

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
 May 17, 2023

1. CALL TO ORDER

The Watonwan County Human Services Board met in regular open session, in the Watonwan County Human Services Community Room, in the city of St. James, MN, on **Wednesday, May 17, 2023**, at **10:06 A.M.**, pursuant to notice given as required by law. The meeting was called to order by Board Chair, Dillon Melheim.

ROLL CALL

ATTENDEE NAME	TITLE	STATUS
Jim Pettersen	Commissioner – District 1 : <i>2023 Board Vice Chair</i>	Present
Bill Miller	Commissioner – District 2	Present
Jim Branstad	Commissioner – District 3	Present
Scott Westman	Commissioner – District 4	Present
Dillon Melheim	Commissioner – District 5 : <i>2023 Board Chair</i>	Present
Ted Hedberg	Citizen’s Representative	Present
Dr. Nicolas Castillo	Citizen’s Representative	Absent
Amy Pluym	Director	Present
Erin Marks	Support Services Supervisor	Present
Jodi Halvorson	Financial Assistance Supervisor	Present
Barb Salmela-Lind	Community Health Services Manager	Present
Joan Stordalen	Social Services Supervisor	Present
Katy Goldschmidt	Social Services Supervisor	Present

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE MINUTES

A motion was made by Branstad, seconded by Pettersen to approve the minutes, as presented, from the **April 19, 2023**, meeting. Motion carried unanimously.

4. CORRECTIONS / REVISIONS / ADDITIONS to agenda – so noted

5. APPROVAL OF THE AGENDA

Miller motioned, Melheim seconded and the motion carried unanimously to approve the agenda as amended.

6. NEXT REGULAR BOARD MEETING will be held Wednesday, **June 21, 2023** at **10:00 A.M.** (Location: *Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James*)

7. HEATING AND COOLING DISCUSSION

- Building Maintenance Supervisor, Matt Durham, was present at today’s meeting to continue the discussion from last month on the immediate and long range plans for the heating and cooling systems in the Human Services building. Durham attempted to make

contact with several local heating and cooling vendors in the Watonwan County area to obtain additional bids **to purchase 2 additional condensing units with furnace**. After board discussion, Branstad motioned, Pettersen, seconded and the motion carried unanimously to grant Durham **permission to purchase 2 additional units** with the 2023 budget, using cash reserves, if necessary.

8. CHILD SUPPORT STAFF PRESENTATION

- Janel Fawcett, Case Aide; Melissa Raddatz, Child Support Officer; and Terresa Davis, Child Support Lead Worker; were present at today's meeting to introduce themselves and explain to the board members the details of their job duties.

9. DIRECTOR'S REPORT OF AGENCY OPERATIONS – Amy Pluym

Budget

- 19% of Revenues, 31% of expenses at 33% of the year.
- Out-of-Home Placement costs down slightly from last year at this time (currently at 27% of the budget), but can change quickly if placement occur.
- Targeted Case Management (TCM), Minnesota Senior Health Options (MSHO), and Representative Payee fees year-to-date at \$386,742.91(2023) vs \$442,104.20 (2022). Looking back at calculations, it appears the 2022 figures were inaccurate.
- Working on procedures for Homeless Prevention Aid (approximately \$18,000/year for 5 years). This will be county-wide dollars and when complete will go to county board for review and approval.

Minnesota Association of County Social Services Administrators (MACSSA)

- Continued discussion on the 48-hour rule. MACSSA also supports not having counties pay in situations where there is no bed available within the State's Direct Care and Treatment (DCT) for a transfer when a client does not meet criteria, Recommending creation of workgroup to explore a longer term solution.

Minnesota Unwinding Period

- Watonwan County will be awarded a **\$78,108 allocation for fiscal year (FY) 2024**. These funds can only be used for expenses that support Medical Assistance (MA) renewals including implementation of renewal mitigation strategies. Some examples of how funds can be used are for addressing disparities, planning activities, hiring and training staff, overtime pay, supplies, equipment, enrollee outreach and communications, printing, postage and technology.

Outreach Events

- Income Maintenance and Child Support units were present at the school fair in Truman.
- The Adult Social Services unit did a presentation at Prairie View for Wellspring regarding downsizing and decluttering.
- Community Service Aide was present at the Woman to Woman Conference in Mankato to represent the agency.

Other

- Will be active participants with the One St. James committee.

10. INCOME MAINTENANCE / CHILD SUPPORT UPDATES – Jodi Halvorson

Income Maintenance:

- Staff continue to attend weekly health care and Supplemental Nutrition Assistance Program (SNAP) meetings/trainings. Health care reviews will start for July renewals. Once a review date is set, recipients will be closed if ineligible. Assets will not be looked at until the second review period.
- With waivers ending, SNAP recipients that do not meet an exemption, will now be required to work. If they do not meet an exemption, the recipient will get 3-months of SNAP in a 3-year period and will close if they aren't working or exempt.
- Child Support: N/A

11. PUBLIC HEALTH UPDATES – Barb Salmela-Lind

- On 5/12/2023, **Minneapolis Children's Dental** was here. They come monthly through a grant from UCare. Nine (9) clients were provided dental care and cleaning services. To date, 39 individuals have received dental care through this grant for 2023.
- At the end of April, we had our Minnesota Department of Health (MDH) site visit for the immunization program. MDH monitors two programs, Minnesota Vaccine for Children (MnVFC) and the Uninsured, Underinsured Adult Vaccine (UUAV) program. They reported in 2022, Watonwan County Public Health administered \$47,000.00 in vaccine to county clients. There is a change in the adult program. The adult program is no longer going to be covering the shingles vaccine due to changes in Medicare. Medicare will now cover the shingles vaccine and patients do not have to use their secondary insurance. People who have Medicare are now able to get shingles vaccine from any pharmacy or doctor's office at no charge.
- Minnesota was awarded \$42.9 million in **workforce funds** through the Strengthening the U.S. Public Health Infrastructure, Workforce, and Data Systems grant. Watonwan County will be receiving **\$84,478.00** of that, it is designated to be used over 5 years. The purpose of the funding is to recruit, retain, and train a skilled and diverse public health workforce.
- There will be an Opioid stakeholders meeting tomorrow regarding options to use our Opioid Allocation funds. We currently have \$66,230.00 in the account. We have some ideas on how to use the funds and will present to the stakeholders group, if they agree on these options, we will bring them to board next month for approval.
- We have received a **Southern Minnesota Initiative Foundation Early Literacy Grant** which provides children's books in English and Spanish. We will receive approximately **250 books** for us to distribute to our clients.

12. SOCIAL SERVICES UPDATES

Children's Unit – Joan Stordalen

- Successful Transition to Adulthood for Youth (**STAY**) **retreat** is scheduled for June 5 – 9, with the younger children going the first 2.5 days, then the older children going Wednesday evening through Friday. Looking at needing a second male leader due to the large amounts of both boys and girls attending this year. We are currently working out details with a teacher from St. James School that might be able to attend.
- The STAY group will also be attending the **Tomorrow's Leaders Today (TLT) Conference**. This is a 3 day leadership conference at the University of Minnesota Duluth from July 26-28. We are hoping to have between 10 – 20 kids that will be able to attend.

- In regards to child protection services, there has been a recent uptick in educational neglect and physical abuse reports received. Reflective Supervision for child protection staff will start in August.
- Greater Minnesota Family Services has recently hired an in-home therapist. Watonwan County has referred four (4) of our families. The provider can take five (5) cases due to being part-time only. Watonwan County will have a wait list of four (4) families who could benefit from services in the future.
- Preparing for **the Rule 13 Family Day Care and Adult and Child Foster Care audit** that is scheduled for June 20-21.

Adult's Unit – Katy Goldschmidt

- Fully staffed in the adult sub-unit. All four new staff are adjusting in their roles and working on reaching out to clients, setting up meetings/visits and all have been assigned caseloads.
- Shout out to the rest of the adult's sub-unit for helping out during the transition over the past four (4) months. Staff have stepped up and taken on additional duties and have been a very resilient group. Thank you to the children's sub-unit as well and to County Agency Social Worker, Kimm Symens, who assisted in making contact in March and April for our adult mental health team.
- The **Blue Plus audit** was completed on April 21, 2023 with a few minor corrections, but overall a good audit and an improvement from last years. Findings included a missed signature, a wrong letter that was sent, and an error in forgetting to offer a telephonic assessment. Goldschmidt will be working on a corrective action plan.
- The Intermediate Care Facility with Developmental Disabilities (**ICF/DD Needs Determination is due June 30, 2023**). Director Pluym will be assisting Goldschmidt in the process. This process helps assess the long-term need and prospects of ICF/DD services for people with developmental disabilities and related conditions.
- Continuing to prepare for the waiver review that is scheduled for June 26-29, 2023.

13. PERSONNEL

- Hedberg motioned, Branstad seconded and the motion passed unanimously to approve the **Pay for Performance** of:
 - **Stacy Green**, County Agency Social Worker
 - **Randee Nelson**, Eligibility Worker
 - **Heather O'Malley**, County Agency Social Worker
 - **Melissa Raddatz**, Child Support Officer
- Petterson motioned, Miller seconded and the motion passed unanimously to close the meeting at 11:12 A.M. pursuant to MS § 13D.05, subd3(a) to complete the **6-month probationary evaluation** of **Amy Pluym**, Director of Human Services. Branstad moved, the motion was seconded by Petterson, and the motion carried unanimously to reopen the meeting at 11:30 A.M. Petterson motioned, Branstad seconded and the motion passed unanimously to approve successful completion of the 6-month probationary evaluation and move **Amy Pluym** to **Permanent Status**.
- Petterson motioned, Miller seconded and the motion passed unanimously to accept the **Retirement**, in good standing, of **Kelly Romsdahl**, Office Support Specialist.

14. COMMITTEE MEETING REPORTS

- **SCHSAC** (State Community Health Services Advisory Committee) – *Melheim*

- VFC (Visions for Families and Communities) Collaborative – *Hedberg and Branstad*
- Immtrack (Regional Immunization Registry) Joint Powers Board – *Pettersen*
- Brown County Evaluation Center – *Westman*
- Enterprise North Inc. – *Pettersen*
- MRCI (Managed Resources Connections Inc.) Board of Directors – *Miller*
- CHS (Community Health Services) Advisory Board – *Hedberg*

15. STAFF TRAINING / DEVELOPMENT

16. MONTHLY FINANCIAL CLAIMS

- Miller moved, Branstad seconded and the motion carried unanimously to approve the regular **monthly claims** and the **monthly credit card payments** as submitted.
- Branstad moved, Pettersen seconded and the motion carried unanimously to accept the **\$53.80 Child Protection Donation** from **Augustana Lutheran Church**.

17. CONTRACTS / AGREEMENTS / POLICIES

- Pettersen moved, Melheim seconded and the motion carried unanimously to accept the termination of the **Cleaning Services** contract with independent contractor, **Laura Coleman**.
- Branstad moved, Miller seconded and the motion carried unanimously to adopt the **2023 Federal Poverty Guidelines and Social Services Fee Schedule** (related to MN Department of Human Services Bulletin #23-69-01).
- Branstad moved, Pettersen seconded and the motion carried unanimously to approve the **Reflective Consultation / Supervision** with **Ray of HOPE, LLC** (8/1/2023 – 12/31/2023).
- Branstad moved, Pettersen seconded and the motion carried unanimously to **amend** Policy No. 15 – **County Burial Policy**.
- Melheim moved, Miller seconded and the motion carried unanimously to **amend** Policy No. 43 – **Interactive Video Policy**.

18. OTHER

- RESOLUTION (stated from the December 20, 2022, Watonwan County Board Meeting)

WHEREAS, Chapter 375 of the Laws of Minnesota provides that the County Board of Commissioners must, by resolution, set their salary and per diem payments for their service on committees, boards and commissions, and provide for payment of their expenses.

THEREFORE, BE IT RESOLVED, that the annual salary for Watonwan County Commissioners for 2023 shall be set at a base of \$23,700.30, \$911.55 bi-weekly. In addition, the Chairman of the County Board shall receive an additional \$520.00, and commissioners electing to waive health insurance coverage will receive a stipend of \$2,250.00 annually.

BE IT FURTHER RESOLVED, that each member of the Board of County Commissioners shall receive per diem payment of **\$85.00**, and **\$100.00** for Human Services Board per diems, and that each member shall be allowed mileage and expense reimbursement in accordance with County Policies in connection with service on the Board and on the following committees or commissions:

Extension Committee
*Human Services Board
Library Board
Rural Energy Board
Region Nine Committees
Minnesota Valley Action Council
and Committees
Department Head Committees
Union Negotiating Committee
County Personnel Committee
Truth In Taxation Hearing
Joint/County Ditch Authority Meetings
Water Plan
Lake Hanska Lake Association
Human Services Building Committee
Madelia Area Redevelopment Corporation

Star City
Planning and Zoning
Regional Radio Board
*MRCI County Representative
Fair Board – Ex Officio
Solid Waste
JTPA Joint Powers Board
County Purchasing Committee
County Safety Committee
AMC Meetings
Special Board Meetings
Transportation Alliance
SWCD Representative
Library Building Committee
SouthCentral Multi-county HRA
Minnesota Rural Counties

Services provided relating to departmental appointments, road and ditch inspections within the Commissioner's district and other duly authorized committees established after the date of this resolution.

*as relates to Human Services

Petersen motioned, Branstad seconded and the motion carried unanimously to adopt these same per diem payments, stated above, for Human Services committee meetings.

19. ADJOURNMENT

- Having no additional business, Melheim motioned, Westman seconded and the motion carried unanimously to adjourn the meeting at 11:33 A.M.

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 6/21/2023

Dillon Melheim, County Commissioner – Board Chair

Dated: 6/21/2023