I. **PLEDGE OF ALLEGIANCE**
The Wright County Health & Human Services Board met in regular session at 1:37 p.m. with Husom, Vetsch, Daleiden present. Borrell joined the meeting remotely. Vice Chair Daleiden presided the meeting. Chairman Potter joined at 1:54 p.m.

**STAFF PRESENT:**
Christine Partlow, Business Manager
Jill Pooler, Social Services Manager
Kimberly Johnson, Financial Services Manager
Sarah Grosshuesch, Public Health Director
Brandy Vollbrecht, Social Worker
Chad Miller, Social Services Supervisor
Christine Treichler, Social Services Supervisor
Danielle Jans, Public Health Nurse
Ellen Tschimperle, Social Worker
Joel Vollbrecht, Sheriff’s Office
Kelsey Hammer, Social Worker
Kimberly Cohn, Social Worker
Kris Carlson, Social Worker
Marisa Ferguson, Social Worker
Nesa Black, Social Services Supervisor
Noami Blomberg, Administrative Specialist
Richelle Kramer, Social Services Supervisor
Sarah Dass, Social Worker

II. **MINUTES APPROVAL**
**ACTION:** Vetsch moved, Husom second, to approve the April 27, 2020 minutes. Motion carried.

III. **REVIEW AND APPROVAL OF AGENDA**
**ACTION:** Vetsch moved, Husom second, to approve the agenda. Motion carried.

IV. **NEW HIRES (absentee stricken out)**
   a. Kelsey Hammer, Social Worker, Assessment Services, March 3, 2020
   b. Sarah Dass, Social Worker, Youth Services, March 16, 2020
   c. Kelsey Thompson, Social Worker, Youth Services, March 30, 2020

V. **EMPLOYEE OF THE MONTH – MAY & JUNE**
Brandy Vollbrecht is the May Employee of the Month. Molly Raisler, June Employee of the Month, will be introduced at the June 8 HHS Board meeting.

VI. **REGULAR AGENDA**
A. Social Services/Public Health/Financial Services
   1. **ACCEPT TASK FORCE AND ADVISORY APPLICANTS:**
a. HHS Advisory Committee (HHSAC)
   i. Tracy Gurneau – District 5
      **ACTION**: Vetsch moved, Husom second, to accept Gurneau’s membership to HHSAC. Motion carried.

b. Public Health Task Force (PHTF)
   i. Jenna Kopp (Wright County Provider, non-Wright County resident)
   ii. Teresa McNamee – District 5
      **ACTION**: Vetsch moved, Husom second, to accept McNamee and Kopp’s membership to PHTF. Motion carried.

2. **PROCLAMATION & RECOGNITION**: May 6-12 AS NATIONAL NURSES WEEK; MAY AS FOSTER CARE MONTH
   (SARAH GROSSHUESCH, CHRISTINE TREICHLER)
   Treichler introduced the adult and child foster care licensing social workers: Ellen Tschimperle, Kimberly Cohn, Kris Carlson, Marisa Ferguson. Tschimperle and Ferguson respectively read the adult and child foster care proclamations, recognizing the month of May as Foster Care Awareness Month.

   Potter presided the meeting at 1:57 p.m.

   **ACTION**: Daleiden moved, Vetsch second, to acknowledge and proclaim May as Foster Care Month. Motion carried.

   Goodrum Schwartz acknowledged the significant role of the foster care licensing workers in supporting the providers in the community.

   Grosshuesch presented and read Governor Walz’s proclamation, declaring May 6-12 as Nurses Week. **ACTION**: Borrell moved, Daleiden second, to acknowledge and proclaim May 6-12 as Nurses Week. Motion carried.

   On the COVID-19 outbreak, Borrell was concerned of the implications in certain community areas when businesses open. Borrell suggested that Public Health publicly announce the number of cases in affected areas to alert the community of the outbreak, which he hopes would prompt the public to be more cognizant in following health guidelines, i.e. social distancing, wearing masks, etc. Grosshuesch stated that Public Health can make announcements on County case numbers but not on a specific community. Wright County continues working with the State on the pandemic guidelines.

   Grosshuesch stressed that while Wright County Public Health (WCPH) personnel are not on the front lines performing COVID-19 testing, WCPH is collaborating with community and health providers in other service areas and is on the MDH list to provide back-up services to nursing homes – although there are logistical and expertise factors that would make that situation unlikely. The Wellness on Wheels and the Trailer are also stand-by resources for testing when needed.

   Discussed the $1M dental center bonding bill proposed by the Legislature and Wright County’s ability to shore up the remaining $1M shortfall. The Board is comfortable with the offer and consented to giving the lobbyist and Representative Urdahl the negotiating flexibility to get the funding passed then Wright County can figure out the monetary commitment to fill the gap after donations, partner contributions, etc. to finish the project.

3. **PRESENTATION**: FRAUD INVESTIGATION
   (KIMBERLY JOHNSON)
On the Board’s May 11 request for more information on fraud investigations, Johnson reported that out of $7,082,393 in benefit issuance by Wright County in 2019, $155,835 fraud claims were established across all programs administered. Four of these were over $19K each, with one claim over $50K. The Supplemental Nutrition Assistance Program (SNAP) had the highest claims which is proportionate to its higher participation rates. In 2019, Wright County collected $94,458 toward fraud claims cited, which is a result of multiple claims over the years and was not a direct reflection against the year’s $155K established claims.

Wright County received a $25K/year increase to its $100K grant contract for fraud investigation services. This grant covers both Wright and Meeker Counties.

RECOMMENDATION: Issue a press release on fraud investigation performance; include fraud investigator contact information.

HHS will present on debt collection and forgiveness in a future HHS meeting.

4. PRESENTATION: TELEWORK ASSESSMENT
   (JAMI GOODRUM SCHWARTZ)
   Goodrum Schwartz reported that the Agency’s telework program is working well, citing favorable feedback from 22 survey respondents; 100 percent reported increased productivity and 82 percent reported improved job satisfaction. The program saved Wright County $600K in space cost planning of the new building based on 48 teleworkers. HHS aims to increase the number of teleworkers from 32 to 48 by yearend.
   RECOMMENDATION: Provide survey comments to the Board. Work with Communications Specialist John Holler to issue a Public Service Announcement on the telework initiative and its benefits; emphasize the space cost reduction in the new government center.

5. APPROVE REQUEST TO CANCEL 2020-05-26 HHS BOARD MEETING
   ACTION: Vetsch moved, Husom second, to cancel the 2020 May 26 HHS Board meeting. Motion carried.

B. Administration

1. 2020 1st QUARTER FINANCIAL REPORT
   (CHRISTINE PARTLOW)
   The first quarter budget is at 13 percent revenue and 24 percent expenditures. The month of April will reflect staff time billing under telepresence, so the second quarter report may look different from 2020 first quarter reporting.

   The $94K Computer/Software purchase reflected against a $24K budget is from the Social Service Electronic Document Management System (EDMS) project. This will be transferred from the HHS Budget to the Capital Improvement funds.

   Partlow complimented the Fiscal Team for its excellent work in sorting out discrepancies on the Cost-Effective Insurance (CEI) and Medicare Part B reimbursement programs – HHS is now caught up and showing more revenue in the record.

   There was no increase in technology charges when staff started working from home during the State’s Stay-at-Home Order since all employees have county-issued laptops. Fiscal and Financial staff however are limited with connecting live with clients since these staff do not have county-issued
cellphones. Currently recourse implemented is via [voice-to-email] softphone system, allowing staff to immediately return clients’ voice messages left on the office desk phone.

The Income Maintenance Random Moment Study (IMRMS) is at 21 percent in revenues. The target is 25 percent.

The Social Services Time Study is at 23 percent.

The Targeted Case Management (TCM) is at 20 percent.

Waiver is doing well at 26 percent compared to its 25 percent target.

Public Health revenue is at 26 percent which is good for first quarter. Extra grant revenues may offset this number later in the year.

The Out-of-Home Placement (OHP) is at 25 percent, as expected.

**CONSENSUS:** Use quarterly reporting in Clear Impact to see the fluctuation versus a rolling 12 months reporting. Use year 2017 as the baseline going forward. Present the financial reports at a high level versus by charter of accounts.

**ACTION:** Vetsch moved, Husom second, to accept the 2020 First Quarter Financial Report. Motion carried.

2. **DIRECTOR’S COMMENTS**

(Material handout) As of May 6, 2020, 14K filed unemployment insurance claims in Wright County, a 17 percent of the county’s workforce. This will potentially impact Financial Services if claimants do not become reemployed.

Discussed the county’s mask protocol. The policy and procurement cost are open for discussion in the upcoming county board meeting this week.

The meeting adjourned at 3:42 p.m.

Respectfully submitted by Noami Blomberg, Administrative Specialist