

**GRANT COUNTY SOCIAL SERVICES BOARD**  
**February 17, 2015**

The regular meeting of the Grant County Human Services Board was held February 17, 2015 at the Social Service Center, Elbow Lake, Minnesota.

**MEMBERS PRESENT**

Todd Schneeberger  
Vernell Wagner  
Keith Swanson  
Bill LeValley

**OTHERS PRESENT**

Kathy Werk, Public Health  
Jeff Merrick, Facilities Manager  
Lorin Remmick, Fiscal Officer  
Stacy Hennen, Social Services Director  
Tom Trosvig, All Building  
Dan Larson JLG Architect  
Joe Hjelmstad, Veterans Officer  
Vicky Kloos, Child Support Officer

**MEMBERS ABSENT**

Peter Hoff

Chairman Keith Swanson called the meeting to order at 8:07 A.M.

The Pledge of Allegiance was done

**APPROVAL OF THE AGENDA** The Director requested we add child support data to 9A. Todd Schneeberger made a motion to approve the agenda with addition, seconded by Bill LaValley, MCU

**Presentation to the Board from All Building and JLG Architects**

Tom Trosvig and Dan Larson presented to the Board updates from the last meeting. They indicated that the \$5000 the Board had previously approved is being used to get soil samples so they can advance the design work. Since meeting last time the Director and County Attorney sat down with Tom Trosvig to relay the Board's discussion in the January meeting. The Board was looking for a lease price and felt that is the last step necessary to make a final decision. Tom indicated that to get a firm lease price we need a Guaranteed Maximum Price (GMP) on the project. To get that we need far more design and engineering work done. Tom presented to the County Board on what it would take to get to a GMP. They discussed that in the process of getting a GMP you would get construction documents, full design development, a construction bid package and all of the necessary engineering for the project. Tom reviewed the time to get to a bid point if we started all of this now and indicated their goal would be to have this out for bid July 2015 with the desire to have a shovel in the ground late summer early fall with a shell up by winter so work can occur over the winter. The Board asked if the timing was best for getting the best prices and Tom and Dan discussed why it may be optimal with the exception of early spring which we have clearly passed for this year. Tom reviewed his proposal for attaining the GMP. The cost of all design and pre work necessary to get bid ready is \$268,000. The GMP would be established 33% of the way through the process, at which point they could work on a package to bring to potential financiers of the project. Tom Trosvig proposed entering into a contract for the full amount of work with the ability to opt out if the GMP is too high. The cost for that would be \$88,400. The Board asked questions and discussed the options. After discussion, Todd Schneeberger made a motion authorizing payment for design development, construction documents, and construction bidding and negotiation costs up to \$268,000 while retaining the county's ability to opt out at approximately \$88,440 when the GMP is established. Any written contract would be subject to the county attorney's approval. Motion was seconded by Bill LeValley, MCU. This money will come out of the fund balance that social services has and will decrease the cost of any project, and lease, by the same amount.

**MINUTES** The minutes of the January 20, 2015 meeting were reviewed. Todd Schneeberger made a motion to approve the minutes, seconded by Bill LeValley, MCU

**BILLS:** The Social Services Claims Abstract and Purchase of Service Bills were reviewed by the Board. Questions were asked and answered. Vernell Wagner made a motion to approve the bills, seconded by Todd Schneeberger, MCU

**BOARD REPORTS:** Report from Board Appointments

Lakeland Mental Health..... Todd Schneeberger  
Horizon Community Health Board..... Todd Schneeberger  
Community Based Purchasing.....Ron Woltjer, Tom Amundson  
Grant County DAC..... Keith Swanson  
West Central Communities Action, Inc... Keith Swanson  
Agency on Aging.....Vernell Wagner  
GCCA..... Vernell Wagner  
Child Protection Pre-Placement.....Todd Schneeberger/Keith Swanson  
Rainbow Rider..... Tom Amundson, Todd Schneeberger

**CONTRACTS**

**A. Adult Mental Health Initiative Grant Acceptance:**

The Director reviewed the letter that we received from the Department of Human Services reviewing our responsibility as the fiscal host. The Director indicated that this is the most thorough letter we have ever received with the most in depth explanation of our responsibilities. The Director answered questions and Vernell Wagner made a motion to approve the contract, seconded by Todd Schneeberger, MCU

**B: 2015 MFIP/DWP Budget Plan:**

The Board reviewed the 2015 contract addendum for budget. Since we operate on the fiscal biennium we don't do a full proposal every year, only every 2 year. The Director indicated that The Director reminded the Board that this money is contracted to Rural MN CEP and that we receive the money from the State as a part of our MFIP grant. Todd Schneeberger made a motion to approve the variance, seconded by Bill LaValley, MCU

**C. Daycare Variance:**

The Director reviewed the request for a variance. This is a provider who is in good standing and the licenser is recommending the variance. After discussion, Bill LeValley made a motion to approve the variance, seconded by Todd Schneeberger, MCU

**D. Contract for Intern with the University of North Dakota:**

The Director presented this contract and reviewed the purpose. We were approached by a person wanting to do the internship for their Social Work Master's Degree program. The Director reviewed what we would use this intern

for and indicated that she felt it would be a good experience for the person and a good fit for Grant County Social Services. The Director would have her providing clinical supervision for our child protection staff as well as working on parenting with clients in our parent support outreach program and working with our child and youth council and LAC to set up a support group for parents of children with mental illness. The Director told the Board that we would not be starting until the fall. Todd Schneeberger made a motion to approve the contract, seconded by Bill LaValley, MCU

#### **REGION 4 SOUTH BUSINESS:**

A. Fiscal Host Update:

The Director reviewed the last Governing Board agenda as well as the upcoming agenda.

#### **OLD BUSINESS:**

A. Case Counts:

The Director reviewed the case counts with the Board and answered questions.

B. Legislative Updates:

The Director reviewed the bills that were already introduced for child protection as well as updating the Board on other bills of interest to Social Services and how we are following them. The Director has also continued to communicate with MRCC throughout the legislative session as necessary or requested.

#### **NEW BUSINESS**

A. Collection and Child Support Data:

The Director was joined by Vicky Kloos, our child support officer and collections officer, to provide the Board with an update on both programs. The child support report for the 2014 federal fiscal year came out and we reviewed it, and our 5 year trend with regards to performance with the Board. There are 5 federal measures and we reviewed the graph comparing Grant County to the other counties in Region 4. The Director and Ms. Kloos reviewed all the measures. Grant County performed well within the region and showed significant improvements from last year as well as over the last 5 years. The Director commended the staff for the great work and reviewed the importance of the child support program. Ms. Kloos then updated the Board on the status of Collections for January thus far and reviewed the graph of our collections over the past 10 years.

B. Policy Regarding Payment of Bills for the AMHI:

The Director reviewed a policy developed by GCSS fiscal staff for receiving bills from vendors for the AMHI. The issue we ran into previous to the policy was not getting bills until the end of the year for the entire year from vendors and not being able to budget accordingly. Since it is a grant that can only be spent in the calendar year it is important to know your balance so we don't under or over spend. This policy defines that you should not expect to get paid if you do not bill at least quarterly. The Board discussed the policy and after discussion Bill LeValley made a motion to approve the policy, seconded by Vernell Wagner, MCU

C. Chemical Dependency Statistical Information for Grant County:

The Director reviewed the information we got from the State on our chemical dependency clients this year. Some of the information they get from what we enter and some they get from what providers enter. Since the entry from providers is not necessarily accurate, as our past experience has shown us, the information is useful only in some capacities. The Director reviewed the information with the Board.

D. CMH Staff as a Local Advisory Council Board Member:

The Director indicated that she attended the LAC meeting in January and was pleased to see they have embraced the guidelines the Board gave them last fall. They have begun to do all of those things we asked of them and we have started sending a children's mental health case manager as well as our adult mental health case manager in order to ensure our focus on both children and adults. The LAC requested that the Board formally appoint one of our CMH staff to the LAC. The Board reviewed the request and after discussion Bill LeValley made a motion appointing a children's mental health case manager, to be designated by the Director, to the Grant County Local Advisory Council, seconded by Todd Schneeberger, MCU

E. Placement Sheet:

The Director reviewed the placement sheet for this month. There was discussion and comments that we have far more corrections and mental health placements currently both as compared to our child protection cases and compared to the most recent history.

F. January Financials:

The Director reviewed the financial statements with the Board and answered all questions.

G. Area Agency on Aging Report:

The Director presented the statistics we recently got from the Area Agency on Aging on our activity and surrounding counties activities.

H. Project with the City of Ashby:

The Director gave the Board a copy of a flier that we are distributing in Ashby for a new project we are trying. The Director was talking with Commissioner Hoff about the seemingly low usage in some service areas for Ashby residents and decided to try something different. We are going to have an eligibility specialist in Ashby one morning a month in order to allow access to people who may not be able to get into our office. We are also working with the City and school in Ashby to look at recruiting both daycare providers and foster care providers. The board discussed the project and Commissioner Wagner indicated that if this is effective we should look at the other farthest end of the county, Herman. The Director agreed and indicated that Herman would be the next place we would consider once we get this worked out and started. The Director indicated she would keep the Board updated on this and we would move forward with outreach into other communities as necessary or appropriate.

I. Child Protection Statewide Workload Survey:

The Director reviewed the survey initiated by MACCSA and what some of the conclusions are.

J. Article on work surrounding a potential building:

The Director, Veterans Officer, Facilities Manager and Public Health Assistant Director reviewed the article we have worked on for the Board's approval. The Discussion was that one article would have been too long for people to read and instead we were suggesting an article now that provides a broad overview and 2 more articles that get into the details of how we got here and what we are doing. The Director indicated that our thought was that the Board would approve this specific article being sent to each paper in our county with 2 articles to follow 2 weeks after the next. Our thought was that the other two articles would be sent to the Board prior to being sent to the paper for any suggestions or corrections the board may have. Bill LeValley made a motion approving the article presented as well as 2 more articles, which will be sent to the Board before submission for any comments, seconded by Vernell Wagner, MCU

K. Child and Youth Council 2014 Financials:

The Director reviewed with the Board the 2014 ending year financials that we received from the Child and Youth Council's fiscal host, per our request last year. The Director indicated that we continue to have some of the same concerns with regards to how vague the financials are and the fact that most of the money is in an "other" category

and thus no description exists of what it is.

L. Private Client Data:

Pertinent data was reviewed

Chairman Keith Swanson adjourned the meeting at 11:56am

---

---

---

---

---