

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: April 16, 2014
Place: Health and Human Services Building
1091 North Hiawatha Avenue
Pipestone, Minnesota

Opened: 9:48 am
Adjourned: 11:05 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, April 16, 2014 at the Health and Human Services Building, 1091 North Hiawatha Avenue in Pipestone, Minnesota. The meeting was called to order by Chairperson Moline.

Members present: Jeane Anderson
Lois Schmidt
Marvin Tinklenberg
William Johnson
Butch Miller
Stephen Ritter
Curt Blumeyer
Gerald Magnus
Bob Moline
Rick Anderson
Bob Jarchow
Ron Boyenga
Priscilla Klabunde
Carol Ann Flahaven

Member(s) absent: Joan Jagt
Richard Bakken
Al Kokesch
Pam VanOverbeke

Guests: Juanita Lauritsen
Mary Mulder

Staff present: Stacy Jorgensen Judy Pitzl
Carol Biren Nancy Walker
Krista Kopperud Karri Harvey
Karla Drown Jennifer Beek
Dale Hiland Jenifer Klein
Christine Versaevel Nancy Lange
Kristin Deacon Chris Tauer
Angie Stephens Christina Blomme
Diane Boyenga Cody Arnold
Heather Bruse Michelle Buysse
Stacey Longtin Marie Meyers
Chris Sorensen Ardis Henriksen

O. Consent Agenda –

1. Amend/Approve Agenda – The requested additions to the agenda were listed on the handout at each chair, as follows: Under S. Decisions Items: addition to the S-13 Contracts; Communication Services

for Deaf (CSD) – 04/10/14 – 04/30/2015: contract for sign language interpreting services for clients, \$59.50/hour + IRS rate for travel required over 30 miles one-way (renewal); addition to S-14 Donations; Christ Victory Lutheran Church (Redwood Falls) donated \$250 in gas cards; and S-16 Request for Social Worker. Included was the addition of V- Closed session – personnel.

2. Conflict of Interest – none
3. Approval of 03/19/2014 board minutes

Motion by Blumeyer and second by Miller: To approve the Consent Agenda as presented with the additions. The motion carried unanimously.

P. Financial –

Chairperson Moline asked if there were any additional questions or comments related to the financial report given during the Human Services Board meeting. Motion by Anderson and second by Ritter: To approve the financial report as brought forward from the Human Services Board meeting. The motion carried unanimously.

Q. Introduction of New Staff –

Chairperson Moline asked Cody Arnold, Social Worker, to come forward to meet the Board. Cody gave a brief review of his background before coming to the agency. He is working in the Adult Social Services unit in the Marshall office.

R. Employee Recognition –

Chairperson Moline stated that he had asked Blumeyer to present the certificates at this meeting. The following staff were recognized: for 1 year of service – Chris Tauer, Public Health Nurse,; Heather Bruse, Social Worker,; and Judy Pitzl, Health Educator. Also eligible for a one (1) year certificate were Ann Orren, CIRCLE Coordinator, and Deb Seidel, Information Technology Specialist, but they were not able to attend the meeting. Recognized for ten (10) years of service was Angie Stephens, Public Health Nurse and for twenty-five (25) years were Christina Blomme and Diane Boyenga, both Public Health Nurses. After the presentations were made Chairperson Moline called for a ten (10) minutes break and asked the certificate recipients to gather in the lobby to have their picture taken.

Chairperson Moline reconvened the meeting at 10:05 am

S. Decision items –

1 – 7 Chairperson Moline asked Director Sorensen to address items 1 – 7 together. He reported that the following are completing their 12 month probationary period, all with no increase in salary: Deb Seidel, Information Technology Specialist, Senior on 04/18/2014; Judy Pitzl, Health Educator, on 04/22/2014; and Heather Bruse, Social Worker, on 04/29/2014. The following are new probationary appointments: Stephanie Bengtson, Social Worker, \$36,588 annually, effective on 04/14/2014; Julia Vick, Office Support Specialist, \$12.25 per hour, effective on 04/15/2014; Kay Dardis, Office Support Specialist, \$11.21 per hour, effective on 04/15/2014; and Mary Jo Bose, Registered Nurse, \$21.00 per hour, effective on 04/21/2014. Director Sorensen asked that the Board approve all of these personnel requests. Motion by Johnson and second by Boyenga: To approved the personnel requests as presented, the completion their 12 month probationary period, all with no increase in salary: Deb Seidel, Information Technology Specialist, Senior on 04/18/2014; Judy Pitzl, Health Educator, on 04/22/2014; and Heather Bruse, Social Worker, on 04/29/2014 and new probationary appointments of: Stephanie Bengtson, Social Worker, \$36,588 annually, effective on 04/14/2014; Julia Vick, Office Support Specialist, \$12.25 per hour, effective on 04/15/2014; Kay Dardis, Office Support Specialist, \$11.21 per hour, effective on 04/15/2014; and Mary Jo Bose, Registered Nurse, \$21.00 per hour, effective on 04/21/2014. The motion carried unanimously.

8. Director Sorensen asked that the Board approve the reclassification of Michelle Salfer from Fiscal Officer to County Program Specialist, with no salary change to become effective on 04/09/2014. This new classification will better utilize Michelle's skills in the Health Services area during the work to be done to move toward accreditation. Michelle will now report to Kristi Kopperud, Health and Human Services

Planner. Motion by Klabunde and second by Magnus: To approve the reclassification of Michelle Salfer from Fiscal Officer to County Program Specialist effective as of 04/09/2014 with no change in salary. The motion carried unanimously.

9. Director Sorensen stated that the agency had received a notification of retirement from Julie Slinger, Eligibility Worker, to be effective on 04/15/2014. He asked that the Board accept Julie's letter of retirement. Motion by Johnson and second by Ritter: To accept the letter for retirement from Julie Slinger, Eligibility Worker, effective on 04/15/2014. The motion carried unanimously.

10 – 12 & 16 Chairperson Moline asked Director Sorensen to address items 8 – 10 and 16 together. Director Sorensen stated that staff is requesting authorization to begin the hiring process for: an Eligibility Worker, which will replace an individual who accepted an internal promotion; a Social Worker, which will be further explained during the closes session for personnel reasons, two (2) Lead Eligibility Workers to be the Transportation Coordinators, because there had been no internal applications and it is felt that with the additional duties it is important to have candidates who would be receiving a promotional appointment; and a second Social Worker, which will replace an individual who received a promotional appointment. He asked that the Board approve all four (4) requests. Motion by Anderson and second by Blumeyer: To approve the requests to begin the hiring process for: an Eligibility Worker, which will replace an individual who accepted an internal promotion; a Social Worker, which will be further explained during the closes session for personnel reasons, two (2) Lead Eligibility Workers to be the Transportation Coordinators, because there had been no internal applications and it is felt that with the additional duties it is important to have candidates who would be receiving a promotional appointment; and a second Social Worker, which will replace an individual who received a promotional appointment. The motion carried unanimously.

13. Director Sorensen reviewed the contracts before the Board for approval, including the one on the additions to the agenda. Motion by Ritter and second by Boyenga: To approve the contracts as listed and reviewed. The motion carried unanimously.

14. Director Sorensen reviewed the list of donations made to the agency, including the one which was an addition to the agenda. Motion by Klabunde and second by Jarchow: To accept the donations to the agency as listed and reviewed. The motion carried unanimously.

15. Director Sorensen asked Karri Harvey, Management Information Supervisor, to come forward to talk about the imaging request. She stated that this request is to move the project forward, so that all the counties are fully integrated and have access to imaged documents. The cost of this step of the project will come to \$47,130, including tax. Even with this amount the total project will still come in under the original quote for total cost. Motion by Johnson and second by Klabunde: To authorize the purchase of additional licenses, agreements, software and training from ISC for \$47,130.00, including taxes. The motion carried unanimously

T. Discussion/Information –

1. Director Sorensen invited Deputy Director Walker forward to give an update on the work that has been done relating to a solution for providing fraud investigation across all the agency counties. She stated that she had scheduled a meeting with all of the sheriffs in the agency service area. The day she held the meeting, there were three (3) sheriffs in attendance. She had spoken to Sheriff Mather on how to move forward and during the meeting they had brainstormed on possible solutions. The Pipestone County sheriff had indicated that he would be interested in taking over the contract and he will be discussing it further with the Pipestone County Board. The Governing Board has the option to hire their own Fraud Investigator, who would probably need to be a retire peace officer. Any investigation that determined that fraud existed would still need to go back to the county for prosecution. Deputy Director Walker will follow-up with the Pipestone County sheriff to see what was decided by the Pipestone County Board.

2. Director Sorensen asked the members of the Board if they had received the information relating to county rental agreements in their meeting packets. When he found out that it had not been included, he stated that he would send it out to all the members so that they would have an opportunity to study it.
3. Director Sorensen stated that the quarterly reports had been submitted to DHS by the accounting department, who had done a great job of completing the reports. They had received a letter of congratulations from the Commissioner of Human Services.

V. Closed Session – Personnel –

Chairperson Moline stated that he was open to a motion to go into closed session to discuss a personnel issue. Motion by Boyenga and second by Ritter: To close the meeting at 10:42 am for the purpose of discussing a personnel issue. The motion carried unanimously.

Motion by Ritter and seconded by Blumeyer: To come out of closed session at 11:02 am. The motion carried unanimously.

Motion by Boyenga and second by Klabunde: To accept the resignation of Janet Stromback, Social Worker, to be effective 04/15/2014. The motion carried unanimously.

Chairperson Moline adjourned the meeting at 11:05 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director