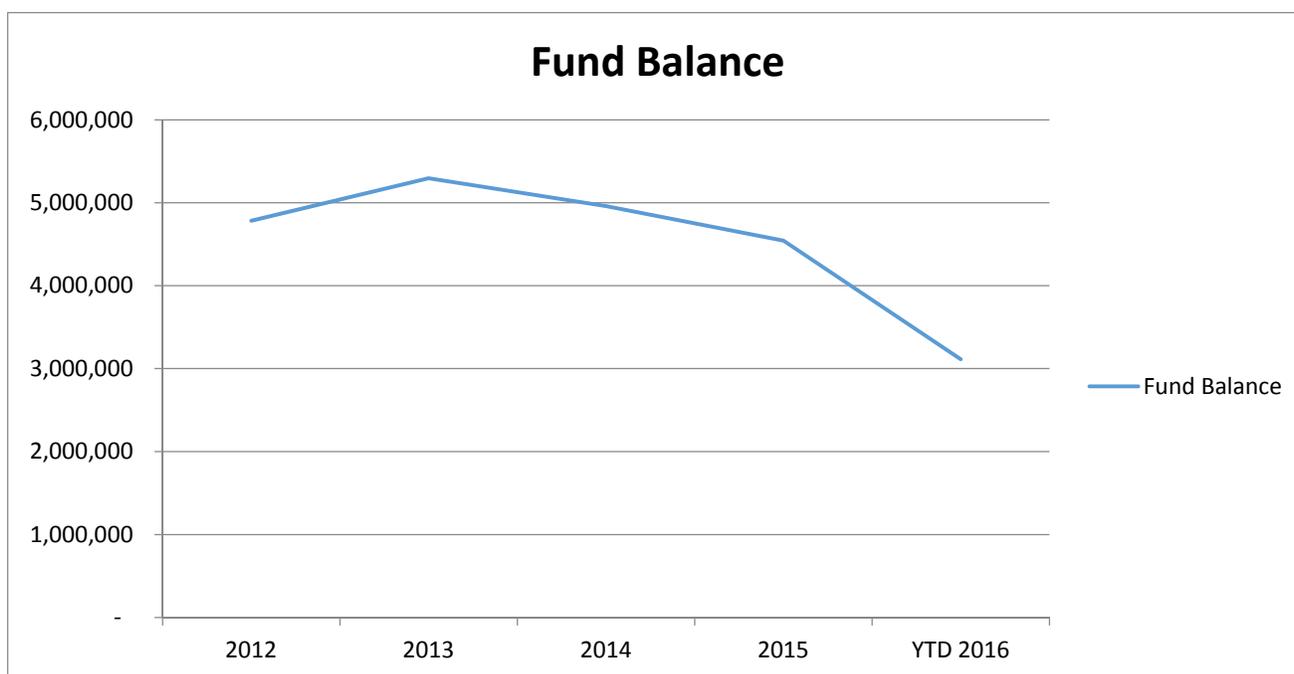
<p>Cnty Vendor #: 000006110 Lakes & Pines CAC, Inc 1700 MAPLE AVE E MORA, MN 55051</p>	<p>Client: SSIS Person #:</p>	<p>Return To: Aitkin County Health & Human Services Attn: Accounting Dept 204 1st Street NW Aitkin, MN 56431</p> <p>Attention:</p>
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Aitkin County Health and Human Services

5-Year Trend

	2012	2013	2014	2015	YTD 2016
Fund Balance	4,783,514	5,295,266	4,959,306	4,544,194	3,113,283

	2012	2013	2014	2015	YTD 2016
Revenue:					
Tax Levy	(2,445,758)	(2,470,280)	(1,888,237)	(1,982,478)	(1,367,861)
Intergovernmental Revenue	(131,276)	(314,824)	(270,042)	(279,448)	(45,766)
State Revenue	(723,462)	(686,351)	(881,137)	(1,043,277)	(923,716)
Federal Revenue	(2,161,389)	(2,136,553)	(2,168,616)	(2,084,504)	(1,596,993)
Third Party Revenue	(204,217)	(216,749)	(207,346)	(258,635)	(284,996)
Misc. Revenue/Pass Thru	(451,664)	(359,291)	(315,012)	(388,502)	(291,810)
Expenditure:					
Payments for Recipients	1,604,609	1,417,258	1,635,621	1,719,526	1,725,032
Payroll	3,516,455	3,425,849	3,664,934	3,934,931	3,633,153
Services/Charges and Fees	397,600	423,064	336,723	343,675	301,102
Travel and Insurance	87,885	89,679	143,562	156,611	89,288
Supplies and Small Equipment	33,369	61,402	73,199	110,486	96,449
Capital Outlay	120,759	52,492	31,266	38,483	44,769
Misc. Expenditure/Pass Thru	168,640	184,723	180,414	150,934	114,253
Net Change to Fund Balance:	(188,448)	(529,581)	335,329	417,802	1,492,904

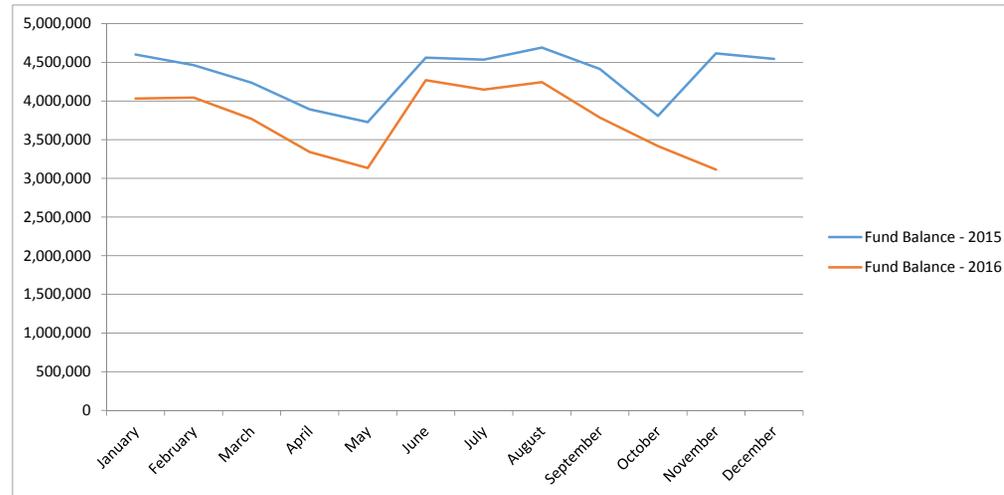


Aitkin County Health and Human Services

Financial Statement for Board

	January	February	March	April	May	June	July	August	September	October	November	December
Fund Balance - 2015	4,600,651	4,463,903	4,236,061	3,892,021	3,727,220	4,560,231	4,534,967	4,690,698	4,413,847	3,806,907	4,615,850	4,544,194
Fund Balance - 2016	4,031,619	4,044,030	3,768,001	3,340,621	3,133,611	4,268,703	4,147,562	4,244,044	3,785,410	3,417,297	3,113,283	

	Jan'16	Feb'16	Mar'16	Apr'16	May'16	Jun'16	Jul'16	Aug'16	Sept'16	Oct'16	Nov'16	Dec'16	YTD 2016
Revenue:													
Tax Levy	0	0	0	0	0	(1,367,861)	0	0	0	0			(1,367,861)
Intergovernmental Revenue	0	(1,169)	0	0	(3,147)	0	(3,335)	(20,544)	(322)	(17,249)			(45,766)
State Revenue	(19,245)	(59,763)	(115,492)	(8,961)	(66,622)	(117,642)	(255,430)	(171,252)	(96,666)	(12,643)			(923,716)
Federal Revenue	(41,861)	(297,808)	(186,519)	(47,508)	(204,076)	(269,069)	(38,978)	(295,850)	(153,063)	(62,261)			(1,596,993)
Third Party Revenue	(21,482)	(26,607)	(23,547)	(25,549)	(35,066)	(30,230)	(39,229)	(29,940)	(27,486)	(25,862)			(284,996)
Misc. Revenue/Pass Thru	(21,936)	(38,247)	(24,312)	(102,738)	(17,656)	(27,772)	(13,328)	(25,325)	(4,843)	(14,195)	(1,457)		(291,810)
Expenditure:													
Payments for Recipients	204,263	112,406	131,528	166,226	254,225	192,810	130,076	129,105	138,248	167,022	99,123		1,725,032
Payroll	377,040	314,235	318,366	452,751	307,453	308,870	326,898	302,908	431,036	320,081	173,516		3,633,153
Services/Charges and Fees	43,687	36,473	22,387	31,223	18,423	17,695	39,994	20,812	25,069	25,277	20,061		301,102
Travel and Insurance	43,664	3,482	6,996	4,531	3,710	5,110	6,202	4,663	3,483	4,839	2,608		89,288
Supplies and Small Equipment	2,494	5,406	6,395	4,003	4,533	3,327	17,782	29,855	15,591	4,680	2,382		96,449
Capital Outlay	0	0	0	939	5,830	0	0	0	0	38,000	0		44,769
Misc. Expenditure/Pass Thru	14,050	4,007	7,832	17,564	9,253	12,835	12,465	17,582	7,245	5,641	5,780		114,253
Net:	580,674	52,416	143,634	492,481	276,861	(1,271,928)	183,116	(37,986)	338,292	433,330	302,013	0	1,492,904

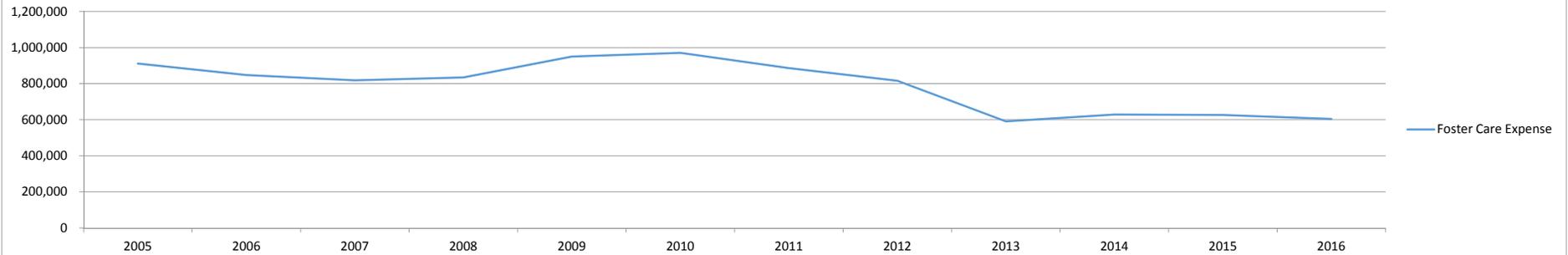


Foster Care Report

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Foster Care Expense	911,375	847,823	818,453	834,512	950,273	970,888	886,243	816,028	590,994	628,755	626,426	604,484
# of Children	69	73	75	63	64	57	56	49	50	53		

Foster Care	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Child Shelter	339	3,017	5,139	0	850	0	177	2,696	2,817	0	1,071	2,384
ICWA	185	2,448	0	0	709	0	0	0	0	0	0	0
Corrections	0	35,626	6,465	5,444	4,227	9,488	2,656	6,151	1,378	1,968	0	0
Treatment Foster Care	0	0	8,451	0	0	33,227	101,130	96,216	79,138	35,418	18,948	0
ICWA	0	0	0	0	0	0	0	0	0	0	7,870	18,632
Corrections	0	0	0	33,530	33,811	22,857	0	0	0	0	0	0
Child Foster Care	388,841	318,577	462,600	384,829	396,552	346,845	167,154	174,298	241,526	158,688	190,403	269,341
ICWA	22,292	49,915	101,147	131,779	99,413	111,278	138,816	92,451	11,382	24,570	52,441	72,284
Corrections	1,365	19,740	0	0	0	18,695	11,627	9,783	0	1,998	10,011	0
Rule 8	2,750	53,677	12,310	3,174	19,938	14,710	45,321	7,062	0	100	35,955	0
ICWA	0	0	0	23,947	10,952	48,097	16,400	25,716	7,306	888	0	0
Corrections	3,565	0	18,675	8,132	44,677	13,373	17,570	43,317	0	0	0	0
Correctional	0	0	0	0	0	0	0	0	24,953	0	0	0
ICWA	0	37,418	46,204	35,438	68,751	103,404	107,921	56,691	21,011	68,770	27,341	43,304
Corrections	338,671	264,032	141,084	107,867	120,751	66,821	208,353	188,862	142,442	292,193	142,279	124,016
Northstar Adoption/Kinship	0	0	0	0	0	0	0	0	0	0	0	1,973
Extended Foster Care	0	0	0	0	0	0	1,228	0	0	100	0	0
Electronic Monitoring	2,800	976	1,848	0	1,504	1,201	0	352	2,904	0	0	0
Rule 5	109,597	56,466	0	61,170	95,415	103,210	70,889	99,575	21,835	119,466	96,403	108,109
ICWA	0	0	7,175	36,321	42,836	36,960	0	0	36,571	0	48,012	27,891
Corrections	28,130	0	0	0	0	0	0	0	0	0	0	0
Respite	1,889	428	115	882	7,862	34,851	8,645	9,183	2,358	919	5,765	831
Child Care	5,369	1,406	2,178	0	671	1,579	1,167	0	718	592	4,495	981
Health Services	5,546	386	695	0	455	82	194	382	111	2,607	3,108	179
Transportation	4,514	4,436	5,897	5,464	10,803	9,584	10,268	7,188	14,129	9,790	7,789	5,356
Total Foster Care Expenses:	915,854	848,548	819,983	837,977	960,176	976,259	909,516	819,923	610,578	718,066	651,892	675,282

Foster Care Expense



AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

VIII. - A.

November 2, 2016

Committee Members Present:

Marlene Abear
Holly Bray
Kim DeMenge
Diane Eastman, AFSCME Union Rep.
Roberta Elvecrog
Carole Holten
Joy Janzen
Kristine Layne, Riverwood HealthCare
Julie Anne Larkin
Bob Marcum
Bev Mensing, Red Cross

Others Present:

Erin Melz, Public Health Supervisor
Jessi Goble, Income Maintenance Supervisor
Jessi Schultz, Social Service Supervisor
Kathy Ryan, Fiscal Supervisor
Julie Lueck, Clerk to the Advisory Committee

Guests:

Cassie Conn, L&P WRAP Program
Joel Hoppe

Absent:

Kami Genz, Community Corrections
Katie Nelson, Riverwood Foundation
Amanda Voller, Workforce Center
Commissioner Anne Marcotte
Commissioner Laurie Westerlund

I. Approval of Agenda

Motion by Bev Mensing, seconded by Diane Eastman, and carried; the vote was to approve the Agenda as amended with the addition under VII.-B. McGregor Community Meal.

II. Approval of Minutes of the October 5, 2016 Meeting

Motion by Carole Holten, seconded by Roberta Elvecrog, and carried; the vote was to approve the Minutes of the October 5, 2016 meeting.

III. Committee Member Input / Updates - Must be informational in nature, relative to Aitkin County Health & Human Services and not exceed (5) minutes per person. *Nothing added.*

IV. WRAP Update - Cassie Conn / Erin Melz / Jessi Schultz - WRAP (We Rally Around Parents) is a collaborative program between Lakes & Pines and Aitkin County Health & Human Services. Cassie's title is the Family Resource Specialist who connects families to resources. Cassie works with families and begins with the WRAP Inventory which helps them determine needs and goals for the family. Cassie reviewed the statistical information with the WRAP program indicating a lot of positive outcomes.

V. Task Force Reports/Updates:

- A. Corrections** - Roberta Elvecrog / Julie Anne Larkin - No meeting.
- B. Public Health** – Bob Marcum / Kristine Layne / Holly Bray - No meeting.

- C. **Children's Social Services/Mental Health** – Katie Nelson / Holly Bray - No meeting.
- D. **Adult Social Services/Mental Health** – Bob Marcum / Marlene Abear / Carole Holten - No meeting. Bob Marcum discussed the need to bring Mental Health Reform to the political platform.

VI. **Budget Committee Report/Update** – Roberta Elvecrog / Joy Janzen - No meeting.
Erin Melz updated the committee that Hannah Colby will be starting November 14th to fill the second Health Educator position. She is a Registered Dietician from Duluth and also a WIC Certifier.

Jessi Goble also noted that Carolyn Hince will be starting next Monday, November 7th as a new Financial Worker.

VII. **Topic for Discussion/Presentations -**

- A. **December 7, 2016** - Purpose of the Advisory Committee & the meetings. Introduce one another and what each other does outside of this meeting and what brings them to the table for this meeting.
- B. **Serving the Community Meal** at First Lutheran Church next year on September 11, 2017. Serve the McGregor Community Meal next year on March 15, 2017. The committee members agreed to serve both meals in 2017.

VIII. **Comments:**

A. **Comments from the Committee Members for the Commissioners relative to HHS** - No Commissioners were in attendance, therefore no comments expressed.

B. **Feedback from the Board Meeting**

1. **October 25, 2016 – Carole Holten & Marlene Abear** - Carole Holten commended Kathy Ryan for her presentation and knowledge answering numerous questions at the Board meeting. It was also noted that H&HS has been recognized for the Breastfeeding Friendly Workplace Designation.. Erin noted that a written policy is in place for Aitkin County and ACH&HS staff have been educated about the availability of a designated space to support not only our staff who are nursing their babies or expressing breast milk but also WIC moms and other clients coming into the department and new mothers working in the courthouse or other county offices. Marlene Abear updated the committee that in a Commissioner report for AEOA, that their bus drivers may go on strike due to being asked to work hours later into the evening.

C. **Committee Members scheduled to attend upcoming Board Meetings in 2016:**

NOVEMBER 22	Roberta Elvecrog	Joy Janzen
DECEMBER 27	Bob Marcum	Roberta Elvecrog

IX. **Adjourn**

Motion by Diane Eastman, seconded by Holly Bray, and carried; the vote was to adjourn the meeting at 4:45 p.m.

Joy Janzen, Chairperson

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 October 5, 2016, Advisory Committee Meeting
- Draft Copy of the October 25, 2016 Health & Human Services Board Meeting Minutes
- Community Meal Letter for serving September 11, 2017
- WRAP (We Rally Around Parents) Brochure

DRAFT