

WESTERN PRAIRIE HUMAN SERVICES BOARD MEETING

July 1, 2022

The meeting of the Joint Powers Board for Western Prairie Human Services was held June 3, 2022 at the Grant County Offices, first floor

MEMBERS PRESENT

Dwight Walvatne
Bill LaValley
Troy Johnson
Ken Johnson
Gordy Wagner
Cody Rogahn
Paul Gerde
Nan Haggerty
Larry Lindor

OTHERS PRESENT

Stacy Hennen, Western Prairie Director
Kari Rude, Deputy Director
Dave Salberg, Traverse County Commissioner
Crystal Zaviska, Income Maintenance Supervisor

MEMBERS ABSENT

Doyle Sperr

1. The Chairman, Commissioner Rogahn, called the meeting to order at 9:03am.
2. The Pledge of Allegiance was said
3. The agenda was reviewed and the director requested that it be amended to have 8E as an approve instead of review. Commissioner Gerde made a motion to approve the amended agenda, seconded by Commissioner Wagner, MCU
4. Approval of the June Minutes: After reviewing the minutes, Commissioner Lindor made a motion to approve the minutes, seconded by Commissioner Haggerty, MCU
5. A summary of bills was presented by the director. After review of the bills, Commissioner Gerde made a motion to approve the bills, seconded by Commissioner LaValley, MCU
 - a. The director reviewed some financial statements and talked about what we want our financial statements to look like in the future. We reviewed the receipts and expenditures and balances. After review Commissioner Haggerty made a motion to approve the financial reports, seconded by Commissioner Walvatne, MCU
6. **Contracts:**
 - A. **Targeted Case Management Contract Amendment with Lakeland Mental Health Center:**

The director presented an addendum to our current contract with Lakeland Mental Health that increased the rate for medical assistance clients by about \$100 per member per month. The director talked about the fact that most of the people we refer to them are actually on PrimeWest and we do not get charged a non-federal share when they are on PrimeWest like we do through straight medical assistance. The director mentioned that there are not a lot of clients right now that they are managing for us, a concern we continue to have is the turnover in that position and the fact that our own internal case managers do not have full caseloads. We are working on that before sending cases out. After discussion Commissioner Lindor made a motion to approve the MOU, seconded by Commissioner Wagner, MCU
7. **Old Business:**
 - A. **Out of Home Placement List:**

The director reviewed the agency's out of home placement list. She noted that in May WPHS had 28 kids in placement, two more than the previous month. Of our current placements, three of those placements are 18-21, four of them are 260D waiver placements, four are pending transfers to family out of State, eight are pending adoption, six have terminations in place and we are seeking permanency, and three are working on reunification. We've had some increased drug activity and some delayed court and DHS actions that are holding up some cases.
 - B. **Case Counts:**

The director noted that our human services cases are relatively stable, adult protection is going down a little but is still higher than normal. The fact that we are fully staffed again in that area with a person coming back from leave has been helpful. The caseloads ebb and flow so this may not last but it's good to keep our eye on it. Overall, social services numbers are up a little but primarily in intakes not ongoing cases. Our healthcare cases are steady, our child support cases may start to move up as METS makes the necessary referrals for new people, and METS can be slow to do that. We're seeing some decreases in cash assistance and slight decreases in SNAP.
 - C. **Personnel/Hiring Updates**

The director updated the board in our progress in hiring the social worker for Traverse County. We have a few applications and are in the process of setting up interviews for those. We had still not heard back from Baker Tilly on the job description changes we needed so we have been unable to post the lead workers. The director reached out and let them know of our displeasure and disappointment. They did reach out to us then and have talked with Kari. We should be getting them soon so we can post them. We have been interviewing for our child support position as well and have one interview left. Our fiscal manager has put in his resignation but is willing to stay on to help us transition. The director would like for us to take advantage of that since he is the one who is most familiar with our budget and we need to begin our budgeting process. We also still have a lot of clean up from all the receipts coming through each auditor's office. In talking to the Executive Committee and looking at the policy we determined that filling a current, budgeted position did not need board approval so it is posted. The board discussed a desire to be present at manager level interviews and the director agreed that would be good. The consensus was to let the board know when interviews were and if a member of the personnel committee could be present they would be.

D. **Legislative Update:**

The board got a summary of the bills that we watched this session and what passed and what did not. There were questions and discussion.

8. **New Business:**

A. **Lakeland 2023 Proposed Rates:**

The director reviewed the proposal for 2023 that we received from Lakeland Mental Health Center for services. The director indicated that it is consistent with what we negotiated for 2022. We changed how we do ARMHS and CTSS services in the Elbow Lake office and area so we are the same in both offices now. We were given a block grant in Grant County but last year when I got the data to see what we should do, it was clear that we were over paying for those services so we changed to fee for service, like Pope County was. That has worked well for us and this proposal continues that. We may need some ARMHS dollars for other vendors since there is currently a significant waiting list with Lakeland, at least out of their Fergus office. After review and discussion Commissioner Wagner made a motion to let Lakeland Mental Health Center know that we approve these rates for 2023, seconded by Commissioner Troy Johnson, MCU

B. **Grant County Child and Youth Collaborative Update:**

The director notified the board that the Grant County Child and Youth Council Coordinator is retiring at the end of the July. There is a meeting coming up with all the partners on July 27th. While the director cannot attend, one of our social services supervisors is attending. The director indicated that at this point, after reviewing the language of the contract we have with DHS we do not feel like we can release any more time study dollars without an accounting of the dollars that are currently there and a budget. The director indicated that she will talk to our attorney first but that's her read of the contract. The board discussed it and the meeting that is on the 27th and there was consensus that we would hold onto the money, it will remain with us, and will be reserved for the CYC once a budget is approved by the Governing Board.

C. **Opioid Settlement Update:**

The director indicated she had multiple conversations with the public health director and meetings are set up in each county the week of July 11th to make sure that everyone is on board with sharing dollars and to get a sense of what people see the money being used on. The board discussed and questions were asked and answered.

D. **Tele-Commuting and alternative work schedule update:**

The director and deputy director gave an update of how our tele-commuting policy and our alternative work schedule (AWS) policy are working and how many people we have utilizing them. The director reminded the board that until we move back into our space that is being renovated in Glenwood, the staff out of that office are still using their COVID tele-commuting schedule and process. It was easier for them and involved less change overall. Because of that the information we have is primarily for the Elbow Lake office except for the alternative work schedules that our policy grandfathers in. Overall, in Elbow Lake we have three people doing hybrid telecommuting with one of those being temporary for the summer and two people who have done intermittent tele-commuting, which is not regularly scheduled. Our Elbow Lake site has one person with an AWS and our Glenwood site has six people who are grandfathered in. At this time it is the management's policy that you cannot do tele-commuting and AWS at the same time, it is too hard to supervise and we want time to see how both policies work in terms of coverage.

E. **Procurement Update:**

The director reviewed the current status with the board. We have gotten all of our procurement results back but DHS has asked me to sign a confidentiality agreement and told me the results are confidential. The director did file for mediation for the Children's and Family area because the awarded plan or plans was not in line with the resolution made by the board's regarding procurement. The director requested that the board approve or ask the director to change that request in a motion in case it is ever asked for by DHS. After review and discussion, Commissioner Haggerty made a motion approving the decision to mediate based on previous board resolutions and recommendations, seconded by Commissioner Wagner, MCU

F. **Letter of Support:**

The director provided the board with a copy of a letter of support she wrote for a West Central Minnesota Continuum of Care homelessness grant applied for by Clay County Housing and Redevelopment Authority. It is supporting us receiving the grant in our region and requires no financial contribution from us,

G. **EEOAA Personnel Policy:**

The deputy director reviewed a modified version of a policy for Equal Employment Opportunity and Affirmative Action (EEOAA) for Western Prairie. Our first policy referred to the Minnesota Merit System, which we are no longer a part of. This corrects that. After review and discussion Commissioner Troy Johnson made a motion to approve this policy, seconded by Commissioner Haggerty, MCU

H. **Basic Sliding Fee, Child Care Assistance:**

The director and eligibility supervisor went over with the board our current spending for our child care assistance allocation. We are only projected to spend about 39% of our total grant. We think one reason for that is that we receive a very large increase in our allocation because both counties were overspending. The supervisor reviewed some recruitment efforts that we are doing and showed the board a pamphlet created by our child care assistance staff. The board thought recruitment was good, as is the idea and thought of combining where we can with provider recruitment.

Report from Board Appointments:

- A. Lakeland Mental Health Center.....K. Johnson/Haggerty
- B. Horizon Community Health Board.....Sperr/Walvatne/Lindor/Wagner
- C. PrimeWest Health County Based Purchasing..... Wagner/K. Johnson/T. Johnson
- D. West Central Community Action INC..... Rogahn/K. Johnson
- E. Agency on Aging..... Lindor/LaValley
- F. Child Protection Pre-Placement..... T. Johnson/Haggerty
- G. Rainbow Rider..... LaValley/Walvatne/Gerde/Rogahn
- H. R4S Governing and Executive Board..... K. Johnson/Rogahn

The meeting was adjourned by Chairman Rogahn. At 11:15 am

Board Chair

Board Secretary