

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

Date: July 16, 2014
Place: Redwood County Courthouse
Large Business Meeting Room
Redwood Falls, Minnesota

Opened: 9:58 am
Adjourned: 10:51 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, July 16, 2014 in the large business meeting room of the Redwood County Courthouse at 250 South Jefferson Street in Redwood Falls, Minnesota. The meeting was called to order by Chairperson Moline.

Members present: Jeanne Anderson
Curt Blumeyer
Carol Ann Flavhaven
Mark Goodenow (alternate)
Joan Jagt
Bob Jarchow
Priscilla Klabunde
Al Kokesch
Gerald Magnus
Bob Moline
Stephen Ritter
Lois Schmidt
Marvin Tinklenberg
Pam VanOverbeke

Member(s) absent: Rick Anderson
Ron Boyenga
Bill Johnson
Butch Miller

Guests: Matt Holidia
Laurie Moore
Rick Pietrick
Melody Caron

Staff present: Ann Abraham Stephanie Bengtson
Carol Biren Karla Drown
Megan Gullickson Ardis Henriksen
Dale Hiland Amanda Holzapfel
Krista Kopperud Stacey Longtin
Abbie Meyer Marie Meyers
Nicole Prellwitz Julie Schuelke
Chris Sorensen Dianna Tomlinson
Anita Van Veldhuizen Nancy Walker

P. Consent Agenda –

1. Amend/Approval of Agenda – Chairperson Moline asked to add the following items: T-13 Meetings in Marshall; T-14 Announcement Regarding Jeanne Anderson; T-15 One Board Governance Structure; and T-19 Approval of 2013 Audit Report. The following were on list provided on table: T-17 Thomas Murray, Social Worker (CPS), resignation, effective 07/10/14; and T-18 Request for Social Worker.
2. Identification of Conflict of Interest – none were identified.

3. Approval of 06/18/14 Minutes

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

Q. Financial –

Chairperson Moline asked if there were any more questions or comments regarding the financial report. Motion by Magnus and second by Ritter: To approve the financial report as presented during the Human Services Board meetings and moved forward to the Governing Board. The motion carried unanimously.

R. Introduction of New Staff –

Chairperson Moline invited the new staff members present to come forward for introduction. Abbie Meyer, Social Worker (CPS), and Stephanie Bengtson, Social Worker, each gave a short review of their background. The Board welcomed them to the staff.

S. Employee Recognition –

Kokesch presented the Years of Service recognition certificates to the following individuals: Nicole Prellwitz, Social Worker, for 1 year of service; Ann Abraham, Public Health Nurse, for 1 year of service; Megan Gullickson, Social Worker, for 1 year of service; Krista Kopperud, Health and Human Services Planner, for 1 year of service; Anita Van Veldhuizen, Office Support Specialist, for 1 year of service; Julie Schuelke, Social Worker, for 15 years of service; and Dianna Tomlinson, Accounting Technician, for 40 years of service. Chairperson Moline called for a ten (10) minute recess, the meeting to reconvene at 10:15 am.

T. Decision Items –

1 – 4. Director Sorensen stated that the following individuals had completed their 12 month probationary period, all with no increase in salary: Anita Van Veldhuizen, Office Support Specialist, effective on 07/15/14; Ann Abraham, Public Health Nurse, effective on 07/15/14; Megan Gullickson, Social Worker, effective on 07/29/2014; and Krista Kopperud, Health and Human Services Planner, effective on 08/12/14. He asked that the Board approve the removal from probationary status for all four (4) individuals. Motion by Jagt and second by Ritter: To approve the removal from probationary status, with no increase in salary, for Anita Van Veldhuizen, Office Support Specialist, effective on 07/15/14; Ann Abraham, Public Health Nurse, effective on 07/15/14; Megan Gullickson, Social Worker, effective on 07/29/2014; and Krista Kopperud, Health and Human Services Planner, effective on 08/12/14. The motion carried unanimously.

5. Director Sorensen reported that Deb Clem, Social Worker, had submitted her resignation to be effective on 06/20/2014. He asked that the Board accept the resignation. Motion by Magnus and second by Jarchow: To accept the resignation of Deb Clem, Social Worker, as of the effective date of 06/30/14. The motion carried unanimously.

6. Director Sorensen asked that the Board approve the separation of Jessica Thurstin, Support Enforcement Aide, from the agency effective as of 06/26/14. Motion by Ritter and second by Blumeyer: To approve the separation from the agency for Jessica Thurstin, Support Enforcement Aide, as of 06/26/14. The motion carried unanimously.

7. Director Sorensen stated that Paula Bloemendaal, Public Health Educator working as the Tobacco Control & Policy Coordinator, had submitted her resignation to be effective as of 08/01/14. He asked that the Board accept her resignation. Motion by Jarchow and second by Ritter: To accept the resignation of Paula Bloemendaal, Public Health Educator working as the Tobacco Control & Policy Coordinator, to be effective on 08/01/14. The motion carried unanimously.

8 & 18. Director Sorensen asked the Board to authorize staff to begin the process to hire two (2) Social Workers, one to work in the area of adoptions and one in adult services. The individuals would fill vacancies created by to resignation and an internal change in positions. Motion by Jagt and second by Klubunde: To authorize staff to begin the process to hire two (2) Social Workers, one in Children Services working with Adoptions and one in Adult Services. The motion carried unanimously.

9. Director Sorensen requested that the Board authorize staff to begin the process to hire a Public Health Educator to work as the Tobacco Control and Policy Coordinator, a position covered by the

Clearway MN grant. There are still up to three (3) years that the Clearway MN grant can be renewed.

Motion by Ritter and second by Jarchow: To authorize staff to begin the process to hire a Public Health Educator, to work as the Tobacco Control & Policy Coordinator. The motion carried unanimously.

10. Director Sorensen asked that the Board approve the revisions to Safety Policy Number 2 – Infection/Exposure Control Program. He stated that if there were any questions he would refer them to program staff. Motion by Magnus and second by Jagt: To approve Safety Policy Number 2 – Infection/Exposure Control Program as revised. The motion carried unanimously.

11. Director Sorensen reviewed the contracts and grant agreements as printed on the list and sent to the Board in the meeting packet. Motion by Ritter and second by Moline: To approve all of the contracts and grant agreements as listed and reviewed. The motion carried unanimously.

12. Director Sorensen stated that the agency had received a request to act as the Fiscal Host for the Mental Health Local Advisory Council. The agency holds this role for other groups. Motion by Blumeyer and second by Kokesch: To approve the request to act as the Fiscal Host for the Mental Health Local Advisory Council. The motion carried unanimously.

13. Chairperson Moline stated that he had received comments from some members of the Board about the possibility of holding all of the Board meetings at the Lyon County Government Center. One of the reasons given was that most of the administrative activities take place in the Marshall location. Motion by Klabunde and second by Jagt: To schedule all Board meetings in Marshall, beginning with January 2015. The motion carried unanimously.

14. Chairperson Moline announced that Jeanne Anderson had originally been appointed to fill out the term of Gail Byers. At the first meeting of July 2014, the Murray County Board had approved the appointment of Jeanne Anderson for a three (3) year term.

15. Chairperson Moline asked the Board to consider the possibility of moving to a one Board structure, under which there would be one (1) chairperson who would conduct the full meeting for Human Services, Community Health and Governing. Director Sorensen stated that he has a meeting scheduled with representatives from DHS to discuss the designation of a service delivery authority. If the Board wished to move to change the structure of the Board it would require a change to the JPA agreement. There would still need to be minutes for each of the Board areas, Human Services, Public Health and Governing. It was decided that further discussion on this topic would be deferred until there is a report from Director Sorensen on his discussion with DHS regarding a service delivery authority. It was requested that this be placed on the agenda for the August meeting.

16. Nothing identified on the agenda.

17. Director Sorensen stated that a letter of resignation had been received from Thomas Murray, Social Worker (CPS), to be effective on 07/10/14. He asked that the Board accept the letter of resignation. Motion by Ritter and second by Blumeyer: To accept the resignation of Thomas Murray, Social Worker (CPS), to be effective on 07/10/14. The motion carried unanimously.

19. The report on the 2013 audit had been heard earlier during the Community Health Board meeting. Chairperson Moline asked if there were any questions or comments regarding the report. Karla Drown, Accounting Supervisor, was recognized for the work she had done in preparing for the audit. There was a comment made that the audit had been completed in a more timely manner, it was felt, due to the interest expressed by the Board to have an independent audit. Motion by Klabunde and second by Jarchow: To approve the report on the audit of the agency's financial activity during calendar year 2013. The motion carried unanimously.

U. Discussion/Information –

1. Director Sorensen stated that staff is working on several areas of the strategic plan for the agency. One area that is being looked into is the quality of service that is provided to our clients. He stated that there are bases built into our systems that we need to be aware of and assess. Staff has looked into a few agencies that do work in the area of Cultural Competencies, which is broader than just race. On July 29, 2014 at 1:00 pm there will be a presentation by representatives of SOV Human Dynamics out of Mankato, Minnesota. Their presentation will be about one (1) hour long. Director Sorensen stated that if members of the Board would like to attend they are welcome. There was discussion about how many of the Board members should be included. Motion by Blumeyer and second by Kokesch: To allow the members of the Executive Committee to attend the presentation if available at that time. The motion carried unanimously.

Deputy Director Walker announced that there is an insurance committee meeting scheduled for 9:00 am and a negotiations session scheduled for 1:00 pm on 08/04/14. She was wondering if the Executive Committee would be willing to meet after the insurance meeting to review and discuss the budget for 2015. They agreed to hold the meeting at that time.

Chairperson Moline asked for a report on the employee picnic. Director Sorensen stated that it had gone well, with 61 attending. There had been over 100 who had originally signed up but not everyone was able to attend after the first evening was rained out and the time rescheduled.

Chairperson Moline asked if there was anything further to bring before the Board. Hearing nothing, he adjourned the meeting at 10:51 am.

Approved _____ Date

Authorized _____
Chairperson, SWHHS Governing Board

Recording Secretary, SWHHS Governing Board

Attest: _____
Director