

**WESTERN PRAIRIE HUMAN SERVICES BOARD MEETING**  
**January 6, 2023**

The meeting of the Joint Powers Board for Western Prairie Human Services was held January 6, 2023 at the Western Prairie Human Services Office in Glenwood

**MEMBERS PRESENT**

Larry Lindor  
Paul Gremmels  
Troy Johnson  
Ken Johnson  
Doyle Sperr  
Paul Wildman  
Paul Gerde  
Dwight Walvatne  
Gordy Wagner

**OTHERS PRESENT**

Stacy Hennen, Western Prairie Director  
Crystal Zaviska, Supervisor  
Kari Rude, Deputy Director, HR  
Phyllis Reller, Supervisor  
Tracy Bowman, Fiscal Manager

**MEMBERS ABSENT**

Bill LaValley

**A. OPENING:**

1. Chair Dwight Walvatne called the meeting to order at 9:00am.
2. The Pledge of Allegiance was said
3. The agenda was reviewed and the director requested that presentation from the Pope County Drop in Center be added. Commissioner Gerde made a motion to approve the amended agenda, seconded by Commissioner Lindor, MCU
4. Approval of the December 2nd Minutes: After reviewing the minutes, Commissioner Lindor made a motion to approve the minutes, seconded by Commissioner Wagner, MCU
5. The Pope County Drop in Center Coordinator presented to the board regarding the drop-in center. The coordinator talked to the board about what they do, who they serve, recent projects, and upcoming projects. The director noted that we keep \$2,000 in our budget to contribute to the drop-in center upon request by them. The drop-in center's funding is primarily through our Adult Mental Health Initiative and fundraising that the drop-in center does. The board asked questions of the coordinator and reviewed the information.
6. A summary of bills was presented by the fiscal manager. After review of the bills, Commissioner Sperr made a motion to approve the bills, seconded by Commissioner Troy Johnson, MCU
  - a. The fiscal manager reviewed the financial statements and went over preliminary year end data. We know that we have at least one larger outstanding bill and revenues from our November and December targeted case management billing outstanding. It appears that we will end our year with revenues over expenses. The fiscal manager talked about the changes in coding and other things that she wants to do in 2023 and she and the deputy director talked about the time constraints and challenges that we have had with our payroll system. It would be our hope that we can give better detail on the revenues once we make those changes. After questions and discussion Commissioner Troy Johnson made a motion to approve the financial reports, seconded by Commissioner Lindor, MCU

**B. CONTRACTS**

7. **PrimeWest Health:** The director reviewed the 2023 proposed contract for targeted case management services and reviewed The director reviewed the rates and reviewed historical rates as well as what we are reimbursed by Blue Plus and Medical Assistance. The director explained the rate determination process for each entity and the board discussed it. After review, Commissioner Wagner made a motion to approve the contract, seconded by Commissioner Gerde, MCU
8. **Horizon Public Health Office Support Services:** The board reviewed the contract for payment for front desk services we provide for Horizon Public Health. The director noted that the revenue is the same as it was in 2022 and reviewed the services we provide. After discussion, Commissioner Lindor made a motion to approve the contract, seconded by Commissioner Wagner, MCU
9. **Morris Electronics:** The director presented the 2023 contract for technology support with Morris Electronics. The director noted that we pay Grant County for part of the in-person support and remote support that we receive in the same amount that we paid in 2022. This contract is for our Glenwood in person and remote support. The director noted that the terms are the same but the in-person presence is guaranteed to be one day per week. The increase is \$10,796 for the year. The director talked about the process of determining needs and the decision that it was important to have an in person presence in the Glenwood office one day per week. In 2022 they were in person as needed while they assessed the needs. The size of the office and overall needs would indicate this is needed. After review and discussion, Commissioner Sperr made a motion to approve the contract, seconded by Commissioner Troy Johnson, MCU

**C. OLD BUSINESS**

10. **Out of Home Placement List:**

The director reviewed the agencies out of home placement list. She noted that at the end of November WPHS had 25 kids in placement, one less than the previous month. The director reviewed the categories and progress made in each category. We have three 18-21 placements, one who will be aging out within the next few months, and four waived placements. We have eight kids that we are in the process of permanency with and the remainder we are still working towards reunification. Three of those are on trial home visits.

11. **Case Counts:**

The director reviewed the case counts and asked if there were questions on the summary given in the cover sheet. There are small variations in caseloads but nothing significant. The board asked questions and discussed the various types of cases.

12. **Personnel/Hiring Updates**

The director updated the board on the positions just filled and the internal hires and shifts that had been made. At this time, we have no new open positions. Our open positions were filled internally leaving us with an account technician position in Glenwood and an office support position in Elbow Lake. We did leave these positions open longer because we did not get as many applicants as we had hoped. We are going to be looking at them again soon and scheduling interviews.

**D. NEW BUSINESS:**

13. **Financial Case Aide Position:**

The director indicated that the personnel committee met and is recommending that we hire additionally for the current financial case aide position. There is someone currently in that position that is on leave. The committee is approving this because of an approved leave of absence and the nature of the work needed from that position. The personnel committee is not recommending that we add a position, they are recommending that we hire and go back to one person in this position through attrition. The board discussed this and after discussion Commissioner Gerde made a motion to approve the recommendation of the personnel committee, seconded by Commissioner Lindor, MCU

14. **Directors Report:**

The director noted that during the merge she regularly did director’s reports because of the amount of work being done monthly. There were some minor updates that the director wanted to give the board so she did one this month. The director gave updates on our Collaborative Safety training, technology updates, the federal opioid settlement, fiscal updates, and the need to schedule some committee updates once we have all committee assignments done.

15. **Temporary Help: Fiscal:**

The director talked with the board about the hiring and training going on in fiscal as well as the continued catch up that they were still working on. We have had temporary help that is about to expire from the previous fiscal officer in Pope County. The director requested that we enter into another part time temporary agreement for up to five months. The director noted that we will need to train the new hire that isn’t on board yet as well as train the fiscal officer in new duties. The director explained the changes and processes that the department is going through and noted that this assistance would be helpful in training and working on projects and noted that the experience she brings would be of great assistance to the fiscal manager. This also went to the personnel committee first and they recommended moving this to the board for approval. After review and discussion, Commissioner Lindor made a motion approving the extension, seconded by Commissioner Troy Johnson. MCU

16. **Committee Appointments for 2023:**

The director gave the board a copy of the committees with the updates she has at this time and asked that they let her know if any of them are not complete or accurate. Once we have our formal meeting in February the chair will appoint Western Prairie Human Services committees.

**Report from Board Appointments:**

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

The meeting was adjourned by Chairman Rogahn at 11:39 am

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Board Chair

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Board Secretary