



Board of County Commissioners Agenda Request

2J

Agenda Item #

Requested Meeting Date: May 12, 2026

Title of Item: Approve H&HS Licensing Conflict of Interest Policy and Procedure

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Paula Arimborgo		Department: H&HS Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: A new policy to establish clear standards and procedures that prevent conflicts of interest in licensing activities involving Aitkin County Health & Human Services employees and County Board members, ensuring compliance with Minnesota Statutes 245A.09 and 245A.16 and Minnesota Rule 9543.0130 Subp. 4. Policy Cover Page and Policy attached.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend approval of Health & Human Services Licensing Conflict of Interest Policy and Procedure.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



HEALTH & HUMAN SERVICES

Aitkin County
204 1st Street NW
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Policy

Licensing Conflict of Interest Policy and Procedure

Objective

To establish clear standards and procedures that prevent conflicts of interest in licensing activities involving Aitkin County Health and Human Services employees and County Board members, ensuring compliance with Minnesota Statutes 245A.09 and 245A.16 and Minnesota Rule 9543.0130 Subp. 4. This policy promotes integrity, impartiality, and public trust in all licensing decisions.

Opportunity

This policy strengthens transparency, fairness, and regulatory compliance by addressing potential conflicts of interest when agency employees or County Board members seek licensure. It ensures licensing actions are conducted objectively, protects the integrity of the licensing process, and reduces the risk of real or perceived bias in accordance with applicable Minnesota statutes and administrative rules.

Existing or New Policy

New Policy

Changes to Existing Policy

N/A

Timeline for Execution

Effective upon approval by Aitkin County Health and Human Services leadership and County Board. Implementation will occur immediately upon adoption.

Conclusion

Health and Human Services is seeking approval of this policy.



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Licensing Conflict of Interest Policy and Procedure

Policy Statement

Aitkin County Health and Human Services has established this policy and procedure to ensure compliance with Minnesota Statute 245A.09;MS 245A.16 and Minnesota Rule 9543.0130 Subp. 4. This will preserve confidence and compliance within the licensing procedures and decision points.

Definitions

- Licensing for the purposes of this policy includes Family Child Care, Adult Foster Care, and Child Foster Care.
- Employee or Board member includes Aitkin County Health and Human Services and County Board Members.

Policy

The agency shall ensure that no agency employee or county board member who applies for licensure or who is licensed to operate a program based on the agency's recommendation is involved in any licensing recommendation or action related to that employee or county board member.

Procedure

Agency employees or county board members that apply for a licensed program that is located in Aitkin County will be referred to a regional partner county for licensing, relicensing, monitoring, variance activity, and investigations. All case records will be managed by the regional partner. Mandatory reports and complaints received by this agency will be protected from staff and immediately sent to the county managing the license. If there is a question as to whether a licensing request is a conflict, it will be brought to the Director of Health and Human Services for a decision.

Approved by the Aitkin County Board on: