

SOUTHWEST HEALTH AND HUMAN SERVICES  
GOVERNING BOARD

MINUTES

Date: May 21, 2014  
Place: Lincoln County Courthouse, Assembly Room  
319 North Rebecca Street  
Ivanhoe, Minnesota

Opened: 9:34 am  
Adjourned: 10:56 am

The monthly meeting of the Governing Board of Southwest Health and Human Services was held on Wednesday, May 21, 2014 in the Assembly Room of the Lincoln County Courthouse, 319 North Rebecca Street in Ivanhoe, Minnesota. The meeting was called to order by Chairperson Moline.

Members present:

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

Member(s) absent:

- Bob Jarchow
- Carol Ann Flahaven

Staff present:

Chris Sorensen	Nancy Walker
Kristin Deacon	Stacy Jorgensen
Mandy Holzapfel	Christine Versaevel
Sherry Marks	Jenifer Klein
Dale Hiland	Marie Meyers
Carol Biren	Cindy Nelson
Karri Harvey	Deb Seidel
Karl Drown	Ann Orren
Sue VanWatermeulen	Mary Jo Bose
Ardis Henriksen	

**O. Consent Agenda –**

1. Amend/Approve Agenda – The additions to the agenda were printed and placed before the Board. The following additions were made: Introduction of new staff – Mary Jo Bose, Registered Nurse; R. Decision Items – 11. Donation of household items from a community member in Redwood (Additional donation); 16. Kathy Staniszewski, promotional appointment – Eligibility Worker to Lead Eligibility Worker, 6 month probationary period, effective 06/02/14; 17. Tara VanderSteen, promotional appointment – Eligibility Worker to Lead Eligibility Worker, 6 month probationary period, effective 06/02/14; 17, 18. Request for Eligibility Workers; and S-3 Closed Session-Director’s Evaluation.
2. Conflict of Interest – None
3. Minutes from the 04/16/2014 meeting. Blumeyer pointed out a couple of typo errors to be corrected.

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

**P. Financial –**

Motion by Anderson and second by Ritter: To approve the Financial Report as forwarded by Human Services Board. The motion carried unanimously.

Director Sorensen asked that Mary Jo Bose, Registered Nurse, come forward to meet the Board. Mary Jo gave a brief background to the Board and stated that she will be based out of the Rock County office, working in adult health programs. The Board welcomed her to the staff.

**Q. Employee Recognition –**

Chairperson Moline stated that he had asked Commissioner Miller to present the Years of Service awards. Commissioner Miller presented Years of Services awards to the following staff: Deb Seidel, Information Technology Specialist, Sr., for one (1) year of service; Ann Orren, CIRCLE Coordinator, for one (1) year of service; Stacy Jorgensen, Social Services Supervisor, for twenty-five (25) years of services; Sue VanWatermeulen, Eligibility Worker, for twenty-five (25) years of service; and; Elaine Lacek, Office Support Specialist, for thirty-five (35) years of service. Also eligible for a one (1) year of service award was Danielle Powell, Social Worker, but she was not available to attend the meeting. After the presentations were made, Chairperson Moline called for a ten (10) minute break and asked the certificate recipients to gather to have their picture taken.

Chairperson Moline reconvened the meeting at 9:47 am.

**R. Decision Items –**

Chairperson Moline asked Director Sorensen to address items 1-4 and 16-17 together. Director Sorensen reviewed the following personnel requests: the completion of a six (6) month probationary period effective 6/2/14, with no salary increase, for Keri Petersen, Lead Eligibility Worker; the completion of a twelve (12) month probationary period, with no salary increase, for Social Workers Danielle Powell effective on 5/23/14 and Nicole Prellwitz effective on 6/10/14; and a promotional appointment for Christine Versaevel from Social Worker to Social Services Supervisor with an annual salary of \$51,000 beginning on 5/5/14 and promotional appointments for Kathy Staniszewski and Tara VanderSteen from Eligibility Worker to Lead Eligibility Worker, which will include a \$2,500.00 annual increase to their salary effective on 6/2/14. Motion by Kokesch and second by Ritter: To approve the following personnel requests: : the completion of a six (6) month probationary period effective 6/2/14, with no salary increase, for Keri Petersen, Lead Eligibility Worker; the completion of a twelve (12) month probationary period, with no salary increase, for Social Workers Danielle Powell effective on 5/23/14 and Nicole Prellwitz effective on 6/10/14; a promotional appointment for Christine Versaevel from Social Worker to Social Services Supervisor with an annual salary of \$51,000 beginning on 5/5/14 and promotional appointments for Kathy Staniszewski and Tara VanderSteen from Eligibility Worker to Lead Eligibility Worker, which will include a \$2,500.00 annual increase to their salary effective on 6/2/14. The motion carried unanimously.

5. Director Sorensen stated that a letter of resignation had been received from Lindsay Ourada, Registered Dietician, which was effective 5/9/14. Motion by Blumeyer and second by Anderson: To accept the resignation of Lindsay Ourada, Registered Dietician, effective on 5/9/14. The motion carried unanimously.

6. Director Sorensen stated that a letter of retirement had been received from Sue Versaevel, Case Aide, to be effective 6/6/14. Motion by Magnus and second by Johnson: To accept the letter of retirement from Sue Versaevel, Case Aide, effective 6/6/14. The motion carried unanimously.

7. Director Sorensen stated that staff is requesting authorization to begin the process to hire a Registered Dietician, to fill the position vacated by resignation. Motion by Anderson and second by Miller: To authorize staff to begin the process to hire a Registered Dietician. The motion carried unanimously.

8. Director Sorensen stated that staff is requesting authorization to begin the process to hire a Case Aide, to fill the position vacated by retirement. Motion by Jagt and second by Ritter: To authorize staff to begin the process to hire a Case Aide. The motion carried unanimously.

9. Director Sorensen stated that staff is requesting authorization to begin the process to hire a Social Worker, to fill the position vacated by promotion. Motion by Ritter and second by Johnson: To authorize staff to begin the process to hire a Social Worker. The motion carried unanimously.
10. Director Sorensen stated that staff is requesting authorization to begin the process to hire two (2) Eligibility Workers, to fill the positions vacated by promotion. Motion by Anderson and second by Blumeyer: To authorize staff to begin the process to hire two (2) Eligibility Workers. The motion carried unanimously.
11. Director Sorensen reviewed the proposed contracts as listed in the meeting packet. The grant agreement for SHIP is to increase the grant cycle from twenty (20) to twenty-four (24) months and to increase the funding amount to reflect an award of \$7,000 per county to be used for a survey plus a \$29,000 per capital increase. In response to a question, Deputy Director Walker explained the increase in the annual rate for the Fraud Investigation contract. She also stated that all referrals for fraud investigation will come through the fraud prevention investigator who works within the agency. Motion by Ritter and second by Anderson: To approve all the contracts as presented on the printed list and reviewed by Director Sorensen. The motion carried unanimously.
12. Director Sorensen reviewed all the donations received by the agency, including the donation listed in the agenda additions. Motion by Johnson and second by Jagt: To accept all donations to the agency asked listed. The motion carried unanimously.
13. Director Sorensen asked Deputy Director Walker to address the copier leases. She stated that a couple of offices have leases due on their copiers, the Murray and Redwood County offices. She reported that Murray County has a copier that makes both black and white/color copies and the price that she received is for the same machine but with more copies each month for a few dollars less. We are currently paying about \$364.00 per month and the new monthly rate would be \$359.58. The Redwood County office would go to having two (2) machines. They are currently paying \$1100.18 per month for three (3) and the new monthly rate would be \$873.87. Motion by Boyenga and second by Moline: To authorize the signature of a new lease for a copier in Murray County at the monthly rate of \$359.58 and a lease for two (2) copiers in Redwood County at the monthly rate of \$873.87. The motion carried unanimously.
14. Director Sorensen reviewed the quote for the purchase and installation of security equipment in the office in Redwood County. He had received two (2) quotes but only included one (1) in the meeting materials, as the other was \$10,000 higher. He reviewed the costs as listed on the document, \$15,791.00 for the control system and locks, \$3,840.00 for the camera project and \$710.00 for installation. There were a number of questions about what was included in the quoted price and what the service agreement options provided. The Board asked that this agenda item be brought back to the June 2014 meeting with further information provided.
15. Deputy Director Walker stated that an insurance committee is being established for the agency, with the first meeting being set for 6/12/14. The makeup of this committee would have representation to bring together all levels of staff. She asked that one (1) commissioner, plus an alternate, be appointed to serve on the committee. Chairperson Moline commented that about a week previous to this meeting the multi-entity insurance JPA group had met and began talking about expanding to more counties. After discussion, Klabunde volunteered to be the primary representative on the agency insurance committee and Anderson volunteered to be the alternate. Motion by Blumeyer and second by Ritter: To affirm Klabunde as the Board representative on the agency insurance committee and Anderson as the alternate member for the Board. The motion carried unanimously.
15. Director Sorensen stated that the Human Services Bargaining Unit had voted on the proposed union contract, accepting the contract which gave a 2% across the board increase, for the year 2014 being retroactive to 1/1/14. Motion by Ritter and second by Klabunde: To authorize the Chairperson for the Governing Board and the agency Director to sign the labor agreement with the Human Services unit. The motion carried unanimously.

S. Discussion/Information –

1. Director Sorensen reviewed the table that was included in the meeting packet giving a cost of space analysis for 2014. There will be negotiations with Kyle Oldre, Rock County Administrator, regarding the cost of space and how it will relate to the requested upgrades. The annual amounts will be brought back to the Board with the lease agreements.

Chairperson Moline asked if there was anything further to bring before the Board, hearing nothing he called for a motion to go into a closed session for the purpose of discussing the performance evaluation for Director Sorensen. Motion by Ritter and second by Miller: To move the adoption of a Resolution Closing the Board Meeting to evaluate the performance of the Director of Southwest Health and Human Services. The motion carried unanimously. (Resolution attached) The meeting went into closed session at 10:30 am.

Motion by Ritter and second by Boyenga: To come out of closed session at 10:56 am. The Board members were asked to send their completed evaluations to Chairperson Moline, who will bring them to the June 2014 meeting where a closed session to review them will be included on the agenda.

Chairperson Moline adjourned the meeting at 10:57 am.

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

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

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

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

Member Stephen Ritter introduced the following Resolution and moved its adoption:

**RESOLUTION CLOSING BOARD MEETING**

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(a) states: "A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting."

WHEREAS, the Governing Board of SWHHS seeks to meet and discuss the performance of the Director of Southwest Health and Human Services, Christopher Sorensen, on May 21, 2014;

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

1. The meeting is closed pursuant to Minn. Stat. § 13D.05, subd. 3(a) to evaluate the performance of the Director of Southwest Health and Human Services;
2. The specific subject to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, is the performance of the Director of Southwest Health and Human Services.

The motion for the adoption of the foregoing Resolution was duly seconded by Harold "Butch" Miller and upon a vote being taken thereon, the following voted in favor thereof: William Johnson, Harold "Butch" Miller, Gerald Magnus, Stephen Ritter, Curt Blumeyer, Joan Jagt, Bob Moline, Rick Anderson, Ron Boyenga, Al Kokesch and Priscilla Klabunde

and the following voted against the same: None

Whereupon said Resolution was declared duly passed and adopted.