I. PLEDGE OF ALLEGIANCE
The Wright County Health & Human Services Board met in regular session at 1:30 p.m. with Husom, Vetsch, Potter and Borrell present. Daleiden absent.

STAFF PRESENT:
Anna Radloff, Social Worker III/MHP
Christine Partlow, Business Manager
Frank Petitta, Audio/Visual Technician
James O’Dell, Technology Supervisor
Jill Pooler, Social Services Manager
Jon Thalberg, Eligibility Specialist
KaLeigh Lentsch-Dwinell, Social Worker
Kimberly Johnson, Financial Services Manager
LeeAnn Thimell, Social Services Supervisor
Misty Thibodeaux, Technology Coordinator
Noami Blomberg, Administrative Specialist
Sarah Grosshuesch, Public Health Director
Shelley Stotko, Collections Officer
Tammi Martens, Financial Services Supervisor
Tarynn Anderson, Social Worker III/MHP
Theresa Novacek, Social Worker

II. MINUTES APPROVAL
ACTION: Husom moved, Vetsch second, to approve the July 13, 2020 minutes. Motion carried

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

IV. CONSENT AGENDA
a. APPROVE 2020-08-03 PUBLIC HEALTH SHIP RETREAT, NEY PARK
b. APPROVE 2020-09-18 INTAKE & INTERVENTION RETREAT, BERTRAM LAKES CHALET
c. APPROVE REQUEST TO CANCEL 2020-08-24 HHS BOARD MEETING
ACTION: Borrell moved to approve items a and b, remove c for discussion. Husom seconded. Borrell recalled Daleiden’s recommendation from the July 13 HHS Board meeting to refer child protection discussion to the next HHS Board meeting in August. An attorney from the client’s side would be invited to present their side of the issue, dependent on attorney’s availability on August 24; if not, move the presentation to September 28.

Potter moved to tentatively retain the existing August 24 HHS Board meeting; cancel if the attorney is not available. Husom seconded. Motion carried to approve agenda items a and b, remove c as described above.

V. NEW HIRES
VI. EMPLOYEE OF THE MONTH – SEPTEMBER
Jon Thalberg is the September Employee of the Month.

VII. REGULAR AGENDA
A. Social Services/Public Health/Financial Services
   1. ANNUAL DEBT REVIEW AND WRITE-OFF
      (SHELLEY STOTKO)
      The 2019 report presented includes the amended policy from late 2019 on OHP fee collection. This policy shifted to be less stringent, providing some relief to families who are already financially burdened. The Board agreed to the reformed fee collection policy, acknowledging that HHS’s flexibility incentivizes both the Agency and the clients through clients’ cooperation to pay off reasonable and affordable debts.
      ACTION: Borrell moved, Husom second, to approve the 2019 Debt Write-off. Motion carried.

   2. PRESENTATION: VIRTUAL TRAUMA-INFORMED SUPPORT TO FOSTER CARE PROVIDERS
      (ANNA RADLOFF, TARYNN ANDERSON, TERRI NOVACEK)
      The Licensing and Therapeutic Services team continue its role in supporting families, licensed providers and parents through virtual training and orientations, book clubs and other online resource links.

      Daleiden offered availability of county-funded hotspots to providers and parents who are having internet connection issues. HHS may notify the Board to request this service.

      Husom mentioned a shop-for-free store in Buffalo that is accepting donations for children in foster care. HHS will research and disseminate the store’s name and information.

   3. PRESENTATION: HHS ONBASE PUBLIC-FACING FORMS
      (JAMES O’DELL)
      The Technology team designed and produced automated forms in OnBase that clients can complete and submit online. These secured data go directly into OnBase and to the case worker’s workflow. There are eight Social Services-based forms scheduled for deployment by August 31.

      O’Dell stressed that this process is one of HHS’ push for heightened public service – providing timely information and access through the web. O’Dell stated that adopting advanced technology is the Agency’s future.

   4. INFORMATION: 2020-07-22 HHS ADVISORY COMMITTEE MINUTES
      (SARAH GROSSHUESCH)
      Grosshuesch provided meeting highlights, including update on the new government center.

      CONSENSUS: The Board requested IT to provide a virtual tour with a voiceover narrative on the background, studies and justification on the new building.

B. Administration
   1. 2020 2ND QUARTER FINANCIAL REPORT
      (CHRISTINE PARTLOW, REMOTE REPORTING)
      The second quarter budget is at 48 percent revenue and 45 percent expenditures. The overall trend in revenues is trending higher this year compared to last year. What stands out is the $1.1M CIP transfer-in which is partly from the Social Service EDMS project and largely from salary increases from the compensation and class study. Vetsch and Potter agreed that this is one of the healthier updates in a long time.
The Income Maintenance Random Moment Study (IMRMS) is at 44 percent of the budget. The total expenses for Financial Services is at 47 percent; expecting a closer alignment in the third quarter when the revenue tied to the second quarter class-and-compensation payout is reflected.

The Social Services Time Study (SSTS) is at 47 percent, expenditure also at 47 percent – in good position to exceed last year’s total revenue.

The Targeted Case Management (TCM) is at 42 percent. The 2021 budget projection sees a slight downtrend of the case count; still identifying areas in coding that potentially miss TCM revenue. Another factor on revenue capture is that a TCM case must be tied to Medical Assistance.

Waiver is 54 percent, which is 4 percent higher than projected – a very favorable report.

The Public Health budget will be reported in the third quarter – includes a large class and compensation transfer that will need to be reconciled.

Out of Home Placement (OHP) continues to positively trend down at 47 percent. The North Star calculation was not reflected in the report – last reconciled report was in third quarter of 2019.

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

2. **DIRECTOR'S COMMENTS**

Financial Services Manager Kimberly Johnson presented and read Governor’s Walz’ proclamation, declaring August as Child Support Awareness Month.

**ACTION:** Vetsch moved, Husom second, to acknowledge and proclaim August as Child Support Awareness Month. Motion carried.

The Department of Human Services (DHS) in November will feature in its newsletter, MnMatters, Wright County MnCHOICES teams’ excellent practices and success in using MnCHOICES. DHS’ Lead Agency Review Team identified Wright County as having best practices in certain MnCHOICES compliance standards.

Meeting Adjourned 2:36 p.m.

Respectfully submitted by Noami Blomberg, Administrative Specialist