

TODD COUNTY BOARD OF COMMISSIONERS

Health and Human Services Board Meeting Agenda

Date: January 15, 2013

Time: 9:00 AM

Meeting to be held in the Historic Courthouse, Long Prairie, Minnesota

		Approx. Time
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:03
4	Approve December 28, 2012 Minutes	9:04
5	General	
5.1	Letter Of Understanding - Annual Medicare Cost Report	9:05
5.2	Affordable Care Act Introduction	9:10
5.3	2012 Preliminary End of Year Fund Reports	9:25
5.4	Renovation Project	9:30
	a. Funding	
	b. Renovation Committee	
	c. Getting Started	
5.5	Approve 2013 Tobacco Sales Licenses	9:40
5.6	South Country Health Alliance Directors' Meeting Update	9:45
5.7	Positive Reports of Staff Work	9:50
5.8	Public Health Immunization Program Audit Results	9:55
5.9	Influenza Update	10:00
6	Claims	

The County Board Meeting will begin promptly at the prescribed time. The County Board reserves the right to alter the order of the agenda items and the amount of time allowed for an item based on business needs.

TODD COUNTY HEALTH & HUMAN SERVICES

Minutes of the Meeting of the Health & Human Services Meeting

December 28, 2012

Call to Order

The Todd County Board of Commissioners met in the Todd County Historic Courthouse in the City of Long Prairie MN on the 28th day of December, 2012 at 9:00 a.m. with all members present. The meeting was opened with the Pledge of Allegiance.

Approval of Agenda

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented.

Approval of Minutes

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve the December 11, 2012 minutes as read without changes.

General

On motion by Neumann and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve the contract with Northern Pines Mental Health Center for the period from January 1, 2013 to December 31, 2013.

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Home and Community-Based Waiver Services Contract with Central Todd County Care Center effective for the period beginning December 1, 2012 – June 30, 2015.

Mike Steinbeisser, Adult/Disability Services Unit Manger gave a presentation on the Kaizen Event Home Health Aide Report Logs. Goals: Scan logs into client chart upon receiving them into the office, logs are available to all who need its use because it is in the chart, nurses can show they have reviewed them electronic. Implementation of this would accomplish better time savings and efficiencies.

Commissioner Kneisl gave an update on South Country Health Alliance.

Social Services Fund Warrants

On a motion by Blessing and second by Neumann the following motion was approved by unanimous vote: To recommend to the County Board the approval of all claims as presented on the Integrated and Disbursements Audit List for the Board on record at the Social Service Office, Courthouse Annex, representing claims in the amounts of \$20,299.72.

On a motion by Blessing and second by Neumann the following motion was approved by unanimous vote: To recommend to the County Board the approval of all claims as presented on the Integrated and Disbursements Audit List for the Board on record at the Social Service Office, Courthouse Annex, representing claims in the amounts of \$76,682.19.

On a motion by Blessing and second by Neumann the following motion was approved by unanimous vote: To recommend to the County Board the approval of all claims as presented on the Integrated and

Disbursements Audit List for the Board on record at the Social Service Office, Courthouse Annex, representing claims in the amounts of \$2,120.00.

On a motion by Blessing and second by Neumann the following motion was approved by unanimous vote: To recommend to the County Board the approval of all claims as presented on the Integrated and Disbursements Audit List for the Board on record at the Social Service Office, Courthouse Annex, representing claims in the amounts of \$123,613.12.



FRANCIS J. PHELAN, P.A.
Certified Public Accountant

RECEIVED

JAN 07 2013

TODD COUNTY
HEALTH & HUMAN SERVICES

January 5, 2012

Ms. Cheryl Schneider
Todd County PHNS
119 3rd St. S Courthouse
Long Prairie, MN 56347

Dear Ms. Schneider,

It is cost report preparation time again. The 2012 Medicare cost report due date is May 31, 2013. Enclosed with this letter is a data sheet to assist you in gathering information. If you have any problems with Medicare or our services, please contact us immediately. Agreement and tentative site visit dates follow:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services that will be provided.

We will:

Prepare your Medicare cost report for your fiscal year end in accordance with current regulations of the Medicare program.

Review current procedures and charge structure of the agency (long form reports or per visit calculation clients only).

Consult with agency management on operations, billings, and other items that are applicable to the agency (long form reports or per visit calculation clients only).

The agency will:

Have ready the information requested on the attached data request form.

Have the Director or Accountant available to answer any questions that arise during my site visit (long form reports or per visit calculation clients only).

Fees for the above services will be billed at our standard hourly rates plus out-of-pocket costs. This engagement is estimated to be within 10% of \$2595 including standard travel costs.

These services are not designed to disclose defalcations or other irregularities, and should not be relied on to uncover them, should any exist. However, we will notify you of anything that comes to our attention, which appears unusual or abnormal.

Tentative site visit dates of 2-26-13 have been assigned. These times are set to keep travel times and costs at a minimum.

Sincerely,



Francis J. Phelan
Certified Public Accountant
Email: franphelan@gmail.com

If the foregoing correctly expresses your understanding of our arrangements, please sign and return a copy of this page.

APPROVED _____

DATE _____

Todd County PHNS

Todd County Public Health Fund 21
Fund Bal/Revenue/Expenditures Recap by Month

Date	Fund Balance	YTD Total Expenses	% Budget	YTD Total Revenues	% Budget	County \$ Alloc	YTD Adj Revenue	% Budget	% Year	Cty dollars received	Exp Over/ (Under)
2012 BUDGET		2,657,721		2,657,721							
Jan-12	1,046,148	245,685	9.2%	193,622	7.3%		193,621.94	7.3%	8.33%	-	52,063
Feb-12	1,078,396	440,919	16.6%	412,620	15.5%		412,620.27	15.5%	16.67%	-	28,298
Mar-12	1,038,355	638,723	24.0%	574,299	21.6%		574,299.14	21.6%	25.00%	-	64,423
Apr-12	1,079,931	830,338	31.2%	803,712	30.2%		803,712.05	30.2%	33.33%	-	26,626
May-12	1,103,942	1,106,813	41.6%	1,098,446	41.3%		1,098,445.53	41.3%	41.67%	141,271.28	8,368
Jun-12	1,048,481	1,335,266	50.2%	1,256,416	47.3%		1,256,415.63	47.3%	50.00%	-	78,851
Jul-12	934,163	1,567,073	59.0%	1,403,025	52.8%		1,403,024.54	52.8%	58.33%	-	164,049
Aug-12	1,056,477	1,776,394	66.8%	1,729,380	65.1%		1,729,379.88	65.1%	66.67%	-	47,014
Sep-12	1,009,368	1,986,830	74.8%	1,890,018	71.1%		1,890,017.62	71.1%	75.00%	-	96,813
Oct-12	994,843	2,262,793	85.1%	2,143,929	80.7%		2,143,929.31	80.7%	83.33%	85,950	118,864
Nov-12	972,989	2,453,472	92.3%	2,328,250	87.6%		2,328,249.53	87.6%	91.67%	32,780.95	125,223
Dec-12	1,025,830	2,669,368	100.4%	2,599,384	97.8%		2,599,383.73	97.8%	100.00%	-	69,984

283,424.00 2012 Alloc
260,002.48 Received-Jan-Nov 2012
23,421.52 Remaining county dollars

Todd County Social Services Fund 11
Fund Bal/Revenue/Expenditures Recap by Month

Date	Fund Balance	YTD Total Expenses	% Budget	YTD Total Revenues	% Budget	County \$ Alloc	YTD Adj Revenue	% Budget	% Year	Cty dollars received	Year	Exp Over/ (Under)
2012 BUDGET		7,217,561		7,054,728								
Jan-12			0.0%		0.0%		-	0.0%	8.33%	65,025.12	2011	
Feb-12			0.0%		0.0%		-	0.0%	16.67%	-		
Mar-12			0.0%		0.0%		-	0.0%	25.00%	-		
Apr-12			0.0%		0.0%		-	0.0%	33.33%	-		
May-12			0.0%		0.0%		-	0.0%	41.67%	1,388,382.04	2012	
Jun-12			0.0%		0.0%		-	0.0%	50.00%	-		
Jul-12			0.0%		0.0%		-	0.0%	58.33%	-		
Aug-12	2,387,909	4,558,349	63.2%	4,503,934	63.8%		4,503,934.16	63.8%	66.67%	-		54,414
Sep-12	2,025,344	5,098,724	70.6%	4,698,986	66.6%		4,698,985.81	66.6%	75.00%	-		399,738
Oct-12	2,705,491	5,697,968	78.9%	5,977,035	84.7%		5,977,034.83	84.7%	83.33%	1,072,441	2012	(279,067)
Nov-12	2,960,462	6,210,100	86.0%	6,761,148	95.8%		6,761,147.52	95.8%	91.67%	407,418.95		(551,047)
Dec-12	2,734,783	6,772,829	93.8%	7,097,700	100.6%		7,097,699.95	100.6%	100.00%	-		(324,871)

3,466,916.00 2012 Alloc
2,868,242.34 Received-YTD
598,673.66 Remaining county dollars

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Approve Tobacco Applications	
Date of Meeting: January 15, 2013	Total time requested:
Department Requesting Action: Todd County Health and Human Services	
Presenting Board Action/Discussion at Meeting: Cheryl Schneider	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The Todd County Tobacco Sales and Youth Access Ordinance, effective November 2000, is in accordance with MN and federal laws to regulate the sales of tobacco to decrease youth access to tobacco products, and the referenced Ordinance provides for licensing of establishments to sell tobacco, a retailer education opportunity, compliance checks and appropriate legal consequences. The following establishments have met the requirements for licensing American Legion Post #417, Long Prairie, MN; Clarissa Municipal Liquor Store, Clarissa, MN; Jimmy's Saloon and Grill, Inc. Hewitt, MN; Jon's Family Foods, Inc. Clarissa, MN; Shipwreck on Mound Lake Grill and Bar, Burtrum, MN; Don and Dave's Store, Staples, MN; Sidewalk Bar Inc. West Union, MN; Seven Oaks Express, Bertha, MN; Eagle Valley Express, Clarissa, MN;.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	
Comments	
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Blessing	<input type="checkbox"/> Blessing
Second:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Karen Busch, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	