



Aitkin County Health & Human Services

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AITKIN COUNTY HEALTH & HUMAN SERVICES ADVISORY COMMITTEE

Meeting Minutes

August 7, 2019

Committee Members Present: Carole Holten
Cindy Chuhanic
Joel Hoppe
Joell Miranda
Joy Janzen
Kari Paulsen
Kevin Insley
Lori Chenevert
Penny Olson
Steve Teff
Terri Mathis

Commissioner Laurie Westerlund
Commissioner Mark Wedel

Guests: Janine Thielen, Scribe
Carli Goble

Absent: Kristine Layne
Cynthia Bennett

I. Call to Order

- a. Carole called to order the regular meeting of the Aitkin County Health & Human Services Advisory Committee at 3:00 pm on August 7, 2019 at Aitkin County Health & human Services in the large conference room.

II. Approval of August 7, 2019 Agenda

- a. Joy moved to approve the agenda, Joel seconded, all members voting yes to approve the agenda.

III. Approval of minutes from May 1, 2019 meeting

- a. Kari moved to approve the minutes as written, Cindy seconded, all members voting yes to approve the May 1, 2019 minutes.

IV. Committee Member Input/Updates

- a. Kari passed out information on the 2020 Census. They have already starting mapping and the actual census will start in January 2020. They have hired about 47 people already but are looking to fill around 356 positions. They are looking for people to work from now till April 2020. You can go online or to the library in McGregor or the Workforce Center for help filling out an application. Mark stated that getting everyone counted is very important. They county's funding is based on these numbers. He stated that the last time the census was done that Aitkin County was very close to losing a congressional representative.
- b. Penny stated that she thought the HHS Fair Booth was very informative and full of color and fun activities.
- c. Mark stated that he attended the active shooter exercise at the Aitkin high School. He was very impressed with how everyone worked together and took charge of the situation. He said there were some issues and was glad that this exercise was done so the issues can be addressed and fixed so it there was ever an actual situation the outcome would be good. He felt that everyone learned a lot.

V. Workgroup Update

- a. Lori said that she hasn't received anything so she has no update. Cindy stated that she had all the information printed in the Farm Island Newsletter and that it will remain in the newsletter from here on out. This newsletter is distributed to approximately 385 people.

VI. Calendar Year 2020 Budget Proposal

- a. Carli Goble, HHS Accounting Supervisor presented the HHS Proposed 2020 Budget.
 - i. Revenues – State & Federal Grants 11% (\$743,768), State & Federal Allocations & Third Party Reimbursements 46% (\$3,212,246), Proposed Levy (6.24% increase) 43% (\$2,978,182)
 - ii. Expenditures Department Breakdown – Public Health 13% (960,018), Financial Services 27% (1,923,864), Social Services 60% (\$4,350,314) Majority of programs areas are mandated services.
 - iii. Salaries/Benefits – Public Health 17% (\$808,724/9 people), Financial Services 29% (\$1,373,357/13 people), Social Services 54% (\$2,609,503/29 people) and the 2 administration and 3 accounting positions are split between the 3 departments. This area will see a 0.77% increase and makes up 66.24% of the budget.
 - iv. Insurance – (vehicle/liability/workers comp) Public Health 27% (\$8,700), Financial Services 42% (\$41,716), Social Services 39% (\$38,702). This area will see an increase of 2.32% and makes up 1.36% of the budget.
 - v. Materials/Supplies – (office supplies/postage/computers) Public Health 19% (\$18,112), Financial Services 42% (\$41,716), Social Services 39% (\$38,702). This area will see an increase of 2.32% and makes up 1.36% of the budget.

- vi. Utilities – (telephone/gas/electric) Public Health 15% (\$10,335), Financial Services 29% (\$19,950), Social Services 56% (\$38,000). This area will see a decrease of 1.06% and makes up 0.94% of the budget.
- vii. Dues/Registration/Professional Development – (meetings/trainings/conference fees/lodgings/meals) Public Health 25% (\$8,585), Financial Services 28% (\$9,745), Social Services 47% (\$16,350). This area will see an increase of 1.19% and makes up 0.48% of the budget.
- viii. Service Agreements/Contracts – (services/contracts/program costs) Public Health 4% (\$78,010), Financial Services 21% (\$437,770), Social Services 75% (\$1,523,062). This area will see a decrease of 2.39% and makes up 28.18% of the budget.
- ix. Capital Equipment – None budgeted in 2020
- x. Capital Construction – (building maintenance & updates) Public Health 16% (\$13,552), Financial Services 33% (\$27,951), Social Services 51% (\$43,197). This area will see an increase of 80.21% (new roof/water heater/keying system) and makes up 1.17% of the budget.
- xi. Transportation – (gas/fuel/mileage/parking) Public Health 16% (13,950), Financial Services 7% (\$5,775), Social Services 77% (\$65,500). This area will see a decrease of 0.64% (due to new cars) and makes up 1.18% of the budget.
- xii. Comparison – 2019 approved budget had \$7,206,971 in expenses and \$6,806,971 in revenues. 2020 proposed budget has \$7,234,196 in expenses and \$6,934,196 in revenues.
- xiii. Summary – The 2020 proposed budget has an expenditure increase of \$27,225 a levy increase of 6.24% a projected fund balance usage of \$300,000 to keep in compliance of the Fund Balance Policy of 40-50%.

VII. Approval of HHS Budget Proposal

- a. Kari moved to approve the 2020 proposed budget as presented by Carli Goble, Joel seconded, all members voting yes to approve the 2020 proposed budget.

VIII. Comments

- a. Committee Members scheduled to attend upcoming HHS Board meetings in 2019:

August 27	Joel	Cindy
September 24	Terri	Kari
October 22	_____	_____
November 26	_____	_____
December 17	_____	_____

IX. Adjournment

- a. The meeting was adjourned at 3:55pm.
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Carole Holton, Chairperson

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 August 7, 2019 meeting.
- Copy of the minutes from the May 1, 2019 meeting.
- Copy of the June 25, 2019 H&HS Board meeting minutes.
- Copy of the 2020 proposed H&HS budget.
- Copy of HHS Advisory Board Meeting Summary Template.
- Copy of 2020 Proposed Budget recommendation to Aitkin County Board signature page.