

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: February 20, 2013
Place: Lyon County Government Center
Commissioners' Rooms 1 & 2
Marshall, Minnesota

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

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, February 20, 2013 in Commissioners' Rooms 1 & 2 of the Lyon County Government Center at 607 West Main Street in Marshall, Minnesota. The meeting was called to order by Chairperson Ritter.

Members present:

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

Member(s) absent

Richard Bakken
Pam VanOverbeke

Staff present:

Michelle Buysse
Cindy Nelson
Nancy Walker
Marie Meyers
Carol Biren
Karla Drown
Dale Hiland
Jenifer Klein
Sherry Marks
Jason Kloss
Kristin Deacon
Kathy Herding

Chairperson Ritter asked if there were any additions or deletions from the agenda for the meeting. Staff request the addition of Q22 - Kayla Hall, Social Worker (CPS), probationary appointment (12 months), \$37,452.00 annual, effective 02/21/2013. Chairperson Ritter requested the addition of Q23 – Comments from the Board Regarding the Performance Evaluation of the Director. He asked if any Board member needed to identify any conflict of interest. None were identified. He asked if there were any additions or corrections to the minutes from the January 16, 2013 meeting and the minutes from the special meeting on February 1, 2013. Motion by Jarchow and

Director Sorensen requested that the Board give an annual approval for staff vacancies, which would apply to mission critical positions or those positions where if we did not move forward with filling them would put agency clients at risk. This approval would allow staff only to move forward on mission critical positions and all requests to approve appointments would still be brought to the Board. This approval would be requested on an annual basis. Anderson requested a document what details what makes a position mission critical. This item will be placed on the agenda for the March 2013 meeting for further discussion and action.

Director Sorensen reported that labor negotiations with the Public Health unit, Local 1687, has been completed and the union membership has reviewed and approved the new labor agreement and the memorandum of understanding. The two (2) areas for change were the pay increase of 2.5% added to base, retroactive to January 1, 2013 and a \$41 monthly addition to the cafeteria plan starting the month following ratification of the contract. The memorandum of understanding sets up the avenue allowing both management and union to hold quarterly meetings, on the request of either party, to discuss salary scales models and/or other issues for consideration during the 2014 negotiations. Both documents have been signed by the unit president and the business rep. Motion by Moline and second by Klabunde: To approve the 2013 Labor Agreement between SWHHS and AFSCME – Public Health and the Memorandum of Understanding as presented. The motion carried unanimously.

Director Sorensen requested that the Board approve the addition of \$41 per month towards the cafeteria plan for all non-union employees, as was given in the newly ratified labor agreement with the Public Health labor union. Motion by Blumeyer and second by Anderson: To increase the agency contribution to the cafeteria plan for non-union employees by \$41, beginning March 1, 2013. The motion carried unanimously.

Chairperson Ritter asked Director Sorensen to review the Contract List that was included in the meeting packet. Director Sorensen asked that the Board withdraw the proposed Title IV-D agreement from consideration. The rest of the contracts on the list are all very standard service agreements. Director Sorensen asked that the Board approve all of the contracts on the list, with the exception of the Title IV-D agreement. Motion by Boyenga and second by Johnson: To approve the contracts as presented, with the exception of the Title IV-D agreement. The motion carried unanimously.

Director Sorensen asked that the Board accept the donation made by St. Leo Catholic Church in Pipestone. It was asked what types of items were received. Kristin Deacon, Nursing Supervisor, stated that it was baby items. Motion by Miller and second by Jagt: To accept the baby items received from St. Leo Catholic Church in Pipestone, Minnesota. The motion carried unanimously.

Director Sorensen asked that the Board consider a need determination for ECCO DAC. They are requesting to increase their capacity four (4) additional clients. Motion by Klabunde and second by Jagt: To approve the need determination for ECCO DAC as requested. The motion carried unanimously.

Deputy Director Walker stated that staff has noticed a high usage of agency cars, with there being many times when a car is not available. Funding for four (4) vehicles was built into the budget for 2013 and she requested approval to request quotes for two (2) cars, which would be added to the fleet in Lyon County. She stated that she generally requests quotes for program vehicles with 10,000 to 20,000 miles but is also open to new vehicles. Motion by Moline and second by Blumeyer: To authorize the request to obtain quotes for two (2) vehicles to be placed in the fleet in Lyon County. The motion carried unanimously.

Director Sorensen stated that there is a need to replace about 95 units, some PCs and some laptops. An inventory assessment of current technology was done in both Redwood and Pipestone Counties. At this time the greatest need is in Redwood County. Director Sorensen requested approval by the Board to make the following purchases: Laptops/mobile units - \$33,117; PC units - \$10,256.12; Memory upgrades - \$1,526.70; and Microsoft Office Licenses - \$11,099.08 for a total purchase of \$55,998.90. This purchase will help the agency move back toward a three (3) to four (4) year rotation for replacement or upgrade. In response to a question about whether there will be a new expense for licenses if there is a software upgrade, Director Sorensen stated that the licenses are purchased for three (3) years so any upgrades during that time period would not incur any new expense. Motion

by Anderson and second by Jagt: To approve the request from staff to make the IT purchases, as listed during the meeting, at the total amount of \$55,998.90. The motion carried unanimously.

Director Sorensen stated that the Board needs to appoint two (2) individuals to represent them on the Lyon-Murray Families Project board, one for Health Services and one for Human Services. In the past these positions have been held by Moline for Health Services and Bob Fenske for Human Services. Chairperson Ritter appointed Moline to continue on the TFP board representing Health Services and Anderson to represent Human Services.

Director Sorensen commented that due to a conflict on March 20, 2013 with the AMC Legislative Conference a request has been received to change the date of the previously scheduled Board meetings. Chairperson Ritter asked the members of the Board what would work best for them, moving one week earlier to March 13th or one week later to March 27th. After discussion it was decided that March 13, 2013 was the best choice for the majority of the members. Motion by Moline and second by Kokesch: To reschedule the March 2013 Board meetings to March 13, 2013 at the same time and location. The motion carried unanimously.

Director Sorensen requested that the Board approve the probationary appointment of Kayla Hall, Social Worker (CPS) at an annual salary of \$34,452 effective on 02/21/2013. Motion by Magnus and second by Jarchow: To approve the probationary appointment of Kayla Hall, Social Worker (CPS) at an annual salary of \$34,452 effective on 02/21/2013. The motion carried unanimously.

Chairperson Ritter stated that it is required by state statute that after a performance evaluation of the agency director that the Board meeting be opened up for public comments by the members of the Board regarding the director's job performance. He commented that it is his opinion that Director Sorensen has done a good job, under the direction of the Board and with assistance from staff, to bring all the member counties together. Blumeyer said that it is his hope that the workload will begin to level off this year. Miller stated that it was Director Sorensen's leadership that brought Pipestone County fully into the agency. Johnson said that, as the person who made the deciding vote in Pipestone County, he is very happy with the decision made. Boyenga reported that Rock County is very satisfied. Chairperson Ritter thanked all the Board members for their comments.

Chairperson Ritter asked Carol Biren, Division Director of Health Services, to come forward to report on the Quality Improvement work being done. Carol stated that 2012 was the first year that the Quality Council was active and working on projects. The Council had approved three project requests, two (2) of which were on the Human Services side of the agency. There were also many informal projects, not having gone through the Quality Council, that were completed during the year. The agency reached all of our goals for ongoing projects. The Community Health Assessment has been put on hold for a few months to allow for agency transitions. The 2013 QI Plan was revised to show what areas that quality improvement projects fall into: Core Competencies; Local Public Health Assessment and Planning Process; and activities that require action during 2013.

Director Sorensen reported that there had been a special meeting held of the Board on February 1, 2013 to authorize the insurance work group, made up of representatives of Lyon, Murray and Redwood Counties and SWHHS, to enter into a business agreement with a business entity to help assess the insurance options available, in an effort to determine if there is an option available to help curb the rising cost of insurances. This is basically a fact finding mission and does not mean that there will be any change in the near future. Miller asked if there has been any thought given to how this might affect the current insurance coop. Anderson stated that it is his hope that this action will be a wake-up call to the insurance coop. The business that an agreement has been signed with, RJF Marsh McClellan, is helping this work group not just consider our past history but what can be done progressively in the future.

It was pointed out that the Quality Improvement Plan needs the approval of the Board. Motion by Blumeyer and second by Boyenga: To accept the 2013 Quality Improvement Plan as revised and presented. The motion carried unanimously.

Chairperson Ritter asked if there was anything else to bring forward at this meeting. Jarchow asked Director Sorensen if there was anything that he could report regarding the negotiation process with the Human Services labor unit. Director Sorensen stated that all he knows for certain is that the labor unit declined the offer made by the Board.

Motion by Blumeyer and second by Anderson: To adjourn the meeting at 11:15 am. The motion carried unanimously.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Secretary, SWHHS Governing Board

Attest: _____
Director