

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
January 20, 2021

1. CALL TO ORDER.

The Watonwan County Human Services Board of Commissioners met in regular session on January 20, 2021 at **9:02 A.M.** The meeting was called to order by Chair, Jim Branstad.

PLEDGE OF ALLEGIANCE

ROLL CALL – The following committee members were present at today’s meeting, Chair, Jim Branstad; Commissioners, Jim Pettersen, and Bill Miller; Citizen’s Representative, Ted Hedberg; Director, Naomi Ochsendorf and Support Services Supervisor, Erin Marks. **ABSENT:** Commissioners, Dillion Melheim and Bob Rinne.

2. REVIEW OF MINUTES of the **December 16, 2020**, Human Services Board Meeting. Chair, Branstad approved the minutes as presented.

3. CORRECTIONS/REVISIONS/ADDITIONS to agenda – so noted.

4. APPROVAL of the **amended** agenda – Miller motioned, Hedberg seconded and the motion carried unanimously to approve the agenda as presented.

5. NEXT REGULAR BOARD MEETING will be Wednesday, **February 17, 2021** at **9:00 A.M.**
(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)

6. PUBLIC HEALTH UPDATES – Julia Whitcomb (appear by phone)

- Whitcomb presented a COVID-19 vaccine update to the board.

7. DIRECTOR DISCUSSION / UPDATES - Naomi Ochsendorf

- Review of 2020 year end program stats and final fiscal updates.

8. PERSONNEL

- Pettersen motioned, Miller seconded and the motion passed unanimously to approve the following **Pay for Performance:**
 - **Brett Beckius**, County Agency Social Worker
 - **Elizabeth Blackstad**, County Agency Social Worker
 - **Monica Cuellar**, Registered Nurse
 - **Kevin Foss**, Family Based Service Provider
 - **Natasha Hanson**, County Agency Social Worker
 - **Tammy Larson**, Office Support Specialist
 - **Christina Rotert**, County Agency Social Worker
- Hedberg motioned, Branstad seconded and the motion passed unanimously to approve the **End of Temporary Appointment** for **Alexis Martinson**, Public Health Nurse.
- Pettersen motioned, Hedberg seconded and the motion passed unanimously to approve the **Probationary Appointment** of **Barbara Salmela-Lind**, Public Health Nurse.

9. COMMITTEE and MEETING REPORTS

Board:

- **SCHSAC:** N/A
- **VFC Board:** N/A
- **IMM-Track:** N/A
- **Brown County Evaluation:** N/A
- **Enterprise North:** Pettersen reported that discussions were held on the following: year cleanup procedures, how to get consumers more involved, and COVID fatigue.
- **MRCI:** N/A
- **CHS Advisory Board:** N/A

10. STAFF TRAINING / DEVELOPMENT

- **Board:** N/A
- **Director:** N/A
- **Staff:** Pettersen moved, the motion was seconded by Branstad, and the motion carried unanimously to approve the proposal of **\$2,150** for a **Team Kick Off** training session for the **Child Protection unit**.

11. MONTHLY FINANCIAL/CLAIMS

- Miller moved, the motion was seconded by Hedberg, and the motion carried unanimously to close the meeting at 9:49 A.M. pursuant to MS § 13D.05, subd 2(3) to review **December/January** assistance, relief and claims, including welfare data.
- Miller moved, Hedberg seconded and the motion passed unanimously to open the meeting at 9:55 A.M.
- Pettersen moved, Hedberg seconded and the motion carried unanimously to approve the regular **monthly claims** and the monthly **credit card payments**, as presented.

12. CONTRACTS/AGREEMENTS/POLICY

- Branstad moved, Pettersen seconded and the motion carried unanimously to approve the agreement with **Centric Healthcare** for **Mental Health and Behavioral Therapy Service**.
- Miller moved, Hedberg seconded and the motion carried unanimously to approve the Foster Care Agreement for **Transportation** with **ISD 837, Madelia Public Schools**.
- Miller moved, Pettersen seconded and the motion carried unanimously to approve the **2021 Purchase of Service Agreement for mental health services** with **South Central Community Based Initiative**.
- Pettersen moved, Miller seconded and the motion carried unanimously to amend **Policy #11, Policy for Representative Payee**.
- Branstad moved, Pettersen seconded and the motion carried unanimously to amend **Policy #39, On-call Social Worker Policy**.

13. OTHER:

- Pettersen nominated **Bob Rinne** for the **2021 Chairperson**. Hedberg seconded. Nominations ceased and a unanimous ballot was cast. Motion carried unanimously. Pettersen nominated **Dillon Melheim** for the **2021 Vice Chairperson**. Miller seconded. Nominations ceased and a unanimous ballot was cast. Motion carried unanimously.
- Pettersen moved, Miller seconded and the motion carried unanimously to allow the hire of a **monthly shredding company**, based on lowest bid received.

- A discussion was had about the privacy and confidentiality of the **monthly audit lists** that the board members review. It was agreed upon to reformat the audit lists to **exclude client names**.

14. **ADJOURNED**

- Having no additional business, the board chair, Branstad, declared adjournment at 10:29 A.M.

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 2/17/2021

Bob Rinne, County Commissioner – Chair

Dated: 2/17/2021