

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING AGENDA  
May 23, 2017**

- 9:05 A.M.**
- I. Approval of Health & Human Services Board Agenda**
  - II. Review April 25, 2017 Health & Human Service Board Minutes**
  - III. Review Bills**
  - IV. Jessi Schultz**
    - A. Approve Contract - Facilities Use Agreement between ACHHS and Pine County Technical & Community College**
  - V. Kathleen Ryan, Fiscal Supervisor**
    - A. 2016 Year End Financial Report**
  - VI. Cynthia Bennett, Health & Human Services Director**
    - A. Legislative Updates**
  - VII. Committee Reports from Commissioners**
    - A. H&HS Advisory Committee – Commissioners Westerlund and/or Pratt  
Committee Members attending today: Kevin Insley and Joy Janzen  
Draft Copy of the May 3rd meeting minutes included in packet.**
    - B. AEOA Committee Update – Commissioner Westerlund**
    - C. NEMOJT Committee Update – Commissioner Niemi**
    - D. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
    - E. Lakes & Pines Update – Commissioner Niemi**

**Next Meeting – June 27, 2017**

11.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
April 25, 2017**

**Attendance**

The Aitkin County Board of Commissioners met this 25th day of April, 2017 at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, and Anne Marcotte. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Fiscal Supervisor Kathleen Ryan, Financial Services Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Social Service Supervisor Jessi Schultz, Child Support Supervisor Ruth Sundermeyer, Administrative Assistant Sue Bingham, and Guests: Bob Marcum and Roberta Elvecrog/H&HS Advisory Committee Members, Adam Hoogenakker/Aitkin Independent Age, and Citizen Georgia Johnson.

**Agenda**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the April 25, 2017 Health & Human Services Board agenda.

**Minutes**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the March 28, 2017 Health and Human Services Board minutes.

**Bills**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the bills.

**Director Reports**

Cynthia Bennett, Health & Human Services Director updated the Board on the following:

**1. AMC Leadership Summit**

Cynthia gave a brief summary on the benefits of this training. The summit was informative and focused on action. Attendees were encouraged to actively work on improving their leadership qualities. In addition, leaders were given tools that would assist with developing a plan to build a culture of leadership within their organization.

**2. Legislative Updates**

No significant legislative decisions at this time. The legislature reconvened last week and conference committee members will be identifying target spending goals and will then proceed to reconcile the house and senate proposals.

**3. 1:1 Meetings with Employees**

Cynthia reported that she has conducted around 50 1:1 meetings with HHS employees. These were very positive and informative sessions. Her conversations confirmed that all the employees are fully dedicated and committed to the services they provide and the individuals they serve. This commitment and dedication is a positive for our communities and wanted this to be known to our commissioners.

**METS Video**

Jessi Goble, Financial Services Supervisor showed the Board a video on METS - Minnesota Eligibility Technical System - System of Record.

**Contract**

Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting yes to approve contract with Presbyterian Family Foundation for Guardianship Services.

**Financial Reports**

Kathleen Ryan, Fiscal Supervisor reviewed the Health & Human Services 5-Year Trend, Financial Report, and Foster Care Report with the Board.

**Joint Powers Board Reports**

- Tri-County Community Health Services Board (CHS)

**Committee Reports**

- H&HS Advisory Committee
- CJI (Children's Justice Initiative)

**Next Meeting - May 23, 2017**

SLM1  
 5/19/17 12:46PM  
 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>
22 86222 AITKIN INDEPENDENT AGE 05- 430- 720- 3020- 6069		77.10	Child Care Advertising - Commu 04/15/2017 04/19/2017	0 Community Ed & Prevent/Advertising
86222 AITKIN INDEPENDENT AGE		77.10	1 Transactions	
10 9791 Bieganeck/Joan M 05- 430- 760- 3950- 6020		105.00	Guardianship/Conservator Activ 04/01/2017 04/30/2017	0 Guardianship/Conservatorship
9791 Bieganeck/Joan M		105.00	1 Transactions	
20 87882 Central MN Mental Health Ctr 05- 430- 730- 3710- 6080		411.31	Detoxification (Category I - b 11/19/2016 11/22/2016	0 Detoxification - Other
87882 Central MN Mental Health Ctr		411.31	1 Transactions	
21 11051 Department of Human Services 05- 430- 730- 3590- 6072		3,308.31	CCDTF Maintenance of Effort 03/01/2017 03/31/2017	0 Ccdtf County % State Billings
11051 Department of Human Services		3,308.31	1 Transactions	
18 10342 DHS- Anoka Metro Rtc 05- 430- 745- 3721- 6081		500.00	State- operated inpatient 11/01/2015 11/30/2015	0 Commitment Costs - Poor Relief
10342 DHS- Anoka Metro Rtc		500.00	1 Transactions	
2 9220 DHS- MSOP 05- 430- 745- 3721- 6081		1,110.00	State- operated inpatient 04/01/2017 04/30/2017	0 Commitment Costs - Poor Relief
6 05- 430- 745- 3721- 6081		1,110.00	State- operated inpatient 04/01/2017 04/30/2017	0 Commitment Costs - Poor Relief
12 05- 430- 745- 3721- 6081		2,775.00	State- operated inpatient 04/01/2017 04/30/2017	0 Commitment Costs - Poor Relief
9220 DHS- MSOP		4,995.00	3 Transactions	
1 89965 DHS- ST PETER- SEE LIST 05- 430- 745- 3721- 6081		2,010.00	State- operated inpatient 04/01/2017 04/30/2017	0 Commitment Costs - Poor Relief
8 05- 430- 745- 3721- 6081		2,010.00	State- operated inpatient	0 Commitment Costs - Poor Relief

# 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>
89965 DHS- ST PETER- SEE LIST		4,020.00	04/01/2017 04/30/2017 2 Transactions	0
91345 Elvecrog/Roberta C				
5 05- 430- 750- 3950- 6020		35.00	Public guardianship 04/01/2017 04/30/2017	0 Public Guardianship Dd
7 05- 430- 750- 3950- 6020		105.00	Public guardianship 04/01/2017 04/30/2017	0 Public Guardianship Dd
9 05- 430- 760- 3950- 6020		105.00	Guardianship/Conservatorship 04/01/2017 04/30/2017	0 Guardianship/Conservatorship
13 05- 430- 760- 3950- 6020		70.00	Guardianship/Conservatorship 04/01/2017 04/30/2017	0 Guardianship/Conservatorship
91345 Elvecrog/Roberta C		315.00	4 Transactions	
11894 KINDRED FAMILY FOCUS - STANDARD				
14 05- 430- 740- 3890- 6020		70.12	Respite Care 04/28/2017 04/29/2017	0 Child Mh Respite
15 05- 430- 740- 3890- 6020		100.00	Respite Care 04/28/2017 04/29/2017	90943 Child Mh Respite
11894 KINDRED FAMILY FOCUS - STANDARD		170.12	2 Transactions	
6110 Lakes & Pines CAC, Inc				
26 05- 430- 745- 3025- 6020		3,666.62	Family Resource Specialist - A 03/01/2017 03/31/2017	0 COMMUNITY ED & PREVENTION
27 05- 430- 745- 3025- 6020		2,533.04	Family Resource Specialist - W 03/01/2017 03/31/2017	0 COMMUNITY ED & PREVENTION
28 05- 430- 745- 3025- 6020		2,096.17	Family Resource Specialist - A 04/01/2017 04/30/2017	0 COMMUNITY ED & PREVENTION
29 05- 430- 745- 3025- 6020		3,793.02	Family Resource Specialist - W 04/01/2017 04/30/2017	0 COMMUNITY ED & PREVENTION
6110 Lakes & Pines CAC, Inc		12,088.85	4 Transactions	
10977 Northern Psychiatric Associates				
16 05- 430- 740- 3050- 6020		377.38	Child outpatient diagnostic as 04/14/2017 04/14/2017	0 Child Outpat Assess/Psyc. Testing
19 05- 430- 740- 3050- 6020		377.41	Child Outpatient Diagnostic As 04/14/2017 04/14/2017	0 Child Outpat Assess/Psyc. Testing
17 05- 430- 745- 3085- 6020		377.38	Adult Outpatient Diagnostic As	0 Adult Outpat Diagnostic Assess/Psyc

SLM1  
 5/19/17 12:46PM  
 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.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
10977 Northern Psychiatric Associates		1,132.17	04/14/2017 04/14/2017 3 Transactions	0
30 3639 Northland Counseling Ctr Inc 05- 430- 730- 3710- 6020		650.00	04/21/2017 04/22/2017 1 Transactions	0 Detoxification - Grand Rapids
3639 Northland Counseling Ctr Inc		650.00	1 Transactions	
4 90748 Oakridge Homes Sils 05- 430- 750- 3340- 6073		454.14	04/03/2017 04/26/2017 Semi- Independent Living Servic	0 Semi- Independent Living Serv (Sils)
11 90748 Oakridge Homes Sils 05- 430- 750- 3340- 6073		479.37	04/04/2017 04/27/2017 Semi- Independent Living Servic	0 Semi- Independent Living Serv (Sils)
90748 Oakridge Homes Sils		933.51	2 Transactions	
3 9140 Simar/Candace 05- 430- 760- 3950- 6020		70.00	04/01/2017 04/30/2017 Guardianship/conservatorship	0 Guardianship/Conservatorship
9140 Simar/Candace		70.00	1 Transactions	
23 90847 STATE FIRE MARSHALL 05- 430- 710- 3980- 6020		50.00	05/19/2017 05/19/2017 Child Foster Care - Licensing	0 License & Resource Development
90847 STATE FIRE MARSHALL		50.00	1 Transactions	
24 14390 TANGE, MSW/PHILIP B 05- 430- 740- 3900- 6020		112.50	04/12/2017 04/12/2017 Clinical supervision- Child Rul	0 Child Rule 79 Case Mgmt
25 14390 TANGE, MSW/PHILIP B 05- 430- 745- 3910- 6020		382.50	04/12/2017 04/13/2017 Clinical supervision- Adult Rul	0 Adult Rule 79 Case Mgmt
14390 TANGE, MSW/PHILIP B		495.00	2 Transactions	
<b>Final Total .....</b>		<b>29,321.37</b>	<b>16 Vendors</b>	<b>30 Transactions</b>

SLM1  
5/19/17 12:46PM  
Health & Human Services

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	5	29,321.37	Health & Human Services
	<b>All Funds</b>	29,321.37	<b>Total</b>

Approved by, .....

.....

.....

Print List in Order By: 4  
1 - Fund (Page Break by Fund)  
2 - Department (Totals by Dept)  
3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D  
D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: Y



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
5	3483 AAF International 05-257-000-0000-6422		37.42	AIR HANDLER FILTERS 04/21/2017 04/21/2017	91118354 0 Janitorial Services/Supplies
5	05-390-000-0000-6422		6.80	AIR HANDLER FILTERS 04/21/2017 04/21/2017	91118354 0 Janitorial Services/Supplies
5	05-400-440-0410-6422		47.64	AIR HANDLER FILTERS 04/21/2017 04/21/2017	91118354 0 Janitorial Services/Supplies
5	05-420-600-4800-6422		105.47	AIR HANDLER FILTERS 04/21/2017 04/21/2017	91118354 0 Janitorial Services/Supplies
5	05-430-700-4800-6422		142.89	AIR HANDLER FILTERS 04/21/2017 04/21/2017	91118354 0 Janitorial Services/Supplies
	3483 AAF International		340.22	5 Transactions	
2	86359 Aitkin Co Attorney 05-420-600-4800-6263		360.00	FRAUD BILLING JAN-MAR '17 01/01/2017 03/31/2017	0 Contract Legal Services-Fraud
1	05-420-640-4800-6263		5,827.50	IVD BILLING JAN-MAR '17 01/01/2017 03/31/2017	0 Contract Legal Services Iv-D
	86359 Aitkin Co Attorney		6,187.50	2 Transactions	
3	85003 Aitkin County DAC 05-400-440-0410-6231		3.34	CLEANING 04/04/2017 04/25/2017	0 Services/Labor/Contracts
4	05-400-440-0410-6231		11.70	PAPERSHRED 04/03/2017 04/25/2017	0 Services/Labor/Contracts
3	05-420-600-4800-6231		7.11	CLEANING 04/04/2017 04/25/2017	0 Services/Labor/Contracts
4	05-420-600-4800-6231		24.87	PAPERSHRED 04/03/2017 04/25/2017	0 Services/Labor/Contracts
3	05-430-700-4800-6231		10.46	CLEANING 04/04/2017 04/25/2017	0 Services/Labor/Contracts
4	05-430-700-4800-6231		36.58	PAPERSHRED 04/03/2017 04/25/2017	0 Services/Labor/Contracts
	85003 Aitkin County DAC		94.06	6 Transactions	
6	8239 Ameripride Linen & Apparel Services 05-257-000-0000-6422		3.94	CLEANING SUPPLIES 04/25/2017 04/25/2017	2200908292 0 Janitorial Services/Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
6	05-390-000-0000-6422		0.72	CLEANING SUPPLIES 04/25/2017 04/25/2017	2200908292 0 Janitorial Services/Supplies
6	05-400-440-0410-6422		5.01	CLEANING SUPPLIES 04/25/2017 04/25/2017	2200908292 0 Janitorial Services/Supplies
6	05-420-600-4800-6422		11.10	CLEANING SUPPLIES 04/25/2017 04/25/2017	2200908292 0 Janitorial Services/Supplies
6	05-430-700-4800-6422		15.04	CLEANING SUPPLIES 04/25/2017 04/25/2017	2200908292 0 Janitorial Services/Supplies
8239	Ameripride Linen & Apparel Services		35.81	5 Transactions	
12106	Antoine Electric				
7	05-400-440-0410-6231		20.88	REPLACE BALLAST IN SS OFFICE 03/31/2017 03/31/2017	16269 0 Services/Labor/Contracts
7	05-420-600-4800-6231		44.37	REPLACE BALLAST IN SS OFFICE 03/31/2017 03/31/2017	16269 0 Services/Labor/Contracts
7	05-430-700-4800-6231		65.25	REPLACE BALLAST IN SS OFFICE 03/31/2017 03/31/2017	16269 0 Services/Labor/Contracts
12106	Antoine Electric		130.50	3 Transactions	
10378	Carver County				
8	05-420-640-4800-6379		79.00	IVD SERVICE 0010269365-02 04/20/2017 04/20/2017	201700000338 0 Other Iv-D Charges
10378	Carver County		79.00	1 Transactions	
14337	COLBY/HANNAH				
9	05-400-450-0451-6406		64.68	TASTE TESTING - SUPPLIES 04/25/2017 04/28/2017	0 PH Program Related Supplies
14337	COLBY/HANNAH		64.68	1 Transactions	
14423	CREMATION SOCIETY OF MN - ST.PAUL				
10	05-420-650-4800-6810		1,650.00	COUNTY BURIAL 04/28/2017 04/28/2017	0 County Burials
14423	CREMATION SOCIETY OF MN - ST.PAUL		1,650.00	1 Transactions	
10855	Culligan				
11	05-257-000-0000-6342		14.97	COOLER RENTAL SERVICE 05/01/2017 05/31/2017	150-10016285-1 0 Office Equipment Rental/Contracts
11	05-390-000-0000-6342		2.72	COOLER RENTAL SERVICE	150-10016285-1 Office Equipment Rental/Contracts

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
11	05-400-440-0410-6301		19.06	COOLER RENTAL SERVICE 05/01/2017 05/31/2017	0 150-10016285-1	Equipment Lease/Space Rental
11	05-420-600-4800-6301		42.19	COOLER RENTAL SERVICE 05/01/2017 05/31/2017	0 150-10016285-1	Equipment Lease/Space Rental
11	05-430-700-4800-6301		57.16	COOLER RENTAL SERVICE 05/01/2017 05/31/2017	0 150-10016285-1	Equipment Lease/Space Rental
10855	Culligan		136.10	5 Transactions		
88628	Dalco					
12	05-257-000-0000-6422		11.73	TOWELS 05/10/2017 05/10/2017	3174222 0	Janitorial Services/Supplies
12	05-390-000-0000-6422		2.13	TOWELS 05/10/2017 05/10/2017	3174222 0	Janitorial Services/Supplies
12	05-400-440-0410-6422		14.92	TOWELS 05/10/2017 05/10/2017	3174222 0	Janitorial Services/Supplies
12	05-420-600-4800-6422		33.05	TOWELS 05/10/2017 05/10/2017	3174222 0	Janitorial Services/Supplies
12	05-430-700-4800-6422		44.77	TOWELS 05/10/2017 05/10/2017	3174222 0	Janitorial Services/Supplies
88628	Dalco		106.60	5 Transactions		
11051	Department of Human Services					
18	05-420-640-4800-6231		183.13	CS MONTHLY FED OFFSET FEE 04/01/2017 04/30/2017	A300C713301 0	Services/Labor/Contracts
13	05-420-650-4400-6025		4,156.91	MA LTC UN 65 04/01/2017 04/30/2017	A300MM8K011 0	State/Fed Share - MA
14	05-420-650-4400-6025		9,524.02	MA ESTATE COLLECTIONS - FED 04/01/2017 04/30/2017	A300MM8K011 0	State/Fed Share - MA
15	05-420-650-4400-6025		4,762.00	MA ESTATE COLLECTIONS - ST 04/01/2017 04/30/2017	A300MM8K011 0	State/Fed Share - MA
16	05-420-650-4400-6025		955.13	MA AX ESTATE COLLECTIONS 04/01/2017 04/30/2017	A300MM8K011 0	State/Fed Share - MA
17	05-420-650-4400-6025		169.02	MAX LTC LT65 17 04/01/2017 04/30/2017	A300MM8K011 0	State/Fed Share - MA
11051	Department of Human Services		19,750.21	6 Transactions		
14424	GEARTY-DELMORE FUNERAL CHAPELS, INC					

# 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
19		05-420-650-4800-6810			2,100.00	COUNTY BURIAL	04/28/2017 04/28/2017		0		County Burials	
14424	GEARTY-DELMORE FUNERAL CHAPELS, INC				2,100.00	1 Transactions						
14437	Hawkins/Kimberly											
20		05-430-700-4800-6330			36.11	EMP MILEAGE HV	05/08/2017 05/08/2017		0		Mileage/Parking	
21		05-430-700-4800-6330			76.56	EMP MILEAGE TRNG	05/03/2017 05/03/2017		0		Mileage/Parking	
14437	Hawkins/Kimberly				112.67	2 Transactions						
2186	Hillyard Inc - Kansas City											
22		05-257-000-0000-6422			30.51	CLEANING / BATHROOM SUPPLIES	05/10/2017 05/10/2017	602533432	0		Janitorial Services/Supplies	
22		05-390-000-0000-6422			5.55	CLEANING / BATHROOM SUPPLIES	05/10/2017 05/10/2017	602533432	0		Janitorial Services/Supplies	
22		05-400-440-0410-6422			38.84	CLEANING / BATHROOM SUPPLIES	05/10/2017 05/10/2017	602533432	0		Janitorial Services/Supplies	
22		05-420-600-4800-6422			85.99	CLEANING / BATHROOM SUPPLIES	05/10/2017 05/10/2017	602533432	0		Janitorial Services/Supplies	
22		05-430-700-4800-6422			116.51	CLEANING / BATHROOM SUPPLIES	05/10/2017 05/10/2017	602533432	0		Janitorial Services/Supplies	
2186	Hillyard Inc - Kansas City				277.40	5 Transactions						
11889	Honeywell International Inc.											
23		05-400-440-0410-6231			185.76	LABOR - REPAIR HEAT PUMP SEAL	05/05/2017 05/05/2017	5239963639	0		Services/Labor/Contracts	
23		05-420-600-4800-6231			394.73	LABOR - REPAIR HEAT PUMP SEAL	05/05/2017 05/05/2017	5239963639	0		Services/Labor/Contracts	
23		05-430-700-4800-6231			580.49	LABOR - REPAIR HEAT PUMP SEAL	05/05/2017 05/05/2017	5239963639	0		Services/Labor/Contracts	
11889	Honeywell International Inc.				1,160.98	3 Transactions						
2340	Hyytinen Hardware Hank											
24		05-257-000-0000-6422			0.30	AGENCY SUPPLIES	04/05/2017 04/05/2017	1386132	0		Janitorial Services/Supplies	
24		05-390-000-0000-6422			0.06	AGENCY SUPPLIES	04/05/2017 04/05/2017	1386132	0		Janitorial Services/Supplies	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
24	05-400-440-0410-6422		0.38	AGENCY SUPPLIES 04/05/2017 04/05/2017	1386132 0 Janitorial Services/Supplies
24	05-420-600-4800-6422		0.86	AGENCY SUPPLIES 04/05/2017 04/05/2017	1386132 0 Janitorial Services/Supplies
24	05-430-700-4800-6422		1.16	AGENCY SUPPLIES 04/05/2017 04/05/2017	1386132 0 Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		2.76	5 Transactions	
90182	Laboratory Corp Of America Holdings				
25	05-420-640-4800-6397		82.50	IVD GENETIC TEST 0015059057-01 04/11/2017 04/18/2017	55199533 0 Genetic Tests Iv-D
26	05-420-640-4800-6397		82.50	IVD GENETIC TEST 0014024878-01 04/24/2017 04/25/2017	55283031 0 Genetic Tests Iv-D
90182	Laboratory Corp Of America Holdings		165.00	2 Transactions	
89079	McGregor Area Ambulance Service				
27	05-400-401-0000-6812		1,860.00	AMBULANCE RUNS - MAR '17 03/01/2017 03/31/2017	0 Mcgregor Area Ambulance
89079	McGregor Area Ambulance Service		1,860.00	1 Transactions	
89078	Mille Lacs Health System				
28	05-400-401-0000-6814		135.00	AMBULANCE RUNS - APR '17 04/01/2017 04/30/2017	0 Isle Ambulance/Mille Lacs Health System
89078	Mille Lacs Health System		135.00	1 Transactions	
89765	Minnesota Elevator, Inc				
29	05-257-000-0000-6300		18.88	ELEVATOR SERVICE - MAY '17 05/01/2017 05/31/2017	704860 0 Maintenance-Service Contracts
30	05-257-000-0000-6300		91.54	ELEVATOR DOOR RE-ADJUST 05/11/2017 05/11/2017	705721 0 Maintenance-Service Contracts
29	05-390-000-0000-6300		3.43	ELEVATOR SERVICE - MAY '17 05/01/2017 05/31/2017	704860 0 Maintenance-Service Contracts
30	05-390-000-0000-6300		16.64	ELEVATOR DOOR RE-ADJUST 05/11/2017 05/11/2017	705721 0 Maintenance-Service Contracts
29	05-400-440-0410-6300		24.03	ELEVATOR SERVICE - MAY '17 05/01/2017 05/31/2017	704860 0 Maintenance/Service Contracts
30	05-400-440-0410-6300		116.52	ELEVATOR DOOR RE-ADJUST 05/11/2017 05/11/2017	705721 0 Maintenance/Service Contracts

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
29	05-420-600-4800-6300		53.21	ELEVATOR SERVICE - MAY '17 05/01/2017 05/31/2017	704860 0 Maintenance/Service Contracts
30	05-420-600-4800-6300		257.98	ELEVATOR DOOR RE-ADJUST 05/11/2017 05/11/2017	705721 0 Maintenance/Service Contracts
29	05-430-700-4800-6300		72.09	ELEVATOR SERVICE - MAY '17 05/01/2017 05/31/2017	704860 0 Maintenance/Service Contracts
30	05-430-700-4800-6300		349.52	ELEVATOR DOOR RE-ADJUST 05/11/2017 05/11/2017	705721 0 Maintenance/Service Contracts
89765	Minnesota Elevator, Inc		1,003.84	10 Transactions	
31	89081 North Ambulance Brainerd 05-400-401-0000-6809		2,160.00	AMBULANCE RUNS - APR '17 04/01/2017 04/30/2017	0 No. Memorial Ambulance-Aitkin
89081	North Ambulance Brainerd		2,160.00	1 Transactions	
32	86177 Sheriff Aitkin County 05-420-600-4800-6265		45.00	FRAUD JAN - MAR '17 01/01/2017 03/31/2017	17-0573 0 Sheriff - Fraud Investigation
86177	Sheriff Aitkin County		45.00	1 Transactions	
33	86944 Sheriff Crow Wing County 05-420-640-4800-6379		75.00	IVD SERVICE 0014343061-03 05/10/2017 05/10/2017	4181 0 Other Iv-D Charges
86944	Sheriff Crow Wing County		75.00	1 Transactions	
34	86433 Sheriff Mille Lacs County 05-420-640-4800-6379		40.00	IVD SERVICE 0012294565-01 04/27/2017 04/27/2017	8006 0 Other Iv-D Charges
86433	Sheriff Mille Lacs County		40.00	1 Transactions	
35	86473 Sheriff Wright County 05-420-640-4800-6379		41.00	IVD SERVICE 0014056127-01 05/02/2017 05/02/2017	201702968 0 Other Iv-D Charges
86473	Sheriff Wright County		41.00	1 Transactions	
36	88859 Spee*Dee-St Cloud 05-420-600-4800-6205		376.55	IM SERVICE 03/27/2017 04/29/2017	3277823 0 Postage

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
37	05-430-700-4800-6205		5.78	SS SERVICE	3277823	Postage
				03/27/2017 04/29/2017	0	
88859	Spee*Dee-St Cloud		382.33	2 Transactions		
86235	The Office Shop Inc					
40	05-400-440-0410-6450		63.36	AGENCY WORKSTATION EQUIPMENT	1023498-0	Small Equipment: Telephones,Chairs, etc.
				04/03/2017 04/03/2017	0	
41	05-400-440-0410-6405		14.04	AGENCY SUPPLIES	1023589-0	Office Supplies
				04/03/2017 04/03/2017	0	
42	05-400-430-0403-6405		89.64	C&T - PENS	1023631-0	Office Supplies
				04/04/2017 04/04/2017	0	
43	05-400-430-0403-6405		7.39	C&T - PENS	1023650-0	Office Supplies
				04/05/2017 04/05/2017	0	
44	05-400-440-0410-6405		4.42	AGENCY SUPPLIES	1023763-0	Office Supplies
				04/05/2017 04/05/2017	0	
46	05-400-440-0410-6405		10.13	AGENCY SUPPLIES	1024070-0	Office Supplies
				04/11/2017 04/11/2017	0	
47	05-400-440-0410-6405		1.88	AGENCY SUPPLIES	1024070-1	Office Supplies
				04/12/2017 04/12/2017	0	
48	05-400-440-0410-6405		3.66	AGENCY SUPPLIES	1024290-0	Office Supplies
				04/17/2017 04/17/2017	0	
38	05-400-440-0410-6300		110.50	OSS-COPIER CONTRACT IRC5240	291917-0	Maintenance/Service Contracts
				04/26/2017 04/26/2017	0	
39	05-400-440-0410-6300		72.79	MAILRM-COPIER CONTRACT IR6265	291917-0	Maintenance/Service Contracts
				04/26/2017 04/26/2017	0	
40	05-420-600-4800-6450		134.64	AGENCY WORKSTATION EQUIPMENT	1023498-0	Small Equipment: Telephones,Chairs, etc.
				04/03/2017 04/03/2017	0	
41	05-420-600-4800-6405		29.82	AGENCY SUPPLIES	1023589-0	Office Supplies
				04/03/2017 04/03/2017	0	
44	05-420-600-4800-6405		9.38	AGENCY SUPPLIES	1023763-0	Office Supplies
				04/05/2017 04/05/2017	0	
45	05-420-600-4800-6405		108.69	IM - PRINTER TONER (JG)	1023827-0	Office Supplies
				04/06/2017 04/06/2017	0	
46	05-420-600-4800-6405		21.53	AGENCY SUPPLIES	1024070-0	Office Supplies
				04/11/2017 04/11/2017	0	
47	05-420-600-4800-6405		3.98	AGENCY SUPPLIES	1024070-1	Office Supplies
				04/12/2017 04/12/2017	0	
48	05-420-600-4800-6405		7.79	AGENCY SUPPLIES	1024290-0	Office Supplies
				04/17/2017 04/17/2017	0	

# Aitkin County



<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
49 05-420-600-4800-6405	95.99	04/17/2017 04/17/2017	1024290-0	Office Supplies	
			0		
38 05-420-600-4800-6300	234.80	04/26/2017 04/26/2017	291917-0	Maintenance/Service Contracts	
			0		
39 05-420-600-4800-6300	154.69	04/26/2017 04/26/2017	291917-0	Maintenance/Service Contracts	
			0		
40 05-430-700-4800-6450	198.00	04/03/2017 04/03/2017	1023498-0	Small Equipment: Telephones,Chairs, etc.	
			0		
41 05-430-700-4800-6405	43.86	04/03/2017 04/03/2017	1023589-0	Office Supplies	
			0		
44 05-430-700-4800-6405	13.80	04/05/2017 04/05/2017	1023763-0	Office Supplies	
			0		
46 05-430-700-4800-6405	31.66	04/11/2017 04/11/2017	1024070-0	Office Supplies	
			0		
47 05-430-700-4800-6405	5.86	04/12/2017 04/12/2017	1024070-1	Office Supplies	
			0		
48 05-430-700-4800-6405	11.45	04/17/2017 04/17/2017	1024290-0	Office Supplies	
			0		
38 05-430-700-4800-6300	345.30	04/26/2017 04/26/2017	291917-0	Maintenance/Service Contracts	
			0		
39 05-430-700-4800-6300	227.49	04/26/2017 04/26/2017	291917-0	Maintenance/Service Contracts	
			0		
86235 The Office Shop Inc	2,056.54	28 Transactions			
Final Total .....	40,192.20	27 Vendors	105 Transactions		



# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	40,192.20	Health & Human Services	
	All Funds	40,192.20	Total	Approved by, .....
				.....
				.....

F.Y.	Cost Center	Obj. Code	Amount	Vendor#	P.O # No PO



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

**FACILITIES USE AGREEMENT  
OFF-CAMPUS FACILITIES ONLY**

THIS FACILITIES USE AGREEMENT is between Aitkin County Health & Human Services ("Licensor"), 204 1<sup>st</sup> Street NW, Aitkin, MN 56431 and the State of Minnesota, by and through the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of *Pine Technical & Community College, 900 4<sup>th</sup> Street SE, Pine City, MN 55063* ("MnSCU").

1. **PERMITTED USE.** Licensor agrees to allow MnSCU use of the following (hereinafter defined as the "Space"):

**Location:**                    *Aitkin County Health & Human Services  
204 1<sup>st</sup> Street NW  
Aitkin, MN 56431  
See Exhibit A for sketch/map identifying location*

**Date and Time:**        *July 1, 2017 – June 30, 2018*

**Description of Activity or Event:**  
*Early Childhood classes/trainings for Child Care Aware of Minnesota Northeast.*

2. **FEE.** For its use of the Space, MnSCU agrees to pay to Licensor a fee of Zero Dollars (\$0.00) which shall be payable in arrears within thirty (30) days of MnSCU's receipt of **Licensor's invoice**, in the amount of \$0.00, per class day paid monthly. *Prepayment by MnSCU is prohibited by Minnesota Statute.*
3. **TERM OF AGREEMENT; CANCELLATION.** This agreement shall be effective as of July 1, 2017 or the date when the final required signature is obtained by MnSCU, and shall remain in effect until June 30, 2018. This agreement may be canceled by either party at any time, for any reason, upon 30 (*thirty*) days written notice to the other party. Licensor expressly understands and agrees that this agreement is not intended to and does not create a landlord-tenant relationship between the parties.

4. **AUTHORIZED REPRESENTATIVES.**

All notices, requests, and other communications between Licensor and MnSCU that are required or that Licensor or MnSCU elect to deliver shall be deemed sufficiently given or rendered if in writing and delivered to either party personally, by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, (return receipt required) addressed as follows:

MnSCU's authorized agent:  
Name/Title: Wendy Walburg, District Coordinator  
Address: 900 4<sup>th</sup> Street SE, Pine City, MN 55063  
Telephone: 320-629-5164

With a copy to: Minnesota State Colleges and Universities  
ATTN: Real Estate Services  
30 E. 7th Street, Suite 350  
St. Paul, MN 55101

Licensor's authorized agent:  
Name: Cynthia Bennett  
Address: 204 1<sup>st</sup> Street NW, Aitkin, MN 56431  
Telephone: 218-927-7200

5. **MAINTENANCE OF SPACE.** MnSCU agrees to maintain the Space in a reasonably clean and sanitary condition. Licensor shall provide the following:
- a. all utilities reasonably required to use the Space, including heating, cooling, and electricity;
  - b. parking
  - c. building security customarily provided by Licensor; MnSCU may provide additional security at its own expense;
  - d. janitorial services;
  - e. any necessary keys or access codes;

Licensor shall allow MnSCU to place temporary signs directing students and other attendees to its event.

6. **BUILDING HOURS.** The building hours are 8:00 a.m. – 4:30 p.m. MnSCU may access the space during non-business hours with Aitkin County Health and Human Services staff present.
7. **RULES AND REGULATIONS.** MnSCU agrees to comply with the building rules and regulations attached as *Exhibit B* during its use of the Space which are not inconsistent with this agreement. MnSCU board policies and applicable laws.

8. **LIABILITY.** Each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the other party's acts and omissions and the results thereof. The State's and MnSCU's liability under this Agreement is governed by the Minnesota Tort Claims Act, Minnesota Statutes §3.736 and other applicable laws.
9. **INSURANCE.** MnSCU maintains commercial general liability insurance in compliance with the Tort Claims limits set forth in Minn. Stat. §3.736, subd. 4, as amended. MnSCU shall name Licensor as an additional insured upon request. MnSCU shall maintain this coverage at its sole expense during its use of the Space. For purposes of this Agreement, Licensor shall maintain applicable insurance coverage consistent with the coverages outlined on **Exhibit B**, attached hereto and made a part of this Facilities Use Agreement. Licensor shall maintain coverages at its sole expense during the term of this Agreement. MnSCU and Licensor shall provide each other with certificates of insurance, upon request. Coverage afforded under these policies shall not be cancelled without at least thirty (30) days advance written notice to the certificate holder. Each party, at its sole expense, shall provide and maintain workers' compensation insurance as such party may be required to obtain by law. MnSCU is self-insured for workers' compensation purposes, and any such insurance extends only to employees of MnSCU, not to students.
10. **MINNESOTA DATA PRACTICES ACT.** MnSCU and Licensor agree to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, with regard to data related to this Agreement.
11. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** Licensor is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. section 12101, et seq., and any regulations promulgated pursuant to the Act.
12. **AUDIT.** The books, records, documents, and accounting procedures and practices of the Licensor relevant to this contract shall be subject to examination by MnSCU and the Legislative Auditor for a minimum of six (6) years from the end of the agreement.
13. **ASSIGNMENT; AMENDMENTS.** Neither party shall assign nor transfer any rights or obligations under this agreement without the prior written consent of the other party. All amendments to this agreement shall be in writing and executed by a duly authorized representative of each party.
14. **BREACH.** In the event that Licensor breaches this Agreement, MnSCU shall have the right to immediately terminate this Agreement, as well as any other remedy available at law or equity.
15. **GOVERNING LAW; VENUE.** This Agreement, including all exhibits, amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
16. **ENTIRE AGREEMENT.** This Agreement (including all exhibits, as shown below) is

intended by the parties as the final and binding expression of their agreement and as the complete and exclusive statement of its terms. This Agreement supersedes all prior negotiations, representations and agreements between the parties, whether oral or written, relating to the subject matter of this Agreement.

- Agreement
- **EXHIBIT A**, Facilities sketch/map identifying Location
- **EXHIBIT B**, General Insurance Requirements

17. **SPECIAL PROVISIONS.** [If none, write *NONE*]: NONE

*SIGNATURE BLOCK IS ON NEXT PAGE*

**Signature Page for Facilities Use Agreement – Off-Campus Facilities Only**

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

**APPROVED:**

**1. LICENSOR:**

Licensor certifies that the appropriate person(s) have executed the Agreement on behalf of Licensor as required by applicable articles, bylaws, resolutions, or ordinances.

**2. MNSCU: STATE OF MINNESOTA BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES, ON BEHALF OF Pine Technical & Community College\***

Cynthia Bennett , Director

By (authorized signature)
<i>Cynthia Bennett</i>
<i>Health Human Services Director</i>
Date <i>5/4/17</i>

By (authorized signature)
Title
Date

Aitkin County Board of Commissioners

By (authorized signature)
Title
Date

**3. AS TO ENCUMBRANCE:**

By (authorized signature)
Title
Date

Jim Ratz, Aitkin County Attorney

By (authorized signature)
Title
Date

**4. AS TO FORM AND EXECUTION:**

By (authorized signature)
Title
Date

\*Shaded boxes to be signed by PTC Representatives.

**EXHIBIT A**

Facilities Sketch/Map Identifying Location (including suite or room numbers)

**EXHIBIT B**  
**GENERAL INSURANCE REQUIREMENTS**

1. Workers' Compensation Insurance

- A. Statutory Compensation Coverage
- B. Coverage B – Employers Liability with limits of not less than:
  - \$100,000 Bodily Injury by Disease per Employee
  - \$500,000 Bodily Injury by Disease Aggregate
  - \$100,000 Bodily Injury by Accident

2. General Liability Insurance

- A. Minimum Limits of Liability:
  - \$2,000,000 – Per Occurrence
  - \$2,000,000 – Annual Aggregate
  - \$2,000,000 – Annual Aggregate applying to Products/Completed Operations
- B. Coverages:
  - Premises and Operations Bodily Injury and Property Damage
  - Personal & Advertising Injury
  - Blanket Contractual
  - Products and Completed Operations
  - Other; if applicable, please list \_\_\_\_\_
  - State of Minnesota or Minnesota State Colleges and Universities named as Additional Insured

Additional Insurance Conditions

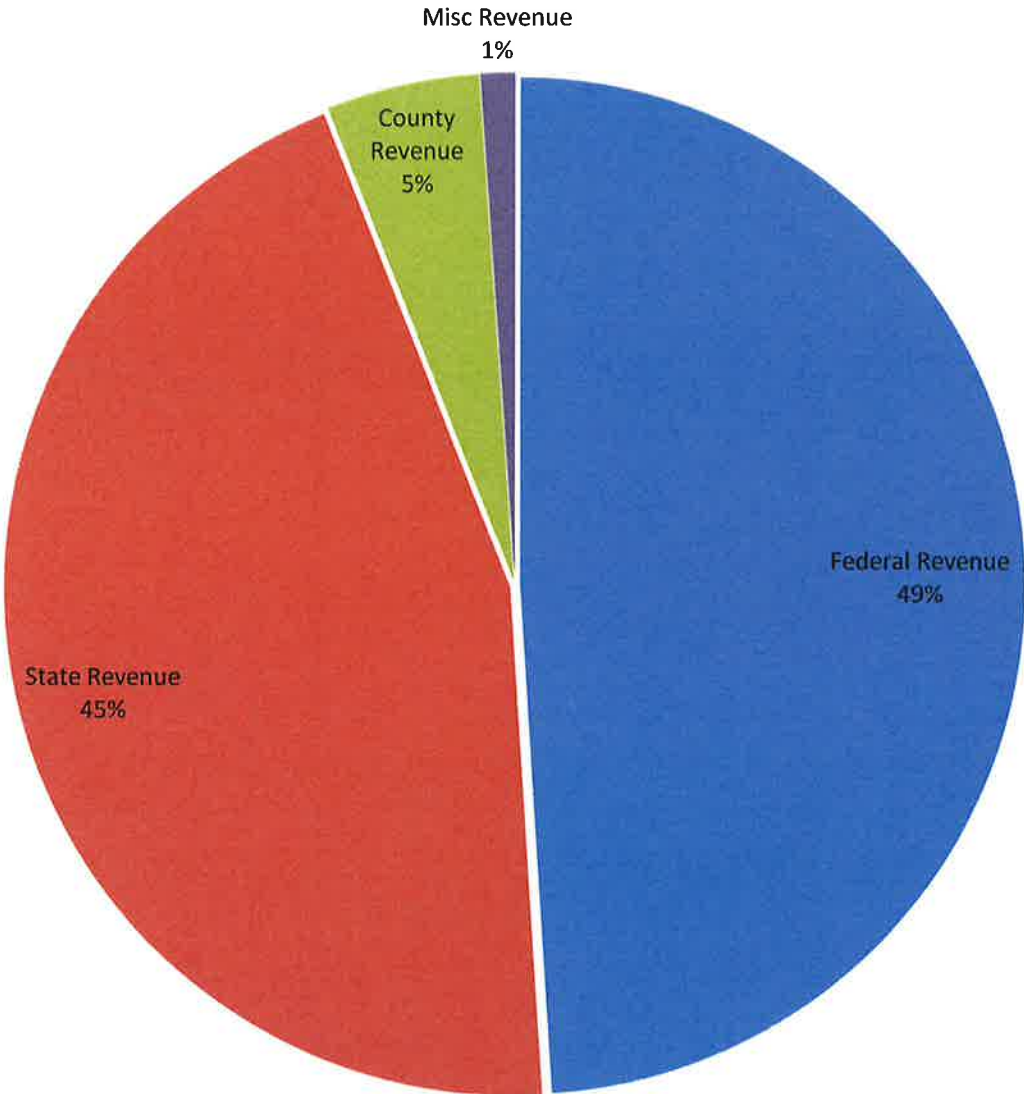
- Licensors' policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of the Licensors' performance under this Agreement.
- Licensors agree to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Licensors' policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota
- Licensors are responsible for payment of Agreement related insurance premiums and deductibles.
- If Licensors are self-insured, a Certification of Self-Insurance must be attached.
- Licensors' policy(ies) shall include legal defense fees in addition to the liability policy limits.
- Licensors shall obtain insurance policy(ies) from insurance company(ies) having an "AM Best" rating of A- (minus), Financial Size Category of VII or better, and authorized to do business in the State of Minnesota.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Licensors' policy limits to satisfy the full policy limits required by the Agreement.



## County Cost Report including all payments issued at the State Level

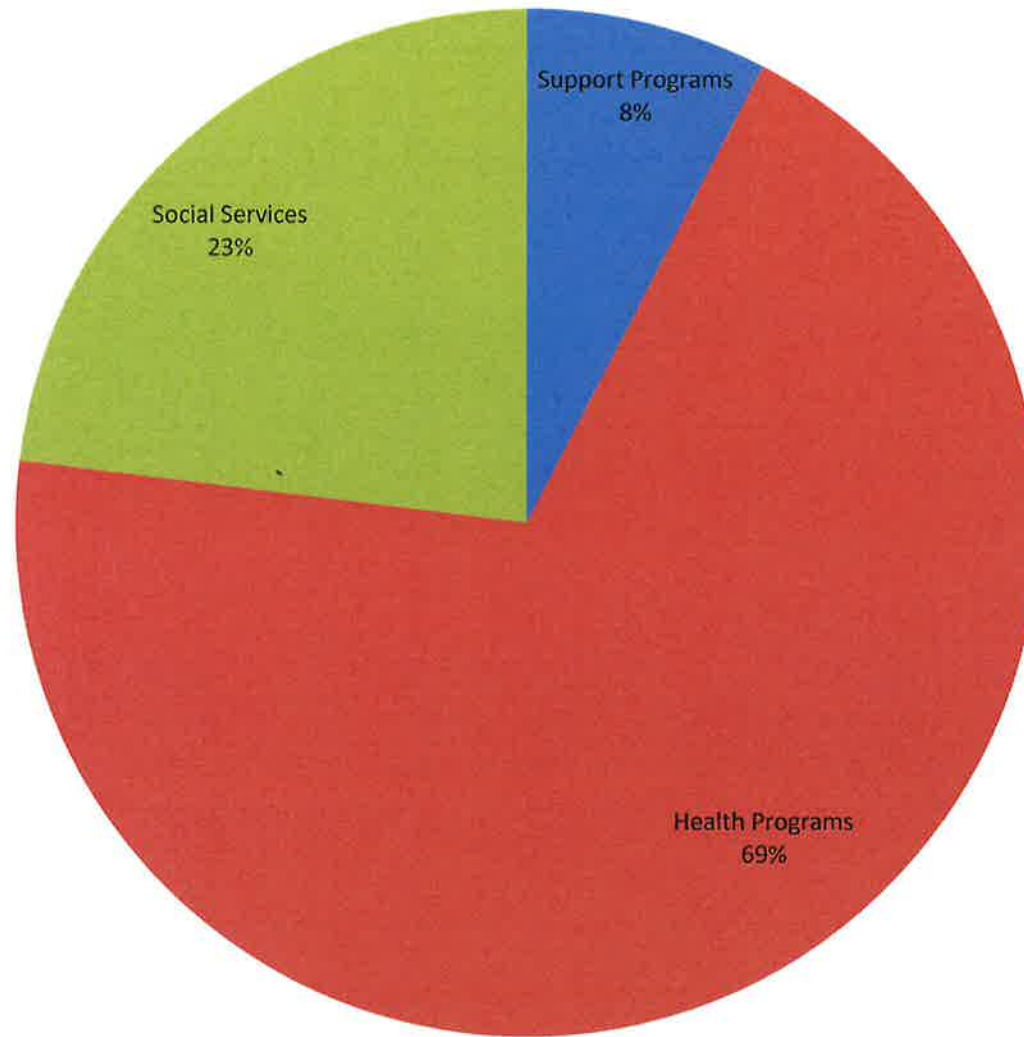
<b>Total Costs</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Support Programs	2,515,669	2,312,440	2,328,164	2,465,267	2,941,954	3,923,889	4,218,303	4,338,951	4,386,366	4,266,142	3,804,144	3,474,475
Health Programs	18,004,645	19,677,987	19,839,843	20,531,619	20,371,978	22,259,758	22,665,536	24,766,614	24,661,987	25,375,194	29,562,410	31,601,342
Social Services	8,444,107	8,717,570	8,488,394	9,074,189	9,062,234	9,681,839	9,526,299	9,631,378	9,402,294	9,336,229	9,664,386	10,522,996
<b>Total</b>	<b>28,964,421</b>	<b>30,707,997</b>	<b>30,656,401</b>	<b>32,071,075</b>	<b>32,376,166</b>	<b>35,865,486</b>	<b>36,410,138</b>	<b>38,736,943</b>	<b>38,450,647</b>	<b>38,977,565</b>	<b>43,030,940</b>	<b>45,598,813</b>
<b>Total Revenue Shares</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Federal Revenue	13,298,913	14,165,341	14,348,133	15,127,430	15,261,662	17,749,041	21,163,339	20,478,515	19,336,487	19,555,915	21,323,224	22,333,457
State Revenue	13,328,956	13,986,722	13,871,457	14,344,417	14,550,920	15,061,593	12,247,815	15,392,089	16,438,013	16,864,373	19,110,354	20,522,009
County Revenue	1,841,914	2,059,931	1,818,217	1,929,257	1,882,946	2,419,053	2,302,390	2,161,430	2,017,661	1,953,338	2,093,384	2,235,935
Misc Revenue	494,638	496,003	618,594	669,971	680,638	635,799	696,596	704,909	658,486	603,939	503,976	507,412
<b>Total</b>	<b>28,964,421</b>	<b>30,707,997</b>	<b>30,656,401</b>	<b>32,071,075</b>	<b>32,376,166</b>	<b>35,865,486</b>	<b>36,410,140</b>	<b>38,736,943</b>	<b>38,450,647</b>	<b>38,977,565</b>	<b>43,030,938</b>	<b>45,598,813</b>
<b>Total Costs</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Support Programs</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Minn Supplemental Aid (MSA)	106,156	97,043	98,141	92,434	95,051	100,316	105,209	118,459	122,031	117,267	121,344	117,499
Minn Family Investment Program (MFIP)	913,103	629,898	646,861	757,743	828,651	927,973	980,085	873,829	823,071	793,371	734,632	559,738
General Assistance (GA)	106,227	101,558	108,280	33,190	152,306	185,225	143,121	144,211	166,983	177,719	180,178	149,363
Food Support/SNAP	696,444	879,466	838,053	921,376	1,137,963	1,889,906	2,203,617	2,402,616	2,470,483	2,392,382	2,036,978	1,915,285
Child Support	422,160	423,619	466,117	487,879	532,788	577,368	557,288	564,797	595,985	530,026	466,405	454,479
Group Residential Housing (GRH)	271,579	180,856	170,712	172,646	195,195	243,101	228,985	235,040	207,813	255,378	264,606	278,111
	<b>2,515,669</b>	<b>2,312,440</b>	<b>2,328,164</b>	<b>2,465,268</b>	<b>2,941,954</b>	<b>3,923,889</b>	<b>4,218,305</b>	<b>4,338,952</b>	<b>4,386,366</b>	<b>4,266,143</b>	<b>3,804,143</b>	<b>3,474,475</b>
<b>Health Programs</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Medical Assistance (MA)	16,980,528	18,424,027	18,541,633	19,707,309	19,489,480	21,151,646	22,414,391	24,781,219	24,661,987	25,375,194	29,562,410	31,601,342
General Assistance (GAMC)	1,024,117	1,253,960	1,298,210	824,310	882,498	1,108,112	251,145	(14,605)	-	-	-	-
	<b>18,004,645</b>	<b>19,677,987</b>	<b>19,839,843</b>	<b>20,531,619</b>	<b>20,371,978</b>	<b>22,259,758</b>	<b>22,665,536</b>	<b>24,766,614</b>	<b>24,661,987</b>	<b>25,375,194</b>	<b>29,562,410</b>	<b>31,601,342</b>
<b>Social Services</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Children's Services	1,534,675	1,706,656	1,709,104	1,762,578	1,539,860	1,652,809	1,659,275	1,743,359	1,522,897	1,420,875	1,534,866	1,466,914
Child Care	418,604	439,394	475,702	486,467	570,715	769,573	703,949	730,569	559,156	430,891	429,041	407,682
Chemical Dependency	591,224	461,345	480,065	702,316	559,291	360,808	446,283	348,780	324,867	405,646	348,694	370,745
Mental Health	1,229,405	988,376	999,468	1,034,390	1,032,000	1,202,142	1,287,083	1,238,380	1,520,282	1,438,609	1,429,466	1,717,459
Developmental Disabilities	2,865,638	2,937,088	3,036,253	3,154,287	3,302,090	3,258,073	3,220,945	3,226,803	3,234,072	3,296,789	3,412,068	3,676,240
Adult Services	1,804,561	2,184,711	1,787,802	1,934,151	2,058,278	2,438,434	2,208,765	2,343,488	2,241,020	2,343,418	2,510,251	2,883,956
	<b>8,444,107</b>	<b>8,717,570</b>	<b>8,488,394</b>	<b>9,074,189</b>	<b>9,062,234</b>	<b>9,681,839</b>	<b>9,526,300</b>	<b>9,631,379</b>	<b>9,402,294</b>	<b>9,336,228</b>	<b>9,664,386</b>	<b>10,522,996</b>

# Revenue Shares

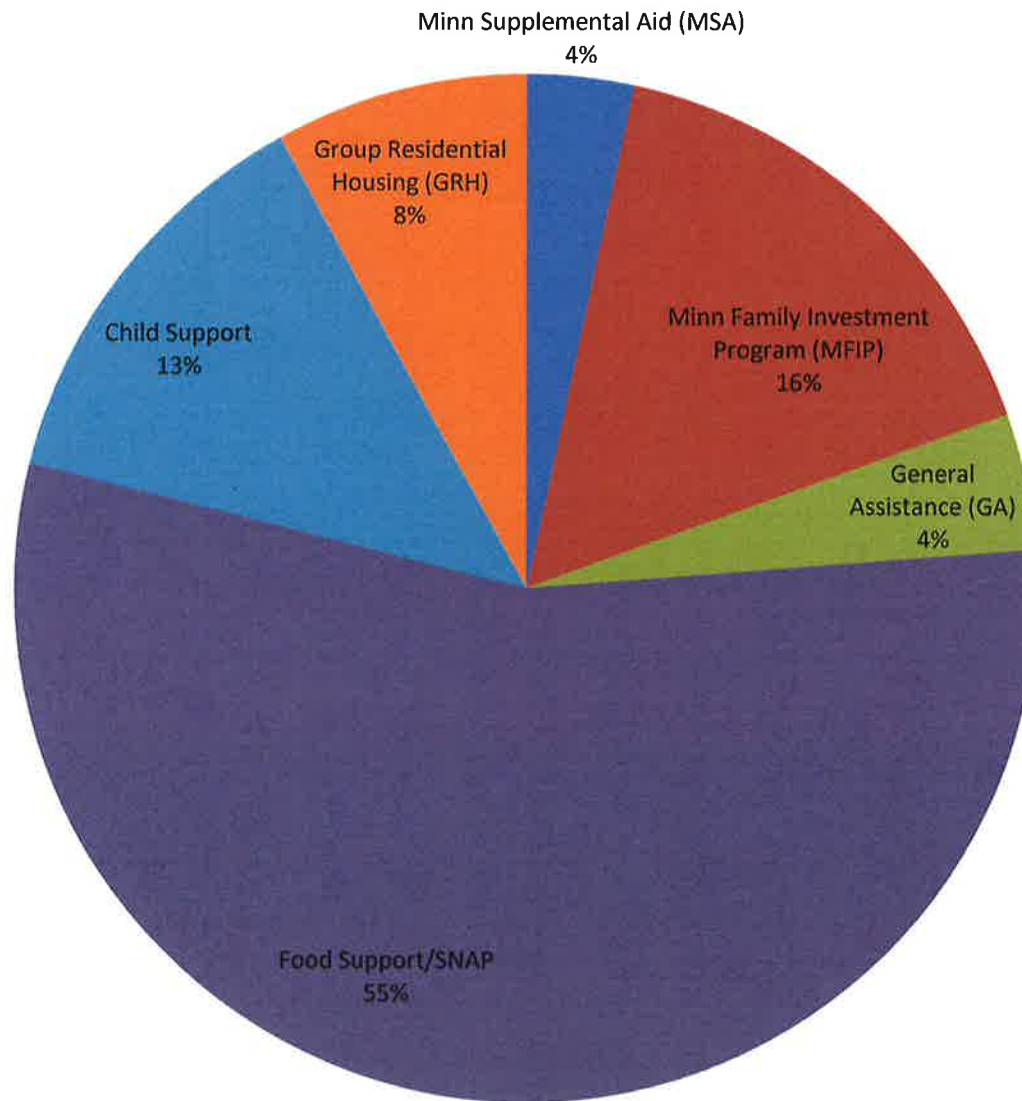


- Federal Revenue
- State Revenue
- County Revenue
- Misc Revenue

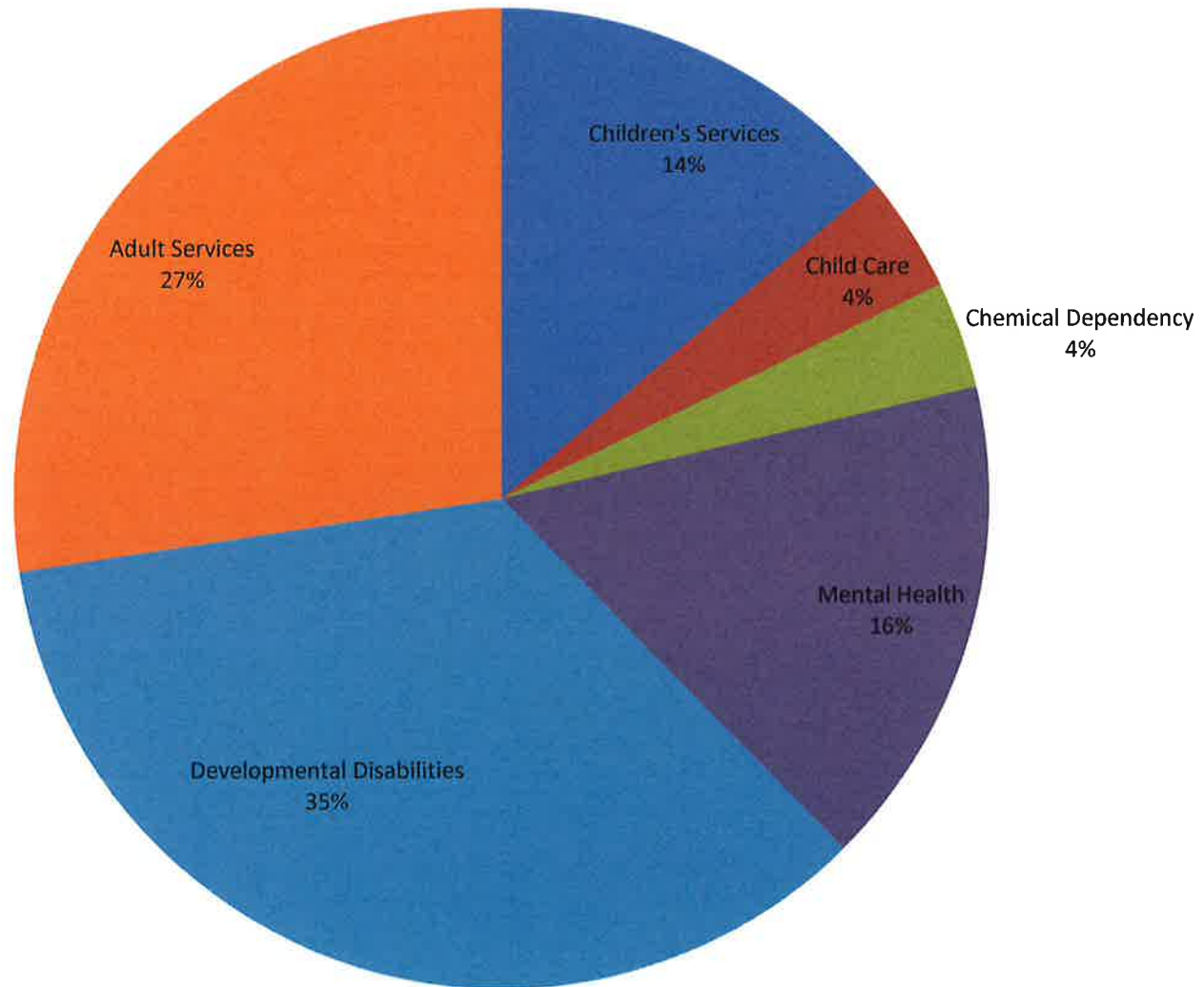
## Total H & HS Investment



## Support Programs (Financial Services)



## Social Service Programs



## Health and Human Services - 2016

<b>Total Costs</b>	<b>Actual 2016</b>	<b>Budget 2016</b>
Support Programs	1,446,137	1,529,472
Medical Assistance (MA)	436,198	394,650
Public Health	772,893	901,471
Social Services	4,101,121	4,044,785
<b>Total</b>	<b>6,756,349</b>	<b>6,870,378</b>

<b>Total Revenue Shares</b>	<b>Actual 2016</b>	<b>Budget 2016</b>
Federal Revenue	2,047,016	2,258,618
State Revenue	1,062,716	1,164,245
County Revenue	2,583,730	2,545,681
Third Party Revenue	341,274	253,800
Misc Revenue	311,494	280,814
<b>Total</b>	<b>6,346,230</b>	<b>6,503,158</b>

### Total Costs

<b>Support Programs</b>	<b>Actual 2016</b>	<b>Budget 2016</b>
Allocated Costs	1,076,617	1,087,897
Minn Supplemental Aid (MSA)	80	-
Minn Family Investment Program (MFIP)	4,700	4,320
General Assistance (GA)	613	800
Food Support/SNAP	3,428	1,550
Child Support	360,699	434,905
	<b>1,446,137</b>	<b>1,529,472</b>

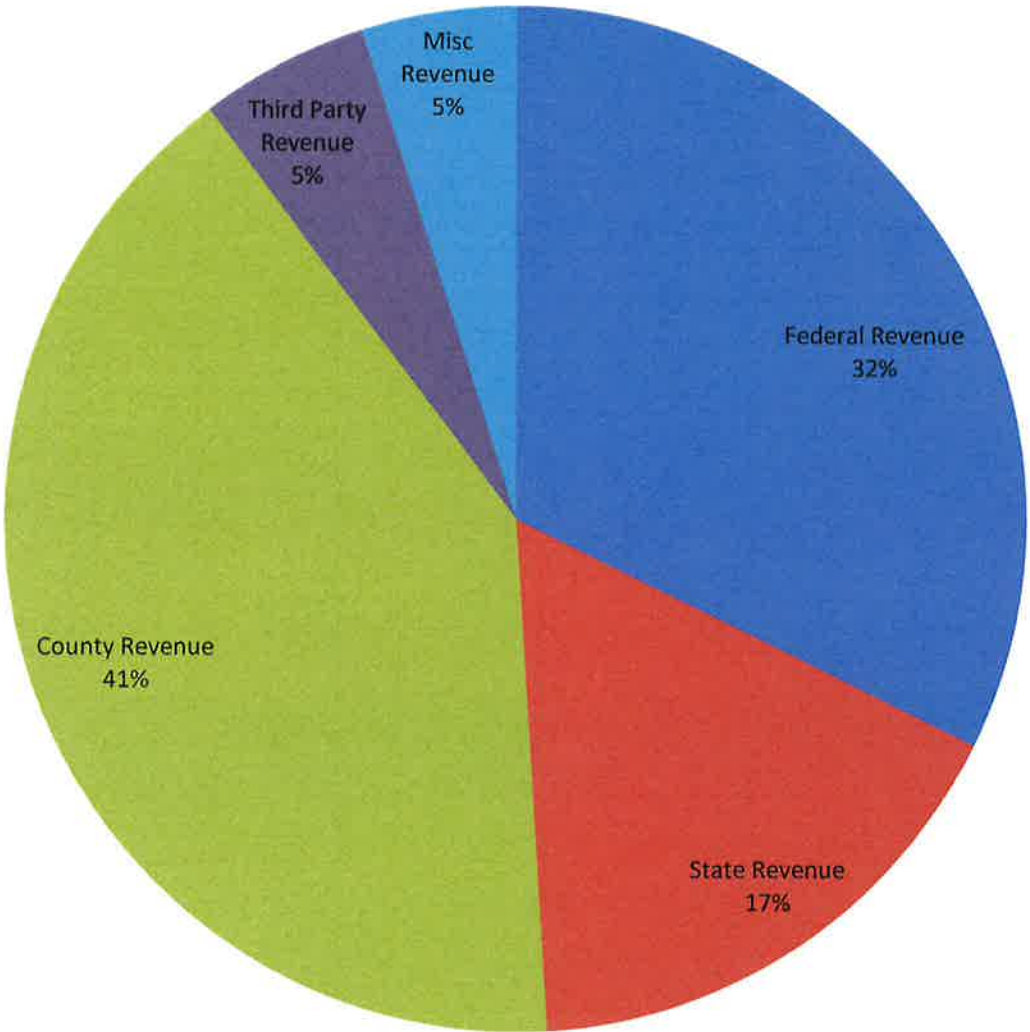
<b>Medical Assistance (MA)</b>	<b>Actual 2016</b>	<b>Budget 2016</b>
Medical Assistance (MA)	436,198	394,650
	<b>436,198</b>	<b>394,650</b>

<b>Public Health</b>	<b>Actual 2016</b>	<b>Budget 2016</b>
DP & C and Emergency Prep	19,174	17,342
EMS	37,000	37,000
WIC	3,899	3,933
Family Health (MCH, TANF, C&TC)	15,045	8,832
Allocated Costs	681,921	827,339
Health Education	15,854	7,025
	<b>772,893</b>	<b>901,471</b>

<b>Social Services</b>	<b>Actual 2016</b>	<b>Budget 2016</b>
Allocated Costs	2,542,704	2,708,861
Children's Services	649,846	634,150
Child Care and MFIP/DWP Employ Svc	131,687	149,874
Chemical Dependency	119,147	83,500
Children's Mental Health	187,513	131,080
Adult Mental Health	436,793	290,320
Developmental Disabilities	26,320	34,400
Adult Services	7,111	12,600
	<b>4,101,121</b>	<b>4,044,785</b>

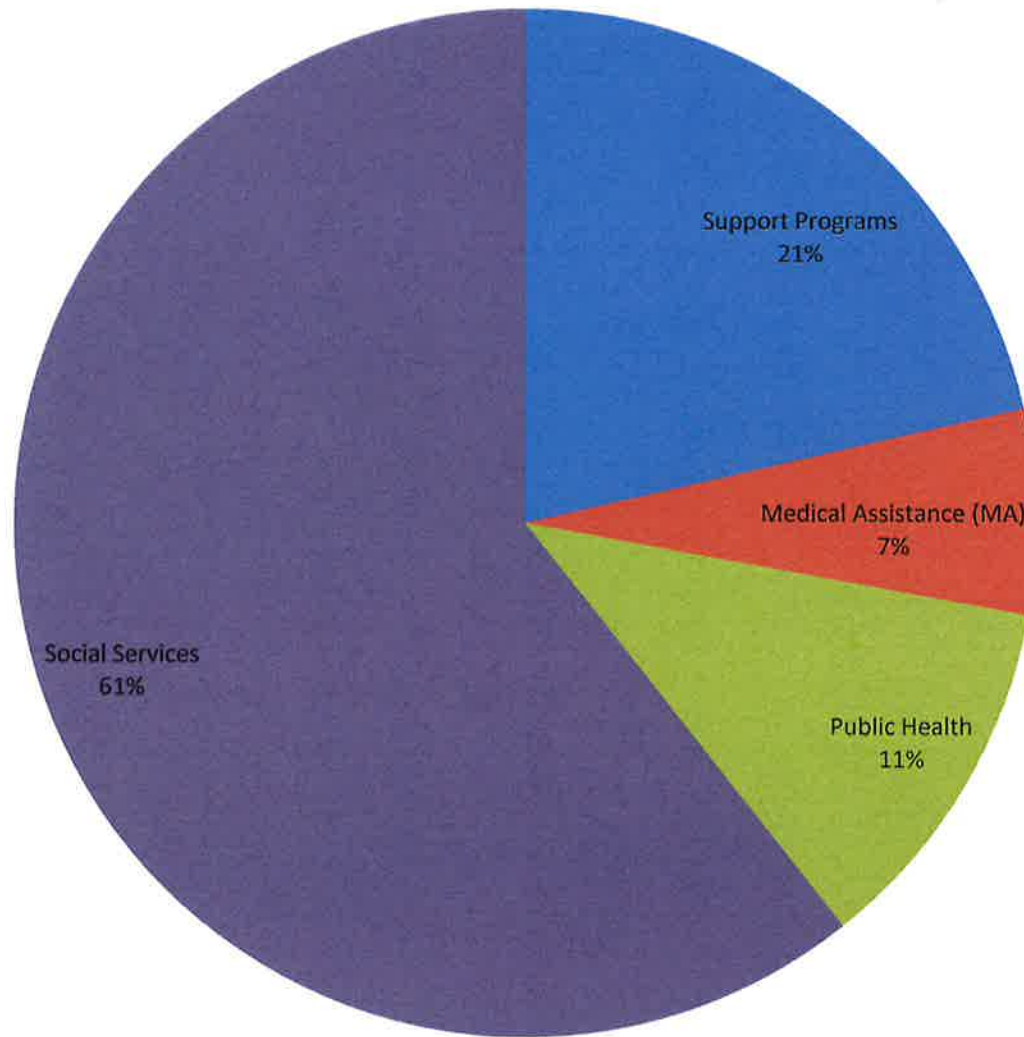
<b>Commitment/Poor Relief</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Budget 2016</b>
Commitment / Poor Relief	154,804	342,554	354,387	195,000

# Revenue Shares



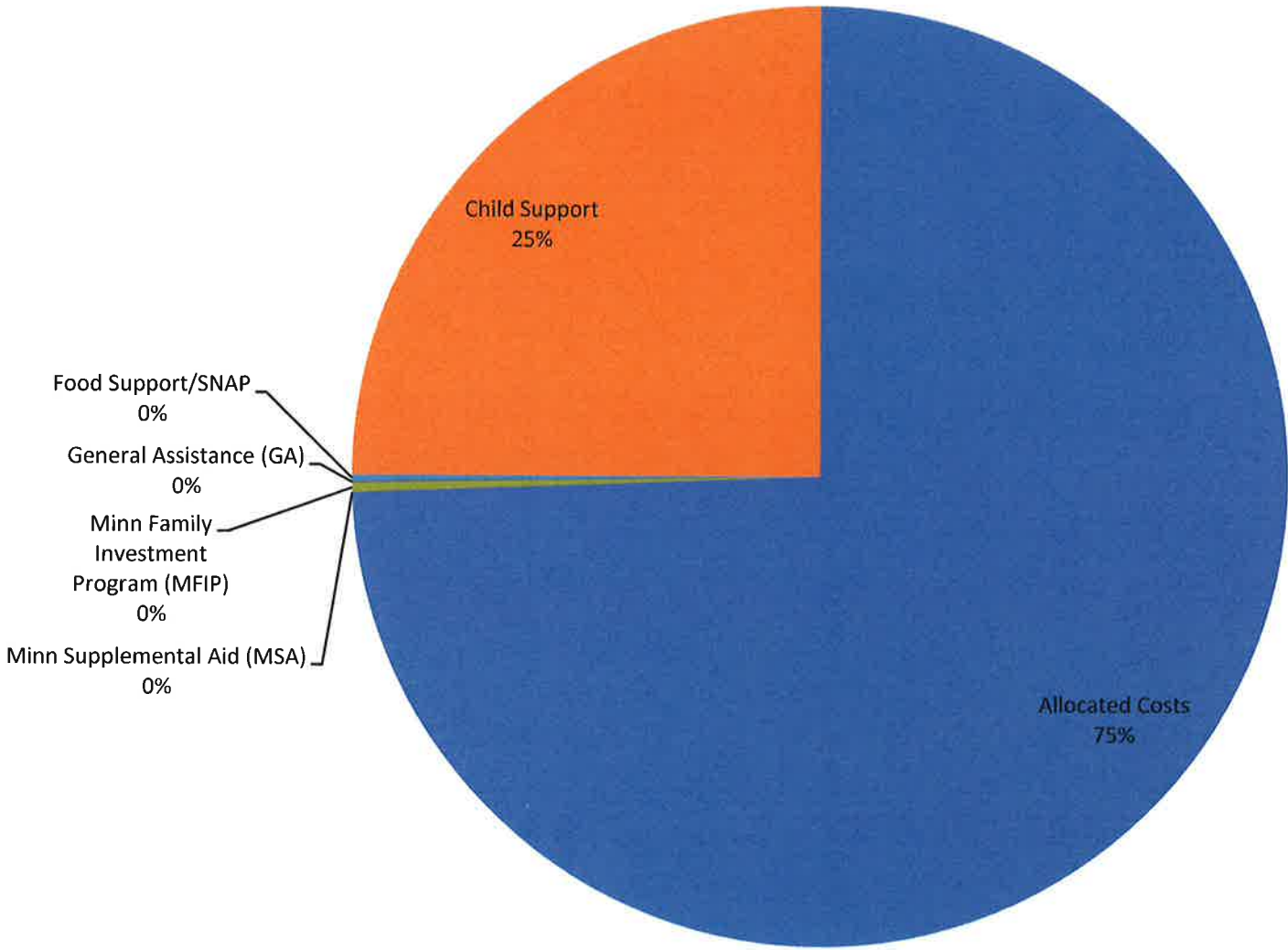
- Federal Revenue
- State Revenue
- County Revenue
- Third Party Revenue
- Misc Revenue

## Total H & HS Costs

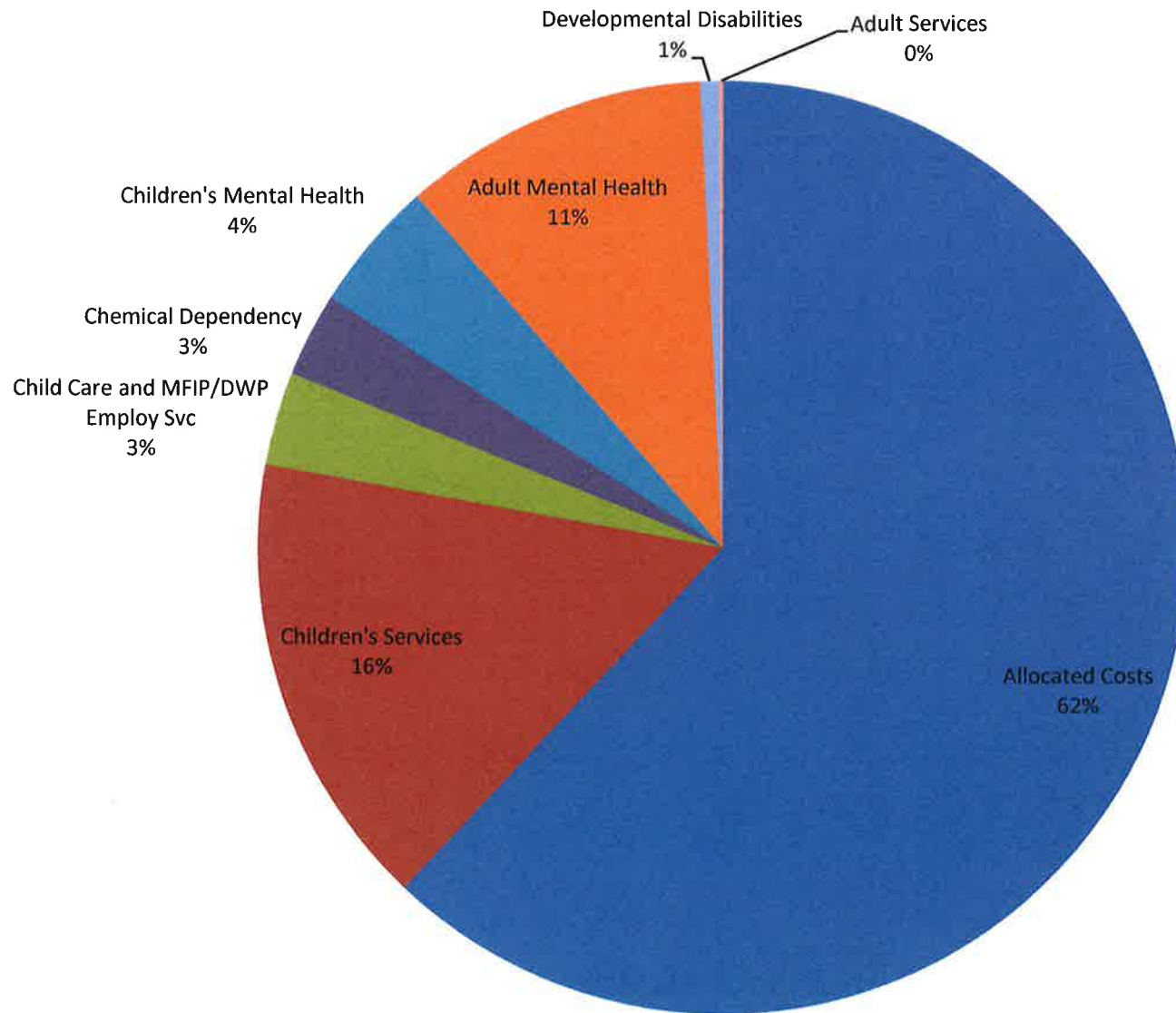




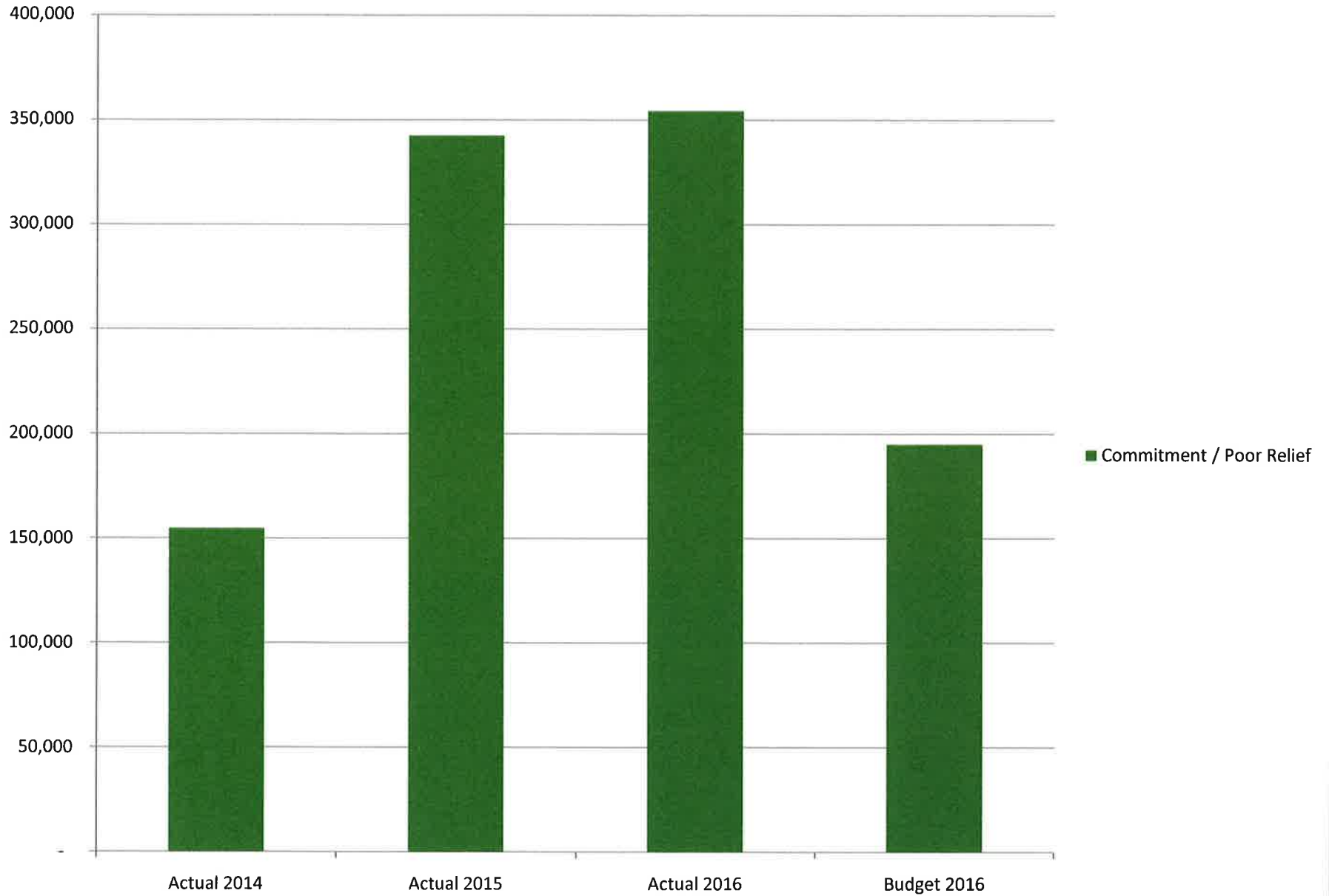
# Support Programs (Income Maintenance)



## Social Service Programs



## Commitment / Poor Relief



VII - A

**AITKIN COUNTY HEALTH & HUMAN SERVICE  
ADVISORY COMMITTEE MEETING MINUTES**

**May 3, 2017**

**Committee Members Present:**

Holly Bray  
Roberta Elvecrog  
Carole Holten  
Kevin Insley  
Joy Janzen  
Bob Marcum  
Joell Miranda  
Jon Moen, AFSCME Union Rep.  
Penny Olson  
Amanda Voller, Workforce Center

Commissioner Bill Pratt

**Others Present:**

Ruth Sundermeyer  
Linda Nelson, Clerk to the  
Cynthia Bennett, Director H&HS  
Jessica Seibert - Aitkin County Administrator

**Guests:**

Joel Hoppe

**Absent:**

Kristine Layne  
Lynette Maas  
Laurie Westerlund  
Bev Mensing

- I. **Jessica Seibert - Aitkin County Administrator** - Introduction - told she was past member of the Aitkin County Health & Human Services Advisory - Appreciates what our committee does
- II. **Approval of Agenda**  
*Motion by Joy Janzen, seconded by Carole Holten, and carried; the vote was to approve the Agenda*
- III **Approval of Minutes of the April 3, 2017 Meeting**  
*Motion by Amanda Voller, seconded by Joy Janzen, and carried; the vote was to approve the Minutes of the April 3, 2017 meeting.*
- IV. **Committee Member Input / Updates - Must be informational in nature, relative to Aitkin County Health & Human Services and not exceed (5) minutes per person.**  
*Bob Marcum said he disagrees with prior decision not to have outside agencies present at the Advisory Committee meeting. His example is Angels, they do a lot of work for us and it might be beneficial to hear all they do. Cynthia Bennett said our focus on the Advisory Committee is to focus on the programs conducted through our agency. It is appropriate to discuss partnerships however the focus is ACHHS. She would check on our mission, vision, goals, etc and get back to us next meeting*

**V. Discuss activities committee members would be interested in participating in.**  
*Roberta stated we are done with Job Description and By-Laws so some discussion on activities that Advisory members could help with. - Sheet passed out and discussion on each topic with clarification as to meeting times, etc. See attached Sheet.*

**VI. Child Support Overview - Ruth Sundermeyer gave an overview of Child Support - There are voluntary and involuntary types of application. Services are mandated if on public assistance. Main responsibilities/ but not limited to 1) Establish Fatherhood/ Right of Parentage (2) Court orders – establish and modify support and enforce.**

**VII. Comments:**

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

**B. Feedback from the Board Meeting**

**1. April 25 2017 – Robert Marcum, Roberta Elvecrog**

*Bob reported that they had the same excellent presentation on healthcare by Jessi Goble Went over Budgets - stated we are underserved in mental health - Bill Pratt replied that the board is very aware of that fact.*

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

MAY 23	Kevin Insley	Joy Janzen
JUNE 27	Carole Holten	Marlene Abear
JULY 25	Bob Marcum	
AUGUST 22	Holly Bray	
SEPTEMBER 26	Carole Holten	Lynette Maas
OCTOBER 24	Bob Marcum	Penny Olson
NOVEMBER 28		
DECEMBER 19	Jon Moen	

**IX. Adjourn**

*Motion by Amanda Voller, seconded by Carol Holten, and carried; the vote was to adjourn the meeting at 4:48 p.m.*

\_\_\_\_\_  
Roberta Elvecrog, Chairperson

\_\_\_\_\_  
Linda Nelson, 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:**

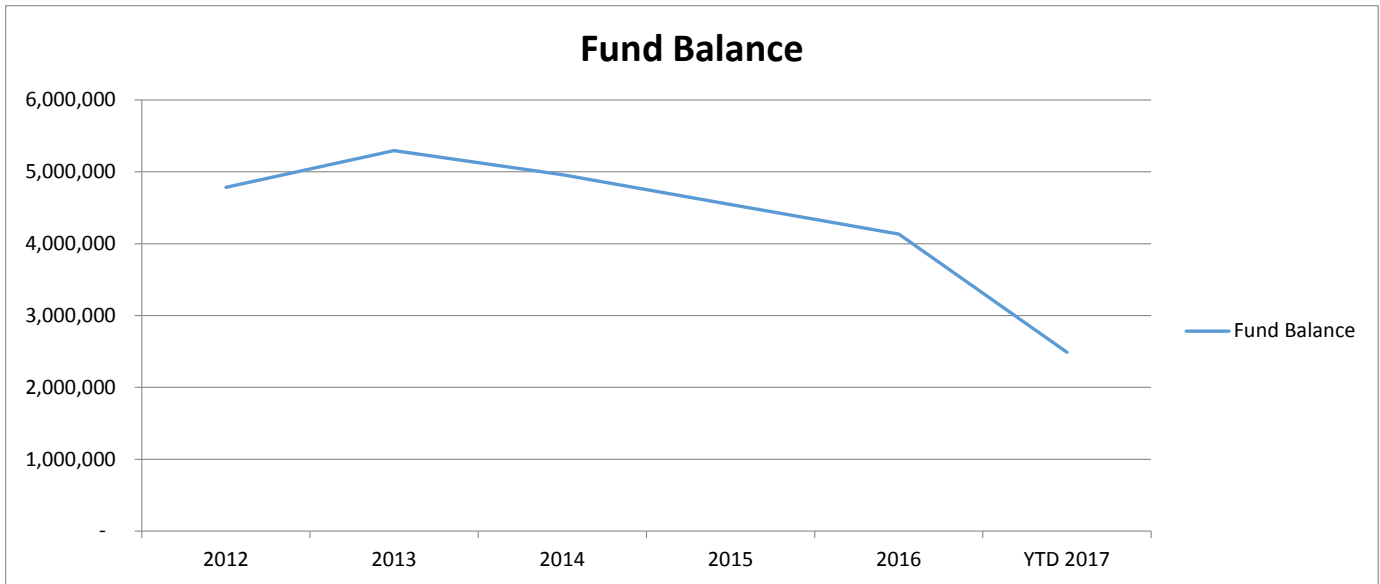
- Draft copy of the Minutes of the April 5, 2017, Advisory Committee Meeting
- Draft Copy of the April 25, 2017 Health & Human Services Board Meeting Minutes
- Activities/Meeting where the H&HS Advisory Committee Members can participate - comments

# Aitkin County Health and Human Services

## 5-Year Trend

Fund Balance	2012	2013	2014	2015	2016	YTD 2017
	4,783,514	5,295,266	4,959,306	4,544,194	4,132,946	2,488,308

	2012	2013	2014	2015	2016	YTD 2017
<b>Revenue:</b>						
Tax Levy	(2,445,758)	(2,470,280)	(1,888,237)	(1,982,478)	(2,376,726)	-
Intergovernmental Revenue	(131,276)	(314,824)	(270,042)	(279,448)	(207,004)	-
State Revenue	(723,462)	(686,351)	(881,137)	(1,043,277)	(1,062,714)	(222,616)
Federal Revenue	(2,161,389)	(2,136,553)	(2,168,616)	(2,084,504)	(2,047,014)	(637,648)
Third Party Revenue	(204,217)	(216,749)	(207,346)	(258,635)	(341,275)	(101,505)
Misc. Revenue/Pass Thru	(451,664)	(359,291)	(315,012)	(388,502)	(311,493)	(72,242)
<b>Expenditure:</b>						
Payments for Recipients	1,604,609	1,417,258	1,635,621	1,719,526	1,881,399	766,296
Payroll	3,516,455	3,425,849	3,664,934	3,934,931	4,102,280	1,689,538
Services/Charges and Fees	397,600	423,064	336,723	343,675	347,003	118,955
Travel and Insurance	87,885	89,679	143,562	156,611	155,526	59,990
Supplies and Small Equipment	33,369	61,402	73,199	110,486	100,869	41,336
Capital Outlay	120,759	52,492	31,266	38,483	48,764	2,500
Misc. Expenditure/Pass Thru	168,640	184,723	180,414	150,934	120,507	49,706
<b>Net Change to Fund Balance:</b>	<b>(188,448)</b>	<b>(529,581)</b>	<b>335,329</b>	<b>417,802</b>	<b>410,121</b>	<b>1,694,312</b>

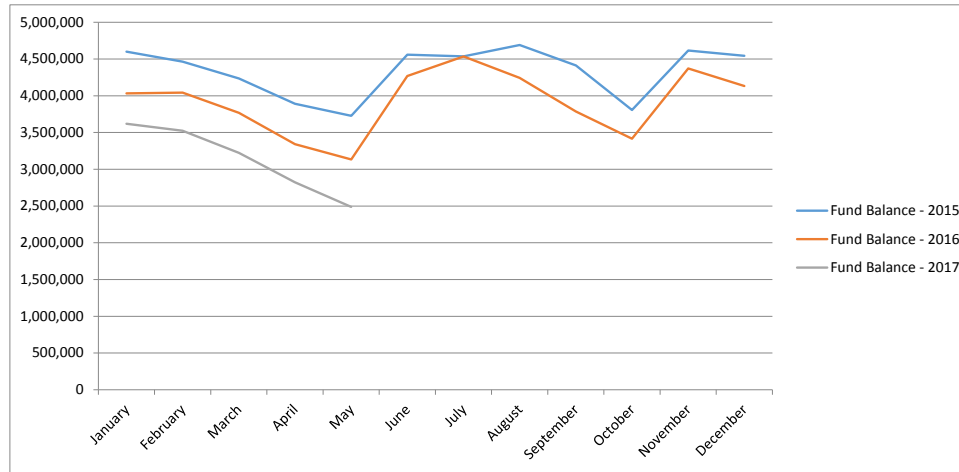


## Aitkin County Health and Human Services

### 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	4,132,946
<b>Fund Balance - 2017</b>	3,619,229	3,524,864	3,223,404	2,822,304	2,488,308							

	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	0	0									0
Intergovernmental Revenue	0	0	0	0									0
State Revenue	(18,231)	(73,976)	(122,527)	(7,881)									(222,616)
Federal Revenue	(73,411)	(246,644)	(282,877)	(34,717)									(637,648)
Third Party Revenue	(14,677)	(30,438)	(27,132)	(29,258)									(101,505)
Misc. Revenue/Pass Thru	(20,882)	(13,003)	(30,908)	(6,668)	(781)								(72,242)
<b>Expenditure:</b>													
Payments for Recipients	140,882	196,989	143,567	156,060	128,799								766,296
Payroll	433,107	312,632	447,030	322,773	173,996								1,689,538
Services/Charges and Fees	33,393	16,350	28,873	22,211	18,129								118,955
Travel and Insurance	39,506	2,407	5,604	9,545	2,929								59,990
Supplies and Small Equipment	4,846	28,485	3,083	3,138	1,784								41,336
Capital Outlay	0	0	0	2,500	0								2,500
Misc. Expenditure/Pass Thru	9,649	10,146	8,420	12,351	9,140								49,706
<b>Net:</b>	<b>534,182</b>	<b>202,947</b>	<b>173,132</b>	<b>450,055</b>	<b>333,995</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,694,312</b>



## Foster Care Report

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<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	387,340
<b># of Children</b>	69	73	75	63	64	57	56	49	50	53	65	62	

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	4,006
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	99,749
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	42,127
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	13,785
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	
Correction Facilities	0	0	0	0	0	0	0	0	24,953	0	0	0	54,979
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	690
Extented 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	166,987
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	1,030
Child Care	5,369	1,406	2,178	0	671	1,579	1,167	0	718	592	4,495	981	179
Health Services	5,546	386	695	0	455	82	194	382	111	2,607	3,108	195	132
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	5,186
<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>389,740</b>

### Foster Care Expense

