WRIGHT COUNTY HUMAN SERVICES BOARD **MINUTES** June 9, 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, June 9, 2014, by Vice Chairperson Borrell.

MINUTES: Approval of Minutes of May 27, 2014.

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

unanimously.

AGENDA:

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

ROLL CALL:

Members Present:

Christine Husom - District 1 Michael Potter - District 4 Mark Daleiden – District 3 Charlie Borrell – District 5

Member Absent:

Pat Sawatzke – District 2

Staff Present:

Jami Goodrum Schwartz, Director

Kim Johnson, Financial Services Manager

Aggie Gunnerson, Secretary

New Staff Introduction:

Kasie Sherrard, Financial Worker in the Adult Financial Services Unit, date of hire 6/02/14

Others Present:

Vicki Nibbe, Advisory Committee member

CONSENT AGENDA

1. Social Services Payments Abstract – \$105,282.87

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

unanimously.

REGULAR AGENDA

ADMINISTRATIVE PAYMENTS:

Action: Motion by Daleiden, seconded by Potter, to approve the Administrative Payments in the amount of

\$85,878.65; 96 vendors; 243 transactions, subject to audit. Motion carries unanimously.

PERSONNEL:

May 28, 2014 Personnel Committee Minutes.

Husom, Sawatzke, and L. Kelly

Others Present: Bigelow, Partlow

Combine Two Part-Time Positions In Fiscal/Technology Unit Into One Full-Time Position. I.

Partlow distributed a document entitled, "Reclassification/Combination: Accounting Technician-Human Services" (see attached).

Partlow said the first item on the Agenda is to combine two part-time positions into one full-time position. One Office Technician I was reclassified to an Account Clerk. One half-time Collection Officer was promoted to full-time in the same position, leaving one half-time Collection Officer position vacant. Her goal is to combine the two vacant part-time positions (Account Clerk and Collection Officer), transfer some duties from the Collection Officer position and other tasks from the Fiscal Officer to attract a candidate with more advanced skills. In addition, the creation of this full-time position provides an advancement opportunity for Account Clerks.

Partlow said the salary has not yet been determined. She is working with Bigelow on the job description. They are considering adding an addendum to the Accounting Technician job description in the Auditor/Treasurer's Department. Bigelow would like to explore that option first if it has similar duties and responsibilities. In that case, the position has already been evaluated and points have been designated. Bigelow said she supports the request to combine the two positions into one, as it will attract a larger pool of candidates.

Sawatzke said he would support this request based on the assumption that staff will not try to create a new job description.

Recommendation: Authorize combination of half-time Accounting Clerk position and Collection Officer position in the Human Services Fiscal/Technology Unit utilizing existing job descriptions and adding addendums as necessary.

II. Temporary Staff, Fiscal Technology Unit.

Partlow distributed a document entitled, "Request For Temporary Staff Support" (see attached). She requested a full time temporary Account Clerk from June through September to correspond with an employee who is going on leave. Partlow said they will work within the 67-day temporary employee requirements.

Recommendation: Approve a temporary up to 1.0 FTE Account Clerk for the Human Services Fiscal Technology Unit not to exceed 67 days.

Husom reviewed the Minutes and Recommendations. Goodrum Schwartz said Partlow is looking for a job classification from other Departments (for Item I), one that is higher than an Accounting Clerk. Christine Partlow has said it would be beneficial for her Department to have a promotional position in Accounting.

Action: Motion by Husom, seconded by Daleiden, to approve the Minutes and Recommendations. Motion carries unanimously.

In another personnel matter, Goodrum Schwartz said the Technology Coordinator has been hired. Daleiden said this is a new position, and will be a critical position. Goodrum Schwartz said her goal is to have her on the third floor as much as in the Human Services Center where there is so much technology that we are not leveraging nearly to the amount that we could be. Daleiden said and training/teaching others.

ADMINISTRATION:

1. Director's Comments.

Goodrum Schwartz said she would like to recognize Vicki Nibbe as being present. Nibbe has done a great job putting together the Listening Session, on June 12, at 6:30 P.M., in Montrose. There has been a large effort to recruit public input. Potter said Nibbe has been very active in getting this going. Goodrum Schwartz said, later, we will analyze what worked, what didn't, how we need to change it to get more people involved. She then thanked Nibbe. Daleiden said, hopefully, we will get people there to get feedback – positive or negative. Goodrum Schwartz said a "survey monkey" has been put on the Internet, and 35 responses have been received. Nibbe said most people that respond will have something they want

to share. Husom said anytime we have a meeting and we invite public comment, it's good. If something is not working, that way you can start working on solutions. Goodrum Schwartz said it is a way to educate people on what we do and why we are here. She is looking forward to what information comes out of this meeting.

Goodrum Schwartz said we are fortunate to have the new cars, the cameras are being wired, and there are new chairs in the Human Services Center lunchroom. We are very appreciative of these things. There was discussion on availability of cars from the Sheriff's Department. Goodrum Schwartz will check with Brian Jans on the availability and condition of cars from the Sheriff's Department.

Daleiden said, last Monday, at Functional Industries' Ground Breaking, it was fantastic to see Human Services staff there. Rod Pederson was much appreciative of the support. Goodrum Schwartz said she looks forward to having a good relationship with Functional Industries.

The next regular meeting will be held at 1:30 P.M., Monday, June 23, 2014, in the Commissioners Room, at the Wright County Government Center. Chairperson Sawatzke adjourned the meeting at 1:51 P.M.