

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
November 18, 2020

1. CALL TO ORDER.

The Watonwan County Human Services Board of Commissioners met in regular session on November 18, 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. Also present were Commissioners Elect, Jim Petersen and Dillion Melheim

2. **REVIEW OF MINUTES** of the **October 21, 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, Svalland seconded and the motion carried unanimously to approve the agenda as amended.
5. **NEXT REGULAR BOARD MEETING** will be Wednesday, **December 16, 2020 at 9:00 A.M.**
(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)
6. **COMMUNITY HEALTH SERVICES UNIT UPDATES** – Julia Whitcomb
7. **INCOME MAINTENANCE & CHILD SUPPORT UNIT UPDATES** – Jodi Halvorson
8. **DIRECTOR DISCUSSION / UPDATES** - Naomi Ochsendorf
 - ✓ Review of YTD budget.
 - ✓ **4th Annual Coat Drive** was held earlier this month. 56 families were served and 218 jackets were distributed. The remaining jackets will be donated to local schools.
 - ✓ Recently participated in a virtual table top exercise with the region. The focus was on mental health.
 - ✓ Ochsendorf reminded the board members that her performance review was due in December.
9. **PERSONNEL**
 - ✓ Miller motioned, Gustafson seconded and the motion passed unanimously to approve the **Pay for Performance** of **Terresa Davis**, Child Support Lead Worker.
 - ✓ Svalland motioned, Rinne seconded and the motion passed unanimously to approve the **Pay for Performance** of **Katherine Petty**, Collections Officer.

- ✓ Hedberg motioned, Branstad seconded and the motion passed unanimously to approve the **Pay for Performance** of **Nancy Trujillo Vite**, County Agency Social Worker.
- ✓ Gustafson motioned, Svalland seconded and the motion passed unanimously to approve the request to post for a **new position** of a **County Agency Social Worker – Child Protection Specialist**.

10. COMMITTEE and MEETING REPORTS

Board:

- ✓ **SCHSAC:** N/A
- ✓ **VFC Board:** N/A
- ✓ **IMM-Track:** N/A
- ✓ **Brown County Evaluation:** Rinne reported that the facility is going to look into changing their licensing to increase the percentage of beds that can be used for commitments. MRCI was granted a release of their contract by paying \$16K. Brown County Evaluation Center plans on keeping that empty building for a possible employee breakroom, a board room and a training space for employees. The director was given a bonus and a 5% salary increase following her performance evaluation.
- ✓ **Enterprise North:** Gustafson stated that financially they are doing better.
- ✓ **MRCI:** N/A
- ✓ **CHS Advisory Board:** N/A

11. MONTHLY FINANCIAL/CLAIMS

- ✓ Svalland moved, the motion was seconded by Miller, and the motion carried unanimously to close the meeting at 10:17 A.M. pursuant to MS § 13D.05, subd 2(3) to review **October/November** assistance, relief and claims, including welfare data.
- ✓ Gustafson moved, Miller seconded and the motion passed unanimously to open the meeting at 10:20 A.M.
- ✓ Gustafson moved, Miller seconded and the motion carried unanimously to approve the regular **monthly claims and the credit card payments as presented**.

12. CONTRACTS/AGREEMENTS/POLICY

- ✓ Rinne moved, Svalland seconded and the motion carried unanimously to amend **Policy 35 – Conflict of Interest**.
- ✓ Hedberg moved, Miller seconded and the motion carried unanimously to approve the **2021 Detoxification and Evaluation Services** agreement with **Brown County Evaluation Center**.
- ✓ Gustafson moved, Branstad seconded and the motion carried unanimously to approve the **2021 FGDM (Family Group Decision Making) Purchase of Service Agreement with Greater MN Family Services**.
- ✓ Svalland moved, Gustafson seconded and the motion carried unanimously to approve the **2021 Family Based Purchase of Service Agreement with Greater MN Family Services**.
- ✓ Branstad moved, Hedberg seconded and the motion carried unanimously to approve the **2021 Guardianship Services Agreement with Prairie Support Services**.
- ✓ Rinne moved, Svalland seconded and the motion carried unanimously to approve the **2021 Purchase of Service Agreement for Clinical Supervision for Rule 25 Assessor Care Coordinator Services with Sioux Trails Mental Health Center**.

13. OTHER:

- ✓ Miller moved, Rinne seconded and the motion carried unanimously to approve the proposed 2021 board meeting dates.

14. **ADJOURNED**

- Having no additional business, the board chair, Branstad, declared adjournment at 10:21 A.M.

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 12/16/2020

Jim Branstad, County Commissioner – Chair

Dated: 12/16/2020