

WRIGHT COUNTY  
HEALTH & HUMAN SERVICES BOARD  
MINUTES  
March 7, 2016

1:30 P.M. PLEDGE OF ALLEGIANCE.

The regular meeting of the Wright County Health & Human Services Board was called to order at 1:30 P.M., Monday, March 7, 2016, by Vice Chairperson Potter.

MINUTES: Approval of Minutes of February 22, 2016.

Action: The Minutes were moved for approval by Husom. Daleiden arrived. Motion was seconded by Daleiden. Motion carries unanimously. Vice Chairperson turned meeting over to Chairperson Daleiden.

AGENDA:

Action: The Agenda was moved for approval by Borrell, seconded by Potter. Motion carries unanimously.

ROLL CALL:

Members Present:

Christine Husom - District 1

Pat Sawatzke - District 2

Mark Daleiden - District 3 (arrived 1:32 PM)

Michael Potter - District 4

Charlie Borrell - District 5

Staff Present:

Jami Goodrum Schwartz, Director

Carol Schefers, Public Health Director

Diane Erkens, Social Services Supervisor

Tammi Martens, Financial Services Supervisor

Lisa Bredeson, Financial Services Supervisor

LeeAnn Thimell, Social Services Supervisor

Kelly Hiestand, Case Aide

New Hires: Jennifer Berg, Financial Worker in Family Financial Services, date of hire 3/07/16

Rebecca Marketon, Financial Worker in Adult Financial Services, date of hire 3/07/16

Rachel Peterson, Social Worker in Adult Services, date of hire 3/07/16

CONSENT AGENDA

1. Social Services Payments Abstract – \$84,180.08
2. Contracts/Grants:
  - a. United Way Grants – applications are due April 1, 2016; cover one year period or until funds are used
    - 1) Child Passenger Safety Program – fund used to help educate caregivers on proper selectin, fit and use of vehicle child restraint systems; purchase child restraint supplies - \$2,000 (Public Health)
    - 2) 60+ and Healthy Clinics – funds for services and education to 60+ population (foot care, blood pressure/pulse monitoring - \$500 (Public Health)
    - 3) Children’s Dental Services – funds monthly mobile dental clinic to serve children up to age 26 and pregnant women - \$6,000 (Public Health)
    - 4) Healthy Families America – funds program that supports and encourages parents of young children to develop and strengthen positive relationships with their children; purchase supplies and equipment - \$500 (Public Health)
    - 5) Pre-Diabetes Prevention Class – funds to purchase supplies and educational material for program - \$1600 (Public Health)
    - 6) Wright County Special Needs Funds – funds to help clients who do not qualify for County or community programs but need help - \$8,000 (Social Services)

- 7) Truancy Services – funds to enhance services and provide incentives for youth that have been truant from school - \$450 (Social Services)
- 8) juST First Response Conference – funds to send five Safe Harbor Task Force members to training conference in Mesa, Arizona; conference is for anti-trafficking professionals who work directly with juvenile victims of trafficking - \$2915 (Social Services)

Action: Motion by Borrell, seconded by Potter, to approve the Consent Agenda. Goodrum Schwartz said the eight United Way Grants have a deadline of April 1<sup>st</sup>; and hopefully we will get these funds because they do a lot of good work. Motion carries unanimously.

#### REGULAR AGENDA

#### ADMINISTRATIVE PAYMENTS:

Action: Motion by Potter, seconded by Husom, to approve the Administrative Payments in the amount of \$37,405.79; 79 vendors; 171 transactions, subject to audit. Motion carries unanimously.

#### PERSONNEL:

1. February 24, 2016 Personnel Committee Minutes. (attachment)

Members Present: Husom, Sawatzke

Others Present: S. Hesse, C. Schefers

#### I. Request to Increase .8 FTE Planner Position to Full-Time Position (HHS Board)

Due to timing of approval to reclassify a vacant Health Promotion Coordinator position to a Public Health Planner position, the Public Health division of HSS was not in a position to request increase during 2016 budget planning process. Requesting increase due to need based on responsibilities of position.

**Recommendation: Request denied. Request should be discussed as part of the 2017 budget planning process. However, the Public Health Planner position may be filled at 1.0 FTE if it does not result in an increase to the overall FTE level in Public Health.**

Husom read the Minutes and Recommendation. If another position could be reduced to a .8 FTE, then the committee would recommend approval that the Public Health Planner be a 1.0 FTE. Goodrum Schwartz asked if the Agency should work through that process with Sunny Hesse if we pursue that to make sure everything is done correctly. Schefers said the Committee said this did not have to come back to Board to do that. Husom said the Committee understood that it made sense for this to be a full-time position, but just for precedence we had to stick with the language. Sawatzke said we provided some flexibility.

Daleiden asked how many Public Health Nurse positions are missing; and said that you're having problems filling them. Goodrum Schwartz said two. Schefers said interviews for the Planner were last Friday. Sawatzke said we offered that as a possibility of one of the nurses going to .8 FTE and maybe you'd get a better chance to hiring somebody, maybe someone wanted to work only four days a week.

Action: Motion by Husom, seconded by Sawatzke to approve the Minutes and Recommendation. Motion carries unanimously.

2. Request to increase part-time Social Worker hours during extended leave.

Goodrum Schwartz said we had a Social Worker go on leave early. We have made this request in the past and it has worked out very well to have Jill VanBeusekom's hours increased by eight hours a week to cover the position that is vacant until she returns. Erkens said VanBeusekom is willing to work eight hours a week until June 4, 2016; and VanBeusekom is not willing to work beyond her 20 hours after that time. Goodrum Schwartz said it would start pay period of March 14 and ending on June 3. Sawatzke asked Schwartz if she has spoken with Sunny Hesse about this. Goodrum Schwartz said Sunny Hesse supports the plan, and has an email to that effect. Sawatzke said we sometimes have issues in negotiations with the Union and the people working 20 hours and working more than 20 hours, and the Union saying that's not fair, etc. Goodrum Schwartz said this is the third time we have had this request and the other times it has worked out quite well.

Action: Motion by Sawatzke, seconded by Husom, to approve the request with the approval of the Human Resources Director. Motion carries unanimously.

**SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES:**

1. Lakeside Academy Letter of Need and Letter of Support. Lakeside Academy is an extension of MN Adult & Teen Challenge, located in rural St. Michael. (attachment)

Goodrum Schwartz presented the Commissioners with a revised letter of support for the Lakeside Academy. The purpose of the letter is to notify the Board that they intend to operate a children's residential facility with Chemical Dependency certification for adolescents in Wright County, and they are in the process of submitting an application to the Department of Human Services (DHS). We request that Lakeside Academy, as part of the MN Adult and Teen Challenge, provide additional or expanded Chemical Dependency treatment programming for youth in Wright County, and request is needed for them to expand their programming in Wright County. Along with that, we have submitted a letter to DHS, Office of the Commissioner, supporting that request.

Potter asked if the City of St. Michael has seen any of this; there were pretty contentious meetings with the Teen Challenge, and this is above and beyond the original scope of their purpose. He wants to make sure we are not stepping on their toes. Goodrum Schwartz said Miller has talked with Jeff Dye, Lakeside Academy Director, and doesn't know if anything regarding St. Michael was in their discussion. Erkens said this request was from DHS, so they can have oversight over the program and requesting they be licensed. Potter said he was at the hearings and people around the area were concerned on what they would get out there. Goodrum Schwartz said the City of St. Michael would have more recourse with this in place than without it. Potter said he is not against it, but believes that the City of St. Michael should be aware of this prior to doing this. Daleiden said this is not increasing what they are doing, this is what they normally do. Erkens said this does not increase the number of beds; this is just to obtain a license so that DHS can have oversight. Potter said if Commissioner Daleiden is okay with it, then he will be fine, but thinks the City of St. Michael should be alerted to what is going on out there. Goodrum Schwartz said she would copy the City of St. Michael the letter to DHS. Daleiden said to clarify that they are not increasing any programs or benefits; just getting the oversight of DHS. Erkens said it is to obtain licensure. Husom asked if we have heard any negative comments about the facility. Erkens said they have increased bed capacity to 20 students; initially, it was a bumpy start but hasn't heard anything recently. Daleiden said they opened just last fall. Potter said they came highly regarded and everybody said this was a good organization. Goodrum Schwartz provided a copy of an informational handout on Lakeside Academy.

Action: Motion by Potter, seconded by Borrell, to support it with the caveat that the City of St. Michael is cc: on everything, so they know what is going on. Motion carries unanimously.

2. Proclamation – Social Worker Month March 2016. (attachment)

Erkens read the Social Worker proclamation in its entirety. Goodrum Schwartz commented that the Agency has a wonderful group of Social Workers who look out for their families, and exceed their duties when it comes to meeting the needs of their clients.

Action: Motion by Potter, seconded by Sawatzke, to accept March as Social Worker Month. Roll Call vote: Aye – Borrell, Daleiden, Sawatzke, Potter, Husom. Motion carries unanimously.

Proclamation reads as follows:

WHEREAS, the primary mission of the Social Work profession is to enhance well-being and help meet the basic needs of all people, especially the most vulnerable in society;

WHEREAS, Social Work is one of the fastest growing careers in the United States with more than 640,000 members of the profession;

WHEREAS Social Workers work in all areas of our society to improve happiness, health and prosperity, including in government, schools, universities, social service agencies, communities, the military and mental health and health care facilities;

WHEREAS, Social Workers daily embody this year's Social Work Month theme, "Forging Solutions Out of Challenges," by helping individuals, communities and the larger society tackle and solve issues that

confront them;

WHEREAS, Social Workers have helped this nation live up to its ideals by successfully pushing for equal rights for all;

WHEREAS, Social Workers have helped people in this nation overcome racial strife and economic and health care uncertainty by successfully advocating for initiatives such as Medicaid, unemployment insurance, workplace safety, Social Security benefits, and many other important initiatives;

WHEREAS, Social Workers are the largest group of mental health care providers in the United States and daily work to help people overcome depression, anxiety, substance abuse and other disorders so they can lead more fulfilling lives;

WHEREAS, the U.S. Department of Veterans Affairs employs more than 12,000 professional Social Workers and Social Workers help bolster our nation's security by providing support to active duty military personnel, veterans and their families;

WHEREAS, thousands of child, family and school Social Workers across the country provide assistance to protect children and improve the social and psychological functioning of children and their families;

WHEREAS, Social Workers help children find loving homes and create new families through adoption;

WHEREAS, Social Workers in schools work with families and schools to foster future generations by ensuring students reach their full academic and personal potential;

WHEREAS, Social Workers work with older adults and their families to improve their quality of life and ability to live independently as long as possible and get access to quality mental health and health care;

WHEREAS, Social Workers have helped the United States and other nations overcome earthquakes, floods, wars and other disasters by helping survivors get services such as food, shelter and health care and mental health care to address stress and anxiety;

NOW THEREFORE, in recognition of the numerous contributions made by America's Social Workers, Wright County Health & Human Services Board proclaim the month of March 2016 as National Social Work Month and call upon all citizens to join with Wright County in celebration and support of the Social Work Profession.

#### ADMINISTRATOIN:

1. Resolution – Authority to Conduct Business. (attachment)

Goodrum Schwartz presented the Board with a resolution. The Resolution gives authority for the Human Services Director to sign contracts and amendments to the contracts and to review claims on behalf of the Health & Human Services Department. Recently, she has been asked for evidence of her authority to sign and would then attach a copy of the Resolution. Sawatzke said he has been here a long time and thought only the County Board can sign contracts; what types of contracts are we talking about. Goodrum Schwartz said she daily signs contracts with entities of home care, etc. Recently, she signed the Child Support Cooperative Agreement that we have with the State. The State wanted a device like this with her authority to sign the Agreement and work with the State on Child Support. Sawatzke asked if Lee Kelly or Brian Asleson looked at this. Goodrum Schwartz said Partlow drew this up and did not believe so. This isn't an urgent matter, but something that has happened more recently. Sawatzke said he doesn't have a concern with this, but doesn't think we have done this before. Schefers said you do it for Public Health. You authorized her to sign contracts for the Department of Health. It was passed over the years, and was repassed when she took the Public Health Director job. That is something the Dept. of Health says we need to be doing as the Public Health Board, and is in law. What Goodrum Schwartz is asking for is the authority in writing to sign things for Health and Human Services. More places now are asking for this authority. She signs a lot of things for Health & Human Services; now, some places are asking for proof that she can. Sawatzke asked are these things that have approved by the County Board or things that don't come to the County Board. Goodrum Schwartz said both. Sawatzke said he doesn't necessarily oppose this, but would like Brian Asleson's viewpoint on this, and haven't approved one of these for other Department Heads. Sawatzke said we have never approved one of these for a Human Services Director. Daleiden said we have approved the Sheriff's Office for signing things. Sawatzke said we have made a motion to approve a contract and have the Sheriff sign it, but haven't "blanketedly" made a motion for Sheriff Hagerty to sign things. Schefers said with Public Health she isn't signing things you don't know about, they are ongoing contracts such as Maternal Child Health or grants. Occasionally, somebody wants

to see the authorization.

Action: Motion by Sawatzke, seconded by Borrell, to lay this over for three weeks, and it would be a good time for Brian Asleson to educate us on how these things should happen not just for your Department but the others as well. Goodrum Schwartz said maybe it would be a good time to recap what comes to Board and what doesn't. The things she is signing doesn't have a place for the Board to sign, just the Director to sign. Sawatzke said to Goodrum Schwartz to advise Asleson of the meeting so he can get it on his schedule, and also mention this to Lee Kelly. Goodrum Schwartz said if Asleson is not available on the 28<sup>th</sup>, of okay with the Board, will put on a future meeting. Sawatzke said if Asleson is not available, he could put his answer in letter format. Motion carries unanimously.

2. Director's Comments.

Goodrum Schwartz spoke about MA liens and the recent articles in the media regarding them. MA estate recovery and liens have been around for many years, and is not a new thing that came along with the Affordable Care Act. Borrell requested that all MA recipients that fall into the cohort be sent a letter explaining the estate recovery and lien process. Goodrum Schwartz is unaware of where we could obtain this information, but will look into it to see if it is feasible.

Goodrum Schwartz highlighted the Waiver review that took place a few weeks ago. The results were good, the Agency is being innovative and is further along in client-focused decision making, and good reports are being done. Area for improvement is the time it takes for MA eligibility to be determined, and high caseloads.

The next regular meeting will be held at 1:30 P.M., Monday, March 28, 2016, in the Commissioners Room, at the Wright County Government Center. Chairperson Daleiden adjourned the meeting at 2:25 P.M.