

WRIGHT COUNTY HUMAN SERVICES BOARD

AGENDA

May 27 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., **Tuesday**, May 27, 2014, by Chairperson Sawatzke.

MINUTES: Approval of Minutes of May 12, 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

Diane Erkens, Social Services Supervisor

Chad Miller, Social Worker

Christine Partlow, Fiscal Manager

Aggie Gunnerson, Secretary

New Staff Introduction:

Jennifer Stein, Financial Worker in the Family Financial Services Unit, date of hire 5/06/14

CONSENT AGENDA

1. Social Services Payments Abstract – \$210,176.59
2. Grant Applications:
 - a. MEDICA Grant - Public Health Infrastructure
Purpose of Grant: purchase supplies for Family Home Visiting program
Grant Period: 9/2014-8/2015
Amount of Grant: \$5,000.00
Application Due Date: May 31, 2014
3. Grants Received:
 - a. Wright County United Way Grant: Special Needs Fund - grant amount: \$5,000.00 (approved at 3/14/14 HS Board)
 - b. Wright County United Way Grant: Family Support Network Planning – grant amount \$1,750.00 (approved at HS 3/14/14 Board)
 - c. Wright County United Way Grant: Public Health Car Seat Program - grant amount: \$2,000.00 (approved at HS 3/14/14 Board)
 - d. Wright County United Way Grant: WOW Van Program - grant amount: \$1,600.00 (approved at 3/14/14 HS Board)
 - e. Wright County United Way Grant: Family Financial Services – grant amount: \$2,500 (approved at 2/24/14 HS Board)
 - f. Minnesota Department of Health Grant: Healthy Families America - grant amount \$8,650.00 (approved at 2/10/14 HS Board)
 - g. University of Minnesota and Department of Human Services Grant: Develop Clinical Capacity to Provide Evidence-Based MH Treatment; grant amount: \$21,556.00 (approved at 4/14/14 HS Board)

4. Grant(s) Not Received:
a. W.C. United Way Grant: Public Health Family Planning Program – application not selected (approved at 3/14/14 HS Board)

Action:

REGULAR AGENDA

ADMINISTRATIVE PAYMENTS:

Action:

SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES:

1. Mental Health presentation. (attachment) (10-15 minutes) (Chad Miller)
Information

ADMINISTRATION:

1. May 14, 2014 Building Committee Minutes (Christine Partlow)
Members Present: Daleiden, Potter, L. Kelly
Others Present: Dahl, Hayes, Lehmberg, Partlow, and Schwartz

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

Kelly distributed copies of an updated quote from Russell Security Resource Inc. that included items discussed at the 4-30-14 Building Committee Meeting – Human Services Board (see attached). The new quote included two 5 Megapixel (MP) cameras for the Human Services Center (HSC) parking lot, one 3 MP camera for the HSC entry, two licenses, a 12 Terabyte (TB) hard drive, and an 8-Channel VIVOTEK Encoder.

Kelly said the Information Technology Department (IT) has concerns to address. First, will there be additional switches needed to locate the Digital Video Recorder (DVR) at HSC instead of the Government Center (GC). Lehmberg said the system can absorb the addition of three cameras and a server. If IT needs to buy a switch, Lehmberg said there would be an additional cost. She said there is also the cost for up to four data runs. The DVR location has a jack that could be moved. Lehmberg said the approximate cost per data run is \$300, or \$1200 total.

Kelly said the cost would be approximately \$1200 for Excel and \$10,250 quoted by Russell Security Resource Inc. He asked if the Committee approved of those costs. Lehmberg added that IT did not yet have a firm quote from Excel. The figures she provided were based on a 2012 project at HSC. Daleiden suggested a not-to-exceed cost of \$11,800 for the entire project. Kelly said funding would come from the Site Improvements budget line item.

Recommendations: Upgrade security cameras at the Human Services Center. Total project cost not to exceed \$11,800.

Action:

2. May 14, 2014 Ways & Means Committee Minutes. (Christine Partlow) (**need Minutes from Admin.**)
Members Present: Husom, Sawatzke, and L. Kelly
Others Present: C. Hayes, Dahl, Jans, Partlow, Schwartz, Vergin

I. Vehicle Fleet.

Kelly summarized the two requests from the 4-30-14 Ways & Means Committee meeting:

- 1) Receive a list of all County vehicles (except Highway Department plows or trucks); and
- 2) Obtain recommendations from Highway Shop Maintenance staff regarding preferred makes and models of vehicles for the County fleet.

Kelly said it is important to note that Hayes and Jans have been researching the State Cooperative Purchasing Venture (CPV) for vehicle lease and purchase. Human Services (Agency) now has only one vehicle that cannot be driven beyond the City of Buffalo borders due to mechanical problems. The Agency incurs costs from staff mileage reimbursements. Dahl expressed concerns about the liability implications that arise when staff drives personal vehicles.

Dahl checked with the Sheriff's Office on 5-13-14. He was told there may be two vehicles ready to swap as early as the end of this week. He is not sure when those vehicles will be available.

Kelly said the Agency needs vehicles as soon as possible. Partlow provided him with data regarding lease and purchase options for various makes and models. The State CPV pool is closed until November.

Sawatzke asked about the type of vehicles included in the CPV. Kelly said the lease option includes Chevrolet Impalas and other General Motors cars. Jans clarified, saying it also includes Ford and Chrysler products. Jans said it is an advantage to have multiples of the same vehicle make and model in the fleet. He recommended a Chevrolet Cruze or Ford Fusion to get better mileage. Hayes said the prices are better than the County could do outside of the CPV.

Hayes suggested purchasing used cars with low mileage. The Sheriff's Office has done this in the past. Hayes said the desired models must be specified and bids solicited County-wide. Partlow said this option sounds effective. Jans said it would be the fastest way as vehicles could be available in one month. Hayes said the time frame may be as short as a few weeks if the County moves quickly. Hayes said they only inquire about cars in stock, and someone from the County has to inspect them. Kelly said it was previously determined that the Agency needed seven vehicles. He proposed the County should purchase three cars as soon as possible, and then reassess when squad cars become available for reassignment.

Hayes said he could do a bid stating that the County is seeking three cars, and then choose from the selection given.

There was discussion regarding vehicle makes and models. Schwartz said midsize vehicles would accommodate 90 percent of the rides the Agency provides. Sawatzke suggested they buy the same make and model for the fleet.

Jans asked the average miles put on Agency vehicles per year. Partlow said the average in 2013 was 22,000 for all the vehicles. Staff no longer feels safe driving the remaining vehicles over long distances. Schwartz said they want vehicles with lower mileage that get more miles per gallon. She said the Agency has policies in place for available cars. Employees must request approval before using their own cars. She said the Agency is committed to ensuring that staff uses County cars versus using their personal vehicles.

Kelly said the Agency could rotate two vehicles now, acquire several former Sheriff's Office vehicles when they become available, and update the fleet periodically.

Sawatzke said the longer term discussion involves a fleet for the entire County organization. Kelly said that should be done prior to budget time. There are certain County Departments who do not need vehicles all the time. Sawatzke said once all County vehicles are identified, cars that are used less frequently could be accessed by Departments requiring only occasional use. He said if that works, fewer vehicles would be needed, but would each be utilized more often.

Recommendation: Purchase up to three vehicles of the same make and model for the Human Services vehicle fleet.

Action:

3. Purchase of cars.
Information

4. April 2014 Financial Statement. (attachment) (Christine Partlow)
Action:
5. 2013 Annual Report. (attachment)
Information
6. Director's Comments.
Action:

The next regular meeting will be held at 1:30 P.M., Monday, June 9, 2014, in the Commissioners Room, at the Wright County Government Center. Chairperson Sawatzke adjourned the meeting at _____ P.M.