

WRIGHT COUNTY HUMAN SERVICES BOARD

MINUTES

February 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, February 10, 2014, by Chairperson Sawatzke.

MINUTES: Approval of Minutes of January 27, 2014.

Action: The Minutes were moved for approval by Daleiden, seconded by Husom. Motion carries unanimously.

AGENDA:

Schwartz asked that SS/PH/FS items 3 and 4, be reversed in order of presentation.

Action: The Agenda as amended was moved for approval by Potter, seconded by Borrell. Motion carries unanimously.

ROLL CALL:

Members Present:

Christine Husom - District 1

Pat Sawatzke – District 2

Mark Daleiden – District 3

Michael Potter – District 4

Charlie Borrell – District 5

Staff Present:

Jami Goodrum Schwartz, Director

Carol Schefers, Public Health Director

Michelle Miller, Social Services Manager

Diane Erkens, Social Services Supervisor

Jill Marzean, Social Services Supervisor

Christine Partlow, Fiscal Manager

Tammy Martens, Financial Services Supervisor

Aggie Gunnerson, Secretary

New Staff Introduction(s):

Emily Jude, Social Worker in Children's Services Unit, date of hire 2/03/14

Denise Bay, Financial Worker in the Adult Financial Services Unit, date of hire 2/10/14

Others Present:

Vickie Nibbe, Human Services Advisory Committee

Tim Dahl, Risk Manager

Tamara Bigelow, Human Resources Director

Genell Reese, Veteran's Services Director

CONSENT AGENDA

1. Social Services Payments Abstract – \$163,810.89

2. Grants:

a. MDH Grant – Healthy Families America

Purpose of Grant: Evidence Based Home Visiting program

Grant Period: Funding must be spent by 9/30/14

Amount of Grant: \$20,000

Application Due Date: 2/15/14

Action: Motion by Daleiden, seconded by Husom, to approve the Consent Agenda. Motion carries unanimously.

## REGULAR AGENDA

### ADMINISTRATIVE PAYMENTS:

Partlow said correction in CareFacts payments will be made, change 2013 to 2014.

Action: Motion by Borrell, seconded by Daleiden, to approve the Administrative Payments in the amount of \$99,315.10; 98 vendors, and 251 transactions, subject to audit. Motion carries unanimously.

### PERSONNEL:

1. Request to increase hours for Jill VanBeusekom, .5 FTE Social Worker in the Mental Health Unit, up to ten additional hours per pay period for the next two months.

Schwartz said request is due to staff being out. Michelle Miller said she asked Tamara Bigelow to be present because VanBeusekom is a job share position, and benefits will be affected. The Agency has had difficulty in hiring a Social Worker III for a vacant position; position has been posted twice; applicants contacted thus far did not have license required for position, or the pay was too low. Position closed for applications last Friday, and we may have a couple of applicants. Sawatzke asked Bigelow if she had concerns on hours and additional benefits. Bigelow said no. Borrell asked for qualifications of position. Miller said qualifications include two years post masters experience.

Action: Motion by Potter, seconded by Daleiden, to approve request as stated. Motion carries unanimously.

2. Refer to Personnel Committee request to reclassify/move a .5 FTE Office Technician I, in the Office Support Unit, to a .5 FTE Account Clerk in the Fiscal/Technology Unit.

Action: Motion by Husom, seconded by Potter, to refer item to Personnel Committee. Motion carries unanimously.

### SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES:

1. Committee/Task Force Updates.

- a. Human Services Unmet Needs. (attachment)

Diane Erkens reviewed the list of Unmet Needs compiled by the Mental Health Advisory Council. The Human Services Advisory Committee also reviewed them and they suggested that we bring it forward to Board. These Unmet Needs Report is required by Statute to go to the County Board on an annual basis. Sawatzke asked if this is a new, has it come to the Board before. Husom, Miller and Erkens said they did not remember getting this before. Erkens said this list is one of the things we are required to do by statute. One of the needs listed is an additional social worker in the Mental Health Unit, which the Agency has hired. Daleiden asked if there are ideas to improve these needs. Erkens said the MHAC suggestions are listed under a few of the needs. Daleiden said there are a number of inpatient issues –they are provided by for profit or non-profit business. Erkens said the State provides beds; the Annandale Behavioral Hospital has 16 beds. When the State closed the regional treatment centers, they made community based hospitals. Due to staffing, there are empty facilities in the State and our inpatient beds have declined. They have transitioned some community behavioral hospitals, also. Rep. O’Neil comes to our Advisory Council meetings, and is active in pursuing more inpatient beds at the legislator. Borrell asked if the co-located services in schools needs are the same. Erkens said they are separate. The co-located mental health services in schools are therapists, and most providers are providing services in schools without funding. The Dept. of Human Services hasn’t released the funding, so the providers are waiting on funding to put therapist in schools. The social workers are case managers with county services, connecting people to case management services, etc. The mental health therapists are the co-located mental health services (e.g., provided by Caritas Family Services, CMMHC, Lutheran Social Services, and others). Borrell said most schools have a social worker on staff, so do we really need to put another county worker in. Erkens said most schools have a counselor on staff, but a lot of time they don’t know eligibility for county and case management, and schools are understaffed with their counseling staff.

b. Human Services Advisory Committee (HSAC) Update.

Vicki Nibbe said someone from the HSAC should be coming to these Board meetings on a regular basis. The last time she was here she said the first Listening Sessions would be held in Monticello. The person interested in heading that up is not available until summer, and asked the Board for feedback on where they would like the first session held. Borrell said he would like to know which Districts need members. Nibbe said the Committee is set up 1/3 providers, 1/3 consumers, and 1/3 concerned citizens. Schwartz said Districts 1, 2 and 5 are well represented, and Districts 3 and 4 are least represented. Daleiden said he was at the Public Health Task Force meeting today, and a good place might be along the Highway 12 corridor. Also, low-income families who use the most free and reduced lunches are in that area. Nibbe said that was the committee's second choice.

2. Letter of Support for Maple Lake Recovery Center, Inc. (attachment)

Schwartz said she is requesting action that she be allowed to sign letter of support for the Maple Lake Recovery Center to expand their services to include their treatment at the Village Ranch facility. Minnesota Administrative Rules require the recommendation be supported by the County Board. When asked if both places are owned by the same people, Jill Marzean said no. Maple Lake facility is on board to bring CD services in-house. Borrell asked if this needs to go to the County Board. Schwartz thought the Human Services Board would meet statutory requirement.

Action: Motion by Borrell, seconded by Daleiden, for this Board to approve letter of recommendation for Village Ranch. Further discussion on which Board this should go to. Sawatzke said to add in the last paragraph of letter, "...the Wright County Board of Commissioners, acting as the Human Services Board." Motion carries unanimously.

3. Volunteer Driver Program discussion. (attachment)

Tim Dahl read No. 5 of Volunteer Driver Requirements, of the Agency's Administrative Memo, Volunteer Transportation Policies for Seniors 60 Years and Older, and for Agency Clients. He recommended deleting two sentences: 1) The County has general liability which provides additional protection for negligent acts that result in bodily injury and property damage. And, 2) The County's liability insurance is secondary. Volunteers use their own personal vehicle, not a County-owned car. The County's insurance protects the County's interest not the personal owner's interest. Borrell suggested removing another sentence, "In the event of an automobile crash, the Volunteer Driver's own insurance is used first." This would imply there is something else secondary. Husom said to just eliminate the word "first." Sawatzke asked what brought this up. Borrell said Genell Reese has a group interested in driving veterans in Maple Lake. He talked with Dahl, and Dahl said our insurance couldn't back up their insurance. Borrell said we were doing that in Human Services. Dahl said the Administrative Memo was a possible template for Veteran's Services. Miller said she polled other county policies. Scott has MCIT as secondary, Anoka has blanket insurance as secondary, and Sherburne has county not-owned auto liability. Dahl said MCIT insurance doesn't come in second place for the driver. If lawsuit occurred, the owner of car is sued and then the County, the County is covered by MCIT when the owner's insurance runs out. Per MCIT, volunteer driver's insurance covers themselves. We can't extend coverage to anyone else. Borrell asked Dahl, if you were a volunteer driver and had general coverage, and accident was your fault, passenger is hurt, you are still liable; there is big liability for the drivers. Is there a way we can make this work? It is a fantastic group of people doing a real service for the residents of the County; other counties are doing it. Dahl spoke to concerns and suggested to 1) increase mileage rate to help volunteer driver to purchase higher liability limits, or 2) to be covered by MCIT, the car would be owned by Wright County and the volunteer would use our car. Borrell said they would not be eligible for mileage reimbursement. Daleiden said volunteer drivers are located within the community where the people need it, and it doesn't make sense for them to drive here. Borrell said we give more than gas amount; some of the reimbursement covers wear and tear of automobile. Dahl said the County could require a specific amount of coverage; the insurance provider could provide a suitable insurance solution. When asked how much drivers are used, Schwartz said they drove 85,755 miles last year. We have never heard of any issues. \$42,900 plus was paid to volunteer drivers. The Agency has approximately 12 drivers. Daleiden asked who our coordinator is. Miller said Kathy DeMars, Case Aide in the Licensing & Resource Unit. Dahl

said there may be a product that can be purchased outside MCIT. Borrell said nothing helps the driver, and said can you strongly advise they have an umbrella policy with minimum liability of \$1 million. Dahl said that would depend on person's assets. The part that needs to be clarified is that the driver needs to understand they have the choice to purchase the level coverage they feel is needed. Daleiden said they should have that conversation with their insurance agent. Dahl said if volunteer driver has enough coverage to cover the claim, this would reduce our odds of being brought into the claim. If an auto accident occurred, the volunteer's auto insurance is primary up to policy limits, once the limits are exhausted then the volunteers personal assets could be used to pay the remaining balance of the claim. Borrell asked what is average coverage. Dahl said the State minimum is \$30,000/person; \$60,000/accident. Cost of insurance might be \$300-\$600 per year. No fault would come to play for the first \$20,000. Borrell said the driver is liable with what the insurance doesn't cover. People who use service need to know this. Dahl said he had MCIT look at policy (Administrative Memo), and they gave us pages and pages of clarification. Schwartz said the volunteer drivers sign the Volunteer Driver's Requirement Form. This is a great program benefit to drivers and clients. Sawatzke asked if we can find a policy to cover this. Borrell said to do that, and Reese could use it too. Daleiden suggested there be a two-hour requirement in signing policy; to listen to Dahl or MCIT, or watch video on defensive driving. Schwartz said a requirement for our volunteer drivers is they attend a "55 & Alive" session. Genell Reese said their Veteran drivers are required to have a physical. Borrell said to bring this back to Board in a couple of weeks. Daleiden said how often is the policy signed. Jill Marzean said when person becomes a volunteer driver and then annually. Borrell said to change policy before it is sent out. Daleiden suggested doing all volunteers at one time. Borrell said drivers should be made aware of any changes made to policy.

Action: Motion by Borrell, seconded by Daleiden, to table item for two weeks, and give Dahl time to check into possible insurance or alternatives. Motion carries unanimously.

4. LPHA Legislative Priorities. (attachment)

Schefers said this is the year the Public Health Act, Statute 145A, is being opened up and some revisions will be made. These revisions will go to the Legislature to make the changes in the statute. There has been a committee of State and local public health representatives working on this revision for the past couple of years. The purpose of the changes is to strengthen public health leadership and to make the statute clearer, understandable, and not conflicting. Currently, the statute is a law written upon another law, and additions to it. Once the changes are done, the Rules will be looked at and parts of them will be rewritten. More detail will be in the rule regarding the qualifications of the CHS Administrator. We need leaders in public health with public health experience. More training may be offered to help meet qualifications. Other things the LPHA Legislature agenda are: continued support of SHIP funding; support of a bill for Healthy Homes, establish programs for people who make home visits to look at home (have a checklist to go over); and continued support of more funding for Home Visiting programs. Potter asked if Senator Terri Bonoff is the primary legislator to talk to about this. Schefers said Britta Orr, our LPHA Administrator, works closely with legislators. Schefers will ask her about this Legislative contact.

ADMINISTRATION:

1. Write-off Accounts – Income Maintenance. (attachment)

Item was pulled from last Board meeting. Partlow said case in question was transferred from Anoka County to Wright County in 1998. Claims date back to 1992, and are due to Anoka County agency error. The client is now living out-of-state. There is no incentive for Wright County to follow up on collecting debt. We would use our resources, and any payments made would go to the State. No judgment was established due to the deadlines passing before we received the information.

Action: Motion by Daleiden, seconded by Husom, to approve write-offs. Discussion was held regarding concerns about writing off a debt of this size. Motion carries unanimously.

2. Director Comments.

Propane shortage. Schwartz said we have Emergency General Assistance and County Crisis funds available to those needing help. We first ask clients to go to Wright County Community Action. Tammy

Marten said we have heard from a couple of clients struggling with propane costs, and WCCA came through. Schwartz said we did look at our policies to ensure ability to cover propane costs should the shortage continue.

Legislative Updates. Schwartz expects bill on Smoke-free environment in foster care facilities is going forward. H.F. 1987 – eliminate the mandatory drug testing for MFIP, GA recipients – mandate is unfunded – we had 8 names on State’s list of convicted drug felons going back 10 years – mandate to randomly drug test is putting undo burden on the counties. Martens said 3 cases were tested and all were fine and only one was on assistance; names were given to Court Services. Daleiden said you are not talking about everyone, if you do it, it should be for all. Schwartz said other states have found results from drug testing were minimal. From an administrative standpoint, we have implemented it, have worked with Court Services; however, Schwartz states she supports legislation to not continue the mandate.

The next regular meeting will be held at 1:30 P.M., Monday, February 24, 2014, in the Commissioners Room, at the Wright County Government Center. Chairperson Sawatzke adjourned the meeting at 2:40 P.M.