

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: January 16, 2013
Place: Lyon County Government Center
Commissioners' Rooms 1 & 2
Marshall, Minnesota

Opened: 9:50 am
Adjourned: 1: 26 pm

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, January 16, 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.

Present:

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

Guests

Vicki Knobloch, Redwood County Administrator

Staff present:

Nancy Walker
Kathryn Herding
Sherry Marks
Carol Biren
Marie Meyers
Dale Hiland
Nicole Prellwitz
Michelle Buysse
Karla Drown
Jenifer Klein
Stacy Longtin
Kristin Deacon

Chairperson Ritter turned the chair over to Director Sorensen for the election for the position of Chairperson. Motion by Jarchow and second by Moline: To nominate Stephen Ritter for the position of Chairperson. Director Sorensen called for further nominations. Motion by Moline and second by Anderson: That nominations cease and that the secretary cast a unanimous ballot for Stephen Ritter for the position of Chairperson. The motion carried unanimously. Director Sorensen turned the chair back to Chairperson Ritter. Chairperson Ritter thanked the Board for the honor but informed them that this would be his last year as Chairperson and encouraged them to consider taking the position next year.

Chairperson Ritter called for nominations for the position of Vice Chair. Motion by Jagt and second by Kokesch: To nominate Robert Moline for the position of Vice Chair. Chairperson Ritter called for additional nominations from the Board. Motion by Boyenga and second by Blumeyer: That nominations cease and the secretary cast a unanimous ballot for Robert Moline for the position of Vice Chair. The motion carried unanimously.

Director Sorensen stated that the Joint Powers Agreement calls for the election of a Secretary from the Board. Chairperson Ritter called for nominations for the position of Secretary. Motion by Moline and second by Boyenga: To nominate Priscilla Klubunde for the position of Secretary. Chairperson Ritter called for additional nominations from the Board. Motion by Moline and second by Jarchow: That nominations cease and the recording secretary cast a unanimous ballot for Priscilla Klubunde for the position of Secretary. The motion carried unanimously.

Chairperson Ritter stated that the Board can establish a special or Executive Committee to handle any special committee work that needs to be accomplished between Board meetings and make recommendations to the full Board. Director Sorensen commented that he would recommend that the group be kept at five (5), because the membership needs to be kept below six (6) to avoid the present of a quorum. There was discussion about county representation on the committee and possible methods for rotation of membership. Motion by Kokesch and second by Magnus: To establish an Executive Committee with a membership of five (5), excluding the Chairperson of the Board and including the other officers of the Board and one (1) member from each county not having a member serving as an officer. The motion carried unanimously. The membership for 2013 was set as follows: Lincoln County – Curt Blumeyer; Murray County – Robert Moline, Vice-Chair; Pipestone County - Butch Miller; Redwood County – Priscilla Klubunde, Secretary; and Rock County – Bob Jarchow.

Chairperson Ritter asked if there were any additions to the agenda for the meeting. Director Sorensen requested the addition of U-18 Carol Biren, promotional appointment – Health and Human Services Planner to Division Director of Health Services, probationary appointment (6 months), \$71,508 annual salary, effective 01/14/2013; and V-2 Update on Oral Health Zone. Moline requested that the agenda for the February 2013 meeting include an item regarding clarification on voting membership on the Community Health Board. Chairperson Ritter asked the members of the Board to identify any conflicts of interest. None were identified. He asked if there were any additions or corrections to the revised minutes from the November 20, 2012 meeting. There were none. He asked if there were any additions or corrections to the minutes from the December 19, 2012 meeting. There were none. Motion by Moline and second by Jagt: To approve the Consent Agenda with the additions to the meeting agenda. The motion carried unanimously.

Chairperson Ritter requested that Deputy Director Walker come forward to present the Financial Report again for the benefit of a Board member who had not been able to be present during the Human Services Board meeting. Deputy Director Walker reviewed the running balance and pointed out that the final figure of \$6,035,430 is very good in comparison to the two (2) year average, which is indicated on the written report. The report for the Health Services fund shows that revenue was 12% above budget and that expenditures were 2% under budget. The final figures for the Human Services fund show that revenue was 6% above budget and that the expenditures were 1% below budget. Deputy Director Walker stated that the agency is beginning to realize the benefits of centralization and specialization for duties. She then stated that the agency is managing three (3) other funds but those funds are not reported to the Board because other projects determine the flow of those funds. Motion by Blumeyer and second by Anderson: To approve the Finance Report as moved forward from the Human Services Board with recommendation for approval. The motion carried unanimously.

Chairperson Ritter asked Director Sorensen to group and address the Decision Items on the agenda as he felt they were best handled together. Director Sorensen stated that he would address items 1 – 3 together. He stated that Chelsea Trump, Social Worker (CPS) will have completed her twelve (12) month probationary period on 01/23/2013, with no salary increase. Lori McGee, Social Worker, will begin her twelve (12) month probationary appointment on 01/22/2013, at an annual salary of \$37,452. Renae VanGelderren, Public Health Nurse, will begin her twelve (12) month probationary period on 01/31/2013, at an hourly rate of \$21.00. Director Sorensen asked the Board to approve the three reviewed personnel requests. Motion by Miller and second by Jagt: To approve the following personnel requests: 1) Chelsea Trump, Social Worker (CPS) on completion her twelve (12) month probationary period on 01/23/2013, with no salary increase; 2) Lori McGee, Social Worker, on beginning her

twelve (12) month probationary appointment on 01/22/2013, at an annual salary of \$37,452; and 3) Renae VanGelderren, Public Health Nurse, on beginning her twelve (12) month probationary period on 01/31/2013, at an hourly rate of \$21.00. The motion carried unanimously.

Director Sorensen asked that the Board consider the request to increase Julie Marthaler, CIRCLE Coordinator, from 22.5 hours weekly to 25.5 hours weekly. This would result in no change in benefits. Klabunde asked how this request relates to a later request to add another CIRCLE Coordinator position. Director Sorensen commented that there is a need to expand the CIRCLE program, not only in the area of justice but other agency program areas. Motion by Moline and second by Kokesch: To approve the request to change the work week for the current CIRCLE Coordinator position from 22.5 hours weekly to 25.5 hours weekly. The motion carried unanimously.

Director Sorensen stated he would cover items U- 5 and U-6 together. He said that staff has requested authorization to begin the process to hire a .6 FTE Public Health Nurse. This position will be based out of the Lyon County office but will work in both Lyon and Redwood Counties. Director Sorensen commented that staff is requesting authorization to begin the process to hire a full-time Eligibility Worker, to be based in the Lyon County office. Miller asked what would be the effect on the agency if the position was left vacant. Director Sorensen stated that the work would fall to the current staff, which would cause further delays in processing applications for assistance. Motion by Anderson and second by Jagt: To authorize staff to begin the process to hire a .6 FTE Public Health Nurse to work in both Lyon and Redwood Counties, with a report brought back to the Board to help determine if more time is needed, and a full-time Eligibility Worker to work in the Lyon County office. The motion carried unanimously.

Director Sorensen reported that staff had requested authorization to add another CIRCLE Coordinator to staff. This would cost the agency approximately \$55,000 including salary and fringes. Michelle Buysse, Social Services Supervisor, and Julie Marthaler, CIRCLE Coordinator, explained the process used to find volunteers to work with the various CIRCLE groups. Motion by Kokesch and second by Blumeyer: To authorize staff to begin the process to hire a full-time CIRCLE Coordinator as requested. The motion carried unanimously.

Director Sorensen and Deputy Director Walker asked the Board to consider approving the seniority and transfer of accruals for the non-union staff from Pipestone and Redwood Counties. This is the same action that was taken in January 2012 when Rock County became part of the agency. Up to the maximum would be transferred to the books for these individuals and the county that the staff works in would be responsible for financially covering the transfer. Motion by Moline and second by Jagt: To approve the seniority of all non-union staff members transferring over from Pipestone and Redwood Counties and to transfer up to the maximum of accrued leave time (medical and vacation) for those same staff members. The motion carried unanimously.

Director Sorensen stated that four (4) of the non-union staff are at the top of their pay scale, or close enough, that the salary increase that is recommended for them would exceed that top of the range. He asked that the Board approve that, for those non-union staff for whom the portion of their increase would exceed their range, their increase or the portion over their range be given to them in a lump sum. Blumeyer asked when this lump sum would be paid and was told that it would be calculated with the January 25, 2013 payroll. Miller stated that he has a concern about tinkering with pay ranges and was told that the ranges would not be changed with this action. Motion by Magnus and second by Miller: To approve the request to give non-union staff a lump sum payment for any increase over the top of their salary range. The motion carried unanimously.

Director Sorensen stated that two (2) members of the staff have been approved to attend the Blandin Leadership Institute as part of the Marshall contingent, however, one (1) of those people is cancelling due to a time issue. The other person who is going has a great rationale for attending but it does not relate to the person's position in the agency so he recommended that the Board approve her time to attend but without the time being covered by the agency. Motion by Jagt and second by Moline: To approve attendance at the Blandin Leadership Institute but without the time being by the agency. The motion carried unanimously

Director Sorensen stated that because there are approximately seventy-five (75) contracts before the Board for their approval he would give a more general overview of the purpose of the contracts. Most of the contracts are

agreements with already existing service providers and a big part of this is for service continuity. Motion by Jarchow and second by Blumeyer: To approve the contracts on the list as presented. The motion carried unanimously.

Director Sorensen stated that the only donation before the Board is a gift of two (2) car seats to the Pipestone County office. He asked that the Board approve the donation. Motion by Klabunde and second by Jagt: To accept the donation of two (2) car seats to the Pipestone County office. The motion carried unanimously.

Deputy Director Walker stated that the change in the Lyon County Auditor/Treasurer office makes it necessary to revisit the resolution to have that office handle investments for the agency. She stated that Lyon County had approved the same resolution at their meeting earlier in the week. It was pointed out that the resolution should designate that it is the Lyon County Auditor/Treasurer being given authorization by adding the words "Lyon County" where references are made to the Auditor/Treasurer. Deputy Director Walker stated that change could be made very easily. Motion by Klabunde and second by Miller: To approve the Resolution to Designate Depositories and Authorize Auditor/Treasurer to Make Investments, with the designation of Lyon County being added to the resolution document. The motion carried unanimously. Tinklenberg commented that because of the extremely low investment return that Pipestone County had taken action to withdraw from the Magic Fund. Deputy Director Walker stated that she had talked to the Lyon County Auditor/Treasurer about this issue and he had checked with the Magic Fund.

Deputy Director Walker stated that with the change in the Lyon County Auditor/Treasurer office makes it necessary to approve a resolution to give the new Auditor/Treasurer access to the investments that the agency has with the State Farm Bank. She asked that the Board pass a resolution giving the Lyon County Auditor/Treasurer authorization to access and handle funds on behalf of Southwest Health and Human Services. Motion by Anderson and second by Boyenga: To approve the resolution giving authority to the Lyon County Auditor/Treasurer to access and manage funds through the State Farm Bank on behalf of Southwest Health and Human Services. The motion carried unanimously.

Director Sorensen requested that the Board consider and approve the Resolution of Signature Authority, which gives himself and Deputy Director Walker the authority to carry out business for the SWHHS Governing Board. Motion by Jagt and second by Johnson: To approve signature of the Resolution of Signature Authority by Chairperson Ritter, authorizing Director Sorensen and Deputy Director Walker to carry out business on behalf of the SWHHS Governing Board. The motion carried unanimously.

Deputy Director Walker stated that the agency had received a Letter of Engagement from the Office of the Minnesota State Auditor to complete an audit of the agency's 2012 financial records. She asked that the Board authorize the Chairperson and staff to sign the letter. Motion by Moline and second by Klabunde: To authorize signature of the Letter of Engagement from the Office of the Minnesota State Auditor for them to audit the 2012 financial records of the agency. The motion carried unanimously.

Director Sorensen stated that, in regards to the Southwest Minnesota Adult Mental Health Consortium (SMAMHC), he had been informed that the Board representation should be appointed at the county level rather than the agency level. He will be sending a request to each county administrator or coordinator to request that the county appoint a representative to the Southwest Minnesota Adult Mental Health Consortium.

Before going on to the next item on the agenda, Chairperson Ritter requested staff to please provide the Board with a list of acronyms that are commonly used.

Director Sorensen reported that the position of Division Director of Health Services has been filled with the appointment of Carol Biren. Carol began her work in the position on January 14, 2013, with an annual salary of \$71,508. Motion by Blumeyer and second by Moline: To approve the promotional appointment of Carol Biren to the position of Division Director of Health Services, beginning on 1/14/2013 at an annual salary of \$71,508. The motion carried unanimously. Klabunde asked if the Health and Human Services Planner position would be refilled.

Director Sorensen stated that for now Carol will continue to assure that the responsibilities of that position are covered.

Carol Biren, Division Director of Health Services, stated that the process of strategic planning started about one (1) year ago when all the staff attended meetings to complete a SWOC analysis. The Strategic Planning Committee was reconvened in the fall of 2012, starting with a two (2) day planning session, led by a contracted facilitator. During those sessions the Committee had developed a mission statement for the agency. There was also a list of areas to be explored in the future developed, which can help in shaping the vision for the agency. The next step will be to identify people within the agency to do the next steps and they will report back to the Board. When the process is finished it will be taken to the county commissioners to get approval from member counties.

Director Sorensen reported that the evening prior to this meeting, a meeting had been held with Dr. Amos Deinard in Slayton regarding the Oral Health Zone. Moline and Johnson had both attended the meeting. The main topic of discussion was how to inform our community members and stakeholders so that they understand the concerns around this issue.

Chairperson Ritter stated that he would entertain a motion for the Board to go into a closed session to discuss union negotiations. Motion by Moline and second by Kosesch: To close the meeting at 11: 25 am for the purpose of discussing union negotiations. The motion carried unanimously.

Chairperson Ritter reconvened the meeting at 12:16 pm.

Chairperson Ritter called for a motion to approve a resolution to close the meeting for the purpose of conducting a performance evaluation for Director Sorensen, pursuant to Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(a). Motion by Moline and second by Jarchow: To pass the Resolution Closing the Board Meetings, for the purpose of conducting a performance evaluation for Director Sorensen, pursuant to Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(a). The motion carried unanimously.

Motion by Anderson and second by Blumeyer: To adjourn the closed meetings at 1:03 pm. The motion carried unanimously.

Chairperson Ritter reconvened the open meeting at 1:06 pm. After discussion regarding Director Sorensen's compensation for 2013, motion by Jagt and second by Klabunde: To extend the following 2013 compensation to Director Chris Sorensen: \$127,500 base salary (representing no change from 2012) and \$5,100 as a lump sum performance based payment. The motion carried unanimously.

Chairperson Ritter adjourned the meeting at 1:26 pm.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Secretary, SWHHS Governing Board

Attest: _____
Director

Member Bob Moline introduced the following Resolution and moved its adoption:

RESOLUTION CLOSING BOARD MEETING

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(a) states: "A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting."

WHEREAS, the Governing Board of SWHHS seeks to meet and discuss the performance of the Director of Southwest Health and Human Services, Christopher Sorensen;

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

1. The meeting is closed pursuant to Minn. Stat. § 13D.05, subd. 3(a) to evaluate the performance of the Director of Southwest Health and Human Services;
2. The specific subject to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, is the performance of the Director of Southwest Health and Human Services.

The motion for the adoption of the foregoing Resolution was duly seconded by Bob Jarchow and upon a vote being taken thereon, the following voted in favor thereof: Bill Johnson; Harold "Butch" Miller; Bob Moline; Gerald Magnus; Curt Blumeyer; Joan Jagt; Stephen Ritter; Bob Jarchow; Ron Boyenga; Al Kokesch and Priscilla Klabunde and the following voted against the same: None

Whereupon said Resolution was declared duly passed and adopted.