

MINUTES
WATONWAN COUNTY HUMAN SERVICES
March 18, 2020

1. CALL TO ORDER at 9:02 A.M.

(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)

ROLL CALL – Chair, Jim Branstad; Vice Chair, Kathleen Svalland Commissioners, Raymond Gustafson, Bob Rinne and Bill Miller; Citizen’s Representative, Ted Hedberg; Director, Naomi Ochsendorf and Support Services Supervisor, Erin Marks. Public Health Supervisor, Julia Whitcomb appeared by phone. **ABSENT:** Income Maintenance Supervisor, Jodi Halvorson; Social Services Supervisors, Joan Stordalen and Amy Pluym.

PLEDGE OF ALLEGIANCE

2. **REVIEW OF MINUTES of the February 19, 2020, Human Services Board Meeting** – Svalland moved, Hedberg seconded and the motion passed unanimously to approve the minutes as presented.
3. **CORRECTIONS/REVISIONS/ADDITIONS to the agenda** – so noted (revisions made).
4. **APPROVAL of the revised agenda** – Gustafson motioned to approve, Branstad seconded and the motion carried unanimously to approve the agenda as amended.
5. **NEXT REGULAR BOARD MEETING** will be Wednesday, **March 18, 2020 at 9:00 A.M.**
(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)
6. **NEW STAFF INTRODUCTION - TAKEN OFF OF THE AGENDA**
7. **DISCUSSION WITH COUNTY ATTORNEY - TAKEN OFF OF THE AGENDA**
8. **COMMUNITY HEALTH SERVICES** – Julia Whitcomb appeared by phone
 - Reviewed the monthly PowerPoint presentation for Public Health programs.
 - Program updates: Large discussion and update on **COVID-19**.
9. **INCOME MAINTENANCE & CHILD SUPPORT**
 - Reviewed the monthly PowerPoint presentation for Income Maintenance and Child Support programs.
 - Program updates: N/A
10. **SOCIAL SERVICES**
 - Reviewed the monthly PowerPoint presentation for Social Services programs.
Children Sub-Unit Program Updates – N/A
Adult Sub-Unit Program Updates – N/A
11. **LICENSING REPORT**
 - N/A - Reviewed quarterly.

12. **DIRECTOR DISCUSSION/UPDATES** – Naomi Ochsendorf

- Reviewed the monthly Power Point for Revenues, Expenditures, Out-of-Home Placements and Collections.
- Agency Updates: N/A

13. **PERSONNEL**

- Miller motioned, Hedberg seconded and the motion passed unanimously to approve the **Pay for Performance** of **Jill Grace**, County Agency Social Worker.
- Gustafson motioned, Rinne seconded and the motion passed unanimously to approve the **Pay for Performance** of **Jodi Halvorson**, Financial Assistance Supervisor I.
- Svalland motioned, Branstad seconded and the motion passed unanimously to approve the **Pay for Performance** of **Lori Kuehl**, Case Aide.
- Miller motioned, Gustafson seconded and the motion passed unanimously to approve the **Pay for Performance** of **Lori Sandmeyer**, Financial Worker.
- Hedberg motioned, Miller seconded and the motion passed unanimously to approve the **Probationary Appointment** of **Patrick Spellman**, County Agency Social Worker.
- Svalland motioned, Gustafson seconded and the motion passed unanimously to approve the **Pay for Performance** of **Nidia Zelaya**, Community Service Aide.

COMMITTEE and MEETING REPORTS

Board:

- **SCHSAC**: N/A
- **VFC Board**: Hedberg shared that a representative of each grant recipients presented funding information at the meeting. Funding for the different organizations was also approved at this meeting.
- **IMM-Track**: N/A
- **Brown County Evaluation**: Rinne stated that there were adjustments made to employees benefits, combining sick leave and vacation time into paid time off.
- **Enterprise North**: Gustafson shared that the thrift store in Madelia is closed at this time due to COVID-19.
- **MRCI**: Miller responded to an emergency call in board meeting yesterday (3/17/2020). Due to COVID-19, program sites will suspend services as of today, 3/18/2020.
- **CHS Advisory Board**: The members of the board prioritized the goals for Watonwan County, which will consist of children’s mental health, tobacco usage and sex education.
- **Other**: N/A

14. **STAFF TRAINING/DEVELOPMENT**

- **Board**: N/A
- **Director**: N/A
- **Staff**:
 - OCSE Domestic Violence Training – **CANCELLED DUE TO COVID-19**

15. **MONTHLY FINANCIAL/CLAIMS**

- Gustafson moved, the motion was seconded by Svalland, and the motion carried unanimously to close the meeting at 9:36 A.M. pursuant to MS § 13D.05, subd 2(3) to review **February/March** assistance, relief and claims including welfare data.
- Miller moved, Rinne seconded and the motion passed unanimously to open the meeting at 9:42 A.M.

- Branstad moved, Gustafson seconded and the motion carried unanimously to approve the regular **monthly claims** and the **credit card payments** as presented.

16. **CONTRACTS/AGREEMENTS/POLICY:**

- Miller moved, Hedberg seconded and the motion carried unanimously to approve the new **Policy No. 42 – Telecommuting**.

17. **OTHER:**

- Request to change June 17, 2020 board date to June 24, 2020 at 9:00 – **REQUEST CANCELLED DUE TO COVID-19**

18. **ADJOURNED** at 10:08 A.M. on a motion from Hedberg, seconded by Rinne and the motion carried unanimously.

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 4/15/2020

Jim Branstad, County Commissioner - Chair

Dated: 4/15/2020