



## BOARD MINUTES

### WRIGHT COUNTY HEALTH & HUMAN SERVICES BOARD WRIGHT COUNTY GOVERNMENT CENTER, CITY OF BUFFALO 1/22/2018

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

Date Approved: 2/12/2018

#### I. PLEDGE OF ALLEGIANCE

The Wright County Health & Human Services regular meeting was called to order at 1:30 P.M. by HHS Director Jami Goodrum Schwartz and opened nominations for the 2018 HHS Chair.

#### ROLL CALL:

Christine Husom  
Darek Vetsch  
Mark Daleiden  
Michael Potter  
Charlie Borrell

#### STAFF PRESENT:

Jami Goodrum Schwartz, Director  
Michelle Miller, Social Services Manager  
Kimberly Johnson, Financial Services Manager  
Christine Partlow, Business Manager  
Sarah Grosshuesch, Public Health Director  
Jessica Nelson, Social Services Supervisor  
LeeAnn Thimell, Social Services Supervisor  
Marianne Charbonneau, Social Services Supervisor  
Tammi Martens, Financial Services Supervisor  
Beth Hammer, Social Worker  
Kaylan Wurm, Financial Worker  
Noami Blomberg, Secretary

#### II. 2018 HHS BOARD REORGANIZATION

##### *ELECTION OF OFFICERS:*

Daleiden moved, second by Husom, to nominate Vetsch as Chairperson. Potter moved to close the nominations and cast a unanimous vote for Vetsch, second by Borrell. Motion carried 5-0. Vetsch replaced Goodrum Schwartz presiding the meeting.

Daleiden moved, second by Borrell, to nominate Husom as Vice Chair. Daleiden closed the nominations and cast a unanimous vote for Husom, second by Potter. Motion carried 5-0.

Daleiden moved, second by Borrell, to nominate Potter as Secretary. Daleiden closed the nominations and cast a unanimous vote for Potter, second by Borrell. Motion carried 5-0.

##### *SETTING OF MEETING DATES FOR 2018 AND JANUARY 2019*

Goodrum Schwartz initially proposed a new meeting schedule with a single HHS Board meeting on the 2<sup>nd</sup> Monday of the month with the provision to call for a "Special Meeting" for

emergency items needing board approval at a minimum of three days in advance of the meeting. Second or fourth Mondays falling on holidays were requested to be moved to the next day. Husom proposed to hold the meetings every second and fourth Monday, with the fourth Monday to be cancelled in the absence of any agenda items. Agreed by Borrell. Cancellation may be announced during the first month's meeting with the option to submit agenda items to the County Board meeting through the regular process. Borrell proposed to retain the current meeting start-time: 1:30 PM.

February 12	June 11	October 8
February 26	June 25	October 22
March 12	July 9	November 13 (Tue)
March 26	July 23	November 26
April 9	August 13	December 10
April 23	August 27	December 24
May 14	September 10	January 14 (2019)
May 29 (Tue)	September 24	

Goodrum Schwartz requested to review the meeting trend at year-end and suggested that her initial proposal be considered if the meetings turn out to be less frequent as anticipated.

**Action:** Daleiden moved, second by Borrell, to approve the 2018 and January 2019 HHS Board Meeting: second and fourth Monday, 1:30 PM, with the option to cancel the meetings scheduled for the fourth Monday. Motion carried 5-0.

*COMMITTEE APPOINTMENTS*

Vetsch presented the existing committee members to be considered for 2018 reappointment, removing the Central MN Mental Center (CMMHC) Foundation Delegates and the CMMHC Board.

<u>COMMITTEE</u>	<u>2017 MEMBERS</u>	<u>2018 APPOINTMENTS</u>
<b>Central MN Council on Aging (3-Year Term)</b>	Borrell	Borrell
<b>Local Emergency Medical Systems Council</b>	Husom	Husom
<b>Inter-agency Early Intervention Committee</b>	Potter	Potter
<b>Advisory/Task Force Committees</b>		
Human Services Advisory Committee	Potter	Potter
Mental Health Advisory Council	Daleiden	Daleiden
Public Health Task Force	Daleiden	Daleiden
<b>Emergency Preparedness Committee</b>	Vetsch	Vetsch
<b>Truancy Task Force</b>	Potter	Potter
<b>State Community Health Services Advisory Committee appointment and alternate</b>	Husom; Sarah Grosshuesch – (alternate)	Husom; Sarah Grosshuesch (alternate)

	Jami Goodrum Schwartz; Michelle Miller (alternate)	Jami Goodrum Schwartz; Michelle Miller (alternate)
<b>CommUNITY Adult Mental Health Initiative</b>		

**Action:** Daleiden moved, second by Husom, to approve the existing committees with the exception of CMMHC Foundation Delegates and the CMMHC Board. Motion carried 5-0.

*COMMITTEE/TASK FORCE REAPPOINTMENTS FOR JANUARY – JUNE 2018*

Vetsch presented the existing advisory committees for reappointment:

HHS ADVISORY COMMITTEE

District 1

Phillips, Cortney (2<sup>nd</sup> term)

Skeen, Diana (4<sup>th</sup> term)

Tyler, Jeremy (4<sup>th</sup> term)

MENTAL HEALTH ADVISORY COUNCIL

District 4

Kraus, Kathy (3<sup>rd</sup> term)

District 5

Bakeberg, Scott (3<sup>rd</sup> term)

PUBLIC HEALTH TASK FORCE

District 1

Sorenson, Eureka (3<sup>rd</sup> term)

District 2

Nelson, Dave (5<sup>th</sup> term)

District 5

Franzen, Jason (2<sup>nd</sup> term)

Pribyl, Melissa (2<sup>nd</sup> term)

Goodrum Schwartz informed the board, as approved by County Coordinator Lee Kelly: effective January 2018, the HHS committees' per diem resolutions be addressed at the County Board meeting.

Goodrum Schwartz added that the existing advisory and task force committee members will be presented to the board for reappointment at the beginning of the year for the January through June terms, and returning in July with any reappointments that would take place in the second half of the year. The committees are also open to new applicants.

**Action:** Daleiden moved, second by Husom, to reappoint the presented committee members for January to June 2018. Motion carried 5-0.

**III. MINUTES APPROVAL**

Husom moved, second by Daleiden, to approve the 2018-12-11 Minutes.

**IV. CONSENT AGENDA**

A. Public Health Division Strategic Planning and Evaluation – Off Site Meeting

- B. Letter of Support for Central MN Mental Health Center for DHS' School-Linked Mental Health Grant
- C. 2018 Child Welfare/Juvenile Justice Screening Grant
- D. 2018 Country Home Foster Home Contract
- E. Resolutions:
  - 1. Resolution HHS 18-01 – Resolution to Accept Donations (2017)
  - 2. Resolution HHS 18-02 – 2018 HHS Budget
- F. Letter of Support for Wright County to Sponsor Wright County Family Services Collaborative (WCFSC)
- G. Request for Personnel Committee to Convert a Position from Accounting Clerk to Financial Worker

Clerical errors in the Consent Agenda for correction:

- 1. Item D. County Home Foster Home Contract. Correction: Country Home Foster Home Contract
- 2. Item E: Resolution HHS 18-02 – redundancy of the WHEREAS language in the content

Goodrum Schwartz informed the board that effective January 2018, all cash donations received by HHS will be presented to the Board monthly in the form of a resolution. Also, effective at this meeting and to mirror the County Board process, all HHS resolutions will be signed by the HHS department head after being passed by the HHS board via roll call votes.

**Action:** Daleiden moved, second by Potter, to approve the consent agenda. With the resolutions' requirement to be passed by votes, Potter moved, second by Daleiden to rescind the discussion and remove item E from the consent agenda to the regular agenda.

**Action:** On a separate motion, Potter moved, second by Daleiden, to approve Resolution HHS 18-01. Motion carried 5-0. Potter moved, second by Husom, to approve Resolution HHS 18-02. Motion carried 5-0.

## V. REGULAR AGENDA

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

#### 1. Presentation: 2016 MN Child Maltreatment Report

Family Intervention Services Supervisor Jessica Nelson presented the DHS 2016 Child Maltreatment Report, highlighting the impact of the increase of child protection reports across Minnesota and in Wright County.

Nelson stressed that the recent legislative child reporting changes added significant performance impact on staff, significantly increasing the needed effort for the Agency to meet the required federal and state measures. Nelson added that WCHHS met the required timelines on meeting with clients within 24 hours after the screened-in process, reporting 93.4 percent of cases being seen.

Potter asked what factored the “overwhelming number” of the child protection reports. Nelson cited the new reporting guidelines as one of the reasons as well as the steady rise of methamphetamine and opioid abuse across Wright County and the state. Social Services Manager Michelle Miller added that the Agency's educational outreach on the mandated reporting guidelines may contribute to more incoming reports. WCHHS

Director Jami Goodrum Schwartz anticipated that our county's Safe School's preventive culture may also increase the number of reports that meet the statutory criteria of child investigations.

Potter asked what is needed from the WCHHS Board of Commissioners to alleviate staff burnout and to retain employees. Goodrum Schwartz acknowledged the newly approved 1.5 positions in children's services while stressing the need for more staff in this area and requested the commissioners to be open to future staffing requests. Additionally, Goodrum Schwartz advocated for more foster homes. Inadequate number of available foster homes, per Goodrum Schwartz, is challenging for staff during placement processes, which result to more incurred staff hours.

Miller added that there is a significant need for more staff in the adoption and child welfare areas. The two adoption workers' caseloads are such that kids who are eligible for adoption are not being placed timely.. The child welfare cases are increasing due to the influx of kids coming in from Court Services. Child welfare services are also a mandated service that HHS does not currently offer as a service to the community.

Potter asked if these staff shortages are considered in the space study. Goodrum Schwartz confirmed yes, for 2018, with a projected plan for up to incremental five, ten, and 20 years of Agency growth.

Nelson sees a benefit to take steps to retain staff due to the cost of significant staff hours in training new hires resulting in additional work. Potter asked if there is a designated role for training purposes only. Goodrum Schwartz responded that not in Social Services. Daleiden recommended that this topic be included in the upcoming meeting with the state legislators – rule changes affecting caseloads with no funding provided

## **2. Family Home Visitation Grant Application**

Public Health Director Sarah Grosshuesh requested for the Board's approval to apply for the Family Home Visitation Grant as presented to the board on November 27, 2017.

A collaborative approach was formed by the counties of Stearns, Benton, Sherburne and Wright as well as Wright County Community Action (WCCA), Reach-Up Head Start and CentraCare to participate in the four-year \$28.5 million grant that was awarded to the Minnesota Department of Health (MDH) to bolster or expand evidence-based home visiting programs. This grant does not cover the operational costs of existing evidence-based programs, rather, it applies to program expansions which include training and initial staff costs until sustained by MA billing and grant revenue.

WCHHS' participation in the grant aims to increase referrals for health services in the county and to draw more funding through MA reimbursements. WCHHS plans to hire a new staff in 2020.

Wright County will focus on referrals and coordination with CentraCare and the [Epic Systems](#). WCCA aims to move towards center-based Early Head Start while CentraCare proposed to add a Community Health Worker for Sherburne and Wright which may include bilingual services. Wright County seeks the expansion of Healthy Families America and ABC.

**Action:** Potter moved to approve the application for the Family Home Visitation Grant, seconded by Daleiden. Motion carried

## **B. Administration**

### **1. 2018 January, February Employee of the Month**

Goodrum Schwartz introduced Beth as the January Employee of the Month, to quote: “Beth has worked in our Adult Services Unit as an Adult Protection Investigator for almost 12 years helping our vulnerable adults maintain independence, be safe in their living situation and provide a listening ear when they need one. Beth’s nominator writes, “Beth is an exemplary employee who goes above and beyond to assist her vulnerable clients. Beth is an understanding and compassionate person who takes time to listen to her client’s stories. She recognizes the value of independence while balancing the need for safety. **Beth does not just investigate a concern, she identifies ways to assist the client with obtaining resources and works to prevent recidivism.** Beth has assisted several clients with obtaining safe housing options when they felt they did not have anyone to help them. Beth has also helped a client navigate the SMRT referral process, communicating on behalf of the client to assist with obtaining resources for wellbeing and safety. Beth’s strength is in recognizing that clients have choice in directing their own care and in being respectful to all. Beth is very positive in her work environment, supporting her team and creating a positive work environment.” Beth, thank you for your extraordinary contributions on behalf of your clients and coworkers.”

Goodrum Schwartz introduced Kaylan Wurm as the February Employee of the Month, to quote: “Kaylan is a Financial Worker on the HealthCare Team. She began employment with Wright County in July, 2016. Kaylan came to WCHHS with a background in transportation, working with customers using non-emergency medical transportation services. Kaylan has become an excellent resource for cost effective insurance -- CEHI. During a recent mini-KAIZEN event, she brought her extensive knowledge and vibrant, productive ideas to the group. She contributed suggestions on how the process could be modified, sought necessary clarification from the State, and was open and willing to try different, new ideas. Since the KAIZEN she has worked closely with Kate Dahl to problem solve areas where the process still gets hung up. Kaylan is committed to bringing needed changes to the program, she and Kate have provided feedback to the State in order to make the program better for our clients as well as for our staff that process the forms and payments. Overall, Kaylan’s ability to analyze problems, her willingness to share her knowledge, along with her fun and frank personality helps both the Financial Services team and the CEI team get things done as efficiently as possible. Kaylan has always exemplified the true nature of being a great coworker, willing to help

and support each other and being a knowledgeable representative to our customers when they run into a snag with our METS HealthCare system. Congratulations Kaylan on being our February Employee of the Month.”

Goodrum Schwartz made a special mention to Kate Dahl, Accounting Technician in the Fiscal, Technology, and Support Unit for her expertise and her contribution to the Kaizen event and the Cost Effective Insurance process.

## **2. Director’s Comments**

WCHHS received a \$6,000 grant for the Special Needs Fund (SPN) from the Wright-Hennepin Electric Trust. SPN is available to clients who have no other financial resources to meet a one-time crisis.

WCHHS is following up on an effort to bill some of the Case Aide hours in the Developmental Disability Unit.

Goodrum Schwartz invited the commissioners to Bob Holverson’s retirement party on January 25, 2018. Holverson retires from Wright County on January 25, 2018 after 29 years of service.

Hennepin County has a social worker navigator that allows homeowners to stay in their homes in extended periods if delinquent in taxes. Wright County has a similar program wherein the Auditor’s Office contacts WCHHS on similar cases with the goal of preventing homelessness and increasing ability to resolve unmet tax liabilities.

The meeting adjourned at 2:40 PM.