



**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: June 15, 2016
Place: Lyon County Government Center
Public Health Conference Rooms 1 & 2
Marshall, Minnesota

Opened: 9:30 am
Adjourned: 10:20 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, June 15, 2016 in Public Health Conference Rooms 1 & 2 of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Anderson.

Members present:

- Jeane Anderson
- Rick Anderson
- Ron Boyenga
- Carol Ann Flahaven
- Joan Jagt
- Priscilla Klabunde
- Gerald Magnus
- Bob Moline
- Les Nath
- Jim Salfer
- Charles Sanow
- Lois Schmidt
- Steve Schulze
- Sherri Thompson
- Mic VanDeVere

Members absent:

- Pam VanOverbeke
- Dan Wildermuth

Staff present:

- Carol Biren
- Ardis Henriksen
- Jason Kloss
- Stacey Longtin
- Marie Meyers
- Ann Orren
- Jill Toering
- Chris Sorensen
- Karri Harvey
- Sarah Kirchner
- Krista Kopperud
- Mariah McCloud
- Cindy Nelson
- Anna Snyder
- Josh Varpness
- Nancy Walker

O. Consent Agenda –

Chairperson Anderson asked if there were any additions to the meeting agenda. The Board will find a list of additions printed and on the table by their place. Item R-10 Clara Sik, Eligibility Worker, retirement, effective 06/30/16 should be deleted from the agenda. Under R. Decision Items the following were added: 22. Contract addition – **Clearway Minnesota (Minneapolis, MN)** 07/01/16 to 06/30/17; Grant to reduce tobacco use and secondhand smoke exposure through research, action, and collaboration, \$99,826 maximum paid out in installments based on reporting (renewal); 23. James Kponyoh, Information Technology Specialist, probationary appointment (12 months), \$22.00 per hours, effective 06/21/16; 24. Bethany Blegen, Social Worker (CPS),

probationary appointment (12 months), \$40,660.00 annual, effective 06/27/16; 25. Nancy Lange, Social Services Supervisor, retirement, effective 07/29/16; 26. Request for Information Technology Specialist. Chairperson Anderson asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any corrections or additions to the minutes of the May 18, 2016 meeting. Motion by VanDeVere and second by Moline: To approve the consent agenda with the deletion and additions to the meeting agenda. The motion carried unanimously.

P. Financial –

The financial report had been forwarded by the Human Services Board to the Governing Board for their approval. Chairperson Anderson asked if there were any additional questions or comments about the financial report. Motion by Nath and second by Jagt: To approve the financial report as presented and forwarded to the Governing Board. The motion carried unanimously.

Q. Employee Recognition –

Chairperson Anderson stated that he would present the Years of Service (YOS). Awards were presented to the following staff members: Mariah McCloud for one year of service; Jill Toering for one year of service; Connie Seaman for one year of service; Josh Varpness for one year of service; Anna Snyder for one year of service; and Marie Meyers for thirty years of service. Chairperson Anderson called a recess in the meeting and asked those who had received awards to gather in the lobby for a picture.

The meeting reconvened at 9:40 am.

R. Decision Items –

Chairperson Anderson asked Director Sorensen to address items 1 through 8, plus 23 and 24 together. Director Sorensen reviewed the following personnel requests:

1. Arnold Siyapche, Information Technology Specialist, completion of 12 month probationary period, 1% salary increase, effective 07/06/16
2. Lisa Luckhardt, Social Worker, completion of 12 month probationary period, 1% salary increase, effective 07/06/16
3. Justine Heinis, Social Worker (CPS), probationary appointment (12 months), \$40,660/00 annual, effective 05/30/16
4. Nicole Berry, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 06/06/17
5. Angela Frisk, Social Worker, probationary appointment (12 months), \$42,500.00 annual, effective 07/11/16
6. Kami Parker, promotional appointment – Office Support Specialist to Child Support Officer, \$17.36 per hour, effective 06/06/16
7. Alyssa Sorensen, promotional appointment – Office Support Specialist to Eligibility Worker, \$17.14 per hour, effective 06/27/16
8. Sarah Kirchner, promotional appointment – Collections Officer to Fiscal Manager, \$55,500.00 annual, effective 05/31/16
23. James Kponyoh, Information Technology Specialist, probationary appointment (12 months), \$22.00 per hour, effective 06/21/16
24. Bethany Blegen, Social Worker (CPS), probationary appointment (12 months), \$40,660.00 annual, effective 06/27/16

Director Sorensen asked that the Board approve all of the personnel requests. Motion by Jagt and second by Klabunde: To approve the completion of a 12 month probationary period with a 1% salary increase for Arnold Siyapche, Information Technology Specialist, effective 07/06/16 and for Lisa Luckhardt, Social Worker, effective 07/06/16; the probationary appointments (12 months) for Justine Heinis, Social Worker (CPS), \$40,660.00 annual, effective on 5/31/16; Nicole Berry, Social Worker (CPS), \$40,660.00 annual, effective 6/6/16; Angela Frisk, Social Worker, \$42,500.00 annual, effective 7.11/16; James Kponyoh, Information Technology Specialist, \$22.00 per hour, effective 6/12/16 and Bethany Blegen, Social Worker (CPS), \$40,660.00 annual, effective 6/27/16; for promotional appointments for Kami Parker, Office Support Specialist to Child Support Officer, \$17.36 per hour, effective 06/06/16; Alyssa Sorensen, Office Support Specialist to Eligibility Worker, \$17.14 per hour, effective

6/27/16; and Sarah Kirchner, Collections Officer to Fiscal Manager, \$55,500.00 annual, effective 5/31/2016. The motion carried unanimously.

9. Director Sorensen stated that a letter of resignation had been received from Tammy Groen, Social Worker (CPS), to be effective 06/24/16. He asked that the Board accept the resignation. Motion by Moline and second by Nath: To accept the letter of resignation from Tammy Groen, Social Worker (CPS), to be effective 06/24/16. The motion carried unanimously.

10. Item pulled from the agenda

25. Director Sorensen stated that a notice of retirement had been received from Nancy Lange, Social Services Supervisor, to be effective 07/29/16. Motion by Boyenga and second by VanDeVere: To accept the notice of retirement from Nancy Lange, Social Services Supervisor, to be effective 07/29/16. The motion carried unanimously.

11. Director Sorensen stated that a request for leave without pay had been received from Amy Herigon. Because the time requested was for over 37.5 hours, therefore the Board needs to approve the request. Motion by Magnus and second by Nath: To approve the request from Amy Herigon for leave without pay. The motion carried unanimously.

12. Director Sorensen stated that the front office person in the Ivanhoe office has traditionally been an Office Support Specialist but there are many tasks that are done by a Case Aide that need to be done in that office. He asked the Board to approve a request from staff to begin the process to hire a Case Aide to work at the front desk in the Ivanhoe office. Motion by VanDeVere and second by Jagt: To authorize staff to begin the process to hire a Case Aide to be assigned to the office in Ivanhoe. The motion carried unanimously.

13. Director Sorensen stated that because it appears that MDH will be awarding SWHHS the delegation agreement for Lyon and Redwood Counties for FP&L beginning January 1, 2017, staff is asking for authorization to begin the process to hire a Sanitarian to help cover the additional workload, allowing time needed to train the individual. Motion by Jagt and second by Thompson: To authorize staff to begin the process to hire a Sanitarian. The Board asked if there are a number of available candidates in the area. Jason Kloss, Environmental Health Manager, stated that there are not a lot of Registered Sanitarians in the area, but because he is already a Registered Sanitarian we will have the option to hire an entry level person and train them to complete the duties of a Sanitarian. He stated that he still has a couple items to complete from the list of required documentation being required by MDH. Moline called for the question. The motion carried unanimously.

26. Director Sorensen stated that the Board had previously approved going through the process to hire an Information Technology Specialist, Senior, filling a position vacated due to resignation. Staff is now asking for authorization to begin the process to hire an Information Technology Specialist. This person would help with Help Desk requests and setting up new computers to be assigned to staff. Motion by Klabunde and second by Sanow: To authorize staff to begin the process to hire an Information Technology Specialist. The motion carried unanimously.

Chairperson Anderson asked Director Sorensen to address the Personnel Policy on its own and then cover all of the Administrative Policies.

14. Director Sorensen stated that Personnel Policy Number 22 – Social Media Policy was revised by striking language referring to other policies to be read. He asked that the Board approve the policy as revised. Motion by Magnus and second by Boyenga: To approve the revisions to Personnel Policy Number 22 – Social Media Policy as presented. The motion carried unanimously.

Director Sorensen reviewed the following Administrative Policies on the agenda.

15. Administrative Policy Number 8 – Disaster Recovery Plan was revised to state position titles rather than names of staff.

16. Administrative Policy Number 9 – Physical and Technical Safeguards was revised to include more detail on safeguarding private data.

17. Administrative Policy Number 10 – LAN, E-Mail, Internet Access, and Personal Computing Equipment was revised to identify the IT department rather than the data processing department and to strike out language covered in other policies.

18. Administrative Policy Number 14 – Health Care Insurance Portability and Accountability Act (HIPAA) has been revised for clarity. The final document is in the meeting packet but a copy indicating the changes is available for

reference. It was pointed out the acronym for Health Care Insurance Portability and Accountability is listed incorrectly in the Table of Contents; Section 9.

19. Administrative Policy Number 18 – Passwords have been revised to give greater explanation of password requirements.

20. Administrative Policy Number 24 – Equipment Disposal Policy was revised to strike language about policy compliance.

Motion by Moline and second by Nath: To approve the following policies as revised: Administrative Policy Number 8 – Disaster Recovery Plan; Administrative Policy Number 9 – Physical and Technical Safeguards; Administrative Policy Number 10 – LAN, E-Mail, Internet Access, and Personal Computing Equipment; Administrative Policy Number 14 – Health Care Insurance Portability and Accountability Act (HIPAA), with correction to the Table of Contents; Administrative Policy Number 18 – Passwords; and Administrative Policy Number 24 – Equipment Disposal Policy. The motion carried unanimously.

21. Director Sorensen stated that the Southwest Health and Human Services Comprehensive Civil Rights Plan was revised with a couple of issues of clarification. Motion by VanDeVere and second by Jagt: To approve the Southwest Health and Human Services Comprehensive Civil Rights Plan as revised and presented. The motion carried unanimously.

22. Director Sorensen reviewed the contracts as listed in the meeting packet and as an addition to the agenda. Motion by Magnus and second by Sanow: To approve the contracts as listed and reviewed. The motion carried unanimously.

S. Discussion/Information –

1. Director Sorensen stated that it has been five (5) years since the Strategic Plan had been developed. There is an opportunity to meet with a facilitator on August 30 – 31, 2016. Carol Biren, Public Health Division Director, said that staff is looking for Board members who would be interested in participating in the process. They are looking for possibly three (3) Board members. Moline and Flahaven stated that they would be able to attend and VanDeVere will check his availability and let Carol know.

2. Director Sorensen reported that the supervisory staff have all submitted their budget requests for 2017. He is looking at having a meeting with the Executive Committee sometime in July. He will send out a doodle request to set up a day and time.

3. Director Sorensen, as an update on what is happening regarding office space in various counties, reported that the Lincoln County Board has requested more quotes be obtained for the various portions of the office remodel there. They are trying to modernize the office space. There will be an opportunity for additional office space in the Lyon County location when the county completes their remodel. In Redwood County they have cleared agency files at the old location and will have a number of file cabinets available.

Chairperson Anderson asked if there was anything further to bring to the Board. Thompson commented that she likes the agency Facebook page and reported some of the topics that are on the page. Hearing nothing further, he adjourned the meeting at 10:20 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director