

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
 June 21, 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, June 21, 2023, at 10:00 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	Absent
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	Present
Amy Pluym	Director	Present
Erin Marks	Support Services Supervisor	Present
Jodi Halvorson	Financial Assistance Supervisor	Absent
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 Miller, seconded by Pettersen to approve the minutes, as presented, from the **May 17, 2023**, meeting. Motion carried unanimously.

4. CORRECTIONS / REVISIONS / ADDITIONS to agenda – nothing added

5. APPROVAL OF THE AGENDA

Pettersen motioned, Castillo seconded and the motion carried unanimously to approve the agenda as presented.

6. NEXT REGULAR BOARD MEETING will be held Wednesday, **July 19, 2023 at 10:00 A.M.** (Location: *Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James*)

7. PUBLIC HEALTH PRESENTATION

- Public Health Nurse, Jodie Wright-Sletta, was present at today’s meeting to introduce herself and explain to the board members the details of her job duties with Public Health Emergency Preparedness (PHEP) and Infectious Disease (ID).

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

- **Budget**
 - 28% of Revenues, 37% of expenses at 42% of the year.
 - Adult Mental Health applied for grant dollars to purchase a van for the clubhouse.
 - Working on procedures for the Homeless Prevention Aid (approximately \$18,000/year for 5 years). Meeting with City of St. James Economic Development Director, Brianna Sanders, to discuss what they are currently working on and potential areas of collaboration.

- **Minnesota Association of County Social Services Administrators (MACSSA)**
 - Legislative updates (changes to the 48-hour rule, development of new departments, including Department of Children and Families, as well as Direct Care and Treatment).
 - Reviewed general trends in Human Services (resident choice, technology, workforce, partnerships and governance).
 - Reviewed Human Services Performance measurements.
 - “If I had a Million Dollars” exercise – discussion on current grant fund plans (examples: opioid and housing grants).
 - Public Speaker, Dick Beardsley presentation.

- **Outreach**
 - Health Services Program Aide, Michele Johnson has been involved with the Bike Rodeos in both Madelia and St. James. She is also involved with the hearing testing with the schools.
 - Public Health Nurse, Danelle Ericksen-Bentley, collaborated on the High School Triathlon.

- **Other**
 - Letters and phone calls/messages to Senator Smith, Klobuchar, and Congressman Finstad on undocumented person and asylum interview.
 - Strategic Planning group is working on orientation and training processes.
 - The alarm on the door in the community room does not alert after hours and someone could have access to entire building. This needs to be evaluated when looking at updating doors and keyless entries.

9. INCOME MAINTENANCE / CHILD SUPPORT UPDATES

Income Maintenance:

- Halfway through the month of processing medical assistance reviews. We are getting several returned in the mail and several that haven't come back yet. Those that haven't turned them in and had them processed by Friday will get one more month of eligibility. The state wants to ensure there isn't a barrier for these individuals and give them a little longer to get the forms in and/or for our workers to find a new address. Those cases will close August 1st.
- There are large posters ordered that will be placed in the pharmacies and clinics, within the county, to provide clients with access to our agency information.

- The Income Maintenance and Child Support units continue to do outreach at the St. James food shelf.

Child Support:

- No updates provided.

10. PUBLIC HEALTH UPDATES – Barb Salmela-Lind

- **Women Infant and Children (WIC):** We are preparing to start seeing client’s in-person again starting the week of August 14th. During COVID, WIC was moved to telehealth visits for appointments. It will be nice to have clients in-house to start doing hemoglobin and weight checks on the kids to better assess them in their growth and monitoring their health. We are also doing outreach to the grocery stores in St. James and Madelia to help assist their customers purchase the correct foods with their WIC funds by providing brochures and food binders in English and Spanish. WIC Coordinator, Diana Raya, is doing a great job connecting with families.
- **Outreach:** Health Services Program Aide, Michele Johnson, participated in the Bike Rodeo held at Madelia schools last month. It was such a success that St. James is looking for dates that they will have one. She is attending meetings for the planning on this. They teach safe bike riding and helmet use. Michele is very passionate about proper use of car seats. She has talked with the Madelia Police department about getting trained in car seat administration so when they notice an improperly placed car seat they can assist with correct placement. Michele is also trying to secure dates this summer for car seat check-up clinics offered for free. In July we will start doing dental varnish clinics to protect the teeth of kids 6 and younger who haven’t seen a dentist yet. Michele will apply the varnish and educate about the importance of dental care. If they have poor dental care she will make a referral to a dentist.
- **Maternal Child Health (MCH):** Public Health Nurse, Karen Oviedo Ortega, is busy doing home visits for our pregnant moms and mom’s with new babies. She was able to see 22 families in May, teaching and assessing their needs and safety. Karen is Spanish speaking and connects very well with our clientele. She is looking into starting breastfeeding education classes to help her clientele have breastfeeding support.
- **Immunization (IMM) / Family Planning (FP):** Public Health Nurse, Danelle Ericksen-Bentley, is underway with trainings and starting to see clients independently. She attended the St James triathlon and handed out information about immunizations, to encourage summer vaccinations so kids are compliant and don’t miss school. She plans to attend the St. James school open houses this fall to have information available to parents and students.
- **Infectious Disease (ID):** Public Health Nurse, Jodie Wright-Sletta is following our 10 elevated lead children, providing teaching and education. We also have two Tuberculosis (TB) cases in Watonwan County that she is following both requiring medication monitoring.
- **Opioid:** The plan we were looking at for approval fell thru due to the conference hotel being filled up so the kids had nowhere to stay. We will continue to look for options and ideas to use the funds.

- **COVID/Influenza:** We still don't know what the recommended COVID vaccine will be this fall so we are watching for that. Sterling Drug will once again provide the vaccine and administration to employees of Watonwan County and their families for the influenza and whatever COVID vaccine is offered.

11. SOCIAL SERVICES UPDATES

Children's Unit – Joan Stordalen

- The Successful Transition to Adulthood from Youth (**STAY**) retreat was June 5 – 9.
- STAY client participant numbers will be less than expected for Tomorrow's Leaders Today (TLT), 3-day leadership conference at the University of MN Duluth from July 26-28. This is due to busy work schedules of youth. We are also still waiting to hear from the Minnesota Department of Human Service about our July 1st grant dollars. It is likely that there will be a significant cut in the funds, so this may change how this group functions over the next year.
- Now that school is out for the summer, there has been an increase in **child protection** reports regarding inadequate supervision. We also continue to see an increased number of sexual abuse reports. Stordalen speaks highly of the Child and Family Advocacy Center of South Central Minnesota and the high quality work they do with victims and their families.
- The **Rule 13 Licensing** audit is this week. Our Licensor, Brett Beckius, has also completed 3 adoptions and a kinship transfer of custody, which greatly reduced out of home placement costs
- Children's Mental Health and Family Facilitator programs are getting kids set up with summer camps and activities.
- Recent received are two new juvenile probation referrals that our Family Based Services Provider, Macee Krumweide, will provide intensive in home services for.

Adult's Unit – Katy Goldschmidt

- The Waiver Review is next week for the following program areas; Alternative Care (AC), Elderly Waiver (EW), Developmental Disability (DD), and Community Access for Disability Inclusion (CADI). Audit begins Monday, June 26 and ends Thursday, June 29.
- MnChoices 2.0 launch is now scheduled to release July 10, 2023.

12. PERSONNEL

- Hedberg motioned, Melheim seconded and the motion passed unanimously to approve the **Pay for Performance** of:
 - **Julia Hoffman**, County Agency Social Worker
 - **Anna Menssen**, Family Based Service Provider
- Pettersen motioned, Miller seconded and the motion passed unanimously to approve the **Probationary Review** and move to **Permanent Status** of **Katy Goldschmidt**, Social Services Supervisor.

13. 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*
 - Watonwan County's vaccination rate is at 72%
- **Brown County Evaluation Center** – *Westman*

- **Enterprise North Inc.** – *Pettersen*
- **MRCI** (Managed Resources Connections Inc.) Board of Directors – *Miller*
 - Excess vans will be sold.
- **CHS** (Community Health Services) Advisory Board – *Hedberg*

14. STAFF TRAINING / DEVELOPMENT

15. MONTHLY FINANCIAL CLAIMS

- Petterson moved, Miller seconded and the motion carried unanimously to approve the regular **monthly claims** and the monthly **credit card payments** as submitted.
- Miller moved, Hedberg seconded and the motion carried unanimously to accept a **\$475.00 donation** from **Lance and Tyrah Seidl**, owners of Resilient, in St. James. The donation is earmarked for the mental health advisory, Local Area Collaboration (LAC), for an activity walk in September.

16. CONTRACTS / AGREEMENTS / POLICIES

- Petterson moved, Miller seconded and the motion carried unanimously to approve the **2024-2025 Fraud Prevention Investigation Grant** agreement with the Minnesota Department of Human Services (MDHS).
- Informational only: Stordalen informed the board of the **revisions** she made to the already approved **2023-2024 Child Protection Opiate Epidemic Response Grant** allocation from the Minnesota Department of Human Services (MDHS)
- Castillo moved, Petterson seconded and the motion carried unanimously to approve the following **Housing Support Agreements** with
 - Good Samaritan Society – Brant Ridge
 - Community Options & Resources
 - REM Heartland, Inc. – Amberfield Apt 1
 - REM Heartland, Inc. - Amberfield Apt 2
- Pettersen moved, Hedberg seconded and the motion carried unanimously to approve the revisions to **Policy No. 37 – Safeguarding Federal Tax Information (FTI)**.

17. OTHER

18. ADJOURNMENT

- Having no additional business, Pettersen motioned, Melheim seconded and the motion carried unanimously to adjourn the meeting at 11:23 A.M.

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 7/19/2023

Dillon Melheim, County Commissioner – Board Chair

Dated: 7/19/2023