Official Minutes
Of the
Des Moines Valley Health and Human Services Board

The regular meeting of the Des Moines Valley Health and Human Services Board was called to order on April 9, 2020 at 9:02 a.m. at the Jackson County Government East Cafeteria, 402 White Street in Jackson, MN and per MN statute 13D.015 by telephone and other electronic means.

Presiding in person over the meeting was Board Chair Don Wachal. Present in person for the meeting were Jackson County Commissioners: Jim Eigenberg, Scott McClure, Phil Nasby and Cottonwood County Commissioner Kevin Stevens. Also present via by telephone and/or other electronic means were Jackson County Commissioner Cathy Hohenstein, Cottonwood County Commissioners: Larry Anderson, Donna Gravley, and Norm Holmen. **Quorum Established.** Cottonwood County Commissioner Tom Appel reported he was present via phone and was unintentionally muted for the entirety of the meeting. All actions taken were completed via roll call vote.

Present for all or portions of the meeting were Craig Myers, Executive Director; Kelsey Andrews, Public Health Director; Scott Nagel, Fiscal Manager; Kay Steffen, Director of Agency Operations; and Brandi Bourquin, Associate Board Secretary, members of DVHHS admin and staff; and members of the public.

Agenda

Motion by McClure, second by Stevens to approve the agenda. Voting in favor of motion were Commissioners Anderson, Eigenberg, Gravley, Hohenstein, Holmen, McClure, Nasby, Stevens, Wachal. Motion carried.

Consent Agenda

- **Resolution 20-030** Approve March 2020 Auditor Warrants
- **Resolution 20-031** Approve Board Minutes from March 12, 2020
- **Resolution 20-032** Approve DVHHS Public Health Telemedicine Policy DV 9000

Motion by Anderson, second by Holmen to approve the Consent Agenda. Voting in favor of the motion were Commissioners Anderson, Eigenberg, Gravley, Hohenstein, Holmen, McClure, Nasby, Stevens, Wachal. Motion carried.

Employee Introductions

No Employee Introductions

Staff Programming

No Staff Programming

Executive Director

Craig Myers, Executive Director provided overtime and comp time reports for the Board to review and discuss.

Directors Report

Craig Myers, Executive Director updated the board on things DVHHS has done to address COVID-19 challenges. Craig Myers explained that DVHHS has closed both Windom and Jackson Public Health offices to the public and has limited public access at both the Windom and Jackson Human Service offices. DVHHS is actively encouraging the public to utilize other methods of communication such as the drop boxes outside each office, the

U.S. postal service, email and phone. Craig Myers stated that traffic in both offices is significantly down however, clients will continue to be served to ensure needs are being met which may mean client contact in the office.

Craig Myers reported that currently DVHHS is working under approximately twenty-eight State/Federal program waivers. The waivers allow DVHHS to conduct client visits over the phone and/or via other electronic means (zoom meetings, google hangouts, etc.) Craig Myers reported that some emergency service face to face client contact is still required and DVHHS is addressing the safety concerns by asking pre-screening questions during intake and providing personal protective equipment (PPE) for staff and clients if needed.

Craig Myers reported that DVHHS was not well equipped for mass remote work and explained that the agency is facing many challenges at both Jackson and Cottonwood Counties surrounding technology. DVHHS has and continues to work closely with the I.S. Department to explore other options for technology. Craig Myers stated approximately fifty percent of the DVHHS workforce is working remotely in some capacity or another. The agency is being very flexible with work hours/schedules for those that are working remotely as well as those that may still be coming into the office.

Craig Myers expressed that the agency is working on balancing state requirements at the same time protecting our staff and the community.

Commissioner Nasby encouraged Executive Director, Craig Myers to revisit locking the doors of the agency to decrease traffic even more.

Commissioner Stevens reiterated Commissioner Nasby's comments.

Commissioner McClure shared his frustration with the lack of personal protective equipment (PPE) and referenced another meeting he had attended where no PPE was being provided to staff.

Public Health Director, Kelsey Andrews interjected and explained that the agency has received masks however those masks are specifically for health workers and to be distributed as needed to health care workers. Kelsey Andrews stated she has a contact for cloth masks is going to work with DVHHS Admin on how to make those available to staff. Kelsey Andrews explained that cloths masks should be washed right away and after use. Kelsey Andrews further stated that she does have gloves available and she placed boxes at each open office location and reiterated that masks just aren't available for everyone. Kelsey Andrews explained that proper personal protective equipment (PPE) has been placed in the agency social service on call bags for those that may have circumstances where they are required to have face to face client contact.

Resolution 20-033
Motion by Nasby, second by Eigenberg to authorize appointing temporary authority to the DVHHS Personnel Committee to implement and make decisions as may be deemed necessary to address personnel matters, policies and procedures during the current Public Health pandemic as it relates to COVID-19. Voting in favor of the motion were Commissioners Anderson, Eigenberg, Gravley, Hohenstein, Holmen, McClure, Nasby, Stevens, Wachal. Motion carried.

Human Services Director

Directors Report
Craig Myers, Human Services Director reported that there has been a number of changes and the agency continues to navigate those changes to ensure requirements are being met to access funding. Craig Myers stressed that he wants to ensure people have access to services.

Craig Myers acknowledged that this is a highly stressful situation and stated staff seem to be responding well while at the same time recognizing that everyone responds differently.

Craig Myers admitted that a lot of decisions have been made on the go while always keeping the priority on core services. Right now, thinking and planning for the long term and working on identifying potential roadblocks such as being short staffed and how services are provided.

Public Health

Kelsey Andrews, Public Health Director provided a COVID-19 update. MN stay at home order has been extended through May 4th with the peak estimated for April 23rd. Kelsey Andrews announced hospital and supply capacity are up and that more testing is being done including antibody testing at Mayo in Rochester. Kelsey Andrews explained that antibody testing is testing that will conclude if an individual has already had COVID-19.

Kelsey Andrews reported that local hospitals, clinics and ambulance services are all reporting that calls, visits, etc. are down.

Kelsey Andrews stated that the Minnesota Department of Health (MDH) is currently doing all investigating and contact for positive cases. There is a lag with laboratory tests vs. external labs, the external labs seem to have a quicker turn around and laboratory tests may take the entire quarantine period to be confirmed positive.

Kelsey Andrews informed the board that the local essential services hotline is going although there have not been many requests. The (Cottonwood/Jackson) essential service hotline is a line that can be utilized to connect the community with resources for grocery pick up, laundry, etc.

Kelsey Andrews explained that she's currently working on obtaining more masks for nursing homes and other health care professionals.

Kelsey Andrews reported that she is part of a community partner check in phone call on Tuesdays and Thursdays.

Directors Report
Kelsey Andrews, Public Health Director reported that family home visiting is still occurring and all visits are being done via phone and/or telemedicine. Kelsey Andrews stated that all Woman, Infant, Child (WIC) visits are being completed over the phone. Public Health staff are all working remotely on an intermittent basis.

Kelsey Andrews announced that the Public Health five-year plan was completed and submitted.

Fiscal

Fiscal Reports
Scott Nagel, Fiscal Manager, presented and reviewed the DVHHS 2020 Fiscal reports.

Director's Report
No Directors Report.

Operations-Shared Services/Human Resources

Director's Report
Kay Steffen, Director of Agency Operations reported that the admin team is conferencing daily. Supervisors were working on their unit continuity of operations plans (coop) prior to this and had already identified core needs.

Kay Steffen, echoed Executive Director, Craig Myers comments surrounding technology challenges and stated that the agency has been rolling technology out in tiers with the focus being on core services and staff needs. Kay Steffen acknowledged that the I.S. Department has been very busy and knows they are working on rolling remote

work options out at the county level also. DVHHS does not have the technology capacity to provide approximately eighty staff the option to work remotely. Some staff were already equipped to work at home, I.S. has allowed set up of personal devices and DVHHS has a pool of laptops that's able to be utilized. DVHHS developed and implemented a temporary remote work procedure and request form. Kay Steffen announced that fifty remote work requests have been received and all requests are unique; some requests to work full-time remotely, others part-time remotely, etc. DVHHS has been able to honor all requests thus far.

Kay Steffen explained that client phone contact is hardest to accommodate however, the agency continues to work with I.S. to find some solutions.

Kay Steffen provided a staffing update. DVHHS currently has two openings, one Social Worker and one Human Resource Technician/Administrative Assistant. The decision was made to hold on hiring a Social Worker due to all training being postponed and the agencies inability to dedicate time towards training and development.

Kay Steffen stated that the work performed is much different right now especially with very limited traveling occurring. This is an opportunity for everyone to catch up on other to do items.

Committee and Board Reports

No Committee and Board Reports.

Board Chair, Wachal thanked everyone for staying proactive and acknowledged that everyone is doing the best they can and asked that everyone stay patient.

Adjourn

Motion by Stevens, second by McClure to adjourn the Board meeting. Voting in favor of the motion were Commissioners Anderson, Eigenberg, Gravley, Hohenstein, Holmen, McClure, Nasby, Stevens, Wachal. Motion carried.

There being no further business to discuss, meeting was at 9:48 a.m.

_____ _____

Board Chair Date

_____ _____

Attest: Date