



**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING AGENDA  
March 27, 2018**

**9:05 A.M.**

- I. Approval of Health & Human Services Board Agenda**
- II. Review February 27, 2018 Health & Human Service Board Minutes**
- III. Review Bills**
- IV. Cynthia Bennett, Health & Human Services Director**
  - A. Accounting Recognition**
  - B. Public Health Home Visiting**
  - C. National Professional Social Worker Month**
  - D. Legislative Update**
    - 1. AMC Handouts**
- V. Approve/Sign Contracts**
  - A. NEMOJT MFIP Contract Renewal**
  - B. Compass Counseling Partners POS Renewal – Mental Health Services**
- VI. Kim Larson – Adult Social Services Supervisor**
  - A. May 15<sup>th</sup> Mental Health Awareness Event Info**
- VII. Erin Melz, Public Health Supervisor**
  - A. Community Health Assessment Info**
- VIII. Carli Goble, Accounting Supervisor**
  - A. Financial Reports**
- IX. Committee Reports from Commissioners**
  - A. H&HS Advisory Committee – Commissioners Wedel and/or Pratt**
    - 1. Committee Members attending today: Marlene Abear and Kari Paulsen.**
    - 2. Draft Copy of the March 7, 2018 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 – April 24, 2018**



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**Next Meeting – April 24, 2018**



**AITKIN COUNTY HEALTH & HUMAN SERVICES  
COUNTY BOARD MEETING MINUTES  
February 27, 2018**

### **Attendance**

The Aitkin County Board of Commissioners met this 27th day of February, 2018, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair Anne Marcotte, Commissioners Laurie Westerlund, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Accounting Supervisor Carli Goble, Financial Assistance Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Social Services Supervisor-Adult Services Kim Larson, Social Services Supervisor-Children's Services Jessi Schultz, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Roberta Elvecrog/H&HS Advisory Committee Member, Carole Holten/H&HS Advisory Committee Member, Joy Janzen/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

### **Agenda**

Shawn Speed requested a change to the agenda. Removing Item V from the Agenda as it was not ready for approval quite yet. All members approved change.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the February 27, 2018 Health & Human Services Board agenda with the change.

### **Minutes**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the January 23, 2018 Health and Human Services Board minutes.

### **Bills**

Carli Goble, Fiscal Supervisor, presented the bills to the board and noted no significant changes or surprises.

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

### **Health & Human Services Director Report, Cynthia Bennett H&HS Director**

Train the Trainer Conference Update –

1. Cynthia traveled to the John Maxwell Train the Trainer Conference in Orlando, FL from Feb 18-23.
2. Quote from training "A mass movement never began with the masses". We are in a good place to move forward with strengthening our work environment and this training will help us achieve our long term outcomes.
  - a. Reported that she was very impressed with the training and was very excited to implement tactics she learned.
  - b. Immediate applications we can use -
    - i. Improve Communications – everyone can communicate but not all can connect. Our goal is to connect.

- ii. Improving coaching skills - how to guide and direct others so that they can be successful in their various roles. That is applicable to more than just employees, it also can be taught to our consumers.
    - iii. Mentoring skills. Developing an internal mentoring system so that employees not only grow with our organization but within our organization.
  - c. Long term benefits of these application strategies.
    - i. Employee satisfaction.
    - ii. Employee retention and engagement.
    - iii. Mainstream and efficient operations.
    - iv. Continuous Quality Improvement.
    - v. Overall cost savings
  - d. Ended with many tools in her tool box, at her disposal, that will help her develop a good plan.
- 3. Discussion of the future format of HHS Board meetings.
  - a. HHS is reviewing data collection processes and evaluating the content that is shared with the commissioners.
  - b. All HHS employees have been asked to provide feedback about their daily work processes and to identify what "stories" about their work they feel are important to share.
  - c. Leadership team is contacting peers in other counties to discover what other counties present to their Board members along with how often things are reported.
  - d. Cynthia asked for input from the Board as to what they would like to hear or what information would be important for them to know/learn.  
When this feedback and input are gathered a sample format will be presented for the commissioners to discuss.
- 4. Mental Health Housing Resolution
  - a. Our county has been asked by AMC to support a resolution related to mental health bonding which will assist with the development of mental health services along the continuum of care. This resolution is on the main board meeting agenda and will need action.
  - b. The resolution basically states that our County supports State Capital investments to improve the mental health continuum of care. Specifically triage centers and increased housing options.
  - c. The need for various mental health services is so much greater than the resources that are available. This resolution will not fix all the problems we experience in this area but this resolution is a start and we need to start somewhere. Cynthia supports the bonding bill and requested that our County also support the resolution.
  - d. Commissioner Marcotte inquired how many counties had supported the resolution so far?
    - i. Cynthia commented that she did not know the exact number right now, but would find it out for her.
- 5. Commissioner Marcotte recognized Cynthia's one year anniversary as the Director of Health & human Services stating "It has been a great year and you have accomplished a lot and made a great impact on the county in such a short period of time. Thank you for what you brought forth and continue to do."
- 6. Commissioner Niemi asked what our cost was to house someone at the Anoka Regional Treatment Center?
  - a. Carli Goble answered that we have one at the full cost for \$11,000/month and three more that are at a partial rate of \$1100/month.
  - b. Jessica Seibert mentioned that before leaving for AMC Conference they were meeting with H&HS to gather a list of talking points to bring to the representatives and that he could get a copy of that for his MRC meeting tonight.

## Financial Reports

Carli Goble reviewed the financial statement for the board-

1. Reported on February 2018.
2. Revenues are not closed yet which will explain the zero's on the report.
3. Out-of-Home placement costs are down substantially from the previous two years.
4. HHS spending for total budget should be at around 17% of our budget at this time and we are currently at about 15% right now.

### **Joint Powers Board Reports**

Erin Melz talked about the last meeting of the Tri-County Community Health Services Board –

1. Was a Reorganization meeting where they elected new chairs and vice chair, etc.
2. Talked about the Quality Improvement Plan.
3. Talked about Electronic Health Records and the costs associated with them going up about \$1000/county/year, which was not significant.
4. Erin will be attending Local Public Health Day at the State Capitol on March 22.
5. She also mentioned that they received their accreditation site visit for Healthy Families America in January.
  - a. Was a three day visit.
  - b. Looked at 13 standards, more than 100 line items.
  - c. Left with only two findings out of that.
  - d. Once they send in their corrections for those findings they will have their accreditation and it will last for four years.

### **Committee Reports**

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

1. Committee member Carole Holten and Joy Janzen provided details of their last meeting, held February 7, 2018.
  - a. Carole talked about the Community meals now being held in McGrath on the third Thursday of each month at 5:30pm at the Zion Lutheran Church in McGrath and how well they were received.
  - b. Also answered Jessi Goble's question on when the Community meals were in McGregor. That they were the third Wednesday of the month at the McGregor Community Center.
  - c. Joy mentioned that Aitkin also holds Community meals at First Lutheran Church on Monday and Thursday nights at 5:00pm, which are served by the over 35 different groups within Aitkin.
  - d. Joy also talked about the two new members to the Advisory Board, Maureen Mishler and Kari Paulsen and the Hannah Colby gave them a great presentation on Healthy Communities.
2. Commissioner Pratt and Wedel commented on the presentation they were given by Hannah Colby and how much he learned from it about Farm2School, in particular.

**AEOA** – Commissioner Westerlund

1. Talked about Ivy House in Virginia, the low income housing they built up there, the Arrowhead Transit buses contracts, and how employment and training was going to be receiving more money from MNDOT.

**NEMOJT Update** – Commissioner Niemi

1. Noted that he was unable to attend due to illness but that he was meeting with Kari Paulsen later to discuss what had occurred at the meeting and brief us later.

**CJI Update** – Commissioner Westerlund

1. Noted that May 18<sup>th</sup> was the ICWA training in Grand Rapids and let Commissioner Marcotte know it was open to anyone who would like to attend it.
2. They were given a briefing by Deb Tuper on sexually exploited youths.

The meeting was adjourned at 9:55 a.m.

Next Meeting – March 27, 2018

# AMRTC & Minnesota Security Hospital-St. Peter Cost Shift Discussion Points

## Summary:

Individuals under civil commitment who have criminal charges pending, who have been determined incompetent and ordered to receive restoration services are placed at either Anoka Metro Regional Treatment Center or Minnesota Security Hospital- St. Peter to undergo competency restoration services. Upon their admission to either program, they are monitored via two tracks:

- One for level of acuity based on mental health stability and
- One for ability to be restored to competency

Individuals meeting level of acuity are funded by state and federal dollars and at higher rate than those who no longer meet level of acuity and are still in need of restoration to competency. (Rates at the different sites may vary.) When an individual's mental health is stable but still needing restoration to competency, the counties are billed at a significantly higher cost of care rate, hence the cost shift to counties.

Discharge to the community occurs once a person's symptoms have stabilized and they have completed the competency restoration services. However, delays occur as placements and funding mechanisms are not readily available to meet the individual's needs. Community providers can be selective in who they accept and are reluctant to take difficult people as there is no longer an effective safety net for people with mental health needs. Crisis services are limited, particularly in rural areas of Minnesota and placing people in independent settings is difficult due to this population having criminal backgrounds and chemical dependency issues.

## Points of Concern:

- The two tracks of evaluation and measurement do not work compatibly with one another. Individuals should remain at a higher level of acuity until **all** services have been completed as they are required to remain inpatient until symptoms have stabilized and they have completed restoration services.
- Once individuals are ready for discharge delays may occur due to lack of resources and community provider's unwillingness to accept challenging people due significantly limited crisis and supportive services available.
- Individuals that are placed in the community generally have an extremely high daily rate to manage their needs which impacts the county's state and federally funded waiver

programs. This is not directly a cost shift to county dollars however is still tax payer dollars that are being accessed.

- The roll out of the competency restoration programming at AMRTC and Minnesota Security Hospital-St. Peter, does not always seem timely and there are concerns over lack of checks and balances regarding timeliness.

## **Possible Solutions:**

- Hiring of the Region V+ Discharge Specialist to assist with coordinating appropriate and timely discharge of regional clients at AMRTC and Minnesota Security Hospital-St. Peter.
- Development of a safety net or crisis services to be available to support providers when individuals are struggling in a new community placement.
- Merging the two track assessment of clients who are placed at Anoka and Minnesota Security Hospital- St. Peter. Acuity remains hospital level until **all** services are completed **or** reduced charges for individuals specifically admitted for stabilization and restoration services.
- Having better checks and balances for individuals placed in the AMRTC and Minnesota Security Hospital-St. Peter to assure appropriate and timely planning is taking place for discharge to the community.
- Development of appropriate community placements for people with mental illness. Currently placements are occurring in corporate foster care settings where people being discharged from Anoka or St. Peter maybe placed with individuals with developmental disabilities or other vulnerable people.
- Look at ways to prevent commitments and placements in Anoka and Minnesota Security Hospital-St. Peter. Support a closer view of the crime being charged and long term effects if crime is charged out. Implement Risk Mitigation strategies to support carefully weighing the charges, risk factors, potential lesser restrictive alternatives, and the potential costs to county and tax payers.



# Cost Shift to Counties when Consumers Do Not Meet Level of Care

**Who is Involved:** Individuals under civil commitment with criminal charges pending, ordered to undergo competency restoration services and Counties.

**What is Causing Financial Impact:** These individuals are monitored on two tracks.

- Mental Health Stability
- Competency Restoration

**Why Cost Increases:** Cost shifts to counties occur at a higher rate when mental health stability is met and competency restoration has not been completed.

**When Increase is Implemented:** Delay in movement through competency restoration completion and difficulty locating adequate and appropriate community placements.

**How Situation can be Improved:** Consistent communication with counties on individual status and implementation of a dual roll out of both processes (Mental Health Stability and Competency Restoration).

**Where Follow Up Support is Received:** Development of appropriate and tolerant community placements for individuals being released from ARMTC and MSOP.

Anoka County Human Service Division  
State Cost Shift to Counties

Aitkin County Health & Humas Services  
State Cost Shifts to Counties

Economic Assistance									Cumulative Total County Share Increase Since Base Year Change	Annual Increased County Share	
			2012	2013	2014	2015	2016	2017			
<b>MNSure</b> - In Oct 2013 in accordance with the Affordable Care Act, the State implemented its health insurance exchange, MNSure. Expansion of MA eligibility and implementation of Mnsure eligibility system caused an increase of MA cases and consequently changed the counties staffing needs. Aitkin County added 2 staff members (1 in 2014 & 1 in 2015)	Expense Increase	Actual Costs:	\$ 324,132	\$ 322,667	\$ 380,904	\$ 427,297	\$ 457,797	\$ 477,735	\$ 445,740	2012 Base Yr	\$ 153,603
		Change from base year:	\$ -	\$ (1,465)	\$ 56,772	\$ 103,165	\$ 133,665	\$ 153,603			
<b>Child Support Enforcement Incentives</b> - In State Fiscal Year (SFY) 2011, the Child Support Enforcement Incentive appropriations were reduced by legislation. In SFY 2012, the appropriations were permanently eliminated through legislation. State incentives continue to be funded with revenue collected from the 2% recovery fee and \$25 federal annual fee.	Revenue Reduction	Actual Revenue:	\$ 33,898	\$ 32,132	\$ 33,527	\$ 38,200	\$ 41,064	\$ 42,780	\$ (18,213)	2012 Base Yr	\$ (8,882)
		Change from base year:	\$ -	\$ 1,766	\$ 371	\$ (4,302)	\$ (7,166)	\$ (8,882)			
			\$ -	\$ 301	\$ 57,143	\$ 98,863	\$ 126,499	\$ 144,721	\$ 427,527		\$ 144,721
Social Services and Behavioral Health			2012	2013	2014	2015	2016	2017			
<b>Regional Treatment Costs</b> - In 2008 legislature changed county share of treatment cost from 10% to 50%. (A delay in implementation from the state caused counties to start recognizing costs in 2010.) The Legislature increased the county share of treatment costs from 50% to 75% in 2013, and to 100% in 2015.	Expense Increase	Actual Costs:	\$ 120,964	\$ 137,857	\$ 163,295	\$ 344,642	\$ 354,386	\$ 250,117	\$ 645,477	2012 Base Yr	\$ 129,153
		Change from base year:	\$ -	\$ 16,893	\$ 42,331	\$ 223,678	\$ 233,422	\$ 129,153			
<b>Out of Home Placement</b> - In 2014 the Department of Human Services directed counties to start screening in a higher number of cases, leading to increased placement numbers. In 2015, Northstar went into effect, raising rates for Kinship Foster Care and Adoption Assistance and greatly expanding the use of Kinship homes. Increased use of Kinship homes led to higher licensing costs and higher OHP costs due to longer stays.	Expense Increase	Actual Costs:	\$ -	\$ 589,421	\$ 703,011	\$ 630,734	\$ 746,084	\$ 723,764	\$ 445,909	2013 Base Yr	\$ 134,343
		Change from base year:	\$ -	\$ -	\$ 113,590	\$ 41,313	\$ 156,663	\$ 134,343			
<b>Long Term Services &amp; Supports</b> - In 2014 MN Legislature instituted a new Comprehensive Assessment process that takes nearly 12 hours per client to complete. Funding was allocated to cover the additional expense at that time.	Revenue Reduction	Actual Revenue:			\$ 152,492	\$ 229,796	\$ 327,622	\$ 345,750	\$ (445,692)	2014 Base yr	\$ (193,258)
		Change from base year:				\$ (77,304)	\$ (175,130)	\$ (193,258)			

Anoka County Human Service Division  
State Cost Shift to Counties

Aitkin County Health & Humas Services  
State Cost Shifts to Counties

								Cumulative Total County Share Increase Since Base Year Change	Annual Increased County Share		
<b>Social Services and Behavioral Health Cont.</b>			<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>			
<b>Adult Mental Health Grant</b> - In 2011 MN Legislative Session reduced the base amount of the grant by 9.67%. This funding was redirected to fund Intensive Residential Treatment Services (IRTS). Subsequent changes have taken money for Housing and Crisis services.	Revenue Reduction	Actual Revenue:	\$ 55,418	\$ 38,228	\$ 22,868	\$ 25,800	\$ 59,954	\$ 55,418	\$ 74,822	2012 Base Year	\$ -
		Change from base year:		\$ 17,190	\$ 32,550	\$ 29,618	\$ (4,536)	\$ -			
<b>Children's Mental Health Combined Grant</b> - In 2013, legislature repealed the Children's Mental Health Targeted Case Management Grant.	Revenue Reduction	Actual Revenue:	\$ 16,786	\$ 17,753	\$ 18,380	\$ 24,162	\$ -	\$ -	\$ 23,635	2012 Base Yr	\$ 16,786
		Change from base year:		\$ (967)	\$ (1,594)	\$ (7,376)	\$ 16,786	\$ 16,786			
			\$ -	\$ 33,116	\$ 186,877	\$ 209,929	\$ 227,205	\$ 87,024	\$ 744,151		\$ 87,024
<b>Community Health &amp; Environmental Services</b>			<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>			
<b>Maternal Child Health</b> - The federal Title V MCH Block Grant is funding to address concerns for the children and adolescents; children and youth with special health care needs; and pregnant women, mothers, and infants. The allocations to the Counties was reduced by \$465,000 for CY2017 & CY2018.	Federal Revenue Reduction	Actual Revenue:	\$ 22,819	\$ 22,859	\$ 19,826	\$ 25,000	\$ 25,000	\$ 23,201	\$ (382)	2012 Base yr	\$ (382)
		Change from base year:		\$ (40)	\$ 2,993	\$ (2,181)	\$ (2,181)	\$ (382)			
<b>Public Health Emergency Preparedness</b> - The Office of Emergency Preparedness (OEP) oversees emergency preparedness and response funding to local health departments, tribal agencies, and healthcare organizations as they develop plans and protocols for responding to public health threats.	Federal Revenue Reduction	Actual Revenue:		\$ 20,000	\$ 19,000	\$ 23,000	\$ 23,268	\$ 24,559	\$ (4,559)	2013 Base yr	\$ (4,559)
		Change from base year:			\$ 1,000	\$ (3,000)	\$ (3,268)	\$ (4,559)			
			\$ 24,831	\$ 44,832	\$ 44,833	\$ 44,834	\$ (5,449)	\$ (4,941)	\$ (4,941)		\$ (4,941)
			\$ 24,831	\$ 78,249	\$ 288,853	\$ 353,626	\$ 348,255	\$ 226,804	\$ 1,166,737		\$ 226,804



# 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

## AITKIN COUNTY HEALTH & HUMAN SERVICES ADVISORY COMMITTEE

### *Meeting Minutes*

*February 7, 2018*

**Committee Members Present:**

Robert Marcum  
Jon Moen  
Joy Janzen  
Joell Miranda  
Penny Olson  
Kevin Insley  
Beverly Mensing  
Kari Paulsen  
Maureen Mishler  
Marlene Abear  
Roberta Elvecrog

Commissioner Bill Pratt  
Commissioner Mark Wedel

**Others Present:**

Joel Hoppe

**Guests:**

Cynthia Bennett, Director, ACH&HS  
Shawn Speed, Clerk to the Committee

**Absent:**

Kristine Layne  
Carole Holten

**I. Call to Order**

- a. Robert called to order the regular meeting of the Aitkin County Health & Human Services Advisory Committee at 3:31pm on March 7, 2018 at Aitkin County Health & Humans Services in the large conference room.

**II. Approval of March 7, 2018 Agenda**

- a. Beverly moved to approve the agenda, Commissioner Pratt seconded the move to approve the agenda as presented, all members voting yes to approve the March 7, 2018 agenda.

**III. Approval of minutes from February 7, 2018 meeting**

- a. Joy moved to approve the minutes, Beverly seconded the move, all members voting yes to approve the February 7, 2018 minutes.

**IV. Committee Member Input / Updates – Must be informational in nature, relative to Aitkin County Health & Human Services and not exceed five minutes per person.**

- a. There were no comments from members.

**V. New Member Introductions**

- a. Maureen Mishler, new member for District 5, introduced herself to the members.
  - i. She is the Executive Director for Aitkin County CARE.

**VI. Legislative Update – Cynthia Bennett**

- a. Cynthia talked about all of the legislative items, see Legislative Policy Priorities and Building a Better Continuum of Care attachments.

**VII. Community Meal – McGregor**

- a. Roberta talked about the upcoming community meal in McGregor that the Advisory board is signed up to serve at on March 21 at the McGregor Community Center.

**VIII. Comments:**

- a. Feedback from the HHS Board Meeting – Joy and Carole – February 27, 2018
  - i. Joy talked about what went on at the Board meeting, minutes of that meeting are attached.
- b. Committee Members scheduled to attend upcoming HHS Board meetings in 2018:

<b>March 27</b>	Marlene Abear	Kari Paulsen
<b>April 24</b>	Kristine Layne	Joell Miranda
<b>May 22</b>	Beverly Mensing	_____
<b>June 26</b>	Kevin Insley	_____
<b>July 24</b>	_____	_____
<b>August 28</b>	Bob Marcum	_____
<b>September 25</b>	Carole Holten	_____
<b>October 23</b>	Jon Moen	_____
<b>November 27</b>	_____	_____
<b>December 18</b>	Bob Marcum	_____

## **IX. Adjournment**

- a. Motion by Maureen to adjourn the meeting, seconded by Beverly, all members voting yes to adjourn the meeting at 4:32pm.

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Robert Marcum, Chairperson

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Shawn Speed, Clerk to the ACH&HS Advisory Board

The following documents were included in the packet of information sent to the members for review prior to the meeting or distributed at the meeting:

- Copy of the agenda for the March 7, 2018 meeting.
- Copy of the minutes from the February 7, 2018 meeting.
- Copy of the February 27, 2018 H&HS Board meeting minutes.
- Copy of the 2018 Legislative Policy Priorities.
- Copy of the Building a Better Continuum of Care Pamphlet.

**CONTRACT NO.**

**PURCHASE OF SERVICE AGREEMENT**

THIS AGREEMENT, by and between **AITKIN COUNTY BOARD OF COMMISSIONERS**, 204 First Street NW, Aitkin, Minnesota 56431 (hereinafter referred to as "Board"), and the **NORTHEAST MINNESOTA OFFICE OF JOB TRAINING**, PO Box 1028, 820 North 9th Street, Virginia, Minnesota 55792 (hereinafter referred to as "Provider"), for the period January 1, 2018 to December 31, 2018.

**WITNESSETH:**

WHEREAS, Funds have been made available to the Board from the Minnesota Department of Human Services for the purpose of providing **MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) EMPLOYMENT AND TRAINING SERVICES (BRASS 237X)** under Minnesota Statute 256J.50 and PL 104-193 and **DIVERSIONARY WORK PROGRAM SERVICES (DWP) (BRASS 212X)** under Minnesota Statute 256J.95; and

WHEREAS, the Provider is qualified in accordance with State and Federal standards to provide Employment and Training Services; and

WHEREAS, the Board wishes to purchase MFIP Employment and Training and DWP services from the Provider.

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Board and Provider agree as follows:

I. Services to be provided

A. **MFIP Program:**

- Orientation
- Employability Services Overview
- Initial Assessment
- Job Support Plan
- Secondary Assessment
- Employment Plan
- Job Readiness
- Job Placement
- On The Job Training
- Coordination/Referral
- Grant Diversion Services
- Community Work Experience Program (including procedures for implementing the Injury Protection Program (IPP), as described in Exhibit A (MFIP))
- Functional Work Literacy Training

**B. Diversionary Work Program (DWP):**

Employment Services (ES) providers must meet with DWP job seekers that are referred to ES within ten days of the DWP participant's referral to ES.

The ES provider and job seekers must complete an initial employment plan within this ten days.

The ES provider must notify the county financial worker (FW) within one day that the employment plan has been completed.

The ES provider administers a work focused DWP-ES program with employment as the primary goal of the program.

The ES provider should complete employment plans that are based on a job seeker's strengths.

The ES provider should have, to the extent possible, a structured job search component that is intensive (i.e. full time) and mirrors work place behavior (expects job seekers to arrive on a timely basis, dress appropriately, complete assignments, etc.)

When appropriate, a job seeker's employment plan should address non-work issues such as securing housing or child care, plus any health or disability issues, which would delay or prevent the job seekers from being fully engaged in work activities.

The ES provider monitors job seeker participation and progress and apply sanctions (which result in disqualification from DWP when appropriate.

C. Provider agrees to place minor caregivers into dual-enrollment, when appropriate, working with a Social Worker in development of the Education Plan.

**D. Family Stabilization Services (FSS):**

Case management of FSS shall be the responsibility of ES providers and the regional Integrated Services Project (ISP) shall serve as the primary referral source. Job counselors shall conduct assessments on each intake, as is already done with all MFIP clients, and shall maintain monthly contact with FSS clients from then on. Ongoing communication between financial workers, job counselors, and ISP advocates shall be required. The employment plan developed by the job counselor for FSS clients shall include assessment of strengths and barriers, identification of specific family circumstances that impact the plan, employment goals, when appropriate, appropriateness of referral to the ISP project, and identification of services, supports, education, training, and accommodations, as appropriate; the plan shall be reviewed by job counselors every six (6) months to determine the need for additions, deletions, or revisions.

E. **Services will be provided by:** Northeast Minnesota Office of Job Training



820 N. 9th Street - Suite 240  
Virginia, MN 55792

II. Payment and Delivery of Services

- A. The Board and Provider agree to monitor utilization and expenditures on a monthly basis. If expenditures are substantially above or below projection, Board and Provider may consider modifications to the specified rates of payment.
- B. The Board and Provider agree that total expenditures under this agreement combined with expenditures made to other Employment and Training Providers for the same services, may not exceed the total County allocation of \$125,224.00 in State and Federal funds made to the Board for this purpose.

III. Eligibility for Services

- A. Determination of eligibility shall be completed in accordance with procedures outlined in Exhibit A.
- B. Any change in eligibility will initiate a notice by either the Board or the Provider within 30 days to the other party; the participant will remain eligible for the Provider's services for six (6) months after termination from MFIP.
- C. Eligibility categories: MFIP registrants are defined as persons who have applied for MFIP services and payments, and who have been determined eligible by the Board for those services and payments.

IV. Payment Process

- A. The Board's obligation to make payment hereunder is subject to review by the Aitkin County Health and Human Service Department to insure that payment is for a referred individual and has not previously been made. Said review shall be the final determination of Board's payment obligation. Nothing herein shall limit the rights of either party to collect from the other any sums improperly paid or improperly withheld.
- B. Payment for MFIP services provided shall be made according to procedures outlined in Exhibit A.
- C. Board's obligation to make payment for MFIP services hereunder is subject to audit by Board or its duly authorized designee and said audit shall be the final determination of Board's payment obligation.
- D. Provider will promptly reimburse to Board any payments for MFIP received in excess of required payments hereunder.

- E. For MFIP, Board shall not be obligated to honor claims for, nor shall Provider claim for, any services furnished or costs incurred by Provider which are not specifically provided for hereunder or requested by Board in writing during the term of this Agreement.

V. Audit and Record Disclosure

The Provider shall provide the Board with the reports and comply with the audit and record requirements specified in Exhibit A under Audit and Record Disclosures.

VI. Safeguard of Client Information

- A. The use or disclosure by any party or of any private information concerning a client in a violation of any rule of confidentiality or for any purpose not directly connected with the administration of the Board's or the Provider's responsibility with respect to the Purchased Services is prohibited without the written consent of the client or responsible parent or guardian.
- B. Provider agrees to comply in all respects with the Minnesota Government Data Practices Act, Minn. Stat. Section 13.01-.48, and Provider further agrees to comply with any requests of Board which are necessitated by Board's obligations under said Act.
- C. HIPAA COMPLIANCE

The parties agree to comply with all respects with the Health Insurance Portability and Accountability Act, Public Law 104-191 (HIPAA), and all rules, regulations and controls affected or promulgated pursuant thereto. The parties agree that as HIPAA and its rules and interpretations become effective, the parties shall execute amendments hereto, provide written assurances, implement policies and procedures, or take whatever other actions are necessary to comply with HIPAA. Should a party fail or refuse to honor its obligations pursuant to this section, the other party may terminate this Agreement with thirty (30) days written notice.

VII. Fair Hearing Appeal

Any determination, action, or inaction on the part of the Board relating to an individual's participation in the program is subject to the notice and hearing procedures in Minn. Stat. 256.045 and 268.86.

VIII. Equal Employment Opportunity and Civil Rights Clause

Provider agrees to comply with the Civil Rights Act of 1964, Executive Order No. 11246 as amended, the Minnesota Human Rights Act, and all applicable Federal and State laws, rules, regulations and orders prohibiting discrimination in employment, facilities and services. Provider shall not discriminate in employment, facilities and in the rendering of purchased services hereunder on the basis of race, color, religion, age, sex, disability, marital status, public assistance status, creed or national origin.

IX. Rehabilitation Act Clause

The Provider agrees to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) and all requirements imposed by the applicable HHS regulation (45 CFR Part 84), and all guidelines and interpretations issued pursuant thereto.

X. Bonding, Indemnity and Insurance Clause

- A. **BONDING:** The Provider will obtain and maintain at all times during the term of this Agreement, a fidelity bond covering the activities of its personnel authorized to receive or distribute monies in the amount of \$50,000.
- B. **INDEMNITY:** The Provider agrees it shall defend, indemnify and hold harmless the Board, its officers and employees against any and all liability, loss, costs, damages and expenses that the Board, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Provider's performance or failure to adequately perform its obligations pursuant to this Purchase of Service Agreement.
- C. **INSURANCE:** The following insurance must be maintained for the duration of this Agreement. A Certificate of Insurance for each policy must be on file with the Aitkin County Health and Human Services Department within ten (10) days of execution of this contract and before commencement of any work under this contract. Each certificate must include a thirty (30) day notice of cancellation, non-renewal, or material change to all named and additional insured's.

All insurance policies will be open to inspection by the Board, and copies of policies will be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

(1) General Liability Insurance

- (a) **\$500,000** for claims for wrongful death and each Person for other claims  
**\$1,500,000** Each Occurrence  
Claims outside the scope of M.S. 466 \$2,000,000 per claim.
- (b) Policy shall include at least premise, operations, completed operations, independent contractors and subcontractors, and contractual liability.
- (c) Aitkin County must be named additional insured.

(2) Business Automobile Liability Insurance

- (a) **\$500,000** Each Person  
**\$1,500,000** Each Occurrence  
Claims outside the scope of M.S. 466, \$2,000,000 per claim.

(b) Must cover owned, non-owned and hired vehicles

(3) Workers' Compensation Per Statutory Requirements

D. NONCOMPLIANCE: The Board reserves the right to rescind any contract not in compliance with these requirements and retains all right thereafter to pursue any legal remedies against Provider.

XI. Maintenance of Effort and Expansion of Services

Provider hereby certifies that the Federal funds to be used under this Agreement do not replace or supplant in any way State or local funds. Provider certifies that the amount to be expended in this Agreement results in increased expenditures by the Provider for services of the type being purchased to individuals of the type included under the Agreement.

XII. Conditions of the Parties' Obligations

- A. It is understood and agreed that in the event the reimbursement by the Board from State and Federal sources is not obtained and continued at an aggregate level sufficient to allow for the continued grant, the obligations of each party hereunder shall thereupon be terminated.
- B. Board may at any time evaluate the performance of Provider in regard to the terms of this Agreement to determine whether such performance merits continuation of this Agreement.
- C. Any alterations, variations, modifications or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
- D. In the event of a revision in Federal regulations which might make this Agreement ineligible for Federal financial participation, all parties will review this Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.
- E. Provider agrees to cooperate fully with Board and its designated representatives in the development and implementation of Provider's services. Evaluative data collected will be used by Board in its funding decisions and shall be shared with Provider and community.
- F. Provider agrees that in any reports, news releases, public service announcements or publications regarding Provider's program, Board will be identified as a funding source.

XIII. Subcontracting and Assignment

Provider may enter into subcontracts for the performance of any of the responsibilities contemplated under this Agreement, subject to the approval of the Board. All subcontracts shall be subject to the legal, fiscal

and programmatic requirements of this contract. Provider shall continue to be responsible for the performance of the obligations of this Agreement, despite any subcontract.

XIV. Independent Contractor

Provider is an independent contractor and not an employee or agent of Board. No statement contained in this Agreement shall be construed so as to find Provider to be an employee or agent of Board. Provider, its officers, employees and agents shall be entitled to none of the rights, privileges or benefits of Board employees. Nothing contained herein is intended nor shall be construed as constituting Provider, its officers, employees or agents as the agent, representative or employee of Board for any purpose or in any manner, whatsoever.

XV. Cancellation, Default and Remedy

- A. This Agreement shall continue in effect until terminated by either party without cause, with 30 days advance, written notice delivered to the other party, served on the Director of Aitkin County Health and Human Services, 204 First Street NW, Aitkin, Minnesota 56431 on behalf of the Board; and on the Director of Northeast Minnesota Office of Job Training, 820 North 9th Street, PO Box 1028, Virginia, Minnesota 55792 on behalf of Provider.
- B. In the event of default by either party, the non-defaulting party may cancel this Agreement immediately by sending written notice of cancellation to the defaulting party at its principal business address, notwithstanding the provisions of Paragraph 15a above. The failure of the defaulting party, including the failure of any employee of the defaulting party, to abide by any of the terms, conditions or requirements expressed in this Agreement shall constitute a default if not corrected within ten (10) days of receipt of written notice of deficiency from Board.
- C. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of Board upon resolution of Board.

XVI. Single Instrument, Legality

- A. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Provider and Board relating to the subject matter hereof.
- B. The provisions of this Agreement are severable. If a court of law holds any paragraph, section, subdivision, sentence, clause or phrase of this Agreement to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such ruling shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, the parties shall immediately meet to negotiate a revised Agreement which does not violate the above-referenced ruling.

IN WITNESS WHEREOF, Board and Provider agree that this contract is effective from January 1, 2018 to December 31, 2018.

PROVIDER  
NORTHEAST MN OFFICE OF JOB TRAINING

AITKIN COUNTY BOARD  
OF COMMISSIONERS

Kevin Adee  
Chairman - Board of Directors

\_\_\_\_\_  
Chairperson

Kevin Adee  
Printed Name of Signer

Date: \_\_\_\_\_

Date: 2-21-18

AITKIN COUNTY HEALTH & HUMAN  
SERVICES DEPARTMENT

Michelle Ufford  
Executive Director

Cynthia Bennett  
Cynthia Bennett, Director

Michelle Ufford  
Printed Name of Signer

Date: 3-12-18

Date: 2-21-18

Approved as to form and execution:

\_\_\_\_\_  
James Ratz  
Aitkin County Attorney

Date: \_\_\_\_\_

## IMPLEMENTATION PROCEDURES

### I. Methods of Determining Eligibility

- A. The participant has the responsibility of requesting and obtaining eligibility determination from the Aitkin County Health and Human Services Department before utilizing the services.
- B. The Aitkin County Health and Human Services Department shall determine MFIP eligibility in accordance with applicable Federal and State law.
- C. The Aitkin County Health and Human Services Department shall decide the eligibility of a participant within thirty (30) days of application for eligibility determination. The participant shall be notified of his/her eligibility status and will be referred to the Provider within the said thirty (30) day time period.
- D. Provider has the responsibility to confirm that a participant is eligible to receive service prior to providing service. Board will not be responsible for services provided to clients prior to eligibility determination.

### II. Method of Payment Authorization

- A. The Provider agrees that all MFIP Services monies, including Community Work Experience Program (CWEP), Grant Diversion and On-The-Job Training, received under this contract shall be expended to provide services as specified in Exhibit B.

The Provider shall submit on or before the 10th working day of the month for the previous month an invoice listing;

- B. MFIP Program outcomes achieved, as specified in paragraph 2 of the contract;
  - 1. Number of persons achieving each outcome;
  - 2. Rate per outcome; and

Provider shall include a listing of MFIP participants served and employment status.

The Board agrees to pay within thirty (30) days of receipt of these reports.

- C. Allowable program components are:
  - 1. Orientation - stating the need for immediate employment; rights, responsibilities, and obligations

2. Employment Overview - work focus of MFIP; job search resources; financial program review
3. Initial Assessment - assess the job seeker's ability to obtain and retain employment
4. Job Support Plan - specify job search activities
5. Secondary Assessment - completed for participants who have barriers to employment
6. Employment Plan - participant's overall employment goal and steps needed to achieve the goal
7. Job Readiness Activities - help participants be familiar with general work place expectations
8. Job placement - job development and job placement activities by Provider
9. On-the-Job Training - agreement with Provider and employer for client training needed for employment
10. Grant Diversion - provides subsidies to employers as an incentive to hire participants
11. Community Work Experience (CWEP) - enhance participant's employability through meaningful work experience
12. Educational Activity - specific to the needs of the participant. This includes:
  - a. High school, GED classes
  - b. Basic and remedial education that will provide a person with a basic literacy level in order to fulfill an employment goal (basic education is instruction to provide these educational skills for the first time; remedial education involves repetition of such instruction previously given to the participant); and
  - c. Education in English proficiency for a person who is not sufficiently competent to speak, read, or write the English language to allow employment commensurate with his/her employability goal.
  - d. Post-secondary education – only on a very limited basis and with specific supporting documentation. Any education plan more than 12 months needs approval by the County agency.

C. The following types of expenditures are explicitly recognized as administrative costs for MFIP Services, Community Work Experience Program, AFDC Grant Diversion and On-the-Job Training (administrative costs shall not exceed 7.5% of the total cost):



All other administrative costs, including overhead expenditures, subsystem costs, personnel costs (salaries and benefits) for staff not directly providing component services to participants (such as second-line supervisors and above), personnel administration costs, costs for processing and managing the Injury Protection Program (IPP) including investigations, medical reports or evaluations and all other indirect costs;

- D. Provider shall submit a monthly invoice to Board by the 10th day of each month listing the number of MFIP participants in each service category as specified in 2 A, B, C, and D of the contract. Provider also will submit a listing of the names of each MFIP participant by service category.
- E. Provider shall submit a quarterly report to Board listing client related expenditures broken down as follows:
  - 1. Client education
  - 2. Transportation
  - 3. Employment related
  - 4. Other
- F. Provider agrees to provide additional statistical reports to Board, or its representatives, as needed and/or requested.

### III. Audit and Record Disclosure

- A. Provider agrees that all monies received under this contract shall be expended for the services specified in the contract.
- B. Provider agrees to submit to Board the information required to fulfill the terms of this Agreement and the information required by State law or policy.
- C. Provider agrees to allow personnel of the Board and Aitkin County Health and Human Services Department, the State Auditor and, if appropriate, the Minnesota Department of Economic Security, access to Provider's records at reasonable hours in order to exercise their right to audit Provider's records and to monitor services.
- D. Provider agrees to maintain records at Provider's offices for six (6) years for audit purposes. Provider agrees to keep complete books and records according to generally accepted accounting principles which shall fully document receipt and expenditure of the payments received hereunder. Provider shall also keep such books and records as are required by Board to fulfill Board's reporting responsibility to the County, State and Federal governments.

- E. Provider shall have an independent audit completed that complies with the requirements of OMB Circular A-133. The audit report shall be forwarded to Board within 30 days following its completion.

IV. Compliance with Injury Protection Program (IPP) Requirements

The contracted agency agrees to comply with Minnesota Statutes 2003, 256J.68 injury protection for work experience participants. The contracted agency shall perform all tasks necessary to implement IPP activities that relate to work site injury and subsequent referral of an injured participant to a medical provider for treatment of a possible work related injury or condition. The contracted agency shall also conduct activities necessary to properly process and submit an IPP claim. All IPP claims, medical provider bills, required forms and supporting documentation shall be forwarded to the county agency. Prior to assigning a participant to an unpaid work experience work site, the contracted agency will ensure that: the program participant will receive appropriate safety training and information required for this position and; and the work site is in compliance with Occupational Safety and Health Administration (OSHA) and the Minnesota Department of Labor and Industry Safety Standards.

The Provider shall be responsible for the following preparatory and front-end tasks required as part of the IPP process for the CWEP program:

- A. Provider will complete the following forms and route to all appropriate agencies, as specified by DHS and the County:
  - \* Participation Information and Medical Release Authorization
  - \* First Report of Injury
  - \* Participant Medical Referral and Medical Care Provider Information Letter
  - \* Participant Injury Status Report
  - \* Participant Claim Form
- B. Provider shall be responsible for providing participant safety training and information to all CWEP participants.
- C. Provider shall be responsible for work site safety standard compliance check based on OSHA requirements for all CWEP work sites.

## METHOD OF SERVICE DELIVERY

### **MFIP EMPLOYMENT SERVICES**

The overall objective of MFIP Employment Services is to move MFIP families toward long term economic self-sufficiency by utilizing the most direct path to unsubsidized employment.

The Provider of MFIP Services must be certified by the Minnesota Department of Jobs and Training as an Employment and Training Service Provider (ETSP) for the duration of this contract.

The general sequence of events in MFIP Employment Services are the following:

- \* County Health and Human Services determines eligibility for MFIP
- \* The Department provides the job seeker with an orientation which includes MFIP program requirements
- \* The client is referred to an employment overview and selects a provider
- \* The job seeker has initial assessment and initial employability determination completed
- \* The provider/client complete job support plan with 8-week job search
- \* A secondary assessment is completed if the above plan is not successful
- \* An employment plan with steps to achieve the goal is negotiated

**ORIENTATION:** this shall state the need for immediate employment; work incentives; mandate to participate; consequences for failure to comply; rights, responsibilities, obligations; services available.

**EMPLOYMENT OVERVIEW:** urgency and opportunity of obtaining employment; work focus on MFIP; limited use of training; CTC; Child Care; transitional year child care and Medical.

**INITIAL ASSESSMENT:** review participants ability to obtain and retain employment; education level; prior employment; ability to communicate in the English language; refresher courses needed.

**JOB SUPPORT PLAN:** specify job search activities; requirement to accept suitable offers of employment; supervision by the provider.

**SECONDARY ASSESSMENT:** completed for those job seekers who have barriers to employment that shall not be overcome by job search and related support activities.

**EMPLOYMENT PLAN:** includes the employment goal; activities and time frame necessary to achieve the goal; outline activity for continued job search, ESL, GED, work experience, OJT short term training. All post secondary education plans need to be approved by the County.

**JOB READINESS:** activities that help prepare job seekers for work by assuring that they are familiar with general workplace expectations and exhibit work behavior/attitudes to compete in the labor market.

**JOB PLACEMENT:** job development and placement activities by Provider to solicit unsubsidized job openings from public or private employers, to discover such job openings, market job seekers, secure job interviews for job seekers.

**ON-THE-JOB TRAINING:** permits voluntary participation by MFIP recipients. Payments are made to employers for ongoing job training costs that, during the period of training, must not exceed 50% of the wages paid by the employer to the participant. The payments are deemed to be in compensation for the extra-ordinary costs associated with the lower productivity of the participant during training.

The length of the training will be limited based upon the complexity of the job, and the recipients previous work experience and training. The employer agrees to retain the individual through the training period and beyond into unsubsidized employment.

**COMMUNITY WORK EXPERIENCE PROGRAM (CWEP):** helps participants achieve self-sufficiency by enhancing their employability through meaningful work experience and development of job search skills. CWEP placements will be used in conjunction with skills training, job search, job readiness.

Employment counselors will assist the placement and monitor the job seeker's progress at each location. Work sites developed under this section are limited to projects that serve a useful public service such as: health, social service, environmental protection, education, urban and rural development, and redevelopment, welfare, recreation, public facilities, public safety, community service, service to aged or disabled citizens, and child care. To the extent possible, prior training and experience of a recipient must be used in making appropriate work experience assignments.

**GRANT DIVERSION:** uses the MFIP Grant to provide wage subsidies to employers as an incentive to hire MFIP recipients. Grant Diversion is one of the optional Employment and Training services. Priority shall be given to employers who offer permanent full-time employment positions in the private, non-profit or public sector and who agree to hire individuals beyond the period of subsidized employment.

**COORDINATION:** Employment counselors shall coordinate with, and refer job seekers to, other community agencies or groups for training, social and support services, including, but not limited to other partners of the Workforce Centers.

These services shall be provided in a manner that complies with the Employment and Training Program Sections of the current Local Service Unit Plan for Aitkin County and State Policy as specified in relevant DHS/DES Instructional Bulletins.

## **SCOPE OF SERVICES**

The Contractor shall provide all Services in accordance with all applicable federal and state laws, statutes, regulations, and guidelines. These include the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Deficit Reduction Act of 2005, and Minnesota Statutes Chapter 256J. In the event that these laws, statutes, regulations or guidelines are amended at any time during the Term of this Agreement, or any extensions or renewals, the Contractor shall comply with such amended laws, statutes, regulations, or guidelines.

The Contractor is responsible for all technical assistance necessary to maintain all software and hardware used to provide the Purchased Services under this Agreement, including virus protection and firewalls.

The Contractor will designate one staff as an Employment Services security liaison who will coordinate with the County MAXIS security liaison to request approval or termination of inquiry access to the MAXIS system ("MAXIS").

The Contractor will designate up to two staff in each service location as Data Specialists that will have inquiry access to MAXIS.

The Contractor will ensure all staff with inquiry access to MAXIS complete annual HIPAA training, and any other necessary training identified by the County.

### **Information Privacy and Security.**

**Information Covered by this Provision.** In carrying out its duties, NEMOJT will be handling one or more types of private information, collectively referred to as "protected information," concerning individual DHS clients. "Protected information," for purposes of this Agreement, may include any or all of the following:

- Private data (as defined in Minnesota Statutes § 13.02, subd. 12), confidential data (as defined in Minn. Stat. § 13.02, subd. 3), welfare data (as governed by Minn. Stat. § 13.46), medical data (as governed by Minn. Stat. § 13.384), and other non-public data governed by other sections in the Minnesota Government Data Practices Act (MGDPA), Minn. Stats. Chapter 13;
- Health records (as governed by the Minnesota Health Records Act [Minn. Stat. §§ 144.291-144.298]);
- Chemical health records (as governed by 42 U.S.C. § 290dd-2 and 42 C.F.R. § 2.1 to § 2.67);
- Protected health information ("PHI") (as defined in and governed by the Health Insurance Portability Accountability Act ["HIPAA"], 45 C.F.R. § 160.103);
- Electronic Health Records (as governed by Health Information Technology for Economic and Clinical Health Act (HITECH), 42 USC 201 note, 42 USC 17921(5)); and

- Other data subject to applicable state and federal statutes, rules, and regulations affecting the collection, storage, use, or dissemination of private or confidential information.

**Duties Relating to Protection of Information.**

- (a) Duty to ensure proper handling of information. NEMOJT shall be responsible for ensuring proper handling and safeguarding by its employees, subcontractors, and authorized agents of protected information collected, created, used, maintained, or disclosed on behalf of DHS. This responsibility includes ensuring that employees and agents comply with and are properly trained regarding, as applicable, the laws listed above in paragraph X.X.
- (b) Minimum necessary access to information. NEMOJT shall comply with the “minimum necessary” access and disclosure rule set forth in the HIPAA and the MGDPA. The collection, creation, use, maintenance, and disclosure of protected information shall be limited to “that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.” See, respectively, 45 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.
- (c) Information Requests. Unless provided for otherwise in this Agreement, if NEMOJT receives a request to release the information referred to in this Clause, NEMOJT must immediately notify DHS. DHS will give NEMOJT instructions concerning the release of the data to the requesting party before the data is released.

**Use of Information. NEMOJT shall:**

- Not use or further disclose protected information created, collected, received, stored, used, maintained, or disseminated in the course or performance of this Agreement other than as permitted or required by this Agreement or as required by law, either during the period of this Agreement or hereafter.
  - Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the protected information by its employees, subcontractors and agents other than as provided for by this Agreement. This includes, but is not limited to, having implemented administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any electronic protected health information at rest and in transit that it creates, receives, maintains, or transmits on behalf of DHS.
- (a) Report to DHS any privacy or security incident regarding the information of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410. For purposes of this Agreement, “Security incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. “Privacy incident” means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure

of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to DHS not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the PHI used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as DHS may reasonably request.

- (b) Consistent with this Agreement, and in accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any agents (including contractors and subcontractors), analysts, and others that create, receive, maintain, or transmit protected health information on behalf of the business associate, enter into a business associate agreement with any subcontractors to agree in writing to be bound by the same restrictions, conditions, and requirements that apply to it with respect to such information.
- Document such disclosures of PHI and information related to such disclosures as would be required for DHS to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.
  - Mitigate, to the extent practicable, any harmful effects known to it of a use, disclosure, or breach of security with respect to protected information by it in violation of this Agreement.
  - In accordance with HIPAA, upon obtaining knowledge of a breach or violation by a subcontractor, take appropriate steps to cure the breach or end the violation, and if such steps are unsuccessful, terminate the agreement.
  - Not use or disclose PHI in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by DHS.

**Additional Business Associate Duties.** To the extent NEMOJT handles PHI in order to provide health care-related administrative services on behalf of DHS and is a “Business Associate” of DHS as defined by HIPAA, NEMOJT further agrees to:

- (a) Make available PHI in accordance with 45 C.F.R. § 164.524.
- (b) Make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 C.F.R. § 164.526.
- (c) Comply with the limited disclosure rules set forth in the HITECH Act, HIPAA, and the MGDPA. To the extent possible, disclosures should be in a limited data set, which is largely information with the patients’ identifying information removed, “to the extent practicable.” Pertinent identifiers include, name and social security number; street address, e-mail address, telephone and fax numbers; certificate/license numbers; vehicle identifiers and serial numbers;

URLs and IP addresses; full face photos and any other comparable images; or medical record numbers, health plan beneficiary numbers, and other account numbers. If a limited data set is not feasible, or does not meet the use or disclosure, minimum necessary should be applied. The collection, creation, use, maintenance, and disclosure of protected information shall be limited to "that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government." See, respectively, 45 C.F.R. §§ 164.514, 45 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.

- (d) Make its internal practices, books, records, policies, procedures, and documentation relating to the use, disclosure, and/or security of PHI available to DHS and/or the Secretary of the United States Department of Health and Human Services (HHS) for purposes of determining compliance with the Privacy Rule and Security Standards, subject to attorney-client and other applicable legal privileges.
- (e) Comply with any and all other applicable provisions of the HIPAA Privacy Rule, Administrative, and Security Standards, including future amendments thereto. Develop written policies and procedures for safeguarding and securing PHI and complying with HIPAA and the HITECH Act, and other privacy laws. Designate a privacy official to be responsible for the development and implementation of its policies and procedures as required by 45 C.F.R. Part 164, Subpart E.
- (f) To the extent XXX is to carry out one or more of DHS' obligation(s) under Subpart E of 45 C.F.R. Part 164, comply with the requirements of Subpart E that apply to DHS in the performance of such obligation(s).

**DHS Use of Information. DHS shall:**

- (a) Only release information which it is authorized by law or regulation to share with NEMOJT.
- (b) Obtain any required consents, authorizations, or other permissions that may be necessary for it to share information with NEMOJT.
- (c) Notify NEMOJT of limitations, restrictions, changes, or revocation of permission by an individual to use or disclose protected information, to the extent that such limitations, restrictions, changes or revocation may affect NEMOJT's use or disclosure of protected information.
- (d) Not request NEMOJT to use or disclose protected information in any manner that would not be permitted under law if done by DHS.

**Disposition of Data upon Completion, Expiration, or Agreement Termination.** Upon completion, expiration, or termination of this Agreement, NEMOJT will return to DHS or destroy all protected information received or created on behalf of DHS for purposes associated with this Agreement. A written certification of destruction or return to Authorized Representative listed in 5.1 is required. XXX will retain no copies of such protected information, provided that if both parties agree that such return or destruction is not feasible, or if NEMOJT is required by the applicable regulation, rule or statutory



retention schedule to retain beyond the life of this Agreement, NEMOJT will extend the protections of this Agreement to the protected information and refrain from further use or disclosure of such information, except for those purposes that make return or destruction infeasible, for as long as NEMOJT maintains the information. Additional information for destruction and handling is available in the DHS Information Security Policy, Policy numbers 3.7, and 2.19, found at <http://edocs.dhs.state.mn.us/lfservlet/legacy/DHS-4683-ENG>.

**Sanctions.** In addition to acknowledging and accepting the terms set forth in Clause 8, "Liability." Relating to liability, the parties acknowledge that violation of the laws and protections described above could result in limitations being placed on future access to protected information, in investigation and imposition of sanctions by the U.S. Department of Health and Human Services, Office for Civil Rights, and/or in civil and criminal penalties.

# Consolidated MFIP Support Services Grant 2018 Allocation

<b>Allocation:</b>	<b>200,448</b>	<b>Admin Limit:</b>	<b>15,034</b>
<b>BONUS:</b>	-		
<b>MFIP Employment Services:</b>			
	<b>Original</b>		
12 Month Allocation	100,000.00		
Administration	15,000.00		
	<hr/>		
	115,000.00		
Per Service Provider	57,500.00	<b>Qtrly Payments per Provider=</b>	<b>14,375.00</b>
<b>DWP Employment Services:</b>			
12 Month Allocation	20,448.00		
Per Service Provider	10,224.00	<b>Qtrly Payments per Provider=</b>	<b>2,556.00</b>
<b>Crisis:</b>			
12 Month Allocation	25,000.00		
plus Bonus	-		
<b>County Administration:</b>			
12 Month Allocation	40,000.00		
	200,448.00		

## **PURCHASE OF SERVICE AGREEMENT**

The **Aitkin County Health & Human Services**, 204 – 1<sup>st</sup> Street NW, Aitkin, Minnesota 56431, hereafter referred to as the Department and **Compass Counseling Partners**, 25282 Hazelwood Drive, Nisswa, MN 56468, hereafter referred to as Contractor; enter into this agreement for the period from **January 1, 2018, to December 31, 2018**.

WHEREAS, Minnesota Statutes, section 245.461 to 245.486 and 245.487 to 245.4888 establishes the Comprehensive Adult Mental Health Act and the Comprehensive Children's Mental Health Act; and

WHEREAS, the Department is required to provide Mental Health services in accordance with the Comprehensive Mental Health Act and the Comprehensive Children's Mental Health Act; and

WHEREAS, the Department pursuant to Minnesota statutes, section 373.01, 373.02, 245.465(4), and 256E.08 wishes to purchase mental health services from multi-disciplinary service Contractor; and

WHEREAS, the Contractor is an autonomous mental health provider in private practice, and in multiple disciplines and is qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Department and Contractor agree as follows:

### I SERVICES TO BE PROVIDED OR PURCHASED

The Department agrees to purchase and the Contractor agrees to furnish services as listed in Attachment A.

Psychological evaluations and tests ordered by the court system will be subject to review by the Department to determine whether said evaluations and tests appropriately fall under the terms of this agreement. If Department determines that said evaluations and tests fall outside the scope of this agreement, Contractor will be notified upon referral by Department.

### II COST AND DELIVERY OF PURCHASED SERVICES

Statements will be submitted by the 10<sup>th</sup> of each month in the approved format detailing services provided in the prior month. Payment by the Department to Contractor will be by the end of the month and will be based on actual billing.

### III DELIVERY OF CARE AND SERVICES:

Except as otherwise provided herein, Contractor shall maintain in all respects its present control over and autonomy with respect to:

1. The application of its intake procedures and requirements to clients.

2. The methods, times, means and personnel for furnishing Purchased Services to eligible clients.
3. The determination of when to terminate the furnishing of Purchased Services to eligible clients.

Nothing in this agreement shall be construed as requiring Contractor to provide or continue Purchased Services to or for any eligible clients.

#### IV AUDIT AND RECORD DISCLOSURE

1. Allow personnel of the Department, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Contractor's records, in accordance with state and federal laws and regulations, at reasonable hours in order to exercise their responsibility to monitor the services.
2. Maintain records at **Compass Counseling Partners** for audit purposes.
3. Comply with Minnesota Code for Agency Rule - Minnesota Department of Public Welfare and the Minnesota Government Practice Act, M.S. 15.1611 - 16.1698. (Suppl. 1979)

#### V SAFEGUARD OF CLIENT INFORMATION:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality of for any purpose not directly connected with the administration of the Department's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client or his/her responsible parent or guardian.
2. The individual employed by the Contractor who is designated to assure compliance with Minnesota Government Data Practices Act, in accordance with Minnesota Statutes, section 13.46, subdivision 10, paragraph (d), shall be Frank Weber. Contractor reserves the right to designate an alternate individual to assure such compliance by written notice to Department.

#### VI EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS CLAUSE:

The Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (43 USC 2000e), including Executive Order No. 11246, and Title VI (42 USC 2000d).

#### VII FAIR HEARING AND GRIEVANCE PROCEDURES:

The Contractor agrees that a fair hearing and grievance procedure will be established.

#### VIII BONDING, INDEMNITY, AND INSURANCE CLAUSE:

1. The Contractor shall save and hold the County of Aitkin and the Department

harmless from all liability for damages to persons or property arising out of the services performed under the terms of the contract. The Contractor shall indemnify the County of Aitkin and the Department for any liability assessed to the county and the Department on account of the services performed under the terms of the contract. The Contractor agrees to purchase liability insurance naming Aitkin County Department of Health & Human Services as an additional insured in an amount at least equal to the maximum liability limits set forth in Minnesota Statutes, 466.04, Subd.1, of \$500,000 per person and \$1,500,000 per occurrence and agrees to provide the County of Aitkin and the Department a certificate of insurance or other document demonstrating that such insurance has been procured. Contractor shall provide proof of insurance prior to commencement of Contractor's performance under this agreement.

2. Insurance: The Contractor does further agree that, in order to protect itself as well as the Department under the indemnity agreement provision hereinabove set forth, it will, at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$1,000,000.

#### IX CONDITIONS OF THE PARTIES' OBLIGATIONS:

1. Before the termination date specified in the Introduction of this agreement, the Department may evaluate the performance of the Contractor in regard to the terms of this agreement to determine whether such performance merits renewal of this agreement.
2. Any alterations, variations, modifications or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
3. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the Department, nor shall the Contractor do any work or furnish any material not covered by the agreement unless this is approved in writing by the Department. Such approval shall be considered to be a modification of the agreement.
4. If the Department determines that funds are not being administered in accordance with the approved plan and budget, they may be withdrawn after reasonable notice to the Contractor. It is understood and agreed that the parties do not anticipate that Contractor will administer funds as a result of this agreement.
5. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.
6. In accordance with Minnesota Statutes, Section 245.466, Subd.3 (1), the Commissioner of Minnesota Department of Human Services is a third party beneficiary to this contract.

X SUBCONTRACTING

The Contractor shall not enter into subcontracts for any of the work contemplated under this agreement without written approval of the Department. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.

XI COMPLIANCE WITH THE CLEAN AIR ACT:

The Contractor certifies that it meets lawful conditions of the Clean Air Act, as required by 45 CFR 228.70 and 74.159 (4).

XII MISCELLANEOUS

1. Entire Agreement: It is understood and agreed that the entire agreement of the parties contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and Aitkin County Health and Human Services Department relating to the subject matter hereof.
2. This contract may be terminated or renegotiated upon 30 days written notification by either party.
3. **Compass Counseling Partners** agrees to provide Aitkin County Health & Human Services, (attached to the contract):
  - A. Description of staffing, including job descriptions and professional qualifications of all personnel under this agreement (Attachment B).
4. Program and fiscal records shall be retained in the Contractor facility for a minimum of five years.
5. This contract may be extended for a period of six months at the option of the County of Aitkin. If the county desires to extend the term of the contract, it shall notify the Contractor in writing at least sixty days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a contract amendment, execution of new contract or notice of termination.

IN WITNESS WHEREOF the Department (Aitkin County Health & Human Services) and the Contractor (Compass Counseling Partners) have executed this agreement as of the day and year first above written:

BY: \_\_\_\_\_  
Chairperson  
Aitkin County Board of Commissioners

DATE: \_\_\_\_\_

BY: Cynthia Bennett  
Director  
Aitkin County Health & Human Services

DATE: 3-12-18

BY: Dan Marquardsen  
Dan Marquardsen, MS, LP  
Compass Counseling Partners

DATE: 2-14-18

BY: Jennifer Vaughn  
Jennifer Vaughn, MS, LMFT  
Compass Counseling Partners

DATE: 2/20/18

APPROVED AS TO FORM AND EXECUTION

BY: \_\_\_\_\_  
Aitkin County Attorney

DATE: \_\_\_\_\_

**COST & DELIVERY OF PURCHASED SERVICES**

A.	Pre-Petition Screens	\$100.00/hour
B.	Psychological Assessment	Flat Rate \$600.00
	Additional Charges for:	
	WAIS	\$200.00
	WISC	\$200.00
	WRAT	\$ 80.00
C.	Outpatient Psychiatric Evaluation	Flat Rate \$440.00





**AITKIN COUNTY HEALTH & HUMAN SERVICES  
COUNTY BOARD MEETING MINUTES  
February 27, 2018**

### **Attendance**

The Aitkin County Board of Commissioners met this 27th day of February, 2018, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Board Chair Anne Marcotte, Commissioners Laurie Westerlund, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Health & Human Services Director Cynthia Bennett, Accounting Supervisor Carli Goble, Financial Assistance Supervisor Jessi Goble, Public Health Supervisor Erin Melz, Social Services Supervisor-Adult Services Kim Larson, Social Services Supervisor-Children's Services Jessi Schultz, Health & Human Services Administrative Assistant Shawn Speed, and Guests: Roberta Elvecrog/H&HS Advisory Committee Member, Carole Holten/H&HS Advisory Committee Member, Joy Janzen/H&HS Advisory Committee Member, Brielle Bredsten/Aitkin Independent Age, and Bob Harwarth/Citizen.

### **Agenda**

Shawn Speed requested a change to the agenda. Removing Item V from the Agenda as it was not ready for approval quite yet. All members approved change.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the February 27, 2018 Health & Human Services Board agenda with the change.

### **Minutes**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the January 23, 2018 Health and Human Services Board minutes.

### **Bills**

Carli Goble, Fiscal Supervisor, presented the bills to the board and noted no significant changes or surprises.

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

### **Health & Human Services Director Report, Cynthia Bennett H&HS Director**

Train the Trainer Conference Update –

1. Cynthia traveled to the John Maxwell Train the Trainer Conference in Orlando, FL from Feb 18-23.
2. Quote from training "A mass movement never began with the masses". We are in a good place to move forward with strengthening our work environment and this training will help us achieve our long term outcomes.
  - a. Reported that she was very impressed with the training and was very excited to implement tactics she learned.
  - b. Immediate applications we can use -
    - i. Improve Communications – everyone can communicate but not all can connect. Our goal is to connect.

- ii. Improving coaching skills - how to guide and direct others so that they can be successful in their various roles. That is applicable to more than just employees, it also can be taught to our consumers.
    - iii. Mentoring skills. Developing an internal mentoring system so that employees not only grow with our organization but within our organization.
  - c. Long term benefits of these application strategies.
    - i. Employee satisfaction.
    - ii. Employee retention and engagement.
    - iii. Mainstream and efficient operations.
    - iv. Continuous Quality Improvement.
    - v. Overall cost savings
  - d. Ended with many tools in her tool box, at her disposal, that will help her develop a good plan.
- 3. Discussion of the future format of HHS Board meetings.
  - a. HHS is reviewing data collection processes and evaluating the content that is shared with the commissioners.
  - b. All HHS employees have been asked to provide feedback about their daily work processes and to identify what "stories" about their work they feel are important to share.
  - c. Leadership team is contacting peers in other counties to discover what other counties present to their Board members along with how often things are reported.
  - d. Cynthia asked for input from the Board as to what they would like to hear or what information would be important for them to know/learn.  
When this feedback and input are gathered a sample format will be presented for the commissioners to discuss.
- 4. Mental Health Housing Resolution
  - a. Our county has been asked by AMC to support a resolution related to mental health bonding which will assist with the development of mental health services along the continuum of care. This resolution is on the main board meeting agenda and will need action.
  - b. The resolution basically states that our County supports State Capital investments to improve the mental health continuum of care. Specifically triage centers and increased housing options.
  - c. The need for various mental health services is so much greater than the resources that are available. This resolution will not fix all the problems we experience in this area but this resolution is a start and we need to start somewhere. Cynthia supports the bonding bill and requested that our County also support the resolution.
  - d. Commissioner Marcotte inquired how many counties had supported the resolution so far?
    - i. Cynthia commented that she did not know the exact number right now, but would find it out for her.
- 5. Commissioner Marcotte recognized Cynthia's one year anniversary as the Director of Health & human Services stating "It has been a great year and you have accomplished a lot and made a great impact on the county in such a short period of time. Thank you for what you brought forth and continue to do."
- 6. Commissioner Niemi asked what our cost was to house someone at the Anoka Regional Treatment Center?
  - a. Carli Goble answered that we have one at the full cost for \$11,000/month and three more that are at a partial rate of \$1100/month.
  - b. Jessica Seibert mentioned that before leaving for AMC Conference they were meeting with H&HS to gather a list of talking points to bring to the representatives and that he could get a copy of that for his MRC meeting tonight.

## Financial Reports

Carli Goble reviewed the financial statement for the board-

1. Reported on February 2018.
2. Revenues are not closed yet which will explain the zero's on the report.
3. Out-of-Home placement costs are down substantially from the previous two years.
4. HHS spending for total budget should be at around 17% of our budget at this time and we are currently at about 15% right now.

### **Joint Powers Board Reports**

Erin Melz talked about the last meeting of the Tri-County Community Health Services Board –

1. Was a Reorganization meeting where they elected new chairs and vice chair, etc.
2. Talked about the Quality Improvement Plan.
3. Talked about Electronic Health Records and the costs associated with them going up about \$1000/county/year, which was not significant.
4. Erin will be attending Local Public Health Day at the State Capitol on March 22.
5. She also mentioned that they received their accreditation site visit for Healthy Families America in January.
  - a. Was a three day visit.
  - b. Looked at 13 standards, more than 100 line items.
  - c. Left with only two findings out of that.
  - d. Once they send in their corrections for those findings they will have their accreditation and it will last for four years.

### **Committee Reports**

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

1. Committee member Carole Holten and Joy Janzen provided details of their last meeting, held February 7, 2018.
  - a. Carole talked about the Community meals now being held in McGrath on the third Thursday of each month at 5:30pm at the Zion Lutheran Church in McGrath and how well they were received.
  - b. Also answered Jessi Goble's question on when the Community meals were in McGregor. That they were the third Wednesday of the month at the McGregor Community Center.
  - c. Joy mentioned that Aitkin also holds Community meals at First Lutheran Church on Monday and Thursday nights at 5:00pm, which are served by the over 35 different groups within Aitkin.
  - d. Joy also talked about the two new members to the Advisory Board, Maureen Mishler and Kari Paulsen and the Hannah Colby gave them a great presentation on Healthy Communities.
2. Commissioner Pratt and Wedel commented on the presentation they were given by Hannah Colby and how much he learned from it about Farm2School, in particular.

**AEOA** – Commissioner Westerlund

1. Talked about Ivy House in Virginia, the low income housing they built up there, the Arrowhead Transit buses contracts, and how employment and training was going to be receiving more money from MNDOT.

**NEMOJT Update** – Commissioner Niemi

1. Noted that he was unable to attend due to illness but that he was meeting with Kari Paulsen later to discuss what had occurred at the meeting and brief us later.

**CJI Update** – Commissioner Westerlund

1. Noted that May 18<sup>th</sup> was the ICWA training in Grand Rapids and let Commissioner Marcotte know it was open to anyone who would like to attend it.
2. They were given a briefing by Deb Tuper on sexually exploited youths.

The meeting was adjourned at 9:55 a.m.

Next Meeting – March 27, 2018

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



<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>
23	86222 AITKIN INDEPENDENT AGE 05-430-720-3020-6069		79.40	Child Care Advertising - Commu 02/17/2018 02/21/2018		Community Ed & Prevent/Advertising
	86222 AITKIN INDEPENDENT AGE		79.40	1 Transactions		
12	9017 ALEX AND BRANDON SAFETY CENTER 05-430-710-3650-6027		120.00	Supervised visits for Feb - Se 02/15/2018 02/21/2018		Serv For Concurrent Perm Plan
13	05-430-710-3650-6027		25.00	Intake for supervised visits 02/15/2018 02/15/2018		Serv For Concurrent Perm Plan
	9017 ALEX AND BRANDON SAFETY CENTER		145.00	2 Transactions		
1	360 ARROWHEAD ECON OPP AGENCY 05-430-720-3370-6038		2,556.00	DWP Empl Service-Qtrly Pmt 01/01/2018 03/31/2018		Mfip-Employment Services
2	05-430-720-3370-6038		14,375.00	MFIP Empl Service-Qtrly Paymen 01/01/2018 03/31/2018		Mfip-Employment Services
	360 ARROWHEAD ECON OPP AGENCY		16,931.00	2 Transactions		
56	9791 Bieganeck/Joan M 05-430-760-3950-6020		105.00	Guardianship/Conservator Activ 02/01/2018 02/28/2018		Guardianship/Conservatorship
	9791 Bieganeck/Joan M		105.00	1 Transactions		
3	11051 Department of Human Services 05-430-720-3110-6069		361.42	BSFE County Match Invoice #A30 02/01/2018 02/28/2018		Bsf Child Care
4	05-430-720-3110-6069		361.42	BSFE County Match Invoice #A30 01/01/2018 01/31/2018		Bsf Child Care
24	05-430-720-3140-6020		165.00	MEC2 BSF Recoveries Invoice #A 02/01/2018 02/28/2018		Other Child Care
25	05-430-720-3140-6020		220.68	MEC2 TY Recoveries Invoice #A3 02/01/2018 02/28/2018		Other Child Care
27	05-430-730-3590-6072		5,115.27	CCDTF Maintenance of Effort 01/01/2018 01/31/2018		Ccdtf County % State Billings
	11051 Department of Human Services		6,223.79	5 Transactions		
	10342 DHS-Anoka Metro Rtc					

# Aitkin County



<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>
28	05-430-745-3720-6081		500.00	State-operated inpatient 11/01/2015 11/30/2015		State-Operated Inpatient - Rtc Or Cbhh
10342	DHS-Anoka Metro Rtc		500.00	1 Transactions		
9220	DHS-MSOP					
17	05-430-745-3721-6081		1,041.60	State-operated inpatient 02/01/2018 02/28/2018		Commitment Costs - Poor Relief
18	05-430-745-3721-6081		2,604.00	State-operated inpatient 02/01/2018 02/28/2018		Commitment Costs - Poor Relief
19	05-430-745-3721-6081		1,041.60	State-operated inpatient 02/01/2018 02/28/2018		Commitment Costs - Poor Relief
20	05-430-745-3721-6081		9,300.00	State-operated inpatient 02/01/2018 02/28/2018		Commitment Costs - Poor Relief
9220	DHS-MSOP		13,987.20	4 Transactions		
89965	DHS-ST PETER-SEE LIST					
14	05-430-745-3721-6081		3,516.80	State-operated inpatient 02/01/2018 02/28/2018		Commitment Costs - Poor Relief
15	05-430-745-3721-6081		2,262.40	State-operated inpatient 02/01/2018 02/28/2018		Commitment Costs - Poor Relief
16	05-430-745-3721-6081		7,308.00	State-operated inpatient 02/01/2018 02/28/2018		Commitment Costs - Poor Relief
89965	DHS-ST PETER-SEE LIST		13,087.20	3 Transactions		
91345	Elvecrog/Roberta C					
44	05-430-750-3950-6020		70.00	Public guardianship 02/01/2018 02/28/2018		Public Guardianship Dd
45	05-430-750-3950-6020		105.00	Public guardianship 02/01/2018 02/28/2018		Public Guardianship Dd
54	05-430-760-3950-6020		105.00	Guardianship/Conservatorship 02/01/2018 02/28/2018		Guardianship/Conservatorship
55	05-430-760-3950-6020		70.00	Guardianship/Conservatorship 02/01/2018 02/28/2018		Guardianship/Conservatorship
91345	Elvecrog/Roberta C		350.00	4 Transactions		
10977	Northern Psychiatric Associates					
10	05-430-740-3050-6020		257.62	Child Outpatient Diagnostic As 02/09/2018 02/09/2018		Child Outpat Assess/Psyc. Testing

# 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 # On Behalf of Name</u>
11	05-430-740-3050-6020		257.58	Child Outpatient Diagnostic As 02/09/2018 02/09/2018	Child Output Assess/Psyc. Testing
6	05-430-745-3085-6020		257.62	Adult Outpatient Diagnostic As 02/09/2018 02/09/2018	Adult Output Diagnostic Assess/Psyc
7	05-430-745-3085-6020		257.62	Adult Outpatient Diagnostic As 02/09/2018 02/09/2018	Adult Output Diagnostic Assess/Psyc
10977	Northern Psychiatric Associates		1,030.44	4 Transactions	
5	3639 Northland Counseling Ctr Inc 05-430-730-3710-6020		1,950.00	Detoxification (Category I) 01/31/2018 02/05/2018	Detoxification - Grand Rapids
	3639 Northland Counseling Ctr Inc		1,950.00	1 Transactions	
29	90748 Oakridge Homes Sils 05-430-750-3340-6073		454.14	Semi-Independent Living Servic 02/01/2018 02/21/2018	Semi-Independent Living Serv (Sils)
30	05-430-750-3340-6073		361.63	Semi-Independent Living Servic 02/01/2018 02/27/2018	Semi-Independent Living Serv (Sils)
31	05-430-750-3340-6073		50.46	Semi-Independent Living Servic 01/31/2018 01/31/2018	Semi-Independent Living Serv (Sils)
	90748 Oakridge Homes Sils		866.23	3 Transactions	
57	89879 OCCUPATIONAL DEVELOPMENT CENTER 05-430-700-4800-6805		80.00	Transportation for employment 02/01/2018 02/28/2018	Mh Init - Transportation
8	05-430-760-3370-6050		100.00	Employability-supported employ 02/01/2018 02/28/2018	Employability - Txx
	89879 OCCUPATIONAL DEVELOPMENT CENTER		180.00	2 Transactions	
52	14744 PRESBYTERIAN FAMILY FOUNDATION, 05-430-760-3950-6020		144.46	Guardianship/Conservatorship 02/01/2018 02/28/2018	Guardianship/Conservatorship
53	05-430-760-3950-6020		176.17	Guardianship/Conservatorship 02/01/2018 02/28/2018	Guardianship/Conservatorship
	14744 PRESBYTERIAN FAMILY FOUNDATION, INC		320.63	2 Transactions	
21	9489 Redwood Toxicology Laboratory, Inc 05-430-710-3640-6020		6.75	Drug testing - Family Assessme	Family Assessment Response Services



# Aitkin County



<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>
9489	Redwood Toxicology Laboratory, Inc		6.75	02/06/2018 02/06/2018 1 Transactions		
32	88890 Scharrer/Shirley 05-430-750-3950-6020		70.00	Public guardianship 02/01/2018 02/28/2018		Public Guardianship Dd
33	05-430-750-3950-6020		70.00	Public Guardianship 02/01/2018 02/28/2018		Public Guardianship Dd
34	05-430-750-3950-6020		35.00	Public guardianship 02/01/2018 02/28/2018		Public Guardianship Dd
35	05-430-750-3950-6020		35.00	Public guardianship 02/01/2018 02/28/2018		Public Guardianship Dd
36	05-430-750-3950-6020		70.00	Public guardianship 02/01/2018 02/28/2018		Public Guardianship Dd
37	05-430-750-3950-6020		70.00	Public guardianship 02/01/2018 02/28/2018		Public Guardianship Dd
38	05-430-750-3950-6020		70.00	Public guardianship 01/01/2018 01/31/2018		Public Guardianship Dd
39	05-430-750-3950-6020		70.00	Public Guardianship 01/01/2018 01/31/2018		Public Guardianship Dd
40	05-430-750-3950-6020		70.00	Public guardianship 01/01/2018 01/31/2018		Public Guardianship Dd
41	05-430-750-3950-6020		70.00	Public guardianship 01/01/2018 01/31/2018		Public Guardianship Dd
42	05-430-750-3950-6020		70.00	Public guardianship 01/01/2018 01/31/2018		Public Guardianship Dd
43	05-430-750-3950-6020		70.00	Public guardianship 01/01/2018 01/31/2018		Public Guardianship Dd
46	05-430-760-3950-6020		70.00	Guardianship/conservatorship 02/01/2018 02/28/2018		Guardianship/Conservatorship
47	05-430-760-3950-6020		35.00	Guardianship/conservatorship 02/01/2018 02/28/2018		Guardianship/Conservatorship
48	05-430-760-3950-6020		35.00	Guardianship/Conservatorship 02/01/2018 02/28/2018		Guardianship/Conservatorship
49	05-430-760-3950-6020		70.00	Guardianship/conservatorship 01/01/2018 01/31/2018		Guardianship/Conservatorship
50	05-430-760-3950-6020		35.00	Guardianship/conservatorship 01/01/2018 01/31/2018		Guardianship/Conservatorship
51	05-430-760-3950-6020		35.00	Guardianship/Conservatorship		Guardianship/Conservatorship

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 Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
88890 Scharrer/Shirley		1,050.00	01/01/2018 01/31/2018 18 Transactions	
26 86177 SHERIFF AITKIN COUNTY 05-430-720-3980-6020		20.00	03/13/2018 03/13/2018 Day Care Background Check - Li	License And Resource Development
86177 SHERIFF AITKIN COUNTY		20.00	03/13/2018 03/13/2018 1 Transactions	
22 14390 TANGE, MSW/PHILIP B 05-430-740-3900-6020		157.50	02/15/2018 02/15/2018 Clinical supervision-Child Rul	Child Rule 79 Case Mgmt
9 05-430-745-3910-6020		292.50	02/15/2018 02/15/2018 Clinical supervision-Adult Rul	Adult Rule 79 Case Mgmt
14390 TANGE, MSW/PHILIP B		450.00	02/15/2018 02/15/2018 2 Transactions	
Final Total .....		57,282.64	18 Vendors	57 Transactions

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	57,282.64	Health & Human Services	
	All Funds	57,282.64	Total	Approved by, .....
				.....
				.....

# Aitkin County



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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



<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>
1	85003 Aitkin County DAC 05-400-440-0410-6231		5.03	CLEANING 02/06/2018 02/27/2018	Services/Labor/Contracts
2	05-400-440-0410-6231		37.68	PAPERSHRED 02/01/2018 02/28/2018	Services/Labor/Contracts
1	05-420-600-4800-6231		10.37	CLEANING 02/06/2018 02/27/2018	Services/Labor/Contracts
2	05-420-600-4800-6231		77.71	PAPERSHRED 02/01/2018 02/28/2018	Services/Labor/Contracts
1	05-430-700-4800-6231		16.02	CLEANING 02/06/2018 02/27/2018	Services/Labor/Contracts
2	05-430-700-4800-6231		120.10	PAPERSHRED 02/01/2018 02/28/2018	Services/Labor/Contracts
	85003 Aitkin County DAC		266.91	6 Transactions	
3	86222 Aitkin Independent Age 05-400-440-0410-6231		36.00	PH - SUBSCRIPTION(1YR) 02/28/2018 02/28/2018	00005430 Services/Labor/Contracts
	86222 Aitkin Independent Age		36.00	1 Transactions	
4	88023 American Payment Centers, LLC 05-400-440-0410-6301		12.80	BOX SERVICE 04/01/2018 06/30/2018	15-17750 Equipment Lease/Space Rental
4	05-420-600-4800-6301		26.40	BOX SERVICE 04/01/2018 06/30/2018	15-17750 Equipment Lease/Space Rental
4	05-430-700-4800-6301		40.80	BOX SERVICE 04/01/2018 06/30/2018	15-17750 Equipment Lease/Space Rental
	88023 American Payment Centers, LLC		80.00	3 Transactions	
5	8239 Ameripride Linen & Apparel Services 05-257-000-0000-6422		4.25	CLEANING SUPPLIES 02/27/2018 02/27/2018	2201020559 Janitorial Services/Supplies
5	05-390-000-0000-6422		0.77	CLEANING SUPPLIES 02/27/2018 02/27/2018	2201020559 Janitorial Services/Supplies
5	05-400-440-0410-6422		5.41	CLEANING SUPPLIES 02/27/2018 02/27/2018	2201020559 Janitorial Services/Supplies
5	05-420-600-4800-6422		11.20	CLEANING SUPPLIES 02/27/2018 02/27/2018	2201020559 Janitorial Services/Supplies

# 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>
5	05-430-700-4800-6422		16.99	CLEANING SUPPLIES 02/27/2018 02/27/2018	2201020559 Janitorial Services/Supplies
	8239 Ameripride Linen & Apparel Services		38.62	5 Transactions	
6	10504 CAS Solutions, LLC 05-400-440-0410-6405		1.46	AGENCY - LAMINATE FILM FREIGHT 03/06/2018 03/06/2018	00015938 Office Supplies
6	05-420-600-4800-6405		3.02	AGENCY - LAMINATE FILM FREIGHT 03/06/2018 03/06/2018	00015938 Office Supplies
6	05-430-700-4800-6405		4.67	AGENCY - LAMINATE FILM FREIGHT 03/06/2018 03/06/2018	00015938 Office Supplies
	10504 CAS Solutions, LLC		9.15	3 Transactions	
7	10855 Culligan 05-257-000-0000-6342		16.13	COOLER RENTAL SERVICE 03/01/2018 03/31/2018	150-10016285-1 Office Equipment Rental/Contracts
7	05-390-000-0000-6342		2.93	COOLER RENTAL SERVICE 03/01/2018 03/31/2018	150-10016285-1 Office Equipment Rental/Contracts
7	05-400-440-0410-6301		20.53	COOLER RENTAL SERVICE 03/01/2018 03/31/2018	150-10016285-1 Equipment Lease/Space Rental
7	05-420-600-4800-6301		42.51	COOLER RENTAL SERVICE 03/01/2018 03/31/2018	150-10016285-1 Equipment Lease/Space Rental
7	05-430-700-4800-6301		64.50	COOLER RENTAL SERVICE 03/01/2018 03/31/2018	150-10016285-1 Equipment Lease/Space Rental
	10855 Culligan		146.60	5 Transactions	
8	88628 Dalco 05-257-000-0000-6422		10.21	TOWELS 03/06/2018 03/06/2018	3290283 Janitorial Services/Supplies
9	05-257-000-0000-6422		2.33	TOWELS 03/21/2018 03/21/2018	3295863 Janitorial Services/Supplies
8	05-390-000-0000-6422		1.86	TOWELS 03/06/2018 03/06/2018	3290283 Janitorial Services/Supplies
9	05-390-000-0000-6422		0.42	TOWELS 03/21/2018 03/21/2018	3295863 Janitorial Services/Supplies
8	05-400-440-0410-6422		12.99	TOWELS 03/06/2018 03/06/2018	3290283 Janitorial Services/Supplies
9	05-400-440-0410-6422		2.96	TOWELS	3295863 Janitorial Services/Supplies

# Aitkin County



<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>
8	05-420-600-4800-6422		26.91	TOWELS 03/21/2018 03/21/2018	3290283	Janitorial Services/Supplies
9	05-420-600-4800-6422		6.13	TOWELS 03/06/2018 03/06/2018	3295863	Janitorial Services/Supplies
8	05-430-700-4800-6422		40.83	TOWELS 03/21/2018 03/21/2018	3290283	Janitorial Services/Supplies
9	05-430-700-4800-6422		9.31	TOWELS 03/06/2018 03/06/2018	3295863	Janitorial Services/Supplies
88628	Dalco		113.95	10 Transactions 03/21/2018 03/21/2018		
11051	Department of Human Services					
12	05-420-640-4800-6231		39.02	CS MONTHLY FED OFFSET FEE 02/01/2018 02/28/2018	A300C806901	Services/Labor/Contracts
10	05-420-620-4100-6011		5.00	MAXIS GA RECOVERIES 01/01/2018 01/31/2018	A300MX01179I	County Share - Ga
11	05-420-620-4100-6011		2,051.31	MAXIS GRH RECOVERIES 01/01/2018 01/31/2018	A300MX01179I	County Share - Ga
11051	Department of Human Services		2,095.33	3 Transactions		
2186	Hillyard Inc - Kansas City					
13	05-257-000-0000-6422		18.43	CLEANING/BATHROOM SUPPLIES 03/02/2018 03/02/2018	602900393	Janitorial Services/Supplies
14	05-257-000-0000-6422		19.61	CLEANING/BATHROOM SUPPLIES 03/16/2018 03/16/2018	602916981	Janitorial Services/Supplies
13	05-390-000-0000-6422		3.35	CLEANING/BATHROOM SUPPLIES 03/02/2018 03/02/2018	602900393	Janitorial Services/Supplies
14	05-390-000-0000-6422		3.57	CLEANING/BATHROOM SUPPLIES 03/16/2018 03/16/2018	602916981	Janitorial Services/Supplies
13	05-400-440-0410-6422		23.46	CLEANING/BATHROOM SUPPLIES 03/02/2018 03/02/2018	602900393	Janitorial Services/Supplies
14	05-400-440-0410-6422		24.95	CLEANING/BATHROOM SUPPLIES 03/16/2018 03/16/2018	602916981	Janitorial Services/Supplies
13	05-420-600-4800-6422		48.59	CLEANING/BATHROOM SUPPLIES 03/02/2018 03/02/2018	602900393	Janitorial Services/Supplies
14	05-420-600-4800-6422		51.69	CLEANING/BATHROOM SUPPLIES 03/16/2018 03/16/2018	602916981	Janitorial Services/Supplies
13	05-430-700-4800-6422		73.73	CLEANING/BATHROOM SUPPLIES	602900393	Janitorial Services/Supplies

# Aitkin County



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
14	05-430-700-4800-6422	78.43	03/02/2018 03/02/2018 CLEANING/BATHROOM SUPPLIES	602916981 Janitorial Services/Supplies
2186	Hillyard Inc - Kansas City	345.81	03/16/2018 03/16/2018 10 Transactions	
15	2340 Hyytinen Hardware Hank 05-257-000-0000-6422	3.41	PAINT FOR STAIRWELL 02/01/2018 02/01/2018	1443345 Janitorial Services/Supplies
15	05-390-000-0000-6422	0.62	PAINT FOR STAIRWELL 02/01/2018 02/01/2018	1443345 Janitorial Services/Supplies
15	05-400-440-0410-6422	4.33	PAINT FOR STAIRWELL 02/01/2018 02/01/2018	1443345 Janitorial Services/Supplies
15	05-420-600-4800-6422	8.99	PAINT FOR STAIRWELL 02/01/2018 02/01/2018	1443345 Janitorial Services/Supplies
15	05-430-700-4800-6422	13.64	PAINT FOR STAIRWELL 02/01/2018 02/01/2018	1443345 Janitorial Services/Supplies
16	05-430-700-4800-6422	80.95	SS PAINT SUPPLIES(AR & KH) 02/13/2018 02/13/2018	1444825 Janitorial Services/Supplies
2340	Hyytinen Hardware Hank	111.94	6 Transactions	
17	89079 McGregor Area Ambulance Service 05-400-401-0000-6812	1,595.00	AMBULANCE RUNS - FEB'18 02/01/2018 02/28/2018	Mcgregor Area Ambulance
89079	McGregor Area Ambulance Service	1,595.00	1 Transactions	
18	89765 Minnesota Elevator, Inc 05-257-000-0000-6300	19.61	ELEVATOR SERVICE - MAR'18 03/01/2018 03/31/2018	741413 Maintenance-Service Contracts
18	05-390-000-0000-6300	3.57	ELEVATOR SERVICE - MAR'18 03/01/2018 03/31/2018	741413 Maintenance-Service Contracts
18	05-400-440-0410-6300	24.95	ELEVATOR SERVICE - MAR'18 03/01/2018 03/31/2018	741413 Maintenance/Service Contracts
18	05-420-600-4800-6300	51.70	ELEVATOR SERVICE - MAR'18 03/01/2018 03/31/2018	741413 Maintenance/Service Contracts
18	05-430-700-4800-6300	78.44	ELEVATOR SERVICE - MAR'18 03/01/2018 03/31/2018	741413 Maintenance/Service Contracts
89765	Minnesota Elevator, Inc	178.27	5 Transactions	



# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On	Account/Formula Description On Behalf of Name
19	11132 Mn Dept Of Health 05-420-640-4800-6379		40.00	IVD PATRNTY AJUD 0014368930-01 03/13/2018 03/13/2018 1 Transactions	1610489	Other Iv-D Charges
20	10948 MN Dept of Labor & Industry 05-400-440-0410-6300		16.00	ELEVATOR INSPECTION 03/02/2018 03/02/2018	ALR0082043I	Maintenance/Service Contracts
20	05-420-600-4800-6300		33.00	ELEVATOR INSPECTION 03/02/2018 03/02/2018	ALR0082043I	Maintenance/Service Contracts
20	05-430-700-4800-6300		51.00	ELEVATOR INSPECTION 03/02/2018 03/02/2018	ALR0082043I	Maintenance/Service Contracts
	10948 MN Dept of Labor & Industry		100.00	3 Transactions		
21	89081 North Ambulance Brainerd 05-400-401-0000-6809		2,565.00	AMBULANCE RUNS - FEB'18 02/01/2018 02/28/2018 1 Transactions		No. Memorial Ambulance-Aitkin
	89081 North Ambulance Brainerd		2,565.00	1 Transactions		
22	86177 Sheriff Aitkin County 05-420-640-4800-6270		60.00	IV-D SERVICE 0014525908-03 03/19/2018 03/19/2018 1 Transactions	C1800093	Aitkin Co Sheriff Fees Iv-D
	86177 Sheriff Aitkin County		60.00	1 Transactions		
23	86944 Sheriff Crow Wing County 05-420-640-4800-6379		75.00	IV-D SERVICE 0011002483-02 02/15/2018 02/15/2018 1 Transactions	5324	Other Iv-D Charges
	86944 Sheriff Crow Wing County		75.00	1 Transactions		
25	88859 Spee*Dee-St Cloud 05-400-440-0410-6205		39.11	PH SERVICE 02/05/2018 03/03/2018	3477023	Postage
24	05-420-600-4800-6205		265.73	IM SERVICE 02/05/2018 03/03/2018	3477023	Postage
	88859 Spee*Dee-St Cloud		304.84	2 Transactions		
28	86235 The Office Shop Inc 05-400-440-0410-6405		20.66	AGENCY-PENS, MARKRS, WHITE OUT	1040352-0	Office Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Rpt Accr</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>
29	05-400-440-0410-6405		32.03	OSS-STAPLER(HR) & FAX TONER	02/05/2018 02/05/2018	1040482-0	Office Supplies
32	05-400-440-0410-6405		6.67	AGENCY-PIX HANGER/CHAINED PENS	02/07/2018 02/07/2018	1040545-0	Office Supplies
33	05-400-440-0410-6405		3.87	ADMIN-PRE-INKED STAMP	02/07/2018 02/07/2018	1040697-0	Office Supplies
34	05-400-440-0410-6405		25.08	AGENCY-PENS	02/13/2018 02/13/2018	1040720-0	Office Supplies
35	05-400-440-0410-6450		38.09	PH-RED LASER POINTER	02/09/2018 02/09/2018	1040720-0	Small Equipment: Telephones,Chairs, etc.
36	05-400-440-0410-6405		5.87	AGENCY-PENS	02/09/2018 02/09/2018	1040720-1	Office Supplies
37	05-400-440-0410-6405		2.15	ADMIN-FILE FOLDER(CB)	02/26/2018 02/26/2018	1040967-0	Office Supplies
40	05-400-440-0410-6405		3.17	AGENCY-POST-ITS & PENS	02/15/2018 02/15/2018	1040967-0	Office Supplies
41	05-400-440-0410-6405		11.98	PH-COMMUNITY HEALTH FLYERS	02/15/2018 02/15/2018	1040982-0	Office Supplies
42	05-400-440-0410-6405		1.98	AGENCY-2 PCKT PORTFOLIOS	02/15/2018 02/15/2018	1040998-0	Office Supplies
43	05-400-440-0410-6405		4.49	AGENCY-ENVELOPE MOISTENER/CLIP	02/16/2018 02/16/2018	1041160-0	Office Supplies
45	05-400-440-0410-6405		6.17	AGENCY-POST-ITS	02/20/2018 02/20/2018	1041403-0	Office Supplies
46	05-400-440-0410-6405		21.72	PH-2 PCKT PORTFOLIOS	02/22/2018 02/22/2018	1041542-0	Office Supplies
47	05-400-440-0410-6405		3.80	AGENCY-PAPER PDS	02/26/2018 02/26/2018	1041542-0	Office Supplies
26	05-400-440-0410-6300		1,945.53	PH-COPIER CONTRACT IRC5255	02/26/2018 02/26/2018	297214-0	Maintenance/Service Contracts
28	05-420-600-4800-6405		42.61	AGENCY-PENS, MARKRS, WHITE OUT	02/07/2018 02/07/2018	1040352-0	Office Supplies
29	05-420-600-4800-6405		66.08	OSS-STAPLER(HR) & FAX TONER	02/05/2018 02/05/2018	1040482-0	Office Supplies
31	05-420-640-4800-6405		7.96	CS-INK STAMP REPLACEMENT PAD	02/07/2018 02/07/2018	1040543-0	Office Supplies
32	05-420-600-4800-6405		13.76	AGENCY-PIX HANGER/CHAINED PENS	02/12/2018 02/12/2018	1040545-0	Office Supplies
					02/07/2018 02/07/2018		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description		Invoice # Paid On	Account/Formula Description Bhf # On Behalf of Name
					Service Dates		
33	05-420-600-4800-6405		7.98	ADMIN-PRE-INKED STAMP	02/13/2018 02/13/2018	1040697-0	Office Supplies
34	05-420-600-4800-6405		51.71	AGENCY-PENS	02/09/2018 02/09/2018	1040720-0	Office Supplies
36	05-420-600-4800-6405		12.12	AGENCY-PENS	02/26/2018 02/26/2018	1040720-1	Office Supplies
37	05-420-600-4800-6405		4.43	ADMIN-FILE FOLDER(CB)	02/15/2018 02/15/2018	1040967-0	Office Supplies
40	05-420-600-4800-6405		6.52	AGENCY-POST-ITS & PENS	02/15/2018 02/15/2018	1040967-0	Office Supplies
38	05-420-640-4800-6405		26.39	CS-RECEIPT BOOKS	02/15/2018 02/15/2018	1040967-0	Office Supplies
42	05-420-600-4800-6405		4.08	AGENCY-2 PCKT PORTFOLIOS	02/16/2018 02/16/2018	1040998-0	Office Supplies
43	05-420-600-4800-6405		9.26	AGENCY-ENVELOPE MOISTENER/CLIP	02/20/2018 02/20/2018	1041160-0	Office Supplies
45	05-420-600-4800-6405		12.72	AGENCY-POST-ITS	02/22/2018 02/22/2018	1041403-0	Office Supplies
44	05-420-640-4800-6405		3.49	CS-LABELS	02/22/2018 02/22/2018	1041403-0	Office Supplies
47	05-420-600-4800-6405		7.85	AGENCY-PAPER PDS	02/26/2018 02/26/2018	1041542-0	Office Supplies
27	05-420-640-4800-6300		45.03	CS-COPIER CONTRACT IR4245	02/07/2018 02/07/2018	297214-0	Maintenance/Service Contracts
28	05-430-700-4800-6405		65.85	AGENCY-PENS, MARKRS, WHITE OUT	02/05/2018 02/05/2018	1040352-0	Office Supplies
29	05-430-700-4800-6405		102.12	OSS-STAPLER(HR) & FAX TONER	02/07/2018 02/07/2018	1040482-0	Office Supplies
30	05-430-700-4800-6405		422.24	SS-OFFICE WALL PANELS(DF & LP)	02/07/2018 02/07/2018	1040527-0	Office Supplies
32	05-430-700-4800-6405		21.27	AGENCY-PIX HANGER/CHAINED PENS	02/07/2018 02/07/2018	1040545-0	Office Supplies
33	05-430-700-4800-6405		12.34	ADMIN-PRE-INKED STAMP	02/13/2018 02/13/2018	1040697-0	Office Supplies
34	05-430-700-4800-6405		79.92	AGENCY-PENS	02/09/2018 02/09/2018	1040720-0	Office Supplies
36	05-430-700-4800-6405		18.73	AGENCY-PENS	02/26/2018 02/26/2018	1040720-1	Office Supplies
37	05-430-700-4800-6405		6.84	ADMIN-FILE FOLDER(CB)		1040967-0	Office Supplies

# Aitkin County



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
39 05-430-700-4800-6405		26.39	02/15/2018 02/15/2018 SS-RECEIPT BOOKS	1040967-0 Office Supplies
40 05-430-700-4800-6405		10.08	02/15/2018 02/15/2018 AGENCY-POST-ITS & PENS	1040967-0 Office Supplies
42 05-430-700-4800-6405		6.30	02/15/2018 02/15/2018 AGENCY-2 PCKT PORTFOLIOS	1040998-0 Office Supplies
43 05-430-700-4800-6405		14.31	02/16/2018 02/16/2018 AGENCY-ENVELOPE MOISTENER/CLIP	1041160-0 Office Supplies
45 05-430-700-4800-6405		19.67	02/20/2018 02/20/2018 AGENCY-POST-ITS	1041403-0 Office Supplies
47 05-430-700-4800-6405		12.13	02/22/2018 02/22/2018 AGENCY-PAPER PDS	1041542-0 Office Supplies
86235 The Office Shop Inc		3,273.44	02/26/2018 02/26/2018 46 Transactions	
10657 Totalfunds By Hasler				
48 05-430-000-0000-1205		2,000.00	02/21/2018 02/21/2018 POSTAGE	79000110005968 Postage Account
10657 Totalfunds By Hasler		2,000.00	1 Transactions	
Final Total .....		13,435.86	20 Vendors	114 Transactions

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	13,435.86	Health & Human Services	
	All Funds	13,435.86	Total	Approved by, .....
				.....
				.....

# AMRTC & Minnesota Security Hospital-St. Peter Cost Shift Discussion Points

## Summary:

Individuals under civil commitment who have criminal charges pending, who have been determined incompetent and ordered to receive restoration services are placed at either Anoka Metro Regional Treatment Center or Minnesota Security Hospital- St. Peter to undergo competency restoration services. Upon their admission to either program, they are monitored via two tracks:

- One for level of acuity based on mental health stability and
- One for ability to be restored to competency

Individuals meeting level of acuity are funded by state and federal dollars and at higher rate than those who no longer meet level of acuity and are still in need of restoration to competency. (Rates at the different sites may vary.) When an individual's mental health is stable but still needing restoration to competency, the counties are billed at a significantly higher cost of care rate, hence the cost shift to counties.

Discharge to the community occurs once a person's symptoms have stabilized and they have completed the competency restoration services. However, delays occur as placements and funding mechanisms are not readily available to meet the individual's needs. Community providers can be selective in who they accept and are reluctant to take difficult people as there is no longer an effective safety net for people with mental health needs. Crisis services are limited, particularly in rural areas of Minnesota and placing people in independent settings is difficult due to this population having criminal backgrounds and chemical dependency issues.

## Points of Concern:

- The two tracks of evaluation and measurement do not work compatibly with one another. Individuals should remain at a higher level of acuity until **all** services have been completed as they are required to remain inpatient until symptoms have stabilized and they have completed restoration services.
- Once individuals are ready for discharge delays may occur due to lack of resources and community provider's unwillingness to accept challenging people due significantly limited crisis and supportive services available.
- Individuals that are placed in the community generally have an extremely high daily rate to manage their needs which impacts the county's state and federally funded waiver

programs. This is not directly a cost shift to county dollars however is still tax payer dollars that are being accessed.

- The roll out of the competency restoration programming at AMRTC and Minnesota Security Hospital-St. Peter, does not always seem timely and there are concerns over lack of checks and balances regarding timeliness.

## **Possible Solutions:**

- Hiring of the Region V+ Discharge Specialist to assist with coordinating appropriate and timely discharge of regional clients at AMRTC and Minnesota Security Hospital-St. Peter.
- Development of a safety net or crisis services to be available to support providers when individuals are struggling in a new community placement.
- Merging the two track assessment of clients who are placed at Anoka and Minnesota Security Hospital- St. Peter. Acuity remains hospital level until **all** services are completed **or** reduced charges for individuals specifically admitted for stabilization and restoration services.
- Having better checks and balances for individuals placed in the AMRTC and Minnesota Security Hospital-St. Peter to assure appropriate and timely planning is taking place for discharge to the community.
- Development of appropriate community placements for people with mental illness. Currently placements are occurring in corporate foster care settings where people being discharged from Anoka or St. Peter maybe placed with individuals with developmental disabilities or other vulnerable people.
- Look at ways to prevent commitments and placements in Anoka and Minnesota Security Hospital-St. Peter. Support a closer view of the crime being charged and long term effects if crime is charged out. Implement Risk Mitigation strategies to support carefully weighing the charges, risk factors, potential lesser restrictive alternatives, and the potential costs to county and tax payers.

# Cost Shift to Counties when Consumers Do Not Meet Level of Care

**Who is Involved:** Individuals under civil commitment with criminal charges pending, ordered to undergo competency restoration services and Counties.

**What is Causing Financial Impact:** These individuals are monitored on two tracks.

- Mental Health Stability
- Competency Restoration

**Why Cost Increases:** Cost shifts to counties occur at a higher rate when mental health stability is met and competency restoration has not been completed.

**When Increase is Implemented:** Delay in movement through competency restoration completion and difficulty locating adequate and appropriate community placements.

**How Situation can be Improved:** Consistent communication with counties on individual status and implementation of a dual roll out of both processes (Mental Health Stability and Competency Restoration).

**Where Follow Up Support is Received:** Development of appropriate and tolerant community placements for individuals being released from ARMTC and MSOP.



Anoka County Human Service Division  
State Cost Shift to Counties

Aitkin County Health & Humas Services  
State Cost Shifts to Counties

Economic Assistance									Cumulative Total County Share Increase Since Base Year Change	Annual Increased County Share	
			2012	2013	2014	2015	2016	2017			
<b>MNSure</b> - In Oct 2013 in accordance with the Affordable Care Act, the State implemented its health insurance exchange, MNSure. Expansion of MA eligibility and implementation of Mnsure eligibility system caused an increase of MA cases and consequently changed the counties staffing needs. Aitkin County added 2 staff members (1 in 2014 & 1 in 2015)	Expense Increase	Actual Costs:	\$ 324,132	\$ 322,667	\$ 380,904	\$ 427,297	\$ 457,797	\$ 477,735	\$ 445,740	2012 Base Yr	\$ 153,603
		Change from base year:	\$ -	\$ (1,465)	\$ 56,772	\$ 103,165	\$ 133,665	\$ 153,603			
<b>Child Support Enforcement Incentives</b> - In State Fiscal Year (SFY) 2011, the Child Support Enforcement Incentive appropriations were reduced by legislation. In SFY 2012, the appropriations were permanently eliminated through legislation. State incentives continue to be funded with revenue collected from the 2% recovery fee and \$25 federal annual fee.	Revenue Reduction	Actual Revenue:	\$ 33,898	\$ 32,132	\$ 33,527	\$ 38,200	\$ 41,064	\$ 42,780	\$ (18,213)	2012 Base Yr	\$ (8,882)
		Change from base year:	\$ -	\$ 1,766	\$ 371	\$ (4,302)	\$ (7,166)	\$ (8,882)			
			\$ -	\$ 301	\$ 57,143	\$ 98,863	\$ 126,499	\$ 144,721	\$ 427,527		\$ 144,721
Social Services and Behavioral Health			2012	2013	2014	2015	2016	2017			
<b>Regional Treatment Costs</b> - In 2008 legislature changed county share of treatment cost from 10% to 50%. (A delay in implementation from the state caused counties to start recognizing costs in 2010.) The Legislature increased the county share of treatment costs from 50% to 75% in 2013, and to 100% in 2015.	Expense Increase	Actual Costs:	\$ 120,964	\$ 137,857	\$ 163,295	\$ 344,642	\$ 354,386	\$ 250,117	\$ 645,477	2012 Base Yr	\$ 129,153
		Change from base year:	\$ -	\$ 16,893	\$ 42,331	\$ 223,678	\$ 233,422	\$ 129,153			
<b>Out of Home Placement</b> - In 2014 the Department of Human Services directed counties to start screening in a higher number of cases, leading to increased placement numbers. In 2015, Northstar went into effect, raising rates for Kinship Foster Care and Adoption Assistance and greatly expanding the use of Kinship homes. Increased use of Kinship homes led to higher licensing costs and higher OHP costs due to longer stays.	Expense Increase	Actual Costs:	\$ -	\$ 589,421	\$ 703,011	\$ 630,734	\$ 746,084	\$ 723,764	\$ 445,909	2013 Base Yr	\$ 134,343
		Change from base year:	\$ -	\$ -	\$ 113,590	\$ 41,313	\$ 156,663	\$ 134,343			
<b>Long Term Services &amp; Supports</b> - In 2014 MN Legislature instituted a new Comprehensive Assessment process that takes nearly 12 hours per client to complete. Funding was allocated to cover the additional expense at that time.	Revenue Reduction	Actual Revenue:			\$ 152,492	\$ 229,796	\$ 327,622	\$ 345,750	\$ (445,692)	2014 Base yr	\$ (193,258)
		Change from base year:				\$ (77,304)	\$ (175,130)	\$ (193,258)			

Anoka County Human Service Division  
State Cost Shift to Counties

Aitkin County Health & Humas Services  
State Cost Shifts to Counties

								Cumulative Total County Share Increase Since Base Year Change	Annual Increased County Share		
<b>Social Services and Behavioral Health Cont.</b>			<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>			
<b>Adult Mental Health Grant</b> - In 2011 MN Legislative Session reduced the base amount of the grant by 9.67%. This funding was redirected to fund Intensive Residential Treatment Services (IRTS). Subsequent changes have taken money for Housing and Crisis services.	Revenue Reduction	Actual Revenue:	\$ 55,418	\$ 38,228	\$ 22,868	\$ 25,800	\$ 59,954	\$ 55,418	\$ 74,822	2012 Base Year	\$ -
		Change from base year:		\$ 17,190	\$ 32,550	\$ 29,618	\$ (4,536)	\$ -			
<b>Children's Mental Health Combined Grant</b> - In 2013, legislature repealed the Children's Mental Health Targeted Case Management Grant.	Revenue Reduction	Actual Revenue:	\$ 16,786	\$ 17,753	\$ 18,380	\$ 24,162	\$ -	\$ -	\$ 23,635	2012 Base Yr	\$ 16,786
		Change from base year:		\$ (967)	\$ (1,594)	\$ (7,376)	\$ 16,786	\$ 16,786			
			\$ -	\$ 33,116	\$ 186,877	\$ 209,929	\$ 227,205	\$ 87,024	\$ 744,151		\$ 87,024
<b>Community Health &amp; Environmental Services</b>			<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>			
<b>Maternal Child Health</b> - The federal Title V MCH Block Grant is funding to address concerns for the children and adolescents; children and youth with special health care needs; and pregnant women, mothers, and infants. The allocations to the Counties was reduced by \$465,000 for CY2017 & CY2018.	Federal Revenue Reduction	Actual Revenue:	\$ 22,819	\$ 22,859	\$ 19,826	\$ 25,000	\$ 25,000	\$ 23,201	\$ (382)	2012 Base yr	\$ (382)
		Change from base year:		\$ (40)	\$ 2,993	\$ (2,181)	\$ (2,181)	\$ (382)			
<b>Public Health Emergency Preparedness</b> - The Office of Emergency Preparedness (OEP) oversees emergency preparedness and response funding to local health departments, tribal agencies, and healthcare organizations as they develop plans and protocols for responding to public health threats.	Federal Revenue Reduction	Actual Revenue:		\$ 20,000	\$ 19,000	\$ 23,000	\$ 23,268	\$ 24,559	\$ (4,559)	2013 Base yr	\$ (4,559)
		Change from base year:			\$ 1,000	\$ (3,000)	\$ (3,268)	\$ (4,559)			
			\$ 24,831	\$ 44,832	\$ 44,833	\$ 44,834	\$ (5,449)	\$ (4,941)	\$ (4,941)		\$ (4,941)
			\$ 24,831	\$ 78,249	\$ 288,853	\$ 353,626	\$ 348,255	\$ 226,804	\$ 1,166,737		\$ 226,804



# 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

## AITKIN COUNTY HEALTH & HUMAN SERVICES ADVISORY COMMITTEE

### *Meeting Minutes*

*February 7, 2018*

**Committee Members Present:**

Robert Marcum  
Jon Moen  
Joy Janzen  
Joell Miranda  
Penny Olson  
Kevin Insley  
Beverly Mensing  
Kari Paulsen  
Maureen Mishler  
Marlene Abear  
Roberta Elvecrog

Commissioner Bill Pratt  
Commissioner Mark Wedel

**Others Present:**

Joel Hoppe

**Guests:**

Cynthia Bennett, Director, ACH&HS  
Shawn Speed, Clerk to the Committee

**Absent:**

Kristine Layne  
Carole Holten

**I. Call to Order**

- a. Robert called to order the regular meeting of the Aitkin County Health & Human Services Advisory Committee at 3:31pm on March 7, 2018 at Aitkin County Health & Humans Services in the large conference room.

**II. Approval of March 7, 2018 Agenda**

- a. Beverly moved to approve the agenda, Commissioner Pratt seconded the move to approve the agenda as presented, all members voting yes to approve the March 7, 2018 agenda.

**III. Approval of minutes from February 7, 2018 meeting**

- a. Joy moved to approve the minutes, Beverly seconded the move, all members voting yes to approve the February 7, 2018 minutes.

**IV. Committee Member Input / Updates – Must be informational in nature, relative to Aitkin County Health & Human Services and not exceed five minutes per person.**

- a. There were no comments from members.

**V. New Member Introductions**

- a. Maureen Mishler, new member for District 5, introduced herself to the members.
  - i. She is the Executive Director for Aitkin County CARE.

**VI. Legislative Update – Cynthia Bennett**

- a. Cynthia talked about all of the legislative items, see Legislative Policy Priorities and Building a Better Continuum of Care attachments.

**VII. Community Meal – McGregor**

- a. Roberta talked about the upcoming community meal in McGregor that the Advisory board is signed up to serve at on March 21 at the McGregor Community Center.

**VIII. Comments:**

- a. Feedback from the HHS Board Meeting – Joy and Carole – February 27, 2018
  - i. Joy talked about what went on at the Board meeting, minutes of that meeting are attached.
- b. Committee Members scheduled to attend upcoming HHS Board meetings in 2018:

<b>March 27</b>	Marlene Abear	Kari Paulsen
<b>April 24</b>	Kristine Layne	Joell Miranda
<b>May 22</b>	Beverly Mensing	_____
<b>June 26</b>	Kevin Insley	_____
<b>July 24</b>	_____	_____
<b>August 28</b>	Bob Marcum	_____
<b>September 25</b>	Carole Holten	_____
<b>October 23</b>	Jon Moen	_____
<b>November 27</b>	_____	_____
<b>December 18</b>	Bob Marcum	_____

## **IX. Adjournment**

- a. Motion by Maureen to adjourn the meeting, seconded by Beverly, all members voting yes to adjourn the meeting at 4:32pm.

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Robert Marcum, Chairperson

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Shawn Speed, Clerk to the ACH&HS Advisory Board

The following documents were included in the packet of information sent to the members for review prior to the meeting or distributed at the meeting:

- Copy of the agenda for the March 7, 2018 meeting.
- Copy of the minutes from the February 7, 2018 meeting.
- Copy of the February 27, 2018 H&HS Board meeting minutes.
- Copy of the 2018 Legislative Policy Priorities.
- Copy of the Building a Better Continuum of Care Pamphlet.

**CONTRACT NO.**

**PURCHASE OF SERVICE AGREEMENT**

THIS AGREEMENT, by and between **AITKIN COUNTY BOARD OF COMMISSIONERS**, 204 First Street NW, Aitkin, Minnesota 56431 (hereinafter referred to as "Board"), and the **NORTHEAST MINNESOTA OFFICE OF JOB TRAINING**, PO Box 1028, 820 North 9th Street, Virginia, Minnesota 55792 (hereinafter referred to as "Provider"), for the period January 1, 2018 to December 31, 2018.

**WITNESSETH:**

WHEREAS, Funds have been made available to the Board from the Minnesota Department of Human Services for the purpose of providing **MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) EMPLOYMENT AND TRAINING SERVICES (BRASS 237X)** under Minnesota Statute 256J.50 and PL 104-193 and **DIVERSIONARY WORK PROGRAM SERVICES (DWP) (BRASS 212X)** under Minnesota Statute 256J.95; and

WHEREAS, the Provider is qualified in accordance with State and Federal standards to provide Employment and Training Services; and

WHEREAS, the Board wishes to purchase MFIP Employment and Training and DWP services from the Provider.

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Board and Provider agree as follows:

I. Services to be provided

A. **MFIP Program:**

- Orientation
- Employability Services Overview
- Initial Assessment
- Job Support Plan
- Secondary Assessment
- Employment Plan
- Job Readiness
- Job Placement
- On The Job Training
- Coordination/Referral
- Grant Diversion Services
- Community Work Experience Program (including procedures for implementing the Injury Protection Program (IPP), as described in Exhibit A (MFIP))
- Functional Work Literacy Training

**B. Diversionary Work Program (DWP):**

Employment Services (ES) providers must meet with DWP job seekers that are referred to ES within ten days of the DWP participant's referral to ES.

The ES provider and job seekers must complete an initial employment plan within this ten days.

The ES provider must notify the county financial worker (FW) within one day that the employment plan has been completed.

The ES provider administers a work focused DWP-ES program with employment as the primary goal of the program.

The ES provider should complete employment plans that are based on a job seeker's strengths.

The ES provider should have, to the extent possible, a structured job search component that is intensive (i.e. full time) and mirrors work place behavior (expects job seekers to arrive on a timely basis, dress appropriately, complete assignments, etc.)

When appropriate, a job seeker's employment plan should address non-work issues such as securing housing or child care, plus any health or disability issues, which would delay or prevent the job seekers from being fully engaged in work activities.

The ES provider monitors job seeker participation and progress and apply sanctions (which result in disqualification from DWP when appropriate.

C. Provider agrees to place minor caregivers into dual-enrollment, when appropriate, working with a Social Worker in development of the Education Plan.

**D. Family Stabilization Services (FSS):**

Case management of FSS shall be the responsibility of ES providers and the regional Integrated Services Project (ISP) shall serve as the primary referral source. Job counselors shall conduct assessments on each intake, as is already done with all MFIP clients, and shall maintain monthly contact with FSS clients from then on. Ongoing communication between financial workers, job counselors, and ISP advocates shall be required. The employment plan developed by the job counselor for FSS clients shall include assessment of strengths and barriers, identification of specific family circumstances that impact the plan, employment goals, when appropriate, appropriateness of referral to the ISP project, and identification of services, supports, education, training, and accommodations, as appropriate; the plan shall be reviewed by job counselors every six (6) months to determine the need for additions, deletions, or revisions.

E. **Services will be provided by:** Northeast Minnesota Office of Job Training

820 N. 9th Street - Suite 240  
Virginia, MN 55792

II. Payment and Delivery of Services

- A. The Board and Provider agree to monitor utilization and expenditures on a monthly basis. If expenditures are substantially above or below projection, Board and Provider may consider modifications to the specified rates of payment.
- B. The Board and Provider agree that total expenditures under this agreement combined with expenditures made to other Employment and Training Providers for the same services, may not exceed the total County allocation of \$125,224.00 in State and Federal funds made to the Board for this purpose.

III. Eligibility for Services

- A. Determination of eligibility shall be completed in accordance with procedures outlined in Exhibit A.
- B. Any change in eligibility will initiate a notice by either the Board or the Provider within 30 days to the other party; the participant will remain eligible for the Provider's services for six (6) months after termination from MFIP.
- C. Eligibility categories: MFIP registrants are defined as persons who have applied for MFIP services and payments, and who have been determined eligible by the Board for those services and payments.

IV. Payment Process

- A. The Board's obligation to make payment hereunder is subject to review by the Aitkin County Health and Human Service Department to insure that payment is for a referred individual and has not previously been made. Said review shall be the final determination of Board's payment obligation. Nothing herein shall limit the rights of either party to collect from the other any sums improperly paid or improperly withheld.
- B. Payment for MFIP services provided shall be made according to procedures outlined in Exhibit A.
- C. Board's obligation to make payment for MFIP services hereunder is subject to audit by Board or its duly authorized designee and said audit shall be the final determination of Board's payment obligation.
- D. Provider will promptly reimburse to Board any payments for MFIP received in excess of required payments hereunder.



- E. For MFIP, Board shall not be obligated to honor claims for, nor shall Provider claim for, any services furnished or costs incurred by Provider which are not specifically provided for hereunder or requested by Board in writing during the term of this Agreement.

V. Audit and Record Disclosure

The Provider shall provide the Board with the reports and comply with the audit and record requirements specified in Exhibit A under Audit and Record Disclosures.

VI. Safeguard of Client Information

- A. The use or disclosure by any party or of any private information concerning a client in a violation of any rule of confidentiality or for any purpose not directly connected with the administration of the Board's or the Provider's responsibility with respect to the Purchased Services is prohibited without the written consent of the client or responsible parent or guardian.
- B. Provider agrees to comply in all respects with the Minnesota Government Data Practices Act, Minn. Stat. Section 13.01-.48, and Provider further agrees to comply with any requests of Board which are necessitated by Board's obligations under said Act.
- C. HIPAA COMPLIANCE

The parties agree to comply with all respects with the Health Insurance Portability and Accountability Act, Public Law 104-191 (HIPAA), and all rules, regulations and controls affected or promulgated pursuant thereto. The parties agree that as HIPAA and its rules and interpretations become effective, the parties shall execute amendments hereto, provide written assurances, implement policies and procedures, or take whatever other actions are necessary to comply with HIPAA. Should a party fail or refuse to honor its obligations pursuant to this section, the other party may terminate this Agreement with thirty (30) days written notice.

VII. Fair Hearing Appeal

Any determination, action, or inaction on the part of the Board relating to an individual's participation in the program is subject to the notice and hearing procedures in Minn. Stat. 256.045 and 268.86.

VIII. Equal Employment Opportunity and Civil Rights Clause

Provider agrees to comply with the Civil Rights Act of 1964, Executive Order No. 11246 as amended, the Minnesota Human Rights Act, and all applicable Federal and State laws, rules, regulations and orders prohibiting discrimination in employment, facilities and services. Provider shall not discriminate in employment, facilities and in the rendering of purchased services hereunder on the basis of race, color, religion, age, sex, disability, marital status, public assistance status, creed or national origin.

IX. Rehabilitation Act Clause

The Provider agrees to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) and all requirements imposed by the applicable HHS regulation (45 CFR Part 84), and all guidelines and interpretations issued pursuant thereto.

X. Bonding, Indemnity and Insurance Clause

- A. **BONDING:** The Provider will obtain and maintain at all times during the term of this Agreement, a fidelity bond covering the activities of its personnel authorized to receive or distribute monies in the amount of \$50,000.
- B. **INDEMNITY:** The Provider agrees it shall defend, indemnify and hold harmless the Board, its officers and employees against any and all liability, loss, costs, damages and expenses that the Board, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Provider's performance or failure to adequately perform its obligations pursuant to this Purchase of Service Agreement.
- C. **INSURANCE:** The following insurance must be maintained for the duration of this Agreement. A Certificate of Insurance for each policy must be on file with the Aitkin County Health and Human Services Department within ten (10) days of execution of this contract and before commencement of any work under this contract. Each certificate must include a thirty (30) day notice of cancellation, non-renewal, or material change to all named and additional insured's.

All insurance policies will be open to inspection by the Board, and copies of policies will be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

(1) General Liability Insurance

- (a) **\$500,000** for claims for wrongful death and each Person for other claims  
**\$1,500,000** Each Occurrence  
Claims outside the scope of M.S. 466 \$2,000,000 per claim.
- (b) Policy shall include at least premise, operations, completed operations, independent contractors and subcontractors, and contractual liability.
- (c) Aitkin County must be named additional insured.

(2) Business Automobile Liability Insurance

- (a) **\$500,000** Each Person  
**\$1,500,000** Each Occurrence  
Claims outside the scope of M.S. 466, \$2,000,000 per claim.

(b) Must cover owned, non-owned and hired vehicles

(3) Workers' Compensation Per Statutory Requirements

D. NONCOMPLIANCE: The Board reserves the right to rescind any contract not in compliance with these requirements and retains all right thereafter to pursue any legal remedies against Provider.

XI. Maintenance of Effort and Expansion of Services

Provider hereby certifies that the Federal funds to be used under this Agreement do not replace or supplant in any way State or local funds. Provider certifies that the amount to be expended in this Agreement results in increased expenditures by the Provider for services of the type being purchased to individuals of the type included under the Agreement.

XII. Conditions of the Parties' Obligations

- A. It is understood and agreed that in the event the reimbursement by the Board from State and Federal sources is not obtained and continued at an aggregate level sufficient to allow for the continued grant, the obligations of each party hereunder shall thereupon be terminated.
- B. Board may at any time evaluate the performance of Provider in regard to the terms of this Agreement to determine whether such performance merits continuation of this Agreement.
- C. Any alterations, variations, modifications or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
- D. In the event of a revision in Federal regulations which might make this Agreement ineligible for Federal financial participation, all parties will review this Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.
- E. Provider agrees to cooperate fully with Board and its designated representatives in the development and implementation of Provider's services. Evaluative data collected will be used by Board in its funding decisions and shall be shared with Provider and community.
- F. Provider agrees that in any reports, news releases, public service announcements or publications regarding Provider's program, Board will be identified as a funding source.

XIII. Subcontracting and Assignment

Provider may enter into subcontracts for the performance of any of the responsibilities contemplated under this Agreement, subject to the approval of the Board. All subcontracts shall be subject to the legal, fiscal

and programmatic requirements of this contract. Provider shall continue to be responsible for the performance of the obligations of this Agreement, despite any subcontract.

XIV. Independent Contractor

Provider is an independent contractor and not an employee or agent of Board. No statement contained in this Agreement shall be construed so as to find Provider to be an employee or agent of Board. Provider, its officers, employees and agents shall be entitled to none of the rights, privileges or benefits of Board employees. Nothing contained herein is intended nor shall be construed as constituting Provider, its officers, employees or agents as the agent, representative or employee of Board for any purpose or in any manner, whatsoever.

XV. Cancellation, Default and Remedy

- A. This Agreement shall continue in effect until terminated by either party without cause, with 30 days advance, written notice delivered to the other party, served on the Director of Aitkin County Health and Human Services, 204 First Street NW, Aitkin, Minnesota 56431 on behalf of the Board; and on the Director of Northeast Minnesota Office of Job Training, 820 North 9th Street, PO Box 1028, Virginia, Minnesota 55792 on behalf of Provider.
- B. In the event of default by either party, the non-defaulting party may cancel this Agreement immediately by sending written notice of cancellation to the defaulting party at its principal business address, notwithstanding the provisions of Paragraph 15a above. The failure of the defaulting party, including the failure of any employee of the defaulting party, to abide by any of the terms, conditions or requirements expressed in this Agreement shall constitute a default if not corrected within ten (10) days of receipt of written notice of deficiency from Board.
- C. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of Board upon resolution of Board.

XVI. Single Instrument, Legality

- A. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Provider and Board relating to the subject matter hereof.
- B. The provisions of this Agreement are severable. If a court of law holds any paragraph, section, subdivision, sentence, clause or phrase of this Agreement to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such ruling shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, the parties shall immediately meet to negotiate a revised Agreement which does not violate the above-referenced ruling.

IN WITNESS WHEREOF, Board and Provider agree that this contract is effective from January 1, 2018 to December 31, 2018.

PROVIDER  
NORTHEAST MN OFFICE OF JOB TRAINING

AITKIN COUNTY BOARD  
OF COMMISSIONERS

Kevin Adee  
Chairman - Board of Directors

\_\_\_\_\_  
Chairperson

Kevin Adee  
Printed Name of Signer

Date: \_\_\_\_\_

Date: 2-21-18

AITKIN COUNTY HEALTH & HUMAN  
SERVICES DEPARTMENT

Michelle Ufford  
Executive Director

Cynthia Bennett  
Cynthia Bennett, Director

Michelle Ufford  
Printed Name of Signer

Date: 3-12-18

Date: 2-21-18

Approved as to form and execution:

\_\_\_\_\_  
James Ratz  
Aitkin County Attorney

Date: \_\_\_\_\_

## IMPLEMENTATION PROCEDURES

### I. Methods of Determining Eligibility

- A. The participant has the responsibility of requesting and obtaining eligibility determination from the Aitkin County Health and Human Services Department before utilizing the services.
- B. The Aitkin County Health and Human Services Department shall determine MFIP eligibility in accordance with applicable Federal and State law.
- C. The Aitkin County Health and Human Services Department shall decide the eligibility of a participant within thirty (30) days of application for eligibility determination. The participant shall be notified of his/her eligibility status and will be referred to the Provider within the said thirty (30) day time period.
- D. Provider has the responsibility to confirm that a participant is eligible to receive service prior to providing service. Board will not be responsible for services provided to clients prior to eligibility determination.

### II. Method of Payment Authorization

- A. The Provider agrees that all MFIP Services monies, including Community Work Experience Program (CWEP), Grant Diversion and On-The-Job Training, received under this contract shall be expended to provide services as specified in Exhibit B.

The Provider shall submit on or before the 10th working day of the month for the previous month an invoice listing;

- B. MFIP Program outcomes achieved, as specified in paragraph 2 of the contract;
  - 1. Number of persons achieving each outcome;
  - 2. Rate per outcome; and

Provider shall include a listing of MFIP participants served and employment status.

The Board agrees to pay within thirty (30) days of receipt of these reports.

- C. Allowable program components are:
  - 1. Orientation - stating the need for immediate employment; rights, responsibilities, and obligations

2. Employment Overview - work focus of MFIP; job search resources; financial program review
3. Initial Assessment - assess the job seeker's ability to obtain and retain employment
4. Job Support Plan - specify job search activities
5. Secondary Assessment - completed for participants who have barriers to employment
6. Employment Plan - participant's overall employment goal and steps needed to achieve the goal
7. Job Readiness Activities - help participants be familiar with general work place expectations
8. Job placement - job development and job placement activities by Provider
9. On-the-Job Training - agreement with Provider and employer for client training needed for employment
10. Grant Diversion - provides subsidies to employers as an incentive to hire participants
11. Community Work Experience (CWEP) - enhance participant's employability through meaningful work experience
12. Educational Activity - specific to the needs of the participant. This includes:
  - a. High school, GED classes
  - b. Basic and remedial education that will provide a person with a basic literacy level in order to fulfill an employment goal (basic education is instruction to provide these educational skills for the first time; remedial education involves repetition of such instruction previously given to the participant); and
  - c. Education in English proficiency for a person who is not sufficiently competent to speak, read, or write the English language to allow employment commensurate with his/her employability goal.
  - d. Post-secondary education – only on a very limited basis and with specific supporting documentation. Any education plan more than 12 months needs approval by the County agency.

C. The following types of expenditures are explicitly recognized as administrative costs for MFIP Services, Community Work Experience Program, AFDC Grant Diversion and On-the-Job Training (administrative costs shall not exceed 7.5% of the total cost):

All other administrative costs, including overhead expenditures, subsystem costs, personnel costs (salaries and benefits) for staff not directly providing component services to participants (such as second-line supervisors and above), personnel administration costs, costs for processing and managing the Injury Protection Program (IPP) including investigations, medical reports or evaluations and all other indirect costs;

- D. Provider shall submit a monthly invoice to Board by the 10th day of each month listing the number of MFIP participants in each service category as specified in 2 A, B, C, and D of the contract. Provider also will submit a listing of the names of each MFIP participant by service category.
- E. Provider shall submit a quarterly report to Board listing client related expenditures broken down as follows:
  - 1. Client education
  - 2. Transportation
  - 3. Employment related
  - 4. Other
- F. Provider agrees to provide additional statistical reports to Board, or its representatives, as needed and/or requested.

### III. Audit and Record Disclosure

- A. Provider agrees that all monies received under this contract shall be expended for the services specified in the contract.
- B. Provider agrees to submit to Board the information required to fulfill the terms of this Agreement and the information required by State law or policy.
- C. Provider agrees to allow personnel of the Board and Aitkin County Health and Human Services Department, the State Auditor and, if appropriate, the Minnesota Department of Economic Security, access to Provider's records at reasonable hours in order to exercise their right to audit Provider's records and to monitor services.
- D. Provider agrees to maintain records at Provider's offices for six (6) years for audit purposes. Provider agrees to keep complete books and records according to generally accepted accounting principles which shall fully document receipt and expenditure of the payments received hereunder. Provider shall also keep such books and records as are required by Board to fulfill Board's reporting responsibility to the County, State and Federal governments.



- E. Provider shall have an independent audit completed that complies with the requirements of OMB Circular A-133. The audit report shall be forwarded to Board within 30 days following its completion.

IV. Compliance with Injury Protection Program (IPP) Requirements

The contracted agency agrees to comply with Minnesota Statutes 2003, 256J.68 injury protection for work experience participants. The contracted agency shall perform all tasks necessary to implement IPP activities that relate to work site injury and subsequent referral of an injured participant to a medical provider for treatment of a possible work related injury or condition. The contracted agency shall also conduct activities necessary to properly process and submit an IPP claim. All IPP claims, medical provider bills, required forms and supporting documentation shall be forwarded to the county agency. Prior to assigning a participant to an unpaid work experience work site, the contracted agency will ensure that: the program participant will receive appropriate safety training and information required for this position and; and the work site is in compliance with Occupational Safety and Health Administration (OSHA) and the Minnesota Department of Labor and Industry Safety Standards.

The Provider shall be responsible for the following preparatory and front-end tasks required as part of the IPP process for the CWEP program:

- A. Provider will complete the following forms and route to all appropriate agencies, as specified by DHS and the County:
  - \* Participation Information and Medical Release Authorization
  - \* First Report of Injury
  - \* Participant Medical Referral and Medical Care Provider Information Letter
  - \* Participant Injury Status Report
  - \* Participant Claim Form
- B. Provider shall be responsible for providing participant safety training and information to all CWEP participants.
- C. Provider shall be responsible for work site safety standard compliance check based on OSHA requirements for all CWEP work sites.

## METHOD OF SERVICE DELIVERY

### **MFIP EMPLOYMENT SERVICES**

The overall objective of MFIP Employment Services is to move MFIP families toward long term economic self-sufficiency by utilizing the most direct path to unsubsidized employment.

The Provider of MFIP Services must be certified by the Minnesota Department of Jobs and Training as an Employment and Training Service Provider (ETSP) for the duration of this contract.

The general sequence of events in MFIP Employment Services are the following:

- \* County Health and Human Services determines eligibility for MFIP
- \* The Department provides the job seeker with an orientation which includes MFIP program requirements
- \* The client is referred to an employment overview and selects a provider
- \* The job seeker has initial assessment and initial employability determination completed
- \* The provider/client complete job support plan with 8-week job search
- \* A secondary assessment is completed if the above plan is not successful
- \* An employment plan with steps to achieve the goal is negotiated

**ORIENTATION:** this shall state the need for immediate employment; work incentives; mandate to participate; consequences for failure to comply; rights, responsibilities, obligations; services available.

**EMPLOYMENT OVERVIEW:** urgency and opportunity of obtaining employment; work focus on MFIP; limited use of training; CTC; Child Care; transitional year child care and Medical.

**INITIAL ASSESSMENT:** review participants ability to obtain and retain employment; education level; prior employment; ability to communicate in the English language; refresher courses needed.

**JOB SUPPORT PLAN:** specify job search activities; requirement to accept suitable offers of employment; supervision by the provider.

**SECONDARY ASSESSMENT:** completed for those job seekers who have barriers to employment that shall not be overcome by job search and related support activities.

**EMPLOYMENT PLAN:** includes the employment goal; activities and time frame necessary to achieve the goal; outline activity for continued job search, ESL, GED, work experience, OJT short term training. All post secondary education plans need to be approved by the County.

**JOB READINESS:** activities that help prepare job seekers for work by assuring that they are familiar with general workplace expectations and exhibit work behavior/attitudes to compete in the labor market.

**JOB PLACEMENT:** job development and placement activities by Provider to solicit unsubsidized job openings from public or private employers, to discover such job openings, market job seekers, secure job interviews for job seekers.

**ON-THE-JOB TRAINING:** permits voluntary participation by MFIP recipients. Payments are made to employers for ongoing job training costs that, during the period of training, must not exceed 50% of the wages paid by the employer to the participant. The payments are deemed to be in compensation for the extra-ordinary costs associated with the lower productivity of the participant during training.

The length of the training will be limited based upon the complexity of the job, and the recipients previous work experience and training. The employer agrees to retain the individual through the training period and beyond into unsubsidized employment.

**COMMUNITY WORK EXPERIENCE PROGRAM (CWEP):** helps participants achieve self-sufficiency by enhancing their employability through meaningful work experience and development of job search skills. CWEP placements will be used in conjunction with skills training, job search, job readiness.

Employment counselors will assist the placement and monitor the job seeker's progress at each location. Work sites developed under this section are limited to projects that serve a useful public service such as: health, social service, environmental protection, education, urban and rural development, and redevelopment, welfare, recreation, public facilities, public safety, community service, service to aged or disabled citizens, and child care. To the extent possible, prior training and experience of a recipient must be used in making appropriate work experience assignments.

**GRANT DIVERSION:** uses the MFIP Grant to provide wage subsidies to employers as an incentive to hire MFIP recipients. Grant Diversion is one of the optional Employment and Training services. Priority shall be given to employers who offer permanent full-time employment positions in the private, non-profit or public sector and who agree to hire individuals beyond the period of subsidized employment.

**COORDINATION:** Employment counselors shall coordinate with, and refer job seekers to, other community agencies or groups for training, social and support services, including, but not limited to other partners of the Workforce Centers.

These services shall be provided in a manner that complies with the Employment and Training Program Sections of the current Local Service Unit Plan for Aitkin County and State Policy as specified in relevant DHS/DES Instructional Bulletins.

## **SCOPE OF SERVICES**

The Contractor shall provide all Services in accordance with all applicable federal and state laws, statutes, regulations, and guidelines. These include the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Deficit Reduction Act of 2005, and Minnesota Statutes Chapter 256J. In the event that these laws, statutes, regulations or guidelines are amended at any time during the Term of this Agreement, or any extensions or renewals, the Contractor shall comply with such amended laws, statutes, regulations, or guidelines.

The Contractor is responsible for all technical assistance necessary to maintain all software and hardware used to provide the Purchased Services under this Agreement, including virus protection and firewalls.

The Contractor will designate one staff as an Employment Services security liaison who will coordinate with the County MAXIS security liaison to request approval or termination of inquiry access to the MAXIS system ("MAXIS").

The Contractor will designate up to two staff in each service location as Data Specialists that will have inquiry access to MAXIS.

The Contractor will ensure all staff with inquiry access to MAXIS complete annual HIPAA training, and any other necessary training identified by the County.

### **Information Privacy and Security.**

**Information Covered by this Provision.** In carrying out its duties, NEMOJT will be handling one or more types of private information, collectively referred to as "protected information," concerning individual DHS clients. "Protected information," for purposes of this Agreement, may include any or all of the following:

- Private data (as defined in Minnesota Statutes § 13.02, subd. 12), confidential data (as defined in Minn. Stat. § 13.02, subd. 3), welfare data (as governed by Minn. Stat. § 13.46), medical data (as governed by Minn. Stat. § 13.384), and other non-public data governed by other sections in the Minnesota Government Data Practices Act (MGDPA), Minn. Stats. Chapter 13;
- Health records (as governed by the Minnesota Health Records Act [Minn. Stat. §§ 144.291-144.298]);
- Chemical health records (as governed by 42 U.S.C. § 290dd-2 and 42 C.F.R. § 2.1 to § 2.67);
- Protected health information ("PHI") (as defined in and governed by the Health Insurance Portability Accountability Act ["HIPAA"], 45 C.F.R. § 160.103);
- Electronic Health Records (as governed by Health Information Technology for Economic and Clinical Health Act (HITECH), 42 USC 201 note, 42 USC 17921(5)); and

- Other data subject to applicable state and federal statutes, rules, and regulations affecting the collection, storage, use, or dissemination of private or confidential information.

**Duties Relating to Protection of Information.**

- (a) Duty to ensure proper handling of information. NEMOJT shall be responsible for ensuring proper handling and safeguarding by its employees, subcontractors, and authorized agents of protected information collected, created, used, maintained, or disclosed on behalf of DHS. This responsibility includes ensuring that employees and agents comply with and are properly trained regarding, as applicable, the laws listed above in paragraph X.X.
- (b) Minimum necessary access to information. NEMOJT shall comply with the “minimum necessary” access and disclosure rule set forth in the HIPAA and the MGDPA. The collection, creation, use, maintenance, and disclosure of protected information shall be limited to “that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.” See, respectively, 45 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.
- (c) Information Requests. Unless provided for otherwise in this Agreement, if NEMOJT receives a request to release the information referred to in this Clause, NEMOJT must immediately notify DHS. DHS will give NEMOJT instructions concerning the release of the data to the requesting party before the data is released.

**Use of Information. NEMOJT shall:**

- Not use or further disclose protected information created, collected, received, stored, used, maintained, or disseminated in the course or performance of this Agreement other than as permitted or required by this Agreement or as required by law, either during the period of this Agreement or hereafter.
  - Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the protected information by its employees, subcontractors and agents other than as provided for by this Agreement. This includes, but is not limited to, having implemented administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any electronic protected health information at rest and in transit that it creates, receives, maintains, or transmits on behalf of DHS.
- (a) Report to DHS any privacy or security incident regarding the information of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410. For purposes of this Agreement, “Security incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. “Privacy incident” means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure

of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to DHS not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the PHI used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as DHS may reasonably request.

- (b) Consistent with this Agreement, and in accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any agents (including contractors and subcontractors), analysts, and others that create, receive, maintain, or transmit protected health information on behalf of the business associate, enter into a business associate agreement with any subcontractors to agree in writing to be bound by the same restrictions, conditions, and requirements that apply to it with respect to such information.
- Document such disclosures of PHI and information related to such disclosures as would be required for DHS to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.
  - Mitigate, to the extent practicable, any harmful effects known to it of a use, disclosure, or breach of security with respect to protected information by it in violation of this Agreement.
  - In accordance with HIPAA, upon obtaining knowledge of a breach or violation by a subcontractor, take appropriate steps to cure the breach or end the violation, and if such steps are unsuccessful, terminate the agreement.
  - Not use or disclose PHI in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by DHS.

**Additional Business Associate Duties.** To the extent NEMOJT handles PHI in order to provide health care-related administrative services on behalf of DHS and is a “Business Associate” of DHS as defined by HIPAA, NEMOJT further agrees to:

- (a) Make available PHI in accordance with 45 C.F.R. § 164.524.
- (b) Make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 C.F.R. § 164.526.
- (c) Comply with the limited disclosure rules set forth in the HITECH Act, HIPAA, and the MGDPA. To the extent possible, disclosures should be in a limited data set, which is largely information with the patients’ identifying information removed, “to the extent practicable.” Pertinent identifiers include, name and social security number; street address, e-mail address, telephone and fax numbers; certificate/license numbers; vehicle identifiers and serial numbers;

URLs and IP addresses; full face photos and any other comparable images; or medical record numbers, health plan beneficiary numbers, and other account numbers. If a limited data set is not feasible, or does not meet the use or disclosure, minimum necessary should be applied. The collection, creation, use, maintenance, and disclosure of protected information shall be limited to "that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government." See, respectively, 45 C.F.R. §§ 164.514, 45 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.

- (d) Make its internal practices, books, records, policies, procedures, and documentation relating to the use, disclosure, and/or security of PHI available to DHS and/or the Secretary of the United States Department of Health and Human Services (HHS) for purposes of determining compliance with the Privacy Rule and Security Standards, subject to attorney-client and other applicable legal privileges.
- (e) Comply with any and all other applicable provisions of the HIPAA Privacy Rule, Administrative, and Security Standards, including future amendments thereto. Develop written policies and procedures for safeguarding and securing PHI and complying with HIPAA and the HITECH Act, and other privacy laws. Designate a privacy official to be responsible for the development and implementation of its policies and procedures as required by 45 C.F.R. Part 164, Subpart E.
- (f) To the extent XXX is to carry out one or more of DHS' obligation(s) under Subpart E of 45 C.F.R. Part 164, comply with the requirements of Subpart E that apply to DHS in the performance of such obligation(s).

**DHS Use of Information. DHS shall:**

- (a) Only release information which it is authorized by law or regulation to share with NEMOJT.
- (b) Obtain any required consents, authorizations, or other permissions that may be necessary for it to share information with NEMOJT.
- (c) Notify NEMOJT of limitations, restrictions, changes, or revocation of permission by an individual to use or disclose protected information, to the extent that such limitations, restrictions, changes or revocation may affect NEMOJT's use or disclosure of protected information.
- (d) Not request NEMOJT to use or disclose protected information in any manner that would not be permitted under law if done by DHS.

**Disposition of Data upon Completion, Expiration, or Agreement Termination.** Upon completion, expiration, or termination of this Agreement, NEMOJT will return to DHS or destroy all protected information received or created on behalf of DHS for purposes associated with this Agreement. A written certification of destruction or return to Authorized Representative listed in 5.1 is required. XXX will retain no copies of such protected information, provided that if both parties agree that such return or destruction is not feasible, or if NEMOJT is required by the applicable regulation, rule or statutory

retention schedule to retain beyond the life of this Agreement, NEMOJT will extend the protections of this Agreement to the protected information and refrain from further use or disclosure of such information, except for those purposes that make return or destruction infeasible, for as long as NEMOJT maintains the information. Additional information for destruction and handling is available in the DHS Information Security Policy, Policy numbers 3.7, and 2.19, found at <http://edocs.dhs.state.mn.us/lfservlet/legacy/DHS-4683-ENG>.

**Sanctions.** In addition to acknowledging and accepting the terms set forth in Clause 8, "Liability." Relating to liability, the parties acknowledge that violation of the laws and protections described above could result in limitations being placed on future access to protected information, in investigation and imposition of sanctions by the U.S. Department of Health and Human Services, Office for Civil Rights, and/or in civil and criminal penalties.



# Consolidated MFIP Support Services Grant 2018 Allocation

**Allocation:** 200,448                      **Admin Limit:** 15,034

**BONUS:** -

**MFIP Employment Services:**

	<b>Original</b>
12 Month Allocation	100,000.00
Administration	15,000.00
	115,000.00

Per Service Provider 57,500.00

**Qtrly Payments per Provider=**  
**14,375.00**

**DWP Employment Services:**

12 Month Allocation 20,448.00

Per Service Provider 10,224.00

**Qtrly Payments per Provider=**  
**2,556.00**

**Crisis:**

12 Month Allocation	25,000.00
plus Bonus	-

**County Administration:**

12 Month Allocation 40,000.00

200,448.00

## **PURCHASE OF SERVICE AGREEMENT**

The **Aitkin County Health & Human Services**, 204 – 1<sup>st</sup> Street NW, Aitkin, Minnesota 56431, hereafter referred to as the Department and **Compass Counseling Partners**, 25282 Hazelwood Drive, Nisswa, MN 56468, hereafter referred to as Contractor; enter into this agreement for the period from **January 1, 2018, to December 31, 2018**.

WHEREAS, Minnesota Statutes, section 245.461 to 245.486 and 245.487 to 245.4888 establishes the Comprehensive Adult Mental Health Act and the Comprehensive Children's Mental Health Act; and

WHEREAS, the Department is required to provide Mental Health services in accordance with the Comprehensive Mental Health Act and the Comprehensive Children's Mental Health Act; and

WHEREAS, the Department pursuant to Minnesota statutes, section 373.01, 373.02, 245.465(4), and 256E.08 wishes to purchase mental health services from multi-disciplinary service Contractor; and

WHEREAS, the Contractor is an autonomous mental health provider in private practice, and in multiple disciplines and is qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Department and Contractor agree as follows:

### **I SERVICES TO BE PROVIDED OR PURCHASED**

The Department agrees to purchase and the Contractor agrees to furnish services as listed in Attachment A.

Psychological evaluations and tests ordered by the court system will be subject to review by the Department to determine whether said evaluations and tests appropriately fall under the terms of this agreement. If Department determines that said evaluations and tests fall outside the scope of this agreement, Contractor will be notified upon referral by Department.

### **II COST AND DELIVERY OF PURCHASED SERVICES**

Statements will be submitted by the 10<sup>th</sup> of each month in the approved format detailing services provided in the prior month. Payment by the Department to Contractor will be by the end of the month and will be based on actual billing.

### **III DELIVERY OF CARE AND SERVICES:**

Except as otherwise provided herein, Contractor shall maintain in all respects its present control over and autonomy with respect to:

1. The application of its intake procedures and requirements to clients.

2. The methods, times, means and personnel for furnishing Purchased Services to eligible clients.
3. The determination of when to terminate the furnishing of Purchased Services to eligible clients.

Nothing in this agreement shall be construed as requiring Contractor to provide or continue Purchased Services to or for any eligible clients.

#### IV AUDIT AND RECORD DISCLOSURE

1. Allow personnel of the Department, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Contractor's records, in accordance with state and federal laws and regulations, at reasonable hours in order to exercise their responsibility to monitor the services.
2. Maintain records at **Compass Counseling Partners** for audit purposes.
3. Comply with Minnesota Code for Agency Rule - Minnesota Department of Public Welfare and the Minnesota Government Practice Act, M.S. 15.1611 - 16.1698. (Suppl. 1979)

#### V SAFEGUARD OF CLIENT INFORMATION:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality of for any purpose not directly connected with the administration of the Department's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client or his/her responsible parent or guardian.
2. The individual employed by the Contractor who is designated to assure compliance with Minnesota Government Data Practices Act, in accordance with Minnesota Statutes, section 13.46, subdivision 10, paragraph (d), shall be Frank Weber. Contractor reserves the right to designate an alternate individual to assure such compliance by written notice to Department.

#### VI EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS CLAUSE:

The Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (43 USC 2000e), including Executive Order No. 11246, and Title VI (42 USC 2000d).

#### VII FAIR HEARING AND GRIEVANCE PROCEDURES:

The Contractor agrees that a fair hearing and grievance procedure will be established.

#### VIII BONDING, INDEMNITY, AND INSURANCE CLAUSE:

1. The Contractor shall save and hold the County of Aitkin and the Department

harmless from all liability for damages to persons or property arising out of the services performed under the terms of the contract. The Contractor shall indemnify the County of Aitkin and the Department for any liability assessed to the county and the Department on account of the services performed under the terms of the contract. The Contractor agrees to purchase liability insurance naming Aitkin County Department of Health & Human Services as an additional insured in an amount at least equal to the maximum liability limits set forth in Minnesota Statutes, 466.04, Subd.1, of \$500,000 per person and \$1,500,000 per occurrence and agrees to provide the County of Aitkin and the Department a certificate of insurance or other document demonstrating that such insurance has been procured. Contractor shall provide proof of insurance prior to commencement of Contractor's performance under this agreement.

2. Insurance: The Contractor does further agree that, in order to protect itself as well as the Department under the indemnity agreement provision hereinabove set forth, it will, at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$1,000,000.

#### IX CONDITIONS OF THE PARTIES' OBLIGATIONS:

1. Before the termination date specified in the Introduction of this agreement, the Department may evaluate the performance of the Contractor in regard to the terms of this agreement to determine whether such performance merits renewal of this agreement.
2. Any alterations, variations, modifications or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
3. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the Department, nor shall the Contractor do any work or furnish any material not covered by the agreement unless this is approved in writing by the Department. Such approval shall be considered to be a modification of the agreement.
4. If the Department determines that funds are not being administered in accordance with the approved plan and budget, they may be withdrawn after reasonable notice to the Contractor. It is understood and agreed that the parties do not anticipate that Contractor will administer funds as a result of this agreement.
5. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.
6. In accordance with Minnesota Statutes, Section 245.466, Subd.3 (1), the Commissioner of Minnesota Department of Human Services is a third party beneficiary to this contract.

X SUBCONTRACTING

The Contractor shall not enter into subcontracts for any of the work contemplated under this agreement without written approval of the Department. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.

XI COMPLIANCE WITH THE CLEAN AIR ACT:

The Contractor certifies that it meets lawful conditions of the Clean Air Act, as required by 45 CFR 228.70 and 74.159 (4).

XII MISCELLANEOUS

1. Entire Agreement: It is understood and agreed that the entire agreement of the parties contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and Aitkin County Health and Human Services Department relating to the subject matter hereof.
2. This contract may be terminated or renegotiated upon 30 days written notification by either party.
3. **Compass Counseling Partners** agrees to provide Aitkin County Health & Human Services, (attached to the contract):
  - A. Description of staffing, including job descriptions and professional qualifications of all personnel under this agreement (Attachment B).
4. Program and fiscal records shall be retained in the Contractor facility for a minimum of five years.
5. This contract may be extended for a period of six months at the option of the County of Aitkin. If the county desires to extend the term of the contract, it shall notify the Contractor in writing at least sixty days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a contract amendment, execution of new contract or notice of termination.

IN WITNESS WHEREOF the Department (Aitkin County Health & Human Services) and the Contractor (Compass Counseling Partners) have executed this agreement as of the day and year first above written:

BY: \_\_\_\_\_  
Chairperson  
Aitkin County Board of Commissioners

DATE: \_\_\_\_\_

BY: Cynthia Bennett  
Director  
Aitkin County Health & Human Services

DATE: 3-12-18

BY: Dan Marquardsen  
Dan Marquardsen, MS, LP  
Compass Counseling Partners

DATE: 2-14-18

BY: Jennifer Vaughn  
Jennifer Vaughn, MS, LMFT  
Compass Counseling Partners

DATE: 2/20/18

APPROVED AS TO FORM AND EXECUTION

BY: \_\_\_\_\_  
Aitkin County Attorney

DATE: \_\_\_\_\_

**COST & DELIVERY OF PURCHASED SERVICES**

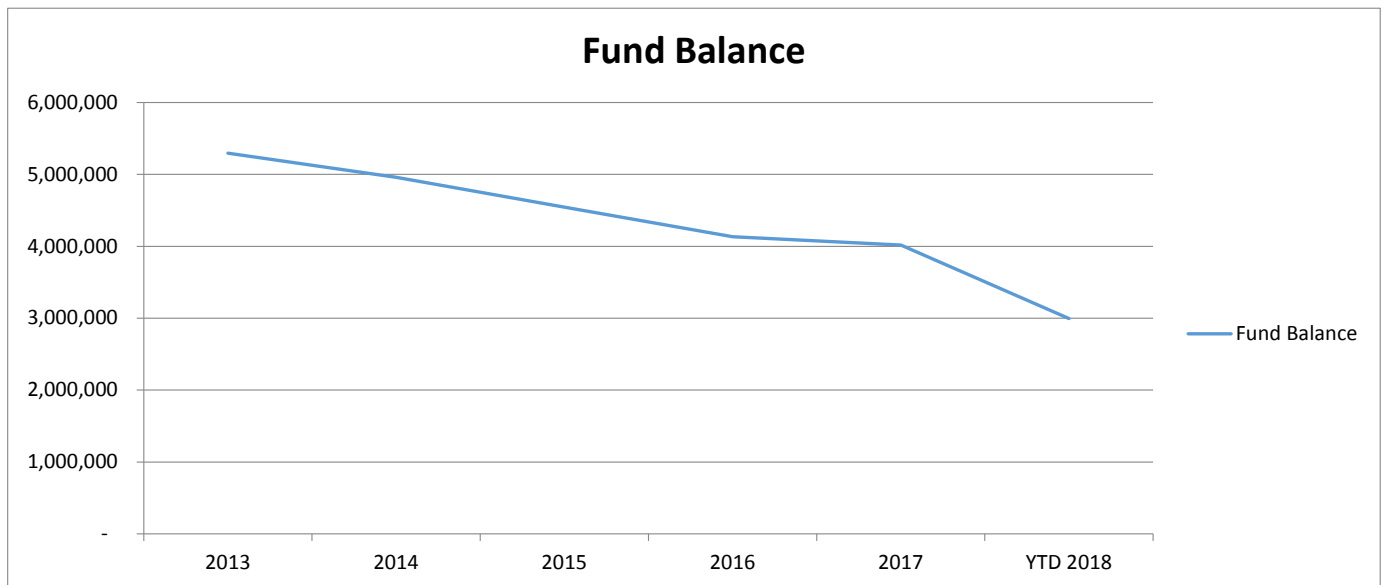
A.	Pre-Petition Screens	\$100.00/hour
B.	Psychological Assessment	Flat Rate \$600.00
	Additional Charges for:	
	WAIS	\$200.00
	WISC	\$200.00
	WRAT	\$ 80.00
C.	Outpatient Psychiatric Evaluation	Flat Rate \$440.00

# Aitkin County Health and Human Services

## 5-Year Trend

	2013	2014	2015	2016	2017	YTD 2018
<b>Fund Balance</b>	5,295,266	4,959,306	4,544,194	4,132,946	4,018,905	2,995,038

	2013	2014	2015	2016	2017	YTD 2018
<b>Revenue:</b>						
Tax Levy	(2,470,280)	(1,888,237)	(1,982,478)	(2,376,726)	(2,553,009)	-
Intergovernmental Revenue	(314,824)	(270,042)	(279,448)	(207,004)	(179,511)	-
State Revenue	(686,351)	(881,137)	(1,043,277)	(1,062,714)	(1,140,452)	(89,541)
Federal Revenue	(2,136,553)	(2,168,616)	(2,084,504)	(2,047,014)	(2,222,386)	(237,414)
Third Party Revenue	(216,749)	(207,346)	(258,635)	(341,275)	(355,350)	(58,339)
Misc. Revenue/Pass Thru	(359,291)	(315,012)	(388,502)	(311,493)	(197,534)	(56,766)
<b>Expenditure:</b>						
Payments for Recipients	1,417,258	1,635,621	1,719,526	1,881,399	1,793,401	363,924
Payroll	3,425,849	3,664,934	3,934,931	4,102,280	4,272,534	1,028,976
Services/Charges and Fees	423,064	336,723	343,675	347,003	370,495	80,699
Travel and Insurance	89,679	143,562	156,611	155,526	90,227	43,146
Supplies and Small Equipment	61,402	73,199	110,486	100,869	113,538	11,710
Capital Outlay	52,492	31,266	38,483	48,764	25,644	-
Misc. Expenditure/Pass Thru	184,723	180,414	150,934	120,507	96,846	17,100
<b>Net Change to Fund Balance:</b>	<b>(529,581)</b>	<b>335,329</b>	<b>417,802</b>	<b>410,121</b>	<b>114,444</b>	<b>1,103,496</b>



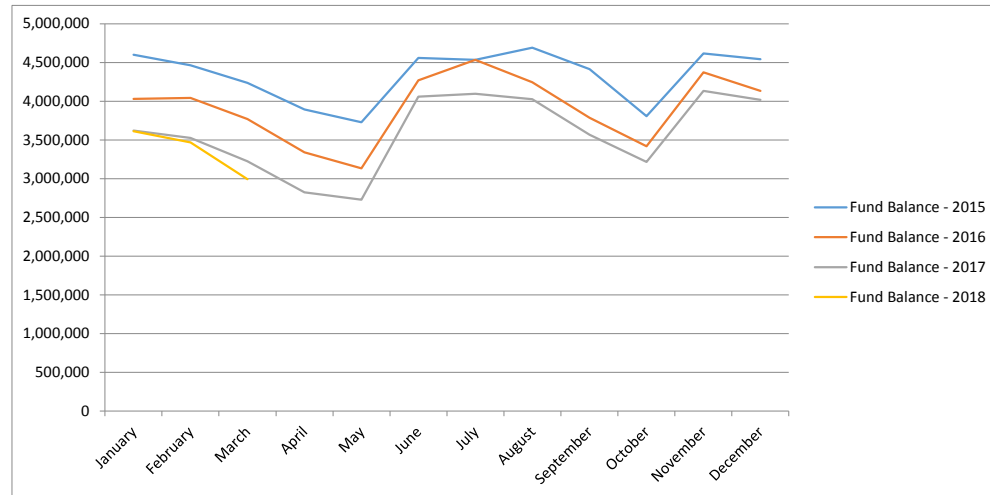


## Aitkin County Health and Human Services

### Financial Statement for Board

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Fund Balance - 2015</b>	4,600,651	4,463,903	4,236,061	3,892,021	3,727,220	4,560,231	4,534,967	4,690,698	4,413,847	3,806,907	4,615,850	4,544,194
<b>Fund Balance - 2016</b>	4,031,619	4,044,030	3,768,001	3,340,621	3,133,611	4,268,703	4,534,967	4,244,044	3,785,410	3,417,297	4,372,735	4,132,946
<b>Fund Balance - 2017</b>	3,619,229	3,524,864	3,223,404	2,822,304	2,727,519	4,060,299	4,095,282	4,024,250	3,565,913	3,217,691	4,131,280	4,018,905
<b>Fund Balance - 2018</b>	3,611,051	3,469,435	2,995,038									

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	YTD 2018
<b>Revenue:</b>													
Tax Levy	0	0	0										0
Intergovernmental Revenue	0	0	0										0
State Revenue	(8,065)	(81,475)	0										(89,541)
Federal Revenue	(38,351)	(199,063)	0										(237,414)
Third Party Revenue	(24,515)	(33,823)	0										(58,339)
Misc. Revenue/Pass Thru	(19,061)	(39,025)	1,320										(56,766)
<b>Expenditure:</b>													
Payments for Recipients	113,055	137,421	113,448										363,924
Payroll	339,347	356,603	333,026										1,028,976
Services/Charges and Fees	32,651	32,692	15,356										80,699
Travel and Insurance	38,484	2,215	2,447										43,146
Supplies and Small Equipment	2,753	6,911	2,046										11,710
Capital Outlay	0	0	0										0
Misc. Expenditure/Pass Thru	2,467	9,880	4,754										17,100
<b>Net:</b>	<b>438,765</b>	<b>192,334</b>	<b>472,397</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,103,496</b>



## Foster Care Report

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Foster Care Expense</b>	847,823	818,453	834,512	950,273	970,888	886,243	816,028	590,994	628,755	626,426	686,956	723,125	97,238
<b># of Children</b>	73	75	63	64	57	56	49	50	53	65	62	71	

<b>Foster Care</b>	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Child Shelter</b>	3,017	5,139	0	850	0	177	2,696	2,817	0	1,071	2,384	0	0
ICWA	2,448	0	0	709	0	0	0	0	0	0	0	0	0
Corrections	35,626	6,465	5,444	4,227	9,488	2,656	6,151	1,378	1,968	0	0	0	0

<b>Treatment Foster Care</b>	0	8,451	0	0	33,227	101,130	96,216	79,138	35,418	18,948	0	0	0
ICWA	0	0	0	0	0	0	0	0	0	7,870	18,632	11,055	5,145
Corrections	0	0	33,530	33,811	22,857	0	0	0	0	0	0	0	0

<b>Child Foster Care</b>	318,577	462,600	384,829	396,552	346,845	167,154	174,298	241,526	158,688	190,403	289,650	234,738	71,297
ICWA	49,915	101,147	131,779	99,413	111,278	138,816	92,451	11,382	24,570	52,441	72,284	63,041	2,973
Corrections	19,740	0	0	0	18,695	11,627	9,783	0	1,998	10,011	0	0	0

<b>Rule 8</b>	53,677	12,310	3,174	19,938	14,710	45,321	7,062	0	100	35,955	0	25,692	0
ICWA	0	0	23,947	10,952	48,097	16,400	25,716	7,306	888	0	0	0	0
Corrections	0	18,675	8,132	44,677	13,373	17,570	43,317	0	0	0	0	0	0

<b>Correction Facilities</b>	0	0	0	0	0	0	0	24,953	0	0	0	83,298	14,546
ICWA	37,418	46,204	35,438	68,751	103,404	107,921	56,691	21,011	68,770	27,341	47,201	890	0
Corrections	264,032	141,084	107,867	120,751	66,821	208,353	188,862	142,442	292,193	142,279	149,222	0	0

<b>Northstar Kinship Assistance</b>	0	0	0	0	0	0	0	0	0	0	1,973	0	3,024
<b>Northstar Adoption Assistance</b>	0	0	0	0	0	0	0	0	0	0	0	0	8,156
<b>Extented Foster Care</b>	0	0	0	0	0	1,228	0	0	100	0	0	3,960	0
<b>Electronic Monitoring</b>	976	1,848	0	1,504	1,201	0	352	2,904	0	0	0	0	0

<b>Rule 5</b>	56,466	0	61,170	95,415	103,210	70,889	99,575	21,835	119,466	96,403	139,532	301,090	7,579
ICWA	0	7,175	36,321	42,836	36,960	0	0	36,571	0	48,012	27,891	0	0
Corrections	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Respite</b>	428	115	882	7,862	34,851	8,645	9,183	2,358	919	5,765	1,276	2,356	0
<b>Child Care</b>	1,406	2,178	0	671	1,579	1,167	0	718	592	4,495	981	179	0
<b>Health Services</b>	386	695	0	455	82	194	382	111	2,607	3,108	195	132	0
<b>Transportation</b>	4,436	5,897	5,464	10,803	9,584	10,268	7,188	14,129	9,790	7,789	6,098	10,864	854
<b>Total Foster Care Expenses:</b>	<b>848,548</b>	<b>819,983</b>	<b>837,977</b>	<b>960,176</b>	<b>976,259</b>	<b>909,516</b>	<b>819,923</b>	<b>610,578</b>	<b>718,066</b>	<b>651,892</b>	<b>757,319</b>	<b>737,293</b>	<b>113,573</b>

### Foster Care Expense

