



# MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

## Adopted Minutes of the Joint Powers Board Meeting held January 13, 2015

Steele County Administration Center, 630 Florence Ave., Owatonna, MN  
Room 40

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- I. The Minnesota Prairie County Alliance joint powers board met in regular session on January 13, 2015, in Room 40 of the Steele County Administration Center, Owatonna, MN. Commissioner Nina Huntington called the meeting to order at 1:33 p.m. CST. Call to order

- II. Introductions were made and Commissioner Huntington established that there was a quorum: Roll call and introductions

Members present: Tim Tjosaas Dodge County Commissioner  
Rodney Peterson Dodge County Commissioner  
Nina Huntington Steele County Commissioner  
John Glynn Steele County Commissioner  
Blair Nelson Waseca County Commissioner  
Richard Androli Waseca County Commissioner, Alternate

Members absent: James Peterson Waseca County Commissioner

Also present: Jane Hardwick MNPrairie Executive Director  
Jim Elmquist Dodge County Administrator  
Heather Oconnor MNPrairie Executive Assistant  
Gary Weiers David Drown Associates  
Shelia Pokorny AFSCME Council 65  
Cathy Piepho Steele County  
Laura Elvebak Waseca County Administrator  
Tom Shea Steele County Administrator  
Julie Johnson MNPrairie and Steele County Human Resources Director

- III. Motion by Commissioner Rodney Peterson seconded by Commissioner Richard Androli to adopt the agenda as amended. *Motion adopted unanimously.* Agenda and motion

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| <p>IV. Motion by Commissioner R. Peterson seconded by Commissioner Blair Nelson to accept the final meeting minutes as presented for the December 23, 2014 meeting of the Minnesota Prairie County Alliance joint powers board. <i>Motion adopted unanimously.</i></p>   | <p>Meeting minutes and motion</p>                              |
| <p>V. Commissioner R. Peterson removed the Minnesota State Operated Services Contract from the consent agenda and placed it on the regular agenda. Motion by Commissioner R. Peterson seconded by Commissioner Tim Tjosaas to adopt the following by consent:</p>  | <p>Consent agenda motion</p>                                   |
| <p style="padding-left: 40px;">a. To accept the previous month budget report as presented for period ending December 31, 2014 showing \$0 in revenue and \$226,627 in expenditures for the month leaving a balance of \$1,592,753.</p>   | <p>Budget report</p>   |
| <p style="padding-left: 40px;">b. To authorize payment of \$255,999.55 in bills as presented.</p>  | <p>Vouchers for payment</p>                                    |
| <p style="padding-left: 40px;">c. To authorize execution of an amendment to the existing annual delegation agreement with South Country Health Alliance effective January 1, 2015.</p>   | <p>Delegation agreement with South Country Health Alliance</p> |
| <p style="padding-left: 40px;">d. To authorize provision of a mobile stipend for a social worker.</p>  | <p>Mobile stipend</p>  |
| <p style="padding-left: 40px;">e. To adopt an addendum to the existing regional adult mental health initiative (CREST) agreement effective January 1, 2015.</p>  | <p>Regional adult mental health initiative</p>                 |
| <p><i>Motion adopted unanimously.</i></p>  |  |
| <p>VI. Jane Hardwick, MNPrairie Executive Director, informed the board that we have a contract with Minnesota State Operates Services (MSOCS) for the provision of scanning service by people with disabilities. Ms. Hardwick noted this is a standard contract that has been in place before and Steele has previously been the holder.</p>   | <p>Minnesota State Operated Services</p>                       |
| <p style="padding-left: 40px;">Motion by Commissioner R. Peterson seconded by Commissioner Nelson to authorize the execution of a contract with Minnesota State Operated Services effective January 1, 2015. <i>Motion adopted unanimously.</i></p>  | <p>Motion</p>  |
| <p>VII. Jane Hardwick provided an update on the project pieces occurring with MNPrairie. Ms. Hardwick reported there has been some issues with US Bank and their services will continued to be monitored; if there is no improvement, we may consider moving to a new bank. Ms. Hardwick informed the test run for payroll has gone well and if any issues arise with the initial payroll disbursement, paper checks will be cut and distributed to employees.</p> | <p>Project update</p>  |

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Ms. Hardwick stated the Steele site had migrated their computers and phones a week ago, Dodge is currently going through their migration phase, and Waseca will start migration next week. Ms. Hardwick commended the Steele County and MNPrairie Information Technology department on the wonderful work they are doing for us. Ms. Hardwick reported the technology piece has been huge for MNPrairie, we have new phone numbers and emails addresses, we are working on resolving some issues with the phones, network switches are being reconfigured in Waseca, the State systems have been rolled over with no issues, and staff will be working this weekend to transfer the Dodge and Waseca cases over to the Steele number. A discussion resulted which included inquiries about the transferring of cases to the new number and the volume that needs to be transferred.

- VIII. Julie Johnson, MNPrairie and Steele County Human Resources Director, provided an update on human resource activities. Ms. Johnson stated employees will be given instructions on how to access their electronic paystub, we have rolled over with very few issues for benefits and need to configure the monthly billing process, and we are working on finalizing the communication system for new hires. Ms. Johnson reported there have been seven negotiation sessions that have occurred and another one is scheduled in February, the job descriptions and compensation process is moving along and a proposed compensation structure will be coming soon to the board for review. Ms. Johnson noted that manager positions have begun being filled; Tom Aleshire will be starting on February 2, 2015 as the Finance Manager, Charity Floen accepted the role as the the Adult & Disability Services Manager, and advertising and recruitment has taken place for the Child and Family Manager.

Human  
resources update

Ms. Johnson commended the organization for having many individuals that bring a multitude of strengths and talent to the table and informed that policy work continues with Springsted. A discussion ensued with inquiries pertaining to staff and if any have taken a voluntary lay-off and if a drop-dead date has been set for benefits. Ms. Johnson noted no employees have chosen the lay-off option as of yet and she would like to start a request for proposals within the second quarter for benefits so open enrollment could begin in the fall. Commissioner R. Peterson commended MNPrairie for doing a wonderful job thus far and is not impressed with the work flow from Springsted. Jane Hardwick noted that some of the timing issues with Springsted stem from the timing of inputs from her.

- IX. Jane Hardwick provided the board with the established by-laws for their reference noting they are stored on SharePoint and provided the board with a hand out that has brief excerpts on the history, vision, and 2015 agenda preparation for MNPrairie. Ms. Hardwick briefly went over the history, vision, and agenda document and touched on the mission, the annual planning, and the subcommittees. Ms. Hardwick stated we need an additional member for

Review of  
MNPrairie

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the finance committee, recommends the technology committee continue as ad-hoc, and would like to establish a regular meeting time for the policy committee. A discussion resulted with an inquiry if the Chair and Vice Chair should both be on the finance committee. Commissioner Huntington informed she will be on the finance committee and Commissioner John Glynn will be on the technology committee. Ms. Hardwick asked the board to consider for the next meeting if we should continue having the administrators be at the joint powers board meetings and the administrators should let their respective board members know if they would like to continue.

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| X.    | Jane Hardwick informed additional group residential housing contracts (GRH) have come in and have been put into place.  | Group residential housing contracts |
| XI.   | No employees had comments.  | Employee comments                   |
| XII.  | Jane Hardwick shared the Monday morning fact that was sent to all staff on December 29, 2014 and the newsletters that were sent out on December 16, 2014 and January 6, 2015. Ms. Hardwick noted we continue to do the bimonthly chats and will be regrouping around our communication modules in February. Heather Oconnor, MNPrairie Executive Assistant, informed the board she has created a postcard that will be mailed out to our clients and vendors. | Communication                       |
| XIII. | Jane Hardwick provided the board with the 2015 meeting schedule for affirmation as there is a new member on the board.  | 2015 meeting schedule               |
| XIV.  | Commissioner Huntington announced the next meeting will be held on January 27, 2015, 12:30-2:00, Museum Room, Waseca County Human Services.   | Next meeting                        |
| XV.   | Motion by Commissioner R. Peterson seconded by Commissioner Nelson to adjourn the meeting at 2:22 p.m. CST. <i>Motion adopted unanimously.</i>  | Adjournment                         |