

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: January 15, 2014
Place: Lyon County Government Center, Rooms 1 & 2
Marshall, Minnesota

Opened: 10:15 am
Adjourned: 11:32 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, January 15, 2013 in Commissioners' Rooms 1 & 2 at the Lyon County Government Center, 607 West Main Street in Marshall, Minnesota. The meeting was called to order by Chairperson Ritter.

Members present: Jeane Anderson
Lois Schmidt
Marvin Tinklenberg
William Johnson
Butch Miller
Robert Moline
Gerald Magnus
Curt Blumeyer
Joan Jagt
Stephen Ritter
Rick Anderson
Bob Jarchow
Ron Boyenga
Al Kokesch
Priscilla Klabunde
Carol Ann Flahaven
Pam VanOverbeke

Member(s) absent: Richard Bakken

Staff present

Chris Sorensen	Nancy Walker
Michelle Buysse	Sherry Marks
Carol Biren	Marie Meyers
Karla Drown	Karri Harvey
Janet Bush	Stacy Jorgensen
Melissa Haupt (intern)	Margaret Witzel (intern)
Jennifer Beek	Cindy Nelson
Stacey Longtin	Jason Kloss
Ardis Henriksen	

1. Chairperson Ritter stated that it had been a pleasure to serve as the Chairperson for this Board for the past three (3) years but that he felt it was time for the position to be moved to a different person. Motion by Ritter: To nominate Robert Moline to the position of Chairperson. Motion by Jarchow and second by Ritter: That nominations cease and a unanimous ballot be cast for Robert Moline as Chairperson. The motion carried unanimously.

2. Motion by Ritter and second by Kokesch: To nominate Priscilla Klabunde to the position of Vice-Chair. Motion by Magnus and second by Anderson: That nominations cease and a unanimous ballot be cast for Priscilla Klabunde as Vice-Chair. The motion carried unanimously.

3. Chairperson Moline polled the Board to determine who would represent each county on the Executive Committee. The following members were determined: Lincoln – Curt Blumeyer; Lyon County – Steve Ritter; Murray County – Robert Moline; Pipestone – Butch Miller; Redwood – Priscilla Klabunde; and Rock – Ron Boyenga. Motion by Jagt and second by Anderson: To approve the appointments to the Executive Committee. The motion carried unanimously.

4. Consent Agenda

- a. Amend/Approval of Agenda – Request from Director Sorensen to add W-2 Oral Health Zone Project Update
- b. Identification of Conflict of Interest – Magnus and Klabunde informed the Board that they are members of the Board for Western Mental Health and would not vote on the Contracts.
- c. Approval of 12/18/2013 board minutes

Motion by Ritter and second by Johnson: To approve the Consent Agenda as presented. The motion carried unanimously.

5. Chairperson Moline congratulated the staff on ending year 2013 on such a positive financial note. Motion by Jarchow and second by Blumeyer: To approve the December 2013 Financial Report as presented during the Human Service meeting and moved forward to the Governing Board. The motion carried unanimously.

6. New employee, Janet Bush, Registered Dietician, was introduced to the Board.

Decision Items

7. Director Sorensen asked for approval for the completion of a 12 month probationary period for Lori McGee, Social Worker, and Renae VanGelderren, Public Health Nurse. Motion by Johnson and second by Ritter: To approve the completion of their 12 month probationary period for Lori McGee, Social Worker, on 01/22/14 and Renae VanGelderren, Public Health Nurse, on 01/31/14, both with no increase in salary. The motion carried unanimously.

8. Director Sorensen asked for acceptance of the resignation of Idriss Ibrahim, Eligibility Worker, to be effective 01/08/14. Motion by Kokesch and second by Boyenga: To accept the resignation of Idriss Ibrahim, Eligibility Worker, to be effective 01/08/14. The motion carried unanimously

9. Director Sorensen asked for the acceptance of the letter of retirement from Jean Hoven, Eligibility Worker, to be effective on 01/31/2014. Motion by Jarchow and second by Jagt: To accept the letter of resignation from Jean Hoven, Eligibility Worker, to be effective on 01/31/2014. The motion carried unanimously.

10. Director Sorensen asked the Board to approve the request to begin the process to hire two (2) Eligibility Workers, to fill positions vacated by resignation and retirement. Motion by Ritter and second by Johnson: To authorize staff to begin the process to hire two (2) Eligibility Workers, as requested. The motion carried unanimously.

11. Director Sorensen asked the Board to approve the request to begin the process to hire a part-time Case Aide to work with the CIRCLE program, the position is to be funded by grant monies. Motion by Blumeyer and second by Kokesch: To approve the request to begin the process to hire a part-time Case Aide to work with the CIRCLE program, with grant funding. The motion carried unanimously.

12. Director Sorensen asked the Board to approve Personnel Policy # 16 – Employee Recognition as presented by Krista Kopperud, Health and Human Services Planner, and Lisa DeBoer, Fiscal Officer. This policy was developed by a workgroup made up of employees from across the agency, which have met monthly since the fall

of 2013. Motion by Klabunde and second by Jagt: To approve Personnel Policy # 16 – Employee Recognition as presented. The motion carried unanimously.

13. Director Sorensen asked Carol Biren, Public Health Division Director, to come forward to present Personnel Policy #21 – Tobacco-Free and Electronic Device Policy to the Board. There was discussion about the ability of the agency to enforce the policy, particularly Section 3, bullets “d” and “e”. It was the consensus of the Board to send the policy back to the committee that developed it, as well as send to the agency attorney for input. It can then be brought back to the Board for further consideration.

14. Director Sorensen reviewed the contract list. Motion by Jarchow and second by Ritter: To approve all the contract as presented on the contract list (see attachment). The motion carried with abstentions by Magnus and Klabunde.

15. Deputy Director Walker stated that the lease on one of the vehicles in Redwood County will be coming up during April 2014. She has been contacted by fleet services wondering if we will be leasing again or doing a buyout. She asked for authorization to go out for quotes from car dealerships in our area, as it is her recommendation to purchase. Motion by Boyenga and second by Ritter: To authorize sending out requests for quotes on a vehicle, to replace the one in Redwood that is coming to the end of its lease, and to bring the quotes back to the Board for approval. The motion carried unanimously.

12. Director Sorensen asked for acceptance of the Family Group Decision Making (FGDM) grant, in the amount of \$54,414. There is a 25% match for this grant. Motion by Magnus and second by Ritter: To accept the award of \$54,414 in grant funds for the Family Group Decision Making grant, for the time period of 6/2014 – 5/2015. The motion carried unanimously.

13. Director Sorensen asked for acceptance of the Capacity Building Award from NACCHO in the amount of \$3,500. This money is to help pay the cost of training volunteers for the Emergency Preparedness program. Motion by Blumeyer and second by Ritter: To accept the Capacity Building Award grant from NACCHO in the amount of \$3,500. The motion carried unanimously.

14. Director Sorensen asked for approval to pay the invoice for the Redwood County move, which came in higher than the original quote and was over the amount that can be paid without Board approval. The total amount of the invoice is \$6,500. Motion by Anderson and second by Blumeyer: To approve the payment of \$6,500 to Wherley for the Redwood County move. The motion carried unanimously.

15. Director Sorensen asked for approval of the engagement letter with the Office of the State Auditor for the audit of the agency’s 2013 records. Motion by Miller and second by Jarchow: To authorize the signature of the audit engagement letter with the Office of the State Auditor for the audit of the agency’s 2013 records. The motion carried unanimously. Director Sorensen reported that the letter requesting release for the 2014 audit has been sent to the Office of the State Auditor.

16. Director Sorensen asked for acceptance of the Adults and Children’s Crisis Response Service grant, in the amounts of \$160,000 for 2014 and \$100,000 for 2015. Motion by Jagt and second by Ritter: To accept the Adults and Children’s Crisis Response Service grant, in the amounts of \$160,000 for 2014 and \$100,000 for 2015, as requested. The motion carried unanimously.

Discussion/Information Items

17. Director Sorensen stated that a request had been received that the Board discuss rental agreements across the agency. The Board asked to have this item deferred to the February agenda to allow all Board members to have the information before them. The agency attorney reminded the members of the Board to be aware there would be inherent conflict during this discuss because they would be representing both their own county and the agency.

18. Director Sorensen asked Carol Biren, Public Health Division Director to come forward to give an update on the Oral Health Zone project. Carol stated that she and Krista Kopperud, Health and Human Services Planner, are working with Dr. Deinard on the project. A grant of \$25,000 has been received from the Dental Tray organization and they are in preliminary conversations with Delta Dental. The SW MN Initiative Foundation is also working on a dental health project.

19. Director Sorensen asked for approval to have Bill Toulouse, agency attorney, address the Board. Mr. Toulouse stated that this is the second year in a row that has been very uneventful. His firm is not requesting an increase in the monthly retainer fee, which is \$2,000. The Board requested that Mr. Toulouse bring a letter of agreement to the February 2014 meeting.

20. It was requested that the date of the next meeting be added at the bottom of each month's meeting agenda.

21. Chairperson Moline called for a motion to go into a closed session to discuss negotiations. Motion by Ritter and second by Kokesch: To go into closed session at 11:11 am for the purpose of discussing negotiations. The motion carried unanimously.

22. Motion by Ritter and second by Johnson: To come out of closes session at 11:30 am. The motion carried unanimously.

23. After a discussion of union matters there was a motion by Ritter and second by Jarchow: That mediation sessions will not take place on agency time and union members will have to take personal leave or be off agency time. The motion carried unanimously

Chairperson Moline declared the meeting adjourned at 11:32 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director