

**WESTERN PRAIRIE HUMAN SERVICES BOARD MEETING**  
**December 2, 2022**

The meeting of the Joint Powers Board for Western Prairie Human Services was held December 2, 2022 at the Western Prairie Human Services Office in Elbow Lake

**MEMBERS PRESENT**

Larry Lindor  
Nan Haggerty  
Troy Johnson  
Ken Johnson  
Doyle Sperr  
Cody Rogahn  
Paul Gerde  
Dwight Walvatne

**OTHERS PRESENT**

Stacy Hennen, Western Prairie Director  
Crystal Zaviska, Supervisor  
Kari Rude, Deputy Director, HR  
Rebekah Woolcott, Child Support Officer  
Blenda Lambutis, Office Support  
Sarah Lohse, Social Services Supervisor  
Megan Kava, Eligibility Specialist  
Anna Berends, Social Worker

**MEMBERS ABSENT**

Gordy Wagner

**A. OPENING:**

1. Chair Cody Rogahn called the meeting to order at 9:00am.
2. The Pledge of Allegiance was said
3. The agenda was reviewed and the director requested that Rebekah Woolcott be added to item five. Commissioner Gerde made a motion to approve the amended agenda, seconded by Commissioner LaValley, MCU
4. Approval of the November 4th Minutes: After reviewing the minutes, Commissioner Lindor made a motion to approve the minutes, seconded by Commissioner Sperr, MCU
5. Introduction of new Western Prairie Human Services staff in Glenwood office in 2023:
  - a. Anna Berends, Social Worker in child protection
  - b. Sam Schneider, Social Worker in child protection, not able to be present
  - c. Rebekah Woolcott, Child Support Officer
  - d. Megan Kava, Eligibility Worker
  - e. Blenda Lambutis, Office Support
6. A summary of bills was presented by the director. After review of the bills, Commissioner Lindor made a motion to approve the bills, seconded by Commissioner Troy Johnson, MCU
  - a. The director reviewed the financial statements and explained the graphs and data. There was additional data about where we are for expenses and revenues. We did not have the end of November data as we are in process of entering some payroll data into IFS and need to get that done before running it so it's accurate. The director gave a billing update. The fiscal department has been working hard and did get everything billed that needed to be done so we can receipt it in this year. The director noted that we will bill the counties for our second half taxes shortly. After discussion and review Commissioner Sperr made a motion to approve the financial reports, seconded by Commissioner LaValley, MCU

**B. CONTRACTS**

7. **Prairie Community Services:** Prairie Community Services provides community support services (CSP) to clients who have a diagnosis that qualifies as seriously mentally ill (SMI). The contract rate proposed is \$39.15, the same rate as 2022. The director reviewed the services and other providers we contract with for the same service. After review, Commissioner Lindor made a motion to approve the contract, seconded by Commissioner LaValley, MCU
8. **Teamsters 2022-2024 Union Contract:** The board reviewed the contract and all addendums and compared it to the best and last final offer. There was discussion on the contract and terms. After discussion, Commissioner Troy Johnson made a motion to approve the union contract and all addendums, seconded by Commissioner Sperr, MCU
9. **Lakeland Mental Health:** The director presented the Lakeland Contract for 2023 for standard services. There was an annual increase in the following charges:
  - Clinical Supervision Charges, \$135.66 in 2022, \$138.37 in 2023
  - Community Support Program: \$73.92 in 2022, \$75.40 in 2023
  - Case Management rates increased based on the State's set rates for contracted case management. Pre-Petition Screening remains the same at \$103.00/hour. Our Emergency services bill of \$82,565 remained the same as well. After discussion and review Commissioner Gerde made a motion to approve the contract, seconded by Commissioner Troy Johnson, MCU
10. **School based mental health professional:** The director presented the contract with Lakeland Mental Health. They are purchasing part time school based mental health services for our staff who is a mental health professional and does school-based services in Grant County. The director noted that she is likely considering retirement in the next few years and this contract will end with that. After review and discussion, Commissioner LaValley made a motion to approve the contract, seconded by Commissioner Lindor, MCU

11. **Rural Minnesota CEP 2023 Budget Amendment:** The director and supervisor discussed the budget amendment to our biennium contract with Rural Minnesota CEP for employment services for our Minnesota Family Investment Program (MFIP) clients. We are in the second year of the contract and plan so the only approved needed is for the budget. The director noted that the dollars for this contract come from a grant from the State and the director and supervisor reviewed how we allocate out the money. After discussion, Commissioner LaValley made a motion to approve the contract amendment, seconded by Commissioner Lindor, MCU'
12. **Good Life Services, SILS:** The director reviewed a two year contract with Good Life Services to provide Semi-Independent Living (SILS) skills for people with developmental disabilities who are not on the waiver. We have a grant that pays most of this, the cost varies based on how many clients we have using it. We currently have one person. After review and discussion, Commissioner Sperr made a motion to approve, seconded by Commissioner Gerde, MCU
13. **Blue Plus Managed Care Contract:** The director reviewed the terms of the contract with Blue Plus, who will be our second pre-paid medical assistance plan (PMAP). This is the first time we have contracted with them as it is the first time we have not had two PMAP's in the past. The director has concern about the targeted case management rates being significantly lower than our rates from PrimeWest. We will assess how many clients choose that plan and what the financial implication is to us and let Blue Plus know if we cannot provide the service for them. After review and discussion, Commissioner Lindor made a motion to approve the contract, seconded by Commissioner Troy Johnson, MCU
14. **Central Minnesota Mental Health Center Detox (CMMHC):** The director reviewed the contract for detoxification services with CMMHC. Their rate has increased by \$100/day in 2023, from \$500 to \$600/day. While the rate isn't optimal the options are minimal and we don't want to further limit them for law enforcement and the hospitals, so the director recommends approving the contract. After review of this and last years spending and discussion, Commissioner Gerde made a motion to approve the contract, seconded by Commissioner Lindor, MCU
15. **Someplace Safe:** The director reviewed the contract with Someplace safe for supervised visitation and parenting time. The intake rate has increased from \$50 to \$75 and their exchange fee has increased by \$50 per family. The director indicated that we have not used them as much since we have Mended and our own visitation aides. The director recommends approving it so we have options, since some of our families need this type of service. After review, Commissioner Lindor made a motion to approve, seconded by Commissioner Walvatne, MCU
16. **Fathers Resource:** The director and supervisor reviewed the contract with Fathers Resource for services for non-custodial parents. The director and supervisor talked about our options, the program, and the changes the supervisor has made to make this service utilized more. The cost for 2023 is the same as 2022 and is budgeted. After review and discussion, Commissioner Gerde made a motion to approve the contract, seconded by Commissioner LaValley, MCU

### **C. OLD BUSINESS**

17. **Out of Home Placement List:**

The director reviewed the agencies out of home placement list. She noted that at the end of October WPHS had 26 kids in placement, one less than the previous month. The director reviewed the categories. We have three 18-21 placements and five waived placements with one returning to a home setting in October with another parent and two of them being potential adoptive cases. We have 9 kids awaiting permanency with one that was completed in October and several others that are close to being completed. We have nine cases where we are working toward reunification with one of those kids on a trial home visit.
18. **Case Counts:**

The director reviewed the case counts and asked if there were questions on the summary she gave in the cover sheet. The director noted that medical assistance cases are still slowly going up and we are still not doing renewals. There are small variations in caseloads but nothing significant.
19. **Personnel/Hiring Updates**

The director updated the board on the positions just filled and the internal hires and shifts that had been made. At this time, we have no new open positions. Our open positions were filled internally leaving us with an account technician position in Glenwood and an office support position in Elbow Lake.

### **D. NEW BUSINESS:**

20. **2023 Final Budget Request:**

The director reviewed the final budget and levy request for 2023. The director noted that our 2022 levy is \$3,279,879. The director reviewed where we ended with our final union contract and the change in insurance policy and contribution. The director noted that the fiscal manager and she have spent a lot of time running numbers and looking at revenues and expenses. We are comfortable maintaining our levy at the same thing it was in 2022. The director noted where we had seen some savings in payroll and insurance as well as where we saw some increased revenues. All of that allowed us to meet our 2023 budget without a levy increase. If the board approves the same levy then the fiscal supervisor will notify each auditor's office and we will wait for the boards to approve their final levy's. After discussion Commissioner Troy Johnson made a motion to approve the 2023 levy request seconded by Commissioner LaValley, MCU

21. **Personnel Committee:**

The director discussed with the board the final pay grade and step placement for the staff. Our goal in the process of placing people was to ensure that we did not have people who were on lower steps than people who had been with the agency in the same position for less time. We believed we had accomplished that when we made an offer to the union to adjust 7 staff up a step. We recognized that we can't equalize everyone because we don't know the circumstances or hiring process of each county and what step they started people on, so anniversary dates alone would not tell the story. We offered seven people to the union and after we offered realized we had missed two. We believed the union would be countering so didn't think of it again. The union did not counter and accepted the offer without ever having more discussion. The personnel committee reviewed this and has concern that we would have two people with 2-3 years of work time with us that currently are scheduled to be paid less than people who have been with us for a year. The personnel committee is recommending that we move those two staff up a step if the union agrees. The director indicated that the committee is asking the board to grant permission to the agency attorney to contact the union and discuss it with them and come to an agreement moving them up a step, and allowing the director and/or board to sign something to that end. After discussion, Commissioner Gerde made a motion to approve the request of the personnel committee, seconded by Commissioner Ken Johnson, MCU

22. **Policy and Procedure Manual update:**

The deputy director/human resources reviewed the updates made to the policy and procedure manual both to incorporate changes we've already approved this year into the actual manual and to make corrections and changes to the manual that align this to the union contract for policies. In addition to the changes to the manual there are agreements that grandfather out the same things that the union contract does. After discussion and review, Commissioner Lindor made a motion approving the policy and procedure manual and the addendums to it, seconded by Commissioner Sperr, MCU

23. **Childcare Variance:**

The director reviewed a variance request from the licensor. The request is to substitute a toddler into a pre-school spot for less than 60 days. The licensor meets all of our policy requirements and the request is within our policy as well. After discussion and review Commissioner Walvatne made a motion to approve the variance, seconded by Commissioner LaValley, MCU

24. **Committee Appointments for 2023:**

The director gave the board a copy of the committees as they stand with those that need to be updated highlighted. She noted that the Joint Powers Agreement indicates that a new chair will be elected at the February meeting. Since our current chair's term ends at the end of this year the vice chair will need to chair the January meeting and the meeting in February until a chair is elected. If the Vice chair is not at the meeting the second vice chair will need to do that. The new chair will need to make internal Western Prairie Committee Appointments after they are elected and the director will talk to the county's to see if any appointment changes were made for mutual committees.

**Report from Board Appointments:**

- A. Lakeland Mental Health Center.....K. Johnson/Haggerty
- B. Horizon Community Health Board.....Sperr/Walvatne/Lindor/Wagner
- C. PrimeWest Health County Based Purchasing..... Wagner/K. Johnson/T. Johnson
- D. West Central Community Action INC..... Rogahn/K. Johnson
- E. Agency on Aging..... Lindor/LaValley
- F. Child Protection Pre-Placement..... T. Johnson/Haggerty
- G. Rainbow Rider..... LaValley/Walvatne/Gerde/Rogahn
- H. R4S Governing and Executive Board..... K. Johnson/Rogahn

The meeting was adjourned by Chairman Rogahn at 11:33 am

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Board Chair

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Board Secretary