



# MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

## Adopted Minutes of the Joint Powers Board Meeting held April 14, 2015

Steele County Administration Center, 630 Florence Avenue, Owatonna, MN  
Conference Room 40

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- I. The Minnesota Prairie County Alliance joint powers board met in regular session on April 14, 2015, in Room 40 at the Steele County Administration Center, Owatonna, MN. Commissioner Nina Huntington called the meeting to order at 1:30 pm CDT. Call to order
- II. Introductions were made and Commissioner Huntington established that there was a quorum: Roll call and introductions

Members present: Rodney Peterson Dodge County Commissioner  
Tim Tjosaas Dodge County Commissioner  
John Glynn Steele County Commissioner  
Nina Huntington Steele County Commissioner  
Blair Nelson Waseca County Commissioner  
James Peterson Waseca County Commissioner

Members absent: None

Also present: Jane Hardwick MNPrairie Executive Director  
Heather Oconnor MNPrairie Executive Assistant  
Charity Floen MNPrairie Adult & Disability Services  
Manager  
Laura Elvebak Steele County Administrator  
Jim Elmquist Dodge County Administrator  
Abbie Willis MNPrairie Project Manager  
Tom Aleshire MNPrairie Finance Manager  
Julie Johnson MNPrairie & Steele County Human  
Resources Director  
Shari Kottke MNPrairie Child & Family Services  
Manager  
Tara Watson MNPrairie- Steele site  
Bill Zishka MNPrairie- Steele site  
Julie Palloch MNPrairie- Steele site  
Amy Buker MNPrairie- Steele site

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Bunny Metzger	MNPrairie- Steele site
Sharon Clemens	MNPrairie- Steele site
Amy Martinez	MNPrairie- Steele site
Sandy Nordman	MNPrairie- Steele site
Jayne Barber	MNPrairie- Steele site
Deb Wilker	MNPrairie- Steele site
Brandon Wacek	MNPrairie- Steele site
Laurie Mahnke	MNPrairie- Steele site
Priscilla Chavez	MNPrairie- Steele site

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| <p>III. Motion by Commissioner Tim Tjosaas seconded by Commissioner Blair Nelson to adopt the agenda as amended. <i>Motion adopted unanimously.</i></p>   | <p>Agenda and motion</p>   |
| <p>IV. Motion by Commissioner Rod Peterson seconded by Commissioner Tjosaas to accept the final meeting minutes as presented for the March 24, 2015 meeting of the Minnesota Prairie County Alliance joint powers board. <i>Motion adopted unanimously.</i></p> | <p>Meeting minutes and motion</p>                                      |
| <p>V. Motion by Commissioner Nelson seconded by Commissioner Tjosaas to accept the final meeting minutes as presented for the April 3, 2015 special meeting of the Minnesota Prairie County Alliance joint powers board. <i>Motion adopted unanimously.</i></p> | <p>Meeting minutes and motion</p>                                      |
| <p>VI. Motion by Commissioner Rodney Peterson seconded by Commissioner James Peterson to adopt the following by consent:</p>  | <p>Consent agenda motion</p>   |
| <p style="padding-left: 40px;">a. To authorize payment of \$963,794.81 in client support bills as presented.</p>  | <p>Payment of client support bills</p>                                 |
| <p style="padding-left: 40px;">b. To approve the adult and children’s mobile crisis grant addendum as presented.</p>  | <p>Adult and children’s mobile crisis grant addendum</p>               |
| <p style="padding-left: 40px;">c. To execute the merged purchase of service contract with Americare Mobility Van as presented.</p>  | <p>Merged purchase of service contract with Americare Mobility Van</p> |
| <p style="padding-left: 40px;">d. To approve an amendment to the CREST Cooperative agreement as presented.</p>  | <p>CREST initiative cooperative agreement amendment</p>                |
| <p><i>Motion adopted unanimously.</i></p>   |  |

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| <p>VII. Tom Aleshire, MNPrairie Finance Manager provided the board with the administrative bills. A discussion ensued with an inquiry about the grant for the Steele County food shelf.</p> <p>Motion by Commissioner John Glynn seconded by Commissioner Nelson to authorize the payment of \$53,133.86 in administrative bills. <i>Motion adopted unanimously.</i></p>  | <p>Payment of administrative bills</p> <p>Motion</p>                       |
| <p>VIII. Tom Aleshire presented the board with a capital asset policy that was reviewed and recommended by the Finance Committee noting that MNPrairie is required to have this policy for regulation, it follows State statutes, and it dictates how MNPrairie is to capitalize items. A discussion resulted with inquiries on the process for capitalizing owned and leased items.</p> <p>Motion by Commissioner R. Peterson seconded by Commissioner Nelson to adopt the capital asset policy as presented. <i>Motion adopted unanimously.</i></p>   | <p>Capital asset policy</p> <p>Motion</p>                                  |
| <p>IX. Charity Floen, Adult and Disability Services Manager, presented the board with a burial policy that was reviewed and recommended by the Policy Committee for MNPrairie. Ms. Floen stated that Dodge, Steele, and Waseca counties had similar policies and that meetings took place with funeral directors to help form the burial policy for MNPrairie. Ms. Floen reported the policy reflects a single, flat rate for the burial or cremation plus cemetery expenses including the plot and opening and closing of the grave, and families can add services that are not covered but cannot enhance services covered by the flat rate. A discussion resulted with inquiries on how well the policy has been received and the impact on the budget.</p> <p>Motion by Commissioner Tjosaas seconded by Commissioner J. Peterson to adopt the burial policy as presented. <i>Motion adopted unanimously.</i></p>   | <p>Burial policy</p> <p>Motion</p>   |
| <p>X. Charity Floen provided the board with a resolution for the family homelessness prevention and assistance program. Ms. Floen stated we are looking for an adoption of the resolution which is focused on the prevention of homelessness noting that Dodge and Steele are part of the Southeastern Minnesota Housing Network and that Waseca is part of the Region 9 effort. A discussion resulted with inquires on whether or not all three counties (Dodge, Steele, and Waseca) should be served under one resolution.</p> <p>Motion by Commissioner Glynn seconded by Commissioner R. Peterson to authorize Blue Earth County to serve as the grantee and that Minnesota Valley Action Council will be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention &amp; Assistance Program in the counties of Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, and Watonwan in Minnesota. <i>Motion adopted unanimously.</i></p> | <p>Family homelessness prevention and assistance program</p> <p>Motion</p> |

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Jane Hardwick, MNPrairie Executive Director, Abbie Willis, MNPrairie Project Manager, and Tom Aleshire, presented the board with a draft proposal to move into phase three of implementing technology for accounting activities for MNPrairie. Ms. Hardwick informed that we have engaged with Next Chapter Technology (NCT) to design, build, and implement a document imaging and workflow efficiency software module for accounting to be incorporated into the existing electronic document management system (EDMS) known as CaseWorks which currently supports income maintenance and child support. Ms. Hardwick informed the board that phase three has not been approved yet noting this is the last phase of a three-phased project that began in 2014 to implement accounting technology for MNPrairie as we are merging processes across the three sites and that we need the ability to move invoices, receipts, expense claims, etc. from one site to another without moving the actual paper documents.

Accounting  
electronic  
document  
management  
system  
implementation

A discussion resulted with inquiries on whether or not Mower County has an interest on the accounting piece and if they'd be interested in the social services piece. Ms. Hardwick reported that Mower County is not interested in the accounting piece as they are not facing the same pressures as MNPrairie and she is uncertain at this time if they'd be interested in the social services piece.

Ms. Hardwick informed the board that the work load for office support staff has increased with initial EDMS modules for income maintenance and child support and if the accounting piece is adopted, their workload will increase more. Tom Aleshire is working on a staffing plan to ensure proper coverage of work expectations.

A discussion ensued about the costs of the project and how the project cost increased from the initial assumptions. Commissioner R. Peterson expressed concern about phase three not fitting into the budget. Ms. Hardwick reported when we budgeted for EDMS we assumed that most of the costs of the accounting module would be incurred in 2014 and that a social services module was budgeted for 2015. She further explained that this shift in timing resulted in underspending on EDMS implementation in 2014 with those funds earlier appropriated for this proposal transferring in the MNPrairie general fund. Ms. Hardwick indicated it may be appropriate to consider using those funds for this project.

XI. Charity Floen informed the board that we received another group residential housing (GRH) contract from Frazier Recovery Home noting this a new facility in Waseca, and they are allowed to serve up to six individuals.

Group residential  
housing contract

XII. Julie Johnson, MNPrairie and Steele County Human Resources Director, introduced Shari Kottke, the new Child and Family Services Manager, to the

New staff  
introduction

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board. Ms. Johnson stated Ms. Kottke received a Master’s degree in 2003 and has a background in working with children and families for 25 years.

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| XIII.  | Jane Hardwick presented the board with an updated version of the organizational chart for MNPrairie noting the position updates. Charity Floen reported the movements within the adult unit for supervision. A discussion resulted with inquiries about the life skills worker and their role within the organization.  | Organizational chart for MNPrairie |
| XIV.   | Abbie Willis and Charity Floen provided the board with an update from the all-staff meeting. Ms. Floen informed the meeting went well noting a 12-minute video was shown and that video will be shared at an upcoming board meeting. Ms. Floen reported there were 18 tables that had questions for staff to answer and the responses are in the process of being typed up. | All-staff meeting update           |
|        | A discussion resulted. Commissioner Nelson shared he attended the meeting for an hour noting that Leading Edge does a good job with engaging the staff and that a lot of people sat within their work-site groups. Commissioner Huntington recommended to have a follow-up survey for staff to complete.  |                                    |
| XV.    | Commissioner R. Peterson informed the board that he would like to have a quarterly expense review to see how MNPrairie is doing. Commissioner Nelson agreed that report would be good to have. Tom Aleshire reported that at the next meeting an expense review will be presented, and it will be reviewed by the management team and Finance Committee prior.              | Quarterly expense review           |
| XVI.   | Commissioner R. Peterson inquired about the status of the job descriptions. Jane Hardwick reported they are complete; however, they are not yet effective as it was decided with Julie Johnson in human resources that a compensation plan needs to be in place first.  | Job descriptions                   |
| XVII.  | Jane Hardwick provided the board with the Monday morning fact that was sent to all staff on March 30, 2015. Ms. Hardwick stated there have been some trying times with communication, and we will be looking to an external communication specialist to assist us in identifying the most effective methods of communication across the sites.                              | Communication                      |
| XVIII. | An employee expressed her appreciation for the all-staff meeting noting that she had time to connect with Jane Hardwick. The employee also inquired about the burial policy. Charity Floen informed the employee that she will connect with her and address her questions about the burial policy after the meeting.  | Employee comments                  |
| XIX.   | Commissioner Huntington announced the next meeting will be held on April 28, 2015, 12:30 pm to 2:00 pm, Conference Room B, Dodge County Courthouse, lower level of annex, 22 East 6 <sup>th</sup> Street, Mantorville, MN.  | Next meeting                       |

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XX. Motion by Commissioner Tjosaas seconded by Commissioner Nelson to adjourn the meeting at 2:55 pm. CDT. *Motion adopted unanimously.*

Adjournment