

TODD COUNTY BOARD OF COMMISSIONERS

Health and Human Services Board Meeting Agenda

Date: April 12, 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 March 26, 2013 Minutes	9:04
5	General	
5.1	Great Moms Best Babies Nurse Family Partnership Program	9:05
5.2	Nurse Family Partnership Agreement	9:20
5.3	Energy Assistance Program/Housing	9:25
5.4	Health & Human Resource Board Meeting Structure	9:40
6	Claims	

Adjourn

TODD COUNTY HEALTH & HUMAN SERVICES

Minutes of the Meeting of the Health & Human Services Meeting

March 26, 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 26th day of March, 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 presented with the following changes.

1. Add – Discussion on South Country Health Alliance

Approval of Minutes

On motion by Blessing and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the March 12, 2013 minutes as read without changes.

General

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the 2013 Delegation Agreement between Todd County and South Country Health Alliance effective January 1, 2013. Cheryl will also have the County Attorney review the Agreement. Discussion was also held regarding the progress of South Country Health Alliance & finances. Kircher suggested the County have representation on the South Country Advisory Committee. Cheryl will follow up with this with South Country.

Emily Steinert, Family Services Manager reported on the Family Health Programs.

Discussion was held on the structure and schedule changes for the Health & Human Services Meetings. More information and discussion will be held at the next work session.

Social Services Fund Warrants

On a motion by Kneisl and second by Kircher 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 amount of \$61,833.03.

On a motion by Kneisl and second by Kircher 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 amount of \$24,190.60.

On a motion by Kneisl and second by Kircher 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 amount of \$132,439.44.

On a motion by Blessing and second by Erickson, the meeting was adjourned for the month of March, 2013.

Commissioner Warrants	
#8641	2,352.76
DHS	7,989.18
TC Auditor-Treas	12,683.60
US Post Service	5,625.00
Payments less than 2000	33,182.49
Final Total	61,833.03

# 10981 Foster Care Provider	\$2,847.04
# 11417 Foster Care Provider	\$4,653.18
Payments less than 2000	\$16,690.38
Final Total	\$24,190.60

CATHOLIC CHARITIES	\$2,497.04
DEPT OF CORRECTIONS	\$6,020.00
DHS	\$12,065.36
# 4453 Foster Care Provider	\$4,368.00
FRESHWATER EDUCATION DIST	\$2,998.70
HEARTLAND GIRLS RANCH	\$4,928.00
KINDRED FAMILY SERVICES	\$5,594.40
MERIDIAN SERVICES INC	\$4,470.22
NORTHERN PINES	\$37,248.66
PINEHAVEN YOUTH AND FAMILY SERVICES	\$7,425.32
PRODUCTIVE ALTERNAINC FERGUS	\$5,978.57
REM CENTRAL LAKES INC	\$2,243.24
RISING PHOENIX/THE	\$2,350.89
TODD COUNTY DAC	\$8,448.37
WEST CENTRAL REG JUV CTR	\$3,093.75
Payments less than 2000	\$22,708.92
Final Total	\$132,439.44

AGREEMENT BETWEEN
MORRISON TODD WADENA COMMUNITY HEALTH BOARD AND
CASS COUNTY COMMUNITY HEALTH BOARD
FOR NURSE FAMILY PARTNERSHIP PROGRAM

WHEREAS, both Morrison Todd Wadena Community Health Board (MTWCHB) and Cass County Community Health Board (CCCHB) wish to participate in the Nurse Family Partnership Program (NFP) together to provide family home visiting services to county residents, and

WHEREAS, the MTWCHB and CCCHB need to partner in order to provide services and to be accepted into the NFP program.

THEREFORE, MTWCHB and CCCHB agree to:

1. Designate a lead county for general management of the NFP program.
2. NFP program reports will be provided at the Administrator's Task Force meetings which are held four times a year, and additionally as needed.
3. Add additional counties in the future when appropriate and approved by the NFP national program as an expansion of the current approved program.
4. The NFP Nurse Supervisor Role is the title given by the NFP national program. This role is for program coordination, case consultation and direction to the NFP staff. The NFP Supervisor will not have duties related to hiring, discipline, termination and general employee annual performance evaluation, benefits or work hours. The NFP Supervisor may be asked to participate or give input to NFP's PHN Home Visitor or Data Entry Staff when asked by the employing county's administration.
5. Staff supervision remains with the county who employs each person working in the NFP project. Complaints about NFP staff will be directed to the Director of the employing agency.

Cost and Delivery of Services

1. Each County will have an NFP budget which includes the NFP expenses and revenues per that county's normal fiscal processes.

2. A NFP budget will be developed annually which includes the combined financial information from the participating counties. The NFP Supervisor will work with each county to assure costs are realized.
3. Each County will be responsible for billing for services to the third party payers for the work of their NFP staff. Those monies will be kept by the billing county.
4. Morrison and Todd Counties agree to keep accounting records of the work of the NFP Supervisor and the NFP Data Entry person.
5.
 - A. Todd County will bill each county for 0.15 FTE of the NFP Supervisor, and 1/4th of the mileage documented for NFP. Mileage will be billed at the Federal IRS rate.
 - B. Morrison County will bill each county for the actual time spent in the NFP program of the NFP data entry person. The data entry person will do data entry of referrals and documentation required by the National Service Office of NFP. The data entry person will also do other office duties as assigned by the NFP Supervisor and agreed upon by the other counties.
 - C. Each bill will include the total hours of service provided and actual cost to be paid and the type of service.
 - D. Counties will bill by the 15th of each month for the previous months services. The corresponding county agrees to reimburse for the billed services on a quarterly basis.
6. Tracking of time will be done by each county. This will be reviewed quarterly at the Admin Task Force meeting of the MTWCHB, including the Cass County Public Health Director for this agenda item.
7. Mileage for PHN home visiting staff will be the responsibility of the employing county.
8. When supplies are needed for the program, and it is easier for one county to purchase all of the supplies, the assigned county will purchase all supplies and bill the other counties for the supplies. The supplies will be authorized by the Directors before purchased. The billing for supplies will be at the end of the month purchased. The County being billed will have 60 days to pay.

Maternal Infant Early Childhood Home Visiting (MIECHV) Grant

MIECHV Grants for Wadena and Cass Counties' NFP Expansion Grants have been awarded for Wadena and Cass County to join the Morrison Todd NFP program; grant effective dates of December 2012 – March 31, 2015. The following expenses will be fully reimbursed by the grants at 50% each grant.

- NFP Supervisor at MIECHV grant training meetings expenses including travel, lodging and registration
- NFP Supervisor annual national training and travel (One week in Colorado)
- NFP Annual Nurse Consultation fee
- NFP Annual Program Support fee
- Infant Mental Health (MH) consultant; for approved individual client consultation and general education consultation sessions which all NFP home visiting staff may attend.

Terms of Agreement:

- a. This agreement provides the framework for the ongoing NFP program; continuation is not determined solely on grant funding.
- b. Any alterations or modifications of the provisions of this agreement shall be valid only when they have been reduced to writing, duly signed and attached to the original of this agreement.
- c. Cancellation of this agreement may be done by either party with a 90 day notice in writing delivered by mail or in person
- d. The agreement will be reviewed in twelve months by the counties to review the costs and county roles. The counties will determine if any agreement modifications are needed.
- e. Effective date for this Agreement is Jan 1, 2013-March 31, 2015, even though signatures may follow after Jan 1, 2013.

Liability: Each party to this agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other parties, its officers, employees, or agents. Liability of the Counties or other Minnesota political subdivisions shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws.

Other Obligations: It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties related to the subject matter hereof.

IN WITNESS THEREOF, the MTWCHB and the CCCHB have executed this agreement and, approved as to form and execution.

_____	_____
Cass County Attorney	Date
_____	_____
Cass County HHVS Director	Date
_____	_____
Morrison County Board Chair	Date
_____	_____
Morrison County Public Health Director	Date
_____	_____
Todd County Board Chair	Date
_____	_____
Todd County Health and Human Services Director	Date
_____	_____
Todd County Attorney	Date
_____	_____
Wadena County Attorney	Date
_____	_____
Wadena County Public Health Director	Date

F:/PUBLICHEALTH/CONTRACTS/OTHER/MTWCHB

Vendor Name	Amount
DHS	2,942.98
DHS - MSOP-MN SEX OFFENDER PROGRAM	6,389.60
DIRKS-BLEM FUNERAL SERVICE, INC	3,985.00
PATTON SCHAD FUNERAL SERVICE	3,800.00
Payments less than 2000	3,626.52
Final Total:	20,744.10