

**Southwest Health and Human Services
SWHHS Governing**

Minutes

Date: March 13, 2013
Place: Lyon County Government Center
Commissioners' Rooms 1 & 2
Marshall, Minnesota

Opened: 9:44 am
Adjourned: 11:10 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, March 13, 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:

Marvin Tinklenberg
William Johnson
Butch Miller
Robert Moline
Gerald Magnus
Curt Blumeyer
Joan Jagt
Stephen Ritter
Rick Anderson
Bob Jarchow
Ron Boyenga
Richard Bakken
Al Kokesch
Carol Ann Flahaven
Pam VanOverbeke

Member(s) absent:

Gail Byers
Lois Schmidt
Priscilla Klabunde

Guest:

Katie Chapman
Rena VanGelderren
Sara Feste
Todd Buringame
Nikki Cheskie

Staff present

Chris Sorensen
Ardis Henriksen
Carol Biren
Nancy Walker
Dale Hiland
Karla Drown
Michelle Buysse
Marie Meyers
Sherry Marks
Jason Kloss

Chairperson Ritter asked if there were any additions or deletions from the agenda as presented. Director Sorensen stated that in addition to the printed additions before the Board he would like to add: S-19 Local Collaborative. Chairperson Ritter asked if any Board member needed to identify a conflict of interest. None did. He asked if there were any additions or corrections to the minutes of the February 20, 2013 meeting. Motion by Jagt and second by Johnson: To approve the Consent Agenda with the additions to the agenda. The motion carried unanimously.

Chairperson Ritter stated that the Financial Report had been heard during the Human Services Board meetings and moved forward to the Governing Board for approval. He asked if there were any additional comments or questions regarding the report. Motion by Moline and second by Miller: To approve the Financial Report as given and moved forward from the Human Services Board meeting. The motion carried unanimously.

Chairperson Ritter invited E.J. Moberg, Lyon County Auditor/Treasurer, forward to visit with the Board regarding the financial issues to be brought before them. Mr. Moberg commented on the high cash balance. He stated that he has met with Deputy Director Walker regarding investment options for the agency, ways other than the checking account, which is not an interest bearing account. They have not yet been able to get an exact read on the numbers. Any investments done with agency money would need to be protected according to state statute. There are only certain types of investments that are allowed by statute. He and Deputy Director Walker have met with some banks to look into the various investment options. One of the options that banks have available for protection against checking account fraud is called positive pay, which would protect the agency from anyone fraudulently cashing checks. The agency would send a check list to the bank with each check run. From this list the bank could verify that the checks were cashed or deposited by the right person or organization. The cost for this service is \$65 per months, based on activity or number of checks printed. Other counties and county agencies that have being using the practice of positive pay are happy with the product. It was asked if some of the cash balance could be put into a savings account. Mr. Moberg said that it could be done but that he would recommend that it be done at a bank other than where the primary checking account is located. Discussions have been held with the investment branch of Bremer Bank, Wells Fargo and Bank of the West about buying bonds. Mr. Moberg stated that it is his recommendation that if it is decided to put some money into investments that some be invested now, possibly \$1,000,000 and then wait a time to make another investment, thereby setting up a step plan. The state statute does not indicate a level of risk that must be maintained during investments. Motion by Anderson and second by Jagt: To authorize the Fiscal Agent to invest \$1,000,000 at this time and develop a step-up plan to consider additional investments for the future. The motion carried unanimously. Chairperson Ritter requested that Mr. Moberg come back to the Board with an update either in May or June of 2013. Jarchow asked if the agency needs to develop an investment policy. Deputy Director Walker stated that decisions related to investments is one of the duties of the Executive Committee. Motion by Blumeyer and second by Boyenga: To instruct the Fiscal Agent and staff to set up a positive pay program with Bremer Bank, who holds the agency's primary checking account. The motion carried unanimously.

Chairperson Ritter invited Renae VanGelderren, Public Health Nurse, to come forward to introduce herself. Renae state that she started working at the agency on January 31, 2013. She has been working mainly with the WIC program but will begin her training for doing Personal Care Assessments (PCAs) soon. The Board welcomed her to the agency.

Director Sorensen requested that the Board accept the resignation of Jeff Lowery, Social Worker, which was effective February 22, 2013. Motion by Moline and second by Blumeyer: To accept the resignation of Jeff Lowery, Social Worker, effective as of February 22, 2013. The motion carried unanimously.

Director Sorensen stated that he would address items 2 – 4, all of them being confirmations of new hires. He requested that the Board approve the twelve (12) month probationary appointment of Monica Christianson as an Office Support Specialist in the Marshall office, at an hourly rate of \$15.72, beginning on March 4, 2013; the twelve (12) month probationary appointment of Christine Forry-Tauer as a Public Health Nurse, in the Redwood Falls office, beginning on March 11, 2013 at an hourly rate of \$25.00; and the twelve (12) month probationary appointment of Douglas Walker as an Information Technology Specialist, Senior, beginning on April 1, 2013 at an annual salary of \$55,000. Motion by Magnus and second by Jagt: To approve the following staff appointments, the twelve (12) month probationary appointment of Monica Christianson as an Office Support Specialist in the Marshall office, at an hourly rate of \$15.72, beginning on March 4, 2013; the twelve (12) month probationary appointment of Christine Forry-Tauer as a Public Health Nurse, in the Redwood Falls office, beginning on March 11, 2013 at an hourly rate of \$25.00; and the twelve (12) month probationary appointment of Douglas Walker as an Information Technology Specialist, Senior, beginning on April 1, 2013 at an annual salary of \$55,000 as presented. The motion carried unanimously.

Director Sorensen stated that he would address items 5 and 6 together, both being requests to remove staff from probationary status. He asked that Kim Patzlaff, Case Aide, and Tara Sundberg, Social Worker, both be removed from probationary status as of April 2, 2013 with no increase in salary. Motion by Jagt and second by Johnson: To approved the removal from probationary status, with no increase in salary, for Kim Patzlaff, Case Aide, and Tara Sundberg, Social Worker. The motion carried unanimously.

Director Sorensen requested approval to begin the process to hire a Social Worker, to fill the position vacated by resignation. There is a need to fill this position because of an ongoing need in the area of chemical dependency assessments. It was commented that the hospital in Rock County does do some assessments. Motion by Miller and second by Jarchow: To authorize staff to begin the process to hire a Social Worker to fill the position vacated by resignation. The motion carried unanimously.

Director Sorensen asked that the Board approve the request to give annual approval for staff vacancies. This would be the method used so as not to miss a month in the occurrence of a staff vacancy. The annual approval would only apply to positions that are agency critical or that would affect client services. Motion by Anderson and second by Kokesch: To authorize annual approval for staff vacancies. The motion carried unanimously. Anderson asked Director Sorensen to send an e-mail to all the members of the Board a listing of all positions that would fall under this approval. Even if the staff moves forward to hire under this annual approval, the Board would still have final approval of any hires.

Director Sorensen stated that Personal Policy Number 19 – Wellness is being brought before the Board for revision to increase the amount that staff can convert from accrued sick leave time to money to pay for wellness equipment or memberships. The current level that can be used is \$750 and the revision to the policy would increase that amount to \$1,000. Staff may only be reimbursed for the net cost of an item, less other reimbursements, such as fitness discounts at fitness clubs. This is one way that the agency can decrease the amount of money on the books for accumulated leave while at the same time helping staff to make purchases that would hopefully improve their health status. Motion by Magnus and second by Anderson: To approve the revision to Personnel Policy Number 19 – Wellness, as presented. The motion carried with Miller voting in opposition.

Director Sorensen stated that the contracts on the list provided in the meeting packet are all consistent with providers with which the agency has contacted with in the past. Motion by Moline and second by Miller: To approve the proposed contracts as presented. The motion carried unanimously.

Director Sorensen commented that in addition to the donations printed on the list in the meeting packet a letter of notification had been received from Christ's Victory Lutheran Church in Redwood Falls announcing that they had decided that some of their mission funds would be sent to SWHHS in the form of twenty (20) \$25 gas cards to be given to clients as needed. Director Sorensen asked that this donation, along with those listed be accepted by the Board. Motion by Blumeyer and second by Jagt: To accept all of the donations, as listed and presented, with a note of thank you being sent. The motion carried unanimously.

Chairperson Ritter invited Deputy Director Walker to come forward to present the request to purchase agency vehicles. Deputy Director Walker stated that she had received thirteen (13) quotes from four (4) dealers from the agency service area. She stated that if the agency were to consider purchasing a vehicle for \$25,000 or higher we would be required to go through the state contract. She reported that, across the agency, the agency vehicles are being used a lot, as is evidenced by the amount that is being paid out for mileage because of the need to use personal cars. The Board discussed the vehicles on the quote list. Motion by Boyenga and second by Kokesch: To approve the purchase of vehicles #3 for \$15,450, including tax, title and license, and #7 for \$14,900,, including tax, title and license, both being used 2012 Chevy Impalas. The motion carried unanimously.

Director Sorensen reported that Southern Prairie Community Care (SPCC), at their last meeting, had decided that they needed to ask for addition county contributions to further their work. What they are asking for is three (3) payments of \$71,229 to be paid to Chippewa County, the fiscal host. At the work session a couple of weeks ago they had work on the RFP. Director Sorensen stated he would have liked to see them operational sooner. There is a very good chance that SPCC will get the funding as a demonstration project. According to the consultant they are working with this project is further ahead than anywhere else. The county contribution is still being matched 50/50. As the project moves forward there is a possibility that there could be some money coming in by selling the data collected, which is not personal health data, from the providers. There have not yet been any numbers provided that will show information on the proposed savings. Motion by Anderson and second by Jagt: To approve the payment of three (3) county contribution payments to Southern Prairie Community Care (SPCC), to be made out to Chippewa County, the fiscal host. The motion carried unanimously.

Director Sorensen stated that items 14 and 15 would be presented together. He stated that the quote for the volume license is for the next round of computer upgrades to cover sixty additional licenses. The volume license allows the agency to move the software when needed. The amount of the quote is \$11,099.11, tax included. Under the IT

equipment the quote applies to the set-up of the laptops, a total of thirty-one (31) units, including training for the units at \$1743 per unit or \$54,033 total. There is also a need to purchase a new data server, to assure that we have the speed to efficiently run the system, quoted at the amount of \$8250.00. Motion by Blumeyer and second by Kokesch: To approve the requested items for IT: The volume licenses for \$11,098.11, tax included; the thirty-one (31) laptop units and their set-up for \$54,033; and the data server for \$8250.00. The motion carried unanimously.

Director Sorensen stated that he would address the first two (2) items on the document listing additions to the agenda. He requested that the Board approve the probationary hire of Rachel Johnston, Social Worker, at an annual salary of \$35,892, beginning on March 11, 2013 and Kami Parker, Office Support Specialist, at an hourly rate of \$11.50, beginning on March 13, 2013. Motion by Jagt and second by Jarchow: To approve the probationary appointment of Rachel Johnston, Social Worker, at an annual salary of \$35,892, beginning on March 11, 2013 and Kami Parker, Office Support Specialist, at an hourly rate of \$11.50, beginning on March 13, 2013. The motion carried unanimously.

Chairperson Ritter invited Deputy Director Walker to come forward to present the request regarding the copier lease. It has been the process of the agency to renew copier leases every three (3) years. She requested authorization to renew a lease for the copy machine in the Ivanhoe office. The current monthly rate for the copier is \$59. The new machine is almost the same as the current one but copies at a rate of 5 pages faster per minute for the same price of \$59. She asked for approval from the Board to sign a new lease agreement. Motion by Blumeyer and second by Moline: To authorize staff to enter into a new lease for a copy machine in the Ivanhoe office at the rate of \$59 per month. The motion carried unanimously.

Chairperson Ritter commented that he had received a letter from DHS commenting the staff for getting the reports for the agency completed on time. He thanked Director Sorensen and the staff for a job well done.

Chairperson Ritter asked if there was anything more to be brought before the Board. Nikki Cheskie, Social Worker for the MCC Elementary School, asked for an opportunity to address the Board. She stated that she wished to bring forth her concerns about what she sees as a lack of services to protect the safety of children in Murray County. Her power to protect the children ends at the school doors. She feels that the screening process for child protection is somewhat subjective, depending on who gets the report. It is the feeling of her and other school staff that when there is an opportunity to discuss cases, more is said about what cannot be done rather than what can be done to protect children. She is concerned that there has not been any continuity in social workers. She stated it is the feeling of the school that they need more of a partnership, they need to know that others will work as hard as they do. Director Sorensen explained to her that the agency has to screen each case and they must meet certain criteria.

Chairperson Ritter asked if there was anything more to be brought before the Board, hearing nothing more he called for a motion to adjourn the meeting. Motion by Moline and second by Jagt: To adjourn the meeting at 11:10 am. The motion carried unanimously.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Secretary, SWHHS Governing Board

Attest: _____
Director