

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: June 19, 2013
Place: Lyon County Government Center
Marshall, Minnesota

Opened: 9:40 am
Adjourned: 10:48 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, June 19, 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:

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

Member(s) absent:

Gail Byers
Richard Bakken
Curt Blumeyer

Staff present:

Chris Sorensen	Marie Meyers
Ann Schiller	Sherry Marks
Carol Biren	Stacey Longtin
Nancy Walker	Stacy Jorgensen
Kathryn Herding	Julie Marthaler
Jenifer Klein	Ann Orren
Michelle Buysse	Monica Christianson
Dale Hiland	Kami Parker
Ann Przybilla	Paula Bloemendaal
Cindy Nelson	Ardis Henriksen
Karla Drown	

Chairperson Ritter asked if there were any additions or deletions to the agenda for the meeting, other than the list of additions placed at each member's chair. There were no further additions. He asked if any of the Board members wished to identify a conflict of interest. None were identified. He asked if there were any corrections or additions to the minutes from the May 15, 2013 meeting. Motion by Klabunde and second by Johnson: To approve the Consent Agenda with the additional items as presented before the meeting. The motion carried unanimously.

Chairperson Ritter stated that the Financial Report had been moved forward to the Governing Board by action of the Human Services Board and asked if there were any further questions or comments. Motion by Jarchow and second by

that the positions would probably not be filled in the immediate future but when we got closer to the rollout of the Affordable Care Act. Motion by Klabunde and second by Anderson: To approve the request to begin the process to hire two (2) Eligibility Workers, as requested. The motion carried.

Director Sorensen stated that Administrative Policy Number 1 – Data Privacy Policy and Procedures is being brought before the Board for approval of revisions. The revisions are being made to change the cost of copies made for someone other than a client. These costs would apply to both electronic and paper copies of documents. Motion by Moline and second by Kokesch: To approve the revisions to Administrative Policy Number 1 – Data Privacy Policy and Procedures as requested. The motion carried unanimously.

Director Sorensen reviewed the contracts presented on the contract list, giving reason for the contracts and any changes made to contracts currently active with the agency. Motion by Jagt and second by Jarchow: To approve the contracts as presented in writing and explained verbally. The motion carried unanimously.

Director Sorensen talked about the donation of baby supplies received from the Rock County VFW Auxiliary and asked that the Board accept the donation. Motion by Jarchow and second by Jagt: To accept the donation of baby supplies from the Rock County VFW Auxiliary. The motion carried unanimously.

Director Sorensen stated that the Governing Board needs to appoint another individual to the board for the Families Project. There needs to be a representative from both Lyon and Murray Counties. Chairperson Ritter asked Anderson and Moline if they would be willing to serve on the Family Project Board, to which they replied yes. Motion by Jagt and second by Magnus: To affirm the appointments of Anderson, representing Lyon County, and Moline, representing Murray County, to the Board for the Families Project. The motion carried unanimously.

Director Sorensen reported that in the remodel of the agency office in Slayton, the most expensive part will be to establish a security barrier at the reception window. As was done in Lyon County, the agency will pay for the supplies and the county will provide the labor to complete the project. Director Sorensen stated that the current estimate that he has is for \$9,300, to be paid to the vendor. The cost of the project will be split between Health and Human Services on a 20%/80% breakdown. Motion by Kokesch and second by Miller: To approve the work and materials for the Slayton office remodel at a rate of \$9,300. The motion carried unanimously.

Director Sorensen requested that the Board approve the following personnel requests: The twelve (12) month probationary appointment of Krista Kopperud as Health and Human Services Planner effective on July 29, 2013 with an annual salary of \$48,960; a 75 hours leave without pay for Krista Kopperud to cover a previously arranged family vacation; and the resignation of Kayla Olson, Social Worker effective August 8, 2013. All of these requests were received after the agenda had been developed. Motion by Boyenga and second by Jagt: To approve the twelve (12) month probationary appointment of Krista Kopperud as Health and Human Services Planner effective on July 29, 2013 with an annual salary of \$48,960; a 75 hours leave without pay for Krista Kopperud to cover a previously arranged family vacation; and the resignation of Kayla Olson, Social Worker effective August 8, 2013. The motion carried unanimously.

Director Sorensen invited Karla Drown, Accounting Supervisor, forward to speak with the Board about the 2014 budget calendar. Karla stated that she has begun working with the management team on preparation of the 2014 budget. She is looking at ways to make the process less cumbersome. She said that she would like to schedule a meeting with the Executive Committee either the week of July 24, 2013 or the week of August 4, 2013. By that time she will have had meetings with all of the supervisors. Chairperson Ritter asked Karla to email the members of the Executive Committee to survey them for the best day and times. Karla stated she would do so.

Director Sorensen stated that the object of the Redwood County construction project is to bring all the staff into the current Health Services building. At this time, there have been no bidders on the project. More information will be shared with the board as the project moves forward.

Director Sorensen provided the Board members with a snapshot look at a proposed new website. The development of the site is being done by a local contractor. There is no target date for the rollout yet.

Chairperson Ritter asked if there was anything more to be brought before the Board. Hearing nothing, he adjourned the meeting at 10:48 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Secretary, SWHHS Governing Board

Attest: _____
Director