



GOODHUE COUNTY HEALTH & HUMAN SERVICES (GCHHS) AGENDA

“Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02a 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 conduct a board meeting pursuant to this section on Tuesday, April 19, 2022 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/847534373> or calling 1-866-899-4679 beginning at 10:20 a.m. or any time during the meeting. Access Code: 847-534-373

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<https://global.gotomeeting.com/install/847534373>

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

Documents:

[FEBRUARY 2022 HHS BOARD MINUTES.PDF](#)

4. Introduce New, Promoted, And Transferred HHS Employees
5. REVIEW AND APPROVE THE FOLLOWING ITEMS ON THE CONSENT AGENDA:

- a. Child Care Licensure Approvals

Documents:

[CHILD CARE APPROVALS.PDF](#)

- b. HHS Director Annual Performance Evaluation

Documents:

[HHS DIRECTOR ANNUAL PERFORMANCE EVALUATION.PDF](#)

- c. SCHA Amendment To 2020 Delegation Agreement

Documents:

[SCHA AMENDMENT.PDF](#)

d. HHS 2022 Building Lease Agreement

Documents:

[HEALTH AND HUMAN SERVICES 2022 BUILDING LEASE AGREEMENT.PDF](#)

6. ACTION ITEMS:

a. Accounts Payable

Documents:

[FEBRUARY 2022.PDF](#)
[MARCH 2022.PDF](#)

b. Child Care Provider Appreciation Day Proclamation

Nina Arneson

Documents:

[APPRECIATION DAY PROCLAMATION.PDF](#)

c. Personnel Requests

Nina Arneson

Documents:

[BOARD ACTION - PERSONNEL REQUEST.PDF](#)
[PROVISIONAL - PUBLIC HEALTH EDUCATOR .8 FTE.PDF](#)
[INTERNAL PROMOTION - FISCAL OFFICER 1 FTE.PDF](#)

d. HHS Electronic Document Management System (EDMS)

Mike Zorn

Documents:

[GOODHUE COUNTY HHS ELECTRONIC DATA MANAGEMENT SYSTEM EDMS.PDF](#)

7. FYI-MONTHLY REPORTS:

a. Child Protection Report

Documents:

[CHILD PROTECTION REPORT.PDF](#)

b. HHS Staffing Report

Documents:

[HHS STAFFING REPORT.PDF](#)

c. GCHHS Perfect DHS Fiscal Performance

Documents:

[GCHHS PERFECT DHS FISCAL PERFORMANCE.PDF](#)

d. COVID-19 Update

Documents:

[COVID-19 BOARD UPDATE APRIL 2022.PDF](#)

8. ANNOUNCEMENTS/COMMENTS:

9. ADJOURN

- a. Next Meeting Will Be May 17, 2022 At 10:30 AM - In Person- GC Board Room

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

**GOODHUE COUNTY
HEALTH & HUMAN SERVICES BOARD MEETING
MINUTES OF FEBRUARY 15, 2022**

The Goodhue County Health and Human Services Board convened their regularly scheduled meeting at 10:30 A.M., Tuesday, February 15, 2022, online via GoToMeeting.

Brad Anderson, Paul Drotos, Linda Flanders, Todd Greseth, Susan Johnson, Jason Majerus, and Nina Pagel.

STAFF AND OTHERS PRESENT:

Nina Arneson, Kris Johnson, Mike Zorn, Lisa Woodford, Jessica Seide, Scott Arneson, Ruth Greenslade, Maggie Cichosz, Erin Kuester, Kayla Matter, and Katie Bystrom.

AGENDA:

On a motion by J. Majerus and seconded by L. Flanders, the Board unanimously approved the February 15, 2022 Agenda with item 4b moved to Action Items.

MEETING MINUTES:

On a motion by N. Pagel and seconded by S. Johnson, the Board unanimously approved the Minutes of the H&HS Board Meeting on January 18, 2022.

CONSENT AGENDA:

On a motion by P. Drotos and seconded by S. Johnson, the Board unanimously approved all items on the consent agenda.

ACTION ITEMS:

On a motion by P. Drotos and seconded by T. Greseth, the Board unanimously approved the MN Merit System 2021-2023 EEO/AA Guidelines.

On a motion by J. Majerus and seconded by L. Flanders, the Board unanimously approved payment of all accounts as presented.

On a motion by L. Flanders and seconded by S. Johnson, the Board unanimously approved the Grant Funded Healthy Communities Intern Request, if grant funding is awarded.

On a motion by P. Drotos and seconded by T. Greseth, the Board unanimously approved GCHHS Employee Appreciation Day.

Goodhue County Health & Human Services Board
Meeting Minutes of February 15, 2022

INFORMATIONAL ITEMS:

Annual Child Protection Year End Report 2021 by Katie Bystrom
4th Quarter 2021 Fiscal Report given by Kayla Matter.
COVID-19 HHS Board Update by Maggie Cichosz and Kris Johnson

FYI & REPORTS:

Child Protection Report
Quarterly HHS Trend Report
2020 DHS MN Out-of-home Care and Permanency Report
2020 DHS MN Child Maltreatment Report 2020

ANNOUNCEMENTS/COMMENTS:

B. Anderson reported that Hiawatha Valley Mental Health Center (HVMHC) will soon have a second site located in Red Wing.

ADJOURN:

On a motion by S. Johnson and seconded by L. Flanders, the Board unanimously approved adjournment of this session of the Health & Human Services Board Meeting at or around 11:49 am.

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



REQUEST FOR BOARD ACTION

Requested Board Date:	April 19, 2022	Staff Lead:	Katie Bystrom
Consent Agenda:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Attachments:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Action Requested:	Approve Child Care Licensure Actions		

BACKGROUND:

Child Care Relicensures:

- Catherine Swanson Goodhue
- Allison Bartlete Goodhue
- Penny Droogsma Red Wing

Child Care Licensures:

Number of Licensed Family Child Care Homes: 72

Goodhue County Licensed Child Care Association receives nominations from the public for Provider of the Year. After nominations are received, the members of the association vote. This year, Karen Nowariak of Red Wing, was voted Provider of the Year.

RECOMMENDATION: Goodhue County HHS Department recommends approval of the above.

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Melissa Cushing
Goodhue County Human Resource Director
Goodhue County

Melissa.cushing@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Office (651) 385.3031
Fax (651) 385.3004

TO: Goodhue County Health and Human Service Board

FROM: Melissa Cushing, Human Resource Director

DATE: March 15, 2022

RE: HHS Director Annual Evaluation

The Goodhue County HHS Director's annual employee evaluation was completed by the 2022 HHS Board Chair. All completed performance evaluation documents were reviewed and according to the HHS Board Chair, the HHS Director received an exemplary evaluation.

"To effectively promote the safety, health, and well-being of our residents"

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



REQUEST FOR BOARD ACTION

Requested Board Date:	April 19, 2022	Staff Lead:	Nina Arneson
Consent Agenda:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Attachments:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Action Requested:	Approval of Second Amendment to 2020 South Country Health Alliance Delegation Agreement		

BACKGROUND:

The 2020 Delegation Agreement between South Country Health Alliance (SCHA) and Goodhue County outlines the responsibilities of both parties.

This Amendment updates the amount of the payments made for the Community Care Connector and the Community Care Connector Case Aide position.

RECOMMENDATION:

HHS recommends approval of the Second Amendment of SCHA Delegation Agreement.

Second Amendment to 2020 Delegation Agreement

This Second Amendment to the 2020 Delegation Agreement is entered into by and between Goodhue County (“Delegated Entity”) and South Country Health Alliance (“SCHA”) as of January 1, 2022.

The parties agree to amend Exhibit D of the Agreement (as amended on April 1, 2021) by deleting Paragraph 4 in its entirety and replacing it as follows:

4. Community Care Connector and Community Care Connector Case Aide Position

- 25 average Connector weekly hours dedicated to South Country Connector duties
- 15 average Connector Case Aide weekly hours dedicated to South Country Connector Case Aide duties

Connector	\$71,274.80 Annually
Connector Case Aide	\$31,495.73 Annually

Payments will be made bi-annually on or about mid-August and mid-February.

The parties have executed this Second Amendment to the 2020 Delegation Agreement as of the effective date stated above.

DELEGATED ENTITY: Goodhue County By: _____ Print Name: _____ Title: _____ Date: _____	SOUTH COUNTRY HEALTH ALLIANCE By: _____ Print Name: _____ Title: _____ Date: _____
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**GOODHUE COUNTY
HEALTH & HUMAN SERVICES (GCHHS)**



REQUEST FOR BOARD ACTION

Requested Board Date:	April 19, 2022	Staff Lead:	Mike Zorn
Consent Agenda:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Attachments:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Action Requested:	Approve 2022 HHS Building Lease		

BACKGROUND:

The HHS Department along with County Finance have reviewed and updated the lease between the Goodhue County Board of Commissioners and the Health and Human Services Board for the following building/location:

- HHS Building, 426 West Avenue, Red Wing, MN

Our goal is to streamline the lease process with other county functions and maximize reimbursement back to the county.

Attached please find the 2022 updated lease.

RECOMMENDATION: The HHS Department recommends approval of the lease.



2022 LEASE AGREEMENT

This Agreement is made by and between the Goodhue County Board of Commissioners, Government Center, Red Wing, Minnesota, hereinafter referred to as "Lessor", and the Goodhue County Health & Human Services Board, hereinafter referred to as "Lessee".

1. The Lessor grants and the Lessee accepts a Lease of the following described premises in the City of Red Wing, County of Goodhue, Minnesota 55066, to wit:

Approximately twenty-seven thousand five hundred (27,500) square feet of office space in all levels of the Citizen's Building located at 426 West Avenue.

2. The term of the Lease will be from January 1, 2022 through December 31, 2022. This lease hereby supersedes all prior leases.
3. As rent for said premises, the Lessee agrees to pay to the Lessor the annual amount of \$368,538 for CY 2022. Lease is to be paid in quarterly installments of \$92,134.50.
4. Lessor will be responsible for and pay all utilities (water, sewer, gas, electric, garbage, etc.) for the premises as well as janitorial and maintenance services.
5. This Lease may be terminated by the Lessor or by the Lessee for any reason at any time upon giving one-hundred twenty-(120)-day written notice to the other party.

6. Insurance/Liability

6.1 It shall be the duty of the Lessor to insure the building against damage from fire, tornado, civil disorder or any cause whatsoever. It is expressly understood that Lessee assumes by this Lease no liability for such damages, except as provided in this Lease.

6.2 Lessor and Lessee agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The Lessee's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736 and other applicable law.

6.3 Lessee agrees that Lessor assumes by this Lease no liability for the loss of Lessee's personal property resulting from fire, tornado, civil disorder, theft or any cause whatsoever, except as may be attributed to Lessor's negligence, acts or omissions by a court of law.

7. Maintenance and Repairs

7.1 It shall be the duty of the Lessor to maintain, at its own expense, in working condition, all appurtenances within the scope of this Lease including the maintenance of proper plumbing, wiring, heating and cooling devices and ductwork.

- 7.2 Lessor shall, at its' own expense, make such necessary repairs so as to continue to provide all such service appurtenances as are required by this Lease provided, however, that Lessor shall not be responsible for repairs upon implements or articles which are the personal property of Lessee, nor shall the Lessor bear the expense of repairs to the Leased Premises necessitated by damage caused by Lessee beyond normal wear and tear.
8. Pursuant to Minnesota Statutes 1988, Section 16B.06, Subdivision 4, the books, records, documents and accounting procedures and practices of Lessor relevant to this Lease shall be subject to examination by the State and/or Legislative Auditor, during normal business hours and after reasonable notice to Lessor.
9. Lessor agrees that in exercising its management responsibilities of the leased premises, including particular and maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, rules, ordinances, and regulations as issued by any political subdivision having jurisdiction and authority in connection with said property.
10. Lessee agrees to observe reasonable precautions to prevent waste of heat, electricity, water, air-conditioning or any other utility or service.
- 11 The Lessor agrees to provide and maintain the Leased Premises with accessibility and facilities meeting code requirements to handicapped persons.

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR: County of Goodhue

Goodhue County Board Chair

Goodhue County Administrator

Date

Date

LESSEE: Goodhue County Health & Human Services

Health & Human Services Board Chair

Health & Human Services Director

Date

Date

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



REQUEST FOR BOARD ACTION

Requested Board Date:	April 19, 2022	Staff Lead:	Kayla Matter
Consent Agenda:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Attachments:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Action Requested:	Approve February 2022 HHS Warrant Registers		

BACKGROUND:

This is a summary of Goodhue County Health and Human Services Warrant Registers for: February 2022.

		Check No.			
Date of Warrant		Series		Total Batch	
IFS	February 4, 2022	ACH	35582	35592	\$3,264.62
IFS	February 4, 2022		460613	460639	\$45,765.20
IFS	February 11, 2022	ACH	35593	35607	\$31,264.09
IFS	February 11, 2022		460640	460664	\$16,842.06
IFS	February 18, 2022	ACH	35637	35652	\$30,300.88
IFS	February 18, 2022		460732	460762	\$12,243.14
SSIS	February 25, 2022	ACH	35671	356.93	\$317,436.24
SSIS	February 25, 2022		460802	460843	\$137,005.29
IFS	February 25, 2022	ACH	35694	35720	\$1,342.28
IFS	February 25, 2022		460844	460850	\$16,164.59
IFS	February 25, 2022	ACH	35721	35748	\$6,473.99
IFS	February 25, 2022		460851	460903	\$18,846.16
				Total	\$636,948.54

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 19, 2022	Staff Lead:	Kayla Matter
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 2022 HHS Warrant Registers		

BACKGROUND:

This is a summary of Goodhue County Health and Human Services Warrant Registers for: March 2022.

Date of Warrant		Check No.		Total Batch	
			Series		
IFS	March 4, 2022	ACH	35802	35822	\$6,532.02
IFS	March 4, 2022		461000	461044	\$40,384.23
IFS	March 11, 2022	ACH	35823	35837	\$49,888.20
IFS	March 11, 2022		461045	461086	\$60,707.39
IFS	March 18, 2022	ACH	35881	35891	\$9,735.60
IFS	March 18, 2022		461190	461210	\$32,310.05
IFS	March 25, 2021	ACH	35958	35968	\$2,772.02
IFS	March 25, 2021		461259	461283	\$9,348.91
SSIS	March 25, 2021	ACH	35898	35921	\$57,761.14
SSIS	March 25, 2021		461211	461250	\$172,749.59
IFS	March 25, 2021	ACH	35922	35957	\$5,316.77
IFS	March 25, 2021		461251	461258	\$3,787.78
				total	<u>\$ 451,293.70</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 19, 2022	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:	Adopt a resolution to recognize May 6, 2022 as Child Care Provider Appreciation Day in Goodhue County		

BACKGROUND:

Children are our most valuable and treasured assets, now and in the future. Many families in Goodhue County choose child care outside their homes and rely on child care providers who are highly competent, dedicated, caring, and concerned individuals.

We want to honor these professionals who provide quality child care in Goodhue County by proclaiming May 6, 2022, in Goodhue County to be Child Care Provider Appreciation Day!

RECOMMENDATION: HHS Department recommends approval as requested.

Goodhue County Proclamation

- WHEREAS: There are many children throughout Goodhue County; and
- WHEREAS: These children are Goodhue County's most valuable asset and resource; and
- WHEREAS: No occupation is more important than child rearing; and
- WHEREAS: Many families in Goodhue County choose child care outside their homes; and
- WHEREAS: The child care providers of Goodhue County are professional people striving to achieve and maintain the highest level of quality care, discipline and guidance to these children; and
- WHEREAS: The child care providers are highly competent, dedicated, caring, concerned individuals.

NOW, THEREFORE,

WE, THE GOODHUE COUNTY HEALTH & HUMAN SERVICES BOARD, wish to honor the quality child care that has been provided to the children of Goodhue County and hereby proclaim May 6, 2022, in Goodhue County to be

CHILD CARE PROVIDER APPRECIATION DAY

Chair, Goodhue County Health & Human Services Board

Date

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



REQUEST FOR BOARD ACTION

Requested Board Date:	April 19, 2022	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 - Provisional - Public Health Educator .8 FTE; and Approve- Internal Promotion - Fiscal Officer 1 FTE		

BACKGROUND:

The following requests will be brought forward for the Goodhue County Personnel Committee's review on April 19, 2022 at 7:30 am:

- **.8 FTE Public Health Educator- new, provisional**
- **1 FTE Fiscal Officer - internal promotion**

Please see the attached Personnel Committee memos. The HHS Department staff will inform the HHS Board of the Personnel Committee's actions at our April 19, 2022 Health and Human Services Board meeting.

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 13, 2022
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: Provisional Position Request - NEW - .8 FTE Public Health Educator-Data Specialist

BACKGROUND:

The COVID-19 pandemic has accelerated a push for the state of Minnesota, and the US as a whole, to build and strengthen the capacity of the Public Health System. A group of local and state public health leaders developed a framework for what Minnesotans should expect from their state and local public health partnership. This framework represents the work governmental public health must do, and the important work governmental public health does, to meet the unique needs of communities across the state.

<https://www.health.state.mn.us/communities/practice/schsac/workgroups/docs/201906StrengtheningANewFramework.pdf>

One part of that effort is the Public Health Infrastructure fund: In 2021, the Minnesota Legislature appropriated \$6 million/year in funding to support efforts to improve, pilot or strengthen approaches to building capacity in four foundational capabilities: communications, community partnerships, data and epidemiology, and health equity.

<https://www.health.state.mn.us/communities/practice/systemtransformation/docs/202112InfrastructureFundPriorities.pdf>

Grant funds will be awarded in two-year agreements (April, 2022 to March, 2024). In the Spring of 2024, MDH will then report progress and lessons learned to the Minnesota Legislature, and there is a chance that promising projects would be approved for another two-year grant cycle. The goal is to strengthen the infrastructure of the Public Health system, so there will be much effort and emphasis on learning and building the system for the long term.

REQUEST:

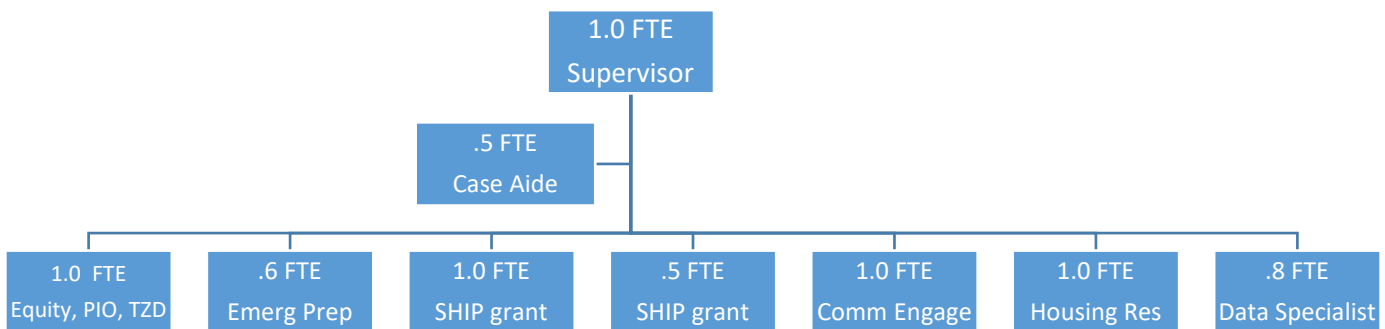
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We are requesting a .8 FTE Provisional Public Health Educator-Data Specialist. This position will be grant funded until March, 2024, with the potential of an additional 2 years of funding. This role will be part of the Healthy Communities Unit.

Our Public Health agency vision is to invest our capacity in all four of the focus areas of this grant: community engagement, equity, communication, and data/epidemiology. Utilizing the lessons learned during the pandemic, we recognize the need to engage with the community, especially those at highest risk of poorer health outcomes. We have also learned that effective communication with the community is vital to ensure that the public has the capacity to address their health needs.

To that end, in 2021 we reassigned a Public Health Educator to spend approximately 50% of her time as a Community Engagement Specialist with a focus on developing and expanding community partnerships and collaboration. Additionally, in 2021 we reassigned another Public Health Educator to spend approximately 30% of her time on equity and 30% of her time on communications for the agency. A data specialist would provide the fourth leg of our foundational table, providing the base for focused engagement, intervention, and ultimately health improvements for the most vulnerable members of our community.



The data specialist will have two important areas of focus:

- **Identify, collect and analyze data** on the health of the community as it relates to our services and interventions, facilitate the use of this data, by program staff and community leaders, in the development of performance measures, and work backwards toward work plans.
- **Effectively communicate data and its analysis:** provide staff and stakeholders with user-friendly, easily digestible information through a variety of sources (data informatics).

Goodhue County has a handful of staff with introductory training in the Results Based Accountability approach. This proposed work would build capacity by adding a data specialist focused on relating RBA to the health of the community and centering equity in the work.

This position would also collaborate with the Finance Department, including the Fiscal Officer/Data Specialist (if this position is approved). We seek to provide better evidence of the effectiveness of various programs provided by GCHHS.

While this position will be centered in Goodhue County, this position will also allow us to collaborate with Olmsted County, another grant recipient focusing on enhanced data capacity.

	2022	2022
	Single Health	Family Health
Public Health Educator	step 1	step 1
Rate	\$28.12	\$28.12
Gross	\$58,490.00	\$58,490.00
PERA/FICA/Medicare/Life	\$8,916.00	\$8,916.00
Health Coverage/H.S.A.	\$9,039.00	\$19,600.00
Total Cost	\$76,445.00	\$87,006.00

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Move forward immediately to post for 1 provisional Public Health Educator (.8 FTE) utilizing the MN Merit System with hiring at step 1 or step 2. 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 GCHHS Board’s review and approval.



Goodhue County
Health and Human Services

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

DATE: April 13, 2022
TO: Goodhue County Personnel Committee
FROM: Nina Arneson, GCHHS Director
RE: **Internal Promotion - Accounting Technician with Fiscal Officer - 1 FTE**

BACKGROUND:

As with any position(s) including retiring and resigning positions, GCHHS reviews our agency's needs and looks to see if our needs are the same and/or if they have changed over time when deciding whether to replace/change/re-classify or not to replace that position(s).

On June 15, 2021 Goodhue County Health and Human Services Board replaced a Fiscal Officer (retiring after 34 years) within our agency with an Accounting Supervisor.

On December 30, 2021 an Accounting Technician retired after 34 years of excellent public service to Goodhue County residents and Goodhue County Health and Human Services.

As we continue to look at succession planning, organizational changes and the complexity of the agency's programs and revenue sources there is a need to have a high focus on the finance function. HHS Finance needs to operate at the strategic level and the very detailed level.

This position would be learning along with the Provisional Public Health Educator-Data Specialist that is being grant funded through the Public Health Infrastructure Grant. This would allow HHS to have a permanent position that could develop and create complex, multifaceted statistical records and reports. Develop statistical charts, graphs and tables to display in appropriate formats. Collect raw data from primary sources, records or reports to compile reports that are used for department planning, data analysis, and policy and practice development and monitoring. Run complex monthly and quarterly reports requiring linking multiple reports and data sources in order to compile final reports. Using results based accountability tools, assist agency departments to measure the impacts of our programs, connecting results to real world examples of cost effectiveness whenever possible.

We are looking at promoting an employee with a Fiscal Officer classification that would assist the Accounting Supervisor as a Team Lead in the Finance Division, provide professional accounting experience, support to the Accounting Supervisor and serve as the agency's specialist with fiscal and data reports and analysis. This would be an internal promotion.

There is no change in FTE's (no additional staff) and there was a cost savings of \$16,813 from the Finance staff that retired in 2021. The maximum cost for this change would be \$1,676, and

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would be less if employee would not be at the top of the current classification and start at a lower step on the Fiscal Officer scale.

The HHS Finance Division would then be made up of 1.00 FTE Accounting Supervisor; 1.00 FTE Fiscal Officer; 5.00 FTE Accounting Technicians and the Finance Division would still have oversight and require many duties and responsibilities from Deputy Director Mike Zorn.

	2022	2022	
	Accounting Technician	Fiscal Officer	
Fiscal Officer/Accounting Technician	Top	Step 3	Change
Rate	\$29.09	\$29.79	
Gross	\$60,508.00	\$61,964.00	
PERA/FICA/Medicare/Life	\$9,222.00	\$9,442.00	
Total Cost	\$69,730.00	\$71,406.00	\$1,676.00

Goodhue County HHS is a combined Health & Human Services agency with an \$18,833,946 budget for 2022. HHS generates 15.84% State revenue; 29.21% Federal revenue; 12.05% miscellaneous services & charges and receives 42.90% county property tax levy. The Finance Division operates in 4 fiscal years and does approximately 30 different reports due each quarter or annually to Minnesota Department of Human Services and Minnesota Department of Health who supervise the county agencies. HHS Finance works with approximately 39 different Federal grants and 28 different State grants. With the adoption of new regulations, the Uniform Guidance (UG) is a reorganization of the federal regulations governing the use of federal funds and are applicable to all agencies which receive federal funds, either directly from the federal government or through a pass-through entity (Minnesota Department of Human Services (DHS) and Minnesota Department of Health (MDH)).

In this era of increased scrutiny of governmental financials and performance, higher accountability to the public trust, and the rapid growth and increased complexity of governmental accounting an accounting supervisor along with a fiscal officer are an extremely important role and one that can contribute to the success and future viability of the agency.

As we continue to look at succession planning and organizational changes and that HHS finances are an extremely important area of our agency, we are looking at replacing this position with an Fiscal Officer classification that would assist in continued succession planning and organizational changes related to future changes and retirements.

RECOMMENDATION:

The HHS Department recommends approving the following:

1. Move forward immediately to post for 1 Fiscal Officer position utilizing the MN Merit system. This posting would be only for internal candidates. No back filling.
2. Hire after GCHHS Board's review and approval.

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



REQUEST FOR BOARD ACTION

Requested Board Date:	April 19, 2022	Staff Lead:	Mike Zorn
Consent Agenda:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Attachments:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Action Requested:	Approve a change in Electronic Document Management System (EDMS) from Onbase/Compass to Next Chapter Technology (NCT) CaseWorks.		

BACKGROUND:

Goodhue County Health and Human Services (GCHHS) has come a long way from paper case files to an electronic case files within our department. With our Onbase/Compass Electronic Document Management System (EDMS) project, HHS went live with EDMS beginning with Income Maintenance on August 22, 2013, adding Child Support on April 9, 2015, and then adding Social Services on May 18, 2017.

This EDMS project was a regional project with the counties of Fillmore, Goodhue, Houston, Wabasha, and Winona. Freeborn originally was also a member, but had changed to CaseWorks a few years ago. Winona was the host county and maintained the equipment, software infrastructure and IT support for the system, and all the counties data.

Unfortunately, last year during the midst of COVID-19, Winona informed all the project counties that Winona was moving in a different direction, meaning changing from the current system – EDMS Onbase/Compass to CaseWorks with Next Chapter Technology (NCT). This has resulted in the other counties needing to figure out the next steps for them including us here in Goodhue County.

While initially successful, the current EDMS no longer meets HHS requirements due to lack of enhancements, lack of a process to use customer feedback to enhance the system, limited workflows, delayed state interface for new client demographics, and the loss of some critical functionality.

HHS needs a viable EDMS system that regularly enhances functionality, has a proved MN record of performance, improved state integration, help desk assistance for technical and user needs, and a regular user feedback mechanism such as a user group. The current system has lost critical functionality and no longer supports core HHS system requirements.

Winona County - our host for the current EDMS has already switched over to using CaseWorks. Fillmore, Houston and Wabasha are planning to follow suit. There are currently 40 counties using CaseWorks and NCT has active discussions with 8 other counties that are considering to move to CaseWorks in the next 12 months.

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Although we will host the software and data on our own county servers, NCT is providing us 4 counties a 30% discount for NCT Implementation Services as a 4 county collaboration project implementing phase I and phase II together.

CaseWorks would tentatively kickoff the Income Maintenance and Child Support Phase I on July 11, 2022 and go live October 17, 2022. The Social Services Phase II kickoff would be September 12, 2022 and go live December 12, 2022. The completion for both phases has been moved up so that HHS would be able to terminate their other contracts by December 31, 2022.

Estimated Costs for this project:

Phase I Income Maintenance (IM) and Child Support (CS) Implementation onetime costs \$243,126, and prorated year 1 maintenance \$13,159 and annual on ongoing maintenance for second year \$52,635 with annual 3.00% increases.

Phase II Social Services Implementation onetime costs \$167,106, and annual ongoing maintenance for first year \$33,210 with annual 3.00% increases.

First year maintenance will be prorated based on go live date.

	Implementation	Est Net Cost after Fed Reimb	Annual Maintenance	Est Net Cost after Fed Reimb
IM/CS	\$256,285	\$113,016	\$52,635	\$24,296
Social Services	\$167,106	\$140,787	\$33,210	\$27,979
Total	\$423,391	\$253,803	\$85,845	\$52,275

Total Implementation cost of \$423,391 estimated net costs after federal reimbursement \$253,803. Total first year annual maintenance \$85,845 (our current annual maintenance is \$80,364)

This implementation cost does not include the cost to migrate our current EDMS data from Winona to CaseWorks. It does includes the IT server infrastructure and software, but does not include Goodhue County ongoing IT support.

HHS Assigned Fund Balance report on 12/31/2021 has assigned fund balance of \$500,000 for HHS EDMS (Electronic Data Management System) upgrades, which the HHS Department would plan to utilize for this EDMS project.

CaseWorks is a sole source product and is sold exclusively by NCT. Pursuant to Minnesota Statute 471.36 (Noncompetitive Supplies and Equipment), competitive bidding is not required.

RECOMMENDATION:

The Goodhue County HHS and IT Departments recommend entering into contracts with Next Chapter Technologies (NCT) for their Case Works EDMS. This system is in use by 40 Minnesota counties reporting good vendor relationships, significant safe integrations, and consistent investment in system enhancements and meets our technical and programmatic requirements.

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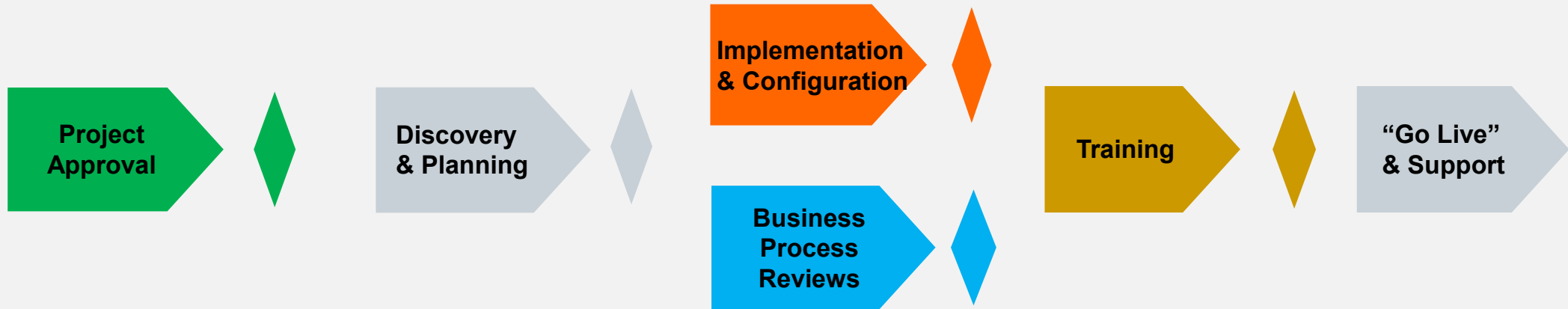




- ☐ Phase I:
Financial Services Edition
METS/MNsure Edition
Child Support Edition

Overall Process

NCT



Project Management

.....Deliverables.....

- Board Materials
- Statement of Work
- Contract

- User Configuration Matrix
- Project Organization
- Project Plan
- Project Schedule

- Hardware Upgrade
- Software Installation/Configuration
- CaseWorks Configuration
- Daily Download setup
- SMI Integration
- Forms Review
- Quality Assurance Testing

- Business Process Review
- Business Process Document

- Training Plan
- Training Materials
- Training

- Go Live
- Go Live Support
- Post Go Live Support

Project Assumptions – FSE, MSE, CSE

- CaseWorks Financial Services, METS/MNsure, & Child Support Editions Go Live at essentially the same time
- Maxis is still the Case Management System and the “System of Record” for Financial Services
- Prism is still the Case Management System and the “System of Record” for Child Support
- CaseWorks EDMS project deliverables include:
 - Business Process Review and Business Process Document
 - Document Management Solution that supports:
 - Maxis Case Documents
 - Child Care Assistance Documents
 - MNsure Case Documents
 - Prism Case Documents/Prism Person Documents
 - Provider Files
- Scanning Solution
- Electronic Forms Management Solution
- County Attorney Features and Support (Child Support)
- Court Appearances Support (Child Support)
- Activity and Appointments Management Solution
- METS/MNsure Solution
- Privileged Case Management

Project Assumptions – FSE, MSE, CSE

- Support for automated Record Retention Process
- Implementation Team
- Virtual Training
- Virtual Go Live Support
- CaseWorks EDMS ongoing support include:
 - Help Desk Support (Tickets and/or Phone Calls)
 - Break/Fix Support
 - Feature Enhancements
 - Forms Maintenance
 - Regular User Group Meeting
- The solutions will be “hosted” by Goodhue County
- Two QA Teams are identified to assist in Discovery, Process Reviews, and QA Reviews (IM and CS)
- A “Hybrid” Model will be implemented (support for Team and Individual Case Management models)
- County business process will change to align with the application software features and workflows
- Workflows based on other MN County EDMS implementations
- Documents can be migrated from the current document management system (Cost estimate for NCT Migration Services is included, however, 3rd Party extract from legacy system is not included in this model)
- Goodhue County will utilize the “local” forms already in CaseWorks, as much as possible

Cost Assumptions – FSE, MSE, CSE

- Cost estimates based on Data Collection Survey
- Cost estimates for Services based on Project Plan Tasks
- Full User Licenses (Supervisors, Eligibility Workers, Support Staff) – 37 (IM – 27; CS - 10)
- Read Only User Licenses (Accounting, Child Support and Fraud Investigator) – 16
- eSignature capability included (Cost model does not include eSignature transaction costs)
- Will implement on SharePoint 2016
- Workstation hardware already in place (e.g., Worker PC's w/dual monitors, Scan Station, PC's, etc.
- 3rd Party data extract from legacy system cost estimate not included in this model)
- NCT Migration Services is included
- Network infrastructure (bandwidth) already in place
- Cost model includes multi-county discount for NCT Implementation Services;, 30% (4 Counties)
- 1st Year Annual Support will be prorated based on go live date
- Contingency at 5%
- Inflation at 5%

Cost Model – FSE, MSE, CSE

Description	2022		2023		2024		2025		2026		Total - Five Years	
	From	To	From	To	From	To			From	To	From	To
Next Chapter Software Licenses												
Primary System - Client Licenses	46,250	46,250	-	-	-	-	-	-	-	-	46,250	46,250
Scanning Solution - Client Licenses	22,200	22,200	-	-	-	-	-	-	-	-	22,200	22,200
Read-Only/Approver - Client Licenses	4,000	4,000	-	-	-	-	-	-	-	-	4,000	4,000
Activity Management - Edition License	15,000	15,000	-	-	-	-	-	-	-	-	15,000	15,000
Records Center - Edition License	20,000	20,000	-	-	-	-	-	-	-	-	20,000	20,000
Case Management - Edition License	20,000	20,000	-	-	-	-	-	-	-	-	20,000	20,000
Forms Management - Edition License	20,000	20,000	-	-	-	-	-	-	-	-	20,000	20,000
Archive Module	13,000	13,000	-	-	-	-	-	-	-	-	13,000	13,000
Other (MNsure or Mobile) - Edition License	15,000	15,000	-	-	-	-	-	-	-	-	15,000	15,000
Total Software Licenses	175,450	175,450	-	-	-	-	-	-	-	-	175,450	175,450
EDMS Hardware & Software												
Document Management Hardware - Scanners	-	-	-	-	-	-	-	-	-	-	-	-
Document Management Hardware - Other	-	-	-	-	-	-	-	-	-	-	-	-
Server Infrastructure - Setup Cost	8,500	8,713	-	-	-	-	-	-	-	-	8,500	8,713
OS Software - SharePoint Client Licenses	4,300	4,515	-	-	-	-	-	-	-	-	4,300	4,515
Print2CaseWorks (Win2PDF)	592	622	-	-	-	-	-	-	-	-	592	622
Print PDF from PRISM	500	500	-	-	-	-	-	-	-	-	500	500
Hosted County - One Time Set-up	-	-	-	-	-	-	-	-	-	-	-	-
Network Connectivity	-	-	-	-	-	-	-	-	-	-	-	-
Total Hardware	13,892	14,349	-	-	-	-	-	-	-	-	13,892	14,349
Implementation Services												
Next Chapter Services	62,550	65,678	-	-	-	-	-	-	-	-	62,550	65,678
Travel Costs	-	-	-	-	-	-	-	-	-	-	-	-
Multi-County Project Discount (4 counties)	(18,766)	(19,704)	-	-	-	-	-	-	-	-	(18,766)	(19,704)
NCT Migration Services	10,000	10,000	-	-	-	-	-	-	-	-	10,000	10,000
Total Implementation Services	53,784	55,973	-	-	-	-	-	-	-	-	53,784	55,973
Ongoing Support												
Annual Maintenance & Support	13,159	13,159	52,635	52,635	54,214	54,214	55,840	55,840	57,516	57,516	177,524	177,524
DMS Hardware Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
EDMS Support -Hosted County	-	-	-	-	-	-	-	-	-	-	-	-
Total Ongoing Support	13,159	13,159	52,635	52,635	54,214	54,214	55,840	55,840	57,516	57,516	177,524	177,524
Total	256,285	258,932	52,635	52,635	54,214	54,214	55,840	55,840	57,516	57,516	420,650	423,296
Total - After Federal Reimbursement	113,016	114,191	23,385	23,385	24,087	24,087	24,809	24,809	25,553	25,553	192,651	195,659

Cost Summary Phase I (FSE/MSE/CSE)

One Time Costs – Phase I (FSE, MSE, CSE)

Description	Cost	To
Next Chapter Software Licenses	175,450	175,450
EDMS Hardware, Software & Infrastructure	13,892	14,349
NCT Implementation Services	62,550	65,678
Multi-County Discount	(18,766)	(19,704)
NCT Migration Services	10,000	10,000
Annual Support Year 1	*13,159	*13,159
Total	256,285	256,932
Total After Federal Reimbursement	113,016	114,191

*Annual support was prorated based on October go live.

Ongoing Costs – Phase I (FSE, MSE, CSE)

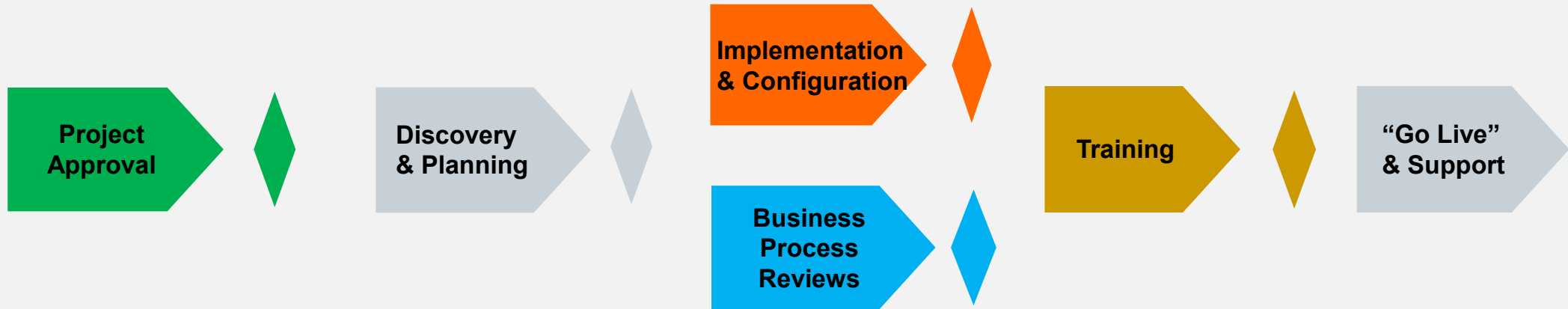
Description	Year 2	Year 3	Year 4	Year 5
Annual Maintenance & Support	52,635	54,214	55,840	57,516
Total	52,635	54,214	55,840	57,516
Total After Federal Reimbursement	23,385	24,087	24,809	25,553



- Phase II:
Social Services Edition

Overall Process

NCT



Project Management

.....Deliverables.....

- Board Materials
- Statement of Work
- Contract

- User Configuration Matrix
- Case File Prep
- Project Organization
- Project Plan
- Project Schedule

- Hardware Upgrade
- Software Installation/Configuration
- CaseWorks Configuration
- Daily Download setup
- SMI Integration
- Forms Review
- Quality Assurance Testing

- Business Process Review
- Business Process Document

- Training Plan
- Training Materials
- Training

- Go Live
- Go Live Support
- Post Go Live Support

Project Assumptions - SSE

- SSIS is the Case Management System and the System of Record for Social Services
- Off-site workers are fully supported, both during implementation and after Go Live
- Adult Services, Children Services, and Licensing will go live at the same time
- All Weekly Status Meetings, Process & Forms Reviews, Training, Support will be accomplished virtually
- CaseWorks – Social Services Edition project deliverables include:
 - Business Process Reviews and Documentation
 - Document Management Solution for SSIS Case Documents
 - Mobile Solution
 - CaseWorks Interoperability
 - Scanning Solution (CaseWorks Scanning)
 - Capture Solution (Print2CaseWorks)
 - Electronic Forms Management Solution
 - CaseWorks Archiving
 - Privileged Case Management
 - Automated Document Retention Process
 - Copy/Transfer Documents between Units
 - Implementation Team (virtual)
 - End User Training (virtual)
 - Go Live Support (virtual)

Project Assumptions - SSE

The logo for NCT (North Carolina Trust) is a green banner with the letters "NCT" in white, bold, sans-serif font.

- CaseWorks EDMS ongoing support include:
 - Help Desk Support (Tickets and/or Phone Calls)
 - Break/Fix Support
 - Feature Enhancements
 - Forms Maintenance
 - Regular User Group Meeting
- The solution will be “hosted” by Goodhue County
- Two Quality Assurance Teams are identified to assist in Discovery, Process Reviews, and QA Reviews (Adult & Children and Licensing)
- A “Hybrid” Model will be implemented (support for Team and Individual Case Management models)
- County business process will change to align with the application software features and workflows
- Workflows based on other MN County EDMS implementations
- Scanning accomplished in Client Meeting Rooms, the Mailroom, at scanning stations, and at the Front Desk
- Documents can be migrated from the current document management system (Cost estimate for NCT Migration Services is included, however, 3rd Party extract from legacy system is not included in this model)
- Goodhue County will utilize the “local” forms already in CaseWorks, as much as possible
- Network infrastructure in place to support EDMS (e.g., Bandwidth, Connectivity, User Security, etc.)

Cost Assumptions - SSE

- Cost estimates based on Data Collection Survey
- Cost estimates for Services based on Project Plan Tasks
- Full User Licenses (Supervisors, Social Workers, Support Staff) – 32
- eSignature capability included (Cost model does not include eSignature transaction costs)
- Will implement on SharePoint 2016
- Workstation hardware already in place (e.g., Worker PC's w/dual monitors, Scan Station, PC's, etc.
- Network infrastructure (bandwidth) already in place
- 3rd Party data extract from legacy system cost estimate not included in this model
- NCT Migration Services is included
- Cost model includes multi-county discount for NCT Implementation Services;, 30% (4 Counties)
- Contingency at 5%
- Inflation at 5%

Cost Model - SSE



Description	2022		2023		2024		2025		2026		Total - Five Years	
	From	To	From	To	From	To	From	To			From	To
Next Chapter Software Licenses												
Primary System - Client Licenses	40,000	40,000	-	-	-	-	-	-	-	-	40,000	40,000
Scanning Solution - Client Licenses	19,200	19,200	-	-	-	-	-	-	-	-	19,200	19,200
Read-Only/Approver - Client Licenses	-	-	-	-	-	-	-	-	-	-	-	-
Activity Management - Edition License	-	-	-	-	-	-	-	-	-	-	-	-
Records Center - Edition License	10,000	10,000	-	-	-	-	-	-	-	-	10,000	10,000
Case Management - Edition License	10,000	10,000	-	-	-	-	-	-	-	-	10,000	10,000
Forms Management - Edition License	10,000	10,000	-	-	-	-	-	-	-	-	10,000	10,000
Archive Module	6,500	6,500	-	-	-	-	-	-	-	-	6,500	6,500
Other (MNsure or Mobile) - Edition License	15,000	15,000	-	-	-	-	-	-	-	-	15,000	15,000
	-	-	-	-	-	-	-	-	-	-	-	-
Total Software Licenses	110,700	110,700	-	-	-	-	-	-	-	-	110,700	110,700
EDMS Hardware & Software												
Document Management Hardware - Scanners	-	-	-	-	-	-	-	-	-	-	-	-
Document Management Hardware - Other	-	-	-	-	-	-	-	-	-	-	-	-
Server Infrastructure - Setup Cost	4,250	4,463	-	-	-	-	-	-	-	-	4,250	4,463
OS Software - SharePoint Client Licenses	3,200	3,360	-	-	-	-	-	-	-	-	3,200	3,360
Print2CaseWorks (Win2PDF)	512	538	-	-	-	-	-	-	-	-	512	538
Print PDF from PRISM	-	-	-	-	-	-	-	-	-	-	-	-
Hosted County - One Time Set-up	-	-	-	-	-	-	-	-	-	-	-	-
Network Connectivity	-	-	-	-	-	-	-	-	-	-	-	-
Total Hardware	7,962	8,360	-	-	-	-	-	-	-	-	7,962	8,360
Implementation Services												
Next Chapter Services	62,063	65,166	-	-	-	-	-	-	-	-	62,063	65,166
Travel Costs	-	-	-	-	-	-	-	-	-	-	-	-
Multi-County Project Discount (4 counties)	(18,619)	(19,550)	-	-	-	-	-	-	-	-	-	-
NCT Migration Services	5,000	5,000	-	-	-	-	-	-	-	-	5,000	5,000
Total Implementation Services	48,444	50,616	-	-	-	-	-	-	-	-	67,063	70,166
Ongoing Support												
Annual Maintenance & Support	-	-	33,210	33,210	34,206	34,206	35,232	35,232	36,289	36,289	102,649	102,649
DMS Hardware Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
EDMS Support -Hosted County	-	-	-	-	-	-	-	-	-	-	-	-
Total Ongoing Support	-	-	33,210	33,210	34,206	34,206	35,232	35,232	36,289	36,289	102,649	102,649
Total	167,106	169,676	33,210	33,210	34,206	34,206	35,232	35,232	36,289	36,289	288,373	291,875
Total - After Federal Reimbursement	133,685	135,741	26,568	26,568	27,365	27,365	28,186	28,186	29,032	29,032	230,699	233,500

Cost Summary Phase II (SSE)

One Time Costs – Phase II (SSE)

Description	Cost	To
Next Chapter Software Licenses	110,700	110,700
EDMS Hardware, Software, Infrastructure	7,962	8,360
NCT Implementation Services	62,063	65,166
Less Multi-County Project (4 Counties)	(18,619)	(19,550)
NCT Migration Services	5,000	5,000
NCT Annual Support Year 1	NA	NA
Total	167,106	169,676
Total After Federal Reimbursement	133,685	135,741

Ongoing Costs – Phase II (SSE)

Description	Year 2	Year 3	Year 4	Year 5
Annual Maintenance & Support	33,210	34,206	35,232	36,289
Total	33,210	34,206	35,232	36,289
Total After Federal Reimbursement	26,568	27,365	28,186	29,032

Standard CaseWorks Features

Capture paper & electronic documents into the system

- **Scan Module:** scan, preview & index (autofill) documents
- **Print2CaseWorks:** forward electronic documents and/or web information into CaseWorks

Workflows

- **Automatic Routing:** to case owner (default workflow)
- **Routing Rules:** particular DocTypes route to desired worker/team
- **Scan and send copy:** scan once, send multiple copies
- **Claim Case:** eliminates duplicate effort or confusion in a case banking or team environment

Tabbed casefile page: friendly view of related case documents, including tabs for case documents, cross system client documents, and appointments

Notifications/ Copies

- **Automatic Notifications:** send notifications or copies to other units or workers (case based or DocType based)
- **Subscriptions:** secondary workers can subscribe to cases to receive copies of incoming case documents (fraud investigators, accounting, CCAP)

Autofill Forms & Packets

- Electronic Signatures
- Client, Caseworker & Participant autofill
- NCT updates all DHS forms per DHS bulletin

Drag and Drop files from desktop into CaseWorks

SMI Access Module: Troubleshoot SMI connection issues

Electronic Signatures

Modify Documents

- Annotate / Redact
- Reorder pages
- Split documents
- Merge documents
- Scan additional pages into existing document
- Add short note

Export, Transfer, Copy & Move Documents

- Individual or selected groups of documents
- Share documents between editions

Security

- Privilege cases
- Role based permissions
- Library level access/permission

All Purpose Navigation (APN) client lookup tool

- Navigate, scan, or create forms for cases not found in SMI or in CaseWorks

Activity Management (Appointments)

- Uses the Outlook Calendar
- Supports Teams

Document context menu for quick navigation

Tag & Untag selected documents

Manage workloads / backup a coworker on leave

Reports: Documents Processed & Activity Mgmt.

File Retention & Destruction

Archiving & Disaster Recovery

Statewide Casefile Transfer

Priority Case Submission

CaseWorks Edition Specific Features

CaseWorks - Financial Services Edition

System of Record: MAXIS

Integration Type: SMI Real Time Webservice

Edition Specific Features

- All standard CaseWorks features
- Casefile Tab to view client METS documents
- Casefile Tab to view client Workforce One documents
- Automatic Notifications – Scan and send notification to METS edition for particular DocTypes, if client is also active in METS
- Priority case status & flagged documents
- Supports Maxis Case Documents
- Supports Child Care Assistance Documents
- Supports Cost Effective Insurance
- Supports Childcare Provider files
- Supports Asset Assessment files

CaseWorks – METS/MNsure Edition

System of Record: Curam/METS

Integration Type: Dataset/Daily Report from DHS

Edition Specific Features

- All standard CaseWorks™ features
- Casefile Tab to view client MNsureID documents across Integrated Case #'s
- Casefile Tab to view client MAXIS documents
- Add New Record
- Action on case #'s – click to open additional casefiles in separate browser tabs
- Automatic Notifications – Scan and auto send copy to MAXIS edition for particular DocTypes if client is active in MAXIS
- DocBoxes to manage documents not yet assigned integrate case #'s
- Supports Cost Effective Insurance
- Supports Future Tracking

CaseWorks Edition Specific Features

CaseWorks – Child Support Edition

System of Record: **PRISM**

Integration Type: SMI Real Time Webservice

Edition Specific Features

- All standard CaseWorks features
- Casefile Tab to view PRISM case documents
- Casefile Tabs to view CP & NCP documents
- Casefile Tab to view Tagged Court documents
- Automatic notifications to all active CSO's for person documents
- Export to support **efiling**
- Supports County Attorney workflows
- Supports court appearances
- Supports laptops in courtrooms
- Casefile page for MCI now defaults to person documents

CaseWorks – Social Services Edition

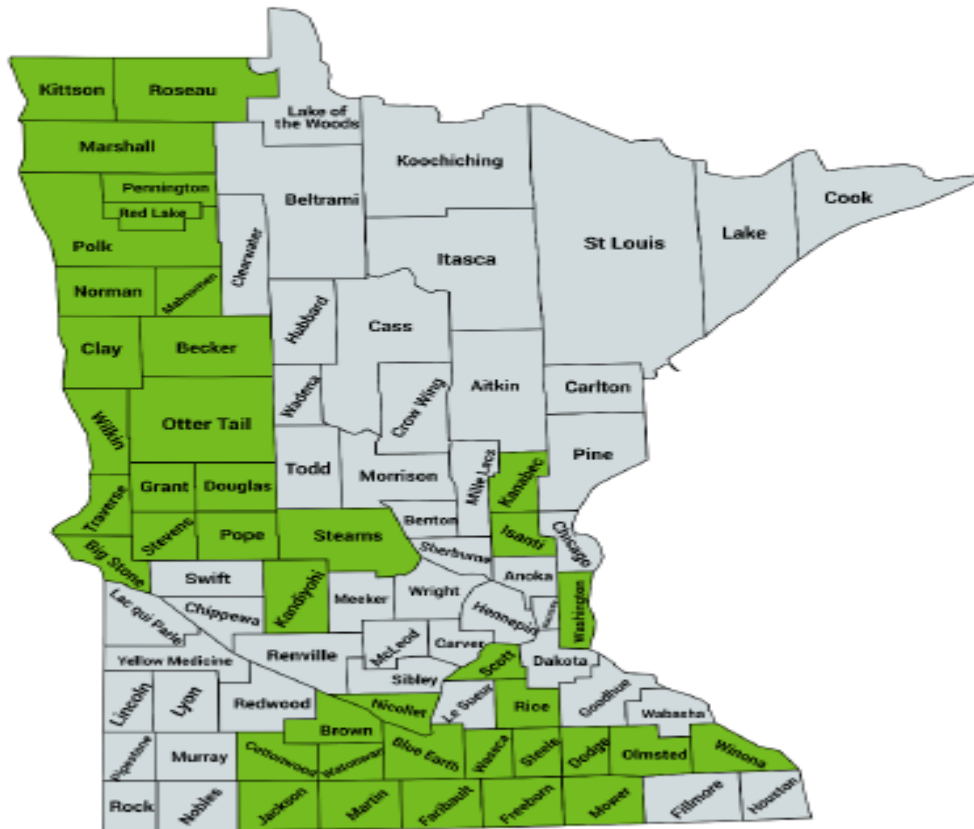
System of Record: **SSIS**

Integration Type: Direct Interface – “Near” Real Time

Edition Specific Features

- All standard CaseWorks features
- Casefile Tab to view workgroup documents
- Casefile Tab to view associated case documents (SSIS Case# across workgroups)
- Supports Adult Services, Children's Services and Licensing DocTypes and workflows
- Request Case Access – logs requests for case documents from workers who don't have direct access.
- Supports Mobile processes
- Autofill form history (LTC Screening/DHS3428) will capture field data from previous year

The 40 CaseWorks™ Counties



- Kittson
- Roseau
- Marshall
- Pennington
- Red Lake
- Polk
- Norman
- Mahanomen
- Clay
- Becker
- Wilkin
- Otter Tail
- Traverse
- Big Stone
- Grant
- Douglas
- Stevens
- Pope
- Stearns
- Kanabec
- Kandiyohi
- Isanti
- Washington
- Scott
- Nicollet
- Rice
- Brown
- Cottonwood
- Watonwan
- Blue Earth
- Waseca
- Steele
- Dodge
- Olmsted
- Winona
- Jackson
- Martin
- Faribault
- Freeborn
- Mower

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



**Monthly Update
Child Protection Assessments/Investigations**

Month	2020	2021	2022
January	16	20	16
February	30	17	16
March	19	15	20
April	15	24	
May	21	26	
June	10	22	
July	12	19	
August	17	17	
September	18	17	
October	25	12	
November	21	33	
December	14	23	
Total	218	245	52

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Goodhue County
Health and Human Services

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

TO: Goodhue County Health and Human Services Board
FROM: Nina Arneson, GCHHS Director
DATE: April 19, 2022
RE: 2022 April Staffing Report

Following the updated Goodhue County hiring policy, below are GCHHS new hires:

Outgoing Employee	Classification	New Employee	Hire Date
Vicki Iocco (1/2021)	DP&C Nurse	Odie Vasquez Luna	2/28/22
Ruth Buck	Eligibility Worker	Zach Wegner	2/28/22
Kelly Fox	Accounting Technician	Maggie Voth	4/11/22
Morgan Price	Social Worker- Child Protection	Jenna Wileman	4/14/22
NEW- 3 yr. Grant	Social Worker- Adult Mental Health	Ember Griebing	4/18/22
Kellee Kreye	Social Worker- Adult Mental Health	Wendy Sampson	4/21/22

Promote, Strengthen and Protect the Health of Individuals, Families and Communities!
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Minnesota Department of Human Services
Elmer L. Andersen Building
Commissioner Jodi Harpstead
Post Office Box 64998
St. Paul, Minnesota 55164-0998

April 4, 2022

Mr. Jason Majerus
Chair, Goodhue County Board of Commissioners
509 West 5th Street
Red Wing, MN 55066

Re: Calendar year 2021 financial reporting

Dear Commissioner Majerus:

It is my pleasure to commend you and your staff for **perfect performance** in meeting the Department of Human Services (DHS) **financial reporting requirements** for calendar year 2021. All key quarterly fiscal reports for programs your county participates in were submitted to our Financial Operations Division on or before the report deadlines and in perfect order. This effort required submission of 32 major reports covering the four calendar quarters of 2021. These reports are:

Local Collaborative Time Study (LCTS)*	Income Maintenance Expense
MFIP Consolidated Fund	Social Service Fund
Client Statistics	Title IV-E
SEAGR	BRASS-Based Grant Fiscal Report

*If your county participates in a "local collaborative," submission of this report may require the collection of multiple local partner reports for consolidated submission to DHS.

I know this accomplishment requires planning, an efficient operation, and teamwork within your county Human Services Department. The result is timely revenue for your county and compliance with federal reporting for us at the State. Please congratulate your management and staff on this superb effort.

Sincerely,

/s/
Jodi Harpstead
Commissioner

Cc: Nina Arneson, Goodhue County Director



COVID-19 Update

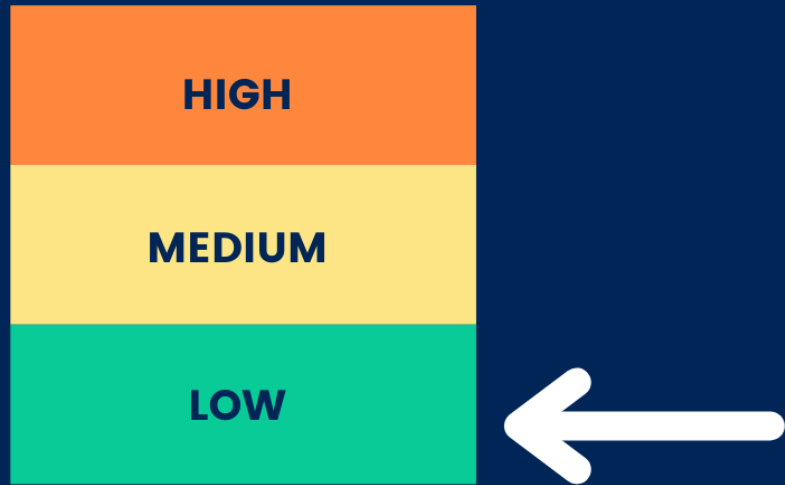
CURRENT TRENDS



Situation Update: April 14, 2022

- Total number of positive cases: **13,139**
- Total number of deaths: **131**
- Number of cases in the last 14 days: **86**
- Number of cases hospitalized in the last 14 days: **2**
- Current 7-day case rate: **105** *(cases per 100,000 people)*

Goodhue County is currently at a **LOW** level of COVID-19



CO.GOODHUE.MN.US/COVID-19

COVID-19 Community Level and COVID-19 Prevention

LOW

- Stay up to date with COVID-19 vaccines
- Get tested if you have symptoms
- People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

CO.GOODHUE.MN.US/COVID-19

Federal test reporting requirements changed as of April 4, 2022. **Positive test results are still required to be reported**, but not all negative test results are reported anymore. Due to this change **the calculations for positivity rate are no longer accurate**, and will not be reported.

As the pandemic has evolved, the metrics that we look at to tell us about what is happening with COVID-19 have also evolved.

- The focus has shifted to monitoring severe disease and impact on the health care system, as shown through the release of the new CDC COVID-19 community levels. The community levels take into account impact on our health care system (such as hospital beds in use), what we're seeing with severe disease, and a population-level look at COVID-19 case trends.
- Due to this change, we expect to see more changes in the data available to us in the coming weeks.
- MDH will continue to receive positive lab reports, along with other metrics including hospitalization and wastewater data, will still allow us to monitor important COVID-19 trends and inform our response.