

TODD COUNTY BOARD OF COMMISSIONERS

Health and Human Services Board Meeting Agenda

Date: April 23, 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 April 12, 2013 Minutes	9:04
5	General	
5.1	Region V & Mental Health Initiative Fund	9:05
5.2	LEAN HHA Laptop Documentation	9:20
5.3	Child Support Enforcement Program Report	9:25
5.4	Introduction of Neva Volkman, New Support Staff for CSE	9:40
5.5	Administration of the Energy Assistance Program for 2014	9:45
5.6	Dual Chemical Dependency/Mental Illness at Wadena IRTS Facility	9:50
6	Claims	

Adjourn

TODD COUNTY HEALTH & HUMAN SERVICES

Minutes of the Meeting of the Health & Human Services Meeting

April 12, 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 12th day of April, 2013 at 9:00 a.m. with all members present with the exception of Commissioner Erickson was absent. 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.

Approval of Minutes

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve the March 26, 2013 minutes as read without changes.

General

Heidi Brings, Family Services Unit Supervisor reported on the Nurse Family Partnership Program and announced the addition of Cass and Morrison Counties to the program.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Nurse Family Partnership Agreement effective January 1, 2013 through March 31, 2015.

Phil Johnson, EAP and Housing Coordinator reported on the statistics from October 1, 2012 through April 6, 2013.

Cheryl Schneider reported on the change of the Health & Human Services from 2 meetings to 1 meeting per month. Cheryl did also meet with the County Attorney regarding this legal matter and he said there were no concerns. It could be changed through a Board Action Form. The 4th Tuesday of each month was suggested. More information with the Auditors is still being researched and Cheryl will bring the Board Action for this change to the May 7, 2013 Commissioners Meeting.

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 amount of \$20,744.10. Roll call taken with Erickson absent.

The meeting was recessed by action of Chairman Neumann until April 23, 2013 at 9:00 a.m.

COMMISSIONER WARRANTS

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

**Current Support
10/01/2012-03/31/2013**

County	Charges	Current Collected	% of current collected
TODD	\$1, 406,077.23	\$1, 076,505.59	76.56
Wadena	\$1, 234,454.78	\$ 863,112.55	69.92
Douglas	\$2, 157,085.36	\$1, 637,876.40	75.93
Morrison	\$2,403,803.68	\$1,649,910.71	68.64
Mille Lac	\$1, 775,910.95	\$1, 254,897.19	70.66

**Arrears
10/1/2012 – 03/31/2013**

County	% collected	Cases with Arrears	Cases w/o arrears payment
TODD	68.71	898	281
Wadena	65.73	712	244
Douglas	70.02	1,124	337
Morrison	61.95	1,532	583
Mille Lac	64.63	1,193	422

We currently have 1,157 cases in total.

E filingThe Court system is moving to require e-filing of legal documents. We are making ourselves familiar with the program. We will have an assigned “credit card” number to identify our filings. We do not pay filing fees by law. Items will be scanned and sent by email.

Kaizen Event/LEAN process Chris Pelzer and Lisa Danielson led our staff through a Kaizen event to help us better distribute the caseload among the Support Enforcement Aides and Child Support Officers. We enjoyed the process and got very good participation from the whole staff. Chris Pelzer and Lisa Danielson did a very good job guiding us through the process AND IT WORKED!

Affordable HealthcareDHS has let us know they are tracking and calculating the possible effect the new program might have on child support. We have nothing solid yet.

We are at full staff with **Tracy Pederson** of Verndale joining us as a CSO on 4/1/2013 and **Neva Volkman** of Long Prairie as an OSS on 1/2/2013.



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TODD COUNTY
HEALTH & HUMAN SERVICES

April 10, 2013

Ms. Cheryl Schneider, Executive Director
Todd County Social Services
119 3rd St S
Long Prairie MN 56347

Dear Ms. Schneider:

The critical role of Service Providers in the administration and delivery of the Energy Assistance Program (EAP) requires Minnesota Department of Commerce to request early notice of possible EAP Service Provider changes.

Please send a letter to me no later than April 30, 2013, stating clearly whether your agency intends to administer and deliver EAP for Federal Fiscal Year 2014. Contact me for an extension if you need more time to meet with your board or tribal council to make this decision.

This information will help us smoothly execute a transition procedure with minimal disruptions for program applicants.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'John M. Harvanko'.

John M. Harvanko, Director
Office of Energy Assistance Programs

JMH/ksh

cc: Phil Johnson, EAP Coordinator, Todd County Social Services

Warrants for approval for 4/23/2013

Vendor Name	Amount
CORPORATE HEALTH SYSTEMS INC	3,990.87
DHS	26,931.16
DHS - MSOP-MN SEX OFFENDER PROGRAM	7,074.20
PERISH/ALAN	2,395.23
RURAL MN CEP INC	17,117.52
TODD COUNTY ATTORNEY'S OFFICE	7,780.00
Payments less than 2000	30,386.75
Final Total	95,675.73