



**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
November 28, 2017**

9:05 A.M.

- I. Approval of Health & Human Services Board Agenda**
- II. Review October 24, 2017 Health & Human Service Board Minutes**
- III. Review Bills**
- IV. Erin Melz, Public Health Supervisor**
 - A. AIKCHB Joint Powers Agreement Approval**
 - B. AIKCHB Bylaws Approval**
 - C. AIKCHB Member appointment**
 - D. Approve Agreement between ACH&HS and Dr. Donald Hughes as the Public Health Medical Consultant.**
- V. Cynthia Bennett, Health & Human Services Director**
 - A. Legislative Update**
 - B. Re-Design Update**
- VI. Carli Goble, Fiscal Technician**
 - A. Financial Reports**
- VII. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee – Commissioners Westerlund and/or Pratt**
 - 1. Committee Members attending today: Marlene Abear and Roberta Elvecrog.**
 - 2. Draft Copy of the November 1, 2017 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 – December 19, 2017



**AITKIN COUNTY HEALTH & HUMAN SERVICES
COUNTY BOARD MEETING MINUTES
October 24, 2017**

Attendance

The Aitkin County Board of Commissioners met this 24th day of October, 2017 at 9:03 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair J. Mark Wedel, Commissioners Anne Marcotte, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Accounting Technician Carli Goble, Financial Services Supervisor Jessi Goble, Child Support Supervisor Ruth Sundermeyer, Social Services Supervisor-Children's Services Jessi Schultz, Social Services Supervisor-Adult Services Kim Larson, Social Services Intern Jennifer Henke, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Bob Marcum/H&HS Advisory Committee Member, Roberta Elvecrog/H&HS Advisory Committee Member, Penny Olson/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 October 24, 2017 Health & Human Services Board agenda.

Minutes

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the September 26, 2017 Health and Human Services Board minutes.

Bills

Carli Goble, Accounting Technician, presented the bills to the board.

Motion by Commissioner Marcotte, 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 she attended the AMC District 1 meeting last week with Jessica Siebert, Commissioner Pratt, and Commissioner Niemi and at the meeting the members listed out their top 15 priority statements. The number one priority among all of the members was to support any proposal that supports the mental health continuation of care through regional triage centers for crisis intervention and the creation of new housing options. Specifically the statement deals with the Regional Treatment Centers.

Child Support Info graphic – Ruth Sundermeyer, Child Support Supervisor, reported that the handout covers the state as a whole from October of 2016 to September of 2017, the state fiscal year. It reflects the impact that Child Support system has on the state. Ruth also gave the commissioners background/history lesson on the Child Support System.

Financial Reports

Carli Goble reviewed the financial statement for the board-

- 1) We are on budget overall.
- 2) Foster Care still a high cost.
- 3) Fund Balance has been decreasing over the course of the last few years.
- 4) We will be around 83% of the budget by the end of October.

Committee Reports

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

- 1) Committee member Bob Marcum, Penny Olson, and Roberta Elvecrog provided details of their last meeting, held October 4, 2017.

- a. Was a good, short meeting.
- b. Bob talked about his involvement with a Public Health Nuisance cleanup he helped with in Salo Township and how he appreciated all of the help various community organizations, such as ANGEL's, gave to the project.

CJI Update – Commissioner Westerlund

- 1) In Commissioner Westerlund's absence, Jessi Schultz, Social Services Supervisor-Children's Services, gave an updaters about CJI. She mentioned that they talked about foster care placement and foster home locations.

The meeting was adjourned at 10:01 a.m.

Next Meeting – November 28, 2017

SLM1
11/22/17 11:25AM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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?: N

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>
33	6094 AADA 05-430-710-3640-6020		945.00	Supervised visitation - Family 10/03/2017 10/31/2017	0 Family Assessment Response Services
	6094 AADA		945.00	1 Transactions	
34	14434 Adelman/Roberta Leone 05-430-740-3890-6020		100.00	Child Respite Care 11/04/2017 11/05/2017	0 Child Mh Respite
	14434 Adelman/Roberta Leone		100.00	1 Transactions	
40	86222 AITKIN INDEPENDENT AGE 05-430-720-3020-6069		77.10	Child Care Advertising - Commu 10/18/2017 10/21/2017	0 Community Ed & Prevent/Advertising
41	05-430-720-3020-6069		136.05	CCAP Plan Public Notice - Comm 10/04/2017 10/04/2017	0 Community Ed & Prevent/Advertising
	86222 AITKIN INDEPENDENT AGE		213.15	2 Transactions	
20	9791 Bieganeck/Joan M 05-430-760-3950-6020		105.00	Guardianship/Conservator Activ 10/01/2017 10/31/2017	0 Guardianship/Conservatorship
	9791 Bieganeck/Joan M		105.00	1 Transactions	
32	13464 Central Lakes Drug Testing 05-430-710-3180-6020		125.00	Drug testing - Health-Related 10/23/2017 10/23/2017	0 Health-Related Services
37	05-430-710-3180-6020		125.00	Drug testing - Health-Related 10/23/2017 10/23/2017	0 Health-Related Services
	13464 Central Lakes Drug Testing		250.00	2 Transactions	
39	11051 Department of Human Services 05-430-730-3590-6072		3,518.07	CCDTF Maintenance of Effort 08/01/2017 08/31/2017	0 Ccdtf County % State Billings
	11051 Department of Human Services		3,518.07	1 Transactions	
28	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

<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>
10342	DHS-Anoka Metro Rtc		500.00	1 Transactions	
6	9220 DHS-MSOP 05-430-745-3721-6081		1,153.20	State-operated inpatient 10/01/2017 10/31/2017	0 Commitment Costs - Poor Relief
11	05-430-745-3721-6081		1,153.20	State-operated inpatient 10/01/2017 10/31/2017	0 Commitment Costs - Poor Relief
25	05-430-745-3721-6081		2,883.00	State-operated inpatient 10/01/2017 10/31/2017	0 Commitment Costs - Poor Relief
27	05-430-745-3721-6081		11,532.00	State-operated inpatient 10/01/2017 10/31/2017	0 Commitment Costs - Poor Relief
	9220 DHS-MSOP		16,721.40	4 Transactions	
2	89965 DHS-ST PETER-SEE LIST 05-430-745-3721-6081		2,504.80	State-operated inpatient 10/01/2017 10/31/2017	0 Commitment Costs - Poor Relief
5	05-430-745-3721-6081		3,893.60	State-operated inpatient 10/01/2017 10/31/2017	0 Commitment Costs - Poor Relief
14	05-430-745-3721-6081		8,091.00	State-operated inpatient 10/01/2017 10/31/2017	0 Commitment Costs - Poor Relief
	89965 DHS-ST PETER-SEE LIST		14,489.40	3 Transactions	
10	91345 Elvecrog/Roberta C 05-430-750-3950-6020		70.00	Public guardianship 10/01/2017 10/31/2017	0 Public Guardianship Dd
13	05-430-750-3950-6020		105.00	Public guardianship 10/01/2017 10/31/2017	0 Public Guardianship Dd
15	05-430-760-3950-6020		105.00	Guardianship/Conservatorship 10/01/2017 10/31/2017	0 Guardianship/Conservatorship
26	05-430-760-3950-6020		70.00	Guardianship/Conservatorship 10/01/2017 10/31/2017	0 Guardianship/Conservatorship
	91345 Elvecrog/Roberta C		350.00	4 Transactions	
16	13687 Family Assessment Services 05-430-745-3085-6020		718.75	Adult Outpatient Diagnostic As 10/02/2017 10/02/2017	0 Adult Output Diagnostic Assess/Psyc
	13687 Family Assessment Services		718.75	1 Transactions	

Aitkin County



<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>
46	6110 Lakes & Pines CAC, Inc 05-430-745-3025-6020		3,245.63	Family Resource Specialist - A 06/01/2017 06/30/2017	0 COMMUNITY ED & PREVENTION
47	05-430-745-3025-6020		5,321.78	Family Resource Specialist - W 06/01/2017 06/30/2017	0 COMMUNITY ED & PREVENTION
	6110 Lakes & Pines CAC, Inc		8,567.41	2 Transactions	
3	11072 Lutheran Social Service Of Mn-St Paul 05-430-750-3950-6020		104.75	Public guardianship 10/01/2017 10/31/2017	0 Public Guardianship Dd
	11072 Lutheran Social Service Of Mn-St Paul		104.75	1 Transactions	
43	10977 Northern Psychiatric Associates 05-430-740-3050-6020		532.42	Child Outpatient Diagnostic As 10/13/2017 10/13/2017	0 Child Outpat Assess/Psyc. Testing
45	05-430-745-3085-6020		532.44	Adult Outpatient Diagnostic As 10/13/2017 10/13/2017	0 Adult Outpat Diagnostic Assess/Psyc
	10977 Northern Psychiatric Associates		1,064.86	2 Transactions	
48	3639 Northland Counseling Ctr Inc 05-430-730-3710-6020		975.00	Detoxification (Category I) 10/10/2017 10/12/2017	0 Detoxification - Grand Rapids
	3639 Northland Counseling Ctr Inc		975.00	1 Transactions	
9	90748 Oakridge Homes Sils 05-430-750-3340-6073		470.96	Semi-Independent Living Servic 10/03/2017 10/25/2017	0 Semi-Independent Living Serv (Sils)
22	05-430-750-3340-6073		521.42	Semi-Independent Living Servic 10/03/2017 10/31/2017	0 Semi-Independent Living Serv (Sils)
	90748 Oakridge Homes Sils		992.38	2 Transactions	
29	14744 PRESBYTERIAN FAMILY FOUNDATION, 05-430-760-3950-6020		141.63	Guardianship/Conservatorship 09/01/2017 09/29/2017	0 Guardianship/Conservatorship
30	05-430-760-3950-6020		286.08	Guardianship/Conservatorship 10/01/2017 10/26/2017	0 Guardianship/Conservatorship
	14744 PRESBYTERIAN FAMILY FOUNDATION, 05-430-760-3950-6020		427.71	2 Transactions	

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
17	9489 Redwood Toxicology Laboratory, Inc 05-430-710-3190-6020		6.75	Drug testing - Court-Related S 10/20/2017 10/20/2017	0	Court Related Services & Activities
18	05-430-710-3190-6020		6.75	Drug testing - Court-Related S 10/31/2017 10/31/2017	0	Court Related Services & Activities
35	05-430-710-3190-6020		6.75	Drug testing - Court-Related S 10/28/2017 10/28/2017	0	Court Related Services & Activities
36	05-430-710-3190-6020		10.00	Drug testing - Court-Related S 10/28/2017 10/28/2017	0	Court Related Services & Activities
38	05-430-710-3190-6020		13.50	Drug testing - Court-Related S 10/20/2017 10/24/2017	0	Court Related Services & Activities
	9489 Redwood Toxicology Laboratory, Inc		43.75	5 Transactions		
19	14518 ROSS RESOURCES, LTD 05-430-710-3190-6020		378.00	Supervised visitation - Court- 10/04/2017 10/25/2017	0	Court Related Services & Activities
	14518 ROSS RESOURCES, LTD		378.00	1 Transactions		
1	88890 Scharrer/Shirley 05-430-750-3950-6020		70.00	Public guardianship 10/01/2017 10/31/2017	0	Public Guardianship Dd
4	05-430-750-3950-6020		70.00	Public Guardianship 10/01/2017 10/31/2017	0	Public Guardianship Dd
12	05-430-750-3950-6020		70.00	Public guardianship 10/01/2017 10/31/2017	0	Public Guardianship Dd
21	05-430-750-3950-6020		70.00	Public guardianship 10/01/2017 10/31/2017	0	Public Guardianship Dd
23	05-430-750-3950-6020		70.00	Public guardianship 10/01/2017 10/31/2017	0	Public Guardianship Dd
24	05-430-750-3950-6020		70.00	Public guardianship 10/01/2017 10/31/2017	0	Public Guardianship Dd
7	05-430-760-3950-6020		35.00	Guardianship/conservatorship 09/29/2017 09/30/2017	0	Guardianship/Conservatorship
8	05-430-760-3950-6020		35.00	Guardianship/conservatorship 10/01/2017 10/31/2017	0	Guardianship/Conservatorship
31	05-430-760-3950-6020		35.00	Guardianship/conservatorship 09/26/2017 10/31/2017	0	Guardianship/Conservatorship

SLM1
 11/22/17 11:25AM
 Health & Human Services

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>
88890	Scharrer/Shirley		525.00	9 Transactions	
42	14390 TANGE, MSW/PHILIP B 05-430-740-3900-6020		180.00	Clinical supervision-Child Rul 10/11/2017 10/12/2017	0 Child Rule 79 Case Mgmt
44	05-430-745-3910-6020		270.00	Clinical supervision-Adult Rul 10/11/2017 10/12/2017	0 Adult Rule 79 Case Mgmt
14390	TANGE, MSW/PHILIP B		450.00	2 Transactions	
Final Total			51,439.63	21 Vendors	48 Transactions

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	51,439.63	Health & Human Services	
	All Funds	51,439.63	Total	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>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	14750 4 & 47 Cleaning			607.17	LABOR - DEEP CLEAN BUILDING	11/13/2017 11/13/2017	0	Services/Labor/Contracts
1	05-400-440-0410-6231							
1	05-420-600-4800-6231			1,290.23	LABOR - DEEP CLEAN BUILDING	11/13/2017 11/13/2017	0	Services/Labor/Contracts
1	05-430-700-4800-6231			1,897.40	LABOR - DEEP CLEAN BUILDING	11/13/2017 11/13/2017	0	Services/Labor/Contracts
	14750 4 & 47 Cleaning			3,794.80	3 Transactions			
2	85003 Aitkin County DAC			6.71	CLEANING	10/03/2017 10/31/2017	0	Services/Labor/Contracts
3	05-400-440-0410-6231			42.79	PAPERSHRED	10/05/2017 10/31/2017	0	Services/Labor/Contracts
2	05-420-600-4800-6231			14.25	CLEANING	10/03/2017 10/31/2017	0	Services/Labor/Contracts
3	05-420-600-4800-6231			90.93	PAPERSHRED	10/05/2017 10/31/2017	0	Services/Labor/Contracts
2	05-430-700-4800-6231			20.96	CLEANING	10/03/2017 10/31/2017	0	Services/Labor/Contracts
3	05-430-700-4800-6231			133.72	PAPERSHRED	10/05/2017 10/31/2017	0	Services/Labor/Contracts
	85003 Aitkin County DAC			309.36	6 Transactions			
4	86308 Aitkin Public Schools			20,000.00	'16-'17 LCTS ALLOCATION			Aitkin School Services
	86308 Aitkin Public Schools			20,000.00	1 Transactions			
5	8239 Ameripride Linen & Apparel Services			4.25	CLEANING SUPPLIES	10/10/2017 10/10/2017	2200969830 0	Janitorial Services/Supplies
5	05-257-000-0000-6422							
5	05-390-000-0000-6422			0.77	CLEANING SUPPLIES	10/10/2017 10/10/2017	2200969830 0	Janitorial Services/Supplies
5	05-400-440-0410-6422			5.41	CLEANING SUPPLIES	10/10/2017 10/10/2017	2200969830 0	Janitorial Services/Supplies
5	05-420-600-4800-6422			11.97	CLEANING SUPPLIES	10/10/2017 10/10/2017	2200969830 0	Janitorial Services/Supplies
5	05-430-700-4800-6422			16.22	CLEANING SUPPLIES	10/10/2017 10/10/2017	2200969830 0	Janitorial Services/Supplies

Aitkin County



<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8239	Ameripride Linen & Apparel Services		38.62	10/10/2017 5 Transactions	10/10/2017 0	
12106	Antoine Electric					
7	05-400-440-0410-6231		30.24	REPAIR BASEMENT BOILER PUMP	16435	Services/Labor/Contracts
				10/20/2017 10/24/2017	0	
6	05-400-440-0410-6231		29.64	INSTALL PAPER SHREDDER RECEIPT	16437	Services/Labor/Contracts
				10/17/2017 10/17/2017	0	
7	05-420-600-4800-6231		64.26	REPAIR BASEMENT BOILER PUMP	16435	Services/Labor/Contracts
				10/20/2017 10/24/2017	0	
6	05-420-600-4800-6231		63.01	INSTALL PAPER SHREDDER RECEIPT	16437	Services/Labor/Contracts
				10/17/2017 10/17/2017	0	
7	05-430-700-4800-6231		94.50	REPAIR BASEMENT BOILER PUMP	16435	Services/Labor/Contracts
				10/20/2017 10/24/2017	0	
6	05-430-700-4800-6231		92.66	INSTALL PAPER SHREDDER RECEIPT	16437	Services/Labor/Contracts
				10/17/2017 10/17/2017	0	
12106	Antoine Electric		374.31	6 Transactions		
248	Association of Mn Counties					
8	05-400-440-0410-6241		5.60	AMC DISTRICT MTG (CB)	48464	Meeting/Conference Registration Fee
				10/12/2017 10/12/2017	0	
8	05-420-600-4800-6241		11.90	AMC DISTRICT MTG (CB)	48464	Meeting/Conference Registration Fee
				10/12/2017 10/12/2017	0	
8	05-430-700-4800-6241		17.50	AMC DISTRICT MTG (CB)	48464	Meeting/Conference Registration Fee
				10/12/2017 10/12/2017	0	
248	Association of Mn Counties		35.00	3 Transactions		
14746	Control Solutions, Inc.					
9	05-400-400-0402-6625		156.00	IMM - BACKUP DATA LOGGER	CS46933	Office & Other Equipment
				11/09/2017 11/09/2017	0	
14746	Control Solutions, Inc.		156.00	1 Transactions		
10855	Culligan					
10	05-257-000-0000-6342		21.21	COOLER RENTAL SERVICE	150-10016285-1	Office Equipment Rental/Contracts
				11/01/2017 11/30/2017	0	
10	05-390-000-0000-6342		3.86	COOLER RENTAL SERVICE	150-10016285-1	Office Equipment Rental/Contracts
				11/01/2017 11/30/2017	0	
10	05-400-440-0410-6301		27.00	COOLER RENTAL SERVICE	150-10016285-1	Equipment Lease/Space Rental

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>
10	05-420-600-4800-6301		59.78	COOLER RENTAL SERVICE 11/01/2017 11/30/2017	0 150-10016285-1	Equipment Lease/Space Rental
10	05-430-700-4800-6301		81.00	COOLER RENTAL SERVICE 11/01/2017 11/30/2017	0 150-10016285-1	Equipment Lease/Space Rental
10855	Culligan		192.85	5 Transactions	0	
88628	Dalco					
11	05-257-000-0000-6422		8.16	TOWELS 11/14/2017 11/14/2017	3247294 0	Janitorial Services/Supplies
11	05-390-000-0000-6422		1.48	TOWELS 11/14/2017 11/14/2017	3247294 0	Janitorial Services/Supplies
11	05-400-440-0410-6422		10.38	TOWELS 11/14/2017 11/14/2017	3247294 0	Janitorial Services/Supplies
11	05-420-600-4800-6422		23.00	TOWELS 11/14/2017 11/14/2017	3247294 0	Janitorial Services/Supplies
11	05-430-700-4800-6422		31.16	TOWELS 11/14/2017 11/14/2017	3247294 0	Janitorial Services/Supplies
88628	Dalco		74.18	5 Transactions	0	
11051	Department of Human Services					
54	05-420-640-4800-6231		7.32	CS MONTHLY FED OFFSET FEE 09/01/2017 09/30/2017	A300C728701 0	Services/Labor/Contracts
17	05-420-650-4400-6025		780.63	MA LTC UN 65 10/01/2017 10/31/2017	A300MM8R011 0	State/Fed Share - MA
18	05-420-650-4400-6025		221.46	MAX LTC LT65 17 10/01/2017 10/31/2017	A300MM8R011 0	State/Fed Share - MA
19	05-420-650-4400-6025		1.86	MA ESTATE COLLECTIONS - FED 10/01/2017 10/31/2017	A300MM8R011 0	State/Fed Share - MA
20	05-420-650-4400-6025		0.92	MA ESTATE COLLECTIONS - STATE 10/01/2017 10/31/2017	A300MM8R011 0	State/Fed Share - MA
21	05-420-650-4400-6025		98.52	MA DTH ICFMR 90 10/01/2017 10/31/2017	A300MM8R011 0	State/Fed Share - MA
15	05-420-610-4100-6011		181.50	MAXIS MFIP RECOV TANF 08/01/2017 08/31/2017	A300MX01174I 0	County Share-Afdc/Mfip
16	05-420-620-4100-6011		21.50	MAXIS GA RECOVERIES 08/01/2017 08/31/2017	A300MX01174I 0	County Share - Ga
12	05-420-610-4100-6011		139.61	MAXIS AFDC RECOV PRE TANF	A300MX01175I	County Share-Afdc/Mfip

Aitkin County



<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</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>
13	05-420-620-4100-6011			5.00	09/01/2017 09/30/2017 MAXIS GA RECOVERIES	0 A300MX011751	County Share - Ga
14	05-420-630-4100-6011			114.60	09/01/2017 09/30/2017 MAXIS FS RECOVERIES	0 A300MX011751	County Share-Food Support
11051	Department of Human Services			1,572.92	09/01/2017 09/30/2017 11 Transactions	0	
22	89084 GlaxosmithKline Pharmaceuticals 05-400-400-0402-6401			1,633.80	10/26/2017 10/26/2017 FLU VACCINE	0 34296430	Vaccine Cost
	89084 GlaxosmithKline Pharmaceuticals			1,633.80	1 Transactions		
23	13024 HEMOCUE AMERICA 05-400-410-0413-6430			366.00	11/14/2017 11/14/2017 WIC - MEDICAL SUPPLIES	0 3061707	WIC - Medical Supplies
	13024 HEMOCUE AMERICA			366.00	1 Transactions		
24	13904 Hill City Assembly of God Church 05-400-410-0413-6301			45.00	07/01/2017 09/30/2017 WIC RENT JUL - SEPT '17	0	Wic Space Rentals
	13904 Hill City Assembly of God Church			45.00	1 Transactions		
25	2186 Hillyard Inc - Kansas City 05-257-000-0000-6422			4.09	11/17/2017 11/17/2017 CLEANING / BATHROOM SUPPLIES	0 602778214	Janitorial Services/Supplies
25	05-390-000-0000-6422			0.74	11/17/2017 11/17/2017 CLEANING / BATHROOM SUPPLIES	0 602778214	Janitorial Services/Supplies
25	05-400-440-0410-6422			5.22	11/17/2017 11/17/2017 CLEANING / BATHROOM SUPPLIES	0 602778214	Janitorial Services/Supplies
25	05-420-600-4800-6422			11.53	11/17/2017 11/17/2017 CLEANING / BATHROOM SUPPLIES	0 602778214	Janitorial Services/Supplies
25	05-430-700-4800-6422			15.62	11/17/2017 11/17/2017 CLEANING / BATHROOM SUPPLIES	0 602778214	Janitorial Services/Supplies
	2186 Hillyard Inc - Kansas City			37.20	5 Transactions		
26	88102 Itasca Co Human Services 05-400-430-0408-6231			675.00	11/15/2017 11/15/2017 MCH HFA - SITE VISIT	0	Services/Labor/Contracts

Aitkin County



<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>
88102	Itasca Co Human Services		675.00	1 Transactions	
27	90182 Laboratory Corp Of America Holdings 05-420-640-4800-6397		65.80	IVD GENETIC TEST 0015088631-01 10/23/2017 10/23/2017	57205605 0 Genetic Tests Iv-D
	90182 Laboratory Corp Of America Holdings		65.80	1 Transactions	
28	3126 Medtox Laboratories Inc 05-400-400-0402-6231		22.52	DP&C - BLOOD LEAD SCREENING 09/27/2017 09/30/2017	1020171691270 0 Services/Labor/Contracts
	3126 Medtox Laboratories Inc		22.52	1 Transactions	
30	89078 Mille Lacs Health System 05-400-401-0000-6814		40.00	AMBULANCE RUNS - SEPT '17 09/01/2017 09/30/2017	0 Isle Ambulance/Mille Lacs Health System
31	05-400-401-0000-6814		115.00	AMBULANCE RUNS - OCT '17 10/01/2017 10/31/2017	0 Isle Ambulance/Mille Lacs Health System
	89078 Mille Lacs Health System		155.00	2 Transactions	
29	89765 Minnesota Elevator, Inc 05-257-000-0000-6300		18.88	ELEVATOR SERVICE - NOV '17 11/01/2017 11/30/2017	727379 0 Maintenance-Service Contracts
29	05-390-000-0000-6300		3.43	ELEVATOR SERVICE - NOV '17 11/01/2017 11/30/2017	727379 0 Maintenance-Service Contracts
29	05-400-440-0410-6300		24.03	ELEVATOR SERVICE - NOV '17 11/01/2017 11/30/2017	727379 0 Maintenance/Service Contracts
29	05-420-600-4800-6300		53.21	ELEVATOR SERVICE - NOV '17 11/01/2017 11/30/2017	727379 0 Maintenance/Service Contracts
29	05-430-700-4800-6300		72.09	ELEVATOR SERVICE - NOV '17 11/01/2017 11/30/2017	727379 0 Maintenance/Service Contracts
	89765 Minnesota Elevator, Inc		171.64	5 Transactions	
33	3358 Minnesota State Auditor 05-400-440-0410-6231		1,304.88	AUDIT 02/22/2017 10/31/2017	68761 0 Services/Labor/Contracts
33	05-420-600-4800-6231		2,772.87	AUDIT 02/22/2017 10/31/2017	68761 0 Services/Labor/Contracts
33	05-430-700-4800-6231		4,077.75	AUDIT	68761 Services/Labor/Contracts

Aitkin County



<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</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>
3358	Minnesota State Auditor			8,155.50	02/22/2017 10/31/2017 3 Transactions	0	
32	11132 Mn Dept Of Health 05-420-640-4800-6379			40.00	11/14/2017 11/14/2017 1 Transactions	1541277 0	Other Iv-D Charges
34	86177 Sheriff Aitkin County 05-420-600-4800-6265			45.00	07/01/2017 09/30/2017 FRAUD JUL - SEPT '17	17-0739 0	Sheriff - Fraud Investigation
35	05-420-640-4800-6270			50.00	11/14/2017 11/14/2017 IV-D SERVICE 0014059593-04	C1700496 0	Aitkin Co Sheriff Fees Iv-D
36	05-420-640-4800-6270			50.00	11/14/2017 11/14/2017 IV-D SERVICE 0014059593-02	C1700496 0	Aitkin Co Sheriff Fees Iv-D
	86177 Sheriff Aitkin County			145.00	3 Transactions		
37	4507 Sorensen Root Thompson Funeral Home 05-420-650-4800-6810			2,100.00	10/27/2017 10/27/2017 COUNTY BURIAL	0	County Burials
	4507 Sorensen Root Thompson Funeral Home			2,100.00	1 Transactions		
39	88859 Spee*Dee-St Cloud 05-420-600-4800-6205			283.27	10/02/2017 10/28/2017 IM SERVICE	3397083 0	Postage
40	05-420-640-4800-6205			10.91	10/02/2017 10/28/2017 CS SERVICE	3397083 0	Postage
	88859 Spee*Dee-St Cloud			294.18	2 Transactions		
38	13025 ST LOUIS COUNTY AUDITOR 05-420-600-4800-6239			2,449.59	07/01/2017 09/30/2017 REG 3 EDMS - IT SUPPORT	IN-0000716 0	Software Fees/License Fees
	13025 ST LOUIS COUNTY AUDITOR			2,449.59	1 Transactions		
43	86235 The Office Shop Inc 05-400-440-0410-6405			43.46	10/02/2017 10/02/2017 PH - FOLDERS (EM)	1033208-1 0	Office Supplies
44	05-400-440-0410-6405			3.87	AGENCY - STAMP	1033244-0	Office Supplies

Aitkin County



<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
							<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
45	05-400-440-0410-6405			7.33	AGENCY - SUPPLIES	10/06/2017 10/06/2017	0	Office Supplies
						10/03/2017 10/03/2017	0	
46	05-400-440-0410-6405			1.92	AGENCY - NOTE PADS	10/04/2017 10/04/2017	0	Office Supplies
48	05-400-440-0410-6405			1.99	AGENCY - SUPPLIES	10/04/2017 10/04/2017	0	Office Supplies
49	05-400-440-0410-6405			9.14	AGENCY - SUPPLIES	10/06/2017 10/06/2017	0	Office Supplies
50	05-400-440-0410-6405			7.46	AGENCY - SUPPLIES	10/13/2017 10/13/2017	0	Office Supplies
51	05-400-440-0410-6405			6.17	AGENCY - SUPPLIES	10/18/2017 10/18/2017	0	Office Supplies
52	05-400-440-0410-6405			8.32	AGENCY - ENVELOPES	10/20/2017 10/20/2017	0	Office Supplies
41	05-400-440-0410-6300			116.29	OSS-COPIER CONTRACT IRC5240	10/30/2017 10/30/2017	0	Maintenance/Service Contracts
42	05-400-440-0410-6300			77.32	MAILRM-COPIER CONTRACT IR6265	10/30/2017 10/30/2017	0	Maintenance/Service Contracts
44	05-420-600-4800-6405			8.22	AGENCY - STAMP	10/06/2017 10/06/2017	0	Office Supplies
45	05-420-600-4800-6405			15.59	AGENCY - SUPPLIES	10/03/2017 10/03/2017	0	Office Supplies
46	05-420-600-4800-6405			4.08	AGENCY - NOTE PADS	10/04/2017 10/04/2017	0	Office Supplies
48	05-420-600-4800-6405			4.25	AGENCY - SUPPLIES	10/04/2017 10/04/2017	0	Office Supplies
49	05-420-600-4800-6405			19.43	AGENCY - SUPPLIES	10/06/2017 10/06/2017	0	Office Supplies
50	05-420-600-4800-6405			15.87	AGENCY - SUPPLIES	10/13/2017 10/13/2017	0	Office Supplies
51	05-420-600-4800-6405			13.13	AGENCY - SUPPLIES	10/18/2017 10/18/2017	0	Office Supplies
52	05-420-600-4800-6405			17.69	AGENCY - ENVELOPES	10/20/2017 10/20/2017	0	Office Supplies
41	05-420-600-4800-6300			247.13	OSS-COPIER CONTRACT IRC5240	10/30/2017 10/30/2017	0	Maintenance/Service Contracts
42	05-420-600-4800-6300			164.33	MAILRM-COPIER CONTRACT IR6265	10/30/2017 10/30/2017	0	Maintenance/Service Contracts

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>	
44 05-430-700-4800-6405	12.10	10/06/2017 10/06/2017	1033244-0	Office Supplies	
45 05-430-700-4800-6405	22.93	10/03/2017 10/03/2017	1033381-0	Office Supplies	
46 05-430-700-4800-6405	6.00	10/04/2017 10/04/2017	1033381-1	Office Supplies	
47 05-430-700-4800-6405	120.00	10/04/2017 10/04/2017	1033440-0	Office Supplies	
48 05-430-700-4800-6405	6.25	10/04/2017 10/04/2017	1033440-0	Office Supplies	
49 05-430-700-4800-6405	28.57	10/06/2017 10/06/2017	1033666-0	Office Supplies	
50 05-430-700-4800-6405	23.34	10/13/2017 10/13/2017	1034069-0	Office Supplies	
51 05-430-700-4800-6405	19.31	10/18/2017 10/18/2017	1034069-1	Office Supplies	
52 05-430-700-4800-6405	26.01	10/20/2017 10/20/2017	1034462-0	Office Supplies	
41 05-430-700-4800-6300	363.43	10/30/2017 10/30/2017	295161-0	Maintenance/Service Contracts	
42 05-430-700-4800-6300	241.66	10/30/2017 10/30/2017	295161-0	Maintenance/Service Contracts	
86235 The Office Shop Inc	1,662.59	32 Transactions			
53 10930 Tidholm Productions 05-430-700-4800-6405	69.95	11/15/2017 11/15/2017	9568 6995	Office Supplies	
10930 Tidholm Productions	69.95	1 Transactions			
Final Total	44,636.81	27 Vendors	108 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	24,636.81	Health & Human Services	
	15	20,000.00	Aitkin County Collaborative	
	All Funds	44,636.81	Total	Approved by,
			
			

Community Health Boards in MN

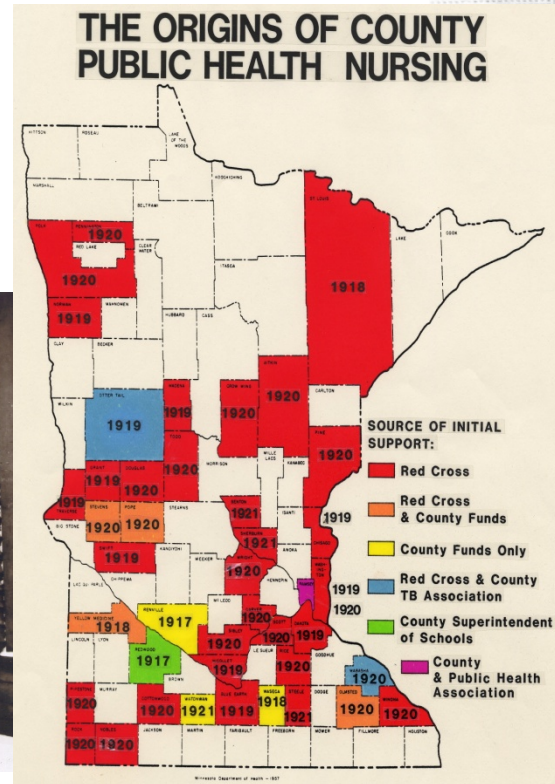
An overview...



Public Health
Prevent. Promote. Protect.

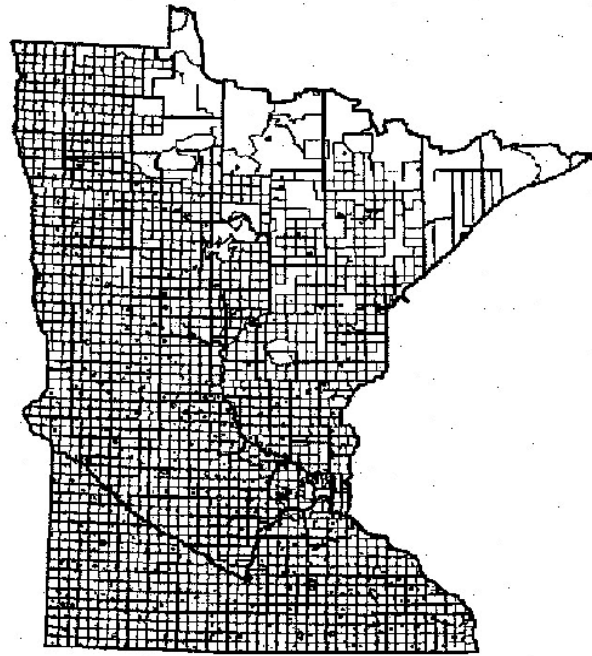
Protecting, Maintaining & Improving the Health of All Minnesotans

- Mid 1800's
- 1872
- 1930's and 40's



Local Boards of Health

- Prior to 1976, over 2,100 local boards of health existed



Boards of Health Before 1976

Local Public Health Act

- **Originated 1976**
- **Revised in 1987**
- **Modified in 2003**
- **Minn. Stat. 145A**
- **Allowed Boards of Health to join together**

Composition of a CHB

- **Administrator**
- **Medical Consultant**
- **County representation including commissioners**

A Partnership

- **Strong ties between MDH and LPH**
- **Needs are met through state and local staff**
- **Shared Public Health responsibility**
- **Establishes accountability**
- **Provides guidelines**
- **Documented progress**

Community Health Boards

- **Addressing and implementing local Public Health activities**
- **Establishing Public Health priorities and develop a plan based on a Community Health Assessment**
- **Seek public input into the planning and prioritization process**
- **Document the progress**

SCHSAC

SState
CCommunity
HHealth
SServices
AAdvisory
CCommittee

- Statutory advisory body
- Advise, consult and make recommendations
- Development, maintenance, funding and evaluation
- Meets quarterly

The Work of Local Public Health

- <https://www.youtube.com/watch?v=tEJmNC8GZ48>

Thank You!

**JOINT POWERS AGREEMENT BETWEEN AITKIN, ITASCA, AND KOOCHICHING
COUNTIES CREATING THE JOINT COMMUNITY HEALTH BOARD**

**ARTICLE I
ENABLING AUTHORITY**

THIS AGREEMENT (hereinafter referred to as the Agreement) is made by and between Aitkin, Itasca, and Koochiching Counties (each hereinafter referred to as a Member County). Each Member County is a political subdivision and governmental unit. These Member Counties shall hereinafter collectively be referred to as the member Counties or the parties.

This Agreement amends and supersedes any prior Joint Powers Agreements of the parties.

This Agreement is established pursuant to the authority granted pursuant to the Minnesota Constitution, laws of the State of Minnesota and, more specifically, Minnesota Statutes, Section 471.59 regarding joint powers entities and Minnesota Statutes, 145A.03 regarding community health boards.

**ARTICLE II
PURPOSE**

By this Agreement, the parties have determined that they are jointly able to provide better and more efficient local public health services than as individual counties and that their powers under Minnesota Statutes and other applicable law may best be exercised jointly.

Accordingly, the parties desire to enter into this Agreement to establish the method by which this purpose shall be accomplished and the manner in which it powers shall be exercised.

**ARTICLE III
NAME OF ORGANIZATION AND BOUNDARIES**

Name of Organization. The parties do hereby establish a joint community health board to be called the “Aitkin-Itasca-Koochiching Community Health Board.” This shall hereinafter be referred to as the Joint Health Board.

Area of Organization. The area covered by the Agreement is the area contained within the boundaries of the parties. This area shall hereinafter be referred to as the Community Health Service Area.

**ARTICLE IV
JOINT POWERS COMMUNITY HEALTH BOARD**

A Joint Powers Community Health Board (hereinafter referred to as “The Joint Health Board”) is hereby created.

1. Board Composition. The Joint Health Board shall consist of seven (7) members:

- a. Except for Itasca County, each member County Board of Commissioners shall appoint two members to serve three year terms. Itasca County shall be entitled to three members appointed by the County Board of Commissioners.
 - i. Of the members appointed by each member County Board of Commissioners, at least one member shall be a County Commissioner. Each county will annually confirm appointment of a County Commissioner to the Joint Health Board and may appoint an alternate.
 - ii. The remaining members shall be laymen representative of the people in the community and shall include at least one person who is not a member of a County Board of Commissioners.
 - iii. In the event that a County does not appoint a board member or alternate, the County's prior designated individual shall continue to serve until such time as a new individual is appointed.
 - b. The Joint Health Board shall annually select the following officers from Board Members: A Chairperson, Vice Chairperson and Secretary. All officers may be removed with or without cause by majority vote of a quorum of the Health Board. A vacancy in any office shall be filled promptly by the Joint Health Board provided that notice of time, place, and purpose shall be given to the members by email or letter at least seven (7) calendar days prior to the meeting to which such action is to take place.
 - c. The Chairperson, or in the Chairperson' absence, the Vice Chairperson shall preside at meetings of the Joint Health Board and sign or authorize an agent to sign contracts and other documents requiring signatures on behalf of the Joint Health Board.
 - d. The Secretary or designee shall keep the minutes of the meetings of the Joint Health Board.
 - e. The Joint Health Board may establish such other committees as may be deemed necessary or appropriate. The Chairperson may appoint members to committees with the approval of the Joint Health Board.
2. Vacancies defined. Vacancies shall occur upon:
- a. The resignation, retirement or death of the member or alternate.
 - b. The member or alternate being removed as a Board Member for the appointing Member County.
 - c. The member or alternate ceasing to be a County Commissioner.

- d. The member or alternate being removed by motion and a majority of a quorum of the other Board Members.
3. Duties of the Board. The Joint Health Board shall have the powers and duties of a Community Health Board including but not limited to those powers and duties outlined in Minn. Stat. Sec. 145A.04 as now enacted or as may be amended. The Joint Health Board shall also have the powers and duties common to the parties as is necessary and proper to fulfill its purposes and perform its duties, including those which are the same except for the territorial limits within which they may be exercised. Such authority shall include the specific powers enumerated in this Agreement or in the Bylaws.
4. Specific powers of the Joint Health Board include the following:
 - a. General responsibility for development and maintenance of a system of community health services under local administration within a system of state guidelines and standards;
 - b. To request, and to render assistance upon request, for enforcement and enforcement-related services to carry out the powers and duties under this Agreement from the following authorities within the jurisdictional area of this Agreement: Any state, county, or municipal law enforcement agency including the Minnesota Department of Health and Human Services, Minnesota DNR, Minnesota BCA, Minnesota State Patrol, county sheriffs, municipal police departments, county health and human services departments, county environmental, zoning, and solid waste services departments, and other like departments and agencies;
 - c. Under the general supervision of the Commissioner, recommend the enforcement of laws, regulations, and ordinances pertaining to the powers and duties within its jurisdictional area;
 - d. Consistent with the guidelines and standards provided under Minn. Stat. 145A.04, identify local public health priorities and implement activities to address the priorities and the areas of public health responsibility which include:
 - i. Assuring an adequate local public health infrastructure by maintaining the basic foundational capacities to a well-functioning public health system that includes data analysis and utilization; health planning; partnership development and community mobilization; policy development, analysis, and decision support; communication; and public health research, evaluation, and quality improvement;
 - ii. Promoting healthy communities and healthy behavior through activities that improve health in a population, such as investing in healthy families; engaging communities to change policies, systems, or environments to promote positive health or prevent adverse health; providing information and education about healthy

- communities or population health status; and addressing issues of health equity, health disparities, and the social determinants to health;
- iii. Preventing the spread of communicable disease by preventing diseases that are caused by infectious agents through detecting acute infectious diseases, ensuring the reporting of infectious diseases, preventing the transmission of infectious diseases, and implementing control measures during infectious disease outbreaks;
 - iv. Protecting against environmental health hazards by addressing aspects of the environment that pose risks to human health, such as monitoring air and water quality; developing policies and programs to reduce exposure to environmental health risks and promote healthy environments; and identifying and mitigating environmental risks such as food and waterborne diseases, radiation, occupational health hazards, and public health nuisances;
 - v. Preparing and responding to emergencies by engaging in activities that prepare public health departments to respond to events and incidents and assist communities in recovery, such as providing leadership for public health preparedness activities with a community; developing, exercising, and periodically reviewing response plans for public health threats; and developing and maintaining a system of public health workforce readiness, deployment, and response; and
 - vi. Assuring health services by engaging in activities such as assessing the availability of health-related services and health care providers in local communities, identifying gaps and barriers in services; convening community partners to improve community health systems; and providing services identified as priorities by the local assessment and planning process.
- d. Submit to the commissioner of health, at least every five years, a community health assessment and community health improvement plan, which shall be developed with input from the community and take into consideration the statewide outcomes, the areas of responsibility, and essential public health services;
 - e. Implement a performance management process in order to achieve desired outcomes;
 - f. Annually report to the commissioner on a set of performance measures and be prepared to provide documentation of ability to meet the performance measures;
 - g. To make investigations, or coordinate with any county board or city council within its jurisdiction to make investigations and reports and obey instructions on the control of communicable diseases as the Commissioner may direct under Section 144.12, 145A.06, subd. 2, or 145A.07, and otherwise cooperate so far as practicable to act together to prevent and control epidemic diseases;
 - h. Upon receiving funding for emergency preparedness or pandemic influenza planning from the state or from the United State Department of Health and Human Services, participate in planning or emergency use of volunteer health professionals through the Minnesota Response Medical Reserve Course Program of the Department of Health; to collaborate on volunteer planning with other public and private partners; to enter into mutual aid agreements for deployment of its paid employees and its MRMRC volunteers with other community health boards, political subdivisions within the state, or with tribal governments within the state;

- i. A member or agent of the Joint Health Board may enter a building, conveyance, or place where contagion, infection, filth, or other source or cause of preventable disease exists or is reasonable suspected to enforce public health laws, ordinances or rules;
- j. Acting to remove and abate public health nuisances as provided under Minn. Stat. 145A.04, subd. 8;
- k. To recommend local ordinances pertaining to community health services to any county board or city council within its jurisdiction and to advise the Commissioner on matters relating to public health that require assistance from the state or that may be of more than local interest;
- l. To carry out such other powers and duties of a community health board prescribed in other sections of law.

5. General powers of the Joint Health Board include the following:

- a. To control and direct the administration of the affairs of the Health Board.
- b. To adopt and amend Bylaws consistent with this Agreement.
- c. To employ or contract with a Community Health Services Administrator, other administrators, officers, employees, agents, consultants, contractors and such other individuals as may be determined by the Joint Health Board as qualified to provide services for the Health Board and as necessary to carry out the provision of this Agreement and the requirement of Minn. Stat. Chapt. 145 A.
- d. To acquire, by any lawful means, including gifts, purchase, lease or transfer of custodial control, such lands, buildings, facilities and equipment necessary and incident to the accomplishment of the purposes of Minn. Stat. Chapt. 145 A.
- e. To accept gifts, grants and subsidies from any lawful source.
- f. To apply for and accept local, state and federal funds.
- g. To establish and collect reasonable fees for community health services to the extent permitted by law.
- h. To enter into contracts on behalf of the Joint Health Board.
- i. To make recommendations to the County Boards of the Member Counties relating to the Joint Health Board and Community Health Services.
- j. In the event that an appropriation from each Member County is required, to submit a proposed annual Joint Health Board budget to the governing body of each Member County before July 1 in the applicable year. The budget of the Joint Health Board shall be established in February of the applicable year.

- k. To authorize the expenditure of budgeted funds for the applicable fiscal year.
 - l. To delegate to the Community Health Services Administrator or designee to purchase supplies and equipment necessary for the proper operation, care, maintenance and preservation of Joint Health Board facilities and equipment, provided that such purchases do not exceed budgeted amounts in the Joint Health Board's budget.
 - m. To lease and purchase capital equipment included within the Joint Health Board's budget.
 - n. To sell, lease or dispose of surplus property.
 - o. To cause an annual audit to be made of its accounts, books, vouchers and funds.
 - p. To appoint one or more Member County as financial, human resources and/or other administrative services agent for the Joint Health Board and to compensate the Member County serving as agent for said services.
 - q. To enter into insurance agreements providing for liability and property and errors and omissions insurance and such other insurance as the Joint Health Board deems necessary as otherwise provided in this Agreement.
 - r. To enter into a Delegation Agreement with the Member Counties to the extent that such delegation is permitted by applicable law.
 - s. To ensure that community health services are accessible to all persons on the basis of need and to ensure that no one shall be denied services because of race, color, sex, age, language, religion, nationality, inability to pay, political persuasion or place of residence.
6. Joint Health Board Meetings. The Joint Health Board shall meet at least quarterly in each calendar year. The Board may meet more frequently as provided in the Bylaws.
- a. A quorum for the purposes of conducting board business shall consist of at least four members with at least one member or alternate from each Member County.
 - b. Procedures of the Joint Health Board shall generally follow Robert's Rules of Order except that the board may adopt other rules of procedure as it deems fit and consistent with this Agreement. Failure to strictly adhere to procedural rules other than the required number of votes and required notice of meetings shall not invalidate any resulting decision.

- c. The Joint Health Board shall adopt written procedures in its Bylaws for transacting business and shall keep a public record of its transactions, findings, and determinations.
- d. Members may receive a per diem plus travel and other eligible expenses while engaged in official duties.

ARTICLE V BUDGET AND FUNDS

1. Budget. The Joint Health Board shall prepare its annual budget which shall be submitted to each Member County Board. The budget shall specify the total amount to be provided by each Member County.
2. Member County's' Contribution. The Member Counties agree that each county's proportionate share of that portion of the Joint Health Board budget related to the annual operating expenses of the Joint Health Board, Committees, their staff and related expenditures shall be equal to each county's proportionate share of the total subsidy funds or special project grants available to Member Counties through the Local Public Health Act. The County Board of each member county shall, upon approval of the budget, provide by grant, levy, or otherwise, its portion of the annual budget.
3. Reports. The Joint Health Board shall ensure strict accountability for all funds of the organization and shall require reports on all receipts and disbursements made to, or on behalf of the Joint Health Board. The Board Chair shall cause a written monthly financial report and such other reports as may be directed by the Health Board to be prepared and submitted to the Health Board for review and approval.
4. Deposit of Funds. Fees and payments from all Joint Health Board contracts and other services rendered shall be deposited into the joint operating Joint Health Board fund upon receipt. Fees and payments for Joint Health Board contracts and other services rendered shall be estimated for the following budget year before the annual assessment for each governmental unit, if any, is computed.

ARTICLE VI OWNERSHIP OF JOINT EQUIPMENT

The Member Counties shall acquire an undivided interest in any jointly purchased property and equipment in proportion to the amount that each has contributed to the cost. Absent clear and convincing evidence to the contrary, it is presumed that each Member County contributed to the cost in the same proportion it contributed to the annual budget pursuant to Article V. Part 2. A master Community Health Board inventory of all newly purchased non-disposable or consumable items shall be maintained. The inventory shall indicate a description of the item, identification or serial numbers, the year of purchase, and the total cost of the item. When jointly

purchased equipment is traded or sold, the trade-in value or sale price shall be credited back to the joint Community Health Board fund for use in equipment purchases.

ARTICLE VII REAL ESTATE, BUILDINGS AND FACILITIES

1. Each Member County shall be responsible for providing adequate office space and facilities, including telephone services and internet connectivity, as may be determined by the Joint Health Board. This may include the Member County or Member Counties purchasing necessary land or leasing of space and for the cost of construction of buildings necessary for housing the Joint Health Board operations and services. Adequate and Necessary as used in this paragraph shall be determined by the Joint Health Board.
2. Land and buildings in each Member County utilized for Joint Health Board services and operations shall remain the property of the Member County in which it lies and shall be returned to the Member County upon withdrawal or dissolution. Remodeling and all repairs to said land and buildings shall be the responsibility of the Member County in which the land or structure lies unless directly related or necessary to carry out Community Health Services operations.
3. Each Member County shall provide, at no cost to the Joint Health Board, office cleaning, grounds maintenance, snow and ice control services and such other services common to business operations.
4. This article does not apply to land and buildings that may be purchased by the Joint Health Board.

ARTICLE VIII INSURANCE AND LIABILITY

1. Applicability. The Joint Health Board shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The Joint Health Board shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protection of M.S. 466.
2. Indemnification and Hold Harmless. The Joint Health Board shall fully defend, indemnify and hold harmless the Member Counties against all claims, losses, liability, suits, judgements, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the Joint Health Board. This Agreement to indemnify ad hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04.
3. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability,

as set forth in Minnesota Statutes, Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

4. The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.
5. Insurance. The Joint Health Board shall procure its own insurance as an independent entity. Insurance for jointly owned equipment and costs/liabilities associated with the Joint Health Board's employment of individuals, shall be paid for out of the Joint Health Board fund. This shall include but not be limited to the payment of workers' compensation and all other mandated employer contributions.

Insurance on individual county-owned buildings or facilities shall be the responsibility of the Member County owning the buildings.

ARTICLE IX DATA PRACTICES COMPLIANCE

The books and records, including minutes and fully executed Agreements of the Joint Health Board shall be subject to the provisions of the Minnesota Government Data Practices Act (Minn. Stat. Sec. 13). Said data shall be maintained at the primary office of the Joint Health Board. Records, accounts and reports shall be maintained by the Community Health Services Administrator or its agent.

ARTICLE X PROVISION FOR AMENDMENTS TO JOINT POWERS AGREEMENT

This agreement may be amended, including the provision for adding new members, upon recommendation of the Joint Health Board and by ratification by the County Board of each Member County.

ARTICLE XI DISSOLUTION AND WITHDRAWAL

1. Perpetual Duration Unless Dissolved. Unless dissolved pursuant to this Agreement, the duration of this Agreement shall be perpetual.
2. Dissolution. This Agreement shall be dissolved upon unanimous written agreement of all Parties.
 - a. Said dissolution shall occur following a one (1) year period during which the Joint Health Board shall continue to operate and attempt to reach agreement upon the

distribution of assets and liabilities, discharge of obligations and such other matter as may be needed to be addressed.

- b. The Joint Health Board shall continue to exist after dissolution as long as is necessary to wind up and conclude the affairs subject to this Agreement.
3. Dissolution Process. Upon dissolution, all Health Joint Health Board debts and expenses shall be satisfied prior to distribution of any assets to the Member Counties.

This paragraph shall not apply to real property and buildings that remained the property of the Member County. Real property purchased by the Joint Health Board and any improvements, buildings, and fixtures upon said property shall have a fair market value established by appraisal prior to the effective date of the dissolution. The Member County in which said real property is located shall have the first right to purchase for the appraised price. In the event that the Member County in which the property is located does not exercise its right to purchase within three (3) months of the effective date of the dissolution, the real property shall be sold and the net proceeds shall be distributed according to the percentage that each Member County contributed to the last budget for the Joint Health Board. If no Member County contributed to the last budget for the Joint Health Board, said distribution shall occur evenly.

- a. An inventory of all Joint Health Board personal property and equipment shall be compiled in the year preceding the dissolution. Values for said personal property and equipment shall be established by appraisal or, upon agreement of all Member Counties, any other commercially reasonable method.
- b. The property and equipment shall be distributed to each Member County as follows:
 - i. Each Member County shall be assigned an available credit amount based upon the total value of the property and equipment established above multiplied by the percentage that each Member County contributed to the last annual budget for the Board. If no Member County contributed to the last budget for the Joint Health Board, said distribution shall occur evenly.

For example, if a Member County contributed 40% of the last annual budget and the total value of the property and equipment was \$100,000, the Member County would have an available credit of \$40,000.

- ii. Each Member County shall alternate selecting items with the initial order selected by drawing numbers. Selection shall occur as follows:
 1. The Member County with the first selection in the first round shall select last in the second round, first in the third round, etc.
 2. The Member County with the second selection in the first round shall select second to last in the second round, second in the third round, etc.

3. The Member County with the third selection in the first round shall select first in the second round, third in the third round, etc.
 4. A Member County may pass on its turn at any given point in the process.
- c. Each selection shall be charged against the available credit amount for the selecting Member County and subsequent rounds shall occur until all property and equipment is distributed or each Member County declines to select the property and equipment.
 - i. Member County may exceed the available credit available on the purchase of one piece of capital equipment or one other equipment item of the Joint Health Board. In the event a Member County exceeds its available credit, the Member County hereby agrees that it shall reimburse the other Member Counties said excess amount (hereinafter called an excess payment) upon said selection.
 - ii. Said excess payment shall be distributed to the other Member Counties based upon the same percentage of the total budget that the other Member County contributed excluding the Member County making the excess payment. If no Member County contributed to the last budget for the Joint Health Board, said distribution shall occur evenly.
 - d. Property and equipment that is not selected following this process shall be declared surplus and sold with the proceeds distributed according to the percentage of available funds each Member County had when all Member Counties passed on the remaining equipment.
 - i. Property that is not sold after 60 calendar days of it being declared surplus shall be deemed to have a value of \$0 and may be disposed of in any reasonable manner.
4. Member Counties may withdraw from this Agreement only in accordance with MN. Stat. 145 A. In such instance, withdrawal shall occur on January 1 that is at least one (1) full calendar year after said notice. Any Member County giving notice of withdrawal may rescind said notice and determine to stay in the Joint Health Board only upon consent of the remaining Member Counties.
 - a. Effect of Withdrawal. The Member County that withdraws shall have no liability or obligation to the Joint Health Board after the effective date of withdrawal for debts or claims incurred after the effective date of withdrawal.

ARTICLE XII GENERAL PROVISIONS

1. Counterparts. This Agreement may be executed in several counterparts and all so executed shall constitute one agreement, binding on all of the Parties hereto notwithstanding that all of the Parties may not be signatories to the original or the same

counterparts. Counterparts shall be filed with, and maintained by the office of the Public Health Administrator.

2. Severability. In the event that any provision of this Agreement is held to be contrary to law, that provision shall be deemed severed from this Agreement and the balance of this Agreement shall remain in force between the Parties to the fullest extent permitted by law.
3. Modification. Any amendments, alterations, modifications or waivers of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the Parties.
4. Minnesota Law. The law of the State of Minnesota shall govern all questions as to the validity, performance and enforcement of this contract. This Agreement shall be interpreted and constructed according to the laws of the State of Minnesota.
5. Notice. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given if delivered or mailed (registered or certified mail, postage prepaid, return receipt requested) to each County Board Chair at the government center for that County.
6. Headings. Section and subsection headings are not to be considered part of this Agreement, are included solely for convenience, and are not intended to be full or accurate descriptions of the content thereof.

ARTICLE XIII TERM AND EFFECTIVE DATE

This Agreement shall become effective upon approval by each party and shall remain in effect until dissolved as noted above.

In Witness Whereof, the Parties have caused this Agreement to be executed by the persons authorized to act for their respective Parties on the dates shown below.

EXECUTION

This Agreement shall be executed pursuant to resolution adopted by the participating County Boards.

IN WITNESS WHEREOF, the following counties by appropriate resolution have authorized the execution of this Agreement, said Agreement to be effective as of the _____ day of _____, 2017.

By _____
Chairperson, Aitkin County Board of Commissioners

By _____
Aitkin County Attorney

By _____
Chairperson, Itasca County Board of Commissioners

By _____
Itasca County Attorney

By _____
Chairperson, Koochiching County Board of Commissioners

By _____
Koochiching County Attorney

**BYLAWS OF THE
AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD**

ARTICLE I. MEMBERSHIP

Section 1.

The initial participating entities in the Aitkin-Itasca-Koochiching Community Health Board, listed below are:

Aitkin County, Itasca County and Koochiching County

Section 2.

Additional entities may participate pursuant to the terms of the Aitkin-Itasca-Koochiching Community Health Board Joint Powers Agreement upon recommendation of the Board and the affirmative vote of all then existing members and ratification of the amendment of the existing Joint Powers Agreement.

ARTICLE II. DEFINITIONS

Section 1.

For the purpose of these Bylaws, the terms defined in this Article have the meanings given them.

Section 2.

"Agreement" or "Joint Powers Agreement" means the most recently amended Joint Powers Agreement between Aitkin, Itasca, and Koochiching Counties creating the Joint Community Health Board.

"Board" means the Joint Powers Community Health Board, as defined in the Joint Powers Agreement.

"Commissioner" means the Commissioner of Health as defined by Minn. Stat. Sec. 245A.02 or authorized designee as permitted by statute.

"County" means a county which is participating in the Joint Powers Agreement in accordance with the terms of the Agreement.

"County Board" means the governing board of a Member County.

"Day" means calendar day unless otherwise indicated.

"Department" means the entity created by the Joint Powers Agreement.

"District" means the area serviced by the most recently amended Joint Powers Agreement between Aitkin, Itasca, and Koochiching Counties Creating the Joint Community Health Board and these Bylaws.

ARTICLE III. THE BOARD

Section 1.

The governing body of the Aitkin-Itasca-Koochiching Community Health Board is its Board. Makeup of the Board is described in the Agreement.

ARTICLE IV. POWERS AND DUTIES OF THE BOARD

Section 1.

The powers and duties of the Board are those set forth in the Joint Powers Agreement.

Section 2.

Consistent with the powers and duties outlined as set forth in the Joint Powers Agreement, the Board reserves all powers necessary to control and administer personnel providing services to the Department. Accordingly, the Board establishes the following duties related to control and administration of personnel providing services to the Department:

- A. Community Health Services Administrator. A Community Health Services Administrator shall be appointed by the Board. The Community Health Services Administrator shall work under a written agreement with, employed by, or under contract with the Board. The Community Health Services Administrator shall provide public health leadership and discharge the administrative and program responsibilities on behalf of the board. The Community Health Services Administrator shall be responsible for overall supervision of the day to day affairs of the Department.

In addition to the duties and responsibilities outlined in the preceding paragraph and any job description, the Community Health Services Administrator shall:

- i. serve as the Board's agent according to Minnesota Statutes Section 145A in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating information to the Commissioner on the Board's behalf;
- ii. prepare or review, sign and submit to the Commissioner the established local public health priorities and the mechanisms to address the priorities and achieve statewide outcomes within the limits of available funding according to Minnesota Statutes Section 145A;
- iii. prepare or review, sign and submit to the Commissioner any required data, including but not limited to the Board's annual budget, revisions to the budget and expenditure reports;

- iv. prepare or review, sign and execute, on behalf of the Board, contracts for funding under grants and contracts administered by the Commissioner of Health or other entities as deemed appropriate by the Board.

The Community Health Services Administrator shall be subject to the authority of the Board. The Community Health Services Administrator's job description shall be approved by the Board and shall outline the Community Health Services Administrator's duties and responsibilities. Any document or practice limiting or creating contrary duties and responsibilities to those outlined in the Community Health Services Administrator's job description, except as otherwise provided in these By-laws, shall be of no effect. The Community Health Services Administrator may be disciplined, including dismissal from the Department, for inefficiency, breach of duty, misconduct or other cause as determined by the Board at a Board Meeting.

B. Medical Consultant. A medical consultant shall be appointed by the Board or all local public health agencies. The Medical Consultant shall work under a written agreement with, be employed by, or be on contract with the Board or local public health agencies. The Medical Consultant shall provide advice and information, to authorize medical procedures through protocols, and to assist the Board and its staff in coordinating their activities with local medical practitioners and health care institutions. The Medical Consultant must be a physician licensed to practice medicine in Minnesota.

C. Administration. The Board may have administrative services provided as follows:

- i. By annually selecting one or more member counties to provide financial, human resources or other designated administrative services for the Board. The Board shall also annually approve a written fee for services to compensate the member county or counties for administrative services provided to the Joint Powers Board. Further, administration of any policy used or adopted by the Joint Powers Board rests solely with the Board and not with any county individually; or
- ii. By utilizing its own employees to provide said services, utilize outside consultants or contract for services as it sees fit to either supplement or serve in lieu of a member city; or
- iii. By utilizing any combination of these options.

D. Policies. The Department shall adopt its own policies or adopt the policies of a member county. Utilization of a member county as an administrative resource shall represent a convenience to the Board. Nothing in this section or any document between the parties may be construed as creating any employer-employee relationship between any member of the Board, the Community Health Services Administrator, any other employees of the Board and the county providing administrative services.

E. Delegation. All delegation of authority shall be pursuant to a written Delegation Agreement. Said written Delegations shall include a mechanism for coordinating the collection and retention of data by each county in a manner in which the data is

transmitted to the Board as the official depository of all data as that term is utilized in the Minnesota Government Data Practices Act. Matters not specifically delegated by written Delegation Agreement shall be retained by the Board.

Section 3.

Consistent with the powers and duties outlined as set forth in the Joint Powers Agreement, the Board remains an independent entity from its Member Counties and therefore holds final responsible authority for all actions and decisions made by and on behalf of the Board.

ARTICLE V. FINANCIAL MATTERS

Section 1.

Board funds shall be expended by the Board in accordance with procedures established by law for expending funds for counties. Orders, checks, and drafts shall be signed by the designee of the fiscal host agency and either the Community Health Services Administrator or designee or the Board Chair or designee. Other legal instruments shall be executed on behalf of the Board by authority of its Board by the Chair. The Community Health Services Administrator or designee shall authorize the payment for previously authorized and budgeted recurring items or services and payment of utilities. The Health Board shall authorize the expenditure of budgeted funds up to \$1,000 per budgeted item purchased.

Section 2.

Board Members are permitted to inspect the financial records of the Board at all reasonable times.

Section 3.

The fiscal year of the Board is the calendar year.

Section 4.

A depository for Board funds shall be designated by the Board.

Section 5.

The Board is authorized to enter into contracts only to the extent of its budget for any given calendar year.

Section 6.

At the end of each calendar year, the Community Health Services Administrator or designee in collaboration with the fiscal staff shall make an annual financial report and submit the same in writing to the Board at its Annual Meeting.

ARTICLE VI. OFFICERS

Section 1.

The officers of the Board shall be the Chairperson, Vice Chairperson and Secretary.

Section 2.

The Chairperson shall be the chief presiding officer of the Board. The Chairperson shall preside at all meetings of the Board and shall have the primary responsibility for seeing that all orders and resolutions of the Board are carried into effect.

Section 3.

The Vice Chairperson shall, in the absence or disability of the Chairperson, perform the duties and exercise the powers of the Chairperson and shall perform such other duties as the Board shall prescribe.

Section 4.

The Secretary, or designee, shall attend all sessions of the Board and cause to be recorded all votes and minutes of all proceedings in a minute's book kept for that purpose; and the Secretary or designee shall perform like duties for the committees of the Board when so directed by the Board. The Secretary, or designee, shall cause to be given notice of all meetings of the Board and of committees, and shall perform such other duties as may be prescribed by the Board.

Section 5.

The duties of the fiscal host of the Board shall be carried out by a Board member, an employee of a member county or said duties may be contracted to an outside party. The fiscal host shall carry out the duties described in Article V of these Bylaws and such other related duties as assigned by the Board. The function of fiscal host shall include the care and custody of the funds of the Board and shall deposit them for the Board in such bank or banks as the Board directs. The fiscal host or designee shall be one of multiple signatories on all orders, checks and drafts for the payment of money and shall pay out and disburse such monies only upon appropriate authorization by the Board or Community Health Services Administrator consistent with the Joint Powers Agreement, these Bylaws or other applicable policy. The fiscal host shall keep regular books of accounts, showing receipts and expenditures and shall render monthly to the Board, and when requested, an account of transactions and of the financial condition of the Board.

Section 6.

The officers of the Board shall give bond as required by the Board, at Board expense, with corporate sureties satisfactory to the Board, for the faithful performance of their duties and for the restoration to the Board, in case of death, resignation, retirement or removal from office, of all books, papers, vouchers, money, and property of whatever kind in their possession or under their control belonging to the Board.

Section 7.

The Chairperson, Vice Chairperson, and Secretary shall be selected as outlined in the Agreement.

ARTICLE VII. BOARD MEETINGS

Section 1.

The Annual Meeting of the Board shall be the first meeting of each calendar year. An annual report of department activities from the previous year shall be presented by the Community Health Services Administrator or designee at the Annual Meeting, as well as goals and objectives for the department for the next year.

Section 2.

Regular meetings of the Board shall be held every other month at a location and time to be designated by the Board.

Section 3.

Written notice of all meetings of the Board shall be sent to all Board members and alternate Board members, and the Community Health Services Administrator as they appear on the record of the Secretary or designee.

Section 4.

Special meetings of the Board shall be called by the Chair or any three members. The purpose of any special meeting shall be stated in the notice of the meeting, and business transacted at any special meeting shall be confined to the purposes stated in such notice.

Section 5.

Written notice of the regular meetings shall be electronically mailed at least five (5) calendar days prior to each meeting and written notice of special meetings shall be electronically mailed or mailed at least three days prior to each such meeting.

Section 6.

Notices of all meetings shall specify the time and place of such meetings and shall be published in the newspapers representative of the Member Counties. The time and place of all meetings called by the Chairperson shall be determined by the Chairperson. The time and place of special meetings called by others shall be determined by the persons calling the meetings.

Section 7.

Meetings may be held via ITV, VIDYO, or other electronic medium in accordance with Minn. Stat. § 13D.

Section 8.

A quorum for purposes of conducting Board business shall be as defined in the Joint Powers Agreement.

Section 9.

In the event an emergency situation arises, the CHB shall conduct any emergency meetings in accordance with the requirements of Minn. Stat. § 13D.04, subd. 3.

Section 10.

Any resolution, election, or other formal action of the Board shall be adopted upon the affirmative vote of a majority of a quorum of the members present at any meeting of the Board, provided said meeting is duly called pursuant to these Bylaws.

Section 11.

Copies of the minutes of any meeting of the Board shall be promptly distributed to each person to whom notice of the meeting is required to be sent under the provisions of these Bylaws upon formal approval of minutes by the Health Board.

Section 12.

Procedures of the Board shall generally follow Robert's Rules of Order except that the Board may adopt other rules of procedure as it deems fit and consistent with this agreement. Failure to strictly adhere to procedural rules other than the required number of votes and required notice of meetings under the Open Meeting Law shall not invalidate any resulting decision.

ARTICLE VIII. COMMITTEES

Section 1.

The Board may appoint such committees in addition to those required by these Bylaws and the Agreement, as the Board shall from time to time deem necessary. Such committees shall be selected in the manner determined by the Board.

ARTICLE IX. AMENDMENTS TO BYLAWS

Section 1.

These Bylaws may be amended at any regular, special, or annual meeting of the Board provided a five calendar day prior notice of the proposed amendment has been furnished to each person to whom notice of the Board meetings must be sent pursuant to these Bylaws. An amendment may be proposed in writing, filed with the Chair, by any member or by the Board on its own motion.

Section 2.

A majority vote of a quorum of the members present shall be necessary to adopt any proposed amendment to these Bylaws. There must be at least one member from each participating County voting with the majority.

Section 3.

In any instance where these Bylaws are in conflict with the Joint Powers Agreement, said Agreement shall control.

Section 4.

These Bylaws are effective upon their adoption by the Board.

Section 5.

These Bylaws will be reviewed at the first meeting of each calendar year.

DATE OF ADOPTION

Chairperson of AIK CHB

Date: _____
Adoption by AIK CHB

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin-Itasca-Koochiching Community Health Board

AITKIN COUNTY COMMISSIONER DISTRICT 1

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I was employed by Aitkin County as a Public Health Nurse with the Aitkin County Public Health Department first as a staff Public Health Nurse and then as director of the Public Health Department. I am currently retired as a small business owner in downtown Aitkin. During my retirement I have volunteered on various local non-profit boards/committees. I am currently a member of the Housing & Redevelopment Authority of Aitkin Co. Board of Directors

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Ihleen E. Williams

Signature of Applicant

11-10-17

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No X

Is this application submitted at the suggestion of appointing authority? Yes _____ No X

**Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Ihleen E. Williams

STREET ADDRESS OF APPLICANT:

36987 US Hwy 169
Aitkin, Mn 56431

PHONE NUMBERS:

DAYS 218-927-3966
EVENINGS 218-927-3966

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

ATTN SHAWN SPEED

MINNESOTA OPEN APPOINTMENT ACT
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

AITKIN - ITASCA - KOOSHTICHING Community Health Board

AITKIN COUNTY COMMISSIONER DISTRICT

3

Minnesota Statutes 15.0507, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

- BA IN ENGLISH FROM UMD • GRADUATED MAGNA CUM LAUDE
• I HAVE HAD A SEAT ON THE COMPREHENSIVE QUALITY STRATEGY (CQS) COMMITTEE IN ST. PAUL SINCE ITS INCEPTION. THIS COMMITTEE IS PRIMARILY CONCERNED WITH IMPROVING THE QUALITY OF HEALTH CARE FOR MEDICAID RECIPIENTS. OUR THREE PART AIM IS TO IMPROVE THE HEALTH OF THE MEDICAID POPULATION, TO IMPROVE THE RECIPIENTS' HEALTH CARE EXPERIENCE, AND TO CURTAIL COSTS.
• I AM VICE CHAIR OF THE AITKIN COUNTY DFL CLUBS
• I AM DEPUTY TREASURER OF THE AITKIN COUNTY DFL CENTRAL COMMITTEE
• I AM A MEMBER OF THE ARDC

I ATTEND THE FOLLOWING MEETINGS:

- MEDICAID CITIZENS' ADVISORY COMMITTEE - ST. PAUL
• AITKIN COUNTY HEALTH & HUMAN SERVICES CITIZENS' ADVISORY COMMITTEE
• BLANDIN GRANT STEERING COMMITTEE FOR BROADBAND IN AITKIN COUNTY

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

JOEL K. HOPPE

NOV 16, 2017

Signature of Applicant

Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes No

Is this application submitted at the suggestion of appointing authority? Yes No

Please return application to the Aitkin County Administrator's office, located at 217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: JOEL K. HOPPE

STREET ADDRESS OF APPLICANT:

26126 KESTER AVENUE
MCGREGOR, MN 55760

PHONE NUMBERS:

DAYS (218) 768-2337
EVENINGS 11

For Office Use Only

Date Appointed:

Date of Term Expiration:

Term #:



Aitkin County Health & Human Services

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

LETTER OF AGREEMENT

Aitkin County Health and Human Services hereafter referred to as "ACH&HS" and Donald Hughes, MD, a medical doctor practicing at Riverwood Healthcare Center, 200 Bunker Hill Drive, Aitkin, MN 56431, enter into this agreement for the purpose of Public Health Medical Consultant, beginning January 1, 2018 through December 31, 2018.

Witnessed

Whereas, Aitkin County Health and Human Services is desirous of contracting with Dr. Donald Hughes, medical consultant; and

Whereas, Donald Hughes, MD, is desirous of providing Medical Consultation, the following is agreed upon:

1. Donald Hughes, MD will review and sign all new and existing standing medical orders and vaccine protocols on an annual basis or as requested.
2. Authorize approval of vaccine orders as noted in ACH&HS vaccine protocols.
3. To be the Public Health medical contact regarding Public Health DP&C (Disease, Prevention & Control) issues as they arise.
4. To provide general consultative services as needed.
5. The agreement will be reviewed on an annual basis.
6. The Contractor agrees to carry all necessary Workers' Comp. and Liability Insurance.
7. This agreement may be canceled by either party with a 30 day written notice.

IN WITNESS WHEREOF, ACH&HS and the Provider have executed this agreement as of the day and year first above written:

 Cynthia Bennett, Director, Aitkin County Health and Human Services

 Date

 Chairperson, Aitkin County Board of Commissioners

 Date

 Dr. Donald Hughes

 Date

 Aitkin County Attorney

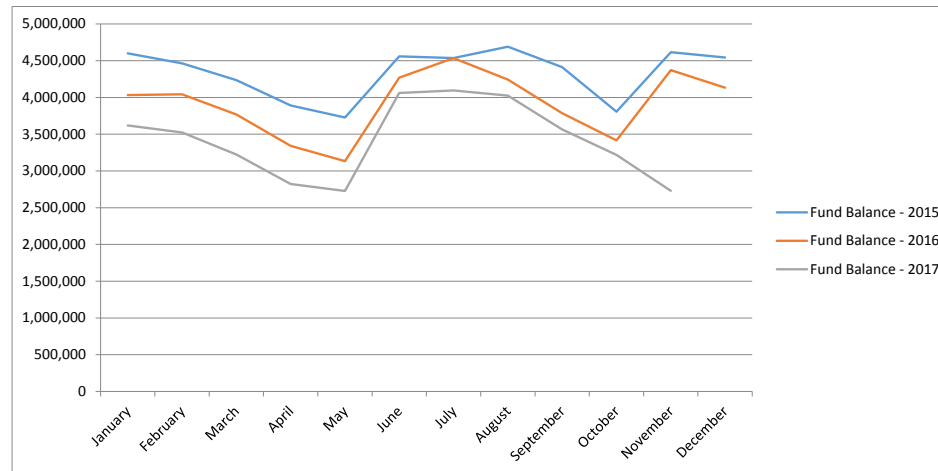
 Date

Aitkin County Health and Human Services

Financial Statement for Board

	January	February	March	April	May	June	July	August	September	October	November	December
Fund Balance - 2015	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
Fund Balance - 2016	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
Fund Balance - 2017	3,619,229	3,524,864	3,223,404	2,822,304	2,727,519	4,060,299	4,095,282	4,024,250	3,565,913	3,217,691	2,729,057	

	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
Revenue:													
Tax Levy	0	0	0	0	0	(1,473,987)	0	0	0	0	0		(1,473,987)
Intergovernmental Revenue	0	0	0	0	0	64	(7,013)	(23,042)	(92)	(18,366)	0		(48,449)
State Revenue	(18,231)	(73,976)	(122,527)	(7,881)	(32,917)	(138,957)	(348,354)	(123,343)	(130,295)	(1,705)	0		(998,187)
Federal Revenue	(73,411)	(246,644)	(282,877)	(34,717)	(243,676)	(289,195)	(78,312)	(258,289)	(195,138)	(54,589)	0		(1,756,847)
Third Party Revenue	(14,677)	(30,438)	(27,132)	(29,258)	(25,331)	(34,625)	(36,343)	(25,786)	(28,048)	(27,108)	0		(278,746)
Misc. Revenue/Pass Thru	(20,882)	(13,003)	(30,908)	(6,668)	(10,988)	(19,490)	(36,784)	(10,795)	(2,755)	(2,989)	(455)		(155,716)
Expenditure:													
Payments for Recipients	140,882	196,989	143,567	156,060	131,475	128,528	175,183	190,160	137,670	123,505	105,341		1,629,360
Payroll	433,107	312,632	447,030	322,773	313,511	315,577	330,169	327,446	476,322	328,276	332,937		3,939,779
Services/Charges and Fees	33,393	16,350	28,873	22,211	23,596	31,219	31,741	31,255	26,432	32,107	31,517		308,693
Travel and Insurance	39,506	2,407	5,604	9,545	4,681	5,183	3,687	3,297	4,615	5,430	2,324		86,277
Supplies and Small Equipment	4,846	28,485	3,083	3,138	4,389	3,031	1,477	13,754	12,492	16,822	5,183		96,699
Capital Outlay	0	0	0	2,500	0	0	0	0	2,922	0	9,240		14,662
Misc. Expenditure/Pass Thru	9,649	10,146	8,420	12,351	9,532	11,380	9,648	11,514	8,860	3,167	2,548		97,215
Net:	534,182	202,947	173,132	450,055	174,270	(1,461,272)	45,098	136,172	312,985	404,551	488,634	0	1,460,753



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	687,196
# of Children	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	0
ICWA	185	2,448	0	0	709	0	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	0
Treatment Foster Care	0	0	8,451	0	0	33,227	101,130	96,216	79,138	35,418	18,948	0	0
ICWA	0	0	0	0	0	0	0	0	0	0	7,870	18,632	8,321
Corrections	0	0	0	33,530	33,811	22,857	0	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	210,869
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	63,041
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	25,692
ICWA	0	0	0	23,947	10,952	48,097	16,400	25,716	7,306	888	0	0	0
Corrections	3,565	0	18,675	8,132	44,677	13,373	17,570	43,317	0	0	0	0	0
Correction Facilities	0	0	0	0	0	0	0	0	24,953	0	0	0	83,298
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	0
Northstar Adoption/Kinship	0	0	0	0	0	0	0	0	0	0	0	1,973	0
Extended Foster Care	0	0	0	0	0	0	1,228	0	0	100	0	0	3,960
Electronic Monitoring	2,800	976	1,848	0	1,504	1,201	0	352	2,904	0	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	290,933
ICWA	0	0	7,175	36,321	42,836	36,960	0	0	36,571	0	48,012	27,891	0
Corrections	28,130	0	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	2,356
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	10,372
Total Foster Care Expenses:	915,854	848,548	819,983	837,977	960,176	976,259	909,516	819,923	610,578	718,066	651,892	757,319	700,041

