

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
May 25, 2010**

**I. Call to Order**

The Aitkin County Board of Commissioners met this 25th day of May, 2010, at 9:02 a.m. as the Aitkin County Health & Human Services Board, beginning with the Pledge of Allegiance, with the following members present: Vice-Chairperson Laurie Westerlund, Commissioners Brian Napstad, Galen Tveit, and Mark Wedel; 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, ACHHS & DAC; Anne Gunn, Health & Human Service Advisory Committee Members; and Gary Lamke, Citizen; Harriet Veenker, Aitkin County CARE Board; Cheryl Stauter, Senior Coordinator for Committee on Aging; Tricia Martin, Arrowhead Area Agency on Aging; and Osten Berg, Fraud Prevention Investigator. Commissioner Paul Bailey was attending another meeting out of town and would be arriving later.

**II. Pledge of Allegiance**

**III. Approval of Agenda**

*Motion by Commissioner Wedel, seconded by Commissioner Napstad, and carried; the vote was to approve the agenda as revised.*

**IV. Review April 27, 2010 Health & Human Service Board Minutes**

*Motion by Commissioner Napstad, seconded by Commissioner Tveit, and carried; the vote was to approve the April 27, 2010 Health & Human Services Board Meeting Minutes as mailed.*

**V. Review Bills**

*Motion by Commissioner Wedel, seconded by Commissioner Napstad, and carried; the vote was to approve the bills as presented this date.*

**VI. General/Miscellaneous Information**

- A. Fraud Prevention Investigator – Osten Berg – Presented the Board with information regarding Fraud Investigations in a four county region (Aitkin, Carlton, Kanabec & Pine Counties) with 77 cases that average 6.6 days to complete although not all cases contain the elements of fraud and they can't always prove intent to fraud either. He noted they have a 15 day investigative window with 30 days being the maximum. There is no cost to Aitkin County but he noted there is a savings to Aitkin County of \$12,994 to date. Funding comes through State and Federal grants through Pine County. FPI can offer the offender an Administrative disqualification hearing to admit to the fact and waive a hearing, or not admit and waive a hearing or have a hearing. He noted there is a Welfare Fraud Hotline for folks to make referrals on the toll free phone number which is 800-627-9977.
- B. Legislative Update – Tom Burke updated the Board with respect to the bits and pieces of information that is coming in and he will get information to the Board members as decisions are made. Tom discussed the changes in charges for the 16 bed facilities.

- C. Redesign of H&HS – Tom Burke noted that they met again last week (Directors and Commissioners for Region III). The group is looking at ideas for a service area. Child Support is more complicated as other players in the county such as county attorneys, sheriffs, etc. would need to be included. The group agreed automating Income Maintenance as a place to start with e-docs.
- D. CARE Update – Harriet Veenker updated the Board on the progress of the newly established CARE Board. She noted there was a shift in thinking the day they were originally going to submit their report which has delayed some progress for this group. She reviewed the handout outlining the progress noting the Committee on Aging is reconsidering their vote from last October to transition their 501c3 to the Aitkin County CARE which will be decided at a meeting this afternoon. The two issues the Committee on Aging are struggling with as reported by Cheryl Stauter are: 1) If COA still wishes to give up their 501c3 and, 2) What would happen with Cheryl's director position. Commissioner Napstad noted his understanding of this combination is specifically to reduce administrative overhead and move the dollars into the services for the elderly. Commissioner Napstad noted county funding will be going to CARE. If the COA is not part of CARE they will not receive county funding. Board discussed the various programs coming under the umbrella of AC CARE to include RSVP, Senior Companion and it was noted that ARDC services that Tricia Martin administer would like to roll into CARE which includes the Caregiver Support Group, Rural Delivery, Live Well At Home, Grandfriend program, and RSVP Bone Builders Exercise Program for Seniors all of which come from five different funding sources totaling \$45,000.

## **VII. Contracts:**

- A. Administration Agreement for Purchase of Supplies and Equipment between ACHHS and APA Medical Equipment Co., Minneapolis for the period July 1, 2010 to June 30, 2013. Motion by Commissioner Napstad, seconded by Commissioner Wedel, and carried, the vote was to approve and authorize the Board Chair to sign the Administration Agreement for Purchase of Supplies and Equipment between ACHHS and APA Medical Equipment Co., Minneapolis for the period July 1, 2010 to June 30, 2013.
- B. Administration Agreement for Purchase of Supplies and Equipment between ACHHS and Brainerd Medical Supply, Brainerd for the period July 1, 2010 to June 30, 2013. Motion by Commissioner Napstad, seconded by Commissioner Wedel, and carried, the vote was to approve and authorize the Board Chair to sign the Administration Agreement for Purchase of Supplies and Equipment between ACHHS and Brainerd Medical Supply, Brainerd for the period July 1, 2010 to June 30, 2013.
- C. Administration Agreement for Purchase of Supplies and Equipment between ACHHS and Home Medical Products and Services, Hurley, WI, for the period July 1, 2010 to June 30, 2013. Motion by Commissioner Napstad, seconded by Commissioner Wedel, and carried, the vote was to approve and authorize the Board Chair to sign the Administration Agreement for Purchase of Supplies and Equipment between ACHHS and Home Medical Products and Services, Hurley, WI, for the period July 1, 2010 to June 30, 2013.

## **VIII. Administrative Reports:**

- A. Caseload Update – Eileen Foss, Income Maintenance Supervisor – Unfortunately the numbers continue to climb on the Income Maintenance Caseload Report.
- B. Financial & Transportation Report – Kathy Ryan, Fiscal Supervisor – Noted the fund balance will be updated as funds will be coming in the end of May and early June.

**IX. Committee Reports from Commissioners**

- A. H&HS Advisory Committee - Commissioners Westerlund and/or Tveit  
Meeting updates from Committee Members: Anne Gunn & Roberta Elvecrog  
See also, attached minutes of the May 5, 2010, meeting. – Referred to the minutes of the May 5<sup>th</sup> meeting reporting there was a GAMC update noting that there are four CCDS's all in the metro area now. System continues to be very complicated. Susan Cebelinski gave the Advisory Committee a presentation on Guardianship/Conservatorship.
- B. AMC Children's Mental Health - Commissioner Bailey – No Report
- C. CHS – Commissioner Bailey – Cynthia Bennett noted Triad has met twice but CHS will be meeting in June. Triad has been functioning without an administrator and various supervisors have been involved in various meetings as a liaison between the Commissioner of Health and the county supervisors.

**X. Adjournment: Next Meeting – June 22, 2010**

*Motion by Commissioner Wedel, seconded by Commissioner Napstad, and carried; the vote was to adjourn the meeting at 10:25 a.m.*

---

Laurie Westerlund, Vice-Chair

---

Tom Burke, Director  
Aitkin County Health & Human Services

---

Julie Lueck, Clerk to Aitkin County Health & Human Services Board