



MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Adopted Minutes of the Joint Powers Board Meeting held June 18, 2019

Waseca County, 1000 Elm Avenue West

I. The Minnesota Prairie County Alliance joint powers board met in regular session on June 18, 2019, in Waseca County, 1000 Elm Avenue West, Waseca, MN. Commissioner Rodney Peterson called the meeting to order at 2:58 pm. Call to order

II. Introductions were made, and Commissioner Peterson established that there was a quorum. Roll call and introductions

Members present:

James Brady	Steele County Commissioner
Doug Christopherson	Waseca County Commissioner
Rick Gnemi (arrived at 3:02 pm)	Steele County Commissioner
Brian Harguth	Waseca County Commissioner
Rodney Peterson	Dodge County Commissioner

Members absent:

Tim Tjosaas	Dodge County Commissioner
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Also present:

Jane Hardwick	MNPrairie Executive Director
Kristin Ferris	MNPrairie Executive Assistant
Cathy Skogen	MNPrairie Income & Health Care Assistance Manager
Kevin Venenga	MNPrairie Finance Manager
Heather Johnson	MNPrairie Adult & Disability Social Services Manager
Shari Kottke	MNPrairie Child & Family Social Services Manager
Gina McGuire	Steele County and MNPrairie Human Resources Assistant Director
Jim Elmquist	Dodge County Administrator
Jessica Beyer	Waseca County Administrator
Kelly Knutson	Minnesota Department of Human Services
Ruth Lee	MNPrairie Employee
Beth Christesen	MNPrairie Employee
Jennifer Taylor	MNPrairie Employee
Jordyn Elvish	MNPrairie Employee
John Rostad	AFSCME Council 65 Representative

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| <p>III. Gina McGuire, MNPrairie and Steele County Assistant Human Resources Director, introduced the following new staff: Jennifer Taylor and Jordyn Elvish.</p> | <p>Introduction of new staff</p> |
| <p>IV. Ruth Lee, MNPrairie Housing Resource Specialist, presented the board with a mission moment regarding her work with another employee to assist a client (and the clients family) in finding a wheelchair accessible home or making the client’s home wheelchair accessible very quickly after an injury that required the client to be in a wheelchair.</p> | <p>Mission moment</p> |
| <p>V. Motion by Commissioner Rick Gnemi, seconded by Commissioner Brian Harguth, to accept the agenda as amended to include items VI: presentation on collaborative safety model, and item IX to include a break and a tour of the Waseca facility. <i>Motion adopted unanimously.</i></p> | <p>Agenda and motion</p> |
| <p>VI. Motion by Commissioner James Brady, seconded by Commissioner Gnemi, to accept the meeting minutes as presented from the May 21, 2019, meeting of the Minnesota Prairie County Alliance joint powers board. <i>Motion adopted unanimously.</i></p> | <p>Minutes and motion</p> |
| <p>VII. Motion by Commissioner Gnemi, seconded by Commissioner Christopherson, to approve the following items by consent:</p> | <p>Consent agenda</p> |
| <p style="padding-left: 40px;">a. To authorize \$908,028.37 in client support bills as presented.</p> <p style="padding-left: 40px;">b. To authorize payment of \$244,193.42 in administrative bills.</p> | <p>Motion</p> |
| <p><i>Motion adopted unanimously.</i></p> | |
| <p>VIII. Cathy Skogen, MNPrairie Income & Health Care Assistance Manager, presented with board with a contract with Quality Transportation for Medical Assistance transportation.</p> <p>A discussion occurred regarding the counties of service with this provider.</p> <p>Motion by Commissioner Gnemi, seconded by Commissioner Christopherson to execute an agreement with Quality Transportation Company to provide service to clients receiving medical assistance for the period of June 1, 2019 to December 31, 2019. <i>Motion adopted unanimously.</i></p> | <p>Quality transportation contract</p> <p>Motion</p> |
| <p>IX. Kelly Knutson, Department of Human Services (DHS), presented the board with information on the collaborative safety model. Ms. Knutson noted that the 2015 Minnesota Legislature enacted requirements for DHS to conduct on-site reviews of child fatalities and near-fatalities due to maltreatment. The approach moves away from blame and toward a system of accountability that focuses on identifying underlying systemic issues to improve Minnesota’s child welfare system.</p> <p>A discussion occurred regarding the presenter’s background in child protection, and how implementing these changes can be applicable in other areas of social services.</p> | <p>Collaborative safety model</p> |

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A further discussion occurred regarding the training being implanted across the state to work towards the collaborative safety model.

- X. Shari Kottke, MNPrairie Child & Family Social Services Manager, presented the board with the community integration plan of safe care for prenatal substance exposure grant, noting that MNPrairie responded to a request for proposals (RFP) issued by Department of Human Services (DHS). MNPrairie was notified that it was being awarded the grant for a total of \$194,195 and is for a one-year period. The grant is renewable for up to four additional years.

Community integration plan of safe care for prenatal substance exposure grant

A discussion occurred regarding the caseload of the social worker hired into this position, who the potential social worker would report to, and the effect on the budget.

An additional discussion occurred regarding space, the process of applying for this grant, and how to renew the grant.

A further discussion occurred regarding grant funding and how this would be a great opportunity to assist families upstream so out-of-home placement costs down the line could potentially be decreased.

An additional discussion occurred regarding whether we can sub-contract with another agency to provide these services for MNPrairie.

Motion by Commissioner Brady, seconded by Commissioner Gnemi, to accept a grant award from the Minnesota Department of Human Services for Community Integration Plan of Safe Care for Prenatal Substance Exposure and execute a standard grant contract upon receipt of document. *Motion adopted unanimously.*

Motion

- XI. Jane Hardwick, MNPrairie Executive Director, presented the board with the on-call child & family supervision policy. Ms. Hardwick noted that the policy was taken to and recommended by the policy committee. Following the governor’s task force on child protection, there were changes made to expectations for county human services agencies to respond to certain child maltreatment reports outside of regular business hours. Consistent with state guidelines, MNPrairie requires that a supervisor be involved in screening such reports.

On-call child & family supervision policy

Motion by Commissioner Gnemi, seconded by Commissioner Christopherson, to adopt the on-call child & family social services supervision effective the first day of the pay period beginning on or after July 1, 2019. *Motion adopted unanimously.*

Motion

- XII. Gina McGuire, presented the board with an amendment to the leaves-of-absence policy noting that the current policy was drafted prior to the voluntary group short-term disability insurance coverage becoming available for employees to purchase. The amendment would allow employees who have purchased group short-term disability to utilize their short-term-disability plan, but require that all employees receiving short term disability to supplement their benefit payment with any available paid time off

Leaves-of-absence policy amendment

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(PTO), vacation, sick, and compensatory leave so the combination of the disability benefit and the accrual usage equals, but does not exceed, the employee’s pre-disability week base pay.

A discussion occurred regarding the option for staff to purchase short-term-disability insurance.

Motion by Commissioner Brady, seconded by Commissioner Gnemi, to amend the leaves-of-absence policy to read: **Use of paid-time off while receiving MNPrairie group short-term or long-term disability insurance benefits.** If an employee uses group short-term or long-term disability insurance benefits, any PTO, vacation, sick, and compensatory leave balances available must be used during the waiting period before benefits begin. Once an employee begins receiving short-term disability or long-term disability benefits, the employee must supplement their benefit payment with any available PTO, vacation, sick, and compensatory leave balance so that the combination of the disability benefit and accrual usage equals, but does not exceed, the employee’s pre-disability weekly base pay. *Motion adopted unanimously.*

Motion

XIII. Kevin Venenga, MNPrairie Finance Manager presented the board with the electronic transaction policy prepared at the advice of the Office of State Auditor.

Electronic transaction policy
Motion

Motion by Commissioner Christopherson, seconded by Commissioner Gnemi, to adopt the electronic transaction policy as presented. *Motion adopted unanimously.*

XIV. The board took a break from 4:11 pm to 4:26 pm to enable an informal tour of the Waseca building.

Break

XV. Gina McGuire presented the board with a personnel report noting recent hires, vacancies and promotions as of June 11, 2019. Ms. McGuire noted that there are currently 5 vacancies, a full-time equivalent (FTE) count of 172.9, and that MNPrairie’s year-to-date retention rate is 95.11 percent.

Personnel report

XVI. Ruth Lee presented the board with an overview of her role as housing resource specialist, and noted the goals and progress of the program. Ms. Lee shared her participation with, and the benefits of the Rent Wise program. Ms. Lee also provided data about the number of clients requesting housing support information and the types of requests she has received.

Housing program update

A discussion occurred regarding requests by departments.

XVII. Jane Hardwick presented the board with a brief update of 2019 legislative decisions. Ms. Hardwick noted that when a MACSSA summary becomes available, she will share it with the board.

2019 legislative decisions

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- XVIII. Cathy Skogen shared the date and number of unprocessed eligibility documents along with data regarding timeliness of phone call returns for the income & health care assistance (IHCA) unit. Income & health care assistance processing status update
- The report shows that as of June 5, 2019 all teams are returning phone calls within 24 hours; the family team, bank team, long-term care team, and cost-effective insurance (handled by the healthcare team) are processing outside of MNPrairie’s good customer service standards, but within state and federal program guidelines; and the healthcare team is processing outside of both MNPrairie’s standards and state and federal program standards.
- XIX. MNPrairie management reports: Management Reports
- Heather Johnson submitted the following topic(s): adult mental health rehabilitation centers; division meeting and the procurement process
- Cathy Skogen submitted the following topic(s): division meeting; District 9 Association of Minnesota Counties (AMC) meeting; child care assistance program; and the Owatonna Census Complete County Committee.
- XX. Employee comments: No employee had comments. Employee comments
- XXI. The next scheduled regular meeting is July 16, 2019, 3:00 pm to 5:00 pm, 630 Florence Ave, Steele County Administration Building, Room 40. Next meeting
- XXII. Commissioner Peterson adjourned the meeting at 4:54 pm. Adjournment

X

Jane Hardwick
MNPrairie Joint Powers Board Clerk