



MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Adopted Minutes of the Joint Powers Board Meeting held June 9, 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 June 9, 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. 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
Steve Grey Dodge County Commissioner, Alternate
John Glynn Steele County Commissioner
Nina Huntington Steele County Commissioner
Blair Nelson Waseca County Commissioner
Richard Androli Waseca County Commissioner, Alternate

Members absent: Tim Tjosaas Dodge County Commissioner
James Peterson Waseca County Commissioner

Also present: Jane Hardwick MNPrairie Executive Director
Heather Oconnor MNPrairie Executive Assistant
Abbie Willis MNPrairie Project Manager
Charity Floen MNPrairie Adult & Disability Services
Manager
Laura Elvebak Steele County Administrator
Jim Elmquist Dodge County Administrator
Julie Johnson MNPrairie & Steele County Human
Resources Director
Kathy Jordan MNPrairie- Dodge site
Zola Bennett MNPrairie- Dodge site
Jeremy Allen MNPrairie Interim Eligibility Supervisor
Cathy Skogen MNPrairie Eligibility Supervisor
Linda Johnson MNPrairie Eligibility Supervisor
Ann Ruedy MNPrairie Interim Finance Manager

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Sherry Schott	MNPrairie- Steele site
Stephanie Woker	MNPrairie- Steele site
Priscilla Chavez	MNPrairie- Steele site
Sandy Nordman	MNPrairie- Steele site
Cara Wright	MNPrairie- Steele site
Dalton Androli	Waseca County resident
Brandon Wacek	MNPrairie- Steele site
Angela Best	MNPrairie- Steele site
Kari Janke	MNPrairie- Steele site
Amy Buker	MNPrairie- Steele site
Sheana Schlichter	MNPrairie- Steele site
Joni Maas	MNPrairie- Steele site
Pam Broin	MNPrairie- Steele site
Kristen Strand	MNPrairie- Steele site

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

- IV. Motion by Commissioner Rodney Peterson seconded by Commissioner John Glynn to amend the final meeting minutes as presented from the May 12, 2015 meeting of the Minnesota Prairie County Alliance joint powers board. *Motion adopted unanimously.* Meeting minutes and motion

- V. Motion by Commissioner Glynn seconded by Commissioner Nelson to accept the final meeting minutes as presented for the May 26, 2015 meeting of the Minnesota Prairie County Alliance joint powers board. *Motion adopted unanimously.* Meeting minutes and motion

- VI. A brief discussion occurred on the reasoning that the client support payments are on the consent agenda. Motion by Commissioner R. Peterson seconded by Commissioner Nelson to adopt the following by consent:
 - a. To authorize payment of \$639,128.49 in client support bills as presented. Client support bills

Motion adopted unanimously

- VII. Ann Ruedy, MNPrairie Interim Finance Manager, presented the board with the administrative bills. A discussion resulted with inquiries on the following expenditures: courier service, fleet charges, bargaining representation, survey software, and the bank fees. Payment of administrative bills

- Motion by Commissioner Androli seconded by Commissioner Glynn to authorize payment of \$50,290.83 in administrative bills. *Motion adopted unanimously.* Motion

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- VIII. Charity Floen, MNPrairie Adult and Disability Services Manager, presented the board with the state contract for fraud prevention area investigation. Ms. Floen informed that we have received grant funding from the Minnesota Department of Human Services (DHS) for fraud prevention activities for a multi-county arrangement with: Dodge, Steele, Waseca, Rice, Freeborn, and Le Seuer and that historically, we have contracted with Midwest Welfare Fraud Investigations for this purpose. A discussion resulted which entailed inquiries about the structure of the fraud prevention grant and county attorney review of the state contract.
- State of Minnesota fraud prevention investigation contract
- Motion by Commissioner Nelson seconded by Commissioner Androli to approve the State of Minnesota Department of Human Services Multi-County Grant contract for fraud prevention investigation. *Motion adopted unanimously.*
- Motion
- IX. Jane Hardwick, MNPrairie Executive Director; Cathy Skogen, MNPrairie Eligibility Supervisor; Jeremy Allen, MNPrairie Interim Eligibility Supervisor; and Linda Johnson, MNPrairie Eligibility Supervisor; recommended that the board authorize MNPrairie to hire five eligibility workers and one eligibility lead worker effective immediately to address growth in the eligibility units' caseload. Ms. Hardwick provided the board with the estimated staffing costs of these additional positions noting the budget impact would be \$64,000 for 2015 and \$137,000 for 2016 based on the assumptions made which did not account for any additional growth in caseload or staff turnover. Ms. Hardwick stated that they would like to have a caseload to staff ratio of 1 to 270 by the end of 2016 and that they will continue to monitor the caseload, staffing level, and customer service for any further action necessary.
- Eligibility staffing
- A discussion resulted with inquiries on the training capacity MNPrairie has for these new positions, whether or not they foresee an increase or decrease in caseloads, the frequency the board should review the need for additional positions in the eligibility unit, and if there has been a shortage in the number of applicants that apply for the eligibility positions.
- Motion by Commissioner R. Peterson seconded by Commissioner Glynn to approve establishment of five eligibility worker positions and one eligibility lead/specialist position effective immediately. *Motion adopted unanimously.*
- Motion
- X. Charity Floen provided the board with a request to add a chemical dependency assessor position at the Waseca site to provide chemical dependency (CD)-related services to clients noting that there was a shift of job duties within the Waseca County Corrections Department and now MNPrairie has the responsibility of completing them. Ms. Floen briefed the board on the estimated staffing costs stating that the budget impact for 2015 would be \$5,000 and in 2016 it would be \$65,000. A discussion resulted with an inquiry
- Chemical dependency assessor position

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on how the chemical dependency position was funded prior to the duties shifting.

Motion by Commissioner Nelson seconded by Commissioner Androli to add an additional social work position at the Waseca site to provide chemical dependency-related services. Motion

- XI. Charity Floen informed the board that every three years, the Minnesota Department of Human Services (DHS) publishes a request for proposals for qualified grantees to provide healthcare services to recipients of Medical Assistance and MinnesotaCare in all Minnesota counties. MNPrairie Human Services worked with Dodge, Steele, and Waseca Public Health departments to review proposals submitted from South Country Health Alliance (SCHA), UCare, Medica, and Blue Plus. Ms. Floen briefed the board on the resolution noting that Dodge County is required to have two plans available for medical assistance as they are designated as a metropolitan statistical area, while the others require only one for medical assistance. A discussion resulted with an inquiry as to why Dodge and Waseca counties chose SCHA and UCare, and Steele County chose SCHA and Blue Plus. Managed care reprocurement

Motion by Commissioner Androli seconded by Commissioner R. Peterson to adopt resolution 02-15 to have South Country Health Alliance as the managed care organization for Dodge, Steele, and Waseca counties along with UCare as the second plan for Dodge and Waseca counties and Blue plus for Steele County. Motion

WHEREAS, the Minnesota Department of Human Services has published a Request For Proposals to provide health care services to recipients of Medical Assistance and MinnesotaCare in 87 Minnesota counties including Dodge, Steele, and Waseca who make up Minnesota Prairie County Alliance; and

WHEREAS, the Minnesota Department of Human Services has requested County evaluations and recommendations regarding the RFP proposals from each respective county; and

WHEREAS, South Country Health Alliance, Medica, Blue Plus, and UCare submitted proposals to provide managed health care services in some or all of our counties; and

WHEREAS, representatives of Minnesota Prairie County Alliance, the Human Services agency for the three counties have reviewed and evaluated the proposals; and

WHEREAS, South Country Health Alliance has submitted a proposal that fully meets the needs in all three counties for both Medical Assistance and

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MinnesotaCare and the other three plans have submitted proposals that seem to meet the needs differently across the sites.

UCare has submitted a proposal that meets the needs in both Dodge, as a secondary plan for both Medical Assistance and MinnesotaCare, based on its existing working relationship with providers, clients, and staff.

UCare has submitted a proposal that meets the needs in both Dodge and Waseca Counties, as a secondary plan for MinnesotaCare as that selection provides the least amount of disruption/moving of enrollees to another plan.

Blue Plus has submitted a proposal that meets the needs in Steele County, as a secondary plan for MinnesotaCare as that selection provides the least amount of disruption/moving of enrollees to another plan.

THEREFORE, BE IT RESOLVED that the Joint Powers Board of Minnesota Prairie County Alliance supports the recommendation of Minnesota Prairie County Alliance staff and the resolutions made by the individual county boards of Dodge, Steele, and Waseca counties in approving South Country Health Alliance as the preferred Managed Care Organization providing managed health care services in Dodge, Steele, and Waseca Counties for both Medical Assistance and Minnesota Care. In addition the Joint Powers Board of Minnesota Prairie County Alliance supports the recommendation of Minnesota Prairie County Alliance staff approving UCare as the secondary plan for Dodge County for Medical Assistance.

BE IT FURTHER RESOLVED that the Joint Powers Board of Minnesota Prairie County Alliance supports the recommendation of Minnesota Prairie County Alliance staff that the secondary plans for MinnesotaCare be UCare for Dodge and Waseca Counties, and Blue Plus for Steele County.

- XII. Jane Hardwick informed the board that we need to establish a regular meeting schedule for the remainder of 2015 and recommended that the meetings continue twice a month on the second and fourth Tuesday, that they continue to rotate between the sites, and that the subcommittees meet prior to the joint powers board meetings. Commissioner Huntington reported the goal for the joint powers board is to meet once a month rather than twice and if there is a lighter agenda, the meeting should be cancelled and or rescheduled. Ms. Hardwick asked the board if county administrators and managers should continue to sit at the table. A discussion resulted and Commissioner Huntington stated that it is important for the county administrators to continue attending the meetings until negotiations have been completed and it would be beneficial to have the managers seated at the table as well.

Meeting
schedule and
participation

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Motion by Commissioner Nelson seconded by Commissioner R. Peterson to establish the general meeting pattern of the joint powers board and its committees as follows effective July 1, 2015: Motion

- **2nd Tuesday of month**, Steele County Administration Center
 - **Policy committee:** 1:00 to 2:00 pm
 - **JPB:** 2:00 to 3:30 pm

- **4th Tuesday of month**, Dodge County Courthouse Annex or Waseca County MNPrairie/Public Health
 - **Finance committee:** 11:30 am to 12:30 pm
 - **JPB:** 12:30 to 2:00 pm

Commissioner Nelson noted that the meeting on July 14, 2015 conflicts with the National Association of Committees conference. Ms. Hardwick indicated that an alternative date would be identified.

XIII. Abbie Willis, MNPrairie Project Manager, presented the board with a SharePoint (SP) charter noting that our initial SP site was quickly put together and is not user friendly as we began using it prior to the merge as a central location for documents. Ms. Willis stated that moving forward, we would like to seek external SP resources to guide the development and design of a more user-friendly SP site and that staff would be able to volunteer to assist with this project. A discussion ensued about the cost of the project. SharePoint charter

Motion by Commissioner Nelson seconded by Commissioner Androli to approve the SharePoint update and seek external SharePoint resources to guide development and design. Motion

XIV. Commissioner Nina Huntington informed the board about the need for a personnel committee noting that they are responsible for providing the executive director with reviews and therefore recommends that a personnel committee be established. A discussion resulted with an inquiry of the members that should make up the personnel committee. Personnel committee

Motion by Commissioner R. Peterson seconded by Commissioner Androli to appoint the chair and vice chair of the joint powers board to the personnel committee. Motion

XV. Jane Hardwick provided a director's report that included the following topics: Director's report

Administration

- Had the opportunity to present to the Colorado Human Services Directors Association on June 3, 2015 about our merger.

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- Attended the MACSSA conference which covered a number of topics including trauma-informed child welfare practice with MNPrairie’s work with the super communities project and Fernbrook featured.
- Providing an implementation update to each member county board.
- Beginning to review the changes that were adopted in the legislative arena and will provide more information in the future.

Human Resources

- Spent a full day in mediation to finalize a bargaining agreement and time preparing for a second mediation session.

Financial

- Met with Ann Ruedy to begin 2016 budget development.

Operating Model

- All of the Human Services staff at the Dodge site have moved upstairs.
- Jane Hardwick moved to Steele site and Charity Floen moved to Dodge site.
- Cathy Skogen is serving as the Interim Eligibility Supervisor at the Steele site until the position is backfilled.
- Jeremy Allen is serving as the Interim Eligibility Supervisor at the Dodge site.

XVI. Julie Johnson provided a board with a report on personnel changes noting that the human resources department has been very busy filling positions. A discussion resulted with an inquiry as to why a position was at a 0.9 FTE rather than a 1.0 FTE. Personnel report

XVII. Jane Hardwick reported that strategic planning vendor, Barbara Tuckner, Tuckner Consulting Inc., has been in communication with Commissioner Nina Huntington and that an internal meeting will be scheduled in the near future. Commissioner Huntington informed the board that internal work will need to be completed prior to set the stage for strategic planning. A discussion resulted with an inquiry on the number and duration of the sessions. Strategic planning retreat next steps

XVIII. Jane Hardwick informed there are no communication materials for the meeting today; however a newsletter and Monday morning fact will be shared at the next meeting. Communication

XIX. Employees at the meeting expressed their gratitude for the board recognizing the challenges in the eligibility unit along with their concerns on the staffing level in the office support area and what is occurring for employee retention. One employee shared an email with training information available from the department of human services in which they felt would help with employee retention. Other employees shared they would like to have a brief conversation and or acknowledgment from the leaders when on site. Employee comments

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Commissioner Huntington informed the employees that the board is concerned about staff retention as well and expressed appreciation for their continued efforts.

XX. Commissioner Huntington announced the next meeting will be held on June 23, 2015, 12:30 pm to 2:00 pm, Conference Room B, Dodge County Government Services Building, 721 Main Street N., Mantorville, MN. Next meeting

XXI. Julie Johnson requested a closed meeting session to discuss labor negotiations. Labor negotiations strategy closed meeting

Motion by Commissioner Glynn seconded by Commissioner R. Peterson to hold a closed session of the meeting for the purpose of discussing labor negotiation strategies. Motion

The following is an account of the members who attended the closed session: Commissioner Glynn; Commissioner R. Peterson; Commissioner Androli; Commissioner Nelson; Commissioner Huntington (exited at 4:02 pm); Laura Elvebak, Steele County Administrator (exited at 4:02 pm); Jim Elmquist, Dodge County Administrator; Julie Johnson; Jane Hardwick; and Charity Floen. Members in attendance of closed meeting

Motion by Commissioner R. Peterson seconded by Commissioner Androli to adjourn the closed session of the meeting and reconvene the open session at 4:18 pm CDT. Motion

XXII. Motion by Commissioner Glynn seconded by Commissioner Androli to adjourn the meeting at 4:19 pm. CDT. *Motion adopted unanimously.* Adjournment