**WESTERN PRAIRIE HUMAN SERVICES BOARD MEETING**

**February 4, 2022**

The meeting of the Joint Powers Board for Western Prairie Human Services was held February 4, 2022 at the Grant County Office Building

**MEMBERS PRESENT OTHERS PRESENT MEMBERS ABSENT**

Dwight Walvatne Stacy Hennen, Human Services Director Gordy Wagner

Bill LaValley Kari Rude, Deputy Director

Troy Johnson Ben Schulz, Social Services Supervisor

Ken Johnson Dave Salberg, Traverse County Commissioner

Doyle Sperr Chris Rylander, Fiscal Manager

Cody Rogahn

Paul Gerde

Larry Lindor: via zoom

Nan Haggerty

1. The Chairman, Commissioner Rogahn, called the meeting to order at 8:59am.
2. The Pledge of Allegiance was said
3. The agenda was reviewed. Commissioner Gerde made a motion to approve the agenda, seconded by Commissioner LaValley, MCU
4. Approval of the January Minutes: After reviewing the minutes, Commissioner Haggerty made a motion to approve the minutes, seconded by Commissioner Sperr, MCU
5. The director reviewed a summary of bills that were presented. The fiscal manager and director talked about the format and indicated that we won’t have a budget for another month or two since we won’t receive January bills until February and we meet so early. We also need to close out the finances in each county which delays the process. After review Commissioner Haggerty made a motion to approve the bills, seconded by Commissioner Troy Johnson, MCU.

1. **Contracts:**
2. **Pope County Child and Youth Council (CYC) Governance Agreement:**

The director reminded the board that we need a new Governance Agreement in place for both county CYC’s in order to continue to receive funding. The director was unable to attend the meeting to discuss the agreement but did talk with the Coordinator after the meeting and several other times in the process. Commissioner Haggerty is the Pope County member and she did attend the meeting and reviewed the agreement extensively. After discussion, Commissioner Gerde made a motion to approve the contract, seconded by Commissioner LaValley, MCU

1. **PrimeWest Delegation Amendment**:

The director reviewed the agreement with the board and noted that the primary purpose of this agreement is to delegate targeted case management duties that PrimeWest has to the member counties. After review and questions Commissioner Walvatne made a motion approving the amendment, seconded by Commissioner Sperr, MCU

1. **Agency Attorney Contract:**

The director reviewed this contract with the board and explained that we have a need for legal services above and beyond county attorney duties. We need an attorney to do things like review contracts, write contracts if necessary, interpret statute and policy, assist with personnel issues, and address things not covered by county attorneys. The director indicated that she would prefer to work with Mr. Anderson as opposed to another attorney because he has been a part of the merger process and understands how government functions. The director noted that child support, commitments, child protection, and any other statutory thing will continue to go to each county attorney and Mr. Anderson will not charge WPHS for anything that is Grant County Attorney related since WPHS pays the county for those legal services. The director noted his rate and also indicated that there is payment in this contract for services already rendered. Because Mr. Nelson’s malpractice insurance does not cover WPHS for anything that is not explicitly a county attorney duty he understandably declined to look through contracts and work on contract or policy development with the director for WPHS. Mr. Anderson did agree to do so and did not charge for any of that work. There have been several new contracts and policies that he assisted with and did not receive compensation for. He put payment for 40 hours of work, likely still an under-representation of the work he completed on behalf of WPHS, at the rate in the contract in this contract. The director indicated he was willing to discuss that or hear what the board thought was fair. There was discussion about the contract. After discussion, Commissioner Haggerty made a motion to approve the contract as presented, seconded by Commissioner Walvatne, MCU

1. **Grant County Child and Youth Collaborative (CYC) Agreement:**

The director went over the agreement with the board and noted that she and Commissioner LaValley had both been engaged in a meeting to review this agreement. The director noted that the significant historic difference between the two CYC’s has been the contribution. In Pope County that contribution has always been in kind and in Grant County it has been in kind and financial. The director indicated that the Grant County Board ended social services financial contribution heading into 2022 and the director informed the coordinator of that well before year end. It seems appropriate that we contribute the same to both CYC’s. The coordinator is talking to the county and they can decide if they want to contribute. After discussion, Commissioner LaValley made a motion to approve the contract with an in kind contribution, seconded by Commissioner Haggerty, MCU

1. **PFF Contract Amendment**:

The director explained that the board previously approved this contract for guardianship services. Before the board is an amendment that changes the payment for administration because they were unable to hire. The rate currently is $30.60 and the amended rate would be $33.66. It is projected that this will cost the agency about $1,000 more for the year. After discussion Commissioner Gerde made a motion to approve the contract, seconded by Commissioner Troy Johnson, MCU

1. **Morris Electronics Agreement:**

The director reviewed the terms of the contract for Morris Electronics to complete all of WPHS’s technology services, per the decision made by the board in January. The service costs are for usual and customary services and the rate for special projects and after hours work is noted in the contract. Morris Electronics wants to stress that the moving of the server from Glenwood to Elbow Lake is a special project and has and will involve a good deal of time from himself and Pope County IT. The board reviewed the contract and after discussion Commissioner Haggerty made a motion to approve the contract, seconded by Commissioner LaValley, MCU

1. **Service Level Agreement:**

The director presented a Service Level Agreement between WPHS and Morris Electronics outlining the services we will receive and the timelines for completing standard and customary services. After review, Commissioner Haggerty made a motion to approve the agreement, seconded by Commissioner Sperr, MCU

1. **West Central Housing Support Agreement:**

The director went over the agreement before the board and noted that this does not entail spending any agency dollars and is primarily administrative. While the board has approved the director approving grants and documents from the Department of Human Services that do not entail financially committing the agency they have not approved the director approving these. The director noted that the timing of our board meetings may make it difficult for providers to get these in on time and she would be willing to instead provide a summary annually of the Housing Support Agreements for Western Prairie. After discussion, Commissioner Troy Johnson made a motion that the director have the authority to approve agreements that do not financially commit the agency to new dollars and provide a summary after the fact to the board, seconded by Commissioner Gerde, MCU

1. **Old Business:**
2. **Out of Home Placement List**:

The director reviewed the agency’s out of home placement list. She noted that on January 15th WPHS had 31 kids in placement, down from January. Of our children in placement we have six sibling groups with two of them being sibling groups of four. We have one child in a residential placement who is moving to waiver placement soon. One of our sibling groups is in their permanent home and we are preparing the paperwork to transfer custody to the uncle and the other sibling group of four is ready for adoption and we are waiting to get the adoption placement agreement back from the State. We have 3 other children who are in the final phases of adoption as well.

1. **Case Counts:**

The director noted that this is our first month of joint cases so we are starting our baseline now. In January we had 536 social services cases, 487 child support cases, 29 child care assistance program (CCAP) cases and providers. In the eligibility unit we have 2,469 healthcare cases, 55 Minnesota Family Investment Program case, and 531 food support cases.

1. **Systems Merger and Personnel Updates**

The director reviewed the State systems mergers and noted that we have completed all of them. Some went more smoothly than others but our supervisors worked with the State to get them all done. The SSIS mentors also did a great deal of work in the process. The director gave an update on hiring and what open positions we have. The director then talked to the board about the fiscal manager and a request that she was bringing to the board regarding this position. Our fiscal manager will need to work remotely periodically over the next two years or so while his wife takes on a new role as a travelling nurse. While his request technically fits within our tele-commuting policy the director talked with the personnel board and they asked that she bring this to the full board because of the position. The director and fiscal manager talked about what they think this would look like and when it would start. The director and deputy director indicated their support for this proposal and talked about why. Fiscal positions are unique in that they do not have contact with the general public and in fact their work can be done remotely. Added to that, this is a salaried position with no overtime and the director would plan to over see it in whatever way the board is comfortable with. The director noted that she has spoken with the management team about this and they are supportive of it and feel it is critical that we not lose a core member of our management team at this time. The fiscal manager spoke with his staff about it and the director followed up with them to see what their thoughts were. They too were supportive of it and wanted to see their fiscal team remain as it is now. The board asked several questions of the director and the fiscal manager and discussed it at length. Since our policy makes it clear that decisions regarding tele-commuting are a management right they didn’t feel it would be out of line with the current policy. After discussion, Commissioner Dwight Walvatne made a motion to approve the proposal with the caveat that the director would report on it monthly to the WPHS Executive Committee and to the Personnel Committee when they meet, seconded by Commissioner Gerde, MCU

1. **New Business:**
2. **Western Prairie Children’s Mental Health Respite Grant**

The director reviewed the contract from the Department of Human Services (DHS) allocating dollars to Western Prairie for the remainder of the State fiscal year for Children’s Mental Health Respite.

1. **Opioid Allocation Plan:**

The director reviewed the 2022 Opioid Allocation Plan and noted that we added Traverse County to our plan since that unit functions as one team. The director noted that approvals of funding all happen the same way and we want to ensure we fully utilize all dollars. When we combined all three counties our allocation did go up by about $3,000 for the year.

1. **2022 Pre-Paid Medical Assistance Plan (PMAP) Procurement**:

The director and board welcomed Jim Pryzbilla, the CEO of our County Based Purchasing PMAP provider, PrimeWest Health to the meeting. Jim spoke to the board about the current procurement process begun by the Department of Human Services (DHS) last month. DHS released a statement that they would not be doing any single source PMAP plans for any counties in this upcoming procurement round. Currently all PrimeWest member counties are single source as is Isanti County and several of the counties in South Country County Based Purchasing. Jim explained what it meant to member counties to potentially lose the ability to be a sole source entity for our counties. He reviewed with the board the letter that the Minnesota Association of County Social Services Administrators (MACSSA) sent to DHS about this and the letter they received in return. Jim also spoke with the board about what the next steps would be. The commissioners discussed this and asked questions.

1. **Non-Union Insurance Contribution Resolution** :

The personnel board met and discussed the insurance contribution for the non-union staff. The statute that has our staff following each union policy does not cover the non-union staff so they have no designated agency contribution to insurance. The personnel committee discussed this with our labor attorney who drew up the resolution the personnel committee is asking the board to consider. This resolution would set the agency contribution either through this year or until an insurance plan is chosen for WPHS at $850/per month cash in lieu, $1050 per month for those taking single, and $1,150 per month for those taking family coverage. The non-union staff have no vote in their policy and had no protection given to them for anything. The personnel board felt taking a combination of the two county’s contribution was appropriate. After review and discussion, Commissioner Troy Johnson offered the motion, seconded by Commissioner Ken Johnson. A roll call was completed and the resolution passed unanimously.

1. **Non-Union Personnel Policy:**

The director presented a resolution drafted by the agency’s labor attorney at the request of the personnel committee relating to non-union annual increases and step increase. None of the non-union employees received a annual increase because the union contract has not been drawn up. While the personnel committee did not feel they could recommend an annual increase for the non-union staff they do recommend a resolution that would give them retroactive pay to 1-1-22 once the union contract is settled and an annual increased is approved and set their anniversary date as the date of their step increases, which is in line with both contracts. Permanent policies on this will be created after the union contract is in place. After review and discussion Commissioner LaValley offered the resolution, seconded by Commissioner Gerde. A roll call was completed and the resolution passed unanimously.

1. **Committee Assignments and Approval:**

The director reviewed the list of committees where the commissioners per diem and/or mileage would be paid by Western Prairie Human Services. The director noted that we do need a safety committee appointed and per the Joint Powers Agreement that has to be appointed by the Joint Powers Board. The CYC’s also require a representative from this board, per the agreements we approved today. After discussion Commissioner Troy Johnson made a motion to approve the list and appoint Commissioners Haggerty and LaValley to the Western Prairie Safety Committee and Commissioner Rogahn as the primary representative for the CYC’s and Commissioner Sperr as the secondary representative, seconded by Commissioner LaValley, MCU

1. **Fingerprint Location and Families First Update:**

The director gave the board an update on the qualified individual process for Family First and fingerprint locations. The director noted that there are no locations in Western Prairie Human Services or Traverse County. There is also no location within 35 miles of Wheaton or Browns Valley. The director noted that MACSSA has been in conversations with the Department of Human Services about the need to have compliance with their contract with the fingerprint provider.

1. **Minnesota Healthcare Enrollment Data:**

The director reviewed the numbers of people receiving healthcare in Western Prairie. In December of 2021 we were serving 4,306 people in 2,343 cases. We have seen an increase of 563 people within 204 cases since the beginning of the pandemic.

1. **Woodland Center Contract**

The director reviewed the contract proposed by Woodland Center in Willmar, MN for detoxification services. Historically Pope County has contracted with them. For 2022 Woodland Center is proposing a one time administrative fee of $3,000 be charged to any agency contracting with them. The director noted that we do not use this facility much so it’s conceivable that we could use it once and be charged the fee plus the cost of detox. The Social Services Supervisor spoke to the board about his concerns with the proposed contract and their historical billing process. The director indicated that she did talk to the Sheriff and he was fine with WPHS not contracting with Woodland Center, he didn’t feel the proposed fee was appropriate. We have given the Pope County Sheriff a list of other detox facilities that are options for him. After review, Commissioner Sperr made a motion to decline to contract with Woodland Center, seconded by Commissioner Ken Johnson, MCU

1. **COVID Policy Update:**

The deputy director reviewed changes to the COVID Policy per new CDC recommendations. After discussion on the frequency of changes being made by the CDC Commissioner Troy Johnson made a motion approving our human resources to adapt the COVID policy in accordance with CDC guidelines seconded by Commissioner Sperr, MCU

**Report from Board Appointments:**

1. Lakeland Mental Health Center……………………… K. Johnson/Haggerty
2. Horizon Community Health Board……… …………...Sperr/Walvatne/Lindor/Wagner
3. PrimeWest Health County Based Purchasing…………Wagner/K. Johnson/T. Johnson
4. West Central Community Action INC……………….. Rogahn/K. Johnson
5. Agency on Aging……………………………………. Lindor/LaValley
6. Child Protection Pre-Placement…………………….. T. Johnson/Haggerty
7. Rainbow Rider………………………………………. LaValley/Walvatne/Gerde/Rogahn
8. R4S Governing and Executive Board………………. K. Johnson/Rogahn

The meeting was adjourned by Chairman Rogahn. At 11:59 am

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Board Chair Board Secretary