

WESTERN PRAIRIE HUMAN SERVICES BOARD MEETING
November 3, 2023

The meeting of the Joint Powers Board for Western Prairie Human Services was held October 6, 2023 at the Western Prairie Human Services Office in Elbow Lake.

MEMBERS PRESENT

Doyle Sperr
Paul Gremmels
Troy Johnson
Ken Johnson
Paul Gerde
Larry Lindor
Paul Wildman
Bill LaValley
Gordy Wagner

OTHERS PRESENT

Stacy Hennen, Director
Kari Rude, Deputy Director/HR Director
Chris Schmitz, Executive Assistant
Tracy Bowman, Fiscal Manager
Crystal Zaviska, Financial Assistance Supervisor
Phyllis Reller, Social Services Supervisor
Ashley G, Amanda K, Tiffany A

MEMBERS ABSENT

Dwight Walvatne

A. Opening:

1. Chair Troy Johnson called the meeting to order at 9:00 a.m.
2. The Pledge of Allegiance was said.
3. Introduction on new staff:
 - a. Office Support Specialist: Ashley Gieske, 9-26-2023
 - b. Account Technician: Amanda Kriesel-Koll, 10/31/2023
 - c. Eligibility Worker: Tiffany Armstrong, 10/31/2023
4. The agenda was reviewed. With no additions to the agenda Commissioner Gerde made a motion to approve, seconded by Commissioner LaValley, MCU
5. Approval of the October 6, 2023 meeting minutes. After reviewing the minutes, Commissioner Lindor made a motion to approve the minutes, seconded by Commissioner Wagner, MCU.
6. A summary of the October 2023 bills was presented by the director. After discussion, Commissioner Wildman made a motion to approve the bill summaries, seconded by Commissioner Gremmels, MCU.
 - a. The fiscal manager reviewed September 2023 financial information. After questions, Commissioner Sperr made a motion to approve the financial reports, seconded by Commissioner Gerdes, MCU.

B. CONTRACTS/AGREEMENTS

7. Rural Minnesota CEP 2024 MFIP Contract

The director presented a proposed contract with Rural MN Cep with both Grant and Pope Counties. This contract goes with our 2024-2025 County and Tribal Nation MFIP Biennial Service Agreement which has been posted for 30 days for public input. After

reviewing the minutes, Commissioner Lindor made a motion to approve the contract, seconded by Commissioner Wildman, MCU.

8. Lutheran Social Services Host County CIBS contract

The director presented a proposed contract with LSS for CIBS service. Western Prairie has agreed to be the lead agency in terms of fiscal host and contracting with our current in-home provider for our 2024 Community Intensive Bridging Services (CIBS). After reviewing the minutes, Commissioner Wildman made a motion to approve the contract, seconded by Commissioner Gerde, MCU.

C. OLD BUSINESS

9. Out of Home Placement List

The director reviewed the out of home placement list for September, 2023. The number of children in out of home placement decreased from 24-23 with 8 in a trial home visit. The director reviewed the categories of cases and progress made with reunification or permanency of the children. The other sheet shows caseload numbers for all of our social workers.

10. Case Counts

The director shared case count numbers. The child protection numbers are trending upwards, which is normal for this time of year. The child protection employees provided mandated reporting training for several schools after offering it to all schools. The children and adult mental health cases are increasing. This is an area the agency has statutory guidelines both on caseload numbers and the fact that they are entitlement services. The Adult protection numbers continue to be high. Child Care Assistance Program (CCAP) cases have increased 8 of those cases are eligible but do not have a provider or their providers doesn't accept CCAP. Ten cases are MFIP/TY (Transition Year) so these cases do not come out of our basic sliding fee allocations or show here. Child Care assistance is steady. The agency is seeing many applications or new applicants. The number of service providers remain steady. Health Care has seen a decrease of 118 cases in MNSURE. The majority of cases were due to a lack of response and adverse changes; meaning that some moved to private insurance on the market, insurance assistance. SNAP cases reported last month do not appear to be accurate.

11. Personnel/Hiring update

The deputy director presented the personnel update for the month. The agency is currently fully staffed at each site.

D. New Business:

12. Adult Protection/Senior services update

The human services supervisor discussed Western Prairie Human Service Adult program. The Adult Protection program just completed their annual review with DHS and there is very good news. Western Prairie Human Services performance is greater than the state average, which may determine the amount awarded for future grant awards. The Adult Protection team is working closely with Senior and Caregiver Services to expand and strengthen existing services in our counties with the Live Well at Home (LWAH) grant and the Prime West County Reinvestment grant. Planning is well underway.

13. Accepting delayed resignation of a staff

The director discussed a staff member is resigning and is asking that they resign effective December 18th. The staff member would like to take all paid vacation before leaving and that should take them to December 18th. The staff member would submit their resignation upon board approval of this. The personnel committee has reviewed this and approves and moved it to the board for full approval. After discussion, Commissioner Lindor made a motion to approve the request, seconded by Commissioner Sperr, MCU.

14. 2022 Annual Report for Western Prairie Human Services

The director explained that Western Prairie Human Services would like the ability to show an annual report of fiscal including the cost report and more human resources. WPHS, collectively as a board, management, and staff, did a lot of work to get us where we are and we feel like overall we are in a good place. WPHS are serving people well, starting to engage more in the communities, building ties, and building partnerships within each county. WPHS staff have done a fantastic job and the board has been supportive and helpful the whole way. We did not get all the way through the report, and the goal is to provide a summary report before we turn the power point into a document. The director will bring the rest back in December.

15. Resolution to be the fiscal host for Grant CYC's

The director presented a contract with Children and Youth Council to be the fiscal host for the Grant County Child and Youth Council. This was previously done by West Central School until they asked if we could take it over due to staffing turnover for them in August of 2023. Per the State Auditors we need a resolution stating that we are willing to be the fiscal host. After reviewing the minutes, Commissioner Wagner made a motion to approve the resolution seconded by Commissioner LaValley, MCU.

16. Resolution to be fiscal host of Pope County CYC

The director presented a contract with Children and Youth Council to be a fiscal host for the Pope County Child and Youth Council. This was previously done by the Minnewaska School until they determined they could no longer do it. Pope County

became the fiscal host in 2020 and January 1, 2022 Western Prairie became the fiscal host. Per the State Auditors we need a resolution for that. After reviewing the minutes, Commissioner Lindor made a motion to approve the resolution, seconded by Commissioner Gremmels, MCU.

17. Recording board meetings

The director indicated that the question was posed by a board member to bring to the full board the question of if WPHS Board wanted to do a video recording of public board meetings. The Board discussed it and believe that we are satisfactorily providing the public the information they need since the agenda and minutes are available on the Western Prairie Human Service web page and the meeting is public. After discussion, Commissioner Gerdes made a motion that we continue as we currently are and not video record our meetings, seconded by Commissioner Wildman, MCU.

18. Grant Laredo Contract

The financial assistance supervisor presented a contract with Laredo. This agreement would allow eligibility workers to person search property deeds on file in Grant County for long term care cases. The system allows to search parcels and this ensures the State is able to put the appropriate liens on each parcel of land for the estate collections after death. In addition, it ensures that properties are not forgotten when required to list them for sale if moving to an assisted living or Nursing facility. The agency is currently utilizing the same access at the Glenwood site through Pope County. This service is available at no cost to WPHS. After reviewing the contract, Commissioner Wagner made a motion to approve the minutes, seconded by Commissioner Sperr, MCU.

19. WPHS Holiday Calendar 2024

The director presented the 2024 holiday observance schedule. After discussion, Commissioner Lindor made a motion to approve the holidays as presented, seconded by Commissioner Wildman, MCU.

20. WPHS Correction Action Plan

The financial assistance supervisor presented a Correction Action Plan. WPHS had their first joint ME review in 2023 for SNAP program access and processing timeliness. The two areas of focus that resulted in a corrective action plan (CAP) was the anonymous phone calls and client interview observations. Overall, WPHS did very well when it comes to the client side of the program. The anonymous phones calls were multiple and required the OSS getting Language Line on the call as an interpreter was required. This was a result of the constant changes in the programs and only 31% of the agencies reviewed passed this. To put into context an interview can be completed in about 20 minutes, however, by the time the worker covers all of the required material it takes 45-60 minutes. As a result of the Correction Action Plan the agency is required to have a written policy on returning phone calls within 2 business days. After reviewing the policy, Commissioner Lindor made a motion to approve the policy, seconded by Commissioner Wagner, MCU.

Meeting adjourned- 11:29 a.m.

Report from Board Appointments:

The meeting was adjourned by Chairman Troy Johnson at 11:29 a.m.

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| A. Lakeland Mental Health Center..... | K. Johnson/Gerde |
| B. Horizon Community Health Board..... | Sperr/Walvatne/Lindor/Wagner |
| C. PrimeWest Health CBP | Wagner/K.Johnson/T. Johnson/Lindor |
| D. West Central Communities Action, Inc. | K.Johnson/Gremmels |
| E. Agency on Aging..... | Lindor/LaValley |
| F. Child Protection Pre-Placement..... | T. Johnson/Gremmels |
| G. Rainbow Rider | LaValley/Walvatne/Gerde/ |
| H. R4S Governing and Executive Board..... | K. Johnson/Lindor |
| I. Child and Youth Council..... | Sperr/Wagner |
| J. WPHS Personnel Committee..... | Lindor/Wildman/Sperr/T. Johnson |
| K. WPHS Executive Committee..... | T. Johnson/Walvatne/Gremmels |
| L. WPHS Finance Committee..... | Gerde/Lindor/LaValley/K. Johnson |
| M. WPHS Safety Committee..... | Sperr/Wildman |

Board Chair

Board Secretary