

WRIGHT COUNTY HUMAN SERVICES BOARD

AGENDA

April 28 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, April 28, 2014, by Chairperson Sawatzke.

MINUTES: Approval of Minutes of April 14, 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:

Christine Partlow, Fiscal Manager

Carol Schefers, Public Health Director

Michelle Miller, Social Services Manager

Jessica Nelson, Social Services Supervisor

Jennifer Droneck, Social Worker

Aggie Gunnerson, Secretary

Others Present:

CONSENT AGENDA

1. Social Services Payments Abstract – \$155,694.36
2. Grant:
 - a. MN Accountable Health Model e-Health Program – **withdrew non-binding Letter of Intent to Respond**; Grant Period: 7/01/13-12/31/15; grant amount \$75,000 (on 3/10/14 Consent Agenda)

Action:

REGULAR AGENDA

ADMINISTRATIVE PAYMENTS:

Action:

PERSONEL:

1. Request to extend Personal Leave upon receipt of medical necessity. (March 24, 2014: original request approved through April 30, 2014) (Carol Schefers)

Action:

SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES:

1. Proclamation – May is Mental Health Month. (attachment) (Michelle Miller)

Action:

2. Child Abuse Prevention presentation. (Jennifer Droneck)
Information

ADMINISTRATION:

1. Human Services Advisory Committee appointment (attachment) (Michelle Miller)
District 1 – Wendy Youngren

Action:

2. April 16, 2014 Building Committee Minutes
Members Present: Daleiden, Potter, L. Kelly
Others Present: Dahl, Gillman, C. Hayes, Kryzer, Mattice, Schwartz, Stephens

II. Additional Security Cameras, Human Services Center Building & Property.

Daleiden said the Human Services Department (Agency) requests additional security cameras for the Human Services Center (HSC) building. Schwartz said she also had a second request related to security cameras. At a recent Human Services Board meeting, they discussed the vandalism posted on the HSC building during the last three to six months. The existing Agency security system does not catch all of the activity. She would like a new camera in the front, in addition to the alarm system.

Schwartz said Gillman's predecessor had contacted Russell Security Resource Inc. (Russell) regarding options for placing cameras on the front of the Human Services Center. Since then, Building Maintenance staff has installed two mirrors inside the lobby area to provide better visibility for the front desk employees.

Schwartz said Russell gave the Agency three options as listed on a document entitled, "Building Committee Meeting, 4-16-14" (see attached). She said the Agency requests Option 3 since it is the least costly and complex, and would do the job. Options 1 and 2 provide greater monitoring. Presently, the Agency has an old monitor that allows Front Desk personnel to view video from cameras in the back of the HSC building. The first two options move to a more computer-monitored visual.

Dahl spoke from a safety and risk management perspective regarding placement of cameras in the lobby. The reception desk is in the center, and the camera box is behind staff, which Dahl said is not productive. The recommendations were to add cameras to mitigate County exposure to workplace violence. The individual who committed the vandalism poses a threat to the Agency.

Daleiden asked when the vandalism occurred. Schwartz said it has taken place over time. Most of the recent cases were reported. Sometimes there are difficult issues when clients are upset.

Dahl cited an incident in the lobby, which prompted mirrors to be placed to allow staff to observe individuals hiding in several hard-to-see places.

Schwartz said the current security sensors are not activated by these types of incidents. She added that the Buffalo Police Department has talked with the individual who committed the vandalism. Dahl said the addition of cameras will help determine the identity of the people involved with the vandalism. He said some Agency employees have expressed concerns for their personal safety. He discussed County liabilities in the event someone gets injured or killed.

Daleiden said he assumes the current analog cameras do not provide sufficient clarity to identify suspects. Hayes asked why they did not consider digital cameras as listed in the proposal. Schwartz replied that Option 3 adds cameras to the front of the HSC building. She said they did not know whether the Board would want to invest more in the building. Daleiden said the current analog cameras at the Agency could be repurposed. He was inclined to upgrade the cameras for improved results when enlarging images. Schwartz said she was concerned about spending the money for either Option 1 or 2. Potter commented that an incident could potentially be more expensive.

Kelly stated that Options 1 and 2 appear as specifying Internet Protocol (IP) Cameras which run through

the County's network system.

Daleiden said Option 2 will utilize existing wiring. Kelly said the County used IP and coaxial converters for the Government Center. Dahl said this Option would be an entire retrofit by replacing the old with the new, using the building infrastructure.

Daleiden suggested placing a digital video recorder (DVR) on site. Kelly said it would provide more recording time and easier searches. Schwartz said administrative staff monitors the cameras in-house.

Daleiden asked whether three cameras are enough with Option 1. Kelly replied they would reuse what is there and add two five megapixel cameras in the front. Daleiden reiterated that the cameras should be good quality to accommodate enlargements. Dahl said they did not explore Option 1 due to the cost. They could ask Russell for that cost information.

Daleiden asked if the existing system uses coaxial cable. Kelly said it does. Daleiden said there is a new camera on the market that uses existing 12 volt wiring and coaxial cable. That would eliminate the need to rewire the HSC building and still provide a high quality image.

Potter said it is important to provide a safe environment for employees.

Schwartz asked whether the current monitors in the front office area are compatible with the new Option. Dahl confirmed that it is.

Daleiden asked whether the Option provides for cameras that pan, tilt and zoom (PTZ). Dahl added that they can be set on a timer to rotate. Kelly said the Government Center has cameras posted with 270 degree views of the parking lot that allow zooming in digitally at playback.

Schwartz said the Agency also holds family visitation nights in the HSC Building from 5 P.M. till 8 P.M. An incident occurred last week. The employee was concerned for her safety.

Potter asked Daleiden if he preferred a hybrid system versus tying into the Government Center system. Daleiden said he wants to make sure that any cameras installed are useful. Kelly said the megapixel cameras at the Government Center improved the quality of the image. He said adding more cameras helped as well.

Schwartz asked for confirmation that she may proceed with Dahl on this project. Daleiden directed her to provide the Board with the cost figures. Kelly said Hayes should also be involved. He clarified the recommendation to verify the cost of Option 1 as proposed by Russell, clarify whether the old cameras may be reused, and verify the cost to add (2) five megapixel cameras. Daleiden said the findings should be brought back to the 4-30-14 Building Committee meeting.

Schwartz addressed another security issue. The alarm system through Wright Hennepin Security has been problematic for a long time. She did not see its value. Staff has their identification cards. If someone doesn't disarm the system, the alarm sounds and notifies Wright Hennepin Security, County Dispatch, and triggers calls to her or Gillman.

Hayes said Schwartz is referring to the access part of the system function. Wright Hennepin Security also monitors the fire sprinklers, the refrigerator that holds vaccines, and the panic system.

Schwartz asked permission to disarm or disassemble the system. Gillman suggested posting the disarming code by the panel. The former Office Manager said Wright Hennepin has to be notified of staff that has access via code. Schwartz asked whether the other functions are disarmed if the access system is disabled. Hayes said they cannot disarm the fire sprinklers. The door could be disarmed. At the end of the day, the

last janitor arms the system before they leave the building.

Schwartz said the only people ever triggering the alarm are employees coming into the building. Hayes replied that the alarm has sounded on weekends, and the police department responded. He added that disabling the access function downgrades the level of security at the HSC building. Gillman said employees who have requested earlier hours are afraid of setting off the alarm. Hayes said turning off the alarm could allow someone to do a lot of damage without anyone knowing. There are advantages to controlling the perimeter.

Daleiden did not like the idea of disabling the system. He suggested Schwartz find another way to solve the issue. Gillman offered to check with Wright Hennepin Security to see whether there is a way to set times to arm and disarm the system. Hayes suggested she work with Building Maintenance Supervisor Al Buskey.

Daleiden did not see the harm in giving the code to the 15 or 20 employees who come in early. Schwartz said there are many pending changes to door access that the Agency is waiting to implement as staff takes advantage of the new flex time policy. That will increase the number of people entering the building outside of regular hours. Gillman said each person has a password and individual code. Hayes said if the alarm goes off, a staff member must call Wright Hennepin Security and give them their code. They keep a list of employees and their codes.

Schwartz said she is considering safety plus logistical issues. Daleiden said safety trumps logistical issues. Schwartz said she will look at disarm and rearm times. Hayes said Building Care and Maintenance staff must also be involved, because other systems are monitored as well. Schwartz said they will make internal adjustments to alleviate some of the annoyance issues.

Recommendation For Upgrade of Human Services Center Security Cameras:

- 1) **Verify the cost of Option 1 as proposed by Russell Security Resource Inc.**
- 2) **Clarify whether the old cameras may be reused.**
- 3) **Verify the cost to add (2) five megapixel cameras.**
- 4) **Report findings at the 4-30-14 Building Committee Meeting.**
- 5)
 - A) **Human Services Staff and Buskey will investigate with Wright Hennepin Security whether the capability exists to set the arm/disarm functions of the Human Services Center alarm system.**
 - B) **Human Services staff will make internal adjustments to mitigate annoyances related to unintended activation of the alarm system.**

Action:

3. March 2014 Financial Statement. (attachment) (Christine Partlow)

Action:

The next regular meeting will be held at 1:30 P.M., Monday, May 12, 2014, in the Commissioners Room, at the Wright County Government Center. Chairperson Sawatzke adjourned the meeting at _____ P.M.