

WRIGHT COUNTY HUMAN SERVICES BOARD

MINUTES

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 as written by Daleiden, and seconded by Husom. Motion carries unanimously.

AGENDA:

Action: The Agenda was moved for approval as written by Potter, and seconded by Daleiden. 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  
Chad Miller, Social Worker  
Christine Partlow, Fiscal Manager  
Sue Gillman, Office Manager  
Kim Johnson, Financial Services Manager  
Chad Miller, Social Worker

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 3/10/14 HS Board)
  - b. Wright County United Way Grant: Family Support Network Planning – grant amount \$1,750.00 (approved at HS 3/10/14 Board)
  - c. Wright County United Way Grant: Public Health Car Seat Program - grant amount: \$2,000.00 (approved at HS 3/10/14 Board)
  - d. Wright County United Way Grant: WOW Van Program - grant amount: \$1,600.00 (approved at 3/10/14 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 3/24/14 HS Board)

Goodrum Schwartz commented that she was happy to report that Wright County Human Services was the recipient of several United Way Grants. Not all grants were fully-funded (2 of 5 not funded in the full amount requested) but overall very well represented for our agency.

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

#### REGULAR AGENDA

##### ADMINISTRATIVE PAYMENTS:

Daleiden questioned the last page of payments related to County Attorney legal services and whether the Agency bills this payment to seek reimbursement? Goodrum Schwartz said this amount is paid to the County Attorney for Child Support services provided, and Human Services is reimbursed at 66 percent of the full amount billed. The County Attorney's Office has been very good to work with on this arrangement. Daleiden questioned what other counties do? Goodrum Schwartz stated that a wide variety of these arrangements exist in other counties. Borrell asked if we raise the amount paid, will more money be reimbursed? Goodrum Schwartz stated that DHS is currently working on creating a new cooperative agreement for Child Support and how this comes out may be different. The current cooperative agreement is based upon the number of hours of attorney time spent and salary. Wright County remains one of the most cost-effective counties in the State related to Child Support and part of this is related to how our County manages the County Attorney costs.

Action: Motion by Daleiden, seconded by Husom, to approve the Administrative Payments in the amount of \$74,338.65, 86 vendors, 257 transactions, subject to audit. Motion carries unanimously.

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

1. Mental Health presentation. (attachment)

Chad Miller discussed a handout presented about Mental Health services in Human Services. The Children's division has six full time social worker staff, one vacant position and one mental health professional. Services provided by this group include Targeted Case Management (TCM), Clinical Supervision and Wraparound services. In 2013, this group ended with 111 open cases. Currently, the Children's division is working with 96 open cases. At the end of 2013, there were nine children in out-of-home placement, and this number is now currently at six in out-of-home placement. Those working with children in the mental health population find that while the case numbers remain the same, these cases are increasing in their complexity and need. Staff work regularly with schools and therapists for collaboration. Sawatzke asked if the full-time mental health professional is a separate position or part of the six staff. Miller said this position is separate, in addition to the six full time staff mentioned. Husom questioned what Wraparound is? Miller said Wraparound services are really a holistic philosophy/approach to meeting a client's needs. This could include a variety of issues such as maintaining the home, paperwork, bills, etc. Sawatzke questioned if it is similar to the concept of having a village to raise a child. Miller said yes, it is.

By the end of 2013, Human Services had 113 open Adult Mental Health cases. Currently this volume is at 109 open adult mental health cases. Statistics were presented from the handout on CADI cases and the number of civil commitments done during 2013. Statistics were reviewed from the handout of the number of persons screened in during this process during 2013. Daleiden questioned if this commitment interview process occurs during regular business hours? Miller said Human Services has 72 hours to complete the interview, write the report, get the report to the County Attorney and then to the judge for signature. Weekends and holidays don't count in this 72 hour timeframe, but sometimes the timeframe will require

staff to work outside the standard 8:00 to 4:30 window to meet deadlines. This past year, Wright County was out of the county 23 times at hospitals outside of the county boarders. When possible, ITV is used to communicate with those in Rochester and Duluth to save time and traveling.

Wright County currently has ten sexually dangerous person cases, and this level has been consistent for a few years now. Sexually dangerous individuals are currently placed in either St. Peter or Moose Lake.

Miller concluded his presentation with thoughts about Chemical Dependence and Mental Health. Wright County ranked number 13 in a list of health rankings in Minnesota. There is an ongoing concern about there not being enough skilled Mental Health Professionals available to meet the needs of clients. Goodrum Schwartz added that we have received a \$21,500 grant to provide clinically-based mental health services. Clients with mental illness are more likely to be chemically dependent; alcohol dependency is four times more likely to occur in someone with mental health issues. The cases worked in this area are complex. There is schizophrenia, bipolar, depression, etc., in addition to other issues the client may be dealing with such as housing, financial, etc. Miller stated this is a challenging position but worth it to serve this population. With supports and resources provided, these efforts save money in the long run. Miller said social workers who manage these caseloads attempt to fill gaps like this to assure people get the help they need. The Board thanked Miller for his presentation.

#### ADMINISTRATION:

1. May 14, 2014 Building Committee Minutes.

Members Present: Daleiden, Potter, L. Kelly

Others Present: Dahl, Hayes, Lehmborg, 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). Lehmborg said the system can absorb the addition of three cameras and a server. If IT needs to buy a switch, Lehmborg 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. Lehmborg 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. Lehmborg 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.**

Potter provided a summary of the discussion had during the May 14<sup>th</sup> Building Committee Meeting.

Action: Motion by Potter, seconded by Daleiden, to approve the Minutes and recommendations for purchase of cameras. Motion carries unanimously.

2. May 14, 2014 Ways & Means Committee Minutes.

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.**

Husom provided a summary of the discussion had during the May 14<sup>th</sup> Ways and Means Meeting.

Action: Motion by Potter, seconded by Daleiden, to approve Minutes and Recommendation of purchasing three Chevy Cruze vehicles from Miller Chevrolet in Rogers. Potter, Sawatzke, Husom and Daleiden vote to approve. Borrell votes to deny. Motion carries upon 4-1 vote.

3. Purchase of cars.

Sawatzke stated the long-range plan will be to discuss the overall county vehicle fleet and assess vehicle inventory as a whole county-wide versus acquiring more vehicles. Borrell questioned if there are cars sitting somewhere now and suggested the use of a computer system to track vehicles county-wide. Goodrum Schwartz stated that Human Services was approved for up to seven vehicles in October, but there have been none available yet from the Sheriff's Department. Husom agreed this is a good idea to have a reporting system of what is available/not available for use. Goodrum Schwartz reminded the Board of the car recently used from the Assessor's Office to transport a client to Missouri. That was a one-time deal thus far but a good example of ways to use the cars we already have. Sawatzke agreed that having a program that prioritizes length of trip and bounce someone who may have a vehicle reserved for a 6 mile trip versus 200 mile trip. Currently, Human Services has just one car that can't leave town due to condition. Borrell mentioned his support of a Ford model versus Chevy.

Christine Partlow provided a handout to the Board of what was found for vehicle purchasing information. Craig Hayes sent out an RFP seeking vehicles. The best result found was from Miller Chevrolet of Rogers, MN. Calculations in the handout were based upon the agency driving each vehicle to 100,000 miles. The Chevy Cruze vehicle has a combined MPG of 30 and good safety ratings. Discussion was had about how calculations were obtained and whether cars would be driving to 100,000 miles or potentially to 150,000 miles or more.

Daleiden questioned why no dealerships within Wright County were awarded the sale? Craig submitted the RFP to all dealers in Wright County but went with Miller due to lack of response from Wright County dealers. Borrell and Daleiden both stated the desire to try and keep the purchase within Wright County. Miller Chevrolet of Rogers came in with best offer price-wise.

Partlow stated that the agency has an electronic EIO Board for employee staff already, and this could be a good system to use for vehicle checkout county-wide. The Sheriff's Department is on its own, but other departments use this same EIO system. It has been successful thus far for tracking employee attendance. Daleiden was in favor of this idea as it's easy and accessible for employees. The agency does also have one 2005 Ford Freestar van it has acquired from a MA estate claim. The van can be a helpful option for transporting clients who may not easily ride in a car. Daleiden questioned if vehicle has been inspected? The van is over at the Highway Department right now. An in-lot inspection was done until we could have the license transferred and insurance coverage in place. Daleiden expressed concern with recall information that has occurred with this model vehicle. The agency will get 25% of the purchase price returned on the estate recovery. Total cost was \$4,000, so \$1,000 will be returned. The Board decided no motion is required on this topic as the purchase was already completed. Discussion was had about trading the vehicle at 100,000 miles due to the recall issue. Borrell suggested driving the vehicle as long as possible since it is the cheapest purchase in the fleet.

4. April 2014 Financial Statement. (attachment)

Partlow discussed the April, 2014, financial report. The agency is currently at 18 percent for revenues and are trailing behind right now due to property tax that will be coming in June. There are no concerns at this time. Expenses are at 28% for the year, which should be at 33% so we are under. There were medical consultation entries that were made that fit into different categories which are/will be corrected on the statement. The miscellaneous charges were higher than anticipated due to a couple of claims that belonged in other categories which will be corrected on the next report. Partlow stated we have many open positions currently which also affect these numbers.

Action: Motion by Daleiden, seconded by Husom, to approve the April 2014 Financial Statement. Motion carries unanimously.

5. 2013 Annual Report. (attachment)

Goodrum Schwartz discussed the 2013 Annual Report of which the Board received copies. The agency scrambled a bit to get this report pulled together this year due to staff reassignments. She invited the Board to review the information contained in the report. The plan is to look at the overall format, review other agency reports and produce a sleeker, shorter, more substantive report next year. Goodrum Schwartz is proud of the work done in the agency. When Director Kieft was here, the format of the report was shifted from what each unit does to more of a program area presentation. Sawatzke noted that the districts listed for each Commissioner need correction, as do the advisory committee members page. Goodrum Schwartz stated the pages pertaining to districts, advisory committee members and management listing will be corrected and revised one final time prior to the report being published online. One other change that was noted in this year is dropping the word "agency" from the Human Services title. For those who read annual reports from years past, you will find this format more narrative in nature, containing some stories versus just statistics.

6. Director's Comments.

Goodrum Schwartz stated once again that the name of the agency is now Wright County Human Services versus Wright County Human Services Agency. A more substantive change proposed is to change the entire name to Wright County Health and Human Services. This is currently being looked at. Husom stated she liked that idea as it shows Public Health is included in the agency otherwise it's hard to realize they really are combined. Daleiden requested a better sign on the building and better pictures on the annual report cover. Discussion was had on comments made about the building sign over recent years.

Human Services has received communication from DHS about a performance management system. Directors were sent information but not actual county reports yet. Performance management is a relatively new unit of DHS. They are looking at performance measures and outcomes and have nine measures now that have been a ballast point. There are no penalties for the first year of this process if noncompliance is found. We have been put on notice of where we are. Any areas over 90 percent are high achievers, and fewer than 10 percent will require a Program Improvement Plan (PIP) by 2015. We are not under 10 percent in any area and over 90 percent in two areas so far. Goodrum Schwartz is leaving for a conference this week where Performance Measurement will be discussed. Concerns expressed among counties include the bottom 10 percent could be doing well, but that doesn't always sit well with other counties. Sawatzke stated that even if everyone was doing outstanding, 10 percent would not be good enough. Goodrum Schwartz will forward along the information if the Board wishes to see it. This year measurements are just placeholder for now. Our lowest rate is 17 percent now. We have our work to do or we could potentially slip down further as the process really is a numbers game. Theoretically, DHS would hook the under-performing county up with one with best practice to share ideas. A third piece could include DHS coming to the county and providing more governance than what is present already.

Goodrum Schwartz stated that the RFP that Stearns County put out there to create a facility that could take Rule 5 out-of-home placements resulted in two responses. Neither entity met the criteria for the RFP. Currently, the same providers of this service continue to be used. The directors will meet June 19<sup>th</sup> to

discuss reissuing the RFP to attempt to locate a new Rule 5 Treatment Program Center here. Daleiden questioned if the original RFP was asking too much or offering too little money? Diane Erkens stated that funds were not tied to the RFP. Erkens stated they will move forward and talk to the two entities that submitted a response to the original RFP to see if they would work to fit what we were looking for. The RFP did include all of Region 7. Daleiden suggested they invite a few more to the table to get RFP feedback.

Goodrum Schwartz provided an update about a previous topic discussed at the Human Service Board Meeting involving Brian Asleson and the ongoing structure for the Central Minnesota Mental Health Center. Wright, Sherburne, Stearns and Benton counties and the Central Minnesota Mental Health Center met last Friday as a group and have recommendations to create a workgroup made up of directors to discuss having the subsidy phased out over a specified period of time, such as five years, but some thought that was too long. Sawatzke questioned whether five years would be too long or not. The subsidy is currently \$419,000 now. Sawatzke stated that five years seems reasonable. Daleiden questioned if the \$419,000 is for all four counties? It is. Sawatzke stated that the County Attorneys and Human Service Directors have not been a part of the organization and may not be aware of the history. Sawatzke stated we must be cautious about how we go about reducing the subsidy. He stated this would not be too difficult to achieve but would also recommend no less than this timeframe. Goodrum Schwartz stated we are moving toward a model where the subsidy is decreased, and this may be in a format that decreases it by a percentage each year. Sawatzke stated we have justified the subsidy because we are provider of last resort and sometimes we get people because no one else will take them. There may be services they can't get anywhere else. There was a time when over half came from the subsidy, and now it's only three percent of the CMMHC revenue. Sawatzke advised the group to remain cautious.

Goodrum Schwartz continued with the remaining recommendations which include moving toward straight contracted services, and continuing with Board representation, keeping county voice on the board. Another recommendation is that Central Minnesota Mental Health Center change its bylaws and create parallels between Bylaws and Articles of Incorporation. Overall they wish to maintain a positive relationship among counties and Central Minnesota Mental Health Center. This organization provides resources and value that we may not be able to get from other providers. They wish to create a workgroup to guide recommendations and flesh out details.

Daleiden questioned if anyone has heard of new software for financial? Goodrum Schwartz explained a legislative change of administrative simplification whereby DHS is attempting to simplify rules of programs, but not software at this point. Theoretically, four programs, including MFIP, DWP, GRH and one more, are involved in simplification. DHS will simplify the rules to streamlined program requirements and then bring in one software program that could handle it multiple processes. Goodrum Schwartz is happy to see the administrative simplification program go through. This is a good move by DHS.

Other legislative changes reported by Goodrum Schwartz include a provider increase of 5% and no smoking in foster homes. She can bring other updates to the next Human Service Board meeting.

Daleiden stated there are also reporting requirements for grants, which are more open and new requirements there.

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 2:54 P.M.