

The Aitkin County Board of Commissioners met this 28<sup>th</sup> day of November, 2017 at 9:02 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the November 28, 2017 agenda.

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

**Attendance**

The Aitkin County Board of Commissioners met this 28<sup>th</sup> day of November, 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 Laurie Westerlund, Anne Marcotte, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Fiscal Supervisor Carli Goble, Public Health Supervisor Erin Melz, Social Services Supervisor-Children’s Services Jessi Schultz, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Marlene Abear/H&HS Advisory Committee Member, Roberta Elvecrog/H&HS Advisory Committee Member, and Brielle Bredsten/Aitkin Independent Age.

**Agenda**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the November 28, 2017 Health & Human Services Board agenda.

Commissioner Wedel noted that there would be a presentation by Erin Melz during her talk on the Aitkin, Itasca, and Koochiching Community Health Board.

**Minutes**

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the October 24, 2017 Health and Human Services Board minutes.

**Bills**

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

Question from Commissioner Marcotte on the monies we are paying to Anoka and St. Peter. Carli assured the Commissioner that she would get her that information and let the board know the details of those transactions.

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

**CHB Update**

Erin Melz, Public Health Supervisor, went over her PowerPoint presentation on the formation of Community Health Boards (CHB), their history in the state, and the statutory requirements of the CHB’s.

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH & HUMAN  
SERVICES BOARD**

Commissioner Marcotte asked how SCHSAC influences work at the State or Legislative level. Erin explained that there are several programmatic SCHSAC workgroups that are tasked with reviewing grant duties, funding and reporting elements. Additionally, SCHSAC assists with advising the State of successes and challenges at a local level as well as determining areas of legislative concern.

Commissioner Westerlund also commented on how much the SCHSAC committee does as she was our representative in the past.

Erin showed a short video highlighting the work of local Public Health.

Erin went over a CHB 101 Pamphlet that reviewed the 6 areas of Public Health responsibility, and the services or programs they provide to the citizens, communities, and state.

Commissioner Niemi asked about what they have found in relation to Radon in the county and Erin used her own personal experience with it to answer that it is spotty throughout the county and that it is the second leading cause of lung cancer after smoking, so it is a big problem, but it is invisible so no one thinks about it until they actually test for it and find it in their home. Mitigation costs can vary depending on if your basement is finished and the area available to install the system.

Commissioner Wedel asked about how grants are split up and how that is all decided. Erin answered that many have set percentages based on the population of each county when they come to the CHB so the CHB doesn't make the decision on how to split monies. Others are just based on identified county needs or planned activities and the three counties can negotiate together how those dollars are distributed. If there is monies left over after the designated county has used the grant money the CHB can redistribute that to the other two counties to use.

Approval of the AIKCHB Joint Powers Agreement Approval - Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the AIKCHB Joint Powers Agreement.

Approval of the AIKCHB By-laws Approval - Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the AIKCHB By-laws.

Approval of the AIKCHB Joint Powers Member Appointment - Motion by Commissioner Westerlund to appoint Ihleen Williams, seconded by Commissioner Marcotte and carried, all members voting yes to appoint Ihleen to the AIKCHB .

Approve agreement between ACH&HS and Dr. Donald Hughes, as the Public Health Medical Consultant - Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the agreement.

### **Health & Human Services Director Reports**

**Legislative Updates** – In the Directors absence, Shawn Speed, Health & Human Services Administrative Assistant, reported that the priorities that have been discussed previously are still being pursued at the state level.

**Re-Design Committee Update** – Shawn Speed, also reported that the lobby area

had been painted and that they had picked out a flooring for the area that they hope to get installed soon. Also he noted that they had narrowed down the furniture options and hope to have that picked out in the near future.

**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) Budget may look skewed as they are running checks this week due to the holiday last week.

**Committee Reports**

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

Committee members Marlene Abear and Roberta Elvecrog provided details of their last meeting, held November 1, 2017. Was a good meeting, minutes are attached.

**NEMOJT Update** – Commissioner Niemi

Opportunity for people to rehabilitate their homes in Wagner and Williams townships and receive a loan for up to \$22,000. People have to agree to live in the home for at least 8 years and loan would be forgiven, otherwise the amount due would be prorated. Will be getting word out to people about this opportunity.

**ARDC Update** – Commissioner Niemi

Passed out a new ARDC newsletter, first time for newsletter, that concentrated its information on important items the ARDC has helped with in Aitkin Count

Next Meeting – December 19, 2017

Break: 10:05 a.m. to 10:21 a.m.

Tiffany Stenglein, representative with Congressman Rick Nolan’s Office out of Brainerd, introduced herself to the Board.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 14, 2017 to November 27, 2017; B) Approve County Board Minutes: November 14, 2017; C) Approve Commissioner Warrants: General Fund \$85,104.28, Road & Bridge \$73,556.62, Health & Human Services \$32.69, Debt Service \$4,200.00, State \$195.00, Trust \$1,844.02, Forest Development \$5,114.02, Long Lake Conservation Center \$7,267.26, Parks \$16,388.65 for a total of \$193,702.54; D) Approve Auditor Warrants – October Sales & Use Tax: General Fund \$652.50, Road & Bridge \$1,567.16, State \$11,934.50, Trust \$20.59, Forest Development \$0.34, Long Lake Conservation Center \$34.25, Parks \$62.76 for a total of \$14,272.10; E) Approve Auditor Warrants – RE Tax Overpays: Taxes & Penalties \$21,556.17; F) Approve Auditor Warrants – 2017 PER 2 RE Tax Settlement Payments: Agency \$3,075,650.94; G) Approve Amendment to Joint Powers Agreement (dated February 2, 2017) with MN DNR; H) Approve 2018 Newspaper Bid Specifications; I) Approve Fire Protection Contract – City of McGrath; J) Approve Consultant’s Job Classification Recommendation – Assistant Maintenance Supervisor (R&B); K) Approve Vehicle Purchase – County Assessor’s Office; L) Approve Final Plat of Pine Grove Cemetery 4<sup>th</sup> Addition;

**HHS BOARD  
ADJOURNS**

**BREAK**

**CITIZEN’S PUBLIC  
COMMENT**

**CONSENT  
AGENDA**

<p>Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the consultant’s recommendation of Grade 7 for the Assistant Maintenance Supervisor position (R&amp;B), effective November 28, 2017.</p>	<p><b>ASSISTANT MAINTENANCE SUPERVISOR (R&amp;B) JOB CLASSIFICATION</b></p>
<p>Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve budgeted purchase of 2013 Ford Escape SUV for \$15,270.00 – County Assessor’s Office.</p>	<p><b>VEHICLE PURCHASE – ASSESSOR’S OFFICE</b></p>
<p>Under the consent agenda, motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve Final Plat of Pine Grove Cemetery 4<sup>th</sup> Addition.</p>	<p><b>FINAL PLAT OF PINE GROVE CEMETERY 4<sup>TH</sup> ADDITION</b></p>
<p>Bobbie Danielson, Human Resources Director discussed Personnel Committee recommendations with the Board.</p>	<p><b>PERSONNEL COMMITTEE</b></p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to hire two 67 day temporary scanning clerks to prep/scan file records in the Environmental Services Department.</p>	<p><b>2 TEMPORARY SCANNING CLERKS</b></p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Pratt and carried, all members voting yes to refill vacant IT position as a Grade 7 Network/Application Support Specialist.</p>	<p><b>REFILL VACANT IT POSITION</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to remove on-site living requirement from LLCC Education Manager Job Description.</p>	<p><b>LLCC ON-SITE LIVING REQUIREMENT</b></p>
<p>Sheriff Scott Turner discussed his 2018 salary increase request with the Board. No action was taken.</p>	<p><b>SHERIFF SALARY REQUEST</b></p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting to reappoint Rebecca May as At Large representative on the East Central Regional Library Board.</p>	<p><b>ECRL</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to reappoint Ihleen Williams as District 1 representative on the Aitkin County Housing Authority Board.</p>	<p><b>HRA</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting to reappoint Ed Spiel as District 2 representative and reappoint Jeremy Pacquette as District 4 representative on the Aitkin County Board of Adjustment.</p>	<p><b>BOA</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to reappoint Dennise Sonne as District 3 representative and to appoint Steve Kulifaj as District 2 representative on the Aitkin County Planning Commission.</p>	<p><b>PLANNING COMMISSION</b></p>

Bruce Schwartzmann, BKV Group and Travis Feuchtman, Contegry Inc. updated the Board on the Government Center Design project and answered questions.

**GOVERNMENT  
CENTER DESIGN  
PROJECT**

The Board discussed: MHB, Balancing Natural Resources, Arrowhead Counties, ARDC, CARE, CARE Board, ACCC, DAC, JCNRB, and Aitkin County Water Planning Task Force.

**BOARD  
DISCUSSION**

Motion by Commissioner Westerlund seconded by Commissioner Pratt and carried, all members voting to adjourn the meeting at 11:29 a.m. until Tuesday, December 5, 2017. The December 5<sup>th</sup> County Board meeting will be held just prior to the December 5<sup>th</sup> Budget Hearing scheduled for 6:05 p.m.

**ADJOURN**

---

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

---

Jessica Seibert, County Administrator