

**SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD**

**MINUTES**

Date: June 18, 2014  
Place: Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

Opened: 9:39 am  
Adjourned: 10:52 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, June 18, 2014 in Commissioners' Rooms 1 & 2 of the Lyon County Government Center at 607 West Main Street in Marshall, Minnesota. The meeting was called to order by Chairperson Moline.

Members present:

Jeanne Anderson  
Rick Anderson  
Curt Blumeyer  
Ron Boyenga  
Carol Ann Flahaven  
Joan Jagt  
Bob Jarchow  
William Johnson  
Priscilla Klabunde  
Al Kokesch  
Gerald Magnus  
Butch Miller  
Bob Moline  
Stephen Ritter  
Lois Schmidt  
Marv Tinklenberg

Member(s) absent:

Pam VanOverbeke

Guests:

Marisa Eaton  
Lisa Jones

Staff present:

Jennifer Beek	Carol Biren
Michelle Buysse	Matt Carlson
Kay Dardis	Megan Gullickson
Ardis Henriksen	Amanda Holzappel
Stacy Jorgensen	Nancy Lange
Sherry Marks	Cindy Nelson
Andrew Peltz	Chris Sorensen
Christine Versaevel	Julia Vick
Nancy Walker	

O. **Consent Agenda –**

1. Amend/Approve Agenda – Director Sorensen stated that there is one additional contract to be considered by the Board, a contract containing both a participation agreement and a system security agreement with Sandlot, a Health Information Exchange that will be used by Southern Prairie Community Care. The additions to the agenda were printed and placed before the Board. The following additions were made: **S-17** Andrew Peltz, Case Aide (CIRCLE School Liaison) (part-time), probationary appointment (12 months), \$15.31 per hour, Effective 06/23/2014; **S-18** Request for Social Worker; and **T-1** Public Health and Human Services Union – Notice of Desire to Negotiate.

2. Conflict of Interest – None were identified.
3. Minutes from the 05/21/2014 meeting – No additions or corrections.

Motion by Ritter and second by Miller: To approve the Consent Agenda, with the additions to the meeting agenda as listed. The motion carried unanimously.

**P. Financial –**

Chairperson Moline asked if there were any further questions or comments relating to the Financial Report. Motion by Boyenga and second by Ritter: To approve the Financial Report as given during the Human Services Board meeting and moved to the Governing Board for approval. The motion carried unanimously.

**Q. Introduce New Staff –**

Chairperson Moline invited the new staff, Office Support Specialists Kay Dardis and Julia Vick, to come forward to be introduced. They each gave a short background and told what areas they are working in. The members of the Board introduced themselves to the new staff and welcomed them to the agency.

**R. Employee Recognition –**

Chairperson Moline stated that he had asked Ritter to present the certificate. Deb Horejsi, who was listed on the agenda, was not able to attend the meeting. Ritter invited Danielle Powell, Social Worker, forward to be recognized for one (1) year of service to the agency. After the presentation was made, Chairperson Moline called for a recess, asking that everyone be back to reconvene at 9:59 am.

**S. Decision Items –**

Chairperson Moline asked Director Sorensen to address items 1 – 6 together.

- 1-6 Director Sorensen stated that there were six (6) requests for approval of a twelve (2) month probationary appointment for: Abigail Meyer, Social Worker (CPS) at \$36,588.00 annually effective 06/09/2014; Stephanie Busjahn, Social Worker at \$46,000.00 annually effective 06/16/2014; Chantelle Mercie, Eligibility Worker, at \$16.39 per hour effective 06/16/2014; Michelle Pick, Social Worker, at \$36,588.00 annually effective 06/16/2014; Casie DeVos, Social Worker, at \$36,588.00 annually effective 06/23/2014; and Michelle Schutz, Eligibility Worker, at \$21.00 per hour effective 06/23/2014. Motion by Jagt and second by Magnus: To approve the twelve (12) month probationary appointment of Abigail Meyer, Social Worker (CPS) at \$36,588.00 annually effective 06/09/2014; Stephanie Busjahn, Social Worker at \$46,000.00 annually effective 06/16/2014; Chantelle Mercie, Eligibility Worker, at \$16.39 per hour effective 06/16/2014; Michelle Pick, Social Worker, at \$36,588.00 annually effective 06/16/2014; Casie DeVos, Social Worker, at \$36,588.00 annually effective 06/23/2014; and Michelle Schutz, Eligibility Worker, at \$21.00 per hour effective 06/23/2014. The motion carried unanimously. Director Sorensen, in response to a question, reviewed which offices the new staff would be based out of.
7. Director Sorensen stated that a letter of resignation had been received from Nicole Deprez, Social Worker, to be effective on 06/13/2014. Nicole left to accept a position with the Lower Sioux Health and Human Services agency. Motion by Ritter and second by Klabunde: To accept the resignation of Nicole DePrez, Social Worker, to be effective on 06/13/2014. The motion carried unanimously.
8. Director Sorensen stated that a letter of retirement had been received from Maureen Sauer, Child Support Officer, to be effective on 07/31/2014. Motion by Blumeyer and second by Miller: To accept the letter of retirement for Maureen Sauer, Child Support Officer, effective on 07/31/2014. The motion carried unanimously.
9. Director Sorensen stated that he was requesting approval to begin the process to advertise for and hire three (3) Social Workers. He stated that one position was for a Social Worker in Luverne, where we have held a contract with Southwest Mental Health to provide Social Worker assistance and the plan is to now bring that service back in-house. The second Social Worker would be a Children's Mental Health worker to help bring our caseload numbers to a better ratio. The third Social Worker would be to fill the position vacated by resignation. Motion by Anderson and second by Johnson: To

- authorize staff to begin the process to hire three (3) Social Workers as requested. The motion carried unanimously.
10. Director Sorensen requested that the Board give staff authorization to advertise for and hire a Child Support Officer to fill the position that will be vacated by retirement. Motion by Jagt and second by Moline: To authorize staff to begin the process to hire a Child Support Officer as requested. The motion carried unanimously.
  11. Director Sorensen reviewed the proposed changes to Personnel Policy Number 3 – Leaves and Holidays. He stated that the changes will bring the policy in line with the labor agreements for both of the bargaining units and state statute. Motion by Johnson and second by Klabunde: To approve the revisions to Personnel Policy Number 3 – Leaves and Holidays as presented. The motion carried unanimously.
  12. Director Sorensen reviewed the proposed changes to Personnel Policy Number 19 – Medical Leave for Fitness. He stated that the Policy had been changed to address fitness needs and not wellness areas that can be covered by insurance. There was also an increase in the maximum amount that can be used, from \$1,000 to \$1,200. Motion by Blumeyer and second by Anderson: To approve the revisions to Personnel Policy Number 19 – Medical Leave for Fitness as presented. The motion carried unanimously.
  13. Director Sorensen reviewed the proposed changes to Personnel Policy Number 20 – Remote Access Allowance Policy. He stated that the Policy had been changed to increase the allowance amounts to \$30 for cell phone only and \$55 for those individuals whose job description requires frequent travel, 24/7 contact and need access to their email and calendar. The people who use this remote access allowance are primarily management and supervisory staff. Motion by Magnus and second by Ritter: To approve the revisions to Personnel Policy Number 20 – Remote Access Allowance Policy as presented. The motion carried unanimously.
  14. Director Sorensen explained the contract that was added to the agenda, a participation and security agreement for a Health Information Exchange, Sandlot, that will be utilized by Southern Prairie Community Care. He then reviewed the contracts on the list included in the meeting packet. He asked that the Board approve all the contracts as reviewed. Motion by Boyenga and second by Miller: To approve all the proposed contracts as listed and reviewed. The motion carried unanimously.
  15. Director Sorensen stated that a donation of diapers had been received from an individual and he asked the Board to accept the donation. Motion by Jagt and second by Ritter: To accept the donation as presented in the meeting packet. The motion carried unanimously.
  16. Director Sorensen stated that the revised quote for access control and security at the Redwood Falls office was provided in the meeting packet. The details of what would be done during the installation of an access system was laid out in the quote document and the total cost of the system plus the electronic locks was quoted at \$16,402; the cost of the cameras, a total of four (4) cameras, was quoted at \$3,840; and the annual agreement cost at \$1,307 per year. The only service agreement available would be for the five (5) year term. The primary camera monitor would be at the county sheriff's office but we can request to have a monitor at the front desk of the agency office. Motion by Anderson and second by Ritter: To accept the quote from Integrated Protection Systems (IPS) for the purchase and installation of an access control system, electronic locks on eight (8) doors and four (4) cameras at the total cost of \$20,242.00 and the five (5) year service agreement at the total cost of \$6,535.00. The motion carried unanimously.
  17. Director Sorensen requested that the Board approve the twelve (12) month probationary appointment of Andrew Peltz, Case Aide (CIRCLE School Liaison), a part-time position at \$15.31 per hour to be effective on 06/23/2014. Motion by Jarchow and second by Blumeyer: To approve the twelve (12) month probationary appointment of Andrew Peltz, Case Aide (CIRCLE School Liaison), a part-time position at \$15.31 per hour to be effective on 06/23/2014. The motion carried unanimously.
  18. Director Sorensen requested authorization to advertise for and hire a Social Worker to be an intake specialist, taking over the intake duties previously done by a Case Aide in Redwood County. Motion

by Johnson and second by Ritter: To authorize staff to begin the process to hire a Social Worker, to help with the intake process. The motion carried unanimously.

**T. Discussion/Information –**

1. Director Sorensen stated that he had received notification from both the Public Health and Human Services Labor Unions that it is their desire to begin the process of negotiations. They have filed the necessary papers with the Bureau of Mediation Services (BMS) in St. Paul. The members of the Board Negotiation Committee identified themselves.
2. Chairperson Moline reminded the Board members that the agency picnic is scheduled for Thursday, June 19<sup>th</sup>. RSVPs were due on Monday, June 9<sup>th</sup> but everyone was welcome.
3. The next Board meeting will be held on July 16, 2014 in Redwood Falls.

**U. Closed session – Director’s evaluation –**

Chairperson Moline called for a motion to go into a closed session to conduct a performance evaluation for Director Sorensen. Motion by Ritter and second by Kokesch: To have the Board go into a closed session at 10:25 am for the purpose of conducting an annual performance evaluation for Director Sorensen. The motion carried unanimously.

Motion by Ritter and second by Anderson: To come out of closed session at approximately 10:45 am. The motion carried unanimously.

It was stated that Director Sorensen had received an excellent performance review. Motion by Anderson and second by Blumeyer: To increase the 2014 annual base salary for Director Sorensen from \$127,500 (2013 base) to \$133,500, based on his performance evaluation. The motion carried unanimously.

Chairperson Moline adjourned the meeting 10:52 am.

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

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

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

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