

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date:	April 17, 2013	Opened:	9:30 am
Place:	Health and Human Services Building Pipestone, Minnesota	Adjourned:	10:00 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, April 17, 2013 in the Health and Human Services Conference Room at 1091 North Hiawatha Avenue in Pipestone, Minnesota. The meeting was called to order by Chairperson Ritter.

Members present:

Gail Byers
Lois Schmidt
Marvin Tinklenberg
William Johnson
Bob Moline
Gerald Magnus
Curt Blumeyer
Joan Jagt
Stephen Ritter
Rick Anderson
Bob Jarchow
Ron Boyenga
Richard Bakken
Al Kokesch
Priscilla Klabunde
Carol Ann Flahaven
Pam VanOverbeke

Member(s) absent:

Butch Miller

Staff present:

Chris Sorensen
Ardis Henriksen
Sherry Marks
Nancy Walker
Stacey Longtin
Mandy Hozapfel
Cindy Nelson
Rachel Johnston
Kristin Deacon
Carol Biren
Jenifer Klein
Lori McGee

Chairperson Ritter asked if there were any additions or deletions from the agenda as presented. Director Sorensen asked that the following items be added to the agenda: R-10 Heather Hain, Social Worker, probationary appointment (12 months), \$35,892.00 annual, effective 04/26/13 and R-11 Computer purchase. Chairperson Ritter asked if any Board member wished to identify a conflict of interest. None were identified.

He asked if there were any additions or corrections to the minutes from the March 13, 2013 meeting. Motion by Blumeyer and second by Kokesch: To approve the Consent Agenda with the additions to the meeting agenda. The motion carried unanimously.

Chairperson Ritter stated that the Financial Report had been moved forward to the Governing Board and he asked if there were any further questions or comments on the report given during the Human Services Board meeting. Motion by Magnus and second by Johnson: To approve the Financial Report as presented during the Human Services Board meeting. The motion carried unanimously.

Chairperson Ritter invited Lori McGee, Social Worker, forward to meet the Board. Lori stated that she has been working in the field of social work for about twenty (20) years. She will work primarily in Lincoln and Pipestone Counties. Chairperson Ritter welcomed her to the agency.

Chairperson Ritter asked Director Sorensen to address the personnel items on the agenda. Director Sorensen stated that he would take items 1 – 6 together. Douglas Walker, who had accepted the position of Information Technology Specialist, Senior had called back to decline the position. Director Sorensen asked that the Board rescind the job offer which had been approved at the March 2013 meeting. Jessica Bosma, Public Health Nurse, is going from full-time status to part-time status (22.5 hours per week), effective 07/01/13. Kristin Deacon, Nursing Supervisor, will have completed her 6 month probationary period, effective 04/22/2013, with no increase in salary. Ann Orren, CIRCLE Coordinator, probationary appointment (12 months) at an annual pay rate of \$48,700, effective on 04/08/2013. Judy Pitzl, Public Health Educator, has accepted a probationary appointment (12 months) at an hourly rate of \$25.50, effective on 04/22/2013. Deb Seidel, Information Technology Specialist, Senior, has accepted a probationary appointment (12 months) at an annual rate of \$41,000, effective on 04/15/2013. Motion by Boyenga and second by Moline: To approve the following personnel requests – 1) Douglas Walker, Information Technology Specialist, Senior rescind job offer; 2) Jessica Bosma, Public Health Nurse full-time to part-time (22.5 hours per week), effective 07/01/13; 3) Kristin Deacon, Nursing Supervisor, completion of 6 month probationary period, no increase in salary, effective 04/22/2013; 4) Ann Orren, CIRCLE Coordinator, probationary appointment (12 months), \$48,700/annual, effective 04/08/2013; 5) Judy Pitzl, Public Health Educator, probationary appointment (12 months), \$25.50 per hour, effective on 04/22/2013; 6) Deb Seidel, Information Technology Specialist, Senior, probationary appointment (12 months) \$41,000/annually, effective on 04/15/2013. The motion carried unanimously.

Director Sorensen requested that the Board authorize staff to begin the process to hire an individual for the Health and Human Services Planner position. Staff has decided that there is value in this position as this person looks for funds, working on the front end of projects. Anderson asked if the person in this position would be involved in the work around the Accountable Care Act. Director Sorensen stated that this person would help tie all the work surrounding that area together. This position has been missed over the last four (4) months because it is the person working this position who is the driving force behind the strategic planning process. Schmidt commented that when Carol Biren, Division Director for Health Services, was in this position she was a very critical connection to the community. This person works together on grant writing with community partners. Motion by Anderson and second by Jagt: To authorize staff to begin the process to hire an individual to fill the position of Health and Human Services Planner. The motion carried unanimously.

Director Sorensen stated that the Human Services Labor Unit had approved the 2013 contract with the Board, along with the Memorandum of Understanding that establishes the process by which the labor unit and employer can schedule and hold quarterly meetings, if needed, to discuss salary scale models or other related issues. The increase in the employer contribution to the cafeteria plan will begin on May 1, 2013. Motion by Klabunde and second by Jarchow: To approve the Human Services Labor Agreement and the

Memorandum of Understanding related to the scheduling of quarterly meetings. The motion carried unanimously.

Director Sorensen reviewed the contracts that were listed for approval. All of the contracts were for waived services, with the exception of the Family Group Decision Making contract with Mary Rademacher. There was a question regarding success rates for Family Group Decision Making. Cindy Nelson, Division Director for Human Services, stated that it is hard to measure success because they are pulled together for different reasons. It is definitely a success in that it brings parties together but the answer as to whether it always work out is a no. Director Sorensen asked that the Board approve the contracts as presented. Motion by Magnus and second by Johnson: To approve the contracts as listed and presented. The motion carried unanimously.

Director Sorensen requested that the Board approve the twelve (12) month probationary appointment of Heather Hain, Social Worker at an annual rate of \$35,892, effective 04/26/2013. Motion by Jarchow and second by Jagt: To approve the twelve (12) month probationary appointment of Heather Hain, Social Worker at an annual rate of \$35,892, effective 04/26/2013. The motion carried unanimously.

Director Sorensen requested approval to purchase of thirty-two (32) new computers, including all the components that go with the m, at a total cost to the agency of \$52,360.20 including tax. The IT department will finish with the computers in the Marshall office, after which all of the agency computers will be put on a consistent replacement rotation. Motion by Blumeyer and second by Anderson: To approve the purchase of the components for thirty-two (32) computers at the cost of \$52,360.20. The motion carried unanimously.

Chairperson Ritter announced that next month's meeting will be at the courthouse in Ivanhoe.

Kokesch commented that he had heard from two (2) locate (Redwood County) establishments making complaints about the cost of licensing and the difficulty they have working with the state.

Chairperson Ritter asked if there was anything more to come before the Board. Hearing nothing, he adjourned the meeting at 10:00 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Secretary, SWHHS Governing Board

Attest: _____
Director