

**SOUTHWEST HEALTH AND HUMAN SERVICES
GOVERNING BOARD**

MINUTES

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

Opened: 9:42 am
Adjourned: 11:13 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, March 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
- Marvin Tinklenberg
- William Johnson
- Harold Butch Miller
- Stephen Ritter
- Gerald Magnus
- Curt Blumeyer
- Joan Jagt
- Robert Moline
- Rick Anderson
- Bob Jarchow
- Ron Boyenga
- Al Kokesch
- Priscilla Klabunde
- Carol Ann Flahaven
- Pam VanOverbeke

Member(s) absent: Richard Bakken

Staff present:

Chris Sorensen	Carol Biren
Cindy Nelson	Nancy Walker
Karri Harvey	Dale Hiland
Stacey Longtin	Jenifer Klein
Sherry Marks	Kristin Deacon
Marie Meyers	Michelle Buysse
Casie Devos (intern)	Krista Kopperud
Jennifer Beek	Kathryn Herding
Karla Drown	Stacy Jorgensen
Mandy Holzapfel	Amy Surprenant
Ardis Henriksen	Karyn Zins
Monica Christenson	Kami Parker

1. **Consent Agenda –**
 - a. Amend/Approval of Agenda – A written copy of additions was placed before each Board member, adding S-8 Contract – Lease Agreement – CIRCLE; S-9 Donation – A local family (Luverne) donated 2 bags of infant clothing. Requested addition T-2 HHS lease agreements was deleted. Chairperson Moline asked that T-3 TV Screen be added to the agenda. Carol Biren, Public Health Division Director asked that T-4 Smoke-free Foster Care be added to the agenda.

- b. Conflict of Interest – Magnus and Klabunde indicated that they serve on the board for Western Mental Health and will refrain from voting on the contracts.
- c. Minutes from the 2/19/2014 meeting

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

2 Financial Report –

Chairperson Moline asked if there were any questions or comments related to the Financial Report.

Motion by Anderson and second by Jarchow: To approve the financial report as presented during the Human Services Board meeting. The motion carried unanimously.

3. Introduction of New Staff –

Amy Surprenant, Social Worker (CPS) was introduced to the Board. Chairperson Moline welcomed her to the agency.

4. Employee Recognition –

Three (3) of the six (6) individuals who were listed to be recognized at this meeting were not able to attend because of weather and will be recognized at the April meeting. Chairperson Moline asked Jagt to present the certificates to the staff able to attend. Jagt gave certificates to the following staff in recognition of years of service to the agency: Kami Parker – 1 year; Monica Christianson – 1 year; and Karyn Zins – 25 years. The group gathered to have their picture taken with Jagt.

5. Decision Items –

Chairperson Moline asked Director Sorensen if he would address Items 1 – 4 together. Director Sorensen stated that two (2) staff are completing their 12 month probationary period: Kami Parker, Office Support Specialist effective 03/18/2014; and Ann Orren, CIRCLE Coordinator effective 04/08/2014, both with no increase in salary. He then stated that a 12 month probationary appointment had been made with two (2) individuals: Kelyn Meyeraan, Eligibility Worker at \$19.02 per hour effective 02/25/2014; and Thomas Murray, Social Worker (CPS) at an annual salary of \$37,588 effective 03/03/2014. Motion by Jagt and second by Johnson: To approve the completion of a 12 month probationary period by Kami Parker, Office Support Specialist, effective 03/18/2014 and Ann Orren, CIRCLE Coordinator effective 04/08/2014, both with no increase in salary and to also approve the probationary appointments for Kelyn Meyeraan, Eligibility Worker, at \$19.02 per hour effective 02/25/2014; and Thomas Murray, Social Worker (CPS) at an annual salary of \$37,588 effective 03/03/2014. The motion carried unanimously.

Director Sorensen stated that a letter of resignation had been received from Sarah Banks, Social Worker, effective 03/07/2014, and he asked that the Board accept her resignation. Motion by Magnus and second by Ritter: To accept the resignation of Sarah Banks, Social Worker, effective 03/07/2014. The motion carried unanimously.

Director Sorensen stated that a request for leave without pay had been received from Deb Clem, Social Worker. Any time the request is for more than 37.5 hours it needs to come to the Board for approval. Motion by Blumeyer and second by Kokesch: To approve the request for leave without pay for Deb Clem, Social Worker. The motion carried unanimously.

Director Sorensen asked Karla Drown, Accounting Supervisor, to come forward to address the request to hire Eligibility Workers (Transportation Coordinators). Karla stated that currently when we have staff who are not Eligibility Workers handling transportation requests the agency does not receive any reimbursement from the federal government, therefore the agency cannot maximize revenues. If we would hire Eligibility Workers to handle the transportation work the agency could look at possibly getting up to 75% of their salary in reimbursement from the federal government. Stacy Jorgensen, Social Services Supervisor, gave an example of how working on transportation requests can take up staff time that should be directed to other duties. Motion by Blumeyer and second by Anderson: To authorize staff to begin the process to hire two (2) Eligibility Workers (Transportation Coordinators) as requested. The motion carried unanimously.

Chairperson Moline called for a fifteen minute recess. He reconvened the meeting at 10:13 am.

Director Sorensen reviewed the list of contracts. Pointing out changes that were made to the renewals and answering any questions related to the contracts. Motion by Ritter and second by Jarchow: To approve the contracts as listed and reviewed. The motion carried with abstentions by Magnus and Klabunde.

Chairperson Moline asked if there were any questions about the donations to the agency, including the one added at the beginning of the meeting. Motion by Magnus and second by Ritter: To approve the donations received by agency staff. The motion carried unanimously.

Director Sorensen asked Deputy Director Walker to come forward to talk about the copier lease for the Luverne office. She stated that the copier in the Luverne office, which is under lease, has been having problems, requiring the staff to call for a technician to come to the office to work on it. The other copy machine, which makes color copies, is very expensive to operate. She has talked with the sales rep about the possibility of leasing one (1) machine, which does both color and black & white copies, on a five (5) year lease. The current monthly cost is \$1,011.67 and under the new lease it would be \$898.97. Motion by Jagt and second Anderson: To approve the request to establish a 5 year lease for a copy machine for the Luverne office at the monthly rate of \$898.97. The motion carried unanimously.

Deputy Director Walker stated that the lease on the current postage machine in Redwood ends in May. They currently need to weigh each piece of mail to determine postage. The current lease costs \$240 per month. She requested authorization to enter into a 5-year lease for a machine with a dynamic scale, which weighs the items as they run through the machine and sets the postage rate, at a cost of \$280 per month. Ritter asked if anyone had ever looked into the possibility of using the website, stamps.com. He has used that option for a couple of years and found it a good option. Motion by Ritter and second by Blumeyer: To authorize staff to check into the possibility of using stamps.com and if it is determined to not be a feasible option for postage in that office to move forward and sign a new 5-year lease for a postage machine in the Redwood County office at the rate of \$280 per month. The motion carried unanimously.

Deputy Director Walker presented each member of the Board with a printout of responses to a request for quotes on an additional vehicle. She informed that Board that vehicle #4 is no longer available and asked them to cross it off. After discussion on the merits of the various vehicles, motion by Johnson and second by Klabunde: To authorize the purchase of vehicle #8, the 2013 Chevy Impala LT at the price of \$16,365, with a trade in of the 2001 Chevy Lumina of \$750, because it is has 6 cylinder rather than a 4 cylinder engine and is one (1) year newer than the lower prices 2012 Dodge Journey. The motion carried unanimously. Deputy Director Walker then stated that the car would be purchased from Lockwood Motors.

Director Sorensen stated that SWHHS is the entity that will work with Southern Prairie Community Care (SPCC) and has been the entity that has put forth the funding. He had also learned that it is possible to have a JPA within a JPA. There is concern by the individual counties about the risk extended to the county but if SWHHS was the voice for the region then the individual counties would lose their voice in the project. He stated that work needs to be done to get some of the SIM funding to be given to SPCC rather than just sitting at the state agency level. The goal is to have SPCC client ready on 01/01/2015. There will be more information to share in future months.

Chairperson Moline stated that at the February 2014 meeting the TV screens at the sides of the room had been used, in an effort to help people attending the meeting to follow along. He asked if it had made a difference. Staff stated that it did not really change anything, because they have paper or electronic copies of the agenda. Chairperson Moline state that the idea would then be scraped.

Carol Biren, Public Health Division Director, reported that the state legislature is looking at passage of a law for smoke free foster care. This would not mean that people could not smoke in their homes but that they would smoke in a designated area where the foster children are not around. Paula Bloemendaal, Tobacco Control and Policy Coordinator, had sent a request to all county administrators to ask that counties pass a resolution supporting this legislation or to send a letter of support. Anderson asked that someone come before the full county board with a presentation about this legislation before they consider passing a resolution.

6. Discussion/Information –

Krista Kopperud, Health and Human Services Planner, announced that the workgroup for “Creating a Positive Workplace” had developed a survey and sent it out to staff asking about willingness to attend an agency picnic. They had a response rate of 50%, of which 75% stated that they would attend a picnic. The picnic has been

scheduled for Thursday, June 19, 2014 at Garvin Park and will be for staff and their families. The workgroup is working on planning a number of fun events to be held during the picnic.

Chairperson Moline asked if there was anything further to bring before the Board and if not he was open for a motion to go into a closed session to discuss mediation. Motion by Ritter and second by Jagt: To close the meeting at 11:00 for the purpose of discussing the upcoming mediation session. The motion carried unanimously.

Attendance of those at the closed session was: Klabunde, Kokesch, Jarchow, Anderson, Moline, Jagt, Blumeyer, Magnus, Ritter, Miller, Johnson, Director Sorensen, Deputy Director Walker and Social Services Division Director Nelson.

Motion by Ritter and second by Jarchow: To come out of closed session at 11:12 am. The motion carried unanimously. They had discussed the mediation session scheduled for 10:00 am on Monday, 3/31/2014.

Chairperson Moline adjourned the meeting at 11:13 am.

Approved _____ Date

Authorized _____
Chairperson, Governing Board

Recording Secretary, Governing Board

Attest: _____
Director