

SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: May 15, 2013  
Place: Lincoln County Courthouse  
Ivanhoe, Minnesota

Opened: 9:20 am  
Adjourned: 10:30 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, May 15, 2013 in the Assembly Room of the Lincoln County Courthouse, 319 North Rebecca Street in Ivanhoe, Minnesota. The meeting was called to order by Chairperson Ritter.

Members present:

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

Member(s) absent:

Pam VanOverbeke

Staff present:

Nancy Walker  
Kristin Deacon  
Chris Tauer  
Marie Meyers  
Carol Biren  
Dale Hiland  
Karla Drown  
Cindy Nelson  
Michelle Buysse  
Stacy Jorgensen  
Stacey Longtin  
Karri Harvey  
Deb Seidel  
Chris Sorensen  
Ardis Henriksen

Chairperson Ritter asked if there were any additions to or deletions from the agenda as presented. Director Sorensen asked that "Deb Seidel, Information Technology Specialist, Senior" be added to the list of staff to be introduced. Chairperson Ritter asked if any of the Board members wished to identify a conflict of interest. None were identified. He asked if there were any additions or corrections to the minutes of the April 17, 2013 meeting.

Motion by Miller and second by Blumeyer: To approve the Consent Agenda as presented. 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 further questions or comments related to the Financial Report. Motion by Anderson and second by Jagt: To approve the Financial Report as presented during the Human Services Board meeting. The motion carried unanimously.

Chairperson Ritter invited Chris Tauer, Public Health Nurse, and Deb Seidel, Information Technology Specialist, Senior, to come forward to meet the Board. Each new staff member introduced themselves and told the Board a little about their background. The Board welcomed them to the staff and told them that if they had any questions they should feel free to ask.

Director Sorensen stated that he would address Items 1 & 2 together, both being resignations. Eileen Stephenson, Office Support Specialist, resigned effective May 6, 2013 and Julie Hogen, Social Worker, who resigned effective May 8, 2013. Motion by Moline and second by Miller: To except the resignations of Eileen Stephenson, Office Support Specialist, effective May 6, 2013 and Julie Hogen, Social Worker, effective May 8, 2013. The motion carried unanimously.

Director Sorensen stated that he would address Items 3 – 6 as a whole. 3) Kayla Olson, Social Worker, has completed her twelve (12) month probationary period as of May 21, 2013 with no increase in salary; 4) Ashlee Grussing, Social Worker (CPS), has accepted a twelve (12) month probationary appointment beginning May 20, 2013 at an annual salary of \$35,892; 5) Penny Scheffler, Social Worker (CPS), has accepted a twelve (12) month probationary appointment beginning May 21, 2013 at an annual salary of \$53,500; 6) Danielle Powell, Social Worker (CPS), has accepted a twelve (12) probationary appointment beginning May 23, 2013 at an annual salary of \$35,892. Director Sorensen asked that the Board approve the reviewed personnel requests. Motion by Blumeyer and second by Klabunde: To approve the following staffing requests: 3) Kayla Olson, Social Worker, completion of her twelve (12) month probationary period as of May 21, 2013 with no increase in salary; 4) Ashlee Grussing, Social Worker (CPS), twelve (12) month probationary appointment beginning May 20, 2013 at an annual salary of \$35,892; 5) Penny Scheffler, Social Worker (CPS), twelve (12) month probationary appointment beginning May 21, 2013 at an annual salary of \$53,500; 6) Danielle Powell, Social Worker (CPS), twelve (12) probationary appointment beginning May 23, 2013 at an annual salary of \$35,892. The motion carried unanimously.

Director Sorensen requested authorization to begin the process to hire an Office Support Specialist to fill the position vacated by resignation. This position is not a "mission critical" position covered by the Annual Approval to hire but the agency is lean in the area of office support making this an important position to refill. There was a question about whether the position description needs to be adjusted since the previous person's job tenure was short. It was stated that the position description is adequate. Motion by Kokesch and second by Anderson: To authorize staff to begin the process to hire an Office Support Specialist. The motion carried unanimously.

Director Sorensen stated that Administrative Policy Number 5 – Credit Card Policy is being brought to the Board for revision to change the position title to that of Social Services, Division Director and to add Public Health, Division Director as a card holder. Deputy Director Walker stated that if the agency is going to have credit cards there must be a policy adopted by the Board and that the credit card must be attached to a person within the agency. The agency currently has a \$10,000 credit limit but with becoming a larger agency there has been more call to use the credit cards, so staff is requesting authorization to have the limit increased to \$15,000. Klabunde questioned whether the credit limit should be included in the policy document. Deputy Director Walker will insert the determined credit limit into the policy under the section on "Controls". Motion by Klabunde and second by Anderson: To approve the Administrative Policy Number 5 – Credit Card Policy with the addition of the Public Health, Division Director as a cardholder and an increase of the credit limit to \$15,000, to be written into the policy under Section 4 – Controls. The motion carried unanimously.

Carol Biren, Public Health Division Director, stated that Personnel Policy Number 19 – Wellness had been reviewed by the Wellness Committee, who had suggested a number on new expenses to be added to the eligible list. The additions had also been approved by the Focus Team. There was discussion about why some staff do not participate in this opportunity. Motion by Jagt and second by Johnson: To approve the revision to Personnel Policy Number 19 – Wellness as presented. The motion carried unanimously.

Director Sorensen reviewed the contract list, stating that the first four (4) contracts on the list had been in existence previously with the agency, or a part of the agency in their former system. The final two (2) contracts are with interpreter services which would help the agency ensure that the interpreting done for agency customers is of a high quality. Staff will be working with the individuals whom the agency currently contracts with to get them set up with one of the two interpreter services. In response to a question as to why the end date for the contracts is set out two (2) years, it was stated that this timeframe would allow for a better understanding of the success of using the services. Motion by Moline and second by Boyenga: To approve the contracts as presented on the list. The motion carried unanimously.

Director Sorensen reviewed the donations that had been received by the agency, a supply of sleep sacks from the Marshall Women of Today and the Dominick Bruns Memorial Fund and a variety of baby and toddler supplies from the Winds of the Prairie Ministry congregations. To be given to families as needed. Motion by Jagt and second by Blumeyer: To accept the donations to the agency as explained. The motion carried unanimously.

Director Sorensen stated that a request had been received from the Rock County Opportunities requesting approval for a Needs Determination to increase from fifty-four (54) to a maximum of sixty (60). Boyenga stated that, in the past, he has been a member of their board and he stated that they do an excellent job. Motion by Boyenga and second by Kokesch: To approve the Needs Determination for Rock County Opportunities, increasing their maximum number to sixty (60). The motion carried unanimously.

Deputy Director Walker explained to the Board that the lease for the copy machine in the Lincoln County office comes up for renewal in June. She has been working with the business rep from Marco to discover if there is a way to save some money on the lease but still have a machine in the office that will meet the needs of the staff. A proposal was given by Marco for a similar machine with a thirty-six (36) month lease at \$258.57 per month or a five (5) year lease at \$199.60. Deputy Director Walker stated that because the Lincoln County office has the smallest number of staff located there the usage of the copy machine is not as much as in the other counties. It was her suggestion that the Board consider approving the five (5) year lease agreement. Motion by Jagt and second by Boyenga: To authorize staff to enter into a five (5) year lease agreement with Marco for a copy machine to be located in the Lincoln County agency office, at a cost of \$199.60 per month. The motion carried unanimously.

Director Sorensen stated that the goal of the agency has been to upgrade the phone systems in all of the agency offices during this year, allowing for more inter-connectedness with four (4) digit extensions. This expansion was put into the budget for 2013. Director Sorensen invited Karri Harvey, IT Technology Specialist-Senior, to come forward to help give additional insight into the request to purchase the Bomgar remote user software. This software would provide the IT staff with a way to connect with the other agency offices to assist with computer issues that come up, without having to go on-site. What is now happening is that when a remote fix is done the “backdoor” is left open, leaving the agency’s computer system open to hackers, or unauthorized users. The remote fix software would allow for remote fixes while at the same time maintaining the protection of the firewall. The cost of the software is \$8,500. There has been a conversation with Lyon County regarding them covering some of the cost because the county uses the services of the agency IT staff. Lincoln County will also be approached regarding being a partner in this purchase, because they also use the services of the agency IT staff. All three (3) IT Technology Specialist-Senior staff would have authorization to use the system. Once the software is purchased it would be the property of the agency, with no recurring cost, unless the agency would choose to buy an upgrade. Motion by Blumeyer and second by Miller: To approve the purchase of the Bomgar remote user software for \$8500, as requested. The motion carried unanimously.

Director Sorensen reported that he was presenting an updated quote for the phone system upgrades that were previously approved. Some of the prep work has already in Lincoln County and the band width needed for the new phones in Murray County has been increased. The new quote includes an integrated video system so that staff can use a headset to answer the phone. The number of user licenses was also decreased. These changes brought the total quote down to \$97,275. Director Sorensen commented that when the purchase is finally made there may possibly be additional discounts to the total cost. Motion by Anderson and second by Klabunde: To approve the purchase of the telephone upgrades, as quoted by SDN Communications, at the amount of \$97,275 or less. The motion carried unanimously.

Director Sorensen stated that DHS has contracted with Red Mane to manage the SSIS pilot project. The advantage to using the new application, that is used on an Ipad, is that the workers can enter the data onsite, or in real-time. The support and technical application for the pilot project will be received from the state level but the agency needs to provide the I pads, at the cost of \$9,264.00. Nine (9) will go to line staff and three (3) will go to supervisors. It might also be necessary to purchase a data plan for some of the individuals at the rate of \$34.00 per month with a two (2) year contract. The staff involved in the project will be asked to give feedback to DHS on their experience with the process. Motion by Moline and second by Jagt: To move forward with the SSIS Pilot project and to approve the purchase of the necessary I pads and data plans. The motion carried unanimously.

Chairperson Ritter reviewed the meeting locations for the next few months.

Chairperson Ritter asked if there was anything further to bring before the Board, hearing nothing he adjourned the meeting at 10:30 am.

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

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

\_\_\_\_\_  
Secretary, SWHHS Governing Board

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