

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date:	December 18, 2013	Opened:	10:25 am
Place:	Lyon County Government Center, Rooms 1 & 2 Marshall, Minnesota	Adjourned:	11:43 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, December 18, 2013 in Commissioners' Rooms 1 & 2 at the Lyon County Government Center, 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
- Donald Evers (Alternate)
- Bob Jarchow
- Gerald Magnus
- Stephen Ritter
- Rick Anderson
- Ron Boyenga
- Al Kokesch
- Priscilla Klabunde
- Carol Ann Flahaven
- Pam VanOverbeke

Member(s) absent:

- Curt Blumeyer
- Joan Jagt
- Rich Bakken

Staff present:

Cindy Nelson	Nancy Walker
Chris Sorensen	Carol Biren
Krista Kopperud	Karla Drown
Jenifer Klein	Dale Hiland
Michelle Buysse	Sherry Marks
Jennifer Beek	Amy Otterson
Idriss Ibrahim	Kristin Deacon
Marie Meyers	Dawn Jenniges
Judy Pitzl	Karri Harvey
Stacy Jorgensen	Ardis Henriksen

Chairperson Ritter asked if there were any additions or deletions to the agenda for the meeting. It was pointed that there was a print of additions before the members of the Board. Under Decision Items: R-15, an additional contract: Prime West Health – 01/01/2014 to 12/31/2014; Amendment to Behavior Health Participation agreement extending Targeted Case Management services for another year (extension); R-20 2014 board per diems and under Discussion/Information Items: S-1 Audit; and S-2 MCIT workmen's comp. Anderson asked that R-21 Discussion on Southern Prairie Community Care be added to the agenda. Chairperson Ritter asked if any Board member wished to identify a conflict of interest. Magnus and Klabunde identified that they are on the Board for Western Mental Health and would need to abstain from action on those contracts. Chairperson Ritter asked if

there were any additions or corrections to the minutes of the November 20, 2013 meeting. Motion by Miller and second by Boyenga: To approve the Consent Agenda as amended. 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. He asked if there were any further questions or comments. Motion by Anderson and second by Moline: To approve the Financial Report as presented during the Human Services Board meeting. The motion carried unanimously.

New staff members, Idriss Ibrahim, Eligibility Worker; Judy Pitzl, Health Educator; and Amy Otterson, Eligibility Worker, came forward to introduce themselves to the Board, giving a short statement of their background. The Board welcomed them to the agency.

Director Sorensen stated that he would address items R-1 through R-4 together. Keri Petersen was given a promotional appointment from Eligibility Worker to Lead Eligibility Worker at an hourly rate of \$18.39 with a six (6) month probationary period beginning on 12/02/2013; Janet Bush, Registered Dietician, a twelve (12) month probationary appointment beginning on 12/30/2013 at an hourly rate of \$22.25; Dawn Hagen, Office Support Specialist, completion of her twelve (12) month probationary period on 01/01/2014 with no salary increase; and Mavis Salfer, Health Services Program Aide, completion of her twelve (12) month probationary period on 01/01/2014 with no salary increase. Director Sorensen asked that these personnel items be approved. Motion by Magnus and second by Johnson: To approve the following personnel items: Keri Petersen, a promotional appointment from Eligibility Worker to Lead Eligibility Worker at an hourly rate of \$18.39 with a six (6) month probationary period beginning on 12/02/2013; Janet Bush, Registered Dietician, a twelve (12) month probationary appointment beginning on 12/30/2013 at an hourly rate of \$22.25; Dawn Hagen, Office Support Specialist, completion of her twelve (12) month probationary period on 01/01/2014 with no salary increase; and Mavis Salfer, Health Services Program Aide, completion of her twelve (12) month probationary period on 01/01/2014 with no salary increase. The motion carried unanimously.

Director Sorensen stated that a letter of resignation had been received from Ashley Grussing, Social Worker (CPS), effective on 12/31/2013. He asked that the Board accept her resignation. Motion by Jarchow and second by Boyenga: To accept the resignation of Ashley Grussing, Social Worker (CPS), effective on 12/31/2013. The motion carried unanimously.

Director Sorensen stated that a request had been received from Holly Louwagie, Social Worker, for a leave without pay. He stated that anytime a request is for more than 37.5 hours it needs to come to the Board. Holly is not eligible for FMLA because of the short length of her tenure with the agency. She is requesting a twelve (12) week leave. Motion by Moline and second by Kokesch: To approve a leave without pay for Holly Louwagie, Social Worker, for a period of twelve (12) weeks. The motion carried unanimously.

Director Sorensen requested that the Board give staff approval to begin the process to hire three (3) Social Workers to work on the assessment side for MNChoices. The individuals hired for these positions would possibly be assigned to work out of different locations. These positions would be partially funded by the redesigned time study. Motion by Anderson and second by Jarchow: To authorize staff to begin the process to hire three (3) Social Workers to be assigned to work with MNChoices. The motion carried unanimously.

Director Sorensen said that the bargaining units were offered the option of a maximum increase of 4.5%, based on performance. He then asked that if there is a tentative agreement from either one or both of the bargaining units for that offer if the Board would consider adjusting the maximum salary increase for the non-union staff to 4.5%, from the 4% that had been agreed to at the November 2013 meeting, but only contingent on whether or not at least one of the bargaining units accepted the offer made to them. Klabunde stated that the offer was made during negotiations as an incentive to get the bargaining units to change their mind about a pay for performance increase. She said that she was surprised to see this request come before the Board since there had already been an agreement reached with the non-union staff. Motion by Miller and second by Magnus: To approve a maximum

pay for performance increase of 4.5% for non-union employees, contingent on the acceptance of the same offer by either one or both of the bargaining units. The motion carried with Klabunde casting a no vote.

Director Sorensen asked for approval from the Board to award a lump sum payment for those non-union staff that are at the top of their pay range. Those staff members would receive any amount over the maximum of the pay range as a one-time lump sum payment rather than an increase to their base pay. Motion by Klabunde and second by Boyenga: To authorize a lump sum payment for those staff members who are at the top of their pay range to cover their pay for performance rather than an increase to their base pay. The motion carried unanimously.

Director Sorensen reviewed the proposed changes to Administrative Policy Number 2 – GASB34 Compliancy-Related Policies. The value for reporting of capital assets was increased to \$5,000 and the term of “unrestricted” was changed to “unassigned”. Motion by Jarchow and second by Johnson: To approve the revisions to Administrative Policy Number 2 – GASB34 Compliancy-Related Policies as reviewed. The motion carried unanimously.

Director Sorensen reviewed the proposed revisions to Administrative Policy Number 8 – Disaster Recovery Plan. This policy is required to ensure that the agency can continue to operate in the event of a disaster. The main changes in the policy were to reflect current staff and office locations. Karri Harvey, Management Information Supervisor, stated that the recovery plan is tested whenever the system is shut down for maintenance or system updates. Miller commented that Pipestone County has installed a generator in the Health and Human Services building in Pipestone. Motion by Anderson and second by Johnson: To approve the revisions to Administrative Policy Number 8 – Disaster Recovery Plan as presented. The motion carried unanimously.

Director Sorensen stated that the Accounting Policies and Procedures have been reviewed and revised to meet audit requirements, include all office locations, and appropriate position titles. He asked that the Board approve the document as revised. This is an annual process that is done in preparation for the upcoming audit. Motion by Moline and second by Johnson: To approve the revisions to the Accounting Policies and Procedures as presented. The motion carried unanimously.

Director Sorensen stated that each year the Board is asked to approve the designated depositories for the agency. The list of depositories was pointed out. Schmidt indicated that the information given for Bremer Investment was not correct. It should be listed as Bremer Investment Management and Trust (IM&T) and the contact person is Tom Bowen. Motion by Jarchow and second by Miller: To approve the “Designated Depositories for SWHHS” list with the correction. The motion carried unanimously.

Director Sorensen stated that annually the Board is asked to give signature authority for himself and Deputy Director Walker, in his absence, to conduct business on behalf of the Board. Motion by Boyenga and second by Johnson: To approve the resolution of signature authority, giving Director Sorensen and Deputy Director Walker authority to conduct business on behalf of the Human Services Board, the Community Health Board and the Governing Board for the year 2014. The motion carried unanimously.

Director Sorensen reviewed the listed contracts, including the one listed as an addition to the agenda. Upon completion of reviewing the contract Director Sorensen asked that the Board approve the contracts as presented. Magnus asked that the contracts with Western Mental Health Center be separated from the rest of the contracts in the motion. Motion by Anderson and second by Miller: To approve all of the contracts as listed, excluding those with Western Mental Health Center. The motion carried unanimously. Motion by Moline and second by Anderson: To approve all the contracts listed for Western Mental Health Center. The motion carried with abstention by Klabunde and Magnus.

Director Sorensen reviewed the list of items donated to the agency for clients. Motion by Magnus and second by Jarchow: To accept all the donations received by the agency, to be given to the identified clients. The motion carried unanimously.

Director Sorensen asked the Board to approve the list of dates and locations for Board meetings to be held in 2014. Motion by Ritter and second by Kokesch: To approve the schedule of Board meetings for 2014 as presented. The motion carried unanimously.

Director Sorensen asked Karri Harvey, Management Information Supervisor, to present the purchase request for IT. Karri stated that the purchase of licenses (15), some scanners and the maintenance contract for this would give the outer offices that do not currently have the ability to access imaged information to do so. The licenses are the expensive part of the purchase but are a one-time purchase, however an annual maintenance contract will need to be purchased. The total cost of this purchase would be for \$28,856.25, including tax, from ISC. Motion by Johnson and second by Anderson: To approve the purchase of the licenses (15), scanners and maintenance contract for the imaging project from ISC at the cost of \$28,856.25, including tax. The motion carried unanimously.

Chairperson Ritter stated that both program 2014 budgets had been approved by the appropriate board. He stated that the Governing Board needs to provide final approval. He stated that each budget would be addressed individually. Motion by Klabunde and second by Miller: To approve the Human Services 2014 Budget, in the amount of \$22,273,139, as recommended by the Human Services Board. The motion carried unanimously. Motion by Moline and second by Ritter: To approve the Health Services 2014 Budget, in the amount of \$3,147,814, as recommended by the Community Health Board. The motion carried unanimously.

Chairperson Ritter stated that the Board needs to determine what the per diem rate will be for 2014. Motion by Jarchow and second by Kokesch: To keep the per diem rate for 2014 the same as it has been for 2013; \$50 for a single meeting, \$25 for additional meetings, up to \$75, and that mileage be paid at the IRS tax free rate. The motion carried unanimously. There was a question raised about whether or not the morning session, of three meetings, is consider as one meeting for \$50 or as additional meetings for \$75. It was then asked if on days when there are Board meetings, as well as negotiation or other committee meetings, if the Board members should be receiving a separate per diem for the afternoon meeting. Staff was asked to provide clarification on this issue at the January 2014 meeting.

Chairperson Ritter recognized Anderson, who had requested time to discuss an issue relating to Southern Prairie Community Care. He stated that the Finance Committee for SPCC had held a phone meeting the evening before. They will be experiencing a short term cash flow problem, through February. The Committee had talked about the possibility of looking at a short term loan from SWHHS. They had asked Mary Fischer, the Executive Director for SPCC, to talk to Director Sorensen about the options. They are looking at a possible figure of \$200,000. SPCC is scheduled to get a refund from the Federal Government in February, in the amount of \$175,000 to \$180,000 but they need money to make their commitments until then. There was discussion about the advisability of making loans between governmental entities. Anderson then encouraged those counties who are part of SPCC to make sure that they have an alternate on the Board because it would help to have additional ears hearing the discussion. They have been trying to meet with PrimeWest but have been unable to arrange a meeting as of yet. Chairperson Ritter stated that he felt that SPCC should go to the individual counties for assistance rather than SWHHS.

Director Sorensen stated that they had talked about the possibility of looking at a private audit company but would not be able to go with a private auditor until 2015. Klabunde recommended that a letter be sent right away to the Office of the State Auditor asking for a release. Jarchow stated that he just wanted to comment that Rock County had been allowed to use a private audit company for three (3) years but when the Office of the State Auditor came in the next year to do the audit they went back and re-audited those same three (3) years, which increased the cost of their audit. Motion by Klabunde and second by Jarchow: To authorize staff to send a letter to the Office of the State Auditor requesting a release for audit by a private company. The motion carried unanimously.

Director Sorensen and Deputy Director Walker announced that the agency had received an award from MCIT for Outstanding Loss Control for workmen's compensation.

Director Sorensen showed the Board the award that was received by the agency at the award ceremony in St. Paul. He, along with Deputy Director Walker and Krista Kopperud, Health and Human Services Planner, had attended the award ceremony.

Chairperson Ritter asked if there was anything further to bring before the Board. Hearing nothing he wished everyone a Merry Christmas and declared the meeting adjourned at 11:43 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Secretary, SWHHS Governing Board

Attest: _____
Director