

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
September 16, 2020

1. CALL TO ORDER.

The Watonwan County Human Services Board of Commissioners met in regular session on September 16, 2020 at **9:06 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 **August 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 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, **October 21, 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

- The monthly financials were reviewed and discussed.

7. PERSONNEL

- Svallad motioned, Hedberg seconded and the motion passed unanimously to approve the **Probationary Appointment of Karen Oviedo Ortega**, Public Health Nurse.
- Rinne motioned, Branstad seconded and the motion passed unanimously to approve the **Pay for Performance of Katy Sturm**, County Agency Social Worker.

8. COMMITTEE and MEETING REPORTS

Board:

- **SCHSAC:** N/A
- **VFC Board:** Hedberg reported the following:
 - Financial statements were reviewed
 - Some bylaw changes were made
 - A representative from Sioux Trails appeared via zoom to present on how they are spending the grant funds that they received from the VFC board.
 - Discussions on blending the Children’s Cabinet and the Watonwan Cares committees.

- **IMM-Track:** N/A
- **Brown County Evaluation:** Rinne stated the following:
 - Discussion about MRCI wanting to end their sublease because of financial troubles.
 - ACH billing is now available.
 - Employees will be receiving a 2% COLA.
- **Enterprise North:** N/A
- **MRCI:** N/A
- **CHS Advisory Board:** N/A

9. MONTHLY FINANCIAL/CLAIMS

- Hedberg moved, the motion was seconded by Svalland, and the motion carried unanimously to close the meeting at 9:28 A.M. pursuant to MS § 13D.05, subd 2(3) to review August/September assistance, relief and claims including welfare data.
- Miller moved, Hedberg seconded and the motion passed unanimously to open the meeting at 9:36 A.M.
- Rinne moved, Branstad seconded and the motion carried unanimously to approve the regular monthly claims and the credit card payments as presented.

10. CONTRACTS/AGREEMENTS/POLICY

- Svalland moved, Miller seconded and the motion carried unanimously to approve the **2021 Purchase of Service Agreement with Sioux Trails Mental Health Center.**
- Miller moved, Svalland seconded and the motion carried unanimously to approve the **CARES Act Shelter Emergency Fund Plan – Policy No. 22A.**
- Hedberg moved, Miller seconded and the motion carried unanimously to approve the amended **Telecommuting Policy – Policy No. 42.**
- Miller moved, Svalland seconded and the motion carried unanimously to approve the **Zoom Contract** that will be paid for with **Agency CARES funding** in the amount of \$1,849.10. The Business Plan contract is fully HIPAA compliant and includes 10 licenses and 4 zoom phones.

11. OTHER:

- Branstad moved, Svalland seconded and the motion carried unanimously to approve the request to purchase an **adjustable workstation** in the amount of \$1,253.
- Rinne moved, Miller seconded and the motion carried unanimously to approve the request to purchase **videography services**, in the amount of \$2,500 from Elegant Affairs. This services will be purchased with the **Public Health CARES money** and will be used for outreach purposes to make public health service announcements.
- Miller moved, Branstad seconded and the motion carried unanimously to grant permission to advertise for the sale of **2 used vehicles** acquired through a **Medical Assistance Estate Recovery process.**

12. ADJOURNED

- Motion from Rinne, seconded by Svalland and the motion carried unanimously to adjourn the meeting at 9:57 A.M.

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 10/21/2020

Jim Branstad, County Commissioner - Chair

Dated: 10/21/2020