

The Aitkin County Board of Commissioners met this 22nd day of August, 2017 at 9:04 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.

Motion by Commissioner Pratt, seconded by Commissioner Marcotte and carried, all members voting yes to approve the amended August 22, 2017 agenda. Consent Agenda Items H) Approve Vehicle Purchase – Assessor’s Office, I) Approve Out-of-State Travel Request – LLCC, J) Approve Out-of-State Travel Request – Sheriff’s Office, and L) Approve Quote for Historical Record Scanning were pulled from the Consent Agenda and placed on the regular agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
August 22, 2017**

Attendance

The Aitkin County Board of Commissioners met this 22nd day of August, 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 who was delayed due to car problems, Fiscal Supervisor Kathleen Ryan, Financial Services Supervisor Jessi Goble, Social Services Supervisor-Children’s Services Jessi Schultz, Social Services Supervisor-Adult Services Kim Larson, Public Health Supervisor Erin Melz, Fiscal Worker Carli Goble, Health & Human Services Administrative Assistant Shawn Speed, Maggie Rothstein/Aitkin-Itasca-Koochiching Community Health Board Public Health Planner, and Guests: Roberta Elvecrog/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the August 22, 2017 Health & Human Services Board agenda with the addition of Item VII.f. CHB Reports from Commissioner Westerlund.

Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the July 25, 2017 Health and Human Services Board minutes.

Bills

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

Introduction

Erin Melz, Public Health Supervisor, introduced Maggie Rothstein a Public Health Planner for the Aitkin-Itasca-Koochiching Community Health Board.

Financial Reports

Kathleen Ryan reviewed the financial statement for the board.

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH & HUMAN
SERVICES BOARD**

- 1) We are on budget overall.
- 2) Foster care is running high.

Committee Reports

H&HS Advisory Committee – Commissioner Westerlund and/or Pratt

- 1) Committee member Roberta Elvecrog provided details of their last meeting, held August 2, 2017.
 - a. Explained that they were given a briefing by Kathleen Ryan on the upcoming budget presentation for H&HS and how they had many questions for her on it and were extremely satisfied with the answers they were given.
 - b. There was a question for Kathleen Ryan on the payments for sex offenders, by Commissioner Marcotte, which was answered to her satisfaction and indicated that the county share for sex offender’s residential treatment is either 20% or 25%. This will be added to the list of items to bring to the legislature for discussion.

AEOA Committee Update – Commissioner Westerlund

- 1) Discussed her tour of Ivy Manor in Virginia, MN.
 - a. AEOA is taking over running it.
 - b. It is a \$7.5 million, income based housing unit, located in two historical buildings, with 41-42 units for people that have mental health issues, are homeless, etc.
 - c. 24/7 mental health staff coverage at the facility.
- 2) Talked about Arrowhead transit getting 8-10 new buses.

CJI (Children’s Justice Initiative) – Commissioner Westerlund

- 1) Jessi Schultz, Social Services Supervisor-Children’s Services, went over the highlights of the meeting they had concerning attorneys for 10 years old and up and how they are showing the “Best Interest of the Child” video.

CHB (Community Health Board) – Commissioner Westerlund

- 1) Commissioner Westerlund went over the meeting that was held in International Falls for strategic planning of the Walk-On.

General discussion between all of the commissioners on the new Lakes and Pines brochure and how thorough it was and the direction that Lakes and Pines is going by Commissioner Niemi.

Resignation

Cynthia Bennett, Health & Human Services Director, briefed the Board on Kathleen Ryan’s resignation, effective September 1, 2017.

- 1) Thanked Kathleen for all of her hard work and dedication over the years for Health & Human Services and the County.
- 2) Commissioner Wedel and the Board thanked Kathleen for her service and the great job she did.

Legislative Update

Cynthia Bennett, Health & Human Services Director, briefed the Board on recent legislative changes and areas of concern for the County.

- 1) The administrative team has given Cynthia and Jessica updates on what areas they see as critical areas for discussion with the legislature to lessen the burden that has tipped more to funding from the County and less from the State, like out of home placement costs, regional treatment center costs, and sex offender costs.

Kim Larson, Social Services Supervisor-Adult Services, briefed the Board on MHI

(Mental Health Initiative).

- 1) Lakes and Pines recently received a grant in the amount of around \$200,000 to help in developing housing for people with mental health diagnosis.
- 2) Region 5+ Initiative is considering hiring two different positions, which are-
 - a. Mental Health Housing Planner that would help develop more housing options for persons with mental health issues.
 - b. Discharge Planner that would help individuals locate appropriate housing after discharge from the various treatment facilities.
 - c. Region 3, St. Louis County, has a person who strictly does resource development.
 - d. Question and comments from Commissioner Marcotte about possibly seeking help from Northern Pines as to whether they can or would be willing to provide the Discharge planner aspect of it all. Kim replied that we are considering all options and Lakes and Pines is a part of that.

Working Agreement Update

Cynthia Bennett, Health & Human Services Director, briefed the Board on new requirements from HRA.

- 1) HRA is now required to be in contact with anyone under the age of 6 that live in HRA facilities and maybe exposed to lead through various sources. HRA will notify public health to follow up with the family regarding resources including testing and mitigation that can be done to prevent residual issues from lead exposure.
- 2) Erin Melz, Public Health Supervisor, then went over the procedures for testing children and when our agency would become involved. She also went over how they might determine where and how the child is coming into contact with the lead and the mitigation options that parents have to keep the child exposure as minimal as possible.
- 3) There was discussion about how there are no funding sources available to families to pay for any of the mitigation options, but that there are ways to do it that has very minimal costs to the parents.
- 4) There was discussion about problems that occur in the children that are exposed to lead, such as learning disabilities and behavior problems.

Commissioner Niemi had a question on rates for sexual offenders and what the current percentage is that we pay for them. Kathleen Ryan provided the information 20% or 25% to the Commissioners satisfaction.

The meeting was adjourned at 9:47a.m.

Next Meeting – September 26, 2017

Break: 9:47 a.m. to 10:06 a.m.

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: August 8, 2017 to August 21, 2017; B) Approve County Board Minutes: August 8, 2017; C) Approve Commissioner Warrants: General Fund \$113,665.71, Road & Bridge \$51,407.01, Health & Human Services \$154.32, Debt

**HHS BOARD
ADJOURNS**

BREAK

**CONSENT
AGENDA**

Service \$14,666.79, Trust \$17,991.76, Forest Development \$25,586.30, Long Lake Conservation Center \$11,624.99, Parks \$6,425.88 for a total of \$241,522.76; D) Approve Auditor Warrants – July Sales & Use Tax: General Fund \$809.66, Road & Bridge \$810.00, State \$7,622.00, Long Lake Conservation Center \$106.43, Parks \$311.49 for a total of \$9,659.58; E) Adopt Resolution: LG214 Premises Permit – The Pine Inn; F) Adopt Resolution: Large Assembly License – White Pine Logging; G) Approve Temporary 3.2% Malt Liquor License – Jacobson Volunteer Fire Department; K) Adopt Resolution: Filing Credentials of Minister

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution - LG214 Premises Permit – The Pine Inn:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Aitkin Fire Relief Association, at The Pine Inn – Malmo Township. This establishment has an address of 27805 State Hwy 47, Aitkin, MN 56431

**RESOLUTION
20170822-056
LG214 PREMISES
PERMIT –
THE PINE INN**

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Large Assembly License – White Pine Logging:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:

White Pine Logging & Threshing Show – Williams Township

This is scheduled to take place September 2nd, 3rd & 4th, 2017 from 7:00 A.M. to 12:00 Midnight.

**RESOLUTION
20170822-057
LARGE
ASSEMBLY
LICENSE – WHITE
PINE LOGGING**

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve the following Temporary On Sale 3.2 Malt Liquor License for August 26, 2017:

ON Sale:

Jacobson Community Volunteer Fire Department d/b/a Jacobson Volunteer Fire Department – Ball Bluff Township

**TEMPORARY ON
SALE 3.2% MALT
LIQUOR LICENSE
JACOBSON
VOLUNTEER FIRE
DEPARTMENT**

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to adopt resolution – Filing Credentials of Minister:

BE IT RESOLVED, the Aitkin County Board of Commissioners designates the County Recorder to act as local registrar for filing Credentials of Minister.

**RESOLUTION
20170822-058
FILING
CREDENTIALS OF
MINISTER**

BE IT ALSO RESOLVED, a \$20 filing fee will be set, with said fee being added to the 2018 Countywide Fee Schedule for future updates.

<p>Ross Wagner, Economic Development & Forest Industry Coordinator discussed with the Board the \$50,000 Aitkin County Broadband Grant which had not yet been awarded. Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-1 Wedel), to approve \$50,000 Aitkin County Broadband Grant to SCI Broadband for FTTP network in Wealthwood Township, as recommended by the Economic Development Committee.</p>	<p>AITKIN COUNTY BROADBAND GRANT</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the following quotes for the basement remodel in Health & Human Services building, contingent upon the basement being radon-free:</p>	<p>HEALTH & HUMAN SERVICES BASEMENT REMODEL</p>
<p>\$13,210.21 – Bear Creek Builders \$12,946.00 – McGuire Mechanical \$ 9,743.00 – Antoine Electric \$35,899.21</p>	
<p>The motion includes approval of funding for the remodel by using \$18,792.20 from the Building Construction reserves, \$10,000.00 from Health & Human Services, and the remainder from the operational building fund.</p>	
<p>Cynthia Bennett, Health & Human Services Director and Kathleen Ryan, Fiscal Supervisor reviewed the proposed 2018 Health & Human Services budget with the Board.</p>	<p>PROPOSED 2018 HHS BUDGET</p>
<p>John Welle, County Engineer reviewed the following with the Board:</p> <ul style="list-style-type: none"> • 2016 Annual Report • 2018 Proposed Budget 	<p>HIGHWAY DEPT ANNUAL REPORT & PROPOSED 2018 BUDGET</p>
<p>Jessica Seibert, County Administrator discussed the following with the Board:</p> <ul style="list-style-type: none"> • 2018 Appropriations • MCIT Dividend Distribution • IEA Proposal • AMC Legislative Platform Development Process • Motor Pool Garage • ATV Ordinance Public Input Meetings • Public Feedback Form 	<p>COUNTY ADMINISTRATOR REPORTS</p>
<p>Action taken:</p>	
<p>MCIT Dividends Motion by Commissioner Westerlund, seconded by Commissioner Niemi and followed, all members voting to distribute 2017 MCIT dividends between LLCC, Road & Bridge, Sheriff's Office, and Central Services using the same formula that has been used the past several years, and to continue to do so each year.</p>	<p>MCIT DIVIDEND DISTRIBUTION</p>
<p>IEA Proposal Motion by Commissioner Westerlund, seconded by Commissioner Pratt and followed, all members voting yes to approve IEA's proposal for asbestos inspection, regulated</p>	<p>IEA PROPOSAL</p>

waste inventory, lead based paint sampling and microbial sampling as part of the government center building project, at a cost of \$7,725.00. Bond funds will be used to finance this expense.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve Assessor's Office budgeted purchase of 2012 Ford Escape SUV for \$12,995 from Aitkin Motors.

Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to approve out-of-state travel request, including airfare expenses, for LLCC Business Manager Wendie Carlson to attend October 11-13, 2017 conference in Toronto, Canada.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve out-of-state travel request for Records Technician Pam Kramer to attend September 13-15, 2017 training conference in Sioux Falls, SD.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve quote of \$108,691.28 from US Imaging to scan historic land records in the Recorder's Office. The Recorder's Technology Fund will be used to pay for this project.

The Board discussed: NCLUCB, MHB, ECRL, DAC, P&Z, BSLWMP, Shamrock Twp., Clark Twp., Lake Minnewawa Assoc., Natural Resources Advisory Board, AIS, and AEDA.

Motion by Commissioner Marcotte seconded by Commissioner Westerlund and carried, all members voting to adjourn the meeting at 3:56 p.m. until Tuesday, September 12, 2017 at 9:00 a.m.

**VEHICLE
PURCHASE –
ASSESSOR'S
OFFICE**

**OUT-OF-STATE
TRAVEL
REQUEST - LLCC**

**OUT-OF-STATE
TRAVEL
REQUEST –
SHERIFF'S
OFFICE**

**HISTORICAL
RECORD
SCANNING**

**BOARD
DISCUSSION**

ADJOURN



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



Jessica Seibert, County Administrator