



MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Adopted Minutes of the JPB Personnel Committee Meeting

January 04, 2018, 8:00 am

Steele County Administration Building, 630 Florence Avenue, Owatonna, MN

Room 222

I.	The Minnesota Prairie County Alliance joint powers board Personnel Committee met on January 04, 2018, in Room 222 of the Steele County Administration building Owatonna, MN. Blair Nelson, Waseca County Commissioner, called the meeting to order at 8:12 am.	Call to order
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II.	Introductions were made.	Roll call and introductions
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Members present:	Blair Nelson John Glynn	Waseca County Commissioner Steele County Commissioner
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Also present:	Jane Hardwick Kristin Ferris Gina McGuire Charity Floen Amy Martinez	MNPrairie Executive Director MNPrairie Executive Assistant MNPrairie and Steele County Human Resources Assistant Director MNPrairie Adult & Disability Services Manager MNPrairie Child Support Supervisor and Data Practices Analyst
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III.	Consensus to accept the agenda as presented.	Agenda and motion
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IV.	Commissioner Blair Nelson accepted the final meeting minutes as presented from the November 14, 2017 meeting of the Minnesota Prairie County Alliance joint powers board personnel committee.	Minutes
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V.	Jane Hardwick, MNPrairie Executive Director, presented the committee with a recommendation to convert 1.0 full-time equivalent (FTE) accounting case aide to 1.0 FTE accounting technician retroactive to December 16, 2017. Ms. Hardwick noted that as part of a scheduled review of the Account Technician	Convert 1.0 full-time equivalent (FTE) accounting case aide to 1.0
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job description, the accounting unit analyzed the work currently being done within the account tech position and updated the job description to reflect current activities. Since current staff consists of six account technicians and one accounting case aide, the duties for the accounting case aide were included in the review process. During this review process, it became evident that there was significant and substantial overlap of the job duties between the two jobs (essentially all but one of the program area duties that are listed for the Accounting Case Aide job description are currently assigned to an Account Technician position.) This is a result of balancing work load across staff in the accounting unit over the course of the last three years since the merger of human services as MNPrairie. During the course of this review process, it was also discussed that in the event the Accounting Case Aide required backup, all backup functions were/would be performed by an Account Technician, which is how our current backup procedures are organized.

FTE accounting technician

Based on these findings, the remaining duty that was not part of the Account Tech job description was incorporated into the updated Account Tech job description detail. Since the Account Technician job description has been updated to reflect all areas of service currently listed under the Accounting Case Aide, we recommend that the 1.0 FTE Accounting Case Aide position be converted to 1.0 Account Technician.

The committee determined by consensus to recommend to the joint powers board to convert the 1.0 full-time equivalent (FTE) accounting case aide to account technician retroactive to December 16, 2017.

Motion

- VI. Jane Hardwick presented to the committee with a recommendation to convert 1.0 FTE child support officer position to a 1.0 FTE child support lead/specialist position. Ms. Hardwick noted that there is currently an open Child Support Officer position at the Waseca site. And recommended converting this position to a child support lead/specialist position. This change would provide a lead child support worker at all three sites and would be a key step in reworking our child support team model.

Convert 1.0 FTE child support officer position to 1.0 FTE child support lead/specialist position

MNPrairie child support did not see a great deal of turnover right after the MNPrairie merger (in comparison with other units). However, the unit has started to experience turnover over the last year that has had an impact. When looking at the longevity of the current child support team, they expect to see many more changes in the upcoming five years. As the moves forward with new ways to manage the work and caseloads across all three sites effectively and efficiently, including legal work prepared for court, they have realized the need and benefit to have a lead at each of the three sites to assist with the existing child support staff, as well as the less experienced and newer new staff.

Benefits to the child support unit of a lead assigned to each of the three sites including improving our ability to:

- Train new staff and enhance the training and knowledge of existing staff
 - There are two current openings in the child support unit, and per Minnesota Department of Human Services, it takes two years for a worker without prior child support experience to be fully trained in. The new staff will require on-going training over the next two years, but there are also topics that existing staff need refresher training in or updating and reviewing processes and procedures
- Quality case reviews for completeness and accuracy
- Document MNPrairie child support processes and procedures
 We do not have documented MNPrairie processes and procedures for the child support unit. While the state provides guidelines and timeframe requirements, having specific MNPrairie processes and procedures would spell out what is required of staff doing various tasks. They are also still working through consolidating practices from three sites to a common procedure, and having (and maintaining) written documentation for all processes would provide an efficient reference tool for staff and result in a more consistent experience for clients.

A discussion occurred regarding if the position is required to be posted.

The committee determined by consensus to recommend to the joint powers board to convert a vacant 1.0 FTE child support officer position to a 1.0 FTE child support lead/specialist position effective January 16, 2018.

Motion

- VII. Gina McGuire, Assistant Human Resources Director, presented the committee with a recommendation to adopt the job classification changes for executive assistant and executive assistant & operations analyst resulting from the 2017 update and review of 1/3 of the job descriptions.

Job establishment & classification policy and grades update

The job establishment & classification policy requires that job descriptions be updated and job classification grade be reviewed every three years. The updated job descriptions are evaluated to determine the classification grade relative to other jobs in MNPrairie applying the Systematic Analysis and Factor Evaluation (SAFE®) System. The following changes to the job classifications and grades are recommended as a result of the 2017 review:

Classification	Current Grade	Grade effective December 9, 2017
Executive Assistant	7	8

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Executive Assistant & Operations Analyst	7	9
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How frequently the job descriptions reduce grades and how the job descriptions were created prior to the merger and the job descriptions now are more reflective of the actual work being performed.

An additional discussion occurred regarding the frequency of the job description overview in Steele County.

The committee determined by consensus to recommend to the joint powers board to adopt the job classification grade changes for the executive assistant and executive assistant & operations analyst resulting from the 2017 update and review of 1/3 of the job descriptions.

Motion

- VIII. Charity Floen, Adult and Disabilities Social Services Manager, presented the committee with discussion regarding the staffing additions approved in the 2018 budget. Ms. Floen noted that as referenced in the December joint powers board meeting that we will need to add a supervisor to maintain an appropriate supervisor-to-staff ratio in the Adult & Disabilities Social Services division. As we prepared to merge the three counties into MNPrairie we did some work on what appropriate sized caseloads would be as well as supervisor-to-staff ratios. Our goal in the Adult & Disabilities area was 1 supervisor to 10 staff. With the addition of the approved positions in Adult & Disabilities Social Services, which are needed to meet caseload demands, we will have 1 supervisor at 1:20, two at 1:13, and one at 1:5 direct reports and 12 co-supervised South Country Human Relations Center case managers.

Convert social worker position(s) to social services supervisor position

To stay within budget all revenue projections will be re-evaluated. With the concentrated training on appropriate coding that has been done and a stabilization of staffing we saw an increase in our revenue in 2018. In addition, a new revenue source has become available as of 1/1/2018 in the form of billable time for case aide support through the DD waiver program. If necessary, we will swap out one or two of the approved positions to make this work.

A discussion occurred regarding ensuring this position stays within the current budget parameters.

- IX. The next scheduled meeting is to be determined.
- X. There was committee consensus to adjourn the meeting at 8:25 am.

Next meeting

Motion and adjournment