

WRIGHT COUNTY HUMAN SERVICES BOARD

MINUTES

May 12, 2014

1:30 P.M. PLEDGE OF ALLEGIANCE.

The regular meeting of the Wright County Human Services Board was called to order at 1:32 P.M., Monday, May 12, 2014, by Chairperson Sawatzke.

MINUTES: Approval of Minutes of April 28, 2014.

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

AGENDA:

Action: The Agenda as amended was moved for approval by Daleiden, seconded by Borrell. Addition: Social Services Supervisor Training Day. 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  
Michelle Miller, Social Services Manager  
Diane Erkens, Social Services Supervisor  
Christine Partlow, Fiscal Manager  
Kim Johnson, Financial Services Manager  
Sue Gillman, Office Manager  
Aggie Gunnerson, Secretary

New Staff Introduction:

Trista Hinrichs, Office Technician I in the Office Support Unit, date of hire 5/07/14

Others Present:

Brian Asleson, County Attorney  
Vickie Nibbe, Human Services Advisory Committee member

CONSENT AGENDA

1. Social Services Payments Abstract – \$85,227.93

Action: Motion by Daleiden, seconded by Potter, 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 \$30,522.84; 96 vendors; 228 transactions, subject to audit. Motion carries unanimously.

PERSONNEL:

1. Refer request to Personnel Committee to combine two part-time positions in the Fiscal/Technology Unit into one full-time position.

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

2. Update on temporary staff in the Fiscal/Technology Unit.  
Christine Partlow said she has approval for half-time Accounting Clerk work full-time through September and the half-time Collections Officer work full-time through June. She would like to bring in temporary help to work full-time through a maternity leave going into September. Husom said when there is a position open, we streamline that and that would be filled, is this different. Partlow said this is for the two positions she wants to combine. Schwartz said 20 hours were approved through June for the Collections Officer, and 20 hours through September for the Accounting Clerk. She is asking for the positions to be combined into one position and to hire a temp. Partlow said Tammy Bigelow wasn't sure where this needed to go. Partlow said this can wait until the May 28, 2014 Personnel Committee meeting. Daleiden said you are looking for temporary help, and need someone for a little while. Partlow said yes, for three months. Schwartz said we are hoping (keeping within the boundaries of previous approved request) to go forward and fill the position, to fill position at the lowest classification (Accounting Clerk) to meet Partlow's needs. Jan Paumen was appointed to fill the full-time Collections Officer position, leaving her part-time Collections Officer position vacant. Daleiden said you may be looking at July before you have a person, how would that be handled? Partlow said we always make do; the biggest problem is reporting requirements. Partlow said we can act within the original approval and if this can go to Personnel Committee - talk about the first option, and based on that result, we can determine this request. She would like referral of this particular item to Personnel Committee.  
Action: Motion by Daleiden, seconded by Borrell, to approve referring item to the Personnel Committee. Motion carries unanimously.

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

1. Family Services training day. Agenda enclosed. (Michelle Miller)  
Schwartz said we are asking for Board approval for Family Services training day on June 2, at Ney Park. Sawatzke said offsite training be approved by the Board.  
Action: Motion by Husom, seconded by Potter, to approve offsite training. Motion carries unanimously.
2. Listening Sessions update.  
Schwartz distributed copies of "Listening Session" flyer to the Board. Vickie Nibbe, HS Advisory Committee, said the Listening Sessions were first discussed at an October Board meeting. Sessions are to obtain feedback from the community, and in February it was suggested by the Board to look along Highway 12. The first Session will be June 12, 2014, from 6:30-8:30 P.M., at the Montrose Community Center. The three questions that we want to focus on are: 1) How has the Agency served you? 2) How was your experience with the Agency? 3) How can the Agency improve services? This session is going to be listening to consumers and providers. A Survey on the same three questions will be completed by those who cannot attend or are uncomfortable talking in a group, and will include contact information. Daleiden asked if information on the Survey Monkey will be out in other areas. Nibbe said the flyer will go to schools, churches, government buildings, elderly care facilities, mobile home parks, clinics, etc, but focusing only on the bottom corridor, District 5. There will be information on the Session in news releases in area newspapers and on the radio; Public Health will make calls, etc. Schwartz said the Advisory Committee subcommittee will work with Christine Austin-Roehler, Health Promotion Coordinator, to get information out. The Advisory Committee is hoping to do a couple of Sessions a year. The Agency is supportive in providing supplies and in giving feedback on flyer and survey. There was concern this may be a gripe session, but committee decided that sessions will be a "World Café" model – a group conversation. LaRone Greer, Chair of the Advisory Committee, is familiar with doing a "World Café" model" for sessions and will facilitate the Sessions. At the Session, participants will divide into groups with discussion questions. People will feel more comfortable working in smaller groups. She hopes good information will come out of the Sessions. Schwartz said she appreciates Vickie heading this up, we will see how it goes, what works/doesn't work. Part of our Strategic Plan that Jay Kieft developed was doing customer satisfaction surveys. Borrell plans to attend, and may mention the County is working on technology – answering phones, etc. and could address those concerns. Nibbe said Sessions will be a place to bring concerns. Potter thanked Nibbe on her hard work. He said the Commissioners value

feedback, want people to feel comfortable and know that they have an avenue to speak up in without feeling pressure. Nibbe said signs will be posted on where to get additional information and contact information.

ADMINISTRATION:

1. Central Minnesota Mental Health Center governance discussion. (attachment)  
Schwartz said Brian Asleson is here to discuss the CMMHC, and he along with the three other county attorneys, at the request of the CMMHC Board. Mark Sizer, Stearns County Director, is calling a meeting on May 23 for the Board/Task Force to look at issues (bylaws, amendments, changes, updates, etc.).

Brian Asleson referred to May 5, 2014 Memo from the attorneys in the four counties (Wright, Sherburne, Benton, and Stearns). The attorneys have had 2-3 telephone conferences, and met in April in St. Cloud. They gathered historical documents on how the CHHHC started and was structured. The Mental Health Center is a nonprofit organization under Minnesota law. Since the 1950's or 1960's, it operated as a Joint Powers between three counties. In 1963, they formed the nonprofit organization with Articles of Incorporation. Wright County joined in late 1966. The four counties are referred to as Foundation Members (there is no document that defines that term). Each Foundation Member has a certain number of seats on the Board. Foundation Members pay a subsidy to the Mental Health Center. Sawatzke said \$419,000 is for the four Counties. \$100,000+ was Wright County's share of subsidy. The subsidy is approximately 3% of the total budget for the Mental Health Center. In addition, we pay fee-for-service contracts. Wright County pays more than the subsidy amount in purchasing services from the Mental Health Center. The general consensus of the four County Attorney Offices is that there are more benefits for the Mental Health Center in being a nonprofit corporation and operating as a nonprofit/Mental Health entity. There were questions to the attorneys about property, and what would happen if the CMMHC dissolved; would there be any return of subsidies to the Counties. The attorneys couldn't find any authority that would provide for that. The subsidies were used for services received, and couldn't be linked to acquisition of properties. Both clinics in Wright County were purchased by the nonprofit organization, Annandale facility is leased. If CMMHC continues to operate as a nonprofit corporation, what role the Counties will fill is unclear. The Counties would pay a fee-for-service and not pay a subsidy. Would that change the membership on the CMMHC Board, and whether the Counties continue to have elected County Commissioners on the Board. In Statute, the Counties can form a Joint Powers organization or help fund a nonprofit. There is language that counties may contribute to a mental health clinic. At this point, it is unlikely that questions will be answered in time for 2015 budget deliberations. Sawatzke explained why this issue is coming up. Borrell said they want to define what CMMHC legally is – Joint Powers Board or a 501 or should they be something else. County representation on the Board was discussed. Borrell said to clarify our position is a good thing, but to have the Counties get out is not a good thing. The County Attorneys were asked to attend a meeting on May 23rd. Asleson said the message is the Counties want to continue to have a voice on the Board, and if looking at revamping the Bylaws it may be that the Counties continue to have a voice on the CMMHC Board. Asleson said the May 23 meeting is in Elk River, at 11 AM, and that Schwartz and Michelle Miller may want to be present. Sawatzke said he plans to attend part of the meeting. Asleson said he will be present. Sawatzke said is it fair to say that this Board is satisfied with the current arrangement, generally speaking, of a nonprofit organization and the general premise of what we have right now. Borrell agreed on the County Board representation, as well. Diane Erkens said when the MHC rates increased; there are more affordable options that we can use. Sawatzke said if someone else is doing it cheaper, to go with them. Schwartz said the CMMHC Detox Center, is too full right now, the MHC is talking about enlarging facilities in St. Cloud. There are needs the MHC does a good job in providing. Detox facilities are looking at MA revenue to help fund detox services. Sawatzke said the business of the MHC has changed over the last 10 years with ACT/IRT teams, budget has doubled or tripled – staffing has gone up. Currently, private entities can work as ACTs and IRTs.

2. April 30, 2014 Building Committee Minutes (Christine Partlow)

Members Present: Daleiden, Potter, L. Kelly

Others Present: Dahl, Gillman, C. Hayes, Schwartz  
John Harnois, Russell Security Resource, Inc.

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

Dahl said Harnois was present to discuss security cameras, to clarify his proposal, and answer questions. Kelly said they were considering Options 1 and 2 as they are going to the Internet Protocol (IP) System (see attachment from the 4-16-14 Building Committee Meeting).

Harnois said the proposal was to provide an idea regarding the cost to upgrade the Human Services Center (HSC). There were some unknowns. He has to get more information from Swing regarding band width and network switch ports at HSC. Harnois said the price of \$9,995 for Option 1 involves adding two 5 megapixel (MP) cameras to the front of the HSC. There would be two cameras under the entry at the front, one pointing North and the other South. They each cover an area of 75 to 80 degrees. Dahl expressed concerns regarding the entryway, saying it would be hard to see the entry due to the design of the building.

Daleiden asked whether cameras could be installed on the light poles. Harnois said that would involve tearing up the parking lot. Kelly said they considered wireless cameras at the Government Center building (GC), but the cost was prohibitive. Harnois agreed, and said a transmitter and receiver costs several thousand dollars. Cheaper ones offer less range. He has not been impressed with the functionality of wireless systems.

Kelly referenced Option 1. He asked whether adding two 5 MP cameras and the Network Video Recorder (NVR) would also tie in the existing cameras. Harnois said it would. He would put a decoder and convert to IP cameras. He said it usually costs about \$200 per camera for the conversion.

Daleiden asked about the new style 2.2 MP cameras. Harnois said high-definition serial digital interface (HD-SDI), is a good system. Daleiden said it wouldn't be an issue for the Information Technology Department (IT) regarding band width and running additional wiring. Harnois said band width is available when viewing, but not recording.

Harnois said the County would be limited to a storage place with the HD-SDI. Most systems are going to IP cameras. Prices are coming down. They offer a lot of features to adjust cameras individually and manually versus going through a digital video recorder (DVR). He said the County's current software is not compatible with HD-SDI cameras. New software would have to be purchased. The system in his proposal uses an IP camera with existing software. The HD-SDI can only view one monitor with the recorder. The current system functions more as an enterprise system. The HD-SDI system is very good and is perfect for convenience stores. It's cost effective and provides better video. However, Harnois said, it cannot do some of the things the IP can do. More storage space can be added. He said it is possible to control the bandwidth of each camera and viewer as well. For example, bailiffs at the GC may view video on the low bandwidth, but can increase the resolution when playing back or using the video.

Daleiden said only two cameras are needed at the front of HSC. Harnois concurred. He added an option that should say 2 to 5 MP cameras, for \$1,200 to \$1,600 dollars. His company is testing some 3 MP cameras now. They are about a third of the cost of higher MP cameras, and appear to work well. They are evaluating a 3 MP one now that is from a new brand. Harnois said the 3 MP is almost as good as the 5 MP cameras.

Daleiden asked whether the HSC needed a 5 MP camera. Harnois said it would get details such as license plate numbers. The 3 MP might get that kind of detail, but the 5 MP is better. Harnois said the difference in the images between the cameras is visible.

Dahl thought the capability of capturing license plate numbers was important. That would provide physical evidence. Kelly said they have used images from the 5 MP cameras at the GC that helped immensely in court. Whatever the Board chooses, the new image will be an improvement over the current system. The lot needs to have camera coverage for liability purposes.

Daleiden said the cameras are outside. In the proposed location, they won't cover the area by the door. Harnois said they will be tucked in by the glass doors and then angled out. Daleiden asked if vandals could reach them. Harnois said the cameras would be mounted, but could be removed with a sledge hammer. They can't be pulled off. He said in this spot, they could use a dome camera. It would be hammer drilled in place.

Daleiden asked whether the camera could be positioned higher up and outside. Harnois said it could, but the angle would miss the glass door. Schwartz said the camera would not show anything inside the doors. Daleiden was concerned about relying on that to get a license plate. Harnois said it is difficult to try to achieve multiple functions with one camera. To read a license plate, the camera must be set up to get them driving down the center aisle of the parking lot. A wider angle won't have enough pixels to read a license plate. The field of view must be narrowed to get a license plate. However, a narrow angle will not permit views of the entire parking lot.

Harnois said Daleiden's point about positioning the camera outside is a good one. Schwartz expressed concerns about capturing personal interactions in the HSC vestibule. Daleiden said that while he understood her point, he was more concerned about the parking lot.

Harnois said the new camera permits viewing as it happens. There are three monitors in the Bailiff's office at the GC. They would simply need to pull up the HSC cameras to view it. Schwartz said they could give the bailiffs advance notice and have them watch. Schwartz commented that it would be helpful to have that capability. Harnois said the HSC system could be brought into the GC system so the bailiffs could monitor there as well.

Potter asked where a third camera could be placed. Harnois said one could be located to cover the entry, and two on the outside of the building to provide views of the parking lot. Daleiden said that would provide better coverage. Harnois said a 3 MP camera would work for the vestibule. The 5 MP are needed to cover the parking lot. Potter said it's important to get the right number of cameras.

Dahl said he liked the proposal to cover the main entryway and the parking lot since a lot of activity occurs outside. He agreed that they should ask the Sheriff's Office to allow bailiffs to monitor this feed. Daleiden said bailiffs do not monitor consistently, however. Schwartz said if a parent was having issues, for example, they could alert the bailiffs.

Regarding other items, Harnois said if he installs 3 IP cameras and converts the existing cameras, he would clean the lenses and inspect them. The new system and new encoder will make the existing cameras look better and improve the resolution. The decoder processes images better, too.

Daleiden said they should do it right the first time. Schwartz said one incident documented on camera pays for the cost of the system. Daleiden said if a 3 MP camera is used for the front entry, the cost will be minimal. Harnois added that if they position the parking lot cameras in the vestibule, there will be a dead spot (no visibility) in the center.

Kelly said the inclination is to install two cameras on the HSC roof and one in the vestibule and going with Option 1 as outlined in Harnois' proposal. Harnois recommended the Committee speak with Swing to make sure there is enough available bandwidth. He said the system will use an estimated 20 MB per second for recording, and 10 MB for playback. There is perhaps 50 MB of bandwidth on the County's fiber optics network. Harnois said it would be advantageous to use the recorder at the GC and bring in all

the HSC camera video there as well. He said the same recorder could be used to upgrade the system at the Public Works Building, too, in the future.

Hayes asked if Harnois would do a revised proposal and bring it back to the next Building Committee meeting. Harnois said a third camera (3 MP) will cost another \$1,200. Harnois asked for clarification that the Committee wants two 5 MP cameras on the parking lot. Daleiden said yes.

Daleiden requested a total price. Harnois said he will get pricing. Daleiden said he also wants to know the costs incurred by IT.

**Recommendation: Harnois will provide a revised quote for two 5 MP cameras, NVR, and adding a 3 MP camera.**

Potter reviewed the Minutes and Recommendation. The Building Committee will meet again on Wednesday on revised quotes.

Action: Motion by Potter, seconded by Daleiden, to approve Minutes/Recommendations. Motion carries unanimously.

3. Minutes of April 30, 2014 Ways & Means Committee.

Members Present: Husom, Sawatzke, and L. Kelly

Others Present: Dahl, Gillman, Partlow, Schwartz, Vergin

II. Vehicle Fleet.

Schwartz said the request is to purchase or lease four small, fuel efficient vehicles. She distributed a document entitled, "Wright County Human Services Vehicle Fleet Options" (see attached). Currently the Human Services Department (Agency) has the use of one car. However, it is not supposed to leave the city limits due to its condition. The other vehicles used by the Agency have encountered numerous problems during the winter. Schwartz said the Agency has never achieved the goal of maintaining a fleet of seven vehicles. Partlow said they have had a fleet of five cars for a number of years.

Schwartz said they are desperately in need of cars, as most of their work force is mobile. The Agency paid \$117,000 in mileage and \$31,000 in vehicle costs in 2013. She thought it made sense to purchase County vehicles and spend less on personal vehicles, especially in relation to volunteer drivers. She said supervisors have expressed concerns about being unable to transport clients. Agency employees use their own cars. Schwartz said she has talked with Kelly and Dahl regarding how to acquire vehicles.

Schwartz said Agency employees use their own vehicles to transport clients at the County reimbursement rate. That is where the bulk of the expenses come.

Dahl said there is significant exposure to the County when employees transport clients in their personal vehicles. Schwartz said the vehicles in the Agency fleet are out of commission due to mechanical failure or fender benders over the winter. Fortunately, no one was hurt.

Sawatzke asked what type of vehicle the Sheriff's Office uses. Kelly said they use the Ford Taurus model.

Sawatzke said if the Agency leased new vehicles, an entity other than the County would maintain them. He said it would be cheaper to purchase vehicles since the County can maintain them. It would be more efficient if the Agency obtained vehicles of the same make and model.

Sawatzke suggested that Highway Department employees who work on County vehicles attend the next Ways & Means Committee meeting to provide input regarding the vehicles they recommend to purchase. Also, there may be several vehicles that will be retired from the Sheriff's Office that may become

available to the Agency this year and next.

Husom said if the Agency purchased two vehicles now and received three from the Sheriff's Office, the fleet would be at five vehicles. Kelly said more cars are coming from the Sheriff's Office, but won't be allocated to the Agency until their replacements arrive at the Law Enforcement Center. Dahl said that may be soon. The last new car was delivered and is insured.

Sawatzke suggested the Committee meet again in two weeks to talk with the Highway Department employees who work on the County's vehicle fleet. He said the lease numbers look good, but at some point the vehicle will be paid for while the lease payment remains. Schwartz said they were inclined to purchase vehicles, too.

Kelly said it would make sense to have similar cars. Sawatzke said it may be wise to establish a standard County vehicle apart from the Sheriff's Office. Kelly said he has been working on a vehicle pool with the emphasis on one type of County car. He may also consider adding more vans or smaller cars. Sawatzke said if basic transportation is needed, there should be a standard issue vehicle. Schwartz said 90 percent of Agency use is standard. Occasionally a van is needed.

It was decided that Schwartz, Kelly and Dahl will talk with Highway Department vehicle maintenance staff prior to the next Ways & Means Committee meeting.

Sawatzke asked Dahl to provide a list of all County passenger vehicles at the next meeting. He would like to see how many vehicles the County owns. Sawatzke said he did not need information on snow plow trucks or other non-passenger vehicles.

Dahl asked whether the State contract includes vehicles for lease. Kelly said the he will ask Craig Hayes, Purchasing Agent, to look into it.

Kelly said Departments such as Administration do not have any vehicles assigned, but occasionally could use one to attend conferences and meetings off site. There are County vehicles that are not used on a 24/7 basis. Kelly said if the County consolidates resources, fewer cars would be needed.

**Recommendation: Lay over to next Ways & Means Committee. Dahl will provide the Committee with a list of County-owned passenger vehicles. Kelly, Schwartz, and Dahl will meet with Highway Vehicle Maintenance and Law Enforcement Staff to obtain their recommendations.**

Husom review Minutes and Recommendation. Seven vehicles have been approved for Human Services. They have no road-worthy vehicles at this time, and it is unknown when more vehicles will be available from the Sheriff's Department. Committee talked about leasing and owning vehicles; purchasing 2 vehicles and getting 2-3 from the Sheriff's Department. Item was referred back to Committee. Schwartz said Brian Jans, Highway Dept., will be present at Wednesday's meeting. If we purchase vehicles, would they be the same type as the Highway Dept. There was discussion on getting standardized vehicles; fuel economy, vehicles that have comparable maintenance, and looking at crash ratings. Sawatzke said he wants to see if the maintenance people have an opinion on it. Schwartz said the State contract may be something to look at later this year. Borrell said the Sheriff's Department hasn't gotten to recycling the Ford Taurus. Potter said they are tracking costs of the Taurus.

Action: Motion by Husom, seconded by Potter, to approve Minutes and Recommendation. Motion carries unanimously.

4. Social Services Supervisor Training Day.

Miller requested offsite training/retreat at the Vineland Center, near Delano, on May 30. The Center would like our Agency to tour their facility and hear about their programs. Agenda for training day was provided the Board. Eight supervisors will attend this training.

Action: Motion by Husom, seconded by Daleiden, to approve offsite training/retreat. Motion carries unanimously.

5. Director's Comments.

MNsure –The County Roles and Responsibilities meeting, at DHS, on the MNsure system. The public portal is working well. The County public assistance portal continues to have issues. DeLotte is a contractor DHS has hired to come in and look at the issues. Problems include: there is no facility to run reports; we have long spreadsheets on actions to take; the case management facility (infrastructure) is lacking; we can't close/transfer cases. Every county is having problems. Wright County is functioning at a higher level than most counties; our staff are responsive to clients. Sawatzke said what are other counties doing wrong. Schwartz said there are communication issues, they don't know capabilities out there, cannot send information out. Counties may need to transfer cases to MAXIS in order to do hands on work. Wright County has great, innovative employees. Sawatzke asked what happens to people when cases can't be transferred. Schwartz said the supervisor will look at task list and it will have to be acted on when the system allows.

Community Adult Mental Health Initiative – Committee held a meeting on May 1, 2014. There is an anti-stigma workgroup proposal, and a motion made for Benton County attorney to go ahead and do a contract for contracting with actor/comedian to do a comedy show aimed at reducing stigma of mental health. They are looking at doing a comedy show in St. Cloud area on September 10. NAMI is endorsing the comedy act. The Initiative is also looking at amending the Joint Powers organization to allow for hiring a coordinator (current person has been assigned from DHS). Diane Erkens said DHS is terminating contracts statewide to pull their State employment back in-house where they need them. The group needs to hire an Initiative Coordinator. Two options are to change the Joint Powers agreement to allow for hiring an entity (independent contractor), or ask for a State "loaned employee." Schwartz said Counties already looked at provision for one of the four counties to hire a person but this was not feasible. Brian Asleson said we have Joint Powers organization with no employees, and one of the last things you would want to do is hire an employee. You could contract. Erkens said we would need to change Joint Powers Agreement to contract an employee.

Rule 5 - Schwartz said at the Budget Committee of the Whole, the Rule 5 amount was requested and responded to in an email. However, that amount was incorrect. The amount is \$92,000 which is 17 % of our budget, at 34% of the year.

The next regular meeting will be held at 1:30 P.M., Tuesday, May 27, 2014, in the Commissioners Room, at the Wright County Government Center. Chairperson Sawatzke adjourned the meeting at 2:47 P.M.