

# Wadena County, MN Board Action Form

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Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Consent Agenda Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other

**Hope Center**

Date of Meeting: 2/10/2026 Total time requested: 15 minutes

Department Requesting Action: Human Services

Presenting Board Action/Discussion at Meeting: Amie Gendron, Amelia Hutson, & Jennifer Westrum

**Background**  Supporting Documentation enclosed

After considering four options for the future of the Hope Center, it is recommended Human Services assume oversight of the facility and day-to-day operations. In order to staff the Center on Mondays, Wednesdays and Fridays, this would mean hiring a parttime employee who would work between 15-19 hours/week. The employee would also have to have lived experience dealing with mental health/substance use issues in some capacity: ie: personal history/family history. The position would not be benefit eligible due to the parttime nature. Amelia Hutson, BHU Supervisor, will oversee the Hope Center.

It is estimated this position would be a Grade 6, Step 1, however, DDA hasn't been asked to evaluate the position for grading purposes.

Hope Center Estimates	
Parttime Position*: Grade 6 step 1	\$23.98/hour
PERA, FICA, Medicare	15.15%
Total hourly cost	\$27.61
19 hours a week @ \$27.61/hour	\$524.65
52 weeks a year @ \$524.65	\$27,281.61
Gross costs:	\$27,281.61
Average Annual Building Maintenance Costs	\$2,400
<b>Annual Estimate</b>	<b>\$29,681.61</b>

\*=Parttime employees are not benefit eligible with the exception of sick leave accrual

AMHI money available in 2026 to cover salary/sick leave: **\$33,250**  
 CSP grant money available in 2026 to cover building and supply costs: **\$32,927**  
 Total money available in 2026 for Hope Center: **\$66,177**

**Options**  Supporting Documentation enclosed

**Recommendation**  The Wadena County Board of Commissioners approves the following by Motion:

Approves the creation and grading of a position description for a parttime Hope Center Employee and Human Services providing the day-to-day oversight and management of the Center.

<b>Financial Implications:</b>	Comments
Funding Source: AMHI/CSP dollars	The dollars would be reassigned from the Woodview Support Services/Oakridge Homes, Inc. contract to cover all associated costs.
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

**Signatures**

STATE OF MINNESOTA}  
 COUNTY OF Wadena}

I, Heather Olson, County Auditor/Treasurer, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal: