

GRANT COUNTY SOCIAL SERVICES BOARD
August 18, 2020

The regular meeting of the Grant County Human Services Board was held August 18, 2020.

MEMBERS PRESENT

Dwight Walvatne
Bill LaValley
Troy Johnson
Doyle Sperr
Keith Swanson

OTHERS PRESENT

Stacy Hennen, Social Services Director
Justin Anderson, Grant County Attorney
Jennifer Albjerg, Fiscal Manager

Doyle Sperr called the meeting to order at 9:00 A.M.

Pledge of allegiance was done

APPROVAL OF THE AGENDA: The agenda was reviewed the director requested that 9N be added, DAC Re-opening update. After review, Keith Swanson made a motion to approve the agenda with the addition of 9N, seconded by Troy Johnson, MCU

MINUTES: The minutes of the July 21, 2020 meeting was reviewed. Troy Johnson made a motion to approve the minutes, seconded by Keith Swanson, MCU

BILLS: The Social Services Claims Abstract and Purchase of Service Bills were presented and reviewed. After questions Keith Swanson made a motion to approve the bills, seconded by Bill LaValley, MCU

BOARD REPORTS: Report from Board Appointments

Lakeland Mental Health..... Keith Swanson
Horizon Community Health Board..... Doyle Sperr, Dwight Walvatne
County Based Purchasing.....Keith Swanson/Troy Johnson
Grant County DAC..... Doyle Sperr
West Central Communities Action, Inc... Keith Swanson
Agency on Aging.....Bill LaValley
Child Protection Pre-Placement.....Troy Johnson
Rainbow Rider..... Bill LaValley/Dwight Walvatne

CONTRACTS

A. Land of the Dancing Sky Assurances:

The director explained that to receive the money we get for our senior coordinator, approximately \$21,000, we need to agree to the assurances that this document lays out regarding what the senior coordinator will do for the Area Agency on Aging. We have always had these assurances and they are a core part of the job description thus have never been an issue. After review, Troy Johnson made a motion to approve the assurances, seconded by Keith Swanson, MCU

B. Licensing Variance Request:

We received a request for a variance to a childcare license in regards to age groups, substituting one age for another. We do not allow age variances for infants but this request does not involve infants. The board reviewed the request. The licensor noted in the document that this is outside our normal variance policy because of time timeline proposed. The request is being made because of COVID 19 and the impacts of school age children being in the home. The license is in good standing and the licensor recommended we approve this because of the extraordinary circumstances presented by COVID 19. The board discussed it and after consideration Bill LaValley made a motion approving the variance, noting that the only reason we deviated from our variance policy is because of the unique challenges and circumstances of COVID 19, seconded by Dwight Walvatne, MCU

C. Licensing Variance Request:

The board received another variance for capacity for a childcare, this one for six months instead of three. The board reviewed the variance and again noted that they would not be approving variances that are against the county policy if not for the extraordinary circumstances of COVID 19. The licensor's written recommendation was to approve this for three months, see how it's going, and consider granting another three month one if it is still needed. After review and discussion, Keith Swanson made a motion to approve the variance for three months, seconded by Troy Johnson, MCU

OLD BUSINESS

A. Case Counts:

The Director reviewed the case counts with the Board. Our child protection intake numbers are down, the adult protection intakes did go up a little bit. The director noted that we are seeing less cases in these areas but the cases are more intense than average because they are generally coming from law enforcement. The State has warned all counties to be prepared for a surge of reports once school starts and we are doing our best to prepare for that. We are busy in all program areas dealing with the changes that are occurring and trying to help the people we serve navigate through them as well. We continue to see our economic support programs trending up, which isn't surprising for us in times like this. Our family cash programs are higher than they have been in over two years, with 36 active cases.

NEW BUSINESS

A. CARES Act quotes for social services:

The director went over technology requests the social services has as it relates to utilizing the CARES dollars the county may get. The director went through the list and noted that these items have been given to HR and the Emergency Manager to be included in the countywide list, but she had several requests from commissioners for social services list so she added it to the agenda. The director also indicated that not on the technology list but still a request is 13 locking cases for staff to have for remote work, for confidential papers to be kept in for those who do or may work remotely who manage paper documents that are highly confidential. The director requested that the board approve the purchase of the Bluetooth headsets for the computer (21), the Bluetooth headsets for the computer and phones (5), the 13 locking cases, and the upgrades to the sound system in the 2nd floor meeting room. The quote for the headsets is \$2,927, the cases would be \$1,027, and the upgrade to the meeting room would be \$1,222.20 now for a total of \$4,149.20. The director explained why she would like these now instead of when the requests for the entire county will be decided and noted that everything else can wait but we have some immediate needs. After discussion, Troy Johnson made a motion to approve those three purchases at the quantity and price noted, seconded by Keith Swanson, MCU

B. 2021 Preliminary Budget Request:

The director and fiscal manager reviewed the budget documents that were presented to the board. The director noted that from 2015-2020 our levy requests have totaled \$16,040, this is with increases some years and decreases other years. We have always worked to keep our levy request down and maximize other revenue sources because we knew that not all departments have that option. The director reminded the board that the approximately \$23,000 request made in 2019 for 2020 was denied and we had a flat levy for 2020. Our out of home placements and the costs associated with it have continued to skyrocket in the past two years and we are looking at significant increases in out of home placement, increased professional services, supervised visitation, drug testing, respite, and family-based skills, all associated with child protection. Our overall increase in those child protection areas, based on our current out of home placements and our past 2 years of spending, is \$139,500. The largest source of funding for out of home placement is county levy. We also have approximately \$100,000 in salary and salary related expense increases in the budget. The director and fiscal manager went through our increased and decreased revenues and expenditures. In 2015 approximately 40.74% of our budget was levy. In 2020 about 26.75% of our budget was levy. Most human services agencies are about 30-40% levy. The director noted that while we will work to see where we can bring our costs down, our request for the preliminary levy increase for 2021 is \$103,163. The board asked questions and discussed various areas of expense and revenue with the director and fiscal manager. The director asked if these numbers were ok to send to the County Auditor and the board indicated they were.

C. Child Care Assistance Program (CCAP) numbers:

The director gave another update on this, the board has requested to be kept apprised of this every month since we are significantly over spending this State grant. The director noted that our numbers are still projected to be way over our allocation. We are projected to spend 182.9% of our allocation, which is \$37,429 over our allocation. This is largely due to the COVID waivers and increased time where kids were not in school. As of right now it appears that the State as a whole is not overspending. If that continues the State will pay the overage, so we will continue to watch it closely. We currently have 7 families on the waiting list.

D. Placement Data:

The director reviewed the out of home placements with the board. We have 20 children in placement, with 4 of them being on trial home visits. We are ready for permanency for seven of those children, but are waiting for DHS to get us the paperwork we need and for the court to schedule adoption hearings. Our daily costs are \$707.57. Our monthly cost was \$16,506.49. Commissioner Johnson sits on the preplacement committee and is aware of the work being done on the cases.

E. July Financial Report:

The director reviewed the financial report with the board. We are 58% of the way through the year and our revenues are at 58% and our expenses are at 58%. We are significantly over budget in out of home placements and the services that go alongside reunification. The director noted that one reason we are on track for expenses is that there have been some significant expenses that were not budgeted so while we paid them we did not have a budget line item for it so it remains at zero. One of those areas is adult services, like 72 hour holds and court related services for adult services. We did not budget for it but spent about \$25,000 in those areas thus far this year. Our cash balance is down \$130,335 from this time last year.

F. Senior Spotlight Report:

The director gave the board the senior spotlight review article for review. They are completed by our senior coordinator.

G. Update on the building, exterior lights:

The director updated the board that JLG and Kraus Anderson have a solution to the insulation under the lights that are under the overhangs of the building but the contractor did not get everything in their order so has not completed the work yet. The director will let them know when it will be done. The director also noted that she has told both contractors that the county board does not intend to pay for this as they feel it is not the county's expense. No one has sent us a bill or referenced a price and if we do get a bill or estimate it will come to the board before payment.

H. PPE being sent to us by the State:

The director told the board that there was some PPE specifically allocated by DHS for child and adult protection in counties. DHS's emergency planner has reached out to the director for details and indicates that they will be sending it to us shortly.

I. Traverse County Response to our Letter:

The director, and county attorney talked with the board about the response that we got from Traverse County. Their board passed a motion to contract with Grant County for director and administrative services in 2021 with some caveats that included a request for reporting on certain items to them throughout the year. The county attorney indicated he has been in contact with the Traverse County Coordinator and is working on setting up a personnel committee meeting between the two counties to work out the timing and details. The board indicated that was fine and talked about a couple of points they would want clarified in those negotiations.

J. Update on Merger Committees:

The director reviewed the committees that have taken place over the past month and talked briefly about what is being done in each committee, asking the commissioners to weigh in on the committees they are on. The board discussed their various committees and what was happening in each of them.

K. Press Release, final copy:

The director gave the board a copy of the press release that was approved by the county attorney and was sent out to the board before being sent to the paper. The board had no questions and indicated that they have not gotten any calls or questions on this.

L. Net Study Fingerprints:

The director indicated that the State has been sending us e-mails asking us when we plan to open up our Net Study fingerprint machine. The director noted that she has a few concerns about doing this now. One concern is that very few have opened so we would be one of few in the 5-7 county area so it may greatly increase our foot traffic in our building and many of those we're serving may be from other counties and communities. The other primary concern is the close contact necessary to complete finger printing. The director noted that we have said we would open for our own in county use if that is allowed but she doesn't think it's appropriate to ask the staff to do them on a regular basis at this point in time. The board agreed and indicated that we should continue to decline at this point in time.

M. Human Services Performance Management Report (HSPM):

The director reviewed the results from our most recent HSPM report. Three of the measures were for child protection and we did not meet the measure for one of them. This is the first program improvement plan we have had to do in Grant County in five years. The director talked to the board about why this measure was hard for us to meet, primarily because our numbers are so low that it only takes one or two cases for us not to meet it. She further talked about those cases and why it is hard to meet. The board asked questions and discussed the measures and our options. The director noted that we did well in the other measures and reviewed the numbers and information in all of them.

N. Developmental Achievement Center (DAC):

The director updated them on the DAC's re-opening plans. As of 8-14-2020 when they updated us last they had no firm plan or date for re-opening. The DAC director indicated that he lost two of his staff so was re-adjusting duties. The director noted that we requested a copy of their re-opening plan when they make the decision and asked about their status and plan to attain adequate PPE for the staff and ensure the residents are as safe as possible. The people we serve in the DAC are high risk and often have co-morbidities that make them more susceptible if they got COVID.

O. Private Client Data:

All pertinent data was discussed

Chairman Doyle Sperr adjourned the meeting at 11:59am
