

SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD

MINUTES

Date:	November 20, 2013	Opened:	10:15 am
Place:	Lyon County Government Center, Rooms 1 & 2 Marshall, Minnesota	Adjourned:	10:52 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, November 20, 2013 in the Commissioners Meeting Rooms 1 & 2 in the Lyon County Government Center at 607 West Main Street in Marshall, Minnesota. The meeting was called to order by Chairperson Ritter.

Members present:

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

Member(s) absent:

- Bill Johnson
- Richard Bakken

Guest:

- Amy Surprenant

Staff present:

Chris Sorensen	Nancy Walker
Ardis Henriksen	Jessica Thurstin
Sara Brandt	Cindy Nelson
Carol Biren	Michelle Buysse
Jennifer Beek	Kathryn Herding
Sherry Marks	Stacey Longtin
Hilary Kesteloot	Jenifer Klein
Lori Wentzel	Connie Einck
Kristin Deacon	Karri Harvey
Mandy Holzapfel	Stacy Jorgensen
Michelle Salfer	Karla Drown
Lori Stai	Heather Bruse

Chairperson Ritter asked if there were any additions or deletions for the meeting agenda. Director Sorensen stated that the Board had one (1) addition before them, R-13 Contract with Southwestern Mental Health Center. Chairperson Ritter asked if any member of the Board wished to identify a conflict of interest. None were identified. He asked if there were any additions or corrections to the minutes from the October 16, 2013 meeting. Motion by Moline and second by Miller: To approve the Consent Agenda with the addition to the meeting agenda, as presented. The motion carried unanimously.

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

Chairperson Ritter invited the new members of the staff to come forward for introduction. The members of the Board introduced themselves to the new staff members. Each staff member was asked to introduce themselves and give a brief summary of the program they work with. Staff members introduced were: Sara Brandt, Accounting Technician; Jessica Thurstin, Support Enforcement Aide; Lori Stai, Social Worker; Heather Bruse, Social Worker; Hilary Kesteloot, Social Worker; Lori Wentzel, Public Health Nurse; and Connie Einck, Health Services Program Aide.

Chairperson Ritter asked Director Sorensen to address the personnel issues under Decision Items. Director Sorensen stated that a letter of resignation had been received from Jill Rademacher, Social Worker, to be effective 11/05/2013. He asked that the Board accept the letter of resignation. Motion by Jagt and second by Magnus: To accept the resignation of Jill Rademacher, Social Worker, effective on 11/05/2013. The motion carried unanimously.

Director Sorensen stated that he would review items 2 – 7 together. There were two (2) individuals who have successfully completed their twelve (12) month probationary period, they are Jennifer Lundberg, Social Worker, on 11/19/2013 and Jessica Hively, Social Worker, on 11/26/2013, and neither will receive an increase in salary. There are four (4) new hires to approve with a twelve (12) month probationary period: Theresa Klingbile as an Eligibility Worker beginning on 11/04/2013 at an hourly rate of \$16.08; Idriss Ibrahim as an Eligibility Worker beginning on 11/18/2013 at an hourly rate of \$16.08; Amy Otterson as an Eligibility Worker beginning on 11/25/2013 at an hourly rate of \$16.08; and Alicia Snyder as a Public Health Educator beginning on 12/23/2013 at an hourly rate of \$18.00. Director Sorensen asked that the Board approve all of the personnel items reviewed. Motion by Boyenga and second by Miller: To approve the completion of a twelve (12) month probationary period by Jennifer Lundberg, Social Worker, on 11/19/2013 with no increase in salary and Jessica Hively, Social Worker, on 11/26/2013 with no increase in salary; and the twelve (12) month probationary appointments of Theresa Klingbile as an Eligibility Worker beginning on 11/04/2013 at an hourly rate of \$16.08; Idriss Ibrahim as an Eligibility Worker beginning on 11/18/2013 at an hourly rate of \$16.08; Amy Otterson as an Eligibility Worker beginning on 11/25/2013 at an hourly rate of \$16.08; and Alicia Snyder as a Public Health Educator beginning on 12/23/2013 at an hourly rate of \$18.00. The motion carried unanimously.

Director Sorensen stated that there are two (2) promotional appointments: Jennifer Beek from Eligibility Worker to Financial Assistance Supervisor I beginning on 11/04/2013 at an annual salary of \$42,000 and Karri Harvey from Information Technology Specialist, Senior to Management Information Supervisor beginning on 11/12/2013 at an annual salary of \$51,405. Motion by Blumeyer and second by Jarchow: To approve the two (2) promotional appointments: Jennifer Beek from Eligibility Worker to Financial Assistance Supervisor I beginning on 11/04/2013 at an annual salary of \$42,000 and Karri Harvey from Information Technology

Specialist, Senior to Management Information Supervisor beginning on 11/12/2013 at an annual salary of \$51,405. The motion carried unanimously.

Director Sorensen requested that the Board authorize staff to begin the process to hire an Eligibility Worker, a position vacant due to a promotional appointment. The supervisors have looked at the workload and determined that it is necessary to fill the position. Motion by Jarchow and second by Anderson: To authorize staff to begin the process to hire an Eligibility Worker. The motion carried unanimously.

Director Sorensen reported that a meeting had been held with all non-union staff to discuss what they would like to have presented to the Board as a request for increases. The meeting dealt not only with the financial piece, which will be based 100% on performance, but other areas of interest as well. Director Sorensen asked that the Board approve an increase of up to 4%. Non-union staff will receive anywhere from 0% to 4%, averaging out at 3%, as budgeted. He stated that he reviews all of the evaluations done by the supervisors. Motion by Moline and second by Boyenga: To approve the request for non-union pay increases of up to 4%, ranging from 0% to 4%, but averaged out to 3% to be based 100% on work performance. The motion carried unanimously.

Director Sorensen asked that the Board approve the revision to Personnel Policy Number 10 – Volunteer for Emergency/Community Services as presented. The only change to the policy was the addition of five (5) new organizations that qualify for volunteer hours. Deputy Director Walker stated that after the approval of the requested organization last month a notice was sent out to all staff and they were informed that they could suggest organizations to add to the list. Chairperson Ritter stated that he would like to see a report from a staff member who had volunteered for any of the organizations during the holidays. Motion by Anderson and second by Blumeyer: To approve the revision to Personnel Policy Number 10 – Volunteer for Emergency/Community Services as presented. The motion carried unanimously.

Director Sorensen reviewed the list of proposed contracts, including the contract added to the agenda. The printed list identifies those contracts that are renewals and those that are new. Motion by Magnus and second by Klabunde: To approve the proposed contracts as presented both verbally and in writing. The motion carried unanimously.

Director Sorensen stated that there is a list of donations being made to clients through the agency. He reviewed that list. Chairperson Ritter called for a motion to accept the donations and noted that a thank you should be sent to the donors. Motion by Jagt and second by Miller: To accept the donations received by the agency as presented on the list. The motion carried unanimously.

Director Sorensen stated that the IT Department is requesting the purchase of additional phones, equipment and licenses. This new equipment is needed to complete the transition of telecommuters into their home offices. Director Sorensen said that there have been some delays by SDN Communications, which they say is due to the fact that they were in the middle of another job. Some of the cost of labor has been withheld from their payment. He will negotiate the charges with them. Director Sorensen quoted that the cost for the new items would be \$7,900 for licensing and \$3,000 for phones. Motion by Jarchow and second by Boyenga: To authorize the purchase of additional phone, equipment and licenses up to the amount of \$10,900. The motion carried.

Director Sorensen asked Michelle Buysse, Social Services Supervisor for Children, to come forward to report on the CIRCLE grant. Michelle explained that applications had been submitted for three (3) grants and the agency had been awarded two (2) of them. However, those two (2) grants were from the same organization. The granting organization has worked with Michelle and the CIRCLE staff to combine the funding into one (1) grant, as the organization cannot have multiple grants awarded to one agency. The grants will be used to

fund a Restorative Justice and CIRCLE program within school systems. The grant funds will help pay for a part-time employee. The plan is to send surveys out to the schools to help determine what the prevalent issues are within the schools and what schools would best fit with the work to be done. When the schools have been determined the employee will start working on the issues within the school, such as truancy, bullying, etc. The current amount of the grant award is \$53,607. The Youth Intervention Programs can do a lot of training of teachers as well.

Deputy Director Walker informed Director Sorensen that the correct amount for the IT equipment purchase had been found. Director Sorensen informed the Board that the amount would not be within the \$10,900 amount approved earlier but the actual quoted amount is \$11,749. Jarchow agreed to a friendly amendment of his previous motion and Boyenga agreed to the same for his second. To authorize the purchase of additional phone, equipment and licenses up to the amount of \$11,749.

Chairperson Ritter asked Director Sorensen to tell the Board about the Local government Innovation Award. Director Sorensen stated that the award is a joint effort of the AMC, the League of Minnesota Cities and the Humphrey Institute at the University of Minnesota. An application had been submitted last year but was not accepted. This year the application was revised and submitted again, which resulted in the receipt of the award. The award will be presented at an event on Tuesday evening of the AMC conference. Director Sorensen said that this is a reminder of why we got into this work and he thanked everyone for their part in the transition.

Chairperson Ritter congratulated Lincoln County on receiving an award from MCIT. Congratulations were also extended to Lois Schmidt for being given the MAVA Award – for work with volunteer organizations. Schmidt stated that the Minnesota Association for Administration of Volunteers does volunteer trainings statewide.

Chairperson Ritter asked if there was anything further to come before the Community Health Board. Hearing nothing he declared the meeting adjourned at 10:52 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Secretary, SWHHS Governing Board

Attest: _____
Director