

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
 August 16, 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, August 16, 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
Vacant	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	Absent
Katy Goldschmidt	Social Services Supervisor	Present

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE MINUTES

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

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

5. APPROVAL OF THE AGENDA

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

6. NEXT REGULAR BOARD MEETING will be held Wednesday, **September 20, 2023** at **10:00 A.M.** (*Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James*)

7. STAFF PRESENTATION – Postponed until September

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

- **Budget**
 - 58% of Revenues, 51% of expenses, at 58% of the year.
 - Out-of-home placements at 42% of budget.
 - State Operated Services (SOS) / Acute Care hospitalizations at 32% of budget.

- **Minnesota Association of County Social Services Administrators (MACSSA)**
 - MnCHOICES feedback to Department of Human Services sessions and demonstration of conversational agent prototype.
 - Discussion on the use of the Medicaid “Unwinding” funds.
 - Development of 48-hour rule task force.

- **Other**
 - Continued discussion on the agencies IT needs.
 - Attended One St. James meeting to prioritize ideas from the first meeting.
 - Homeless Prevention Aid - trying to determine if it will go directly to Human Services or to the general fund. Dramatic increase from \$16,784 in 2023 to \$59,359 in 2024.
 - Professional Dangerousness training held Tuesday for staff. The training created awareness of internal feelings about clients that can affect how you interact with them and the impact that it has.
 - Strategic planning held for South Central Based Initiative (SCCBI) to work on setting priorities for the Regional Management Team (RMT) and Joint Powers Board (JPB).
 - Update from U.S. Congressman Brad Finstad’s office - they checked with U.S. Senators from Minnesota, Tina Smith (D-MN) and Amy Klobuchar (D-MN), who confirmed they are not working on our undocumented client and asylum interview, so Finstad’s office will.

9. INCOME MAINTENANCE / CHILD SUPPORT UPDATES

- **Income Maintenance:**
 - Intakes were back down again but reviews are taking a great deal of time to complete. The Department of Human Services (DHS) process has workers touching a lot of cases twice. In the last week of the month, DHS will last minute have workers stop closing cases if clients haven’t turned their reviews in. DHS is worried clients are not getting the message to complete their reviews so DHS is pushing it off another month. This only adds to the following month’s reviews that need to be processed. Clients are getting frustrated and confused at the amount of texts, emails and robo calls they are receiving from DHS. At this point, some clients already know they are over income but they still need the review processed and closed so that they can be added to their employer sponsored coverage.
 - Information only, no action needed from the board. There may be staff overtime paid out during the Medicaid “unwinding” period. There has been a process established for this and no county dollars will be used to pay this, it is strictly being paid from the Medicaid “unwinding” grant dollars.

- **Child Support:**
 - Staff had their first court date with the new magistrate. She is setting up meet and greets with each counties child support workers and a separate meeting with the county attorney.

- Staff are starting to see workload increases now due to the trickledown effect since COVID.

10. PUBLIC HEALTH UPDATES – Barb Salmela-Lind

- A new WIC Coordinator, Sara Taplin, has been hired. She will begin her duties on Monday, August 21st.
- Public Health Nurse, Danelle Ericksen-Bentley gave 24 vaccines last month and has already passed that amount this month, she also provided family planning services for 13 clients.
- WIC benefits were issued to 214 families last month.
- Community Health Aide, Michele Johnson, made outreach to 292 families for pack'n plays, car seats, dental varnish, and Child & Teen outreach. We had 12 clients for our Children's Dental services in July.
- Public Health Nurse, Karen Oviedo Ortega, had 30 home visits for pregnant moms and new babies.
- Public Health has registered for a table at the Convivencia Hispana Fiesta. Information and education on programs for Public Health & Human Services will be distributed there on September 16th.
- Madelia Health is hoping they will open their St. James Clinic towards the end of December. At that time they are hoping to have a Nurse Practitioner or a Physician's Assistant come to our public health clinic 1-2 times per month for our Family Planning clients.
- Updated on meeting with Ryan Visher, Emergency Management Director, regarding sheltering. Visher has reached out to facilities that are willing to be a shelter location and has given the list to the American Red Cross and they will be coming out to register potential sites for shelters.

11. SOCIAL SERVICES UPDATES

- **Children's Unit** – Joan Stordalen
 - REM (Foster Care) in Madelia is moving into a new home this week.
- **Adult's Unit** – Katy Goldschmidt
 - Waiver team continues to work on remediation from the waiver review. Corrective action is due August 28. Having discussions on staggered plans to onboard the new MnCHOICES 2.0 system.
 - Adult Mental Health (AMH) team is fully staffed and diligently working on seeing individuals monthly. We continue to see new referrals for AMH services.
 - Jail project – we continue to have an open time on Thursdays starting at 1:00 p.m., via zoon, for any referrals received from the jail. The team discussed the referral form and changed to general services or mental health services to help better track needs and prepare for the time slots.
 - 10 county Clubhouse picnic is scheduled for August 23, 2023.
 - Goldschmidt met with Dr. Marti DeLiema, with the University of Minnesota, regarding a partnership with Marty Fleischhacker with that Department of Commerce, to focus on Chapter 45A (Financial Exploitation Protections for Older or Vulnerable Adults) and Safe Seniors Financial Protection Act regarding financial exploitation and fraud of senior in Watonwan County. In person meeting will be held on October 11th.

- Adult protection recently received a second round of funding in the amount of \$10,025. These funds are to be spent by counties to expand adult protection service programs, support service response for adults referred by MAARC as vulnerable or maltreated, to stop, reduce risk and prevent maltreatment and for multidisciplinary adult protection team support.

12. PERSONNEL

- Pettersen motioned, Branstad seconded and the motion passed unanimously to approve the **Pay for Performance** of the following staff:
 - **Desiree Garibay**, Eligibility Worker
 - **Kim Giese**, Fiscal Officer
 - **Sharon Werth**, Community Support Technician
 - **Jodell Wright-Sletta**, Public Health Nurse
- Hedberg motioned, Miller seconded and the motion passed unanimously to approve the **Probationary Appointment** of **Sara Taplin**, WIC Coordinator.

13. COMMITTEE MEETING REPORTS

- **SCHSAC** (State Community Health Services Advisory Committee) – *Melheim*
 - The SCHSAC Conference will be held on September 28 and 29th. Melheim will not be attending, however, Community Health Services Manager, Barbara Salmela-Lind will be going.
 - Michelle Gin, Planning & Communications Supervisor at Minnesota Department of Health, will be doing a meet and greet with Melheim on September 12th.
- **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*
 - Miller attended the board meeting in which there was discussion on the recent financial audit showing that revenues were down a bit.
 - Received approval to continue Consumer Directed Services (CDS) and Financial Management Services (FMS).
- **CHS** (Community Health Services) Advisory Board – *Hedberg*

14. STAFF TRAINING / DEVELOPMENT

- Branstad moved, Hedberg seconded and the motion carried unanimously to approve **4 Eligibility Workers** to attend the Minnesota Financial Worker and Case Aide Association (MFWCAA) Conference from October 1-4, 2023.

15. 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.

16. CONTRACTS / AGREEMENTS / POLICIES

- Hedberg moved, Petterson seconded and the motion carried unanimously to approve Director Pluym to sign the **Transportation Agreement for Students in Foster Care Placement** with **St. James Public Schools**, Ind. School ISD 840.
- Branstad moved, Melheim seconded and the motion carried unanimously to approve the **2024 Master Contract Agreement** with Minnesota Valley Action Council (MVAC) to provide TANF, MFIP, SNAP and SNAP Support Services.
- Branstad moved, Melheim seconded and the motion carried unanimously to approve the **Notice of Funds Available for SNAP Support Services (7/1/2023 – 6/30/2024)** with Minnesota Valley Action Council (MVAC).
- Branstad moved, Miller seconded and the motion carried unanimously to approve Director Pluym to sign the **UCare Business Associate Agreement** (which includes MSHO, MSC+, TCM, SUD and Car Seats services).

17. OTHER

- Melheim is making contact with a possible candidate for the second Citizen’s Representative.

18. ADJOURNMENT

- Having no additional business, Pettersen motioned, Branstad seconded and the motion carried unanimously to adjourn the meeting at 11:02 A.M.

Respectfully submitted,

Erin Marks, Support Services Supervisor

Dated: 8/16/2023

Dillon Melheim, County Commissioner – Board Chair

Dated: 8/16/2023