



GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

GOODHUE COUNTY HEALTH & HUMAN SERVICES (GCHHS) AGENDA

APRIL 21, 2020 10:30 A.M.

WEB ACCESS:

[HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/114319141](https://global.gotomeeting.com/join/114319141)[HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/114319141](https://global.gotomeeting.com/join/114319141)

CALL IN NUMBER: 1 877 309 2073

ACCESS CODE: 114-319-141

VIRTUAL MEETING NOTICE

"Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02 a are not practical or prudent. Therefore, meetings that are governed by the Open Meeting Law will temporarily be conducted by telephone or other electronic means pursuant to Minn. Stat. 13D.021."

Goodhue County Health and Human Services Board will be conduct a board meeting pursuant to this section on April 21, 2020 at 10:30 a.m. via GoToMeeting platform. The board and staff will attend the meeting via GoToMeeting by video or phone. The public is welcome to monitor the meeting by logging into <https://global.gotomeeting.com/join/114319141> or calling [1 877 309 2073](tel:18773092073) beginning at 10:20 a.m. or any time during the meeting. Access Code: 114-319-141

New to GoToMeeting: Get the app now and be ready when your meeting starts
<https://global.gotomeeting.com/install/114319141>

[Tips for the Virtual Meeting](#)

1. CALL TO ORDER
2. REVIEW AND APPROVE BOARD MEETING AGENDA:
3. REVIEW AND APPROVE PREVIOUS MEETING MINUTES:

- a. HHS Board Minutes

Documents:

[MARCH 17, 2020 HHS BOARD MINUTES.PDF](#)

4. ACTION ITEMS:

- a. Accounts Payable

Documents:

[ACCOUNTS PAYABLE.PDF](#)

- b. Personnel Replacement Requests
Nina Arneson

Documents:

[PERSONNEL REQUESTS.PDF](#)
[GCHHS DEPUTY DIRECTOR REPLACEMENT REQUEST.PDF](#)
[HHS SYSTEMS APPLICATION SPECIALIST.PDF](#)

5. INFORMATIONAL ITEMS:

- a. GCHHS COVID-19 UPDATE

Documents:

[IMPORTANT COVID-19 RESOURCES.PDF](#)

6. ANNOUNCEMENTS/COMMENTS:

7. ADJOURN

a. Next Meeting Will Be May 19, 2020 At 10:30 A.m.

PROMOTE, STRENGTHEN, AND PROTECT THE HEALTH OF INDIVIDUALS, FAMILIES, AND COMMUNITIES

**GOODHUE COUNTY
HEALTH & HUMAN SERVICES BOARD MEETING
MINUTES OF MARCH 17, 2020**

The Goodhue County Health and Human Services Board convened their regularly scheduled meeting at 11:27 A.M., Tuesday, March 17, 2020, in the Goodhue County Government Center Old Courtroom, located in Red Wing, Minnesota.

BOARD MEMBERS PRESENT:

Brad Anderson, Paul Drotos, Linda Flanders, Susan Johnson, Jason Majerus, Barney Nesseth, and Nina Pagel.

STAFF AND OTHERS PRESENT:

Nina Arneson, Mary Heckman, Lisa Woodford, Heather Arndt, Scott Arneson, and Jessica Seide.

AGENDA:

On a motion by B. Anderson and seconded by L. Flanders, the Board approved the amended March 17, 2020 Agenda, with adding Goodhue County COVID-19 Resolution.

MEETING MINUTES:

On a motion by J. Majerus and seconded by B. Nesseth, the Board approved the Minutes of the H&HS Board Meeting on February 18, 2020.

On a motion by L. Flanders and seconded by N. Pagel, the Board approved to amend the February 18, 2020 to correct the name that seconded the motion from S. Johnson to B. Anderson.

CONSENT AGENDA:

On a motion by J. Majerus and seconded by S. Johnson, the Board approved all items on the consent agenda.

ACTION ITEMS:

On a motion by B. Anderson and seconded by J. Majerus, the Board approved the County Board approved Goodhue County COVID-19 Resolution reviewed by the County Administrator Arneson.

On a motion by B. Nesseth and seconded by J. Majerus, the Board approved payment of all accounts as presented.

On a motion by B. Anderson and seconded by L. Flanders, the Board approved the Southeast Regional Crisis Center Agreement.

Goodhue County Health & Human Services Board
Meeting Minutes of March 17, 2020

INFORMATIONAL ITEMS:

Coronavirus-COVID-19 most updated information presented by Nina Arneson, Heather Arndt, and Jessica Seide.

FYI & REPORTS:

Placement Report
Child Protection Report
HHS Staffing Report
2019 MDH Food, Pool, and Lodging Activities in Goodhue County

ADJOURN:

On a motion by B. Anderson and seconded by L. Flanders, the Board approved adjournment of this session of the Health & Human Services Board Meeting at or around 12:33 pm.

DRAFT

**GOODHUE COUNTY
HEALTH & HUMAN SERVICES (GCHHS)**



REQUEST FOR BOARD ACTION

Requested Board Date:	April 21, 2020	Staff Lead:	Mike Zorn
Consent Agenda:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Attachments:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Action Requested:	Approve March 2020 HHS Warrant Registers		

BACKGROUND:

This is a summary of Goodhue County Health and Human Services Warrant Registers for: March 2020

Date of Warrant		Check No.			Total Batch
			Series		
IFS	March 6, 2020	ACH	30337	30344	\$10,754.10
IFS	March 6, 2020		449821	449864	\$29,820.66
IFS	March 13, 2020	ACH	30363	30375	\$22,586.52
IFS	March 13, 2020		449918	449950	\$16,753.42
IFS	March 20, 2020	ACH	30380	30391	\$6,403.89
IFS	March 20, 2020		449996	450045	\$15,379.31
IFS	March 27, 2020	ACH	30464	30483	\$7,205.76
IFS	March 27, 2020		450106	450166	\$26,342.23
SSIS	March 27, 2020	ACH	30392	30412	\$313,220.74
SSIS	March 27, 2020		450046	450093	\$176,421.33
IFS	March 27, 2020	ACH	30413	30463	\$3,435.98
IFS	March 27, 2020		450094	450105	\$22,425.86
				total	<u>\$650,749.80</u>

RECOMMENDATION: Goodhue County HHS Recommends Approval as Presented.

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**GOODHUE COUNTY
HEALTH & HUMAN SERVICES (GCHHS)**



REQUEST FOR BOARD ACTION

Requested Board Date:	April 21, 2020	Staff Lead:	Nina Arneson
Consent Agenda:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Attachments:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Action Requested:	Approve the following two requests – HHS Deputy Director and HHS Systems Application Specialist		

BACKGROUND:

The following two requests were brought forward for the Goodhue County Personnel Committee’s review on April 14, 2020 at 8:30 a.m. The Personnel Committee recommends approval as requested.

- **HHS Deputy Director**
- **HHS System Application Specialist**

Please see attached two memos and below, the minutes from the Personnel Committee as they relate to these two positions.

HEALTH & HUMAN SERVICES: *Request to replace Deputy Director.* Nina Arneson put forth a request to replace the Deputy Director who plans to retire in September. Today’s request includes an overlap of three months to allow for training new staff which is budgeted. Ms. Arneson intends to post both internally and externally advertising the salary range from grade 1 to 10. Commissioner Nesseth supported the request to hire with 3 month overlap. Commissioner Drotos agreed.

HEALTH & HUMAN SERVICES: *Request to replace Information Technology Specialist, Sr.* Nina Arneson put forth a request to replace the Information Technology Specialist Sr. who plans to retire in July. Today’s request is to hire an Information Systems Specialist Sr. as a replacement – which is a lower pay grade and better aligns with the needs of the HHS organization. Commissioner Nesseth questioned whether the existing Information Technology department staff could support the needs of the Health & Human Services staff’s system needs. Ms. Arneson indicated the primary support for systems would be completed by this position which I.T. staff does not have a detailed knowledge of. Ideally, the successful candidate would have experience within the HHS systems/applications. Commissioners Drotos and Nesseth supported the request to hire the Information Systems Specialist Sr.

RECOMMENDATION: GCHHS Department recommends approval as requested.



Goodhue County
Health and Human Services

426 West Avenue
Red Wing, MN 55066
(651) 385-3200 • Fax (651) 267-4882

DATE: April 7, 2020
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: Replacement Request – GCHHS Deputy Director

BACKGROUND:

Goodhue County Health and Human Services (HHS) is requesting to replace a Deputy Director position within our agency. On November 3, 2020, Mary Heckman, Deputy Director, is retiring after 26 years of excellent public service to Goodhue County residents and Goodhue County Health and Human Services.

Several years ago, the HHS Department began the succession planning and organizational changes related to this anticipated retirement. This has included the development of a HHS front desk and support team, staff cross training, changes in position classifications, work expectations, and QI agency work.

Our plan was to bring this deputy director position replacement request, together with additional organizational changes in an effort to continue to seek efficiencies, and to meet agency and community needs even better. With that said, now, during the COVID-19 emergency is not the time to do that, and we seek to replace this deputy director position as is and plan to bring forward our other organizational change recommendations when the time is right, after the COVID-19 emergency.

The HHS 2020 personnel budget included a three month overlap for this position, so that the new hire would be able to spend some time with the outgoing deputy director.

The anticipated hiring range for the Deputy Director is somewhere between step 1 and step 10 on the HHS Deputy Director scale, depending on qualifications and experience. The wages and benefits less health insurance for the anticipated hiring range would be between \$91,533 and \$135,651.

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	Deputy Director 2020 Step 1	Deputy Director 2020 Step 10 Max Hire
Rate	\$38.19	\$56.61
Gross	\$79,436.00	\$117,749.00
PERA/FICA/Medicare/Life	\$12,097.00	\$17,902.00
	\$91,533.00	\$135,651.00
Total Benefits	\$12,097.00	\$17,902.00
Wages + Benefits less Health	\$91,533.00	\$135,651.00

As most management positions take extra time to hire and notice of resignation to a current employer is usually for an extended notice period, we therefore would like to move forward immediately to start the process of hiring.

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Moving forward immediately to post for one HHS Deputy Director utilizing the MN Merit System. This posting would be for internal and external candidates. If an internal candidate is selected, then move forward immediately to back fill that position until an external candidate has been hired to finish the process.
2. Hire after the GCHHS Board's review and approval with a start date no later than August 3, 2020.





Goodhue County
Health and Human Services

426 West Avenue
Red Wing, MN 55066
(651) 385-3200 • Fax (651) 267-4882

DATE: April 9, 2020
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: Replacement Request – GCHHS Information Technology

BACKGROUND:

Goodhue County Health and Human Services (HHS) is requesting to replace an Information Technology Specialist Sr. position within our agency. On July 31, 2020, our Information Technology Specialist Sr. is retiring after 34 years of excellent public service to Goodhue County residents and Goodhue County Health and Human Services.

During the past 18 months, the HHS Department and County IT Department began discussions on the succession planning and organizational changes related to this anticipated retirement. This has included that the County IT department is now supporting the higher technical aspects of information technology for HHS. Our agency needs no longer dictate this high level of information technology classification within the agency, but we still require the end product support, training and knowing how the different software systems work for 111 staff with a multitude of software applications, local, state and federal work systems. We are looking at replacing this position with an Information Systems Specialist Sr. (with the HHS working title of "HHS Systems Application Specialist" which is a lower IT support classification). The current Information Technology Specialist Sr. pay range is \$25.58-\$41.69. The new classification of Information Systems Specialist Sr. (HHS Systems Application Specialist) pay range is \$21.22-\$29.83.

Our plan was to bring this information technology position replacement request, together with additional organizational changes in an effort to continue to seek efficiencies, and to meet agency and community needs even better. With that said, now, during the COVID-19 emergency is not the time to do that, and we seek to replace this information technology position with the new classification and plan to bring forward our other organizational change recommendations when the time is right, after the COVID-19 emergency.

The current rate of pay for the Information Technology Specialist Sr. is \$41.69. The starting pay (step 1) for the new classification of Information Systems Specialist Sr. (HHS Systems Application Specialist) is \$21.22. This would be a cost savings of \$49,028 with this change.

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	<u>Information Technology Specialist Sr</u>	<u>Information Systems Specialist Sr</u>
	2020	2020
	Range \$25.58-\$41.69	Range \$21.22-\$29.83
	Step 12 Top	step 1
Rate	\$41.69	\$21.22
Gross	\$86,716.00	\$44,138.00
PERA/FICA/Medicare/Life	\$13,200.00	\$6,750.00
Health Coverage/H.S.A.		
	\$99,916.00	\$50,888.00
Total Benefits	\$13,200.00	\$6,750.00
Wages + Benefits less Health	\$99,916.00	\$50,888.00

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Moving forward immediately to post for one HHS Systems Application Specialist utilizing the MN Merit System. This posting would be for internal and external candidates. If an internal candidate is selected, then move forward immediately to back fill that position until an external candidate has been hired to finish the process.
2. Hire after the GCHHS Board's review and approval.



IMPORTANT COVID-19 RESOURCES

- If you have health questions call 651-201-3920 or 1-800-657-3903.
- If you have schools and childcare questions call 651-297-1304 or 1-800-657-3504. These statewide COVID-19 Hotlines are open 7a.m. to 7 p.m.
- If you have housing questions call 651-296-8215 for single-family residences questions and 651-297-4455 for multi-family residences. This hotline is open from 8 a.m. to 5 p.m.
- Goodhue County Health and Human Services opened a local COVID-19 Hotline. Residents looking for COVID-19 general health questions can call 651-385-2000. The hotline is staffed Monday-Friday from 8 a.m. - 4:30 p.m.
- For more information on COVID-19 go to the GCHHS COVID-19 webpage, <https://www.co.goodhue.mn.us/COVID-19> . We are providing daily updates, Monday through Friday by 1pm, on our GCHHS COVID-19 webpage of the number of positive lab confirmed cases of COVID-19 in Goodhue County. The numbers reported are from the previous day's testing.
- [Sign-up for Goodhue County COVID-19 Community Updates](#)
- Residents are encouraged to go to the Goodhue County Health and Human Services Facebook page at www.facebook.com/gchhs.
- Residents can also find more information on COVID-19 at www.health.state.mn.us and www.cdc.gov.



The graphic features a dark purple background. On the left, there is a white icon of a house with a heart inside, and the text 'STAY HOME MN' next to it. To the right of this icon is the hashtag '#StayHomeMN' in a large, bold, white font. Below the hashtag, a white box contains the text 'Extended until May 4'. Underneath this, the phrase 'Stay home except for essential needs' is written in white. At the bottom, there are three colored buttons: a red button with 'STAY HOME', a dark purple button with 'STOP THE SPREAD', and a teal button with 'SAVE LIVES'. At the very bottom center is the 'm MINNESOTA' logo.