

MEETING MINUTES
WATONWAN COUNTY HUMAN SERVICES
October 19, 2022

1. CALL TO ORDER.

The Watonwan County Human Services Board of Commissioners met in regular session on October 19, 2022 at **8:59 A.M.**, at the Community Room of the Watonwan County Human Services Building, City of St. James. The meeting was called to order by Chair, Bill Miller.

PLEDGE OF ALLEGIANCE

ROLL CALL – The following committee members were present at today’s meeting, Chair, Bill Miller; Vice Chair, Dillon Melheim; Commissioners, Jim Pettersen, Jim Branstad, and Bob Rinne; Citizen’s Representatives Dr. Nicolas Castillo and Ted Hedberg; Director, Naomi Ochsendorf; and Support Services Supervisor, Erin Marks.

2. **REVIEW OF MINUTES** of the **September 21, 2022**, regular Human Services Board meeting. Branstad motioned, Rinne seconded and the motion passed unanimously to approve the minutes as corrected.
3. **CORRECTIONS/REVISIONS/ADDITIONS** to agenda – N/A
4. **APPROVAL** of the agenda – Rinne motioned, Melheim seconded and the motion carried unanimously to approve the agenda as amended.
5. **NEXT REGULAR BOARD MEETING** will be Wednesday, **November 16, 2022 at 9:00 A.M.**
(Location: Watonwan County Human Services, Community Room, 715 2nd Ave. S., St. James.)
6. **BROWN-NICOLLET ENVIRONMENTAL HEALTH PRESENTATION** – Jesse Harmon
 - Brown-Nicollet Environmental Health Director, Jesse Harmon, was present to discuss updates on the 2022 licenses and the 2023 food-beverage-lodging contract agreement. It was noted that the 2023 contract fees would have a 3% increase.
7. **COMMUNITY SUPPORT AIDE PRESENTATION** – Nidia Zelaya
 - Community Support Aide, Nidia Zelaya, was present at today’s meeting to give the board an overview of her position as well as how she provides outreach to the citizens of this county.
8. **DIRECTOR DISCUSSION / UPDATES** - Naomi Ochsendorf
 - The monthly program data and a financial outlook, year-to-date, was reviewed.
9. **PERSONNEL**
 - Melheim motioned, Rinne seconded and the motion passed unanimously to approve the **Pay for Performance** of:
 - **Tara Johnson**, County Agency Social Worker
 - **Kelly Romsdahl**, Office Support Specialist
 - **Barbara Salmela-Lind**, Community Health Services Manager
 - **Rhonda Sawatzky**, Community Support Technician

- Hedberg motioned, Miller seconded and the motion passed unanimously to approve the **End of Probationary Appointment** and move to **Permanent Status** of:
 - **Shania Hansen**, Licensed Practical Nurse
 - **Sarah Solheid**, Office Support Specialist
- Branstad motioned, Melheim seconded and the motion passed unanimously to approve the **Probationary Appointment** of **Brenda Cervantes**, County Agency Social Worker – CPS
- Pettersen motioned, Melheim seconded and the motion passed unanimously to approve the **Resignation, in good standing**, of **Patrick Spellman**, County Agency Social Worker.

10. COMMITTEE and MEETING REPORTS

- **SCHSAC** (State Community Health Services Advisory Committee) – *Melheim N/A*
- **VFC** (Visions for Families and Communities) Collaborative – *Hedberg and Branstad N/A*
- **Immtrack** (Regional 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.) Board of Directors – *Miller*
 - Celebrating their 70th year this year. MRCI went into business in 1953.
 - The current CEO will be resigning in March 2023 so they are working on a smooth transition for that process.
 - On track to earn \$1.5 million for 2022.
- **CHS** (Community Health Services) Advisory Board – *Hedberg N/A*

11. STAFF TRAINING / DEVELOPMENT

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

12. MONTHLY FINANCIAL CLAIMS

- Melheim moved, Branstad seconded and the motion carried unanimously to approve the regular **monthly claims** and the **monthly credit card payments**, as presented:
 - SSIS Warrants, in the amount of **\$233.53**, paid on **9-29-2022**
 - Auditor Warrants, in the amount of **\$17,729.19**, paid on **9-30-2022**
 - Auditor Warrants, in the amount of **\$600.00**, paid on **10-12-2022**
 - Auditor Warrants, in the amount of **\$100.00**, paid on **10-11-2022**
 - Auditor Warrants, in the amount of **\$100.00**, paid on **10-13-2022**
 - Auditor Warrants, in the amount of **\$8,396.38**, paid on **10-14-2022**
 - SSIS Warrants, in the amount of **\$102,137.19**, paid on **10-20-2022**
 - Commissioner Warrants, in the amount of **\$41,300.47**, paid on **10-25-2022**
 - Monthly Credit Card payments, in the amount of **\$1,836.76**

13. CONTRACTS/AGREEMENTS/POLICY:

- Pettersen motioned, Branstad seconded and the motion carried unanimously to approve the **2023 Licensing and Inspection Services Agreement** with **Brown-Nicollet Community Health Board**.
- Rinne motioned, Branstad seconded and the motion carried unanimously to approve the **2023 Mental Health Consultation / Clinical Supervision** with **Counseling Services of Southern MN**.
- Branstad motioned, Melheim seconded and the motion carried unanimously to approve the **Child Protection Services Training Work Agreement** with **Kristina Guth**.

14. **OTHER:**

- Let the minutes reflect that by general consensus of the board, Hedberg will be excused from the regular monthly board meeting scheduled on November 16, 2022.

15. **ADJOURNED**

- Having no additional business, Pettersen motioned, Melheim seconded and the motion carried unanimously to adjourn the meeting at 9:54 A.M.

Respectfully submitted,

 Erin Marks, Support Services Supervisor

Dated: 11/16/2022

 Bill Miller, County Commissioner – Chair

Dated: 11/16/2022