

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
August 19, 2020

1. CALL TO ORDER.

The Watonwan County Human Services Board of Commissioners met in regular session on August 19, 2020 at **9:01 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, Bob Rinne, and Bill Miller; Citizen’s Representative, Ted Hedberg; Director, Naomi Ochsendorf and Support Services Supervisor, Erin Marks. Absent: Commissioner, Raymond Gustafson

2. **REVIEW OF MINUTES** of the **July 15, 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 agenda – so noted
4. **APPROVAL** of **amended agenda** – Miller motioned, Rinne seconded and the motion carried unanimously to approve the agenda as amended.
5. **NEXT REGULAR BOARD MEETING** will be Wednesday, **September 16, 2020 at 9:00 A.M.**
(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)
6. **DIRECTOR DISCUSSION / UPDATES** – Naomi Ochsendorf
 - A COVID-19 update was given explaining that the recent significant increase in cases was due to a reporting error between the testing labs and the Minnesota Department of Health. This will NOT impact school openings.
 - The monthly financials were reviewed. For revenues, we are right on cue, at 58% of the budget at 58% of the year. For expenditures, we are a little under budget at 53% of the budget at 58% of the year.
7. **PERSONNEL**
 - Branstad motioned, Svalland seconded and the motion passed unanimously to approve the **End of Probation and Appointment to Permanent Status** of **Monica Cuellar**, Registered Nurse.
 - Rinne motioned, Hedberg seconded and the motion passed unanimously to approve the **Pay for Performance** of **Kim Giese**, Fiscal Officer.
 - Miller motioned, Svalland seconded and the motion passed unanimously to approve the **Pay for Performance** of **Katy Goldschmidt**, County Agency Social Worker.
 - Branstad motioned, Miller seconded and the motion passed unanimously to approve the **Termination** of **Shannon Jacobs**, Public Health Nurse.

- Miller motioned, Svalland seconded and the motion passed unanimously to approve the **End of Probation and Appointment to Permanent Status** of **Patrick Spellman**, County Agency Social Worker.
- Svalland motioned, Rinne seconded and the motion passed unanimously to approve the **Pay for Performance** of **Sharon Werth**, Community Service Technician.

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 reported the following:
 - There has been no financial relief, due to COVID-19, received yet for MRCI.
 - They have spent 3.5 million dollars on the PPE loan.
 - All but 2 facility sites have been permanently closed.
 - Staffing when from 450 people to 125.
 - Because they will no longer be transporting large groups of people, they are currently trying to end the vehicle van leases that they have and repurchase smaller vehicle leases.
- **CHS Advisory Board:** N/A

9. MONTHLY FINANCIAL/CLAIMS

- Miller moved, the motion was seconded by Hedberg, and the motion carried unanimously to close the meeting at 9:28 A.M. pursuant to MS § 13D.05, subd 2(3) to review July/August assistance, relief and claims including welfare data.
- Branstad moved, Miller seconded and the motion passed unanimously to open the meeting at 9:22 A.M.
- Rinne moved, Svalland seconded and the motion carried unanimously to approve the regular monthly claims and the credit card payments as presented.
- Miller moved, Branstad seconded and the motion carried unanimously to approve the request to purchase the following items with the federal **CARES** grant money:
 - **Cool Cube** (2) for mobile vaccine - **\$1,662** (Public Health CARES award)
 - **Kids Disposable Face Masks** (5,000) - **\$1,898** (Public Health CARES award)
 - **Vaccine Refrigerator** - **\$4,591** (Public Health CARES award)
 - **Dell Pro Stereo Headsets** (25) - **\$1,017.25** (Human Services CARES award)
 - **Webcams** (27) - **\$837** (Human Services CARES award)
 - **Acoustic Panels** for Sound Proofing new Intake Room - **\$500** (Human Services CARES award)
 - **Zoom Licenses** - **\$900** - 4 for IM Unit and 1 for agency wide use (Human Services CARES award)
 - **Moveable Conference Room Tables** (16) - **\$4,800** (Human Services CARES award)

10. **CONTRACTS/AGREEMENTS/POLICY**

- Svalland moved, Rinne seconded and the motion carried unanimously to approve the agreements as presented:
 - **SFY 2021 Housing Support Agreement (2) with REM Heartland Inc.**
 - **SFY 2021 Housing Support Agreement with Community Options and Resources**
 - **SFY 2021 Housing Support Agreement with Good Samaritan Society Brandt Ridge**

11. **OTHER:**

- Branstad moved, Miller seconded and the motion carried unanimously to allow Ochsendorf to request additional money from the CARES committee to fund the **CaseWorks implementation project for Social Services**. The amount requested would be **\$97,789**, which would cover the initial cost. Annual support would be \$22,000 starting in 2022 (which would not be covered by CARES money).

12. **ADJOURNED**

- Motion from Rinne, seconded by Hedberg and the motion carried unanimously to adjourn the meeting at 9:56 A.M.

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 9/16/2020

Jim Branstad, County Commissioner - Chair

Dated: 9/16/2020