

**Traverse County Board of Commissioners
Social Service Board Minutes
October 17, 2023
9:00 AM**

Traverse County Social Services Department
202 8th Street North, Wheaton MN 56296

The regular meeting for the Traverse County Board of Commissioners/Social Service Board was held at the Traverse County Social Services Department, Wheaton, MN on October 17, 2023. Commission Chair, Kayla Schmidt, called the meeting to order at 9:00 AM.

ROLL CALL:

MEMBERS PRESENT: Kayla Schmidt, Chair
Mark Gail, Vice-Chair
Dwight Nelson
Jerrel Olson
Chad Metz

MEMBERS ABSENT: None

CONSENT AGENDA (Routine Actions requiring Board Action):

A. APPROVAL OF AGENDA AND MINUTES OF PREVIOUS MEETING, AND DONATION:

1) Ave Maria Ladies Guild - \$45.00

Upon a motion by Commissioner Metz, second by Commissioner Gail, and carried unanimously, the agenda, donation to the agency, and September minutes were approved.

CASELOAD TOTALS: Reviewed.

	09/30/22	09/30/23
Social Services (Workgroups)	68	65
Income Maintenance	724	694
Child Support	60	55
Child Care Assistance - Cases	5	4
Child Care Assistance - Providers	6	6
Totals	863	824

OUT-OF-HOME PLACEMENTS: Reviewed and discussed the placement numbers. There are currently two children using the independent living, 18-21 program; one child placed by corrections; and three children in placement through child protection. There are a few more potential corrections placements that we are working on with Probation.

A. PLACEMENTS:

1. Total - 6
2. Social Services - 5
3. Corrections - 1

FISCAL REVIEW: Reviewed and discussed.

- Cash Balance as of 09/30/2019 - \$1,575,307.93
- Cash Balance as of 09/30/2020 - \$1,639,264.01
- Cash Balance as of 09/30/2021 - \$1,768,210.06
- Cash Balance as of 09/30/2022 - \$2,215,483.41
- Cash Balance as of 09/30/2023 - \$2,327,224.56

DISCUSSION/DECISION:

A. BUDGET:

1. The September 2023 Financial Summary was reviewed with the board. The director discussed the Traverse budget. Our cash balance this year compared to last year is up \$111,741.15, which is closer to target where we want to see it. We would like to see it closer to zero, as it means we are on target in our budget estimations. We're at 75% of the year, and our overall budget is 66% revenues and 63% expenses. So, we are tracking under budget at this time. There have been three county burials for the year. No new medical assistance collections.

B. DHS UPDATES:

1. The director updated the board on the AMC Policy Conference and went over the health and human services committees' priorities. The director indicated that she believed AMC would be completing their vote for priorities at district meetings, which for our district, is October 20, 2023. The director urged the board members to consider voting for the mental health continuum of care/high acuity beds, and the system modernization positions, if they are attending the meeting.
2. The director shared information on legislative issues potentially coming in the 2024 session. The director reviewed some areas of the Indian Child Welfare Act (ICWA) and the Minnesota Family Preservation Act (MIFPA) that are difficult to meet, yet out of our control. The director also talked about some potential housing bills that are likely to come in some form. The director noted that while we want to see people housed, there needs to be acknowledgement that this isn't something human services, or counties alone can fix. This is an infrastructure and systemic issue.

C. TRAVERSE COUNTY UPDATES:

1. 2024 Father's Resource MOU

The director stated the Father's Resource Program has been a resource within Traverse County. The proposed is a MOU between Otter Tail County Human Services and Multi-County Consortium of Social Service Agencies. Last year, Traverse looked into another Father's Resource program, but found the cost to serve Traverse residents was over \$35,000.00. The agency has worked with Father's Resource to identify barriers to access the program. Mahube-Otwa has since updated their website and on the home page. This will help Traverse residents know that they are at the correct website to receive services through the Father's Resource Program. The cost of the program is \$2,400.00. Upon a motion by Commissioner Metz, and a second by Commissioner Olson, the motion carried unanimously, and the agreement was approved.

2. CaseWorks Portal Contract

The director reviewed the funding structure for the next agenda item, a proposed addition to our EDMS system.

3. NCT Portal Agreement from CaseWorks

The director presented information on CaseWorks. It is our Electronic Document Managing System (EDMS) that Traverse County started with about four years ago. We are looking to add a component to our EDMS system that we think will have positive implications for the people that we serve. CaseWorks is rolling out a customer portal and we would like to be a part of the first round of that roll out. The portal would be for any of our social services or eligibility programs, and would allow the people we serve to take a picture of a form or upload a document and send it directly to their caseworker. It would go right to the caseworker's DocBox, be date-stamped and processed. Traverse would pay the one-time licensing fee, and the 2024 ongoing maintenance and support costs. The agency is able to pay for the upfront costs and the 2024 maintenance of it through the unwind funds, so we would not need to incorporate the maintenance fees in our budget until 2025. There is a one-time licensing fee of \$10,000.00, and annual maintenance and support costs of \$3,500.00, for a total cost of \$13,500.00 paid with unwind dollars from the state. Upon a motion to approve the contract by Commissioner Olson, and a second by Commissioner Metz, the motion carried unanimously, and was approved.

4. Traverse County Social Services Data Practices Policy as a Data Subject

The director discussed having a policy in place. The board discussed it, and upon a motion by Commissioner Nelson, and a second by Commissioner Gail, the motion carried unanimously, and the policy was approved.

5. Traverse County Social Services Data Practices Policy for the Public

The director discussed having a policy in place. The board discussed it, and upon a motion by Commissioner Metz, and a second by Commissioner Gail, the motion carried unanimously, and the policy was approved.

6. Traverse County Social Services Process for Handling a Threat

The director discussed the fact that historically, there has not been a consistent process that had been used for threats to staff. The people that we serve are often experiencing a lot of difficulty and they can become angry at times. Our priority is to ensure that our staff are safe and to serve a highly vulnerable population at the same time. There are times people we serve can become angry and it can be hard for the staff that are here to manage them. The director noted that she is willing to look for some training on de-escalation, if that would be helpful. The director expressed concern about a historic practice of not allowing people into our office for extended periods of time, sometimes years, with no review period or process. The director had some concerns and she talked about that with the board. The director reviewed the process that she is asking the board to approve so she can put it in place. The board discussed it, and upon a motion by Commissioner Olson, and a second by Commissioner Gail, the motion carried unanimously, and the process was approved.

ADMINISTRATIVE/VENDOR PAYMENTS: Upon a motion by Commissioner Nelson, and a second by Commissioner Gail, the vendor payments were unanimously approved.

Adjourn: 9:55am

Next meeting: November 21, 2023 @ 9:00AM

Attested to by:

Stacy Hennen/Director

Kayla Schmidt/Board Chair