

WESTERN PRAIRIE HUMAN SERVICES BOARD MEETING
November 4, 2022

The meeting of the Joint Powers Board for Western Prairie Human Services was held November 4, 2022 at the Western Prairie Human Services Office in Glenwood

MEMBERS PRESENT

Larry Lindor
Nan Haggerty
Troy Johnson
Ken Johnson
Doyle Sperr
Cody Rogahn
Paul Gerde
Gordy Wagner

OTHERS PRESENT

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

MEMBERS ABSENT

Bill LaValley
Dwight Walvatne

A. OPENING:

1. Chair Cody 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 so 13,14, and 16 are review instead of approve, Commissioner Wagner made a motion to approve the amended agenda, seconded by Commissioner Troy Johnson, MCU
4. Approval of the October 7th Minutes: After reviewing the minutes, Commissioner Gerde made a motion to approve the minutes, seconded by Commissioner Sperr, MCU
5. Approval of the October 25th Special Board Meeting: Commissioner Troy Johnson made a motion to approve the minutes, seconded by Commissioner Lindor, MCU
- Introduction of new Western Prairie Human Services staff in Glenwood office in 2023:
 - Crystal Froemming, Social Worker in disabilities
 - Karen Disrud, Case Aide/Human Resources Technician
 - Andrew La Plant, Eligibility Worker
 - Amanda Schonhardt Social Worker in child protection
6. A summary of bills was presented by the director and fiscal manager. After review of the bills, Commissioner Lindor made a motion to approve the bills, seconded by Commissioner Troy Johnson, MCU
 - a. The fiscal manager reviewed the financial statements and explained the graphs and data. There was additional data about where we are for expenses and revenues. At the end of October we are 75% through the year and our revenues are at 61% our expenses are at 70%. The fiscal manager and director talked about the ongoing difficulty we are having billing some of our services. The fiscal manager went over the graphs she has created and asked the board if there were other ones they wanted to see. After discussion and review Commissioner Troy Johnson made a motion to approve the financial reports, seconded by Commissioner Lindor, MCU

B. CONTRACTS

None

C. OLD BUSINESS

7. **Out of Home Placement List:**
The director reviewed the agencies out of home placement list. She noted that at the end of September WPHS had 27 kids in placement, one less than the previous month. The director noted that the changes the board requested to the form were made and went over that with the board. We have three 18-21 placements with one aging out next year and five waived placements with one of those being a permanency case too. In addition to that one waived case we have 9 more permanency cases pending. In those nine cases we have a sibling group of four that will transfer and ten cases where we are working toward reunification.
8. **Case Counts:**
The director reviewed the case counts and asked if there were questions on the summary she gave in the cover sheet. The director noted the higher numbers for child welfare intakes, not surprising for this time of year. Questions were asked and answered.
9. **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 two open positions, a case aide in the Elbow Lake office and a fiscal officer in the Glenwood office.

10. **Non-Union and Union Negotiations**

The Director spoke with the board about the fact that there is a union vote scheduled and if a contract is approved we will need to move quickly to get things like open enrollment completed on time. The board asked the director about the deadline for open enrollment and the director noted that our broker has told us that there will not be the possibility for any extensions this year and that we need to have everyone enrolled by November 30th in order to move forward. The director provided the board with some comparison data on the three insurance plans but also noted that coverage between them all and indicated that our broker looked at the current insurance as well as ours when looking at what was the best plan for Western Prairie. The board asked for clarification on agency insurance contribution and if it would increase if a contract was not settled. The director indicated that since both previous bargaining group contracts are expired at the end of this year the contribution for 2023 if they remain on those plans will be the same as it was in 2022. The director noted that the board needs to decide on insurance contributions for the non-union staff in order for them to open enroll. After discussion, Commissioner Gerde made a motion that we contribute the same for non-union as we are currently offering the union, \$600/month cash in lieu for those that have it, with no option to change to that, \$800/month for single insurance and \$1,050/month for family insurance, seconded by Commissioner Haggerty, MCU. The director noted that the other decision needing to be made for non-union is how they are placed on the scale and what their general wage adjustment will be for 2022. The board discussed and reviewed and the director noted that all but one non-union members will have a step on the current scale for 2022 and 2023. After discussion, Commissioner Lindor made a motion that non-union staff are placed on their scale with the same formula that we have offered the union staff, with a minimum of 3% to get on the scale and a then a 2% general wage increase, seconded by Commissioner Sperr, MCU

C. NEW BUSINESS:

11. **Federal Tax Information Policy:**

The eligibility supervisor reviewed the federal tax information (FTI) audit that we went through this year at our Elbow Lake site and what changes need to be made to our policy because of that audit.

The supervisor reviewed all proposed changes and the reasons for those changes and answered all questions the board had. The supervisor and director also discussed the areas of compliance we are still working with the State on and after discussion Commissioner Haggerty made a motion to approve the policy as amended seconded by Commissioner Gerde, MCU

12. **Federal Tax Information:**

The director and supervisor went over some of the FTI concerns that exist in the Elbow Lake building and what our options are for addressing the concerns as well as the cost of those fixes. The main issue that needs to be fixed were some way to ensure that people outside could not see our screens. The State indicates that being on the second floor is not an adequate enough protection. The director and supervisor priced out either tinting the windows, which was over \$7,000, or purchasing a film that goes directly on screens for about \$3,000. The director noted that the film is supposed to be easier on staff's eyes, the supervisor found and pursued that option. After discussion, Commissioner Lindor made a motion to approve the purchase of screens versus tinted windows, seconded by Commissioner Sperr, MCU

13. **Licensing Review:**

The director reviewed our licensing review and the correction letter that we sent. It has been accepted already and we were recertified to license homes.

14. **Adult Protection Grant Dollars:**

The director reviewed some new dollars that we have received from the State for adult protection. We are going to look into using those dollars to meet the national standards for adult protection investigations and further the training that we have. While our adult protection numbers have steadily increased, having three people do it instead of one per county has been tremendously helpful.

15. **Childcare Variance:**

The director reviewed a variance request for a childcare license. The director reviewed the request, it is a request to use a school age spot for a preschooler. The license holder is in good standing and is working on her second star rating. The request follows our policy in all but the number of days. However, with holidays and days where not all children are there she is likely under the threshold. Our policy also says that we will give consideration for providers who are working toward being four star rated. The board reviewed the request and Commissioner Haggerty made a motion to approve the variance, seconded by Commissioner Gerde, MCU

16. **Human Services Performance Management Report**

The Director reviewed the most recent human services report for Western Prairie. The director talked about the change in the adult protection measure and that it is a more equitable measure for all counties as well as being reflective of response time to investigations. The director also spoke about the three child support measures. Western Prairie met all three measures. However, over sixty counties decreased in performance and over fifty counties would have had program improvement plans for the current support measure. Because that is reflective of a larger, systemic issue the State has decided to suspend that measure for this year. Their plan is to engage in listening sessions to see what systemic issues exist.

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 11:26 am

Board Chair

Board Secretary