

WESTERN PRAIRIE HUMAN SERVICES BOARD MEETING
August 4, 2023

The meeting of the Joint Powers Board for Western Prairie Human Services was held August 4, 2023 at the Western Prairie Human Services Office in Elbow Lake.

MEMBERS PRESENT

Bill LaValley
Paul Gremmels
Troy Johnson
Ken Johnson
Paul Gerde
Doyle Sperr

OTHERS PRESENT

Stacy Hennen, Director
Kari Rude, Deputy Director/HR Director
Tracy Bowman, Fiscal Manager
Dwight Nelson, Traverse County Commissioner
Morgan Mithun, Social Worker

MEMBERS ABSENT

Larry Lindor
Paul Wildman
Dwight Walvatne
Gordy Wagner

Doyle Sperr

A. Opening:

1. Chair Troy Johnson called the meeting to order at 9:03am
2. The Pledge of Allegiance was said. The deputy director introduced Morgan Mithun, a new social worker in child protection.
3. The agenda was reviewed. Commissioner Gerde made a motion to approve the agenda. The motion was seconded by Commissioner LaValley, MCU.
4. Approval of the July 7, 2023 meeting minutes. After reviewing the minutes, Commissioner Gerde made a motion to approve the minutes, seconded by Commissioner Gremmels, MCU.
5. A summary of bills was presented by the director. The director manager reviewed the July 2023 bills. After discussion, Commissioner Sperr made a motion to approve the bill summaries, seconded by Commissioner LaValley, MCU.
 - a. The fiscal manager reviewed June 2023 financial information. The overall budget is at 48% half way through the year. After questions, Commissioner Gerde made a motion to approve the financial reports, seconded by Commissioner K. Johnson, MCU.

B. CONTRACTS/AGREEMENTS

6. Counties Providing Technology (CPT)

The director presented a 2024 contract with CPT to provide financial services, including IFS services and the collections software. The agency currently uses this software. Commissioner LaValley a motion to approve the contract, seconded by Commissioner Sperr, MCU.

7. Cost Plan Allocation Letter of Agreement

The director presented an agreement with Dennis Pond to complete an indirect cost allocation cost plan for Western Prairie Human Services for the purpose of claiming the indirect costs for Pope County related to human services. Commissioner Sperr made a motion to approve the agreement, seconded by Commissioner LaValley. After discussion, MCU.

8. Central Minnesota Mental Health Center

The director indicated the board declined to contract with Central Minnesota Mental Health Center (CMMHC) for detoxification services earlier this year due to the cost and there were other, less expensive options available. The agency is moving towards using a medical detox model, which is reimbursable through public insurance. Hospitals are continuing to refer to CMMHS, even after being provided information on other options. Due to the cost difference between the contract cost and non-contract cost, there is a recommendation to move forward with a contract, as WPHS is statutorily obligated to pay for detox if there are no other funding sources. K. Johnson made a motion to approve the contract with the updated name of the agency, seconded by Commissioner Gerde, MCU.

9. Mended Contract

The director reviewed the proposed 2024 Mended contract. Mended provides parent education, supervised visitation, and family group decision making. Contracting with Mended has greatly decreased costs to supervised visitation centers and allows families to be served in their own community. Mended also provides in home parenting

education. Commissioner Gerde made a motion to approve the contract, seconded by Commissioner LaValley, MCU.

C. OLD BUSINESS

10. Out of Home Placement List:

The director reviewed the out-of-home placement list. There are currently 32 children in out-of-home placement. There has been an overall cost decrease of \$19,674 this month due to trial home visits and children reaching permanency. The director reviewed the categories of cases and progress made with reunification or permanency of the children.

11. Case Counts:

The director reviewed the case counts for social services. The number of total cases have decreased this past month, largely due to a correction in last months information. Overall the cases are steady, increasing slightly. The director reviewed the case counts for child support, MNSure, and MAXIS. Health care cases decreased as a result of 50 renewals not being turned in by applicants.

12. Personnel/Hiring Updates:

The director provided a personnel update. The agency has had a stable year in terms of turnover. This past month, there has been one long-term employee who resigned, opting for retirement. The agency did receive a resignation from the office support specialist in the Glenwood site. The position has been posted internally and externally. Currently there are two employees on a leave of absence.

13. Personnel Recommendation

The deputy director shared information about meeting with three different agencies to discuss services and quotes for a classification and compensation study. Those agencies were: Clifton Allen Larson, Gallagher, and David Drown Associates. The personnel committee reviewed the information and is making a recommendation to move forward with David Drown Associates. The goal is to have the study completed by June of 2024 for an implementation date of January 2025. The cost of a full classification and compensation study, with no job description writing is \$11,050. The committee is recommending to forego the ongoing maintenance cost of \$4,200 each year and instead opting for ongoing support services as needed. There was discussion about having an MOU in place with the union prior to the study regarding placement on the scale. Commissioner K. Johnson made a motion to approve the recommendation for the classification and compensation study, seconded by Commissioner Gerde, MCU. Commissioner LaValley made a motion to have a MOU in place prior to the study, seconded by Commissioner Gremmels, MCU.

D. New Business:

14. 2022-2024 Fiscal Information

The director presented information about larger funding sources, revenues, and expenses that were used to help determine the budget. Information was also presented details on the costs and revenues watched throughout the year.

15. Rainbow Rider Capitol Expenses

The director brought forth information from the inquiry on whether or not WPHS should be paying the capital share, or any part of the rainbow rider county contribution. The finance committee discussed this, reviewed the numbers and the differences between the capital share and the operating share. The finance committee asked the director and fiscal manager to get exact numbers and bring it to the board for a discussion and decision. The director presented the 2023 contributions and budget as well as the three options the board had discussed. After discussion, Commissioner Gerde made a motion to approve option two as presented by the director, moving the capital expenses to the county budgets and keeping the annual contribution with WPHS, seconded by Commissioner LaValley, MCU.

16. Personnel Committee: Executive Assistant

The director presented information on the potential of hiring an executive assistant. This was discussed with the executive team about 3 months ago in order to manage the workload of the management team. The director talked about the need to prepare WPHS for the future and to ensure that the management team can be functional and

do their best work for WPHS. The director indicated that she wanted any solution to be done carefully and with input of the entire management team. This recommendation stemmed from strategic planning and an internal assessment within our management team. The position would be supervised by the director and would function primarily as their assistant. They would work closely with the HR/Deputy Director as well since that role is another that has an unsustainable amount of administrative work. If approved it would be a non-union position because of the human resources and union work. It is in our preliminary budget, salary and benefits. The position has been rated as a grade 6. The director indicated that this had already been in both the Executive Committee and the personnel committee and both had moved it to the whole board. There was some discussion about waiting until more board members were present since adding it would impact the preliminary levy. After discussion, Commissioner Gerde made a motion to approve the executive assistant position hiring, seconded by Commissioner Gremmels. Commissioner K. Johnson voted no, all other commissioners voted yes so it passed with a majority of the quorum present, 5 to 1.

17. 2024 Preliminary Levy Request

The director shared information on the preliminary levy request. The main increases this year were salary and the estimated health insurance costs. There is a proposal to add a position, executive assistant, which is included in the 2024 budget with a cost of \$50,000. Overall our levy, in 2023 and our prelim levy for 2024 keep us in that 38% range for the percent of our budget that is levy. The bulk of our agency is funded by federal reimbursements, billing for the services our staff perform, and federal and state grants. About \$250,000 of it is our contract with Traverse and our fiscal host fee charged to Region IV South. Our proposed preliminary budget is \$8,978,975. That is an increase to the overall budget of \$363,873. The preliminary levy request after the decision under new business item fifteen is \$140,386. Based on the formula that would be an increase of \$86,379.56 for Pope County and \$54,006.54 for Grant There are still areas we are watching to see if we can decrease this at all for the final budget. The board had a robust discussion with much conversation. There were no requests from the board for us to make changes other than the one that resulted from new item number 15. After discussion Commissioner Gerde made a motion to hold off on setting the preliminary levy until more commissioners were present and moved the vote to WPHS's September board agenda, seconded by Commissioner Gremmels, MCU

18. Lakeland Mental Health Center 2024 Service Plan

The director presented Lakeland Mental Health Center's (LMHC) 2024 service level request. If approved by the board, the director will notify LMHC and a contract will be drafted that reflects this. The director reviewed the service components and funding levels. After review, Commissioner Sperr made a motion to approve the service plan, seconded by Commissioner Gerde, MCU.

19. Employee Feedback Summary

The director shared information about the strategic planning project, which is focused on accessing the needs of the agency, planning for the agency, and employee feedback since the merger to WPHS. In the process, the director and deputy director sought out each group of staff, grouped by supervisor. The management team has started the process of reviewing these and prioritizing them as well as categorizing them. The board talked about the staff's statements of feeling disconnected to the county and talked about how we could possibly work on that not only with WPHS but with Horizon Public Health. The director agreed that this factor was important to many of the staff, that and getting to know the board in a more informal way. We discussed ways to do that and the director reiterated that we hope to get them a prioritized list by our September meeting.

20. LEARN human resources training

The director shared a recommendation from the executive committee to have our human resources/deputy director go through the LEARN training that is offered through AMC. The director noted the cost and also indicated that it is an annual thing so we would only be committing to one year not more. The board asked questions and discussed it. After discussion, Commissioner LaValley made a motion to approve learn training, seconded by Commissioner Gremmels, MCU.

21. Preliminary Audit Results

The director reported the agency is halfway through our first audit with the State Auditor's office. We have completed the program audit, this year it was medical

assistance. They pulled 80 cases and 8 of them had errors. None of the errors changed the eligibility. In reviewing it with our income maintenance supervisor she indicated that much of it was related to system issues on the State's side, and that she had discussed that with the State Auditor. The fiscal manager has also been working contracting with them to do. The State Auditor team is aware of that and has been understanding. From CLA's perspective there is a potential of receiving a finding not timely balancing. It appears at this point that the main issue was that revenues were received in different months than they were receipted, causing the balancing issue.

Report from Board Appointments:

The meeting was adjourned by Chairman Troy Johnson at 11:35 am

- A. Lakeland Mental Health Center..... K. Johnson/Gerde
- B. Horizon Community Health Board..... Sperr/Walvatne/Lindor/Wagner
- C. PrimeWest Health CBP Wagner/K.Johnson/T. Johnson/Lindor
- D. West Central Communities Action, Inc. K.Johnson/Gremmels
- E. Agency on Aging..... Lindor/LaValley
- F. Child Protection Pre-Placement..... T. Johnson/Gremmels
- G. Rainbow Rider LaValley/Walvatne/Gerde/
- H. R4S Governing and Executive Board..... K. Johnson/Lindor
- I. Child and Youth Council..... Sperr
- J. WPHS Personnel Committee..... Lindor/Wildman/Sperr/T. Johnson
- K. WPHS Executive Committee..... T. Johnson/Walvatne/Gremmels
- L. WPHS Finance Committee..... Gerde/Lindor/LaValley/K. Johnson
- M. WPHS Safety Committee..... Sperr/Wildman

Board Chair

Board Secretary