

**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date:	August 21, 2013	Opened:	10:30 am
Place:	Murray County Health and Human Services Building Conference Room Slayton, Minnesota	Adjourned:	11:35 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, August 21, 2013 in the conference room of the Murray County Health and Human Services building at 3001 Maple Road in Slayton, Minnesota. The meeting was called to order by Chairperson Ritter.

Members present:	Marvin Tinklenberg William Johnson Bob Moline Gerald Magnus Rick Anderson Lois Schmidt Pam VanOverbeke Stephen Ritter Bob Jarchow Ron Boyenga Al Kokesch Priscilla Klabunde Carol Ann Flahaven Curt Blumeyer Joan Jagt
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Member(s) absent:	Butch Miller Richard Bakken
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Staff present:	Chris Sorensen Sherry Marks Ardis Henriksen Kathryn Herding Cindy Nelson Stacy Jorgensen Kristin Deacon Carol Biren Nancy Walker	Dale Hiland Jenifer Klein Karla Drown Stacey Longtin Anita Van Veldhuizen Marie Meyers Krista Kopperud Michelle Buysse
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Chairperson Ritter asked if there were any additions or deletions from the agenda for the meeting. It was pointed out that there were four (4) additional agenda items for this meeting included on the handout at each place. He asked if any member of the Board wished to identify a conflict of interest. None were identified. He asked if there were any additions or corrections to the minutes of the July 17,

2013 meeting. It was requested that the name of Gerald Magnus be added to those in attendance and that the name Pam VanOverbeke be added to those absent. Motion by Jagt and second by Moline: To approve the Consent Agenda with the corrections to the minutes of the July 17, 2013 as requested. The motion carried unanimously.

Chairperson Ritter stated that the Financial Report had been heard during the Human Services Board and moved forward to the Governing Board for final approval. He asked if there were any additional questions or comments to be made. Motion by Anderson and second by Johnson: To approve the Financial Report as presented during the Human Services Board meeting and forwarded to the Governing Board. The motion carried unanimously.

Chairperson Ritter invited new staff members to come forward to meet the Board. Director Sorensen stated that Penny Scheffler, Social Worker (CPS) would not be able to attend because of a job conflict. Anita Van Veldhuisen, Office Support Specialist, and Krista Kopperud, Health and Human Services Planner, gave a brief summary of their backgrounds and told what areas they are working in at SWHHS. The members of the Board introduced themselves. Chairperson Ritter welcomed them to the agency.

Director Sorensen stated that he would address Decisions Items 1 through 6 together. Two Eligibility Workers completed their six (6) month probationary period, with no salary increase, Deb Moon on 08/25/2013 and Becky McMahon on 09/04/2013. There were four (4) individuals who are before the Board for approval of their twelve (12) probationary appointment: Megan Gullickson, Social Worker, \$35,892 annually, effective on 07/29/2013; Holly Louwagie, Social worker, \$35,892 annually, effective on 08/12/2013; Jessica Thurstin, Support Enforcement Aide, \$13.49 per hour, effective on 08/19/2013; and Brenda Rothmeier, Social Worker, \$35,892, effective 08/21/2013. Director Sorensen requested that the Board approve these personnel requests. Motion by Moline and second by Jagt: To approve the following personnel requests: 1) Deb Moon, Eligibility Worker, completion of 6 month probationary period, no salary increase, effective 08/25/2013; 2) Becky McMahon, Eligibility Worker, completion of 6 month probationary period, no salary increase, effective 09/04/2013; 3) Megan Gullickson, Social Worker, probationary appointment (12 months), \$35,892 annual, effective 07/29/2013; 4) Holly Louwagie, Social Worker, probationary appointment (12 months), \$35,892 annual, effective 08/12/2013; 5) Jessica Thurstin, Support Enforcement Aide, probationary appointment (12 months), \$13.49 per hour, effective 08/19/2013; and 6) Brenda Rothmeier, Social Worker, probationary appointment (12 months), \$35,892 annual, effective 08/21/2013. The motion carried unanimously.

Director Sorensen stated that a letter of resignation had been received from Twyla Rabaey, Social Worker, with an effective date of 08/26/2013. He asked that the Board accept the resignation. Motion by Blumeyer and second by Johnson: To accept the resignation of Twyla Rabaey, Social Worker, to be effective 08/26/2013. The motion carried unanimously.

Director Sorensen asked Stacy Jorgensen, Social Services Supervisor, to come forward to give the rationale for the request to hire an additional Social Worker. Stacy stated that this position would be for a Social Worker to work in the Adult Mental Health unit. The best practice case load ratio is thirty-six (36) to one (1) but the agency's Social Workers in that unit are currently carrying a caseload ratio of forty-two (42) to one (1). The current ratio is the result of a huge increase in the number of intakes that the agency has experienced and the ratio affects the level of service that Social Workers are able to provide to their clients. The ability to hire an additional Social Worker would help to bring the caseload more into line with best practices. Motion by Kokesch and second by Anderson: To authorize staff to

begin the process to hire a Social Worker to work in Adult Mental Health. The motion carried unanimously.

Director Sorensen asked the Board to authorize staff to begin the process to hire a SHIP Coordinator. This is a position that will be required by the grant agreement, if the agency is awarded funding, and will be contingent on receiving the funding. Motion by Jagt and second by Klabunde: To authorize staff to begin the process to hire a SHIP Coordinator, contingent on SHIP grant funding. The motion carried unanimously.

Director Sorensen stated that Personnel Policy Number 8 – Employee Resignation is being brought to the Board for approval of a revision to make the language line up with the revision of Policy Number 2 – Conditions of Employment, stating that a flex schedule cannot be used for the last two (2) weeks of employment. Motion by Jarchow and second by Magnus: To approve the revision to Personnel Policy Number 8 – Employee Resignation as requested. The motion carried unanimously.

Director Sorensen reviewed the proposed contracts, new and revised, as listed. He asked that the Board approve the full list of contracts. Motion by Boyenga and second by Blumeyer: To approve all proposed contracts as listed. The motion carried unanimously.

Director Sorensen reviewed the 2013 contribution table for Southern Prairie Community Care, which shows the participating counties and the 2013 contribution determined for each. There has been no additional money for this project budgeted for 2014. The agency has already paid one-third of the contribution for its participating counties. Director Sorensen recommended that the Board approve the payment of the remaining amount of the county contributions for the agency's participating counties, a total of \$142,461. Motion by Anderson and second by Ritter: To approve the request to pay the remaining two-thirds, \$142,461, of the determined county contributions for the participating counties in the SWHHS service area, not to include any funds from Pipestone County. The motion carried unanimously.

Deputy Director Walker presented the details about a voluntary short-term disability insurance program that could be offered to staff. There are two (2) types of plans that are being considered, one a fifteen (15) day plan and the other a thirty (30) day plan. There would need to be a minimum of ten (10) employees who sign up for the plan in order to put it in place. Motion by Moline and second by Klabunde: To offer the thirty (30) day voluntary short-term disability insurance plan from Assurant Employee Benefits to agency employees. The motion carried unanimously.

Chairperson Ritter asked Deputy Director Walker to discuss options for the CD that is maturing in the near future with the Board. This CD was mentioned during the Financial report. She stated that the \$100,000 CD will mature on September 17, 2013 and she is wondering if the Board would like to cash it out or reinvest it. The agency does not necessarily need the money for cash flow purposes. Therefore, she asked if an attempt should be made to see if there is a better interest rate available for a CD. After discussion it was decided that staff should see if the fiscal agent, E. J. Moberg – Lyon County Auditor/Treasurer, can find a suitable way to reinvest the money.

Director Sorensen commented that both of the program Boards had, during their meetings, reviewed and approved the proposed 2014 budgets for their program area. The Human Services Board had approved a budget of \$21,858,063, with a county tax levy of \$9,088,387, and the Community Health Board had approved a budget of \$3,063,014, with a county tax levy of \$776,722. He asked that the

Governing Board take action to give final approval of the two proposed budgets. Motion by Boyenga and second by Jagt: To approve a Human Services budget of \$21,858,063, with a county tax levy of \$9,088,387 and a Health Services budget of \$3,063,014, with a county tax levy of \$776,722. The motion carried unanimously.

Director Sorensen asked that the Board approve the probationary appointment of Craig Wilson, Social Worker, with an annual salary of \$39,000, to be effective on 09/16/2013. Motion by Klabunde and second by Johnson: To approve that twelve (12) month probationary appointment of Craig Wilson to the position of Social Worker at an annual salary of \$39,000 to be effective on 09/16/2013. The motion carried unanimously.

Director Sorensen stated that a letter of resignation had been received from Jill Thooft, Health Services Program Aides, effective on 09-03-2013. He asked that the Board accept the resignation. Motion by Magnus and second by Jagt: To accept the resignation of Jill Thooft, Health Services Program Aide, to be effective on 09/03/2013. The motion carried unanimously.

Director Sorensen asked that the Board give staff the authorization to begin the process to hire a Health Services Program Aide, the position vacated by resignation. Motion by Anderson and second by Kokesch: To authorize staff to begin the process to fill the position of Health Services Program Aide. The motion carried unanimously.

Director Sorensen stated that when Redwood County joined the Joint Powers Agreement there was a provision included that Redwood County would pay a set amount of their buy-in at the beginning, 01/01/2013, and that the agency would determine if the remaining buy-in amount was necessary and notification would be given by September 2013 to be payable on 01/01/2014. The amount of the buy-in was determined by their percentage of the service population. Director Sorensen stated that it takes time to make culture changes within an organization. He requested that the Board approve a request, to Redwood County for a final buy-in of \$300,000. Motion by Magnus and second by Jarchow: To request a final buy-in amount of \$300,000 from Redwood County, to be payable on 01/01/2014. The motion carried with abstentions by Klabunde and Kokesch.

Deputy Director Walker reported that notification had been received from MCIT that that agency would receive a 2013 dividend of \$45,440, of which \$15,447 is for Workers' Compensation insurance and \$29,993 is for Property/Casualty insurance.

Deputy Director Walker reported that the SW/WC Service Coop had informed her that there would be a 0% increase in health insurance for 2014. The insurance work group is still working with RJF to look into other insurance options. The meeting with the service coop was really a sales pitch to stay with them for coverage. Amy, the account rep with RJF is taking the proposal back to compare it with the RFP. It was stated that a good time to look at change is when rate increases are very low. The dental coverage will increase by 10%, which is the maximum increase allowed by the carrier contract.

Director Sorensen stated that he had been contacted by Avera-Marshall, North Ambulance and the Marshall PD regarding non-emergency transportation issues, which are becoming problematic. They had met to discuss a collaborative contract to cover non-refundable transportation requests. Each partner would have a buy-in for the program. Western Community Action had agreed to establish a contract with the local taxi service to provide the non-refundable transportation requests.

Chairperson Ritter commented that due to a request from the court system, who need the space allowed by the three (3) contagious meeting rooms on the day of our September Board meeting, it was decided to hold the Board meetings in the large conference room within the Health Services office area.

Chairperson Ritter asked if there was anything more to come before the Human Services Board. Hearing nothing, he adjourned the meeting at 11:35 am.

Approved \_\_\_\_\_ Date

Authorized \_\_\_\_\_  
Chairperson, SWHHS Governing Board

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Secretary, SWHHS Governing Board

Attest: \_\_\_\_\_  
Director