

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
 July 19, 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, July 19, 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	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 Miller, seconded by Pettersen to approve the minutes, as presented, from the **June 21, 2023**, meeting. Motion carried unanimously.

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

5. APPROVAL OF THE AGENDA

Branstad motioned, Melheim seconded and the motion carried unanimously to approve the agenda as presented.

6. NEXT REGULAR BOARD MEETING will be held Wednesday, **August 16, 2023** at **10:00 A.M.** (Location: *Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James*)

7. DIRECTOR’S REPORT OF AGENCY OPERATIONS – Amy Pluym

Budget:

- We are at 49% of Revenues, 44% of expenses at 50% of the year.
- The bi-annual payment from local participation has been receipted into the books.

- Out of Home Placement (OHP) costs are down, currently at 37% of the budgeted amount.
- State Operated Services (SOS) costs are also down, however, there is an increase to Minnesota Security Hospital (MSH) and Minnesota Sex Offender Program (MSOP) rates as of August 1, 2023.

Outreach:

- Our agency will be present at the local county fair this year.
- Pluym will be meeting with city developers in regards to the Homeless Prevention grant.

Other:

- Our agency is struggling with current Information Technology needs.
- Medical Assistance renewal signage is currently placed in our front lobby, and also in local clinics, and pharmacies.
- Met with Brianna Sanders, Economic Development Director, at the City of St. James, regarding housing and the homeless prevention grant. The cities programs primarily revolve around low interest loans for home improvements. Currently no plans for housing development. Pluym plans to meet with county auditor, Kelly Pauling, to discuss moving forward on the homeless prevention grant. The final grant award amount is \$16,784.
- There has been an increase in Adult Mental Health (AMH) cases which is contributed to doing more outreach now that the Adult Social Services department is fully staffed.

8. INCOME MAINTENANCE / CHILD SUPPORT UPDATES

Income Maintenance: Intakes have increased. Staff are completing interviews, along with processing complicated reviews.

Child Support: Staff are navigating a different process with a new magistrate, which is requiring them rely more on our county attorney.

9. PUBLIC HEALTH UPDATES – Barb Salmela-Lind

Women Infant and Children (WIC): WIC Coordinator, Diana Raya, submitted her resignation. We are currently advertising the vacant position.

Outreach: Health Services Program Aide, Michele Johnson, was at the county fair educating and showing proper car seat safety. Family Planning Coordinator, Danelle Ericksen-Bentley, was also at the county fair table greeting everyone and answering questions on our agencies programs for fair goers.

COVID / Influenza: Minnesota Department of Health (MDH) has announced there will be a new Covid-19 vaccine out this fall. We will offer it to those clients who qualify for the Minnesota Vaccines for Children Program (MnVFC) and Underinsured and Underinsured Adult Vaccine Program (UUAV) programs. MDH will not be providing it any longer so we will not be able to have it available for the general public due to the cost of buying it commercially. I have been in contact with Jake from Sterling Drug in Fairmont and he will continue to offer the Flu and Covid vaccines for all Watonwan County employees and their families.

The COVID Workforce Grant will be sponsoring motivational speaker, Willow Sweeney, to speak to our staff at the agencies Employee Forum in March of 2024.

Other: We have completed two dental varnishing clinics in the agency. At the appointment, dental varnish is applied and dental referrals are made, if need be. Health Services Program Aide, Michele Johnson, has had visits with 11 children, under 6 years old, so far and is working to schedule more dates.

We are organizing a training with our Statewide Health Improvement Partnership (SHIP) group called “Bridges out of Poverty” for staff and key stakeholders.

We have been meeting with Watonwan County Emergency Management Director, Ryan Visher, to work on the sheltering plan for Watonwan County so we have an adaptable, flexible plan in place in the event we need to shelter families.

10. SOCIAL SERVICES UPDATES

Children’s Unit – Joan Stordalen

- The licensing audit is complete for Licensor, Brett Beckius, and there are no corrective action items.
- The Tomorrow’s Leaders Today (TLT) Conference is scheduled for July 26-28, 2023. County Agency Social Worker, Stacy Green, will be attending the conference with 5 of our county youth to gain leadership skills and to identify ways they can become participating citizen’ in their communities.
- In the near future, all staff, will be offered “Professional Dangerousness” training that focuses on the unknown biases of people/clients that we work with.

Adult’s Unit – Katy Goldschmidt

- Waiver Review audit is complete, with one minor corrective action plan to complete. The review team was impressed with the agency’s communication and connections both internal and external. They also commented on the focus we put on building relationships with providers and our continued efforts to bridge gaps in our area.

11. PERSONNEL

- Branstad motioned, Pettersen seconded and the motion passed unanimously to approve the **Pay for Performance** of **Jessica Veenstra**, County Agency Social Worker
- Hedberg motioned, Miller seconded and the motion passed unanimously to approve the **Probationary Appointment** of **Naomi Carrillo**, Office Support Specialist.
- Pettersen mentioned, Branstad seconded and the motion passed unanimously to accept the **Resignation**, in good standing, of **Diana Raya**, WIC Coordinator.
- Melheim mentioned, Miller seconded and the motion passed unanimously to accept the **Resignation**, not in good standing, of **Ana Van Laanen**, County Agency Social Worker.

12. COMMITTEE MEETING REPORTS

- **SCHSAC** (State Community Health Services Advisory Committee) – *Melheim*
- **VFC** (Visions for Families and Communities) Collaborative – *Hedberg and Branstad*
 - Reviewed the by-laws and what is considered a quorum. Also scheduled meetings out for 2024.
- **Immtrack** (Regional Immunization Registry) Joint Powers Board – *Pettersen*
- **Brown County Evaluation Center** – *Westman*

- **Enterprise North Inc.** – *Pettersen*
 - Had a visit with Representative, Paul Torkelson, in regards to illuminating the sub-minimum wages.
 - In the 15 years, Madelia Enterprise Thrift Shoppe has been operating, this past June has been there best month ever, revenue wise.
- **MRCI** (Managed Resources Connections Inc.) Board of Directors – *Miller*
 - Completed the 90-day probationary review of the new CEO, Patrick “Casey” Westhoff.
- **CHS** (Community Health Services) Advisory Board – *Hedberg*

13. STAFF TRAINING / DEVELOPMENT

- Miller moved, Branstad seconded and the motion carried unanimously to approve **3 Child Support staff** to attend the Minnesota Family Support & Recovery Council (**MFSRC Conference**), from October 1 – 4, 2023.

14. 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.

15. CONTRACTS / AGREEMENTS / POLICIES

16. OTHER

- An official **resignation letter** submitted by **Citizen’s Representative**, Dr. Nicolas Castillo, was read aloud by Board Chair, Melheim. Melheim has offered to pursue finding a replacement for Castillo.

17. ADJOURNMENT

- Having no additional business, Pettersen motioned, Westman seconded and the motion carried unanimously to adjourn the meeting at **10:57 A.M.**

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 7/19/2023

Dillon Melheim, County Commissioner – Board Chair

Dated: 7/19/2023