

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: February 19, 2014
Place: Lyon County Government Center, Rooms 1 & 2
Marshall, Minnesota

Opened: 10:10 am
Adjourned: 11:37 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, February 19, 2014 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 Moline.

Members present:

- Jeane Anderson
- Lois Schmidt
- William Johnson
- Butch Miller
- Stephen Ritter
- Gerald Magnus
- Curt Blumeyer
- Joan Jagt
- Bob Moline
- Rick Anderson
- Bob Jarchow
- Al Kokesch
- Priscilla Klabunde
- Carol Ann Flahaven
- Pam Van Overbeke

Member(s) absent:

- Marvin Tinklenberg
- Ron Boyenga
- Richard Bakken

Guests:

- Steven Meister, MD

Staff present:

Chris Sorensen	Nancy Walker
Carol Biren	Cindy Nelson
Mandy Holzapfel	Stacey Longtin
Jenifer Klein	Michelle Buysse
Dale Hiland	Jennifer Beek
Kathryn Herding	Karri Harvey
Krista Kopperud	Marie Meyers
Kristin Deacon	Amy Lueck
Jessica Bosma	Stacy Jorgensen
Lori McGee	Sharon Fried
Gail Bielen	Pat Baumann
Kayla Hall	Ardis Henriksen

1. Consent Agenda
 - a. Amend/Approval of Agenda – the following additions were placed on the agenda: a contract with Mary Rademacher for Clinical supervision and case consultation added to R-12; R-17 Amy Surprenant, Social Worker (CPS) probationary appointment (12 months), \$36,588/annual, effective 02/18/2014; and R-18 Cody Arnold, Social Worker, probationary appointment (12 months), \$36,588/annual, effective 02/28/2014
 - b. Conflict of Interest – none were identified.
 - c. Approval of the 01/15/14 board minutes.

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

2. Chairperson Moline stated that the Financial Report had been presented during the Human Services meetings and forwarded to the Governing Board. He asked if there were any more questions or comments regarding the report. Motion by Anderson and second by Ritter: To approve the financial report as presented during the Human Services Board meeting and forwarded to the Governing Board for approval. The motion carried unanimously.

3. Chairperson Moline presented Years of Service awards to the following employees: Kayla Hall for one (1) year of service; Lori McGee for one (1) year of service; Pat Baumann for ten (10) years of services; Sharon Fried for fifteen (15) years of services; Gail Bielen for fifteen (15) years of service; and Jenifer Klein for twenty-five (25) years of service. Renae VanGelderen, who was not able to attend the meetings, was also recognized for one (1) year of service.

Decision Items

4. Chairperson Moline asked Director Sorensen to address items R-1 through R-3. Director Sorensen asked that the Board approve the completion of the probationary period for Kayla Hall, Social Worker (CPS) and Christine Forry-Tauer, Public Health Nurse. He also asked that the Board approve the promotional appointment of Monica Christianson from Office Support Specialist to Child Support Officer. Motion by Johnson and second by Miller: To approval the completion of 12 month probationary period for Kayla Hall, Social Worker (CPS), effective 02/21/14 and Christine Forry-Tauer, Public Health Nurse, effective 03/11/14, both with no increase in salary, and the promotional appointment of Monica Christianson from Office Support Specialist to Child Support Office, effective 03/03/14, with a six (6) month probationary period at \$17.39 per hour. The motion carried unanimously.

5. Director Sorensen asked that the Board accept the resignation of Amy Otterson, effective 02/14/14, and Connie Clausen, effective 02/20/14, both Eligibility Workers. Motion by Blumeyer and second by Magnus: To accept the resignation of Amy Otterson, Eligibility Worker, effective 02/14/14, and Connie Clausen, Eligibility Worker, effective 02/20/14. The motion carried unanimously.

6. Director Sorensen asked that the Board accept the letter of retirement from Bonnie Dreckman, Office Support Specialist, effective on 03/31/14. Motion by Anderson and second by Ritter: To accept the letter of retirement from Bonnie Dreckman, Office Support Specialist, effective on 03/31/14. The motion carried unanimously.

7. Director Sorensen requested that the Board approve a leave without pay for Sara Brandt, Accounting Technician. He stated that if a leave of more than 37.5 hours is requested it needs to be

presented to the Board for approval. Motion by Kokesch and second by Anderson: To approve a leave without pay for Sara Brandt, Accounting Technician, as requested. The motion carried unanimously.

8. Director Sorensen asked that the Board give staff authorization to begin the process to hire two (2) Eligibility Workers, to fill positions vacated due to resignation. Motion by Jarchow and second by Blumeyer: To give authorization to staff to begin the process to hire two (2) Eligibility Workers. The motion carried unanimously.

9. Director Sorensen asked that the Board give staff authorization to begin the process to hire two (2) Office Support Specialists, to fill positions vacated due to promotion and retirement. Motion by Jagt and second by Ritter: To give authorization to staff to begin the process to hire two (2) Office Support Specialists. The motion carried unanimously.

10. Director Sorensen asked that the Board authorize staff to begin the process to hire a Social Services Supervisor to work in Children and Family Services. It has been determined that the agency needs a supervisor, with a special set of experiences, to work with the variety of special circumstances that present at the agency. Motion by Klabunde and second by Anderson: To give authorization to staff to begin the process to hire a Social Services Supervisor to work in Children and Family Services. The motion carried unanimously.

11. Director Sorensen asked Carol Biren, Public Health Division Director, to come forward to address the Personal Policy Number 21 – Tobacco-Free and Electronic Delivery Device Policy. Carol began reviewing the changes that had been made to the policy after its initial presentation at the January 2014 meeting, but it was discovered that the Board had the originally proposed policy before them. Carol asked for time to get copies of the corrections for them. The Board agreed to her suggestion.

12. Director Sorensen reviewed all of the contracts proposed for approval, including the contract added to the agenda at the beginning of the meeting. Motion by Magnus and second by Miller: To approve the contracts as presented, including the addition added to the agenda. The motion carried unanimously.

13. Chairperson Moline commented that donations had been received by the agency and asked for a motion to accept the donations as listed. Motion by Blumeyer and second by Johnson: To accept the donations to the agency as listed. The motion carried unanimously.

14. Carol Biren, Public Health Division Director, presented the Board members with a summary of the changes made to Personal Policy Number 21 – Tobacco-Free and Electronic Delivery Device Policy. Carol explained that in Section 3, item d. was revised to eliminate the first sentence stating that the use of tobacco or electronic delivery devices by employees compromises the image of the agency. Items e. and f. were eliminated completely. In Section 4, item d. was eliminated completely. The committee had received feedback from employees and had received legal counsel on the language, as well. Motion by Miller and second by Moline: To approve Personal Policy Number 21 – Tobacco-Free and Electronic Delivery Device Policy as presented with the changes. The motion carried unanimously.

15. Director Sorensen asked Deputy Director Walker to come forward to review the update to the list of designated depositories as part of the resolution. She asked that the Board approve the addition of BNP Paribas, which is the investment branch of Bank of the West. This addition to the depository list was also made by Lyon County and E.J. Moberg, Lyon County Auditor/Treasurer, requested the Governing Board do the same. Motion by Blumeyer and second by Ritter: To approve the update to the Resolution

to Designate Depositories and Authorize Lyon County Auditor/Treasurer to Make Investments, with the addition of BNP Paribas. The motion carried unanimously.

16. Chairperson Moline stated that the 2014 Quality Improvement Plan and the 2013 Report had been presented during the Community Health Board. He called for a motion to approve both documents as presented. Motion by Jagt and second by Anderson: To approve the 2014 Quality Improvement Plan and the 2013 Report as presented. The motion carried unanimously.

17. Director Sorensen asked that the Board approve the 2014 AFSCME Public Health contract. This contract, as approved by the bargaining unit, provides for compensation increases based on performance. Motion by Klabunde and second by Miller: To approve the 2014 AFSCME Public Health labor contract as presented. The motion carried unanimously.

18. Director Sorensen asked that the Board approve the 12 month probationary appointments of Amy Surprenant, Social Worker (CPS) and Cody Arnold, Social Worker, both at \$36,588/annually. Motion by Magnus and second by Anderson: To approve the 12 month probationary appointment of Amy Surprenant, Social Worker (CPS, effective on 02/18/14 and Cody Arnold, Social Worker, effective on 02/28/14, both at an annual salary of \$36,588. The motion carried unanimously.

Discussion/Information

19. Director Sorensen asked Deputy Director Walker to come forward to discuss fraud control with the Board. She stated that the agency has contracted with the Lyon County Sheriff to investigate fraud cases for the agency. Since the agency has changed fraud control traffic has gone down. On average since 2011 there have been eleven (11) cases per year. There are different options for handling fraud control in the future. The contract could be left the same but Sheriff Mather does not have agreements to cross into Pipestone, Redwood and Rock Counties to investigate. Meetings could be held and a contract developed with all the county sheriffs, at an hourly rate of \$45 - \$50. The final option would be to do fraud control in-house. Deputy Director Walker stated that she feels it would be best to develop contracts with each county, while staying within the current budgeted amount. She explained the difference between fraud prevention and fraud control. The attorney for any county would only be involved if the sheriff determines that there is a criminal case. Motion by Jarchow and second by Anderson: To authorize staff to move forward, working with the county sheriffs to develop contracts and to set the working budget at \$30,000. The motion carried unanimously.

20. Director Sorensen stated that the conversation regarding rental agreements started with a conversation between Deputy Director Walker and Kyle Oldre, Rock County Administrator, regarding what improvements are needed to the building in Rock County. After discussion, it was decided that staff should look into the space used in each county to get an accurate measurement of space used. This would be brought back to the Board at a later date.

21. It was stated that five (5) members of the SWHHS board sit on the Southern Prairie Community Care (SPCC) board, which is now in the process of developing and signing a contract with Blue Cross/Blue Shield. It was suggested that, since SWHHS will be a service provider, Mr. Toulouse should review the contract rather than each county attorney. He will be asked to send his findings to Director Sorensen, who will share the report with the Board.

Closed Session

22. Chairperson Moline called for a motion to move into closed session to discuss mediation. Motion by Ritter and second by Miller: To move into closed session to discuss mediation at 11:07 am. The motion carried unanimously.

23. Motion by Anderson and second by Blumeyer: To come out of closed session at 11:36 am. The motion carried unanimously.

24. The meeting was adjourned at 11:37 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director