

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date:	September 18, 2013	Open:	10:15 am
Place:	Health Services Conference Room - Second Floor Marshall, Minnesota	Adjourned:	10:00 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, September 18, 2013 in the Health Services Conference Room 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
- Lois Schmidt
- William Johnson
- Butch Miller
- Gerald Magnus
- Curt Blumeyer
- Joan Jagt
- Bob Moline
- Stephen Ritter
- Rick Anderson
- Ron Boyenga
- Al Kokesch
- Carol Ann Flahaven
- Pam VanOverbeke

Members absent:

- Jeane Anderson
- Priscilla Klabunde
- Bob Jarchow
- Richard Bakken

Guests:

- Pete King – MDH
- Patricia Faulkner – MDH
- Anne Kollmeyer – MDH

Staff:

Nancy Walker	Chris Sorensen
Brenda Rothmeier	Christina Blomme
Cindy Nelson	Michelle Buysse
Stacy Jorgensen	Nicole Prellwitz
Stacey Longtin	Dale Hiland
Jenifer Klein	Kristin Deacon
Carol Biren	Jennifer Lundberg
Karla Drown	Holly Louwagie
Sherry Marks	Ardis Henriksen

Chairperson Ritter asked if there were any additions to or deletions from the agenda for the meeting. Director Sorensen asked that, in addition to the agenda changes noted on the paper before each member he would like “S-14 Request for HP Phone Switches” to be added to the meeting agenda. Chairperson Ritter 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 of the August 21, 2013 meeting. Motion by Kokesch and second by Magnus: 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 moved forward by the Human Services Board for final approval. He asked if there were any additional questions or comments. Motion by Anderson and second by Blumeyer: To approve the Financial Report as presented and moved forwarded by the Human Services Board. The motion carried unanimously.

Chairperson Ritter asked the new staff members to be introduced to come forward. Craig Wilson, Social Worker; Nicole Prellwitz, Social Worker; Holly Louwagie, Social Worker; Ann Abraham, Public Health Nurse; and Brenda Rothmeier, Social Worker all gave a brief report on their background and what areas they will be working in at the agency. Chairperson Ritter welcomed the new staff members and the members of the Board introduced themselves to the staff.

Director Sorensen stated that he would address agenda items R1 – R5, with the exclusion of item R2 which had been deleted from the agenda. There were two (2) individuals who had completed their 12 month probationary period, both with no increase in salary, Amanda Holzapfel, Social Services Supervisor, effective on 09/24/2013, and Karri Harvey, Information Technology Specialist, Senior, effective on 10/08/2013. There were two (2) individuals who had accepted probationary appointments; Sara Brandt, Accounting Technician, at \$17.00 per hour beginning on 09/09/2013 and Lori Wentzel, Registered Nurse/Public Health Nurse, at \$20.97 per hour beginning on 09/23/2013. Director Sorensen asked that the Board approve all four personnel requests. Motion by Blumeyer and second by Johnson: To approve the completion of a 12 month probationary period for Amanda Holzapfel, Social Services Supervisor, effective on 09/24/2013 and Karri Harvey, Information Technology Specialist, Senior, effective on 10/08/2013, both with no increase in salary and to approve the 12 month probationary appointment of Sara Brandt, Accounting Technician, at \$17.00 per hour beginning on 09/09/2013 and Lori Wentzel, Registered Nurse/Public Health Nurse, at \$20.97 per hour beginning on 09/23/2013. The motion carried unanimously.

Director Sorensen and Carol Biren, Health Services Division Director, gave the rationale for the request to begin the process to hire a full-time Registered Dietician. Carol stated that the current Dietician would cover the WIC clinics in the three (3) northern counties and work half-time with the SHIP program and, if approved, the newly hired Dietician would cover the WIC clinics in the three (3) southern counties and work half-time with the SHIP program. Carol also stated that it is one of the requirements of SHIP3 that staff must be at least .5 FTE to work as a part of the program. Motion by Anderson and second by Kokesch: To approve the request to begin the process to hire a Registered Dietician. The motion carried unanimously.

Director Sorensen and Deputy Director Walker stated that the agency is required to adopt an equal opportunity and affirmative action policy on a bi-annual basis. The agency can either use the Merit policy or develop its own policy language, the Merit policy has been used because it is adequate to cover the needs of the agency. They requested that the Board approve Administrative Policy Number 13 – Equal Employment Opportunity and Affirmative Action as presented in the meeting packet. Motion by Magnus and second by Jagt: To approve Administrative Policy Number 13 – Equal Employment Opportunity and Affirmative Action as presented. The motion carried unanimously.

Chairperson Ritter requested the privilege to revise the agenda to allow Amy Diedrich with Marsh & McLennan Agency to speak about the employee health coverage program that the counties insurance benefit study group has been working toward. Ms. Diedrich introduced herself and gave a short review of her background. She stated that there are four (4) insurance companies that can provide employee group insurance in the state of Minnesota. Her company had sent out a RFP and had received proposals from Preferred One and Medica. The plan submitted by Preferred One was best for all of the entities with the exception of Swift County and SWHHS but she felt that Preferred One would be open to making adjustments to their plan. Ms. Diedrich reviewed the financial information related to both the current policy with SW/WC and the recommended new option, while explaining how the fund reserve would grow. The SW/WC Service Coop requires a ninety (90) day notice of termination, so if that was the decision of the Board it would need to be done by October 1, 2013. It had been the understanding that counties and agencies would have the right to rescind their decision but the Service Coop is now saying that there is no right to rescind. The question that needs to be answered is whether that statement is a tactical move or

based on law. The legal representative for the counties insurance benefit study group is looking into whether or not the Service Coop has the right to make that change in practice. If the agency would decide to stay with the Service Coop, they would be committed to them for the next three (3) years. Motion by Blumeyer and second by Kokesch: To prepare the termination letter and authorize the Executive Committee to give Director Sorensen the approval to send the letter to the SW/WC Service Coop by October 1, 2013, if the legal opinion is favorable toward the ability to rescind the action. Miller stated that he was adamantly opposed to terminating membership of SW/WC Service Coop for an unknown benefit. Motion by Blumeyer and second by Kokesch: To rescind the previous motion. The motion carried unanimously. After further discussion about whether or not this was a decision that should be made solely by the Executive Committee or as a full Board. Chairperson Ritter stated that he could call a special meeting if necessary when the legal opinion regarding was received. It would need to be held and a decision made before the end of September. Motion by Anderson and second by Kokesch: To approve the sending of a termination letter by Director Sorensen to SW/WC Services Coop, under the direction of the Executive Committee, contingent upon the legal opinion received from Darcy Hitesman, of Hitesman & Wold, indicating that the agency would have the legal right to rescind the decision to terminate. A roll call vote was requested. Chairperson Ritter called the roll: Kokesch – yes; Boyenga – yes; Anderson – yes; Ritter – yes; Jagt – yes; Blumeyer – yes; Magnus – yes; Moline – yes; Miller – yes; and Johnson – yes. The motion carried unanimously.

Director Sorensen stated that there were two (2) contracts before the Board for approval, both of which are amendments to previous contracts. The contract for the MDH E-Connectivity Grant amendment is a time extension and the MDH SHIP Grant is a funding change to cover the time until the new grant cycle begins. Motion by Jagt and second by Magnus: To approve the contracts as presented. The motion carried unanimously.

Director Sorensen invited Dale Hiland, Adult Social Services Supervisor, forward to give an explanation of the Day Training & Habilitation (DT&H) Rate Equalization Proposal that is before the Board. Dale stated that the rates paid to the various providers within the agency service area vary across the board of services provided. In order to allow the various providers to hire and maintain quality staff, promote new services and to continue to keep their facilities safe for clients, Dale recommended that the Board set a standard rate for all services: full day at \$64.24; partial day at \$48.18 and transportation at \$6.75. These are the rates that are already at the top of our current payment range. Motion by Jagt and second by Boyenga: To approve the recommendation to set the Day Training and Habilitation (DT&H) Rates for the agency service area at \$64.24 for a full day, \$48.18 for a partial day and \$6.75 for transportation services. The motion carried unanimously.

Deputy Director Walker reported that she has been contacted by the company that holds the maintenance contract on the large copy machine in the mailroom of the Lyon County Human Services office. The company has had to come to the office frequently to maintain the machine. When contacted the vendor had presented a proposed upgrade for that machine, at a savings of \$60 per month. The small copy machine located in the Lyon County Human Services lobby would also be replaced with a different machine. The new lease would be for a period of three (3) years. Motion by Jagt and second by Ritter: To authorize the signing of a new lease agreement for a different copy machine to be placed in the mailroom of the Lyon County Human Services office. The motion carried unanimously.

Director Sorensen stated that a letter of resignation had been received from Lyn Rayburn, Financial Assistance Supervisor I, with her resignation effective on 09/27/2013. He asked that the Board accept the resignation. Motion by Kokesch and second by Moline: To accept the resignation of Lyn Rayburn, Financial Assistance Supervisor I, to be effective on 09/27/2013. The motion carried unanimously.

Director Sorensen requested authorization for staff to begin the process of hiring a Financial Assistance Supervisor I to fill the position vacated by resignation. This department is going through many changes because of the Affordable Care Act. Motion by Jagt and second by Anderson: To authorize staff to begin the process to hire an individual to fill the position of Financial Assistance Supervisor I. The motion carried unanimously.

Director Sorensen stated that the agency would need to add a number of phone switches to complete the phone upgrades that are in process. The quote for the phone switches is as follows \$1,600 for Lincoln County (which was already approved); and \$11,278.08 for the work to still be done in Murray, Pipestone and Redwood Counties. Motion by Miller and second by Boyenga: To approve the purchase of the phone switches to complete the phone upgrade in Murray, Pipestone and Redwood Counties at the cost of \$11,278.08. The motion carried unanimously.

Director Sorensen reported that there would be negotiation sessions held later in the day, with an explanation for the labor union reps about the aggregate benefits at 1:00 pm by Amy Diedrich with Marsh & McLennan Agency. The Health Services Unit is scheduled to meet from 1:30 – 2:30 pm and the Human Services Unit from 2:45 – 3:45 pm.

Chairperson Ritter asked if there was anything further to come before the Board. Hearing nothing more, he adjourned the meeting at 12:10 pm.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Secretary, SWHHS Governing Board

Attest: _____
Director