

The Aitkin County Board of Commissioners met this 25th day of July, 2017 at 9:02 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the July 25, 2017 agenda.

**APPROVED  
AGENDA**

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

**HEALTH & HUMAN  
SERVICES BOARD**

**Attendance**

The Aitkin County Board of Commissioners met this 25th day of July, 2017 at 9:04 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, Social Services Supervisor Jessi Schultz, Financial Services Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Administrative Assistant Sue Bingham, and Guests: Bob Marcum/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

**Agenda**

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

**Minutes**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the June 27, 2017 Health and Human Services Board minutes.

**Bills**

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

**Health & Human Services Director Reports**

- **Legislative Updates** – Cynthia Bennett, H&HS Director reported that there has been clarification of the cost shift to counties related to MNChoices. The impact will not be quite as negative as originally thought. Commissioner Westerlund had questions about the Medical Assistance cost of care and Jessi Goble, Financial Services Supervisor, provided a brief explanation.
- **Redesign Committee Update** – Cynthia reported that this committee was developed as a result of 1:1 meetings with employees to support progress and development of a healthy work environment. The committee consists of 12 members representing all units within HHS. The committee will identify target outcomes, develop goals, set benchmarks, and evaluate progress. One potential outcome would be building upgrades. Some of this is already being conducted however areas such as the front lobby and the pink carpeting in offices needs to

be addressed. This committee will provide opportunities for communication between committee members and all HHS employees which will help set the tone for improved teamwork throughout the agency. The first meeting is scheduled August 1st.

**Financial Reports**

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

**Contract**

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve Service Agreement between ACHHS and Northern Psychiatric Associates – Baxter

**Quality Improvement Project Update**

Jessi Goble, Financial Services Supervisor updated the Board on the Quality Improvement Project, also known as Project for Perfection (P4P). This process is conducted to improve efficiency and workflows within the units. We performed a P4P for the task of answering the phones at the front desk, which includes taking messages and guiding callers to employee voice mail. Our P4P group included those who actually do the phone answering and some additional support persons. We broke the current workflow into small pieces and identified what works well and what doesn't. We discovered that there were some unclear guidelines for the individuals answering the phones. Now we are able to create guidelines to assist the front staff with their jobs, make their work flow better and enabling us to better meet the needs of the community members who are calling our agency. The overall goal of this process is to ultimately provide the best service possible in the most efficient manner.

**Fair Booth Report**

Erin Melz, Public Health Supervisor reported to the Board that the Fair Booth was very successful. The comments from families were very positive.

**Committee Reports**

- H&HS Advisory Committee – Although there was no H&HS Advisory Committee meeting in July, Bob Marcum spoke about the good working relationship they have with Lakes & Pines
- CJI (Children's Justice Initiative) – Commissioner Westerlund was not able to attend. Jessi Schultz reported on scheduling and legislative changes
- Lakes & Pines Update – Commissioner Niemi reported on Head Start

**Next Meeting – August 22, 2017**

Break: 10:02 a.m. to 10:15 a.m.

John McManigle, Manager of Quadna Resort discussed his concerns about the properties with the Board.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence

**HHS BOARD  
ADJOURNS**

**BREAK**

**CITIZEN'S PUBLIC  
COMMENT**

**CONSENT  
AGENDA**

File: July 11, 2017 to July 24, 2017; B) Approve County Board Minutes: July 11, 2017; C) Approve Commissioner Warrants: General Fund \$229,509.02, Road & Bridge \$267,035.28, Special Revenue \$1,663.33, Health & Human Services \$153.18, Debt Service \$31,626.67, State \$4,139.71, Trust \$4,508.14, Forest Development \$973.93, Agency \$27,997.39, Taxes & Penalties \$4,751.00, Long Lake Conservation Center \$10,635.04, Parks \$5,739.87 for a total of \$588,732.56; D) Approve June Manual Warrants: General Fund \$12,411.57, Road & Bridge \$590.26, Health & Human Services \$1,716.73, State \$159,660.74, Trust \$177.00, Forest Development \$137.40, Taxes & Penalties \$89,692.83, Long Lake Conservation Center \$3,205.31, Parks \$325.00 for a total of \$267,916.84; E) Approve Auditor Warrants – June Sales & Use Tax: General Fund \$269.25, Road & Bridge \$501.62, State \$8,024.00, Long Lake Conservation Center \$150.13, Parks \$240.81 for a total of \$9,185.81; F) Approve Auditor Warrants – Period 2 RE Tax Overpays: Agency \$14.00, Taxes & Penalties \$1,691.86 for a total of \$1,705.86; G) Adopt Resolution: Federal Recreational Trail Program Grant; H) Adopt Resolution: LLCC IRRRB Grant Application

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - Federal Recreational Trail Program Grant:

**WHEREAS**, the Mille Lacs Trails Snowmobile Club has applied for a Federal Recreational Trail Program grant for purchasing a rubber tracked skid steer loader with bucket and forks to groom snowmobile trails in the Aitkin County area; and

**WHEREAS**, Aitkin County contracts with the Mille Lacs Trails to groom approximately 109 miles of snowmobile trails in Aitkin County through the Grants in Aide snowmobile trail funds; and

**WHEREAS**, Aitkin County feels that no undue environmental impact will be created by the purchase of a new skid steer loader; therefore

**BE IT RESOLVED**, Aitkin County will accept the \$41,755.49 Federal Recreational Trail Program grant if awarded as partial funding for the Mille Lacs Trails Snowmobile Club purchase of the piece of machinery, and recognizes the matching requirement on this grant which will be the club's responsibility.

The fiscal agent for this grant will be the Aitkin County Land Department, Mark Jacobs, Land Commissioner, at 209 2nd St. NW, Room 206 Aitkin, Mn. 56431.

Mille Lacs Trails Snowmobile Club and Aitkin County assure that the grooming equipment purchased with this grant will be maintained for no less than 20 years as required by the Federal Recreational Trail Grant Program or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - LLCC IRRRB Grant Application:

**WHEREAS**, Aitkin County is committed to properly managing and maintaining capital infrastructure, and

**RESOLUTION  
20170725-053  
FEDERAL  
RECREATIONAL  
TRAIL PROGRAM  
GRANT**

**RESOLUTION**

**WHEREAS**, the aging Long Lake Conservation Center wood heating system is in need of replacement, and

**07252017-054  
LLCC IRRRB  
GRANT  
APPLICATION**

**WHEREAS**, Aitkin County seeks additional funding to assist with the replacement project;

**THEREFORE, BE IT RESOLVED**, that Aitkin County supports acceptance of IRRRB funding for the heating system replacement project, if approved by IRRRB.

The fiscal agent for this grant will be the Aitkin County Land Department, Mark Jacobs, Land Commissioner, at 209 2<sup>nd</sup> St. NW Room 206 Aitkin, Mn. 56431.

Mike Dangers, County Assessor discussed legislative updates with the Board, including:

**COUNTY  
ASSESSOR  
LEGISLATIVE  
UPDATES**

- State General Tax Changes
- Assessor Licensure Changes
- American Legion and VFW Tax Break
- Property on Leased Campsites
- School District Bond Agricultural Credit
- Sustainable Forest Incentive Act
- Paperwork Reduction
- Spouses of Disabled Veterans Who Passed Away
- PILT Payment Increases
- New Mobile Home Park Classification
- New Training Requirements
- Reassessment Orders

Lori Grams, County Treasurer reviewed the 2017 2<sup>nd</sup> Quarter Investment Report with the Board.

**2017 2<sup>ND</sup>  
QUARTER  
INVESTMENT  
REPORT**

Ross Wagner, Economic Development & Forest Industry Coordinator presented the four applications received for the Aitkin County Broadband Grant program. Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, (4-1 Wedel) to approve \$100,000 grant to SCI Broadband for Bridge Road area on Big Sandy Lake, as recommended by the Economic Development Committee, and to delay consideration of a \$50,000 grant to Mille Lacs Energy Cooperative/Consolidated Telecommunications Co. until the August 8<sup>th</sup> County Board meeting. The approval of the grant to SCI Broadband is contingent upon approval of contract by the County Attorney.

**AITKIN COUNTY  
BROADBAND  
GRANTS**

Jessica Seibert, County Administrator discussed the current Enbridge lawsuit vs. the Department of Revenue with the Board. There will be further discussion at the Fall AMC Policy meeting.

**ENBRIDGE  
LAWSUIT**

Jessica Seibert, County Administrator and the Board discussed the proposed 2018 Commissioners budget.

**COMMISSIONERS  
2018 BUDGET**

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to accept the Grade 3 Job Classification for the Assessment Technician position in the Assessor's Office, as recommended by the Job Evaluation Consultant.

The Board discussed: Hill City Council Meeting, ARDC, Lakes & Pines, Snake River, DAC, CARE, McGregor Airport, BSLWMP, AIS, Association of Townships, Joint Natural Resources Board, Aitkin County Water Planning Task Force, TZD, and Natural Resources Advisory Committee.

Motion by Commissioner Westerlund seconded by Commissioner Pratt and carried, all members voting to adjourn the meeting at 12:21 p.m. until Tuesday, August 8, 2017 at 9:00 a.m.

**ASSESSMENT  
TECHNICIAN JOB  
CLASSIFICATION**

**BOARD  
DISCUSSION**

**ADJOURN**



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J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioners



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Jessica Seibert, County Administrator