

**MEETING MINUTES**  
**WATONWAN COUNTY HUMAN SERVICES**  
October 20, 2021

**1. CALL TO ORDER.**

The Watonwan County Human Services Board of Commissioners met in regular session on October 20, 2021 at **8:58A.M.**, at the Community Room of the Watonwan County Human Services Building, City of St. James. The meeting was called to order by Chair, Bob Rinne.

**PLEDGE OF ALLEGIANCE**

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

- 2. REVIEW OF MINUTES** of the **September 22, 2021**, Human Services Board Meeting. Miller motioned, Melheim seconded and the motion passed unanimously to approve the minutes as presented.

- 3. CORRECTIONS/REVISIONS/ADDITIONS** to agenda – N/A

- 4. APPROVAL** of the amended agenda – Pettersen motioned, Rinne seconded and the motion carried unanimously to approve the amended agenda.

- 5. NEXT REGULAR BOARD MEETING** will be Wednesday, **November 17, 2021 at 9:00 A.M.** (*Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.*)

- 6. BROWN-NICOLLET ENVIRONMENTAL HEALTH PRESENTATION** – Jesse Harmon
- Brown-Nicollet Environmental Health Director, Jesse Harmon was present to discuss updates on the 2021 licenses and the 2022 food-beverage-lodging contract agreement. It was noted that the 2022 contract fees would remain the same.

**7. DIRECTOR DISCUSSION / UPDATES - Naomi Ochsendorf**

- A monthly financial update was given, along with a review of the budget as a whole.
- September was **Mental Health Awareness month**. Human Services, along with the school district, health care providers and SHIP, sponsored three **mental health fairs** within the county: Butterfield, St. James, and Madelia. Funding from the Visions for Families Collaborative (VFC) were used for these events.
- Ochsendorf provided a **Sioux Trails Mental Health Center** update. Their business name changed to **Southern MN Behavioral Health**.
- Association of MN Counties (AMC) **positions** were emailed to the commissioners and Ochsendorf encouraged questions from this.
- Melheim moved, Pettersen seconded and the motion passed unanimously to approve paying the **\$395 application fee and the needed continuing education** for Ochsendorf to reinstate her **Licensed Alcohol and Drug Counselor (LADC) licensure**.

**8. PERSONNEL**

- Miller motioned, Miller seconded and the motion passed unanimously to approve the **Permanent Status** of **Emily Gehring**, Family Based Services Provider.

- Melheim motioned, Rinne seconded and the motion passed unanimously to approve the **Pay for Performance** of
  - **Meagan Moss**, County Agency Social Worker
  - **Kelly Romsdahl**, Office Support Specialist
  - **Rhonda Sawatzky**, Community Service Technician
  - **Katy Sturm**, County Agency Social Worker
- Miller motioned, Melheim seconded and the motion passed unanimously to approve the **Resignation, in good standing, of Julia Whitcomb**, Community Health Services Manager.
- Pettersen motioned, Rinne seconded and the motion passed unanimously to grant permission to post for a **Community Health Services Manager**.

## 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*
  - Miller reports MRCI has changed from a packaging candy company to a commercial employment company. They are the leaders nationwide in their newly developed “Community-based Day Service Program”.
- **CHS** (Community Health Services Advisory Board) - *Hedberg: N/A*

## 10. STAFF TRAINING / DEVELOPMENT

- **Board:** N/A
- **Director:** N/A
- **Staff:** N/A

## 11. MONTHLY FINANCIAL CLAIMS

- Miller 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 **\$9,616.29**, paid on **10/1/2021**
  - Auditor Warrants, in the amount of **\$13,823.29**, paid on **10/15/2021**
  - SSIS Warrants, in the amount of **\$127,278.74**, paid on **10/21/2021**
  - Commissioner Warrants, in the amount of **\$45,185.73**, paid on **10/26/2021**
  - Monthly Credit Card payments, in the amount of **\$3,816.51**

## 12. CONTRACTS/AGREEMENTS/POLICY:

- Hedberg moved, Pettersen seconded and the motion carried unanimously to approve the **2022 Contract and License Fees with Brown Nicollet Community Health Board**.
- Rinne moved, Miller seconded and the motion carried unanimously to approve the **2022 – 2023 County MFIP Biennial Service Agreement with Minnesota Department of Human Services**.
- Miller moved, Pettersen seconded and the motion carried unanimously to approve the **Notice of Funds Available 2022 #2** with **MN Valley Action Council**.
- Rinne moved, Hedberg seconded and the motion carried unanimously to accept **Policy No. 46 - Mental Health Assistance Program** and permission to pursue contracts with facilities.

13. **OTHER:**

- **Citizen's Representative, Ted Hedberg's term** to expire on December 31, 2021. Melheim motioned, Rinne seconded and the motion carried unanimously to elect Ted Hedberg to serve another 3 year term as Citizen's Representative. Hedberg obliged.

14. **ADJOURNED**

- Having no additional business, board chair, Rinne declare adjournment at 10:18 A.M.

Respectfully submitted,

\_\_\_\_\_  
Erin Marks, Support Services Supervisor

Dated: \_\_\_\_\_ 11/17/2021 \_\_\_\_\_

\_\_\_\_\_  
Bob Rinne, County Commissioner – Chair

Dated: \_\_\_\_\_ 11/17/2021 \_\_\_\_\_