

WRIGHT COUNTY HUMAN SERVICES BOARD

MINUTES

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 Daleiden, seconded by Husom and carries unanimously.

AGENDA:

Schwartz added under Personnel; refer to Personnel Committee request to add temporary staff in the Fiscal/Technology Unit.

Action: The Agenda as amended was moved for approval by Potter, seconded by Daleiden and carried 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

Karen , Public Health Nurse Supervisor

Michelle Miller, Social Services Manager

Debra Swanson, Social Services Supervisor

Christine Partlow, Fiscal Manager

Susan Elletson, Office Manager

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

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

REGULAR AGENDA

ADMINISTRATIVE PAYMENTS:

Schwartz provided a new Payment Register to Board. A \$5,208.83 payment to Savance for EIOBoard system was added, and a name change for eDocument Resources to Data Bank (company merger). Daleiden asked about payment for Sharon Pueringer divided into 3 areas. Schwartz said payment was prorated by Department. Daleiden asked Partlow if this is done manually or automatically. Partlow said it is done automatically.

Action: Motion by Daleiden, seconded by Borrell, to approve the Administrative Payments in the amount of \$62,381.22; 84 vendors, 206 transactions, subject to audit. Motion carries unanimously.

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.

Husom reviewed the Minutes/recommendation, and said reclassified position will be in the Fiscal/Technology Unit.

- Action: Motion by Daleiden, seconded by Potter, to approve the Personnel Committee Minutes and Recommendation. Motion carries unanimously.
2. Refer to Personnel Committee request to reclassify an Office Technician II to a Case Aide.
Action: Motion by Daleiden, seconded by Husom, to refer item to the Personnel Committee. Motion carries unanimously.
3. Refer to Personnel Committee request to have a temporary person for the Fiscal/Technology Unit.
Action: Motion by Daleiden, seconded by Husom, to approve request. Motion carries unanimously.

SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES:

1. Interagency Early Intervention Committee (IEIC) overview.
Karen and Debbra Swanson presented item and distributed handout. Jorgensen-Royce gave background information. The first three years of life are an amazing time for children for growing and learning. Some children need more assistance than others (children with disabilities). The IDEA Law (Individuals with Disabilities in Education Act) requires State and public agencies to provide services for young children to help them get the services they need to learn in school. This involves early intervention programs that are designed to help parents learn what they can do to help their children, HELP Me Grow is Minnesota's version of this early intervention program. Our Agency is part of a Regional Interagency Early Intervention Committee. Potter is a member of that multi-disciplinary team as are Social Services and Public Health. Members of the 7W IEIC include Wright, Benton, Sherburne and Stearns Counties. The IEIC is charged with two main goals: 1) public awareness – get across to the general public what early intervention is about and what children need to get ready for school, and 2) child find – to identify those specific children needing that assistance. Public Health is involved by getting the word out through various programs, such as the Follow Along Program, Home Visiting, Immunizations, Hearing Screening, Child and Teen Check-up Outreach, SUID/AHT (Sudden Unexpected Infant Death and Assaultive Head Trauma), Childhood lead prevention, Child Safety Seat Services, and referring families who may need services.

Swanson said Social Services provides services to people with developmental disabilities. Because autism is so prevalent, we have created an orientation for parents for birth-17; gives parents information on what they might need, and what is there. When asked by Sawatzke if there is a way to test for autism, Swanson said a diagnostic assessment is done, and the children show specific characteristics based on a diagnostic assessment and physical exam. Sawatzke was concerned about labeling children with autism. Swanson said the prevalence is getting higher. We have the University of MN doing testing and asking questions of parents, and are getting good results on who actually has autism or not. It is really behavior, and how they adapt to the world around them. Husom said they're finding a gluten intolerance with some of these children and offered they may try a gluten free diet this to reduce symptoms. Swanson then stated Autism Allies and Wright County joined together and started an Autism Resource Fair. This year, the Resource Fair will be on April 5th, at the Monticello High School. We expect 600 people, about 50 vendors, and break-out sessions during the day.

When asked if parents pay for early intervention services, Jorgensen-Royce said parents do not pay for this service. School districts have to offer the screening, evaluation and program to all children birth-21. Anyone can make a referral for IEIC services, an assessment or a screening. After a referral is made, the teacher goes to the home and determines if a screening is needed or a full evaluation. If child meets the criteria for Special Ed, then an Individual Family Service Plan (IFSP) is developed. Once a child is eligible for services, a service manager is assigned to coordinate services through the school. Some of these families may also qualify for services in our Agency, such as PCA or waiver services.

Potter said the more you hear about the program, the more you see the importance and relevance of the program, how this is helping these children, and how parents can get help for this.

2. Social Work Month Proclamation. (attachment)

Michelle Miller read proclamation.

Schwartz said March is also the MSSA Conference, on the conference heading it is their 140th conference, so social workers have been around for a long time. It must be one of the longest standing conference in the State of Minnesota.

Action: Motion by Potter, seconded by Husom, to approve Proclamation. Roll call vote: Aye-Borrell, Daleiden, Husom, Sawatzke, Potter. Motion carries unanimously.

Proclamation reads as follows:

WHEREAS, the primary mission of the Social Work profession is to enhance human well-being and help meet the basic needs of all people, especially the most vulnerable in society;

WHEREAS, Social Work Pioneers helped lead America's struggle for social justice;

WHEREAS, Social Workers know that poverty and trauma can create lifelong social and economic disadvantages;

WHEREAS, Social Workers know that discrimination of any kind limits human potential and must be eliminated;

WHEREAS, Social Workers stand up for individuals and support diverse families in every community;

WHEREAS, Social Workers help people in every stage of life function better in their environments, improve their relationships with others, and solve personal and family problems;

WHEREAS, all children have the right to safe environments and quality education;

WHEREAS, dignity and caregiving for older adults help define a nation's character;

WHEREAS, veterans and their families need community support to ensure successful transitions after service;

WHEREAS, access to mental health treatment and health care services saves millions of lives;

WHEREAS, Social Workers are change agents who put the ideals of citizenship into action every day;

WHEREAS, Social Workers believe in shared prosperity and opportunity for everyone;

WHEREAS, Social Work research and advocacy turn community needs into national priorities;

WHEREAS, Social Workers celebrate the courage, hope and strength of the human spirit throughout their careers;

NOW THEREFORE, in recognition of the numerous contributions made by America's 600,000 Social

Workers, The Wright County Human Services Board proclaims the month of March 2014 as National Social Work Month and call upon all citizens to join with the National Association of Social Workers and Wright County Human Services Agency in celebration and support of the Social Work profession.

ADMINISTRATION:

1. Refer to Building Committee additional security cameras on Human Services Center building and property.

Action: Motion by Husom, seconded by Daleiden, to refer item to the Building Committee. Motion carries unanimously.

2. Director Comments.

Schwartz said she would like to recognize the work of the Human Services Advisory Committee is doing, and Vicki Nibbe is present today. The Commissioners will be emailed the Committee Minutes. The Committee is also working on recruitment.

Schwartz spoke on security issues. There has been three in security issues recently, 1) a man was parked in the parking lot and the Buffalo Police Department was called; 2) a woman was hiding in our lobby area (mirrors have been installed); and 3) a client has been posting material on the outside of doors and on her facebook site (this was a Child Protection case where children were removed from home). We are asking cameras be placed in front of building and the ability for law enforcement to get into our building. We have a lock box on the building. Commissioners said it was probably for the Fire Department. We are looking for ways to make our building more secure and allow law enforcement and the fire department access to our building. She spoke with Tim Dahl about deactivating the security alarm through Wright-Hennepin, and move to a hard key access. Daleiden asked if there are cameras at the Human Services

Center. Elletson said we have cameras on the building and added additional ones to the back exit door, but don't have any on the front of the building or the front parking lot. Daleiden said there is no reason the Sheriff's Department couldn't have access, by getting the key card changed. Sawatzke said with a key card you know who goes in there; deputies shouldn't be in there unless for the right reason. Daleiden said if they are accessing it after hours, it means they are going in after someone who already set it off. Schwartz said we haven't had a situation, except when the truck hit the building the alarm did not go off and the Police and the Fire Department staff couldn't access the building. Daleiden said you have solved the issue because the Fire Department should have a key. Potter said pretty much every city in this County adopted the key access for the Fire Department for insurance purposes. I guess we are looking at in case of a real emergency; we have a barrier for law enforcement to get into the building. When we talk with Committee about the cameras, we will talk about the Wright-Hennepin alarm system. Borrell asked why would you not want to have the alarm system. Schwartz said so far we haven't seen it as a deterrent, it goes off when staff enter the building, and the other buildings operate without an alarm system.

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 2:23 P.M.