



**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: December 17, 2014  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 9:55 am  
Adjourned: 11:11 am

The monthly meeting of the Governing Board for Southwest Health and Human Services was held on Wednesday, December 17, 2014 in Commissioners' Rooms 1 & 2 of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson Moline.

Members present:

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

Member(s) absent: Bob Jarchow

Staff present:

Shandra Bavier	Jennifer Beek
Carol Biren	Wendy Bossuyt
Michelle Buysse	Janet Bush
Kristin Deacon	Karla Drown
Ardis Henriksen	Dale Hiland
Dawn Popowski	Jenifer Klein
Jason Kloss	Krista Kopperud
Sarah Kirchner	Stacey Longtin
Kelly Meyerann	Marie Meyers
Cindy Nelson	Michelle Schutz
Chris Sorensen	Rachel Vierra
Nancy Walker	Corrie Weizel

**O. Consent Agenda –**

1. Chairperson Moline asked if there were any corrections or additions to the meeting agenda. He reviewed the additional items on the list before the members: under Decision Items – 17. Contract: Woodland Centers (various locations: - 01/01/15 to 12/31/15; adult crisis stabilization services at \$360 per diem and youth crisis stabilization services at \$335 per diem (increase of \$10/day)

(renewal); 18. Lori Dardis, Accounting Technician, resignation, effective 12/26/14; 26. Samantha Koktan, Social Worker (CPS), resignation, effective 01/16/15; 27. Donations – Jennifer Neyens donated a toddler bed & Sillerud Lutheran Church donated quilts;

2. Chairperson Moline asked if any member of the Board had any conflict of interest to report. None were identified.

3. Chairperson Moline asked if there were any additions or corrections to the minutes from the November 20, 2014 meeting.

Motion by Blumeyer and second by Johnson: To approve the Consent Agenda with additions to the meeting agenda. The motion carried unanimously.

**P. Financial –**

Chairperson Moline asked if there were any additional questions or comments regarding the Financial Report. Motion by Jagt and second by Ritter: To approve the Financial Report as presented during the Human Services Board and moved forward. The motion carried unanimously.

**Q. Introduction of New Staff -**

Director Sorensen invited the new staff members able to attend the meeting to come forward in introduce themselves to the Board. Collections Officer: Sarah Kirchner; Eligibility Workers: Kelly Meyeraan, Wendy Bossuyt and Michelle Schutz; Social Workers: Corrie Weizel and Dawn Popowski; and Public Health Educator: Rachel Vierra introduced themselves telling a little about their background and what program areas they will be working in. The Board welcomed them to the agency.

**R. Employee Recognition –**

Chairperson Moline presented a Years of Service certificates to Janet Bush, Registered Dietician, for 1 year of service and Shandra Bavier, Social Worker, for five (5) years of service. Alicia Schmidt, Public Health Educator, who has been with the agency for one (1) year was not able to attend. Chairperson Moline then presented the members of the Board who are retiring, Blumeyer, Miller, Johnson, Kokesch, with a gift of a clock from the agency. Jarchow was not able to attend and his gift was presented to Boyenga, who will present it to Jarchow on behalf of the agency. Chairperson Moline called for a short recess. The meeting reconvened at 10:20 am.

**S. Decision Items –**

Chairperson Moline requested that Director Sorensen address items 1 – 6 together. Director Sorensen reviewed the following requests:

1. Alicia Schmidt, Public Health Educator, completion of 12 month probationary period, no salary increase, effective 12/23/14
2. Janet Bush, Registered Dietician, completion of 12 month probationary period, no salary increase, effective 12/30/14
3. Betsy Plotz, Registered Dietician, probationary appointment (12 months), \$22.50 per hour, effective 12/15/14
4. Kristofer Lee, Child Support Officer, probationary appointment (12 months), \$16.75 per hour, effective 12/15/14
5. Kristi Bergeron, Eligibility Worker, probationary appointment (12 months), \$20.00 per hour, effective 12/15/14
6. Danielle Ossefoort, Social Worker, probationary appointment (6 months), no salary change, effective 12/22/14

Motion by Magnus and second by Blumeyer: To approve the following personnel requests: Alicia Schmidt, Public Health Educator, completion of 12 month probationary period, no salary increase, effective 12/23/14; Janet Bush, Registered Dietician, completion of 12 month probationary period, no salary increase, effective 12/30/14; Betsy Plotz, Registered Dietician, probationary appointment (12 months), \$22.50 per hour, effective 12/15/14; Kristofer Lee, Child Support Officer, probationary appointment (12 months), \$16.75 per hour, effective 12/15/14; Kristi Bergeron, Eligibility Worker,

probationary appointment (12 months), \$20.00 per hour, effective 12/15/14; and Danielle Ossefoort, Social Worker, probationary appointment (6 months), no salary change, effective 12/22/14, as requested. The motion carried unanimously.

7. Director Sorensen explained that when a staff member requests leave without pay staff can approve it up for any amount up to 37.5 hours, anything more than that amount has to be brought to the Board for approval. Abbie Stough, Social Worker, has made such a request. Director Sorensen asked that the Board approve the request. Motion by Ritter and second by Johnson: To approve the request from Abbie Stough, Social Worker, to take a leave without pay, as recommended. The motion carried unanimously.

8. Director Sorensen stated that a letter of resignation had been received from Julia Vick, Office Support Specialist, to be effective 12/12/14. He asked that the Board accept the letter of resignation. Motion by Jagt and second by Kokesch: To accept the letter of resignation from Julia Vick, Office Support Specialist, to be effective 12/12/14. The motion carried unanimously.

9. Director Sorensen asked that the Board give authorization to begin the process to hire an Office Support Specialist to fill the vacancy created by resignation. Motion by Anderson and second by Boyenga: To authorize staff to start the process to hire an Office Support Specialist. The motion carried unanimously.

10. Director Sorensen stated that Personnel Policy Number 5 – Use of Vehicles for Agency Business has been revised to reflect a change in job title. He asked that the Board approve the revision. Motion by Blumeyer and second by Ritter: To approve the revision of Personnel Policy Number 5 – Use of Vehicles for Agency Business as requested. The motion carried unanimously.

11. Director Sorensen stated that Personnel Policy Number 7 – Staff Development has been revised to state that all requests must be approved before workshop registrations are completed and that a copy of the request does not need to be attached to staff requests for meal and lodging reimbursement. He asked that the Board approve the revision. Motion by Ritter and second by Jagt: To approve the revision of Personnel Policy Number 7 – Staff Development as requested. The motion carried unanimously.

12. Director Sorensen and Carol Biren, Public Health Division Director, reviewed the proposal for Personnel Policy Number 14 – Wellbeing Policy, a new policy that supports moving toward total wellbeing of all staff and the agency. Carol reviewed the different types of wellbeing and some of the activities that the agency is doing or plans to do to help promote staff and agency wellbeing. Director Sorensen requested that the Board approve the proposed policy. Motion by Anderson and second by Jagt: To approve Personnel Policy Number 14 – Wellbeing Policy as proposed. The motion carried unanimously.

Chairperson Moline asked Director to address items 13 – 15 together.

13. Director Sorensen stated that Administrative Policy Number 1 – Data Privacy Policy and Procedures has been revised to instruct staff to set their screensavers to “lock” in 5 minutes to protect privacy.

14. Director Sorensen stated that Administrative Policy Number 10 – LAN, E-mail, Internet Access, and Personal Computing Equipment has been revised to include a statement about a screen lock being set on everyone’s computer so that the screen will automatically lock if it has been inactive for 5 minutes.

15. Director Sorensen stated that Administrative Policy Number 14 – Health Care Insurance Portability & Accountability Act (HIPAA) has been changed to include Electronic Individuals Identifiable Information (eIIHI). There were also many changes made to make it applicable to both public health and human services. Much of the language was borrowed from another organization, with their permission. He asked the Board to approve the revisions to all three policies as reviewed. Motion by Blumeyer and second by Ritter: To approve the revisions to Administrative Policy Number 1 – Data Privacy Policy and Procedures; Administrative Policy Number 10 – LAN, E-mail, Internet Access, and Personal Computing Equipment; and Administrative Policy Number 14 – Health Care Insurance Portability & Accountability Act (HIPAA) as presented. The motion carried unanimously.

16. Director Sorensen stated that the Accounting Policies and Procedures are reviewed annually and revised according to standard accounting practices. He asked that the Board approve the revisions as indicated in the document. Motion by Miller and second by Klabunde: To approve the revised Accounting Policies and Procedures as presented. The motion carried unanimously.
17. Director Sorensen stated that as is typical for this time of year there is a large list of contracts presented for approval, most of which are renewals with current providers. He asked if there were any questions regarding any of the proposed contracts. He gave an explanation of the changes to the contract with the Woodland Centers, which was the contract listed as an addition to the agenda. Motion by Magnus and second by Boyenga: To approve the list of contracts as received and reviewed. The motion carried unanimously.
18. Director Sorensen asked that the Board approve the schedule of meetings for 2015, reminding them that beginning in January all meetings will be held in Marshall. Motion by Magnus and second by Moline: To approve the Board meeting dates for 2015 as listed. The motion carried unanimously.
19. Director Sorensen stated that list of Designated Depositories for 2015 is before them. The list is the same as it was for 2014. He asked that the Board approve the Designated Depositories for 2015. Motion by Jagt and second by Anderson: To approve the Designated Depositories for 2015 as listed. The motion carried unanimously.
20. Director Sorensen stated that the Board is asked on an annual basis to sign a Resolution of Signature Authority. This year Carol Biren, Public Health Division Director, and Cindy Nelson, Social Services Division Director, have been added to the resolution to give them authority to sign documents for their program areas. Motion by Blumeyer and second by Ritter: To approve the Resolution of Signature Authority, to included Director Sorensen, Deputy Director Walker, Carol Biren, Public Health Division Director, and Cindy Nelson, Social Services Division Director. The motion carried unanimously.
21. The agency has received the letter of engagement from the Office of the State Auditor to conduct an audit of the agencies financial records for 2014. Director Sorensen asked the Board to approve signature of the letter. Motion by Boyenga and second by Klabunde: To authorize the signature of the letter of engagement from the Office of the State Auditor to conduct an audit of the agencies financial records for 2014. The motion carried unanimously.
22. Director Sorensen stated that a quote had been received from Indigital Inc., a document imaging and conversion company. This quote, of \$18,000, would cover the process of collecting and imaging all of the Health Services closed files dated before 2013. As the charts are imaged they will go onto the AppExtender system. There is money in the budget to complete this project. There should be no need to have any funds budgeted for 2016, unless there was a major problem with the technology, which is very unlikely. Motion by Anderson and second by Johnson: To accept the quote from Indigital Inc., in the amount of \$18,000, to collect and image the closed charts for Health Services. The motion carried unanimously.
23. Director Sorensen stated that the labor agreements for both the Human Services and Health Services bargaining units have been ratified and signed by the appropriate people for the units. Both contracts contain provision for pay for performance for all union staff. There is also a Memorandum of Understanding, which is a commitment to consider ways to address pay disparity or pay compression. The agreement is to meet with and talk with the units about ways to address pay disparity. Motion by Ritter and second by Miller: To approve the Labor Agreements with both the Human Services and Public Health units, as presented. The motion carried unanimously.
24. Chairperson Moline stated that the Human Services Board had reviewed and approved their budget of \$22,927,954 and the Community Health Board had reviewed and approved their budget of \$3,367,514 at their earlier meeting. He called for a motion to approve both of the budgets for the year of 2015. Motion by Boyenga and second by Jagt: To approve the Human Services 2015 budget of \$22,927,954 and the Health Services 2015 budget of \$3,367,514, as approved by their respective Boards. The motion carried unanimously.
- Chairperson Moline asked Director Sorensen to address items 25 & 26 together
25. Lori Dardis, Accounting Technician, resignation, effective 12/26/14
26. Samantha Koktan, Social Worker (CPS), resignation, effective 01/16/15

Director Sorensen asked the Board to accept the resignations of both individuals. Motion by Anderson and second by Ritter: To accept the resignations of Lori Dardis, Accounting Technician to be effective 12/26/14 and Samantha Koktan, Social Worker (CPS) to be effective 01/16/15. The motion carried unanimously.

27. Director Sorensen stated that donations had been received from two (2) sources, as listed on the additions to the agenda. He asked that the Board accept the listed donations. Motion by Klabunde and second by Jagt: To accept the donations as listed, with thanks. The motion carried unanimously.

28. Deputy Director Walker stated that during her Financial Report, she had neglected to ask the Board set a budget for the Agency Insurance Fund. It is the recommendation of staff to set a budget income of \$2,572,773 and set anticipated disbursements at \$2,249,527. In answer to a question about whether money from the agency reserves could be designated for insurance, it was stated that the agency is obligated to move funds if needed. Motion by Boyenga and second by Klabunde: To set the Agency Insurance Fund budget at \$2,572,773 for income and \$2,249,527 for anticipated disbursements. The motion carried unanimously.

**T. Discussion/Information –**

1. Deputy Director Walker reported that the agency has 1.8 million in investments. There had been two (2) bonds, a total of \$1 million, called, but working with E.J. Moberg, agency fiscal officer, they had turned around and invested the money at the same rate. The reinvestments are for five (5) years, part are bonds and part CDs. She asked everyone to keep in mind that they can be called any time before the end of the term.

2. Chairperson Moline commented that there will be a new Board in 2015. He wants to advocate for having a two-year limit for holding the same office. This is something that can be discussed after the new Board is in place.

Chairperson Moline asked if there was anything further to be brought to the Board. Hearing nothing he adjourned the meeting at 11:11 am.

Approved \_\_\_\_\_ Date

Authorized \_\_\_\_\_  
Chairperson, SWHHS Governing Board

\_\_\_\_\_  
Recording Secretary, SWHHS Governing Board

Attest: \_\_\_\_\_  
Director