



MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Adopted Minutes of the JPB Finance Committee Meeting

Due to the declaration of a peacetime emergency effective March 13, 2020 (Executive Order 20-35, et seq.) and associated Minnesota Department of Health guidance to observe social distancing and limit public gatherings to address the COVID-19 health pandemic, and in accordance with Minnesota Statutes, Chapter 13D, the meeting was held through video-conferencing with board members with the link published on www.mnprairie.org.

April 17, 2020, 10:30 am

Video-Conference through Microsoft Teams

I. The Minnesota Prairie County Alliance joint powers board Finance Committee met on April 17, 2020 by video-conference. Commissioner James Brady called the meeting to order at 10:32 am. Call to order

II. Introductions were made. Roll call and introductions

Members present:

James Brady	Steele County Commissioner, Chair
Brian Harguth	Waseca County Commissioner
Jane Hardwick	MNPrairie Executive Director
Kevin Venenga	MNPrairie Finance Manager
Tammy Spooner	Waseca County Auditor-Treasurer
Cathy Piepho	Steele County Treasurer
Jim Elmquist	Dodge County Administrator

Members absent: None

Also present:

Kristin Ferris	MNPrairie Executive Assistant
Lisa Kramer	Dodge County Finance Director
Scott Golberg	Steele County Administrator
Michael Johnson	Waseca County Administrator

Minnesota Prairie County Alliance
 Joint Powers Board Finance Committee Meeting Minutes –April 17, 2020

- III. Motion by Commissioner Brian Harguth, seconded by Cathy Peipho, Steele County Treasurer, to accept the agenda as presented. Agenda and motion

Member	Aye	Nay
James Brady	X	
Jim Elmquist	X	
Brian Harguth	X	
Jane Hardwick	X	
Cathy Piepho	X	
Tammy Spooner	X	
Kevin Venenga	X	

- IV. Motion by Jane Hardwick, MNPrairie Executive Director, seconded by Tammy Spooner, Waseca County Auditor-Treasurer, to accept the minutes as presented for the November 11, 2019 meeting of the Minnesota Prairie County Alliance joint powers board finance committee. Minutes and motion

Member	Aye	Nay
James Brady	X	
Jim Elmquist	X	
Brian Harguth	X	
Jane Hardwick	X	
Cathy Piepho	X	
Tammy Spooner	X	
Kevin Venenga	X	

- V. Kevin Venenga, MNPrairie Finance Manager, presented the December 31, 2019 budget report noting that overall expenditures are \$25.9 million or 100 percent of budget while revenues are \$26.2 million or 101 percent of budget. This resulted in an increase to the year-end fund balance of \$181,000 over the prior year. 2019 year-end budget report

Mr. Venenga noted that administrative expenses were 5.7 percent below budget, resulting from a combination of holding positions vacant and savings in employee benefits after open enrollment.

Program expenditures exceeded budget by 6 percent, mainly from mental health services primarily for children, out-of-home placements for children, and employment-related services –the latter associated with an unexpected additional grant.

- VI. Kevin Venenga, MNPrairie Finance Manager, presented the March 31, 2020 year-to-date budget report noting that overall expenditures are \$5.8 million or 22 percent of budget while revenues are \$3.9 million or 15 percent of budget. This required MNPrairie to temporarily use approximately \$1.9 million in fund balance. Budget report

A discussion occurred regarding state payment errors, patients who do not meet

Minnesota Prairie County Alliance
 Joint Powers Board Finance Committee Meeting Minutes –April 17, 2020

medical criteria (DMNC) who are unable to move from a state regional treatment center at Anoka or St. Peter because other facilities are not taking new clients due to COVID-19.

A further discussion occurred regarding supplies, committees, and regional contract management line items.

- VII. Kevin Venenga shared an overview of the COVID-19 costs tracked and MNPrairie’s year-to-date spending. Mr. Venenga noted that as the virus outbreak became prevalent in our region, MNPrairie management team felt that it may be necessary to track employee time and other costs associated with the outbreak. Codes were established in tracking systems and show for the pay period ending March 27, 2020, staff spent 2,825 hours with a cost of \$89,052 performing tasks related to COVID-19 activities (cost is before related employer taxes are added to total). To-date expenses of \$141 have been paid as a direct result of COVID-19 activity. However, there are additional costs that have been incurred, but not yet paid.

COVID-19 related costs

A discussion occurred regarding advice around how to submit expense reimbursements to each county for expenses related to COVID-19 for federal disaster relief.

- VIII. Kevin Venenga provided the impacts to revenue due to COVID-19 noting that the impact is hard to estimate based on the information currently available but anticipates that federal and state revenues will be reduced by approximately \$100,000, budgeted fees by \$1.3 million and recoveries by \$419,000.

COVID-19 revenue impact estimates

A discussion occurred regarding budgeted fees, risk areas, and reimbursements for COVID-19.

- IX. Kevin Venenga shared a cashflow analysis and fund balance noting that projected spending is an estimate of current budgeted payroll expenditures plus an estimate of the historical spending for administrative and program expenditures for this two-month period. Mr. Venenga noted that if either revenue or spending projection needs are to be adjusted, timing of payments to vendor invoices may need to occur.

COVID-19 fund balance and cashflow projection

A discussion occurred regarding member counties’ interest and ability to provide payment advances if MNPrairie’s cash flow is low.

- X. Kevin Venenga presented the committee with an investment update noting that the investment earnings on the MAGIC fund are \$4,364.93.

Investment update

- XI. Jane Hardwick requested advice from the committee about how to make the finance committee meetings most helpful and effective for members.

2020 schedule

A discussion occurred regarding waiting to make further decisions until the group can meet in person to have an in-depth discussion; and a suggestion that it would be

Minnesota Prairie County Alliance
Joint Powers Board Finance Committee Meeting Minutes –April 17, 2020

preferred to hold the meetings a week or two before the board meeting. Ms. Hardwick indicated that one of the challenges around timing the meetings earlier in the month is that the budget report for the prior month requires some time to prepare, especially to be sure all revenues are properly classified.

A discussion occurred regarding focusing on the budget during budget-setting time.

XII. Commissioner Brady reported the next finance committee meeting is to be determined by an email from Ms. Hardwick. Next meeting

XIII. Motion by Cathy Piepho, seconded by Jane Hardwick to adjourn at 11:23 am. Motion and adjournment

Member	Aye	Nay
James Brady	X	
Jim Elmquist	X	
Brian Harguth	X	
Jane Hardwick	X	
Cathy Piepho	X	
Tammy Spooner	X	
Kevin Venenga	X	

X

Jane Hardwick
MNPrarie Joint Powers Board Clerk