



**WRIGHT COUNTY
HEALTH & HUMAN SERVICES
BOARD AGENDA**

January 13, 2020

Board of Commissioners:
Christine Husom - District 1
Darek Vetsch - District 2
Mark Daleiden - District 3
Michael Potter - District 4
Charlie Borrell - District 5

I. 1:30 P.M. PLEDGE OF ALLEGIANCE

II. 2020 HHS BOARD REORGANIZATION

Documents:

[2020 HHS BOARD REORGANIZATION.PDF](#)

III. MINUTES - DISPENSE WITH READING. APPROVE AS WRITTEN/REVISED

A. 2019-12-03 HHS BOARD MINUTES (DRAFT)

Documents:

[2019-12-03 HHS BOARD MINUTES.PDF](#)

IV. REVIEW & APPROVAL OF AGENDA

V. CONSENT AGENDA

**A. APPROVE LETTER OF NEED (NORTH STAR EXPANSION OF CHEMICAL
DEPENDENCY SERVICES)**

Documents:

[NORTH STAR REGIONAL INPATIENT CD - LETTER OF NEED.PDF](#)
[NORTH STAR REGIONAL INFORMATION.PDF](#)

**B. APPROVE LETTER OF NEED (SOBRIETY FIRST LLC EXPANSION OF
OUTPATIENT FACILITY IN MONTICELLO)**

Documents:

[LETTER OF NEED TO DHS - SOBRIETY FIRST.PDF](#)

**C. AUTHORIZE HHS DIRECTOR GOODRUM SCHWARTZ AS SIGNATORY TO
THE SUCCESSFUL TRANSITION TO ADULTHOOD FOR YOUTH (STAY)
PROGRAM COLLABORATION & FISCAL AGENT AGREEMENT (SERVICE
PROVIDER TREEHOUSE CONTRACT APPROVER 12/17/19 COUNTY
BOARD)**

Documents:

[STAY AGREEMENT.PDF](#)

**D. APPROVE GRANT-FUNDED APRIL 2-8, 2020 OUT-OF-STATE TRAVEL,
AUSTIN TEXAS: NATIONAL COUNCIL FOR BEHAVIORAL HEALTH'S**

ANNUAL CONFERENCE: JILL POOKER, SARAH GROSSHUESCH, DIANE ERKENS

E. APPROVE PUBLIC HEALTH DIVISION RETREAT, JANUARY 27, 2020, NYE PARK, MONTICELLO

Documents:

[2019-01-27 PH ALL STAFF RETREAT AGENDA.PDF](#)

VI. NEW HIRES

- A. Ann Bensen, Social Worker, Youth Services, January 13, 2020

VII. EMPLOYEE OF THE MONTH

VIII. REGULAR AGENDA

A. SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES

1. ACCEPT RESOLUTION HHS 20-01: DECEMBER 2019 DONATION

Documents:

[RESOLUTION HHS 20-01 DECEMBER DONATION.PDF](#)

2. ACCEPT ADVISORY COMMITTEE RESIGNATION, NEW APPLICATION

1. Mental Health Advisory Committee
 - A. New Applicant - Kristy Potter (District 2)
 - B. Resignation - Nina Tischer - District 3
2. HHS Advisory Committee
 - A. New Applicant - Linda Antl - District 1

3. APPROVE APPLICATION REQUEST FOR SUBSTANCE ABUSE & MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) DRUG-FREE COMMUNITIES GRANT (SARAH GROSSHUESCH, 10 MINUTES)

Documents:

[DFC FACT SHEET.PDF](#)

4. APPROVE TO ESTABLISH A YOUTH PARTNERSHIP FOR HEALTH COUNCIL IN PUBLIC HEALTH (SARAH GROSSHUESCH, 5 MINUTES)

Documents:

[BE ACTIVE. BE HEARD. \(2\).PDF](#)
[BYLAWS OF YPHC.PDF](#)
[YOUTH ADVISORY BOARD BACKGROUND AND REC.PDF](#)
[YOUTH PARTNERSHIP FOR HEALTH COUNCIL DESCRIPTION.PDF](#)
[YP4H APPLICATION QUESTIONS.PDF](#)

5. INTRODUCE NEW SOCIAL SERVICE SUPERVISORS: MOLLY MARTIE & JULIE BEMBOOM (MICHELLE MILLER, 2 MINUTES)

6. APPROVE REQUEST TO CANCEL JANUARY 27, 2020 HHS BOARD MEETING (JAMI GOODRUM SCHWARTZ, 30 SECONDS)

B. ADMINISTRATION

1. DIRECTOR'S COMMENTS

2020 HHS BOARD REORGANIZATION

1. Election of Officers

- A. Chairperson (Husom – 2019)
- B. Vice Chairperson (Borrell – 2019)
- C. Secretary (Potter – 2019)

2. Setting of Meeting Dates for 2019 (every 2nd & 4th Monday, 1:30 – 2:30 pm)

January 27	May 26 (Tue)	September 28
February 10	June 8	October 12
February 24	June 22	October 26
March 9	July 13	November 9
March 23	July 27	November 23
April 13	August 10	December 14
April 27	August 24	December 28
May 11	September 14	January 11, 2021

3. Committee Appointments

COMMITTEE	2019 MEMBERS	2020 APPOINTMENTS
Central MN Council on Aging (3-Year Term)	Borrell	
Local Emergency Medical Systems Council	Husom	
Inter-agency Early Intervention Committee	Potter	
Advisory/Task Force Committees		
Human Services Advisory Committee	Potter	
Mental Health Advisory Council	Daleiden	
Public Health Task Force	Daleiden	
Emergency Management/Public Health Emergency Preparedness (EM/PHEP) Workgroup Advisory Council (previously Emergency Preparedness Committee)	Vetsch	
Truancy Task Force	Potter	
State Community Health Services Advisory Committee appointment and alternate	Husom; Sarah Grosshuesch (alternate)	
CommUNITY Adult Mental Health Initiative	Jami Goodrum Schwartz; Jill Pooler (alternate)	

4. Committee/Task Force Reappointments for January – June 2020

HHS ADVISORY COMMITTEE

District 1

Sandbach, Terri – 2nd Term

MENTAL HEALTH ADVISORY COMMITTEE

District 1

Kantola, Stephanie – 2nd Term



BOARD MINUTES

WRIGHT COUNTY HEALTH & HUMAN SERVICES BOARD

December 3, 2019

DATE APPROVED:

Christine Husom,	District 1
Darek Vetsch,	District 2
Mark Daleiden,	District 3
Michael Potter,	District 4
Charles Borrell,	District 5

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE HHS BOARD

I. PLEDGE OF ALLEGIANCE

The Wright County Health & Human Services Board met in regular session at 1:30 p.m. with Husom, Vetsch, Daleiden, Potter and Borrell present.

STAFF PRESENT:

Jami Goodrum Schwartz, HHS Director
Christine Partlow, Business Manager
Jill Pooler, Social Services Manager
Kimberly Johnson, Financial Services Manager
Michelle Miller, Social Services Manager
Sarah Grosshuesch, Public Health Director
Alison Dudek, Public Health Nurse
Casey Henre, Public Health Supervisor
Danielle Tierney, Office Technician II
Kate Dahl, Fiscal Supervisor
Marcus Yang, Accounting Technician
Marsha Kutz, Fiscal Officer
Noami Blomberg, Administrative Specialist
Stephanie-Bridgette Wiley, Financial Services Supervisor

II. MINUTES APPROVAL

ACTION: Vetsch moved, Daleiden second, to approve November 12, 2019 minutes. Motion carried.

III. REVIEW AND APPROVAL OF AGENDA

Borrell suggested to hold a workshop or Committee of the Whole meeting to address child protection concerns. Vetsch asked Borrell if there is a framework of the discussion to warrant a separate meeting. Borrell wanted to address how HHS is enforcing the rules, expressing concerns of its services.

CONSENSUS: Set the date at the end of this meeting.

ACTION: Vetsch moved, Daleiden second, to approve the agenda. Motion carried

IV. CONSENT AGENDA

- a. January 1, 2020 – December 31, 2020 Contracts
 - i. Village Ranch – Foster Care and Residential Services (annual renewal)
 - ii. REM South Central – Semi-Independent Living Services (annual renewal)

ACTION: Daleiden moved, Potter second, to approve the consent agenda. Motion carried.

V. NEW HIRES

- a. Danielle Tierney, Office Technician II, Adult Financial Services OT, December 2, 2019

VI. EMPLOYEE OF THE MONTH - JANUARY 2020

Alison Dudek is the January Employee of the Month

VII. REGULAR AGENDA

A. Social Services/Public Health/Financial Services

1. ACCEPT RESOLUTION HHS 19-11 – NOVEMBER 2019 DONATION

ACTION: Daleiden moved, Vetsch second, to accept Resolution HHS 19-11. Motion carried 5-0 on a roll-call vote.

Ron Zachman, Chair of Wright Hennepin Electric Trust (WHET) Operation Roundup, was present to acknowledge HHS and the HHS Board's appreciation and acceptance of the \$10K grant for the Special Needs Fund program.

2. APPROVE ADVISORY COMMITTEE BYLAWS AMENDMENT

Marked in red, both advisory committees approved to remove the residency restriction of provider members provided that the Wright County resident-and-non-resident" ratio stay balanced.

a. HHS Advisory Committee – under Article III (Membership), Section 1,2, 4., as follows:

- i. Section 1. Eligibility and Selection. The Advisory Committee membership shall be appointed by the County Commissioners as provided by Minnesota Statutes, as referenced in Article II of these Bylaws. Advisory Committee members must reside ~~within the boundaries of~~ **or provide services in Wright County.**
- ii. Section 2. Membership. The Advisory Committee shall have at least nine members. One-third (1/3) of the members shall be representatives of those persons receiving services provided by the Board. Up to 1/3 of the members may be providers or employees of providers of services and may include representatives of private providers. The remaining members shall represent citizens of the county. Each member **not representing a service** shall be a citizen of Wright County.
- iii. Section 4. Vacancies. The Board shall have full power to fill any vacancy on the Advisory Committee. **Any member with three consecutive unexcused absences or otherwise not fulfilling his/her duties may be excused by a majority vote of members present.**

b. Mental Health Advisory Committee – under Article III (Board Members), Section 1, 5, as follows:

- i. Section 1. Eligibility and Selection. The Council membership shall be appointed by the County Commissioners as provided by Minnesota Statutes, as referenced in Article II of these Bylaws. Council members must reside ~~within the boundaries of~~ **or provide services in Wright County.**
- ii. Section 4. Vacancies. A vacancy in the Council shall occur upon the inability to serve or resignation of a Council member. Vacancies may also occur if a Council member moves out of, **ceases services in the county,** ~~the county boundaries,~~ or upon the completion of term. Any member with three consecutive unexcused absences or otherwise not fulfilling his/her duties may be excused by a majority vote of members present.

ACTION: Daleiden moved, Borrell second, to approve both the HHSAC and the MHAC bylaws as amended. Motion carried.

3. EMERGENCY PREPAREDNESS COMMITTEE: APPROVE BYLAWS AMENDMENT & COMMITTEE NAME CHANGE TO “EMERGENCY MANAGEMENT/PUBLIC HEALTH EMERGENCY PREPAREDNESS WORKGROUP (EM/PHEP) (SARAH GROSSHUESH)

ACTION: Potter moved, Daleiden second, to approve the changes as outlined. Motion carried.

4. APPROVE HHS POLICY & PROCEDURE MANUAL

JAMI GOODRUM SCHWARTZ

Goodrum Schwartz presented 42 HHS Policies & Procedures. These are new and re-written administrative memos developed into a succinct and easy-to-understand reference and training tool for

staff. The manual is a fluid document that will be reviewed and revised as needed, and will be brought to HHS Board every year-end for review.

The HHS Board commended the initiative for clarity and guidance. Goodrum Schwartz acknowledged the Continuous Improvement Committee and the Policy & Procedure team of technical writers, subject matter experts, approvers, project coordinator and quality assurance staff for the successful project.

ACTION: Daleiden moved, Vetsch second, to approve the HHS Policy & Procedure Manual. Motion carried.

5. DISCUSS DHS LETTER ON COUNTY REPAYMENT FOR SUD/IV-E/CASH ASSISTANCE (JAMI GOODRUM SCHWARTZ)

Minnesota counties received communication from the Department of Human Services (DHS) office last month on billing charges directed to counties as an attempt to recoup State funds lost due to miscalculation in setting county share of payments toward federal reimbursements. This impacts county share for Substance Use Disorder Institutes of Mental Disease (SUD-IMD), claims for Title IV-E payment and overpayment recoveries for cash assistance program participants.

Wright County's share of the county overpayment is \$102K – which was not budgeted in 2020. DHS did not provide any cost breakdown at this point. Wright County currently will not take any action to reimburse DHS until further notice.

6. PRESENTATION: [2019 PERFORMANCE MANAGEMENT REPORT & SCORE CARD DISCUSSION](#) (JAMI GOODRUM SCHWARTZ)

(JAMI GOODRUM SCHWARTZ)

Goodrum Schwartz highlighted that Wright County HHS demonstrated a remarkable performance record in 2019, with no Performance Improvement Plans (PIP) issued by DHS. County performance thresholds are set by DHS to assess if agencies meet program requirements.

HHS is currently scrutinizing and reassessing internal processes and criteria in Adult Protection.

Commissioner Vetsch commented on the disproportionately high number of Adult Protection cases as compared to other represented counties.

7. INFORMATION: 2019-11-20 HHS ADVISORY MEETING MINUTES

Potter suggested to possibly reschedule the 2020 quarterly meeting schedule due to a conflict of another committee meeting that he attends elsewhere.

8. REQUEST TO CANCEL DECEMBER 23, 2019 HHS BOARD MEETING

(JAMI GOODRUM SCHWARTZ)

ACTION: Potter moved, Daleiden second, to cancel December 23, 2019 HHS Board meeting. Motion carried.

On Borrell's request to set a meeting for the Child Protection issue, it was agreed that he will meet with Goodrum Schwartz outside of a board meeting.

B. Administration

1. DIRECTOR'S COMMENT

Wright County has been identified as the runner up for the most improved SNAP error rate from Federal Fiscal Year 2018 to Federal Fiscal Year 2019. DHS calculates the SNAP error rate from the monthly case audits completed by the DHS Quality Control team. In Federal Fiscal Year 2018, Wright County had a SNAP error rate of 17.8 percent. For Federal Fiscal Year 2019, October through April, Wright County's error rate is at 0 percent. This is a great accomplishment and really shows staff commitment to providing SNAP benefits to clients timely and accurately.

The meeting adjourned at 2:58 p.m.

Respectfully submitted by Naomi Blomberg, Administrative Specialist

DRAFT



Health & Human Services

Director

Jami Goodrum Schwartz

Fiscal, Technology & Support
Social Services, Public Health

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January 13, 2020

Department of Human Services
Office of the Commissioner

To Whom It May Concern:

On December 17, 2019 Jason Vanderscoff, CEO, NorthStar Regional, requested a Letter of Need from Wright County.

NorthStar Regional currently provides chemical dependency services including inpatient, outpatient, and sober living homes. NorthStar Regional is looking to purchase and remodel the current Riverwood site in Otsego to provide this continuum of services. The geographic area that will be served will include all of Wright County and the surrounding Minnesota counties based on need and caseload capacity. The agency was founded by an LADC with extensive CD experience, an addiction psychiatrist, and an LADC who also has a PsyD. All founders have current roles within the agency. Currently, NorthStar Regional currently is headquartered in Chaska and has a 48 bed residential facility for men, 17 bed residential facility for women, 65 intensive outpatient with lodging beds, and 9 sober houses.

MN Administrative Rule 9530.6800 & 9530.6810 require that the, "need for an additional or expanded chemical dependency treatment program must be determined, in part, based on the recommendation of the county board of commissioners of the county in which the program will be located..."

Wright County would support the possibility of expanding the treatment options in our area for the increasing need of services.

This Letter of Need/Support request was presented and approved by the Wright County Board of Commissioners on January 13, 2020. Wright County supports NorthStar Regional's request to add an additional facility location to provide inpatient chemical dependency services to both male and female clients.

Sincerely,

Jami Goodrum Schwartz
Director of Health & Human Services

An Equal Opportunity Employer



Letter of Need Request for Wright County

NorthStar Regional is requesting a letter of need from Wright County officials in support of its proposal to remodel and operate a residential, outpatient, and clinically-managed withdrawal services program at the former Riverwood Extended Stay Inn in Otsego, MN. As we discussed in our meeting on Friday December 13, 2019 NorthStar Regional is an existing mental health and substance use treatment entity.

Background

Alcohol and drug use and mental health issues continue at unprecedented rates. Treatment programs are in short supply and the need is pressing and urgent. Current trends in behavioral health are embracing the co-occurring disorders treatment model, meaning that chemical dependency and mental health issues are addressed at the same time, in the same place with the same treatment staff. Residential treatment centers provide quality treatment with housing and board.

Our proposed residential and intensive outpatient co-occurring treatment program would not only create additional jobs in the Otsego area through the hiring of staff — including nurses, mental health therapists, addiction counselors, technicians, cooks, dishwashers, maintenance workers, administrators, psychologists and psychiatry providers — it will help create a higher level of care for residents in the northwest metro area who suffer from the co-occurring disorders of mental illness and chemical dependency.

NorthStar Regional Overview

NorthStar Regional (NSR) is a behavioral health organization dedicated to helping people with mental health and substance use disorders move forward in hope. NSR provides residential and intensive outpatient (IOP) co-occurring disorders treatment; mental health counseling for individuals, couples and families; mental health IOP and group programs; psychiatry services; and sober housing. NorthStar Regional has treatment locations in Chaska, Chanhassen, Maple Grove, and Shakopee. We are set apart from other treatment centers specifically because of our intensive psychiatric services, our emphasis on quality integrated mental health treatment, and our commitment to continuing care and housing.

Headquartered in Chaska, Minnesota, NorthStar Regional was founded in 2015 by Hal Baumchen, PsyD, LP, LADC; Jason Vanderscoff, LADC; and Thomas Winegarden, MD. We currently operate a 48-bed residential facility for men in Shakopee and a 17-bed facility for women in Chaska. We have 65 IOP with lodging beds in Chaska, Chanhassen, and Maple Grove. Additionally, we operate 9 other sober houses.

NorthStar Regional's list of referral sources include: Center for Drug and Alcohol, Christian Family Solutions, Dakota County, Douglas County, Fairview Southdale, Fairview University of Minnesota, LeSeuer County, Teen Focus Recovery Center, The Haven, United Hospital, and Wantonwan County Human Services. We also receive referrals from Scott, Rice, Ramsey, Olmstead, Nicollet, McLeod, Isanti, Hennepin, Goodhue, Crow Wing, Chisago, Cass, Brown, Blue Earth and Anoka Counties. We do have a larger list of referral sources that can be provided upon request.

Proposed Treatment Services

This project would enable us to combine the strengths of current services and provide needed treatment and group residential housing for Mental Illness/Chemical Dependency (MI/CD) clients in Wright County. The target population for this facility is males, ages 18-100. At completion, the proposed facility would house and treat up to 160 men (64 clients in residential treatment for up to 30 days and 96 clients in intensive outpatient treatment for up to 90 days). Additionally, houses in the community would be purchased to provide safe sober

homes for clients following treatment. Similar residential treatment centers include New Beginnings in Waverly (25.5 miles) Centra Care Recovery Plus (41.1 miles) and St. Cloud Metro Treatment Center (35.9 miles). The combined population of Albertville, Elk River, Otsego, Monticello, and Buffalo is over 92,000.

Funding for our services includes Rule 25 funding and Medical Assistance. We are in-network providers for most major health insurance plans.

In 2017, the city of Otsego had preliminarily approved use of this facility for addiction treatment, mental health, or other residential healthcare uses. At that time, the county Sheriff had written a letter of support for addiction treatment.

Riverwood Property Description

The current proposed facility is a 60+ room facility in a very private and serene setting, nestled on 34 wooded acres backing up to the Mississippi River with 400' of river frontage. Set on the edge of suburban Minneapolis, it offers easy access to the metro. The property is located on two county highways and is only 4 minutes from I-94. The property is a 6-minute drive to Monticello, Albertville, Otsego, and Elk River. It is only 35 minutes from downtown Minneapolis and only 45 minutes to the airport.

This property has a full-service restaurant onsite with a large commercial kitchen. The three main buildings total 55,000 square feet and include large meeting spaces, bedrooms with bathrooms, and several common areas. The property has Mississippi River views, walking trails, and plenty of space for recreational activities.

Medical services are available and conveniently located in relation to the property, including Buffalo Hospital, which is 16 miles from the proposed treatment center location. Urgent Care at Stellis Health Center is 4.7 miles away.

Individualized Continuum of Care

Personal success in recovery occurs when treatment focuses on the entire person, including but not limited to physical, mental, and emotional problems. Each client at this new facility would be treated holistically, addressing substance use, mental health and medical/psychiatric issues. This approach allows us to achieve the best treatment outcomes. Length of participation will vary as treatment plans are individualized, however, most clients in the residential treatment center will be there for 30 days. Following this, continuum of care options are available for counseling and housing facilities operated by NorthStar Regional. These aftercare options would include counseling, psychiatry services, intensive outpatient mental health programs, intensive outpatient chemical dependency treatments and sober homes. It is our intent to provide the highest quality of professional services on a campus that will reflect the standards, image and pride of the local community.

If you need further information, contact Jason Vanderscoff at Jason@northstarregional.com

Thank you.

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Health & Human Services

Director
Jami Goodrum Schwartz

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January 13, 2020

Department of Human Services
Office of the Commissioner

To Whom It May Concern:

On January 2, 2020 Caren Remus of Sobriety First LLC, requested a Letter of Need from Wright County.

Sobriety First LLC currently has offices in Stearns and Mille Lacs counties providing outpatient treatment and educational classes. Recently, Sobriety First LLC began attending Wright County Drug Court as an advisory team member. They are looking to open an outpatient facility in Monticello and have the space acquired. They wish to provide the following services out of the Monticello location: chemical dependency assessment, group and individual counseling, DUI and minor consumption classes, and Driving with Care classes. All services will be provided to adults per their license.

MN Administrative Rule 9530.6800 & 9530.6810 require that the, "need for an additional or expanded chemical dependency treatment program must be determined, in part, based on the recommendation of the county board of commissioners of the county in which the program will be located..."

Wright County would support the possibility of expanding the treatment options in our area for the increasing need of services.

This Letter of Need/Support request was presented and approved by the Wright County Board of Commissioners on January 13, 2020. Wright County supports Sobriety First LLC's request to add an additional facility location to provide outpatient chemical dependency services to adults.

Sincerely,

Jami Goodrum Schwartz
Director of Health & Human Services

Successful Transition To Adulthood For Youth Program

Collaboration And Fiscal Agent Agreement

This contract is between the Human Services Boards of Wright County, Sherburne County, Benton County and Stearns County, hereinafter referred to as the "Counties".

WHEREAS The Human Services Agencies of the Counties have been awarded a grant by the State of Minnesota for the purpose of providing services to at risk youth who are aging out of foster care under the Successful Transition To Adulthood For Youth (STAY) Program; and

WHEREAS Said grant covers the period of time from January 1, 2020 through December 31, 2021 and involves receipt by the Counties of \$60,000 for each calendar year; and

WHEREAS Wright County is contracting with Treehouse to provide said services for individuals referred by the Counties;

NOW, THEREFORE, The Counties hereby agree as follows:

1. **Term**

The term of this contract is January 1, 2020 through December 31, 2021, or until all of the fiscal agent responsibilities have been fulfilled, whichever is later.

2. **Contractor**

Wright County shall contract with Treehouse (hereinafter Contractor) for the provision of services to eligible individuals under the grant. That Contract is attached hereto as Exhibit A.

3. **Fiscal Agent**

Wright County shall act as fiscal agent for the Counties, receiving said grant funds and making payments to Contractor when invoices are received. Wright County shall also complete any reports required by the State of Minnesota as to the grant funds. Pursuant to Minnesota Statutes, § 16C.05, Subd. 5, Wright County shall provide the Counties, the State Auditor, and any authorized representatives of either, access to and the right to examine, audit, excerpt and transcribe any books, documents or other records maintained by Wright County pertaining to this grant and Agreement. These records shall be maintained for a minimum of six years from the creation of said records.

4. **Counties' Responsibilities**

Each County shall be responsible for determining eligibility of individuals for the programming by the Contractor, obtaining the necessary releases and other information from the individuals and then making the referrals to the Contractor.

5. **Data Practices**

All data collected, created, received, maintained, or disseminated under this Agreement is governed by the Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act. Wright County will maintain all fiscal records, with all Counties having access to said records. Each County shall maintain data regarding individuals it has referred for services under this Agreement.

6. Indemnification

Wright County shall indemnify, hold harmless and defend the Counties, their officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions arising out of or by reason of any negligent act or omission in the execution, performance, or failure to adequately perform the fiscal agent duties pursuant to this Contract.

7. Modifications

Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by representatives of the Counties.

8. Counterparts

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

9. Authority

The representatives signing this Contract have authority to execute this instrument on behalf of the Counties.

WRIGHT COUNTY

Jami Goodrum Schwartz, Director

Date

SHERBURNE COUNTY

Director

Date

BENTON COUNTY

Director

Date

STEARNS COUNTY

Director

Date

1. *Strengthen, Support, and Serve Our Community*
2. Welcome and Breakfast 8:30-9:00
 - a. New Staff
 - Kelsey Collier, PHN Community Health
 - b. Getting to Know your Co-workers
3. Theme of the Day- MDH 2020 Deliverables 9:00 am -10:00 am
 - a. Community Health Needs Assessment
 - Minnesota Student Survey Data
 - b. Community Health Improvement Plan
 - c. Wright County PH Strategic Plan

BREAK
4. WC Public Health Strategic Plan Action Teams Update 10:30 am- 11:00 am
5. Social Determinants of Health Training- HEAT 11:00-11:45am

LUNCH

6. Self Care- Jenna Kopp HealthPartners 12:30pm- 1:30pm
7. General Business 1:30 – 2:15pm
 - a. Media Work Group Updates
 - b. QI Updates
 - c. PH Doc Update
 - d. T21 Update
 - e. 2020 Full Scale Exercise
 - f. CI Reporting- CI representatives
 - g. Questions
8. Program/Staff Sharing- *1 thing I'm looking forward to in 2020* 2:15pm -3pm
9. Adjourn 3:00pm

Next All Staff Meeting: March 23, 2019 8:30 to 10:30



BOARD OF WRIGHT COUNTY HEALTH & HUMAN SERVICES

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Michael Potter	District 4
Charles Borrell	District 5

DATE ADOPTED:

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Add Page

Motion by Commissioner _____

Seconded by Commissioner _____

Roll Call Vote:

	YES	ABSENT	NO
HUSOM	_____	_____	_____
VETSCH	_____	_____	_____
DALEIDEN	_____	_____	_____
POTTER	_____	_____	_____
BORRELL	_____	_____	_____

STATE OF MINNESOTA)

ss.

County of Wright)

Witness my hand and official seal at Buffalo, Minnesota, this

Jami Goodrum Schwartz
Wright County Health & Human Services Director



BOARD OF WRIGHT COUNTY HEALTH & HUMAN SERVICES

Christine Husom	District 1
Darek Vetsch	District 2
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DATE ADOPTED:

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Drug Free Communities (DFC) Support Program – Grant Application

The Request for Proposal has not been released. It is usually released in January and is due in March.

Funding Source: Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of Health & Human Services

Funding Amount: Up to \$125,000/year (predicted)

Funding Period: Five-year grant starting July 1, 2020 (predicted), with an option to apply for additional funds for years six through ten

Eligibility: Eligible applicants are community-based coalitions addressing youth substance use that have never received a DFC grant

Goals:

1. Establish and strengthen collaboration among communities, public and private non-profit agencies, as well as federal, state, local, and tribal governments to support the efforts of community coalitions working to prevent and reduce substance abuse among youth.
2. Reduce substance abuse among youth and, over time, reduce substance abuse among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

Proposal: Wright County Public Health proposes to apply for and manage this grant on behalf of the Mentorship, Education, and Drug Awareness (MEADA) Coalition of Wright County. MEADA approved this plan at a meeting in December 2019. This will include hiring a DFC Project Coordinator and housing them in Public Health. Grant activities will prioritize youth-focused strategies that prevent alcohol, tobacco/vaping, and marijuana use. Examples of activities include parent forums, sticker shock campaigns, post-prom lock-ins, and billboard advertisements.

Current Minnesota Recipients:

- Baudette (Year 5)
- Crookston (Year 5)
- Deer River (Year 5)
- Fairmont (Year 4)
- Little Falls (Year 6)
- Long Prairie (Year 5)
- Morton (Year 2)
- Olivia (Year 10)
- Onamia (Year 5)
- Owatonna (Year 9)
- Park Rapids (Year 4)
- Pine River (Year 10)
- Plymouth (Year 7)
- Roseau (Year 5)
- Shakopee (Year 1)
- Sherburne County (Year 6)
- State of Minnesota (Year 1)
- Willmar (Year 10)
- Winona (Year 5)

BE ACTIVE. BE HEARD.

THE YOUTH PARTNERSHIP FOR HEALTH COUNCIL

**WISH THERE WAS A
PLACE TO VOICE
WHAT IS IMPORTANT
TO YOU AND YOUR
FRIENDS?**

There is! Apply to join the Youth Partnership for Health Council to become an advocate for yourself and your friends.

FOR AN APPLICATION:

763-684-8424

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The High School Office



WRIGHT COUNTY
PUBLIC HEALTH



**BYLAWS OF
YOUTH PARTNERSHIP FOR HEALTH COUNCIL**

PREAMBLE

1. Public Health responsibilities and essential local public health activities include assuring an adequate local public health infrastructure; promoting healthy communities and healthy behaviors; preventing the spread of infectious disease; protecting against environmental health hazards; preparing for and responding to disasters and assist communities in recovery; and assuring the quality and accessibility of health services. Services are provided to residents of Wright County in their homes and other appropriate locations.
2. Specific services available are defined in the policies established are provided regardless of race, color, creed, sex, handicapping conditions, or ability to pay.
3. Plans developed and implemented work toward the coordination of all services provided to Wright County residents in the interest of continuity of care and appropriate use of personnel and financial resources.

ARTICLE I

Name, Location, and Jurisdictional Area

1. Name. The name of the group shall be Youth Partnership for Health Council
2. Location. Youth Partnership for Health Council shall maintain its principal office in Buffalo, Minnesota, with such other offices in such locations within the jurisdictional area as Youth Partnership for Health Council may from time to time prescribe.
3. Jurisdictional Area. Youth Partnership for Health Council shall exercise its powers within the boundaries of Wright County and within such other areas as the Wright County Health & Human Services Board determines pursuant to law.

ARTICLE II

Duties and Powers

Youth Partnership for Health Council is established pursuant to Minnesota Statute 145A.10, Subdivision 10 (Community Health Services Act).

ARTICLE III

Board Members

1. Eligibility and Selection. Youth Partnership for Health Council membership shall complete the Youth Partnership for Health Council application which will be reviewed by Wright County Public Health. Members must reside within the boundaries of Wright County.
2. Composition of Membership. Membership shall consist of not less than 8 and no more than 26 members. Membership is as follows: 2 students from each school district that live within Wright County.
3. Terms. A term consists of two years. Membership shall be assured through an effort to balance new and experienced members. There shall be no limitation in the number of terms a member may serve.

Bylaws of Youth Partnership for Health Council

4. Youth Partnership for Health Council Coordinators. Public Health Staff shall act as coordinators to the Youth Partnership for Health Council.
5. Vacancies. A vacancy in Youth Partnership for Health Council shall occur upon the inability to serve or resignation of a member. Vacancies may also occur if a member moves out of, the county boundaries, or upon graduation or unenrollment from school. Any member with two or more consecutive unexcused absences or otherwise not fulfilling their duties may be excused by a majority vote of members present.
6. Per Diem and Expenses. Voting members shall receive such per diem and be reimbursed for such expenses as provided by law and resolution of the Health & Human Services Board. Members of Youth Partnership for Health Council who are professionals drawing a salary from their employer while serving on Youth Partnership for Health Council shall not be eligible for a per diem. Per diem shall be set by the Health & Human Services Board at their annual meeting.

ARTICLE IV

Meetings

1. Meetings. The Youth Partnership for Health Council shall hold its regular meetings at its principal place of business or elsewhere as provided by the Board at least six times per year. A proposed written agenda for each regular meeting shall be provided to each member by Wright County staff at least one week before each regular meeting. The Youth Partnership for Health Council shall be limited to such agenda items, except for emergency items during its meeting.
2. Quorum. A quorum shall consist of a majority of Youth Partnership for Health Council membership.
3. Adjournment. Any meeting may be adjourned to a particular place on a date and time upon majority vote of the members voting.
4. Voting. Each member shall have one (1) vote. All business shall be conducted by a majority vote unless otherwise provided by Youth Partnership for Health Council or required by law. County staff members shall not be voting members.
5. Sub-committees. Standing and special sub-committees shall be appointed as necessary. Persons outside of The Youth Partnership for Health Council membership with special talents and information may be asked to serve on sub-committees. The sub-committee chairperson will be selected at the first meeting of the sub-committee and be invited to meetings as indicated to report on the work of the sub-committee. At least one member of Youth Partnership for Health Council shall be a member of each sub-committee.
6. Records of Meetings. A designated secretary shall prepare and certify minutes of the meetings, copies of which shall be provided to members in such manner as The Youth Partnership for Health Council shall determine.
7. Rules. All meetings shall be conducted in accordance with Roberts Rules of Order unless otherwise provided in these Bylaws.

ARTICLE V
Officers

1. Offices and Terms. The officers of the Council shall be a chairperson and a vice chairperson who must be members elected by Youth Partnership for Health Council. The officers shall serve a term of one (1) years or until their respective successors are elected. New officers will assume office as soon as elected.
2. Election of Officers. Elections will be held at the first meeting of the year. Special Elections may be called by Youth Partnership for Health Council as needed.
3. Combined Officers. No two offices may be held by the same person at the same time.
4. Chairperson. The Chairperson shall be the presiding officer of Youth Partnership for Health Council and shall be responsible for carrying out the policy decisions of Youth Partnership for Health Council and see that all resolutions of Youth Partnership for Health Council are carried to the Public Health Task force. The Chairperson or designee will represent the Youth Partnership for Health Council at the Public Health Taskforce meetings.
5. Vice Chairperson. The Vice Chairperson shall assist the Chairperson in carrying out their duties and responsibilities and shall perform such additional duties as may be established by the Youth Partnership for Health Council from time to time. In the absence of the chairperson at any meeting of the Youth Partnership for Health Council, the vice Chairperson shall preside. If both the Chairperson and the Vice Chairperson are not in attendance at a regular or special meeting, a temporary Chairperson shall be chosen from among those members present at the meeting.
8. Secretary shall prepare and certify minutes of the meetings, copies of which shall be provided to members in such manner as The Youth Partnership for Health Council shall determine.

ARTICLE VI
Responsibilities

1. Advise, consult with and make recommendations to the Public Health Task Force and/or the Health & Human Services Board directly, on matters relating to the maintenance, funding, and evaluation of public health services.
2. As individual members, be knowledgeable concerning Public Health programs and legislation affecting services.
3. Identify and address health concerns that impact youth through policy and special groups.

ARTICLE VII
Gifts

1. Gifts. The Youth Partnership for Health Council may accept any contribution, gift, bequest or device for any lawful purpose of the Youth Partnership for Health Council.

Bylaws of Youth Partnership for Health Council

2. Procedure for Gifts. Any gift presented to Youth Partnership for Health Council shall be recorded and brought to the Public Health Task Force with a recommendation for use.

ARTICLE VIII

Waiver of Notice

Whenever any notice is required to be given, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE IX

Amendments to Bylaws

The Bylaws of Youth Partnership for Health Council shall remain in effect until amended as provided herein. The Bylaws may be amended only upon 5 day written notice setting forth the proposed amendment, read at the regular meeting at which the amendment will be considered. Amendments may be adopted upon affirmative vote of a majority of the Youth Partnership for Health membership. Repealers shall be considered amendments for the purposes of this Article.

(xx/xx/xxxx)

Accepted by Youth Partnership for Health Council – xx/xx/xxxx

Youth Advisory Board

I. BACKGROUND

The idea for a Youth Advisory Board was introduced for discussion at a meeting for the Wright County Health and Human Services Sexually Exploited Youth Prevention Collaborative (WCHHSSEYPC). Members of WCHHSSEYPC prepared a program proposal for a Youth Advisory Board and submitted it to the Wright County Public Health Director, Sarah Grosshuesch and Public Health supervisors for review. Following approval of the program proposal, WCHHSSEYPC members met with Sarah Grosshuesch to discuss program development.

II. RECOMMENDATIONS FROM THE DISCUSSION:

A. MEMBERSHIP:

- Membership board will represent all of Wright County and must be county residents.
- Will be made up of high school students.
- Members will need to commit to attend meetings and participate in at least one activity outside of the meetings.
- Seek recommendations from schools for youth recruitment.
- Two youth per public school district (20 youth total).
- Diverse representation of youth will be highly encouraged.

B. WORKINGS OF THE TASK FORCE:

- The Youth Advisory Board will be the “directing” group and will be allowed to have work groups to address specific issues/concerns/topics. Work groups will be formed around “issues”.
- Each work group will have a liaison from the Youth Advisory Board.
- Stipend and mileage or transportation will be paid for Youth Advisory Board meetings only.
- Responsible for regularly reporting back to Public Health Task Force committees
- Meetings will be open to the public (anyone can attend).
- Will operate under the county’s operating procedures.
- The Youth Advisory Board will consist of co-chairs and a secretary.
- A minimum of 9 meetings held throughout the working year.

C. RECRUITMENT

- School notification
- Students, teachers, and counselors could act as recruiters and liaisons to the Youth Advisory Board members

Youth Partnership for Health Council

The goal of the Youth Partnership for Health Council is to empower youth to identify gaps in their health education and work towards filling in those gaps through advocating for themselves and their peers. Programs and decisions that impact the health and wellbeing of youth are created with no input from them. By amplifying their voices, we will better understand their current environment and how that plays into the welfare of Wright County communities.

According to the 2019 Minnesota School Survey, the majority of High School students in Wright County reported that if something interested them they would try to learn more about it. However, 35% of males and 29% females in 11th grade in Wright County schools reported that they did not think things they learned in school were useful. Students in Wright County currently do not have an outlet to advocate for more information surrounding adolescent health. The Minnesota School Survey has identified that if students in Wright County are given access to information about topics that they feel are important, they are more likely to invest time into learning.

The Youth Partnership for Health Council will be comprised of high school students who are Wright County residents. A diverse representation of youth will be encouraged. Two representatives from each high school will be sought. The Council will have smaller work groups to address specific issues/concerns/topics and will be responsible for reporting to the Public Health Taskforce. The Council will hold a minimum of 9 meetings throughout the working year which will operate under the county's operating procedures.

Application Information

Applicants information

- Name (first and last)
- Address
- City
- State
- Zip
- Phone
- E-mail
- Age
- School Grade
- School District
- Are you a Wright County Resident?

Legal Guardian/Parent Information

- Name (first and Last)
- Address
- City
- State
- Zip
- Phone
- Email

Open Ended Questions

1. Why are you interested in being on the Wright County Youth Partnership for Health Council?
What do you hope to gain from this experience?
2. Describe your skills and strengths and why they would be a great addition to the Youth Partnership for Health Council?
3. *Health begins where we live, learn, work, and play. We all should have the opportunity to make choices that allow us to live a long healthy life regardless of income, education, or ethnic background.*
If you had \$100,000 to improve the health of your community what would you do?