

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
July 20, 2022

1. CALL TO ORDER.

The Watonwan County Human Services Board of Commissioners met in regular session on July 20, 2022 at **8:59 A.M.**, at the Community Room of the Watonwan County Human Services Building, City of St. James. The meeting was called to order by Chair, Bill Miller.

PLEDGE OF ALLEGIANCE

ROLL CALL – The following committee members were present at today’s meeting, Chair, Bill Miller, Commissioners, Jim Pettersen, Jim Branstad, Dillon Melheim, and Bob Rinne; Citizen’s Representatives Dr. Nicolas Castillo and Ted Hedberg, Naomi Ochsendorf and Adult Social Services Supervisor, Amy Pluym.

- 2. REVIEW OF MINUTES** of the **June 22, 2022**, regular Human Services Board meeting. Petersen motioned, Branstad seconded and the motion passed unanimously to approve the minutes as presented.
- 3. CORRECTIONS/REVISIONS/ADDITIONS** to agenda – so noted
- 4. APPROVAL** of the amended agenda – Melheim motioned, Rinne seconded and the motion carried unanimously to approve the agenda as amended.
- 5. NEXT REGULAR BOARD MEETING** will be Wednesday, **August 17, 2022** at **9:00 A.M.** (*Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.*)
- 6. CHILDREN’S SOCIAL SERVICES PRESENTATION** – Joan Stordalen
- Children’s Social Services Supervisor, Joan Stordalen, was present at today’s meeting to give an update on the programs in the Children’s Social Services department. Tina Guth, Paige Bearson, and Tara Johnson (child protection workers) were also present. Stordalen provided handouts on statistics relating to child protections. Workers presented information on their training and background, as well as, information on the assessment and case management process.
- 7. DIRECTOR DISCUSSION / UPDATES** - Naomi Ochsendorf
- The monthly program data and a financial outlook, year-to-date, was shared and reviewed.
 - Identified plan to request position addition of a Case Aide for Children’s Services.
 - Reviewed 988 suicide prevention line roll out.
 - Reviewed MSSA Dignitary Breakfast attendance.
 - Reviewed concern for staff due to increase acuity in cases and vicarious trauma that occurs in the field. Ochsendorf requested permission to **close the agency** for a couple of hours to bring in a speaker for staff workshop. The Board expressed support of staff and acknowledge difficult nature of the work they do.
 - Melheim motioned, Castillo seconded and the motion passed unanimously to allow Ochsendorf to close Human Services for the **in-service workshop** (date to be determined).

8. PERSONNEL

- Branstad motioned, Hedberg seconded and the motion passed unanimously to approve the **Pay for Performance** of:
 - Support Services Supervisor, **Erin Marks**
 - County Agency Social Worker, **Jessica Veenstra**
- Miller motioned, Melheim seconded and the motion passed unanimously to approve the **Retirement** of Financial Worker, **LeAnn Petterson**.
- Rinne motioned, Pettersen seconded and the motion passed unanimously to approve the **Probationary Appointment** of **Anna Menssen**, Family Based Services Provider.

9. COMMITTEE and MEETING REPORTS

- **SCHSAC** (State Community Health Services Advisory Committee) – *Melheim*
 - No meeting.
- **VFC** (Visions for Families and Communities) Collaborative – *Hedberg and Branstad*
 - Received and authorized training for a staff person to work the development of a Spanish version of Love and Logic.
 - Timetable for requests set.
 - Application form updated.
- **Immtrack** (Regional Immunization Registry) Joint Powers Board – *Pettersen*
 - Meet in November.
- **Brown County Evaluation Center** – *Rinne*
 - Annual meeting held, audit was good. Bids on remodel being worked on
- **Enterprise North Inc.** – *Pettersen*
 - Things are going well, almost fully staffed and able to add consumers from the waiting list.
- **MRCI** (Managed Resources Connections Inc.) Board of Directors – *Miller*
 - Meet in August.
- **CHS** (Community Health Services) Advisory Board – *Hedberg*
 - Focus on suicide prevention in September. Looking at having table at Multi-cultural event. Pluym identified SHIP had met with the LAC and the plan is collaborate on a table and Public Health would also have a table. Pluym/LAC will reach-out to SHIP/Caroline to assure clarification.
 - Looking at focusing on e-cig education.
 - Promoting health eating at the farmers market and possibly creating a cookbook in English and Spanish.

10. STAFF TRAINING / DEVELOPMENT

- Board: N/A
- Director: N/A
- Staff:
 - Branstad moved, Castillo seconded and the motion carried unanimously to approve **The Good Life Revolution** proposal, in the amount of \$1900, for staff development in the **public health unit**.
 - Melheim moved, Pettersen seconded and the motion carried unanimously to approve three Income Maintenance staff to attend the **MFWCAA Annual Conference**.

11. MONTHLY FINANCIAL CLAIMS

- Miller moved, Castillo seconded and the motion carried unanimously to approve the regular **monthly claims** and the **monthly credit card payments**, as presented:

- Auditor Warrants, in the amount of **\$16,817.97**, paid on **6-24-2022**
- Auditor Warrants, in the amount of **\$12,655.11**, paid on **6-28-2022**
- Auditor Warrants, in the amount of **\$8,291.12**, paid on **7-8-2022**
- Auditor Warrants, in the amount of **\$1,115.00** paid on **7-12-2022**
- Auditor Warrants, in the amount of **\$58,837.50** paid on **7-12-2022**
- Commissioner Warrants, in the amount of **\$98,200.36**, paid on **7-26-2022**
- SSIS Warrants, in the amount of **\$145,185.49**, paid on **7-21-2022**
- Monthly Credit Card payments, in the amount of **\$340.77**
- Branstad moved, Melheim seconded and the motion carried unanimously to accept the Dell quote, in the amount of **\$9,339.18**, to purchase **6 laptops, for the public health unit. COVID-19 Vaccination Implementation Grant** funds will pay for the purchase.
- Pettersen moved, Miller seconded and the motion carried unanimously to accept the quote from **LABREPCO LLC**, in the amount of **\$2,648.03** to purchase a **medical grade refrigerator**, for the public health unit. **COVID-19 Vaccination Implementation Grant** funds will pay for the purchase.
- Melheim moved, Branstad seconded and the motion carried unanimously to accept the **\$200 donation, earmarked for children in crisis, from Albion Women.** (added agenda item)
- Branstad motioned, Miller seconded and the motion carried unanimously to approve the purchase of one (1) **standing workstation** (added agenda item)

12. CONTRACTS/AGREEMENTS/POLICY:

- Miller moved, Branstad seconded and the motion carried unanimously to approve the **2023 State Fiscal Year Master Agreement with Minnesota Valley Action Council.**
- Pettersen moved, Melheim seconded and the motion carried unanimously to approve the **SNAP Support Services** funds for 7/1/2022-6/30/2022, in the amount of **\$30.00** from **Minnesota Valley Action Council.**

13. OTHER:

- Ochsendorf provided an update on her research into loan reimbursement/forgiveness for human services staff.

14. ADJOURNED

- Having no additional business, Melheim motioned, Petersen seconded and the motion carried unanimously to adjourn the meeting at 10:25 A.M.

Respectfully submitted,

Amy Pluym, Social Services Supervisor

Dated: 8/17/2022

Bill Miller, County Commissioner – Chair

Dated: 8/17/2022