



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS
Work Session Agenda

Tuesday, July 7, 2026

9:45 AM

or immediately following the regular board meeting

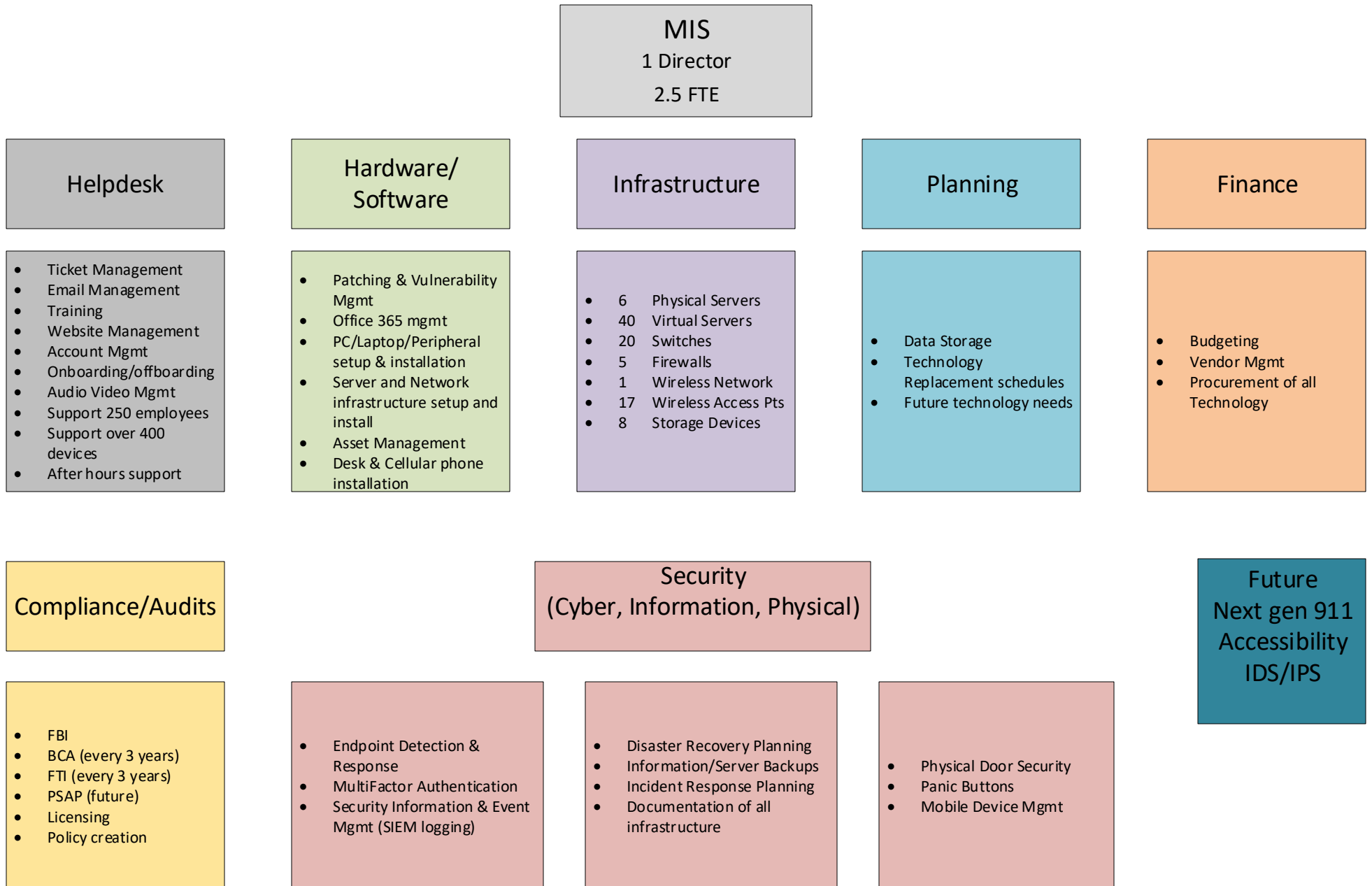
*Meeting to be held in the County Board Room
at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.TODDCOUNTYMN.GOV](https://www.toddcountymn.gov)

Agenda Item #

Agenda Time:

- | | | |
|----------|---|--------------|
| 1 | MIS Part time to Full time Position Discussion
<i>Lisa Parteka, MIS Director</i> | 9:45 |
| 2 | Cargo Containers in Shoreland
<i>Adam Ossefoort, PZ/SWCD Division Director</i> | 10:00 |
| 3 | County Lease Agreement Yearly Percent
<i>Jackie Bauer, County Coordinator</i> | 10:10 |
| 4 | Public Works' Organization Chart Update regarding Ditch Inspector
<i>Jackie Bauer, County Coordinator</i> | 10:20 |
| 5 | Care Coordinator Position
<i>Jackie Och, Kim DeCock & Hilary Tumberg, HHS Division</i> | 10:25 |



As of 6/29/26 – 60 onboarding and offboarding tickets. Averaging 10 per month.

1676 tickets created. 20% of issues not ticketed due to combined hardware install tickets, quick fixes, fixing things while out and about.

42 brand new laptop/pc setups

Section 9.04 Prohibited Structures

- A. No garage, trailer, semi-trailers, cargo containers, railroad cars, fish house, or accessory building shall at any time be used as a residence.
- B. Semi-trailers, railroad cars, and cargo containers may be used for storage structures in AF-1, AF-2 and Commercial zones but shall be limited to two per parcel and shall require a land use permit.
- C. Manufactured houses or similar structures shall not be used for storage.
- D. Abandoned manufactured homes are prohibited.

Care Coordination

JUNE 2026



Care Coordination

The primary focus of care coordination is to promote health and wellness, provide education and manage chronic conditions. The goal of care coordination is to meet the person's health needs by coordinating efforts across different providers and services. For older adults on the Elderly Waiver (EW), the care coordinator also provides case management services.

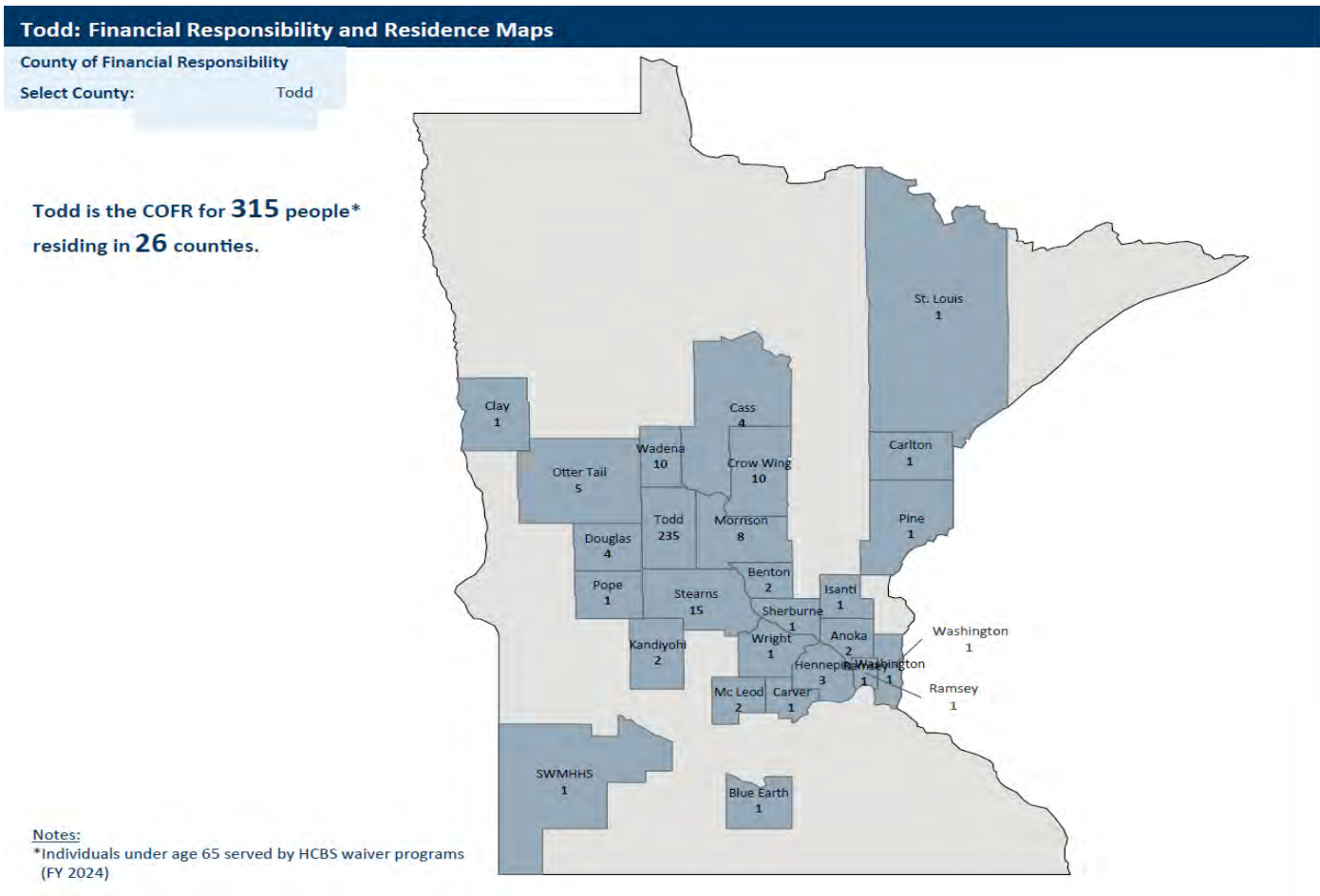


Current State of Care Coordination

- Waitlist for initial MnCHOICES Assessments of at least 45-60 days
 - Statute says assessments need to be completed within 20 business days of the intake.
 - Currently, 30 on the waiting list to be called to schedule an assessment.
- Caseloads vary between 62-93 people per Care Coordinator
 - 2 Certified Assessors
 - 1 completes initial assessments and 1 completes reassessments and county of location reassessments.
 - 8 Care Coordinators
 - Caseloads are a mix of the waivers and health plans
 - 3 DD Social Workers
 - Carrying caseloads with the other waivers
- 15 Clients Contracted with Thomas Allen
 - Thomas Allen has not been able to take on clients.
 - Thomas Allen Case Managers still need approval of services and seek support and guidance from Todd County.
- Supervisors covering caseloads when short staffed
- Complete 2 visits per year and as needed
 - Best Practice is 4 visits a year



Contracted Case Management



Lead Agency Review Recommendations

Reduce Caseload Sizes:

- Highest caseloads they have seen in the state by at least 10 more than the highest they have seen.
- Would need to drop 20 cases to operate at what other counties are doing.
- Supervisors should not be carrying a caseload or covering a caseload.
- Serious concern about burnout and stress.
- Recommended caseload size is 40-45 cases.
 - Expectation of 4 visits per year.
- Recommended hiring 2 staff to reduce caseload.
 - Felt we would be okay adding staff because our waiver numbers are increasing and the number of kids going on waivers is increasing (will be with us for a long time).



Factors to Consider

- The caseload numbers represent people of all ages with varying needs, vulnerabilities, and disabilities.
- Supervisors having caseloads making it hard to complete supervisory duties.
 - Staff have supervision needs.
- Burnout/stress of staff
 - Turnover is costly.
 - Historically have not had high turnover. Generally, retirements or movement within our agency.
- Staff would like to keep managed care because they don't want to lose their clients
 - Would like to have the time to see their clients 4 times a year to be able to serve them better.
- Serve people better when located in the community vs Care Coordination from other areas of the state.
- 1 vacancy we are requesting to fill at Personnel today.
- Medica needs a 125-day notice to terminate.
- Blue Plus needs a 130-day notice to terminate.
- Would not take the case management back from Thomas Allen.



Options

- 1-Not doing anything/keep everything the same
- 2-Waiver Only, no managed care, and not fill vacancy
- 3-Waiver and Blue Plus
- 4-Waiver and Medica
- 5-Keep everything the same, refill vacancy, and add 2 staff



**Todd County
Position Description**

Department: Health & Human Services
Position Title: Care Coordinator
Pay Grade: I/9
FLSA: Non-Exempt
Status: Union Represented
Reports To: Unit Supervisor
Date: 2025-03

Purpose of Position

Position provides care coordination services to individuals. This includes the provision of case management, evaluating and assessing the success of services provided, recommending other services that may be useful, and related work as apparent or assigned. Position is responsible for using a holistic approach to complete individualized assessments and develop and implement plans to enhance and protect the quality and dignity of life for the diverse population served.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

Position Specific Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Assess clients in the home, other place of residence, office, or community facilities.
- Develop, implement, and evaluate care coordination plans; authorize services for delivery by others involved with a client, define initial and ongoing measurable goals and objectives for individuals.
- Provide care coordination, coordinate and encourage direct services and advocate for clients and families.
- Coordinate the determination of eligibility and level of services needed for identified clients.
- Provide education to families about activities that promote a higher level of wellness and reduce the risk of disease and injury, including environmental health threats.
- Coordinate internal and external client referrals; gathers documentation to assist clients in obtaining services and accessing community resources.
- Communicate with providers and coordinate for the provision of services as indicated by the client's individualized plan.
- Document and maintain client records as required by department policy, state and federal regulations.
- Complete MnCHOICES Assessments.
- Participate in care conferences.

- Interpret department or county policies or other agencies' standards or requirements and coordinate services with others to achieve effective and efficient services.
- Participate in case appeals when necessary, including preparing documentation and providing testimony for legal proceedings when needed.
- Participate in community events as requested, such as health fairs, forums, and groups which may occur weekends or evenings.
- Strictly observes all data privacy laws.
- Complete agency, state and federally required documentation related to client activity, according to identified timelines.
- Provide health plan contracted services follow up for individuals.
- Participate in community assessment and planning as requested.
- Participate in quality improvement and department strategic planning.
- Community resource, information and referrals.
- Others duties as department may implement.

The following is a list of services that shall be assigned depending on the incumbent's credentials or licensure and agency needs, with consideration given to employee strengths.

- Long Term Support Services, MnCHOICES & Relocation Services Assessment
- Provide service coordination for a variety of healthcare programs, including MN Senior Health Options (MSHO), MN Senior Care Plus (MSC), Special Needs Basic Care (SNBC), Elderly Waiver (EW), Alternative Care program (AC), Essential Community Supports (ECS) and Community First Services and Supports (CFSS).
- Provides service coordination for Community Alternatives for Disabled Individuals (CADI), Community Alternative Care (CAC), Brain Injuries (BI) waivers.
- Participate in public health emergency preparedness activities, as appropriate or allowed based upon degree and licensure.
- Duties that may be assigned to incumbents holding a valid Nursing license include:
 - o Public Health Nursing Clinic services.
 - o Provision of nursing procedures supportive to physical health such as medication management, injections, use of physical health monitoring devices and medical screening such as pulse oximeter, and blood pressure reading.

Minimum Education and Experience/Special Requirements

- Completion of an approved Associate or Diploma degree that results in MN Registered Nurse Licensure.
- Unencumbered MN Registered Nurse License.
- OR
- Bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology or related field
- Must possess and maintain a valid driver's license.
- Must pass criminal background check.

Preferred Qualifications

- One-year experience in Social Work or Nursing field.
- Bilingual (English/Spanish)

Knowledge, Skills and Abilities

- Comprehensive skill in coordinating services for clients and evaluating where services may be lacking.
- Comprehensive skill in creating and maintaining client records and service plans.
- Ability to establish and maintain effective working relationships with clients, service providers, staff, managed care organizations, agency representatives, medical facilities, financial agencies and the general public.

- Ability to identify social problems and needs to assess the ability of individuals and families to utilize services in problem solving
- Knowledge of behavior as it relates to individuals, family dynamics and systems, physical and mental illness, chemical dependence, developmental disabilities, traumatic brain injuries, severe emotional disturbances, and aging, in order to maintain optimal health.
- Knowledge of the socioeconomic factors which promote and maintain optimal health for individuals, families and communities.
- Knowledge and utilization of appropriate community resources and services.
- Ability to make independent decision.
- Ability to analyze and evaluate complex and crisis situations and assist individuals and families in resolving those situations.
- Ability to effectively communicate verbally and in writing, including diverse populations.
- Ability to apply motivational interviewing techniques.
- Knowledge of agency operations, policies and procedures.
- Knowledge of quality assurance and quality improvement.
- Skills with computer use and software programs.
- Ability to deal with people who have various cognitive, socio-economic and risk levels.
- Ability to deal with angry, hostile and sometimes unkempt persons in a calm and effective manner.
- Ability to solve problems within scope of responsibility.
- Ability to understand and interpret laws, policies and regulations.
- Ability to prepare reports and maintain records.
- Ability to represent Todd County professionally with other community partners and governmental agencies.
- Ability to work cooperatively and respectfully in all situations.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking and sitting and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).