



BOARD MINUTES

WRIGHT COUNTY HEALTH & HUMAN SERVICES BOARD
WRIGHT COUNTY GOVERNMENT CENTER, BUFFALO, MN
March 12, 2018

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

Date Approved: April 9, 2018

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:

Jami Goodrum Schwartz, Director
Michelle Miller, Social Services Manager
Christine Partlow, Business Manager
Sarah Grosshuesch, Public Health Director
Chad Miller, Social Services Supervisor
Elanna Reed, Social Worker
Jenna Johnson, Public Health Nurse
Karen Jorgensen-Royce, Public Health Supervisor
Kate Dahl, Fiscal Supervisor
Laura Scharber, Social Worker
Lisa Spencer, Office Manager II
Marianne Charbonneau, Social Services Supervisor
Michelle Czech, Financial Services Supervisor
Mitchell Pehrson, Social Worker
Rhonda Hannegrefs, Case Aide
Richelle Kramer, Social Services Supervisor
Sarah Opay, Social Worker
Tammi Martens, Financial Services Supervisor
Whitney Ledesma, Office Technician I
Noami Blomberg, Secretary

OTHERS:

Peggy Peterson
Sara Lee

II. MINUTES APPROVAL

Husom moved, second by Potter, to approve the February 12, 2018 minutes. Motion carried.

III. REVIEW AND APPROVAL OF AGENDA

Move item, *HHS Employee of the Month* from item VII, A to item IV, E. Husom moved, second by Potter to approve the agenda as amended. Motion carried.

IV. NEW STAFF INTRODUCTION

- A. WHITNEY LEDESMA, OFFICE TECHNICIAN I, OFFICE SUPPORT UNIT (FISCAL, TECHNOLOGY & SUPPORT), EFFECTIVE FEBRUARY 5, 2018
- B. LAURA SCHARBER, SOCIAL WORKER III/MHP, INTAKE & ASSESSMENT UNIT (SOCIAL SERVICES), EFFECTIVE FEBRUARY 20, 2018
- C. ELANNA REED, SOCIAL WORKER, INTAKE & ASSESSMENT UNIT (SOCIAL SERVICES), EFFECTIVE MARCH 5, 2018
- D. MITCHELL PEHRSON, SOCIAL WORKER, FAMILY INTERVENTION SERVICES UNIT (SOCIAL SERVICES), EFFECTIVE MARCH 5, 2018 – *not present at the time of the group introduction*
- E. [HHS EMPLOYEE OF THE MONTH – MARCH & APRIL](#)
Goodrum announced Jenna Johnson as the March employee of the month.

Goodrum Schwartz announced Sara Opay as the April employee of the month.

V. CONSENT AGENDA

A. LETTERS OF SUPPORT

- 1. Regional Transportation Coordinating Council (RTCC) Phase 1 Planning
- 2. Lakeside Academy's Expansion for CD Outpatient Treatment Services and Aftercare Program

Action: Potter moved, second by Borrell, to approve the consent agenda. Motion carried.

VI. REGULAR AGENDA

A. Social Services/Public Health/Financial Services

1. RESOLUTION

- a. HHS 18-05 - February 2018 Donations

Action: Husom moved, second by Potter, to approve resolution HHS 18-05 – February 2018 Donations. Motion carried 4-0 on a roll-call vote.

B. RETIREMENT

Goodrum Schwartz announced Rhonda Hannegrefs' retirement on March 30, 2018. Hannegrefs, a Case Aide in the Family Intervention Unit, served in different positions in WCHHS since her employment in January 2001 from an Office Technician to an Information Systems Specialist.

Social Services Manager Michelle Miller acknowledged Hannegrefs' 17 years of excellent service in WCHHS. Miller stated that Hannegrefs' expertise in the Social Services Integrated System (SSIS) and her comprehensive knowledge of different programs and systems have had positive, far-reaching impact in Social Services, Fiscal, and Financial Assistance. Miller added that Hannegrefs and WCHHS management are actively working to train staff who will take over some of Hannegrefs' duties. Miller stated that Hannegrefs' positive attitude and willingness to help with varied tasks will be just a few of the traits that the agency will miss.

The Board requested that an announcement, along with the group picture with the Board, be published in the local paper to acknowledge Hannegrefs' service and contribution.

C. FISCAL STAFFING UPDATE (CHRISTINE PARTLOW)

1. New Fiscal Supervisor

Business Manager Christine Partlow introduced Kate Dahl as the new Fiscal Supervisor effective March 12, 2018. Dahl started her employment with WCHHS as an Accounting Clerk since December 2014. Dahl played a major role in the conversion from the old system to WebAR in the Fiscal Unit.

2. Information: Accounting staff turnovers

Partlow gave an update on staff turnovers in the Fiscal, Technology & Support Team, iterating that three of the four Accounting Clerks have resigned since January 19, 2018 and that the remaining staff, Janet Mertesdorf, will be promoted to an Office Technician II (OTII) position on March 26, 2018. Additionally, Kate Dahl's recently vacated Accounting Technician position remains open.

In June 2013, when the Accounting Clerk position was reclassified to Accounting Technician, WCHHS saw an average of 9.6 service years but when the position was reclassified back to Accounting Clerk, Partlow reported an average of 1.3 service years, which, according to Partlow, has affected the operational efficiency of the Department.

Partlow confirmed that the three recently resigning clerks left for higher salary offers. Potter stressed the need to keep with up with other counties on compensation to keep Wright County from becoming a training ground for new hires.

On February 28, 2018, WCHHS hired a contractual salary professional from Robert Half to cover the vacancies. Mertesdorf will still be processing payments while transitioning to her new OTII position. The Accounting Clerk positions are currently posted for hiring.

3. Request to hire 2-3 short term contracted staff to temporarily replace 4 accounting positions

Partlow requested the Board to approve the hiring of two or three contracted accounting staff from Robert Half to temporarily fill in the four accounting positions. Partlow reasoned that with the urgent need to meet payment deadlines, working with the Robert Half Agency secures the immediate pool of screened candidates to quickly fill in the vacancies.

Borrell raised the cost issue of using an employment agency when there is a Human Resources Department that performs the recruitment. He stated that the county should advertise the jobs widely using newspapers and workforce agencies besides the county website.

Goodrum Schwartz stressed that given the current predicament that Fiscal is experiencing, this is a very rare request and pointed out that normal accounting

position posting will be followed after the successful period of temporary contractual hiring.

Potter conceded that even if using a staffing agency is costly, it may still be beneficial at this point when it is critical to generate billing and receipt payments.

Borrell requested that research be done as to where the jobs have been advertised to assess if enough effort has been done to reach a wide pool of applicants.

Borrell asked about the job qualifications of the Accounting Clerk and the Office Technician I compared to the qualification of the OT II position. He noted that if rate difference between these positions is the issue, then a salary increase may be authorized to retain the employees. Vetsch countered that State requirements on pay equity still needs to be followed when assigning pay rate to different positions.

Additionally, Borrell asked if it is possible to promote an Office Technician I to Accounting Clerk and then hire an OT I. Goodrum Schwartz said yes, but added that that staff is still required to apply for the position and screened for experience and aptitude for complex accounting processes.

Vetsch called for a strong negotiation on contracts with Robert Half; set parameters on staff salary distribution going forward.

Unanimous Recommendation: Refer this item to the 03/14/18 Personnel Committee Meeting to allow HHS to work with Robert Staff to hire salary professionals to replace the vacancies.

Action: Husom moved, second by Potter, to approve HHS to hire professional short term staff for temporary replacement. Motion carried.

D. PRESENTATION: [SUPER BOWL COORDINATED RESPONSE](#) (JESSICA NELSON)

Social Services Supervisor Jessica Nelson reported that the Department of Human Services and twelve Minnesota counties, in coordination with law enforcement, began meeting in November 2017 to mid-January 2018 in preparation for the anticipated increase in sex trafficking and solicitation of minors during the Super Bowl VII. There were 36 people booked on felony (solicitation of a minor), 14 were rescued from trafficking situation and seven for sex trafficking. Shelter beds increased from 18 to 51, with 37 being filled from the response time on January 23rd.

Potter stated that the minimal numbers of the report for such a big event is the result of intense collaboration from law enforcement, state, counties and other agencies to raise awareness and that the preventative measures made a difference.

Husom left the meeting at 2:38 p.m.

Mitchell Pehrson (new hire) was introduced to the Board at 2:39 p.m.

E. INFORMATION: CORRECTIONAL PLACEMENTS (MICHELLE MILLER)

(Handout) As requested by the Board on its February 12, 2018 meeting, Miller provided a report on the correctional placement costs incurred by WCHHS.

Vetsch questioned a case where the child was placed at the Lino Lakes facility, which incurred a much higher rate compared to being in a Rule 1 facility. Miller responded that the child in question was eligible to be in the Rule 8 level of treatment. She added that it is a challenge when certain clients could have been moved to a lower level of treatment but have to be retained in the current placement due to not having a stepdown, incurring a higher rate.

Miller pointed out that in 2018, \$643K of cost and services were listed in the HHS department and added that further discussion at budget time needs to determine whether it stays in the HHS or in the Court Services budget.

F. REQUEST TO CANCEL 2018-03-26 HHS BOARD MEETING (JAMI GOODRUM SCHWARTZ)

Goodrum Schwartz requested to cancel the March 26, 2018 HHS Board Meeting.

Action: Potter moved, second by Borrell, to cancel the March 26, 2018 HHS Board Meeting. Motion carried.

VII. ADMINISTRATION

A. DIRECTOR'S COMMENTS

The Department of Human Services (DHS) commended WCHHS for its performance in meeting the DHS financial reporting requirements for calendar year 2017. All key quarterly fiscal reports for the participating programs were submitted timely and in perfect order.

The recently passed AMC Bonding Resolution is getting some movement. Two programs introduced in the senate are Behavioral Health Supportive Housing and Behavioral Health Regional Crisis Center.

WCHHS will hold its all staff training presented by Josh Dye from Convene LLC on March 20, 2018 at the Government Center. Staff will attend one of the two 90-minute sessions, 10:30-12:00 p.m. and 1-2:30 p.m. respectively.

Wright County was granted the opioid grant. Two practices will be implemented, namely, screening in the prescriptions to the sheriff and police departments for disposal and screening intervention, treatment and referral program

Potter added that at a recent meeting of the Association of Minnesota Counties (AMC), mental health was the number one priority. The legislators thanked the counties for passing the comprehensive transportation proposal. Potter advocated for the legislators to resolve the transportation issue.

The meeting adjourned at 2:52 p.m.