



MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Adopted Minutes of the Joint Powers Board Meeting held February 19, 2019

Steele County, 630 Florence Avenue, Owatonna
Room 40

I. The Minnesota Prairie County Alliance joint powers board met in regular session on February 19, 2019, in Room 40 at the Steele County Administration Building, 630 Florence Avenue, Owatonna, MN. Commissioner Rodney Peterson called the meeting to order at 3:00 pm. Call to order

II. Introductions were made, and Commissioner Peterson established that there was a quorum: Roll call and introductions

Members present:

Tim Tjosaas	Dodge County Commissioner
James Brady	Steele County Commissioner
Doug Christopherson	Waseca County Commissioner
Rick Gnemi	Steele County Commissioner
Rodney Peterson	Dodge County Commissioner
Brian Harguth	Waseca County Commissioner

Members absent: None

Also present:

Jane Hardwick	MNPrairie Executive Director
Kristin Ferris	MNPrairie Executive Assistant
Cathy Skogen	MNPrairie Income & Health Care Assistance Manager
Shari Kottke	MNPrairie Child & Family Social Services Manager
Julie Johnson	MNPrairie & Steele County Human Resources Director
Gina McGuire	Steele County and MNPrairie Human Resources Assistant Director
Jim Elmquist	Dodge County Administrator
Beth Christesen	MNPrairie employee
McCayla Thoe	MNPrairie employee
Jeremy Allen	MNPrairie employee
Rafael Espinosa	AFSCME Council 65
John Rostad	AFSCME Council 65

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| III. | Gina McGuire, Assistant Human Resources Director, introduced the following new staff:
McCayla Thoe. | Introduction
of new staff |
| IV. | Motion by Commissioner James Brady, seconded by Commissioner Tim Tjosaas, to adopt the agenda as presented. <i>Motion adopted unanimously.</i> | Agenda and
motion |
| V. | Motion by Commissioner Tjosaas, seconded by Commissioner Brian Harguth, to accept the meeting minutes as presented from the January 15, 2019, meeting of the Minnesota Prairie County Alliance joint powers board. <i>Motion adopted unanimously.</i> | |
| VI. | Motion by Commissioner Tjosaas, seconded by Commissioner Rick Gnemi, to approve the following items by consent: | Consent
agenda |
| | <ul style="list-style-type: none"> a. To authorize \$687,016.22 in client support bills as presented. b. To approve payment of \$286,964.07 in administrative bills. c. To accept the Children’s Mental Health screening grant from the Minnesota Department of Human Services in the amount of \$33,185.00 d. To approve the 2019-2020 Adult & Children’s Mental Health crisis grant cooperative agreement e. To approve a contract with South Central Human Relations Center to provide mental health crisis services. f. To approve the purchase of service agreements with Family Service Rochester, Inc. | Motion |
| | <i>Motion adopted unanimously.</i> | |
| VII. | Gina McGuire, MNPrairie and Steele County Assistant Human Resources Director, presented the board with a personnel report noting recent hires, vacancies and promotions as of February 12, 2019. Ms. McGuire noted that there are currently 7 vacancies, a full-time equivalent (FTE) count of 171.9, and that MNPrairie’s current retention rate is 97.22 percent. | Personnel
report |
| | A discussion resulted regarding the open position for the adult & disability social service supervisor. | |
| VIII. | Jeremy Allen, Income & Health Care Assistance Supervisor, presented the board with the family team fast facts. Mr. Allen also discussed program statistics, childcare assistance, and appointments | Family team
fast facts |
| | A discussion occurred regarding the basic standard of living, childcare provider licensing and shortages, and the average length of time that families receiving cash assistance. | |
| IX. | Jane Hardwick, MNPrairie Executive Director, presented the board with the out-of-state travel report noting that travel for MNPrairie business or training that requires an employee to travel outside of the state requires approval by the executive director with a report to the MNPrairie board. MNPrairie spent \$100 on travel for two employees to | Out-of-state
travel report |

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travel out-of-state for 2018, for these employees the remaining cost of their travel expenditures were paid for by a third party. Additionally, Ms. Hardwick noted that she attended the American Public Human Services Association (APHSA) conference in Virginia. The cost of the conference was fully reimbursed by the Minnesota Association of County Social Services Administrators (MACSSA). All out of state costs were pre-approved appropriately as required by policy.

- X. Cathy Skogen, MNPrairie Income & Health Care Assistance Manager, presented the 2018 income & health care assistance (IHCA) dashboard noting that the number of phone calls received is decreasing, MNPrairie has increased efficiencies in processing documents, intake appointments have decreased, and child support collections remain consistent. 2018 income & health care assistance dashboard

- XI. Jane Hardwick presented the board with the preliminary 2018 budget report noting that in 2018 MNPrairie expended \$24.3 million (or 101 percent of budget) with revenues of \$23.9 million (or 98 percent of budget). As a result, actual spending exceeded revenues by a total of about \$385,000, or approximately \$684,000 (early 3 percent of the budget) more than planned. 2018 budget report

Ms. Hardwick noted that administrative expenses were 3 percent below budget and that the largest drivers of human services expenditures exceeding revenue were out-of-home placements for children, commitments and services for people living with a mental illness or substance addiction, and clients requiring restoration to competency to stand trial.

Ms. Hardwick also shared that counties across the state are experiencing significant increases in costs in the same areas. MNPrairie’s budget for 2019 was increased to help address the increased need for services, and MNPrairie instituted a protocol to maximize state and federally funded Medical Assistance for substance use treatment reducing local property tax expenses for treatment by \$100,000 in 2018.

- XII. Jane Hardwick shared with the board that she signed a letter of support for a Projects for Assistance in Transition from Homelessness (PATH) grant for South Central Human Relations Center (SCHRC). SCHRC is applying for a homeless prevention grant to provide PATH services to individuals with serious mental illness or mental illness and co-occurring substance use disorder who are homeless or at imminent risk of homelessness. The grant will offer additional funding to hire a staff person who can assist with outreach and access to resources to ensure affordable housing is achieved within our region. South Central Human Relations Center PATH grant letter of support

- XIII. Cathy Skogen shared the quarterly update for child support. Ms. Skogen discussed that both paternities established, and orders established are above the 80 percent federal threshold. Current support collections and arrears collections are below the threshold. Ms. Skogen noted that arrears should improve through tax intercepts and the team is working hard to improve current support collections through their new team model. 1st quarter child support dashboard

A discussion occurred regarding contempt of court for unpaid child support.

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| <p>XIV. Jane Hardwick presented information regarding the impact of South County Health Alliance (SCHA) within MNPrairie. Ms. Hardwick noted that MNPrairie has nearly 10,000 people enrolled with SCHA and contracts with SCHA to provide the following services to enrollees: community care connector, care coordination, MnCHOICES assessment, substance use disorder assessment, and pay-for-performance.</p> | <p>Impact of South Country Health Alliance on MNPrairie</p> |
| <p>XV. Jane Hardwick shared with the board the 2019 legislative priorities which included: sustaining the Health Care Access Fund; funding child welfare services; and enhancing mental health services.</p> <p>A discussion occurred regarding legislators’ desire for additional information concerning out-of-home placements for children.</p> | <p>2019 legislative priorities</p> |
| <p>XVI. Cathy Skogen shared the date and number of unprocessed eligibility documents along with data regarding timeliness of phone call returns for the income & health care assistance (IHCA) unit.</p> <p>The report shows that as of January 16, 2019 all teams are returning phone calls within 24 hours; the family team, bank team and cost-effective insurance are processing outside of good customer service standards but within state and federal program processing standards; and the long-term care and health care team are outside of state and federal program processing standards. Ms. Skogen also noted that December and January are busy months with renewals and income changes.</p> | <p>Income & health care assistance processing status update</p> |
| <p>XVII. Jane Hardwick reported on the following topics: strategic planning; all-staff meeting re-scheduled to March 5th; positive orientation and onboarding experience reported by a new staff member; and Association of Minnesota Counties legislative conference.</p> | <p>Executive director report</p> |
| <p>XVIII. MNPrairie management reports:</p> <p>Heather Johnson submitted the following topics: SCHA audit; Rule 25 federal block audit; SCHRC PATH grant; and Marcia Jagodzinske’s retirement.</p> <p>Shari Kottke reported on the following topics: staffing; children in placement; and unit participation in Advanced Best Practices in Child Protection course at Olmsted County.</p> <p>Julie Johnson reported on the following topics: training new staff; filling vacancies within MNPrairie; upcoming grievance mediation.</p> | <p>Management Reports</p> |
| <p>XIX. Employee comments: No employee had comments.</p> | <p>Employee comments</p> |
| <p>XX. The next scheduled regular meeting is March 19, 2019, 3:00 pm to 5:00 pm, Room 40, Steele County Administration Building.</p> | <p>Next meeting</p> |

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XXI. Commissioner Peterson adjourned the meeting at 4:33 pm.

Adjournment

X _____
Jane Hardwick
MNPrairie Joint Powers Board Clerk