

WESTERN PRAIRIE HUMAN SERVICES BOARD MEETING
May 5, 2023

The meeting of the Joint Powers Board for Western Prairie Human Services was held May 5, 2023 at the Western Prairie Human Services Office in Elbow Lake

MEMBERS PRESENT

Bill LaValley
Paul Gremmels
Troy Johnson
Ken Johnson
Larry Lindor
Paul Wildman
Paul Gerde
Dwight Walvatne

OTHERS PRESENT

Stacy Hennen, Director
Kari Rude, Deputy Director, HR
Crystal Zaviska, Financial Assistance Supervisor
Dwight Nelson, Traverse County Commissioner
Tracy Bowman, Fiscal Manager
Phyllis Reller, Social Services Supervisor
Ben Schulz, Social Services Supervisor
Melissa Frieler, Lead Social Worker
Ashley Palmersheim, Lead Social Worker

MEMBERS ABSENT

Doyle Sperr
Gordy Wagner

A. Opening:

1. Chair Troy Johnson called the meeting to order at 9:00am
2. The Pledge of Allegiance was said. There was a moment of silence for Deputy Owen.
3. Introduction of Daceyne Wentler. Daceyne is a case aide in the Glenwood location.
4. The agenda was reviewed. Commissioner Gerde made a motion to approve the agenda. The motion was seconded by Commissioner LaValley, MCU.
5. Approval of the April 7, 2023 meeting minutes. After reviewing the minutes, Commissioner Lindor made a motion to approve the April minutes, seconded by Commissioner Wildman, MCU.
6. A summary of bills was presented by the fiscal manager.
 - a. The fiscal manager reviewed the April 2023 bills. Commissioner Gerde made a motion to approve the bill summaries, seconded by Commissioner Walvatne, MCU.
 - b. The fiscal manager reviewed March 2023 financial information. After questions, Commissioner Walvatne made a motion to approve the financial reports, seconded by Commissioner Lindor, MCU.

B. CONTRACTS/AGREEMENTS

7. Qualified Individual Contract:

The director reviewed the agency's obligation to have a qualified individual review all screening recommendations for facilities that meet criteria for Qualified Residential Treatment Facilities. The agency proposed a contract with Brennen Hagen-Kent. After discussion, Commissioner Gerde made a motion to approve the contract, seconded by Commissioner LaValley, MCU.

C. OLD BUSINESS

8. Out of Home Placement List:

The director reviewed the out-of-home placement list. There are currently 35 children in out-of-home placement. The director reviewed the categories of cases and progress made with reunification or permanency of the children.

9. Case Counts:

The director reviewed the case counts for social services and noted the increase in child protection reports, which may be reflective of the increased number of children in out-of-home placement. The director and financial assistance supervisor reviewed the case counts for child support, MNSure, and MAXIS.

10. Personnel/Hiring Updates:

The Deputy Director provided information about open positions within the agency. There is one child protection social work position open from last month, one eligibility worker in Glenwood, and the additional position the board approved to be paid for with the medical assistance unwind dollars and not filled through attrition. Interviews for these positions are scheduled. There is one employee on an approved leave of absence.

11. Traverse County Board Discussions:

The board discussed potential options to offer Traverse County. Commissioners will review financial information prior to making a determination on what options may be available to Traverse County.

D. New Business:

12. Mental Health/Substance Use Disorder Presentation:

The social services supervisor and lead workers provided education to the board regarding adult mental health and children's mental health services offered through the agency. The social services supervisor noted the agency partners with community resources and programs to provide services to individuals and families. Services are voluntary in nature, with the exception of civil commitments. In addition to mental health services, the unit may provide chemical dependency treatment care coordination after a rule 25 chemical dependency evaluation has been completed by an outside agency in order to help support individuals.

13. Family Childcare Proclamation:

May is childcare appreciation month. A thank you to the providers will be posted in each county's primary newspaper. The agency requested a proclamation to declare May 12, 2023 Provider Appreciation Day for the 39 child care providers within the Western Prairie Human Services area. The providers serve approximately 390 children and their families. Commissioner Gerde made a motion to approve the proclamation to our providers, seconded by Commissioner Gremmels, MCU.

14. Agenda for half day training:

A committee of two supervisors and three lead workers developed an agenda for the half day training. The educational components include:

- a. data privacy, redaction and documentation
- b. generational poverty, barriers and stigma to receiving services and supports
- c. creating your own culture, mindfulness, stress relief and the power of pausing

15. Tele health policy for case management:

The director presented a policy allowing the agency to use interactive video after May 13, 2023. This tool was utilized during the federal state of emergency. The policy would allow the agency to use it in a limited manner. The Commissioner Lindor made a motion to approve the policy, seconded by Commissioner LaValley, MCU.

16. Technology Committee Update:

The director reviewed accomplishments within the past year

17. Finance Committee Recommendations:

The director presented data from the internal finance committee regarding the 2022 audit. The agency may need assistance from an outside entity, which will be determined after a meeting with the state auditor. After discussion of options and reviewing the recommendation of the finance committee, Commissioner Lindor made a motion to approve up to \$9,000 for support services from Clifton Larson Allen seconded by Commissioner Wildman, MCU.

18. Region IV South fiscal host:

The director provided information to the board, stemming from an issue that developed with Region IV (R4S) AMHI. Western Prairie Human Service is the fiscal host for R4S. The agency has never been R4S's payroll agent. Due to mis-communication, WPHS was paying the payroll taxes quarterly, instead of bi-weekly as required. The fine for the error is approximately \$4000. R4S sent the agency a letter stating they do not feel it is their responsibility to pay the fine, a fact that the agency had never disagreed. The finance committee's recommendation to the board was to pay the quarter one fine, as it was a miscommunication on the agency's end, which will be paid out of the fiscal host fees, which are \$71,000 annually. Commissioner Gerde made a motion to approve up to pay the \$4000 fine, seconded by Commissioner LaValley, MCU.

19. Civil Rights Plan:

The director and financial assistance supervisor presented the comprehensive civil rights plan. This plan is required through SNAP. This plan provides guidance on how and where to file civil rights complaints. It includes disability compliance for customers and our limited English proficiency plan, ensuring all have equal access to SNAP and other public assistance programs. The plan was reviewed by the agency attorney.

Commissioner Lindor made a motion to approve the Comprehensive Civil Rights Plan, seconded by Commissioner Wildman, MCU.

20. Legislative Update:

The director provided updates to the board as the legislature heads into the final weeks. Items highlighted during the discussion included:

- High acuity placements: There are a lack of placements. The recommendation is to study if Psychiatric Residential Treatment facilities can be more widely developed.
- There are a backlog of people in state operated facilities. The issues range from do not meet criteria days to concerns regarding the 48 hour rule not being followed. There are multiple proposals about the 48 hour rule, as DHS has one rule and law enforcement has another. There may be unintended consequences if exempting the state from responsibility for timely placement.
- There is language in the House about eliminating managed care entities and proceeding as fee for services or straight medical assistance with the exception of county based purchasing and Hennepin Health. It would allow people to opt out of PMAP's without a qualifying reason. The bill also carves out pharmacy and a few other services that managed care entities pay for, which could be complicated for clients.
- The cannabis legalization bill is approved by both houses and is in conference. The agency is working through MACSSA/DHS to form a workgroup to consult about how this will affect the child protection screening guidelines and best practices.

21. June Meeting:

The next meeting will be held as scheduled on Friday, June 2nd at 9:00 a.m. in Elbow Lake.

22. Human Services Performance Management Report:

The director provided information to the board of commissioners about the human services performance management group that is legislatively charged with measuring all 87 counties in performance in timeliness of the processing of SNAP (food support) and cash assistance.

- Measure #1 Percent of SNAP and cash assistance application processed timely. The threshold for this measure is 75% or above. In 2022, the agency processed and approved 233 applications, 95.7% of these applications within 30 days, meeting the measure.
- Measure #2 Percent of expedited SNAP applications processed within one business day. The threshold for this measure is 55% or above. The agency met the measure, processing 77.8% percent of applications within the timeframe. State and federal law have been changed to reflect five days. Therefore, this measure will no longer apply.

Report from Board Appointments:

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

Commissioner Sperr was appointed to serve on the Child and Youth Council committees in Elbow Lake and Glenwood as the representative for Western Prairie Human Services.

The meeting was adjourned by Chairman Troy Johnson at 11:38 am

Board Chair

Board Secretary