

Traverse County Board of Commissioners  
Social Service Board Minutes  
December 17, 2024  
9:00 AM  
Traverse County Social Services Department  
202 8<sup>th</sup> Street North, Wheaton MN 56296

The regular meeting for the Traverse County Board of Commissioners/Social Service Board was held at the Traverse County Social Services Department, Wheaton, MN on December 17, 2024. Jerrel Olson, Vice Chair, called the meeting to order at 9:00 AM.

**ROLL CALL:**

**Members Present:** Mark Gail, Chair  
Jerrel Olson, Vice-Chair  
Dwight Nelson  
Kayla Schmidt  
Chad Metz

**Members Absent:**

**Other:** Stacy Hennen, Executive Director  
Shelly Staebler, Supervisor

**CONSENT AGENDA (Routine Actions requiring Board Action):**

**A. Approval of Agenda, Minutes of Previous Meeting, and Donation(s):**

- 1) \$45.00 from Ave Maria Ladies Guild (11/19/24) / Families and Children in Need
- 2) \$75.00 from St. John Lutheran Church/Friends in Christ (11/18/24) / Donation for meal

Approval of Agenda, Minutes of Previous Meeting and Donations were presented. Upon a motion by Commissioner Schmidt, second by Commissioner Metz, and carried unanimously, the agenda, November minutes, and donations to the agency were approved.

**CASELOAD TOTALS:** Reviewed.

	<b>11/30/23</b>	<b>11/30/24</b>
Social Services (Workgroups)	66	69
Income Maintenance	682	684
Child Support	58	61
Child Care Assistance - Cases	7	6
Child Care Assistance - Providers	6	6
Totals	819	826

## **OUT-OF-HOME PLACEMENTS:**

The executive director reviewed and discussed the placement numbers. We have ten children in placement via social services. We have four children in non-relative care, two in relative or kin foster care, two in supervised independent living, and one with a non-custodial parent. There is one placement the agency does not pay a foster care rate for because the child is placed with a parent. We have one in a group home.

### **A. Placements:**

1. Total - 10
2. Social Services - 10
3. Corrections – 0

## **FISCAL REVIEW:**

### **A. Cash Balances:**

- Cash Balance as of 11/30/2020: \$ 1,474,017.97
- Cash Balance as of 11/30/2021: \$ 2,026,613.93
- Cash Balance as of 11/30/2022: \$ 2,229,367.87
- Cash Balance as of 11/30/2023: \$ 2,443,329.83
- Cash Balance as of 11/30/2024: \$ 1,972,146.24

## **DISCUSSION/DECISION:**

### **A. Budget:**

1. The November 2024 Financial Summary was reviewed with the board. Social Services are at 86% for the year. We are down \$471,1893.59 from last year, as discussed above. Social Service is at 92% through the year our expenses are at 86%. We had estate recovery in October of \$7,401.86 which brings our total to \$109,977.56. We have not had any county burials this year.

### **B. DHS Updates:**

#### **1. Civil Right Data Request**

The executive director discussed the OCR is requesting more data from all Minnesota counties. She went into some detail about what the information is and how difficult it will be for us to get. There is a meeting this week that will give us some additional information. The director noted that the largest concern she has is our correction placements since we have to enter those into SSIS but we do not always have habilitation plans.

### **C. Traverse County Updates:**

#### **1. Someplace Safe Contract**

The executive director discussed contract with Someplace safe for supervised visitation and parenting time. The supervised parent/child visitations are \$50.00 per hour there will be an additional \$25.00 per hour charge for staff time. An additional half hour of time will be charged per visit for parent arrival and departure waiting time. The other, and primary, provider we use for this service is Mended, and they generally use our office or go into the home. The flat rate charged by Mended is \$50/hour. Upon a motion Commissioner Nelson, and a second by Commissioner Schmidt, the motion carried unanimously, and the agreement was approved.

#### **2. Stevens County Medical Central (SCMC) Contract**

The executive director presented a contract with Stevens County Medical Center to provide services for an Emergency Service Crisis Line and a monthly supervision of a social worker. Upon a motion by Commissioner

Schmidt, and a second by Commissioner Olson, the motion carried unanimously, and the agreement was approved.

### **3. Lakeland Mental Health Contract**

The executive director presented the contract with Lakeland Mental Health Center (LMHC) for pre-petition screening for commitment for adults. This contract is used as a backup since our case manager, our supervisor, and three adult mental health case managers at Western Prairie can all do pre-petition screening documents. The reason the agency would like to keep this contract is timing. When the agency receives a statement in support of commitment, there is a very short time frame to get the report done. If our staff are out or otherwise engaged, we want to make sure we have an option that will help us comply with our statutory duties. Upon a motion Commissioner Metz, and a second by Commissioner Nelson, the motion carried unanimously, and the agreement was approved.

### **4. MFIP Biennial Contract**

The executive director the Minnesota Family Investment Program (MFIP) contract. Traverse is in the second of the three-year contract. The goal of MFIP is to help participants, adults with children, who receive cash assistance find and maintain employment, increase earnings, and decrease cash assistance. This program is typically limited to 60 months of use. If is the goal that every participant exits the program successfully working at least 30 hours per week during the measured quarter. This report is very data orientated specifically to the people Traverse County serves. Upon a motion Commissioner Schmidt, and a second by Commissioner Metz, the motion carried unanimously, and the agreement was approved.

### **5. Central MN Mental Health Contract**

The executive director discussed a contract for detoxification services from Central Minnesota Mental Health Center. The contracted rate is \$1,000/night 2025 which high among other programs, which have run in the \$500-\$720 range for non-medically managed detox programs. This contract is for withdrawal management which is a medical assistance benefit. Western Prairie Human Services are not statutorily required to pay for this. The County of Financial Responsibility (CFR) for this is different than it is for detox, making all situations more difficult, and there is no statute governing payment that is not covered by insurance, they are expected to do as any business does and seek payment through collections if they do not get paid. They are asking us to guarantee payment based on their determination that someone is our County of Financial Responsibility (CFR) for a service that we are not required to guarantee payment for. They do indicate they will bill medical assistance (MA) and prepaid medical assistance programs (PMAP's) but only if they are on it at the time they are in the facility. They will not back bill if the person becomes eligible, they have not historically helped people fill out the proper applications either. Nor do they always give us adequate information to do that. Upon further discussion the board decided not to act on the contract at all so it was not approved.

### **6. Father Resouce Center**

The executive director discussed a 7-county agreement with Mahube Ottwa that Ottertail County is the fiscal host of the agreement is with Ottertail County. Mahube Ottwa provides us with a staff who provides assistance to non-custodial parents (NCP's) both in child support and in child protection cases at times. They can help them complete and file paperwork for things like modifications, parenting time changes, and assisting them with payment agreements to name a few things. with this program to promote them and get more usage for our counties, and it seems to be working. They serve anyone who lives here, even if the order is in another county. It's been a great service for NCPs in our child protection cases when we want them to consider seeking custody and they need help with the paperwork. This is a service that was created by our region and doesn't exist statewide. Upon a motion Commissioner Olson, and a second by Commissioner Schmidt, the motion carried unanimously, and the agreement was approved.

### **7. Traverse County/Western Prairie Human Temporary Agreement**

The executive director discussed that last month when this contract was reviewed the Traverse County

Board requested an amendment to this contract that includes an exit clause if either party decided not to move forward at the end of 2025 that gave Traverse County time to hire the staff needed. When the joint executive committee discussed this, they decided to do two agreements, this one that addresses the work towards joining in the third pathway and then updating and renewing our current one that is set to expire 12-31-2024 and updating an exit clause as well as financial terms to reflect our previous discussions. This contract is in place to consider and allow negotiation towards the possibility of the third option that the WPHS board and Traverse County are considering that would allow the Traverse County staff to become Western Prairie Human Services staff while not changing the structure of the WPHS JPA. Upon a motion Commissioner Olson, and a second by Commissioner Nelson, the motion carried unanimously, and the agreement was approved.

#### **8. Traverse County/Western Prairie Human Services Contract**

The executive director discussed Traverse County contract was amended to include the finances and termination clause added. The termination clause of 6 months and there is an increase of \$110,049.64. There was robust discussion from the board about the budget and finances to ensure that we had looked at this carefully and planned for the increase and to discuss where the increases were. There was also discussion about this option and the cost versus the much higher cost and difficulty in hiring and retaining professional staff on their own. Upon a motion Commissioner Olson, and a second by Commissioner Nelson, the motion carried unanimously, and the agreement was approved.

#### **9. Title IV-E Corrections Agreement Termination**

The executive director discussed the approving of terminating the IV-E corrections agreement. The executive director reminded the board that she has discussed this with the corrections director, sheriff, and auditor and they are all aware of the change coming and why and agreed that it was appropriate. The money we have in our corrections budget was removed and the auditor was notified of that. He was considering where to put it. Upon a motion Commissioner Schmidt, and a second by Commissioner Nelson, the motion carried unanimously, and the agreement was approved.

### **D. Other**

#### **10. Traverse Vehicle Quote**

The executive director discussed the replacement of three agency owned vehicles and the purchase of three new vehicles. The executive director showed two quotes from Marthalers and from Heartland Motor Company. While Marthaler's was slightly lower there were other factors that we talked about, like distance to get repairs and the ability for the company to give loaners to us. Our fiscal supervisor recommended that we go with the quote from Heartland Motor Company. Upon a motion Commissioner Olson, and a second by Commissioner Nelson, the motion to purchase the vehicles through Heartland Motor Company was carried unanimously, and the agreement was approved.

#### **11. Special Board Run**

The executive director asked the board to approve a special board run for 2024. Upon a motion Commissioner Schmidt, and a second by Commissioner Olson, the motion carried unanimously, and the agreement was approved.

**ADMINISTRATIVE/VENDOR PAYMENTS:** Upon a motion by Commissioner Olson, and a second by Commissioner Schmidt, the vendor payments were unanimously approved.

Next meeting: January 21st, 2025 @ 9:00 AM

Attested to by:

---

Stacy Hennen/Director

---

Mark Gail, Chair