

**TELECONFERENCE MEETING MINUTES**  
**WATONWAN COUNTY HUMAN SERVICES**  
*June 17, 2020*

**1. CALL TO ORDER.**

The Watonwan County Human Services Board of Commissioners met in regular session on June 17, 2020 at **9:00 A.M.** The meeting was called to order by Chair, Jim Branstad.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – The following committee members and guests were present at the meeting, 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.

**2. REVIEW OF MINUTES of the May 20, 2020, Human Services Board Meeting** – Rinne moved, Gustafson seconded and the motion passed unanimously, through roll call voting, to approve the minutes as presented.

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

**4. APPROVAL of AMENDA agenda** – Svalland motioned, Gustafson seconded and the motion carried unanimously to approve the agenda as amended.

**5. NEXT REGULAR BOARD MEETING** will be Wednesday, **June 17, 2020 at 9:00 A.M.**  
*(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)*

**6. DIRECTOR DISCUSSION / UPDATES**

- A **COVID-19 update**, relating to Watonwan County specifically, was provided to the board.
- A monthly update on financials was given by Ochsendorf. Revenue continues to remain consistent, while incidental expenses are down.
- The **phased reopening process** and procedures for the Human Services building was discussed.
- The Board **wanted to sincerely thank the director and all Human Services staff** for their organization and presentation of agency services during this time of the COVID-19 pandemic. They recognize the extra efforts put forth by staff.
- Gustafson motioned, Rinne seconded and the motion passed unanimously to approve the requested **\$1,800** for an all-staff training opportunity. This **webinar training** will be focused on Reframe and Refocus with **Strengths Finder**.

**7. PERSONNEL**

- Hedberg motioned, Svalland seconded and the motion passed unanimously to approve the **Pay for Performance of Mary Colbenson**, County Agency Social Worker.
- Rinne motioned, Branstad seconded and the motion passed unanimously to approve the **Pay for Performance of Julia Hoffman**, County Agency Social Worker.

- Gustafson motioned, Rinne seconded and the motion passed unanimously to approve the **End of Probation and Appointment to Permanent Status** of **Alexis Martinson**, Public Health Nurse.
- Hedberg motioned, Gustafson seconded and the motion passed unanimously to approve the **Pay for Performance** of **Randee Nelson**, Financial Worker.
- Branstad motioned, Svalland seconded and the motion passed unanimously to approve the **Pay for Performance** of **Melissa Raddatz**, Child Support Officer.
- Svalland motioned, Branstad seconded and the motion passed unanimously to approve the **Pay for Performance** of **Sue Uhde**, County Agency Social Worker.

## 8. COMMITTEE and MEETING REPORTS

### Board:

- **SCHSAC:** N/A
- **VFC Board:** N/A
- **IMM-Track:** N/A
- **Brown County Evaluation:** N/A
- **Enterprise North:** N/A
- **MRCI:** Miller shared MRCI went from a lucrative non-profit business to just trying to stay afloat during this COVID crisis. Downsizing was made in May and the building in Mankato will be sold.
- **CHS Advisory Board:** Hedberg said the main focus during this meeting was on community exercise, tobacco use with teens and farmers market co-ops

## 9. MONTHLY FINANCIAL/CLAIMS

- Miller moved, Svalland seconded and the motion carried unanimously to approve the regular **monthly claims** as presented.
- Gustafson moved, Rinne seconded and the motion carried unanimously to approve the **monthly credit cards** as presented.

## 10. CONTRACTS/AGREEMENTS/POLICY

- Gustafson moved, Svalland seconded and the motion carried unanimously to approve the **2020 – 2021 Semi-Independent Living Services Agreement** with **REM Heartland, Inc.** and the **2020 – 2021 Semi-Independent Living Services Agreement** with **Community Options and Resources (COR)**.

## 11. OTHER -

- Miller moved, Svalland seconded and the motion carried unanimously to approve the price quote from **Metro Sales Inc.**, in the amount of **\$11,675** to purchase a **Richo IM C6000 agency copier**.

## 12. ADJOURNED

- Motion from Hedberg, seconded by Rinne and the motion carried unanimously to adjourn the meeting at 9:37 A.M.

Respectfully submitted,

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Erin Marks, Support Services Supervisor

Dated: 7/15/2020

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Jim Branstad, County Commissioner - Chair

Dated: 7/15/2020