

WRIGHT COUNTY  
HEALTH & HUMAN SERVICES BOARD  
ANNUAL AND REGULAR MINUTES  
January 11, 2016

1:30 P.M. PLEDGE OF ALLEGIANCE.

The Annual and regular meeting of the Wright County Health & Human Services Board was called to order at 1:30 P.M., Monday, January 11, 2016, by Director Jami Goodrum Schwartz.

ROLL CALL:

Members Present:

Christine Husom - District 1  
Pat Sawatzke - District 2  
Mark Daleiden - District 3

Michael Potter - District 4  
Charlie Borrell - District 5

Staff Present:

Jami Goodrum Schwartz, Director  
Kimberly Johnson, Financial Services Manager  
Tammi Martens, Financial Services Supervisor  
James O'Dell, Technology Supervisor  
Sue Gillman, Office Manager II  
Carol Schefers, Public Health Director  
Terri Burkhardt, Case Aide  
Christine Partlow, Fiscal Manager  
Aggie Gunnerson, Secretary

New Staff Introductions:

Kolja Sommer, Information Systems Specialist in the FTS-Technology Unit, date of hire 1/04/16  
Jessica Manuel, Financial Worker in the Adult Financial Services Unit, date of hire 1/4/16  
Kelley Bjork, Financial Worker in the Adult Financial Services Unit, date of hire 1/4/16  
Amy Meyer, Office Technician I in the FTS-Office Support & Collections, date of hire 1/11/16

ORGANIZATION OF BOARD:

1. Election of Officers in conjunction with annual meeting.

a. Election of Chairperson.

Action: Borrell moved to nominate Daleiden. Potter seconded the nomination. Borrell moved to close nominations; Husom seconded motion. All voted aye. Motion carries unanimous.

(Daleiden assumed position of Chair.)

b. Election of Vice Chairperson.

Action: Husom moved to nominate Potter. Borrell seconded the nomination. Nominations ceased. All voted aye. Motion carries unanimous.

c. Election of Secretary.

Action: Sawatzke moved to nominate Husom. Potter seconded the nomination. Nominations ceased. All voted aye. Motion carries unanimous.

MINUTES: Approval of Minutes of December 28, 2015.

Action: The Minutes were moved for approval by Borrell, seconded by Husom. Motion carries unanimous.

AGENDA:

Action: The Agenda was moved for approval by Husom, seconded by Borrell. Motion carries unanimous.

ORGANIZATION OF BOARD (continued):

2. Setting of meeting dates and time for 2016 and first meeting in 2017 (2nd & 4th Monday).

January 25	April 25	July 25	October 24
February 8	May 9	August 8	November 14
February 22	May 23	August 22	November 28
March 7 (1st Mon.)	June 13	September 12	December 12
March 28	June 27	September 26	December 27 (Tues.)
April 11	July 11	October 10	January 9, 2017

Meetings to begin at 1:30 P.M.

Husom said she will be in Washington, D.C., the week of March 11-16, and would like the March dates changed to March 7 and March 21. Sawatzke said to change just the March 11 meeting to March 7.

Daleiden asked if the time was okay (1:30 P.M.); if Board should meet in the morning or the afternoon.

Goodrum Schwartz said date and time work for her.

Action: Motion by Sawatzke, seconded by Potter, to establish the meeting dates as listed with the exception of March 11 changed to March 7, and set meeting time at 1:30 P.M. Motion carries unanimous.

3. Committee Appointments

- a. Central Minnesota Mental Health Center Foundation Delegates. (Sawatzke/Husom)
- b. Central Minnesota Mental Health Center Board - 3 year term: (reappoint Husom – term expires 12/31/16; reaffirm Sawatzke - term expires 12/31/17; Delena Daleiden – term expires 12/31/18)
- c. Area Agency on Aging - 3 year term: (Borrell)
- d. Local Emergency Medical Systems Council. (Husom)
- e. Interagency Early Intervention Committee. (Potter)
- f. Advisory/Task Force Committees.
  - 1) Human Services Advisory Committee (Potter)
  - 2) Public Health Task Force (Daleiden)
  - 3) Mental Health Advisory Council (Daleiden)
- g. RiverRider Joint Powers Board  
(Sawatzke, Borrell, Daleiden-Alternate; City Council representative - Bruce Johnson)
- i. Emergency Preparedness Committee (Sawatzke)
- j. Truancy Task Force (Potter)
- k. State Community Health Services Advisory Committee appointment and alternate  
(Husom; Schefers, CHS Administrator-Alternate)
- l. CommUNITY Adult Mental Health Initiative (Goodrum Schwartz, Michelle Miller-alternate)

There was discussion on the RiverRider appointments. Sawatzke said to leave RiverRider appointments as is, it still exists, checks are being issued, and to leave as is until MnDOT closes its books.

Action: Motion by Borrell, seconded by Husom, to leave appointments as listed. Motion carries unanimous.

4. Set Board Per Diem for 2016.

Action: Motion by Potter, seconded by Borrell, to leave per diem at \$50 (the 2015 rate). Motion carries unanimous.

5. 2016 Mileage Reimbursement.

Action: Motion by Husom, seconded by Sawatzke, to set mileage at \$.50/mile (the 2015 rate). Motion carries unanimous.

6. 2016 Meal Reimbursement.

Action: Motion by Borrell, seconded by Sawatzke, to leave meal reimbursements at 2015 rate (\$7.00/breakfast; \$10.00/lunch; \$13.00/dinner). Motion carries unanimous.

7. Publication of Board Minutes. (Publish notice in Howard Lake Herald of meeting dates/time and availability of Minutes at the Human Services Office, and Minutes published on the Human Services Agency website.)  
Action: Motion by Borrell, seconded by Husom, to use the Howard Lake Herald to publish meeting dates and availability of Minutes. Motion carries unanimous.
8. Set Advisory/Task Force Per Diems. (2015-\$40.00)  
Action: Motion by Husom, seconded by Sawatzke, to set per diem at \$40 for Advisory/Task Forces. Motion carries unanimous.
9. Committee/Task Force Reappointments.  
Goodrum Schwartz said there are no reappointments the first half of year. There will be reappointments the second half of the year, in July.

#### CONSENT AGENDA

1. Social Services Payments Abstract – \$132,269.51  
Action: Motion by Sawatzke, seconded by Potter, to approve the Consent Agenda. Motion carries unanimous.

#### REGULAR AGENDA

##### ADMINISTRATIVE PAYMENTS:

- Action: Motion by Husom, seconded by Borrell, to approve the Administrative Payments in the amount of \$60,404.27; 83 vendors; 170 transactions, subject to audit. Motion carries unanimous.

##### SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES:

1. December Employee of the Month – Terri Burkhart.  
Goodrum Schwartz introduced Terri Burkhart, December Employee of the Month. Burkhart is a Case Aide in Public Health and was nominated by a co-worker. She has taken on extra duties due to vacant positions. She is always willing to help others, coordinates services for people in the community to make sure their needs are met, and is a valuable asset to the Agency. Goodrum Schwartz thanked Burkhart for being part of the team. Burkhart said she loves her job, and has been with the Agency over ten years. Schefers said Burkhart is a very efficient worker. The Board congratulated Burkhart.

##### ADMINISTRATION:

1. November 2015 Financial Statement. (attachment)  
Partlow presented the November Financial Statement. We are at 92% of the year; Revenues are at 89% and Expenditures are at 85%. Rule 748 MH CSP Grant - all funding has been received. Partlow provided a Financial Services report to the Board. Income Maintenance Random Moments Time Study is at 95% of the budget for reimbursements; overall expenditures are down and only at 85% of the year. All Income Maintenance expenditures are reported quarterly, and we see about 50% reimbursement of what we submitted in reports. Partlow said we are in statewide Time Study pool that encompasses most counties. Daleiden asked if Stearns, Sherburne and Benton Counties are in pool, and how do they do in time study. Partlow said she believes Stearns County is in the statewide pool.  
  
Potter asked about Printing/Photocopying (6232) – is at 1237% of Budget. Partlow said we are moving expenditures to a different line. There are some expenditures are under 6233 (Photocopying), and are now combined and allocated by FTE, but budgeted under the old category. Goodrum Schwartz said Out-of-Home Placement costs came in at 88% of the annual budget.  
Action: Motion by Potter, seconded by Borrell, to accept the November Financial Statement. Motion carries unanimous.

2. Goodrum Schwartz said at the next meeting, Child Protections recommendations will be discussed. There is a new requirement for counties to do screenings within 24 hours. We have on-call workers, but DHS wants a full screening that requires Supervisor and Child Protection Investigators. Our on-call staff get a per diem, not over-time, but a set amount. Daleiden asked if they go in, do they get paid a different rate. Sawatzke said they get paid more for this than others when they get contacted. Goodrum Schwartz said there will be more requests due to changes. The on-call worker may call the Supervisor about an incident. The Supervisor would then need to call a Child Protection Investigator to go out and do a screening.

The next regular meeting will be held at 1:30 P.M., Monday, January 25, 2016, in the Commissioners Room, at the Wright County Government Center. Chairperson Daleiden adjourned the meeting at 2:15 P.M.