

WRIGHT COUNTY HUMAN SERVICES BOARD

MINUTES

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 1:35 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 Husom, and seconded by Daleiden. Motion carries unanimously.

AGENDA:

Action: The Agenda was moved for approval by Borrell, and seconded by Potter. 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:

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:

Vikki Nibbe, Human Services Advisory Committee
Michelle Faucher, Public Health student – MN State Univ. Moorhead

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)

Daleiden asked why we withdrew non-binding Letter of Intent. Schefers said the Agency and community does not have a working community committee required in the above grant and is why we are pulling it. e-Health is electronic health records. By 2015, the Federal Law requires that we need to be doing something with medical records transmitted electronically. Public Health, medical clinics and hospitals are included in the Federal law. It has more to do with our software systems talking to each other to be able to transport medical records. Daleiden said it would have been nice to have a grant to help pay for this. Schefers said it was planning money and we didn't have an ongoing committee in place. There will probably be other sources of funding available for this.

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

REGULAR AGENDA

ADMINISTRATIVE PAYMENTS:

Action: Motion by Daleiden, seconded by Borrell, to approve the Administrative Payments in the amount of \$71,308.61, 61 vendors, 184 transactions, subject to audit. Motion carries unanimously.

PERSONEL:

1. Request to extend Personal Leave upon receipt of medical necessity. (March 24, 2014: original request approved through April 30, 2014)
Schefers said request is for a Case Aide and is asking to extend the personal leave for six weeks. Worker will be working part-time. Tamara Bigelow, in Human Resources, suggested asking the Board to extend the personal leave to June 18, 2014. When asked if this is causing stress to other staff, Schefers said it is putting a lot of stress on staff as it has been going on for some time; however, this could be the end of what is going on. She will be working part of that time. Schefers said she is okay with request.
Action: Motion by Daleiden, seconded by Husom, to approve extended leave for another six weeks. Motion carries unanimously.

SOCIAL SERVICES/PUBLIC HEALTH/FINANCIAL SERVICES:

1. Proclamation – May is Mental Health Month. (attachment)
Miller read proclamation.
Action: Motion by Potter, seconded by Daleiden, to approve Proclamation. Roll call vote: Aye – Potter, Sawatzke, Husom, Daleiden, Borrell. Proclamation carries unanimously.

Proclamation reads as follows:

WHEREAS, mental health is essential to everyone's overall health and well-being; and
WHEREAS, mental health problems do not discriminate based on race, creed, age limit or economic status; and
WHEREAS, One in four American adults and children are affected by a mental illness; and
WHEREAS, in a given year, more than fifty million American adults and children will suffer from a mental disorder such as anxiety, depression, or schizophrenia; and
WHEREAS, the different disorders collectively make mental illness the most prevalent health problem in America today -- more common than cancer and heart disease combined; and
WHEREAS, a majority of the people who overcome the fear, discrimination and misunderstanding of mental disorders, and who seek professional help find relief following treatment and most mental illnesses are successfully treated; and
WHEREAS, early recognition and treatment of these problems vastly increases the likelihood of restored health; and
WHEREAS, people with mental illness can recover and lead full productive lives; and
WHEREAS, family, friends and co-workers play a key role in recognizing the early warning signs of mental disorders; and
WHEREAS, good mental health is critical to the well-being of our families, communities, schools, and businesses; and
WHEREAS, greater public awareness about mental illnesses can change negative attitudes and behaviors toward people with mental illnesses.
NOW, THEREFORE, the Wright County Human Services Board, on this 28th day of April, 2014, proclaims the month of May 2014 as **MENTAL HEALTH MONTH**. Wright County calls upon all citizens, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental illnesses, reducing stigma and discrimination, and promoting appropriate and accessible services for all people with mental illnesses.

2. Child Abuse Prevention presentation.
Jennifer Droneck, Children's Services social worker presented item. Droneck said she has doing child protection services since 1994, starting in intake and now does investigations.

When child protection calls come in they go to our intake person, information is gathered, and report is screened within 24 hours (if immediate concern, it is screened right away). The Screening Team is made up of supervisors, investigator, a family assessment worker, and the intake worker. Decisions are made with that team.

Droneck said the State makes the law, 626.226, that says what child protection does. From there, DHS gives us Bulletins to tell us how to do our job, and has come up with State's screening criteria.

When screening out calls, Droneck said there is a lot of thought put in by the Screening Team on what should/shouldn't happen. Sometimes Parent Outreach Program is offered, or report may be referred to Public Health, or referred to a social worker already working with the family. Once a report is screened in it then goes to investigation. When there are more serious injuries, the child is interviewed as well as the parents. We look at maltreatment and determine future risk. Daleiden said do we (Board) get report on the number of cases investigated. Nelson said statistics are in the Agency's Annual Report. Last year, we had 1,853 reports of maltreatment, 433 reports were screened in, and 111 reports were investigated.

Droneck said the other method of working with families is family assessment. Parents are contacted first, and then we meet with the family to discuss options. Basically, we work with parents and/or caregivers in child protection. After working with the family, if more help is needed, the case goes to an ongoing social worker. If child is placed in foster care, we have to pursue court action. The County Attorney is contacted and we file a petition in court (Child in Need of Protection or Services). Our hope is the family will work on what is needed to keep the child safe. Sometimes, other family members take child in, rather than child going to foster care. When necessary, we can file to terminate parents' rights. Board thanked Droneck for report. Partlow said she expects the Agency's Annual Reports to come out the end of May.

ADMINISTRATION:

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

Action: Motion by Husom, seconded by Borrell, to approve appointment of Wendy Youngren to the Human Services Advisory Committee. Motion carries 5-0.

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.

Daleiden reviewed the Minutes and recommendation related to security cameras and alarm system at the Human Services Center.

Action: Motion by Borrell, seconded by Husom, to accept the Minutes and Recommendation. Motion carries unanimously.

3. March 2014 Financial Statement. (attachment)

Partlow said at three months, the Agency should be at 25% revenue/spending for the year. Revenues are at 13% and Expenditures are at 21%. The State is behind in payments to Counties. There has been an ongoing discussion on MnCHOICES change and time study. The good news that resulted from that delay is we were originally allotted \$4,000 for Public Health, and recently they gave us \$56,000 or \$59,000. This money might not show up until the May Financial Statement. Overall, Public Health is doing better, and Social Services is in the same position where we hoped to be. Daleiden questioned why Medical Consultant is at 407% of budget. Schefers said it may be due to when the consultant was paid. Partlow said some may not be tied to the Public Health Medical Consultant. Daleiden said \$1,800 was budgeted for 2014. Partlow said year-to-date total is \$7,325. Schefers said the medical consultant does medical exams, and would be getting more money than the consultant fees. The consultant receives a monthly fee, \$15 for each medical exam, plus she gets medical mileage. Partlow will bring detail to the next meeting, and thought amount may not be all the medical consultant's expenses, but how items are coded.

Action: Motion by Daleiden, seconded by Husom, to approve March Financial Statement. Daleiden asked if the Financial Statement is posted on the website. Partlow said if the Auditor posts the total summary this would be there. Motion carries unanimously.

4. Borrell asked who is responsible for shelters at parks or trailer parks. Schefers said the State Department may cover it, or the towns/township. If it is an actual Public Health Nuisance, Public Health needs to be called. If there is a tornado warning, people are to go to the shower facility/restroom.

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 2:22 P.M.