



MINNESOTA PRAIRIE COUNTY ALLIANCE

COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Amended Adopted Minutes of the Joint Powers Board Meeting held May 12, 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 May 12, 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: Tim Tjosaas Dodge County Commissioner
Rodney Peterson Dodge County Commissioner
John Glynn Steele County Commissioner
Nina Huntington Steele County Commissioner
Blair Nelson Waseca County Commissioner

Members absent: James Peterson Waseca County Commissioner

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
Julie Johnson MNPrairie & Steele County Human
Resources Director
Shelia Pokorny AFSCME Council 65
Sharon Clemens MNPrairie- Steele site
Theresa Baird MNPrairie- Steele site
Laurie Mahnke MNPrairie- Steele site
Julie Palloch MNPrairie- Steele site
Sandy Nordman MNPrairie- Steele site
Amy Martinez MNPrairie- Steele site
Angie Lawson MNPrairie- Steele site

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Nick Madsen	MNPrairie- Waseca site
Jennifer Peirce	MNPrairie- Steele site
Brandon Wacek	MNPrairie- Steele site
Angela Best	MNPrairie- Steele site
Misty Devoe	MNPrairie- Steele site
Amy Buker	MNPrairie- Steele site
Sheana Schlichter	MNPrairie- Steele site
Bill Zishka	MNPrairie- Steele site
Sandi Kurth	Community resident (Steele retiree)
Shauna Hoelscher	MNPrairie- Waseca site
Amy Roessler	MNPrairie- Waseca site

Julie Johnson, MNPrairie and Steele County Human Resources Director, introduced Theresa (Terrie) Baird as the new Office Support Specialist that began working for MNPrairie on May 4, 2015. Ms. Johnson noted that Ms. Baird has a degree from Moorhead University and had worked for Kennedy Inc. as an Administrative Assistant prior to joining MNPrairie. Introduction of new staff

- III. Motion by Commissioner Rodney Peterson seconded by Commissioner Tim Tjosaas to adopt the agenda as amended. *Motion adopted unanimously.* Agenda and motion
- IV. Motion by Commissioner John Glynn seconded by Commissioner Blair Nelson to accept the final meeting minutes as presented for the April 28, 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 Tjosaas to adopt the following by consent: Consent agenda motion
 - a. To authorize payment of \$730,788.42 in client support bills as presented. Client support bills
 - b. To approve the Business Associate Agreement with South Central Human Relations Center as presented. Business Associate Agreement with South Central Human Relations Center
 - c. To approve the agreement with Midwest Welfare Fraud Investigations as presented. Midwest Welfare Fraud Investigation contract

Motion adopted unanimously.

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- VI. Jane Hardwick, MNPrairie Executive Director, presented the board with the administrative bills. Payment of administrative bills
- Motion by Commissioner R. Peterson seconded by Commissioner Nelson to authorize payment of \$267,189.46 in administrative bills. *Motion adopted unanimously.* Motion
- VII. Jane Hardwick presented the board with a request to attend the National Association of Counties Annual Conference (NACo) to present information regarding our experience in merging three counties. Ms. Hardwick reported that NACo invited her to present, that Steele and Waseca counties¹ are NACo members, and that she had inquired if any assistance from NACo is available to cover expenses but found there is not. A discussion resulted regarding the value of Ms. Hardwick attending the conference, that other counties across the nation send staff to present so that counties' experiences can be shared and learned from, and whether or not MNPrairie is prepared for the conference. Ms. Hardwick informed the board that a group has met to gather information on the lessons learned from the merger and believes we will be prepared. Out-of-state travel request
- Motion by Commissioner Nelson seconded by Commissioner R. Peterson to approve out-of-state travel by the executive director to attend the NACo conference in Charlotte, NC from July 10, 2015 to July 13, 2015. *Motion adopted unanimously.* Motion
- VIII. Jane Hardwick presented the board with a request to attend the Colorado Human Services Directors Association Conference to present on *Relationship Building in Small Counties*. Ms. Hardwick informed the budget will not be impacted as the Colorado Human Services Directors Association will reimburse travel expenses associated with the presentation which includes airfare, lodging, parking, transportation, and meals. Out-of-state travel request
- Motion by Commissioner Nelson seconded by Commissioner Tjosaas to approve out-of-state travel by the executive director to attend the Colorado Human Services Directors Association Conference on June 2, 2015. *Motion adopted unanimously.* Motion
- IX. Jane Hardwick introduced staff (Beth Christesen, Angie Lawson, and Nicholas Madsen) to present on the cost effective insurance (CEI) lean event. Ms. Hardwick informed that she had sought out a consultant to assist with a lean process noting that it is a very extensive process and the work that has been completed is impressive. The presenters informed the board on what CEI is, Cost effective insurance lean briefing

¹ Ms. Hardwick was later informed that Dodge County is also a member of NACo.

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their goals, the process they used to complete their goals, and what the outcome has been thus far.

A discussion resulted that entailed inquires on how other departments are connected with the CEI and in what ways they are effected, how the process was streamlined, if the increase of clients receiving this affect the budget, and what steps are being taken to ensure errors are reduced and payments are being processed.

- X. Jane Hardwick provided a director’s report that included the following topics: Director’s report
- a. Staffing changes
 - i. Updates in the finance area
 - ii. Updates in the office support area
 - iii. Updates in the eligibility area
 - b. Eligibility
 - i. Assessing caseload to staff ratio, whether or not we should over-staff the area for a period, and identify leads who can assist with training.
 - c. Technology
 - i. At the next joint powers board meeting, a demonstration will be done to show commissioners how to access board materials on SharePoint.
 - d. EDMS for accounting
 - i. Abbie Willis, MNPrairie Project Manager, has been in contact with Next Chapter Technology and anticipates pricing to be brought back to one of the next two joint powers board meetings.
 - e. Operations
 - i. A report will be prepared on the experience of MNPrairie’s evening hours on Tuesdays for the next meeting.
 - ii. The Dodge site will be closed to customers at noon on May 22 to facilitate the move of all staff up a floor for remodeling.

- XI. Julie Johnson provided a board with a report on personnel changes noting she will be providing the reports on a monthly basis and this report extends back to April 2015 to ensure the board is up to date with all of the changes. Ms. Johnson extended commendation to all staff for their hard work, dedication, and perseverance. A discussion resulted about position vacancies and the reasoning behind second interviews. Personnel report

Ms. Johnson also provided the board with an update on the human resource information system (HRIS) noting they had five vendors attend their meeting, and they will have the selected vendors provide demonstrations in June.

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| <p>XII. Jane Hardwick presented the board with a draft compensation plan for non-union employees. Ms. Hardwick informed this policy is structured similar to what has been discussed with bargaining, it will be reviewed and discussed with the policy committee today and work is being completed on step placements, adjustments, and how the transition will be handled.</p> | <p>Non-union employee compensation</p> |
| <p>XIII. Charity Floen, MNPrairie Adult and Disability Services Manager, introduced a 12- minute video which was shown at the all-staff meeting that brings to light a number of perspectives about MNPrairie’s merge.</p> | <p>All-staff meeting video</p> |
| <p>XIV. Jane Hardwick informed that she had met with a few individuals to assist MNPrairie with strategic planning and has selected Barbara Tuckner, Tuckner Consulting Inc., as the facilitator. Ms. Hardwick stated that we will be taking the responses from the world café exercise that was done at the all-staff meeting along with results from a SWOT (strengths, weaknesses, opportunities, and threats) survey of all staff and incorporate those into the strategic planning process. Charity Floen informed the board that the SWOT survey has been sent out to staff and it is to be completed by June 1, 2015.</p> | <p>Planning retreat update</p> |
| <p>XV. Commissioner R. Peterson proposed to the board that they (the board) host a picnic this summer, for all MNPrairie staff and their families, to show appreciation for all of their hard work. A brief discussion took place about the time frame of the picnic and proposing a budget.</p> <p style="margin-left: 40px;">Motion by Commissioner R. Peterson seconded by Commissioner Tjosaas to have staff assist in the coordination of an all-staff picnic for August 2015.
 <i>Motion adopted unanimously.</i></p> | <p>Picnic</p> |
| <p>XVI. Jane Hardwick provided the board with a draft of the emergency closing policy noting that the policy committee had reviewed it and is seeking input from board members on who(m) shall be tasked with the decision to close a location due to inclement weather. A discussion resulted with inquiries on whether or not all of the locations would close or if only the affected location(s) would and if the chair and or vice chair of the joint powers board along with the executive director are the appropriate persons to close a location due to inclement weather. The language in the draft was generally supported.</p> | <p>Emergency closing policy</p> |
| <p>XVII. Jane Hardwick provided the board with the Monday morning fact that was sent to all staff on April 27, 2015 along with the newsletter that was sent to all staff on April 27, 2105.</p> | <p>Communication</p> |
| <p>XVIII. Employees at the meeting expressed their concerns about quality service and the level of staff experience that is exiting, increasing caseloads, inadequate staffing, inadequate supervision, wage inequities, intake and back-up, exit</p> | <p>Employee comments</p> |

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interviews, security for those who work until 7 pm, and the fear they have to speak up at these meetings. A discussion entailed which addressed some concerns that staff have. Commissioner R. Peterson and Commissioner Nelson provided their personal phone numbers for staff to contact them and Commissioner Huntington informed that any one of the commissioners will be willing to meet with and or correspond with staff. Commissioner R. Peterson encouraged staff to think of one thing they could implement that would help their job be better and to let him know.

- XIX. Commissioner Huntington announced the next meeting will be held on May 26, 2015, 12:30 pm to 2:00 pm, Museum Room, Waseca County Human Services building, 299 Johnson Avenue, Waseca, MN. Next meeting

- XX. Motion by Commissioner Nelson seconded by Commissioner Glynn to adjourn the meeting at 3:36 pm. CDT. *Motion adopted unanimously.* Adjournment