

GRANT COUNTY SOCIAL SERVICES BOARD
September 15, 2020

The regular meeting of the Grant County Human Services Board was held September 15, 2020.

MEMBERS PRESENT

Dwight Walvatne
Bill LaValley
Troy Johnson
Doyle Sperr
Keith Swanson

OTHERS PRESENT

Stacy Hennen, Social Services Director
Ken Johnson, County Commissioner Candidate
Ashley Hokanson, Human Resources
Kari Rude, Child Protection Supervisor

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 7C be added, Region IV South enterprise contract, and 9K be changed to an approval. The director noted that we would review 9C before asking for approval on 7B. After review, Bill LaValley made a motion to approve the agenda with the noted changes, seconded by Keith Swanson, MCU

MINUTES: The minutes of the August 18, 2020 meeting was reviewed. Keith Swanson made a motion to approve the minutes, seconded by Dwight Walvatne, 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. 2021 Mended Contract:

The director explained that Mended does supervised visitation with parenting education and documentation tied into it. This was a new contract in 2020 and it has been very helpful in our child protection cases. The rate for 2021 remains the same as 2020, \$50/hour. We added the service of facilitating family group decision making sessions for us to the 2021 contract. We are part of a regional grant for that so we would pay the invoice and then bill the grant and get reimbursed. The county attorney has reviewed this contract and has no concerns with it. After review, Keith Swanson made a motion to approve the assurances, seconded by Troy Johnson, MCU

B. CaseWorks Contract:

The director first reviewed 9C with the board so they had all the necessary information to look at. CaseWorks is an electronic document management system (EDMS) that specifically provides not only storage of documents but also provides workflow that allows the staff to do their work more efficiently and remotely if necessary. It also allows the other systems, like fiscal or eligibility, to work together to get things like mutual documents completed, bills paid, etc. The director got a quote for this from CaseWorks at the request of the joint technology committee for the merger that we are discussing with Pope County. We asked CaseWorks to give us quotes for 2 separate systems and for a system that works together with Pope and explore the concept of cost savings by doing it together. Caseworks acknowledges that they absorb some risk in setting us up together as they will have to undo it if the two counties do not merge. Both quotes were attached and are being reviewed today by the Pope County board as well. Doing this jointly saves the county approximately \$53,000 to be split between counties based on licenses in the initial purchase and saves over \$13,000 in annual maintenance. The county attorney has reviewed the contracts and has no concerns with them. The board discussed it and after consideration Troy Johnson made a motion approving the contract, to be funded using CARES dollars after our reimbursement since this is not a current or future budgeted expense. The motion is to approve the joint contract and if Pope County does not make that same motion to approve the single contract for Grant County, seconded by Keith Swanson, MCU

C. Region IV South Enterprise Agreements:

The director presented five new car lease agreements for Region IV South. At our recommendation they moved to leasing vehicles for their ACT staff because they were paying large sums to employees for mileage and while they cannot buy capital things with initiative dollars, they can lease. This is a replacement for five of their six cars, the other one was replaced earlier this year after an accident. Since we are the fiscal host the board needs to approve and sign this. After review and discussion, Keith Swanson made a motion to approve all five leases, seconded by Bill LaValley, MCU

OLD BUSINESS

A. Case Counts:

The Director reviewed the case counts with the Board. In Social Services our numbers have stayed relatively steady over the past three months, still down a little in child and adult protection but staying steady in most areas. We have had some families drop off child care assistance, but we remain so over spent we will not be adding families from the waiting list at this point. Our healthcare is up a little and our cash cases are up a little. Those are hard to predict because the waivers don't allow us to close any of them. Once the waivers end we will know our numbers better.

NEW BUSINESS

A. Request for data re: county childcare:

The director reviewed with the full board some data she had shared with board members that made a request. The county was asked to consider using CARES dollars to help childcare homes. The director provided them with information for the board to consider. Our local childcare homes have had access to State grants and a West Central Initiative Grant and none have applied for it. Most of our childcare homes are full and we actually provided protective equipment and cleaning for them, emergency management did, so they did not bear those costs.

B. Change Management Training Proposal:

The director and human resources director spoke with the board about a proposed training for all the staff in human services. The training came up from the internal management team and is geared toward all the staff in both counties and looking at how to manage change. We recognize that the merge discussion and conversations can be stressful for staff and we want to help them work through change earlier rather than later. The training we are proposing has a component for the management team too, since that will be an important piece of these processes. The director noted that Pope County agreed to option two and to pay 50% of the bill, totaling just under \$5,000 for each county. The director noted that the cost is just under \$5,000 and we have currently spent almost \$20,000 less than budgeted so far this year. It does not appear that we are going to need approval in terms of dollars so much as approval of the process. After discussion, Troy Johnson made a motion to approve the training, option 2, at just under \$5,000 for Grant County, seconded by Bill LaValley, MCU

C. Electronic Document Management System (EDMS) Package:

The director reviewed the proposal for EDMS for Grant County. The director reviewed all of the financial documents outlining the cost and the process, the summary document put together by our fiscal manager with the cost for all three packages; income maintenance and child support, social services, and fiscal. The director also reviewed how and why this is different from our current Ap Extender and what efficiencies this will give us. One thing that CaseWorks has that no other provider has is an ability to connect directly to the Social Services Information System (SSIS). That's critical since it is the system that all of social services uses for case management and time documentation. Connecting with that means that we will be able to move things between the two systems seamlessly and that we will never have to manually update forms, which is one thing we are doing now. Our current system is most usable by our income maintenance so this will be a change for them. I don't believe they will lose any efficiency once it is fully implemented and I think they will find some more efficiencies. There is currently no system for accounting and child support, so this will be a new addition for them. The board reviewed the documents and asked questions. The board moved back to the contract portion of the agenda to make a final decision on moving forward. If it is the board's desire to use the CARES dollars for this we need an approval of a contract today as we will need to have the entire system functional and in place by November 30, 2020.

D. Placement Data:

The director reviewed the out of home placements with the board. We have 19 children in placement, with 4 kids in a trial home visit, six kids awaiting adoption, and six children pending a termination of parental rights. Our daily costs are \$664.38. Our monthly cost was \$19,931.40. The courts are behind in their hearings and that is impacting the adoptions we have that are ready to go. Commissioner Johnson sits on the preplacement committee and is aware of and spoke to the work being done on the cases

E. August Financial Report:

The director reviewed the financial report with the board. We are 67% of the way through the year and our revenues are at 67% and our expenses are at 65%. We are significantly over budget in out of home placements and the services that go alongside reunification. Our cash balance is down \$129,316 from this time last year. The board reviewed the document and asked questions.

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 passed along an update to the board on this issue. Due to COVID they have experienced significant shipping delays in the products necessary to make the fix. They are still hoping to have it by October. The director will report back as soon as she hears more or it is completed.

H. Grant County Developmental Achievement Center (DAC):

The director indicated that we have talked to the director of the DAC several times and still do not have a timeline for opening or any re-opening plan. The director and supervisor feel strongly that we cannot continue to offer no employment services and we continue to have concerns about the level of community services being offered in Grant and Pope Counties through the DAC, which serves both. We put together a request for information (RFI) that we propose sending to the other providers in our area to see if they are willing to provide something for the people we serve and what that would look like. The director noted that we are looking at a long term solution since we have long expressed our concern about the lack of community based services being provided and we feel that the people we serve and the people who live in the county are not satisfied with what they have for community services. We hear that from the group homes and we have heard that from the people we serve when they opt to have their adult children or family members go outside of our community to be served. The director indicated that the county attorney has reviewed, made changes, and approved the RFI. We will send it to our current DAC as well and see if they bring back a proposal too. The board reviewed the RFI and discussed what our options are. After discussion, Troy Johnson made a motion to approve social services sending out the RFI and reporting back to the board what we got as proposals from other providers, seconded by Bill LaValley, MCU

I. Traverse County Response to our Letter:

The personnel committee met with the Traverse County personnel committee to discuss the potential for an interim contract for administrative services, including the director, and the terms of such a contract. The commissioners who were at the meeting updated the board on the meeting and indicated that Traverse seems agreeable to the terms we laid out. The Grant County Attorney is working on a contract and should have a draft for the board to review and/or approve in October. The term of the contract would be from December 1, 2020-December 31, 2021.

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. Both the EDMS and the training have come out of the committees so they seem to be moving along and producing a work product and following a process.

K. Move Case Aide to Social Worker Position:

The director was joined by the child protection supervisor and the human resources director to discuss a request that had been moved forward from the personnel committee. The director gave the board some history and noted that we hired our current child protection case aide for the primary reason of doing intakes about six years ago. At that time we put her through all the intake training, even though it was training for a social worker, and we have continued to train her in this area. She does other administrative duties, but this is her primary duty. About 4 years ago the State began to recommend that child protection intakes be done only by social workers. We discussed with them the training we had done and they reluctantly allowed us to continue as we were and asked us to please correct that at the earliest time possible. The person in the case aide role went back to school at her own cost and on her own time and just finished a degree that qualifies her in MN to be a county social worker. We are asking to re-classify her position to a SW and make the pay and job description adjustments necessary to do that. The supervisor reviewed the advantages to us in re-classifying this position and the additional duties she would do that would generate revenue as well as the fact that the training she would need is all on-line right now so the cost would be significantly lower, if there is any cost at all, since training is free and our expense is generally hotel and meals. She also reviewed that we surveyed nine other counties in our area and we are the only one who has a case aide in this position. We also gave them the cost and indicated that this change was anticipated so is in the preliminary budget numbers they got from social services. The board reviewed it all and discussed it. After review, Dwight Walvatne made a motion to approve the re-classification, seconded by Troy Johnson, MCU

L. Net Study Fingerprints:

The director noted that the waiver for the modified background study is ending on October 7th, 2020. This means that all people who have had the modified study will need to come in and have the full net study and all people going forward will need to have it. Due in part to that, we have decided to re-open our fingerprint study by appointment only starting on October 7th. We will only ask staff who are comfortable doing it to complete them and we have two, possibly three that have already indicated they are ok doing this.

M. Child Care Assistance Program (CCAP):

The director reviewed our current status as it relates to our CCAP program. We continue to have seven families on the waiting list and the State is projecting us to overspend at 176.5%. We are the highest in the State for overspending. The director indicated that based on the papers through July it still appears that there are enough counties underspending that we should be fine. The state has indicated that if that changes they are considering looking at their CARES dollars to help counties like us, since the COVID waivers are likely a reason we are over paying.

N. Private Client Data:

All pertinent data was discussed

Chairman Doyle Sperr adjourned the meeting at 12:04pm
