

**LAKE COUNTY HEALTH AND HUMAN SERVICES
ADVISORY COMMITTEE MEETING MINUTES**

January 27, 2016

In Attendance: Roxanne Lillis, Isabella Spencer, Commissioner Walsh, Carie Larson (arrived at 9:08 a.m.)

Excused/Absent: Jan O'Donnell

Other: Maria VanSanten, LCHHS; Crystal Emerson, LCHHS

Meeting called to order without a quorum at 9:05 a.m.

1. Agenda Change: Remove item five under Agenda item III. Membership Efforts
2. Table Agenda items I, II, III due to lack of quorum.
3. Crystal Emerson, Child Support Officer, gave a brief presentation on child support efforts in Lake County. She informed us that the child support unit has just begun scanning records into the new paperless system. A lot of planning went into the process of choosing which system to use and which counties wanted to use the same system. Carlton, Cook, Lake and St. Louis are using the same system. The new system will be helpful – if any of the four counties have a coverage issue, another county can step in and help them out. We have the opportunity to look at court orders from the other counties. We also have “experts” assigned to each County. If a county has an issue, they can call up a neighboring county to get assistance. WE plan on going “live” in March. We are in the processing of scanning all of the files prior to the “go live” date. DataBank is the system where the files will be stored, PRISM is the system in which the work is processed. Lake County brings in approximately \$100,000 per month and services around 450 cases. The case numbers are a little low now due to issues with MNSure’s referrals. The average is 500 cases. Cirena is the new Child Support Officer that started in November. We are also a pilot county for the e-filing project (since September 2014). We scan and index court documents into the Court’s system. It takes us longer to process the case because of this. All counties will be e-filing in July 2016. Anyone can access our child support services; they do not have to be accessing any of our other services.

*Carie Larson arrived at 9:08 a.m. Quorum now present.

4. Approve Agenda (with changes) and approve September 23, 2015 and November 25, 2015 meeting minutes. Motion by Billie, second by Carie. **Motion Passed**
5. Election of Officers: Billie made a motion, second by Carie to have Roxanne be the Chair and Carie be the Vice Chair. A call for other nominations was made. None were made. **Motion Passed**
6. Membership Efforts:
 - Approve 2016 Local Mental Health Task Force membership (see attached). Motion by Carie, second by Billie. **Motion Passed**
 - Approve 2016 Public Health Task Force membership (see attached). Motion by Billie, second by Carie. **Motion Passed**

- Approve leave of absence for Peter Davis from the Lake County Public Health Task Force until further notice. Motion by Billie, second by Carie. **Motion Passed**
 - Accept resignation of Melissa Frohrip from the Advisory Committee (effective November 16, 2015). Motion by Carie, second by Billie. **Motion Passed**
7. 2016 Meeting Schedule Discussion. All members are in favor of keeping the same schedule, including the Joint meeting. Motion by Carie and second by Billie to keep the same schedule. **Motion Passed**
8. Topics and Speakers Discussion. The group would like to tour the Birch Tree Center. LCHHS will try to arrange for the March meeting. An invitation will also go out to the Task Forces. LCHHS will arrange for a Sex Trafficking presentation in May. Ruby's Pantry is seeing an increase in shares sold. A lot of Two Harbors residents are taking part; so are Grand Marais residents even though they have their own Ruby's Pantry. Ruby's pantry is the fourth Saturday of every month. Billie said that AEOA is not interested in running a bus to the event. Someone would need to "rent" the bus for them to do it.

*Commissioner Walsh left the meeting at 10:12 a.m.

9. Mental Health Task Force Update (Billie). They have been busy. The Task Force worked with Super One in Two Harbors to get a "Caroline's Cart" for special needs people (paid for by Super One: \$850 plus shipping). Shopko was approached for paying for one for their store but they declined. A request also went to Zup's in Silver Bay. No word yet on their decision. Pastor Dean and Billie are putting in a grant application for \$1500 to CLP. They would use the grant money for purchasing another "Caroline's Cart", giveaways, Heritage Days, trainers, etc. Roxi commented that they are going above and beyond. The Mental Health Task Force also had asked Commissioner Sve if we can pool Advisory Committee money and Task Force money. He said yes. So there might be a discussion at a later date about how to best use all of the monies allotted to each group. MN Epilepsy Agency will do free trainings. Ilene from Accend has been invited to their meetings. Roxi is willing to go to a MH TF meeting, but she would like an invitation so she won't appear to be "micromanaging". The Task Force also has a Facebook page. Roxi reminded the group of the chain of command on getting things approved, using Lake County's name, spending money, etc.
10. Public Health Task Force Update. None
11. Other Updates (Maria): Amy has left employment with Lake County, Vickie is retiring this summer, and LCHHS has two vacant positions. There is a shortage of workforce everywhere. The Public Health Department (and also including the Mental Health worker) has started using electronic records. Safe Harbor is opening up on February 1st.

Motion by Billie and second by Carie to adjourn meeting.

The next Advisory Committee meeting will be held on Wednesday, March 23rd, at 9 a.m. at the Birch Tree Center, Duluth, MN.

Respectfully submitted by Trisha Jones, LCHHS