

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING AGENDA  
January 24, 2017**

- 9:05 A.M.**
- I. Attendance**
  - II. Approval of Health & Human Services Board Agenda**
  - III. Review December 20, 2016 Health & Human Service Board Minutes**
  - IV. Review Bills**
  - V. General/Miscellaneous Information**
    - A. Recommendation for the HHS Director position**
    - B. Annual Statistical Information for Health & Human Services**
  - VI. Contracts/Agreements**
    - A. Purchase of Service Agreements between Aitkin County Health & Human Services and:**
      - 1. Phil Tange, LICSW for the period February 1, 2017 through December 31, 2017, to purchase mental health services from multi-disciplinary service contractor.**
  - VII. Resolutions**
    - A. Resolution for Imprest Cash Health & Human Services Office**
  - VIII. Administrative Reports:**
    - A. Financial Reports - Kathleen Ryan**
  - IX. Committee Reports from Commissioners**
    - A. H&HS Advisory Committee – Commissioners Westerlund and/or Pratt  
Committee Members attending today: Shirley Scharrer & Roberta Elvecrog  
Draft Copy of the January 4th 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**
  - X. Break at 9:\_\_\_ a.m. for \_\_\_\_\_ minutes** **Next Meeting – February 28, 2017**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
December 20, 2016**

**I. Attendance**

The Aitkin County Board of Commissioners met this 20th day of December, 2016, at 9:57 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Brian Napstad, Anne Marcotte, Don Niemi and Laurie Westerlund, and others present included: Interim County Administrator Patrick Wussow; Interim H&HS Director, Liz DeRuyck; H&HS Staff Kathy Ryan, Fiscal Supervisor; Jessi Goble, Financial Services Supervisor; Jessi Schultz, Social Service Supervisor; Erin Melz, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; Hannah Colby, Public Health Educator; and guests; Adam Hoogenakker, Aitkin Independent Age; and Carole Holten, H&HS Advisory Committee Member; Commissioner Elect Bill Pratt; Bob Harwarth, Georgia Johnson, and Mike Hagen, Citizens.

**II. Approval of Health & Human Services Board Agenda**

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

**III. Review November 22, 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 November 22, 2016 Health & Human Services Board Meeting*

**IV. Review Bills**

*Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Bills.*

**V. General/Miscellaneous Information**

**A. Approve appointment of new applicants** to the Health & Human Services Advisory Committee as follows (2017 Composition of Membership attached):

- |    |                          |   |                       |
|----|--------------------------|---|-----------------------|
| 1. | Kevin Insley, Aitkin     | - | Comm. Dist. #1        |
| 2. | Shirley Scharrer, Aitkin | - | Comm. Dist. #1        |
| 3. | Penny Olson, McGregor    | - | Comm. Dist. #4        |
| 4. | Lynette Maas, McGregor   | - | Comm. Dist. #4        |
| 5. | Jon Moen, Social Worker  | - | AFSCME Representative |

*Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the appointment of new applicants to the Health & Human Services Advisory*

*Committee as follows (2017 Composition of Membership attached):*

- |    |                          |   |                       |
|----|--------------------------|---|-----------------------|
| 1. | Kevin Insley, Aitkin     | - | Comm. Dist. #1        |
| 2. | Shirley Scharrer, Aitkin | - | Comm. Dist. #1        |
| 3. | Penny Olson, McGregor    | - | Comm. Dist. #4        |
| 4. | Lynette Maas, McGregor   | - | Comm. Dist. #4        |
| 5. | Jon Moen, Social Worker  | - | AFSCME Representative |

**B. Approve re-appointment of current members** to the Health & Human Services Advisory Committee as follows:

- |    |                          |   |                |
|----|--------------------------|---|----------------|
| 1. | Marlene Abear, Aitkin    | - | Comm. Dist. #1 |
| 2. | Amanda Voller, Aitkin    | - | Comm. Dist. #2 |
| 3. | Roberta Elvecrog, Aitkin | - | Comm. Dist. #3 |
| 4. | Robert Marcum, McGregor  | - | Comm. Dist. #3 |
| 5. | Beverly Mensing, McGrath | - | Comm. Dist. #3 |
| 6. | Holly Bray, Palisade     | - | Comm. Dist. #5 |

*Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the re-appointment of current members to the Health & Human Services Advisory*

*Committee as follows:*

1. *Marlene Abear, Aitkin - Comm. Dist. #1*
2. *Amanda Voller, Aitkin - Comm. Dist. #2*
3. *Roberta Elvecrog, Aitkin - Comm. Dist. #3*
4. *Robert Marcum, McGregor - Comm. Dist. #3*
5. *Beverly Mensing, McGrath - Comm. Dist. #3*
6. *Holly Bray, Palisade - Comm. Dist. #5*

## **VI. Contracts/Agreements**

### **A. Letter of Agreement/Medical Management of Vaccine Reactions/Annual Provider Enrollment Agreement between Dr. Mark Heggem at Riverwood HealthCare Center and ACHHS for the period January 1, 2017 through December 31, 2017.**

*Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Letter of Agreement/Medical Management of Vaccine Reactions/Annual Provider Enrollment Agreement between Dr. Mark Heggem at Riverwood HealthCare Center and ACHHS for the period January 1, 2017 through December 31, 2017.*

### **B. Ambulance Service Contracts for the period January 1, 2017 through December 31, 2017 between Aitkin County Health& Human Services and:**

1. **McGregor Area Ambulance Service, McGregor**
2. **Meds-1 Ambulance Service, Grand Rapids**
3. **Mille Lacs Health System, Onamia**
4. **North Memorial Medical Transportation, Brainerd**

*Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the Ambulance Service Contracts for the period January 1, 2017 through December 31, 2017 between Aitkin County Health& Human Services and:*

1. *McGregor Area Ambulance Service, McGregor*
2. *Meds-1 Ambulance Service, Grand Rapids*
3. *Mille Lacs Health System, Onamia*
4. *North Memorial Medical Transportation, Brainerd*

### **C. Purchase of Service Agreements between Aitkin County Health & Human Services and:** **1. Compass Counseling Partners, Nisswa, for the period January 1, 2017 through December 31, 2017**

*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Compass Counseling Partners, Nisswa, for the period January 1, 2017 through December 31, 2017*

### **2. Tetreault Psychological Services for the period January 1, 2017 through December 31, 2017**

*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Tetreault Psychological Services for the period January 1, 2017 through December 31, 2017*

### **3. CORE Professional Services, Brainerd, for the period January 1, 2017 through December 31, 2017**

*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the CORE Professional Services, Brainerd, for the period January 1, 2017 through December 31, 2017*

4. **Nystrom & Associates, Baxter, for the period January 1, 2017 through December 31, 2017**  
*Motion by Commissioner Westserlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Nystrom & Associates, Baxter, for the period January 1, 2017 through December 31, 2017.*
  5. **Northern Psychiatric Associates, Baxter, for the period January 1, 2017 through December 31, 2017**  
*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Northern Psychiatric Associates, Baxter, for the period January 1, 2017 through December 31, 2017.*
  6. **New Pathways, Inc., Cambridge, for the period January 1, 2017 through December 31, 2017**  
*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the New Pathways, Inc., Cambridge, for the period January 1, 2017 through December 31, 2017*
  7. **Northeast Minnesota Office of Job Training (NEMOJT) for the period January 1, 2017 to December 31, 2017.**  
*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Northeast Minnesota Office of Job Training (NEMOJT) for the period January 1, 2017 to December 31, 2017.*
  8. **Arrowhead Economic Opportunity Agency (AEOA) for the period January 1, 2017 to December 31, 2017**  
*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Arrowhead Economic Opportunity Agency (AEOA) for the period January 1, 2017 to December 31, 2017.*
  9. **Dr. George Petrangelo, M.S.; Ed.D., dba Family Assessment Services for the period January 1, 2017 to December 31, 2017.**  
*Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Dr. George Petrangelo, M.S.; Ed.D., dba Family Assessment Services for the period January 1, 2017 to December 31, 2017.*
- D. Detoxification Agreements for the period January 1, 2017 through December 31, 2017 between Aitkin County Health & Human Services and:**
1. **Northland Counseling Center, Inc. , Grand Rapids**
  2. **Central Minnesota Mental Health Center, St. Cloud**
- Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the Detoxification Agreements for the period January 1, 2017 through December 31, 2017 between Aitkin County Health & Human Services and:*
1. *Northland Counseling Center, Inc. , Grand Rapids*
  2. *Central Minnesota Mental Health Center, St. Cloud*
- E. CMHS Services Agreement for 2017 to provide professional services between Aitkin County Health & Human Services and TriMin Systems, Inc. for the period January 1, 2017 to December 31, 2017.**
- Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the CMHS Services Agreement for 2017 to provide professional services between Aitkin County Health & Human Services and TriMin Systems, Inc. for the period January 1, 2017 to December 31, 2017.*



- F. 2017 Family Planning Contract between Aitkin County Health & Human Services and Riverwood HealthCare Center for the period January 1, 2017 through December 31, 2017.** *Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the 2017 Family Planning Contract between Aitkin County Health & Human Services and Riverwood HealthCare Center for the period January 1, 2017 through December 31, 2017.*

**VII. Resolutions to Change Signers on:**

**A. Revolving Fund at Security State Bank**  
**Security State Bank**

**BE IT HEREBY RESOLVED**, the Aitkin County Health and Human Service Director and the County Auditor shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Security State Bank: #6002170 – Foster Care Revolving Fund and #6802004 – General Assistance Emergency Revolving Fund.

**BE IT FURTHER RESOLVED**, that the Aitkin County Health and Human Services Fiscal Supervisor shall also be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Security State Bank: #6002170 – Foster Care Revolving Fund and #6802004 – General Assistance Emergency Revolving Fund.

Commissioner Westerlund moved the adoption of the resolution, seconded by Commissioner Marcotte, and it was declared adopted upon the following vote: Five Members Present - All Members Voting Yes

**B. Social Welfare Fund at Bremer Bank**  
**Bremer Bank**

**BE IT HEREBY RESOLVED**, the Aitkin County Health and Human Service Director and the County Auditor shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Bremer Bank: #8604100012 – Aitkin County Health and Human Services, Social Welfare Fund

**BE IT FURTHER RESOLVED**, that the Aitkin County Health and Human Services Fiscal Supervisor shall also be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Bremer Bank: #8604100012 – Aitkin County Health and Human Services, Social Welfare Fund

Commissioner Westerlund moved the adoption of the resolution, seconded by Commissioner Marcotte, and it was declared adopted upon the following vote: Five Members Present - All Members Voting Yes

**VIII. Administrative Reports:**

- A. Financial Reports** - Kathleen Ryan reviewed the report with the Board noting we will have one more bill run before the end of the year but that that our yearend balance will be at or under budget. Kathleen will provide a year end report at our next meeting.

**IX. Joint Powers Board Reports:**

- A. Tri-County Community Health Services Board (CHS)**  
Commissioner Westerlund / Erin Melz - Commissioner Westerlund noted the CHS Board met a week ago Thursday and discussed SCHSAC issues, the budget that is looking good, and that the new Public Planner had been hired and is working out well.

**X. Committee Reports from Commissioners**

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte  
Committee Members attending today: Carole Holten  
Draft Copy of the December 7th meeting minutes included in packet. Carole Holten noted that she is looking for information from the committee related to the Adult Services. Commissioner Westerlund & Marcotte noted the main discussion was relative to the Guidance to the committee members and moving away from Task Forces and more to presentations to the entire committee.

- B. AEOA Committee Update** – Commissioner Westerlund - No meeting.
- C. NEMOJT Committee Update** – Commissioner Napstad - Met on 12/8 in Virginia and reviewed the grant programs.
- D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund - No meeting.
- E. Lakes & Pines Update** – Commissioner Niemi - No meeting.

**XI. Break at 10:25 a.m. for 15 minutes**

**Next Meeting – January 24, 2017**

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**J. Mark Wedel, Chairperson**  
**Aitkin County Board of Commissioners**

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**Patrick Wussow, Interim County Administrator**

# Aitkin County



SLM1  
1/20/17 12:57PM  
Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9220 DHS-MSOP	5,161.50	12/01/2016 ; 12/31/2016	0		
		3 Transactions			
89965 DHS- ST PETER- SEE LIST					
1 05- 430- 745- 3721- 6081	2,077.00	State- operated inpatient		Commitment Costs - Poor Relief	
		12/01/2016 12/31/2016	0		
9 05- 430- 745- 3721- 6081	2,077.00	State- operated inpatient		Commitment Costs - Poor Relief	
		12/01/2016 12/31/2016	0		
10 05- 430- 745- 3721- 6081	2,306.40	State- Operated Inpatient		Commitment Costs - Poor Relief	
		12/01/2016 12/31/2016	0		
89965 DHS- ST PETER- SEE LIST	6,460.40	3 Transactions			
91345 Elvecrog/Roberta C					
5 05- 430- 750- 3950- 6020	52.50	Public guardianship		Public Guardianship Dd	
		12/01/2016 12/31/2016	0		
7 05- 430- 750- 3950- 6020	105.00	Public guardianship		Public Guardianship Dd	
		12/01/2016 12/31/2016	0		
8 05- 430- 760- 3950- 6020	70.00	Guardianship/Conservatorship		Guardianship/Conservatorship	
		12/01/2016 12/31/2016	0		
14 05- 430- 760- 3950- 6020	105.00	Guardianship/Conservatorship		Guardianship/Conservatorship	
		12/01/2016 12/31/2016	0		
18 05- 430- 760- 3950- 6020	70.00	Guardianship/Conservatorship		Guardianship/Conservatorship	
		12/01/2016 12/31/2016	0		
91345 Elvecrog/Roberta C	402.50	5 Transactions			
13687 Family Assessment Services					
24 05- 430- 745- 3085- 6020	718.75	Adult Outpatient Diagnostic As		Adult Outpat Diagnostic Assess/Psyc	
		12/11/2016 12/11/2016	0		
13687 Family Assessment Services	718.75	1 Transactions			
13217 JENNIFER VAUGHN THERAPY SERVICES					
21 05- 430- 745- 3090- 6050	300.00	Pre- Petition Screening/Hearing		Pre- Petition Screening/Hearing	
		01/10/2017 01/11/2017	0		
13217 JENNIFER VAUGHN THERAPY SERVICES	300.00	1 Transactions			
89163 NEMOJT					
26 05- 430- 720- 3370- 6038	2,834.75	DWP Empl Service- Qtrly Pmt		Mfip- Employment Services	
		10/01/2016 12/31/2016	0		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
27 05-430-720-3370-6038	14,924.88	10/01/2016 12/31/2016	0	Mfip- Employment Services	
89163 NEMOJT	17,759.63	2 Transactions			
31 10977 Northern Psychiatric Associates 05-430-740-3900-6020	360.00	12/08/2016 12/08/2016	0	Child Rule 79 Case Mgmt	
11 05-430-745-3085-6020	300.00	12/09/2016 12/09/2016	0	Adult Outpat Diagnostic Assess/Psyc	
33 05-430-745-3085-6020	581.31	12/09/2016 12/09/2016	0	Adult Outpat Diagnostic Assess/Psyc	
25 05-430-745-3090-6050	607.50	12/23/2016 12/26/2016	0	Pre- Petition Screening/Hearing	
32 05-430-745-3910-6020	360.00	12/08/2016 12/08/2016	0	Adult Rule 79 Case Mgmt	
10977 Northern Psychiatric Associates	2,208.81	5 Transactions			
34 3639 Northland Counseling Ctr Inc 05-430-730-3710-6020	2,925.00	12/03/2016 12/16/2016	0	Detoxification - Grand Rapids	
3639 Northland Counseling Ctr Inc	2,925.00	1 Transactions			
4 90748 Oakridge Homes Sils 05-430-750-3340-6073	504.60	12/03/2016 12/29/2016	0	Semi- Independent Living Serv (Sils)	
15 05-430-750-3340-6073	681.21	12/01/2016 12/29/2016	0	Semi- Independent Living Serv (Sils)	
90748 Oakridge Homes Sils	1,185.81	2 Transactions			
12 4242 Ryan, Brucker & Kalis, Ltd 05-430-750-3950-6020	17.50	11/01/2016 11/30/2016	0	Public Guardianship Dd	
13 05-430-750-3950-6020	70.00	12/01/2016 12/31/2016	0	Public Guardianship Dd	
4242 Ryan, Brucker & Kalis, Ltd	87.50	2 Transactions			
29 86177 SHERIFF AITKIN COUNTY 05-430-720-3980-6020	10.00	Day Care Background Check - Li		License And Resource Development	

# Aitkin County



SLM1  
1/20/17 12:57PM  
Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
86177	SHERIFF AITKIN COUNTY			10.00	12/19/2016 12/19/2016 1 Transactions	0	
19	12214 Shopko Store Operating Co. LLC 05- 430- 710- 3930- 6020			46.00	Cell phone minutes - General C 12/02/2016 12/02/2016 1 Transactions	0	General Case Management
	12214 Shopko Store Operating Co. LLC			46.00			
3	9140 SIMAR/CANDACE 05- 430- 760- 3950- 6020			70.00	Guardianship/conservatorship 12/01/2016 12/31/2016 1 Transactions	0	Guardianship/Conservatorship
	9140 SIMAR/CANDACE			70.00			
Final Total .....				51,406.96	19 Vendors	35 Transactions	



# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	51,406.96	Health & Human Services
All Funds	51,406.96	Total

Approved by, .....

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
2 86359 Aitkin Co Attorney 05-420-600-4800-6263	P		90.00 FRAUD BILLING OCT - DEC '16 10/01/2016 12/31/2016	0	Contract Legal Services-Fraud
1 05-420-640-4800-6263	P		6,840.00 IVD BILLING OCT - DEC '16 10/01/2016 12/31/2016	0	Contract Legal Services Iv-D
86359 Aitkin Co Attorney			6,930.00 2 Transactions		
3 85003 Aitkin County DAC 05-400-440-0410-6231	P		10.45 PAPER SHREDDING 12/13/2016 12/27/2016	0	Services/Labor/Contracts
4 05-400-440-0410-6231	P		4.04 CLEANING 12/13/2016 12/27/2016	0	Services/Labor/Contracts
3 05-420-600-4800-6231	P		22.21 PAPER SHREDDING 12/13/2016 12/27/2016	0	Services/Labor/Contracts
4 05-420-600-4800-6231	P		8.60 CLEANING 12/13/2016 12/27/2016	0	Services/Labor/Contracts
3 05-430-700-4800-6231	P		32.66 PAPER SHREDDING 12/13/2016 12/27/2016	0	Services/Labor/Contracts
4 05-430-700-4800-6231	P		12.65 CLEANING 12/13/2016 12/27/2016	0	Services/Labor/Contracts
85003 Aitkin County DAC			90.61 6 Transactions		
5 88023 American Payment Centers, LLC 05-400-440-0410-6301			12.80 BOX SERVICE 01/01/2017 03/31/2017	15-14726 0	Equipment Lease/Space Rental
5 05-420-600-4800-6301			27.20 BOX SERVICE 01/01/2017 03/31/2017	15-14726 0	Equipment Lease/Space Rental
5 05-430-700-4800-6301			40.00 BOX SERVICE 01/01/2017 03/31/2017	15-14726 0	Equipment Lease/Space Rental
88023 American Payment Centers, LLC			80.00 3 Transactions		
6 8239 Ameripride Linen & Apparel Services 01-257-000-0000-6422	P		3.87 CLEANING SUPPLIES 12/06/2016 12/06/2016	2200856782 0	Janitorial Services/Supplies
6 05-400-440-0410-6422	P		4.93 CLEANING SUPPLIES 12/06/2016 12/06/2016	2200856782 0	Janitorial Services/Supplies
6 05-420-600-4800-6422	P		11.27 CLEANING SUPPLIES 12/06/2016 12/06/2016	2200856782 0	Janitorial Services/Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6	05-430-700-4800-6422		P	15.14	CLEANING SUPPLIES 12/06/2016 12/06/2016	2200856782 0	Janitorial Services/Supplies
	8239 Ameripride Linen & Apparel Services			35.21	4 Transactions		
7	89185 Bethesda Lutheran Church Of Malmo 05-400-410-0413-6301		P	45.00	WIC RENT OCT - DEC '16 10/01/2016 12/31/2016	0	Wic Space Rentals
	89185 Bethesda Lutheran Church Of Malmo			45.00	1 Transactions		
8	11154 Bunge/Trudy 05-400-400-0402-6208			315.00	CPR TRAINING (5 PEOPLE) 01/05/2017 01/05/2017	0	Staff Development/Training
	11154 Bunge/Trudy			315.00	1 Transactions		
9	10504 CAS Solutions, LLC 05-400-440-0410-6405			18.04	AGENCY LAMINATE FILM 01/11/2017 01/11/2017	00015512 0	Office Supplies
	9 05-420-600-4800-6405			38.35	AGENCY LAMINATE FILM 01/11/2017 01/11/2017	00015512 0	Office Supplies
	9 05-430-700-4800-6405			56.39	AGENCY LAMINATE FILM 01/11/2017 01/11/2017	00015512 0	Office Supplies
	10504 CAS Solutions, LLC			112.78	3 Transactions		
10	10855 Culligan 01-257-000-0000-6342			14.86	COOLER RENTAL SERVICE 01/01/2017 01/31/2017	150-10016285-1 0	Office Equipment Rental/Contracts
	10 05-400-440-0410-6301			18.92	COOLER RENTAL SERVICE 01/01/2017 01/31/2017	150-10016285-1 0	Equipment Lease/Space Rental
	10 05-420-600-4800-6301			43.23	COOLER RENTAL SERVICE 01/01/2017 01/31/2017	150-10016285-1 0	Equipment Lease/Space Rental
	10 05-430-700-4800-6301			58.09	COOLER RENTAL SERVICE 01/01/2017 01/31/2017	150-10016285-1 0	Equipment Lease/Space Rental
	10855 Culligan			135.10	4 Transactions		
15	11051 Department of Human Services 05-400-440-0410-6231		P	377.44	MERIT SYSTEM QE 12/01/2016 12/31/2016	A300MR01E8K 0	Services/Labor/Contracts
11	05-420-650-4400-6025		P	2,350.50	MA LTC UN 65	A300MM8F011	State/Fed Share - MA

# Aitkin County



Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
							Paid On Bhf #	On Behalf of Name
12	05-420-650-4400-6025		P	1,421.73	MA ESTATE COLLECTIONS - FED	12/01/2016 12/31/2016	0	State/Fed Share - MA
13	05-420-650-4400-6025		P	710.86	MA ESTATE COLLECTIONS - ST	12/01/2016 12/31/2016	0	State/Fed Share - MA
15	05-420-600-4800-6231		P	802.06	MERIT SYSTEM QE	12/01/2016 12/31/2016	0	Services/Labor/Contracts
16	05-420-630-4100-6011		P	115.00	MAXIS FS RECOVERIES	11/01/2016 11/30/2016	0	County Share-Food Support
14	05-420-630-4100-6011		P	457.79	MAXIS FS RECOVERIES	12/01/2016 12/31/2016	0	County Share-Food Support
15	05-430-700-4800-6231		P	1,179.50	MERIT SYSTEM QE	12/01/2016 12/31/2016	0	Services/Labor/Contracts
11051	Department of Human Services			7,414.88	8 Transactions			
17	14334 Elim Milaca 05-420-650-4800-6800		P	1,413.98	UNPD- DECD CLIENT ROOM & BOARD	11/01/2016 11/06/2016	3171-01	Program Expenses Direct Charge Ffp
	14334 Elim Milaca			1,413.98	1 Transactions			
18	89084 Glaxosmithkline Pharmaceuticals 05-400-400-0402-6401			1,600.40	HEP B VACCINE	01/04/2017 01/04/2017	33746428	Vaccine Cost
	89084 Glaxosmithkline Pharmaceuticals			1,600.40	1 Transactions			
19	14338 Habitat for Humanity 05-430-700-4800-6810			600.00	MH-FLEX - WASHER & DRYER	01/18/2017 01/18/2017	0	Mh Init - Flex
	14338 Habitat for Humanity			600.00	1 Transactions			
20	13904 Hill City Assembly of God Church 05-400-410-0413-6301		P	45.00	WIC RENT OCT - DEC '16	10/01/2016 12/31/2016	0	Wic Space Rentals
	13904 Hill City Assembly of God Church			45.00	1 Transactions			
21	2386 Information Systems Corp 05-400-440-0410-6450		P	154.24	PH - DR-M160II COLOR SCANNER	12/29/2016 12/29/2016	24374	Small Equipment: Telephones,Chairs, etc.

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
21	05-420-600-4800-6450		P	327.76	PH - DR-M160II COLOR SCANNER 12/29/2016 12/29/2016	24374 0	Small Equipment: Telephones,Chairs, etc.
21	05-430-700-4800-6450		P	482.00	PH - DR-M160II COLOR SCANNER 12/29/2016 12/29/2016	24374 0	Small Equipment: Telephones,Chairs, etc.
2386	Information Systems Corp			964.00	3 Transactions		
90182	Laboratory Corp Of America Holdings						
22	05-420-640-4800-6397		P	82.50	IVD GENETIC TEST 0014686149-04 12/20/2016 12/20/2016	54006701 0	Genetic Tests Iv-D
23	05-420-640-4800-6397		P	27.50	IVD GENETIC TEST 0014686149-03 12/28/2016 12/28/2016	54114305 0	Genetic Tests Iv-D
90182	Laboratory Corp Of America Holdings			110.00	2 Transactions		
13624	MailFinance						
24	05-400-440-0410-6300		P	68.89	MAIL MACHINE CONTRACT 11/05/2016 02/04/2017	N6324880 0	Maintenance/Service Contracts
24	05-420-600-4800-6300		P	146.39	MAIL MACHINE CONTRACT 11/05/2016 02/04/2017	N6324880 0	Maintenance/Service Contracts
24	05-430-700-4800-6300		P	215.28	MAIL MACHINE CONTRACT 11/05/2016 02/04/2017	N6324880 0	Maintenance/Service Contracts
13624	MailFinance			430.56	3 Transactions		
89765	Minnesota Elevator, Inc						
26	01-257-000-0000-6300			18.88	ELEVATOR SERVICE - JAN '17 01/01/2017 01/31/2017	689901 0	Maintenance-Service Contracts
26	05-400-440-0410-6300			24.03	ELEVATOR SERVICE - JAN '17 01/01/2017 01/31/2017	689901 0	Maintenance/Service Contracts
26	05-420-600-4800-6300			54.92	ELEVATOR SERVICE - JAN '17 01/01/2017 01/31/2017	689901 0	Maintenance/Service Contracts
26	05-430-700-4800-6300			73.81	ELEVATOR SERVICE - JAN '17 01/01/2017 01/31/2017	689901 0	Maintenance/Service Contracts
89765	Minnesota Elevator, Inc			171.64	4 Transactions		
11132	Mn Dept Of Health						
25	05-420-640-4800-6379		P	120.00	IVD PATRNTY AJUD 0014026706-04 12/23/2016 12/23/2016	1326025 0	Other Iv-D Charges
11132	Mn Dept Of Health			120.00	1 Transactions		



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
							Paid On Bhf #	On Behalf of Name
27	90318 Moore Medical Corp-LLC 05-400-400-0402-6430		P	778.00 -	DP&C-MEDICAL SUPPLIES (CREDIT)	12/27/2016 12/27/2016	99295914 0	DP & C - Medical Supplies
28	05-400-400-0402-6430			539.00	DP&C - MEDICAL SUPPLIES	01/11/2017 01/11/2017	993396361 0	DP & C - Medical Supplies
	90318 Moore Medical Corp-LLC			239.00 -	2 Transactions			
29	12449 NEOPOST USA INC 05-400-440-0410-6300			45.30	RATE CHANGE PROTECTION	02/01/2017 01/31/2018	54504413 0	Maintenance/Service Contracts
29	05-420-600-4800-6300			96.28	RATE CHANGE PROTECTION	02/01/2017 01/31/2018	54504413 0	Maintenance/Service Contracts
29	05-430-700-4800-6300			141.59	RATE CHANGE PROTECTION	02/01/2017 01/31/2018	54504413 0	Maintenance/Service Contracts
	12449 NEOPOST USA INC			283.17	3 Transactions			
30	89081 North Ambulance Brainerd 05-400-401-0000-6809		P	2,385.00	AMBULANCE RUNS - DEC '16	12/01/2016 12/31/2016	0	No. Memorial Ambulance-Aitkin
	89081 North Ambulance Brainerd			2,385.00	1 Transactions			
31	14333 Northwoods 05-420-600-4800-6239			4,201.00	COMPASS-MAINTENANCE SUPPORT	03/01/2017 03/31/2018	INV-100870 0	Software Fees/License Fees
	14333 Northwoods			4,201.00	1 Transactions			
33	3810 Paulbeck's County Market 05-400-440-0410-6405		P	2.49	AGENCY SUPPLIES	12/07/2016 12/07/2016	002001561844 0	Office Supplies
32	05-400-440-0410-6405		P	1.81	AGENCY SUPPLIES	12/02/2016 12/02/2016	007000791715 0	Office Supplies
33	05-420-600-4800-6405		P	5.28	AGENCY SUPPLIES	12/07/2016 12/07/2016	002001561844 0	Office Supplies
32	05-420-600-4800-6405		P	3.86	AGENCY SUPPLIES	12/02/2016 12/02/2016	007000791715 0	Office Supplies
33	05-430-700-4800-6405		P	7.77	AGENCY SUPPLIES	12/07/2016 12/07/2016	002001561844 0	Office Supplies
32	05-430-700-4800-6405		P	5.67	AGENCY SUPPLIES		007000791715	Office Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
3810 Paulbeck's County Market			26.88	12/02/2016 6 Transactions	12/02/2016 0	
34 86177 Sheriff Aitkin County 05-420-600-4800-6265	P		1,024.00	FRAUD OCT - DEC '16 10/01/2016 12/31/2016	17-0503 0	Sheriff - Fraud Investigation
35 05-420-640-4800-6270			50.00	IVD SERVICE 0015132861-01 01/06/2017 01/06/2017	C1700005 0	Aitkin Co Sheriff Fees Iv-D
86177 Sheriff Aitkin County			1,074.00	2 Transactions		
36 86944 Sheriff Crow Wing County 05-420-640-4800-6379	P		75.00	IVD SERVICE 0014343061-02 12/23/2016 12/23/2016	3676 0	Other Iv-D Charges
86944 Sheriff Crow Wing County			75.00	1 Transactions		
37 14329 SiteCal, Inc. 05-400-400-0402-6231	P		212.00	IMMZ-TEMP DATALOG CALIBRATION 12/22/2016 12/22/2016	12015 0	Services/Labor/Contracts
14329 SiteCal, Inc.			212.00	1 Transactions		
40 88859 Spee*Dee-St Cloud 05-400-440-0410-6231	P		5.34	PH SERVICE 12/05/2016 12/31/2016	3201550 0	Services/Labor/Contracts
38 05-420-600-4800-6231	P		307.44	IM SERVICE 12/05/2016 12/31/2016	3201550 0	Services/Labor/Contracts
39 05-430-700-4800-6231	P		19.64	SS SERVICE 12/05/2016 12/31/2016	3201550 0	Services/Labor/Contracts
88859 Spee*Dee-St Cloud			332.42	3 Transactions		
41 86235 The Office Shop Inc 05-400-440-0410-6405	P		16.56	AGENCY SUPPLIES 12/06/2016 12/06/2016	1016761-0 0	Office Supplies
42 05-400-440-0410-6405	P		8.23	AGENCY SUPPLIES 12/12/2016 12/12/2016	1017073-0 0	Office Supplies
43 05-400-440-0410-6405	P		51.31	OSS - DATE STAMPS (5) 12/27/2016 12/27/2016	1017073-1 0	Office Supplies
44 05-400-440-0410-6405	P		64.15	PH - DATE STAMP (DC) 12/27/2016 12/27/2016	1017073-1 0	Office Supplies

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
							Paid On Bnf #	On Behalf of Name
46	05-400-440-0410-6405		P	39.57	PH - LABELS	12/14/2016 12/14/2016	1017261-0 0	Office Supplies
47	05-400-440-0410-6405		P	21.53	AGENCY SUPPLIES	12/14/2016 12/14/2016	1017261-0 0	Office Supplies
48	05-400-440-0410-6405		P	5.59	AGENCY SUPPLIES	12/14/2016 12/14/2016	1017279-0 0	Office Supplies
49	05-400-440-0410-6405		P	0.72	AGENCY SUPPLIES	12/15/2016 12/15/2016	1017350-0 0	Office Supplies
50	05-400-440-0410-6450		P	55.84	AGENCY - PRINTER	12/16/2016 12/16/2016	1017423-0 0	Small Equipment: Telephones,Chairs, etc.
51	05-400-440-0410-6405		P	18.57	AGENCY SUPPLIES	12/27/2016 12/27/2016	1017777-0 0	Office Supplies
52	05-400-440-0410-6405		P	28.16	OSS - FAX TONER	12/28/2016 12/28/2016	1018124-0 0	Office Supplies
54	05-400-440-0410-6405		P	17.19	PH - SUPPLIES	12/30/2016 12/30/2016	1018174-0 0	Office Supplies
55	05-400-440-0410-6405		P	1.80	AGENCY SUPPLIES	12/30/2016 12/30/2016	1018263-0 0	Office Supplies
41	05-420-600-4800-6405		P	35.18	AGENCY SUPPLIES	12/06/2016 12/06/2016	1016761-0 0	Office Supplies
42	05-420-600-4800-6405		P	17.50	AGENCY SUPPLIES	12/12/2016 12/12/2016	1017073-0 0	Office Supplies
43	05-420-600-4800-6405		P	109.06	OSS - DATE STAMPS (5)	12/27/2016 12/27/2016	1017073-1 0	Office Supplies
45	05-420-640-4800-6405		P	64.15	CS - DATE STAMP (AC)	12/27/2016 12/27/2016	1017073-1 0	Office Supplies
47	05-420-600-4800-6405		P	45.75	AGENCY SUPPLIES	12/14/2016 12/14/2016	1017261-0 0	Office Supplies
48	05-420-600-4800-6405		P	11.90	AGENCY SUPPLIES	12/14/2016 12/14/2016	1017279-0 0	Office Supplies
49	05-420-600-4800-6405		P	1.53	AGENCY SUPPLIES	12/15/2016 12/15/2016	1017350-0 0	Office Supplies
50	05-420-600-4800-6450		P	118.66	AGENCY - PRINTER	12/16/2016 12/16/2016	1017423-0 0	Small Equipment: Telephones,Chairs, etc.
51	05-420-600-4800-6405		P	39.47	AGENCY SUPPLIES	12/27/2016 12/27/2016	1017777-0 0	Office Supplies
52	05-420-600-4800-6405		P	59.85	OSS - FAX TONER	12/28/2016 12/28/2016	1018124-0 0	Office Supplies
53	05-420-600-4800-6405		P	95.99	IM - PRINTER TONER (JG)		1018166-0	Office Supplies

# Aitkin County



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1/20/17 1:24PM  
Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr.	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
55	05-420-600-4800-6405	P	3.84	AGENCY SUPPLIES 12/29/2016 12/29/2016	1018263-0 0	Office Supplies
41	05-430-700-4800-6405	P	51.74	AGENCY SUPPLIES 12/30/2016 12/30/2016	1016761-0 0	Office Supplies
42	05-430-700-4800-6405	P	25.73	AGENCY SUPPLIES 12/06/2016 12/06/2016	1017073-0 0	Office Supplies
43	05-430-700-4800-6405	P	160.38	OSS - DATE STAMPS (5) 12/12/2016 12/12/2016	1017073-1 0	Office Supplies
47	05-430-700-4800-6405	P	67.29	AGENCY SUPPLIES 12/27/2016 12/27/2016	1017261-0 0	Office Supplies
48	05-430-700-4800-6405	P	17.50	AGENCY SUPPLIES 12/14/2016 12/14/2016	1017279-0 0	Office Supplies
49	05-430-700-4800-6405	P	2.25	AGENCY SUPPLIES 12/14/2016 12/14/2016	1017350-0 0	Office Supplies
50	05-430-700-4800-6450	P	174.50	AGENCY - PRINTER 12/15/2016 12/15/2016	1017423-0 0	Small Equipment: Telephones,Chairs, etc.
51	05-430-700-4800-6405	P	58.04	AGENCY SUPPLIES 12/16/2016 12/16/2016	1017777-0 0	Office Supplies
52	05-430-700-4800-6405	P	88.01	OSS - FAX TONER 12/27/2016 12/27/2016	1018124-0 0	Office Supplies
55	05-430-700-4800-6405	P	5.65	AGENCY SUPPLIES 12/28/2016 12/28/2016	1018263-0 0	Office Supplies
86235	The Office Shop Inc		1,583.19	35 Transactions 12/30/2016 12/30/2016	0	
56	10930 Tidholm Productions 05-400-410-0413-6405		121.95	WIC - FULL COLOR PADS (50) 01/13/2017 01/13/2017	8908 6258 0	Office Supplies
	10930 Tidholm Productions		121.95	1 Transactions		
57	5167 Trimin Systems Inc 05-400-440-0410-6239		129.36	ACS ANNUAL SERVICES 01/01/2017 12/31/2017	049235 0	Software Fees/License Fees
57	05-420-600-4800-6239		274.91	ACS ANNUAL SERVICES 01/01/2017 12/31/2017	049235 0	Software Fees/License Fees
57	05-430-700-4800-6239		404.28	ACS ANNUAL SERVICES 01/01/2017 12/31/2017	049235 0	Software Fees/License Fees

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 1/20/17 1:24PM  
 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>
5167 Trimin Systems Inc		808.55	3 Transactions	
3518 Voyageur Press Of Mcgregor/The				
59 05-400-440-0410-6231		5.60	SUBSCRIPTION (1 YR) 01/01/2017 12/31/2017	34794 0 Services/Labor/Contracts
58 05-400-450-0451-6231		270.00	HE - ADVERTISING 01/10/2017 01/10/2017	34794 0 Services/Labor/Contracts
59 05-420-600-4800-6231		11.90	SUBSCRIPTION (1 YR) 01/01/2017 12/31/2017	34794 0 Services/Labor/Contracts
59 05-430-700-4800-6231		17.50	SUBSCRIPTION (1 YR) 01/01/2017 12/31/2017	34794 0 Services/Labor/Contracts
3518 Voyageur Press Of Mcgregor/The		305.00	4 Transactions	
Final Total .....		31,783.32	31 Vendors	112 Transactions



# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	37.61	General Fund
	5	31,745.71	Health & Human Services
All Funds		31,783.32	Total

Approved by, .....

.....

.....

# Aitkin County Health & Human Services

204 First St. NW  
AITKIN, MINNESOTA 56431-1291  
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: January 18, 2017  
TO: Aitkin County Health & Human Services Board  
FROM: Patrick Wussow, Interim County Administrator  
RE: HHS Director Appointment

At the January 3, 2017, County Board meeting, the Board authorized Mark Wedel, Anne Marcotte, Patrick Wussow, Bobbie Danielson, and Liz DeRuyck to serve as the interview panel for the HHS Director position, and authorized Interim County Administrator Wussow to make a conditional job offer to the top finalist.

Interviews were held on January 12, 2017 and a conditional job offer has been made to Ms. Cynthia M. Bennett, with a starting salary of \$98,000. Ms. Bennett is currently the Clinic Manager for Riverwood Healthcare Center, and prior to that she served as the Aitkin County Public Health Supervisor from 5/2000 – 10/2013. The HR Office is conducting a thorough employment reference and criminal background check and will report findings to the interview panel. We anticipate the background will be completed by January 24, 2017.

Action Requested: Motion to appoint Cynthia M. Bennett as the Health and Human Services Director, effective February 27, 2017, per Minnesota Statute 402.05.





# INCOME MAINTENANCE CASELOAD STATISTICS

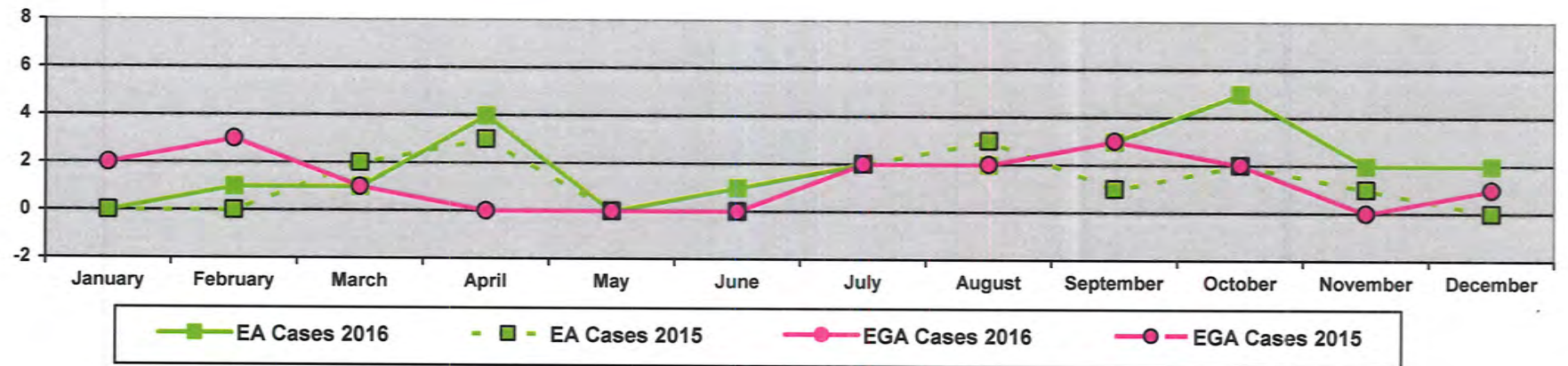
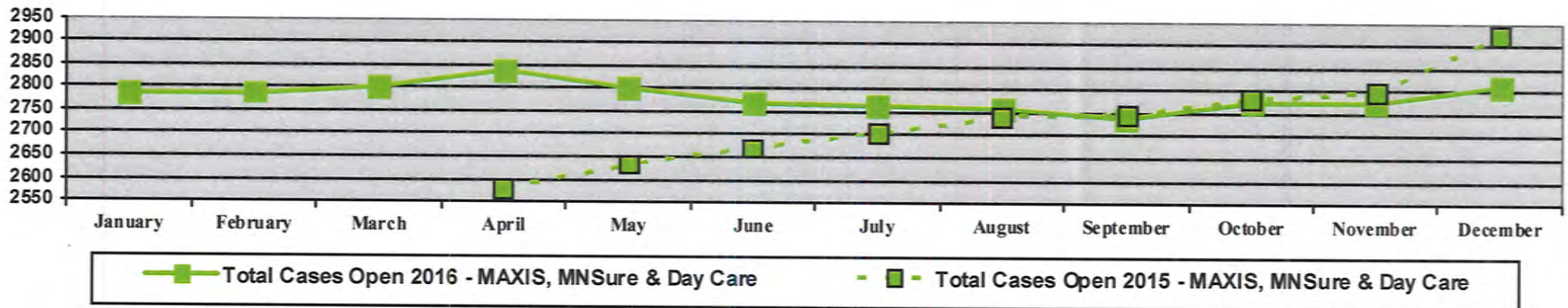
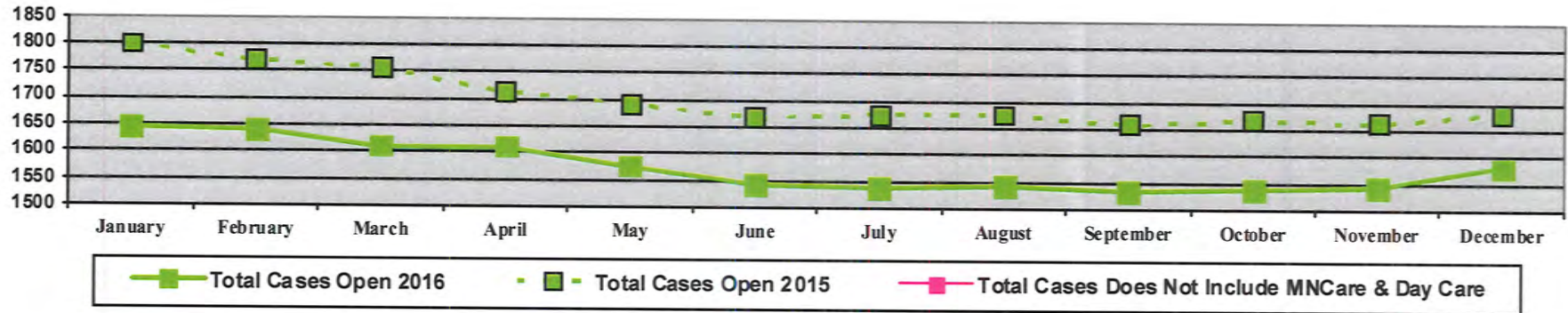
Continued - 2015 - 2016

Food Support - Cases - 2016	764	779	765	768	746	714	713	729	706	713	724	717	737
Food Support - Cases - 2015	829	823	834	810	815	789	797	791	773	758	761	760	795
DWP - 2016	3	6	7	5	4	5	5	4	2	3	4	7	5
DWP - 2015	6	4	3	3	2	4	4	3	4	2	1	2	3
<b>Health Care Numbers</b>													
MA(MAXIS) Cases - 2016	1373	1353	1333	1318	1282	1246	1253	1247	1234	1226	1227	1581	1306.08
MA(MAXIS) Cases - 2015	1598	1561	1537	1499	1476	1456	1440	1435	1420	1407	1393	1393	1467.92
MA(MNSure) Cases - 2016	1010	1012	1038	1076	1061	1061	1061	1058	1057	1089	1090	1090	1058.58
MA(MNSure) Cases - 2015 (#'s avail 4/15)	-	-	-	749	812	861	890	922	937	959	978	1079	909.667
MNCare(MNSure) Cases-2016	85	94	103	102	112	112	109	110	104	112	109	109	105.083
MNCare(MNSure) Cases-2015(#'s avail 4/15)	-	-	-	70	82	90	90	93	100	104	107	115	94.5556
Total HC cases - 2016	2468	2459	2474	2496	2455	2419	2423	2415	2395	2427	2426	2780	2469.75
Total HC cases - 2015 (MNSure #'s added as of 4/15)	-	-	-	2318	2370	2407	2420	2450	2457	2470	2478	2587	2440
MA (MAXIS) - Persons - 2016	2053	1995	1958	1927	1852	1805	1814	1811	1787	1771	1771	1502	1837
MA (MAXIS) - Persons - 2015	2583	2503	2458	2395	2337	2288	2254	2227	2173	2143	2119	2111	2299
MA (MNSure) - Person -2016	1789	1807	1858	1934	1926	1926	1959	1970	1975	2036	2056	2056	1941
MA (MNSure) - Person -2015 (as of 4/15)	-	-	-	1255	1387	1494	1564	1607	1663	1707	1714	1867	1584.22
MNCare(MNSure) Persons-2016	123	131	148	148	166	166	162	161	155	168	160	160	154
MNCare(MNSure) Persons-2015(as of 4/15)	-	-	-	110	129	144	147	151	161	160	162	178	149.111
Total HC Persons 2016	3965	3933	3964	4009	3944	3897	3935	3942	3917	3975	3987	3718	3932.17
Total HC Persons (MNSure #'s added as of 4/15)	-	-	-	3760	3853	3926	3965	3986	3997	4010	3995	4156	3960.89



# INCOME MAINTENANCE CASELOAD STATISTICS

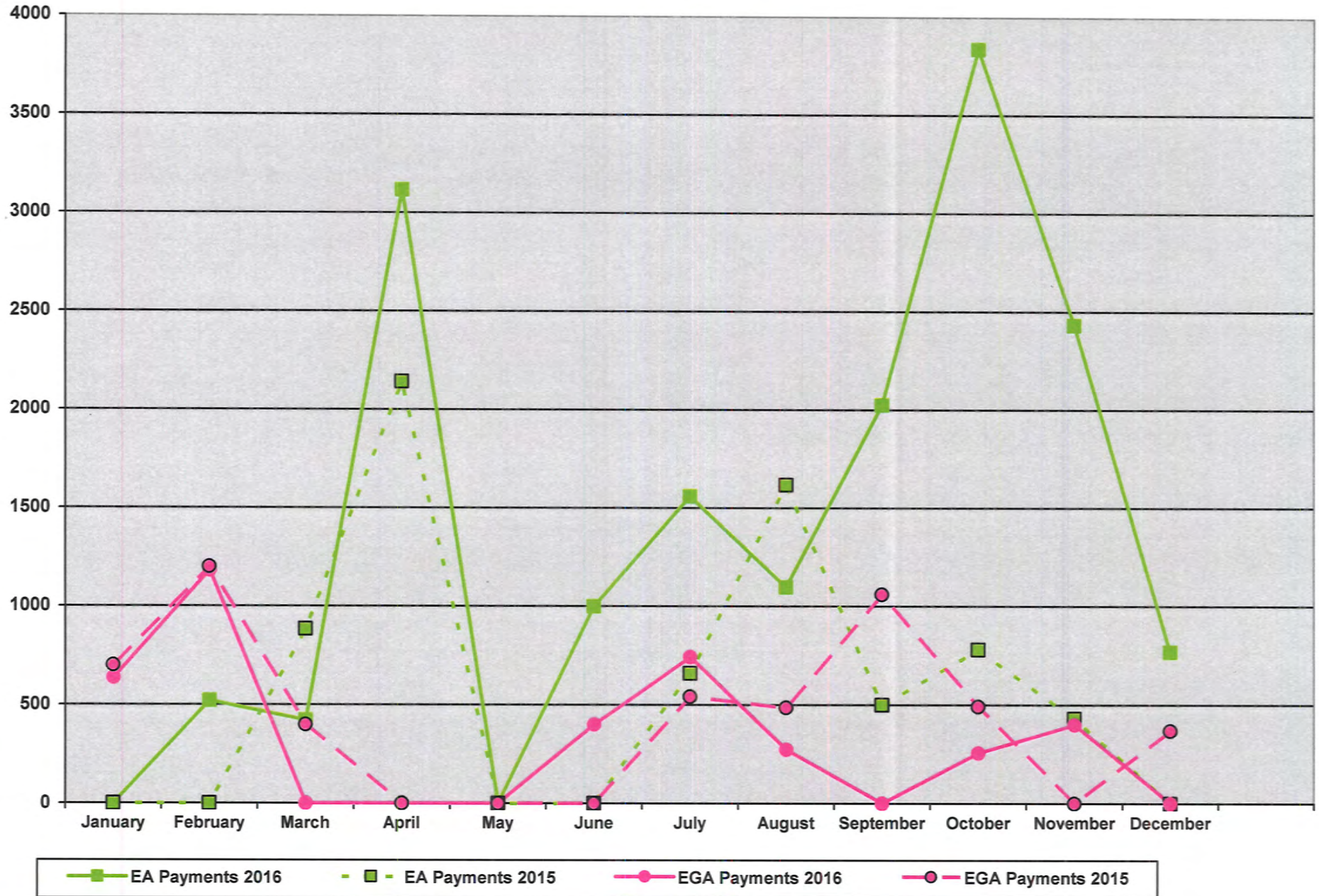
Chart 1





# INCOME MAINTENANCE CASELOAD STATISTICS

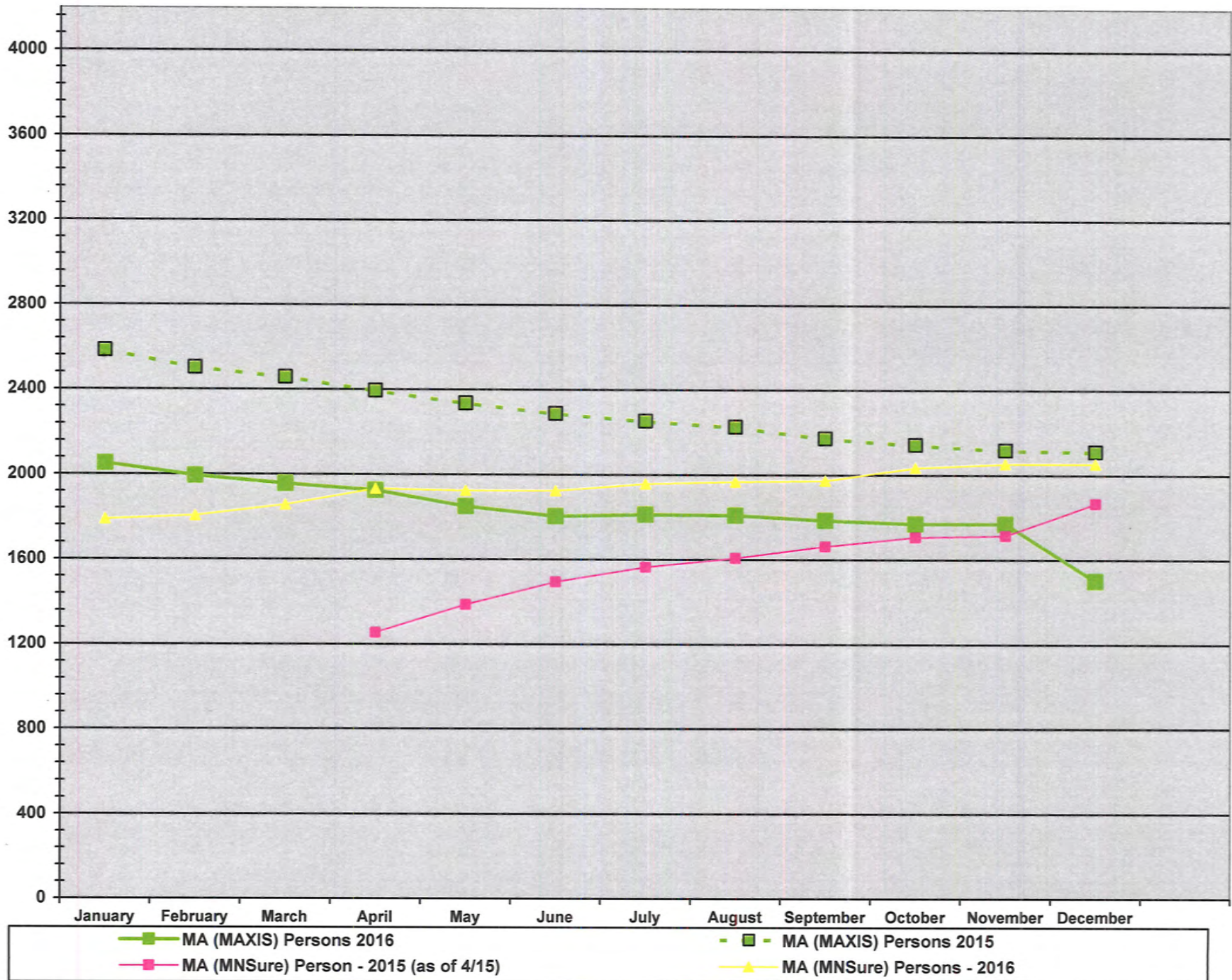
Chart 2





# INCOME MAINTENANCE CASELOAD STATISTICS

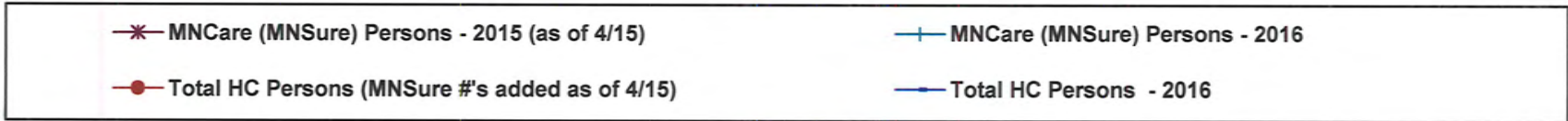
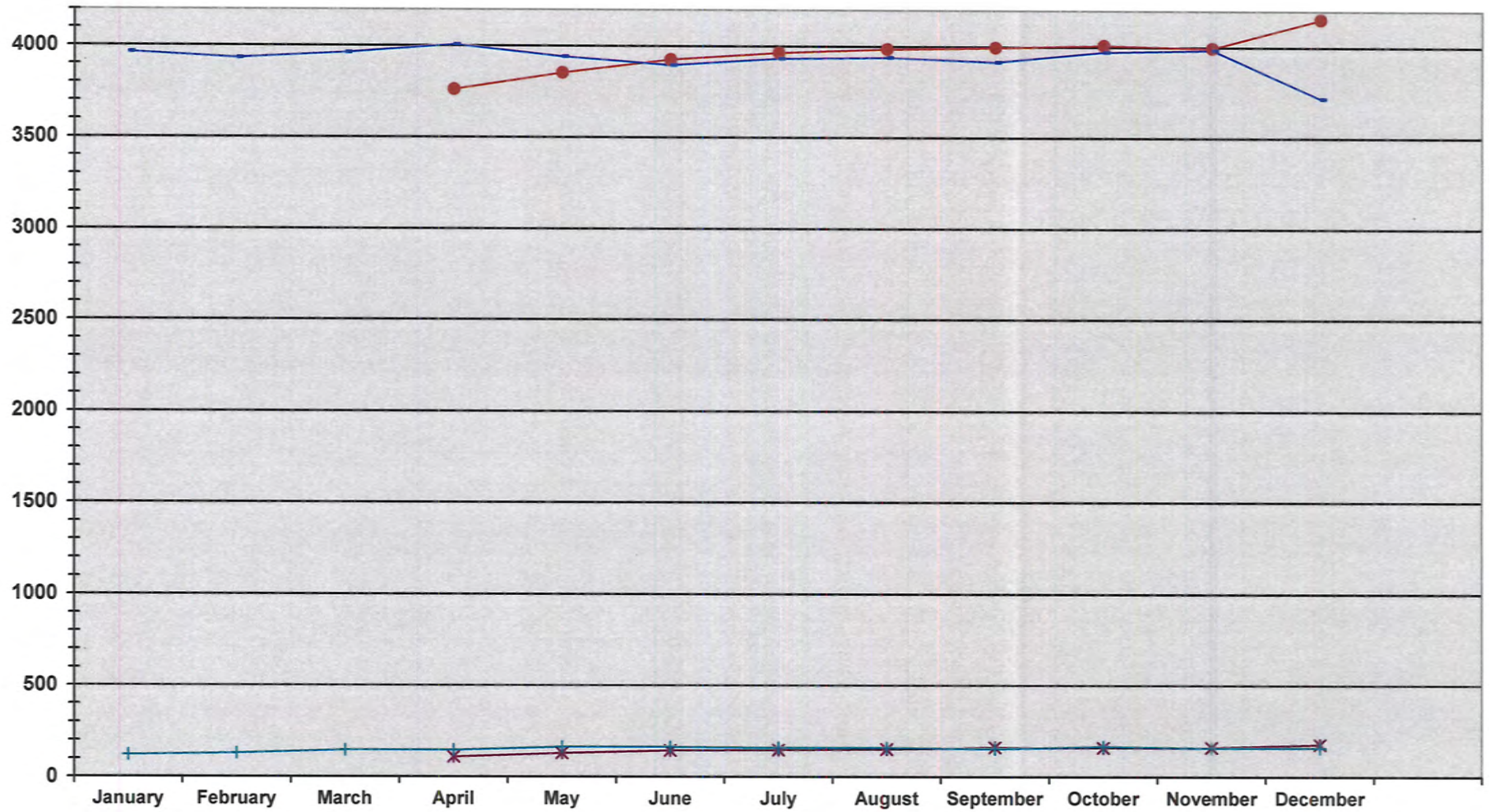
Chart 3





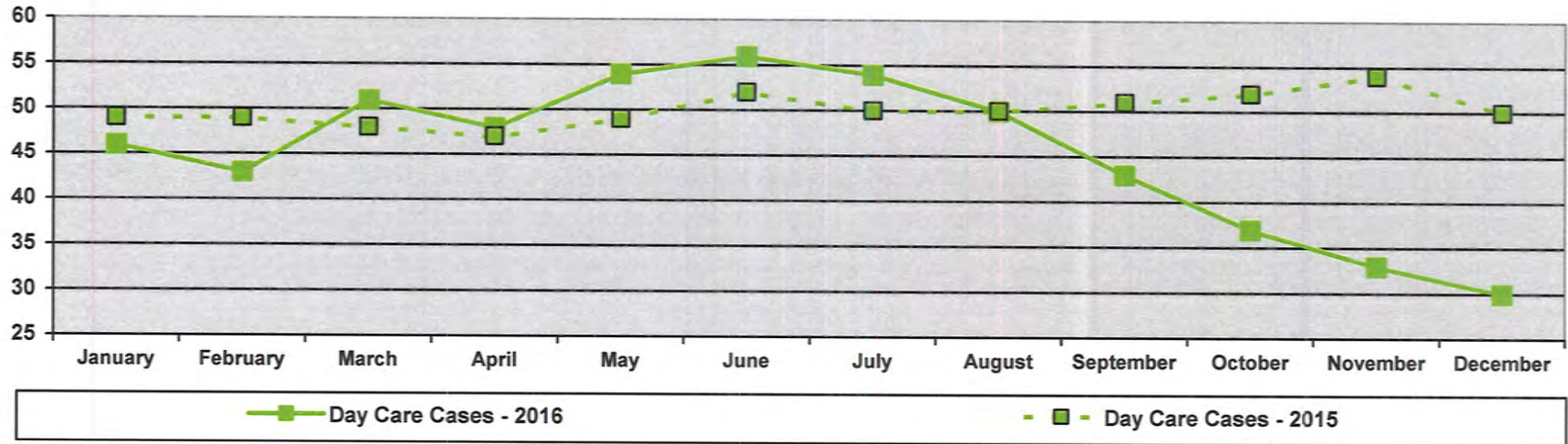
# INCOME MAINTENANCE CASELOAD STATISTICS

Chart 3-A



# INCOME MAINTENANCE CASELOAD STATISTICS

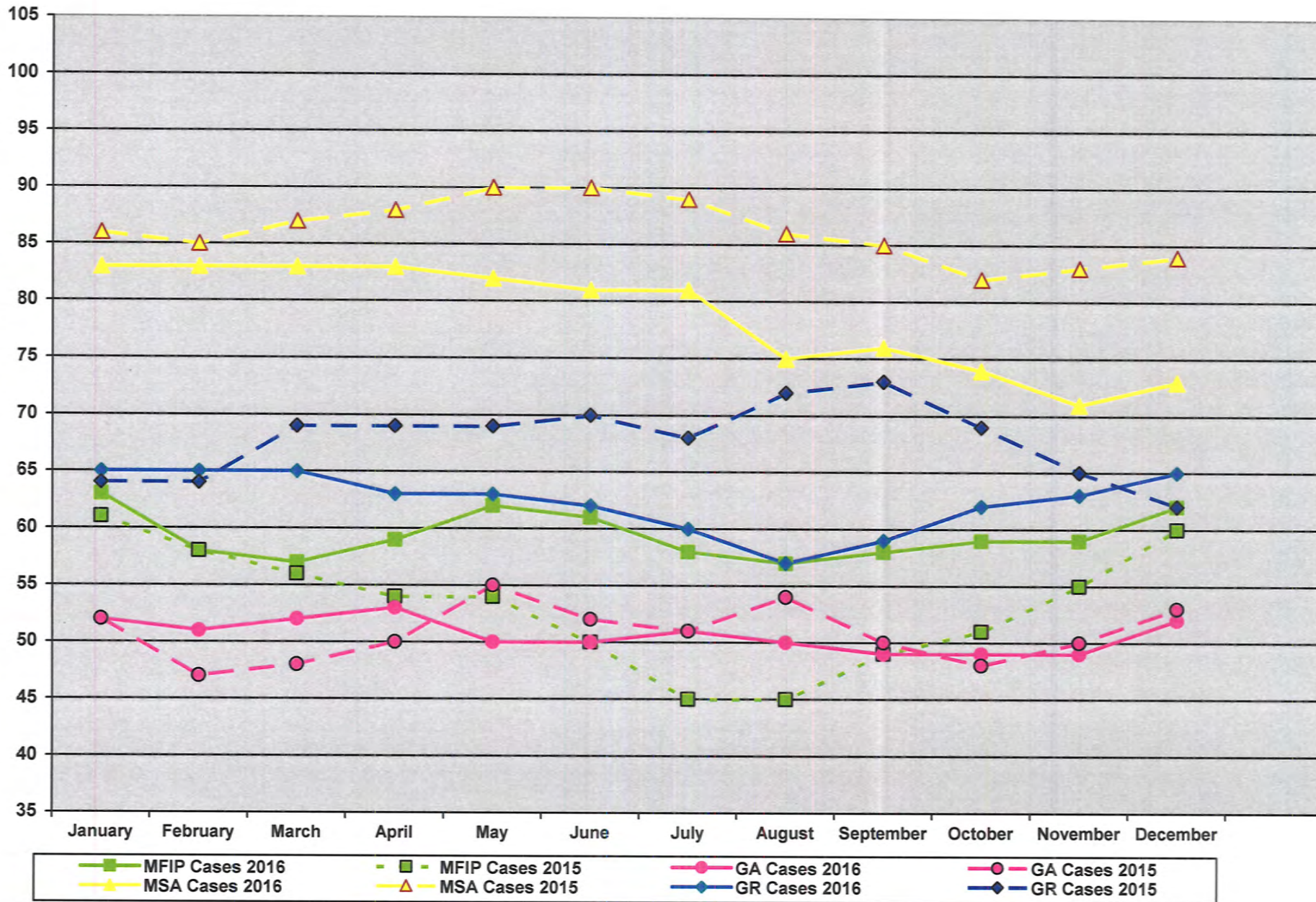
Chart 4





# INCOME MAINTENANCE CASELOAD STATISTICS

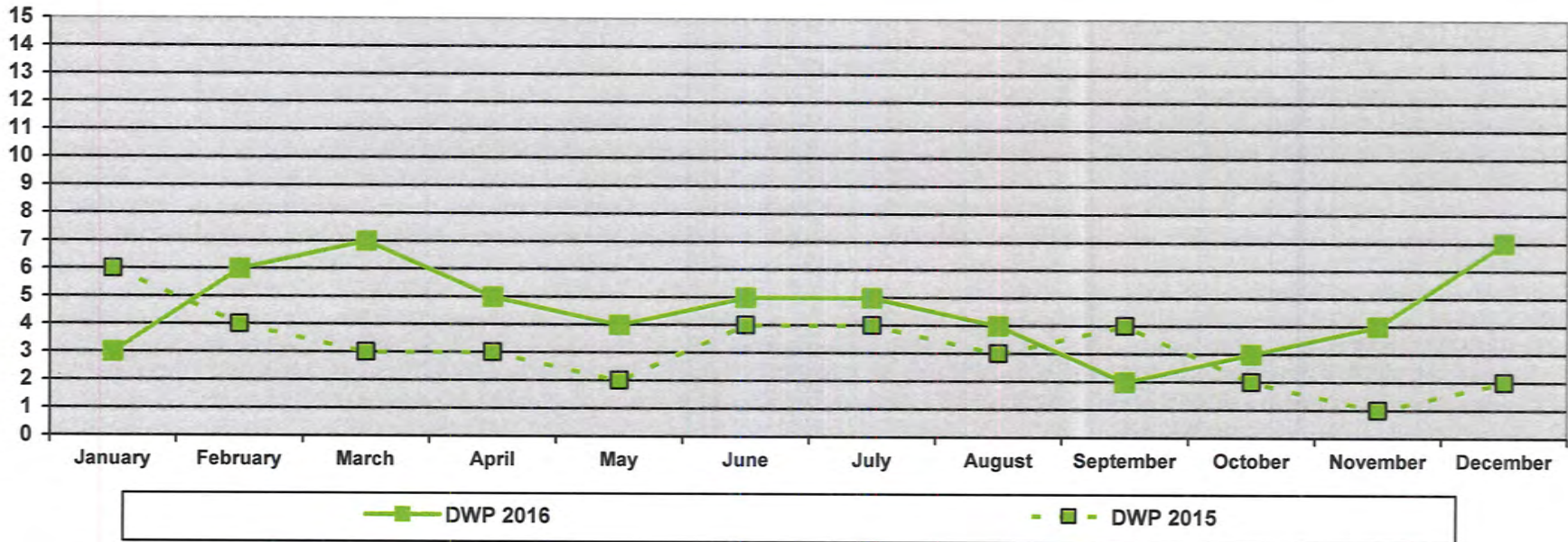
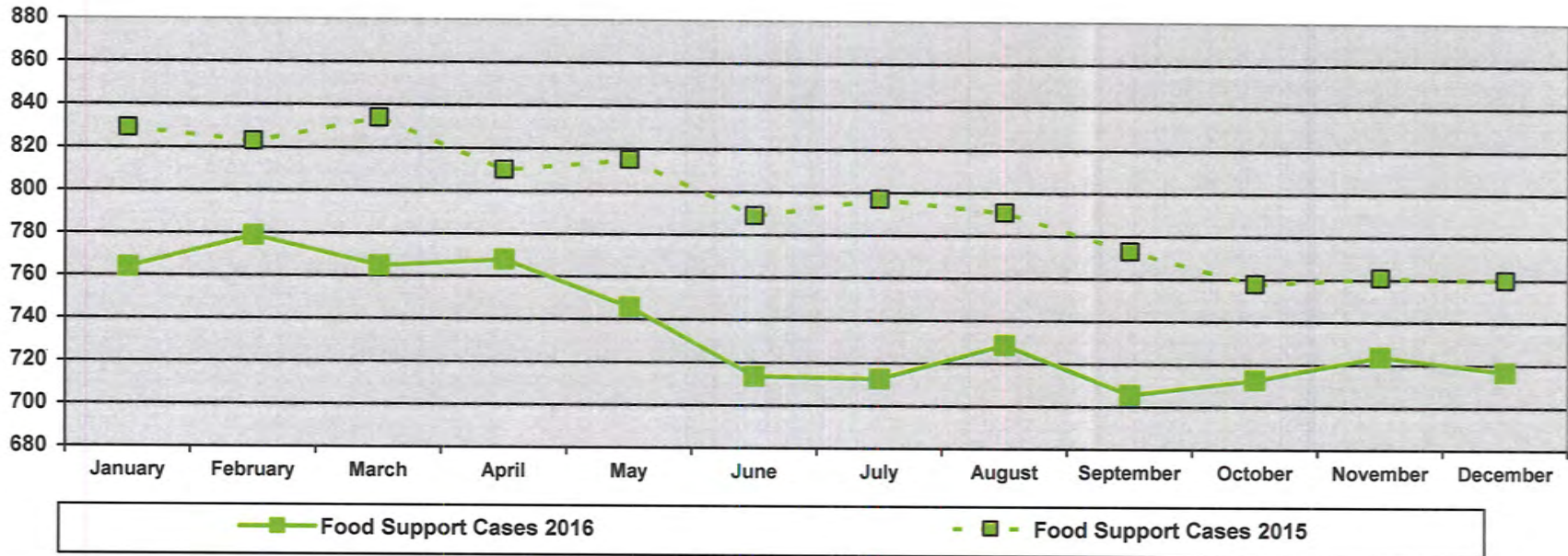
Chart 5





# INCOME MAINTENANCE CASELOAD STATISTICS

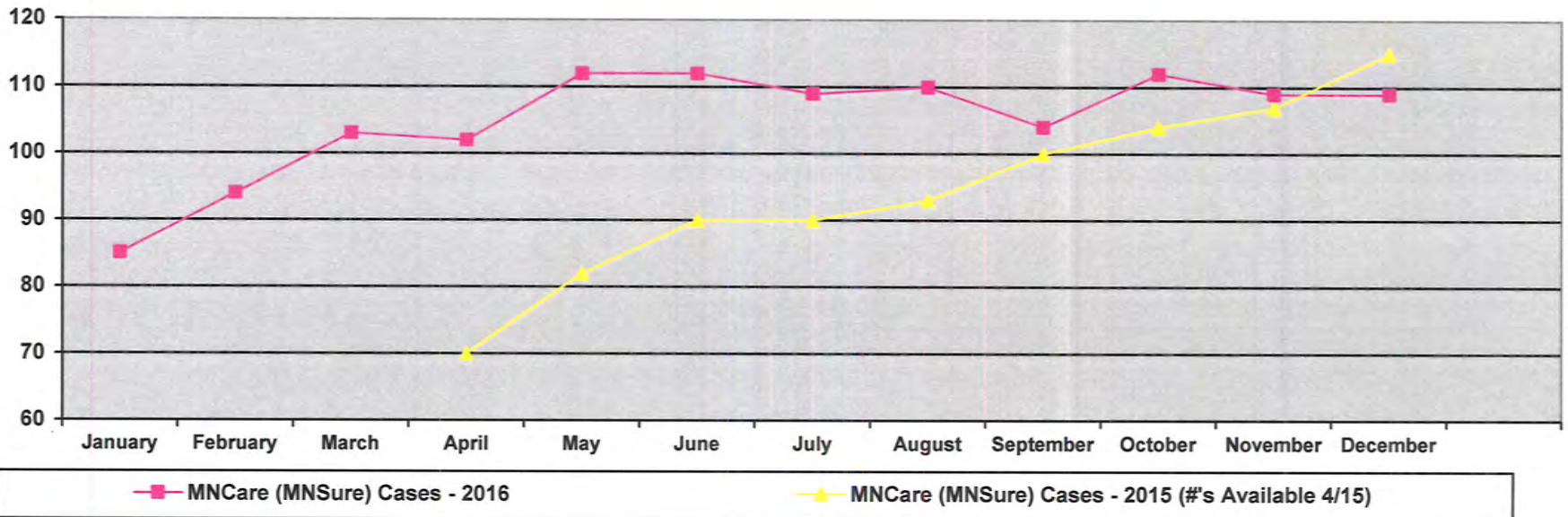
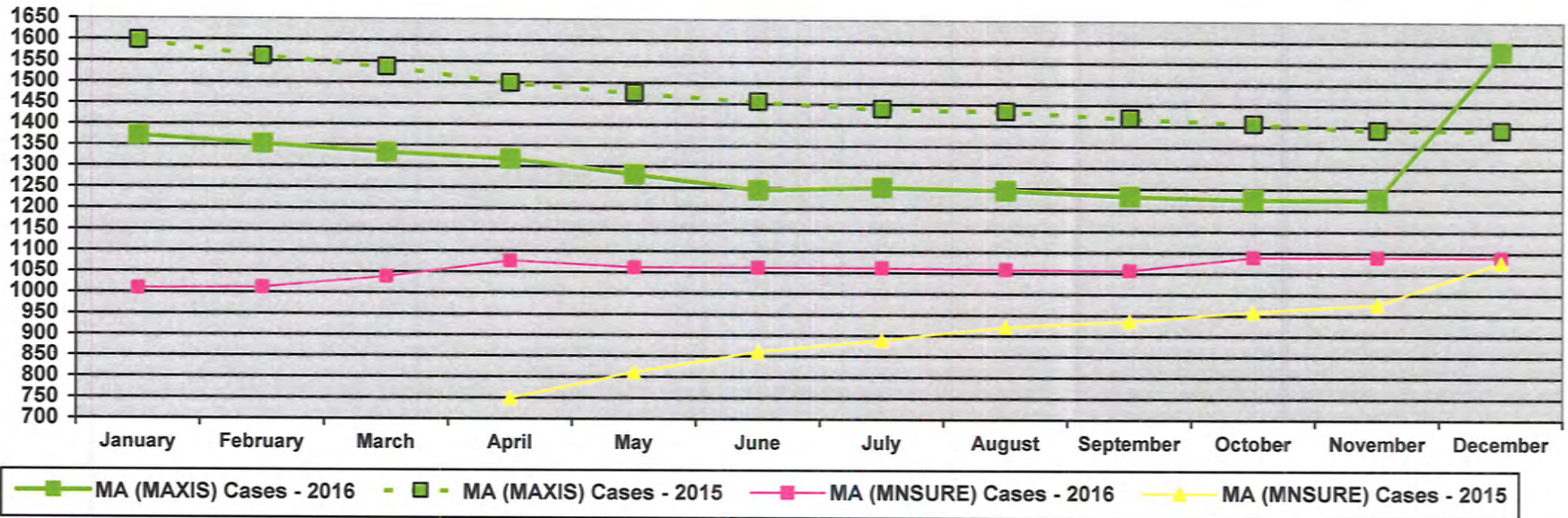
Chart 6





# INCOME MAINTENANCE CASELOAD STATISTICS

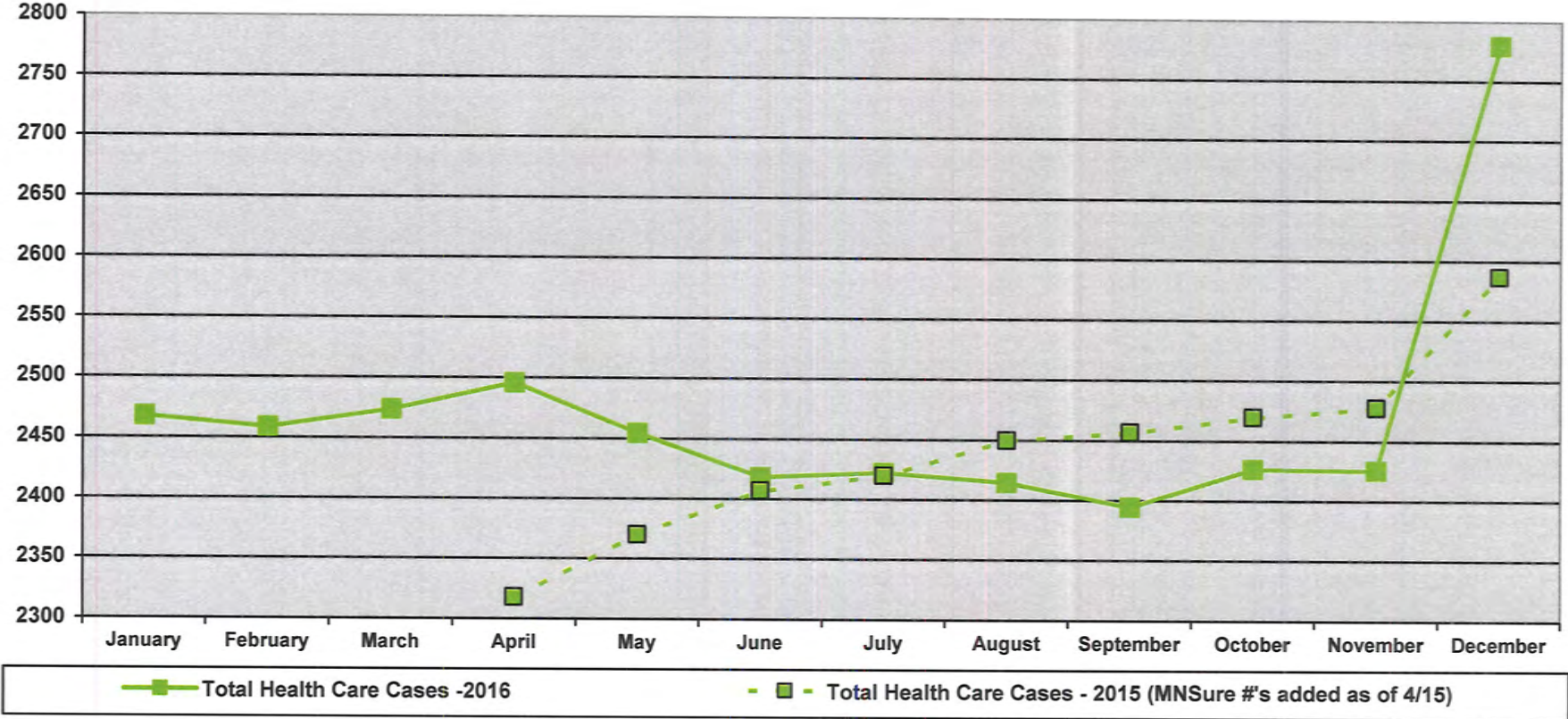
Chart 7  
Health Care Numbers





# INCOME MAINTENANCE CASELOAD STATISTICS

Chart 8



## INCOME MAINTENANCE CASELOAD HISTORY

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
2016	<b>MAXIS</b>	1645	1639	1611	1611	1576	1542	1540	1542	1533	1538	1543	1575
	<b>METS</b>	1095	1106	1141	1178	1173	1173	1170	1168	1161	1201	1199	1199
	<b>Day Care</b>	46	43	51	48	54	56	54	50	43	37	33	30
	<b>Totals</b>	2786	2788	2803	2837	2803	2771	2710	2760	2737	2776	2775	2804
	<b>Applications-MAXIS</b>	No longer relevant due to new METS system											
2015	<b>MAXIS</b>	1799	1769	1756	1713	1691	1668	1675	1676	1659	1668	1663	1682
	<b>METS (#'s avail 4/15)</b>				819	894	951	980	1015	1037	1063	1085	1194
	<b>Day Care</b>	49	49	48	47	49	52	50	50	51	52	54	50
	<b>Totals</b>			2610	2579	2634	2671	2705	2741	2748	2783	2798	2926
	<b>Applications-MAXIS</b>	No longer relevant due to new METS system											
2014	<b>MAXIS</b>	1860	1840	1835	1828	1812	1801	1806	1798	1776	1782	1780	1812
	<b>MNCare(Ended 6/30/14)</b>	136	133	133	128	125	121						
	<b>Day Care</b>	53	49	49	52	52	55	53	51	52	50	50	49
	<b>Totals</b>	2049	2022	2017	2008	1989	1977						
	<b>Applications-MAXIS</b>	No longer relevant due to new METS system											
2013	<b>MAXIS</b>	1831	1826	1847	1836	1852	1863	1836	1836	1827	1847	1839	1850
	<b>MNCare</b>	369	377	372	377	373	375	373	373	356	350	361	145
	<b>Day Care</b>	56	54	52	49	53	57	64	60	53	51	50	50
	<b>Totals</b>	2256	2257	2271	2262	2278	2295	2273	2269	2236	2248	2250	2045
	<b>Applications-MAXIS</b>	84	59	80	81	76	49	67	78	70	87	77	79
2012	<b>MAXIS</b>	1813	1819	1820	1832	1848	1848	1842	1828	1813	1805	1804	1817
	<b>MNCare</b>	341	346	368	345	309	332	351	352	346	363	367	369
	<b>Day Care</b>	72	70	73	72	72	62	63	65	64	67	61	58
	<b>Totals</b>	2226	2235	2261	2249	2229	2242	2256	2245	2223	2235	2232	2244
	<b>Applications-MAXIS</b>	91	62	77	71	94	77	63	85	69	86	60	86

**MAXIS Cases:** Number of unduplicated cases open for all programs except MNCare & Child Care can be open on multiple programs per case.

**MNCare:** Number of cases open on MNCare that Aitkin County manages. Residents do have the option of having their MNCare cases managed at the State Level.

**Day Care:** Number of day care cases open.

**Total:** Total cases open.

**Applications – MAXIS:** New applications taken during month for MAXIS programs only. Does not include MNSure, MNCare or Day Care.







# PUBLIC HEALTH CASELOAD STATISTICS

## Monthly Essential Local Activities Report

2015 - 2016 - Page # 2

	Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg	Totals
<b>Promoting Healthy Communities &amp; Healthy Behaviors - CONTINUED</b>															
<b>Family Health - Continued</b>															
Family Health Outreach Activities (prenatal classes, RHCC Lunch and Learns, etc.) - 2016	NL				1	1				1					
Family Health Outreach Activities (prenatal classes, RHCC Lunch and Learns, etc.) - 2015	NL	1		1			1			1			1		
Family Health Outreach Participants (prenatal classes, RHCC Lunch and Learns, etc.) - 2016	NL				5	12				15					
Family Health Outreach Participants (prenatal classes, RHCC Lunch and Learns, etc.) - 2015	NL	4		2			4			2			8		
Early Childhood Screening(ECS): Participants-2016	BH	23	6	0	0	0	0	0	0	0	12	0	0	3	
Early Childhood Screening(ECS): Participants-2015	JW/BH	2	28	0	0	0	0	0	0	69	15	0	0	10	
Paternity Testing (Swabs) - 2016	AD/NK	1	1	5	1	0	0	2	0	0	7	7	5	2	
Paternity Testing (Swabs) - 2015	AD/NK	8	0	5	3	1	5	0	3	2	1	2	0	3	
<b>General Health Promotion</b>															
AC HPT Employee Wellness: Activities - 2016	NL	1	1	3	1	1	1	1	2	1	1	1	0	1.17	
AC HPT Employee Wellness: Activities - 2015	NL	0	1	1	1	1	1	0	0	0	1	0	0	1	
AC HPT Employee Wellness: Participants - 2016	NL	150	150	199	9	35	28	150	157	28	150	39	0	91	
AC HPT Employee Wellness: Participants - 2015	NL	0	70	48	23	35	26	0	0	0	72	0	0	23	
Biggest Loser: Participants - 2016	BH	92	66	55	27	0	0	0	0	0	0	0	0	20	
Biggest Loser: Participants - 2015	JW/BH	97	97	97	87	0	0	0	0	0	0	0	0	32	
<b>Statewide Health Improvement Program (SHIP) Health Education (Hed)</b>															
Active Living: Activities - 2016	AW/HC	0	0	1	3	1	0	0	0	0	0	0	0	0	
Active Living: Activities - 2015	AW/HC	1	1	9	3	4	3	1	6	1	0	0	0	2	
Active Living: Participants - 2016	AW/HC	0	0	6	9	107	0	0	0	0	0	0	0	10	
Active Living: Participants - 2015	AW/HC	1	1	23	21	161	7	5	8	12	0	0	0	20	
Active School Day/SRTS: Activities - 2016	AW/HC	1	0	0	0	1	4	0	0	0	0	0	0	1	
Active School Day/SRTS: Activities - 2015	AW/HC	1	3	2	1	2	2	2	4	2	0	0	0	2	
Active School Day/SRTS: Participants - 2016	AW/HC	2	0	0	20	42	0	0	0	0	0	0	0	5	
Active School Day/SRTS: Participants - 2015	AW/HC	10	30	15	8	8	104	2	45	200	0	0	0	35	
Healthy School Food Options: Activities - 2016	AW/HC	4	3	3	1	1	0	3	4	4	2	1	1	2	
Healthy School Food Options: Activities - 2015	AW/HC	2	3	3	1	1	0	3	4	4	2	1	1	2	







# PUBLIC HEALTH CASELOAD STATISTICS

## Monthly Essential Local Activities Report

2015 - 2016 - Page # 4

	Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg	Totals
<b>PREVENT THE SPREAD OF INFECTIOUS DISEASE</b>															
<b>Immunizations - Continued</b>															
Adult: Influenza Immunization - 2016	BH	1	0	0	0	0	0	0	0	0	412	65	5	40	483
Adult: Influenza Immunization - 2015	JW/BH	0	0	0	0	0	0	0	0	0	491	89	1	48	581
Child: Influenza Immunization - 2016	BH	0	0	0	0	0	0	0	0	0	23	56	1	7	80
Child: Influenza Immunization - 2015	JW/BH	0	0	0	0	0	0	0	0	0	19	119	0	12	138
<b>PROTECT AGAINST ENVIRONMENTAL HEALTH HAZARDS</b>															
Lead: Screenings - 2016	BH	2	1	0	0	0	0	0	0	7	0	0	0	1	10
Lead: Screenings - 2015	JW/BH	0	2	0	0	0	0	0	0	4	0	0	0	1	6
Lead: Follow-Up - 2016	BH	0	3	0	0	1	0	0	0	0	3	0	0	1	7
Lead: Follow-Up - 2015	JW/BH	0	0	1	1	0	1	0	0	0	1	0	0	0	4
Public Health Nuisances - 2016	EM/TB													#DIV/0!	
Public Health Nuisances - 2015	EM/TB													#DIV/0!	
<b>PREPARE FOR AND RESPOND TO DISASTERS AND ASSIST COMMUNITIES IN RECOVERY</b>															
Health Alerts - 2016	SD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Health Alerts - 2015	SD	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Health Advisories - 2016	SD	3	2	1	0	2	2	1	0	2	1	1	3	2	18
Health Advisories - 2015	SD	2	0	1	0	3	2	1	0	1	0	0	0	1	10
Exercises/Events/Presented Trainings - 2016	SD	1	2	3	0	1	0	2	2	6	2	4	1	2	24
Exercises/Events/Presented Trainings - 2015	SD	2	0	1	1	1	0	0	0	1	1	0	0	1	7
Exercises/Events/Presented Trngs: Participants-2016	SD	14	11	288	0	Reg	0	HC	22	150+	36+	23	50	51	408
Exercises/Events/Presented Trngs: Participants-2015	SD	21	0	40	27	0	0	0	0	0	1	0	0	7	89
<b>ASSURE THE QUALITY AND ACCESSIBILITY OF HEALTH SERVICES</b>															
<b>Child &amp; Teen Checkups (C&amp;TC) Outreach</b>															
Cases - 2016	SD	817	812	808	795	811	803	817	843	871	814	813	808	818	
Cases - 2015	SD	843	836	829	810	808	796	196	828	839	884	846	841	780	
Children - 2016	SD	1523	1513	1498	1488	1513	1506	1556	1610	1661	1549	1541	1151	1509	
Children - 2015	SD	1506	1539	1528	1448	1448	1488	1488	1553	1571	1590	1590	1576	1527	
Outreach Contacts - 2016	SD	230	227	224	160	196	342	223	299	224	329	194	328	248	2976
Outreach Contacts - 2015	SD	245	227	228	270	240	250	291	257	197	314	265	232	251	3016



# PUBLIC HEALTH CASELOAD STATISTICS

## Monthly Essential Local Activities Report

2015 - 2016 - Page # 5

	Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg	Totals
<b>ASSURE THE QUALITY OF ACCESSIBLE HEALTH SERVICES - Continued</b>															
<b>Home &amp; Community Based Services (HCBS)</b>															
Home & Comm. Based Srvcs (HCBS):Caseload-2016	JP	292	298	303	305	311	320	326	330	327	344	351	354	322	
Home & Comm. Based Srvcs (HCBS):Caseload-2015	JP	202	216	232	244	248	254	263	280	327	329	338	364	275	
HCBS Billable Units - 2016 -#'s not available after July	JP	1512	1742	1627	1687	1595	1540	1309						1573	
HCBS Billable Units - 2015	JP	1210	993	1465	1531	1483	1693	1479	1513	1587	1254	1456	1666	1444	
HCBS: Screenings/Visits - 2016	JP	75	93	95	81	98	104	83	89	67	63	71	67	82	
HCBS: Screenings/Visits - 2015	JP	35	46	43	30	46	69	88	78	100	75	74	101	65	
Senior Clinics: Locations - 2016	CR	Tam		Tam	RR	Tam	RR					Tam			
Senior Clinics: Locations - 2015	CR		Tam		RR		Tam		RR		RR-T				
Senior Clinics: Participants - 2016	CR	26		32	15	30	15					22		23	
Senior Clinics: Participants - 2015	CR		28		17		26		13		50			26.8	

Senior Clinic Locations:

Tam = Tamarack

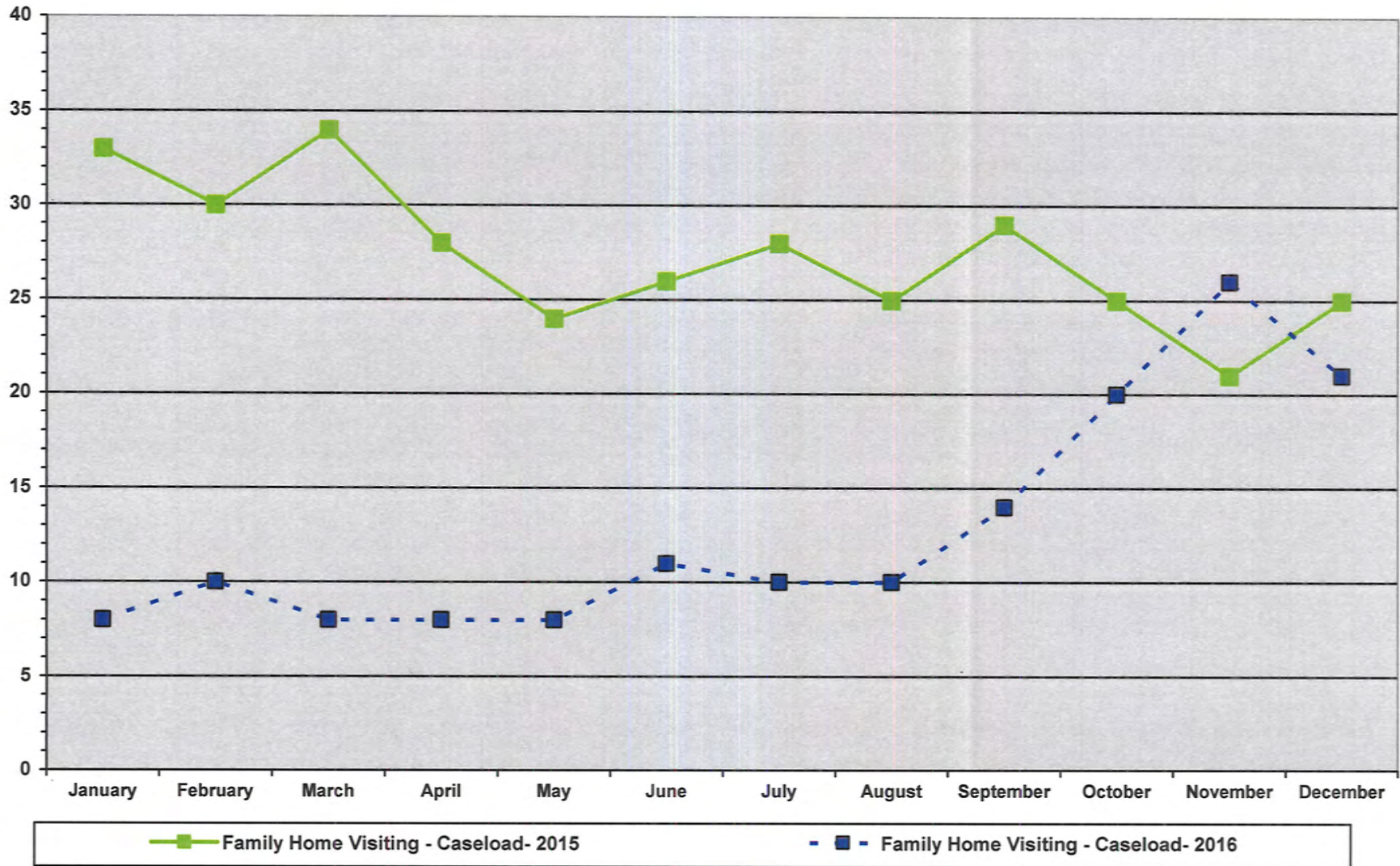
RR = Rice River

# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 1

## Family Home Visiting - Caseloads



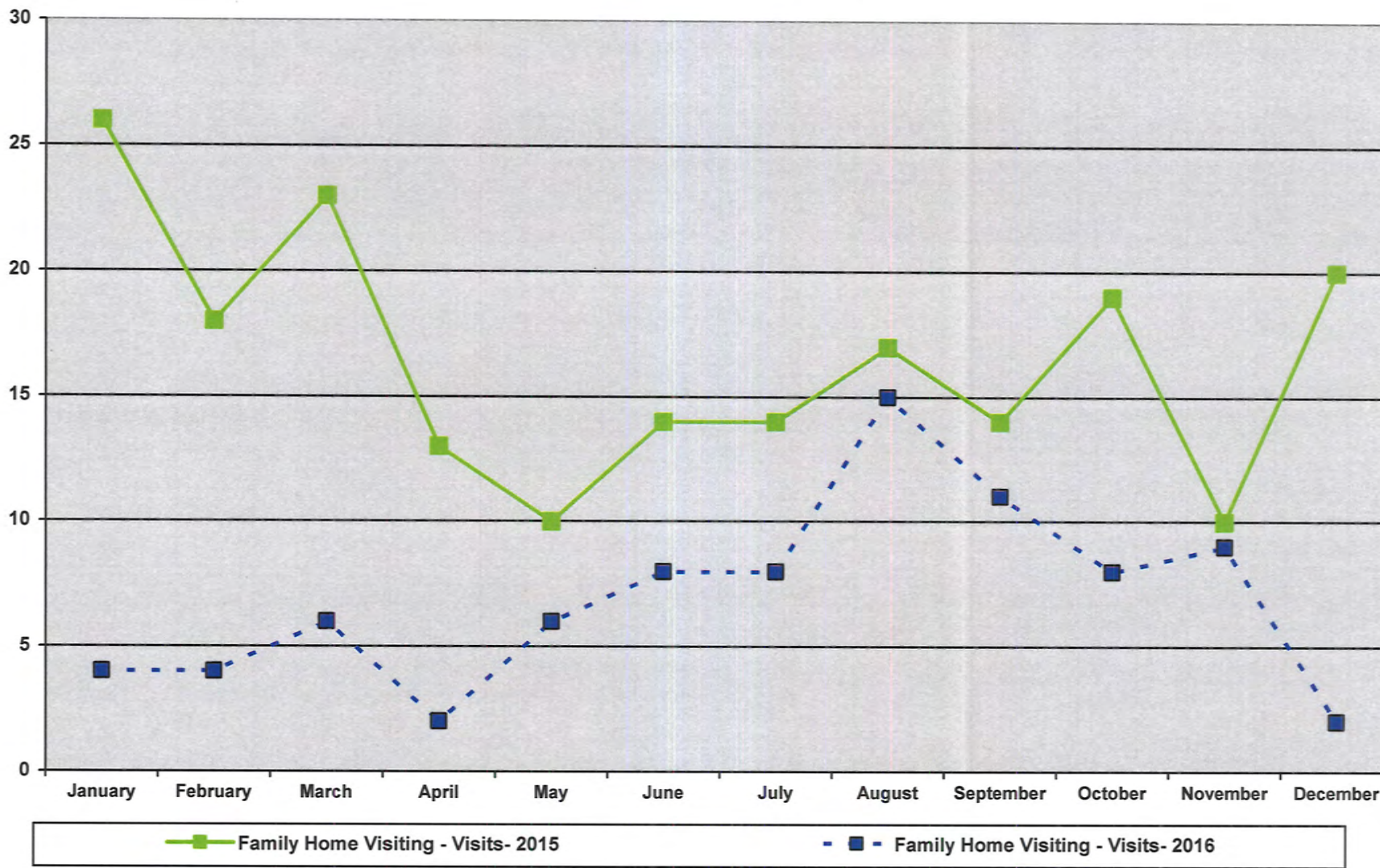


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 2

### Family Home Visiting - Visits

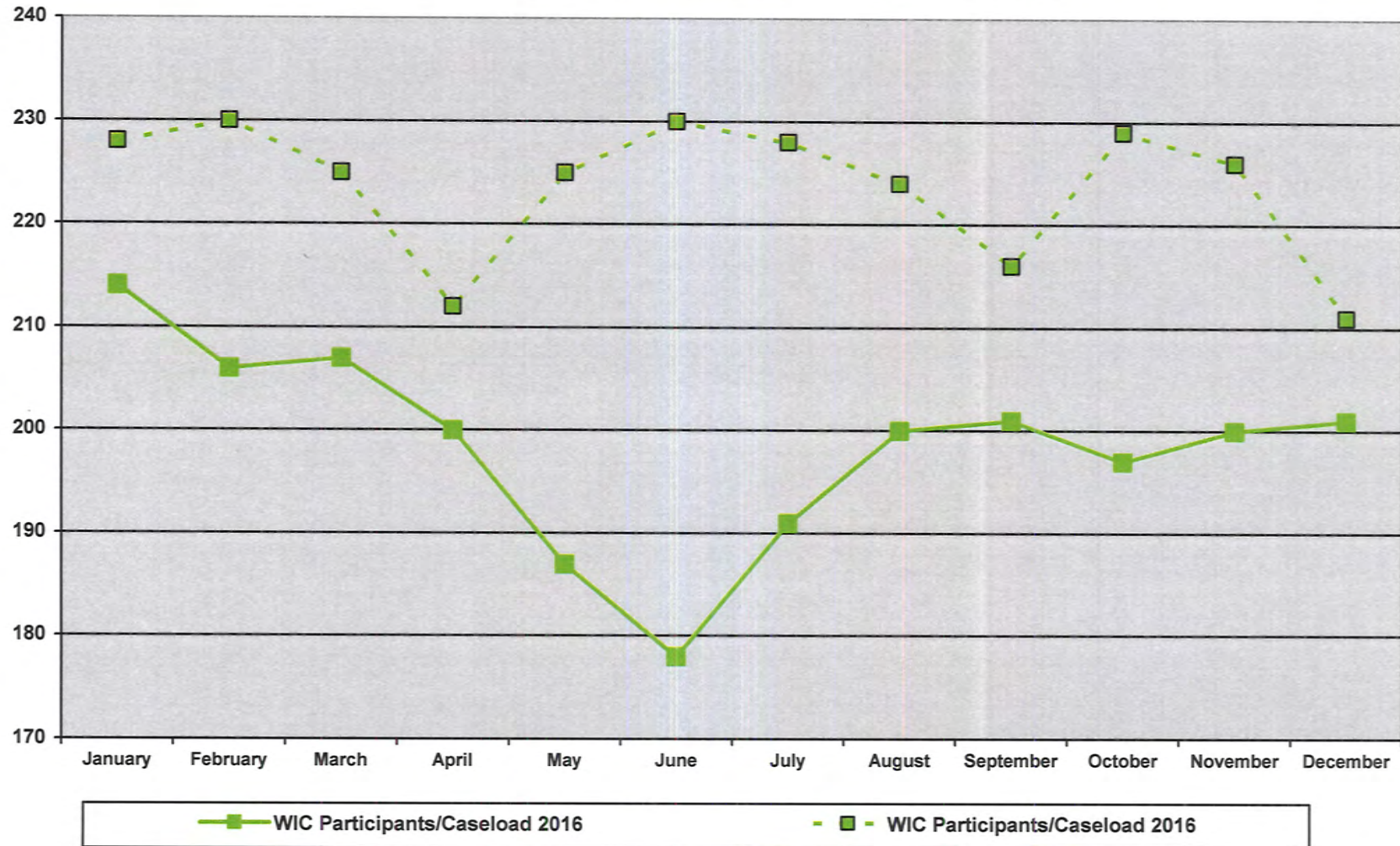


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 3

## WIC (Women, Infants and Children) Participants / Caseload



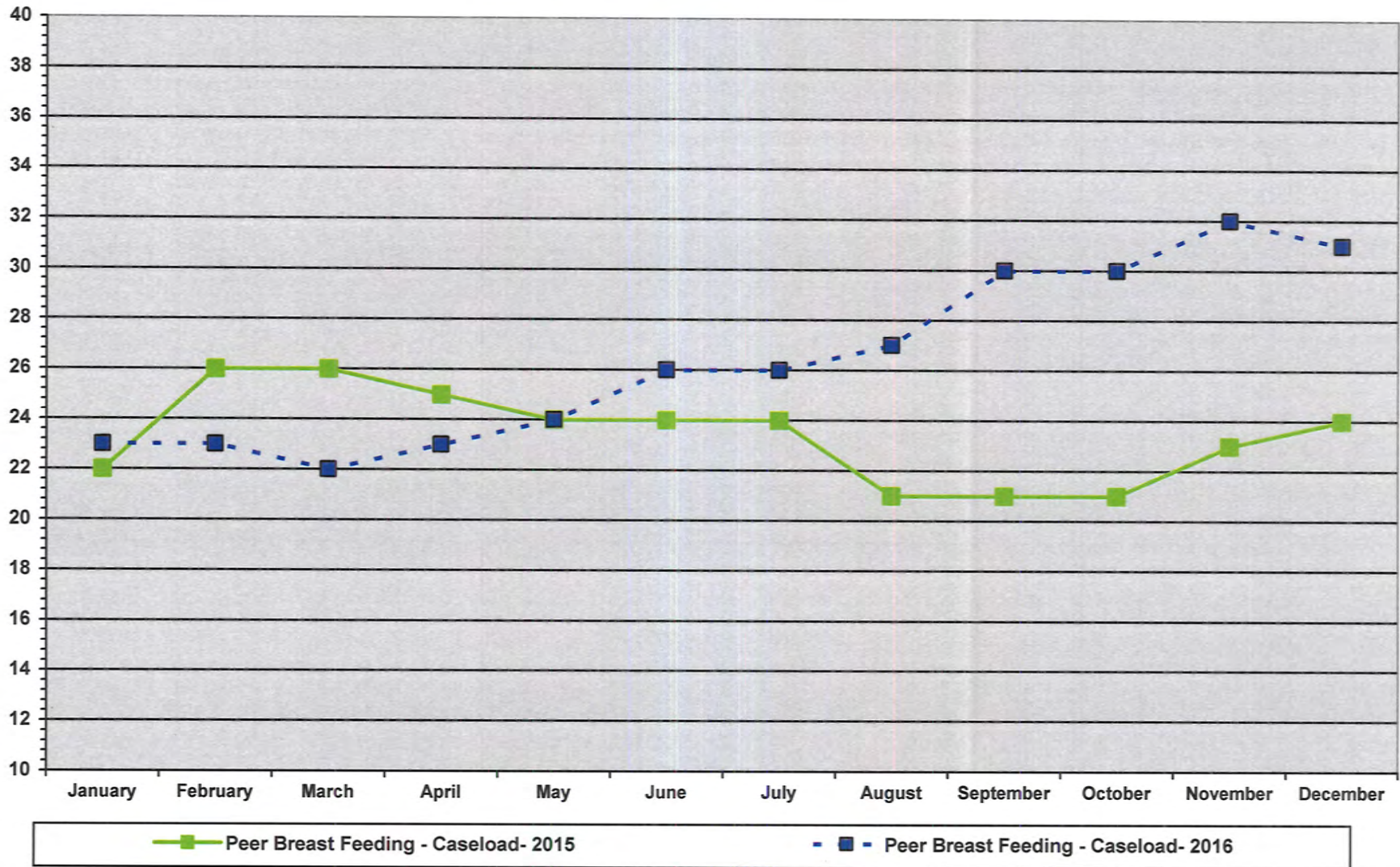


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 4

## Peer Breast Feeding Program - Caseload

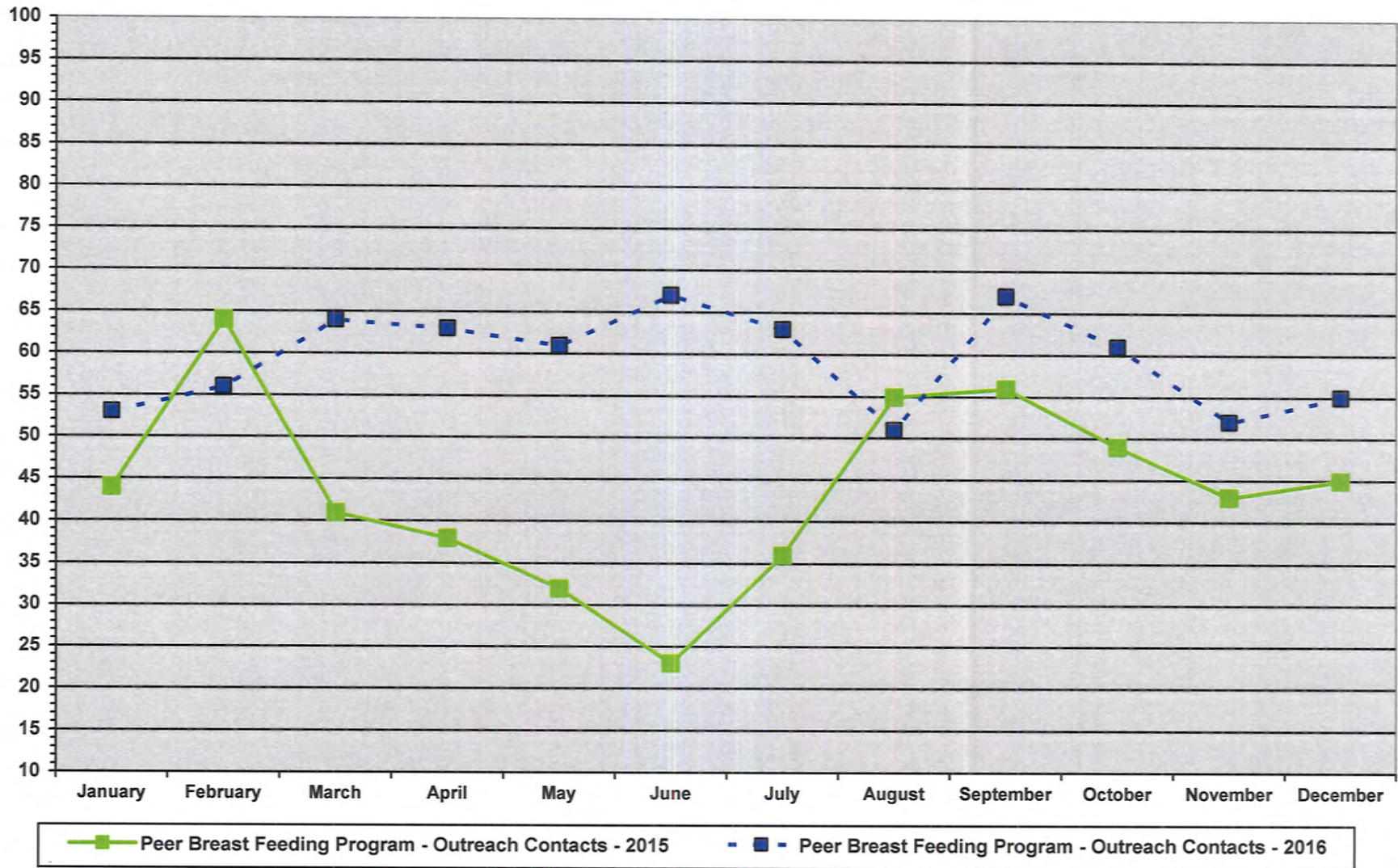


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 5

## Peer Breast Feeding Program - Outreach Contacts



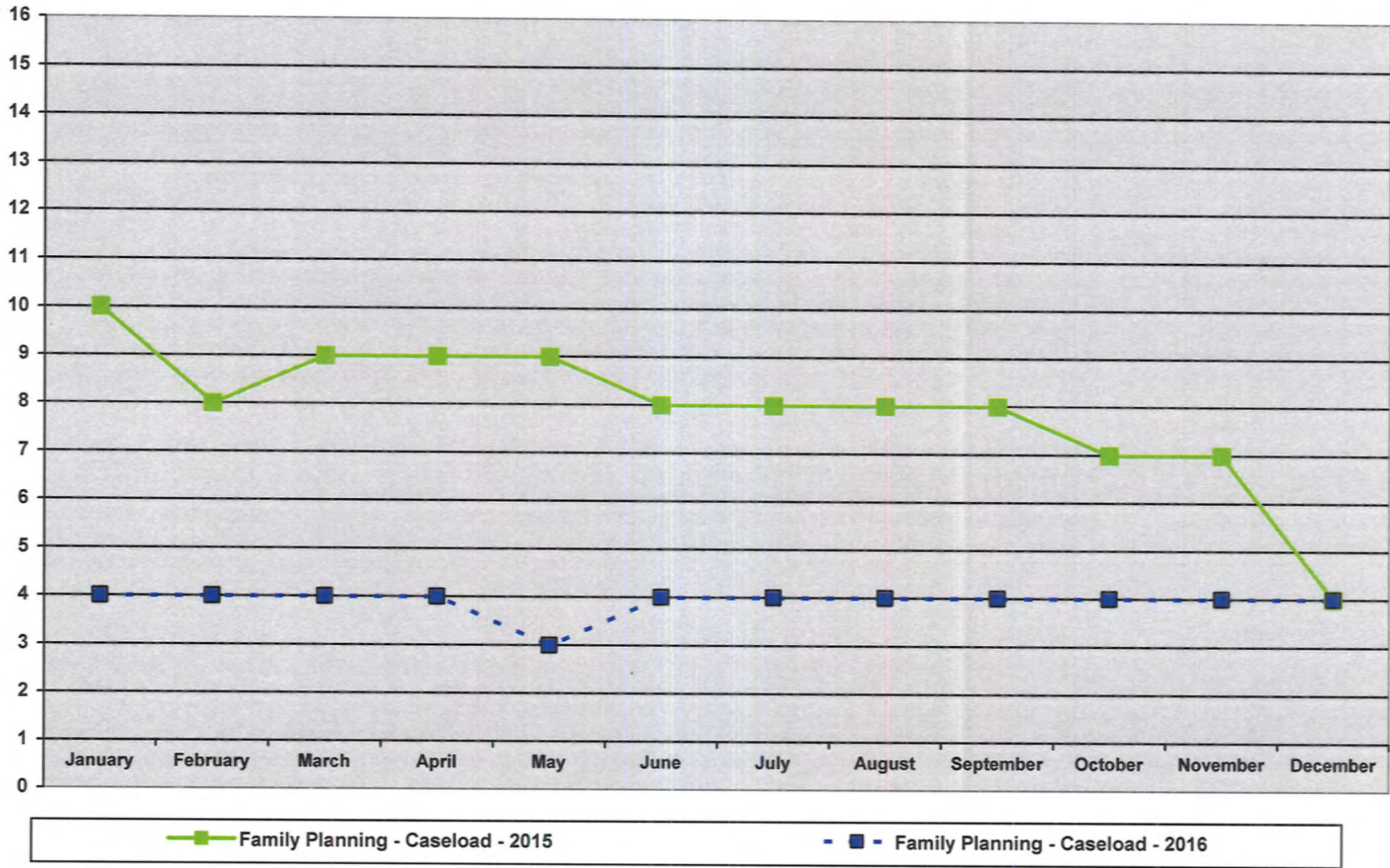


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 6

## Family Planning - Caseload

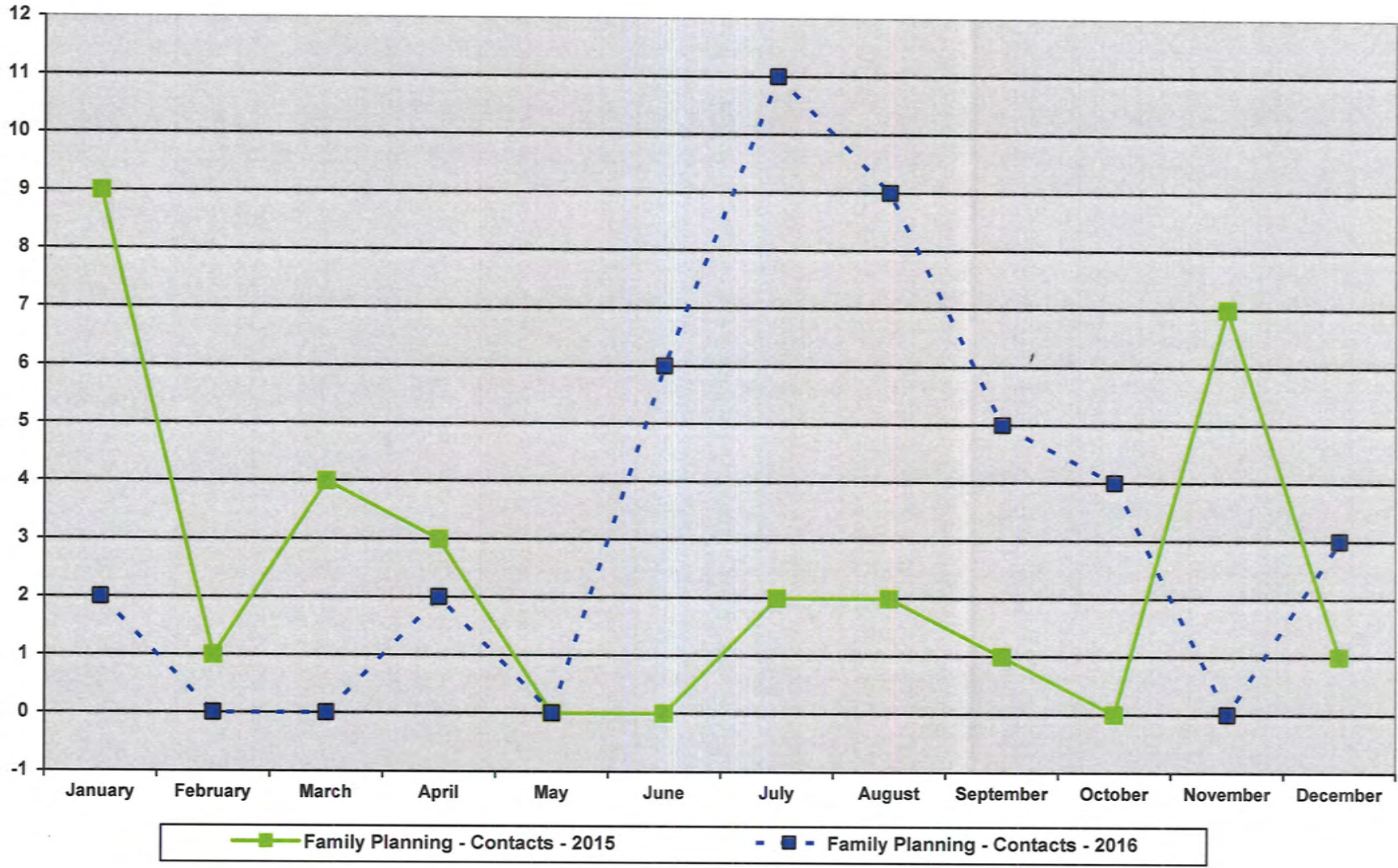


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 7

## Family Planning - Contacts



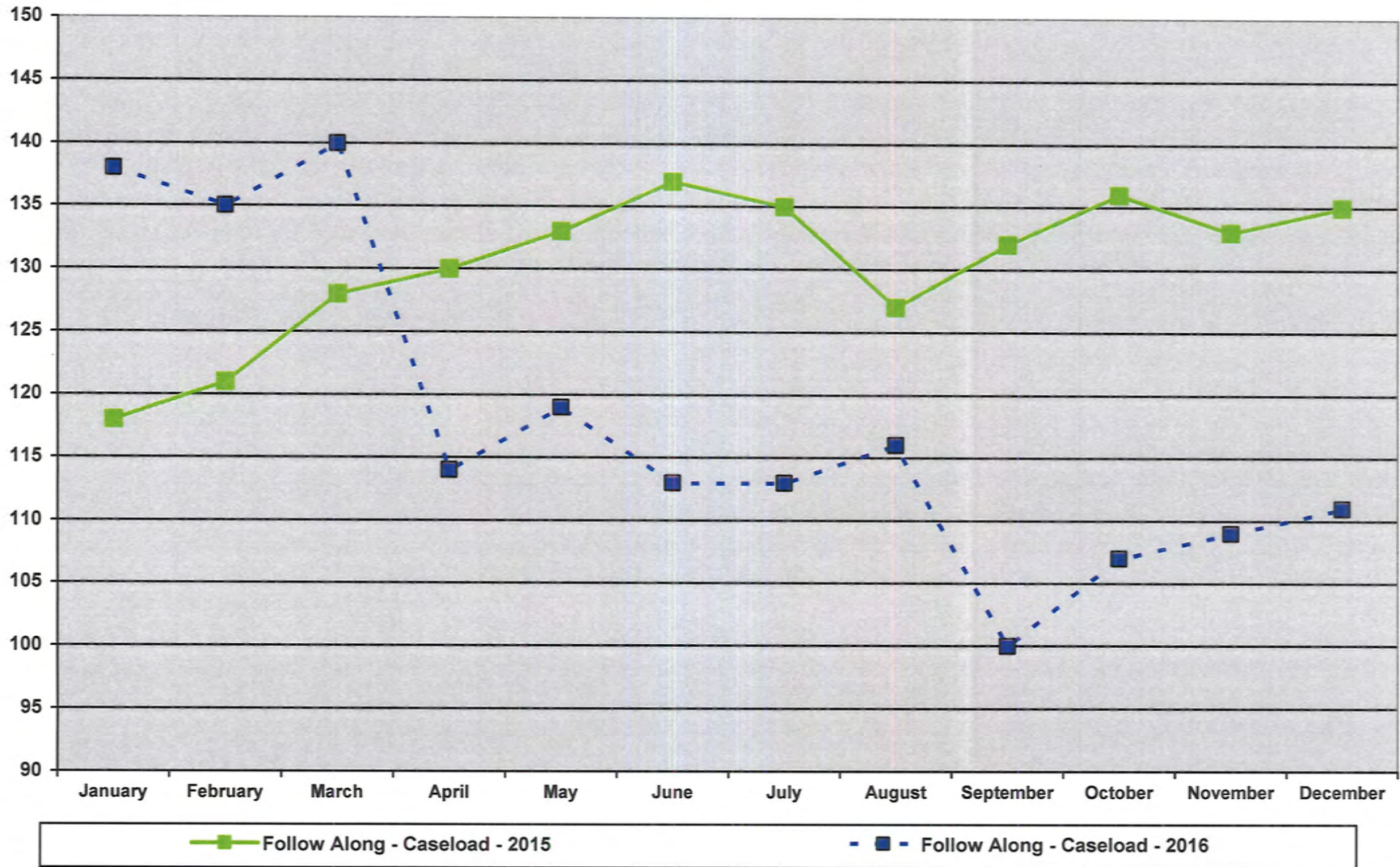


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 8

## Follow Along - Caseload



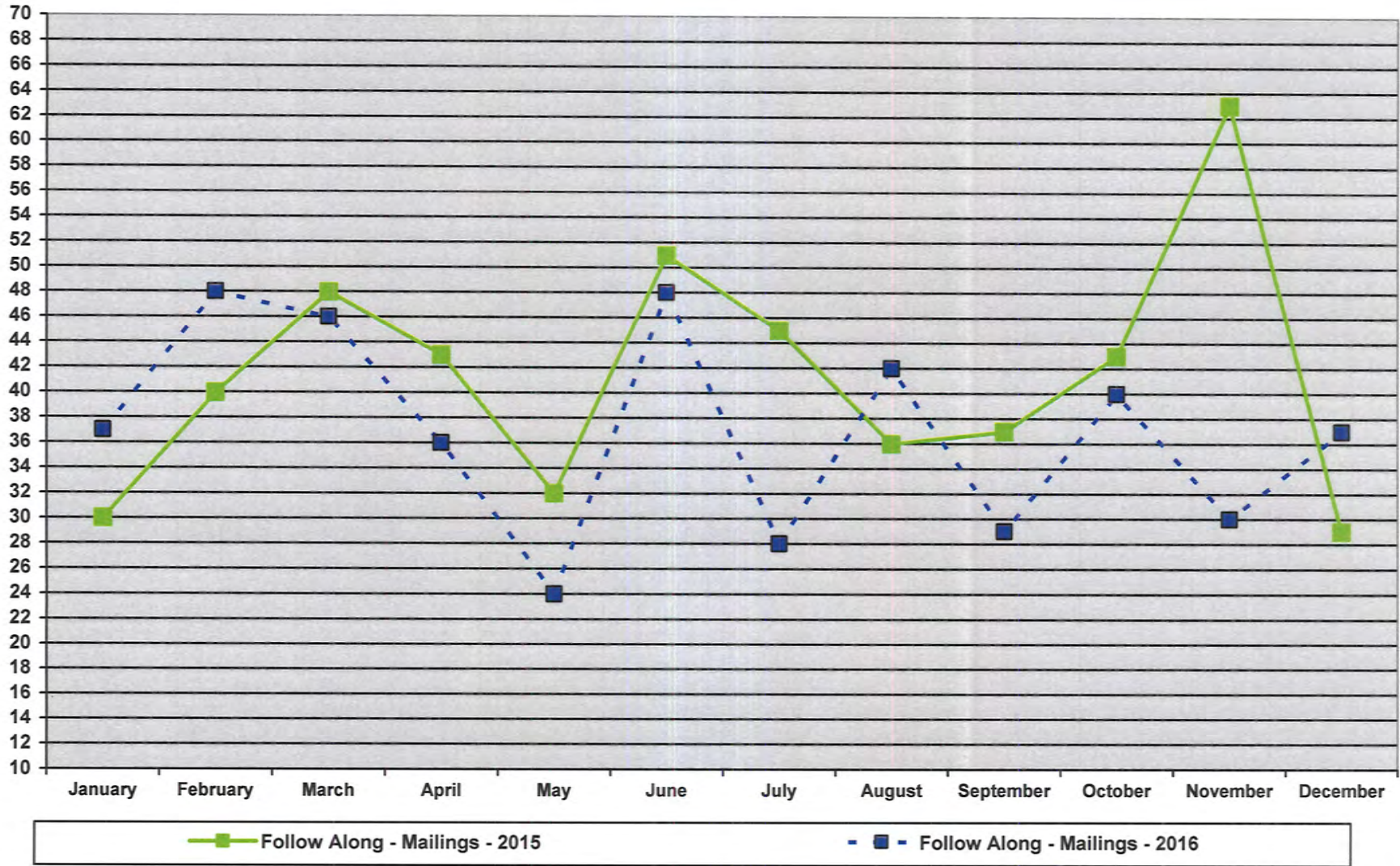


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 9

## Follow Along - Mailings



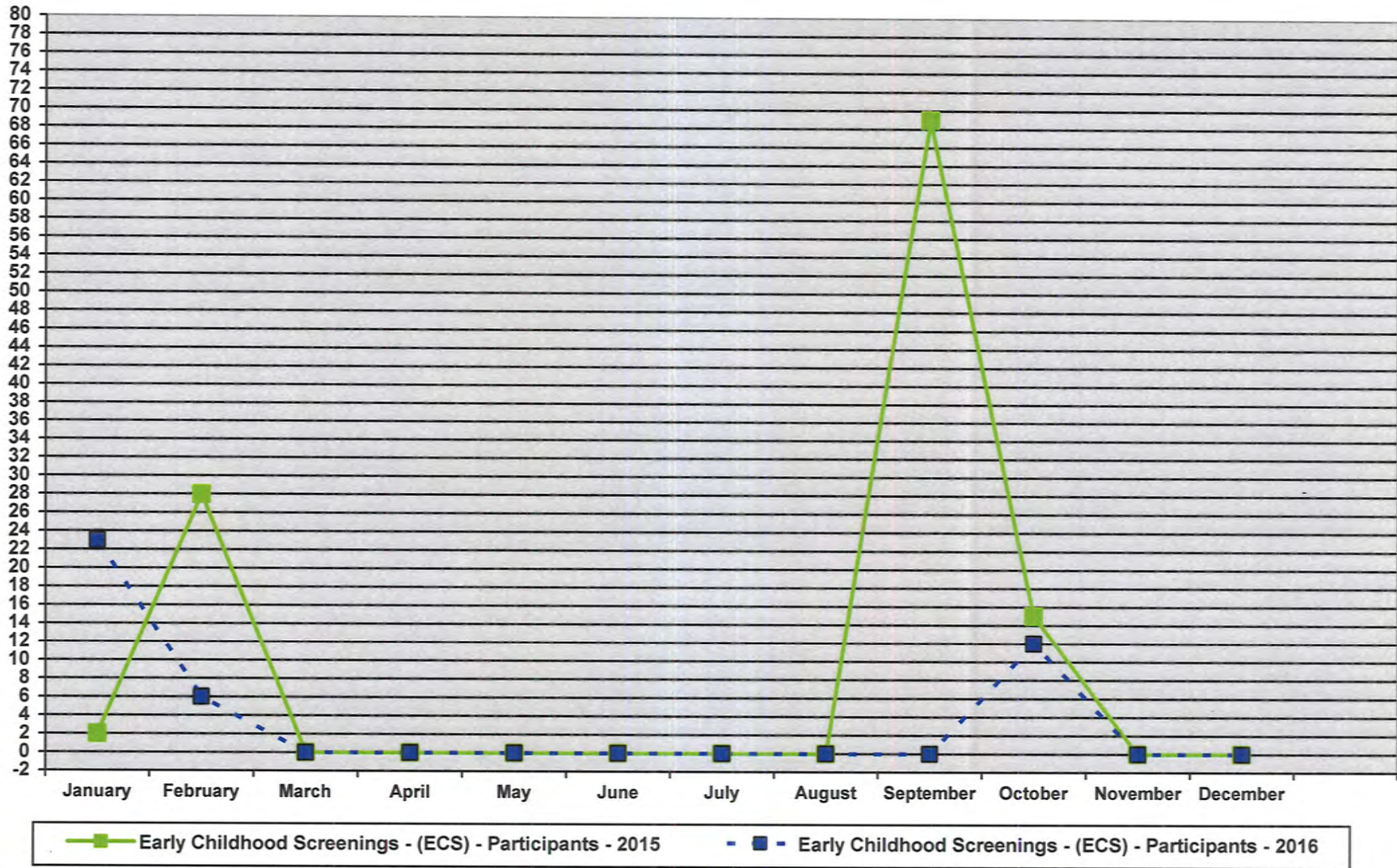


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 10

## Early Childhood Screenings (ECS) - Participants



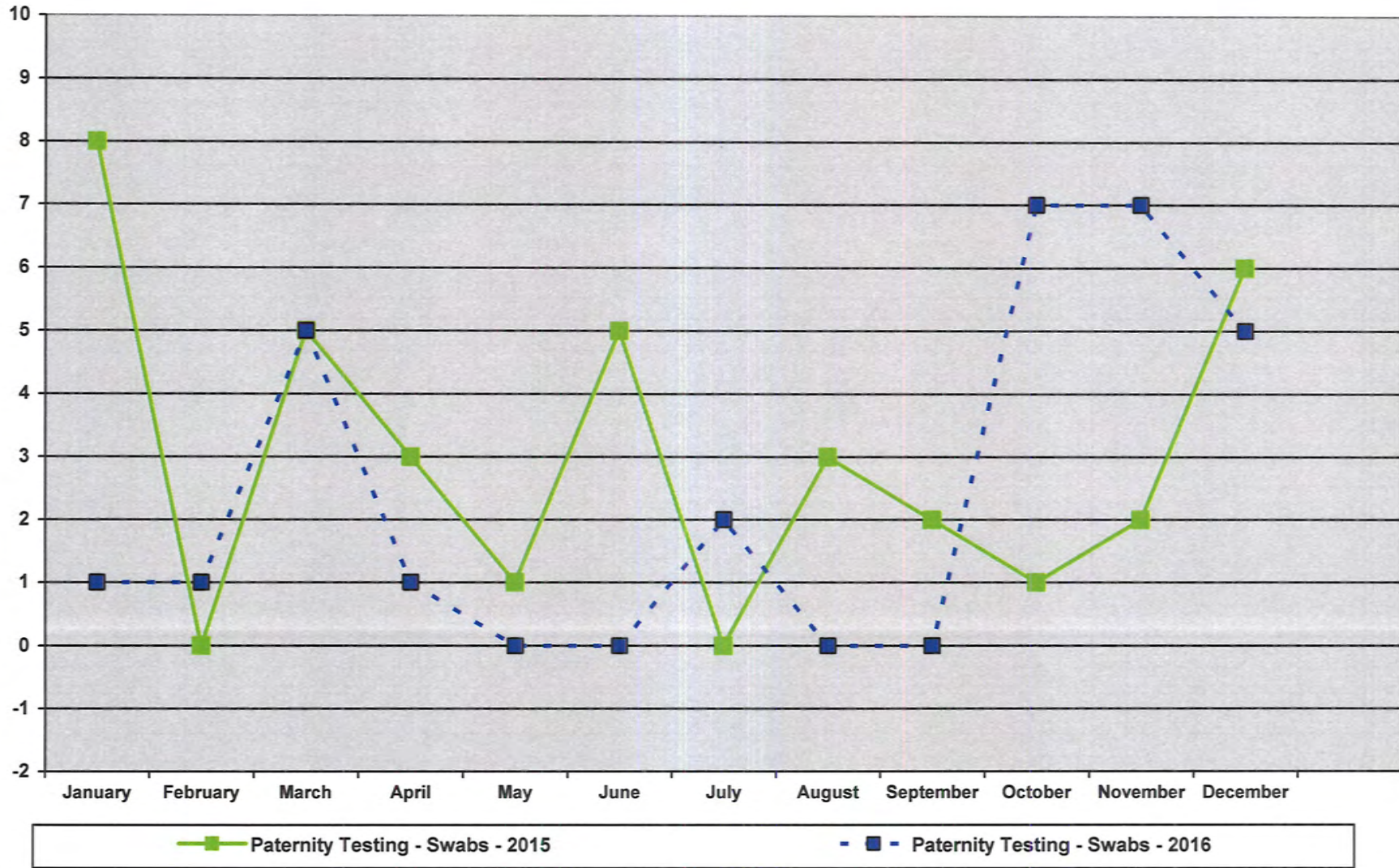


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 11

### Paternity Testing - Swabs

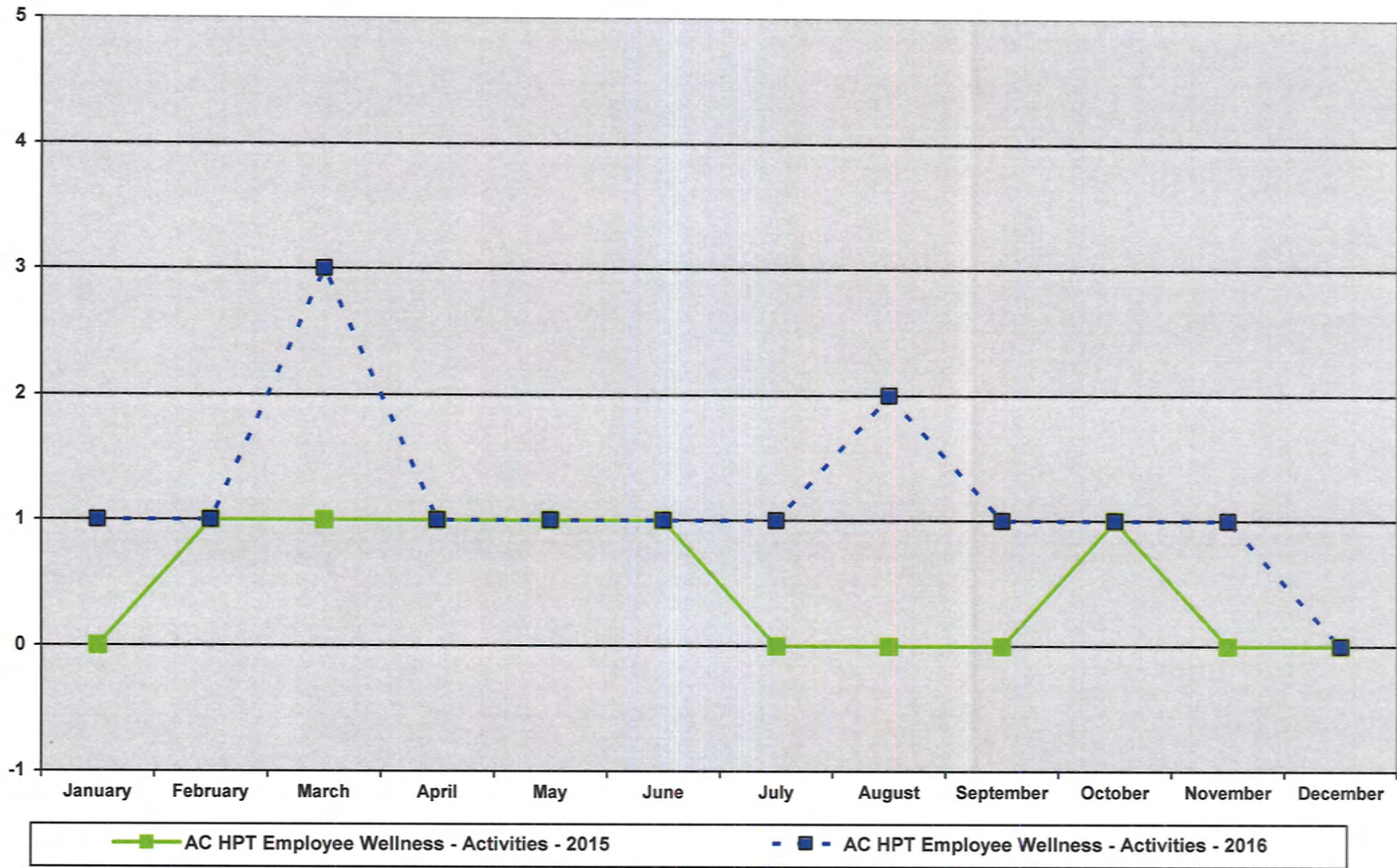


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 12

### AC Health Promotion Team - Employee Wellness - Activities



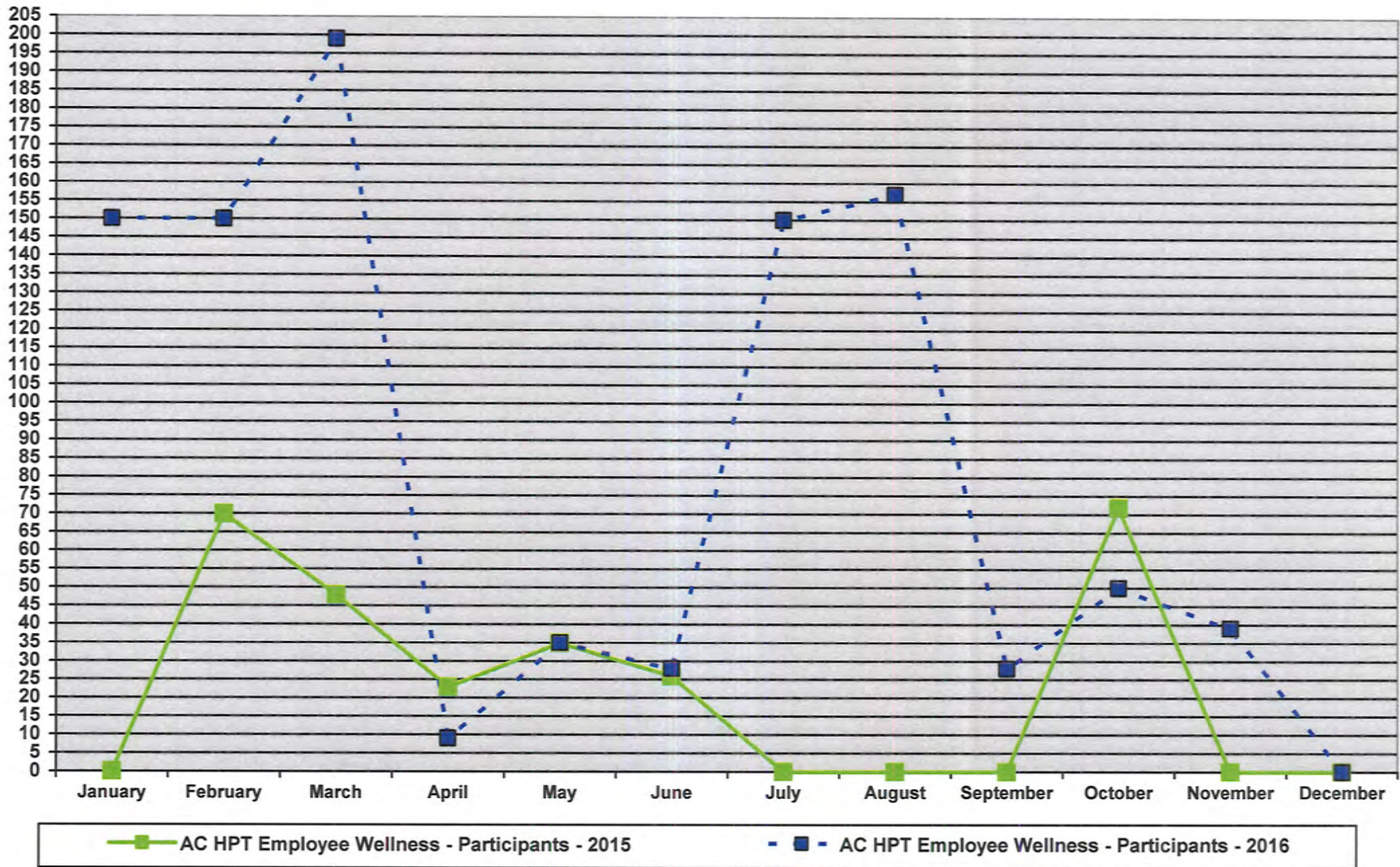


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 13

## AC Health Promotion Team - Employee Wellness - Participants



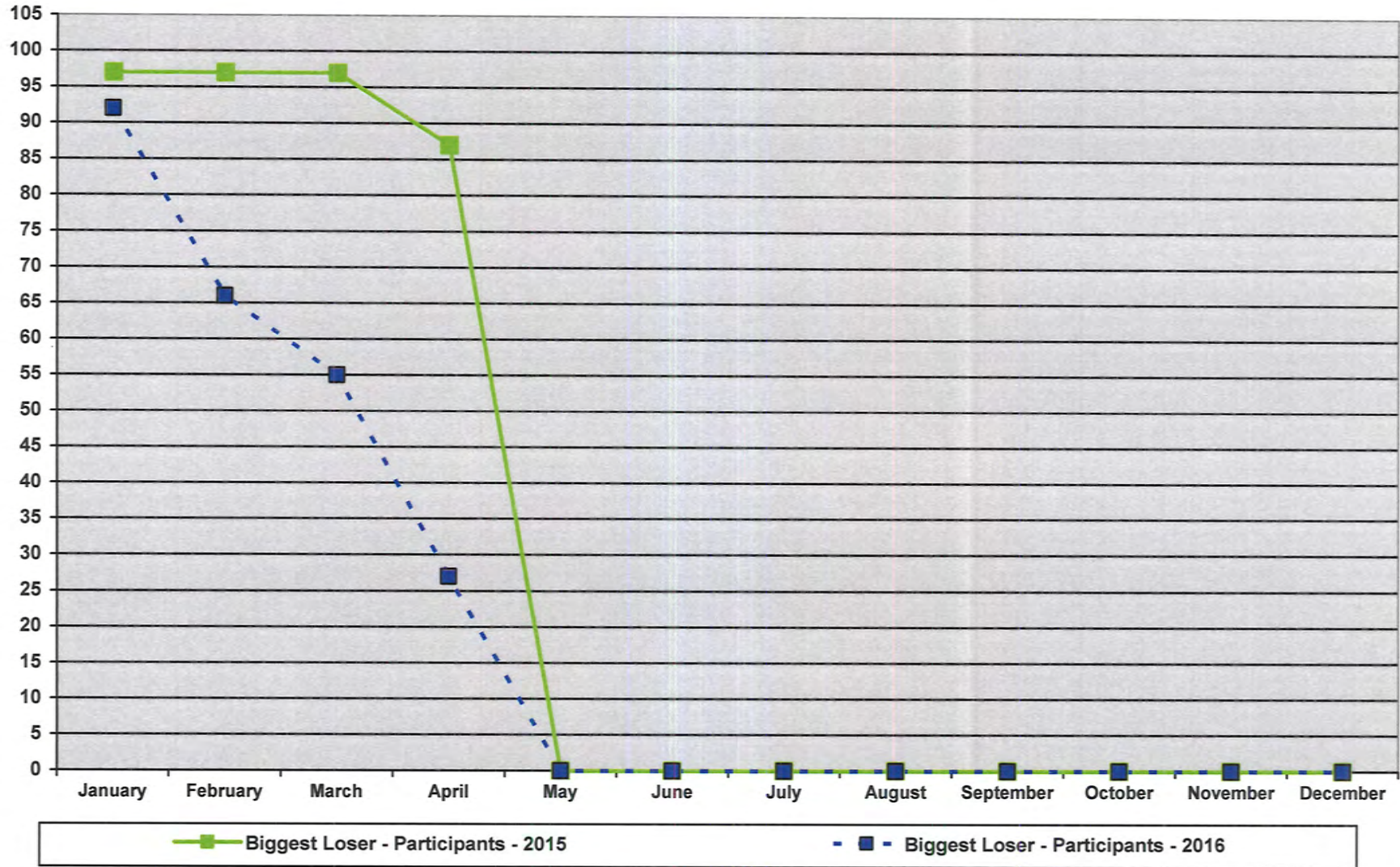


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 14

### Biggest Loser - Participants



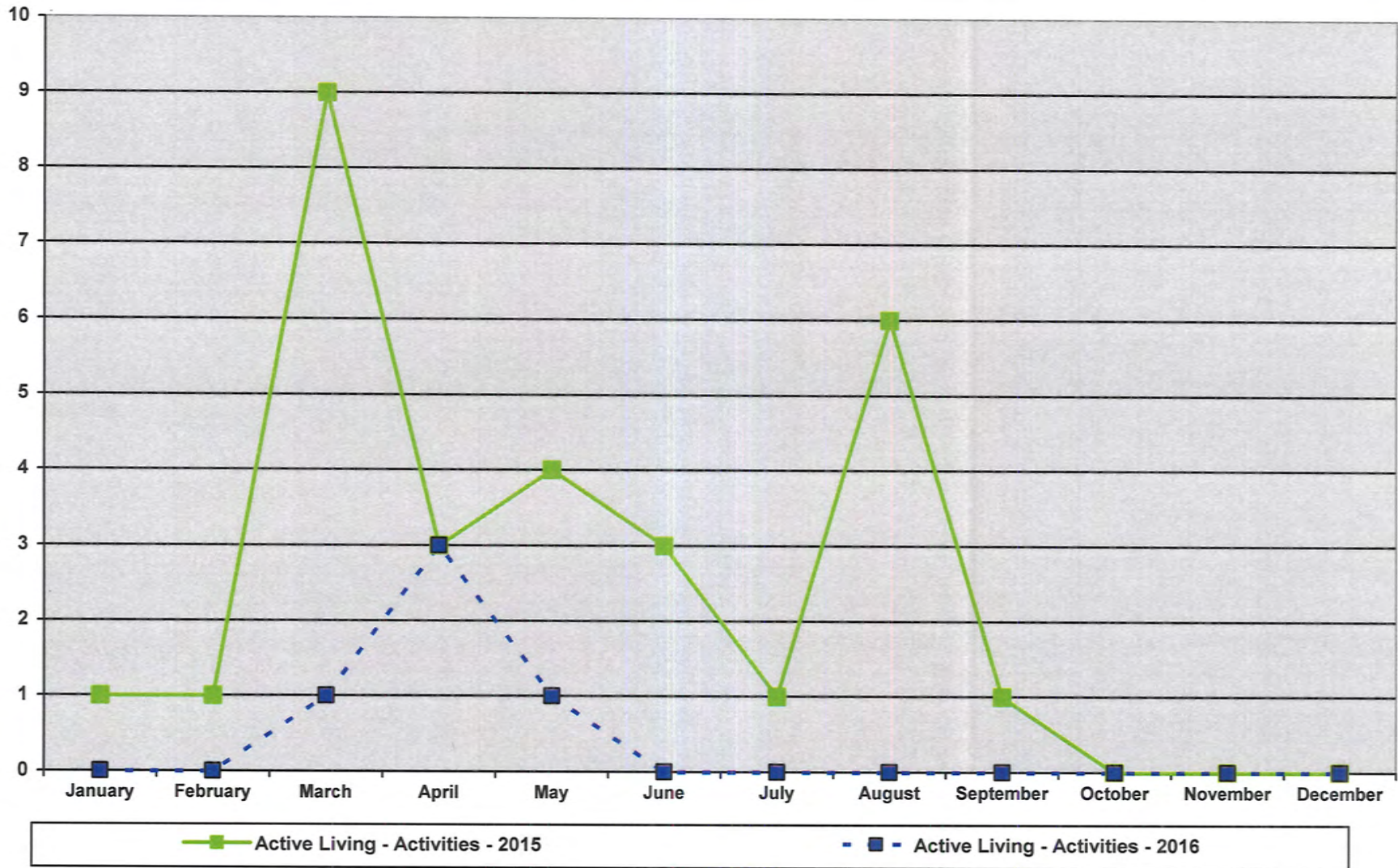


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 15

### Statewide Health Improvement Program (SHIP) - Active Living - Activities

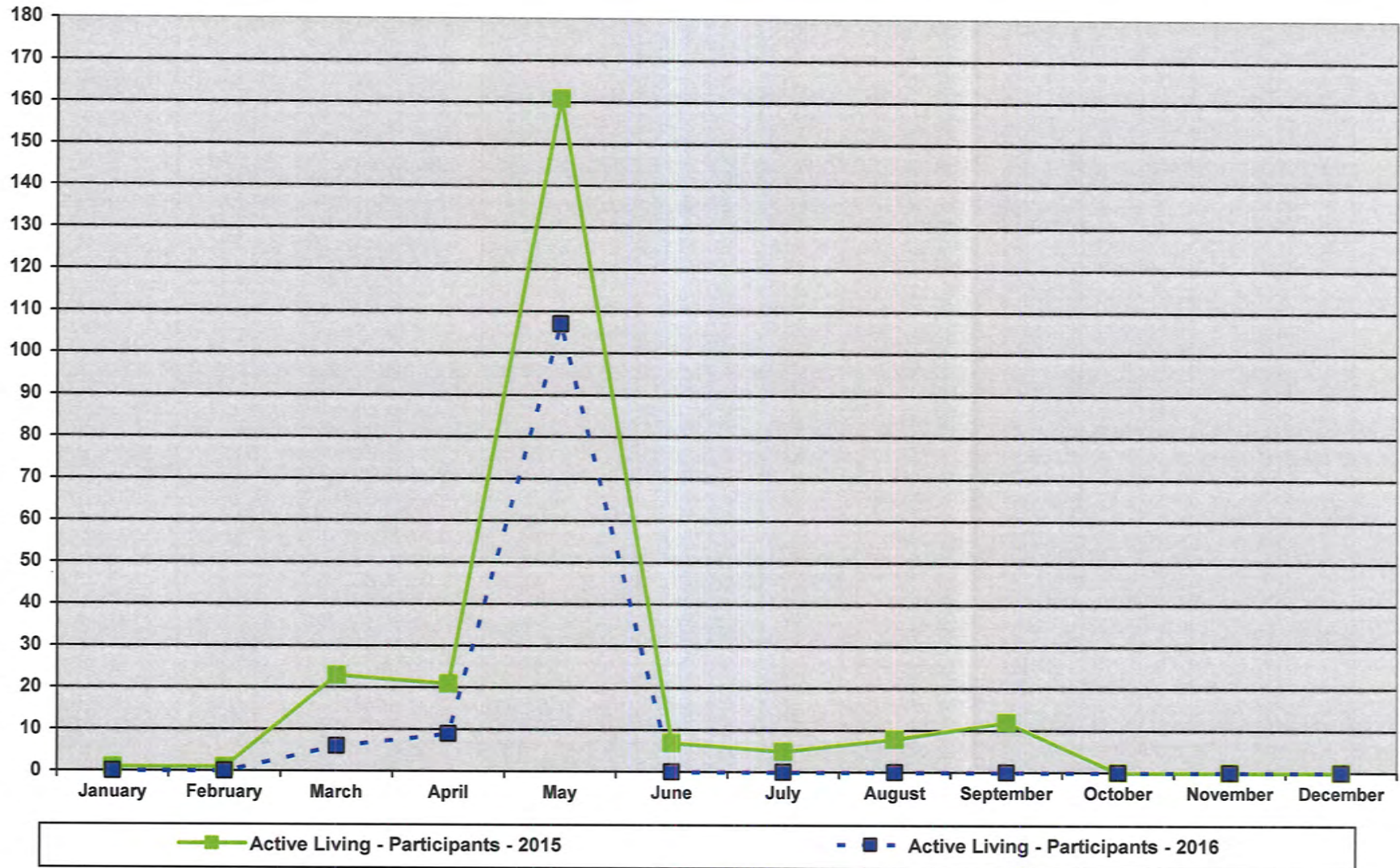


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 16

Statewide Health Improvement Program (SHIP) - Active Living - Participants



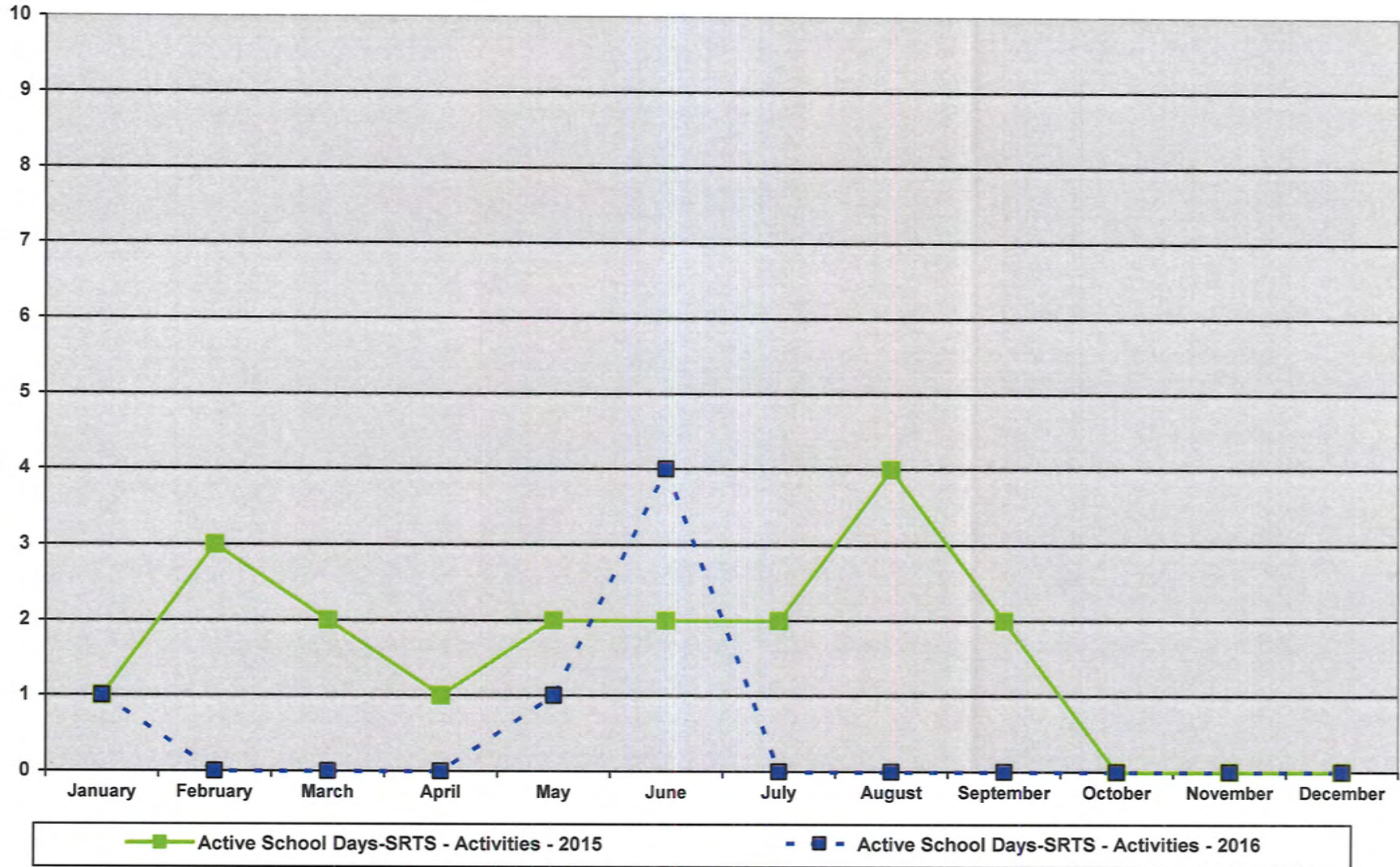


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 17

SHIP - Active School Day / Safe Routes to School (SRTS) - Activities

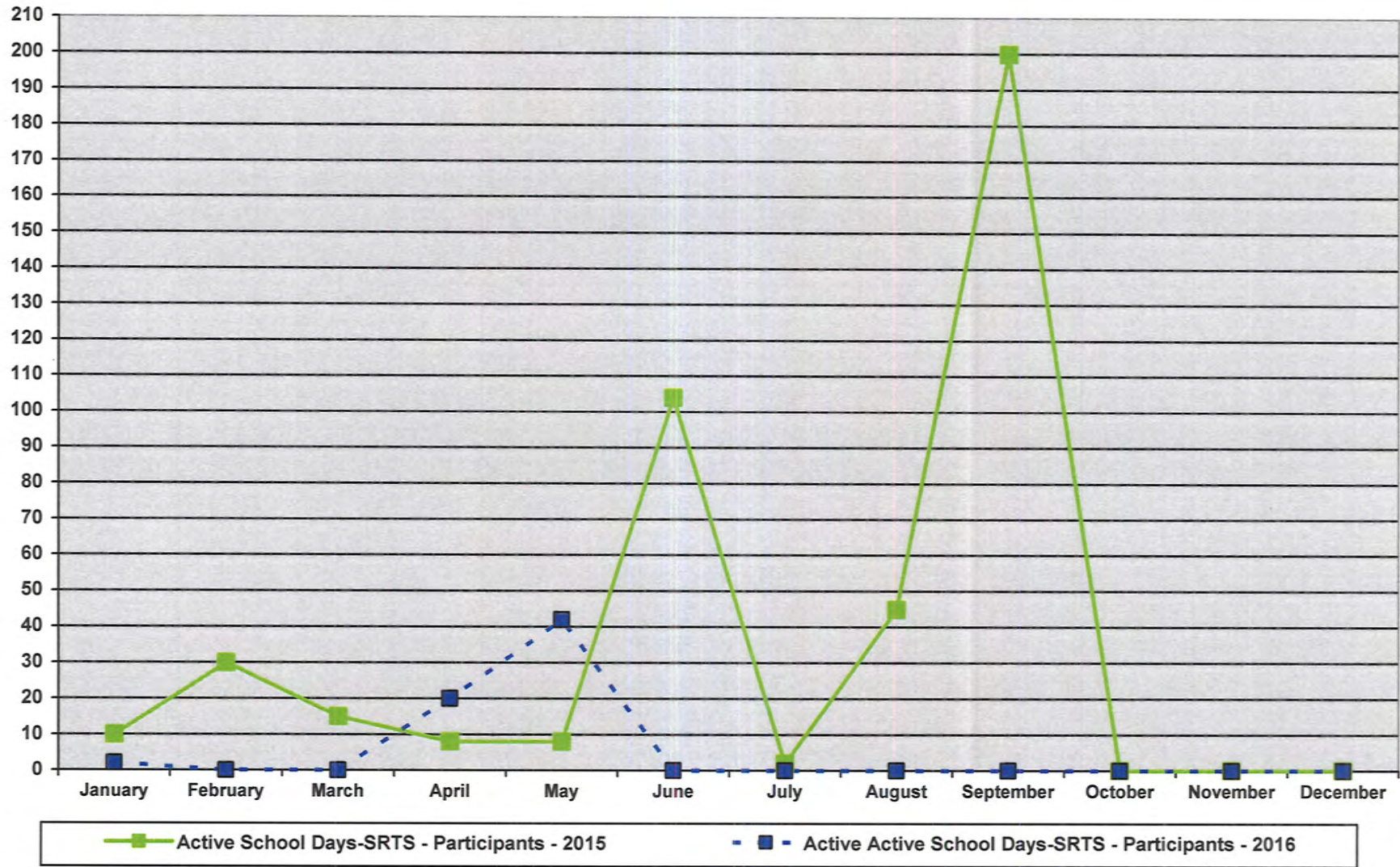


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 18

## SHIP - Active School Day / Safe Routes to School (SRTS) - Participants



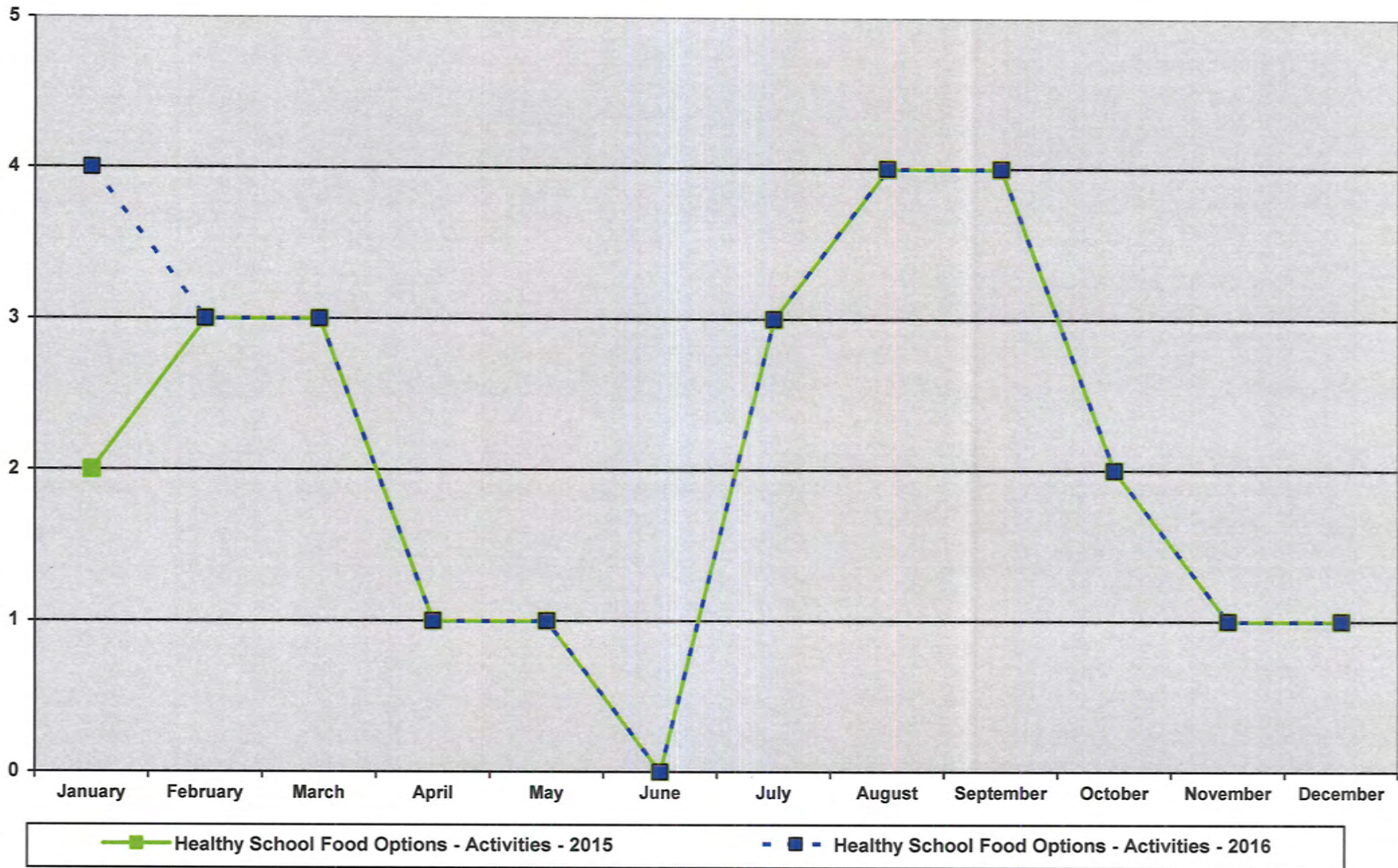


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 19

### SHIP - Healthy School Food Options - Activities

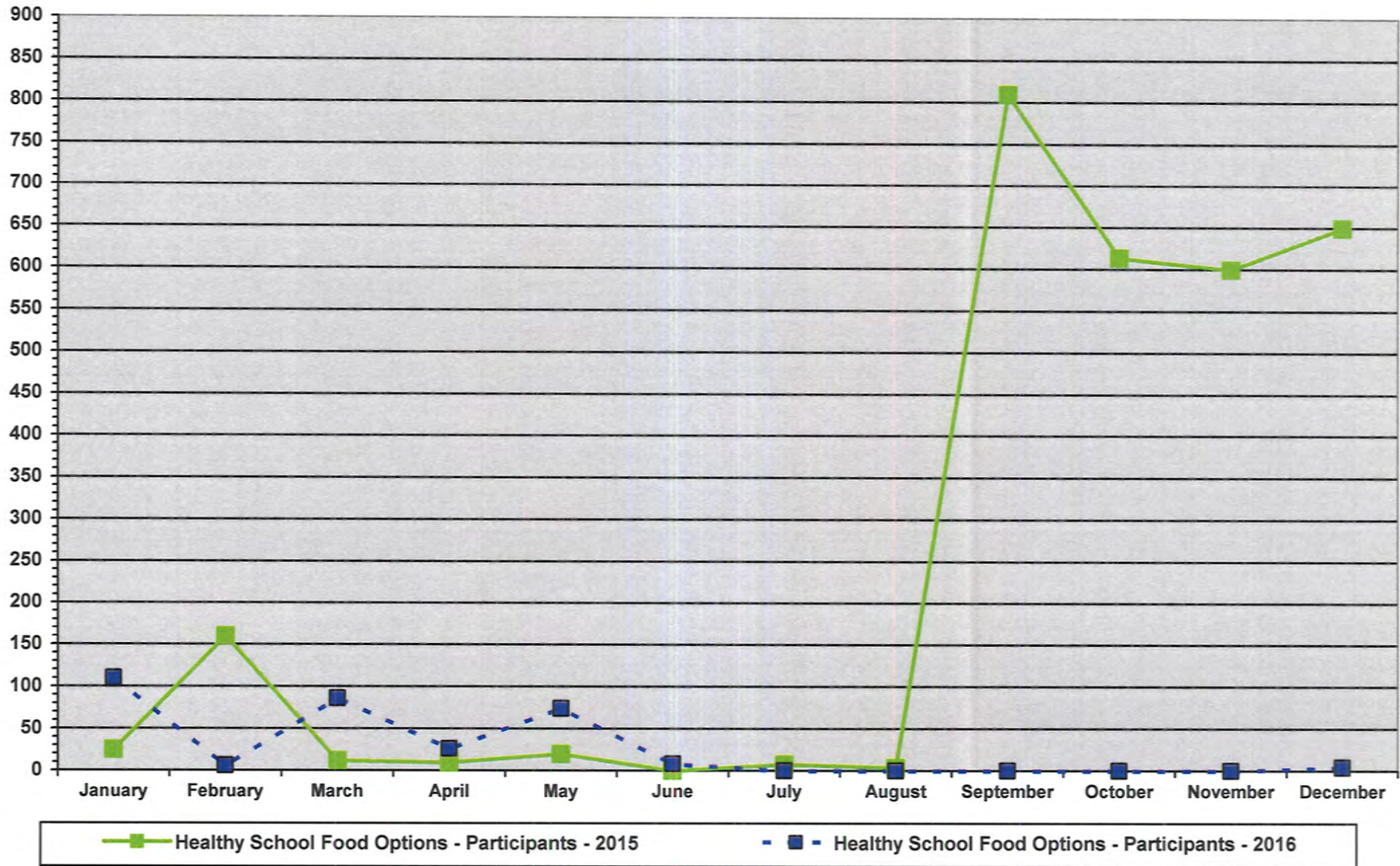


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 20

## SHIP - Healthy School Food Options - Participants



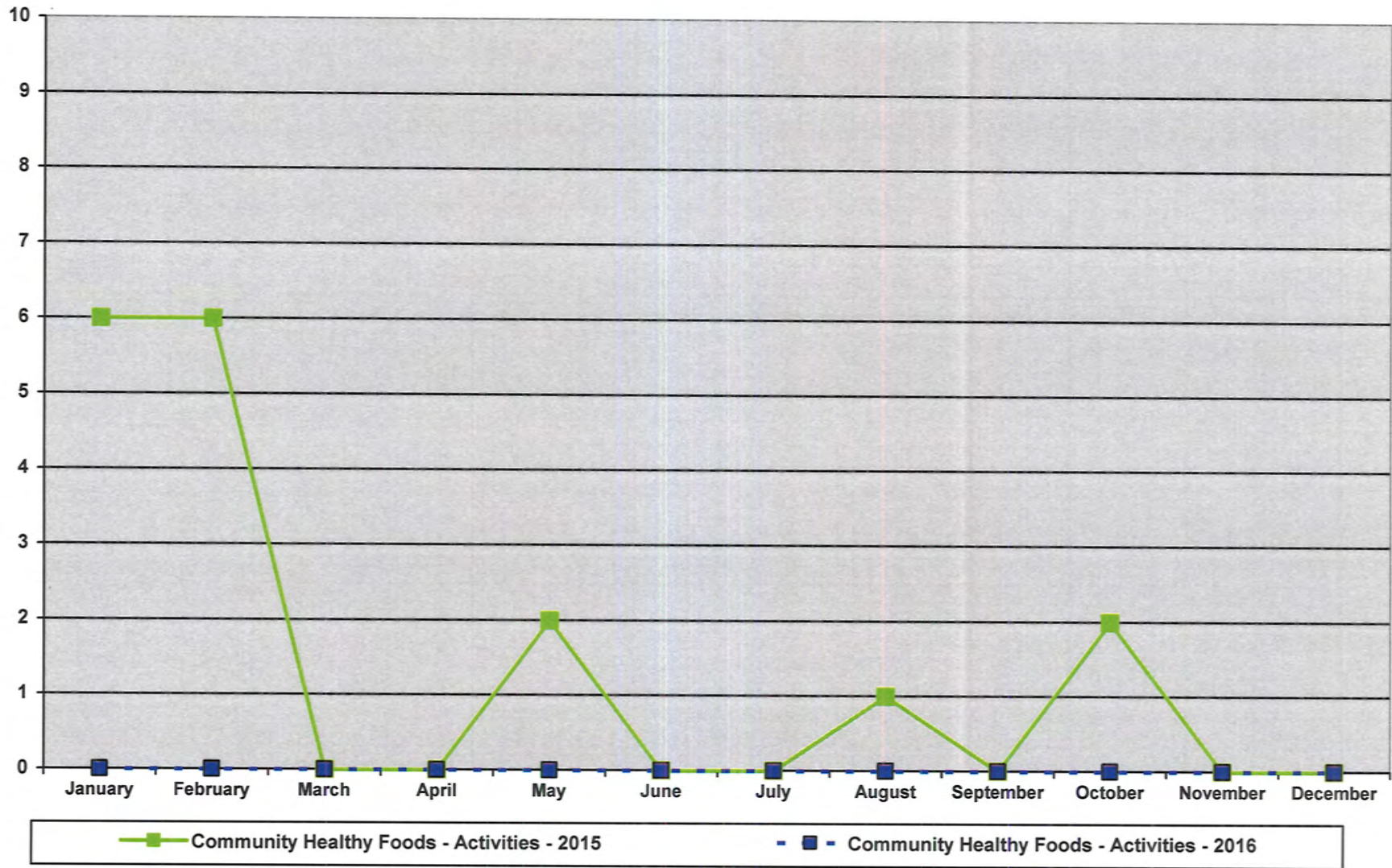


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 21

### SHIP - Community Healthy Foods - Activities

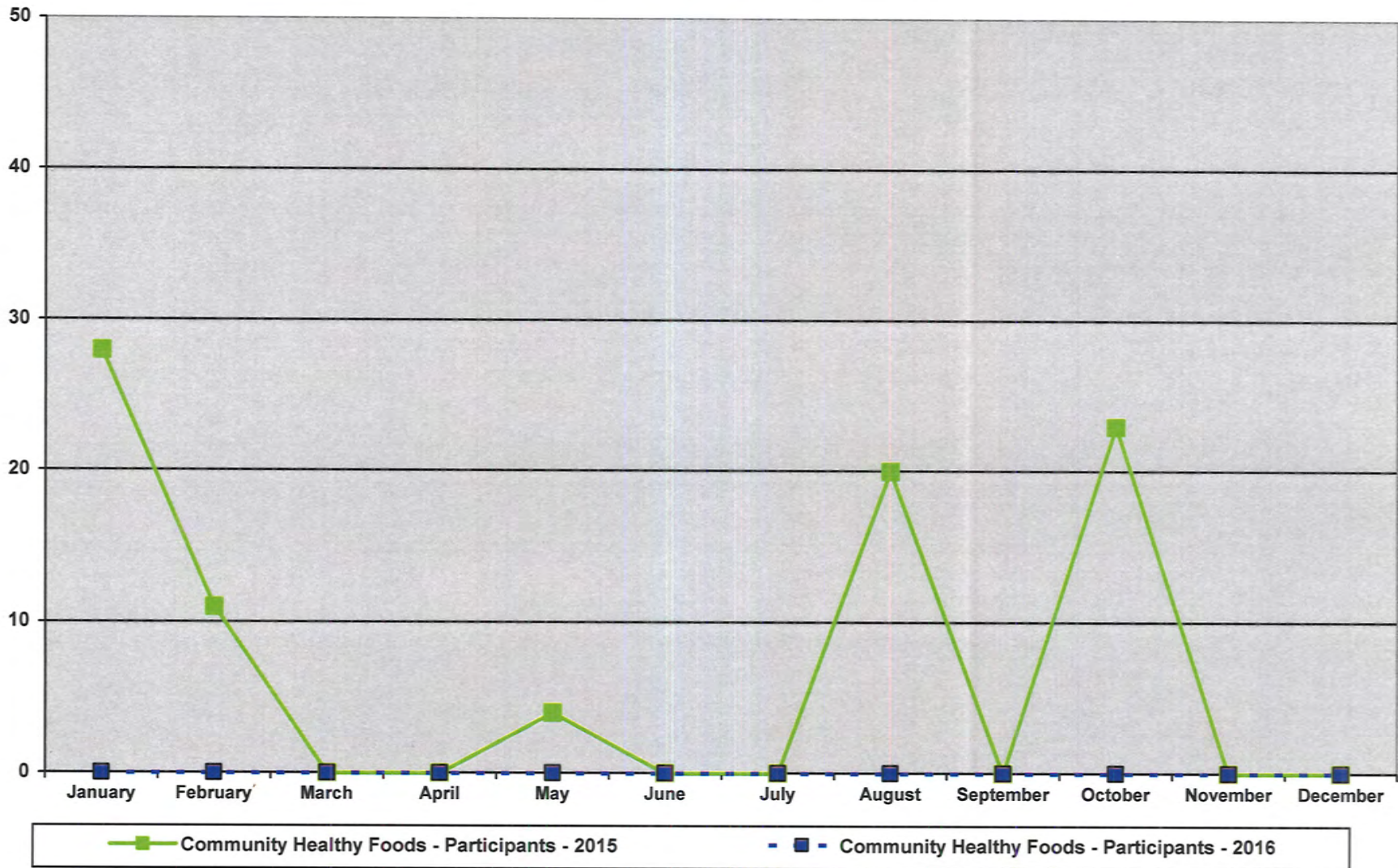


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 22

### SHIP - Community Healthy Foods - Participants



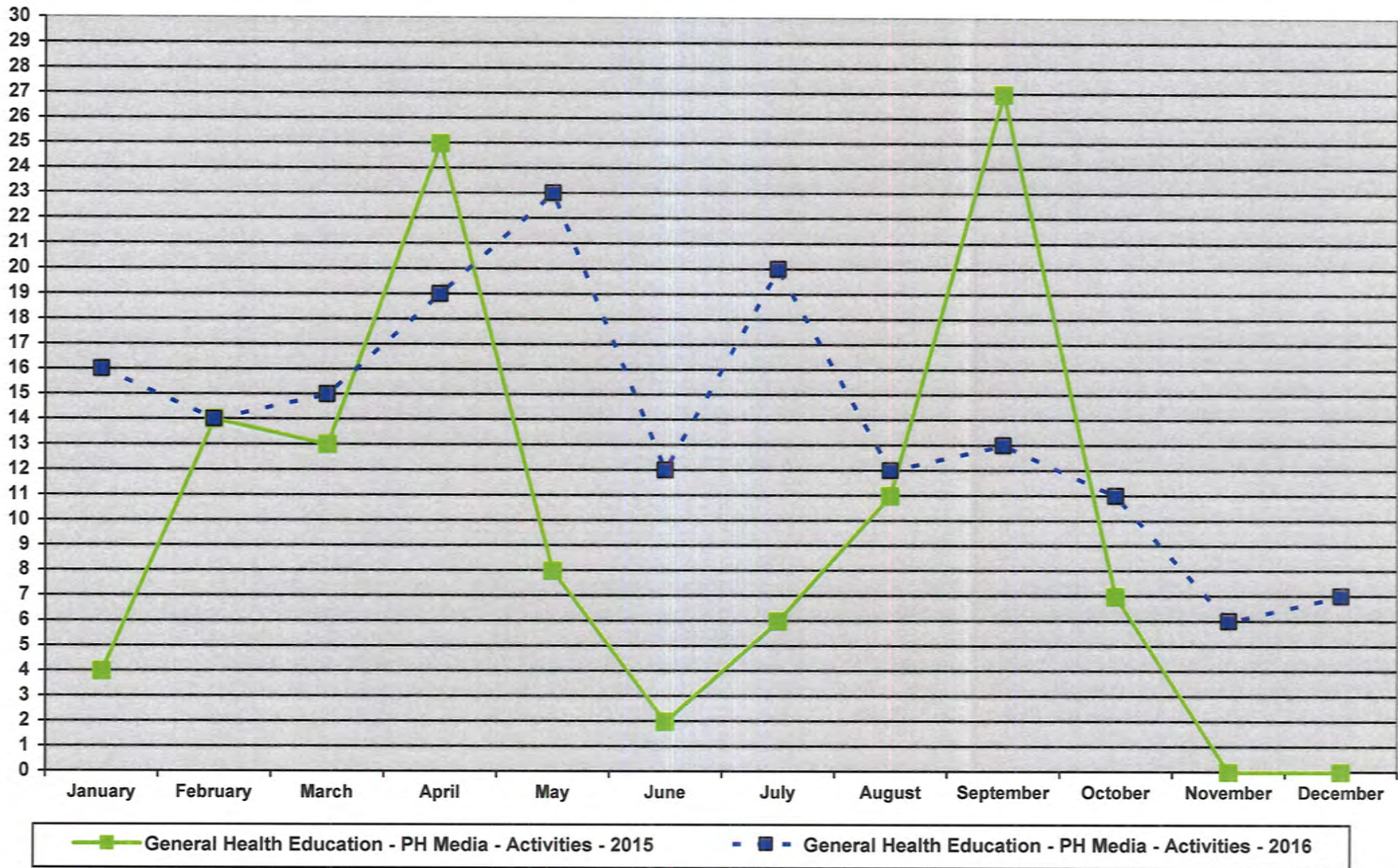


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 23

### SHIP - General Health Education - PH Media - Activities

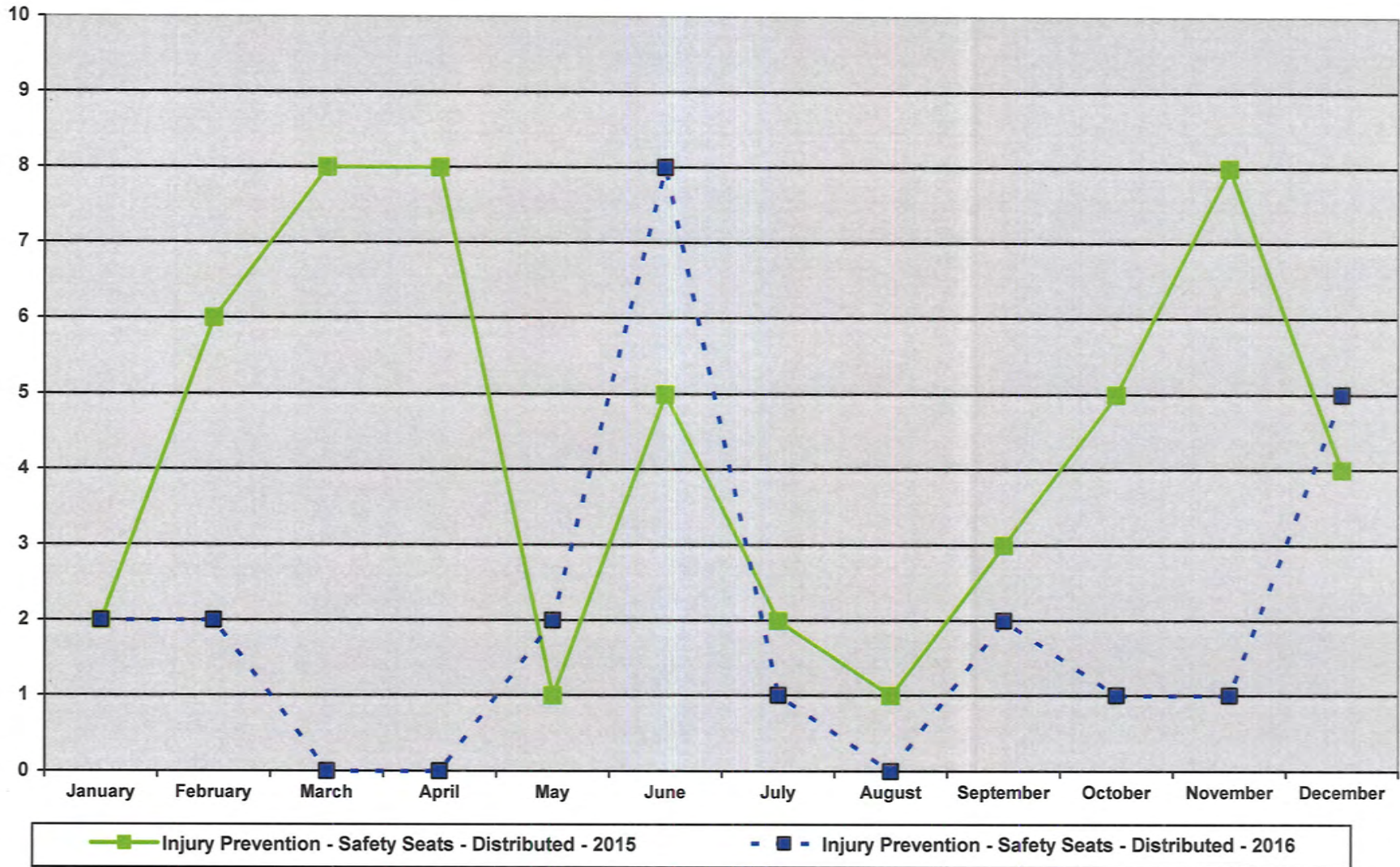


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 24

## Injury Prevention - Safety Seats - Distributed



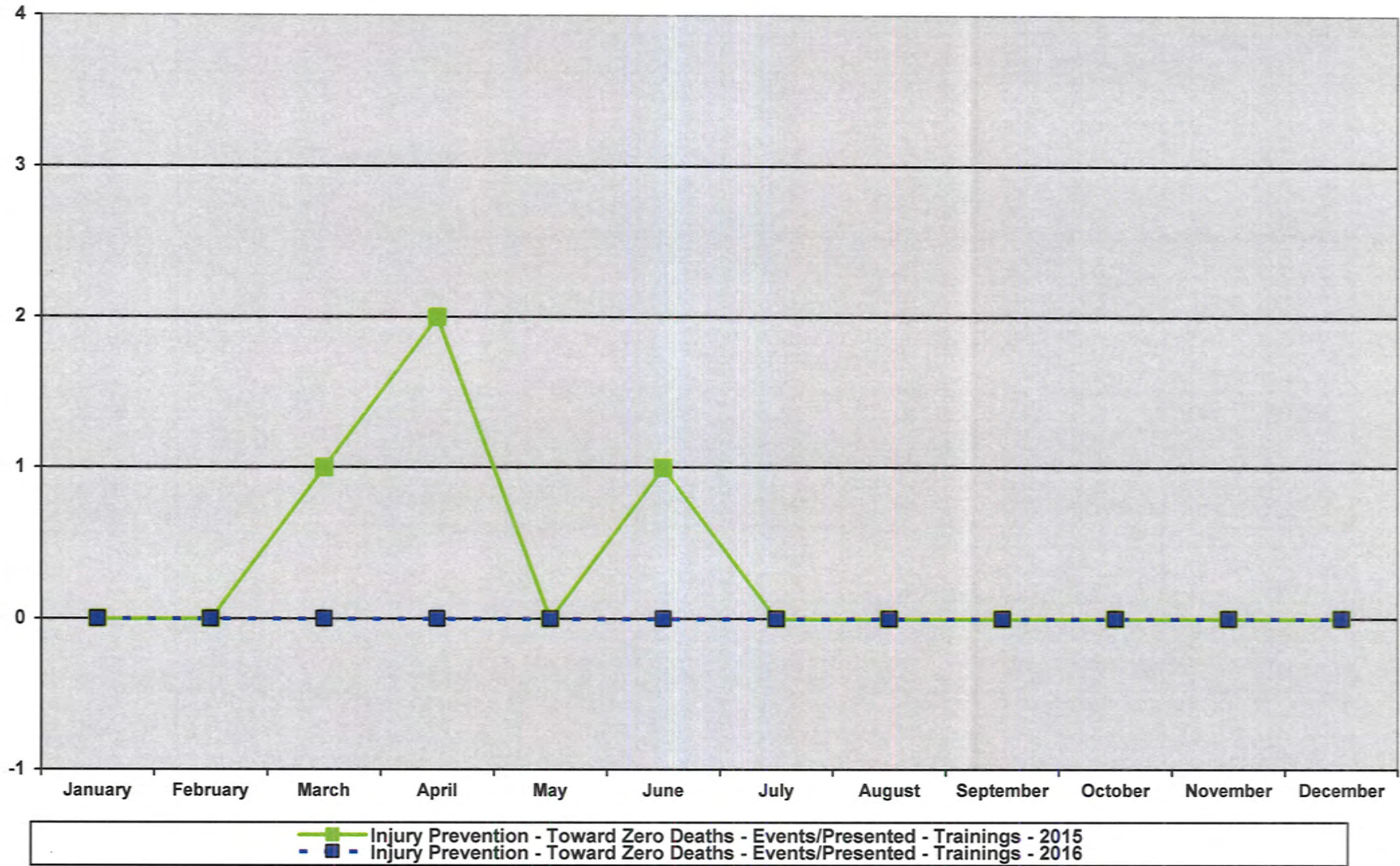


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 25

**Injury Prevention - Toward Zero Deaths - Events / Presented - Trainings**

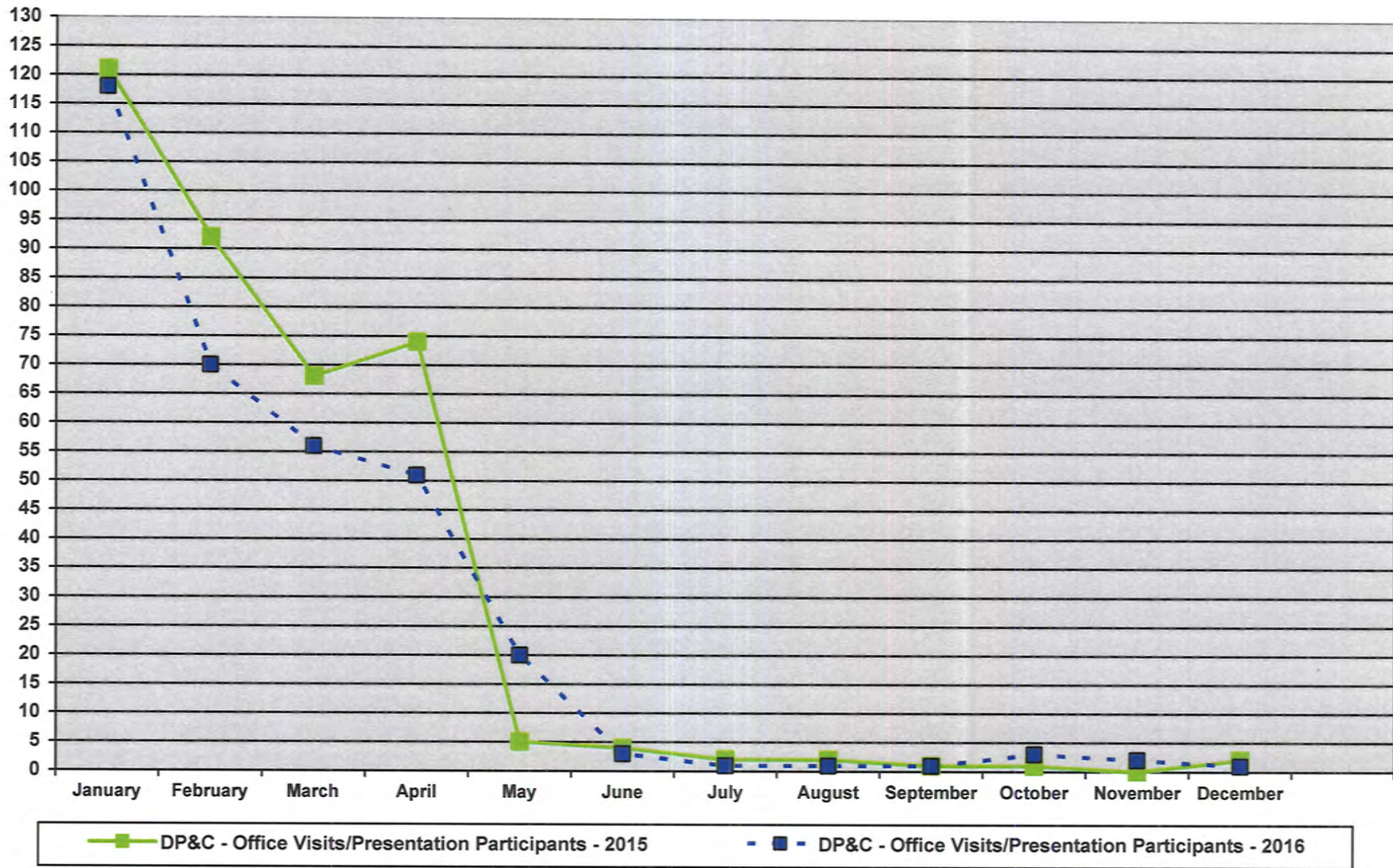


# PUBLIC HEALTH STATISTICS

PREVENT THE SPREAD OF INFECTIOUS DISEASE

Chart 26

Disease Prevention & Control (DP&C) - Office Visits / Presentation Participants



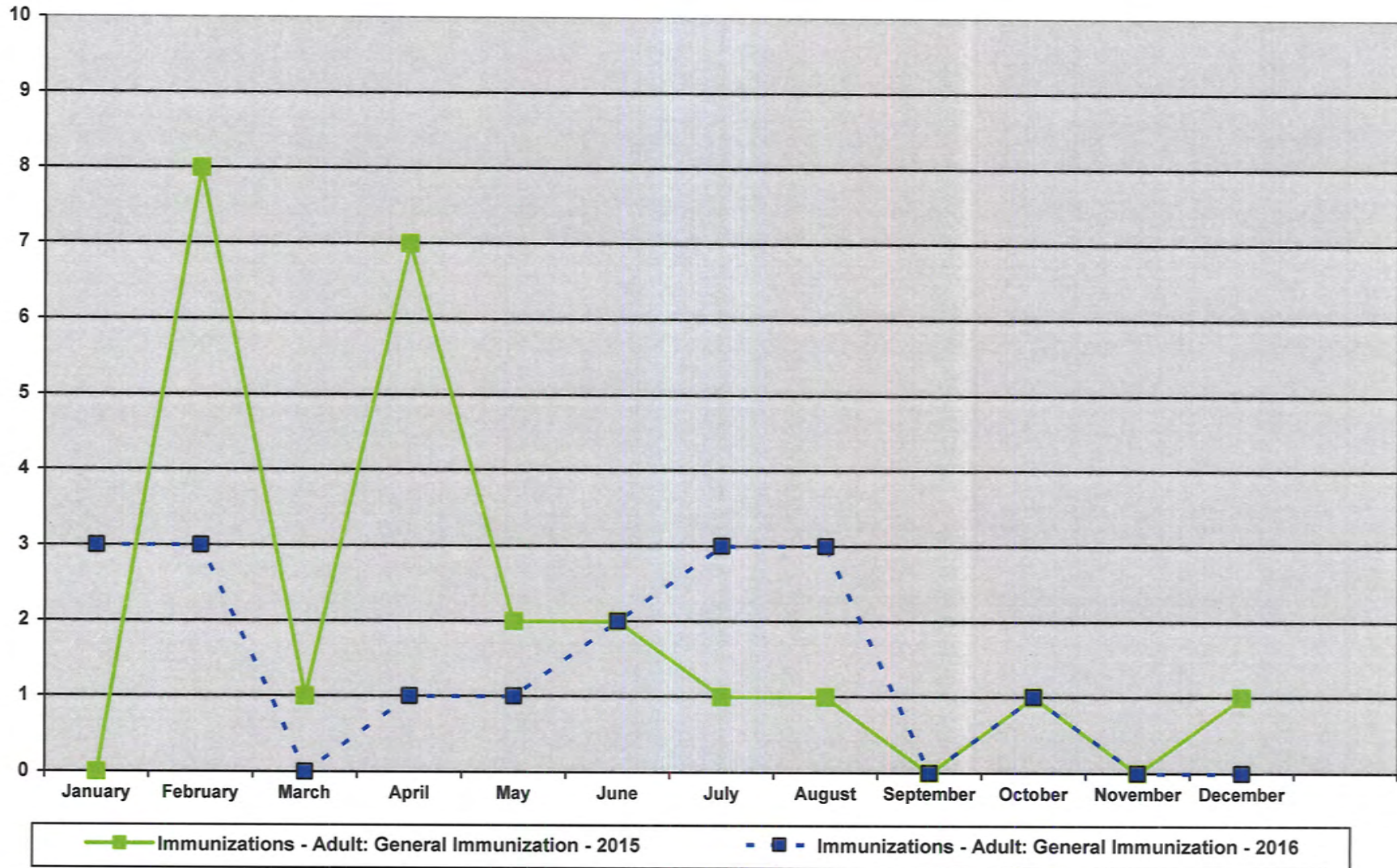


# PUBLIC HEALTH STATISTICS

PREVENT THE SPREAD OF INFECTIOUS DISEASE

Chart 27

## Immunizations - Adult: General Immunizations

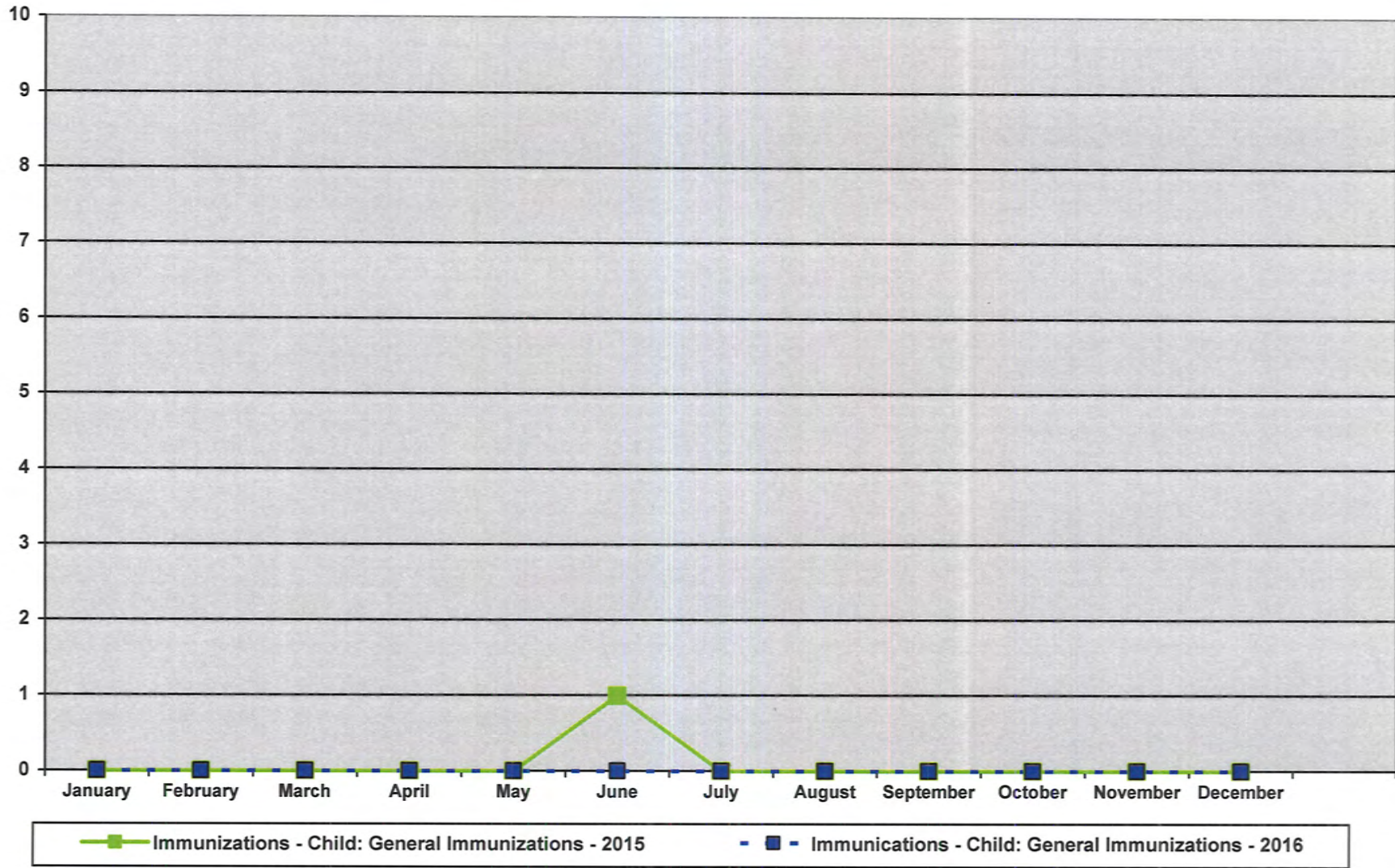


# PUBLIC HEALTH STATISTICS

PREVENT THE SPREAD OF INFECTIOUS DISEASE

Chart 28

## Immunizations - Child: General Immunization



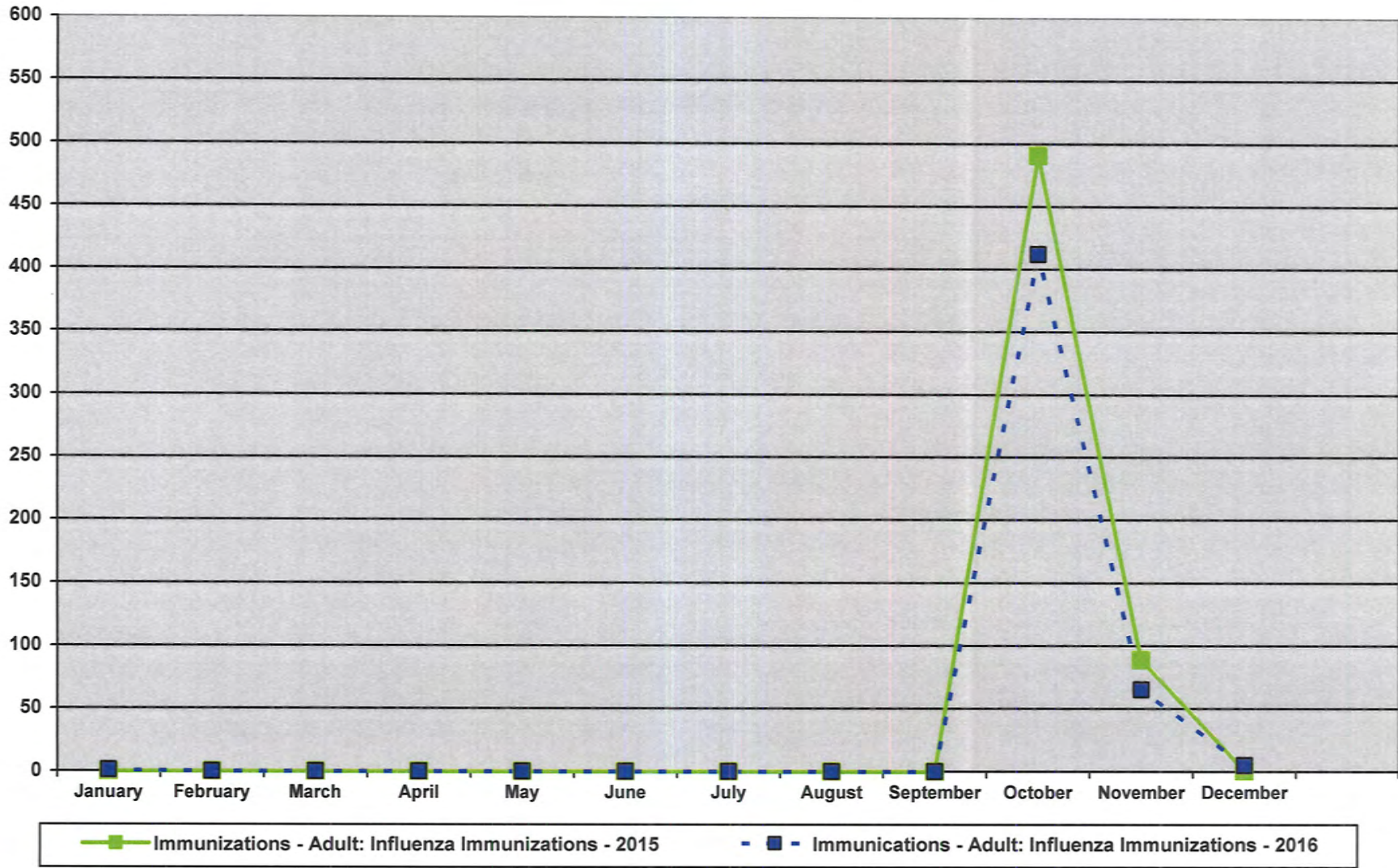


# PUBLIC HEALTH STATISTICS

PREVENT THE SPREAD OF INFECTIOUS DISEASE

Chart 29

## Immunizations - Adult: Influenza Immunization

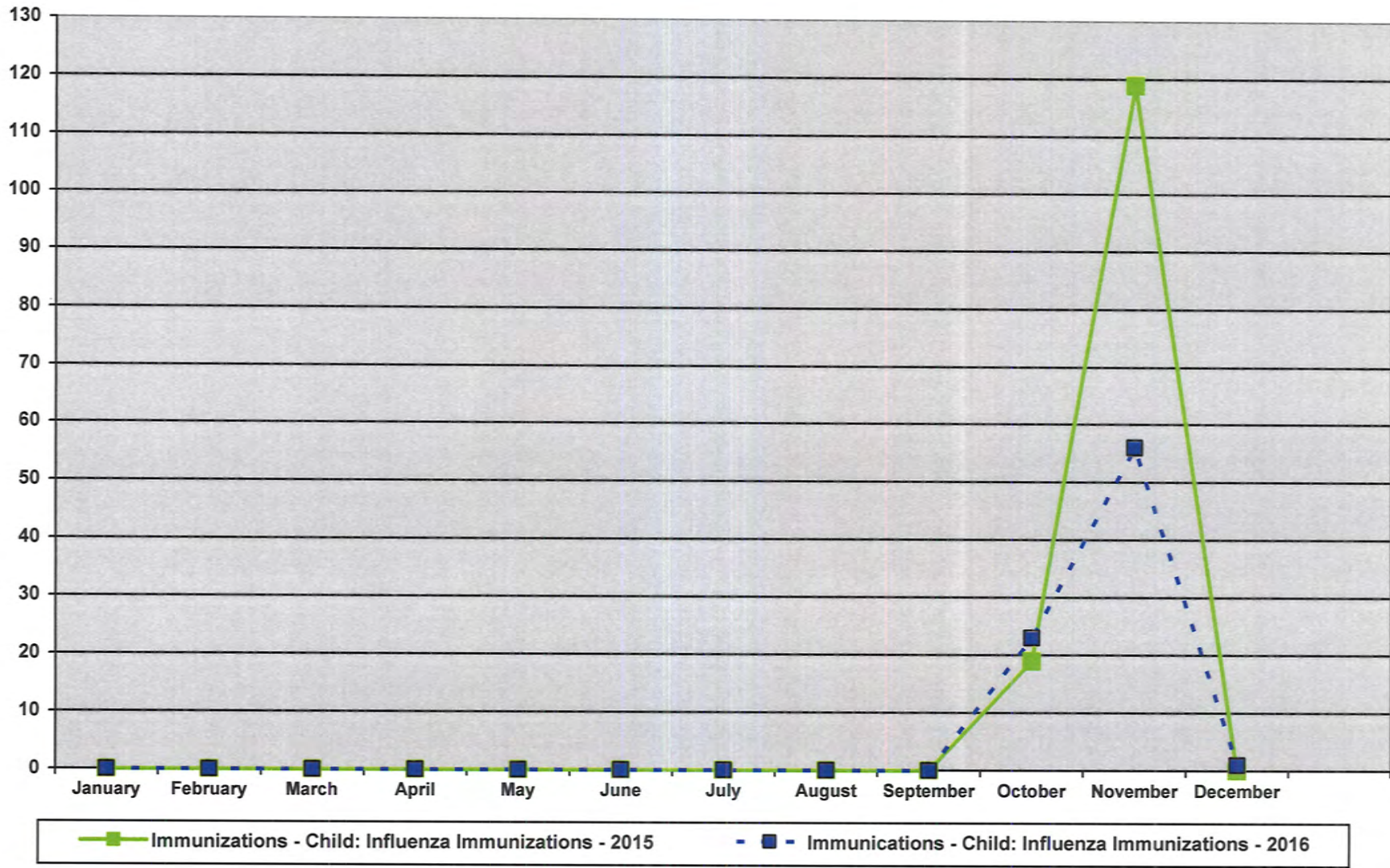


# PUBLIC HEALTH STATISTICS

PREVENT THE SPREAD OF INFECTIOUS DISEASE

Chart 30

## Immunizations - Child: Influenza Immunization



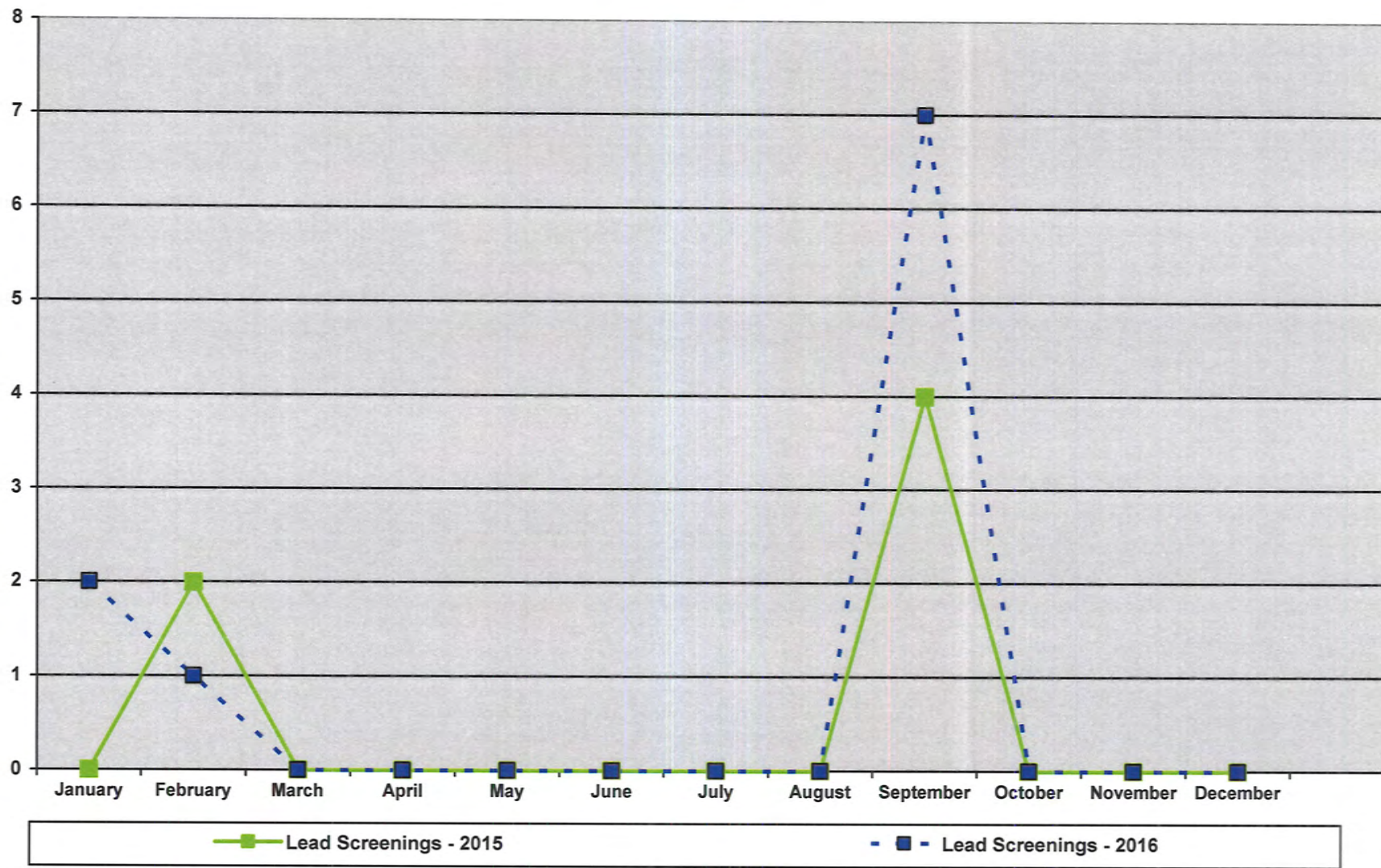


# PUBLIC HEALTH STATISTICS

PROTECT AGAINST ENVIRONMENTAL HEALTH HAZARDS

Chart 31

## Lead Screenings

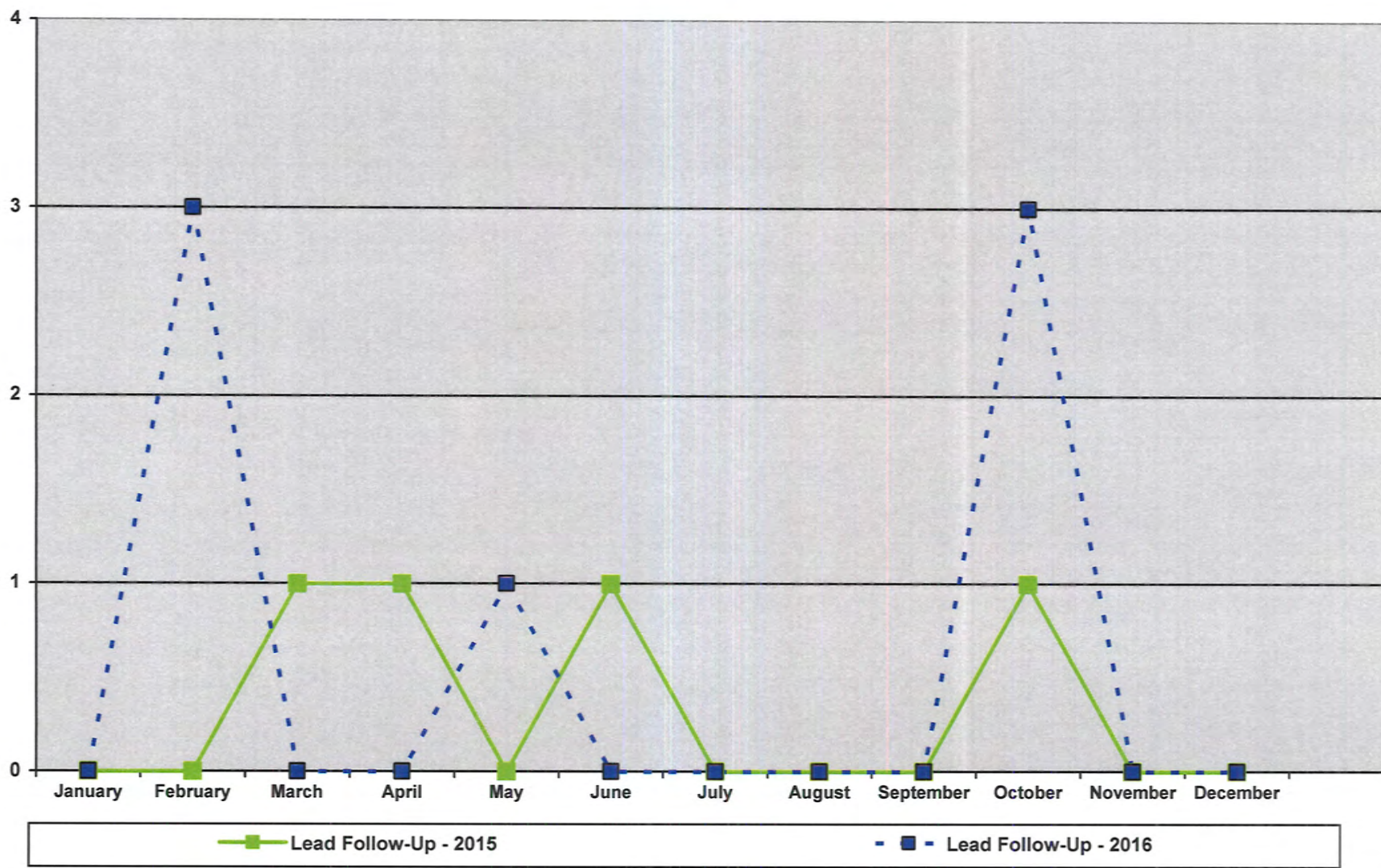


# PUBLIC HEALTH STATISTICS

PROTECT AGAINST ENVIRONMENTAL HEALTH HAZARDS

Chart 32

## Lead Follow-Up



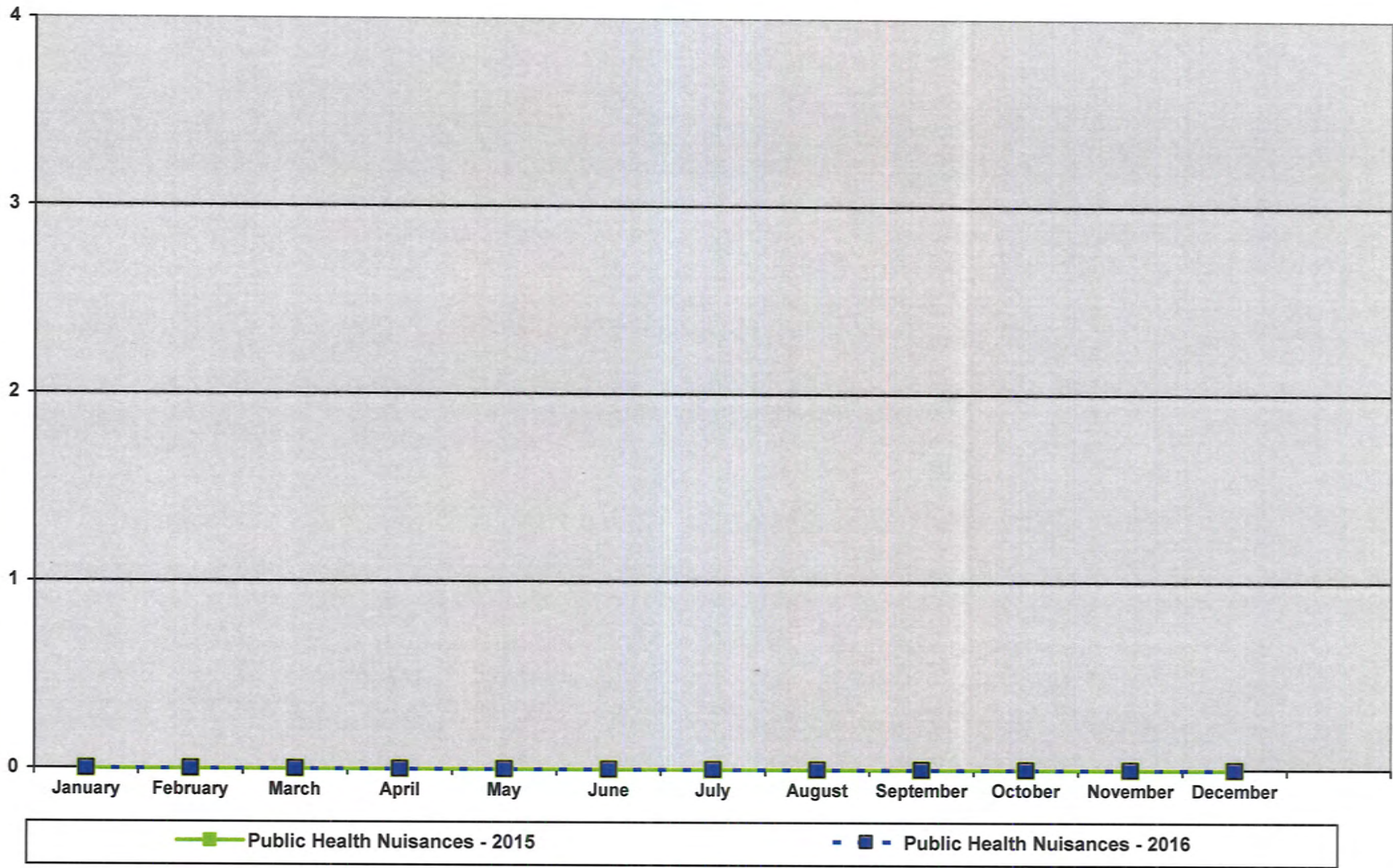


# PUBLIC HEALTH STATISTICS

PROTECT AGAINST ENVIRONMENTAL HEALTH HAZARDS

Chart 33

## Public Health Nuisances

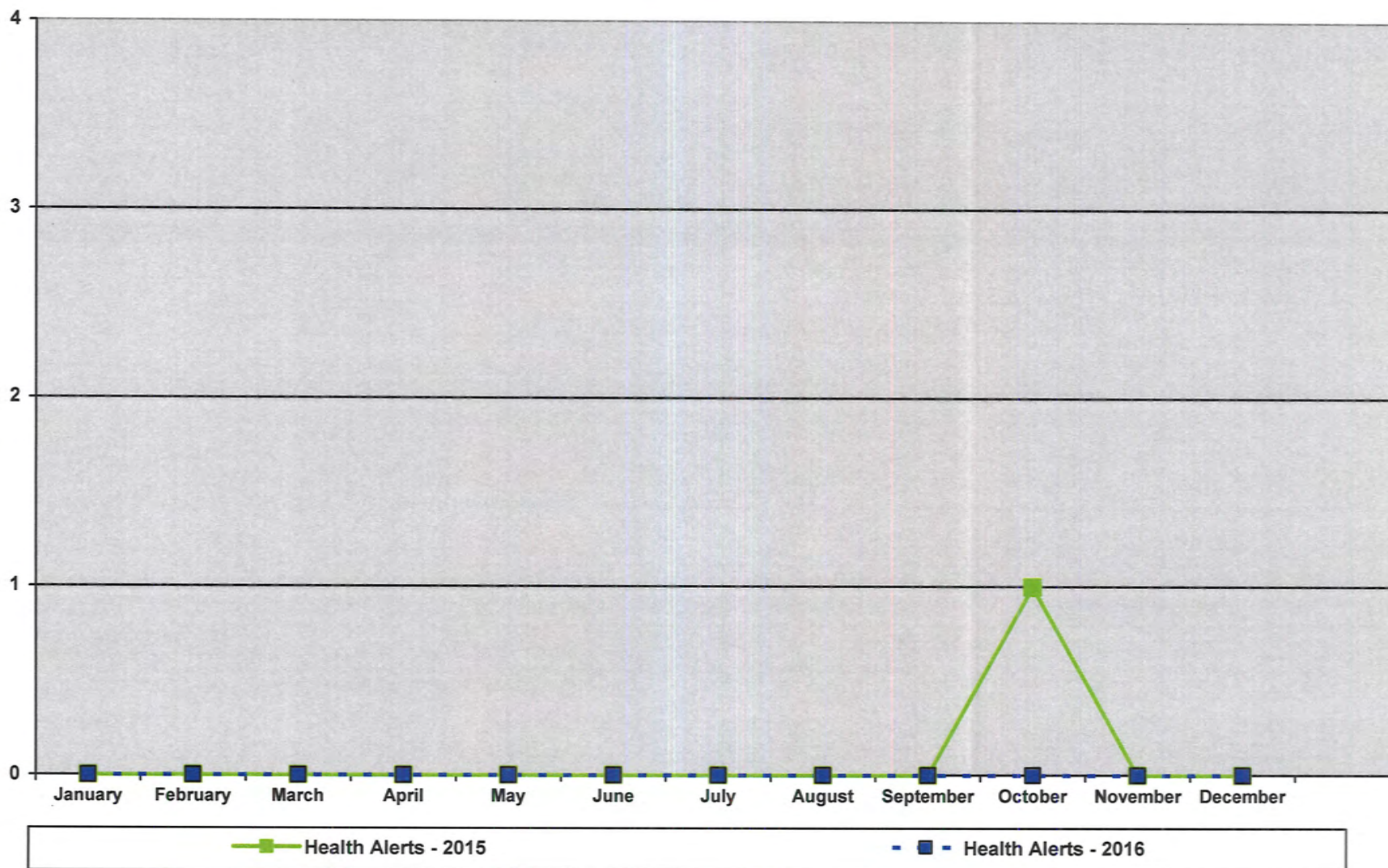


# PUBLIC HEALTH STATISTICS

PREPARE FOR & RESPOND TO DISASTERS & ASSIST COMMUNITIES IN RECOVERY

Chart 34

## Health Alerts



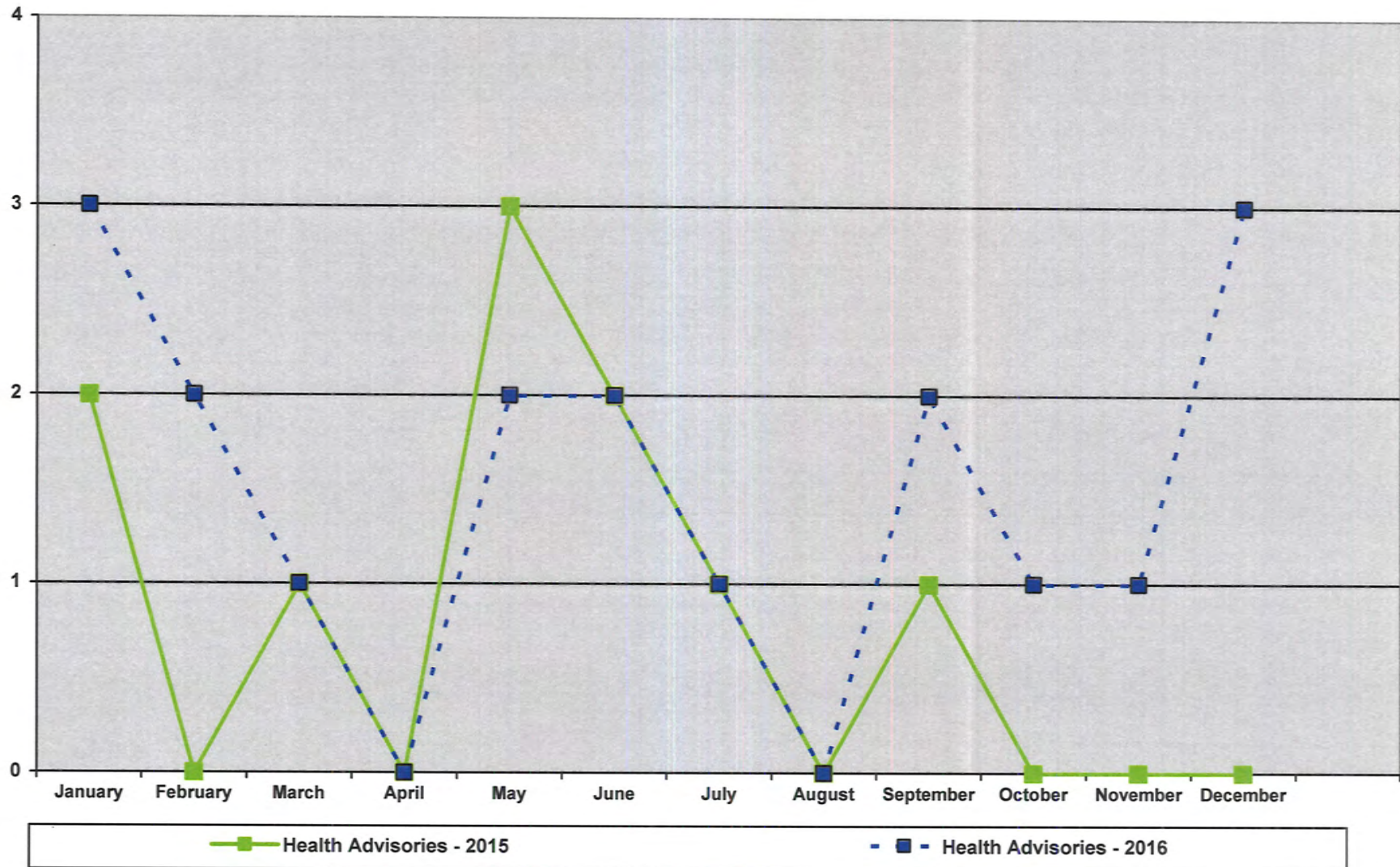


# PUBLIC HEALTH STATISTICS

PREPARE FOR & RESPOND TO DISASTERS & ASSIST COMMUNITIES IN RECOVERY

Chart 35

## Health Advisories

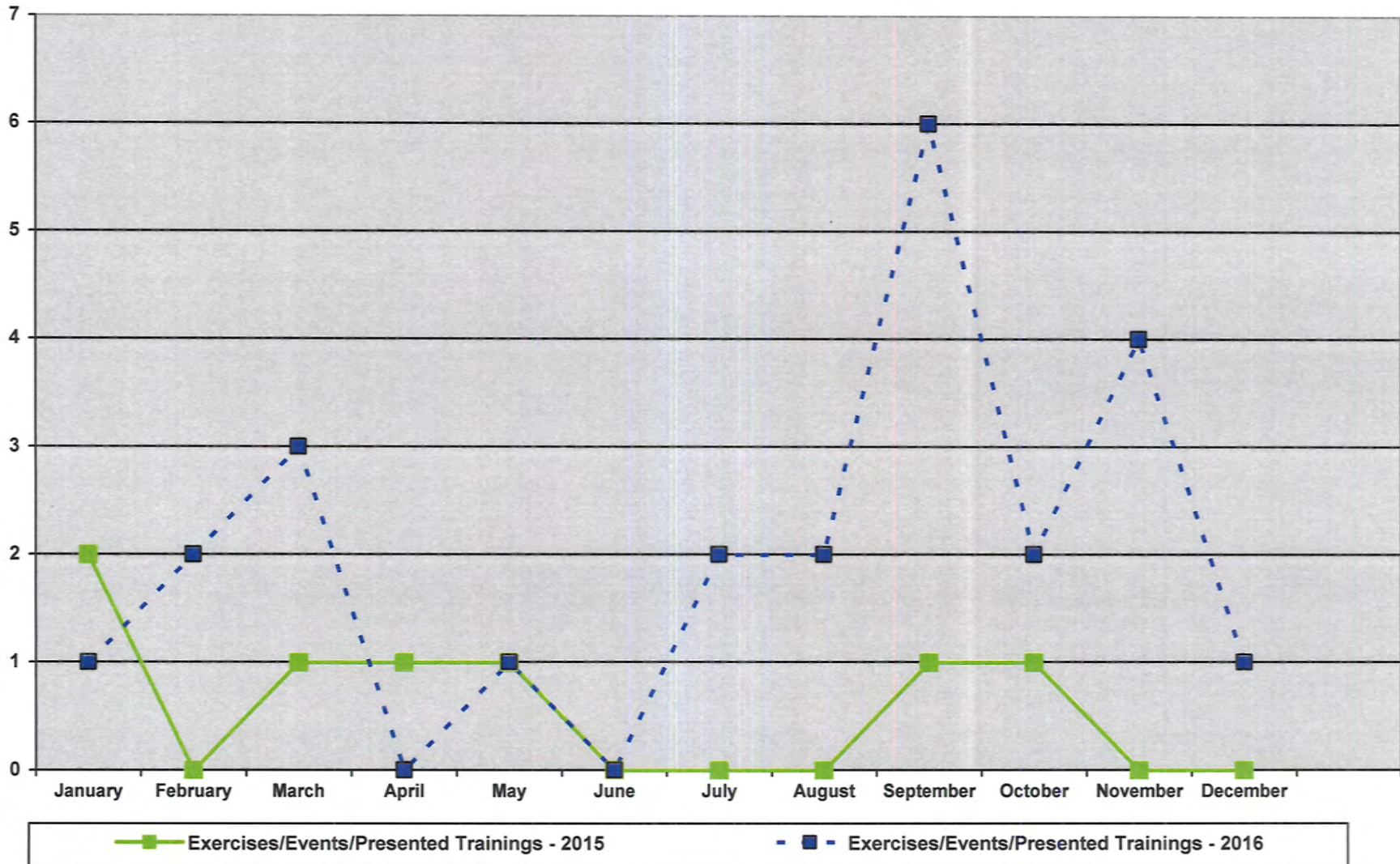


# PUBLIC HEALTH STATISTICS

PREPARE FOR & RESPOND TO DISASTERS & ASSIST COMMUNITIES IN RECOVERY

Chart 36

Exercises / Events / Presented Trainings



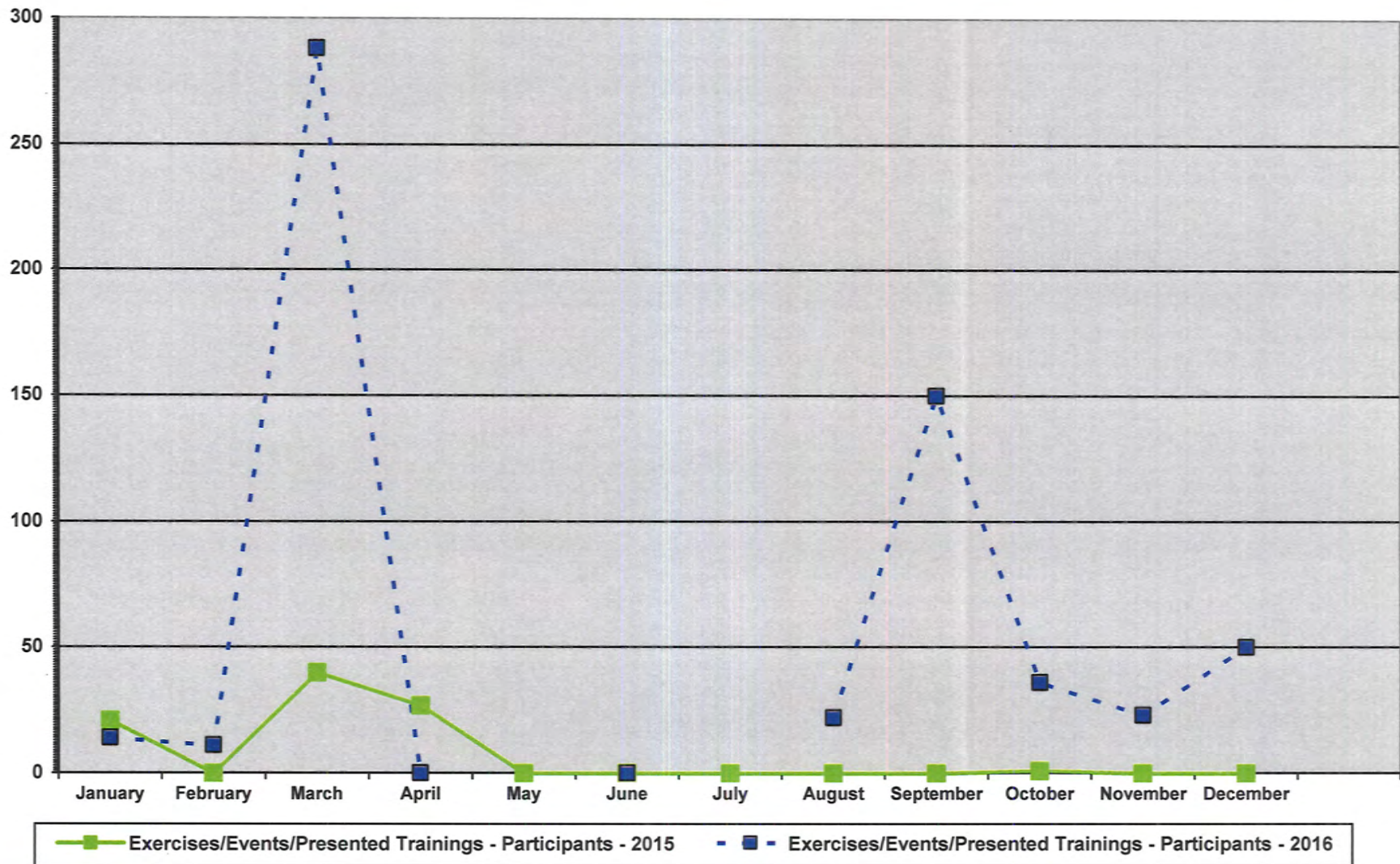


# PUBLIC HEALTH STATISTICS

PREPARE FOR & RESPOND TO DISASTERS & ASSIST COMMUNITIES IN RECOVERY

Chart 37

**Exercises / Events / Presented Trainings: Participants**

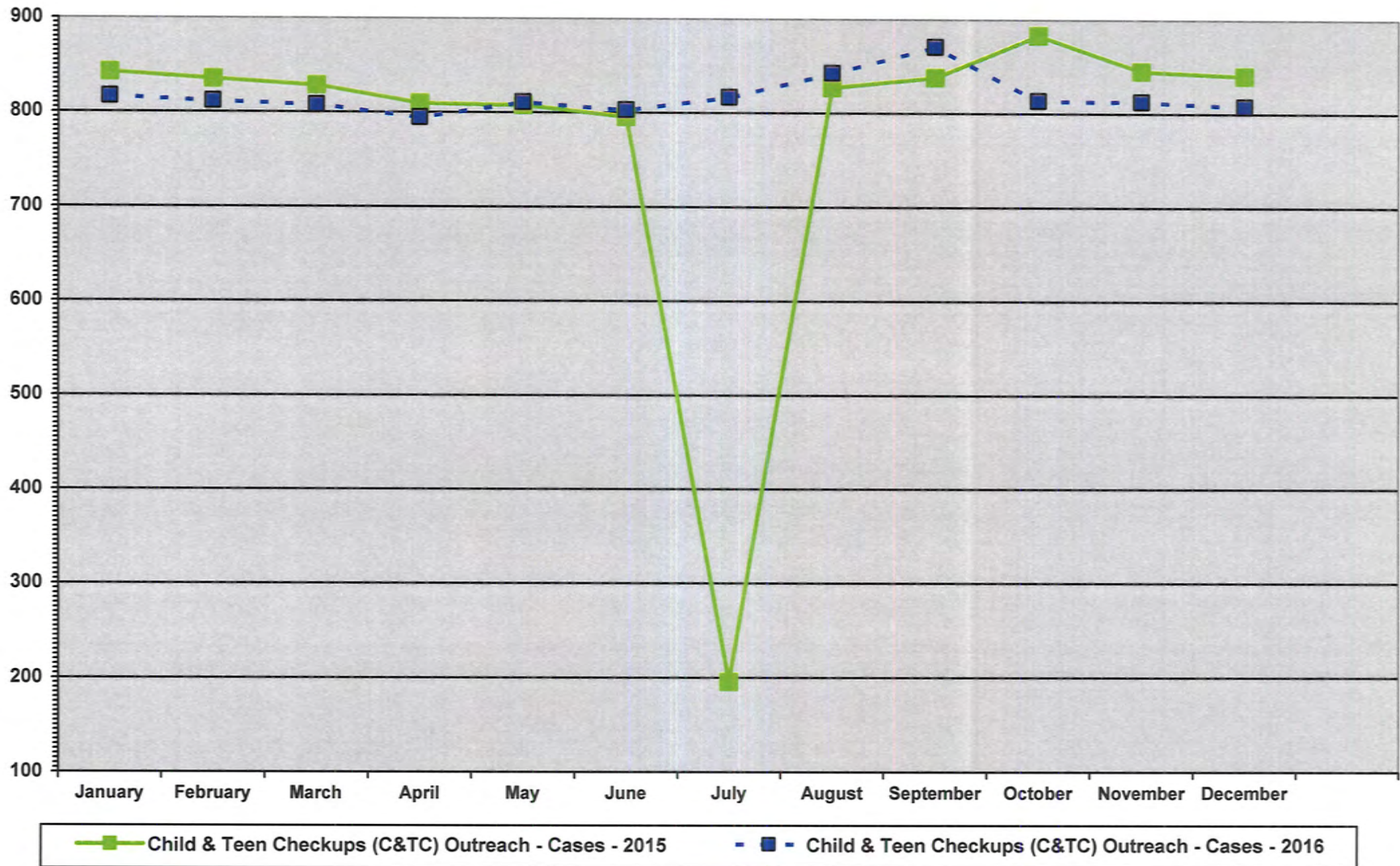


# PUBLIC HEALTH STATISTICS

ASSURE THE QUALITY AND ACCESSIBILITY OF HEALTH SERVICES

Chart 38

### Child & Teen Checkups (C&TC) Outreach: Cases



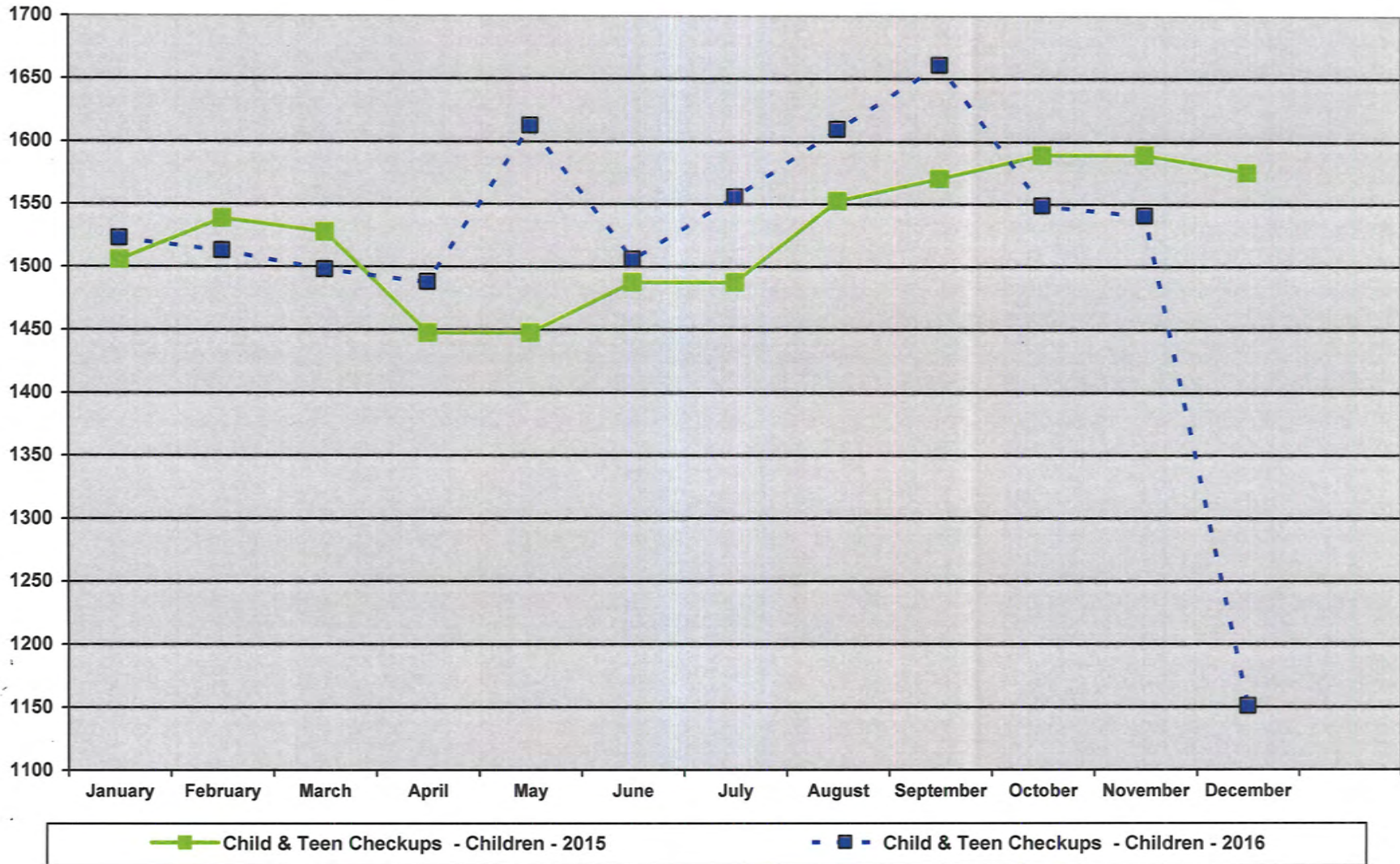


# PUBLIC HEALTH STATISTICS

ASSURE THE QUALITY AND ACCESSIBILITY OF HEALTH SERVICES

Chart 39

## Child & Teen Checkups (C&TC) Outreach: Children

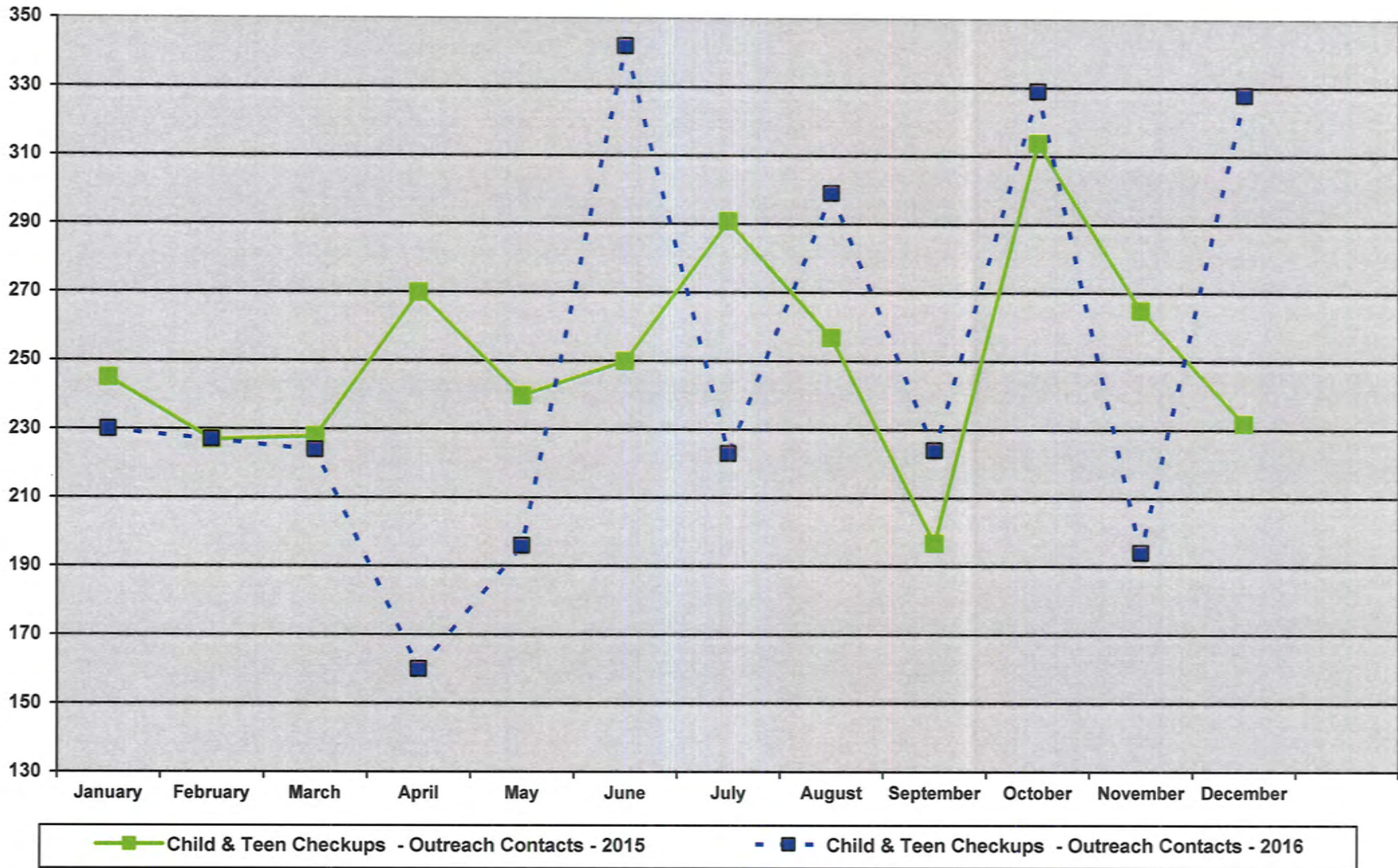


# PUBLIC HEALTH STATISTICS

ASSURE THE QUALITY AND ACCESSIBILITY OF HEALTH SERVICES

Chart 40

### Child & Teen Checkups (C&TC) Outreach: Outreach Contacts



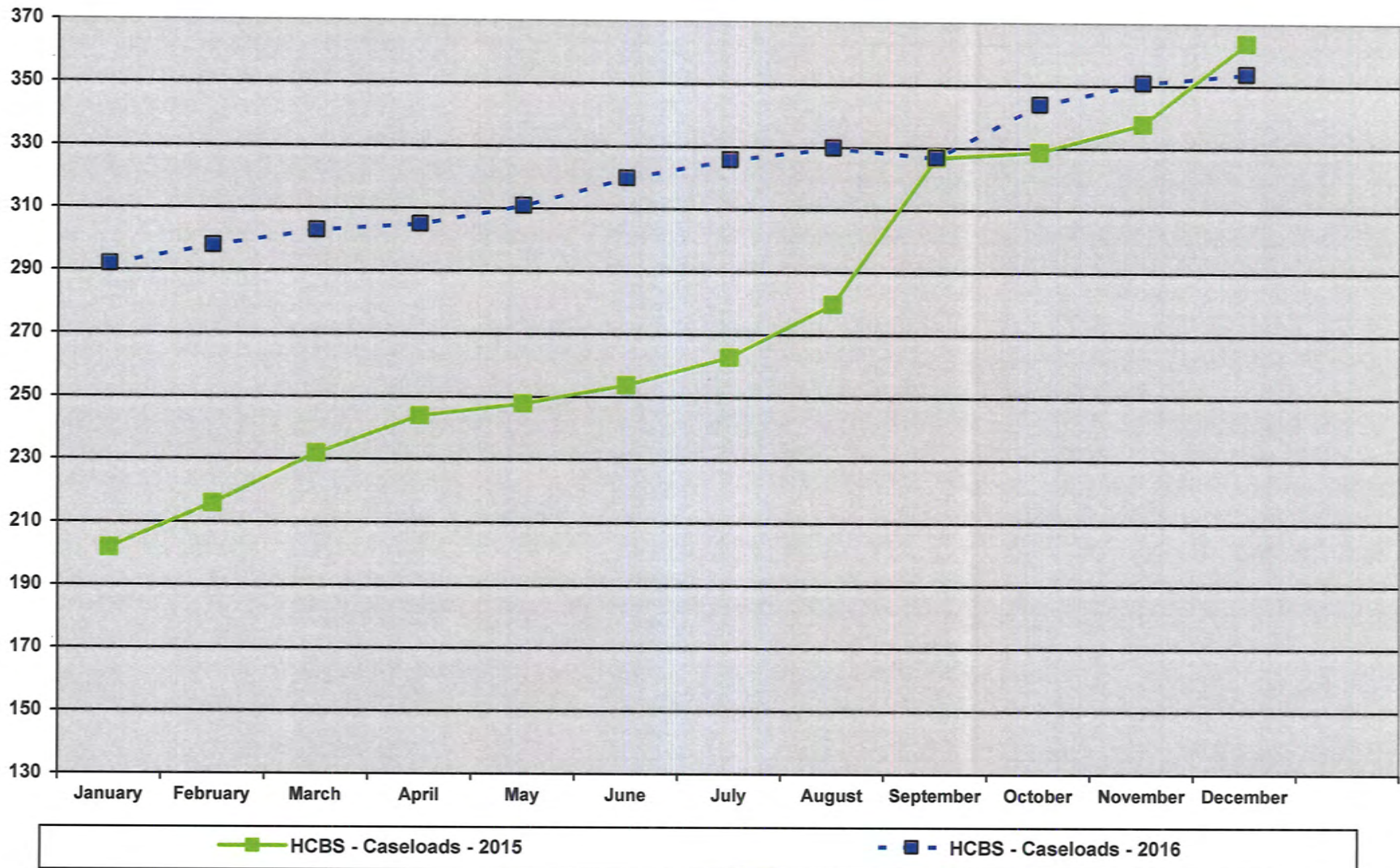


# PUBLIC HEALTH STATISTICS

## HOME & COMMUNITY BASED SERVICES (HCBS)

Chart 41

### HCBS - Caseloads

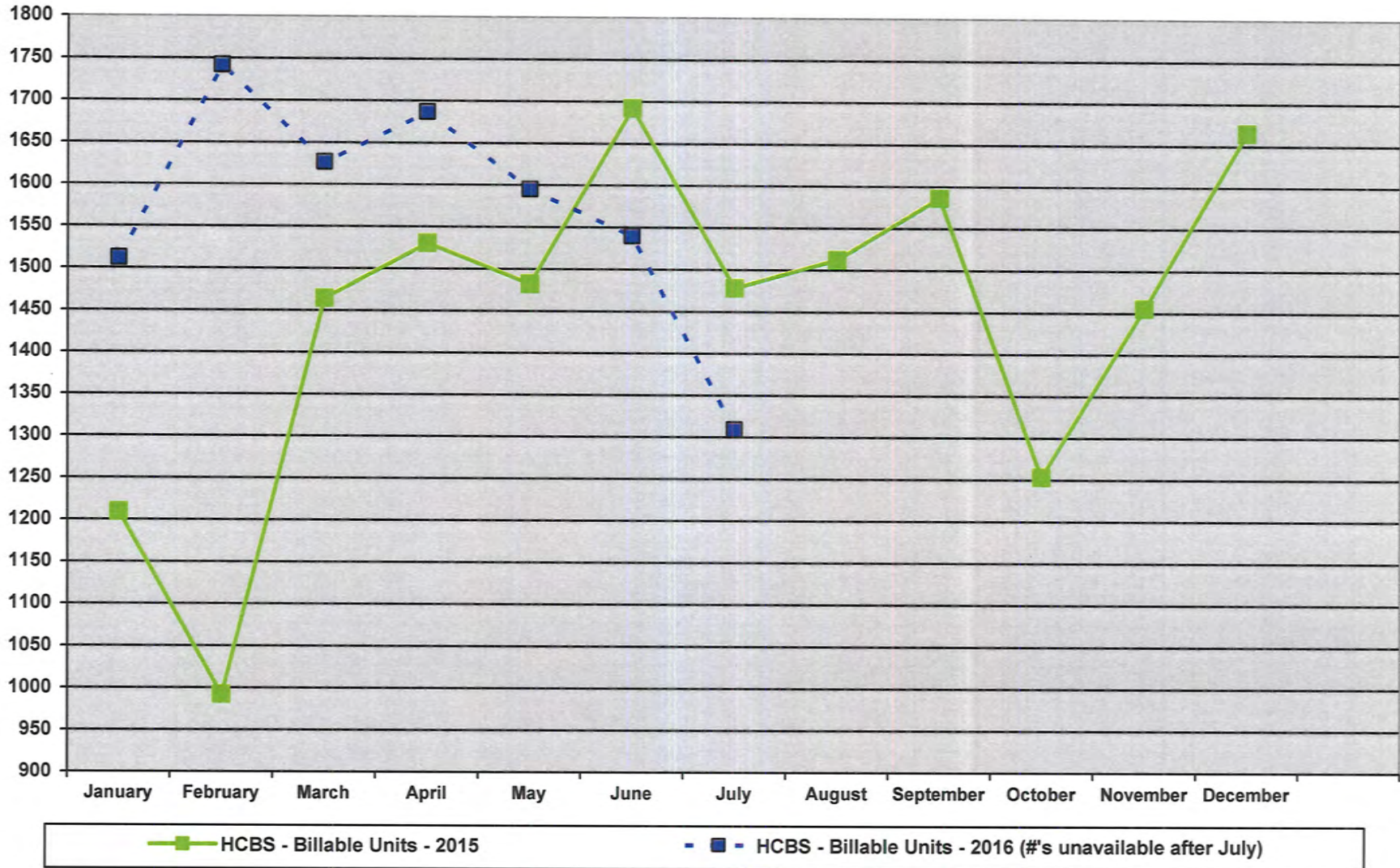


# PUBLIC HEALTH STATISTICS

## HOME & COMMUNITY BASED SERVICES (HCBS)

Chart 42

### HCBS - Billable Units



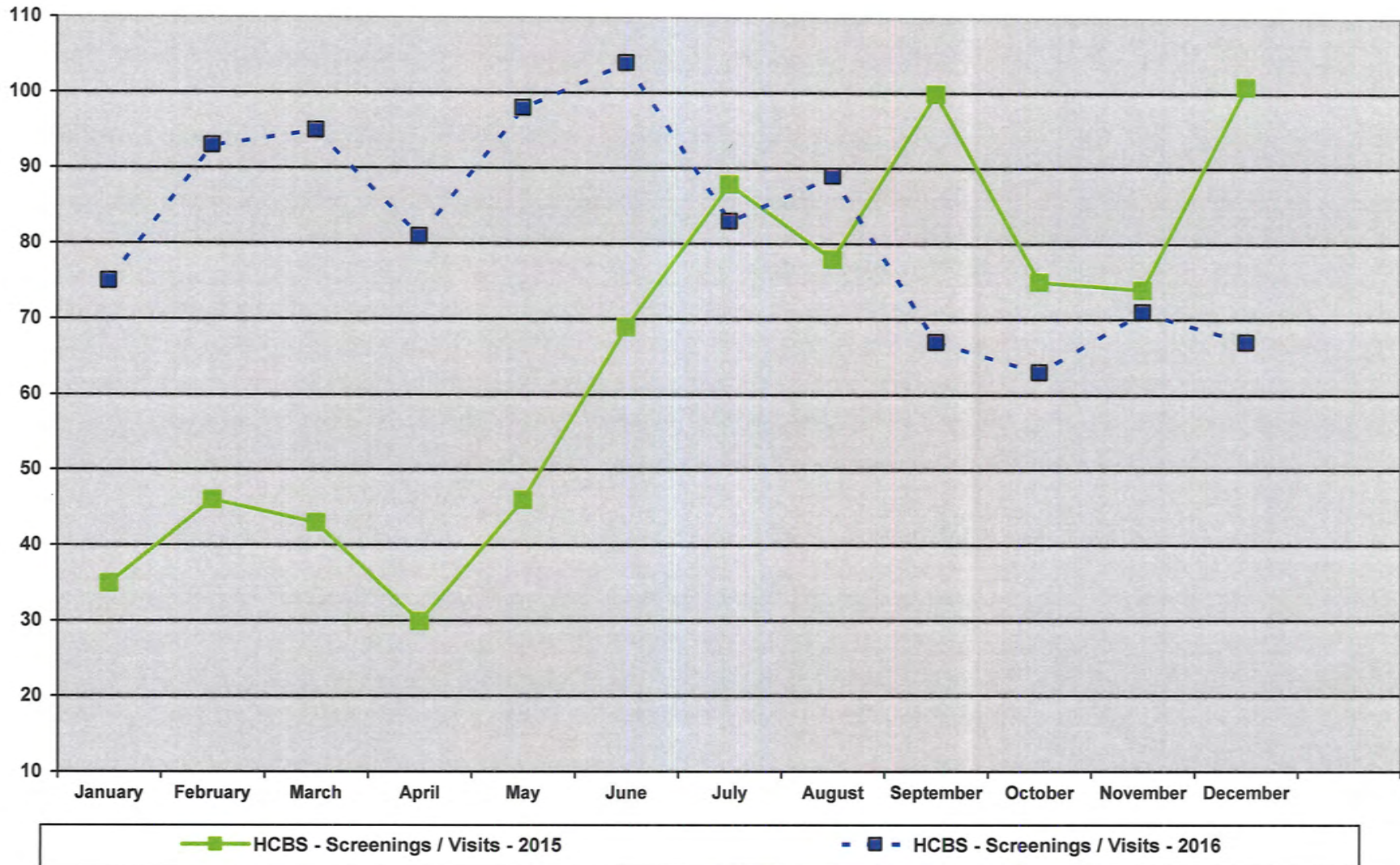


# PUBLIC HEALTH STATISTICS

## HOME & COMMUNITY BASED SERVICES (HCBS)

Chart 43

### HCBS - Screenings / Visits

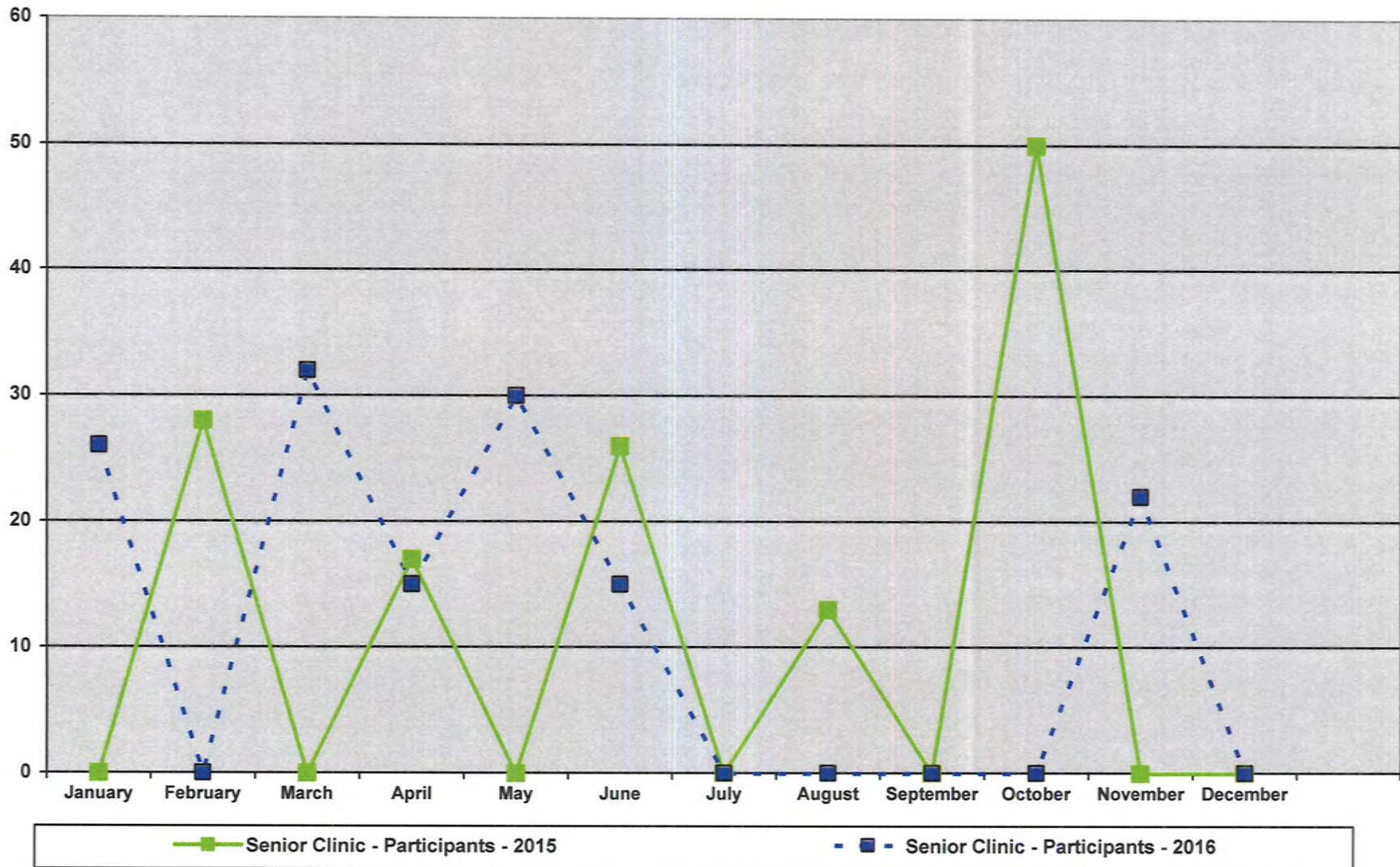


# PUBLIC HEALTH STATISTICS

HOME & COMMUNITY BASED SERVICES (HCBS)

Chart 44

## Senior Clinics - Participants





# SOCIAL SERVICE CASELOAD STATISTICS

2015 - 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Total Cases Open - 2016	634	631	626	624	621	613	604	612	614	628	636	643	624
Total Cases Open - 2015	568	589	598	597	582	577	578	585	604	597	616	629	593
Total Number of Workgroups - 2016	665	660	654	655	652	638	629	635	637	652	662	670	651
Total Number of Workgroups - 2015	593	613	626	629	613	604	605	610	630	624	643	656	621
Total Client Count - 2016	1211	1184	1156	1177	1180	1130	1110	1122	1107	1156	1151	1137	1152
Total Client Count - 2015	1150	1186	1216	1207	1159	1137	1159	1163	1188	1158	1202	1232	1180
Cases Opened During the Month - 2016	41	37	40	40	33	40	46	59	51	48	45	40	43
Cases Opened During the Month - 2015	48	41	39	32	24	33	41	44	38	40	49	30	38
Cases Closed During the Month - 2016	22	38	40	36	43	51	45	33	41	21	30	51	38
Cases Closed During the Month - 2015	27	19	27	41	30	35	33	25	32	28	26	25	29
Intakes During the Month - 2016	75	74	83	65	63	64	81	83	91	86	84	85	78
Intakes During the Month - 2015	76	75	107	81	64	58	68	78	55	71	76	73	74
Children in Out of Home Placements													
* Individual Children - Monthly - 2016	39	42	44	36	38	40	32	35	40	37	35	36	38
* Individual Children - Monthly - 2015	22	21	22	27	29	25	24	32	35	33	40	41	29
Adm - 2016	31	34	36	29	30	31	25	28	33	30	28	29	30
Adm - 2015	16	15	16	21	22	19	19	27	29	26	32	31	23
IV-E - 2016	8		8	8	7	8	9	7	7	7	7	7	8
IV-E - 2015	6	6	6	6	6	6	5	5	6	7	8	10	6
Changes in Placements Away From Home - 2016	5	7	13	2	3	9	1	4	1	1	7	3	5
Changes in Placements Away From Home - 2015	2	3	5	3	6	2	1	3	7	4	5	11	4
Court Appearances - 2016	26	22	24	13	24	15	9	14	22	19	5	13	17
Court Appearances - 2015	14	5	14	12	15	11	11	10	11	15	16	23	13
Maltreatment Screenings - Adult - 2016	9	7	4	6	4	14	9	13	6	5	7	7	8
Maltreatment Screenings - Adult - 2015	13	12	24	26	15	7	9	5	5	4	11	13	12
Maltreatment Screenings - Children - 2016	5	13	22	19	16	15	15	14	24	19	20	21	15
Maltreatment Screenings - Children - 2015	17	13	18	11	9	13	17	20	5	13	15	17	14

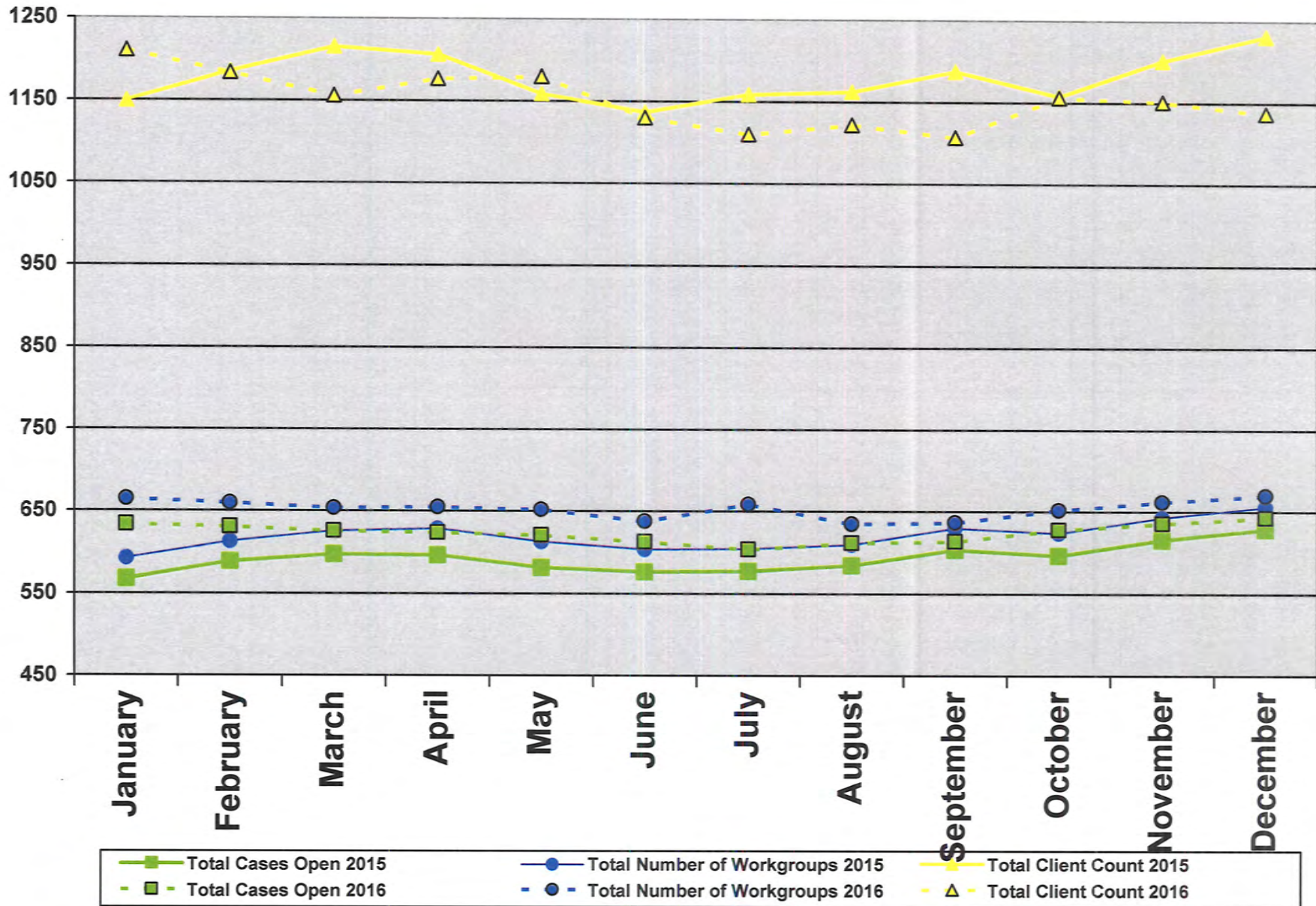




# SOCIAL SERVICE CASELOAD STATISTICS

Chart 1

Total Cases Open / Total Number of Workgroups / Total Client Count

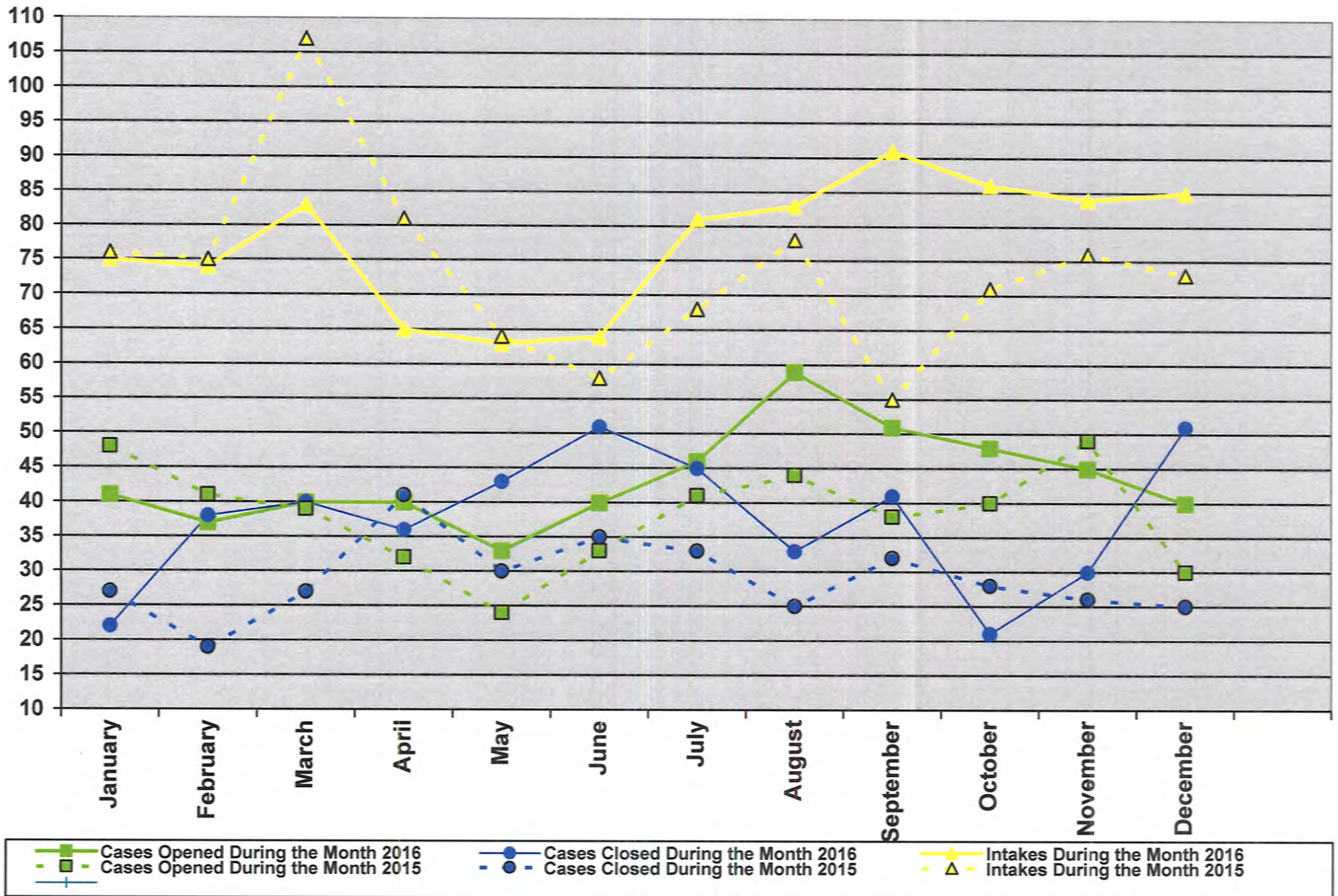




# SOCIAL SERVICE CASELOAD STATISTICS

Chart 2

Cases Opened During the Month / Cases Closed During the Month / Closed Assessments

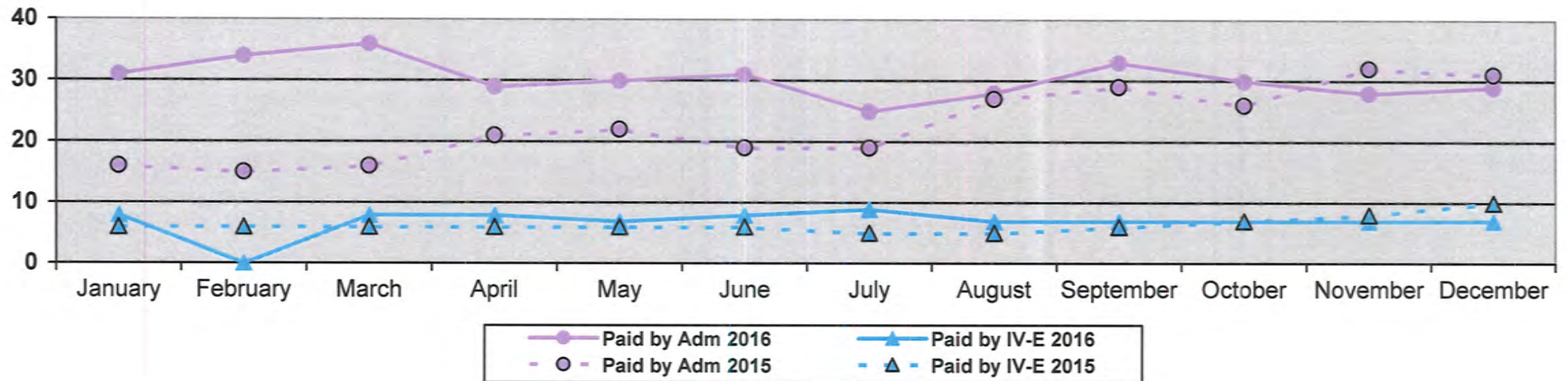
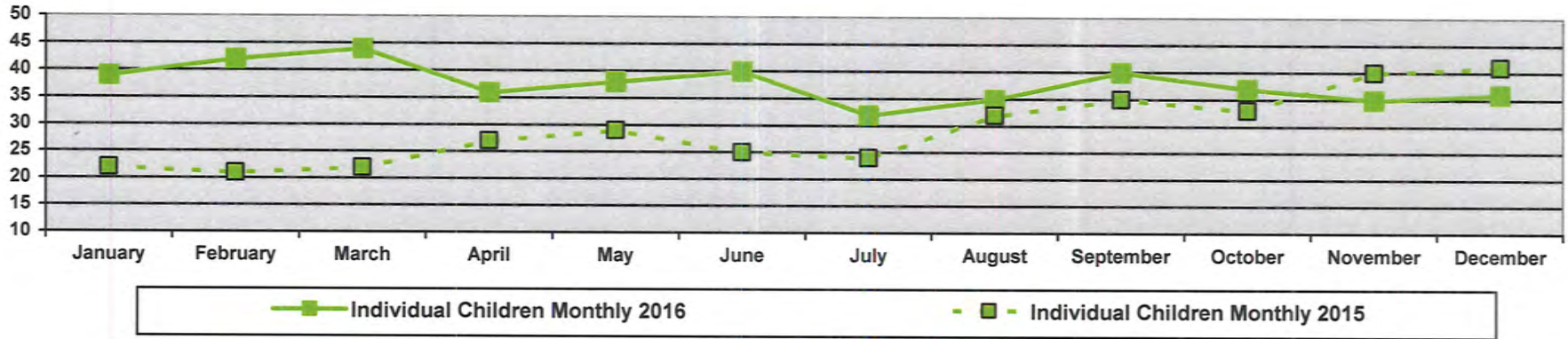




# SOCIAL SERVICE CASELOAD STATISTICS

## Children in Out of Home Placements

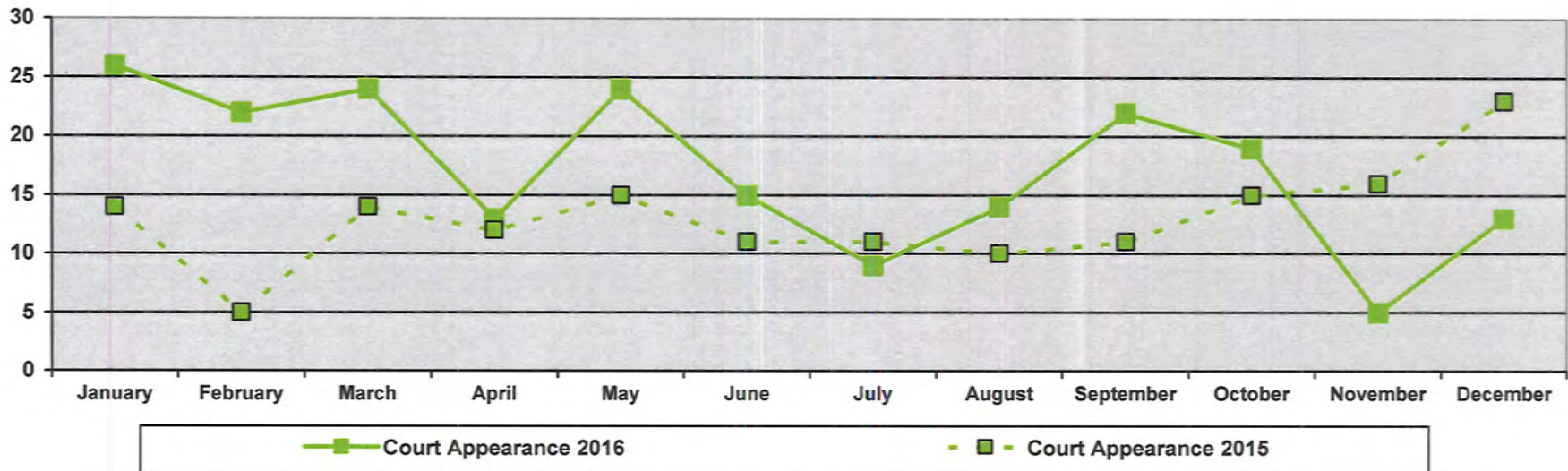
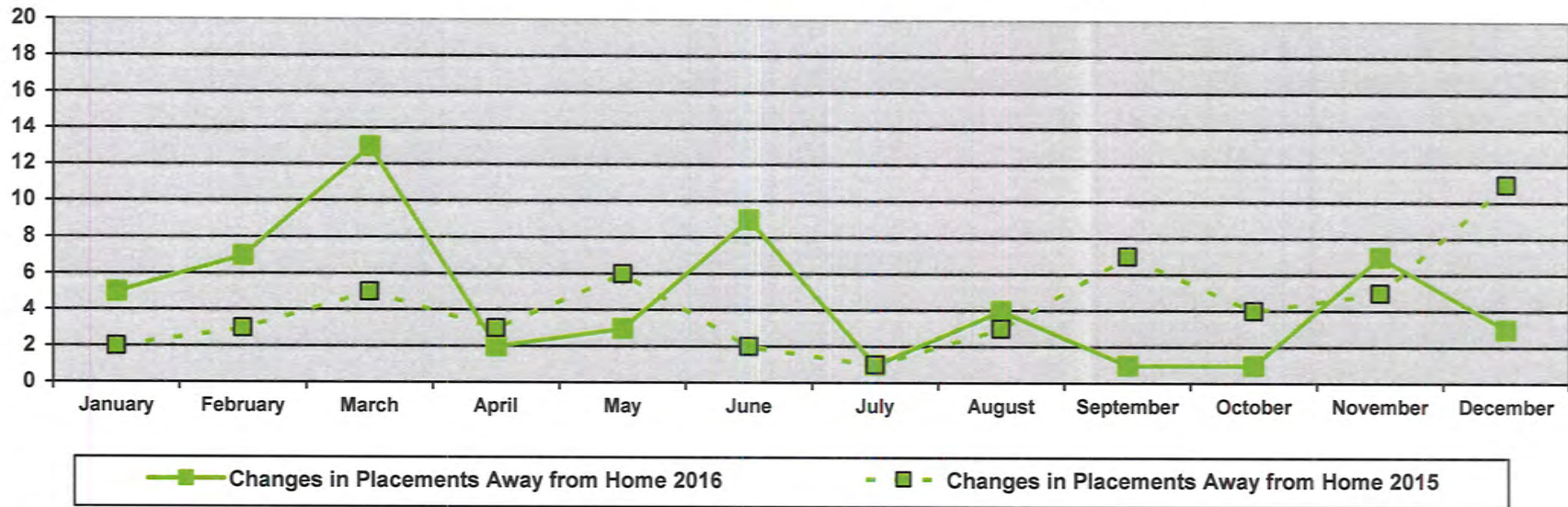
Chart 3



# SOCIAL SERVICE CASELOAD STATISTICS

Chart 4

## Changes in Placements Away from Home / Court Appearances

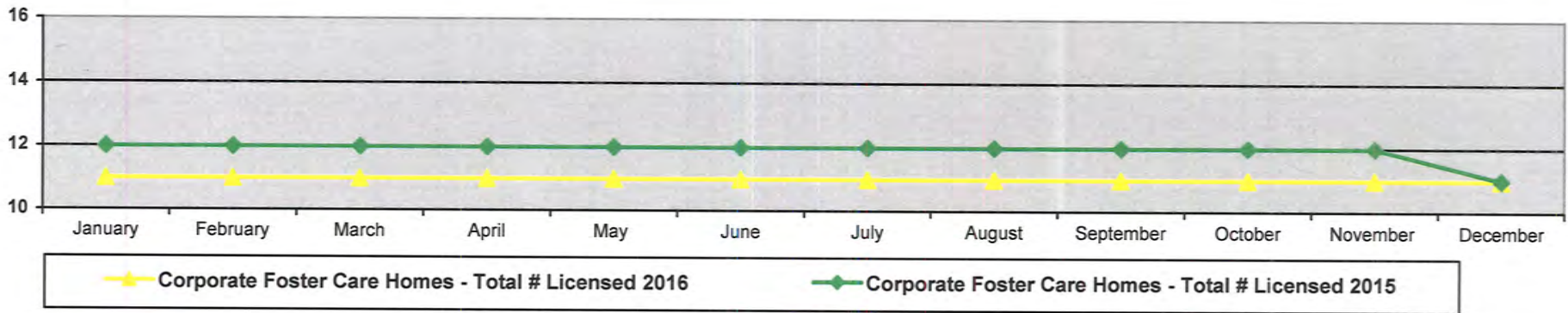
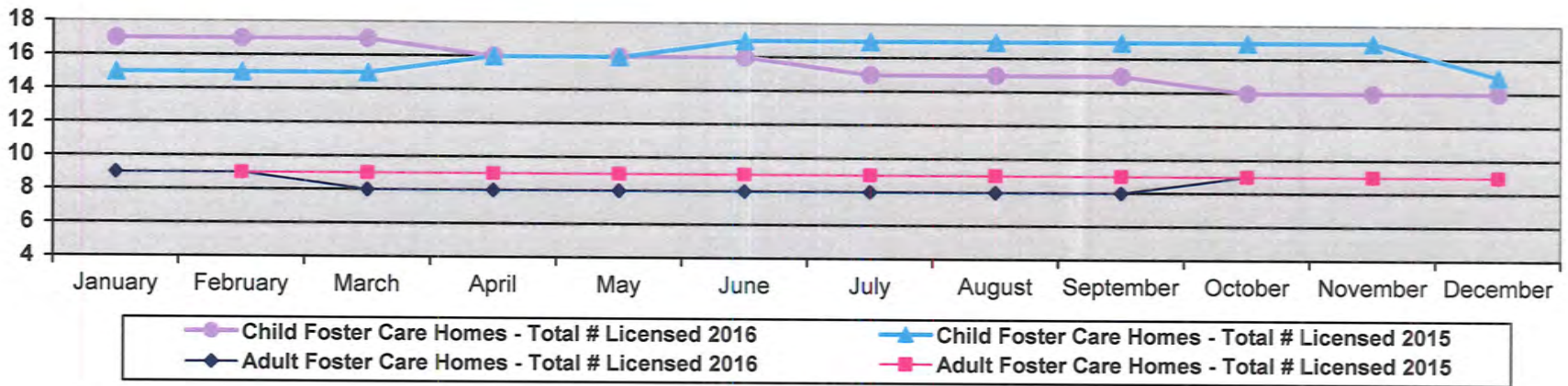
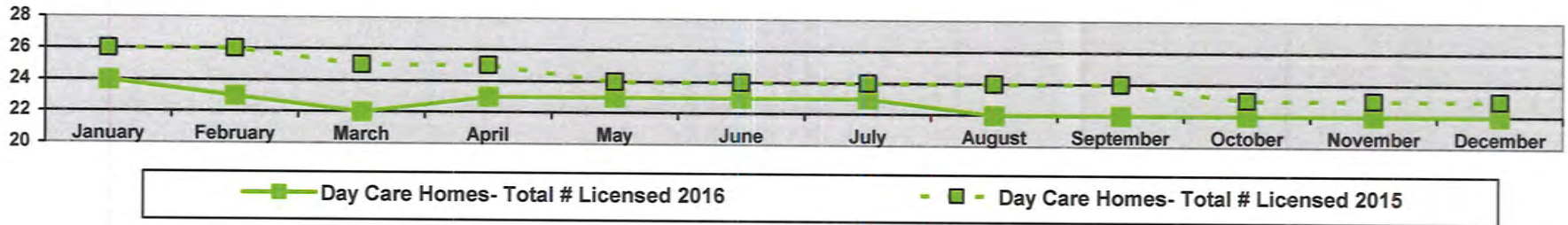




# SOCIAL SERVICE CASELOAD STATISTICS

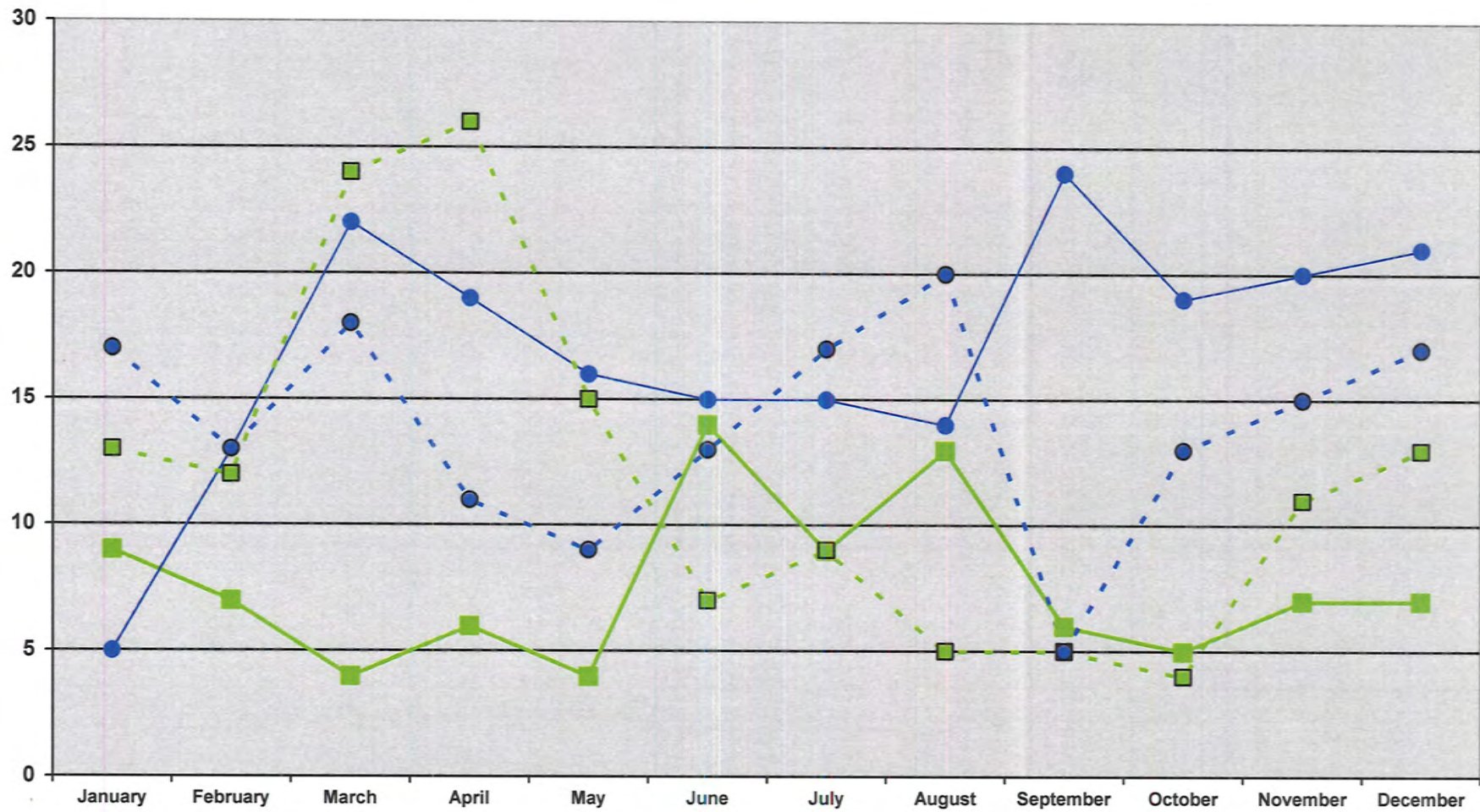
## Licensed Day Care Homes, Child, Adult & Corporate Foster Care Homes

Chart 5



# SOCIAL SERVICE CASELOAD STATISTICS

Chart 6  
Maltreatment Screenings - Adult / Children





## PURCHASE OF SERVICE AGREEMENT

The Aitkin County Health & Human Services, 204 1<sup>st</sup> Street NW, Aitkin, Minnesota 56431, hereafter referred to as the Department and Phil Tange, LICSW, 29780 Pioneer Avenue, Aitkin, MN 56431, hereafter referred to as Contractor; enter into this Agreement for the period from February 1, 2017, to December 31, 2017.

WHEREAS, Minnesota Statutes, section 245.461 to 245.486 and 245.487 to 245.4888 establishes the Comprehensive Adult Mental Health Act and the Comprehensive Children's Mental Health Act; and

WHEREAS, the Department is required to provide Mental Health services in accordance with the Comprehensive Mental Health Act and the Comprehensive Children's Mental Health Act; and

WHEREAS, the Department pursuant to Minnesota statutes, section 373.01, 373.02, 245.465(4), and 256E.08 wishes to purchase mental health services from multi-disciplinary service Contractor; and

WHEREAS, the Contractor is an autonomous mental health provider in private practice, and in multiple disciplines 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.

Individual and group clinical supervision as required under the Comprehensive Mental Health Act and the Comprehensive Children's Mental Health Act. Conduct pre-petition screenings for chemical dependency and mental health commitments. Read and approve LOCUS, functional assessments, and adult mental health case plans. Complete Diagnostic Assessments for those without insurance, if needed.

### II COST AND DELIVERY OF PURCHASED SERVICES

Statements will be submitted by the 10<sup>th</sup> of each month in the Department-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. Contractor's records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the Department and either the Legislative or State Auditor, pursuant to Minn. Stat. sec. 16B.06, subd. 5. Contractor agrees to maintain such evidences for a period of six (6) years from the date of services or payment were last provided or made or longer if any audit in progress requires a longer retention period.
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 Departments or Contractors 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 Contractor assures compliance with Minnesota Government Data Practices Act. Pursuant to Minn. Stat. Ch. 13, Contractor agrees to maintain and protect data on individuals received, or to which Contractor has access, according to the statutory provisions applicable to the data. Contractor understands it is subject to



the requirements of the Minnesota Government Data Practices Act. Contractor agrees that all data created, collected, received, stored, used, maintained or disseminated by Contractor in performing government functions is subject to the Minnesota Government Data Practices Act's requirements and that Contractor must comply with those requirements as if it were a government entity. Contractor agrees to indemnify and hold County and Department, its officials, agents, and employees, harmless from any and all claims or causes of action arising from or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act by Contractor or its agents or employees, including legal fees and disbursements paid or incurred to enforce this provision of this Agreement.

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). Contractor agrees to abide by all provisions of Minnesota Statutes section 181.59, as amended, entitled "Discrimination on Account of Race, Creed, or Color Prohibited in Contract." Contractor agrees to abide by all federal laws prohibiting discrimination. Contractor agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or because of an individual's sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these obligations when applicable shall be grounds for termination of this Agreement.

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 Agreement. 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 Agreement. 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 Contractors 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 Agreement, have and keep in force a liability insurance policy in the amount of \$1,500,000.

#### 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 Agreement.

#### 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 Agreement. 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 Agreement may be terminated or renegotiated upon 30 days written notification by either party.
3. Phil Tange agrees to provide Aitkin County Health & Human Services, (attached to the Agreement):
  - A. Verification of professional qualifications and licensure. (Attachment B).
4. Program and fiscal records shall be retained in the Contractor facility for a minimum of five years.
5. This Agreement may be extended for a period of six months at the option of the County of Aitkin through the Department. If the County desires to extend the term of the Agreement, it shall notify the Contractor in writing at least sixty days before the expiration of the Agreement. All terms of this Agreement will remain in effect pending execution of a contract amendment, execution of a new agreement, or notice of termination.

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

BY: \_\_\_\_\_  
Elizabeth DeRuyck  
Aitkin County Health & Human Services Director

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Commissioner Mark Wedel  
Aitkin County Health & Human Services Board Chairperson

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Phil Tange, LICSW

DATE: \_\_\_\_\_

APPROVED AS TO FORM AND EXECUTION

BY: \_\_\_\_\_  
County Attorney or Assistant

DATE: \_\_\_\_\_



## COST &amp; DELIVERY OF PURCHASED SERVICES

**Mental Health Professional Time as follows:**

Clinical Supervision for four staff at one hour each	@	\$90.00/hour
Clinical Supervision via conference call	@	\$90.00/hour
Group Supervision	@	\$90.00/hour
Consultation with staff upon appointment	@	\$90.00/hour
Pre-petition screens for mental health and/or chemical dependency commitments (preparation and interviews)	@	\$90.00/hour
Read and approve LOCUS, functional assessments, and adult mental health case plans	@	\$90.00/hour

Mental Health professional will be on-site at Aitkin County Health & Human Services or available electronically one day per month; minimum of four hours with maximum of eight hours per day.

Since the request for pre-petition screens is unpredictable, this service will be provided upon the availability of the mental health professional.

Both parties have agreed to increase the time to two (2) days per month should the need for this service increase.

ADOPTED January 24, 2017

COMMISSIONER \_\_\_\_\_ offered the following resolution and moved for its adoption:

RESOLUTION

VII. - A.

IMPREST CASH HEALTH & HUMAN SERVICES OFFICE

BE IT RESOLVED, that the Aitkin County Health & Human Services office imprest cash fund be set at \$150.00 according to MS 375.162.

Commissioner \_\_\_\_\_ moved the adoption of the resolution, seconded by Commissioner \_\_\_\_\_, and it was declared adopted upon the following vote:

FIVE MEMBERS PRESENT

All Members Voting: \_\_\_\_\_

STATE OF MINNESOTA)  
County of Aitkin ) ss.  
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 24th day of January A.D., 2017, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 24<sup>th</sup> day of January A.D., 2017

\_\_\_\_\_  
KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy



## Aitkin County Health and Human Services

### Financial Statement for Board

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Fund Balance - 2015</b>	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
<b>Fund Balance - 2016</b>	4,031,619	4,044,030	3,768,001	3,340,621	3,133,611	4,268,703	4,534,967	4,244,044	3,785,410	3,417,297	4,372,735	4,000,774
<b>Fund Balance - 2017</b>	3,391,591											

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD 2017
<b>Revenue:</b>													
Tax Levy	0												0
Intergovernmental Revenue	0												0
State Revenue	0												0
Federal Revenue	0												0
Third Party Revenue	0												0
Misc. Revenue/Pass Thru	(1,595)												(1,595)
<b>Expenditure:</b>													
Payments for Recipients	137,827												137,827
Payroll	433,536												433,536
Services/Charges and Fees	27,015												27,015
Travel and Insurance	38,532												38,532
Supplies and Small Equipment	4,495												4,495
Capital Outlay	0												0
Misc. Expenditure/Pass Thru	6,441												6,441
<b>Net:</b>	<b>646,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>646,250</b>

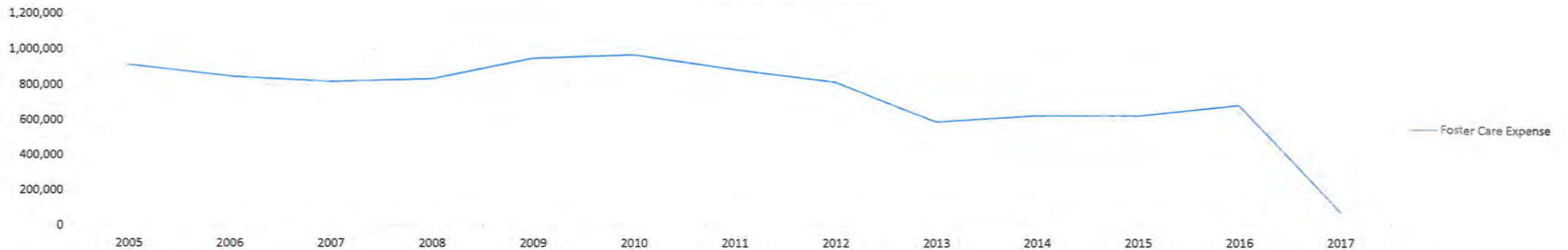


### Foster Care Report

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
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	686,956	76,813
# 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	2017
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	289,650	17,262
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	14,810
Corrections	1,365	19,740	0	0	0	18,695	11,627	9,783	0	1,998	10,011	0	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	2,989
ICWA	0	37,418	46,204	35,438	68,751	103,404	107,921	56,691	21,011	68,770	27,341	47,201	890
Corrections	338,671	264,032	141,084	107,867	120,751	66,821	208,353	188,862	142,442	292,193	142,279	149,222	
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	139,532	40,360
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	1,276	
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	195	15
Transportation	4,514	4,436	5,897	5,464	10,803	9,584	10,268	7,188	14,129	9,790	7,789	6,098	502
<b>Total Foster Care Expenses:</b>	<b>915,854</b>	<b>848,548</b>	<b>819,983</b>	<b>837,977</b>	<b>960,176</b>	<b>976,259</b>	<b>909,516</b>	<b>819,923</b>	<b>610,578</b>	<b>718,066</b>	<b>651,892</b>	<b>757,319</b>	<b>76,828</b>

### Foster Care Expense



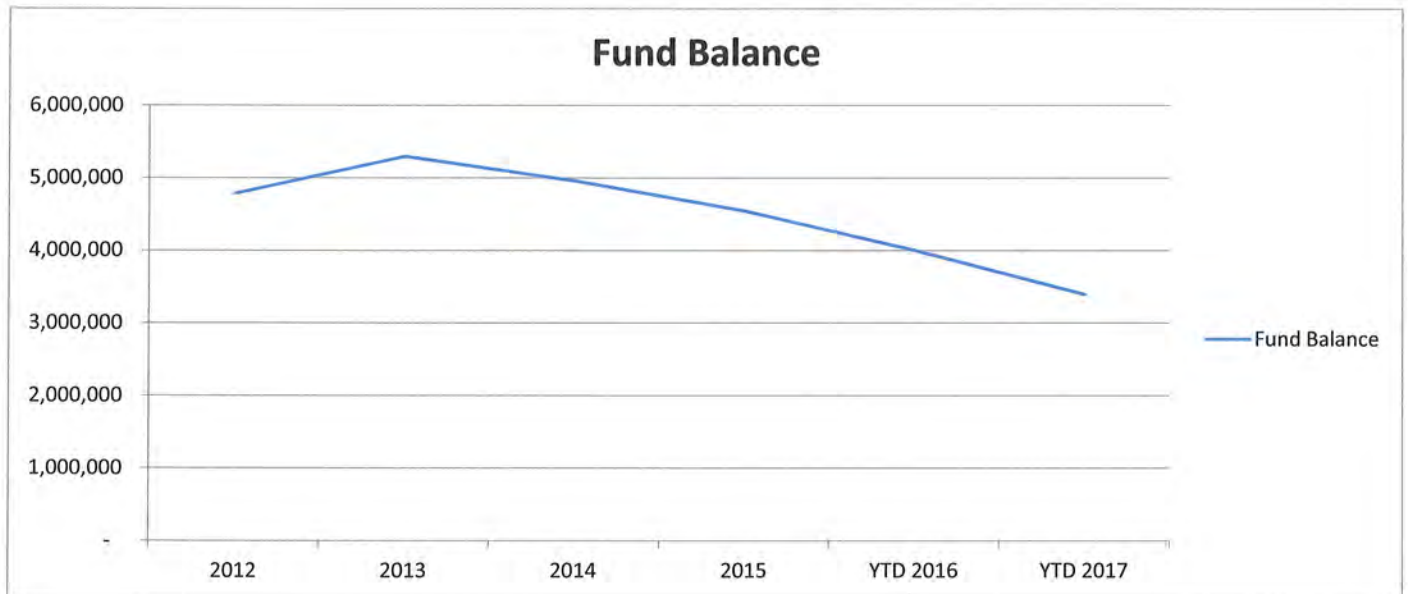


# Aitkin County Health and Human Services

## 5-Year Trend

	2012	2013	2014	2015	YTD 2016	YTD 2017
<b>Fund Balance</b>	4,783,514	5,295,266	4,959,306	4,544,194	4,000,774	3,391,591

	2012	2013	2014	2015	YTD 2016	YTD 2017
<b>Revenue:</b>						
Tax Levy	(2,445,758)	(2,470,280)	(1,888,237)	(1,982,478)	(2,281,887)	-
Intergovernmental Revenue	(131,276)	(314,824)	(270,042)	(279,448)	(109,304)	-
State Revenue	(723,462)	(686,351)	(881,137)	(1,043,277)	(1,062,714)	-
Federal Revenue	(2,161,389)	(2,136,553)	(2,168,616)	(2,084,504)	(2,047,014)	-
Third Party Revenue	(204,217)	(216,749)	(207,346)	(258,635)	(341,275)	-
Misc. Revenue/Pass Thru	(451,664)	(359,291)	(315,012)	(388,502)	(311,493)	(1,595)
<b>Expenditure:</b>						
Payments for Recipients	1,604,609	1,417,258	1,635,621	1,719,526	1,881,399	137,827
Payroll	3,516,455	3,425,849	3,664,934	3,934,931	4,102,280	433,536
Services/Charges and Fees	397,600	423,064	336,723	343,675	347,003	27,015
Travel and Insurance	87,885	89,679	143,562	156,611	95,617	38,532
Supplies and Small Equipment	33,369	61,402	73,199	110,486	100,409	4,495
Capital Outlay	120,759	52,492	31,266	38,483	48,764	-
Misc. Expenditure/Pass Thru	168,640	184,723	180,414	150,934	120,507	6,441
<b>Net Change to Fund Balance:</b>	<b>(188,448)</b>	<b>(529,581)</b>	335,329	417,802	542,292	646,250



## Aitkin County Health and Human Services

### Financial Statement for Board

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Fund Balance - 2015</b>	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
<b>Fund Balance - 2016</b>	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	4,372,735	<b>4,000,774</b>

	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
<b>Revenue:</b>													
Tax Levy	0	0	0	0	0	(1,367,861)	0	0	0	0	(914,025)	0	(2,281,887)
Intergovernmental Revenue	0	(1,169)	0	0	(3,147)	0	(3,335)	(20,544)	(322)	(17,249)	(60,203)	(3,335)	(109,304)
State Revenue	(19,245)	(59,763)	(115,492)	(8,961)	(66,622)	(117,642)	(255,430)	(171,252)	(96,666)	(12,643)	(53,211)	(85,787)	(1,062,714)
Federal Revenue	(41,861)	(297,808)	(186,519)	(47,508)	(204,076)	(269,069)	(38,978)	(295,850)	(153,063)	(62,261)	(269,340)	(180,681)	(2,047,014)
Third Party Revenue	(21,482)	(26,607)	(23,547)	(25,549)	(35,066)	(30,230)	(39,229)	(29,940)	(27,486)	(25,862)	(31,611)	(24,669)	(341,275)
Misc. Revenue/Pass Thru	(21,936)	(38,247)	(24,312)	(102,738)	(17,656)	(27,772)	(13,328)	(25,325)	(4,843)	(14,195)	(7,790)	(13,349)	(311,493)
<b>Expenditure:</b>													
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	156,366	1,881,399
Payroll	377,040	314,235	318,366	452,751	307,453	308,870	326,898	302,908	431,036	320,081	306,398	336,245	4,102,280
Services/Charges and Fees	43,687	36,473	22,387	31,223	18,423	17,695	39,994	20,812	25,069	25,277	20,535	45,426	347,003
Travel and Insurance	43,664	3,482	6,996	4,531	3,710	5,110	6,202	4,663	3,483	4,839	4,020	4,918	95,617
Supplies and Small Equipment	2,494	5,406	6,395	4,003	4,533	3,327	17,782	29,855	15,591	4,680	2,435	3,907	100,409
Capital Outlay	0	0	0	939	5,830	0	0	0	0	38,000	0	3,995	48,764
Misc. Expenditure/Pass Thru	14,050	4,007	7,832	17,564	9,253	12,835	12,465	17,582	7,245	5,641	5,834	6,200	120,507
<b>Net:</b>	<b>580,674</b>	<b>52,416</b>	<b>143,634</b>	<b>492,481</b>	<b>276,861</b>	<b>(1,271,928)</b>	<b>183,116</b>	<b>(37,986)</b>	<b>338,292</b>	<b>433,330</b>	<b>(897,835)</b>	<b>249,236</b>	<b>542,292</b>



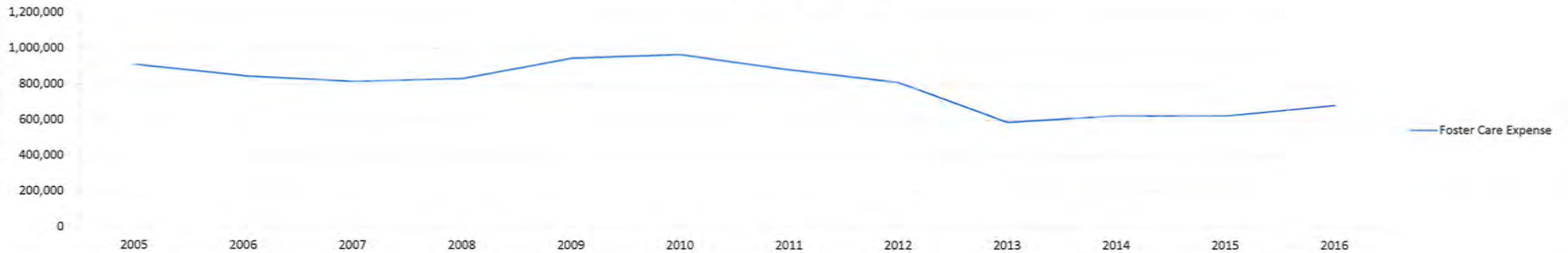


## Foster Care Report

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Foster Care Expense</b>	911,375	847,823	818,453	834,512	950,273	970,888	886,243	816,028	590,994	628,755	626,426	686,956
<b># of Children</b>	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	289,650
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	47,201
Corrections	338,671	264,032	141,084	107,867	120,751	66,821	208,353	188,862	142,442	292,193	142,279	149,222
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	139,532
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	1,276
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	195
Transportation	4,514	4,436	5,897	5,464	10,803	9,584	10,268	7,188	14,129	9,790	7,789	6,098
<b>Total Foster Care Expenses:</b>	<b>915,854</b>	<b>848,548</b>	<b>819,983</b>	<b>837,977</b>	<b>960,176</b>	<b>976,259</b>	<b>909,516</b>	<b>819,923</b>	<b>610,578</b>	<b>718,066</b>	<b>651,892</b>	<b>757,319</b>

### Foster Care Expense

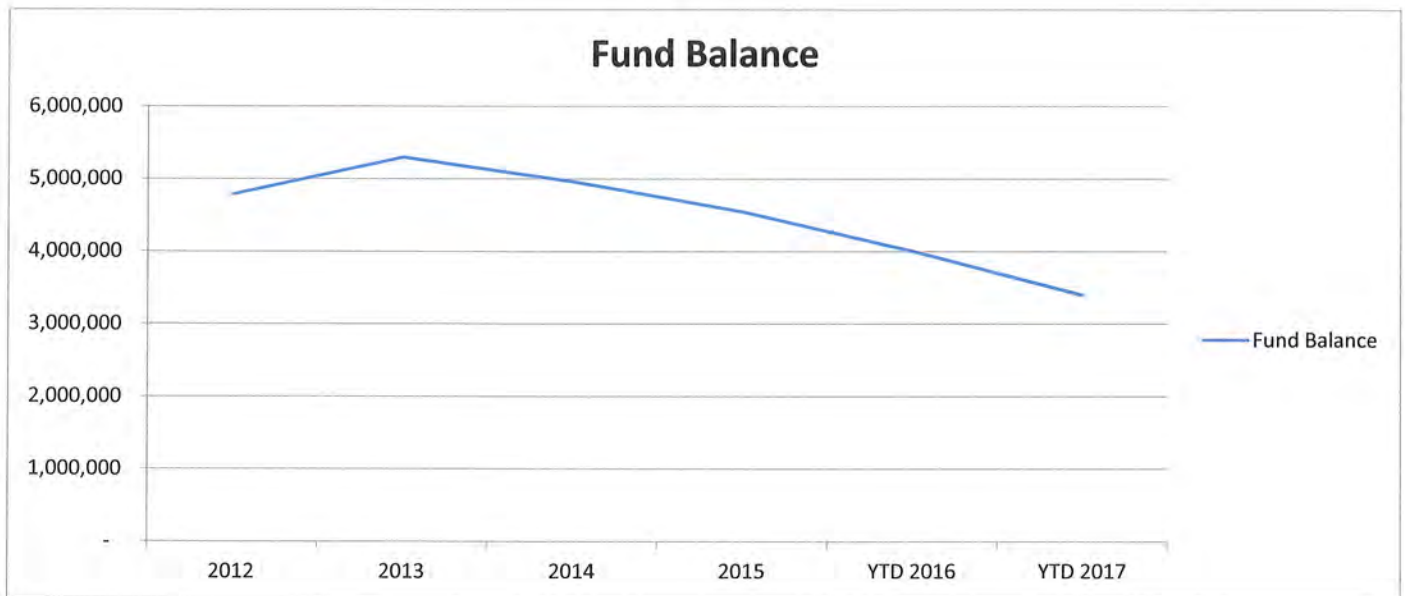


# Aitkin County Health and Human Services

## 5-Year Trend

	2012	2013	2014	2015	YTD 2016	YTD 2017
<b>Fund Balance</b>	4,783,514	5,295,266	4,959,306	4,544,194	4,000,774	3,391,591

	2012	2013	2014	2015	YTD 2016	YTD 2017
<b>Revenue:</b>						
Tax Levy	(2,445,758)	(2,470,280)	(1,888,237)	(1,982,478)	(2,281,887)	-
Intergovernmental Revenue	(131,276)	(314,824)	(270,042)	(279,448)	(109,304)	-
State Revenue	(723,462)	(686,351)	(881,137)	(1,043,277)	(1,062,714)	-
Federal Revenue	(2,161,389)	(2,136,553)	(2,168,616)	(2,084,504)	(2,047,014)	-
Third Party Revenue	(204,217)	(216,749)	(207,346)	(258,635)	(341,275)	-
Misc. Revenue/Pass Thru	(451,664)	(359,291)	(315,012)	(388,502)	(311,493)	(1,595)
<b>Expenditure:</b>						
Payments for Recipients	1,604,609	1,417,258	1,635,621	1,719,526	1,881,399	137,827
Payroll	3,516,455	3,425,849	3,664,934	3,934,931	4,102,280	433,536
Services/Charges and Fees	397,600	423,064	336,723	343,675	347,003	27,015
Travel and Insurance	87,885	89,679	143,562	156,611	95,617	38,532
Supplies and Small Equipment	33,369	61,402	73,199	110,486	100,409	4,495
Capital Outlay	120,759	52,492	31,266	38,483	48,764	-
Misc. Expenditure/Pass Thru	168,640	184,723	180,414	150,934	120,507	6,441
<b>Net Change to Fund Balance:</b>	<b>(188,448)</b>	<b>(529,581)</b>	335,329	417,802	542,292	646,250



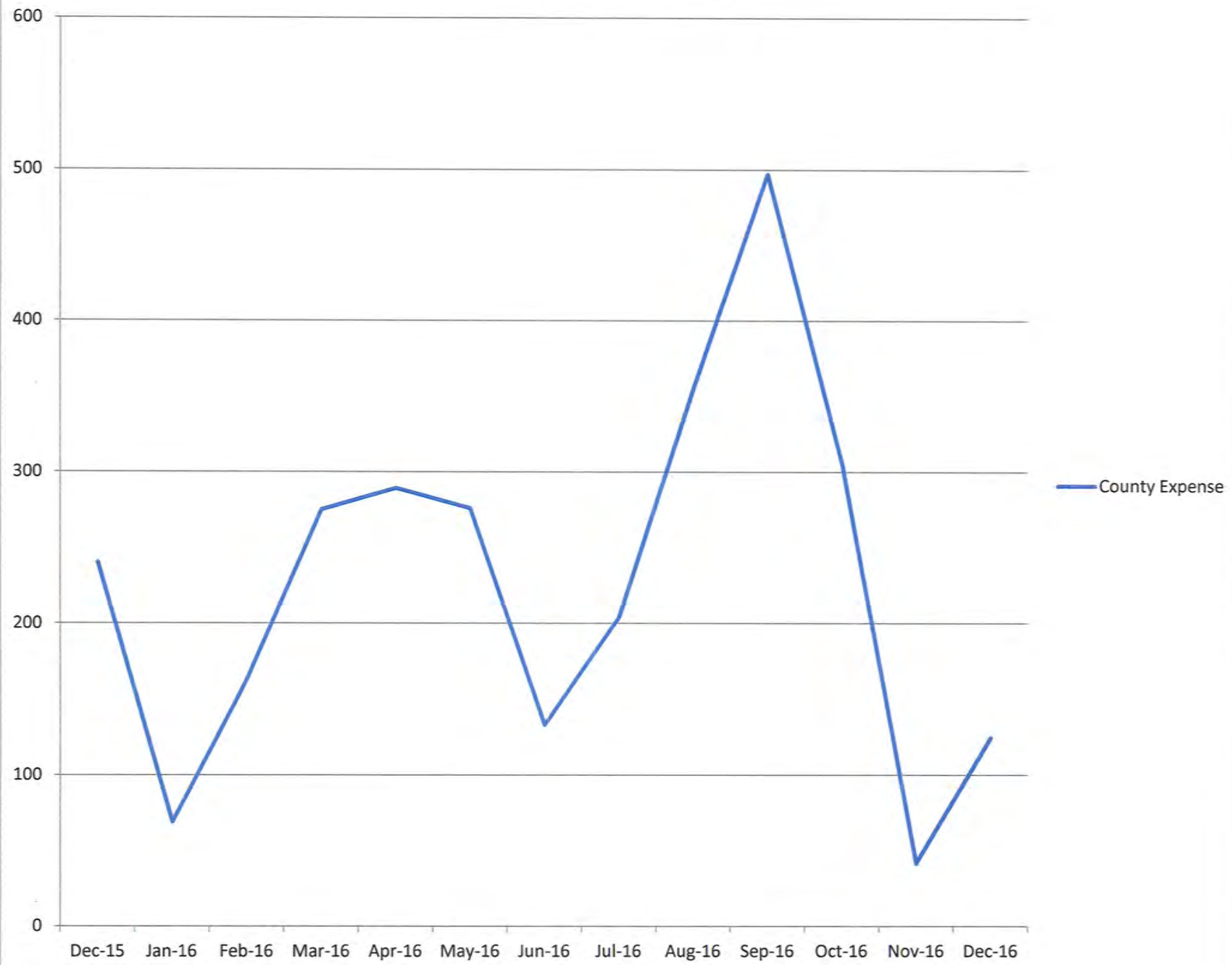


**AITKIN COUNTY VOLUNTEER DRIVER TRANSPORTATION**

<b>MONTH</b>	<b>MEDICAL TRANSPORTS COMPLETED</b>	<b>OTHER TRANSPORTS COMPLETED*</b>	<b>TRANSPORTS CANCELED OR NO SHOWS</b>	<b>TOTAL TRANSPORTS ARRANGED</b>	<b>COUNTY EXPENSE FOR MEDICAL TRANSPORTS</b>
<b>DEC</b>	<b>67</b>	<b>0</b>	<b>12</b>	<b>79</b>	<b>\$240.39</b>
<b>JAN '16</b>	<b>51</b>	<b>0</b>	<b>10</b>	<b>61</b>	<b>\$68.98</b>
<b>FEB '16</b>	<b>57</b>	<b>1</b>	<b>7</b>	<b>65</b>	<b>\$163.08</b>
<b>MARCH</b>	<b>72</b>	<b>2</b>	<b>11</b>	<b>85</b>	<b>\$275.26</b>
<b>APRIL</b>	<b>46</b>	<b>0</b>	<b>14</b>	<b>60</b>	<b>\$289.44</b>
<b>MAY</b>	<b>36</b>	<b>0</b>	<b>16</b>	<b>52</b>	<b>\$276.28</b>
<b>JUNE</b>	<b>52</b>	<b>0</b>	<b>8</b>	<b>60</b>	<b>\$133.22</b>
<b>JULY</b>	<b>22</b>	<b>0</b>	<b>4</b>	<b>26</b>	<b>\$204.25</b>
<b>AUGUST</b>	<b>35</b>	<b>1</b>	<b>10</b>	<b>46</b>	<b>\$355.03</b>
<b>SEPTEMBER</b>	<b>34</b>	<b>1</b>	<b>8</b>	<b>43</b>	<b>\$497.35</b>
<b>OCTOBER</b>	<b>27</b>	<b>1 (GSSC)</b>	<b>5 + 1 (GSSC)</b>	<b>34</b>	<b>\$306.43</b>
<b>NOVEMBER</b>	<b>35</b>	<b>0</b>	<b>12</b>	<b>47</b>	<b>\$41.54</b>
<b>DECEMBER</b>	<b>33</b>	<b>1</b>	<b>6</b>	<b>40</b>	<b>\$124.64</b>

**\*COURT, MEDICAL W/NO TRANSPORTATION (SUCH AS MN CARE), VISITATION, ETC.**

# County Expense





# AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

January 4, 2017

- Committee Members Present:** Marlene Abear  
Kim DeMenge  
Roberta Elvecrog  
Carole Holten  
Kevin Insley  
Kristine Layne, Riverwood HealthCare  
Lynette Maas  
Bob Marcum  
Bev Mensing, Red Cross  
Jon Moen, AFSCME Union Rep.  
Penny Olson  
Shirley Scharrer  
Amanda Voller, Workforce Center  
Commissioner Bill Pratt  
Commissioner Laurie Westerlund
- Others Present:** Kathy Ryan, Fiscal Supervisor  
Erin Melz, Public Health Supervisor  
Jessi Schultz, Social Service Supervisor  
Julie Lueck, Clerk to the Advisory Committee  
Liz DeRuyck, Interim Director
- Guests:** Joel Hoppe
- Absent:** Holly Bray  
Joy Janzen

## I. Approval of Agenda

*Motion by Bev Mensing, seconded by Amanda Voller, and carried; the vote was to approve the Agenda.*

## II. Approval of Minutes of the December 7, 2016 Meeting

*Motion by Carole Holten, seconded by Bob Marcum, and carried; the vote was to approve the Minutes of the November 2, 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.

**1. Under: this heading      Topic: MN Medicaid Committee Rep      Who? Bob**

*Bob Marcum noted the MN Medicaid Committee met on December 20th to discuss MH reform that needs to take place in the near future. He also offered to e-mail a Summary of the Governor's Task Force on Health Reform to Julie to forward on to the members of this committee.*

- IV. First meeting for several new members - brief introduction of members to one another were made and Shirley Scharrer shared donut samples from new restaurant in Brainerd.**
- V. Election of Chairperson (Vice Chair Roberta Elvecrog moves into Chair position) and Election of Vice-Chairperson (who will then move into the Chair position January 1, 2018).**  
Penny Olson was nominated and declined the nomination. Bob Marcum was also nominated and accepted nomination.

*Motion by Carole Holten, seconded by Penny Olson, and carried, the vote was to elect Bob Marcum as the Vice Chairperson for 2017 to then move into the Chairperson position for 2018.*

**VI. Continuation of Discussion from the December meeting with respect to the Purpose of the Advisory Committee & the 2017 Meetings**

**A. Discuss financial implications to the decisions noted below.**

*Roberta noted she had averaged the per diem and mileage rates for the current members of this committee and found it to be in excess of \$700 per month. She wanted the members to be aware of the cost of the membership on this committee and making sure it is being spent in the best possible way.*

**B. Task Force Discussion (relative to dropping the Task Forces at this time and have a presentation at each meeting)**

*Members wanted the ability to meet with Supervisors to remain (noting it did not have to necessarily be in the capacity of a Task Force). Presentations to the entire committee seemed to be most favorable so everyone attending would hear the same thing from the same person. These presentations will come from various H&HS Staff with topics pertaining directly to Health & Human Services.*

**C. Options for the number of meetings annually (quarterly, every other month, monthly)**

*Decided to continue with monthly meetings until the By-Laws are reviewed and possibly revised and determine meeting schedule at that time.*

**D. Review & Discuss Membership Composition with the possible need to adjust number or review how composition is set up.**

*Discussed the make-up of the committee based on equal representation from each of the five commissioner district plus representation from AFSCME Union and Community Corrections. The possible need to increase the maximum representation to 17 or 18 when the By-Laws are revised again.*

**E. Assemble a Sub-Committee to review the By-Laws and Mission Statement to remove the "county plan" verbiage from each document & to possibly adjust the meeting frequency, the maximum number of members on the committee, and other suggested changes**

*Volunteers to be on this Sub-Committee include Carole Holten, Bob Marcum, Roberta Elvecrog and Lynette Maas.*

**F. Develop a list of presentations to have for each meeting**

*Reviewed suggested topics for presentation and chose for 2017 as follows:*

*February - Volunteer Transportation - Pam Karnowski / Jessi Schultz*

*March - Adult Protection - Erin Melz / Jessie Schultz / Carol Rollins*

*April - MA Eligibility/Spenddowns/MA Waiver - Jessi Goble*

*May - DP&C / Water Quality for Kids in School - Erin Melz*



*June - Child Support - Ruth Sundermeyer*  
*July - No Meeting*  
*August - Health Care Update - Jessi Goble*  
*September - Preliminary Budget Review - Kathy Ryan*  
*October - Childrens Mental Health - Jessi Schultz*  
*November - SHIP Update - Hannah Colby and Erin Melz*  
*December - Court Work - Jessi Schultz & ???*

**G. Discuss activities committee members would be interested in participating in.**

Reviewed the following list with the committee members:

**Child / Family Social Services area:**

1. Child Abuse Prevention Council promotion activities
2. Mental Health activities such as serving on the local LAC
3. Foster care recruitment activities.
4. Collaborative
5. Children's Justice Initiative

**Adult Social Services area:**

1. Sit on the LAC (Local Area Council) (meets monthly)
2. Help with a table to acknowledge Mental Health Awareness month
3. Participate in your community trainings (attend future MH First Aid training)

**Accounting area:**

1. Budget Committee

**Income Maintenance area:**

1. Child Care Plan to provide community input
2. MFIP Plan to provide community input
3. Recruitment of child care providers
4. Recruitment of Volunteer Drivers

**General Agency Projects:**

1. Manning the fair booth along with our staff (to gather public input....)

**H. Discuss attendance at the County Board Meetings (sign-up monthly if appropriate)**

Committee members signed up and list can be found below under IX. - C.

**VII. Task Force Reports/Updates:**

**A. Corrections** - Roberta Elvecrog - No Meeting

**B. Public Health** – Bob Marcum / Kristine Layne / Holly Bray - No Meeting

**C. Children’s Social Services/Mental Health** – Holly Bray - No Meeting

**D. Adult Social Services/Mental Health** – Bob Marcum / Marlene Abear / Carole Holten  
No Meeting

**VIII. Budget Committee Report/Update** – Roberta Elvecrog / Joy Janzen - No Meeting

**IX. Comments:**

**A. Comments from the Committee Members for the Commissioners relative to HHS**

Nothing noted at this time.

**B. Feedback from the Board Meeting**

1. **December 20, 2016** – *Carole Holten noted that Representative Dale Lueck and*

*Senator Carrie Ruud attended the meeting and spoke about the legislature.*

**C. Committee Members scheduled to attend upcoming Board Meetings in 2017:**

JANUARY 24	Shirley Scharrer	_____
FEBRUARY 28	Marlene Abear	Shirley Scharrer
MARCH 28	Kristine Lane	Amanda Voller
APRIL 25	Bob Marcum	_____
MAY 23	Kevin Insley	_____
JUNE 27	Carole Holten	Marlene Abear
JULY 25	_____	_____
AUGUST 22	Shirley Scharrer	_____
SEPTEMBER 26	_____	_____
OCTOBER 24	Bob Marcum	_____
NOVEMBER 28	_____	_____
DECEMBER 19	Jonathan Moen	_____

**IX. Adjourn**

*Motion by Amanda Voller, seconded by Commissioner Westerlund, and carried; the vote was to adjourn the meeting at 4:53 p.m.*

\_\_\_\_\_  
Roberta Elvecrog, 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 December 7, 2016, Advisory Committee Meeting
- Draft Copy of the December 20, 2016 Health & Human Services Board Meeting Minutes
- Jessica Seibert E-mail discussing the purpose of the Advisory Committee (Please read)
- Tentative 2017 H&HS Advisory Committee Meeting Dates
- 2017 H&HS Board Meeting Dates (Sign-up to Attend Board Meetings)
- Blank H&HS Advisory Committee Topics for Discussion/Presentation
- Breakdown of H&HS by Topics for Presentation
- H&HS Advisory Committee 2017 Roster of Members