

WRIGHT COUNTY HUMAN SERVICES BOARD

AGENDA

March 10, 2014

1:30 P.M. PLEDGE OF ALLEGIANCE.

The regular meeting of the Wright County Human Services Board was called to order at 1:30 P.M., Monday, March 10, 2014, by Chairperson Sawatzke.

MINUTES: Approval of Minutes of February 24, 2014.

Action: The Minutes were moved for approval by _____, seconded by _____ and carried.

AGENDA:

Action: The Agenda was moved for approval by _____, seconded by _____ and carried.

ROLL CALL:

Members Present:

Christine Husom - District 1

Michael Potter – District 4

Pat Sawatzke – District 2

Charlie Borrell – District 5

Mark Daleiden – District 3

Staff Present:

Jami Goodrum Schwartz, Director

Carol Schefers, Public Health Director

Karen Jorgensen-Royce, Public Health Nurse Supervisor

Michelle Miller, Social Services Manager

Christine Partlow, Fiscal Manager

Susan Elletson, Office Manager

Aggie Gunnerson, Secretary

New Staff Introductions:

Christi Clow, Social Worker in the Intake & Assessment Unit, date of hire 3/10/14

Jennifer Haller, Social Worker in the Developmental Disabilities Unit, date of hire 3/10/14

Theresa Rieland, Child Support Officer in the Child Support L-Z Unit, date of hire 3/10/14

Others Present:

CONSENT AGENDA

1. Social Services Payments Abstract – \$102,757.35

2. Grants:

a. Wright County United Way Grants:

All grants applications are for period of 4/01/14-3/31/15, and are due April 1, 2014

1) Special Needs Fund

Grant Purpose: To cover expense for client(s) to help them get back on their feet when no other resources are available. These are costs are not covered by any Agency programs and not covered by community programs

Grant Amount: \$10,000.00

2) Family Support Network Planning

Grant Purpose: Secure funds to pay for additional costs of the program such as: gas cards or lodging costs for family members traveling a distance; payment to professionals who cannot bill insurance; facility rental if meeting cannot be held at WCHSA; supplies for meetings; and food and beverages for meetings

Grant Amount: \$3,500.00

3) Public Health Car Seat Program

Grant Purpose: To pay for car seats for Public Health Car Seat program

Grant Amount: \$2,000.00

- 4) WOW Van Program
Grant Purpose: To pay for educational material for the WOW Van program
Grant Amount: \$2,700.00
- b. Wright-Hennepin Electric Trust – Round Up Funds
Grant Purpose: To pay for educational material for the WOW Van program
Grant Period: May 2014 – for one year
Grant Amount: \$2,700.00
Application Due Date: April 1, 2014
- c. Minnesota Accountable Health Model e-Health Program
Grant Purpose: To support readiness to advance the Minnesota Accountable Health Model and to prepare for potential participation in accountable communities for health. This Planning Grant will help Wright County develop a plan to meet the Federal e-Health requirements. This will be done through a community coalition.
Grant Period: July 1, 2013-October 1, 2014 to June 30, 2015-December 31, 2015
(estimate start/end dates)
Grant Amount: \$75,000.00
Application Due Date: Non-binding letter of Intent to Respond due to MDH on March 27, 2014.
Grant proposals due May 5, 2014

Action:

REGULAR AGENDA

ADMINISTRATIVE PAYMENTS:

Action:

PERSONEL:

1. Personnel Committee Minutes of February 25, 2014
MEMBERS PRESENT: Sawatzke, Husom, and L. Kelly
OTHERS PRESENT: Bigelow, Partlow, Schwartz

I. Reclassify/Move .5 FTE Office Technician I, Office Support Unit, To .5 FTE Account Clerk, Fiscal/Technology Unit.

Partlow said a full time Office Technician I position resigned. An internal staff filled it, vacating a half time Office Technician position. The unit with the vacated half-time position felt they could manage without replacing it. Staff has evaluated the needs of both Units. They need more Information System Specialist (ISS) support. Partlow distributed a document entitled, "Reclassification: Office Technician I to Account Clerk," and an organizational chart for the Fiscal/Technology Division (see attachments).

Partlow said they decided the best option would be to reclassify the part-time Office Technician position as an Accounting Clerk. Billing would be assigned to this position. In addition, Partlow said the Division anticipates that Accounting Clerk duties will decline by the end of the year with the advent of the electronic document management system. At that time, all billing roles will shift from ISS staff to the half-time Accounting Clerk position. Partlow said these two staff members will be able to provide much needed support. Schwartz said the Agency needs more technology-based support for 200+ Agency staff.
Recommendation: Approve reclassification of the .5 FTE Office Technician I, Office Support Unit, to .5 FTE Accounting Clerk position.

Action:

2. Refer to Personnel Committee request to reclassify an Office Technician II to a Case Aide.
(Michelle Miller)
Action:

SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES:

1. Interagency Early Intervention Committee (IEIC) overview. (Karen Jorgensen-Royce) (10-15 minutes)
Information
2. Social Worker Month Proclamation. (attachment) (Michelle Miller)
Action:

ADMINISTRATION:

1. Refer to Building Committee additional security cameras on Human Services Center building and property. (Susan Elletson)
Action:
2. Director Comments.
Information

The next regular meeting will be held at 1:30 P.M., Monday, March 24, 2014, in the Commissioners Room, at the Wright County Government Center. Chairperson Sawatzke adjourned the meeting at _____ P.M.