

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES**

**DRAFT**

**November 24, 2009**

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**I. Call to Order**

The Aitkin County Board of Commissioners met this 24th day of November, 2009, at 9:00 a.m. as the Aitkin County Health & Human Services Board, beginning with the Pledge of Allegiance, with the following members present: Chairperson J. Mark Wedel; Commissioners Paul Bailey, Brian Napstad, Galen Tveit, and Laurie Westerlund; and others present included: Patrick Wussow, County Administrator; Tom Burke, Director; Staff Members Susan Cebelinski, Social Service Supervisor; Cynthia Bennett, Public Health Supervisor; Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Nanci Sauerbrei, Aitkin Independent Age; Roberta Elvecrog, DAC; Cheryl Meld, Health & Human Service Advisory Committee Member; Cheryl Stauter & Harriet Veenker, Senior Organization.

**II. Pledge of Allegiance**

**III. Approval of Agenda**

Motion by Commissioner Tveit, seconded by Commissioner Napstad, and carried; the vote was to approve the revised agenda as presented at this meeting.

**IV. Review October 27, 2009 Health & Human Service Board Minutes**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the October 27, 2009 Health & Human Service Board Minutes.

**V. Review Bills**

Motion by Commissioner Bailey, seconded by Commissioner Tveit, and carried; the vote was to approve the bills as presented this date.

**VI. General/Miscellaneous Information**

**A. Senior Connections of Aitkin County Progress Report** - Cheryl Stauter, representing the new organization, was at the meeting to answer questions along with Cynthia Bennett. A vote was taken at their Board meeting this morning and their new organization will be known as Aitkin County CARE (Coordinating Area Resources Effectively). They anticipate being fully up and running within the first three months of 2010. They will continue their operations with current funding in their reserves and by the end of January 2010 will have their 501c3 in place.

**B. 2010 Health & Human Services Board Meeting Dates** – The 2010 dates for Health & Human Services Board Meetings was presented to the Board for discussion.

**C. H&H Advisory Committee Membership Terms Expiring 12-31-09** – Motion by Commissioner Bailey, seconded by Commissioner Westerlund, and carried, the vote was to approve the re-appointment of the five current members of the committee for an additional two year term. (Brian Crowley, Roberta Elvecrog, Tricia Martin, Julie Orbeck and Jessica Seibert) Advertising will be done in local newspapers to replace the two vacant positions on the Advisory Committee.

**D. H1N1 Update – Cynthia Bennett**

**1. Independent Contractor Agreement – Sample 1**

**2. Independent Contractor Agreement – Sample 2**

Cynthia Bennett noted that it has been busy and we have continued to get doses and schedule clinics to meet the needs of the county. The target groups have not gotten enough doses yet but we have planned four more clinics and the target groups have expanded as of December 1<sup>st</sup>. The packet of information shows the complexity of planning the clinics and the roles staff play in setting up and running the clinics.

Public Health Emergency Response dollars will be used to replenish supplies as well as pay wages for additional nursing staff as needed. It was noted that the number of H1N1 cases in Aitkin County total four confirmed cases at Riverwood (although they are only testing those that are hospitalized). Nationwide it was noted that about 50% of the people are not having the vaccine and here in Aitkin County it is probably a little higher and closer to 60-70%.

The Independent Contractor Agreement was presented with two different signature pages for the same agreement, one with the Board Chair and Auditor approval and the other with just Tom Burke, Director and the School Superintendent. Motion by Commissioner Bailey, seconded by Commissioner Westerlund, and carried, the vote was to approve and authorize Tom Burke to sign the Independent Contractor Agreements followed by notification to the Board as to what has been done.

**E. Public Health Nuisance Property Owned by Linda Bailey, Swatara -** Tom Burke noted the property is located in Swatara with multiple parcels consisting of lots and acreage. The house has been ransacked and there is not a room without debris. The land has accumulated lots and lots of debris including appliances, metal, paper, plastic, TV's and furniture. There is a house, mobile home that has been nearly completely stripped, a garage that is falling in and sheds/little buildings full of debris along with the debris throughout the yard. Motion by Commissioner Bailey, seconded by Commissioner Tveit, and carried, the Aitkin County Board of Commissioners concurred with the recommendation to support the findings that this property is a Public Health Nuisance as defined in MN Statutes, Chapter 145A.04 and directed Tom Burke, the agent to the County Board of Commissioners, to abate this Public Health Nuisance per Aitkin County Policy for the property located at 60675 Osprey Avenue, Swatara, MN 55785 in Macville Township – Section 19.

## DRAFT MINUTES

### VII. **Contracts:**

- A. Purchase of Service Agreement between Aitkin County Health & Human Services and CORE Professional Services, P.A. of Brainerd for the period January 1, 2010 to December 31, 2010.** Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreement between Aitkin County Health & Human Services and CORE Professional Services, P.A. of Brainerd for the period January 1, 2010 to December 31, 2010.
- B. Public Health Emergency Shelter Agreement – Hill City Ind. School Dist. # 2** Motion by Commissioner Bailey, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the Public Health Emergency Shelter Agreement – Hill City Ind. School Dist. # 2 -and Aitkin County Health & Human Services.
- C. Purchase of Service Agreement between Aitkin County Health & Human Services and Consumer Directions, St. Cloud for the period July 1, 2009 to June 30, 2012.** Motion by Commissioner Napstad, seconded by Commissioner Bailey, and carried, the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreement between Aitkin County Health & Human Services and Consumer Directions, St. Cloud for the period July 1, 2009 to June 30, 2012.

### III. **Administrative Reports:**

- A. Caseload Update - Eileen Foss, Income Maintenance Supervisor –** Numbers continue to climb and from one year ago we are up about 150 cases. Discussed MN Care has a \$10,000 in hospital limit/cap. Also discussed the GMAC unallotment coming in March, 2010.

