

**Olmsted County Human Services Division
Community Services Advisory Board (CSAB)**

Wednesday, February 13, 2019
Room 161, 2117 Campus Drive S.E.

A. Call to order

Chair Alexander called to order the regular meeting of the Community Services Advisory Board (CSAB) at 7:06 a.m.

Members Present

Susan Ahlquist, Alex Alexander, Patrick Keane, JoMarie Morris, Commissioner Stephanie Podulke, Randy Schmidt, Walter L. Smith III, Justin Stotts.

Members Absent

Melissa Brandt, Patrick Gannon, Commissioner Sheila Kiscaden, Judy Ohly, Tierre Webster, Shirley Westbrook.

Staff Present

Paul Fleissner, Corrine Erickson, Graham Briggs, Dan Jensen, Jenna Gilbertson, Michael Garner, Leigh Durbahn, Nate Pike Diane Paradise, Bea SanMiguel-Molina.

Staff Absent

Sarah Oachs.

Guests

Marcy Byers, Dan Gateno.

B. Agenda Changes for Regular Meeting

None.

C. Approval of minutes from the last meeting

A motion was made and seconded to approve January 9, 2019, CSAB meeting minutes after correcting the spelling of the Jeremiah Program and adding to the Chair announcements the expressed best wishes and words of appreciation for the work done by Karen Nation as Vice Chair of CSAB for 2018. Motion carried.

D. Chair Announcements

Chair Alexander said the recruitment efforts must continue for the consumer position and the two-member at large positions. The candidates were scheduled to go before the County Board last month but were not approved by the Admin Review Committee due to a conflict of interest. The United Way position is still open, but there is a candidate who has expressed interest, more to come in the coming month on this. The Chair invited members to discuss or give insight into the new member selection process. If there are significant reasons why an application cannot move forward, it is better to understand the process upfront. Commissioner Podulke said she had not heard about members not being approved but did know the applications are first reviewed by a committee which is made up of staff and County Board Chairs (last year's, the current, and next year's). In the new process, County Administration is

reviewing all advisory board membership applications, and with the help of Tom Canan from the County Attorney's office, will evaluate the guidelines and bylaws to standardize the governance of all boards across Olmsted County. The decision for the two members not being appointed to CSAB resided on criteria of boards with decision-making authority, but CSAB is purely an advisory board. JoMarie said it is essential to have people involved in human services on CSAB. She provides legal guidance to the Ready to Lead Community Leadership organization, and they declare a conflict of interest, like the CSAB. If a vote were to pertain in any way to the organization you represent or work for, the member must recuse him or herself. Randy said that based on the feedback he received from the candidates who were not appointed, anyone who has any involvement in the human services field will not be approved. He would like to have an advisory board with people who have firsthand insight into human services and have personal experiences with human services. Because his background is not from the social services industry, it took him a long time to understand how the industry operated. He appreciates having members on CSAB who have the insights into human services. The chair said an advisory board should be able to have members that have an immediate connection to the services it is advising on. A question was brought forth on what the letter of rejection indicated and what is the process candidates undergo from the point of applying to the appointment. Another concern of the CSAB is whether they will be able to maintain its viability with these changes. Chair Alexander asked members if CSAB would like to write a letter to express their thoughts to the County Board. Members agreed to write a letter. Graham said that the Public Health Advisory Board has members who work for the University of MN, Mayo, and many other organizations that are associated with the health care industry. A question was asked if CSAB had ever experienced any complications with members having a conflict of interest. Members said in previous years members recused themselves from any vote or decision that could impact the organization they represent. Patrick said advisory boards change over time through elections. He thought CSAB's current situation sounded more like an elected official's perspective rather than an attorney's interpretation. As a CSAB member or as a board he suggested they come together for answers to this process. Vice Chair Ahlquist said it would be better to have the criteria on what's needed to become a member ahead of time so as to not set up anyone for failure. Staff also have a responsibility to manage or point out any conflict they witness. Chair Alexander said as an action item, a letter from the CSAB to the County Board will be written. The topics to include in the message are a clear explanation of the criteria for new members, a summary of what is a conflict of interest pertaining to CSAB, since the topic is vast, and who are the decision makers. How does the committee operate and possibly reconsider the two rejected candidates, will be the questions. The purpose of this letter is to help maintain the viability of the CSAB. A question was asked, in what ways is CSAB

valuable to the staff. Staff said members on the board have expertise on different topics and know the system enough to give critical feedback. Members said the term "advisory" should be a focal point of the letter because decisions are not made during CSAB meetings. The CSAB advises Human Services how to operate but they do not change the operations, nor do they have budgetary authority. A motion was made and seconded to send a letter to the County Board. Motion carried.

Staff Announcements

Paul Fleissner said they are waiting for the Crisis Center bonding to be approved by the Department of Human Services (DHS). He is hoping legislation to pass that would help fund the unified benefits set that will be used by the Pathways Toward Prosperity & Well-being pilot. The department is also being considered by the Kresge Foundation for two different grants. Human Services is also still part of the State 2 Generation Network which includes a five-year grant.

Corrine Erickson said Family Support & Assistance initiated an Incident Command System (ICS) around the Supplemental Nutrition Assistance Program (SNAP) issuance for February. Due to the federal government shutdown, FSA was informed by the Department of Human Services (DHS) in mid-January that they had to issue SNAP benefits early for the month of February. This instruction meant a month worth of work needed to be done in four days. The 2117 building was open over the weekend in order to give SNAP participants the opportunity to come in and deliver the necessary verification paperwork and for staff to be available to answer questions. Over 800 calls were made, about 750 came through for SNAP, and they issued approximately over one hundred thousand dollars' worth of SNAP benefits to about 750 to 800 cases. Typically, a case has more than one person, so they estimate to have impacted approximately 1,400 people in the community. FSA received help from Graham Briggs and Public Health staff to set up the ICS structure which worked very efficiently for this situation. The FSA staff was very motivated to help people obtain their benefits and do the right thing. The federal shutdown initiated a conversation with the Federal Medical Center regarding what resources are available to federal employees' if they might need supplemental help.

E. Decision/Working Items

Guidelines & Bylaws

Chair Alexander said the County Board had asked all boards and commissions to submit their guidelines and bylaws to the County Attorney's office for review. CSAB has three documents to submit: mission statement, advisory board guidelines, and the policy on testifying/lobbying. The current guidelines and bylaws reflect the CSAB new name of Human Services Advisory Board (HSAB) and the suggested edits made at the January CSAB meeting. Chair asked if the CSAB members had any other suggestions or changes to be added or deleted to any of the documents. No changes

or further suggestions were made. Motion made and seconded to approve the current documents for submission. Motion carried.

Proposed Work Plan Review

Chair Alexander gave a brief background explanation of the journey the CSAB has taken to produce the two topics: Behavioral Health and Housing. Graham from Public Health said the Public Health Advisory Board has gone through a similar process and they chose Behavioral Health and Rural Health for their focus topics. They are in the process of selecting a lead person for each of the two topics and narrowing down the issues to a specific task for each. Michael Garner and Leigh Durbahn from the Continuous Improvement & Analysis (CIA) team in Health, Housing, & Human Services Administration initiated the mapping exercise by having all CSAB members write down their top priorities for Behavioral Health Services and Housing. Michael had the following categories: concerns & constraints, resources needed, parking lot and priorities list for each topic. Michael started the conversation with the Housing priorities and members wanted to know more about service data, identifying gaps, focus on building partnerships and collaborations, housing programming and evaluating and improving policy. He read what members indicated to be crucial for housing and helped categorize the member input. A comment was made to recognize the Maxfield Study, which was the last in-depth study on housing conducted in 2013. An updated, accurate view of housing would not only help CSAB with the path to follow but other collaboratives also. The consensus was that housing is essential and a key Social Determinants of Health, but access is a problem and data collection can help with program development and execution. Emergency and transitional housing were described as a band-aid for the issue of stable long-term housing. The idea to support a mixed-income housing project that would be able to sustain itself with market rate units embedded in a desirable area was examined.

Along with the housing voucher system in this area having a tough time keeping up with the market rate, they suggested looking at how to regulate this problem better. A member said they needed to keep the CSAB mission in mind and aim for a subject matter that is not being explored by someone else. This process of choosing a topic has taken time and effort; they would not like to start a project and not be able to see the result.

They decided they should have a responsive approach to developing a sustainable housing model for people. So, the objective or focus, that could take longer than a year would be to help evolve a recommendation, policy, and concept of mixed-use development housing to better serve the human services population. Michael recommended they consider forming a subgroup to understand better the path toward the topics chosen. Leigh then began to lead the CSAB through the discussion of Behavioral Health. Their input indicated they would like access to data, identify gaps specific to Youth Behavioral Health (YBH), enhance the continuum of care due to a

shortage of mental health providers, and establish specific services. The group decided to focus on youth behavioral health and access to services through the transition into adulthood. The adult and youth services are related but the way services operate is different. One key issue they would like to focus on is the lack of professional help. They discussed ideas on what will be needed to initiate a more in-depth study on this topic like partnering with Rochester School District and other initiatives. CSAB was also able to identify some of the components of the work plan to present to the County Board.

F. Emerging Items & Updates

County Board Announcements

Commissioner Podulke said the Rochester City Council, Olmsted County Board of Commissioners, Destination Medical Center (DMC) Corporation, and DMC Economic Development Agency met last week, and they mostly discussed transit. The Rochester-Olmsted Council of Governments (ROCOG) is planning on organizing a broad public input regarding transit. DMC has set the transit hubs; one hub will be located on 2nd Street west of Highway 52 and the other at Graham Park. The City of Rochester has approved these.

Other

None.

G. Adjournment

Chair Alexander adjourned the meeting at 9:02 a.m.

Minutes submitted by Bea SanMiguel-Molina