

SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date:	October 16, 2013	Opened:	10:15 am
Place:	Health and Human Services Building, Community Room Luverne, Minnesota	Adjourned:	11:35 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, October 16, 2013 in the Community Room of the Rock County Health and Human Services building at 2 Roundwind Road in Luverne, Minnesota. The meeting was called to order by Chairperson Ritter.

Members present:	Jeane Anderson Lois Schmidt Marvin Tinklenberg Butch Miller Bob Moline Gerald Magnus Curt Blumeyer Joan Jagt Stephen Ritter Rodney Stensrud Bob Jarchow Ron Boyenga Richard Bakken Al Kokesch Priscilla Klabunde Carol Ann Flahaven William Johnson
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Member(s) absent	Pam Van Overbeke
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Staff present:	Chris Sorensen Nancy Walker Kristin Deacon Krista Kopperud Ann Schiller Karla Drown Nancy Lange Cathy Michaels	Ardis Henriksen Marie Meyers Carol Biren Kathy Herding Sherry Marks Michelle Buysse Stacy Jorgensen
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Chairperson Ritter asked if there were any additions or deletions from the agenda. Director Sorensen asked that the following be added to the agenda: Q-22 Request to be fiscal host for the Mobile Crisis Response Grant. He asked if any Board member wished to identify a conflict of interest. None were identified. He asked if there were any additions or corrections to the minutes from the September 18, 2013 monthly meeting or the special meeting on September 25, 2013. Motion by Magnus and second by Blumeyer: To approve the Consent Agenda with the addition to the meeting agenda. The motion carried unanimously.

Chairperson Ritter stated that the Financial Report had been presented during the Human Services Board meeting and was moved forward to the Governing Board for final approval. He asked if there were any additional questions or comments. Motion by Jagt and second by Boyenga: To approve the Financial Report as presented during the meeting of the Human Services Board. The motion carried unanimously.

Director Sorensen stated that he would address items 1 and 2 under Decision Items together. The twelve (12) month probationary period has been completed by Samantha Koktan, Social Worker, on 10/23/2013 and Wesley Terpening, Fraud Prevention Specialist, on 11/05/2013. There will be no salary increase for either staff member. Motion by Moline and second by Johnson: To approve the completion of a twelve (12) month probationary period for Samantha Koktan, Social Worker, on 10/23/2013 and Wesley Terpening, Fraud Prevention Specialist, on 11/05/2013 with no increase in salary. The motion carried unanimously.

Director Sorensen asked that the Board approve the reclassification of Lori Wentzel from Registered Nurse to Public Health Nurse, as she has completed the necessary requirements to have a PHN certification added to her Nursing License. At the time that Lori was hired, it was based on the requirement that she would receive her PHN certification. This would become effective on 09/25/2013. Kristin Deacon, Nursing Supervisor, explained the requirements that must be met to be certified as a Public Health Nurse. Motion by Blumeyer and second by Jagt: To approve the reclassification of Lori Wentzel from Registered Nurse to Public Health Nurse, effective 09/25/2013. The motion carried unanimously.

Director Sorensen stated that he would address items 4 – 6 together. Three (3) new staff members are being recommended for probationary appointment: Connie Einck, Health Services Program Aide, at an hourly rate of \$18.22 effective on 09/30/2013; Hilary Kesteloot, Social Worker, at an annual salary of \$36,500 effective on 10/01/2013; and Lori Stai, Social Worker, at an annual salary of \$38,500 effective on 10/08/2013. Motion by Klabunde and second by Jarchow: To approve the probationary appointments of Connie Einck, Health Services Program Aide, at an hourly rate of \$18.22 effective on 09/30/2013; Hilary Kesteloot, Social Worker, at an annual salary of \$36,500 effective on 10/01/2013; and Lori Stai, Social Worker, at an annual salary of \$38,500 effective on 10/08/2013. The motion carried unanimously.

Director Sorensen stated that he would address items 7 – 9 together. Letters of resignation had been received from Penny Scheffler, Social Worker (CPS), effective 10/07/2013; Deb Nafziger, Lead Eligibility Worker, effective 10/04/2013; and Kari Coulter, Child Support Officer, effective 10/11/2013. Director Sorensen recommended that all the resignations be accepted. Motion by Jagt and second by Kokesch: To approve the resignation of Penny Scheffler, Social Worker (CPS), effective 10/07/2013; Deb Nafziger, Lead Eligibility Worker, effective 10/04/2013; and Kari Coulter, Child Support Officer, effective 10/11/2013 as recommended. The motion carried unanimously.

Director Sorensen requested authorization to begin the process to hire a Lead Eligibility Worker, a position vacant due to resignation. He stated that there will be a training component with this new hire. Motion by Miller and second by Magnus: To give staff the authorization to begin the process to hire a Lead Eligibility Worker, as requested. The motion carried unanimously.

Director Sorensen requested authorization to begin the process to hire a Child Support Officer, a position vacant due to resignation. The need for filling this position had been discussed with the supervisor and it was determined that there is need for this position. Motion by Jagt and second by Klabunde: To give staff the authorization to begin the process to hire a Child Support Officer, as requested. The motion carried unanimously.

Director Sorensen asked the Board to give staff authorization to begin the process to fill the Management Information Supervisor position. When this position was first vacated there were two (2) relatively new employees in the department. The IT staff has been watched over the last year and this would be a good promotional opportunity for them. Motion by Blumeyer and second by Johnson: To authorize staff to begin the process of filling the position of Management Information Supervisor, as requested. The motion carried unanimously.

Director Sorensen and Carol Biren, Health Services Division Director, stated that the agency is beginning the process of preparing for the rollout of MNChoice during the spring of 2014. Director Sorensen gave a brief description of what the MNChoice program will involve. There has been money budgeted in 2014 for an additional Public Health Nurse to work with the program and because the pool of available applicants is not very large the Board was asked to give staff the authorization to begin the process to hire a Public Health Nurse, with the hopes that one can be hired to begin work early in the new year, allowing time for this person to be trained and certified for the program. Motion by Kokesch and second by Moline: To authorize staff to begin the process to hire a Public Health Nurse, as requested. The motion carried unanimously.

Director Sorensen asked the Board to approve the revisions to Personnel Policy Number 10 – Volunteer for Emergency/Community Services. The revision to this policy is to add Ruby’s Pantry to the list of approved organizations at which staff may volunteer time. There was a question regarding the \$15 cost noted on the poster. Director Sorensen stated that amount applies to those individuals who go to Ruby’s Pantry and this motion is to approve Ruby’s Pantry as an organization at which staff can volunteer part of their allowed time during the year. Motion by Jagt and second by Magnus: To approve the revision to Personnel Policy Number 10 – Volunteer for Emergency/Community Services as requested. The motion carried unanimously.

Director Sorensen and Deputy Director Walker reviewed Personnel Policy Number 15 – Respectful Workplace. This policy would establish a model of behavior for staff, clients and the community. As part of the policy, there is a reporting process that can be used to report any employee or client whom a person feels is not modeling a respectful office behavior. It was asked if this policy also applies to a dress code. Deputy Director Walker stated that office dress is not part of policy but addressed in a guideline. In response to a question of process, Deputy Director Walker reviewed the process used by staff to develop a policy and prepare it for presentation to the Board. Motion by Boyenga and second by Jagt: To approve Personnel Policy Number 15 – Respectful Workplace as presented by staff. The motion carried unanimously.

Director Sorensen reported that there is only one (1) contract before the Board for their approval. This is a new contract for waived services at Boulder Creeks, a senior care facility in Marshall, Minnesota. Motion by Magnus and second by Blumeyer: To approve the waived services contract with Boulder Creek, as presented to the Board. The motion carried unanimously.

Director Sorensen and Deputy Director Walker reported that all of the counties who have been part of the Minnesota Public Sector Collaborative JPA, which was finalized on October 10, 2013, have taken action to send a letter of intent informing PreferredOne Administrative Services that the agency is requesting that they be the third party administrator of our medical plan, effective on January 1, 2014. This decision has been made to try to keep a handle on the cost of employee health benefits. The JPA has been set up to cover more than insurance but to also be in place if an opportunity to share costs would come up in the future. If the amount paid in for premium is less than paid out on claims, we would be rated as a single entity rather than as part of a pool. Any excess funds that would be returned to the agency would not be put into the general fund but would be earmarked for health coverage, to help offset a high claim year. Motion by Magnus and second by Klabunde: To approve the joining of the agency in the Minnesota Public Sector Collaborative JPA. The motion carried unanimously.

Director Sorensen requested that the Board authorize that payment be made to Hitesman and Wold for the work that was done by Darcy Hitesman during the process of developing the Minnesota Public Sector Collaborative JPA. At this time the agency’s share of the bill is \$6,882.76, which is the Board would need to approve because it is over the amount that can be approved by the Director. That amount could change if Swift County takes action to join the JPA. Motion by Moline and second by Kokesch: To authorize payment by the agency to Hitesman and Wold up to the amount of \$6,882.76. The motion carried unanimously.

Magnus commented that the Governing Board should appoint a member to represent the agency on the Minnesota Public Sector Collaborative JPA Board. It was suggested that it might be a good idea to appoint a commissioner from one (1) of the counties that is not already represented on the Board. Chairperson Ritter asked if there were any volunteers to represent SWHHS on the Minnesota Public Sector Collaborative JPA Board. Jagt volunteered to be the representative from SWHHS and Miller volunteered to be the alternate to that Board. Motion by Moline and second by Boyenga: To affirm that the representative for the SWHHS Governing Board on the Minnesota Public Sector Collaborative JPA Board will be Joan Jagt and the alternate will be Butch Miller. The motion carried unanimously.

Director Sorensen and Deputy Director Walker reported that under PreferredOne, the proposed insurance carrier, the administrative fee would be \$22.50 for all policies, as compared to the Service Coop who charged \$20.73 for single policies and \$60.83 for family policies, and the management fee would be \$11.00 which includes the agent of record fee, as compared to the Service Coop who charged \$11.83 and the agent of record was additional. Amy Diedrich, who works for Marsh and McLennan, would be the group agent of record. Motion by Moline and second by Kokesch: To

authorize that staff send a letter of intent to have the employee health insurance with PreferredOne. The motion carried unanimously.

Director Sorensen and Deputy Director Walker stated that the current agent of record, Bill McChuskey, would remain an agent of record through the end of 2013. They recommended that the Board identify Amy Diedrich of Marsha and McLennan as the agent of record for 2014. The agency will need to pay \$500 per month, for the months of November and December 2013, to Marsh and McLennan to have the services of Ms. Diedrich during open enrollment and to help staff make their benefit selections. Motion by Magnus and second by Klabunde: To authorize monthly payment of \$500 to Marsh and McLennan, for the months of November and December 2013, for the services of Amy Diedrich during open enrollment and the setup of the new insurance carrier. The motion carried unanimously.

Director Sorensen commented that the agency has been asked to serve as the fiscal host for the Mobile Crisis Response Grant. This grant is being written by Western Mental Health and they should receive notification before the next meeting. Motion by Boyenga and second by Blumeyer: To approve the request from Western Mental Health to be the fiscal host for the Mobile Crisis Response Grant. The motion carried with abstentions from Klabunde, Stensrud and Magnus.

Chairperson Ritter called for a motion to go into closed session to discussion union negotiations at 11:05 am. The motion carried unanimously.

Chairperson Ritter reconvened the meeting and adjourned at 11:35 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Secretary, SWHHS Governing Board

Attest: _____
Director