

# TODD COUNTY BOARD OF COMMISSIONERS

## *Health and Human Services Board Meeting Agenda*

Date: January 29, 2013

Time: 9:00 AM

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

		<b>Approx. Time</b>
<b>1</b>	<b>Call to Order and Roll Call</b>	9:00
<b>2</b>	<b>Pledge of Allegiance</b>	9:01
<b>3</b>	<b>Amendments to the Agenda</b>	9:03
<b>4</b>	<b>Approve January 15, 2013 Minutes</b>	9:04
<b>5</b>	<b>General</b>	9:05
5.1	Health & Human Services Organizational Chart	
5.2	Staff Case Loads	
	Strategic Planning for Morrison-Todd-Wadena Community Health	
5.3	Services	
	2013 Tentative Meeting Dates for MTW Board of Health and	
5.4	Executive Committee	
5.5	Vulnerable Children and Adults Funding	
5.6	Approve School Based Mental Health Services Agreement	
5.7	Renovation Committee Update	
<b>6</b>	<b>Claims</b>	

# TODD COUNTY HEALTH & HUMAN SERVICES

*Minutes of the Meeting of the Health & Human Services Meeting*

*January 15, 2013*

## **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 15th day of January, 2013 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 with the following changes:

1. Adding Training Announcement Schedule

## **Approval of Minutes**

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the December 28, 2012 minutes as read without changes.

## **General**

Cheryl Schneider, Health & Human Services Director held discussion regarding the Letter of Understanding with Francis J Phelan, PA for the annual Medicare Cost Report. It was decided to continue his services with the fee being \$2,595.00 including standard travel costs. The tentative site visit is scheduled for February 26, 2013.

Cheryl Schneider, Health & Human Services Director gave a power point presentation of the Affordable Care Act. A paper copy will be given to the Commissioners and posted on the Todd County Website.

The 2012 Preliminary End of Year Funds reports were presented to the Board by Cheryl Schneider.

On a motion by Kircher and second by Blessing the following motion was approved by unanimous vote: To approve the recommendation of the Renovation Committee being able to approve spending limit amounts up to \$10,000, anything over that amount would be brought to the next Commissioner Meeting scheduled. Updates of the Contingency Fund being low or significant changes will be made aware of to the County Board immediately. A monthly update will be given to the Board.

An update was given by Cheryl Schneider regarding the renovation of the Annexes. Staff are starting to move and the area should be ready by the end of the week. Soil borings are being looked into and the re-bids on the concrete, dirt and carpeting are being done.

On a motion by Kneisl and second by Erickson the following motion was approved by unanimous vote: To approve the following applications for tobacco licenses: 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.

Cheryl Schneider gave an update on South Country Health Alliance Directors' Meeting.

Public Health Immunization Program Audit results have been completed by Dr. Pamela Master and are in good order. She did comment how organized the Todd County's Program is.

Influenza Report and Update: There is only one school affected by the virus in Todd County so far and no Nursing Homes. Hospitals and Clinics Statewide are trying to keeping up with shortages of the test kits. There has been a shortage of staff in these facilities because of the illness, but our area is doing fine so far.

Cheryl Schneider gave the training schedule. There will be a webinar on Long Term Care assessments January 25, 2013 – 10:00 – 12:00. There will be information sent out on this. January 28, 2013 there will be are training seminar in Staples. Jody Far will be speaking on "Reducing Poverty". This is open to the public and Cheryl will send out information on this.

#### **Social Services Fund Warrants**

On a motion by Blessing and second by Kneisl 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 \$38,508.18.

The meeting was recessed by action of Chairman Neumann until January 29, 2013 at 9:00 a.m.

## TODD COUNTY HEALTH AND HUMAN SERVICES

Unit Name/ "Working Name"	Administrative Services Unit	Financial Support Services		Adult/Disability Services Unit			Family Services Unit				
General Area of Responsibility	Support to all other units	Responsible for low risk, low needs clients as identified by the intake staff		Responsible for moderate and high risk adult clients, and children with disabilities as identified by the intake staff				Responsible for moderate and high risk family and juvenile clients, as identified by the intake staff			
Services/ Program Areas	Contract Management Finance General Administrative Office Support Specialist Reception  Software Program Support Catch 3 CCM Follow Along Software MAXIS MMIS PH Doc Prism SSIS	Child Care Assistance Pgm Energy Assistance Financial Support Housing Support	Child Support Fraud & Collections	Adult Mental Health Adult Protection CAC/CADI/TBI Chemical Dependency Developmental Disability Guardianship	Chore Services EW/AC Waiver Program Money Management MSHO Personal Care Assistance SCHA Care Connector	Home Health Care Senior Companion Sr PHN Clinics	Intensity of intervention is managed within the Adult and Disability or Family Services units, based on the client/families needs. People are ever changing. Unique or specialty teams may be created within the unit to meet client's needs timely and help move them to a level of increased independence. The services and staff within these two units address the continuum of needs from primary prevention to early intervention to intensive support.	Car Seat Program CTC Outreach ECS & CTC Clinics FAP Imm. Clinics MCH NFP Preconception Health School Nursing WIC	Adoption Child Care Licensing Child Custody Mediation Child Mental Health Adm Child Protection Child Welfare Child/Adult Foster Care Licensing Minor Parents Intake	High Needs High Potential  All Programs  To Be Developed	
Supervisory Methodology	Manager - Jena Peterson  Confidential Support to HHS Director- Noreen Z	Manager - Lisa Chapin Supervisor - Beth Shell		Manager - Michael Steinbeisser Supervisor - Kim DeCock		T Lead-Gwen Berry		Manager - Emily Steinert Supervisor - Heidi Brings		Team Leader	
	Colleen Anderson Lianne Ahrendt Patricia Fischer Rosie Mogard Vicki Paskewitz Carrie Roering Amy Zimmerman Deana Callahan Tanya Egeness Judy Schulz	Teri Bense Katie Nelson Kathy Davis Maria Eisenbraun Michelle Irwin Dawn Kreidler Julie Lambrecht Karen Larson Sue Moller Terri Scheve Lisa Wehking Kathleen Nauber Phil Johnson Joyce Klatt -EAP Patricia Falkowski -EAP Jeri Nelson - EAP Sharon Willie - EAP Mary Kay Hinnenkamp - EAP LeeAnne Loudon-Becker -EAP	Karen Holt Laura Chelberg Shirley Riski Korinna Rohde Cindy Wardien Neva Volkman <b>CSO Vacant</b>  Shelly Grothen Ron Hibbs Laura Imdieke	Sandy Aamold Mia Aho Dixie Allen Janet Asfeld Sara Bipes Sara Dineen-Munsterman Nancy Grabowski Shelly Grothen Ron Hibbs Laura Imdieke	Doris Loxtercamp Kelly Messer Pam Motl Linda Rapatz Kathy Stone Karleen Tichy Rebecca Gjerstad	Tim Ludwig Susan Lorentz Wendy Schultz Bridget Minke Susan Bowen Melinda Bruder Janice Dierkhising Donna Freie Sheila Klein Donna Mackove Rosemary Nienaber Patricia Pesta Marie Rickbeil Sheila Roth Pamela Ruehle Cynthia Wiuff		Debra Durheim Monica Hansen Mary Rae Haugen Tory Hayes Maria Ruiz	Kali Christensen Stephanie Mitzel Amy Gottschalk Karen Hudalla Kathy Fink-Schnettler Marlys Steidl Jennifer Lowe Barb Wessel Todd Weyer Randi Valencia Neree Jackson Samantha Cofell Marie Baron-Kelly		

<p><b>Analysis &amp; Planning H&amp;HS Unit</b></p> <p><b>Research &amp; Development</b></p>
<p>Responsible for H&amp;HS Analysis &amp; Planning, providing information and training to staff and to the public, addressing the health &amp; social conditions of the population emphasizing preparedness and taking proactive steps.</p>
<p>Aging Services Coordinator  Best Practices Review &amp; Support  Community, Health &amp; Social Planning  Contract Initiation  Data Development and Analysis  Disease Prevention &amp; Control  Emergency Preparedness  Environmental Health  Grant Writing  Health Education  Intake Analysis  Internal Training  Licensed Establishment Pgm  Nursing and Clinical Supervision  Policy Analysis  Policy Development  Report Development</p>
<p>Manager - Katherine Mackedanz</p>
<p>Verna Toenyan  Nancy Jares  David Determan  Karin Lund</p> <p><i>Sanitarian - contract</i></p>

**AGREEMENT BETWEEN TODD COUNTY HEALTH AND HUMAN SERVICES  
AND  
FRESHWATER EDUCATION DISTRICT #6004**

**SCHOOL BASED MENTAL HEALTH SERVICES  
July 1, 2012 – June 30, 2013**

Todd County Health and Human Services and Freshwater Education District have entered into an agreement to provide School Based Mental Health Services. Freshwater Education District will pay Northern Pines Mental Health an amount not to exceed \$70,000 for the length of the contract period.

Todd County Health and Human Services has agreed to contribute toward the cost of services an amount not to exceed \$30,000.00 during this term of agreement. Todd County Health and Human Services agrees to pay Freshwater Education District \$3,000.00 per month for a 10 month period of time beginning July 1, 2012.

Freshwater Education District will bill the remaining cost to the participating member districts based on student usage. The member districts, in turn, will collect the Special Education Aid available to students that are served by this program.

The program will be reviewed yearly by the Director of Special Education and assigned Todd County Health and Human Services Representative. The Program must be evaluated by March 1, 2013 to allow for any board action that would be needed if program was being terminated.

If program is terminated, any dollars remaining in the program will be distributed based on participating district student usage and any Todd County Contributions will be returned to Todd County Health and Human Services.

\_\_\_\_\_  
Freshwater Education District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Todd County Health and Human Services

\_\_\_\_\_  
Date

## PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT between Freshwater Education District, hereinafter referred to as "School District" and Northern Pines Mental Health Center, Inc. hereinafter referred to as "NPMHC," is in force for a period from July 1, 2012 through June 30, 2013.

### WITNESSETH

WHEREAS, it is to the School District's best interest, the community's benefit, and the enhancement of Children's Mental Health to provide a clinical and family-based component in order for children with disabilities to satisfactorily progress emotionally, socially, and educationally; and

WHEREAS, the NPMHC is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

WHEREAS, the NPMHC is prepared to assume the responsibility of providing the specialized services as follows;

1. Provide direct individual, group, and family mental health services to qualified students with disabilities in the School District. The IEPs of these qualified students with disabilities contain documentation of the need for the services. *Mental health services include, but are not limited to the following: individual and group skills training (eligible for IEP CTSS reimbursement), individual and group psychotherapy (eligible for IEP CTSS reimbursement), diagnostic assessment (not eligible for IEP CTSS reimbursement).*
2. Provide direct services to the parents (guardians) and families of the identified children, 0-21, through parent education, family therapy, and mental health consultation. *Mental health services include, but are not limited to the following: family skills training and family psychotherapy (eligible for IEP CTSS reimbursement).*
3. Serve as support liaison between home, school, and community agencies. Mental health professionals/practitioners will participate in the School District school child study and IEP team meetings to consider the special needs and develop appropriate services for each student. In addition to providing general clinical input, the mental health professionals/practitioners will complete evaluation and make recommendations for program placement and transitions. *Aforementioned services are to be contractual costs and not eligible for IEP CTSS reimbursement.*

4. Serve as support liaisons to the school and students during situations deemed as mental health crises. *Aforementioned services are to be contractual costs and not eligible for IEP CTSS reimbursement.*
5. Provide mental health consultation to special education staff, regular education staff, school administrators, and other NPMHC personnel as appropriate. *Aforementioned services are to be contractual costs and not eligible for IEP CTSS reimbursement.*

NOW THEREFORE, it is agreed, by and between the School District and NPMHC, the conditions of the contract as follows:

1. Licensed mental health professionals/practitioners will be employed by the NPMHC for the length of the contract. Personnel will hold appropriate licensure issued by the Board of Teaching or the Commission of MDE for the necessary service for which they provide. If neither issues a license for the necessary service, the professionals will be members of good standing in their professional organization. All MH Practitioners and Professionals employed by the NPMHC and/or school district will maintain appropriate licensure as identified by MHCP and/or possess documented hours of supervised experience to qualify as a MH Practitioner as identified by MHCP.
2. Direct service will be provided each day school is in session, including the regular school year, extended school year, and beyond. The student's IEP will document need for services, including need for extended school year.
3. Schedule flexibility will be allowed so that evening parent education and family services may be provided and the mental health component can be integrated and coordinated with the educational component.
4. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the School District. The process of providing a IEP services offered through this contractual agreement will be an IEP team decision and not solely a decision of a district or NPMHC.  
*Aforementioned services are to be contractual costs and not eligible for IEP CTSS reimbursement.*
5. All records generated by NPMHC, including, but not limited to all prior and current clinical notes, since the inception of school based mental services, shall be considered to be records of NPMHC. Treatment plans, progress notes and other information shared with the IEP team



will be considered records of the school district. *All HIPAA and FERPA rules apply for PHI (protected health information).*

6. The School District agrees to provide Northern Pines Mental Health Center appropriate space for the provision of mental health, including the services for children/families enrolled in the program. The classrooms and other facilities in which students receive instruction, related services, and supplementary aids and services shall be essentially equivalent to regular education programs; shall provide an atmosphere conducive to learning; and shall meet students' special physical, sensory, and emotional needs.
7. The rate for ancillary services and otherwise reimbursable mental health programming will be \$25 per 15 minute unit of professional time and \$15 per 15 minute unit of practitioner time.
8. The cost of mental health programming provided under this contract shall not exceed \$70,000. A monthly invoice amount of \$5,833.33 will be submitted for services rendered. A quarterly invoice will be submitted for services rendered at the end of each quarter, detailing the number of hours of IEP-based services (direct and ancillary) and the NPMH billed charges for these services.
9. *All CTSS claims will be submitted to DHS by Northern Pines Mental Health Center.*
10. *The School District will submit appropriate expenditures to the State of Minnesota for initial Aid.*
11. Either party may terminate this Agreement with 60-day written prior notice.
12. The Director of Special Education for the School District shall be responsible for oversight of the contracted services when such services are being submitted for reimbursement for special education aids. *Reimbursable IEP services and non-IEP services are provided with the permission and for the convenience of parents involved and are permitted but not governed by this agreement.*

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Northern Pines Mental Health Center/ NPMHC

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Date

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Freshwater Special Education District

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Date

Vendor Name	Amount
KUHN/GLENDA OR GARY	4,676.74
LOMKER/MARK OR LETRISHA	3,113.02
Payments less than 2000	17,567.13
CORPORATE HEALTH SYSTEMS INC	5,784.44
CREMATION SOCIETY INC	2,760.00
DHS	2,891.74
DHS - MSOP-MN SEX OFFENDER PROGRAM	7,074.20
DHS - ST. PETER RTC - 472	2,430.20
PERISH/ALAN	2,343.44
Payments less than 2000	31,093.69
CATHOLIC CHARITIES	2,764.58
EAGLE RIDGE BOYS RANCH	4,650.00
HEARTLAND GIRLS RANCH	5,239.00
KINDRED FAMILY SERVICES	5,866.35
NORTHERN PINES MENTAL HLTH CTR INC	7,720.44
PINEHAVEN YOUTH AND FAMILY SRVS INC	10,191.25
REM CENTRAL LAKES INC	2,404.22
RISING PHOENIX/THE	2,683.92
TINIUS PHD PA/TIM	3,300.00
TODD COUNTY DAC	8,272.54
WEST CENTRAL REG JUVENILE CTR	2,979.17
Payments Less than 2000	17,849.41
Final Total	153,655.48