

**MEETING MINUTES**  
**WATONWAN COUNTY HUMAN SERVICES**  
December 15, 2021

1. **CALL TO ORDER.**

The Watonwan County Human Services Board of Commissioners met in regular session on December 15, 2021 at **8:59A.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, Jim Branstad, Dillon Melheim Jim Pettersen, and Bill Miller; Citizen’s Representative, Ted Hedberg; Director, Naomi Ochsendorf and Support Services Supervisor, Erin Marks.

2. **REVIEW OF MINUTES** of the **November 17, 2021**, Human Services Board Meeting. Branstad motioned, Pettersen seconded and the motion passed unanimously to approve the minutes as presented.

3. **CORRECTIONS/REVISIONS/ADDITIONS** to agenda – none

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

5. **NEXT REGULAR BOARD MEETING** will be Wednesday, **January 19, 2022 at 9:00 A.M.**  
*(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)*

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

- A monthly financial update was given, along with a review of the budget as a whole.
- Update of the **opioid lawsuit settlement** and what it could mean for our region. There is potential of 18 years of funding associated with this settlement in which the region will focus on infrastructure.
- With recent staff turnover, Ochsendorf talked about **strategic planning of staff in the public health and office support areas** and what that may look like.
- The **Adult Mental Health Initiative funds** will be restructured which will reduce future funding in our region, trickling down to affecting the mental health clients in our county.

7. **PERSONNEL**

- Melheim motioned, Branstad seconded and the motion passed unanimously to approve the **Pay for Performance** of:
  - **Paige Bearson**, County Agency Social Worker
  - **Terresa Davis**, Child Support Lead Worker
  - **Janel Fawcett**, Support Enforcement Aide
  - **Naomi Ochsendorf**, Director
  - **Gretchen Plombon**, County Agency Social Worker Team Lead
- Branstad motioned, Rinne seconded and the motion passed unanimously to approve the **Resignation, in good standing**, of the **Tammy Larson**, Office Support Specialist.
- Miller motioned, Hedberg seconded and the motion passed unanimously to grant **permission to post for the vacancy of the Office Support Specialist** position.

- Pettersen motioned, Miller seconded and the motion passed unanimously to approve the **Resignation, in good standing**, of the **Meagan Moss**, County Agency Social Worker.
- Rinne motioned, Miller seconded and the motion passed unanimously to grant **permission to post for the vacancy of the County Agency Social Worker** position.

## 8. COMMITTEE and MEETING REPORTS

### Board:

- **SCHSAC** (State Community Health Services Advisory Committee) - *Melheim: N/A*
- **VFC** (Visions for Families and Communities Collaborative) – *Hedberg* shared that the approved the 2022 proposed budget and reviewed 2021 expenditures. A mini grant request from Illusion Theatre was also approved. This grant will allow our local students to perform educational plays within the community.
- **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* stated that MRCI just recently completed their yearly CARF (Commission on Accreditation of Rehabilitation Facilities) survey and successfully passed it.
- **CHS** (Community Health Services Advisory Board) - *Hedberg: N/A*

## 9. STAFF TRAINING / DEVELOPMENT

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

## 10. MONTHLY FINANCIAL CLAIMS

- Branstad moved, Melheim seconded and the motion carried unanimously to accept a **\$20 cash donation** for use within the **public health** department.
- Miller moved, Rinne 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 **\$18,182.16**, paid on **11/24/2021**
  - Auditor Warrants, in the amount of **\$25,491.93**, paid on **12/10/2021**
  - SSIS Warrants, in the amount of **\$108,149.26**, paid on **12/16/2021**
  - Commissioner Warrants, in the amount of **\$26,326.71**, paid on **12/21/2021**
  - Monthly Credit Card payments, in the amount of **\$6,747.71**
- Miller moved, the motion was seconded by Branstad, and the motion carried unanimously to close the meeting at 9:40 A.M. pursuant to MS § 13D.05, subd 2(3) to review assistance, relief and claims including welfare data.
- Branstad moved, Pettersen seconded and the motion passed unanimously to reopen the meeting at 9:44 A.M.
- Pettersen moved, Miller seconded and the motion carried unanimously to approve the **2021 Accounts Receivables Write-Offs, for \$12,736.17.**

## 11. CONTRACTS/AGREEMENTS/POLICY:

- Branstad moved, Pettersen seconded and the motion carried unanimously to adopt the updated Minnesota **Merit System Equal Employment Opportunity and Affirmative Action Guidelines** that are laid out in **DHS Bulletin Number #21-89-01**, effective **11/10/2021 – 11/12/2023.**

- Rinne moved, Melheim seconded and the motion carried unanimously to approve the **2022 Guardian and Conservator Agreement with Lutheran Social Service of Minnesota.**
- Pettersen moved, Hedberg seconded and the motion carried unanimously to approve the **2022 Detoxification and Evaluation Services with Brown County Evaluation Center.**
- Branstad moved, Rinne seconded and the motion carried unanimously to approve the **2022 Mental Health Client Assistance Program Service Agreement with Euonia.**
- Miller moved, Pettersen seconded and the motion carried unanimously to approve the **2022 Guardian and Conservator Agreement with Ethical Solutions LLC.**
- Melheim moved, Branstad seconded and the motion carried unanimously to amend **Policy No. 39, On-call Social Worker Policy.**  
Rinne moved, Melheim seconded and the motion carried unanimously to approve the **2022 Family Group Decision Making Services with Greater Minnesota Family Services.**
- Miller moved, Rinne seconded and the motion carried unanimously to approve the **2022 Forever Friends Building Lease Agreement with Scott Hoffman.**
- Hedberg moved, Miller seconded and the motion carried unanimously to approve the **2022 South Central Community Based Initiative Agreement.**
- Pettersen moved, Melheim seconded and the motion carried unanimously to approve the **2022 Children’s Mental Health Screening Grant Contract (\$5,081) with Minnesota Department of Human Services.**
- Melheim moved, Rinne seconded and the motion carried unanimously to approve the **2022 MFIP/DWP Agreement with Minnesota Valley Action Council.**

12. **OTHER:**

- Branstad moved, Pettersen seconded and the motion carried unanimously to amend the Watonwan County Human Services **By-Laws**, to include **two (2) appointed citizen members** to the board panel, instead of just one (1).

13. **ADJOURNED**

- Having no additional business, Melheim motioned, Branstad seconded and the motion carried unanimously to adjourn the meeting at 10:31 A.M.

Respectfully submitted,

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

Dated: \_\_\_\_\_ 1/19/2022 \_\_\_\_\_

\_\_\_\_\_  
Bill Miller, County Commissioner – Chair

Dated: \_\_\_\_\_ 1/19/2022 \_\_\_\_\_