



MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Adopted Minutes of the JPB Personnel Committee Meeting

July 11, 2018, 1:00 pm

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

Room 222

I. The Minnesota Prairie County Alliance joint powers board Personnel Committee met on July 11, 2018, in Room 222 of the Steele County Administration building Owatonna, MN. Blair Nelson, Waseca County Commissioner, called the meeting to order at 1:00 pm.	Call to order
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II. Introductions were made.	Roll call and introductions
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Members present:	Blair Nelson James Brady	Waseca County Commissioner Steele County Commissioner
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Members absent: none

Also present:	Kristin Ferris Gina McGuire Charity Floen Julie Johnson	MNPrairie Executive Assistant MNPrairie and Steele County Human Resources Assistant Director MNPrairie Adult & Disability Services Manager MNPrairie and Steele County Human Resources Director (arrived at 1:05 pm)
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III. Consensus to accept the agenda as presented.	Agenda and motion
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IV. Charity Floen, MNPrairie Adult & Disability Social Services Manager, presented the committee with a request to increase the 0.5 full-time-equivalent (FTE) care coordinator position to a 1.0 FTE in order to assist South Country Health Alliance (SCHA) with their expansion efforts and to help with retaining personnel in this position.	Convert 1.0 full-time equivalent (FTE) accounting case aide to 1.0 FTE accounting technician
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Ms. Floen noted that South Country’s strategic plan identifies an objective of a net enrollment growth in AbilityCare and SeniorCare Complete products by

Minnesota Prairie County Alliance
Joint Powers Board Personnel Committee Meeting Minutes –July 11, 2018

more than 10% in each product. South Country provides care coordination to members on SharedCare who are possibly eligible to transition to AbilityCare.

The anticipated growth would mean adding at least 26 new cases to our current care coordination numbers which would be problematic if we didn't have increased capacity. Ideally care coordinators have a case load of 50 – 60. The half-time position that we have doing care coordination, on behalf of South Country Health Alliance, in Waseca has turned over twice in the past 2 years. The average length of stay has been 10 months. The goal would be to have greater continuity in this position when it is full-time.

A discussion occurred regarding if any additional costs, such as computer equipment are needed for this position.

The committee determined by consensus to recommend to the joint powers board to increase a 0.5 full-time equivalent (FTE) South Country Health Alliance care coordinator (social worker case-manager) position to a 1.0 FTE position to address increased Ability Care caseload.

Motion

V. The next scheduled meeting is to be determined.

Next meeting

VI. There was committee consensus to adjourn the meeting at 1:09 pm.

Motion and adjournment