



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

**September 14, 2020**

**Board of Commissioners:**

Christine Husom - District 1  
Derek Vetsch - District 2  
Mark Daleiden - District 3  
Michael Potter - District 4  
Charlie Borrell - District 5

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

**II. MINUTES - DISPENSE WITH READING. APPROVE AS WRITTEN/REVISED**

**A. 2020-08-10 HHS BOARD MINUTES (DRAFT)**

Documents:

[2020-08-10 HHS BOARD.PDF](#)

**III. REVIEW & APPROVAL OF AGENDA**

**IV. CONSENT AGENDA**

**A. APPROVE PUBLIC HEALTH TASK FORCE APPLICANTS**

1. Michelle Otto - District 5
2. Nick O'Rourke - District 1

**V. NEW HIRES**

1. Emily Anderson, Social Worker II, Social Services, August 24, 2020
2. Sarah Gregerson, Eligibility Specialist, Adult Family Financial Services & OT, September 8, 2020
3. Mason Coaty, Information Systems Analyst, Technology, September 9, 2020
4. Brenda Humiston, Child Support Hearing Officer, Child Support, September 14, 2020

**VI. EMPLOYEE OF THE MONTH - OCTOBER**

**VII. REGULAR AGENDA**

**A. SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES**

**1. ACCEPT RESOLUTION HHS 20-04 AUGUST DONATION**

Documents:

[RESOLUTION HHS 20-04 AUGUST DONATION.PDF](#)

**2. INFORMATION: HHS BOARD MEETING LIVE STREAMING (JAMES O'DELL, 5 MINUTES)**

**3. INFORMATION: PUBLIC HEALTH GRANT-FUNDED POSITIONS IN THE LAST 10 YEARS (JAMI GOODRUM-SCHWARTZ, 5 MINUTES)**

Documents:

[2010-2020 PH POSITIONS.PDF](#)

## B. DIRECTOR'S COMMENTS



## BOARD MINUTES

### WRIGHT COUNTY HEALTH & HUMAN SERVICES BOARD

August 10, 2020

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, Potter and Borrell present. Daleiden absent.

#### STAFF PRESENT:

Anna Radloff, Social Worker III/MHP  
Christine Partlow, Business Manager  
Frank Petitta, Audio/Visual Technician  
James O'Dell, Technology Supervisor  
Jill Pooler, Social Services Manager  
Jon Thalberg, Eligibility Specialist  
KaLeigh Lentsch-Dwinell, Social Worker  
Kimberly Johnson, Financial Services Manager  
LeeAnn Thimell, Social Services Supervisor  
Misty Thibodeaux, Technology Coordinator  
Noami Blomberg, Administrative Specialist  
Sarah Grosshuesch, Public Health Director  
Shelley Stotko, Collections Officer  
Tammi Martens, Financial Services Supervisor  
Tarynn Anderson, Social Worker III/MHP  
Theresa Novacek, Social Worker

#### II. MINUTES APPROVAL

**ACTION:** Husom moved, Vetsch second, to approve the July 13, 2020 minutes. Motion carried

#### III. REVIEW AND APPROVAL OF AGENDA

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

#### IV. CONSENT AGENDA

- a. **APPROVE 2020-08-03 PUBLIC HEALTH SHIP RETREAT, NEY PARK**
- b. **APPROVE 2020-09-18 INTAKE & INTERVENTION RETREAT, BERTRAM LAKES CHALET**
- c. **APPROVE REQUEST TO CANCEL 2020-08-24 HHS BOARD MEETING**

**ACTION:** Borrell moved to approve items a and b, remove c for discussion. Husom seconded. Borrell recalled Daleiden's recommendation from the July 13 HHS Board meeting to refer child protection discussion to the next HHS Board meeting in August. An attorney from the client's side would be invited to present their side of the issue, dependent on attorney's availability on August 24; if not, move the presentation to September 28.

Potter moved to tentatively retain the existing August 24 HHS Board meeting; cancel if the attorney is not available. Husom seconded. Motion carried to approve agenda items a and b, remove c as described above.

**V. NEW HIRES**

- a. KaLeigh Lentsch-Dwinell, Social Worker, Waiver & Community Supports, July 27, 2020

**VI. EMPLOYEE OF THE MONTH – SEPTEMBER**

Jon Thalberg is the September Employee of the Month.

**VII. REGULAR AGENDA**

**A. Social Services/Public Health/Financial Services**

**1. ANNUAL DEBT REVIEW AND WRITE-OFF**

(SHELLEY STOTKO)

The 2019 report presented includes the amended policy from late 2019 on OHP fee collection. This policy shifted to be less stringent, providing some relief to families who are already financially burdened. The Board agreed to the reformed fee collection policy, acknowledging that HHS's flexibility incentivizes both the Agency and the clients through clients' cooperation to pay off reasonable and affordable debts.

**ACTION:** Borrell moved, Husom second, to approve the 2019 Debt Write-off. Motion carried.

**2. PRESENTATION: VIRTUAL TRAUMA-INFORMED SUPPORT TO FOSTER CARE PROVIDERS**

(ANNA RADLOFF, TARYNN ANDERSON, TERRI NOVACEK)

The Licensing and Therapeutic Services team continue its role in supporting families, licensed providers and parents through virtual training and orientations, book clubs and other online resource links.

Daleiden offered availability of county-funded hotspots to providers and parents who are having internet connection issues. HHS may notify the Board to request this service.

Husom mentioned a shop-for-free store in Buffalo that is accepting donations for children in foster care. HHS will research and disseminate the store's name and information.

**3. PRESENTATION: HHS ONBASE PUBLIC-FACING FORMS**

(JAMES O'DELL)

The Technology team designed and produced automated forms in OnBase that clients can complete and submit online. These secured data go directly into OnBase and to the case worker's workflow. There are eight Social Services-based forms scheduled for deployment by August 31.

O'Dell stressed that this process is one of HHS' push for heightened public service – providing timely information and access through the web. O'Dell stated that adopting advanced technology is the Agency's future.

**4. INFORMATION: 2020-07-22 HHS ADVISORY COMMITTEE MINUTES**

(SARAH GROSSHUESCH)

Grosshuesch provided meeting highlights, including update on the new government center.

**CONSENSUS:** The Board requested IT to provide a virtual tour with a voiceover narrative on the background, studies and justification on the new building.

**B. Administration**

**1. 2020 2<sup>ND</sup> QUARTER FINANCIAL REPORT**

(CHRISTINE PARTLOW, REMOTE REPORTING)

The second quarter budget is at 48 percent revenue and 45 percent expenditures. The overall trend in revenues is trending higher this year compared to last year. What stands out is the \$1.1M CIP transfer-in which is partly from the Social Service EDMS project and largely from salary increases

from the compensation and class study. Vetsch and Potter agreed that this is one of the healthier updates in a long time.

The Income Maintenance Random Moment Study (IMRMS) is at 44 percent of the budget. The total expenses for Financial Services is at 47 percent; expecting a closer alignment in the third quarter when the revenue tied to the second quarter class-and-compensation payout is reflected.

The Social Services Time Study (SSTS) is at 47 percent, expenditure also at 47 percent – in good position to exceed last year’s total revenue.

The Targeted Case Management (TCM) is at 42 percent. The 2021 budget projection sees a slight downtrend of the case count; still identifying areas in coding that potentially miss TCM revenue. Another factor on revenue capture is that a TCM case must be tied to Medical Assistance.

Waiver is 54 percent, which is 4 percent higher than projected – a very favorable report.

The Public Health budget will be reported in the third quarter – includes a large class and compensation transfer that will need to be reconciled.

Out of Home Placement (OHP) continues to positively trend down at 47 percent. The North Star calculation was not reflected in the report – last reconciled report was in third quarter of 2019.

**ACTION:** Vetsch moved, Husom second, to accept the 2020 Second Quarter Financial Report. Motion carried.

**2. DIRECTOR’S COMMENTS**

Financial Services Manager Kimberly Johnson presented and read Governor’s Walz’ proclamation, declaring August as Child Support Awareness Month.

**ACTION:** Vetsch moved, Husom second, to acknowledge and proclaim August as Child Support Awareness Month. Motion carried.

The Department of Human Services (DHS) in November will feature in its newsletter, MnMatters, Wright County MnCHOICES teams’ excellent practices and success in using MnCHOICES. DHS’ Lead Agency Review Team identified Wright County as having best practices in certain MnCHOICES compliance standards.

Meeting Adjourned 2:36 p.m.

Respectfully submitted by Naomi Blomberg, Administrative Specialist



**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:**

Page of

Add Page

**Motion by Commissioner** \_\_\_\_\_

**Seconded by Commissioner** \_\_\_\_\_

**Roll Call Vote:**

	<b>YES</b>	<b>ABSENT</b>	<b>NO</b>
<b>HUSOM</b>	_____	_____	_____
<b>VETSCH</b>	_____	_____	_____
<b>DALEIDEN</b>	_____	_____	_____
<b>POTTER</b>	_____	_____	_____
<b>BORRELL</b>	_____	_____	_____

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
Mark Daleiden	District 3
Michael Potter	District 4
Charles Borrell	District 5

**DATE ADOPTED:**

---

Page of

Delete Page

Add Page

# Public Health 10 Years of Position Additions

2010 - 2020

Year	Position/FTE	Grant Funded	Grant	Comments
2013	Public Health Nurse 1FTE *	Yes	Maternal Child Health, Family Home Visiting	Position is filled by a .8 FTE Grant and billing continue
2015	Health Promotion Coordinator 1FTE*	Yes	Statewide Health Improvement Partnership (SHIP)	Grant is in place
2015	PH Supervisor 1FTE	No		
2019	Public Health Nurse 2 (1FTE)	Yes	Evidence-Based Home Visiting	New Grant funding and billing for services

- Public Health reclassified two positions without adding a position
  - Emergency Preparedness Coordinator/Public Health Planner
- 2016 two PHNs moved from PH to Social Services for MnCHOICES Assessments, one position reclassified to a SW position in 2019

\*These are Federal and State pass-through grants