STEELE COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.

TUESDAY, AUGUST 27, 2024 AT 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Nextera: Dodge Wind Project – 10 minutes
   Clay Cameron, Director of Development
3. GIS: ESRI Conference Out of State Travel Update – 10 minutes
   Nick Flatgard, GIS Coordinator
   Ali Ellingson, GIS Technician
4. Steele County Parking Lot Reconstruction/Contract Award
5. Transition of Senior Services to Public Health and CCB services to MNPrairie
6. County Administrator and County Engineer Salary Range & Wage Progression
7. MNPrairie JPB Meeting Update
8. Other Business

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.

Steele County Agenda Item

Informational

Subject: Project Update Regarding Dodge Wind

Department: Choose an item.

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 27, 2024

Board Meeting Date: Enter a date.

Purpose:

Clay Cameron, Director of Development with Nextera Energy Resources will give the Board a project updated regarding the Dodge Wind Project.

Background:

Be complete and detailed with the background. This should provide history, considerations or examples and explanations.

Financial Impacts:

Budget information/impacts

Attachments:

Presentation to be provided

Steele County Agenda Item

Informational

Subject: GIS out of state travel summary: 2024 Esri Users Conference

Department: GIS

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 27, 2024

Board Meeting Date: Enter a date.

Purpose:

Recap the GIS Departments out of state travel to the Esri International Users Conference.

Background:

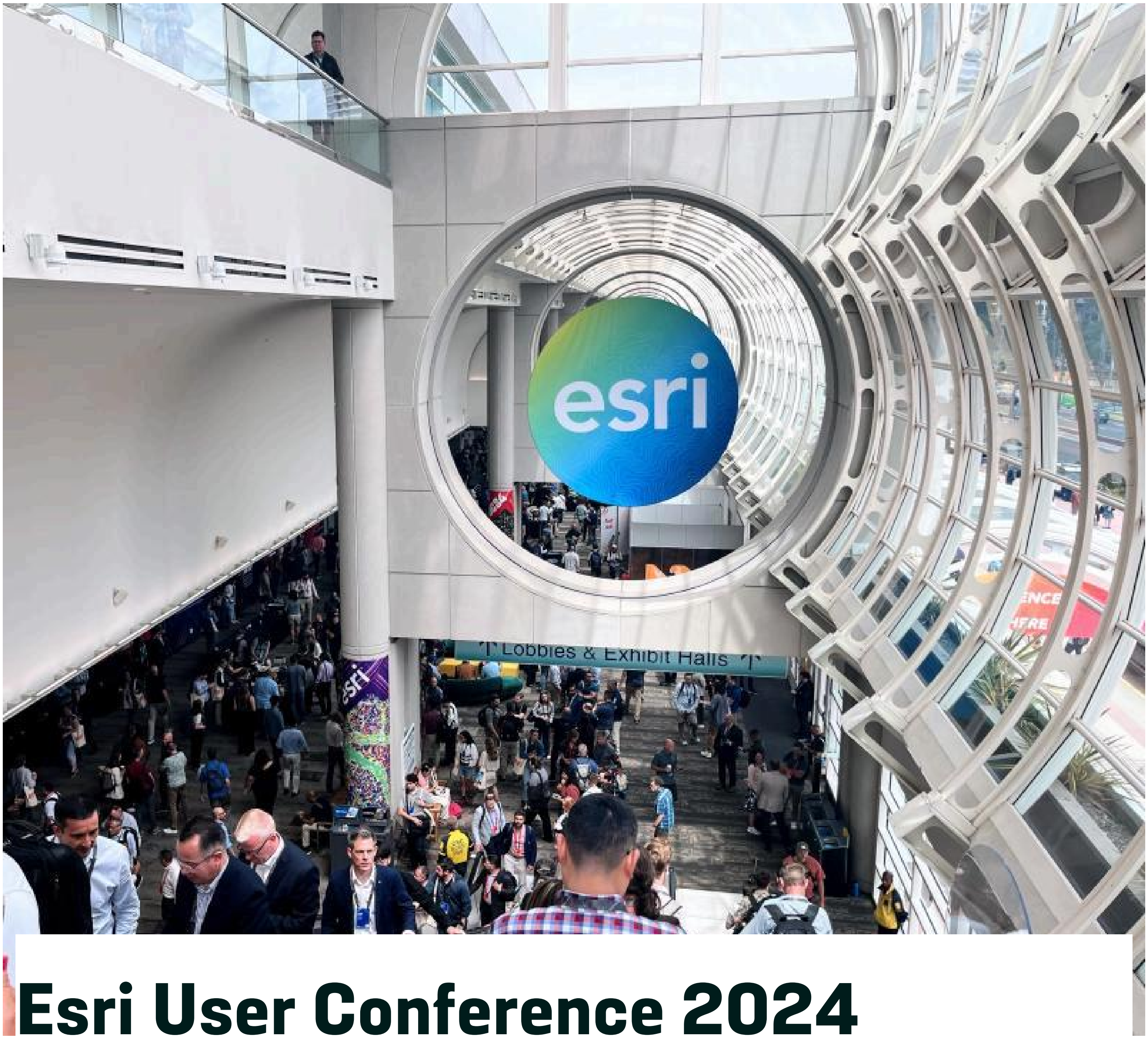
On February 27, 2024, the Steele County Board of Commissioners approved out of state travel for the GIS Coordinator and the GIS Technician to attend the Esri Users Conference (UC) July 15-19, 2024. Steele County receives 3 complimentary admissions to the UC.

Financial Impacts:

Travel expenses were included in the departments 2024 budget.

Attachments:

EsriUC24.pdf

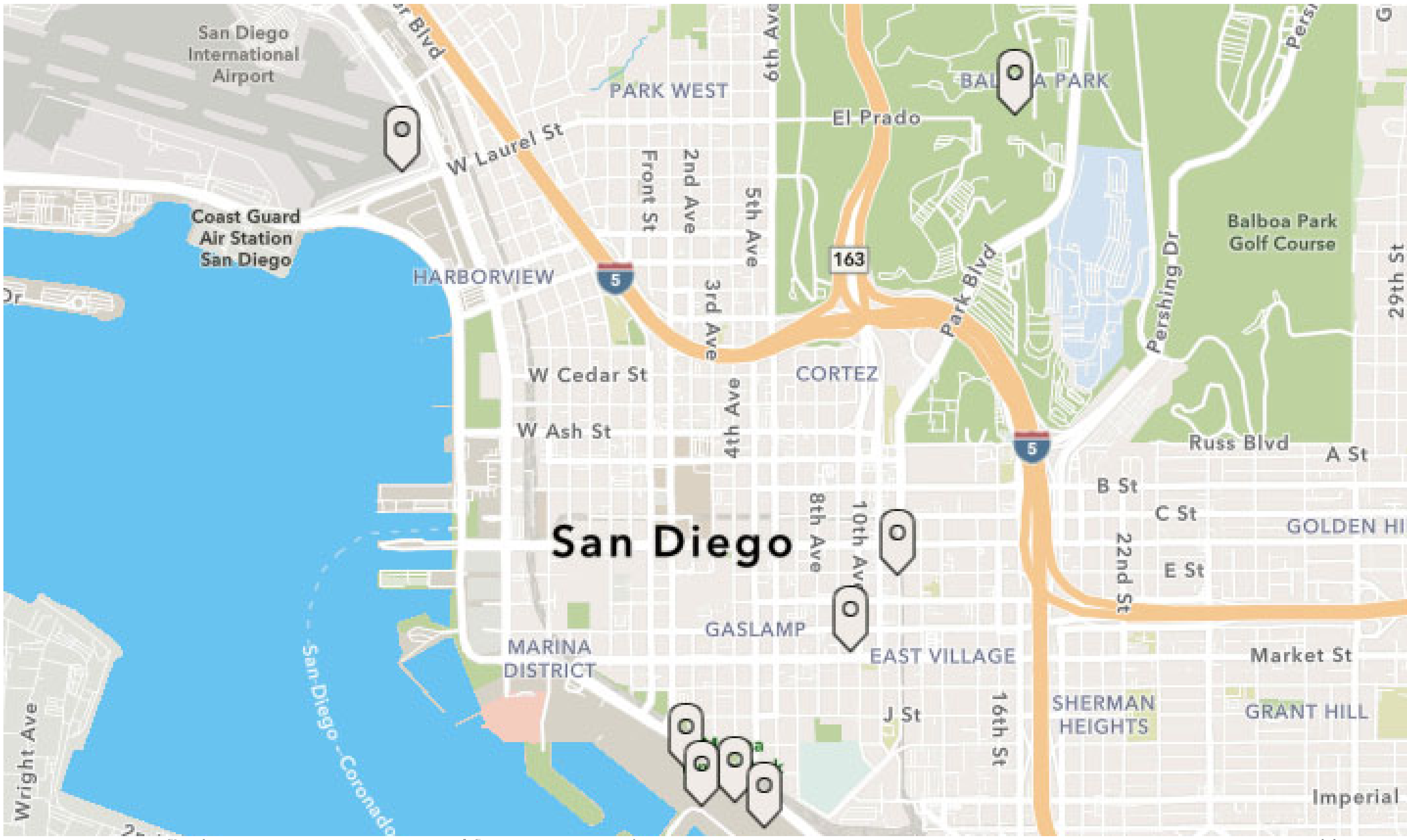


Esri User Conference 2024

San Diego, California

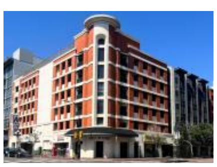
Nick Flatgard, GIS Coordinator | Ali Ellingson, GIS Technician
Draft

Esri User Conference Tour



Overview

The Esri UC is the largest GIS conference in the world with 15,000-20,000 attendees from over 150 countries. Every year industry leaders and Esri users gather for presentations,…



Daily Commute

Our walks to the convention center each day took us through the East Village and the Gaslamp District.

San Diego Convention Center

The convention center sits on the shore of San Diego Bay overlooking the marina.

Plenary Session

The Plenary Session is the opening event on Monday at the User Conference featuring:

Sessions

UC Sessions include over 700 technical workshops, user presentations, and special interest group meetings taking place Tuesday through Thursday.

Expo

Over 2,000 Esri staff and 200 Exhibitors gather to demonstrate the latest GIS products and technologies.

Party at Balboa Park

Esri Summer Nights celebration happens Thursday evening at Balboa Park. All attendees and their families are bussed to the park for free food and entertainment. Esri takes over a…

Closing Session

For the final day of the convention on Friday, we had one morning class before the closing ceremonies:

Plenary Speakers

- **Jack Dangermond | Esri Founder and President**
    - Hosts the event and leads us through all the new features.

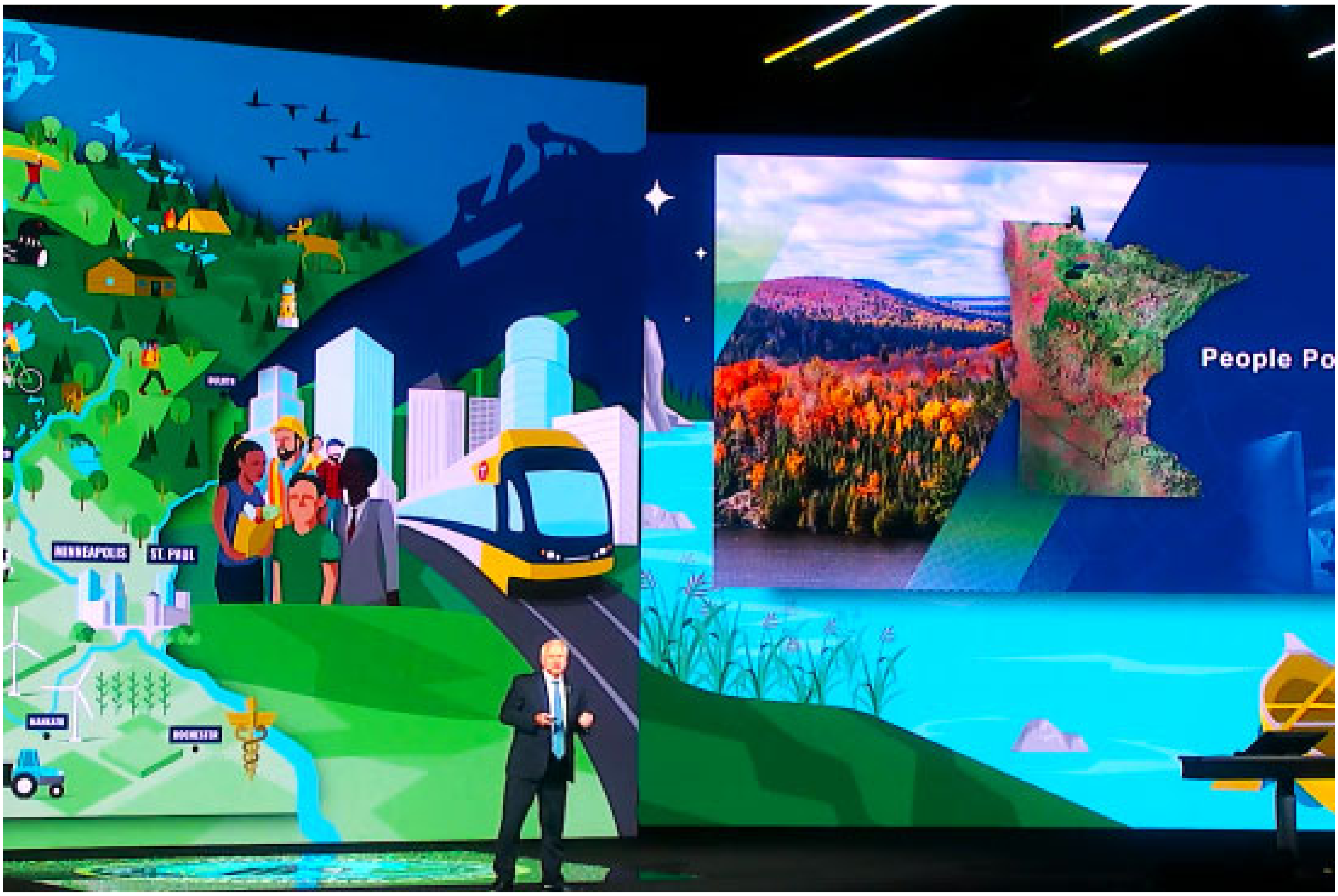
- **Jeff Kerby, PhD | National Geographic**
    - A National Geographic photographer documenting the greening of the arctic.

- **Amina J. Mohammed | Deputy Sercretary-General of the United Nations**
    - Using GIS technologies to communicate around the globe with the common mapping language.

- **IT Directors | Miami-Dade County, Florida**

- A county using GIS automation and AI in their natural disaster responses.

- **Central San Asset Management Team | California**
  - A special sanitation district in California and early adopter of the ArcGIS Utility Network for wastewater asset management.



Keynote Speaker: Governor Tim Walz

Data-Driven Governance

Highlighting how the effective use of data can enhance decision-making processes. He noted that conveying data to people in an understandable way helps build trust between the government and its citizens.

Esri's Partnership with Minnesota

Governor Walz praised Esri's 50-year history and Minnesota's 49-

year partnership with the company. This collaboration has allowed the state to enhance its functions and services using GIS technology.

Executive Map Portfolio

The executive portfolio is a suite of maps used by state officials to monitor conditions and track the impacts of legislation. This tool helps visualize data in real time, aiding informed decision-making and prompt responses to issues.

Session Highlights

Parcel Fabric

ArcGIS Parcel Fabric workflows ensure that all parcel data and changes are tied to the land record, providing a structured and legally compliant way to manage and update parcel information.

This approach helps maintain accurate and historical records, making it easier to track changes and manage various parcel types effectively.

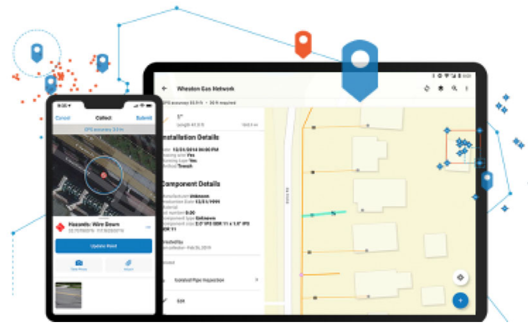
We watched demos on how to convert our current parcel system to the Parcel Fabric, and how to maintain it.

Deep Learning

ArcGIS Deep Learning models, automate geospatial data analysis tasks like feature extraction and land-cover classification. These pretrained models are easy to use and can be fine-tuned with specific data to enhance accuracy, reducing manual effort and speeding up analysis.

Deep Learning can be used for tasks like identifying buildings, vehicles, or other structures from satellite imagery.

Solutions, Field Maps, and Dashboards



ArcGIS Solutions provides over 100 pre-configured templates and tools designed to address specific problems faced by local governments. Examples include templates for tracking potholes, managing GIS requests, documenting road closures, and tracking mowing activities.

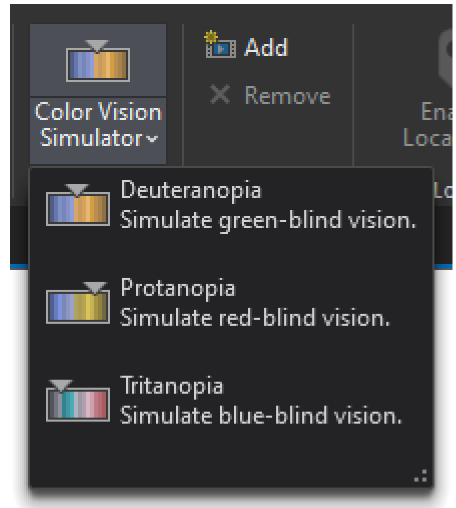
ArcGIS Field Maps highlights the utility of features like route planning, location sharing, utility network tracing, and geofencing, all of which enhance the efficiency and accuracy of field operations.

ArcGIS Dashboards provide a powerful tool for visualizing and analyzing data through various visual elements like maps, tables, charts, and indicators. They enhance data interaction and analysis by allowing features to communicate with each other. Dashboards are versatile, supporting strategic management, project status tracking, and operations centers

Public Safety

Crime analytics can be used to enhance public safety, identify trends, organize law enforcement operations, and plan crime-prevention strategies. Place based analytics enable 80/20 analysis, hot streets/crime hotspot identification, timing advance arches (cell phone location analysis), and suspect movement patterns.

Accessibility



Accessibility in mapping considers all individuals, including those with sensory impairments, and addresses barriers in online services. Esri is enhancing accessibility in ArcGIS by reviewing products for compliance and improving tools.

When adding images or widgets in any web application, use alternative text to help screen readers describe images for visually impaired users. Ensure readability by choosing clear fonts, using bold text for emphasis, and selecting contrasting colors. Avoid relying solely on color for navigation or differentiation and utilize colorblind-friendly options.

Balboa Park

Conclusion

Overall, the conference is a great opportunity to enhance our GIS knowledge, stay updated with the latest trends, and bring back valuable insights to Steele County.

Steele County Agenda Item

Subject: Steele County Parking Lot Reconstruction/Contract Award

Department: Building & Grounds

Committee Meeting Date: August 27, 2024

Board Meeting Date: August 27, 2024

Consent Agenda: ☐ Yes ☒ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

To approve the Facilities and Fleet Director to accept the low bid alternate #2 from JJD Companies, LLC in the amount of $1,320,315.00 and to execute the contract for the Steele County Parking Lot Reconstruction.

Background *(Including Budget Impact)*:

Previously the County Board authorized the Facilities and Fleet Director to Advertise for Bids for the Steele County Parking Lot Reconstruction Project. Six bids were received on August 20, 2024.

After review of the two options of concrete versus bituminous (asphalt) and reviewing the financial impacts of each, for the long term best return on investment the option that we are recommending to the Board for approval is to move forward with the concrete bid with JJD companies as it will cost us less financially, will cost less in upkeep and maintenance and will not need to be fully replaced for 30-40 years. By moving forward with the concrete versus bituminous (asphalt) we will save the county $68,496.68 in hard cost savings in 20 years in materials and labor. In addition to this, the concrete is expected to last an additional 10-20 years beyond the life of asphalt.

This is included in the CIP plan. Will be funded by highway reserves.

Attachments:

Recommendation Letter

Bid Tab

Life Cycle Cost Comparison

Letter of Recommendation

MONTH DAY, YEAR

Jake Rysavy
Facilities and Fleet Director
Steele County
630 Florence Ave
Owatonna, MN 55060

ISG

RE: Recommendation of Award – Steele County Parking Lot Rehabilitation

Dear Mr. Rysavy,

On August 20, 2024, Bids were received for the Parking Lot Rehabilitation Project. The project had four Lump Sum Bid Alternates, described as follows:

- Alternate No. 1 (Bituminous): Lump Sum Bid Price for Section I (Courthouse Lot).
- Alternate No. 2 (Concrete): Lump Sum Bid Price for Section I (Courthouse Lot).
- Alternate No. 1 (Bituminous): Lump Sum Bid Price for Section II (Admin Lot).
- Alternate No. 2 (Concrete): Lump Sum Bid Price for Section II (Admin Lot).

Six bids were received for this Work. The Bid Tab is attached, and a summary is provided below.

CONTRACTOR	ALTERNATE NO.1 COURTHOUSE - BITUMINOUS	ALTERNATE NO. 1 ADMIN - BITUMINOUS
Crane Creek Asphalt	$218,504.15	$523,407.53
JJD Companies	$225,500.00	$540,200.00
ICON, LLC	$243,385.25	$569,710.50
Wencl Construction	$339,750.00	$644,000.00
Heselton Construction, LLC	$267,711.00	$665,518.00
ENGINEER'S ESTIMATE	$239,793.28	$684,241.71

CONTRACTOR	ALTERNATE NO. 2 COURTHOUSE - CONCRETE	ALTERNATE NO. 2 ADMIN LOT - CONCRETE
JJD Companies LLC	$345,815.00	$974,500.00
Met-Con Construction	$381,000.00	$1,085,000.00
Heselton Construction, LLC	$390,051.00	$1,114,253.00
Wencl Construction Inc.	$506,750.00	$1,249,000.00
ENGINEER'S ESTIMATE	$437,923.44	$1,442,379.58

The apparent low bidder for Section 1, Alternate 1 is Crane Creek Asphalt with a bid of $218,504.15. The apparent low bidder for Section 1, Alternate 2 is JJD Companies LLC with a bid of $345,815.00. The apparent low bidder for Section 2, Alternate 1 is Crane Creek Asphalt with a bid of $523,407.53. The apparent low bidder for Section 2, Alternate 2 is JJD Companies LLC with a bid of $974,500.00.

If you have any questions regarding this recommendation, please contact me at 952.426.0699.

Sincerely,

Jake Guzik, PE
Civil Engineer
Jake.Guzik@ISGInc.com

Bid Tabulation

Project Name: Steele County Parking Lot Rehabilitation
Bid Letting Time + Date: 10:00 a.m. August 20, 2024
Bid Letting Location: 630 Florence Ave, Owatonna, MN 55060

CONTRACTOR	COURTHOUSE ALT.1 – BITUMINOUS	COURTHOUSE ALT. 2 – CONCRETE	ADMIN LOT ALT. 1 – BITUMINOUS	ADMIN LOT ALT. 2 - CONCRETE
Heselton Construction, LLC	$267,711.00	$390,051.00	$665,518.00	$1,114,253.00
JJD Companies LLC	$225,500.00	$3.45,815.00	$540,200.00	$974,500.00
Crane Creek Asphalt (Div. of Mathy Constr.)	$218,504.15	No Bid	$523,407.53	No Bid
ICON, LLC	$243,385.25	No Bid	$569,710.50	No Bid
Wencl Construction Inc.	$339,750.00	$506,750.00	$644,000.00	$1,249,000.00
Met-Con Construction	No Bid	$381,000.00	No Bid	$1,085,000.00

Cost Estimate

ISG

Client Name: Steele County
Location: Administration Parking Lot
Date: 8-22-2024

Engineer's Opinion of Probable Cost - Concrete vs. Bituminous Lot

*Future dollar amounts assume 3% annual increase in construction costs

YEAR	MAINTENANCE	CONCRETE	BITUMINOUS
2024	Initial Construction	$974,500.00	$523,407.53
2025			
2026			
2027	Crack Sealing		$13,000.00
2028			
2029			
2030	Seal Coat		$40,000.00
2031			
2032			
2033	Crack Sealing	$15,000.00	$15,000.00
2034			
2035			
2036	Seal Coat		$50,000.00
2037			
2038			
2039			
2040	Mill & Overlay		$320,000.00
2041	Micenalleanous Concrete Repairs	$20,000.00	
2042			
2043			
2044	Seal Coat	N/A	$63,000.00
	TOTAL PROJECT COST	$1,009,500.00	$1,024,407.53

Cost Estimate

ISG

Client Name: Steele County
Location: Courthouse Parking Lot
Date: 8-22-2024

Engineer's Opinion of Probable Cost - Concrete vs. Bituminous Lot
*Future dollar amounts assume 3% annual increase in construction costs

YEAR	MAINTENANCE	CONCRETE	BITUMINOUS
2024	Initial Construction	$345,815.00	$218,504.15
2025			
2026			
2027	Crack Sealing		$4,500.00
2028			
2029			
2030	Seal Coat		$18,000.00
2031			
2032			
2033	Crack Sealing	$5,200.00	$5,200.00
2034			
2035			
2036	Seal Coat		$21,400.00
2037			
2038			
2039			
2040	Mill & Overlay		$120,000.00
2041	Micenalleanous Concrete Repairs	$10,000.00	
2042			
2043			
2044	Seal Coat	N/A	$27,000.00
	TOTAL PROJECT COST	$361,015.00	$414,604.15

Steele County
Agenda Item

Request for Board Action

Subject: Transitioning of services between Public Health and MNPrairie

Department: Public Health

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 27, 2024

Board Meeting Date: August 27, 2024

Consent Agenda: ☐ Yes ☐ No **Resolution:** ☐ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Transition of Senior Services to Public Health and CCB services to MNPrairie

Background *(Including Budget Impact)*:

Last fall MNPrairie met with Dodge, Steele, and Waseca County Public Health directors to discuss the variations in the way services are being provided between the counties. After much discussion and data analysis, any change is services was tabled. Since that time, MNPrairie and Steele County have met again to discuss the idea, to align waivered services across all three counties, which would mean transitioning senior services to Steele County Public Health and CCB services to MNPrairie. MNPrairie currently has 2 open positions in their Senior Services area. Caseloads would be swapped between Public Health and MNPrairie. Public Health would be giving approximately 100 clients to MNPraire and MNPrairie would be giving approximately 250 clients to Public Health. Public Health will need to evaluate the number of FTE that will be required to manage the number of clients being transferred.

Attachments:

List each of the attachments to be included with the agenda item. If no attachments, list "N/A"

Steele County
Agenda Item

Request for Board Action

Subject: County Administrator Salary Range & Wage Progression

Department: Human Resources

Committee: Internal Central Services **Committee Meeting Date:** August 7, 2024

Work Session Date: Enter a date. **Board Meeting Date:** August 27, 2024

Consent Agenda: ☐ Yes ☐ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Adopt New County Administrator Salary Range of $150,000 - $190,000 and Wage Progression of:

- 3% annual "step" increase on anniversary with overall satisfactory performance evaluation; AND
- Receive the same board approved cost of living adjustment (COLA) as all other regular, exempt employees in County

Background *(Including Budget Impact)*:

The County conducted an unsuccessful County Administrator search this spring and made the decision to increase the County Administrator salary wage outside of the County's established classification/compensation system. The new salary range established by the Board of Commissioners for this position was $150,000 - $190,000.

A second search was successful with the hiring of Renae Fry. Administrator Fry's employment agreement did not include how she would progress through the newly established salary range. The employment agreement with Fry says, "The Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the performance evaluation at twelve months. This Agreement shall be amended automatically to reflect increases in compensation due to annual performance reviews and to reflect increases due to cost-of-living adjustments and or step adjustments that are provided to non-union employees or as otherwise required by the employer's compensation policies." The board has not yet adopted a wage step plan for this position. The recommendation is to have Ms. Fry progress through the wage range consistent with all other full-time, exempt employees in the County, which is: 1) annual step increase (approximately 3%) with an overall satisfactory performance review on their anniversary date; AND 2) Cost of living adjustment (COLA) consistent with what all other regular, exempt employees receive.

Attachments: N/A

Steele County
Agenda Item

Request for Board Action

Subject: County Engineer Salary Range & Wage Progression

Department: Human Resources

Committee: Internal Central Services **Committee Meeting Date:**

Work Session Date: Enter a date. **Board Meeting Date:** August 27, 2024

Consent Agenda: ☐ Yes ☐ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Adopt New County Engineer Salary Range of $129,000 – $158,000 and Wage Progression of:

- 3% annual "step" increase on anniversary with overall satisfactory performance evaluation; AND
- Receive the same board approved cost of living adjustment (COLA) as all other regular, exempt employees in County

Background *(Including Budget Impact)*:

The County hired the South Central Service Cooperative to lead the County Engineer recruitment process. Discussion about the County Engineer wage range took place during the board work session on May 28, 2024. The discussed and advertised wage range was $129,000 - $158,000.

The recommendation is to have the next County Engineer progress through the wage range consistent with all other full-time, exempt employees in the County, which is: 1) annual step increase (approximately 3%) with an overall satisfactory performance review on their anniversary date; AND 2) Cost of living adjustment (COLA) consistent with what all other regular, exempt employees receive.

Attachments: N/A

Steele County Agenda Item

Informational

Subject: MNPrairie Joint Powers Board Meeting Report

Department: Choose an item.

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 27, 2024

Board Meeting Date: Enter a date.

Purpose:

To brief the Board on the items discussed at the recent MNPrairie Joint Powers Board Meeting

Background:

Be complete and detailed with the background. This should provide history, considerations or examples and explanations.

Financial Impacts:

See Report

Attachments:

MNPrairie JBP Board Agenda

MINNESOTA PRAIRIE
COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Joint Powers Board Meeting

August 20, 2024, 3:00-5:00
Click here to join the meeting via Teams or
Steele County Administration Building, Room 40

Draft Agenda

I. Call to order

II. Roll call and introductions

a. Introduction of board
b. Introduction of those in attendance

III. Agenda approval

a. *Recommendation:* *Adopt a motion to accept the agenda [as presented/as amended].*

IV. Minutes approval

a. *Recommendation:* *Adopt a motion to accept the final meeting minutes [as presented/as corrected] from the July 16, 2024, meeting of the Minnesota Prairie County Alliance Joint Powers Board.*

V. Consent agenda p. 10

a. *Recommendation:* *Adopt a motion to accept the following items on the consent agenda:*

   i. To authorize $810,473.65 in client support bills as presented.
   ii. To authorize $107,300.13 in administrative bills as presented.
   iii. To approve submission of an application for a HUD Continuum of Care grant to allocate towards establishing permanent supportive housing.

VI.	**3:10 pm**	**Action items**	
a.	10 min	**2023 Audit Report** –Amy Thomas, Audit Manager	p. 48
b.	**3:20 pm**	**Other discussion items, informational items, and reports**	
c.	10 min	**Job description review and market analysis review** – Tessia Melvin, Management Consultant with David Drowns & Associates	p. 62
d.	**3:30 pm**	**Action items continued**	
e.	10 min	**Legal Counsel for MNPrairie**– Tara Reich	p. 64
f.	5 min	**Member-county surplus fund-balance remittance**– Kevin Venenga	p. 72
g.	5 min	**Naloxone Harm Reduction Kit Policy** – Tina Rentz	p. 74
h.	10 min	**Steele cubicle replacement**– Tara Reich	p. 90
VII.	**4:00 pm**	**Other discussion items, informational items, and reports cont.**	
a.	5 min	**Human Resources contract–** Steele County Commissioners Greg Krueger and Jim Abbe	p. 124
b.	0 min	**Personnel report –** Gina McGuire	p. 135
c.	5 min	**Notification of extraordinary cost of care for one youth** – Patty Harrelson	p. 145
d.	0 min	**Year-to-date budget report** – Kevin Venenga	p. 147
e.	30 min	**2025 preliminary budget** – Kevin Venenga and Tara Reich	p. 150
f.	5 min	**Potential transition of service provision**– Tara Reich	p. 160
g.	5 min	**Reassignment of Office Support Services from Executive Director to Finance Manager** – Tara Reich	p. 162
h.	5 min	**Application for respite services grant for youth with Children's Mental Health (CMH) services** – Patty Harrelson	p. 163
i.	5 min	**Disaster Supplemental Nutrition Assistance Program (D SNAP)** – DeAnn Boney	p. 164
j.	5 min	**Minnesota African American Family Preservation and Child Welfare Disproportionality Act**– Patty Harrelson	p. 165
k.	0 min	**Child and Family dashboard** – Patty Harrelson	p. 173
l.	0 min	**Income & Health Care Assistance dashboard** – DeAnn Boney	p. 184
VIII.	**5:10 pm**	**Other business**	

a. **Schedule special budget meeting**

b. **Director & management reports**

c. **Employee comments –**Any employee present wishing to make comments

d. **Next meetings:**
Annual All-Commissioners Meeting:
Friday, September 6, 2024, 9:00-12:00 pm, at Owatonna Public Utilities, Moorehouse Room.

Tuesday, September 17, 2024, 3:00-5:00 pm, at Steele County Administration Building, Room 40.

IX. 5:15 pm Adjourn

MINNESOTA PRAIRIE
COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Draft Minutes of the Joint Powers Board Meeting held July 16, 2024, Steele County Administration Building, Room 40

I. The Minnesota Prairie County Alliance Joint Powers Board met in regular session on July 16, 2024. Commissioner Doug Christopherson called the meeting to order at 3:00 pm. — Call to order

II. A quorum was established. — Roll call and introductions

Members present:	Greg Kreuger	Steele County Commissioner
	Doug Christopherson	Waseca County Commissioner
	De Malterer	Waseca County Commissioner
	Jim Abbe	Steele County Commissioner
	Rhonda Toquam	Dodge County Commissioner
	Tim Tjosaas	Dodge County Commissioner
Members absent:	None	
Also present:	Tara Reich	MNPrairie Executive Director
	Kristin Ferris	MNPrairie Executive Assistant (via Teams, left at 4:45)
	Kevin Venenga	MNPrairie Finance Manager
	Patty Harrelson	MNPrairie Child & Family Social Services Manager
	Tina Rentz	MNPrairie Adult & Disability Social Services Manager
	DeAnn Boney	MNPrairie Income & Health Care Assistance Manager
	Gina McGuire	MNPrairie & Steele County Human Resources Assistant Director
	Julie Johnson	MNPrairie & Steele County Human Resources Director
	Renea Fry	Steele County Administrator
	Jim Elmquist	Dodge County Administrator (via Teams, left at 4:53)
	Michael Johnson	Waseca County Administrator
	Candi Lemar	Steele County Finance Director
	Robert Jarrett	Steele County Attorney (appointee)
	Brandon Smith	MNPrairie Supervisor
	Amanda Zwart	MNPrairie Employee
	Lisa Poppe	MNPrairie Employee (via Teams)
	Jeffrey Jackson	Citizen

III. Motion by Commissioner Tim Tjosaas, seconded by Commissioner De Malterer, to accept the agenda as presented. *Motion adopted unanimously.* — Agenda and motion

IV. Motion by Commissioner Greg Krueger, seconded by Commissioner Rhonda Toquam, to adopt the meeting minutes from the June 18, 2024, meeting of the Minnesota Prairie County Alliance Joint Powers Board. *Motion adopted unanimously.*

Minutes

V. Motion by Commissioner Tjosaas, seconded by Commissioner Jim Abbe, to approve the following items by consent:

Consent agenda and motion

i. To authorize $872,351.49 in client support bills as presented.
ii. To authorize $420,878.83 in administrative bills as presented.
iii. To execute the fourth amendment to the 2020 South Country Health Alliance Delegation Agreement.
iv. To authorize execution of the River Valley of Continuum of Care Housing Grant Contract Amendment, which extends funding from July 1, 2024, through January 31, 2025.

VI. Tara Reich, MNPrairie Executive Director, presented the board a retainer agreement with Jardine, Logan, and O'Brien P.L.L.P. Reich noted that since the board agenda was published, the county attorneys have expressed an interest in working with MNPrairie. Jardine, Logan, and O'Brien, P.L.L.P, are still interested in working with MNPrairie in a reduced capacity to fit the organization's needs in the areas where the county attorneys cannot.

Retainer Agreement with Jardine, Logan, and O'Brien, P.L.L.P.

A discussion occurred regarding the capacity, costs, and expectations associated with working with the three member-county attorneys. A further discussion occurred regarding how county attorneys will fairly manage work amongst all county departments, including MNPrairie.

Additionally, there are areas the county attorneys cannot assist MNPrairie with, such as estate recovery. Reich would like to move forward with the retainer with Jardine, Logan, and O'Brien, P.L.L.P. for those areas. The group has worked diligently, and substantial time has been spent on finding suitable candidates to provide legal counsel. The request for proposal (RFP) was sent out very broadly, including to the county attorneys, and the RFP indicated that if there was interest, they could specify single areas of interest or indicate if they were available for all areas of interest.

A discussion occurred regarding how an attorney isn't needed for all areas of estate recovery.

Kevin Venenga, MNPrairie Finance Manager, provided examples of the work his staff do for estate recovery and indicated that when it gets to the point of needing an attorney, it is after MNPrairie staff have exhausted the scope of their authority. MNPrairie has worked without an attorney in this area for over a year and needs one.

Motion by Commissioner Abbe, seconded by Commissioner Krueger, to table this item. *Motion adopted unanimously.* Motion

VII. Brandon Smith, MNPrairie Adult & Disability Social Services Supervisor, and Amanda Zwart, Community Outreach Social Worker, presented the board with an update on the Community Outreach Social Worker position. The position is funded through Community Support Program (CSP) grant funds and is geared towards addressing the needs of individuals in our communities experiencing socioeconomic hardships related to mental health. Community Outreach position updates

The top priorities of the program are mental health stability, housing stability, alleviation of unnecessary/overutilization of resources, decrease in substance use, community education, and filling gaps in services for the underserved within our communities.

Zwart has had the opportunity to collaborate primarily with Law Enforcement agencies within Waseca County during the first six months and presented information on call volumes related to high utilizers within the area she has connected with. Zwart was also able to share the positive impact on local courts, law enforcement, and hospital workers who have referred people to Zwart.

A discussion occurred regarding opening this to additional people, and how long this funding for the position is available.

VIII. Tara Reich presented the board with an amended Employee Expense Reimbursement Policy noting that the updates include updated mileage reimbursement language, definitions, and clarity regarding different worksite types. It also includes a slight modification that aligns with the language in the previous version of the policy. Employee Expense Reimbursement Policy

Motion by Commissioner Malterer, seconded by Commissioner Toquam, to approve the updated Employee Expense Reimbursement Policy as written. *Motion adopted unanimously.* Motion

IX. Tara Reich presented the board with an amended Remote Access Policy. Reich noted that the policy was updated to remove redundancies and include additional safeguarding protocols for Federal Tax Information (FTI). Remote Access Policy

Motion by Commissioner Toquam, seconded by Commissioner Abbe, to approve the updated Remote Access Policy as written. *Motion adopted unanimously.* Motion

X. DeAnn Boney, MNPrairie Income & Health Care Assistance Manager, presented the board with an updated Safeguarding Federal Tax and Social Security Information Policy. Boney noted that the policy was updated to reflect required changes to follow federal and state regulations. Safeguarding Federal Tax Income & Social Security Information Policy

Motion by Commissioner Tjosaas, seconded by Commissioner Krueger, to approve the updated Safeguarding Federal Tax Income & Social Security Information Policy as written. *Motion adopted unanimously.* — Motion

XI. Gina McGuire, Steele County & MNPrairie Human Resources Assistant Director, presented the board with an amended Drug, Alcohol, and Cannabis Use Policy. McGuire noted that the policy was updated to include cannabis given the State of Minnesota's legalization of cannabis. — Drug, Alcohol, and Cannabis Use and Testing Policy

Motion by Commissioner Malterer seconded by Commissioner Abbe, to approve the updated Drug, Alcohol, and Cannabis Use and Testing Policy as written. *Motion adopted unanimously.* — Motion

XII. DeAnn Boney, MNPrairie Income & Health Care Assistance Manager shared that the child support unit has several impending retirements and an upcoming leave of absence. Boney is requesting to hire a Support Enforcement Aide now and later reduce the position through attrition to accommodate the workload needs. — Child Support Staffing

Boney reviewed her recommendation to restructure the Child Support unit to create efficiencies and continuity. Boney recommends reclassifying 4.0 FTE Support Enforcement Aides (SEAs) to Child Support Officers (CSOs). Boney indicated that she researched several counties, and many were structured similarly.

Boney shared that this restructuring and hiring of the SEA position had been shared with the Personnel Committee and their recommendation was to bring it forward to the Board for adoption.

A discussion occurred regarding perceived overspending in the personnel budget while requesting additional FTEs, and detailed budgetary line items.

Motion by Commissioner Malterer seconded by Commissioner Tjosaas, to add a temporary additional 1.0 FTE Child Support Enforcement Aide to be reduced through attrition and reallocating 4.0 FTE Support Enforcement Aides to 4.0 FTE Child Support Officers. *Motion adopted unanimously.* — Motion

XIII. DeAnn Boney brought forward an additional plan of restructuring the Income & Health Care Assistance division. Boney requested to reclassify 3.0 FTE office support specialists to case aides for the eligibility team. Currently, office support specialists are completing eligibility tasks. These eligibility tasks qualify for federal financial participation (FFP). MNPrairie could maximize revenues if these positions were reclassified to case aides. — Eligibility Team Staffing

Boney also requested 1.0 FTE additional case aide. Boney shared some tasks can be transitioned from eligibility workers to case aides which are lower-grade positions, reducing the need to increase the number of FTE eligibility workers. Boney shared that there is currently a vacant supervisor in the Income & Health Care Assistance

Division in the child support area. Boney would like to consider reassigning the vacant supervisor position to supervise case aides. This supervisor would also track and coordinate fraud referrals and monitor Federal Tax Information requirements among other duties. The estimated budget impact is $33,948 annually based on the grade and steps of employees on the wage scale.

Boney felt that if we only pulled three positions and didn't hire an additional 1.0 FTE, it wouldn't alleviate all the tasks needed to complete the restructuring.

The request was brought forward to the Personnel Committee as a request for 2.0 additional FTE. The committee felt more comfortable moving forward with recommending hiring 1.0 FTE to start. If the work could not be completed by hiring 1.0 FTE, an additional request could be brought forward in the future.

A discussion occurred on how this will roll out, supervision of the area, and gaining efficiencies by having a fresh look with a new manager. It was requested that Boney come back to the board with reports on how the new restructure is working.

A further discussion occurred regarding the adopted budget that reduced personnel costs associated with anticipated vacancies. When a vacancy rate was assumed in the budget, it was always under the premise that MNPrairie could staff and fill to 100 percent staffing levels. The vacancy rate was assumed to get the budget to a palatable level for member counties as there was historical underspending in personnel costs.

Motion by Commissioner Toquam seconded by Commissioner Malterer, to reclassify the Child Support Supervisor/Data Practices Analyst to an Eligibility Supervisor. *Motion adopted unanimously.* — Motion

Motion by Commissioner Malterer seconded by Commissioner Tjosaas, to reclassify 3.0 FTE Office Support Specialists to 3.0 FTE Eligibility Case Aides and add a 1.0 FTE Case Aide. *Motion adopted unanimously.* — Motion

XIV. Commissioners Krueger and Abbe provided the MNPrairie board with an update on the status of Steele County Board's consideration of changes to the Human Resources (HR) department and potential impact to the structure of HR services for MNPrairie. While exiting the contract would be a Steele County decision, Steele wants MNPrairie to be comfortable with the process and to support the transition so MNPrairie's new HR can be successful. — Human Resources Discussion

Steele County believes they would need 5 staff if they continued to support MNPrairie, and only 3 staff if they were to discontinue the contract with MNPrairie. Steele presented a draft of a transition timeline they feel would be adequate.

A discussion occurred regarding MNPrairie paying the full contract and hiring additional HR for the transition causing a double expense as the current contract ends on December 31, 2025. Steele indicated the contract rate would be adjusted.

XV. Gina McGuire provided the personnel report noting recent hires, vacancies, and promotions as of July 1, 2024. McGuire noted there are currently 9.5 vacancies, a full-time equivalent (FTE) count of 173.8, and a year-to-date retention rate of 94.05 percent. — Personnel report

McGuire indicated that the 6-month review for the executive director would be forthcoming and would use the same process as the annual review for the previous executive director.

XVI. Tina Rentz, MNPrairie Adult & Disability Social Services Manager, provided the board with the report on the Blue Plus Audit findings and action plan. — Blue Plus Audit Findings & Action Plan

XVII. Kevin Venenga presented the June 2024 year-to-date budget report noting that overall expenditures are $14.9 million or 51 percent of the budget, while revenues are $15.4 million or 53 percent of the budget, temporarily adding $538 thousand to fund balance. — Year-to-date budget report

XVIII. Patty Harrelson, MNPrairie Child & Family Social Services Manager, provided an update on Family Resource Centers and the recent visit to Scott County with Commissioners Malterer, Krueger, and Peterson along with Public Health Partners. — Update on Family Resource Centers and Visit to Scott County

XIX. Patty Harrelson presented the out of home placement report to the board, which encompasses five-year trends regarding the number of children and youth in out-of-home placement, average length of stay, placement locations, and the type of placement. The data includes placements facilitated by child protection, children's mental health, and county corrections. — Children in out-of-home placement report

XX. DeAnn Boney provided the board with departmental data including customer service standards, processing timelines, caseloads, document processing, and pressures for the department. — Income & healthcare assistance dashboard

XXI. The next scheduled meeting is Tuesday, August 20, 2024, 3:00-5:00 pm, at the Steele County Administrative Building, Room 40. — Next regular meeting

XXII. Motion by Commissioner Abbe seconded by Commissioner Tjosaas to adjourn the meeting at 5:04 pm. *Motion adopted unanimously.* — Adjournment

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **Client Support Bills for July 2024**

Meeting date: 8/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☒ Consent agenda action
☐ Action and related information
☐ Other discussion, information only or reports
☐ Other business

Time: 0

Presenter(s) name & title(s): Kevin Venenga – Finance Manager

Summary of request or recommendation: Approve client support payments of $810,473.65

☐ Recommended motion: *Adopt a motion to authorize payment of $810,473.65 in client support payments for the month of July 2024.*

Information (including rationale, if applicable):

Budget impact:

☒ **Attachment(s):** July 2024 client support payments

Action taken:

By committee:
☐ Recommend item to board on: ____________
Meeting date
☐ Provide as information in board materials
☐ Keep in committee for discussion at next meeting
☐ Other:

By board:
☐ Passed as recommended
☐ Failed
☐ Tabled
☐ Other:

MNPrairie County Alliance
Client Support Payments
July 2024

Month	Payment Date	Account Type	# of Transactions	Amount
July	07/05/24	Cost Effective Insurance	83	$ 33,705.11
July	07/05/24	Social Services	233	155,231.36
July	07/05/24	MA Transportation	322	14,410.26
July	07/12/24	Cost Effective Insurance	34	13,414.10
July	07/12/24	Social Services	266	139,457.50
July	07/12/24	Medicare Premiums	84	14,674.80
July	07/12/24	MA Transportation	557	9,256.63
July	07/12/24	Admin	25	124,110.19
July	07/19/24	Cost Effective Insurance	27	21,220.80
July	07/19/24	Social Services	175	101,248.26
July	07/19/24	MA Transportation	170	3,298.81
July	07/26/24	Cost Effective Insurance	72	27,932.47
July	07/26/24	Social Services	197	124,154.51
July	07/26/24	MA Transportation	683	21,389.76
July	07/26/24	Admin	13	6,969.09
				$ 810,473.65

	Month	YTD
710-760 Social Services	$ 520,091.63	$ 3,720,648.61
Admin	131,079.28	592,861.08
MA Transportation	48,355.46	275,645.97
Cost Effective Insurance	96,272.48	691,397.67
Medicare Premiums	14,674.80	99,394.50
	$ 810,473.65	$ 5,379,947.83

January	$ 669,931.63
February	590,115.60
March	951,385.31
April	936,627.09
May	549,063.06
June	872,351.49
July	810,473.65
Total	$ 5,379,947.83

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: July 2024 Administrative Bills

Meeting date: 8/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☒ Consent agenda action
☐ Action and related information
☐ Other discussion, information only or reports
☐ Other business

Time: 0

Presenter(s) name & title(s): Kevin Venenga – Finance Manager

Summary of request or recommendation: Review and approve administrative payments of $107,300.13

☐ Recommended motion: *Adopt a motion to authorize payment of $107,300.13 in administrative payments for the month of July 2024.*

Date	Organization bills	Individual bills
07/05/2024	$51,020.53	$8,602.10
07/12/2024	$16,358.54	$0
07/19/2024	$20,631.01	$10,687.95
		$0

Information (including rationale, if applicable):

Budget impact:

☒ **Attachment(s):** July 2024 administrative payments

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

Approved 07/02/2024
Pay Date 07/05/2024

Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
41	ASSOCIATION OF MINNESOTA COUNTIES	45.00	MACSSA SPRING CONF JWH	10-420-600-0010-6335	68745.00 / 05/08/2024	N / 05/08/2024
41		15.00	MACSSA SPRING CONF JWH	10-420-640-0010-6335	68745.00 / 05/08/2024	N / 05/08/2024
41		90.00	MACSSA SPRING CONF JWH	10-430-700-0010-6335	68745.00 / 05/08/2024	N / 05/08/2024
	Warrant # 64915 Total...	**150.00**				
4450	CALL TOWER INC	768.83	ACCOUNT NUMBER 54197	10-420-600-0010-6201	202013841 / 06/25/2024	N / 06/25/2024
4450		291.63	ACCOUNT NUMBER 54197	10-420-640-0010-6201	202013841 / 06/25/2024	N / 06/25/2024
4450		1,590.70	ACCOUNT NUMBER 54197	10-430-700-0010-6201	202013841 / 06/25/2024	N / 06/25/2024
	Warrant # 64916 Total...	**2,651.16**				
3882	CONSOLIDATED COMMUNICATIONS	51.55	WASECA PHONE LINE	10-420-600-0010-6201	507-835-0566/0 / 06/22/2024	N / 07/21/2024
3882		19.55	WASECA PHONE LINE	10-420-640-0010-6201	507-835-0566/0 / 06/22/2024	N / 07/21/2024
3882		106.64	WASECA PHONE LINE	10-430-700-0010-6201	507-835-0566/0 / 06/22/2024	N / 07/21/2024
	Warrant # 64917 Total...	**177.74**				
2278	GREATAMERICA FINANCIAL SERVICES	65.70	AGMT 019-1812490-000	10-420-600-0010-6301	36851958 / 06/24/2024	N / 06/24/2024
2278		21.90	AGMT 019-1812490-000	10-420-640-0010-6301	36851958 / 06/24/2024	N / 06/24/2024
2278		131.40	AGMT 019-1812490-000	10-430-700-0010-6301	36851958 / 06/24/2024	N / 06/24/2024
	Warrant # 64918 Total...	**219.00**				
450	KM Telecom	49.00	TELEPHONE/FAX LINES	10-420-600-0010-6201	10221826 / 07/01/2024	N / 07/31/2024
450		18.59	TELEPHONE/FAX LINES	10-420-640-0010-6201	10221826 / 07/01/2024	N / 07/31/2024
450		101.38	TELEPHONE/FAX LINES	10-430-700-0010-6201	10221826	N

Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # / To Date	Tx
					07/01/2024	07/31/2024	
	Warrant # 64919 Total...	**168.97**					
48	MN SECRETARY OF STATE - NOTARY	36.00	NOTARY APP - MARK ZAHN	10-420-600-0010-6370	07/02/2024	07/02/2024	N
48		36.00	NOTARY APP - TRESSA DOBBE	10-420-600-0010-6370	07/02/2024	07/02/2024	N
48		12.00	NOTARY APP - MARK ZAHN	10-420-640-0010-6370	07/02/2024	07/02/2024	N
48		12.00	NOTARY APP - TRESSA DOBBE	10-420-640-0010-6370	07/02/2024	07/02/2024	N
48		72.00	NOTARY APP - MARK ZAHN	10-430-700-0010-6370	07/02/2024	07/02/2024	N
48		72.00	NOTARY APP - TRESSA DOBBE	10-430-700-0010-6370	07/02/2024	07/02/2024	N
	Warrant # 64920 Total...	**240.00**					
499	Office of MN. IT Services	125.05-	CREDIT 3/31 W24090449	10-420-600-0010-6260	W24050490 03/01/2024	03/31/2024	N
499		84.00	W24040445 BILLING	10-420-600-0010-6260	W24050490 04/01/2024	04/30/2024	N
499		65.10	W24050490 BILLING	10-420-600-0010-6260	W24050490 05/01/2024	05/31/2024	N
	Warrant # 64921 Total...	**24.05**					
1242	Southeast Service Cooperative	90.00	ANNUAL MEMBERSHIP MEM-GOV	10-420-600-0010-6245	SINV000005488 07/01/2024	07/01/2024	N
1242		30.00	ANNUAL MEMBERSHIP MEM-GOV	10-420-640-0010-6245	SINV000005488 07/01/2024	07/01/2024	N
1242		180.00	ANNUAL MEMBERSHIP MEM-GOV	10-430-700-0010-6245	SINV000005488 07/01/2024	07/01/2024	N
	Warrant # 64922 Total...	**300.00**					
4382	T-MOBILE	68.58	9 CONNECTED DEVICES	10-420-600-0010-6331	978018905 05/16/2024	06/15/2024	N
4382		22.86	9 CONNECTED DEVICES	10-420-640-0010-6331	978018905 05/16/2024	06/15/2024	N
4382		137.16	9 CONNECTED DEVICES	10-430-700-0010-6331	978018905		N

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

Approved 07/02/2024
Pay Date 07/05/2024

Vendor #	Vendor Name	Amount	Description / OBO#	Account Number / On-Behalf-of-Name	Invoice # / From Date	PO # Tx / To Date
					05/16/2024	06/15/2024
	Warrant # 64923 Total...	**228.60**				
5390	THYME ON MAIN	80.16	SPACE RENTAL	10-430-700-0010-6373	#JULY92024	N
					06/28/2024	06/28/2024
	Warrant # 64924 Total...	**80.16**				
4594	WELLS FARGO VENDOR FINANCIAL SERV L	114.30	CONTRACT 450-0080956-000 07/24	10-420-600-0010-6301	5030234390	N
					07/01/2024	07/31/2024
4594		38.10	CONTRACT 450-0080956-000 07/24	10-420-640-0010-6301	5030234390	N
					07/01/2024	07/31/2024
4594		228.60	CONTRACT 450-0080956-000 07/24	10-430-700-0010-6301	5030234390	N
					07/01/2024	07/31/2024
	Warrant # 64925 Total...	**381.00**				
	Warrant Form WFXX Total...	**4,620.68**	**34 Transactions**			

Vendor #	Vendor Name	Amount	Description / OBO#	On-Behalf-of-Name / Account Number	Invoice # / From Date	PO # Tx / To Date
392	CROSSTOWN CARTAGE CO OF OWATONN/	154.50	COURIER SVCS	10-420-600-0010-6202		N
					06/16/2024	06/30/2024
392		51.50	COURIER SVCS	10-420-640-0010-6202		N
					06/16/2024	06/30/2024
392		309.00	COURIER SVCS	10-430-700-0010-6202		N
					06/16/2024	06/30/2024
	Warrant # 139885 Total...	**515.00**				
20225	Dodge County Treasurer	12,863.69	3RD QTR 2024 RENT - MNPRAIRIE	10-420-600-0010-6341	2024064-087	N
					07/01/2024	09/30/2024
20225		4,287.90	3RD QTR 2024 RENT - MNPRAIRIE	10-420-640-0010-6341	2024064-087	N
					07/01/2024	09/30/2024
20225		25,727.38	3RD QTR 2024 RENT - MNPRAIRIE	10-430-700-0010-6341	2024064-087	N
					07/01/2024	09/30/2024
	Warrant # 139886 Total...	**42,878.97**				
36	INNOVATIVE OFFICE SOLUTIONS LLC	89.14	OFFICE SUPPLIES	10-420-600-0010-6401	IN4573018	N
					06/27/2024	06/27/2024
36		225.06	OFFICE SUPPLIES	10-420-600-0010-6401	IN4569067	N
					06/21/2024	06/21/2024
36		29.72	OFFICE SUPPLIES	10-420-640-0010-6401	IN4573018	N
					06/27/2024	06/27/2024
36		75.02	OFFICE SUPPLIES	10-420-640-0010-6401	IN4569067	N
					06/21/2024	06/21/2024
36		178.29	OFFICE SUPPLIES	10-430-700-0010-6401	IN4573018	N
					06/27/2024	06/27/2024
36		450.13	OFFICE SUPPLIES	10-430-700-0010-6401	IN4569067	N
					06/21/2024	06/21/2024
	Warrant # 139887 Total...	**1,047.36**				
31	MARCO INC NW 7128	302.81	CONT#CN173523-01 USAGE CHAF	10-420-600-0010-6301	INV12619211	N
					03/05/2024	06/04/2024
31		100.94	CONT#CN173523-01 USAGE CHAF	10-420-640-0010-6301	INV12619211	N
					03/05/2024	06/04/2024
31		605.62	CONT#CN173523-01 USAGE CHAF	10-430-700-0010-6301	INV12619211	N
					03/05/2024	06/04/2024

Vendor #	Vendor Name			Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
	Warrant #	**139888**	**Total...**	**1,009.37**				
35	SHRED RIGHT			28.27	SHREDDING STEELE	10-420-600-0010-6260	0026221	N
							06/13/2024	06/13/2024
35				39.27	SHREDDING WASECA	10-420-600-0010-6260	0025775	N
							06/05/2024	06/05/2024
35				9.43	SHREDDING STEELE	10-420-640-0010-6260	0026221	N
							06/13/2024	06/13/2024
35				13.09	SHREDDING WASECA	10-420-640-0010-6260	0025775	N
							06/05/2024	06/05/2024
35				56.55	SHREDDING STEELE	10-430-700-0010-6260	0026221	N
							06/13/2024	06/13/2024
35				78.54	SHREDDING WASECA	10-430-700-0010-6260	0025775	N
							06/05/2024	06/05/2024
	Warrant #	**139889**	**Total...**	**225.15**				
75514	STEELE CO RECORDER			10.00	WEAR AND TEAR/NEW BADGES	10-420-600-0020-6401	4086647	N
							06/26/2024	06/26/2024
	Warrant #	**139890**	**Total...**	**10.00**				
323	TRIM GRAPHICS			107.10	ENVELOPES	10-420-600-0010-6401	104441	N
							06/24/2024	06/24/2024
323				107.10	ENVELOPES	10-420-600-0010-6401	104442	N
							06/24/2024	06/24/2024
323				35.70	ENVELOPES	10-420-640-0010-6401	104441	N
							06/24/2024	06/24/2024
323				35.70	ENVELOPES	10-420-640-0010-6401	104442	N
							06/24/2024	06/24/2024
323				214.20	ENVELOPES	10-430-700-0010-6401	104441	N
							06/24/2024	06/24/2024
323				214.20	ENVELOPES	10-430-700-0010-6401	104442	N
							06/24/2024	06/24/2024
	Warrant #	**139891**	**Total...**	**714.00**				
	Warrant Form	**WFXX-ACH**	**Total...**	**46,399.85**	**28 Transactions**			
		Final	**Total...**	**51,020.53**	**62 Transactions**			

MNPrairie County Alliance

Warrant Form **WFXX-ACH**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 07/02/2024
Pay Date 07/05/2024

WARRANT RUN INFORMATION		WARRANT FORM	STARTING WARRANT NO.	ENDING WARRANT NO.	DATE OF PAYMENT	DATE OF APPROVAL	PPD COUNT	PPD AMOUNT	CTX COUNT	CTX AMOUNT
11	4,620.68	WFXX	64915	64925	07/05/2024	07/02/2024				
7	46,399.85	WFXX-ACH	139885	139891	07/05/2024	07/02/2024	0		7	46,399.85
	51,020.53	TOTAL								

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

RECAP BY FUND

FUND	AMOUNT	NAME	ACH AMOUNT		NON-ACH AMOUNT	
10	51,020.53	GENERAL FUND	46,399.85		4,620.68	
	51,020.53	TOTAL	46,399.85	TOTAL ACH	4,620.68	TOTAL NON-ACH

MNPrairie County Alliance

Vendor #	Vendor Name			Amount	Description / OBO#	On-Behalf-of-Name / Account Number	Invoice # / From Date	PO # / To Date	Tx
2300	SHORT/RACHEL			23.45	MILEAGE REIMB FOR TRNG	10-420-640-0020-6331			N
							04/02/2024	04/02/2024	
2300				21.11	MILEAGE REIMB	10-420-640-0020-6331			N
							04/01/2024	04/01/2024	
	Warrant #	**64914**	**Total...**	**44.56**					
	Warrant Form	**WFXX**	**Total...**	**44.56**	**2 Transactions**				

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # / To Date	Tx
2891	BAUER/ALICIA	243.55	MILEAGE REIMB	10-430-700-0020-6331	05/01/2024	06/28/2024	N
2891		9.07	MEAL REIMB FOR CLIENT	10-430-700-0020-6370	05/15/2024	05/15/2024	N
	Warrant # 139854 Total...	**252.62**					
5147	BONEY/DEANN	229.56	MILEAGE REIMB	10-420-600-0010-6331	04/01/2024	04/25/2024	N
5147		35.70	MILEAGE REIMB	10-420-600-0010-6335	04/02/2024	04/19/2024	N
5147		80.65	MILEAGE REIMB	10-420-640-0010-6331	04/01/2024	04/25/2024	N
5147		12.54	MILEAGE REIMB	10-420-640-0010-6335	04/02/2024	04/19/2024	N
	Warrant # 139855 Total...	**358.45**					
940	CHRISTESEN/BETH	108.54	MILEAGE REIMB	10-420-600-0010-6331	06/03/2024	06/27/2024	N
940		36.18	MILEAGE REIMB	10-420-640-0010-6331	06/03/2024	06/27/2024	N
940		217.08	MILEAGE REIMB	10-430-700-0010-6331	06/03/2024	06/27/2024	N
	Warrant # 139856 Total...	**361.80**					
2990	ERNSTE/LYNDE	44.09	MILEAGE REIMB	10-430-700-0020-6331	05/07/2024	06/20/2024	N
	Warrant # 139857 Total...	**44.09**					
1411	FENSKE/MARCY	172.19	MILEAGE REIMB	10-430-700-0020-6331	04/03/2024	06/25/2024	N
1411		3.69	MILEAGE REIMB FOR TRNG	10-430-700-0020-6335	04/02/2024	04/02/2024	N
	Warrant # 139858 Total...	**175.88**					
4220	HARRELSON/PATRICIA	282.74	MILEAGE REIMB	10-430-700-0010-6331	06/06/2024	06/27/2024	N
4220		83.08	SAUER GRANT	10-430-700-0010-6373	06/24/2024	06/24/2024	N

Vendor #	Vendor Name			Amount	Description / OBO#	On-Behalf-of-Name / Account Number	Invoice # / From Date	PO # Tx / To Date
4220	HARRELSON/PATRICIA			750.00	GIFT CARDS	10-430-700-0010-6373		N
							07/02/2024	07/02/2024
	Warrant #	**139859**	**Total...**	**1,115.82**				
462	HOERLE/KARI			125.29	MILEAGE REIMB	10-430-700-0020-6331		N
							05/02/2024	05/30/2024
	Warrant #	**139860**	**Total...**	**125.29**				
1303	JACKSON/KRISLYNN			24.92	MILEAGE REIMB	10-420-600-0010-6331		N
							04/03/2024	06/26/2024
1303				8.31	MILEAGE REIMB	10-420-640-0010-6331		N
							04/03/2024	06/26/2024
1303				49.85	MILEAGE REIMB	10-430-700-0010-6331		N
							04/03/2024	06/26/2024
	Warrant #	**139861**	**Total...**	**83.08**				
4174	JENSEN/RACHEL			556.77	MILEAGE REIMB	10-430-700-0020-6331		N
							05/24/2024	06/17/2024
	Warrant #	**139862**	**Total...**	**556.77**				
2558	KNOSS/MARTY			324.04	MILEAGE REIMB	10-430-700-0020-6331		N
							03/25/2024	06/17/2024
	Warrant #	**139863**	**Total...**	**324.04**				
6849	KOEN/SHELLEY			8.60	MILEAGE REIMB	10-420-600-0010-6331		N
							05/15/2024	05/15/2024
6849				2.87	MILEAGE REIMB	10-420-640-0010-6331		N
							05/15/2024	05/15/2024
6849				17.21	MILEAGE REIMB	10-430-700-0010-6331		N
							05/15/2024	05/15/2024
	Warrant #	**139864**	**Total...**	**28.68**				
2601	LAIHO/DEVIN			103.85	MILEAGE REIMB	10-430-700-0010-6331		N
							04/03/2024	04/23/2024
	Warrant #	**139865**	**Total...**	**103.85**				
4449	LARSON/JODY			27.54	MILEAGE REIMB	10-430-700-0020-6331		N
							05/08/2024	05/08/2024

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Vendor #	Vendor Name			Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
	Warrant #	**139866**	**Total...**	**27.54**				
463	LIESKE/JIM			17.25	MILEAGE REIMB	10-430-700-0020-6331	05/02/2024	N 05/28/2024
	Warrant #	**139867**	**Total...**	**17.25**				
3087	LUMLEY/RUTH			25.46	MILEAGE REIMB	10-430-700-0020-6331	03/28/2024	N 05/23/2024
	Warrant #	**139868**	**Total...**	**25.46**				
4229	MALECHA/COURTNEY L			210.05	MILEAGE REIMB	10-430-700-0020-6331	04/08/2024	N 06/17/2024
4229				225.12	MILEAGE REIMB FOR TRNG	10-430-700-0020-6335	06/05/2024	N 06/07/2024
	Warrant #	**139869**	**Total...**	**435.17**				
994	MEYER/BRITTANY			667.32	MILEAGE REIMB	10-430-700-0020-6331	05/10/2024	N 06/26/2024
994				140.70	MILEAGE REIMB FOR TRNG	10-430-700-0020-6335	05/20/2024	N 05/24/2024
	Warrant #	**139870**	**Total...**	**808.02**				
5218	MOHS/MEGHAN			225.00	SUPPLIES, MARKETING, PRINTIN(	10-430-700-0010-6373	PEACHJAR 07/01/2024	N 07/01/2024
	Warrant #	**139871**	**Total...**	**225.00**				
7061	MORTON/WENDY			140.03	MILEAGE REIMB	10-430-700-0010-6331	06/18/2024	N 06/26/2024
	Warrant #	**139872**	**Total...**	**140.03**				
1881	MUENKEL/KAREN			424.91	MILEAGE REIMB	10-430-700-0020-6331	05/08/2024	N 06/03/2024
	Warrant #	**139873**	**Total...**	**424.91**				
664	REICH/TARA			147.74	MILEAGE REIMB	10-420-600-0010-6331	05/20/2024	N 06/13/2024
664				41.20	MILEAGE REIMB FOR TRNG	10-420-600-0010-6335	05/29/2024	N 05/31/2024
664				49.24	MILEAGE REIMB	10-420-640-0010-6331		N

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Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
					05/20/2024	06/13/2024
664		13.74	MILEAGE REIMB FOR TRNG	10-420-640-0010-6335		N
					05/29/2024	05/31/2024
664		295.46	MILEAGE REIMB	10-430-700-0010-6331		N
					05/20/2024	06/13/2024
664		82.42	MILEAGE REIMB FOR TRNG	10-430-700-0010-6335		N
					05/29/2024	05/31/2024
	Warrant # 139874 Total...	**629.80**				
2790	SCHMIDT/RACHEL	114.57	MILEAGE REIMB	10-430-700-0020-6331		N
					06/12/2024	06/27/2024
	Warrant # 139875 Total...	**114.57**				
7419	SCHUMACHER/TERESA	76.38	MILEAGE REIMB	10-430-700-0020-6331		N
					04/15/2024	06/24/2024
7419		159.75	MEAL/LODGING REIMB FOR CLIEI	10-430-700-0020-6331		N
					04/17/2024	04/18/2024
	Warrant # 139876 Total...	**236.13**				
515	SCHUTZ/JODI	278.72	MILEAGE REIMB	10-420-600-0020-6331		N
					06/03/2024	06/27/2024
	Warrant # 139877 Total...	**278.72**				
1079	SMITH/BRANDON	220.63	MILEAGE REIMB	10-430-700-0010-6331		N
					05/01/2024	05/31/2024
	Warrant # 139878 Total...	**220.63**				
3063	SPENCER/JANET	118.26	MILEAGE REIMB	10-430-700-0020-6331		N
					06/06/2024	06/28/2024
	Warrant # 139879 Total...	**118.26**				
5107	THOMPSON/STACY	64.99	MILEAGE REIMB	10-430-700-0020-6331		N
					06/06/2024	06/25/2024
5107		64.32	MILEAGE REIMB FOR TRNG	10-430-700-0020-6335		N
					06/10/2024	06/14/2024
	Warrant # 139880 Total...	**129.31**				
7550	TIGHE/JODDY	904.85	MILEAGE REIMB	10-430-700-0020-6331		N
					04/01/2024	05/02/2024

Vendor #	Vendor Name			Amount	Description / OBO#	On-Behalf-of-Name / Account Number	Invoice # / From Date	PO # Tx / To Date
7550	TIGHE/JODDY			17.42	MILEAGE REIMB	10-430-700-0020-6335		N
							04/02/2024	04/02/2024
	Warrant #	**139881**	**Total...**	**922.27**				
467	TISCHER/SUSANNE			84.09	MILEAGE REIMB	10-430-700-0020-6331		N
							06/06/2024	06/26/2024
	Warrant #	**139882**	**Total...**	**84.09**				
7658	WESTPHAL/JESSICA			109.61	MILEAGE REIMB	10-430-700-0020-6331		N
							06/04/2024	06/27/2024
	Warrant #	**139883**	**Total...**	**109.61**				
1758	WOOD/JULIE			80.40	MILEAGE REIMB	10-430-700-0020-6331		N
							05/06/2024	05/23/2024
	Warrant #	**139884**	**Total...**	**80.40**				
	Warrant Form	**WFXX-ACH**	**Total...**	**8,557.54**	**54 Transactions**			
		Final	**Total...**	**8,602.10**	**56 Transactions**			

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WARRANT RUN INFORMATION		WARRANT FORM	STARTING WARRANT NO.	ENDING WARRANT NO.	DATE OF PAYMENT	DATE OF APPROVAL	PPD COUNT	PPD AMOUNT	CTX COUNT	CTX AMOUNT
1	44.56	WFXX	64914	64914	07/05/2024	07/02/2024				
31	8,557.54	WFXX-ACH	139854	139884	07/05/2024	07/02/2024	31	8,557.54	0	
	8,602.10	TOTAL								

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RECAP BY FUND

FUND	AMOUNT	NAME	ACH AMOUNT		NON-ACH AMOUNT	
10	8,602.10	GENERAL FUND	8,557.54		44.56	
	8,602.10	TOTAL	8,557.54	TOTAL ACH	44.56	TOTAL NON-ACH

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Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
444	US Bank	43.20	DODGE SHREDDING	10-420-600-0010-6260	KV 0040 05/20/2024	N 05/20/2024
444		1.22	AUDIT ATTORNEY LETTERS	10-420-600-0010-6265	KV 7130 06/13/2024	N 06/13/2024
444		54.09	OSS BOOK CLUB BOOKS	10-420-600-0010-6401	BC 5221 05/21/2024	N 05/21/2024
444		4.21	OFFICE SUPPLIES	10-420-600-0010-6401	BC 2561 05/31/2024	N 05/31/2024
444		31.31	KEYBOARD - T DOBBE	10-420-600-0010-6480	DP 7404 05/29/2024	N 05/29/2024
444		44.70	MONITOR ARMS - K VENENGA	10-420-600-0010-6480	DP 2637 05/30/2024	N 05/30/2024
444		116.74	SPARE SURGE PROTECTORS	10-420-600-0010-6480	DP 9998 06/10/2024	N 06/10/2024
444		4.41	REAR WIPER BLADE - WASECA SI	10-420-600-0010-6560	BC 7275 05/30/2024	N 05/30/2024
444		14.40	DODGE SHREDDING	10-420-640-0010-6260	KV 0040 05/20/2024	N 05/20/2024
444		0.41	AUDIT ATTORNEY LETTERS	10-420-640-0010-6265	KV 7130 06/13/2024	N 06/13/2024
444		18.03	OSS BOOK CLUB BOOKS	10-420-640-0010-6401	BC 5221 05/21/2024	N 05/21/2024
444		1.41	OFFICE SUPPLIES	10-420-640-0010-6401	BC 2561 05/31/2024	N 05/31/2024
444		10.44	KEYBOARD - T DOBBE	10-420-640-0010-6480	DP 7404 05/29/2024	N 05/29/2024
444		14.90	MONITOR ARMS - K VENENGA	10-420-640-0010-6480	DP 2637 05/30/2024	N 05/30/2024
444		38.92	SPARE SURGE PROTECTORS	10-420-640-0010-6480	DP 9998 06/10/2024	N 06/10/2024
444		1.47	REAR WIPER BLADE - WASECA SI	10-420-640-0010-6560	BC 7275 05/30/2024	N 05/30/2024
444		86.40	DODGE SHREDDING	10-430-700-0010-6260	KV 0040 05/20/2024	N 05/20/2024
444		2.45	AUDIT ATTORNEY LETTERS	10-430-700-0010-6265	KV 7130 06/13/2024	N 06/13/2024

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Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
444	US Bank	108.17	OSS BOOK CLUB BOOKS	10-430-700-0010-6401	BC 5221 05/21/2024	N 05/21/2024
444		8.44	OFFICE SUPPLIES	10-430-700-0010-6401	BC 2561 05/31/2024	N 05/31/2024
444		62.63	KEYBOARD - T DOBBE	10-430-700-0010-6480	DP 7404 05/29/2024	N 05/29/2024
444		89.39	MONITOR ARMS - K VENENGA	10-430-700-0010-6480	DP 2637 05/30/2024	N 05/30/2024
444		233.50	SPARE SURGE PROTECTORS	10-430-700-0010-6480	DP 9998 06/10/2024	N 06/10/2024
444		8.82	REAR WIPER BLADE - WASECA SI	10-430-700-0010-6560	BC 7275 05/30/2024	N 05/30/2024
444		1,225.18	AWS CASEWORKS/OFFICE STOR/	10-430-700-0020-6340	DP 7864 06/03/2024	N 06/03/2024
444		9.99-	UNDELIVERABLE	10-430-760-6410-6042	BC 5871 06/04/2024	N 06/04/2024
	Warrant # 65013 Total...	**2,214.85**				
741	VERIZON WIRELESS	59.33	ADMINISTRATION	10-420-600-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		41.23	KIMBERLI MALECHA	10-420-600-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		41.23	JEREMY ALLEN	10-420-600-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		30.51	DEANN BONEY	10-420-600-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		69.61	MIFI JETPACKS	10-420-600-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		81.24	FRAUD INVESTIGATION	10-420-610-0000-6387	9968010073 06/02/2024	N 07/01/2024
741		22.50	ADMINISTRATION	10-420-640-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		26.41	MIFI JETPACKS	10-420-640-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		10.72	DEANN BONEY	10-420-640-0010-6201	9968010073 06/02/2024	N 07/01/2024

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Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
741	VERIZON WIRELESS	41.23	CHILD USSPORT=	10-420-640-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		414.39	SOCIAL SERVICES SUPVS	10-430-700-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		122.75	ADMINISTRATION	10-430-700-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		144.04	MIFI JETPACKS	10-430-700-0010-6201	9968010073 06/02/2024	N 07/01/2024
741		41.23	JACOB MULCOHY	10-430-700-0020-6201	9968010073 06/02/2024	N 07/01/2024
741		41.23	PRENATAL EXPOSURE	10-430-700-0020-6201	9968010073 06/02/2024	N 07/01/2024
741		2,871.41	SOCIAL SERVICES STAFF	10-430-700-0020-6201	9968010073 06/02/2024	N 07/01/2024
741		82.46	EDUCATION STABILITY	10-430-700-0020-6201	9968010073 06/02/2024	N 07/01/2024
741		49.56	MADISON DORSEY	10-430-700-0020-6201	9968010073 06/02/2024	N 07/01/2024
741		41.23	AMANDA ZWART	10-430-700-0020-6201	9968010073 06/02/2024	N 07/01/2024
741		41.23	KARINA SCHMITZ	10-430-700-0020-6201	9968010073 06/02/2024	N 07/01/2024
741		41.23	SHAWN COCHRAN	10-430-700-0020-6201	9968010073 06/02/2024	N 07/01/2024
741		41.23	AMANDA HALVERSON	10-430-700-0020-6201	9968010073 06/02/2024	N 07/01/2024

Warrant # 65014 Total... 4,356.00

Warrant Form WFXX Total... 6,570.85 48 Transactions

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Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
2793	ENTERPRISE FM TRUST	2,647.11	JULY 2024 VAN LEASES	10-420-600-0010-6342	FBN5072858 07/01/2024	N 07/31/2024
2793		289.20	JULY 2024 VAN MAINTENANCE	10-420-600-0010-6560	FBN5072858 07/01/2024	N 07/31/2024
2793		882.37	JULY 2024 VAN LEASES	10-420-640-0010-6342	FBN5072858 07/01/2024	N 07/31/2024
2793		96.40	JULY 2024 VAN MAINTENANCE	10-420-640-0010-6560	FBN5072858 07/01/2024	N 07/31/2024
2793		5,294.22	JULY 2024 VAN LEASES	10-430-700-0010-6342	FBN5072858 07/01/2024	N 07/31/2024
2793		578.39	JULY 2024 VAN MAINTENANCE	10-430-700-0010-6560	FBN5072858 07/01/2024	N 07/31/2024

Warrant # **139978** **Total...** **9,787.69**

Warrant Form **WFXX-ACH** **Total...** **9,787.69** **6 Transactions**

Final Total... **16,358.54** **54 Transactions**

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WARRANT RUN INFORMATION		WARRANT FORM	STARTING WARRANT NO.	ENDING WARRANT NO.	DATE OF PAYMENT	DATE OF APPROVAL	PPD COUNT	PPD AMOUNT	CTX COUNT	CTX AMOUNT
2	6,570.85	WFXX	65013	65014	07/12/2024	07/09/2024				
1	9,787.69	WFXX-ACH	139978	139978	07/12/2024	07/09/2024	0		1	9,787.69
	16,358.54	TOTAL								

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RECAP BY FUND

FUND	AMOUNT	NAME	ACH AMOUNT		NON-ACH AMOUNT	
10	16,358.54	GENERAL FUND	9,787.69		6,570.85	
	16,358.54	TOTAL	9,787.69	TOTAL ACH	6,570.85	TOTAL NON-ACH

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Vendor #	Vendor Name			Amount	Description / OBO#	On-Behalf-of-Name / Account Number	Invoice # / From Date	PO # Tx / To Date
2823	MICHEL/MARISA			513.22	MILEAGE REIMB	10-430-700-0020-6331		N
							04/04/2024	05/23/2024
	Warrant #	**65046**	**Total...**	**513.22**				
3071	WERSAL/ASHLEY			391.10	Mileage reimb	10-430-700-0020-6331		N
							04/18/2024	07/16/2024
3071				90.60	Mileage for Training	10-430-700-0020-6335		N
							06/11/2024	06/14/2024
	Warrant #	**65047**	**Total...**	**481.70**				
	Warrant Form	**WFXX**	**Total...**	**994.92**	**3 Transactions**			

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Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # / To Date	Tx
6116	ALLEN/JEREMY M	241.20	MILEAGE REIMB FOR TRNG	10-420-600-0010-6335	05/03/2024	05/31/2024	N
	Warrant # 140017	**Total... 241.20**					
6237	BOEHM/BOBBIE	178.19	MILEAGE REIMB	10-430-700-0020-6331	04/17/2024	05/30/2024	N
	Warrant # 140018	**Total... 178.19**					
5133	CAIN/LAURA	202.68	MILEAGE REIMB	10-430-700-0020-6331	05/01/2024	07/02/2024	N
	Warrant # 140019	**Total... 202.68**					
1159	ELLERBUSCH/ERICA	204.35	MILEAGE REIMB	10-430-700-0020-6331	05/02/2024	06/28/2024	N
1159		113.90	MILEAGE REIMB FOR TRNG	10-430-700-0020-6335	06/13/2024	06/13/2024	N
	Warrant # 140020	**Total... 318.25**					
2125	HALEY/LORA	27.13	MILEAGE REIMB	10-420-600-0010-6331	06/20/2024	06/27/2024	N
2125		9.05	MILEAGE REIMB	10-420-640-0010-6331	06/20/2024	06/27/2024	N
2125		54.27	MILEAGE REIMB	10-430-700-0010-6331	06/20/2024	06/27/2024	N
	Warrant # 140021	**Total... 90.45**					
4220	HARRELSON/PATRICIA	500.00	GIFT CARDS	10-430-700-0010-6373	07/05/2024	07/05/2024	N
	Warrant # 140022	**Total... 500.00**					
6718	HVITVED/ANGIE	42.55	Mileage	10-420-600-0020-6331	06/18/2024	06/21/2024	N
	Warrant # 140023	**Total... 42.55**					
850	JOHNSON/LINDA	99.16	Mileage	10-420-600-0010-6331	04/16/2024	06/26/2024	N
	Warrant # 140024	**Total... 99.16**					
2601	LAIHO/DEVIN	257.28	MILEAGE REIMB	10-430-700-0010-6331			N

Vendor #	Vendor Name			Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
							05/13/2024	06/26/2024
	Warrant #	**140025**	**Total...**	**257.28**				
38912	METZGER/BERNADETTE			227.80	Mileage	10-430-700-0020-6331		N
							06/04/2024	06/24/2024
	Warrant #	**140026**	**Total...**	**227.80**				
5218	MOHS/MEGHAN			50.00	SUPPLIES, MARKETING, PRINTIN(	10-430-700-0010-6373	PEACHJAR	N
							07/05/2024	07/05/2024
5218				4,650.00	CONSULTING	10-430-700-0010-6373		N
							06/02/2024	06/29/2024
	Warrant #	**140027**	**Total...**	**4,700.00**				
4110	PERRYMAN/VALERIA			71.69	MILEAGE REIMB	10-430-700-0020-6331		N
							05/24/2024	07/08/2024
	Warrant #	**140028**	**Total...**	**71.69**				
895	Powell/Tanya			94.47	Mileage	10-430-700-0020-6331		N
							06/04/2024	06/27/2024
	Warrant #	**140029**	**Total...**	**94.47**				
664	REICH/TARA			151.96	Mileage Reimb	10-420-600-0010-6331		N
							06/17/2024	07/11/2024
664				50.65	Mileage Reimb	10-420-640-0010-6331		N
							06/17/2024	07/11/2024
664				303.91	Mileage Reimb	10-430-700-0010-6331		N
							06/17/2024	07/11/2024
	Warrant #	**140030**	**Total...**	**506.52**				
2666	RENTZ/TINA			300.43	MILEAGE REIMB	10-430-700-0010-6331		N
							06/10/2024	06/28/2024
	Warrant #	**140031**	**Total...**	**300.43**				
5318	RODGERS/KAYLA			174.20	Mileage	10-430-700-0020-6331		N
							06/10/2024	07/03/2024
	Warrant #	**140032**	**Total...**	**174.20**				
2229	ROEMHILDT/BRENDA			35.51	MILEAGE REIMB	10-430-700-0020-6331		N
							05/22/2024	06/18/2024

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

Approved 07/16/2024
Pay Date 07/19/2024

Vendor #	Vendor Name			Amount	Description / OBO#	Account Number / On-Behalf-of-Name	Invoice # / From Date	PO # Tx / To Date
	Warrant #	**140033**	**Total...**	**35.51**				
1079	SMITH/BRANDON			138.82	MILEAGE REIMB	10-430-700-0010-6331		N
							06/05/2024	06/26/2024
	Warrant #	**140034**	**Total...**	**138.82**				
4015	SOLLAND/ABIGAIL			98.42	MILEAGE REIMB	10-430-700-0020-6331		N
							06/06/2024	06/28/2024
	Warrant #	**140035**	**Total...**	**98.42**				
4121	STEWART-PETERSON/REBECCA			199.66	MILEAGE REIMB	10-430-700-0020-6331		N
							05/03/2024	06/28/2024
	Warrant #	**140036**	**Total...**	**199.66**				
4455	TEMPLE/PAMELA			33.50	MILEAGE REIMB	10-430-700-0020-6331		N
							06/03/2024	06/27/2024
	Warrant #	**140037**	**Total...**	**33.50**				
7550	TIGHE/JODDY			471.01	MILEAGE REIMB	10-430-700-0020-6331		N
							05/03/2024	05/17/2024
	Warrant #	**140038**	**Total...**	**471.01**				
7554	TLOUGAN/DIANE			107.16	Mileage	10-430-700-0020-6331		N
							06/06/2024	06/17/2024
7554				377.28	Mileage	10-430-700-0020-6331		N
							06/27/2024	06/27/2024
	Warrant #	**140039**	**Total...**	**484.44**				
3588	TRINH/LISA			34.51	MILEAGE REIMB	10-430-700-0020-6331		N
							06/04/2024	06/27/2024
	Warrant #	**140040**	**Total...**	**34.51**				
1173	VENENGA/KEVIN			51.46	MILEAGE REIMB	10-420-600-0010-6331		N
							05/02/2024	05/21/2024
1173				17.15	MILEAGE REIMB	10-420-640-0010-6331		N
							05/02/2024	05/21/2024
1173				102.91	MILEAGE REIMB	10-430-700-0010-6331		N
							05/02/2024	05/21/2024
	Warrant #	**140041**	**Total...**	**171.52**				

Vendor #	Vendor Name	Amount	Description	OBO#	Account Number / On-Behalf-of-Name	Invoice # / From Date	PO # / To Date	Tx
5399	VOELTZ/ELISA	6.23	Mileage		10-420-600-0010-6331	06/04/2024	06/04/2024	N
5399		2.08	Mileage		10-420-640-0010-6331	06/04/2024	06/04/2024	N
5399		12.46	Mileage		10-430-700-0010-6331	06/04/2024	06/04/2024	N

Warrant # 140042 Total... 20.77

Warrant Form WFXX-ACH Total... 9,693.03 37 Transactions

Final Total... 10,687.95 40 Transactions

MNPrairie County Alliance

Warrant Form **WFXX-ACH**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 07/16/2024
Pay Date 07/19/2024

WARRANT RUN INFORMATION		WARRANT FORM	STARTING WARRANT NO.	ENDING WARRANT NO.	DATE OF PAYMENT	DATE OF APPROVAL	PPD COUNT	PPD AMOUNT	CTX COUNT	CTX AMOUNT
2	994.92	WFXX	65046	65047	07/19/2024	07/16/2024				
26	9,693.03	WFXX-ACH	140017	140042	07/19/2024	07/16/2024	26	9,693.03	0	
	10,687.95	TOTAL								

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

RECAP BY FUND

FUND	AMOUNT	NAME	ACH AMOUNT		NON-ACH AMOUNT	
10	10,687.95	GENERAL FUND	9,693.03		994.92	
	10,687.95	TOTAL	9,693.03	TOTAL ACH	994.92	TOTAL NON-ACH

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
1472	BREEZY POINT	810.00	JEREMY ALLEN SUP CONF HOTEL	10-420-600-0010-6335		N
					07/05/2024	07/05/2024
	Warrant # 65033	**Total... 810.00**				
739	DELL MARKETING LP	869.96	DOCKS FOR TELECOMMUTERS	10-430-700-0020-6480	10757734646	N
					07/01/2024	07/01/2024
	Warrant # 65034	**Total... 869.96**				
617	High Point Networks	1,478.83	WIRELESS ACCESS POINT WASE	10-420-600-0010-6480	253002	N
					07/10/2024	07/10/2024
617		492.95	WIRELESS ACCESS POINT WASE	10-420-640-0010-6480	253002	N
					07/10/2024	07/10/2024
617		2,957.68	WIRELESS ACCESS POINT WASE	10-430-700-0010-6480	253002	N
					07/10/2024	07/10/2024
	Warrant # 65035	**Total... 4,929.46**				
3347	INSTITUTE FOR COMMUNITY ALLIANCES	450.00	HMIS lic Mulcahy/Schmitz	10-430-700-0020-6340	MN002083	N
	Warrant # 65036	**Total... 450.00**				
1145	KRONOS	663.74	CONTRACT #00402025 JUN 2024	10-420-600-0010-6263	12269841	N
1145		221.25	CONTRACT #00402025 JUN 2024	10-420-640-0010-6263	12269841	N
1145		1,327.49	CONTRACT #00402025 JUN 2024	10-430-700-0010-6263	12269841	N
	Warrant # 65037	**Total... 2,212.48**				
3216	MARCO INC	97.28	Contract # 500-0511997-001	10-420-600-0010-6301	533234878	N
3216		32.43	Contract # 500-0511997-001	10-420-640-0010-6301	533234878	N
3216		194.56	Contract # 500-0511997-001	10-430-700-0010-6301	533234878	N
	Warrant # 65038	**Total... 324.27**				
30	METRO SALES INC	21.02	60297-STATE-01 CONT BASE RATE	10-420-600-0010-6301	INV2557614	N
					06/01/2024	06/30/2024
30		35.90	60297-STATE-01 CONT RENTAL C	10-420-600-0010-6301	INV2557614	N
					06/01/2024	06/30/2024
30		69.80	60297-STATE-01 CONT RENTAL C	10-420-600-0010-6301	INV2557333	N
					06/01/2024	06/30/2024
30		82.33	60297-STATE-01 CONT RENTAL C	10-420-600-0010-6301	INV2557332	N
					06/01/2024	06/30/2024

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
30	METRO SALES INC	57.74	60297-STATE-01 CONT RENTAL C	10-420-600-0010-6301	INV2557331	N
					06/01/2024	06/30/2024
30		11.97	60297-STATE-01 CONT RENTAL C	10-420-640-0010-6301	INV2557614	N
					06/01/2024	06/30/2024
30		7.01	60297-STATE-01 CONT BASE RATE	10-420-640-0010-6301	INV2557614	N
					06/01/2024	06/30/2024
30		19.24	60297-STATE-01 CONT RENTAL C	10-420-640-0010-6301	INV2557331	N
					06/01/2024	06/30/2024
30		27.45	60297-STATE-01 CONT RENTAL C	10-420-640-0010-6301	INV2557332	N
					06/01/2024	06/30/2024
30		23.26	60297-STATE-01 CONT RENTAL C	10-420-640-0010-6301	INV2557333	N
					06/01/2024	06/30/2024
30		115.46	60297-STATE-01 CONT RENTAL C	10-430-700-0010-6301	INV2557331	N
					06/01/2024	06/30/2024
30		139.58	60297-STATE-01 CONT RENTAL C	10-430-700-0010-6301	INV2557333	N
					06/01/2024	06/30/2024
30		164.67	60297-STATE-01 CONT RENTAL C	10-430-700-0010-6301	INV2557332	N
					06/01/2024	06/30/2024
30		42.05	60297-STATE-01 CONT BASE RATE	10-430-700-0010-6301	INV2557614	N
					06/01/2024	06/30/2024
30		71.81	60297-STATE-01 CONT RENTAL C	10-430-700-0010-6301	INV2557614	N
					06/01/2024	06/30/2024
	Warrant # 65039 Total...	**889.29**				
1466	MINNESOTA COUNTIES COMPUTER COOPI	214.28	HS SOFTWARE SEARCH/CONSUL	10-420-600-0010-6340	2407080	N
					07/05/2024	07/05/2024
1466		71.43	HS SOFTWARE SEARCH/CONSUL	10-420-640-0010-6340	2407080	N
					07/05/2024	07/05/2024
1466		428.57	HS SOFTWARE SEARCH/CONSUL	10-430-700-0010-6340	2407080	N
					07/05/2024	07/05/2024
	Warrant # 65040 Total...	**714.28**				
3310	MN SUPERVISORS CONFERENCE ASSOC	90.00	JEREMY ALLEN SUPVS CONF RE(	10-420-600-0010-6241		N
					07/05/2024	07/05/2024
	Warrant # 65041 Total...	**90.00**				
405	SHRED-N-GO INC	41.68	SHREDDING DODGE	10-420-600-0010-6260	169419	N

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

Approved 07/16/2024
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Vendor #	Vendor Name			Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # Tx / To Date
							07/03/2024	07/03/2024
405				13.89	SHREDDING DODGE	10-420-640-0010-6260	169419	N
							07/03/2024	07/03/2024
405				83.36	SHREDDING DODGE	10-430-700-0010-6260	169419	N
							07/03/2024	07/03/2024
	Warrant #	**65042**	**Total...**	**138.93**				
4914	STREAMLINE VERIFY			244.46	ONE YEAR LICENSING FEE	10-420-600-0010-6340	INV-008040	N
							07/01/2024	07/01/2024
4914				81.49	ONE YEAR LICENSING FEE	10-420-640-0010-6340	INV-008040	N
							07/01/2024	07/01/2024
4914				488.93	ONE YEAR LICENSING FEE	10-430-700-0010-6340	INV-008040	N
							07/01/2024	07/01/2024
	Warrant #	**65043**	**Total...**	**814.88**				
3780	USPS			900.00	POC 8081350	10-420-600-0010-6202		N
3780				300.00	POC 8081350	10-420-640-0010-6202		N
3780				1,800.00	POC 8081350	10-430-700-0010-6202		N
	Warrant #	**65044**	**Total...**	**3,000.00**				
3627	VANTAGE FINANCIAL LLC			422.40	MIN081519.001R AUG24 RENT	10-420-600-0010-6480	93503	N
							08/01/2024	08/31/2024
3627				140.80	MIN081519.001R AUG24 RENT	10-420-640-0010-6480	93503	N
							08/01/2024	08/31/2024
3627				844.80	MIN081519.001R AUG24 RENT	10-430-700-0010-6480	93503	N
							08/01/2024	08/31/2024
	Warrant #	**65045**	**Total...**	**1,408.00**				
	Warrant Form	**WFXX**	**Total...**	**16,651.55**	**43 Transactions**			

Vendor #	Vendor Name			Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # / To Date	Tx
389	Madden, Galanter, Hansen, LLP			42.94	SERVICES RENDERED JUNE 2024	10-420-600-0010-6260			N
							06/01/2024	06/30/2024	
389				14.32	SERVICES RENDERED JUNE 2024	10-420-640-0010-6260			N
							06/01/2024	06/30/2024	
389				85.89	SERVICES RENDERED JUNE 2024	10-430-700-0010-6260			N
							06/01/2024	06/30/2024	
	Warrant #	**140013**	**Total...**	**143.15**					
50124	MRCI			3,348.41	June 2024	10-420-630-0001-6020	Snap		N
	Warrant #	**140014**	**Total...**	**3,348.41**					
35	SHRED RIGHT			39.27	WASECA SHREDDING	10-420-600-0010-6260	0027680		N
35				13.09	WASECA SHREDDING	10-420-640-0010-6260	0027680		N
35				78.54	WASECA SHREDDING	10-430-700-0010-6260	0027680		N
	Warrant #	**140015**	**Total...**	**130.90**					
323	TRIM GRAPHICS			107.10	ENVELOPES	10-420-600-0010-6401	104208		N
							05/25/2024	05/25/2024	
323				35.70	ENVELOPES	10-420-640-0010-6401	104208		N
							05/25/2024	05/25/2024	
323				214.20	ENVELOPES	10-430-700-0010-6401	104208		N
							05/25/2024	05/25/2024	
	Warrant #	**140016**	**Total...**	**357.00**					
	Warrant Form	**WFXX-ACH**	**Total...**	**3,979.46**	**10 Transactions**				
		Final	**Total...**	**20,631.01**	**53 Transactions**				

WARRANT RUN INFORMATION		WARRANT FORM	STARTING WARRANT NO.	ENDING WARRANT NO.	DATE OF PAYMENT	DATE OF APPROVAL	PPD COUNT	PPD AMOUNT	CTX COUNT	CTX AMOUNT
13	16,651.55	WFXX	65033	65045	07/19/2024	07/16/2024				
4	3,979.46	WFXX-ACH	140013	140016	07/19/2024	07/16/2024	0		4	3,979.46
	20,631.01	TOTAL								

MNPrairie County Alliance

WARRANT REGISTER
Commissioner Warrants

RECAP BY FUND

FUND	AMOUNT	NAME	ACH AMOUNT		NON-ACH AMOUNT	
10	20,631.01	GENERAL FUND	3,979.46		16,651.55	
	20,631.01	TOTAL	3,979.46	TOTAL ACH	16,651.55	TOTAL NON-ACH

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **Request to Apply for HUD Continuum of Care Funds**

Meeting date: 8/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy committee
☐ Personnel committee
☐ Other:

Agenda type:
☒ Consent agenda action
☐ Action and related information
☐ Other discussion, information only or reports
☐ Other business

Time: 5 min

Presenter(s) name & title(s): Tina Rentz, Adult & Disability Program Manager

Summary of request or recommendation: MNPrairie would like to apply for a HUD Continuum of Care [CoC] Funds. HUD CoC Funding would be allocated towards establishing permanent supportive housing in collaboration with the Steele County Housing Local Housing Trust Fund, Owatonna HRA, HRC, and Colonial Manor.

☒ Recommended motion: *Adopt a motion to approve MNPrairie submitting application for a HUD CoC Grant to allocate towards establishing permanent supportive housing.*

Information (including rationale, if applicable):

On 7/30/2024, MNPrairie submitted an Intent to Apply for HUD Continuum of Care funds application; the deadline for the Intent to Apply was 7/31/2024 at 4pm and information regarding this funding opportunity was received after the July Joint Powers Board meeting.

We would like to formally ask for the Joint Powers Board approval in submitting a funding application for HUD CoC funds. These funds would be allocated to establish Permanent Supportive Housing in collaboration with Owatonna HRA, SCHRC, and Colonial Manor. Development of this project and coordination has been through the Steele County Housing Trust collaboration. The project proposes development of 10-lots at Colonial Manor to create six Permanent Supportive Housing units and four additional units managed by the Owatonna HRA with Bridges or Housing Choice Vouchers. SCHRC would provide supportive housing services and additional mental health support services as needed. The Owatonna HRA would own and manage all 10-units to ensure ongoing repair and maintenance as required to meet HUD standards.

Karina Schmitz is coordinating with the Steele County Housing Trust Funds members on this project development. The maximum amount approved through the HUD CoC funding is $200,000. The deadline for the application is September 9th, 2024.

Budget impact: None

☐ **Attachment(s):**

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **2023 Annual Audit Report**

Meeting date: 08/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☒ Action and related information
☐ Other discussion, information only or reports
☐ Other business

Time: 10

Presenter(s) name & title(s): Amy Thomas – Audit Manager

Summary of request or recommendation: Review of the 2023 Annual Audit

☒ Recommended motion: *Adopt a motion to…accept the results of the 2023 annual audit as presented by Amy Thomas, MN Office of the State Auditor*

Information (including rationale, if applicable):
Results of the 2023 audit will be presented by Amy Thomas, Audit Director for MN Office of the State Auditor

Budget impact: NA

☒ **Attachment(s):** Audit exit handouts

STATE OF MINNESOTA

Office of the State Auditor

Julie Blaha
State Auditor

Suite 500
525 Park Street
Saint Paul, MN 55103

Independent Auditor's Report

Joint Powers Board
Minnesota Prairie County Alliance
Mantorville, Minnesota

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the General Fund, and the aggregate remaining fund information of Minnesota Prairie County Alliance (MNPrairie) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise MNPrairie's basic financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the General Fund, and the aggregate remaining fund information of MNPrairie as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of MNPrairie, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about MNPrairie's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America

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and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit;
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of MNPrairie's internal control. Accordingly, no such opinion is expressed;
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements; and
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about MNPrairie's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information
Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Budgetary Comparison Schedule – General Fund, Schedule of Changes in Total OPEB Liability and Related Ratios – Other Postemployment Benefits, PERA General Employees Retirement Plan schedules, and Notes to the Required Supplementary Information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise MNPrairie's basic financial statements. The combining statements for fiduciary funds, Schedule of Intergovernmental Revenue, and Schedule of Expenditures of Federal Awards and related notes, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The

information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplementary Information as identified above is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 2, 2024, on our consideration of MNPrairie's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of MNPrairie's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering MNPrairie's internal control over financial reporting and compliance.

/s/Julie Blaha

Julie Blaha
State Auditor

/s/Chad Struss

Chad Struss, CPA
Deputy State Auditor

July 2, 2024

STATE OF MINNESOTA

Office of the State Auditor

Julie Blaha
State Auditor

Suite 500
525 Park Street
Saint Paul, MN 55103

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditor's Report

Joint Powers Board
Minnesota Prairie County Alliance
Mantorville, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the General Fund, and the aggregate remaining fund information of Minnesota Prairie County Alliance (MNPrairie) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise MNPrairie's basic financial statements, and have issued our report thereon dated July 2, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered MNPrairie's internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing our opinion on the effectiveness of MNPrairie's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of MNPrairie's internal control over financial reporting.

A *deficiency in internal control over financial reporting* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether MNPrairie's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and,

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accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Minnesota Legal Compliance

In connection with our audit, nothing came to our attention that caused us to believe that MNPrairie failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding MNPrairie's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance, and the provisions of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions* and the results of that testing, and not to provide an opinion on the effectiveness of MNPrairie's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering MNPrairie's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.

/s/Julie Blaha

Julie Blaha
State Auditor

/s/Chad Struss

Chad Struss, CPA
Deputy State Auditor

July 2, 2024

STATE OF MINNESOTA

Julie Blaha
State Auditor

Office of the State Auditor

Suite 500
525 Park Street
Saint Paul, MN 55103

Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

Independent Auditor's Report

Joint Powers Board
Minnesota Prairie County Alliance
Mantorville, Minnesota

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program
We have audited Minnesota Prairie County Alliance's (MNPrairie) compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of MNPrairie's major federal programs for the year ended December 31, 2023. MNPrairie's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, MNPrairie complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

Basis for Opinion on Each Major Federal Program
We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of MNPrairie and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of MNPrairie's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance
Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to MNPrairie's federal programs.

Auditor's Responsibilities for the Audit of Compliance
Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on MNPriairie's

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compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about MNPrairie's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit;

- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding MNPrairie's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances; and

- obtain an understanding of MNPrairie's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances, and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of MNPrairie's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters
The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance, and which are described in the accompanying Schedule of Findings and Questioned Costs as items 2023-001 through 2023-003. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on MNPrairie's response to the noncompliance findings identified in our audit described in the accompanying Schedule of Findings and Questioned Costs. MNPrairie's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and, therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies**.**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis.

A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as items 2023-001 through 2023-003, to be significant deficiencies.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on MNPrairie's response to the internal control over compliance findings identified in our compliance audit described in the accompanying Schedule of Findings and Questioned Costs. MNPrairie's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

/s/Julie Blaha

Julie Blaha
State Auditor

/s/Chad Struss

Chad Struss, CPA
Deputy State Auditor

July 2, 2024

Minnesota Prairie County Alliance
Mantorville, Minnesota

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2023

Section I – Summary of Auditor's Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles: **Unmodified**

Internal control over financial reporting:
- Material weaknesses identified? **No**
- Significant deficiencies identified? **None reported**

Noncompliance material to the financial statements noted? **No**

Federal Awards

Internal control over major federal programs:
- Material weaknesses identified? **No**
- Significant deficiencies identified? **Yes**

Type of auditor's report issued on compliance for the major federal programs: **Unmodified**

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? **Yes**

Identification of major federal programs:

Assistance Listing Number	Name of Federal Program or Cluster
93.558	Temporary Assistance for Needy Families
93.563	Child Support Enforcement

Dollar threshold used to distinguish between Type A and Type B programs: $750,000.

MNPrairie qualified as a low-risk auditee? **Yes**

Section II – Financial Statement Findings

No matters were reported.

Section III – Federal Award Findings and Questioned Costs

2023-001 <u>**Eligibility**</u>
Prior Year Finding Number: 2022-003
Year of Finding Origination: 2022
Type of Finding: Internal Control Over Compliance and Compliance
Severity of Deficiency: Significant Deficiency and Other Matter

Minnesota Prairie County Alliance
Mantorville, Minnesota

Federal Agency: U.S. Department of Health and Human Services
Program: 93.558 Temporary Assistance for Needy Families
Award Number and Year: 2301MNTANF; 2023

Pass-Through Agency: Minnesota Department of Human Services

Criteria: Title 2 U.S. *Code of Federal Regulations* § 200.303 states that the auditee must establish and maintain effective internal control over the federal award that provides reasonable assurance that the auditee is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award.

Title 42 U.S. *Code of Federal Regulations* § 602(a)(1)(B)(iii) requires each state to create a written document that sets forth the objective criteria for the delivery of benefits and the determination of eligibility. The Minnesota Department of Human Services' State Plan for Temporary Assistance for Needy Families (TANF) and Minn. Stat. § 256J.10 establish the general eligibility requirements for TANF benefits.

Condition: The Minnesota Department of Human Services maintains the computer system, MAXIS, which is used by MNPrairie to support the eligibility determination process. In the case files reviewed for eligibility, not all documentation was available, updated, or input correctly to support participant eligibility. The following exceptions were noted in the sample of 40 MAXIS case files tested:

- two case files where the asset amounts listed were not supported by documentation on file.

- one case file where the income amount in MAXIS was input incorrectly and did not agree to the supporting documentation on file.

- one case file where the application completed by the participant was incomplete.

Questioned Costs: None.

Context: The State of Minnesota and MNPrairie split the eligibility determination process. Pursuant to Minnesota statutes, MNPrairie performs the "intake function" needed for this program, while the State maintains the MAXIS system, which supports the eligibility determination process. Participants receive benefit payments from the State.

The sample size was based on guidance from chapter 11 of the AICPA Audit Guide, *Government Auditing Standards and Single Audits*.

Effect: The lack of updated information in MAXIS documenting verification of key eligibility-determining factors increases the risk that program participants will receive benefits when they are not eligible.

Cause: Program personnel entering case data into MAXIS did not ensure all required information was input correctly, supported, and obtained or retained.

Recommendation: We recommend MNPrairie implement additional procedures to provide reasonable assurance that all necessary documentation to support eligibility determinations exists, the information is properly input or updated in MAXIS, and issues are followed up on in a timely manner. In addition, consideration should be given to providing further training to program personnel.

Minnesota Prairie County Alliance
Mantorville, Minnesota

View of Responsible Official: Acknowledge.

2023-002 **Child Support Non-Cooperation**
Prior Year Finding Number: 2022-004
Year of Finding Origination: 2022
Type of Finding: Internal Control Over Compliance and Compliance
Severity of Deficiency: Significant Deficiency and Other Matter

Federal Agency: U.S. Department of Health and Human Services
Program: 93.558 Temporary Assistance for Needy Families
Award Number and Year: 2301MNTANF; 2023

Pass-Through Agency: Minnesota Department of Human Services

Criteria: Title 2 U.S. *Code of Federal Regulations* § 200.303 states that the auditee must establish and maintain effective internal control over the federal award that provides reasonable assurance that the auditee is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award.

Title 45 U.S. *Code of Federal Regulations* § 264.30 states:

"What procedures exist to ensure cooperation with the child support enforcement requirements?

(a) (1) The State agency must refer all appropriate individuals in the family of a child, for whom paternity has not been established or for whom a child support order needs to be established, modified or enforced, to the child support enforcement agency (i.e., the IV-D agency).

(2) Referred individuals must cooperate in establishing paternity and in establishing, modifying, or enforcing a support order with respect to the child.

(b) If the IV-D agency determines that an individual is not cooperating, and the individual does not qualify for a good cause or other exception established by the State agency responsible for making good cause determinations in accordance with section 454(29) of the Act or for a good cause domestic violence waiver granted in accordance with § 260.52 of this chapter, then the IV-D agency must notify the IV-A agency promptly.

(c) The IV-A agency must then take appropriate action by:

(1) Deducting from the assistance that would otherwise be provided to the family of the individual an amount equal to not less than 25 percent of the amount of such assistance; or

(2) Denying the family any assistance under the program."

Condition: The Minnesota Department of Human Services maintains the computer system, MAXIS, which is used by MNPrairie to support the eligibility determination process. Part of the eligibility determination process is cooperating with child support requirements. MNPrairie must reduce benefits when a case is in child support non-cooperation status. In a sample of 15 case files reviewed, two case files had identified errors related to improper timing of reduced benefits for case files in non-cooperation status. The sanctions that are imposed on casefiles are not reviewed by someone after they are entered into the system.

Questioned Costs: None.

Context: Child support non-cooperation is determined by MNPrairie, and the Providing Resources to Improve Support in Minnesota (PRISM) system maintains the information and recipient status. When a Child Support Officer at MNPrairie updates PRISM to show non-cooperation, it interfaces with MAXIS. From this interface, MAXIS receives a Worker's Daily Report (DAIL) message which notifies the entity of child support non-cooperation. MNPrairie is responsible for updating the recipient's record in MAXIS, including entering child support sanctions, or closing a case on the seventh occurrence of noncompliance.

The sample size was based on guidance from chapter 11 of the AICPA Audit Guide, *Government Auditing Standards and Single Audits*.

Effect: Noncompliance with Title 45 U.S. *Code of Federal Regulations* § 264.30. Benefit overpayments could be paid when child support non-cooperation is not properly processed for a benefit month.

Cause: Program personnel entering case data into MAXIS reported the participant was homeless, which does not prevent sanctions of benefits.

Recommendation: We recommend MNPrairie implement procedures to ensure child support non-cooperation casefiles benefits are being reduced as necessary in MAXIS.

View of Responsible Official: Acknowledge.

2023-003 **<u>Activities Allowed or Unallowed and Allowable Costs/Cost Principles</u>**
Prior Year Finding Number: N/A
Year of Finding Origination: 2023
Type of Finding: Internal Control Over Compliance and Compliance
Severity of Deficiency: Significant Deficiency and Other Matter

Federal Agency: U.S. Department of Health and Human Services
Program: 93.563 Child Support Enforcement
Award Number and Year: 2301MNCSES and 2301MNCEST; 2023

Pass-Through Agency: Minnesota Department of Human Services

Criteria: Title 2 U.S. *Code of Federal Regulations* § 200.303 states that the auditee must establish and maintain effective internal control over the federal award that provides reasonable assurance that the auditee is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award.

Administrative program costs for Child Support Enforcement program are submitted to the Minnesota Department of Human Services (DHS) through the DHS Income Maintenance DHS-2550 report on a quarterly basis. DHS provides reporting instructions. Payroll for certain staff is required to be allocated between the 2550 report and the DHS-2556 report. Effective internal control includes documentation of approval for claims.

Condition: The following deviations were noted in a sample of 40 expenditures tested:

- two claims did not have documentation to support the supervisor's approval, and

- four employees' timesheets for office support staff were not allocated correctly between income maintenance and social services and therefore the payroll expenditures included on the DHS quarterly reports were not accurate.

Questioned Costs: Questioned costs identified were less than $25,000.

Context: The documentation of the approval of the claims could not be provided for review. DHS relies on accurate submission of program costs to ensure that resulting grant funds paid to MNPrairie are for applicable federal program activities/costs.

For sampled items, the sample size was based on the guidance from chapter 11 of the AICPA Audit Guide, *Government Auditing Standards and Single Audits*.

Effect: Unapproved claims could result in unallowable costs being included in the DHS quarterly reports. In addition, approximately $63,000 in payroll expenditures were reported on the DHS-2550 report which should have been reported on the DHS Social Service DHS-2556 report. The federal funding is allocated differently and at different rates for each report; it is likely the federal funds received related to these costs were inaccurate.

Cause: MNPrairie indicated the two claims were reviewed but the documentation to support this review and approval for payment was overlooked by staff completing the procedure. In addition, MNPrairie noted the office support staff employees did not have the correct payroll allocations in the payroll system in error.

Recommendation: We recommend MNPrairie maintain documentation to support the review and approval of all claims to ensure costs are allowable to be reported on the DHS-2550 report. In addition, we recommend the DHS-2550 report be completed in accordance with DHS instructions and any reports submitted with costs allocated incorrectly should be corrected and resubmitted.

View of Responsible Official: Acknowledge.

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: Job description review and market analysis review

Meeting date: 08/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 10 minutes

Presenter(s) name & title(s): Tessia Melvin, Management Consultant @ DDA

Summary of request or recommendation: Presentation from Tessia Melvin regarding the 2024 job description review and market analysis review.

☐ Recommended motion: Adopt a motion

Information (including rationale, if applicable):

In late 2020, the consulting firm of David Drown and Associates (DDA) was hired to lead MNPrairie's classification and compensation program.

DDA recently conducted the annual job description review process[1] and market analysis review. Tessia Melvin will present information about both processes.

Budget impact:

☒ **Attachment(s):** Memo from Tessia Melvin

[1] One job description is currently in the appeal process.

DDA
Human Resources, Inc.
a David Drown Associates Company

TO: MNPRAIRIE BOARD, GINA MCGUIRE, HUMAN RESOURCES

FROM: DR. TESSIA MELVIN, DDA MANAGEMENT CONSULTANT

DATE: AUGUST 8, 2024

SUBJECT: JOB DESCRIPTION AND MARKET ANALYSIS REVIEW

Background

David Drown Associates, Human Resources was hired to conduct ongoing maintenance services. As part of that agreement, we have completed the following work:

- Employees and supervisors were asked if there were any changes to job descriptions.
- DDA updated descriptions, as needed
- DDA and Project Team are waiting on one Job Classification Appeal from the Child Support Officers.

Recommendation

Based on our process, review of job descriptions and to maintain the organization's classification system, we have no classification changes for 2024. The market analysis illustrates that the organization is within the Board's pay philosophy, future adjustments are recommended that include:

- Reduce the number of steps from 15
- Recalibrate the entire grid to be more competitive

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **Legal Counsel for MNPrairie**

Meeting date:	August 20, 2024
Body:	☒ Full joint powers board ☐ Finance committee ☐ Policy committee ☐ Personnel committee ☐ Other:
Agenda type:	☐ Consent agenda action ☒ Action and related information ☐ Other discussion, information only or reports ☐ Other business
Time:	20 minutes
Presenter(s) name & title(s):	Tara Reich, Executive Director
Summary of request or recommendation:	To discuss the status of MNPrairie's RFP for legal counsel and provide follow-up information as requested by commissioners during the July Joint Powers Board meeting.

☒ Recommended motion: *Adopt a motion*

1. *Authorizing MNPrairie to enter into a retainer agreement with Jardine, Logan, and O'Brien, P.L.L.P. for estate recovery and probate and trust accounts as pertinent to determining eligibility for publicly funded programs.*
2. *To move forward with the establishment of an agreement with Dodge, Steele & Waseca County Attorney's offices for support with contracts, agreements, and other legal documents, media, data practices, and litigation (when not covered by MCIT).*

Information (including rationale, if applicable):

In November 2023, MNPrairie's Joint Powers Board authorized the Interim Executive Director to initiate a Request for Proposals (RFP) process with the goal of establishing legal support and representation to address the identified gaps in our current arrangements.

An RFP was released on January 12, 2024 and closed March 1, 2024. MNPrairie received two proposals.

The RFP Review Committee had the opportunity to review and score proposals from March 5 to March 12, 2024.

Scoring was compiled by a neutral party who did not participate on the RFP Review Committee.

The RFP Review Committee met on March 14, 2024. The committee had follow-up questions for the proposers which were funneled through a neutral party.

The RFP Review Committee met on April 24, 2024 to review responses to the follow-up questions. The RFP Review committee recommends MNPrairie contract with Jardine, Logan, and O'Brien for legal representation and consultation in the following areas:

- Contracts/Agreements and other legal documents
- Media
- Data Privacy
- Estate Recovery and Probate
- Trusts
- Litigation (when not covered by MCIT)

During the May meeting of the Joint Powers Board, the board supported MNPrairie's executive director in coordinating an in-person meeting with representatives from the firm and MNPrairie Management Team. This meeting was intended to align expectations and thoroughly review the contractual language before finalizing the agreement.

On June 27, 2024, MNPrairie's Executive Director and Managers held an in-person meeting with Tessa McEllistrem and Vicki Hruby from Jardine, Logan, and O'Brien P.L.L.P. Tessa and Vicki will attend the upcoming board meeting virtually to introduce themselves to our board members and address any questions.

On July 10, 2024, Robert Jarrett, Steele County Attorney, reached out to MNPrairie's Executive Director via email. He mentioned that he had spoken with Rachel Cornelius, Waseca County Attorney, and they agreed that it would be financially beneficial for the counties to explore an alternative to hiring a private firm. All three county attorneys concurred that they preferred a shared responsibility approach, involving all three offices, rather than placing the entire burden on a single county attorney's office.

On July 12, 2024, MNPrairie's Executive Director had a phone conversation with Paul Killtinen, Dodge County Attorney followed by a Teams meeting with Robert and Rachel. During these interactions, the county attorneys provided recommendations on areas where their offices could support MNPrairie.

1. Contracts/Agreements and other legal documents
2. Media
3. Data Privacy
4. Litigation (when not covered by MCIT); however, county attorneys want to be in the know of any litigation with MNPrairie.

The county attorneys recommended hiring outside counsel for the following areas:

1. Estate Recovery and Probate
2. Trust accounts as pertinent to determining eligibility for publicly funded programs

On July 15, 2024, Tara Reich spoke with Tessa McEllistrem from Jardine, Logan, & O'Brien. Tessa confirmed that they would still be interested in providing legal counsel and consultation to MNPrairie if the areas of support were reduced.

On July 16, 2024, this agenda item was presented to the Joint Powers Board. The discussion was tabled until the August 20, 2024 Joint Powers Board meeting with a request for additional information from the County Attorney's Offices.

Budget impact:	Jardine, Logan, & O'Brien $240 per hour for attorney time. $120 per hour for paralegal/law clerk time. Time is billed in .10 increments. County Attorney's Cost to be determined Access to legal counsel will be at the advisement or delegation of the Executive Director only.
☒ **Attachment(s):**	Retainer Agreement with Jardine, Logan, and O'Brien P.L.L.P. County Attorney Letter

August 12, 2024

Tara Reich
Executive Director
MNPrairie County Alliance
22 E. 6th St. Dept. 401
Mantorville, MN 55955

Re: MNPrairie County Alliance Joint Powers Agency Attorney

Ms. Reich-

The three county attorneys who represent the makeup of the MNPrairie County Alliance Joint Powers Agency have agreed to be available to provide legal advice to the JPA.

The areas in which we feel we have an ability to provide guidance include:

1) Data practices review and response.
2) Media response and social media use.
3) Contracts and legal documents review.
4) General litigation response, however, most of the litigation is handled by outside counsel covered by MCIT.

This is no different than other county departments each of us provides advice and guidance. We plan to rotate the caseload as needed. Should there be disagreement or professional conflict on any specific issue, we will advise the board as such. There is no additional cost to MNP as we will use existing staff.

Sincerely,

Paul Kiltinen	Robert Jarrett	Rachel Cornelius
Dodge County Attorney	Steele County Attorney	Waseca County Attorney

NON-LITIGATION PER DIEM RETAINER AGREEMENT

This Retainer Agreement states the arrangement concerning the legal services which Jardine, Logan & O'Brien, P.L.L.P. (hereinafter referred to as "Counsel") will provide Minnesota Prairie County Alliance (hereinafter referred to as "Client") in connection with consulting services associated with the operation of the MNPrairie County Alliance.

SCOPE OF SERVICES: Counsel will provide Client with legal services. The scope of the legal services to be provided by Counsel to Client shall be controlled by the attached Addendum.

COMMUNICATIONS: Client will request legal services on an as-needed basis. Counsel will give Client advice when Client has important decisions to make and will explain the legal issues involved. When the work requires Counsel to communicate with third-parties, Counsel will keep Client informed of developments and will, in its discretion, from time to time, send Client copies of correspondence and documents it sends or receives.

FEES: An attorney charges for time, advice and counsel. Counsel uses a timekeeping system which permits all time charges, such as office conferences, telephone conferences, travel time, research, preparation and review of correspondence and documents. Should Client retain the firm on a litigation file, and not just a consulting basis, a separate Retainer and Agreement ***will be*** entered into. This Retainer applies solely to consulting services.

The fees charged by Counsel will be reasonable and will be based substantially on a time spent basis. The time incurred by Counsel will be billed in one tenth hour increments.

Client agrees to pay Counsel pursuant to the Fee Schedule for time spent on matters for Client. The Fee Schedule is contained within the Addendum attached to this Retainer Agreement. The rates listed in the Fee Schedule are subject to change.

If Client declines to pay any increased rates, Counsel reserves the right to withdraw and terminate as Client's attorneys.

Since time and the amount of work on each matter varies, we cannot quote an estimate. At Client's request, Counsel may prepare a budget, but such budget will merely be informational and such budget shall not control the reasonable fees and expenses Counsel will charge Client for Counsel's services.

EXPENSES: Client also agrees to reimburse Counsel for any out-of-pocket costs and disbursements which it pays. Costs and disbursements may include, but are not limited to, filing fees, court reporter charges, expert witness fees, vendor fees, copying charges at .15 cents per page, express mail, courier and messenger service charges, long distance phone charges and mileage at the allowable Internal Revenue Service mileage rate. Counsel may, in its sole discretion, forward bills from vendors, costs and disbursements directly to Client for Client to pay directly.

PAYMENT: Counsel will provide Client with monthly invoices for fees and costs. Client agrees that fees and expenses shall be paid from the deposit on a monthly basis.

If the deposit is not sufficient to satisfy the monthly invoice, Client remains legally responsible for paying the remainder of that invoice in full. Client must pay the remainder of the invoice within thirty days of receipt. Thereafter, Client will be required to provide Counsel with funds to replenish the deposit to the sum listed on the Addendum or, alternatively, in Counsel's discretion, Counsel may require Client to provide a deposit in a lesser or greater amount.

In addition, if its invoices are not paid in full within thirty (30) days of receipt, Counsel has the right to immediately withdraw and terminate as Counsel for Client.

CLIENT'S DUTIES: Client agrees to provide Counsel with all relevant information, to be truthful, to keep Counsel informed of developments and pay on time. Client understands and agrees that Counsel has the right to stop work on matters for Client if its account with Counsel is not current, if Client breaches this contract, refuses to cooperate or follow our advice on a material matter or if Counsel finds any fact or circumstance that would render continued representation unlawful or unethical.

TERMINATION: Client and Counsel each have the right to end our agreement at any time. Client will, however, still owe Counsel any money due at the time that either Client or Counsel terminates representation of Client.

FEE ARBITRATION OF THE RAMSEY COUNTY BAR ASSOCIATION: At the instance of either Counsel or Client, any disputes as to whether Client has failed to pay the amount of legal fees and expenses owed shall be submitted to the Fee Dispute Resolution Committee of the Ramsey County Bar Association for a referral to arbitration and a prompt, binding arbitration of the dispute. Both Counsel and Client agree to be bound by the results of such arbitration. Both Counsel and Client understand and appreciate that by agreeing to arbitration, they are waiving their right to discovery of information regarding the matter to be arbitrated, are waiving their right to a jury trial and are waiving their right to an appeal of the arbitration decision. The arbitration shall not insulate or limit the liability of Counsel for claims otherwise available to the Client under the common and/or statutory law.

COMPLETE MITIGATION, BINDING ON ALL PARTIES: This Retainer Agreement between Client and Counsel regarding the scope of work and the fees, charges and expenses to be paid, shall not be modified except upon written agreement signed by Client and Counsel. This Retainer Agreement shall be binding upon Client and Counsel and their respective heirs, executors, legal representatives and successors.

Dated:

Minnesota Prairie County Alliance

By ________________________________
Commissioner Doug Christopherson
MNPrairie Joint Powers Board Chair

CONSENT

On behalf of Counsel, I hereby agree to the terms set forth above.

JARDINE, LOGAN & O'BRIEN, P.L.L.P.

By:____
Vicki A. Hruby

By:____
Tessa M. McEllistrem

ADDENDUM TO PER DIEM RETAINER AGREEMENT

SCOPE OF SERVICES COUNSEL TO PROVIDE CLIENT:

Consult with and provide guidance to the Minnesota Prairie County Alliance within the following scope of service:

1. Estate recovery and probate
2. Trust accounts (as pertinent to determining eligibility for publicly funded programs)

FEE SCHEDULE: The following is the Fee Schedule for the rates charged by Counsel for work done by Counsel on behalf of Client. These rates are subject to change.

Partner	$240/hour
Associate	$210/hour
Paralegal	$120/hour
Law Clerk	$120/hour

DEPOSIT: Counsel requires a deposit in the sum of $0 from Client.

Dated:________________________ ________________________________
Vicki A. Hruby

Dated:________________________ ________________________________
Tessa M. McEllistrem

Dated:________________________ ________________________________
Doug Christopherson,
MNPrairie Board Chair

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: MNPrairie Member-County Surplus Fund-Balance Remittance

Meeting date: 8/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☒ Action and related information
☐ Other discussion, information only or reports
☐ Other business

Time: 5

Presenter(s) name & title(s): Kevin Venenga – Finance Manager

Summary of request or recommendation: Calculation of the return of the unassigned fund balance upon finalization of the 12/31/2023 annual audit.

☐ Recommended motion: *Adopt a motion to…accept the fund balance repayment as presented for fof*

Information (including rationale, if applicable):
As outlined in the updated Fund Balance policy adopted 12/20/2022, the attached document provides the detail on the calculation of the excess fund balance that will be refunded to member counties now that the 12/31/2023 audit is finalized. The attached spreadsheet shows a return of excess fund balance to member counties of \$2,760,237 leaving MNPrairie with a fund balance of \$10,307,690 (35% of 2024 operating budget) plus \$108,139 (1%) Capital Improvements fund (but limited to \$400,000 cap CIP fund total).

Budget impact: NA

☒ **Attachment(s):** MNPrairie Member-County Surplus Fund-Balance Remittance

Action taken:

By committee:
☐ Recommend item to board on: ____________ *Meeting date*
☐ Provide as information in board materials
☐ Keep in committee for discussion at next meeting
☐ Other:

By board:
☐ Passed as recommended
☐ Failed
☐ Tabled
☐ Other:

MNPrairie Member-County Surplus Fund-Balance Remittance

Reviewed and Updated 8/12/2024

	A	B	C	D	E	F	G	H	I	J
1	**Year**	**Operating Budget**	**Fund Balance Goal**	**Year-End Total Fund Balance**	**Year-End Restricted Fund Balance (See list below.)**	**Year-End Unrestricted Fund Balance**	**35% of Current-Year Operating Expenditures in Column B**	**1% of Current-Year Operating Expenditure for Capital Improvements Fund (1)**	**Total Maximum Unassigned Fund Balance Applicable to Current-Year Budget**	**Surplus Remittance to Member Counties (Prior-Year Column F Minus Current-Year Column I)**
2	2022	$ 28,624,831	$ 10,018,691	$ 14,451,602	$ 1,324,798	$ 13,126,804	N/A	N/A	N/A	N/A
3	2023	$ 29,186,103	$ 10,215,136	$ 15,142,806	$ 1,966,740	$ 13,176,066	$ 10,215,136	$ 291,861	$ 10,506,997	**$ 2,619,807**
4	2024 Budget	$ 29,450,542	$ 10,307,690				$ 10,307,690	$ 108,139	$ 10,415,829	**$ 2,760,237**

5

6 **Restricted Fund Year-End 2023:**

	Purpose	Amount Restricted	Restriction Type
7			
8	Custodial funds for collaboratives	$ 918,156	Restricted
9	Federal and State share of recoveries collected in 2023 and due to DHS in 2024	92,571	Assigned
10	Capital improvement plan set aside (1% of 2023 operating budget)	291,861	Assigned
11	SSC insurance rebate for wellness	89,891	Committed
12	Adult Protection Grant carryforward	75,813	Restricted
13	Sauer grant	123,555	Restricted
14	Medical Assistance Eligibility Renewals Grant carryforward from 2023	373,152	Restricted
15	Donated funds not spent by year end	1,741	Restricted
16		$ 1,966,740	

Amounts to be Remitted to Each Member County: based on 2023 levy percentages

County	Member-County Cost Share in Prior Year	Remittance
Dodge	30.43%	**$ 839,940**
Steele	44.48%	**$ 1,227,754**
Waseca	25.09%	**$ 692,544**
		$ 2,760,237

17

18 (1) Amount of Capital Improvements Funding is limited based on a $400,000 that is established in the adopted Capital Improvements Plan.

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **Naloxone Harm Reduction Kit Policy Updates**

Meeting date: 8/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy committee
☐ Personnel committee
☐ Other:

Agenda type:
☒ Consent agenda action
☐ Action and related information
☐ Other discussion, information only or reports
☐ Other business

Time: 5 Min

Presenter(s) name & title(s): Tina Rentz, Adult & Disability Manager

Summary of request or recommendation: Since the policy has been approved by Joint Powers Board on 5/21/24, there have been changes to how MNParirie will be obtaining Naloxone Harm Reduction Kits. The policy has been updated to reflect these changes.

☒ Recommended motion: *Adopt a motion to accept Naloxone Harm Reduction Kit Policy updates*

Information (including rationale, if applicable):
On May 21st 2024, Joint Powers Board approved the Naloxone Harm Reduction Kit policy with an effective date of June 1st 2024. Since the approval of the policy, the method of obtaining Naloxone Harm Reduction Kits has changed. MNPrairie has now received a Standing Order and Protocol from DHS and completed the Portal Registration form in order to obtain kits directly from DHS. Updates within the policy include:

Page 1: Changing standing order to being obtained by MNPrairie rather than Public Health Entities.

Page 5: Added statement regarding MNPrairie maintaining a current standing order from DHS.

Page 5: Changing obtaining additional kits from Public Health Entities to DHS Naloxone Portal.

Page 5: Updated disposal information language.

Budget impact: None

☒ **Attachment(s):**
2024 08.12 MNP JPB Naloxone Policy Update Attachment A – Standing Order
2024 08.12 MNP JPB Naloxone Policy Update Attachment B – Portal Registration
2024 08.12 MNP JPB Naloxone Policy Update Attachment C – Updated Policy

DEPARTMENT OF HEALTH

Naloxone Standing Order and Protocol

FOR MANDATED GROUPS INCLUDING SCHOOLS, LAW ENFORCEMENT, CORRECTIONS, AND OTHER GROUPS WHO CARRY NALOXONE

Introduction

In the 2023 legislative session, the Minnesota Legislature mandated the carrying of naloxone hydrochloride, an opiate or opioid antagonist[1] that reverses opioid overdoses, to select groups in the state, expanding access to the medication as an intervention to prevent opioid overdose deaths in Minnesota.[2] The mandates were for the following:

- Schools (Minnesota Statutes, section 121A.224, subdivision 1)
- Corrections Minn. Stat. § 241.021, subd. 1)
- Law Enforcement (Minn. Stat. § 151.37, subd. 12)
- Site-based or group housing support settings (Minn. Stat. § 121A.224, subd. 12)
- Sober homes (Minn. Stat. § 254B.181, subd. 1)

Purpose

There are two purposes for this document:

- The first purpose is to provide a standing order under Minn. Stat. § 151.37, subd. 12(b)(1), that will authorize the mandated groups to obtain and distribute naloxone per their individual mandates.
- The second purpose is to provide a protocol under Minn. Stat. § 148.235, subd. 8, for practitioners in the mandated groups to administer naloxone by appropriately trained personnel within their settings.

Record keeping: Entities who are using this document must keep a copy of it on site at all locations where naloxone may be used.

Naloxone

Naloxone is a medication that temporarily blocks the effects of an opioid (prescription opioids, heroin,

[1] While naloxone is commonly known as an "opioid antagonist," Minnesota Statutes, section 151.37, refers to "opiate antagonists." According to the Centers for Disease Control and Prevention, the term "opiate" refers to natural opioids such as heroin, morphine and codeine, while "opioid" refers to all natural, semisynthetic, and synthetic opioids. While an opiate is therefore a subset of the larger group of opioids, for the purpose of the antagonists referred to in this protocol, these terms are used interchangeably. https://www.cdc.gov/opioids/basics/terms.html

[2] 2023 Minn. Laws, Chapter. 61, Article 5, sections 1 through 12.

fentanyl, fentanyl analogs, and other synthetic opioid street drugs) during an opioid overdose emergency. Naloxone only works on opioids, however other drugs (e.g., cocaine, methamphetamine) have been found in Minnesota to be laced (cut or contaminated) with opioids. Opioids can cause respiratory depression (slow or troubled breathing) to the point that breathing stops. Naloxone is indicated for a suspected opioid overdose.

Naloxone may be administered intranasally with a nasal spray, intramuscularly with a syringe, or with an autoinjector.

Standing Order to Obtain, Distribute, and Dispense Naloxone

- This standing order authorizes the above-referenced groups, in accordance with Minn. Stat. § 151.37, subd. 12, to maintain, dispense, or distribute supplies of nasal naloxone to anyone who is at risk, or knows anyone who is at risk, of a drug overdose.
- For the purposes of this document, the following definitions apply:
    - "Naloxone kit" refers to one box containing two Narcan® Nasal Spray Devices (4 mg/0.1mL) with information pamphlet containing step-by-step instructions.
    - "Dispense" means to give a naloxone kit to an individual who is at risk for, or who knows someone who is at risk for, an opioid overdose for subsequent use.
    - "Distribute" means to give naloxone kits to other organizations that, in turn, administer, or dispense naloxone.
    - "Administer" means to give naloxone directly to another individual whom the person believes in good faith to be suffering a drug overdose (Minn. Stat. § 604A.04, subd. 2(b)).

Condition Specific Protocol

- This protocol allows staff, nurses working in schools, volunteers, and clients of mandated groups who are trained in administering naloxone to administer, dispense, and distribute naloxone to anyone who is at risk, or knows anyone who is at risk, of drug overdose in accordance with Minn. Stat. §§ 151.37, subd. 12, and 604A.04.

Educational Requirement

Eligible entities using this condition-specific protocol to administer naloxone must have persons complete training in opioid overdose reversal that, at a minimum, includes the following:

- Opioid overdose prevention and recognition.
- Indications, contraindications, and precautions related to using naloxone.
- Naloxone administration techniques, specific to the route (nasal) to be used within the specific agency, program, or school.
- Providing rescue breathing as necessary along with administering naloxone.
- The necessity of calling 911 for the care of all potential overdose victims.

Protocol for Administering Naloxone Hydrochloride

Indications for Usage: Naloxone is indicated for the reversal of opioid overdose, induced by natural or synthetic opioids, relative to respiratory depression or unresponsiveness. Use if someone is found unresponsive and the cause is unknown, or it is suspected to be a drug overdose, or you observe the signs and symptoms listed below.

Storage

Naloxone kits should be stored at room temperature with limited exposure to natural light.

Signs of Symptoms of Opioid Overdose in a person of any age:

- Unresponsive or unconscious
- Breathing is very slow, irregular, or has stopped
- Blue skin tinge or yellow or gray in darker skin tones-usually lips and fingertips show first
- Face is very pale color from normal skin tone
- Body is limp
- Pulse (heartbeat) is slow, erratic, or not readily detectible
- Vomiting
- Making choking, gurgling, or snoring sounds

Contraindications – Naloxone is contraindicated in individuals known to be hypersensitive to naloxone hydrochloride, or to any of the other ingredients in naloxone.

Safety - The safety profile of naloxone is remarkably high when given to individuals who are not opioid intoxicated or opioid dependent, naloxone produces no clinical effects, even at high doses. Moreover, although rapid opioid withdrawal in opioid-tolerant individuals may be unpleasant, it is not life threatening.

Precaution - While naloxone is life saving for suspected opioid overdose, there are other health conditions that may have similar symptoms in emergency situations, such as diabetic ketoacidosis, electrolyte imbalance, hypothermia, meningitis, apnea, stroke, and subdural hematoma, for which naloxone will not help the person. Furthermore, naloxone's overdose reversing effects are temporary, and overdose symptoms may return, which is why **911 must be called as soon as possible**.

Other considerations:

- Pre-existing cardiac disease or seizure disorder.
- Person is suspected to be physically dependent on opioids, including newborns of mothers with opioid dependence (reversal of opioid effect will precipitate acute abstinence syndrome)
- Use in Pregnancy:
    - Teratogenic Effects: Pregnancy category C, no adequate or well- controlled studies in pregnant women.
    - Non-teratogenic Effects: Pregnant women known or suspected to have opioid

dependence often have associated fetal dependence. Naloxone crosses the placenta and may precipitate fetal withdrawal symptoms.
  - Naloxone should only be used in pregnant women with opioid dependence in situations of life-threatening overdose.
- Nursing Mothers: Caution should be exercised when administering to nursing women due to transmission in human milk.
- Geriatric Use**:** Caution should be exercised for potential decreased hepatic, renal, and cardiac function, as well as concomitant disease and other pharmacotherapies.

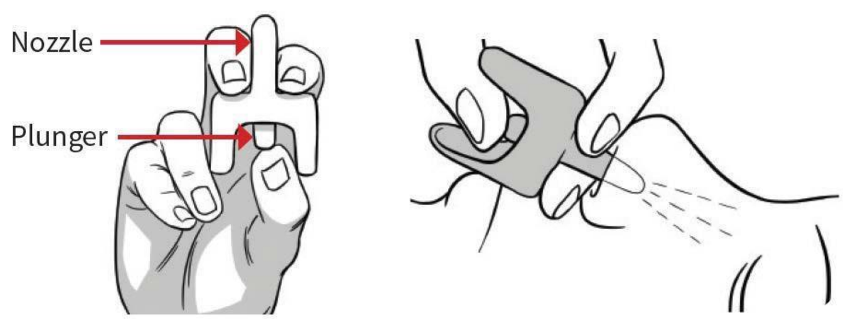
Standardized Procedure for Naloxone Administration

Step 1: Confirm signs and symptoms of potential opioid overdose.

Step 2: Call 9-1-1 and administer naloxone as follows:

Single-Step Intranasal Naloxone

- Peel back the package to remove the device.
- Hold the device with your thumb on the bottom of the plunger and 2 fingers on the nozzle.
- Place and hold the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose.
- Press the plunger firmly to release the dose into the patient's nose.
- Repeat if there is no response after 3 minutes.



Supply

One (1) box containing two (2) Narcan® Nasal Spray Devices (4 mg/0.1mL)

Naloxone Adverse Reactions

- Adverse reactions are related to precipitating opioid withdrawal. They include fever, hypertension, tachycardia, agitation, restlessness, diarrhea, nausea/vomiting, myalgias, diaphoresis, abdominal cramping, yawning, and sneezing.

- These symptoms may appear within minutes of naloxone administration and subside in approximately 2 hours.
- The severity and duration of the withdrawal syndrome is related to the dose of naloxone and the degree of opioid dependence.
- Adverse effects beyond opioid withdrawal are rare.

Authorization

This document is issued by the Medical Director of the Minnesota Department of Health, effective on the date below. It authorizes recipients to obtain and distribute naloxone, and other components of a naloxone kit to those who may assist an individual suffering opioid-related overdose, as described in this standing order and condition-specific protocol.

The authorizations in this document shall remain in effect until August 24, 2024.

It is expected that this standing order will sunset when the over-the-counter formula of naloxone becomes available and the necessity for a standing order will no longer be required.

Name of Physician: Ruth Lynfield

License No.: 40312 **NPI No.**: 1285960302

Signature: Ruth Lynfield **Date**: August 25, 2023

Order Effective Date: August 25, 2023

Order Expiration Date: August 24, 2024

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-5414
www.health.state.mn.us

08/21/2023

Naloxone Standing Order and Portal Registration Form

Please complete the form below to enter into the naloxone standing order and protocol with the State of Minnesota.

Optionally, if your organization is a qualified entity, you may also request access the naloxone ordering portal.

The purpose of this form is for organizations in Minnesota to register for a Standing Order with the Minnesota Department of Health in order to request, obtain, distribute, and administer naloxone, more commonly known as Narcan, a prescription drug that reverses opioid overdoses.

At this time, the following groups are eligible for this standing order and protocol:

Schools (K-12) Law Enforcement Agencies Correctional Facilities DHS Licensed Programs (Substance use disorder treatment programs, Children's residential substance use disorder treatment programs, Detoxification programs, Withdrawal management programs, Intensive residential treatment services/residential crisis stabilization programs (IRTS/RCS) Sober Homes Tribal Nations Emergency Shelters for People Experiencing Homelessness Syringe Service Programs For a more complete and up-to-date list of eligible groups, please visit: Naloxone Standing Order and Portal - MN Dept. of Health (state.mn.us)

By completing this form, you are requesting to participate in the Naloxone Standing Order and Protocol with the Minnesota Department of Health.

When you complete this form and click "submit", you will be brought to page with a link to the official Standing Order and Protocol document. Please save a copy of this document for your organization's records.

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1) Entity Type:

- ◯ Law Enforcement
- ◯ Community Organization
- ◯ Correctional Facility/Prison
- ◯ Government Agency (City/County)
- ◯ Harm Reduction Program/Street Outreach/Mobile Outreach
- ◯ Public Health Department/Local Public Health Agency
- ◯ Recovery Housing
- ◯ SUD Treatment Provider/Methadone Clinic
- ◯ DHS Licensed Programs (Substance use disorder treatment programs, Children's residential substance use disorder treatment programs, Detoxification programs, Withdrawal management programs, Intensive residential treatment services/residential crisis stabilization programs (IRTS/RCS)
- ◯ School (K-12)
- ◯ Tribal Nation
- ◯ Organization Serving Tribal Communities
- ◯ Organization Serving Unhoused Populations
- ⊗ Social Service Organizations
- ◯ Treatment Center
- ◯ Recovery Community Center
- ◯ Community Health Center/Certified Community Behavioral Health Organization
- ◯ University
- ◯ Criminal Justice Organization
- ◯ EMS
- ◯ Federal Agency
- ◯ Federally Qualified Health Center
- ◯ Fire Department
- ◯ Independent
- ◯ Indian Health Services
- ◯ Other

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2) Entity Name: Minnesota Prairie County Alliance

Primary Contact Information

Important: The primary contact information must be the same information used when applying to and accessing the naloxone ordering portal. If information does match it can delay your ability to order naloxone.

3)	First Name:	Laura
4)	Last Name:	Cain
	Shipping Address (Cannot be a PO Box, must be able to sign for packages 9-5, Monday-Friday)	
5)	Address 1:	630 Florence Ave
6)	Address 2:	______________________________
7)	City:	Owatonna

8) County:

- ◯ Aitkin
- ◯ Anoka
- ◯ Becker
- ◯ Beltrami
- ◯ Benton
- ◯ Big Stone
- ◯ Blue Earth
- ◯ Brown
- ◯ Carlton
- ◯ Carver
- ◯ Cass
- ◯ Chippewa
- ◯ Chisago
- ◯ Clay
- ◯ Clearwater
- ◯ Cook
- ◯ Cottonwood
- ◯ Crow Wing
- ◯ Dakota
- ◯ Dodge
- ◯ Douglas
- ◯ Faribault
- ◯ Fillmore
- ◯ Freeborn
- ◯ Goodhue
- ◯ Grant
- ◯ Hennepin
- ◯ Houston
- ◯ Hubbard
- ◯ Isanti
- ◯ Itasca
- ◯ Jackson
- ◯ Kanabec
- ◯ Kandiyohi
- ◯ Kittson
- ◯ Koochiching
- ◯ Lac Qui Parle
- ◯ Lake
- ◯ Lake Of The Wood
- ◯ Le Sueur
- ◯ Lincoln
- ◯ Lyon
- ◯ Mahnomen
- ◯ Marshall
- ◯ Martin
- ◯ McLeod
- ◯ Meeker
- ◯ Mille Lacs
- ◯ Morrison
- ◯ Mower
- ◯ Murray
- ◯ Nicollet
- ◯ Nobles
- ◯ Norman
- ◯ Olmsted
- ◯ Otter Tail
- ◯ Pennington
- ◯ Pine
- ◯ Pipestone
- ◯ Polk
- ◯ Pope
- ◯ Ramsey
- ◯ Red Lake
- ◯ Redwood
- ◯ Renville
- ◯ Rice
- ◯ Rock
- ◯ Roseau
- ◯ St. Louis

◯ Scott
◯ Sherburne
◯ Sibley
◯ Stearns
⊗ Steele
◯ Stevens
◯ Swift
◯ Todd
◯ Traverse
◯ Wabasha
◯ Wadena
◯ Waseca
◯ Washington
◯ Watonwan
◯ Wilkin
◯ Winona
◯ Wright
◯ Yellow Medicine

9)	State:	MN
10)	Zip:	55060
11)	Phone:	(507) 837-6687
12)	Email:	SubstanceUseServices@mnprairie.gov
13)	Naloxone Portal Access: Ordering Naloxone Are you also applying for access to the naloxone ordering portal to supply your organization with naloxone? If you select "Yes" your application will be considered for the ordering portal. If you select "No" your application will not be considered for the ordering portal but you will still receive the Standing Order and Protocol signed by the MN Department of Health Medical Director.	⊗ Yes ◯ No
14)	Briefly describe how naloxone from this program will be used. Will it be used to comply with a state mandate? Will it be used for staff to carry? Will it be distributed to overdose victimes or their friends & family? Will it be strategically placed around your organization building? Will it be made available to the public?	Naloxone access will allow staff of MN Prairie County Alliance, who provide mandated social services such as Child/Adult Protection, SUD/MH, and waivered services, to access, distribute, and dispense to community members. We will also have some on site for use in case of emergency or if community members request access.
15)	By checking this box, you certify your organization is one of the approved eligible organizations for this program. For a complete and up-to-date list of eligible groups, please visit: Naloxone Standing Order and Portal - MN Dept. of Health (state.mn.us)	⊗ I certify my organization is one of the eligible organizations for this program.

16) Training and Education
By checking this box, you acknowledge to provide training and education to staff within your organization who will carry, purchase, distribute, or administer naloxone. This training may include web-based, written, and in-person instruction.

⊗ I Acknowledge

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17) Policies and Procedures

By checking this box, you acknowledge that you currently have or will develop policies and procedures for activities related to the purchase, distribution, and administration of naloxone as a part of your organizational capacity.

⊗ I Acknoweldge

---

18) Quality Improvement

Are you willing to participate in evaluation efforts in the future to help us improve this program?

⊗ Yes
◯ No

Minnesota Prairie County Alliance
Policy & Procedure Statement

Policy number:	1026
Title:	Naloxone Harm Reduction Kit Policy
Effective date:	June 1st, 2024
Personnel responsible:	Executive Director, Managers & Supervisors
Personnel to whom applicable:	All Employees

Purpose of Policy:
To reduce overdose fatalities caused by opioid use and facilitate the distribution of the evidence-based harm reduction and lifesaving medications available within Naloxone Harm Reduction Kits provide by Opioid Settlement Funds. Naloxone is intended to reduce deaths associated with opioid overdose. Designated MNPrairie employees may possess, distribute, and administer Naloxone Harm Reduction Kits to individuals presenting with a suspected opioid overdose, or identified to be at risk of an opioid overdose.

Background:
The 2023 Minnesota legislative session mandated the carrying of naloxone hydrochloride, an opiate antagonist that reverses opioid overdoses, to select groups to expand access to the medication as an intervention to prevent opioid overdose deaths in Minnesota. Select groups include Schools, Correctional Facilities, Law Enforcement Agencies, DHS Licensed Substance Use Programs, and Sober Homes.

In 2023, local Public Health Entities were provided Opioid Settlement Funds to allocate towards intervention of opioid overdose deaths and education for prevention. Public Health Entities have collaborated with local community entities to develop the Opioid Task Forces to provide these supports within the communities on a wider scale. ~~In collaboration with the Opioid Task Force, a~~ MNPrairie has received a standing order through Minnesota Department of Health, in accordance with Minn. Stat. § 151.37, subd. 12., ~~has been obtained by Public Health Entities~~ to facilitate distribution of Naloxone Harm Reduction Kits to designated MNPrairie employees trained to assist with providing or administering Naloxone Harm Reduction Kits to individuals we serve.

Legal references and authority:
Minn. Stat. § 144.344 (Emergency Treatment of Minors)
Minn. Stat. § 151.37 (Legend Drugs, Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 245G.05 Subd. 3, 4(b) (Comprehensive assessment requirements)

Definitions:

- **Opioid:** A medication or drug that is derived from the opium poppy or that mimics the effect of an opiate. Opiate drugs are narcotic sedative that depress activity of the central nervous system; these will reduce pain, induce sleep, and in overdose, will cause people to stop breathing. Examples of opiates are in the form of morphine, methadone, codeine, heroin, fentanyl, oxycodone, and hydrocodone.
- **Naloxone:** An opioid antidote such as naloxone hydrochloride or any other similarly acting and equally safe drug approved by the US Food and Drug Administration for the treatment of drug overdose. Naloxone is a medication which acts as an opioid antagonist and counters the effects of opioid overdoses. It is marketed under the trade name Narcan.
- **Naloxone Harm Reduction Kit:** Refers to one box containing two naloxone nasal spray devices with information pamphlet containing step-by-step instructions.
- **Dispense:** Provide naloxone harm reduction kits to community members who are at risk for, or who know someone who is at risk for, an opioid overdose for subsequent use.
- **Administer:** Give Naloxone nasal spray directly to another individual whom the person believes in good faith to be suffering a drug overdose (Minn. Stat. § 604A.04, subd. 2(b) using evidence-based tools.

Training:

Before designated MNPrairie employees will be allowed to carry, dispense, or administer Naloxone Harm Reduction Kits they must complete the required training available from the MNPrairie Substance Use Social Worker. Once training is complete, complete and submit the Naloxone Harm Reduction Kit Training Attestation Form to their direct supervisor and the Adult Services Behavioral Health Supervisor in Adult and Disability Division of MNPrairie.

Adult Services Behavioral Health Supervisor will track individuals that have completed the required training. Training is required one time and any training refreshers are optional or available by request to the MNPrairie Substance Use Social Worker.

All training provided will be consistent with material and training guides provided by Steve Rummler Hope Network (SRHN) in accordance with best practices as defined by SRHN.

Good Samaritan Overdose Prevention:

Per Minn. Stat. § 604A.04 Subd(2)(b)- A person who is not a health care professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering a drug overdoes is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act.

Procedure:

Designated MNPrairie employees that have completed required trainings and submitted the Training Attestation Form will have access to Naloxone Harm Reduction Kits to administer in the event of potential opioid overdose of individuals present with staff completing work duties.

Providing Naloxone Harm Reduction Kits without Opioid Overdose symptoms:
Community members can access a harm reduction kit without a prescription from MNPrairie locations. MNPrairie designated employees will offer educational material (or video option alternate) to all community members receiving the harm reduction kits. The educational material provides information about the effects of Naloxone and directions for administering the medication.

Community members should not be prohibited from obtaining Naloxone Harm Reduction Kits if they refuse to accept educational material or video. MNPrairie designated employee must document this refusal on the Naloxone Kit Inventory tracking sheet and when appropriate in the case notes.

Indications for Administration:
Naloxone is indicated for the reversal of opioid overdose, induced by natural or synthetic opioids, relative to respiratory depression or unresponsiveness. Use if someone is found unresponsive and the cause is unknown, or it is suspected to be a drug overdose, or you observe the signs and symptoms listed below. Other known health conditions that may have similar symptoms to an opioid overdose include diabetic ketoacidosis, electrolyte imbalance, hypothermia, meningitis, apnea, stroke, and subdural hematoma, for which naloxone will not help the person.

When Naloxone nasal spray requires administration:

1. Check for signs or symptoms of Opioid overdose
    a. Unresponsive or unconscious
    b. Breathing is very slow, irregular, or has stopped.
    c. Blue skin tinge or yellow or gray in darker skin tones-usually lips and fingertips show first.
    d. Face is very pale color from normal skin tone.
    e. Body is limp.
    f. Pulse (heartbeat) is slow, erratic, or not readily detectible.
    g. Vomiting
    h. Making choking, gurgling, or snoring sounds
2. Call 911 or designate another employee to call 911
3. Administer Naloxone nasal spray
    a. Opioid overdose reversing effects are temporary and overdose symptoms may return
    b. If symptoms return, administer as directed
4. Remain with individual until 911 responders arrive

Contraindications:
Naloxone is contraindicated in individuals known to be hypersensitive to naloxone hydrochloride, or to any of the other ingredients in naloxone.

Safety:
The safety profile of naloxone is remarkably high when given to individuals who are not opioid intoxicated or opioid dependent, naloxone produces no clinical effects, even at high doses. Moreover, although rapid opioid withdrawal in opioid-tolerant individuals may be unpleasant, it is not life threatening.

Documentation:
Designated MNPrairie employees will document when Naloxone Harm Reduction Kits are utilized within the Naloxone Kit Inventory tracking sheet. This documentation will include the staff's name, the date & time, and the number of kits utilized. For kits given to community members with open workgroups, employees will also document kit distribution in the client's case notes. This tracking sheet will assist with monitoring inventory. Tracking sheet access will be given to designated MNPrairie employees upon submission of Naloxone Harm Reduction Kit Training Attestation Form.

Education:
In accordance with Minn. Stat. § 245G.05 Subd. 3, 4(b) If the individual is assessed for opioid use disorder, the program must provide educational material to the client within 24 hours of service initiation on:

(1) risks for opioid use disorder and dependence.
(2) treatment options, including the use of a medication for opioid use disorder.
(3) the risk and recognition of opioid overdose; and
(4) the use, availability, and administration of an opiate antagonist to respond to opioid overdose.

If the client is identified as having opioid use disorder at a later point, the required educational material must be provided at that point. The license holder must use the educational materials that are approved by the commissioner to comply with this requirement.

Storage:
Naloxone Harm Reduction Kits should be stored at room temperature with limited exposure to natural light and will be kept in a secure location accessible by employees only at MNPrairie sites. When MNPrairie designated employees take a kit, they will document this on the Naloxone Kit Inventory tracking sheet.

Reordering:
MNPrairie will maintain a current standing order through Minnesota Department of Health. When Naloxone Harm Reduction Kits are low in supply at any given site, connect with MNPrairie Substance Use Social Worker. MNPrairie Substance Use Social Worker will maintain adequate kit amounts at each site and obtain additional kits from ~~Public Health Entities~~ the Minnesota Department of Health Naloxone Portal for distribution. Only Naloxone Harm Reduction Kits received from Minnesota Department of Health will be distributed by MNPrairie designated employees.

Disposal of Expired Medication:
MNPrairie Substance Use Social Worker will regularly check the Naloxone Harm Reduction Kits to ensure that the kits continue to remain secure and are not expired or damaged. If any kits are expired, MNPrairie Substance Use Social Worker will ~~return~~ bring the expired kits to ~~the~~ a local Public Health Entity ~~the kit was obtained from~~ to ensure proper disposal procedures are followed.

Procedure approval:

Author(s):	**Laura Cain, Substance Use Social Worker** **Brandon Smith, Adult & Disability Supervisor** **Tina Rentz, Adult & Disability Manager**
Reviewed and approved by:	
MNPrairie Management Team	**05/01/2024**
MNPrairie JPB Policy Committee	**05/13/2024**
MNPrairie Joint Powers Board	**05/21/2024**

Revision history:
Updated 8/5/2024 – Tina Rentz, Adult & Disability Manager

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **Steele Cubicle Replacement**

Meeting date: August 20, 2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy committee
☐ Personnel committee
☐ Other:

Agenda type:
☐ Consent agenda action
☒ Action and related information
☐ Other discussion, information only or reports
☐ Other business

Time: 10 minutes

Presenter(s) name & title(s): Tara Reich, Executive Director

Summary of request or recommendation: Review bids received for the Steele cubicle replacement proposal. The bids were reviewed by the Finance Committee on August 8, 2024. The committee requested that all bids be presented to the full Joint Powers Board without a recommendation.

☒ Recommended motion: *Adopt a motion authorizing MNPrairie's Executive Director to proceed with the expenditure of $203,009.00 from capital improvement funds for Schmidt Goodman's best bid, which includes $193,929 for new cubicles and installation, and $9,080 for the disassembly, removal, and disposal of old cubicles.*

Information (including rationale, if applicable):

Business reason for cube replacement:
The current cubicle layout in Steele poses challenges for maintaining a productive work environment. Currently arranged in a "bull pen" configuration with four employees in each cubicle, this arrangement fosters collaboration but creates excess noise and disruptions. It also limits privacy for tasks such as phone calls or virtual meetings.

The proposed cubicle configuration will provide individual workstations for each employee. This new layout aligns with at the Dodge and Waseca sites, promoting a more conducive and private work environment.

Project costs:
Bids from three different vendors have been obtained and are outlined on the attached table:

Budget impact: TBD based on selected bid: Cost will be incorporated into MNPrairie's Capital Improvement Plan funds.

☒ **Attachment(s):**

1. Alternative Business Furniture bid 1
2. Alternative Business Furniture bid 2
3. Alternative Business Furniture bid 3: North wing
4. Alternative Business Furniture bid 3: South wing
5. Alternative Business Furniture bid 4: North wing
6. Alternative Business Furniture bid 4: South wing
7. Schmidt Goodman bids (good, better, best)
8. Intereum bid 1
9. Intereum bid 2

Vendor	Description	Bid Total	Disassemble, Haul, & Disposal of old cubicles	Total Bid 1	Comments
Alternative Business Furniture	Bid 1: Height Adjustable Desks Partial reuse of existing pieces	$219,180.70	$0.00	$219,180.70	Height adjustable desks ensure proper ergonomics.
Alternative Business Furniture	Bid 2: Statioinary Desks Partial reuse of existing pieces	$173,865.19	$0.00	$173,865.19	
Alternative Business Furniture	Bid 3: Height Adjustable Desks Additional reuse of existing product.	$209,221.99	$0.00	$209,221.99	Height adjustable desks ensure proper ergonomics.
Alternative Business Furniture	Bid 4: Standard Desks Additional reuse of existing product.	$194,727.80	$0.00	$194,727.80	
Schmidt Goodman	Bid 1: Good Height adjustable desks. All new pieces.	$117,122.00	$9,080.00	$126,202.00	This configuration would not be conducive to noise mitigation due to the low cubicle walls.
Schmidt Goodman	Bid 2: Better Height adjustable desks. All new pieces.	$171,833.00	$9,080.00	$180,913.00	This configuration covers much of the glass top, reducing the allowance of natural light flow through the office which is the intended purpose of the glass tops.
Schmidt Goodman	Bid 3: Best Height adjustable desks. All new pieces.	$193,929.00	$9,080.00	$203,009.00	Aligns with the cubicles currently located in MNPrairie's Dodge and Waseca offices.
Intereum	Bid 1: Glass top walls Height adjustable desks. Reconfigured and new product.	$340,995.26	TBD	$340,995.26	Plus costs associated to disassemble, haul and dispose of old cubicles. Due to the high cost of this bid, these costs with this vendor were not explored.
Intereum	Bid 2: Full canvas walls. Height adjustable desks. Reconfigured and new product.	$317,032.27	TBD	$317,032.27	Plus costs associated to disassemble, haul and dispose of old cubicles. Due to the high cost of this bid, these costs with this vendor were not explored.

Alternative Business Furniture, Inc.

6533 Flying Cloud Drive, Suite 800
Eden Prairie, MN 55344
(952) 937-7688
Fax (952) 937-7691

PROJECT PROPOSAL

Project: MN Prairie County Alliance Option 1 - Height-Adjustable Desks
Contact: Beth Christesen
Salesperson: Trent Larson
Designer: Laurie Leonard
System: Herman Miller AO2 / NW Glass / HAT / Great Openings / HAT
Date: January 4, 2024

PRODUCT SPECIFICATIONS

Plan North - 31 Stations

Qty.	Description		Unit Price	Total Price
62	Surface Ganging Bracket		7.82	484.84
31	Duplex - Circuit A		20.27	628.37
31	Duplex - Circuit B		20.27	628.37
31	Duplex - Circuit D		20.27	628.37
8	6' Base Power Entry		108.40	867.20
31	30" Tasklight		55.65	1,725.15
31	B Front Box / Box / File Pedestal or File / File Pedestal - **Existing**		-	-
31	30" Tackboard		78.43	2,431.33
8	32 x 24" Powered Fabric Covered Panel		170.80	1,366.40
6	32 x 24" Non-Powered Fabric Covered Panel		121.40	728.40
31	53 x 24" Non-Powered Fabric Covered Panel		136.40	4,228.40
31	53 x 30" Non-Powered Fabric Covered Panel		154.80	4,798.80
31	53 x 42" Powered Fabric Covered Panel		245.20	7,601.20
19	67 x 30" Powered Fabric Covered Panel		227.60	4,324.40
19	67 x 42" Powered Fabric Covered Panel		268.00	5,092.00
31	53" 2-Way Connector		41.80	1,295.80
6	67" 2-Way Connector		45.22	271.32
13	67" 3-Way Connector		75.62	983.06
8	67" 4-Way Connector		97.28	778.24
31	53" Finished End, Metal		34.39	1,066.09
14	39" Finished End, Metal - (Cut to Fit 32")		31.73	444.22
31	48" Draw Rod		8.17	253.27
19	62" Draw Rod		8.17	155.23
14	Change of Height, Panel to Connector	32-67"	8.93	125.02
31	Change of Height, Panel to Connector	53-67"	8.93	276.83
31	30" Shelf - **Existing**		-	-
31	30" Flipper Door		86.64	2,685.84
62	24 x 30" Worksurface - **Existing**	(31) ON HI-LO BASE	-	-
31	24 x 42" Corner Worksurface - **Existing**	ON HI-LO BASE	-	-
			North Subtotal:	**43,868.15**

Plan South - 31 Stations

Qty.	Description	Unit Price	Total Price
62	Surface Ganging Bracket	7.82	484.84
31	Duplex - Circuit A	20.27	628.37
31	Duplex - Circuit B	20.27	628.37
31	Duplex - Circuit D	20.27	628.37
7	6' Base Power Entry	108.40	758.80
31	30" Tasklight	55.65	1,725.15
31	B Front Box / Box / File Pedestal or File / File Pedestal - **Existing**	-	-

31	30" Tackboard		78.43	2,431.33
6	32 x 24" Powered Fabric Covered Panel		170.80	1,024.80
5	32 x 24" Non-Powered Fabric Covered Panel		121.40	607.00
31	53 x 24" Non-Powered Fabric Covered Panel		136.40	4,228.40
32	53 x 30" Non-Powered Fabric Covered Panel		154.80	4,953.60
32	53 x 42" Powered Fabric Covered Panel		245.20	7,846.40
19	67 x 30" Powered Fabric Covered Panel		227.60	4,324.40
19	67 x 42" Powered Fabric Covered Panel		268.00	5,092.00
31	53" 2-Way Connector		41.80	1,295.80
6	67" 2-Way Connector		45.22	271.32
11	67" 3-Way Connector		75.62	831.82
9	67" 4-Way Connector		97.28	875.52
32	53" Finished End, Metal		34.39	1,100.48
11	39" Finished End, Metal - (Cut to Fit 32")		31.73	349.03
32	48" Draw Rod		8.17	261.44
19	62" Draw Rod		8.17	155.23
11	Change of Height, Panel to Connector	32-67"	8.93	98.23
32	Change of Height, Panel to Connector	53-67"	8.93	285.76
11	30" Shelf - **Existing**		-	-
20	30" Shelf		52.25	1,045.00
31	30" Flipper Door		86.64	2,685.84
42	24 x 30" Worksurface - **Existing**	(31) ON HI-LO BASE	-	-
20	24 x 30" Worksurface		88.00	1,760.00
25	24 x 42" Corner Worksurface - **Existing**	ON HI-LO BASE	-	-
6	24 x 42" Corner Worksurface	ON HI-LO BASE	159.40	956.40
			North Subtotal:	**47,333.70**

Herman Miller Pricing per Contract # 144482
State Contract Release F-464(5)

Product Subtotal: **91,201.85**

Finishes:

Non-Contract Product
Plan North

Qty.	Description	Unit Price	Total Price
31	14 x 24" Upmount Glass Clear	29.96	928.76
31	14 x 30" Upmount Glass Clear	31.98	991.38
31	14 x 42" Upmount Glass Clear	42.19	1,307.89
186	Frameless Glass Bracket ZMF06SS	16.30	3,031.80
31	HAT Collective E2 Dual Monitor Arm - Model #: *E2-2-124* - Finish: *Silver*	256.38	7,947.78
31	Great Openings Mobile Box / File Pedestal with Cushion - Model #: *U-S-1403N-02L6* - Features: *(1) 6" Divider, (1) 12" Divider, (1) Pencil Tray* - Glides: *Casters* - Pull Style: *Recessed Pull Radiused Front (D-Front)* - Finish: *Soft White* - Cushion Fabric: ***Grade 1 - TBD***	328.44	10,181.64
31	HAT L-Unit 3 Leg Adjustable Hi Height Table Base - Model #: *HAT3-HI-L-SI* - Finish: *Silver*	684.76	21,227.56
		North Subtotal:	**45,616.81**

South

Qty.	Description	Unit Price	Total Price
31	14 x 24" Upmount Glass Clear	29.96	928.76
31	14 x 30" Upmount Glass Clear	31.98	991.38

31	14 x 42" Upmount Glass Clear	42.19	1,307.89
186	Frameless Glass Bracket ZMF06SS	16.30	3,031.80
31	HAT Collective E2 Dual Monitor Arm - Model #: *E2-2-124* - Finish: *Silver*	256.38	7,947.78
31	Great Openings Mobile Box / File Pedestal with Cushion - Model #: *U-S-1403N-02L6* - Features: *(1) 6" Divider, (1) 12" Divider, (1) Pencil Tray* - Glides: *Casters* - Pull Style: *Recessed Pull Radiused Front (D-Front)* - Finish: *Soft White* - Cushion Fabric: ***Grade 1 - TBD***	328.44	10,181.64
31	HAT L-Unit 3 Leg Adjustable Hi Height Table Base - Model #: *HAT3-HI-L-SI* - Finish: *Silver*	684.76	21,227.56
		South Subtotal:	**45,616.81**
		Non-Contract Product Subtotal:	**91,233.62**

Location:

Install & Service Costs:

556	Regular Hours, Non-Prevailing Wage Installation	**(Includes teardown of existing)**	61.00	33,916.00
1	Delivery, State of MN Remanufactured Contract			No Charge
1	Delivery, Non-State Contract		350.00	350.00
12	Design		65.00	780.00
780	Mileage		0.655	510.90

NOTE:
-Standard Lead Time: 3-5 Weeks.

-Quote Valid for 30 Days

Services Subtotal:	35,556.90
Product Total:	**182,435.47**
Services Total:	**35,556.90**
NW Glass Freight:	577.44
Great Openings Surcharge:	610.89
PROJECT TOTAL:	**219,180.70**

NOTES:
ABF Not responsible for remaining product disposal.
ABF Not responsible for hardwire and data connections, placing.
All work to be done during standard business hours.

Work area to have free and clear access to all area's.
Fabrics and Laminate priced as Standard Grade 1

ıle Sales Taxes will be added at time of invoicing.
ıicing Subject to Unannounced Tariff Surcharges.

Alternative Business Furniture, Inc.

6533 Flying Cloud Drive, Suite 800
Eden Prairie, MN 55344
(952) 937-7688
Fax (952) 937-7691

PROJECT PROPOSAL

Project: MN Prairie County Alliance Option 2 - Stationary Desks
Contact: Beth Christesen
Salesperson: Trent Larson
Designer: Laurie Leonard
System: Herman Miller AO2 / NW Glass / HAT / Great Openings / HAT
Date: January 4, 2024

PRODUCT SPECIFICATIONS

Plan North - 31 Stations

Qty.	Description		Unit Price	Total Price
31	Duplex - Circuit A		20.27	628.37
31	Duplex - Circuit B		20.27	628.37
31	Duplex - Circuit D		20.27	628.37
8	6' Base Power Entry		108.40	867.20
31	30" Tasklight		55.65	1,725.15
31	B Front Box / Box / File Pedestal or File / File Pedestal - **Existing**		-	-
31	30" Tackboard		78.43	2,431.33
8	32 x 24" Powered Fabric Covered Panel		170.80	1,366.40
6	32 x 24" Non-Powered Fabric Covered Panel		121.40	728.40
31	53 x 24" Non-Powered Fabric Covered Panel		136.40	4,228.40
31	53 x 30" Non-Powered Fabric Covered Panel		154.80	4,798.80
31	53 x 42" Powered Fabric Covered Panel		245.20	7,601.20
19	67 x 30" Powered Fabric Covered Panel		227.60	4,324.40
19	67 x 42" Powered Fabric Covered Panel		268.00	5,092.00
31	53" 2-Way Connector		41.80	1,295.80
6	67" 2-Way Connector		45.22	271.32
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19	62" Draw Rod		8.17	155.23
14	Change of Height, Panel to Connector	32-67"	8.93	125.02
31	Change of Height, Panel to Connector	53-67"	8.93	276.83
31	30" Shelf - **Existing**		-	-
31	30" Flipper Door		86.64	2,685.84
62	24 x 30" Worksurface - **Existing**		-	-
31	24 x 42" Worksurface - **Existing**		-	-
			North Subtotal:	**43,383.31**

Plan South - 31 Stations

Qty.	Description	Unit Price	Total Price
31	Duplex - Circuit A	20.27	628.37
31	Duplex - Circuit B	20.27	628.37
31	Duplex - Circuit D	20.27	628.37
7	6' Base Power Entry	108.40	758.80
31	30" Tasklight	55.65	1,725.15
31	B Front Box / Box / File Pedestal or File / File Pedestal - **Existing**	-	-

31	30" Tackboard		78.43	2,431.33
6	32 x 24" Powered Fabric Covered Panel		170.80	1,024.80
5	32 x 24" Non-Powered Fabric Covered Panel		121.40	607.00
31	53 x 24" Non-Powered Fabric Covered Panel		136.40	4,228.40
32	53 x 30" Non-Powered Fabric Covered Panel		154.80	4,953.60
32	53 x 42" Powered Fabric Covered Panel		245.20	7,846.40
19	67 x 30" Powered Fabric Covered Panel		227.60	4,324.40
19	67 x 42" Powered Fabric Covered Panel		268.00	5,092.00
31	53" 2-Way Connector		41.80	1,295.80
6	67" 2-Way Connector		45.22	271.32
11	67" 3-Way Connector		75.62	831.82
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11	30" Shelf - **Existing**		-	-
20	30" Shelf		52.25	1,045.00
31	30" Flipper Door		100.32	3,109.92
42	24 x 30" Worksurface - **Existing**		-	-
20	24 x 30" Worksurface		88.00	1,760.00
25	24 x 42" Corner Worksurface - **Existing**		-	-
6	24 x 42" Corner Worksurface		159.40	956.40
			North Subtotal:	**47,272.94**

Herman Miller Pricing per Contract # 144482
State Contract Release F-464(5)

Product Subtotal: **90,656.25**

Finishes:

Non-Contract Product

North

Qty.	Description	Unit Price	Total Price
31	14 x 24" Upmount Glass Clear	29.96	928.76
31	14 x 30" Upmount Glass Clear	31.98	991.38
31	14 x 42" Upmount Glass Clear	42.19	1,307.89
186	Frameless Glass Bracket ZMF06SS	16.30	3,031.80
31	HAT Collective E2 Dual Monitor Arm - Model #: *E2-2-124* - Finish: *Silver*	256.38	7,947.78
31	Great Openings Mobile Box / File Pedestal with Cushion - Model #: *U-S-1403N-02L6* - Features: *(1) 6" Divider, (1) 12" Divider, (1) Pencil Tray* - Glides: *Casters* - Pull Style: *Recessed Pull Radiused Front (D-Front)* - Finish: *Soft White* - Cushion Fabric: ***Grade 1 - TBD***	328.44	10,181.64
		North Subtotal:	**24,389.25**

South

Qty.	Description	Unit Price	Total Price
31	14 x 24" Upmount Glass Clear	29.96	928.76
31	14 x 30" Upmount Glass Clear	31.98	991.38
31	14 x 42" Upmount Glass Clear	42.19	1,307.89

186	Frameless Glass Bracket ZMF06SS	16.30	3,031.80
31	HAT Collective E2 Dual Monitor Arm - Model #: *E2-2-124* - Finish: *Silver*	256.38	7,947.78
31	Great Openings Mobile Box / File Pedestal with Cushion - Model #: *U-S-1403N-02L6* - Features: *(1) 6" Divider, (1) 12" Divider, (1) Pencil Tray* - Glides: *Casters* - Pull Style: *Recessed Pull Radiused Front (D-Front)* - Finish: *Soft White* - Cushion Fabric: ***Grade 1 - TBD***	328.44	10,181.64
		South Subtotal:	**24,389.25**
		Non-Contract Product Subtotal:	**48,778.50**

Location:

Install & Service Costs:

516	Regular Hours, Non-Prevailing Wage Installation (Includes Teardown)	61.00	31,476.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	350.00	350.00
12	Design	65.00	780.00
780	Mileage	0.655	510.90

NOTE:
-Standard Lead Time:4-6 Weeks.

-Quote Valid for 30 Days

Services Subtotal:	33,116.90
Product Total:	**139,434.75**
Services Total:	**33,116.90**
NW Glass Freight:	627.65
Brakcet Freight:	75.00
Great Openings Surcharge:	610.89
PROJECT TOTAL:	**173,865.19**

NOTES:
ABF Not responsible for remaining product disposal.
ABF Not responsible for hardwire and data connections, placing.
All work to be done during standard business hours.
Work area to have free and clear access to all area's.

Fabrics and Laminate priced as Standard Grade 1

ɔle Sales Taxes will be added at time of invoicing.
Pricing Subject to Unannounced Tariff Surcharges.

Alternative Business Furniture, Inc.

6533 Flying Cloud Drive, Suite 800
Eden Prairie, MN 55344
(952) 937-7688
Fax (952) 937-7691

PROJECT PROPOSAL

Project: MN Prairie County Alliance North Wing Option 1
Contact: Beth Christesen / Jake Rysavy
Salesperson: Trent Larson
Designer: Laurie Leonard
System: Herman Miller AO2
Date: August 1, 2024

PRODUCT SPECIFICATIONS

Need	Existing	Order	Description		Unit Price	Total Price
8		**8**	32 x 24" Powered Fabric Covered Panel		202.81	1,622.48
6		**6**	32 x 24" Non-Powered Fabric Covered Panel		144.29	865.74
	15	**-15**	32 x 30" Powered Fabric Covered Panel		-	-
	6	**-6**	32 x 36" Powered Fabric Covered Panel		-	-
	15	**-15**	32 x 42" Powered Fabric Covered Panel		-	-
	1	**-1**	39 x 24" Powered Fabric Covered Panel		-	-
	2	**-2**	39 x 30" Powered Fabric Covered Panel		-	-
	2	**-2**	39 x 42" Powered Fabric Covered Panel		-	-
	2	**-2**	39 x 48" Powered Fabric Covered Panel		-	-
31		**31**	53 x 24" Non-Powered Fabric Covered Panel		161.92	5,019.52
18		**18**	53 x 30" Non-Powered Fabric Covered Panel		183.77	3,307.86
18		**18**	53 x 42" Powered Fabric Covered Panel		291.17	5,241.06
	3	**-3**	62 x 12" Powered Fabric Covered Panel		-	-
	2	**-2**	62 x 24" Powered Fabric Covered Panel		-	-
19	21	**-2**	62 x 30" Powered Fabric Covered Panel		-	-
13	13	**0**	62 x 30" Non-Powered Fabric Covered Panel		-	-
	8	**-8**	62 x 36" Powered Fabric Covered Panel		-	-
32	31	**1**	62 x 42" Powered Fabric Covered Panel		315.37	315.37
	2	**-2**	62 x 48" Powered Fabric Covered Panel		-	-
	26	**-26**	27" Draw Rod		-	-
	5	**-5**	34" Draw Rod		-	-
18		**18**	48" Draw Rod		10.34	186.12
30	55	**-25**	57" Draw Rod		-	-
	1	**-1**	32" 2-Way Connector		-	-
18		**18**	53" 2-Way Connector		52.88	951.84
19	14	**5**	62" 2-Way Connector		56.64	283.20
13	8	**5**	62" 3-Way Connector		94.00	470.00
8		**8**	62" 4-Way Connector		120.56	964.48
14	3	**11**	39" Finished End, Metal - (Cut to Fit 32")		40.89	449.79
	1	**-1**	39" Finished End, Metal		-	-
31		**31**	53" Finished End, Metal		44.42	1,377.02
	12	**-12**	62" Finished End, Metal		-	-
14	10	**4**	Change of Height, Panel to Connector	32 x 62"	19.20	76.80
31		**31**	Change of Height, Panel to Connector	53-62"	19.20	595.20
8	7	**1**	6' Base Power Entry		109.60	109.60
	1	**-1**	24 x 24" Worksurface		-	-
21		**21**	24 x 30" Worksurface		117.97	2,477.37
51	51	**0**	24 x 30" Worksurface		-	-
	8	**-8**	24 x 36" Worksurface		-	-
	1	**-1**	24 x 36" Worksurface	Cut to 24 x 33.5"	-	-

	3	**-3**	24 x 42" Worksurface		-	-
	1	**-1**	24 x 48" Worksurface		-	-
	1	**-1**	30 x 42" Worksurface		-	-
	3	**-3**	30 x 48" Worksurface		-	-
31	27	**4**	24 x 42" Corner Worksurface	cut to 41" on 2 sides mount on hilo	213.62	854.48
	46	**-46**	24" End Panel		-	-
	2	**-2**	30" 1/2 Height Shelf		-	-
31	24	**7**	30" Shelf		65.33	457.31
	1	**-1**	36" Shelf		-	-
	28	**-28**	42" 1/2 Height Shelf		-	-
31	24	**7**	30" Flipper Door		111.63	781.41
	1	**-1**	36" Flipper Door		-	-
31	20	**11**	30" Tackboard		74.80	822.80
	2	**-2**	48" Tackboard		-	-
	2	**-2**	48" Tool Bar		-	-
31	24	**7**	30" Tasklight		72.35	506.45
27	27	**0**	Box / Box / File Pedestal - F Front		-	-
2	2	**0**	File / File Pedestal - F Front		-	-
2	2	**0**	Box / Box / File Pedestal - Meridian	FROM SOUTH WING	-	-

Herman Miller Pricing per Contract # 249343
State Contract Release F-464(5) **Product Subtotal: 27,735.90**

Finishes:
Grade 1 Fabric TBD

Non-Contract Product

Need	Existing		Description		Unit Price	Total Price
	1	**-1**	Workrite Sierra HX 2-Leg Electric Base - Model #: *SEHX54-72-F24*		-	-
32	0	**32**	62 x 30" Powered Fabric Covered Panel- REFAB PANEL		120.40	3,852.80
32	0	**32**	62 x 42" Powered Fabric Covered Panel- REFAB PANEL		163.80	5,241.60
24	0	**24**	30" Flipper Door- REFAB COST		39.20	940.80
20	0	**20**	30" Tackboard- REFAB		47.60	952.00
27		**27**	24 x 42" Corner Worksurface	cut to 24 x 41" mount on hilo	55.00	1,485.00
31		**31**	8" High x 24"W Upmount Frosted Glass		60.76	1,883.56
18		**18**	8" High x 30"W Upmount Frosted Glass		62.79	1,130.22
18		**18**	8"High x 42"W Upmount Frosted Glass		66.84	1,203.12
134		**134**	Upmount Glass Brackets, Z906BS		24.50	3,283.00
31		**31**	HAT E2 Dual Monitor Arm - Model #: *E2-2* - Finish: Silver		256.38	7,947.78
31		**31**	HAT 3 Leg Adjustable Hi Height Table Base - Model #: *HAT3-HI-L* - Finish: Silver		684.76	21,227.56
31		**31**	Flat Plate For Joining -2 Sets Each		25.00	775.00

Non-Contract Product Subtotal: 49,922.44

Location:

Install & Service Costs:

278	Regular Hours, Non-Prevailing Wage Installation	66.00	18,348.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	195.00	195.00
6	Design	85.00	510.00
390	Mileage	0.670	261.30

NOTE:

-Quote Valid for 30 Days

Services Subtotal:	19,314.30
Product Total:	**77,658.34**
Services Total:	**19,314.30**
Northwest Glass Freight:	327.98
Glass Brackets Freight:	75.00
PROJECT TOTAL:	**97,375.62**

Applicable Sales Taxes will be added at time of invoicing.
Pricing Subject to Unannounced Tariff Surcharges.

Alternative Business Furniture, Inc.

6533 Flying Cloud Drive, Suite 800
Eden Prairie, MN 55344
(952) 937-7688
Fax (952) 937-7691

PROJECT PROPOSAL

Project: MN Prairie County Alliance South Wing Option 1
Contact: Beth Christesen / Jake Rysavy
Salesperson: Trent Larson
Designer: Laurie Leonard
System: Herman Miller AO2
Date: August 1, 2024

PRODUCT SPECIFICATIONS

Need	Existing	Order	Description		Unit Price	Total Price
6		**6**	32 x 24" Powered Fabric Covered Panel		202.81	1,216.86
5	1	**4**	32 x 24" Non-Powered Fabric Covered Panel		144.29	577.16
	16	**-16**	32 x 30" Powered Fabric Covered Panel		-	-
	2	**-2**	32 x 36" Powered Fabric Covered Panel		-	-
	18	**-18**	32 x 42" Powered Fabric Covered Panel		-	-
	1	**-1**	32 x 48" Powered Fabric Covered Panel		-	-
	1	**-1**	47 x 24" Non-Powered Fabric Covered Panel		-	-
31		**31**	53 x 24" Non-Powered Fabric Covered Panel		161.92	5,019.52
20		**20**	53 x 30" Non-Powered Fabric Covered Panel		183.77	3,675.40
20		**20**	53 x 42" Powered Fabric Covered Panel		291.17	5,823.40
	1	**-1**	62 x 12" Non-Powered Fabric Covered Panel		-	-
	2	**-2**	62 x 24" Powered Fabric Covered Panel		-	-
19	22	**-3**	62 x 30" Powered Fabric Covered Panel		-	-
12	12	**0**	62 x 30" Non-Powered Fabric Covered Panel		-	-
	7	**-7**	62 x 36" Powered Fabric Covered Panel		-	-
30	30	**0**	62 x 42" Powered Fabric Covered Panel		-	-
1	6	**-5**	62 x 42" Non-Powered Fabric Covered Panel		-	-
	1	**-1**	62 x 48" Powered Fabric Covered Panel		-	-
	27	**-27**	27" Draw Rod		-	-
20		**20**	48" Draw Rod		10.34	206.80
21	49	**-28**	57" Draw Rod		-	-
	1	**-1**	32" 2-Way Connector		-	-
20		**20**	53" 2-Way Connector		52.88	1,057.60
16	17	**-1**	62" 2-Way Connector		-	-
11	9	**2**	62" 3-Way Connector		94.00	188.00
9		**9**	62" 4-Way Connector		120.56	1,085.04
11	6	**5**	39" Finished End, Metal - (Cut to Fit 32")		40.89	204.45
	1	**-1**	47" Finished End, Metal		-	-
31		**31**	53" Finished End, Metal		44.42	1,377.02
1	17	**-16**	62" Finished End, Metal		-	-
11	12	**-1**	Change of Height, Panel to Connector	32-62	-	-
31		**31**	Change of Height, Panel to Connector	53-62	19.20	595.20
	1	**-1**	Change of Height, Panel to Panel	32-62	-	-
7	8	**-1**	6' Base Power Entry		-	-
	1	**-1**	24 x 24" Worksurface		-	-
17		**17**	24 x 30" Worksurface		117.97	2,005.49
45	45	**0**	24 x 30" Worksurface		-	-
	5	**-5**	24 x 36" Worksurface		-	-
	4	**-4**	24 x 42" Worksurface		-	-
	1	**-1**	24 x 48" Worksurface		-	-

	1	**-1**	24 x 54" Worksurface		-	-
	3	**-3**	24 x 72" Worksurface		-	-
31	28	**3**	24 x 42" Corner Worksurface	cut to 41" on 2 sides mount on hilo	213.62	640.86
	48	**-48**	24" End Panel		-	-
	9	**-9**	30" 1/2 Height Shelf		-	-
31	18	**13**	30" Shelf		65.33	849.29
	2	**-2**	36" 1/2 Height Shelf		-	-
	17	**-17**	42" 1/2 Height Shelf		-	-
	3	**-3**	42" Shelf		-	-
31	18	**13**	30" Flipper Door		111.63	1,451.19
	3	**-3**	42" Flipper Door		-	-
31	25	**6**	30" Tackboard		74.80	448.80
	15	**-15**	42" Tackboard		-	-
	1	**-1**	30" Tool Bar		-	-
	1	**-1**	36" Tool Bar		-	-
	3	**-3**	42" Tool Bar		-	-
31	18	**13**	30" Tasklight		72.35	940.55
23	23	**0**	Box / Box / File Pedestal - F Front		-	-
	3	**-3**	File / File Pedestal - F Front		-	-
8	8	**0**	Box / Box / File Pedestal - Meridian		-	-
	1	**-1**	File / File Pedestal - Meridian		-	-

Herman Miller Pricing per Contract # 249343
State Contract Release F-464(5)

Product Subtotal: **27,362.63**

Finishes:
Tier 1 Fabric TBD

Non-Contract Product

Need	Existing		Description		Unit Price	Total Price
1	0	**1**	32 x 24" Non-Powered Fabric Covered Panel-REFAB COST		100.80	100.80
19	0	**19**	62 x 30" Powered Fabric Covered Panel- REFAB COST		120.40	2,287.60
12	0	**12**	62 x 30" Non-Powered Fabric Covered Panel- REFAB COST		120.40	1,444.80
30	0	**30**	62 x 42" Powered Fabric Covered Panel- REFAB COST		163.80	4,914.00
1	0	**1**	62 x 42" Non-Powered Fabric Covered Panel- REFAB COST		163.80	163.80
18	0	**18**	30" Flipper Door-REFAB COST		39.20	705.60
25	0	**25**	30" Tackboard- REFAB COST		47.60	1,190.00
28		**28**	24 x 42" Corner Worksurface	cut to 24 x 41" mount on hilo	55.00	1,540.00
31		**31**	8" High x 24"W Upmount Frosted Glass		60.76	1,883.56
20		**20**	8" High x 30"W Upmount Frosted Glass		62.79	1,255.80
20		**20**	8"High x 42"W Upmount Frosted Glass		66.84	1,336.80
142		**142**	Upmount Glass Brackets, Z906BS		24.50	3,479.00
31		**31**	HAT E2 Dual Monitor Arm - Model #: *E2-2* - Finish: Silver		256.38	7,947.78
31		**31**	HAT 3 Leg Adjustable Hi Height Table Base - Model #: *HAT3-HI-L* - Finish: Silver		684.76	21,227.56
31		**31**	Flat Plate For Joining -2 Sets Each		25.00	775.00

Non-Contract Product Subtotal: **50,252.10**

Location:

Install & Service Costs:

278	Regular Hours, Non-Prevailing Wage Installation	66.00	18,348.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	195.00	195.00
6	Design	85.00	510.00
390	Mileage	0.670	261.30

NOTE:
-Quote Valid for 30 Days

Services Subtotal:	19,314.30
Product Total:	**77,614.73**
Services Total:	**19,314.30**
Northwest Glass Freight:	348.15
Glass Bracket Freight:	75.00
PROJECT TOTAL:	**97,352.18**

Applicable Sales Taxes will be added at time of invoicing.
Pricing Subject to Unannounced Tariff Surcharges.

Alternative Business Furniture, Inc.

6533 Flying Cloud Drive, Suite 800
Eden Prairie, MN 55344
(952) 937-7688
Fax (952) 937-7691

PROJECT PROPOSAL

Project: MN Prairie County Alliance North Wing Option 2
Contact: Beth Christesen / Jake Rysavy
Salesperson: Trent Larson
Designer: Laurie Leonard
System: Herman Miller AO2
Date: August 1, 2024

PRODUCT SPECIFICATIONS

Need	Existing	Order	Description		Unit Price	Total Price
8		**8**	32 x 24" Powered Fabric Covered Panel		202.81	1,622.48
6		**6**	32 x 24" Non-Powered Fabric Covered Panel		144.29	865.74
	15	**-15**	32 x 30" Powered Fabric Covered Panel		-	-
	6	**-6**	32 x 36" Powered Fabric Covered Panel		-	-
	15	**-15**	32 x 42" Powered Fabric Covered Panel		-	-
	1	**-1**	39 x 24" Powered Fabric Covered Panel		-	-
	2	**-2**	39 x 30" Powered Fabric Covered Panel		-	-
	2	**-2**	39 x 42" Powered Fabric Covered Panel		-	-
	2	**-2**	39 x 48" Powered Fabric Covered Panel		-	-
31		**31**	53 x 24" Non-Powered Fabric Covered Panel		161.92	5,019.52
31		**31**	53 x 30" Non-Powered Fabric Covered Panel		183.77	5,696.87
31		**31**	53 x 42" Powered Fabric Covered Panel		291.17	9,026.27
	3	**-3**	62 x 12" Powered Fabric Covered Panel		-	-
	2	**-2**	62 x 24" Powered Fabric Covered Panel		-	-
19	34	**-15**	62 x 30" Powered Fabric Covered Panel		-	-
	8	**-8**	62 x 36" Powered Fabric Covered Panel		-	-
19	31	**-12**	62 x 42" Powered Fabric Covered Panel		-	-
	2	**-2**	62 x 48" Powered Fabric Covered Panel		-	-
	26	**-26**	27" Draw Rod		-	-
	5	**-5**	34" Draw Rod		-	-
31		**31**	48" Draw Rod		10.34	320.54
19	55	**-36**	57" Draw Rod		-	-
	1	**-1**	32" 2-Way Connector		-	-
31		**31**	53" 2-Way Connector		52.88	1,639.28
6	14	**-8**	62" 2-Way Connector		-	-
13	8	**5**	62" 3-Way Connector		94.00	470.00
8		**8**	62" 4-Way Connector		120.56	964.48
14	3	**11**	39" Finished End, Metal - (Cut to Fit 32")		40.89	449.79
	1	**-1**	39" Finished End, Metal		-	-
31		**31**	53" Finished End, Metal		44.42	1,377.02
	12	**-12**	62" Finished End, Metal		-	-
14	10	**4**	Change of Height, Panel to Connector	32 x 62"	19.20	76.80
31		**31**	Change of Height, Panel to Connector	53 x 62"	19.20	595.20
8	7	**1**	6' Base Power Entry		109.60	109.60
	1	**-1**	24 x 24" Worksurface		-	-
20		**20**	24 x 30" Worksurface		117.97	2,359.40
51	51	**0**	24 x 30" Worksurface		-	-
	8	**-8**	24 x 36" Worksurface		-	-
	1	**-1**	24 x 36" Worksurface	Cut to 24 x 33.5"	-	-
	3	**-3**	24 x 42" Worksurface		-	-

	1	**-1**	24 x 48" Worksurface		-	-
	1	**-1**	30 x 42" Worksurface		-	-
	3	**-3**	30 x 48" Worksurface		-	-
31	27	**4**	24 x 42" Corner Worksurface	cut to 41" on 2 sides mount on hilo	213.62	854.48
	46	**-46**	24" End Panel		-	-
	2	**-2**	30" 1/2 Height Shelf		-	-
31	24	**7**	30" Shelf		65.33	457.31
	1	**-1**	36" Shelf		-	-
	28	**-28**	42" 1/2 Height Shelf		-	-
31	24	**7**	30" Flipper Door		111.63	781.41
	1	**-1**	36" Flipper Door		-	-
31	20	**11**	30" Tackboard		74.80	822.80
	2	**-2**	48" Tackboard		-	-
	2	**-2**	48" Tool Bar		-	-
31	24	**7**	30" Tasklight		72.35	506.45
27	27	**0**	Box / Box / File Pedestal - F Front		-	-
2	2	**0**	File / File Pedestal - F Front		-	-
2		**2**	Box / Box / File Pedestal - Meridian	FROM SOUTH WING	259.60	519.20

Herman Miller Pricing per Contract # 249343
State Contract Release F-464(5)

Product Subtotal: 34,534.64

Finishes:
Tier 1 Fabric TBD

Non-Contract Product

Need	Existing		Description		Unit Price	Total Price
	1	**-1**	Workrite Sierra HX 2-Leg Electric Base - Model #: *SEHX54-72-F24*		-	-
19	0	**19**	62 x 30" Powered Fabric Covered Panel- REFAB PANEL		120.40	2,287.60
19	0	**19**	62 x 42" Powered Fabric Covered Panel- REFAB PANEL		163.80	3,112.20
24	0	**24**	30" Flipper Door- REFAB PANEL		39.20	940.80
20	0	**20**	30" Tackboard- REFAB PANEL		47.60	952.00
27		**28**	24 x 42" Corner Worksurface	cut to 24 x 41" mount on hilo	55.00	1,540.00
31		**31**	8" High x 24"W Upmount Frosted Glass		60.76	1,883.56
31		**31**	8" High x 30"W Upmount Frosted Glass		62.79	1,946.49
31		**31**	8"High x 42"W Upmount Frosted Glass		66.84	2,072.04
186		**186**	Upmount Glass Brackets, Z906BS		24.50	4,557.00
31		**31**	HAT E2 Dual Monitor Arm - Model #: *E2-2* - Finish: Silver		276.89	8,583.59
31		**31**	HAT 3 Leg Adjustable Hi Height Table Base - Model #: *HAT3-HI-L* - Finish: Silver		739.54	22,925.74
31		**31**	Flat Plate For Joining -2 Sets Each		25.00	775.00

Non-Contract Product Subtotal: 51,576.02

Location:

Install & Service Costs:

278	Regular Hours, Non-Prevailing Wage Installation	66.00	18,348.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	195.00	195.00
6	Design	85.00	510.00
390	Mileage	0.670	261.30

NOTE:

-Quote Valid for 30 Days

Services Subtotal:	19,314.30
Product Total:	**86,110.66**
Services Total:	**19,314.30**
Northwest Glass Freight:	459.05
Glass Brackets Freight:	75.00
PROJECT TOTAL:	**105,959.01**

Applicable Sales Taxes will be added at time of invoicing.
Pricing Subject to Unannounced Tariff Surcharges.

Alternative Business Furniture, Inc.

6533 Flying Cloud Drive, Suite 800
Eden Prairie, MN 55344
(952) 937-7688
Fax (952) 937-7691

PROJECT PROPOSAL

Project: MN Prairie County Alliance South Wing Option 2
Contact: Beth Christesen / Jake Rysavy
Salesperson: Trent Larson
Designer: Laurie Leonard
System: Herman Miller AO2
Date: August 1, 2024

PRODUCT SPECIFICATIONS

Need	Existing	Order	Description		Unit Price	Total Price
6		**6**	32 x 24" Powered Fabric Covered Panel		202.81	1,216.86
5	1	**4**	32 x 24" Non-Powered Fabric Covered Panel		144.29	577.16
	16	**-16**	32 x 30" Powered Fabric Covered Panel		-	-
	2	**-2**	32 x 36" Powered Fabric Covered Panel		-	-
	18	**-18**	32 x 42" Powered Fabric Covered Panel		-	-
	1	**-1**	32 x 48" Powered Fabric Covered Panel		-	-
	1	**-1**	47 x 24" Non-Powered Fabric Covered Panel		-	-
31		**31**	53 x 24" Non-Powered Fabric Covered Panel		161.92	5,019.52
32		**32**	53 x 30" Non-Powered Fabric Covered Panel		183.77	5,880.64
32		**32**	53 x 42" Powered Fabric Covered Panel		291.17	9,317.44
	1	**-1**	62 x 12" Non-Powered Fabric Covered Panel		-	-
	2	**-2**	62 x 24" Powered Fabric Covered Panel		-	-
19	24	**-5**	62 x 30" Powered Fabric Covered Panel		-	-
	10	**-10**	62 x 30" Non-Powered Fabric Covered Panel		-	-
	7	**-7**	62 x 36" Powered Fabric Covered Panel		-	-
19	27	**-8**	62 x 42" Powered Fabric Covered Panel		-	-
	9	**-9**	62 x 42" Non-Powered Fabric Covered Panel		-	-
	1	**-1**	62 x 48" Powered Fabric Covered Panel		-	-
	27	**-27**	27" Draw Rod		-	-
32		**32**	48" Draw Rod		10.34	330.88
19	49	**-30**	57" Draw Rod		-	-
	1	**-1**	32" 2-Way Connector		-	-
31		**31**	53" 2-Way Connector		52.88	1,639.28
6	17	**-11**	62" 2-Way Connector		-	-
11	9	**2**	62" 3-Way Connector		94.00	188.00
9		**9**	62" 4-Way Connector		120.56	1,085.04
11	6	**5**	39" Finished End, Metal - (Cut to Fit 32")		40.89	204.45
	1	**-1**	47" Finished End, Metal		-	-
32		**32**	53" Finished End, Metal		44.42	1,421.44
	17	**-17**	62" Finished End, Metal		-	-
11	12	**-1**	Change of Height, Panel to Connector	32-62"	-	-
32		**32**	Change of Height, Panel to Connector	53-62"	19.20	614.40
	1	**-1**	Change of Height, Panel to Panel		-	-
7	8	**-1**	6' Base Power Entry		-	-
	1	**-1**	24 x 24" Worksurface		-	-
17		**17**	24 x 30" Worksurface		117.97	2,005.49
45	45	**0**	24 x 30" Worksurface		-	-
	5	**-5**	24 x 36" Worksurface		-	-
	4	**-4**	24 x 42" Worksurface		-	-
	1	**-1**	24 x 48" Worksurface		-	-

	1	**-1**	24 x 54" Worksurface		-	-
	3	**-3**	24 x 72" Worksurface		-	-
31	28	**3**	24 x 42" Corner Worksurface	Cut to 24 x 41" Mount on hilo	213.62	640.86
	48	**-48**	24" End Panel		-	-
	9	**-9**	30" 1/2 Height Shelf		-	-
31	18	**13**	30" Shelf		65.33	849.29
	2	**-2**	36" 1/2 Height Shelf		-	-
	17	**-17**	42" 1/2 Height Shelf		-	-
	3	**-3**	42" Shelf		-	-
31	18	**13**	30" Flipper Door		111.63	1,451.19
	3	**-3**	42" Flipper Door		-	-
31	25	**6**	30" Tackboard		74.80	448.80
	15	**-15**	42" Tackboard		-	-
	1	**-1**	30" Tool Bar		-	-
	1	**-1**	36" Tool Bar		-	-
	3	**-3**	42" Tool Bar		-	-
31	18	**13**	30" Tasklight		72.35	940.55
23	23	**0**	Box / Box / File Pedestal - F Front		-	-
	3	**-3**	File / File Pedestal - F Front		-	-
8	8	**0**	Box / Box / File Pedestal - Meridian		-	-
	1	**-1**	File / File Pedestal - Meridian		-	-

Herman Miller Pricing per Contract # 249343
State Contract Release F-464(5)

Product Subtotal: **33,831.29**

Finishes:
Grade 1 Fabric TBD

Non-Contract Product

Need	Existing		Description		Unit Price	Total Price
1	0	**1**	32 x 24" Non-Powered Fabric Covered Panel _REFAB PANEL		100.80	100.80
19	0	**19**	62 x 30" Powered Fabric Covered Panel -REFAB PANEL		120.40	2,287.60
19	0	**19**	62 x 42" Powered Fabric Covered Panel - REFFAB PANEL		163.80	3,112.20
18	0	**18**	30" Flipper Door REFAB PANEL		39.20	705.60
25	0	**25**	30" Tackboard- REFAB PANEL		47.60	1,190.00
28		**28**	24 x 42" Corner Worksurface	cut to 24 x 41" mount on hilo	55.00	1,540.00
31		**31**	8" High x 24"W Upmount Frosted Glass		60.76	1,883.56
32		**32**	8" High x 30"W Upmount Frosted Glass		62.79	2,009.28
32		**32**	8"High x 42"W Upmount Frosted Glass		66.84	2,138.88
190		**190**	Upmount Glass Brackets, Z906BS		24.50	4,655.00
31		**31**	HAT E2 Dual Monitor Arm - Model #: *E2-2* - Finish: Silver		256.38	7,947.78
31		**31**	HAT 3 Leg Adjustable Hi Height Table Base - Model #: *HAT3-HI-L* - Finish: Silver		684.76	21,227.56
31		**31**	Flat Plate For Joining -2 Sets Each		25.00	775.00

Non-Contract Product Subtotal: **49,573.26**

Location:

Install & Service Costs:

278	Regular Hours, Non-Prevailing Wage Installation	66.00	18,348.00
1	Delivery, State of MN Remanufactured Contract		No Charge
1	Delivery, Non-State Contract	195.00	195.00
6	Design	85.00	510.00
390	Mileage	0.670	261.30

NOTE:

-Quote Valid for 30 Days

Services Subtotal:	19,314.30
Product Total:	**83,404.55**
Services Total:	**19,314.30**
Northwest Glass Freight:	469.13
Glass Brackets Freight:	75.00
PROJECT TOTAL:	**103,262.98**

Applicable Sales Taxes will be added at time of invoicing.
Pricing Subject to Unannounced Tariff Surcharges.

Minnesota Prairie County Alliance
Community Services of Dodge, Steele & Waseca Counties

schmidt goodman office products, inc.
Creating Spaces to Inspire People
1920 North Broadway
Rochester, MN 55906

Furniture Proposal

February 9, 2024

February 9, 2024

Minnesota Prairie County Alliance
630 Florence Ave
Owatonna, MN 55060

schmidt goodman
office products, inc.
Creating Spaces to Inspire People
1920 North Broadway
Rochester, MN 55906

RE: SCHMIDT GOODMAN OFFICE PRODUCTS FURNITURE BID FOR Minnesota Prairie County Alliance

Dear Minnesota Prairie County Alliance Team,

Thank you for allowing Schmidt Goodman the opportunity to provide a proposal for furniture. We appreciate your consideration of our products and services!

Schmidt Goodman Office Products is the region's exclusive Steelcase & AMQ dealer in the Southern MN market area. In fact, we were awarded the 2022 Premier Partner award which certifies us as a top tier dealership. We have expertise in trends, products and navigating today's supply channel issues to support timely installations. We track lead times and furniture availability from specification to installation.

In this bid proposal, we are proposing a GOOD, BETTER, BEST offering to provide opportunities to fulfill your design and budget goals. We have selected these various furniture manufacturers due to their comprehensive and strong warranties, outstanding value and future flexibility for years to come. The pricing provided in our proposal shows you several design and pricing options. Due to the size of your project, we were able to leverage volume discounting and can combine products within the GOOD, BETTER, BEST categories to develop a hybrid solution, if desired.

Be assured that you are in good hands with your team at Schmidt Goodman. Our dedicated and experienced team will guide you every step of the way to navigate you through the project to ensure the right furniture solution for your new space and budget.

We invite you to our Rochester showroom so you can experience the product in person. If this works within your schedule, we would love to schedule a time that works for you.

Thank you, again, for this opportunity!

Sincerely,

Jessi Caneff
Account Manager

About Us

Our Mission|

Schmidt Goodman Office Products has built its business on its integrity and passion for their customers. We work to exceed customer expectations in providing an exceptional user experience while maximizing space and budgetary constraints.

Our Why|

To Create Spaces to Inspire People

Our Services |

Our dedicated and tenured staff work as a team to "Create Spaces to Inspire People". Our collaborative approach ensures clients are provided product and service solutions based on the needs of the customer and our years of experience. Our project services include:

- Industry and Product Insight
- Account Management and Project Planning
- Strategic Pricing
- Space Planning & Design Services
- Product Education & Training
- Project Coordination & Management
- Post Installation Evaluation & Punch list coordination
- Continued Relationship with our Customers post install

Our Competitive Advantage|

Schmidt Goodman has a broad portfolio of product offerings along with a tenured staff to support a holistic solution that supports our customer's goal now and into the future. We have a passion for doing the right thing, not just selling a product.

Our History|

Located in Rochester, MN Schmidt Goodman serves customers including Government, Educational, Healthcare and Corporate segments within Southeastern MN, Northern IA and Western WI market area.

Founded in 1974, owner's Dick & Kathy Goodman, are passionate in their strong belief that business success is providing the best customer experience. Each of them are hands-on leaders and involved in all company strategic decisions. Schmidt Goodman cultivates long-term customer relationships as well as supporting a team approach to philanthropy within our local and surrounding communities.

Value of Partnering with Schmidt Goodman

Local and Dedicated Installation Team
- Our installers are employees of Schmidt goodman and possess our dedication to customer satisfaction.
- Our tenured, product trained team has over 20+ experience to ensure a quality furniture installation

Turnkey Pricing Solution: This project includes:
- Project coordination from beginning to end
- Installation coordination
- Installation of all furniture
- Aligned Account manager and designer
- Post Installation walkthrough
- Post project support for and punch list items or warranty claims for the life of the furniture provided by Schmidt Goodman

Specification Expertise
Ensuring all parts of furniture are specified with the specified environment in mind
- Space planning for environment
- Fabrics with hire wear rate and stain resistant finishes
- Casters specified for correct flooring
- High wear laminates
- Site verifications
- Electrical components specified within furniture
- Coordination with on-site electrician

Pricing and Renderings

-Option 1 AMQ

-Option 2 AMQ/Steelcase

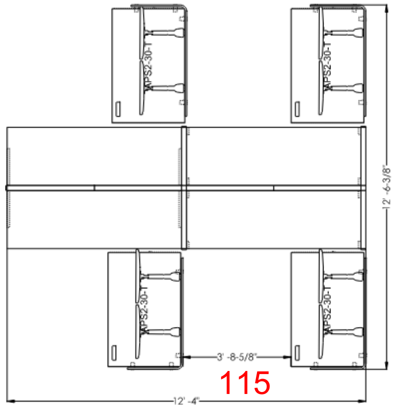
-Option 3 Steelcase

Good

Product Price Per 4-Pack: $6,860

Proposed Quantity:
- (62) 6x6 Workstations

Product List:
- AMQ Tektis Panels w/ 12” framed glass
- Power within panel
- Boundary Screen
- Height Adjustable Desk
- Fixed Return
- (2) Single Monitor Arms



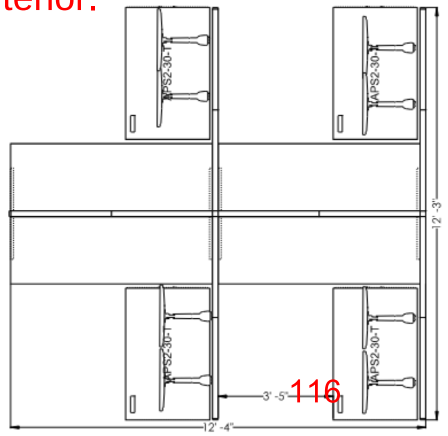
Better

Product Price Per 4-Pack: $10,125

Proposed Quantity:
- (62) 6x6 Workstations

Product List:
- AMQ Tektis Panels w/ 12” framed glass
- Power within panel
- Height Adjustable Desk
- Fixed Return
- (2) Single Monitor Arms

*Transparent Panel is for illustration only, to view workstation interior.



*Pricing is based upon utilization of the OMNIA Contract

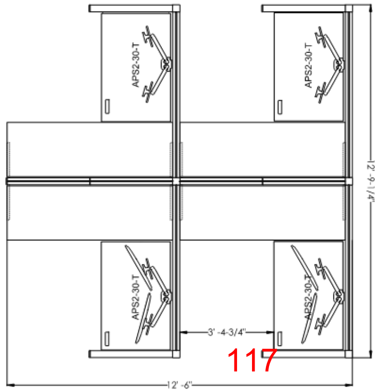
Best

Product Price Per 4-Pack: $11,505

Proposed Quantity:
- (62) 6x6 Workstations

Product List:
- Steelcase Answer Panels w/ 12” frameless glass
- Power within panel
- Height Adjustable Desk
- Fixed Return
- (1) Dual Monitor Arm

*Transparent Panel is for illustration only, to view workstation interior.



Steelcase

*Pricing is based upon utilization of the OMNIA Contract

Price Summary

Services for Full Project Scope	Steelcase Option (Best)	AMQ + Steelcase Option (Better)	AMQ Option (Good)
Furniture Cost (4-Pack)	$11,505	$10,125	$6,860
Total Furniture Cost (62 Workstations)	$178,330	$156,933	$106,322
Design Fee	$75 per hour after bid is awarded	$75 per hour after bid is awarded	$75 per hour after bid is awarded
Delivery & Installation Fee	$15,600	$14,900	$10,800
Project Management Fee	$0	$0	$0
Deposit Requirement	50% of Total Furniture Cost	50% of Total Furniture Cost	50% of Total Furniture Cost
Estimated Grand Total as presented	$193,929	$171,833	$117,122

*Pricing is based upon utilization of the OMNIA Contract

Engagement Process & Timeline

A

PROJECT SCOPE

Define Project Scope

Work with Schmidt Goodman to create an ecosystem of interconnected and interdependent spaces that support the physical, cognitive, and emotional needs of your people

B

PROJECT PLANNING

Project Planning

Hold initial project team meeting:

- Review roles and responsibilities
- Review preliminary schedule
- Develop communication plan

C

PRODUCT SPEC

Team Meets to Develop Product Specification

- Specifications are checked for accuracy by furniture specialist
- Prepare installation drawings inclusive of connection points
- Determine quote format, tagging and sequencing for delivery and installation

D

ORDER PLACEMENT

- Site verification as construction progress permits
- Timeline management with Project Manager

E

PRE-INSTALL

Internal & External Pre-Install Meetings

Review complete installation package:

- Floor Plans
- Special Instructions
- 3D Elevation
- Develop delivery and Installation Schedule

F

INSTALL

- Address issues that may arise during installation that require immediate action by manufacturer
- Order status reports document and communicate issues and corrective actions to customer
- On-going site checks completed by project team; any issues added for tracking and reporting
- Walk- through with customer prior to move in
- Removal of trash (furniture packaging)

G

PROJECT CLOSE

Conduct Post-Project Walk-thru & Review

- Measure customer satisfaction of dealer, installations, and products

Project Management

Our project management activities will start at the beginning of the project prior to order entry. Our project manager will attend meetings and will consult with the project team to develop a delivery and installation schedule.

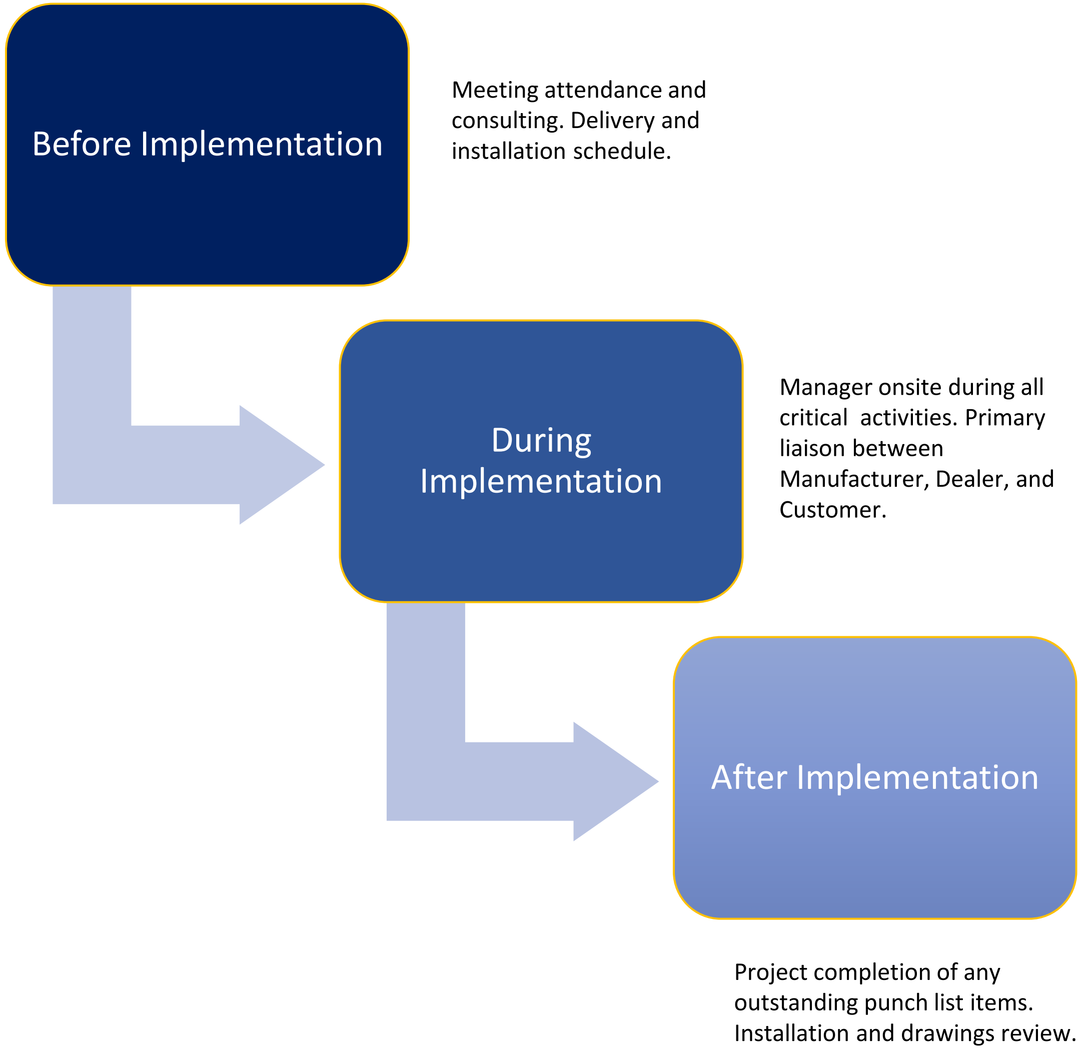
Project Management Process

Schmidt Goodman has established processes that will provide the customer comprehensive communication in planning and managing the day to day project requirements, from final specification and order placement through final delivery, installation and completion.

The schedule will document all milestones and delivery dates including last change dates for each phase.

The Project Management Team will be responsible for:

- Overall project management as it relates to the furniture specification
- Ensuring process adherence
- Successful execution to meet budget and schedule
- Work directly with your project team to plan, coordinate, deliver, receive, and install all the products within the scope of the project.
- Act as the contact point for problem resolution and escalation.
- Have a direct line of communication to Manufacturer and dealer executives.
- Have the authority to make critical decisions quickly.



OMNIA

Power of Cooperative Purchasing

Your ally in the purchasing process

At OMNIA Partners, we're dedicated to optimizing procurement for your organization. Our approach provides you with access to group purchasing contracts with leading national suppliers, giving you volume savings and a streamlined procurement process for thousands of products and services. We aim to help you achieve your procurement goals while saving you time and money along the way. With a free membership, you'll gain full access to the following:

Portfolio of Value-Driven Contracts

Spend Visibility & Analytics

Subject Matter Experts

Nonprofit

At OMNIA Partners, we're dedicated to helping your nonprofit organization make a greater impact and better fulfill its mission by providing bigger discounts, intelligent purchasing, and a hassle-free procurement experience. Your nonprofit can fully access our comprehensive portfolio of contracts and immediately benefit from reduced pricing from industry-leading suppliers.

With no participation fees and no minimum order requirements, nonprofits of all sizes can enjoy volume discount pricing on products, services, and solutions that might otherwise be out of reach. Let OMNIA Partners help your nonprofit achieve more. Get in touch today.

A better way to buy

Our history of building lasting relationships and delivering exceptional service has been consistently driving value for our members for nearly 30 years. As your ally, an extension of your team, OMNIA Partners provides members with an opportunity to focus on strategic procurement initiatives and goals. Our unique sourcing and procurement approach translates into broad savings and inherent value beyond cost.

Standardization & Consistency

Operate efficiently by gaining visibility, standardization and improved decision-making, ensuring your team selects the industry-leading products that deliver the most value, consistency, and greatest savings.

Speed to Savings

We have a robust contracting process supported by our team of contracting experts. By leveraging access to OMNIA Partners, you could reinvest up to 500 sourcing hours ***per category*** by eliminating the resources needed for an RFP.

Optimized Way to Buy

Our dedicated teams and subject matter experts will identify custom solutions that deliver savings and streamline operations for a more efficient procurement process.

Lifecycle Management

Our knowledge of cost drivers keeps us one step ahead of the market. Creating a fine-tuned program that not only delivers meaningful savings but also prevents the undetected “price creep” or diminished returns commonly associated with unmanaged programs.

Resources

Utilize our business intelligence and data tools to deliver invaluable insights for smart procurement strategies. Measuring results with key performance indicators provides a consistent method to identify success, compliance, and areas for improvement.

We are so grateful for the opportunity to submit this bid!
Please reach out with questions at any time!

schmidt goodman
office products, inc.

Creating Spaces to Inspire People

Steelcase 2022 Premier Partner

WOMEN OWNED CERTIFIED BY | WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL

YOUR CONTACT: Jessi Caneff
PHONE: 651.564.1225
EMAIL: j.caneff@schmidtgoodman.com

PRELIMINARY BUDGET

Intereum

9800 8th Avenue N., Plymouth, MN 55441 Phone (763) 417-3300

1/29/2024

Proposal for: MN Prairie County Alliance

Proposal Number:
Contract Number:

Preliminary Pricing:
Prepared by: Anna Holmes

Action Office (AO1) - Reconifgured and New Product	Qty.	Each Price	Total Amount
Reusing Existing Product - **- Including:** - Corner Worksurface - (2) 30"W x 24"D return surfaces - 20"D Ped storage - Flipper Door Unit - B Style	-	$0.00	$0.00
(62) NEW Workstations - Action Office (AO1) **- Including:** - HMI Flo monitor arms - HMI Logic Mini, clamp mount power unit - HMI Height adjustable base (reusing existing surfaces) - Panels w/ glass frame toppers	**62**	**$4,107.03**	**$254,635.86**
Add Alt - NEW HMI Task Chair* **- NOT CURRENTLY INCLUDED IN SUBTOTAL**	**62**	$550.00	$34,100.00
		Sub Total	**$254,635.86**

TOTAL PRICE	
ESTIMATED PROJECT TOTAL WITH LABOR	
Product Total	**$254,635.86**
Installation-Estimate (Normal Business Hours)	$38,195.38
Technical Services	$20,000.00
Tax - 7.375%	$23,071.30
Contingency (2%)	$5,092.72
PROJECT TOTAL	**$340,995.26**

Notes:

Install based on non-union, regular business hours. Install to be re-quoted pending revisions.

***multiple laminates and finishes due to multiple existing lines of furniture and possibly new laminate to finish the space.**

***reconfigures have an increased room for error.**

***Formal Inventory will need to be performed before final proposal.**

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **Human Resources Contract**

Meeting date: August 20, 2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy committee
☐ Personnel committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 10 minutes

Presenter(s) name & title(s): Jim Abbe and Greg Krueger, Steele County Board members

Summary of request or recommendation: Commissioner Abbe and Commissioner Krueger will provide the MNPrairie Joint Powers Board with an update regarding the Steele County board's decision to terminate the HR contract with MNPrairie.

☐ Recommended motion: *Adopt a motion to*

Information (including rationale, if applicable):

During the Steele County Board of Commissioners meeting on August 13, 2024, a motion was made by Commissioner Brady, seconded by Commissioner Gnemi to authorize Commissioner Krueger and Commissioner Abbe to notify the MNPrairie Joint Powers Board regarding the Steele County Board decision to terminate the HR contract with MNPrairie. Motion was passed unanimously.

The current contract requires a 12-month notice to terminate. Steele County is interested in assisting MNPrairie with a smooth transition.

Budget impact:

☒ **Attachment(s):** HR Discussion PowerPoint

MNPRAIRIE HR SERVICES PLAN

CURRENT SERVICE LEVELS

Current major HR services to MNPrairie

Steele currently manages/provides:

- Recruitment and selection of employees
- Labor relations and contract implementation
- Benefits administration
- Administer personnel rules and policies
- Performance management
- Leave of Absence administration
- Compliance with laws and reporting requirements

MNPrairie currently manages/provides:

- All payroll related functions for its employees
- ACA reporting

TERM OF CONTRACT

Contract terms related to changing the arrangement:

- Contract currently ends 12/31/25
- 1 year notice for non-renewal/withdrawal
- Terminate upon mutual agreement
- 14 days notice if Steele is unable to provide quality/quantity of service or changes in personnel

POINTS TO CONSIDER

- MNPrairie has matured into a large, complex organization that handles such matters as governance and finance on their own. The number of full-time, benefits eligible staff is nearly comparable to that of the county.
- MNPrairie handles its own payroll and finances already.
- The role of HR is ever evolving as it relates to changing laws, unfunded mandates and this is made even more complex by the fact that the county is administering benefits for 3 organizations, with 9 collective bargaining agreements and 45 different benefit plans.
- Department staffing levels are guided by industry standards for the county's departments and MNPrairie. HR Standard is 1/75 employees and our current ratio is 1/131.

POINTS TO CONSIDER

- The growth in case load is not best measured by what is being accomplished alone but should consider what is not being accomplished. Concerns have been raised about the time it takes to fill vacancies, the lack of professional development, and fiscal responsibility. Staffing is key to addressing these concerns. Here is how Steele County is impacted/burdened by the current contracted arrangement:
  - ➢ Not able to focus on meeting Steele County’s needs
  - ➢ Longer delays in getting jobs filled: impacts for revenue generating positions i.e. public health and if it is a Grant required position (i.e. SHIP Coordinator)
  - ➢ Less responsive and timely
  - ➢ Relationship development w/employees suffers, potentially impacting employee retention negatively

POINTS TO CONSIDER

- Important strategic work like succession planning, people development, and knowledge transfer aren't happening, resulting in a loss of institutional knowledge and employees leaving the county for promotional opportunities elsewhere
- Increased risk of litigation for noncompliance with laws, regulations, requirements, contracts, etc.
- Team that is spread too thin and expectation to be subject matter experts to 3 different organizations leads to burn-out

POINTS TO CONSIDER

- Projects not getting done:
  - ***Update Personnel Rules & Policies Handbook*** - Necessary to keep up-to-date with current legislation requirements and best practices
  - ***People/Leadership Training and Development*** – Negatively impacts ability to "grow our own" employees for promotion, which creates less transition time and is more costly.
  - ***Development of a "Leaders at All Levels" Program*** – A way to grow our own leaders and employees and retain more employees.
  - ***Development of an informal mentoring program*** – Another way to retain the next generation of staff.
  - ***Strategic Planning work and implementation of Stay Interview/ Retention Survey recommendations*** – *A lack of retention initiatives results in more employees leaving county.*
  - ***Digitize all HR records*** - Reduces the costs for space needs.

TRANSITION TIMELINE PROPOSAL

Steele County proposes hiring an HR Manager and an HR Generalist as MNPrairie employees as soon as possible. Ideally, the HR Generalist would be located in the Steele HR Department for at least the first 3-6 months of employment. Steele County also recommends the Manager be located at the Steele site for ongoing mentoring/consultation with the HR Team for 3-6 months. The HR Services Contract would be mutually ended upon completion of 3 months of employment and training. Once these 2 positions are hired, the proposed transition timeline/agreement would be:

Months 1 – 3:	Provide robust, hands-on training (Minimum of 10 hours/wk.)
Months 4 – 6:	Continue hands-on training (Minimum of 5 hours/wk.)
Months 7 – 12:	Ongoing training/consultation as needed (Minimum of 2 hours/wk.)

FINANCIAL SUMMARY

Description	Shared at 4	Steele	MnP	Alloc back to Steele	Shared at 5	Steele	MnP	Alloc back to Steele		Steele County 3
Allocation Percentage		52.38%	47.62%	45.25%		52.38%	47.62%	45.25%		
Cost Allocation	**Total**	**Steele**	**MN Prairie**		**Total**	**Steele**	**MN Prairie**			**Total**
Total Cost	$ 563,630.43	$ 295,255.57	$268,374.86		$ 668,398.22	$ 350,137.76	$318,260.46			$ 410,883.48
	MNP to Steele	$ 121,439.63			MNP to Steele	$ 144,012.86				
	Total Cost to Steele	**$ 416,695.19**			**Total Cost to Steele**	**$494,150.62**			**Total Cost to Steele**	**$ 410,883.48**

SUMMARY

- If MNPrairie goes on its own, with appropriate mentorship, training and ongoing sharing of information, Steele County can be adequately supported by a team of 3 into the future.

- Setting them up on their own gives MNPrairie the ability to control and manage the HR function and work, hiring specialization, and relationship development as colleagues. MNPrairie has expressed concern over the loss of experience/depth of the bench, but the proposal would include explicit terms related to onboarding, training and ongoing mentorship. (See timeline)

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: Personnel Report

Meeting date: 08/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 5 minutes

Presenter(s) name & title(s): Gina McGuire, Assistant Human Resources Director

Summary of request or recommendation:

Overview of personnel activity:

Number of vacancies: 14.5

FTE Count: 174.8 (as of 08/01/2024)

Retention Rate: 94.05% (as of 08/01/2024)

☐ Recommended motion: *Adopt a motion to*

Information (including rationale, if applicable):

Budget impact:

☒ **Attachment(s):** Personnel Report / Historical FTE Count Graph / Historical Retention Rate Graph

MNPrairie Staffing Update as of 08/13/2024

Open Positions	FTE	Site	Status	Reason for Vacancy
Adult & Disability Social Work Lead	-	Any	On-hold	New Position (no backfill for EE appointed)
Housing Resouce Specialist	0.5	Waseca	On-hold	New grant funded position, FTE reduced 09/19/2023
Child Support Supervisor/Data Practices Official	1	TBD	On-hold	Backfill Amy Martinez
Child Support Enforcement Aide	1	Steele	First round interviews 8/15/2024 & 8/16/2024	New position approved by JPB, 07/16/2024
Account Technician	1	Steele	On-hold	Backfill Sonya Arndt
Adult & Disability Case Aide	1	TBD	On-hold	Backfill Karen Smith
Child & Family Social Worker (assessment)	1	Dodge	Offer Pending	Backfill Elizabeth Armstrong
Child & Family Social Worker (ongoing)	1	Steele	Recruiting will begin soon	Backfill Sara Goodsell
Adult & Disability Social Worker (Sr. Srvs)	1	Steele	On-hold	Backfill Sarah Sletten
Adult & Disability Social Worker (Sr. Srvs)	1	Steele	On-hold	Backfill Brandon Wacek (promoted)
Adult & Disability Social Worker (Sr Srvs)	1	Steele	On-hold	Backfill Courtney Malecha (transferring)
Adult & Disability Social Worker (CCB)	1	Steele	On-hold	Backfill Coleena Snyder
Adult & Disability Case Aide	1	Waseca	Offer Pending	Backfill Cassie Eldeen
Income and Healthcare Case Aide	1	TBD	On-hold	New position approved by JPB, 07/16/2024
Eligibility Worker	1	Steele	Advertising closes 08/25/2024	Backfill Kaeley Smith
Office Support Supervisor	1	TBD	Interviews will begin soon	Backfill Beth Christesen (promoted)
	14.5			

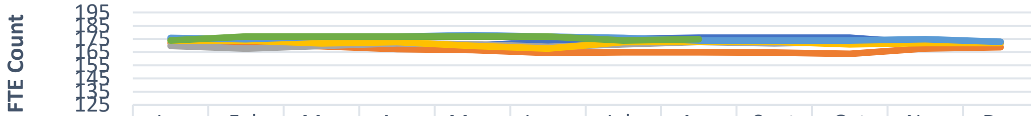
174.8 FTE Count (as of 08/01/2024)

187.3 Board Authorized FTE's (Authorized FTE adjusted by 07/16/2024 board action)

94.05% Retention Rate (as of 08/01/2024)

Filled Postions	FTE	Site	Status	Reason for Vacancy	Internal	External
Child & Family Social Worker (ongoing)	1	Steele	Offer accepted by Lilian Possin, effective 01/03/2024	Backfill Christina Brown		x
Eligibility Worker	1	Steele	Offer accepted by Katie Wendler, effective 01/22/2024	Backfill Trudy Kindseth (lateral transfer)		x
Child Support Officer	1	Steele	Offer accepted by Leanne Gieseke, effective 01/23/2024	Backfill Jody Buckmeier		x
Office Support Specialist	1	Steele	Offer accepted by Melina Caballero, effective 01/30/2024	Backfill Minerva Gomez		x
Child & Family Social Worker (assessment)	1	Steele	Offer accepted by Kayla Rodgers, effective 02/20/2024	Backfill Ashley Rye		x
Child Support Officer	1	Dodge	Promotion accepted by Susan Berg, effective 03/04/2024	Backfill Amy Chinlund	x	
Adult & Disability Case Aide	1	Steele	Transition accepted by Sara Halla, effective 04/01/2024	Backfill Hussein Osman	x	
Executive Director	1	All	Offer accepted by Tara Reich, pending board action	Backfill Jane Hardwick on assignment with DHS	x	
Adult & Disability Social Work (MNChoices)	1	Waseca	Offer accepted by Jennifer Praus, effective 3/18/2024	Backfill Sara Halla (transitioned to Case Aide)		x
Child Support Enforcement Aide	1	Any	Promotion accepted by Emily Monson, effective 04/08/2024	Backfill Susan Berg (promoted)	x	
Office Support Specialist	1	Waseca	Offer accepted by Tressa Dobbe, effective 05/03/2024	Backfill Jody Nyberg		x
Office Support Specialist	1	Dodge	Offer accepted by Elisa Voeltz, effective 05/06/2024	Backfill Aphten Heberlein		x
Eligibility Worker	1	Steele	Offer accepted by Jasmine Hohenstein, effective 05/07/2024	Backfill Kim Volk (retired)		x
Eligibility Worker	1	Waseca	Offer accepted by Michele Mumme, effective 05/09/2024	Backfill Teresa Page		x
Adult & Disability Manager	1	Any	Promotion accepted by Tina Rentz, effective 05/10/2024	Backfill Tara Reich (promoted)	x	
Case Aide - Child & Family	1	Waseca	Offer accepted by Nicole Rieger, effective 05/28/2024	Backfill Emily Monson (promoted)		x
Child & Family Social Worker (ongoing)	1	Steele	Offer accepted by Selicia Ellis, effective 07/16/2024	Backfill Krystal Stearns		x
Adult & Disabilty Supervisor	1	Steele	Promotion accepted by Brandon Wacek, effective 07/22/2024	Backfill Hope Johnson	x	
Adult & Disabilty Supervisor	1	Waseca	Offer accepted by Patty Smith, effective 08/05/2024	Backfill Chad Ramaker		x
Adult & Disabilty Supervisor	1	Steele	Promotion accepted by Beth Christesen, effective TBD	Backfill Tina Rentz (promoted)	x	
Adult & Disability Social Worker (Float)	1	Steele	Transition accepted by Courtney Malecha, effective 09/01/2024	New position approved by JPB 06/18/2024	x	

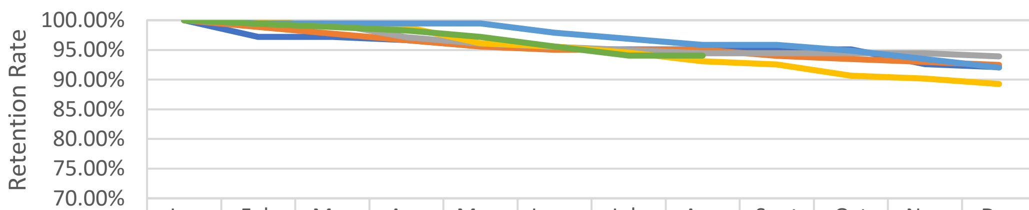
MNPrairie Historical FTE Count



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2019	174.9	171.9	169.9	170.9	169.9	172.9	174.9	175.9	175.9	175.9	171.9	171.9
2020	171.9	171.4	169.4	167.4	166.5	164.5	165	165	164.7	163.7	167.7	168.7
2021	169.7	167.7	169.7	171.7	171	169	170.9	172.7	171.7	172.7	172.7	172.7
2022	173.7	173.7	171.7	172.7	169.8	167.7	172.7	172.9	172.9	170.9	171.8	171.8
2023	175.8	174.8	176.8	176.8	177.8	176.8	175.8	173.9	173.9	173.8	174.8	172.8
2024	173.8	176.8	176.8	176.8	176.8	176.8	173.8	174.8				

2019 2020 2021 2022 2023 2024

MNPrairie Historical Retention Rates



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2019	100.00	97.22%	97.22%	96.68%	95.63%	95.11%	95.11%	95.11%	95.11%	95.11%	92.59%	92.10%
2020	100.00	98.85%	97.73%	96.63%	95.55%	95.02%	95.02%	95.02%	93.99%	93.47%	92.97%	92.47%
2021	100.00	99.41%	99.41%	97.14%	96.04%	95.50%	94.96%	94.44%	94.44%	94.44%	94.44%	93.91%
2022	100.00	100.00	98.86%	98.86%	96.13%	95.60%	94.56%	93.09%	92.57%	90.66%	90.16%	89.26%
2023	100.00	99.46%	99.46%	99.46%	99.46%	97.88%	96.86%	95.85%	95.85%	94.87%	93.49%	92.03%
2024	100.00	99.43%	98.86%	98.30%	97.20%	95.60%	94.05%	94.05%				

2019 2020 2021 2022 2023 2024

Historical Retention Rates: 2015 = 83.00%, 2016 = 85.80%

Administration Effective 08/01/2024

Joint Powers Board

Tara Reich Executive Director 1.0

Executive Assistance

Office Support
Customer Contact
Client Document Management & Clerical

Vacant[1] Deputy Director Add-on to a manager position

Business Areas:
Performance Measurement

Contract Management

Contract Management Services[2]

Implementation & Business Process Improvement *[Vision]*[5]

Vacant	Project Manager	1.0
Vacant	Business Process Improvement Specialist/Quality Improvement	1.0
Vacant	Technology Business Analyst	1.0

Income & Health Care Assistance

Program Areas:
Child Support
Cash Assistance
Emergency Assistance
Health Care
SNAP (Supplemental Nutrition Assistance Program)

Child & Family Social Services

Program Areas:
Child Protection
Child Welfare, Adoption & Truancy
CMH (Children's Mental Health)
Licensing (Day Care & Child Foster Care)

Adult & Disability Social Services

Program Areas:
Adult Protection
Case Management, Care Coordination[3],
Guardianship & Representative Payee
Adult Mental Health
Substance Use, Adult & Child
MnCHOICES Assessments
Disability Waivers, Adult & Child
Elderly Waiver/Alternative Care (Steele only)
Licensing (Adult Foster Care)
Housing Supports
SCHA Connectors[4] (Steele & Waseca only)

Finance Operations

Business Areas:
Budgeting & Accounting
Fee Collections

Central Contracted Operational Support Services

Human Resources [Steele]
Technology [Steele]

Vision[5]:
Performance Measurement [TBD]
Communications[TBD]
Training [Provide for region]

[1] Budgeted, and approved by JPB. Would include oversight of contracts and performance measurement in addition to standing in for executive director as appropriate.
[2] Includes providing direction to regional contract management services under contract from Olmsted County Community Services.
[3] Under contract from South Country Health Alliance (SCHA.)
[4] Under contract with South Country Health Alliance.
[5] Not budgeted, not approved by JPB; part of initial agency vision.

Tara Reich **Executive Director** 1.0
@ Dodge

Office: 507-431-5741
tara.reich@MNPrairie.gov

Executive Assistance

Jane Hardwick[6] On assignment to MMB

T Kristin Ferris – Executive Assistant @ Dodge 1.0
Office: 507-923-2910 kristin.ferris@MNPrairie.gov

Executive Assistance & Operations Analysis

T Kris Jackson – Executive Assistant & Operations Analyst @ Steele 1.0
Office: 507-431-5608 kris.jackson@MNPrairie.gov

Office Support

Vacant[7] @ Steele Supervisor 1.0
Office: 507-431-5602

Dodge

Jannalynn Delzer	OSS	1.0
Elisa Voeltz	OSS	1.0
Mark Zahn	OSS	1.0

Steele

Melina Caballero	OSS	1.0
Jessica Jindra	OSS	1.0
Brittany Patino	OSS	1.0
Brooke Wiener	OSS	1.0

Waseca

Tressa Dobbe	OSS	1.0
Lora Haley	OSS/Lead	1.0
Joyce Matthys	OSS	1.0

DeAnn Boney – Program Manager – Income and Health Care Assistance Pg 3
Office: 507-431-5641 deann.boney@MNPrairie.gov

Tina Rentz – Program Manager – Adult & Disability Social Services Pg 4
Office: 507-431-5713 tina.rentz@MNPrairie.gov

Patricia Harrelson – Program Manager – Child & Family Social Services Pg 5
Office: 507-431-2926 patricia.harrelson@MNPrairie.gov

Kevin Venenga – Program Manager – Financial Operations Pg 6
Office: 507-923-2916 kevin.venenga@MNPrairie.gov

Key for Chart

@	=	Indicates physical site assigned not single work location
AT	=	Account tech
CA	=	Case aide
CM	=	Case manager
CSO	=	Child support officer
CMH	=	Children's mental health
EW	=	Eligibility worker
LS	=	Lead specialist
OSS	=	Office support specialist
SW	=	Social worker
SCHRC	=	Steele County Human Relations Center
SEA	=	Support enforcement aide
T	=	Telecommuter (part or full-time)
(yellow)	=	Designates vacant position
(pink)	=	Designates new hire (if a new position, a footnote will be provided)
(blue)	=	Designates change in name, position, or site (a footnote will be provided)
(green)	=	Position eliminated/converted

[6] JPB approval on 8/15/23 to enter into an interchange agreement with State of MN from 10/2/23 through 6/30/25. Staff is on assignment to MMB.
[7] Vacated 7/29/24 by Beth Christesen due to promotion and division transfer to A & D supervisor

DeAnn Boney Manager 1.0
@ Waseca

Office: 507-431-5641
Deann.boney@MNPrairie.gov

Child Support[8]

Joan Scholljegerdes @ Steele Supervisor 1.0
Child Support Officer Supervisor
Office: 507-431-5621
joan.scholjegerdes@mnprairie.gov

Dodge			Steele			Waseca		
Heather Hart	CSO	1.0	Jayne Kath	CSO	1.0	T Lisa Poppe	CSO	1.0
T Amy Jobe	Child Support Lead	1.0	T June Spitzak	CSO	1.0	T Amy Chindlund	Child Support/LS	1.0
T Susan Berg	CSO	1.0	T Sandra Nordman	CSO	1.0	T Deanna Henderson	SEA	1.0
Taylor Farr	SEA	1.0	Leanne Gieseke	CSO	1.0	T Rachel Short	SEA	1.0
Vacant	SEA[10]	1.0	T Marlene Degner	SEA	1.0	Emily Monson	SEA	1.0
			T Kelley Hoffmann-Jensen	SEA	1.0			

Eligibility

Vacant[9] @ TBD Supervisor 1.0
Eligibility Supervisor

Dodge			Steele			Waseca		
Vacant	CA[11]	1.0	Vacant[12]	CA	0.0	Vacant[13]	CA	0.0
			Vacant[14]	CA	0.0			

Jeremy Allen @ Dodge Supervisor 1.0
FMC (family cases and childcare assistance)
Office: 507-923-2937
jeremy.allen@mnprairie.gov

Dodge			Steele			Waseca		
T Jodi Benda	EW	1.0	T Kim Beyer	EW	1.0	T Taia Hermel	EW	1.0
T Maria Gutierrez	EW	1.0	T Misty Devoe	EW	1.0	T Jennifer Peirce	EW	1.0
T Trudy Kindseth	EW	1.0	T Katie Wendler	EW	1.0	T Deena Schlueter	EW	1.0
T Tiffany Peterson	EW	1.0	T Andrea Tangen	EW	1.0			
T Jodi Schutz	Eligibility/LS	1.0	Jasmine Hohenstein	EW	1.0			

Kimberli Malecha @ Waseca Supervisor 1.0
MNS (MNsure and health care cases)
Office: 507-837-6642
kimberli.malecha@mnprairie.gov

Dodge			Steele			Waseca		
T Kathy Jordan	EW	1.0	T Karen Frandle	EW	1.0	T Amy Buker	EW	1.0
T Dana Pfeffer	Eligibility/LS	1.0	T Cara Halvorson	EW	1.0	T Kristen Priem	EW	1.0
T Lonnie Hansen	EW	1.0	T Christopher Harrison	EW	1.0	T Natasha Kahnke	EW	1.0
			T Roxana Martin	EW	1.0	Michele Mumme	EW	1.0
			T Courtney Reim	EW	1.0	Vacated[16]	EW Temp	
			T Alicia Perkins	EW	1.0			

Linda Johnson @ Waseca Supervisor 1.0
BNK (adult cases and long-term care)
Office: 507-837-6629
linda.johnson@mnprairie.gov

Dodge			Steele			Waseca		
Angie Grisim	Eligibility/LS	1.0	T Nicole Benzick	EW	1.0	Jodi Clayton	EW	1.0
T Miranda	EW	1.0	T Amanda Castle	EW	1.0	T DeeAnn Crockford	EW	1.0
Raelene Radke	EW	1.0	T Ashley Chesley	EW	1.0	T Sarah Borwege	EW	1.0
Renee Ranvek	EW	1.0	T Sharon Clemens	EW	1.0			
T Melissa Tschann	EW	1.0	T Diann Ptacek	Eligibility/LS	1.0			
			T Nina Widlund	EW	1.0			
			T Stephanie Woker	EW	1.0			
			T Kaeley Smith	EW	1.0			

Bretta Schindele – contracted Fraud Investigator

8 Change in supervision for support enforcement staff. All SEA positions transferred under the supervision of Child Support Officer Supervisor, Joan Scholljegerdes.
9 Vacant Support Enforcement Aide/Data Practices Official supervisory position converted to eligibility supervisor by JPB at mtg 7/16/24. Previously was a Child Support Supervisor/Data Practices Official who vacated 1/19/24.
10 Support Enforcement Aide addition approved by JPB at mtg 7/16/24
11 Case Aide position addition approved by JPB at mtg 7/16/24
12 Case Aide position approved by JPB on 7/16/24 by reassignment of current OSS position date TBD
13 Case Aide position approved by JPB on 7/16/24 by reassignment of current OSS position date TBD
14 Case Aide position approved by JPB on 7/16/24 by reassignment of current OSS position date TBD
15 Position vacated by Lonnie Hansen due to lateral transfer July 2023
16 Contract ended 7/31/24: previously JPB board approved on 11/21/23 for Kathy de la Rosa to return as a part-time temporary eligibility worker through 7/31/2024

Adult & Disability Social Services Effective 08/01/2024

Tina Rentz @ Waseca — Manager 1.0

Office: 507-431-5713
Tina.rentz@MNPrairie.gov

Vacant[16] @ Dodge — Supervisor 1.0
DD related services and adult foster care licensing

Dodge			Steele			Waseca		
T Janey Ingersoll	SW/CM	1.0	T Lynde Ernste	SW/CM	1.0	Emily Hanselman	SW/CM	1.0
T Jodie Marsh	SW/CM	0.8	Jessica Meyer	SW/CM	1.0	Laurie Meyer	SW/CM	1.0
T Valeria Perryman	SW/CM	1.0	Marty Knoss	SW/CM	1.0			
Vacant[19]	CA	1.0	Olivia Brekkestran	SW/CM	1.0			

Devin Laiho @ Steele — Supervisor 1.0
MnCHOICES, pre-admission screenings, OBRA II
Office: 507-431-5739
devin.laiho@MNPrairie.gov

Dodge			Steele			Waseca		
T Bobbie Rud	SW/CM	1.0	T Lynn Beckard	SW/CM	1.0	Jennifer Praus	SW/CM	1.0
T Jessica Westphal	SW/CM	1.0	Brittany Nutzmann	SW/CM	1.0	T Rachel Schmidt	SW/CM	1.0
			Marcy Fenske	SW/CM	1.0	T Amanda Krogh	SW/CM	1.0
			T Amy Keilen	SW/CM	1.0			
			T Donna Kleeberger	SW/CM	1.0			
			T Tanya Powell	SW/CM	1.0			
			TTracy Ruiter	SW/CM	1.0			
			Sara Halla	CA	1.0			

Brandon Smith @ Waseca — Supervisor 1.0
Adult protection, guardianships, housing supports, substance use, mental health, general intake
Office: 507-431-5761
brandon.smith@MNPrairie.gov

Dodge			Steele			Waseca		
TShawn Cochran	SW/CM	0.7	T Amanda Halverson	SW/CM	0.8	Jacob Mulcahy	SW/CM	1.0
	Housing[20]	0.3		Housing[21]	0.2			
Hold[22]	SW/CM	0.3	Hold[23]	SW/CM	0.2			
T Erica Doyen	SW/CM	1.0	T Sue Tischer	SW/CM	1.0			
T Karina Schmitz[24]	Housing Resources	1.0	T Laura Cain	SW/CM	1.0			
			T Kari Hoerle	CA	1.0			
			Amanda Zwart	Outreach SW	1.0			
			SCHRC Adult MH CM[25]					

Beth Christesen[17] @ Steele — Supervisor 1.0
Senior Services, South Country related services
Office:
Beth.christesen@MNprairie.gov

Dodge			Steele			Waseca		
T Kathleen Hines	RN/CM	1.0	T Jim Lieske	SW/CM	1.0	T Julie Wood	SW/CM	1.0
T Rebecca Stewart-Peterson	SW/CM	1.0	T Ruth Lumley	SW/CM	1.0			
			T Brenda Roemhildt	RN/CM	1.0			
			Vacant[26]	SW/CM	1.0			
			Vacant[27]	SW/CM	1.0			
			T Betti Walter	SW/CM	1.0			
			Samantha Wroblewski	SW/CM	1.0			
			T Jody Larson	CA	1.0			

Brandon Wacek[29] @ Steele — Supervisor 1.0
CAC, CADI, Brain Injury
Office: 507-837-6671
Brandon.wacek@MNprairie.gov

Dodge			Steele			Waseca		
T Julie Mayer	SW/CM	1.0	T Bob Flach	SW/CM	1.0	T Mistin Day	SW/CM	1.0
			Courtney Malecha	SW/CM	1.0	T Robert Landgren	SW/CM	1.0
			Coleena Snyder	SW/CM	1.0	Vacant[28]	CA	1.0
			T Janet Spencer	SW/CM	1.0			
			T Stacy Clingman	SW/CM	1.0			

Vacant – float — SW/CM 1.0[30]

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[17] Vacated 5/1/24 by Chad Ramaker
[18] Transition from Office Support Supervisor to Adult Services Supervisor 7/29/24. Backfills position vacated 5/21/24 by Tina Rentz due to promotion by JPB to program manager
[19] Vacated 6/7/24 by Karen Smith
[20] 0.5 FTE split of 1.0 FTE authorized for RVCoC housing navigation and eviction prevention support grant funded FTE approved by JPB on 6/21/22. At the JPB mtg on 9/19/23 this was modified down from a 1.0 FTE split to a 0.5 FTE split between Shawn C and Amanda H.
[21] 0.5 FTE split of 1.0 FTE authorized for RVCoC housing navigation and eviction prevention support grant funded FTE approved by JPB on 6/21/22. At the JPB mtg on 9/19/23 this was modified down from a 1.0 FTE split to a 0.5 FTE split between Shawn C and Amanda H.
[22] 0.3 FTE Hold SW/CM, evaluating substance use disorder services
[23] 0.2 FTE Hold SW/CM, evaluating substance use disorder services
[24] Authorization for this position extended by the JPB on 6/15/21 through 6/30/23. On 5/16/23 JPB extended authorization for this position through 12/31/2024
[25] Off-site, some supervision of work provided by Brandon Wacek
[26] Vacated 5/22/24 by Sarah Sletten
[27] Vacated 7/22/24 by Brandon Wacek due to promotion to supervisor.
[28] Vacated 6/20/24 by Cassie Eldeen
[29] Promotion from SW to supervisor 7/22/24, backfilling position vacated 5/23/24 by Hope Johnson
[30] Float social worker 1 yr provisional from date of hire. Approved by JPB on 6/18/24

Child and Family Social Services Effective 08/01/2024

Patricia Harrelson @ Steele — **Manager** **1.0**

Office: 507-923-2926
Patricia.harrelson@MNPrairie.gov

Christie Bausman @ Dodge — Supervisor 1.0
Lead: CP assessment & investigations
Co-lead: Intake & PSOP
Office: 507-923-2963
christie.bausman@MNPrairie.gov

County	Name	Position	FTE/Funding
Dodge	Marisa Michel	SW/CM	1.0
Dodge	T Joddy Tighe	SW/CM	1.0
Dodge	T Brittany Meyer	SW/CM	1.0
Dodge	T Tobi Onireti	SW/CM	1.0
Steele	T Jamie Christianson	SW/CM	1.0
Steele	Kayla Rodgers	SW/CM	1.0
Steele	Lisa Trinh	SW/CM	1.0

Justin Munson @ Steele — Supervisor 1.0
Lead: Intake, PSOP
Co-lead: CP assessment & investigations
Office: 507-431-5724
Justin.munson@MNPrairie.gov

County	Name	Position	FTE/Funding
Dodge	Vacant	SW/CM Intern	
Steele	Sara Goodsell	SW/CM	1.0
Steele	Alex Johnson	SW/CM	1.0
Steele	T Laura Menden	SW/CM	1.0
Steele	Erin Smith	SW/CM	1.0
Waseca	Staci Larson	SW/CM	1.0
Waseca	T Bridget West	SW/CM	1.0
Waseca	Stacy Thompson	SW/CM	1.0

Billie Frantesl @ Steele — Supervisor 1.0
Lead: Ongoing CP, Foster Care/Adoption/Kinship Care, Licensing
Office: 507-431-5712
billie.frantesl@MNPrairie.gov

County	Name	Position	FTE/Funding
Dodge	T Diane Tlougan	SW/CM	1.0
Steele	Lilian Possin	SW/CM	1.0
Steele	Sheri Devroy	SW/CM	1.0
Steele	Jill Gannon	SW/CM	1.0
Steele	T Courtney Nelson	SW/CM	1.0
Steele	T Ellie Piotter	SW/CM	1.0
Steele	T Abigail Harlan[31]	SW/CM	1.0
Steele	T Pamela Temple	SW/CM	1.0
Steele	Selicia Ellis[32]	SW/CM	1.0
Steele	T Bunny Metzger	CA	1.0
Steele	Vacant	SW/CM Intern	
Waseca	T Cheryl Moret	SW/CM	1.0
Waseca	Teresa Schumacher	SW/CM	1.0

Wendy Morton @ Waseca — Supervisor 1.0
Lead: Ongoing CP & Case Aides, CMH
Co-lead: Foster Care/Adoption/Kinship Care, licensing,
Office: 507-837-6672
wendy.morton@MNPrairie.gov

County	Name	Position	FTE/Funding
Dodge	Vacant[33]	SW/CM	1.0
Dodge	T Alicia Bauer	SW/CM	1.0
Dodge	Rachel Jensen	CA	1.0
Dodge	Karen Muenkel	CA	1.0
Dodge	Kimberly Speckman	CM	SCHRC
Dodge	Bryn Stauffer	CM	SCHRC
Dodge	Vacant[34]	CM	SCHRC
Steele	Heidi Malecha	CMH CA	SCHRC
Steele	Breanna Campbell	CM	SCHRC
Steele	Jamie Gare	CM	SCHRC
Steele	Laura Koble	CM	SCHRC
Steele	Jessica Schleusner	CM	SCHRC
Steele	April O'Connor	CM	SCHRC
Steele	Vacant[35]	CM	SCHRC
Waseca	Sydney Solheid	SW/CM	1.0
Waseca	T Ashley Wersal	SW/CM	1.0
Waseca	T Madison Knudtson	CA	1.0
Waseca	Nicole Rieger	CA	1.0
Waseca	Bobbi Jo Fleming	CM	SCHRC
Waseca	Becky Stenzel	CM	SCHRC
Waseca	Laura Wesley	CM	SCHRC
Waseca	Cynthia Winch	CM	SCHRC
Waseca	Vacant	SW/CM intern	

[31] Name change from Solland to Harlan
[32] Start 7/16/24 backfilling position vacated 6/5/24 by Krystal Stearns
[33] Vacated 5/24/24 by Elizabeth Armstrong
[34] Vacated 5/10/21 Jessica Brown
[35] Vacated 8/25/23 by Ryan Sandbeck

Financial Operations Effective 08/01/2024

Kevin Venenga **Manager 1.0**
@ Dodge

Office: 507-923-2916
Kevin.venenga@MNPrairie.gov

Accounting

Shelley Koen @ Dodge Supervisor 1.0
Accounts Payable
Office: 507-923-2913
shelley.koen@MNPrairie.gov

Mary Wacek @ Steele Supervisor 1.0
Accounts Receivable
Office: 507-431-5611
mary.wacek@MNPrairie.gov

Dodge

Ashley Johnson	AT	1.0
T Ann Kruger	AT	1.0
T Kelly Madsen	AT	1.0

Steele

TAmanda Hermel	AT	1.0
Vacant[36]	AT	1.0

Waseca

T Victoria Winkels	AT	1.0
T Angela Lawson	AT	1.0

[36] Vacated 12/8/23 by Sonja Arndt

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **20.8.24 Notification of Extraordinary Cost of Care 1 Youth**

Meeting date: 8.20.2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 5 minutes

Presenter(s) name & title(s): Patricia Harrelson, Child, and Family Services Manager

Summary of request or recommendation:

When we discuss our budget, as occurred last month, I believe it is important to make sure you remain aware of the significant cost of youth when needed. We often do not need the additional budget room, but at times do, and this is significant. We have one such youth currently and have also experienced a steady increase in youth in care this year. This youth happens to be from Steele County.

This is the youth I notified the JPB about in April 2024 as I testified to the Minnesota Legislature on the significant cost of care for youth as well as the extreme difficulty locating beds for them. This youth, turned 12 in August 2024 and is difficult to find placement for. His issues include He deals with a myriad of diagnoses including Reactive Attachment Spectrum Disorder, Specific Learning Disorders, and trauma-related disorders, has been facing extraordinary challenges since an early age. Born into a tumultuous environment marred by domestic violence, he tragically lost both parents. Their father suffered a debilitating brain injury in a 2013 car accident when the youth was just an infant, while their mother succumbed to sepsis from an untreated urinary tract infection in 2019.

Placed under permanent state guardianship since December 15, 2021, this youth has endured a staggering 16 placements in just 4 years. These included 8 non-relative homes and 4 relative or kinship placements, all of which asked for him to be removed, 2 hospital stays, 1 residential treatment program, residential shelter care, and finally the out-of-state behavioral health hospital in which he is currently placed. Each placement disrupted due to the complexities of his condition and the lack of appropriate support systems.

Despite the efforts of dedicated professionals, including two prolonged hospital stays totaling 141 days, a suitable long-term placement has yet to be secured. The youth's age, coupled with his behavioral and developmental needs, pose significant barriers to finding stable residential placements within our state. He has been rejected even from the Child and Adolescent Behavioral Health Hospital (CABHH) which is supposed to accept youth ages 4 to 18, because he is not yet 12. We have sought 37 placements before moving to an out of state provider. Each told us he was “too aggressive” for their programming, or the milieu was not conducive to his placement, or he was too difficult overall for their services. We have been unable to get a MNChoices assessment completed as he is not presently in-state, and the one we did get before he left the hospital is not valid after 60-days (the law was changed this past session to be 365 days). He has never been in a place long enough to have a MNChoices assessment completed otherwise.

Our staff has contacted over 100 placements, and continues to seek a Minnesota placement for him, continuing to call back facilities that have rejected him. His cost of care monthly is $16,500.00 (which is on the lower end for these placements). He has been in placement since December 2023, and his current total cost through June 2024 is $110,000.00. We continue to attempt solutions for this youth and the local levy cost for him. If he remains in this placement through the end of the year, we estimate his cost of care will be approximately $209,000.00.

☐ Recommended motion: *None*

Information (including rationale, if applicable):

Budget impact: The budget is impacted by the number of children and youth in out-of-home placement, the length of placement by days, and the type of placement.

☐ **Attachment(s):**

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: July 2024 YTD Budget vs. Actual Report

Meeting date: 8/020/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 0

Presenter(s) name & title(s): Kevin Venenga – Finance Manager

Summary of request or recommendation: Review July 2024 Preliminary YTD Budget vs. Actual report.

☐ Recommended motion: *Adopt a motion to…*

Information (including rationale, if applicable):

Budget impact: NA

☒ **Attachment(s):** July 2024 Preliminary YTD Budget Summary Report

Action taken:

By committee:
☐ Recommend item to board on: ______
Meeting date
☐ Provide as information in board materials
☐ Keep in committee for discussion at next meeting
☐ Other:

By board:
☐ Passed as recommended
☐ Failed
☐ Tabled
☐ Other:

MNPrairie County Alliance
Budget Report
Through
7/31/2024
Preliminary

			YTD Percentage	59%	YTD Percentag
ACCT	**REVENUE**	**2024 Budget**	**YTD 2024 Actual**	**Percentage**	**YTD 2023 Actual**
5001	Member County (Levy, State Aids & Credits)	12,772,379	6,386,190	50%	6,307,909
5300	State	3,842,856	3,222,290	84%	3,569,813
5400	Federal	8,404,961	5,179,508	62%	5,049,601
5500	Fees & Charges	1,485,670	754,554	51%	822,923
5700	Interest Income	350,000	312,470	89%	276,904
5800	Recoveries	416,200	546,970	131%	682,954
	TOTALS	27,272,066	16,401,982	60%	16,710,104
	MEDICAL ASSISTANCE - PASS THROUGH REVENUE	**2024 Budget**	**YTD 2024 Actual**	**Percentage**	**YTD 2023 Actual**
	MA Home & Community-Based Waiver Services	225,000	187,248	83%	157,644
200	MA & SCHA Non-Emergency Transportation	643,000	205,669	32%	212,259
160	MA Employed Persons With Disabilities Premiums	197,000	125,493	64%	95,487
150	MA Cost Effective Insurance Premiums	935,000	486,920	52%	625,331
	TOTALS	2,000,000	1,005,330	50%	1,090,721
ACCT	**EXPENDITURE DESCRIPTION**	**2024 Budget**	**YTD 2024 Actual**	**Percentage**	**YTD 2023 Actual**
6103,05,07,09,10	Salaries & Wages	12,554,428	7,437,535	59%	6,947,627
6150-6153,6193	Insurance, Health Savings Acc, & Flex Benefits	3,042,819	1,709,173	56%	1,621,315
6163	PERA Contributions	941,472	547,506	58%	505,466
6175, 6176	FICA, Medicare, state unemployment	1,100,791	538,117	49%	497,904
	TOTAL WAGES & BENEFITS	17,639,510	10,232,331	58%	9,572,312
6201	Telephone	145,251	53,643	37%	52,349
6202	Postage	92,480	30,672	33%	34,218
6221	Admin for non-medical transportation	20,000	8,955	45%	5,259
6241	Dues, Subscriptions & Committees	25,000	4,580	18%	13,421
6242	Committees, subscriptions	8,600	8,231	96%	7,832
6243	Employee Advertising	2,000	349	17%	-
6244,6260	Professional & Technical Services	292,800	78,577	27%	149,163
6263	Technology Support & Consulting	305,498	81,649	27%	127,970
6264	Job Classfication Expense	5,500	-	0%	-
6265	Auditing	61,800	18,583	30%	-
6270	Genetic Tests	4,000	1,876	47%	1,430
6271	Process Service	18,000	5,555	31%	6,177
6273	Contract Legal Services - County Attorney	40,000	17,136	43%	15,509
6295	DHS Social Services Information System Fee	14,317	14,119	99%	13,236
6298	Regional Contract Manager Fee	37,080	37,794	102%	36,187
6301	Office Equipment Repairs & Maintenance	55,000	36,107	66%	33,138
6331	Travel	123,500	70,510	57%	71,864
6335	Training	114,807	98,107	85%	57,999
6340	EDMS Licenses & Annual Support	389,406	342,124	88%	268,307
6341	Rent	574,127	280,292	49%	378,191
6342	Vehicle leases	73,000	39,588	54%	14,878
6350	Insurance & Workers Comp	82,000	80,565	98%	79,122
6351, 6370,6230	Miscellaneous Costs	10,000	6,692	67%	7,702
6371	State Child Support Fed Tax Collection Fee	10,000	4,787	48%	5,655
6387	Fraud Investigation	123,354	45,463	37%	53,925

MNPrairie County Alliance
Budget Report
Through
7/31/2024
Preliminary

6401	Supplies	42,100	23,320	55%	20,653
6480	Non-Capitalized Equipment	171,935	132,581	77%	59,132
6560, 6801	Auto Repairs	8,500	5,767	68%	1,875
65,666,599	Auto Fuel & Lubrication	22,000	9,454	43%	12,714
	TOTAL OTHER ADM EXPENSES	2,872,055	1,537,076	54%	1,527,906
PRG	**EXPENDITURE DESCRIPTION**	**2024 Budget**	**YTD 2024 Actual**	**Percentage**	**YTD 2023 Actual**
620	Funerals-Burials	150,000	90,013	60%	119,024
610,620,630,650,660	State Direct Collections Fee	157,559	132,222	84%	130,438
650-6220	MA No load	1,400	4,187	299%	1,072
710	Child Family	2,566,803	1,492,155	58%	1,272,295
720	Child Care	993,946	553,179	56%	577,347
730	Chemical Dependency	271,809	69,513	26%	83,958
740	Mental Health	1,936,538	1,092,826	56%	907,869
750	Developmentally Disabled	459,108	236,697	52%	232,376
760	Adult Services	401,814	462,328	115%	313,957
	TOTAL SOCIAL SERVICES PROGRAMS	6,938,977	4,133,120	60%	3,638,336
	MEDICAL ASSISTANCE PASS-THROUGH EXPENDITURES	**2024 Budget**	**YTD 2024 Actual**	**Percentage**	**YTD 2023 Actual**
	MA Home & Community-Based Waiver Services	225,000	173,521	77%	100,285
200	MA & SCHA Non-Emergency Transportation	643,000	262,052	41%	380,022
160	MA Employed Persons With Disabilities Premiums	197,000	99,220	50%	94,483
150	MA Cost Effective Insurance Premiums	935,000	690,546	74%	644,852
	TOTAL SOCIAL SERVICES PASS THRU EXP	2,000,000	1,225,339	61%	1,219,642
	TOTAL EXPENDITURES	29,450,542	17,127,866	58%	15,958,196
	TOTAL REVENUES	29,272,066	17,407,312	59%	17,800,825
	NET (revenues) expenses	178,476	(279,446)		(1,842,629)

YTD Percentage 59%

8/2/2024

Board Agenda Item

Agenda item title: **2025 Budget Development Update**

Meeting date: 08/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 30 Minutes

Presenter(s) name & title(s): Kevin Venenga, Finance Manager and Tara Reich, Executive Director

Summary of request or recommendation: Review of 2025 preliminary budget draft 3 and related information

☐ Recommended motion: To

Information (including rationale, if applicable):

2025 budget development planning update.

2025 base budget draft #3

- **Personnel.** The following assumptions are being incorporated into the 2025 base recommendation:
  - Employee wages are computed with the 2025 bargaining agreement increase.
  - The current authorized full-time-equivalent (FTE) staff count of 186.3 is included with the budget presented.
  - Employee health insurance is set currently based on an estimated increase. The provider is having a meeting on 8/22 where actual rates with hopefully be know.
  - In the budgets for both 2023 and 2024, there were planned allowances for vacancies throughout the year. This current version of the budget does not include a planned reduction. I have included a document outlining the historical information used in making decisions on what amount to include in previous budgets.
- **Revenue development.** Revenue projections, allocations and trend estimates have been reviewed and incorporated into the 2025 base budget with information that is currently known. There are some items that we will review on the attached revenue document that are still unknown at this time
- **Other administrative.** Adjustments have been made to administrative line amounts based on trend analysis and contract adjustments.

- **Programs.** Adjustments have been made to program areas by managers in most areas, with the exception being the employment services area. This program area is driven by changes in the MFIP allocations, which has not been released yet for 2025.

Milestone dates.

- 08/xx/2024 All-Commissioners work session
- 09/xx/2024 Member counties preliminary budget adoption

Budget impact:	
☒ **Attachment(s):**	2025 Base budget documents

2025 Base Budget

Summary of Changes from 2024 Adopted Budget

For Finance Committee

2024 Adopted Levy	**$**	**12,772,379**	
		2025 Base Budget Changes	**Explanation of Change**
Revenue changes from 2024 to 2025: (Increase) Decrease		**(755,381)**	
See revenue narrative for details		(755,381)	
Personnel Expenditures (e.g., wages, benefits, etc.)	$	1,978,266	Assume currently authorized FTE count, including ending of provisional positions based on current approval dates.
Wage change	$	796,773	Applied a 24% increase in health insurance costs
Health insurance increase	$	839,465	Assume NO underspending of projected personnel expenditures in budget as presented.
Taxes and other benefits	$	65,974	
Reductions of historical underspending	$	276,054	
Non-Personnel Administrative Expenditures (See detail on attached spreadsheet.)	$	45,579	
Telephone expense	$	(43,450)	Call Tower switch is providing consistent lower cost
Professional and technical services	$	(20,768)	Aligning costs with contracts and trends
Technology services and consulting	$	(13,396)	Aligning costs with contracts and trends
Process services	$	(4,000)	Trend showing less spending
Contract legal services	$	20,000	Planning for increased cost with some outside attorney services being requested
DHS SSIS system	$	430	Increase for alignment with new rate
Regional contract manager fee	$	2,226	Increase for alignment with 2025 contracted amount
Training	$	70,000	Increase tied to grant funds from three Child and Family sources
Technology licenses & support	$	39,691	Increase mainly for Caseworks and Office 365 license costs
Rent	$	12,078	3% increase planned for Steele and Waseca - estimated
Insurance	$	2,500	Estimated increase
Miscellaneous costs	$	5,000	Mainly for increase in bank charges, but can be adjusted
Fraud investigation	$	26,307	Tied to revenue allocation - budget neutral
Non-capitalized equipment	$	(51,039)	Adjusting for 2025 spending based on review with IT staff
Program Expenditures	**$**	**206,759**	
MA no-load transportation	$	20,600	Adding in late contracted cost from transportation contract from py - may need additional increase for 2025
710 - Child and Family	$	268,933	
Community education and prevention	$	1,500	
Families First Preventions Service	$	44,724	Allocation directly related to revenue offset
Transportation	$	(5,000)	Cost trending lower
Court services	$	3,500	Cost trending higher
Educational assistance	$	40,000	Program cost for ed stability
Environmental access	$	(7,000)	reducing lines to 0
SERCC costs	$	120,000	Cost of placements in facility
Group residential care	$	102,000	Very expense client in care with unknow limit
Childrens group corrections	$	(66,000)	Reducing cost based on trend
Adjust Kinship spending	$	(8,950)	Allocation directly related to revenue offset
PSOP allocation	$	(4,530)	Allocation directly related to revenue offset
Social and recreational	$	23,500	Increase with Opioid funding
Case management	$	25,189	Adjusting program area expenses
730 -Substance use disorder	$	(77,400)	
Reduce detox expenses	$	(77,400)	Expenditures significantly lower
740 -Mental health services	$	(8,621)	
Adjust information and referral costs	$	1,500	Adding cost of referrals
Adjust transportation cost	$	(3,380)	Cost trending lower
Child education	$	25,000	
Corrections cost	$	(1,379)	Cost trending lower
Family based services	$	(40,000)	Moving cost to more appropriate cost line
Rule 79 Case management	$	4,000	Adjusting cost for trend increase
Family support services	$	10,638	Adjusting cost for trend increase
Reduce family based services and case management for children mh		(5,000)	Reducing due to trend costs
750 -Developmentally disabled	$	4,379	
Increase SILS cost	$	9,219	Allocation that includes a matching component
Family support grant	$	(2,340)	Allocation tied to revenue
Redue respite and support costs	$	(2,500)	Reduceing cost based on trend
760 -Adult protection	$	(1,132)	
Reduce housing direct assistance costs	$	(76,132)	Removing costs associated with grant revenues that have been eliminated
Increase guardian/conservatership cost	$	75,000	Increasing cost based on added guardian clients - projected to $235,000 for 2024
Reduction of 2.0 FTE Temporary Eligibility Workers	$	84,675	
Net Change from 2024 Adopted Budget to Preliminary 2025 Base Budget:	**$**	**1,559,898**	
2025 Preliminary Base Budget Levy #3:	**$**	**14,332,277**	

Version including historical underspending of 2% and health insurance cost decrease - net of revenue loss:	
Wage change	(317,808)
Health insurance increase	(158,910)
2025 Preliminary Base Budget Levy #3 with historical underspending and health insurance cost decrease:	**$ 13,855,559**

2024 Base Budget Levy Planned Fund Balance Use:	**$ (93,798)**
Cost of foster care placements for children/youth that exceed the average cost of expenditures for years 2018-2019 and 2022.	(93,798)

Minnesota Prairie County Alliance
2025 Base Budget Recommendation #3

		SUMMARY	2024 Budget Adopted	$ Change from 2023	% Change from 2023	2025 Budget Base recommendation #3	$ Change from 2024	% Change from 2024	2025 Budget with 2 % Historical Underspending and Health Adjustment	$ Change from 2024	% Change from 2024
1		Net levy impact	$ 12,772,379	$ 156,562	1.24%	$ 14,332,277	$ 1,559,898	12.21%	$ 13,855,559	$ 1,083,180	8.48%
2		Total revenues	$ (16,499,687)	$ (107,875)	0.66%	$ (17,255,066)	$ (755,379)	4.58%	$ (17,135,886)	$ (636,199)	3.86%
3		Total expenses	$ 29,450,539	$ 264,437	0.91%	$ 31,681,141	$ 2,230,602	7.57%	$ 31,085,244	$ 1,634,704	5.55%
4		Fund balance (use) contribution	$ (178,473)	$ -	0.00%	$ (93,798)	$ 84,675	-47.44%	$ (93,798)	$ 84,675	-47.44%
5		REVENUES SUMMARY	$ 16,499,687	$ 107,875	0.66%	$ 17,255,066	$ 755,379	4.58%	$ 17,135,886	$ 636,199	3.86%
6	5300	State	3,842,856	(427,704)	-10.02%	4,228,271	385,415	10.03%	4,228,271	385,415	10.03%
7	5400	Federal	8,404,961	(16,293)	-0.19%	8,975,837	570,875	6.79%	8,856,657	451,695	5.37%
8	5500	Fees	1,485,670	201,872	15.72%	1,453,259	(32,411)	-2.18%	1,453,259	(32,411)	-2.18%
9	5700	Interest Income	350,000	250,000	250.00%	300,000	(50,000)	-14.29%	300,000	(50,000)	-14.29%
10	5800	Recoveries	416,200	100,000	31.63%	297,700	(118,500)	-28.47%	297,700	(118,500)	-28.47%
11		Medical Assistance Reimbursements	2,000,000	-	0.00%	2,000,000	-	0.00%	2,000,000	-	0.00%
12		EXPENDITURES SUMMARY	$ 29,450,539	$ 264,437	0.91%	$ 31,681,141	$ 2,230,602	7.57%	$ 31,085,244	$ 1,634,704	5.55%
13		Personnel	17,639,510	652,153	3.84%	19,617,774	1,978,264	11.21%	19,021,877	1,382,367	7.84%
14		Other-administrative	2,872,052	114,969	4.17%	2,917,631	45,579	1.59%	2,917,631	45,579	1.59%
15		Program expenditures	6,938,977	(502,685)	-6.76%	7,145,736	206,759	2.98%	7,145,736	206,759	2.98%
16		Medical Assistance Reimbursements	2,000,000	-	0.00%	2,000,000	-	0.00%	2,000,000	-	0.00%
17		Personnel expenditures detail	$ 17,639,510	$ 652,153	3.84%	$ 19,617,774	$ 1,978,264	11.21%	$ 19,021,877	$ 1,382,367	7.84%
18	6103	Salaries & wages	12,554,428	533,064	4.43%	13,627,254	1,072,826	8.55%	13,218,436	664,008	5.29%
19	6150	Insurance	2,637,157	(423,849)	-13.85%	3,476,622	839,465	31.83%	3,289,542	652,385	24.74%
20	6151	Benefits	405,662			407,557	1,895	0.47%	407,557	1,895	0.47%
21	6163	PERA contributions	941,472	44,276	4.93%	974,616	33,144	3.52%	974,616	33,144	3.52%
22	6175	FICA, Medicare and state unemployment	1,100,791	93,000	9.23%	1,131,726	30,935	2.81%	1,131,726	30,935	2.81%
23		Other-administrative expenditures detail	$ 2,872,052	$ 114,969	4.17%	$ 2,917,631	$ 45,579	1.59%	$ 2,917,631	$ 45,579	1.59%
24	6201	Telephone and cell	145,250	36,250	33.26%	101,800	(43,450)	-29.91%	101,800	(43,450)	-29.91%
25	6202	Postage	92,480	-	0.00%	92,480	-	0.00%	92,480	-	0.00%
26	6222	Admin for non-emergency medical transportation	20,000	(5,000)	-20.00%	20,000	-	0.00%	20,000	-	0.00%
27	6241	Dues & training registrations	25,000	(11,406)	-31.33%	25,000	-	0.00%	25,000	-	0.00%
28	6242	Committees, subscriptions	8,600	-	0.00%	8,600	-	0.00%	8,600	-	0.00%
29	6243	Employee advertising	-	(2,000)	-100.00%	-	-	0.00%	-	-	0.00%
30	6260	Professional & technical services	305,498	8,898	3.00%	284,730	(20,768)	-6.80%	284,730	(20,768)	-6.80%
31	6263	Technology services & consulting	292,800	32,735	12.59%	279,404	(13,396)	-4.58%	279,404	(13,396)	-4.58%
32	6264	Job classification contract	5,500	-	0.00%	5,500	-	0.00%	5,500	-	0.00%
33	6265	Auditing	61,800	1,800	3.00%	61,800	-	0.00%	61,800	-	0.00%
34	6270	Genetic testing	4,000	-	0.00%	4,000	-	0.00%	4,000	-	0.00%
35	6271	Process service	18,000	(3,000)	-14.29%	14,000	(4,000)	-22.22%	14,000	(4,000)	-22.22%
36	6273	Contract legal services	40,000	(17,000)	-29.82%	60,000	20,000	50.00%	60,000	20,000	50.00%
37	6295	DHS social services information system fee	14,317	417	3.00%	14,747	430	3.00%	14,747	430	3.00%
38	6298	Regional contract manager fee	37,080	1,080	3.00%	39,306	2,226	6.00%	39,306	2,226	6.00%
39	6301	Office equipment repairs & maintenance	55,000	(11,500)	-17.29%	55,000	-	0.00%	55,000	-	0.00%
40	6331	Travel	123,500	20,000	19.32%	123,500	-	0.00%	123,500	-	0.00%
41	6335	Training	114,806	7,000	6.49%	184,806	70,000	60.97%	184,806	70,000	60.97%
42	6340	Technology licenses & support	389,405	33,560	9.43%	429,096	39,691	10.19%	429,096	39,691	10.19%
43	6341	Rent	574,127	15,531	2.78%	586,205	12,078	2.10%	586,205	12,078	2.10%
44	6342	Vehicle leases	73,000	37,000	102.78%	73,000	-	0.00%	73,000	-	0.00%
45	6350	Insurance & workers comp	81,000	(4,000)	-4.71%	83,500	2,500	3.09%	83,500	2,500	3.09%
46	6370	Miscellaneous costs	10,000	-	0.00%	15,000	5,000	50.00%	15,000	5,000	50.00%
47	6371	State child support fed tax collection fee	10,000	(12,000)	-54.55%	10,000	-	0.00%	10,000	-	0.00%
48	6387	Fraud investigation	123,354	23,354	23.35%	149,661	26,307	21.33%	149,661	26,307	21.33%
49	6401	Supplies	42,100	(10,000)	-19.19%	42,100	-	0.00%	42,100	-	0.00%
50	6480	Non-capitalized equipment	171,935	(32,250)	-15.79%	120,896	(51,039)	-29.69%	120,896	(51,039)	-29.69%
51	6560	Auto repairs	8,500	2,500	41.67%	8,500	-	0.00%	8,500	-	0.00%
52	6566	Auto fuel & lubrication	25,000	3,000	13.64%	25,000	-	0.00%	25,000	-	0.00%
53		Program expenditures detail	$ 6,938,977	$ (502,685)	-6.76%	$ 7,145,736	$ 206,759	2.98%	$ 7,145,736	$ 206,759	2.98%
54	620	Funerals-burials	150,000	-	0.00%	150,000	-	0.00%	150,000	-	0.00%
55	650	MA no-load non-emerg. medical transportation	1,400	-	0.00%	22,000	20,600	1471.43%	22,000	20,600	1471.43%
56	660	State direct-collections fee	157,559	-	0.00%	157,559	-	0.00%	157,559	-	0.00%
57	710	Child & family services	2,566,803	(388,091)	-13.13%	2,835,736	268,933	10.48%	2,835,736	268,933	10.48%
58	720	Employment and related services	993,946	4,502	0.46%	993,946	-	0.00%	993,946	-	0.00%
59	730	Substance use disorder (SUD) services	271,809	(100,000)	-26.90%	194,409	(77,400)	-28.48%	194,409	(77,400)	-28.48%
60	740	Mental health services	1,936,538	(16,200)	-0.83%	1,927,917	(8,621)	-0.45%	1,927,917	(8,621)	-0.45%
61	750	Developmentally disabled	459,108	66,955	17.07%	463,487	4,379	0.95%	463,487	4,379	0.95%
62	760	Adult services	401,814	(69,851)	-14.81%	400,682	(1,132)	-0.28%	400,682	(1,132)	-0.28%

Calculation of Each Member County's Portion of MNPrairie's Operating Budget

1 Formula Factors

#		Dodge	Steele	Waseca	Total	Data Source
2		Dodge	Steele	Waseca	Total	Data Source
3	2022 Population Estimate	21,342	38,775	19,236	79,353	*Total Population 2022 from the latest annual estimates of Minnesota and its 87 counties' population and hourseholds 2022,* released August 2023; Minnesota State Demographic Center - NOT UPDATED
4	2022 Population Estimate	21,342	38,775	19,236	79,353	*Total Population 2022 from the latest annual estimates of Minnesota and its 87 counties' population and households, 2022,* released August 2023; Minnesota State Demographic Center
5	2023 Estimated Market Value	$ 4,280,137,400	$ 5,359,484,913	$ 3,233,504,713	$ 12,873,127,026	Auditor-Treasurer/Finance Director reported value for 2021 assessed/2022 payable as calculated in spring 2021
6	2022 Estimated Market Value	$ 3,800,836,400	$ 4,583,380,999	$ 2,884,233,100	$ 11,268,450,499	Auditor-Treasurer/Finance Director reported value for 2020 assessed/2021 payable as calculated in spring 2020
7	2024 Net Tax Capacity	$ 47,119,210	$ 65,093,138	$ 39,231,269	$ 151,443,617	
8	Poverty ratio	4.90%	8.60%	8.10%	21.60%	

11

12 Apportionment Formula - For 2024 Budget

#		Dodge	Steele	Waseca	Total
13					
14		Dodge	Steele	Waseca	Total
15	% of Total Population	26.90%	48.86%	24.24%	100.00%
16	% of Total Estimated Market Value	33.25%	41.63%	25.12%	100.00%
17					
18	1/2 of Total Population Share	13.45%	24.43%	12.12%	50.00%
19	1/2 of Total Estimated Market Value Share	16.62%	20.82%	12.56%	50.00%
20					
21	2024 Proportion	30.07%	45.25%	24.68%	100.00%
22	2023 Proportion	30.43%	44.48%	25.09%	100.00%
23	Change from Previous Year	-0.36%	0.77%	-0.41%	0.00%
24					

25 Apportionment Formula - For 2025 Budget

#		Dodge	Steele	Waseca	Total
26					
27		Dodge	Steele	Waseca	Total
28	40% of Total Population Share	10.76%	19.55%	9.70%	40.00%
29	40% of Net Tax Capacity Value Share	12.45%	17.19%	10.36%	40.00%
30	10% of share of poverty ratio	2.27%	3.98%	3.75%	10.00%
31	10% equal share	3.33%	3.33%	3.33%	10.00%
32					
33	2025 Proportion	28.81%	44.05%	27.14%	100.00%
34	2024 Proportion	30.07%	45.25%	24.68%	100.00%
35	Change from Previous Year	-1.26%	-1.20%	2.46%	0.00%

36 *In accord with the joint powers agreement, each member county will contribute a proportion of the total levy amount based on that county's percentage, as calculated above.*

37

38

39 2024 Budget Adopted

40 *In accord with the joint powers agreement, each member county will contribute a proportion of the total levy amount based on that county's percentage, as calculated above.*

#		Dodge	Steele	Waseca	Total
41		Dodge	Steele	Waseca	Total
42	Base Formula Percent	30.07%	45.25%	24.68%	100.00%
43	Preliminary County Levy				$12,772,379
44	2024 County Share	$3,840,887	$5,779,314	$3,152,179	$12,772,379
45	2023 County Share	$3,839,251	$5,611,620	$3,164,946	$12,615,817
46	Change from Previous Year	$1,636	$167,694	-$12,767	$156,562
47		0.04%	2.99%	-0.40%	1.24%
48	Impact on member county levy, based on 2023 adopted budget				
49		0.01%	0.60%	-0.07%	

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50

51 2025 Budget Base recommendation #3

52 *In accord with the joint powers agreement, each member county will contribute a proportion of the total levy amount based on that county's percentage, as calculated above.*

#		Dodge	Steele	Waseca	Total
53		Dodge	Steele	Waseca	Total
54	Base Formula Percent	28.81%	44.05%	27.14%	100.00%
55	Preliminary County Levy				$14,332,277
56	2025 County Share	$4,128,442	$6,313,812	$3,890,024	$14,332,277
57	2024 County Share	$3,840,887	$5,779,314	$3,152,179	$12,772,380
58	Change from Previous Year	$287,555	$534,498	$737,845	$1,559,897
59		7.49%	9.25%	23.41%	12.21%
60	Impact on member county levy, based on 2024 adopted budget				
61		1.66%	1.82%	3.85%	

-

61 2025 Budget with 2 % Historical Underspending and Health

62 *In accord with the joint powers agreement, each member county will contribute a proportion of the total levy amount based on that county's percentage, as calculated above.*

#		Dodge	Steele	Waseca	Total
63		Dodge	Steele	Waseca	Total
64	Base Formula Percent	28.81%	44.05%	27.14%	100.00%
65	Preliminary County Levy				$13,855,559
66	2025 County Share	$3,991,122	$6,103,803	$3,760,634	$13,855,559
67	2024 County Share	$3,840,887	$5,779,314	$3,152,179	$12,772,380
68	Change from Previous Year	$150,235	$324,489	$608,455	$1,083,179
69		3.91%	5.61%	19.30%	8.48%
70	Impact on member county levy, based on 2024 adopted budget				
71		0.87%	1.16%	3.17%	

2025 Base Budget

Summary Narrative for Preliminary Budget

	Program or Funding Source	2023 Adopted Budget	2024 Adopted Budget	2025 Base Budget	Change: Increase (Decrease)	Percent Change	Basis for Changes
1							
2		($16,391,812)	($16,499,687)	($17,255,066)	$755,379	4.608%	
3	Social Services Information System (SSIS) operational grant	$0	$0	$0	$0	#DIV/0!	No Changes
4	Local Homeless Housing Trust	$0	($28,471)	$0	($28,471)	#DIV/0!	Admin revenue budgeted in State revenue, but moved to fee revenue
5	Federal Medical Assistance (MA) administrative match through Social Services Time Study (SSTS)	($250,000)	($250,000)	($250,000)	$0	0%	No Changes
6	MnCHOICES/Long-Term Care Services & Supports (LTSS) federal & state administrative match through SSTS	($1,300,000)	($1,300,000)	($1,360,000)	$60,000	5%	Planning on slight increase as a result of current trend
7	Consumer Support Grant	($15,000)	($15,000)	($7,500)	($7,500)	-50%	Grant ending
8	Family Response Grant	($35,327)	($39,339)	($38,156)	($1,183)	-3%	State/federal allocation
9	Family First Prevention Act Funding			($44,724)	$44,724	100%	New allocation for 2025 - $5,000 allocated to training
10	Child Welfare-Targeted Case Management (CW-TCM) Medical Assistance (MA)	($624,945)	($624,945)	($674,945)	$50,000	8%	Historical revenue trend; Dependent on case management caseload, MA eligibility, staff levels, activities, MA payment rate and federal MA participation (FMAP) rate.
11	Child Welfare-Targeted Case Management (CW-TCM) Medical Assistance (MA) (for educational stability)	($50,000)	($50,000)	($55,080)	$5,080	10%	Historical revenue trend; Dependent on case management caseload, MA eligibility, staff levels, activities, MA payment rate and FMAP rate.
12	Community Integration Prenatal Substance Exposure grant	($97,098)	($100,000)	($100,000)	$0	0%	Updated grant amount. Grant extened to 12/31/2025?
13	Northstar foster care	($25,000)	$0	$0	$0	0%	Variance from year to year (dependent on case mix for MNP and other counties); no change assumed based on experience.
14	Child protection grant	($356,085)	($338,811)	($366,173)	$27,362	8%	State allocation
15	Kinship Support Services grant	($145,468)	($75,267)	($124,500)	$49,233	34%	State grant ($45,000 of this allocation for training in 2025
16	Parent Support Outreach Program (PSOP) grant	($37,467)	($46,685)	($42,155)	($4,530)	-12%	State allocation
17	Federal IV-E match for foster care, administration, and child welfare training	($292,000)	($292,000)	($205,000)	($87,000)	-30%	Expecting a derease based on trend. Dependent on Title IV-E eligibility status of clients served; case mix varies from quarter to quarter.
18	STAY (formerly SELF) grant for adolescent skills training	($70,000)	($69,000)	($62,100)	($6,900)	-10%	State grant
19	Child Protection Opioid Epidemic Response grant increased	($134,550)	($80,891)	($100,000)	$19,109	14%	State allocation $20,000 allocated to training
20	Vulnerable Children & Adults Act (VCAA) grant	($1,226,181)	($1,214,236)	($1,254,076)	$39,840	3%	State allocation
21	Basic Sliding Fee Child Care administration grant	($71,794)	($98,959)	($97,897)	($1,062)	-1%	State allocation
22	Basic Sliding Fee Child Care administration grant	($36,000)	($36,000)	($40,000)	$4,000	11%	State allocation
23	MFIP Consolidated Fund grant	($881,982)	($886,484)	($886,484)	$0	0%	State allocation
24	Behavioral Health Fund (BHF) admin grant (fomerly CCDTF admin grant & SSTS match)	($29,000)	($20,000)	($49,885)	$29,885	103%	State allocation for BHF admin grant reduced; and SSTS revenue no longer available; must bill MA.
25	Adult Mental Health Community Support Program (CSP) grant	($230,181)	($137,357)	($137,357)	$0	0%	State allocation
26	Substance Use Disorder (SUD) comprehensive assessment & treatment coordination fees from MA and BHF uninsured FFS	$0	$0	$0	$0	#DIV/0!	Limited experience with this new revenue.
27	Children's Mental Health Screening grant	($265,649)	($231,524)	($203,903)	($27,621)	-10%	State allocation; varies significantly from year to year
28	Children's Mental Health Respite Care grant	($47,090)	($47,090)	($47,090)	$0	0%	State allocation
29	Children's residential treatment (Rule 5) federal MA match	($10,000)	($10,000)	($10,000)	$0	0%	Historical revenue trend; dependent upon MA eligibility and utilization
30	Children's residential treatment (Rule 5) IMD state funding	($10,000)	($10,000)	($40,000)	$30,000	300%	Historical revenue trend; dependent upon MA eligibility and utilization
31	Children's residential treatment (Rule 5) IV-E federal match	$0	$0	($40,000)	$40,000	100%	Historical revenue trend; dependent upon Title IV-E eligibility and utilization.
32	Family Support grant	($130,000)	($200,000)	($197,660)	($2,340)	-2%	State allocation
33	Supervised Independent Living (SILS) grant for people with developmental disabilities	($117,107)	($116,672)	($124,508)	$7,836	7%	State allocation
34	Day training & habilitation	$0	$0	$0	$0	#DIV/0!	State allocation
35	Home and Community based fee revenues	($1,235,000)	($1,217,000)	($1,462,000)	$245,000	20%	Historical revenue trend; Dependent on case management caseload, staff level, activities, and MA payment rate experience
36	Community Living Infrastructure (CLI) Grant (for Housing Resource Specialist)	($51,290)	($85,781)	($85,781)	$0	0%	Current grant expires 01/31/2025 - still working to see if extension is granted
37	Community Living Infrastructure (CLI) Grant (for direct assistance)	($204,343)	($104,165)	$0	($104,165)	-51%	Grant ended 3/31/2024
38	River Valley CoC (for 2.0 FTEs & admin)	($112,922)	($112,922)	$0	($112,922)	-100%	Grant ended in 2024
39	Adult Protection grant	($25,315)	($32,151)	($141,088)	$108,937	430%	State allocation
40	MNsure periodic data match administration grant	($27,457)	($27,398)	($27,091)	($307)	-1%	State allocation
41	Child Support performance incentive grant	($328,000)	($328,000)	($372,000)	$44,000	13%	No change
42	Fraud investigation grant	($100,000)	($123,354)	($149,661)	$26,307	26%	Grant revenue from state. (Same level of expenditures assumed elsewhere in budget for budget-neutral impact.)
43	SNAP employment & training grants	($7,574)	($69,944)	($69,944)	$0	0%	State allocation
44	VA/DD-TCM	($13,000)	($13,000)	($17,460)	$4,460	34%	Historical revenue trend; Dependent on case management caseload, staff level, activities, MA payment rate, and FMAP rate
45	Other federal financial participation for qualifying administrative expenditures	($4,098,989)	($3,765,874)	($4,319,890)	$554,016	14%	Historical revenue as proportion of qualifying administrative expenditures; dependent upon administrative expenditures

	Program or Funding Source	2023	2024	2025	Change:	Percent Change	Basis for Changes
		Adopted Budget	Adopted Budget	Base Budget	Increase (Decrease)		
46	SCHA Care Coordination	($300,000)	($350,000)	($400,000)	$50,000	17%	Contract based upone staff providing service to SCHA
47	SCHA community connector	($176,671)	($172,242)	($191,412)	$19,170	11%	2025 contract amount -
48	SCHA Ability Care Coordination	($380,000)	($380,000)	($390,000)	$10,000	3%	Historical revenue trend; dependent upon staffing level, utilization, and rates
49	SCHRC case manager supervision & rent	($222,024)	($233,984)	($175,000)	($58,984)	-27%	Likely a decrease as contract is negotiated with SCHRC
50	Collaboratives grants (for non-federal share of Educational Stability social workers)	($148,003)	($148,003)	($111,000)	($37,003)	-25%	2025 reimbursement amount
51	Miscellaneous fees	($500)	($500)	($500)	$0	0%	Historical revenue trend
52	Day care license fees	($7,000)	($7,000)	$0	($7,000)	-100%	State will be taking over billing providers
53	SUD comprehensive assessment & treatment coordination fees from MA MCO	$0	$0	($8,000)	$8,000	#DIV/0!	Limited experience with this new revenue
54	Adult foster care licensing fees	($14,000)	($21,000)	($16,000)	($5,000)	-36%	Historical revenue trend
55	Family health care deductible	($100)	($100)	($100)	$0	0%	No change
56	Elderly waiver spenddown collection	($20,000)	($10,000)	($10,000)	$0	0%	Historical revenue trend
57	Rep Payee fees	($7,500)	($10,000)	($10,000)	$0	0%	No change
58	LPHA Admin Fees			($28,471)	$28,471	100%	Moved from line 2 above
59	Administrative wage reimbursement		($194,338)	($107,775)	($86,563)		Revenue associated with the reimbursment for contracted wages
60	Child Support fees	($8,000)	($8,000)	($5,000)	($3,000)	-38%	No change
61	Out-of-home placement collections (parental fees, child support, Social Security)	($120,000)	($120,000)	($95,000)	($25,000)	-21%	Fewer placements
62	Child care licensing fees	($1,200)	($1,200)	($1,200)	$0	0%	No change
63	Detox fee collections	($40,000)	($40,000)	($20,000)	($20,000)	-50%	No change
64	Interest income	($100,000)	($350,000)	($300,000)	($50,000)	-50%	Expecting a decrease in the bond market rates
65	Estate & other recoveries	($155,000)	($255,000)	($181,500)	($73,500)	-47%	Trends show a decrease
66	DHS reimbursement of pass-through of MA payments for certain home and communtiy-based services, non-emergency medical transportation, premiums for MA-Employed Persons with Disabilities program, and cost-effective premiums	($2,000,000)	($2,000,000)	($2,000,000)	$0	0%	Historical revenue trend; lines up with expenditure trend for net budget neutral impact

MNPrairie
Year over year budget, net levy and FTE data
2014-2024

Year	Total Revenue Budget	% Change	Total Expenditure Budget	% Change	Member County Levy	% change	Planned use (restoration) of fund balance	Year End Budgeted FTE Total	FTE Change	% change
2015	12,762,470		21,660,880		7,735,934		1,300,000	158.4		
2016	12,696,545	-0.52%	21,995,141	1.54%	7,973,917	3.08%	1,324,679	158.6	0.2	0.13%
2017	12,653,056	-0.34%	21,943,985	-0.23%	8,890,929	11.50%	400,000	165.1	6.5	4.10%
2018	14,655,241	15.82%	24,039,715	9.55%	9,683,851	8.92%	(299,376)	177.9	12.8	7.75%
2019	15,068,000	2.82%	25,906,960	7.77%	10,838,960	11.93%	0	179.4	1.5	0.84%
2020	14,849,673	-1.45%	26,772,438	3.34%	11,922,765	10.00%	0	176.2	(3.2)	-1.78%
2021	15,621,001	5.19%	27,990,509	4.55%	12,369,508	3.75%	0	177.7	1.5	0.85%
2022	16,002,547	2.44%	28,624,831	2.27%	12,624,831	2.06%	0	184.8	7.1	4.00%
2023	16,391,812	2.43%	29,186,102	1.96%	12,615,817	-0.07%	178,473	185.3	0.5	0.27%
2024	16,499,687	0.66%	29,450,539	0.91%	12,772,379	1.24%	178,473	186.3	1.0	0.54%

MNPrairie
Personnel Spending as Percentage of Budget
2015-2024 YTD

Personnel Expenditures		
Year	Actual Expenditures as Percentage of Budget	Underspending as Percentage of Budget
2015	91.0%	9.0%
2016	91.0%	9.0%
2017	99.4%	0.6%
2018	96.8%	3.2%
2019	94.4%	5.6%
2020	90.7%	9.3%
2021	93.1%	6.9%
2022	93.7%	6.3%
2023	97.7%	2.3%
2024 (Projected from 6/30 YTD)	100.8%	-0.08%

"Normal" post-merger implementation and pre-COVID years (2018-2019 and 2022-2023):

Average underspending: 4.3%

"Normal" post-merger implementation and pre-COVID years (2018-2019 and 2022-2023 actuals):

Lowest actual underspending rate: 2.3%

Vacancy factor/underspending assumption levels for 2025 Preliminary Budget DRAFT 3: NOT INCORPORATED

Underspending Assumption Levels	2025 Preliminary Base Budget	
	Gross Reduction	Net of Revenues
1%	$ 196,177	$ 158,903
2%	$ 392,355	$ 317,808
3%	$ 588,532	$ 476,711
4%	$ 784,710	$ 635,615

Notes:

●Open Gov has enabled us to refine our personnel expenditure projections to a greater degree than our historic Excel spreadhseet method, reducing the margin between budget and actuals.

●Gross personnel expenditures do not equal the impact on levy, because MNPrairie receives federal match on positions, some staff are billing for services and cover wages and some are fully funded by grants.

●2020-2021 are not representative of ordinary experience; recommend using 2018-2019 and 2022 and 2023 actuals to inform underspending assumption.

●Assumes continued authority to fill all vacant positions; i.e., manage to 100%, not to a vacancy factor.

●Assumes continued ability to cover overtime, changes in employee insurance election, PTO cash-out, PTO pay-outs at separation, etc.

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title:	Potential Transition of Service Provision

Meeting date: August 20, 2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy committee
☐ Personnel committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 5 minutes

Presenter(s) name & title(s): Tara Reich

Summary of request or recommendation: To update the Joint Powers Board on the potential transition of service provision and to confirm whether the board wishes to proceed in this direction.

☐ Recommended motion: *Adopt a motion to*

Information (including rationale, if applicable):

In 2023, the board was provided with a review of the service delivery variations across the three MNPrairie counties. The provision of senior services emerged as the most significant difference. Currently, senior services are provided by MNPrairie in Steele County, while in Waseca and Dodge Counties, these services are managed by Public Health.

Senior Services include:

- Elderly Waiver
- Alternative Care
- Essential Community Supports
- South County Care Coordination
- Blue Plus Care Coordination

As part of a proposed transition, MNPrairie would take over the management of CAC, CADI, and BI waiver cases that are currently handled by Steele County Public Health. Additionally, if this transition proceeds, there will be a discussion about whether MNPrairie should also assume responsibility for all under-age-65 PCA (Personal Care Assistance) and Consumer Support Grant (CSG) cases from all three public health entities.

On August 5th, Tara Reich and Tina Rentz met with the Steele County Public Health Director and Supervisor to discuss this potential transition. They identified a mutual interest in exploring the change in service provision. However, no further planning will occur until the MNPrairie Joint Powers Board, and the Steele County Board have been updated and have agreed to support the transition planning.

The Steele County Board is scheduled to receive an update from the Steele County Public Health Director during their work session on August 27, 2024.

Should the transition planning move forward, the MNPrairie Joint Powers Board will be provided with an updated plan at a subsequent meeting, during which the Executive Director will seek a motion to authorize the transition of service provision.

Budget impact:	To be determined.
☐ **Attachment(s):**	

Board Agenda Item

Agenda item title:	Reassignment of Office Support Services from Executive Director to Finance Manager

Meeting date: August 20, 2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy committee
☐ Personnel committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 5 minutes

Presenter(s) name & title(s): Tara Reich, Executive Director

Summary of request or recommendation: To provide an update to the joint powers board regarding a structural change to MNPrairie's organizational chart.

☐ Recommended motion: *Adopt a motion to*

Information (including rationale, if applicable):

A review of historical MNPrairie organizational charts shows that Office Support Services (OSS) was under the direction of the Finance Manager from the inception of MNPrairie until March 2018. At that time, OSS transitioned to report directly to the Executive Director.

Over the years, there have been sporadic discussions about whether OSS should return to the Finance Manager's oversight; however, it has remained under the Executive Director. Recently, the OSS Supervisor accepted a different supervisory role within MNPrairie. With an experienced supervisor in place, OSS reporting to the Executive Director was not time intensive. However, given the supervisor's departure, the Executive Director lacks the capacity to dedicate sufficient time to managing OSS.

Recognizing the importance of having a strong OSS team, as these employees are often the first point of contact for our clients, MNPrairie's Executive Director, Finance Manager, IHCA Manager, and the former OSS Supervisor engaged in discussions to evaluate the pros and cons of reassigning OSS. After careful consideration, the Executive Director decided to transition OSS back to the Finance Manager.

The Executive Director and Finance Manager will conduct interviews for a new OSS Supervisor and begin the transition process.

Budget impact: None.

☐ **Attachment(s):** None.

MINNESOTA PRAIRIE
COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **Application for Respite Services Grant for youth with CMH Services**

Meeting date: 8.20.2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 5 minutes

Presenter(s) name & title(s): Patricia Harrelson, Child, and Family Services Manager

Summary of request or recommendation: MNPrairie is applying for a 2.5-year Respite Grant through the Children's Mental Health Program at DHS to provide Respite Services for youth. We are applying for up to $130,336.00 over the 2.5 years. In the past these have been allocations and DHS indicates it plans to move back toward this over the next 2.5 years.

☐ Recommended motion: *None*

Information (including rationale, if applicable):

Budget impact: None, budget neutral

☐ **Attachment(s):**

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **Disaster SNAP (D SNAP)**

Meeting date: 8/20/2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 5 minutes

Presenter(s) name & title(s): DeAnn Boney, Income & Health Care Assistance Manager

Summary of request or recommendation: To share information about a potential resource for people who were affected by the flooding in Waseca and Steele Counties.

☐ Recommended motion: *Adopt a motion to*

Information (including rationale, if applicable):

On July 29, 2024, Minnesota's federal disaster declaration was amended to include individual assistance for residents of 19 counties affected by flooding. The counties of Waseca and Steele are included in the 19 counties.

This new disaster designation allows access to the Disaster Supplement Nutrition Assistance Program (D-SNAP). This program gives food assistance to low-income households with food loss or damage caused by a natural disaster. It is designed to support households that exceed the income limits for the regular SNAP program that we already administer.

The state is working with the affected counties regarding the feasibility of operating a D-SNAP program. The state must request and receive approval from USDA's Food and Nutrition Service (FNS) before we can operate D-SNAP. The state is looking for a commitment from the affected counties to be a designated location to operate D-SNAP for one-week period. The affected counties can choose to opt in or out of this additional resource. MNPrairie is choosing to opt in. This will be an impact on our staff and workload but it's important to offer the additional resource to our communities. If the state gets the approval from FNS, then we will be required to train eligibility workers on this new program. We would need to accept, interview, and process the applications for D-SNAP. We would also be required to track and report daily to the state. MNPrairie is dedicated to bringing additional resources into our communities and helping people that were affected by the flooding.

Budget impact: None

☐ **Attachment(s):**

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title:	JPB Agenda 8.20.2024 Minnesota African American Family Preservation and Child Welfare Disproportionality Act

Meeting date: 8.20.2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 2 minutes

Presenter(s) name & title(s): Patricia Harrelson, Child, and Family Services Manager

Summary of request or recommendation:

The Minnesota African American Family Preservation and Child Welfare Disproportionality Act has been working through the MN Legislature since 2018 and was passed in the most recent term. The State of MN Department of Human Services, Hennepin and Ramsey Counties were also sued by the NAACP and there is an Office of Civil Rights Investigation (though the Federal Health and Human Services Office of Civil Rights). We have also gotten requests from DHS for information on the OCR complaint for which we complied as directed by CAO Robert Jarrott. Originally, the bill focused on African American children, but late in this recent session, child welfare disproportionate youth were added, I believe to support that the bill was constitutional. The larger issue for me is that this law is outside of the federal statutory guidance in the Adoption and Safe Families Act regarding timelines for youth permanency and though it will take a federal lawsuit, and if it occurs this will take many years to resolve, this therefore will be something we likely have to manage.

We continue to work with MACSSA, DHS, DCYF and Hennepin and Ramsey Counties on what is needed for implementation of this law. Hennepin had a program with a non-profit called Village Arms working on this issue over the past several years. We were able to get the legislature to slow down its implementation and require Hennepin and Ramsey Counties to begin on 1/1/2025 and we are set to roll in on 1/1/2027 if nothing changes in the law.

I have concerns about the extensive need for active efforts, and the ability to staff for these changes in practice in our counties and MN overall. While the bill has some good points, it also brings in youth with any disproportionality (which DHS cannot provide sufficient data on except poverty due to issues with the SSIS System) and the definitions are not easy to clarify. Because AMC is upcoming, I wanted you to have some background on this Act, some possible implications of it and to advise we are very early in our understanding of what it will take for a Human Services entity to comply with these mandates.

☐ Recommended motion: *None*

Budget impact:

☒ **Attachment(s):** Overview of law attached
CS9 - African American Family Preservation and Child Welfare Disproportionality Act - 2024 Statement

Minnesota Association of County Social Service Administrators

Position Statement

For 2024 Session

MACSSA has an organizational priority of “Strategic Position Development” with the goal of addressing challenges and leading innovation through thoughtful analysis that incorporates fiscal implications, systemic policy concerns, and legislative strategies in the development of policy and legislative positions.

African American Family Preservation and Child Welfare Disproportionality Act

Issue: In 2018, the Minnesota African American Family Preservation Act was introduced at the Minnesota Legislature. It was introduced in each year since.

The purposes of the Minnesota African American Family Preservation and Child Welfare Disproportionality Act as introduced are to:

- protect the best interests of African American and disproportionately represented children, and
- promote the stability and security of African American and disproportionately represented families by establishing minimum standards to prevent arbitrary and unnecessary removal of African American and disproportionately represented children from their families, and
- Improve permanency outcomes, including family reunification, for African American and disproportionately represented children by employing Active Efforts standards, and
- Create a council inside the Department of Human Services (likely the Department of Children Youth and Families) to better oversee how African American and disproportionately represented families are treated by child protection.

MACSSA recognizes the urgency around addressing racial disparities in the child welfare system. Fundamental changes to the child protection and Child in Need of Protection or Services (CHIPS) Court process are needed in Minnesota if the systems’ disproportionate impact on children and families is to end.

Implementation:

MACSSA will support legislation that provides investments to further the purposes of the Minnesota African American Family Preservation Child Welfare Disproportionality Act, especially investments in:

- The development of a continuum of culturally responsive community-based, programs aimed at supporting African American and disproportionately represented families without use of out-of-home placement, and
- System changes directed at ending overrepresentation of African American and disproportionately represented families in the child welfare system and preserving African American and disproportionately represented families, and
- Pilot programs to deliver a culturally appropriate response to child protection referrals and support program evaluations to determine what programs should be scaled up across the state, and
- Increased capacity in the child welfare system to deliver more intensive home-based services. This must include attention to workforce shortages and provider reimbursement rates so that these services are sustainable over time.
- Work with Mandated Reporters to lessen the reports related to poverty and other conditions of the family that are not parental risk factors.

MACSSA needs clarity on the following before we feel that we can fully implement:

- The bill states that a child must be of African origin to qualify for these protections. We are unaware of a culturally appropriate resource to determine if a child qualifies. Simply asking the family is not appropriate.
- MACSSA would defer to the County Attorney's with regards to any constitutionality issues that may put our federal funding in danger. The legislature needs to commit to backfilling the loss of any federal funds that may occur if there is a determination that any part of the bill is unconstitutional.
- Without adequate funding we fear we cannot do this bill justice and effectively reduce disparities. We would need a state and county fiscal note attached and could only support this bill if it is adequately resourced. Our system is desperately underfunded already.
- We need a fully developed and approved training program before this begins and that training needs to be immediately available in all areas of the State to be effective and so our staff can work with families accordingly.
- Disproportionately represented child (as defined in this legislative proposal) means a child whose race, culture, ethnicity, or low-income socioeconomic status is disproportionately encountered, engaged, or identified in the child welfare system as compared to the representation in the state's total population. Currently, MN DHS does not identify low-income socioeconomic status as part of their annual legislative reporting on Child Maltreatment and Out-of-home and Permanency performances.
- We would need an updated comprehensive child welfare data system that is CCWIS Compliant in which to automatically pull all requested data and create reports as referenced in the "Case Review" subdivision (line 10.8)
- Regarding 260.65 (d) (line 6.31) an informed choice notice needs to be developed by DHS to fully outline the impacts to relatives of choosing an informal kinship care arrangement that includes, but is not limited to the ending of NorthStar Foster Care Assistance since the formal foster care placement will end when this option is selected.
- Regarding 260.68 Subdivision 1(b) (Line 9.11) Oversight Council case review (line 14.12) would be deferred to an employment law expert who can best advise the legality of the State of Minnesota requiring negative employee sanctions to another employer and employee personnel records. We do not believe that the state can force a negative consequence on an employee of a county, let alone those that have union representation.
- Commissioner Notification (line 9.13): It may be more likely the Commissioner will receive one notice that a child was placed and then subsequently receive (when applicable) another notice on the same child of the maltreatment determination. Typically, when children are placed as a result of a law enforcement hold there is a significant level of worker activity compressed into a very short timeframe in order to conduct a meaningful emergency protective care hearing with sound recommendations. The maltreatment determination can take up to 45 days to conclude. It is surmised the Commissioner shall need increased staff in which to conduct a timely review of the County's actions. If there are identified gaps in the County's work, it is best to provide timely feedback in which to immediately implement, rather than hearing back one or three months later. This section also notes the Commissioner will review "the case plan" which is not required until later in the case. It is unclear from this subdivision if the Commissioner is just reviewing the actions of the county during their first 7 days or is this an on-going review of their action given the reference to the case plan.
- Case Review (line 10.8) is requesting qualitative summary data that cannot be easily captured without significant staff time and resources. Currently, staff have to enter duplicate information into SSIS for the required ICWA case review elements (information is found in case notes, but also in numerous separate SSIS data entry elements/fields); alternatively, DHS staff conducting the MN CSFR read through the entire case file in order to find the needed information.
- The fines collected by the commissioner will go towards supporting compliance with this act. Presumably this means the fines will support staffing resources at DHS. Will there be other supplementary funding to support those resources when the Counties fines inevitably decrease due to improved practices.

- African American Child Welfare Oversight Council duties to conduct an individual case review (line 13.7) puts a significant burden on the county to redact the case file to ensure any identifying information is removed. Due to some counties having very small numbers of cases, redaction may not just mean the removal of names (which will be significant in itself) but other identifying items.
- Oversight Council Case review (line 13.30): the stated purpose of such a review is to provide recommendations to the commissioner and responsible social service agency. The requested data is private or confidential information about families. It is important families know their private family information may be shared with the council as part of an updated data privacy notice.
- African American Child Well-Being Unit is more likely best supported as part of the newly created Department of Children Youth and Families (DCYF), rather than the Department of Human Services.
- It is preferred that if any individual case is reviewed (triggered by Oversight Council or complaint made to the African American Child Well-Being Unit), it is completed by DCYF staff utilizing Collaborative Safety case review concepts being employed DHS mortality review process.
- Required Training: small counties in Minnesota have staff for whom have other duties in addition to Child Protection. When there is staff turnover for those duties, there may not be another employee with the required training to work with the new employee until they have completed the training when serving a new child protection case with an African American disproportionately represented families.

A practice change for child welfare staff impacting their daily work is employing this concept of 'active efforts'. An example is being offered below in which to outline the practice differences between 'reasonable' and 'active' efforts as it relates to just one goal of a case plan: Both parents must complete a mental health diagnostic assessment and if services are recommended, must make progress on identified therapeutic goals.

Reasonable Efforts: in the early stages of this case, the worker and parents meet to discuss how to achieve this goal. The worker will inquire if the parents have an existing or prior relationship with a mental health professional for whom they'd wish to continue. If so, the worker will ask the parents to set up or continue appointments among other coordinating activities. If not, the worker will provide the parent with a list of local/regional mental health providers. The worker will ask the parents to make calls, select a provider, complete any paperwork and schedule appointments. The worker will inquire if there are any barriers for the parents to independently complete these tasks and attempt to address those barriers by exploring alternatives. A barrier example is that the parents need transportation. The worker will provide them with ideas (ie. phone number to their health plan to get a ride; suggest they find a relative, friend or neighbor who can help; provide bus schedules). When the worker regularly meets with the parents, they will check on their progress on this goal which will include continuing to discuss barriers and providing ideas on how to overcome them. Sometimes if the steps are not being pursued, the worker may break down the steps more simply and check-in more frequently on goal attainment.

Active Efforts: As with reasonable efforts much of the work is the same as described above. Workers will rely on the preferences of the parents as to whom they wish to receive these services. Active efforts could result in the worker making the calls, filling out the paperwork and setting up appointments alongside the family, with the parent's permission. To overcome the transportation barrier, active efforts could result in the agency providing gas cards/vouchers, making several calls to find a ride or to drive the parents themselves to their appointments. Given the distance and frequency to access culturally specific services (currently such services are not locally available to all counties), this could mean the worker is spending half to a full day transporting the parents to weekly therapy. As a result, the other families on the worker's caseload will experience delays in response times and action for their own needs.

It is important to note, that County staff want families to access services and make steps forward. We want nothing more than for families to be together and children are safe. County staff are capable and ready to help regardless of whether reasonable or active efforts are required. We will need access to increased flexible funding and we need more staff to lower the caseload size so that the added time to employ such efforts across all cases are successful and not at the expense of another family.

Systemic Priority/Paradigm Trend Alignment
(highlight all that apply and explain why)

- **Equity:** Promote racial equity and eliminate racial disparities in the human services system for all people across the state. *(systemic priority)*
- **Workforce:** Advocate for strategies to sustain and equip the workforce, and simplify work given the forecasted labor shortages. *(systemic priority/paradigm trend)*
- **Technology:** Collaboratively seek state investment in systems transformation and modernization which must include appropriate county collaboration, oversight, and guidance. *(systemic priority/paradigm trend)*
- **Governance/Partnerships:** Co-create state/county governance that results in clear accountability, appropriate allocation of resources, stabilized service delivery, and improved outcomes for people served. *(systemic priority/paradigm trend)*
- **Resident Service:** Adapt to individual needs to support real choices *(paradigm trend)*

Operational Priority (Committee) Alignment
(highlight all that apply and explain why)

Adult Services	**Children's Services**	**Equity**	**Modernization**
Behavioral Health	**Economic Supports**	**Healthcare**	**Policy**

Rationale/Background:

African American, American Indian, children who identify as two or more races and children who identify as Hispanic of any race continue to be disproportionately represented in out-of-home care relative to white children.

The child protection system is one of the most complex social systems in our society, governed by both federal and state policy, involving a myriad of partners including law enforcement, judges, attorneys, child welfare workers and community partners. As an important step, MACSSA strongly encourages a review of the child in Need of Protection or Services (CHIPS) court processes and corresponding changes that are fundamental to reducing the systems' disproportionate impact on African American children and families. Counties stress the importance of education and training and are very supportive of efforts that assist mandate reporters in lessening reports related to poverty and other conditions of the family that are not parental risk factors.

In times of program scarcity, increased mental health and substance use needs, workforce shortages and woefully inadequate information systems it is critical to make data informed investments that are culturally responsive and family centered while also fostering more partnership, establishing upstream services, and coordinating between systems. AMC and MACSSA will support efforts that invest in and develop a continuum of culturally responsive community-based programs with the goal of supporting African American families without the use of out of home placement. We strongly support developing increased capacity in the child welfare system to deliver more intensive home-based services and wrap around services, while working to meet additional family needs. We encourage lawmakers to pay attention to workforce shortages and impact, including provider reimbursement rates - all critical components to ensure that programs and services are sustainable.

As legislators take important steps to address racial disparities in the child welfare system, we strongly encourage utilizing data to inform decision making – and strongly encourage investments in the areas of training, education, processes, programs, services, and system technologies to correspond with any policy changes. We strongly encourage these investments be made available throughout each of Minnesota's 87 counties and are and funded in an equitable and sustainable manner, with the state as a partner in ensuring program availability.

High-level, one paragraph description of the issue and its importance:

The purpose of the Minnesota African American Family Preservation and Child Welfare Disproportionality Act is to improve child maltreatment and out-of-home placement outcomes for eligible families. Counties support better outcomes, but in order to meet our obligations of this proposal significant investments are needed.

MACSSA
Minnesota Association of County Social Service Administrators

Submitted by: Patty Harrelson, MNPrairie and Anne Broskoff, Brown

Approved on: 3/20/2024

2023-2024 Regular Session

African American Family Preservation and Child Welfare Disproportionality Act established

A new law establishes the “Minnesota African American Family Preservation and Child Welfare Disproportionality Act” that is intended to provide protections to keep more Minnesota families together.

Sponsored by Rep. Esther Agbaje (DFL-Mpls) and Senate President Bobby Joe Champion (DFL-Mpls), the law is mostly effective Jan. 1, 2027.

It sets new requirements for how social services agencies and courts are to serve African American and other children disproportionately represented in the child protection system.

Among those, it will require responsible social services agencies to undertake “active efforts” to try to prevent out-of-home placements, such as working to locate the child’s noncustodial or non-adjudicated parent or relatives before a removal, continuously involving a child's family in all services, and considering an African American or a disproportionately represented child's family's social and cultural values at all times.

Other provisions include:

• declaring a preference for transfer of permanent legal and physical custody to a relative or noncustodial parent;

• limiting the court’s ability to terminate parental rights for African American or other disproportionately represented children;

• modifying circumstances and timelines for petitions for reestablishment of the legal parent and child relationship;

• promoting stability and security by establishing minimum standards to prevent arbitrary and unnecessary removal of children from their families;

• giving training in cultural competency to people working in the child welfare system; and

• establishing a number of reporting, compliance and oversight requirements.

The new requirements are to be implemented initially through a phase-in program in Hennepin and Ramsey counties, developed by the Department of Human Services, effective Jan. 1, 2025. A working group would provide guidance and oversight for the phase-in program, and provide an interim report and implementation plan.

The two counties will split a $5 million General Fund appropriation to pay for those efforts. Best practices learned during the phase-in implementation could then help guide the statewide rollout beginning in 2027.

Other appropriations include $2.37 million in fiscal year 2025 for the department to implement the act, followed by a base appropriation of $3.25 million in 2026 and $3.11 million in 2027; and $1 million to the department for a grant program.

HF912/SF716*/CH117

MINNESOTA PRAIRIE COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: **JPB Agenda Item: 20.8.2024 C&F Data July 2024**

Meeting date: 8.20.2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 2 minutes

Presenter(s) name & title(s): Patricia Harrelson, Child, and Family Services Manager

Summary of request or recommendation: Departmental Data is reported below, and Attachment A shows the five-year trends for the number of children and youth in out-of-home placement, average length of stay, placement location, and area of the child and family division responsible for the placement. The placements include those placed through child protection, children's mental health, and county corrections.

☐ Recommended motion: *None*

Information (including rationale, if applicable):

1. **Number of youths in custody or paid through MNP:**

   MNPrairie is noting placement stressors in the past month with additional youth entering care. We currently have 68 youth in care at the end of July. This increases caseloads in the ongoing area once those cases are moved from assessment to the ongoing team.

2. **Average number of days youth are in MNP custody:**

Workgroup	Average Days in Care
Child Protection	138
Children's Mental Health	378
Corrections	231
Extended Foster Care	1500
Developmental Disabilities	0
Adoption	895
Child Welfare	0

3. Placements by the MNPrairie Team by Workgroup Types:

Psychiatric Facility	1
NP (No Placement)	1
CDT (Chemical Dependency Treatment)	0
CFH (Corporate Foster Home)	0
GH (Group Home)	2
THV (Trial Home Visit)	8
Non-R (Non-Relative Placement)	11
REL (Relative Placement)	26
KIN (KIN Placement)	4
RP (Residential Program)	6
SIL (Supervised independent living)	3
CORR (Corrections)	5
HOSP (Hospital)	0
**Non-Custodial Parent	7
ICF-DD	0
*Rock County Courtesy Supervision	1
Total	**75**

Adoption	21
Extended Foster Care (over 18)	3
Children's Mental Health	10
Child Protection	30
Child Welfare	0
Corrections	4
DD	0
PSOP	0
TOTAL	**68**

*Youth is in Custody of Rock County at their Financial Responsibility
**Youth placed with a non-custodial Parent is at no cost to MNP

4. Placements from each County

We show a breakdown of placing agency and county below.

County	MNP	Corrections
Dodge	20	0
Steele	27	2
Waseca	17	2

5. Youth Entering and Exiting Care:

In July, we had the same number of youth enter at the start of the month as we did exit at the end of the month, the youth were different individuals.

6. **Departmental Data by County: July 2024**

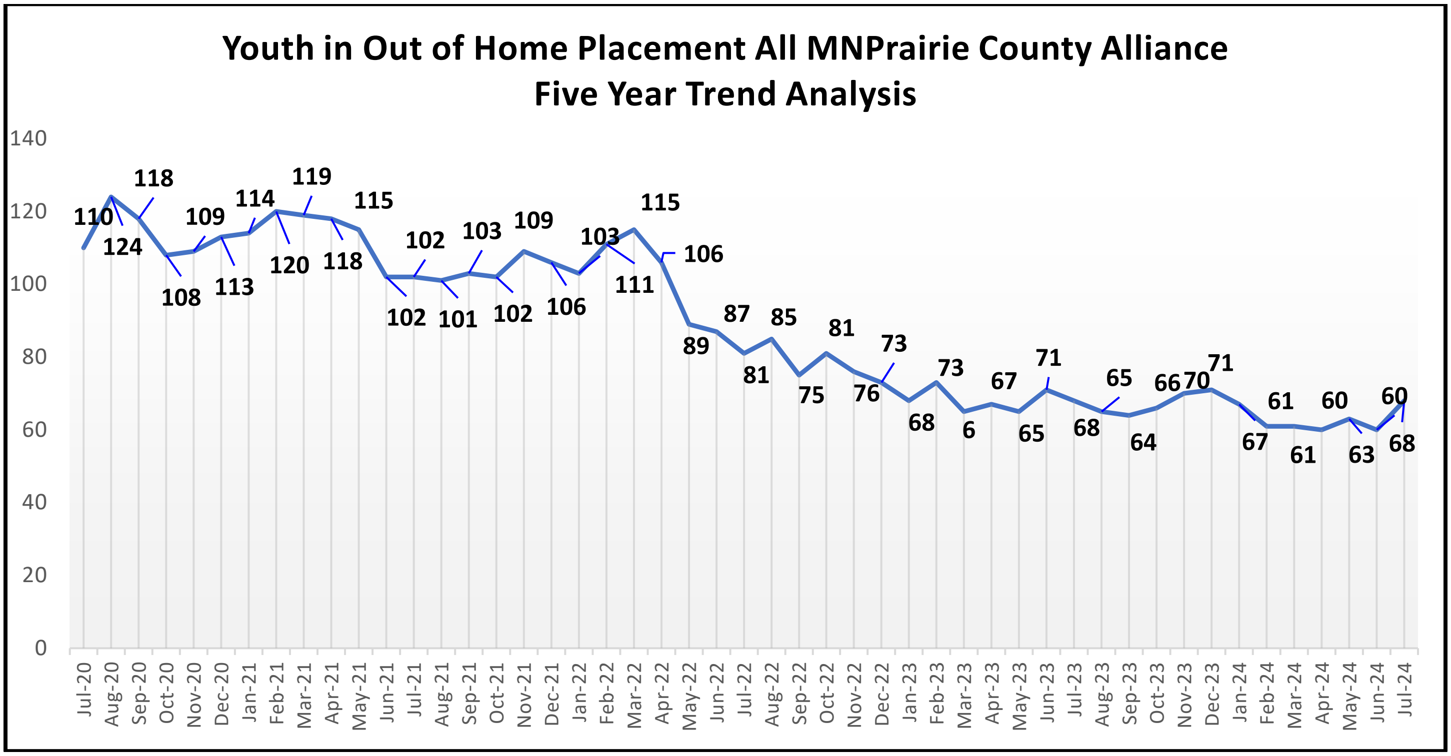
Child & Family Social Services	Dodge	Steele	Waseca
Reports of child abuse/neglect (screened in)	6	13	6
Child Protection Family Investigations	1	4	2
Child Protection Facilities Investigations	0	0	0
Child Protection Family Assessments	3	6	4
Child Welfare Assessments	2	3	0
AOD Program Assessments	0	0	2
AOD Program Case Management	5	4	5
PSOP Assessments	1	4	3
PSOP Case Management	4	12	11
Minor Parents Assessments	0	1	0
Minor Parents Case Management	0	0	0
Ongoing Child Protection Case Management	9	15	8
Ongoing Child Welfare Case Management	4	5	3
Educational Stability Assessments	0	0	0
Educational Stability Case Management	15	14	1
Truancy			0
Ongoing Adolescent Independent Living	3	6	3
Adoption/Guardianship	0	11	5
Child Care Licensing Assessments	0	7	3
Child Care Licensing (Open)	35	90	25
Child Foster Care Assessments	11	19	7
Child Foster Care Licensing (Open)	8	23	12
CMH Assessment	4	12	10
CMH Case Management	32	81	81

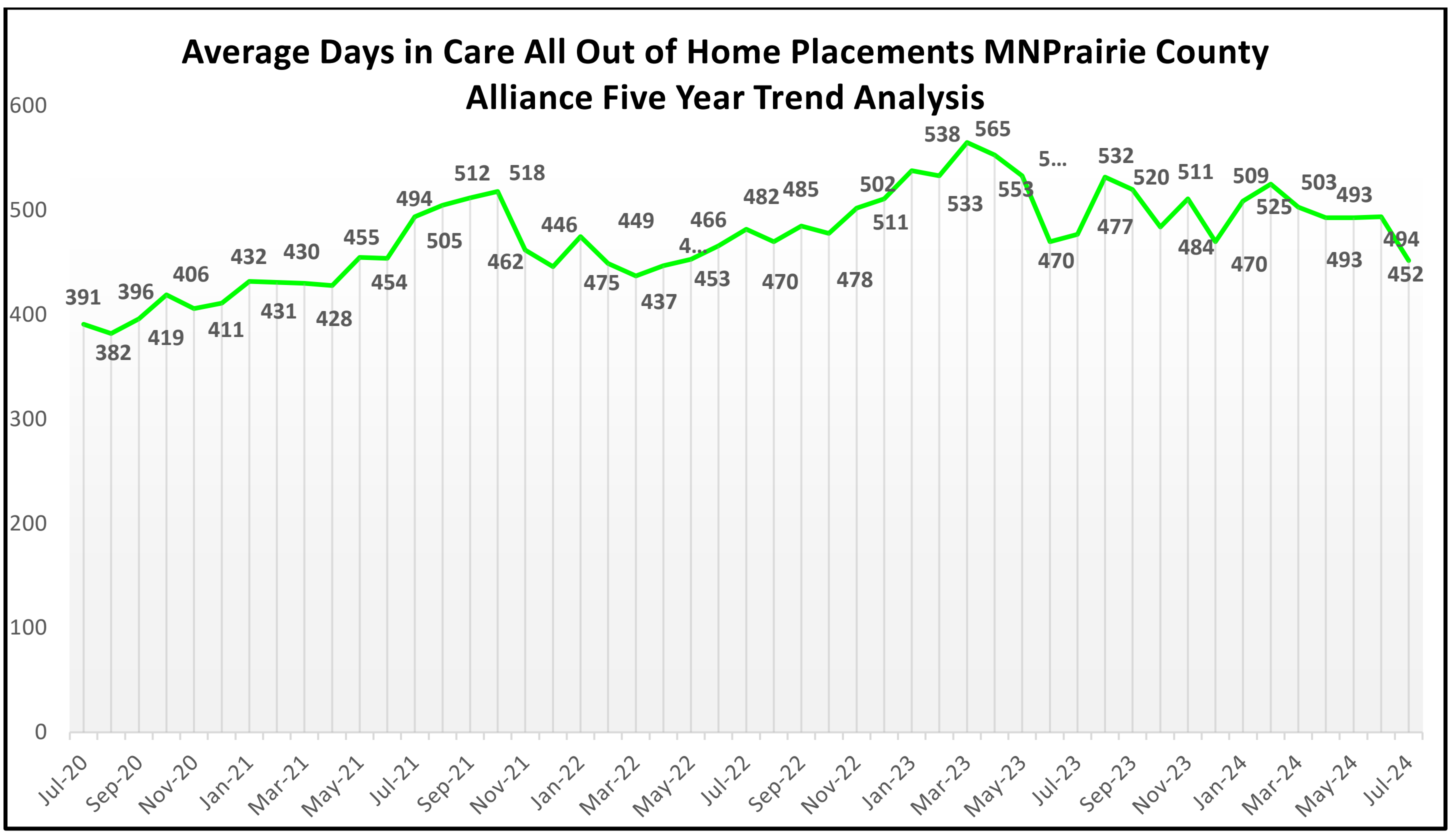
7. Correctional Placement Costs and Anoka Contract:

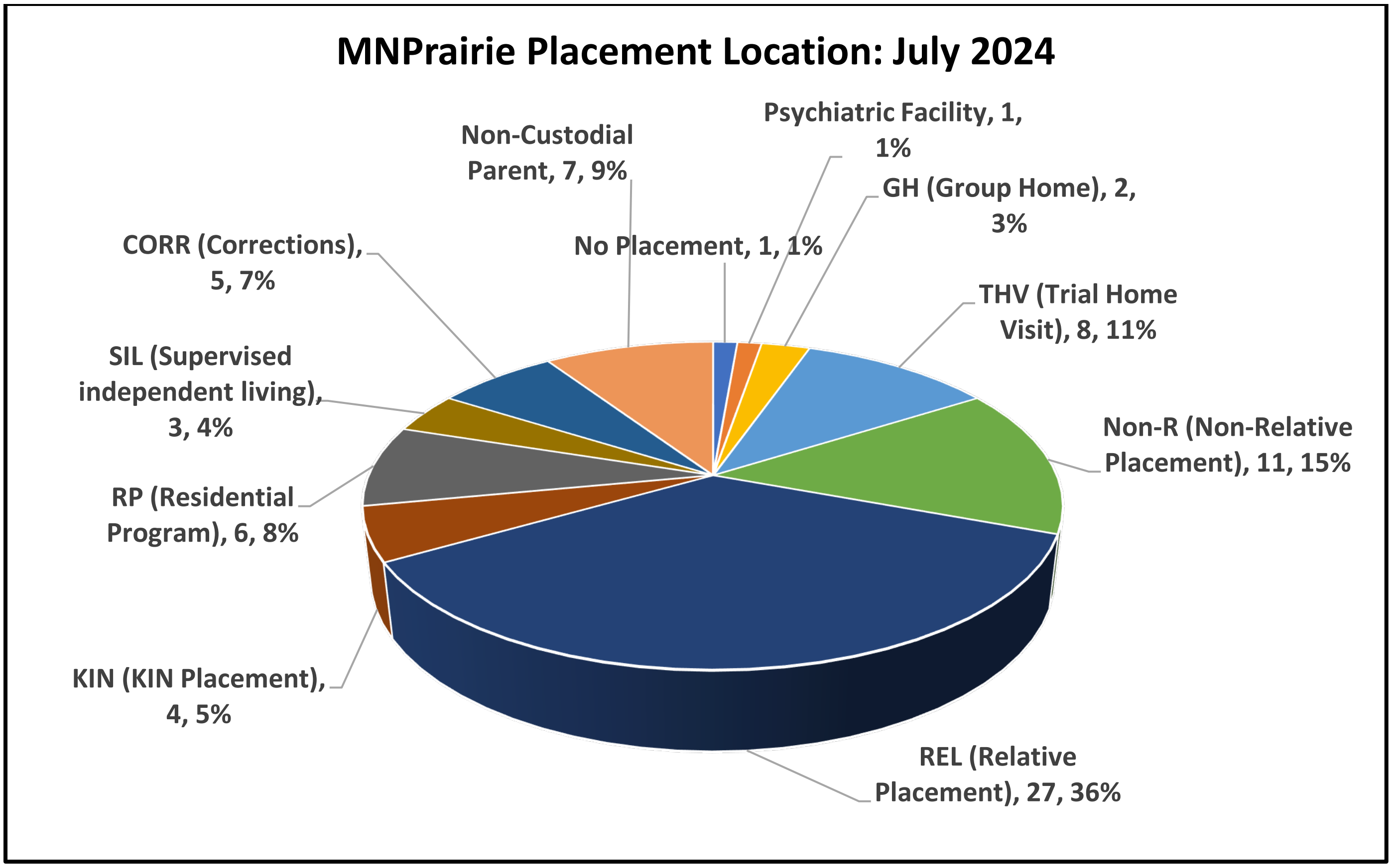
Anoka (Includes cost of membership)	$168,301.27
Community Compliance	$2,120.00
Dakota Financial Services	$0.00
Midwest Monitoring	$5,669.00
Prairie Lakes	$52,496.00
Village Ranch	$0.00
West Central Juvenile	$25,695.00
Von Wald Shelter	$9,290.25
Total Spent to Date	**$263,571.52**

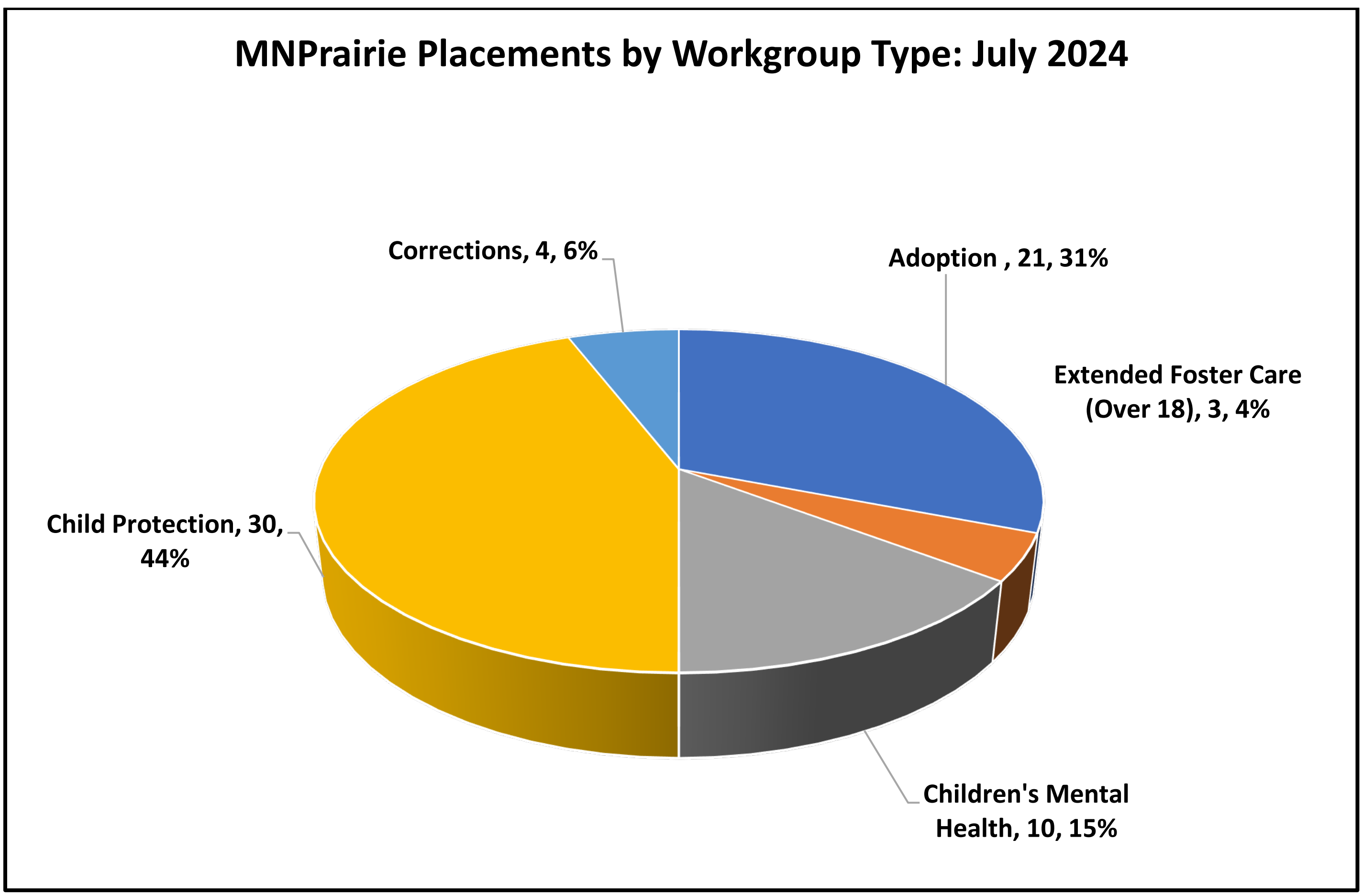
Budget impact:	The budget is impacted by the number of children and youth in out-of-home placement, the length of placement by days, and the type of placement.
☒ **Attachment(s):**	Appendix A

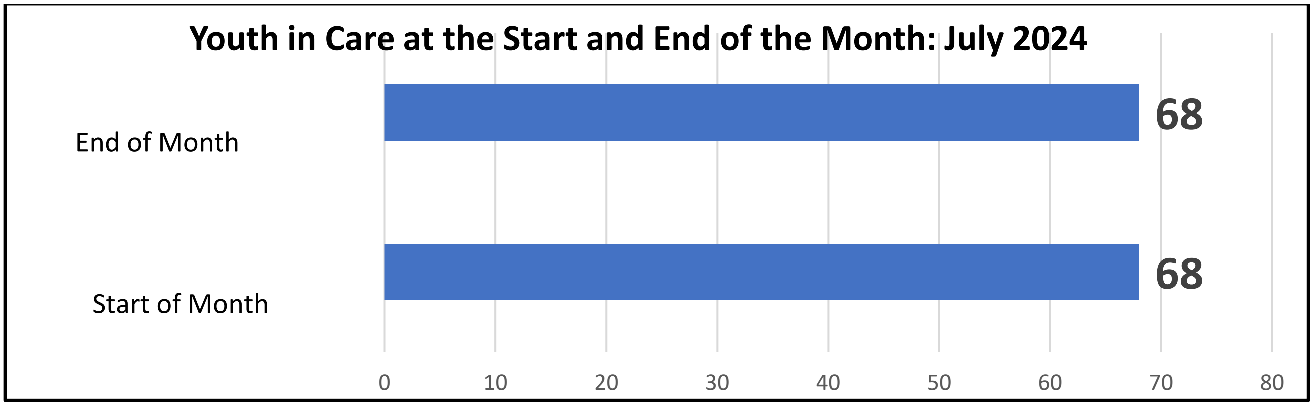
Attachment A: Child and Family Social Services Data

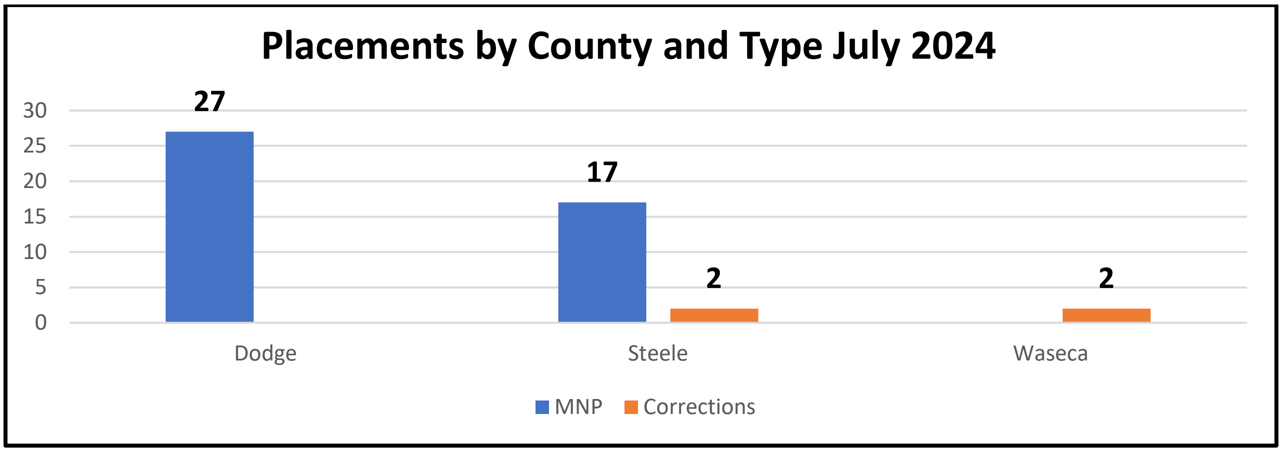


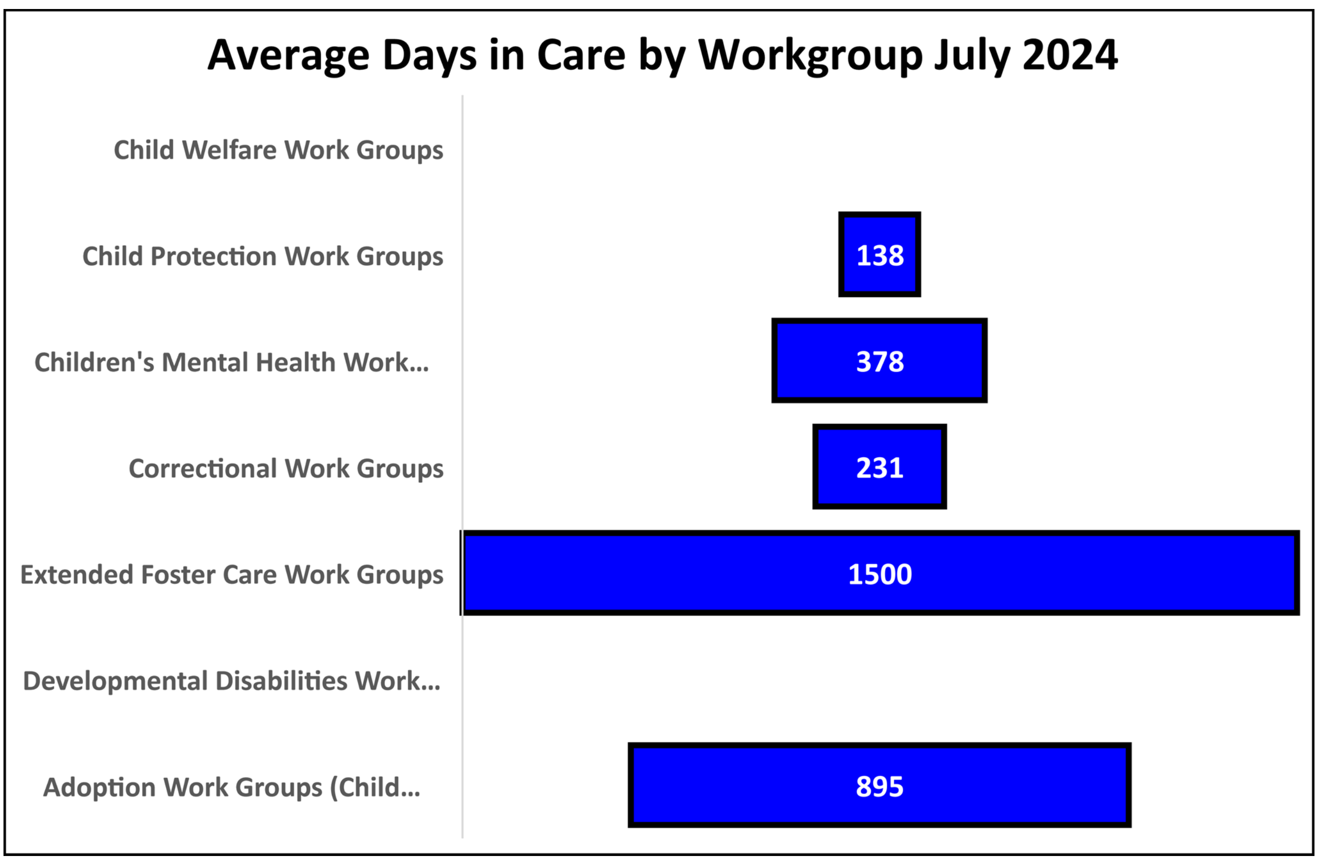



MNPrairie Placement Location: July 2024
Non-Custodial Parent, 7, 9%
Psychiatric Facility, 1, 1%
GH (Group Home), 2, 3%
CORR (Corrections), 5, 7%
No Placement, 1, 1%
THV (Trial Home Visit), 8, 11%
SIL (Supervised independent living), 3, 4%
Non-R (Non-Relative Placement), 11, 15%
RP (Residential Program), 6, 8%
KIN (KIN Placement), 4, 5%
REL (Relative Placement), 27, 36%

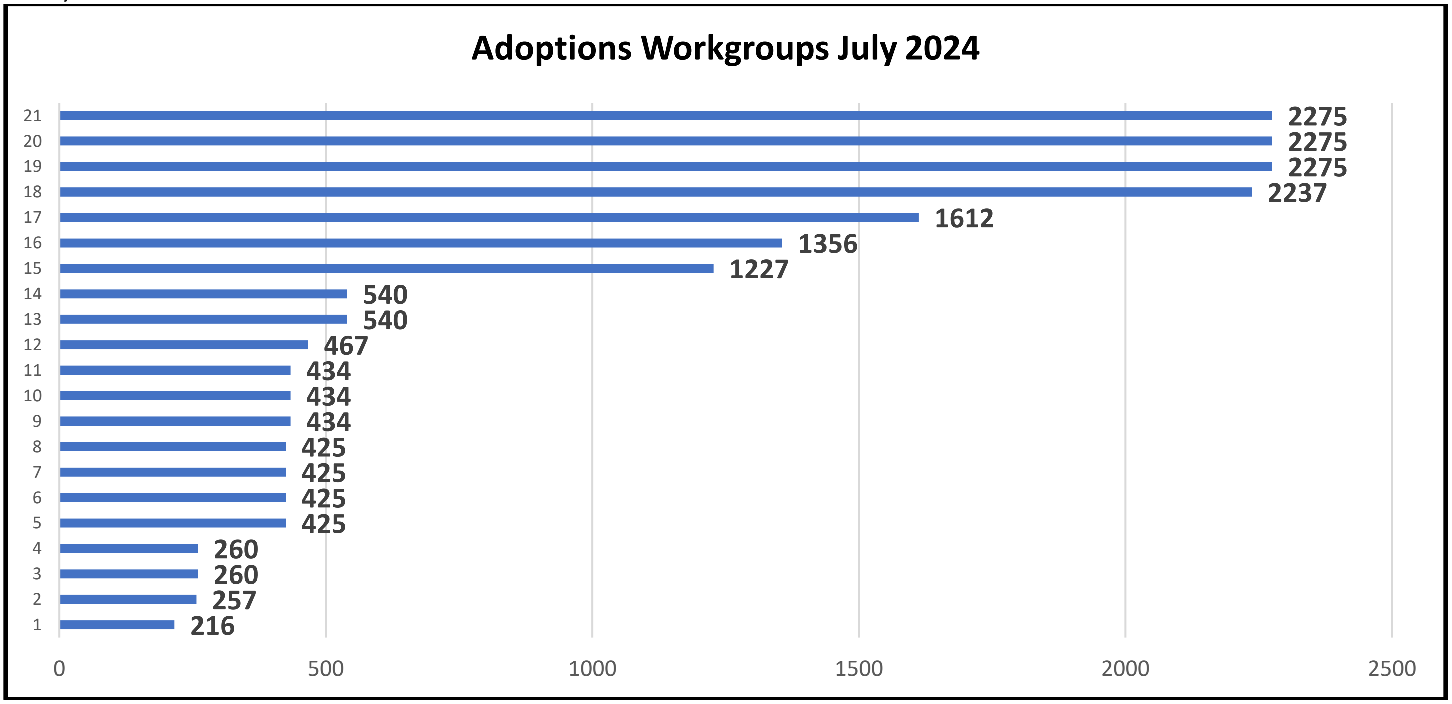

MNPrairie Placements by Workgroup Type: July 2024
Corrections, 4, 6%
Adoption , 21, 31%
Extended Foster Care (Over 18), 3, 4%
Child Protection, 30, 44%
Children's Mental Health, 10, 15%

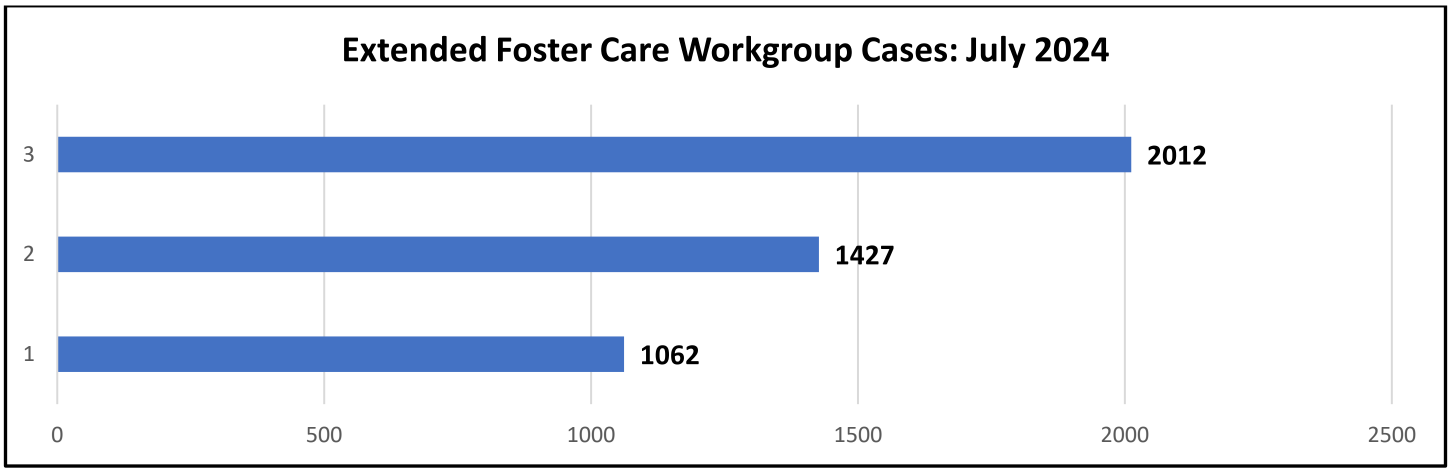

Youth in Care at the Start and End of the Month: July 2024
End of Month
Start of Month
68
68
0
10
20
30
40
50
60
70
80

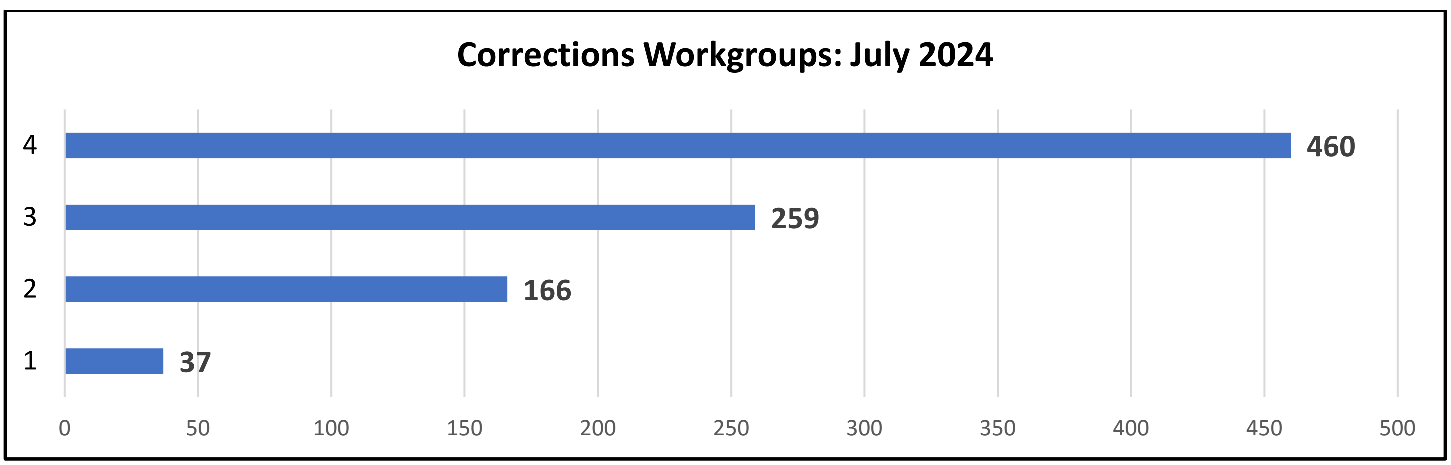

Placements by County and Type July 2024
30
25
20
15
10
5
0
27
17
2
2
Dodge
Steele
Waseca
MNP
Corrections

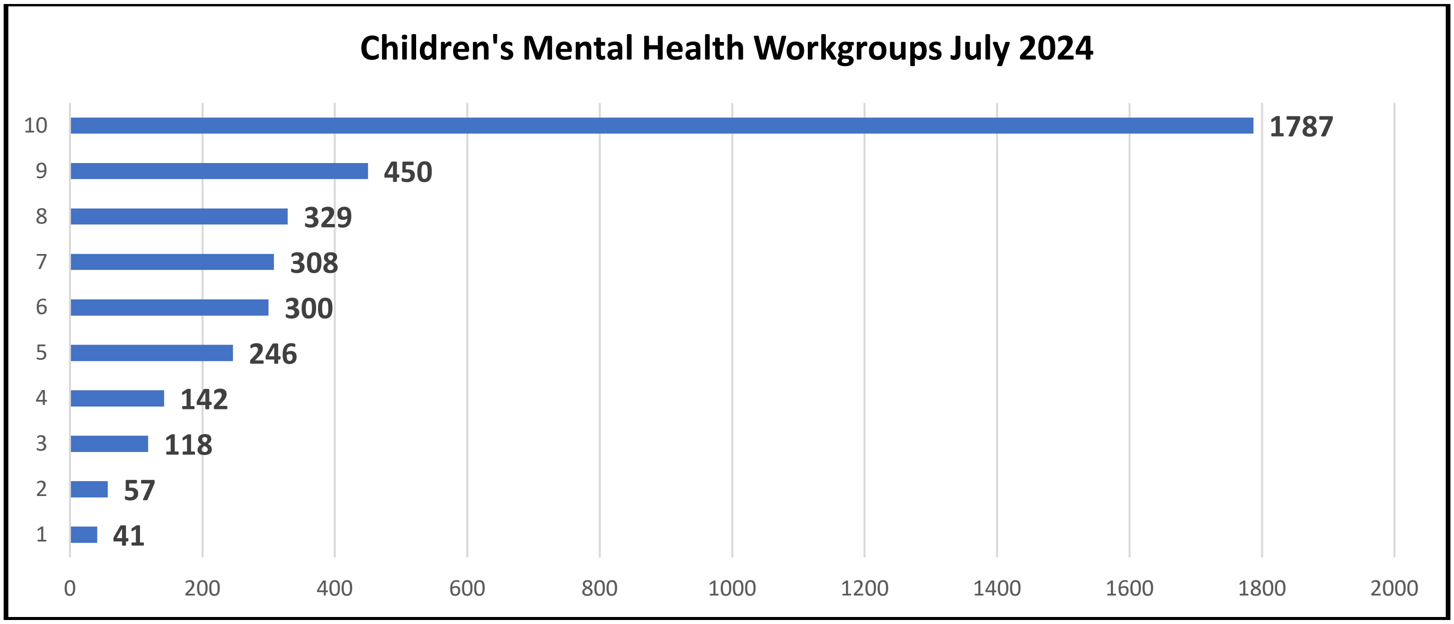

Average Days in Care by Workgroup July 2024
Child Welfare Work Groups
Child Protection Work Groups
Children's Mental Health Work...
Correctional Work Groups
Extended Foster Care Work Groups
Developmental Disabilities Work...
Adoption Work Groups (Child...
138
378
231
1500
895

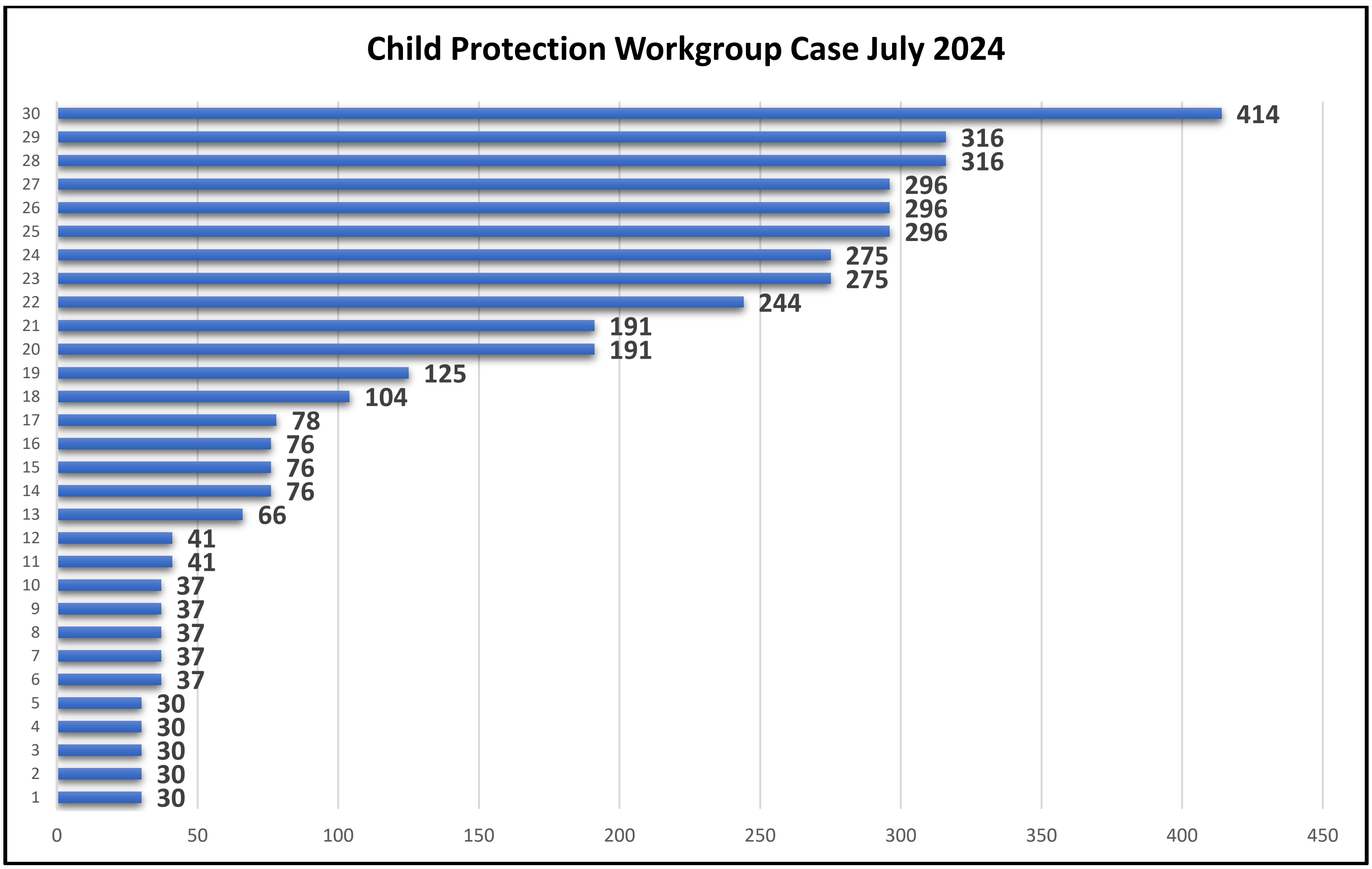
For these charts below, the number at the end (Y axis) represents the number of days the youth has been in MNPrairie's or Corrections custody, and the number on the left (X axis shows each specific youth). Due to the nature of our work, this data is anonymized.

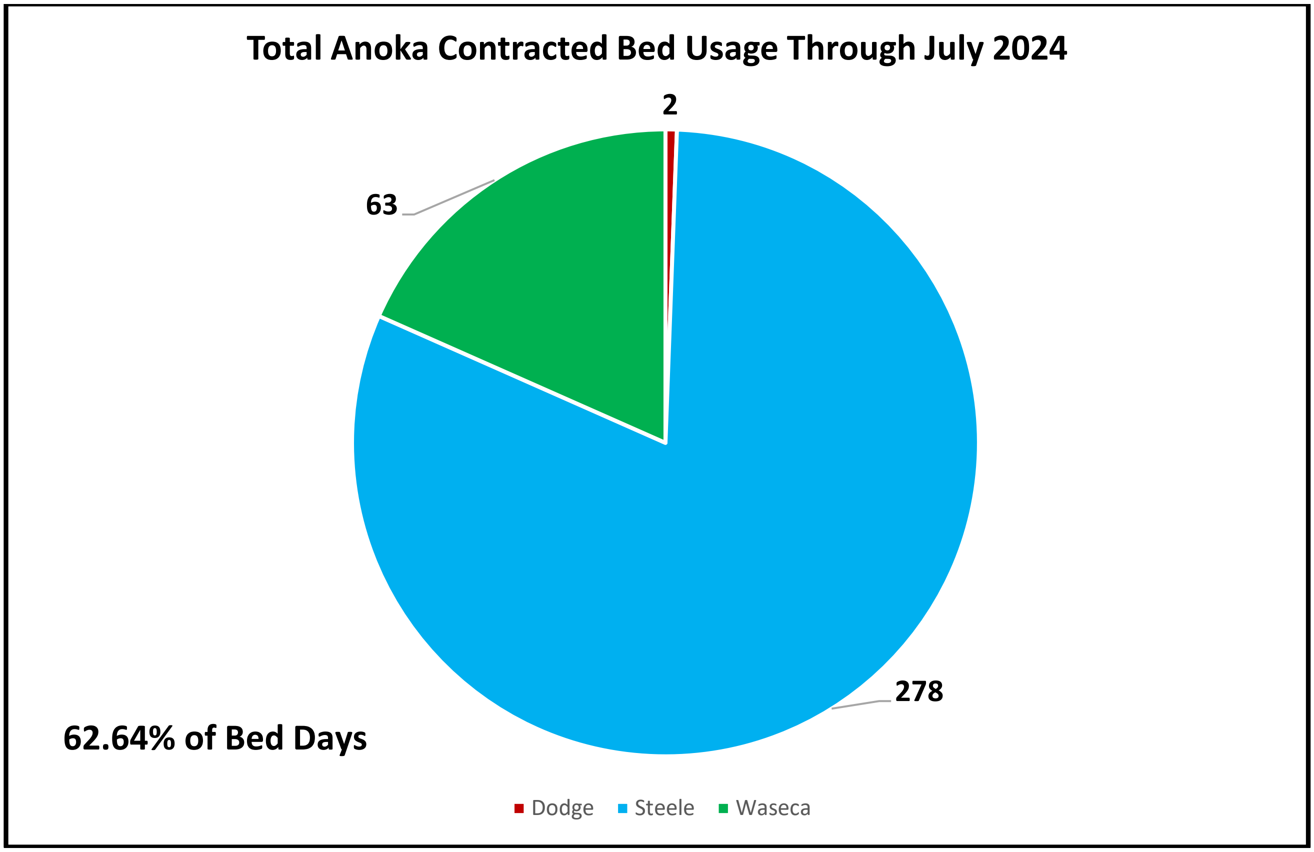


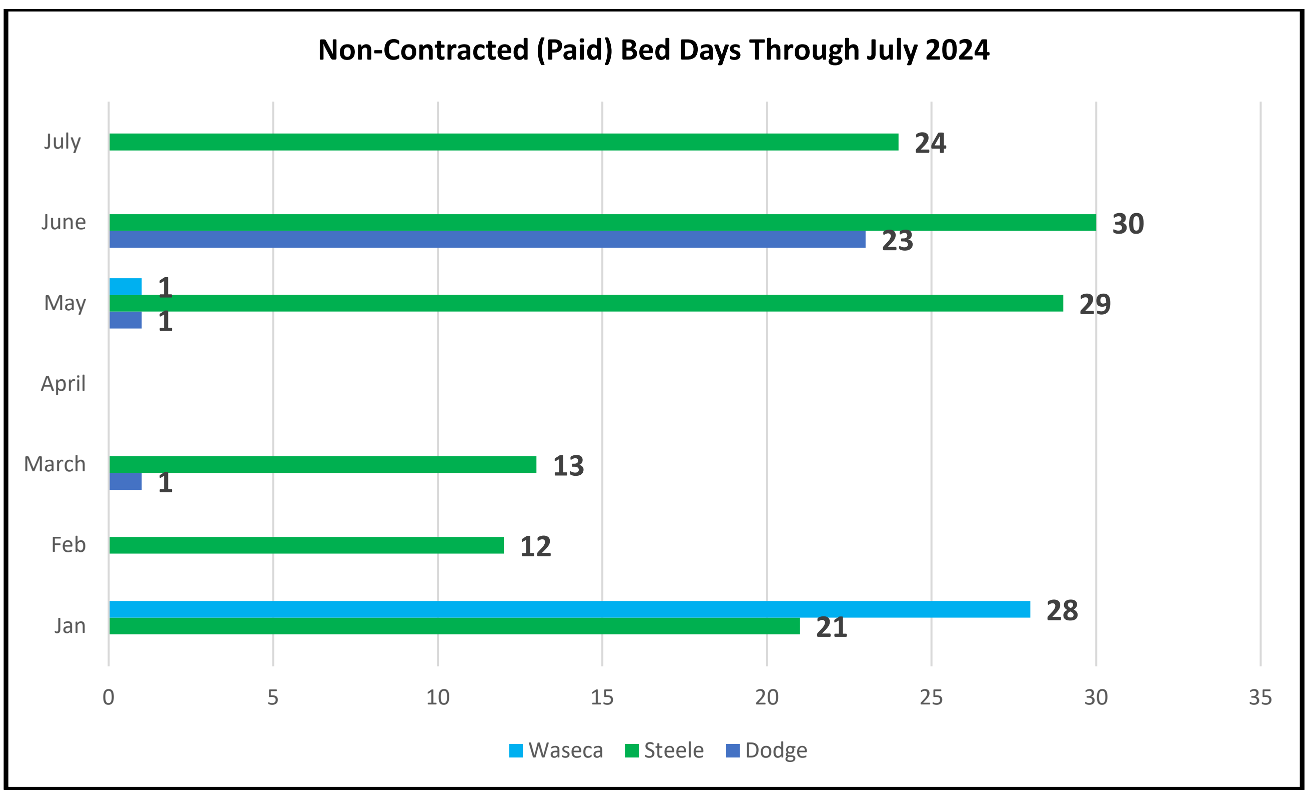


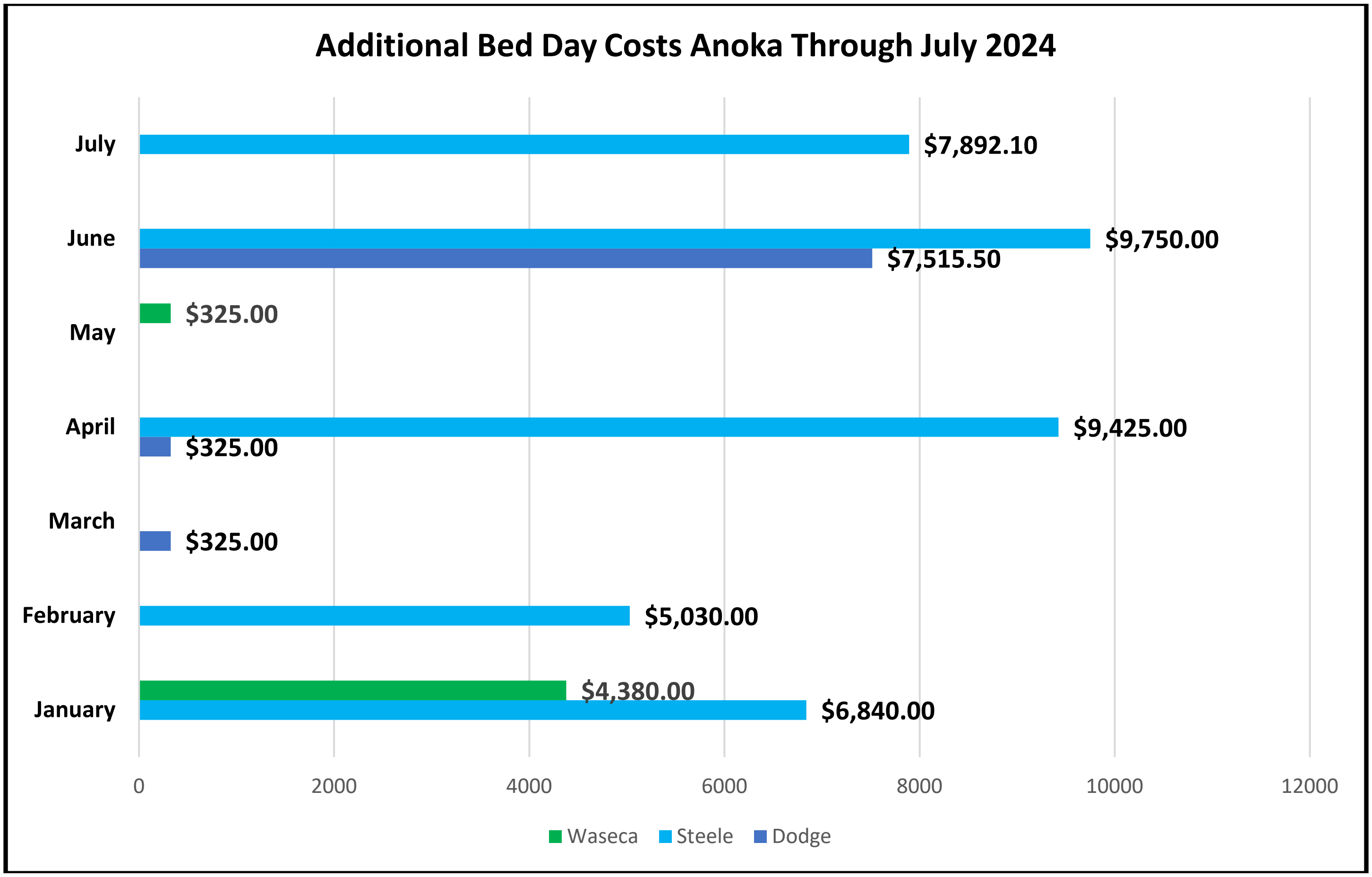



Children's Mental Health Workgroups July 2024
10
9
8
7
6
5
4
3
2
1
1787
450
329
308
300
246
142
118
57
41
0
200
400
600
800
1000
1200
1400
1600
1800
2000


Child Protection Workgroup Case July 2024
414
316
316
296
296
296
275
275
244
191
191
125
104
78
76
76
76
66
41
41
37
37
37
37
37
30
30
30
30
30
0
50
100
150
200
250
300
350
400
450


Total Anoka Contracted Bed Usage Through July 2024
2
63
278
62.64% of Bed Days
Dodge
Steele
Waseca


Non-Contracted (Paid) Bed Days Through July 2024
July
June
May
April
March
Feb
Jan
24
30
23
1
29
1
13
1
12
28
21
0
5
10
15
20
25
30
35
Waseca
Steele
Dodge


Additional Bed Day Costs Anoka Through July 2024
July
$7,892.10
June
$9,750.00
$7,515.50
May
$325.00
April
$9,425.00
$325.00
March
$325.00
February
$5,030.00
January
$4,380.00
$6,840.00
0
2000
4000
6000
8000
10000
12000
Waseca
Steele
Dodge

MINNESOTA PRAIRIE
COUNTY ALLIANCE
COMMUNITY SERVICES OF DODGE, STEELE & WASECA COUNTIES

Board Agenda Item

Agenda item title: IHCA Dashboard

Meeting date: August 20, 2024

Body:
☒ Full joint powers board
☐ Finance committee
☐ Policy Committee
☐ Personnel Committee
☐ Other:

Agenda type:
☐ Consent agenda action
☐ Action and related information
☒ Other discussion, information only or reports
☐ Other business

Time: 0 minutes

Presenter(s) name & title(s): DeAnn Boney, Income & Health Care Assistance Manager

Summary of request or recommendation:

Spreadsheet showing team documents and phone call data as of **August 7, 2024.**

Green indicates: *within MNP's standards for good customer service. Processing documents within 2 weeks and returning phone calls within 24 hours.*

Gold indicates: *outside MNP's standards for good customer service, but still within state and federal program guidelines for timeliness.*

Red indicates: *outside both MNP's standards and outside state and federal program standards for timeliness (30 days for income and food assistance, 45 days for health care).*

This report shows:

The Family, Health Care, and Cost Effective teams are processing documents within MNP's standards for good customer service.

The Bank team is processing documents outside of MNP's standards for good customer service but within state and federal program standards for timeliness.

The Long-Term Care team is processing documents outside of MNP's standards and outside state and federal program standards for timeliness.

Phone calls/Customer Contacts are being returned within 24 hours by the Family, Banked, and Health Care teams.

Please note:
• **Cash and SNAP applications averaged 90 per week** in July, which is an decrease of 5 per week over June.
• **METS caseload** as of 8/7/2024 was 6,132 cases covering 13,112 people. This was a decrease of 59 cases and 135 people from last month.
• **Unwinding of Continuous MA Coverage** officially ended as of 6/30/2024. However, many of the manual mitigation strategies will remain in place. These manual processes are very time consuming and require multiple touches to the same case to complete a manual auto renewal process.
•**Caseload restructure** – we are moving away from the case banking model to individual caseloads. The Family Team piloted this model since March 1, 2024 and they officially moved to individual caseloads July 1, 2024. The Adult Team will be switching to

this new model by the end of August. This brings more accountability to the work and better customer service.

☐ Recommended motion: *Adopt a motion to*

Information (including rationale, if applicable):

The IHCA division uses an electronic data management system called CaseWorks. This system provides reports that help track various aspects of our work. One of these reports shows how many unprocessed documents are in each individual team mailbox. Through Outlook email we can track phone calls received and monitor where each team is at with returning phone calls within our preferred 24-hour timeline.

The current report shows that as of August 7, 2024:

The **Family team** had 359 unprocessed documents dating back to 7/24/2024. *This is within MNP's standards for good customer service and state and federal program guidelines for timeliness.*
Phone calls were being returned within 24 hours.

The **Bank team** had 628 unprocessed documents dating back to 7/16/2024. *This is outside of MNP's standards for good customer service but within state and federal program guidelines for timeliness.*
Phone calls were being returned within 24 hours.

The **Long-Term Care team** (handled by the Bank team) had 260 unprocessed documents dating back to 7/2/2024. *This is outside MNP's standards for good customer service and outside state and federal program guidelines for timeliness.*

The **Healthcare Team** had 241 unprocessed documents dating back to 7/24/2024. *This is within MNP's standards for good customer services and state and federal program guidelines for timeliness.*
Phone calls were being returned within 24 hours.

Cost-Effective Insurance (handled by the Healthcare team) had 10 unprocessed documents dating back to 8/05/2024. *This is within of MNP's standards for good customer service and state and federal program guidelines for timeliness.*

Budget impact: N/A

☒ **Attachment(s):** 2024-08-20 MNP JPB IHCA Dashboard Spreadsheets

Income & Health Care Assistance Processing Dashboard PRINT ENTIRE WORKBOOK

Key:
- Within MNP's standards for good customer service: Processing documents with 2within 2 weeks and returning phone calls within 24 hours
- Outside MNP's standards for good customer service, but still within state and federal program guidelines for timeliness
- Outside both MNP's standards and outside state and federal program standards for timeliness (30 days for income & food assistance, 45 days for health care)

2024	Family Team (minor children in home)			Bank Team (adults w/o minor children in home)			Long-Term Care/Facilities Team		Healthcare Team (health care only cases)			Cost-Effective Insurance	
	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document
January - 1st Wed (1/3/24)	265	12/18/2023	within 24 hrs	676	11/29/2023	outside 24 hrs	362	11/20/2023	1533	10/17/2023	outside 24 hrs	73	12/15/2023
January - 3rd Wed (1/17/24)	208	12/18/2023	within 24 hrs	598	12/8/2023	within 24 hrs	289	12/22/2023	1414	11/1/2023	within 24 hrs	87	12/27/2023
February - 1st Wed (2/7/24)	341	1/23/2024	within 24 hrs	445	1/10/2024	within 24 hrs	338	1/4/2024	1332	12/6/2023	within 24 hrs	139	12/27/2023
February - 3rd Wed (2/21/24)	134	2/12/2024	within 24 hrs	420	1/23/2024	within 24 hrs	347	1/12/2024	1098	1/5/2024	within 24 hrs	47	1/29/2024
March - 1st Wed (3/6/24)	263	2/23/2024	within 24 hrs	392	2/20/2024	within 24 hrs	340	1/22/2024	1235	1/22/2024	within 24 hrs	21	2/13/2024
March - 3rd Wed (3/20/24)	105	3/12/2024	within 24 hrs	312	3/1/2024	within 24 hrs	206	2/1/2024	1370	1/25/2024	within 24 hrs	18	3/9/2024
April - 1st Wed (4/3/24)	238	3/20/2024	within 24 hrs	457	3/18/2024	within 24 hrs	290	3/5/2024	1294	2/9/2024	within 24 hrs	71	3/9/2024
April - 3rd Wed (4/17/24)	155	4/4/2024	within 24 hrs	329	4/1/2024	within 24 hrs	220	3/20/2024	919	2/29/2024	within 24 hrs	35	4/3/2024
May - 1st Wed (5/1/24)	205	4/12/2024	within 24 hrs	528	4/15/2024	within 24 hrs	171	4/12/2024	712	3/12/2024	within 24 hrs	47	4/16/2024
May - 3rd Wed (5/15/24)	148	5/2/2024	within 24 hrs	319	4/22/2024	within 24 hrs	217	4/30/2024	460	3/14/2024	within 24 hrs	31	5/6/2024
June - 1st Wed (6/5/24)	338	5/21/2024	within 24 hrs	427	5/10/2024	within 24 hrs	161	5/13/2024	549	5/6/2024	within 24 hrs	73	5/14/2024
June - 3rd Wed (6/19/24)	338	6/5/2024	within 24 hrs	435	5/28/2024	within 24 hrs	174	5/13/2024	583	5/10/2024	within 24 hrs	32	5/28/2024
July - 1st Wed (7/3/24)	682	6/24/2024	within 24 hrs	541	6/4/2024	within 24 hrs	273	5/23/2024	358	6/6/2024	within 24 hrs	38	6/17/2024
July - 3rd Wed (7/17/24)	511	6/24/2024	within 24 hrs	421	6/4/2024	within 24 hrs	235	6/14/2024	338	7/1/2024	within 24 hrs	19	6/21/2024
August - 1st Wed (8/7/24)	359	7/24/2024	within 24 hrs	628	7/16/2024	within 24 hrs	260	7/2/2024	241	7/24/2024	within 24 hrs	10	8/5/2024
August - 3rd Wed (8/21/24)													
September - 1st Wed (9/4/24)													
September - 3rd Wed (9/18/24)													
October - 1st Wed (10/2/24)													
October - 3rd Wed (10/16/24)													
November - 1st Wed (11/6/24)													
November - 3rd Wed (11/20/24)													
December - 1st Wed (12/4/24)													
December - 3rd Wed (12/18/24)													

Income & Health Care Assistance Processing Dashboard PRINT ENTIRE WORKBOOK

Key:
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- Outside both MNP's standards and outside state and federal program standards for timeliness (30 days for income & food assistance, 45 days for health care)

2023	Family Team (minor children in home)			Bank Team (adults w/o minor children in home)			Long-Term Care/Facilities Team		Healthcare Team (health care only cases)			Cost-Effective Insurance	
	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document
January - 1st Wed (1/4/23)	307	12/27/2022	within 24 hrs	468	12/12/2022	within 24 hrs	244	12/5/2022	518	11/15/2022	within 24 hrs	182	12/5/2022
January - 3rd Wed (1/18/23)	338	1/3/2023	within 24 hrs	325	12/29/2022	within 24 hrs	229	12/20/2022	510	12/6/2022	within 24 hrs	109	1/3/2023
February - 1st Wed (2/1/23)	502	1/30/2023	within 24 hrs	480	1/13/2023	within 24 hrs	263	1/4/2023	429	12/29/2022	within 24 hrs	72	1/11/2023
February - 3rd Wed (2/15/23)	264	1/30/2023	within 24 hrs	216	2/6/2023	within 24 hrs	152	1/20/2023	286	1/11/2023	within 24 hrs	126	1/31/2023
March - 1st Wed (3/1/23)	244	2/17/2023	within 24 hrs	324	2/23/2023	within 24 hrs	212	2/15/2023	129	2/9/2023	within 24 hrs	72	2/22/2023
March - 3rd Wed (3/15/23)	205	3/7/2023	within 24 hrs	277	3/4/2023	within 24 hrs	142	3/3/2023	199	2/21/2023	within 24 hrs	37	3/7/2023
April - 1st Wed (4/5/23)	339	3/30/2023	within 24 hrs	274	3/23/2023	within 24 hrs	206	3/16/2023	75	3/17/2023	within 24 hrs	74	3/17/2023
April - 3rd Wed (4/19/23)	234	4/5/2023	within 24 hrs	214	4/10/2023	within 24 hrs	192	3/31/2023	96	4/6/2023	within 24 hrs	26	4/11/2023
May - 1st Wed(5/3/2023)	276	4/26/2023	within 24 hrs	288	4/25/2023	with in 24 hrs	267	4/5/2023	76	4/24/2023	within 24 hrs	54	4/18/2023
May - 3rd Wed(5/17/2023)	157	5/8/2023	within 24 hrs	360	5/3/2023	with in 24 hrs	131	4/21/2023	189	5/1/2023	within 24 hrs	19	4/27/2023
June - 1st Wed(6/7/2023)	509	5/22/2023	within 24 hrs	492	5/19/2023	within 24 hrs	233	5/12/2023	193	5/22/2023	within 24 hrs	21	5/25/2023
June - 3rd Wed (6/21/23)	260	5/24/2023	within 24 hrs	464	5/25/2023	within 24 hrs	232	5/22/2023	277	5/26/2023	within 24 hrs	6	6/16/2023
July - 1st Wed(7/5/23)	408	6/23/2023	within 24 hrs	549	6/13/2023	within 24 hrs	274	6/8/2023	383	6/6/2023	within 24 hrs	134	6/22/2023
July - 3rd Wed (7/19/23)	283	7/11/2023	within 24 hrs	487	6/21/2023	within 24 hrs	219	6/22/2023	497	6/23/2023	within 24 hrs	32	7/6/2023
August - 1st Wed(8/2/23)	360	7/19/2023	within 24 hrs	421	7/3/2023	within 24 hrs	231	7/7/2023	558	7/6/2023	within 24 hrs	36	7/20/2023
August - 3rd Wed(8/16/23)	266	8/4/2023	within 24 hrs	608	7/17/2023	outside 24 hrs	286	7/31/2023	645	7/18/2023	within 24 hrs	37	7/25/2023
September - 1st Wed(9/6/2023)	354	8/23/2023	within 24 hrs	697	8/1/2023	within 24 hrs	267	8/16/2023	690	7/27/2023	within 24 hrs	20	8/28/2023
September - 3rd Wed (9/20/2023)	164	9/11/2023	within 24 hrs	874	8/16/2023	outside 24 hrs	220	9/1/2023	729	8/15/2023	within 24 hrs	38	9/11/2023
October - 1st Wed(10/4/2023)	361	9/23/2023	within 24 hrs	671	8/31/2023	within 24 hrs	277	9/12/2023	994	8/21/2023	within 24 hrs	77	9/19/2023
October - 3rd Wed10/18/2023)	329	10/2/2023	within 24 hrs	612	9/20/2023	within 24 hrs	241	9/27/2023	1117	8/24/2023	within 24 hrs	95	10/4/2023
November - 1st Wed (11/1/23)	293	10/19/203	within 24 hrs	702	10/5/2023	within 24 hrs	304	10/6/2023	1215	9/6/2023	within 24 hrs	161	10/4/2023
November - 3rd Wed (11/15/23)	335	10/25/2023	within 24 hrs	815	10/17/2023	within 24 hrs	369	10/18/2023	1359	9/15/2023	within 24 hrs	133	10/25/2023
December - 1st Wed (12/6/23)	388	11/28/2023	within 24 hrs	906	10/30/2023	within 24 hrs	402	11/7/2023	1526	9/28/2023	within 24 hrs	129	11/13/2023
December - 3rd Wed (12/20/23)	206	12/6/2023	within 24 hrs	612	11/16/2023	within 24 hrs	312	11/14/2023	1537	10/16/2023	within 24 hrs	74	12/7/2023

Income & Health Care Assistance Processing Dashboard PRINT ENTIRE WORKBOOK

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- Outside both MNP's standards and outside state and federal program standards for timeliness (30 days for income & food assistance, 45 days for health care)

2022	Family Team (minor children in home)			Bank Team (adults w/o minor children in home)			Long-Term Care/Facilities Team		Healthcare Team (health care only cases)			Cost-Effective Insurance	
	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document
January - 1st Wed (1/5/22)	316	1/3/2022	within 24 hours	315	12/17/2021	within 24 hours	192	12/7/2021	535	11/23/2021	within 24 hours	44	12/6/2021
January - 3rd Wed (1/19/22)	327	1/10/2022	within 24 hours	196	1/7/2022	within 24 hours	208	12/22/2021	486	12/6/2021	within 24 hours	70	12/9/2021
February - 1st Wed(2/02/22)	475	1/26/2022	within 24 hours	346	1/24/2022	within 24 hours	162	1/11/2022	543	12/29/2022	within 24 hours	91	1/10/2022
February - 3rd Wed (2/16/22)	246	2/8/2022	within 24 hours	212	2/4/2022	within 24 hours	187	1/31/2022	353	1/27/2022	within 24 hours	79	1/27/2022
March - 1st Wed (3/2/22)	223	2/22/2022	within 24 hours	318	2/14/2022	within 24 hours	119	2/17/2022	334	2/9/2022	within 24 hours	109	2/14/2022
March - 3rd Wed (3/16/22)	225	3/2/2022	within 24 hours	174	3/9/2022	within 24 hours	92	3/7/2022	344	2/22/2022	within 24 hours	72	2/18/2022
April - 1st Wed (4/6/22)	348	3/25/2022	within 24 hours	235	3/30/2022	within 24 hours	156	3/24/2022	290	3/17/2022	within 24 hours	44	3/28/2022
April - 3rd Wed (4/20/22)	286	4/5/2022	within 24 hours	176	4/12/2022	within 24 hours	138	4/2/2022	274	3/28/2022	within 24 hours	38	4/8/2022
May - 1st Wed(5/4/22)	256	4/19/2022	within 24 hours	271	4/25/2022	within 24 hours	209	4/13/2022	256	4/18/2022	within 24 hours	35	4/26/2022
May - 3rd Wed (5/18/22)	218	5/10/2022	within 24 hours	132	5/9/2022	within 24 hours	157	4/25/2022	271	4/28/2022	within 24 hours	29	4/25/2022
June - 1st Wed (6/1/22)	262	5/20/2022	within 24 hours	212	5/23/2022	within 24 hours	139	5/4/2022	382	5/3/2022	within 24 hours	19	5/24/2022
June - 3rd Wed (6/15/22)	379	6/3/2022	within 24 hours	287	6/2/2022	within 24 hours	140	5/19/2022	315	5/12/2022	within 24 hours	9	6/3/2022
July - 1st Wed (7/6/22)	488	6/23/2022	within 24 hours	314	6/17/2022	within 24 hours	172	6/8/2022	200	6/6/2022	within 24 hours	25	6/20/2022
July - 3rd Wed (7/20/22)	350	6/20/2022	within 24 hours	206	6/27/2022	within 24 hours	152	6/29/2022	156	7/6/2022	within 24 hours	4	7/15/2022
August - 1st Wed (8/3/22)	417	7/21/2022	within 24 hours	364	7/6/2022	within 24 hours	173	7/18/2022	130	7/19/2022	within 24 hours	35	7/20/2022
August - 3rd Wed (8/17/22)	298	8/1/2022	within 24 hours	302	7/26/2022	within 24 hours	161	7/22/2022	111	8/8/2022	within 24 hours	11	8/11/2022
September - 1st Wed (9/7/22)	517	8/24/2022	within 24 hours	461	8/22/2022	within 24 hours	223	8/16/2022	61	9/6/2022	within 24 hours	18	8/11/2022
September - 3rd Wed (9/21/22)	356	9/7/2022	within 24 hours	374	9/1/2022	within 24 hours	198	8/31/2022	105	9/12/2022	within 24 hours	7	9/19/2022
October - 1st Wed (10/5/22)	405	9/26/2022	within 24 hours	491	9/20/2022	within 24 hours	201	9/19/2022	202	9/22/2022	within 24 hours	15	9/29/2022
October - 3rd Wed (10/19/22)	279	10/7/2022	within 24 hours	311	9/30/2022	within 24 hours	167	9/28/2022	328	9/30/2022	within 24 hours	35	10/7/2022
November - 1st Wed(11/2/22)	351	10/19/2022	within 24 hours	405	10/13/2022	within 24 hours	124	10/10/2022	350	10/5/2022	within 24 hours	87	10/28/2022
November - 3rd Wed (11/16/22)	355	10/27/2022	within 24 hours	392	10/31/2022	within 24 hours	162	10/25/2022	518	10/13/2022	within 24 hours	102	11/1/2022
December - 1st Wed(12/7/22)	484	11/21/2022	within 24 hours	383	11/22/2022	within 24 hours	233	11/14/2022	744	10/31/2022	within 24 hours	122	11/15/2022
December - 3rd Wed (12/21/22)	155	12/2/2022	within 24 hours	421	12/5/2022	within 24 hours	214	11/30/2022	640	11/9/2022	within 24 hours	119	12/1/2022

Income & Health Care Assistance Processing Dashboard

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2021	Family Team (minor children in home)			Bank Team (adults w/o minor children in home)			Long-Term Care/Facilities Team		Healthcare Team (health care only cases)			Cost-Effective Insurance	
	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document
January - 1st Wed (1/6/21)	162	12/18/2020	within 24 hrs	174	12/30/2020	within 24 hrs	68	12/15/2020	263	12/4/2020	within 24 hrs	94	11/30/2020
January - 3rd Wed (1/20/21)	145	1/4/2021	within 24 hrs	259	1/4/2021	within 24 hrs	103	1/4/2021	222	12/14/2020	within 24 hrs	95	12/17/2020
February - 1st Wed (2/3/21)	130	1/28/2021	within 24 hrs	254	1/20/2021	within 24 hrs	34	1/26/2021	163	1/12/2021	within 24 hrs	110	1/15/2021
February - 3rd Wed (2/17/21)	92	2/9/2021	within 24 hrs	265	2/4/2021	within 24 hrs	51	2/5/2021	165	2/3/2021	within 24 hrs	29	2/2/2021
March - 1st Wed (3/3/21)	130	2/22/2021	within 24 hrs	190	2/26/2021	within 24 hrs	47	2/23/2021	118	2/11/2021	within 24 hrs	9	3/1/2021
March - 3rd Wed (3/17/21)	123	3/5/2021	within 24 hrs	154	3/4/2021	within 24 hrs	19	3/15/2021	96	3/1/2021	within 24 hrs	5	3/9/2021
April - 1st Wed (4/7/21)	82	3/29/2021	within 24 hrs	116	4/2/2021	within 24 hrs	42	4/2/2021	119	3/23/2021	within 24 hrs	18	3/23/2021
April - 3rd Wed (4/21/21)	135	4/14/2021	within 24 hrs	142	4/17/2021	within 24 hrs	26	4/18/2021	75	3/30/2021	within 24 hrs	21	4/20/2021
May - 1st Wed (5/5/21)	179	4/23/2021	within 24 hrs	181	4/27/2021	within 24 hrs	76	4/23/2021	59	4/19/2021	within 24 hrs	31	4/23/2021
May - 3rd Wed (5/19/21)	271	4/23/2021	within 24 hrs	226	5/4/2021	within 24 hrs	53	5/14/2021	124	5/10/2021	within 24 hrs	14	5/10/2021
June - 1st Wed (6/2/21)	229	5/17/2021	within 24 hrs	248	5/21/2021	within 24 hrs	89	5/19/2021	97	5/17/2021	within 24 hrs	29	5/25/2021
June - 3rd Wed (6/16/21)	168	5/27/2021	within 24 hrs	142	6/4/2021	within 24 hrs	117	6/1/2021	132	5/24/2021	within 24 hrs	14	6/1/2021
July - 1st Wed (7/07/21)	308	6/21/2021	within 24 hrs	250	6/18/2021	within 24 hrs	203	6/11/2021	181	6/11/2021	within 24 hrs	24	6/7/2021
July - 3rd Wed(7/21/21)	159	7/6/2021	within 24 hrs	187	6/28/2021	within 24 hrs	98	6/29/2021	266	6/24/2021	within 24 hrs	13	7/9/2021
August - 1st Wed(8/4/21)	228	7/26/2021	within 24 hrs	267	7/14/2021	within 24 hrs	151	7/12/2021	228	7/12/2021	within 24 hrs	22	7/21/2021
August - 3rd Wed(8/18/21)	206	8/4/2021	within 24 hrs	142	8/8/2021	within 24 hrs	114	7/27/2021	231	7/29/2021	within 24 hrs	9	8/10/2021
September - 1st Wed (9/1/21)	314	8/16/2021	within 24 hrs	394	8/24/2021	within 24 hrs	175	8/10/2021	188	8/4/2021	within 24 hrs	3	8/30/2021
September - 3rd Wed (9/15/21)	502	8/26/2021	within 24 hrs	227	9/7/2021	within 24 hrs	144	9/3/2021	204	8/31/2021	within 24 hrs	26	8/30/2021
October - 1st Wed (10/6/21)	451	9/10/2021	within 24 hrs	407	9/20/2021	within 24 hrs	184	9/20/2021	295	9/16/2021	within 24 hrs	82	9/13/2021
October - 3rd Wed (10/20/21)	282	10/6/2021	within 24 hrs	216	10/4/2021	within 24 hrs	132	10/6/2021	479	9/24/2021	within 24 hrs	48	9/16/2021
November - 1st Wed (11/3/21)	325	10/21/2021	within 24 hrs	396	10/15/2021	within 24 hrs	171	10/17/2021	357	10/6/2021	within 24 hrs	57	10/7/2021
November - 3rd Wed (11/17/21)	346	11/2/2021	within 24 hrs	335	10/28/2021	within 24 hrs	219	10/25/2021	559	10/21/2021	within 24 hrs	84	11/2/2021
December - 1st Wed (12/1/21)	435	11/16/2021	within 24 hrs	312	11/16/2021	within 24 hrs	263	11/1/2021	669	11/12/2021	within 24 hrs	77	11/17/2021
December - 3rd Wed (12/15/21)	320	12/8/2021	within 24 hrs	237	12/3/2021	within 24 hrs	197	11/20/2021	571	11/17/2021	within 24 hrs	46	11/29/2021

Income & Health Care Assistance Processing Dashboard

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- Outside both MNP's standards and outside state and federal program standards for timeliness (30 days for income & food assistance, 45 days for health care)

2020	Family Team (minor children in home)			Bank Team (adults w/o minor children in home)			Long-Term Care/Facilities Team		Healthcare Team (health care only cases)			Cost-Effective Insurance	
	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document
January - 1st Wed (holiday)													
January - 3rd Wed (1/15/20)	240	1/6/2020	within 24 hours	467	12/23/2019	within 24 hrs	250	12/26/2019	715	12/2/2019	Within 24 hrs	91	10/24/2019
February - 1st Wed (2/5/20)	214	1/22/2020	within 24 hours	392	1/23/2020	within 24 hours	139	1/21/2020	794	12/10/2019	Within 24 hrs	139	1/13/2020
February - 3rd Wed (2/19/20)	123	2/5/2020	within 24 hours	254	2/6/2020	within 24 hours	162	2/4/2020	694	1/17/2020	Within 24 hrs	44	2/4/2020
March - 1st Wed (3/4/20)	165	2/25/2020	within 24 hours	332	2/20/2020	within 24 hours	118	2/19/2020	605	1/28/2020	Within 24 hrs	51	2/13/2020
March - 3rd Wed (3/18/20)	158	3/12/2020	within 24 hours	238	3/6/2020	within 24 hours	154	2/28/2020	458	2/18/2020	Within 24 hrs	64	2/18/2020
April - 1st Wed (4/1/20)	162	3/16/2020	within 24 hours	145	3/27/2020	within 24 hours	68	3/20/2020	405	3/4/2020	Within 24 hrs	96	3/10/2020
April - 3rd Wed (4/15/20)	115	3/31/2020	within 24 hours	93	4/6/2020	within 24 hours	41	4/13/2020	228	3/24/2020	Within 24 hrs	65	3/16/2020
May - 1st Wed (5/6/20)	115	4/27/2020	within 24 hours	132	4/27/2020	within 24 hours	15	5/5/2020	116	4/27/2020	Within 24 hrs	27	4/22/2020
May - 3rd Wed (5/20/20)	76	4/28/2020	within 24 hours	121	5/6/2020	within 24 hours	19	5/15/2020	196	5/5/2020	Within 24 hrs	5	5/8/2020
June - 1st Wed (6/3/20)	65	5/26/2020	within 24 hours	132	5/27/2020	within 24 hours	32	6/1/2020	159	5/7/2020	Within 24 hrs	6	5/27/2020
June - 3rd Wed (6/17/20)	169	6/2/2020	within 24 hours	112	6/12/2020	within 24 hours	26	6/11/2020	123	6/5/2020	Within 24 hrs	10	6/11/2020
July - 1st Wed (7/1/20)	88	6/16/2020	within 24 hours	98	6/22/2020	within 24 hours	46	6/24/2020	118	6/22/2020	Within 24 hrs	10	6/25/2020
July - 3rd Wed (7/15/20)	196	7/6/2020	within 24 hours	144	7/9/2020	within 24 hours	43	7/6/2020	94	6/29/2020	Within 24 hrs	18	7/8/2020
August - 1st Wed (8/5/20)	212	7/22/2020	within 24 hours	207	7/24/2020	within 24 hours	31	7/23/2020	167	7/27/2020	Within 24 hrs	11	7/27/2020
August - 3rd Wed (8/19/20)	172	8/5/2020	within 24 hours	168	8/12/2020	within 24 hours	31	8/14/2020	239	7/31/2020	Within 24 hrs	6	8/4/2020
September - 1st Wed (9/2/20)	273	8/14/2020	within 24 hours	288	8/16/2020	within 24 hours	53	8/17/2020	209	8/5/2020	Within 24 hrs	31	8/24/2020
September - 3rd Wed (9/16/20)	307	8/20/2020	within 24 hours	257	8/21/2020	within 24 hours	48	9/8/2020	278	8/18/2020	Within 24 hrs	9	9/2/2020
October - 1st Wed (10/7/20)	183	9/21/2020	within 24 hours	216	9/18/2020	within 24 hours	62	9/28/2020	325	9/14/2020	Within 24 hrs	23	9/30/2020
October - 3rd Wed (10/21/20)	116	10/7/2020	within 24 hours	195	10/6/2020	within 24 hours	79	10/14/2020	357	9/25/2020	Within 24 hrs	4	10/20/2020
November - 1st Wed (11/4/20)	223	10/26/2020	within 24 hours	248	10/23/2020	within 24 hours	84	10/22/2020	594	10/7/2020	Within 24 hrs	25	10/19/2020
November - 3rd Wed (11/18/20)	331	10/29/2020	within 24 hours	237	11/2/2020	within 24 hours	131	11/2/2020	587	9/30/2020	Within 24 hrs	61	11/2/2020
December - 1st Wed (12/2/20)	273	11/20/2020	within 24 hours	221	11/23/2020	within 24 hours	116	11/19/2020	420	11/3/2020	Within 24 hrs	90	11/2/2020
December - 3rd Wed (12/16/20)	232	11/30/2020	within 24 hours	181	12/1/2020	within 24 hours	77	12/4/2020	321	11/12/2020	Within 24 hrs	52	11/30/2020

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2019	Family Team (minor children in home)			Bank Team (adults w/o minor children in home)			Long-Term Care/Facilities Team		Healthcare Team (health care only cases)			Cost-Effective Insurance	
	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document
January - 1st Wed (1/2/19)	182	12/18/2018	within 24 hrs	571	11/26/2018	within 24 hours	160	12/13/2018	1235	10/31/2018	within 24 hours	140	11/13/2018
January - 3rd Wed (1/16/19)	185	12/26/2018	within 24 hrs	373	12/26/2018	within 24 hours	199	12/13/2018	1447	11/15/2018	within 24 hours	88	12/26/2018
February - 1st Wed (2/6/19)	219	1/28/2019	within 24 hrs	325	1/10/2019	within 24 hours	135	1/11/2019	1206	12/7/2018	within 24 hours	210	12/26/2018
February - 3rd Wed (2/20/19)	179	2/8/2019	within 24 hrs	398	1/14/2019	within 24 hours	81	1/30/2019	1100	12/19/2018	within 24 hours	221	1/14/2019
March - 1st Wed (3/6/19)	268	2/21/2019	within 24 hrs	432	2/5/2019	outside 24 hours	110	2/22/2019	863	1/11/2019	within 24 hours	110	1/17/2019
March - 3rd Wed (3/20/19)	226	3/1/2019	within 24 hrs	262	3/1/2019	within 24 hours	62	3/1/2019	1031	1/16/2019	within 24 hours	186	1/17/2019
April - 1st Wed (4/3/19)	221	3/18/2019	within 24 hrs	399	3/11/2019	within 24 hours	123	3/19/2019	996	2/25/2019	within 24 hours	94	2/28/2019
April - 3rd Wed (4/17/19)	181	3/27/2019	within 24 hrs	359	3/22/2019	within 24 hours	148	3/26/2019	905	3/8/2019	within 24 hours	13	4/4/2019
May - 1st Wed (5/1/19)	229	3/27/2019	within 24 hrs	366	3/28/2019	within 24 hours	160	3/26/2019	710	3/20/2019	within 24 hours	41	4/15/2019
May - 3rd Wed (5/15/19	334	5/2/2019	within 24 hrs	192	5/3/2019	within 24 hours	168	5/6/2019	680	3/27/2019	within 24 hours	30	4/19/2019
June - 1st Wed (6/5/19)	467	5/20/2019	within 24 hrs	411	5/17/2019	within 24 hours	177	5/14/2019	495	4/20/2019	within 24 hours	43	5/21/2019
June - 3rd Wed (6/19/19)	326	6/4/2019	within 24 hrs	330	6/3/2019	within 24 hours	152	5/28/2019	428	5/3/2019	within 24 hours	43	5/31/2019
July - 1st Wed (7/3/19)	294	6/10/2019	within 24 hrs	498	6/4/2019	within 24 hours	208	6/4/2019	431	5/28/2019	within 24 hours	99	6/11/2019
July - 3rd Wed (7/17/19)	389	7/2/2019	within 24 hrs	375	6/25/2019	within 24 hours	113	6/26/2019	534	5/28/2019	within 24 hours	114	6/12/2019
July - 5th Wed (7/31/19)	280	7/16/2019	within 24 hrs	388	7/10/2019	within 24 hours	73	7/15/2019	433	6/25/2019	within 24 hours	119	7/1/2019
August - 3rd Wed (8/21/19)	324	7/31/2019	within 24 hrs	264	7/26/2019	within 24 hours	43	8/1/2019	548	7/12/2019	within 24 hours	41	8/7/2019
September - 1st Wed (9/4/19)	370	8/16/2019	within 24 hrs	342	8/13/2019	within 24 hours	97	8/21/2019	368	7/24/2019	within 24 hours	24	8/21/2019
September - 3rd Wed (9/18/19)	433	9/4/2019	within 24 hrs	298	9/10/2019	within 24 hours	89	8/27/2019	474	8/27/2019	within 24 hours	38	8/29/2019
October - 1st Wed (10/2/19)	366	9/10/2019	within 24 hrs	400	9/12/2019	within 24 hours	133	9/10/2019	433	9/3/2019	within 24 hours	11	9/25/2019
October - 3rd Wed (10/16/19)	346	9/20/2019	within 24 hrs	393	9/19/2019	within 24 hours	121	9/23/2019	585	9/18/2019	within 24 hours	35	9/25/2019
November - 1st Wed (11/6/19)	399	9/30/2019	within 24 hrs	624	10/3/2019	within 24 hours	194	10/17/2019	935	10/7/2019	within 24 hours	71	10/14/2019
November - 3rd Wed (11/20/19)	216	10/22/2019	within 24 hrs	333	11/6/2019	within 24 hours	140	10/30/2019	970	10/16/2019	within 24 hours	76	10/16/2019
December - 1st Wed (12/4/19)	244	11/7/2019	within 24 hrs	348	11/20/2019	outside 24 hours	213	10/30/2019	1039	10/24/2019	within 24 hours	74	10/16/2019
December - 3rd Wed (12/18/19)	266	12/2/2019	within 24 hrs	340	12/6/2019	within 24 hours	116	12/3/2019	1044	11/7/2019	within 24 hours	74	10/22/2019

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2018	Family Team (minor children in home)			Bank Team (adults w/o minor children in home)			Long-Term Care/Facilities Team		Healthcare Team (health care only cases)			Cost-Effective Insurance	
	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document	No. of Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document
January - 1st Wed (1-3)	247	12/21/2017	within 24 hours	86	12/21/2017	within 24 hours	372	10/25/2017	689	11/28/2017	within 24 hours	76	12/6/2017
January - 3rd Wed (1-17)	244	1/4/2018	within 24 hours	57	1/4/2018	outside 24 hours	486	11/29/2017	708	12/15/2017	within 24 hours	73	12/29/2017
February - 1st Wed (2-7)	258	1/29/2018	within 24 hours	285	1/17/2018	within 24 hours	474	11/29/2017	778	1/5/2018	within 24 hours	132	1/3/2018
February - 3rd Wed (2-21)	86	2/6/2018	within 24 hours	283	1/30/2018	within 24 hours	187	12/20/2017	608	1/30/2018	within 24 hours	95	1/29/2018
March - 1st Wed (3-7)	146	3/1/2018	within 24 hours	294	2/20/2018	within 24 hours	187	2/9/2018	609	2/14/2018	within 24 hours	107	2/5/2018
March - 3rd Wed (3-21)	193	2/26/2018	within 24 hours	193	2/26/2018	within 24 hours	170	2/20/2018	472	3/5/2018	within 24 hours	79	2/20/2018
April - 1st Wed (4-4)	453	3/2/2018	within 24 hours	437	2/22/2018	within 24 hours	279	2/20/2018	375	3/1/2018	within 24 hours	107	3/13/2018
April - 3rd Wed (4-18)	698	3/12/2018	within 24 hours	499	3/12/2018	within 24 hours	331	3/1/2018	326	3/12/2018	within 24 hours	66	3/20/2018
May - 1st Wed (5-2)	689	3/21/2018	within 24 hours	410	3/26/2018	within 24 hours	290	3/7/2018	175	4/6/2018	within 24 hours	17	4/19/2018
May - 3rd Wed (5-16)	622	3/28/2018	within 24 hours	412	4/2/2018	within 24 hours	199	3/15/2018	285	3/20/2018	within 24 hours	23	5/3/2018
June - 1st Wed (6-6)	554	4/18/2018	within 24 hours	409	4/13/2018	within 24 hours	149	4/12/2018	290	5/3/2018	within 24 hours	24	5/22/2018
June - 3rd Wed (6/20)	339	5/3/2018	within 24 hours	389	5/13/2018	within 24 hours	131	5/18/2018	299	5/31/2018	within 24 hours	21	6/13/2018
July - 1st Wed (7/5)	347	6/18/2018	within 24 hours	470	6/1/2018	within 24 hours	179	6/8/2018	172	6/11/2018	within 24 hours	66	6/18/2018
July - 3rd Wed (7/18)	531	6/25/2018	outside 24 hours	572	6/11/2018	within 24 hours	289	6/14/2018	278	6/26/2018	within 24 hours	10	7/16/2018
August - 1st Wed (8/1)	256	7/3/2018	within 24 hours	438	6/11/2018	within 24 hours	250	6/14/2018	494	7/6/2018	within 24 hours	41	7/18/2018
August - 3rd Wed (8/15)	426	7/25/2018	within 24 hours	349	7/9/2018	within 24 hours	294	6/22/2018	518	7/30/2018	within 24 hours	57	7/31/2018
September - 1st Wed (9/5)	561	8/6/2018	within 24 hours	527	7/17/2018	within 24 hours	189	7/18/2018	423	8/21/2018	within 24 hours	21	8/21/2018
September - 3rd Wed (9/19)	423	8/22/2018	within 24 hours	561	8/8/2018	within 24 hours	134	8/24/2018	487	8/15/2018	within 24 hours	26	9/6/2018
October - 1st Wed (10/3)	289	9/20/2018	within 24 hours	495	8/24/2018	within 24 hours	136	9/7/2018	546	9/5/2018	within 24 hours	7	9/21/2018
October - 3rd Wed (10/17)	347	9/26/2018	within 24 hours	325	9/24/2018	within 24 hours	128	9/27/2018	863	8/29/2018	within 24 hours	53	10/8/2018
November - 1st Wed (10/31)	285	10/1/2018	within 24 hours	482	9/27/2018	within 24 hours	65	10/8/2018	1120	9/17/2018	within 24 hours	72	10/15/2018
November - 3rd (11/21)	246	11/6/2018	within 24 hours	220	10/19/2018	within 24 hours	62	10/26/2018	1163	9/12/2018	within 24 hours	119	10/11/2018
December - 1st Wed (12/5)	280	11/13/2018	within 24 hours	419	11/6/2018	outside 24 hours	67	11/1/2018	1234	10/23/2018	within 24 hours	149	11/6/2018
December - 3rd Wed (12/19)	305	11/29/2018	within 24 hours	539	11/21/2018	within 24 hours	164	11/26/2018	1332	10/9/2018	within 24 hours	73	11/13/2018

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2017	Family Team (minor children in home)			Bank Team (adults w/o minor children in home)			Long-Term Care/Facilities Team		Healthcare Team (health care only cases)			Cost-Effective Insurance	
	No. of Unprocessed Documents	Oldest, Unprocessed Document	Return Calls	No. of Unprocessed Documents	Oldest, Unprocessed Document	Return Calls	No. of Unprocessed Documents	Oldest, Unprocessed Document	No. of Unprocessed Documents	Oldest, Unprocessed Document	Return Calls	No. of Documents	Oldest, Unprocessed Document
January - 1st Wed (1-4)	350	12/20/2016	within 24 hr	555	11/15/2016	outside 24 hr	n/a	n/a	729	10/27/2016		155	11/18/2016
January - 3rd Wed (1-18)	461	1/3/2017	within 24 hr	418	11/22/2016	within 24 hr	n/a	n/a	801	10/12/2016	within 24 hr	75	12/2/2016
February - 1st Wed (2-1)	525	1/9/2017	within 24 hr	314	12/15/2017	within 24 hr	356	?	809	11/7/2016	within 24 hr	151	12/1/2016
February - 3rd Wed (2-15)	617	1/19/2017		320	1/17/2017		383	?	799	12/13/2017		187	1/5/2017
March - 1st Wed (3-1)	505	2/9/2017	within 24 hr	210	2/7/2017	outside 24 hr	396	?	788	12/19/2017	within 24 hr	197	1/5/2017
March - 3rd Wed (3-15)	352	2/22/2017	within 24 hr	234	2/28/2017	within 24 hr	569	?	891	12/22/2016	within 24 hr	171	1/20/2017
April - 1st Wed (4-5)	356	3/13/2017	outside 24 hr	127	3/23/2017	within 24 hr	359	1/3/2017	763	1/5/2017	within 24 hr	182	2/6/2017
April - 3rd Wed (4-19)	423	4/3/2017	within 24 hr	62	4/3/2017	within 24 hr	293	3/8/2017	624	2/8/2017	within 24 hr	78	2/8/2017
May - 1st Wed (5-3)	458	4/14/2017	within 24 hr	211	4/25/2017	outside 24 hr	369	3/10/2017	596	2/13/2017	outside 24 hr	109	2/13/2017
May - 3rd Wed (5-17)	543	4/18/2017	outside 24 hr	156	4/28/2017	outside 24 hr	202	3/27/2017	718	3/20/2017	within 24 hr	99	3/6/2017
June - 1st Wed (6-7)	412	6/1/2017	within 24 hr	197	5/19/2017	within 24 hr	303	4/3/2017	901	4/18/2017	within 24 hr	60	4/25/2017
June - 3rd Wed (6-21)	179	6/5/2017	within 24 hr	178	5/26/2017	within 24 hr	243	5/9/2017	844	4/28/2017	within 24 hr	51	5/8/2017
July - 1st Wed (7-5)	121	6/5/2017	outside 24 hr	243	6/15/2017	within 24 hr	272	5/26/2017	714	5/18/2017	within 24 hr	91	6/7/2017
July - 3rd Wed (7-19)	286	7/10/2017	outside 24 hr	86	6/26/2017	within 24 hr	334	6/2/2017	634	6/2/2017	within 24 hr	124	5/19/2017
August - 1st Wed (8-2)	204	7/19/2017	within 24 hr	144	7/21/2017	within 24 hr	193	6/12/2017	634	6/28/2017	outside 24 hr	44	7/7/2017
August - 3rd Wed (8-16)	259	8/7/2017	within 24 hr	168	7/27/2017	within 24 hr	96	7/25/2017	480	7/20/2017	within 24 hr	66	7/31/2017
Sept-1st Wed (9-6)	320	8/22/2017	within 24 hr	293	8/11/2017	outside 24 hr	213	8/7/2017	225	8/17/2017	within 24 hr	44	8/3/2017
Sept - 3rd Wed (9-20)	388	8/31/2017	within 24 hr	48	9/8/2017	outside 24 hr	290	8/17/2017	316	9/1/2017	within 24 hr	36	8/14/2017
Oct - 1st Wed (10-4)	338	9/7/2017	within 24 hr	132	9/21/2017	within 24 hr	291	8/17/2017	367	9/8/2017	within 24 hr	95	9/22/2017
Oct - 3rd Wed (10-20)	356	10/2/2017	within 24 hr	155	9/21/2017	within 24 hr	277	9/6/2017	626	9/27/2017	within 24 hr	4	10/9/2017
Nov - 1st Wed (11-1)	194	10/13/2017	within 24 hr	300	10/6/2017	within 24 hr	331	9/11/2017	507	10/13/2017	within 24 hr	90	10/20/2017
Nov - 3rd Wed (11-15)	235	10/24/2017	within 24 hr	252	10/18/2017	within 24 hr	501	9/22/2017	580	10/16/2017	within 24 hr	64	11/6/2017
Dec - 1st Wed (12-6)	305	11/20/2017	within 24 hr	145	11/22/2017	within 24 hr	248	10/3/2017	617	10/30/2017	within 24 hr	87	11/14/2017
Dec - 3rd Wed (12-20)	166	12/7/2017	within 24 hr	163	12/11/2017	within 24 hr	249	10/24/2017	617	11/14/2017	within 24 hr	80	11/21/2017