

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
October 21, 2020

1. **CALL TO ORDER.**

The Watonwan County Human Services Board of Commissioners met in regular session on October 21, 2020 at **9:00 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, Raymond Gustafson, Bob Rinne and Bill Miller; Citizen’s Representative, Ted Hedberg; Director, Naomi Ochsendorf and Support Services Supervisor, Erin Marks.

2. **REVIEW OF MINUTES** of the **September 16, 2020**, Human Services Board Meeting – Branstad motioned to approve the minutes as read.

3. **CORRECTIONS/REVISIONS/ADDITIONS** to agenda – **so noted**

4. **APPROVAL** of **amended agenda** – Gustafson motioned, Hedberg seconded and the motion carried unanimously to approve the agenda as amended.

5. **NEXT REGULAR BOARD MEETING** will be Wednesday, **November 18, 2020** at **9:00 A.M.**
(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)

6. **BROWN-NICOLLETT COMMUNITY / ENVIRONMENTAL HEALTH**

- Brown-Nicollet Environmental Health Director, Jesse Harmon was present to discuss updates on the 2020 licenses and the 2021 food-beverage-lodging contract agreement. It was noted that the 2021 contract fees would remain the same.
- Svalland motioned to approve the **2021 Food, Beverage, and Lodging Contract**. Gustafson seconded and the motion carried unanimously.

7. **SOCIAL SERVICES UNIT UPDATES**

- Social Services Supervisors, Amy Pluym and Joan Stordalen, were present at today’s meeting to provide a quarterly program update on both the adult and children’s subunits.

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

- Child Protection Statistics were presented to the board members from 2017 to YTD (September 30, 2020). After reviewing the data, it was proposed that the agency would likely be requesting to add a **new County Agency Social Worker – Child Protection position** in the near future to keep up with the growing demands. The cost of the position is known, however, the revenue that would be able to be recouped for this position isn’t yet known.
- Ochsendorf informed the board that we will now be billing for treatment coordination for **Substance Use Disorder (SUD)**.

- Ochsendorf was nominated for **1st Vice President** for Minnesota Association of County Social Service Administrators (**MACCSA**). Her role will be to welcome all new county social services directors and provide resources for them.
- The monthly financials were reviewed.

9. PERSONNEL

- Hedberg motioned, Gustafson seconded and the motion passed unanimously to approve the **Pay for Performance** of **Tara Kleven**, County Agency Social Worker – Team Lead.
- Rinne motioned, Svalland seconded and the motion passed unanimously to approve the **Pay for Performance** of **Meagan Moss**, County Agency Social Worker.
- Miller motioned, Branstad seconded and the motion passed unanimously to approve the **Lateral Move** of **Heather O’Malley**, County Agency Social Worker.
- Svalland motioned, Gustafson seconded and the motion passed unanimously to approve the **Pay for Performance** of **Kelly Romsdahl**, Office Support Specialist.
- Hedberg motioned, Gustafson seconded and the motion passed unanimously to approve the **Pay for Performance** of **Rhonda Sawatzky**, Community Support Technician.
- Gustafson motioned, Svalland seconded and the motion passed unanimously to approve the **Resignation, in good standing**, of **Alexis Martinson**, Public Health Nurse, effective, November 3, 2020.
- Miller motioned, Rinne seconded and the motion passed unanimously to approve the **Temporary Appointment** of **Alexis Martinson**, Public Health Nurse, effective November 4, 2020, for a maximum of 32 hours per pay period.
- Gustafson motioned, Hedberg seconded and the motion passed unanimously to approve the **request to post** for the **Public Health Nurse vacancy**.

10. COMMITTEE and MEETING REPORTS

Board:

- **SCHSAC:** N/A
- **VFC Board:** Hedberg reported that the board will possibly be replacing a few board members in the near future.
- **IMM-Track:** N/A
- **Brown County Evaluation:** Rinne stated topics of discussion included allowing MRCI to end their lease that goes through 2023. A pay off amount was presented to them and they are awaiting a response.
- **Enterprise North:** Gustafson is seeking a board member from Madelia for this committee.
- **MRCI:** Miller stated talks continue about money shortages, downsizing and trying to end leases.
- **CHS Advisory Board:** N/A

11. MONTHLY FINANCIAL/CLAIMS

- Miller moved, the motion was seconded by Rinne, and the motion carried unanimously to close the meeting at 9:35 A.M. pursuant to MS § 13D.05, subd 2(3) to review a **special board request** for **SSIS Person \$64700**, including welfare data.
- Miller moved, Gustafson seconded and the motion passed unanimously to open the meeting at 9:37 A.M.
- Svalland moved, Rinne seconded and the motion passed unanimously to approve the **\$200.00 Special Board Request**, for **SSIS Person #64700**, for a correction to a memorial stone for a state ward

- Gustafson moved, the motion was seconded by Svalland, and the motion carried unanimously to close the meeting at 10:20 A.M. pursuant to MS § 13D.05, subd 2(3) to review **September/October** assistance, relief and claims, including welfare data.
- Branstad moved, Miller seconded and the motion passed unanimously to open the meeting at 10:23 A.M.
- Miller moved, Gustafson seconded and the motion carried unanimously to approve the regular **monthly claims and the credit card payments as presented.**

12. **CONTRACTS/AGREEMENTS/POLICY**

- Hedberg moved, Svalland seconded and the motion carried unanimously to approve the **2021-2022 Community Support Plan (CSP) Grant** with Minnesota Department of Human Services.
- Miller moved, Rinne seconded and the motion carried unanimously to approve the **Notice of Funds Available SNAP** with Minnesota Valley Action Council.
- Gustafson moved, Miller seconded and the motion carried unanimously to approve the **2021 12-month Placement Contract** with Prairie Lakes Youth Programs.

13. **OTHER:**

- Branstad moved, Miller seconded and the motion carried unanimously to approve the request to purchase a **stackable washer and dryer**, from the lowest bid, for the **Forever Friends Clubhouse**. This purchase would be paid with mental health grant dollars.

14. **ADJOURNED**

- Having no additional business, the board chair, Branstad, declared adjournment at 10:28 A.M.

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 11/18/2020

Jim Branstad, County Commissioner – Chair

Dated: 11/18/2020