

**MEETING MINUTES**  
**WATONWAN COUNTY HUMAN SERVICES**  
*September 22, 2021*

**1. CALL TO ORDER.**

The Watonwan County Human Services Board of Commissioners met in regular session on September 22, 2021 at **9:00A.M.**, at the Community Room of the Watonwan County Human Services Building, City of St. James. The meeting was called to order by Vice Chair, Bill Miller.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – The following committee members were present at today’s meeting, Commissioners, Dillon Melheim Jim Pettersen, Jim Branstad, and Bill Miller; Citizen’s Representative, Ted Hedberg; Director, Naomi Ochsendorf and Support Services Supervisor, Erin Marks. Absent: Chair, Bob Rinne

2. **REVIEW OF MINUTES** of the **August 18, 2021**, Human Services Board Meeting. Melheim motioned, Pettersen 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 – Branstad motioned, Melheim seconded and the motion carried unanimously to approve the amended agenda.
5. **NEXT REGULAR BOARD MEETING** will be Wednesday, **October 20, 2021** at **9:00 A.M.**  
*(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)*
6. **SPECIAL BOARD REPORT** – Jodi Halvorson
  - The **Fraud Prevention Investigation Grant** will reimburse the County Sheriff’s department for the **Susteen Phone Dumping Software**, in the amount of \$3,995. This expense was already county board approved on August 17, 2021. No necessary action needed at this time.
7. **DIRECTOR DISCUSSION / UPDATES** - Naomi Ochsendorf
  - A monthly financial update was given, along with a review of the budget as a whole.
  - Provided an update and changes occurring at **Sioux Trails Mental Health Center** and sought approval to create a Mental Health Assistance Policy and program to allow client choice when seeking mental health services.
  - Jesse Harmon from **Brown-Nicollet Environmental Health** will be attending next month’s meeting to present the 2022 contract.
  - An update was given on the recently attended **Minnesota Social Services Supervisor conference** and the knowledge gained by the agency supervisors.
8. **PERSONNEL**
  - Branstad motioned, Hedberg seconded and the motion passed unanimously to approve the **Pay for Performance** of **Karen Oviedo Ortega**, Public Health Nurse.
  - Pettersen motioned, Melheim seconded and the motion passed unanimously to approve the **Probationary Appointment** of **Sandra Cuellar**, Office Support Specialist.
  - Branstad motioned, Hedberg seconded and the motion passed unanimously to grant permission to post for a **Temporary Unclassified Community Health Worker**.

## 9. COMMITTEE and MEETING REPORTS

### Board:

- **SCHSAC** (State Community Health Services Advisory Committee) - *Melheim: N/A*
- **VFC** (Visions for Families and Communities Collaborative) – *Branstad: N/A*
- **IMMTRACK** (Immunization Registry Joint Powers Board) – *Pettersen: N/A*
- **Brown County Evaluation Center** – *Rinne: N/A*
- **Enterprise North, Inc.** - *Pettersen: N/A*
- **MRCI** (Managed Resources Connections Inc.) – *Miller: N/A*
- **CHS** (Community Health Services Advisory Board) - *Hedberg: N/A*

## 10. STAFF TRAINING / DEVELOPMENT

- **Board:** N/A
- **Director:** Branstad moved, Pettersen seconded and the motion carried unanimously to approve Director Ochsendorf to attend the **Minnesota Association of County Social Services Administrators** (MACSSA) conference.
- **Staff:** N/A

## 11. MONTHLY FINANCIAL CLAIMS

- Branstad moved, Pettersen 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 **\$14,151.22**, paid on **8/20/2021**
  - Auditor Warrants, in the amount of **\$379.64**, paid on **8/30/2021**
  - Auditor Warrants, in the amount of **\$25,672.35**, paid on **9/3/2021**
  - Auditor Warrants, in the amount of **\$9,241.95**, paid on **9/17/2021**
  - SSIS Warrants, in the amount of **\$132,325.91**, paid on **9/23/2021**
  - Commissioner Warrants, in the amount of **\$73,739.50**, paid on **9/28/2021**
  - Monthly Credit Card payments, in the amount of **\$4,716.30**

## 12. CONTRACTS/AGREEMENTS/POLICY:

- Notice was given to the board members that we will be **terminating** the **Family Planning Services Agreement with Mayo Clinic Health System St. James**.
- Miller moved, Branstad seconded and the motion carried unanimously to approve the 2022 Service Agreement for **Family Based Mental Health Services with Greater Minnesota Family Services**.
- Pettersen moved, Melheim seconded and the motion carried unanimously to amend Policy No. 11, **Policy for Representative Payee**.

## 13. OTHER:

- Melheim moved, the motion was seconded by Branstad, and the motion carried unanimously to close the meeting at 9:59 A.M. pursuant to MS § 13D.05, subd 2(3) to review client privilege information regarding **client asylum status**.
- Melheim moved, Petersen seconded and the motion passed unanimously to open the meeting at 10:11 A.M.

## 14. ADJOURNED

- Having no additional business, Melheim motioned, Petersen seconded and the motion carried unanimously to declare adjournment at 10:12 A.M.

Respectfully submitted,

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Erin Marks, Support Services Supervisor

Dated: 10/20/2021

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Bob Rinne, County Commissioner – Chair

Dated: 10/20/2021